

**CITY OF CORVALLIS**  
**ADMINISTRATIVE POLICY MANUAL**

**INDEX AND REVIEW SCHEDULE**

		<b><u>Review Period</u></b>	<b><u>Review Date</u></b>	<b><u>Responsible Department</u></b>
<b><u>POLICY AREA 1 - GENERAL ADMINISTRATIVE</u></b>				
AP 94-1.01	Appointment of Acting Department Director	3 years	Oct '15	City Manager's Office
AP 92-1.02	City Hall Building Security	2 years	Feb '15	Public Works
AP 99-1.03	Energy Conservation	2 years	Jul '15	Public Works
AP 99-1.04	Renting City-Owned Residential Property	3 years	Oct '13	Finance
AP 99-1.05	Courtesy Parking Permits	3 years	Nov '16	Police
AP 99-1.06	Tobacco License Approval Procedures	2 years	Oct '15	Finance/Police
AP 00-1.07	Confidentiality of Library Records	3 years	Sep '17	Library
AP 02-1.08	Public Library Circulation Policy	3 years	Sep '17	Library
AP 03-1.09	City-Wide Records Management and Retention Program	3 years	Oct '15	City Manager's Office
AP 03-1.10	Protecting Civil Rights and Liberties of City of Corvallis Residents	2 years	Oct '15	City Manager's Office
AP 05-1.11	Removal of Homeless Persons Camping on Public Property	3 years	Nov '16	Parks & Recreation/City Attorney's Office

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AP 05-1.12	City Hall Information Kiosk <i>kiosk removed from City Hall Plaza Summer 2014</i>	3 years	Oct '16	City Manager's Office
AP 05-1.13	Notary Public Services	3 years	Sep '17	City Manager's Office
AP 06-1.14	Public Records Requests	3 years	Feb '17	City Recorder's Office
AP 09-1.15	Solid Waste Management	2 years	Jul '13	Public Works
AP 12-1.16	Green Cleaning	1 year	Jan '14	Public Works
AP 13-1.17	Legal Records Discovery Policy	3 years	Jun '16	City Recorder's Office
 <b><u>POLICY AREA 2 - MAYOR AND COUNCIL RELATED</u></b>				
AP 94-2.01	Preparation of Agenda and Materials for City Council Meetings	3 years	Oct '16	City Recorder's Office
AP 96-2.02	Sunset Review of Boards and Commissions	3 years	Sep '15	City Recorder's Office
 <b><u>POLICY AREA 3 - HUMAN RESOURCES MATTERS</u></b>				
AP 92-3.01	Recruitment and Selection	3 years	Apr '16	Human Resources

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AP 91-3.02	Classification and Compensation	3 years	Sep '16	Human Resources
<del>AP 97-3.03</del>	<del>Flexible Schedules for City Employees Incorporated into Administrative Policy 2004-3.17 September 2013</del>	<del>2-years</del>	<del>Oct '08</del>	<del>Human Resources</del>
AP 95-3.04	Use of Casual or Temporary Employees to Fill Vacancies in Regular Positions	3 years	Apr '16	Human Resources
AP 95-3.05	Spouse and Unmarried Domestic Partner Benefits	3 years	May '15	Human Resources
AP 96-3.06	Drug-Free Workplace	2 years	Sep '15	Human Resources
AP 96-3.07	Employee Behavior Complaint Response	2 years	Oct '11	Human Resources
AP 92-3.08	Code of Ethics	3 years	May '15	Human Resources
AP 97-3.09	Prevention of Violence in the Workplace	3 years	Sep '16	Human Resources
AP 96-3.10	Harassment-free Workplace	2 years	Apr '15	Human Resources
<del>AP 96-3.11</del>	<del>Discrimination Incorporated into Administrative Policy AP 96-3.10 May 2013</del>	<del>2-years</del>	<del>Oct '06</del>	<del>Human Resources</del>
AP 95-3.12	Driving Standards and Use of City Vehicles on City Business	2 years	Sep '13	Human Resources
<del>AP 92-3.13</del>	<del>Health Benefits for Non-Profit Corvallis Organizations</del>	<del>2-years</del>	<del>Deleted 10/00</del>	<del>Personnel</del>

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AP 92-3.14	Separation Pay Policy	As necessary per collective bargaining agreements		Human Resources
AP 99-3.15	Background Checks	2 years	Apr '16	Human Resources
AP 01-3.16	Family Medical and Military Leave	3 years	Jan '17	Human Resources
AP 04-3.17	Alternative Work Schedules	3 years	Jan '17	Human Resources
AP 06-3.18	Respectful Work Environment	3 years	Sep '16	Human Resources
AP 09-3.19	Whistleblower Policy – Financial Matters	3 years	Feb '15	Human Resources/ Finance
AP 13-3.20	Defined Contribution Plans Policy	2 years	Apr '15	Finance
AP 13-3.21	Training and Probationary Periods	3 years	Jul '17	Human Resources
AP 13-3.22	Mandatory Reporting and Abuse Prevention	2 years	May '15	Human Resources

