



## 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: April 4, 2018  
Subject: Cultural Services Department end of the month report for March 2018.

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

#### **Special Events**

Received / Processed: 8 hrs. (Turtle Patrol 5K; Reggae Fest; Turtle Day)

#### **Parks & Recreation**

Parks and Recreation 113 hrs. (Maintained Parks budget excel workbook; implemented 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; organized and implemented Ponce Preserves the Planet; organized and implemented Children's Easter Party; organized and planned the Board Appreciation Dinner; wrote and submitted the FCT Stewardship reports for Ponce Preserve and Timucuan Oaks Garden; organized Pacetta's Subpoena; met with IT on the text messaging policy; wrote newsletter article; reviewed town newsletter articles)

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

#### **Museum**

Monthly Visitor Attendance 73

Yearly Visitor Attendance 296

Ponce Inlet Historical Museum

25 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; attended Historic Board meeting; worked with landscape companies on Museum landscape; organized and submitted the Green Mound National Registry of Historic Places Application; wrote newsletter article)