



SAN DIEGO
HOUSING
COMMISSION

INFORMATIONAL REPORT

DATE ISSUED: November 23, 2016

REPORT NO: HCR16-100

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of December 2, 2016

SUBJECT: Fiscal Year 2016 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) 2016 (July 1, 2015 – June 30, 2016) totaled \$282,400, which is approximately 26 percent under the budget of \$381,880.

Attachment 1 shows the detail of out-of-town travel and training expenses for FY 2016. 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 2012 through FY 2016 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 2016. Aggregated in-town travel and training expenses and total travel and training expenses for FY 2016 are presented on page 3 of Attachment 1.

During FY 2016, expenditures for out-of-town travel and training were \$195,406, and in-town training expenditures were \$86,994, totaling \$282,400. This total is an increase of \$19,737, or 7.5 percent, compared to the prior Fiscal Year's travel and training expenditures of \$262,663.

Respectfully submitted,

Approved by

Daniel Brown

Daniel Brown
Controller
Financial Services Department

Jeff Davis

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

Attachments: 1) Housing Commission Year-to-Date Travel and Training Report for FY2016.
2) Housing Commission Five-year comparison of actual versus budgeted expenditures

OUT OF TOWN TRAVEL AND TRAINING
Fiscal Year 2016

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
CFO	Operations	Washington, DC	MTW Conference	1,581.51
CFO	Operations	Laguna Hills, CA	better presenter training	595.00
Commissioner	Operations	Austin, TX	2015 NAHRO Summer Conference	2,131.43
Commissioner	Operations	Austin, TX	2015 NAHRO Summer Conference	2,196.55
Commissioner	Operations	Los Angeles, CA	2015 NAHRO National Conference	1,981.65
Commissioner	Operations	Austin, TX	2015 NAHRO Summer Conference	1,998.83
Commissioner	Operations	Austin, TX	2015 NAHRO Summer Conference	2,033.15
Commissioner	Operations	Los Angeles, CA	2015 NAHRO National Conference	2,381.66
Commissioner	Operations	Sacramento, CA	NAHRO Spring Conference	1,361.80
Commissioner	Operations	Sacramento, CA	NAHRO Legislative Conference	1,890.31
Commissioner	Operations	Austin, TX	2015 NAHRO Summer Conference	2,176.43
Commissioner	Operations	Los Angeles, CA	2015 NAHRO National Conference	1,759.35
Commissioner	Operations	Sacramento, CA	NAHRO Spring Conference	1,226.86
Commissioner	Operations	Tampa, FL	2014 NAHRO Summer Conference	456.00
Commissioner	Operations	Austin, TX	2015 NAHRO Summer Conference	1,872.76
Commissioner	Operations	Los Angeles, CA	2015 NAHRO National Conference	1,969.65
Commissioner	Operations	Sacramento, CA	NAHRO Spring Conference	1,226.86
Director	Real Estate	Sacramento, CA	CAL-ALHFA's Regional Mtg	638.56
Director	Real Estate	Los Angeles, CA	CAL-ALHFA's Regional Mtg	652.43
Director	Real Estate	Oakland, CA	CAL-ALHFA Board Meeting	642.19
Director - Homeless Housing Innovations	Housing Services	San Francisco, CA	CSG Advisors Sixth Annual Western Housing Conference	267.96
Director - Human Resources	Operations	Anaheim, CA	California HR Conference	1,388.74
Director - Human Resources	Operations	Las Vegas, NV	20th Conference Advanced Employment Issues Symposium	2,354.12
Director - IT	Operations	Los Angeles, CA	Cancelled - Yardi Conf	1,095.00
Director - IT Services	Operations	Anaheim, CA	Yardi YASC 15 Conference	1,850.20
Director - IT Services	Operations	Anaheim, CA	Yardi YASC 15 Conference	523.90
Director - Workforce and Economic Dev	Housing Services	Los Angeles, CA	Presentation for HUD FSS Program Coordinators	169.38
Director - Workforce and Economic Dev	Housing Services	Los Angeles, CA	2015 NAHRO National Conference	1,459.54
Director - Workforce and Economic Dev	Housing Services	Portland, OR	Training by Bezos Family Foundation	96.00
Director - Workforce and Economic Dev	Housing Services	Los Angeles, CA	Campaign for grade-level reading Conference	961.83
Director Move to Work Program	Housing Services	Atlanta, GA	MTW Mtg	1,110.36
Director Move to Work Program	Housing Services	Norwalk, CA	CAHASC Qtrly Mtg	53.25
Director Move to Work Program	Housing Services	Los Angeles, CA	2015 NAHRO National Conference	608.00
Director Move to Work Program	Housing Services	Garden Grove, CA	CAHA Annual Conference	827.48
Director Move to Work Program	Housing Services	Anaheim, CA	SoCal NAHRO	173.00
Director Move to Work Program	Housing Services	Sacramento, CA	NAHRO Spring Conference	1,064.84
Director Move to Work Program	Housing Services	Washington DC	MTW Conference	1,686.63
Director of Development services	Rental Housing	Ontario, CA	CALCASP Conference	1,472.49
Director of Portfolio Management	Real Estate	Portland, OR	Capital Fund Training	1,306.10
Director-Rental Assistance	Housing Services	Garden Grove, CA	CAHA 2016 Annual Conference	802.68

