



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: March 6, 2019
Subject: Cultural Services Department end of the month report for February 2019.

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

Special Events

Received / Processed: 15 hrs. (North Turn Beach Parade; Ponce Inlet Art Guild event; King of the Inlet; Turtle Trek, Reggae Fest, Turtle Day; Vettes at the Light)

Public Information

37 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; worked with Smarsh on ensuring archival of social media and worked with Archivesocial to take over the archiving of the social media accounts; created flyers for upcoming events; served as Acting Town Manager by responding to emails; attended Volusia County Manager's Meeting)

Parks & Recreation

98 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 Council meeting; 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 Ponce Preserves the Planet; organized and implemented Preschoolers in the Parks; attended Marine Science Center's preschool class for observation; attended New

Smyrna Beach's Cultural Center's Grand Opening; implemented Spring Programs in the Parks; attended Volusia County Recreation Directors Meeting; attended Town Council Meeting; attended Incode 10 training; researched potential bands to play in Davies as requested by the Cultural Services Board)

Historic Preservation

6 hrs. (Attended Halifax Heritage Byway and Trails meetings and helped with application; wrote resolution and staff report for Halifax Heritage Byway support request)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 129

Yearly Visitor Attendance 333

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; helped to recruit vendors for Ponce Preserves the Planet; organized the Raptor and Migratory Bird event; began creating a program on Native Americans for Elementary Schools; planned additional events for the future; organized the March Museum Painting Party; organized the African American Essay Contest award presentation; attended various staff meetings; maintained museum budget)