



TOWN OF MONTREAT

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ADMINISTRATIVE REPORTS: Town Administration

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

Monthly Statistics

Public Meetings	5
Inter-Organizational /Intergovernmental Meetings	3
Agendas Prepared	6
Minutes Transcribed	4
Resolutions Drafted	1
Public Records Requests Processed	3
Water Bills Processed	674
Leak Adjustments	10
New Water Accounts Established	3
Purchase Orders	77
Account Reconciliations	
Journal Entries Approved	38
Staff Hours	428
Professional Development Hours	0
Sunshine List Messages	10
Website Posts	10
Social Media Posts	10
Code Red Alerts	1
Workers Compensation Claims	0

Staff Communications

- Changes to the Town website are coming soon