

November 2025

Administrative Services Department Activity Report

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Monthly Statistics

454 Customers for EyeOnWater App
13 Open new water service accounts
12 Closed water service accounts billed
2961 Number of Water and Sewer Billing- (bi-monthly billing)
0 Leak Notice Letters
0 Water & Sewer Billing 45 Day Late Notices
107 Water & Sewer Billing 10 Day Shutoff Notices
0 Water & Sewer Billing 48 Hr Shutoff Notices Sent
0 Water & Sewer Billing Shut Offs
11 New Business License Issuance
0 Closed Business License

Noteworthy Information

1. The final audit report will be on January 6 City Council agenda for acceptance and filing.
2. The Budget Committee held its meeting on November 17, 2025. Upcoming monthly meetings have been scheduled as follows:
 - December 15 at 10:00 AM
 - January 12, 2026 at 10:00 AM
3. The Public Works Department and Administrative Services have collaborated closely to organize and facilitate the initial meeting of the Enterprise Fund Oversight Committee.
4. The City partnered with BayREN through the Water Upgrades \$ave program to promote water conservation and efficiency back in 2022. Recently, staff was informed by BayREN that due to low participation and administrative challenges, BayREN Water \$ave program will be dissolving. Staff has been working closely with BayREN to close out and complete the program's closure process, ensuring compliance.
5. Business license renewal notices had been sent out on November 13, 2025 to 1221 active accounts, with a submission deadline of January 31.
6. Staff is prepared for the upcoming water and sewer billing and tier rate previously for water only and now included the sewer component.