

Number	CAPRA Standard	Period for Review	Last Review	Approving Authority
1.4.1	Agency Goals and Objectives	Reviewed annually, Redeveloped every (3) years	Apr-23	Director of Parks and Recreation
1.6.1	Administrative Policies and Procedures	Every (2) years	Ongoing	City Manager, City Council
2.4	Park and Recreation System Master Plan	Update every (5) years, Complete redevelopment every (10) years	Mar-22	Parks, Recreation and Beautification Board and City Council
2.5	Strategic Plan	Reviewed annually, Redeveloped every (3) years	Apr-23	Director of Parks and Recreation
3.4.2	Community Relations Plan	Every (3) years	Mar-20	Director of Parks and Recreation
3.4.3	Marketing Plan	Every (3) years	Mar-20	Director of Parks and Recreation
3.6	Records Management Policy and Procedures	Every (3) years	Dec-20	City Secretary
3.6.1	Records Disaster Mitigation and Recovery Plan and Procedures	Every (10) years	Jul-18	Emergency Management Program Manager, Chief Technology Officer
4.1	Personnel Policies and Procedures Manual	Annually	Jan-23	Director of Human Resources
4.1.2	Recruitment Process	Every (2) years	Feb-23	Director of Human Resources
4.1.8	Compensation Plan	Every (5) years	10/1/2017, Under review 2023	Director of Human Resources
4.3	Job Analyses for Job Descriptions	Every (3) year	Ongoing	Director of Human Resources
4.5	Workforce Health and Wellness Program	Annually	Ongoing	Director of Human Resources
4.6.1	Employee Training and Development Program	Annually	Ongoing	Director of Human Resources
5.1.1	Comprehensive Revenue Policy	Every (3) years	Apr-21	Parks, Recreation and Beautification Board and City Council
6.1	Recreation Programming Plan	Every (2) years	Feb-23	Director of Parks and Recreation
6.2	Program Objectives	Annually	Feb-23	Director of Parks and Recreation
6.4	Community Education for Leisure Process	Ongoing	22-Nov	Director of Parks and Recreation
7.1	Parkland Acquisition Procedures	Every (5) years	Mar-19	Director of Parks and Recreation
7.2	Area and Facilities Development Policies and Procedures	Ongoing	Mar-20	City Council
7.5	Maintenance and Operations Management Standards	Annually	Feb-23	Director of Parks and Recreation
7.5.1	Facility Legal Requirements	Every (2) years	Mar-20	City Council
7.9.1	Recycling and/or Zero Waste Plan	Every (3) years	May-21	City Council
8.5	General Security Plan	Every (3) years	Aug-22	Safety Director
8.6.2	Emergency Risk Communications Plan	Every (10) years	Jun-18	Public Information Officer
9.1.1	Risk Management Plan and Procedures	Every (3) years	Feb-23	City Council
10.4	Needs Assessment	Every (5) years	2019 and 2021	Director of Parks and Recreation
10.5.1	Recreation and Leisure Trends Analysis	Every (5) years	Jun-17	Director of Parks and Recreation