



## 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: September 28, 2018  
Subject: Monthly Report: Deputy Clerk's office – September 2018

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

Cultural Services, Historic Preservation and Tree Advisory Board  
1 Meeting – **2 hours**

Town Council  
1 Special meeting – **1.5 hours**  
1 Regular meeting – **2 hours**

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

Planning Board  
1 Meeting – **2.5 hours**

Museum Lecture Series: **None**

Council/Board meeting and Lecture Series pre-event prep and after-actions: **22 hours**  
Notification of Boards, staff, and attorneys  
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 to 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: **4 hours**  
Finalize Cultural Services Board By-Laws  
Receive, review and prepare staff report of board applicant (Planning Bd)

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: 1 hour**

Review and proofread legal ads

**Miscellaneous: 31 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