



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

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

Special Events 0 due to COVID-19

Public Information 28 hrs. Posted updates to the Facebook and Instagram page regarding COVID-19 and the Census; posted video of September 11th Memorial virtual event

Parks & Recreation 128 hrs. Maintained parks budget; attended Volusia County Public Information Network conference calls; attended department head meeting; attended Christmas Parade Committee meeting; attended Florida Recreation and Parks Association annual conference; attend meetings on the Davies Lighthouse Park improvement project; attend meetings on and researched the Ponce's Happy Tails Dog Park potential improvements; attended and wrote staff reports for Town Council meeting; assess park needs and maintenance projects.

Ponce Inlet Historical Museum

Monthly Visitor Attendance 48 people

Yearly Visitor Attendance 696 as of October 1, 2020

Ponce Inlet Historical Museum 80 hrs. Opened the Museum and have provided tours for visitors. Assisted with the installation and updating of our security and camera systems. Continue general cleaning and upkeep of Museum, initiated an internal inventory of accession items. Assisted with creating and sharing social media posts for fun facts, future events and goings-on. Continue working on interpretive panels. Began planning and putting together information and activities for Halloween. Talked to members of the Manatee Watch team from Volusia County on providing a virtual presentation. Held a virtual Plein Air art program where participants learn basic sketching techniques and put to practice. Worked with the ECHO Ranger program to reschedule Grandparents Day for October.