



PARATRANSIT, INC. BOARD OF DIRECTORS' TELECONFERENCE MEETING

In response to Governor's Executive Order N-29-20, the Paratransit Board of Directors and other public meetings are being held via teleconference to follow state guidelines on social distancing until further notice.

Meeting Date and Time:

June 15, 2020 at 6:00 p.m.

Meeting Location:

Paratransit Board of Directors meetings are broadcast live on the Paratransit, Inc. website. Visit Paratransit, Inc.'s official website at: www.paratransit.org. Members of the public are encouraged to submit public comments via eComment by email at publiccomment@paratransit.org. Members of the public may also call into the meeting as follows:

Telephone Number: 1 (669) 900-6833

Meeting ID: 994 5513 2454

If you need a disability-related modification or accommodation to participate in this meeting, please contact by Voice: (916) 429-2009. Requests must be made as early as possible.

Paratransit's Mission: To expand mobility options by advocating for a fully accessible integrated public transportation system and by providing innovative community transportation services.

AGENDA

1. Call to Order & Roll Call:

Directors: Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent, Shekhar

2. Pledge of Allegiance

3. Public Comment:

Each person will be allowed three minutes, or less if a large number of requests are received on a particular subject. After ten minutes of testimony, the Chair may choose to hear any additional testimony following the Discussion Items.

Please note, under the provisions of the California Government Code, the Board is prohibited from discussing or taking action on any item that is not on the agenda. The Board cannot take action on non-agendized items raised under "Public Comment" until the matter has been specifically included on the agenda. Those audience members who wish to address a specific agendized item are encouraged to offer their public comments during consideration of that item.

4. Consent Calendar

- A. Approve the Minutes of the May 18, 2020, Board of Directors' Meeting

5. Staff Reports

- A. CEO Report
- B. CFO Report

6. Presentation of the FY 21 Operating and Capital Budget and Consideration for Adoption

- A. Adopt Resolution 08-20 Adopting the Paratransit, Inc. Fiscal Year 2020-21 Operating and Capital Budget

7. Action Items

- A. Adopt Resolution 09-20 Authorizing the Chief Executive Officer (CEO) to Submit the Transportation Development Act (TDA) Claim for Fiscal Year 2020-21, And Further Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued
- B. Adopt Resolution 10-20 Authorizing the Chief Executive Officer (CEO) to Submit an Application to the Massachusetts Department of Transportation (MassDOT) for Federal Transit

Administration Section 5310 funding for a Volunteer Driver Program and Mobility Mentor (Bus Buddy) program in Boston, MA and further authorizing the CEO to Execute All Agreements, if awarded.

C. Resolution 11-20 Amending the Paratransit, Inc. By-Laws Related to Board Composition and Governance

8. Board Comments/Reports/Future Agenda Items

9. Adjourn

The next meeting of the Paratransit Board of Directors will be held on

**MONDAY, SEPTEMBER 21, 2020
(Subject to Change)
6:00 P.M.**

Ron Brown Auditorium
2501 Florin Road
Sacramento, CA 95822

*Staff Reports are subject to change without prior notice.

ADA COMPLIANCE

If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Chief Administrative Officer at (916) 429-2009 for further information.



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 4A**

AGENDA TITLE: Approve the Minutes of the May 18, 2020 Board of Directors' Meeting

MEETING DATE: June 15, 2020

PREPARED BY: Chris M. Brown, SHRM-SCP, SPHR, Assistant Secretary of the Board

RECOMMENDED ACTION:

Approve the Minutes of the May 18, 2020, Board of Directors' Meeting.

MINUTES:

May 18, 2020
6:00 p.m.
Broadcast and Teleconference

Board Members Present:

Anna Fontus
Pat Hume
Charlie Johnson
Alice Kimble
Scott Leventon
Mark Lonergan
Stephanie Nguyen
Molly Nugent
Vidhu Shekhar

Board Members Absent:

None

Public Present:

Mike Barnbaum
Helen O'Connell
Kevin Welch
Laura Ham, SacRT

Janice Labrado, SacRT
Montessa Parker, SacRT
Kathy Sachen, SacRT

Staff Present:

Tiffani Fink, Chief Executive Officer
Dr. Lisa Cappellari, Chief Financial Officer
Mary Harding, Chief Operating Officer
Chris Brown, Chief Administrative Officer
Jesse Isaacson, Director of Information Technology
Amy Parkin, Operations and Training Manager
Jamila Lee, Human Resources Assistant Manager
Alicia Brown, Call Center Assistant Manager
Louise Friedlander, Mobility and Grants Program Manager
Renee Martinez, Call Center Supervisor
Michelle Salazar, Eligibility and Administration Specialist
Nancy Miller, Sloan Sakai Yeung & Wong LLP, Agency Counsel

Call To Order/Roll Call: Director Fontus called the meeting to order at 6:02 p.m.

