



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: August 18, 2023
Subject: Cultural Services Department end-of-the-month report for July 2023.

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

Special Events

Applications Received/ Processed **0 hrs.**

Coordination of Details **35 hrs.** Christmas Parade; 60th Anniversary; Town Hall Meeting (Special Event Committee meeting and notes; planning details)

Town Event Details **0 attendees**

Public Information

15 hrs. Fireworks prohibited; heat stroke awareness; hurricane preparedness; Check on Your Neighbors program; Sea turtle nesting numbers and hatchling video; Transform 386 initiative; Coastal Cleanup event; upcoming events and programs; prep future Facebook posts.

Parks & Recreation

45 hrs. Maintain parks budget; assist in annual grant reports; attend meetings on budget preparation for FY 22-23/ 23-24; attend meetings on invasive vines at Ponce Preserve; test new court reserve system; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **55 hrs.** Volusia Public Information Network; Cultural Services Board meeting; Town Council Regular meeting; research and prepare reports regarding 60th anniversary event ideas; special event co-sponsorship ordinance & Christmas Parade.

Ponce Inlet Historical Museum

Monthly Visitor Attendance 54 people

Yearly Visitor Attendance 396 people as of July 31, 2023

Ponce Inlet Historical Museum **64 hrs.** Daily Museum upkeep and provide tours for visitors; research Town historical content and Turnbull Colony; Research Bond Family; organize supplies; daily correspondence; Meyer-Davis House interior/exterior cleaning; recruit/train volunteers;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; research for Ponce fishing interpretive exhibit and fossils.

Programs and Events **68 hours** Schedule/update upcoming programs with presenters; make/ samples of craft projects for programs and events; correspondence with presenters and attendee guests; “Postal Worker Day” at Museum, “Scavenger Hunt” at Timucuan Oaks; Summer Exercise program at Timucuan Oaks; Shark Exploration program at the Museum. Attend Christmas Parade meeting; attend Cultural Services Board meeting; attend 60th Anniversary meeting; attend Budget Workshop Meeting; finish small community photo op board Halloween side; work on large community Board for 60th; plan for 60th anniversary; prep for summer programs.

Program Details **47 attendees;** Postal Day (4); Summer Exercise(1); Scavenger Hunt(18); Shark Exploration(24).

Public Information **28 hours** 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.