

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 18, 2025 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
<p>Approval of Minutes</p> <p>NEW BUSINESS</p> <ol style="list-style-type: none"> Occupancy Load Increase: Rolf’s, Inc. dba Rolf’s Café and Bistro located at 2324 4th Street (OCA-23-1663) On-Premises Alcohol Restaurant Retail Liquor License: Rolf’s, Inc. dba Rolf’s Café and Bistro Special Events Crew Worker Senior job classification <p>ADJOURN</p>	<p>Antonius Mills</p> <p>Antonius Mills</p> <p>Kay Day LaShonda Herbert</p>	<p></p> <p>2</p> <p>3-6</p>

RESOLUTION

RESOLUTION APPROVING APPLICATION OF
ROLFS INC
DBA ROLFS CAFÉ AND BISTRO
FOR ABC LICENSE

Whereas, the Tuscaloosa City Council has approved the application of Rolfs Inc dba Rolfs Café and Bistro for Restaurant Retail Liquor to be granted from the Alcoholic Beverage Control Board at the following address, to-wit:

Rolfs Inc
dba Rolfs Café and Bistro
2324 4th Street
Tuscaloosa, AL 35401

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

That the Mayor and the City Clerk be, and they are hereby, authorized to certify this action of approval by the City Council on the application for approval of said license to be submitted to the State of Alabama Alcoholic Beverage Control Board.

25-008

SPECIAL EVENT CREW WORKER, SENIOR

SUMMARY

The purpose of this classification is to perform work functions with the Special Events Crew (SEC) associated with the preparation, logistics, setup/breakdown, and maintenance of a safe event environment for all city-hosted events, including but not limited to; Druid City Arts Festival, the Mayor's Cup 5k, Live at the Plaza, Celebration on the River, and Holidays on the Plaza. This classification also performs specialized work functions associated with the preparation, setup/breakdown, and maintenance of a safe event environment in all city-owned facilities and venues, including but not limited to, The Tuscaloosa River Market, The Tuscaloosa Gateway Innovation and Discovery Center, and Mercedes-Benz Amphitheater.

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.

Reports to the Special Event Crew Supervisor and/or Special Event Crew Leader in the planning, setup/breakdown, and logistics of ground breakings, ribbon cuttings, and all official city-hosted and special events.

Trains and directs special event crew workers in all functions of day-to-day operations.

Ensures accurate inventory, transportation, and placement of staging, signage, and traffic control equipment for all official city-hosted and special events.

Works with contracted and city staff in building and maintaining Holidays on the Plaza (HOTP) Ice Rink; responsible for inventory, transportation, and placement of all materials and equipment required to build ice rink.

Operates and trains Special Event Crew Workers on operating the Zamboni; monitors temperature on chiller to ensure ice remains solid, safe, and suitable for skating during Holidays on the Plaza.

Oversees and is responsible for the inventory, placement, and proper storage of HOTP skates, racks, signage, and rink props.

Works with The Tuscaloosa River Market Operations Manager and staff in venue setups/breakdowns, logistics, and timelines to ensure accurate venue layout necessary for a safe event in the Tuscaloosa River Market.

Executes accurate event layouts in The Tuscaloosa River Market using Tripleseat software.

Oversees and is responsible for the installation, breakdown, inspection, placement, and proper storage of tables, chairs, and bars in the Tuscaloosa River Market.

Works with the Mercedes-Benz Operations Manager and staff in venue setups/breakdowns, logistics, and timelines to ensure an accurate venue layout necessary for a safe event in the Mercedes-Benz Amphitheater.

Responsible for the installation, breakdown, and inspection of the floor and VIP seating in Mercedes-Benz Amphitheater; arranges and ensures accurate placement of furniture in Mercedes-Benz Club and patio.

Removes spilled garbage, trash, recycling or debris from city-owned grounds, facilities and venues.

Responsible for the installation, breakdown, inspection, and accurate placement of metal detectors, tables, stanchions, and bike racks at entry gates to ensure and maintain a safe and efficient flow of traffic entering and exiting the Mercedes-Benz Amphitheater.

Oversees and is responsible for the installation, breakdown, inspection, and accurate placement of Mercedes-Benz Amphitheater venue safety, clear bag policy, and permitted/prohibited items rules and regulations signage on and around the venue grounds prior to each concert.