Director Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent, Shekhar

Pledge of Allegiance:

President Fontus opened the meeting by leading the Pledge of Allegiance.

PUBLIC COMMENT

With regard to the upcoming service transition, Mike Barnbaum asked what phone number a rider would call if calling on June 26th to make a ride reservation for June 28th. CEO Tiffani Fink said the as of this time the rider would call SacRT. Mr. Barnbaum asked if the phone number is available, and CEO Fink explained SacRT would be releasing the number. Mr. Barnbaum stated he hopes for an update at the June 15th meeting and asked if that meeting would be in person. CEO Fink responded Paratransit is following the guidelines from the Governor and Public Health Officer and the meeting will probably be a teleconference but we are prepared for an in-person meeting if the guidance changes.

CONSENT CALENDAR

The Consent Calendar was approved upon motion by Director Nugent, seconded by Director Hume. The motion passed unanimously.

A. Minutes of the March 27, 2020 Special Board of Directors' Meeting

Director Johnson requested the minutes be amended to reflect he asked CEO Fink if there is a business plan for after July 1, 2020, and she responded there is not one yet.

The Minutes of the Special Board of Directors' Meeting held March 27, 2020 approved as amended.

AYES: Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent, Shekhar

NOES: None

ABSENTIONS: None

ABSENT: None

STAFF REPORTS

A. CEO Report

Chief Executive Officer Tiffani Fink provided an update Paratransit's efforts related to COVID-19 safety precautions and activities, including development of a dedicated website, sanitation of buses and work areas, fogging buses and the breakroom, PPE provisions for all employees, including temperature checks, wearing masks when unable to accommodate social distancing and wearing masks when passengers are on the bus, and developing return-to-work procedures for staff currently telecommuting.

Ms. Fink also spoke on community services that Paratransit, Inc. is involved in as part of the COVID-19 relief efforts. Since the March Board Meeting, Paratransit has continued or expanded work with the City of Sacramento, City of Elk Grove, Yolo County and local restaurants delivering food for Great Plates, as well as delivering food for the Sacramento Food Bank and to students at Sac State. Paratransit is also staffing the census call line for the County of Sacramento, the meal request line for the City of Sacramento's Great Plates program and making wellness calls for the YMCA. Additional information on these efforts is available at <http://paratransit.org/strong>.

Ms. Fink recognized the hard work of staff and Jim Kaiser of UCP, our partner agency, for their commitment to the success of these programs.

The transition of ADA and non-ADA service to SacRT is moving forward, and both agencies are committed to a seamless transition. Currently, approximately 50% of the SacRT owned fleet has been returned, and the agencies are working on agreements for the lease of office space and parking as well as a vehicle maintenance contract for Paratransit to perform maintenance on SacRT vehicles located at Paratransit's facility. Mike Barnbaum asked Ms. Fink if riders are required to wear masks. Ms. Fink advised Paratransit encourages passengers to wear masks but cannot require it for non-employees who are not entering Paratransit's facility as it is not required by the County Public Health Order.

Ms. Fink reported that field offices eligibility interviews are being conducted by phone and travel training programs in all locations have been moved to virtual platforms. Director Johnson asked for information about operations in Spokane. Ms. Fink advised due to COVID-19 the Spokane Transit Authority has suspended operations in Spokane. Staff has been furloughed with pay and have been working on training and additional administrative duties. Director Nugent asked about the status of positive COVID-19 cases in the Boston office. Ms. Fink advised that three employees tested positive with some of the positive tests occurring after the office closed. All affected employees are doing well at this time. Director Nugent expressed her appreciation for staff and Ms. Fink.

B. CFO Report

Chief Financial Officer Lisa Cappellari reported on financial and operational data through March 2020. Dr. Cappellari reported approximately the first 1/3 of March 2020 had normal ridership and the remainder of the month had significantly reduced ridership due to COVID-19. Since April 2019, trips provided increased by 1.1%. CTSA Partner trips are up by 1.1%, CTSA Enhanced and Expanded trips are up by 17.5%, and ADA trips are down by 4.0%. Year-to-date total trips increased by 0.9%, the cost per trip is \$27.10, the fare recovery ratio is 6.8% and on-time performance is 90.7%. Dr. Cappellari reported Paratransit's Mobility Management program provided one-on-one travel training to 27 individuals, group travel training for 12 passengers, and ADA eligibility assessments for 958 individuals in March 2020.

