



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 4/25/2024

File ID: TMP-4110

Department: Police

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Kitty Whitworth.

Resolution No.

Finance Information:

Account Number: 1000-41-41250-501010-00000000

City Cost Amount: \$ 37,000 maximum

Total Cost: \$ 37,000 maximum

Special Circumstances:

Grant Funded: \$ 0.00

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 contract for Special Events Clerk, Kitty Whitworth. Contract renewal is for one (1) year for a maximum of \$37,000/annually.

RESOLUTION NO. 24-_____

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 Kitty Whitworth, 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 Kitty Whitworth,” consisting of three (3) pages and the date of April 25, 2024 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 25th day of April, 2024.

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

APPROVED this the 25th day of April, 2024.

Mayor of the City of Huntsville, Alabama

SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND KITTY WHITWORTH

STATE OF ALABAMA
COUNTY OF MADISON

THIS AGREEMENT is made and entered into on the 25th day of April, 2024, by and between Kitty Whitworth, an individual, ("Employee") 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. Employee shall be employed by the City of Huntsville as a Special Events Clerk in the Police 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 Chief of Police. Duties of the position, Special Events Clerk, 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 Employee at the rate of \$25.00 per hour not to exceed a total of 28 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, Employee shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Employee shall not receive any benefits available to any employee of the City, except those benefits the Employee receives as a result of being retired from regular employment with the City. Employee shall have no authorization to incur any debt or obligation on behalf of the City.
3. The term of the contract shall be for a period of one (1) year commencing on April 25, 2024.

President of the City Council
Of the City of Huntsville, Alabama
Date: April 25, 2024

4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
5. Employee acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Employee 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.
6. 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.



Kitty Whitworth

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle
ITS: Mayor

Exhibit A
Special Events Clerk
Job Specifications and Duties

General Purpose

The Special Events Clerk will be responsible for the following: Coordinating with Traffic Services Sergeants and Event Organizers regarding special events; Uploading Special Events Applications to the Special Events Calendar; Keeping the Special Events Calendar updated; Placing events on the calendar for processing; Monitoring the calendar to ensure that scheduled events do not conflict with one another; and Uploading Special Events applications into Microsoft Access to complete the permitting process.

Class Characteristics

This position reports to the Police Chief and/or designated appointee. The Special Events Clerk will work closely with the traffic Sergeants, event organizers, and current SOD Secretary to help maintain stability within unit.

Essential Functions

- Accept and review incoming event applications for completeness and timeliness.
- Communicating event insurance requirement and verifying insurance certificates
- Enter applications into database (Access)
- For “permit only” events- Create permits/ applications for committee approval and Chief’s signature. Traffic Sergeants still responsible for events requiring equipment, manpower, and road closures.
- Complete cost analysis, if given data. (to include officers that worked, times worked, and equipment used for each event)
- Update and maintain annual running cost analysis
- Maintain special event calendar, posting events and advising applicants of available dates for events as well as conflicts.
- Invoice and billing of for-profit events
- Permit processing and record keeping, coordinate signing and pick up of completed permits.
- Assist the current SOD Secretary with SRO’s, STAC, K-9, PSA’s and Inmate Labor timecards, if needed
- Court absence notifications.
- Assist current SOD Secretary with Funeral escort coordination, funeral data entry, off-duty paid escort coordination, if needed.