



STAFF REPORT

AGENDA NO: 9g

MEETING DATE: November 4, 2024

To: Honorable Mayor and City Council

Date: November 4, 2024

From: Margaret Glomstad, Parks and Recreation Director – (650) 558-7307

Subject: Approval of Out-of-State Travel for a Parks and Recreation Coordinator to Attend the American Camp Association Annual Conference

RECOMMENDATION

Staff recommends that the City Council approve out-of-state travel for a Parks and Recreation Coordinator to attend the American Camp Association (ACA) Annual Conference for training and professional development.

BACKGROUND

The ACA Conference will take place in Dallas, Texas, February 18-21, 2025. This conference provides professionals nationwide with training and development opportunities unique to overseeing summer camps. Session topics include marketing, budgeting, emerging trends, partnerships, risk management, and curriculum planning.

DISCUSSION

The ACA Annual Conference will provide good resources and training to help a Parks and Recreation Coordinator improve their professional expertise and service to the organization. Information received at this conference will also be shared with other Department staff.

Section III.1.a of the City's Expense Reimbursement Policy requires City Council approval for out-of-state travel. Pursuant to the policy, staff requests that the Council approve the out-of-state travel for the Parks and Recreation Coordinator.

FISCAL IMPACT

Expenses for this trip are estimated to be approximately \$1,500. Sufficient funds for this training are available in the Parks and Recreation Department budget.