



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 5/8/2025

**File ID:** TMP-5462

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**Department:** General Services

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Deborah Storey

Resolution No.

**Finance Information:**

**Account Number:** 1000-14-14100-501010

**City Cost Amount:** \$39,000

**Total Cost:** \$39,000

**Special Circumstances:**

**Grant Funded:** NONE

**Grant Title - CFDA or granting Agency:** N/A

**Resolution #:** N/A

**Location: (list below)**

**Address:** N/A

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

**Additional Comments:**

Special employee agreement with Deborah Storey. Contract is for one (1) year for \$39,000/annually.



**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 an agreement by and between the City of Huntsville and Deborah Storey, 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 Deborah Storey” consisting of four (4) pages including Attachment “A,” and the date of May 8<sup>th</sup>, 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 8<sup>th</sup> day of May, 2025

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

**APPROVED** this the 8<sup>th</sup> day of May, 2025

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Mayor of the City of Huntsville, Alabama

# SPECIAL EMPLOYEE AGREEMENT COVER SHEET

## Instructions:

- All special employee agreements submitted for review must have this Cover Sheet attached.
- Complete the cover sheet in its entirety. Include N/A when appropriate.
- Email the completed cover sheet along with all contractual documents (with attachments) to the Legal and Human Resources Departments.
- Once approved, the requesting department will add to the City Council agenda.

<b>Date:</b>		<i>Today's Date</i>
<b>Requestor's Name:</b>		<i>Your Name</i>
<b>Requesting Department:</b>		<i>Division/Department</i>
<b>Requesting GL Code:</b>		<i>Salary Account Number</i>
<b>Individual/Employee Name:</b>		<i>Individual/Employee Name from Agreement</i>
<b>Termination Effective Date:</b>		<i>Effective Date of Termination/Retirement</i>
<b>Previous Rate of Pay:</b>		<i>Rate of Pay at Termination/Retirement</i>
<b>Agreement Rate of Pay:</b>		<i>Rate of Pay in Agreement</i>
<b>Agreement Effective Date:</b>		<i>Estimated Effective Date of Agreement</i>
<b>Renewal/New Agreement:</b>		<i>Is this a renewal or new agreement?</i>

## BRIEFLY STATE THE PURPOSE OF THIS AGREEMENT

## LIST ANY BENEFITS PROVIDED IN THE AGREEMENT

## TOTAL COST *(list the one-time and annual recurring cost of the agreement)*

- ONE-TIME:                                      ANNUAL:                                      OTHER:
- IF MULTI-YEAR AGREEMENT - BEGIN DATE:                                      END DATE or ongoing:

## ADDITIONAL INFORMATION:

Is this agreement associated with any other contracts or agreements currently in effect with the City of Huntsville. If YES, provide date, vendor for original contract.

Yes                                      No

Original Contract Date:

Vendor Name:

## Approved as to Form

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*PLEASE NOTE – Information contained on this document may be subject to change upon approval.**

**SPECIAL EMPLOYEE  
AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE  
AND DEBORAH STOREY**

STATE OF ALABAMA       )  
COUNTY OF MADISON    )

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND DEBORAH STOREY**

**THIS AGREEMENT** is made and entered into on the 8<sup>th</sup> day of May, 2025 by and between Deborah Storey, an individual, ("Storey") 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. Storey shall be employed by the City of Huntsville as a Special Employee in the General Services 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 General Services Director. Storey'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 Storey at the rate of \$30.26 per hour not to exceed 29 hours per week, with the total sum (including any compensation received by Storey from any RSA member institution) not to exceed \$39,000 during calendar year 2025 nor during the term of this agreement, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Storey shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Storey 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. Storey 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 8, 2025 and ending May 7, 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 Storey 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, Storey shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

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

  
Deborah Storey, an Individual

**CITY OF HUNTSVILLE, ALABAMA**  
a municipal corporation

BY: \_\_\_\_\_  
Tommy Battle  
ITS: Mayor

ATTEST:

BY: \_\_\_\_\_  
Shaundrika Edwards  
ITS: Clerk

### **Exhibit “A” Duties of the General Services Administrative Aide**

- Issues purchase orders from the general fund and capital accounts including verification for compliance with city and state bid laws.
- Verifies purchase orders for completeness, correctness, and proper expenditures and available funds.
- Assists Supervisors and Facilities Maintenance Technicians with daily purchase orders.
- Runs financial reports and prepares reports for year-to-year cost comparisons, and actual expenditures to projected expenses.
- Verifies, balances, and processes all invoices for payment from vendors against purchase orders issued.
- Performs daily entry of all utility bills and routing for payment.
- Maintains bid files, pending purchase orders files, financial section of the vendor files, and the utilities expenditure files, including a separate bid file for the department head.
- Processes paperwork for personnel actions for department; requests criminal background checks; performs reference checks on potential new hires.
- Calculates and enters time cards for department; tracks attendance; trains employees; coaches and/or counsels; ensures that administrative policies and procedures, priorities and methods of operation are followed; arranges for temporary clerical assistance.
- Assists employees in completing complex enrollment and claim forms in accordance with established policy and procedure.
- Assists with administrative functions; researches data; gathers documents, information, and materials.
- Maintains various types of complex files; directs and participates in the maintenance of a complex record keeping and filing systems; files related correspondence, reports, and records; prepares and maintains personnel, legal and other records and files of a confidential or sensitive nature; interprets personnel policies and procedures; coordinates training, and coordinates worker's compensation claims.
- Answers, screens, and forwards telephone calls; greets visitors; records and relays complex messages; schedules appointments as necessary; disseminates information via telephone or hard copy; documents complaints and requests; responds to complaints and requests for information or services; serves as a liaison to resolve problems with outside agencies and other departments; relays messages, orders, and instructions to personnel.

- Compiles and prepares a full range of advanced secretarial documents; provides administrative assistance using computer software to prepare a wide array of letters, correspondence, administrative and public reports including personnel requisitions and other correspondence; researches minutes and ordinances; obtains information from other sources; maintains manuals and other data pertaining to city affairs.
- Maintains a calendar of events and schedules; coordinates and schedules meetings, training, appointments and facility use.
- Requisitions supplies; prepares requisitions and purchase orders.
- Utilizes a computer and applicable software, typewriter, adding machine, printer, multi-line phone system, calculator, and standard office equipment while performing essential functions.
- Responds if appropriate to correspondence; copies, retrieves and distributes files, records, reports and other written materials.
- Communicates with the public, other City departments, delivery people, professionals, businesses, applicants, regulatory agencies, organizations and others to give and receive information.
- Coordinates various functions for department.
- Performs related duties as assigned.