



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: May 2, 2018
Subject: Cultural Services Department end of the month report for April 2018.

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

Special Events 136

Received / Processed: 10 hrs. (King of the Inlet; Turtle Day; Memorial Day)

Parks & Recreation

Parks and Recreation 109 hrs. (Maintained Parks budget excel workbook; implemented spring park programs; reviewed council minutes; attended various department head meetings; attended Volusia County Recreation Directors Meeting; prepared budget for '18/'19 and '19/'20; attended Halifax Heritage Byway and Trails bus tour; organized the ceremonial bill signing for Ponce Law; prepared proclamations and staff reports for Council; planned and implemented the Volunteer Board Appreciation Dinner; attended meetings on ECHO grant; began making preparations for and attended meetings on the Pollard Park Improvements; helped Planning Department with research for various historical related inquires; wrote and submitted Healthy Weight Champion application; organized Arbor Day tree planting; attended Arbor Day luncheon; completed National Incident Management System training; reviewed Bike/Pedestrian Master Plan Feasibility Study; organized Pickleball Clinic; monitored Pacetti Cemetery fence removal)

Social Media 15 hrs. (Posted updates to the Facebook and Instagram page)

Museum

Monthly Visitor Attendance	10 (closed most of the month for repairs to a/c and clean up due to the tree falling)
Yearly Visitor Attendance	306
Ponce Inlet Historical Museum	23 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; prepared budget for '18/'19 and '19/'20; responded to the museum tree falling; met with Angie about museum laptop; installed museum laptop)