
**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: BAR #10-07 - \$1,100 - Leisure Services - BOCC Agency Fund - Re-establish Donated Accreditation Funding

DEPARTMENT: Fiscal Services

DIVISION: Budget

AUTHORIZED BY: Lisa Spriggs

CONTACT: Lin Polk

EXT: 7177

MOTION/RECOMMENDATION:

Approve and authorize the Chairman to execute a Resolution implementing Budget Amendment Request (BAR) #10-07 through the BOCC Agency Fund in the amount of \$1,100.00 in order to appropriate for National Agency Accreditation for the Leisure Services Department.

County-wide

Lin Polk

BACKGROUND:

At the July 28, 2009 BOCC Meeting the Board approved the appropriation of \$4,200 in donation funds from community partners for the National Agency Accreditation for the Leisure Services Department.

During Fiscal Year 2008/09 Leisure Services expended approximately \$3,100 toward the Agency Accreditation. There are approximately \$1,100 more of additional expenditures to complete the accreditation.

The Leisure Services Department has been engaged in an accreditation process for Parks and Recreation Agencies over the last year. It is an operational best practices assessment, validating that the services provided to the community are considered approved professional practices for parks and recreation.

Community businesses are partnering with Leisure Services to support the view of "building a better community" by donating funds for specific programs. Donations have been made to facilitate the final segment of the Parks and Recreation accreditation process (detailed in the attached document) . Participating community businesses will be partnering with Leisure Services in the future for other activities/services in Seminole County.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and authorize the Chairman to execute a Resolution implementing Budget Amendment Request (BAR) #10-07 through the BOCC Agency Fund in the amount of \$1,100.00 in order to appropriate for National Agency Accreditation for the Leisure Services Department.

ATTACHMENTS:

1. BAR #10-07
2. Approval Documentation

Additionally Reviewed By: No additional reviews

2009-R-

BUDGET AMENDMENT REQUEST

FS Recommendation	
B. Crawford	_____
Analyst	Date
Budget Manager	Date
Director	Date
10-07	_____
BAR	

TO: Seminole County Board of County Commissioners

FROM: Department of Fiscal Services

SUBJECT: **Budget Amendment Resolution**

Department: Leisure Services

Fund(s): BOCC Agency Fund

PURPOSE: Appropriate funding for the National Agency Accreditation of the Leisure Services Department.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Sources:

Account Number	Project #	Account Title	Amount
60301.399999		Beginning Fund Balance	\$1,100
Total Sources			\$ 1,100

Uses:

Account Number	Project #	Account Title	Amount
60301.043809.530540	90000105W	Travel and Per Diem	\$1,100
Total Uses			\$ 1,100

BUDGET AMENDMENT RESOLUTION

This Resolution, 2009-R-_____ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida _____ as reflected in the minutes of said meeting.

Attest:

Maryanne Morse, Clerk to the Board of County Commissioners

By: _____
Bob Dallari, Chairman

Date: _____

Date: _____

Entered by County Finance Department

Date: _____

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM****SUBJECT:** BAR #09-89 - \$4,200 - Leisure Services - BOCC Agency Fund**DEPARTMENT:** Fiscal Services**DIVISION:** Budget**AUTHORIZED BY:** Lisa Spriggs**CONTACT:** Lin Polk**EXT:** 7177**MOTION/RECOMMENDATION:**

Approve and authorize the Chairman to execute a Resolution implementing Budget Amendment Request (BAR) #09-89 through the BOCC Agency Fund in the amount of \$4,200.00 in order to recognize donations and appropriations for National Agency Accreditation for the Leisure Services Department.

County-wide

Lin Polk

BACKGROUND:

The Leisure Services Department has been engaged in an accreditation process for Parks and Recreation Agencies over the last year. It is an operational best practices assessment, validating that the services provided to the community are considered approved professional practices for parks and recreation.