Director Johnson asked why the drastic difference in cost per trip between ADA and CTSA trips. Dr. Cappellari explained CTSA trips have multiple passengers going to the same place at the same time so there are fewer resources needed and the trips are more efficient. ADA trips are a demand response trip for a single person and the amount of resources depends on where the person is going and at what time of day.

OVERVIEW AND RELEASE OF DRAFT FY 2020/21 OPERATING AND CAPITAL BUDGET

A. Overview and Release of the Draft 2020/21 Operating and Capital Budget

Chief Executive Officer Tiffani Fink presented highlights of the Draft budget for FY2020/21. Ms. Fink noted that the budget comes in at 11 million dollars, is somewhat similar to last years and includes projections for after June 28, 2020, the date of the transition of ADA and non- ADA services to SacRT. The updated organizational chart reflects any changes as well as the reorganization plans going forward as of July 1, 2020. Ms. Fink advised that, though there is no specific business plan, this budget reflects what will remain after transition. Any changes or additions would be related to new business.

Dr. Cappellari explained assumptions on revenue forecasts, specifically noting that Measure A funding is uncertain as it is based on sales tax. Therefore, for budget calculations she allowed for Measure A funds to be 50% less than last fiscal year in order to adjust for COVID-19 related loss of revenue. Federal funding comes from the CARES act, in addition to some 5307 mobility management funds. Outside services supply additional funding. A full budget will be presented in June and are on track to balance the budget without the use of reserves. Dr. Cappellari noted reserves are currently at 45 days and are anticipated to double after July 1st to 90 days. Paratransit also applied for and received funding from the Payroll Protection Act and it appears that all of that amount will be forgiven. This funding helped retain all employees up to transition date.

Director Lonergan asked about the outside services revenue item and assumptions behind that number. Ms. Fink advised that they took all of their contracted services into account.

Director Nguyen asked if CARES act money must be spent by any specific date. Ms. Fink advised that it does not have a sunset date. She also provided details on an agreement between Paratransit and SacRT to forgo payments to Paratransit Inc. for services in March, April, May and June while allowing Paratransit Inc. to have access to a portion of SacRT's share of CARES act funds. Mike Barnbaum shared possible opportunities for Paratransit he learned of from SacRT's Board meeting. Ms. Fink advised Paratransit has the ability to access additional emergency funds in the future. Director Nguyen asked if a business plan will be presented to the Board with the budget and what that plan may look like. Director Fontus clarified with Dr. Cappellari that the budget is, in essence, a "prepare for the worst, hope for the best" type budget. Ms. Fink confirmed they were extremely conservative in assumptions due to the uncertainties brought up by some of the Board, and the idea is to develop a business plan in July with input from the Board of Directors.

Director Lonergan requested clarification that the budget is a "status quo" budget and Ms. Fink advised it is. Director Lonergan also asked if funding for Boston, Spokane, etc. is exclusive to those projects or if they are able to be shared. Ms. Fink explained for each project outside of Sacramento, there is a net return into Sacramento and no funding revenue source from Sacramento is being used for projects outside of Sacramento. Director Shekhar asked for a summary of the new structure and headcount for the organization. Ms. Fink gave an overview of the structure going forward and advised that they are budgeting for 125 full time employees. Most of the losses will be drivers. There are also no changes to benefits for employees. Director Shekhar requested management work on a one-time retention bonus payment for employees. Ms. Fink advised that she and Dr. Cappellari have already started working on this.

ACTION ITEMS

A. Discussion and Possible Action Regarding Amending the Paratransit, Inc. By-Laws Related to Board Composition and Governance

Legal Counsel Nancy Miller provided an overview of this action item and the proposal to reduce the Board of Directors to five members with the potential to go up to nine members after a business plan is developed. The initial five directors would be required to have been sitting on the Board as of last fiscal year. Director Nguyen proposed to keep the Board as is. She believes those connections to the city and county can be beneficial for Paratransit. She also proposed that

future elected officials on the Board remain voting members and asked if all current Board members are willing to stay on for an amount of time. Director Fontus spoke to reasons behind the need for reorganization of the Board. Director Hume advised he is willing to continue to serve but not without voting rights and also spoke to the benefits of having diversity with variation of expertise and background amongst Board members. Director Fontus advised she would be in favor of ex-officio members having voting rights. Director Lonergan asked for details on the discussion on this subject with each of the former four-party agreement entities (City, County, SacRT and SACOG). Ms. Miller advised that the County and City of Sacramento did not desire to be an appointed body on the Board. She also pointed out that, though SacRT and Paratransit Inc. work together in some respects, in others they are in competition, which can present complications. Ms. Fink advised that part of the separation negotiation with SacRT was that SacRT would remove their members from Paratransit Inc.'s Board. Director Nguyen advised that she feels this is rushed and would like to postpone these changes. Directors Lonergan and Johnson expressed similar feelings. Director Shekhar advised that while he does agree elected officials should have voting rights, he believes 9 Board members are more than they need. He approves of a smaller board made up of a subset of current members. Director Fontus acknowledged the many view points and the Ad Hoc Committee who has been working on this since January. She recommended another Ad Hoc Committee meeting prior to June 15th. Director Nguyen requested to poll the board to see who is in favor of keeping the Board as is for another year. Directors Leventon and Kimball agreed with keeping the Board composition the same. Directors Nugent expressed agreement with a smaller Board comprised of some of the current members. Director Fontus countered with keeping the current Board composition through December 31, 2020, and Director Nguyen was agreeable to that proposal.

