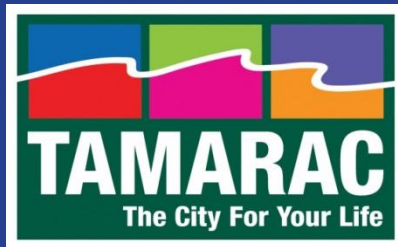


Tamarac Parks & Recreation Department

Striving for Excellence

Section 2 - Planning





About the City of Tamarac

- Tamarac is the 13th largest city in Broward County and the 39th largest in Florida
- Tamarac covers an area of 12 square miles, bordered by Fort Lauderdale to the east and the Everglades to the west, and is home to over 63,000 residents.
- Tamarac was originally founded as a “retirement” community but is steadily getting younger with the median age of residents - 47

About the Parks & Recreation Department

- Operating budget - \$4,531,580; Capital Budget \$1,368,000
- Employees - 25 Full-time, 15 Part-time, & 45 Temporary & Seasonal employees
- Mission Statement: We are committed to enriching the quality of life by being a leader in delivering superior and sustainable programs, facilities and services to our community.”

About the Parks & Recreation Department

Recreation

- Senior Program
- Athletics
- Summer Camp
- Programs and activities

Special Events

- Turkey Trot
- July 4th celebration
- Paws with Claus

Community Services

- Aquatics and Fitness
- Social Services
- Transportation





Tamarac Accreditation

- Initial CAPRA Accreditation in 2005; 6th accredited municipal Parks and Recreation Department in the State of Florida
- Re-accredited in 2010
- We have not received official Re-accreditation for 2015 but according to the CAPRA Visitation Report, the City of Tamarac Parks and Recreation Department met all 151 standards.



CAPRA Accredited Agencies

- 139 – U.S.
- 24 - Florida
 - Boynton Beach, Coral Gables, Delray Beach, Fort Lauderdale, Hollywood, Oakland Park, Wellington, Miami, Gainesville, Jacksonville, Lake Mary, Largo, St Petersburg, Palm Bay, Tampa, Winter Park, Broward County, Collier County, Lee County, Martin County, Miami-Dade County, Seminole County and the Villages.



What is CAPRA Accreditation?

- **Accreditation:** Process whereby parks and recreation agencies must demonstrate they meet the requirements (standards) to provide quality programs, services and facilities to their citizens.
- **Standards:** Required outcomes, processes, plans and adopted policies proven to lead to effective, efficient, and professional management of parks and recreation programs and operations

Why Accreditation?

- Recognizes the department for excellence in operations and service
- Ensures compliance in accordance with approved professional practices
- Provides evidence of policies and plans
- Ensures the agency is responsive to community
- Validates the agency is committed to quality & efficiency
- Agency & staff viewed as leaders in the industry
- External recognition for quality governmental service

Who is CAPRA?

Commission for Accreditation of Park & Recreation Agencies – NRPA - 15

- American Academy for Park & Recreation Administration
- National Recreation & Park Association
- International City/County Management Association
- Council of State Executive Directors
- American Association for Physical Activity & Recreation
- National Association of County Parks and Recreation
- Armed Forces Recreation Society



10 Sections - 151 Standards

- 1.0 Agency Authority, Role & Responsibility
- 2.0 Planning
- 3.0 Organization & Administration
- 4.0 Human Resources
- 5.0 Financial Management
- 6.0 Programs and Services Management
- 7.0 Facility and Land Use Management
- 8.0 Public Safety, Law Enforcement & Security
- 9.0 Risk Management
- 10.0 Evaluation, Assessment and Research

Section 2 - Why Planning

- ✓ Essential to effective and efficient agency management
- ✓ Establishes guidelines, tasks and responsibilities
- ✓ Informed decision making
- ✓ Strength in planning & leadership team
- ✓ Research operational alternatives & future operations
- ✓ Vital to high performing organizations
- ✓ Key to progress

- **2.1 - Overall Planning Function within Agency**
 - *Standard:* The agency shall have planning functions with established responsibilities, including at least one staff member or consultant with planning capability.

- **2.1 - Overall Planning Function within Agency**
 - *Suggested Evidence of Compliance:* Provide the responsibilities and functions of the planning entity. Provide resumes of training and experience for staff and/or consultants who have planning capabilities.
 - [2.1 - Overall Planning Function within Agency.docx](#)

- **2.2 - Involvement in Local Planning** (Fundamental) ★
 - *Standard:* The agency shall be involved in local planning, e.g. comprehensive planning, strategic planning, and capital improvement planning by reviewing development proposals, monitoring the decisions of planning and zoning boards or commissions and participating on task forces and committees that will impact parks and recreation services within the jurisdiction.

