
City Manager's Report

Monthly Activity Report
by Department



FY 24-25 FOURTH QUARTER

July 2025 – September 2025

**FY 24-25 FOURTH QUARTER
MONTHLY ACTIVITY REPORT
INFORMATION TECHNOLOGY
DEPT. 140**

**Information Technology
Status Report
September 2025**

Support

- End User Support (miscellaneous) – 9
- Access Issues – 7
- Hardware Support – 1
- Maintenance – 0
- Phone – 1
- Password Reset - 9
- Software Support – 10
- Printer Support – 1

Administrative

- Removed Users: 0
- Disabled Users: 0

Channel 17

- Recording - 2
- Special Meeting - 3
- Encoding – 5
- Missed - 0

Online Payments

- Payments for Utility Billing
 - Monthly Payments – 4,171

Ongoing

- Dude Solutions – Implementation-Configuration
- Network Security – Implemented EasyDmark to assist in email security requirements.

Notes

EasyDMARC is being used on a trial bases and full implementation is recommended.

**Information Technology
Status Report
August 2025**

Support

- End User Support (miscellaneous) – 12
- Access Issues - 5
- Hardware Support – 0
- Maintenance – 0
- Phone – 3
- Password Reset - 2
- Software Support – 8
- Printer Support – 0

Administrative

- Removed Users: 0
- Disabled Users: 0

Channel 17

- Recording - 3
- Special Meeting - 2
- Encoding – 3
- Missed - 0

Online Payments

- Payments for Utility Billing
 - Monthly Payments – 4,306

Ongoing

- Dude Solutions – Implementation-Configuration
- Network Security

Notes

**Information Technology
Status Report
July 2025**

Support

- End User Support (miscellaneous) – 4
- Access Issues – 2
- Hardware Support – 1
- Maintenance – 5
- Phone – 1
- Password Reset - 4
- Software Support – 10
- Printer Support – 2

Administrative

- Removed Users: 0
- Disabled Users: 0

Channel 17

- Recording - 3
- Special Meeting - 0
- Encoding – 3
- Missed - 0

Online Payments

- Payments for Utility Billing
 - Monthly Payments – 4,276

Ongoing

- Dude Solutions – Implementation-Configuration
- 2nd Generation computers deployed
- Network Security

Notes

FY 24-25 FOURTH QUARTER
MONTHLY ACTIVITY REPORT
HUMAN RESOURCES
DEPT. 160

**Human Resources
Monthly Status Report
July 2025**

Payroll

- 0 Relocation
- 0 Voluntary
- 0 Terminated
- 2 Retirement
- 0 Better pay
- 0 Term Ended (Council Member)
- 3 Seasonal
- 0 Failure of Probation
- 0 Deceased

Benefits

- 0 Workers Compensation claim
- 9 Incident Reports
- 2 New YMCA Wellness Plan gym membership enrollments
- Education Expense Agreement (City Paid)
 - 0 BSFD EMT
 - 1 BSFD Fire Academy - Reimbursement
 - 0 BSPD Police Academy – City Paid
 - 1 CDL Driver Training School
- 2 Tuition Reimbursement

Hiring

- 159 Applications online
- 5 Conditional Offers
- 2 New Hires ,8 seasonal
- -11 % Vacant

Notes (upcoming testing, new programs, etc.)

1. Big Spring Police Department
 - a. Three non-certified officers started the Police Academy on July 21st. All three candidates are Big Spring residents.
2. The BSFD had entry level testing on June 13, 2025. The eligibility list has 16 candidates on it. We began working down the list to fill two vacancies in the department.

**Human Resources
Monthly Status Report
August 2025**

Payroll

- 0 Relocation
- 4 Voluntary
- 1 Terminated
- 2 Retirement
- 0 Better pay
- 0 Term Ended (Council Member)
- 17 Seasonal
- 0 Failure of Probation
- 0 Deceased

Benefits

- 0 Workers Compensation claim
- 5 Incident Reports
- 3 New YMCA Wellness Plan gym membership enrollments
- Education Expense Agreement (City Paid)
 - 0 BSFD EMT
 - 0 BSFD Fire Academy - Reimbursement
 - 0 BSPD Police Academy – City Paid
 - 0 CDL Driver Training School
- 2 Tuition Reimbursement

Hiring

- 160 Applications online
- 4 Conditional Offers
- 7 New Hires
- -11 % Vacant

Notes (upcoming testing, new programs, etc.)

1. Big Spring Police Department
 - a. Three non-certified cadets are currently in the Police Academy that began on July 21st.
 - b. Entry level testing was done on August 18, 2025. Five applicants tested; four passed and will proceed to the Oral Board Interview.
2. The BSFD has hired two candidates from the current eligibility list to fill two vacancies in the department.

**Human Resources
Monthly Status Report
September 2025**

Payroll

- 0 Relocation
- 5 Voluntary
- 0 Terminated
- 2 Retirement
- 0 Better pay
- 0 Term Ended (Council Member)
- 1 Seasonal
- 0 Failure of Probation
- 0 Deceased

Benefits

- 1 Workers' Compensation claim
- 5 Incident Reports
- 4 New YMCA Wellness Plan gym membership enrollments
- Education Expense Agreement (City Paid)
 - 2 BSFD EMT
 - 2 BSFD Fire Academy
 - 1 BSFD Fire Academy (prior) - Reimbursement
 - 0 BSPD Police Academy – City Paid
 - 2 CDL Driver Training School
- 1 Tuition Reimbursement

Hiring

- 108 Applications online
- 2 Conditional Offers
- 5 New Hires
- -11 % Vacant

Notes (upcoming testing, new programs, etc.)

1. Big Spring Police Department
 - a. Three non-certified cadets are currently in the Police Academy that began on July 21st.
 - b. Entry-level testing was done on August 18, 2025. Five applicants tested; four passed and will proceed to the Oral Board Interview.
2. The BSFD has hired the last two candidates from the current eligibility list to fill two vacancies in the department. The list was exhausted, and an Entry Level Test was scheduled for October 24, 2025.

