

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: March 27, 2025

PREPARED BY: Veronica Chavez, Director of Finance

SUBJECT: AUTHORIZE SUBSTITUTE OUT-OF-STATE TRAVEL FOR SENIOR
MANAGEMENT ANALYST TO ATTEND THE U.S. HOUSING AND
COMMUNITY DEVELOPMENT CONFERENCE IN DALLAS, TEXAS

RECOMMENDATION:

Authorize substitute out-of-state travel for the Senior Management Analyst to attend the U.S. Housing and Community Development Conference on March 31 through April 3, 2025, in Dallas, Texas.

BACKGROUND/ANALYSIS:

On January 9, 2025, the City Council approved the out-of-state travel request for the Housing Manager and Senior Administrative Assistant to attend the U.S. Housing and Community Development Conference in Dallas, Texas from March 31 through April 3, 2025. Unfortunately, the Housing Manager is unable to attend the conference this year. Therefore, staff requests that the Housing Senior Management Analyst be permitted to attend as a substitute.

With a primarily new housing team on staff, the comprehensive nature of this conference, which mixes private and public housing experts, provides an opportunity for staff to be exposed to new concepts and ideas, while gaining insight from diverse viewpoints. Previously, this type of comprehensive training would have been provided by the now-obsolete California Redevelopment Association and attended by staff annually.

Legal Review:

This report has been reviewed by the City Attorney's Office.

FINANCIAL IMPACT:

Total costs for both participants are estimated not to exceed \$5,000. Funds are available in the FY 2024-25 budget in Account Number 8704195-4312000. There are no additional impacts associated with this action.

ATTACHMENTS:

1. January 9, 2025, Staff Report
2. Conference Materials