

February 2026

Administrative Services Department Activity Report

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### **Monthly Statistics**

467 Customers for EyeOnWater App  
16 Open new water service accounts  
18 Closed water service accounts billed  
0 Number of Water and Sewer Billing- (bi-monthly billing)  
14 Leak Notice Letters  
260 Water & Sewer Billing 45 Day Late Notices  
NA Water & Sewer Billing 10 Day Shutoff Notices  
NA Water & Sewer Billing 48 Hr Shutoff Notices Sent  
3 Water & Sewer Billing Shut Offs  
7 New Business License Issuance  
25 Closed Business License

### **Noteworthy Information**

1. Budget Development, Committees Support:  
Continued working closely with departments on the FY 2026–27 budget; prepared and finalized materials for the Budget Committee agenda; attended and supported Budget Committee and EFOC meetings; prepared and finalized three agenda items for the March 2, 2026 City Council meeting; conferred with the City Attorney regarding an upcoming joint committee meetings.
2. Cost Allocation, User Fees, and Consultant Coordination:  
Coordinated and met with ClearSource to advance the FY 2026–27 cost allocation plan (with options) and to discuss Planning user fees; facilitated consultant engagement with department heads on annual user fee updates.
3. Compliance, Reporting, and Financial Administration:  
Submitted and revised required compliance reports, including Measure M Streets Maintenance of Effort (MOE) and County Possessory Interest filings; continued responding to Measure H reporting inquiries; filed 12 Form 1095-C reports including dependent reporting; distributed 20 letters to homeowners regarding outstanding solar equipment balances.
4. Council Actions, Programs, and Grants:  
Communicated, clarified, and finalized the BayREN item for the February 17, 2026 City Council meeting and completed BayREN forgiveness account close-out; attended a kickoff session with the Police Department regarding the Tobacco Grant.
5. Operational, IT, and Organizational Support:  
Initiated and attended onsite meetings with SCCC and PCA to resolve AV equipment issues affecting public meetings; received six IT RFP submissions; provided Lighting Assessment District data to NBS; onboarded the new Public Works Director, Oriana Hart; notified the Building Department of a citizen complaint requiring follow-up.