

May 2026

Administrative Services Department Activity Report

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

### **Monthly Statistics**

473 Customers for EyeOnWater App  
29 Open new water service accounts  
25 Closed water service accounts billed  
2,959 Number of Water and Sewer Billing- (bi-monthly billing)  
21 Leak Notice Letters  
NA Water & Sewer Billing 45 Day Late Notices  
76 Water & Sewer Billing 10 Day Shutoff Notices  
NA Water & Sewer Billing 48 Hr Shutoff Notices Sent  
NA Water & Sewer Billing Shut Offs  
8 New Business License Issuance  
1 Closed Business License

### **Noteworthy Information**

- Most May activities were focused on advancing and delivering the FY 2026–27 Proposed Budget for the June 2 City Council budget hearing and coordination of required public hearing notices with newspaper.
- Coordinated with consultants on the preparation of key items, including the Lighting Assessment District, pension updates, and unfunded accrued liability analysis.
- Advanced and finalized the FY 2026–27 Proposed Budget through three Budget Committee meetings, including incorporating department revisions, reconciling enterprise and capital budgets, and preparing materials for City Council budget hearings.
- Coordinated closely with the Budget Committee and City leadership to present financial updates and respond to policy direction in advance of the June 2 budget hearing.
- Managed post-fieldwork audit follow-up, including responding to auditor inquiries, providing documentation, and supporting completion of interim audit procedures.
- Coordinated implementation of changes related to the CIRA health insurance program.
- Prepared for upcoming employee benefits open enrollment, including coordination with vendors and internal stakeholders.
- Attended Emergency Operations Center (EOC) meeting.