



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: May 3, 2019
Subject: Cultural Services Department end of the month report for April 2019.

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

Special Events

Received / Processed: 10 hrs. (King of the Inlet; Turtle Day; Vettes at the Light; Memorial Day; Easter Party; Reggae Fest)

Public Information 62 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; attended Government Social Media Conference; attended Florida League of Cities Social Media workshop; wrote proclamation and staff report for Teacher Appreciation Week; wrote proclamation for Arbor Day)

Parks & Recreation

75 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; reviewed minutes for the Council meeting; researched memorial bench programs in other municipalities; wrote staff reports for Council; began organizing FY 2019/2020 proposed budget, FY 2020/2021 projected budget, and FY 2018/2019 amended budget for Parks and Recreation; organized and implemented the Easter Party; worked on business plan for the Cultural Services Department as part of the Parks and Rec Leadership Academy; implemented Spring Programs in the Parks; attended Volusia County Recreation Directors Meeting; attended Town Council Meeting; planned and implemented the Volunteer Appreciation Dinner; attended the Arbor Day luncheon)

Historic Preservation

6 hrs. (Worked with Ellen Henry, Ponce Inlet Lighthouse, on the design for the Davies Lighthouse Park for the tramway marker; reviewed the Halifax Heritage Byway application; attended meetings on the Ponce Inlet Lighthouse)

Finance

15 hrs. (Attended Incode 10 training; began training on capital assets organization; practiced utility billing procedures)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 121

Yearly Visitor Attendance 640

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; organized and implemented the third painting party; organized Author in Residence program; completed three stamp collages for Hasty Cottage/Post Office; organized and implement "Women of Ponce Past" presentation for the lecture series; 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)