



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: February 3, 2016
Subject: Parks/Rec's end of the month report for January 2016

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

Parks and Recreation 57 hrs. (Planned spring programs for Ponce Preserve; discussed Ponce Preserve sign project with Public Works and Planning Department; researched designs for directional trail signs in Ponce Preserve; scheduled the court resurfacing at Pollard Park; created Timucuan Oaks garden team; attended Goal Setting Workshop; researched memorial bricks program for Timucuan Oaks; wrote Parks Board staff report; taught and prepared for educational class on Ponce Preserve; planned Ponce Preserves the Planet; reviewed Parks Board Packet; attended parks directors meeting; attended division and department head meeting; researched message board and bench plaques for Timucuan Oaks; created Timucuan Oaks rental sheet and map; researched 16/17 park budget items)

Technology 13 hrs. (Wrote Social Media Policy, resolution, and staff report; set up the Town's Facebook; posted updates to the Facebook page)

Special Events Applications:

Received / Processed 7 hrs. (Living Legends; Timucuan Oaks Garden; Reggae Fest)

Special Events Held 21 hrs. (Timucuan Oaks Garden Opening)

Administration