



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: April 1, 2020
Re: Monthly Report

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

Town Council: 6 hours

- 1 Special meeting (Flood Coalition)
- 1 Regular meeting

Code Enforcement Board: 0 hours

Meeting Cancelled

Planning Board: 0 hours

Meeting Cancelled

Council & Board meeting & related tasks: 7 hours

- Prepared Chambers facility and test equipment
- Reviewed and tested presentation items for meetings
- 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 Council meeting
- Prepared Council Summary of Actions
- Prepared Council Meeting Minutes
- Formatted agendas and minutes for ADA compliance and posted to the website

Social Media/Website: 2 hours

- Recorded and organized Council meetings on Audio systems
- Uploaded audio files to servers and the Cloud for dissemination
- Updated meeting calendar on Town's website

Legal Ads/Clerk of Court Recordings: 1 hours

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

Election - 8 hours

Provided orientation to potential candidates for Council seats

Proclamation and Legal Ad prepared

Reviewed Covid-19 procedures for filing petitions and Treasurer's

Reports.

Miscellaneous: 5 hours

Received and completed public records requests

Created and distributed Monthly Meeting Dates & Deadlines matrix

Created Council's Monthly Meetings & Events calendar

Reviewed the following Municipal agendas; printed agenda items and disseminated as appropriate:

- 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