

August 2026

Administrative Services Department Activity Report

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Monthly Statistics

488 Customers for EyeOnWater App
17 Open new water service accounts
17 Closed water service accounts billed
N/A Number of Water and Sewer Billing- (bi-monthly billing)
34 Leak Notice Communication
253 Water & Sewer Billing 45 Day Late Notices
NA Water & Sewer Billing 10 Day Shutoff Notices
NA Water & Sewer Billing 48 Hr Shutoff Notices Sent
4 Water & Sewer Billing Shut Offs
5 New Business License Issuance
2 Closed Business License

Noteworthy Information

1. Met with Siemens Asset Management System, iWorq, and OpenGov representatives to evaluate employee time-tracking options. Discussions confirmed that these platforms are primarily geared toward asset management and work order tracking, with limited applicability to the City's broader employee time-tracking and cost allocation needs.
2. Continued preparation for the FY 2025-26 annual audit, including year-end reconciliations, financial review, audit schedules, and coordination with consultants and auditors.
3. Managed ongoing human resources and personnel functions, including payroll, benefits administration, recruitment, labor relations, employee onboarding, and workforce planning activities.
4. Met with iBank representatives to discuss potential financing options for future capital projects, including available loan programs, funding requirements, and next steps should the City pursue borrowing opportunities.
5. City staff met with LSCE representatives regarding the Well No. 4 project to discuss project status, funding considerations, regulatory requirements, and next steps for implementation.
6. Continued responded to 5 Public Records Act (PRA) requests, including research, document review, and coordination of responsive records