

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: \_\_\_\_\_

Meeting Type: Regular

Meeting Date: Mar 24, 2016

Action Requested By: Police

Agenda Type: Resolution

Subject Matter:

Special Employee Agreement with Rheajoela Caldwell

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into a special employee agreement between the City of Huntsville and Rheajoela Caldwell.

**Note: If amendment, Please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Special employee agreement with Rheajoela Caldwell for the Community Relations Coordinator/Community Liaison position with Huntsville Police Department.

Associated Cost: \_\_\_\_\_

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: \_\_\_\_\_

Department Head: Mark S. Munger

Date: Feb 19, 2016

## ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Police

Council Meeting Date: 3/24/2016

Department Contact: Susan Hale

Phone # 427-7004

Contract or Agreement: Special Employee Agreement between City of Huntsville and RheaJoela Caldwell

Document Name: \_\_\_\_\_

City Obligation Amount: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_

Uncommitted Account Balance: \_\_\_\_\_

Account Number: \_\_\_\_\_

### Procurement Agreements

<u>Select...</u>	<u>Not Applicable</u>
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### Grant-Funded Agreements

<u>Select...</u>	Grant Name: _____
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Department	Signature	Date
1) Originating	<i>Mark McManay</i>	2-19-16
2) Legal	<i>Mary Gates</i>	3-3-16
3) Finance	<i>M. Barger</i>	3-7-16
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. 16-\_\_\_\_\_

**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 Rheajoela Caldwell, 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 Rheajoela Caldwell" consisting of two (2) pages and the date of March 24, 2016 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-Treasurer of the City of Huntsville, Alabama.

**ADOPTED** this the 24<sup>th</sup> day of March, 2016.

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

**APPROVED** this the 24<sup>th</sup> day of March, 2016.

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

SPECIAL EMPLOYEE  
AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE  
AND RHEAJOELA CALDWELL  
STATE OF ALABAMA )

COUNTY OF MADISON )

**THIS AGREEMENT** is made and entered into on the 24th day of March, 2016, by and between Rheajoela Caldwell, 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 Community Relations Coordinator/Community Liaison 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 Special Projects Assistance 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 \$30,000 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. 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 March 10, 2016.
4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
5. The City shall provide Employee 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, Employee shall be subject to all Policies applicable to part-time employees of the City of Huntsville.
7. 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.

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.

  
\_\_\_\_\_  
Rheajoela Caldwell

CITY OF HUNTSVILLE, ALABAMA  
a municipal corporation

BY: \_\_\_\_\_

Tommy Battle

ITS: Mayor

# **Community Relations Coordinator/Community Liaison**

## **General Purpose**

Plans, develops, organizes, implements and participates in a variety of crime prevention and community relations programs directed to adults, juveniles, and community groups. In addition, assist with planning events and meetings with the community and with the Huntsville Police Department's officers, city departments, other law enforcement agencies, neighborhoods, businesses, churches, and schools to help make Huntsville a safer place to live by building positive, trusting and lasting relationships.

## **Class Characteristics**

This position reports to the Police Chief and/or his designated appointee and works largely independently in coordinating and conducting public outreach, neighborhood volunteer and crime prevention programs.

## **Essential Functions**

- Serves as a liaison between the police department, apartment managers/owners, and apartment residents to abate crime and enhance the quality of life for citizens living within multi-family communities. (Gold Star Program).
- Performs public relations work in the community explaining police work and procedures to the public. Explains and relays community attitudes to sworn officers.
- Assist students with obtaining places they can volunteer within the Huntsville Police Department in an effort to build relationships and create interest in law enforcement; thereby, providing the Huntsville Police Department with the potential to recruit from culturally diverse communities.
- Engages in community outreach by collaborating with public and private schools, organizations, residents, community leaders, and businesses.
- Organizes special events including National Night Out.
- Develops opportunities and programs for positive interaction and two-way communication between police officers and community members. Monitors effectiveness of newly created programs on a regular basis.
- Develops and prepares crime prevention and information brochures.
- Assist with recruitment, training and supervision of the Police Rangers at various events.
- Assist with publication of quarterly newsletter and social media outreach

**EXHIBIT A**

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