



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: March 2, 2022
Subject: Cultural Services Department end of the month report for January 2022

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

Special Events

Forms Received/ Processed **4 hrs.** Jesse Linzy Boat Ramp Dedication Ceremony (JLBRDC); Turtle Trek

Coordination of Details **80 hrs.** N. Turn Legends Beach Parade; Town Hall Meeting; Turtle Trek; JLBRDC; Food Truck; Community Day; Ponce Preserves the Planet; Volunteer Appreciation Banquet (Special Event Committee meeting, notes, paperwork; planning details)

Event Attendance (Town-hosted) **116 attendees;** Town Hall Meeting

Public Information

15 hrs. Notice of Public Hearings; Volusia League of Cities and Town Employee of the Year awards; Volunteer Board membership vacancies; fire safety; Town Board notices; upcoming events

Parks & Recreation

65 hrs. Maintained parks budget; submittal of park maintenance permits; worked on new resident Welcome packet; attend meetings and researched potential improvements for Elbers Sunset Park and Kathy Griscom Park; assessed historic racing markers throughout town; receive Certified Playground Safety Inspector certification; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **10 hrs.** Volusia County Recreation Directors Association; Ponce Inlet Community Center Board; Volusia Public

Information Network; Town Council Regular meeting;
Cultural Services Board

Ponce Inlet Historical Museum

Monthly Visitor Attendance 53 people

Yearly Visitor Attendance 53 people as of January 31, 2022

Ponce Inlet Historical Museum **80 hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and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 attend outreach program ‘ History Con’ at MOAS; Prepare and execute Canvas Program ‘Northern lights’, Prepare and Host Lecture Series with Sandy Falcon ‘Scrub Jays’. Conduct Meetings with Zach Hopple, and Seth Mayo for collaboration programs.

Event Details: **12 attendees;** Northern Lights Canvas (6); Scrub Jay Lecture Series (6)