



STAFF REPORT

TO: Honorable Mayor and Town Council
FROM: Sydney Stephenson, Admin Assist/Utility Billing Clerk
DATE: 10/17/2018
RE: Update September Town Hall Activities

UTILITIES

Meter Turn Off: 4
Meter Turn On: 59
Meter register replacement: 11
Usage check: 5
Meter-New Installation: 5
Data Log: 1
Non-payment disconnect: 0
Street sign: 0

CASH RECEIPTING: Number of Deposits Processed: 16 Totaling \$ 124,828.81

BUILDING PERMITS: Roof (4), Fence (5), Mechanical (2), Construction Trailer (1)
New Construction (5) , Pool (1), Screen (3) Shed (2) Cell Tower Antenna (1)

BUSINESS TAX RECEIPTS: 25 Totaling \$ 1,250.00

LEIN SEARCHES: 4 Totaling: \$200.00

CUSTOMER SERVICE CALLS: 1360

- We are now caught up on our Filing
- Still trying to move things around to make more room for more filing cabinets for building permits
- Sent out all letters for Town Business Tax receipt renewal
- Budget