



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 5/11/2023

File ID: TMP-2915

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: 1000-41-41250-501010-00000000

City Cost Amount: \$ 37,000 maximum/annually

Total Cost: \$ 37,000 maximum/annually

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 contract renewal for Conchitia Williams, Safety patrol Administrator, within the Police Department.

RESOLUTION NO. 23-_____

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 including Attachment “A”, and the date of May 11, 2023, 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 11th day of May, 2023.

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

APPROVED this the 11th day of May, 2023.

Mayor of the City of Huntsville,
Alabama

SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND CONCHITIA WILLIAMS

STATE OF ALABAMA
COUNTY OF MADISON

THIS AGREEMENT is made and entered into on the 11th day of May, 2023, by and between Conchitia Williams, an individual, ("Employee") 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. Employee shall be employed by the City of Huntsville as a Safety Patrol Administrator in the Police Department, 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. Duties of the position, Safety Patrol Administrator, 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 Employee at the rate of \$25.00 per hour not to exceed a total of 28 hours per week, with the total sum not to exceed \$37,000 per year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Employee shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Employee shall not receive any benefits available to any employee of the City, except those benefits the Employee receives as a result of being retired from regular employment with the City. Employee shall have no authorization to incur any debt or obligation on behalf of the City.
3. The term of the contract shall be for a period of one (1) year commencing on May 11, 2023.

President of the City Council
Of the City of Huntsville, Alabama
Date: May 11, 2023

4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
5. Employee acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Employee 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.
6. This agreement constitutes the entire agreement between the parties.
7. The parties agree that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for the original signature and shall have the same legal effect as the original signature.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Conchitia Williams

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle
ITS: Mayor

Exhibit A

Safety Patrol Administrator

Job Specifications and Duties

General Purpose

The Safety Patrol Administrator will be responsible for the following: review applications in Neogov and interview applicants for open positions; process applicants through the hiring process; schedule staffing for special events; coordinate with school officials for summer school, school closing etc; establish traffic patterns for schools; maintain post inspection and pedestrian counts and any other duties related to Public Safety Aide staffing and administration.

Class Characteristics

This position reports to the Police Chief and/or designated appointee. The Safety Patrol Administrator will work closely with the Safety Patrol Aide Supervisors, Special Operations Division Supervisors and Special Operations Division Secretary to help maintain stability within the unit and aid Public Safety Aide Supervisors in hiring and all administrative functions.

Essential Functions

- Review applicant applications in Neogov and schedule interviews for open positions.
- Provide training for current full time Safety Patrol Supervisors.
- Schedule and confirm staffing for special events requiring the use of Public Safety Aides to include distributing special event post sheets to Public Safety Aides.
- Update and maintain Public Safety Aide database (Access,) to include employee phone list, seniority list, post sheet, school files, Kiwanis Club file, and School Safety Patrol.
- Coordinate with School officials in placement of Public Safety Aides for summer school.
- Establish traffic patterns for schools.
- Maintain post inspection and pedestrian count sheets (Laserfiche).
- Coordinate end of school year banquet for Safety Patrol students with the Kiwanis Club and school principals.
- Maintain school zone flashing light list and coordinate with Traffic Engineering any changes to the current schedule.
- Maintain school session calendar to include all private schools to ensure all post are manned.
- Enter Public Safety Aide annual uniform allowance orders into system.
- Assist current Public Safety Aide Supervisor with any administrative functions, if needed.
- Assist current Special Operations Division Secretary with Special Operations Division administrative functions, as needed.