



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 6, 2020
Subject: Cultural Services Department end of the month report for December 2019.

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

Special Events

Received / Processed 17 hrs. (Christmas Parade; North Turn Beach Racing Parade; Pedal Ponce; Art Guild Annual Sale; Reggae Fest)

Public Information

26 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; planned employee events; created flyers for upcoming events; wrote and reviewed articles for winter 2020 Town Newsletter)

Parks & Recreation

72 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; attended the PICCI Board meeting; wrote staff reports for Council; attended Town Council Meeting; wrote staff reports for Cultural Services Board; created packet for Cultural Services Board; attended Volusia County Parks and Recreation Director's meeting; began editing Timucuan Oaks Management Plan for Florida Communities Trust staff's review in order to complete the grant; planned and implemented 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

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

Ponce Inlet Historical Museum

Monthly Visitor Attendance 120

Yearly Visitor Attendance 1402

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; organized speakers for the Spring Lecture Series and Programs in the Parks; organized and implemented a Very Merry Old Fashion Christmas; followed up with Longstreet Elementary on the Native American project; helped with the fall lecture series; organized upcoming events for the Museum; attended various staff meetings; maintained museum budget)