



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: March 1, 2022
Re: Monthly Report

Below is a summary of the Deputy Clerk's office activities performed during the month of **February 2022**:

Cultural Services Board: 1 hour

Meeting cancelled; prepared notice, posted website, and notified board, council, attorney, and staff

Essential Services Advisory Board: 1 hour

Emailed board and staff to coordinate March meeting; began collecting agenda items

Charter Review Committee:

1 Regular meeting: **1 hour**

Town Council:

1 Regular meeting: **5 hours**

Code Enforcement Board:

1 Regular meeting: **2 hours**

Planning Board: 1 hour

Cancelled; notified Board, Town Attorney, Council, and Staff

Council & Board related tasks: 14 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 Code and Advisory Board agenda items

Prepared printed copies of Board and Council agenda packets for distribution

Scanned and built electronic agenda packets, uploaded to OneDrive, and created shareable link; disseminated agenda packets
Distributed electronic agenda packets and links to Board, Council members, staff, attorneys, agenda packet distribution list, and website subscribers
Uploaded audio files to OneDrive, create sharable link and email to distribution list
Posted meeting agendas and notices in kiosk
Provided A/V support at Council and Board meetings
Prepared Board and Council meeting Summaries of Actions
Prepared Board and Council meeting Minutes
Formatted agendas and minutes for ADA compliance

Board Appointments: 1.5 hours

Prepared Oaths of Office for board appointees

Social Media/Website: 2 hours

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

Lecture Series / Museum Events: 1 hour

Assisted with set-up for Lecture Series event
Provided A/V assistance and training
Uploaded and disseminated audio and presentation files

Legal Ads/Clerk of Court Recordings: 2 hours

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

Miscellaneous: 11 hours

Public Records Requests
Monthly Meeting Dates & Deadlines matrix
Monthly Meetings & Events calendar for Council
Filing tasks: created new folders, boxed up old files and records and coordinated storage of same
Agenda Review: 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)

Notary and Witness services
Staff Coverage for meetings, trainings, and absences
Phone Calls and Emails
Monthly Report

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