



## 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:** May 3, 2021  
**Re:** Monthly Report

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

Cultural Services Board:

1 Regular meeting: **2 hours**

Code Enforcement Board:

1 Regular meeting: **1½ hours**

Essential Services Advisory Board:

1 Regular meeting: **2¾ hours**

Planning Board:

Meeting cancelled; notified board, staff, and attorneys; posted notices in kiosk and on website calendar: **¼ hour**

Town Council:

1 Regular meeting: **3 hours**

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  
Posted agenda packets to OneDrive and disseminated as requested

Uploaded Zoom video, chat, and audio files to OneDrive  
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  
Removed agenda packets from website and re-posted ADA agenda (post meeting)

**Seat 3 Vacancy: 3 hours**

Accept, review, verify, and copy applications and supporting documents for Council vacancy

**Election: 5 hours**

Met with 3 candidates  
Provided and explained election documents and processes  
Received, verified, and copied election documents  
Sent election documents to County elections office for verification

**Social Media/Website: 9½ 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**

Processed Code Board Orders and other documents for recording with the Clerk of Court

**Bids and related items: 2 hours**

Responded to inquiries from contractor and engineer

**Miscellaneous: 5½ 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