



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 3/26/2026

**File ID:** TMP-6685

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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 Jason Clarke.

Resolution No.

**Finance Information:**

**Account Number:** 1000-41-41100-501010-00000000

**City Cost Amount:** \$5,000 maximum

**Total Cost:** \$5,000 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 for retired Investigator Jason Clarke to assist with prosecution of criminal cases initiated while serving as a full-time police investigator. A maximum of \$5,000 to be paid. Agreement for one (1) year.

**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 Patrick Moore, 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 Jason Clarke," consisting of three (3) pages including Attachment "A", and the date of March 26, 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 the 26<sup>th</sup> day of March, 2026.

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

**APPROVED** this the 26<sup>th</sup> day of March, 2026.

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Mayor of the City of Huntsville,  
Alabama

**SPECIAL EMPLOYEE  
AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE  
AND JASON CLARKE**

STATE OF ALABAMA     )  
COUNTY OF MADISON    )

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND JASON CLARKE**

**THIS AGREEMENT** is made and entered into on the 26th day of March 2026 by and between Jason Clarke, an individual, (“Clarke”) 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. Clarke 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. Clarke’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 Clarke at the rate of \$30.00 per hour not to exceed an average of twenty-nine (29) hours per week, with the total sum not to exceed \$5,000 per year, which shall be paid bi-weekly in accordance with the City’s regular payroll processing system. During the term of this agreement, Clarke shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Clarke 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. Clarke 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 1, 2026.

\_\_\_\_\_  
President of the City Council  
Of the City of Huntsville, AL  
Date: March 26, 2026

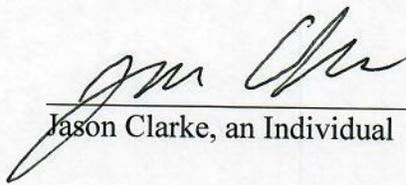
4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

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

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

  
\_\_\_\_\_  
Jason Clarke, an Individual

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

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

ATTEST:

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

**EXHIBIT A**

Testify in Federal, State, and/or Municipal court to assist with the prosecution of criminal cases initiated while serving as a full-time police investigator.

Perform additional tasks related to the prosecution of criminal activities and/or law enforcement activities as authorized in writing by the Chief of Police or his designee.

Maintain all professional, ethical and work standards required of all sworn officers of the Huntsville Police Department.

Abide by all policies and procedures of the Huntsville Police Department and the City of Huntsville.