



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: April 3, 2019
Subject: Monthly Report - Deputy Clerk's office

Below is a summary of the Deputy Clerk's office activities performed during the month of **March 2019**:

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

Town Council
1 Regular meeting – **3.5 hours**
1 Special meeting - **2.5 hours**

Code Enforcement Board - **2 hours**
1 Hearing

Council/Board meetings - event prep and after-actions: **26 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: **1 hour**
Prepared staff report regarding appointment request to VGMC

Social Media/Website: **5 hours**
Reviewed and tested presentation items for use at various meetings
Created and recorded all Board & Council meetings and lecture series events on
Audio system - upload recordings to server for dissemination
Updated meeting calendar on website

Bids: 6 hours

- Post Pollard Park bid documents to DemandStar/Onvia
- Post Pollard Park bid amendments
- Prepare Pollard park pre-bid & bid opening documents
- Post Waste Collection bid documents to DemandStar/Onvia
- Post Waste Collection bid amendments
- Prepare Waste Collection pre-bid & bid opening documents

Legal ads/Recordings: 2 hours

- Reviewed and processed Orders for recording at Clerk of Court's office

Miscellaneous: 41 hours

- Researched and assembled documents pertaining to records requests
- Created and distributed monthly Meeting Dates & Deadlines matrix
- Created Council's monthly meeting & event calendar
- Scheduled monthly Board meetings
- Created documents 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