



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: May 2, 2016
Subject: Parks/Rec Coordinator's end of the month report for April 2016

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

Parks and Recreation	34 hrs. (Implemented spring programs for Ponce Preserve; attended and prepared for Parks Board meeting; maintained Timucuan Oaks Garden's gardens; researched FY 16/17 & FY 17/18 capital purchases; prepared FY 16/17 & FY 17/18 operating budget; prepared FY 16/17 & FY 17/18 revenue budget; reviewed Parks Board minutes; attended Mangroves Trimming workshop; prepared and submitted FRPA Showcase Application for Timucuan Oaks Garden; researched Pickleball court options and attended meetings about an additional Pickleball court)
Technology	12 hrs. (Posted updates to the Facebook page)
Special Events Applications	
Received / Processed:	7 hrs. (Paddle Out Poverty; Turtle Day; Memorial Day; King of the Inlet)
Special Events Held:	10 hrs. (Volunteer Appreciation Dinner)