



STAFF REPORT

TO: Mayor & City Commissioners

FR: Jonathan H. Hayes, City Manager

VIA: Jared Jones, ICMA-CM, Assistant City Manager
Brandy Waldron, Assistant City Manager

CC: All City Department Heads

RE: City Manager Monthly Operational Report - December 2025

DT: February 2, 2026

This report summarizes activity across all departments reporting to the City Manager's Office. My office will continue to provide this report at the first meeting of every month. The data for this reporting period is from December 2025. This report highlights our department's day-to-day efforts throughout the month but does not provide an exhaustive list of all efforts and projects.

As this report is new, additional data sets that have not historically been tracked will be added, and refinements to this report will continue.

CRA/Business Services	Dec. 2025	FYTD (Oct. '25 to date)
CRA		
Active Programs	5	5
Active Projects	25	27
MOU Management	3	3
TIF Rebate Apps. Approved	1	2
CIP Grant Apps. Received & Approved	0	0
Business Services		
Business Tax Receipts Issued	35	113
Merchant Fee Revenue	\$1,011,217	\$3,154,215
Occupational Tax Receipt Issued	\$9,247	\$42,503

Development Services	Dec. 2025	FYTD (Oct. '25 to date)
Planning & Zoning Division		
Development Orders Under Review	92	261
Development Orders Approved	68	215
Planning Fees	\$10,115	\$31,325
Building Services		
Permits Issued	174	594
Inspections Performed	406	1699
Permit Fees Collected	\$28,944	\$105,789
Code Compliance		
New Cases Opened	28	77
Cases Closed	35	172
Cases to Hearing	19	36
Floodplain Mgt. & Disaster Recovery		
Elevation Cert. Reviewed	5	7
Flood Zone Determinations	43	139
Floodplain Permits Issued	1	5

Fire	Dec. 2025	FYTD (Oct '25 to date)
Total Calls for Service:	616	1718
Fire	18	42
Medical	365	1027
Other	233	649
Fire Prevention Inspections	135	735

Housing & Community Services	Dec. 2025	FYTD (Oct. '25 to date)
Purchase Assistance (clients)	\$117,245 (2)	\$178,457 (5)
Foreclosure Prevention (clients)	0	\$12,766 (2)
Owner-Occupied Rehab/EM Assist.	\$16,000 (2)	\$16,000 (2)
Rental Assistance	\$9,397 (6)	\$34,771 (26)
Demolition/Reconstruction	\$45,572 (1)	\$96,931 (4)
Applications Received	14	73
Walk-ins	107	332
Phone Calls	456	1133
Referrals Processed	162	394
Counseling Sessions	18	27
ASAP		
Pana Villa – Avg. Daily Attendance	17	17
Glenwood – Avg. Daily Attendance	30	29
Honor Roll	n/a	31%
Good Conduct	n/a	85%
Reading Comprehension – Test Passed	n/a	292

Human Resources	Dec. 2025	FYTD (Oct. '25 to date)
Job Applications Submitted	420	1,276
Open Enrollment Registrations		607
Retiree's w/ Benefits Registrations		135
New Work Compensation Claims	4	16
Open Work Compensation Claims	35	N/A
Employees Starting Training (MOT, OSHA, etc.)	5	25
Employees Completing Training	4	5

Logistics	Dec. 2025	FYTD (Oct. '25 to date)
Purchasing		
P.O.'s & Check Requests Processed	334	1004
Bids Created	4	13
Bids Closed	2	9
Warehouse Items Issued	3,804	12,487
Warehouse Items Issued Value	\$114,440	\$343,320
Information Technology		
Support Tickets Processed	181	465
Hardware Replacement	23	71
Meetings Supported (hours)	26	93
Signs & Markings		
Signs & Decals Repairs	40	310
Signs & Decals Installs	157	559
Signs & Decals Created	174	1041
Signs & Decals Inventoried	416	1333
Risk Management		
Automobile Claims	3	14
General Liability Claims	10	38
Training Sessions/Safety Meetings	6	19
Facility Maintenance & Projects		
Work orders initiated	56	160
Work orders completed	86	135
Projects	5	5

Parks, Culture, & Rec.	Dec. 2025	FYTD (Oct. '25 to date)
MLK Jr. Recreation Center		
Attendance (1/14/26 – 1/27/26):	1,466	
Parks Maintenance		
Acres Mowed	107.87	578.34
Trees Trimmed	45	94
Special Events		
Special Events Apps. Submitted/Issued	4/2	18
Special Events Held	13	35
Sports		
League Participants Registered	37	106
Field Rentals	19	58
Programs		
Recurring Programs Offered	15	15
Program Attendances	733	3,124
City-Sponsored Events Attendance*	2000	3995

Police	Dec. 2025	FYTD (Oct '25 to date)
Total Calls for Service	8,658	24,806
Calls for Service in PC-North	159	553
Traffic Stops	2,062	6,111
Arrests	539	1,649
Special Events	5	N/A
Unique Vehicle Trips (30-day avg.)	90,347	N/A

Public Works	Dec. 2025	FYTD (Oct. '25 to date)
Utilities		
Water repairs (meters, hydrants, valves, etc).	272	816 work orders
Underground Utilities Workorders	97	291
Lift Stations Workorders	225	673
Wastewater Treatment (gallons treated)	110.3M	273M
Lab – samples/tests	494/1,411	2,247/6,472
Environmental Services		
Garbage (blue can) Collected (tons)	2,899	8,069
Trash Collected (cubic yards)	1,709	5,127
Litter Crew Collection (in 50-gallon bags)	47	151
Street Sweeping Miles Swept	~157mi	~500 mi
Street Sweeping Material & Debris (tons)	157	567
Equipment Maintenance		
Repairs completed	427	1,375
Engineering		
ROW Permits Issued	67	167
ROW Permits Fees Received	\$20,495	\$28,095
Development Order Plans Reviewed	28	72
Building Permit Reviews	115	310
Full Survey Projects	5	19
ROW Determinations/Legal	4	9
Public Works Call Center		
Calls received	2,193	6,580
Streets & Drainage		
ROW Maintenance (miles mowed/maint.)	24mi	84mi
Drainage Ditch Cleared	17mi	58mi
Asphalt Crew – Asphalt installed (tons)	35	179
Potholes repaired	13	33
Utility Cuts repaired	15	70
Concrete Crew – Concrete poured (cubic yds.)	9	155
Environmental Compliance		
Sanitary Sewer Overflows (SSOs) reported	4	12
Stormwater Inspections	8	27
FOG Inspections	30	102