



SAN DIEGO
HOUSING
COMMISSION

INFORMATIONAL REPORT

DATE ISSUED: November 12, 2015

REPORT NO: HCR15-091

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of November 20, 2015

SUBJECT: Fiscal Year 2015 Travel and Training Report

COUNCIL DISTRICT: Citywide

NO ACTION IS REQUIRED ON THE PART OF THE HOUSING COMMISSION

SUMMARY

The San Diego Housing Commission's (Housing Commission) travel and training expenditures during the Fiscal Year that ended June 30, 2015, totaled \$262,662.73, which is approximately 24 percent under the budget of \$343,329.

Attachment 1 displays a five-year comparison of actual versus budgeted expenditures along with the detail of out-of-town travel and training expenses for Fiscal Year (FY) 2015 (July 1, 2014 – June 30, 2015).

DISCUSSION

A comparison of the Housing Commission's Fiscal Year travel and training expenditures to budget for Fiscal Years 2011 through 2015 is attached.

The actual-to-budget comparison report is followed by a detailed Out-of-Town Travel and Training expense report for FY 2015. Aggregated in-town travel and training expenses and total travel and training expenses for FY 2015 are presented on page 5 of Attachment 1.

During FY 2015, expenditure for out-of-town travel and training was \$194,967.05 and in-town travel and training was \$67,695.68, totaling \$262,662.73. This total amount is an increase of \$50,713.73, or 24 percent, compared to the prior Fiscal Year's travel and training expenditures of \$211,949; however, expenditures have decreased from FY 2011 to FY 2015 by \$31,618, or approximately 11 percent.

Respectfully submitted,

Daniel Brown

Daniel Brown
Director
Financial Services Department

Approved by,

Jeff Davis

Jeff Davis
Executive Vice President & Chief Operating Officer
San Diego Housing Commission

Attachments: 1) Housing Commission Year-to-Date Travel and Training Report for FY 2015

Hard copies are available for review during business hours in the main lobby of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City

November 12, 2015
Fiscal Year 2015 Travel and Training Report
Page 2

Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials on the San Diego Housing Commission website at www.sdhc.org.

YEAR-TO-DATE COMPARISON OF TRAVEL AND TRAINING REPORT		
TRAVEL EXPENSES (includes transportation/lodging/meals)		
FISCAL YEAR	TOTAL	BUDGET
2011	159,724	209,585
2012	128,893	227,306
2013	123,205	205,772
2014	114,306	227,243
2015	143,034	157,156
TRAINING EXPENSES (includes seminars/conferences/training materials)		
FISCAL YEAR	TOTAL	BUDGET
2011	134,557	162,702
2012	179,269	180,105
2013	124,694	173,333
2014	97,643	207,899
2015	119,629	186,173
TOTAL TRAVEL AND TRAINING EXPENSES		
FISCAL YEAR	TOTAL	BUDGET
2011	294,281	372,287
2012	308,161	407,411
2013	247,899	379,105
2014	211,949	435,142
2015	262,663	343,329

