



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: August 9, 2021
Re: Monthly Report

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

Cultural Services Advisory Board:

1 Regular meeting: **2 hours**

Code Enforcement Board:

1 Regular meeting: **3 hours**

Essential Services Advisory Board: **3 hours**

Prep for August 5th regular meeting

Planning Board:

Prep for August 3rd Special meeting: **2½ hours**

Town Council:

1 Regular meeting: **3½ hours**

1 Special meeting: **3 hours**

Council & Board meetings & related tasks: **49 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 Board agendas

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 audio files to OneDrive
Posted meeting agendas and notices in kiosk
Provided A/V 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 post-meeting and posted ADA-compliant agendas
Attended and prepared minutes for Candidate Forum

Election tasks: 7 hours

Verified electronic Treasury Reports were filed
Proofed Election Referendum Advertisements
Candidate Forum – 3 hrs

Social Media/Website: 6 hours

Organized and recorded Council & Board 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: 2 hours

Prepared Code Board Orders & other documents for recording with the Court Clerk

Bids and related items: 2 hours

Bid 2021-02, Ponce Inlet Community Center Restroom Renovation project
Coordinated and attended pre-bid meeting at project site

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 local jurisdiction's Council 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