

April 2026

Administrative Services Department Activity Report

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Monthly Statistics

471 Customers for EyeOnWater App
31 Open new water service accounts
26 Closed water service accounts billed
NA Number of Water and Sewer Billing- (bi-monthly billing)
14 Leak Notice Letters
279 Water & Sewer Billing 45 Day Late Notices
NA Water & Sewer Billing 10 Day Shutoff Notices
14 Water & Sewer Billing 48 Hr Shutoff Notices Sent
3 Water & Sewer Billing Shut Offs
22 New Business License Issuance
102 Closed Business License

Noteworthy Information

- Acting as fiscal agent for the Business Improvement District (BID), staff prepared and mailed 173 letters inviting district businesses to attend the May 4, 2026 Budget Committee meeting and/or provide input on the use of BID funds for business promotion.
- The Budget Committee met on April 6, and the Enterprise Fund Oversight Committee met on April 28 to review financial information and budget-related items, including enterprise fund matters and cost allocation discussions.
- Staff advanced preparation of the FY 2026–27 Proposed Budget, including coordinating with departments to finalize narratives, reconcile capital improvement projects, and prepare the draft budget message for May 11, 2026 Budget Committee review in advance of the June 2, 2026 budget hearings.
- Staff completed a citywide analysis of credit card processing costs and scheduled the item for Budget Committee review, evaluating current practices and potential policy options related to convenience fees.
- Staff continued responding to Public Records Act requests related to budget and financial information and provided clarifications as needed.
- Staff conducted preparatory work related to the May 2026 onboarding of a new Police Dispatchers' hire.
- Staff supported the FY25-26 interim audit process by coordinating auditor access, responding to information & testing requests, and assisting with the review of financial records.