



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: August 6, 2018
Subject: Cultural Services Department end of the month report for July 2018.

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

Special Events

Received / Processed: 6 hrs. (Lighthouse Loop, YMCA Triathlon; September 11th Ceremony)

Parks & Recreation

Parks and Recreation 98 hrs. (Maintained Parks budget excel workbook; reviewed council minutes; attended various department head meetings; attended Halifax Heritage Byway and Trails meeting; attended meetings on and planned for the Pollard Park Improvements; worked on combining the Historic and Park Boards; made 2 more rounds of edits to the National Register of Historic Places Nomination for Green Mound; began Wilbur Bay Wetlands signage; organized Town's employee BBQ; wrote various Proclamations; review assets; wrote and submitted ECHO Grant report for Ponce Preserve; worked on budget cover; met with designers for Davies Lighthouse Park renovation; reviewed and submitted changes to Port Orange/South Daytona Chamber of Commerce Magazine article on Ponce Inlet; attended Lighthouse Association Meeting; reviewed Parks Board packet, attended meeting, and reviewed minutes; attended Council Budget Workshop and regular meeting; organized applications for the Cultural Services Board; wrote staff reports on Parks and Historic Board awards and Cultural Services Applications; began working with grant consultant on Davies Park submission; attended meeting on mangrove growth management in Timucuan Oaks; organized and

attended radio interview on Focus on Ponce Inlet; organized Lighthouse related documents)

Social Media

20 hrs. (Posted updates to the Facebook and Instagram page)

Museum

Monthly Visitor Attendance

54

Yearly Visitor Attendance

498

Ponce Inlet Historical Museum

31 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; led museum tours; g; wrote and submitted ECHO Grant report for PIHM; created interview questions and attended interviews for part-time position; began inputting collection information into the digital collection software)