



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 4/24/2025

File ID: TMP-5454

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 Conchitia Williams.

Resolution No.

Finance Information:

Account Number: 1000-41-41306-501010-00000000

City Cost Amount: \$ 39,000/maximum

Total Cost: \$ 39,000 maximum

Special Circumstances:

Grant Funded: \$ 0.00

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 with Conchitia Williams. Contract renewal is for one (1) year for a maximum of \$39,000/annually.

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:	04/11/2025	Today's Date
Requestor's Name:	Jessica Winn	Your Name
Requesting Department:	Police	Division/Department
Requesting GL Code:	1000-41-41306-501010-00000000	Salary Account Number
Individual/Employee Name:	Conchitia Williams	Individual/Employee Name from Agreement
Termination Effective Date:	4/1/2021	Effective Date of Termination/Retirement
Previous Rate of Pay:	\$27.82	Rate of Pay at Termination/Retirement
Agreement Rate of Pay:	\$ 25.00	Rate of Pay in Agreement
Agreement Effective Date:	04/24/2025	Estimated Effective Date of Agreement
Renewal/New Agreement:	Renewal	Is this a renewal or new agreement?

BRIEFLY STATE THE PURPOSE OF THIS AGREEMENT

To employ Mrs. Williams as a Special Events Clerk in a part-time status to ensure Special Event Permits are processed properly and effectively.

LIST ANY BENEFITS PROVIDED IN THE AGREEMENT

N/A

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

- ONE-TIME: ANNUAL: \$ 39,000.00 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: Kirk Giles Date: 04/11/2025

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

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 Conchitia Williams, 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 Conchitia Williams," consisting of three (3) pages and the date of April 24, 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 24th day of April, 2025.

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

APPROVED this the 24th day of April, 2025.

Mayor of the City of Huntsville, Alabama

**SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND CONCHITIA WILLIAMS**

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND CONCHITIA WILLIAMS**

THIS AGREEMENT is made and entered into on the 24th day of April 2025 by and between Conchitia Williams, an individual, ("Williams") 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. Williams shall be employed by the City of Huntsville as a Special Employee in the Police 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 Chief of Police, or his designee. William's duties of the position of Special Employee shall include all work described on Attachment "A" attached hereto and incorporated herein by reference.

2. In consideration of the services rendered hereunder, the City shall pay Williams at the rate of \$25.00 per hour not to exceed an average of twenty-nine (29) 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, Williams shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Williams 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. Williams 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 April 24, 2025.

President of the City Council
Of the City of Huntsville, AL
Date: April 24, 2025

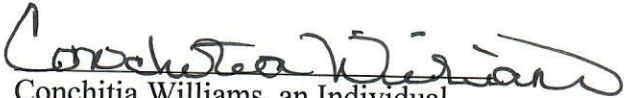
4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

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

6. Williams acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Williams agrees not to disclose the confidential information to any third party, except as it relates to law enforcement activities or prosecution of offenders, at any time following execution of this agreement. This clause shall survive the termination of this agreement

7. 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.


Conchitia Williams, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle

ITS: Mayor

ATTEST:

BY: _____
Shaundrika Edwards

ITS: City Clerk

Exhibit A

Special Events Clerk

Job Specifications and Duties

General Purpose

The Special Events Clerk will be responsible for the following: Coordinating with Traffic Services Sergeants and Event Organizers regarding special events; Uploading Special Events Applications to the Special Events Calendar; keeping the Special Events Calendar updated; placing events on the calendar for processing; monitoring the calendar to ensure that scheduled events do not conflict with one another; and monitor Eproval for event updates to coordinate with necessary parties, and ensure approvals are completed in Eproval.

Class Characteristics

This position reports to the Police Chief and/or designated appointee. The Special Events Clerk will work closely with the traffic Sergeants, event organizers, and current SOD Secretary to help maintain stability within unit.

Essential Functions

- Accept and review incoming event applications for completeness and timeliness.
- Monitor Eproval for updates in Special Event Applications
- For "permit only" events- Ensure HPD approvals are completed in Eproval. Traffic Sergeants still responsible for events requiring equipment, manpower, and road closures.
- Compete cost analysis, if given data. (to include officers that worked, times worked, and equipment used for each event)
- Update and maintain annual running cost analysis
- Maintain special event calendar, posting events and advising applicants of available dates for events as well as conflicts.
- Assist Traffic Sergeants in staffing special events
- Assist the current SOD Secretary with timecards for SROs, TSU, K-9, SPAs and DUI Task Force, if needed.
- Court absence notifications.
- Assist current SOD Secretary with wrecker inspections answering phones, if needed, or other tasks as assigned.