



## 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: September 9, 2022  
Subject: Cultural Services Department end of the month report for August 2022.

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

### Special Events

Forms Received/ Processed **10 hrs.** Received- Endless Summer; N. Turn Beach Racing Parade; Daytona 100

Coordination of Details **15 hrs.** Volusia League of Cities Dinner details; 9-11 memorial display (Special Event Committee meeting and notes; planning details)

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

### Public Information

**15 hrs.** Monarch butterflies; annual flushing; International Coastal cleanup; Monkeypox; Town Hall meeting; Daytona Tortugas night; school buss safety; special Olympics swim meet winner; washback turtles; Air Potato Beetle release; artificial reef deployment; Drive Sober Get Pulled Over campaign; unofficial regular election results; Council and Board meeting notices; upcoming events and programs

### Parks & Recreation

**115 hrs.** Maintained parks budget; order and place out no berry picking signs; pre-construction meeting Elbers rip rap repair project; research and finalize bid process for Pollard Park shade structure project; research utility wrap project; organize youth art contest and future programs; release air potato beetles in Ponce Preserve; FRPA Annual Conference; assess park needs and maintenance projects.

### Boards and Council activity

Meetings attended/ staff reports **10 hrs.** Town Council Regular meeting; Cultural Services Board; Development Reviews

**Ponce Inlet Historical Museum**

Monthly Visitor Attendance 99 people

Yearly Visitor Attendance 761 people as of August 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 Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and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 fall programs; Prepare and host 'Watermelon Day' at the Museum. Prepare and host 'Flamingo Float Canvas Class' program at the Museum.

Event Details: **35 attendees;** Watermelon Day (27); Flamingo Float Canvas (8)