

**Agenda:** August 7, 2008

**To:** Regional Transportation Commission  
**From:** George Dondero, Executive Director  
**Re:** Additional Approval for Out-of-State Travel for FY 08-09

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## **RECOMMENDATIONS**

Staff recommends that the Regional Transportation Commission approve out-of-state travel for one transportation planner to accompany the Executive Director to the 11th National Conference on Transportation Planning for Small and Medium-Sized Communities ("Tools of the Trade") in Portland, Oregon on September 17-19, 2008.

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## **BACKGROUND**

The "Tools of the Trade" is a national conference providing ready-to-use, economical and practical techniques for transportation professionals in small (under 50,000) and medium sized (50,000 to 250,000) communities. At the June 5, 2008 RTC meeting, the Commission approved the Executive Director's travel and attendance at the 11th National Conference on Transportation Planning for Small and Medium-Sized Communities ("Tools of the Trade") in Portland, Oregon on September 17-19, 2008.

## **DISCUSSION**

The 2008 "Tools of the Trade" Conference provides an opportunity for transportation planners to learn about best transportation planning practices in small and medium sized communities. The recently released preliminary agenda for the 2008 "Tools of the Trade" Conference identifies several items pertinent to transportation planning activities underway or emerging as part of local efforts. Staff recommends that the RTC approve one planner to accompany the Executive Director to this conference.

In light of current financial constraints, staff is requesting that the RTC only cover the conference fee (\$200) for this additional out-of-state travel request. The planner wishing to attend will find accommodations with friends or family in the area. This increases the total out-of-state travel request for FY08-09 to \$6,571. There are sufficient funds to add this expense to the out-of-state travel requests for FY08/09.

## **SUMMARY**

Staff recommends that the commission approve out-of-state travel for one planner to accompany the Executive Director to the 11th National Conference on Transportation Planning for Small and Medium-Sized Communities

Attachment: Transportation Planning for Small and Medium-Sized Communities  
Preliminary Agenda

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