



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: May 9, 2022
Subject: Cultural Services Department end of the month report for April 2022.

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

Special Events

Forms Received/ Processed **5 hrs.** Memorial Day; Book Launch

Coordination of Details **55 hrs.** Details and meetings- Community Day, Turtle Day; Children's Easter; Memorial Day; Book Launch; Volusia League of Cities Dinner. (Special Event Committee meeting and notes; planning details)

Event Attendance
(Town-hosted) **300 attendees;** Children's Easter Party

Public Information

15 hrs. Sea Turtle Lighting Expo; Notice of Public Hearings; fire hydrant flow testing; Arbor Day; take pictures of proclamations presented to various departments; reward for vandalism; Council and Board meeting notices; upcoming events and programs any updates regarding COVID-19

Parks & Recreation

80 hrs. Maintained parks budget; prepare budget requests; research potential improvements for Elbers Sunset Park and Pollard Park; assist hosting gopher tortoise lecture series and night sky program; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **10 hrs.** Volusia Public Information Network; Town Council Regular meeting; Cultural Services Board; DRT Review- Pacetti House

Ponce Inlet Historical Museum

Monthly Visitor Attendance 93 people

Yearly Visitor Attendance 333 people as of April 30, 2022

Ponce Inlet Historical Museum **80+ hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and produce samples for summer programs; help host lecture series programs, 'Gopher Tortoise Day', Prepare 'Sandhill Crane' canvas lesson. Prepare and host 'Alligators in April' program at the Museum. Prepare and host two 'Program in the Parks' events 'Mangroves on the Move' and 'Night Sky Tour' both at Ponce Preserve. Prepare and Host The Easter Event at Davies Park. Help prepare and attend Community Day Event at the Community Center.

Event Details: **65 attendees;** Mangroves on the Move (11); Gopher Tortoise: Home is Key (8); Alligators in April (19); Night Sky Tour (24); Sandhill Crane (3)