



STAFF REPORT

TO: Honorable Mayor Sears and The Town Council
FROM: Sydney Stephenson, Admin Assist/Utility Billing Clerk
DATE: 2/22/2018
RE: Update on January Town Hall Activities

UTILITIES

Meter Turn Off: 3
Meter Turn On: 15
Meter Register Replacement: 6
Usage Check: 8
Meter-New Installation: 2
Data Log: 0
Non-Payment Disconnect: 1
Street Sign: 0
Meter Change Out: 2
Meter Box Replacement: 1

CASH RECEIPTING: Number of Deposits Processed: 9 Totaling \$87,456.85

BUILDING PERMITS: Roof (3), Fence (9), New Construction (3), Deck (1), Sunroom (1),
Window Replacement (1), Garage Door Replacement (0), Plumbing (1),
Screen (0), Shed (2)

BUSINESS TAX RECEIPTS: 1 issued \$50.00

LEIN SEARCHES: 2 \$100.00

CUSTOMER SERVICE CALLS: 712

Working on the FY 16-17 Audit

Continuing work on the launch of the new website (Thank you to Martha McFarlane)

Assisting Martha with the new welcome packet

Continuing to re-organize and update things around Town Hall (Thank you to Mr. Ernest)