



## TOWN OF MONTREAT

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

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Town Administration report for the period beginning April 1 and ending April 30, 2018.

#### **Monthly Statistics**

Public Meetings	6
Inter-Organizational /Intergovernmental Meetings	1
Agendas Prepared	3
Minutes Transcribed	3
Resolutions Drafted	1
Public Records Requests Processed	4
Water Bills Processed	674
Leak Adjustments	4
New Water Accounts Established	3
Purchase Orders	99
Account Reconciliations	32
Journal Entries Approved	80
Staff Hours	393
Professional Development Hours	64
Sunshine List Messages	9
Website Posts	12
Social Media Posts	6
Code Red Alerts	0
Workers Compensation Claims	0

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

- Town Commission Agenda Meetings Canceled
- Creekside Demolition Burn Rescheduled - May 14, 2018, 6:00 PM

- Annual Budget Presentation and Public Hearing – May 24, 2018, 7:00 PM
- Commission Budget Work Session – June 7, 2018, 7:00 PM

**Comments**

- N/A

**Staff Communications**

- Changes to the Town website are coming soon
- The Town of Montreat recently sold 5 pieces of equipment/vehicles on GovDeals and we will receive a check for \$10,017.00.