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
Executive Assistant to the President/ CEO	Operations	Austin, TX	2015 NAHRO Summer Conference	2,238.54
Executive Assistant to the President/ CEO	Operations	Los Angeles, CA	2015 NAHRO National Conference	1,829.35
Executive Assistant to the President/ CEO	Operations	Washington, DC	MTW Conference	2,145.37
Executive Vice President & COO	Operations	New Orleans, LA	Novogradac Conference	2,195.79
Executive Vice President & COO	Operations	Miami, FL	NMA	1,519.68
Executive Vice President & COO	Operations	Washington, DC	NLHA Meeting	1,639.09
Executive Vice President & COO	Operations	Washington, DC	Cancelled - Funders Inst Registration	(100.00)
Executive Vice President & COO	Operations	Indian Wells, CA	NLHA Meeting	1,011.62
Executive Vice President & COO	Operations	Sacramento, CA	NAHRO Spring Conference	1,753.71
Executive Vice President & COO	Operations	Washington DC	NLHA 2016 Annual Membership Meeting	2,515.44
Housing Program Analyst	Real Estate	Albuquerque, NM	HUD Lead Conf and Prog Mrg School	974.28
Housing Specialist	Operations	Los Angeles, CA	Public Housing Training	1,038.00
Housing Supervisor	Housing Services	Los Angeles, CA	OnSite Mtg w/Housing Authority County of LA	78.00
Housing Supervisor	Housing Services	Sacramento, CA	HQS Seminar and Certification	1,474.30
Housing Supervisor	Housing Services	Alhambra, CA	HACOLA Site Visit	194.05
Human Resources Analyst	Operations	Las Vegas, NV	SHRM 2015 Annual Conference	2,409.34
Maintenance Technician	Real Estate	Phoenix, AZ	UPCS (Uniform Physical Condition Standard) Training	774.47
Maintenance Technician	Real Estate	Phoenix, AZ	UPCS Fundamentals seminar and exam	1,757.27
Maintenance Technician	Real Estate	Phoenix, AZ	UPCS Fundamentals seminar and exam	1,757.27
Maintenance Technician	Real Estate	Phoenix, AZ	UPCS Fundamentals seminar and exam	1,757.27
Manager of Finance-Real Estate	Operations	Las Vegas, NV	Tax Credit Finance Conference & Workshop	2,192.56
Manager of Grant & reporting	Operations	San Francisco, CA	Advanced Governmental Accounting	1,652.29
MTW Program Administrator	Housing Services	Washington DC	MTW Conference	1,452.82
Multifamily Housing Loan Portfolio Admin	Rental Housing	Los Angeles, CA	NeighborWorks Adv Housing Asset Mgmt Training	2,562.92
OnSite Manager	Real Estate	Sacramento, CA	Training Class	2,061.00
On-Site Property Manager	Real Estate	Los Angeles, CA	CPM Courses	2,875.30
President & CEO	Operations	Atlanta, GA	MTW Committee Mtg	2,138.43
President & CEO	Operations	Atlanta, GA	MTW Committee Mtg	72.20
President & CEO	Operations	Washington DC	HUD - MTW Steering Committee Mtg	2,713.82
President & CEO	Operations	Austin, TX	2015 NAHRO Summer Conference	3,559.28
President & CEO	Operations	Washington DC	SDCC - One Region One Voice	4,350.63
President & CEO	Operations	Los Angeles, CA	2015 NAHRO National Conference	1,021.40
President & CEO	Operations	Washington DC	CLPHA Fall Conference 2015	3,543.68
President & CEO	Operations	Washington DC	HUD - MTW Steering Committee Mtg	2,217.02
President & CEO	Operations	Los Angeles, CA	HACLA Mtngs	210.35
President & CEO	Operations	Sacramento, CA	CHC 1Q Board of Directors Mtg	723.96
President & CEO	Operations	Sacramento, CA	Mtg w/State Controller Betty Yee	765.21
President & CEO	Operations	Sacramento, CA	Senate Affordable Housing Hearing	756.21
President & CEO	Operations	Sacramento, CA	CHC Annual Advocacy Day	1,473.61
President & CEO	Operations	Washington, DC	MTW Conference	4,828.03
President & CEO	Operations	New York, NY	LISC Michael Bubinger Event	3,407.84
President & CEO	Operations	Sacramento, CA	NAHRO Spring Conference	1,642.56
President & CEO	Operations	Washington DC	Congressional Hearings- House Sub Committee	2,286.45
President & CEO	Operations	Los Angeles, CA	Policy Roundtable Discussion at USC	261.29

