



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 7/27/2023

File ID: TMP-3139

Department: Fire and Rescue

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employment Agreement between the City of Huntsville and Vernon Lee.

Resolution No.

Finance Information:

Account Number: 1000-42-42100-501010-00000000-

City Cost Amount: NTE \$37,000

Total Cost: NTE \$37,000

Special Circumstances: NA

Grant Funded: NA

Grant Title - CFDA or granting Agency: NA

Resolution #: NA

Location: (list below) NA

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 he is hereby authorized to enter into an Agreement by and between the City of Huntsville and Vernon Lee, 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 Employment Agreement between the City of Huntsville and Vernon Lee" consisting of five (5) pages or two (2) pages plus three (3) additional pages consisting of Exhibit "A" and the date of July 27, 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-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 27th day of July, 2023.

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

APPROVED this the 27th day of July, 2023.

Mayor of the City of Huntsville,
Alabama

**SPECIAL EMPLOYMENT AGREEMENT BETWEEN THE
CITY OF HUNTSVILLE AND VERNON LEE**

STATE OF ALABAMA)
COUNTY OF MADISON)

THIS AGREEMENT is made and entered into on the 27th day of July 2023, by and between Vernon Lee, an individual, ("Lee") 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. Lee shall be employed by the City of Huntsville as Fire Supply Clerk and shall be classified as a "Special" employee under the City's Personnel Policies and Procedures Manual.
2. The term of this contract shall be for a period of one (1) year commencing on August 12th, 2023.
3. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
4. During the term of this contract, Lee shall perform the duties and responsibilities of Fire Supply Clerk and shall be under the direct supervision of the Fire Services Supply Coordinator. Duties of the position of Fire Supply Clerk shall include all work described on Exhibit "A" attached hereto and incorporated by reference herein.
5. In consideration of the services rendered hereunder, City shall pay to Lee the rate of \$23.76 per hour not to exceed 29 hours per week with the total sum not to exceed \$37,000 per year which shall be paid bi-weekly in accordance with City's regular, payroll processing system. During the term of this agreement, Lee shall not receive any cost-of-living adjustment approved by the City Council for all other employees of City. In addition, Lee 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.

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

Date: July 27, 2023

6. Except as specified herein, Lee shall be subject to all policies applicable to part-time employees.
7. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the 27th day of July 2023.


Vernon Lee, an Individual

CITY OF HUNTSVILLE, ALABAMA
a Municipal Corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Shaundrika Edwards
ITS: City Clerk



Fire Supply Clerk

Class Code:
8072

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE
Established Date: Jul 1, 2009
Revision Date: Jun 27, 2014

SALARY RANGE

\$14.02 - \$23.76 Hourly
\$1,121.60 - \$1,900.80 Biweekly
\$2,430.13 - \$4,118.40 Monthly
\$29,161.60 - \$49,420.80 Annually

NATURE OF WORK:

This position performs clerical work, stores and inventory work involving responsibility for a small storeroom facility, limited procurement, and inventory of stock and fixed assets.

Work involves responsibility for assisting assigned Fire & Rescue personnel with the operation of a storeroom which involves a variety of firefighting supplies, such as turnout gear, SCBA and etc. Work responsibilities include establishing storage methods and procedures, maintaining inventory records and requisitioning items not in stock. Work is reviewed through inspection or stock records and storeroom premises.

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:

Receives, stores and issues supplies, materials and equipment in a storeroom facility.

Calls vendors, places orders and picks up supplies.

Delivers supplies, materials and equipment to all Huntsville Fire & Rescue facilities; assists in the disposal of surplus property.

Takes property to auction; completes required paperwork; transport items for destruction.

Picks up supplies, materials and equipment being procured from various vendors on an as needed basis.

Checks quantity and quality of goods received for conformity to purchase orders and specifications.

Delivers equipment to vendors for repairs or warranty work.

Processes requisitions for the replenishment of depleted stock; maintains perpetual inventory system.

Maintains records; answers telephone; may perform limited typing duties depending on the nature of assignment.

Conducts audits of fixed assets over \$600 in value.

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

MARGINAL FUNCTIONS OF WORK:

Runs errands for department; sweeps and mops floors.

May operate a forklift.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

General knowledge of Fire & Rescue policies, procedures, rules and regulations.

Knowledge of firefighting supplies and equipment.

Considerable knowledge of the geography of the city and surrounding counties, including principle buildings and roadways.

Thorough knowledge of the principles involved in the operation of radio and related communication equipment.

Knowledge of storekeeping and inventory methods.

Knowledge of common clerical procedures.

Ability to perform clerical work and to make arithmetical calculations.

Ability to type on a computer keyboard and applicable software for lengthy periods at a reasonable rate of speed performing data entry and clerical support functions.

Ability to set up and manipulate spread sheets.

Ability to operate a computer and applicable software, printer, scanner, paging system, two way radio, city vehicle, multi-line phone system, calculator, and standard office equipment while performing essential functions.

Ability to determine effective stock levels for inventory.

Ability to perform heavy manual work in lifting and moving stock.

Ability to use tact and diplomacy when dealing with the vendors and officers of Huntsville Fire & Rescue.

Skill in the operation and care of a personal computer and typewriters.

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.

WORKING ENVIRONMENT:

Work is performed indoors and outdoors when delivering or picking up supplies. Work may expose the employee to dust and turnout gear contaminated with blood.

PHYSICAL DEMANDS:

Work requires physical strength and agility to lift and carry up to 50 pounds; frequent lifting, standing, walking, climbing, bending, and reaching. Computer work requires manual dexterity.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver's license.

Desired Qualifications:

Certification in forklift operation