

**TARRANT CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
REGULAR MEETING
MARCH 3, 2025**

AGENDA

REGULAR SESSION – 7:00PM

I. CALL TO ORDER

II. PRAYER

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. APPROVAL OF MINUTES

February 17, 2025 - Regular Meeting

VI. COMMUNICATIONS FROM THE MAYOR

VII. COMMITTEE REPORTS

VIII. OLD BUSINESS

- A. 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.
- B. Resolution No. 9263** – A Resolution Approving of and Adopting the City of Tarrant Employee Handbook.
- 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. 9264** – A Resolution Removing Chief Wendell Major from the Office of Chief of Police for the City of Tarrant.
- B. Resolution No. 9265** – A Resolution Recognizing March 2025 as National Women’s History Month.
- C. Resolution No. 9266** – A Resolution Approving of and Granting a Right of Way Easement from the City of Tarrant to Jefferson County and Authorizing the Execution of a Right of Way Deed.
- D. Resolution No. 9267** – A Resolution Approving a Repair Estimate for a 2020 Chevrolet Tahoe Police 4 Door Wagon (Unit 13).

X. VOUCHERS AND EXPENSES

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

XI. PUBLIC COMMENTS

XII. ADJOURN

**RESOLUTION NO. 9268 ADDED A RESOLUTION AUTHORIZING THE PURCHASE OF DELL DESKTOPS FOR THE CITY OF TARRANT CITY HALL*

**RESOLUTION NO. 9269 ADDED A RESOLUTION ORDERING THE DEMOLITION OF STRUCTURE LOCATED AT 1212 WHARTON AVE. BIRMINGHAM, ALABAMA.*

CITY OF TARRANT
COUNCIL MEETING MINUTES
FEBRUARY 17, 2025
TARRANT CITY HALL

The City Council of the City of Tarrant, Alabama, met in a regularly scheduled meeting on Monday February 17, 2025, at 7:00 PM at City Hall.

Mayor Newton called the meeting to order at 7:01 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 of High School Wildcat Varsity Basketball player Tristan Goodwin, 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 Catherine "Cathy" Anderson
Councilor Veronica Bandy Freeman
Councilor Deborah "Debbie" Matthews
Mayor Wayman A. Newton

Absent:

Councilor Tracie B. Threadford

A quorum was determined to be present at the meeting.

The minutes from February 3, 2025 regularly scheduled council meeting were presented for review and approval. After review, Councilor Anderson moved to approve the minutes of the February 3, 2025. Councilor Bryant 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

Nays:

None

Not voting:

Mayor Wayman A. Newton

The yeas being four (4) and the nays being zero (0), with one (1) member not voting, the motion to approve the minutes for February 3, 2025 council meeting were approved.

The Mayor moved on to communications by introducing the City of Tarrant Wildcats Varsity Basketball team and presenting each player with a City of Tarrant Proclamation. The Mayor read the Proclamation as it identified Wildcat Day to be February 18, 2025! Official pictures were proudly taken with the Council and the Varsity team. After the team left the council chambers, the City Clerk asked the Mayor to return or destroy the seal that was used for the proclamations, as the official Seal was secured in the City Clerks office. The Mayor responded by referencing a past meeting in which the Clerk identified how the official Seal could not be used. The Mayor further continued his response by clarifying his unawareness of the City Seal and its official recognition in the City of Tarrant Ordinances. The City Clerk re-stated on how the official Seal can and cannot be used, and assured the Mayor that the Official City Seal is available for use when requested for delivery of Proclamations that benefit Tarrant such as the City of Tarrant Varsity Basketball team.

There were no committee reports.

The Mayor and Council moved on to Old Business.

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. There was unreadiness on the Resolution. Councilor Bryant commented on the validity of the Resolution due to its failure at the last City of Tarrant regularly scheduled meeting, and other conflicting matters. City Attorney agreed by stating if Resolution No. 9191 fails then it would have to be re-numbered and added as new business for re-introduction into a City Council meeting. Mayor Newton asked the City Clerk to add and re-number on to new business at the next City Council meeting. Mayor Newton called for a vote.

Yeas:

Mayor Wayman A. Newton

Abstain:

Councilor Catherine “Cathy” Anderson

Nays:

Councilor John T. “Tommy” Bryant

Councilor Veronica Bandy Freeman

Councilor Deborah “Debbie” Matthews

Not voting:

Mayor Wayman A. Newton

The yeas being one (1), the abstains being one (1), and the nays being three (3), with zero (0) member not voting, the motion to approve Resolution No. 9191 failed. Mayor Newton asked the City Clerk to re-number the Resolution and add to new business at the next City 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 Council then moved on to 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. The second reading was recommended to be tabled. Councilor Bryant made a motion to table Ordinance No. 1155 to next meeting. Councilor Anderson seconded the motion. Mayor Newton asked for a vote.

Yeas:

Councilor John T. “Tommy” Bryant

Councilor Catherine “Cathy” Anderson

Councilor Veronica Bandy Freeman

Councilor Deborah “Debbie” Matthews

Nays:

None

Not voting:

Mayor Wayman A. Newton

The yeas being four (4) and the nays being zero (0), with one (1) member not voting, the motion to table Ordinance 1155 was agreed to and the Ordinance was tabled until the next regularly scheduled council meeting.

The Mayor and Council moved on to New Business

Councilor Bryant introduced and read Resolution No. 9259 and Resolution 9260. Resolution 9259, A Resolution of the Tarrant City Council Commending: Corporal Cordell Smith, Officer Jemarco Harris, Officer Jaymz Bagby, and Officer Darrel Sanders for the Exemplary Service and

Dedication to the Community, Resolution 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. Councilor Bryant made a motion to approve Resolution 9259 and Resolution No. 9260. Councilor Anderson 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

Nays:

None

Not voting:

Mayor Wayman Newton

The yeas being four (4), the nays being one (0) with one (1) member not voting, the motion to approve Resolution No 9259 and Resolution No. 9260 was agreed to and the Resolutions were approved.

Councilor Bryant introduced and read Resolution No. 9261, A Resolution Authorizing and Approving the City of Tarrant to Purchase Essential Motorola Equipment for the Tarrant Police Department. Councilor Bryant moved to approve Resolution No. 9261. Councilor Anderson 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

Nays:

None

Not voting:

Mayor Wayman Newton

The yeas being four (4), the nays being zero (0) with one (1) member not voting, the motion to approve Resolution No. 9261 was agreed to and the Resolution was approved.

Councilor Bryant introduced Resolution No. 9262 and asked the City Clerk to read Resolution No. 9262, A Resolution Conducting a Reduction in Force for Certain Position within the City of Tarrant, Alabama. Mayor Newton expressed unreadiness with the Resolution by reviewing past discussions believed to conflict with the Resolution. Mayor Newton provided a video transcript regarding the past discussions. For the record, Mayor Newton acknowledged Attorney Morro to be present in the Council chambers. The Council disagreed and asked for whole transcripts of past discussion verse partial video extractions. Councilor Bryant made a motion to approve Resolution No. 9262. Councilor Anderson 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

Nays:

None

Not voting:

Mayor Wayman Newton

The yeas being four (4), the nays being zero (0) with one (1) member not voting, the motion to approve Resolution No. 9262 was agreed and the Resolution was approved.

