



## INFORMATIONAL REPORT

**DATE ISSUED:** November 8, 2017 **REPORT NO:** HCR17-087

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of November 17, 2017

**SUBJECT:** Fiscal Year 2017 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) 2017 (July 1, 2016 – June 30, 2017) totaled \$299,252, which is approximately 20 percent under the budget of \$372,973.

Attachment 1 shows the detail of out-of-town travel and training expenses for FY 2017. 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 2013 through FY 2017 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 2017. Aggregated in-town travel and training expenses and total travel and training expenses for FY 2017 are presented on page 4 of Attachment 1.

During FY 2017, expenditures for out-of-town travel and training were \$195,346, and in-town training expenditures were \$103,907, totaling \$299,253. This total is an increase of \$16,853, or 6 percent, compared to the prior Fiscal Year's travel and training expenditures of \$282,400.

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 FY2017.  
2) Housing Commission Five-year comparison of actual versus budgeted expenditures

**OUT OF TOWN TRAVEL AND TRAINING**  
**Fiscal Year 2017**

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
Affordable Housing Compliance Manager	Housing Services	Los Angeles, CA	HUD Rental Housing Compliance Training	194.70
Assistant Housing Property Supervisor	Real Estate	Anaheim, CA	CAPS Certificate Training	2,446.66
CIO	Operation	Phoenix, AZ	CIO Summit	1,406.50
CIO	Operation	Washington, DC	2017 MTW Conference	2,442.24
Commissioner	Operation	New Orleans, LA	NAHRO National Conference - meal	20.57
Commissioner	Operation	Portland, OR	NAHRO Summer Conference	2,044.50
Commissioner	Operation	Washington, DC	NAHRO Legislative Conference	2,807.18
Commissioner	Operation	Long Beach, CA	PSWRC NAHRO Spring Conference	1,288.20
Commissioner	Operation	New Orleans, LA	NAHRO National Conference	2,251.39
Commissioner	Operation	Houston, TX	Houston's Homelessness Programs	1,478.66
Commissioner	Operation	Sacramento, CA	Chamber Delegation to Sacramento	1,212.21
Commissioner	Operation	Portland, OR	NAHRO Summer Conference	2,436.17
Commissioner	Operation	New Orleans, LA	NAHRO National Conference	2,664.08
Commissioner	Operation	Washington, DC	One Region One Voice	3,867.05
Commissioner	Operation	Washington, DC	NAHRO Legislative Conference	3,359.97
Commissioner	Operation	Portland, OR	NAHRO Summer Conference	2,058.58
Commissioner	Operation	New Orleans, LA	NAHRO National Conference	2,265.24
Commissioner	Operation	Long Beach, CA	PSWRC NAHRO Spring Conference	1,288.20
Commissioner	Operation	Portland, OR	NAHRO Summer Conference	1,949.57
Commissioner	Operation	New Orleans, LA	NAHRO National Conference	2,265.24
Commissioner	Operation	Long Beach, CA	PSWRC NAHRO Spring Conference	1,346.16
Compliance Monitoring Specialist	Housing Services	Anaheim, CA	National Center for Housing Management Tax Credit	1,591.17
Director	Housing Services	Washington, DC	2016 National Conference on Ending Homelessness	2,446.84
Director Of Business & Program Development	Real Estate	Sacramento, CA	CAL-ALJFA 2016 Annual Conference	944.37
Director Of Business & Program Development	Real Estate	Sacramento, CA	Housing CA Annual Conference	571.88
Director Of Housing Finance Loan Programs	Housing Finance	Sacramento, CA	CAL-ALJFA 2016 Annual Conference	1,101.40
Director Of Housing Finance Loan Programs	Housing Finance	San Francisco, CA	Novogradac 2017 Affordable Housing conference	1,950.16
Director of Portfolio Management	Real Estate	Denver, CO	CHAM Annual Conference	1,511.61
Exec Vice President & Chief Strategy Officer	Operation	Seattle, WA	Meeting with King Co HA	2,026.42
Exec Vice President & Chief Strategy Officer	Operation	Santa Monica, CA	CHC Conference (revised)	33.00
Exec Vice President & Chief Strategy Officer	Operation	Washington, DC	DHOLI 2016 Spring CLE Conference (revised)	8.07
Exec Vice President & Chief Strategy Officer	Operation	Los Angeles, CA	California Housing Summit	269.84
Exec Vice President & Chief Strategy Officer	Operation	Long Beach, CA	League of California Cities Annual Conference	242.85

