



MEETING AGENDA



District 1
Matthew Wilson

District 2
Raevan Howard
Alternate

District 3
Norman Crow

District 4
Lee Busby

District 5
Kip Tyner
Member

District 6
John Faile
Chairperson

District 7
Cassius Lanier
Vice Chairperson

Council Administration and Policy Committee Meeting Agenda

Tuesday, February 1, 2022 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
Approval of Minutes		
NEW BUSINESS		
1. Approval of Asset Management Coordinator job classification	LaShonda Kemp Jarrod Milligan	2-6
2. Revision to student intern policy and approval of Water Resource Operations Intern job class specification	LaShonda Kemp Jarrod Milligan	7-12
3. Creation of part-time City Venues Production Runner job classification	LaShonda Kemp Jarrod Milligan	13-16
4. Request for the Tuscaloosa Half Marathon to temporarily expand the Entertainment District on Saturday, March 26 from 7 a.m. – 9 a.m.	Jarrod Milligan	17
5. Resolution amending prior resolution for agreement with Axero Solutions, LLC for intranet design and implementation	Richard Rush	18
6. Resolution authorizing the Mayor to execute an agreement for professional consulting and related services as a lobbyist with Huntsville Direct Communications, Inc.	Scott Holmes	
7. Ordinance adding Section 10-25 to the Code of Tuscaloosa	Scott Holmes Marion Williams	19-20
ADJOURN		



MEMORANDUM

TO: Walter Maddox, Mayor

THROUGH: LaShonda Kemp, Chief Human Resources Officer

FROM: Jeffrey Redding, Deputy Chief Human Resources Officer

DATE: January 12, 2022

SUBJECT: Asset Management Coordinator Job Classification

Two handwritten signatures in blue ink. The top signature is 'LaShonda Kemp' and the bottom signature is 'Jeffrey Redding'.

IPS has requested the creation of an Asset Management Coordinator job classification at Pay Grade 28 in the city's pay plan. This job will oversee the asset management unit within the Logistics and Asset Management Division of IPS. This will include up to ten direct reports performing GIS and database management work in support of city-owned and operated assets and related projects.

This position will be similarly situated as the IPS Logistics Coordinator, Fleet Maintenance Manager and Facilities Maintenance Manager at Pay Grade 28.

Accounting and Finance has verified the funding as available given the recently vacated System Database Specialist/Modeler position will not be filled in order to create this job.


Per Section 19-54 (b) (1) of the City Code, new job classifications require Mayor and City Council approval to adopt in the City's pay plan. If you approve, this item will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.



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**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 2109
Grade: 28
FLSA: Exempt**

ASSET MANAGEMENT COORDINATOR

SUMMARY

The purpose of this classification is to coordinate all aspects of asset management needs for city owned and operated assets. This position performs work functions associated with all data management for city-owned assets and projects by using Lucity maintenance management software, SCREAM, IT Pipes CCTV inspection software, ARCGIS and any other software that the city may use in support of asset management programs. This position also performs supervisory work and provides support to the Director of Logistics and Asset Management in the Infrastructure and Public Services (IPS) department.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Provides clear and concise information through organization channels (up and down) as needed to inform subordinates and superiors of significant issues that arise; provide clear written and oral communications on all matters of concern.

Must possess superior organizational skills and be able to prioritize and work simultaneously on several projects.

Conduct multiple projects simultaneously ranging from feasibility phase to post launch quality assessment and throughout asset life.

Implement consistent program elements in all divisions of IPS. Ensure pertinent elements and data fields are tracked for assets within each division. Compare with peer utilities to promote optimal development and use of asset management database.

Determine and develop short and long-term resource and asset management needs for the city. This includes personnel, software and hardware needs.

Maintains an awareness of new trends/advances in the profession, which benefit the uses for asset management in IPS; investigates and approves the use of new software; attends workshops and training sessions.

Supervises, oversees and/or participates in the installation and maintenance of all database and asset management software.

Supervises assigned IPS staff involved in asset management tasks.

Supervises data collection and provides quality assurance for data collected.

Provides training and support to subordinates and City staff on asset management software needs.

Oversee the implementation and optimization of Lucity (CMMS) system.

