



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 & Museum Educator
Date: June 1, 2016
Subject: Parks/Rec Coordinator's end of the month report for May 2016

Below is the summary of the Parks/Rec Coordinator's activities during the month of May.

Parks and Recreation	42 hrs. (Maintained Timucuan Oaks Garden's gardens; researched and prepared FY 16/17 & FY 17/18 capital purchases; researched and prepared FY 16/17 & FY 17/18 operating budget; prepared FY 16/17 & FY 17/18 revenue budget; researched and began preparing Historic Tree nominations; reviewed Urban Forest Management Plan and Tree Inventory; updated parks' information on website; created park walking/jogging safety flyer; researched historic tree signage; made edits to Ponce Preserve trail map; researched event ideas; attended Division Head and Director's Meeting; attended Volusia County Parks Directors' meeting)
Technology	21 hrs. (Posted updates to the Facebook page)
Special Events Applications	
Received / Processed:	4 hrs. (Memorial Day; King of the Inlet)