



## 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:** January 8, 2020  
**Re:** Monthly Report - December 2019

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

Town Council: **4 hours**  
1 Regular meeting

Planning Board: **2 hours**  
1 Regular meeting

Council & Board meeting tasks: **31 hours**  
Coordinated meetings with Boardmembers, Council, staff and attorneys  
Assembled and proofread staff reports and agenda materials  
Prepared Board and Council agenda packets for distribution  
Scanned and formatted Board and Council agenda packets  
Posted agenda packets to OneDrive and disseminated as requested  
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  
Assembled Annual Boardmember Training Materials (2020 ed.)

Board re-appointments and appointments: **2 hours**  
Prepared Oaths of Office for various boardmembers

Museum Fall Lecture Series: **3 hours**  
Assisted with set-up; operated presentation & Audio/Visual equipment  
"History of New Smyrna Beach"

Social Media/Website: **7 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: 7 hours**

Formatted and tested for ADA compliance and posted to the website:

- Cultural Services Board meeting agenda
- Cultural Services 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

/ph