



## MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

*We strive to be professional, caring and fair*

To: Michael E. Disher, AICP, Town Manager  
From: Jackie French, Cultural Services Manager  
Date: July 5, 2023  
Subject: Cultural Services Department end-of-the-month report for June 2023.

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

### Special Events

Applications Received/ Processed **0 hrs.**

Coordination of Details **50 hrs.** Christmas Parade; 60<sup>th</sup> Anniversary; Halloween Party (Special Event Committee meeting and notes; planning details)

Town Event Details **0 attendees**

### Public Information

**25 hrs.** County beaches app updates; Volusia County food assistance program; Ponce Preserve boardwalk completed; Ponce Inlet jetty open; Lt. Young retirement; potential coyote sighting & information; tree trimming solicitors; hurricane prep before & after; fireworks prohibited; Council and Board meeting notices; upcoming events and programs; prep future Facebook posts.

### Parks & Recreation

**25 hrs.** Prepare mid-year budget adjustments for FY 22-23 and requests for FY 23-24; create coyote messaging; apply for City Catalyst grant; attend meetings on Pollard Park shade structures; submit paperwork for Annual Parks conference; test new court reserve system; assess park needs and maintenance projects.

### Boards and Council activity

Meetings attended/ staff reports

**45 hrs.** Development Review meeting; EOC training; Volusia Public Information Network; Cultural Services Board meeting; Town Council Regular meeting; research and prepare reports regarding special event co-sponsorship ordinance & Christmas Parade.

## **Ponce Inlet Historical Museum**

Monthly Visitor Attendance 78 people

Yearly Visitor Attendance 342 people as of June 30, 2023

## **Ponce Inlet Historical Museum**

**65 hrs.** Daily Museum upkeep and provide tours for visitors; research Town historical content and Turnbull Colony; organize supplies; daily correspondence; Meyer- Davis House interior/exterior cleaning; recruit/train volunteers; address current volunteers; purchase and assemble supplies; check grounds for damage/upkeep; admin tasks related to cultural service budget; research for Ponce fishing interpretive exhibit; FEMA online courses: IS-100, IS-700, IS-907; attended EOC training.

## **Programs and Events**

**67hrs.** Schedule/update upcoming programs with presenters; make/ samples of craft projects for programs and events; correspondence with lecture series presenters, park program presenters and attendee guests; “Scavenger Hunt” at Ponce Preserve, “Shell-a-bration” class at Museum; work on small community photo op board Halloween side; plan for 60<sup>th</sup> anniversary; prep for summer programs.

Town Program Details

**26 attendees:** Shell-a-bration (16); Scavenger Hunt (10).

## **Public Information**

**28 hrs.** Design and create social media posts; design and create program material; print posters, schedules, and fliers for guests/events; update content as schedule and presenter information changes.