



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: June 7, 2022
Subject: Cultural Services Department end of the month report for May 2022.

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

Special Events

Forms Received/ Processed **2 hrs.** Memorial Day

Coordination of Details **20 hrs.** Memorial Day; Book Launch; Volusia League of Cities Dinner (Special Event Committee meeting and notes; planning details)

Event Attendance
(Town-hosted) **0**

Public Information

25 hrs. Proclamation presentations for Building Safety Month, Municipal Clerks Week, National Peace Officers Memorial Day, National Police Week, EMS Week, Public Works Week; C4Pi Newsletter; Click It or Ticket campaign; Regular Elections Proclamation; Council and Board meeting notices; upcoming events and programs

Parks & Recreation

110 hrs. Maintained parks budget; prepare budget requests; submittal of park building permits; staff photo release forms; design for park rules and Town Hall meeting signs; routine park assessment; develop invitations to bid for Elbers Sunset Park rip rap revetment repair and Pollard Park pickleball shade structures; assess park needs, park building permits, maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **8 hrs.** Volusia Public Information Network; Emergency Operations Center Training; Town Council

Ponce Inlet Historical Museum

Monthly Visitor Attendance 105 people

Yearly Visitor Attendance 438 people as of May 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 Daily Museum upkeep and provide tours for visitors; research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and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 summer programs; help host lecture series programs, 'Fishing in Mosquito inlet', Prepare and teach 'Peacock' canvas lesson. Prepare and host 'Mermaids and Manatees in May' program at the Museum. Prepare and host 'Program in the Parks' event 'Turtle Talk' at Ponce Preserve. Attend Art and Wellness program at ACA.

Event Details: **63 attendees;** Turtle Talk (12); Peacock Canvas (2); Fishing in Mosquito Inlet (25); Mermaids and Manatees (24).