



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: February 3, 2021
Subject: Cultural Services Department end of the month report for January 2021.

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

Special Events

Received/ Processed

5 hrs. N. Turn Historic Beach Racing Parade (form submittal for co-sponsorship, coordination of details, issue permit)

Public Information

30 hrs. (Posted and captioned virtual programs; Town Hall meetings; Ponce Preserve playground closure; any updates regarding COVID-19)

Parks & Recreation

117 hrs. (Maintained parks budget; submittal of park maintenance permits; attended meetings on Davies Lighthouse Park renovations; worked on new resident Welcome packet; develop and film virtual programs; attend meetings and researched potential improvements for Elbers Sunset Park; assess park needs and maintenance projects.)

Boards and Council activity

Meetings attended

3 hrs. Special Event Committee with Volusia County staff; Volusia County Recreation Directors Association; Volusia Public Information Network; Town Council Special meeting

Number of staff reports written

5 hrs. Town Council Special Meeting; Cultural Services Board

Museum

Monthly Visitor Attendance 54 people

Yearly Visitor Attendance 54 people as of January 31, 2021

Ponce Inlet Historical Museum **80 hrs.** (Daily Museum upkeep and provide tours for visitors.; created social media posts for the Town; hosted a virtual presentation in collaboration with the Ormond Beach Environmental Center on birds of prey; did research for video topics; filmed, edited and captioned videos for the town's social media; help plan future events; performed upkeep around the Museum.)