Evaluates proposed hardware and software needed to facilitate GIS or CMMS activities; provides recommendations for purchase.

Installs and upgrades software, which supports GIS, CMMS, and hydraulic modeling requirements.

Manages data storage needs and device configurations as well as access privileges.

Responsible for developing and producing usable database reports from maintenance management software used by IPS.

Addresses complex integration issues and long-term goals.

Develops and implements budget for areas of assignment; monitors expenditures to ensure compliance with approved budget; recommends budget transfers.

Assists in setting metrics for staff activities and performance measurement using asset management program software and management tools; oversees the improvement of maintenance costs and efficiencies through use of asset management databases and work order planning tools to include cost improvements such as material changes, task scheduling, functional coordination actions, operational changes, model changes, etc.

Provides technical guidance and assistance in coding and designing GIS applications; designs, develops and specifies GIS applications; researches and recommends software, hardware, applications and process improvements involving the GIS; performs GIS technical support, training and consulting; integrates GIS data into other municipal departments.

Manages computer maintenance management software (CMMS) and related links to all utility asset maps; updates and configures the CMMS for ease of use by field personnel and supervisors; manages work order database tied to the CMMS.

Provides short and long-term resource planning. This includes personnel, software, hardware, etc. for program success.

Responsible for developing standard procedures for collecting, importing, and using data from all applicable programs.

Must have experience with one or more client/server applications such as maintenance management, work management, or customer relations management.

Exhibits decision-making skills to promptly resolve acute and chronic issues facing the division.

Identify opportunities and prioritize improvement efforts.

Measure and monitor performance parameters of processes, products and services.

Assists in the development and implementation of department policies and procedures, goals, and objectives; researches, formulates, and assures department follows long range strategic plan; consults with Mayor, City Council and regulatory agencies; assists in the implementation of city and department rules, regulations, and policies.

Attends workshops, training sessions and other professional development educational opportunities to remain cognizant of the major issues arising that may impact subordinate divisions; stays abreast of new technologies, techniques and other operational updates to ensure most efficient and effective long-term asset management.

Document functional activities of this position and provide a permanent repository of this information for departmental reference.

Recommends policies and procedures that guide and support the provision of quality services by the department.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Meets goals and key performance indicators set forth by Director of Logistics and Asset Management.

Must be computer literate; must be able to use basic office software packages; must be able to utilize software to construct, modify and maintain spreadsheets (MS Excel); must be able to produce and modify documents in word processing software (MS Word); and must be able to produce slide shows in software applications for presentation needs (MS Power Point).

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must have strong analytical and problem solving skills.

Incorporates continuous quality improvement principles in day-to-day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Engineering, Geography, Computer Programming or related field required; three to five years experience in CAD, GIS operation, GPS operation, computer programming, database development, or related field; supervisory experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a pick-up truck and a variety of automated office equipment including a computer, calculator, copiers, fax machines, two-way radio, and telephone. Physical demand requirements are at levels of those for sedentary to light work.

DATA COMPREHENSION: Must have database programming and design experience. Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organization components, and in the formulation of operational strategy.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange database, GIS, personnel, legal, and software-related information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with software end users, and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of environmental engineering, personnel, legal, financial, and water utility-related documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations before the city council and community groups.

INTELLIGENCE: Requires the ability to learn and understand relatively complex environmental engineering, personnel, financial, legal, and water utility-related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals, multiply and divide totals, determine percentages, determine time and weight, interpret statistical data, and utilize geometric, algebraic, and trigonometric formulas.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment drafting instruments, calipers, and standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment and to operate motor vehicles.


MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), approve this Classification Specification.



Walter Maddox, Mayor

1/13/22

Date



MEMORANDUM

TO: Walter Maddox, Mayor

THROUGH: LaShonda Kemp, Chief Human Resources Officer

FROM: Jeffrey Redding, Deputy Chief Human Resources Officer

DATE: January 25, 2022

SUBJECT: Student Intern Policy Revision

Two handwritten signatures in blue ink. The first signature is larger and appears to be 'LaShonda Kemp'. The second signature is smaller and appears to be 'Jeffrey Redding'.

