

RESOLUTION NO. 06-408

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE PROTHMAN COMPANY, FOR PROVIDING THE SERVICES OF AN INTERIM FINANCE DIRECTOR FOR THE CITY.

WHEREAS, the City of Black Diamond has limited staff in the Finance Department; and

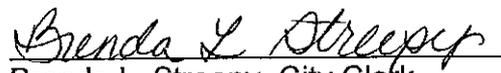
WHEREAS, the City of Black Diamond finds it necessary to hire the Prothman Company to provide an Interim Finance Director to handle the finances of the City; now, therefore

BE IT RESOLVED that the Mayor is hereby authorized to execute, on behalf of the City, a Professional Services Agreement with the Prothman Company for providing the City with an Interim Finance Director, and said agreement is attached hereto as Exhibit "A" and by reference incorporated herein.

ADOPTED by the City Council at an open public meeting held on the 2<sup>ND</sup> day of NOVEMBER, 2006.

  
Howard Botts, Mayor

Attest:

  
Brenda L. Streepy, City Clerk



October 31, 2006

Mayor Howard Botts  
City of Black Diamond  
P.O. Box 599  
Black Diamond, WA 98010

Dear Mayor Botts:

Thank you for your confidence in the Prothman Company. Below is our standard agreement for providing interim services. Would you please sign and return a copy to our offices. Please call me if you have any questions.

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

**Interim Finance Director.** The Interim Finance Director serves at the pleasure of the City 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 Finance 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 Finance 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 Finance 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 Finance 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.** The Interim Finance Director's hourly rate is \$42.00 for each hour worked by the Interim Finance Director. Invoices are due within thirty (30) days of receipt. 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.