**OUT OF TOWN TRAVEL AND TRAINING
Fiscal Year 2015**

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TRAINING
Executive Assistant to the President/ CEO	Operations	Baltimore, MD	National Association of Housing and Redevelopment Officials ("NAHRO") National Conference	2,564.98
Executive Assistant to the President/ CEO	Operations	Washington, DC	Moving To Work ("MTW") 2015 Conference	2,016.81
Senior Budget Analyst	Operations	Washington DC	NeighborWorks America Training	3,091.41
Senior Budget Analyst	Operations	Newport Beach, CA	Workforce Development Institute	616.88
Senior Budget Analyst	Operations	Los Angeles, CA	NeighborWorks Training Institute	1,414.55
Vice President of Rental Assistance	Housing Services	Sacramento, CA	California Association of Housing Authorities ("CAHA") Conference 2015	1,348.71
Vice President of Rental Assistance	Housing Services	Anaheim, CA	CAHA 2015 Quarterly Conference	257.43
Workforce Readiness Specialist	Housing Services	Orange, CA	So Cal NAHRO Conference	234.25
Workforce Readiness Specialist	Housing Services	Newport Beach, CA	Workforce Development Institute	804.71
Workforce Readiness Specialist	Housing Services	Las Vegas, NV	NMA Self- Sufficiency Service Coordinator	1,882.82
Assistant Real Estate Manager	Real Estate	Los Angeles, CA	Housing Development Training Institute	175.47
Assistant Real Estate Manager	Real Estate	Pomona, CA	Local Initiatives Support Corporation ("LISC") Housing Development Training	543.54
Assistant Real Estate Manager	Real Estate	Pomona, CA	LISC Housing Development Training	165.25
Assistant Real Estate Manager	Real Estate	Riverside, CA	California Debt Limit Allocation Committee ("CDLAC") Municipal Debt Essentials	1,104.01
Assistant Real Estate Manager	Real Estate	Los Angeles, CA	HUD Region IX CRF Part 58 Training	628.92
Web Developer	Operations	Seattle, WA	Tableau Conference 2014	2,725.66
Program Analyst	Real Estate	Pomona, CA	2014 Calif Statewide Affordable Housing Develop Train	2,732.50
Program Analyst	Real Estate	Anaheim, CA	Housing Development Training Institute	201.89
Program Analyst	Real Estate	Pomona, CA	LISC Housing Development Training	446.06
Program Analyst	Real Estate	Los Angeles, CA	LISC Housing Development Training	202.89
Housing Assistant	Housing Services	Alhambra, CA	HQS Housing Quality Standards	1,806.72
Director of Policy	Real Estate	Monterey, CA	California League of Cities	820.65
Senior Program Analyst	Operations	Washington DC	National Community Reinvestment Coalition	2,501.54
Senior Vice President Real Estate	Real Estate	New York, NY	Urban Land Institute ("ULI") Fall Conference	3,031.81
Senior Vice President Real Estate	Real Estate	Sacramento, CA	Meeting with CA State Treasurer Chiang	1,004.27
Senior Vice President Real Estate	Operations	Sacramento, CA	CDLAC/TCAC Focus Group	585.76
Senior Vice President Real Estate	Real Estate	Sacramento, CA	California Council For Affordable Housing ("CCAH") Spring Conference	1,024.89
Senior Vice President Real Estate	Real Estate	Sacramento, CA	California Tax Credit Allocation Committee ("CTCAC") Meeting	476.55
Project Manager	Operations	Santa Ana, CA	Training for HUD Continuum of Care ("COC") Programs	168.47
Drector of Portfolio Management	Real Estate	Boston, MA	TCAM Asset Management Training	1,240.82
Multimedia Designer	Operations	Washington DC	MTW Conference	1,163.03

