



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: February 17, 2017
Subject: Parks/Rec Coordinator's end of the month report for January 2017

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

Parks and Recreation	64 hrs. (Maintained Parks budget excel workbook; planned Spring Programs in the Parks; attended planning meetings for the new website; talked with designers for the Pollard Park improvement project; planned and implemented Volusia League of Cities dinner-centerpieces, gifts, name tags, menu, invitation, shopping; finished Parks Feedback survey online and comment cards for parks; completed paperwork for FEMA; updated Brighthouse channel; planned Ponce Preserves the Planet; research dog water fountains)
Technology	21 hrs. (Posted updates to the Facebook page)
Special Events Applications	
Received / Processed:	12 hrs. (Reggae Fest; Vettes at the Light; Historic Beach Racing Parade Meeting; Garden Club Events)