



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, 2022
Subject: Cultural Services Department end of the month report for December 2021.

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

Special Events

Forms Received/ Processed **2 hrs.** N. Turn Legends Beach Racing Parade;

Coordination of Details **15 hrs.** Finalize N. Turn Parade details; After action Tree Lighting Ceremony & Children's Christmas Party (Special Event Committee meeting and notes; planning details)

Event Attendance
(Town-hosted) **125 attendees;** Tree Lighting Ceremony & Children's Christmas Party

Public Information

20 hrs. Notice of Public Hearings; Name Brand Fashions event; Drive Sober campaign; Heart of Ponce Inlet charity drive; replacing wooden FPL poles; Town Board notices; upcoming events; any updates regarding COVID-19

Parks & Recreation

95 hrs. Maintained parks budget; worked on new resident Welcome packet; develop and film virtual programs; study for certified playground safety exam; attend meetings for potential shade structure for Pollard Park; attend meetings on N. Turn historic markers; details for Town Hall meeting event; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **5 hrs.** Volusia County Recreation Directors Association; Volusia Public Information Network; Town Council Regular meeting

Ponce Inlet Historical Museum

Monthly Visitor Attendance 70 people

Yearly Visitor Attendance 950 people as of December 30, 2021

Ponce Inlet Historical Museum **80 hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and produce samples for Spring programs; Prepare and execute Canvas Program as well as the Program in the Park birdwatch with David Hartgrove; Prepare and host Museum Program and Christmas tree lighting event; Decorate museum interior/exterior for Christmas; Plan and prepare December events and begin new year preparation.

Event Details: **51 attendees;** Poinsettia Canvas (3); Halifax Audubon Bird Watch (5); Very Merry Old-Fashioned Christmas (18); Kids Day at the Park (25).