



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: May 1, 2018
Subject: Monthly Report: Deputy Clerk's office – April 2018

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

Parks, Recreation & Tree Advisory Board
Meeting cancelled (no agenda items for consideration)

Historic & Archaeological Preservation Advisory Board
Meeting cancelled (no agenda items for consideration)

Town Council
1 Regular meeting – 2½ hours

Code Enforcement Board
1 Hearing - 1½ hours

Planning Board
1 Regular meeting - 2 hours

Museum Lecture Series:
1 Lecture (*Oldest Lighthouses of the World*) – 1½ hours

Council/Board meeting and Lecture Series pre-event prep and after-actions include:
Assembling, proofreading staff reports and agenda items
Preparing Board agendas and packets for distribution
Coordinate meetings with Board, staff, and town/board's attorney's offices
Posting agendas kiosk and packets on town's website
Attending meetings and providing Audio/Visual support
Preparing Summary of Actions – all meetings (3 hours)
Preparing Meeting Minutes – all meetings (14 hours)
Reviewing, mailing, and recording Code Board Orders/Liens

Board Appointments, Re-Appointments, Training and Information:
Prepared staff report regarding annual boardmember training
Posted updated Board membership applications to website
Updated Board vacancies on Town's website

Social Media/Website: (14 hours)
Sorted, scanned, and posted individual 2017 Council agenda packets to the Town's website (as these didn't transfer with the new site implementation)

Reviewed and tested presentation items for use at various meetings
Created, live-streamed and recorded all Board & Council meetings and lecture series events on Audio/Visual system
Attended Development Review Team (DRT) meeting to provide A/V assistance
Updated meeting calendar on website
Posted audio files to Town's website

Legal ads: 2 hours

Reviewed, and placed four (4) legal ad requests to News Journal
Reviewed legal advertisement proofs for accuracy; and approved same for publication
Reviewed and processed invoices for payment

Elections: 6 hours

Attended Election meeting in DeLand
Created campaign resolution (2018-04) regarding electronic filing and election advertisement for publication
Created and provided candidate information packets

Miscellaneous:

Created and distributed monthly Meeting Dates & Deadlines matrix
Created and distributed Council's monthly event calendar
Reviewed and posted Bid documents on DemandStar® and Town's website
Reviewed and proofed Bid (2018-02) advertisement
Scheduled monthly Board meetings/reserve Chambers
Created proclamations of various events for Mayor's signature
Reviewed City of DB Shores, City of Port Orange, & Volusia County Council's meeting agendas
Researched Historic and Parks Boards membership data; prepared memorandum and information regarding same
Researched combination "Cultural Services" boards
Provided Notarial duties
Assisted with staff coverage
Prepared monthly report

/ph