MEDFORD
PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

TO:	CAPRA File for Standard 7.5- Maintenance and Operations Management Standards
FROM:	Tim Stevens- Park Maintenance Superintendent
SUBJECT:	Annual Review of CAPRA 7.5 Standard
DATE:	March 2, 2016

A verbal review of 7.5 – Maintenance and Operations Management Standards 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.

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**