



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: October 31, 2018
Subject: Monthly Report: Deputy Clerk's office – October 2018

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

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

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

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

Planning Board
Meeting – **Cancelled**

Museum Lecture Series:
"Return to Prehistoric Florida: Land of the Ice-Age Giants" - **2 hours**

Council/Board meeting and Lecture Series pre-event prep and after-actions: **19 hours**
Notified Boards, staff, and attorneys
Assembled and proofread staff reports and agenda items
Prepared Board agendas and packets for distribution
Coordinated meetings with Board, staff, and attorney's offices
Posted agendas in kiosk and agenda packets to Town's website
Provided Audio/Visual support at all Board/Council meetings and events
Prepared Summary of Actions – all Boards & Council
Prepared Meeting Minutes – all Boards & Council
Reviewed, and recorded Code Board Orders/Liens

Board Appointments, Re-Appointments, Training and Information: **3 hours**
Reviewed Board rosters for term expirations and meeting attendance matrices
Prepared re-appointment request letters and mail to board members
Received and reviewed responses

Social Media/Website: **5½ 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 meetings calendar on website

Posted audio files to Town's website

Legal ads: 2 hours

Reviewed and proofread legal ads

Received and reviewed invoices; distributed same for processing

Training:

Attended 2nd year FACC Academy (Administrative Assistant) – **32 hours**

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/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