



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 8, 2019
Subject: Cultural Services Department end of the month report for June 2019.

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

Special Events

Received / Processed: 1 hrs. (King & Queen of the Inlet)

Public Information 37 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; created PowerPoint for Social Media presentation; presented Social Media Best Practices to Volusia Public Information Officers; attended Volusia Public Information Officers workshop; attended ADA accessible document course; created police brochure for residents; reviewed newsletter articles and draft of newsletter)

Parks & Recreation

68 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; completed FY 2019/2020 proposed budget, FY 2020/2021 projected budget, and FY 2018/2019 amended budget for Parks and Recreation; 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 beach cleanup; organized Pacetta paperwork at Attorney's office)

Historic Preservation

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

Finance

10 hrs. (Completed utility billing requests; covered front desk; began organizing asset paperwork)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 91

Yearly Visitor Attendance 842

90 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; scheduled interview with the Hometown News to write an article to announce 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 Bill Lazarus' presentation of his book "Sands of Time"; conducted a training session on the procedures used to run the museum; attended various staff meetings; maintained museum budget; began organizing the Fall Lecture Series)