

A close-up photograph of a young girl with light brown hair and freckles, smiling broadly. She has colorful face paint on her left cheek, including a green leaf-like design and a vertical line of small green dots. The background is a blurred outdoor park setting with green grass and wooden structures.

# CAPRA ACCREDITATION

CITY COUNCIL

OCTOBER 21, 2024

STAFF CONTACT: JEN BASHAMI, DIRECTOR OF PARKS AND RECREATION



# What is CAPRA?

- The commission for accreditation of parks and recreation agencies
- Who governs the commission?

National Recreation and Parks Association

- How long are you accredited for?

Agencies must reapply every 5 years



# BENEFITS OF ACCREDITATION

## For Your Community

- Demonstrates that the department meets national standards of best practice.
- Recognizes the community as a great place to live.
- Helps secure external financial support and reduce costs for the community.
- Holds the park and recreation department accountable to the public and ensures responsiveness to meet their needs.
- Ensures that all staff are providing quality customer service.

## For Your Department and Staff

- Proves to decision makers, stakeholders and the public that your department is operating with the best practices of the profession.
- Increases credibility and can improve internal and external funding.
- Improves overall operations and increases efficiency.
- Enhances staff teamwork and pride by engaging all staff in the process.
- Creates an environment for regular review of operations, policies and procedures, and promotes continual improvement.





# PROCESS FOR ACCREDITATION



Complete Application



Attend a training



Develop Self-Assessment



Present Self-Assessment to CAPRA Review Team

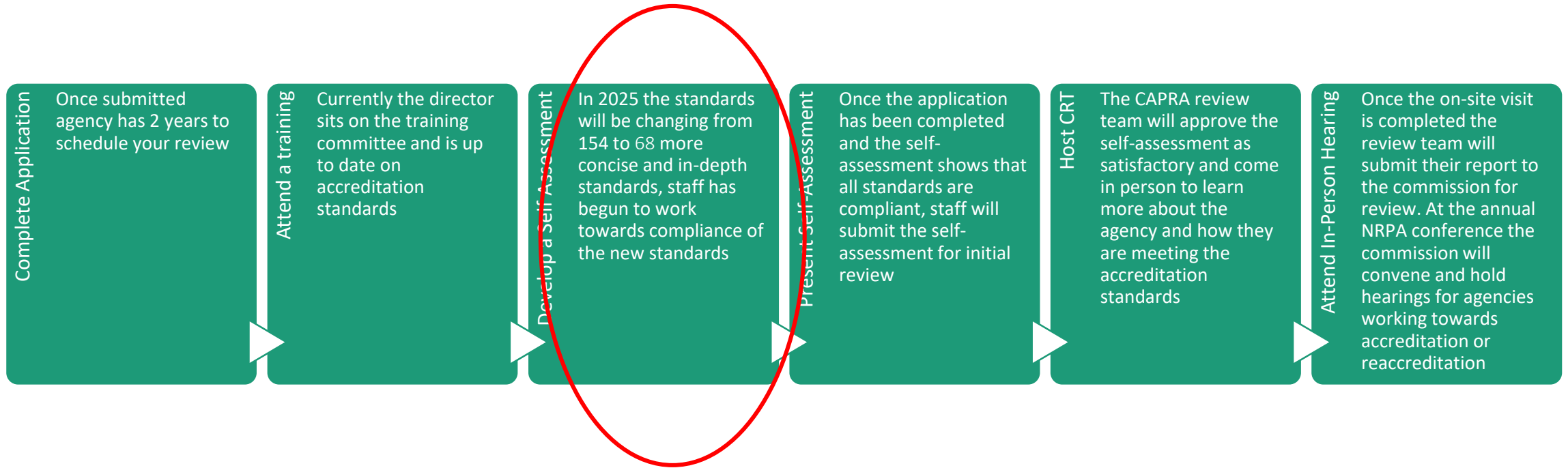


Host review team onsite for official review of evidence



Attend in-person hearing

# WHERE IS BURLESON?







# NEW STANDARDS

1- Agency Mission and Purpose (4 standards)

