

**CITY OF TRUSSVILLE**  
**CITY COUNCIL AGENDA WORKSHOP PRIOR TO REGULAR SESSION**  
**JANUARY 27, 2026**

- I. Call to Order
- II. Prayer – \_\_\_\_\_
- III. Pledge – \_\_\_\_\_
- IV. Roll Call
- V. Minutes – January 13 agenda workshop & regular session
- VI. Approve Regular Agenda
- VII. Public Comment (up to 3 minutes each)
- VIII. Regular Agenda
  - Ordinance to Annex 2962 Queenstown Road
  - Resolution Honoring Trussville Resident & Miles College Bands Director Willie Snipes
  - Resolution to Adopt the Recommended Job Classification for Business License Compliance Officer within the City Employee Civil Service System
  - Resolution to Grant Unpaid Leave to a Certain City Employee
  - Resolution to Declare Various Fire & Police Department Assets as Surplus
- IX. Council/Mayor Reports
  - a. Horton – Tree Commission, Utilities, Public Safety, Design Review
  - b. Jackson – Finance, Active Transportation, Planning & Zoning, Inspections, Downtown Redevelopment
  - c. Miller – Veterans, ACTA, Historical, Senior Citizens
  - d. Farr – Library, IDA, Parks & Recreation, Chamber, Public Works
  - e. Anderson – Finance, Cemetery, Beautification, BOE, Leadership Trussville
  - f. Mayor – Administration
- X. Audience (2 minutes each)
- XI. Adjourn
- XII. Briefings
  - Accounts Payable

## CITY OF TRUSSVILLE MINUTES

### JANUARY 13, 2026 AGENDA WORKSHOP

The City Council met in an **agenda workshop** on **Tuesday, January 13, 2026**, at 5:30 pm to review the proposed agenda for its next regular session. Council President Jaime Melton Anderson presided over the meeting and Dan Weinrib served as recording secretary.

Those members present were as follows: Council President Jaime Melton Anderson  
Councilor Ben Horton  
Councilor Kimberly Farr  
Councilor Brian Jackson  
Councilor Jim Miller

Others present in their official capacity: Mayor Ben Short  
City Attorney Rick Stotser  
City Clerk Dan Weinrib

The City Council determined the order of consideration. Originally there were six items regarding city committees on the consent agenda. At Councilor Miller's request, the two involving Design Review were moved to the regular agenda. During its review of the regular agenda, Councilor Miller requested delaying the first proposed resolution because funding a comprehensive plan was not an emergency. Mayor Short disagreed but expressed willingness to defer to the wishes of the rest of the council. He explained that the Regional Planning Commission's funds were available on a first-come/first-served basis, so delaying two weeks would put Trussville at risk of losing out on the 80% match. Miller backed down.

The city council also received lengthy briefings from city attorney Chesley Payne, residential developer Brooks Harris & Harris' attorney Heyward Hosch (Maynard Nexsen law firm) regarding the origins & purpose of the proposed Tapestry Village Improvement District. Questions ensued from the council about the location, how the non-profit district would operate & its tax-exempt status. At one point, Harris assured the City Council & the audience that Harris Doyle & its Tapestry Village development are on solid financial footing since his company is owned by Berkshire Hathaway. The corporate conglomerate's A shares are worth over \$740,000 apiece; in its last 10-K filing with the SEC, the Warren Buffett-led company reported having approximately \$381.7 billion in cash on hand. Former Mayor Eugene Melton attempted to ask a question, only to scolded tactfully by President Anderson for his inappropriate question during workshop. Her response amused the entire room.

Next, Mayor Short brought up the process for considering citizens for future committee appointments. Moving forward, it will be the City's business practice to include the councilors on the applicant distribution list whenever there are committee vacancies. Councilors will have a grace period to review and offer feedback prior to a prospective appointment getting placed on the consent agenda. Mayor Short acknowledged he was giving up some executive discretion as a trade-off for achieving additional transparency with the public.

Next, Jessica Payne & Cassandra Greer (PNC Bank) gave a PowerPoint presentation on the full range of banking services offered to their government clients. The City plans to move its accounts to PNC, since PNC offers more favorable interest rates -- a benefit exceeding over \$180,000.

Next, the mayor & council discussed at length & reached final consensus on the school board appointment process. Instead of using private citizens, the councilors themselves will review candidates' resumes & privately inform HR Director Mandy Dixon which ones they want to consider. After each councilor has weighed in, he or she will then learn his/her other four colleagues' preferences. A scoring matrix will determine the top three candidates, whom the councilors will then interview in a public forum.

With no further items to discuss, President Anderson adjourned workshop at 6:58 pm.

