




**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: February 13, 2025

TO: William O'Reilly, Director  
Accounting Division

FROM: Dan West, Director   
Parks and Recreation Division

SUBJECT: 2025 NRPA Annual Conference

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This is a request for approval of 10 Broward County Parks and Recreation Division (PRD) employees to attend the 2025 National Recreation and Park Association (NRPA) Annual Conference on September 16 – 18, 2025, in Orlando, Florida.

The business purpose of this trip is for PRD staff to attend this national, annual conference as it is an opportunity for employees to get an inside look at the latest products and services at the NRPA's interactive Exhibit Hall, network with colleagues and experts in the field, and have access to hundreds of continuing education unit (CEU) sessions.

The total cost for registration, automobile travel, hotel/lodging accommodations, meals, and incidental expenses are estimated to be \$16,250 for all employees. This will be paid for from PRD's operating budget.

William O'Reilly, Director, Accounting Division  
2025 NRPA Annual Conference  
February 13, 2025

### Summary of Travel

Travel Date: September 16 - 18, 2025

Event Date: September 16 - 18, 2025

Location: Orlando, Florida

Reason for Agenda Item: More than five staff are traveling from same department/division

Division: Parks and Recreation Division

Purpose of Travel: To attend National Park and Recreation Conference (NRPA) in Orlando, FL

Staff Traveling: See below

Total Estimated Costs: The estimated cost of the travel is \$16,250 and funds are available within the Parks and Recreation Division's Operating funds

### Attendees:

1. Erik Westberg, Assistant Director
2. Chris Deal, Parks Superintendent
3. Trevor Fell, Parks Superintendent
4. Danielle Bachelder, Parks Manager, Senior
5. Debbie Battista, Parks Manager, Senior
6. Theresa Johnson, Parks Manager
7. Brendon Coviello, Parks Manager, Associate
8. Jakari Wallace, Parks Manager, Associate
9. Fara Arca, Program/Project Coordinator, Senior
10. Mallica Reynolds, Program/Project Coordinator, Senior