IPS has requested a revision to the city's student intern policy to include high school students. This is needed to offer qualified high school juniors and seniors in city high schools an opportunity for summer internship opportunities at the water resource facilities and plants.

Attached to this memo are the proposed revisions to Section 19-16 of the city code. The changes are highlighted in yellow. OCA has reviewed the changes. In addition, attached is a proposed class specification for a Water Resource Operations Intern.

Per Section 19-54 (b) (1) of the City Code, new job classifications require Mayor and City Council approval to adopt the classification specification. If you approve, the revision to the intern policy and the proposed job description will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.



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Sec. 19-16. Intern policy.

- (a) *Generally.* The city desires to offer an internship program for a limited number of students enrolled in college or high school or a limited number of recent college or high school graduates who have completed their degree or diploma within six (6) months of applying to intern with the city. This program is designed to provide practical work experience in conjunction with their academic discipline.

To the extent practical, interns will be placed in jobs related to their selected major or career goals while currently working toward obtaining a degree or diploma, or within six (6) months of having completed a degree program or graduated high school. This will enable interns to secure professional-level and/or technical-level work experience related to their degree. This integrated relationship allows interns to enhance their academic knowledge as they actively pursue their education and/or career goals and improve their personal and professional development. The use of interns will be considered in accordance with the procedures outlined in the guidelines below.

- (b) *Guidelines for the internship program.* The city may offer internships for designated positions upon request from a department head. Duties of the internship may be limited in scope to projects and special assignments. The creation or filling of any intern position for the purpose of performing work which is generally performed by current, regular, full-time employees is prohibited with exception to expose students to the various jobs performed.

The student internship classification specifications will serve as the general classification specifications for all intern positions. These classification specifications will be used to announce internship opportunities for all participating departments. The announcements will specify the job duties, responsibilities, and position requirements. Intern positions are temporary, without benefits, and may be paid or unpaid. Paid interns shall be considered part-time employees and funding must be included in the appropriate department's budget. If unpaid, approval by the human resources director or his representative and the mayor is required.

- (c) *Eligibility.* A student is eligible if enrolled in a college or university and is currently working toward a degree in disciplines such as engineering, criminal justice, computer science, business, human resources, accounting, public administration, urban development, public relations, communications, or a related field. Eligibility is also extended if a student has graduated from college no more than six (6) months prior to placement in the internship program. A high school student must be at least 16 years old in at least their junior year of school.
- (d) *Employer responsibilities.* The city will advertise and recruit online for internship positions. The positions offered are intended to provide practical work experience relative to the intern's area of study.

Supervisors will provide a clear description of the required duties, responsibilities, and expectations of the intern. Assignments should challenge the intern's capabilities and offer meaningful work to enhance the educational experience. In addition, the supervisor will provide feedback on the intern's performance by completing an evaluation, as required by the college or university.

- (e) *Intern responsibilities.* College or high school students or recent college or high school graduates accepted into the city's intern program shall adhere to the rules and regulations established by the department head. The intern shall arrive on time, follow the instruction of the supervisor or designated personnel, maintain a professional attitude, and carry out assignments with competency.
- (f) *Benefits of the program.* The internship provides an opportunity for the city to train college or high school students and recent college or high school graduates by providing "hands-on" practical work experience in their academic and career interests and by allowing them to gain a better understanding of their career goals.

The internship will allow supervisors and managers to devote more time to the essential functions of their jobs by permitting interns to provide a variety of assistance such as conducting research, preparing reports, and performing the necessary tasks required to complete projects and special assignments.

Interns have the opportunity to take part in the day-to-day operations of city government and to experience actual problem solving situations.

Interns will develop professionally and will learn to interact with co-workers while becoming more confident in their abilities.

- (g) *Application procedure.* All applications for internship will be reviewed by human resources for eligibility. Applicants will be interviewed by the appropriate supervisor and/or department head along with a representative from the human resources department. Once an applicant is selected, he/she will be contacted to complete additional background information and preemployment testing. After background checks, reference checks, and preemployment tests are complete and results are received, the applicant and department head will be notified to establish a hire date.
- (h) *Hazardous Duties.* Interns will not perform any work or engage in any activity prohibited by the Department of Labor for those under 18 years of age.

