

INFORMATIONAL REPORT

DATE ISSUED: August 11, 2009
REPORT NO: HCR 09-078
SUBJECT: **FY09 Travel and Training Report**

NO ACTION IS REQUIRED ON THE PART OF THE HOUSING COMMISSION

SUMMARY

The fiscal year 2009 agency wide travel and training expenditures totaled \$247,446. The budget for the travel and training expenditures for fiscal year 2009 was \$268,746.


BACKGROUND

Attached on page 1 is the fiscal year 2005 through 2009 comparison of travel and training expense and budget. Also included is the detailed Travel and Training Report for fiscal Year 2009 on pages 2 though 5. The report details out-of-town travel and training expenses only. In-town travel and training expenses are provided in the aggregate and are included on page 5 of the attachment along with the total travel and training expense for the fiscal year 2009.

DISCUSSION

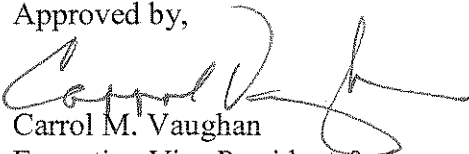
Fiscal year 2009 expenditures totaled \$247,466, or approximately 92% of the approved operating budget of \$268,746. After three years of decline, the total expenditures increased approximately 80% over fiscal year 2008 but were within budget. The increase is directly related to changes in business focus, new and redesigned programs and department restructuring to support these changes.

Respectfully submitted,



John Pfeiffer
Chief Financial Officer

Approved by,



Carrol M. Vaughan
Executive Vice President &
Chief Operating Officer

Attachment(s):

1. Year-to-Date Comparison of Travel and Training Report & Out of Town Travel and Training Detail.

YEAR-TO-DATE COMPARISON OF TRAVEL AND TRAINING REPORT

TRAVEL EXPENSES (includes transportation/lodging/meals)

FISCAL YEAR	TOTAL	BUDGET
2004	63,952	113,052
2005	61,298	99,445
2006	83,674	110,927
2007	94,720	109,754
2008	62,985	111,105
2009	147,281	115,858

TRAINING EXPENSES (includes seminars/conferences/training materials)

FISCAL YEAR	TOTAL	BUDGET
2004	83,901	224,821
2005	55,449	193,289
2006	111,497	152,286
2007	73,222	172,902
2008	74,733	169,347
2009	100,165	152,888

TOTAL TRAVEL AND TRAINING EXPENSES

FISCAL YEAR	TOTAL	BUDGET
2004	147,853	337,873
2005	116,747	292,734
2006	195,172	263,213
2007	167,942	282,656
2008	137,718	280,452
2009	247,446	268,746

