



## 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: December 9, 2019  
Subject: Cultural Services Department end of the month report for November 2019.

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

### Special Events

Received / Processed 15 hrs. (Operation Changing Lives; Wildlife Fest; Christmas Parade; Women's Club events; North Turn Beach Racing Parade; Veterans Day; Pedal Ponce; Art Guild Annual Sale)

### Public Information

36 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; began creating Census 2020 marketing material to begin campaign in January; attend Florida Municipal Communicators Association Conference in Daytona Beach; employee events)

### Parks & Recreation

60 hrs. (Maintained Parks budget; attended various department head meetings; attended meetings on and planned for the Pollard Park improvement project; managed Pollard Park and Timucuan Oaks ECHO grant; reviewed minutes for the Council meeting; wrote staff reports for Council; attended Town Council Meeting; reviewed packet for Cultural Services Board; attended Volusia County Parks and Recreation Director's meeting; organized and implemented Preschoolers in the Parks program; began editing Timucuan Oaks Management Plan for Florida Communities Trust staff's review in order to complete the grant; planned Children's Christmas Party and Tree Lighting event; planned Christmas Parade; organized spring calendar of events)

**Historic Preservation** 1 hrs. (followed up on production of the tramway marker for Davies Lighthouse Park)

**Finance** 10 hrs. (Organized asset paperwork and worked on utility billing accounts)

**Ponce Inlet Historical Museum**

Monthly Visitor Attendance 145

Yearly Visitor Attendance 1282

90 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; sent thank you cards to volunteers and donors; organized and implemented Shell-cebration event in November; followed up with Longstreet Elementary on the Native American project; helped with the fall lecture series; helped organized the spring calendar of events for the Cultural Services Department; began organizing Christmas event; attended various staff meetings; maintained museum budget)