

**TARRANT CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
REGULAR MEETING
FEBRUARY 17, 2025**

AGENDA

REGULAR SESSION – 7:00PM

I. CALL TO ORDER

II. PRAYER

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. APPROVAL OF MINUTES

February 3, 2025 - Regular Meeting

VI. COMMUNICATIONS FROM THE MAYOR

VII. COMMITTEE REPORTS

VIII. OLD BUSINESS

- A. **Resolution No. 9191** – A Resolution Removing Chief Wendell Major from the Office of Chief of Police for the City of Tarrant.
- B. **Resolution No. 9248** – A Resolution Affirming the Termination of the Employment of Jason Rickels from the Office of Fire Chief for the City of Tarrant.
- C. **Ordinance 1155**- An Ordinance Repealing Ordinance No. 1155 and Adopting Replacement Ordinance No. 1155-A Establishing Requirements for the Management and Retention of Security Surveillance Information and Video. *Second Reading.*

IX. NEW BUSINESS

- A. **Resolution No. 9259** – A Resolution of the Tarrant City Council Commending: Corporal Cordell Smith, Officer Jemarco Harris, Officer Jaymz Bagby, and Officer Darrel Sanders for their Exemplary Service and Dedication to the Community.
- B. **Resolution No. 9260** – A Resolution of the City of Tarrant City Council Commending Corporal Smith, Officer Harris, Officer Bagby, and Officer Sanders for their Exemplary Service and Dedication to the Community.
- C. **Resolution No. 9261** – A Resolution Authorizing and Approving the City of Tarrant to Purchase Essential Motorola Equipment for the Tarrant Police Department.
- D. **Resolution No. 9262** – A Resolution Conducting a Reduction in Force for Certain Position within the City of Tarrant, Alabama.
- E. **Resolution No. 9263** – A Resolution Approving of and Adopting the City of Tarrant Employee Handbook.

X. VOUCHERS AND EXPENSES

Ending February 3, 2025-City of Tarrant, City Hall

XI. PUBLIC COMMENTS

XII. ADJOURN

CITY OF TARRANT
COUNCIL MEETING MINUTES
FEBRUARY 3, 2025
TARRANT CITY HALL

The City Council of the City of Tarrant, Alabama, met in a regularly scheduled meeting on Monday February 3, 2025, at 7:00 PM at City Hall.

Mayor Newton called the meeting to order at 7:00 PM immediately following the council work session that began at 6:00PM to discuss items on the agenda and other matters.

Fire Chief Patrick Bennett lead those in attendance in the invocation. City Attorney Michael Brymer, lead those present in the Pledge of Allegiance.

Mayor Newton asked for a roll call. The following officials were present during the roll call:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews
Mayor Wayman A. Newton

Absent:

None

A quorum was determined to be present at the meeting.

The minutes from January 22, 2025 regularly scheduled council meeting were presented for review and approval. After review, Councilor Threadford moved to approve the minutes of the January 22, 2025. Councilor Bryant seconded the motion. Mayor Newton called for a vote.

Yeas:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews

Nays:

None

Not voting:

Mayor Wayman A. Newton

The yeas being five (5) and the nays being zero (0), the motion to approve the minutes for January 22, 2025 council meeting were approved.

The Mayor moved on to communications by announcing the Rushing Spring Baptist Church will be hosting a community cleanup day for its historic cemetery on March 8, 2025 from 8am to 12pm at 550 Rushing Springs Rd., Birmingham, Alabama 35217. The Mayor noted that it is a well-attended event with extraordinary buried individuals. Volunteers are requested.

Councilor Threadford thanked the Tarrant Electric Board and announced their recent swearing in ceremonies with the public looking forward to what will be accomplished. There will also be a city-wide Easter Egg hunt will also be on April 6, 2025 with more information to follow.

Councilor Threadford introduced Police Chief Wendell Major for comments on Letters of Commendations within the City of Tarrant Police. Police Chief Major asked Lieutenant Curry to

introduce and read the letters. The two Letters of Commendations for the Tarrant police force were for outstanding services in December 2024 and January 2025 for the following City of Tarrant Police Officers; Corporal Cordell Smith, Officer Jemarco Harris, Officer Jaymz Bagby and Officer Darrel Sanders.

There were no committee reports.

The Mayor and Council moved on to Old Business.

Mayor Newton introduced Ordinance 1163. An Ordinance Amending Ordinance No. 1160 to Correct the Legal Description that Altered, Rearranged, and Extended the Corporate Limits of the City of Tarrant, Alabama, so as to Embrace and Include Within the Corporate Area of Said City All Territory Now Within Such Corporate Limits and Also Certain Other Territory Contiguous to the City. Mayor Newton made a motion to suspend the rules to wave the first reading of Ordinance 1163. Councilor Anderson seconded the motion. Mayor Newton asked for a vote.

Yeas:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Deborah "Debbie" Matthews

Abstain:

Councilor Veronica Bandy Freeman

Nays:

None

Not voting:

Mayor Wayman A. Newton

The yeas being four (4), the abstains being one (1), the nays being zero (0) with one (1) member not voting, the motion to suspend the rules in waving the first reading of Ordinance 1163 was approved.

Mayor Newton introduced and read Ordinance 1163. An Ordinance Amending Ordinance No. 1160 to Correct the Legal Description that Altered, Rearranged, and Extended the Corporate Limits of the City of Tarrant, Alabama, so as to Embrace and Include Within the Corporate Area of Said City All Territory Now Within Such Corporate Limits and Also Certain Other Territory Contiguous to the City. Mayor Newton motioned to approve Ordinance 1163. Councilor Anderson seconded the motion. Mayor Newton asked for a vote.

Yeas:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Deborah "Debbie" Matthews

Abstain:

Councilor Veronica Bandy Freeman

Nays:

None

Not voting:

Mayor Wayman A. Newton

The yeas being four (4), the abstains being one (1), the nays being zero (0) with one (1) member not voting, the motion to approve Ordinance 1163 was agreed, and the Ordinance 1163 was approved.

Next, Mayor Newton introduced and read Resolution No. 9191. A Resolution Removing Chief Wendell Major from the Office of Chief of Police for the City of Tarrant. Councilor Bryant made a motion to approve Resolution 9191. Councilor Threadford seconded the motion. Mayor Newton called for a vote.

Yeas:

None

Nays:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews

Not voting:

Mayor Wayman A. Newton

The yeas being zero (0) and the nays being five (5) with one (1) member not voting, the motion to approve Resolution No. 9191 failed. Mayor Newton asked the City Clerk to include Resolution No. 9191 at the next council meeting.

Next, Mayor Wayman Newton introduced and read Resolution No. 9248. A Resolution Affirming the Termination of the Employment of Jason Rickels from the Office of Fire Chief for the City of Tarrant. For the interest of time and for personal prediction of no seconder, Mayor Newton did not request for a motion for Resolution No. 9248. Mayor Newton asked the City Clerk to add the Resolution No. 9248 to the next City Council regular scheduled meeting.

The Mayor and Council moved on to New Business

Councilor Bryant introduced and read Resolution No. 9250. A Resolution to Reinstate Jason Rickels to Fire Chief of the City of Tarrant Fire Department and Directing All Back Pay and Benefits Pursuant to the Personnel Board of Jefferson County Order Dated November 7, 2024. It was noted that Jason Rickels would not be making any presence in the City of Tarrant Fire Department. Councilor Bryant made a motion to approve Resolution 9250. Councilor Freeman seconded the motion. Mayor Newton called for a vote.

Yeas:

Councilor John T. "Tommy" Bryant
Councilor Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews

Abstain:

Councilor Tracie B. Threadford

Nays:

None

Not voting:

Mayor Wayman Newton

The yeas being four (4), the abstains being one (1), the nays being zero (0) with one (1) member not voting, the motion to approve Resolution No 9250 was agreed to and the Resolution was approved.

Councilor Freeman introduced and read Resolution No. 9251. A Resolution Authorizing the City of Tarrant to Renew its Membership in the National League of Cities. Mayor Newton expressed concern over the validity of the membership due to maximum expenditures already to be incurred on Council travel. Councilor Freeman also expressed concern on the importance of the City of Tarrant's membership with the National League of Cities. Councilor Freeman made a motion to

approve Resolution No. 9251. Councilor Bryant seconded the motion. Mayor Newton called for a vote.

Yeas:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews

Nays:

None

Not voting:

Mayor Wayman Newton

The yeas being five (5), the nays being zero (0) with one (1) member not voting, the motion to approve Resolution No. 9251 was agreed to and the Resolution was approved.

Councilor Bryant introduced and read Resolution No. 9252 and Resolution No. 9253. Resolution No. 9252, A Resolution of the City of Tarrant Pursuant to Ordinance No. 1017 of the City of Tarrant Declaring Certain Properties a Public Nuisance at 209 Oak Forest Dr., Tarrant, Alabama 35217. And, Resolution No. 9253, A Resolution of the City of Tarrant Pursuant to Ordinance No. 1017 of the City of Tarrant Declaring Certain Properties a Public Nuisance at 2205 Evergreen St., Tarrant, Alabama 35217. Councilor Bryant made a motion to approve Resolution No. 9252 and Resolution No. 9253. Councilor Threadford seconded the motion. Mayor Newton called for a vote.

Yeas:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews

Nays:

None

Not voting:

Mayor Wayman Newton

The yeas being five (5), the nays being zero (0) with one (1) member not voting, the motion to approve Resolution No. 9252 and Resolution No. 9253 was agreed to and the Resolutions were approved.

Councilor Bryant introduced and read Resolution No. 9254. A Resolution Authorizing and Approving the City of Tarrant to Purchase CAD User Agreement, RMS User License, Jail User License, Mobile Module Package and Additional Training for the Tarrant Police Department. Councilor Bryant made a motion to approve Resolution No. 9254. Councilor Threadford seconded the motion. Mayor Newton called for a vote.

Yeas:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews

Nays:

None

Not voting:

Mayor Wayman Newton

The yeas being (5), the nays being zero (0) with one (1) member not voting, the motion to approve Resolution No. 9524 was agreed to and the Resolution was approved.

Councilor Threadford introduced and read Resolution No. 9255. Resolution No. 9255 City of Tarrant. After discussion on the Resolution, Councilor Threadford moved to table Resolution No. 9255. Councilor Bryant seconded the motion. Mayor Newton called for a vote.

Yeas:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews

Nays:

None

Not voting:

Mayor Wayman Newton

The yeas being five (5), and the nays being zero (0) with one (1) member not voting the motion to table Resolution No. 9255 was approved and the Resolution was tabled.

Councilor Bryant introduced and read Resolution No. 9256. A Resolution Directing the Pay of Certain Police Officers Within the City of Tarrant Police Department. Councilor Bryant made a motion to approve Resolution No. 9256. Councilor Threadford seconded the motion. Mayor Newton called for a vote.

Yeas:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews

Nays:

None

Not voting:

Mayor Wayman Newton

The yeas being five (5), and the nays being zero (0) with one (1) member not voting the motion to approve Resolution No. 9256 was agreed and the Resolution was approved.

Councilor Bryant introduced Resolution No. 9257. A Resolution Authorizing SAIN Associates to Inspect and Develop a Plan for the Repair of the Bathrooms at Brummitt Heights Park. After much discussion, the Council concluded that the City of Tarrant Building Inspector is the appropriate entity to inspect the Bathrooms at Brumitt Heights. Councilor Bryant made a motion to change the entity name from SAIN Associates to the City of Tarrant Building Inspector. Councilor Threadford seconded the motion. Mayor Newton called for a vote.

Yeas:

Councilor John T. "Tommy" Bryant
Councilor Tracie B. Threadford
Councilor Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews

Nays:

None

Not voting:
Mayor Wayman Newton

The yeas being five (5), and the nays being zero (0) with one (1) member not voting the motion to approve Resolution No. 9257 was agreed to and the Resolution was approved.

Councilor Bryant introduced Resolution No. 9257 with the changes made. A Resolution Authorizing *The City of Tarrant Building Inspector* to Inspect and Develop a Plan for the Repair of the Bathrooms at Brummitt Heights Park. Councilor Bryant made a motion to approve Resolution No. 9257. Councilor Freeman seconded the motion. Mayor Newton called for a vote.

Yeas:
Councilor John T. “Tommy” Bryant
Councilor Tracie B. Threadford
Councilor Catherine “Cathy” Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah “Debbie” Matthews

Nays:
None

Not voting:
Mayor Wayman Newton

The yeas being five (5), and the nays being zero (0) with one (1) member not voting the motion to approve Resolution No. 9257 was agreed to and the Resolution was approved.

Councilor Bryant introduced and read resolution No. 9258. A Resolution Declining to Rearrange or Otherwise Redraw City Council Districts Following the 2020 Decennial Census. Councilor Bryant made a motion to approve Resolution No. 9258. Councilor Freeman seconded the motion. Mayor Newton called for a vote.

Yeas:
Councilor John T. “Tommy” Bryant
Councilor Tracie B. Threadford
Councilor Catherine “Cathy” Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah “Debbie” Matthews

Nays:
None

Not voting:
Mayor Wayman Newton

The yeas being five (5), and the nays being zero (0) with one (1) member not voting the motion to approve Resolution No. 9258 was agreed to and the Resolution was approved.

Councilor Bryant introduced and read Ordinance No. 1155 first reading. Ordinance No. 1155, An Ordinance Repealing Ordinance No. 1155 and Adopting Replacement Ordinance No. 1155-A Establishing Requirements for the Management and Retention of Security Surveillance Information and Video.

Next the City Council reviewed the vouchers and expenses for City of Tarrant, City Hall and the City of Tarrant Electric Department for weeks ending January 3, 2025. Councilor Threadford moved to motion an approval the vouchers and expenses for week ending January 3, 2025. Councilor Anderson seconded the motion. Mayor Newton called for a vote.

Yeas:
Councilor John T. “Tommy” Bryant
Councilor Tracie B. Threadford

Councilor Catherine “Cathy” Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah “Debbie” Matthews

Nays:
None

Not voting:
Mayor Wayman Newton

Councilor Freeman noted that it was a nay for the City of Tarrant, City Hall and a yea for the City of Tarrant Electric Department.

Next, the City Council moved on to Public Comments.

First, Linda Samuel Escott. Ms. Escott introduced herself by commending Chief Major on his position as Police Chief. A list of concerns from citizens was read with a provided a handout. Some items on the handout indicated the need for surveying corner lots, vacant lots with deceased owners, vacant lots with street issues, garbage cans on roads, rental property issues, and speed bumps that needs to be repaired.

Second, Chuck Winborn. Mr. Winborn reviewed rules and conducts of Mayors. Mr. Winborn also asked questions of the uncertainty of employees positions and the specific number of lawsuits against the City of Tarrant. Mayor Newton read a past facebook post of Mr. Winborns.

Third, Novalee Williams. Ms. Williams asked a series of questions ranging from financial accountability to City of Tarrant debris. The Mayor noted for the record was on checks in 2021 but was taken out. The Council responded by informing Ms. Williams of their careful overview of the weekly vouchers and expenses. Ms. Williams went into detailed questions regarding City of Tarrant infrastructure monies and other questionable financial queries. Ms. Williams finalized by asking for a forensic audit.

Fourth, Chris Patterson. Mr. Patterson thanked the Tarrant Police Department for all the current gun fire abuse. Mr. Patterson had concerns over an alley that needs to be blocked off. Fire Chief Bennett explained that the alley is a needed drive through for Tarrant emergency vehicles. Mr. Patterson also expressed concerns of dangerous and possible criminal activity on Sloan Avenue. The Chief of Police provided a run down on some camera devices on certain Tarrant streets. Council member Threadford asked Mr. Patterson to provide her specific addresses.

