



## 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: June 11, 2019  
Subject: Cultural Services Department end of the month report for May 2019.

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

### Special Events

**Received / Processed:** 5 hrs. (King & Queen of the Inlet; Vettes at the Light; Memorial Day; Easter Party; YMCA triathlon)

**Public Information** 30 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; completed Social Media Management training and received certificate)

### Parks & Recreation

80 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; 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; worked on business plan for the Cultural Services Department as part of the Parks and Rec Leadership Academy; implemented Summer Programs in the Parks; attended Volusia County Recreation Directors Meeting; attended Town Council Meeting; researched Monarch City USA; researched and collected deeds of Town parks for Building Division for FEMA; solicited quotes for Pollard Park playground; revised Wilbur Bay Wetlands Management Plan and wrote letter to County to amend the management plan; wrote staff reports for Cultural Services Board on tramway and Monarch City

USA; reviewed packet and minutes for Cultural Services Board; researched the effects of fireworks on wildlife)

**Historic Preservation**

5 hrs. (Worked on the design for the Davies Lighthouse Park for the tramway marker)

**Finance**

50 hrs. (Attended Incode 10 training; completed utility billing requests; covered front desk)

**Ponce Inlet Historical Museum**

Monthly Visitor Attendance 111

Yearly Visitor Attendance 751

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; organized Postmaster Day in July; 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)