



## 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: February 2, 2018  
Subject: Monthly Report – January 2018

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Below is a summary of the Deputy Clerk's office activities during the month of January 2018:

#### Parks, Recreation & Tree Advisory Board

- 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

#### Historic & Archaeological Preservation Advisory Board

- 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

#### Town Council

- 3 meetings (Special Council Mtg, Regular Council Meeting & Goals Workshop)
- 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 meeting
- Assembled and distributed agenda packets
- Posted agenda in kiosk
- Posted agenda packet to website
- Attended meeting
- Prepared Summary of Actions and meeting Minutes

Planning Board

Meeting Cancelled (no agenda items for consideration)  
Posted notices, updated website, and emailed Board members

Election:

Attended election meeting in DeLand.

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, and Training:

Prepared & distributed Annual Boardmember training packet  
Reviewed and updated Board Rosters  
Prepared Oaths of Office for appointed/re-appointed Board members  
Prepared Certificate of Training for each Board member

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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