



## 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: November 8, 2016  
Subject: Parks/Rec Coordinator's end of the month report for October 2016

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

Children's Activities	21 hrs. (Halloween Party)
Parks and Recreation	32 hrs. (Wrote and submitted Healthiest Weight Community Application; attended Parks Board meeting; worked on presentation for Garden Club on Ponce Inlet's parks; planned Volusia League of Cities dinner; attended Council meeting; reviewed Parks Board minutes and packet; updated Brighthouse channel; discussed memorial bench donation; wrote Parks Board staff reports;; )
Technology	16 hrs. (Posted updates to the Facebook page)
Special Events Applications Received / Processed	14 hrs. (Christmas Parade; Vettes at the Light; Shape Up! Ponce Inlet; Lighthouse Loop; Operation Changing Lives; Historic Beach Racing Parade Meeting; Veterans Day)
Hurricane Matthew	41 hrs. (Attended staff meetings; picked up food items; prepared museum for hurricane; checked all parks; handed out visitor passes; answered Town Hall phones; provided social media updates; took photos of all the parks after the hurricane; took photos of debris on every street in Ponce Inlet; reviewed drafts of hurricane pins; tried to fix museum alarm system, a/c, and cameras; wrote and sent debris clean up notice)