### JANUARY 13, 2026 REGULAR SESSION

The City Council of the City of Trussville met in **regular session** on **Tuesday, January 13, 2026**, at 7:11 pm at the City Hall Annex, with Council President Jaime Melton Anderson presiding and Dan Weinrib serving as recording secretary.

President Anderson called the meeting to order. Councilor Miller led the prayer; Councilor Farr led the pledge.

Those members present were as follows: Council President Jaime Melton Anderson

Councilor Ben Horton  
Councilor Kimberly Farr  
Councilor Brian Jackson  
Councilor Jim Miller

Others present in their official capacity: Mayor Ben Short  
City Attorney Rick Stotser  
City Clerk Dan Weinrib

They reviewed the minutes from the December 18 agenda workshop & regular session. Councilor Farr moved & Councilor Jackson seconded the motion to approve the minutes, with Farr's correction regarding a Chamber event already noted. **UNANIMOUS**

President Anderson then introduced the four-item consent agenda. Councilor Miller moved & Councilor Horton seconded the motion to approve the consent agenda. President Anderson recognized Councilor Farr, who acknowledged three of the new committee appointees, who remained in attendance. **UNANIMOUS** Councilor Farr moved & Councilor Jackson seconded the motion to approve the extended regular agenda. **UNANIMOUS**

During public comments, former Mayor Eugene Melton (114 Glenn Avenue) voiced his opposition to the Tapestry Village Improvement District on the grounds that it should have to pay sales & use taxes on construction materials for building infrastructure. Mayor Short then clarified for the Council's & public's benefit that construction materials purchased by homebuilders for building residences are subject to sales & use tax. Upon recognition by President Anderson, attorney Heyward Hosch re-explained that state law exempts these non-profit improvement districts from paying such taxes for constructing utility infrastructure. Hosch also explained that improvement districts finance their improvements through private bonds, which get paid off via annual assessments to private property owners. Hosch should know since he wrote the state law.

Next, Bonnie Hicks (5284 Lakeside Terrace) asked about the proposed agreement with the Regional Planning Commission of Greater Birmingham, which costs up to \$750,000. Mayor Short answered & explained the City would pay 20% while RPCGB covers the other 80%.

Next, Kathyne Brugge (4244 Cahaba Bend) asked about the full impact of Tapestry Village on city schools. With Council's permission, developer Brooks Harris answered there would be 189 residences upon completion. She expressed concern because of the school system's burgeoning enrollment.

Under the regular agenda, Councilor Horton then introduced a proposed proclamation declaring January 2026 as Human Trafficking Prevention Month. **He moved & Councilor Farr seconded the motion for approval. UNANIMOUS Proclamation No. 2026-01** Jefferson County Sheriff's Investigator Marvin Cole thanked the council and spoke briefly to the audience. After a brief recess for group pictures, President Anderson resumed the meeting.

Councilor Farr then introduced a proposed proclamation declaring January 2026 as School Board Appreciation Month. **She moved & Councilor Jackson seconded the motion for approval. UNANIMOUS Proclamation No. 2026-02** After a brief recess for group pictures with the city school board president, Dr. Steven Ward, President Anderson resumed the meeting.

Councilor Jackson then introduced a proposed resolution approving an agreement with the Regional Planning Commission of Greater Birmingham for a new comprehensive plan. **He moved & Councilor Miller seconded the motion for approval. UNANIMOUS Resolution No. 2026-01**

Councilor Horton then introduced a proposed resolution to request an opinion from the office of the Alabama Attorney General regarding conflicting enforcement between the City's Life Safety Code pertaining to residential fire safety systems & *Code of Alabama Section 13-14A-12.2* **He moved & Councilor Miller seconded the motion for approval. UNANIMOUS Resolution No. 2026-02**

Councilor Farr then introduced a proposed resolution to grant unpaid leave to a certain city employee who cannot use paid time off because of her probationary status. **She moved & Councilor Horton seconded the motion for approval. UNANIMOUS Resolution No. 2026-03**

President Anderson then opened a public hearing on prospective alcohol licensing for the new Food City grocery on Main Street. Food City had taken over for Winn-Dixie. Store Manager Jeff Shook & Special Project Manager Eric Hozouri represented Food City. With President Anderson's permission, Mayor Short questioned them about employee training. They answered to his & council's satisfaction. Each employee assigned to any checkout register is required to have two hours of TIPS training, then get certified. Afterwards, they undergo monthly reviews. At times, corporate management will send

undercover actors to test those employees for compliance. The council had no questions. Since nobody from the audience spoke up, President Anderson closed the public hearing.

