

February 2025

Administrative Services Department Activity Report

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Monthly Statistics

310 Customers for EyeOnWater App
27 Open new water service accounts
21 Closed water service accounts
2934 Number of Water and Sewer Billing
319 Water & Sewer Billing 30 Late Notices
99 Water & Sewer Billing 10 Day Shutoff Notices
0 Water & Sewer Billing 48 Hr Shutoff Notices Sent
0 Water & Sewer Billing Shut Offs
13 New Business License Issuance
342* Closed Business License

* This is an initiative to close out inactive accounts.

Noteworthy Information

1. The classification/compensation/staffing study has been presented to the City Council on February 18, 2025. The next step is for staff to work internally and with HR Advisor to address the result of the studies.
2. The staff is set to discuss six proposed draft budgets for FY25-26 with the Budget Committee on March 6, 2025. These budgets include the City Council, City Manager, City Attorney, Assistant City Manager, Administrative Services Department, Building, and Fire. Other departments are still working on their FY25-26 budgets and will present them to the Budget Committee for review at a later date.
3. The Administrative Services Director participated in an offsite conference from February 18-21, 2025, focusing on continuing education and networking opportunities.
4. The staff responded to three Public Records Act (PRA) requests, with one request requiring an extension due to the additional time needed to compile the information.
5. The staff is diligently working on the FY25-26 budgets.