

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Community Development

Council Meeting Date: 9/22/2016

Department Contact: Scott Erwin

Phone # 256-427-5419

Contract or Agreement: Contract

Document Name: SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE, ...

City Obligation Amount: 31,500.00

Total Project Budget: 31,500.00

Uncommitted Account Balance: 0

Account Number: N/A

Procurement Agreements

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

Other	Grant Name: Huntsville Extreme Energy Makeover
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Department	Signature	Date
1) Originating	<i>Murphy</i>	8/30/16
2) Legal	<i>Mary C. Cates</i>	9/12/16
3) Finance	<i>M. J. ...</i>	9-13-16
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: 9/22/2016

Action Requested By:
Community
Development

Agenda Item Type
Resolution

Subject Matter:

Resolution authorizing a Special Employee Agreement between the City of Huntsville and Hilary Gould for the Huntsville Extreme Energy Makeover Project

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into a Special Employee Agreement between The City of Huntsville and Hilary Gould.

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.

To assist with qualifying applicants for the Huntsville Extreme Energy Makeover Project.

Associated Cost:

Budgeted Item: Not applicable

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: Murilee B. Jordan

Date: 8/30/16

RESOLUTION NO. 16-_____

WHEREAS, the City of Huntsville, Alabama Department of Community Development will receive funds from Huntsville Utilities for the purpose of qualifying applicants for the Huntsville Extreme Energy Makeover grant program; and,

WHEREAS, the City of Huntsville, Alabama Department of Community Development will need to hire a Temporary Employee for the purpose of working on the Huntsville Extreme Energy Makeover project.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor hereby authorized to enter into an Agreement by and between the City of Huntsville and Hilary Gould, 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 HILARY GOULD 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
City of Huntsville, Alabama

APPROVED this the 22nd day of September, 2016.

Mayor
City of Huntsville, Alabama

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND HILARY GOULD**

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND HILARY GOULD**

THIS AGREEMENT is made and entered into on the 22nd day of September, 2016, by and between HILARY GOULD, an individual, ("GOULD") 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. GOULD shall be employed by the City of Huntsville as PLANNER I in the Community Development 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 Housing Manager.
2. Duties of the position of Planner I shall include all work described on Exhibit "A" attached hereto and incorporated herein by reference.
3. In consideration of the services rendered hereunder, the City shall pay GOULD at the rate of \$19.81 per hour for a total not to exceed 28 hours per week, with the total sum not to exceed \$31,500 per year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, GOULD shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. GOULD shall have no authorization to incur any debt or obligation on behalf of the City.
4. The term of this contract shall be for a period of six months commencing on October 10, 2016.
5. This contract may be terminated by either party upon fifteen (15) days written notice being provided to the other party.

**President of the City Council of the
City of Huntsville, Alabama**
Date: September 22, 2016

6. The City shall provide Gould a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.
7. Except as specified herein, Gould shall be subject to all Policies applicable to part-time employees of the City of Huntsville.
8. Gould acknowledges that confidential information may be made available to her in connection with his work pursuant to this agreement. Gould 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
9. In addition, GOULD shall not receive any benefits available to any employee of the City.
10. This agreement constitutes the entire agreement between the parties.

IN WITNESS THEREOF, the City and the Hilary Gould have executed this Agreement on this the 22nd day of September, 2016.

CITY OF HUNTSVILLE

Tommy Battle, Mayor
City of Huntsville, Alabama

ATTEST:

Kenneth Benion, City Clerk-Treasurer
City of Huntsville, Alabama

By: Hilary Gould
Hilary Gould, an Individual

ATTEST:

Cher A. Cunningham

Exhibit A

See attached Job Description.



Planner I

Class Code:
1071

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE
Established Date: Feb 1, 2005
Revision Date: Jul 2, 2012

SALARY RANGE

\$18.73 - \$28.59 Hourly
\$1,498.40 - \$2,287.20 Biweekly
\$3,246.53 - \$4,955.60 Monthly
\$38,958.40 - \$59,467.20 Annually

NATURE OF WORK:

This is beginning professional work in the Planning Division.

Work involves responsibility for the performance of professional and technical work, usually with emphasis on current city planning. Assist in the facilitation of current planning with emphasis on Zoning, Annexations, Rezoning and Subdivision Review. General supervision is provided by a more experienced planner, and guidance may be provided in the performance of work related to problems which to beyond the bounds of established departmental rules, standards, and policies. Work is reviewed through consultation and evaluation of reports.

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:

Collects and evaluates data; develops, initiates and participates in projects to meet planned objectives; makes field investigations to verify information; conducts surveys, special studies and research.

Verifies the zoning of property by phone, email, faxed or hard copy request; verifies zoning classifications and regulations by phone or through personal interaction with the public.

Assists in the subdivision review process by answering questions, showing plats and facilitating the necessary letters of credit.

Prepares reports on economic, social, physical, and related factors, such as detailing of plans or data with reference to zoning, transportation, employment, educational facilities, population characteristics and trends. Prepares and assists in preparation of recommendations, drafting of ordinances, and development of policy recommendations; reviews and analyzes detailed aspects of plans from both short and long range viewpoints.

Assists in preparing grant applications for planning projects; assists in preparing grant compliance data and periodic progress reports.

Serves as a liaison related to public comments concerning new developments, public hearings, zoning regulations, subdivision review process and annexations; prepare packets to be mailed to land owners, other municipalities, state officials and local service providers, such as school boards, zoning administration or etc.

Consults with public officials, private agencies and establishments, and members of the general public; attends meetings related to city planning; gives out technical information.

Updates zoning files, electronic data, computer programs to reflect newly annexed and rezoned property.

Coordinates project work with various City staff, the public, private developers, state and federal officials and non-profit and civi groups.

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

MARGINAL FUNCTIONS OF WORK:

Prepares public hearing notices for various planning activities and is responsible for conducting notification process.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the principles and practices of urban planning.

Knowledge of various ordinances, laws, and regulations pertaining to all aspects of urban planning and development.

Knowledge of the techniques required in the preparation of complex reports and evaluations.

Knowledge of applicable research methodology and basic statistical procedures.

Ability to plan, organize, and carry out complex planning research and to evaluate program results.

Ability to communicate effectively and present information in oral, written, and graphic form, including the ability to make presentations to large groups.

Ability to establish and maintain effective working relationships with other employees and general public.

Ability to use modern office methods, techniques and equipment.

Skill in using a computer.

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 urban planning, urban design, public administration, or a closely related field.

WORKING ENVIRONMENT:

Work is essentially performed in an office setting with occasional field work.

PHYSICAL DEMANDS:

Work is essentially sedentary with occasional walking, standing, lifting, or minimal physical activities. Computer work requires manual dexterity.

NECESSARY SPECIAL REQUIREMENTS:

None.