



## 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:** September 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 **August 2021**:

Cultural Services Advisory Board:

1 Regular meeting: **1½ hours**

Code Enforcement Board:

1 Regular meeting: **3 hours**

Essential Services Advisory Board: **1½ hours**

1 Regular meeting

Planning Board:

1 Special meeting: **3 hours**

1 Regular meeting: **3 hours**

Town Council:

1 Special meeting: **2 hours**

1 Regular meeting: **2½ hours**

Council & Board related tasks: **40 hours**

Coordinated Charter Review meeting date and time between Council, Attorney, & staff

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 agenda items

Prepared printed copies of Board and Council agenda packets for distribution

Scanned and built electronic agenda packets

Distributed 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

**Election tasks: 25 hours**

Verified electronic Treasury Reports were filed by candidates  
Attended two Canvassing Board meetings and monitored election results; prepared meeting minutes  
Attended L&A Testing

**Social Media/Website: 3 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:  
Assisted with preparation of staff report for Council meeting (bid award) and prepared copies of all bids received for attachment to staff report

**Miscellaneous: 5 hours**

Received and completed public records requests  
Created and distributed *Monthly Meeting Dates & Deadlines* matrix to staff and attorneys;  
Created Council's *Monthly Meetings & Events* calendar  
Reviewed local jurisdiction's Council agendas, printed relevant 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  
Phone calls and emails  
Prepared monthly report

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