



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 9, 2018
Subject: Cultural Services Department end of the month report for June 2018.

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

Special Events

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

Parks & Recreation

Parks and Recreation 45 hrs. (Maintained Parks budget excel workbook; reviewed council minutes; attended various department head meetings; 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; wrote ordinance on the combining of the Historic and Park Boards; made 2 additional rounds of edits to the National Register of Historic Places Nomination for Green Mound; researched sharing courts with condos during construction of Pollard Park; meet with Town Manager on '18/'19 and '19/'20 Parks budget; wrote Lighthouse Proclamation; wrote Wilbur Bay Wetlands staff report to Council; ordered temporary ECHO sign for Pollard Park; attended Volusia County Emergency Operations Center training; attended Ponce Inlet hurricane planning meeting; researched deck funding for Ponce Preserve and wrote letter to County requesting matching funds)

Social Media 11 hrs. (Posted updates to the Facebook and Instagram page)

Museum

Monthly Visitor Attendance 101

Yearly Visitor Attendance 444

Ponce Inlet Historical Museum 19 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; meet with Town Manager on budget for '18/'19 and '19/'20; attended Historic Board meeting; revised job description and advertisement for part-time office specialist for the museum; emailed job description to various groups)