

City Council

Mayor Jill McLewis
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City of Sebastopol

Agenda Item Number 5

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Enterprise Fund Oversight Committee

Councilmember Phill Carter - Chair
Greg Dabel – Vice Chair

Enterprise Fund Time Tracking Update

Status Report – Actions Taken to Date for Administrative Services

EFOC Meeting – July 20, 2026

In response to City Council direction and ongoing discussions regarding enterprise fund cost recovery, Administrative Services staff implemented a pilot time-tracking process to better understand the types of services provided to the water and wastewater enterprise funds. The focus to date has been on identifying service categories and establishing a baseline understanding of enterprise fund support activities.

Actions Completed to Date

- Implemented a pilot time-tracking process for Administrative Services staff supporting water and wastewater operations.
- Developed summary reports and organized tracked activities into common enterprise fund service categories.
- Identified preliminary categories, including customer service and account support, utility billing system administration, payments and deposits, account maintenance, collections, budget and rate analysis, cost allocation planning, and public inquiries.

Category Review

The grid below shows the categories that have emerged from the time-tracking effort.

Category
Account Maintenance / Move In-Out
Backbilling / Corrections
Budget / Rates / Financial Analysis
Collections / Notices / Adjustments
Cost Allocation / CAP
Customer Service / Account Support
Meetings / Agenda Support
Other Enterprise Fund Administration
Payments / AP / Deposits
Public Records / Council / Public Inquiry
Utility Billing System / Meter Data

Next Steps

- Continue collecting and refining time-tracking data.
- Further evaluate software solutions beyond Springbrook and implementation options.