Community businesses are partnering with Leisure Services to support the view of "building a better community" by donating funds for specific programs. Donations have been made to facilitate the final segment of the Parks and Recreation accreditation process (detailed in the attached document) . Participating community businesses will be partnering with Leisure Services in the future for other activities/services in Seminole County.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and authorize the Chairman to execute a Resolution implementing Budget Amendment Request (BAR) #09-89 through the BOCC Agency Fund in the amount of \$4,200.00 in order to recognize donations and appropriations for National Agency Accreditation for the Leisure Services Department.

ATTACHMENTS:

1. BAR 08-89
2. Introduction to National Agency Accreditation

Additionally Reviewed By: No additional reviews

2009-R-

BUDGET AMENDMENT REQUEST

FS Recommendation	
B. Crawford	_____
Analyst	Date
Budget Manager	Date
Director	Date
09-89	_____
BAR	_____

TO: Seminole County Board of County Commissioners

FROM: Department of Fiscal Services

SUBJECT: **Budget Amendment Resolution**

Department: Leisure Services

Fund(s): BOCC Agency Fund

PURPOSE: Receive donations and appropriate funding for the National Agency Accreditation of the Leisure Services Department.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Sources:

Account Number	Project #	Account Title	Amount
60301.366100	90000105W	Contributions & Donations	\$4,200
Total Sources			\$ 4,200

Uses:

Account Number	Project #	Account Title	Amount
60301.043809.530540	90000105W	Books, Due Pulications	\$4,200
Total Uses			\$ 4,200

BUDGET AMENDMENT RESOLUTION

This Resolution, 2009-R-_____ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida _____ as reflected in the minutes of said meeting.

Attest:

Maryanne Morse, Clerk to the Board of County Commissioners

By: _____
Bob Dallari, Chairman

Date: _____

Date: _____

Entered by County Finance Department

Date: _____

National Agency Accreditation

Seminole County Leisure Services



Introduction to Agency Accreditation

Over 200 million people use local park and recreation services annually to enhance their physical and social well-being. They seek the highest quality recreation experiences. Agency self-assessment and peer review is an excellent process for evaluating the quality of the system, which delivers these services.

Who Administers Accreditation?

The Accreditation Program for Park and Recreation Agencies is administered by the Commission for Accreditation of Park and Recreation Agencies, an independent body which is sanctioned by the National Recreation and Park Association (NRPA) and the American Academy for Park and Recreation Administration (AAPRA).

Historical Background

In 1989, the National Committee on Accreditation for Public Park and Recreation Agencies was formed by the AAPRA and the NRPA, with support from Michigan State University and the National Recreation Foundation, to develop a pilot program. It developed the standards and procedures, conducted the pilot program including training the visitors, and recommended the final version of the standards and procedures. A forerunner of the standards was a document, Standards and Evaluative Criteria, published in 1965 and revised in 1972 after field-testing. The Commission replaced the Committee, formally adopted the accreditation program, its standards and procedures, and is now fully responsible for the administration of the program.

Benefits of Agency Accreditation

What are the benefits of becoming an accredited agency?

Benefits for the public:

- Assurance and validation of well-administered services in accord with approved professional practices.
- Potential for external financial support and savings to the public.
- External recognition of a quality governmental service.
- Holds an agency accountable to the public and ensures responsiveness to meet their needs.
- Improves customer and quality services.

Benefits for the agency:

- Public and political recognition.
- Increased efficiency and evidence of accountability.
- Answers the question, "How are we doing?" through extensive self evaluation.
- Identifies areas for improvement by comparing an agency against national standards of best practices.
- Enhances staff teamwork and pride by engaging all staff in the process.
- Creates an environment for regular reviews of operations, policies, and procedures and promotes continual improvement.
- Forces written documentation of policies and procedures.

Steps to Accreditation

Getting Ready

Become knowledgeable about the accreditation process.

Preliminary Application

When the agency is ready, submit the preliminary application and \$100 fee to the Commission. This will indicate intent to go forward with the accreditation process. Included with the cost of the preliminary application fee are the two publications for accreditation and complimentary registration at the agency accreditation training held annually at Congress.

