



## **Division Report: Administration**

**Deputy Director of Administration: Angela Nelson**

Parks Commission Meeting ❖ March 8, 2023

### **Resource Administration: Human Resources / Finance / Payroll**

- February Minutes - delay
- Employee Appreciation Week (May 8<sup>th</sup> - 13<sup>th</sup>)
- Applicants/Selection of Employee of the Year for Department – Mahlon A. Martin Award
- Continue monitoring spending (4%)
- Trainings - Revenue Compliance – Input data/cash handling procedures/number comparison
- Device Inventory Meeting with IT
- Department Asset Inventory Meeting/Training – this week
- Moving forward on Approvals: Maintenance, Administrative Assistant - Director
- Moving forward – Accreditation Standards (Sections)
- Summer Requisitions are completed (Over 100 positions)
  - Lifeguards
  - Parks Maintenance Workers
  - Cash Register Operators