



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: December 14, 2016
Subject: Parks/Rec Coordinator's end of the month report for November 2016

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

Children's Activities	10 hrs. (Halloween Party Cleanup; Children's Christmas Party)
Parks and Recreation	43 hrs. (Maintained Parks budget excel workbook; attended Parks Board Meeting; attended planning meetings for the new website; planned Volusia League of Cities dinner; facilitated Programs in the Parks; reviewed Parks Board minutes; attended Council meeting; installed Ponce Preserve trail signs with Public Works; facilitated Health Series; planned and facilitated ECHO Ranger program; attended division head meeting; attended Volusia County Parks Directors meeting; organized Staff Cookie Exchange event; created Santa Run flyer; reviewed fixed assets)
Technology	18 hrs. (Posted updates to the Facebook page)
Special Events Applications Received / Processed:	11 hrs. (Christmas Parade; Operation Changing Lives; Historic Beach Racing Parade Meeting; Veterans Day)
Special Events Held:	2 hrs (Attended Veterans Day Ceremony)
Hurricane Matthew	2 hrs. (Attended after action meeting)