



## MEMORANDUM

### TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

*We strive to be professional, caring and fair*

To: Michael E. Disher, Interim Town Manager  
From: Jackie French, Cultural Services Manager  
Date: December 9, 2022  
Subject: Cultural Services Department end of the month report for November 2022.

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

#### **Special Events**

Applications Received/ Processed **0 hrs.**

Coordination of Details **50 hrs.** Veterans Day Ceremony; Tree lighting; Christmas Parade; Daytona 100 race; 100<sup>th</sup> Myers-Davis House Celebration; N. Turn Beach Parade (Special Event Committee meetings and notes; planning details)

Event Attendance (Town-hosted) **230 attendees;** Children's Halloween Party \*Correction from last month

#### **Public Information**

**35 hrs.** Hurricane Ian impacts; Fire Department training; 40 posts on hurricane preparation and recovery for Hurricane Nicole; Youth Art Contest; Garden Club holiday lighting contest; Councilmember's Oath of Office; Good Samaritan Award; Council and Board meeting notices; upcoming events and programs

#### **Parks & Recreation**

**75 hrs.** Maintain department budgets; assess hurricane damage throughout town parks and facilities; public information officer between residents, town and County to disseminate and verify hurricane information; submit Tree City USA application; design and coordinate town-wide and Pollard Park holiday decorations; coordinate youth art contest; 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 meeting

## **Ponce Inlet Historical Museum**

Monthly Visitor Attendance 29 people

Yearly Visitor Attendance **900 visitors** as of November 30, 2022

Ponce Inlet Historical Museum **160+ hrs.** Daily museum upkeep and provide tours for visitors; research historical content of Meyer-Davis House and Hasty Cottage; organize supplies in Hasty cottage; create social media posts for the Town programs and events; conceptualize and produce samples for fall/winter programs; begin work on Spring schedule; work on new board project “The Scream” for future events; work on community paint board project for tree lighting ceremony; plan for 100 Year Anniversary at the Museum; prepare for ‘Sande Habali’s Plant walk’ program at Timucuan Oaks and Greg Holbrooks Sheldon Family lecture at Town Hall- both cancelled due to Hurricane Nicole; prepare and host ‘Allie Bernstein’s turtle lecture’ at Town Hall.

Event Details: **10 attendees;** Lecture- Turtles (10); Plant Walk & Sheldon Family Lecture: cancelled due to Hurricane Nicole (will reschedule)