



INFORMATIONAL REPORT

DATE ISSUED: September 27, 2018 **REPORT NO:** HCR18-084

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of October 5, 2018

SUBJECT: Fiscal Year 2018 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 Fiscal Year (FY) 2018 (July 1, 2017 – June 30, 2018) totaled \$293,636, which is approximately 34 percent under the budget of \$446,610.

Attachment 1 shows the detail of out-of-town travel and training expenses for FY 2018. Attachment 2 displays a five-year comparison of actual expenditures compared to budget.

DISCUSSION

The comparison of the Housing Commission's travel and training expenditures to budget for FY 2014 through FY 2018 is provided in Attachment 2.

The actual-to-budget comparison report is followed by a detailed out-of-town travel and training expense report for FY 2018. Aggregated in-town travel and training expenses and total travel and training expenses for FY 2018 are presented on page 3 of Attachment 1.

During FY 2018, expenditures for out-of-town travel and training were \$173,305, and in-town training expenditures were \$120,331, totaling \$293,636. This total is a decrease of \$5,617 (or 1.9 percent) compared to the prior Fiscal Year's travel and training expenditures of \$299,253.

Respectfully submitted,

Approved by

Marie Lalas
Controller
Financial Services Department

Jeff Davis
Executive Vice President & Chief of Staff
San Diego Housing Commission

Attachments: 1) Housing Commission Year-to-Date Travel and Training Report for FY2018.
2) Housing Commission Five-year comparison of actual versus budgeted expenditures

Hard copies are available for review during business hours at the security information desk in the main lobby and the fifth floor reception desk of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials in the "Governance & Legislative Affairs" section of the San Diego Housing Commission website at www.sdhc.org.

