



**CITY OF FAIRHOPE
SPECIAL CALLED CITY COUNCIL
MEETING AGENDA**

**Monday, September 29, 2025 - 5:00 PM
City Council Chamber**

Council Members

Jack Burrell
Corey Martin
Jimmy Conyers
Jay Robinson
Kevin G. Boone

Invocation and Pledge of Allegiance

1. Call Meeting to Order
2. Public Participation - Agenda Items - (3 minutes maximum)
3. Resolution — That the City Council reviews, approves and adopts the proposed FY2026 Budget.
4. Resolution — That the City Council desires to use Impact Fees account for equipment and projects that meet the criteria and are in the FY2026 Proposed Budget.
5. Resolution — That the City Council approves and adopts the recommendations to fund new positions and Pay Grades; reclassify positions; defund; and delete positions as presented in the FY2026 Budget.
6. Public Participation - (3 minutes maximum)
7. Adjourn

Regular Meetings of the City Council shall be held on the 2nd and 4th Monday of each month immediately following the 4:30 p.m. Work Session unless prescheduled and announced otherwise.

Next Regular City Council Meeting, Monday, October 13, 2025, 6:00 p.m. or immediately following the Work Session.

Fairhope Municipal Complex
City Council Chambers
161 North Section Street
Fairhope, AL 36532



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2025-1822

FROM:	Kim Creech, CITY TREASURER
SUBJECT:	Resolution — That the City Council review, approves and adopts the proposed FY2026 Budget.
AGENDA DATE:	September 29, 2025

RECOMMENDED ACTION:

City Council Approval

BACKGROUND INFORMATION:

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
All Funds		\$204,789,545.00	\$204,789,545.00	\$0.00

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up:

Individual(s) responsible for follow up:

Action required (list contact persons/addresses if documents are to be mailed or emailed):

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the proposed Budget presented and reviewed the 29th day of September 2025, hereby approved, and adopted for the FY 2025-2026; and that the following estimates of revenues and expenses, as related thereto, are hereby adopted; and those revenues and expenses are appropriated as follows:

GENERAL FUND:

Total Revenue and Transfers In	<u>\$56,841,939</u>
Total Expenditures and Transfers Out	<u>\$56,841,939</u>

SANITATION FUND:

Total Revenue & Transfer In	<u>\$4,902,015</u>
Total Expenditures & Transfers Out	<u>\$4,902,015</u>

GAS FUND:

Total Revenue & Transfer In	<u>\$16,436,227</u>
Total Expenditures & Transfers Out	<u>\$16,436,227</u>

ELECTRIC FUND:

Total Revenue & Transfer In	<u>\$30,442,065</u>
Total Expenditures & Transfers Out	<u>\$30,442,065</u>

WATER/WASTEWATER FUND:

Total Revenue & Transfer In	<u>\$70,178,703</u>
Expenditures & Transfers Out	
Water Department	<u>\$38,475,280</u>
Waste Water Department	<u>\$33,903,423</u>
Total Expenditures & Transfer Out	<u>\$72,378,703</u>

CAPITAL PROJECT FUND:

Total Revenue & Transfer In	<u>\$21,911,893</u>
Total Expenditures & Transfers Out	<u>\$21,911,893</u>

IMPACT FEES FUND:

Total Revenue & Transfer In	<u>\$3,232,103</u>
Total Expenditures & Transfers Out	<u>\$3,232,103</u>

GAS TAX FUND:

Total Revenue & Transfer In	<u>\$118,600</u>
Total Expenditures & Transfers Out	<u>\$118,600</u>

REBUILD ALABAMA FUND:

Total Revenue & Transfer In	<u>\$396,000</u>
Total Expenditures & Transfers Out	<u>\$396,000</u>

Resolution No. _____

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MUNICIPAL CAPITAL IMPROVEMENT FUND:

Total Revenue & Transfer In	<u>\$230,000</u>
Total Expenditures & Transfers Out	<u>\$0</u>

CORRECTION FUND:

Total Revenue & Transfer In	<u>\$100,000</u>
Total Expenditures & Transfers Out	<u>\$100,000</u>

TOTAL FYE 2026 BUDGET	<u>\$204,789,545</u>
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BE IT FURTHER RESOLVED, that the Annual Salaries of City Personnel shall be as shown on a list entitled Annual Salaries of All City Personnel; and said list filed in the Office of the City Treasurer and of Human Resources; and

BE IT FURTHER RESOLVED, that the City Council hereby authorizes the portion of the Sales and Use Tax revenue for FY 2025-2026 that is restricted in the General Fund Debt Pre-Payment Account can be used for General Fund operations up to \$3,596,516.00 reduction; and

BE IT FURTHER RESOLVED, that the City Council hereby authorizes the portion of the Sales and Use Tax revenue FY 2025-2026 that is restricted in the Capital Project Fund (Infrastructure Improvement Special Fund) can be used for General Fund operations up to the \$3,596,516.00 and

BE IT FURTHER RESOLVED, that the City Council hereby authorizes the City Treasurer to perform Administrative Budget Transfers, as needed throughout the Fiscal Year. Directors are expected to operate with the funding appropriate for their department. Should a funding increase be required, a written request is to be submitted to the Treasurer and Mayor with a limit not to exceed \$20,000.00. All Administrative Budget Transfers are documented and tracked in the City's financial management system; and

BE IT FURTHER RESOLVED, that the City Council hereby approves 2% set aside for Cost-of-Living raise will become effective the first pay period after the passage of the budget in FYE 2025; and

BE IT FURTHER RESOLVED, that the City Council hereby approves merit raises for the City of Fairhope employees as defined in the proposed budget that may become effective December 2025.

DULY ADOPTED THIS 29TH DAY OF SEPTEMBER, 2025

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

General Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40030	Real Estate Taxes	7,494,699	8,953,083	10,107,668	9,949,244	10,698,038	7.5%
40040	Automobile Taxes	<u>1,149,511</u>	<u>1,181,763</u>	<u>999,004</u>	<u>1,229,977</u>	<u>1,252,669</u>	<u>1.8%</u>
	Total Property Taxes	8,644,210	10,134,846	11,106,673	11,179,221	11,950,707	6.9%
40160	City Sales Tax	10,116,381	10,260,245	8,927,399	10,743,364	10,875,859	1.2%
40162	SSUT INCOME	1,628,226	1,857,537	1,740,354	1,791,049	2,043,290	14.1%
40163	City Sales Tax-PJ	1,079,973	1,232,183	1,061,861	1,144,772	1,306,114	14.1%
40164	Seller Use Tax	1,508,574	1,569,397	1,298,109	1,599,089	1,663,560	4.0%
40165	Seller Use Tax-PJ	267,609	244,393	216,653	283,665	259,057	-8.7%
40166	Consumer Use Tax	195,947	151,540	276,864	207,704	260,000	25.2%
40167	Consumer Use Tax-PJ	18,913	20,256	18,569	20,048	21,472	7.1%
40170	Beer Tax	305,666	302,515	256,980	304,369	305,177	0.3%
40175	Beer Tax-Police Jurisdiction	34,170	33,868	27,834	34,762	35,000	0.7%
40180	Wine Tax	57,081	55,143	44,825	57,939	57,500	-0.8%
40185	Wine Tax-Police Jurisdiction	455	413	340	474	465	-1.9%
40190	Liquor Tax	187,566	227,606	248,004	192,944	248,000	28.5%
40195	Liquor Tax-Police Jurisdiction	47,822	43,924	33,986	42,813	43,000	0.4%
40210	Dog Tax	40	55	25	45	40	-11.1%
40220	Cigarette Tax	48,067	40,724	30,938	48,067	40,724	-15.3%
40225	Cigarette Tax-Police Jurisdict	50,483	53,844	45,299	50,483	53,844	6.7%
40230	Lodging Tax	676,574	658,524	684,344	690,105	710,000	2.9%
40235	Lodging Tax-Police Jurisdictio	<u>1,108,022</u>	<u>1,104,718</u>	<u>850,415</u>	<u>1,130,183</u>	<u>1,171,002</u>	<u>3.6%</u>
	Total Local Taxes	17,331,571	17,856,884	15,762,799	18,341,875	19,094,104	4.1%
40310	Business Lic-Inside City	2,825,156	3,073,856	3,338,762	3,081,167	3,376,393	9.6%
40315	Business Lic-Police Jurisdicti	153,879	173,131	211,964	172,646	210,250	21.8%
40325	Registration Fees-Solicit	700	400	300	700	400	-42.9%
40330	Parade/Misc Permit Fees	12,962	9,407	12,291	19,053	9,500	-50.1%
40350	Building Permits	1,343,487	838,135	1,110,964	900,000	900,000	0.0%
40360	Inspection Fees	517,566	259,910	461,469	465,000	465,000	0.0%
40370	Misc Bldg Dept Fees/Fines	340,144	137,994	105,349	210,000	175,000	-16.7%
40375	Planning-Misc Revenue	400	350	450	500	500	0.0%
40376	Subdivision - Outside City	1,150	-	-	-	-	0.0%
40377	Subdivision - Inside City	72,550	178,786	101,962	150,000	150,000	0.0%
40378	Site Plan Approval	500	1,000	4,500	1,000	1,000	0.0%
40379	Board of Adjustment	3,560	5,422	6,277	3,300	3,300	0.0%
40380	Rezoning Applications	7,140	5,282	10,071	7,140	7,140	0.0%
40385	State of AL Commercial Fee	118,057	34,724	63,894	72,000	72,000	0.0%
40390	Insurance Co. Franchises	407,116	492,986	544,604	440,000	500,000	13.6%
40400	Cable TV Franchise	270,616	221,372	198,491	250,000	250,000	0.0%
40410	Franchise Fees-City Prop	2,416	4,286	5,114	4,300	4,000	-7.0%
40415	Utility Franchise Fees	<u>217,554</u>	<u>252,677</u>	<u>265,119</u>	<u>253,000</u>	<u>265,119</u>	<u>4.8%</u>
	Total Licenses and Permits	6,294,952	5,689,718	6,441,582	6,029,806	6,389,602	6.0%
40540	Fines Forfeitures & Fees	251,346	243,897	152,384	240,000	210,000	-12.5%
40541	Court-Corrections Fund Revenue	<u>40,665</u>	<u>36,876</u>	<u>-</u>	<u>38,000</u>	<u>-</u>	<u>-100.0%</u>
	Total Court Revenue	292,011	280,773	152,384	278,000	210,000	-24.5%
40590	Annual AL Liq Tax Allocation	18,323	20,427	15,953	18,300	20,427	11.6%
40600	Liquor Tax-Monthly Revenue	88,479	84,424	99,373	80,000	85,000	6.3%
40610	Fin Inst Excise Tax	486,822	294,609	257,979	235,000	250,000	6.4%
40620	Motor Veh Lic & Reg Fees	6,523	6,892	5,709	6,718	7,099	5.7%
40630	Oil Prod Privilege Tax	6,087	6,510	4,282	6,270	6,705	6.9%

General Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
41695	Severance Tax - Gas & Oil	<u>15,672</u>	<u>12,153</u>	<u>5,412</u>	<u>11,000</u>	<u>11,000</u>	0.0%
	Total State of Alabama	621,906	425,015	388,710	357,288	380,231	6.4%
40650	State Grants	5,200	-	43,000	-	-	0.0%
40780	Grant - Police Dept	300,000	362,851	256,101	300,000	350,000	16.7%
40815	Mosquito Control Revenue	24,960	29,812	29,812	24,960	29,812	19.4%
40835	Federal Grants	58,489	157,897	(19,462)	360,000	211,200	-41.3%
41336	Community/Specl Projct Grants	30,000	124,912	60,000	-	280,000	100.0%
45520	Airport Grant Revenue	<u>304,387</u>	<u>2,017,266</u>	<u>35,236</u>	<u>100,000</u>	<u>100,000</u>	0.0%
	Total Grants	723,036	2,692,738	404,687	784,960	971,012	23.7%
40950	Interest-Bank Deposits	1,138,049	1,506,105	1,080,387	700,000	800,000	14.3%
40960	Interest-Other	-	7,893	19,867	-	20,000	100.0%
40970	Lease-Municipal Pier	2,500	6,250	27,729	5,000	28,000	460.0%
40980	Rent - Farm	9,975	9,975	9,975	9,975	9,975	0.0%
41020	Rent - Faulkner	1	1	1	1	1	0.0%
41040	Rent - USA	25,000	25,000	27,500	25,000	27,500	10.0%
41060	Rent - Civic Center	49,008	61,499	75,336	54,000	75,000	38.9%
41080	Rent - Park/Sidewalk Areas	17,469	19,225	8,605	-	2,180	100.0%
41070	Rent - Nix Center	<u>37,461</u>	<u>34,539</u>	<u>27,292</u>	<u>35,000</u>	<u>35,000</u>	0.0%
	Total Interest and Rents	1,279,462	1,670,486	1,276,693	828,976	997,656	20.3%
41250	Utility Collections Fees	1,331,495	1,355,851	1,574,824	1,431,584	1,670,630	16.7%
41260	Admin Services - Utilities	<u>2,733,078</u>	<u>2,917,049</u>	<u>3,400,180</u>	<u>3,400,010</u>	<u>4,312,153</u>	26.8%
	Total Charge for Services	4,064,573	4,272,900	4,975,004	4,831,594	5,982,783	23.8%
41310	Memberships	26,745	28,700	31,271	26,000	26,000	0.0%
41315	Donations	2,274	1,598	380	2,000	1,300	-35.0%
41320	Dance Revenue	4,290	3,679	1,742	3,000	3,000	0.0%
41325	Instruction	281	-	-	500	1,000	100.0%
41335	Misc Rev - Special Services	<u>1,523</u>	<u>1,309</u>	<u>716</u>	<u>1,000</u>	<u>1,000</u>	0.0%
	Total Adult Recreation	35,113	35,286	34,109	32,500	32,300	-0.6%
41745	Rec Dept Memb/Pass	440,752	468,528	445,039	432,000	450,000	4.2%
41910	Rec Dept Pool Memberships	22,165	19,285	18,680	30,000	23,500	-21.7%
41920	Rec Dept Summer Program	-	4,260	5,700	-	-	0.0%
41940	Rec Dept Miscellaneous	843	1,360	1,552	8,000	1,360	-83.0%
41945	Recreation Field Rental	59,942	92,163	79,031	65,000	75,000	15.4%
41955	Tennis Memberships	27,534	25,249	22,934	24,000	25,000	4.2%
41960	Miscellaneous Tennis Revenue	22,999	17,489	20,539	17,000	21,000	23.5%
41965	Tennis Shop Sales	<u>17,940</u>	<u>13,090</u>	<u>12,851</u>	<u>14,000</u>	<u>8,500</u>	-39.3%
	Total Rec Dept Revenue	592,175	641,423	606,325	590,000	604,360	2.4%
41022	Pumpout Service	370	145	205	300	262	-12.7%
41025	Fairhope Docks Slip Rentals	168,046	230,965	225,382	220,000	245,000	11.4%
41045	Marina Fuel Income	565,975	510,045	422,417	621,590	621,590	0.0%
41055	Docks - Ship Store Sales	<u>3,167</u>	<u>3,967</u>	<u>4,069</u>	<u>15,000</u>	<u>15,000</u>	0.0%
	Total Marina Revenue	737,558	745,122	652,072	856,890	881,852	2.9%
44510	Memberships	203,270	190,826	168,727	203,270	195,000	-4.1%
44520	Green Fees	286,469	307,482	289,460	268,300	300,000	11.8%
44530	Cart Rentals	475,362	475,922	433,965	475,000	475,500	0.1%
44540	Pro Shop Sales	113,794	121,019	96,103	100,000	118,000	18.0%
44545	Pro Shop Sales - Custom Order	12,261	32,240	14,513	16,500	21,000	27.3%

General Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
44550	Driving Range	86,311	95,156	112,596	84,000	115,000	36.9%
44560	Beverage Sales	103,813	94,866	92,523	97,000	97,000	0.0%
44570	Food Sales	94,746	95,745	88,907	91,000	91,000	0.0%
49020	Handicap Fees	<u>5,235</u>	<u>5,095</u>	<u>5,855</u>	<u>6,000</u>	<u>5,400</u>	<u>-10.0%</u>
	Total Golf Revenue	1,381,262	1,418,352	1,302,649	1,341,070	1,417,900	5.7%
41230	Dog Pound Fees	1,280	1,167	325	1,000	500	-50.0%
41610	Beach Revenue	15,220	19,580	12,080	14,600	14,600	0.0%
41705	Sale of Fixed Assets	157,523	80,518	46,251	80,000	80,000	0.0%
41755	Brick memorials	16,966	9,215	2,200	1,300	1,300	0.0%
41800	Donations	300	-	14,334	700	1,000	42.9%
45565	Museum Donations	100	300	-	100	-	-100.0%
49015	Insurance Dividend	-	-	-	20,000	20,000	0.0%
49030	Insurance Claim	224,048	72,209	63,653	-	-	0.0%
49035	Rebate Income	23,927	13,497	10,971	10,000	16,000	60.0%
49040	Miscellaneous Income	33,658	35,647	14,419	31,000	27,000	-12.9%
49042	Parking Garage Revenue	3,667	2,000	-	1,900	-	-100.0%
49080	Community Dev Revenue	5,890	26,105	5,875	22,500	22,500	0.0%
49090	Inmate Phone Revenue	5,013	2,800	1,863	3,000	3,000	0.0%
49092	McKesson Settlement Fund	929	23,993	26,037	14,000	100,946	621.0%
49095	DEA Revenue	6,600	-	-	-	-	0.0%
49998	Budget Rollover	-	-	-	5,212,078	3,841,727	-26.3%
49999	Inventory Revenue	<u>(0)</u>	<u>-</u>	<u>0</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
	Total Other Revenue	495,120	287,030	198,009	5,412,178	4,128,573	-23.7%
49820	Natural gas fund	185,030	192,990	303,330	303,330	299,051	-1.4%
49830	Electric fund	499,803	507,077	508,150	508,150	729,035	43.5%
49840	Water & Wastewater fund	290,324	290,324	292,155	292,155	356,670	22.1%
49895	Transfers from Impact Fee Fund	155,744	69,090	45,619	1,774,250	2,316,103	30.5%
49897	Transfers from Correction Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>100.0%</u>
	Total Transfers	1,130,901	1,059,481	1,149,254	2,877,885	3,800,859	32.1%
	TOTAL REVENUES	<u>43,623,849</u>	<u>47,210,054</u>	<u>44,450,950</u>	<u>53,742,243</u>	<u>56,841,939</u>	<u>5.8%</u>
EXPENSES							
	General Government	2,891,488	3,723,132	3,166,925	3,542,670	3,485,056	-1.6%
	Elected Officials	286,528	318,196	263,602	295,869	331,789	12.1%
	Planning	910,713	1,137,476	1,250,129	1,482,163	1,623,534	9.5%
	Building Dept	1,204,150	1,257,850	1,209,779	1,302,648	1,359,877	4.4%
	Judicial	286,990	317,254	287,079	310,945	337,486	8.5%
	Police Dept	7,707,846	8,967,224	7,305,619	8,625,102	8,997,135	20.1%
	Correction Dept	-	-	971,202	1,016,939	1,364,949	196.6%
	Information Technology	1,040,824	1,254,717	987,251	1,542,445	1,650,951	7.0%
	Human Resources	507,111	489,422	472,180	560,933	724,955	29.2%
	Revenue	604,007	779,875	777,844	879,972	959,796	9.1%
	Meter	720,867	681,345	607,968	760,049	731,719	-3.7%
	Fire Department	975,362	972,381	909,779	3,318,851	3,829,032	15.4%
	Economic & Community Dev	675,152	727,988	792,336	957,189	1,176,634	22.9%
	Recreation Dept	2,784,638	3,888,272	4,841,480	6,133,447	6,658,785	8.6%
	Civic Center	690,348	649,748	267,772	548,316	531,753	-3.0%
	Museum/Welcome Center	196,298	201,342	205,805	537,554	753,913	40.2%
	Adult Recreation/Special Service	659,780	518,135	529,102	645,378	995,940	54.3%
	Marina/Harbor	884,761	667,236	611,263	1,192,433	1,753,842	47.1%
	Streets Department	5,774,918	4,821,188	5,116,242	5,551,117	5,523,034	-0.5%

General Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
	Landscape Department	-	1,858,182	2,035,267	2,226,270	2,553,235	14.7%
	Parks Department	-	-	233,941	372,424	407,300	9.4%
	Fleet Maintenance	863,585	1,143,500	1,133,006	1,275,967	1,189,613	-6.8%
	Golf Clubhouse/Grounds	1,914,153	3,120,096	1,936,011	2,530,919	2,640,530	4.3%
	Non-Departmental Facilities	396,049	1,198,089	258,492	749,771	816,830	8.9%
	Staff Agencies & Appropriation	1,451,740	1,504,490	1,380,783	1,499,490	1,494,251	-0.3%
	Debt Service	470,142	470,142	-	-	-	0.0%
	Other Expeditures/Transfers	3,754,970	10,331,366	5,071,900	5,883,382	4,950,000	-15.9%
	Total Expenses	<u>37,652,421</u>	<u>50,998,646</u>	<u>42,622,755</u>	<u>53,742,243</u>	<u>56,841,939</u>	<u>5.8%</u>
	Excess Rev Over Expenses	<u>5,971,428</u>	<u>(3,788,592)</u>	<u>1,828,195</u>	<u>-</u>	<u>-</u>	

Elected Officials

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	149,481	150,149	127,850	149,440	164,200	9.9%
50190	Employee Payroll Taxes	11,281	11,286	9,609	11,224	11,213	-0.1%
50200	Employee Retirement Exp	7,964	8,055	7,978	8,703	10,049	15.5%
50201	Other Employee Insurance	-	-	716	1,147	1,291	12.6%
50210	Employee Medical Insurance	82,294	82,542	77,147	81,855	102,032	24.6%
50221	Workers Comp Insurance	203	207	285	230	187	-18.7%
50222	Casualty/Property Insurance	4,504	4,510	5,745	4,600	5,917	28.6%
50230	Training/School/Travel	26,398	44,711	28,153	27,500	27,500	0.0%
50300	Computer Expense	373	6,233	2,155	3,300	500	-84.8%
50320	Office Supplies	50	37	-	-	-	0.0%
50325	Printers/Copiers/OE and supp	280	288	345	-	500	100.0%
50340	General Supplies	72	167	193	-	500	100.0%
50380	Communications	1,735	6,882	2,152	4,870	4,900	0.6%
50390	Dues-Memberships-Subscrip	1,894	3,128	1,273	3,000	3,000	0.0%
Total Elected Officials		286,528	318,196	263,602	295,869	331,789	12.1%

General Government Administration

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	1,128,086	1,405,067	1,306,371	1,468,146	1,569,599	6.9%
50041	Overtime-Special Events	-	-	-	-	2,000	100.0%
50045	Overtime	13,488	11,678	3,808	10,000	8,000	-20.0%
50110	Salary/Fee-City Attorney	36,000	36,000	33,000	36,000	36,000	0.0%
50190	Employee Payroll Taxes	83,041	102,801	94,889	105,697	111,878	5.8%
50200	Employee Retirement Exp	95,712	113,063	120,957	130,256	160,603	23.3%
50201	Other Employee Insurance	-	-	9,926	10,994	10,441	-5.0%
50210	Employee Medical Insurance	196,534	221,587	202,654	219,348	268,716	22.5%
50215	Required Contrib-OPEB	28,037	28,037	25,059	28,037	16,602	-40.8%
50221	Workers Comp Insurance	2,176	1,659	1,863	1,845	1,902	3.1%
50222	Casualty/Property Insurance	100,387	121,735	139,683	122,000	143,791	17.9%
50230	Training/School/Travel	18,539	28,910	12,936	29,250	35,700	22.1%
50270	Audit & Accounting	82,537	70,420	59,121	75,000	70,000	-6.7%
50280	Legal Fees	212,265	157,570	144,789	150,000	150,000	0.0%
50290	Professional Services	142,527	161,758	143,753	178,747	165,000	-7.7%
50300	Computer Expense	43,974	194,957	130,434	135,461	126,064	-6.9%
50320	Office Supplies	10,831	15,014	10,197	16,000	15,000	-6.3%
50325	Printers/Copiers/OE and supp	14,339	20,259	21,686	17,732	18,940	6.8%
50330	Postage	5,159	5,015	6,996	6,000	6,500	8.3%
50340	General Supplies	33,932	33,357	22,615	35,100	40,650	15.8%
50360	General Maintenance	26,536	16,328	17,910	35,136	31,305	-10.9%
50380	Communications	18,459	27,564	16,791	20,960	20,464	-2.4%
50390	Dues-Memberships-Subscrip	19,990	19,298	23,415	29,055	29,040	-0.1%
50395	Employment Screening	664	661	235	700	250	-64.3%
50400	Miscellaneous	-	-	907	-	-	0.0%
50410	Cash Over or Short	(897)	18	(27)	-	-	0.0%
50420	Bad Debts	956	-	-	-	-	0.0%
50430	Gasoline & Oil	554	570	-	-	-	0.0%
50435	Small Equipment	-	-	-	500	500	0.0%
50440	Equip & Vehicle Repair	-	744	1,678	1,500	1,500	0.0%
50460	Uniforms	1,072	1,818	963	2,500	2,500	0.0%
50462	Safety Wear and PPE	-	-	-	500	500	0.0%
50470	Purchases Vehicles & Equipment	7,695	-	-	11,211	11,211	0.0%
50475	Capital Improvements	6,005	38,141	30,780	26,000	19,000	-26.9%
50482	Land/Right of Way Acquisitions	-	237,500	125	-	-	0.0%
50510	Interest Expense	25	-	-	-	-	0.0%
50580	Bank Fees	35,945	42,980	39,068	35,000	35,000	0.0%
50585	Printing	-	-	-	500	500	0.0%
51000	Recording Fees Paid	113	401	116	400	400	0.0%
51020	Sales Tax Rebatement	207,554	331,740	269,802	255,000	100,000	-60.8%
51025	Colony Rent	18,789	1,130	20,857	25,000	20,000	-20.0%
51030	Publications Newspapers	62,295	68,541	11,550	55,000	15,000	-72.7%
51045	Election Expense	668	387	4,774	30,000	1,500	-95.0%
51050	COF Book & Sidewalk Brick	16,673	4,448	1,660	3,000	3,000	0.0%
51165	City Hall Maintenance	15,026	3,744	1,251	22,095	15,000	-32.1%
52040	Grant Expenditures	20,000	-	63,000	20,000	20,000	0.0%
52080	Sales Tax Collection Fees	176,540	182,394	153,221	180,000	185,000	2.8%
52510	Utilities for City Use	9,264	15,840	18,110	13,000	16,000	23.1%
Total General Gov Administration		2,891,488	3,723,132	3,166,925	3,542,670	3,485,056	-1.6%

