

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: January 9, 2025

PREPARED BY: Daniel Mora, Senior Administrative Assistant
Veronica Chavez, Director of Finance

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

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

On June 27, 2024, the City Council approved the out-of-state travel requests which did not include authorization of the Housing Division's attendance at the U.S. Housing and Community Development Conference on March 31 through April 3, 2025, in Dallas, Texas. The City Council is requested to approve out-of-state travel for the Housing Division to attend the U.S. Housing and Community Development Conference.

The U.S. Housing and Community Development Conference is a premier annual event that gathers housing professionals, community development experts, and municipal leaders nationwide to discuss trends, share best practices, and explore innovative solutions for affordable housing and community development challenges. The comprehensive conference includes workshops, networking opportunities, and strategies for improving affordable housing programs.

The dissolution of Redevelopment and consequently the loss of dedicated 20% set-aside funding for affordable housing, created a gap between needs and resources, which requires innovative and creative solutions. The Conference sessions will not only showcase the challenges faced in affordable housing but also inspired solutions and partnerships that have led to successful project completions.

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:

The estimated cost for the conference, airfare, lodging, per diem meals, and transportation from the airport to the hotel and back is \$5,000. However, two conference registrations may be eligible for reimbursement through a scholarship program offered by the conference organizers, potentially reducing the total cost to \$3,810. Funds are available in the FY 2024-25 budget in Account Number 8704195-4312000.