OUT OF TOWN TRAVEL AND TRAINING
Fiscal Year 2018

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
Asset Strat. Mgr	Real Estate	Sacramento, CA	2018 Housing California Annual Conference	947.75
CIO	Operations	Phoenix, AZ	Gartner CIO Leadership Forum	873.64
Commissioner	Operations	Houston, TX	Houston's Homelessness Programs revised	30.00
Commissioner	Operations	Indianapolis, IN	NAHRO 2017 Summer Conference	1,861.41
Commissioner	Operations	Indianapolis, IN	NAHRO 2017 Summer Conference	1,861.41
Commissioner	Operations	Pittsburgh, PA	NAHRO 2017 National Conference	2,283.49
Commissioner	Operations	Pittsburgh, PA	NAHRO 2017 National Conference	2,342.24
Commissioner	Operations	Pittsburgh, PA	NAHRO 2017 National Conference	2,385.88
Commissioner	Operations	Sacramento, CA	PSWRC Annual Conference	1,276.66
Commissioner	Operations	Sacramento, CA	PSWRC Annual Conference	1,246.83
Compliance/Special Programs Analyst	Operations	Glendale, CA	CPD's All Grantee Conference	190.96
Controller	Operations	Los Angeles, CA	PHA Financial Reporting Training	230.48
Director - IT	Operations	Santa Barbara, CA	WO Yardi registration	1,095.00
Director Of Business & Program Development	Real Estate	Sacramento, CA	CAL-ALHFA Board Meeting	408.30
Director Of Business & Program Development	Real Estate	Sacramento, CA	CAL-ALHLA Annual Conference	443.71
Director of Homeless Housing Innovations	Housing Services	Washington DC	2017 National Conference on Ending Homelessness	2,894.68
Director Of Housing Finance Loan Programs	Housing Finance	Houston, TX	Fundamentals of Public Finance Seminar	1,804.76
Director Of Housing Finance Loan Programs	Housing Finance	Oakland, CA	California Tax Credit Allocation Committee	979.92
Director Of Housing Finance Loan Programs	Housing Finance	Oakland, CA	Public Funds Investing Workshop	424.61
Director Of Housing Finance Loan Programs	Housing Finance	Sacramento, CA	2017 CAL-ALFHA Annual Conference	590.89
Director of Human Resources	Operations	New Orleans, LA	2017 SHRM Annual Conference & Exposition	4,102.49
Director of PMO	Operations	Houston, TX	PMI PMO Symposium 2017	3,733.27
Director of Portfolio Management	Real Estate	Chicago, IL	AHF Live	2,728.22
Director of Procurement	Operations	New Orleans, LA	National Procurement Institute Annual Conference	2,453.83
Director of Rental assistance	Housing Services	Miami, FL	HC Executive Management	3,777.68
Director of Rental assistance	Housing Services	Sacramento, CA	PSWRC Annual Conference	2,427.20
Director of Rental assistance	Housing Services	Washington DC	MTW 2018 Conference	1,722.26
Director of Special Prog	Housing Services	Los Angeles, CA	CDH Summit 2018	1,542.38
Director of Special Prog	Housing Services	Washington DC	MTW 2018 Conference	1,808.76
Exec Vice President & Chief Strategy Officer	Operations	Sacramento, CA	AB 1637 Meetings	878.32
Exec Vice President & Chief Strategy Officer	Operations	Sacramento, CA	CALHFA Board Meeting	564.36
Exec Vice President & Chief Strategy Officer	Operations	Sacramento, CA	Committee on Housing Affordability	573.56
Exec Vice President & Chief Strategy Officer	Operations	Sacramento, CA	Toni Atkins Senate inauguration	1,154.58
Exec Vice President & Chief Strategy Officer	Operations	San Francisco, CA	Real Estate and Economics Symposium	1,017.99
Exec Vice President & Chief Strategy Officer	Operations	Santa Cruz, CA	Eden Housing Board Retreat	508.11
Exec Vice President & Chief Strategy Officer	Operations	Seattle WA	Meeting with Seattle HA re Tiny Houses	967.21
Executive Assistant to the President/ CEO	Operations	Pittsburgh, PA	NAHRO 2017 National Conference	2,514.59
Executive Assistant to the President/ CEO	Operations	Washington DC	MTW 2018 Conference	2,614.84
Executive Vice President & Chief Of Staff	Operations	Boston, MA	The Housing Conference	2,248.63
Executive Vice President & Chief Of Staff	Operations	Indian Wells, CA	NLHA Mid Year Meeting	707.92
Executive Vice President & Chief Of Staff	Operations	Los Angeles, CA	2018 conference to end homelessness (cxl trip)	540.00
Executive Vice President & Chief Of Staff	Operations	Pittsburgh, PA	NAHRO 2017 National Conference	2,398.72
Executive Vice President & Chief Of Staff	Operations	Washington DC	NLHA	1,942.70
Executive Vice President & Chief Of Staff	Operations	Washington DC	NLHA Annual Meeting	1,993.79