Director Fontus moved for an intent motion to amend the Paratransit, Inc. Bylaws related to Board Composition and Governance to directly appoint the existing Board members to new terms effective July 1, 2020 through December 31, 2020. Director Lonergan seconded the motion.

AYES: Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent

NOES: Shekhar

ABSENTIONS: None

ABSENT: None

BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS

None

ADJOURNMENT

Director Fontus announced the meeting adjourned at 7:46 p.m.

Chris M. Brown, SHRM-SCP, SPHR
Assistant Secretary to the Board of Directors

Date



Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 5A

AGENDA TITLE: Chief Executive Officer's Report

MEETING DATE: June 15, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

COVID-19:

Paratransit, Inc. staff has been working closely with our partners to monitor the developments of COVID-19, better known as the Coronavirus. As an agency dedicated to mobility we understand the need to ensure that access remains available to our passengers so that they can prepare for and plan their activities and responsibilities. For more than 40 years, Paratransit, Inc. has prided itself that it puts our passengers and clients, and their safety, at the forefront of everything we do. Attached to the March report was information on the measures we are taking to ensure cleaning of the vehicles and we operate. Similar efforts are being undertaken in each of the facilities we operate in. We continue to provide this level of cleaning and have added fogging of the vehicles as well. In April, staff implemented additional safety measures to protect both our employees and our passengers. Before entering the building, all staff (and outside agency staff working in the building, such as UCP) are required to take their temperature. Anyone with a fever of 100.4 or higher must immediately leave the property. All staff have been issued cloth masks (and now we additionally have surgical masks) and must wear the mask when 6 feet of social distancing cannot be maintained. Further, all vehicle operators must wear a mask anytime they are interacting with or transporting passengers. Paratransit management staff has been ensuring that all staff is provided with regular updates on the measures taken related to COVID-19. This includes email notifications, flyers and posting of CDC posters. We will continue to work together with State and Local

authorities to ensure the safe delivery of services. A detailed update on up to the minute activities related to COVID-19 will be presented at the meeting.



Paratransit Strong:

As reported at the May Board Meeting, as part of the COVID-19 relief efforts, Paratransit, Inc. has implemented the Paratransit Strong motto and logo to define the projects and possibilities our staff are undertaking during this pandemic. The motto has been great for morale, providing a centralized message to unite staff during this trying time. A page has been created on the Paratransit.org website to reflect this motto and the work we are doing in the community to assist those in need. Since March we have:

- Expanded the weekly Family Meal food delivery program with the City of Sacramento to 6 restaurants and over 1100 seniors
- Delivered boxes for the Sacramento Food Bank and Family services
- Implemented service delivering food to students at Sac State in partnership with the City of Sacramento and Broderick Roadhouse
- Partnered with Yolo County Health and Human Services to deliver meals to those in need in the cities of West Sacramento, Woodland and Davis
- Begun delivering meals for the City of Elk Grove as part of the Great Plates Delivered program
- Begun delivering meals for the City of Sacramento as part of the Great Plates Delivered program in conjunction with support from United Cerebral Palsy's transportation program
- Created a staffed a census call line for the County of Sacramento
- Staffed the meal request line for City of Sacramento for Great Plates
- Provided **over 10,000** wellness check calls for the City of Sacramento and the YMCA

To date, we have delivered over **250,000 meals**. I would like to especially recognize Mary Harding, Amy Parkin and Alicia Brown of Paratransit, Inc and

Jim Kaiser of UCP for their heartfelt commitment to the success of these programs.

Transition of ADA and Expanded and Enhanced Service (Non-ADA) to SacRT:

We are deep into the transition of these services with Sacramento Regional Transit District. Due to the daily and sometimes hourly updates on activities an oral update will be presented on the meeting to reflect the most current status.



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 5B**

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: JUNE 15, 2020

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report.

BACKGROUND AND DISCUSSION:

All financial and operating data are through April 2020.