**FY 24-25 FOURTH QUARTER
MONTHLY ACTIVITY REPORT
BIG SPRING POLICE
DEPARTMENT
DEPT. 200**

**BIG SPRING POLICE DEPARTMENT
MONTHLY REPORT FOR JULY 2025**

CRIMINAL INVESTIGATION DIVISION	
TOTAL CASES ASSIGNED THIS MONTH	31
TOTAL CASES CLEARED	6
TOTAL CASES NDA	6
CURRENT OPEN CASES	83
TOTAL PRECENTAGE CLEARED	15%

NARCOTICS DIVISION	
TOTAL CASES ASSIGNED/OPENED THIS MONTH	0
TOTAL CASES CLEARED/FILED	0
TOTAL CASES CLOSED	0
TOTAL ARRESTS	0
TOTAL CONTRABAND	
MARIJUANA	0.00 Grams
COCAINE	0.00 Grams
METHAMPHETAMINE	0.00 Grams
PRESCRIPTION PILLS	0.00 Grams
TOTAL MONEY EXPENDED	\$ 0.00
CASH SEIZURES	\$ 0.00

PATROL DIVISION	
NON-TRAFFIC OFFENSES	19
PARKING OFFENSES	
CITATIONS	1
WARNINGS	0
TRAFFIC OFFENSES	
WARNINGS	485
CITATIONS	210
ADULT ARRESTS	48
JUVENILE ARRESTS	15
REPORTED CRIMES	128
CALLS FOR SERVICE FOR THE MONTH	2304

**BIG SPRING POLICE DEPARTMENT
MONTHLY REPORT FOR JULY 2025**

ANIMAL CONTROL DIVISION	
CALLS FOR SERVICE	356
ANIMAL PICKUPS	
DOGS	63
CATS	39
ANIMAL DROP OFFS	
DOGS	1
CATS	0
OWNER RELEASE(O.R.E.)	
DOGS	37
CATS	29
RELEASED TO OWNER	
DOGS	11
CATS	0
ADOPTIONS	
DOGS	1
CATS	0
RESCUE RELEASE	
DOGS	5
CATS	0
ANIMALS EUTHANIZED	
DOGS	82
CATS	56
ANIMAL BITES	
DOGS	8
CATS	1
WARNINGS	8
CITATIONS	1

Department Vacancies:

Police (200) – OFFICERS: 13
CIVILIANS: 1

Narcotics (201) - NARCOTIC INVESTIGATOR: 5

Animal Control (240) - ANIMAL WARDENS: 1

Total Vacancies: 20

BIG SPRING POLICE DEPARTMENT MONTHLY REPORT FOR JULY 2025

DEPARTMENT GOALS AND ACHIEVEMENTS:

JULY

The department and VIPs assisted with Pops in the Park this year. This included marking off parking areas, parking vehicles and providing security.

The department also assisted with the Highland 4th of July and the Coahoma 4th of July parades.

Three recruits began at the Permian Basin Law Enforcement Academy this month. The department also tested non-certified officers again this month. Two non-certified applicants passed the written and physical testing and will move on to the oral boards.

AUGUST

This month one of our Identification Technicians will take her final class to be able to testify as an expert in identifying fingerprints. This will help significantly with felony cases.

This month, several department instructors will assist with the PBLEA firearms training.

Area schools will start back up this month. Officers will again begin working school zones to ensure students are safe while arriving and leaving schools.

**BIG SPRING POLICE DEPARTMENT
MONTHLY REPORT FOR AUGUST 2025**

CRIMINAL INVESTIGATION DIVISION	
TOTAL CASES ASSIGNED THIS MONTH	21
TOTAL CASES CLEARED	36
TOTAL CASES NDA	21
CURRENT OPEN CASES	47
TOTAL PRECENTAGE CLEARED	37%

NARCOTICS DIVISION	
TOTAL CASES ASSIGNED/OPENED THIS MONTH	0
TOTAL CASES CLEARED/FILED	0
TOTAL CASES CLOSED	0
TOTAL ARRESTS	0
TOTAL CONTRABAND	
MARIJUANA	0.00 Grams
COCAINE	0.00 Grams
METHAMPHETAMINE	0.00 Grams
PRESCRIPTION PILLS	0.00 Grams
TOTAL MONEY EXPENDED	\$ 0.00
CASH SEIZURES	\$ 0.00

PATROL DIVISION	
NON-TRAFFIC OFFENSES	3
PARKING OFFENSES	
CITATIONS	3
WARNINGS	0
TRAFFIC OFFENSES	
WARNINGS	545
CITATIONS	244
ADULT ARRESTS	57
JUVENILE ARRESTS	11
REPORTED CRIMES	125
CALLS FOR SERVICE FOR THE MONTH	2338

**BIG SPRING POLICE DEPARTMENT
MONTHLY REPORT FOR AUGUST 2025**

ANIMAL CONTROL DIVISION	
CALLS FOR SERVICE	324
ANIMAL PICKUPS	
DOGS	66
CATS	13
ANIMAL DROP OFFS	
DOGS	1
CATS	0
OWNER RELEASE(O.R.E.)	
DOGS	28
CATS	2
RELEASED TO OWNER	
DOGS	14
CATS	0
ADOPTIONS	
DOGS	4
CATS	0
RESCUE RELEASE	
DOGS	4
CATS	0
ANIMALS EUTHANIZED	
DOGS	61
CATS	12
ANIMAL BITES	
DOGS	5
CATS	1
WARNINGS	10
CITATIONS	1

Department Vacancies:

Police (200) – OFFICERS: 14
CIVILIANS: 1

Narcotics (201) - NARCOTIC INVESTIGATOR: 5

Animal Control (240) - ANIMAL WARDENS: 2

Total Vacancies = 22

BIG SPRING POLICE DEPARTMENT MONTHLY REPORT FOR AUGUST 2025

DEPARTMENT GOALS AND ACHIEVEMENTS:

AUGUST

This month, one of our Identification Technicians passed her final class to be able to testify as an expert in identifying fingerprints. This will help significantly with felony cases.

This month, several department instructors assisted with the PBLEA firearms training.

Area schools will start back up this month. Officers will again begin working in school zones to ensure students are safe while arriving and leaving school.

SEPTEMBER

This month, several department instructors will again assist with numerous classes through PBLEA.

Our two patrol offices will be getting a facelift this month. Carpet will be removed, and new laminated tile will be installed along with the walls getting a new coat of paint.

The annual Howard County Fair will be held this month, and officers will be providing security during the evenings.

**BIG SPRING POLICE DEPARTMENT
MONTHLY REPORT FOR SEPTEMBER 2025**

CRIMINAL INVESTIGATION DIVISION	
TOTAL CASES ASSIGNED THIS MONTH	35
TOTAL CASES CLEARED	19
TOTAL CASES NDA	1
CURRENT OPEN CASES	62
TOTAL PRECENTAGE CLEARED	23%

NARCOTICS DIVISION	
TOTAL CASES ASSIGNED/OPENED THIS MONTH	0
TOTAL CASES CLEARED/FILED	0
TOTAL CASES CLOSED	0
TOTAL ARRESTS	0
TOTAL CONTRABAND	
MARIJUANA	0.00 Grams
COCAINE	0.00 Grams
METHAMPHETAMINE	0.00 Grams
PRESCRIPTION PILLS	0.00 Grams
TOTAL MONEY EXPENDED	\$ 0.00
CASH SEIZURES	\$ 0.00

PATROL DIVISION	
NON-TRAFFIC OFFENSES	21
PARKING OFFENSES	
CITATIONS	1
WARNINGS	0
TRAFFIC OFFENSES	
WARNINGS	646
CITATIONS	280
ADULT ARRESTS	34
JUVENILE ARRESTS	13
REPORTED CRIMES	162
CALLS FOR SERVICE FOR THE MONTH	2488

