



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 3/13/2025

File ID: TMP-5245

Department: Parking

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement with Larry Hamilton.

Resolution No.

Finance Information:

Account Number: 1000-53-53000-00000000

City Cost Amount: \$37,000

Total Cost: \$37,000

Special Circumstances:

Grant Funded: N.A.

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:

RESOLUTION NO. 25-

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into a Special Employment Agreement by and between the City of Huntsville and Larry Hamilton, 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 Larry Hamilton", consisting of three (3) pages, and the date of March 13, 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 -Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 13th day of March , 2025.

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

APPROVED this the 13th day of March, 2025.

Mayor of the City of Huntsville,
Alabama

**SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF
HUNTSVILLE AND LARRY
HAMILTON**

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND LARRY
HAMILTON**

THIS AGREEMENT is made and entered into on the 13th day of March, 2025, by and between Larry Hamilton, an individual, ("Hamilton") 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. Hamilton shall be employed by the City of Huntsville as a Special Employee in the Parking and Public Transit Department and 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 Parking and Public Transit Department Director. Hamilton's duties as a Special Employee 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 Hamilton at the rate of \$22.40 per hour not to exceed twenty-nine (29) 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, Hamilton shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Hamilton 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. Hamilton 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 of one year commencing on February 13, 2025.

4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

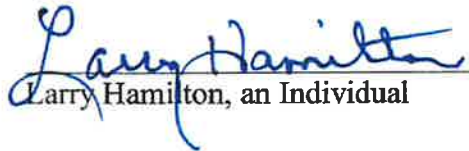
5. Except as specified herein, Hamilton shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

6. Hamilton acknowledges that confidential information may be made available to him in connection with her work pursuant to this agreement. Hamilton 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.

7. The City shall provide Hamilton a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.

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.


Larry Hamilton, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Shaundrika Edwards
ITS: City Clerk

Exhibit A

Work involves coordination of scheduling and assigning Parking Attendants and Cashiers to perform their assigned duties. Work is performed under general supervision and is reviewed by a supervisor through conferences and reports.

Assists the Parking Services Manager in the carrying out of assigned duties, primarily but not limited to, the functions concerning the operation of the parking facilities for all special event activities.

Assists in scheduling and assigning Attendants and Parking Cashiers who work during special events at the Von Braun Center and other facilities; ensures that the parking garages and lots are open and staffed; provides cashiers with parking tickets.

Performs security in facilities during events and assists in the enforcement of parking ordinances. Observes parking and cashier activities to ensure that safety and security procedures are being followed; assists in receiving and resolving complaints from parking patrons.

Assists in maintaining time sheets and leave and attendance records.