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TRAINING
Program Analyst	Real Estate	Newport Beach, CA	Workforce Development Institute	732.65
Program Analyst	Real Estate	Washington DC	Neighborhood Works National Training	1,935.33
Program Analyst	Real Estate	Kansas City, KS	NeighborWorks Training Institute	2,796.82
Senior Grants Analyst	Operations	Arlington, VA	Federal Grants Compliance	2,594.89
Commissioner	Operations	Tampa, FL	NAHRO Summer Conference	1,856.44
Commissioner	Operations	Baltimore, MD	2014 NAHRO National Conference	2,834.98
Commissioner	Operations	Washington, DC	2015 NAHRO Conference	2,306.09
Maintenance Tech	Real Estate	Phoenix, AZ	UPSC Fundamentals Exam	850.00
Director of Rental Assistance	Housing Services	Santa Barbara, CA	CAHA Fall 2014 Qrtly Conference	250.46
Director of Rental Assistance	Housing Services	Sacramento, CA	CAHA 2015 Annual Conference	1,284.20
Director of Rental Assistance	Housing Services	Peoria, AZ	HCV Executive Management	2,905.80
Sr Accountant	Operations	Orlando, FL	AP/P2P Conference	3,009.54
Housing Supervisor	Housing Services	Orange, CA	NAHRO Workshop	287.79
Executive Vice President & COO	Operations	Washington DC	2014 Funders Institute- funders together to end homelessness	505.41
Executive Vice President & COO	Operations	Washington, DC	National Conference on Ending Homelessness	2,849.22
Executive Vice President & COO	Operations	Naples, FL	NLHA Meeting	2,348.59
Executive Vice President & COO	Operations	Anaheim, CA	CAHA Meeting	223.48
Executive Vice President & COO	Operations	Greensboro, NC	Center for Creative Leadership	10,553.44
Executive Vice President & COO	Operations	Washington DC	NLHA Meeting	2,336.90
Senior Project Analyst	Housing Services	Orange, CA	So Cal NAHRO Conference	287.40
Senior Project Analyst	Housing Services	Washington DC	MTW 2015 Conference	1,264.44
Project Director	Housing Services	Washington DC	National Conference on Ending Homelessness	1,739.24
Program Manager	Housing Services	San Francisco, CA	Low Income Housing Tax Credit ("LIHTC") 202 Year 15 Overview	762.60
Program Manager	Housing Services	Las Vegas, NV	LIHTC Training	624.45
Juanita Causbrook	Housing Services	Orange, CA	NAHRO Workshop	434.34
Workforce Rediness Specialist	Housing Services	Los Angeles, CA	NeighborWorks Training Institute	1,285.50
Manager of Finance - Real Estate	Operations	Phoenix, AZ	LIHTC 2 Training	1,630.05
Chief Information Officer	Operations	Santa Barbara, CA	Meeting with other CIO and Yardi	378.08
Housing Supervisor	Housing Services	Orange, CA	NAHRO Workshop So Cal Chapter	292.33
Commissioner	Operations	Tampa, FL	NAHRO Summer Conference	2,862.40
Commissioner	Operations	Baltimore, MD	NAHRO National Conference	2,328.98
Chief Financial Officer	Operations	Washington, DC	MTW Conference	1,679.44
Chief Financial Officer	Operations	San Francisco, CA	Affordable Hosuing Conference	1,050.93
Senior Program Analyst	Real Estate	Orlando, FL	Lead Hazard Control Program	1,553.15
Commissioner	Operations	Tampa,FI	NAHRO Summer Conference	3,201.90
Senior Program Analyst	Housing Services	Seattle, WA	MTW Tricks Training	960.17
Senior Vice President Communications	Operations	Washington DC	MTW Conference	2,032.43
Senior Vice President Communications	Operations	Tampa, FI	NAHRO Summer Conference	986.00

