

November 2024

Administrative Services Department Activity Report

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### Monthly Statistics

245 Customers for EyeOnWater App  
19 Open new water service accounts  
19 Closed water service accounts  
0 Number of Water and Sewer Billing  
0 Water & Sewer Billing 48 Hr Notices Sent  
3 Water & Sewer Billing Shut Offs  
16 New Business License Issuance  
0 Closed Business License

### Noteworthy Information

1. The classification and compensation study update includes several key milestones:
  - Employees need to complete the PIQ and submit it to their next-level supervisor or manager by 11/13.
  - The supervisor or manager will then review and complete their section, submitting it to the department head by 11/18.
  - The department head will review and complete their section, submitting it to HR by 11/25. The consultant is expected to hold interviews with incumbents during the week of 12/2.
  - Once the interviews are completed, the compensation data collection will begin.
2. The staff has updated the citywide budgetary worksheets, enabling each department to input their preliminary year-end estimates for the fiscal year 2024-2025. This update ensures that all departments have a standardized way to project their financial outcomes, facilitating better planning and resource allocation.
3. With new department heads joining the City, the staff has compiled all our instructions into one convenient booklet. This ensures that departments have the tools they need to take ownership of any budgetary issues and work towards resolving them. No one has to search for instructions sent out during different phases of our financial/budget system implementation. An electronic version has been provided for those who prefer to keep it on their desktop, and each department has also received a hard copy.  
This booklet serves as a guide for accessing the financial/budget system to review and analyze respective department's revenues and expenditures. It also allows departments to check on a vendor or a single account code to see what has been paid, percentage of budget available, as our data is live. Everyone has read-only access to the system, so department heads are encouraged to explore it without worry—can't make any changes, so it's safe.
4. Staff was assigned to work with City Gate on the fire consolidation model and will be actively participate in the countywide Measure H working group.
5. The staff is preparing for the end-of-year compliance tasks, which include filing W-2 forms, 1099 forms, and Affordable Care Act (ACA) documentation