

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 1/23/2014

Action Requested By:
Finance

Agenda Item Type
Resolution

Subject Matter:

Employment Agreement

Exact Wording for the Agenda:

Resolution authorizing the Mayor to execute a special employment with Cecilia Summers.

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

Item to be considered for: Action

Unanimous Consent Required: No

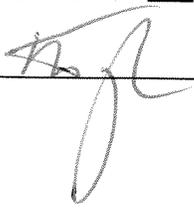
Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost: 23,000

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: _____



Date: _____

1/20/14

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Finance Council Meeting Date: 1/23/2014

Department Contact: Randy Taylor Phone # 5062

Contract or Agreement: Special Employment Agreement with Cecilia Summers

Document Name: 20140123 Summers Contract.docx

City Obligation Amount: 23,000

Total Project Budget:

Uncommitted Account Balance:

Account Number: 01-8300-0101-7404

Procurement Agreements

Not Applicable	Not Applicable
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Grant-Funded Agreements

Not Applicable	Grant Name: _____
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Department	Signature	Date
1) Originating	<i>Randy Taylor</i>	<u>1/8/14</u>
2) Legal	<i>Mary Clater</i>	<u>1/8/14</u>
3) Finance	<i>Randy Taylor</i>	<u>1/8/14</u>
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. 14-_____

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 Cecilia Summers, 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 CECILIA SUMMERS" consisting of two (2) pages and the date of January 23, 2014, 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 23rd day of January, 2014.

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

APPROVED this the 23rd day of January, 2014.

Mayor of the City of Huntsville,
Alabama

**SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND CECILIA SUMMERS**

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND CECILIA SUMMERS**

THIS AGREEMENT is made and entered into on the 23rd day of January, 2014, by and between Cecilia Summers, an individual, (“Summers”) 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. Summers shall be employed by the City of Huntsville as Procurement Clerk in the Finance Department, shall be classified as a “Special” Employee under the City’s Personnel Policies and Procedures Manual, and shall be under the direct supervision of the Procurement Supervisor. Duties of the position of Procurement Clerk shall include all work described on Exhibit “A” attached hereto and incorporated herein by reference.

2. In consideration of the services rendered hereunder, the City shall pay Summers at the rate of \$15.79 per hour for a total of 28 hours per week, with the total sum not to exceed \$23,000 per year, which shall be paid bi-weekly in accordance with the City’s regular payroll processing system. During the term of this agreement, Summers shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Summers shall not receive any benefits available to any employee of the City except those benefits she receives as a result of being retired from regular employment with the City. Summers shall have no authorization to incur any debt or obligation on behalf of the City.

3. The term of this contract shall be for a period of one (1) year commencing on January 24, 2014.

Agreement between the City of Huntsville and
Cecilia Summers by Resolution No. 14 - _____
adopted and approved on January 23, 2014.

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

4. This contract may be terminated by either party upon fifteen (15) days written notice being provided to the other party.

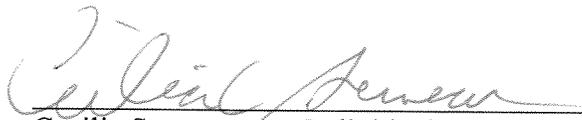
5. The City shall provide Summers a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.

6. Except as specified herein, Summers shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

7. Summers acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Summers agrees not to disclose the confidential information to any third party at any time following execution of this agreement. This clause shall survive the termination of this Agreement.

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.


Cecilia Summers, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Charles E. Hagood
ITS: Clerk-Treasurer