

March 2026

Administrative Services Department Activity Report

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Monthly Statistics

470 Customers for EyeOnWater App
23 Open new water service accounts
25 Closed water service accounts billed
2972 Number of Water and Sewer Billing- (bi-monthly billing)
24 Leak Notice Letters
NA Water & Sewer Billing 45 Day Late Notices
73 Water & Sewer Billing 10 Day Shutoff Notices
NA Water & Sewer Billing 48 Hr Shutoff Notices Sent
NA Water & Sewer Billing Shut Offs
14 New Business License Issuance
18 Closed Business License

Noteworthy Information

1. FY 2026–27 Budget Development:
Budget development continued with scheduled Budget Committee meetings and preparation of supporting agenda materials, minutes, and follow-up responses.
2. Cost Allocation Plan & Enterprise Fund Coordination:
Staff coordinated with the City’s consultant to develop, prepare, and distribute agenda materials outlining cost allocation methodology options for FY 2026–27 for the joint Budget Committee and Enterprise Fund Oversight Committee. These options were reviewed and discussed at the joint meeting held on March 30, 2026.
3. Public Records Act (PRA) Requests & Information Inquiries:
The Administrative Services Department continued to process numerous Public Records Act requests and information inquiries from outside organizations and Enterprise Fund Oversight Committee member and the public. These efforts involved extensive coordination and review of records across multiple topic areas representing a substantial allocation of staff time alongside regular departmental responsibilities
4. Human Resources:
Ongoing coordination occurred with the City’s HR consultant through weekly update meetings, addressing personnel matters administrative support needs, delivered the final product of the SPOA successor MOU and staff engaged in ongoing discussions with City’s insurance partners regarding upcoming insurance changes, focusing on understanding available options, transition considerations, and the path forward to ensure continuity of coverage.
5. Administrative Support:
The Administrative Services Department worked closely with Public Works and Sonoma County Resource Recovery (SCRR) to support planning and coordination related to the upcoming solid waste rate increase, effective July 1, 2026. Efforts focused on interdepartmental coordination, review of supporting information, and preparation for implementation and community outreach.