**BIG SPRING POLICE DEPARTMENT
MONTHLY REPORT FOR SEPTEMBER 2025**

ANIMAL CONTROL DIVISION	
CALLS FOR SERVICE	318
ANIMAL PICKUPS	
DOGS	45
CATS	15
ANIMAL DROP OFFS	
DOGS	3
CATS	0
OWNER RELEASE(O.R.E.)	
DOGS	45
CATS	1
RELEASED TO OWNER	
DOGS	8
CATS	0
ADOPTIONS	
DOGS	2
CATS	0
RESCUE RELEASE	
DOGS	6
CATS	1
ANIMALS EUTHANIZED	
DOGS	64
CATS	8
ANIMAL BITES	
DOGS	6
CATS	0
WARNINGS	9
CITATIONS	2

Department Vacancies:

Police (200) – OFFICERS: 14
CIVILIANS: 1

Narcotics (201) - NARCOTIC INVESTIGATOR: 5

Animal Control (240) - ANIMAL WARDENS: 3

Total Vacancies: 23

BIG SPRING POLICE DEPARTMENT MONTHLY REPORT FOR SEPTEMBER 2025

DEPARTMENT GOALS AND ACHIEVEMENTS:

SEPTEMBER

This month, several department instructors assisted with numerous classes with Permian Basin Law Enforcement Academy (PBLEA).

Our two Patrol Sergeant offices got a facelift this month. Carpet was removed and new laminated tile was installed along with the walls getting a new coat of paint. The result looks very good and modern.

The annual Howard County Fair was this month, and officers provided security during the evenings.

OCTOBER

This month, the department will be participating in a community outreach, Texas National Night Out, located at The Big Spring Ranch Apartments.

A few of our officers will again be assisting by instructing PBLEA classes.

One of our Records Technicians will attend Sex Offender Registration Update training this month.

The department will participate in another community outreach being the annual First Responder Trunk or Treat.

**FY 24-25 FOURTH QUARTER
MONTHLY ACTIVITY REPORT
BIG SPRING FIRE/EMS
DEPT. 210/260**

**Fire/EMS Department
Status Report
July 2025**

Fire Runs

- 325 fire runs
- An average of 10 calls per day

Hiring

We're currently two employees short and working through the list to get those spots filled.

Notes (new programs, etc.)

July was a busy month. We had Pops in the Park, which was a safety success as well as parades and other PR events we participated in. We continued to do public education and community outreach. In preparation for taking EMS back over, we began running fire trucks on all EMS calls in the City to assist in training our newer guys in EMS responses as well as to assist in the patient care because of the numerous complaints against Allegiance.

Overtime has been cut to almost nothing since April.

Commercial fire inspection: 34

K-9 training hours: 62

Fire Investigations: 31

Health Inspection:

Renewal: 25

New: 5

Complaint: 2

**Fire/EMS Department
Status Report
August 2025**

Fire Runs

- 35 fire runs
- An average of 1 call per day

Hiring

We've hired two new employees in the last month, one certified and one non-certified. We are still one employee short and are working through the hiring process to fill that position.

Notes (new programs, etc.)

August was a busy month. We continue to respond to all EMS calls to enhance patient care as well as help train our new employees who need EMS experience.

Commercial fire inspection: 25

K-9 training hours: 60

Fire Investigations: 11

Health Inspection:

Renewal: 20

New: 1

Complaint: 1

**Fire/EMS Department
Status Report
September 2025**

Fire Runs

- 236 fire runs
- An average of 8 calls per day

Hiring

We had five employees resign but also hired three in the last month. All were not fully certified, and we have them going through the certification process at this time. We are still two employees short and have an entry level test on October 24th.

Notes (new programs, etc.)

September was filled with training. We continue to run on all EMS calls to assist Allegiance with patient care and to train our new guys in proper patient management and care. All our Apparatus Engineers started a Driver/Pump Operator Certification class that will finish up in October. Once completed we will offer that class to all Firefighters to help them prepare for becoming an Apparatus Engineer in the future.

Commercial fire inspection: 18

K-9 training hours: 62

Fire Investigations: 23

Health Inspection:

Renewal: 9

New: 0

Complaint: 0

**FY 24-25 FOURTH QUARTER
MONTHLY ACTIVITY REPORT
MUNICIPAL COURT
DEPT. 220**

**FY 24-25 FOURTH QUARTER
MONTHLY ACTIVITY REPORTS
COMMUNITY SERVICES
DEPT. 560**

**CVB and Community Services Report
July 2025**

Administrative Assistant

- Completed monthly expense reports for Susan, Terri, Roddy, and Gregg.
- PO forms for Susan, Terri, James, Roddy, and Gregg.
- Took payments for rentals: aquatic center park pavilions, and the Heart of the City Plaza.
- Handled phone calls and in-person requests for rentals
- Took cemetery payments; assisted funeral homes as needed
- Greeted office guests, aided tourists with information.
- Completed the billboards.
- Updated window case announcements.
- Aided tourists and visitors as needed

Facilities Supervisor

- DRCC: Pending funding & architectural design. Continue working on fire insurance claim.
- Auditorium: Had bi-annual maintenance of HVAC & filtration for system. Irrigation run through. Work with insurance adjustor for repairs to facility.
- Comanche Trail Park: Maintenance of grounds, trimming trees from storms, pops in the park, adult softball league Sunday play, work on pavilion dedication & signage, work with adjustor on Kids Zone repairs, install signage around lake
- Roy Anderson: Prepping grounds for soccer, football & fall softball. Working with insurance adjustor for repairs to baseball area from storm damage.
- Cemetery: Burials, Grounds maintenance, setting of monuments, lot sales
- Aquatic Center: Maintained operations of facility unless interrupted by weather. worked with insurance adjustor for repairs to facility in 3 areas.
- Events: Pops in the Park
- Miscellaneous: Scheduled Pesticide applications for facilities, scheduled monument settings, met with insurance adjustor, Potton house, staff meeting, Pathway contract meeting

Parks Rentals

Misc. Park Structures	\$200.00
Amphitheater	\$50.00
Auditorium	\$0
Heart of City Plaza	\$0
Alcohol Permits Revenue	\$0
Ballfield Revenue	\$240.00
Historic Spring Plaza Revenue	\$100.00
Aquatic Center Rental Revenue	\$3,857.00
Aquatic Center Entrance Fees	\$38,645.00
Aquatic Center Concessions	\$24,769.50
Aquatic Center Punch Passes	\$1,900.00

CVB and Community Services Report July 2025

- Rotary Board of Directors

Projects/tasks:

- Completed all supporting paperwork for TPWD to move forward with award of grant for \$35,000 for fishing pier/kayak launch. Worked with Dhimant on necessary supporting maps.
- Partnered with reading literacy and created a reading nook for participants.
- KBEST interviews
- Work with Pops in the Park on day of event logistics surrounding storm and flood danger. Post-event follow up and clean up, including equipment left behind.
- Worked with Terri and Gregory on ongoing issues and new storm (the hail one) damage at Aquatic Center
- Continue working with potential grants/donors for Community Center.
- Ongoing All Abilities Playground repairs and improvements.
- Curbs/walls poured at All Abilities in preparation for Astro Turf
- Ongoing storm repair, damage and insurance issues related to second storm.
- Press releases for CS, CVB and other directors and departments as needed.
- Trips to parks/facilities etc. as needed/requested by Supervisors and/or public re: concerns.
- Chain barricade added to Comanche Trail Park to try to curb citizens still driving around wooden barriers and parking on grass around lake.
- Finalize 25-26 Budgets and submitted.
- Completed department goals and achievements.
- Reviewed credentials and researched potential marketing companies for next fiscal year.
- Worked on multi-year department restructuring plan.
- Worked with admin assistant and facilities supervisor on transition to making daily deposits/finances.

