

MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

TO: CAPRA File for Standard 1.6.1
FROM: Tim Stevens- Park Maintenance Superintendent
SUBJECT: Annual Review of CAPRA 1.6.1 Standard
DATE: March 2, 2016

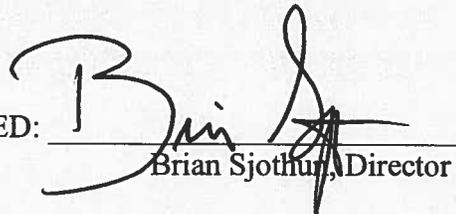
A verbal review of 1.6.1- Administrative Policies and Procedures has been completed during the Leadership Team staff meeting on 4/19, 2016 that was attended by all Department Supervisory staff. A Copy of the review and meeting agenda is attached.

The changes made to the documentation were as follows:

- Updated Staff Handbooks and Policy Manuals
- Updated Medford Parks and Recreation Policy Binder

Staff Name: Tim Stevens
Title: Park Maintenance Superintendent

APPROVED:


Brian Sjothun, Director



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AGENDA

PARKS AND RECREATION – LEADERSHIP TEAM

April 19, 2016

10:00 am

Santo Community Center

1. **5-year Presentation – Bill Hoke**
2. **Policy Review - Tim**
 - a. Agency Owned Equipment and Property
3. **CAPRA Review – Tim**
 - 1.6.1 Administrative Policies and Procedures
 - 5.5.2 Inventory and Fixed Assets Control
 - 7.5 Maintenance and Operations Management
 - 7.5.1 Facility Legal Requirements
 - 7.7 Agency Owned Equipment, Materials, Tools, and Supplies Policies and Procedures
 - 7.7.1 Building Plans and Specifications
 - 7.8 Environmental Sustainability Policy and Program
 - 7.10 Maintenance Personnel Assignment Procedures
 - 7.11 Capital Asset Depreciation and Replacement Schedule
4. **News from the Hall**
5. **Around the Table**



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