

August 2024

Administrative Services Department Activity Report

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### Monthly Statistics

191 Customers for EyeOnWater App  
33 Open new water service accounts  
28 Closed water service accounts  
2930 Number of Water and Sewer Billing  
98 Water & Sewer Billing 10-Day Late Notices Sent  
12 New Business License Issuance  
2 Closed Business License

### Noteworthy Information

1. Preparation for Comprehensive Fiscal Year 2023-24 Audit: Staff continue to diligently preparing for the comprehensive fiscal year 2023-24 audit. This involves year-end closing activities and thorough review of the checklist to ensure all necessary journal entries are completed. The audit is scheduled to commence on September 9th.
2. August Water and Sewer Billing: Staff successfully sent out the first bill reflecting the new water and sewer rates. The August bill includes activities from June and July, with June billed at the old rate and July at the new rate. Staff actively assisting customers in understanding their new bills and addressing any queries they may have.
3. Public Records Act (PRA) for 2 Years Legal Cost: Staff has dedicated extensive time to compile this one particular PRA request involving legal invoices. Given the confidentiality of legal invoices and the fact that only hard copies are maintained, this task required making copies of multiple firms' invoices spanning two years. The invoices were then meticulously compiled by cases. This effort underscores the city's commitment to transparency and compliance with legal requirements.
4. Issuance of Requests for Proposals (RFPs): Staff issued two significant RFPs in August:
  - a. Compensation Study: This RFP, aimed at conducting a comprehensive classification and compensation study, has a due date of August 27<sup>th</sup>. The city has received three submissions. The study is expected to provide valuable insights into the city's compensation structure and help in making informed decisions.
  - b. Audit Services: This RFP, intended to secure audit services, has a due date of September 16th. The audit services will play a crucial role in ensuring the city's financial statements are accurate and comply with regulatory standards. As of the writing of this report, the City did receive 2 declined due to workload issue.