



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: February 3, 2023
Subject: Cultural Services Department end-of-the-month report for January 2022.

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

Special Events

Applications Received/ Processed **15 hrs.** Turtle Trek, Turtle Day, Crafted with Love, Ponce Inlet Night Market, PICC Food Truck night

Coordination of Details **60 hrs.** Revise special event permit application for new Town ordinance on food trucks; develop new template for co-sponsorship request letters; Town Christmas Parade, Town Hall meeting, Turtle Trek, Turtle Day, Kathy Griscom Park Dedication Ceremony, Ponce Preserves the Planet, Reggae Fest (Special Event Committee meeting and notes; planning details)

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

Public Information **25 hrs.** Updates on FEMA and SBA information after hurricanes; raccoon rescue; structure fire in Town; DeSantis announcement for County hurricane erosion help; County beach access; First Step Shelter; Town Council awards; Council and Board meeting notices; upcoming events and programs

Parks & Recreation **55 hrs.** Maintain parks budget; coordinate details for Town Volunteer Dinner; attend meetings and research new athletic court reservation system; meetings on Pollard Park shade structures; revise department's Town Council goals; assess park needs and maintenance projects

Boards and Council activity

Meetings attended/ staff reports

15 hrs. Volusia County Recreation Directors Association; Ponce Inlet Community Center Board; Volusia Public Information Network; Town Council Regular meeting; Cultural Services Board

Ponce Inlet Historical Museum

Monthly Visitor Attendance

45 people

Yearly Visitor Attendance

45 people as of January 31, 2023

Ponce Inlet Historical Museum

59 hrs. Daily Museum upkeep and provide tours for visitors; Research Town historical content; Organize supplies; daily correspondence. Meyer-Davis House interior/exterior cleaning. Recruit/ train new volunteers, address current volunteers; purchase and assemble supplies and furniture; check grounds for damage/upkeep

Programs and Events

62 hrs. Schedule upcoming programs with presenters; make/ paint samples of craft projects for programs and events; correspondence with lecture series presenters, park program presenters and attendee guests; design and create large and small community board projects; set up, host and tear down for events and programs; design and create samples spring programs and event schedule; finish Board Project “The Scream”; start Easter Community Board project; start small community photo op board; help set up/tear down for Town Hall meeting at Community Center

Program Details:

0 attendees; No programs

Public Information

39 hrs. Design and create social media posts and printable flyers for Town events and programs; each Town Program and Event; create save-the-date programs; update content as schedule and presenter information changes