



## STAFF REPORT

**TO:** Honorable Mayor and Town Council  
**FROM:** Dairian Burke, Interim Town Clerk  
**DATE:** 07/24/2017  
**RE:** Update on June Town Hall Activities

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### UTILITIES

Meter Turn Off: 4  
Meter Turn On: 16  
Meter repair: 7  
Meter register replacement: 4  
Meter change out: 3  
Remove temp meter: 1  
Usage check: 11  
Misc.: 4

### CASH RECEIPTING

Number of Deposits Processed: 12     Totaling \$ 207,284.93

### AUTO PAY BATCHES

Number of Batches Processed: 19     Totaling \$ 14,192.54

BUILDING PERMITS: Roof (1), Electrical (1), Fence (3), Screen Room (1), Mechanical (2), Re-model (4),  
New Construction (12)

BUSINESS TAX RECEIPTS: \$0

LEIN SEARCHES:     Totaling: \$100

CUSTOMER SERVICE CALLS: 600

### Productivity at Town Hall

- Preliminary Budget for FY 2017-2018
- Working on bids for new IT services
- Sent out 2016 Annual Drinking Water Quality Report

August:

- Interim Town Clerk will certify DR420 report and begin the TRIM process
- Organize records room