Councilor Farr then introduced a proposed resolution to approve Food City's alcohol licensing application. **She moved & Councilor Miller seconded the motion for approval. UNANIMOUS Resolution No. 2026-04**

Councilor Jackson then introduced a proposed resolution to authorize Mayor Short to sign an intergovernmental agreement with Jefferson County regarding the \$140,000 improvements project on Edwards Lake Road. **He moved & Councilor Farr seconded the motion for approval. UNANIMOUS Resolution No. 2026-05**

Councilor Jackson then introduced a proposed resolution approving the establishment of the Tapestry Village Improvement District. **He moved & Councilor Farr seconded the motion for approval.** Consequently, Councilor Miller asked the council to postpone consideration to a subsequent council meeting. **He moved to table the resolution. The motion died due to a lack of a second. Upon roll call vote on the original motion, APPROVED 4-1 (Miller dissenting) Resolution No. 2026-06**

Councilor Farr then introduced a proposed resolution to declare various Parks & Recreation assets as surplus. **She moved & Councilor Horton seconded the motion for approval. UNANIMOUS Resolution No. 2026-07**

**Councilor Jackson then moved, & Councilor Farr seconded the motion, to appoint Wayne Taylor to the Design Review Committee, succeeding Chairman Kris Reeves, with term ending August 23, 2027.** When asked by Councilor Horton, Mayor Short explained that committees elect their own leadership. In this case, Taylor will likely take over as Design Review chairman since he was a founding member of the committee years ago. **Councilor Miller then made the motion to table the appointment to the next council meeting, to allow other interested citizens to apply. The motion died due to a lack of a second. The Council then voted 4-1 (Miller dissenting) approving Taylor's appointment.**

**Councilor Jackson then moved, & Councilor Farr seconded the motion, to accept Reeves resignation from Design Review, effective immediately. UNANIMOUS** Mayor Short explained that Reeves is already busy volunteering for the City, by chairing the Active Transportation Committee & serving on the Planning & Zoning Commission.

During committee reports, Councilor Horton reported that the Tree Commission has already planted 35 of its 42 replacement trees throughout the Cahaba Project neighborhood. He thanked CAWACO & Cahaba Homestead Heritage Foundation for their financial support. He praised ACE Tree Service, as well as Ralph & Sherie Mitchell for the trees He also reported that the Utilities renovation project on Main Street is making progress.

Councilor Jackson reported that Active Transportation expects delivery of a proposed comprehensive plan from the Regional Planning Commission of Greater Birmingham at its February 18 meeting. He also summarized all actions taken by the Planning & Zoning Commission during its February 12th meeting. He also complimented downtown merchants for using approximately 2.5 miles of holiday lights to glow up the downtown area over Christmas holidays.

Councilor Miller reported that the Veterans Committee is accepting Veteran of the Year nominations. Also, the Historical Board met on January 5th.

Councilor Farr commended Public Works for their busy winter season schedule. Also, the members of the Jefferson County Library Association awarded the Jason Baker Leadership Award posthumously to Jason Baker. His widow Patricia accepted on their family's behalf. She recognized new Parks & Recreation Director Chris Mills, who was in the audience. She also promoted the Chamber of Commerce's annual Toast of the Town event occurs January 22 at the Reserve event space above Umani. Dr. Patrick Martin will give his annual state of the city schools address at the next chamber luncheon.

President Anderson welcomed new Cemetery Authority members Tiffany Brewer & Alison Cantley. Also, the Beautification Board will have its annual planning session on February 3rd. Also, the school board's next meeting will be January 26. Also, Leadership Trussville board meeting will occur January 16th. Last week, they focused on economic development. She later disclosed that she will miss the next council meeting because of her Air Force duties.

Mayor Short also welcomed Parks & Recreation Director Chris Mills. Just after starting his new job, Mills had to deal with water damage at the Civic Center & expired lights in the Sports Complex. Mayor announced he will soon spend \$100,000 to re-seal the Civic Center original roof & extend its warranty, since it is less expensive than a \$1 million replacement. Also, Mayor Short has engaged Sain

Associates to develop a five-year road repaving plan. He is looking for grants and other funding sources to cover the estimated \$75,000 cost. Also, the City has hired a private company to pressure-wash the Entertainment District & the Veterans Monuments.

During audience comments, Tree Commission chairman Ralph Mitchell gave his group's annual report. In their fifth year of existence, they will have planted 42 trees. Their accumulative total is 114. Its Arbor Day event will take place at The Mall on February 28. Mayor Short thanked him & the Commission for their work.

With no further business left to consider, President Anderson adjourned the meeting at 7:11 pm.