Formal Accreditation Application & Self-Assessment

The agency undertakes a self-assessment study. This is the key phase because it engages the entire agency -- employees, volunteers, citizen boards and committees -- in assessing the agency's effectiveness and efficiency. The agency has 24 months from the date of the preliminary application to submit their completed self-assessment workbook. At the time of self-assessment submission, the agency is responsible for the formal application fee based on a sliding fee scale (shown below).

<u>Annual Operating Budget</u>	<u>Fee</u>
Under \$500,000	\$150
\$500,000-\$1 million	\$250
\$1 million-\$2.5 million	\$500
\$2.5 million-\$5 million	\$1,000
<i><u>\$5 million-\$10 million</u></i>	<i><u>\$1,500</u></i>
\$10 million-\$15 million	\$2,000
\$15 million-\$25 million	\$2,500
Over \$25 million	\$3,000

Visitation/On Site Evaluation

A peer review is performed by a Commission-approved visitation team to validate the degree to which the agency meets each applicable standard. The team prepares a report, to which the agency may respond. The agency is responsible for paying travel and related expenses for the team members.

Accreditation

Based upon the total review process, the Commission, at either Congress or Midyear, (1) accredits, (2) accredits with conditions, (3) defers decision, or (4) does not accredit. Once accreditation is granted, an agency must repeat a similar process every five years in order to maintain its accreditation.

CAPRA Standards Overview

The Ten Major Categories of Agency Accreditation:

<u>Category</u>	<u>What is Covered by This Category</u>
Agency Authority, Role	Mission statements, goals and objectives, policy development, and Responsibility cooperative relationships
Planning	Community and strategic planning, community involvement, comprehensive planning, master plan for facilities, resource management plan, natural/cultural resources, environmental impact
Organization and Administration	Organization structure, administrative manual, public information/marketing, management information system communications
Human Resources	Staffing, job analyses, personnel manual, training, code of conduct/ethics, volunteers
Finance	Policies, management, auditing/accounting, budgeting
Program and Services	Program/service determinants, nature and objectives of services, Management outreach, scope of program opportunities, program content, types of participation
Facility & Land Use	Land acquisition/development, operation management, facility/Management fleet management, natural resources management
Safety & Security	Law enforcement authority, law enforcement training, security plan
Risk Management	Risk management plan, risk manager, risk analysis, operational procedures
Evaluation and Research	Evaluation plan, research, evaluation of personnel, training

CAPRA Standards Detailed

✓ Standards marked are fundamental standards for quality operations and are required of all Agencies seeking accreditation.

