

RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

May 26, 2005

TO: BOARD OF DIRECTORS

THRU: Larry Rubio, Chief Executive Officer

SUBJECT: Authorization for Travel to Attend the American Public Transportation Association's (APTA) Transit Board Members' Seminar and Board Support Workshop

Summary: Pursuant to the Procedures of the Board of Directors, Section VIII Conference/Workshop Attendance, staff requested interest from Board members to attend the APTA Transit Board Members' Seminar and Board Support Workshop to be held in Memphis, Tennessee on July 31 through August 3, 2005. Director Jon Winningham expressed interest in attending this conference. Staff is requesting authorization for Director Jon Winningham to attend this conference. Following are the projected conference costs:

Conference Registration	\$ 475
Airfare	\$ 450
Lodging	\$1,257
Meals	<u>\$ 300</u>
Total (not to exceed) amount	\$2,482

Fiscal Impact:

The cost to attend this conference including registration, airfare, lodging, and meals will not exceed \$2,482, with the lodging not exceeding the conference rate or the amount of \$1,257 whichever is less. This amount has been requested in the FY 2006 operating budget that will be presented to the Board in May for consideration.

Committee Recommendation:

This item was presented at the Board Budget and Finance Committee meeting of May 12<sup>th</sup>. The Committee members unanimously approved recommending this item to the full Board of Directors for their consideration.

Recommendation:

Authorize Director Jon Winningham to attend the APTA Board Members' Seminar and Board Support Workshop to be held in Memphis, Tennessee on July 31 through August 3, 2005, at a total cost not to exceed \$2,482.