



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: January 4, 2020
Subject: Cultural Services Department end of the month report for December 2020.

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

Special Events

Received/ Processed

15 hrs. N. Turn Historic Beach Racing Parade (attended special event committee meeting and wrote minutes; wrote Town Council staff report for co-sponsorship request; research code of ordinances for permit information, special event rules and film permit requirements; entered in permit system)

Public Information

15 hrs. (Posted updates to the Facebook and Instagram page on upcoming events and holidays; posted virtual hike; posted Town Hall meetings; Pacetti Hotel's placement on National Register of Historic Places; any updates regarding COVID-19)

Parks & Recreation

130 hrs. (Maintained parks budget; attended Volusia County Public Information Network conference calls; attended department head meeting; wrote staff report and reviewed packet for Cultural Services Board; attended Volusia County Parks and Recreation Director's meeting; collected data for Tree City application; worked on new resident Welcome packet; assisted with Heart of Ponce collection and donation drop-off; develop and film virtual hike program; research potential improvements for Elbers Sunset Park; assess park needs and maintenance projects.)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 25 people

Yearly Visitor Attendance 804 as of January 1, 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 and activity to make pinecone bird feeders- there were two adult participants and two children; finished putting up the rest of the new interpretive panels; participated in second part of the webinar series through the FL Association of Museums on museum risk assessment; continued talking to possible speakers for 2021 presentations and program events.)