(Ord. No. 7643, 3-8-11)

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 9620
Grade: N/A
FLSA: Non-Exempt**

WATER RESOURCE OPERATIONS INTERN

SUMMARY

The purpose of this classification is to provide rising high school juniors and seniors an opportunity to explore career options in water resource operations. This position is limited to no more than 32 hours per week. The purpose of this classification is to perform a variety of semi-skilled work functions associated with operations and maintenance of the City's water treatment plants, water resource recovery facility (WRRF) and related systems and equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Performs manual work functions associated with grounds keeping and maintenance tasks associated with the City's water treatment plants, water resource recovery facility (WRRF), and lakes. Specifically: planting, fertilizing, watering, mowing, edging, raking, trimming or weeding landscaped areas; removing trash/branches from grounds; cleaning/sweeping walkways and parking lots.

Performs cleaning tasks to keep facilities in good condition, including but not limited to: cleaning buildings, chemical storage and feed areas, and floors.

Observes operations and maintenance staff perform repairs, preventative maintenance, laboratory tests, compliance sampling, and other job specific functions.

Acquires working knowledge of department practices, procedures, equipment and organization systems; interviews and consults with officials, employees and other interested persons or groups on matters related to work assignments.

Work is primarily performed in field setting either indoors or outdoors; however, work may also be performed in an office environment.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations in a timely manner.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Must be at least 16 years old and at least a junior enrolled in a Tuscaloosa City high school, be a student in “good standing” and have an outstanding attendance record. Must have interest in on the job training opportunities in water resource operations. One recommendation letter from a teacher or principal required. Consent from parent or legal guardian required. Must provide own transportation to and from assigned work location.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office and/or maintenance equipment including telephone, computer, printer, copier, calculator, mower, weedeater, rake, shovel, lawn tools, etc. Physical demand requirements are at levels of those for light to moderate work depending on assignment..

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, cash receipts, and administrative documents.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative information, including receiving assignments and/or directions to co-workers or assistants as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of administrative documentation, directions, instructions, methods and procedures. Requires the ability to prepare and complete reports and forms with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic clerical principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide totals; determine percentages.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

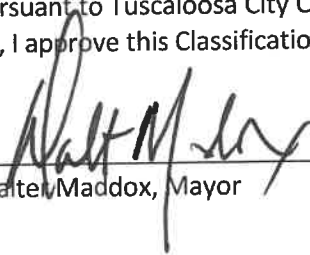
MANUAL DEXTERITY: Requires the ability to handle a variety of items; telephone, computer, printer, copier, calculator, facsimile, and postage meter, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

Date



MEMORANDUM

TO: Walter Maddox, Mayor
THROUGH: LaShonda Kemp, Chief Human Resources Officer
FROM: Jeffrey Redding, Deputy Chief Human Resources Officer
DATE: January 19, 2022
SUBJECT: City Venues Runner Job Classification

Two handwritten signatures in blue ink. The top signature appears to be 'LaShonda Kemp' and the bottom one is 'Jeffrey Redding'.

IPS has requested the creation of a part-time City Venues Runner job classification in order to have qualified individuals to perform production runner work functions at city-owned facilities and venues on an as needed, seasonal basis. The recommended pay is \$16.50 per hour.

Attached is the proposed job description for your review.

Per Section 19-54 (b) (1) of the City Code, new job classifications require Mayor and City Council approval to adopt in the City's pay plan. If you approve, this item will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.



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**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 9540
Grade: Part-Time
FLSA: Non-Exempt**

CITY VENUES RUNNER

SUMMARY

The purpose of this classification is to perform part-time, seasonal production runner work functions at city-owned facilities and venues such as, but not limited to, the Tuscaloosa Amphitheater, Government Plaza, and/or River Market on an as needed basis.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Serve as a production runner at Tuscaloosa Amphitheater, Government Plaza, River Market and/or other City venues or events as needed.

Provide transportation for touring and venue personnel throughout the show day, such as hotel and airport pickups and drop offs using a company provided vehicle

Run errands such as laundry, grocery shopping, package delivery, equipment rentals, coffee runs, etc.

Knowledge of touring or stage production operations a plus.

