



## 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: November 30, 2018  
Subject: Monthly Report: Deputy Clerk's office – November 2018

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

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

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

Planning Board  
1 Special meeting – **2 hours**  
1 Regular meeting – **2 hours**

Museum Lecture Series:  
"Telling Locals' Stories" – **1.5 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

Board Appointments, Re-Appointments, Training and Information: **3 hours**  
Reviewed Board rosters for term expirations and meeting attendance matrices  
Received and reviewed responses  
Prepared final member meeting attendance matrices  
Prepared memorandums of re-appointment requests for December

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: 3 hours**

Reviewed and proofread legal ads

Received and reviewed invoices; distributed same for processing

**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