



RIVERSIDE TRANSIT AGENCY  
1825 Third Street  
Riverside, CA 92507

September 22, 2005

TO: BOARD OF DIRECTORS  
THRU: Larry Rubio, Chief Executive Officer   
FROM: Tom Franklin, Chief Operating Officer   
SUBJECT: Authorization for Travel to Attend the National Transit Institute's (NTI) Transit Trainers' Workshop, Phoenix, AZ, October 16 – October 19, 2005

Summary: The NTI's Transit Trainers' Workshop will be held in Phoenix, AZ, from October 16<sup>th</sup> through October 19<sup>th</sup>. The Agency would like to send its interim training manager, Reginald Faulkner, to participate in this workshop.

The Transit Trainers' Workshop brings transit agencies together to participate in discussions regarding significant developments in the transit training field. The Workshop offers new training that will enhance professional development and build upon skills. The conference will help the Agency gather the critical information and data needed for future training strategies.

Fiscal Impact:

The expected conference costs are listed below:

Conference Registration	\$ 295
Lodging	\$ 462
Air Fare	\$ 217
Meals/Miscellaneous	<u>\$ 225</u>
Total (not to exceed) amount	\$1,199

The total fiscal impact would be \$1,199. There are sufficient training funds available in the FY 2006 budget, which would be utilized to pay conference costs.

Committee Recommendation:

This item was not presented to the Board Budget and Finance Committee meeting of September 7<sup>th</sup> due to staff not being notified of this workshop until after the meeting.

Recommendation:

Authorize the Agency's interim training manager, Reginald Faulkner, to attend the NTI's Trainers' Workshop in Phoenix, AZ for a total not to exceed amount of \$1,199.