



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 2/13/2025

File ID: TMP-5131

Department: General Services

Subject:

Type of Action: Approval/Action

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

Resolution No.

Finance Information:

Account Number: 1000-14-14200-501010-00000000

City Cost Amount: \$39,000.00 maximum

Total Cost: \$39,000.00 maximum

Special Circumstances:

Grant Funded: No

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:

Special employee agreement with General Services retired Facilities Projects Assistant II Enger Taylor. Contract is for one (1) year.

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:	01/23/2025	<i>Today's Date</i>
Requestor's Name:	Ricky Wilkinson <i>RW</i>	<i>Your Name</i>
Requesting Department:	General Services - 14	<i>Division/Department</i>
Requesting GL Code:	1000-14-14200-501010	<i>Salary Account Number</i>
Individual/Employee Name:	Enger Taylor	<i>Individual/Employee Name from Agreement</i>
Termination Effective Date:	01/01/2025	<i>Effective Date of Termination/Retirement</i>
Previous Rate of Pay:	\$ 32.12	<i>Rate of Pay at Termination/Retirement</i>
Agreement Rate of Pay:	\$ 32.12	<i>Rate of Pay in Agreement</i>
Agreement Effective Date:	03/01/2025	<i>Estimated Effective Date of Agreement</i>
Renewal/New Agreement:	New Agreement <input checked="" type="checkbox"/>	<i>Is this a renewal or new agreement?</i>

BRIEFLY STATE THE PURPOSE OF THIS AGREEMENT

Contract agreement with retired Facilities Projects Assistant II for services in the General Services Projects division, not to exceed 29 hours per week.

LIST ANY BENEFITS PROVIDED IN THE AGREEMENT

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

• ONE-TIME: _____ ANNUAL: \$ 39,000.00 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.**

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 Enger Taylor, 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 Enger Taylor” consisting of three (3) pages including Attachment “A,” and the date of February 13, 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 13th day of February, 2025.

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

APPROVED this the 13th day of February, 2025.

Mayor of the City of Huntsville, Alabama

**SPECIAL EMPLOYEE
AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE
AND ENGER TAYLOR**

STATE OF ALABAMA)
COUNTY OF MADISON)

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND ENGER TAYLOR**

THIS AGREEMENT is made and entered into on the 13th day of February, 2025 by and between Enger Taylor, an individual, (“Taylor”) 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. Taylor shall be employed by the City of Huntsville as a Special Employee in the General Services Department, shall be classified as a “Special” Employee under the City’s Personnel Policies and Procedures Manual, and shall be under the direct supervision of the General Services Director. Taylor’s duties as a Special Employee shall include all work described on Attachment “A” attached hereto and incorporated herein by reference.

2. In consideration of the services rendered hereunder, the City shall pay Taylor at the rate of \$32.12 per hour not to exceed 29 hours per week, with the total sum (including any compensation received by Taylor from any RSA member institution) not to exceed \$39,000 during calendar year 2025, which shall be paid bi-weekly in accordance with the City’s regular payroll processing system. During the term of this agreement, Taylor shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Taylor shall not receive any benefits available to any employee of the City except those benefits received as a result of being retired from regular employment with the City. Taylor shall have no authorization to incur any debt or obligation on behalf of the City.

3. The term of this contract shall be for a period commencing on February 17, 2025 and ending February 16, 2026.

4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

PRESIDENT OR PRESIDENT PRO TEM OF THE
CITY COUNCIL OF THE CITY OF HUNTSVILLE,
ALABAMA
DATE: _____

5. The City shall provide Taylor a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.

6. Except as specified herein, Taylor shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

7. Taylor acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Taylor 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.

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

Enger L. Taylor

Enger Taylor, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle

ITS: Mayor

ATTEST:

BY: _____
Shaundrika Edwards

ITS: Clerk

Exhibit “A” Duties of the Facilities Projects Assistant II Special Employee

- Coordinates the procurement, contract, and payment process for contract purposes.
- Prepares solicitation of bids, advertisements for bids and oversees the distribution of plans and specification in conjunction with the General Services staff and A/E firms.
- Prepares complex bid and proposal documents to include all contractual requirements and specifications. Maintains construction contractor's bid list and utilizes the automated procurement system bid list when necessary to determine vendors from whom to solicit bids and proposals.
- Monitor and review the state bid law and City of Huntsville procurement requirements and make necessary updates to reflect current conditions.
- Coordinates contract administration after bid process is complete to include discussions with contractors, design/engineering firms, and staff in verification of invoices, assuring that the terms are met and interpretation of contract documents and specs.
- Monitors the status of assigned periodic contracts to ensure new contracts are in place prior to contract expirations; analyzes request for price increases and contract extensions; confers with departments regarding changes in their requirements prior to rebidding.
- Coordinate and monitor pre-qualification process and pre-bid conferences, conduct public formal bid openings; receives and analyzes bid proposals received for conformance with specifications and other requirements.
- Initiate City Council approval process for the department's recommendation on construction and design processes; finalize the current award and assure all payment and performance bids are in place; assures state contracts, A/E contracts and other miscellaneous contracts are handled properly.
- Prepares City Council paperwork.
- Coordinate purchase orders and procurement for all construction projects related to Title 39 (Public Works Projects); oversees payments of all invoices including verification.
- Reviews sole source procurement request to determine if all legal requirements have been met; analyzes quotations received for small procurements.
- Maintains various types of complex filing and record keeping systems. Files related correspondence, reports, records & meeting minutes.
- Operates a personal computer in an automated procurement environment.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.