Revenue Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	405,900	499,213	521,925	597,658	641,353	7.3%
50045	Overtime	761	1,496	1,089	3,000	3,000	0.0%
50190	Employee Payroll Taxes	29,936	36,511	38,015	43,339	45,707	5.5%
50200	Employee Retirement Exp	27,355	37,658	42,218	46,441	57,946	24.8%
50201	Other Employee Insurance	-	-	4,243	5,094	4,808	-5.6%
50210	Employee Medical Insurance	83,982	98,759	103,237	111,492	144,936	30.0%
50215	Required Contrib-OPEB	15,147	11,642	10,903	11,642	8,691	-25.3%
50221	Workers Comp Insurance	676	788	964	874	1,002	14.6%
50222	Casualty/Property Insurance	8,171	9,719	13,653	10,400	14,063	35.2%
50230	Training/School/Travel	3,740	7,165	9,170	11,500	7,900	-31.3%
50300	Computer Expense	14,485	26,325	22,923	22,950	20,770	-9.5%
50320	Office Supplies	1,186	630	471	500	500	0.0%
50325	Printers/Copiers/OE and supp	1,387	2,709	2,749	2,308	2,350	1.8%
50330	Postage	7,000	2,598	-	5,000	-	-100.0%
50340	General Supplies	1,202	1,876	1,795	2,114	2,000	-5.4%
50380	Communications	1,476	2,218	2,308	3,260	2,220	-31.9%
50390	Dues-Memberships-Subscrip	25	35	216	100	300	200.0%
50395	Employment Screening	163	616	210	300	250	-16.7%
50430	Gasoline & Oil	634	600	503	750	750	0.0%
50440	Equip & Vehicle Repair	162	622	903	500	500	0.0%
50460	Uniforms	619	533	350	750	750	0.0%
50470	Purchases Vehicles & Equip	-	38,162	-	-	-	0.0%
Total Revenue Department		604,007	779,875	777,844	879,972	959,796	9.1%

Meter Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	453,894	418,146	367,269	461,173	450,369	-2.3%
50041	Overtime -Special Events	-	3,413	-	-	2,000	100.0%
50045	Overtime	2,116	9,780	8,779	9,000	9,000	0.0%
50190	Employee Payroll Taxes	33,909	31,128	27,137	33,397	31,554	-5.5%
50200	Employee Retirement Exp	36,613	35,608	33,163	36,831	42,433	15.2%
50201	Other Employee Insurance	-	-	3,129	3,766	3,351	-11.0%
50210	Employee Medical Insurance	87,864	81,002	76,944	79,656	106,200	33.3%
50221	Workers Comp Insurance	6,984	6,811	6,622	7,559	5,820	-23.0%
50222	Casualty/Property Insurance	11,439	13,691	14,150	14,000	14,574	4.1%
50230	Training/School/Travel	2,898	2,989	2,657	5,000	6,000	20.0%
50300	Computer Expense	7,894	10,520	12,002	16,600	15,210	-8.4%
50320	Office Supplies	37	100	37	500	500	0.0%
50340	General Supplies	2,455	3,485	3,685	2,911	4,500	54.6%
50360	General Maintenance	124	270	191	556	556	0.0%
50380	Communications	3,734	3,224	2,975	5,300	3,852	-27.3%
50395	Employment Screening	-	-	53	300	300	0.0%
50430	Gasoline & Oil	19,687	15,526	11,629	20,000	15,000	-25.0%
50435	Small Equipment	3,500	-	141	5,000	5,000	0.0%
50440	Equip & Vehicle Repair	18,679	5,787	4,116	7,500	7,500	0.0%
50460	Uniforms	-	375	123	500	500	0.0%
50462	Safety Wear and PPE	1,952	4,094	4,453	7,500	7,500	0.0%
50470	Purchases Vehicles & Equipment	27,086	35,398	28,715	43,000	-	-100.0%
Total Meter Department		720,867	681,345	607,968	760,049	731,719	-3.7%

Planning Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40375	Planning-Misc Revenue	400	350	450	500	500	0.0%
40376	Subdivision - Outside City	1,150	-	-	-	-	0.0%
40377	Subdivision - Inside City	72,550	178,786	101,962	150,000	150,000	0.0%
40378	Site Plan Approval	500	1,000	4,500	1,000	1,000	0.0%
40379	Board of Adjustment	3,560	5,422	6,277	3,300	3,300	0.0%
40380	Rezoning Applications	7,140	5,282	10,071	7,140	7,140	0.0%
TOTAL REVENUES		<u>7,140</u>	<u>5,282</u>	<u>10,071</u>	<u>161,940</u>	<u>161,940</u>	<u>0.0%</u>
EXPENSES							
50040	Salaries	491,868	580,219	566,261	752,006	834,067	10.9%
50041	Overtime - Special Events	-	-	-	-	1,000	100.0%
50045	Overtime	1,526	805	949	1,000	2,000	100.0%
50190	Employee Payroll Taxes	36,498	42,651	41,611	49,562	57,853	16.7%
50200	Employee Retirement Exp	39,556	43,935	50,949	58,275	79,043	35.6%
50201	Other Employee Insurance	-	-	4,329	5,341	5,460	2.2%
50210	Employee Medical Insurance	90,219	97,582	95,980	106,452	136,212	28.0%
50215	Required Contrib-OPEB	18,955	28,037	14,299	14,018	17,685	26.2%
50221	Workers Comp Insurance	3,358	3,456	3,798	3,846	3,641	-5.3%
50222	Casualty/Property Insurance	11,630	11,538	13,814	12,000	14,087	17.4%
50230	Training/School/Travel	1,740	3,259	6,973	18,000	21,000	16.7%
50280	Legal Fees	129,851	189,847	116,884	85,000	95,000	11.8%
50290	Professional Services	14,025	1,705	238,260	215,000	222,500	3.5%
50300	Computer Expense	35,714	49,354	44,362	80,760	56,104	-30.5%
50320	Office Supplies	2,843	4,905	2,601	5,000	5,000	0.0%
50325	Printers/Copiers/OE and supp	5,254	9,373	8,422	8,160	8,976	10.0%
50340	General Supplies	8,264	1,115	2,298	8,455	8,000	-5.4%
50360	General Maintenance	925	84	-	5,008	5,000	-0.2%
50380	Communications	6,672	8,646	4,568	9,480	6,156	-35.1%
50390	Dues-Memberships-Subscrip	340	2,023	3,360	5,000	8,450	69.0%
50395	Employment Screening	81	337	190	300	300	0.0%
50430	Gasoline & Oil	1,534	2,682	1,191	3,000	2,500	-16.7%
50435	Small Equipment	1,333	-	-	-	-	0.0%
50440	Equip & Vehicle Repair	1,092	11,441	54	1,000	1,000	0.0%
50460	Uniforms	-	-	-	-	2,000	100.0%
50462	Safety Wear and PPE	-	-	-	500	500	0.0%
50470	Purchases Vehicles & Equipment	-	41,232	23,909	25,000	20,000	-20.0%
51030	Publications Newspapers	<u>7,436</u>	<u>3,251</u>	<u>5,068</u>	<u>10,000</u>	<u>10,000</u>	<u>0.0%</u>
Total Planning		<u>910,713</u>	<u>1,137,476</u>	<u>1,250,129</u>	<u>1,482,163</u>	<u>1,623,534</u>	<u>9.5%</u>
Excess Rev Over Expense		<u>(903,573)</u>	<u>(1,132,194)</u>	<u>(1,240,058)</u>	<u>(1,320,223)</u>	<u>(1,461,594)</u>	<u>(141,371)</u>

Building Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40350	Building Permits	1,343,487	838,135	1,110,964	900,000	900,000	0.0%
40360	Inspection Fees	517,566	259,910	461,469	465,000	465,000	0.0%
40370	Misc Bldg Dept Fees/Fines	340,144	137,994	105,349	210,000	175,000	-16.7%
40385	State of AL Commercial Fee	118,057	34,724	63,894	72,000	72,000	0.0%
TOTAL REVENUES		<u>2,319,254</u>	<u>1,270,763</u>	<u>1,741,676</u>	<u>1,647,000</u>	<u>1,612,000</u>	<u>-2.1%</u>
EXPENSES							
50040	Salaries	581,814	596,930	589,954	710,869	742,622	4.5%
50045	Overtime	14,013	8,785	2,318	10,000	5,000	-50.0%
50190	Employee Payroll Taxes	44,216	44,597	43,539	52,365	54,299	3.7%
50200	Employee Retirement Exp	48,301	50,348	53,949	63,034	76,398	21.2%
50201	Other Employee Insurance	-	-	4,366	5,560	5,157	-7.2%
50210	Employee Medical Insurance	87,228	89,982	87,987	96,984	126,576	30.5%
50221	Workers Comp Insurance	7,905	8,028	9,420	8,888	9,563	7.6%
50222	Casualty/Property Insurance	16,833	17,715	18,750	18,000	19,313	7.3%
50230	Training/School/Travel	6,401	17,527	13,143	23,000	23,000	0.0%
50290	Professional Services	68,625	43,785	31,998	100,000	70,000	-30.0%
50295	Building Fees	119,107	21,814	64,274	72,000	72,000	0.0%
50300	Computer Expense	41,648	30,764	38,550	62,200	49,646	-20.2%
50320	Office Supplies	6,339	7,693	5,180	10,000	8,000	-20.0%
50325	Printers/Copiers/OE and supp	3,617	7,676	5,774	6,276	6,300	0.4%
50330	Postage	-	-	-	350	150	-57.1%
50340	General Supplies	2,239	3,444	5,407	6,640	5,000	-24.7%
50360	General Maintenance	251	3,664	311	3,612	3,775	4.5%
50380	Communications	14,772	16,252	10,930	16,320	16,328	0.0%
50390	Dues-Memberships-Subscrip	1,562	5,701	3,325	7,000	8,000	14.3%
50395	Employment Screening	81	167	-	300	500	66.7%
50430	Gasoline & Oil	13,948	12,844	12,474	14,000	13,000	-7.1%
50440	Equip & Vehicle Repair	9,691	5,365	7,898	6,000	5,000	-16.7%
50460	Uniforms	2,250	2,433	896	2,000	2,000	0.0%
50462	Safety Wear and PPE	1,313	56	-	750	750	0.0%
50470	Purchases Vehicles & Equipment	35,563	160,350	-	-	36,000	100.0%
50560	Credit Card Processing Fees	76,435	101,187	199,250	5,000	-	-100.0%
50585	Printing	-	742	86	1,500	1,500	0.0%
Total Building Department		<u>1,204,150</u>	<u>1,257,850</u>	<u>1,209,779</u>	<u>1,302,648</u>	<u>1,359,877</u>	<u>4.4%</u>
Excess Rev Over Expenses		<u>1,115,103</u>	<u>12,913</u>	<u>531,896</u>	<u>344,352</u>	<u>252,123</u>	<u>-26.8%</u>

Judicial

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	155,505	198,368	192,595	206,392	221,668	7.4%
50045	Overtime	36,161	17,988	10,697	5,000	10,000	100.0%
50190	Employee Payroll Taxes	14,142	16,057	15,048	13,380	16,429	22.8%
50200	Employee Retirement Exp	13,399	15,816	16,251	14,023	19,798	41.2%
50201	Other Employee Insurance	-	-	1,366	1,574	1,716	9.0%
50210	Employee Medical Insurance	27,642	28,833	26,186	27,852	35,196	26.4%
50221	Workers Comp Insurance	263	270	298	300	286	-4.7%
50222	Casualty/Property Insurance	3,032	2,860	3,819	3,000	3,933	31.1%
50230	Training/School/Travel	3,704	1,100	1,210	1,000	2,500	150.0%
50290	Professional Services	1,329	1,869	4,027	1,000	7,000	600.0%
50300	Computer Expense	21,544	28,133	10,994	30,400	12,840	-57.8%
50320	Office Supplies	1,219	584	103	1,000	500	-50.0%
50325	Printers/Copiers/OE and supp	1,297	1,548	1,077	1,724	1,800	4.4%
50340	General Supplies	-	472	135	500	500	0.0%
50360	General Maintenance	4,565	180	1,445	500	500	0.0%
50380	Communications	1,083	1,474	429	1,800	780	-56.7%
50390	Dues-Memberships-Subscrip	475	500	400	500	500	0.0%
50395	Employment Screening	81	-	-	100	100	0.0%
50560	Credit Card Processing Fees	50	-	-	-	-	0.0%
51215	NCIC Data System	1,500	1,200	1,000	900	1,440	60.0%
Total Judicial		286,990	317,254	287,079	310,945	337,486	8.5%

Police Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	4,143,720	4,710,157	3,774,612	4,529,399	4,559,414	0.7%
50041	Overtime-Special Events	33,717	36,305	-	35,000	-	-100.0%
50045	Overtime	164,155	254,405	141,313	128,000	128,000	0.0%
50190	Employee Payroll Taxes	321,495	369,571	289,421	329,823	332,342	0.8%
50200	Employee Retirement Exp	352,469	420,434	365,550	406,293	455,950	12.2%
50201	Other Employee Insurance	-	-	27,943	35,061	32,920	-6.1%
50210	Employee Medical Insurance	802,098	871,653	674,536	770,184	917,724	19.2%
50215	Required Contrib-OPEB	42,734	34,863	30,215	33,258	16,602	-50.1%
50221	Workers Comp Insurance	105,610	104,927	117,115	108,776	112,669	3.6%
50222	Casualty/Property Insurance	262,237	286,244	305,838	290,000	315,096	8.7%
50230	Training/School/Travel	41,057	83,048	22,856	67,750	73,250	8.1%
50290	Professional Services	28,744	19,754	9,257	12,380	35,950	190.4%
50300	Computer Expense	103,832	169,183	112,097	144,365	188,936	30.9%
50315	Camera Expense	10,002	2,225	5,077	17,000	13,200	-22.4%
50320	Office Supplies	10,610	4,786	2,396	7,500	7,500	0.0%
50325	Printers/Copiers/OE and supp	5,416	9,349	8,586	9,560	9,400	-1.7%
50330	Postage	32	180	235	300	500	66.7%
50340	General Supplies	45,912	29,321	32,510	34,850	34,300	-1.6%
50355	Line of Duty Equip & Supplies	129,567	106,967	296,420	108,340	146,600	35.3%
50360	General Maintenance	39,079	7,383	22,428	16,481	20,000	21.4%
50380	Communications	152,123	156,565	135,977	193,972	204,516	5.4%
50390	Dues-Memberships-Subscrip	3,698	5,953	5,998	7,390	8,080	9.3%
50395	Employment Screening	5,574	5,820	7,652	8,000	19,800	147.5%
50430	Gasoline & Oil	154,175	148,095	118,234	146,000	140,000	-4.1%
50435	Small Equipment	-	8,017	-	-	91,446	100.0%
50440	Equip & Vehicle Repair	127,620	107,785	111,856	73,000	87,500	19.9%
50460	Uniforms	25,857	23,997	37,285	42,400	52,100	22.9%
50462	Safety Wear and PPE	2,492	5,694	6,500	8,000	8,000	0.0%
50470	Purchases Vehicles & Equipment	351,907	579,481	457,835	792,820	620,100	-21.8%
50475	Capital Improvements	(0)	-	-	50,000	133,040	166.1%
50524	Property Rental	36,706	104,383	93,190	108,000	114,000	5.6%
50535	Community Outreach	5,291	4,891	8,679	9,000	10,000	11.1%
51030	Publications & Newspapers	-	-	1,428	-	-	0.0%
51215	NCIC Data System	15,480	15,480	13,170	17,200	23,200	34.9%
51220	Jail Expense	80,796	77,740	-	-	-	0.0%
51225	Narcotic Purchases	929	23,993	-	-	-	0.0%
51255	Corrections Capital Imprvmnts	18,202	106,268	-	-	-	0.0%
52510	Utilities for City Use	84,511	72,307	69,412	85,000	85,000	0.0%
Total Police Department		7,707,846	8,967,224	7,305,619	8,625,102	8,997,135	4.3%

Correction Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	-	-	611,017	618,349	751,584	21.5%
50045	Overtime	-	-	18,513	12,000	15,000	25.0%
50190	Employee Payroll Taxes	-	-	46,952	46,013	47,593	3.4%
50200	Employee Retirement Exp	-	-	48,925	53,422	64,649	21.0%
50201	Other Employee Insurance	-	-	3,456	6,000	4,577	-23.7%
50210	Employee Medical Insurance	-	-	101,097	113,388	153,456	35.3%
50215	Required Contrib-OPEB	-	-	9,626	-	16,602	100.0%
50221	Workers Comp Insurance	-	-	13,609	7,500	20,025	167.0%
50222	Casualty/Property Insurance	-	-	5,264	-	7,176	100.0%
50230	Training/School/Travel	-	-	300	1,000	3,000	200.0%
50300	Computer Expense	-	-	35,090	3,017	3,487	15.6%
50305	Jail - Medical Expense	-	-	9,644	13,400	13,400	0.0%
50315	Camera Expense	-	-	5,692	6,800	7,200	5.9%
50320	Office Supplies	-	-	-	1,000	-	-100.0%
50325	Printers/Copiers/OE and supp	-	-	-	-	800	100.0%
50340	General Supplies	-	-	7,408	10,000	10,000	0.0%
50360	General Maintenance	-	-	15,318	32,846	28,800	-12.3%
50380	Communications	-	-	-	600	3,000	400.0%
50395	Employment Screening	-	-	839	500	5,200	940.0%
50440	Equip & Vehicle Repair	-	-	3,950	5,000	10,000	100.0%
50460	Uniforms	-	-	3,498	4,000	6,000	50.0%
50462	Safety Wear and PPE	-	-	-	13,750	-	-100.0%
50470	Purchases Vehicles & Equipment	-	-	-	-	31,000	100.0%
50475	Capital Improvements	-	-	-	5,954	100,000	1579.5%
51380	Food & Drink	-	-	31,004	62,400	62,400	0.0%
Total Correction Department		-	-	971,202	1,016,939	1,364,949	<u>34.2%</u>

Information Technology

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	314,562	366,328	354,089	351,707	461,987	31.4%
50045	Overtime	35,880	18,012	630	20,000	1,000	-95.0%
50190	Employee Payroll Taxes	26,625	29,025	26,928	26,437	31,934	20.8%
50200	Employee Retirement Exp	29,096	32,264	33,527	32,525	44,794	37.7%
50201	Other Employee Insurance	-	-	2,167	2,537	2,782	9.7%
50210	Employee Medical Insurance	39,387	39,788	35,266	37,620	52,764	40.3%
50221	Workers Comp Insurance	542	519	533	573	515	-10.1%
50222	Casualty/Property Insurance	12,088	14,019	16,791	14,500	17,294	19.3%
50230	Training/School/Travel	6,448	5,386	2,850	12,450	14,600	17.3%
50290	Professional Services	4,615	17,875	14,056	70,000	30,000	-57.1%
50300	Computer Expense	370,836	349,445	382,897	453,770	471,336	3.9%
50315	Camera Expense	9,103	7,285	8,003	12,000	20,000	66.7%
50320	Office Supplies	99	6,193	1,252	2,000	1,000	-50.0%
50325	Printers/Copiers/OE and supp	15	911	-	1,000	1,000	0.0%
50330	Postage	330	212	407	200	200	0.0%
50340	General Supplies	2,349	7,086	5,832	5,955	5,500	-7.6%
50360	General Maintenance	3,328	4,270	4,351	13,079	14,080	7.7%
50380	Communications	21,485	18,073	23,487	58,260	40,232	-30.9%
50390	Dues-Memberships-Subscrip	348	720	389	2,400	2,400	0.0%
50395	Employment Screening	60	-	-	132	133	0.8%
50430	Gasoline & Oil	1,195	1,277	468	1,500	500	-66.7%
50435	Small Equipment	-	-	-	-	18,000	100.0%
50440	Equip & Vehicle Repair	1,472	150	4,536	800	900	12.5%
50460	Uniforms	-	200	86	500	500	0.0%
50462	Safety Wear and PPE	114	-	-	500	-	-100.0%
50470	Purchases Vehicles & Equipment	160,846	335,680	68,181	422,000	11,000	-97.4%
50475	Capital Improvements	-	-	-	-	406,500	100.0%
51030	Publications Newspapers	-	-	529	-	-	0.0%
Total Information Technology		1,040,824	1,254,717	987,251	1,542,445	1,650,951	7.0%

Fire Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	197,356	232,597	229,008	251,834	271,816	7.9%
50041	Overtime - Special Events	-	-	-	-	1,000	100.0%
50045	Overtime	1,210	907	1,910	1,200	1,000	-16.7%
50090	Fire Call Payments	142,036	118,910	79,896	145,000	130,000	-10.3%
50190	Employee Payroll Taxes	14,855	17,314	17,084	18,596	19,778	6.4%
50200	Employee Retirement Exp	16,042	19,725	21,419	22,820	28,280	23.9%
50201	Other Employee Insurance	-	-	1,753	2,082	1,979	-4.9%
50210	Employee Medical Insurance	55,731	65,870	65,907	70,200	87,972	25.3%
50221	Workers Comp Insurance	5,426	5,757	15,393	6,406	7,848	22.5%
50222	Casualty/Property Insurance	48,141	55,673	59,663	56,000	61,453	9.7%
50230	Training/School/Travel	4,670	9,527	5,222	9,500	9,000	-5.3%
50235	Firemen Physicals	-	-	23,750	33,000	33,000	0.0%
50300	Computer Expense	3,831	3,989	3,226	6,405	6,237	-2.6%
50325	Printers/Copiers/OE and supp	11	35	-	-	-	0.0%
50330	Postage	19	-	-	-	-	0.0%
50340	General Supplies	14,288	10,425	12,743	19,500	35,011	79.5%
50360	General Maintenance	23,737	27,927	25,542	24,982	24,550	-1.7%
50380	Communications	15,418	16,752	14,010	20,940	20,240	-3.3%
50390	Dues-Memberships-Subscrip	118	51	-	-	-	0.0%
50395	Employment Screening	327	324	77	2,500	500	-80.0%
50430	Gasoline & Oil	22,996	21,458	14,454	21,600	18,000	-16.7%
50435	Small Equipment	6,527	3,716	1,272	4,400	3,000	-31.8%
50440	Equip & Vehicle Repair	114,922	126,878	87,039	153,800	158,525	3.1%
50460	Uniforms	1,902	914	671	1,875	1,875	0.0%
50462	Safety Wear and PPE	14,783	29,566	91,589	93,600	45,190	-51.7%
50470	Purchases Vehicles & Equipment	130,347	64,341	-	2,182,111	2,781,278	27.5%
50475	Capital Improvements	93,578	95,421	96,826	128,500	35,000	-72.8%
50520	Equipment Rental	2,774	-	-	-	1,500	100.0%
51030	Publications & Newspapers	-	-	804	-	-	0.0%
52510	Utilities for City Use	44,318	44,303	40,523	42,000	45,000	7.1%
Total Fire Department		975,362	972,381	909,779	3,318,851	3,829,032	15.4%

Human Resources

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	311,340	307,633	302,639	340,889	379,320	11.3%
50045	Overtime	35,868	8,325	5,987	5,000	1,500	-70.0%
50190	Employee Payroll Taxes	24,983	22,392	22,153	24,442	27,001	10.5%
50200	Employee Retirement Exp	24,958	22,876	26,381	28,055	36,532	30.2%
50201	Other Employee Insurance	-	-	2,200	2,519	2,479	-1.6%
50210	Employee Medical Insurance	53,799	48,339	34,732	36,828	47,844	29.9%
50221	Workers Comp Insurance	763	561	450	612	443	-27.6%
50222	Casualty/Property Insurance	3,990	5,573	6,316	6,000	6,506	8.4%
50230	Training/School/Travel	6,468	10,402	5,605	19,200	14,550	-24.2%
50280	Legal Fees	7,896	10,009	1,645	15,000	10,000	-33.3%
50290	Professional Services	-	10,639	17,718	15,000	92,000	513.3%
50300	Computer Expense	8,669	26,891	23,051	22,460	41,369	84.2%
50320	Office Supplies	3,965	3,081	2,439	4,000	4,000	0.0%
50325	Printers/Copiers/OE and supp	1,407	1,969	3,284	2,352	2,400	2.0%
50330	Postage	-	-	19	500	500	0.0%
50340	General Supplies	6,149	2,413	4,441	3,914	4,100	4.8%
50360	General Maintenance	9,445	1,588	54	2,000	1,250	-37.5%
50380	Communications	3,242	3,961	2,156	5,660	4,476	-20.9%
50390	Dues-Memberships-Subscrip	300	1,200	2,426	1,900	2,260	18.9%
50395	Employment Screening	218	222	269	302	300	-0.7%
50400	Miscellaneous	1,659	-	-	-	-	0.0%
50430	Gasoline & Oil	205	221	337	2,000	1,000	-50.0%
50435	Small Equipment	1,022	-	-	1,000	1,000	0.0%
50440	Equip & Vehicle Repair	766	-	190	5,000	-	-100.0%
50460	Uniforms	-	-	496	500	150	-70.0%
50462	Safety Wear and PPE	-	-	43	500	500	0.0%
50470	Purchases Vehicles & Equipment	-	-	-	-	34,975	100.0%
50570	Adv & Promotion	-	749	2,005	2,000	2,000	0.0%
51030	Publications & Newspapers	-	375	5,144	13,300	6,500	-51.1%
Total Human Resources		507,111	489,422	472,180	560,933	724,955	29.2%

Economic & Community Development

9/28/2025

Object Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040 Salaries	141,882	123,616	187,292	253,079	274,644	8.5%
50045 Overtime	2,132	620	1,139	2,000	3,000	50.0%
50190 Employee Payroll Taxes	10,360	8,868	13,945	14,510	19,560	34.8%
50200 Employee Retirement Exp	10,189	9,130	11,917	12,188	15,588	27.9%
50201 Other Employee Insurance	-	-	1,201	1,293	2,021	56.3%
50210 Employee Medical Insurance	21,963	19,704	25,153	21,144	48,564	129.7%
50221 Workers Comp Insurance	221	175	358	195	576	195.4%
50222 Casualty/Property Insurance	3,639	5,102	6,381	5,200	6,572	26.4%
50230 Training/School/Travel	3,483	6,091	7,853	10,000	14,000	40.0%
50300 Computer Expense	3,915	3,493	7,800	27,580	28,614	3.7%
50320 Office Supplies	2,068	1,887	2,256	2,500	4,000	60.0%
50325 Printers/Copiers/OE and supp	219	149	-	400	400	0.0%
50330 Postage	292	-	320	1,500	2,500	66.7%
50340 General Supplies	1,535	175	708	1,230	1,250	1.6%
50380 Communications	2,079	9,469	8,780	10,140	10,220	0.8%
50390 Dues-Memberships-Subscrip	2,470	368	329	3,430	3,650	6.4%
50395 Employment Screening	-	554	130	300	150	-50.0%
50430 Gasoline & Oil	355	337	297	500	500	0.0%
50440 Equip & Vehicle Repair	-	2,179	1,033	1,000	1,500	50.0%
50470 Purchases Vehicles & Equipment	-	-	-	-	40,000	100.0%
50490 Community Events	230,136	300,032	274,559	316,000	357,225	13.0%
50491 Charitable Contributions	196,000	204,500	202,250	212,000	279,100	31.7%
50570 Adv & Promotion	11,405	12,422	31,386	41,000	41,000	0.0%
50575 Tourism	30,811	19,117	7,247	20,000	22,000	10.0%
Total Economic & Community Dev	675,152	727,988	792,336	957,189	1,176,634	22.9%

