



MEMORANDUM

Date: May 28, 2010

To: Parks & Community Services Board

From: Shelley Brittingham, Assistant Director (452-5213)
Victoria Hollerbach, Project Manager(452-6850)
Parks & Community Services Department

Subject: Update on (Five Year) National Agency Re-Accreditation Process and Site Visit
No Board action requested

Introduction

We will be briefly updating the Board on the Parks & Community Services Department's National Re-Accreditation process. This intensive 5-year process is administered by the Commission for Accreditation of Park & Recreation Agencies (CAPRA). CAPRA is affiliated with the National Recreation and Park Association (NRPA). While there are a total of ninety agencies nationwide that have achieved accreditation, our goal is to maintain our highly acclaimed accreditation status. Bellevue Parks & Community Services is proud to be one of the two accredited parks agencies in Washington State.

Background

In February 2005 the Parks & Community Services Department initially obtained CAPRA accreditation. As part of this process, the Department was required to submit a self-assessment report to CAPRA. The most recent self assessment report was submitted on May 25, 2010. As with the last process, the assigned CAPRA site visitors will be reviewing our report in preparation of the site visit and final review scheduled for July 19-July 23, 2010.

For the duration of the site visit, the team of three CAPRA officials will evaluate our department's documentation, the organization, and the park system in its entirety. The visiting team members include:

- Sandra Whitmore, (Team Chairperson-former CAPRA Chairperson), Financial/Personnel Manager, Hedgesville, WV
- Sean Fletcher CPRP, Recreation & Facility Supervisor, Canton, Michigan
- Andre Pichly, CPRP, Recreation Superintendent, West Sacramento, CA

The tentative site visit itinerary is as follows:

Tuesday, July 20

Visitors Arrive

- **Visitors arrive**
- **Accommodations check-in**

Wednesday, July 21

DAY ONE

8:00 a.m.	Familiarize team with City Hall, site logistics
8:30 a.m.	Presentation: of the City & Department
9:00 a.m.	Meet with City Manager & Assistant City Manager
9:30-12:00 p.m.	Review documentation
12:00 p.m.	Lunch
1:00-4:30 p.m.	Review documentation

Thursday, July 22

DAY TWO

8:00-12:00 p.m.	Review documentation
12:00-5:00 p.m.	Lunch & Tour park system

Friday, July 23

DAY THREE

8:00-12:00 p.m.	Documentation wrap up
12:00 p.m.	Break followed by Report on Findings
1:00 p.m.	Lunch (T.B.D.)
3:00-6:00 p.m.	Visitors depart (depending on schedules)

Saturday, July 24

DAY FOUR

Visitors depart (depending on schedules)

Action

At this time, no action is required on part of the Parks & Community Services Board. Although your continued support of this intensive process is deeply appreciated and valued by our staff at all levels. If you would like more information regarding the accreditation process, please feel free to contact either Shelley Brittingham at sbrittingham@bellevuewa.gov or Victoria Hollerbach at vhollerbach@bellevuewa.gov with questions or comments. Thank you for your time and consideration.