



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: March 5, 2016
Subject: Parks/Rec Coordinator's end of the month report for February 2016

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

Children's Activities	10 hrs. (Easter Party)
Parks and Recreation	73 hrs. (Planned and implemented spring programs for Ponce Preserve; researched designs for directional trail signs in Ponce Preserve; maintained Timucuan Oaks Garden's gardens; gathered court reservation data; wrote Parks Board staff report, court rental policy, court rental application, and court rental agreement; planned Ponce Preserves the Planet; reviewed Parks Board Packet; attended parks directors meeting; attended division and department head meeting; ordered message board and bench plaques for Timucuan Oaks; researched 16/17 park budget items; reviewed Parks Board minutes; organized Green Industries Workshop; researched Timucuan Oaks trash cans; met with Florida Forestry Council in Ponce Preserve; submitted data on Ponce Inlet parks to Florida Recreation and Park Association; Community Day)
Technology	8 hrs. (Posted updates to the Facebook page; reorganized computer files)
Special Events Applications	
Received / Processed:	8 hrs. (Living Legends; Reggae Fest; Paddle Out Poverty; Turtle Day)
Special Events Held: Administration	2 hrs. (Volunteer Appreciation Dinner)