



## 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:** September 8, 2020  
**Re:** Monthly Report

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

Town Council:

1 Regular meeting: 3 hours

Council & Board meetings & related tasks: **6 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 cancellation 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 - 3 hours**

Received, copied & filed Campaign Treasury Reports

**Miscellaneous: 4 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 distributed to Town Manager for review:

- 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