



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: January 4, 2019
Subject: Cultural Services Department end of the month report for December 2018.

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

Special Events

Received / Processed: 10 hrs. (Christmas Parade; North Turn Beach Parade; Ponce Inlet Art Guild event; reviewed potential special events)

Public Information

25 hrs. (Posted updates to the Facebook and Instagram page; met on messaging for computer systems update; attended Coffee with a Cop; organized and edited Town submissions for winter edition of newsletter; created flyers for upcoming events)

Parks & Recreation

60 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; worked with grant writer on Davies Lighthouse Park improvements grant application; attended Cultural Services Board Meeting; reviewed packet, minutes, and agenda for Cultural Services Board; attended Council Meeting and reviewed minutes for the meeting; attended meeting on the new Human Resources Policy; planned park programs spring 2019 calendar of events; applied for leadership workshop; wrote staff reports for Town Council; implemented fall park programs; meet with another city to help them with the creation of a dog park in their city; created rose planting plan for Timucuan Oaks Garden; wrote article on parks and recreation for winter newsletter; attended Volusia County Parks Directors Association meeting)

Historic Preservation 3 hrs. (Attended Halifax Heritage Byway and Trails meetings)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 74

Yearly Visitor Attendance 980

94 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; organized and implemented A Very Merry Old Fashion Christmas; met with Marine Science Center for the February event; organized Raptor and Migratory Bird Program; delivered instructions to Longstreet Elementary school for the Black History month essay contest; organized prizes for the essay contest; began planning American Girl Doll Tea Party in March; ; conducted inventory of gift shop items; planned 2019 museum event calendar; implemented museum fall lecture series; maintained museum budget)