

# CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 6/13/2013

Action Requested By:  
Fire and Rescue

Agenda Item Type  
Resolution

Subject Matter:

Special employment contract for the services of a part-time Fire Supply Clerk

Exact Wording for the Agenda:

Agreement between the City of Huntsville and Vernon Lee for the services of a special employee as a part-time Fire Supply Clerk for Huntsville Fire and Rescue as outlined in the City's Personnel Policies and Procedures Manual.

**Note: If amendment, please state title and number of the original**

Item to be considered for: Action Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Vernon Lee is a retired Firefighter. His knowledge of the fire service is invaluable and this contract saves the city significantly over the services of a full time employee.

Associated Cost: 22,000

Budgeted Item: No

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: DW McFalls

Date: 5/30/2013

## ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Fire and Rescue Council Meeting Date: 6/13/2013  
 Department Contact: Lesley Easter Phone # 256-427-5053  
 Contract or Agreement: Agreement between the City of Huntsville and Vernon Lee  
 Document Name: Vernon Lee  
 City Obligation Amount: 22000.00  
 Total Project Budget: 22000.00  
 Uncommitted Account Balance: 22000.00  
 Account Number: 01-5300-0101-1201

### Procurement Agreements

<b>Not Applicable</b>	<b>Not Applicable</b>
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### Grant-Funded Agreements

<b>Not Applicable</b>	Grant Name:
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Department	Signature	Date
1) Originating	<i>[Signature]</i>	5-29-13
2) Legal	<i>[Signature]</i>	5-30-13
3) Finance <i>[Signature]</i>	<i>[Signature]</i>	6/3
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. 13-\_\_\_\_\_

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into an Agreement by and between the City of Huntsville and Vernon Lee, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as "AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND VERNON LEE" consisting of five (5) pages or two (2) pages plus three (3) additional pages consisting of Exhibit "A" and the date of June 13<sup>th</sup>, 2013, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

**ADOPTED** this the 13<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
President of the City Council  
Of the City of Huntsville,  
Alabama

**APPROVED** this the 13<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

**AGREEMENT BETWEEN THE CITY OF  
HUNTSVILLE AND VERNON LEE**

STATE OF ALABAMA        )  
COUNTY OF MADISON     )

**AGREEMENT BETWEEN THE CITY OF HUNTSVILLE  
AND VERNON LEE**

**THIS AGREEMENT** is made and entered into on the 13th day of June, 2013, by and between Vernon Lee, an individual, ("Lee") and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama ("City").

**WITNESSETH:**

In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

1. Lee shall be employed by the City of Huntsville as Fire Supply Clerk and shall be classified as a "Special" employee under the City's Personnel Policies and Procedures Manual.
2. The term of this contract shall be for a period of one (1) year commencing on the date written above.
3. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
4. During the term of this contract, Lee shall perform the duties and responsibilities of Fire Supply Clerk and shall ~~be under the direct supervision of the Fire Supply~~ Technician. Duties of the position of Fire Supply Clerk shall include all work described on Exhibit "A" attached hereto and incorporated by reference herein.
5. This agreement will become effective on July 28<sup>th</sup>, 2013.

\_\_\_\_\_  
President of the City Council of  
the City of Huntsville, Alabama

Date: \_\_\_\_\_

6. In consideration of the services rendered hereunder, City shall pay to Lee the rate of \$11.85 per hour not to exceed 30 hours per week with the total sum not to exceed \$22,000 per year which shall be paid bi-weekly in accordance with City's regular, payroll processing system. During the term of this agreement, Lee shall not receive any cost of living adjustment approved by the City Council for all other employees of City. In addition, Lee shall not receive any benefits available to any employee of the City except those benefits he receives as a result of being retired from regular employment with the City.
7. Except as specified herein, Lee shall be subject to all policies applicable to part-time employees.
8. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Vernon Lee  
 Vernon Lee, an Individual

