



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 9, 2019
Subject: Cultural Services Department end of the month report for March 2019.

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

Special Events

Received / Processed: 18 hrs. (North Turn Beach Parade; King of the Inlet; Turtle Trek, Reggae Fest, Turtle Day; Vettes at the Light; Ponce Preserves the Planet; Memorial Day; Easter Party)

Public Information

35 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; edited ½ cent sales tax PowerPoint for the March Council meeting; organized, wrote, and edited articles for the Town's sections of the Citizens of Ponce Inlet's Newsletter; created flyer for St. Patrick's Day police campaign; attended Lighthouse Association Meeting; served as Acting Town Manager)

Parks & Recreation

85 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; attended meetings on Davies Lighthouse Park improvements grant application; reviewed minutes for the Council meeting; wrote staff reports for Council; wrote and submitted stewardship reports for the Florida Community Trust grants for Timucuan Oaks Garden and Ponce Preserve; continued to organize the Easter Party; worked on business plan for the Cultural Services Department as part of the Parks and Rec Leadership Academy; organized and implemented Ponce Preserves the Planet; organized and implemented Preschoolers in the Parks; implemented Spring Programs in

the Parks; attended Volusia County Recreation Directors Meeting; attended Town Council Meeting; attended Incode 10 training; began planning the Volunteer Appreciation Dinner; attended the Florida Recreation and Parks Association Agency Summit for directors)

Historic Preservation

6 hrs. (Attended Halifax Heritage Byway and Trails meeting; began designing marker for Davies Lighthouse Park for the tramway; attended Historic Preservation Planning Workshop in Saint Augustine)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 186

Yearly Visitor Attendance 519

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; set up exhibit for African American essay contest winners; began creating a program on Native Americans for Elementary Schools; planned additional events for the future; began planning a summer children's art program; began planning an author in residence lecture series at the museum; organized and implemented American Girl Tea Party (74 attendees); organized the March Museum Painting Party; attended lecture on Native Americans; began organizing the postal exhibit; attended various staff meetings; maintained museum budget; submitted presentation proposal for the Florida Association of Museums Conference; implemented the Spring Lecture Series; attended historic presentation in Winter Park for a potential presentation in Ponce Inlet)