

September 2026

Administrative Services Department Activity Report

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**Monthly Statistics**

496 Customers for EyeOnWater App  
20 Open new water service accounts  
21 Closed water service accounts billed  
2945 Number of Water and Sewer Billing (bi-monthly billing)  
11 Leak Notice Communication  
NA Water & Sewer Billing 45 Day Late Notices  
90 Water & Sewer Billing 10 Day Shutoff Notices  
17 Water & Sewer Billing 48 Hr Shutoff Notices Sent  
NA Water & Sewer Billing Shut Offs  
8 New Business License Issuance  
2 Closed Business License

**Noteworthy Information**

1. Following public feedback, continue to develop and refine the FY 2026-27 "Budget at a Glance," a four-page summary designed to make the City's adopted budget more understandable and accessible to residents.
2. Supported the City's annual financial audit, including on-site fieldwork conducted September 14-17. Staff coordinated audit requests, provided supporting documentation, responded to follow-up inquiries, and continued working with auditors after fieldwork to complete remaining testing and information requests.
3. Released the City's Request for Proposals for Cost Allocation Plan services and continued analysis of enterprise fund cost allocation methodologies, utility service allocations, and related financial policies to support future Council discussions
4. Continued recruitment efforts for several vacant positions while administering employee benefits, onboarding activities, leave management, and employee support services. Staffing transitions and temporary absences required redistribution of responsibilities to maintain ongoing operations and service levels.
5. Coordinated committee meetings, prepared public meeting materials, supported the City Council Candidate Workshop.