

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: April 24, 2025

PREPARED BY: Erika Castellano, Executive Assistant, City Manager's Office

SUBJECT: AUTHORIZE SUBSTITUTE OUT-OF-STATE TRAVEL FOR THE CITY
MANAGER TO ATTEND THE INTERNATIONAL COUNCIL OF
SHOPPING CENTERS CONFERENCE (ICSC) IN LAS VEGAS, NEVADA

RECOMMENDATION:

Authorize substitute out-of-state travel for the City Manager to attend the International Council of Shopping Centers Conference (ICSC) on May 19, 2025, in Las Vegas, Nevada.

BACKGROUND/ANALYSIS:

On June 27, 2024, the City Council approved FY 2024-25 out-of-state travel requests, which did not include authorization for the City Manager to attend the International Council of Shopping Centers Conference in Las Vegas, Nevada, from May 18 through May 20, 2025. The Director of Development Services was initially granted authorization to attend the conference. Unfortunately, the Director of Development Services is unable to attend the conference this year. Therefore, staff requests that the City Manager be permitted to attend as a substitute.

FINANCIAL IMPACT:

Total costs are estimated not to exceed \$2,000. Funds are available in the FY 2024-25 budget in Account No. 1104130-4312000 (City Manager Conferences/Seminars). There are no additional impacts associated with this action.

ATTACHMENT:

1. Out-of-State Travel Memo FY 2024-25