



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 6, 2021
Subject: Cultural Services Department end of the month report for June 2021.

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

Special Events

Forms Received/ Processed **0 hrs.**

Coordination of Details **0 hrs.**

Public Information

25 hrs. Posted on free vaccine event; blood drive; town hall meetings; water main break updates; town events; any updates regarding COVID-19

Parks & Recreation

130 hrs. Maintained and prepared department budget; attended meetings on Ponce Preserve playground; worked on new resident Welcome packet; took exam for Certified Playground Safety Inspector certification; meeting with Davis House Historic Preservation Inc., members on museum history and potential projects; plan future town programs and events; maintain current grant requirements; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended **5 hrs.** Volusia Public Information Network; Town Council Regular meeting; Cultural Services Board

Staff Reports **3 hrs.** Cultural Services Board; Town Council

Ponce Inlet Historical Museum

Monthly Visitor Attendance 91 people

Yearly Visitor Attendance 433 people as of July 1, 2021

Ponce Inlet Historical Museum **80 hrs.** Daily Museum upkeep and provide tours for visitors; Study Historical content of Meyer-Davis House and Hasty Cottage; Created social media posts for the Town; Conceptualize and produce samples for summer programs; Prepare and execute Shell-celebration Program.