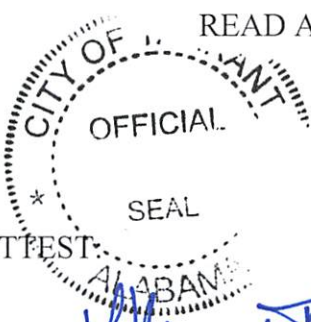
Councilor Freeman asked the Mayor of Ms. Bailey is still blocked on Facebook. The Mayor agreed to check if Ms. Bailey is blocked on Facebook.

After the public comments ended Councilor Threadford moved to adjourn the meeting. Mayor Newton seconded the motion. There was a verbal vote. Meeting adjourned at 8:18 pm.

Respectfully submitted,

Dr. Laverne Knight
City Clerk February 17, 2025
City of Tarrant Council Meeting, Alabama

READ AND APPROVED this the 17th day of February, 2025.


Dr. Laverne Knight

The City of Tarrant, Alabama

APPROVED: _____
WAYMAN NEWTON, MAYOR

CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA

RESOLUTION NO. 9191

**A RESOLUTION REMOVING CHIEF WENDELL MAJOR FROM
THE OFFICE OF CHIEF OF POLICE FOR THE CITY OF
TARRANT**

WHEREAS, following the findings of an April, 2024 independent investigation into the Office of the Chief of Police of the City of Tarrant, which revealed multiple areas of serious misconduct on the part of Chief Wendell Major, the City Council of the City of Tarrant has continual declined to remove Chief Major from office;

WHEREAS, since that April, 2024 report, said misconduct has continued and/or escalated, exposing law enforcement officers, the citizens and the City of Tarrant to serious harm; and

WHEREAS, this ongoing misconduct includes: (a) continual closing of law enforcement cases preventing and/or obstructing active investigations (including cases which involve domestic and/or gun violence); (b) retaliation in violation of the Civil Rights Act of 1964; (c) allowing unauthorized personnel unsupervised access to sensitive and confidential areas of the Public Safety Building (including former employees who were terminated for misconduct), (d) hiring personnel outside the rules, policies and procedures as outlined by the Jefferson County Personnel Board and (e) approving contracts, services and/or expenditures without prior authorization.

WHEREAS, based on the findings of misconduct from the April, 2024 independent investigation and the current, ongoing misconduct and exposure to harm to law enforcement officers, citizens and the City of Tarrant, Chief Wendell Major is due to be removed from the Office of the Chief of Police of the City of Tarrant for cause.

NOW, BE IT RESOLVED by the City Council of the City of Tarrant, Alabama while in regular session on Monday, February 17, 2025 at 7:00 p.m. as follows:

Section 1. That the City Council of the City of Tarrant does hereby immediately remove, for cause, Wendell Major from the Office of the Chief of Police for the City of Tarrant by a majority vote of those elected to the Council.

ADOPTED this the 17th day of February, 2025.

APPROVED: _____
WAYMAN NEWTON, MAYOR

ATTEST: _____
Laverne Knight, City Clerk

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)

JEFFERSON COUNTY)

I, Laverne Knight, the City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly and legally adopted by the City Council of the City of Tarrant, Alabama, on the 17th day of February, 2025 while in regular session on Monday, February 17, 2025, and the same appears of record in the minute book of said date of said City.

Witness my hand and seal of office this 17th day of February, 2025.

Laverne Knight, City Clerk

CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA

RESOLUTION NO. 9248

**A RESOLUTION AFFIRMING THE TERMINATION OF THE
EMPLOYMENT OF JASON RICKELS FROM THE OFFICE OF
FIRE CHIEF FOR THE CITY OF TARRANT**

WHEREAS, Chris Patterson, resident and citizen of the City of Tarrant, present the following Resolution Affirming the Termination of the Employment of Jason Rickels From the Office of Fire Chief for the City of Tarrant, and request immediate action from the City Council of the City of Tarrant; and

WHEREAS, Jason Rickels ("Rickels") was appointed to the position of Fire Chief for the City of Tarrant in April, 2015 and remained in that position until his termination by Mayor Wayman Newton in April, 2021; and

WHEREAS, in March, 2021, Rickels was arrested in Roswell, Georgia for illegally holding a female African-American Realtor and a male African American Photographer at gun point and violently destroying professional photography equipment, following an unfounded accusation of burglary at his \$925,000 Georgia home; and

WHEREAS, according to witnesses, even though the victims had a pre-arranged appointment at the property through the First Multiple Listing Service, they were actively complying with a request to leave the property when Rickels arrived at the property, pulled a handgun and pursued them to their cars before a physical altercation took place; and

WHEREAS, the victims had received the request to leave the property less than 10 minutes prior to Rickels' arriving on scene; and

WHEREAS, prior to and following this incident, Rickels has a history of demeaning behavior and the use of verbally abusive language, particularly toward women and minorities; and

WHEREAS, due to the behavior of Rickels and his subsequent arrest, Mayor Wayman Newton terminated the employment of Jason Rickels in April, 2021 for Commission of a Criminal Offense and Conduct Unbecoming an Officer; and

WHEREAS, approximately two years after his arrest Jason Rickels chose to settle the Georgia incident with a monetary payout rather than face further criminal action; and

WHEREAS, currently the City of Council has before them a second opportunity to affirm the original termination of Jason Rickels' and reaffirm their commitment to protecting the citizens of Tarrant; and

WHEREAS, the citizens of Tarrant should not have to live in fear of a racist and

misogynist Public Official that is tasked with, in this case, saving their lives and the lives of their children; and

WHEREAS, it is requested that the City Council of the City of Tarrant take immediate action reaffirming the original termination of Jason Rickels due to his conduct unbecoming an officer of the City of Tarrant.

NOW, BE IT RESOLVED by the City Council of the City of Tarrant, **Alabama** while in regular session on Monday, February 17, 2025 at 7:00 p.m. as follows:

Section 1. That the City Council of the City of Tarrant does hereby immediately affirm the original termination of Jason Rickels from the position of Fire Chief of the City of Tarrant, for conduct unbecoming an officer of the City of Tarrant. Any and all claims for payment of backpay, vacation, sick time, etc. are hereby forfeited.

ADOPTED this the 17th day of February, 2025.

APPROVED: _____
WAYMAN NEWTON, MAYOR

ATTEST: _____
City Clerk

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)

JEFFERSON COUNTY)

I, Laverne Knight, the City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly and legally adopted by the City Council of the City of Tarrant, Alabama, on the day17th of February, 2025 while in regular session on Monday, February 17th, 2025, and the same appears of record in the minute book of said date of said City.

Witness my hand and seal of office this 17th day of February, 2025.

Laverne Knight, City Clerk

Read 2.17.25 No Second

**AN ORDINANCE REPEALING ORDINANCE NO. 1155 AND ADOPTING
REPLACEMENT ORDINANCE NO. 1155-A ESTABLISHING REQUIREMENTS
FOR THE MANAGEMENT AND RETENTION OF SECURITY SURVEILLANCE
INFORMATION AND VIDEO.**

WHEREAS, the City of Tarrant, Alabama has heretofore adopted Ordinance No. 1155 on the 21st day of June, 2023; and

WHEREAS, Ordinance No. 1155 declares that certain video recordings are not public records and the City Council determines that such video recordings should be public records to assure transparency of the City governmental operations; and

WHEREAS, the City Council desires to repeal Ordinance No. 1155 as hereinabove referenced; and

WHEREAS, the City Council desires to replace Ordinance No. 1155 which is herein repealed with replacement Ordinance No. 1155-A.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That Ordinance No. 1155 adopted on the 21st day of June, 2023 is hereby repealed and replaced by replacement Ordinance No. 1155-A which is attached hereto as Exhibit A ; and
2. That the terms of replacement Ordinance 1155-A are retroactive to the date of the adoption of Ordinance No. 1155 on the 21st day of June 2023.

EXHIBIT "A"

Second Reading and Tabled 2.17.25

ORDINANCE NO. 1155-A

WHEREAS, the City of Tarrant, Alabama ("City") currently has in place video cameras in and around city hall, the city council chambers, and at other buildings owned by the City; and

WHEREAS, the purpose of these video surveillance systems is to protect city employees and city property as well as for other public purposes, such as video recording for live streaming city council work sessions and meetings; and

WHEREAS, the purpose of this video recording and surveillance system is for the health, safety, welfare and transparency of governmental operations for the citizens of the City; and

WHEREAS, currently, the City's video / information technology vendor operates the video recording and surveillance cameras in and around City Hall and other City owned buildings; and

WHEREAS, any recordings made by the City's video / information technology vendor may be public records, when so designated by the § 41-13-1, et seq., Code of Alabama (1975) unless otherwise excluded due to safety and security concerns as provided by state and federal law; and

WHEREAS, in order to ensure the video and audio recordings are maintained in accordance with the requirements of state law, the City Council of the City of Tarrant, Alabama, ("City Council") finds it in the best interest of the health, safety, welfare and transparency of governmental operations for its citizens to adopt and incorporate the Local Records Retention Schedule as adopted by the Local Government Records Commission should be adopted and formally incorporated as policy; and

WHEREAS, further, the City Council finds it in the best interest of the health, safety, welfare and transparency of governmental operations for its citizens to provide exclusive access to all video and audio surveillance of city owned cameras to the the City Manager, the Chief of Police, and the City's video / information technology, and that said video and audio surveillance recordings are public records of the City as these recordings relate to the transparency of governmental operations of persons and shall be disposed of as provided herein; and

WHEREAS, the recording of any and all public meetings shall be considered public records and maintained in accordance with the Local Records Retention Schedule.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA, while in regular session with quorum assembled the following:

SECTION 1.

The above-stated preamble is hereby adopted, ratified, and incorporated as if fully set out herein.

SECTION 2.

A) Except as excluded herein and as provided by state law, the City hereby adopts and incorporates the Local Records Retention Schedule, as amended from time to time, issued by the Local Government Records Commission for all public records and writings.

B) This shall include all audio and video recordings of all public meetings and governmental operations held by the city council, a committee, or as otherwise may be subject to the Open Meetings Act (§ 36-25A-1, et seq., Code of Alabama (1975).

SECTION 3.

A) Any and all audio, including any and all internal and external phone calls and internal recordings, and video surveillance filmed and maintained by the internal security surveillance

system used by the City of Tarrant at all city-owned buildings and properties, both internal and external for security purposes and those that are in place to assist with traffic management are hereby declared to be for safety, security purposes, and shall be considered public records.

B) The Chief of Police (or his or her designee), the City Manager, and the City's video / information technology vendor responsible for the maintenance and upkeep of the system shall be responsible for access and retention of the data that is recorded by these cameras and devices.

C) Any data (audio [including any and all internal and external phone calls and internal recordings] video, or otherwise) that is recorded by and through the City's internal security surveillance network shall be retained for a period of not less than one (1) calendar year from the date of recording. The Chief of Police (or his or her designee) or the City Manager may direct a longer period of retention, but in no event shall any data be altered, deleted, or erased before the one (1) year time frame has expired.

D) Governmental operations shall mean the performance of governmental functions by employees of the City or any board or agency of the City. It also includes any action or activity that occurs on City property including buildings, parking lots or open space where City employees may perform their duties or where the public may gain access or any City employee may gain access irrespective of whether such access is gained or activity occurs during business hours

SECTION 4.

The Chief of Police and the City Manager, in consultation with the City's video / information technology vendor, shall be responsible for creating, implementing, and enforcing written policies that conform to this ordinance, state law, and federal law.

SECTION 5.

A) Any employee who violates this ordinance or subsequent written policies created under section 4. shall be subject to appropriate disciplinary measures as determined by the employee's supervisor which may include termination.

B) Any contractor or vendor who violates this ordinance and the policies issued under section 4. may also be terminated from providing those services to the City.

SECTION 6. SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable. If any of these protections, provisions, sentences, clauses, phrases, or parts are held to be unconstitutional or void the remainder shall continue in full force and effect.

SECTION 7. EFFECTIVE DATE.

That this Ordinance shall become effective upon adoption and publication as required by law.

DONE AND ADOPTED on this ____ day of _____. 2023.

President *Pro-Tempore* of the Tarrant City Council

_____, Acting City Clerk

Second Reading and Tabled 2.17.25

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, _____, Acting City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of an ordinance duly and legally adopted by the City Council of the City of Tarrant, Alabama on the ____ day of _____, 2023, and the same appears of record in the minute book of said date of said City and published by posting copies thereof on _____, 2023, at the following public places, which copies remained posted for five (5) days as required by law:

Tarrant City Hall;
Tarrant Recreation Center; and the
Tarrant Public Library.

Witness my hand and seal of office this the ____ day of _____, 2023

_____, Acting City Clerk

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)

JEFFERSON COUNTY)

I, Laverne Knight, City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly and legally adopted by the City Council of the City of Tarrant, Alabama, on the 17th day of February 2025, while in regular session on Monday, February 17th , 2025, and the same appears of record in the minute book of said date of said City.

Witness my hand and seal of office this the 17th day of February, 2025.

[SEAL]

Dr. Laverne Knight, City Clerk

Second Reading and Tabled 2.17.25

RESOLUTION NO. 9259

A RESOLUTION OF THE TARRANT CITY COUNCIL COMMENDING:

CORPORAL CORDELL SMITH, OFFICER JEMARCO HARRIS,

OFFICER JAYMZ BAGBY, AND OFFICER DARRELL SANDERS

FOR THEIR EXEMPLARY SERVICE AND DEDICATION TO THE COMMUNITY.

WHEREAS, the Tarrant City Council recognizes the outstanding service, professionalism, and dedication demonstrated by Corporal Smith, Officer Harris, Officer Bagby, and Officer Sanders in the line of duty; and

WHEREAS, on the evening of December 28, 2024, these officers exhibited exceptional teamwork and swift response in the apprehension of a dangerous suspect involved in a shooting incident at 1623 Pinson Street; and

WHEREAS, their diligent and strategic actions in response to the victims' report led to the successful capture of Jorge Xochihua Campos, a convicted felon who was illegally in possession of a firearm; and

WHEREAS, their skill, restraint, and commitment to public safety ensured the successful resolution of a high-risk situation, preventing further potential violence in our community; and

WHEREAS, the admission by Mr. Campos to his involvement in the October shooting underscores the significance of their decisive action in securing the safety and well-being of Tarrant's residents; and

WHEREAS, the Tarrant City Council wishes to formally recognize and commend these officers for their selfless dedication, bravery, and unwavering service to the citizens of Tarrant;

NOW, THEREFORE, BE IT RESOLVED by the Tarrant City Council that Corporal Smith, Officer Harris, Officer Bagby, and Officer Sanders are hereby commended for their exemplary performance and commitment to excellence in law enforcement.

BE IT FURTHER RESOLVED that this resolution be entered into the official records of the City of Tarrant as a testament to their honorable service.

ADOPTED AND APPROVED this 17th of February, 2025.



CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)

JEFFERSON COUNTY)

I, Laverne Knight, City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly and legally adopted by the City Council of the City of Tarrant, Alabama, on the 17th day of February 2025, while in regular session on Monday, February 17th , 2025, and the same appears of record in the minute book of said date of said City.

Witness my hand and seal of office this the 17th day of February, 2025.



Dr. Laverne Knight, City Clerk

RESOLUTION NO. 9260

A RESOLUTION OF THE CITY OF TARRANT CITY COUNCIL COMMENDING CORPORAL SMITH, OFFICER HARRIS, OFFICER BAGBY, AND OFFICER SANDERS FOR THEIR EXEMPLARY SERVICE AND DEDICATION TO THE COMMUNITY.

