




PARKS AND RECREATION DIVISION • Administrative Offices
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*Winner of the National Gold Medal Award for Excellence in Park and Recreation Management
Accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA)*

MEMORANDUM

DATE: May 7, 2019

TO: Kristin Carpenter, Assistant Director
Accounting Division

FROM:  Dan West, Director
Parks and Recreation Division

SUBJECT: Request for Approval of 12 Employees to attend the Florida Recreation and Park Association 2019 Annual Conference in Orlando, Florida, from August 25, 2019, through August 29, 2019

I respectfully request approval for 12 travel requests, summary attached, for Parks and Recreation Division (Division) staff to attend the annual Florida Recreation and Park Association (FRPA) Conference. The Conference will be held in Orlando, Florida, from August 25, 2019, through August 29, 2019.

The Division recognizes that the FRPA 2019 Annual Conference provides staff invaluable learning opportunities, and is an exceptional forum to support professional development, networking, and to gain knowledge of industry resources. To best equip the future leaders of our Division, 12 participants are receiving support for registration costs only to support their professional development objectives, career enhancement goals and fulfill their CEU requirements to maintain their professional certification. The decision of who to sponsor was based on previous conference attendance and the Division's management succession plans.

The Division benefits from staff who are committed to the ideals of this professional organization and the certification associated with it. Training sessions include: Being Apart Isn't Smart, Include Me!, which focuses on inclusion of individuals with special needs and various abilities; The Best Planning Tools for Parks and Recreation Professionals, which reviews the purposes and benefits of management plans, strategic plans, needs assessments, and comprehensive plans; An Introduction to Active Shooter Planning for Event Organizers and Venue Operators, which addresses topics ranging from security screening to response tactics; as well as many other education sessions that cover topics vital to effective park management. Keeping up with this level

Kristin Carpenter, Assistant Director, Accounting Division
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of industry professionalism is critical to the Division's accreditation with the Commission for Accreditation of Park and Recreation Agencies.

County funding for registration in the amount of \$3,600.00 will be paid from the General Fund, Travel – Conference Registration, 10010-48100010-519060. No travel, hotel accommodations or meals will be funded.

The Division requests that this item be included on the June 4, 2019, Regular Meeting Agenda of the Broward County Board of County Commissioners.

Thank you for your consideration of this request. If you have any questions or concerns, please contact me at 954-357-8106 or at danwest@broward.org.

DW/ch
Attachments