



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, 2021
Subject: Cultural Services Department end of the month report for August 2021.

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

Special Events

Forms Received/ Processed **1 hrs.** 9/11 ceremony

Coordination of Details **10 hrs.** Finalize Lighthouse Loop details; 9/11 ceremony (Special Event Committee meeting and notes; planning details); Christmas Parade financial details; assess disaster relief expo event

Event Attendance
(Town-hosted)

Public Information

15 hrs. Citizen Watch volunteers; saw palmetto berry campaign; "Drive Sober" campaign; Council election results; condolences for Officer Raynor passing; Ponce Inlet Resiliency Survey; recognize Mr. Hinson; notice of 4-way stop at Inlet Harbor Road; any updates regarding COVID-19

Parks & Recreation

110 hrs. Maintained parks budget; plan future programs; attend meetings on and create art mural competition; attend meetings on Davies Lighthouse Park project; attend meetings on Inlet Harbor pocket park potential plans; research Ponce Inlet youth statistics; research youth council programs in Florida; attend meetings on Jesse Linzy Boat Ramp sign; attend annual FRPA conference; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **10 hrs.** Volusia Public Information Network; Town Council Regular meeting with report; Cultural Services Board with reports

Ponce Inlet Historical Museum

Monthly Visitor Attendance 70 people

Yearly Visitor Attendance 617 people as of September 01, 2021

Ponce Inlet Historical Museum **80 hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs; Conceptualize and produce samples for fall programs; Prepare and execute Canvas Program; prepare for September programs.

Program Attendance **27 attendees.** Watermelon Day- 12 youth, 7 adults; Painting class: "Summer Sunset"- 2 adults; Grandparents Day- 2 youth, 4 adults