WHEREAS, the Tarrant City Council recognizes the outstanding service, professionalism, and dedication demonstrated by Corporal Smith, Officer Harris, Officer Bagby, and Officer Sanders in the line of duty; and

WHEREAS, on January 31, 2025, Corporal Smith, Officer Harris, Officer Bagby, and Officer Sanders responded to 1322 Fulton Avenue regarding a report of an individual discharging a firearm outside a residence; and

WHEREAS, their swift and decisive actions led to the identification and arrest of Herbiberto Galvan-Chaves, a convicted felon in possession of a firearm; and

WHEREAS, their thorough investigation confirmed that Herbiberto Galvan-Chaves was both a convicted felon forbidden from possessing a firearm and unlawfully present in the United States; and

WHEREAS, the Tarrant City Council wishes to formally recognize and commend these officers for their selfless dedication, bravery, and unwavering service to the citizens of Tarrant;

NOW, THEREFORE, BE IT RESOLVED by the City of Tarrant City Council that Corporal Smith, Officer Harris, Officer Bagby, and Officer Sanders are hereby commended for their exemplary performance and commitment to excellence in law enforcement.

BE IT FURTHER RESOLVED that this resolution be entered into the official records of the City of Tarrant as a testament to their honorable service.

ADOPTED AND APPROVED this 17th of February, 2025.

[Mayor's Name]
Mayor, City of Tarrant

[Council Member's Name]
Tarrant City Council

ATTEST:




CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)

JEFFERSON COUNTY)

I, Laverne Knight, City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly and legally adopted by the City Council of the City of Tarrant, Alabama, on the 17th day of February 2025, while in regular session on Monday, February 17th , 2025, and the same appears of record in the minute book of said date of said City.

Witness my hand and seal of office this the 17th day of February, 2025.

[SEAL]



Dr. Laverne Knight, City Clerk

CITY COUNCIL OF CITY OF TARRANT,

ALABAMA RESOLUTION NO. 9261

A RESOLUTION AUTHORIZING AND APPROVING THE CITY OF TARRANT TO PURCHASE ESSENTIAL MOTOROLA EQUIPMENT FOR THE TARRANT POLICE DEPARTMENT.

WHEREAS, the City of Tarrant is responsible for the condition and maintenance of the City of Tarrant Police Department equipment and training; and

WHEREAS, the condition and maintenance of Tarrant Police Department (TPD) equipment includes essential Motorola equipment not limited and including; antennas, software, microphones, device programming, and other types of miscellaneous devices to prevent and reduce City of Tarrant criminal activity; and

WHEAREAS, the City of Tarrant will purchase the said equipment from vendor Motorola Solutions Inc.; and

WHEREAS, that the purchase is based on the purchase quote-2940810 as stipulated and outlined in Exhibit "A" (attached).

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Tarrant, Alabama while in regular session on Monday, February 17th, 2025 at 7:00PM as follows:

Section 1. That the City of Tarrant Police Chief is hereby authorized to purchase the said items by vendor Motorola Solutions; and

Section 2. That the said Purchase Requisition in the amount \$24,366.00 is due as identified and outlined in Exhibit "A" (attached).

Section 3. That the costs of this Purchase Requisition shall be paid from the City of Tarrant's Operating budget General Fund.

Section 4. That a copy of said Purchase Requisition is attached hereto as Exhibit "A" and made a part hereof.

Section 5. This Resolution shall become effective immediately upon its passage.

ADOPTED this the 17th day of February, 2025.



The City of Tarrant, Alabama

APPROVED: _____
WAYMAN NEWTON, MAYOR

ATTEST: _____
Dr. Laverne Knight, City Clerk

PURCHASE REQUISITION

VENDOR NO.

No. _____

Motorola Solutions Inc.
Post Office Box 404059
Atlanta, GA 30384-4059

DATE: 18 December 2024

SHADED AREAS FOR USE BY
PURCHASING DEPT

PLEASE NOTE

Lt. James K. Hill II
ORIGINATOR OF REQUISITION
INDICATE OFFICE TO RECEIVE
FIELD COPIES OF PURCHASE
ORDER.

SHIP TO: CITY OF TARRANT

C/O Police Department, 2593 Commerce Circle

Tarrant,

ALA

TRAFFIC YES 0 NO 0

TAX: 1 1/2%

A

B

C

D

Local Numbr

P.O. Number

PO Date

Status

Terms

EPT

SHIPPED FROM

F.O.B.

N.I.P.

DATE PROMISED

ate Req'd or See Split Date
Req'd

Buyer Name Tarrant Police Dept Chief W. W. Major Reference

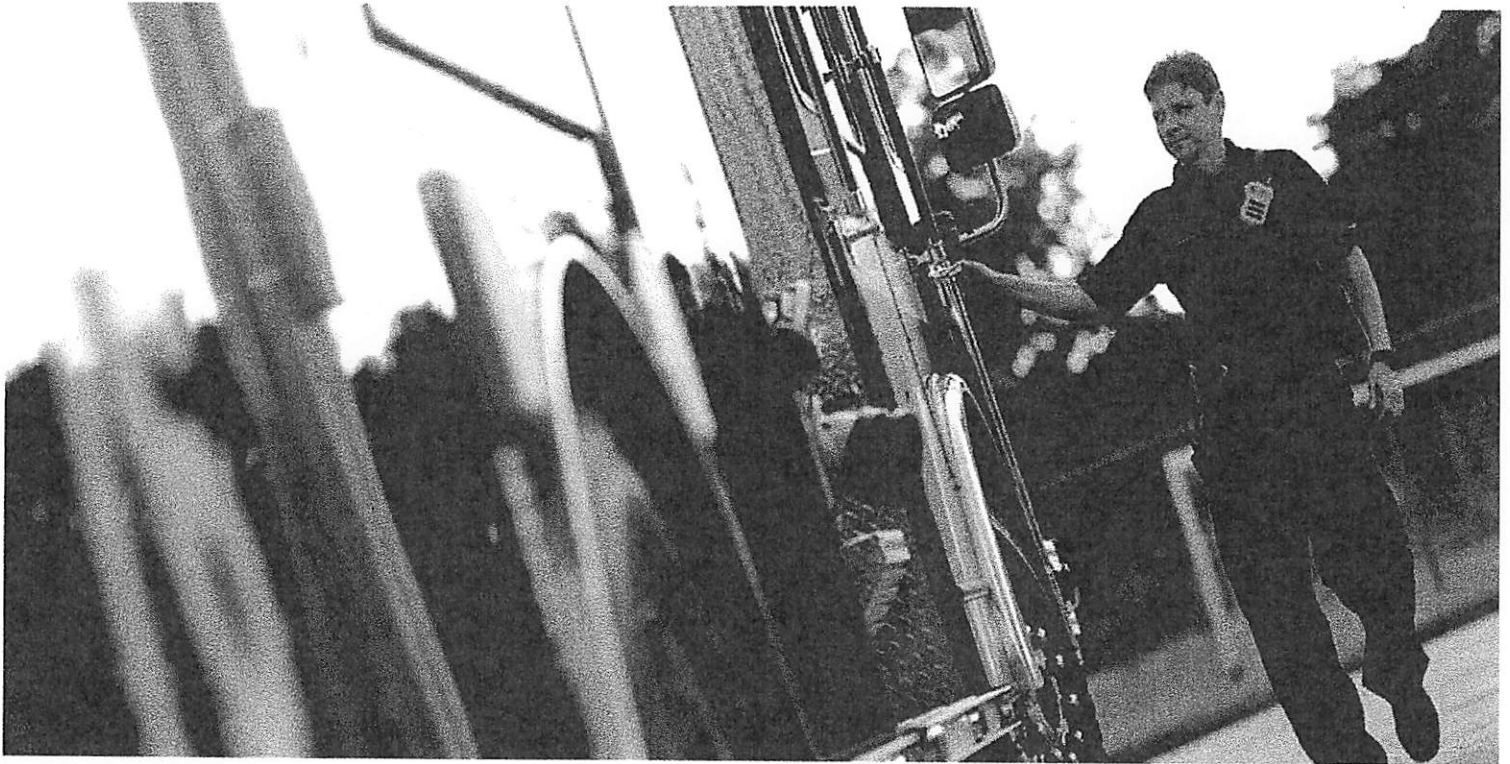
Type

ITEM	ORDER Quantity	DESCRIPTION	LIST PRICE	SALE PRICE	UI	AMOUNT
1	5	APX4500 ENHANCED 7/800 MHZ MOBILE (M22URS9PW1BN)	\$2117.44	\$1524.56		\$7622.80
1	A 5	ENH: 5 YEAR ESSENTIAL SVC (GA00318AC)	\$360.00	\$360.00		\$1800.00
1	B 5	ADD: HW KEY SUPPLEMENTAL DATA (QA01648AA)	\$6.00	\$4.32		\$21.60
1	C 5	ADD: DASH MOUNT 02 APXM (G66BF)	\$138.00	\$99.36		\$496.80
1	D 5	ADD: TDMA OPERATION (GA00580AA)	\$495.00	\$356.40		\$1782.00
1	E 5	ADD: P25 9600 TRUNKING W/INTEROPERABILITY (QA02812AE)	\$2277.00	\$1639.44		\$8197.20
1	F 5	ADD: NO BLUETOOTH/WIFI/GPS ANTENNA NEEDED (GA01606AA)	\$0.00	\$0.00		\$0.00
1	G 5	ADD: AUXILIARY SPKR 7.5 WATT APX (B18CR)	\$66.00	\$47.52		\$237.60
1	H 5	ADD: AP 02 CH (GREY) (GA00804AA)	\$541.00	\$389.52		\$1947.60
1	I 5	ADD: APX CONTROL HEAD SOFTWARE (G444AH)	\$0.00	\$0.00		\$0.00
1	J 5	ADD: STD PALM MICROPHONE APX (W22BA)	\$79.00	\$56.88		\$284.40
1	K 5	ADD: BASELINE RELEASE SW (QA09113AB)	\$0.00	\$0.00		\$0.00
1	L 5	ENH: MULTIKEY OPERATION (W969BG)	\$363.00	\$261.36		\$1306.80
1	M 5	ADD: ADP ONLY (NON-P25 CAP COMPLAIANT) US ONLY (G193AK)	\$0.00	\$0.00		\$0.00
1	N 5	ADD: ANT 3DB LOW-ROFILE 762-870 (G174AD)	\$47.00	\$33.84		\$169.20
2	5	DEVICE PROGRAMMING (LSV00Q00202A)	\$100.00	\$100.00		\$500.00
						\$24,366.00

IF USED TO CONFIRM A, PURCHASE ALREADY MADE. PLAINLY MARK CONFIRMING. AND ATTACH APPROVED
INVOICE REQUISITION CONTROL STAMP

APPROVED - MAYOR

Requested by: _____



TARRANT, CITY OF

Tarrant PD APX4500 12.18.24

12/18/2024



12/18/2024

TARRANT, CITY OF
2593 COMMERCE CIRCLE POLICE DEPT
TARRANT, AL 35217

RE: Motorola Quote for Tarrant PD APX4500 12.18.24

Dear Lt. Jimmy Hill,

Motorola Solutions is pleased to present TARRANT, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide TARRANT, CITY OF with the best products and services available in the communications industry. Please direct any questions to Karan Christopher at karanchristopher@callmc.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Karan Christopher
Strategic Account Manager

Motorola Solutions Manufacturer's Representative



QUOTE-2940810
Tarrant PD APX4500 12.18.24

Billing Address:
TARRANT, CITY OF
2593 COMMERCE CIRCLE POLICE
DEPT
TARRANT, AL 35217
US

Quote Date:12/18/2024
Expiration Date:02/16/2025
Quote Created By:
Karan Christopher
Strategic Account Manager
karanchristopher@callmc.com
2562256697

End Customer:
TARRANT, CITY OF
Lt. Jimmy Hill
jhill@police.tarrant.gov
205-603-8607

Contract: State of Alabama
MA230000003341-2

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4500 Enhanced					
1	M22URS9PW1BN	APX4500 ENHANCED 7/800 MHZ MOBILE	5	\$2,117.44	\$1,524.56	\$7,622.80
1a	GA00318AC	ENH: 5 YEAR ESSENTIAL SVC	5	\$360.00	\$360.00	\$1,800.00
1b	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	5	\$6.00	\$4.32	\$21.60
1c	G66BF	ADD: DASH MOUNT O2 APXM	5	\$138.00	\$99.36	\$496.80
1d	GA00580AA	ADD: TDMA OPERATION	5	\$495.00	\$356.40	\$1,782.00
1e	QA02812AE	ADD: P25 9600 TRUNKING W/ INTEROPERABILITY	5	\$2,277.00	\$1,639.44	\$8,197.20
1f	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	5	\$0.00	\$0.00	\$0.00
1g	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	5	\$66.00	\$47.52	\$237.60
1h	GA00804AA	ADD: APX O2 CH (GREY)	5	\$541.00	\$389.52	\$1,947.60
1i	G444AH	ADD: APX CONTROL HEAD SOFTWARE	5	\$0.00	\$0.00	\$0.00
1j	W22BA	ADD: STD PALM MICROPHONE APX	5	\$79.00	\$56.88	\$284.40
1k	QA09113AB	ADD: BASELINE RELEASE SW	5	\$0.00	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

**MOTOROLA SOLUTIONS**QUOTE-2940810
Tarrant PD APX4500 12.18.24

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1l	W969BG	ENH: MULTIKEY OPERATION	5	\$363.00	\$261.36	\$1,306.80
1m	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	5	\$0.00	\$0.00	\$0.00
1n	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	5	\$47.00	\$33.84	\$169.20
2	LSV00Q00202A	DEVICE PROGRAMMING	5	\$100.00	\$100.00	\$500.00

Grand Total**\$24,366.00(USD)****Notes:**

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)

JEFFERSON COUNTY)

I, Laverne Knight, City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly and legally adopted by the City Council of the City of Tarrant, Alabama, on the 17th day of February 2025, while in regular session on Monday, February 17th , 2025, and the same appears of record in the minute book of said date of said City.

Witness my hand and seal of office this the 17th day of February, 2025.



Dr. Laverne Knight, City Clerk

RESOLUTION NO. 9262

A RESOLUTION CONDUCTING A REDUCTION IN FORCE FOR CERTAIN POSITION
WITHIN THE CITY OF TARRANT, ALABAMA.

