

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, April 15, 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"> Principal Planner job classification Ordinance amending various sections of Chapter 19 of the Code of Tuscaloosa <p>ADJOURN</p> | <p>Ashley Crites LaShonda Herbert</p> <p>Brendan Moore LaShonda Herbert</p> | <p>2-5</p> <p>6-15</p> |

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

**Class Code: 4014
Grade: 26
FLSA: Exempt**

PRINCIPAL PLANNER

SUMMARY

The purpose of this classification is to perform managerial and administrative work functions associated with city planning and zoning within the Office of Urban Development. Manages the Planning and Zoning Commission, and provides support services to code enforcement personnel, regulatory agencies, and the public regarding the city's Comprehensive Plan, zoning ordinance, and subdivision regulations.

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.

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

May serve as director in his/her absence, specifically: attending City Council, Planning and Zoning Commission, and Zoning Board of Adjustment, and Historic Preservation Commission meetings, conducting public hearings, and signing plats.

Maintains a comprehensive knowledge of current planning practices and land use regulatory case law; reviews professional journals/publications related to the same.

Conducts sites visits and takes pictures for Planning and Zoning Commission cases; communicates with and assists the public in submittal requirements for review; reviews digital and non-digital submittals for compliance and accuracy; writes staff reports, legal notices, and recommendations for agendas and cases; attends and assists in meetings with the Planning and Zoning Commission and other boards and commissions as needed; prepares and presents staff reports on cases.

Assists in the preparation of the City's comprehensive, specific and area plans and land use regulatory ordinances; projects long-range demographic, economic, and trends influencing land use, transportation needs, parks, utilities, housing and institutional frameworks; recommends community development plans.

Counsels, coordinates, and corresponds with other departments, other agencies and the public on matters concerning land use and development; writes zoning verification letters and responds to public records requests when required; answers phone calls, responds to emails, assists walk-in customers, and handles general questions; communicates verbally and in writing with a high degree of professionalism.

Conducts meetings with architects, engineers, contractors, builders, property owners, and the public as needed; provides direction, guidance, and assistance regarding city ordinance to the public, land surveyors, engineers, developers, etc., troubleshooting problem situations by researching issues in applicable ordinances as needed.

Reviews architectural drawings, engineering drawings, plan revisions, specifications, and related construction documents; reviews permit applications; verifies compliance of construction plans with all applicable codes,

ordinances, standards, and other requirements; identifies non-compliance issues and corrections required for plans to achieve compliance with codes; ensures necessary corrections are made to plans and meet compliance prior to issuance of permits; issues permits for approved applications; signs code compliance forms for business licenses when needed.

Conducts site inspections of buildings and properties to ensure compliance with applicable codes, specifications, and approved construction plans, coordinating field inspections with staff and other city departments.

Conducts research of department files, legal records, database records, electronic data sources, internet sites, hardcopy materials, or other sources as needed.

Develops, maintains and interprets zoning regulations; prepares and recommends approval of revised and updated zoning regulations; oversees the enforcement of zoning regulations.

Creates, revises, updates, and maintains digital data and databases used to create maps and/or spreadsheets, which includes Tuscaloosa city limits, police jurisdiction, planning jurisdiction, council districts, census tracts, and miscellaneous department-related maps.

Researches and analyzes policies and procedures in other communities and organizations and uses judgment to identify best practices, innovative ideas, and strategies to improve department operations.

Prepares letters, memos, resolutions, press releases, legal notices, proclamations, statistical tables, applications, reports, etc. to provide information, obtain approvals, and/or request assistance; forwards to appropriate agencies and maintains related files.

Processes documentation pertaining to payroll and personnel; completes, reviews, approves and/or forwards; maintains records.

Provides assistance to the Office of the City Attorney and Codes and Development Services Division in prosecuting zoning violation cases; appears in court as an expert witness as required.

Attends conferences, meetings, and workshops.

Takes photographs of department projects and related areas.

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, and managers.

