



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 8/14/2025

File ID: TMP-5826

Department: Landscape Management

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Dr. Lawana Adcock-Downey.

Resolution No.

Finance Information:

Account Number: 1000-52-52900-501010-00000000

City Cost Amount: \$37000

Total Cost: \$37000

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: n/a

RESOLUTION NO. 25-__

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 Dr. Lawana Adcock-Downey, 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 Employment Agreement Between The City of Huntsville and Dr. Lawana Adcock-Downey” consisting of two (2) pages and one additional Exhibit A page with the date of August 14, 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 of the City of Huntsville, Alabama.

ADOPTED this the 14th day of August, 2025.

President or Pro Tem of the
City Council of the City of
Huntsville, Alabama

APPROVED this the 14th day of August, 2025.

Mayor of the City of Huntsville, Alabama

SPECIAL EMPLOYEE AGREEMENT COVER SHEET

Instructions:

- All special employee agreements submitted for review must have this Cover Sheet attached.
- Complete the cover sheet in its entirety. Include N/A when appropriate.
- Email the completed cover sheet along with all contractual documents (with attachments) to the Legal and Human Resources Departments.
- Once approved, the requesting department will add to the City Council agenda.

Date:		<i>Today's Date</i>
Requestor's Name:		<i>Your Name</i>
Requesting Department:		<i>Division/Department</i>
Requesting GL Code:		<i>Salary Account Number</i>
Individual/Employee Name:		<i>Individual/Employee Name from Agreement</i>
Termination Effective Date:		<i>Effective Date of Termination/Retirement</i>
Previous Rate of Pay:		<i>Rate of Pay at Termination/Retirement</i>
Agreement Rate of Pay:		<i>Rate of Pay in Agreement</i>
Agreement Effective Date:		<i>Estimated Effective Date of Agreement</i>
Renewal/New Agreement:		<i>Is this a renewal or new agreement?</i>

BRIEFLY STATE THE PURPOSE OF THIS AGREEMENT

LIST ANY BENEFITS PROVIDED IN THE AGREEMENT

TOTAL COST *(list the one-time and annual recurring cost of the agreement)*

- ONE-TIME: ANNUAL: OTHER:
- IF MULTI-YEAR AGREEMENT - BEGIN DATE: END DATE or ongoing:

ADDITIONAL INFORMATION:

Is this agreement associated with any other contracts or agreements currently in effect with the City of Huntsville. If YES, provide date, vendor for original contract.

Yes No

Original Contract Date:

Vendor Name:

Approved as to Form

Approval: _____ Date: _____

****PLEASE NOTE – Information contained on this document may be subject to change upon approval.**

SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF HUNTSVILLE
AND DR. LAWANA ADCOCK-DOWNEY

STATE OF ALABAMA)
COUNTY OF MADISON)

SPECIAL EMPLOYEE AGREEMENT BETWEEN THE
CITY OF HUNTSVILLE AND DR. LAWANA ADCOCK-DOWNEY

THIS AGREEMENT is made and entered into on the 14th day of August, 2025, by and between Dr. Lawana Adcock-Downey, an individual, ("Adcock-Downey") 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. Adcock-Downey shall be employed by the City of Huntsville as a Special Employee in the Landscape Management 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 Director of Landscape Management. Adcock-Downey'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 Adcock-Downey at the rate of \$26.25 per hour not to exceed twenty nine (29) hours per week, with the total sum not to exceed \$37,000.00 per year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Adcock-Downey shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Adcock-Downey shall not receive any benefits available to any employee of the City. Adcock-Downey shall have no authorization to incur any debt or obligation on behalf of the City.

3. During the term of this Agreement, the City shall provide mileage reimbursement to Adcock-Downey for travel in her personal vehicle. Reimbursement shall be at the Internal Revenue Service rate in effect at the time the travel is incurred. Adcock-Downey shall be reimbursed only for mileage incurred in the performance of her duties and not for her commute to and from her workplace.

President or Pro Tem of the City Council of
the City of Huntsville, Alabama

Date: August 14, 2025

4. The term of this contract shall be for a period of one year commencing on August 15, 2025.

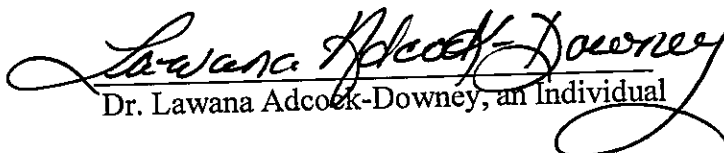
5. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

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

7. Adcock-Downey acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Adcock-Downey 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.


Dr. Lawana Adcock-Downey, an individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____

Tommy Battle

ITS: Mayor

ATTEST:

BY: _____

Shaundrika Edwards

ITS: City Clerk

Attachment A

"SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND DR. LAWANA ADCOCK-DOWNEY"

Adcock-Downey shall serve as a special employee to Landscape Management/Green Team and shall provide professional services at the Hays Nature Preserve, Huntsville City Schools and Recreation Centers. The scope of services to be performed by Adcock-Downey include, but not limited to: Working with Green Team to develop and implement an educational curriculum for youth within the City of Huntsville, including, but not limited to: Play Days at Hays children's educational series, guided hikes, hands-on nature activities in the Nature Explore Classroom and Green Ambassador Program. Adcock-Downey shall utilize her unique educational and professional background in performing the work of this agreement. In addition to designing and leading educational programs, Adcock-Downey shall report data to the Director of Green Team and assist when needed with other educational events and special events conducted by Green Team.