



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 3/27/2025

File ID: TMP-5330

Department: Natural Resources

Subject:

Type of Action: Approval/Action

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

Resolution No.

Finance Information:

Account Number: 1000-73-73100-501010-00000000

City Cost Amount: NTE \$39,000.00

Total Cost: \$ NTE \$39,000.00

Special Circumstances:

Grant Funded: \$ N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)

Address:

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments:

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Daniel Shea to assist the Natural Resources Department with various Clean Air Act regulatory and environmental compliance requirements and requirements of the City's Municipal Separate Storm Sewer System Permit.

RESOLUTION NO. 25-

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 Daniel Shea, 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 Daniel Shea,” consisting of three (3) pages and the date of March 27, 2025, 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 of the City of Huntsville, Alabama.

ADOPTED this the 27th day of March, 2025.

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

APPROVED this the 27th day of March, 2025.

Mayor of the City of Huntsville, Alabama

**SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND DANIEL SHEA**

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND DANIEL SHEA**

THIS AGREEMENT is made and entered into on the 27th day of March, 2025 by and between Daniel Shea, an individual, ("Shea") 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. Shea shall be employed by the City of Huntsville as a Special Employee in the Natural Resources 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 Natural Resources Director. Shea's duties as a Special Employee shall include all work described on Attachment "A" attached hereto and incorporated herein by reference.

2. In consideration of the services rendered hereunder, the City shall pay Shea at the rate of \$95.00 per hour not to exceed 29 hours per week, with the total sum not to exceed \$39,000 per calendar year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Shea shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Shea 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. Shea 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 commencing on May 1, 2025 and ending April 30, 2026.

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

PRESIDENT OR PRESIDENT PRO TEM OF THE
CITY COUNCIL OF THE CITY OF HUNTSVILLE,
ALABAMA
DATE: _____

5. The City shall provide Shea 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, Shea shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

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



Daniel Shea, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle

ITS: Mayor

ATTEST:

BY: _____
Shaundrika Edwards

ITS: City Clerk

Exhibit “A” Duties of the Natural Resources Environmental Compliance Specialist Special Employee

- To assist the Natural Resources technical staff with preparation of the 2025 annual local air pollution control program summary reports to ADEM and compiling the information required in that report.
- To assist Natural Resources technical personnel in preparing the FY 2025 Annual Report required by the NPDES Storm Water Discharge Permit held by the City of Huntsville.
- To assist the Director and technical staff of Natural Resources in ongoing implementation of the Storm Water Management Program Plan as required by the City’s NPDES Storm Water Discharge Permit and complete drafting updates to the SWMPP.
- As needed, to assist the Director and technical staff of Natural Resources in reviewing and updating the City of Huntsville Air Pollution Control Rules and Regulations to incorporate changes to State and Federal law since the last amendments to the City’s regulations were adopted by the City Council.
- To assist the Director and Senior Environmental Specialist in reviewing permit applications and preparing Major Source Operating Permits and Synthetic Minor Operating Permits, as needed.
- To assist the Natural Resources Director in preparing Air Program Grant Consolidated Quarterly Reports.
- To assist the Natural Resources Director in preparing the application and Work Plan for the FY 2025 EPA Air Program Grant.
- To perform statistical analyses of ambient air quality monitoring data, determine the significance of long-term air quality trends and complete the 2025 Air Quality Report.
- To begin compiling data for the 2025 Greenhouse Gas Emissions Inventory.
- To accompany Natural Resources technical staff and assist in conducting on-site industrial inspections of complex sources.
- To accompany Natural Resources technical staff and assist in conducting on-site BMP (Best Management Practice) inspections of select City of Huntsville facilities to ensure compliance with the City’s NPDES storm water permit and with the SWMPP (Storm Water Management Program Plan).
- To assist in preparing Notices of Violation and Administrative Orders as required.
- To review and certify SPCC Plans for subject City facilities as needed.
- To perform related work as required.