

**City of Blaine**  
**Request for Council Action**  
**Meeting Date: April 13, 2020**

**Subject:** Contract with Prothman Company for Placement of an Interim Public Works Director

**Department:** City Manager **Prepared By:** \_\_\_\_\_  
(Digital Signature)

**This Action Is:**  Necessary and Routine  COVID-19 Response

This action is Necessary and Routine under Governor Inslee’s Proclamation No. 20-08 because:

- (1) it is Necessary because the City of Blaine must fill open staff positions to ensure delivery of services, and
- (2) it is Routine because contracts for services are routinely a part of a regularly occurring action of the City of Blaine when necessary.

**Agenda Location:**  Consent Agenda  Council Action  Unfinished Business

**Attachments:**

1. Contract with the Prothman Company
2. Robert Hammond Resume

**Background/Summary:**

The City and the current Public Works Director, Ravyn Whitewolf, have negotiated a contract wherein Ms. Whitewolf will be filling the new Engineering Program Director position. This creates a vacancy in the Public Works Director position. To ensure the department has adequate management and administration, the City Manager has negotiated a contract for services with the Prothman Company. The Prothman Company is a professional recruitment and placement firm that finds temporary and full-time employees, primarily for public sector clients. Under the terms of the attached contract, Prothman will provide a temporary Public Works Director. A candidate, Robert Hammond, has been approved by the City Manager. Mr. Hammond’s resume is attached.

**Budget Implications:**  Current Budget  New Budget Request  Non-Budgetary

The 2020 Budget includes a Public Works Director’s salary, benefits and overhead. The monthly contract cost is roughly equivalent to the monthly budgeted salary and benefit expense. Because the City would pay for temporary housing during the term of the placement there is added cost during the transition. The additional non-budgeted expense is expected to be approximately \$2,500 per month. Exact budget impact will depend on length of the contract and the specific lodging available.

**Recommendation:**

The City Manager recommends that the City Council authorize execution of the contract with the Prothman Company subject to final review by the City Attorney.

**Reviewed By:**

City Manager \_\_\_\_\_ Finance Director \_\_\_\_\_ City Clerk \_\_\_\_\_  
(Digital Signature) (Digital Signature) (Digital Signature)



April 9, 2020

Mr. Michael Jones  
City Manager  
City of Blaine  
435 Martin St., Suite 3000  
Blaine, WA 98230

Dear Mr. Jones:

We thank the City of Blaine for the opportunity to provide an Interim Public Works Director. Below is our standard agreement for providing interim services.

**Term.** The term of this Agreement is ongoing, provided the City may terminate this agreement at any time.

**Prothman Interim Public Works Director.** The Prothman Interim Public Works Director serves as a Prothman Company employee assigned to the City of Blaine and shall perform such duties as assigned by the City. The City shall have the right to direct the Prothman Company to replace the Interim Public Works Director at any time.

**Employer Duties of the Prothman Company.** The Prothman Company shall provide a Prothman Company employee qualified to act as the City's Interim Public Works Director during the term of the contract. The Prothman Company shall (1) pay all wages and other remuneration to its employee who is provided under this Agreement, (2) prepare and file all payroll tax returns and reports, (3) pay all amounts due and owing pursuant to the payroll tax returns and reports, (4) prepare, file, and furnish to the employee applicable employee tax forms, and (5) prepare and file, with a copy to the City, applicable employer tax forms.

**Duties of the City.** When applicable, the City shall provide a work place for the Interim Public Works Director and maintain the work place in accordance with applicable health and working standards, notify the Prothman Company immediately of all employee injuries and provide reimbursement to the Interim Public Works Director for costs incurred as a result of performing City business such as mileage, travel expenses and other similar costs at the normal City rates and in accordance with the City's cost reimbursement policies applicable to City employees.

