

May 2025

Administrative Services Department Activity Report

Ana Kwong – Administrative Services Director [akwong@cityofsebastopol.gov](mailto:akwong@cityofsebastopol.gov)

Monthly Statistics

361 Customers for EyeOnWater App  
23 Open new water service accounts  
25 Closed water service accounts  
0 Number of Water and Sewer Billing  
31 Leak Notice Letters  
308 Water & Sewer Billing 45 Day Late Notices  
0 Water & Sewer Billing 10 Day Shutoff Notices  
0 Water & Sewer Billing 48 Hr Shutoff Notices Sent  
6 Water & Sewer Billing Shut Offs  
9 New Business License Issuance  
5 Closed Business License

Noteworthy Information

1. Staff participated in the final Budget Committee meeting on May 27, 2025, and helped pull together the proposed budget document while working to wrap up items for the June 3 City Council meeting. Altogether, staff prepared and supported nine agenda items—covering both HR and non-HR topics—keeping things moving through the final stretch of the budget process.
2. The newly hired Accountant has officially withdrawn after accepting a counteroffer and promotion from their previous employer—despite an active hiring freeze on their end. This position has been especially tough to fill, and finding the right fit continues to be a challenge. Restarting the recruitment process again. Will keep pushing forward.
3. Annual Open Enrollment is underway and runs through June 12. Staff are encouraged to review their current benefit selections and make any needed updates during this window.
4. Staff has spent a significant amount of time responding to public comments related to the proposed FY 2025–26 budget—volume has been high, and questions have ranged from water billing cost, cost plan, and overall enterprise fund concerns.
5. Staff has been working with the City’s new audit firm Chavan and Associates to gather and upload requested documentation to their portal in preparation for the upcoming interim audit scheduled for June 23–26. The process has been time-consuming but is moving forward.