



Director Approval - Original Approval Date: 11/1/2022
Update Approval Date: 12/31/2022
Signature: [Handwritten Signature]

PARKS & RECREATION

Date: 11/01/2022 **Updated:** 12/31/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 7.7 LOPR_Agency Owned Equipment, Materials, Tools and Supplies Policies and Procedures

Background:

Lake Oswego Parks & Recreation (LOPR) developed the following Vehicle, Property and Equipment Policy and Procedures manual for the management of city-owned property. All equipment purchases must follow the City of Lake Oswego Purchasing Procedures.

Procedures:

Purchasing

- Equipment, Materials, Tools, Personal Protective Equipment and Supplies are primarily purchased on an as needed basis.
- Small tools, materials, personal Protective equipment and supplies may be purchased by all Parks full-time employees with approval from designated supervisor.
- Cleaning supplies and office materials are purchased in bulk by Parks Administrative Support.
- A clothing allowance is provided for all Parks staff per the Labor Agreement.
- Purchases over \$10,000 require 3 written quotes and a Purchasing contract.
 - Alternatives to obtaining 3 written quotes would be Sole Source, COBID and Purchasing Cooperative.
 - <http://lo-web1.ci.oswego.or.us/private/CAO/CAO-CAO.htm> (CAO Private Pages)

Distribution

- Equipment is distributed to Parks staff based on need in an assigned area or if needed during an assigned task.
- Clothing selection and reimbursement of approved clothing purchases is approved by Deputy Director, Parks or designee.

Training

- Staff is trained in all equipment assigned for their use.
- Training of equipment use may be done in a variety of ways and at different times throughout employment including:

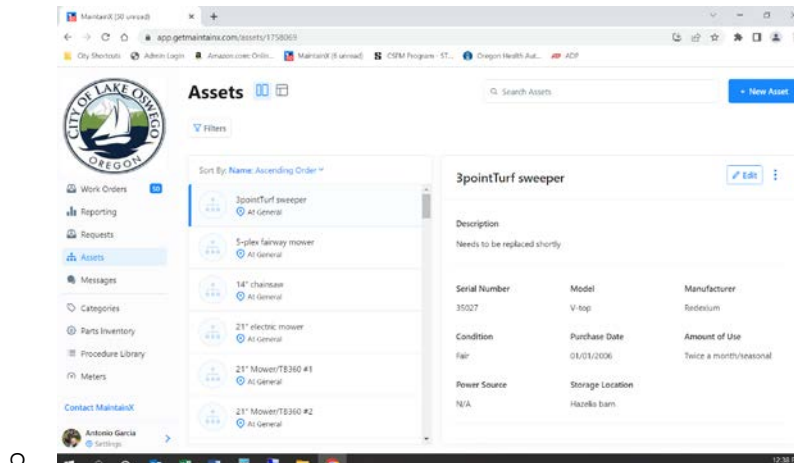


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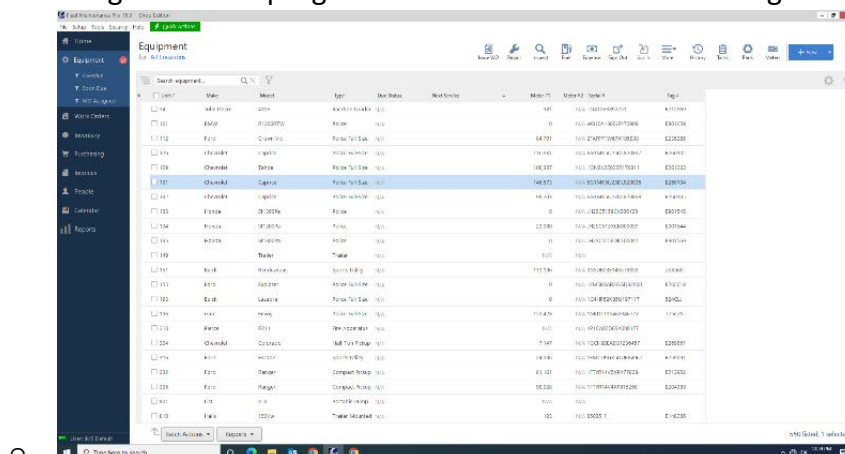
- Monthly safety meetings
- Hired 3rd party trainers
- Hands on, in-person training with qualified staff
- Online or in-person classes

Equipment Management

- Purchases of hand-held power landscape equipment are reported to the assigned Crew Leader. That Crew Leader enters equipment into an equipment spreadsheet as well as LOPR’s Maintain X program.
- All other large equipment is reported and entered into an equipment spreadsheet as well as LOPR’s Maintain X program and the City’s Fleet Management Pro program.
- Maintain X logged equipment information includes equipment type, brand, power source, model number, serial number and purchase date if available.



- Fleet Management Pro program tracks hours of use and mileage.





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Maintenance

- Parks staff is responsible for basic maintenance and upkeep of assigned equipment and tools.
- City of Lake Oswego mechanics are available to assist and perform in any basic maintenance and upkeep of all equipment as needed when Parks staff is unable or is outside of skill sets.
- Equipment repair, maintenance or upkeep that cannot be performed by Parks staff or City of Lake Oswego Mechanics is taken to a licensed dealer for repair.
- Scheduled preventative maintenance is based on hours and mileage which are logged on the City's Fleet Management Pro program.

Storage

- Equipment and materials are stored at assigned locations based on use or by storage needs.
 - These areas include City-owned and maintained buildings, outdoors on city-owned property, secured inside, or on appropriate vehicles and trailers.
- Acceptable storage areas are based on manufacturer recommendations.
 - These areas must be relatively safe and secure, dry if required and accessible when equipment is needed.

Supply Inventory

- Cleaning supplies are inventoried monthly by a designated Parks Utility Worker. Order needs are given to the Parks Administrative Support to order from supplier.

Related Documents:

Purchasing procedures and policies <http://lo-web1.ci.oswego.or.us/private/CAO/CAO-CAO.htm>
(CAO Private Pages)

City Policies on ID Cards, City Vehicles and Mobile Phones (HR Private Pages, Personnel Policies, 5-1 Safety and Health)

Responsibility/Contacts: Deputy Director, Parks, Parks Manager, and Crew Leader