



STAFF REPORT

AGENDA NO: 9i

MEETING DATE: May 5, 2025

To: Honorable Mayor and City Council

Date: May 5, 2025

**From: Syed Murtuza, Director of Public Works – (650) 558-7230
Kevin Okada, Assistant Director of Public Works – (650) 558-7230**

Subject: Approval of Out-of-State Travel for Public Works Staff to Attend the City Thread Leadership Conference in Salt Lake City, Utah

RECOMMENDATION

Staff recommends that the City Council approve out-of-state travel for Public Works staff to attend the City Thread Accelerated Mobility Playbook (AMP) Leadership Conference, June 9 – 11, 2025, in Salt Lake City, Utah.

BACKGROUND

The AMP Technical Assistance Program is a grant-supported initiative of City Thread, a non-profit organization. Earlier this year, the City was selected as a recipient of an AMP grant. The AMP grant assesses the City's resources and ability to accelerate mobility projects that help people move about their communities more safely, efficiently, and equitably.

As part of the program, City officials from around the United States will participate in the AMP Leadership Gathering. This event will feature small group workshops focused on providing the tools needed to implement specific components of each city's AMP Action Plan, as well as discussions on best practices. Workshops will be led by City Thread staff and will include peer-learning sessions with participants from both current and past AMP cohorts.

This year's AMP Leadership Gathering will be held over three days in Salt Lake City. All costs associated with attendance including airfare, hotel accommodations, ground transportation, meals, event registration, and workshop supplies are fully covered by the AMP grant award.

DISCUSSION

City Thread will reimburse the City up to \$450.00 for the selected participant's airfare. The City will be responsible for purchasing the flight, and staff will ensure that the airfare remains within the maximum reimbursement amount. Only minimal additional staff reimbursement for incidentals is anticipated.

The hotel for this event is the Kimpton Hotel Monaco Salt Lake City. Pre-paid reservations will be confirmed in the name of each participant, checking in on Monday, June 9, and checking out on Wednesday, June 11. The City is only required to provide a credit card on file for incidentals.

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 request.

FISCAL IMPACT

Staff anticipates minimal reimbursement for travel to and from the airport that can be easily absorbed in the Public Works Engineering budget.

Exhibits:

- AMP Leadership Gathering FAQs
- AMP Leadership Gathering Draft Agenda