



## MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

*We strive to be professional, caring and fair*

To: Michael E. Disher, Interim Town Manager  
From: Jackie French, Cultural Services Manager  
Date: November 14, 2022  
Subject: Cultural Services Department end of the month report for October 2022.

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

### Special Events

Forms Received/ Processed **0 hrs.**

Coordination of Details **35 hrs.** Halloween Party; Veterans Day Ceremony; Tree lighting; Christmas Parade; Daytona 100 race; Christmas Parade; 100<sup>th</sup> Myers-Davis House Celebration; N. Turn Beach Parade (Special Event Committee meeting and notes; planning details)

Event Attendance  
(Town-hosted) **180 attendees;** Children's Halloween Party (180)

### Public Information

**25 hrs.** 64 posts on hurricane preparation and recovery responses/ resources; Florida City Government week recognition of department efforts through hurricane; Proclamation presentation for Jeanene C. Witt Day; bobcat in town; Preserving Ponce History Youth Art Contest; Council and Board meeting notices; upcoming events and programs

### Parks & Recreation

**95 hrs.** Maintained parks budget; submittal of park maintenance permits; assess hurricane damage throughout town parks and facilities and receive appropriate estimates; public information officer between residents, town and County to disseminate and verify hurricane information; meetings on Pollard Park shade structure and Elbers riprap revetment project; assess park needs and maintenance projects.

**Boards and Council activity**

Meetings attended/ staff reports

**10 hrs.** Volusia County Recreation Directors Association; Ponce Inlet Community Center Board; Volusia Public Information Network; Town Council Regular meeting; Cultural Services Board

**Ponce Inlet Historical Museum**

Monthly Visitor Attendance

79 people

Yearly Visitor Attendance

881 people as of October 31, 2022

Ponce Inlet Historical Museum

**160+ hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and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 fall/winter programs; Work on new Board Project for future events; prepare and host 'Halloween Resin-Boo-tiful' Canvas and 'Ghosts of Ponce Past' Program at the Museum; prepare and host 'Town Halloween Party' at Kay & Ayres Davies Lighthouse Park; prepare Bee Encounter program

Event Details:

**44 attendees;** Bee Encounter Program: Cancelled due to Hurricane IAN (will reschedule); Halloween Resin-Boo-tiful (4); Ghosts of Ponce Past (40)