

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: 10/13/2016

Action Requested By: Clerk Treasurer

Agenda Type: Resolution

Subject Matter:

Special Employee Agreement between the City of Huntsville and Dennis Cole.

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Dennis Cole.

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

Item to be considered for: Action

Unanimous Consent Required: No

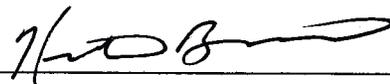
Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Mr. Cole retired from the Clerk-Treasurer Department on October 1, 2016, he will be returning under contract first to fill in until his position it filled and then to train the new Revenue License Inspector due to his extensive knowledge in Liquor and Special Event Licenses.

Associated Cost: \$30,000.00

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: 

Date: 10/9/16

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Clerk Treasurer Council Meeting Date: 10/13/2016

Department Contact: Belinda Sons Phone # 256-427-5090

Contract or Agreement: Special Employee Agreement

Document Name: Special Employee Agreement between the City of Huntsville and Dennis Cole

City Obligation Amount: \$30,000.00

Total Project Budget:

Uncommitted Account Balance:

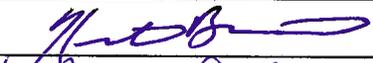
Account Number: 1000-12-12400-501010-00000000

Procurement Agreements

| | |
|------------------|------------------|
| <u>Select...</u> | <u>Select...</u> |
|------------------|------------------|

Grant-Funded Agreements

| | |
|------------------|---------------------|
| <u>Select...</u> | Grant Name: <u></u> |
|------------------|---------------------|

| Department | Signature | Date |
|---|---|---------|
| 1) Originating |  | 10/4/16 |
| 2) Legal | Mary C Cates | 10/5/16 |
| 3) Finance | M. Dargatzis | 10-5-16 |
| 4) Originating | | |
| 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 a Special Employee Agreement by and between the City of Huntsville and Dennis Cole, 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 Dennis Cole" consisting of two (2) pages and the date of October 13, 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 13th day of October, 2016.

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

APPROVED this the 13th day of October, 2016.

Mayor of the City of Huntsville,
Alabama

STATE OF ALABAMA)
COUNTY OF MADISON)

SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND DENNIS COLE

THIS AGREEMENT is made and entered into on the 13th day of October, 2016, by and between Dennis Cole, an individual, 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. Mr. Cole shall be employed by the City of Huntsville as Revenue License Inspector in the Clerk-Treasurer 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 Revenue License Inspector Supervisor. Duties of the position of Revenue License Inspector 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 Mr. Cole the rate of pay of \$31.46, 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, Mr. Cole shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Mr. Cole shall not receive any benefits available to any employee of the City except those benefits he receives as a result of being retired from regular employment with the City. Mr. Cole 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 October 24, 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 Mr. Cole 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, Mr. Cole shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

7. Mr. Cole acknowledges that confidential information may be made available to him in connection with his work pursuant to this agreement. Mr. Cole 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.



Dennis Cole, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Kenneth Benion
ITS: Clerk-Treasurer



Revenue License Inspector

Class Code:
3010

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE
Established Date: Aug 1, 2007
Revision Date: Jul 2, 2010

SALARY RANGE

\$20.65 - \$31.46 Hourly
\$1,652.00 - \$2,516.80 Biweekly
\$3,579.33 - \$5,453.07 Monthly
\$42,952.00 - \$65,436.80 Annually

NATURE OF WORK:

This is business license issuance and enforcement work. Work involves reviewing, issuing and enforcing City business license ordinances (privilege, liquor, bingo, and taxi cab/limo), processing business license fees, and determining which classification businesses fall under for license fee purposes.

Work also involves responsibility for insuring that all businesses and vendors under municipal authority operate with correct and valid licenses. Work may be performed in the field and/or the office. Work is performed according to city ordinances and related state laws and is reviewed by the department head for compliance with ordinances and laws, or by the annual audit. Incumbents are required to conduct their work with a minimum of direct supervision.

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:

Reviews information and conducts field investigations of businesses for compliance with ordinances; maintains detailed records; explains the purpose and content of city ordinances relating to business licenses; determines the type of license to be purchased and computes fees required.

Serves as administrator of the license and tax computer program; oversees the business license routing system; assists in developing a new license computer program; handles complaints from the public concerning the operation of businesses; assists the public with obtaining a new or renewal business license; collects license fees.

Determines business not in compliance and collects fees; audits liquor licensees to determine if the liquor classification is correct.

Serves as a member of a work-related committee as assigned by the City Clerk-Treasurer.

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

MARGINAL FUNCTIONS OF WORK:

Maintains files.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Considerable knowledge of laws and regulations governing business licensing in the City.

Considerable knowledge of established policies, methods, and procedures in licensing and collection of license fees.

Skill in interpersonal relations in dealing with the public in a friendly and courteous manner.

Skill in the operation of a personal computer.

Ability to keep and maintain records and to write reports.

Ability to enforce city ordinances in a fair and impartial manner.

Ability to conduct thorough and accurate investigations.

Ability to accurately interpret and apply the provisions of pertinent laws, ordinances, and policies.

Ability to operate a calculator rapidly and accurately.

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, with considerable experience which provides knowledge of City ordinances dealing with business licenses; 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 or field setting. Work in the field exposes the employee to all weather conditions and requires the operation of a motor vehicle in a variety of traffic conditions.

PHYSICAL DEMANDS:

Office work is essentially sedentary with occasional walking, bending, lifting or minimal physical activities. Field work requires frequent physical effort such as standing and walking. Computer work requires manual dexterity.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid driver's license and safe driving record.