



## 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: June 8, 2023  
Subject: Cultural Services Department end-of-the-month report for May 2023.

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

### Special Events

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

Coordination of Details **25 hrs.** 60<sup>th</sup> Anniversary; Christmas Parade; Memorial Day; Reggae Fest; Town Fall holiday events (Special Event Committee meeting and notes; planning details)

Town Event Details **0 attendees**

### Public Information

**15 hrs.** Proclamations this month: (Building Safety Month, Municipal Clerks Week, Police Week, EMS Week, Public Works Week); Sea turtle nesting ordinance; Sandbag information; Old Carriage beach access open; Home Rule Hero award; Police and Fire open positions; CPR course; County recovery updates; Marine Science Center shark exhibit opening; Council and Board meeting notices; upcoming events and programs.

### Parks & Recreation

**55 hrs.** Prepare mid-year budget adjustments for FY 22-23 and requests for FY 23-24; attend meetings on Pollard Park shade structures; apply for Fl Mayors Grant for event; assess park needs and maintenance projects.

### Boards and Council activity

Meetings attended/ staff reports

**75 hrs.** Volusia County Recreation Directors Association; Volusia Public Information Network; Vol. County League of Cities Dinner; Town Council regular meeting; research and prepare reports regarding special event co-sponsorship ordinance & potential budget improvements.

## **Ponce Inlet Historical Museum**

Monthly Visitor Attendance 43 people

Yearly Visitor Attendance 264 people as of May 31, 2023

**Ponce Inlet Historical Museum:** **63 hrs.** Daily Museum upkeep and provide tours for visitors; Research Town historical content; Purchase, organize, and assemble supplies; Daily correspondence; Meyer- Davis House interior/exterior cleaning; Recruit/train volunteers; Address current volunteers; Check grounds for damage/upkeep; Admin tasks related to cultural service budget; Research for Ponce fishing interpretive exhibit.

**Programs and Events :** **67 hours** Schedule/update upcoming programs with presenters; Make samples of craft projects for programs and events; Correspondence with lecture series presenters, park program presenters and attendee guests; Plan & host “Mermaids & Manatees” at Museum, “Scavenger Hunt” at Ponce Preserve, Painting Class “Charcuterie Pour” at Museum, Fishing in Ponce lecture; Soils of Ponce Preserve Park Program; Work on small community photo op board Halloween side; Plan for 60<sup>th</sup> anniversary; Prep for summer programs.

**Town Program Details:** **36 attendees;** Scavenger Hunt (cancelled due to no RSVP); Fishing in Ponce (5); Charcuterie Pour Art (11); Soils of Ponce (cancelled due to rain); Mermaids and Manatees (20).

**Public Information:** **30 hours** Design and create social media posts and program material; Print posters, schedules and fliers for guests/events; Update content as schedule and presenter information changes.