



## Little Rock Parks & Recreation Commission Meeting ♦ December 10, 2025

Administration Resources Division:

*Human Resources / Finance / Payroll / Reservations / Revenue*

- Department continues to address needs for 2026 budget
- Department continues to meet for Accreditation Standards
- Parks staff represented Department at The Career Climb Exploration at Metropolitan Career Technical Center
- Continue to address equipment and reoccurring issues of license needed
- Division continues to address ongoing HR/Employee relation matters
- Trainings:
  1. *Security Awareness Training*
  2. *CAHRA 2025 Leadership Forum*
  3. *Mid-Manager Meeting*
  4. *SharePoint Migration & Automation*
  5. *Laser Fiche Virtual Workshops*
- Pavilion rentals for November is 25 (Closed due to Winterization)
- Revenue for November 2025: \$108,492.07 November 2024: \$235,721.21  
Reason for decline: Discontinued rentals for 2025, decrease in areas: Rebsamen Golf Pro, Rebsamen Tennis, Stephens, WCCC, and Jim Dailey
- Revenue Compliance Section -held meeting to address discrepancies
- Open Enrollment for benefits began -Final revisions end December 3<sup>rd</sup>.
- Department finalizes 2024 FLSA Justifications for 2025
- Employee Performance Evaluations began – Uploads due December 11<sup>th</sup>
- Parks ConnectCrew initiative – Employee Holiday Gatherings
- Parks Communication and Social Media Specialist – Position vacant; Revamp Position
- Parks Horticulturist, Maintenance Sr. and Leader positions filled via promotions.
- Continuing to address onboarding, new hires, revamp positions, and vacancies;  
Department in process to overfill various positions due to employees on extended FMLA, retirees and staff shortages.
- As of December 1, 2025 Parks have one hundred and six (106) hired & twenty-five (25) vacancies. November numbers were the same, with 131 positions budgeted.
- PIT remaining budget is \$186,558.57 (\$13,441.43 Spent). Funding will expire December 31, 2025 (\$200,000)