- **2.2 - Involvement in Local Planning** ★
 - *Suggested Evidence of Compliance:* Demonstrate the role of the agency in local planning through personnel assignments and documentation of involvement, e.g. minutes, agendas, and cooperative agreements.
 - [2.2 - Involvement in Local Planning.docx](#)

- **2.3 - Planning with Regional, State, and Federal Agencies**

- *Standard:* The agency shall be involved in local planning, e.g. comprehensive planning, strategic planning, and capital improvement planning by reviewing development proposals, monitoring the decisions of planning and zoning boards or commissions and participating on task forces and committees that will impact parks and recreation services within the jurisdiction.

- **2.3 - Planning with Regional, State, and Federal Agencies**
 - *Suggested Evidence of Compliance:* Define the role of agency personnel and documentation of involvement (minutes, agendas, cooperative agreements) in regional, state, and federal agencies planning.
 - [2.3 - Planning with Regional, State, and Federal Agencies.docx](#)


- **2.3.1 - Community Comprehensive Plan *with Park and Recreation Component* (new/name change)**
 - *Standard:* The jurisdiction with land use authority within which the agency operates shall have a comprehensive plan adopted by the governing authority that dictates public policy in terms of transportation, utilities, public facilities, land use, recreation, and housing. In some jurisdictions the comprehensive plan is called the general plan or the land use plan. Zoning for the jurisdiction is based upon the comprehensive plan. To meet this standard, the comprehensive plan shall have a park and/or recreation component that discusses how the jurisdiction intends to meet the needs for parkland and public recreation facilities in concert with other land use priorities.

- **2.3.1 - Community Comprehensive Plan *with Park and Recreation Component***
 - *Suggested Evidence of Compliance:* Provide the current plan, with date of official approval.
 - [2.3.1 - Com Comp Plan with Park and Rec Component.docx](#)

- **2.4 - Park & Recreation System Master Plan** ★

Standard: The jurisdiction with land use authority within which the agency operates shall have a comprehensive plan adopted by the governing authority that dictates public policy in terms of transportation, utilities, public facilities, land use, recreation, and housing. In some jurisdictions the comprehensive plan is called the general plan or the land use plan. Zoning for the jurisdiction is based upon the comprehensive plan. To meet this standard, the comprehensive plan shall have a park and/or recreation component that discusses how the jurisdiction intends to meet the needs for parkland and public recreation facilities in concert with other land use priorities.

- **2.4 - Park and Recreation System Master Plan** ★
 - *Suggested Evidence of Compliance:* Provide the current plan with documentation of official approval; describe update process; and describe a phased implementation program with linkage to the agency's capital improvement budget. The system master plan shall include Agency mission (1.4); Agency objectives (1.4.1); Recreation and leisure trends analysis (10.5.1); Needs assessment (10.4); Community inventory (10.5.2); and Level of service standards (10.3.1).
 - [2.4 - Park and Recreation System Master Plan.docx](#)

- **2.5 - Strategic Plan** 
 - *Standard:* An agency shall have a strategic plan, approved by the approving authority, stating how the agency will achieve its mission, goals, and objectives over an extended period of time, typically three to five years. The strategic plan shall be reviewed annually. The goals and objectives of the plan shall be measurable to demonstrate progress and results. The strategic plan shall support the priorities and initiatives of the whole organization. The strategic plan is a tool to implement the Parks and Recreation System Master Plan.

- **2.5 - Strategic Plan** ★
 - *Suggested Evidence of Compliance:* Provide the agency's strategic plan, date of approval by approving authority, evidence of last review, and indicate progress being made in implementing the plan.
 - [2.5 - Strategic Plan.docx](#)

- **2.6 - Feasibility Studies**

- *Standard:* Studies shall be conducted to determine the feasibility of proposed facilities.

- **2.6 - Feasibility Studies**

- *Suggested Evidence of Compliance:* Provide examples of recent feasibility studies such as market, cost benefit, site, transportation, environmental and economic analyses.
- [2.6 - Feasibility Studies.docx](#)

- **2.7 - Site Plans**

- *Standard:* There shall be site plans to guide the use of existing and the development of future areas and facilities. A site plan is a depiction of a park site of that is drawn to scale and delineates features such as building and facility locations, roads and trails, use areas and utility easements.