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
Grant Writer	Operations	Glendale, CA	CPD's All Grantee Conference	48.00
Hcv Quality Assurance/Compliance Manager	Housing Services	Anaheim, CA	CAHA Quarterly Meeting	331.25
Housing Inspection Coordinator	Housing Services	Loma Linda, CA	Lead Inspector/Risk Assessor	1,765.60
Housing Program Manager	Real Estate	Chicago, IL	IREM Global Summit	2,715.43
Housing Programs Manager	Operations	Dallas, TX	Section 3 National Training Conference	1,790.28
Housing Programs Manager	Real Estate	Glendale, CA	CPD's All Grantee Conference	193.03
Housing Programs Manager	Real Estate	Los Angeles, CA	National Development Council HD420 Rental Housing	2,625.56
Labor & Contracts Compliance Analyst	Operations	Los Angeles, CA	Labor Compliance Officers Quarterly Coalition meeting	192.45
Labor & Contracts Compliance Analyst	Operations	Los Angeles, CA	Los Angeles Labor Compliance Coalition Mtg	551.43
Maintenance Supervisor	Real Estate	Los Angeles, CA	REAC Success without Stress	373.00
Maintenance Tech	Real Estate	Los Angeles, CA	REAC Success without Stress	373.00
Mgr. Finance RE	Operations	Los Angeles, CA	FASS-PH Financial Data Schedule Reporting Training	219.00
MTW Program Admin	Housing Services	Washington DC	MTW 2018 Conference	1,795.60
Multifamily Housing Loan Portfolio Admin	Housing Finance	Boston, MA	TCAM Asset Management Training	1,458.60
Multifamily Housing Loan Portfolio Admin	Housing Finance	Los Angeles, CA	HCID Loan Portfolio Manager	186.43
PMO Portfolio Admin	Operations	Dallas, TX	PMI Seminars World 2018	2,593.09
PMO Portfolio Mgmt	Operations	Irvine, CA	Projection 18	160.32
President & CEO	Operations	Denver, CO	National Community Practice of Local Housing Policy	241.50
President & CEO	Operations	Indianapolis, IN	NAHRO 2017 Summer Conference	1,390.20
President & CEO	Operations	Los Angeles, CA	Los Angeles Housing Authority (trip cancelled)	112.00
President & CEO	Operations	Pittsburgh, PA	NAHRO 2017 National Conference	2,789.50
President & CEO	Operations	Santa Monica, CA	CHC 2017 Policy Forum	673.62
President & CEO	Operations	Seattle WA	Meeting with Seattle HA re Tiny Houses	2,142.34
President & CEO	Operations	Washington DC	CLPHA 2017 Summer Meeting	3,183.49
President & CEO	Operations	Washington DC	CLPHA Board Retreat	3,015.63
President & CEO	Operations	Washington DC	CLPHA Fall Meeting	3,765.34
President & CEO	Operations	Washington DC	Congressional Hearing Subcommittee	3,273.05
President & CEO	Operations	Washington DC	Congressional Hispanic Caucus on Public Housing Issues	2,507.60
President & CEO	Operations	Washington DC	Mission to Washington DC	4,896.23
President & CEO	Operations	Washington DC	MTW 2018 Conference	1,792.91
President & CEO	Operations	Washington DC	National Alliance on Ending Homelessness	1,529.03
Real Estate Project Manager	Real Estate	Minneapolis, MN	Team Member Engagement Alignment	2,669.54
Reinvestment Task Force Analyst	Operations	Austin, TX	2018 Collective Impact Convening	2,439.84
Reinvestment Task Force Analyst	Operations	Los Angeles, CA	Citi EITC Grant Proposal	208.98
Senior Program Analyst	Real Estate	Los Angeles, CA	Seminar The State steps in	48.00
Senior Program Analyst	Real Estate	Sacramento, CA	CAL-ALHLA Annual Conference	835.63
Senior Program Analyst	Real Estate	Sacramento, CA	CSH Advocacy Day	352.96
Senior Program Analyst	Real Estate	San Jose, CA	CAL-ALHFA Board Meeting	351.71

