



## 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:** November 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 **October 2021**:

**Charter Review Committee: 1½ hours**

1 Regular meeting

**Code Enforcement Board:**

1 Regular meeting: **1 hour**

**Cultural Services Advisory Board:**

1 Regular meeting: **1 hour**

**Essential Services Advisory Board:**

1 Regular meeting: **2 hours**

**Planning Board:**

1 Regular meeting: **2 hours**

**Town Council:**

1 Regular meeting: **2½ hours**

**Council & Board related tasks: 46 hours**

Coordinated availability for Council members for January Town hall meeting  
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 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

**Appointments/Re-appointments: 4 hours**

Reviewed board rosters to determine seat terms and prepared letters members  
Received and reviewed same  
Received applications for new board appointments  
Reviewed new board member information with applicants

**Election tasks: 1 hours**

Filling and associated tasks

**Social Media/Website: 3 hours**

Organized and recorded Council & Board meetings on Audio systems  
Posted meeting Agendas and Minutes to website  
Updated meeting calendar on Town's website

**Legal Ads/Clerk of Court Recordings: 2½ hours**

Prepared Code Board Orders & other documents for recording with the Court Clerk  
Prepared copies of same for mailing to respondents (property owners)

**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

/ph