Civic Center

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	157,957	169,417	147,286	172,730	181,708	5.2%
50041	Overtime - Special Events	-	-	-	-	2,000	100.0%
50045	Overtime	362	345	5,537	-	5,000	100.0%
50190	Employee Payroll Taxes	11,623	12,430	11,241	12,645	13,182	4.2%
50200	Employee Retirement Exp	12,744	14,104	14,347	15,640	18,946	21.1%
50201	Other Employee Insurance	-	-	1,304	1,387	1,302	-6.1%
50210	Employee Medical Insurance	27,778	28,073	25,085	26,712	33,432	25.2%
50221	Workers Comp Insurance	3,056	3,238	3,664	3,616	3,506	-3.0%
50222	Casualty/Property Insurance	3,508	5,673	6,415	5,700	7,020	23.2%
50230	Training/School/Travel	-	-	537	500	500	0.0%
50300	Computer Expense	3,486	8,066	4,895	7,690	7,133	-7.2%
50320	Office Supplies	1,129	340	170	2,500	2,500	0.0%
50325	Printers/Copiers/OE and supp	596	543	476	500	500	0.0%
50340	General Supplies	9,286	9,028	8,929	12,000	12,000	0.0%
50360	General Maintenance	20,150	79,378	17,740	49,484	51,524	4.1%
50380	Communications	1,045	949	(22)	1,080	1,200	11.1%
50390	Dues-Memberships-Subscrip	55	45	45	-	50	100.0%
50395	Employment Screening	-	-	96	132	100	-24.2%
50430	Gasoline & Oil	479	51	18	750	400	-46.7%
50435	Small Equipment	-	-	-	40,000	40,000	0.0%
50440	Equip & Vehicle Repair	818	1,400	930	3,500	3,500	0.0%
50460	Uniforms	511	466	357	750	750	0.0%
50462	Safety Wear and PPE	-	-	-	1,000	500	-50.0%
50475	Capital Improvements	413,267	290,840	-	170,000	120,000	-29.4%
52510	Utilities for City Use	22,500	25,361	18,721	20,000	25,000	25.0%
Total Civic Center		690,348	649,748	267,772	548,316	531,753	-3.0%

Museum/Welcome Center

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	107,238	114,843	106,049	119,114	125,752	5.6%
50045	Overtime	75	30	84	500	100	-80.0%
50190	Employee Payroll Taxes	8,084	8,645	8,025	9,015	9,458	4.9%
50200	Employee Retirement Exp	6,677	7,479	7,810	8,418	10,454	24.2%
50201	Other Employee Insurance	-	-	742	1,018	976	-4.1%
50210	Employee Medical Insurance	5,664	5,672	5,086	4,416	7,092	60.6%
50221	Workers Comp Insurance	2,353	2,446	2,728	2,718	2,639	-2.9%
50222	Casualty/Property Insurance	9,223	10,781	12,453	11,000	12,826	16.6%
50230	Training/School/Travel	-	-	-	500	500	0.0%
50300	Computer Expense	2,582	7,347	4,602	9,280	9,433	1.6%
50325	Printers/Copiers/OE and supp	1,537	3,140	3,277	3,404	3,164	-7.1%
50340	General Supplies	8,323	9,109	7,806	13,000	13,000	0.0%
50360	General Maintenance	19,740	18,723	17,281	21,186	27,199	28.4%
50380	Communications	1,971	1,846	3,222	7,800	5,420	-30.5%
50390	Dues-Memberships-Subscrip	270	270	-	300	300	0.0%
50395	Employment Screening	-	-	-	132	100	-24.2%
50462	Safety Wear and PPE	-	-	-	500	500	0.0%
50475	Capital Improvements	11,098	-	13,253	315,253	512,000	62.4%
50520	Equipment Rental	-	-	-	-	2,000	100.0%
52510	Utilities for City Use	11,463	11,011	13,389	10,000	11,000	10.0%
Total Museum/Welcome Center		196,298	201,342	205,805	537,554	753,913	40.2%

Adult Recreation

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	217,795	242,278	195,582	242,721	260,132	7.2%
50045	Overtime	1,169	741	498	2,000	1,500	-25.0%
50190	Employee Payroll Taxes	16,407	18,091	14,713	19,919	19,453	-2.3%
50200	Employee Retirement Exp	13,452	14,530	13,487	17,010	21,225	24.8%
50201	Other Employee Insurance	-	-	1,247	1,571	2,375	51.2%
50210	Employee Medical Insurance	15,744	16,866	11,317	16,152	26,736	65.5%
50221	Workers Comp Insurance	4,348	4,896	5,091	5,445	4,476	-17.8%
50222	Casualty/Property Insurance	14,044	17,861	19,466	18,000	20,050	11.4%
50230	Training/School/Travel	240	80	-	500	500	0.0%
50245	Temp Contract Labor	-	-	13,639	23,000	5,000	-78.3%
50290	Professional Services	-	-	-	10,000	25,000	150.0%
50300	Computer Expense	5,345	14,520	6,412	11,300	11,153	-1.3%
50320	Office Supplies	4,718	3,942	933	5,000	5,000	0.0%
50325	Printers/Copiers/OE and supp	1,890	1,922	1,798	1,000	1,000	0.0%
50340	General Supplies	14,067	16,516	12,166	14,000	14,000	0.0%
50360	Nix Center Maintenance	25,862	29,543	23,636	39,960	39,960	0.0%
50380	Communications	2,437	3,149	1,342	2,900	1,680	-42.1%
50390	Dues-Memberships-Subscrip	-	-	2,069	-	-	0.0%
50395	Employment Screening	81	385	130	400	200	-50.0%
50430	Gasoline & Oil	1,632	1,794	1,662	2,500	2,500	0.0%
50440	Equip & Vehicle Repair	2,099	2,969	453	7,500	7,500	0.0%
50462	Safety Wear and PPE	-	-	-	500	500	0.0%
50470	Purchases Vehicles & Equipment	-	5,085	-	-	160,000	100.0%
50475	Capital Improvements	189,306	18,880	-	75,000	240,000	220.0%
50560	Credit Card Processing Fees	1,278	2,281	1,121	1,000	1,000	0.0%
51145	Museum Maintenance	-	-	60	-	-	0.0%
51155	Welcome Center Maintenance	-	19	-	-	-	0.0%
51355	Kitchen Supplies	1,358	2,811	233	2,500	2,500	0.0%
51360	Special Programs	3,100	3,035	531	3,000	3,500	16.7%
51365	Dance Expense	4,829	4,597	3,550	6,000	3,000	-50.0%
51385	Shuttle Bus Expense	120	-	-	500	-	-100.0%
51390	Other Expenses	2,384	-	-	-	-	0.0%
52510	Utilities for City Use	116,075	91,345	197,965	116,000	116,000	0.0%
Total Adult Recreation		659,780	518,135	529,102	645,378	995,940	54.3%

Recreation Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	1,187,199	1,345,237	1,327,979	1,799,385	2,129,939	18.4%
50041	Overtime - Special Events	-	-	-	-	2,000	100.0%
50045	Overtime	52,715	30,692	36,905	30,000	30,000	0.0%
50190	Employee Payroll Taxes	92,279	101,834	100,976	152,218	156,046	2.5%
50200	Employee Retirement Exp	72,598	79,636	91,504	97,490	128,502	31.8%
50201	Other Employee Insurance	-	-	8,825	18,768	18,441	-1.7%
50210	Employee Medical Insurance	225,608	235,629	223,962	244,200	329,484	34.9%
50215	Required Contrib-OPEB	6,306	10,187	18,532	5,821	23,495	303.6%
50221	Workers Comp Insurance	27,239	28,571	34,005	31,612	35,354	11.8%
50222	Casualty/Property Insurance	82,437	115,314	150,240	116,000	154,747	33.4%
50230	Training/School/Travel	6,357	7,942	10,319	11,660	12,000	2.9%
50290	Professional Services	41,500	4,800	47,000	54,800	67,500	23.2%
50300	Computer Expense	16,485	20,717	21,247	28,840	24,477	-15.1%
50315	Camera Expense	3,958	5,555	6,523	15,000	4,700	-68.7%
50320	Office Supplies	-	436	-	500	500	0.0%
50325	Printers/Copiers/OE and supp	2,838	2,918	2,342	1,000	1,000	0.0%
50330	Postage	95	27	41	100	-	-100.0%
50340	General Supplies	168,788	221,921	201,824	219,668	220,000	0.2%
50360	General Maintenance	116,425	155,110	114,172	166,406	214,000	28.6%
50380	Communications	6,548	15,284	8,081	11,280	14,480	28.4%
50390	Dues-Memberships-Subscrip	300	910	375	1,400	1,400	0.0%
50395	Employment Screening	3,277	2,947	2,719	3,306	3,000	-9.3%
50430	Gasoline & Oil	14,093	14,885	10,765	16,500	15,000	-9.1%
50435	Small Equipment	12,336	20,681	12,511	12,500	9,200	-26.4%
50440	Equip & Vehicle Repair	19,681	32,950	39,609	45,807	35,000	-23.6%
50460	Uniforms	4,043	2,812	2,480	5,400	5,400	0.0%
50462	Safety Wear and PPE	-	-	-	1,000	1,000	0.0%
50470	Purchases Vehicles & Equipment	55,143	174,765	238,541	317,015	221,000	-30.3%
50475	Capital Improvements	147,572	841,523	656,123	2,291,772	2,376,620	3.7%
50482	Land/Right of Way Acquisitions	-	5,000	1,099,035	-	-	0.0%
50485	Tennis Expense	27,188	21,482	14,182	20,000	20,000	0.0%
50520	Equipment Rental	8,460	13,885	30,311	59,000	15,000	-74.6%
50525	Cost-Tennis Shop Sales	9,832	10,337	10,869	7,000	8,500	21.4%
50560	Credit Card Processing Fees	9,460	17,655	42,122	8,000	20,000	150.0%
51315	Pool Supplies	25,081	23,479	31,243	25,000	25,000	0.0%
52510	Utilities for City Use	338,795	323,151	246,117	315,000	336,000	6.7%
Total Recreation Dept		2,784,638	3,888,272	4,841,480	6,133,447	6,658,785	8.6%

Marina/Harbor

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
41022	Pumpout Service	370	145	205	300	262	-12.7%
41025	Fairhope Docks Slip Rentals	168,046	230,965	225,382	220,000	245,000	11.4%
41045	Marina Fuel Income	565,975	510,045	422,417	621,590	621,590	0.0%
41055	Docks - Ship Store Sales	<u>3,167</u>	<u>3,967</u>	<u>4,069</u>	<u>15,000</u>	<u>15,000</u>	<u>0.0%</u>
		<u>737,558</u>	<u>745,122</u>	<u>652,072</u>	<u>856,890</u>	<u>881,852</u>	<u>2.9%</u>
EXPENSES							
50040	Salaries	122,754	161,555	136,761	155,823	163,802	5.1%
50045	Overtime	12,219	1,426	199	1,000	1,000	0.0%
50190	Employee Payroll Taxes	9,820	11,964	10,008	13,257	11,862	-10.5%
50200	Employee Retirement Exp	10,584	11,727	10,688	13,802	14,504	5.1%
50201	Other Employee Insurance	0	0	1,043	1,522	1,662	9.2%
50210	Employee Medical Insurance	26,605	24,506	21,498	26,676	29,532	10.7%
50221	Workers Comp Insurance	3,073	3,076	3,808	3,411	3,833	12.4%
50222	Casualty/Property Insurance	12,268	14,176	15,096	15,000	15,549	3.7%
50230	Training/School/Travel	0	99	0	0	0	0.0%
50290	Professional Services	0	0	130	26,500	55,000	107.5%
50300	Computer Expense	2,475	8,478	8,212	17,850	11,226	-37.1%
50320	Office Supplies	80	0	42	250	200	-20.0%
50325	Printers/Copiers/OE and supp	414	413	133	380	400	5.3%
50340	General Supplies	19,180	13,785	11,770	16,292	16,292	0.0%
50360	General Maintenance	47,022	15,865	12,964	20,000	20,000	0.0%
50380	Communications	3,064	2,785	3,657	3,572	4,940	38.3%
50390	Dues-License-Subscription	635	0	0	0	0	0.0%
50395	Employment Screening	119	265	0	300	300	0.0%
50415	Cost - Ship Store Sales	0	868	3,895	10,000	15,000	50.0%
50425	Diesel	74,254	53,998	38,921	71,400	78,540	10.0%
50430	Gasoline & Oil	324,861	258,927	214,548	350,190	350,000	-0.1%
50435	Small Equipment	0	0	0	0	9,500	100.0%
50440	Equip & Vehicle Repair	2,901	372	0	3,500	3,500	0.0%
50460	Uniforms	154	179	0	500	500	0.0%
50462	Safety Wear and PPE	0	0	0	0	500	100.0%
50470	Purchases Vehicles & Equipment	0	13,224	0	15,208	35,000	130.1%
50475	Capital Improvements	182,089	30,136	84,393	400,000	880,000	120.0%
50524	Property Rental	0	1,000	0	1,000	1,000	0.0%
50560	Credit Card Processing Fees	22,902	24,760	20,325	15,000	15,000	0.0%
50590	Lease on CC Terminals	0	0	0	0	1,200	100.0%
52510	Utilities for City Use	<u>7,287</u>	<u>13,653</u>	<u>13,173</u>	<u>10,000</u>	<u>14,000</u>	<u>40.0%</u>
Total Marina/Harbor		<u>884,761</u>	<u>667,236</u>	<u>611,263</u>	<u>1,192,433</u>	<u>1,753,842</u>	<u>47.1%</u>
Excess Rev Over Expenses		<u>(147,203)</u>	<u>77,886</u>	<u>40,809</u>	<u>(335,543)</u>	<u>(871,990)</u>	

Golf Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							0.0%
44510	Memberships	203,270	190,826	168,727	203,270	195,000	-4.1%
44520	Green Fees	286,469	307,482	289,460	268,300	300,000	11.8%
44530	Cart Rentals	475,362	475,922	433,965	475,000	475,500	0.1%
44540	Pro Shop Sales	113,794	121,019	96,103	100,000	118,000	18.0%
44545	Pro Shop Sales - Custom Order	12,261	32,240	14,513	16,500	21,000	27.3%
44550	Driving Range	86,311	95,156	112,596	84,000	115,000	36.9%
44560	Beverage Sales	103,813	94,866	92,523	97,000	97,000	0.0%
44570	Food Sales	94,746	95,745	88,907	91,000	91,000	0.0%
49020	Handicap Fees	5,235	5,095	5,855	6,000	5,400	-10.0%
Total Revenues		<u>1,381,262</u>	<u>1,418,352</u>	<u>1,302,649</u>	<u>1,341,070</u>	<u>1,417,900</u>	<u>5.7%</u>
EXPENSES							
50040	Salaries	382,090	417,497	396,461	547,160	561,026	2.5%
50045	Overtime	12,876	7,921	2,106	10,000	5,000	-50.0%
50190	Employee Payroll Taxes	29,732	32,078	29,965	43,958	41,817	-4.9%
50200	Employee Retirement Exp	12,039	15,444	15,429	18,840	22,575	19.8%
50201	Other Employee Insurance	-	-	2,048	6,059	4,926	-18.7%
50210	Employee Medical Insurance	44,032	45,539	45,440	51,156	69,648	36.1%
50215	Required Contrib-OPEB	2,861	-	-	-	-	0.0%
50221	Workers Comp Insurance	5,029	5,230	6,250	5,810	6,309	8.6%
50222	Casualty/Property Insurance	19,906	32,021	41,150	33,000	42,385	28.4%
50230	Training/School/Travel	740	175	123	2,500	3,500	40.0%
50300	Computer Expense	5,275	14,869	9,089	16,005	13,076	-18.3%
50325	Printers/Copiers/OE and supp	3,376	3,938	1,604	1,300	1,750	34.6%
50330	Postage	49	120	156	200	200	0.0%
50340	General Supplies	6,485	8,303	5,755	10,000	8,000	-20.0%
50350	Supplies-Clubhouse	3,515	2,752	3,619	5,000	5,000	0.0%
50360	General Maintenance	8,665	13,018	14,215	9,466	9,700	2.5%
50380	Communications	2,118	2,840	3,450	18,120	8,784	-51.5%
50390	Dues-Memberships-Subscrip	2,049	5,472	7,506	12,150	8,925	-26.5%
50395	Employment Screening	851	584	758	1,300	800	-38.5%
50430	Gasoline & Oil	-	(0)	43	200	200	0.0%
50435	Small Equipment	11,495	9,410	9,291	19,090	20,650	8.2%
50440	Equip & Vehicle Repair	9,803	3,667	2,152	8,000	5,000	-37.5%
50460	Uniforms	-	-	-	2,000	1,500	-25.0%
50462	Safety Wear and PPE	-	-	-	500	500	0.0%
50470	Purchases Vehicles & Equipment	43,991	530,077	-	17,000	-	-100.0%
50475	Capital Improvements	-	34,994	21,167	142,200	89,750	-36.9%
50523	Equipment Rental Lease	60,455	37,326	2,613	5,000	3,000	-40.0%
50560	Credit Card Processing Fees	22,971	22,199	23,110	20,000	20,000	0.0%
50570	Adv & Promotion	120	754	4,300	4,000	4,000	0.0%
52510	Utilities for City Use	40,970	42,312	26,317	36,000	36,000	0.0%
54510	Purchases-Beer, Wine	46,127	39,883	36,969	50,000	50,000	0.0%
54530	Purchases-Food	49,929	53,299	45,973	50,000	54,000	8.0%
54535	Supplies-Grill	18,901	15,990	17,475	19,000	20,000	5.3%
54540	Cost-Pro Shop Sales	76,790	94,064	94,154	90,000	90,000	0.0%
54545	Pro Shop-Custom Orders	<u>17,083</u>	<u>32,048</u>	<u>16,085</u>	<u>18,000</u>	<u>20,000</u>	<u>11.1%</u>
		<u>940,322</u>	<u>1,523,823</u>	<u>884,775</u>	<u>1,273,014</u>	<u>1,228,021</u>	<u>-3.5%</u>
Grounds							
50040	Salaries	370,399	398,501	393,300	456,772	559,771	22.5%
50045	Overtime	3,664	3,421	2,954	4,000	3,000	-25.0%
50190	Employee Payroll Taxes	27,999	29,994	29,661	34,097	39,379	15.5%

Golf Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50200	Employee Retirement Exp	28,114	32,036	34,497	39,103	51,732	32.3%
50201	Other Employee Insurance	-	-	2,890	3,953	4,121	4.2%
50210	Employee Medical Insurance	90,673	80,993	75,159	84,360	113,028	34.0%
50215	Required Contrib-OPEB	10,316	5,821	5,451	5,820	5,395	-7.3%
50221	Workers Comp Insurance	4,758	4,809	6,306	5,351	6,343	18.5%
50222	Casualty/Property Insurance	16,239	18,077	22,783	19,000	23,466	23.5%
50230	Training/School/Travel	1,122	339	148	4,000	4,400	10.0%
50300	Computer Expense	2,722	5,489	4,089	6,215	7,454	19.9%
50325	Printers/Copiers/OE and supp	4	12	-	200	200	0.0%
50330	Postage	23	22	-	-	-	0.0%
50340	General Supplies	60,033	105,908	72,112	80,114	80,000	-0.1%
50360	General Maintenance	48,762	15,180	42,995	102,463	79,000	-22.9%
50380	Communications	917	1,115	880	2,120	1,620	-23.6%
50395	Employment Screening	244	534	359	800	800	0.0%
50430	Gasoline & Oil	18,726	18,730	11,648	15,000	15,000	0.0%
50435	Small Equipment	4,032	-	9,481	5,500	10,000	81.8%
50440	Equip & Vehicle Repair	42,574	40,093	63,776	75,000	60,000	-20.0%
50460	Uniforms	4,334	1,143	146	3,000	3,000	0.0%
50462	Safety Wear and PPE	-	-	-	1,000	1,000	0.0%
50470	Purchases Vehicles & Equipment	101,421	153,623	41,498	56,000	76,300	36.3%
50475	Capital Improvements	103,500	646,324	196,382	226,537	230,000	1.5%
50523	Equipment Rental Lease	2,121	(48)	-	-	4,000	100.0%
50524	Property Rental/Lease	1,500	1,500	1,500	1,500	1,500	0.0%
52510	Utilities for City Use	29,633	32,658	33,221	26,000	32,000	23.1%
		973,832	1,596,273	1,051,236	1,257,905	1,412,509	12.3%
	Total Golf Dept Expenses	<u>1,914,153</u>	<u>3,120,096</u>	<u>1,936,011</u>	<u>2,530,919</u>	<u>2,640,530</u>	<u>4.3%</u>
	Excess Revenue of Expenses	<u>(532,892)</u>	<u>(1,701,744)</u>	<u>(633,361)</u>	<u>(1,189,849)</u>	<u>(1,222,630)</u>	

Street Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	2,320,232	1,993,721	1,925,963	2,250,228	2,352,711	4.6%
50041	Overtime - Special Events	-	-	-	-	50,000	100.0%
50045	Overtime	200,004	109,106	114,842	120,000	70,000	-41.7%
50190	Employee Payroll Taxes	186,359	155,012	149,803	161,624	171,680	6.2%
50200	Employee Retirement Exp	193,171	174,667	185,309	186,398	239,661	28.6%
50201	Other Employee Insurance	-	-	15,177	16,891	16,821	-0.4%
50210	Employee Medical Insurance	460,779	360,272	354,339	350,226	504,007	43.9%
50215	Required Contrib-OPEB	67,293	46,415	45,410	41,455	66,409	60.2%
50221	Workers Comp Insurance	93,384	75,923	75,106	83,367	72,373	-13.2%
50222	Casualty/Property Insurance	101,426	118,565	125,451	120,000	129,215	7.7%
50230	Training/School/Travel	21,169	37,593	14,879	32,299	20,000	-38.1%
50245	Temporary Labor	-	-	9,226	20,000	20,000	0.0%
50290	Professional Services	30,863	11,941	5,620	40,000	50,000	25.0%
50300	Computer Expense	11,311	21,502	26,300	27,200	24,806	-8.8%
50320	Office Supplies	1,520	4,838	1,496	2,500	2,500	0.0%
50325	Printers/Copiers/OE and supp	788	4,179	4,327	2,852	2,900	1.7%
50330	Postage	107	95	447	100	500	400.0%
50340	General Supplies	205,991	141,235	108,047	100,285	135,000	34.6%
50360	General Maintenance	69,957	45,913	62,445	222,111	248,850	12.0%
50380	Communications	30,115	34,073	21,453	38,000	36,896	-2.9%
50390	Dues-Memberships-Subscrip	1,629	1,560	1,633	1,500	1,500	0.0%
50395	Employment Screening	3,684	2,836	1,433	2,500	2,000	-20.0%
50430	Gasoline & Oil	105,300	99,572	75,289	80,000	80,000	0.0%
50435	Small Equipment	79,089	8,644	57,954	85,900	106,000	23.4%
50440	Equip & Vehicle Repair	189,815	170,165	126,796	158,000	150,000	-5.1%
50460	Uniforms	14,695	8,028	8,227	5,200	5,200	0.0%
50462	Safety Wear and PPE	1,012	5,922	3,401	10,000	10,000	0.0%
50470	Purchases Vehicles & Equipment	580,001	516,953	489,005	547,739	240,000	-56.2%
50475	Capital Improvements	58,745	179,420	748,862	251,820	289,005	14.8%
50520	Equipment Rental	12,167	9,144	530	12,000	10,000	-16.7%
50955	Transfers-Debt Svc Fund	-	-	-	170,142	-	-100.0%
51030	Transfers-Debt Svc Fund	-	21,248	34,409	-	-	0.0%
51170	Beach Repairs and Maint	56,437	56,877	4,334	-	-	0.0%
51400	Flowers	147,150	-	-	-	-	0.0%
51410	St Material & Landscaping	289,715	201,750	110,622	187,600	210,000	11.9%
51420	Sidewalks	65,983	34,414	46,454	63,181	35,000	-44.6%
52510	Utilities for City Use	175,026	169,607	161,654	160,000	170,000	6.3%
Total Street Department		5,774,918	4,821,188	5,116,242	5,551,117	5,523,034	-0.5%

Landscape Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	-	848,395	788,517	914,343	974,781	6.6%
50041	OT - Special Events	-	-	-	-	15,000	100.0%
50045	Overtime	-	54,587	73,852	50,000	50,000	0.0%
50190	Employee Payroll Taxes	-	67,938	63,878	67,751	78,650	16.1%
50200	Employee Retirement Exp	-	68,506	78,270	80,477	109,166	35.6%
50201	Other Emp Insurance	-	-	6,279	8,335	8,382	0.6%
50210	Employee Medical Insurance	-	166,231	134,824	167,952	200,280	19.2%
50215	Required Contrib-OPEB	-	14,880	18,582	19,840	23,495	18.4%
50221	Workers Comp Insurance	-	20,301	36,945	23,526	36,915	56.9%
50222	Casualty/Property Insurance	-	7,740	26,242	8,000	26,616	232.7%
50230	Training/School/Travel	-	4,778	4,342	16,250	10,500	-35.4%
50245	Temporary Labor	-	-	75,343	102,000	102,000	0.0%
50290	Professional Services	-	15,105	7,172	10,000	10,000	0.0%
50300	Computer Expense	-	2,150	3,547	-	4,200	100.0%
50320	Office Supplies	-	478	525	1,500	1,500	0.0%
50340	General Supplies	-	14,981	28,897	21,500	30,000	39.5%
50360	General Maintenance	-	76,551	184,507	169,500	165,000	-2.7%
50380	Communications	-	1,248	1,868	2,240	1,800	-19.6%
50390	Dues-Memberships-Subscrip	-	-	106	-	-	0.0%
50395	Employment Screening	-	1,532	1,450	2,006	2,000	-0.3%
50430	Gasoline & Oil	-	23	5,572	8,400	5,000	-40.5%
50435	Small Equipment	-	4,982	9,294	18,700	22,000	17.6%
50440	Equip & Vehicle Repair	-	54,556	48,553	40,000	44,000	10.0%
50460	Uniforms	-	4,011	4,129	3,400	3,400	0.0%
50462	Safety Wear and PPE	-	2,106	1,309	5,250	2,250	-57.1%
50470	Purchases Vehicles & Equipment	-	65,988	163,653	163,700	248,000	51.5%
50475	Capital Improvements	-	73,512	4,802	5,300	62,800	1084.9%
50520	Equipment Rental	-	3,795	5,581	5,500	5,500	0.0%
51400	Flowers	-	147,127	145,350	150,000	165,000	10.0%
51410	St Material & Landscaping	-	136,682	111,879	160,800	145,000	-9.8%
Total Landscape Department		-	1,858,182	2,035,267	2,226,270	2,553,235	14.7%

