



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: March 9, 2018
Subject: Cultural Services Department end of the month report for February 7, 2018.

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

Special Events

Received / Processed: 21 hrs. (Turtle Patrol 5K; Living Legends Parade and Marker Dedication; Reggae Fest; Vettes at the Light; updated special event files on Energov)

Parks & Recreation

Parks and Recreation 93 hrs. (Maintained Parks budget excel workbook; organized spring park programs; ordered budgeted items for parks; reviewed council minutes; attended various department head meetings; attended Volusia County Recreation Directors Meeting; worked with playground company for playground repairs; monitored migration planting in Timucuan Oaks; worked with the County and the Wilbur Bay Wetlands Management Plan; organized and planned Ponce Preserves the Planet; began planning the Children's Easter Party; began planning the Volunteer Appreciation Dinner; prepared and attended ECHO Grant meetings; reviewed parks and rec best practices; attended Tyler Management Center training; began FCT Stewardship reports for Ponce Preserve and Timucuan Oaks Garden; began Pacetta's Subpoena)

Social Media 19 hrs. (Posted updates to the Facebook and Instagram page)

Museum

Monthly Visitor Attendance 104

Yearly Visitor Attendance 223

Ponce Inlet Historical Museum 32 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; organized and implemented Spring Lecture Series; submitted for Pacetti Cemetery replacement fence Certificate of Appropriateness application; helped with installation of new “open/close” museum sign; worked with landscape companies on Museum landscape)