



## 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: August 3, 2015  
Subject: Parks and Recreation and Special Events Coordinator's end of the month report for July 2015

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

Children's Activities	3 hrs. (Reviewed Halloween Party 2014 notes and created a Halloween Party 2015 outline and plan)
Parks and Recreation	12 hrs. (Solar Lighting Project for Ponce Preserve: met with Keith on solar lighting, researched solar lighting equipment options, submitted solar lighting purchase order request, ordered lighting, submitted building permit for solar lighting; researched historic tree signage)
Special Event Applications Received/Processed:	5 hrs. (Lighthouse Loop half marathon; Operation Changing Lives 5K)
Administration	15 hrs. (Covered Front desk for Planning and Development Department; organized Parks office; organized Parks computer files; met with Margi Richard on FCT management plans and reports; filed Ponce Preserve ECHO Report; reviewed Parks budget for Council Budget Workshop; attended Adobe DC training)