



## 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: October 6, 2021  
Subject: Cultural Services Department end of the month report for September 2021.

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Below is the summary of the Cultural Services Department activities during September 2021.

#### **Special Events**

Forms Received/ Processed **5 hrs.** Halloween Party in the Park, Veterans Day Ceremony, Christmas Parade

Coordination of Details **30 hrs.** 9/11 ceremony, Halloween Party in the Park, Veterans Ceremony, Christmas Parade, Florida City Government Week

Town Event Attendance **90 attendees;** 20<sup>th</sup> Anniversary Remembrance Ceremony 9/11

#### **Public Information**

**30 hrs.** Close caption and post video of 9/11 ceremony; beach safety tips; County posts on emergency preparedness kits and microchip event; Marine Science Center new exhibit; upcoming programs; any updates regarding COVID-19

#### **Parks & Recreation**

**90 hrs.** Maintained parks budget; plan future programs; attend meetings on and create art mural competition; attend meetings on Inlet Harbor pocket park potential plans; research youth and adult sports and leagues; research youth council programs in Florida; attend meetings on Jesse Linzy Boat Ramp sign; assist in museum programs; maintain current grant requirements and assess potential grants; assess park needs and maintenance projects.

#### **Boards and Council activity**

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

## **Ponce Inlet Historical Museum**

Monthly Visitor Attendance 74 people

Yearly Visitor Attendance 691 people as of October 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 Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs; Conceptualize and produce samples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 October programs; Prepare and execute Canvas Program, Grandparents Day program and Lands Day Program and prepare for October and Halloween events and programs.

Program Attendance **17 attendees.** Grandparents Day- 2 youth, 4 adults; Painting class: "Beach Tranquility"- 1 adult; National Public Lands Day- 4 youth, 6 adults