



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: April 8, 2021
Subject: Cultural Services Department end of the month report for March 2021.

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

Special Events

Forms Received/ Processed **8 hrs.** Reggae Fest (additional permit documents; invoice; issue permit)

Coordination of Details **55 hrs.** Reggae Fest; Ponce Preserves the Planet; Easter (Special Event Committee meeting with follow ups and notes; planning details; after action details)

Public Information

15 hrs. Parking fine increase; Council and Board meeting notices; Town Council vacancy notice; upcoming event flyers; park closures and project updates; any updates regarding COVID-19

Parks & Recreation

65 hrs. Maintained parks budget; research playground warranty; submitted annual Florida Communities Trust stewardship reports; attend meetings and researched potential improvements for Elbers Sunset Park; attend arborist tree assessment in parks; assess park needs and maintenance projects; submit article for Citizens Newsletter.

Boards and Council activity

Meetings attended **10 hrs.** Volusia County Recreation Directors Association; Pre-application meetings for Pacetti House; Volusia Public Information Network; Town Council Regular and Special meeting

Staff Reports **5 hrs.** prepare April's Cultural Services Board

Ponce Inlet Historical Museum

Monthly Visitor Attendance 58 people

Yearly Visitor Attendance 165 people as of April 1, 2021

Ponce Inlet Historical Museum **80 hrs.** Daily Museum upkeep and provide tours for visitors; created social media posts for the Town; did research for educational video topics; edited and captioned videos for the town's social media; planned and prepared for Ponce Preserves the Planet and Easter; performed upkeep around the Museum.