



## 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: December 1, 2017  
Subject: End of the Month Report – November 2017

---

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

Parks, Recreation & Tree Advisory Board  
Meeting Cancelled (no agenda items for consideration)  
Posted notice, updated website, and emailed Board members

Historic & Archaeological Preservation Advisory Board  
No meeting (no agenda items for consideration)  
Posted notice, updated website, and emailed Board members

Town Council  
1 meeting  
Assembled and distributed agenda packets  
Posted agenda in kiosk  
Posted agenda packet to website  
Attended meeting  
Prepared Summary of Actions and meeting Minutes

Code Enforcement Board  
1 hearing  
Reviewed and confirmed Public Noticing requirements were met  
Prepared and distributed agenda packets  
Posted agenda in kiosk  
Posted agenda packet to website  
Attended hearing  
Prepared Summary of Actions and hearing Minutes  
Processed and mailed Board Orders  
Processed and mailed Liens for recording

Planning Board  
1 meeting  
Reviewed and confirmed Public Noticing requirements were met

- Prepared and distributed agenda packets
- Posted agenda in kiosk
- Posted agenda packet to website
- 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
- Update meeting calendar
- Post audio files and approved minutes to Town's website

Annual Board Appointments/Re-Appointments:

- Reviewed and updated Board matrices
- 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:

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

Legal ads:

- Receive, review, and place legal ad requests to News Journal
- Review legal advertisement proofs for accuracy
- Approve legal advertisement placement for publication

Miscellaneous:

- Assisted with Notary duties
- Assisted with staff coverage due to meetings, training, and vacations

/ph