



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: August 1, 2018
Subject: Monthly Report: Deputy Clerk's office – July 2018

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

Parks, Recreation & Tree Advisory Board
1 Meeting – **2 hours**

Historic & Archaeological Preservation Advisory Board
Meeting Cancelled

Town Council
1 Special meeting (Budget Workshop) – **1 hour**
1 Regular meeting – **1.5 hours**

Code Enforcement Board
Meeting Cancelled

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

Museum Lecture Series: **None**

Council/Board meeting and Lecture Series pre-event prep and after-actions: **27 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
Reviewing, mailing, and recording of Planning Board/Department Orders

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

Social Media/Website: **6½ 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

Review and proof legal ads

Elections: 2 hours

Provided and assisted candidates with campaign information

Bids/RFP's: None

Miscellaneous: 23 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 agendas for Cities of DB Shores, Port Orange, & Vol Co. Council

Provided Notarial duties

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

Prepared monthly report

/ph