



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 4/10/2025

File ID: TMP-5414

Department: Administration

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Consulting Agreement between the City of Huntsville and Amanda Elliott for support services for the City's Communication Office.

Resolution No.

Finance Information:

Account Number: Click or tap here to enter text.

City Cost Amount: \$25,000

Total Cost: \$25,000

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. 25-295

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized on behalf of the City of Huntsville, to enter into an Agreement between the City of Huntsville, a municipal corporation in the State of Alabama, and Amanda Elliott which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as “Agreement between the City of Huntsville and Amanda Elliott,” consisting of two (2) pages with the date of April 10, 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 10th day of April, 2025.

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

APPROVED this the 10th day of April, 2025.

Mayor of the City of Huntsville,
Alabama

**CONSULTING AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND AMANDA ELLIOTT**

STATE OF ALABAMA)
COUNTY OF MADISON)

**CONSULTING AGREEMENT BETWEEN THE CITY OF HUNTSVILLE
AND AMANDA ELLIOTT**

THIS AGREEMENT is made and entered into on the 10th day of April, 2025, by and between Amanda Elliott, (“Elliott”) and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama (the “City”),

WITNESSETH:

In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

1. Elliott shall provide services as a Consultant to the City Administration and shall provide professional graphic design support services for promotion and branding materials for digital and print media. The scope of services to be performed by Elliott shall include the following:

Elliott will provide professional graphic design support services under the oversight, direction and editorial control of the City’s Communication Office. Task assignments will be given on an “as needed” basis in writing. The City of Huntsville shall retain the sole right to the use, publication and trademark for the works or products created by Elliott pursuant to this agreement. Elliott acknowledges that the City from time to time desires to seek copyright registration protection for certain works of authorship created by the City, and to which Elliott may make contributions in the form of copyrightable works of authorship. Elliott agrees to assign, and hereby does assign, to the City all right, title, and interest including all copyright rights, in and to any works of authorship she delivers to the City under this contract. To the extent Elliott desires the right to thereafter use said works, the City hereby provides to Elliott a royalty-free, non-exclusive, license to subsequently use, copy, and distribute, said works.

2. Elliott is hereby contracted as an independent contractor and shall have no authorization to incur any debt or obligation on behalf of the City nor shall he be entitled to any benefits of any kind while working for the City. Elliott is not deemed an employee of the City. During the term of this agreement, Elliott shall report to and receive task assignments from the Director of the City’s Communication Office.

3. The term of this contract shall be for a period of one year commencing on April 12, 2025 and continuing through April 11, 2026.

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 pay Elliott the rate of Seventy-Five Dollars (\$75.00) per hour for work performed pursuant to this agreement. When each task assignment is made, Elliott shall provide a written not-to-exceed (NTE) estimated price to the City’s Director of Communications within three work days, in order to establish the estimated cost of design services for that particular task. The NTE amount is subject

to approval of the City's Director of Communications. Elliott shall invoice the City monthly for payment for services rendered pursuant to this Agreement and shall itemize the cost for each task. The City will remit payment to Elliott in a timely manner upon its receipt of an invoice. The total amount paid to Elliott pursuant to this agreement shall not exceed Twenty-Five Thousand Dollars (\$25,000.00). Additional assignments above and beyond the scope of this contract will be priced separately pursuant to agreement between the parties. Because Elliott shall act in the capacity of an independent contractor, the City will not withhold from payments to be made to her any sums for income tax, unemployment insurance, social security, or any other tax or withholding. Elliott expressly acknowledges and agrees that she is solely responsible for the payment of all income and other taxes for sums received by her pursuant to this Agreement.

6. Elliott 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 Elliott when he is performing the services set forth in this agreement.

7. Elliott 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. Elliott 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.

9. This agreement shall be governed by the laws of the State of Alabama. Venue of any action to enforce the terms of this agreement shall be in the Circuit Court of Madison County, Alabama or the United States District Court for the Northern District of Alabama, Northeastern Division.

10. Elliott shall be responsible for providing all services, supplies, instruments of service, and facilities necessary for performing the task assignments and shall be compensated as set forth herein.

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

AMANDA ELLIOTT


Amanda Elliott

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

ATTEST:

By: _____
Shaundrika Edwards
ITS: City Clerk

BY: _____
Tommy Battle
ITS: Mayor