



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: January 2, 2018
Subject: Cultural Services Department end of the month report for December 2017.

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

Special Events

Received / Processed: 9 hrs. (Christmas Parade; Turtle Patrol 5K; Living Legends Parade and Marker Dedication; Reggae Fest)

Parks & Recreation

Parks and Recreation 65 hrs. (Maintained Parks budget excel workbook; submitted Town Council staff reports; organized and implemented Children's Christmas Party; organized and implemented fall park programs; planned spring 2018 programs; ordered budgeted items for parks; reviewed the final ECHO grant submission for Pollard Park; oversaw bronze marker restoration; met with Angie and Chief Scales on text messaging archiving; organized and implemented Town Staff Christmas activities; reviewed council minutes; attended various department head meetings; attended PICCI board meeting; wrote newsletter article; reviewed and submitted Town's newsletter submissions; created flyers for events; attended Volusia County Recreation Directors Meeting; cleaned events closet)

Social Media 15 hrs. (Posted updates to the Facebook and Instagram page)

Museum

Monthly Visitor Attendance	79
Yearly Visitor Attendance	1,332
Ponce Inlet Historical Museum	21 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; implemented fall lecture series; designed new museum brochure; organized Spring Lecture Series; wrote and sent volunteers thank you cards; wrote newsletter article)