



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: July 8, 2022
Subject: Cultural Services Department end of the month report for June 2022.

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

Special Events

Forms Received/ Processed **0 hrs.**

Coordination of Details **10 hrs.** Planning details & meetings- Volusia League of Cities Dinner

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

Public Information

20 hrs. Town Hall Meeting; boil water alert; Code Enforcement Officers' Appreciation week; threatened shorebird nesting alert; hydrant flushing advisory; excessive heat warnings; sand fencing; 2022 election information; black bear spotting; sidewalk speed limit signs; fireworks prohibited; fire department pinning ceremony; Council and Board meeting notices; upcoming events and programs

Parks & Recreation

125 hrs. Maintained parks budget; bid process for shade and Elbers; provide annual reports for current grants and work on application for T-Mobile Hometown grant; plan Kathy Griscom Park ceremony details; begin planning for Fall programs/ events; Hasty Cottage meeting; meetings on park invasive vines; submit permits for park projects; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **10 hrs.** Volusia Public Information Network; Town Council Regular meeting; Development Reviews

Ponce Inlet Historical Museum

Monthly Visitor Attendance 95 people

Yearly Visitor Attendance 533 people as of June 30, 2022

Ponce Inlet Historical Museum **90 hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and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/fall programs; Prepare and teach 'Octopus' canvas lesson. Prepare and host 'Shell-a-bration' program at the Museum. Attend Parks and Rec. proclamation meeting; attend Parks and Rec. bid meetings.

Event Details: **14 attendees;** Octopus canvas (2); Shell-a-bration (12)