

August 2025

Administrative Services Department Activity Report

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Monthly Statistics

391 Customers for EyeOnWater App
25 Open new water service accounts
23 Closed water service accounts billed
0 Number of Water and Sewer Billing
30 Leak Notice Letters
304 Water & Sewer Billing 45 Day Late Notices
74 Water & Sewer Billing 10 Day Shutoff Notices
0 Water & Sewer Billing 48 Hr Shutoff Notices Sent
0 Water & Sewer Billing Shut Offs
30 New Business License Issuance
0 Closed Business License

Noteworthy Information

1. The City Attorney provided the release form, which was distributed by staff to all 21 homeowners to authorize property access by SOLAR WORKS to conduct solar panel inspections for 21 property owners on Sequoia Lane. Following consistent outreach and coordination efforts, 100% participation was successfully obtained on September 4, 2025. The inspection was scheduled for September 5, 2025, and all property owners were notified of the scheduled inspection date.
2. A panel interview for the Accountant position was conducted on August 26, 2025, with participation from four candidates. A subsequent fit interview took place on August 28, 2025, resulting in a conditional job offer extended to the finalist. The offer was accepted on August 29, 2025, and the candidate is currently undergoing the background check process.
3. The Budget Committee reconvened for its first meeting on August 25, 2025. Future monthly meetings have been scheduled as follows:
 - September 15 at 9:00 AM
 - October 14 at 10:00 AM
 - November 17 at 10:00 AM
 - December 15 at 10:00 AM
4. The City has coordinated with the Analy High School Internship Coordinator to initiate the student internship program, with student placements targeted by September 15, 2025. As part of this effort, two students have been identified who are specifically interested in tasks related to building and public works.