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

Bachelor's degree in Environmental Studies, Urban Planning, Architecture, Public Administration, Civil Engineering, or related field required; Master's degree in Urban Planning or related field preferred; three years of experience in community planning and zoning, program management, public administration or related field; 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. Supervisory experience preferred. Membership in American Institute of Certified Planners (AICP) preferred.

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 camera, drafting instruments, and a variety of automated office equipment including a computer, printer, calculator, copiers, facsimile machines, telephone, etc. Physical demand requirements are at levels of those for sedentary 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, blueprints, legal regulations/documents, directories, procedural manuals, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal, personnel, civil engineering, and financial information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public, regulatory agencies, the mayor, and city council.

LANGUAGE ABILITY: Requires ability to read a variety of legal, financial, personnel, civil engineering and comprehensive planning 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 complex legal, financial, civil engineering, comprehensive planning, and personnel information, and operational 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, calculate decimals and percentages; utilize basic algebraic and trigonometric formulas; and generate statistics.

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 job-related equipment and

to operate a motor vehicle.

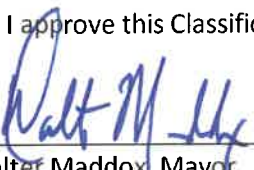
MANUAL DEXTERITY: Requires the ability to handle a variety of items, machinery, automated office equipment, control knobs, drafting instruments, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have 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), I approve this Classification Specification.



Walter Maddox, Mayor

Date

Memorandum

To: Administration and Policy Committee
From: Dakota Whitten
Date: April 15, 2025
Re: Amending Various Sections of Chapter 19 of the Code of Tuscaloosa

Summary:

Chapter 19 Sections 229, 230 (section title only), and 235 are being updated to be consistent with City policy, terminology, and definitions.



APPROVED AS TO FORM

Office of the City Attorney

Prepared By: JPW/rd

Requested: Admin Comte Date: 04/15/25

Presentation on: 04/25/2025

Suspension of Rules: No

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 19-229 AND
SECTION 19-235 OF THE CODE OF TUSCALOOSA PERTAINING
TO THE EMPLOYEE VEHICLE POLICY
(OCA-25-0328)

BE IT ORDAINED BY THE CITY COUNCIL OF TUSCALOOSA as follows:

SECTION ONE. That Section 19-229 of the Code of Tuscaloosa be amended to read as follows:

“Sec. 19-229. Employees to report traffic accidents and offenses occurring while driving a city vehicle or in the line and scope of employment.

Employees are required to **verbally** report as soon as possible to both their immediate supervisor and to the human resources department any traffic accident, citation, ticket, arrest, or charge occurring or received while driving a city vehicle or driving in the line and scope of employment for the City of Tuscaloosa. **A written summary of the issue is to be provided to the immediate supervisor and human resource department within two business days, as able.** If the incident involves the custodial arrest of the employee; driving under the influence; reckless driving; an accident with injury to any person; or otherwise involves an incident that may indicate it is unsafe for the employee to continue operating a vehicle, then the employee shall immediately cease operating a vehicle and shall contact his or her supervisor for instructions or assistance.”

SECTION TWO. That the Section 19-230 title heading be amended to read as follows: **“Sec. 19-230. Employees required to report certain offenses, adverse actions against driver license and medical recommendation that it is unsafe for employee to drive.”**

SECTION THREE. That Section 19-235 of the Code of Tuscaloosa be amended to read as follows:

“Sec. 19-235. Municipal vehicle use.

