



Little Rock Parks & Recreation Commission Meeting ◆ December 11, 2024

Administration Resources Division: Human Resources / Finance / Payroll / Reservations / Revenue

- Division was recently 100% staff until mid-year; Division now has two (2) part-time staff and only one (1) vacancy.
- Front desk has an increase participation in our reservations/rentals from 2023 to 2024, with a 36% increase compared to last year (current at 82%).
- PIT Fund -Expense Report for November - Complete with no negative balances
- Continue closing out Revenue Reports for various locations
- Finance Meeting (New Finance Procedures (Bonefire Training Kickoff)
- Management/HR Meetings: Resolving Hiring Issues/Delays, new On-Boarding and Termination Procedures
- Management/IT Meetings: Addressing ActiveNet reservation system modules to benefit usage for the Department
- 2024 FLSA Forms and Employee Performance Evaluation - Due in mid-December
- 2024 Employee Performance Evaluation - Due in late December
- Staff to attend (CTA) Certified Tourism Ambassadors program in December
- ParkStat: Data/Performance Measures Meeting/Luncheon held November 22.
- Continue to address other vacancies while making updates on job descriptions
- Division continues to address ongoing HR/Employee relation matters
- New position implemented for a Data & Marketing Coordinator
- Division continues search for Data & Marketing Coordinator
- Position to open for a Marathon Assistant
- 12/2/2024: 108 (106) hired /22 (24) vacancies; Compared to 12/2/2023: 106 hired/24 vacancies