



STAFF REPORT

AGENDA NO: 9k

MEETING DATE: August 18, 2025

To: Honorable Mayor and City Council

Date: August 18, 2025

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

Subject: Approval of Out-of-State Travel for a Parks and Recreation Supervisor to Attend the Vermont Systems 2025 Symposium

RECOMMENDATION

Staff recommends that the City Council approve out-of-state travel for a Parks and Recreation Supervisor to attend the Vermont Systems 2025 Symposium for training and professional development.

BACKGROUND

The Vermont Systems Symposium will take place in South Burlington, Vermont, October 21-23, 2025. This conference provides professionals nationwide with training and development opportunities unique to Vermont Systems' RecTrac program. Session topics include registration system management and design, enrollment customization, patron management, and reporting.

DISCUSSION

The Vermont Systems Symposium will provide good resources and training to help a Parks and Recreation Supervisor improve their professional expertise and service to the organization. The information received at this conference will also be shared with other Department staff.

Section IX.B. of the City's Purchasing and Contracting Procedures Policy requires City Council approval for out-of-state travel, with the exception of the State of Nevada. Pursuant to the Policy, staff requests that the Council approve the out-of-state travel for the Parks and Recreation Supervisor.

FISCAL IMPACT

Expenses for this trip are estimated to be approximately \$2,500. Sufficient funds for this training are available in the Parks and Recreation Department's operating budget.

Exhibit:

- Vermont Systems Symposium Information Sheet