



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

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

Town Council

- 1 Regular meeting: **2 hours**
- 1 Special meeting: **2.5 hours**

Planning Board

- 1 Regular meeting: **2.5 hours**
- 1 Special meeting: **2 hours**

Council/Board meetings: **31 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: **2 hours**

- Close-out Election activities

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: 1 hour

Attended Bid opening / RFP 2019-01
Prepared bid opening notes

Legal ads/Clerk of Court Recordings: 2.5 hours

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

ADA Coordinator duties: 19 hours

Created ADA Coordinator job description
Created ADA Coordinator notice and complaint process
Removed Council and Board Agendas and Minutes from Town's website
Re-formatted/re-created and tested Council & Board Agendas and Minutes
Re-posted Council & Board Agendas and Minutes to the Town's website

Miscellaneous: 14 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