- (a) *Policy statement.* Municipally owned vehicles are intended to promote the efficient and effective conduct of official municipal business, and therefore, are to be used exclusively to further this purpose.
- (b) *Use of municipal vehicles generally.* Municipally owned vehicles are to be operated only by city employees including part-time employees, and interns authorized to do so by their department head under the general supervision of the mayor as hereinafter provided.
 - (1) Utilization of municipal vehicles generally shall be by the authorization of the department head as hereinafter provided. Authorization is subject to review and may be revoked for violation or abuse of this policy.
 - (2) Municipally owned vehicles shall not be utilized to transport persons other than city employees except in the line and scope of duty and in connection with city business. Releases shall be obtained from persons who are not city employees to ride in municipal vehicles whenever possible, prior to allowing the same. Provided; however, a city employee that has been assigned a municipally owned **twenty-four-hour call-out** vehicle may transport to school or daycare minor children that are immediate family members of the employee, incidental to traveling to and from work. Notwithstanding this section, vehicles assigned for twenty-four-hour call-out status shall be subject to the guidelines established in subsection (d) of this section.
 - (3) All municipal vehicles shall be identified as official city vehicles by appropriate markings including a city or departmental seal and unit number with locations as determined appropriate by the fleet maintenance manager, with the exception of certain law enforcement vehicles or as directed by the mayor or at the request of the chief of police.
 - (4) There shall be no smoking, vaping, or other use of tobacco in municipal vehicles.
- (c) *Assignment of municipal vehicles on a regular and continuous basis for non-twenty-four-hour call-out status.*
 - (1) No specific municipal vehicle shall be assigned on a regular and continuous basis unless so authorized as herein provided. Municipal vehicles other than those on twenty-four-hour call may be assigned on a regular and continuing basis where such

assignment is deemed to be in the best interest of the efficient and effective operation of municipal services as follows:

- (2) Written requests for such regular assignment of a municipally owned vehicle **to one or more jobs** are to be made in advance of such assignment to the department head who, if he/she so approves the same, shall forward it to the chief operations officer.

The department head shall prepare a written justification to accompany his or her request to the chief operations officer. The justification shall include all reasons and information relating to the need for such an assignment and must include a statement of the job duties and responsibilities, advantages to city business to be derived from the assignment and an estimate of the annual cost of such assignment. The chief operations officer **may request additional information and** shall act upon such request consistent with the policies of the **city**. Department heads shall make requests for themselves directly to the chief operations officer. Approvals and denials made by the department head and the chief operations officer shall be in writing.

- (3) For the purposes of this policy, assignment of a vehicle on a regular and continuing basis is defined as follows:

"Assignment on a regular and continuous basis" shall mean that a specific municipal vehicle is to be utilized by a specific **employee assigned to a specific job or group of employees assigned to specific jobs** on a regular and continuous basis for the performance of their official municipal duties to the limited exclusion of **other employees in similar jobs** as ordered by the department head or the chief operations officer. **This can be evaluated on a per-employee basis as needed.** This does not include city employees of a certain job classification or duty that utilizes a nonspecific vehicle of a certain fleet or vehicles designed or utilized for a specific purpose, including but not limited to, garbage trucks, trash trucks, heavy duty trucks, fire trucks, etc. (However, note that the provisions of this policy pertaining to use of municipal vehicles generally, apply to all municipal vehicle usage).

- (4) Municipal vehicles so assigned on a regular and continuing basis shall be used strictly and solely for the conduct of official municipal business and shall not be utilized for traveling to and from work. Municipal vehicles regularly assigned as herein

provided shall not be driven to any residence or home of an employee unless a bona fide emergency exists relating to city business. Considerations for efficiency shall include the ability to perform a job or duty in the best possible manner without undue delay for the most effective operation of municipal services.

