



STAFF REPORT

TO: Honorable Mayor and Town Council
FROM: Dairian Burke, Interim Town Clerk
DATE: 08/25/2017
RE: Update on July Town Hall Activities

UTILITIES

Meter Turn Off: 3
Meter Turn On: 15
Meter repair: 1
Meter register replacement: 17
Meter change out: 3
Remove temp meter: 1
Usage check: 6
New meter install: 8
Data log:1

CASH RECEIPTING

Number of Deposits Processed: 12 Totaling \$ 152,611.31

AUTO PAY BATCHES

Number of Batches Processed: 19 Totaling \$ 14,780.76

BUILDING PERMITS: Fence (5), Screen Room (1), Mechanical (2),
New Construction (6)

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