

April 2025

Administrative Services Department Activity Report

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Monthly Statistics

346 Customers for EyeOnWater App
20 Open new water service accounts
21 Closed water service accounts
2955 Number of Water and Sewer Billing
31 Leak Notice Letters
87 Water & Sewer Billing 45 Day Late Notices
0 Water & Sewer Billing 10 Day Shutoff Notices
26 Water & Sewer Billing 48 Hr Shutoff Notices Sent
0 Water & Sewer Billing Shut Offs
38 New Business License Issuance
5 Closed Business License

Noteworthy Information

1. A significant amount of staff time was dedicated to preparing for and attending four Budget Committee meetings this month. The committee is making great progress on the FY25-26 proposed budget. During one of the meetings, a Clearsource consultant was present to provide an update on the cost allocation plan, which was helpful for the committee.
2. The outside panel interview for the Accountant position was held on April 25th, with four candidates participating. As a result, two candidates advanced to the second interview with internal staff. A conditional job offer has been extended to one of the candidates, who has accepted and is currently undergoing the background process. Depending on the completion of the background check, the tentative start date is May 27, 2025.
3. Staff continues to collaborate with our financial software support team to improve the chart of accounts structure. This involves developing a crosswalk roadmap aimed at enhancing operational efficiency. The goal is to streamline processes and ensure that the financial data is more accessible and easier to generate reports.
4. Staff has filed the annual state controller compensation report which was due on April 30th.