Parks Department

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	-	-	58,508	106,955	114,054	6.6%
50045	Overtime	-	-	-	1,000	1,000	0.0%
50190	Employee Payroll Taxes	-	-	4,445	6,599	8,603	30.4%
50200	Employee Retirement Exp	-	-	4,797	5,222	11,880	127.5%
50201	Other Emp Insurance	-	-	189	482	746	54.8%
50210	Employee Medical Insurance	-	-	4,475	5,016	12,552	150.2%
50221	Workers Comp Insurance	-	-	1,196	200	2,265	1032.5%
50222	Casualty/Property Insurance	-	-	1,052	-	1,084	100.0%
50230	Training/School/Travel	-	-	700	-	7,500	100.0%
50290	Professional Services	-	-	-	15,000	21,000	40.0%
50300	Computer Expense	-	-	3,120	-	2,000	100.0%
50320	Office Supplies	-	-	45	200	1,000	400.0%
50325	Printers/Copiers/OE and supp	-	-	-	-	1,800	100.0%
50340	General Supplies	-	-	5,700	10,000	10,000	0.0%
50360	General Maintenance	-	-	28,258	62,500	92,850	48.6%
50380	Communications	-	-	2,351	-	696	100.0%
50395	Employment Screening	-	-	-	-	100	100.0%
50430	Gasoline & Oil	-	-	87	-	1,020	100.0%
50435	Small Equipment	-	-	6,110	7,700	7,500	-2.6%
50440	Equip & Vehicle Repair	-	-	-	-	1,200	100.0%
50460	Uniforms	-	-	533	250	750	200.0%
50462	Safety Wear and PPE	-	-	-	100	500	400.0%
50470	Purchases Vehicles & Equipment	-	-	20,121	40,000	45,000	12.5%
50475	Capital Improvements	-	-	92,253	101,200	55,000	-45.7%
50520	Equipment Rental	-	-	-	10,000	-	-100.0%
52510	Utilities for City Use	-	-	-	-	7,200	100.0%
Total Parks Department		-	-	233,941	372,424	407,300	9.4%

Fleet Maintenance

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50040	Salaries	481,533	505,596	474,639	519,171	625,883	20.6%
50041	OT - Special Events	-	-	-	-	14,000	100.0%
50045	Overtime	25,798	20,998	33,575	15,000	23,000	53.3%
50190	Employee Payroll Taxes	37,676	39,087	36,842	38,688	43,728	13.0%
50200	Employee Retirement Exp	36,852	38,707	44,127	43,314	59,867	38.2%
50201	Other Employee Insurance	-	-	3,649	4,337	4,361	0.6%
50210	Employee Medical Insurance	100,775	107,755	106,807	107,364	147,060	37.0%
50215	Required Contrib-OPEB	15,474	11,662	18,182	5,821	23,495	303.6%
50221	Workers Comp Insurance	11,163	11,466	13,382	12,760	12,900	1.1%
50222	Casualty/Property Insurance	10,504	12,111	16,665	13,000	17,165	32.0%
50230	Training/School/Travel	690	2,968	318	5,500	5,000	-9.1%
50290	Professional Services	-	-	-	-	15,000	100.0%
50300	Computer Expense	2,806	6,168	5,258	7,060	6,194	-12.3%
50325	Printers/Copiers/OE and supp	836	1,540	1,565	1,852	1,780	-3.9%
50330	Postage	169	-	-	-	-	0.0%
50340	General Supplies	54,622	39,830	52,867	45,036	55,000	22.1%
50360	General Maintenance	12,528	12,582	20,075	12,779	15,000	17.4%
50380	Communications	1,781	2,277	1,582	3,560	3,080	-13.5%
50395	Employment Screening	228	815	229	606	500	-17.5%
50430	Gasoline & Oil	5,709	3,997	3,795	8,400	4,500	-46.4%
50435	Small Equipment	1,333	10,104	-	6,300	26,500	320.6%
50440	Equip & Vehicle Repair	14,757	19,496	5,122	16,000	10,000	-37.5%
50460	Uniforms	1,766	1,090	1,289	2,000	2,000	0.0%
50462	Safety Wear and PPE	554	1,281	933	4,000	3,600	-10.0%
50470	Purchases Vehicles & Equipment	32,724	80,538	16,652	-	35,500	100.0%
50475	Capital Improvements	-	203,348	259,247	390,419	21,500	-94.5%
52510	Utilities for City Use	13,308	10,086	16,204	13,000	13,000	0.0%
Total Fleet Maintenance		863,585	1,143,500	1,133,006	1,275,967	1,189,613	-6.8%

Non-Departmental Facilities

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50373	Library capital purchases	2,590	812,000	652	225,000	183,000	-18.7%
50374	Library Utilities	204,087	195,199	175,626	200,000	200,000	0.0%
50375	Library Bldg Maint/Equipment	28,954	13,329	32,556	11,509	15,250	32.5%
50376	Library Communications	9,222	6,979	(176)	6,900	4,700	-31.9%
50377	Parking Garage Maintenance	13,113	26,814	7,415	25,318	17,100	-32.5%
50383	Boys & Girls Club captl purch	-	41,063	-	75,000	180,500	140.7%
50384	Boys and Girls Club utilities	15,375	17,151	10,738	15,000	15,000	0.0%
50385	Boys and Girls Club Maint/Equ	2,377	1,672	11,187	6,415	10,650	66.0%
51025	Colony Rent-Library	6,613	456	7,394	-	7,500	100.0%
51130	Haven Maintenance	6,640	8,272	4,914	19,629	8,630	-56.0%
51131	Haven Capital	94,375	54,206	-	150,000	160,000	6.7%
51135	Haven Utilities	9,023	9,544	7,754	10,000	10,000	0.0%
51136	Haven Communications	1,711	2,444	388	2,000	1,500	-25.0%
51140	K-1 Center Maintenance	1,970	8,961	46	3,000	3,000	0.0%
Total Non-Departmental Facilities		396,049	1,198,089	258,492	749,771	816,830	8.9%

Appropriation

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
51820	Public Library-Approp.	875,000	918,750	842,188	918,750	918,750	0.0%
51870	The Haven	150,000	159,000	145,750	159,000	159,000	0.0%
51890	Airport Appropriation-Debt Svc	320,000	320,000	288,750	315,000	305,000	-3.2%
51895	Baldwin County Board of Educat	75,000	75,000	75,000	75,000	75,000	0.0%
51900	Baldwin Co. Transit Hub	31,740	31,740	29,095	31,740	36,501	15.0%
Total Appropriation		1,451,740	1,504,490	1,380,783	1,499,490	1,494,251	-0.3%

Other Expenditures

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50910	Transfers to Sanitation Fund	738,120	995,775	750,000	1,000,000	650,000	-35.0%
50940	Transfers to Water/Sewer Fund	-	61,565	-	-	-	0.0%
50945	Transfers to Federal Grants Fund	-	1,186,365	-	414,190	-	-100.0%
50965	Transfers-Cap Proj Fund	2,712,463	6,070,395	3,930,347	4,369,192	4,200,000	-3.9%
52097	Transfers Out - Corr Fund Savings	-	-	356,318	-	-	0.0%
55520	Airport Grant Expense	304,387	2,017,266	35,236	100,000	100,000	0.0%
Total Other Expenditures		3,754,970	10,331,366	5,071,900	5,883,382	4,950,000	-15.9%

Sanitation Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40650	State Grant	-	-	-	-	156,000	100.0%
41220	Sanitation Collection	2,855,129	2,917,486	3,087,277	3,402,396	3,956,000	16.3%
41660	Sale - Trash Cans	195	325	-	100	-	-100.0%
41665	Sale - Rcycl Plastic & Misc	387	-	1,865	100	-	-100.0%
41705	Sale of Fixed Assets	121,205	49,000	-	20,000	25,000	25.0%
49010	Interest Earned	12,726	11,737	14,896	8,000	15,000	87.5%
49810	Transfers from Gen Fund	738,120	995,775	750,000	1,000,000	650,000	-35.0%
49998	Budget Rollover	-	-	-	-	100,015	100.0%
TOTAL REVENUES		<u>3,727,762</u>	<u>3,974,323</u>	<u>3,854,038</u>	<u>4,430,596</u>	<u>4,902,015</u>	<u>10.6%</u>
EXPENSES							
50025	Collection Costs/Revenue Dept	114,644	104,969	143,243	143,243	159,988	11.7%
50040	Salaries	1,051,541	1,263,690	1,191,055	1,287,103	1,443,042	12.1%
50041	Overtime - Special Events	-	-	-	-	25,000	100.0%
50045	Overtime	106,333	95,103	121,098	99,996	97,000	-3.0%
50185	Contra Wages	(5,777)	(204)	-	-	-	0.0%
50190	Employee Payroll Taxes	85,881	104,820	97,155	96,486	100,850	4.5%
50200	Employee Retirement Exp	218,036	219,884	115,500	110,261	138,250	25.4%
50201	Other Employee Insurance	-	-	8,993	11,304	10,524	-6.9%
50210	Employee Medical Insurance	238,203	229,910	211,845	216,948	277,512	27.9%
50215	Required Contrib-OPEB	(197,503)	(159,764)	22,996	19,240	40,097	108.4%
50221	Workers Comp Insurance	61,942	64,394	89,913	71,549	97,229	35.9%
50222	Casualty/Property Insurance	71,970	88,661	88,449	88,000	90,000	2.3%
50245	Temporary Labor	-	-	-	50,000	30,000	-40.0%
50230	Training/School/Travel	5,033	2,075	4,491	17,450	7,450	-57.3%
50290	Professional Services	187	-	1,270	10,000	5,000	-50.0%
50300	Computer Expense	2,851	4,897	971	4,420	2,880	-34.8%
50320	Office Supplies	-	751	793	1,500	1,500	0.0%
50325	Printers/Copiers/OE and supp	310	475	350	896	900	0.4%
50330	Postage	-	20	6,034	4,000	8,000	100.0%
50340	Operating Supplies	18,399	18,290	35,207	25,013	33,792	35.1%
50360	General Maintenance	11,465	8,805	8,809	38,000	35,000	-7.9%
50380	Communications	5,383	5,252	3,305	6,140	6,220	1.3%
50390	Dues-Memberships-Subscrip	640	737	727	1,000	1,000	0.0%
50395	Employment Screening	1,222	3,281	1,324	2,200	1,500	-31.8%
50420	Bad Debts	9,136	8,494	201	10,000	10,000	0.0%
50430	Gasoline & Oil	225,733	204,769	165,076	220,000	200,000	-9.1%
50435	Small Equipment	-	4,704	38,313	86,000	31,500	-63.4%
50440	Equip & Vehicle Repair	338,698	274,373	394,862	300,000	324,000	8.0%
50460	Uniforms	9,378	5,862	5,003	6,820	6,820	0.0%
50462	Safety Wear and PPE	-	-	2,675	3,080	5,000	62.3%
50470	Purchases Vehicles & Equipment	-	-	43,221	75,000	883,511	1078.0%
50475	Capital Improvements	-	-	14,985	130,000	165,000	26.9%
50500	Depreciation	345,589	353,009	316,790	300,000	350,000	16.7%
50510	Interest Expense	26,321	17,968	-	6,929	-	-100.0%
50523	Equipment Rental Lease	-	4,866	1,260	10,000	10,000	0.0%
50580	Bank Fees	519	1,318	1,305	1,200	1,200	0.0%
50955	Transfers-Debt Svc Fund	138,527	-	-	490,152	-	-100.0%
51455	Recycle Charges	-	-	2,838	-	30,000	100.0%
51460	Landfill Charges	351,479	371,240	316,376	383,200	370,000	-3.4%
51465	Landfill Maintenance	12,050	6,283	-	10,000	10,000	0.0%
51470	Purchases-Recycle Bins/Carts	41,246	93,707	75,212	88,466	156,000	76.3%
51475	Purchases-Garbage Cans	-	-	-	-	81,250	100.0%
52510	Utilities for City Use	<u>3,820</u>	<u>4,007</u>	<u>3,729</u>	<u>5,000</u>	<u>5,000</u>	<u>0.0%</u>
TOTAL EXPENSES		<u>3,293,255</u>	<u>3,406,646</u>	<u>3,535,375</u>	<u>4,430,596</u>	<u>5,252,015</u>	<u>18.5%</u>

Object	Description	FY 2023	FY 2024	FY2025	FY2025 Annual	FY2026	% Change
		Annual	Annual	August YTD	Budget	Annual Budget	
	Excess Rev Over Expense	434,508	567,677	318,663	-	(350,000)	

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40900	Transfers In Captl Purchases	-	-	-	250,000	-	-100.0%
41705	Sale of Fixed Assets	9,748	25,630	23,610	10,000	10,000	0.0%
42010	Sale of Natural Gas	6,979,483	6,856,254	7,119,428	7,535,000	7,610,350	1.0%
42030	Sale of Natural Gas-Joint Line	1,760,121	1,726,696	1,796,459	1,930,000	1,930,000	0.0%
45635	Grant income-ALDOT	-	643,597	(0)	-	-	0.0%
49010	Interest Earned	440,126	556,915	413,195	300,000	300,000	0.0%
49030	Insurance Claim	-	-	2,709	-	-	0.0%
49035	Rebate Income	7,748	5,060	6,879	6,000	6,500	8.3%
49040	Miscellaneous Revenue	-	5,000	200	5,000	1,500	-70.0%
49060	Connection Fees	79,259	121,790	77,075	50,000	60,000	20.0%
49065	Aid to Construction	-	-	64,804	25,000	50,000	100.0%
49998	Budget Rollover	-	-	-	5,688,927	6,467,877	13.7%
49999	Inventory revenue	0	-	(0)	-	-	0.0%
TOTAL REVENUES		<u>9,276,486</u>	<u>9,940,941</u>	<u>9,504,359</u>	<u>15,799,927</u>	<u>16,436,227</u>	<u>4.0%</u>
EXPENSES							
50020	Purchased Power-Natural Gas	2,586,584	1,758,220	2,164,500	3,089,350	2,600,000	-15.8%
50025	Collection Costs/Revenue Dept	291,935	298,507	341,626	341,626	360,495	5.5%
50026	Administrative Costs	911,026	972,350	1,133,337	1,133,337	1,437,384	26.8%
50040	Salaries-Oper&Maint	1,071,766	1,340,520	1,355,296	1,592,707	1,670,495	4.9%
50045	Overtime	113,611	73,193	52,125	114,000	70,000	-38.6%
50185	Contra Wages	(114,452)	(39,247)	-	-	-	0.0%
50190	Employee Payroll Taxes	87,811	104,172	103,324	116,215	114,170	-1.8%
50200	Employee Retirement Exp	184,614	206,227	120,961	133,836	155,207	16.0%
50201	Other Employee Insurance	-	-	9,324	12,830	11,512	-10.3%
50210	Employee Medical Insurance	213,641	232,435	220,854	264,570	304,483	15.1%
50215	Required Contrib-OPEB	(69,628)	(37,037)	55,734	56,073	70,740	26.2%
50221	Workers Comp Insurance	18,339	18,070	23,607	20,066	25,479	27.0%
50222	Casualty/Property Insurance	77,654	87,528	95,623	88,000	98,436	11.9%
50230	Training/School/Travel	32,957	51,894	35,292	49,000	71,800	46.5%
50250	Trustee Fees	99	99	99	-	-	0.0%
50270	Audit & Accounting	13,756	11,648	9,307	13,000	13,000	0.0%
50280	Legal Fees	4,629	7,944	6,558	6,500	6,500	0.0%
50290	Professional Services	89,919	73,783	140,378	50,000	100,000	100.0%
50300	Computer Expense	14,948	25,400	26,550	38,250	83,460	118.2%
50320	Office Supplies	1,177	4,082	2,591	4,500	4,000	-11.1%
50325	Printers/Copiers/OE and supp	3,979	2,859	2,678	3,248	3,300	1.6%
50330	Postage	53,270	60,206	47,903	50,000	50,000	0.0%
50340	Operating Supplies	100,044	201,719	252,389	188,000	200,000	6.4%
50360	Maintenance-Buildings	16,932	30,355	14,103	2,069	15,000	625.0%
50365	Maintenance-Plant	164,749	398,723	307,298	201,791	249,600	23.7%
50380	Communications	41,754	40,702	51,244	61,068	31,188	-48.9%
50390	Dues-Memberships-Subscrip	40,389	42,898	45,856	58,500	52,500	-10.3%
50395	Employment Screening	940	1,637	1,238	4,000	2,000	-50.0%
50420	Bad Debts	9,308	1,738	(8,445)	10,000	10,000	0.0%
50430	Gasoline & Oil	50,617	52,743	43,009	55,000	55,000	0.0%
50435	Small Equipment	35,279	28,749	14,033	71,352	93,000	30.3%
50440	Maintenance-Vehicles&Equip	38,899	28,779	33,582	52,000	40,000	-23.1%
50460	Uniforms	1,894	5,874	3,834	5,000	7,500	50.0%
50462	Safety Wear and PPE	6,710	25,272	30,682	80,000	80,000	0.0%
50470	Purchases Vehicles & Equipment	-	(0)	276,832	269,148	47,500	-82.4%
50475	Capital Improvements	-	-	4,599	520,000	500,000	-3.8%
50500	Depreciation	563,358	597,039	516,411	550,000	550,000	0.0%
50510	Interest Expense	2,498	1,967	1,317	1,608	1,065	-33.8%
50520	Rental-other	-	-	-	10,000	-	-100.0%
50523	Equipmetn Rental Lease	-	-	-	500	-	-100.0%
50540	Electricity	3,285	2,113	2,437	4,000	4,000	0.0%
50560	Credit Card Processing Fees	136,470	132,588	95,246	140,000	140,000	0.0%

GAS DEPARTMENT FUND

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50580	Bank Fees	7,238	7,895	5,728	7,500	7,500	0.0%
50900	Transfers Out Captl Purchases	-	-	-	6,209	-	-100.0%
50902	Transfers Out Captl Purchases Gas	38,826	-	-	-	-	0.0%
50906	TSF In/Out Capital Contrib	461	6,430	-	-	-	0.0%
50920	Transfers to General Fund	185,030	192,990	303,330	303,330	299,051	-1.4%
50955	Transfers-Debt Svc Fund	-	-	-	42,184	42,662	1.1%
50965	Transfers-Cap Proj Fund	-	41,312	-	-	-	0.0%
51030	Publications Newspapers	-	1,949	5,037	1,000	5,000	400.0%
52010	Dist of Joint Revenue	73,559	81,590	75,167	75,000	75,000	0.0%
52020	Daphne 3% Rev Tax Exp	5,078	4,955	4,794	5,200	5,200	0.0%
52025	Spanish Fort Franchise Tax	20,847	23,018	20,503	22,000	22,000	0.0%
52030	APSC Inspection Fee	8,078	6,696	-	8,000	8,000	0.0%
52510	Utilities for City Use	40,303	42,667	38,493	40,360	43,000	6.5%
59500	Capital Sys Improve Budget	0	-	389,827	5,828,000	7,150,000	22.7%
TOTAL EXPENSES		<u>7,180,179</u>	<u>7,255,252</u>	<u>8,476,210</u>	<u>15,799,927</u>	<u>16,986,227</u>	<u>7.5%</u>
EXCESS REVENUE OVER EXPENSE		<u>2,096,307</u>	<u>2,685,689</u>	<u>1,028,149</u>	<u>-</u>	<u>(550,000)</u>	

ELECTRIC DEPARTMENT FUND

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40650	State Grants	137,489	40,278	-	-	-	0.0%
40902	Transfers In Captl Purchases Gas	38,826	-	-	-	-	0.0%
40904	Transfers In Captl Purchases W/S	38,826	-	-	-	-	0.0%
41705	Sale of Fixed Assets	62,275	11,100	6,350	10,000	10,000	0.0%
42510	Sale of Electric Energy	21,000,866	20,600,890	18,749,292	22,500,000	22,000,000	-2.2%
42511	Charge Point Income	2,531	6,902	10,573	5,000	10,000	100.0%
42520	Revenue Late Charges	119,413	140,669	131,748	120,000	125,000	4.2%
42530	Pole Rental-Telephone Co	37,552	29,969	29,656	35,000	35,000	0.0%
42540	Pole Rental-Cable T.V.	49,176	49,214	4,136	50,000	50,000	0.0%
42550	Pole Rent-Riviera	1,438	1,012	1,380	1,500	1,500	0.0%
42560	Temp Service Charges	8,925	30,080	6,375	15,000	6,000	-60.0%
45620	Rate Stabilization Funds	1,260,377	1,236,837	-	2,250,000	681,675	-69.7%
49010	Interest Earned	274,315	314,988	270,907	200,000	220,000	10.0%
49030	Insurance Claim	-	2,104	11,807	-	-	0.0%
49035	Rebate Income	7,748	5,060	6,879	6,000	7,000	16.7%
49040	Miscellaneous Revenue	255,880	18,503	142,698	50,000	80,000	60.0%
49055	AMEA Income-Training	26,859	26,953	-	25,000	25,000	0.0%
49060	Connection Fees	224,758	223,762	108,352	90,000	50,000	-44.4%
49065	Aid to Construction	-	-	-	50,000	1,000,000	1900.0%
49998	Budget rollover	-	-	-	5,211,570	6,140,890	17.8%
TOTAL REVENUES		<u>23,547,253</u>	<u>22,738,321</u>	<u>19,480,153</u>	<u>30,619,070</u>	<u>30,442,065</u>	<u>-0.6%</u>
EXPENSES							
50345	X-Item Supplies	1,406	-	-	-	-	0.0%
50020	Purchased Power-Elect	14,595,455	13,281,386	10,812,810	13,950,000	13,000,000	-6.8%
50025	Collection Costs/Revenue Dept	160,696	161,071	184,340	184,340	194,520	5.5%
50026	Administrative Costs	911,026	972,350	1,133,337	1,133,337	1,437,384	26.8%
50040	Salaries-Oper&Maint	1,561,611	1,738,713	1,623,544	2,024,515	2,231,306	10.2%
50520	Rental-other	-	-	-	-	10,000	100.0%
50041	Overtime - Special Events	-	1,756	355	-	5,000	100.0%
50045	Overtime	219,778	105,601	89,736	200,000	100,000	-50.0%
50185	Contra Wages	(144,186)	(32,684)	-	-	-	0.0%
50190	Employee Payroll Taxes	133,348	138,733	127,861	139,256	150,188	7.9%
50200	Employee Retirement Exp	270,691	279,265	160,860	173,685	212,279	22.2%
50201	Other Employee Insurance	-	-	11,209	15,275	14,746	-3.5%
50210	Insurance, Employees Group	277,239	286,085	253,867	288,137	364,050	26.3%
50215	Required Contrib-OPEB	145,302	(250,143)	36,127	33,858	56,700	67.5%
50221	Workers Comp Insurance	60,617	63,504	57,426	70,778	45,880	-35.2%
50222	Casualty/Property Insurance	174,293	197,964	216,240	200,000	222,727	11.4%
50230	Training/School/Travel	100,871	96,545	51,313	90,500	108,000	19.3%
50250	Trustee Fees	99	99	99	100	-	-100.0%
50270	Audit & Accounting	13,756	11,648	9,307	11,000	11,000	0.0%
50280	Legal Fees	-	1,340	-	1,500	1,500	0.0%
50290	Professional Services	70,853	32,854	20,007	350,000	350,000	0.0%
50300	Computer Expense	21,074	53,506	59,110	213,400	248,080	16.3%
50320	Office Supplies	1,136	1,018	782	1,200	1,200	0.0%
50325	Printers/Copiers/OE and supp	3,780	2,512	1,314	3,248	3,300	1.6%
50330	Postage	53,390	60,968	48,278	55,000	-	-100.0%
50340	Operating Supplies	123,734	12,994	113,314	265,000	250,000	-5.7%
50345	Disaster Supplies	1,406	-	-	-	-	0.0%
50360	Maintenance-Buildings	37,335	17,989	11,572	25,500	25,000	-2.0%
50365	Maintenance-Plant	62,117	686,222	506,026	1,218,791	1,315,000	7.9%
50380	Communications	28,018	37,644	30,269	35,968	37,968	5.6%
50390	Dues-Memberships-Subscrip	11,863	15,929	18,054	15,000	15,000	0.0%
50395	Employment Screening	1,214	3,743	1,516	3,520	2,500	-29.0%
50410	Cash Over or Short	(578)	(5)	174	-	-	0.0%
50420	Bad Debts	74,280	67,717	(13,561)	75,000	75,000	0.0%
50430	Gasoline & Oil	52,062	51,385	35,922	51,000	50,000	-2.0%
50435	Small Equipment	10,216	90,029	98,955	95,000	132,500	39.5%

ELECTRIC DEPARTMENT FUND

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50440	Maintenance-Vehicles&Equip	67,454	96,001	78,432	130,000	125,000	-3.8%
50460	Uniforms	1,429	1,527	3,736	2,500	3,500	40.0%
50462	Safety Wear and PPE	33,924	35,568	53,666	99,000	114,000	15.2%
50470	Purchases Vehicles & Equipment	-	-	978,135	1,097,350	679,000	-38.1%
50475	Capital Improvements	0	0	202,579	282,000	20,000	-92.9%
50350	Mech Shop Non Wo Supplies	-	4	-	-	-	0.0%
50500	Depreciation	1,148,374	1,174,384	1,052,676	1,100,000	1,100,000	0.0%
50510	Interest Expense	2,498	1,967	1,317	1,609	1,065	-33.8%
50560	Credit Card Processing Fees	134,033	199,249	245,750	150,000	150,000	0.0%
50580	Bank Fees	8,088	9,652	8,691	10,000	8,000	-20.0%
50900	Transfers Out Captl Purchases	-	-	-	131,209	-	-100.0%
50906	Tsf In/Out Capital Contr	48,681	14,071	-	-	-	0.0%
50920	Transfers to General Fund	499,803	507,077	508,150	508,150	729,035	43.5%
50955	Transfers-Debt Svc Fund	-	-	-	42,184	42,662	1.1%
51025	Colony Rent	790	225	967	800	800	0.0%
51030	Publications Newspapers	-	1,337	6,442	1,000	1,500	50.0%
52510	Utilities for City Use	46,048	62,818	60,174	70,360	70,000	-0.5%
59000	Inventory Budget	2	-	-	-	-	0.0%
59100	SCADA Capital Purch Budget	-	-	-	60,000	60,000	0.0%
59110	AMI Capital	-	-	-	2,250,000	681,675	-69.7%
59500	Capital Sys Improve Budget	0	(0)	622,675	2,799,000	6,125,000	118.8%
59998	Reserve Requirements per Ordin	-	-	-	960,000	960,000	0.0%
TOTAL EXPENSES		<u>21,025,023</u>	<u>20,291,619</u>	<u>19,523,552</u>	<u>30,619,070</u>	<u>31,542,065</u>	<u>3.0%</u>
EXCESS REVENUE OVER EXPENSE		<u>2,522,229</u>	<u>2,446,702</u>	<u>(43,399)</u>	<u>-</u>	<u>(1,100,000)</u>	

