



## 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 5, 2018  
Subject: Cultural Services Department end of the month report for May 2018.

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

### Special Events

Received / Processed: 6 hrs. (King of the Inlet; Memorial Day)

### Parks & Recreation

Parks and Recreation 91 hrs. (Maintained Parks budget excel workbook; implemented spring park programs; reviewed council minutes; attended various department head meetings; attended Volusia County Recreation Directors Meeting; prepared budget for '18/'19 and '19/'20; attended Halifax Heritage Byway and Trails meeting and helped with future meeting set-up and State nomination; attended meetings on and planned for the Pollard Park Improvements; implemented Pickleball Clinic; monitored Pacetti Cemetery fence installation; helped IT with key fob system set-up; researched AARP Age-Friendly Communities; wrote Parks Board staff report on combing Historic and Park Boards and reviewed packet; wrote volunteer policy and created forms; attended PICCI meeting; made 2 rounds of corrections to the National Register of Historic Places Nomination for Green Mound; attended Town Council meeting; attended Police Memorial; researched dune signage and emailed information to condo managers)

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

**Museum**

Monthly Visitor Attendance 37

Yearly Visitor Attendance 343

Ponce Inlet Historical Museum 28 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; prepared budget for '18/'19 and '19/'20; organized Museum landscaping project; wrote Historic Board staff report on combining Historic and Park Boards and reviewed packet; set-up local oral history transcript project for museum employee)