



## 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: January 13, 2023  
Subject: Cultural Services Department end of the month report for December 2022.

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Below is the summary of the Cultural Services Department activities during December.

#### Special Events

Forms Received/ Processed

**0 hrs.**

Coordination of Details

**40 hrs.** Tree lighting; Christmas Parade; Daytona 100 race; 100<sup>th</sup> Myers-Davis House Celebration; Turtle Day; Turtle Trek (Special Event Committee meeting and notes; planning details)

Event Attendance  
(Town-hosted)

**260;** Tree Lighting Ceremony & Children's Christmas Party

#### Public Information

**20 hrs.** Red Cross hurricane assistance; Pollard Park court closures; Youth Art Contest winners; FEMA hurricane updates; Mayor Paritsky Oath of Office President Volusia League of Cities; 100<sup>th</sup> Myers-Davis House Celebration; Christmas Parade; Santa Run; First Step Shelter Mayor's Gala; Coastal Flooding Warning; cold weather preparedness; Fireworks prohibited; SBA Disaster assistance meeting; upcoming events and programs

#### Parks & Recreation

**50 hrs.** Maintained parks budget; modifications to special event permit application to comply with new food truck ordinance; meetings on Pollard Park shade structures; meetings on cell tower use and closures; assess park needs and maintenance projects.

#### Boards and Council activity

Meetings attended/ staff reports

**10 hrs.** Volusia County Recreation Directors Association; Volusia Public Information Network; Town Council Regular meeting; Cultural Services Board

## **Ponce Inlet Historical Museum**

Monthly Visitor Attendance 63 people

Yearly Visitor Attendance 963 people as of December 20, 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Ponce Inlet Historical Museum **160+ hrs.** Daily Museum upkeep and provide tours for visitors; research historical content of Meyer-Davis House and Hasty Cottage; organize supplies in Hasty Cottage; create social media posts for the Town programs and events; conceptualize and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 winter and spring programs; produce Spring program and event schedule; work on new Board Project “The Scream” for future events; plan and execute 100 Year Anniversary/Very Merry Old Fashioned Christmas at the Museum; prepare and host Greg Holbrook’s Sheldon Family lecture at Town Hall; prepare and host Yeti kids canvas class; cancel poinsettia canvas class; help plan and execute tree lighting and Christmas Parade events.

Event Details: **61 attendees;** Sheldon Family lecture series with Greg Holbrook (10); 100 Year Anniversary/Very Merry Old-Fashioned Christmas (45); Yeti canvas painting class (6)