



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 29, 2017
Subject: Monthly Report – December 2017

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

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

Historic & Archaeological Preservation Advisory Board
Meeting Cancelled (no agenda items for consideration)
Posted notices, 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
Hearing Cancelled (at Board's request)
Reviewed and confirmed Public Noticing requirements were met
Posted notices, updated website

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

Lecture Series events:
Assisted with set-up and provided technical support for Lecture Series

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

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