



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: August 3, 2020
Subject: Cultural Services Department end of the month report for July 2020.

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

Special Events 0 due to COVID-19

Public Information

35 hrs. (Posted updates to the Facebook and Instagram page regarding COVID-19, virtual program and park information; distributed COVID-19 material to Town businesses)

Parks & Recreation

130 hrs. (Maintained parks budget; attended Volusia County Public Information Network conference calls; managed Ponce Preserve and Timucuan Oaks ECHO and FCT grants; attend meetings on the Davies Lighthouse Park improvement project; attended meetings on and researched potential dog park improvements for Ponce's Happy Tails Dog Park; attended Town Council special and regular meeting; prepared for Cultural Services Board meeting including review minutes, create agenda packet and write staff report; assess park needs and maintenance projects)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 62 people

Ponce Inlet Historical Museum 80 hrs. Opened the Museum and have provided tours for visitors. Continued researching Ponce Inlet and the property's past and spoke extensively with Tara Lamb about the area's history. Researched materials for interpretive displays and completed drafts for review. Further developed and wrote programing and activities that can be done virtually. Finalized the virtual presentation with FPAN, wrote and distributed press release and added program to local news calendars and social media. Created social media posts.

Continue general cleaning and upkeep of Museum. Assisted Aaron with security camera changes.