Coordinates with supervisor and crew leader to fulfill required backstage accommodation for each concert; install/breakdown stage blow through barricades, bike racks, and stanchions according to tour requirements to ensure accurate and safe stage set.

Assists in execution of FOH operations, when necessary, at the Mercedes-Benz Amphitheater.

Works with Tuscaloosa Gateway Innovation and Discovery Operations Manager in the preparation, setup/breakdown, and maintenance to ensure accurate layout necessary for Tech or Treat.

Works at various sites to execute event layouts for all city-hosted or sponsored events.

Works all city-owned facilities and venues to execute event layouts for all city-hosted events.

Responsible for the chair sets for concerts and events held at the Mercedes-Benz Amphitheater.

Works to ensure the Mercedes-Benz Amphitheater parking lots, gates, stage, back of house and overall venue is set and show ready for concerts/events.

Works closely with Special Events on ground breakings, ribbon cutting ceremonies, Druid City Arts Festival, Live at the Plaza, Mayor's Cup, Mercedes-Benz Amphitheater, Holidays on the Plaza and all other City sponsored events.

Events are labor intensive and require coordination with multiple co-workers, assistants, managers, supervisors, outside vendors and/or the general public. The special event crew is instrumental in these overall events including set-up, break-down and assistance during the event.

Holidays on the Plaza is an annual eight week, six days a week event. The Special Event Crew is responsible for the overall set-up and break-down of the event. Responsibilities include building ice rink (30 days), back of house operations and running the Zamboni (8 weeks) and the break-down (14 days).

Formulates a work plan to accomplish assigned tasks efficiently and safely based on available personnel and equipment; assigns tasks to crew members; obtains equipment, tools, and materials required for the project.

Trains and assists crew in performing manual work functions associated with assigned event and/or repair projects.

Performs manual work functions associated with assigned event and/or repair projects.

Resolves problems when they arise; reports on progress to Special Event Crew Supervisor or Special Event Crew Leader

Must be able to think through tasks and anticipate potential outcomes and plan for contingencies.

Display excellent organizational skills; must have ability to communicate and report effectively.

Informs supervisor/leader of performance or operational problems at work sites; ensures safe work procedures and safe work practices are followed at work sites.

Assists with preparation of accident and injury reports; assists supervisors in evaluation of crew.

May drive city vehicle to work sites.

Must be mechanically inclined to be able to intuitively see the basic function of how things work and have the ability to adapt at repairing them as needed.

Inspects all equipment to ensure safe and proper operating condition prior to use; inventories equipment, materials, and supplies; ensures tools and equipment remain clean and in good working order.

Inspects individuals' work and assigned projects upon completion to ensure standards are met.

Performs and/or oversees preventative maintenance tasks, reports faulty equipment and broken tools for repair or replacement.

Transports, loads and unloads various equipment and materials used in projects and events.

Prepares and/or receives forms, reports, work orders, or documentation; completes, processes, and/or forwards; maintains records.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service.

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

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

Must meet regular attendance requirements.

Must be able to work outside for long periods of time.

Requires flexibility with schedule. It is required to work nights and weekends when events are held during these times.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED preferred; six months of work experience preferably in operating equipment and performing manual labor work or construction/maintenance work or a related field. Must possess and maintain a valid driver's license. This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens. Must have one year experience as a Special Event Crew Worker or a similar field of work.

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 construction, mechanical and automated office equipment which may include a pick-up truck, tractor, pump, weed eater, shovel, pick, ax, pipe saw, power saw, chainsaw, air compressor, surveyors tools, air drill, construction tools, mechanic tools, pressure washer, etc., as applicable to assigned project. Physical demand requirements within this classification may at times be at levels of those for heavy work.

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 maps, procedural manuals and operational manuals.

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

LANGUAGE ABILITY: Requires ability to read a variety of mechanical and construction-related documentation, directions, instructions, methods and procedures. Requires the ability to write basic 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.

INTELLIGENCE: Requires the ability to learn and understand basic mechanical and utility construction-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, explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, and determine time.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include surveyor’s equipment and standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using mechanical or construction-related equipment and to operate a motor vehicle.

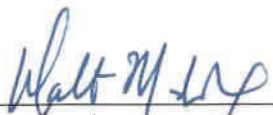
MANUAL DEXTERITY: Requires the ability to handle a variety of items, mechanical and utility construction-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average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

COLOR DIFFERENTIATION: Requires 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