Knowledge of local food, beverage and retail options.

Coordinate large take-out orders with local restaurants, purchasing, retrieving and distributing to touring personnel.

Coordinate large shopping lists from local grocery stores and deliver to the venue.

Assist touring and venue staff with general production-related duties.

Ability to handle cash and perform cash handling skills; maintain confidentiality as this is very critical in this role; must sign confidentiality agreement.

Ability to drive SUV, cargo van or large 12 passenger van; knowledge of region to properly locate restaurants, store, music store, area attractions, etc.; must be able to pick up, drive and drop off company-rented vehicles, including 12 passenger and cargo vans.

Perform light administrative duties such as making copies, posting signs and cash reconciliation.

Required to wear credentials and event staff uniform.

Understanding the workdays could be extremely long with report time in the morning with shift ending sometimes after midnight; must be able to work a long shift that may be up to 18 hours.

Perform light to moderate lifting (up to 50 lbs.).

Must be friendly and personable, works well with others but also able to work independently.

Must be reliable, responsible, professional and courteous in all interactions with venue and/or touring personnel.

Ability to handle multiple tasks in a fast-paced environment.

Assists with special projects and private events; relieves other staff as needed.

Refers to facility or venue operating procedures, administrative policies and procedures, regulations and standards, reference manuals and other sources in performing assigned job duties; attends training sessions as required to remain knowledgeable of facility or venue operations and to promote improved job performance.

Recommends policies and procedures that guide and support the provision of quality services.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; must be at least 25 years of age or older; must possess and maintain a valid driver’s license with a good driving record and be fully insured to operate a motor vehicle; must be able to work a flexible schedule.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including telephone, computer, printer, copier, calculator, facsimile, and postage meter. Must be able to safely operate a motor vehicle. Physical demand requirements are at levels of those for light to moderate work to include lifting requirements and fieldwork.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or

things which may include forms, reports, cash receipts, and administrative documents.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative information, including receiving assignments and/or directions to co-workers or assistants as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of administrative documentation, directions, instructions, methods and procedures. Requires the ability to prepare and complete reports and forms with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic clerical principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide totals; determine percentages.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

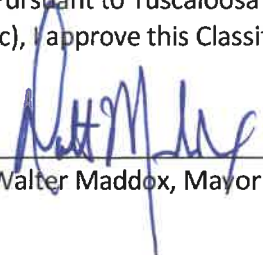
MANUAL DEXTERITY: Requires the ability to handle a variety of items; telephone, computer, printer, copier, calculator, facsimile, and postage meter, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

Date

APPROVED AS TO FORM

Office of the City Attorney

Prepared By: JPW
Requested: Admin. Date: 2/1/22
Council Presentation: 2/8/22
Suspension of Rules: _____

RESOLUTION

RESOLUTION TO TEMPORARILY EXPAND THE
DOWNTOWN ENTERTAINMENT DISTRICT HOURS FOR
SATURDAY, MARCH 26, 2022
(A18-0233) (A22-0086)

WHEREAS, THE CITY COUNCIL OF TUSCALOOSA created the Downtown Entertainment District on February 20th, 2018 for that period of time Friday and Saturday from 11:00 a.m. until 11:00 p.m. and on Sunday from 12:00 noon until 9:30 p.m.

WHEREAS, THE CITY COUNCIL OF TUSCALOOSA now desires to temporarily expand the Downtown Entertainment District hours on March 26, 2022 due to the Half Marathon Race at Government Plaza by expanding the District hours from 7:00 AM until 11:00 PM on Saturday, March 26, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF TUSCALOOSA as follows:

That the Downtown Entertainment District hours are hereby temporarily expanded on Saturday, March 26, 2022 to be in effect from 7:00 am until 11:00 p.m. and then return to regular hours the following day.

