



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: June 8, 2021
Subject: Cultural Services Department end of the month report for May 2021.

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

Special Events

Forms Received/ Processed **0 hrs.**

Coordination of Details **5 hrs.** Assessment of 3 special event applications; deemed not special event by committee

Public Information

20 hrs. Posted on National holidays such as Police Week, Peace Officers Memorial Day, Public Works Week; Click it or Ticket campaign; notice of public hearings; 2021 election information proclamation; any updates regarding COVID-19

Parks & Recreation

100 hrs. Maintained and prepared department budget; attended meetings on Ponce Preserve playground; worked on new resident Welcome packet; attend prep course for Certified Playground Safety Inspector certification; research and develop concept for Jesse Linzy Boat Ramp signage with Ponce Inlet Lighthouse Association; attend meetings for potential improvements to Elbers Sunset Park; maintain current grant requirements; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended **10 hrs.** Volusia County Recreation Directors Association; Volusia Public Information Network; Town Council Regular meeting; Cultural Services Board

Staff Reports **5 hrs.** Cultural Services Board; Town Council

Ponce Inlet Historical Museum

Monthly Visitor Attendance 97 people

Yearly Visitor Attendance 342 people as of June 1, 2021

Ponce Inlet Historical Museum **100 hrs.** Additional coverage by Cultural Services Manager and volunteers during new museum educator hiring process. Daily Museum upkeep and provide tours for visitors; purchase office supplies; update visitor tracking sheet and gift shop inventory; reach out to organizations for possible presentations and programs; study Historical content of Meyer-Davis House and Hasty Cottage; created social media posts for the Town.