



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: February 4, 2022
Re: Monthly Report

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

Cultural Services Board:

1 Regular meeting: **1 hour**

Essential Services Advisory Board: **1 hour**

1 Regular meeting

Charter Review Committee:

1 Regular meeting: **1 hour**

Town Council:

1 Regular meeting: **4 hours**

Code Enforcement Board:

1 Regular meeting: **2 hours**

Planning Board:

1 Special meeting: **1.5 hours**

Council & Board related tasks: **21 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 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 as requested

Distributed electronic agenda packets and links to Board, Council members, staff, attorneys, agenda packet distribution list, and website subscribers
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 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 meeting Agendas and 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 Respondents (property owners)

Miscellaneous: 3.5 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
Responded to phone calls and emails
Prepared monthly report

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