WATER DEPARTMENT

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40900	Transfers In Captl Purchases	-	61,565	-	12,418	-	-100.0%
41705	Sale of Fixed Assets	638	8,460	-	4,500	-	-100.0%
42520	Revenue Late Charges	39,752	46,854	40,544	40,000	40,000	0.0%
43010	Water Sales	9,059,793	9,696,856	9,272,823	9,700,000	10,375,000	7.0%
43030	Tel Companies Antenna Rent	270,722	220,270	193,883	240,000	240,000	0.0%
49010	Interest Earned	306,471	375,782	341,008	150,000	300,000	100.0%
49035	Rebate Income	5,036	3,289	4,165	4,000	4,000	0.0%
49040	Miscellaneous Revenue	57,395	78,004	(28,551)	50,000	30,000	-40.0%
49045	Loan Proceeds	-	-	-	10,007,769	25,486,280	154.7%
49060	Connection Fees	1,157,218	1,122,564	550,030	750,000	800,000	6.7%
49070	Connection Fees-Cty ROA	-	34,198	2,118	-	-	0.0%
49065	Aid to Construction	-	-	-	100,000	100,000	0.0%
49093	Legal Settlement	-	-	46,358	-	-	0.0%
49998	Budget Rollover	-	-	-	9,000,000	-	-100.0%
							0.0%
TOTAL REVENUES		<u>10,897,025</u>	<u>11,647,842</u>	<u>10,422,378</u>	<u>30,058,687</u>	<u>37,375,280</u>	<u>24.3%</u>
EXPENSES							
50020	Purchased Power-Elect	125,430	122,281	72,545	130,000	100,000	-23.1%
50025	Collection Costs/Revenue Dept	484,913	500,652	429,732	572,976	604,619	5.5%
50026	Administrative Costs	592,167	632,027	552,502	736,669	934,300	26.8%
50040	Salaries-Oper&Maint	1,038,488	1,378,206	1,317,295	1,546,385	1,867,920	20.8%
50045	Overtime	188,744	93,144	49,087	100,000	75,000	-25.0%
50190	Employee Payroll Taxes	88,760	109,964	101,936	109,381	127,079	16.2%
50200	Employee Retirement Exp	188,804	207,097	120,937	125,248	173,263	38.3%
50201	Other Employee Insurance	-	-	10,388	12,262	12,506	2.0%
50210	Employee Medical Insurance	179,749	168,010	166,097	153,373	296,602	93.4%
50215	Required Contrib-OPEB	(63,836)	(39,869)	27,337	27,437	40,098	46.1%
50221	Workers Comp Insurance	29,020	29,549	35,662	32,866	36,390	10.7%
50222	Casualty/Property Insurance	133,722	129,818	147,020	135,000	151,431	12.2%
50230	Training/School/Travel	16,539	33,393	36,742	47,000	35,500	-24.5%
50250	Trustee Fees	1,375	1,375	1,375	-	1,375	100.0%
50270	Audit & Accounting	17,883	15,143	12,099	15,000	15,000	0.0%
50280	Legal Fees	-	9,297	8,752	3,000	5,000	66.7%
50290	Professional Services	79,874	168,493	85,637	225,000	300,000	33.3%
50300	Computer Expense	14,237	21,042	24,589	29,950	89,740	199.6%
50320	Office Supplies	2,758	2,342	3,938	5,000	5,000	0.0%
50325	Printers/Copiers/OE and supp	2,269	5,251	1,471	5,820	5,900	1.4%
50330	Postage	34,449	53,908	41,937	35,000	35,000	0.0%
50340	Operating Supplies	16,053	49,736	122,337	20,495	22,000	7.3%
50360	Maintenance-Buildings	17,609	27,170	36,115	68,480	54,000	-21.1%
50364	Maintenance-Fountains	12,540	11,937	505	15,000	15,000	0.0%
50365	Maintenance-Plant	155,474	195,719	218,976	200,000	150,000	-25.0%
50366	Maintenance-Distribution Sys	345,597	479,312	530,075	615,000	610,000	-0.8%
50380	Communications	20,506	35,215	49,375	60,960	42,784	-29.8%
50390	Dues-Memberships-Subscrip	12,722	11,805	13,961	10,000	15,000	50.0%
50395	Employment Screening	1,450	2,626	1,786	3,025	2,500	-17.4%
50400	Miscellaneous	-	324	-	-	-	0.0%
50420	Bad Debts	36,946	46,310	4,380	50,000	50,000	0.0%
50430	Gasoline & Oil	67,960	59,249	47,684	70,000	65,000	-7.1%
50435	Small Equipment	41,396	60,440	46,207	70,000	59,500	-15.0%
50440	Maintenance-Vehicles&Equip	35,593	80,654	52,678	51,300	50,000	-2.5%
50460	Uniforms	6,264	8,149	2,087	5,000	7,500	50.0%
50462	Safety Wear and PPE	8,610	9,213	2,361	10,000	10,000	0.0%
50470	Purchases Vehicles & Equipment	0	-	647,811	727,918	352,000	-51.6%
50475	Capital Improvements	-	-	-	50,000	120,000	140.0%
50495	Amortization Expense	7,041	7,041	-	-	-	0.0%
50500	Depreciation	958,784	1,151,232	808,471	925,000	1,100,000	18.9%
50510	Interest Expense	34,838	292,954	411,847	534,930	1,327,356	148.1%

WATER DEPARTMENT

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50520	Rental-other	3,372	-	3,000	30,000	30,000	0.0%
50530	Bond Issue Expense	-	34,063	-	-	-	0.0%
50560	Credit Card Processing Fees	82,857	110,425	130,339	-	100,000	100.0%
50580	Bank Fees	4,884	4,797	3,983	6,200	4,000	-35.5%
50900	Transfers Out Captl Purchases	-	-	-	62,500	-	-100.0%
50904	Transfers Out Captl Purchases W/S	25,237	-	-	-	-	0.0%
50920	Transfers to General Fund	290,324	290,324	219,116	292,155	356,670	22.1%
50955	Transfers-Debt Svc Fund	-	-	-	588,222	594,887	1.1%
51025	Colony Rent	280	26	344	-	-	0.0%
51030	Publications Newspapers	-	-	11,135	5,000	5,000	0.0%
52510	Utilities for City Use	217,066	253,678	216,159	175,360	255,360	45.6%
53010	Chemicals & Testing	50,093	56,576	61,549	80,000	100,000	25.0%
53011	Chemicals - Water Treament	377,753	489,798	337,973	600,000	650,000	8.3%
59100	SCADA Capital Purch Budget	-	-	-	50,000	50,000	0.0%
59500	System Improve-Distribution Sys	-	(0)	644,261	12,750,000	15,100,000	18.4%
59501	System Impr-Water Plan/Wells	-	0	4,370,327	8,309,775	11,765,000	41.6%
59998	Reserve Requirements per Ordin	-	-	-	500,000	500,000	0.0%
TOTAL EXPENSES		<u>5,986,591</u>	<u>7,409,893</u>	<u>12,241,918</u>	<u>30,983,687</u>	<u>38,475,280</u>	<u>24.2%</u>
EXCESS REVENUE OVER EXPENSES		<u>4,910,434</u>	<u>4,237,949</u>	<u>(1,819,541)</u>	<u>(925,000)</u>	<u>(1,100,000)</u>	

WASTEWATER DEPARTMENT

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUE							
40835	Federal Grants	-	-	-	2,154,696	-	-100.0%
41705	Sale of Fixed Assets	-	-	-	13,000	-	-100.0%
43020	Revenue Wastewater Charges	7,615,820	8,245,186	9,340,293	8,200,000	9,500,000	15.9%
49010	Interest Earned	117,273	263,784	313,402	100,000	225,000	125.0%
49035	Rebate Income	2,712	1,771	2,714	2,000	2,000	0.0%
49040	Miscellaneous Revenue	800	12,875	1,202	1,000	1,000	0.0%
49045	Loan Proceeds	-	-	-	12,085,751	22,575,423	86.8%
49060	Connection Fees	408,850	1,115,292	602,652	450,000	450,000	0.0%
49065	Aid to Construction	-	-	-	50,000	50,000	0.0%
49893	Transfer In-American Rescue Fd	198,125	114,850	-	1,131,060	-	-100.0%
49998	Budget Rollover	-	-	-	9,000,000	-	-100.0%
TOTAL REVENUES		<u>8,343,580</u>	<u>9,753,757</u>	<u>10,260,263</u>	<u>33,187,507</u>	<u>32,803,423</u>	<u>-1.2%</u>
EXPENSES							
50020	Purchased Power-Elect	477,670	446,407	466,485	450,000	465,000	3.3%
50025	Collection Costs/Revenue Dept	279,307	290,652	332,639	332,639	351,009	5.5%
50026	Administrative Costs	318,859	340,322	396,837	396,837	503,084	26.8%
50040	Salaries-Oper&Maint	993,892	1,306,429	1,188,845	1,519,064	1,675,095	10.3%
50045	Overtime	97,372	81,462	71,630	100,000	75,000	-25.0%
50190	Employee Payroll Taxes	80,366	101,836	92,359	101,994	118,455	16.1%
50200	Employee Retirement Exp	165,586	209,411	109,322	117,194	157,656	34.5%
50201	Other Employee Insurance	-	-	8,443	11,297	11,710	3.7%
50210	Employee Medical Insurance	198,599	218,723	218,970	218,979	320,518	46.4%
50215	Required Contrib-OPEB	(19,474)	5,456	54,604	67,116	73,302	9.2%
50221	Workers Comp Insurance	25,516	26,379	27,486	29,321	28,227	-3.7%
50222	Casualty/Property Insurance	112,358	163,575	187,525	168,000	193,153	15.0%
50230	Training/School/Travel	25,645	25,965	38,647	33,000	31,500	-4.5%
50250	Trustee Fees	2,553	2,553	2,553	-	-	0.0%
50270	Audit & Accounting	9,629	8,154	6,515	8,000	8,000	0.0%
50280	Legal Fees	-	6,468	10,133	-	10,000	100.0%
50290	Professional Services	65,430	85,177	27,714	318,000	243,000	-23.6%
50300	Computer Expense	6,747	25,684	27,953	32,850	102,480	212.0%
50320	Office Supplies	1,180	1,993	1,823	2,500	3,000	20.0%
50325	Printers/Copiers/OE and supp	2,109	2,885	1,547	4,000	4,100	2.5%
50330	Postage	19,568	20,168	16,690	-	-	0.0%
50530	Bond Issue Expense	-	34,063	-	-	-	0.0%
50340	Operating Supplies	21,533	44,614	61,010	25,495	30,000	17.7%
50360	Maintenance-Buildings	33,972	52,292	52,402	50,110	50,000	-0.2%
50365	Maintenance-Plant/Lift Station	218,740	190,792	224,327	320,000	425,000	32.8%
50366	Maintenance-Collection	95,460	224,587	222,204	278,100	415,000	49.2%
50367	Maintenance-WWTP	210,141	173,449	215,440	185,000	420,000	127.0%
50380	Communications	25,733	49,439	80,976	108,712	74,372	-31.6%
50390	Dues-Memberships-Subscrip	7,567	5,150	5,365	-	-	0.0%
50395	Employment Screening	1,050	1,380	1,734	3,025	2,500	-17.4%
50405	Sludge Removal	538,650	583,200	486,000	600,000	910,000	51.7%
50420	Bad Debts	21,460	24,936	2,595	15,000	15,000	0.0%
50430	Gasoline & Oil	50,681	49,107	27,561	55,000	45,000	-18.2%
50435	Small Equipment	37,170	53,152	53,375	45,000	55,000	22.2%
50440	Maintenance-Vehicles&Equip	41,823	41,875	64,437	61,000	61,000	0.0%
50460	Uniforms	7,324	8,026	6,493	5,000	7,500	50.0%
50462	Safety Wear and PPE	6,237	11,963	8,119	10,000	10,000	0.0%
50470	Purchases Vehicles & Equipment	-	-	300,265	611,500	482,000	-21.2%
50475	Capital Improvements	-	-	21,720	310,000	467,733	50.9%
50500	Depreciation	1,197,138	1,407,596	1,086,944	1,000,000	1,100,000	10.0%
50510	Interest Expense	64,699	269,443	449,188	554,154	1,340,089	141.8%
50520	Rental-other	29,704	-	-	50,000	50,000	0.0%
50560	Credit Card Processing Fees	48,739	77,362	131,002	-	100,000	100.0%

WASTEWATER DEPARTMENT

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
50580	Bank Fees	2,263	2,721	3,485	4,000	3,500	-12.5%
51025	Colony Rent	209	-	361	-	500	100.0%
51030	Publications Newspapers	-	-	1,661	3,500	3,500	0.0%
50900	Transfers Out Captl Purchases	-	-	-	62,500	-	-100.0%
50904	Transfers Out Captl Purchases W/S	13,589	-	-	-	-	0.0%
50955	Transfers-Debt Svc Fund	-	-	-	1,092,411	1,104,790	1.1%
52510	Utilities for City Use	96,213	104,870	93,721	90,360	105,000	16.2%
53010	Chemicals & Testing	64,002	46,742	56,624	90,000	125,000	38.9%
53011	Chemicals - Wastewater Treatment	20,500	19,529	21,133	30,000	50,000	66.7%
53012	Chemicals - Odor Control	73,959	94,914	108,338	100,000	120,000	20.0%
59100	SCADA Capital Purch Budget	(0)	-	-	60,000	-	-100.0%
59500	System Improve-Collection Syst	-	(0)	4,781,353	11,903,795	10,716,895	-10.0%
59501	System Impr-Lift Stations	-	-	1,787,770	7,078,054	5,072,000	-28.3%
59502	System Improvement-WWTP	-	0	85,131	5,100,000	5,792,755	13.6%
59998	Reserve Requirements per Ordin	-	-	-	375,000	375,000	0.0%
56015	Hurricane Sally	5,761	-	-	-	-	0.0%
TOTAL EXPENSES		<u>5,797,230</u>	<u>6,940,899</u>	<u>13,729,453</u>	<u>34,187,507</u>	<u>33,903,423</u>	<u>-0.8%</u>
Excess Rev Over Expense		<u>2,546,349</u>	<u>2,812,858</u>	<u>(3,469,190)</u>	<u>(1,000,000)</u>	<u>(1,100,000)</u>	

Capital Projects Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUE							
40650	State Grants	-	-	-	-	1,000,000	100.0%
40835	Federal Grants	1,467,744	862,941	145,114	11,122,857	10,514,149	-5.5%
41336	Community/Specl Project Grants	775,000	-	84,452	187,442	170,000	-9.3%
49010	Interest Earned	75,720	170,636	100,425	75,000	75,000	0.0%
49810	Transfers from Gen Fund	2,712,463	6,070,395	3,930,347	4,369,192	4,200,000	-3.9%
49812	Donations-COPA	-	-	70,505	-	-	0.0%
49890	Transfers from Gas tax fund	93,000	104,000	116,500	116,500	118,600	1.8%
49892	Transfers In-Gas Fund	-	41,312	-	-	-	0.0%
49894	Transfers In-Rebuild AL Fund	130,000	160,000	218,114	218,114	394,500	80.9%
49895	Transfers from Impact Fee Fund	1,792,087	303,250	830,000	695,000	913,000	31.4%
49998	Budget Rollover	-	-	-	3,665,619	4,526,644	23.5%
TOTAL REVENUES		<u>7,046,013</u>	<u>7,712,534</u>	<u>5,495,457</u>	<u>20,449,724</u>	<u>21,911,893</u>	<u>7.2%</u>
EXPENSES							
50580	Bank Fees	994	2,833	2,327	2,500	2,500	0.0%
55700	Tennis Courts Improvements	-	-	483,791	600,746	-	-100.0%
55710	Pine Street Improvement	-	270,060	10,845	-	-	0.0%
55730	Hope Community Park	-	-	-	-	250,000	100.0%
55760	Magnolia Beach Improvement	-	5,250	85,682	725,000	603,268	-16.8%
55780	Parker Road Sidewalk	-	26,224	12,620	370,013	340,000	-8.1%
55810	Twin Beech Corridor	-	-	-	-	40,000	100.0%
55825	Spec Rec Projects	-	-	107,395	287,500	-	-100.0%
55834	Volanta/US98 A Trip Intersection	-	-	-	189,679	2,203,988	1062.0%
55836	Community Park Project	-	-	-	183,000	209,688	14.6%
55840	Paving Projects	-	-	-	200,000	200,000	0.0%
55850	Sidewalk Projects	-	-	-	-	775,000	100.0%
55853	Drainage Improvements	199,047	424,523	343,201	1,683,436	1,572,558	-6.6%
55856	City wide street resurf/misc	697,266	1,157,920	722,897	956,114	633,100	-33.8%
55859	BRATS Hub Transit Shelter	1,170,825	735,154	-	-	-	0.0%
55868	Tennis Court Lights	-	-	258,896	245,000	-	-100.0%
55878	MPO Gayfer Greeno Turnlanes	634,635	-	-	-	-	0.0%
55881	Roundabout at 104 and Section	118,116	11,965	560,669	1,895,621	1,895,621	0.0%
55884	K-1 Center	104,786	120,020	232,710	5,256,000	6,172,579	17.4%
55886	Pickleball Courts	132,122	37,250	-	-	-	0.0%
55887	ADA Compliance Project	28,008	1,046,845	-	-	-	0.0%
55888	Safe Room	-	14,998	-	2,704,097	2,704,097	0.0%
55889	Clock Corner Improvements	70,438	301,863	-	-	-	0.0%
55890	North Triangle Grant	65,400	305,916	1,691,895	856,000	1,328,400	55.2%
55891	North Triangle Non Grant	44,397	539,424	204,923	2,020,000	-	-100.0%
55892	North Triangle House Improvement	-	44,400	707,753	952,500	-	-100.0%
55893	South Triangle Park	-	-	-	-	1,000,000	100.0%
55896	Fairhope Avenue Pocket Park	-	-	25,761	-	350,000	100.0%
55915	Church St Drainage Improvement	(0)	-	-	-	-	0.0%
55920	TAP-Fairwood & Blue Island	54,492	18,159	10,343	1,083,000	815,076	-24.7%
55930	Volanta Park Baseball Project	849,479	-	-	-	-	0.0%
55935	Volanta Park Restrooms	190,169	-	-	-	225,000	100.0%
55940	Founders Competition Track	1,957,074	1,018,164	142,069	135,000	-	-100.0%
55950	Founders Park Restrooms	189,672	-	-	-	-	0.0%
55965	Airport Industrial Park	-	-	7,300	104,518	591,018	465.5%
TOTAL EXPENSES		<u>6,506,920</u>	<u>6,080,965</u>	<u>5,611,079</u>	<u>20,449,724</u>	<u>21,911,893</u>	<u>7.2%</u>
Excess Rev Over Expenses		<u>539,093</u>	<u>1,631,569</u>	<u>(115,622)</u>	<u>-</u>	<u>-</u>	

Impact Fee Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40030	Cash Acct-Police	202,077	155,491	241,396	124,000	238,000	91.9%
40040	Cash Acct-Fire	239,444	183,491	286,971	146,000	289,000	97.9%
40050	Cash Acct-Transportation	360,364	268,692	449,088	215,000	459,000	113.5%
40060	Cash Acct-Recreation	616,514	530,312	659,980	415,000	714,000	72.0%
40950	Interest Income	102,151	117,246	111,447	50,000	50,000	0.0%
49998	Budget Rollover	-	-	-	1,521,750	1,482,103	-2.6%
TOTAL REVENUES		<u>1,520,550</u>	<u>1,255,232</u>	<u>1,748,881</u>	<u>2,471,750</u>	<u>3,232,103</u>	<u>30.8%</u>
EXPENSES							
50580	Bank Fees	1,122	2,664	2,634	2,500	3,000	0.0%
50961	Transfer to General-Police	155,744	69,090	45,619	52,500	97,540	20.0%
50962	Transfer to General-Fire	-	-	-	1,350,000	1,580,443	85.8%
50964	Transfer to General-Recreation	-	-	-	371,750	638,120	17.1%
50967	Transfers-Cap Proj-Transportat	400,000	266,000	250,000	250,000	459,000	71.7%
50968	Transfers-Cap Proj-Recreation	1,392,087	37,250	580,000	445,000	454,000	83.6%
TOTAL EXPENSES		<u>1,948,953</u>	<u>375,004</u>	<u>878,253</u>	<u>2,471,750</u>	<u>3,232,103</u>	<u>2.0%</u>
Excess Rev Over Expense		<u>(428,403)</u>	<u>880,228</u>	<u>870,628</u>	<u>-</u>	<u>-</u>	<u>30.8%</u>

FY2026 Budget Impact Fees Projects

	Police	FIRE	TRANS- PORTATION	PARKS / RECREATION	TOTAL
Engineering and Design for new police precinct	97,540				97,540
New Fire Truck		1,580,443		-	1,580,443
Drainage-Capital Project Fund			359,000		359,000
FY2026 Resurfacing-Capital Project Fund			100,000		100,000
Bathroom at Volanta-Capital Project Fund				225,000	225,000
Barnwell Park Improvements				150,000	150,000
Storm shelter/pavillion at Barnwell Park				75,000	75,000
Walkway at Volanta Park				35,000	35,000
Flying Creek Park-Capital Project Fund				229,000	229,000
New playground equipment at new baseball field Volanta Park-Rollover				35,000	35,000
Covered Batting Cage at Founders Park-Rollover				34,072	34,072
Open-air pavilion/storm shelter at Fairhope Soccer Complex-Rollover				46,750	46,750
Shade structures over bleacher seating at Volanta Park-Rollover				187,298	187,298
Additional playground equipment at Rotary Youth-Rollover				75,000	75,000
	97,540	1,580,443	459,000	1,092,120	3,229,103

State Gas Tax Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
45010	2% Petroleum Inspect Fee	8,731	8,892	7,313	8,800	8,900	1.1%
45020	7 cent Gas Excise Tax	55,549	55,721	45,653	56,200	56,200	0.0%
45030	4 cent Gas Excise Tax	32,129	32,305	26,447	32,500	33,000	1.5%
45040	5% Gas Excise Tax	18,719	18,747	15,399	19,000	19,500	2.6%
49010	Interest Earned	-	-	2,287	-	1,000	100.0%
TOTAL REVENUES		<u>115,128</u>	<u>115,664</u>	<u>97,099</u>	<u>116,500</u>	<u>118,600</u>	<u>1.8%</u>
EXPENSES							
55020	Trans/cap proj - road const	<u>93,000</u>	<u>104,000</u>	<u>116,500</u>	<u>116,500</u>	<u>118,600</u>	<u>1.8%</u>
TOTAL EXPENSES		<u>93,000</u>	<u>104,000</u>	<u>116,500</u>	<u>116,500</u>	<u>118,600</u>	<u>1.8%</u>
Excess Rev Over Expense		<u>22,128</u>	<u>11,664</u>	<u>(19,401)</u>	<u>-</u>	<u>-</u>	

Rebuild Alabama Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
45050	Gas Tax Revenue-Rebuild AL	123,913	136,133	113,039	133,500	140,000	4.9%
45055	Diesel Tax Revenue-Rebuild AL	43,473	48,418	40,210	47,000	50,000	6.4%
49010	Interest Earned	8,941	12,902	9,708	6,000	6,000	0.0%
49998	Rollover	-	-	-	33,114	200,000	504.0%
TOTAL REVENUES		<u>176,327</u>	<u>197,454</u>	<u>162,958</u>	<u>219,614</u>	<u>396,000</u>	<u>80.3%</u>
EXPENSES							
50580	Fees, Bank, Etc.	816	1,758	1,624	1,500	1,500	0.0%
55020	Trans/cap proj - road const	<u>130,000</u>	<u>160,000</u>	<u>218,114</u>	<u>218,114</u>	<u>394,500</u>	<u>80.9%</u>
TOTAL EXPENSES		<u>130,816</u>	<u>161,758</u>	<u>219,738</u>	<u>219,614</u>	<u>396,000</u>	<u>80.3%</u>
Excess Rev Over Expenses		<u>45,511</u>	<u>35,695</u>	<u>(56,781)</u>	<u>-</u>	<u>-</u>	

Municipal Capital Improvements Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40640	Alabama Trust Fund Receipts	208,441	213,748	209,181	210,000	210,000	0.0%
40950	Interest-Bank Deposits	18,797	32,959	30,942	20,000	20,000	0.0%
	TOTAL REVENUES	<u>227,237</u>	<u>246,707</u>	<u>240,122</u>	<u>230,000</u>	<u>230,000</u>	<u>0.0%</u>
EXPENSES							
50580	Bank Fees	<u>817</u>	<u>1,845</u>	<u>1,759</u>	<u>1,500</u>	<u>1,500</u>	<u>0.0%</u>
	TOTAL EXPENSES	<u>817</u>	<u>1,845</u>	<u>1,759</u>	<u>1,500</u>	<u>1,500</u>	<u>0.0%</u>
	Excess Revenue Over Expenses	<u><u>226,421</u></u>	<u><u>244,862</u></u>	<u><u>238,363</u></u>	<u><u>228,500</u></u>	<u><u>228,500</u></u>	

Correction Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40541	Correction Fund Revenue	-	-	35,068	-	38,000	0.0%
49998	Budget Rollover	-	-	-	-	62,000	100.0%
	TOTAL REVENUES	-	-	46,388	-	100,000	100.0%
EXPENSES							
50920	Transfers to General Fund	-	-	-	-	100,000	100.0%
	TOTAL EXPENSES	-	-	1,589	-	100,000	100.0%
	Excess Revenue Over Expenses	-	-	44,799	-	-	

City of Fairhope
Utilities Summary FY 2026

	Utilities Cash Flow Requirements			
	Gas Fund	Electric Fund	Water & Sewer Fund	Total Utilities
Utility Revenue Income	9,968,350	24,301,175	22,117,000	56,386,525
Utility Operating Expenses*	<u>8,947,014</u>	<u>22,244,693</u>	<u>19,528,973</u>	<u>50,720,680</u>
Net Operating Income/(Loss)	<u>1,021,336</u>	<u>2,056,482</u>	<u>2,588,027</u>	<u>5,665,845</u>

*This excludes vehicles and equipment/SCADA/Capital Improvements and General Fund transfers. Reported in cash flow requirements below using full accrual accounting.