**Community Services
City Manager's Report
August 2025**

Administrative Assistant

- Completed monthly expense reports for Susan, Terri, Roddy, and Gregg.
- PO forms for Susan, Terri, James, Roddy, and Gregory.
- Took payments for Mount Olive Cemetery and the Heart of the City Plaza.
- Completed the billboards.
- Updated window case announcements
- Aided tourists and visitors as needed
- Created binders as requested for individual projects for Susan
- Assist Terri as needed

Facilities Supervisor Activities

- DRCC: Pending funding & architectural design. Continue working on fire insurance claim.
- Downtown: Obtaining quote for installation of rock.
- Auditorium: Gave tour of facility.
- Comanche Trail Park: maintenance of grounds, obtain two quotes for AAP, work on pavilion dedication & signage, locate dock for grant
- Roy Anderson: Prepping grounds for soccer, football & fall softball. Pending repairs to baseball area from storm damage. Host memorial service.
- Cemetery: Burials, grounds maintenance, setting of monuments, lot sales, work on resolution for two interment issues
- Aquatic Center: Performed closure of facility & hosted employee nights. Changed out broken cooler. Had Pepsi machine winterized.
- Misc: 4.5 days off, 0 Holiday, scheduled pesticide applications for facilities, scheduled monument settings, meeting regarding AAP & downtown landscaping, staff meeting.

Parks Rentals

Misc. Park Structures	\$150.00
Amphitheater	\$50.00
Auditorium	\$0
Heart of City Plaza	\$50.00
Alcohol Permits Revenue	\$0
Ballfield Revenue	\$9320.00
Historic Spring Plaza Revenue	\$250.00
Aquatic Center Rental Revenue	\$175.00
Aquatic Center Entrance Fees	\$4346.00
Aquatic Center Concessions	\$2496.50
Aquatic Center Punch Passes	\$200.00

Tourism Coordinator

Hotel Occupancy Tax Revenue - July \$131,664.52
FYTD \$1,418,602.94

**Community Services
City Manager's Report
August 2025**

This report provides a high-level summary of departmental activities for the month. Additional operational details are maintained in internal working records.

Meetings:

Representative coordination with media outlets, hotels, event committees, cultural organizations, state agencies, tourism alliances, and vendors to advance tourism, marketing, and event initiatives.

Monthly Partners & Affiliations:

Engagement with tourism, marketing, and economic development partners including media contracts, state agencies, professional associations, and state tourism associations.

Projects & Initiatives:

- Downtown architecture and event calendar education
- Website Structure and Layout
- Howard College Women's Classic
- Google Business updates and Ownership

Events

- Howard County Fair
- Upcoming Event planning for October
- Big Spring Symphony
- Howard College Classic event funding recommendation
- Friends of Historic Downtown Big Spring Fall Festival

Ongoing

- Digital content development
- Social media content
- Vendor and partner coordination

Fiscal

- Vendor
- Insertion & Invoice for renewal
- Contract renewals and negotiation
- FY Review
- Digital & Print
- Ad Spend Balancing

Community Services Director

Meetings:

- Weekly Director's
- Bi-monthly City Council
- CS and CVB staff
- CS Supervisors

**Community Services
City Manager's Report
August 2025**

- Fellow Directors as needed/requested
- FIC meeting to network for future potential inmate manpower to help with FOL
- Potential contractors for future park projects to get bids
- Michelle Grove DRRC meeting regarding park updates and concerns
- TPWD meetings- Bianca Bandi; Lynn Wright

Other community-related meetings:

- United Way
- Chamber of Commerce
- Rotary
- Rotary Board of Directors

Projects/tasks

- Complete budget-related tasks for next fiscal year planning
- Community Center planning with Lenora Ask and Darwin Harrison
- Ongoing repair and insurance needs/requests related to July storm damage
- Get updated bid for irrigation for Jefferson Park revitalization project
- Meet with Johansen's Nursery on memorial tree for Nati Saldivar event
- Aquatic Center end-of-season tasks and discussions of season/future season
- Visit with Gregory onsite as needed for issues related to Sports Complex and new building project.
- Research alternative sites for grant received for fishing pier based on where new community center will eventually be.
- Continue researching grants for Community Center; eliminate those organizations we don't meet criteria for as a city.
- Website redevelopment meetings and discussions
- Research and review other city's sites and send coordinator a list of good examples.
- Next year's print vs digital advertising and establishing timeline; advertising will be heavier in the last half of fiscal year once new website is complete to maximize traffic for money spent.
- Research effective search words for future marketing campaigns/ ads
- Research square footage of various parks and other information as requested by Nicole/Finance.
- Annual employee evaluations and individual meetings
- Meeting and decision on a Fall Softball League and related tasks to prepare for that starting and make sure required documentation received.
- Finalize Pathways plan/agreement for field use and work with Gregory to ensure expectations are met

Misc.

- Drew Darby community luncheon
- KBEST community news

**Community Services
City Manager's Report
August 2025**

- Work with James on upcoming events/funding and branding ideas to reach younger demographic for weekend stays
- Press releases for CS and other departments, including for Galaxy and NNA Polymers for Airpark

**CVB/Community Services Report
September 2025**

Administrative Assistant

- Completed monthly expense reports for Susan, Terri, Roddy, and Gregg
- PO vouchers for the department
- Took payments for cemetery, park pavilions, and hotel motel tax
- Helped tourists and visitors
- Handled payments

Tourism Coordinator

Hotel Occupancy Tax Revenue:

July \$143,279.51

FYTD \$1,550,386.02

Meetings:

Representative coordination with media outlets, hotels, event committees, cultural organizations, state agencies, tourism alliances, and vendors to advance tourism, marketing, and event initiatives.

Monthly Partners & Affiliations:

- Engagement with tourism, marketing, and economic development partners including media contracts, state agencies, professional associations, and state tourism associations.

