



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: Kim Cherbano, Human Resource Director/Deputy Clerk
Date: October 1, 2019
Re: Monthly Report - September 2019

Below is a summary of the Deputy Clerk's office activities performed during the month of **September 2019**:

Town Council: 7 hours

- 1 Special meeting (Budget)
- 1 Regular meeting

Planning Board: 5 hours

- 1 Regular meeting

Code Enforcement Board: 1 hour

- Meeting cancelled; posted Notices, notified Board, staff and attorneys

Council & Board meetings: 38 hours

- Notified Boards, Council, staff, and attorneys
- Assembled and proofread staff reports and agenda items
- Prepared Board and Council agendas and packets for distribution
- Coordinated regular & special meetings with Boards, Council, staff and attorneys
- Posted agendas and notices in kiosk
- Provided Audio/Visual support at all Board/Council meetings and events
- Prepared Board & Council Summary of Actions
- Prepared Board & Council Meeting Minutes

Social Media/Website: 14 hours

- Reviewed and tested presentation items for use at various meetings
- Recorded and organized all Board & Council meetings on Audio systems
- Uploaded recordings to server and OneDrive/Cloud for dissemination
- Updated meeting calendar on Town's website

Legal Ads/Clerk of Court Recordings: **2.5 hours**
Reviewed and submitted Legal Ad requests to News Journal for publication
Processed Orders and Documents for recording at Clerk of Court's office

ADA Coordinator duties: **15 hours**

Formatted, tested, and posted to the website:

- Cultural Services Board meeting agendas
- Cultural Services Board meeting minutes
- Planning Board meeting agendas
- Planning Board meeting minutes
- Town Council meeting agendas
- Town Council meeting minutes

Miscellaneous: **19 hours**

Received and completed Board and Council audio and document records requests

Created and distributed Monthly Meeting Dates & Deadlines matrix

Created Council's Monthly Meetings & Events calendar

Reviewed Commission/Council agendas for

- City of Daytona Beach Shores
- City of Port Orange
- County of Volusia (County Council)

Provided Notarial duties

Assisted with staff coverage due to meetings, trainings, and absences

Prepared monthly report

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