



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 11, 2022
Subject: Cultural Services Department end of the month report for July 2022.

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

Special Events

Forms Received/ Processed **10 hrs.** Film permit; Historic North Turn Legends Beach Racing Parade; Kathy Griscom Park Dedication Ceremony

Coordination of Details **2 hrs.** Details & meetings for Kathy Griscom Park Dedication Ceremony

Event Attendance
(Town-hosted) **0**

Public Information

15 hrs. Fireworks prohibited; Recreation & Parks proclamation; new MyPonceInlet Mobile App; heat safety tips; sea turtle nesting season; bicycle donation; program survey; Charter Amendment Referendum questions; Tortugas night; Council and Board meeting notices; upcoming events and programs

Parks & Recreation

115 hrs. Maintained and assessed Cultural Services Department budgets; assist in annual grant reports; assessing play equipment; manage complete bid process for both Elbers Park Rip Rap Revetment and Pollard Park Shade Structure Projects; plan for future programs; submit permits for park projects; assess park needs and maintenance projects.

Boards and Council activity

Meetings attended/ staff reports **18 hrs.** Ponce Inlet Business Association Meet & Greet; Town Council Regular & Special meetings; Cultural Services Board; Development Reviews

Ponce Inlet Historical Museum

Monthly Visitor Attendance 129 people

Yearly Visitor Attendance 662 people as of July 31, 2022

Ponce Inlet Historical Museum **80+ hrs.** Daily Museum upkeep and provide tours for visitors; Research Historical content of Meyer-Davis House and Hasty Cottage; Organize supplies in Hasty cottage; Created social media posts for the Town Programs and Events; Conceptualize and produce samples for fall programs; Prepare and host 'Postal Worker Day' at the Museum. Prepare and host 'Shark Exploration' program at the Museum.

Event Details: Postal Worker Day: 8 participants; Shark Exploration: 20 participants.

Event Details: **28 attendees;** Postal Worker Day (8); Shark Exploration (20);