

June 2025

Administrative Services Department Activity Report

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Monthly Statistics

361 Customers for EyeOnWater App
15 Open new water service accounts
14 Closed water service accounts
2953 Number of Water and Sewer Billing
11 Leak Notice Letters
0 Water & Sewer Billing 45 Day Late Notices
79 Water & Sewer Billing 10 Day Shutoff Notices
0 Water & Sewer Billing 48 Hr Shutoff Notices Sent
0 Water & Sewer Billing Shut Offs
7 New Business License Issuance
1 Closed Business License

Noteworthy Information

1. **Interim Audit:** Four auditors conducted interim audit testing across financial functions, including a Police Department site review. An exit interview was held, and pending items continue to work through until completed.
2. **Hiring & Personnel:** Two Accountant candidates were interviewed but not selected due to team fit. Coordination continued with Gold Ridge Fire District on transitioning four positions and finalizing personnel matters.
3. **Budget, Billing & Admin:** Staff dedicated significant time to preparing materials for the FY25–26 budget hearing and adoption. Prepared for one month utility billing cycle transition. Departments were reminded to submit FY24–25 invoices by July 21. Developed a wellness program form for SPOA to streamline processing and align with MOU requirements.
4. **Payroll & Benefits:** Closed Open Enrollment as of June 12. Updated payroll systems for FY25–26 rate and benefit changes, submitted employee census data to The Standard, and scheduled the first payroll run for the new fiscal year.
5. **IT & Equipment:** In coordination with IT, City equipment was returned from the Fire Department and continue to work on other items to close out Fire Department transition.