



## 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: July 1, 2019  
Subject: Monthly Report - Deputy Clerk's office

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

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

Town Council  
1 Regular meeting: **4.5 hours**

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

Planning Board  
1 Meeting: **3.5 hours**

Council/Board meetings: **27 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/notices in kiosk  
Convert and upload 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

Election activities:  
Disseminated election packets  
Met with potential candidate(s)  
Qualifying period June 10<sup>th</sup> through June 21<sup>st</sup>

Social Media/Website: **14 hours**  
Reviewed and tested presentation items for use at various meetings  
Created and recorded all Board & Council meetings Audio system

Upload recordings to server and OneDrive for dissemination  
Updated meeting calendar on website

**Bids/RFP's: 3 hours**

Create two addendums to RFP 2019-01  
Post two addendums to DemandStar

**Legal ads/Clerk of Court Recordings: 2 hours**

Reviewed and submitted legal ads to News Journal for publication  
Processed Orders and other Documents for recording at Clerk of Court's office

**Miscellaneous: 44 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