



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

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

### Special Events

Received / Processed                      Cancelled Memorial Day

### Public Information

58 hrs. (Posted updates to the Facebook and Instagram page regarding COVID-19 as well as interactive, educational posts)

### Parks & Recreation

32 hrs. (Maintained parks budget; attended Volusia County Public Information Network Conference calls; attended City parks Alliance webinars on COVID procedures for parks; assess parks with town manager for budgetary needs; began planning for future annual events with CDC guidelines; worked on virtual options for Cultural Services board meeting; turn in revised Management Plan for Timucuan Oaks)

### Ponce Inlet Historical Museum

Monthly Visitor Attendance              0

Yearly Visitor Attendance                476

75 hrs. (Interviewed applicants for museum educator; reviewed history of museum; new applicant, Emily, starts April 27 and shadows Carol; maintained museum budget; museum remains closed as of March 16 until further notice due to COVID-19 virus.)