



## MEMORANDUM

### TOWN OF PONCE INLET, DEPUTY CLERK'S OFFICE

*The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

To: Jeaneen Witt, Town Manager  
From: Kim Cherbano, Deputy Clerk  
Date: November 2, 2017  
Subject: End of the Month Report – October 2017

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Below is a summary of the Deputy Clerk's office activities during the month of October 2017:

#### Deputy Clerk

##### Parks, Recreation & Tree Advisory Board

1 meeting

Prepared and distributed agenda packets, posted in kiosk

Attended meeting

Prepared Summary of Actions and meeting Minutes

##### Historic & Archaeological Preservation Advisory Board

No meeting (no agenda items for consideration)

##### Town Council

1 meeting

Assembled and distributed agenda packets, posted in kiosk

Attended meeting

Prepared Summary of Actions and meeting Minutes

##### Code Enforcement Board

1 meeting

Reviewed and confirmed Public Noticing requirements were met

Prepared and distributed agenda packets, posted in kiosk

Attended meeting

Prepared Summary of Actions and meeting Minutes

Processed and mailed Board Orders

Processed and mailed Board Liens for recording

##### Planning Board

1 meeting

Reviewed and confirmed Public Noticing requirements were met

Prepared and distributed agenda packets, posted in kiosk

Attended meeting  
Prepared Summary of Actions and meeting Minutes

**Social Media/Website:**

Created monthly meetings on Audio/Visual software and equipment  
Live-stream all Board, Council, and Special meetings  
Posted meetings, agenda packets, audio files and minutes on Town's website

**Annual Board Appointments/Re-Appointments:**

Reviewed Board matrices and prepared letters for members whose terms expire on December 31, 2017.  
Received responses and prepared staff report to Town Council for December meeting.

**Vacancies:**

Reviewed and updated Board vacancies on Town's website and posted on Town's Facebook page

**Meetings:**

Schedule monthly Board meetings/reserve Chambers  
Created and distributed monthly meeting deadline matrix  
Coordinated meetings with Town Attorney's office

**Miscellaneous**

Assisted with Notary duties

Assisted with staff coverage due to meetings, training, and vacations