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
Exec Vice President & Chief Strategy Officer	Operation	Sacramento, CA	CAL-ALJFA 2016 Annual Conference	905.96
Exec Vice President & Chief Strategy Officer	Operation	Sacramento, CA	CA Forward Conference	1,548.14
Exec Vice President & Chief Strategy Officer	Operation	Sacramento, CA	Assembly Committee Meeting AB1637	1,165.77
Executive Assistant to the President/ CEO	Operation	Portland, OR	NAHRO Summer Conference	2,348.39
Executive Assistant to the President/ CEO	Operation	Toronto, Canada	2016 ONPHA Conference	617.54
Executive Assistant to the President/ CEO	Operation	Washington, DC	2017 MTW Conference	2,428.99
Executive Vice President & Chief Of Staff	Operation	Portland, OR	NAHRO Summer Conference	2,731.88
Executive Vice President & Chief Of Staff	Operation	San Antonio, TX	NMA HAI Conference	1,352.83
Executive Vice President & Chief Of Staff	Operation	New Orleans, LA	NAHRO National Conference	2,737.93
Executive Vice President & Chief Of Staff	Operation	Palo Alto, CA	Creating Moves of Opportunity	160.00
Executive Vice President & Chief Of Staff	Operation	Houston, TX	2017 Conference on Ending Homelessness	2,047.77
Hcv Quality Assurance/Compliance Manager	Housing Services	Long Beach, CA	PSWRC NAHRO Spring Conference	1,324.56
Housing Program Manager	Real Estate	Anaheim, CA	CAPS Certificate Training	2,416.66
Housing Program Manager	Real Estate	Anaheim, CA	CMM Certified Managr Maintenance	1,404.14
Housing Specialist	Real Estate	Anaheim, CA	TCS Training	1,531.68
Human Resources Analyst	Operation	Las Vegas, NV	Ultipro Conference	1,214.02
Labor & Contracts Compliance Analyst	Operation	Los Angeles, CA	Labor Compliance Officers Quarterly Coalition Meeting	192.45
Maintenance Tech	Real Estate	Anaheim, CA	HCV Housing Quality Standards Training and Certificate	1,642.66
Maintenance Tech	Real Estate	Anaheim, CA	HCV Housing Quality Standards Training and Certificate	1,638.66
Maintenance Tech	Real Estate	Anaheim, CA	HCV Housing Quality Standards Training and Certificate	1,642.66
Maintenance Tech	Real Estate	Anaheim, CA	HCV Housing Quality Standards Training and Certificate	1,642.66
Manager Finance	Operation	Denver, CO	GFOA annual conference	1,736.54
Move To Work Program Administrator	Housing Services	Washington, DC	2017 MTW Conference	2,028.56
Multifamily Housing Loan Portfolio Admin	Housing Finance	Baltimore, MD	NH & RA Asset Management Conference	2,118.44
On-Site Property Manager	Real Estate	Las Vegas, NV	Certified Occupancy Specialist Public Housing	2,101.32
Portfolio Management Specialist	Real Estate	San Francisco, CA	National Center for Housing Management	1,705.63
President & Chief Executive Officer	Operation	Sacramento, CA	Sheraton Cancelled Trip	577.00
President & Chief Executive Officer	Operation	Tukwila, WA	Meeting with King Co HA	1,252.28
President & Chief Executive Officer	Operation	Portland, OR	NAHRO Summer Conference	1,844.34
President & Chief Executive Officer	Operation	Washington, DC	Senate Appropriation Committee	2,862.23
President & Chief Executive Officer	Operation	Washington, DC	One Region One Voice	5,055.84
President & Chief Executive Officer	Operation	Toronto, Canada	2016 ONPHA Conference	1,230.97
President & Chief Executive Officer	Operation	New Orleans, LA	NAHRO National Conference	2,842.82
President & Chief Executive Officer	Operation	San Francisco, CA	National Community Practice for Local Housing Policy	581.17
President & Chief Executive Officer	Operation	Washington, DC	2016 Fall CLPHA Meeting	3,514.96
President & Chief Executive Officer	Operation	Washington, DC	CLPHA 2017 Board Retreat	3,279.14
President & Chief Executive Officer	Operation	Cambridge, MA	Housing Mobility Conference	816.30

