



## 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:** October 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 **September 2020**:

**Town Council:**

- 1 Special meeting: ½ hour
- 1 Regular meeting: 4 hours

**Planning Board:**

- 1 Regular meeting: 4 hours

**Council & Board meetings & related tasks: 11 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 paper copies of Board and Council agenda packets for distribution
- Scanned and built Board and Council agenda e-packets to post to website
- Removed agenda packets from website and re-post ADA agenda (only)
- 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: 4 hours**

- Recorded and organized Council meetings on Audio systems
- Uploaded audio files to servers and the Cloud for dissemination
- Trained for Zoom meeting operation
- 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 - 1 hour**

Prepared resolution certifying election results

**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