



## 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 8, 2021  
Subject: Cultural Services Department end of the month report for February 2021.

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

### Special Events

Forms Received/ Processed **15 hrs.** Reggae Fest, Ponce Preserves the Planet and Easter Drive-Thru Celebration

Coordination of Details **30 hrs.** Finalize N. Turn Parade details; Ponce Preserves the Planet and Drive-Thru Easter (Special Event Committee meeting and notes; planning details; reach out to potential organizations for both events)

### Public Information

**15 hrs.** Posted and captioned virtual educational programs; Community Center events; Resilience Workshop; Black History Month and race weekend facts; Essential Services Board notice; any updates regarding COVID-19

### Parks & Recreation

**95 hrs.** Maintained parks budget; submittal of park maintenance permits; attended Tree City USA conference; attended 1 year assessment meeting on Pollard Park; worked on new resident Welcome packet; develop and film virtual programs; attend meetings and researched potential improvements for Elbers Sunset Park; attend plant ID walk with Fl. Native Plant Society; assess park needs and maintenance projects.

### Boards and Council activity

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

Staff Reports  
**Ponce Inlet Historical Museum**

**3 hrs.** Cultural Services Board

Monthly Visitor Attendance

53 people

Yearly Visitor Attendance

107 people 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; research for educational virtual programs; filmed, edited and captioned videos for the Town's social media; helped plan future events; performed upkeep around the Museum.