

# CITY OF CORAL GABLES

## - MEMORANDUM OF REVIEW -

**TO:** PETER IGLESIAS, CITY MANAGER

**DATE:** MAY 1, 2023

**FROM:** FRED COUCEYRO, COMMUNITY  
RECREATION DIRECTOR

**SUBJECT:** CAPRA AGENCY  
ACCREDITATION PERIODIC REVIEW  
AND ANNUAL REPORTING

**APPROVAL AUTHORITY:** FRED COUCEYRO,  
DIRECTOR



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The Community Recreation Department continues to work on maintaining Agency Accreditation in conjunction with all Department Operational, Strategic and Master Planning Functions. Maintenance of this accreditation involves annual review of several different area standards. Many of these reviews are accomplished in department training or annual meeting standards.

In accordance with new accreditation annual report measures, a memorandum of review is required for standards highlighted by the Accreditation Board signifying the review of these standards, the result of the reviews, any changes if needed and approval. Approval for the standards highlighted is per the Community Recreation Director and noted in this document.

The following standards highlighted include the following:

2.10 ADA Transition Plan – the ADA transition plan is reviewed monthly by the City’s ADA Coordinator. In addition, the plan is also reviewed by the Community Recreation Department at the Annual Meeting. These periodic reviews show results towards accomplishing the ADA Transition Plan including the construction of needed accessible pathways at Merrick Park. An addition to the Transition Plan is added via a new site audit report for a new facility added, the Country Club.

3.6.1 Records Disaster Mitigation and Recovery Plans and Procedures – Records Mitigation and Recovery Plans are addressed in different review processes. The overall review is done through the Department’s annual review meetings. This review coupled with review by other city departments is demonstrated in two documents: The Community Recreation Department Emergency Preparation Plan and the City Business Continuity Plan. These two documents have been updated to reflect the review.

6.1 Recreation Programming Plan – the Recreation Program Plan is reviewed annually at the Recreation Department staff annual meeting. Changes resulting from the review are included in the updated program plan. The addition of a new facility and the programming plan for this facility, The Coral Gables Country Club is included as well as an updated community inventory and new additions for DEI programming.

7.9.1 Recycling and Zero Waste Plan – The Community Recreation Department continues to work on recycling and zero waste. Review is done city-wide. Completion of review results in changes made through approval of Sustainability Advisory Board to the City. The Board minutes, agenda, data of waste

materials are all products of said review.

8.5 General Security Plan – The General Security Plan has been approved and is now annually reviewed by staff through training sessions. This year, a comprehensive training presentation was set forth in order to look at the plan in detail and look at any possible changes moving forward. The General Security Plan as presented and approved has remained as constructed.

10.1.2 Staff training on how to evaluate programs, services and facilities – The Department conducted several trainings on different evaluations. Staff conducted a review of the facilities in the parks matrix. Further reviews resulted in training for facility evaluations at the annual staff meeting. Staff were also trained on monthly reporting and conducting evaluations in an in-service training session. These trainings have resulted in prepared staff and have produced documentation of training methods for future usage.