



RECREATION AND COMMUNITY SERVICES DEPARTMENT
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PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting: December 7, 2017

Subject:

Accreditation of Recreation and Community Service Department – Fall 2017 Update

Recommended Action

Accept the Fall 2017 Update Report on the Recreation and Community Service Department national accreditation process.

Description

Encouraged by the Commission's support at the February 2, 2017 meeting, the Recreation and Community Services Department has initiated actions designed to achieve national accreditation by the Commission for Accreditation of Park and Recreation Agencies (CAPRA) in 2019.

Discussion

Traditionally, our Department's management, operation, services and resident satisfaction has received high acclaim and continues to perform at a very high level. This accreditation process assures policy makers, department staff, the general public and tax payers that the agencies have been independently evaluated as delivering a high level of quality following best practices in the field.

The three phase accreditation process requires a self-assessment report, an on-site visitation and a CAPRA review and decision. In the process of documenting compliance with 151 national standards, staff will have thoroughly assessed nearly every aspect of our organization, pin pointing strengths and areas that require improvement. We estimate our team will review, revise and/or re-write over 2,500 documents in the next year. Cupertino residents will benefit from our compliance with these national standards of excellence.

The Director has appointed a seven-member Department Accreditation Committee to lead the Department's effort in this major two year process. Since our February report, staff has applied for accreditation, completed CAPRA training and this past September, the Director was certified as CAPRA national accreditation "visitor". Staff is currently reviewing and collecting documentation for each standard and setting up files. The

preliminary timeline includes the following milestones which may offer the Commission an opportunity to be involved:

Winter 2018:

- Identify voids in documentation.
- Initiate funding for major plans i.e., marketing, public relations, etc.

Spring 2018:

- Establish date for CAPRA team accreditation visit (between January-June 2019).

Summer 2018:

- Prepare draft Self-Assessment report (due to CAPRA 10 weeks prior to visit).
- Set visitation schedule and invite appropriate officials, commissioners, partners and staff for the Winter 2019 visitation.

Fall 2018:

- Submit Self-Assessment Report to CAPRA.

Winter 2019:

- Support visiting Accreditation Team including on-site interviews with staff, community members and select officials. Dates to be determined in Fall 2018.
- Respond to questions from Visitors during visit.

Fall 2019:

- Identify Department Delegation to attend CAPRA hearings at Annual National Recreation and Park Association (NRPA) Conference in Baltimore, Maryland.
- CAPRA accreditation decision.

Fall 2020 (and beyond):

- Department re-accreditation every two years.

Sustainability Impact

The Department will establish a timetable for reviewing policies and procedures to reduce out dated policies. When the Department earns accreditation, they will revisit the self-assessment and submit a report with Department progress and changes relating to standards every two years to garner re-accreditation.

Fiscal Impact

Cost for accreditation fees, team travel, data management software and printing costs are estimated to be \$40,000-\$45,000, spent over two fiscal years.

Prepared by: Art Rosales, Recreation & Community Service Accreditation Committee

Reviewed by: N/A

Approved for Submission by: Jeff Milkes, Director of Recreation and Community Services

Attachments: None