



INFORMATIONAL REPORT

DATE ISSUED: October 7, 2021 **REPORT NO:** HCR21-096

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of October 15, 2021

SUBJECT: Fiscal Year 2021 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) 2021 (July 1, 2020 – June 30, 2021) totaled \$43,238, which is approximately 87.4 percent under the budget of \$343,253. Travel and training was significantly under budget due to travel restrictions the Housing Commission implemented on March 10, 2020, as a precaution to maintain employee safety and to help prevent the spread of COVID-19.

Attachment 1 shows the out-of-town travel and training expenses for FY 2021. 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 2017 through FY 2021 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 2021. Aggregated in-town travel and training expenses and total travel and training expenses for FY 2021 are presented on page 3 of Attachment 1.

During FY 2021, expenditures for out-of-town travel and training and in-town training expenditures were \$43,238. This total is a decrease of \$142,424 (77 percent) compared to the prior Fiscal Year's travel and training expenditures of \$185,662.

Respectfully submitted,

Approved by

Tracey McDermott
Senior Vice President & Chief Financial Officer
San Diego Housing Commission

Jeff Davis
Deputy Chief Executive Officer
San Diego Housing Commission

Attachments: 1) Housing Commission Year-to-Date Travel and Training Report for FY2021
2) Housing Commission Five-year comparison of actual versus budgeted expenditures

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL TRAVEL AND TRAINING
			UKG, Inc (payroll services provider) donation to out of town training	\$ (3,000.00)
			TOTAL OUT OF TOWN TRAVEL AND TRAINING	\$ (3,000.00)
			TOTAL IN TOWN TRAINING	\$ 46,238.00
			TOTAL TRAVEL AND TRAINING	43,238.00

ATTACHMENT 2

FIVE YEAR COMPARISON OF ACTUAL VS BUDGET TRAVEL AND TRAINING REPORT		
TRAVEL EXPENSES (includes transportation/lodging/meals)		
FISCAL YEAR	TOTAL	BUDGET
2017	154,043	162,370
2018	125,347	194,535
2019	124,396	179,900
2020	75,126	196,875
2021	-	171,941
TRAINING EXPENSES (includes seminars/conferences/training materials)		
FISCAL YEAR	TOTAL	BUDGET
2017	145,209	210,603
2018	168,289	252,075
2019	144,769	218,557
2020	110,536	205,864
2021	43,238	171,312
TOTAL TRAVEL AND TRAINING EXPENSES		
FISCAL YEAR	TOTAL	BUDGET
2017	299,252	372,973
2018	293,636	446,610
2019	269,165	398,457
2020	185,662	402,739
2021	43,238	343,253