



# *City of Yelm*

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November 18, 2019

RE: Public Records Request received on November 13, 2019 via email requesting a copy of the contract for the Interim Public Works Director.

Dear Mr. Klein,

This letter serves as the City of Yelm's response, pursuant to RCW 42.56.520, to your Public Records Request received on November 13, 2019 via email.

The contract you requested is attached.

If you have any questions, please contact me at 360-458-8402 or [loril@yelmwa.gov](mailto:loril@yelmwa.gov).

Sincerely,

*Lori Lucas, CMC*  
*City Clerk and HR Manager*  
[loril@yelmwa.gov](mailto:loril@yelmwa.gov)  
[www.yelmwa.gov](http://www.yelmwa.gov)

*City of Yelm*  
*106 Second Street SE.*  
*Yelm, WA 98597*  
*360-458-8402*



October 14, 2019

Mr. JW Foster  
Mayor  
City of Yelm  
106 Second St. SE  
Yelm, WA 98597

Dear Mayor Foster:

Thank you for the opportunity to provide an Interim Public Works Director for the City of Yelm. 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 Yelm 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 \$91.00 for each hour worked by the Interim Public Works Director. Invoices will be submitted to the City every two weeks and are due within thirty (30) 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. 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.



# Stephen R. Clark

16724 SE 29<sup>th</sup> Street  
Bellevue, WA 98008  
(206) 802-4758  
[srclark49@yahoo.com](mailto:srclark49@yahoo.com)

## CAREER HIGHLIGHTS

- In association with Prothman Company, served as the Interim Maintenance and Operations Director for the City of Bonney Lake, Interim General Manager for the Snoqualmie Pass Utility District, and retained by the City of Tukwila to perform organizational consulting services for the Public Works Maintenance and Operations Division.

Most recent assignment served as Interim Public Works & Utilities Director managing a department comprised of six divisions and 93 employees. The divisions included Light Operations, Streets/Storm Water, Water/Waste Water Plants, Water/Waste Water Collection and Distribution, Solid Waste, Fleet and Equipment Services and Engineering. Accomplishments include:

- Preparing a transition plan and managing the transfer of the Elwha Water Facility for the National Parks Service to the City within a ten day period.
  - Following transfer, conducting an interdepartmental condition assessment of the Elwha Water Facility and providing recommendations on operations and maintenance, immediate capital improvements, required staffing, budget and follow up actions.
  - Drafting the terms of an agreement between the Lower Elwha Klallam Tribe and the City for the Operation, Maintenance, and Repairs at the Elwha Water Facility.
  - Establishing an interdepartmental team to prepare and implement a work plan to develop and implement the Cityworks Asset Management and Work Order System with the objective establishing field connectivity and fully operational by December 2018. The work plan included implementing the Inventory Control module in 2019.
  - Preparing the draft 2019 departmental budget
  - Negotiating the purchase of a five acre parcel for City's Decant Facility Project
  - Improving communication, mentoring and team building
- Successfully merged the City of Maple Valley Public Works and Community Development Departments, including Planning and Building, into a unified and cohesive department.
  - Established building inspection and public works maintenance programs that utilized the combined staff resources of the Cities of Covington, Black Diamond and Maple Valley to achieve operational efficiency and cost savings.
  - Served in a principal leadership role in redevelopment of Downtown Burien, including:
    - The reconstruction of Burien's Main Street, SW 152<sup>nd</sup> Street (\$8 million)
    - Burien City Hall and King County Regional Library Project (\$30 million)

- Town Square Development Project, \$220 million commercial, retail and residential mixed-use development on 8-acres
  - Town Square Central Park and City Streets (\$16 million)
- Managed Public Works Department activities and issues requiring integration of departmental services with other City/Department activities, including coordination with other regional and local governmental jurisdictions.
  - King County Metro Burien Transit Center
  - WSDOT SR 509 /SR 518 Interchange Project
  - King County Transit Oriented Development Project
- Developed and implemented long-term capital, operation and maintenance policies, strategies and programs designed to assure the integrity, effectiveness and performance of city streets, stormwater facilities and other urban infrastructure.
- Oversaw complex projects, including directing and managing staff and consulting engineering teams to successfully achieve capital project objectives.
- Prepared, presented, and defended Departmental budgets, Six-year Capital and Transportation Plans (CIP and TIP), Comprehensive Plans and other needs before senior management staff, the City Council and the public.
- Served as interim City Manager.

## PROFESSIONAL EXPERIENCE

<b>Prothman Company</b> CONTRACT CONSULTANT	2015 - Present
<b>City of Maple Valley</b> PUBLIC WORKS & COMMUNITY DEVELOPMENT DIRECTOR	2009 – 2015 (Retired)
<b>City of Burien</b> PUBLIC WORKS DIRECTOR	1999 - 2009
<b>City of Renton</b> TRANSPORTATION DEVELOPMENT COORDINATOR	1998 - 1999
<b>City of Issaquah</b> CAPITAL PROJECTS MANAGER	1991 - 1998
<b>Woodinville Water &amp; Sewer District</b> ASSISTANT MANAGER	1985 - 1991
<b>Planning Project Management Consultant</b> SENIOR PLANNER/PROJECT MANAGER	1979 - 1985

**Yakima County**  
SENIOR PLANNER

1976 - 1979

## **EDUCATION**

**City University**  
MASTER OF BUSINESS ADMINISTRATION

**University of Washington**  
B.A. URBAN PLANNING

**University of Washington**  
PROJECT MANAGEMENT CERTIFICATE PROGRAM

**University of Southern California**  
AWWA CERFICATE PROGRAM WATER UTILITY MANAGEMENT

## **AWARDS AND RECOGNITIONS**

- 2012 FHWA Best City Award of Excellence – Witte Road and SE 248<sup>th</sup> Street Intersection Project
- 2006 National APWA Project of the Year – Maplewild Avenue SW Earthquake Repair Project
- 2006 Washington Chapter APWA Project of the Year - Maplewild Avenue SW Earthquake Repair Project
- 2004 Washington Chapter APWA Project of the Year – SW 152<sup>nd</sup> Street Enhancement Project
- 2004 Association of Washington Cities Certificate of Achievement – SW 152<sup>nd</sup> Street Enhancement Project
- 2004 American Planning Association Washington Chapter – City of Burien Pedestrian and Bicycle Facilities Plan
- 2001 Washington Aggregate and Concrete Association Excellence in Concrete Award – Burien Skateboard Park
- 1997 Washington Chapter APWA Project of Historical Significance – City of Issaquah Rainier Boulevard Transportation Corridor Project
- 1997 FHWA/WSDOT Highway and Local Programs Best ISTE A Enhancement Project – City of Issaquah Rainier Corridor Project

## **REFERENCES**

Available Upon Request