



Parks & Recreation

"A City In A Park"

Division Report: Administration

Deputy Director: Angela Nelson

Parks Commission - Administration Division - Report 12/21/2022

- Reviewing weekly/monthly collected revenue reports for 6 divisions
- Reviewing/Submitting Revenue taxes
- Addressing new Administration Policies updates/HR related Issues
- Review Outstanding Balances: Amazon, Dell and Office Depot
- Training on WebEx and Audio Equipment
- P.I.T. Update on remaining balances
- Grouping staff for (10) Accreditation sections
- Collecting/reviewing Assets from each Division
- Collecting/reviewing FSLA
- Collecting Evaluation Documents
- Finalizing 2 Maintenance positions