



## 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: July 10, 2017  
Subject: Cultural Services Department end of the month report for June 2017.

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

#### **Special Events**

Received / Processed: 4 hrs. (YMCA Triathlon; Lighthouse Loop)

#### **Parks & Recreation**

Parks and Recreation 54 hrs. (Maintained Parks budget excel workbook; attended planning meetings and training for the new website; edited the website; attended Department Head meetings; created Proclamation for Lions Club; organized and hosted the Pickleball Seminar; attended open enrollment; reviewed the Special Event Ordinance; attended meeting on the Special Event Ordinance and typed revisions; met with Town Manager on FY 2017-2018; sent out advertising for Coffee with a Cop; planned and organized employee picnic; created upcoming event flyers; attended Council meeting; began working on the Town's text messaging policy; wrote ECHO report for Ponce Preserve; dropped off patriotic wreaths for retouching)

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

#### **Museum**

Monthly Visitor Attendance 86

Fiscal Year Visitor Attendance 1,034

|                |   |
|----------------|---|
| Tours          | 7 hrs.  |
| Projects       | 5 hrs. (South Atlantic Marker)  |
| Administration | 26 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; met with Town Manger on FY 2017-2018; attended Lighthouse Association meeting; met with Dr. Main about the Pacetti Boarding House; wrote ECHO report for the museum) |