Updated 1/2026

Periodic Document Review Schedule

Standard	Minimum Review Frequency	Approving Authority	Last Review/ Approval
1.4.1 Agency Goals and Objectives	10 year document, reviewed every 3 years	City Council	8.20.2019 12.16.2025
1.6.1 Administrative Policies and Procedures	Annual review	Director of Parks & Recreation	11.25.2025
2.4 Park and Recreation System Master Plan	10 year document, reviewed every 3 years	City Council	8.20.2019
2.5 Strategic Plan	5 year document	City Council	3.4.2025
3.4.2 Community Relations Plan	3 year document reviewed every 3 years	Director of Parks and Recreation	1.6.2026
3.4.3 Marketing Plan	3 year document reviewed every 3 years	Director of Parks and Recreation	1.6.2026
3.6 Records Management Policy and Procedures	Annual	City Clerk	Ongoing
4.1 Personnel Policies and Procedures Manual	Annual	Human Resources Director	Ongoing
4.1.2 Recruitment Process	Annual	Human Resources Director	Ongoing
4.1.8 Compensation Plan	Annual	City Council	12.16.2025
4.3 Job Analyses for Job Descriptions	Annual	Human Resources Director	Ongoing
4.5 Workforce Health and Wellness Program	Annual	Human Resources Director	Open enrollment
4.6.1 Employee Training and Development Program	Annual	Director of Parks and Recreation	During budgetary process for following year
5.1.1 Comprehensive Revenue Policy	Biannual	City Council	8.19.2025
6.1 Recreation Program Plan	3 year document	City Council	12.16.2025
6.2 Program Objectives	3 year document (as part of the Recreation Program Plan)	City Council	12.16.2025
6.4 Community Education for Leisure Process	3 year document (as part of the Recreation Program Plan)	City Council	12.16.2025
7.1 Parkland Acquisition Procedures	10 year document (as part of the PTR)	City Council	8.20.2019

7.2 Area and Facilities development Policies and Procedures	10 year document (as part of the PTR)	City Council	8.20.2019
7.5 Maintenance and Operations Management Standards	Annual	Director of Parks and Recreation	During budgetary process
7.5.1 Facility Legal Requirements	Annual	Building Maintenance Manager	11.25.2025
8.5 General Security Plan	Annual (as a part of the procedure handbook)	Director of Parks and Recreation	11.25.2025
8.6.2 Emergency Risk Communications Plan and Procedures	Annual	Director of Emergency Management	April 2025
9.1.1 Risk Management Plan and Procedures	Annual	Director of Parks and Recreation	10.7.2025
10.4 Needs Assessment	10 year document, reviewed every 3 years	City Council	8.20.2019
10.5.1 Recreation and Leisure Trends Analysis	10 year document, reviewed every 3 years	City Council	8.20.2019

Document Approval Authority

Standard	Last Review	Approving Authority
1.5 Vision	2.4.2020	City Council
2.3.1 Community Comprehensive Plan with Parks and Recreation Component	11.19.2019	City Council
2.4 Parks and Recreation Master Plan	8.20.2019	City Council
2.5 Strategic Plan	2.4.2020	City Council
2.10 ADA Transition Plan	12.16.2025	City Council
3.4 Public Information Policy and Procedure	Ongoing	City Council
4.4.1 Leadership Succession Procedure	11.3.2025	City Administrator
5.4 Annual Budget	12.2.2025	City Council
8.1 Codes, Laws, and Ordinances	Ongoing	City Council
9.1 Risk Management Policy	09.30.2019	City Council
9.1.1 Risk Management Plan and Procedures	10.7.2025	Director of Parks and Recreation