



MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

We strive to be professional, caring and fair

To: Michael E. Disher, AICP, Town Manager
From: Jackie French, Cultural Services Manager
Date: May 4, 2023
Subject: Cultural Services Department end-of-the-month report for April 2023.

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

Special Events

Applications Received/ Processed **2 hrs.** Memorial Day

Coordination of Details **25 hrs.** Reggae Fest; Turtle Day; Children's Easter; 60th Anniversary ideas; Christmas Parade (Special Event Committee meeting and notes; planning details)

Town Event Details **200 attendees;** Children's Easter Party

Public Information

10 hrs. MSC Bird hospital open; Park closures; County River clean-up program; NWS potential coastal flooding; fire hydrant testing; Carney Strong donation of PPE; Construction easements; Water conservation month; sea turtle lighting ordinance; Arbor Day; Pollard Park shade structures; Council and Board meeting notices; upcoming events and programs.

Parks & Recreation

65 hrs. Prepared mid-year budget adjustments for FY 22-23 and projection requests for FY 23-24; meetings and begin project of shade structures at Pollard; collect data on Pollard Park closure and research alternatives; attend Arbor Day lunch program; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports

65 hrs. Volusia Public Information Network; Town Council Regular meeting; research and prepare report regarding special event co-sponsorship ordinance.

Ponce Inlet Historical Museum

Monthly Visitor Attendance 64 people

Yearly Visitor Attendance 221 people as of April 30, 2023

Ponce Inlet Historical Museum: **60 hrs.** Daily Museum upkeep and provide tours for visitors; research Town historical content; organize supplies; daily correspondence; Meyer-Davis House interior/exterior cleaning; recruit/train volunteers; address current volunteers; purchase and assemble supplies; check grounds for damage/upkeep; admin tasks related to cultural service budget.

Programs and Events : **64 hrs.** Schedule/update upcoming programs with presenters; make/ paint samples of craft projects for programs and events; correspondence with lecture series presenters, park program presenters and attendee guests; plan, set up, host and tear down for “Children’s Easter Egg Hunt” at Davies Park, “Alligators Alive in April” at Museum, “Scavenger Hunt” at Ponce Preserve, Painting Class “Lighthouse” at Museum, “Night Sky Tour” at Ponce Preserve, Spirit of ’45 lecture; Work on small community photo op board; Participated with informative historical booth at MSC Turtle Day Festival.

Program Details: **45 attendees;** Painting at Museum ‘Lighthouse’ (3); Spirit of ‘45 Lecture (1); Scavenger Hunt (4); Night Sky Tour (23); Alligators Alive in April (14).

Public Information: **36 hrs.** Design and create social media posts; design and create program material; print posters, schedules, and fliers for guests/events. Update content as schedule and presenter information changes.