

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

July 28, 2005

TO: BOARD OF DIRECTORS

FROM: Larry Rubio, Chief Executive Officer



SUBJECT: Authorization for Two Additional Staff Members to Attend the American Public Transportation Association's (APTA) Annual Meeting and Expo Scheduled for September 26-28, 2005, in Dallas, TX

Summary: On June 23, 2005, Fiscal Year 2005/06 Budget was approved by the Board of Directors. Included within the budget, is a line item to attend conferences and seminars. A designated number of attendees (Board and staff) for the various conferences was also approved.

The number of attendees approved in the Budget for the APTA Annual Meeting and Expo was five (5) Board members and one (1) staff member. Only one Board member expressed interest in attending this conference. The staff member scheduled to attend this conference is the Agency's Coach Operator who won the bus rodeo. He will represent the Agency at the conference by participating in the International Bus Rodeo.

This leaves four budgeted slots for attendance at the conference vacant. Based on the magnitude of learning opportunities at this conference, staff believes that it would be beneficial for additional staff members to attend. Staff suggests two (2) additional staff members be authorized to attend this conference. Following are the projected conference costs for the two additional members:

Conference Registration	\$1,090
Airfare	\$ 700
Lodging	\$1,714
Meals	<u>\$ 600</u>
Total (not to exceed) amount	\$4,104

The Expo portion of this conference is held once every three-years. The Expo brings together consultants, suppliers, and OEM's who showcase the latest products and services available in the transit industry. Additionally, this conference hosts numerous workshops for transit professionals.

Fiscal Impact:

This amount is available in the fiscal year 2005/06 conferences and seminar budget.

Committee Recommendation:

This item was discussed at the Board Budget and Finance Committee meeting of July 6, 2005. The Committee members unanimously approved recommending this item to the full Board of Directions for their consideration.

Recommendation:

Authorize two additional staff members to attend the APTA Annual Meeting and Expo to be held in Dallas, Texas on September 26-28, 2005, at a total cost not to exceed \$4,104