

**West Manchester
Township**
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PARKS & RECREATION REPORT
MAY 2025

- A. Staff will begin on-boarding the new online registration/reservation software. Staff plan to go live with the new system by the end of July.
- B. Staff launched department survey to seek resident needs on park spaces and recreation programming ideas. Staff will use information to implement future upgrades and create new recreation opportunities.
- C. Staff are continuing to prep Summer Playground staff orientation information & filing paperwork as it is returned.
- D. Staff updated/created the following documents:
 - Parks and Recreation Department's Clearance Policy
 - Contracted and Volunteer Recreation Program Instructor Contract
 - Emergency Information Form - Summer Playground
- E. Marketing:
 - Continuing to grow online presence with social media & increase marketing efforts.
 - In the process of creating a brand for the department.
- F. May Completed Park Projects
 - Derry Park and Broad Street Park – Install handicap path from parking lot to swing sets
 - Bennett Williams Park – Install new basketball court surfacing

Respectively submitted,
Kelsey Paul
Parks and Recreation Director