



Little Rock Parks & Recreation Commission Meeting ♦ January 15, 2025

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

- Eight (8) employees became Certified Tourism Ambassadors (CTA) Program during the month of December: Angela Nelson, Shawanda Craig, Susie Matheny, Darryl Marbley, Linda Bealer, Rochelle Burton, Stephan McAteer, and Michael Simmons
- Continue closing out Payroll and Revenue Reports for 2024
- 2024 FLSA Forms: Completed
- 2024 Employee Performance Evaluations: Completed
- Employee Checklist for all positions: Completed
- Continuing process of establishing Standard Operating Procedures (SOP's)
- PIT Fund -Expense Report for December - Complete with no negative balances
- Addressing issue with IT: ActiveNet reservation system modules to begin online reservations
- Addressing issue with IT: Phone Directory System for Front Desk
- ParkStat: Data/Performance Measures Meeting/Luncheon to be held January 24.
- Division continues to address ongoing HR/Employee relation matters
- Continue to address other vacancies and update job descriptions
- Position to post for Youth Program Coordinator
- Begin interviews for new Data & Marketing Coordinator
- As of January 6, 2025: One hundred & nine (109) hired & twenty-one (21) vacancies
- Administration Division has two (2) full-time vacancies.
- Final Attendance count for Parks (including pavilions, facilities, rentals and programs) 517,617