



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 8/14/2025

File ID: TMP-5825

Department: Landscape Management

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Karen Monks.

Resolution No.

Finance Information:

Account Number: 1000-52-52900-501010-00000000

City Cost Amount: \$37,700

Total Cost: \$37,700

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: n/a

RESOLUTION NO. 25-____

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 Karen Monks, 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 Karen Monks" consisting of three (3) page with the date of August 14, 2025, 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 14th day of August, 2025.

President or Pro Tem of the City
Council Of the City of Huntsville,
Alabama

APPROVED this the 14th day of August, 2025.

Mayor of the City of Huntsville,
Alabama

SPECIAL EMPLOYEE AGREEMENT COVER SHEET

Instructions:

- All special employee agreements submitted for review must have this Cover Sheet attached.
- Complete the cover sheet in its entirety. Include N/A when appropriate.
- Email the completed cover sheet along with all contractual documents (with attachments) to the Legal and Human Resources Departments.
- Once approved, the requesting department will add to the City Council agenda.

Date:		<i>Today's Date</i>
Requestor's Name:		<i>Your Name</i>
Requesting Department:		<i>Division/Department</i>
Requesting GL Code:		<i>Salary Account Number</i>
Individual/Employee Name:		<i>Individual/Employee Name from Agreement</i>
Termination Effective Date:		<i>Effective Date of Termination/Retirement</i>
Previous Rate of Pay:		<i>Rate of Pay at Termination/Retirement</i>
Agreement Rate of Pay:		<i>Rate of Pay in Agreement</i>
Agreement Effective Date:		<i>Estimated Effective Date of Agreement</i>
Renewal/New Agreement:		<i>Is this a renewal or new agreement?</i>

BRIEFLY STATE THE PURPOSE OF THIS AGREEMENT

LIST ANY BENEFITS PROVIDED IN THE AGREEMENT

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TOTAL COST (list the one-time and annual recurring cost of the agreement)

- ONE-TIME: _____ ANNUAL: _____ OTHER: _____
- IF MULTI-YEAR AGREEMENT - BEGIN DATE: _____ END DATE or ongoing: _____

ADDITIONAL INFORMATION:

Is this agreement associated with any other contracts or agreements currently in effect with the City of Huntsville. If YES, provide date, vendor for original contract.

Yes No

Original Contract Date:

Vendor Name:

Approved as to Form

Approval: _____ Date: _____

****PLEASE NOTE – Information contained on this document may be subject to change upon approval.**

**SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF HUNTSVILLE
AND KAREN MONKS**

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE
AND KAREN MONKS**

THIS AGREEMENT is made and entered into on the 14th day of August, 2025, by and between Karen Monks, an individual, ("Monks") 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. Karen Monks shall serve as a Special Employee to Landscape Management and shall provide professional services in the position of Digital Media Specialist. The scope of services to be performed by Monks include assisting Brian Walker, Director of Landscape Management. Monks' duties as Digital Media Specialist shall further include the following: Work involves fulfilling all grant writing requirements, supporting the Operation Green Team's messaging, branding and strategic initiatives across digital platforms, including but not limited to website content, electronic newsletters, social media, vlogs, blogs, photography, e-invitations, online town forums, mobile applications, digital presentations and Huntsville TV. Work involves serving as an Operation Green Team advisor to City departments in effectively utilizing digital media communications. Monitors the Operation Green Team's primary social media pages, including but not limited to Facebook, Twitter, Instagram, Imagine Huntsville, and etc.; updates the Operation Green Team's social media accounts with relevant articles, photographs, videos and blogs; maintains a consistent and professional message throughout all communications and responds appropriately to inquires or complaints that arise from social media correspondences. Creates and monitors social media pages assigned to the Operation Green Team and Landscape Management departments; assists departments with editorial content; attends quarterly training updates with Move Digital. Reporting required data to Operation Green Team regarding educational activities, assisting when needed with special events conducted by Operation Green Team.

President or Pro Tem of the City Council
of the City of Huntsville, Alabama

Date: August 14, 2025

2. Monks is hereby employed as a special employee and shall have no authorization to incur any debt or obligation on behalf of the City. During the term of this agreement, Monks shall report to Brian Walker. In consideration of the services rendered hereunder, the City shall pay the rate of Twenty five dollars (\$25.00) per hour, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. In addition, the City will also reimburse Monks Twenty five dollars (\$25.00) per pay period for phone/internet usage. During the term of this Agreement, Karen Monks shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. Monks will be enrolled in the Retirement Systems of Alabama but shall not receive any other benefits available to any employee of the City (including but not limited to sick leave and participation in the City's employee health plan). Monks' work hours shall not exceed twenty-nine (29) hours per week.

3. The term of this contract shall be for a period of one (1) year commencing on August 14, 2025.

4. This contract may be terminated by either party upon fourteen (14) days written notice being provided to the other party.

5. During the term of this contract, Monks shall establish office hours at 3242 Leeman Ferry Rd. (Administration building) to be approved by Brian Walker.

6. During the term of this Agreement, the City shall provide mileage reimbursement to Monks for travel in her personal vehicle. Reimbursement shall be at the Internal Revenue Service rate in effect at the time the travel is incurred.

7. Monks shall be responsible for maintaining automobile liability insurance on any vehicle owned or leased by her and used while performing services for 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 Monks when she is performing the services set forth in this agreement.

8. Monks 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. Monks 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.



Karen Monks, an Individual

CITY OF HUNTSVILLE, ALABAMA

a municipal corporation

BY: _____

Tommy Battle

ITS: Mayor

ATTEST:

BY: _____

Shaundrika Edwards

ITS: City Clerk