- Rolling year (May 2019 to April 2020) trips provided decreased by 6.8%. Rolling year CTSA Partner trips were down by 29,776 or 7.4%. Rolling year CTSA Enhanced and Expanded trips were up by 8,390 or 10.3% and rolling year ADA trips were down 33,973 or 10.4%.
- Year-to-date (YTD) total trips provided decreased by 8.6% or 57,767 trips over April 2019 for a YTD total of 615,113. The YTD increase was driven by a 10.1% decrease in CTSA Partner trips and a 11.9% decrease in ADA trips. There was 12.3% increase in CTSA Enhanced and Expanded trips..
- Overall YTD cost per trip provided was \$28.65. YTD CTSA cost per trip provided was \$8.64, and YTD ADA cost per trip provided was \$60.39.
- The YTD combined fare recovery ratio was 6.6%. The ADA fare recovery ratio was 6.5% and the Non-ADA fare recovery ratio was 6.6%. These ratios remain above the TDA-required minimum of 5%.
- The YTD on-time performance rate is 91.0%.

If you have any questions or comments about this Performance Report please contact me at 916-429-2009 ext.7234 or Lisac@paratransit.org.

FISCAL IMPACT:

None

ATTACHMENTS:

April 2020 Performance Report

April 2020 Income Statement

April 2020 Balance Sheet

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 4/30/2020

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
REVENUE								

OPERATING REVENUE:								
Regional Transit	961,644	-	(961,644)	11,700,000	9,744,658	7,592,501	(2,152,157)	(22.09)
Measure A	478,613	406,314	(72,299)	5,823,122	4,849,943	4,911,567	61,625	1.27
TDA 4.5	230,662	195,538	(35,124)	2,806,393	2,337,379	2,357,021	19,642	0.84
Civic Lab Travel Training Grant	10,959	-	(10,959)	133,333	111,050	99,999	(11,051)	(9.95)
Section 5307 - Regional Mobility Management	-	-	-	200,000	-	-	-	-
Paycheck Protection Program	-	-	-	-	-	800,000	800,000	-
DR Bus Fares	134,683	30,321	(104,363)	1,638,648	1,364,792	1,090,429	(274,363)	(20.10)
Agency Bus Fares	87,857	39,809	(48,048)	1,068,922	890,280	1,470,207	579,926	65.14
Diversified Services	308,723	15,558	(293,165)	3,756,126	3,128,390	2,761,488	(366,901)	(11.73)
Applied to Capital Projects	(95,029)	(9,387)	85,642	(1,156,188)	(256,221)	(170,579)	85,642	(33.42)
TOTAL OPERATING REVENUE	2,118,111	678,151	(1,439,960)	25,970,356	22,170,271	20,912,634	(1,257,637)	(5.67)
CAPITAL REVENUE:								
FTA Section 5310 - Vehicles	-	-	-	-	-	(1,600)	(1,600)	-
Applied Operating Revenue	95,029	9,387	(85,642)	1,156,188	256,221	170,579	(85,642)	(33.42)
Gain/(Loss) on Sale of Assets	-	-	-	-	-	-	-	-
TOTAL CAPITAL REVENUE	95,029	9,387	(85,642)	1,156,188	256,221	168,979	(87,242)	(34.05)
TOTAL REVENUE	2,213,141	687,539	(1,525,602)	27,126,544	22,426,492	21,081,613	(1,344,879)	(6.00)

