



## 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 5, 2019  
Subject: Cultural Services Department end of the month report for August 2019.

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

### Special Events

Received / Processed 11 hrs. (Pedal Pone, YMCA Triathlon, Lighthouse Loop; September 11<sup>th</sup> Ceremony; attended meeting in Port Orange on multi-city events)

**Hurricane Dorian** 31 hrs. (Updated social media; created press releases to the County; attended meetings; made preparations)

**Public Information** 19 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events)

**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 ECHO grant; reviewed minutes for the Council meeting; wrote staff reports for Council; implemented Summer Preschoolers in the Parks; attended Town Council Meeting; created question for STEM project with Volusia County Schools; organized and created flyers for the Fall Programs; wrote staff reports, reviewed minutes, and packet for the Cultural Services Board; gave presentation on Social Media to the Florida Recreation and Parks Association)

**Historic Preservation** 2 hrs. (reviewed design for the Davies Lighthouse Park for the tramway marker)

**Finance** 12 hrs. (Organized asset paperwork and worked on utility billing accounts)

## **Ponce Inlet Historical Museum**

Monthly Visitor Attendance 47

Yearly Visitor Attendance 992

50 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; began organizing Ghosts of Ponce Past; began organizing Grandparents Day; completed display boxes for artifacts found in Ponce Inlet; attended various staff meetings; maintained museum budget; began organizing the Fall Lecture Series)