



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: November 22, 2021
Subject: Cultural Services Department end of the month report for October 2021.

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

Special Events

Forms Received/ Processed **0 hr.**

Coordination of Details **60 hrs.** Halloween Party in the Park; Veterans Day Ceremony; Christmas Parade; Local Government Meet & Greet (Special Event Committee meeting and notes; planning details; financial reports and applications for Parade)

Event Attendance (Town-hosted) **260 attendees;** Local Government Meet & Greet (20); Children's Halloween Party (240)

Public Information

15 hrs. Posted proclamation of Community Planning Month and Florida Government Week; partnership with Volusia County on new flashing pedestrian signal; Resiliency workshop open house; exhibit of Dr. Bethune statue; dedication ceremony of fire station for Lt. Sprague; upcoming programs; any updates regarding COVID-19

Parks & Recreation

75 hrs. Maintained parks budget; meetings on Jesse Linzy Boat Ramp sign/ ceremony; continued discussion on pickleball shade structure; meetings on Inlet Harbor pocket park; assist with museum programs and Ghost of Ponce Past; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **10 hrs.** Volusia Public Information Network; Town Council Regular meeting; Cultural Services Board

Ponce Inlet Historical Museum

Monthly Visitor Attendance **125 people**

Yearly Visitor Attendance **816 people** as of November 02, 2021

Ponce Inlet Historical Museum **80 hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs; Conceptualize and produce samples for October programs; Prepare and execute Canvas Program, Bee Day Program and Ghosts of Ponce Past Program and prepare and execute Children's Halloween Party. Prepare and host Lecture Series and Programs in the Park.

Event Details: **86 attendees;** Bee Day (12); Timucuan Technology Program in the Park (2); Halloween Canvas (9); NSB Museum of History Lecture (3); Ghosts of Ponce Past Cemetery Walk (60).