



## Division Report: Administration/Resources

Deputy Director: Angela Nelson

Parks Commission Meeting

January 18, 2023

Parks Commission Meeting, date change: Wednesday, January 11<sup>th</sup> changed to January 18<sup>th</sup> - sent notice

Advertisements posted:

- Golf Leader (First Tee Golf)
- Fitness Specialist (Jim Dailey FAC)
- Recreation Programmer (Stephens CC)

Revenue Compliance Analyst – On-boarding in January/February

Finalize last month collected revenue reports – submit taxes

Finalize P.I.T. Balance Update

Locate Outstanding Balances: Amazon, Dell and Office Depot

Research: Open PO's

Finalize assigned staff for Accreditation sections

Submit final: FSLA forms

Submit final: Evaluation Documents

Finalize 2023 Summer Programs request

Administrative Reminders:

- Submit incoming invoices from 2022
- All non-uniform full-time employees will be increased by 3.5%. Employees will see the increase in the paycheck received January 20, 2023
- AFSCME Union eligible employees will receive their 2023 step increase effective January 14, 2023, and will be reflected on the February 3, 2023, paycheck. AFSCME Discretionary days will be posted on the January 20, 2023, check.