



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 6/22/2023

File ID: 2023-418

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 Karen Buchan.

Resolution No.

Finance Information:

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

City Cost Amount: \$ NTE 37,000.00

Total Cost: NTE 37000.00

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 an agreement by and between the City of Huntsville and Karen Buchan, 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 Karen Buchan,” consisting of six (6) pages and the date of June 22, 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 22nd day of June, 2023.

President Pro-Tem of the City of
Huntsville, Alabama

APPROVED this the 22nd day of June, 2023.

Mayor of the City of
Huntsville, Alabama

**SPECIAL EMPLOYEE
AGREEMENT BETWEEN THE
CITY OF HUNTSVILLE AND
KAREN BUCHAN**

**SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF HUNTSVILLE
AND KAREN BUCHAN**

THIS AGREEMENT is made and entered into on the 22th day of June, 2023, by and between Karen Buchan, an individual, ("Buchan") and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama ("City"),

WITNESSETH:

1. Buchan 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 Buchan shall include the following: (see exhibit A attachment)
2. Buchan 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. Buchan shall participate in the Employees' Retirement System of the Retirement Systems of Alabama but shall not be entitled to any other employee benefits while working for the City. During the term of this agreement, Buchan 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 June 26, 2023 and continuing through June 25, 2024.
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, Buchan shall establish working hours to be approved by the Director of Animal Services. Buchan shall be paid an hourly rate of \$36.77 per hour, not to exceed an average of twenty (20) hours per week, with the total sum not to exceed \$37,000.00 per year.
6. During the term of this Agreement, the City shall provide Buchan a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.

President of the City Council of the City of
Huntsville, Alabama
Date: 6/22/2023

7. Buchan shall receive reimbursement for mileage at the standard IRS mileage rate for 2023 (65.5 cents per mile) for miles driven on City business. Buchan 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 Buchan when she is performing the services set forth in this Agreement.

8. Buchan 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. Buchan 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.



Karen Buchan, an Individual

ATTEST :

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

By: _____
Shaundrika Edwards
ITS: City Clerk

By: _____
Tommy Battle
ITS: Mayor

Training and Policy Coordinator

Nature of Work

This is administrative work in the day-to-day operations of the shelter including shelter programs, customer service issues, office personnel, and media releases.

Work involves developing and implementing written department policies and written training protocols to improve the shelter office environment, including customer service and media releases

Essential and Marginal Functions of Work

Develops and implements programs to improve the shelter environment including pet surrendering, foster volunteers, and pet adoptions.

Handles and de-escalates customer conflicts and issues.

Develops marketing, advertising and public relations campaigns and programs to promote the enhancement and development of animals at the shelter, and in the community.

Disseminates information to the public regarding shelter information, updates, specials, and program utilizing social media, news/media releases to local television and radio resources.

Monitors and report issues with the building and the equipment.

Creates written training protocols for all positions.

Serves as backup for daily financial deposits from the cash, check and credit card transactions at the shelter; review cash box and account code report for deposit accuracy.

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

Creates written departments policies.

MARGINAL FUNCTIONS OF WORK:

May supervise Community Service workers and shelter volunteers.

Transport animals as needed.

Performs special projects and seasonal activities.

Assist with vaccinations, worming, IV use, upper respiratory treatments, flea and tick controls, and other basic treatments

Perform related work as required.

Knowledge, Skills and Abilities Required

Knowledge of the laws, ordinances, policies, and procedures involved in functions of all animal care.

Knowledge of animal handling, health checks, temperament testing, and adoption.

Knowledge of personnel supervision laws, rules, regulations, policies, and procedures, and processes.

Knowledge of animal feeding and care practices.

Ability to instruct and train subordinates.

Ability to maintain accurate records and prepare clear and concise reports.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to operate a computer and applicable software.

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 and five or more years related experience working in an

animal shelter with at least 2 years of supervisory experience.

Working Environment

Work is performed inside the front office of the shelter and some work performed in the kennel. Work exposes employee to hazards associated with, sterilization procedures with visible blood and internal organs and cleaning of animal waste. Work also exposes the employee to high noise levels, offensive fumes and odors, and chemicals. Protective equipment is required during certain procedures.

Physical Demands

Work requires the physical ability to stand, walk, stoop, kneel, crouch or crawl. May require the ability to lift 50 to 75 pounds.

Necessary Special Requirements

A valid Driver's License is required.

DESIRED SPECIAL REQUIREMENTS:

Certification in CPR and First Aid for Humans and Animals