**Fees & Expenses.** The Interim Public Works Director's hourly rate is \$80.00 for each hour worked by the Interim Public Works Director. Invoices will be submitted to the City every two weeks and are due within twenty (20) days of receipt. A 3% charge will be added reflecting Prothman's City of Issaquah and Washington State B&O tax obligations. The City is also responsible for any client-required licenses, fees or taxes. Delinquent payments will be subject to a late payment charge of 12% (annual) and which will be applied to any unpaid balance owed commencing seven (7) days after the payment due date. Should temporary housing be required for the Interim Public Works Director, the City is responsible for reimbursing the Interim Public Works Director directly for expenses incurred for temporary housing, the terms of which are to be negotiated between the City and the Interim Public Works Director.

**Finder's Fee.** If the City chooses to hire the Interim Public Works Director as a regular City employee, the City agrees to pay the Prothman Company the percentage of the starting annual salary based upon the length of the assignment with the City as represented below:

0 to 12 months - 15%

After 13 months - 10%

**Indemnification.** The Prothman Company shall indemnify, defend, and hold harmless the City for the purposes of all required payroll deductions and withholdings, legally required workers' compensation insurance and other employee benefits. The City releases and agrees to indemnify, defend, and hold harmless the Prothman Company, the employees of the Prothman Company, and personnel, directors, and officers of the Prothman Company from any and all actions, claims, damages, or injuries to persons or property, penalties, obligations or liabilities arising out of or related to the services performed by the interim employee that are under the control of the City and are within the course and scope of City employment. The Prothman Company releases and agrees to indemnify, defend, and hold harmless the City, its officers, employees and consultants, from any and all actions, claims, damages, or injuries to persons or property, penalties, obligations or liabilities arising out of or related to the acts or omissions of the interim employee that are not under the control of the City or are not within the course and scope of City employment. If the City is notified or becomes aware of any alleged improper or illegal activities by the interim employee the City shall notify the Prothman Company immediately.

Accepted by:

**CITY OF BLAINE**

**PROTHMAN**

\_\_\_\_\_  
Michael Jones  
City Manager

Date

  
\_\_\_\_\_  
Greg Prothman  
President

04/09/2020

Date

# Bob Hammond Resume

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ROBERT R. HAMMOND  
5614 W 26<sup>th</sup> Ave  
Kennewick, Washington 99338  
Telephone / Text: (509) 440-2803  
Email: rhammond1300@charter.net

## OBJECTIVE

## WORK HISTORY

May Executive Consultant  
2018 to Financial Consulting Services (FCS Group)  
Present Redmond, Washington (Work Remotely from Home)

Provide on-call, part time consulting services to assist FCS with organizational management, quality control / assurance of client deliverables, asset management, public policy and other services, drawing from my experience in a variety of public service roles.

Mar Energy Services Director  
2011 to City of Richland, WA

April  
2018 Under the direction of Richland's City Manager, act as the General Manager of Richland's electric utility. Oversee all aspects of utility planning and operations, including staffing of 59 departmental fte's and 10 additional City support positions. Lead City staff efforts related to energy policy development and implementation including but not limited to state and federal legislative program, wholesale power purchases, rate setting, revenue bonding for utility capital investments, Smart Grid and other technology integration planning, etc.

- Active leadership in regional electric utility trade associations
- Successful negotiations of two – 3 year labor contracts with both International Brotherhood of Electrical Workers (IBEW) and International Union of Operating Engineers (IUOE)
- Leadership within the Executive Team of the City to implement various objectives of the City's first strategic leadership plan and collaborate with all other business units within the City
- Developed and implemented the electric utility's first project management, key customer outreach, and QA / QC programs
- Led the effort to redevelop and implement the Electric Load Forecasting and Cost of Service Analysis modelling programs
- Expanded the scope and integration of electric utility policy framework

## Bob Hammond Resume

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with the City's Utility Advisory Committee (UAC)

- Leadership roles in joining with other consumer owned utilities to form a conglomerate to purchase wholesale power

Dec 2010 to Mar 2011  
Director of Projects  
Meier Architecture & Engineering  
Kennewick, WA

Provided executive management level oversight to seventeen (17) Project Managers and associated support staff. Provided internal consulting services to Meier's President / CEO. Served on Operations Group, formed to make executive level decisions for the firm.