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
President & Chief Executive Officer	Operation	Sacramento, CA	Chamber Delegation to Sacramento	1,389.28
President & Chief Executive Officer	Operation	Washington, DC	CLPHA 2017 Spring Conference	3,575.93
President & Chief Executive Officer	Operation	Washington, DC	2017 MTW Conference	3,121.07
President & Chief Executive Officer	Operation	Sacramento, CA	Testifying at AB1637 Hearing	1,258.53
President & Chief Executive Officer	Operation	Santa Monica, CA	cxl trip CHC Policy	435.88
Principal Audit & Reporting Specialist	Operation	Denver, CO	GFOA annual conference	1,675.24
Procurement & Contracts Analyst	Operation	Phoenix, AZ	Lead Agency RFP Evaluation	53.35
Property Manager	Real Estate	Anaheim, CA	Blended Occupancy Blended Training	1,854.53
Senior Program Analyst	Real Estate	Sacramento, CA	CAL-ALJFA 2016 Annual Conference	1,095.30
Senior Program Analyst	Real Estate	Sacramento, CA	Housing CA Annual Conference	588.88
Senior Program Analyst	Real Estate	Santa Monica, CA	CHC Policy Forum	753.99
Senior Vice President Of Real Estate	Real Estate	Seattle, WA	Meeting with King Co HA	1,512.77
Senior Vp Of Strategy & Special Proj Mgmt	Operation	San Bernardino, CA	Procurement & Contracts Mgmt Training	710.00
Senior Vp Of Strategy & Special Proj Mgmt	Operation	Ventura, CA	CAHA Meeting	48.00
Senior Vp Of Strategy & Special Proj Mgmt	Operation	Los Angeles, CA	Salesforce - Public Sector solutions	87.00
Senior Vp Of Strategy & Special Proj Mgmt	Operation	Palo Alto, CA	Creating Moves of Opportunity	96.00
Senior Vp Of Strategy & Special Proj Mgmt	Operation	Norwalk, CA	CAHASC Conference	48.00
Senior Vp Of Strategy & Special Proj Mgmt	Operation	Sacramento, CA	CAHA Annual Conference	995.92
Senior Vp Of Strategy & Special Proj Mgmt	Operation	Washington, DC	2017 MTW Conference	2,202.11
Special Programs Manager	Housing Finance	Fresno, CA	CAL-ALPHA Homeownership Conference	688.91
Special Programs Manager	Housing Services	Houston, TX	2017 Conference on Ending Homelessness	2,610.10
Sr Accountant	Operation	Nashville	APA Cancellation	2,004.00
Sr. Human Resources Technician	Operation	Las Vegas, NV	Ultipro Conference	1,356.77
Vice President Of Financial Services & CFO	Operation	Washington, DC	2017 MTW Conference	2,220.48
Vice President Of Homeless Housing Innovation	Housing Services	Washington, DC	2016 National Conference on Ending Homelessness	2,520.01
Vice President Of Homeless Housing Innovation	Housing Services	Sacramento, CA	2016 Conference on Ending Homelessness	266.14
Vice President Of Homeless Housing Innovation	Housing Services	Houston, TX	2017 Conference on Ending Homelessness	1,516.88
Vice President of Human Resources	Operation	Denver, CO	2016 Employee Engagement Conference	2,875.71
Vice President of Human Resources	Operation	Las Vegas, NV	2016 AEIS Conference	1,417.72
Vice President of Human Resources	Operation	Orlando, FL	17th HR Metrics & Analysis Summit	4,427.53
Vice President Of Procurement & Compliance	Operation	Colorado Springs, CO	National Procurement Institute Conference	2,395.83
Vice President Of Property Mgmt & Maintenance	Real Estate	Long Beach, CA	SHCM Course	1,316.36
Vice President Of Property Mgmt & Maintenance	Real Estate	Long Beach, CA	Fair Housing for Managers	193.00
Vice President of Rental Assistance	Housing Services	Portland, OR	NAHRO Summer Conference	1,761.97
Vice President of Rental Assistance	Housing Services	San Antonio, TX	NMA HAI Conference	1,451.77
Vice President of Rental Assistance	Housing Services	Toronto, Canada	2016 ONPHA Conference	576.90
Vice President of Rental Assistance	Housing Services	Washington, DC	2017 MTW Conference	2,513.35