Other Uses				
Current debt service	42,662	42,662	1,699,677	1,785,001
Vehicles/Equipment/Capital Impr	547,500	759,000	1,471,733	2,778,233
System Upgrades	7,150,000	6,806,675	48,446,650	62,403,325
Transfer for Capital Purchases	-	-	-	-
Reserve requirements per ordinance	-	960,000	875,000	1,835,000
Line of Credit/Short Term Loan	-	-	(48,061,703)	(48,061,703)
General Fund Transfer based on Utility Revenue	<u>299,051</u>	<u>729,035</u>	<u>356,670</u>	<u>1,384,756</u>
Other Uses	<u>8,039,213</u>	<u>9,297,372</u>	<u>4,788,027</u>	<u>20,739,856</u>
Add Back Depreciation Expense	<u>550,000</u>	<u>1,100,000</u>	<u>2,200,000</u>	<u>3,850,000</u>
Excess (Deficit) Cash	<u>(6,467,877)</u>	<u>(6,140,890)</u>	<u>-</u>	<u>(11,224,011)</u>

CASH	As of 8/31/2025	As of 8/31/2025	As of 8/31/2025	As of 8/31/2025
Cash-Operating	8,993,134	1,595,534	4,923,661	15,512,329
Cash-Reserve	3,973,862	4,801,182	146,919	8,921,962
Cash-Reserve Water-Tap/SDC	-	-	470,861	470,861
Cash-Reserve Sewer-Tap/SDC	-	-	187,700	187,700
Cash-Water/Sewer Capital Fund	<u>-</u>	<u>-</u>	<u>6,851,875</u>	<u>6,851,875</u>
	12,966,996	6,396,716	12,581,016	31,944,728

Fairhope Utilities Electric Department 5-Year Plan

Fiscal Year	Project/Personnel	Description	Estimated Cost	Estimated engineering & contingency (20%)
2026	Transmission System Upgrades	Install a new #397 ACSR Line along Morphy, from Ingleside to Greeno, north up Greeno to Dyer. Total length will be approximately 1.4 miles. Cost includes installation of 3 new GOS's in the 44 KV system	\$5,135,000	\$82,000
		46KV - Sidewalks, asphalt patches, and rock	\$190,000	
	Distribution System Upgrades	Install new poles and Hendrix tree cable from Summit to Oak	\$30,000	
	Distribution System Upgrades	Install new closer @ Bon Secour	\$50,000	
	Distribution System Upgrades	Install new closer @ 3rd Street	\$50,000	
	Distribution System Upgrades	Bon Secour URD for gully	\$270,000	
	Traffic Signals	Traffic light upgrades on N. Section / Volanta and Gayfer	\$150,000	
	Traffic Signals	Solar Powered Pedestrian Crosswalk on Twin Beech Rd	\$18,000	
	Lighting	Installing New led lights on Veterans Drive	\$150,000	
		Completion of the AMI project	\$681,675	
			TOTAL:	\$6,806,675
2027	Quail Creek Loop	Replace direct bury primary with pipe and new wire for loop		\$250,000
	Underground distribution	Pole Change out on Greeno to Volanta 46 Poles	\$250,000	
	Distribution System Upgrades	New Poles and Reconductor Orange St. in house	\$150,000	\$56,000
	Distribution System Upgrades	N. Section Reconductor with new poles	\$1,200,000	\$65,000
	Distribution System Upgrades	Install new 12 KV GOS's at 8 locations	\$150,000	\$32,000
	Distribution System Upgrades	Primary Under tap on N. Bayview Bluff to duck pond		\$80,000
	Traffic Signals	Install new Traffic Lights at Section/Bancroft	\$350,000	
			TOTAL:	\$2,583,000
2028	Distribution System Upgrades	Upgrade approximately 3.5 miles of existing oldcopper conductors to #1/0 ACSR (21 locaitons)	\$1,800,000	\$360,000
	Traffic Signals	Install new traffic lights and controls Bancroft/Fairhope	\$350,000	
			TOTAL:	\$2,510,000

Fairhope Utilities Electric Department 5-Year Plan

Fiscal Year	Project/Personnel	Description	Estimated Cost	Estimated engineering & contingency (20%)
2029				
	Distribution System Upgrades	Upgrade existing #4/0 ACSR conductors along Nichols from Ingleside to Greeno, approximately 0.4 miles, to #397 ACSR	\$280,000	\$56,000
	Distribution System Upgrades	Upgrade approximately 1.6 miles of existing copper conductors to #397 ACSR (2 locations)	\$1,120,000	\$224,000
	Traffic Signals	Install new traffic lights and controls Gayer/Section	\$350,000	
		TOTAL:		\$2,030,000
2030				
	Distribution System Upgrades	Upgrade existing #4/0 ACSR conductors along Bancroft from Equality Avenue up to Bayou Street, approximately 0.4 miles, to #397 ACSR	\$280,000	\$56,000
	Distribution System Upgrades	Upgrade approximately 1.8 miles of existing copper conductors to #4/0 ACSR (3 locations)	\$1,170,000	\$234,000
	Traffic Signals	Install new traffic lights and controls Section/Volanta	\$350,000	
		TOTAL:		\$2,090,000
			5 Year Plan Totals:	\$16,019,675

Fairhope Utilities Gas Department 5-Year Plan

Fiscal Year	Project/Personnel	Description	Estimated Cost	Estimated engineering & contingency (20%)
2026	System Upgrades	Phase 2 of Cast Iron Replacment (contruction and inspection only)	\$4,750,000	
		Phase 3 of Cast Iron Replacment Engineering design	\$300,000	
		181 and Dominion Farms back feed	\$500,000	
		County Road 32 bank feed	\$250,000	
		I-10 Gas line replacement and relocation (Reimbursible)	\$800,000	
		County road 64 gas line relocation	\$250,000	
		AMI for Phase 2 of cast iron replacement	\$100,000	
		On-Call contractors - Emergency work	\$200,000	
		TOTAL:		\$7,150,000
2027	System Upgrades	In-House steel line replacement	\$500,000	\$806,000
		Northern Operations Office	\$1,000,000	\$75,200
		TOTAL:		\$2,381,200
2028	System Upgrades	Phase 3 of Cast Iron Replacment Construction and Inspection	\$4,500,000	\$424,000
		Cathodic Protection Complete Survey	\$350,000	
		TOTAL:		\$5,274,000
2029	System Upgrades	In-House steel line replacement	\$500,000	\$518,000
		TOTAL:		\$1,018,000
2030	System Upgrades	Phase 4 of Cast Iron Replacment Construction and Inspection	\$4,000,000	\$946,000
		TOTAL:		\$4,946,000
5 Year Plan Totals:				\$20,769,200

Fairhope Utilities Water Department 5-Year Plan

Fiscal Year	Project/Personnel	Description	Estimated Cost	Estimated engineering & contingency (20%)
2026				
	59500	24" water main from SH181 to CR13 on CR48	\$3,800,000	
	59500	16" water main from SH181 at CR48 north to Gayfer & East on Gayfer to CR13	\$4,200,000	
	59500	New water line under Rock Creek	\$650,000	
	59500	6" Lakewood connection	\$150,000	
	59500	24" extention from CR13 to WTP 1	\$1,500,000	
	59500	24" Wagner Road water line install	\$500,000	
	59500	Water Distribution system main replacement	\$1,750,000	
	59500	Insertion Valves and Taps to improve system	\$50,000	
	59500	New meters	\$500,000	
	59500	12" on CR32 from CR33 to SH181	\$1,500,000	
	59500	6" water main on SH181 from CR34 to Stone Creek	\$500,000	
	59501	Refurbish well #5	\$300,000	
	59501	Add actuating valves for WTP	\$100,000	
	59501	Water PH adjustment system	\$750,000	
	59501	New WTP Multi-year project (Contingent on well location)	\$2,250,000	
	59501	New 2MG water tank on south end of system (Multi-year project	\$4,000,000	
	59501	Drill new well at WTP #4	\$1,000,000	
	59501	Well #13 to WTP #3	\$1,030,000	
	59501	Testing for well locations	\$1,085,000	
	59501	WTP #1 liquid treatment upgrades	\$750,000	
	59501	water plant upgrades	\$500,000	
		Total		\$26,865,000
2027				
	59500	16" water main extension on SH181 from Gafer to SH104	\$1,200,000	
	59500	16" water main from CR13 to US98 on Gayfer	\$1,900,000	
	59501	12" water main from from CR3 tank to Monk Rd. W/tank & WTP. *(to be paid by golf course)*	\$5,500,000	
	59501	New WTP Multi-year project (Contingent on well location)	\$2,250,000	
	59501	New 2MG water tank on south end of system (Multi-year project)	\$4,000,000	
		Total		\$14,850,000
2028				

Fairhope Utilities Water Department 5-Year Plan

Fiscal Year	Project/Personnel	Description	Estimated Cost	Estimated engineering & contingency (20%)
	59501	Barnwell Well/WTP and water main	\$9,000,000	
	59501	Well #12 advanced treatment	\$1,000,000	
		Total		\$10,000,000
2029				
	59500	16" water main from CR48 to CR32 on SH181	\$5,000,000	
	59501	CR13 & CR32 well, WTP & water main	\$10,000,000	
		Total		\$15,000,000
2030				
	59500	12" water main SH98 & SH98 to SH181 on SH98	\$7,000,000	
	59501	1MG Water tower at north end of system	\$5,500,000	
		Total		\$12,500,000
5 Year Plan Totals:				\$79,215,000

Fairhope Utilities Waste Water Department 5-Year Plan

Fiscal Year	Project/Personnel	Description	Estimated Cost	Estimated engineering & contingency (20%)
2026				
	59500	SH181 16" FM & two regional lift stations	\$5,000,000	
	59500	Engineering Cost For SH181 FM Project	\$1,366,895	
	59500	Various FM installation (Supports Restore Project)	\$3,750,000	
	59500	Valley force main	\$100,000	
	59500	Infiltration and inflow to sewer lines	\$500,000	
	59501	Lift station upgrades	\$800,000	
	59501	Scenic SH98 regional lift station	\$2,872,000	
	59501	Grand Hotel Lift Station Rehab	\$750,000	
	59501	12 Bypass pump installation	\$300,000	
	59501	Lakewood lift station/manhole rehab	\$350,000	
	59502	WWTP headworks replacement	\$4,342,755	
	59502	WWTP Blowers	\$800,000	
	59502	WWTP Phase II engineering costs	\$500,000	
	59502	4th RAS pump installation	\$150,000	
		Total		\$21,581,650
2027				
	59500	SH181 16" FM & two regional lift stations	\$10,000,000	
	59501	East of the sun lift station rehab	\$1,000,000	
	59501	Rhor lift station relocation	\$1,250,000	
	59501	Fairfield L/S rehab (inground)	\$500,000	
	59502	Phase II WWTP upgrades (aeration, tertiary filters, UV disinfection, outfall) 2FY?	\$5,000,000	
	59500	I & I remediation	\$500,000	
		Total		\$18,250,000
2028				
	59501	Fairfield area piping re-route (reduce flow to EOTS)	\$1,300,000	
	59501	Collier Point L/S rehab (inground)	\$700,000	
	59500	I & I remediation	\$500,000	
	59502	Phase II WWTP upgrades (aeration, tertiary filters, UV disinfection, possible outfall line) Multi-year project	\$5,000,000	
		Total		\$7,500,000
2029				

Fairhope Utilities Waste Water Department 5-Year Plan

Fiscal Year	Project/Personnel	Description	Estimated Cost	Estimated engineering & contingency (20%)
	59501	Carmel Square & Magnolia Beach lift station	\$800,000	
	59501	Fair Harbor & Yacht Club lift stations	\$800,000	
	59502	Phase III WWTP Clarifier rehab, process oumos/piping 36" outfall pipe.	\$6,000,000	
	59500	I & I remediation	\$500,000	
		Total		\$8,100,000
2030	59502	Phase III WWTP Clarifier rehab, process oumos/piping 36" outfall pipe.	\$6,000,000	
	59500	I & I remediation	\$500,000	
		Total		\$6,500,000
5 Year Plan Totals:				\$61,931,650



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2025-1823

FROM:	Kim Creech, CITY TREASURER
SUBJECT:	Resolution — That the City Council desires to use Impact Fees account for equipment and projects that meet the criteria and are in the FY2026 Proposed Budget.
AGENDA DATE:	September 29, 2025

RECOMMENDED ACTION:

City Council Approval

BACKGROUND INFORMATION:

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
105-Various	Impact Fees (Various)	\$3,232,103.00	\$3,232,103.00	\$0.00

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up:

Individual(s) responsible for follow up:

Action required (list contact persons/addresses if documents are to be mailed or emailed):

RESOLUTION NO. _____

WHEREAS, the City of Fairhope adopted Ordinance No. 1817, An Ordinance repealing and replacing Ordinance No. 1625 to establish Impact Fees on new development in the City of Fairhope on December 19, 2024 in accordance with Act No. 2006-300 enacted by the Legislature of Alabama on April 4, 2006; and

WHEREAS, the City desires to use funds for “Police” which is a Benefit Area for (i) the cost recovery of the City’s cost and expense related to the construction, development and improvement of its justice center, (ii) the cost recovery of the City’s cost and expense related to the construction, development and improvement of its animal shelter, (iii) the acquisition of police vehicles, and (iv) the acquisition of police-related apparatus and equipment, and (v) the police component of the “Impact Fee Study” prepared by TischlerBise; and

WHEREAS, the City desires to use funds for “Fire” which is a Benefit Area for (i) the construction, development and/or improvement of fire stations, (ii) the acquisition of fire fighting vehicles, and (iii) the acquisition of firefighting apparatus, and (iv) the fire component of the “Impact Fee Study” prepared by TischlerBise; and

WHEREAS, the City desires to use funds for “Transportation” which is a Benefit Area for the cost of intersection improvements made to address additional demand generated by New Development and the transportation component of the “Impact Fee Study” prepared by TischlerBise; and

WHEREAS, the City desires to use funds for “Parks and Recreation” which is a Benefit Area for (i) the acquisition of new public parks lands, (ii) the construction, development and/or improvement of public recreational facilities, (iii) the construction, development and/or improvement of public park amenities, (iv) the acquisition of new park vehicles, and (v) the parks and recreation component of the “Impact Fee Study” prepared by TischlerBise; and

WHEREAS, the following project shall be paid from the Impact Fees Account and have met the criteria stated to be paid from said Account:

	POLICE	FIRE	TRANSPORTATION	PARKS / RECREATION	TOTAL
FY2025 BUDGET PROJECTS					
Engineering and Design for new police precinct	\$97,540				\$97,540
New Fire Truck		\$1,580,443			\$1,580,443
Drainage-Capital Project Fund			\$359,000		\$359,000
FY2026 Resurfacing-Capital Project Fund			\$100,000		\$100,000
Bathroom at Volanta-Capital Project Fund				\$225,000	\$225,000
Barnwell Park Improvements				\$150,000	\$150,000
Storm shelter/pavilion at Barnwell Park				\$75,000	\$75,000
Walkway at Volanta Park				\$35,000	\$35,000
Flying Creek Park-Capital Project Fund				\$229,000	\$229,000
New playground equipment at new baseball field Volanta Park-Rollover				\$35,000	\$35,000
Covered Batting Cage at Founders Park-Rollover				\$34,072	\$34,072
Open-air pavilion/storm shelter at Fairhope Soccer Complex-Rollover				\$46,750	\$46,750

Shade structures over bleacher seating at Volanta Park-Rollover				\$187,298	\$187,298
Additional playground equipment at Rotary Youth-Rollover				\$75,000	\$75,000
Impact Fees FY 2026	\$97,540	\$1,580,443	\$459,000	\$1,092,120	\$3,229,103

Resolution No. _____

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NOW BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,
That the City Council hereby authorizes Mayor Sherry Sullivan to expend Impact Fees for the above projects as designated from the Impact Fee Account for services for the “Police”, “Fire”, “Transportation”, and “Parks and Recreation” Benefit Areas.

DULY ADOPTED THIS 29TH DAY OF SEPTEMBER, 2025

Jack Burrell, Council President

Attest

Lisa A. Hanks, MMC
City Clerk

Impact Fee Fund

9/28/2025

Object	Description	FY 2023 Annual	FY 2024 Annual	FY2025 August YTD	FY2025 Annual Budget	FY2026 Annual Budget	% Change
REVENUES							
40030	Cash Acct-Police	202,077	155,491	241,396	124,000	238,000	91.9%
40040	Cash Acct-Fire	239,444	183,491	286,971	146,000	289,000	97.9%
40050	Cash Acct-Transportation	360,364	268,692	449,088	215,000	459,000	113.5%
40060	Cash Acct-Recreation	616,514	530,312	659,980	415,000	714,000	72.0%
40950	Interest Income	102,151	117,246	111,447	50,000	50,000	0.0%
49998	Budget Rollover	-	-	-	1,521,750	1,482,103	-2.6%
TOTAL REVENUES		<u>1,520,550</u>	<u>1,255,232</u>	<u>1,748,881</u>	<u>2,471,750</u>	<u>3,232,103</u>	<u>30.8%</u>
EXPENSES							
50580	Bank Fees	1,122	2,664	2,634	2,500	3,000	0.0%
50961	Transfer to General-Police	155,744	69,090	45,619	52,500	97,540	20.0%
50962	Transfer to General-Fire	-	-	-	1,350,000	1,580,443	85.8%
50964	Transfer to General-Recreation	-	-	-	371,750	638,120	17.1%
50967	Transfers-Cap Proj-Transportat	400,000	266,000	250,000	250,000	459,000	71.7%
50968	Transfers-Cap Proj-Recreation	1,392,087	37,250	580,000	445,000	454,000	83.6%
TOTAL EXPENSES		<u>1,948,953</u>	<u>375,004</u>	<u>878,253</u>	<u>2,471,750</u>	<u>3,232,103</u>	<u>2.0%</u>
Excess Rev Over Expense		<u>(428,403)</u>	<u>880,228</u>	<u>870,628</u>	<u>-</u>	<u>-</u>	<u>30.8%</u>

FY2026 Budget Impact Fees Projects

	Police	FIRE	TRANS- PORTATION	PARKS / RECREATION	TOTAL
Engineering and Design for new police precinct	97,540				97,540
New Fire Truck		1,580,443		-	1,580,443
Drainage-Capital Project Fund			359,000		359,000
FY2026 Resurfacing-Capital Project Fund			100,000		100,000
Bathroom at Volanta-Capital Project Fund				225,000	225,000
Barnwell Park Improvements				150,000	150,000
Storm shelter/pavillion at Barnwell Park				75,000	75,000
Walkway at Volanta Park				35,000	35,000
Flying Creek Park-Capital Project Fund				229,000	229,000
New playground equipment at new baseball field Volanta Park-Rollover				35,000	35,000
Covered Batting Cage at Founders Park-Rollover				34,072	34,072
Open-air pavilion/storm shelter at Fairhope Soccer Complex-Rollover				46,750	46,750
Shade structures over bleacher seating at Volanta Park-Rollover				187,298	187,298
Additional playground equipment at Rotary Youth-Rollover				75,000	75,000
	97,540	1,580,443	459,000	1,092,120	3,229,103



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2025-1824

FROM:	Kim Creech, CITY TREASURER
SUBJECT:	Resolution — That the City Council approves and adopts the recommendations to fund new positions and Pay Grades; reclassify positions; defund; and delete positions as presented in the FY2026 Budget.
AGENDA DATE:	September 29, 2025

RECOMMENDED ACTION:

City Council Approval

BACKGROUND INFORMATION:

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up:

Individual(s) responsible for follow up:

Action required (list contact persons/addresses if documents are to be mailed or emailed):

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,
That the City Council approves and adopts the recommendations to fund new positions and approve Pay Grades; reclassify positions; defund; and delete positions as presented in the FY2026 Budget as follows:

Position Name	Department	Status	Pay Grade	Prior Grade
New Positions:				
Driving Range Attendant (2)	Golf Operations	PT	3	
Code Enforcement Officer	Planning	FT	7	
Animal Control Officer	Police	FT	7	
Corrections Officer (2)	Police	PT	7	
Intern	Police	PT	-	
Purchasing Administrative Assistant	Purchasing	FT	7	
Custodian	Recreation	PT	4	
Mechanic	PW/Fleet Maintenance	FT	7	
Nature Park Maintenance Worker	PW/Flying Creek	FT	7	
Sanitation Aide	PW/Sanitation	PT	6	
Sanitation Coordinator	PW/Sanitation	FT	10	
Reclassifications/Title Changes:				
Permit Technician/Property Maintenance Inspector	Building Inspections	FT	7	7
IT Technician	Info Tech	FT	8	11
Assistant Dispatch Supervisor	Police	FT	9	7
Assistant Chief Corrections Officer	Police	FT	9	7
Police Administrative Sergeant (4)	Police	FT	10	8
Right-of-Way Utility & Construction Inspection Manager	PW/Administration	FT	11	10
Custodian Crew Leader	PW/Facilities Maintenance	FT	9	4
Fire Station Maintenance Crew Leader	PW/Fire Station Maintenance	FT	9	7
Mechanic Crew Leader	PW/Fleet Maintenance	FT	10	7
Parts Runner	PW/Fleet Maintenance	PT	5	4
Lead Mower	PW/Horticulture	FT	9	6
Lead Traffic Sign Technician	PW/Streets	FT	9	9
Traffic Sign Technician	PW/Streets	FT	7	7
Assistant Recreation Center Manager	Recreation	FT	7	6
Customer Service Representative II (2)	Revenue	FT	6	5
Accountant I	Treasury	FT	10	9
Meter Reader (6)	Treasury	FT	6	5

Resolution No. _____

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Position Name	Department	Status	Pay Grade	Prior Grade
Reclassifications/Title Changes:				
Wastewater Operator II (2)	Wastewater	FT	7	7
Wastewater Operator I (3)	Wastewater	FT	4	4
Defunding:				
Purchasing Administrative Assistant Part-Time	Purchasing	PT	7	
Equipment Operator II	PW/Streets	PT	6	

ADOPTED THIS 29TH DAY OF SEPTEMBER, 2025

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Driving Range Attendant

Department: Golf Operations

FLSA: Non-Exempt

Grade: 3
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: June 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director of Golf, Golf Shop Manager, First Assistant Pro, Golf Shop Attendants

Subordinate Staff: None

Internal Contacts: Golf Cart Attendants

External Contacts: General Public; Members; Patrons; Guests

Job Summary

Under the supervision of the Director of Golf, Golf Shop Manager, First Assistant Pro and the Golf Shop Attendants, the Range Attendant will help but not be limited to cleaning golf carts, picking up range balls on the driving range, refreshing the drinking water on the course and at the Quail Creek Pickle Ball courts adjacent to the clubhouse. Keep the outside of the Pro Shop clean, emptying trash cans and basic cleaning of the work area. This job is considered safety sensitive and subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Golf Range. Maintains, driving range and range balls for all patrons, members, and guests. Assist golf cart attendants with golf carts as needed.

1. Use hand-held radio or walkie-talkie to communicate with the clubhouse; appraises employees of any pertinent or safety issues.
2. Drives range cart and electric golf carts, to various locations on the course in a safe and professional manner.
3. Assists golf shop staff, snack bar/grill staff and golf course maintenance staff as required to benefit the golf operation and its patrons.
4. Aligns ropes to assist patrons in hitting range balls to the center of the driving range with respect to safety.
5. Reports any damage, lost or stolen carts or equipment to golf course vehicles or golf carts.
6. Drives a driving range cart and other turf related vehicles such as small maintenance vehicles may be required to assist with golf operations.
7. Return range ball tokens to the golf shop staff as needed.

ESSENTIAL FUNCTION: Golf Course and Facility Operations. Perform duties such as gathering and washing balls, making course inspections, and providing a clean and appealing golf environment to ensure a safe and pleasant experience for all customers.

1. Pick up driving range balls; wash range balls and fill range dispenser.
2. Inspect the driving range to assist in facilitating a nice hitting area.
3. Assists in keeping the golf course and driving range clean.
4. Adjusts and moves ropes to promote quality turf for patrons to practice.
5. Pick up range baskets and any unusual debris from the hitting area.
6. Keeps bag stands clean and in alignment to provide a professional look and act in compliance with safety protocol.
7. Empties waste, trash, and re-cycle material from clubhouse to proper trash storage sites at the golf maintenance department.
8. Always keep the work area clean and neat to promote an efficient and organized golf facility.
9. Reports any suspicious or un-usual behavior, fishing, trespassing, joggers, etc. on the course that is not golf related.
10. Returns any lost and found items left behind by any golf patron or employee to the golf shop.
11. Finds players or groups on the course to assist.

12. Locks the facility and make it secure at the end of a shift.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography, road, and bridge systems.
3. *Knowledge of golf course and operations.
4. *Knowledge of golf carts and functions.
5. Knowledge of safety rules including accident causation and prevention.
6. Communication skills to effectively communicate internally and externally, in a patient manner.
7. Verbal skills to effectively communicate with co-workers, supervisors, the general public, over the telephone and two-way radio.
8. Writing skills to develop professional letters and other materials using correct English, grammar, punctuation, and spelling.
9. Listening skills to take accurate statements and verbal directions.
10. Reading skills to understand and interpret a variety of instructions.
11. Math skills to perform basic calculations (add, subtract, multiply, divide).
12. Ability to interpret a variety of instructions furnished in written, oral, or diagram format.
13. Ability to maintain professional attitude and work well with others.
14. Ability to maintain confidentiality and resolve conflicts.
15. Ability to use a multiline telephone and two-way radio.
16. Ability to solve practical problems and prioritize.
17. Ability to prioritize work projects and multi-task under time constraints.
18. Ability to work with little or no supervision.
19. Ability to drive a golf cart and other turf related vehicles such as driving range cart with ball picker, or small maintenance type vehicles.

Minimum Qualifications

1. Possess a high school diploma or GED and be at least 16 years of age.
2. Possess a current and valid driver's license and be insurable.
3. Must have dependable transportation to and from work.
4. Ability to work non-standard work hours.
5. Ability to successfully pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stretching, reaching or similar activities; recurring lifting and/or moving moderately heavy items up to 50 pounds. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity, vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to speak and hear due to flying objects, use hands to type, write, handle drive or feel and reach with hands and arms.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines, with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Sanitation Aide (Part-Time)

Department: Public Works

FLSA: Non-Exempt

Grade: 6

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Sanitation Supervisor

Subordinate Staff: None

Internal Contacts: All City Departments

External Contacts: General Public

Job Summary

Under the supervision of the Sanitation Supervisor, this position supports the operational effectiveness of the Sanitation Division of the Public Works Department. The employee will assist with the annual audit of garbage cans for both residential and commercial customers, evaluate sanitation routes and accounts for billing accuracy and efficiency, and support general sanitation functions. This role focuses on logistical and operational improvements, including manual labor and equipment operation below the Class B CDL level.

Work is performed under established procedures with specific direction and periodic inspection. The employee also performs routine inspections on assigned equipment, reports mechanical issues, and may assist with basic repairs. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screenings.

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Operational Support and Route Evaluation.

1. Assists with the annual audit verification for both residential and commercial customers.
2. Supports route and account analysis for billing accuracy and efficiency.
3. Collects data, observes operations, and provides input on potential improvements.
4. Develops sanitation and recycling collection routes.

ESSENTIAL FUNCTION: Equipment Operation.

1. Operates light- to medium-duty vehicles and sanitation-related equipment that does not require a Class B CDL.
2. Transports and delivers refuse, recycling containers, and materials as directed.
3. Follows daily task assignments and maintains records of activities.

ESSENTIAL FUNCTION: Equipment Maintenance.

1. Performs daily pre-trip and post-trip safety inspections.
2. Fuels, cleans, and assists with preventative maintenance of vehicles.
3. Reports malfunctions and assists with minor repairs under supervision.

ESSENTIAL FUNCTION: Manual Labor and General Sanitation Duties.

