



## 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 1, 2020  
Subject: Cultural Services Department end of the month report for June 2020.

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

**Special Events** 0 due to COVID-19

**Public Information** 35 hrs. (Posted updates to the Facebook and Instagram page regarding COVID-19; posted updates on park projects; posted video of PIFR training)

**Parks & Recreation** 130 hrs. (Maintained parks budget; attended Volusia County Public Information Network conference calls; attended department head meeting; managed Ponce Preserve and Timucuan Oaks ECHO grant; attend meetings on the Davies Lighthouse Park improvement project; wrote staff report for Town Council; attended Town Council meeting; prepared for Cultural Services Board meeting including review minutes, create agenda packet and write staff report; worked with Town Manager on completing FY 2020/2021 proposed budget, FY 2021/ 2022 projected budget, and FY 2019/2020 amended budget for Parks and Recreation and Ponce Inlet Historical Museum; assess park needs and maintenance projects; organized asset paperwork.)

**Ponce Inlet Historical Museum**

Monthly Visitor Attendance 46

Yearly Visitor Attendance 522

Ponce Inlet Historical Museum 80 hrs. Opened the Museum and have provided tours for visitors; continued researching Ponce Inlet and the property's past; worked on a potential grant for Museum repairs and have been in contact with Volusia County staff about said grant; worked on new interpretive displays involving research and contacting people about new information; created a new activity for kids and filmed a video for it; wrote a hurricane emergency plan for the Museum; assisted with the Yearly Asset inventory; created social media posts; updated the Volunteer Handbook and begun training the new volunteer; continued general cleaning and upkeep of Museum.