



MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

We strive to be professional, caring and fair

To: Jeaneen Witt, Town Manager
From: Becky Hugler, Interim Cultural Services Manager
Date: March 6, 2020
Subject: Cultural Services Department end of the month report for February 2020

Below is the summary of the Cultural Services Department activities during the month of February 2020.

Special Events

Received / Processed 12 hrs. (Easter; Reggae Fest; Turtle Trek; Ponce Preserves the Planet)

Public Information

24 hrs. (Posted updates to the Facebook and Instagram page; created Facebook event pages for upcoming events; posted traffic advisories and coronavirus updates)

Parks & Recreation

80 hrs. (Maintained Parks budget; attended various department head meetings; attended meetings on and planned for the Pollard Park improvement project; managed Pollard Park and Timucuan Oaks ECHO grant; reviewed minutes for the Council meeting; wrote staff reports for Council; attended Town Council Meeting; attended Volusia County Parks and Recreation Director's meeting; coordinated sign placement at Pollard Park)

Ponce Inlet Historical Museum

Monthly Visitor Attendance 173

Yearly Visitor Attendance 406

90 hrs. Conducted tours of the Ponce Inlet Historical Museum and Hasty Cottage. Collected monetary donations. Maintained daily visitor log. Scheduled volunteers for March. Held bracelet making class with Anjte on Saturday February 7. Attendees received a tour of the museum, made two bracelets and enjoyed light refreshments. Held Migratory and Raptor Bird event on Saturday February 15, 2020. Attendees received an educational lecture from Michele at the Marine Science Center including a demonstration with Bubba the Owl. Attendees had their picture taken with Michele and Bubba and made a craft. Held second Painting with Ginger class for 2020 the afternoon of February 15. Attendees received a tour of the museum, painted a picture of The Lighthouse and enjoyed light refreshments.