

December 2024

Administrative Services Department Activity Report

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Monthly Statistics

278 Customers for EyeOnWater App

13 Open new water service accounts

15 Closed water service accounts

2956 Number of Water and Sewer Billing

0 Water & Sewer Billing 48 Hr Notices Sent

0 Water & Sewer Billing Shut Offs

7 New Business License Issuance

0 Closed Business License

Noteworthy Information

1. The classification and compensation study update includes several key milestones:
 - During the week of December 2nd, the consultant conducted various interviews with employees.
 - On December 30th, the consultant provided a draft of the proposed classification.
 - Department heads were notified to review the proposed draft classification and provide any feedback for minor revisions, if applicable, by January 9, 2025. This draft is based on PIQs and interviews with employees.
 - Once the reviews and feedback are received, employees will have the opportunity to review the classification.
2. The staff received and reviewed the first draft of the annual comprehensive financial report (ACFR) and communicated with the auditor for a few clarifications. Staff also dedicated a significant amount of time to updating the management discussion and analysis based on the draft ACFR.
3. The staff dedicated a significant amount of time to coordinate the transition from Livestream to Vimeo for the City Council meetings. The Livestream platform was no longer supported as of January 1, 2025. However, Livestream unexpectedly stopped allowing City Council meetings to be livestreamed starting December 1, 2024. This sudden change caused a scramble to complete the transition in time for the December 19, 2024 meeting. There is still some residual work to be done in transferring historical videos from Livestream to the Vimeo platform.
4. The staff continue to support the paperwork requirements to CDTFA regarding Measure U.
5. The staff has also developed a budget development calendar, which is still a work in progress.
6. The staff continues to support the fire consolidation efforts, particularly focusing on specific components of the Q&A about City's liability and cost estimates. Additionally, staff remains actively involved in the countywide Measure H working group,
7. The staff dedicated time over the holiday break to update the payroll system with new tax tables in preparation for the first payroll processing during the week of January 6, 2025.