Mayor Newton introduced Resolution No. 9263. A Resolution Approving of and Adopting the City of Tarrant Employee Handbook. After discussion, it was recommended that the Resolution be tabled. Mayor Newton made a motion to table Resolution No. 9263. Councilor Bryant 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

Nays:

None

Not voting:

Mayor Wayman Newton

The yeas being four (4), the nays being zero (0) with one (1) member not voting, the motion to table Resolution No. 9263 was agreed to and the Resolution was tabled.

Next, the City Council reviewed the vouchers and expenses for City of Tarrant, City Hall week ending February 3, 2025. There were no vouchers from the Electric Department due to its official incorporation. Councilor Anderson moved to approve the vouchers for week ending February 3, 2025. Mayor Newton seconded the motion. Mayor Newton called for a vote.

Yeas:

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

Nays:

Councilor Veronica Bandy Freeman

Not voting:

Mayor Wayman Newton

The yeas being three (3), the nays being one (1) with one (1) member not voting, the motion to approve the vouchers and expenses for week ending February 3, 2024 were agreed and the vouchers and expenses were approved.

Next, the City Council moved on to Public Comments.

First, Chuck Winborn. Chuck Winborn introduced himself as a member of the Crime Commission Committee for the City of Tarrant. Mr. Winborn provided a brief summary of past requests including renovations needed at the City of Tarrant jail.

Second, Tommy Weaver. Mr. Weaver introduced himself as a property owner and life long resident of Tarrant. Mr. Weaver explained past approaches with past Mayors regarding erosion issues flowing from Lithicum street on to his properties located at 1100 block Birmingham St. Mr. Weaver provided evidence using pictures and requested the Mayor and Council proceed on fixing the erosion issues effecting his property from the flow on Lithicum Street.

After the public comments ended Mayor Newton moved to adjourn the meeting. Councilor Anderson seconded the motion. There was a verbal vote. Meeting adjourned at 8:21 pm.

Respectfully submitted,

Dr. Laverne Knight

City Clerk February 3, 2025
City of Tarrant Council Meeting, Alabama

READ AND APPROVED this the 3rd day of March, 2025.

The City of Tarrant, Alabama

APPROVED: _____
WAYMAN NEWTON, MAYOR

ATTEST: 

Dr. Laverne Knight

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, March 3, 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 1st day of March, 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 3rd day of March, 2025 while in regular session on Monday, March 3rd, 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 3rd day of March, 2025.

Laverne Knight, City Clerk

No Second 3.3.25

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, March 3, 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 3rd day of March, 2025.

City of Tarrant, Alabama

By: _____
Its: _____

Attest: _____

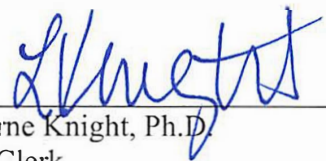

Laverne Knight, Ph.D.
City Clerk

Exhibit A

City of Tarrant, Alabama, Employee Handbook

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 fours (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 drivers' 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 informational 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 responsibility 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)

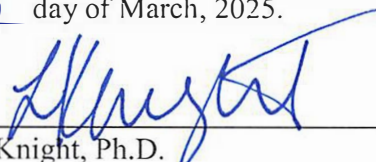
CERTIFICATION OF CITY CLERK

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 3rd day of March, 2025, while in regular session on Monday, March 3rd, 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 3rd day of March, 2025.





Laverne Knight, Ph.D.
City Clerk

**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.



L. Knight

City Clerk, Laverne Knight
March 3, 2025

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 Scheduled 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

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 3rd day of March 2025, while in regular session on Monday, March 3rd , 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 3rd day of March, 2025.

[SEAL]



Dr. Laverne Knight, City Clerk

CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA

RESOLUTION NO. 9264

**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) rebellion 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 expenditure, 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, March 3, 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 3rd day of March, 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 3rd day of March, 2025 while in regular session on Monday, March 3rd, 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 3rd day of March, 2025.

Laverne Knight, City Clerk

RESOLUTION NO. 9265

A RESOLUTION RECOGNIZING MARCH 2025 NATIONAL WOMEN’S HISTORY MONTH.

WHEREAS, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation and within the City of Tarrant (“City”) in countless recorded and unrecorded ways; and

WHEREAS, American women have played and continue to play critical economic, cultural, and social role in every sphere of the life of the Nation and within the City by constituting a significant portion of the labor force working inside and outside the home; and

WHEREAS, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation and the City; and

WHEREAS, American women have played a unique role throughout the history of the Nation and the City by providing the majority of volunteer labor force of the Nation; and

WHEREAS, American women of every race, class, and ethnic background have served this Nation in its military, fighting courageously in various combat and non-combat roles; and

WHEREAS, the City Council of the City of Tarrant, Alabama, (“City Council”) for these and all other reasons find it appropriate to acknowledge and declare March 2025 as Women’s History Month within the City.

NOW, THEREFORE, BE IT RESOLVED for the reasons stated above the City Council of the City of Tarrant, Alabama, hereby proclaim March 2025 as National Women’s History Month by acknowledging the countless role that women of every race, class, and ethnic background have played in the history of the United States and of this City.

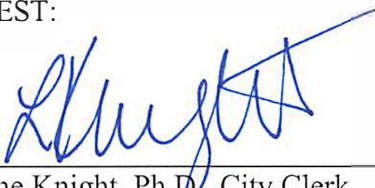
Adopted this the 3rd day of March, 2025.



THE CITY OF TARRANT, ALABAMA

By: _____
Its: _____

ATTEST:



Laverne Knight, Ph.D., City Clerk

CERTIFICATION OF CITY CLERK

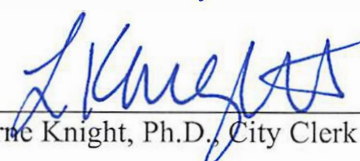
STATE OF ALABAMA)

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 the Resolution duly and legally adopted by the City Council of the City of Tarrant, Alabama, on the 3rd day of March, 2025, while in regular session on Monday, March 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 3rd day of March, 2025.





Laverne Knight, Ph.D., City Clerk

RESOLUTION NO. 9266

A RESOLUTION APPROVING OF GRANTING RIGHT OF WAY EASEMENT FOR JEFFERSON COUNTY, ALABAMA, AND AUTHORIZING EXECUTION OF RIGHT OF WAY DEED FROM THE CITY OF TARRANT TO JEFFERSON COUNTY.

