



## 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:** April 1, 2022  
**Re:** Monthly Report

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

**Cultural Services Board: 3 hours**

March meeting cancelled  
April meeting prep

**Essential Services Advisory Board: 2.5 hours**

1 Regular meeting

**Town Council:**

1 Regular meeting: **3 hours**

**Code Enforcement Board: ½ hour**

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

**Planning Board: ½ hour**

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

**Council & Board related tasks: 18 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 packet materials  
Prepared agenda item cover sheets for Code and Advisory Board agenda items  
Copied Board and Council agenda packets for distribution  
Scanned and built electronic agenda packets  
Uploaded agenda packets OneDrive, and created a shareable link;  
Distributed electronic agenda packets with access links to Board and Council members, staff, attorneys, agenda packet distribution list, and website subscribers

Uploaded audio files to OneDrive, created sharable link and emailed 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**

Received application, confirmed residency & voter status  
Prepared staff report to Council for new appointment  
Prepared Oath of Office for board appointee(s)

**Social Media/Website: 1.5 hours**

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

**Election tasks: 11 hours**

Prepared Election packets  
Prepared Election Ad  
Prepared Election Proclamation  
3 Candidate meetings  
- Provided and explained election documents and processes  
- Received, verified, and copied election documents  
- Transmit election documents to County elections office for verification

**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

**Forms: 3 hours**

Revised Records Request Form and Do's & Don't of Records Requests

**Miscellaneous: 14 hours**

Public Records Requests  
Monthly Meeting Dates & Deadlines matrix  
Monthly Meetings & Events calendar for Council  
Prepared various monthly Proclamations 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