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To: Westfield Board of Works

From: Melody Jones

CC: Todd Burtron

Date: April 24, 2014

RE: Parks Department Report for April 2014

Dear Board Members:

Grant Award: We have been interviewing for the Urban Forestry Internship and have had a great response from qualified candidates. We hope to fill the position by May 1 and start work as soon as possible. As previously noted, this grant will pay the salary of an intern for the summer to complete the City tree inventory. The funds have been released by IDNR, and we may start work immediately.

Maintenance Division: The winter parks tree inventory assessment has been completed, and inventory of trails trees is underway. The second parks tree inventory assessment is set to begin in August. Much of the Maintenance Division's time has been spent on winter recovery and preparing/finishing equipment and structures for the warm season.

Programming: Very positive feedback has been received on the progression of the Grand Guide, as Brittany Goger has put great effort into developing it to be a better marketing tool. We have had several inquiries about English as a Second Language (ESL) classes listed in the Grand Guide. The ESL classes are set to begin in May. In an effort to improve our offerings to seniors; Bingo Brunch will begin in the late summer. Magnolia Springs has been kind enough to sponsor the first three events.

Special Events: Final preparations are being made for the Arbor Day Tree Planting and Giveaway this weekend by the entire team. Holes are being dug, volunteers coordinated and information updated.

Melody Vandusen has been hired as the Programming and Special Events Intern. She is scheduled to start May 19th and we are very excited about her joining our team this summer to assist with event execution and develop her planning/coordinating skills. Melody will join us from Lake Superior State University in Sault Ste., Michigan. Her B.S. in Parks and Recreation, experience in recreational programming and strong work ethic will be valuable assets to the City of Westfield.

The push to create event partnerships is in full swing. Signed commitments have been made by companies such as Brickman, Context, IMMI, Cross Roads Church, Chick-Fil-A and Collision Cure.

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