



## 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: July 13, 2016  
Subject: Parks/Rec Coordinator's end of the month report for June 2016

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

Parks and Recreation 45 hrs. (Maintained Timucuan Oaks Garden's gardens; reviewed 16/17 & 17/18 budget with Town Manager; researched and prepared Historic Tree nominations; researched historic tree signage; attended Division Head and Director's Meeting; met with ECHO Grant Management on Ponce Preserve; organized and set-up/cleaned-up Annual Employee Cook-out; covered for Planning and Development Department; planned fall parks schedule)

Technology 22 hrs. (Posted updates to the Facebook page)

Special Events Applications

Received / Processed: 6 hrs. (King of the Inlet; YMCA Triathlon; Operation Changing Lives)