



## TOWN OF MONTREAT

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### **ADMINISTRATIVE REPORTS: Town Administration**

Town Administration report for the period beginning March 1 and ending March 31, 2018.

#### **Monthly Statistics**

Public Meetings	5
Inter-Organizational /Intergovernmental Meetings	3
Agendas Prepared	3
Minutes Transcribed	2
Resolutions Drafted	2
Public Records Requests Processed	10
Water Bills Processed	674
Leak Adjustments	34
New Water Accounts Established	1
Purchase Orders	0
Account Reconciliations	31
Journal Entries Approved	81
Staff Hours	438.25
Professional Development Hours	34
Website Posts	5
Social Media Posts	3
Code Red Alerts	0
Workers Compensation Claims	0

#### **Upcoming Events and Schedule Changes**

- Town Commission Agenda Meetings Canceled
- Native Plant Sale - April 28, 2018, 9am-2pm
- Creekside Demolition Burn - April 28, 2018, 2pm

**Comments**

- N/A

**Staff Communications**

- Changes to the Town website are coming soon