



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: August 1, 2020
Re: Monthly Report

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

Town Council:

1 Regular meeting: 5 hours

Code Enforcement Board:

1 Regular meeting: 1 hours

Planning Board:

1 Regular meeting: 3.5 hours

Council & Board meetings & 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: 3 hours

Prepared letters for recording to Clerk of Court
Proofed legal ads for Board and Council meeting notices

Election - 2 hours

Provided Elections information to Candidates
Copied, disseminated and filed Campaign Treasury 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