



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 8/24/2023

File ID: TMP-3219

Department: Emergency Management Agency

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and William G. Sizemore.

Resolution No.

Finance Information:

Account Number: 1000-44-00000-501010-00000000

City Cost Amount: \$37,000

Total Cost: \$37,000

Special Circumstances:

Grant Funded: NA

Grant Title - CFDA or granting Agency: NA

Resolution #: NA

Location: (list below)

Address: NA

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

Additional Comments:

NA

RESOLUTION NO. 23-_____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into a Special Employment Agreement by and between the City of Huntsville and William G. Sizemore, 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 a “Special Employee Agreement between the City of Huntsville and William G. Sizemore” consisting of two (2) pages, and the date of August 24, 2023, 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 24th day of August, 2023.

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

APPROVED this the 24th day of August, 2023.

Mayor of the City of
Huntsville, Alabama

**SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND WILLIAM G. SIZEMORE**

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND WILLIAM G. SIZEMORE**

THIS AGREEMENT is made and entered into on the 24th day of August, 2023, by and between William G. Sizemore, an individual, ("Sizemore") 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. Sizemore shall be employed by the City of Huntsville as a Special Employee in the Personnel Policies and Procedures Manual and shall be under the direct supervision of the Director of EMA. Sizemore's duties as 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 Sizemore at the rate of \$42.25 per hour not to exceed twenty-nine (29) hours per week, with the total sum not to exceed \$37, 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, Sizemore shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Sizemore 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. Sizemore 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 September 1, 2023.
4. Except as specified herein, Sizemore shall be subject to all Policies applicable to part-time employees of the City of Huntsville.
5. Sizemore acknowledges that confidential information may be made available to him in connection with his work pursuant to this agreement. Sizemore 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.

President of the City Council of the
City of Huntsville, AL
Date: 8-24-2023

Exhibit "A"

Plans and develops procedures for preparing fiscal reports and for maintaining specialized or centralized control accounting records; also responsible for Federal or State grants received by the City.

Studies and recommends revisions in existing departmental accounting and budgetary controls over expenditures.

Confers with external auditors, governmental officials, and subsidized agencies; compiles information through investigations and studies; audits as required and offers professional opinions.

Maintains financial and management control of federal and local and grant funds relating to public transportation, in compliance with federal laws, grant provisions and city policies.

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

May be assigned to provide professional and technical accounting advice to personnel from other departments, divisions, and agencies.

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.

Performs related work as required.

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

Skill in the application of accounting principles to the development and maintenance of fiscal and accounting records.

Skill in analyzing accounting or fiscal systems and preparing financial reports.

Skill in the application of state and federal rules, regulations, and statutes; and of City ordinances applicable to the position.

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.