



## MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

*We strive to be professional, caring and fair*

To: Jeaneen Witt, Town Manager  
From: Amy Zengotita, Cultural Services Manager  
Date: June 12, 2017  
Subject: Cultural Services Department end of the month report for May 2017.

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Below is the summary of the Cultural Services Department activities during the month of May.

### Special Events

Received / Processed: 3 hrs. (Memorial Day; Vettes at the Light)

### Parks & Recreation

Parks and Recreation 59 hrs. (Maintained Parks budget excel workbook; attended planning meetings for the new website; reviewed Parks Board minutes; wrote staff reports to Council; attended Department Head meetings; completed operating budget and capital projects for FY 2017-2018; attended Volusia County Parks Directors meeting at Embry Riddle; submitted Waste Management grant; met with Angie on technology for FY 2017-2018; attended meeting on Coffee with a Cop; attended website training; attended EOC training)

Social Media 16 hrs. (Posted updates to the Facebook page)

### Museum

Visitor Attendance 92

Tours 8 hrs.

Outreach 2 hrs. (Submitted information for the tour of Ponce Inlet for American Planning Association Conference)

Projects

10 hrs. (South Atlantic Marker; monitored Pacetti Cemetery retaining wall installation)

Administration

35 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; reviewed Council meeting minutes; attended Council meeting; completed operating budget and capital projects for FY 2017-2018; trained museum intern)