

January 2026

Administrative Services Department Activity Report

Ana Kwong – Administrative Services Director akwong@cityofsebastopol.gov

Monthly Statistics

465 Customers for EyeOnWater App
15 Open new water service accounts
16 Closed water service accounts billed
2977 Number of Water and Sewer Billing- (bi-monthly billing)
8 Leak Notice Letters
NA Water & Sewer Billing 45 Day Late Notices
95 Water & Sewer Billing 10 Day Shutoff Notices
17 Water & Sewer Billing 48 Hr Shutoff Notices Sent
NA Water & Sewer Billing Shut Offs
10 New Business License Issuance
35 Closed Business License

Noteworthy Information

1. Completed the annual 2025 year-end reporting cycle by preparing, distributing, and filing all required W-2 and 1099 forms, ensuring full federal and state compliance tax documents on schedule.
2. FY24-25 Year-End Audit & Reporting Completed
 - Coordinated with auditors on presentation at the Budget Committee and January City Council meeting.
 - Comprehensive Annual Financial Report (ACFR) was accepted and posted on the City website.
3. Financial Updates & Mid-Year Reporting
 - Prepared multiple FY25–26 mid-year budget adjustment reports for Budget Committee to review and for the February Council meeting.
 - Coordinated review of General Fund and Enterprise Fund Q2 financial updates with Budget Committee and Enterprise Fund Oversight Committee respectively.
 - Continued development of FY26–27 budget materials per the annual budget calendar.
4. Enterprise Fund Oversight (EFOC) & Cost Allocation
 - Responded to extensive EFOC information requests and coordinated preparation for the February 10 meeting.
 - Compiled cost-allocation history, staffing information, long-term expenditure trends and utility billing process for committee review.
5. Issued Request for Proposals for professional Services for IT Management Services. The RFP is posted on the City website. It's due February 26, 2026.