



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: April 1, 2016
Subject: Parks/Rec Coordinator's end of the month report for March 2016

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

Children's Activities	16 hrs. (Easter Party)
Parks and Recreation	64 hrs. (Implemented spring programs for Ponce Preserve; researched designs and met with design team for directional trail signs in Ponce Preserve and Timucuan Oaks; attended and prepared for Parks Board meeting; maintained Timucuan Oaks Garden's gardens; wrote Parks Board staff report; wrote Council staff report, edited court rental policy, court rental application, and court rental agreement; planned and implemented Ponce Preserves the Planet; reviewed Parks Board packet; attended parks directors meeting; attended division and department head meeting; researched 16/17 park budget items; reviewed Parks Board minutes; organized and attended Green Industries Workshop; submitted wellness pledge and wellness data to Florida Recreation and Park Association; helped prepare Timucuan Oaks Garden and Ponce Preserve stewardship reports; organized court resurfacing; prepared for and implemented ECHO Rangers program; prepared park assessment report; prepared for and attended Council meeting; reviewed fees schedule; Timucuan Oaks park nomination)
Technology	8 hrs. (Posted updates to the Facebook page; reorganized computer files)
Special Events Applications	
Received / Processed:	14 hrs. (Living Legends; Reggae Fest; Paddle Out Poverty; Turtle Day; Memorial Day; King of the Inlet)
Special Events Held:	3 hrs. (Volunteer Appreciation Dinner)