- Developed and facilitated 5 Yr Strategic Planning efforts
- Provided direction and mentoring to PM through start-up of major (\$1.6 M fees) project
- Prepared and delivered several management assessment reports to President / CEO
- Completed "Life of a Project" flow diagram and associated narrative as start of new PM Manual

Sep 2010 to Dec 2010  
Principal Project Manager  
Project Assistance Corporation (PAC)  
Walnut Creek, CA

Provided oversight, guidance and mentoring support to twelve (12) Project Managers on various Department of Energy - Hanford site projects. Negotiated and finalized new sub-consultant agreements.

Sep 2003 to Sep 2010  
City Manager  
City of Kennewick  
Kennewick, WA

Served as Chief Executive Officer, accountable to a 7 member City Council for administration of all City operations. Supervised 8 Department Heads directly, over 340 employees overall administering an annual budget of over \$125 million. Negotiated and maintained labor contracts with 5 independent unions city-wide. Collaborated with federal and state legislators to deliver the City's legislative agenda. Acted as the lead representative on several inter-agency partnerships throughout the Tri Cities region. Worked collaboratively with the community business partners in order to improve the economy of the City as well as the entire region. Directed the complex array of federal, state and local regulatory requirements. As City Manager, led efforts for the following key

# Bob Hammond Resume

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## accomplishments:

- Balanced 30 separate budgetary funds
- Maintained services with 9% labor reduction through 14% City population growth
- Negotiated all union contracts without arbitration
- One of highest tax utilization values in State
- Recruited and supported over 30 new businesses
- Secured over \$20 million in federal and state capital grants
- Grew sales tax revenues by over 4% annually
- Increased City's assessed valuation by over \$100 million annually
- Elected as Chairman for 3 regional emergency services / law enforcement policy boards
- Secured Toyota as major naming rights for Coliseum / Arena
- Developed funding program with no new taxes for new \$13 million Police Station
- Acted as lead City representative in partnership to build new facility for Visitor's Bureau / Regional Chamber / TRIDEC
- Negotiated with private parties for donation / retrofit of private storage warehouse into new M&O / Engineering group facility avoiding over \$10 million of new taxes

Dec 2000 to Sep 2003  
Public Works Director  
City of Kennewick  
Kennewick, WA

As one of 7 Department Heads working under the direction of the City Manager, provided oversight and direction related to planning, design, construction and M&O of all City physical infrastructure. Ensured that the necessary budget, work plans and tools were available to productively engage over 100 employees including engineers, planners, accountants, administrative staff and various skilled crafts workers. Served as compliance official for several regulatory obligations involving the City's street, water, and wastewater utilities as well as traffic, facilities and solid / hazardous waste programs.

- Completed redesign and secured funding for the \$10 million retrofit of City's Wastewater Treatment Plant
- Completed redesign and secured funding for the \$17 million retrofit of City's Water Filtration Plant
- Served as technical advisor and planning team member for new Three Rivers Convention Center
- Began implementation of City's railroad freight mobility program including construction of \$13million rail / road grade separation structure at Columbia Center Blvd
- Acted as public works technical consultant in the completion of the new 3,000 acre Southridge Sub-area Development Plan
- Acted as lead City official in negotiation of regional Quad City Water

## Bob Hammond Resume

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Rights to secure 50 years of growth capacity

- Implemented a strategic transportation plan including one of first in the state to use innovative round-about designs and coordination of over 40 major traffic signals

Jul 1989 Maintenance & Operations (M&O) Manager  
to City of Kennewick  
Dec Kennewick, WA  
2000

Directed all M&O personnel in the City's Public Works Department. Acted as Project Manager for all large water / wastewater projects. First managerial contact related to all Public Works union contracts / labor management concerns.

