October 2026
Administrative Services Department Activity Report
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Monthly Statistics

503 Customers for EyeOnWater App
28 Open new water service accounts
31 Closed water service accounts billed
NA Number of Water and Sewer Billing (bi-monhtly billing)
27 Leak Notice Communication
267 Water & Sewer Billing 45 Day Late Notices
NA Water & Sewer Billing 10 Day Shutoff Notices
NA Water & Sewer Billing 48 Hr Shutoff Notices Sent
6 Water & Sewer Billing Shut Offs
31 New Business License Issuance – Festival Licenses due to the Many Moons Festival
4 Closed Business License

Noteworthy Information

1. Finalized and published the FY 2026-27 Budget at a Glance and continued work on the annual audit and ACFR, including addressing the Gann appropriations limit discrepancy and new GASB 103 reporting requirements.

2. Advanced the comprehensive Cost Allocation Plan procurement and enterprise fund review, including preparation for joint Budget Committee and Enterprise Fund Oversight Committee consultant interviews.

3. Maintained utility billing and accounting operations during an extended staff absence, including meter-read review, billing corrections, bank reconciliations, and other essential accounting functions.

4. Completed annual employee benefits open enrollment, implemented the new CIRA benefits administration platform, and continued recruitment, leave administration, and employee support activities.

5. Supported development of the professional planning services agreement to provide interim planning leadership while recruitment for the vacant Planning Director position continues, including review of available funding and fiscal impacts.

6. Finalized and initiated notification to streaming service providers regarding the City's Video Utility Users Tax requirements, including prospective collection and remittance obligations and review of historical compliance.