



## 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:** November 4, 2019  
**Re:** Monthly Report - October 2019

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

**Town Council: 6 hours**

- 1 Special meeting (with Planning Board, Oct. 17<sup>th</sup>)
- 1 Regular meeting

**Planning Board: 9 hours**

- 2 Special meetings
- 1 Regular meeting

**Code Enforcement Board: 3 hours**

- 1 Regular meeting

**Council & Board meeting tasks: 47 hours**

- Notified Boards, Council, staff, and attorneys of meetings
- Assembled and proofread staff reports and agenda materials
- Prepared Board and Council agenda packets for distribution
- Coordinated all 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

**Museum Fall Lecture Series: 2 hours**

- 1 Event - set-up and attend to assist with A/V

**Social Media/Website: 10 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 hours**  
Reviewed and submitted Legal Ad requests to News Journal for publication  
Received and proofed Ads for accuracy; notified publisher to release/revise  
Processed Orders and Documents for recording at Clerk of Court's office

ADA Coordinator duties: **14 hours**  
Reviewed, tested and formatted for compliance; posted to the website:

- Cultural Services Board meeting agenda
- Cultural Services Board meeting minutes
- Code Enforcement Board meeting agenda
- Code Enforcement Board meeting minutes
- Planning Board meeting agendas
- Planning Board meeting minutes
- Town Council meeting agendas
- Town Council meeting minutes

Training: **35 hours**  
Attended FACC (City Clerks) Conference

Miscellaneous: **21 hours**  
Prepared and attended Ponce deLeon Circle Sanitary Sewer informational meeting  
Received and completed Board and Council audio and document public records requests  
Created and distributed Monthly Meeting Dates & Deadlines matrix  
Created Council's Monthly Meetings & Events calendar  
Reviewed the following Commission/Council agendas:

- 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

/ph