



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

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Below is a summary of the Deputy Clerk's office activities during the month of **May 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 and 1 Special meeting – **9 hours**

Code Enforcement Board  
1 Hearing – **2 hours**

Planning Board  
1 Regular meeting - **2 hours**

Museum Lecture Series: **None**

Council/Board meeting and Lecture Series pre-event prep and after-actions: **22 hours**  
Posting cancellations & notifying Board, staff, and attorneys; update website  
Assembling and proofreading staff reports and agenda items  
Preparing Board agendas and packets for distribution  
Coordinate meetings with Board, staff, and attorney's offices  
Posting agendas in kiosk and agenda packets on Town's website  
Providing Audio/Visual support at all Board/Council meetings and events  
Preparing Summary of Actions – all Boards & Council  
Preparing Meeting Minutes – all Boards & Council  
Reviewing, mailing, and recording of Code Board Orders/Liens

Board Appointments, Re-Appointments, Training and Information: **None**

Social Media/Website: **9½ hours**  
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  
Updated meeting calendar on website  
Posted audio files to Town's website

**Legal ads: 2 hours**

Notice of Election and Qualifying Dates advertisement

**Elections: 4 hours**

Provided and assisted candidates with campaign information

**Bids/RFP's: 2 hours**

Attend Bid Opening (2018-02)

Prepare notes and miscellaneous documents

**Miscellaneous: 28 hours**

Created and distributed monthly Meeting Dates & Deadlines matrix

Created Council's monthly meeting & event calendar

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 "Cultural Services" boards (continued)

Provided Notarial duties

Assisted with staff coverage due to meetings, training, and vacations

Prepared monthly report

/ph