



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 1/8/2026

File ID: TMP-6385

Department: Water Pollution Control

Subject:

Type of Action: Approval/Action

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

Resolution No.

Finance Information:

Account Number: 6000-76-76100-501010-00000000

City Cost Amount: Not to Exceed \$40,000.00

Total Cost: Not to Exceed \$40,000.00

Special Circumstances:N/A

Grant Funded: N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)N/A

Address: N/A

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

Additional Comments:

RESOLUTION NO. 26 - _____

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 a Special Employee Agreement by and between the City of Huntsville and LaRissa Schroeder, 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 LaRissa Schroeder," consisting of two (2) pages, and the date of January 8, 2026, 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 8th day of January, 2026.

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

APPROVED this the 8th day of January, 2026.

Mayor of the City of Huntsville,
Alabama

SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF
HUNTSVILLE
AND LARISSA SCHROEDER

STATE OF ALABAMA)
COUNTY OF MADISON)

SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND LARISSA SCHROEDER

THIS AGREEMENT is made and entered into on the 8th day of January, 2026, by and between LaRissa Schroeder, an individual, ("Schroeder") 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. Schroeder shall be employed by the City of Huntsville as Accountant II 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 year commencing on January 22, 2026.
3. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
4. Except as specified herein, Schroeder shall be subject to all Policies applicable to part-time employees of the City of Huntsville.
5. During the term of this contract, Schroeder shall perform the duties and responsibilities of Accountant II and shall be under the direct supervision of the Director of Water Pollution Control. Duties of the position of Accountant II shall include preparing fiscal reports and maintaining complex fiscal or related accounting records. Schroeder shall also be responsible for participating in the maintenance of budget accounts, reviewing receipts and documents to verify accuracy in relation to municipal ordinances and state law and other general accounting duties as necessary.

President of the City Council of the City of
Huntsville, AL
Date: January 8, 2026

6. Schroeder acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Schroeder 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. In consideration of the services rendered hereunder, the City shall pay Schroeder at the rate of \$54.94 per hour not to exceed 14 hours per week with the total sum Not to Exceed FORTY THOUSAND AND NO/100 DOLLARS (\$40,000) per year which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Schroeder shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Schroeder shall not receive any benefits available to any employee of the City except those benefits she receives as a result of being retired from regular employment with the City. Schroeder shall have no authorization to incur any debt or obligation on behalf of the City.
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.

LaRissa Schroeder
LaRissa Schroeder, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Shaundrika Edwards
ITS: City Clerk