



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 7/27/2023

File ID: TMP-3175

Department: Landscape Management

Subject:

Type of Action: Approval/Action

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

Resolution No.

Finance Information:

Account Number: 1000-52-52900-501010-00000000

City Cost Amount: \$37,000

Total Cost: \$37,000

Special Circumstances:

Grant Funded: N/A

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:

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 Carol English, 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 Employment Agreement Between The City of Huntsville and Carol English” consisting of two (2) pages and one additional Exhibit A page with the date of July 27, 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 27th day of July, 2023.

President or Pro Tem of the
City Council of the City of
Huntsville, Alabama

APPROVED this the 27th day of July, 2023.

Mayor of the City of Huntsville, Alabama

SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND CAROL ENGLISH

STATE OF ALABAMA)
COUNTY OF MADISON)

SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND CAROL ENGLISH

THIS AGREEMENT is made and entered into on the 27th day of July, 2023, by and between Carol English, an individual, ("English") 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. English shall be employed by the City of Huntsville as a Special Employee in the Landscape Management 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 Director of Landscape Management. English's duties as a Special Employee 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 English at the rate of \$26.25 per hour not to exceed twenty nine (29) hours per week, with the total sum not to exceed \$37,000.00 per year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, English shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, English shall not receive any benefits available to any employee of the City. English shall have no authorization to incur any debt or obligation on behalf of the City.

3. During the term of this Agreement, the City shall provide mileage reimbursement to English for travel in her personal vehicle. Reimbursement shall be at the Internal Revenue Service rate in effect at the time the travel is incurred. English shall be reimbursed only for mileage incurred in the performance of her duties and not for her commute to and from her workplace.

President or Pro Tem of the City Council of
the City of Huntsville, Alabama

Date: July 27, 2023

4. The term of this contract shall be for a period of one year commencing on August 15, 2023.

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

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

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


Carol English, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____

Tommy Battle

ITS: Mayor

ATTEST:

BY: _____

Shaundrika Edwards

ITS: City Clerk

Attachment A

“SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND CAROL ENGLISH”

English shall serve as a special employee to Landscape Management/Operation Green Team and shall provide professional services at the Hays Nature Preserve. The scope of services to be performed by English include, but not limited to: working with other professionals at the Hays Nature Preserve to develop and implement an educational curriculum for youth at the Hays Nature Preserve, including, but not limited to: Play Days at Hays children's educational series, guided hikes, hands-on nature activities in the Arbor Day Foundation Nature Explore Classroom, Nature Explore Families' Club, and Sketch the Sky events hosted with WHNT- News 19. English shall utilize her unique educational and professional background in performing the work of this agreement. In addition to designing and leading educational programs, English shall report data to the Director of Landscape Management/Operation Green Team and assist when needed with other educational events and special events conducted by Operation Green Team.