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 4/30/2020

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
OPERATING EXPENSES								
PERSONNEL:								
Transportation Operations	588,786	394,333	(194,452)	7,163,557	5,966,360	5,642,154	(324,206)	(5.43)
Maintenance Operations	102,861	92,029	(10,833)	1,251,480	1,042,329	1,000,603	(41,726)	(4.00)
Administration	115,657	111,277	(4,380)	1,407,159	1,171,990	1,155,906	(16,084)	(1.37)
Diversified Services:								
Travel Training	34,516	28,377	(6,139)	419,940	349,758	351,466	1,708	0.49
Mobility Management	88,339	72,098	(16,240)	1,074,787	895,165	764,519	(130,646)	(14.59)
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	383,463	316,265	(67,198)	4,665,470	3,885,761	3,558,672	(327,089)	(8.42)
Workers' Compensation	52,556	27,726	(24,830)	639,432	532,568	355,816	(176,752)	(33.19)
TOTAL PERSONNEL	1,366,177	1,042,105	(324,072)	16,621,824	13,843,930	12,829,137	(1,014,793)	(7.33)
FLEET OPERATIONS:								
Fuel	178,531	26,083	(152,448)	2,172,127	1,809,114	1,561,013	(248,101)	(13.71)
Insurance	116,616	119,745	3,129	1,418,827	1,181,708	1,171,673	(10,035)	(0.85)
Cost of Parts & Sublet Service	61,643	35,127	(26,516)	749,990	624,649	492,477	(132,172)	(21.16)
TOTAL FLEET OPERATIONS	356,790	180,955	(175,835)	4,340,944	3,615,471	3,225,163	(390,308)	(10.80)
NONPERSONNEL:								
Professional Services	61,580	66,589	5,009	749,221	624,008	903,936	279,928	44.86
Outside Services	21,543	23,541	1,998	262,106	218,302	410,897	192,595	88.22
Rent/Repair	13,727	12,711	(1,017)	167,017	139,105	311,829	172,724	124.17
Office Expense	18,314	21,733	3,420	222,816	185,578	230,007	44,429	23.94
Interest Expense	10,216	10,066	(150)	124,290	103,518	108,596	5,078	4.90
Telephone/Utilities	20,900	17,776	(3,124)	254,283	211,786	210,325	(1,461)	(0.69)
Tax/License/Dues/Permits	7,397	2,352	(5,045)	89,993	74,953	117,811	42,858	57.18
Travel	11,303	3,932	(7,371)	137,521	114,538	101,340	(13,198)	(11.52)
Professional Development	2,752	-	(2,752)	33,482	27,886	30,406	2,520	9.04
Brokered Trans. Services	243,852	-	(243,852)	2,966,862	2,471,031	2,224,210	(246,821)	(9.99)
TOTAL NONPERSONNEL	411,583	158,700	(252,883)	5,007,589	4,170,704	4,649,357	478,652	11.48
TOTAL OPERATIONS EXPENSE	2,134,550	1,381,760	(752,790)	25,970,358	21,630,106	20,703,656	(926,449)	(4.28)
CAPITAL PROJECTS:								
Florin Road Facility	7,704	7,782	78	93,731	78,067	77,882	(184)	(0.24)
Facility Reserve	-	-	-	526,526	-	-	-	-
Comp & Class Study	-	-	-	50,000	-	-	-	-
Auditorium Repairs	-	-	-	10,000	-	-	-	-
Facility Repairs	-	-	-	100,000	-	-	-	-
IT 4G Equipment & Cameras	-	-	-	100,000	-	-	-	-
Vehicle Acquisition Project	18,713	19,103	390	227,674	188,559	188,949	390	0.21
Office Furniture & Equipment	-	-	-	10,000	7,283	7,283	-	-
Network & Telecommunications	-	1,605	1,605	28,256	-	62,173	62,173	-
Maintenance Equipment	-	-	-	10,000	3,577	23,240	19,663	549.73
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	26,417	28,491	2,074	1,156,188	277,486	359,528	82,042	29.57
TOTAL OPERATING AND CAPITAL EXPENSE	2,160,967	1,410,251	(750,716)	27,126,545	21,907,591	21,063,185	(844,407)	(3.85)
NET INCOME (LOSS)	52,174	(722,712)	(774,886)	(1)	518,900	18,428	(500,472)	(96.45)

PARATRANSIT, INC.
COMBINED BALANCE SHEET
4/30/2020
UNAUDITED

ASSETS

CURRENT ASSETS:	
Cash	2,892,229
Medical Annuity	230,000
Accounts Receivable	412,418
Grants Receivable	(49,020)
Inventory	94,678
Deposits and Prepaid Expenses	<u>711,865</u>
TOTAL CURRENT ASSETS	4,292,169
CAPITAL ASSETS:	
Grant Equipment	12,622,767
Non-Grant Equipment	10,234,949
Work in Progress	-
TOTAL COST	<u>22,857,715</u>
Less Accumulated Depreciation	<u>(13,238,665)</u>
Net Capital Assets	<u>9,619,050</u>
TOTAL ASSETS	<u><u>13,911,219</u></u>

