



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: November 6, 2019
Subject: Cultural Services Department end of the month report for October 2019.

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

Special Events

Received / Processed 23 hrs. (Lighthouse Loop; Operation Changing Lives; Wildlife Fest; Christmas Parade; Halloween Party; Women's Club events; North Turn Beach Racing Parade; Veterans Day; Pedal Ponce; Volusia County record request on all minutes from the North Turn Beach Racing Parade since its inception)

Public Information

48 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; served as acting Town Manager; reviewed Census 2020 material; began creating Census 2020 marketing material to begin campaign in January; worked on obtaining information to become a "Better City for Pets" city)

Parks & Recreation

75 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; reviewed packet for Cultural Services Board; attended Volusia County Parks and Recreation Director's meeting and gave presentation on Social Media to the directors and PIOs of the local cities; attended FRPA Impact Calculator course; organized and implemented Preschoolers in the Parks program; made additional changes to the Ponce

Preserve Management Plan directed by Florida Communities Trust staff; attended Florida Communities Trust webinar; planned and implemented the Children's Halloween Party)

Historic Preservation

1 hrs. (followed up on production of the tramway marker for Davies Lighthouse Park)

Finance

25 hrs. (Organized asset paperwork and worked on utility billing accounts)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 86

Yearly Visitor Attendance 1182

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; sent thank you cards to volunteers and donors; organized Shell-celebration event in November; followed up with Longstreet Elementary on the Native American project; organized Ghost of Ponce Past, but was cancelled due to weather; organized a new instructional class on bracelet making; began organizing February events; attended various staff meetings; maintained museum budget)