



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

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

Special Events

Received / Processed: 4 hrs. (Lighthouse Loop; September 11th Ceremony; Christmas Parade)

Parks & Recreation

Parks and Recreation 89 hrs. (Maintained Parks budget excel workbook; reviewed council minutes; attended various department head meetings; attended meetings on and planned for the Pollard Park Improvements; worked on combining the Historic and Park Boards; proofed Wilbur Bay Wetlands signage; worked with grant writer and playground designers on Davies Lighthouse Park improvements; organized the fall calendar of events; attended City Managers Meeting; wrote and revised staff reports for the council meeting; created flyers for all upcoming events; submitted advertising for events; organized September 11th Ceremony; organized first Cultural Services Board meeting; organized submission and submitted STEM question to Volusia County Schools)

Historic Preservation 15 hrs. (Attended Halifax Heritage Byway and Trails meeting; attended meeting on the National Register of Historic Places Nomination for Green Mound; worked with Mayor on various projects; organized Lighthouse related documents; attended Pacetti shoreline restoration meeting)

Social Media 22 hrs. (Posted updates to the Facebook and Instagram page)

Museum

Monthly Visitor Attendance 56

Yearly Visitor Attendance 554

Ponce Inlet Historical Museum 65 hrs. (organized and maintained monthly and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; led museum tours; trained new employee; organized Fall Lecture Series; conducted tours of the Ponce Inlet Historical Museum and Hasty Cottage/ Post Office; collected monetary donations; maintained Daily Visitor log; updated advertising log; scheduled volunteers for Mondays during September and Grandparents Day (September 8); submitted events for to Channel 13 News Community Calendar and Daytona Home Town News; organized Grandparents Day; created events calendar; established Outreach dates for October and January 2019; conducted light maintenance)