



STAFF REPORT

TO: Honorable Mayor and Town Council
FROM: Dairian Burke, Administrative Assistant II
CC: Brenda Brasher, Town Clerk
DATE: 02/23/2017
RE: Update on January Town Hall Activities

UTILITIES

Meter - Courtesy Turn Off/On: 0
Meter Turn Off: 3
Meter Turn On: 17
Meter Snowbird Off: 0
Meter Snowbird On: 0
Meter repair: 5
New Meter Installs: 0
Misc: 6

CASH RECEIPTING

Number of Deposits Processed: 11 Totaling \$ 169,560.02

AUTO PAY BATCHES

Number of Batches Processed: 12 Totaling \$ 4,763.41

Liens Collected \$0
Collection Accounts \$ 0

BUILDING PERMITS: Roof (0); Electrical (4); Irrigation (0); Plumbing (0); Fence (2); A/C (0); Door Replacement (0); Driveway (0); Demo (0); Windows (1); Mechanical (0); Shed (0); Addition (1); Garage (1); Screen Room (1); Boardwalk (0); New Construction (4); Building (4);

BUSINESS TAX RECEIPTS: \$0

LEIN SEARCHES: Totaling: \$ 100

CUSTOMER SERVICE CALLS: 372

CEMETERY:

Sales: \$610.00
Burials: 1
Buybacks \$ 0

MEETINGS

Town Council Meetings	2
P&Z Board Meetings	1
Department Director	2
Library Board Meeting	1
Parks & Recreation Board Meeting	1

MISC

Submitted Commission on Ethics updated information for Financial Disclosure Reporting
Began 2015-2016 Annual Audit