



## 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/Rec & Museum Educator  
Date: October 1, 2015  
Subject: Parks/Rec's end of the month report for September 2015

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

Children's Activities	16 hrs. (Organized Children's Halloween Party)
Parks and Recreation	20 hrs. (Planned ECHO Rangers program for September; organized fall programs for Ponce Preserve; prepared Parks Board memo and park status assessment report; prepared dog comment box report for Parks Board; attended Volusia County directors of parks and recreation meeting; attended North Florida Outdoor Recreation Workshop)
Special Events Applications Received / Processed:	17 hrs. (Lighthouse Loop half marathon; Operation Changing Lives 5K; September 11 <sup>th</sup> Memorial Ceremony; Shape Up! Ponce Inlet; Veterans Day Ceremony; Wings on the Wind; Special Event Meeting; Garden Club Craft Fair; Christmas Parade)
Special Events Held:	7 hrs. (Organized September 11 <sup>th</sup> Memorial Ceremony)