**POLICY AREA 4 - RISK MANAGEMENT**

AP 94-4.01	Risk Management Strategy	2 years	Sep '15	Human Resources
AP 95-4.02	Worker Safety: Reporting Injuries and Return to Work	2 years	Sep '15	Human Resources

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AP 94-4.03	Insurance Guidelines for Volunteers	2 years	Nov '15	Human Resources
<b><u>POLICY AREA 5 - FINANCIAL MATTERS</u></b>				
AP 95-5.01	Account Code Manual	3 years	Oct '16	Finance
AP 95-5.02	Fund Codification	2 years	Mar '16	Finance
AP 95-5.03	Investment Administrative Procedures	1 year	Apr '15	Finance
AP 94-5.04	Travel Policy	2 years	Oct '16	Finance
AP 93-5.05	Library 2010 Legal Reserve	3 years	Sep '12	Library
AP 97-5.06	Procurement Policy	2 years	Oct '14	Finance
AP 03-5.07	Contracting Parks and Recreation Class Instructors	3 years	Nov '14	Parks & Recreation
AP 03-5.08	Aquatics Center Building Maintenance Fund	2 years	Sep '14	Parks & Recreation
<b><u>POLICY AREA 6 - EQUIPMENT MANAGEMENT</u></b>				
AP 92-6.01	Equipment Management System	1 year	Sep '11	Public Works
<del>AP 92-6.02</del>	<del>Use of City Vehicles Incorporated into Administrative Policy AP 95-3.12 October 1999</del>	<del>2 years</del>		<del>Public Works</del>

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<b><u>POLICY AREA 7 - COMMUNITY IMPROVEMENTS</u></b>				
AP 91-7.01	Annexations to the City of Corvallis	2 years	Sep '99	Community Development
AP 89-7.02	Capital Improvement Program	4 years	Sep '16	Public Works
AP 95-7.03	<del>Guidelines for Donations of Land and/or Improvements for Parks as an Offset to SDCs for Parks</del> <i>Converted to Council Policy CP 03-7.16 September 15, 2003</i>	3 years	Sep '00	P&R
AP 00-7.04	<del>Neighborhood Empowerment Program</del> <i>Program terminated during Fiscal Year 2003-2004 service prioritization reductions</i>	2 years	Sep '03	Community Development
<b><u>POLICY AREA 8 - HOUSING</u></b>				
AP 95-8.01	Loan Assumption and Subordination Policy	3 years	Sep '16	Community Development
AP 93-8.02	<del>Rental Rehabilitation Loan Program</del> <i>Program suspended during Fiscal Year 2004-2005</i>	3 years	Sep '05	Community Development
AP 94-8.03	Essential Repair Loan Program	3 years	Sep '15	Community Development
AP 95-8.04	Neighborhood Improvement Program	3 years	Sep '15	Community Development

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AP 93-8.05	Loan Conversion Policy	3 years	Sep '16	Community Development
AP 96-8.06	First-Time Home Buyer Program	3 years	Sep '15	Community Development
AP 00-8.07	<i>NewHome</i> Buyer Assistance Loan Program	3 years	Sep '15	Community Development
AP 10-8.08	Saving Energy Loan Fund <i>Program inactive; Policy will be reviewed if/when Program is re-activated</i>	3 years	May '14	Community Development
<b><u>POLICY AREA 9 - INFORMATION SERVICES</u></b>				
AP 95-9.01	Acceptable Use of Information Systems	3 years	Sep '16	Finance
AP 02-9.02	Password Policy	3 years	Oct '14	Finance
AP 12-9.03	Social Networking/Media Policy	1 year	Aug '13	City Manager's Office
AP 13-9.04	E-mail Use by City Staff	3 years	Oct '16	Finance/MIS
<b><u>POLICY AREA 10 - MISCELLANEOUS</u></b>				
AP 96-10.01	Carnivals, Procedures, and Guidelines for License Approval	2 years	Sep '05	Community Development

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AP 05-10.02	Riverfront Commemorative Park Use and Management Guidelines	3 years	May '15	Parks & Recreation
AP 06-10.03	Hazard Tree Assessment and Removal	2 years	Mar '16	Parks & Recreation
AP 06-10.04	Bruce Starker Arts Park Use and Management Guidelines	3 years	Mar '15	Parks & Recreation