



## 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: April 5, 2018  
Subject: Monthly Report: Deputy Clerk's office – March 2018

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Below is a summary of the Deputy Clerk's office activities during the month of **March 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  
Meeting cancelled (no agenda items for consideration)  
Posted notice in kiosk  
Posted notice on website  
Emailed Board members, staff, and town attorney's office

Town Council  
1 meeting (Regular)  
Assembled, scanned, and distributed agenda packets  
Emailed agenda to Council and staff  
Posted agenda in kiosk  
Posted agenda packet to website  
Prepared and distributed Council's monthly meeting & event calendar  
Posted prior month's (approved) meeting minutes to website  
Attended meeting  
Prepared Summary of Actions and meeting Minutes

Code Enforcement Board  
1 meeting (Regular)  
Assembled, scanned, and distributed agenda packets  
Emailed Council, staff, and town attorney's office  
Posted agenda in kiosk  
Posted agenda packet to website  
Posted prior month's (approved) meeting minutes 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

Board Appointments, Re-Appointments, Training and Information:  
Received, reviewed and validated application for Planning Board appointment  
Prepared staff report to Council for Planning Board appointment  
Prepared Oath of Office for new Board member  
Prepared Certificate of Training for new Board member  
Reviewed and updated Planning Board membership roster  
Received and reviewed additional request for appointment to Planning Board  
Reviewed and revised Board membership applications  
Prepared staff report to Town Council for revised applications consideration  
Posted revised, approved Board membership applications to website

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:  
Received, reviewed, and placed legal ad requests to News Journal  
Reviewed legal advertisement proofs for accuracy  
Approved legal advertisement placement for publication

Museum Lecture Series:  
1 Lecture (World War II: The Stakes at Home & Abroad)  
Set-up and take-down of facility  
Posted event in kiosk  
Posted directional signage around Town Hall complex  
Attended event  
Live-streamed and posted Lecture recordings to website

Social Media/Website:  
Created meetings and lecture series events on Audio/Visual system  
Live-streamed and recorded all Board & Council meetings and Lecture Series events  
Updated meeting calendar on website  
Posted audio files to Town's website

Miscellaneous:  
Created campaign resolution (2018-04) for campaign electronic filing  
Copied and assembled three sets of documents pertaining to Pacetta case for trial  
Reviewed DB Shores and Port Orange City Commission meeting agendas  
Reviewed Volusia County Council meeting agendas  
Assisted with Records Requests  
Provided Notary duties  
Assisted with staff coverage due to meetings, training, and vacations  
Prepared monthly reports

/ph