



## 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: May 7, 2021  
Subject: Cultural Services Department end of the month report for April 2021.

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

### Special Events

Forms Received/ Processed **0 hrs.**

Coordination of Details **15 hrs.** After-Action Reggae Fest and Easter Drive-Thru (Special Event Committee meeting and notes; planning details)

### Public Information

**15 hrs.** Water Conservation month tips; Easter Drive-Thru; Town Hall meetings; new ambulance; Arbor Day; any updates regarding COVID-19

### Parks & Recreation

**110 hrs.** Maintained and prepared parks budget; attended meetings on Ponce Preserve playground; research potential park improvements for budget considerations; worked on new resident Welcome packet; review and maintain current grant requirements; attend meetings and researched potential improvements for Elbers Sunset Park; hiring process for new Museum Educator; assess park needs and maintenance projects.

### Boards and Council activity

Meetings attended **10 hrs.** Volusia Public Information Network; Town Council Regular meeting; Cultural Services Board; pre-application for Pacetti House

Staff Reports **10 hrs.** Cultural Services Board

**Ponce Inlet Historical Museum**

Monthly Visitor Attendance            52 people

Yearly Visitor Attendance            217 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. Wrote up SOP for new Museum Educator and Volunteers. Organized the supplies in Hasty Cottage. Videoed and distributed Alligator craft.