



**Work Session Agenda
Raymore Parks and Recreation Board**

**Tuesday, January 14, 2019
6:00pm**

**Gilmore Room
Centerview
227 Municipal Circle
Raymore, Missouri 64083**

1. 2020 Park Board Calendar

Director Musteen will review the 2020 Park Board calendar and tentative agenda action items.

2. Vehicle/Equipment Replacement Plan

Staff will overview the VERP (vehicle/equipment replacement plan) with the board. (Materials to be provided)

3. Council Meeting Updates

Director Musteen will brief the Board on recent City Council action items that pertain to Parks and Recreation.

4. Capital Improvement Project Updates

An update on all current projects.

5. Adjournment

2020 Meeting Calendar

Tentative Schedule

January

Date	Meeting Type	Tentative Topics / Work Plan
Jan 14	Work Session	CAPRA Standards Checklist overview
Jan 28	Work Session	Mountain Bike Trail Presentation
Jan 28	Business Meeting	

February

Date	Meeting Type	Tentative Topics / Work Plan
Feb 11	Work Session	CAPRA Standards
Feb 25	Vision Session	Annual Park Board Visioning Session (Mission Statement, CIP review, Communications, Arts MOU)

March

Date	Meeting Type	Tentative Topics / Work Plan
March 10	Work Session	CAPRA Standards, FY21-25 CIP
March 24	Work Session	CAPRA Standards
March 24	Business Meeting	Festival- MOU

April

Date	Meeting Type	Tentative Topics / Work Plan
April 14	Work Session	CAPRA Standards
April 28	Work Session	CAPRA Standards
April 28	Business Meeting	Festival - Alcohol Request

May

Date	Meeting Type	Tentative Topics / Work Plan
May 12	Work Session	CAPRA Standards
May 26	Work Session	Budget
May 26	Business Meeting	FY21-25 CIP Approval

June

Date	Meeting Type	Tentative Topics / Work Plan
June 9	Work Session	Budget
June 23	Work Session	Budget
June 23	Business Meeting	Officer Elections

July

Date	Meeting Type	Tentative Topics / Work Plan
July 14	Work Session	CAPRA Standards
July 28	Work Session	CAPRA Standards
July 28	Business Meeting	Budget Approval, Schedule of Fees

August

Date	Meeting Type	Tentative Topics / Work Plan
Aug 11	Work Session	CAPRA Standards
Aug 25	Work Session	CAPRA Standards
Aug 25	Business Meeting	

September

Date	Meeting Type	Tentative Topics / Work Plan
Sept 8	Work Session	CAPRA Standards
Sept 22	Work Session	CAPRA Standards
Sept 22	Business Meeting	

October

Date	Meeting Type	Tentative Topics / Work Plan
Oct 13	Work Session	CAPRA Standards
Oct 27	No Meeting	National Recreation & Park Conference

November

Date	Meeting Type	Tentative Topics / Work Plan
Nov 10	Work Session	CAPRA Standards
Nov 24	Work Session	CAPRA Standards
Nov 24	Business Meeting	

December

Date	Meeting Type	Tentative Topics / Work Plan
Dec 7	Joint Meeting	Joint Meeting of the City Council and Park Board (MOU Review)
Dec 8	Work Session	CAPRA Standards
Dec 22	No Meeting	

COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES



THE NATIONAL ACCREDITATION STANDARDS

- Fifth Edition -

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NOTE: Standards marked with a star (★) are fundamental standards, and are required of all agencies seeking accreditation.

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Introduction

The Commission for Accreditation of Park and Recreation Agencies (CAPRA) Standards for National Accreditation provide an authoritative assessment tool for park and recreation agencies. Through compliance with these national standards of excellence, CAPRA accreditation assures policy makers, department staff, the general public and tax payers that an accredited park and recreation agency has been independently evaluated against established benchmarks as delivering a high level of quality.

Every park and recreation agency, whatever its focus or field of operation, is rightfully concerned with the efficiency and effectiveness of its operations. With the importance of park and recreation programs and services to the quality of life, each agency has an essential role in the lives of the people it serves. CAPRA accreditation is a quality assurance and quality improvement process demonstrating an agency's commitment to its employees, volunteers, patrons and community.