- (5) In the interest of effective law enforcement, the promotion of public safety and to increase law enforcement presence while in transit from residence to duty, police department vehicles are excluded from the provisions of subsection (c)(4). This exclusion only applies to police department vehicles assigned on a regular and continuing basis as provided herein to a police officer of the city. In no event shall a police department vehicle be taken beyond the police jurisdiction of the city unless said vehicle is in the active discharge of official duties and not in transit to or from an officer's residence unless written approval of the chief operations officer is obtained and the distance traveled does not exceed twenty-five (25) miles from the employee's primary assigned precinct.
- (d) *Assignment of vehicles due to twenty-four-hour call-out status.* Special assignment of a municipal vehicle may be granted when job duties and requirements necessitate twenty-four-hour responsibility. A municipal vehicle assigned for twenty-four-hour call-out status may be used for transportation to and from work so as to be available for call-out and may transport family members and guests as passengers **subject to the conditions set forth herein**. An employee may not qualify for twenty-four-hour call-out status if he/she resides beyond the police jurisdiction of the city unless written approval of the chief operations officer is obtained and the distance traveled does not to exceed twenty-five (25) miles from the employee's **residence to the** primary assigned office or work station.
- (1) In assessing the need for twenty-four-hour call-out status of a municipal vehicle, critical situations requiring a timely response and the frequency of actual call-out for maintaining municipal services shall be the governing criteria rather than the potential for call-out or the employee's rank.
 - (2) A department head anticipating the assignment of a municipal vehicle to themselves, an individual employee, or to a group of employees for twenty-four-hour call-out status shall prepare a written justification to accompany his or her written request to the chief operations officer. The justification shall include all

pertinent information relating to the need for twenty-four-hour call-out status and must include the frequency of actual call-out, details of the duties and responsibilities performed by the employee (employees), **a description of anticipated specific personal uses of the vehicle by each employee, a department org chart with the job visually notated**, and estimates of the cost (dollar and performance) the city may incur if the assignment is not made and a statement that the employee does not reside beyond the police jurisdiction of the city. **The chief operations officer may request additional information and shall act upon such request consistent with the policies of the city. Department heads shall make requests for themselves directly to the chief operations officer. Approvals and denials made by the department head and the chief operations officer shall be in writing. If approved, the employee must obtain and submit proof of an endorsement to their personal vehicle insurance policy for extended non-owned coverage to cover passengers in the city vehicle or to the employee in event the vehicle use is considered not to be in the line and scope of employment. This endorsement must be secured and submitted within 30 days to their department head with a copy submitted to the Office of the City Attorney by the department head.**

- (3) Employees on twenty-four-hour call-out status remain subject to the provisions of Ordinance No. 2318 pertaining to establishing withholding election of the 1984 Tax Reform Act and the municipal vehicle policy.
- (4) A municipal vehicle assigned for twenty-four-hour call-out status may be used for personal travel within Tuscaloosa County to improve response times when called out. A municipal vehicle assigned under this section may be used for out of county personal travel but said personal travel must be reimbursed to the city for any personal milage traveled outside of Tuscaloosa County at a rate established by the chief financial officer using IRS guidelines.
- (e) *Vehicle allowance.* The heads of departments, the municipal judge, and other employees of the city as designated by the mayor may elect, in lieu of utilizing a municipal vehicle, to utilize their own private vehicle in the discharge of their duties as municipal employees, subject to the following terms and conditions:

- (1) This option is only available to heads of municipal departments, including the mayor, the municipal judge and other employees designated by the mayor. (Vehicle allowance employee).
 - (2) An amount to be calculated by the city accounting and finance department will be paid to each vehicle allowance employee utilizing their private vehicle in the discharge of their public duties monthly.
 - (3) Vehicle allowance employees must have and maintain liability insurance in an amount of not less than is statutorily established for municipal corporations being: One hundred thousand dollars (\$100,000.00) bodily injury for each person; three hundred thousand dollars (\$300,000.00) bodily injury each occurrence; and property damage limits of one hundred thousand dollars (\$100,000.00) each occurrence and provide a certificate of insurance to the accounting and finance department to that effect. The vehicle allowance employee's vehicle must be acceptable to the city and in good and safe condition. It shall be the sole responsibility of the department head or municipal judge or approved employee to maintain said vehicle.
 - (4) Vehicle allowance employees shall be responsible for the cost of fuel for in-town travel for municipal business unless otherwise provided by the council in the annual department budget.
 - (5) Vehicle allowance employees may, therefore, receive payment from the city on a monthly basis in an amount ascertained by the accounting and finance department and approved by the council as reimbursement to said employee for utilizing his/her private vehicle in the line and scope of their duties with the city.
- (g) *Motorcycles, scooters, and mopeds.* Motorcycles, scooters, and mopeds shall not be authorized for official city business and shall not be driven in the line and scope of employment except when assigned to a city police officer or as required by a mechanic or other city employee whose job description includes maintaining/repairing a motorcycle, scooter or moped.
- (h) *Private vehicle usage.* All city employees, which shall for the purpose of this subsection include part-time employees, temporary employees and interns, may utilize their personal vehicles in the line and scope of employment for both in-town and out-of-town travel with approval of their department head or his/her designee and pursuant to this article;