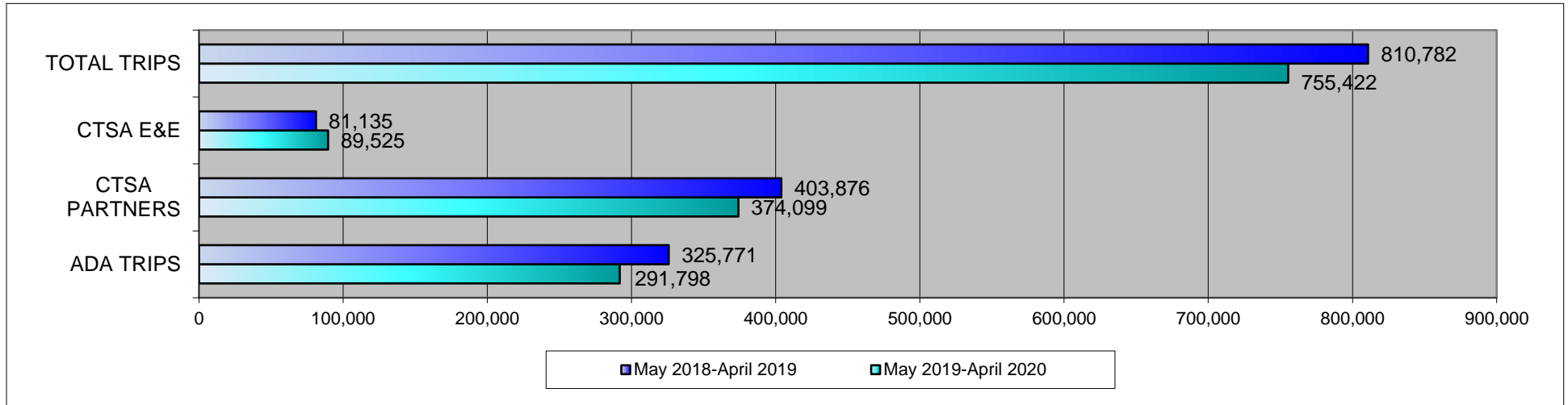
LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES	
Accounts Payable	(59,558)
Workers' Compensation Payable	(36,144)
Accrued Payroll & Benefits	452,024
Sales Tax Payable	1,021
Lease/Notes Payable	79,835
Unredeemed Bus Scrip	83,296
Deferred Revenue	111,430
Other Payables	<u>39,018</u>
TOTAL CURRENT LIABILITIES	670,922
LONG-TERM LIABILITIES:	
Long Term Liabilities	<u>3,897,403</u>
TOTAL LONG TERM LIABILITIES	3,897,403
TOTAL LIABILITIES	4,568,325
FUND EQUITY	
Contributed Capital	427,126
Restricted for lease collateral	-
Restricted for grant administration	12,999
Retained Earnings (Loss)	<u>8,902,769</u>
TOTAL FUND EQUITY	<u>9,342,894</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>13,911,219</u></u>

Paratransit, Inc.

April 2020 Performance Report

ROLLING YEAR TRIPS PROVIDED



May 2019-April 2020
Total Trips Provided
 755,422

May 2019-April 2020
CTSA Partners 374,099
CTSA E&E 89,525

May 2019-April 2020
ADA Trips Provided
 291,798

May 2018-April 2019
Total Trips Provided
 810,782

May 2018-April 2019
CTSA Partners 403,876
CTSA E&E 81,135

May 2018-April 2019
ADA Trips Provided
 325,771

Change (55,359) (29,776) 8,390 (33,973)

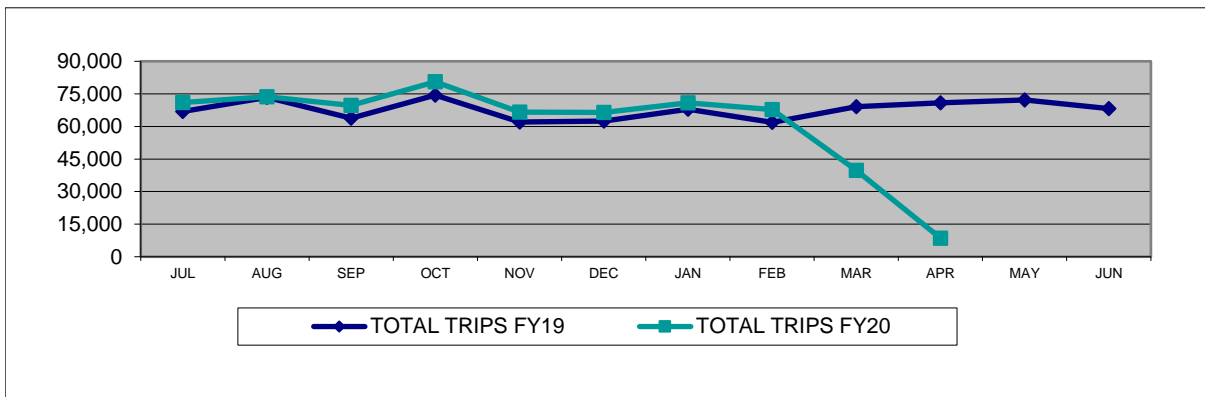
Variance -6.8% -7.4% 10.3% -10.4%

	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019
Total Trips	71,193	66,709	66,965	73,397	63,776	74,408	62,030	62,493	67,948	61,886	69,119	70,858
CTSA Partners	35,507	33,056	33,060	37,126	30,490	37,378	29,629	29,965	34,903	31,150	35,017	36,595
CTSA E&E	7,026	6,518	6,743	7,113	6,682	7,477	6,445	6,644	6,582	6,158	6,893	6,854
ADA Trips	28,660	27,135	27,162	29,158	26,604	29,553	25,956	25,884	26,463	24,578	27,209	27,409

