



# Huntsville, Alabama

308 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 4/11/2024

**File ID:** TMP-4090

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**Department:** Administration

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing a Special Employee Agreement between the City of Huntsville and Brenda Martin.

Resolution No.

**Finance Information:**

**Account Number:** N/A

**City Cost Amount:** \$32,000.00

**Total Cost:** \$32,000.00

**Special Circumstances:**

**Grant Funded:** N/A

**Grant Title - CFDA or granting Agency:** N/A

**Resolution #:** N/A

**Location: (list below)**

**Address:**

**District:** District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

**Additional Comments:**



**RESOLUTION NO. 22 - \_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized on behalf of the City of Huntsville, a Municipal Corporation in the State of Alabama, to enter into an Agreement by and between The City of Huntsville and Brenda Martin, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as A Consulting Agreement between the City of Huntsville and Brenda Martin consisting of three (3) pages with the date of April 11.2024 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 11<sup>th</sup> day of April 2024.

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

**APPROVED** this the 11<sup>th</sup> day of April 2024.

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

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND BRENDA M.  
MARTIN**

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND BRENDA M. MARTIN**

**THIS AGREEMENT** is made and entered into on the \_\_\_\_ day of \_\_\_\_\_, 2024 by and between Brenda M. Martin, an individual, ("Martin") and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama ("City"),

**WITNESSETH:**

1. Martin shall serve as a Consultant to the Mayor's Office and shall provide professional services in the position of Community Affairs Consultant. The scope of services to be performed by Martin includes assisting the Mayor in coordinating activities related to public communication, and helping to disseminate public information by working with the Director of Communication. Martin's duties as Community Affairs Consultant shall further include the following:

a) Developing, producing and hosting community information programs, public service announcements and social media videos, which will be used to enhance communication between the citizenry and local government.

- Programming will be broadcast on the Government Access Channel HSV TV, available on-demand from the City website, City Blog, and posted to the City's social media channels.
- The major focus of the programming will be to highlight the Mayor's community outreach initiatives and strategic messaging as determined by the Director of Communication.
- Programming will provide the residents of the City of Huntsville with information regarding City departments and community events that are relevant to improving the quality of life in the City of Huntsville and Madison County, Alabama.
- Programming will focus on the City departments, the City appointed Boards and Agencies, and the City agencies which receive appropriations from the City.
- Programming will highlight Redstone Arsenal, NASA and Research Park.
- Programming will include candidate forums and discussion shows on topics of interest to the community.

b) Representing the Mayor at civic associations, committees, social, business, schools and other professional group meeting not requiring his official presence, and report weekly recommendations reached at those meetings.

2. Martin is hereby employed as a special employee of the City, working on a part-time basis, and as such, shall have no authorization to incur any debt or obligation on behalf of the City, and shall not be entitled to any benefits of any kind while working for the City except for those she receives as a retired City of Huntsville employee. During the term of this agreement, Martin shall report to the Mayor.

3. The term of this contract shall be for a period of one (1) year commencing on April 1, 2024 and continuing through April 1, 2025.

4. This contract may be terminated by either party upon fourteen days written notice being provided to the other party.

5. During the term of this Agreement, Martin shall establish working hours to be approved by the Mayor. Martin shall be paid an hourly rate of \$43.31, not to exceed twenty (20) hours per week, with the total sum not to exceed \$32,000.00 per year.

6. During the term of this Agreement, the City shall provide Martin a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.

7. Martin shall receive reimbursement for mileage at the standard IRS mileage rate for 2024 (.67 cents per mile). Martin shall be responsible for maintaining automobile liability insurance on any vehicle owned or leased by her and used while performing services for the City with minimum limits of \$100,000 for personal injury; 100,000 property damage; and \$ 300,000 per occurrence. The said insurance shall be written so as to cover Martin when she is performing the services set forth in this Agreement.

8. Martin acknowledges that confidential information in the way of financial practices, internal activities and operations, may be made available to her in connection with work pursuant to this Agreement. Martin 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.

**[Signatures are included on the following page.]**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the day and year first above written.

\_\_\_\_\_  
Brenda M. Martin, an Individual

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

By: \_\_\_\_\_  
Tommy Battle  
Its: Mayor

**ATTEST:**

By: \_\_\_\_\_  
Shaundrika Edwards  
Its: City Clerk-Treasurer