WHEREAS, on the 3rd day of February, 2025, the City Council adopted resolution 9250 which reinstated Jason Rickels to the position of Fire Chief with back benefits in compliance with the order of the Personnel Board of Jefferson County ("PBJC") dated the 25th day of January, 2025 which is attached hereto as Exhibit A; and

WHEREAS, the referenced PBJC Order and the Council's adoption of resolution 9250 creates a situation where two individuals are filling one position authorized by the PBJC; and

WHEREAS, in order to comply with the PBJC's rules that permit only one person may hold the position of fire chief for the City of Tarrant; and

WHEREAS, in order to comply with the PBJC and Resolution 9250 with the two remaining individuals holding the position of fire chief are to be laid off from that position in reverse order of Seniority in the Class of fire chief as required pursuant to PBJC Rule 11.12; and

WHEREAS, the City Council recognizes the impact this will have to Chief Patrick Bennett ("Affected Employee") and the reduction in force will impact Chief Bennett requiring him to vacate the position of fire chief through no fault of his own, and further the City Council acknowledges and recognizes the exemplary service has had to the City and is an employee in good standing thereof entitled to all bumping and other rights of the civil service; and

WHEREAS, the Council desires to restore Chief Patrick Bennett to a position recognized by the PBJC within the City of Tarrant Fire Department with a position that is as close as feasible to the same responsibility and pay with benefits of those that he presently is receiving.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tarrant, Alabama, while in regular session on Monday, February 17, 2025, at 7:00PM, a quorum being present, as follows:

1. The above-stated preamble is hereby adopted and incorporated as if fully set out herein.
2. Pursuant to PBJC Rule 11.12, the City of Tarrant ("City") intends to conduct a reduction in force of the fire chief position of the City of Tarrant to reduce one position in compliance with the PBJC Rules.
3. Pursuant to PBJC Rule 11.12(e) notice shall be provided to the Affected Employee by providing a copy of this Resolution to the Employee no later than 5:00pm Friday, February 21, 2025, and that any reduction in force shall not occur until after fifteen (15) calendar days and upon the subsequent creation and approval of a new position for the Affected Employee from both the City Council and the PBJC.
4. In conjunction with the PBJC, the City Attorney is hereby requested to recommend a position (or positions) for the affected employee as hereinabove described, and if no such position(s) exists, to work with the PBJC in creating a title and description for such position(s) to submit to the City Council and the PBJC for approval. The recommended positions(s) shall be provided to the City Council within thirty (30) calendar days for its consideration.
5. The City Clerk shall provide a certified copy of this Resolution to the Affected Employee and the PBJC.
6. This Resolution shall become effective immediately upon its adoption by the City Council or as otherwise becoming law.

Adopted this the 17th day of February, 2025.

THE CITY OF TARRANT , ALABAMA

By: _____
Its: _____



ATTEST:

Laverne Knight, Ph.D., City Clerk

Exhibit A

PBJC Order of January 25, 2025

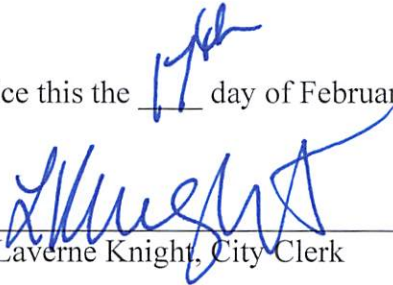
CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Laverne Knight, City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of the Resolution duly and legally adopted by the City Council of the City of Tarrant, Alabama, on the 3rd day of February, 2025, while in regular session on Monday, February 3, 2025, and the same appears of record in the minute book of said date of said City.

Witness my hand and seal of office this the 17th day of February, 2025.





Laverne Knight, City Clerk

CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA

RESOLUTION NO. 9263

**A RESOLUTION APPROVING OF AND ADOPTING THE CITY OF TARRANT
EMPLOYEE HANDBOOK.**

BE IT RESOLVED by the City Council of the City of Tarrant, Alabama, at a regular meeting on Monday, February 17, 2025, at 7:00pm a quorum being present as follows:

Section 1. The City of Tarrant, Alabama, Employee Handbook ("Handbook") attached hereto as Exhibit A and incorporated as if fully set out herein, having been reviewed, revised, edits, and updated, is hereby adopted and implemented made applicable to all City of Tarrant employees.

Section 2. Following adoption, all City employees shall be provided an updated and revised copy of the handbook for each employee's review. Each department head shall be responsible for ensuring each employee within their respective departments have received a copy of the handbook and, following review, ensuring the employees have completed the requisite acknowledges at the end of the Handbook. Once completed, the forms shall be place in each employee's personnel file.

Section 3. Further, all Department Heads shall attend mandatory training on the Handbook within thirty (30) calendar days following the adopting of this Resolution. Further, each Department Head shall coordinate and conduct mandatory training for all departmental employees within sixty (60) calendar days following the adoption of this Resolution. Written verification of the training and those in attendance shall be compiled and sent to the Mayor, Mayor Pro Tem, and City Clerk.

Section 4. The Mayor and Department Heads are hereby authorized to take any and all action necessary to effectuate the purpose and intent of this Resolution.

Section 5. This resolution shall become effective immediately upon its adoption and passage.

Adopted this the 17th day of February, 2025.

City of Tarrant, Alabama

By: _____
Its: _____

Attest: _____
Laverne Knight, Ph.D.
City Clerk

Exhibit A
City of Tarrant, Alabama, Employee Handbook

Tabled 2.17.25

I. OVERVIEW

This Handbook is designed to acquaint all you with the personnel policies and practices of the City of Tarrant, Alabama, ("City") including the terms, conditions, and privileges of your employment. Please read this handbook carefully and contact your supervisor, department head, or the designated administrator if you have any questions concerning the contents.

This Handbook is not an employment contract and should not be considered as one. It is only a summary of the City's expectations and policies for all employees. This handbook is not intended to cover each individual case or circumstance which may arise. While it is the management of the City's intention to follow the policies and practices outlined in this Handbook, circumstances may arise which make it appropriate or necessary to depart from or alter these policies or practices. If so, the City reserves the unilateral right to depart from, to alter, or to amend any policy or practice at any time with or without notice. If a material change in policy or practice is made, the City will endeavor to notify you of the change within a reasonable time following its adoption.

This Handbook is owned by the City but is made available to each of its employees and it is a public, non-copy related document.

You should be aware that the City falls under the jurisdiction of the Personnel Board of Jefferson County ("Personnel Board"). Therefore, in addition to the City's own policies and practices, the employment relationship of employees in classified service is also governed by the Rules and Regulations of the Personnel Board. In the event the provisions of this Handbook conflict with the Rules and Regulations of the Personnel Board, the Rules and Regulations of the Personnel Board will govern. Accordingly, we encourage you to read and become familiar with the Rules and Regulations of the Personnel Board as well as this Handbook.

The most recent copy of the Rules and Regulations of the Jefferson County Personnel Board is attached hereto. It is also available at <https://www.pbjca.org/documents/rules/2024.pdf>. All classified employees are encouraged to view the Personnel Board of Jefferson County website for any questions they may have regarding their employment classification and to obtain other information relating to the Personnel Board.

Any reports required to be made of violations of the policies contained herein must be made to the Mayor, Mayor Pro Tem, Chief of Police, Fire Chief, the City Clerk, or the appropriately designated administrator. The appropriate person to whom potential policy violations should be directed is the person who is recognized as each employee's Appointing Authority as designated by the Personnel Board of Jefferson County, Alabama, and state law. A copy should also be sent to the City Clerk for maintaining City records.

II. IMMIGRATION LAW COMPLIANCE

The City seeks to employ only persons who are authorized to work in the United States, but the City does not unlawfully discriminate based on citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present

documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the prior three years, or if their previous I-9 is no longer retained or valid. The City is a registered participant in the E-Verify Program.

III. EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an Equal Opportunity Employer that does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, pregnancy or pregnancy-related conditions, gender identity or expression, sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local law and ordinances. The City is committed and endeavors to treat all persons fairly and equally. The City's officials, administrators, supervisors, and Department Heads are dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

IV. NON-DISCRIMINATION, ANTI-HARASSMENT, COMPLAINT REPORTING PROCEDURE AND ANTI-RETALIATION POLICY

The City is committed to providing a workplace free from discrimination and harassment. The City expects all of its employees, supervisors, managers, officials, administrators and department heads to comply with this policy. Any employee, supervisor, manager, official, administrator or department head found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

A. Discrimination and Harassment Prohibited

It is the City's policy to prohibit discrimination or harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, gender identity and expression, pregnancy and pregnancy-related conditions, sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (known as "protected characteristics"). Such conduct is not and will not be tolerated by the City.

The purpose of this policy is not to regulate our employees' personal morality but to ensure that no one discriminates against or harasses another individual in the workplace, including while on City premises, while on City business (whether or not on City property) or while representing the City in any activity at any time. Besides being a violation of this policy, discrimination, or harassment based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful.

Harassment is generally defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an

intimidating, hostile, or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professionally and respectful manner that is consistent with the intended purpose of this policy.

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal, visual, or physical conduct of a sexual nature when: (1) submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or (3) the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Examples of conduct that violate the City's policy against sexual harassment include:

1. Unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. Obscene or vulgar gestures, posters, or comments;
4. Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
5. Propositions or suggestive or insulting comments of a sexual nature;
6. Derogatory cartoons, posters, and drawings;
7. Sexually explicit e-mails, text messages, or voicemails;
8. Uninvited touching of a sexual nature;
9. Unwelcome sexually related comments;
10. Conversation about one's own or someone else's sex life;

11. Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. Teasing or other conduct directed toward a person because of the person's gender.

B. Complaint Reporting Procedure

If an employee has been subjected to or witnessed conduct the employee believes to be prohibited by this policy, the employee should immediately report the matter to the employee's supervisor. If the perceived discrimination or harassment involves the employee's supervisor, the employee should report the matter to the City Clerk. If the person toward whom the complaint is directed is the City Clerk, the employee should report the matter to the Mayor and Mayor Pro Tem.

Every report of perceived discrimination or harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

C. Retaliation Prohibited

The City will not allow any form of retaliation against individuals who report perceived discrimination or harassment or who cooperate or participate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it by the same method that the employee would report a claim of perceived discrimination or harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination of employment.

V. DISABILITY ACCOMMODATION POLICY

The City is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment decisions are based on the merits of the situation in accordance with defined criteria- not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. The City is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement which includes, at minimum, all public safety positions within the City. They are given to all persons entering the position only after conditional job offers.

Medical records will be kept separate and confidential.

Reasonable accommodation, including, but not limited to, leave and job reassignment, is available to all disabled employees, where their disability affects the performance of essential job functions. Any applicant or employee who needs accommodation to perform the essential functions of the job should submit a request in writing to the employee's supervisor with a copy to the City Clerk. The applicant or employee should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The City then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation is reasonable and can be made without posing an undue hardship on the City. The City will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of the City's decision regarding the request within a reasonable period. The City treats all medical information submitted as part of the accommodation process in a confidential manner.

VI. PREGNANCY ACCOMMODATION POLICY

The City is committed to complying fully with the Pregnancy Workers Fairness Act (PWFA). The City will provide reasonable accommodation to a qualified employee's or applicant's known limitations relating to or arising out of pregnancy, childbirth, or related medical conditions unless such accommodation would pose an undue hardship on the City.

Consistent with the PWFA's provisions and definitions, reasonable accommodations are available to all qualified applicants or employees of the City who are unable to perform the essential functions of their job for a temporary period and who will be able to perform the essential functions in the near future. Requests for accommodation pursuant to this policy should be submitted in writing to the employee's supervisor, department head, or the City Clerk, so that the City can engage in the interactive process to determine whether the requested accommodation is reasonable. The City reserves the right to request supporting documentation from an employee's treating health care provider to confirm any physical or mental condition relating to, affected by, or arising out of pregnancy, childbirth or related medical conditions that serves as the basis for the requested accommodation. The City will maintain the confidentiality of any such documentation submitted by the health care provider. The City will respond promptly and effectively to all reasonable accommodation requests. For additional information about the PWFA, please refer to <https://www.eeoc.gov/statutes/pregnant-workers-fairness-act>.

VII. RELIGIOUS ACCOMMODATION POLICY

The City is committed to complying fully with Title VII of the Civil Rights Act of 1964 (Title VII) and its provisions regarding religious accommodation. The City will provide reasonable accommodation to a qualified employee's or applicant's religious beliefs unless such accommodation would pose an undue hardship on the City.

An applicant or employee in need of a religious accommodation should submit a request for an accommodation in writing to the employee's supervisor, department head, or the City Clerk. The City will respond promptly and effectively to all reasonable accommodation requests.

VIII. ALCOHOL, DRUG, AND CONTROLLED SUBSTANCE POLICY

The use and abuse of alcohol, drugs, and controlled substances in the workplace are subjects of immediate concern in our society and in the City. Research has proven that even small quantities of drugs, controlled substances, or alcohol can impair judgment and reflexes. The use of drugs, alcohol, and all controlled substances by City employees engaged in work activities could result in injuries to the employee or co-workers, a decline in productivity, increased cost to the City, and a danger to the public.

The City has a policy of and has established a drug-free workplace in accordance with the Drug Free Workplace Act. It is the intention of the City to identify, prevent, and remove the adverse effects of alcohol, drugs, and unlawful use of controlled substances on employee job performance and to protect the health, safety, and welfare of both employees of the City and the general public. The City has adopted the following alcohol, drug, and controlled substance policy:

A. Definitions:

1. **Employee:** As used herein, the term "employee" shall include all full-time and part-time paid employees of the City, and all unpaid persons working for the City, including, but not limited to, fire department, emergency medical service, police personnel, and auxiliary police personnel.
2. **Drug:** As used herein, the term "drug" shall include, but not be limited to marijuana, hashish, heroin, cocaine, crack, opiates, amphetamines, and phencyclidine (PCP).
3. **Controlled Substances:** A controlled substance is any medical drug or substance available only with a prescription from a licensed physician and shall include, but not be limited to narcotics, depressants, barbiturates, tranquilizers, and stimulants.

B. Prohibitions: The use, sale, possession, distribution, or transfer of alcoholic beverages, illegal drugs, or controlled substances while an employee is on duty, in the workplace, operating City owned equipment, on-call, or wearing a uniform of any City department is strictly prohibited and will not be tolerated. The unlawful use, sale, possession, or transfer of alcoholic beverages, drugs, or controlled substances by any employee is strictly prohibited.

1. **Drug Use/Distribution/Impairment/Possession:** All employees are strictly prohibited from using, selling, possessing, distributing, transferring, or having drugs or unauthorized controlled substances present in their systems while on duty for the City.
2. **Alcoholic Beverages:** All employees are prohibited from possessing, drinking, being intoxicated by or being impaired by alcohol while on duty, in the workplace, operating City owned equipment, wearing a uniform of any City department, or while performing any function for the City of Tarrant. A Breath Alcohol Concentration (BAC) of .03 or greater will be accepted as presumptive evidence of

intoxication. Any employee who violates the provisions of this policy will be subject to disciplinary action, up to and including termination.

3. **Prescription Drugs:** The legal use of controlled substances which are specifically prescribed to the employee:

- a. The employee must consult with the prescribing physician to ensure that the substance will not impair the employee's job performance or the health, safety, and welfare of the employee or others.
- b. The employee must comply strictly with dosage requirements and must follow all instructions provided by the physician.
- c. The employee may not perform job duties or any function for the City if the substance impairs the employee's physical or mental abilities regardless of whether the impairing effect of the substance has been identified by the employee's physician.
- d. The use of controlled substances which may potentially impair the ability, judgment or job performance of an employee must be discussed with the employee's supervisor.
- e. If any prescription drug is brought to work, it must remain in the original labeled container and show both the prescribing physician's name and the prescription expiration date.

C. Drug and Alcohol Screening: The City of Tarrant shall undertake alcohol and drug screening as necessary to enforce the provisions of this ordinance. Every employee, as a condition of his or her employment, must agree to undergo appropriate screening, including, but not limited to urinalysis, alcohol breath tests, or other tests requested by the City. All screenings conducted by the City shall be conducted in accordance with applicable federal, state, and local law. The cost of drug and alcohol screening will be paid by the City, except any costs associated with an employee's request to have a specimen retested.

D. Pre-Employment Screening: All applicants for positions with the City must submit to a pre-employment physical examination by a physician chosen by the City. Applicants will also be required to submit to a pre-employment drug and alcohol screening. Each applicant for employment must sign a Pre-employment Substance Testing Consent & Release Form in conjunction with the initial application for employment. Any applicant who tests positive for alcohol or drugs, refuses to submit to alcohol or drug testing, or tampers with test samples shall be immediately disqualified for the position sought.

