



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

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

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

**Public Information** 30 hrs. (Posted updates to the Facebook and Instagram page regarding COVID-19; posted updates on virtual program, dog park survey, SWAT Team training)

**Parks & Recreation** 130 hrs. (Maintained parks budget; attended Volusia County Public Information Network conference calls; attended department head meeting; attend meetings on the Davies Lighthouse Park improvement project; attend meetings on and researched the Ponce's Happy Tails Dog Park potential improvements; managed Timucuan Oaks FCT grant reports; attended Town Council meeting and Cultural Services Board meeting; assess park needs and maintenance projects.)

#### **Ponce Inlet Historical Museum**

Monthly Visitor Attendance 52 people

Yearly Visitor Attendance 648 as of September 1, 2020

Ponce Inlet Historical Museum 80 hrs. Opened the Museum and have provided tours for visitors. Hosted the FPAN virtual presentation. Created videos and social media posts for future events and goings-on. Begun assembling the new interpretive panels. Lots of research, brainstorming and testing for future virtual programs. Reached out to potential virtual presenters. Worked with the ECHO Ranger manager on changing and developing Grandparents Day into a virtual program with

fresh activities. Continue general cleaning and upkeep of Museum, as well as vacuumed parts of the house that were much needed.