



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

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

Special Events

Received / Processed: 18 hrs. (Turtle Patrol 5K; Living Legends Parade and Marker Dedication; Reggae Fest; Vettes at the Light)

Parks & Recreation

Parks and Recreation 87 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; created goals for 2018/2019; worked with playground company for playground repairs; reviewed newsletter; monitored migration planting in Timucuan Oaks; managed Winterhaven Marker installation; attended goals workshop; conducted research for Town Manager; ordered Timucuan Oaks plant signage; reviewed and began working with the County and the Wilbur Bay Wetlands Management Plan; began organizing Ponce Preserves the Planet; began planning the Children's Easter Party; began planning the Volunteer Appreciation Dinner; attended the State of the County; prepared for ECHO Grant presentation; attended ECHO Grant meetings; reviewed parks and rec best practices; attended Tyler Management Center training)

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

Museum

Monthly Visitor Attendance 119

Yearly Visitor Attendance 119

Ponce Inlet Historical Museum 36 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; conducted museum tours; organized Spring Lecture Series; submitted 2017 Sales Tax form; created goals for 2018/2019; took down Christmas decorations; attended Historic Board meeting; conducted volunteer training; met with nurseries on museum landscaping plan; gathered quotes for Pacetti Cemetery replacement fence; attend conference call on Pacetti Boarding House; attended Managing Historic Properties Workshop)