Respectfully submitted,



City Clerk Dan Weinrib MMC

**CITY COUNCIL OF THE CITY OF TRUSSVILLE, ALABAMA**

**Ordinance No. 2026- -ANX**

**AN ORDINANCE TO ALTER AND REARRANGE THE BOUNDARY LINE  
OF THE CITY OF TRUSSVILLE, ALABAMA, SO AS TO INCLUDE  
WITHIN THE CORPORATE LIMITS CERTAIN OTHER TERRITORY  
CONTIGUOUS TO SAID CITY**

**WHEREAS**, this Council does hereby determine that matters set forth in that certain petition of:

Laurel Ashleigh Timmerman  
ATD Flips, LLC  
178 King Richards Way  
Calera, Ala. 35040

**2962 Queenstown Road, Trussville, Alabama 35173  
24-00-02-2-004-009.000-RR**

wherein the owner(s) of the property described therein and hereinafter described in this Ordinance, requested that said property be annexed to the City of Trussville are true, and that it is in the public interest that said property be annexed to the City of Trussville.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Trussville, Alabama as follows:

Section 1. Incorporation: That under the provisions of the Code of Alabama, 1975, 11-42-21, the corporate limits of the City of Trussville, Alabama be, and the same are altered and rearranged so as to include, in addition to the territory already within the corporate limits of said City, the territory described in Exhibit "A" attached hereto and made a part hereof, which territory is contiguous to said City and not within the corporate limits of any other municipality.

Section 2. Zoning: The zoning of the property described on Exhibit "A" attached hereto will convert to the most compatible City of Trussville zoning classification, that classification being A-1 with the stipulated prohibition on mobile or manufactured homes.

Section 3. Fire Dues: Pursuant to Act No. 604, as amended, of the 1976 Alabama Legislature, the City does hereby agree that if the territory described in this ordinance, or part thereof, is in any fire district organized under the laws of the State of Alabama, an amount shall be paid to the fire district equal to six times the amount of dues that the owner(s) of the territory being annexed paid to the fire district the preceding year, with said payment to be made by the property owner(s); otherwise, as to the defaulting property owners(s), this ordinance shall be null, void, and of no effect.

Section 4. Annexation Inspection Fee: The city's annexation inspection fee shall be collected upon approval of the annexation by the City Council. Failure to pay this fee shall render this ordinance null, void, and of no effect.

Section 5. Severability: If any part, section, or subdivision of this ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this ordinance, which shall continue in full force and effect notwithstanding such holding. If any part, section or subdivision of this ordinance or document, map, or petition to which it may refer shall be held unconstitutional or invalid as to any portion of the territory annexed herein, such holding shall not be construed to impair or invalidate the ordinance as to the territory not included in or affected by such holding.

Section 6. Publication: The City Clerk shall file a certified copy of the property described in Exhibit "A" attached hereto, and a certified copy of this ordinance with the Probate Judge of the county in which the property is located, and also cause a copy of this ordinance to be published in a newspaper of general circulation in the City of Trussville, or to be published by posting as provided by law.

Section 7. Repealer: All ordinances or parts of ordinances heretofore adopted by the City Council of the City of Trussville, Alabama which are inconsistent with the provisions of this ordinance are hereby expressly repealed.

ADOPTED AND APPROVED THIS THE 27TH OF JANUARY 2026

\_\_\_\_\_  
Jaime Melton Anderson, Council President

\_\_\_\_\_  
Ben Short, Mayor  
City of Trussville

Attest: \_\_\_\_\_  
Dan Weinrib, City Clerk

**CERTIFICATION OF CITY CLERK**

STATE OF ALABAMA )  
JEFFERSON COUNTY )

I, Dan Weinrib, City Clerk of the City of Trussville, Alabama, do hereby certify that the above and foregoing is a true and correct copy of an Ordinance duly adopted by the City Council of the City of Trussville, Alabama, on the 27th day of January 2026.

The above and foregoing ordinance was published on the 28th day of January 2026 by posting copies thereof in three public places within the City of Trussville, one of which was at Trussville City Hall.

Witness my hand and seal of office this 28th day of January 2026

\_\_\_\_\_  
Dan Weinrib MMC, City Clerk

**PARCEL #:** 24 00 02 2 004 009.000  
**OWNER:** LE THANG  
**ADDRESS:** 178 KING RICHARDS WAY CALERA AL 35040  
**LOCATION:** 2962 QUEENSTOWN RD BHAM AL 35173

[ 111-D0 ] Baths: 1.0 H/C Sqft: 1,629  
**06-032.0** Bed Rooms: 4 Land Sch: L1  
Land: 34,000 Imp: 111,300 Total: 145,300  
Acres: 0.000 Sales Info: 08/08/2025 \$90,000

<< Prev Next >> [ 1 / 0 Records ] Processing...

