

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 Kimberly Erb, 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 Kimberly Erb” consisting of two (2) pages and the date of February 10, 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 Clerk-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 10th day of February 2022

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

APPROVED this the 10th day of February 2022

Mayor of the City of Huntsville,
Alabama

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF
HUNTSVILLE AND KIMBERLY ERB**

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND KIMBERLY ERB**

THIS AGREEMENT is made the 10th day of February 2022, by and between Kimberly Erb, an individual, ("Erb"), 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. Erb shall be employed by the City of Huntsville for administrative support to grant programs in the Department of Community Development, Erb 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 Manager of Community Development.
2. The term of this contract shall be for a period of one year commencing on February 11, 2022.
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, Erb shall be subject to all Policies applicable to part-time employees of the City of Huntsville.
5. Erb acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Erb 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.

**President of the City Council
City of Huntsville, AL
Date: February 10, 2022**

6. During the term of this contract Erb shall perform the duties and responsibilities of a Special Employee described as follows; Work involves assisting the Manager of Community Development in gathering information and providing administrative support with the U.S. Treasury Department Grant for Rental and Utility Assistance. Work also involves assisting with the planning and evaluation, programmatic accountability and program compliance with local, state and federal regulations. Work is performed with general supervision, and reviewed through conferences, reports and performance evaluations according to professional standard, City ordinances and regulations, state law, and federal law and regulations. Work shall be under direct supervision of the Manager of Community Development.
7. In consideration of the services rendered hereunder, the City shall pay Erb at the rate of \$24.00 per hour not to exceed 28 hours per week, with the total sum not to exceed \$34,944.00 per year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of the agreement, Erb shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Erb shall not receive any benefits available to any employee of the City. Erb 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.

ATTEST:

BY: _____

Kimberly Erb, an individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____

Tommy Battle

ITS: Mayor

ATTEST:

BY: _____

Kenneth Benion

ITS: Clerk-Treasurer