



MEMORANDUM

TOWN OF PONCE INLET, ADMINISTRATION DEPARTMENT
MUSEUM, PARKS & RECREATION DIVISION
We strive to be professional, caring and fair

To: Jeaneen Witt, Town Manager
From: Amy Zengotita, Parks and Recreation Coordinator
Date: September 8, 2015
Subject: Parks and Recreation and Special Events Coordinator's end of the month report for August 2015

Below is the summary of the Parks and Recreation and Special Events Coordinator's activities during the month of August.

Children's Activities	15 hrs. (Organized Children's Halloween Party plans; sent donation letters for the Halloween Party; created flyer; discussed game redesign with Public Works Manager)
Parks and Recreation	8 hrs. (Planned ECHO Rangers program for September; organized fall programs for Ponce Preserve; prepared Parks Board memo and park status assessment report)
Florida Recreation and Park Association Conference	38 hrs.
Special Events Applications Received / Processed:	10 hrs. (Lighthouse Loop half marathon; Operation Changing Lives 5K; September 11 th Memorial Ceremony; Shape Up! Ponce Inlet; attended Special Event meeting)
Special Events Held:	15 hrs. (September 11 th Memorial Ceremony: conducted research for the ceremony, researched wreaths for ceremony, contacted the Coast Guard to assist with the ceremony, created flyer and program, designed wreath)
Administration	2 hrs. (Organized parks website page)