



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 4/14/2022

File ID: TMP-1451

Department: Animal Services

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Kelly Jo Gunn.

Resolution No. 22-

Finance Information:

Account Number: 1000-50-00000-501010-00000000

City Cost Amount: \$24,130.00

Total Cost: \$24,130.00

Special Circumstances:

Grant Funded: N/A

Grant Title - CFDA or granting Agency: Click or tap here to enter text.

Resolution #: Click or tap here to enter text.

Location:

Address:

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

Additional Comments:

RESOLUTION NO. 22-

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized on behalf of the City of Huntsville, a Municipal Corporation in the State of Alabama, to enter into a Special Employee Agreement by and between the City of Huntsville and Kelly Jo Gunn, which said agreement is substantially in words in figures similar to that certain document attached hereto and identified as a “Special Employee Agreement between the City of Huntsville and Kelly Jo Gunn,” consisting of three (3) pages, including Exhibit A, with the date of April 14, 2022, appearing on the margin of the first page together with the signature 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 14th day of April, 2022.

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

APPROVED this the 14th day of April, 2022.

Mayor of the City of Huntsville,
Alabama

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND KELLY JO
GUNN**

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND KELLY JO GUNN**

THIS AGREEMENT is made and entered into on the 14th day of April, 2022, by and between Kelly Jo Gunn, an individual, ("Gunn") and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama ("Huntsville"),

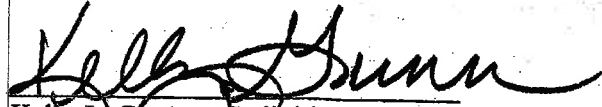
WITNESSETH:

1. Gunn shall serve as an employee of the Animal Services department and shall provide services in the position of Animal Care and Shelter Attendant. The scope of services to be performed by Gunn shall include the following: (see exhibit A attachment)
2. Gunn is hereby employed as a special employee of the City, working on a part-time basis, and as such, shall have no authorization to incur any debt or obligation on behalf of the City, and shall not be entitled to any benefits of any kind while working for the City. During the term of this agreement, Gunn shall report to the Director of Animal Services.
3. The term of this contract shall be for a period of one (1) year commencing on April 18, 2022 and continuing through April 17, 2023.
4. This contract may be terminated by either party upon fourteen days written notice being provided to the other party.
5. During the term of this Agreement, Gunn shall establish working hours to be approved by the Director of Animal Services. Gunn shall be paid an hourly rate of \$16.00 per hour, not to exceed an average of twenty-nine (29) hours per week, with the total sum not to exceed \$24,130 per year.
6. During the term of this Agreement, the City shall provide Gunn a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.
7. Gunn shall receive reimbursement for mileage at the standard IRS mileage rate for 2022 (58.5 cents per mile) for miles driven on City business. Gunn shall be responsible for maintaining automobile liability insurance on any vehicle owned or leased by her and used while performing services for the City with minimum limits of \$100,000 for personal injury; \$100,000 property damage; and \$300,000 per occurrence. The said insurance shall be written so as to cover Gunn when she is performing the services set forth in this Agreement.
8. Gunn acknowledges that confidential information in the way of financial practices, internal activities and operations, may be made available to her in connection with work pursuant to this Agreement. Gunn 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.

9. 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.


Kelly Jo Gunn, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

By: _____
Tommy Battle
Its: Mayor

ATTEST:

By: _____
Kenneth Benion
Its: City Clerk-Treasurer

President of City Council
of the City of Huntsville, Alabama
Date: _____

EXHIBIT 'A'

**City of Huntsville Animal Services
Canine Play Group Technician and Photography**

Function:

The person in this position would organize Canine Play Groups where the dogs are in play groups outdoors in the play yards with 2-10 dogs in one area interacting. The job involves handling animals, using leashes, and corrective tools. The main responsibility with the Canine Play Groups is identifying canines that play well together, doing write ups in the computer about each dog's behavior and their specific needs. This is manual work taking professional photographs of shelter animals using various photography equipment removing the animals from its kennel to the photography area.

Responsibilities

- Several hours each day or on assigned days during operating hours but not to exceed 29 hours per week
- Be able to properly operate phones with video and photo capabilities
- Be able to properly operate lighting and camera equipment
- Keep photography room clean and neat
- Be able to remove canines and felines from their kennels properly and place back into kennels
- Use leashes, collars, harness and corrective devices properly when working with canines

Qualifications/Requirements:

- Be available up to 29 hours per week Monday through Saturday
- Be able to follow instructions
- Canine Behavior Certification Preferred