WHEREAS, the entities developing the property located at 2660 Pinson Valley Parkway are in need of sewer access to its property in order to install sewer for the development ; and

WHEREAS, the City previously annexed this property into the City at the request of the property owners (see Ordinances No. 1160 and 1163) for the purposes of constructing a Dollar General store on the property; and

WHEREAS, having reviewed and considered the attached proposed right of way deed where the City of Tarrant, Alabama ("City"), grantor, will grant unto Jefferson County, Alabama ("County"), grantee, access to the right of way as described in the deed for the purpose of running sewer access to the above referenced property, the City Council of the City of Tarrant, Alabama, finds it in the best interest of its citizens to approve granting right of way access to Jefferson County, Alabama, and authorizing the Mayor to execute the attached deed on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tarrant, Alabama, while in regular session on Monday, March 3, 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. The City hereby grants to Jefferson County right of way access according to the attached right of way deed (see exhibit "A").
3. The right of way deed attached hereto as Exhibit "A" is hereby approved, and the mayor is authorized to execute the deed on behalf of the City.
4. Once executed, the City Clerk shall provide a certified copy of this resolution and the executed deed to Berry Engineering with a copy to the city attorney.
5. This Resolution shall become effective immediately upon its adoption by the City Council or as otherwise becoming law.

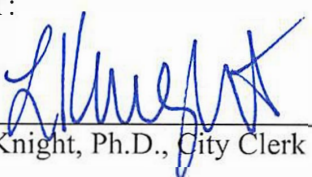
Adopted this the 3rd day of March, 2025.



THE CITY OF TARRANT , ALABAMA

By: _____
Its: _____

ATTEST:



Laverne Knight, Ph.D., City Clerk

Exhibit A

Right of Way Deed by and between the City of Tarrant and Jefferson County

This instrument prepared by:
Gonzalez-Strength & Associates
1550 Woods of Riverchase Dr-Suite 200
Hoover, AL 35244

**STATE OF ALABAMA)
JEFFERSON COUNTY)**

KNOW ALL MEN BY THESE PRESENTS: That for and in consideration of the sum of One and no/100s Dollars (\$1.00) cash in hand paid by Jefferson County, the receipt whereof is hereby acknowledged, we, the undersigned, do hereby grant, bargain, sell and convey unto the said Jefferson County, Alabama, its successors and assigns, a right-of-way and easement for sanitary sewer purposes, including the installation and maintenance of sewer pipelines, underground and on the surface, and underground and surface support facilities, including stations, access points, stubouts and manholes, said right-of-way and easement being located in Jefferson County, Alabama and described as follows, to-wit:

A Sanitary Sewer Easement over and across a parcel of land being situated in the Northeast One-Quarter of the Southeast One-Quarter of Section 28, Township 16 South, Range 02 West, Jefferson County, Alabama and being more particularly described as follows:

Commence at a found 2 inch open pipe marking the Northeast corner of the Northeast One-Quarter of the Southeast One-Quarter of said Section 28, thence run South along the East line of said Section 28 for a distance of 309.34 feet to a point; thence leaving said East line, deflect an angle right 89 degrees 32 minutes 54 seconds and run in a westerly direction for a distance of 246.31 feet to the POINT OF BEGINNING of a 20 foot wide Sanitary Sewer Easement lying 10 feet each side of, parallel to, and abutting the following described line; thence deflect an angle right 180 degrees 00 minutes 00 seconds and run in an easterly direction for a distance of 246.31 feet to a point lying on the grantor's east property line and the east line of said Section 28, being the end of said Sanitary Sewer Easement. The Sanitary Sewer Easement contains 4,926 square feet or 0.11 acres, more or less.

Less and except any portion of said Sanitary Sewer Easement that lies within existing Sanitary Sewer Easements, or outside the boundaries of the grantor's property.

For the consideration aforesaid, the undersigned do grant bargain sell and convey unto the said County the right and privilege of a perpetual use of said lands for such public purpose, together with all rights and privileges necessary or convenient for the full use and enjoyment thereof, including the right of ingress to and egress from said strip and the right to cut and keep clear all trees, undergrowth and other obstructions on the lands of the undersigned adjacent to said strip when deemed reasonably necessary for the avoidance of danger in and about said public use of said strip, and the right to prohibit the construction or Maintenance of any improvement or obstruction (except fencing) or the placement of spoil or fill dirt and/or heavy equipment over or on top of the easement/right-of-way without the written permission of the Jefferson County Commission or its authorized agent.

In consideration of the benefit to the property of the undersigned by reason of the construction of said sewer facility, the undersigned hereby release Jefferson County, the State of Alabama, and/or the United States of America, and/or any of their agents, from all damages present or prospective to the property of the undersigned arising or resulting from the construction, maintenance and repair of said improvement, and the undersigned do hereby admit and acknowledge that said sewer facility, if and when constructed, will be a benefit to the property of the undersigned.

The undersigned covenant with said Jefferson County that the undersigned are seized in fee-simple of said premises and have a good right to sell and convey the same and that the same are free from all encumbrances, and the undersigned will warrant and defend the title to the aforegranted strip of ground from and against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals, all on this _____ day of _____ 20__.

CITY OF TARRANT, a municipal corporation

BY: _____
ITS: _____

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, THE UNDERSIGNED AUTHORITY, in and for said County, in said State, hereby certify that _____ whose name as Mayor for **City of Tarrant** is signed to the foregoing conveyance, and who is known to me, acknowledged before me on this day that, being informed of the contents of the conveyance, he, as such officer, and with full authority, has executed the same voluntarily for and as the act of said Municipal Corporation.

Given under my hand and official seal, this _____ day of _____, 20__.

My commission expires _____.

