



TOWN OF MONTREAT

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ADMINISTRATIVE REPORTS: Town Administration

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

Monthly Statistics

Public Meetings	4.5
Inter-Organizational /Intergovernmental Meetings	1/3
Agendas Prepared	3
Minutes Transcribed	4
Resolutions Drafted	0
Public Records Requests Processed	1
Water Bills Processed	674
Leak Adjustments	25
New Water Accounts Established	0
Purchase Orders	
Account Reconciliations	
Journal Entries Approved	
Professional Development Hours	5
Sunshine List Messages	5
Website Posts	5
Social Media Posts	5
Code Red Alerts	0
Workers Compensation Claims	1

Upcoming Events and Schedule Changes

- Evaluation and Selection of Design-Build Firm – August 10, 2018, 10:00 a.m.

Comments

- N/A

Staff Communications