



STAFF REPORT

AGENDA NO: 9I

MEETING DATE: April 6, 2026

To: Honorable Mayor and City Council

Date: April 6, 2026

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

Subject: Approval of Out-of-State Travel for the Parks and Recreation Director to Attend the National Recreation and Parks Association Annual Conference

RECOMMENDATION

Staff recommends that the City Council approve the Parks and Recreation Director's out-of-state travel to attend the National Parks and Recreation Association (NRPA) Annual Conference in Philadelphia, Pennsylvania, for training and professional development.

BACKGROUND

The NRPA Annual Conference is scheduled for September 29-October 1, 2026. This year's program will have over 8,000 attendees from around the country, with more than 200 sessions on the parks and recreation field. This conference provides training and development opportunities focused on park design and planning; staff recruitment, development, and succession planning; recreation strategic planning; programming for inclusion and equity; and creating and sustaining partnerships

DISCUSSION

The NRPA Annual Conference will provide good resources and training to help the Parks and Recreation Director improve her professional expertise and service to the organization. It will also provide ideas and solutions to improve the Parks and Recreation Department's overall operations. 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 Director.

FISCAL IMPACT

Expenses for this trip are estimated to cost approximately \$2,200. Sufficient funds are available in the Parks and Recreation Department budget for this training.