Notary Public

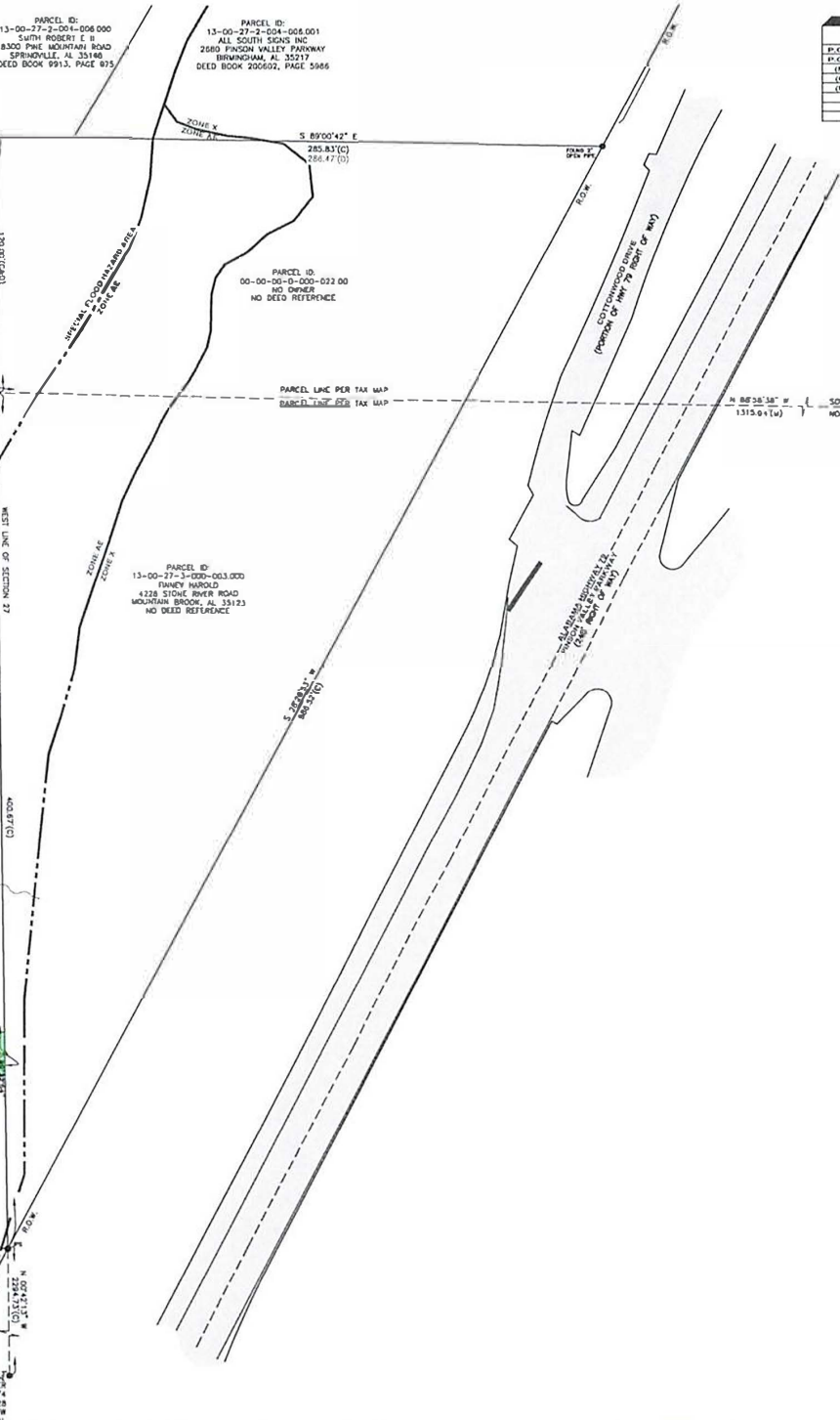
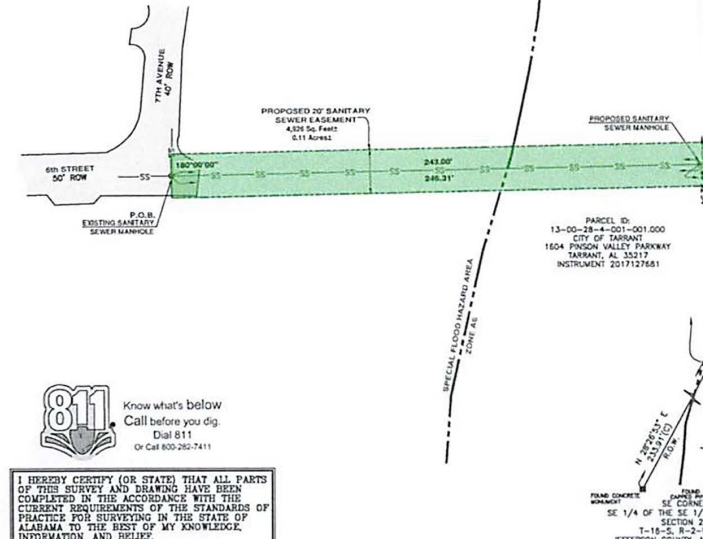
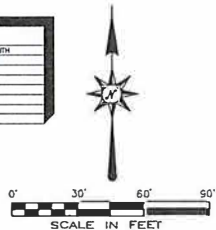
LEGEND

- #1 IRON PIN FOUND
- #2 IRON PIN SET (5/8" REBAR W/CP)
- △ CALCULATED POINT
- UTILITY POLE w/RAIL
- OVERHEAD POWER LINE
- SPOT ELEVATION
- SS--- SANITARY SEWER LINE
- W--- UNDERGROUND WATER LINE
- G--- UNDERGROUND GAS LINE
- RIGHT OF WAY
- △ WATER VALVE
- △ WATER METER
- △ GAS VALVE
- △ GAS VENT
- FENCE
- ADJUSTED SURFACE
- GRAVEL SURFACE
- SANITARY SEWER MANHOLE

NOTES

- All easements and rights of way of which the surveyor has knowledge are shown hereon; others may exist of which the surveyor has no knowledge and of which there is no observable evidence. No Title Commitment performed, certified to or supplied by client. Without said Title Commitment no guarantee can be made by the surveyor as to the location of easements.
- According to the Flood Insurance Rate Map (FIRM) for Jefferson County, Alabama (community-panel) number 0107300401H, dated March 21, 2019, a portion of the subject property lies within Zone X, defined as "area determined to be outside the 0.2% annual chance floodplain, a portion of the subject property lies within Zone AE, defined as "with SFE or Depth," and a portion of the subject property lies within Special Flood Hazard Area, defined as "Regulatory Floodway."
- North arrow and bearings shown hereon are based on Tennessee Mercator Projection - Alabama West Zone - NAD 83 adjusted 2011, using Geoid Positional System (GPS) and defined by static observation. Using Base Station: Designation: AL 30 CORS APP, PD 02228 Combined Factor: 0.99995426 Convergence Factor: +0.21 25.9

ABBREVIATIONS			
P.O.D.	POINT OF COMMENCEMENT	T18S	TOWNSHIP 18 SOUTH
P.O.B.	POINT OF BEGINNING	R2W	RANGE 2 WEST
MA	MEASURED	SEC	SECTION
LC	CALCULATED	R.R.	RAILROAD
EL	ELEVATION	BL	BUILDING
DEED BOOK 200603 PAGE 586			



The purpose of this survey is to show a land fee for the Sanitary Sewer.

I hereby certify that all parts of this alignment survey including the location with the property line shown here have been completed in accordance with the requirements of the minimum standards for the practice of surveying in the State of Alabama.

DATE: 11-29-2023
SURVEYOR'S SIGNATURE: [Signature]
ALABAMA REGISTRATION NO. 29996

SPECIFIC PURPOSE SURVEY
DOLLAR GENERAL
FOR
BLACKBURN CONSTRUCTION

GONZALEZ - STRENGTH & ASSOCIATES, INC.
CIVIL ENGINEERING, LAND SURVEYING, PLANNING, TRAFFIC & TRANSPORTATION
1550 WOODS OF RIVERCHASE DRIVE, SUITE 200
HOOPER, ALABAMA 35544
PHONE: (205) 942-3033
FAX: (205) 942-3033
www.Gonzalez-Strength.com



EWAL NO.
S1-R0
PROJECT
21-0580

CERTIFICATION OF CITY CLERK

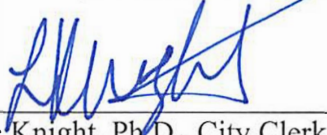
STATE OF ALABAMA)

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 March, 2025, while in regular session on Monday, March 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 3rd day of March, 2025.





Laverne Knight, Ph.D., City Clerk

RESOLUTION NO. 9267

A RESOLUTION APPROVING A REPAIR ESTIMATE FOR A 2020 CHEVROLET TAHOE POLICE 4 DOOR WAGON (UNIT 13).

