



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 3/13/2025

**File ID:** TMP-5260

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**Department:** Parks and Recreation

**Subject:**

**Type of Action:** Approval/Action

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

Resolution No.

**Finance Information:**

**Account Number:** 1000-30-30100-501010-00000000-

**City Cost Amount:** NTE \$39,000

**Total Cost:** NTE \$39,000

**Special Circumstances:**

**Grant Funded:** \$0.00

**Grant Title - CFDA or granting Agency:** N/A

**Resolution #:** N/A

**Location: (list below)**

**Address:**

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

**Additional Comments:**

Special Employee Contract for Recreation Program Coordinator, Karen Lang. A maximum of \$39,000.00 to be paid. Contract is for one (1) year.

**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 a Special Employee Agreement by and between the City of Huntsville and Karen Lang, 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 Karen Lang." consisting of four (4) pages, and the date of March 13, 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 the 13<sup>th</sup> day of March 2025.

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

**APPROVED** this the 13<sup>th</sup> day of March 2025.

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Mayor of the City of Huntsville

**SPECIAL EMPLOYEE  
AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE  
AND KAREN LANG**

STATE OF ALABAMA       )  
COUNTY OF MADISON    )

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND KAREN LANG**

**THIS AGREEMENT** is made and entered into on the 13<sup>th</sup> day of March 2025 by and between Karen Lang, an individual, (“Lang”) 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. Lang shall be employed by the City of Huntsville as a Special Employee in the Parks and Recreation 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 Parks and Recreation Director. Lang’s duties as a 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 Lang at the rate of \$37.50 per hour not to exceed 29 hours per week, with the total sum (including any compensation received by Lang from any RSA member institution) not to exceed \$39,000 during calendar year 2025 nor during the term of this agreement, which shall be paid bi-weekly in accordance with the City’s regular payroll processing system. During the term of this agreement, Lang shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Lang shall not receive any benefits available to any employee of the City except those benefits received as a result of being retired from regular employment with the City. Lang 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 commencing on April 1, 2025 and ending March 31, 2026.

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

\_\_\_\_\_  
PRESIDENT OR PRESIDENT PRO TEM OF THE  
CITY COUNCIL OF THE CITY OF HUNTSVILLE,  
ALABAMA  
DATE: \_\_\_\_\_

5. The City shall provide Lang 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, Lang shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

7. Lang acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Lang 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.

  
\_\_\_\_\_  
Karen Lang, an Individual

**CITY OF HUNTSVILLE, ALABAMA**  
a municipal corporation

BY: \_\_\_\_\_  
Tommy Battle  
ITS: Mayor

ATTEST:

BY: \_\_\_\_\_  
Shaundrika Edwards  
ITS: Clerk

## **Exhibit "A" Duties of the Recreation Program Coordinator Special Employee**

- Prepares, administers, and monitors Parks and Recreation Administrative budget. Prepares and submits monthly, quarterly, and annual budget reports. Executes transfers of funds within department.
- Plans, directs, and administers training programs and workshops for department; schedules speakers and or instructors; monitors and evaluates training sessions.
- Prepares and monitors new and renewal departmental contracts. Prepares and reviews requests for bids and proposals. Monitors and assures contracts are approved and executed effectively; ensures compliance with payment guidelines and insurance requirements.
- Organizes, maintains, monitors Capital Improvement Projects Funds; maintains accounting records for projects involving grants, donations and other outside funding.
- Coordinates delivery and installation of new and upgraded equipment with project management, manufacturers and installers to include but not limited to designs, type of equipment and resolution of maintenance issues under warranty.
- Develops and maintains departmental web pages: maintains information on current programs, activities and facilities, mapping of zones, parks and recreational facilities and links to related organizations.
- Develops departmental administrative operating policies, procedures, and record keeping methodologies. Ensures these policies and procedures guidelines are being adhered to.
- Supervises and coordinates departmental functions and activities through subordinates; trains employees; assigns work; inspects work; coaches and/or counsels; conducts performance evaluations and makes recommendations for hiring and terminations; arranges for temporary clerical assistance.
- Maintains and monitors database of recreational facilities, programs, and activities.
- Assists with large projects; conducts special studies or assignment of a limited duration and nature; compiles data, tracks expenditures and completes reports for reimbursement; researches information, prepares special study reports and summaries requiring data analysis; formats and prepares written reports, statistical tables and charts using word processing; spreadsheet, or data base software on a computer.
- Coordinates purchase and placement of computer hardware and software; coordinates implementation and operation of recreation management systems with users and computer software service organizations.

- Utilizes a computer and applicable software, typewriter, adding machine, printer, multi-line phone system, city vehicle, calculator, tape recorder, TV, VCR, and standard office equipment while performing essential functions.
- Communicates with the public, other City departments, vendors, suppliers, delivery people, professionals, businesses, applicants, and organizations and give and receive information.
- Serves as a notary.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

#### MARGINAL FUNCTIONS OF WORK:

- Assists with appreciation luncheons ribbon cuttings, fund raising drives, and other events.
- Assists on occasion with community events.