

TO: Bo Mills, Director of Public Services
FROM: Jamie White, Grounds Superintendent
DATE: 6/21/2012
RE: After Action Report getting ready for the opening of BLFP.

Purpose

- **What did we set out to do?** We worked with contractors, designers, volunteers and additional city staff to have the BLFP in operation by 6/20/2012.
- **What was supposed to happen?** The community garden was to be in operation so that it is producing food and providing educational activities for visitors.
- **Is there a process or procedure in place for this activity?** Yes, some of our staff members are educated in agriculture through experience so the process of getting the garden area from pasture to a producing garden is usual process.

Executive Summary

- **What actually happened?** The event went well. Everything looked good and everyone was complementing the farm.
- **What worked well that needs to be sustained?** The team work between city staff and volunteers was great.
- **What did not work well and needs to be changed?** When getting close to the opening day to many unnecessary activities were going on.

Lessons Learned

- **What can we do better next time?** Better communicate with staff to do the most important work first and eliminate non important activities.

Action Items

- **Develop a list of the actions to fix specific needs.** Create a punch list so that tasks will not get overlooked.