



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, 2019
Subject: Cultural Services Department end of the month report for July 2019.

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

Special Events

Received / Processed 5 hrs. (Pedal Pone, YMCA Triathlon, Lighthouse Loop)

Public Information

25 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; created scheduled posts for content while on vacation)

Parks & Recreation

30 hrs. (Maintained Parks budget; attended various department head meetings; attended meetings on and planned for the Pollard Park improvement project; managed and Pollard Park ECHO grant; reviewed minutes for the Council meeting; wrote staff reports for Council; worked on business plan for the Cultural Services Department as part of the Parks and Rec Leadership Academy; implemented Summer Preschoolers in the Parks; attended Town Council Meeting; organized and implemented beach cleanup)

Historic Preservation

2 hrs. (reviewed design for the Davies Lighthouse Park for the tramway marker)

Finance

15 hrs. (Organized asset paperwork)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 100

Yearly Visitor Attendance 942

50 hrs. (Conducted tours of the Ponce Inlet Historical Museum and Hasty Cottage; collected monetary donations; maintained daily visitor log; scheduled volunteers for events and Mondays; organized and conducted interview with the Hometown News about the postal service in Ponce Inlet and the Post Worker Day event; organized identification for five bones excavated from Ponce Preserve in 2009; began organizing an event for Native American month November 2019; implemented Postal Worker Day; attended various staff meetings; maintained museum budget; began organizing the Fall Lecture Series)