provided that, the employees personal vehicle is insured with the minimum liability insurance as required by Code of Ala. 1975, § 32-7-22 or comparable statute if the vehicle is properly registered in another state. The employee's vehicle to be eligible for use by the employee pursuant to this subsection must be maintained by the employee in a good and safe condition.

(i) ***Vehicle Use Policy.*** Municipal vehicle users are required to follow the Employee Vehicle Policy and city Vehicle Use Policy as established.

(j) ***Assignment of municipal vehicles on an as-needed basis for non-twenty-four-hour call-out status.***

(1) No specific municipal vehicle shall be assigned on an as-needed basis unless so authorized as herein provided. Municipal vehicles other than those on twenty-four-hour call may be assigned on an as-needed basis where such assignment is deemed to be in the best interest of the efficient and effective operation of municipal services as follows:

(2) Written requests for such assignment of municipally owned vehicles to one or more jobs are to be made in advance of such assignment to the department head who, if he/she so approves the same, shall forward it to the chief operations officer.

The department head shall prepare a written justification to accompany his or her request to the chief operations officer. The justification shall include all reasons and information relating to the need for such an assignment and must include a statement of the job duties and responsibilities of each job, advantages to city business to be derived from the assignment and an estimate of the annual cost of such assignment. The chief operations officer shall act upon such request consistent with the policies of the city. Department heads shall make requests for themselves directly to the chief operations officer. Approvals and denials made by the department head and the chief operations officer shall be in writing.

(3) For the purposes of this policy, assignment of a vehicle on an as-needed basis is defined as follows:

"Assignment on an as-needed basis" shall mean that a specific municipal vehicle is to be utilized by a group of jobs on an as-needed basis for the performance of their official municipal

duties to the limited exclusion of other jobs as ordered by the department head or the chief operations officer. This can be evaluated on a per-employee basis as needed. This does not include city employees of a certain job classification or duty that utilizes a nonspecific vehicle of a certain fleet or vehicles designed or utilized for a specific purpose, including but not limited to, garbage trucks, trash trucks, heavy duty trucks, fire trucks, etc. (However, note that the provisions of this policy pertaining to use of municipal vehicles generally, apply to all municipal vehicle usage).

- (4) Municipal vehicles so assigned on an as-needed basis shall be used strictly and solely for the conduct of official municipal business and shall not be utilized for traveling to and from work. Municipal vehicles assigned as-needed as herein provided shall not be driven to any residence or home of an employee unless a bona fide emergency exists relating to city business. Considerations for efficiency shall include the ability to perform a job or duty in the best possible manner without undue delay for the most effective operation of municipal services.
- (5) In the interest of effective law enforcement, the promotion of public safety and to increase law enforcement presence while in transit from residence to duty, police department vehicles are excluded from the provisions of subsection (j)(4). This exclusion only applies to police department vehicles assigned on an as-needed basis as provided herein to a police officer of the city. In no event shall a police department vehicle be taken beyond the police jurisdiction of the city unless said vehicle is in the active discharge of official duties and not in transit to or from an officer's residence unless written approval of the chief operations officer is obtained and the distance traveled does not exceed twenty-five (25) miles from the employee's residence to the employee's primary assigned precinct.
- (6) Any employee who violates any of the regulations set out above, shall be subject to disciplinary action up to and including termination."

FUNDING REQUIRED: Yes No

By: _____
Chief Financial Officer

COUNCIL ACTION

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