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
VP of Rental Assistance Program	Housing Services	Orlando, FL	Addressing the Challenges of Poverty Conference	1,937.86
VP of Rental Assistance Program	Housing Services	Toronto, Canada	2016 ONPHA Conference	614.54
VP of Rental Assistance Program	Housing Services	Portland, OR	NAHRO PNRC	769.75
VP of Rental Assistance Program	Housing Services	Long Beach, CA	PSWRC NAHRO Spring Conference	860.24
W &Ed Program Analyst	Housing Services	Baltimore, MD	Social Solutions User Conference	2,390.76
W &Ed Program Analyst	Housing Services	Washington, DC	ESRI Federal Conference	2,107.13
W &Ed Program Supervisor	Housing Services	New Orleans, LA	Annual Conference Zero to Three	2,499.47
Workforce Readiness Specialist	Housing Services	Atlanta, GA	Service Coordinator Training	2,453.27
Workforce Readiness Specialist	Housing Services	Orlando, FL	Addressing the Challenges of Poverty Conference	1,883.33
Workforce Readiness Specialist	Housing Services	New Orleans, LA	Annual Conference Zero to Three	2,379.14
Workforce Readiness Specialist	Housing Services	Newport Beach, CA	Workforce Development Higher Education Initiatives	2,723.82
Workforce Readiness Specialist	Housing Services	Costa Mesa, CA	IAWP Workforce Development Conference	1,077.45
<b>TOTAL OUT OF TOWN TRAVEL AND TRAINING</b>				<b>195,345.54</b>
<b>TOTAL IN TOWN TRAINING</b>				<b>103,907.05</b>
<b>TOTAL TRAVEL AND TRAINING</b>				<b>299,252.59</b>

ATTACHMENT 2

FIVE YEAR COMPARISON OF ACTUAL VS BUDGET TRAVEL AND TRAINING REPORT		
TRAVEL EXPENSES (includes transportation/lodging/meals)		
FISCAL YEAR	TOTAL	BUDGET
2013	123,205	205,772
2014	114,306	227,243
2015	143,034	157,156
2016	142,398	195,624
2017	154,043	162,370
TRAINING EXPENSES (includes seminars/conferences/training materials)		
FISCAL YEAR	TOTAL	BUDGET
2013	124,694	173,333
2014	97,643	207,899
2015	119,629	186,173
2016	140,002	186,256
2017	145,209	210,603
TOTAL TRAVEL AND TRAINING EXPENSES		
FISCAL YEAR	TOTAL	BUDGET
2013	247,899	379,105
2014	211,949	435,142
2015	262,663	343,329
2016	282,400	281,880
2017	299,252	372,973