



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 6, 2019
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 December.

Special Events

Received / Processed: 12 hrs. (North Turn Beach Parade; Ponce Inlet Art Guild event; King of the Inlet; Turtle Trek, Reggae Fest, Turtle Day)

Public Information

34 hrs. (Posted updates to the Facebook and Instagram page; reviewed and edited Citizens of Ponce Inlet Newsletter; created flyers for Law Enforcement Day for social media; created Facebook event pages for upcoming events; worked with Smarsh on ensuring archival of social media; edited all event flyers for the website)

Parks & Recreation

110 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; attended Cultural Services Board Meeting; reviewed packet, minutes, and agenda for Cultural Services Board; reviewed minutes for the meeting; attended leadership academy; organized and implemented Pickleball Clinic; worked with garden company on installation of roses for Timucuan Oaks; wrote staff reports for Town Council; submitted Tree City application; began organizing the Easter Party; created a memorial park bench program; worked on business plan for the Cultural Services Department; cleaned parks and rec closet; began planning

Ponce Preserves the Planet; began lesson plans for Preschoolers in the Parks; wrote resolution and staff report on Halifax Byway support request; submitted paperwork for ECHO Ranger 2019/2020.

Historic Preservation

12 hrs. (Attended Halifax Heritage Byway and Trails meetings and helped with application; created verbiage for Pacetti Cemetery informational sign)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 204

Yearly Visitor Attendance 204

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; held Museum Painting Party; attended the Museum of Arts and Sciences (MOAS) History Day; scheduled Echo Ranger dates 2019/2020; stayed in contact with Longstreet for the African American Essay Contest; helped to recruit vendors for Ponce Preserves the Planet to; attended various staff meetings; maintained museum budget; submitted annual sales tax paperwork)