1. Assists with physical labor related to sanitation and waste collection operations.

NON-ESSENTIAL FUNCTION:

1. Assists with placing barricades and barriers for City special events.
2. Responds to emergency calls during hurricanes, inclement weather, or other emergency situations.
3. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography and trash locations.
3. Knowledge of the trash and recycle material ordinances.
4. Knowledge of appropriate methods of lifting, carrying, pulling and/or pushing heavy bins and containers.
5. Knowledge of safety rules including accident causation and prevention.
6. Communication skills to effectively communicate with co-workers and general public.
7. Verbal skills to effectively communicate with co-workers, supervisors, the general public, over the telephone and two-way radio.
8. Writing skills to maintain documents and logs using correct English, grammar, punctuation, and spelling.
9. Reading skills to understand and interpret City ordinances and directives.
10. Math skills to perform basic calculations (add, subtract, multiply, divide).
11. Ability to understand and follow oral and written instructions.
12. Ability to communicate clearly and effectively.
13. Ability to maintain professional attitude.
14. Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
15. Ability to use two-way radio.
16. Ability to deal with all contacts in a courteous and patient manner.
17. Ability to handle irate individuals.
18. Ability to lift and move objects greater than 50 lbs.
19. Ability remain alert when operating vehicles and equipment.
20. Ability and willingness to work under all conditions of weather.
21. Ability to work in conditions involving frequent climbing, bending, jumping, carrying, standing, pushing, pulling, and reaching above the head.
22. Ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.
23. Ability to read maps and follow designated routes.
24. Ability to work with minimal supervision.
25. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current and valid driver's license; must be insurable.
3. Ability to work non-standard hours.
4. Ability to travel throughout City to perform job functions.
5. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Permit Technician/ Property Maintenance Inspector

Department: Building Department

FLSA: Grade: 7
Safety Sensitive: No
Security Sensitive: Yes

Job Description Prepared: May 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official

Subordinate Staff: None

Internal Contacts: All Departments; All Employees

External Contacts: General Public; Builders; Contractors; Architects; Engineers; Vendors; Contractors, International Code Council (ICC);

Job Summary

Under the supervision of the Building Official, the employee will conduct field inspections of existing buildings and properties to ensure compliance with the City of Fairhope Dangerous Buildings and Unsafe Structures and Property Maintenance programs. This position will also continue to include various administrative duties of Permit Technician as needed and as available in addition to field inspections.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Inspection and administrative duties as described in the Property Maintenance Inspector job description in addition to the duties outlined below under *General Administrative Duties* for Permit Technician. Employee will coordinate the acceptance, review, processing, issuance and tracking of all permits, and perform property maintenance inspections associated with vacant or abandoned structures in the corporate limits of the City of Fairhope.

1. Assist in the coordination and enforcement of the City of Fairhope Dangerous and Unsafe Structures and Property Maintenance programs.
2. Perform field inspections of vacant and abandoned buildings to ensure conditions are not a danger to the life, safety, health, and welfare of city residents.
3. Perform field investigations and inspections related to possible building code violations and life safety concerns in existing structures.
4. Investigate possible instances of unpermitted work occurring within the City limits.
5. Prepare violation notices and orders for any properties found to be in violation of Fairhope City codes and ordinances.
6. Coordinate notices of violation and actions with consultants or city legal representation.
7. Prepare materials for court prosecution as a result of summons, citations, or warrants issued.
8. Appear in court as complainant or witness as required.
9. Present information to City Council, planning commissions, and various public and community agencies and organizations as necessary.
10. Maintain records and documents to track the legal process and notifications required for enforcement of the City's Dangerous and Unsafe Buildings program.
11. Prepare and disseminate information to the public and City Departments regarding the status and potential need for remediation or abatement of structures deemed dangerous or unsafe.
12. Provide assistance and communication to citizens, city employees, and elected official in responding to potential concerns.

ESSENTIAL FUNCTION: General Administrative Duties. Employee performs administrative duties to support the efficient function and operation of the Building Department.

1. Perform administrative duties related to processing permit applications under the responsibilities of the Permit Technician position as listed in that job description.
2. Prepare correspondence, forms, reports, meeting minutes, and maintain filing and record systems.
3. Respond to questions and complaints, conduct research into problems, and initiate problem resolution.
4. Maintain file system of Departmental records; files inspection reports, permits, building plans, and other relevant documents in proper location.
5. Conduct research of old files and permits as required.
6. Perform general/clerical tasks, which may include making copies, sending/receiving faxes, or processing incoming/outgoing mail.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. Knowledge of City rules, regulations, policies, and procedures.
2. Knowledge of City geography and general locations.
3. Knowledge of desktop office productivity applications (i.e., MS Office).
4. Knowledge of procedures associated with the permits processing and plan review process.
5. Knowledge of City permit fee structures.
6. Knowledge of mapping and the application to zoning and permitting.
7. Knowledge of customer service principles and practices.
8. Knowledge of modern office practices and procedures.
9. Knowledge of the zoning ordinances.
10. Knowledge of the City business codes.
11. Knowledge of file management principles.
12. Knowledge of State of Alabama Licensing Board requirements.
13. Communication skills to effectively communicate internally and externally, both orally and in writing.
14. Reading skills to comprehend technical directives, procedures, and instructions.
15. Verbal skills to communicate effectively with supervisor and co-workers.
16. Writing skills to take field notes, write reports and correspondence using correct English, grammar, punctuation, and spelling.

17. Math skills to perform basic calculations (add, subtract, multiply, divide) and compute correct permit fees.
18. Ability to plan and organize work in order to set priorities and meet deadlines.
19. Ability to establish and maintain courteous working relationships with fellow employees, contractors, and the general public.
20. Ability to use computers and office productivity software programs.
21. Ability to work independently and with minimal supervision.
22. Ability to work with clients in a one-on-one situation.
23. Ability to represent the City in a pleasant and knowledgeable way.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Minimum of two (2) year of work experience in field investigations and an office environment dealing with the public; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess or have the ability to obtain and maintain an International Code Council Property Maintenance Inspector or Residential Building Inspector certifications within twelve (12) months of employment.
4. Ability to work non-standard hours.
5. Ability to travel.
6. Ability to pass a pre-employment background check.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Assistant Dispatch Supervisor

Department: Police Department

FLSA: Non-Exempt

Grade: 9
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: April 25, 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Dispatch Supervisor

Subordinate Staff: Dispatchers

Internal Contacts: All City Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; Alabama Department of Human Resources (DHR); Alabama Department of Transportation (ALDOT); Utility Companies; Railways; Hospitals; Schools; Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); Immigration and Customs Enforcement (ICE); National Emergency Number Association (NENA); Association of Public-Safety Communications Officials (APCO); 911 Organizations

Job Summary

Under general supervision of the Dispatch Supervisor and Police Lieutenant - Support, the employee is responsible for assisting with the day-to-day operations of the City's Communication Center and providing dispatch and other communication support services for situations involving police, fire, emergency medical and other City public safety responders. The employee trains and schedules personnel, communicates and enforces dispatching standards and policies. The employee oversees and administers the Department's various software and databases. The employee also serves as the Agency

Information Security Officer (AISO) who manages accounts and training for the National Crime Information Center (NCIC) system. The employee performs duties as a Dispatcher to cover vacations and other employee absences. Independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers, and work is reviewed upon completion. This job is considered safety- sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Management. Supports the supervisor in directing and evaluating assigned staff, processes employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals.

1. Supports the supervisor with plans and directs shift activities of the unit.
2. Prepares daily work rosters; adjusts schedule, staffing, and/or authorizes overtime to ensure adequate manpower at all times.
3. Monitors employee absenteeism and work- related injuries.
4. Supports the preparation of performance evaluations on assigned employees.
5. Updates personnel on changes or additions to policies and procedures affecting their positions directly or indirectly.
6. Distributes information and special instructions received during a shift.
7. Facilitates training of new employees and provides regular training for all telecommunicators.
8. Assists subordinates with complex situations and provides technical support.
9. Reviews all dispatch logs to ensure proper standard operating procedures (SOPs) were followed; provides remedial training.
10. Researches and suggests updates to SOPs related to the communications center.
11. Functions as the AISO for the NCIC system, establishing and controlling user accounts.
12. Monitors the function of the CAD to ensure the system performing within City requirements.
13. Completes, prepares, processes, and/or files forms, teletypes, legal documents, requests, reports, correspondence, and documentation

associated with the daily responsibilities of this position; maintains files and administrative records.

14. Coordinates communication systems maintenance with in-house or contractor support.
15. Assists the supervisor with coordinating intra- and inter-agency activities with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations within the City jurisdiction.
16. Monitors equipment operations; ensures equipment maintenance is performed in a timely manner to prevent failures; prepares work orders for equipment repair; changes radio recording tapes and maintains continuous recording of calls.
17. Attends training courses offered by the department or required by law in order to maintain applicable certifications, to remain abreast of departmental operations, and to promote improved job performance.

ESSENTIAL FUNCTION: Communications and Dispatch. The employee performs communications and dispatch duties to assist public safety personnel in the enforcement of law.

1. Reports to supervisor for assigned duties and instructions.
2. Makes daily checks for functionality of all communications, teletype, and computer equipment; constantly monitors fire alarms, and smoke detectors.
3. Notifies Information Technology (IT) Technician regarding equipment failures; makes written report of failure and notifies supervisor.
4. Monitors assigned radio frequencies and telephones lines, both emergency and non-emergency.
5. Monitors closed circuit television systems, alarm systems and other communication equipment.
6. Receives complaints from the public; takes all necessary information including name, location, nature of complaint and required response; enters all information into the computer aided dispatch (CAD) system.
7. Relays complaints and requests for assistance to patrol units, fire/rescue, ambulances, and other service departments.
8. Relays any necessary information to patrol units (vehicle registration, license information, warrant information, etc.).
9. Maintains continuous contact with patrol units to monitor their locations; ensures units are not out of contact for extended periods of time; dispatches additional assistance as needed.
10. Dispatches calls to patrol units.
11. Notifies Police Chief and Lieutenant - Investigations of major crime alerts and those instances established by policy and departmental procedure.
12. Maintains continuous contact with City jail personnel and ensures officers are not out of contact for extended periods of time; dispatches assistance as needed.
13. Receives and dispatches appropriate response for automated and phone-in burglary calls; utilizes telecommunications devices for the deaf (TDD) equipment for deaf and handicapped callers.

14. Monitors State Emergency Management and local Emergency Management for disaster alerts and emergencies; monitors communications from Severe Weather Broadcast Center and disseminates information as needed.
15. Provides information to the general public regarding weather and road conditions.
16. Maintains emergency telephone lists for all City schools, Fire Department, highway departments, utilities, and an individual contact for each organization.
17. Maintains logs on rotation wreckers, alarms, driver's histories, and criminal histories.
18. Enters stolen vehicle, stolen property, warrants and missing person information into the computer.
19. Obtains criminal histories, driver's histories, vehicle registrations and other information for authorized personnel in accordance with established procedures.
20. Transmits and receives administrative messages by teletype with other agencies.
21. Maintains activity log for NCIC transactions as required.
22. Maintains upkeep/housekeeping of the radio room.
23. Ensures radio room is clean prior to change of shift.
24. Cleans equipment as appropriate.
25. Attends classes and training sessions on job related skills.
26. Maintains uniform and equipment in clean working order.
27. Controls access to radio room and allows entry to authorized personnel only.
28. Controls access of electronically/remote activated door security systems.

NON-ESSENTIAL FUNCTION:

1. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. Knowledge of City and Departmental policies and procedures.
2. Knowledge of City streets and numbers.
3. Knowledge of the geographic layout of City and Baldwin County.
4. Knowledge of principles, practices, and procedures of dispatching.
5. Knowledge of the computer-aided-dispatch system.
6. Knowledge of state and federal statutes.
7. Knowledge of local, state, and federal laws and court procedures.
8. Knowledge of jail/detention facility procedures.
9. Thorough knowledge of radio codes.
10. Knowledge of disaster and emergency procedures.
11. Communication skills to effectively communicate internally and externally, both orally and in writing.

12. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
13. Reading skills to read and understand department rules, regulations, policies, and procedures.
14. Writing skills to prepare plans, procedures, reports, compose letters and documents, using correct English, grammar, spelling, and punctuation.
15. Math skills to perform basic calculations (add, subtract, multiply, divide).
16. Listening skills to receive radio calls and telephone calls; take complaints, and understand what callers need.
17. Skills in effective phone etiquette.
18. Ability to supervise others.
19. Ability to instruct and train others in proper communications dispatch.
20. Ability to type, talk and listen effectively.
21. Ability to read maps.
22. Ability to operate modern computers and software.
23. Ability to communicate with supervisor, co-workers, and the general public effectively.
24. Ability to talk calmly, effectively and without emotion with belligerent, upset and incoherent citizens.
25. Ability to work independently without supervision.
26. Ability to remain calm in stressful situations.
27. Ability to make sound decisions quickly and effectively.
28. Ability to talk in a calm and reassuring voice.
29. Ability to organize and multi-task.
30. Ability to use standard office equipment and multi-line telephone.
31. Ability to use a two-way radio.
32. Ability to type at least twenty-five (25) words per minute (wpm).
33. Ability to complete required continuing education credits.
34. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Minimum of three (3) years of work experience as a Dispatcher.
3. Possess a current and valid driver's license; must be insurable.
4. Possess and maintain Notary Public designation.
5. Possess and maintain National Crime Information Center (NCIC) and Alabama Communications and Operations Portal (AlaCOP) certifications.
6. Ability to complete APCO/NENA Supervisor training within twelve (12) months of hire.
7. Ability to type a minimum of twenty-five (25) words per minute.
8. Ability to work non-standard hours and be on-call 24/7.
9. Ability to travel.
10. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Assistant Chief Corrections Officer
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Department: Corrections

JOB SUMMARY

The purpose of this classification is to lead and participate in the supervision of inmates at the jail. This classification provides direct support to the Chief Corrections Officer related to the oversight and supervision of subordinate staff and daily operations.

ESSENTIAL JOB FUNCTIONS

- Assists with supervising, directing, and evaluating assigned staff, processing employee concerns and problems, directing work, counseling, recommending discipline and completing employee performance appraisals; oversees on duty staff and their daily functions.
- Assists with supervising the management of correctional facility inmates; maintains security for inmates and correctional facility personnel while ensuring inmates' health, personal hygiene, Constitutional rights; identifies and minimizes liability areas.
- Assists with reviewing subordinates' paperwork and approves reports; maintains files and transmits as appropriate.
- Consults with vendors for pricing information and to resolve problems; orders necessary equipment and supplies; orders inmates' food.
- Ensures proper maintenance of alcohol tester.
- Ensures inmate visits are scheduled and properly monitored to ensure security.
- Classifies inmates; monitors bonding and arrest procedures; fingerprints inmates and takes photographs; fingerprints citizens.
- Responds to citizen complaints.
- Assists with training new recruits; identifies and resolves improper employee performance.

- Regulates inmate movement; safeguards against inmate escape and prevents physical confrontations; performs inmate head counts; monitors security cameras; conducts security fence checks.
- Performs security checks and contraband searches; searches inmates, cells, and common areas; responds to inmate fights, suicides, and escape attempts.
- Assists with supervising inmate meals, outdoor/indoor recreation, and janitorial duties; issues prescription and non-prescription medications.
- Authorizes inmates on work release; schedules doctor appointments for sick or injured inmates; escorts inmates to medical offices.
- Conducts inspections to ensure cleanliness and maintenance of facility; requests City maintenance for jail.
- Assists in the jail when needed.
- Prepares a variety of reports, records, warrants, logs, bonds, and related documentation; files and/or transmits as appropriate
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; supplemented two (2) years of experience as a Corrections or Detention Officer; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

Valid State of Alabama driver's license.

Knowledge, Skills and Abilities:

- Knowledge of basic arithmetic operations.
- Skill in operating, maneuvering and/or controlling the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.
- Ability to perform in a supervisory capacity over subordinate supervisors.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force or more. Work requires require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials, and occasionally heavier objects. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is performed in indoor and outdoor environments. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

The City of Fairhope has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Print Name

Supervisor (or HR) Signature

Date

The City of Fairhope, Alabama commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Sergeant - Administrative

Department: Police Department

FLSA: Non-Exempt

Grade: 10

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: May 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Lieutenant

Subordinate Staff: As Assigned

Internal Contacts: All City Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Alabama Department of Human Resources (DHR); Alabama Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Alabama Department of Public Health (DPH); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; Game Warden; Schools; Hospitals; Mental Health; Juvenile Probation; Attorneys; District Attorney; District/Circuit Courts; Department of Homeland Security (DHS); Drug Enforcement Administration (DEA); United States Police Canine Association (USPCA); Baldwin County Emergency Management Agency; E-911

Job Summary

Under the general supervision of the Lieutenant - the Administrative Police Sergeant is a sworn position responsible for a range of administrative and operational support duties that enhance the efficiency and effectiveness of departmental functions. The

position requires a sworn officer with the rank of Sergeant who is detail-oriented, organized, and capable of managing various projects and assignments independently.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

1. Coordinates and oversees departmental administrative processes, including policy development, internal reporting, and records management.
2. Assists command staff with research, data analysis, and preparation of presentations, briefings, and reports.
3. Manages special projects, grants, and initiatives as assigned.
4. Acts as a liaison between department divisions or with external agencies for interdepartmental projects or initiatives.
5. Prepares and reviews departmental correspondence, policies, and procedures for clarity, consistency, and compliance with legal and departmental standards.
6. Monitors department compliance with regulatory requirements and assist with audits or inspections.
7. Tracks departmental statistics and compiles monthly and annual reports for internal and external use.
8. Assists with procurement requests, budget tracking, and inventory of equipment or supplies.
9. Provides support for internal functions as assigned.

ESSENTIAL FUNCTION: Patrol Operations and Service Calls. The employee patrols community and ensures all state and local laws are enforced within the community.

1. Monitors radio traffic during shift.
2. Responds to calls to provide backup support.
3. Prepares shift reports.
4. Receives assigned patrol area and instructions from supervisor.
5. Patrols City businesses, schools, churches, private residences, and other special areas as directed by supervisor and conducts building searches of anything found open or disturbed.
6. Makes notes during patrol of any situation that does not appear normal for the areas, time of day, weather conditions, volume of traffic, assemblage of persons, etc.
7. Varies patrol route to prevent establishing a predictable pattern.
8. Responds to and investigates any complaint received; prepares a written report for each investigation.

9. Works basic investigations and complaints; informs supervisor and investigator of known facts, suspects, and situation.
10. Issues Uniform Traffic Citations (UTCs) and electronic tickets for violations of traffic laws.
11. Operates a variety of measuring devices to apprehend speeders.
12. Responds to traffic accidents and conducts investigations for accidents on public and private property; interviews victims and witnesses.
13. Establishes traffic control and police protection at incidents which may cause or attract crowds.
14. Performs crowd and traffic control at parades, funeral processions, and sporting events.
15. Reports defective streetlights, signs, road surfaces, or other facilities which service the public.
16. Assists in conducting traffic surveys to determine problem areas.
17. Assists in removing disabled vehicles and obstructions from roadways.
18. Assists stranded motorists; keeps traffic moving smoothly and safely; watches for traffic violations; directs traffic as required; assists with or provides escorts for funeral processions; performs emergency relays such as blood transports as required.
19. Assists in medical emergencies as needed by rendering first aid or assisting medical personnel.
20. Operates two-way radio in accordance with approved procedures; maintains radio contact with dispatcher; provides point-to-point communication with multi-agency responses requiring separate frequency utilization, such as state troopers, county sheriff department, emergency management, ambulance services, etc.
21. Notifies supervisor of unusual problems or complaints encountered.
22. Enforces all laws of the State of Alabama and the City.
23. Prepares written reports of offenses investigated, arrests, daily activities, unusual events, force used, buildings checked, field interviews, etc.
24. Remains on watch for property, business, and dwelling fires; upon discovery, notifies the appropriate responding agencies and evacuates all persons from the structure or area; provides any assistance necessary to the responding agencies.
25. Operates the department designated breath testing device when certified for obtaining scientific evidence in suspected driving under the influence (DUI) related cases; maintains DPH and court related documents and evidence information as required.
26. Responds to reports of chemical accidents and exposure to hazardous materials; attempts to identify the material by placard, four-digit identification (ID) number or crate description; uses Haz-Mat Guide to initiate appropriate response; evacuates and secures area; contacts communications and supervisor.
27. Maintains and investigates crime scenes, when necessary; may collect fingerprints, take photographs, make sketches, and collect other evidence.
28. Accompanies DHR personnel to check on cases of possible abuse.

29. Checks with area businesses to determine problem areas.
30. Answers residential and business burglar alarms.
31. Provides security for municipal court on a rotational basis.

ESSENTIAL FUNCTION: Civil and Criminal Process. The employee serves court issued papers and follows Departmental procedures when dealing with arrestees and the community.

1. Receives outline of duties to be performed from supervisor.
2. Serves various types of court issued papers in accordance with established procedures; provides general information to person receiving papers regarding their responsibility of response or action.
3. Makes written execution documenting service of court issued papers including date of service, place of service and person receiving process.
4. Presents and executes warrants of arrest on persons identified by appropriate issuing authority; ensures accuracy in identity of arrestee; provides all identification information necessary for incarceration to appropriate corrections staff or transfer agency.
5. Places person arrested by warrant in custody and transports to the City jail; completes formal booking procedures as required; assists in application of bail within department regulations; assists in transfer to another jurisdictional agency as required.
6. Provides appropriate direction regarding applicable criminal laws to victims or persons involved; advises on options and gives concise information on procedures for obtaining warrants from magistrate or court clerk.
7. Testifies in court as required; answers questions.
8. Executes evictions on persons as directed; arranges for necessary labor and transportation to accommodate physical removal of persons or property from described premises; makes required written return to the issuing authority describing actions taken and condition of property.
9. Locates and serves described persons for mental health evaluation as directed by the Probate Court; utilizes necessary tactics to ensure safety of the public, the detainee and the officer; transports and prepares written reports to the court, the department file and any mental health treatment facility staff as directed.
10. Follows up on warrant process after arrest.

ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.

1. Promotes good public relations by addressing citizens' questions and complaints.
2. Assists in school and community functions.

3. Assists stranded motorists; may unlock vehicles as requested.
4. Provides escort for funerals.
5. Escorts employees with money deposits from businesses to banks.
6. Refers citizens to appropriate agencies for inquiries regarding civil matters (i.e., custody, evictions, etc.).
7. Assumes responsibility for assigned vehicle; performs daily check and monthly inspection and arranges for routine and special maintenance with City shop.
8. Maintains videotapes, digital cameras, video cassette recorders (VCRs), and other surveillance equipment according to requirements; stores equipment as needed.
9. Conducts inspection of police equipment to include weapons, hand-held radios, Tasers, handcuffs, and other assigned items.
10. Provides support to other jurisdictions as needed.
11. Attends training and development programs necessary to maintain personal and departmental requirements.
12. Attends specialized training classes to achieve specific expertise needed for current job or promotion.
13. Participates in safety and educational classes.
14. Maintains physical condition required for performance of duties.
15. Wears required safety and personal protective equipment (PPE) according to Department standard operating procedures (SOPs).

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities (* Can be acquired on the job)

1. Knowledge of City and department SOPs, rules, regulations, policies, and procedures.
2. Knowledge of the City, its buildings, and road system.
3. Knowledge of City, state, and federal law and court procedures.
4. Knowledge of disaster and emergency procedures.
5. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama motor vehicle laws.
6. Knowledge of law enforcement procedures and techniques.
7. Knowledge of all forms and other paperwork required for Patrol Division.
8. Knowledge of evidence preservation/collection including fingerprinting.
9. Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
10. Communication skills to effectively communicate internally and externally, both orally and in writing.

11. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
12. Reading skills to read and understand department rules, regulations, policies, and procedures.
13. Writing skills to prepare plans, procedures, reports, compose letters and documents, using correct English, grammar, spelling, and punctuation.
14. Math skills to perform basic calculations (add, subtract, multiply, divide).
15. Non-verbal communication skills to observe body language and other indicators when interviewing witnesses, suspects, and bystanders.
16. Listening skills to receive radio calls, take complaints, and interview witnesses.
17. Driving skills to operate department vehicle safely and effectively under adverse conditions.
18. Skills to properly maintain and use all types of weapons required to carry out job duties.
19. Ability to supervise the work of others.
20. Ability to pursue and detain a fleeing or belligerent individual.
21. Ability to use a computer for data entry, word processing, reports, and investigative strategies.
22. Ability to deal firmly and tactfully with the public.
23. Ability to maintain composure in stressful situations.
24. Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
25. Ability to perform effective cardio-pulmonary resuscitation (CPR) and First Aid procedures when required.
26. Ability to work independently without close supervision.
27. Ability to multi-task.
28. Ability to organize files and work assignments.
29. Ability to obtain information through interview and interrogation.
30. Ability to speak clearly and factually in court and other situations.
31. Ability to work outdoors under adverse conditions.
32. Ability to travel on foot for long distances without stopping, must be able to run, climb, jump, and crawl.
33. Ability to use a two-way radio.
34. Ability to wear personal protective equipment (PPE).
35. Ability to drive.

Minimum Qualifications

1. Possess and maintain the Alabama Peace Officers Standards and Training Commission (APOSTC) certification.
2. Minimum of seven (7) years of law enforcement experience; two (2) years of experience at the Corporal- Patrol level.
3. Possess a current and valid driver's license; must be insurable.

4. Possess firearm, NCIC, Draeger, Taser, First Aid and CPR certifications and ability to maintain certifications.
5. Ability to wear appropriate uniforms and safety equipment.
6. Ability to work non-standard hours, rotating shifts, and emergency call-backs.
7. Ability to travel as required.
8. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Right-of-Way (ROW), Construction, Utility and Inspection Manager

Department: Public Works – Engineering/Administration

FLSA: Non-Exempt

Grade: 11

Safety Sensitive Job: Yes

Security Sensitive Job: Yes

Job Description Prepared: April 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: City Engineer

Subordinate Staff: ROW, Construction and Utilities Inspector(s)

Internal Contacts: All Utilities Departments; All Public Works Departments; Planning & Zoning; Building Department; Parks and Recreation Department; and any other relevant City Department

External Contacts: ALDOT; Baldwin County Highway; Municipalities and applicable Regulatory Agencies for ROW/Utility/Construction Permitting; Third-Party General Contractors working on private and/or Public Works Projects; Consultant Engineers and Architects and their representatives.

Job Summary

Under the general supervision of the City Engineer, this employee performs oversight, compliance and inspections to ensure all specifications, contract documents, design drawings, ordinances, and related regulatory requirements are met for all Right-Of-Way infrastructure, private development and Public Works Projects under the jurisdiction of the City. This employee has managerial responsibility supervising subordinate ROW, Construction and Utilities Inspector(s) with direction from the City Engineer. This involves the assignment of work tasks, oversight of performance, coaching & training, performance evaluations, and all other related managerial responsibilities. General work duties include the performance of

technical and administrative work ensuring codes are enforced for projects and programs dealing with the environment, water, sewer, street and City facilities. The employee investigates complaints; provides technical support and/or assistance to employees, the general public, and property owners. The employee observes the work of contractors; checking the alignment and grades of streets; checking asphalt temperature; surveying and grading street conditions City wide; oversight of vertical construction; inspecting all pedestrian infrastructure to ensure compliance with the Americans with Disabilities Act of 1990 and Pedestrian Right of Way Access Guidelines as well as enforcing these requirements. Work is performed in accordance with federal, state, and local laws, resurfacing bid package guidelines and City and Departmental policies and procedures. The employee performs routine patrols of assigned areas, and inspections of City rights-of-way (ROWs). This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Right-of-Way and Construction Inspections. Inspects and performs right of way, street, City Infrastructure inspections of public and private construction and improvement work within the City to ensure compliance with all applicable Contract Documents, City, State and Federal codes and regulatory requirements.