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
President & CEO	Operations	Chicago, IL	CSH Summit	1,841.83
President & CEO	Operations	Boston, MA	CLPHA Summer Meeting	2,396.61
President & CEO	Operations	New York, NY	National Community Practice of Local Housing Policy	1,534.77
Principal Budget & reporting Analyst	Operations	San Francisco, CA	Budget Analyst Training Academy	2,764.13
Program Analyst	Real Estate	Washington, DC	Working to End Homelessness Innovation Workshop	308.67
Program Analyst	Real Estate	Los Angeles, CA	Presentation for HUD FSS Program Coordinators	155.02
Program Analyst	Housing Services	Anaheim, CA	UPCS-V Inspections training	380.12
Program Analyst	Housing Services	Long Beach, CA	Seminar - Communicating with Diplomacy	1,109.24
Program Manager	Operations	San Francisco, CA	Davis Bacon Conference	827.77
Project Manager	Operations	Austin, TX	Pay for Success Technical Assistance Super Utilizer Cohort Mtg	778.78
Project Manager	Operations	Indian Wells, CA	National Leased Housing Association/HUD Seminar	818.36
Property Manager	Real Estate	Los Angeles, CA	Public Housing Training	517.55
Property Manager	Real Estate	Los Angeles, CA	Public Housing Training	1,251.01
Real Estate Analyst	Real Estate	San Francisco, CA	NAA Education Conference	3,560.92
Real Estate Manager	Real Estate	Las Vegas, NV	Novogradac Tax Credit Housing Finance Conference	1,957.13
Real Estate Manager	Real Estate	Las Vegas, NV	Tax Credit Finance Conference & Workshop	1,450.76
Real Estate Manager	Real Estate	Los Angeles, CA	NeighborWorks Adv Housing Asset Mgmt Training	2,594.70
Reinvestment Task Force Analyst	Operations	Los Angeles, CA	National Interagency Community Reinvestment Conf	1,777.15
Senior Budget Analyst	Operations	Los Angeles, CA	Resident Opportunities & Family Self Sufficiency Training	165.25
Senior Program Analyst	Housing Services	Los Angeles, CA	Yardi YASC 15 Conference	1,811.04
Senior Program Analyst	Real Estate	Chicago, IL	AHF Live Tax Credit Training & Conference	2,045.40
Senior Program Analyst	Operations	Sacramento, CA	Housing California Annual Conference	1,115.27
Senior Vice President Real Estate	Real Estate	Sacramento, CA	CA Economic Summit Housing Strategy Session	982.44
Senior Vice President Real Estate	Real Estate	San Francisco, CA	ULI Fall Meeting	2,848.17
Senior Vice President Real Estate	Real Estate	Sacramento, CA	Mtg w/State Controller Betty Yee	644.96
Senior Vice President Real Estate	Real Estate	Dallas, TX	P3 Conference	2,749.34