OUT OF TOWN TRAVEL AND TRAINING
FOR FISCAL YEAR ENDING JUNE 30, 2009

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TRAINING
Accountant	Operations	Salt Lake City, UT	GFOA training Intermediate Accounting	\$ 1,453.34
Accountant	Operations	Santa Barbara, CA	Southern CA Financial Officers Meeting	\$ 586.36
Accountant	Operations	Phoenix, AZ	GFOA Training Seminars	\$ 1,824.53
Accounting Supervisor	Operations	Sacramento, CA	GFOA Training Seminars	\$ 1,740.20
Accounting Supervisor	Operations	Santa Barbara, CA	Southern CA Financial Officers Meeting	\$ 811.74
Accounting Supervisor	Operations	Phoenix, AZ	GFOA Training Seminars	\$ 1,450.90
Accounting Supervisor	Operations	Portland, OR	Portland PHA/Yardi	\$ 499.00
Accounting Supervisor	Operations	Riverside, CA	SCFOG 2009 Spring Conference	\$ 453.79
Accounting Supervisor	Operations	Sacramento, CA	LAIF 08 Annual Conference	\$ 772.62
Accounting Supervisor	Operations	Long Beach, CA	APA & AAPA Conference	\$ 2,834.85
Accounting Supervisor	Operations	Santa Barbara, CA	Southern CA Financial Officers Meeting	\$ 835.76
Accounting Supervisor	Operations	Riverside, CA	SCFOG 2009 Spring Conference	\$ 168.24
Accounting Technician	Operations	Phoenix, AZ	GFOA Training Seminars	\$ 1,640.07
Accounting Technician	Operations	Chicago, IL	GFOA Accounting Academy	\$ 3,235.15
Asst Director of Housing Programs	Housing Services	San Francisco, CA	Natl' Assoc for Latino Community Asset Builders	\$ 678.14
Asst VP of Housing Development & Finance	Housing Finance	Sacramento, CA	CA Redevelopment Assoc	\$ 1,018.44
Asst VP of Housing Development & Finance	Housing Finance	Los Angeles, CA	Federal Reserve Bank - NSP	\$ 217.46
Asst VP of Housing Development & Finance	Housing Finance	Vancouver, WA	WA State Coalition for Homeless	\$ 1,304.69
Budget Officer	Operations	Seattle, WA	Nan McKay HCV Financial Mgmt	\$ 1,618.88
Commissioner	Operations	Santa Barbara, CA	PSWRC Annual Spring Conference	\$ 1,340.03
Commissioner	Operations	Santa Barbara, CA	PSWRC Annual Spring Conference	\$ 1,483.93
Commissioner	Operations	Nashville, TN	NAHRO 2008 Summer Conference	\$ 1,902.50
Commissioner	Operations	San Antonio, TX	NAHRO 2008 National Conference	\$ 2,610.55
Commissioner	Operations	Nashville, TN	NAHRO 2008 Summer Conference	\$ 2,573.75
Commissioner	Operations	San Antonio, TX	NAHRO 2008 National Conference	\$ 2,938.55
Commissioner	Operations	San Francisco, CA	PSWRC - NAHRO Fall Workshop	\$ 1,564.58
Commissioner	Operations	Santa Barbara, CA	PSWRC Annual Spring Conference	\$ 1,274.03
Commissioner	Operations	Boise, ID	2009 NAHRO Annual Conference	\$ 609.04
Commissioner	Operations	Nashville, TN	NAHRO 2008 Summer Conference	\$ 2,178.94
Commissioner	Operations	San Antonio, TX	NAHRO 2008 National Conference	\$ 3,051.54
Commissioner	Operations	Washington DC	NAHRO 2009 Legislative Conference	\$ 3,005.95
Commissioner	Operations	Santa Barbara, CA	PSWRC Annual Spring Conference	\$ 1,419.93
Community Relations Manager	Operations	Washington, DC	NAHRO 2009 Legislative conf	\$ 445.00
Director of Business Services	Operations	San Antonio, TX	NAHRO 2008 National Conference	\$ 1,740.05
Director of Business Services	Operations	Monterey, CA	CALPELRA 33rd Annual Conference	\$ 2,166.13
Director of Business Services	Operations	Oakland, CA	Natl Forum for Black Public Administrators	\$ 1,761.26
Director of Business Services	Operations	Washington, DC	American Society for Training & Development	\$ 4,842.68
Director of Financial Services	Operations	Sacramento, CA	GFOA Training Seminars	\$ 2,032.20
Director of Financial Services	Operations	Santa Barbara, CA	Southern CA Financial Officers Meeting	\$ 563.76

