



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 10/27/2022

File ID: TMP-2139

Department: Engineering

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Odessa Sales-Robinson.

Resolution No.

Finance Information:

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

City Cost Amount: \$34,000.00

Total Cost: \$34,000.00

Special Circumstances:

Grant Funded: N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location:

Address: N/A

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

Additional Comments:

Agreement provides for a former retired Accountant I to assist in the Engineering Department with professional accounting fiscal work in the amount of \$34,000.00.

RESOLUTION NO. 22-

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 and Odessa Sales-Robinson, 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 Odessa Sales-Robinson,” consisting of two (2) pages and the date of October 27, 2022, 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 27th day of October, 2022.

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

APPROVED this the 27th day of October, 2022.

Mayor of the City of Huntsville,
Alabama

SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF HUNTSVILLE
AND ODESSA SALES-ROBINSON

(STATE OF ALABAMA)
(COUNTY OF MADISON)

AGREEMENT BETWEEN THE CITY OF HUNTSVILLE
AND SALES-ROBINSON

THIS AGREEMENT is made and entered into on the 27th day of October 2022, by and between Odessa Sales-Robinson, an individual, ("Sales-Robinson") 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. Sales-Robinson shall be employed by the City of Huntsville as "Special Employee" in the Engineering Department 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 November 1, 2022.
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, Sales-Robinson shall perform the duties and responsibilities of a Special Employee described as follows; Work involves performing professional accounting or fiscal work and planning and directing the work of accounting and other staff in the maintenance of an accounting, auditing, and/or fiscal program. Work is performed with considerable professional independence according to professional standards, City ordinances and regulations, state law, and federal law and regulations. Work shall be under the direct supervision of the Director of Urban Development.
5. In consideration of the services rendered hereunder, City shall pay to Sales-Robinson at the rate of \$42.00 per hour, not to exceed 29 hours per week, with the total sum Not to Exceed \$34,000.00 per year which shall be paid bi-weekly in accordance with City's regular, payroll processing system. During the term of this agreement, Sales-Robinson shall not receive any cost-of-living adjustment approved by the City Council for all other employees of the City. In addition, Sales-Robinson 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. Sales-

President or President Pro Tem of the City Council of the City of
Huntsville, Alabama
Date: October 27, 2022

Robinson shall have no authorization to incur any debt or obligation on behalf of the City. Sales-Robinson 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. Sales-Robinson shall have no authorization to incur any debt or obligation on behalf of the City.

6. Sales-Robinson acknowledges that confidential information in the way of financial practices, internal activities and operations, may be made available to her in connection with her work pursuant to this agreement. Sales-Robinson 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.
7. Except as specified herein, Sales-Robinson shall be subject to all policies applicable to part-time employees.
8. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the 27th day of October 2022.

Odessa Sales-Robinson, an Individual

CITY OF HUNTSVILLE, ALABAMA
a Municipal Corporation

BY: _____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Kenneth Benion