



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: September 19, 2017
Subject: Cultural Services Department end of the month report for August 2017.

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

Special Events

Received / Processed: 5 hrs. (Wings on the Wind; Lighthouse Loop Half Marathon; Christmas Parade)

Parks & Recreation

Parks and Recreation 87 hrs. (Maintained Parks budget excel workbook; attended Department Head meetings; created upcoming event flyers; attended Council meeting; wrote staff report for the Town's cell phone policy; reviewed the itinerant merchant ordinance; planned Ponce Memorial; attended design meetings on Pollard Park; reviewed Parks and Recreation best practices; researched volunteer policies; attended Community Center event planning meeting; planned and implemented Solar Eclipse event; attended meetings on the Pacetti Boarding House; organized fall programs; completed paperwork for Facebook verification; reviewed assets; submitted park locations to Google and Apple Maps; attended Christmas Parade meeting; began writing volunteer policy; attended 9/11 event meeting; attended Florida Recreation and Park Association Conference; recorded radio interview about upcoming events)

Social Media 25 hrs. (Posted updates to the Facebook and Instagram page; completed paperwork for Facebook verification)

Museum

Monthly Visitor Attendance 113

Yearly Visitor Attendance 1,046

Ponce Inlet Historical Museum 31 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; conducted daily tours; reviewed intern's final presentation; met with intern various times on their projects; submitted reviews to school on intern's progress; organized fall lecture series)