Accreditation Process

Accreditation is based on an agency's compliance with the 151 standards for national accreditation. To achieve accreditation, an agency must comply with all 37 Fundamental Standards, which are indicated by the ★ icon in this publication, and 103 of the 114 Non-Fundamental Standards upon initial accreditation and 108 of the 114 Non-Fundamental Standards upon reaccreditation.

List of Fundamental Standards

- 1.1 Source of Authority
- 1.4 Mission
 - 1.4.1 Agency Goals and Objectives
- 1.5 Vision
 - 1.6.1 Administrative Policies and Procedures
- 1.7 Agency Relationships
- 2.2 Involvement in Local Planning
- 2.4 Park and Recreation System Master Plan
- 2.5 Strategic Plan
- 2.9 Community Involvement
- 3.1 Organizational Structure
- 3.3 Internal Communication
- 3.4 Public Information Policy and Procedure
- 3.5.1 Management Information Systems
- 4.1 Personnel Policies and Procedures Manual
 - 4.1.1 Code of Ethics
 - 4.1.3 Equal Opportunity Employment and Workforce Diversity
 - 4.1.5 Background Investigation
- 4.2 Staff Qualifications
- 4.3 Job Analyses for Job Descriptions
- 4.4 Chief Administrator
- 5.1 Fiscal Policy
 - 5.1.1 Comprehensive Revenue Policy
- 5.2 Fiscal Management Procedures
 - 5.2.2 Purchasing Procedures
- 5.3 Accounting System
 - 5.3.4 Independent Audit
- 5.4 Annual or Biennial Budget
- 6.1 Recreation Programming Plan
- 6.2 Program Objectives

- 6.3.1 Outreach to Diverse Underserved Populations
- 7.5 Maintenance and Operations Management Standards
- 8.1 Codes, Laws, and Ordinance
- 8.2 Authority to Enforce Laws by Law Enforcement Officers
- 8.5 General Security Plan
- 9.1.1 Risk Management Plan and Procedures
- 10.1 Systematic Evaluation Processes

CAPRA accreditation is a five-year cycle that includes three phases, development of the agency self-assessment report, the onsite visitation, and the Commission's review and decision. The onsite visitation follows the agency's development of its self-assessment report. If accreditation is granted by the Commission at its meeting following the onsite visit, the agency will develop a new self-assessment report and be revisited every five years. Within each of the four years between onsite visits, the agency will submit an annual report that addresses its continued compliance with the accreditation standards. The complementary publication, *CAPRA Accreditation Handbook*, sets forth in detail the accreditation process and procedures and can be found online at <http://www.nrpa.org/CAPRA>.

Understanding Standards

A standard is a statement of desirable practice as set forth by experienced professionals. In evaluating an agency for accreditation, the standards are a measure of effectiveness using the cause and effect ("if...then") approach. If one acts in a certain way, then it is expected that there will be a certain outcome. In practice, if an agency complies with a given standard, then it is expected that the agency's operations related to that standard will be positively affected. Viewed holistically, if an agency complies with the vast majority of the standards (i.e., all fundamental standards and at least 90% for initial accreditation and 95% for reaccreditation of the remaining), then it is understood that the agency is performing a quality operation. Standards enable evaluation by comparing what is found within an agency operation to what is accepted by professionals as desirable practices.

These standards are not a quantitative measure of the local availability of funds, lands, personnel, etc. and should be distinguished from other types of standards which address specific elements, such as open space standards, which are population-based, and playground equipment standards, which are product-based. These qualitative standards for accreditation are comprehensive, dealing with all aspects of agency operations.

The standards provide an effective and credible means of evaluating a park and recreation agency's overall system. The standards apply to all park and recreation systems, inasmuch as they are considered to be the elements for effective and efficient operations. Most agencies administer both park and recreation functions; however, some agencies only administer recreation programs and services, not park systems, and others only administer park systems, not recreation programs and services. Additionally, the jurisdictional structure of agencies differs throughout the country, with many agencies operating under municipal authority, while others operate under county, park district, or other structures. Further, the standards apply to agencies of all sizes in terms of personnel, budget, and population served. It is recognized that each community is unique and may meet the standards in differing ways.