

December 2025

Administrative Services Department Activity Report

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Monthly Statistics

458	Customers for EyeOnWater App
15	Open new water service accounts
14	Closed water service accounts billed
N/A	Number of Water and Sewer Billing- (bi-monthly billing)
20	Leak Notice Letters
297	Water & Sewer Billing 45 Day Late Notices
0	Water & Sewer Billing 10 Day Shutoff Notices
22	Water & Sewer Billing 48 Hr Shutoff Notices Sent
2	Water & Sewer Billing Shut Offs
8	New Business License Issuance
20	Closed Business License

Noteworthy Information

1. The following tasks were completed during the holiday period to ensure the Budget Committee meeting scheduled for January 12, 2026 could proceed:
 - a. Finalized the Annual Comprehensive Financial Report (ACFR) for review in advance of the January 20 City Council meeting for acceptance and filing.
 - b. Prepared the preliminary second-quarter financial update for the General Fund for review in advance of the February 3, 2026 City Council meeting.
 - c. Prepared the preliminary second-quarter financial update for review in advance of the February 3, 2026 City Council meeting.
 - d. Collaborated with departments to project year-end estimates for mid-year budget adjustments.
 - e. Developed the proposed FY 2026–27 budget development calendar.
2. The Budget Committee met on December 15, 2025. Upcoming monthly meetings are scheduled as follows:
 - a. January 12, 2026 at 10:00 AM.
3. Attended the inaugural meeting of the Enterprise Fund Oversight Committee, held on December 17, 2025.
4. Participated in multiple labor negotiation meetings and provided several related analyses.
5. In 2022, the City partnered with BayREN through the Water Upgrades \$ave Program to promote water conservation and efficiency. Recently, BayREN informed staff that due to low participation and administrative challenges, the program will be discontinued. Staff will bring an item to the City Council on February 17 to present options for formally closing out the Water \$ave Program.
6. Staff completed and submitted the Measure H compliance report to the Measure H Committee.