



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: December 23, 2019
Re: Monthly Report - November 2019

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

Town Council: 4 hours

1 Regular meeting

Planning Board: 3 hours

1 Regular meeting

Code Enforcement Board: 3 hours

1 Regular meeting

Council & Board meeting tasks: 31 hours

Notified Boards, Council, staff, and attorneys of meeting dates/times

Assembled and proofread staff reports and agenda materials

Prepared Board and Council agenda packets for distribution

Scanned and formatted agenda packets

Posted to agenda packets to OneDrive and disseminated as requested

Coordinated all meetings with Boards, Council, staff and attorneys

Posted meeting agendas and notices in kiosk

Provided Audio/Visual support at all Board and Council meetings

Prepared Board & Council Summary of Actions

Prepared Board & Council Meeting Minutes

Board re-appointments and appointments: 11 hours

Prepared letters to boardmembers regarding seat term expiration

Prepared annual meeting attendance matrix for staff review

Various discussions with boardmembers regarding re-appointments

Various discussions with residents regarding potential board appointments

Reviewed (potential) boardmember applications for completeness

Confirmed meeting attendance

Confirmed residency and voter ID status

Museum Fall Lecture Series: 3 hours

Assisted with set-up; operated presentation & Audio/Visual equipment
“The Casements”

Special Event - 2.5 hours

Assisted with set-up; operated presentation and audio/visual equipment
Dream Green Volusia (an educational presentation)

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 audio files to internal server and OneDrive for dissemination
Updated meeting calendar on Town’s website

Legal Ads/Clerk of Court Recordings: 3 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: 13 hours

Formatted and tested for ADA compliance and posted to the website
(including the completion of 2017 Council agendas and meeting minutes):

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

Miscellaneous: 18 hours

Received and completed public records requests (Board/Council items)
Created and distributed Monthly Meeting Dates & Deadlines matrix
Created Council’s Monthly Meetings & Events calendar
Reviewed the following Municipal 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

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