**CITY OF HUNTSVILLE, ALABAMA**  
 a municipal corporation

BY: \_\_\_\_\_  
 Tommy Battle

ITS: Mayor \_\_\_\_\_

ATTEST:

BY: \_\_\_\_\_  
 Charles E. Hagood  
 ITS: Clerk-Treasurer

 <b>HUNTSVILLE</b> The Star of Alabama	<h2 style="margin: 0;">Fire Supply Clerk</h2>	Class Code: 8072
Bargaining Unit: Not Applicable		
CITY OF HUNTSVILLE Established Date: Jul 1, 2009 Revision Date: Dec 8, 2011		
<p><b>SALARY RANGE</b></p> <p>\$11.85 - \$17.21 Hourly                  \$948.00 - \$1,376.80 Biweekly                  \$2,054.00 - \$2,983.07 Monthly                  \$24,648.00 - \$35,796.80 Annually</p>		
<p><b><u>NATURE OF WORK:</u></b>                  This position performs clerical work, stores and inventory work involving responsibility for a small storeroom facility, limited procurement, and inventory of stock and fixed assets.</p> <p>Work involves responsibility for assisting assigned Fire &amp; Rescue personnel with the operation of a storeroom which involves a variety of firefighting supplies, such as turnout gear, SCBA and etc. Work responsibilities include establishing storage methods and procedures, maintaining inventory records and requisitioning items not in stock. Work is reviewed through inspection or stock records and storeroom premises.</p>		
<p><b><u>ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:</u></b>                  Receives, stores and issues supplies, materials and equipment in a storeroom facility.</p> <p>Calls vendors, places orders and picks up supplies.</p> <p>Delivers supplies, materials and equipment to all Huntsville Fire &amp; Rescue facilities; assists in the disposal of surplus property.</p> <p>Takes property to auction; completes required paperwork; transport items for destruction.</p> <p>Picks up supplies, materials and equipment being procured from various vendors on an as needed basis.</p> <p>Checks quantity and quality of goods received for conformity to purchase orders and specifications.</p> <p>Delivers equipment to vendors for repairs or warranty work.</p> <p>Processes requisitions for the replenishment of depleted stock; maintains perpetual inventory system.</p> <p>Maintains records; answers telephone; may perform limited typing duties depending on the nature of assignment.</p> <p>Conducts audits of fixed assets over \$600 in value.</p>		

Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

**MARGINAL FUNCTIONS OF WORK:**

Runs errands for department; sweeps and mops floors.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

General knowledge of Fire & Rescue policies, procedures, rules and regulations.

Knowledge of firefighting supplies and equipment.

Considerable knowledge of the geography of the city and surrounding counties, including principle buildings and roadways.

Thorough knowledge of the principles involved in the operation of radio and related communication equipment.

Knowledge of storekeeping and inventory methods.

Knowledge of common clerical procedures.

Ability to perform clerical work and to make arithmetical calculations.

Ability to type on a computer keyboard and applicable software for lengthy periods at a reasonable rate of speed performing data entry and clerical support functions.

Ability to set up and manipulate spread sheets.

Ability to operate a computer and applicable software, printer, scanner, paging system, two way radio, city vehicle, multi-line phone system, microfilm reader, calculator, and standard office equipment while performing essential functions.

Ability to determine effective stock levels for inventory.

Ability to perform heavy manual work in lifting and moving stock.

Ability to use tact and diplomacy when dealing with the vendors and officers of Huntsville Fire & Rescue.

Skill in the operation and care of a personal computer and typewriters.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency.

**WORKING ENVIRONMENT:**

Work is performed indoors and outdoors when delivering or picking up supplies. Work may expose the employee to dust and turnout gear contaminated with blood.

**PHYSICAL DEMANDS:**

Work requires physical strength and agility to lift and carry up to 50 pounds; frequent lifting, standing, walking, climbing, bending, and reaching. Computer work requires manual

erity.

**NECESSARY SPECIAL REQUIREMENTS:**

possess and maintain a valid driver's license.