



MEMORANDUM

Town of Ponce Inlet

Human Resources / Deputy Clerk Department

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, Human Resource Director/Deputy Clerk
Date: February 10, 2020
Re: Monthly Report

Below is a summary of the Deputy Clerk's office activities performed during the month of **January 2020**:

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

Town Council: **4 hours**
1 Regular meeting

Code Enforcement Board: **4 hours**
1 Regular meeting

Planning Board: **5 hours**
1 Special meeting
1 Regular meeting

Council & Board meeting tasks: **27 hours**
Coordinated meetings with Boardmembers, Council, staff and attorneys
Assembled and proofread staff reports and agenda materials
Prepared Board and Council agenda packets for distribution
Scanned and formatted Board and Council agenda packets
Posted agenda packets to OneDrive and disseminated as requested
Posted meeting agendas and notices in kiosk
Provided Audio/Visual support at all Board and Council meetings
Prepared Board & Council Summary of Actions
Prepared Board & Council Meeting Minutes

Board re-appointments and appointments: **1 hour**
Prepared & Notarized Oaths of Office for boardmembers

Social Media/Website: **4 hours**
Reviewed and tested presentation items for use at various meetings

Recorded and organized all Board & Council meetings on Audio systems
Uploaded audio files to internal server and OneDrive for dissemination
Updated meeting calendar on Town's website

Legal Ads/Clerk of Court Recordings: 3 hours

Reviewed and submitted Legal Ad requests to News Journal for publication

Received and proofed Ads for accuracy; notified publisher to release/revise

Processed Orders and Documents for recording at Clerk of Court's office

ADA Coordinator duties: 7 hours

Formatted and tested for ADA compliance and posted to the website:

- Cultural Services Board meeting agenda
- Cultural Services Board meeting minutes
- Code Enforcement Board meeting agenda
- Code Enforcement Board meeting minutes
- Planning Board meeting agenda (2 meetings)
- Planning Board meeting minutes (2 sets of minutes)
- Town Council meeting agenda
- Town Council meeting minutes

Miscellaneous: 11 hours

Received and completed public records requests (Board/Council items)

Created and distributed Monthly Meeting Dates & Deadlines matrix

Created Council's Monthly Meetings & Events calendar

Reviewed the following Municipal agendas:

- City of Daytona Beach Shores
- City of Port Orange
- County of Volusia (County Council)

Provided Notarial duties

Assisted with staff coverage due to meetings, trainings, and absences

Prepared monthly report

/ph