

# MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

TO: CAPRA File for Standard 5.1.1 – Comprehensive Revenue Policy

FROM: Brian Sjothun - Director

SUBJECT: Annual Review of CAPRA 5.1.1 Comprehensive Revenue Policy Standard

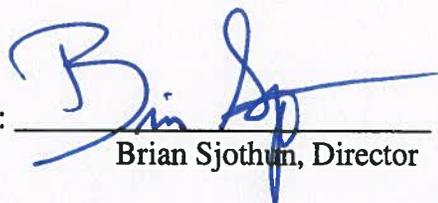
DATE: January 5, 2016

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A verbal review of 5.1.1 – Comprehensive Revenue Policy has been completed during the Leadership Team staff meeting on ~~January 5~~ <sup>Feb 16</sup>, 2016 that was attended by all Department Supervisory staff. A Copy of the review and meeting agenda is attached.

Staff Name: Brian Sjothun  
Title: Director

APPROVED: \_\_\_\_\_

  
Brian Sjothun, Director



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## AGENDA PARKS AND RECREATION – LEADERSHIP TEAM February 16, 2016 10:00 am Santo Community Center

1. **Open Streets Presentation – Carla Paladino, Planning Dept**
2. **CAPRA**  
**Brian**
  - 1.6 Policies, Rules, Regulations and Operational Procedures
  - 1.7 Agency Relationships
    - 1.7.1 Operational Coordination and Cooperation Agreements
  - 2.1 Overall Planning Function within Agency
    - 4.1.1 Code of Ethics
      - 4.1.10 Promotion
  - 4.3 Job Analyses for Job Description
    - 4.4.1 Leadership Succession Procedure
  - 5.1.1 Comprehensive Revenue Policy
  - 5.1.2 Agency Acceptance of Gifts and Donations
  - 5.1.3 Grants Procedures
  - 5.1.4 Private, Corporation and Non-Profit Support Procedures
  - 5.2 Fiscal Management Procedures
    - 5.2.1 Authority and Responsibility for Fiscal Management
  - 5.5.1 Supplemental/Emergency Appropriations Procedures
  - 8.6 Emergency Management Planning
  - 9.3 ADA Compliance and Face-to-Face Resolution  
**Sue**
  - 1.4 Mission
  - 4.1 Personnel Policies and Procedures Manual
    - 4.1.12 Grievance Procedures
3. **Written Communications Seminar**
4. **Strategic Plan Update**
5. **News from the Hall**
6. **Around the Table**



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