

Exhibit A

Scope of Work – Interim City Administrator

Description of Services

Provide administrative services as a consultant to the City of White Salmon including but not limited to facilitation of work to ensure the city operates smoothly, continuation of major priorities at the direction of the Mayor, and overall continuity of executive administration. The consultant will assist the Mayor in leading and directing the work of staff on projects, initiatives, and regular business of the city. The consultant will dedicate a minimum of 35 hours per week to the performance of professional services on behalf of the city, with a significant portion of that time spent at City Hall. Attendance and participation in City Council meetings is also expected.

The city will provide the consultant with a city email account address to use for business purposes only on behalf of the city.

Cost for Service

The cost for services is \$75 per hour and includes all expenses including travel. The consultant is not an employee of the City of White Salmon and therefore is not eligible for any benefits.

Assignment Details

1. The term of the contract shall begin on March 29 and end approximately July 30, 2022. It is understood that the consultant will not be onsite full time March 29 through March 31.
2. The term of the contract is contingent upon further negotiations and the hiring and orientation of a City Administrator.
3. Both parties may terminate this contract at any time.
4. The consultant shall submit detailed monthly invoices at the beginning of each month for hours worked. The invoice will be paid on the first Wednesday of each month.