CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Sep 22, 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 Edith Mayes.

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 Max

Budgeted Item: _____

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: M Sanford

Date: 9-15-16

ROUTING SLIP
CONTRACTS AND AGREEMENTS

Originating Department: **Finance** Council Meeting Date: **9/22/2016**

Department Contact: **Cecilia Summers** Phone # **256-427-5060**

Contract or Agreement: **Special Employment Agreement with Edith Mayes**

Document Name: **20160922 Mayes Contract**

City Obligation Amount: **Not to Exceed $30,000**

Total Project Budget:

Uncommitted Account Balance:

Account Number: **1000-13-13300-501010-00000000**

Procurement Agreements

Title 41	Competitive

Grant-Funded Agreements

Select...	Grant Name:

Department	Signature	Date
1) Originating	M Sargent	9-15-16
2) Legal	[signature]	9-16-16
3) Finance	M Sargent	9-15-16
4) Originating	M Sargent	9-15-16
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 Edith Mayes, 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 EDITH MAYES" consisting of two (2) pages and the date of September 22, 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 22nd day of September, 2016.

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

APPROVED this the 22nd day of September, 2016.

_____
Mayor of the City of Huntsville,
Alabama

STATE OF ALABAMA)
COUNTY OF MADISON)

SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND EDITH MAYES

THIS AGREEMENT is made and entered into on the 22nd day of September, 2016, by and between Edith Mayes, an individual, ("Mayes") 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. Mayes shall be employed by the City of Huntsville as Accountant I 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 Accounting & Budget Supervisor. Duties of the position of Accountant I 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 Mayes the rate of pay of $24.33, not to exceed an average 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, Mayes shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Mayes 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. Mayes shall have no authorization to incur any debt or obligation on behalf of the City.

Agreement between the City of Huntsville and Edith Mayes by Resolution No. 16 - _____ adopted and approved on September 22, 2016.

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

3. The term of this contract shall be for a period of one year commencing on October 19, 2016.

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 Mayes 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, Mayes shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

7. Mayes acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Mayes 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.

_____
Edith Mayes, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Kenneth Benion
ITS: Clerk-Treasurer

EXHIBIT A

HUNTSVILLE
The Star of Alabama

Accountant I

Class Code: 1101

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE
Established Date: May 1, 1999
Revision Date: Jun 25, 2010

SALARY RANGE

$16.24 - $24.82 Hourly
$1,299.20 - $1,985.60 Biweekly
$2,814.93 - $4,302.13 Monthly
$33,779.20 - $51,625.60 Annually

NATURE OF WORK:
This is professional accounting work in the maintenance and review of fiscal records.

Work involves maintaining financial records and auditing internal accounts or accounting documents. Work is performed in accordance with established accounting regulations, procedures, and forms and some independent judgement is exercised in accounting work. Work is performed according to generally accepted accounting principles, under the supervision of a higher level accountant, or fiscal or administrative officer and is checked for accuracy and conformance with departmental policy.

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:
Maintains complete sets of accounts including subsidiary, general ledger, budgetary, and control accounts; makes appropriate entries and prepares necessary reports relating to account status; takes trial balances and balances; compiles cost data.

Performs internal audit assignments including checking accuracy of entries, examining accounting documents such as payrolls, purchase vouchers, cash receipts, disbursement vouchers, and license and sales tax gross receipts and reports; reviews requests for payment and assures availability of funds.

Verifies that transactions are properly supported and in accordance with established laws and regulations; helps design and monitor accounting systems, including internal controls.

Examines a variety of financial statements for completeness and conformance with uniform accounting classifications or other specific accounting requirements; assists in the preparation of adjusting journal vouchers; compiles statements and submits payment; makes routine disbursements as required; reconciles bank statements; maintains appropriate records and files.

Compiles and verifies tax information on vendors to report to the Internal Revenue Service; processes and distributes 1099 forms to the IRS and vendors.

May be assigned to serve as backup or assistant to a higher level Accountant.

Operates a personal computer with spreadsheet or database applications.

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

MARGINAL FUNCTIONS OF WORK:

Perforating and filing completed payment packages.

Maintains budget/expense ledgers by purchase order, billing, and program.

Serves as department inventory control accountant; maintains accounts of all city-owned equipment; prepares and submit reports to external auditors of year-end figures of fixed assets.

Processes and distributes financial and accounting reports.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
Knowledge of accounting principles and procedures.

Knowledge of general governmental accounting, purchasing, tax, and related systems and procedures.

Some knowledge of automated accounting systems.

Skill in the operation of a ten key calculator and personal computer.

Ability to apply accounting principles to the maintenance of fiscal and accounting records.

Ability to generate and interpret financial reports.

Ability to learn and accurately apply the City's accounting and fiscal policies and procedures.

Ability to communicate effectively with outside organizations and the general public for the purpose of giving or receiving information, negotiating, and resolving conflicts and disputes.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:
Bachelor's Degree from a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education with major course work in accounting; experience with the maintenance and review of fiscal records at a highly technical level; or any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities.

WORKING ENVIRONMENT:
Work is primarily performed in an office setting.

PHYSICAL DEMANDS:
Work is essentially sedentary, with occasional lifting and carrying of light (up to 15 pounds) items. Computer work requires manual dexterity.

NECESSARY SPECIAL REQUIREMENTS:
None