

# MEMORANDUM



Bellevue Parks &  
Community Services

DATE: July 11, 2023

TO: Parks & Community Services Board

FROM: Shelley Brittingham, Assistant Director  
Parks & Community Services  
Ryan Walker, Senior Planner  
Parks & Community Services

SUBJECT: Recreation Program Plan Update 2023  
For discussion – no Board action required

At this study session, staff will introduce the Recreation Program Plan (Plan) and update process to the Parks & Community Services Board and lead discussion with the Board on strategies and action items in the Plan. To meet accreditation standards, the update will be complete by end of 2023. Staff is requesting general feedback from the Board considering trends in recreation and in the city since the 2020 update.

## Background

Parks & Community Services is in the process of updating one of its long-range policy documents, the Recreation Program Plan. First developed in the late 1990s, the Recreation Program Plan guides the department's investment in recreation programming. The Plan iterates the vision for recreation programming in the city and establishes goals, strategies, and actions to implement that vision. Additional elements include a summary of community feedback on programs, identification of recreation trends locally and nationally, and a community profile. Parks & Community Services is one recreation provider among many in Bellevue, and the Plan defines the city's role within this larger system.

The Plan is a required document set forth by the Commission for Accreditation of Park and Recreation Agencies (CAPRA), under which Bellevue Parks and Community services is an accredited agency. Under recently updated CAPRA accreditation requirements the Recreation Program Plan shall be updated every 2-3 years (the prior standard was about every 5 years). The current Plan dates from 2020 and was updated significantly at that time, including extensive community outreach. The 2023 update is seen as an interim update. The core tenets of the current Plan remain relevant. This update provides an opportunity to assess progress and consider pertinent changes given trends in the last few years.

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## Discussion

At the July Board meeting, a presentation will provide background on (1) the functions the Plan serves and its role in the department's accreditation, (2) the content of the current Plan and progress made to achieve key goals, (3) anticipated steps and strategy for the Plan update, and (4) common themes identified thus far. After the presentation, the Board will have an opportunity to provide general feedback, considering trends in recreation and in the city since the 2020 update:

- Are there recreation trends (broad, not program specific) to consider?
- Do you note any action items that may be missing? Or any action items that may no longer be relevant?

## Next Steps

To meet CAPRA requirements, the Recreation Program Plan update will be completed by end of year 2023. Staff will continue to gather feedback, including meeting with additional boards and commissions, and draft updated material in line with CAPRA accreditation requirements. This is the first of two sessions with the Parks & Community Services Board. Staff intend to return in the fall to present the primary outcomes of the update process and request an endorsement from the Board. This Plan does not require City Council adoption.

Additional information on the Recreation Program Plan is available online at:

<https://bellevuewa.gov/city-government/departments/parks/planning-and-development/studies-plans/recreation-program-plan>. If you have any questions prior to the meeting, please contact me at (425) 452-4280 or [rwalker@bellevuewa.gov](mailto:rwalker@bellevuewa.gov).

## Attachments/Related Documents

Recreation Program Plan:

[https://bellevuewa.gov/sites/default/files/media/pdf\\_document/2020/recreation-program-plan-2020-whole-doc.pdf](https://bellevuewa.gov/sites/default/files/media/pdf_document/2020/recreation-program-plan-2020-whole-doc.pdf)

It is recommended that the Goals (pages 33-47) are reviewed considering the proposed discussion questions identified above.