BE IT RESOLVED by the City Council of the City of Tarrant, Alabama, while in regular session on Monday, March 3, 2025, at 7:00PM, a quorum being present, as follows:

1. The City Council of the City of Tarrant, Alabama, ("City Council") hereby approves the repair of the 2020 Chevrolet Tahoe Police 4 Door Wagon (Unit 13) as set forth in the attached estimate of repair (see Exhibit "A").
2. Further, the City Council authorizes the payment in the amount of the attached estimate to the company completing the repair once all repairs are completed and approved by the Chief of Police or his designee.
3. The Chief of Police, or his designee, is authorized to take all reasonably necessary action to comply with this Resolution.
4. This Resolution shall become effective immediately upon its adoption by the City Council or as otherwise becoming law.

Adopted this the 3rd day of March, 2025.

THE CITY OF TARRANT, ALABAMA

By: _____
Its: _____

ATTEST:

Laverne Knight, Ph.D., City Clerk

Exhibit A
Repair Estimate

Table 3.3.25

GOOCH PAINT & BODY
5501 VETERANS MEMORIAL PARKWAY
ADAMSVILLE, AL 35005
OFFICE: 674-8004 FAX: 674-8011

*** PRELIMINARY ESTIMATE ***

11/19/2024 03:06 PM

Owner

Owner: POLICE TARRANT UNIT 13

Inspection

Inspection Date: 11/19/2024 03:09 PM
Primary Impact: Front

Inspection Type:
Secondary Impact:

Repairer

Repairer: Gooch Paint & Body, Inc.
Address: 5501 Veterans Memorial Pkwy
City State Zip: Adamsville, AL 35005
Email: gbody@bellsouth.net

Contact: Derek or Mike Gooch
Work/Day: (205)674-8004
FAX: (205)674-8011

Target Complete Date/Time: Days To Repair: 20

Vehicle

OEM Part Price Quote ID: ****

2020 Chevrolet Tahoe Police 4 DR Wagon
8cyl Gasoline 5.3 FLEX
6-Speed Automatic

Lic Expire:
Veh Insp# :
Condition:
Ext. Refinish: Two-Stage

VIN: 1GNLCDEC9LR108980
Mileage Type: Actual
Code: U7434D
Int. Refinish: Two-Stage

Options

- | | | |
|-------------------------|-------------------------|---------------------------|
| 1st Row LCD Monitor(s) | 2nd Row Head Airbags | 3rd Row Head Airbags |
| AM/FM CD Player | Air Conditioning | Alarm System |
| Anti-Lock Brakes | Armrest(s) | Auto Headlamp Control |
| Auxiliary Audio Input | Black Grille | Camper/Towing Package |
| Cargo Lamp | Cargo/Trunk Net | Center Console |
| Color-Keyed Bumper(s) | Cruise Control | Daytime Running Lights |
| Digital Clock | Driver Information Sys | Dual Airbags |
| Dual Zone Auto A/C | Emergency S.O.S. System | Extra HD Alternator |
| Full Size Spare Tire | Halogen Headlights | Head Airbags |
| Heated Power Mirrors | Heavy Duty Battery | Heavy Duty Cooling |
| Hi-Flow Air Cleaner | In-Vehicle WiFi | Intermittent Wipers |
| Keyless Entry System | Lighted Entry System | Limited Slip Differential |
| MP3 Decoder | Navigation System | OnStar System |
| Overhead Console | Power Brakes | Power Door Locks |
| Power Drivers Seat | Power Steering | Power Windows |
| Privacy Glass | Pwr Accessory Outlet(s) | Pwr Folding Ext Mirrors |
| Rain-Sensing W/S Wipers | Rear Lip Spoiler | Rear View Camera |

Rear Window Defroster	Rear Window Wiper/Washer	Reverse Sensing System
Running Boards	Side Airbags	Single Exhaust System
SiriusXM Satellite Radio	Skid Plates	Split Folding Rear Seat
Split Front Bench Seat	Stability Cntrl Suspensn	Steel Wheels
Strg Wheel Radio Control	Theft Deterrent System	Tilt Steering Wheel
Tinted Glass	Tire Pressure Monitor	Touch Screen Display
Traction Control System	Trailer Hitch	USB Audio Input(s)
Velour/Cloth Seats	Wireless Audio Streaming	Wireless Phone Connect

Damages

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ%	B%	Hours	R
Front Bumper										
1	EC	14		Cover,Front Bumper	Replace Economy	\$641.25*			3.1	SM
2	L	14	13	Cover,Front Bumper	Refinish				3.7	RF
					2.6 Surface					
					0.6 Two-stage setup					
					0.5 Two-stage					
3	E	23		Mldg,Front Bumper	22936495 GM Part	\$146.32			INC	SM
4	E	24		Mldg,Front Bumper LT	22936486 GM Part	\$35.78			INC	SM
5	E	25		Mldg,Front Bumper RT	22936487 GM Part	\$35.78			INC	SM
6	EC	5		Reinf,Front Bumper	Replace Economy	\$350.00*			0.4	SM
7	E	32	#	Guard,Grille	12497622 GM Part	\$950.00*			1.8*	SM
				# = 01, 02						
8	E	11		Filler,Front Bumper LT	22936499 GM Part	\$49.97			INC	SM
9	E	12		Filler,Front Bumper RT	22936500 GM Part	\$49.97			INC	SM
10	E	1121		Brace,Front Bumper LT	22829663 GM Part	\$26.82			0.1	SM
11	E	1122		Brace,Front Bumper RT	22829664 GM Part	\$26.82			0.1	SM
12	E	1474		Brkt,Front Bumper Mtg LT	22806322 GM Part	\$30.88			INC	SM
13	E	1475		Brkt,Front Bumper Mtg RT	22806323 GM Part	\$30.88			INC	SM
Front End Panel And Lamps										
14	E	162		Grille Assembly	84505387 GM Part	\$495.00			INC	SM
15	EC	41		Headlamp Assy,Halogen LT	Replace Economy	\$650.00*			INC	SM
16	EC	42		Headlamp Assy,Halogen RT	Replace Economy	\$750.00*			INC	SM
Radiator Support										
17	EC	36		Supt,Front End Panel	Replace Economy	\$200.00*			0.1	SM
18	EC	73		Panel,Radiator Supt	Replace Economy	\$200.00*			13.8	SM
19	E	78		Cover,Rad Supt Panel	84295007 GM Part	\$99.52			INC	SM
20	E	77		Deflector,Radiator RT	23435605 GM Part	\$62.33			1.1	SM
21	E	765		Seal,Radiator	84241506 GM Part	\$186.92			INC	SM
Cooling And Air Conditioning										
22	EC	755		Radiator	Replace Economy	\$195.00*			INC	SM
23	E	764		Tank,Coolant Recovery	84368362 GM Part	\$93.58			INC	SM
24	E	758		Shroud,Radiator	23123635 GM Part	\$163.95			0.4	SM
25	N	977		A/C Evacuate & Recharg	Additional Labor				1.4	ME
26	EC	731		Condenser,A/C	Replace Economy	\$125.00*			0.2	ME
Front Body And Windshield										
27	EC	83		Panel,Hood	Replace Economy	\$850.00*			0.4	SM
				Aluminum						
28	L	83		Panel,Hood	Refinish				5.3	RF
					3.1 Surface					
					1.3 Edge					
					0.9 Two-stage					
29	E	88		Latch,Hood Panel	85574828 GM Part	\$85.00			INC	SM

