



RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

April 27, 2006

TO: BOARD OF DIRECTORS

THRU:  Larry Rubio, Chief Executive Officer

FROM:  -Vince Rouzaud, Director of Purchasing and Materials Management

SUBJECT: Authorization for Travel to Attend the National Transit Institute's (NTI) Workshop on Managing the Cost of Americans with Disabilities Act (ADA) Paratransit Services Workshop in Kansas City, MO, on May 9-10, 2006

Summary: At the February 23, 2006, Board of Directors meeting, the Board authorized staff to attend the National Transit Institute's workshop on Managing the Cost of ADA Paratransit Services in Austin, TX on March 14-15, 2006. One (1) staff member was approved to attend at a not-to-exceed amount of \$802.

Because it became necessary to transition the paratransit services contract earlier than originally anticipated, the previously authorized travel was postponed until the next available seminar. The National Transit Institute (NTI) is conducting a two-day workshop on May 9-10, 2006, in Kansas City, MO. Staff is requesting authorization for the contract operations manager to attend this workshop. Because of the change in dates and location, staff felt it was necessary to obtain additional Board approval.

Fiscal Impact:

The expected workshop expenses are listed below:

Workshop Registration	\$0
Airfare	\$355
Lodging	\$180
Meals	<u>\$150</u>
Total (not to exceed amount)	\$685

The cost to attend this seminar will not exceed \$685. The previously approved NTE amount was \$802. There are sufficient funds in the travel budget to cover this expense.

Recommendation:

Authorize the Agency's contract operations manager to attend the National Transit Institute's workshop on Managing the Cost of ADA Paratransit Services to be held in Kansas City, MO on May 9-10 at a cost not to exceed \$685.