Meeting Type: City Council Regular Meeting **Meeting Date:** 12/15/2022   **File ID:** TMP-2350

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 Aaron Holdiman.

Resolution No.

Does this item need to be published? No

If yes, please list preferred date(s) of publication: _____

Finance Information:

Account Number: 1000-41-41100-501010-00000000-

City Cost Amount: $ 39,000 maximum

Total Cost: $ 39,000 maximum

Special Circumstances: N/A

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:

Special employee agreement for police department employee, Aaron Holdiman, to continue with the Records Management System implementation.

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 to enter into an Agreement by and between the City of Huntsville and Aaron Holdiman, 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 Aaron Holdiman" consisting of three (3) pages and the date of December 15, 2022 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 15th day of December, 2022.

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

APPROVED this the 15th day of December, 2022.

_____
Mayor of the City of Huntsville, Alabama

SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND AARON HOLDIMAN
STATE OF ALABAMA
COUNTY OF MADISON

THIS AGREEMENT is made and entered into on the <u>15th</u> of <u>December 2022,</u> by and between Aaron Holdiman, 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 Police Applications Technician 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, Police Applications Technician, shall include all work describe 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 $50.00 per hour not to exceed a total of 15 hours per week, with the total sum not to exceed $39,000 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. 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 December 19, 2022.

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

5. The City shall provide Employee 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, AL
Date: <u>December 15, 2022</u>

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

7. Employee acknowledges that confidential information may be made available to him in connection with his 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.

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.

Aaron Holdiman
Aaron Holdiman

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
        Tommy Battle
ITS: Mayor

Exhibit A

Police Applications Technician

Job Specification and Duties

Nature of Work

This is technical work involving software application support, enhancement, and maintenance of the Police Records Management System and other police related software applications.

Work involves supporting, enhancing and maintaining police department software applications, inventory control of computer equipment and computer related work order system. Work also involves maintaining certain databases pertaining to critical Police records. Work is performed with independence for initiative, judgment and action, and is reviewed for adherence to policies and procedures for results achieved.

Essential and Marginal Functions of Work

Maintains and monitors databases relating to youthful offenders, field interview reports and warrant, arrest, and name record reviews.

Enforces database integrity and normalization of police database.

Processes obsolete juvenile records, parole hearings, and parole notifications.

Maintains employee card access system for HPD and other agencies.

Configures and prepares employee badges.

Maintains all computer inventory for HPD including hardware and software. Maintains fleet inventory.

Assigns user accounts and computer set access levels for Records Management Systems.

Prepares and teaches various training programs involving HPD computer systems; assists users with data and software/operating system problems.

Trains and certifies HPD employees in the use of NCIC/ACJIC rules and usage.

Generates and creates statistical reports from various Records Management Systems.

Schedules and coordinates installation, repairs and updates of IT Equipment.