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TRAINING
I.T Manager	Operations	Santa Barbara, CA	Yardi Advanced Solution Conference	1,334.04
Manager of Housing Innovations	Housing Services	Washington	National Conference on Ending Homelessness	3,221.94
Manager of Housing Innovations	Housing Services	San Francisco, CA	American Management Asscoc Training	3,306.42
Manager of Housing Innovations	Housing Services	Chicago, IL	Corp for Supportive Housing 2015 Summit	2,481.52
Vice President Human Resources	Operations	Las Vegas	Society for Human Resource Management ("SHRM") Thought Leaders Conference	1,231.31
Senior Program Analyst	Real Estate	Boston, MA	TCAM Asset Management Training	1,172.42
Compliance Monitoring Specialist	Housing Services	Anaheim, CA	Blended Occupancy Specialist Training	1,485.50
Accountant	Operations	Ventura, CA	COC Program Training	677.88
Senior Business Analyst	Operations	Newport Beach, CA	CPA Continuing Professional Education	1,238.72
Onsite Property Manager	Real Estate	San Jose, CA	Certified Occupancy Specialist	2,014.26
President & CEO	Operations	Sacramento, CA	CHC Board of Directors Meeting	1,205.27
President & CEO	Operations	Washington DC	MTW Conference	2,352.36
President & CEO	Operations	Washington DC	One Region One Voice	4,128.61
President & CEO	Operations	Washington DC	2014 Housing Summit Bipartisan Policy	2,220.22
President & CEO	Operations	Washington DC	The Council of Large Public Housing Authorities ("CLPHA") Fall Conference 2014	2,654.01
President & CEO	Operations	Baltimore, MD	NAHRO National Conference	2,894.58
President & CEO	Operations	Sacramento, CA	California Association of Local Housing Finance Agencies ("CAL- ALHFA")	1,124.50
President & CEO	Operations	Oakland, CA	CHC Board of Directors Meeting	1,166.52
President & CEO	Operations	Washington DC	CHC Legislative Briefings	2,517.36
President & CEO	Operations	Sacramento, CA	Legislative Visit	717.79
President & CEO	Operations	Washington DC	MTW 2015 Conference	3,031.67
President & CEO	Operations	Washington, DC	CLPHA Spring Conference	6,630.22
President & CEO	Operations	Washington, DC	MTW HUD Meeting	2,843.64
President & CEO	Operations	Sacramento, CA	Legislative Meeting Speaker Atkins and Controller Yee	1,189.35
President & CEO	Operations	Sacramento, CA	Meeting with CA State Treasurer Chiang	1,174.90
President & CEO	Operations	Chicago, IL	Supportive Housing Summit	1,689.04
President & CEO	Operations	Santa Monica, CA	CHC Board of Directors Meeting	1,224.27
Housing Construction Manager	Real Estate	Orlando, FL	Lead Hazard Control Program	1,688.60
Communications Manager	Operations	Washington DC	MTW Conference	672.78
Workforce Rediness Specialist	Housing Services	Los Angeles, CA	NAHRO Neighborworks Training Institute	1,416.00
Director of Workforce & Economic Development	Housing Services	Orange, CA	So Cal NAHRO Conference	234.25
Director of Workforce & Economic Development	Housing Services	Newport Beach, CA	CWA Youth Conference/ LISC Los Angeles	1,293.12
Director of Workforce & Economic Development	Housing Services	Sacramento, CA	California Workforce Association	575.00
Director of Workforce & Economic Development	Housing Services	Garden Grove, CA	California Workforce Association	1,382.16
Director Move to Work Program	Housing Services	Washington DC	CLPHA Fall Meeting	2,541.40
Director Move to Work Program	Housing Services	Sacramento, CA	Housing California Annual Conference	1,729.72

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TRAINING
Director Move to Work Program	Housing Services	Washington DC	National Conference on Ending Homelessness	2,466.44
Director Move to Work Program	Housing Services	Washington DC	MTW Conference	952.20
Director Move to Work Program	Housing Services	Sacramento, CA	CAHA 2015 Annual Conference	1,089.50
Program Analyst	Housing Services	Santa Barbara, CA	Fall Yardi Conference	2,436.08
Real Estate Manager	Real Estate	Los Angeles, CA	2014 Calif Statewide Affordable Housing Develop Train	171.25
Real Estate Manager	Real Estate	Los Angeles, CA	CDLAC training	196.77
Real Estate Manager	Real Estate	Los Angeles, CA	AM321 Advanced Financial Tools Of Asset Managers	1,447.48
Compliance Monitoring Specialist	Housing Services	Anaheim, CA	Blended Occupancy Specialist Training	1,591.30
HR Officer	Operations	Orlando, FL	SHRM Conference	3,451.49
Senior Program Analyst	Real Estate	Los Angeles, CA	HUD Region IX CRF Part 58 Training	611.92
Workforce Rediness Specialist	Housing Services	Newport Beach,CA	Cal Workforce Assoc Youth Conference	1,544.66
Director Of Grants	Operations	San Francisco, CA	Affordable Housing Conference	1,163.02
Senior Business Analyst	Operations	San Francisco, CA	HUD PHA Financial Reporting	1,764.48
Director Real Estate	Real Estate	San Jose, CA	CAL-ALHFA Strategic Planning Board Mtg	526.00
Director Of Real Estate	Real Estate	Sacramento,CA	CAL-ALHFA Conference	968.80
Director Of Real Estate	Real Estate	Sacramento, CA	Tax Cedit and CDLAC programs	541.75
Various	Various	Various	Miscellaneous Travel and Training	783.45
			TOTAL OUT OF TOWN TRAVEL AND TRAINING	194,967.05
			TOTAL IN TOWN TRAINING	67,695.68
			TOTAL TRAVEL AND TRAINING	262,662.73