



# MEMORANDUM

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**Date:** February 11, 2020

**To:** Parks & Community Services Board

**From:** Victoria Hollerbach, Project Manager, x6850  
Parks & Community Services Department

**Subject:** Update on 15-Year National Agency Re-Accreditation Process and Site Visit  
(*Board endorsement of department plans requested*)

## Introduction

At your meeting on February 11, 2020, staff will briefly update the Board on the Parks & Community Services Department's National Re-Accreditation process. This intensive process is administered by the Commission for Accreditation of Park & Recreation Agencies (CAPRA). CAPRA is affiliated with the National Recreation and Park Association (NRPA). This will be the fourth accreditation review for the Department, it was conducted in 2005, 2010 and 2015. There are currently 175 park and recreation agencies in the United States that have achieved accreditation; the goal is to maintain accreditation status. Bellevue Parks & Community Services is proud to be one of only three accredited agencies in Washington State. In addition to the City of Bellevue, the City of Shoreline and the Metropolitan Parks District of Tacoma have obtained accreditation.

## Background

In February 2005 the Parks & Community Services Department initially obtained CAPRA accreditation. As part of this process, the Department is required to submit a detailed self-assessment report to CAPRA during every five-year cycle. The most recent self-assessment report will be submitted by April 2020. 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 in June 2020.

For the duration of the site visit, the team of CAPRA officials will evaluate our department's documentation, the organization, and our park system.

## Action

Department employees are presenting documents to the Parks & Community Services Board for your review and endorsement at this evening's meeting. Department employees will also be presenting additional documents for review and endorsement at the March meeting. Your continued support of this process is deeply appreciated and valued by our staff. If you would like more information regarding the accreditation process, please feel free to contact Victoria Hollerbach at [vhollerbach@bellevuewa.gov](mailto:vhollerbach@bellevuewa.gov) with questions or comments. Thank you for your time and consideration.

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