



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

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

Parks and Recreation	26 hrs. (Completed and submitted historic tree nominations; selected and ordered historic tree signage; organized and set-up/cleaned-up Margi Richard's Retirement Party; planned fall parks schedule; took photos of Timucuan Oaks Garden; reviewed and edited Special Events Ordinance; organized supply closet; organized office files; organized STEM question submission)
Technology	18 hrs. (Posted updates to the Facebook page)
Special Events Applications	
Received / Processed:	4 hrs. (YMCA Triathlon; Christmas Parade)