E. Reasonable Suspicion Testing: All employees of the City of Tarrant shall be subject to drug and alcohol testing based on reasonable suspicion. Reasonable suspicion should be based upon a reasonable and articulable belief that an employee is using or is

under the influence of drugs, alcohol, or a controlled substance in violation of this policy. Trained supervisory personnel will be responsible for determining whether there is reasonable suspicion to test. Suspicion must be based on the observed behavior of the individual in question. Supervisors must notify, in writing, the Mayor, Mayor Pro Tem, or the City Clerk prior to requesting the reasonable suspicion testing.

F. Post-Accident Testing: Post-accident drug and alcohol testing is mandatory.

1. Drug and alcohol testing will never be used to coerce or threaten employees to avoid reporting injuries or illnesses.
2. Following an accident while on a scheduled work shift or otherwise performing job related task, the employee(s) involved will be required to submit to drug and alcohol testing within two (2) hours of the accident. Employees are specifically prohibited from using alcohol or illegal drugs within twenty four (24) hours following such an accident, until testing or initial screening is completed.

G. Random Testing: Employees who perform in safety sensitive positions that are responsible for the physical safety of the public, enforcement of federal, state and local laws, and fall under the Alabama or United States Departments of Transportation regulations shall be tested on a random basis to protect the public and City employees. Employees subject to and included within the pool for random testing include, but are not limited to, the following:

- a) Police personnel;
- b) Fire personnel;
- c) Auxiliary Fire personnel;
- d) Emergency rescue personnel, to include paramedics and EMT's;
- e) Emergency communications employees (dispatchers);
- f) Heavy Equipment Operators and any other personnel whose job requires a CDL; and
- g) Personnel requesting voluntary testing (see paragraph I below).

H. Testing in Conjunction with a Physical Examination: All employees required to undergo an annual physical examination will be subject to drug, alcohol, and controlled substance screening as part of the examination.

I. Voluntary Testing: Prior to being notified that an employee is to report for a random, reasonable suspicion or post-accident drug test, an employee can self-report to the Mayor, Mayor Pro Tem, or City Clerk that he/she has a substance abuse issue. The City will pay the cost for the voluntary testing. The employee will be enrolled in the Last Chance Agreement Program. While in this program, the employee will be placed in the Random Testing pool outlined in paragraph G immediately above.

J. Employee Responsibility: For any initial screening or drug and alcohol test, an employee's responsibilities are as follows:

1. Report to the collection site within one (1) hour of being ordered to report there by a supervisor or designated City representative for initial screening. If the employee fails to report in the time specified, he/she must document and provide written documentation of a serious illness, injury, or other verifiable circumstances which prevented his or her arrival at the test location. If an employee is unable to document such circumstances, he/she will be considered to have refused to take the test, the test will be classified as a positive result, and the employee will be subject to immediate disciplinary action up to and including termination.
2. Provide a specimen for screening or testing, whether it be breath, urine, hair, blood, or saliva, as the specific screen or test to be given might require. This will be determined by the company performing the collection. If the employee refuses the screening or the test, adulterates, or dilutes the specimen, substitutes the specimen of another person, sends an imposter, or will not sign the required forms, the employee will be subject to termination from employment as if the test was positive.
3. Cooperate with the Medical Review Officer (MRO) in signing consent forms, chain of custody forms, providing specimen, and medical information. Part of the job of the MRO is to review and interpret positive laboratory drug or alcohol tests. As part of the verification process, the MRO will:
 - a. Conduct a medical review with the individual if the individual consents to such an interview (this interview may be in person, by telephone, or other video conferencing platform);
 - b. Review the individual's medical history and any relevant biomedical factors, if the individual consents to the review and cooperates with the MRO during the interview;
 - c. Review all medical records made available by the individual tested to determine if a confirmed laboratory positive test resulted from legally prescribed medications;
 - d. If necessary, re-analyze the original specimen taken at the lab to determine the accuracy of the test results;
 - e. Verify that the lab report and assessment are correct. Based on available data, including other test results, the MRO may conclude that a particular drug test is scientifically insufficient for further action and could conclude that the test for that individual is negative.

K. Confidentiality: To the extent practicable, drug and alcohol screening results should be kept confidential and in a secure location separate from routine personnel files. The screening results may be disclosed to a Medical Review Officer, Mayor, Mayor Pro

Tem, City Clerk, department head, City attorney, the City's worker's compensation insurance carrier, or other third-party administrators of insurance claims, and the tested employee. Otherwise, an employee's drug and alcohol screening results may only be otherwise disclosed in accordance with federal and state law. In the event an employee disputes or otherwise places at issue the screening results, the City may disclose those results to any third-party necessary to address the employee's dispute of the results without further notification. Further disclosure may be permitted pursuant to a written consent form executed by the employee.

L. Medical Review Officer: A Medical Review Officer (MRO) will be appointed and retained to perform certain duties with regard to testing, including, but not limited to, the following:

1. Review and interpret positive test results;
2. Ensure that procedures prescribed under federal, state, and local law are adhered to; and
3. Inform the employee of his/her right to a requested retest of the sample within 72 hours from the time of notification of the positive test results. The employee shall be responsible for the cost of any retest. The Medical Review Officer shall not have the authority to make any employment decisions with regard to the employee.

M. City's Authority: This policy should not be construed as contractual in nature. The City reserves the right to interpret all provisions of this policy and take appropriate action within its sole discretion and judgment. The City enacted these rules and procedures under its authority regarding alcohol, drug and controlled substances and retains complete discretion to make personnel decisions and to alter, amend or change said policies, or the conditions established within. Nothing herein shall be deemed to limit the authority of the City to make such personnel decisions as it believes are in the best interest of the City.

N. U.S. Department of Transportation Testing: All Department of Transportation (DOT) covered employees, defined as any employee subject to federal regulations adopted as a result of the Omnibus Transportation Testing Act (OTEA) of 1991, will be subject to mandatory alcohol and controlled substance screening under the U.S. Department of Transportation regulations in addition to the screening authorized and required by this ordinance. DOT testing regulations and procedures will be made available to all covered employees and are also available in the City Hall.

O. Worker's Compensation: In accordance with state law, any employee injured in the workplace or in the course of employment may be tested for drugs and alcohol. Any employee whose test indicates the presence of illegal drugs or alcohol in the employee's system may not be paid benefits under the State of Alabama Worker's Compensation Law if the injury is the result of an accident caused by drug or alcohol impairment. A positive drug test which was conducted and evaluated pursuant to standards adopted for drug testing by the U.S. Department of Transportation in 49 C.F.R Part 40 shall be a conclusive

presumption of impairment resulting from the use of illegal drugs. Furthermore, any employee who refuses to submit to or cooperate with a blood or urine test after an accident may forfeit all rights to Worker's Compensation benefits.

P. Unemployment Compensation Benefits: In accordance with state law (§25-4-78, Code of Alabama) any employee dismissed after testing positive for drugs or alcohol, refusing to submit to a test for drugs or alcohol, or knowingly altering or adulterating any test sample shall not receive any unemployment compensation benefits. A positive drug test that is conducted and evaluated pursuant to standards adopted by the U.S. Department of Transportation in 49 C.F.R. Part 40 or standards shown by the City to be otherwise reliable shall be a conclusive presumption of impairment by illegal drugs.

Q. Counseling and Rehabilitation: Counseling and rehabilitation for alcohol and substance abuse may be available to employees through applicable benefit programs, but under no circumstances shall the City assume any direct financial responsibility for any costs associated with such programs. The availability of such a program will not limit the discretion of the City as to any action taken toward employees for the violation of this policy. Drug and alcohol education and assistance resources are available from the City Clerk or his or her designee.

R. Violation: Any City employee who violates this Alcohol, Drug, and Controlled Substance Policy will be subject to immediate disciplinary action, up to and including termination.

S. Severability: If any part, section, or subdivision of this Policy shall be held unconstitutional or otherwise invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this policy, which shall continue in full force and effect notwithstanding such holding. Further, the City reserves the right to alter, amend, or supplement the terms and conditions of this policy to accommodate changes in state and federal regulations, insurance requirements, testing technologies or other circumstances which may impact the City's policy.

The City of Tarrant is committed to the maintenance of a drug free workplace. Under the Drug Free Workplace Act, any employee involved in a program which receives a grant or federal funds must inform the City, by notifying the Mayor, Mayor Pro Tem, or City Clerk of any criminal drug statute conviction entered against such employee for a violation occurring in the workplace, not later than five (5) business days after such conviction. The City of Tarrant will notify the granting agency of any such conviction within ten (10) business days of receiving notice and may either (1) take personnel action or (2) require rehabilitation within thirty (30) calendar days of such notice.

IX. VEHICLE USE

This policy is intended to ensure the safety and well-being of City employees; to facilitate the efficient and effective use of City resources; to minimize the City's exposure to liability; to monitor

the use of City-owned vehicles; and to comply with regulations relating to City vehicle usage.

A. City Vehicle: A City vehicle, for the purpose of this policy, is any Vehicle or Drivable Equipment that is owned, leased, rented, or loaned to the City of Tarrant. The terms "Vehicle" and "Drivable Equipment" as used in this policy are synonymous and defined as any conveyance used in transporting passengers or things by land, water, or air. Examples of a Vehicle includes, but is not limited to, the following: cars, trucks, SUVs, UTVs, watercraft, motorcycles, golf carts, and riding lawn mowers. This list is illustrative and not an exhaustive list of all Vehicles owned, leased, or rented to the City.

B. Authorized Employees & Passengers: Only Authorized Employees assigned to a City Vehicle are permitted to operate City Vehicles. "Authorized Employee" as used herein shall be any current employee of the City with a current and valid driver's license containing the appropriate class of commercial license who has been approved to operate a City Vehicle by the department head and who is covered by the City's insurance policy. Only employees of the City are allowed as passengers in City Vehicles unless the employee's job description allows otherwise. All occupants of City Vehicles must adhere to the rules and regulations set forth in this policy.

Under no circumstance shall a City employee whose license has been cancelled, revoked, suspended, or expired operate a City Vehicle. An Authorized Employee must keep and maintain his or her valid driver's license upon his person at all times while operating a City Vehicle or personal vehicle for authorized City business. It is the duty of the City employee to provide a renewed or updated drivers license to the department head and City Clerk. Failure to do so will result in the loss of privilege to operate a City Vehicle and subject the employee to disciplinary action.

Only Authorized Employees are permitted to operate City Vehicles. The City and the City's insurance company shall not be held responsible for any damage suffered by an unauthorized passenger or unauthorized driver. Such claims and damages shall include, but are not limited to, the following: personal injury, property damage, loss of property, death, loss of consortium, wrongful death, or any other claim for damages resulting from any unauthorized use or occupancy of a City Vehicle.

C. Authorized Use: Employees are prohibited from using City Vehicles for personal use. Personal use includes, but is not limited to, transporting friends and family members, conducting personal business, or utilizing a City Vehicle outside of the employee's job duties. The City and the City's insurance company shall not be held responsible for any claim of damage suffered due to unauthorized use of City Vehicles. Unauthorized use, which includes an unauthorized passenger riding in or operating a City Vehicle, will subject the employee to disciplinary action up to and including termination.

D. Traffic Laws & Rules of the Road: While operating a City Vehicle or operating a vehicle in the line and scope of employment, employees shall at all times obey all traffic laws and rules of the road, including, without limitation, those laws relating to speed limits, turn signals, safety belts, following distance, traffic lights, stop signs, yielding right-of-

way, lane usage, and traffic control devices. Only emergency vehicles that are responding to an emergency call or otherwise permitted by law are excused from this specific provision, provided, however, the operator of an emergency vehicle shall adhere to all policies promulgated by their respective departments in regard to emergency runs and the operation of emergency vehicles while emergency equipment is activated.

Any employee whose job duties include the operation of a City vehicle shall, within no less than twenty-four (24) hours, notify his/her department head of any change in the status of his/her driver's license. Failure to report a change in the status of an Authorized Employee's license could result in disciplinary action.

Employees are not permitted, under any circumstance, to operate a City Vehicle or personal vehicle for approved and authorized City business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not consume, use or be under the influence of any alcohol, illegal drugs, or prescription medications that may affect their ability to drive during the operation of any City Vehicle or personal vehicle when used for approved and authorized City business. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, results from a medical procedure, or intoxication.

E. Reporting Incidents: Employees are required to immediately (within 30 minutes) report any traffic accident, offense, or other incident that occurs while driving a City Vehicle or while operating a personal vehicle for an approved and authorized City function. If the incident involves the custodial arrest of the employee, driving under the influence; reckless driving, an accident with injury or death to any person, or otherwise involves an incident that may indicate it is unsafe for the employee to continue operating a vehicle, the employee shall immediately cease operating a vehicle and shall immediately contact his or her supervisor for instructions. Failure to comply with this section may result in immediate termination of the employee.

As soon as reasonably possible (and no later than when the employee next reports for duty) all employees are required to report to their immediate supervisor each of the following events, regardless of whether the incident concerns the operation of a City Vehicle:

1. An arrest, charge, or indictment for any and all traffic violations, misdemeanors, DUI's, reckless endangerment, and/or any other misdemeanor or felony traffic offense;
2. Any adverse action taken by the Alabama Law Enforcement Agency or other governmental agency in regard to the employee's driver's license or privileges, including, without limitation, any suspension, revocation, or cancellation of a driver's license or driving privileges;
3. Any action or advice by any physician or other health care provider indicating that it would be unsafe for the employee to operate a vehicle; or

4. Any accident, wreck, or other event that causes damage to a City vehicle.

F. Reasonable Care: Authorized Employees who drive a vehicle on City approved and authorized business must exercise due diligence and reasonable care to drive safely and to maintain the security of the vehicle and its contents.

Authorized Employees are responsible for any driving infractions or fines imposed for receiving a traffic violation as a result of their driving.

Smoking, vaping, or the use of any tobacco products is prohibited in all City Vehicles.

G. Motor Vehicle Record & Driving History: Employees understand that as a condition of operating a City Vehicle, the motor vehicle record and driving history will be reviewed. Employees authorize the City, its agents, representatives, or assigns to access and evaluate their motor vehicle record and driving history. In order to become an Authorized Employee, the employee must agree to provide whatever information is required in order to facilitate access.

X. INFORMATION SERVICES POLICY

Computer services have become an integral and vital component of services provided by the City. Appropriate use and system security are essential to the continued operation and protection of computer resources and to meeting the administrative needs of the City.

A. Computer Resources. All components of the City's computer system, including but not limited to individual workstations, terminals and their component parts, network wiring, routers, servers, modems, or any other device that provides access to any of the foregoing is the property of the City. All programs, source code, network configurations, or other software installed on computer resources are the property of the City. Their use is by permission of the City, is subject to all user licenses and is subject to all terms and conditions of license or purchase agreements between the City and the manufacturer or software licensor.

B. Computer Resource Security. The City will take all the action necessary to protect its computer resources, to maintain operations, and to further its goals.

1. **Passwords and User Identifications.** Each end user, including employees, may be assigned a User ID and/or password in order to access the City's computer resources. Assigned passwords and user IDs may only be used by the individual to whom the password and User IDs are assigned. User password information is private and may not be shared. The user is responsible for the security and protection of his or her own user identification and password.
2. **Modification/ Alteration of Resources.** All computer resources are the property of the City, and the unauthorized alteration or modification of any resource is

strictly prohibited. Authorization to modify or alter any computer resource may only be provided by the Mayor, Mayor Pro Tem,, or the City Clerk. Alteration and/or modification includes but is not limited to modifying programs, network settings, programs, installation of software, hardware, peripherals, or any other reconfiguration of resources.