Tax Year : 2025 ▼

SUMMARY **LAND** BUILDINGS SALES PHOTOGRAPHS MAPS

**LAND COMPUTATION**

	Code	Acerage	Square Foot	Market Value	CU. Value
LOTS 2	111 HOUSEHOLD UNITS	0	0	\$34,000.00	

**ROLLBACK/HOMESITE/MISCELLANEOUS**

**LEGAL DESCRIPTION**

SUB DIVISON1: QUEENSTOWN MAP BOOK: 7 PAGE: 72  
SUB DIVISON2: MAP BOOK: 0 PAGE: 0  
  
PRIMARY BLOCK: 27 SECONDARY BLOCK: 0  
PRIMARY LOT: 9&10 SECONDARY LOT: 0

**METES AND BOUNDS:** LOT 9 & 10 BLK 27 QUEENSTOWN

**SALES INFORMATION**

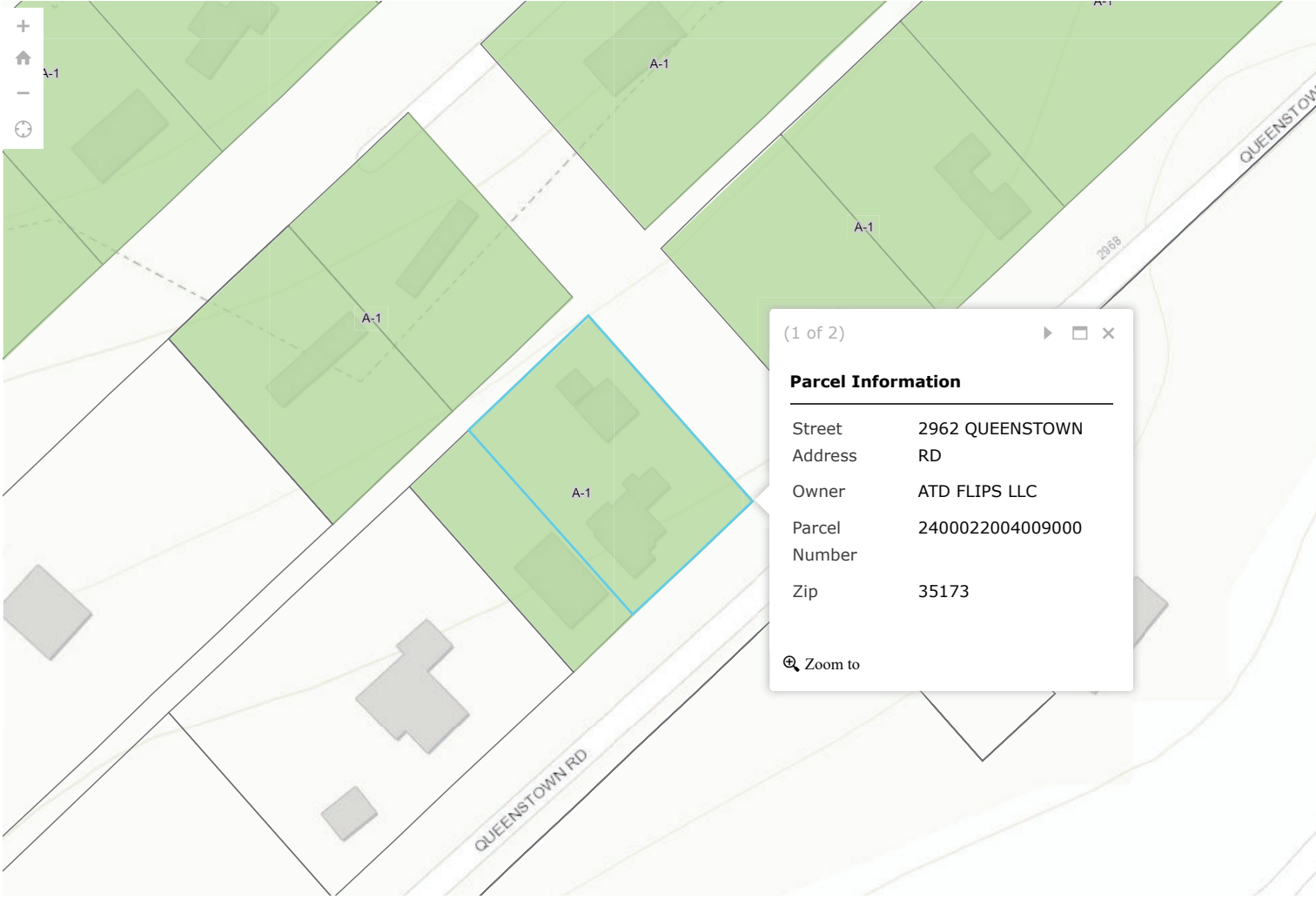
8/8/2025	\$90,000.00	2	<b>BOOK:</b> 2025 <b>PAGE:</b> 074629	Land	ATD FLIPS LLC
4/24/2019	\$125,000.00	1	<b>BOOK:</b> 2019 <b>PAGE:</b> 041816	Land & Building	LE THANG
12/14/2018	\$108,500.00	2	<b>BOOK:</b> 2018 <b>PAGE:</b> 127277	Land & Building	LE THANG
12/14/2018	\$108,500.00	2	<b>BOOK:</b> 2018 <b>PAGE:</b> 127278	Land & Building	LE THANG
9/25/2016	\$10.00	3	<b>BOOK:</b> 2016 <b>PAGE:</b> 102326	Land	RICH KEITH & KAREN
5/17/2016	\$146,000.00	3	<b>BOOK:</b> 2016 <b>PAGE:</b> 074974	Land & Building	RICH KEITH & KAREN



