



## INFORMATIONAL REPORT

**DATE ISSUED:** November 7, 2019

**REPORT NO:** HCR19-113

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of November 15, 2019

**SUBJECT:** Fiscal Year 2019 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) 2019 (July 1, 2018 – June 30, 2019) totaled \$269,165, which is approximately 32.4 percent under the budget of \$398,457.

Attachment 1 shows the detail of out-of-town travel and training expenses for FY 2019. 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 2015 through FY 2019 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 2019. Aggregated in-town travel and training expenses and total travel and training expenses for FY 2019 are presented on page 3 of Attachment 1.

During FY 2019, expenditures for out-of-town travel and training were \$181,798, and in-town training expenditures were \$87,367, totaling \$269,165. This total is a decrease of \$24,471 (or, 8.3 percent) compared to the prior Fiscal Year's travel and training expenditures of \$293,636.

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 FY2019.  
2) Housing Commission Five-year comparison of actual versus budgeted expenditures

**OUT OF TOWN TRAVEL AND TRAINING**  
**Fiscal Year 2019**

TRAVELER	ACTIVTY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
Commissioner	Operations	San Francisco, CA	2018 NAHRO Summer Conference	655.33
Commissioner	Operations	Atlanta, GA	NAHRO 2018 National Conference	520.00
Commissioner	Operations	Atlanta, GA	NAHRO 2018 National Conference	520.00
Commissioner	Operations	Anaheim, CA	NAHRO Conference	1,059.30
Commissioner	Operations	Atlanta, GA	NAHRO 2018 National Conference	520.00
Commissioner	Operations	Anaheim, CA	NAHRO Conference	1,049.29
Commissioner	Operations	Atlanta, GA	NAHRO 2018 National Conference	2,008.91
Commissioner	Operations	Anaheim, CA	NAHRO Conference	1,059.29
Commissioner	Operations	Anaheim, CA	NAHRO Conference	1,066.81
Commissioner	Operations	San Francisco, CA	2018 NAHRO Summer Conference	475.00
Commissioner	Operations	San Francisco, CA	2018 NAHRO Summer Conference	520.00
Commissioner	Operations	Anaheim, CA	NAHRO Conference	1,039.68
Commissioner	Operations	San Francisco, CA	2018 NAHRO Summer Conference	2,311.42
Compliance Analyst	Operations	Los Angeles, CA	Los Angeles Labor Compliance Officers	196.82
Controller	Operations	Anaheim, CA	HCV Financial Management Training	1,402.33
DIR of Hou Fin Loan Prog	Housing Finance	Las Vegas, NV	Novogradac 2018 Tax Credit Housing Finance Conference	2,339.58
DIR of Hou Fin Loan Prog	Housing Finance	McKinney, TX	MITAS release 36 Conference	1,381.48
Director of HR	Operations	Las Vegas, NV	SHRM 2019 Annual Conference	2,546.53
Director of Portfolio Management	Real Estate	Boston, MA	TCAM Asset Management 2019	2,592.80
Director of Portfolio Management	Real Estate	Nashville, TN	2019 Annual CHAM Conference	2,088.77
Director of Rental assistance	Housing Services	New Orleans, LA	2019 Nan McKay Housing Conference	1,350.38
Director of Rental assistance	Housing Services	Sacramento, CA	Refund - PSWRC Annual Conference	(1,213.60)
Director of Rental assistance	Housing Services	San Francisco, CA	2018 NAHRO Summer Conference	543.66
Exec Vice President & Chief Strategy Officer	Operations	Sacramento, CA	Sacramento Housing Commission Workshop	607.70
Exec Vice President & Chief Strategy Officer	Operations	Century City, CA	Real Estate Summit	98.00
Executive Assistant to the President/ CEO	Operations	San Francisco, CA	2018 NAHRO Summer Conference	2,320.52
Executive Assistant to the President/ CEO	Operations	Atlanta, GA	NAHRO 2018 National Conference	2,686.47
Executive Assistant to the President/ CEO	Operations	Washington DC	2019 MTW Conference	3,337.82
Executive Assistant to the President/ CEO	Operations	Anaheim, CA	NAHRO Conference	921.91

