



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 2/22/2024

File ID: TMP-3858

Department: Engineering

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville, Alabama and Larry Trippe.

Resolution No.

Finance Information:

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

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: N/A

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

Additional Comments:

N/A

RESOLUTION NO. 24-

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 between the City of Huntsville, Alabama and Larry Trippe, 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, Alabama and Larry Trippe," consisting of three (3) pages and the date of February 22, 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 of the City of Huntsville, Alabama.

ADOPTED this the 22nd day of February, 2024.

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

APPROVED this the 22nd day of February, 2024.

Mayor of the City of Huntsville,
Alabama

**SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF HUNTSVILLE
AND LARRY TRIPPE**

STATE OF ALABAMA)
COUNTY OF MADISON)

**AGREEMENT BETWEEN THE CITY OF HUNTSVILLE
AND LARRY TRIPPE**

THIS AGREEMENT is made and entered into on the 22nd day of February 2024, by and between Larry Trippe, an individual, (“Trippe”) 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:

1. Trippe shall be employed by the City of Huntsville as “Engineering Technician” 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 the 27th day of April, 2024, and ending on the 27th day of April 2025.
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, Trippe shall perform the duties and responsibilities of Engineering Technician and shall be under the direct supervision of the Director of City Engineering. Duties for the position of the Engineering Technician include providing professional engineering services including but not limited to the following, Performs field inspections of infrastructure construction projects to include roadways, drainage systems, sewer systems and pump stations, bridges, culverts and subdivisions; provides guidance and/or direction to contractors, sub-contractors, geotechnical technicians, utility representatives, etc. in the field; reviews, analyzes and prepares progress reports and activity reports; Prepares monthly pay estimates on ALDOT (Alabama Department of Transportation) and city project; assign duties to surveying consultants to ensure proper documentation; coordinate with ALDOT materials and test to ensure job acceptance; coordinate with ALDOT construction staff to ensure timely payments of monthly estimates coordinate with ALDOT administration staff to ensure federal government guidelines are met; calculate monthly price adjustment through ALDOT. Conducts in-depth inspections on in-service bridges; enters information into the state/federal management systems; schedules divers and state rental equipment and personnel for inspections; schedules railroad personnel as needed; writes work orders for bridge repairs; file all inspection forms into each individual bridge file; request new bridge identification numbers from the ALDOT for new structures; schedule bridge inspection related schools for other Bridge Inspectors; inspect bridge components in a timely manners so deficiencies are identified and reported correctly. Reviews plans and specifications for conformance to city/state standards and make recommendations for changes; serves as the city representative on multiple assigned projects to ensure conformance to

President of the City Council of the City
of Huntsville, AL
Date: February 22, 2024

federal, state and local specifications; prepares monthly estimates; reviews and approves quantities for contractor's payment request. Performs a variety of field tests on construction materials including sand cone, air content, slump, pile load and wire tests; conducts utility inspections such as gas, electric and telephone to ensure installation is made within public right-of-way; records test data and prepares reports. Assists survey crews; operate transit and level; determines grade, elevation, alignment, and location points; prepares detailed field notes and periodic and special reports; prepares estimates on contract jobs; project cost figures for project cost overruns/underruns. Review final subdivision and commercial building plans; check debris and complaints in subdivisions; investigates complaints. Attends pre-bid, bid opening meetings, public hearing meetings and pre-construction meetings; makes recommendations for specific interpretations and requirements. Inspects floodplain elevations; inspects plumbing contractor's sewer taps. Requires regular and prompt attendance plus the ability to work well with others and work well as a team. MARGINAL FUNCTIONS OF WORK: Conducts progress, pre-bid and pre-construction meetings. Oversees the demolition of buildings on the city's Right-of-Ways. Performs ditch surveys for flood studies. Serves on a job interviewing committee; conducts job training for other inspectors. Makes recommendations for changes of specifications and drawing/construction details. Provides location of sewer services for builders. Delivers and picks up plans and quantities from Design Engineers, print shop etc.

5. In consideration of the services rendered hereunder, the City shall pay to Trippe at the rate of \$21.22 per hour and no more than an average of 29 hours per week with the total sum Not to Exceed THIRTY-TWO THOUSAND AND NO/100 DOLLARS (\$32,000.00) per year which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Trippe shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Trippe shall not receive any benefits available to any employee of the City except those benefits he receives as a result of being retired from regular employment with the City.
6. Except as specified herein, Trippe shall be subject to all policies applicable to part-time employment.
7. The City shall provide Trippe a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.
8. Trippe acknowledges that confidential information may be made available to him in connection with his work pursuant to this agreement. Trippe 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.

Larry Trippe an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle

ITS: Mayor

ATTEST:

BY: _____
Shaundrika Edwards

ITS: City Clerk