



## 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: November 5, 2020  
Subject: Cultural Services Department end of the month report for October 2020.

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

<b>Special Events</b>	20 hrs. Drive-Thru Spooktacular
<b>Public Information</b>	35 hrs. Posted updates to the Facebook and Instagram page regarding Halloween event and traffic advisory; posted social media policies; posted on fire safety week and Census
<b>Parks &amp; Recreation</b>	110 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; attended and wrote staff reports for Town Council meeting; attended and wrote staff reports for Cultural Services Board meeting; attended Volusia County Parks and Recreation Director's meeting; assess park needs and maintenance projects.
<b>Ponce Inlet Historical Museum</b>	
Monthly Visitor Attendance	46 people
Yearly Visitor Attendance	742 as of November 1, 2020
Ponce Inlet Historical Museum	80 hrs. Daily Museum upkeep and provide tours for visitors. Prepared all the candy and crafts for Halloween. Created social media posts for the Town. Planned a virtual presentation for Nov. 10 and the Shellebration for Nov. 14. Signed up people for the events. Wrote and sent out press release. Looked into costs and information for joining the local Chamber of Commerce's. Cleaned and continued signage updating in the exhibits. Helped order a new

dehumidifier. Worked with Kevin Nichols on Ponce research and putting another historic envelope into our display on the post office.