



Dallas Park & Recreation

CAPRA Accreditation Status Update

Park and Recreation Board

November 19, 2020

Background



Dallas achieved accreditation in 2016



Dallas is currently one of 172 cities nationwide to earn accreditation



Met all 151 standards on initial accreditation



Compliant on all 36 Fundamental Standards and all 118 Non-Fundamental Standards on our initial application

Purpose

The purposes for which the agency accreditation program exists are:

- Development of quality park and recreation agencies
- Education
- Determination of the accreditation status of parks and recreation agencies

CAPRA Team Members

Mentors/Previous CAPRA Team

Crystal Ross, Assistant Director

Ryan O'Connor, Assistant Director

Robin Steinshnider, Sr Park and Recreation Manager

2021 CAPRA Team

Alexandra Laury, Partnership and Strategic Initiatives

Steve Baker, Recreation Services

Tony Becker, Director's Office

Cecilia Scheu, Partnership and Strategic Initiatives

David Lopez, Park Maintenance Operations

Standards

CAPRA standards provide an effective and credible means of evaluating a park and recreation agency's overall operations. Established standards evaluate all areas of department operations. Standards are reviewed by the commission every 5 years

CAPRA Standards

Section 1- Agency, Authority, Role and Responsibility

Section 2- Planning

Section 3- Organization and Administration

Section 4- Human Resources

Section 5- Financial Management

Section 6- Programs and Service Management

Section 7- Facility and Land Use Management

Section 8- Public Safety, Law Enforcement, and Security

Section 9- Risk Management

Section 10- Evaluation, Assessment and Research

UPDATES

Since this was last briefed at the Park Board Retreat in January 2020:

- Efforts and planning by the CAPRA team began January 2020
 - 68% Complete
 - 32% In Progress*
- One on One reviews have been conducted between mentors and CAPRA team members for guidance and recommendations

*A portion of standards that are in progress are delayed based on EOY FY 20 documentation

CAPRA Park Board Policy No. 24

➤ **CAPRA Standard 1.2- Periodic Timetable for Review of Documents**

All documents designated for periodic review shall be reviewed on a regular basis according to an established agency review schedule. For example, if the agency has determined that a document should be reviewed annually, the agency shall provide evidence that the document is reviewed annually and include a copy of the most recent annual review. Several standards in the accreditation process require that adopted plans, policies and procedures be reviewed and updated at various intervals. In those cases, the agency shall provide evidence that the document was reviewed and updated pursuant to the period specified in the standard

➤ **Evidence of compliance**

Provide the agency review schedule for the document, program, policy or procedure referenced in the enumerated standards.

➤ **CAPRA Standard 1.6.1- Administrative Policies and Procedures**

There shall be policies and procedures, encompassing administrative aspects of the organization that are kept up-to date, reviewed periodically, and made available to pertinent administrative and supervisory personnel

➤ **Evidence of compliance**

Provide access to the agency policies and procedures, demonstrate how they are made available to personnel, and provide evidence of periodic review by the approving authority and administrators.

In order to meet the required evidence of compliance, staff has created a new Park Board Policy

Park Board Policy #24 – Policy Authorizations

A. Preamble

The Park and Recreation Board (Board) approves and sets policies regarding the City of Dallas Parks, Recreation Centers, and Components of the Dallas Park system, its operation, maintenance, rules and guidelines. The Board has granted some authority to the Director of the Park and Recreation Department to periodically review or reauthorize existing policies with regard to the maintenance or day-to-day operations of the parks or recreation centers.

B. Policy Review

Current policies are only reviewed or updated at the request of the Board or staff. If either entity sees a need to review or update an existing policy, then that entity will bring the policy in question before the Administration and Finance Committee for review. Once this committee has approved any updates, the policy will be reviewed and voted upon by the Board for authorization. Current policies remain in full force until or unless a member of the Board, or Park Staff requests a new review or authorization.

C. Policy Creation

If a member of the Board or staff discovers a need for the creation of a new policy, the policy must go through the same procedure of Policy Review – a review by the Administration and Finance Committee, and a separate review and vote by the full Board.

Next Steps

- Administration and Finance Committee was briefed on October 15, 2020
- Board approval of Park Board Policy #24 on November 19, 2020
- Continued efforts will be made to complete self-assessment by CAPRA team members
- CAPRA training for team members
- Self-assessment submission in April 2021
- CAPRA visit Summer 2021
- CAPRA re-accreditation results at NRPA Conference 2021



Dallas Park & Recreation

QUESTIONS?

Park and Recreation Board
November 19, 2020