Director of Financial Services	Operations	Portland, OR	Portland PHAYard	\$	539.00
Director of Financial Services	Operations	Las Vegas, NV	HAIG Committee Meeting	\$	699.28
Director of Financial Services	Operations	Washington, DC	Move to Work HUD Conference	\$	1,585.83
Director of Reinvestment Task Force	Operations	Oakland, CA	Merrill Lynch Foreclosure Meeting	\$	342.00
Director of Reinvestment Task Force	Operations	San Francisco, CA	-Mtg with JP Morgan/Chase re WAMU	\$	407.00
Director of Reinvestment Task Force	Operations	Oakland, CA	CA Reinvestment Task Force	\$	364.20
Director of Reinvestment Task Force	Operations	San Francisco, CA	Meeting with Wells Fargo re Wachovia	\$	349.00
Director of Reinvestment Task Force	Operations	Washington DC	NCRC 2009 National Conference	\$	1,658.07
Director of Rental Assistance	Housing Services	Nashville, TN	NAHRO 2008 Summer Conference	\$	1,876.62
Director of Rental Assistance	Housing Services	Seattle, Portland, Vancouver	PHA Meeting re Move to Work	\$	1,999.14
Director of Rental Assistance	Housing Services	San Francisco, CA	PSWRC - NAHRO Fall Workshop	\$	1,506.18
Director of Rental Assistance	Housing Services	Burbank, CA	HAASC Meeting	\$	148.99
Director of Rental Assistance	Housing Services	Los Angeles, CA	HAASC Quarterly Meeting	\$	361.50
Director of Rental Assistance	Housing Services	Washington, DC	Move to Work HUD Conference	\$	1,625.91
Director Policy & Public Affairs	Operations	Los Angeles, CA	HUD NSP Training	\$	107.00
Executive Vice President & COO	Operations	Nashville, TN	NAHRO 2008 Summer Conference	\$	2,286.27
Executive Vice President & COO	Operations	Oakland, CA	PSWRC Board Meeting	\$	565.64
Executive Vice President & COO	Operations	San Antonio, TX	NAHRO 2008 National Conference	\$	2,214.03
Executive Vice President & COO	Operations	Fort Myers, FL	NHAL Conference	\$	1,962.09
Executive Vice President & COO	Operations	Washington DC	NAHRO 2009 Legislative Conference	\$	2,584.64
Executive Vice President & COO	Operations	Las Vegas, NV	HAIG Committee Meeting	\$	410.75
Executive Vice President & COO	Operations	Santa Barbara, CA	PSWRC Annual Spring Conference	\$	1,351.91
Executive Vice President & COO	Operations	Washington, DC	Move to Work HUD Conference	\$	1,790.03
Executive Vice President & COO	Operations	Washington, DC	National Leased Housing Assn	\$	2,099.12
Housing Construction Officer	Housing Finance	Orlando, FL	HUD Lead Program Manager Training	\$	746.15
Housing Supervisor	Housing Services	San Francisco, CA	PSWRC - NAHRO Fall Workshop	\$	1,437.58
Housing Supervisor	Housing Services	Santa Barbara, CA	HAASA Fall Retreat	\$	832.51
Housing Supervisor	Housing Services	Nashville, TN	2009 Hsg Homeless Veterans	\$	1,057.92
Housing Supervisor	Housing Services	Los Angeles, CA	HAASC Quarterly Meeting	\$	168.91
Housing Supervisor	Housing Services	Anaheim, CA	HAASC Quarterly Meeting	\$	260.19
Housing Supervisor	Housing Services	Burbank, CA	HAASC Meeting	\$	301.34
Human Resources Analyst	Operations	Lake Tahoe, NV	CAERP	\$	1,378.03
Human Resources Officer	Operations	Monterey, CA	CALPELRA 33rd Annual Conference	\$	2,726.27
Human Resources Officer	Operations	Monterey Park, CA	Housing Authority Human Resources 2009	\$	623.30
IT Officer	Operations	San Francisco, CA	AMA Managing a World Class IT Dept	\$	974.55
IT Officer	Operations	Portland, OR	Yardi discussion	\$	541.00
IT Officer	Operations	Washington, DC	Yardi Advanced Solutions Conf	\$	1,683.20
Loan Management Supervisor	Housing Finance	Las Vegas, NV	Western States Loan Servicing Conf	\$	1,152.51
Loan Management Supervisor	Housing Finance	Los Angeles, CA	HUD HOME Training	\$	94.00
Loan Management Supervisor	Housing Finance	Los Angeles, CA	HUD HOME & NSP	\$	489.39
Payroll Specialist	Operations	Long Beach, CA	APA & AAFP Conference	\$	2,834.61
President & CEO	Operations	Washington DC	CLPHA Workshop	\$	1,857.62

President & CEO	Operations	Washington DC	HUD Summit on Housing	\$	1,896.61
President & CEO	Operations	San Antonio, TX	NAHRO 2008 National Conference	\$	2,295.68
President & CEO	Operations	Washington DC	CLPHA Conference	\$	3,139.78
President & CEO	Operations	Los Angeles, CA	Bridge Housing & ULI Meeting	\$	863.34
President & CEO	Operations	Washington DC	NAHRO 2009 Legislative Conference	\$	3,642.40
President & CEO	Operations	Washington DC	CLPHA Spring Conference	\$	2,704.23
President & CEO	Operations	Sacramento, CA	Housing California Annual Conference	\$	1,318.89
President & CEO	Operations	Santa Barbara, CA	PSWRC Annual Spring Conference	\$	1,109.17
President & CEO	Operations	Chicago, IL	CLPHA Meeting	\$	2,764.89
Program Analyst	Operations	Seattle, Portland, Vancouver	PHA Meeting re Move to Work	\$	1,703.20
Program Analyst	Operations	Washington, DC	Move to Work HUD Conference	\$	1,681.91
Program Analyst	Operations	Huntington Beach, CA	California Workers Comp Forum	\$	2,701.52
Program Analyst	Operations	Rancho Mirage, CA	PARMA Annual Risk Mgmt Conference	\$	1,243.20
Program Analyst	Operations	Aptos, CA	CHWCA Board of Directors Meeting	\$	546.64
Program Analyst	Housing Services	San Francisco, CA	AMA - Project Skills	\$	2,475.02
Program Analyst	Housing Services	Washington, DC	Move to Work HUD Conference	\$	1,592.57
Program Analyst	Operations	Hammond, IN	NAHRO Procurement & Contract Mgmt Training	\$	1,891.05
Program Analyst	Housing Finance	Washington DC	National Homeless Summer Conf	\$	1,973.31
Program Analyst	Housing Finance	Los Angeles, CA	PATH Partners Site Visit	\$	108.50
Program Analyst	Housing Finance	Los Angeles, CA	HUD Focus Group	\$	178.95
Program Analyst	Housing Finance	Los Angeles, CA	HUD HPRP/ESG grants workshop	\$	636.10
Program Analyst	Housing Finance	Los Angeles, CA	PATH Partners Site Visit	\$	108.50
Program Analyst	Operations	Chicago, IL	Neighborhood Works	\$	2,924.40
Program Analyst	Operations	Los Angeles, CA	HUD 2009 Regional HPRP Training	\$	723.35
Program Analyst	Operations	Los Angeles, CA	HUD 2009 Regional HPRP Training	\$	(0.02)
Program Analyst	Operations	Chicago, IL	National Housing Conference	\$	1,514.93
Project Manager	Housing Finance	Los Angeles, CA	2009 TCAC Low Income Hsg Tax Credit	\$	268.00
Project Manager	Operations	Santa Barbara, CA	2009 NAHRO Annual Conference	\$	737.80
Project Manager	Operations	Anaheim, CA	NAHRO Southern CA Chapter	\$	418.10
Project Manager	Operations	Atlanta, GA	Nan McKay Procurement & Contract Mgmt	\$	1,827.14
Project Manager	Operations	San Francisco, CA	NAHRO 2008 Fall Conference	\$	1,419.20
Resident Service Manager	Housing Services	Scottsdale, AZ	Frontier Asset Building Network	\$	665.50
Resident Service Manager	Housing Services	New Orleans, LA	Workforce Innovations 2008	\$	1,627.15
Secretary to the CEO	Operations	San Francisco, CA	PSWRC - NAHRO Fall Workshop	\$	569.00
Secretary to the CEO	Operations	Santa Barbara, CA	PSWRC Annual Spring Conference	\$	465.90
Senior Budget Analyst	Operations	Seattle, WA	Nan McKay HCV Financial Mgmt	\$	1,704.88
Senior Budget Analyst	Operations	Chicago, IL	GFOA Training Seminars	\$	2,223.29
Senior Housing Assistant	Housing Services	Nashville, TN	2009 Hsg Homeless Veterans	\$	1,057.92
Senior Program Analyst	Housing Services	Scottsdale, AZ	Frontier Asset Building Network	\$	637.50
Senior Program Analyst	Housing Services	Washington DC	2008 Assets Learning Conf	\$	1,999.95
Senior Program Analyst	Housing Services	Sacramento, CA	AFI Workshop	\$	145.36
Senior Program Analyst	Operations	San Francisco, CA	CAERP Board Meeting	\$	165.00