Executive Vice President & Chief Of Staff	Operations	Washington DC	National Alliance to End Homelessness	2,678.73
Executive Vice President & Chief Of Staff	Operations	San Francisco, CA	2018 NAHRO Summer Conference	1,927.96
Executive Vice President & Chief Of Staff	Operations	New York, NY	The Voice of Leadership	5,625.95
Executive Vice President & Chief Of Staff	Operations	Naples, FL	NLHA 2019 Mid-year Membership conference	2,365.23
Executive Vice President & Chief Of Staff	Operations	Washington DC	2019 MTW Conference	2,738.81
Executive Vice President & Chief Of Staff	Operations	Anaheim, CA	NAHRO Conference	1,004.30
Executive Vice President & Chief Of Staff	Operations	San Juan Puerto Rico	CLPHA Summer meeting	3,297.05
Grants Accountant	Operations	Los Angeles, CA	Monitoring Visit to PATH	186.20
Hcv Quality Assurance/Compliance Manager	Housing Services	Long Beach, CA	So Cal NAHRO	537.74
Housing Program Manager	Real Estate	Hollywood, FL	IREM Global Summit	2,295.51
Housing Programs Manager	Housing Finance	McKinney, TX	MITAS release 36 Conference	1,263.54
Housing Programs Manager	Operations	Huntington Beach, CA	LCPT Tracker's Annual Ignite Construction Compliance Conference	1,420.90
Housing Programs Manager	Real Estate	Indianapolis IN	HCV Program Management Training	2,324.81
Housing Programs Manager	Real Estate	Washington DC	National Development Council HD423	1,973.29
Housing Supervisor	Housing Services	Garden Grove, CA	HCV Program Management Training	2,031.86
Housing Supervisor	Housing Services	Garden Grove, CA	HCV Program Management Training	2,049.86
Housing Supervisor	Real Estate	Denver CO	NAA Conference	2,325.45
Housing Supervisor	Real Estate	Denver CO	NAA Conference	2,386.10
Housing Supervisor	Housing Services	Garden Grove, CA	HCV Program Management Training	2,059.98
HR Analyst	Operations	Las Vegas, NV	Ultimate Software Annual Conference	2,946.47
IT Business Analyst	Operations	McKinney, TX	MITAS release 36 Conference	1,232.54
L&C Compliance Analyst	Operations	Los Angeles, CA	Los Angeles Labor Compliance Officers	196.82
Maintenance Technician	Real Estate	Oakland, CA	Manager of Housing & Maintenance Training	2,496.96
MFH Loan Port. Admin.	Real Estate	Pittsburgh, PA	NeighborWorks Training	1,487.22
Mgr Finance RE	Operations	Las Vegas, NV	Ultimate Software Annual Conference	3,482.24
Office Specialist	Real Estate	Los Angeles, CA	Basic Compliance Monitoring	99.50
On-Site Property Mgr.	Real Estate	Los Angeles, CA	Basic Compliance Monitoring	99.50
On-Site Property Mgr.	Real Estate	Los Angeles, CA	Basic Tax Credit Compliance Workshop	246.39
President & CEO	Operations	Washington DC	Refund - MTW 2018 Conference	(1,081.41)
President & CEO	Operations	Washington DC	Meeting with Deputy Secretary Patenaude	3,349.47
President & CEO	Operations	Washington DC	San Diego Chamber Mission to Wash DC	6,117.96
President & CEO	Operations	San Francisco, CA	2018 NAHRO Summer Conference	1,777.88
President & CEO	Operations	Sacramento, CA	CAL-ALHPA	982.60
President & CEO	Operations	Atlanta, GA	NAHRO 2018 National Conference	2,753.00
President & CEO	Operations	Washington DC	Inaugural MTW Steering Committee	2,633.75
President & CEO	Operations	Santa Monica, CA	CHC 2019 Policy Forum	1,058.36
President & CEO	Operations	Anaheim, CA	NAHRO Conference	912.30
President & CEO	Operations	Sacramento, CA	CAHA meeting with CA State Treasurer	935.08
President & CEO	Operations	San Juan Puerto Rico	CLPHA Summer meeting	6,284.36

Princ Audit & Report Analyst	Operations	McKinney, TX	MITAS release 36 Conference	1,245.93
Real Estate Project Manager	Real Estate	New Orleans, LA	2018 DBIA Conference and Expo	1,725.47
Rental Assistance Analyst	Housing Services	Los Angeles, CA	HUD overview of RAD for Moderate Rehabilitation	119.60
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Santa Barbara, CA	CAHA Meeting	322.00
Senior Vp Of Strategy & Special Proj Mgmt	Operations	San Francisco, CA	2018 NAHRO Summer Conference	1,751.03
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Los Angeles, CA	Los Angeles Digital Govt Summit 2018	126.00
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Cambridge, MA	MIT Training	5,197.97
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Washington DC	Inaugural MTW Steering Committee	826.92
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Santa Ana, CA	CAHA Meeting	69.50
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Santa Rosa, CA	2019 CAHA Annual Conference	1,024.93
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Norwalk, CA	CAHA Meeting	49.50
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Washington DC	2019 MTW Conference	1,905.42
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Sacramento, CA	CAHA meeting with CA State Treasurer	501.18
Senior Vp Of Strategy & Special Proj Mgmt	Operations	Anaheim, CA	NAHRO Conference	982.30
Sr Accounting Technician	Operations	Anaheim, CA	HCV Financial Management Training	1,403.36
Sr Homeless Program Analyst	Housing Services	Sacramento, CA	7th Annual CSH California Advocacy Day	293.10
Sr Homeless Program Analyst	Housing Services	New York, NY	3rd National Symposium on Solutions to end Youth Homelessnes	1,950.69
Sr Program Analyst	Housing Services	Sacramento, CA	CAL-ALHPA	1,012.89
Sr Program Analyst	Housing Finance	Sacramento, CA	Housing California Conference	931.71
Sr Program Analyst	Housing Finance	San Francisco, CA	HUD Region IX Part 56 Enviromental Review	1,694.00
Sr Program Analyst	Real Estate	Sacramento, CA	Housing California Conference	1,231.74
Sr VP of HHIT	Housing Services	Washington DC	Expert Convening on Unsheltered Homelessness	832.00
Sr VP of HHIT	Housing Services	Washington DC	National Conference on Ending Homelessness	2,063.13
Sr VP of Housing Finance	Housing Finance	Washington DC	2019 MTW Conference	1,981.76
Sr VP of Real Estate	Real Estate	Washington DC	2019 MTW Conference	2,156.83
Sr VP/CFO	Operations	Washington DC	2019 MTW Conference	1,677.84
Sr. Grants Analyst	Operations	Los Angeles, CA	PATH Monitoring Visit	156.20
Sr. Human Resources Technician	Operations	Las Vegas, NV	Refund - Ultimate Software Annual Conference	(2,800.00)
Sr. IT Business Analyst	Operations	New Orleans, LA	Tableau Conference	1,988.65
Sr. Proc & Contr Analyst	Operations	Fort Worth, TX	National Procurement Institute Annual Conference	2,259.18
Sr. Program Analyst	Housing Services	Los Angeles, CA	A Closer look at RAD	159.65
Vice President of Human Resources	Operations	Santa Fe, NM	Current Developments in Employment Law 2018	2,730.10
Vice President of Human Resources	Operations	Las Vegas, NV	2018 HR Comply Conference	1,972.76
Vice President of Human Resources	Operations	Las Vegas, NV	HR Executive Health & Benefits Leadership Conference	1,851.25
Vice President Of Property Mgmt & Maintenance	Real Estate	Hollywood, FL	IREM Global Summit	2,055.97

