



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: Peg Hunt, Assistant Deputy Clerk
Through: Kim Cherbano, Human Resource Director/Deputy Clerk
Date: April 2, 2021
Re: Monthly Report

Below is a summary of the Deputy Clerk's office activities performed during the month of **March 2021**:

Cultural Services Board:

Meeting cancelled; notified board, staff, and attorneys; posted notice in kiosk and on website calendar: **½ hour**

Code Enforcement Board:

Meeting cancelled; notified board, staff, and attorneys; posted notices in kiosk and on website calendar: **½ hour**

Essential Services Advisory Board: 4 hours

Received & reviewed applications; confirmed applicant's voter status & residency
Prepared staff report to Town Council for Board appointment
Coordinated ESAB first meeting date with members
Ordered nameplates and supplies for members

Planning Board:

Meeting cancelled; notified board, staff, and attorneys; posted notices in kiosk and on website calendar: **½ hour**

Town Council:

1 Regular meeting: **3½ hours**
1 Special meeting: **1 hour**

Council & Board meetings & related tasks: 43 hours

Prepared Chambers facility and tested equipment
Reviewed and tested presentation items for Council and Board meetings
Coordinated meetings with Boardmembers, Council, staff, and attorneys
Assembled and proofread staff reports and agenda materials

Prepared agenda item cover sheets for each Board's agenda item
Prepared printed copies of Board and Council agenda packets for distribution
Scanned and built electronic agenda packets to post to website
Emailed electronic agenda packets and/or links to Board & Council members, staff, attorneys, agenda packet distribution list, and website subscribers
Removed agenda packets from website and re-posted ADA agenda (post meeting)
Posted agenda packets to OneDrive and disseminated as requested
Uploaded video, chat, and audio files of meetings to OneDrive for dissemination
Posted meeting agendas and notices in kiosk
Provided Audio/Video support at Council and Board meetings
Prepared Board and Council meeting Summary of Actions
Prepared Board and Council meeting Minutes
Formatted agendas and minutes for ADA compliance and posted to the website

Social Media/Website: 5 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: 1½ hours

Prepared cover letters and sent Orders and other documents to the Clerk of Court for recording

Bids and related items: 3 hours

Responded to inquiries from contractors
Posted addendum to DemandStar
Attended pre-bid meeting
Attended bid opening session and prepared session minutes
Prepared bid tabulation
Copied bids for dissemination to Council

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 Notary and Witness services
Assisted with staff coverage due to meetings, trainings, and absences
Prepared monthly report

/ph