30	E	84	Hinge,Hood Panel LT	22914276 GM Part	\$132.53	INC	SM
31	L	84	Hinge,Hood Panel LT	Refinish		0.4	RF
				0.3 Surface			
				0.1 Two-stage			
32	E	85	Hinge,Hood Panel RT	22914277 GM Part	\$132.53	INC	SM
33	L	85	Hinge,Hood Panel RT	Refinish		0.4	RF
				0.3 Surface			
				0.1 Two-stage			
34	E	86	Pad,Insulator Hood	84110491 GM Part	\$136.76	0.5	SM
35	E	99	W/Strip,Hood Panel	20963560 GM Part	\$55.09	INC	SM
36	EC	103	Fender,Front LT	Replace Economy	\$659.58*	0.6	SM
37	L	103	Fender,Front LT	Refinish		3.7	RF
				2.1 Surface			
				1.0 Edge			
				0.6 Two-stage			
38	EC	104	Fender,Front RT	Replace Economy	\$689.54*	0.6	SM
39	L	104	Fender,Front RT	Refinish		3.7	RF
				2.1 Surface			
				1.0 Edge			
				0.6 Two-stage			

Front Body Interior Sheetmetal

40	E	108	Skirt,Inner Fender LT	23365761 GM Part	\$280.65	INC	SM
41	E	109	Skirt,Inner Fender RT	22806317 GM Part	\$136.85	INC	SM
42	E	142	Brkt,Air Cleaner RT	84129816 GM Part	\$97.63	INC	SM
43	E	1853	Brkt,Air Cleaner RT	23114339 GM Part	\$65.20	INC	SM
44	E	140	Brace,Fender-Rad Supt LT	22814873 GM Part	\$15.55	INC	SM

Engine And Components

45	E	801	Air Cleaner Assembly	23252207 GM Part	\$225.12	INC	ME
----	---	-----	----------------------	------------------	----------	-----	----

Frame

46	I	641	Frame Assy,Front	Repair		10.0*	FR
47	L	641	Frame Assy,Front	Refinish		0.6	RF
				0.6 Surface			

Front Doors

48	I	207	Door Shell,Front LT	Repair		1.0*	SM
49	L	207	Door Shell,Front LT	Refinish		3.0	RF
				2.5 Surface			
				0.5 Two-stage			
50	I	208	Door Shell,Front RT	Repair		1.0*	SM
51	L	208	Door Shell,Front RT	Refinish		2.5	RF
				2.5 Surface			
				INC Two-stage			
52	E	452	W/Strip,Front Door LT	22888056 GM Part	\$56.75	0.2	SM
53	E	453	W/Strip,Front Door RT	22888057 GM Part	\$53.72	0.2	SM

Manual Entries

54	I	M14	Corrosion Protection	Repair		0.3*	RF
55	I	M17	Cover Car Exterior	Repair	\$10.00*	0.2*	RF
56	I	M60	Hazardous Waste Removal	Repair	\$5.00*		SM
57	SB		DECALS	Sublet Repair	\$175.00*		SM*
58	SB		TOW TO SHOP	Sublet Repair	\$150.00*		SM*
59	EC		MISC SHOP SUPPLIES	Replace Economy	\$50.00*		SM*
60	SB		ALIGNMENT	Sublet Repair	\$89.95*		SM*
61	I		PRE SCAN	Repair		0.5*	SM*
62	I		POST SCAN	Repair		0.5*	SM*
63	RI		EMERGENCY LIGHTS ,EQUIP	R & I Assembly		2.0*	SM*

63 Items

MC Message

01
02
13

CALL DEALER FOR EXACT PART # / PRICE
PART NO. DISCONTINUED, CALL DEALER FOR EXACT PART NO.
INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE

Estimate Total & Entries

OEM Parts
Other Parts
Paint & Materials
Parts & Material Total

23.8 Hours @ \$42.00

\$3,957.90
\$5,360.37
\$999.60
\$10,317.87

Labor	Rate	Replace Hrs	Repair Hrs	Total Hrs	
Sheet Metal (SM)	\$60.00	25.4	3.0	28.4	\$1,704.00
Mech/Elec (ME)	\$105.00	0.2	1.4	1.6	\$168.00
Frame (FR)	\$70.00		10.0	10.0	\$700.00
Refinish (RF)	\$60.00	23.3	0.5	23.8	\$1,428.00
Labor Total				63.8 Hours	\$4,000.00
Sublet Repairs					\$429.95
Gross Total					\$14,747.82
Net Total					\$14,747.82

Alternate Parts Y/39/00/00/39/39 Cumulative 39/00/00/39/39 Zip Code 35005 Default
OEM Part Prices DT 11/19/2024 03:09 PM EstimateID 1288245821631897600QuoteID ****
Rate Name Default

Audatex Estimating 10.30.137 ES 12/11/2024 09:08 AM REL 10.30.137 DT 11/01/2024 DB 12/08/2024
State Disclosure:AL
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3.9 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.
ESTIMATE CALCULATED USING THE 2.5 HOUR MAXIMUM ALLOWANCE FOR TWO-STAGE REFINISH OF NON-FLEX, EXTERIOR SURFACES.

Op Codes

* = User-Entered Value
NG= Replace NAGS
UE = Replace OE Surplus
EU = Replace Recycled
UM= Replace Reman/Rebuilt
UC = Replace Reconditioned
N = Additional Labor
IT = Partial Repair
P = Check

^ = Labor Matches System Assigned Rates
EC = Replace Economy
ET = Partial Replace Labor
TE = Partial Replace Price
L = Refinish
TT = Two-Tone
BR = Blend Refinish
CG= Chipguard
AA = Appearance Allowance

E = Replace OEM
OE = Replace PXN OE Srpls
EP = Replace PXN
PM= Replace PXN Reman/Reblt
PC = Replace PXN Reconditioned
SB = Sublet Repair
I = Repair
RI = R & I Assembly
RP = Related Prior Damage



Audatex

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Tabled 3.3.25

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 March, 2025, while in regular session on Monday, March 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 ____ day of March, 2025.

Laverne Knight, Ph.D., City Clerk

CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA

RESOLUTION NO. 9268

**A RESOLUTION AUTHORIZING THE PURCHASE OF DELL
DESKTOPS FOR THE CITY OF TARRANT CITY HALL.**

WHEREAS, the City of Tarrant, Alabama ("City") is responsible for maintaining the City of Tarrant City Hall information systems technology (IST); and

WHEREAS, the City Hall is need of replacing its existing desktops with updated models to allow for additional system security; and

WHEREAS, the City has received a quote from We R Smart LLC. to purchase the dell desktops (see quote attached as "Exhibit A") in the amount of \$46,325.04; and

WHEREAS, the City Council of the City finds it in the best interest of the health, safety, and welfare of its citizens to authorize the purchase of computer dell desktops in order to replace the existing desktops in the City Hall.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Tarrant, Alabama while in regular session on Monday, March 3, 2025, at 7:00

p.m. as follows:

Section 1. The above-stated preamble is hereby adopted and incorporated as if fully set out herein.

