

## ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Landscape Management

Council Meeting Date: 8/28/2014

Department Contact: Joy H. McKee

Phone # 256-427-5048

Contract or Agreement: **Special Employment Agreement with Robin D. Cox.**

Document Name: **Cox Robin Contract**

City Obligation Amount:

Total Project Budget:

Uncommitted Account Balance:

Account Number: 01-7100-0511-5211

### Procurement Agreements

<u>Select...</u>	<u>Select...</u>
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### Grant-Funded Agreements

<u>Select...</u>	Grant Name:
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Department	Signature	Date
1) Originating	<i>Joy H. McKee</i>	8-20-2014
2) Legal	<i>Mary Carter</i>	8-20-2014
3) Finance <i>CC</i>	<i>af</i>	8/21
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

CITY COUNCIL AGENDA ITEM COVER MEMO

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

Meeting Type: Regular

Meeting Date: Aug 28, 2014

Action Requested By: Landscape Management

Agenda Type: Resolution

Subject Matter:

Special Employee agreement between the City of Huntsville and Robin D. Cox.

Exact Wording for the Agenda:

Special Employee agreement between the City of Huntsville and Robin D. Cox.

**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.

Working with existing Green Team staff to develop and implement energy related projects. Locating and applying for grants, financial assistance for energy initiatives, help promote Green Team projects and other energy-related opportunities that are available.

Associated Cost: \_\_\_\_\_

Budgeted Item: Not Applicable

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: Joy McKee

Date: Aug 20, 2014

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 Robin D. Cox, 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 "SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND ROBIN D.COX" consisting of two (2) pages and the date of August 28, 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 28th day of August, 2014.

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

APPROVED this the 28th day of August, 2014.

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

**SPECIAL EMPLOYEE AGREEMENT  
BETWEEN THE CITY OF HUNTSVILLE  
AND ROBIN D. COX**

STATE OF ALABAMA            )  
COUNTY OF MADISON        )

**SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE  
AND ROBIN D. COX**

**THIS AGREEMENT** is made and entered into on the 28th day of August, 2014, by and between Robin D. Cox, an individual, ("Cox") 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. Cox shall serve as a Special Employee working on a part-time basis and shall provide professional services in the position of Green Team Project Specialist. Cox shall be under the direct supervision of the Operation Green Team Director. Duties of the position of Green Team Project Specialist include the following:

- Working with existing Green Team staff to develop and implement energy related projects.
- Locating and applying for grants, financial assistance for energy initiatives.
- Helping to promote Green Team projects and other energy-related opportunities that are available.

2. The term of this contract shall be for a period of one (1) year commencing on August 28, 2014.

3. This contract may be terminated by either party upon fourteen (14) days written notice being provided to the other party.

4. In consideration of the services rendered hereunder, the City shall pay Cox the rate of Thirty-seven Dollars (\$37.00) per hour, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this Agreement, Cox shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. Cox will be enrolled in the Retirement Systems of Alabama but shall not receive any other benefits available to any employee of the City (including but not limited to sick leave and participation in the City's employee health plan). Cox's work hours shall not exceed twenty-nine (29) hours per week.

5. Cox acknowledges that confidential information in the way of financial practices, internal activities and operations, may be made available to her in connection with her work pursuant to this agreement. Cox 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.

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

7. 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.

\_\_\_\_\_  
Robin D. Cox, an Individual

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

BY: \_\_\_\_\_  
Tommy Battle  
ITS: Mayor

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