



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 29, 2018
Subject: Monthly Report: Deputy Clerk's office – August 2018

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

Parks, Recreation & Tree Advisory Board
Meeting cancelled

Historic & Archaeological Preservation Advisory Board
Meeting cancelled

Town Council
1 Regular meeting – **1.5 hours**

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

Planning Board
Meeting cancelled

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
Reviewing, mailing, and recording of Planning Board/Department Orders

Board Appointments, Re-Appointments, Training and Information: **11 hours**

Research Parks and Historic Board memberships
Prepare membership report
Prepare Certificates of Appreciation
Order Board Membership Awards
Prepare Cultural Services Board By-Laws
Prepare Cultural Services Board Roster

Social Media/Website: 8½ 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 proofread legal ads

Elections: 26 hours

- Provided and assisted candidates with campaign information
- Attend and prepare minutes of Candidate Forum
- Attend L&A Testing – Election Warehouse
- Attended Election Day activities in DeLand

Bids/RFP's: None

Miscellaneous: 27 hours

- Created and distributed monthly Meeting Dates & Deadlines matrix
- Created Council's monthly meeting & event calendar
- Scheduled monthly Board meetings/reserve Chambers
- Created proclamations/certificates 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