# Zoning Lookup

Jefferson County Unincorporated A...

Legend Layers Basemap gallery Overview map Measure Details Print Share



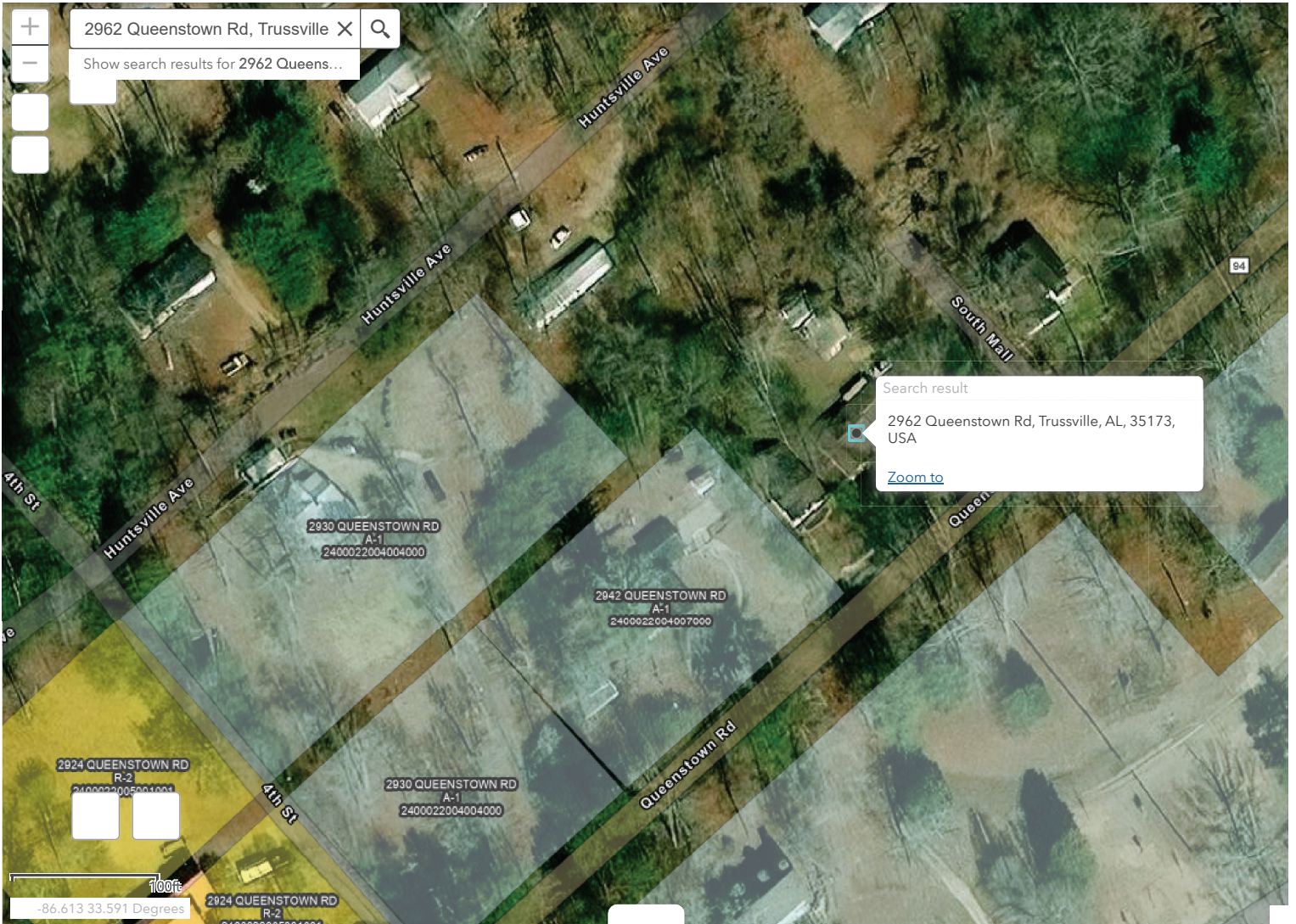
(1 of 2) [Close] [Previous] [Next]