2- Administration and organizational resources (6 standards)

3- Community and Park Planning (6 standards)

4- HR planning, workforce development and culture (9 standards)

5- Financial management, responsibility and accountability (10 standards)

6- Programs and services management (6 standards)





# NEW STANDARDS

7- Facilities and land use management (8 standards)

8- Law, risk management, safety & security (10 standards)

9- Marketing, communications, and community engagement (6 standards)

10- Evaluation, assessment and research (3 standards)

# Fundamental Standards

All 37 Fundamental Standards Must Be Met

25 of the 31 Non-Fundamental Standards Must Be Met

## List of Fundamental Standards

Standard 1.1: Mission, Vision, and Values

Standard 1.2: Strategic Plan

Standard 1.3: Community Involvement in Agency Strategic Planning

Standard 1.4: Personnel Involvement in Agency Strategic Planning

Standard 2.1: Advisory Boards and Commissions

Standard 2.5: Inclusion and Americans with Disabilities Act (ADA) Services

Accessibility Compliance

Standard 3.1: Community and Park Planning Strategy

Standard 3.3: Parks and Recreation System Master Plan

Standard 4.1: Human Resource Planning, Workforce Development, and Culture

Standard 4.2: Personnel Policies and Procedures Manual

Standard 5.1: Financial Management, Responsibility, and Accountability

Standard 5.2: Legal Authority and Fiscal Policy

Standard 5.3: Comprehensive Revenue Policy

Standard 5.5: Financial Statements

Standard 5.6: Purchasing Policy

Standard 5.7: Independent Audit

Standard 5.8: Annual or Biennial Budget

Standard 5.10: Capital Asset Management

Standard 6.1: Recreation Program Responsibility and Accountability

Standard 6.2: Program and Service Determinants (Components)

Standard 6.3: Recreation Programming Plan (RPP)

Standard 6.4: Program Evaluation – Staff Training and Use in Informing

Programmatic Decision Making

Standard 7.1: Facility and Land Use Responsibility and Accountability

Standard 7.2: Park and Recreation Land Acquisition and Disposal

Standard 7.3: Park and Recreation Property Development

Standard 7.4: Maintenance and Operations Management

Standard 8.1: Risk Management Responsibility and Strategy

Standard 8.2: Protection of the Public's Health, Safety, and Welfare

Standard 8.3: General Security Plan

Standard 8.4: Personnel Safety Training

Standard 8.7: Accidents/Incidents

Standard 8.8: Emergency Management Plan

Standard 9.2: Marketing and Communications – external

Standard 9.5: Community Engagement

Standard 9.6: Crisis Communications

Standard 10.1: Community Needs Assessment and Trends Analysis

Standard 10.2: Systematic Evaluation Program



# Why the master plan update?

- With the updated standards agencies are required to have a master plan that has been updated within the past 10 years.
- Plans are required to be adopted and include your mission, vision and strategic plan
- Our current master plan that was adopted in 2019 does not include the required statements or plan to be compliant with the standard
- The updated master plan is currently finalizing public input and will be ready to be adopted late winter/early spring 2025
- This plan will provide guidance into multiple other required standards such as:
  - 1.1 Mission, Vision, Values
  - 1.2 Strategic Plan
  - 1.3 Community Involvement in Agency Strategic Planning
  - 1.4 Personnel Involvement in Agency Strategic Planning
  - 3.1 Community and Park Planning Strategy
  - 6.3 Recreation Program Plan
  - 7.7 Natural Resource Management
  - 10.1 Community Needs Assessment and Trends Analysis

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## Standard 3.3: Parks and Recreation System Master Plan

### Description

The agency shall adopt and periodically review and update a Parks and Recreation System Master Plan in alignment with its Mission, Vision and Strategic Plan that creates a basis for strategic investment in assets, property, facilities, and improvements.