Section 2. The City is hereby authorized to purchase computer dell desktops for the Tarrant City Hall according to the quote from We R Smart LLC, that is attached as Exhibit "A," and the City is authorized to expend funds in the amount of \$46,325.04 for said purpose which shall be paid from the City's General Fund.

Section 3. The Mayor or his designee shall be authorized to complete any necessary paperwork and authorization in order to complete the purchase.

Section 4. This Resolution shall become effective immediately upon its passage.

ADOPTED this 3rd day of March, 2025.



The City of Tarrant, Alabama

APPROVED: _____
WAYMAN NEWTON, MAYOR

ATTEST: _____
Dr. Laverne Knight, 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 3rd day of March 2025, while in regular session on Monday, March 3rd, 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 3rd day of March, 2025.

[SEAL]



Dr. Laverne Knight, City Clerk

Grand Total:	\$46,325.04
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Notes:

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RESOLUTION NO. 9269

A RESOLUTION ORDERING THE DEMOLITION OF BUILDING OR STRUCTURE LOCATED AT 1212 Wharton Ave., Birmingham, AL. 35217, PARCEL ID 23 00 05 3 012 004.000, IN COMPLIANCE WITH SECTIONS 11-40-30 THROUGH 11-40-36, SECTIONS 11-53B-1 THROUGH 11-53B-16, INCLUSIVE, OF THE CODE OF ALABAMA, AND IN COMPLIANCE WITH ORDINANCE NUMBER 1022 OF THE CITY OF TARRANT, ALABAMA; AND CALLING FOR SAID DEMOLITION TO BE PERFORMED BY THE CITY OF TARRANT AND DIRECTING THE CITY ATTORNEY AND THE CITY CLERK TO CAUSE THE COST OF SUCH DEMOLITION TO BE CHARGED AGAINST THE LAND ON WHICH THE BUILDING OR STRUCTURE EXISTS AS A MUNICIPAL LIEN OR CAUSE SUCH COST TO BE RECOVERED IN A SUIT AT LAW AGAINST THE OWNER OR OWNERS

WHEREAS, the Appropriate Municipal Official determined that the condition of the building or structure located at 1212 Wharton Ave., Birmingham, AL 35217, Parcel , as listed on Exhibit A att23 00 05 3 012 004.000 attached hereto (the "Subject Property") is in such a condition as to make it dangerous and unsafe to the extent that it constitutes a public nuisance because of the danger of structure collapse, and such situations are in need of immediate remediation because of imminent danger endangering adjoining property, the public right of way, and human life or health.

WHEREAS, on January 15, 2025, notification of determination of a dangerous structure was sent via U.S. Postal Service to:

A. Person or persons, firms, associations, or corporations assessing the subject property for state taxes to the address as identified on the Jefferson County Tax Office website,

B. The identifiable property owner or owners (including any owner or owners of an interest in the subject property) as shown from a search of digital public records of Jefferson County, Alabama, at the owner or owners' last known address and at the address of the subject property,

C. Such other persons who are otherwise known to the City Clerk or to the Appropriate Municipal Official who could have an interest in the subject property.

WHEREAS, a Notice to Demolish has been posted at the subject property and a Notice of Finding of Public Nuisance and Declaration of Emergency has been posted in four public places located within the City of Tarrant: 1) City Hall, 2) Tarrant Public Library, 3) Tarrant Parks and Recreation Building and 4) Tarrant Board of Education.

WHEREAS, the Appropriate Municipal Official has made a Finding of Public Nuisance and Declaration of Emergency to the City Council of the City of Tarrant.

BE IT RESOLVED by the City Council of the City of Tarrant, Alabama while in regular session on Monday, March 3, 2025 at 7:00 p.m. as follows:

Section 1. After due deliberation, the City Council of the City of Tarrant, Alabama finds that the structure standing at 1212 Wharton Ave., Birmingham, Alabama, Parcel I.D. Number 23 00 05 3 012 004.000, as shown on Exhibit A hereto, is unsafe to the extent it is a public nuisance to the citizens of City of Tarrant, Alabama, such building is subject to immediate emergency demolition because of the danger of a burnt structure collapsing, and such situation is in need immediate remediation because of imminent danger endangering adjoining property, the public right of way, and human life or health, and is due to be condemned and demolished in compliance with Ordinance Number 1022 of the City of Tarrant, Alabama;


Section 1. That said demolition is to be performed as soon as possible by the City of Tarrant; and

Section 3. That the City Attorney and the City Clerk are hereby directed to cause the cost of such demolition to be charged against the land on which the building or structure is located and shall constitute a lien on the property for the amount of the assessment or cause such cost to be recovered in a suit at law against the owner or owners.

Adopted this the 3rd day of March 2025



APPROVED: _____
Wayman Newton, Mayor

ATTEST: 
Laverne Knight, 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 6th day of while in regular session on Monday, March 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 3rd day of March 2025




Laverne Knight, City Clerk
City of Tarrant, Alabama

[Draft] 1212 WHARTON AVE.

From

Draft saved Wed 2/26/2025 12:45 PM

To Laverne Knight <LKnight@tarrant.gov>

Cc David Casian <DCasian@tarrant.gov>; Christopher Muir <CMuir@tarrant.gov>; Ashley Valle <AValle@tarrant.gov>; Wayman Newton <WNewton@tarrant.gov>; Lisa Baker <LBaker@tarrant.gov>

 [20250226124032953 1.pdf](#)

Ms. Knight.

Attached is a copy of the compliance order for 1212 Wharton Ave. To be demolished, please submit this as a resolution at the Council meeting on March 3, 2025.

Thanks

Beatriz Adriana Meneses Radillo
Permit Coordinator.
City of Tarrant.
205 849 2800 Ext. 1033 .

RECEIVED
BY: _____
MAR 03 2025
Name: _____
Initial: _____



MICHAEL BRYMER
CITY ATTORNEY

WAYMAN A. NEWTON
MAYOR

DR. LAVERNE KNIGHT
CITY CLERK

CITY OF TARRANT

1133 Eastlake Blvd.

P. O. Box 170220

Tarrant, Alabama 35217-0220

Phone (205)849-2800

Fax (205)849-2805

COUNCIL MEMBERS

CATHY ANDERSON

JOHN T. "TOMMY" BRYANT

COUNCIL MEMBERS

VERONICA BANDY FREEMAN

DEBORAH MATTHEWS

TRACIE B. THREADFORD
MAYOR PRO TEM

DATE: January 15, 2025

PROPERTY OWNER: Dana Escoffier

ADDRESS: 402 Tisdale St. Mobile AL. 36604

Re: Demolition of 1212 Wharton Ave. Birmingham Al 35217
Parcel # 23 00 05 3 012 004.000

To whom it may concern.

In accordance with Article VI of the City of Tarrant, Alabama (the "City"), you are hereby notified that the above referenced property has been classified as a dangerous building and creates a danger to public health and safety. Please take immediate action to remediate this concern by either making habitable repairs or removing the structure within 45 days of this notice. To obtain the appropriate permits for actions to be taken, please contact the City of Tarrant Permits Office at (205) 849 2800 Ext. 1033.

