



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 7, 2019
Subject: Cultural Services Department end of the month report for September 2019.

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

Special Events

Received / Processed 12 hrs. (Lighthouse Loop; September 11th Ceremony; Operation Changing Lives; Wildlife Fest; Christmas Parade; Halloween Party; Women's Club events)

Hurricane Dorian

20 hrs. (Updated social media; created press releases to the County; attended meetings; reported to EOC)

Public Information

45 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; organized Fall calendar and created flyers for programs; implemented September 11th Ceremony; attended Law Enforcement Social Media Course; wrote article on Social Media for the Florida Recreation and Parks Association Journal for the Winter Edition; wrote and edited the fall Ponce Inlet Newsletter)

Parks & Recreation

30 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; attended Town Council Meeting; attended Volusia County Parks and Recreation Director's meeting)

Historic Preservation

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

Finance

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

Ponce Inlet Historical Museum

Monthly Visitor Attendance 60

Yearly Visitor Attendance 1051

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; implemented Grandparents Day; began organizing Ghosts of Ponce Past; entered Ponce Inlet events on online news calendars; met with Longstreet Elementary on a student art exhibit; attended various staff meetings; maintained museum budget)