



MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

We strive to be professional, caring and fair

To: Jeaneen Witt, Town Manager
From: Jackie French, Cultural Services Manager
Date: December 3, 2020
Subject: Cultural Services Department end of the month report for November 2020.

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

Special Events

Received/ Processed 3 hrs. Pedal Ponce

Public Information

25 hrs. Posted updates to the Facebook and Instagram page regarding Davies park opening; "Wrap-It-Up" event and Heart of Ponce; administer oath of office; Town board meetings.

Parks & Recreation

112 hrs. Maintained parks budget; attended Volusia County Public Information Network conference calls; attended department head meeting; attend meetings on the Davies Lighthouse Park improvement project; wrote staff report and reviewed packet for Cultural Services Board; attended Volusia County Parks and Recreation Director's meeting; attended special event committee meeting on North Turn Beach Racing Parade; collected data for Tree City application; developed new resident Welcome packet; research potential improvements for Elbers Sunset Park; assess park needs and maintenance projects.

Ponce Inlet Historical Museum

Monthly Visitor Attendance 46 people

Yearly Visitor Attendance 742 as of November 1, 2020

Ponce Inlet Historical Museum 80 hrs. Daily Museum upkeep and provide tours for visitors. Prepared all the candy and crafts for Halloween. Created social media posts for the Town. Planned a virtual presentation for Nov. 10 and the Shellebration for Nov. 14. Signed up people for the events. Wrote and sent out press release. Looked into costs and information for joining the local Chamber of Commerce's. Cleaned and continued signage updating in the exhibits. Helped order a new dehumidifier. Worked with Kevin Nichols on Ponce research and putting another historic envelope into our display on the post office.