



# Huntsville, Alabama

308 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 12/21/2023

**File ID:** TMP-3670

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**Department:** Engineering

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement by and between the City of Huntsville, Alabama and Marty R. Calvert.

Resolution No.

**Finance Information:**

**Account Number:** 1000-71-71100-501010-00000000-

**City Cost Amount:** \$30,000.00

**Total Cost:** \$30,000.00

**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:**

Agreement provides for a former retired civil engineer to assist in the Engineering Department with drainage review on new plans in the amount of \$30,000.00.

RESOLUTION NO. 23-

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into a Special Employee Agreement by and between the City of Huntsville, Alabama and Marty R. Calvert, 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, Alabama and Marty R. Calvert." consisting of two (2) pages and the date of December 21, 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 21st day of December, 2023.

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

APPROVED this the 21st day of December, 2023.

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

**SPECIAL EMPLOYEE AGREEMENT  
BETWEEN THE CITY OF HUNTSVILLE  
AND MARTY R. CALVERT**

STATE OF ALABAMA            )  
COUNTY OF MADISON        )

**AGREEMENT BETWEEN THE CITY OF HUNTSVILLE  
AND MARTY R. CALVERT**

**THIS AGREEMENT** is made and entered into on the 21st day of December 2023, by and between Marty R. Calvert, an individual, (“Calvert”) 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,

1. Calvert shall be employed by the City of Huntsville as “Civil Engineer” and shall be classified as a “Special” employee under the City’s Personnel Policies and Procedures Manual.
2. The term of this contract shall be for a period of one (1) year commencing on the 16th day of January, 2024, and ending on the 16th day of January 2025.
3. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
4. During the term of this contract, Calvert shall perform the duties and responsibilities of Civil Engineer and shall be under the direct supervision of the Director of City Engineering. Duties for the position of the Civil Engineer include providing professional engineering services including but not limited to the following, (a) Receive and return phone calls, emails, and communicate with the public, contractors, consultants, developers, and regulatory agencies for drainage related issues as a representative of the City Engineering Division, (b) identify flooding, erosion, sedimentation and other related drainage concerns within the City of Huntsville, (c) assist in developing, coordinating designing, prioritizing, and implementing drainage improvement projects, to include providing cost estimates, benefit analysis, and perform engineering design of existing drainage systems and make recommendations for improvements, (d) inspect on-going construction projects and coordinate construction contracts and activities (e) serve as an independent source of engineering expertise to the City at preliminary planning stages of development projects as it relates to drainage infrastructure; (f) review design plans and proposals for economic development projects and evaluate impacts to existing drainage infrastructure and flooding and (g) accompany and/or represent the City Engineering Division at meetings and hearings as directed.
5. In consideration of the services rendered hereunder, the City shall pay to Calvert at the rate of \$40.00 per hour for a maximum of 20 hours per week with the total sum Not to Exceed THIRTY THOUSAND AND NO/100 DOLLARS (\$30,000.00) per year which shall be paid bi-weekly in accordance with the

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President of the City Council of the City  
of Huntsville, AL  
Date: December 21, 2023

City's regular payroll processing system. During the term of this agreement, Calvert shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Calvert 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.

6. Except as specified herein, Calvert shall be subject to all policies applicable to part-time employment.
7. The City shall provide Calvert a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.
8. Calvert acknowledges that confidential information may be made available to him in connection with his work pursuant to this agreement. Calvert 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.
9. 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.

  
Marty K. Calvert an Individual

CITY OF HUNTSVILLE, ALABAMA  
a municipal corporation

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

ATTEST:

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