



TOWN OF MONTREAT

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www.townofmontreat.org

ADMINISTRATIVE REPORTS: Town Administration

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

Monthly Statistics

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|--|-----|
| Public Meetings | 7 |
| Inter-Organizational /Intergovernmental Meetings | 2 |
| Agendas Prepared | 2 |
| Minutes Transcribed | 5 |
| Resolutions Drafted | 1 |
| Public Records Requests Processed | 0 |
| Water Bills Processed | 674 |
| Leak Adjustments | 25 |
| New Water Accounts Established | 6 |
| Purchase Orders | |
| Account Reconciliations | |
| Journal Entries Approved | |
| Professional Development Hours | 2 |
| Sunshine List Messages | 6 |
| Website Posts | 8 |
| Social Media Posts | 2 |
| Code Red Alerts | 1 |
| Workers Compensation Claims | 0 |

Upcoming Events and Schedule Changes

Comments

- N/A

Staff Communications

- Changes to the Town website are coming soon