



Little Rock Parks & Recreation Commission Meeting ♦ October 8, 2025

Administration Resources Division:

Human Resources / Finance / Payroll / Reservations / Revenue

- Department is addressing needs for 2026 budget
- Continue meetings for Accreditation Sections
- Phone Tree to Increase efficiencies and resident experience with new call taker technology – Waiting for installment date
- PIT Fund -Expense Report for August - Complete with no negative balances
- Continue to address Departmental computer/IT needs – all equipment received
- Mobile City Hall: Waiting on confirmed date/location
- Special Events Inquiry Form is now online
- New Special Events Policy/Form being established
- One (1) to complete Certified Parks Recreation Executive (CPRE) – JP Rogers
- Division continues to address ongoing HR/Employee relation matters – uptick in HR relations.
- Department Manager's attended training:
 - Hiring Manager's Workshop
 - Setting Goals: From Strategy to Action
- Continuing to address onboarding, new hires, revamp positions, and vacancies
- Recreation and Maintenance – Continue to review candidates for position
- Staff attended NRPA Conference, September 14-19
- Staff to attend ARPA Conference, October 1-3
- Pavilion Rentals for September 110 (September 2024: 101)
- Revenue for Department - \$282,200.40
- As of September 30, 2025, 131 budgeted: Parks have one hundred and five (105) hired & twenty (26) vacancies, compared to one hundred ten (110) hired & twenty (20) vacancies in August; 130 budgeted. Capacity is 80%