

MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

TO: CAPRA File for Standard 7.5.1 – Facility Legal Requirements

FROM: Tim Stevens – Park Maintenance Superintendent

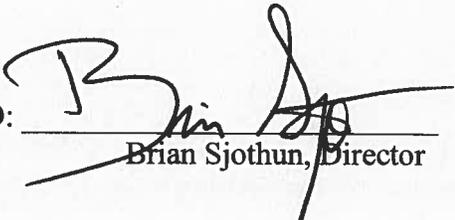
SUBJECT: Annual Review of CAPRA 7.5.1 Standard

DATE: March 16, 2016

A verbal review of CAPRA Standard 7.5.1 – Facility Legal Requirements has been completed during the Leadership Team staff meeting on 4/19/16 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**



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