



STAFF REPORT

TO: Honorable Mayor Sears and The Town Council
FROM: Sydney Stephenson, Admin Assist/Utility Billing Clerk
DATE: 6/21/2018
RE: Update on April & May Town Hall Activities

UTILITIES

Meter Turn Off: 5
Meter Turn On: 21
Meter Register Replacement: 15
Usage Check: 4
Meter-New Installation: 16
Data Log: 1
Non-payment disconnect: 13
Street Sign: 0
Meter Change Out: 0
Meter Box Replacement: 1
Meter Repair: 3
Seasonal Turn Off: 11

CASH RECEIPTING: Number of Deposits Processed: 14 Totaling \$342,830.50

BUILDING PERMITS: Roof (13), Fence (4), New Construction (12), Electric (1), Gas (3)
A/C (4), Windows (1) Shed (2) Screen Enclosure (2) Pool (2) Door
Replacement (2) Concrete Work (1) Plumbing (1) Porte-Cochere (1)

BUSINESS TAX RECEIPTS: 0 issued

LEIN SEARCHES: 17 \$850.00

CUSTOMER SERVICE CALLS: 1825

- The Griffin Park grant was successfully completed by Town Clerk Burke and approved by the state!
- Continuing work on the audit.
- Completing all necessary legal steps regarding the public hearing for the property on number two road.
- Continuing to update all cemetery records.
- Working on the FY 18-19 Budget.
- Preparing for this year's election.