



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 11/21/2024

**File ID:** TMP-4868

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**Department:** Municipal Court

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Derrick Woodruff.

Resolution No.

**Finance Information:**

**Account Number:** NA

**City Cost Amount:** NA

**Total Cost:** NA

**Special Circumstances:**

**Grant Funded:** NA

**Grant Title - CFDA or granting Agency:** NA

**Resolution #:** Na

**Location: (list below)**

**Address:** NA

**District:** District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

**Additional Comments:**



**SPECIAL EMPLOYEE  
AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE  
AND DERRICK WOODRUFF**

STATE OF ALABAMA       )  
COUNTY OF MADISON    )

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND DERRICK  
WOODRUFF**

**THIS AGREEMENT** is made and entered into on the 21st day of November, 2024, by and between Derrick Woodruff, an individual, ("Woodruff") 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. Woodruff shall be employed by the City of Huntsville as a Municipal Court Marshal in Municipal Court, 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 Presiding Judge. Duties of the position of Municipal Court Marshal 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 Woodruff at the rate of \$27.54 per hour not to exceed an average of 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, Woodruff shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Woodruff shall not receive any benefits available to any employee of the City except those benefits he receives as a result of being retired from regular employment with the City. Woodruff 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 January 2, 2025.

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 Woodruff a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.

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

7. Woodruff acknowledges that confidential information may be made available to him in connection with his work pursuant to this agreement. Woodruff 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.

**CITY OF HUNTSVILLE**

\_\_\_\_\_  
Tommy Battle, Mayor

ATTEST:

\_\_\_\_\_  
Shaundrika Edwards, City Clerk

\_\_\_\_\_  
Derrick Woodruff, an Individual

**RESOLUTION NO. 24 - \_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor be hereby authorized on behalf of the City of Huntsville, a Municipal Corporation in the State of Alabama, to enter into an Special Employee Agreement by and between the City of Huntsville and Derrick Woodruff, 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 Derrick Woodruff,” consisting of three (3) pages with the date of November 21, 2024, 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 21st day of November, 2024.

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

**APPROVED** this the 21st day of November, 2024.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

## EXHIBIT A

### Nature of Work

This is specialized peace officer work in providing physical security for a courtroom and sitting Judge as well as enforcement and execution of court orders. Work involves physical/personal security activities while court is in session, enforcement of Municipal Ordinances and State Laws, enforcement of court orders in pre-trial and post-trial matters, to include collection of monies, apprehension of convicted misdemeanants, assisting the court and its' officers in investigations, and actual service and enforcement of warrants, attachments, judgments, liens and executions on judgment. Work involves elements of personal danger and Marshals must be able to act without direct supervision and to exercise independent judgment in meeting complex emergency situations. Work assignments and instructions are received in general terms from a supervisor who reviews work methods and results through observations, reports and discussions.

Provides physical security for a designated courtroom, and personal security for a sitting judge; arrests persons engaged in criminal acts; enforces court orders regarding appearances, fines, costs, restitution, forfeitures, makes presence known in a manner that contributes to deterrence and compliance. Assists citizens and other governmental agencies regarding Municipal Court practice and procedure; conduct investigations for the Court and its appropriate officers; makes arrests as required by circumstances and testifies as a witness in court. Assists in transferring prisoners. Assists other Court officers in probation, work release, electronic monitoring and court referral to ensure compliance with court orders. Requires regular and prompt attendance plus the ability to work well with others and work well as a team. Performs related work as required.