Vice President of Rental Assistance	Housing Services	San Francisco, CA	2018 NAHRO Summer Conference	1,917.65
Vice President of Rental Assistance	Housing Services	Long Beach, CA	So Cal NAHRO	246.00
Vice President of Rental Assistance	Housing Services	Washington DC	The 7th National conference on Housing Mobility	1,809.48
Vice President of Rental Assistance	Housing Services	Santa Ana, CA	CAHA Meeting	49.50
Vice President of Rental Assistance	Housing Services	New Orleans, LA	2019 Nan McKay Housing Conference	1,305.44
Vice President of Rental Assistance	Housing Services	Washington DC	2019 MTW Conference	1,865.05
Vice President of Rental Assistance	Housing Services	Washington DC	Veterans for Housing Initiative Conference	1,897.42
Vice President of Rental Assistance	Housing Services	Anaheim, CA	NAHRO Conference	571.46
VP of Housing Innovations	Housing Services	Washington DC	National Conference on Ending Homelessness	2,341.46
VP of Housing Innovations	Housing Services	Sacramento, CA	Housing California Conference	1,774.30
VP of Housing Innovations	Housing Services	Anaheim, CA	NAHRO Conference	848.76
VP of IT and CIO	Operations	Santa Barbara, CA	2019 Affordable Housing & PHA Forum	548.30
VP of RE Prog & Spec Int	Real Estate	Monterrey, CA	Mayors & Council Members Executive Forum	525.35
VP of RE Prog & Spec Int	Real Estate	Sacramento, CA	Housing California Conference	899.69
W & Ed Program Analyst	Housing Services	Los Angeles, CA	ETO Los Angeles User Group	183.12
W & Ed Program Analyst	Housing Services	Chicago, IL	2019 Collective Impact Convening	2,888.69
WED Program Supervisor	Housing Services	San Antonio TX	NAWDP Annual Conference	2,384.33
Workforce Readiness Specialist	Housing Services	Garden Grove, CA	California Workforce Assoc Fueling Curiosity	1,780.78
			<b>TOTAL OUT OF TOWN TRAVEL AND TRAINING</b>	<b>181,797.80</b>
			<b>TOTAL IN TOWN TRAINING</b>	<b>87,367.08</b>
			<b>TOTAL TRAVEL AND TRAINING</b>	<b>269,164.88</b>

**ATTACHMENT 2**

<b>FIVE YEAR COMPARISON OF ACTUAL VS BUDGET TRAVEL AND TRAINING REPORT</b>		
<b>TRAVEL EXPENSES (includes transportation/lodging/meals)</b>		
<b>FISCAL YEAR</b>	<b>TOTAL</b>	<b>BUDGET</b>
2015	143,034	157,156
2016	142,398	195,624
2017	154,043	162,370
2018	125,347	194,535
2019	124,396	179,900
<b>TRAINING EXPENSES (includes seminars/conferences/training materials)</b>		
<b>FISCAL YEAR</b>	<b>TOTAL</b>	<b>BUDGET</b>
2015	119,629	186,173
2016	140,002	186,256
2017	145,209	210,603
2018	168,289	252,075
2019	144,769	218,557
<b>TOTAL TRAVEL AND TRAINING EXPENSES</b>		
<b>FISCAL YEAR</b>	<b>TOTAL</b>	<b>BUDGET</b>
2015	262,663	343,329
2016	282,400	381,880
2017	299,252	372,973
2018	293,636	446,610
2019	269,165	398,457