Projects & Initiatives:

- Downtown architecture and event calendar education
- Website Structure and Layout
- Design and Page decrease
- Hotel Registration update
- Google Business updates and Ownership
- Events:
 - PBYFL Cheer Championship
 - Howard College Women's Basketball Classic
 - Masquerade Ball by Hotel Settles
 - Friends of Historic Downtown Big Spring Fall Festival**

Ongoing:

- Digital content development
- Social media content
- Vendor and partner coordination
- Fiscal
- Vendor
- Insertion & Invoice for renewal
- Contract renewals and negotiation

**CVB/Community Services Report
September 2025**

- FY Review
- Digital & Print
- Ad Spend Balancing

Facilities Supervisor Activities

- DRCC: Pending funding & architectural design. Continue working on fire insurance claim.
- Downtown: Obtaining a quote for the installation of rock. Main Street Market & Nighttime Market. Restrooms used for demolition crew.
- Auditorium: Symphony opener, fire extinguisher maintenance.
- Comanche Trail Park: Maintenance of Grounds, Host of Senior College Fair Day for BSHS, and BSHS Cross Country Meet.
- Roy Anderson: Hosting Soccer, Football & Fall Softball. Pending repairs to the baseball area from storm damage.
- Cemetery: Burials, Grounds Maintenance, Setting of Monuments, Lot Sales, Work on Resolution for 2 interment issues
- Aquatic Center: Had Pepsi cooler changed out. Donated the remaining food to the Salvation Army
- Events: Coordination of demonstration at Howard College
- Misc: Scheduled pesticide applications for facilities, staff meeting, customer service, and any other duties as needed

Parks Rentals

Misc. Park Structures	\$275.00
Amphitheater	\$50.00
Auditorium	\$0
Heart of City Plaza	\$100.00
Alcohol Permits Revenue	\$0
Ballfield Revenue	\$8,450.00
Historic Spring Plaza Revenue	\$0
Aquatic Center Rental Revenue	\$0
Aquatic Center Entrance Fees	\$0
Aquatic Center Concessions	\$0
Aquatic Center Punch Passes	\$0

**CVB/Community Services Report
September 2025**

Community Services Director

Meetings:

- Weekly Director's
- Bi-monthly City Council
- CS and CVB staff
- CS Supervisors
- ITI Digital/new website
- Blowout at the Bunker
- Fellow Directors as needed/requested
- TPWD meetings- Bianca Bandi; Lynn Wright
- Girls' softball league
- Dora Roberts Foundation

Other community-related meetings:

- United Way
- Chamber of Commerce
- Rotary
- Rotary Board of Directors

Projects/tasks

- Attended 4-day TCVB conference
- Designed and ordered Nati Saldivar memorial tree plaque
- Ongoing Community Center planning with Lenora Ask and Darwin Harrison
- Ongoing repair and insurance needs/requests related to the July storm damage
- Completion of irrigation project for Jefferson Park revitalization effort
- Met with Johansen's Nursery to get a bid for playground astro turf and discuss future projects.
- Visit with Gregory onsite for electricity issues/switches related to the new building project.
- Continue researching grants for the Community Center; eliminate those organizations that don't meet the criteria for the city.
- Ongoing website redevelopment meetings and discussions.
- Research and review other cities' sites and send the Tourism Coordinator a list of good examples.
- Finalize orders for next fiscal year's print and digital advertising.
- Worked with Sandy on end-of-year fiscal projects that were not yet completed.
- Finalize installation date for Amphitheater lights
- Review event requests and proceed with paperwork on those fitting our criteria
- Work with Shane on needs related to the installation of a cement pad for the fishing dock
- Work on new messaging and branding for CVB
- Met with several Parks Advisory Board members individually; once all members are assigned, we will hold our first meeting, aiming for October.
- Address public needs/concerns as related to parks and ongoing CS and CVB projects

**CVB/Community Services Report
September 2025**

- Work with Terri as needed on cemetery and facility issues and resolutions
- Continue the process of securing inmates for work furlough through FIC.

Misc.

- KBEST community news
- Press releases for CS and other departments

**FY 24-25 FOURTH QUARTER
MONTHLY ACTIVITY REPORTS
AIRPARK
DEPT. 610**

Airpark Department
Activity Report
July 31, 2025

Staffing:

Authorized: Authorized nine full-time employees. The department is currently staffed with eight full-time employees and is recruiting one maintenance worker.

Department Status:

The department is still moving forward with the Master Plan Project, the Airport Layout Plan (ALP) Set was approved by the FAA allowing for the airport boundary to be reduced from 2038 acres to 1100 acres making it possible to dispose of non-aeronautical use property, subject to FAA approval. Staff will work with the City Attorney to determine how to best move forward with the re-establishment of the Joint Land Use Board for adoption/development of the Height and Hazard Ordinance.

Update: The consultant is still working with the FAA and TXDOT to dispose of the five-acre tract that was Permian Holdings. The appraisal has been completed and staff with the consultants are working through CATEX as is required by the FAA.

Aviation Advisory Board (AAB): There was an AAB meeting held on July 17, 2025.

Projects and Activities:

1. Asbestos Abatement and Demolition of certain facilities.

Staff are obtaining cost estimates for the demolition of the USAF Control Tower and the USAF Fire Station on the airport's east side. In addition, staff are requesting cost estimates for the abatement of the flight academy building and the training facility located on a perimeter road. Staff are still moving forward with the projects after the City Council approved the appropriation for the effort.

Update: The Flight Academy has been abated, and the bid opening for the remaining buildings abatement bids was held on July 24, 2025. Three bids were received with 1 Priority Environmental Services being the best qualified bid. Staff will take the award to City Council in August.

2. Pavement Assessment

Staff are working with Woolpert in the development of a costing for completing a Pavement Assessment to determine the weight bearing capability of our taxiways. The Airport Reference CODE (ARC) is C-III, which is 737's and the runway was repaired in the 90's to that weight bearing capability and currently has the capability of supporting 150,000 lb Dual Wheel (DW). The taxiways have never been evaluated for their weight bearing capability. GEO has indicated they may have 737's using the airport in the future so staff in connection with Woolpert will work towards answering the taxiway weight bearing question. Staff will ask GEO to participate in the funding of the project as well.

Airpark Department

Activity Report

July 31, 2025

No Change: Staff received the preliminary draft report and are working with Woolpert to determine the best direction for the findings.

3. GEO

Staff have been working with GEO towards an opportunity to obtain a contract with ICE. GEO has agreed to an Administrative Fee of up to 1.5 million dollars but not less than 1 million dollars if only one prison is reopened. GEO is participating in the pavement assessment project due to the possibility of 737 aircraft being used at the airport. Staff is providing data and support for GEO who expect up to 400 new jobs as a result of the contract if obtained. Staff have been working with GEO to address potential opportunities in the event they get a government contract. Lots of activity but nothing definite yet. GEO has received their draft consolidated lease for review.

No Change: GEO is still awaiting word from either the U.S. Marshals or ICE pertaining to a contract.

4. Sewer and Water Infrastructure Upgrades.

The sewer and water upgrades begin construction on May 10, 2025, for the “in ground” improvements. The elevated water tower will begin vertical construction on May 19, 2025.

Update: The project started in late June and is underway. The elevated water tank was delayed 115 days due to welder availability. The tower should be completed in early 2026.

5. Galaxy FBO.

Galaxy FBO has advised staff that they intend to submit a proposal for the development of corporate facilities and the assumption of FBO services.