3. **File Access.** Each user may only access files which are authorized, or which are the user's own. No user may access, modify, delete, download, copy, or otherwise use any file, program or resource which is unauthorized or not otherwise for public use.
4. **Security Measures.** The City has installed security systems to safeguard the integrity of its resources. Any alteration, modification, compromise, attempt to circumvent, or attempt to engage in any activity to avoid security or protective systems is strictly prohibited.
5. **Access to System.** Access to any of the City's computer resources must be through an authorized channel. No unauthorized personal terminals or computers may be used to access the City's computer resources.

C. **Acceptable Use.** The use of computer resources of the City is subject to all of the terms and conditions found in the City policy, local ordinance, state and federal law, and administrative directives. By using said resources, each individual agrees to follow this policy, and any directives, rules and regulations adopted by the City, or promulgated by the City Council (including all City ordinances and state law.

1. **Business Use.** The use of computer resources is limited to the business of the City and to further its goals.
2. **Personal Use.** Personal use of computer resources, which is unrelated to the business of the City, is strictly prohibited. No personal programs should be installed, maintained, or used on any City computer resource without specific permission from the Mayor, Mayor Pro Tem, or their respective designee. All programs installed or utilized on City resources must be related to the business of the City. Any use of City resources for personal gain is strictly prohibited.
3. **Content.** Under no circumstances may any user of the City's computer resources use said resources to distribute, receive or otherwise access any content which is offensive, obscene, illegal, or threatening to any individual. All City personnel are expected to use the internet, City-provided computers, phone, and email in an appropriate, ethical, and professional manner. The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the City; and engaging in any illegal activities including, but not limited to, piracy, cracking, extortion, blackmail, copyright infringement, or engaging in activities pertaining to or directly related to buying sex or pornography.

D. Internet Use. Access to the Internet may be provided to users of the City's computer resources. Internet use will be subject to all provisions of this policy, security, appropriate use, and electronic communication guidelines contained herein or as otherwise promulgated by the City or its information technology provider.

1. **Access and Use.** Access to the Internet for individuals is at the sole discretion of the City. The City may limit access to the Internet or to sites on the Internet in its sole discretion. The Internet should be used only in connection with employment and for business purposes. No personal use shall be permitted without prior approval of the supervisor or department head.
2. **Software and Configurations.** The City may also provide software to access the Internet. No unapproved or unauthorized software, hardware, or computer resource shall be used to access the Internet through any City resource. Configurations for resources will be specified by the City or its designee, and no modifications of resources shall be allowed without specific written permission from the City's information technology provider in consultation with the Mayor or Mayor Pro Tem. Downloading and/or installation of any program without specific written permission is strictly prohibited. The use of any programs, sites, applets, or other resource which automatically polls or updates automatically is also prohibited without specific permission.
3. **User Responsibility.** All individuals are responsible for the use of his or her User ID and password. User ID, passwords, or other access may not be shared and are for the use of the assigned individual only. Each user accepts full responsibility for the integrity and use of any data accessed or downloaded from the Internet.

E. Electronic Mail and Electronic Communications. The City may provide electronic mail ("e-mail") or other electronic communication services to its employees at the City's sole discretion.

1. **Nature of Use.** All email and other electronic services, like all computer resources, should be used only for business purposes. E-mail, other electronic communication services and other computer resources should not be used for personal reasons unrelated to the services provided by the City.
2. **Privacy of Electronic Communications.** E-mail, electronic communications use and any other use utilizing City computer resources are not private. Use of all computer resources may be monitored by the City to protect the computer system, computer resources, City resources, City employees and the public, to ensure compliance with this policy, or to serve any other legitimate interest of the City. Nothing in this or any policy, regulation, or practice of the City shall be construed to establish, recognize, or guarantee any right of privacy in the use of computer resources. All employees and users of any City electronic communications through e-mail, cell phones, messaging applications or services, and the like acknowledge that an employee has no expectation of privacy while using any of the listed

services. All employees further acknowledge that any communications (e-mail, messages, cell phone use, etc.) may be public records and subject to being produced to a public records request.

3. **Use of User ID and Password.** Individual email addresses, identification codes and passwords are assigned to a particular user and should not be shared or used by others. Electronic communication and e-mail may only be accessed through approved and assigned resources and channels.

F. Penalties. Violation of any of the terms of this policy or any directives issued in furtherance of this policy will subject the individual to appropriate discipline, up to and including termination. The City may, in its sole discretion, take any other appropriate action to enforce the terms of this policy, including but not limited to termination of access to computer resources or restrictions on the use of computer resources.

G. Scope of Policy. The City Information Systems Policy is not intended to be a contract and should not be construed as to create any right not otherwise granted by operation of law or by any applicable written contract with the City.

XI. HIRING QUALIFICATIONS

A. Application. The City seeks to hire only employees with the ability, skill, character, and desire needed to fulfill our responsibilities to the public. Applicants seeking employment in non-classified positions will be required to complete an application form and those selected for interviews, if an interview is held, will be interviewed by the department head or his/her designee and possibly by other City management personnel. The applicants will be required to submit to a pre-employment physical examination by a physician chosen by the City, and applicants will be required to submit to pre-employment drug and alcohol screening, in accordance with the City's alcohol, drug, and controlled substance policy. Applicants for employment in positions in a classified service will be hired in accordance with the rules and regulations of the Jefferson County Personnel Board and may also be required to submit to pre-employment drug and alcohol screening, in accordance with the City's alcohol, drug, and controlled substance policy. The City generally will not employ a person under 18 years of age. Any applicant who is under 18 years of age, in addition to complying with other provisions of the application process, must secure and produce a valid work permit.

B. Employment of Relatives.

1. The City has no prohibition against the hiring of relatives of employees. However, the City has established the policy that a full-time employee may not work in a department where a relative will be in the line of direct supervision of that employee. The City's nepotism policy is as follows:
 - a. No applicant for full-time employment in classified or non-classified

service with the City will be eligible for hire with respect to any position in a department of the City in which a relative of the Applicant will be in his or her direct line of supervision. This Policy shall not apply to the intra-departmental relationships of employees existing before the adoption of this Policy. This Policy shall apply to current employees who voluntarily seek a transfer, promotion, or demotion to a different department of the City. This Policy shall not apply to situations in which the relationship between two current employees of the City is created by the marriage of relatives.

b. The following definitions apply to this Policy:

i. "Relative" means any parent, whether by blood or marriage, sister, or brother, whether by blood or marriage, child, whether by blood or marriage, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, or spouse.

ii. "Applicant" means any person who is applying for employment with the City or who is presently employed by the City, whether voluntarily seeking transfer, promotion, or demotion to another position with the City.

iii. "Department" shall mean the Police Department, Fire Department, Public Works Department, Park and Recreation Department, Building Inspection Department, Administrative Department or Offices, or any other department of the City.

XII. TERMS AND CONDITIONS OF EMPLOYMENT

A. **Probationary Period.** Newly hired, full-time employees, whether in classified or non-classified positions, are considered probationary employees for the first year of employment. During this probationary period, the City will monitor and review the employee's performance and make judgments concerning the employee's skills, work habits, and suitability for continued employment. Likewise, this probationary period gives the employee the opportunity to evaluate the City as a place to work. [See 1.3, Rules & Regulations of Jefferson County Personnel Board].

The designation of a one-year probationary period does not constitute a promise or guarantee of employment or create an obligation on the part of the City to retain the employee for any period of time. During the probationary period, all employees, classified or non-classified, are employees-at-will, and the City may discipline, demote or terminate the employment relationship with no right of appeal to the Personnel Board of Jefferson County [See 11.6b, Rules and Regulations of the Personnel Board of Jefferson County].

Although probationary, newly hired full-time employees are eligible for the various benefits provided by the City. Probationary employees may earn, but not use, vacation leave or sick leave. Temporary and part-time employees shall not accrue sick time or

vacation leave and will not receive medical, or life insurance benefits provided by the City.

B. Nature of Employment. After the successful completion of the probationary period, employees in non-classified positions remain employees-at-will. Promotion, demotion, lay-off and/or termination of employees in classified service positions are governed by the Rules and Regulations of the Personnel Board of Jefferson County.

C. Transfers. The Rules & Regulations of the Personnel Board of Jefferson County Section 11.10 outlines the procedures and regulations associated with employee transfers. If a Classified employee is authorized to transfer to the City from another jurisdiction, the City of Tarrant will recognize sick leave accrued with the prior jurisdiction if the jurisdiction is within the Merit System of the Personnel Board of Jefferson County. Vacation leave accrued with the prior jurisdiction will not be recognized by the City of Tarrant.

D. Absence from Work. If you are to be absent from work, you must notify your supervisor at least one (1) calendar day in advance. If that is not possible, as soon as you can, so that arrangements can be made to take care of your work while you are absent. The City may require appropriate documentation to substantiate any absence from work. Excessive absenteeism from work is sufficient cause for termination of your employment.

E. Pay Day. All employees are on a bi-weekly pay period and are generally paid every other Friday following the end of the pay period. When a pay day falls on a holiday, pay checks are generally distributed on the day prior to the holiday.

XIII. SAFETY AND HEALTH

Safety is a top priority of the City.

A. Safety Rules. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees in certain job classifications are expected to wear safety appliances, such as safety glasses or goggles and back support belts, which are furnished by the City for the protection of employees. Failure to comply with established safety rules may result in loss of Worker's Compensation benefits. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

B. Work-related Accidents and Injuries. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor or department head, who will complete a First Report of Injury Form. Accidents involving damage to City property, or the property of others, must also be reported immediately. Department heads shall file a written report of injury or damage to property with the Mayor, Mayor Pro Tem, or City Clerk as soon as practicable and no later than the next business day following any accidents involving damage to City property,

injuries to City employees, or injuries to others.

C. **Non-employee Accidents and Injuries.** All accidents or injuries to non-employees occurring on the City's property shall be reported immediately to a supervisor or department head. Emergency personnel shall be called to the scene, when necessary. A written report shall be filed with the Mayor, Mayor Pro Tem., or City Clerk immediately but no later than the next business day. All accidents, injury, or illness to person in custody shall be reported to the supervisor or department head and a written report filed with the Mayor, Mayor Pro Tem, or City Clerk. Accidents, injury, or illness requiring medical attention shall be reported to the City Clerk and invoices for medical treatment costs shall be turned in immediately but not later than the next business day.

D. **Use of Equipment and Vehicles.** Equipment and vehicles essential to accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

You should notify your supervisor if any equipment, machinery, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damage, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

E. **Smoking and Tobacco Use.** In keeping with the City of Tarrant's intent to provide a safe and healthy work environment, smoking, the use of tobacco products or vaping is not permitted within any building used by the City of Tarrant for providing municipal services. This policy applies to everyone, including employees and members of the public.

F. **Possession of Firearms.** Employees are strictly prohibited from carrying a firearm on their person or within a City vehicle during work hours unless approved by these rules. All Police Officers are exempted from this policy subject to the Personnel Board of Jefferson County. Disciplinary action may be taken, up to and including dismissal, for any violation of this policy.

XIV. Leave

Employees of the City are entitled to the following leaves under the terms outlined below:

A. **Vacation Leave.** The accrual and use of Vacation Leave for employees in the classified service are controlled by the Rules and Regulations of the Personnel Board of Jefferson County (See generally, Rule 13.9, Rules and Regulations of the Personnel Board of Jefferson County). The City has adopted these same policies for full-time employees

and non-classified service.

B. Sick Leave (including Bereavement Leave). The accrual and use of Sick Leave, which includes Bereavement Leave, for employees in the classified service are controlled by the Rules and Regulations of the Personnel Board of Jefferson County [Rule 13.10, Rules and Regulations of the Personnel Board of Jefferson County]. The City has adopted these same policies for permanent, full-time employees in non-classified service. As stated in the Rules and Regulations of the Personnel Board, sick leave can be used for any of the following reasons:

1. Personal illness of the employee, including inability to work due to pregnancy, childbirth, or related medical conditions.
2. Personal physician and dental appointments.
3. For the employee to receive treatment, care, and/or counseling, as either an inpatient or outpatient, for substance abuse at a duly licensed treatment facility.
4. For any other reason directly related to the health and wellness of the employee and approved by the Mayor.

The City may require an employee to apply for Family Medical Leave Act leave as provided in paragraph H below.

C. Compensatory Leave. Public Safety Personnel engaged in law enforcement, firefighting or relative activities may accrue up to but not exceeding 240 hours of comp time.

D. Military Leave. Military Leave is controlled by the Rules and Regulations of the Personnel Board of Jefferson County (See 13.13 through 13.14 Rules and Regulations of the Personnel Board of Jefferson County). The City has adopted these same policies for permanent, full-time employees in non-classified service.

E. Jury Duty and Court Appearances. An employee summoned for jury service will receive his or her normal pay for the period the employee is legally required to serve on jury duty. An employee must show the jury duty summons to his or her supervisor as soon as possible, so the supervisor may make arrangements to accommodate the employee's absence. An employee must report back to work as soon as possible following his or her release from jury duty.

Appearances in court in an official capacity on behalf of the City or in an action against the employee arising out of the performance of his or her duties on behalf of the City shall not be considered leave, but as regular working time. An employee summoned as a witness in a proceeding which was not brought by the employee AND to which the employee is not party, shall be granted leave with pay.

All other absences for court appearances will be without pay or charged against accrued Vacation Leave.

F. Leave for Special Meetings and Examinations. An employee may be granted leave with pay by the City Council to attend professional or technical institutes, conferences, or other such meetings. Time off with pay shall be granted to an employee for the purpose of taking examinations administered by the Personnel Board of Jefferson County.

G. Dispositions of Leave Upon Resignation or Retirement. A regular employee who wishes to resign or retire from the Classified Service in good standing shall provide written notice to the Appointing Authority not less than 15 calendar days prior to the effective date of the resignation or 30 calendar days prior to the effective date of the retirement. The Appointing Authority may reduce the length of advance notice required for resignations.

A regular employee who is in good standing and resigns, retires, or is separated in a reduction in force shall receive:

- Terminal pay for his/her accrued vacation, up to a maximum of 320 hours.
- Terminal pay for his/her accrued comp time.

In addition, a regular employee who is in good standing and resigns, retires, or is separated in a reduction of force after five (5) years of service may, subject to the approval of the Appointing Authority, receive:

- Terminal pay for 50% of the first 480 hours of accrued sick leave.

H. Family and Medical Leave Act Policy. The City has adopted this policy to provide unpaid leave to its employees, as provided in the Family and Medical Leave Act of 1993 (hereinafter referred to as the "FMLA").

1. **Employees Eligible for Family and Medical Leave.** The Family and Medical Leave Act applies to all employees who have been employed for at least twelve (12) months and who have worked a minimum of 1,250 hours during that twelve-month period.
2. **Medical Leave Provided by the Act.** Under the FMLA, eligible employees are entitled to twelve (12) weeks of unpaid leave during the FMLA leave year for one or more of the following reasons:
 - a. The birth and first year care of a newborn child;
 - b. The placement with the employee of a foster child or adoption;
 - c. To care for an immediate family member, defined as a spouse, child, or

parent, with a serious health condition; or

- d. To take medical leave because of the employee's own serious medical condition.

For the birth, adoption or foster placement of a child, the entitlement to leave for childcare expires at the end of the twelve (12) month period beginning on the date of birth, adoption, or placement. Leave associated with the illness of a child will only be provided if the child is under eighteen (18) years of age or is incapable of self-care due to physical or mental disability.

