



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: June 3, 2020
Subject: Cultural Services Department end of the month report for May 2020.

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

Special Events 0 due to COVID-19

Public Information 35 hrs. (Posted updates to the Facebook and Instagram page regarding COVID-19 closures and re-opening as well as department appreciation weeks, ie. Police week and Public Works week)

Parks & Recreation 92 hrs. (Maintained parks budget; attended Volusia County Public Information Network Conference calls; attended City parks Alliance webinars on COVID-19 procedures for parks; attended department head meeting; assess budgetary needs with town manager; attended Town Council meeting virtually; 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 0
Yearly Visitor Attendance 476 as of March 2020

80 hrs. (researched town history, museum and museum artifacts; created social media posts on topics such as local natural life and museum facts; prepared for reopening of museum including proper signage, self-guided tours and cleaning techniques for historic museums; revised documents to better collect visitor statistics; developed future youth program activities and interpretive material for the museum; networked with local organizations for future collaborative programs; researched additional free advertising venues).