Pursuant to attached Notice of Public Hearing, a public hearing has been scheduled before the City Council on 03/03/2025 at 6:00 pm regarding this matter. If no action has been taken by 03/01/2025, the City of Tarrant will institute remediation proceedings at that time, to and including demolition of the subject property. Any and all costs incurred by the City of Tarrant regarding this property will be subject to a lien assessment against the property at issue. Please be advised that the City also reserves any other rights that it may have a law or in equity, including a civil lawsuit to abate the public nuisance. Of course, our sincere preference is that you take action immediately to remedy the nuisance.

If you have any question, please give me a call at (205) 849-2800 Ext. 1033

Sincerely,

Chris Muir

Building Inspections Officer.



MAILED
1/26/2025

RECEIVED
BY: City Clerk
MAR 03 2025 11:27 am
Name: PK
Initial: PK

CITY OF TARRANT
VOUCHER LIST
MONDAY, MARCH 3, 2025

GENERAL FUND

54673-54732	ACCOUNTS PAYABLE RUN	143,346.01
5075	ACCOUNTS PAYABLE RUN	\$ 762.43
	ACCOUNTS PAYABLE RUN	

NET PAYROLL

2/28/2025	PAY PERIOD 2/8/2025-2/21/2025	\$ 158,276.79
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Date/Time: 2/27/2025 2:57 PM

City of Tarrant
Payment Register

User:

Joycelyn Cash
Page 1 of 2

<u>Bank Name</u>		<u>Bank Number</u>				
E911 Account		0215906779				
<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>
5075	CHK	At & T	407		02/27/2025	\$762.43
Bank Total:						\$762.43
Bank Payment Count:						1

<u>Bank Name</u>		<u>Bank Number</u>				
General Fund		0017572649				
<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>
54673	CHK	Aaa Environmental Services	4		02/27/2025	\$204.35
54674	CHK	Aflac	98		02/27/2025	\$154.42
54675	CHK	Airgas Usa, Llc	309		02/27/2025	\$159.96
54676	CHK	Alabama Administrative	1776		02/27/2025	\$240.00
54677	CHK	Alabama Child Support	37		02/27/2025	\$3,558.26
54678	CHK	Alabama Peace Officers Annuity	160		02/27/2025	\$30.00
54679	CHK	Alabama Power	12		02/27/2025	\$475.21
54680	CHK	Alsco - Birmingham	1438		02/27/2025	\$396.51
54681	CHK	AMERICAN FAMILY CARE, LLC	3370		02/27/2025	\$300.00
54682	CHK	American Fidelity Assurance	1730		02/27/2025	\$5,638.86
54683	CHK	American Fidelity Assurance	1731		02/27/2025	\$5,244.56
54684	CHK	At & T	407		02/27/2025	\$57.13
54685	CHK	Avenu	1773		02/27/2025	\$1,439.03
54686	CHK	Baker & Taylor Entertainment	208		02/27/2025	\$98.55
54687	CHK	Barnes & Barnes Law Firm, P.C.	3257		02/27/2025	\$2,000.00
54688	CHK	Bennett, Patrick	642		02/27/2025	\$32.00
54689	CHK	Birmingham Water Works	16		02/27/2025	\$5,652.24
54690	CHK	Bound Tree Medical, Llc	772		02/27/2025	\$404.82
54691	CHK	Bradford W. Caraway	2121		02/27/2025	\$475.00
54692	CHK	Center Point Large Print	1838		02/27/2025	\$47.94
54693	CHK	Christopher Muir	3270		02/27/2025	\$276.00
54694	CHK	City Of Tarrant	32		02/27/2025	\$2,273.90
54695	CHK	Coleman, Patrick	414		02/27/2025	\$406.64
54696	CHK	CSX Transportation	3338		02/27/2025	\$100.00
54697	CHK	Demco	338		02/27/2025	\$246.38
54698	CHK	Freeman, Veronica	1963		02/27/2025	\$833.36
54699	CHK	Genesis Tire	1291		02/27/2025	\$764.50
54700	CHK	Grainger	63		02/27/2025	\$113.78
54701	CHK	Greater Birmingham Humane Society	1503		02/27/2025	\$1,557.85
54702	CHK	Keith The Plumber	1817		02/27/2025	\$1,526.00
54703	CHK	Lloyd, Gray, Whitehead & Monroe, P.C.	3377		02/27/2025	\$8,356.41
54704	CHK	Local Government Corporation	275		02/27/2025	\$439.38
54705	CHK	Local Government Health	107		02/27/2025	\$608.00
54706	CHK	Lowe's	258		02/27/2025	\$1,677.69
54707	CHK	Mes	1413		02/27/2025	\$500.69
54708	CHK	Municipal And Commercial Uniform And	134		02/27/2025	\$1,987.90
54709	CHK	Municipal Workers Compensation	340		02/27/2025	\$18,808.50
54710	CHK	Nafeco	132		02/27/2025	\$252.19
54711	CHK	O'reilly Auto Parts	315		02/27/2025	\$591.09
54712	CHK	Quill	76		02/27/2025	\$512.96
54713	CHK	Republic Services #802	60		02/27/2025	\$2,593.97
54714	CHK	Republic Services Mt Olive Msw	2033		02/27/2025	\$1,305.39
54715	CHK	Robert J Young Company	1681		02/27/2025	\$828.05

Date/Time: 2/27/2025 2:57 PM

City of Tarrant
Payment Register

User:

Joycelyn Cash
Page 2 of 2

54716	CHK	Southern States	1244	02/27/2025	\$62.00
54717	CHK	Spire Alabama Inc	1704	02/27/2025	\$1,143.15
54718	CHK	Sun Life Financial	1848	02/27/2025	\$2,735.13
54719	CHK	Tarrant Electric Department	111	02/27/2025	\$35,825.92
54720	CHK	Texas Life Insurance Co.	1801	02/27/2025	\$199.55
54721	CHK	The C. BURRELL LAW GROUP, LLC	3183	02/27/2025	\$2,090.00
54722	CHK	Thompson Tractor Co, Inc	3209	02/27/2025	\$2,441.30
54723	CHK	Trigreen Equipment, Llc	683	02/27/2025	\$277.26
54724	CHK	United Way Of Central Alabama	241	02/27/2025	\$40.00
54725	CHK	Vision Service Plan	1733	02/27/2025	\$175.48
54726	CHK	WALDREP STEWART & KENDRICK, LLP	3156	02/27/2025	\$2,318.27
54727	CHK	We R Smart Llc	1887	02/27/2025	\$19,550.00
54728	CHK	Webb McNeill Walker PC	3390	02/27/2025	\$350.00
54729	CHK	Wells Fargo Vendor Fin Serv	1605	02/27/2025	\$317.10
54730	CHK	White, Curtis	3145	02/27/2025	\$416.67
54731	CHK	Xerox Corporation	1859	02/27/2025	\$2,074.81
54732	CHK	Zoom Communications, Inc	3406	02/27/2025	\$159.90

Bank Total: \$143,346.01

Bank Payment Count: 60

TARRANT CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS

REGULAR MEETING

Date: _____

3-3-25

SIGN IN SHEET

[illegible][illegible]