



## STAFF REPORT

**TO:** Honorable Mayor Sears and The Town Council  
**FROM:** Sydney Stephenson, Admin Assist/Utility Billing Clerk  
**DATE:** 4/19/2018  
**RE:** Update on March Town Hall Activities

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### UTILITIES

Meter Turn Off: 1  
Meter Turn On: 14  
Meter Register Replacement: 3  
Usage Check: 6  
Meter-New Installation: 4  
Data Log: 1  
Non-payment disconnect: 1  
Street Sign: 0  
Meter Change Out: 1  
Meter Box Replacement: 1

CASH RECEIPTING: Number of Deposits Processed: 10 Totaling \$118,842.84

BUILDING PERMITS: Roof (3), Fence (3), New Construction (6), Electric (2) , Solar (1)  
A/C (2), Deck (1)

BUSINESS TAX RECEIPTS: 0 issued

LEIN SEARCHES: 5 \$250.00

CUSTOMER SERVICE CALLS: 904

- Went live with the New Town Website. Still working on updating and perfecting it.
- Wrapping up the Grant
- Continuing work on the Audit
- Working on requests from Councilmen Scott & Conroy
- Continuing updating the Cemetery Records
- Sydney is getting ready to learn accounting