- **2.7 - Site Plans**

- *Suggested Evidence of Compliance:* Provide a representative sampling of the agency's area and facility site plans.
- [2.7 - Site Plans.docx](#)

- **2.8 - Historical and Cultural Resource Management Plans**

- *Standard:* Historical and cultural plans include an inventory of historical, cultural resources and strategies for how they will be managed. These resources may be addressed as part of the jurisdiction's comprehensive plan or the agency's park and recreation system master plan.

- **2.8 - Historical and Cultural Resource Management Plans**
 - *Suggested Evidence of Compliance:* Provide the historical and cultural plan(s).
 - [2.8 - Historical and Cultural Resource Mgmt Plans.docx](#)

• **2.9 - Community Involvement** (Fundamental) ★

-Standard: The agency shall include community involvement in the planning process that includes ongoing and systematic outreach to include the entire community. It is critical that the diversity of individuals (i.e., all cultures, ages, and abilities) and local, regional, and national non-governmental community organizations, agencies, businesses, and service providers such as the Red Cross, Sierra Club, Trust for Public Land, YMCA/YWCA, Boys and Girls Club, and local foundations and employers are afforded opportunities for input.

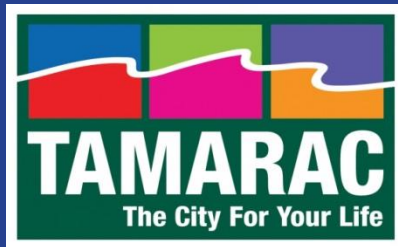
- **2.9 - Community Involvement** ★
- *Suggested Evidence of Compliance:* Describe how the diverse interests (community organizations, businesses and individuals) of the community were involved in the planning process.
 - [2.9 - Community Involvement.docx](#)

- **2.10 - ADA Transition Plan – (new)**
 - *Standard:* The agency shall develop and adopt a phased plan for the removal of barriers at existing recreation facilities, parks, and amenities owned or operated by the agency, pursuant to the requirements of the US Department of Justice Title II regulation issued September 14, 2010 and effective March 15, 2011.

- **2.10 - ADA Transition Plan**

- *Suggested Evidence of Compliance:* Submit minutes of the approving authority meeting approving the transition plan, or a copy of the plan noting the dates and times when plan tasks were completed.
- [2.10 - ADA Transition Plan.docx](#)

QUESTIONS?



2014 5th Edition New Standards

- 1.2 Periodic Timetable for Review of Documents (27 Standards)
- 1.2.1 Document Approval Authority
- 1.5 Vision ★
- 2.4 Parks & Recreation Master Plan ★
- 2.10 ADA Transition Plan
- 4.1.1.1 Staff Acceptance of Gifts and Donations
- 4.4.1 Leadership Succession Procedure – (COOP Plan)
- 6.1 Recreation Programming Plan (not new – specific) ★
- 6.4.1 Community Health and Wellness Education and Promotion
- 6.5 Participant and Spectator Code of Conduct

2014 5th Edition New Standards

- 7.2.1 ADA Existing Facility and Site Access Audit
- 7.7.1 Building Plans and Specifications
- 7.7.2 Land and Lease Records
- 8.6.2 Emergency Risk and Communications Plan
- 8.6.3 Care and Shelter Procedures
- 9.3 ADA Compliance and Face to Face Resolution
- 10.3 Performance Measurement
- 10.3.1 Level of Service Standards
- 10.5.3 PRORAGIS

What's new?

- Accreditation Manager: Brenda Beales
 - Email: bbeales@nrpa.org - P:703.858.2141
- 151 Standards vs. 144 standards
 - 36 fundamental standards
 - 85% (97) of the remaining standards
- Preambles for each Section
- Self Assessment Report is due - 10 weeks
- Electronic (hyperlink & bookmarked)





Tamarac Timeline

➤ February 2014

- Accreditation Team

➤ June - July 2014

- Department Meetings

➤ August 2014

- Submit application

- Prepare self-assessment report narratives and supporting documentation

➤ October 2014

- 1st Review due to PR

- Final due – November 2014

Tamarac Timeline Cont.

➤ **November - January 2015**

- Preparations for Submittal by Parks & Recreation & City Department

➤ **March 2015 (Minimum 10 weeks)**

- Self Assessment Report due to CAPRA

➤ **May – July 2015**

- Site Visitation (May 2015)

- Visitation team submits report to the Commission

➤ **October 2015**

- Agency Re-accreditation is awarded!