1.0 AGENCY AUTHORITY, ROLE AND RESPONSIBILITY

1.1 Legal Authority and Jurisdiction

✓ 1.1.1 Source of Authority

1.1.1.1 Public authority/policy body

1.1.1.2 Citizen advisory boards/committees

1.1.2 Jurisdiction

✓ 1.2 Mission

1.3 Goals and Objectives

✓ 1.3.1 Statement of Goals and Objectives

1.3.2 Personnel Input

1.3.3 Annual Evaluation

1.4 Policy Formulation and Review

✓ 1.4.1 Process for Formulating Policy

1.4.2 Policy Manual

✓ 1.5 Relationships

1.5.1 Administrative-legislative Functions

1.5.2 Operational Coordination and Cooperation (Agreements)

1.5.3 Interagency Relationships with Counterpart Agencies (Liaisons)

1.5.4 Relationship with Complementary Agencies

1.5.4.1 Public and social service agencies

1.5.4.2 Local government agencies

2.0 PLANNING

2.1 Trends Analysis

✓ 2.2 Community Planning

2.2.1 Personnel Part of Community Planning Team

2.2.2 Involvement in Community Planning Groups

2.2.3 Community Planning Agencies

2.3 Strategic Planning

✓ 2.4 Comprehensive Planning

2.4.1 Recreation Programming Plan

2.4.1.1 Community Study

2.4.1.2 Community Inventory

2.4.1.3 Needs Index

2.4.1.4 Types of programs

2.4.2 Resource Management and Land Use Planning

2.4.2.1 Feasibility studies

2.4.2.2 Master site plan

2.4.2.3 Resource management plan

2.4.2.4 Competent planning personnel

2.4.2.5 Citizen involvement

2.4.2.6 Phased development

3.0 ORGANIZATION AND ADMINISTRATION

3.1 Organization

- ✓ 3.1.1 Staff Organization
- 3.1.2 Delineation of Responsibility
- ✓ 3.1.3 Administrative Manual

3.2 Administrative Facilities

- 3.2.1 Administrative Offices
- 3.2.2 Support Services

✓ 3.3 Public Information, Community Relations, and Marketing

- 3.3.1 Public Information
- 3.3.2 Community Relations
- 3.3.3 Coordinator
- 3.3.4 Marketing
 - 3.3.4.1 Marketing component functions, plan
 - 3.3.4.2 Marketing research
 - 3.3.4.3 Position responsibility
 - 3.3.4.4 Quality assurance
- 3.3.5 Periodic Report and Evaluation

3.4 Management Information Systems, including Records Management

- ✓ 3.4.1 Management Information Systems
- 3.4.2 Records Management
 - 3.4.2.1 Central records component
 - 3.4.2.2 Handling of funds
 - 3.4.2.3 Accident reports
- 3.4.3 Program Service Statistics

✓ 3.5 Communications

3.6 Planning and Research

- 3.6.1 Function within Agency
- 3.6.2 Personnel
- 3.6.3 Analysis of Operations

4.0 HUMAN RESOURCES

4.1 Employees

- ✓ 4.1.1 Chief Administrator
- 4.1.2 Staffing
 - ✓ 4.1.2.1 Competent staff
 - 4.1.2.2 Supervision
 - ✓ 4.1.2.3 Job analyses
- 4.1.3 Recruitment and Selection
 - 4.1.3.1 Recruitment process
 - 4.1.3.2 Equal employment opportunity
 - 4.1.3.3 Selection process
 - 4.1.3.4 Background investigation
- 4.1.4 Management Policies and Procedures
 - ✓ 4.1.4.1 Personnel manual
 - 4.1.4.2 Professional considerations
 - ✓ 4.1.4.2.1 Code of conduct (ethics)
 - 4.1.4.2.2 Professional organizations
 - 4.1.4.3 Compensation, benefits, conditions of work

- 4.1.4.3.1 Compensation (salaries and wages)
- 4.1.4.3.2 Employee benefits
- 4.1.4.3.3 Conditions of work
 - 4.1.4.3.3.1 Physical examination
 - 4.1.4.3.3.2 Health and physical fitness
- 4.1.4.4 Training, career development
 - 4.1.4.4.1 Orientation program
 - ✓ 4.1.4.4.2 On-the-job training
 - 4.1.4.4.3 Career development
- 4.1.4.5 Performance evaluation
- 4.1.4.6 Promotion
- 4.1.4.7 Disciplinary action, appeals and grievances
 - 4.1.4.7.1 Disciplinary action
 - 4.1.4.7.2 Appeals and grievances
- 4.1.4.8 Termination of Employment
- 4.2 Volunteers
 - 4.2.1 Utilization
 - 4.2.2 Recruitment, Selection, Orientation, and Retention
 - 4.2.3 Supervision and Evaluation
 - 4.2.4 Recognition
 - 4.2.5 Liability
- 4.3 Consultants and Contract Employees

