



Little Rock Parks & Recreation Commission Meeting ♦ February 12, 2025

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

- PIT Fund -Expense Report for January - Complete with no negative balances
- Performance Measures Meeting: Established new measures for the quarter
- Communication Liaison Meeting. – Focus: needing area/events to start using QR codes
- 2025 State of the City Address, February 27, 2025 at 6pm and Fair at 4:00 pm
- Focus on department:
 1. Expediting the Termination Process
 2. All 2024 invoices submitted to AP by February 14, 2025.
 3. Collection of required Licenses/Certifications/ Driver's licenses for Administration
 4. New process for Revenue documents (Community Centers/Golf/Tennis/JDAFC)
 5. P.I.T. Funds Usage
 6. ActiveNet Online-Registration
 7. Continuing process of establishing Standard Operating Procedures (SOP's)
 8. Address Summer Program hiring
- Department will participate in Career Exploration Program (mentorship program) – Parks will have two students to participate.
- Division continues to address ongoing HR/Employee relation matters
- Rebsamen Golf Facility Supervisor – hired through a promotion
- Rebsamen Golf Assistant Facility Supervisor – post soon
- Youth Program Coordinator - reviewing candidates
- Parks Data & Marketing Coordinator – candidate selected
- Parks Communication and Social Media Specialist – post soon
- Due to reorganization, the Administration Division has one (1) full-time staff vacancy
- As of February 1, 2025: one hundred and seven (107) hired & twenty-three (23) vacancies compared to January: one hundred and nine (109) hired & twenty-one (21) vacancies