### Suggested Evidence of Compliance

Provide the plan which shall include an analysis of current conditions through community needs assessment, community inventory, level of service analysis, and current trends. As appropriate, the plan shall incorporate historical and/or cultural aspects of the community. Evidence of review and update within the last 10 years is required. The narrative shall describe how plan findings and recommendations are tied to Mission, Vision and Strategic Plan objectives to formulate a progression strategy from existing conditions to desired conditions. Additionally, the agency shall describe input/feedback efforts used that reach and/or include members of the community, users and non-users, to attempt to achieve statistically valid results that can be applied community wide. This may include how collected community input was used to inform planning objectives.

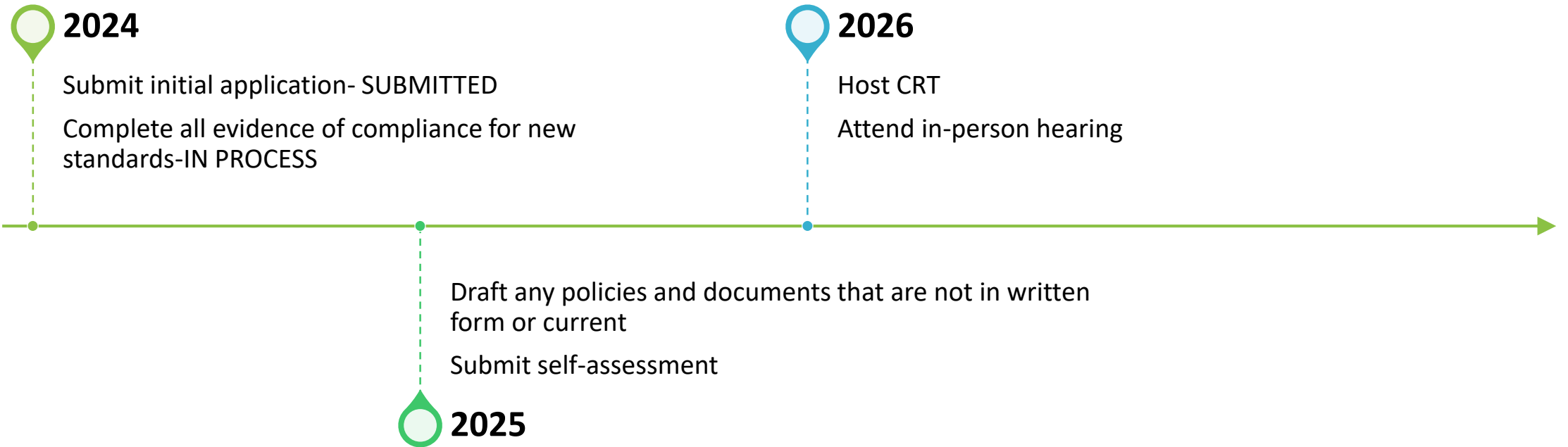
2024 CAPRA National Accreditation Standards – Beta Test Version

### Scoring Rubric Questions

Does the agency have an updated up-to-date Parks and Recreation System Master Plan that includes all required elements listed in the EOC? Has the agency demonstrated that the Master Plan is a designed set of progressive steps that are in alignment with mission and strategic direction from the vision and strategic plan? Has the agency demonstrated that it engaged in a diverse, equitable, and inclusive community engagement and input collection process? Has the agency demonstrated that community input collected was used to inform planning objectives?



# Timeline





# COST

- Submitting your application-\$130
- Required training-\$175
- CRT Review Fee-\$3,000
- CRT Hosting-\$7,000-\$10,000
  - Hosting the team requires the agency to pay for all travel and lodging related expenses.
  - The hosting agency is also responsible for all meals, outings, and swag while the team is here
  - The agency hosts the team between 2-3 days
- Annual Fee-\$800







# DIRECTION