- Less than five total union grievances progressed to higher management for resolution
- \$30 million water / wastewater pipe retrofit program accomplished with minimal rate increase
- First in-house completion and professional engineering stamp for water and sewer system regulatory plans - previously all engineering consultant work
- Successful negotiation of redesign of wastewater system treatment program with State Department of Ecology
- As Project Manager, less than 2% contingency costs for over \$50 million of capital improvements
- Began negotiations with State Department of Ecology and Health resulting in new cost sharing partnership for \$10 million Aquifer Storage & Recovery water source
- Negotiated with various state and federal officials to implement new \$17 million Steptoe / Hildebrand Road corridor project - secured \$2million federal grant and \$1 million in developer & agency partnership contributions for first phase of project

Jun Assistant Manager & District Engineer  
1983 South Columbia Basin Irrigation District  
to Pasco, WA  
Jul 1989

First as District Engineer for 3 years, then as Assistant Manager, provided technical and supervisory assistance to over 60 District employees. Collaborated with engineers and water managers from the United States Bureau of Reclamation to design, implement and maintain irrigation system improvements.

- Implemented a "smart water system" gate control software to effectively manage water flowing through 1,100 miles of open canal systems

# Bob Hammond Resume

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- Effectively delivered water from early spring with large volumes of frost control water into regular irrigation uses for over 250,000 acres of farmland
- Provided the design engineering and project management services to replace about 10 miles of small canals with buried pipelines varying from 15 inch to 48 inch diameter

1980 Various Related Job Experience

to

1983 Bechtel Power Corporation - Quality Control Engineer 1982 to 1983 - Hanford WNP-2

Puget Sound Naval Shipyard - 1980 - Naval Architect / Civil Engineering Intern

## EDUCATION

2001 Cascade Center / Evans School of Business U of Wa  
Seattle, WA  
Public Executive Management Program

Completed intensive two week graduate level course by Cascade Center.

1983 Continuing Education and Career Training

to

2018

- Utility Management
- Project Management
- Various Engineering Specialties
- Contract Claims Management
- Construction Management
- Risk Management
- Human Resources / Personnel Management
- Leadership
- Finance & Budget
- Legal
- Technical Writing

1978 University of Idaho

to Moscow, ID

1982 B.S. Civil Engineering

After two years at College of Southern Idaho in general studies, worked construction and internships to fund completion of Bachelors of Science Degree at U of Idaho in May of 1982. College completely self – funded.



# Bob Hammond Resume

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## PROFESSIONAL QUALIFICATIONS

Licensed as Professional Civil Engineer in the State of Washington since October 1987

## MEMBERSHIPS and COMMUNITY INVOLVEMENT

Served on a variety of Executive and General Board positions with electric utility trade associations including:

- Public Power Council (Executive Committee (EC) member in 2015 / 2016 and Alternate EC member all other years since 2011;
- Executive Board of Northwest Requirements Utilities (NRU);
- Secretary of Northwest Energy Management Services (NEMS) Executive Board;
- Board President of Northwest Inter-governmental Energy Supply (NIES);
- General Board member of Energy Northwest;
- Board of Trustees for Northwest Public Power Association (NWPPA).

Previously served as Vice President (2010) of Washington City Managers Association.

Past General and Executive Board member and 2 year Fundraising Chair of United Way of Benton / Franklin Counties.

Past Board member Of the Boys & Girls Club of Benton / Franklin Counties.

Appointed, and served five (5) years as the state-wide City Representative on Columbia River Water Policy Advisory Group.

Past U of Idaho - Department of Civil Engineering Alumni Advisory Committee.

Past member of Tri City Economic Development Council – TRIDEC Executive Board.

Past member and Chair of Washington Water Utilities Committee (advisory to State Department of Health).

Past member of Association of Washington Cities Environmental & Land Use Legislative Committee and Special Climate Control Advisory Committee.

## SOFTWARE/SYSTEM SKILLS

Proficient with word processing and spreadsheet software as well as a variety of specialized software for areas of financial, budgeting, project controls, work

## Bob Hammond Resume

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order and fixed asset management, etc

REFERENCES AVAILABLE UPON REQUEST