Senior Vice President Real Estate	Real Estate	Sacramento, CA	Housing Policy Meeting	699.56
Senior Vice President Real Estate	Real Estate	San Francisco, CA	Annual Spring Affordable Housing Conference	1,416.44
Senior Vice President Real Estate	Real Estate	Washington DC	DHDLI 2016 Spring CLE Conference	2,473.74
Senior Vice President Real Estate	Real Estate	Santa Monica, CA	CHC Conference	496.24
Sr IT Analyst	Operations	Anaheim, CA	Yardi YASC 15 Conference	1,379.51
Sr Program Analyst	Housing Services	Washington, DC	2015 National Conference to End Homelessness	2,451.46
Sr Real Estate Analyst	Operations	Los Angeles, CA	Yardi 2015 Conference	1,600.90
Sr Vice President Communications	Operations	Miami, FL	2015 NMA & GoSection8 Housing Conference	1,339.10
Sr Vice President Communications	Operations	Washington, DC	San Diego Chamber of Commerce	3,403.71
Sr Vice President Communications	Operations	Sacramento, CA	State Dep of Transportation Subcommittee-Presentation of housing affordability SDHC report	575.96
Sr Vice President of Real Estate	Real Estate	Seattle, WA	NCSHA	2,163.36
Supervising Project Manager	Real Estate	Orlando, FL	PMI Seminar	3,961.58
Vice President of Rental Assistance	Housing Services	Los Angeles, CA	CAHA 2016 Winter Qtrly Mtg	48.00
Vice President of Rental Assistance	Housing Services	Washington DC	MTW Conference	1,582.38
Workforce Readiness Specialist	Housing Services	Las Vegas, NV	FSS Certification and training	1,473.77
Workforce Readiness Specialist	Housing Services	Las Vegas, NV	FSS Certification and training	1,573.06
Workforce Readiness Specialist	Housing Services	Los Angeles, CA	NeighborWorks Training Institute	569.84

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
Workforce Readiness Specialist	Housing Services	Springfield, IL	FSS Training	2,034.71
			TOTAL OUT OF TOWN TRAVEL AND TRAINING	195,405.89
			TOTAL IN TOWN TRAINING	86,994.02
			TOTAL TRAVEL AND TRAINING	282,399.91

ATTACHMENT 2

FIVE YEAR COMPARISON OF ACTUAL VS BUDGET TRAVEL AND TRAINING REPORT		
TRAVEL EXPENSES (includes transportation/lodging/meals)		
FISCAL YEAR	TOTAL	BUDGET
2012	128,893	227,306
2013	123,205	205,772
2014	114,306	227,243
2015	143,034	157,156
2016	142,398	195,624
TRAINING EXPENSES (includes seminars/conferences/training materials)		
FISCAL YEAR	TOTAL	BUDGET
2012	179,269	180,105
2013	124,694	173,333
2014	97,643	207,899
2015	119,629	186,173
2016	140,002	186,256
TOTAL TRAVEL AND TRAINING EXPENSES		
FISCAL YEAR	TOTAL	BUDGET
2012	308,161	407,411
2013	247,899	379,105
2014	211,949	435,142
2015	262,663	343,329
2016	282,400	381,880