5.0 FINANCE (FISCAL POLICY AND MANAGEMENT)

- ✓ 5.1 Fiscal Policy
 - 5.1.1 Fees and Charges
 - 5.1.2 Acceptance of Gifts
 - 5.1.3 Financial Assistance (government cost-sharing)
- ✓ 5.2 Fiscal Management
 - 5.2.1 Personnel
 - 5.2.2 Financial Resources (external)
 - 5.2.3 Purchasing Procedures
 - 5.2.3.1 Requisition procedure
 - 5.2.3.2 Emergency purchase or rental/lease procedures
- ✓ 5.3 Auditing/Accountability
 - 5.3.1 Monthly Status Reports
 - 5.3.2 Control Personnel and Budget Authorization
 - 5.3.3 Procedures Relating to Cash
 - 5.3.4 Monitoring Fiscal Activity
 - 5.3.5 Independent Audit
- 5.4 Budgeting Procedures
 - ✓ 5.4.1 Budget Preparation, Presentation and Adoption
 - 5.4.1.1 Participation in budget preparation
 - 5.4.1.2 Agency components' budget recommendations
 - 5.4.2 Budget Implementation
 - 5.4.2.1 Budget control
 - 5.4.2.2 Supplemental/emergency appropriations
 - 5.4.3 Inventory, Fixed Assets
 - 5.4.3.1 Inventory control

6.0 PROGRAM AND SERVICES MANAGEMENT

- ✓ 6.1 Programs/Services Determinants
 - 6.1.1 Participant Involvement
- ✓ 6.2 Nature of Services/Programs Delivery
 - 6.2.1 General Supervision
 - 6.2.2 Directed Leadership Programs
 - 6.2.3 Facilitator
 - 6.2.4 Programs/Services for a Fee
- ✓ 6.3 Objectives
- ✓ 6.4 Outreach
- ✓ 6.5 Scope of Program Opportunities
- ✓ 6.6 Selection of Program Content
- ✓ 6.7 Types of Participation
- 6.8 Education for Leisure
- 6.9 Program Evaluation

7.0 FACILITY AND LAND USE MANAGEMENT

- 7.1 Acquisition of Park and Recreation Lands
- 7.2 Development of Lands
- 7.3 Defense against Encroachment
- 7.4 Disposal of Lands
- ✓ 7.5 Maintenance and Operations Management
- 7.6 Facilities Management
 - 7.6.1 Legal Requirements
 - 7.6.2 Building Security Plans
 - 7.6.3 Preventive Maintenance
- 7.7 Fleet Management
- 7.8 Agency-Owned Equipment and Property
- ✓ 7.9 Natural Resource Management
- 7.10 Maintenance Personnel Assignment
- 7.11 Depreciation and Replacement

8.0 SECURITY AND PUBLIC SAFETY

- ✓ 8.1 Authority
- 8.2 Traffic Control
 - 8.2.1 Plan
 - 8.2.2 Personnel
 - 8.2.3 Recording Procedures
 - 8.2.4 Roadblocks and Street Closures
- 8.3 Law Enforcement
 - ✓ 8.3.1 Training Program
 - 8.3.2 Handling of Evidentiary Items
 - 8.3.3 Handling Disruptive Behaviors
- 8.4 General Security
 - ✓ 8.4.1 Plan
 - 8.4.2 In-Service Training

9.0 RISK MANAGEMENT

- 9.1 Statement of Policy
- 9.2 Risk Manager

- ✓ 9.3 Plan
- 9.4 Risk Analysis and Control Approaches
- 9.5 Employee Involvement
- 9.6 Operational Procedures
- 9.7 Risk Accounting

10.0 EVALUATION AND RESEARCH (EVALUATIVE RESEARCH)

- ✓ 10.1 Systematic Evaluation Program
- 10.2 Demonstration Projects and Action Research
- 10.3 Evaluation Personnel
- 10.4 Employee Education

Accreditation Timeline: *Seminole County Leisure Services Department*

October 2007 – May 2009	Application & Self Assessment
June 2009	Submit Self Assessment
July 2009 (Week of 7/20 – 7/24)	Visitation Team Visit
July 2009 – October 2009	Visitation Team Report Review & Comment
October 2009 (Annual NRPA Congress)	Agency Accreditation Granted or Denied