



## 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: March 9, 2018  
Subject: Monthly Report – February 2018

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

Parks, Recreation & Tree Advisory Board  
Meeting cancelled (no agenda items for consideration)  
Posted notice in kiosk  
Posted notice on website  
Emailed Board members, staff, and town attorney's office

Historic & Archaeological Preservation Advisory Board  
1 meeting  
Assembled and distributed agenda packets  
Emailed Board members, staff, and town attorney's office  
Posted agenda in kiosk  
Posted agenda packet to website  
Attended meeting  
Prepared Summary of Actions and meeting Minutes

Town Council  
1 meeting (Regular)  
Assembled and distributed agenda packets  
Emailed Council and staff  
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  
Emailed Board members, staff, Board Attorney and Town Attorne  
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 notice in kiosk and updated website
- Emailed Board members, staff, and Town Attorney's office

Annual Board Appointments, Re-Appointments, and Training:

- Completed Annual Boardmember training
- 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
- Posted vacancies 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

Museum Lecture Series:

- 1 Lecture (Buzz McKim, Racing History)
- Set-up Chambers for event
- Posted event in kiosk
- Posted directional signage around Town Hall complex
- Attended lecture
- Posted recordings of lecture to website
- Clear Chambers, post event

Social Media/Website:

- Create meetings and lecture series on Audio/Visual software and equipment
- Live-stream and record all Board and Council meetings; and lecture series events
- Update meeting calendar
- Post audio files and approved minutes to Town's website

Miscellaneous:

- Reviewed DB Shores and Port Orange City Commission Agendas (weekly)
- Reviewed Volusia County Agendas (weekly)
- Assisted with Records Requests
- Assisted with Notary duties
- Assisted with staff coverage due to meetings, training, and vacations

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