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Anaheim, CA	CAHA Quarterly Meeting	48.00
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Indian Wells, CA	2018 CAHA Conference	630.53
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Los Angeles, CA	Meeting with Senators Harris and Feinstein Hsg teams	72.00
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Redondo Beach, CA	CAHA Quarterly Meeting	48.00
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Sacramento, CA	PSWRC Annual Conference	1,089.84
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Washington DC	MTW 2018 Conference	2,584.29
Special Program Mgr	Housing Services	Los Angeles, CA	2018 National Conference on Ending Family Homelessness	1,441.40
Sr Program Analyst	Housing Services	Los Angeles, CA	2018 National Conference on Ending Family Homelessness	1,317.62
Sr Program Analyst	Housing Services	Sacramento, CA	Housing California	1,191.05
Sr Program Analyst	Real Estate	Los Angeles, CA	National Development Council HD420 Rental Housing	2,703.13
Sr. Human Resources Technician	Operations	Las Vegas, NV	Ultimate Software Annual Conference	3,119.49
Vice President Of Financial Services & Cfo	Operations	San Francisco, CA	Executive Presence for Women	3,637.08
Vice President Of Homeless Housing Innovation	Housing Services	Seattle WA	Meeting with Seattle HA re Tiny Houses	1,674.25
Vice President Of Homeless Housing Innovation	Housing Services	Washington DC	2017 National Conference on Ending Homelessness	2,845.38
Vice President of Human Resources	Operations	Las Vegas, NV	2017 Advanced Employment Issues Symposium	1,818.05
Vice President of Human Resources	Operations	Orlando, FL	HR Metrics & Analytics Summit	4,263.34
Vice President of Human Resources	Operations	San Francisco, CA	Labor Law and Labor Arbitration Conference	1,935.15
Vice President Of Property Mgmt & Maintenance	Real Estate	Chicago, IL	AHF Live	2,575.82
Vice President of Rental Assistance	Housing Services	Boston, MA	2017 Nan McKay Housing Conference	1,755.68
Vice President of Rental Assistance	Housing Services	Indian Wells, CA	NLHA Mid Year Meeting	410.50
Vice President of Rental Assistance	Housing Services	Washington DC	MTW 2018 Conference	1,761.46
VP of IT & CIO	Operations	Orlando, FL	Gartner IT Operations	3,786.31
VP of IT & CIO	Operations	Washington DC	MTW 2018 Conference	1,982.37
VP of Rental Assistance Program	Housing Services	Phoenix, AZ	NAWDP Annual Conference	1,787.64
VP of Rental Assistance Program	Housing Services	Sacramento, CA	GLR Campaign CA Communities Convening	488.87
W&Ed Program Analyst	Housing Services	Austin, TX	Social Solutions that Impact Summit	617.92
W&Ed Program Analyst	Housing Services	Long Beach, CA	FSS Audit Training	163.54
W&Ed Program Analyst	Housing Services	Santa Ana, CA	So Cal FSS Network Quarterly Meeting	156.65
W&Ed Program Supervisor	Housing Services	Long Beach, CA	FSS Audit Training	171.30
W&Ed Program Supervisor	Housing Services	Monterey, CA	CWA Meeting of the Minds	1,960.98
Workforce Readiness Specialist	Housing Services	Chicago, IL	Opening Minds Conference & Expo	1,501.49
Workforce Readiness Specialist	Housing Services	Orlando, FL	2017 AASC National Service Coordinator	2,029.98
Workforce Readiness Specialist	Housing Services	Orlando, FL	NACCC Florida Prosperity Partnership	2,057.55
			TOTAL OUT OF TOWN TRAVEL AND TRAINING	173,304.94
			TOTAL IN TOWN TRAINING	120,330.64
			TOTAL TRAVEL AND TRAINING	293,635.58

ATTACHMENT 2

FIVE YEAR COMPARISON OF ACTUAL VS BUDGET TRAVEL AND TRAINING REPORT		
TRAVEL EXPENSES (includes transportation/lodging/meals)		
FISCAL YEAR	TOTAL	BUDGET
2014	114,306	227,243
2015	143,034	157,156
2016	142,398	195,624
2017	154,043	162,370
2018	125,347	194,535
TRAINING EXPENSES (includes seminars/conferences/training materials)		
FISCAL YEAR	TOTAL	BUDGET
2014	97,643	207,899
2015	119,629	186,172
2016	140,002	186,256
2017	145,209	210,603
2018	168,289	252,075
TOTAL TRAVEL AND TRAINING EXPENSES		
FISCAL YEAR	TOTAL	BUDGET
2014	211,949	435,142
2015	262,663	343,329
2016	282,400	281,880
2017	299,252	372,973
2018	293,636	446,610