**Parcel Information**

Street Address	2962 QUEENSTOWN RD
Owner	ATD FLIPS LLC
Parcel Number	2400022004009000
Zip	35173

Zoom to

# Trussville Zoning Map



## **CITY OF TRUSSVILLE, ALABAMA**

OFFICE OF THE CITY COUNCIL

131 Main Street

Trussville, Alabama 35173

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRUSSVILLE, ALABAMA, RECOGNIZING PROFESSOR WILLIE SNIPES FOR HISTORIC NATIONAL ACHIEVEMENT IN MUSIC EDUCATION**

WHEREAS, the City Council of the City of Trussville seeks to recognize individuals whose professional accomplishments bring distinction and positive recognition to the City of Trussville; and

WHEREAS, Professor Willie Snipes serves as Director of College Bands at Miles College and has demonstrated exceptional leadership in music education and student mentorship; and

WHEREAS, under the leadership of Professor Snipes, the Miles College Purple Marching Machine earned consecutive ESPN Band of the Year honors in 2024 and 2025, becoming the first band in the nation to receive back-to-back ESPN Band of the Year awards, as determined by a national panel of industry experts; and

WHEREAS, in the 2025 national competition, the band also earned First Place in Musicality, reflecting sustained excellence, discipline, and performance at the highest national level; and

WHEREAS, Professor Snipes has served as Band Director at Miles College for fifteen (15) years, making him the longest-serving band director in the institution's history, and his leadership has brought national recognition to Alabama and the City of Trussville;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TRUSSVILLE, ALABAMA, AS FOLLOWS:

1. The Trussville City Council hereby formally recognizes and commends Professor Willie Snipes for his historic national achievements and leadership in music education.
2. The City Council expresses its appreciation for Professor Snipes' dedication, mentorship,

and the honor his accomplishments bring to the City of Trussville.

3. The City Clerk is directed to enter this Resolution into the official minutes of the City Council and to provide a certified copy to Professor Willie Snipes.

ADOPTED AND APPROVED this \_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Council President

\_\_\_\_\_  
City Clerk

**Resolution No. 2026-**

**A Resolution Adopt the Recommended Job Classification for Business License Compliance Officer Position within the City Employee Civil Service System**

**BE IT RESOLVED** by the City Council of the City of Trussville, Alabama that the City shall hereby adopt the recommended job classification for the position of Business License Compliance Officer (**Exhibit A**), effective immediately.

ADOPTED AND APPROVED THIS THE 27TH OF JANUARY 2026

\_\_\_\_\_  
Jaime Melton Anderson, Council President

\_\_\_\_\_  
Ben Short, Mayor  
City of Trussville

Attest: \_\_\_\_\_  
Dan Weinrib, City Clerk

**CERTIFICATION OF CITY CLERK**

STATE OF ALABAMA )  
JEFFERSON COUNTY )

I, Dan Weinrib, City Clerk of the City of Trussville, Alabama, do hereby certify that the above and forgoing is a true and correct copy of the Resolution duly and legally adopted by the City Council of the City of Trussville, Alabama on the 27th day of January, 2026, while in regular session on Tuesday, January 27, 2026, and the same appears of record in the minute book of said date of said City.

Witness my hand and seal of office this 28th day of January 2026

\_\_\_\_\_  
Dan Weinrib MMC, City Clerk



## Job Title

**Business License Compliance Officer (Part-Time)**

## Department

Community Development / Finance / Code Enforcement

## Position Summary

The Business License Compliance Officer is responsible for ensuring that businesses operating within the jurisdiction comply with local business licensing requirements, municipal codes, and applicable regulations. This position performs field inspections, investigates complaints, conducts code enforcement activities, and works collaboratively with business owners to achieve voluntary compliance while protecting public health, safety, and welfare.

## Essential Duties and Responsibilities

### Business License Compliance

- Administer and enforce business license ordinances and related municipal codes.
- Identify unlicensed or non-compliant businesses through field inspections, research, and complaints.
- Verify business operations, ownership, zoning compliance, and license status.
- Educate business owners on licensing requirements, fees, renewal processes, and applicable regulations.
- Issue notices of violation, warnings, citations, or administrative penalties in accordance with local ordinances.
- Coordinate with finance, planning, zoning, police, fire, and health departments to ensure full regulatory compliance.

### Code Enforcement

- Conduct inspections of commercial properties to ensure compliance with municipal codes, zoning regulations, and operating standards.
- Investigate complaints related to business operations, nuisance issues, and code violations.
- Document findings through written reports, photographs, and case management systems.
- Prepare case files for administrative hearings or legal proceedings and testify when required.
- Monitor corrective actions and follow up to ensure timely compliance.



