



## 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: August 6, 2021  
Subject: Cultural Services Department end of the month report for July 2021.

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

### Special Events

Forms Received/ Processed                      **1 hr.** Lighthouse Loop Race

Coordination of Details                              **6 hrs.** Lion's Club Time Capsule Burial and Lighthouse Loop Races (Special Event Committee meeting and notes; planning details)

### Public Information

**20 hrs.** Parks and Recreation month campaign; July 4 ordinance campaign; Hurricane Elsa updates; disaster access passes; survey East Central Florida Regional Planning Council; Town resiliency survey; new recycling guidelines; animal cruelty; public notice- election candidates forum; upcoming programs; any updates regarding COVID-19; attended virtual training on archiving social media information

### Parks & Recreation

**120 hrs.** Maintained parks budget; maintain current grant requirements; research and calculated impact of parks on community; attended meetings on Ponce Preserve playground; planning for future programs; Florida League of Cities webinar of impacts of Covid-19 on parks and recreation; attended meetings on closing out Davies Lighthouse Park renovation grant; assess park needs and maintenance projects.

### Boards and Council activity

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

Staff Reports    **5 hrs.** Town Council; Cultural Services Board

## **Ponce Inlet Historical Museum**

Monthly Visitor Attendance 114 people

Yearly Visitor Attendance 547 people as of August 03, 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Ponce Inlet Historical Museum **80 hrs.** Daily Museum upkeep and provide tours for visitors; Study Historical content of Meyer-Davis House and Hasty Cottage; Created social media posts for the Town Programs; Conceptualize and produce samples for summer and fall programs; Prepare and execute Canvas Program and prepare for Watermelon Day.