



MEMORANDUM

TOWN OF PONCE INLET, TOWN MANAGER DEPARTMENT

We strive to be professional, caring and fair

To: Jeaneen Witt, Town Manager
From: Amy Zengotita, Parks/Rec Manager & Museum Educator
Date: January 3, 2017
Subject: Parks/Rec Coordinator's end of the month report for December 2016

Below is the summary of the Parks/Rec Manager's activities during the month of December.

Children's Activities	11 hrs. (Children's Christmas Party)
Parks and Recreation	57 hrs. (Maintained Parks budget excel workbook; planned Spring Programs in the Parks; attended planning meetings for the new website; contacted and meet with playground designers for the Pollard Park re-design project; planned Volusia League of Cities dinner-centerpieces, gifts, menu, invitation; facilitated Health Series: Pickleball; organized Pickleball beginners group; attended Office 365 training; attended PICCI Board meeting; attended Volusia County Parks Directors meeting; helped organize employee holiday luncheon; organized Staff Cookie Exchange event; wrote newsletter article for Parks; organized Town articles submission; created flyers for upcoming events for newsletter; created Town Christmas decorations location binder; created Parks Feedback survey online and comment cards for parks;)
Technology	19 hrs. (Posted updates to the Facebook page)
Special Events Applications	
Received / Processed:	4 hrs. (Christmas Parade; Vettes at the Light; Historic Beach Racing Parade Meeting)
Special Events Held:	8 hrs. (Christmas Parade)