FUNDING REQUIRED: Yes No

COUNCIL ACTION

Resolution _____
Ordinance _____
Introduced _____
Passed _____
2nd Reading _____
Unanimous _____
Failed _____
Tabled _____

APPROVED AS TO FORM

Office of the City Attorney

Prepared By: CLH

Requested: Admin Date: 02/01/2022

Council Presentation: 02/08/2022

Suspension of Rules: No

RESOLUTION

RESOLUTION AMENDING PRIOR RESOLUTION FOR AGREEMENT WITH
AXERO SOLUTIONS, LLC FOR INTRANET DESIGN AND IMPLEMENTATION
(A19-1566)

WHEREAS the Tuscaloosa City Council adopted a resolution on December 17, 2019, authorizing the Mayor to execute a license agreement for intranet design and implementation with Axero Solutions, LLC, in an amount not to exceed \$67,939.20; and

WHEREAS the contract renews from year to year, requiring the payment of the license fee for each successive license year; and

WHEREAS it is necessary for the Council to amend its prior resolution in order to authorize the payment of the license year for the current license year, and any subsequent license years to follow;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Tuscaloosa City Council that the prior resolution of December 17, 2019 is hereby amended to authorize the payment of the annual license fee for the current and any subsequent license years under the agreement with Axero Solutions, LLC, in an amount not to exceed \$67,939.20 annually.

FUNDING REQUIRED: Yes No

By: _____

Chief Financial Officer

COUNCIL ACTION

Resolution _____

Ordinance _____

Introduced _____

Passed _____

2nd Reading _____

Unanimous _____

Failed _____

Tabled _____

Amended _____

Comments: _____

APPROVED AS TO FORM

Office of the City Attorney

Prepared By: KBK

Requested: Admin Comte Date: 02/01/2022

Council Presentation on: 02/08/2022

Suspension of Rules: No

ORDINANCE NO. _____

ORDINANCE ADDING SECTION 10-25
TO THE CODE OF TUSCALOOSA
(A21-1648)

BE IT ORDAINED BY THE TUSCALOOSA CITY COUNCIL that Section 10-25 of the Code of Tuscaloosa presently marked as "Reserved" be, and the same is hereby, amended to read as follows:

"Sec. 10-25. –Disposition of Abandon or Unclaimed Property within Municipal Court Cash Bond or Restitution Accounts.

A) Definitions

As used in this code section, unless the context otherwise requires, the following terms shall have the meanings set out below:

- 1) *Apparent Owner:* A person whose name appears in the records of the Tuscaloosa Municipal Court as the person entitled to the property held. The apparent owner of the property is deemed to be the actual, legal owner of the property for all purposes under this section.
- 2) *Property:* Monetary funds, including cash bonds and restitution, located in an account of the Municipal Court and held by the Municipal Court pending distribution to the apparent owner.
- 3) *Distributable:* Property is deemed to be distributable at the time the Municipal Court can or does issue a check for said property to be returned to the apparent owner.
- 4) *Unclaimed:* Property is unclaimed if the apparent owner has, after the property has become distributable, failed to appear at the Municipal Court to make a claim for the property in person or failed to notify the Municipal Court in writing that the apparent owner is claiming the property.

B) Presumption of Abandonment

Property is presumed to be abandoned if it is unclaimed by the apparent owner within three years after the property has become distributable by the Municipal Court.

C) Notice

The Municipal Court shall publish on a governmental website for three straight weeks and report to City Council all property that it intends to declare abandoned prior to declaring said property to be abandoned. This notice shall include the amount of the property, the check number of said property, the date on which the check was issued, and the date by which the apparent owner must make a claim to recover the property.

D) Distribution of Abandoned Property

If the apparent owner fails to make a claim to recover the property prior to the date prescribed on the notice, the property is deemed to be abandoned. Said claim must be made either in person at the Municipal Court or in writing prior to the date prescribed on the notice. If done in writing, the claim must be received by the Municipal Court prior to the date prescribed on the notice. If the apparent owner fails to make a claim, the apparent owner’s right to the abandoned property is deemed to have been forfeited and the abandoned property becomes the property of the City of Tuscaloosa. Abandoned property shall be moved from the Municipal Court account to the custody of the City of Tuscaloosa and be placed in the General Fund.

Secs. 10-26—10-29. –Reserved.”

FUNDING REQUIRED: Yes No

By: _____
Chief Financial Officer

COUNCIL ACTION

Resolution _____
Ordinance _____
Introduced _____
Passed _____
2nd Reading _____
Unanimous _____
Failed _____
Tabled _____
Amended _____
Comments: _____