



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 4/23/2026

**File ID:** TMP-6834

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**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:** 1000-41-41306-501010-00000000

**City Cost Amount:** \$39,000/maximum

**Total Cost:** \$39,000/maximum

**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:** Special employee agreement with Conchitia Williams. Contract renewal is for one (1) year for a maximum of \$39,000/annually.

**RESOLUTION NO. 26-\_\_\_\_\_**

**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 and the date of April 23, 2026 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 23<sup>rd</sup> day of April, 2026.

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

APPROVED this the 23<sup>rd</sup> day of April, 2026.

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

**SPECIAL EMPLOYEE  
AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE  
AND CONCHITIA WILLIAMS**

STATE OF ALABAMA     )  
COUNTY OF MADISON    )

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND CONCHITIA WILLIAMS**

**THIS AGREEMENT** is made and entered into on the 23<sup>rd</sup> day of April 2026 by and between Conchitia Williams, an individual, (“Williams”) and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama (“City”).

**WITNESSETH:**

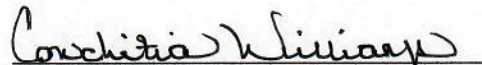
In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

1. Williams shall be employed by the City of Huntsville as a Special Employee in the Police 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 Chief of Police, or his designee. William’s duties of the position of 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 Williams at the rate of \$25.00 per hour not to exceed an average of twenty-nine (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, Williams shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Williams shall not receive any benefits available to any employee of the City except those benefits she receives as a result of being retired from regular employment with the City. Williams 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 April 23, 2026.

\_\_\_\_\_  
President of the City Council  
Of the City of Huntsville, AL  
Date: April 23, 2026

4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
5. Except as specified herein, Williams shall be subject to all Policies applicable to part-time employees of the City of Huntsville.
6. Williams acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Williams agrees not to disclose the confidential information to any third party, except as it relates to law enforcement activities or prosecution of offenders, at any time following execution of this agreement. This clause shall survive the termination of this agreement
7. 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.

  
Conchitia Williams, an Individual

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

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

ATTEST:

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

## **Exhibit A**

### **Special Events Clerk**

#### **Job Specifications and Duties**

##### **General Purpose**

The Special Events Clerk will be responsible for the following: Coordinating with Traffic Services Sergeants and Event Organizers regarding special events; Uploading Special Events Applications to the Special Events Calendar; keeping the Special Events Calendar updated; placing events on the calendar for processing; monitoring the calendar to ensure that scheduled events do not conflict with one another; and monitor Eproval for event updates to coordinate with necessary parties, and ensure approvals are completed in Eproval.

##### **Class Characteristics**

This position reports to the Police Chief and/or designated appointee. The Special Events Clerk will work closely with the traffic Sergeants, event organizers, and current SOD Secretary to help maintain stability within unit.

##### **Essential Functions**

- Accept and review incoming event applications for completeness and timeliness.
- Monitor Eproval for updates in Special Event Applications
- For "permit only" events- Ensure HPD approvals are completed in Eproval. Traffic Sergeants still responsible for events requiring equipment, manpower, and road closures.
- Compete cost analysis, if given data. (to include officers that worked, times worked, and equipment used for each event)
- Update and maintain annual running cost analysis
- Maintain special event calendar, posting events and advising applicants of available dates for events as well as conflicts.
- Assist Traffic Sergeants in staffing special events
- Assist the current SOD Secretary with timecards for SROs, TSU, K-9, SPAs and DUI Task Force, if needed.
- Court absence notifications.
- Assist current SOD Secretary with wrecker inspections answering phones, if needed, or other tasks as assigned.