## Customer Service & Outreach

- Serve as a point of contact for business owners, property owners, and the public regarding licensing and code requirements.
- Provide clear guidance and assistance to promote voluntary compliance.
- Maintain professional, respectful interactions, even in challenging or enforcement-based situations.

## Administrative Duties

- Maintain accurate records, inspection logs, and enforcement actions.
- Prepare reports, correspondence, and compliance summaries.
- Use licensing, permitting, and enforcement software systems effectively.

## Minimum Qualifications

- High school diploma or equivalent required; associate degree or coursework in public administration, business, criminal justice, or a related field preferred.
- One (1) year of experience in business licensing, code enforcement, regulatory compliance, or a related field preferred.
- Knowledge of municipal codes, ordinances, and enforcement procedures is desirable.
- Ability to interpret and apply laws, regulations, and policies consistently and fairly.

## Preferred Qualifications

- Prior experience in **law enforcement, code enforcement, business license compliance, regulatory compliance, or a related enforcement role.**
- Experience conducting inspections, investigations, or compliance monitoring.
- Familiarity with municipal codes, zoning regulations, and administrative enforcement processes.
- Experience working with the public in enforcement or regulatory environments.

## Required Skills and Abilities

- Strong communication and interpersonal skills.
- Ability to conduct inspections and investigations independently.
- Conflict resolution and de-escalation skills.
- Attention to detail and strong documentation skills.
- Ability to work in the field and office environments.
- Proficiency with basic computer applications and database systems.



City of  
**TRUSSVILLE**

MAYOR | BEN SHORT  
CITY CLERK | DAN WEINRIB  
COUNCIL MEMBERS  
JAIME ANDERSON  
KIMBERLY FARR  
BEN HORTON  
BRIAN JACKSON  
JIM MILLER

## Working Conditions

- Part-time schedule with flexible or variable hours, including occasional evenings or weekends.
- Fieldwork requiring walking, standing, and exposure to varying weather conditions.
- Interaction with business owners and the public in enforcement situations.

## Compensation

- Hourly rate commensurate with experience and qualifications.



**Resolution No. 2026-\_\_\_\_\_**

**A Resolution Granting Leave Without Pay for a City Employee**

**WHEREAS**, a City employee not yet eligible to use accrued leave time has requested an unpaid leave of absence

**NOW THEREFORE BE IT RESOLVED** that the City Council of Trussville, Alabama, hereby grants this unpaid leave request for February 16-19, 2026.

ADOPTED AND APPROVED THIS THE 27TH OF JANUARY 2026

\_\_\_\_\_  
Jaime Melton Anderson, Council President

\_\_\_\_\_  
Ben Short, Mayor  
City of Trussville

Attest: \_\_\_\_\_  
Dan Weinrib, City Clerk

**CERTIFICATION OF CITY CLERK**

STATE OF ALABAMA )  
JEFFERSON COUNTY )

I, Dan Weinrib, City Clerk of the City of Trussville, Alabama, do hereby certify that the above and forgoing is a true and correct copy of the Resolution duly and legally adopted by the City Council of the City of Trussville, Alabama on the 27th day of January, 2026, while in regular session on Tuesday, January 27, 2026, and the same appears of record in the minute book of said date of said City.

Witness my hand and seal of office this 28th day of January 2026

\_\_\_\_\_  
Dan Weinrib MMC, City Clerk

Resolution No. 2026-\_\_\_\_\_

**A Resolution to Declare Various Fire Department & Police Department Assets as Surplus and to Sell, Convey or Otherwise Dispose of the Same in Accordance with Resolutions and Ordinances Pertaining to Surplus Property**

**WHEREAS**, the Fire Department has determined that the following items, as enumerated in **Exhibit 1**, are no longer needed; and

**WHEREAS**, the Police Department has determined that the following items, as enumerated in **Exhibit 2**, are no longer needed; and

**WHEREAS**, these items are no longer of value to the City

**THEREFORE, BE IT RESOLVED** by the **City Council of the City of Trussville, Alabama** while in regular session as follows:

**Section 1.** That the Mayor is hereby authorized to declare the aforementioned as surplus; and

**Section 2.** That the Mayor is hereby authorized to sell, convey, or otherwise dispose of the same in accordance with resolutions and ordinances relating to surplus property, thus removing them from the City's inventory.

ADOPTED AND APPROVED THIS THE 27TH OF JANUARY 2026

\_\_\_\_\_  
Jaime Melton Anderson, Council President

\_\_\_\_\_  
Ben Short, Mayor  
City of Trussville

Attest: \_\_\_\_\_  
Dan Weinrib, City Clerk

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Witness my hand and seal of office this 28th day of January 2026

\_\_\_\_\_  
Dan Weinrib MMC, City Clerk