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Administrative Services Department Activity Report

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Monthly Statistics

322 Customers for EyeOnWater App
19 Open new water service accounts
23 Closed water service accounts
0 Number of Water and Sewer Billing
380 Water & Sewer Billing 45 Day Late Notices
0 Water & Sewer Billing 10 Day Shutoff Notices
19 Water & Sewer Billing 48 Hr Shutoff Notices Sent
6 Water & Sewer Billing Shut Offs
11 New Business License Issuance
58 Closed Business License *

* Continue working on closing out inactive accounts, mostly Festival & Farmers Market Licenses.

Noteworthy Information

1. A considerable amount of staff time was dedicated to preparing for and attending three budget committee meetings. Additionally, extensive coordination and participation in interdepartmental budget meetings to ensure all necessary information was gathered and presented effectively. The staff continue to collaborate with other departments to address any questions about the budget process, ensuring its progression due to the considerable challenges posed by the new department heads to get them up to speed with the budget process.
2. The staff supported citywide recruitment efforts for four vacancies, including positions for Accountant, Associate Planner, Fire Captain, and Police Captain. This involved coordinating with our outside HR Advisor and her team.
3. The staff responded to two Public Records Act (PRA) requests.
4. Staff is collaborating with our financial software support team to improve the charts of accounts structure, with the goal to improving operational efficiency.
5. Staff collaborated with external consultants to revise the annual user fee schedule and update the cost allocation plan.