

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Jan 14, 2016

Action Requested By: Parks and Recreation

Agenda Type: Resolution

Subject Matter:

Special Employee Agreement Between the City of Huntsville and Sonya B. Atchley

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into a Special Employee Agreement Between the City of Huntsville and Sonya B. Atchley.

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

Item to be considered for: Action

Unanimous Consent Required: No

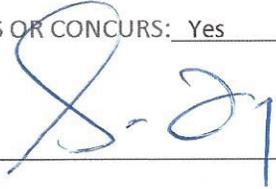
Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Agreement provides for replacement training.

Associated Cost: 30,000.

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: 

Date: 12-22-15

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Recreation Services Council Meeting Date: 1/14/2016

Department Contact: Karen Lang Phone # 256-564-8024

Contract or Agreement: Special Employee Agreement Between the City of Huntsville and Sonya B. Atch...

Document Name: Special Employee Agreement Between the City of Huntsville and Sonya B. Atchley

City Obligation Amount: 30,000.00

Total Project Budget:

Uncommitted Account Balance:

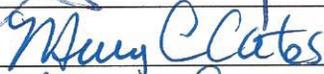
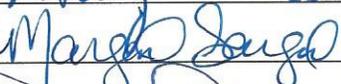
Account Number:

Procurement Agreements

<u>Not Applicable</u>	<u>Not Applicable</u>
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Grant-Funded Agreements

<u>Not Applicable</u>	Grant Name: <u></u>
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Department	Signature	Date
1) Originating		12/22/15
2) Legal		1-4-2016
3) Finance <i>CC</i>		1-5-16
4) Originating		1-6-16
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

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 Sonya B. Atchley, 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 Sonya B. Atchley", consisting of five (5) pages, including Exhibit "A" 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

**SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND SONYA B. ATCHLEY**

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND SONYA B. ATCHLEY**

THIS AGREEMENT is made and entered into on the 14th day of January, 2016, by and between Sonya B. Atchley, an individual, (“Atchley”) 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. Atchley shall be employed by the City of Huntsville as a Special Employee in the Parks and Recreation Department, and 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 Director of Parks and Recreation. Atchley’s duties as a Special Employee 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 Atchley at the rate of \$30.54 per hour not to exceed twenty (20) 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, Atchley shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Atchley shall not receive any benefits available to any employee of the City except those benefits received as a result of being retired from regular employment with the City. Atchley 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 year commencing on January 18, 2016.

4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

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

7. Atchley acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Atchley agrees not to disclose the

President of the City Council of the
City of Huntsville, Alabama
Date: _____

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.

Sonya B Atchley
Sonya B. Atchley, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Kenneth Benion
ITS: Clerk-Treasurer

ATTACHMENT "A"

NATURE OF WORK:

This is professional analytical work and administrative supervisory work directing the administrative support functions in the Parks and Recreation Department. Work involves budget preparation, management analysis; contract management, and training coordination. Work also involves directing, supervising, coordinating, and participating in the activities of subordinates performing diverse work assignments.

Work is performed with considerable independent judgment and involves interpreting laws, rules, and regulations, delegating assignments, serving as a liaison with internal and external departments and organizations; and working with confidential information. Assignments are received orally, in writing, or through Federal, State, and local laws, ordinances, regulations, manuals, and Department and City policies and procedures. The incumbent works independently in accordance with established policies and procedures. Work is reviewed through observation, reports, conferences, and evaluations for accuracy, completeness, results obtained and for adherence to established policies and procedures.

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:

Prepares, administers, and monitors Parks and Recreation Administrative budget. Prepares and submits monthly, quarterly, and annual budget reports. Executes transfers of funds within department.

Plans, directs, and administers training programs and workshops for department; schedules speakers and or instructors; monitors and evaluates training sessions.

Prepares and monitors new and renewal departmental contracts. Prepares and reviews requests for bids and proposals. Monitors and assures contracts are approved and executed effectively; ensures compliance with payment guidelines and insurance requirements.

Organizes, maintains, monitors Capital Improvement Projects Funds; maintains accounting records for projects involving grants, donations and other outside funding.

Coordinates delivery and installation of new and upgraded equipment with project management, manufacturers and installers to include but not limited to designs, type of equipment and resolution of maintenance issues under warranty.

Develops and maintains departmental web pages: maintains information on current programs, activities and facilities, mapping of zones, parks and recreational facilities and links to related organizations.

Develops departmental administrative operating policies, procedures, and record keeping methodologies. Ensures these policies and procedures guidelines are being adhered to.

Supervises and coordinates departmental functions and activities through subordinates; trains employees; assigns work; inspects work; coaches and/or counsels; conducts performance evaluations and makes recommendations for hiring and terminations; arranges for temporary clerical assistance.

Maintains and monitors database of recreational facilities, programs, and activities.

Assists with large projects; conducts special studies or assignment of a limited duration and nature; compiles data, tracks expenditures and completes reports for reimbursement; researches information, prepares special study reports and summaries requiring data analysis; formats and prepares written reports, statistical tables and charts using word processing; spreadsheet, or data base software on a computer.

Coordinates purchase and placement of computer hardware and software; coordinates implementation and operation of recreation management systems with users and computer software service organizations.

Utilizes a computer and applicable software, typewriter, adding machine, printer, multi-line phone system, city vehicle, calculator, tape recorder, TV, VCR, and standard office equipment while performing essential functions.

Communicates with the public, other City departments, vendors, suppliers, delivery people, professionals, businesses, applicants, and organizations and give and receive information.

Serves as a notary.

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

MARGINAL FUNCTIONS OF WORK:

Assists with appreciation luncheons ribbon cuttings, fund raising drives, and other events.

Assists on occasion with community events.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of Parks and Recreation operations and management.

Thorough knowledge of Federal, State, and local laws, codes, ordinances, regulations, Personnel, Departmental and City policies and procedures in area assigned.

Thorough knowledge of automated budget, accounting principles, procedures and systems and analysis techniques.

Thorough knowledge of bookkeeping principles, practices, and procedures.

Thorough knowledge of computers and applicable software.

Considerable knowledge of business English, spelling, and arithmetic.

Ability to develop, plan, and install clerical procedures.

Ability to supervise employees.

Ability to communicate effectively, both orally and in writing.

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, supplemented by two years of college-level course work or training in business administration, purchasing, recreation, or a related subject; or any equivalent combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities.

WORKING ENVIRONMENT:

Work is performed in an office environment and involves everyday risks or discomforts, which requires normal safety precautions.

PHYSICAL DEMANDS:

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds.

NECESSARY SPECIAL REQUIREMENTS:

None.