



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 10, 2020
Subject: Cultural Services Department end of the month report for January 2020.

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

Special Events

Received / Processed 12 hrs. (North Turn Beach Racing Parade; Art Guild Annual Sale; Reggae Fest; Turtle Trek)

Public Information

24 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; posted Census 2020 marketing material)

Parks & Recreation

80 hrs. (Maintained Parks budget; attended various department head meetings; attended meetings on and planned for the Pollard Park improvement project; managed Pollard Park and Timucuan Oaks ECHO grant; reviewed minutes for the Council meeting; wrote staff reports for Council; attended Town Council Meeting; created packet for Cultural Services Board; attended Volusia County Parks and Recreation Director's meeting; finished editing Timucuan Oaks Management Plan for Florida Communities Trust staff's review in order to complete the grant; organized spring calendar of events; began planning the Easter event)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 233

Yearly Visitor Attendance 233

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 "Painting with Ginger" and scheduled two more classes; scheduled "Mermaid Day", scheduled a second bracelet class for March; working with Marine Science Center to schedule summer camp visits; attended various staff meetings; maintained museum budget)