



## 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 31, 2022  
**Re:** Monthly Report

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

Cultural Services Board: **0 hour**

No meeting

Town Council: **3 hours**

1 Regular meeting

Code Enforcement Board: **1 hour**

1 Regular meeting

Planning Board: **5¼ hours**

1 Special meeting

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  
Prepared cancellation notices, advised board, staff, and attorney of same  
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: 3½ 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  
Posted cancellations and sent townwide email to subscribers regarding event cancellations (Western Night & Book Signing events)

**Election tasks: 4½ hours**

Reviewed and edited Election Legal Ad  
Confirmed publication in NJ  
Prepared and posted Election Proclamation  
Reserved Community Center for August 23<sup>rd</sup> and November 8<sup>th</sup> elections  
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: 1 hour**

Attended bid opening for 2022-02  
Assisted department with staff report template and procedures for Council presentation

**Legal Ads/Clerk of Court Recordings: 4 hours**

Researched past recordings to determine department origination for Finance office  
Processed Code Board Orders & other documents for recording with the Court Clerk  
Prepared copies of same for mailing to property owners

**Miscellaneous: 12 hours**

Public Records Requests; revised form and created townwide policy for processing  
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 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