Senior Program Analyst	Operations	San Francisco, CA	NAHRO Fall Conference	\$	1,383.58
Senior Program Analyst	Operations	Cleveland, OH	Housing Choice Voucher Management	\$	2,726.22
Senior Program Analyst	Operations	San Jose, CA	Board Mtg for planning Equal Rights Prof Conf	\$	496.88
Senior Program Analyst	Operations	Las Vegas, NV	AMA - Project Skills	\$	2,099.80
Senior Program Analyst	Operations	Santa Barbara, CA	PSWRC Annual Spring Conference	\$	1,293.38
Senior Program Analyst	Operations	Chicago, IL	National Housing Conference	\$	2,066.29
Senior Program Analyst	Operations	Lake Tahoe, NV	CAERP	\$	1,652.20
Senior Program Analyst	Housing Finance	Orlando, FL	HUD Lead Program Manager Training	\$	742.16
Senior Resident Init Coordinator	Housing Services	Washington DC	Neighborhood Works	\$	3,254.52
Senior Vice President HF&D	Housing Finance	Sacramento, CA	CA Housing Consortium	\$	810.37
Senior Vice President HF&D	Housing Finance	Santa Monica, CA	2009 CHC Policy Forum	\$	789.11
Senior Vice President HF&D	Housing Finance	San Francisco, CA	PCBC Multifamily Trends Conf	\$	1,838.59
Sr Program Analyst	Housing Finance	Washington DC	HUD Lead Grant Seminar Presenter	\$	1,817.09
Sr Program Analyst	Housing Finance	Los Angeles, CA	Neighborhood Stabilization Program	\$	162.00
Sr Program Analyst	Housing Finance	Los Angeles, CA	Neighborhood Stabilization Program	\$	100.05
Sr. IT Analyst	Operations	Los Angeles, CA	OnBase Training	\$	2,447.11
Sr. Program Analyst	Housing Services	El Centro, CA	HUD Maintenance/Modernization Mtg	\$	464.88
Supervising Project Manager	Housing Finance	San Francisco, CA	15th Annual SF Affordable Housing Conf	\$	1,127.66
Supervising Resident Init Coordinator	Housing Services	Washington DC	2008 Assets Learning Conf	\$	2,009.96
Supervising Resident Init Coordinator	Housing Services	Los Angeles, CA	AFI Assets for Independence	\$	297.26
				\$	195,900.76
				\$	195,900.76
			TOTAL OUT OF TOWN TRAVEL/TRAINING	\$	51,545.10
			TOTAL IN TOWN TRAINING	\$	
			TOTAL TRAVEL TRAINING	\$	247,445.86