



## 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 11, 2022  
Subject: Cultural Services Department end of the month report for February 2022

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

#### Special Events

Forms Received/ Processed **12 hrs.** Ponce Preserves the Planet, Reggae Fest, Community Day, Turtle Day

Coordination of Details **90 hrs.** N. Turn Legends Beach Parade; Food Truck; Jesse Linzy Boat Ramp Dedication Ceremony; Turtle Trek; Volunteer Appreciation Banquet; Ponce Preserves the Planet; Reggae Fest; Community Day; Turtle Day; Volusia League of Cities dinner (Special Event Committee meeting and notes; planning details)

Event Attendance  
(Town-hosted) **35 attendees;** Jesse Linzy Boat Ramp Dedication Ceremony

#### Public Information

**15 hrs.** Black History Month posts; passing of Mary Hoss; volunteer board opportunities; Council and Board meeting notices; upcoming events and programs

#### Parks & Recreation

**50 hrs.** Maintained parks budget; worked on new resident Welcome packet; attend meetings and researched potential improvements for Elbers Sunset Park; research potential budget items for FY 22/23; assess park needs and maintenance projects.

#### Boards and Council activity

Meetings attended/ staff reports **10 hrs.** Volusia County Recreation Directors Association; Volusia Public Information Network; Town Council Regular meeting

## **Ponce Inlet Historical Museum**

Monthly Visitor Attendance 98 people

Yearly Visitor Attendance 151 people as of February 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Ponce Inlet Historical Museum **80 hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and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 and summer programs; prepare and host Four lecture series programs, 'Florida Forts', 'Nascar Hall of Fame', 'Save the Lagoon' and 'PI Lighthouse' Prepare 'vintage postcard' canvas lesson. Prepare and host Park Program 'Turtle talk' at Ponce Preserve. Help with Jesse Linzy dedication event. Conduct Meetings with Seth Mayo for collaboration programs.

Event Details: **97 attendees;** Florida Forts (22); NASCAR History (31); Save the Lagoon (10); Turtle intakes (12); PI lighthouse (22)