Update: Galaxy advised staff that they had changed the proposed capital outlay to 6 million phase one and 10 million phase two. Galaxy is planning on another site visit in August.

6. NNA Polymers/Isomeric Inc.

NNA Polymers is planning on a 250-million-dollar development adjacent to the airport on the east side. They are partners with Isomeric Inc. who are planning on buying the short rail operation from Big Spring Rail and forming a new company to operate the service.

Airpark Department
Activity Report
August 31, 2025

Staffing:

Authorized: Authorized nine full-time employees. The department is fully staffed.

Department Status:

The department is still moving forward with the Master Plan Project, the Airport Layout Plan (ALP) Set was approved by the FAA allowing for the airport boundary to be reduced from 2038 acres to 1100 acres making it possible to dispose of non-aeronautical use property, subject to FAA approval. Staff will work with the City Attorney to determine how to best move forward with the re-establishment of the Joint Land Use Board for adoption/development of the Height and Hazard Ordinance.

No change: The consultant is still working with the FAA and TXDOT to dispose of the five-acre tract that was Permian Holdings. The appraisal has been completed and staff with the consultants are working through CATEX as is required by the FAA.

Aviation Advisory Board (AAB): There was an AAB meeting held on August 21, 2025.

Projects and Activities:

1. Asbestos Abatement and Demolition of certain facilities.

Staff are obtaining cost estimates for the demolition of the USAF Control Tower and the USAF Fire Station on the airport's east side. In addition, staff are requesting cost estimates for the abatement of the flight academy building and the training facility located on a perimeter road. Staff are still moving forward with the projects after the City Council approved the appropriation for the effort.

Update: City Council authorized the award to 1 Priority Environmental Services on August 12, 2025. AEC will draft the state notification and work is scheduled to begin in late August.

2. Pavement Assessment

Staff are working with Woolpert in the development of a costing for completing a Pavement Assessment to determine the weight bearing capability of our taxiways. The Airport Reference CODE (ARC) is C-III, which is 737's and the runway was repaired in the 90's to that weight bearing capability and currently has the capability of supporting 150,000 lb Dual Wheel (DW). The taxiways have never been evaluated for their weight bearing capability. GEO has indicated they may have 737's using the airport in the future so staff in connection with Woolpert will work towards answering the taxiway weight bearing question. Staff will ask GEO to participate in the funding of the project as well.

Update: Staff is working with Woolert to determine the Max takeoff/landing weight of 737 aircraft to best use the airport surfaces and staff are developing plans for improving the surfaces in the

future.

3. GEO

Staff have been working with GEO towards an opportunity to obtain a contract with ICE. GEO has agreed to an Administrative Fee of up to 1.5 million dollars but not less than 1 million dollars if only one prison is reopened. GEO is participating in the pavement assessment project due to the possibility of 737 aircraft being used at the airport. Staff are providing data and support for GEO who expect up to 400 new jobs as a result of the contract if obtained. Staff have been working with GEO to address potential opportunities in the event they get a government contract. Lots of activity but nothing definite yet. GEO has received their draft consolidated lease for review.

No Change: GEO is still awaiting word from either the U.S. Marshals or ICE pertaining to a contract.

4. Sewer and Water Infrastructure Upgrades.

The sewer and water upgrades begin construction on May 10, 2025, for the “in ground” improvements. The elevated water tower will begin vertical construction on May 19, 2025.

Update: The project started in late June and is underway. The elevated water tank was delayed 115 days due to welder availability. The tower should be completed in early 2026. Staff requested a cost estimate from Jacob Martin to run the water line to the airport’s east side and build a second elevated water tower on the airport’s east side.

5. Galaxy FBO.

Galaxy FBO has advised staff that they intend to submit a proposal for the development of corporate facilities and the assumption of FBO services.

Update: Galaxy visited Big Spring on August 29, 2025, and presented their core capabilities to the city officials including the Mayor and City manager. Staff expect a proposal in the near future.

6. NNA Polymers/Isomeric Inc.

NNA Polymers is planning on a 250-million-dollar development adjacent to the airport on the east side. They are partners with Isomeric Inc. Who is planning on buying the short rail operation from Big Spring Rail and forming a new company to operate the service.

Update: On August 12, 2025, city council approved the assignment of the Big Spring Rail lease to Isomeric Rail LLC. NNA Polymers is planning on attending the September 10, 2025, town hall meeting with Representative Darby. Staff have drafted a press release and is awaiting approval to disseminate it.

Airpark Department
Activity Report
September 30, 2025

Staffing:

Authorized: Authorized nine full-time employees. The department is fully staffed.

Department Status:

The department is still moving forward with the Master Plan Project, the Airport Layout Plan (ALP) Set was approved by the FAA allowing for the airport boundary to be reduced from 2038 acres to 1100 acres making it possible to dispose of non-aeronautical use property, subject to FAA approval. Staff will work with the City Attorney to determine how to best move forward with the re-establishment of the Joint Land Use Board for adoption/development of the Height and Hazard Ordinance.

No change: The consultant is still working with the FAA and TXDOT to dispose of the five-acre tract that was Permian Holdings. The appraisal has been completed and staff with the consultants are working through CATEX as is required by the FAA.

Aviation Advisory Board (AAB): There was an AAB meeting held on September 18, 2025.

Projects and Activities:

1. Asbestos Abatement and Demolition of certain facilities.

Staff are obtaining cost estimates for the demolition of the USAF Control Tower and the USAF Fire Station on the airport's east side. In addition, staff are requesting cost estimates for the abatement of the flight academy building and the training facility located on a perimeter road. Staff are still moving forward with the projects after the City Council approved the appropriation for the effort.

Update: All of the buildings nested with the Flight Academy have been abated. Staff will go out with a demolition bid in October.

2. Pavement Assessment

Staff are working with Woolpert in the development of a costing for completing a Pavement Assessment to determine the weight bearing capability of our taxiways. The Airport Reference CODE (ARC) is C-III, which is 737's and the runway was repaired in the 90's to that weight bearing capability and currently has the capability of supporting 150,000 lb Dual Wheel (DW). The taxiways have never been evaluated for their weight bearing capability. GEO has indicated they may have 737's using the airport in the future so staff in connection with Woolpert will work towards answering the taxiway weight bearing question. Staff will ask GEO to participate in the funding of the project as well.

Update: Staff are working with Woolpert to determine the Max takeoff/landing weight of 737 aircraft to best use the airport surfaces and staff is developing plans for improving the surfaces in the future. We are evaluating an overlay on Taxiway Bravo and Delta. Woolpert has also developed an apron expansion project that will widen the terminal apron by 100 feet.

3. GEO

Staff have been working with GEO towards an opportunity to obtain a contract with ICE. GEO has agreed to an Administrative Fee of up to 1.5 million dollars but not less than 1 million dollars if only one prison is reopened. GEO is participating in the pavement assessment project due to the possibility of 737 aircraft being used at the airport. Staff is providing data and support for GEO who expect up to 400 new jobs as a result of the contract if obtained. Staff have been working with GEO to address potential opportunities in the event they get a government contract. Lots of activity but nothing definite yet. GEO has received their draft consolidated lease for review.