- 3. **FMLA Leave Year.** Each employee may be entitled to only twelve (12) weeks of FMLA leave in a one (1) year period. As an example, should an employee seek and be placed on FMLA leave November 1, any period of leave must be completed by October 31.
- 4. **Medical Care for Serious Health Conditions.** The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:
 - a. Inpatient care in hospital, hospice, or residential medical care;
 - b. Any period of incapacity in connection with or consequent to such care;
 - c. Continuing treatment by a health care provider, to include any one or more of the following:
 - i. A period of incapacity of more than three consecutive days and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment two or more times by a health care provider or one treatment which results in a regimen of treatments by that provider.
 - ii. Any period of incapacity due to pregnancy or prenatal care.
 - iii. A period of incapacity or treatment for such incapacity due to a chronic, serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve episodes of incapacity (e.g., asthma and diabetes).
 - iv. A period of incapacity which is due to a permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, severe stroke). For such conditions, only the supervision of a health care provider is required.
 - v. Any period of absence to receive multiple treatments for restorative

surgery or for a condition which would likely result in a period of incapacity of more than 3 days if not treated.

5. **Spouses Employed by the City.** Spouses who are both employed by the City are limited to a combined total of 12 weeks of family leave for the birth and care of a newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.
6. **Intermittent Leave.** An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a spouse, parent, or child or to receive planned medical treatment for himself or herself. When intermittent leave is necessary, the employee shall try to schedule treatment so as not to unduly disrupt the operations of the City.
7. **Use of Vacation and Sick Leave.** Any employee qualifying for leave under the FMLA will be required to first utilize all accrued paid sick and vacation leave before taking unpaid leave under the Act. Such paid sick leave, paid vacation leave, and unpaid FMLA leave may not exceed twelve (12) weeks within a period of one (1) year from when the employee goes on leave.
8. **Notice.** Employees seeking leave under the FMLA must provide thirty (30) calendar days advance notice of the need to take leave when the need is foreseeable. When the need for leave is unforeseeable, employees should notify the City as soon as possible.
9. **Certification.** The City requires that every request for leave based upon the serious health condition of the employee or employee's spouse, children, or parent be supported by medical certification issued by the appropriate health care provider. Such certification must include the following in detail:
 - a. Date the serious health condition began;
 - b. The estimated duration of the condition;
 - c. A description of the condition;
 - d. A statement that the employee's leave is necessary if leave is to be taken for a family member.

If medical leave is required because of the employee's own condition, the employee's certification should also include the following:

- e. Whether the employee is unable to perform work of any kind;
- f. Whether the employee is unable to perform one or more of the essential job functions of the employee's position, and which functions the employee is

unable to perform;

- g. Whether the employee must be absent from work for treatment.

The City may require that certification be made on a form supplied by the City, which should be completed in full. The City reserves the right to obtain a second opinion from an independent health care provider designated by the City. If the opinion received by the employee and the second opinion conflict, the City and the employee must agree on a third provider to issue a binding opinion. Both a second opinion and the third opinion, if necessary, will be at the expense of the City.

- 10. **Return to Work.** Before an employee who has taken leave due to the employee's own serious medical condition is able to return to work, the City may require the employee to provide the City with a health provider's certification that the employee is able to return. Any employee who takes leave under these provisions shall be entitled to be restored to the original position held when the leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

- 11. **Maintenance of Benefits.** Any benefits accrued by the employee before leave is taken will not be altered by absences under this policy. The City will continue benefit programs in which an employee was enrolled at the time of FMLA leave, under the same conditions as coverage would have been provided if the employee had not taken FMLA leave. However, in order for the benefit programs to be continued, the employee will continue to be responsible for his or her portion of the cost. If an employee does not return to work after a leave, he or she will be required to reimburse the City for the cost of benefits coverage during the leave unless the reason for failure to return to work is due to (1) a continuing serious health condition of either the employee or a family member, or (2) because of other circumstances beyond the employee's control.

- I. **Other Leaves of Absence Without Pay.** Employees of the City, if eligible, may request non-paid leave as set forth herein. Request for non-paid leave must be submitted in writing to the employee's department head and shall state the purpose of the leave, the dates the leave is to begin and end. Any approved leave of absence without pay shall not be considered in calculating an employee's seniority status, compensation or benefits of any type that are otherwise calculated and determined by length of service, including, but not limited to, the accrual of vacation leave and sick leave. Such leave of absence without pay must be approved by the City Council. Such leave of absence without pay may be allowed for medical leave of absence, career development leave and personal leave as set forth under the Rules and Regulations of the Personnel Board of Jefferson County. (Rule 13.18). The City has adopted the same policies for permanent, full-time non-classified employees. Employees should consult the Rules and Regulations of the Personnel Board of Jefferson County concerning the terms and requirements of these leaves. The City will not provide benefits to employees while on leave of absence without

pay under this paragraph.

XV. EMPLOYEE BENEFITS

A. Vacation.

1 to 12 years - 8 hours per month (Firefighters -10.64 hours per month)
12 to 25 years - 12 hours per month (Firefighters-15.96 hours per month)
Over 25 years -16 hours per month (Firefighters - 21.28 hours per month)

An employee shall not accrue vacation leave during any month in which, for more than fifty percent (50%) of his or her normally scheduled work time, the employee is on a leave of absence without pay, is suspended, or is otherwise in a non-paid status.

Vacation leave accrued but not used may be accumulated during the calendar year with no maximum amount. However, no more than 320 hours of accrued vacation leave (424 hours for firefighting personnel) may be carried forward from one calendar year to the next, except based on extenuating circumstances and with the approval of an employee's Appointing Authority.

B. Sick Leave 8 hours per month (Firefighters -10.64 hours per month)

An employee shall not accrue sick leave during any month in which, for more than fifty percent (50%) of his or her normally scheduled work time, the employee is on a leave of absence without pay, is suspended, or is otherwise in a non-paid status.

Sick leave may be accumulated and carried forward from year to year with no maximum amount.

Except as otherwise required by State or federal law or as otherwise provided for in a jurisdiction's policy governing sick leave usage, a regular employee may use up to twelve (12) days per calendar year of accrued sick leave with pay for an illness or death in the employee's immediate family that necessitates the employee's absence from work. For purposes of this Rule, the phrase "immediate family" includes the employee's spouse, children, parents, grandparents, grandchildren, siblings, and legal guardians, as well as the employee's spouse's "immediate family" and includes step-relationships. If an employee uses sick leave for an illness in the employee's immediate family, the Appointing Authority may require appropriate documentation to substantiate the necessity for the use of leave. The Appointing Authority may require a doctor's certificate or other written evidence to substantiate the need for sick leave.

- Vacation and sick leave are accrued as soon as employment with the City begins. These hours may be used upon completion of 6 months of employment.

C. Holidays. Holidays are paid at 8 hours for each recognized holiday, as listed, except for employees who are paid on the Firefighter pay scale. Employees on the Firefighter pay

scale will be paid 10.64 hours for each recognized holiday.

New Year's Day
Martin Luther King Jr. Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day & the day after Thanksgiving
Christmas Eve & Christmas Day
An employee's birthday (which must be taken in the month of the employee's birthday as approved by that employee's direct supervisor.)

The City Council may by written resolution adopt additional paid holidays for City employees.

D. **Direct deposit** is mandatory, and paystubs must be emailed.

E. **Retirement.** Employees are governed by the State Employee's Retirement System. Employees are encouraged to contact the Retirement Systems of Alabama at (800) 214-2158 if they have any questions.

For retirement eligibility, refer to the Member Handbook available on the Retirement Systems of Alabama website. <https://www.rsa-al.gov/uploads/files/ERSMemberHandbook2020.pdf>

Employees may convert unlimited sick leave for additional service credit upon retirement as allowable by Retirement Systems of Alabama. If any sick hours are paid out upon termination, then no sick hours may be converted for service credit. (Resolution 2018-058, adopted 11-13-2018)

Tier 1 Employee

- o Employee contributes 5% (Public Safety Employees contribute 6%)
- o City contributes 8.91% (this percentage may vary year to year)

Employees hired after January 1, 2013, and who have never been enrolled with the Retirement Systems of Alabama are classified as Tier 2 employees.

Tier 2 Employee

- o Employee contributes 7.5% (Public Safety Employees contribute 8.5%)
- o City contributes 7.01% (this percentage may vary year to year)

*****Note: All City employees receive Tier 1 benefits unless otherwise notified.***

This notice is posted by RSA: Please be advised that the deadline to file an Application for Retirement is 30 to 90 calendar days prior to the retirement date, as required by the Code of Alabama, 1975.

RSA offers valuable information regarding retirement on their website - videos explaining the notification timelines required and instructions outlining how to complete the various forms required. That information is available here: <https://www.rsa-al.gov/ers/planning-for-retirement/>.

Retiree Health Insurance A retiree must be eligible through the City's requirements for health insurance and Local Government Health Insurance Board's (LGHIB) requirements for health insurance in order to continue on the health insurance plan and have the single premium paid by the City.

If the retiree meets only the LGHIB eligibility requirements, then the employee may carry the health insurance but will be responsible for his/her premium.

LGHIB requires any participant electing retiree coverage to submit a Status Change Form at least 30 days prior to the retirement date. This form must be signed by the retiree and by the HR official for the City. In order for the City to pay the retiree health insurance premium (single coverage only) the following conditions must apply.

The retiree must be:

- 1.) Age 55 or older;
- 2.) Be drawing an RSA pension, and
- 3.) Have 25 consecutive years of service with the City of Tarrant

OR

- 1.) Age 62 or older, and
 - 2.) Have 30 years of cumulative service with the City of Tarrant.
- Sick time conversion counts toward service requirement.
 - All coverage stops when the employee becomes Medicare eligible (currently age 65) or in the event Medicare disability coverage becomes effective for that employee.
 - If the employee wishes to carry family health coverage, the employee will be responsible for reimbursing the City for the family portion of the insurance premium on a monthly basis. See the HR Director for current family insurance rates. If the retiree does not remit their portion of the insurance premium, the City is within its rights to cancel the coverage.

LGHIB Eligibility

An employee planning to retire is eligible for health insurance under the Local Government Health Insurance Board by meeting one of the following conditions:

- a. Age 60 or older and have 10 years of coverage through LGHIB
- b. 25 or more years of service at a LGHIB participating agency
- c. Age 60 or older and determined disabled by SS

LGHIB determines, on a case-by-case basis, if sick time conversion will count towards their service requirement.

F. **Deferred Compensation.** Employees may elect to tax defer additional retirement funds that are not matched by the City. Two deferred compensation options are currently available through

- 1.) RSA-1
- 2.) Nationwide Investment Services

Contact the Personnel Department for further information and enrollment details.

G. **Health/Dental Insurance.** New full-time employees will be eligible for health/dental insurance on day 31 of full-time employment. Health insurance is through Blue Cross Blue Shield of Alabama via the Local Government Health Insurance Board. This policy includes health coverage, prescription drug coverage, and some dental coverage.

- The premium for single coverage is paid in full by the City for any benefit eligible full-time employee selecting single coverage.
- The employee cost for family coverage is presently \$438/month. These premiums are deducted pre-tax, and the cost to the employee is subject to change.
- Dependent children can be covered up to age 26 as long as the dependent child's employer does not offer health insurance or if the dependent child is unemployed.

H. **Supplemental Dental and Vision Insurance** with Southland is available

- Coverage will be effective the first day of the 2nd month following receipt of the enrollment form by the Local Government Health Insurance Program.
- Vision cost is \$12/month for single coverage and \$20/month for family coverage.

- Dental cost is \$42/month whether single or family coverage.
- These premiums are deducted pre-tax.

A supplemental vision plan is also offered through EyeMed. Rates for coverage are as follows:

- \$7 per month Single
- \$13.30 per month Employee+ Spouse
- \$14.00 per month Employee+ Children
- \$20.56 per month Employee+ Family

I. **COBRA health insurance** coverage will be offered upon termination/resignation. The State Employees Insurance Board will send information for coverage via mail. Premium payments will be the responsibility of the terminated employee.

J. **City provided insurance benefits:**

- \$50,000* Life Insurance;
- \$50,000* Accidental Death and Dismemberment Insurance, and
- Short Term Disability Insurance (the lesser of \$150 per week or 60% of weekly earnings)

*Age determines amount of insurance

Life insurance covers spouse (\$5,000*) and children (\$2,000 up to age 19, or 26 if full time student).

K. **American Fidelity.** Other insurance options such as disability, cancer, life, etc. will be offered within 30 days of hire date and during the annual open enrollment period (October) with an effective date of January 1. You can find more information about these options at <https://americanfidelity.com/pages/city-of-tarrant/>

L. **Uniforms are provided for certain departments.** (Police, Fire, Public Works and some Park and Recreation employees).

XVI. MISCELLANEOUS

A. **Pay Plan.** Employees are paid in accordance with the Personnel Board of Jefferson County Salary Administration Guide & Pay Plan. Pay premiums are limited to Public Safety employees only as defined in Resolution 2021-36. Degree-based educational pay premiums may be applied irrespective of the major of study. However, for educational pay premiums to be awarded based on credit hours rather than a degree obtained, a minimum of eighteen (18) credit hours must be directly related to the job description the employee currently holds.

The pay premiums currently permitted by the City for Public Safety employees are:

- 05 - Assigned Medic 5%
- 06 - Education Incentive 5%
- 08 - Complex Investigations Assignment 5%
- 09- EMT III Education Incentive 5%
- 12 - FTO/Police Corporal 5%
- 211- Education Incentive 5%
- 212 - Education Incentive 10%

B. Dress Code. It is important for all employees to have a business-like appearance. What you wear to work is a reflection of the pride employees have in the City. Each department head will determine the appropriate dress for their department. Below are some guidelines for appropriate dress by City employees:

- All employees should practice commonsense rules of neatness and good taste. Provocative clothing is prohibited.
- Generally, jeans, tank tops, t-shirts, shorts, jogging suits and similar apparel are not permitted.
- In departments where the City requires a uniform to be worn, you will be expected to wear the uniforms that are issued to you.

C. Personnel Records. The City maintains up-to-date personnel files on all employees. It is important to keep your records timely because this information is used for benefits administration, notification in case of an emergency and various other uses. Information contained in your personnel file is treated in a confidential manner. Contact your supervisor and the Human Resources Department if there are any changes in your:

Home Address
Marital Status
Number of Dependents
Telephone Number
Emergency Contact
Military Status
Education Status

Inspection of an employee's personnel file may be accomplished at reasonable times during normal business hours (generally Monday through Friday 8:00am – 5:00pm), under the following conditions:

1. Employee. Upon written request by the employee; the employee may inspect his/her personnel file in the presence of the Personnel Director or his/her designee within the personnel records area. Employment references and notes or memorandums concerning legal or disciplinary investigations in progress, if any, will be removed before the employee views the file.

2. **Government Inquires.** The City will cooperate with federal, state, or local government agencies investigating an employee, including provision of access to personnel records when requested or required and subject to limitations imposed by law.

D. Outside Employment. The City does not limit an employee's activities during non-working hours unless those activities interfere with or are in conflict with the performance of his/her job with the City or create a conflict of interest. In order to avoid a conflict of interest, the City may require an employee who wishes to engage in any outside work or activity for personal profit to file a written request setting out the nature of such outside employment. Employees shall not engage in any outside work or activity while wearing a City uniform or use City equipment (including City vehicles) to do so. Police officers are subject to the provision of orders of the Tarrant Police Chief and Fire Department Personnel are subject to the orders of the Fire Chief.

