



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: November 1, 2018
Subject: Cultural Services Department end of the month report for October 2018.

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

Special Events

Received / Processed: 25 hrs. (Lighthouse Loop; Operation Changing Lives 5k; Halloween Party; Veterans Day; Wildlife Fest.; Christmas Parade; North Turn Beach Parade; Beachin' Kountry Fest; Women's Club events)

Parks & Recreation

Parks and Recreation 110 hrs. (Maintained Parks budget; attended various department head meetings; attended meetings on and planned for the Pollard Park Improvement; managed and submitted report for Pollard Park ECHO grant; worked with grant writer and playground designers on Davies Lighthouse Park improvements grant application; wrote and revised staff reports for the council meeting; completed lesson plans for Preschoolers in the Parks; attended Cultural Services Board Meeting; reviewed packet, minutes, and agenda for Cultural Services Board; attended Council Meeting and reviewed minutes for the meeting; attended Volusia County Parks Director's meeting; organized and implemented Volusia County Parks Director's meeting for Ponce Inlet/Daytona Beach Shores in October; organized and implemented the Children's Halloween Party; implemented fall park programs; conducted research for Wilbur Bay Wetlands grant requirements; submitted Arbor Day Foundation Grant; revised draft of the volunteer policy; attended Florida

Recreation and Park Association's Budget Workshop; wrote staff reports for upcoming Council Meeting)

Historic Preservation

10 hrs. (Attended Halifax Heritage Byway and Trails meetings and helped organized historic resources section of the application)

Social Media

23 hrs. (Posted updates to the Facebook and Instagram page)

Museum

Monthly Visitor Attendance

160 (72 people attend Ghost of Ponce Past)

Yearly Visitor Attendance

796

Ponce Inlet Historical Museum

95 hrs. (Conducted tours of the Ponce Inlet Historical Museum and Hasty Cottage/Post Office; collected monetary donations; maintained daily visitor log; scheduled volunteers for Mondays during October and for upcoming events; held a volunteer meeting on Ghosts of Ponce Past; planned and implemented Ghosts of Ponce Park Walking Tour; submitted information to Florida Department of State, for March of Museums for inclusion into their website conducted several staff meetings with museum staff; organized a meeting with the Seattle Children's Museum to discuss their children's postal exhibit; continued to plan the painting event in January; Researched Timucuan and Europeans for 2019 Native American Month; began planning 2019 museum event calendar; maintained museum budget; implemented museum fall lecture series)