No Change: GEO is still awaiting word from either the U.S. Marshals or ICE pertaining to a contract.

4. Sewer and Water Infrastructure Upgrades.

The sewer and water upgrades begin construction on May 10, 2025, for the “in ground” improvements. The elevated water tower will begin vertical construction on May 19, 2025.

Update: The project started in late June and is underway. The elevated water tank was delayed 115 days due to welder availability. The tower should be completed in early 2026. Staff requested a cost estimate from Jacob Martin to run the water line to the airports east side and build a second elevate water tower on the airport’s east side. The elevated water tower on the west side is scheduled to be completed by 12/22/25.

5. Galaxy FBO.

Galaxy FBO has advised staff that they intend to submit a proposal for the development of corporate facilities and the assumption of FBO services.

Update: Galaxy visited Big Spring on August 29, 2025, and again on September 23 and 24 to evaluate existing hangars. Staff expect a proposal in the near future.

6. NNA Polymers/Isomeric Inc.

NNA Polymers is planning on a 250-million-dollar development adjacent to the airport on the east side. They are partners with Isomeric Inc. Who is planning on buying the short rail operation from Big Spring Rail and forming a new company to operate the service.

Update: On August 12, 2025, city council approved the assignment of the Big Spring Rail lease to Isomeric Rail LLC. NNA Polymers is planning on attending the September 10, 2025, town hall meeting with Representative Darby. Staff released a press release on Isomeric Rail and NNA Polymers on September 22, 2025. Representative Darby visited the airport for a briefing on the airport happenings on September 23 the meeting was well received.

FY 24-25 FOURTH QUARTER

MONTHLY ACTIVITY REPORT

PUBLIC WORKS

DEPT. 300 – Code Enforcement

DEPT. 320 – Streets

DEPT. 710 – Distribution and Collection

DISTRIBUTION & COLLECTIONS JULY 2025

Curbstop	Sewer Retap	Water Retap	Low Pressure
18	1	1	11
Hydrant Leaking	Sewer Stop	Water Tap	Manhole Repair
2	32	2	1
Flow & Pressure	Sewer Tap	Dirty Water Report	Meter Leak
11	2	46	18
Meter Box - Lid	Water Main Break		
8	1" 4		
	2" 14		
	4" 3		
	6" 9		
	8" 2		
	10" 0		
	12" 2		

STREETS JULY 2025

Backfill	Drain Clean	Potholes	Barricades
24	2	10	0
Haul Dirt	Street Maint.	Street Sweep	Saw Cut
7	2	2	0
Demolition	Miscellaneous	Mow	Street Closure
0	7	5	0
Patch	Spoils	Sign Repair	Scrape
10	24	6	5
Tree Cut/Removal			
6			

CODE ENFORCEMENT JULY 2025

	Open	Closed
Total Cases	340	120
Accumulated Items	49	9
Illegal Dumping	1	
Junk Vehicles	3	1
No Address Numbers	2	4
Public Right of Way	13	3
Rodent Control Issues	7	2
Substandard Buildings	10	6
Weedy Lots	231	84
Zoning	7	4
Front Yard Parking	10	6
Stop Work-No Permit	5	
Improper RV Parking	1	1
Stagnant Water	1	
Water Leak		
Parking-Commerical Vehicle		
Animal Feces		
Portable signs		
Home Occupancy		

PERMITS JULY 2025

	Project Type	#	Valuation	Fee
101	Single Family Housing Detached	6	\$12,188.18	\$1,982.00
110	Residential Reroof	90	\$36,930.00	\$4,930.00
112	Residential Electric	18	\$5,036.20	\$1,055.20
113	Residential Plumbing	7	\$1,640.00	\$680.00
114	Residential HVAC	7	\$550.00	\$550.00
115	Residential Gas	2	\$130.00	\$130.00
116	Residential Water Tap	2	\$1,226.00	\$1,226.00
117	Residential Sewer Tap	2	\$611.00	\$611.00
208	Signs Type A,B,C,D,E,F	3	\$4,060.00	\$4,060.00
210	Commercial Water Tap	1	\$687.00	\$687.00
211	Commercial Sewer Tap	1	\$265.00	\$265.00
214	Other nonhousekeeping shelter	1	\$75.00	\$75.00
215	Commercial Re Roof	9	\$675.00	\$600.00
217	Commercial Electric	7	\$1,781.44	\$1,978.68
218	Commercial Plumbing	3	\$188.00	\$188.00
219	Commercial HVAC	3	\$200.00	\$200.00
329	Structures other than buildings	24	\$8,568.00	\$1,143.00
434	Residential Addition & Alterations	16	\$22,325.00	\$2,575.00
437	Nonresidential & nonhousekeeping Add/Alt	6	\$3,352.70	\$1,437.70

\$100,488.52 \$24,373.58

Inspections 97

DISTRIBUTION & COLLECTIONS AUGUST 2025

Curbstop	Sewer Retap	Water Retap	Low Pressure
18	0	1	5
Hydrant Leaking	Sewer Stop	Water Tap	Manhole Repair
4	32		2
Flow & Pressure	Sewer Tap	Dirty Water Report	Meter Leak
5	0	26	18
Meter Box - Lid	Water Main Break		
2	1"	5	
	2"	15	
	4"	7	
	6"	16	
	8"	3	
	10"		
	12"	1	

STREETS AUGUST 2025

Backfill	Drain Clean	Potholes	Barricades
30	3	10	0
Haul Dirt	Street Maint.	Street Sweep	Saw Cut
10	2	7	10
Demolition	Miscellaneous	Mow	Street Closure
0	0	20	0
Patch	Spoils	Sign Repair	Scrape
0	30	9	7
Tree Cut/Removal			
6			

CODE ENFORCEMENT AUGUST 2025

	Open	Closed
Total Cases	245	113
Accumulated Items	53	22
Illegal Dumping	2	1
Junk Vehicles	6	2
No Address Numbers		1
Public Right of Way	11	3
Rodent Control Issues	3	
Substandard Buildings	12	4
Weedy Lots	146	69
Zoning	7	4
Front Yard Parking	4	3
Stop Work-No Permit	1	4