1. Oversee the City's ROW permit system - permit plan review, approval, issuance, inspections and closeouts.
2. Coordinates with the administrative staff to assist their supervisors in providing oversight of the work of staff members who process ROW permit applications and those who assist with ROW permit inspections. Provides training as required.
3. Coordinates ROW management activities with public and private utility companies and private contractors. Schedules and facilitate pre-construction meetings and site inspections for major utility or contractor work in ROW.
4. Coordinates with other City departments to provide technical assistance in regard to ROW requirements.
5. Ensure all ROW work is done in accordance with the City's adopted Infrastructure Standards and ordinances. Provides technical assistance to utilities/contractors who are unfamiliar with the City's standards.
6. Assists citizens and contractors with concerns or questions relating to all aspects of City ROW matters, including work by utilities or contractors in the ROW.
7. Ensures that all ROW management policies, procedures and practices are updated, as required, to ensure the City's full compliance with local, state and Federal ordinances, statutes and laws.
8. Monitors ongoing activities near City's ROW; inspects encroachments and

- protects the City's easement rights using applicable procedures.
- 9. Inspects and approves construction and installation of streets, curbs, gutters, sidewalks, storm drains, sewers, and related utilities and structures.
- 10. Inspects and assesses damage from sewer, gas and water leaks to public and private property and facilities as required.
- 11. Inspect construction work under excavation, clearing and grading permits.
- 12. Observes and inspects contractor work to ensure compliance with ALDOT Standard Specifications for Highway Construction; ensures that repairs, milling, cleaning, tacking, and resurfacing of streets are completed in compliance with bid specifications.
- 13. Coordinates traffic control to ensure a safe work environment; verifies that proper signage and traffic safety standards are met.
- 14. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals. Must be available to visit sites to provide opinions regarding compliance to City's ROW regulations.
- 15. Ensures compliance with all legal requirements pertaining to 811 Line Locates laws, ALDOT compliance and other excavation activities.

ESSENTIAL FUNCTION: Engineering and Public Works operations. Employee performs plan review, administrative, and other functions to support the efficient operation of the department.

- 1. Provides information and assistance to the general public, commercial interests, and businesses.
- 2. Completes documentation, reports and compile supporting data in order to document and explain facts and circumstances surrounding field related issues.
- 3. Reviews Contractor's Pay Request and verifies claimed project quantities.
- 4. Completes daily work reports; documents location and amounts of material used; and tracks total costs associated with each job.
- 5. Responds to emergency calls during hurricanes, inclement weather, or other emergency situations.

NON-ESSENTIAL FUNCTION:

- 1. Performs other duties as assigned

Knowledge, Skills and Abilities

(* Can be acquired on the job)

KNOWLEDGE OF:

- 1. *Knowledge of City rules, regulations, policies, and procedures.
- 2. *Knowledge of the City's geography, streets, and principal locations.
- 3. Thorough knowledge of acceptable construction & maintenance means & methods, specifications, and equipment.
- 4. Thorough knowledge of ADA Americans with Disabilities Act of 1990 and

PROWAG Pedestrian Right of Way Access guidelines.

5. Knowledge of applicable state, federal and local laws, rules, ordinances, and regulatory standards applicable to the work, environmental, water, sewer, street, and ROW.
6. Knowledge of traffic control laws, signage, and applicable safety standards.
7. Knowledge of record keeping, report preparation, filing methods, records management techniques, and open records regulations.
8. Verbal skills to communicate effectively with officials, supervisors, co-workers, and public.
9. Reading skills to comprehend work orders plans, blueprints, specifications, wiring diagrams, technical manuals, and related material.
10. Math skills to solve problems involving basic engineering calculations, compute dimensions, convert units of measurement, and perform related shop calculations.
11. Ability to understand and utilize zoning maps, land use maps, plats, and other documents related to real property.
12. Ability to speak effectively before public groups and respond to questions.
13. Ability to establish and maintain effective working relationships and communications with coworkers, other departments, and the general public.
14. Ability to work independently with minimal direction.
15. Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments.
16. Ability to keep accurate records regarding time, material and equipment utilized for project costs.
17. Ability to work in and around vehicular and construction traffic and equipment.
18. Ability to wear personal protective equipment (PPE) as required.

ABILITY TO:

1. Prioritize, multitask and provide oversight to multiple projects simultaneously.
2. Compute engineering data using specified formulas and procedures. Such as asphalt rate calculations and volumetric quantity calculations.
3. Read and interpret graphic data, blueprints, engineering plans, construction specifications and maps.
4. Develop and prepare project related reports.
5. Estimate quantities, costs and other requirements of standard engineering projects.
6. Interpret and explain departmental policies and procedures to contractors and the general public.
7. Make basic engineering and construction computations.
8. Reduce, interpret and apply field notes in the production of project reports.
9. Understand and follow verbal and written instructions and sketches.
10. Use and care for construction related instruments – levels, transits, etc.
11. Operate motor vehicles.
12. Ambulate over rugged terrain.
13. Withstand working outside in extreme weather conditions.
14. *Manipulate rod and chain, survey equipment and other surveying measurement tools.
15. Complete all types of permits, maps, reports and other documents needed by the department or applicant.

16. Use computers and office productivity software.
17. *Effectively use applicable GPS/GIS software and hardware.
18. Conduct field work.
19. Organize files and work projects.
20. Work with little or no supervision.

Minimum Qualifications

1. Possess an associate's or technical degree in construction and maintenance or related field from an accredited college or university.
2. Minimum of four (4) years of practical work experience in roadway construction and maintenance, ROW maintenance, and/or pipeline maintenance; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job; minimum of two (2) years of progressive supervisory experience and responsibilities related to right-of-way construction and inspection.
3. Possess a current and valid driver's license and must be insurable.
4. Possess or ability to obtain national and state certifications relevant to job duties within a prescribed period after hire.
5. Ability to work non-standard hours, including weekends and overtime.
6. Ability to travel.
7. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. Working conditions may include, but not be limited to:

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances
- Much field work will take place on active construction sites.
- Work from the cab of vehicle and/or truck
- Must be able to work early morning and/or late-night shifts (flexible shifts)

- Must be able to work in cold, hot and rainy weather
- Must be accustomed to working in the field – including within the natural areas, on route, assigned public spaces, public facilities and rights-of-way (ROW)

Aknowledgement

This job description does not constitute either a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change this job description, as the City deems necessary.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Parts Runner (Part Time)

Department: Public Works

FLSA: Non-Exempt

Grade: 5

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Mechanic Maintenance Supervisor

Subordinate Staff: None

Internal Contacts: All City Departments

External Contacts: General Public; Part Suppliers

Job Summary

The Parts Runner provides logistical and delivery support to the Fleet Maintenance division of the Public Works Department. This role is responsible for the timely pick-up and delivery of vehicle and equipment parts, materials, and related items from a variety of local and regional vendors and suppliers. The Parts Runner plays a key role in keeping fleet operations running smoothly and efficiently.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Assist with parts delivery and inventory, shop organization, and provide general logistical support to ensure efficient fleet operations.

1. Pick up and deliver automotive and heavy equipment parts, tools, fluids, and supplies to/from vendors, regional suppliers, and City departments.
2. Transport materials, documents, and small equipment between City departments and vendors.
3. Maintain delivery logs and receipts for inventory and purchasing records.
4. Assist with light organizing, stocking, and cleaning the mechanic shop.
5. Follow proper safety protocols while operating City vehicles.
6. Perform visual inspection of vehicle prior to the start of the day.
7. Assist with parts inventory maintenance
8. Aid to increase overall shop efficiency allowing technicians to remain in their stalls.
9. Retrieve warranty return parts from the technicians and deliver to the warranty parts area.
10. Track travel time and mileage.
11. Fuel and refuel vehicle.
12. Respond to requests and inquiries; provide information.
13. Assist in other Public Works divisions as needed.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. Knowledge of occupational hazards and safety rules including accident causation and prevention.
3. Communication skills to effectively communicate internally and externally, both orally and in writing.
4. Verbal skills to effectively communicate with co-workers, supervisors, the general public, over the telephone and two-way radio.
5. Knowledge of landfill operations.

6. Knowledge of hazardous materials.
7. Knowledge of ADEM regulations and procedures.
8. Reading skills to understand and interpret City directives, procedures and instructions.
9. Math skills to perform basic calculations (add, subtract, multiply, divide).
10. Ability to analyze and solve problems.
11. Ability to manage time.
12. Ability to maintain professional attitude.
13. Ability to use a multiline telephone and two-way radio.
14. Ability to deal with all contacts in a courteous and patient manner.
15. Ability to handle upset or irate individuals.
16. Ability to handle dynamic situations in a calm and courteous manner.
17. Ability to prioritize work projects and multi-task.
18. Ability to work with minimal supervision.
19. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Ability to travel throughout City to perform job functions.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to pass a pre-employment background check and drug screening.

Physical Demands

The physical demands of this position include frequent standing, walking, bending, and lifting throughout the workday. The Parts Runner must be able to regularly lift, carry, and move items weighing up to 50 pounds, and occasionally heavier items with assistance. The role requires manual dexterity, the ability to load and unload vehicle parts safely, and the stamina to work in varying weather conditions. Visual and auditory acuity are necessary for safe vehicle operation and communication. This position may also involve extended periods of driving and exposure to vehicle noise, odors, and shop environments.

Work Environment

The work environment for this position includes both indoor and outdoor settings. Duties are primarily performed in and around City vehicles, fleet maintenance facilities, and various supplier locations. The Parts Runner will be regularly exposed to loud noise, vehicle exhaust, grease, oil, and other elements typical of a fleet or automotive repair environment. Outdoor work may involve exposure to varying weather conditions such as heat, cold, rain, or snow. The role also includes driving in urban and regional traffic. Safety equipment and procedures must be followed at all times to minimize risk.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Assistant Recreation Center Manager

Department: Parks and Recreation

FLSA: Non-Exempt Grade: 7

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Recreation Center Manager

Subordinate Staff: Nursery Attendant; Front Desk Coordinator; Front Desk Attendant; Group Fitness Instructor; Pilates Instructor; Water Aerobics Instructor; Fitness Instructor

Internal Contacts: All City Departments

External Contacts: General Public; Patrons; Civic Organizations; City School System; Local Businesses; Locksmith; Churches; Boys and Girls Clubs; Contractors; Vendors; Department of Public Health (DPH); Nursing Homes; Hospitals; Red Cross

Job Summary

Under the supervision of the Recreation Center Manager, the employee provides assistance and oversight of the operation and day to day activities of the Recreation Center and Pool. The employee ensures the facilities, grounds, promotions, program planning and events operate in a safe and efficient manner. The employee is responsible for performing and ensuring all maintenance and janitorial operations are in accordance with health and safety guidelines. This role is instrumental in maintaining a welcoming environment for patrons and assisting in the implementation of recreational activities that serve the community's needs. Work is performed in accordance with established rules,

regulations, and guidance from supervisor, and work is reviewed upon completion. This job is considered safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Administration and Center Operations. Supports the Recreation Center Manager in the management of all Recreation Center services and facilities efficiently and effectively using budget information, personal computers, City rules and regulation, and state law. Represents the City in a positive and professional manner in all interactions.

1. Acts as a point of contact and source of information for the Recreation Center.
2. Supports the Recreation Center Manager in overseeing the day-to-day operations of the Recreation Center.
3. Assists with scheduling Center facilities and collects rental fees.
4. Assists with conducting sports team registrations and collects fees.
5. Operates the Center concession stand.
6. Reconciles all monies collected and prepares bank deposits.
7. Monitors activities scheduled in the Center.
8. Maintains an attendance and activity log.
9. Maintains injury reports and submits to the Parks and Recreation Director as needed.
10. Coordinates setup for special events with event organizers and directs the setup of all City-owned facilities for special events.
11. Coordinates emergency repairs with appropriate vendors and/or individuals.
12. Inventories equipment and supplies; ensures sufficient stocks are available.
13. Oversees the safe management of the Center's swimming pool.
14. Ensures Center facilities are maintained, and pools are prepared and ready for use.
15. Acts as a source of resolution and problem solving; responds to complaints appropriately addresses.
16. Oversees and ensures all measures of compliance regarding laws, policies, procedures, and regulations are adhered to and enacted.
17. Oversees the enforcement of rules by all patrons and guests utilizing the recreation center.

ESSENTIAL FUNCTION: Supervision and Management. Assists the Recreation Center Manager in supervising and providing oversight and direction of the recreation center employees to provide for facilities and recreation services to the City.

1. Plans, schedules, and coordinates activities of the Center.
2. Assigns work to Center employees at the direction of the Recreation Center Manager.
3. Trains new employees.
4. Ensures proper staff coverage of classes and events; delegates responsibilities.
5. Develops and implements the weekly work schedule.
6. Assesses needs for the annual Center budget.
7. Monitors and tracks adopted budget throughout fiscal year.
8. Advises supervisor on major issues related to Center activities.
9. Operates in as safe a manner as possible and is alert to any conditions that might lead to accidents to the public or staff.
10. Receives and investigates complaints from public regarding Center personnel or activities.

ESSENTIAL FUNCTION: Program Organization and Scheduling. Assists the Recreation Center Manager with developing, coordinating, and implementing recreational programs for the Recreation Center to ensure optimal levels of operation.

1. Supports the planning, organizing, developing, scheduling and evaluation of recreational and athletic programs.
2. Recommends new programs to meet City and client needs.
3. Plans and coordinates day-to-day program operations.
4. Schedules recreation facilities and supervises condition of facilities.
5. Makes safety checks on the facility and eliminates hazards to ensure complete safety of the patrons.
6. Assists with developing classes, schedules, and implementation of activities.
7. Coordinates registration of participants; processes registration forms and medical information for recreational programs.
8. Assists with building reservations and the reservation records and files.
9. May be required to open and close the operations of the recreation facility.
10. Prepares and sets-up rooms and other areas where programs are held.
11. Plans and/or arranges program specific work schedules staff and volunteers.
12. Assists with training, scheduling, and evaluating part-time and seasonal personnel; assigns work, as necessary.
13. Monitors the program activities to ensure that all programs are executed according to City's protocols and procedures.
14. Coordinates volunteer requests from the community; recruits and trains.

15. Meets with residents of community service areas to assist in determining recreation needs and programs.
16. Serves as liaison between instructors and staff by providing all relevant information regarding programs and participants to the instructors.
17. Enforces rules and regulations of recreation and athletic programs.
18. Answers questions and inquiries asked by participants and the public.
19. Makes program recommendations.

ESSENTIAL FUNCTION: Recreation Center Support. Coordinates and provides oversight of recreation center programs and services efficiently and effectively following City rules and regulations, and state law.

1. Performs research for additional or potential programs. Develops and administers a budget for the recreation center.
2. Monitors inventory of department equipment, materials, and supplies; ensures availability of adequate materials to conduct program activities.
3. Maintains inventory of supplies and equipment.
4. Distributes supplies and equipment.
5. Prepares a variety of reports and maintains records.
6. Monitors program budget.
7. Attends a variety of training seminars, staff, and community meetings.
8. Provides clerical support, program registration, answer telephones, and maintain correspondence with other divisions or agencies.
9. Maintains records, equipment, service, and purchase order files for Department.
10. Maintains attendance and activity reports.
11. Develops and submits required grant reports.
12. Monitors program budgets.
13. Collects monies; reconciles and deposits funds.
14. Develops marketing and promotional items.
15. Updates social media for the Recreation Center.
16. Attends various functions such as health fairs and conferences to aid in community outreach initiatives.
17. Develops schedules and arranges for facility maintenance to ensure facility remains in optimal condition.

NON-ESSENTIAL FUNCTIONS:

Performs all other job-related duties as required or assigned.

Knowledge, Skills and Abilities
(* Can be acquired on the job)

1. *Knowledge of City and Departmental rules, regulations, policies, and procedures.

2. Knowledge of City geography and location of City facilities.
3. Knowledge of recreation sports management.
4. Knowledge of adult and youth activity programs.
5. Knowledge of basic Occupational Safety and Health Administration (OSHA) safety regulations relating to duties.
6. Knowledge of Environmental Protection Agency (EPA) toxic and hazardous material storage and waste disposal regulations and OSHA regulations for the use of toxic and hazardous materials relating to landscaping duties.
7. Knowledge of pool and facility maintenance.
8. Knowledge of various types of chemicals require for pool cleaning and use.
9. Knowledge of budget preparation and development.
10. Knowledge of the management of sports fields.
11. Knowledge of safety and other precautions necessary to minimize the risk of injury or accident.
12. Knowledge of various sports rules and regulations.
13. Knowledge of inventory practices and procedures.
14. Communication skills to effectively communicate internally and externally, both orally and in writing.
15. Verbal skills to communicate with coworkers, City officials, and the public.
16. Reading and interpretive skills to properly understand specifications, and instructions.
17. Writing skills to complete records, reports, requests, and purchase orders.
18. Math skills to do arithmetic functions and prepare budgets.
19. Supervisory skills necessary to direct, plan, schedule, and coordinate the work of Center personnel.
20. Ability to supervise and manage personnel.
21. Ability to work independently with little or no supervision.
22. Ability to communicate effectively with supervisor and general public.
23. Ability to work with co-workers and the general public in a courteous manner and use tact in dealing effectively with citizen's complaints.
24. Ability to direct multiple programs.
25. Ability to understand fiscal budget and make suggestions and recommendations on Center needs.
26. Ability to enforce safe operation of equipment and large vehicles.
27. Ability to develop and manage Center budget.
28. Ability to use good judgment and make prudent decisions.
29. Ability to handle and account for monies.
30. Ability to perform tasks of a physical nature, often demanding, including lifting and kneeling; and to work outdoors in a variety of weather conditions; heat, humidity, cold.
31. Ability to use two-way communication devices.
32. Ability to use computers and office productivity software.
33. Ability to use standard office equipment.
34. Ability to use hand and power tools.
35. Ability to handle stressful situations.
36. Ability to drive.

Minimum Qualifications

1. High School Diploma or Equivalent required; associate or bachelor degree in recreation management, physical education, or a related field may be preferred
2. Minimum of two (2) years of previous experience in recreation facility operations, including supervisory responsibilities is required.
3. Proficiency in Microsoft Office Suite and recreation management software
4. Possess a current and valid driver's license; must be insurable.
5. Ability to obtain and maintain certification in cardio-pulmonary resuscitation (CPR) and basic First Aid Certification.
6. Ability to work non-standard hours, weekends, or emergencies.
7. Ability to travel overnight to attend meetings and conferences.
8. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Wastewater Plant Operator II

Department: Water and Wastewater Department

FLSA: Non-Exempt Grade 7
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: May 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Wastewater Treatment Plant Manager

Subordinate Staff: None

Internal Contacts: Water and Wastewater Department Staff; Utilities Department Staff

External Contacts: Alabama Department of Environmental Management (ADEM); U.S. Environmental Protection Agency (EPA); Contractors; Vendors; General Public

Job Summary

Under the general supervision of the Wastewater Treatment Plant Manager, this employee operates equipment and performs processes at the wastewater treatment plant, performs preventative inspections and maintenance for equipment and facilities at the plant and conducts tests to ensure proper treatment of wastewater. Work tasks include plant and equipment maintenance, equipment adjustments (valves and pumps), laboratory testing, cleaning and maintaining the plant administrative building and other treatment plant buildings, cleaning plant tanks, monitoring plant operations for effective and efficient wastewater processing and picking up supplies and parts from the warehouse or supplying vendors. The employee monitors control panels, meters and processing equipment and adjusts when required. The employee troubleshoots plant

equipment to ensure full operational effectiveness. Employee performs preventive maintenance on plant machinery and equipment and maintains preventative maintenance records. Employee may handle plant treatment chemicals and operate heavy equipment associated with treatment plant operations. The employee ensures all plant operations are in full compliance with all applicable local, state, and federal regulations and requirements. The employee keeps records on equipment operation and functions and testing results. The employee operates heavy equipment utilized in treatment plant operations such as tractors and backhoes. This employee cleans treatment tanks and performs grounds maintenance at the treatment plant. This job is considered safety sensitive and is subject to pre-employment background checks and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Treatment Plant Operation. Operates wastewater treatment plant processes and equipment.

1. Operates wastewater treatment plant to ensure it meets or exceeds state and federal regulations.
2. Monitors and adjusts plant valves and controls, meters and processing equipment.
3. Troubleshoots equipment to ensure effective operation.
4. Performs routine preventative maintenance on treatment plant equipment.
5. Keeps records on treatment plant operations and testing results.
6. Cleans treatment tanks as needed.
7. Ensures all plant operations meet or exceed state and federal operational guidelines and regulations.

ESSENTIAL FUNCTION: Equipment Operation. Operates a variety of heavy equipment used in treatment plant operations.

1. Operates equipment such as tractors and backhoes utilized in treatment plant operations.
2. Monitors equipment for needed repairs or maintenance; performs maintenance procedures.

ESSENTIAL FUNCTION: Maintains Treatment Plant Grounds. Performs treatment plant building and grounds maintenance functions such as mowing, painting and other routine maintenance tasks.

1. Maintains treatment plant buildings and grounds on a regular basis.

2. Monitors buildings for needed non-routine repairs or maintenance work; reports needed tasks to Wastewater Treatment Plant Manager.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of City wastewater treatment system and processes.
3. Knowledge of municipal wastewater treatment plant operations and processes.
4. Knowledge of basic operating steps and processes in wastewater treatment.
5. Knowledge of safe use and handling of chemicals associated with wastewater treatment.
6. Knowledge of treatment plant laboratory procedures and processes, to include reporting requirements.
7. Reading skills to understand and interpret City, state and federal regulations guidelines, procedures, and instructions.
8. Communication skills to effectively communicate internally and externally, both orally and in writing.
9. Verbal skills to effectively communicate with co-workers, supervisors, contractors, vendors and the general public.
10. Writing skills to prepare reports and other materials using correct English, grammar, punctuation and spelling.
11. Math skills to perform basic calculations (add, subtract, multiply, divide).
12. Ability to use computers and office productivity software.
13. Ability to operate equipment used to operate and maintain the treatment plant.
14. Ability to troubleshoot treatment plant equipment to identify problems.
15. Ability to monitor and understand treatment plant monitoring and reporting equipment.
16. Ability to maintain professional attitude.
17. Ability to use a multi-line telephone and two-way radio.
18. Ability to deal with all contacts in a courteous and patient manner.
19. Ability to prioritize work projects and multi-task.
20. Ability to organize files and work projects.
21. Ability to work with little or no supervision.
22. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current and valid driver's license; must be insurable.
3. Ability to work non-standard hours and overtime when required.
4. Minimum of two (2) years' experience as wastewater treatment plant operator.
5. Possess Grade II Wastewater Operator certification.
6. May be required to obtain a Class A Commercial Driver's License (CDL).
7. Ability to travel to attend professional development training programs or training programs.
8. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., and crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights, under extreme weather conditions or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Wastewater Plant Operator I

Department: Water and Wastewater Department

FLSA: Non-Exempt

Grade: 4
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: May 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Wastewater Treatment Plant Manager

Subordinate Staff: None

Internal Contacts: Water and Wastewater Department Staff

External Contacts: Alabama Department of Environmental Management (ADEM); U.S. Environmental Protection Agency (EPA); General Public

Job Summary

Under the close supervision of the Water and Wastewater Superintendent, this employee is involved in structured training to become a Grade I and II Wastewater Operator in accordance with the requirements established by the City and ADEM. Job training tasks and duties include, but are not limited to, the following: learning to operate and maintain a wastewater treatment plant; learning biological wastewater treatment process control; learning mechanical equipment preventive and corrective maintenance; learn regulatory and process control sampling and laboratory analysis; learn regulatory record-keeping and reporting; and learning proper handling and application of chemicals. This job is considered safety-sensitive and is subject to a background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Learning Treatment Plant Operations. Employee learns basic treatment plant operations and processes.

1. Operates wastewater treatment plant to ensure compliance with NPDES permits.
2. Under supervision of the WWTP Manager monitors and adjusts plant valves and controls, meters and processing equipment.
3. Troubleshoots equipment to ensure effective operation.
4. Performs routine preventative maintenance on treatment plant equipment.
5. Learns how to maintain records on treatment plant operations and testing results.
6. Cleans treatment tanks as needed.
7. Ensures all plant operations meet or exceed state and federal operational guidelines and regulations.
8. Prepares to become a Grade I and II Wastewater Operator by studying AND attending classes for each certification level (prepares to take and pass Grade I and II examination).

ESSENTIAL FUNCTION: Equipment Operation. Operates a variety of heavy equipment used in treatment plant operations.

1. Operates equipment such as tractors and backhoes utilized in treatment plant operations.
2. Monitors equipment for needed repairs or maintenance; performs maintenance procedures.

ESSENTIAL FUNCTION: Maintains Treatment Plant Grounds. Performs treatment plant building and grounds maintenance functions such as mowing, painting and other routine maintenance tasks.

1. Maintains treatment plant buildings and grounds on a regular basis.
2. Monitors buildings for needed non-routine repairs or maintenance work; reports needed tasks to WWTP Manager and Assistant WWTP Manager.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City wastewater treatment system and processes.
3. *Knowledge of municipal wastewater treatment plant operations and processes.
4. *Knowledge of safety rules including accident causation and prevention.
5. Communication skills to effectively communicate internally and externally, both orally and in writing.
6. Reading skills to understand and interpret City, State, and Federal regulations, guidelines, procedures, and instructions.
7. Verbal skills to effectively communicate with co-workers, supervisors, contractors, vendors and the general public.
8. Writing skills to prepare reports and other materials using correct English, grammar, punctuation and spelling.
9. Math skills to perform basic calculations (add, subtract, multiply, divide).
10. Ability to use computers and office productivity software.
11. Ability to learn to operate equipment used to operate and maintain the treatment plant.
12. Ability to learn to perform treatment plant laboratory procedures and processes include reporting requirements.
13. Ability to learn the safe use and handling of chemicals associate with wastewater treatment.
14. Ability to learn to troubleshoot treatment plant equipment to identify problems.
15. Ability to learn to monitor and understand treatment plant monitoring and reporting equipment.
16. Ability to maintain professional attitude.
17. Ability to use a multiline telephone and two-way radio.
18. Ability to deal with all contacts in a courteous and patient manner.
19. Ability to prioritize work projects and multi-task.
20. Ability to organize files and work projects.
21. Ability to work with little or no supervision.
22. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current and valid driver's license; must be insurable.
3. Ability to work non-standard hours and overtime when required.
4. Ability to obtain a Grade I Wastewater Operator certification from the State of Alabama (ADEM).

5. Ability to obtain a Grade II Wastewater Operator certification from the State of Alabama (ADEM).
6. Ability to travel to attend professional development workshops and training programs.
7. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting heavy objects over 50 lbs.. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights, under extreme weather conditions or similar situations where conditions cannot be controlled.