



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 6/12/2025

File ID: TMP-5557

Department: Engineering

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville, Alabama and Kelly Davis.

Resolution No.

Finance Information:

Account Number: 1000-71-71100-501010-00000000-

City Cost Amount: \$39,000.00

Total Cost: \$39,000.00

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:

Agreement provides for a former retired Real Estate Specialist II to assist in the Engineering Department with real estate related work in a Not-to-Exceed contract amount of \$39,000.00.

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 Employee Agreement between the City of Huntsville, Alabama and Kelly Davis, 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, Alabama and Kelly Davis,” consisting of two (2) pages and the date of June 12, 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 12th day of June, 2025.

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

APPROVED this the 12th day of June, 2025.

Mayor of the City of Huntsville,
Alabama

SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE, ALABAMA AND
KELLY DAVIS

(STATE OF ALABAMA)
(COUNTY OF MADISON)

AGREEMENT BETWEEN THE CITY OF HUNTSVILLE, ALABAMA
AND KELLY DAVIS

THIS AGREEMENT is made and entered into on the 12th day of June 2025, by and between Kelly Davis, an individual, ("Davis") 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. Davis shall be employed by the City of Huntsville, Alabama as a "Special Employee" in the Urban Development Department-Engineering Division 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 (1) year commencing on July 7, 2025.
3. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
4. During the term of this contract, Davis shall perform the duties and responsibilities of a Special Employee described as follows; Work involves planning and organizing the administrative functions of real estate in the Urban Development Department-Engineering Division by overseeing and participating in the appraisal, negotiation, acquisition and disposition of real estate for streets, bridges, sewer lines, greenways, drainage projects and other public works and public facility projects. Work involves property records maintenance; serving as liaison between the City, ALDOT Right-of-Way Division, property owners, engineers and attorneys; and serving as the City representative and expert witness in Probate Court condemnation cases and Circuit Court appeals. Work is performed with considerable professional independence according to professional standards, City ordinances and regulations, state law, and federal law and regulations. Work shall be under the direct supervision of the City Engineer.
5. In consideration of the services rendered hereunder, City shall pay to Davis at the rate of \$42.00 per hour, not to exceed 29 hours per week, with the total sum Not-to-Exceed \$39,000.00 per year which shall be paid bi-weekly in accordance with City's regular, payroll processing system.

President of the City Council of the City
of Huntsville, AL
Date: June 12, 2025

During the term of this agreement, Davis shall not receive any cost-of-living adjustment approved by the City Council for all other employees of the City. In addition, Davis 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.

6. Davis acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Davis agrees not to disclose confidential information to any third party at any time following the execution of this agreement. This clause shall survive the termination of this agreement.
7. Except as specified herein, Davis shall be subject to all policies applicable to part-time employees.
8. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the 12th day of June 2025.



Kelly Davis, an Individual

CITY OF HUNTSVILLE, ALABAMA
a Municipal Corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Shaundrika Edwards