



MEMORANDUM
Town of Ponce Inlet
Office of the Deputy Clerk

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: August 5, 2022
Re: Monthly Report

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

Cultural Services Board: **2 hours**
Agenda prep for August 1st meeting

Town Council: **7 hours**
1 Special meeting (Budget Workshop) – 4 hours
1 Regular meeting – 3 hours

Code Enforcement Board: **0 hour**
Meeting cancelled

Planning Board: **3 hours**
1 Regular meeting

Council & Board related tasks: **22 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 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 Board information to board applicants
Reviewed application and confirmed meeting attendance
Confirmed applicant's residency and voter status
Prepared staff report to Town Council for Cultural Services Board appointment request:
– Ms. Jair Kessler

Social Media/Website: 4 hours

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

Election tasks: 4¼ hours

Confirmed with Supervisor of Elections website that candidates reports were filed
Attended Logic & Accuracy Testing (L&A) at DeLand Warehouse

Bids & RFPs: 6 hours

Assisted with writing RFP 2022-05 (Search for Executive Firm)
Included transcribing, proofing, editing, etc. – for Town Manager search

Legal Ads/Clerk of Court Recordings: 3 hours

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

Training: 3 hours

Attended Florida Association of City Clerks (FACC) webinar
Elections – Legislative Changes & Rules Updates

Miscellaneous: 12 hours

Processed 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 records, and coordinated storage of same
Reviewed the following 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