



## STAFF REPORT

**TO:** Honorable Mayor and Town Council  
**FROM:** Dairian Burke, Administrative Assistant II  
**CC:** Brenda Brasher, Town Clerk  
**DATE:** 03/22/2017  
**RE:** Update on February Town Hall Activities

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### UTILITIES

Meter - Courtesy Turn Off/On: 0  
Meter Turn Off: 5  
Meter Turn On: 10  
Meter Snowbird Off: 0  
Meter Snowbird On: 0  
Meter repair: 22  
New Meter Installs: 10  
Misc: 12

### CASH RECEIPTING

Number of Deposits Processed: 11      Totaling \$144,187.28

### AUTO PAY BATCHES

Number of Batches Processed: 19      Totaling \$ 10,296.36

Liens Collected \$0  
Collection Accounts \$ 0

BUILDING PERMITS: Roof (1); Electrical (5); Irrigation (0); Plumbing (0); Fence (2); A/C (2); Door Replacement (0); Driveway (0); Demo (0); Windows (0); Mechanical (0); Shed (1); Addition (); Garage (0); Screen Room 1); Boardwalk (0); New Construction (2); Building (5);

BUSINESS TAX RECEIPTS: \$0

LEIN SEARCHES: Totaling: \$ 100

CUSTOMER SERVICE CALLS: 372

### CEMETERY:

Sales: \$4,880.00  
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