



## TOWN OF MONTREAT

P. O. Box 423  
Montreat, NC 28757  
Tel: (828)669-8002 Fax: (828)669-3810  
[www.townofmontreat.org](http://www.townofmontreat.org)

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

Town Administration report for the period beginning February 1 and ending February 28, 2018.

#### **Monthly Statistics**

Public Meetings	6
Inter-Organizational /Intergovernmental Meetings	3
Agendas Prepared	4
Minutes Transcribed	6
Resolutions Drafted	2
Public Records Requests Processed	0
Water Bills Processed	674
Leak Adjustments	20
New Water Accounts Established	0
Purchase Orders	74
Account Reconciliations	153
Journal Entries Approved	78
Staff Hours: Regular	335.75
Staff Hours: Comp. Time Earned	7
Professional Development Hours	11
Website Posts	12
Social Media Posts	16
Code Red Alerts	1
Workers Compensation Claims	0

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

- The Florida Terrace property bid opening will be in the Town Services building on Wednesday, 4/4/18 at 3:00 PM. This is open to the public and all are welcome.

## **Comments**

- The Board of Commission Retreat was held on February 13<sup>th</sup>. The Commission made community group and departmental assignments, discussed its rules of procedure, and set goals and priorities for the year. Minutes from the retreat are anticipated to be available in April.

## **Staff Communications**

- The annual budget cycle officially began this month with the Board of Commissioners Retreat. Commissioners reviewed the Capital Improvement Plan (CIP) and discussed priorities. A public meeting is scheduled for February 27<sup>th</sup> in order to give the public an opportunity to deliver comments and feedback on the CIP to staff. Staff will present that feedback to the Commission in April.
- The recombination survey for the Florida Terrace property is complete and recorded with the Register of Deeds. The bid opportunity will be advertised on Wednesday, February 28<sup>th</sup>.
- Support for the Town's request for Re-Evaluation of Categorical Exclusion for Texas Road Bridge has been received from the State Historic Preservation Office and our engineer at KCI. All documentation has been submitted to the NC Department of Transportation.
- Asbestos abatement began on the Creekside House this month and is anticipated to be completed by the time of the March Agenda Meeting.