CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Jan 14, 2016

Action Requested By: Finance

Agenda 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: 30,000

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: Morgan Largo

Date: 12-16-15

ROUTING SLIP
CONTRACTS AND AGREEMENTS

Originating Department: **Finance** Council Meeting Date: **1/14/2016**

Department Contact: **Margaret Sargent** Phone # **5062**

Contract or Agreement: **Special Employment Agreement with Cecilia Summers**

Document Name: **20160114 Summers Contract.docx**

City Obligation Amount: **30,000**

Total Project Budget:

Uncommitted Account Balance:

Account Number: **1000-13-1340-501010**

Procurement Agreements

Not Applicable	**Not Applicable**

Grant-Funded Agreements

Not Applicable	**Grant Name:**

Department	Signature	Date
1) Originating	Margaret Sargent	12-16-15
2) Legal	Mary C Cates	12-16-15
3) Finance	Margaret Sargent	12-16-15
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

Revised 04/15/2011

RESOLUTION NO. 16-____

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 "SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND CECILIA SUMMERS" consisting of two (2) pages and the date of January 14, 2016, 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 14th day of January, 2016.

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

APPROVED this the 14th day of January, 2016.

_____
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 14th day of January, 2016, 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 $30,000 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 15, 2016.

Agreement between the City of Huntsville and
Cecilia Summers by Resolution No. 16 - _____
adopted and approved on January 14, 2016.

_____
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: _____
Kenneth Benion
ITS: Clerk-Treasurer

EXHIBIT A

CITY OF HUNTSVILLE
POSITION CLASS SPECIFICATION

CLASS TITLE: PROCUREMENT CLERK **EXEMPTION: NON-EXEMPT**

CLASS CODE:
GRADE: 8

CLASS: CLERICAL AND ADMINISTRATIVE SUPPORT

NATURE OF WORK:

This is clerical support work in the City's Procurement Services division of the Finance Department. Work involves providing a variety of support to Procurement Analysts and the Procurement Supervisor in preparing, processing documents, and maintaining accurate procurement record systems. Work is performed according to the City's purchasing ordinance and the State of Alabama Competitive Bid Laws. Assignments are received orally, in writing, or through routine procedures. Work is reviewed for accuracy, completeness and conformance with laws and ordinances by periodic review.

ESSENTIAL FUNCTIONS OF WORK:

Communicates with internal requisition system users.

Assists in conducting public formal bid openings and proposal closings; prepare contractual paperwork for the City Council approval process. Maintains accurate bidder and vendor records.

Open, sorts, stamps, and distributes mail; relays information to Procurement Services division personnel; screens and forwards telephone calls; greet visitors; records and relays messages and appointments as necessary; disseminates information; resolves problems with departments and vendors.

Composes, types, and distributes recurring and non-recurring correspondence such as reports, resolutions, ordinances, manuals, letters, memos, training bulletins, purchase orders, requisitions, invoices, and other related materials. Processes monthly status reports.

Maintains a complex record keeping and filing systems; files correspondence, forms and letters; formally accepts bid responses and files with extreme accuracy.

Communicates with the public, other City departments, vendors, delivery people, professionals, and others to give and receive information. Assignments require evaluative thinking and independent judgment carried out within the guidelines of established policies and procedures.

Requisitions supplies and equipment; receives and processes invoices; prepares requisitions and purchase orders.

Utilizes a computer and applicable software, typewriter, adding machine, printer, calculator, tape recorder, copier, fax, and standard office equipment.

MARGINAL FUNCTIONS OF WORK:

Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Some knowledge of municipal policies and procedures relating to the procurement process.

Some knowledge of state laws relating to the procurement process.

Knowledge of the operation of a ten key calculator, a personal computer and software.

Ability to maintain administrative, fiscal, and general records and to prepare reports and answer questions from these records.

Ability to perform office management details independently.

Ability to learn state laws relating to the procurement process.

Ability to learn a wide variety of commodities and services typically purchased by a municipality.

Ability to learn how to operate an automated procurement system.

Ability to express ideals clearly, both orally and in writing.

MINIMUM EDUCATION:

Graduation from high school or G. E. D.

WORK ENVIRONMENT:

Work is primarily performed in an office setting. Some lifting required.

PHYSICAL DEMANDS:

Work is essentially sedentary. Computer work requires manual dexterity.

NECESSARY SPECIAL REQUIREMENTS:

None.