



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: May 2, 2022
Re: Monthly Report

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

Cultural Services Board: 1 hour

1 Regular meeting

Town Council: 3.5 hours

1 Regular meeting

Code Enforcement Board: 1 hour

1 Regular meeting

Planning Board: 3.5 hours

1 Regular meeting

Council & Board related tasks: 19 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
- 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: 2 hours

Provided information to board applicants
Reviewed applications, confirmed residency/voter status
Prepared staff report to Town Council for appointment request

Social Media/Website: 2.5 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: 6 hours

Reviewed and edited Election Legal Ad; sent to NJ for publication request
Prepared revised Election Proclamation
Candidate assistance:
 Provided and explained election documents and processes
 Received, verified, and copied election documents
 Transmitted election documents to County elections office for verification

Bids & RFPs: 3 hours

Prepared bid documents for 2022-02, posted to Demand Star and Town website
Coordinated pre-bid meeting and bid opening meeting

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

Community Day Event: 3.5 hours

Forms: 1 hour

Revised Records Request Form
Revised Do's & Don'ts of Records Requests

Miscellaneous: 14 hours

Public Records Requests
Prepared and emailed Monthly Meeting Dates & Deadlines matrix
Prepared Monthly Meetings & Events calendar for Council
Prepared various monthly Proclamations for Council
Coordinated proclamation presentations with each department & Mayor
Filing tasks: created new folders, boxed files and records and coordinated storage of same
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 for meetings, trainings, and absences

Processed Phone Calls and Emails
Prepared Monthly Report