



## 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:** January 4, 2021  
**Re:** Monthly Report

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

Cultural Services Board:

1 Regular meeting: **1½ hours**

Town Council:

1 Regular meeting: **4.5 hours**

Code Enforcement Board:

Meeting cancelled: **.5 hours**

Posted notices, emailed boardmembers & attorneys, updated website calendar

Planning Board:

1 Regular meeting: **3½ hours**

Council & Board meetings & related tasks: **18 hours**

Prepared Chambers facility and test equipment

Reviewed and tested presentation items for various Council and Board 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-posted ADA agenda (post meeting)

Posted agenda packets to OneDrive and disseminated as requested

Uploaded video & audio files of meetings to OneDrive for dissemination

Posted meeting agendas and notices in kiosk

Provided Audio/Video support at Council and Board meetings

Downloaded Zoom chat files and organized for reference

Prepared Board and Council Summary of Actions

Prepared Board and Council Meeting Minutes

Formatted agendas and minutes for ADA compliance and posted to the website

**Social Media/Website: 5½ hours**

Organized and recorded Council & Board meetings on Audio systems  
Uploaded audio files to servers and the Cloud for dissemination  
Scheduled Board and Council meetings on Zoom calendar  
Operated Zoom program during Board meetings  
Updated meeting calendar on Town's website

**Legal Ads/Clerk of Court Recordings: 1 hour**

Prepared documents for recording with the Clerk of Court

**Bids and related items: 1.5 hours**

Responded to inquiries from contractors  
Prepared bid-opening session notes and tally  
Prepared staff report for project

**Miscellaneous: 3.5 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 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