PERMITS AUGUST 2025				
	Project Type	#	Valuation	Fee
101	Single Family Housing Detached	1	\$532.00	\$532.00
102	Single Family Housing Attached	2	\$1,065.00	\$1,065.00
110	Residential Re Roof	100	\$164,551.00	\$5,050.00
112	Residential Electric	17	\$26,028.76	\$1,108.76
113	Residential Plumbing	7	\$716.00	\$716.00
114	Residential HVAC	6	\$450.00	\$450.00
115	Residential Gas	10	\$4,380.00	\$420.00
116	Residential Water Tap	1	\$2,297.00	\$2,297.00
117	Residential Sewer Tap	2	\$1,325.00	\$1,325.00
208	Signs Type A,B,C,D,E,F	1	\$40.00	\$40.00
212	Commercial Sprinkler System	1	\$344.00	\$344.00
214	Other nonhousekeeping shelter	2	\$350.00	\$420.00
215	Commercial Re Roof	6	\$600.00	\$600.00
217	Commercial Electrical	6	\$1,192.48	\$590.48
218	Commercial Plumbing		\$238.00	\$238.00
219	Commercial HVAC	3	\$330.00	\$380.00
324	Office, Banks, and Professional	1	\$116.05	\$1,266.05
328	Other nonresidential buildings	1	\$2,500.00	\$80.00
329	Structures other than buildings	17	\$1,140.00	\$1,150.00
434	Residential Addition & Alterations	15	\$4,414.57	\$2,874.57
437	Nonresidential & nonhousekeeping -Add/Alt	3	\$1,141.25	\$1,141.25
645	Demo Single Family Houses (Att & Detch)	1	\$220.00	\$220.00
646	Demo Single Family Houses (Att & Detch)	1	\$50.00	\$50.00

\$214,021.11 \$22,358.11

Inspections

126

DISTRIBUTION & COLLECTIONS SEPTEMBER 2025

Curbstop	Sewer Retap	Water Retap	Low Pressure
18	1	0	9
Hydrant Leaking	Sewer Stop	Water Tap	Manhole Repair
1	33	6	0
Flow & Pressure	Sewer Tap	Dirty Water Report	Meter Leak
10	0	13	18
Meter Box - Lid	Water Main Break		
1	1" 5		
	2" 9		
	4" 4		
	6" 10		
	8" 3		
	10"		
	12" 1		

STREETS SEPTEMBER 2025

Backfill	Drain Clean	Potholes	Barricades
47	0	100	5
Haul Dirt	Street Maint.	Street Sweep	Saw Cut
50	0	30	30
Demolition	Miscellaneous	Mow	Street Closure
0	0	19	1
Patch	Spoils	Sign Repair	Scrape
35	50	30	20
Tree Cut/Removal			
19			

CODE ENFORCEMENT SEPTEMBER 2025

	Open	Closed
<i>Total Cases</i>	65	445
Accumulated Items	9	53
Illegal Dumping		
Junk Vehicles	4	13
No Address Numbers		
Public Right of Way	1	34
Rodent Control Issues	1	4
Substandard Buildings	3	4
Weedy Lots	26	292
Portable signs		
Home Occupancy		
Zoning	13	10
Front Yard Parking	6	35
Stop Work-No Permit	1	
Improper RV Parking		
Stagnant Water	1	
Water Leak		
Parking-Commerical Vehicle		
Animal Feces		

PERMITS SEPTEMBER 2025

	Project Type	#	Valuation	Fee
101	Single Family Housing Detached	2	\$1,180.00	\$1,180.00
110	Res Reroof	72	\$51,500.00	\$3,800.00
112	Res Elec	7	\$577.52	\$677.52
113	Res Plumbing	11	\$746.00	\$706.00
114	Res HVAC	5	\$400.00	\$400.00
115	Res Gas	6	\$320.00	\$320.00
116	Res Water Tap	2	\$858.00	\$858.00
117	Res Sewer Tap	1	\$611.00	\$611.00
208	Signs Type A,B,C,D,E,F	3	\$875.00	\$875.00
211	Com-Sewer Tap	1	\$346.00	\$346.00
214	Other nonhousekeeping shelter	1	\$75.00	\$75.00
215	Com Re Roof	4	\$300.00	\$300.00
217	Com Elec	10	\$1,000.00	\$1,000.00
218	Com Plumb	3	\$130.00	\$130.00
219	Com HVAC	7	\$430.00	\$430.00
328	Other nonresidential buildings	2	\$125.00	\$125.00
329	Structures other than buildings	8	\$275.00	\$325.00
434	Res Addition & Alterations	16	\$8,049.00	\$3,099.00
437	Nonres & nonhousekeeping -Add/Alt	4	\$215.00	\$215.00

\$68,012.52 \$15,472.52

**FY 24-25 FOURTH QUARTER
MONTHLY ACTIVITY REPORT
PURCHASING
DEPT. 745**

Purchasing Status Report
July 2025

Receipts and Disbursements

- \$ 15,546.18 Receipts to inventory
- \$ 38,288.05 Disbursed to Utility Projects and City Departments

Requests for Bids (RFB)

- Awarded a Bid for Amphitheater Lighting at the Comanche Trail Park

Total \$ Value of Inventory

\$ 782,737.34

Efficiency

Notes

Purchasing Status Report
August 2025

Receipts and Disbursements

- \$ 82,382.48 Receipts to inventory
- \$ 79,197.58 Disbursed to Utility Projects and City Departments

Requests for Bids (RFB)

- Awarded a Bid for Asbestos Abatement of Three Facilities on the West Side of the Airpark

Total \$ Value of Inventory

\$ 785,922.14

Efficiency

Notes

Purchasing Status Report
September 2025

Receipts and Disbursements

- \$ 49,661.25 Receipts to inventory
- \$ 68,285.06 Disbursed to Utility Projects and City Departments

Requests for Bids (RFB)

- Awarded annual Bids for Aluminum Sulfate, Anhydrous Ammonia, Liquid Chlorine, Polymer, Sodium Hydroxide, Sulfur Dioxide, Valves / Fittings, Fleet Fuel Services, Janitorial Services, Sodium Permanganate
- Awarded a Bid for a Compactor for the Landfill

Total \$ Value of Inventory

\$ 767,300.37

Efficiency

Notes

FY 24-25 FOURTH QUARTER
MONTHLY ACTIVITY REPORT
WATER OFFICE
DEPT. 735

Water Office Monthly Activity Report

July 31, 2025

			Billed Amount
Active Water Accounts	8,684	\$	1,064,097.46
Active Sanitation Accounts	9,123	\$	328,456.44
Active Sewer Accounts	8,053	\$	249,336.46
New Accounts	115		
Disconnects	227		
Number of Gallons Billed	170,570,000		
Refund Checks Total	\$	945.52	
Charge off Adjustments	\$	15,101.37	

Water Office Monthly Activity Report

August 31, 2025

		Billed Amount
Active Water Accounts	8,635	\$ 1,146,197.45
Active Sanitation Accounts	9,094	\$ 326,896.88
Active Sewer Accounts	8,002	\$ 261,967.31
New Accounts	173	
Disconnects	141	
Number of Gallons Billed	178,975,000	
Refund Checks Total	\$ 1,623.74	
Charge off Adjustments	\$ 24,154.64	

Water Office Monthly Activity Report

September 30, 2025

		Billed Amount
Active Water Accounts	8,631	\$ 1,185,448.04
Active Sanitation Accounts	9,113	\$ 328,639.20
Active Sewer Accounts	7,997	\$ 309,196.52
New Accounts	136	
Disconnects	142	
Number of Gallons Billed	181,408,000	
Refund Checks Total	\$ 2,296.97	
Charge off Adjustments	\$ 18,002.66	

