



## 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: October 18, 2017  
Subject: Cultural Services Department end of the month report for September 2017.

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

#### **Special Events**

Received / Processed: 13 hrs. (Wings on the Wind; Lighthouse Loop Half Marathon; Christmas Parade; Turtle Patrol 5K; Operation Changing Lives; Children's Halloween Party; Veterans Day; Living Legends Parade and Marker Dedication)

#### **Parks & Recreation**

Parks and Recreation 83 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; organized fall programs; organized and led tour of Ponce Inlet for America Planning Association of Florida's Conference; wrote Native Plant Proclamation; attended Council budget hearings; wrote, reviewed and organized Town's submissions for the newsletter; created flyers for upcoming events; wrote staff reports for Council; wrote Arbor Day Grant; attended Volusia Park Directors Meeting; wrote staff report for Parks Board; reviewed Parks Board packet; reviewed Tree City Application; began organizing the Children's Halloween Party)

Social Media 20 hrs. (Posted updates to the Facebook and Instagram page)

**Hurricane Irma**

25 hrs. (Hurricane prep; attended hurricane meetings; worked Emergency Operations Center of Volusia County for Ponce Inlet; posted updates on the hurricane to social media)

**Museum**

Monthly Visitor Attendance

35 (Museum was closed 12 days due to Hurricane Irma)

Yearly Visitor Attendance

1,081

Ponce Inlet Historical Museum

12 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; organized fall lecture series)