



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: September 5, 2019
Subject: Monthly Report - Deputy Clerk's office

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

Town Council

1 Regular meeting: **4 hours**

Planning Board

1 Regular meeting: **4.5 hours**

Code Enforcement Board

1 Regular meeting: **3.5 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 and notices in kiosk

Converted and uploaded agenda packets to Town's website

Provided Audio/Visual support at all Board/Council meetings and events

Prepared Board & Council Summary of Actions

Prepared Board & Council Meeting Minutes

Social Media/Website: **14 hours**

Reviewed and tested presentation items for use at various meetings

Recorded and organized all Board & Council meetings on Audio systems

Uploaded recordings to server and OneDrive/Cloud for dissemination

Updated meeting calendar on website

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: 17 hours

Created *Accessibility Feedback* form for electronic submittal of complaints;
posted information on Town's website

Re-formatted, tested and re-posted to the website all 2018 & 2019:

Code Board Hearing Agendas

Code Board Hearing Minutes

Cultural Services Board Agendas

Cultural Services Board Meeting Minutes

Planning Board Meeting Agendas

Planning Board Meeting Minutes

Miscellaneous: 19 hours

Coordinated, collected and delivered food & school supplies for back-to-school

Researched and assembled documents pertaining to records requests

Created and distributed Monthly Meeting Dates & Deadlines matrix

Created Council's Monthly Meetings & Events calendar

Scheduled monthly Board meetings

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