July 22, 2013

TO: Ted Smith
Interim City Manager
City of Newport, Oregon

FROM: Robert W. Gazewood
Consultant
Gazewood Financial Management Services

RE: Consulting Proposal - Interim Finance Director

This letter provides the basis of my proposal for serving as Interim Finance Director for the City of Newport, Oregon. The specific details of my proposal include the following:

1. I will contract as Gazewood Financial Management Services (GFMS) and Robert (Bob) W. Gazewood, as Consultant, providing governmental finance related services to the City of Newport. Social security number will be provided for tax reporting purposes. Checks for billed services would be made payable to Robert W. Gazewood, GFMS.

2. The City of Newport, Oregon will add Robert W. Gazewood, Interim Finance Director, as named covered, in its liability insurance coverage.

3. Consultant proposes to begin on-site services on August 5, 2013. If needed, Consultant would be available prior to that date for a day or evening meeting at a negotiated fee and costs incurred.

4. Basic fee for services is proposed at $75.00 per hour for an eight (8) hour work day. After hour meetings, such as attendance at city council meetings, will not be charged for the first eight (8) hours each month but will be considered as hours worked in the event that less than the basic hours from 8 AM to 5 PM are less than eight (8) hours worked. After hour meetings greater than eight (8) hours attended is proposed at $50.00 per hour unless Consultant chooses to apply such excess hour(s) to the basic work hour factor and not charge additionally for such meeting hours attended.

5. Fee for services provided from Consultant's off-site base is proposed at $35.00 per hour not to exceed billing at sixteen (16) hours per week.

6. Consultant will provide services on-site for three (3) days per week on a Monday, Tuesday and Thursday or Friday schedule for the month of August 2013. Events will determine whether transitioning to a four day on-site work week will be necessary and will be by mutual consent of the Consultant and the Interim City Manager on behalf of the City of Newport, Oregon. From time to time a work day, such as Thursday, may be substituted for by a Wednesday or Friday on-site work day.

7. A car allowance is proposed at $250 per month.

8. Consultant's lodging costs shall be reimbursed, whether short-term stay or long-term monthly rental. Meal costs are not included in lodging costs.

9. Meal costs that are specifically related to City of Newport business shall be reimbursed.

10. Consultant's billing for services may be submitted and paid on a bi-weekly basis.

I may be reached by telephone at the numbers provided below. Ted, thank you for your considerations and I look forward to hearing from you.

Sincerely,

Robert W. Gazewood
89173 Manion Drive
Warrenton, OR 97146

(503) 738-9426
(503) 739-1296 Cell