E. Use of Telephone and Mail Systems. Telephones are a vital part of our business since much of our business is handled on the telephone. **ALL CITY TELEPHONE CALLS ARE RECORDED.** These recordings may be public records and may be disclosed upon an Open Records Request or other inquiry. Personal use of the telephone should be limited to emergencies and unusual circumstances. Also, personal calls should be limited to two (2) minutes or less. Personal use of telephones for long distance and toll calls is not permitted except in emergency situations, and then only with supervisor approval.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.

The use of the City paid postage for personal use is not permitted.

F. Solicitations and Distributions. Employees must not solicit any employees for any purpose during work time. This does not include break time or mealtime. Also, employees are not permitted to distribute literature of any kind at any time in work areas, unless approved by the City Council.

Individuals who do not work for the City or are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on City property, unless approved by the Mayor.

G. Protection of Property. Protection of City property and employee personal property is everyone's concern. If you find property damaged or missing, report it to your supervisor immediately.

H. Business Travel Expenses. It may be necessary for City employees and City officials to travel out of the City for training and educational purposes. The method by which expenses for these sessions will be approved is set forth below:

1. **Council Approval.** All registration information for seminars, workshops and conferences shall be submitted thirty (30) days in advance for approval by the City Council, along with any accompanying lodging information. Any request for a cash advance shall be submitted simultaneously. Additional fees for attendance by a spouse or guest shall be paid by the employee or official. In cases having extenuating circumstances or when these conditions cannot be met, any deviation from this policy shall be approved on a case-by-case basis by the Mayor.
 2. **Vehicle Expenses.** City Vehicles will be used for travel whenever possible. In the event a City Vehicle is unavailable, use of a personal vehicle will be pre-approved. Each employee listed as a driver has been issued a fuel card that can be used in conjunction with the fuel card in the automobile at all stations accepting Fuel Man cards. A generic fuel card is available in the City Clerk's office for those persons who do not have an individual card. In the event this option is not available, the employee or official may use cash or a personal credit card to fuel a City owned vehicle and submit the receipt for reimbursement approval. Mileage reimbursement for use of a personal vehicle shall be at the approved reimbursement rate.
 3. **Lodging Expenses.** In most instances, lodging costs will be prepaid. Where this is not feasible, such as in mid-travel overnight lodging, a City credit card may be available for use. Receipts must be submitted upon return. Where additional charges are assessed for dual occupancy when accompanied by a spouse or guest, these charges shall be paid by the employee or official.
 4. **Meal Expenses.** Actual meal expenses not to exceed thirty & no/100 dollars (\$30.00) per day may be advanced or reimbursed. Receipts must be submitted upon return. Meal expenses for a spouse or guest are the responsibility of the employee or official. Meal expenses are only allowed if your travel is overnight.
 5. **Cash Advances.** All cash advances must be approved by resolution of the City Council prior to departure. Meal expenses up to thirty & no/100 dollars (\$30.00) per day and lodging expenses, based on the duration of the event, may be advanced. All receipts must be kept and returned to the Finance Director's office on the first weekday worked after return, accompanied by any excess monies advanced, if applicable.
 6. **Reimbursement.** Receipts for meal expenses up to thirty & no/100 dollars (\$30.00) per day and lodging expenses will be reimbursed based on actual cost reflected upon receipts submitted.
 7. The City Council may alter or amend this policy through written Ordinance which may be incorporated and included as if fully set out herein. Should an amendment occur, all employees will be notified through the appropriate supervisor and will be responsible for complying with the Ordinance altering or amending this policy.
- I. **Cash Receipts Policy.** Any employee that handles City funds should ask their

department head for a copy of their Cash Receipts Policy.

J. Observation of Regulated Activities or Public Welfare Concerns. City employees, in the course of performing their duties, may from time to time observe activities that are in conflict with City regulations and/or law. Should suspected illegal activity or suspicious activity be observed, said activity, location, date, time, and a description of the person or persons and/or vehicles involved should be reported to a supervisor or to law enforcement. Violation of City ordinances or regulations including but not limited to construction work or service work without a City permit, illegal dumping, or illegal signs shall be reported to a supervisor or the Chief of Police office for investigation. City employees should report damaged, missing, or obstructed stop signs, street signs, streetlights, etc. so that corrective measures may be taken.

XVII. ALABAMA ETHICS COMMISSION

All new employees must complete Ethics training from the Alabama Ethics Commission.

Go to the Alabama Ethics Commission website (<http://ethics.alabama.gov/training/intro.aspx>) to watch a series of short videos summarizing ethics requirements of all City employees. Each participant will answer online questions after each video segment to verify that you understand the ethics requirements outlined in that section of video.

At the completion of all video and answer sessions, you will have the opportunity to print a certificate documenting your successful completion of this online training. This certificate must be maintained in your personnel file. You may print the certificate and deliver it to the Human Resources Department OR you may save the certificate as a .pdf document and email it to the Human Resources personnel.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

By signing below, I, _____ (please print name), acknowledge that I have received a copy of the City of Tarrant Employee Handbook, Revision as amended by City Council Resolution Number _____ on _____. I also acknowledge that I have read and understand the policies as set forth in the City of Tarrant Employee Handbook, dated _____, I agree to abide by these policies and procedures.

I further acknowledge that I have access to a physical copy of and have reviewed the following policies contained within the City of Tarrant Employee Handbook Revision as amended by City Council Resolution Number _____: the Discrimination and Harassment Policy and the Drug and Alcohol Testing Program.

I understand that this Handbook is intended to provide me with a general overview of the City of Tarrant’s policies and procedures. I acknowledge that nothing in this Handbook is to be interpreted as a contract, expressed, or implied, or an inducement for employment, nor does it guarantee my employment for any period.

I acknowledge that the City of Tarrant may revise, suspend, revoke, terminate, change, or remove, prospectively or retroactively, any of the policies or procedures of the City, whether outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at the City’s sole discretion.

Signature: _____

Date: _____

AUTHORIZATION TO CONDUCT BACKGROUND CHECK

As an applicant for the City of Tarrant, I hereby authorize the City of Tarrant to conduct a criminal background check. By completing, signing, and returning this form, I understand and agree that the City of Tarrant may conduct a criminal background check and seek any further information regarding my character, qualifications, and/or work performance.

Please print or type the following information:

Full Name: _____

Social Security Number: _____

Driver License Number: _____ **State:** _____

Date of Birth: ____/____/____ **Sex:** ____ **Race:** _____

Current Address: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Witness Signature: _____ **Date:** ____/____/____

INJURY WITNESS STATEMENT

CITY OF TARRANT INJURY WITNESS STATEMENT

Witness Name: _____ Date: ____ / ____ / ____

Department: _____

Home Address: _____ City: _____

State: _____ Zip Code: _____

Accident Details

Name of Injured Employee: _____

Date of Accident: ____ / ____ / ____ Approximate Time of Accident: _____

Does the Witness Know the Injured Party? ____ Yes ____ No

Witness Statement How Did the Accident Occur? What Did the Witness Observe? What Did They Do? (Use Additional Sheets of Paper If More Space Is Needed)

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Laverne Knight, City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of the Resolution duly and legally adopted by the City Council of the City of Tarrant, Alabama on this the 17th day of February, 2025, while in regular session on Monday, February 17, 2025, and the same appears of record in the minute book of said date of said City.

Witness my hand and seal of office this the ____ day of February, 2025.

Laverne Knight, Ph.D.
City Clerk

Tabled 2.17.25

CITY OF TARRANT
VOUCHER LIST
MONDAY, FEBRUARY 3 , 2025

2 3:23 PM

RECEIVED
BY: City Clerk
FEB 03 2025
Name: _____
Initial: SK

GENERAL FUND

54581-54593	ACCOUNTS PAYABLE RUN	\$ 39,982.32
5074	ACCOUNTS PAYABLE RUN	\$ 11,250.00
54594-54631	ACCOUNTS PAYABLE RUN	\$ 237,984.26
54632-54655	ACCOUNTS PAYABLE RUN	\$ 43,901.08

NET PAYROLL

1/31/2025	PAY PERIOD 1/11/2025-01/24/2025	\$ 197,749.59
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Date/Time: 1/29/2025 4:24 PM

City of Tarrant
Payment Register

User:

Joycelyn Cash
Page 1 of 1

<u>Bank Name</u>		<u>Bank Number</u>				
.E911 Account						
<u>Payment Number</u>	<u>Type</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Pymt Grp.</u>	<u>Payment Date</u>	<u>Payment Amount</u>
5074	CHK	Jefferson County 911 Ecd	2089		01/29/2025	\$11,250.00
Bank Total:						\$11,250.00
Bank Payment Count:						1

<u>Bank Name</u>		<u>Bank Number</u>				
General Fund						
<u>Payment Number</u>	<u>Type</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Pymt Grp.</u>	<u>Payment Date</u>	<u>Payment Amount</u>
54594	CHK	Aaa Environmental Services	4		01/29/2025	\$1,911.36
54595	CHK	Alabama Child Support	37		01/29/2025	\$1,779.13
54596	CHK	Alabama Messenger	310		01/29/2025	\$20.00
54597	CHK	Alacourt.Com	1688		01/29/2025	\$127.00
54598	CHK	Amazon Capital Services	1902		01/29/2025	\$365.92
54599	CHK	American Fidelity Assurance	1730		01/29/2025	\$5,701.26
54600	CHK	American Fidelity Assurance	1731		01/29/2025	\$1,311.14
54601	CHK	Bound Tree Medical, Llc	772		01/29/2025	\$983.11
54602	CHK	Bradford W. Caraway	2121		01/29/2025	\$237.50
54603	CHK	City Of Tarrant	32		01/29/2025	\$1,519.19
54604	CHK	Dell Financial Services	975		01/29/2025	\$159.89
54605	CHK	Econo Printing Service, Inc.	598		01/29/2025	\$58.20
54606	CHK	Express Oil Change Llc	66		01/29/2025	\$1,276.31
54607	CHK	Fitness Diagnostic & Repair Services, Ir	3382		01/29/2025	\$183.00
54608	CHK	Foremost Promotions	3405		01/29/2025	\$593.50
54609	CHK	Genesis Tire	1291		01/29/2025	\$55.00
54610	CHK	Higginbotham Insurance Agency, Inc	3393		01/29/2025	\$1,460.68
54611	CHK	Iron City Heating & Air	3399		01/29/2025	\$139.00
54612	CHK	Jefferson County Library	271		01/29/2025	\$776.81
54613	CHK	Municipal And Commercial Uniform And	134		01/29/2025	\$260.90
54614	CHK	Nafeco	132		01/29/2025	\$625.74
54615	CHK	National Industrial & Safety Supply	3315		01/29/2025	\$1,992.00
54616	CHK	Nexair, Llc	23		01/29/2025	\$172.43
54617	CHK	Quadient Finance USA, Inc	3261		01/29/2025	\$343.84
54618	CHK	Quadient Leasing Usa, Inc	1922		01/29/2025	\$254.97
54619	CHK	Quality Petroleum	1132		01/29/2025	\$3,899.60
54620	CHK	Quill	76		01/29/2025	\$278.61
54621	CHK	Rent One Llc	2020		01/29/2025	\$445.45
54622	CHK	Spire	1704		01/29/2025	\$13,321.59
54623	CHK	State Of Alabama Department	883		01/29/2025	\$115.55
54624	CHK	Sun Life Financial	1848		01/29/2025	\$1,312.74
54625	CHK	T-Mobile Usa	1895		01/29/2025	\$50.00
54626	CHK	Tarrant Board Of Education	164		01/29/2025	\$172,197.77
54627	CHK	Tarrant Electric Department	111		01/29/2025	\$3,950.46
54628	CHK	Vision Service Plan	1733		01/29/2025	\$210.84
54629	CHK	We R Smart Llc	1887		01/29/2025	\$19,160.00
54630	CHK	Wells Fargo Vendor Fin Serv	1605		01/29/2025	\$317.10
54631	CHK	White, Curtis	3145		01/29/2025	\$416.67
Bank Total:						\$237,984.26
Bank Payment Count:						38

Date/Time: 1/22/2025 4:27 PM

City of Tarrant
Payment Register

User:

Joycelyn Cash
Page 1 of 1

<u>Bank Name</u>		<u>Bank Number</u>				
General Fund						
<u>Payment Number</u>	<u>Type</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Pynt Grp.</u>	<u>Payment Date</u>	<u>Payment Amount</u>
54581	CHK	Aflac	98		01/22/2025	\$154.42
54582	CHK	Alabama Power	12		01/22/2025	\$475.21
54583	CHK	Baker & Taylor Entertainment	208		01/22/2025	\$44.99
54584	CHK	Center Point Large Print	1838		01/22/2025	\$47.94
54585	CHK	City of Tarrant Petty Cash C/O Shayla M	254		01/22/2025	\$440.00
54586	CHK	Coleman, Patrick	414		01/22/2025	\$456.56
54587	CHK	Econo Printing Service, Inc.	598		01/22/2025	\$133.10
54588	CHK	Express Oil Change Llc	66		01/22/2025	\$102.56
54589	CHK	Greater Birmingham Humane Society	1503		01/22/2025	\$2,071.85
54590	CHK	Municipal And Commercial Uniform And	134		01/22/2025	\$35.90
54591	CHK	SUNBELT RENTALS, INC	3310		01/22/2025	\$1,826.94
54592	CHK	Tarrant Electric Department	111		01/22/2025	\$26,602.85
54593	CHK	The Sports Spot	2015		01/22/2025	\$7,590.00
Bank Total:						\$39,982.32
Bank Payment Count:						13

Page 1 of 1

<u>Bank Name</u>		<u>Bank Number</u>				
General Fund						
<u>Payment Number</u>	<u>Type</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Pymt Grp.</u>	<u>Payment Date</u>	<u>Payment Amount</u>
54632	CHK	Affordable Counseling Therapy & Emplc	28		02/03/2025	\$300.00
54633	CHK	Alabama Crime Victims Comp Com	156		02/03/2025	\$26.00
54634	CHK	Alabama Peace Officers Annuity	160		02/03/2025	\$63.00
54635	CHK	Birmingham Water Works	16		02/03/2025	\$29.06
54636	CHK	Caslan, David	3203		02/03/2025	\$1,922.88
54637	CHK	Christopher Mulr	3270		02/03/2025	\$117.60
54638	CHK	City Of Tarrant	32		02/03/2025	\$234.59
54639	CHK	Dolphin Pest Control	62		02/03/2025	\$237.00
54640	CHK	Finance Department, State	155		02/03/2025	\$2,143.50
54641	CHK	Genesis Tire	1291		02/03/2025	\$1,500.00
54642	CHK	Globe Life Liberty National	832		02/03/2025	\$458.55
54643	CHK	Gralnger	63		02/03/2025	\$1,023.30
54644	CHK	Intellichoice, Inc DBA EFORCE	3278		02/03/2025	\$26,695.00
54645	CHK	Jefferson County District	927		02/03/2025	\$192.00
54646	CHK	Kyocera Document Solutions	1498		02/03/2025	\$193.82
54647	CHK	Legal Aid Society	152		02/03/2025	\$1,500.00
54648	CHK	Mcperson Oil Products	96		02/03/2025	\$540.13
54649	CHK	Mobile Communications America	1954		02/03/2025	\$747.50
54650	CHK	Presiding Circuit Judge Admin	1985		02/03/2025	\$27.96
54651	CHK	Quill	76		02/03/2025	\$44.81
54652	CHK	State Judicial Admin Fund	1304		02/03/2025	\$112.08
54653	CHK	Stryker	1905		02/03/2025	\$3,492.30
54654	CHK	Unique Films Tint & Detail	3404		02/03/2025	\$2,200.00
54655	CHK	United States Sprinkler, Inc.	776		02/03/2025	\$100.00
Bank Total:						\$43,901.08
Bank Payment Count:						24