	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020
Total Trips	72,156	68,153	71,050	73,624	69,698	80,553	66,562	66,527	70,928	67,735	39,848	8,588
CTSA Partners	37,255	35,442	36,275	38,746	34,703	40,395	31,880	31,950	35,426	32,765	17,959	1,303
CTSA E&E	6,900	6,721	6,690	6,873	7,509	10,553	9,228	9,212	9,693	9,632	5,621	893
ADA Trips	28,001	25,990	28,085	28,005	27,486	29,605	25,454	25,365	25,809	25,338	16,268	6,392

Paratransit, Inc. April 2020 Performance Report

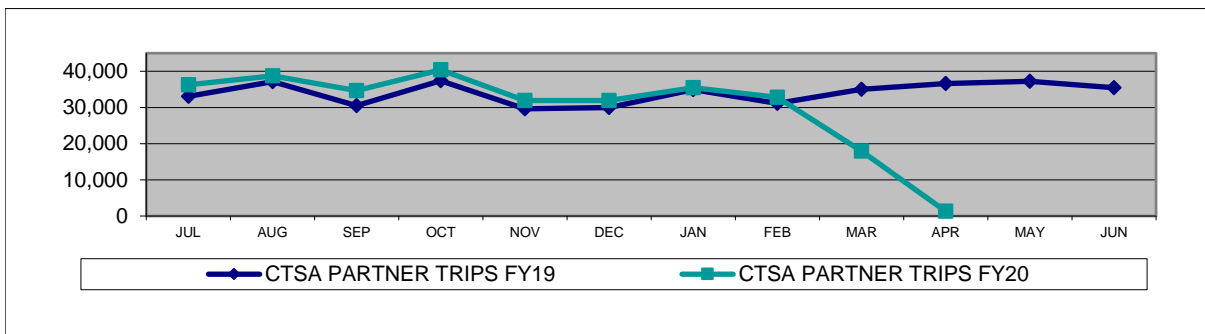
TOTAL TRIPS PROVIDED



<u>Total Trips</u>		APR	YTD
FY20	Total Trips	8,588	615,113
FY19	Total Trips	70,858	672,880
Variance		(62,270) -87.9%	(57,767) -8.6%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	66,965	73,397	63,776	74,408	62,030	62,493	67,948	61,886	69,119	70,858	72,156	68,153
FY20	71,050	73,624	69,698	80,553	66,562	66,527	70,928	67,735	39,848	8,588		

CTSA PARTNER TRIPS PROVIDED

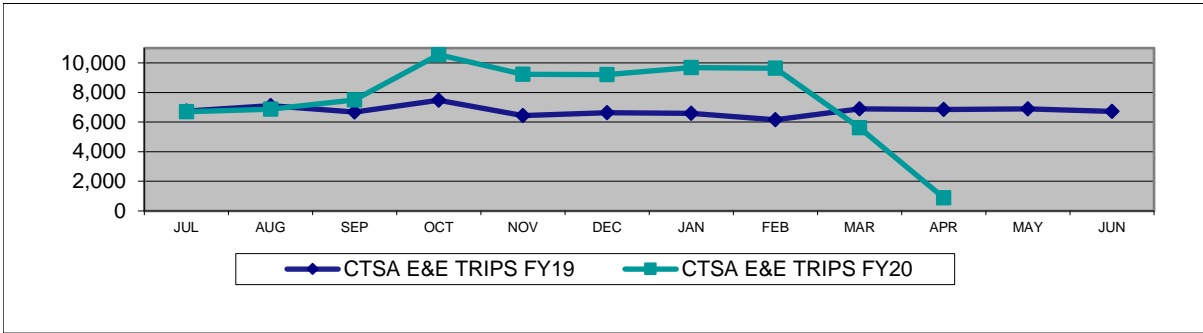


<u>CTSA Partner Trips</u>		APR	YTD
FY20	CTSA Partner Trips	1,303	301,402
FY19	CTSA Partner Trips	36,595	335,313
Variance		(35,292) -96.4%	(33,911) -10.1%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	33,060	37,126	30,490	37,378	29,629	29,965	34,903	31,150	35,017	36,595	37,255	35,442
FY20	36,275	38,746	34,703	40,395	31,880	31,950	35,426	32,765	17,959	1,303		

Paratransit, Inc. April 2020 Performance Report

CTSA ENHANCED & EXPANDED TRIPS PROVIDED

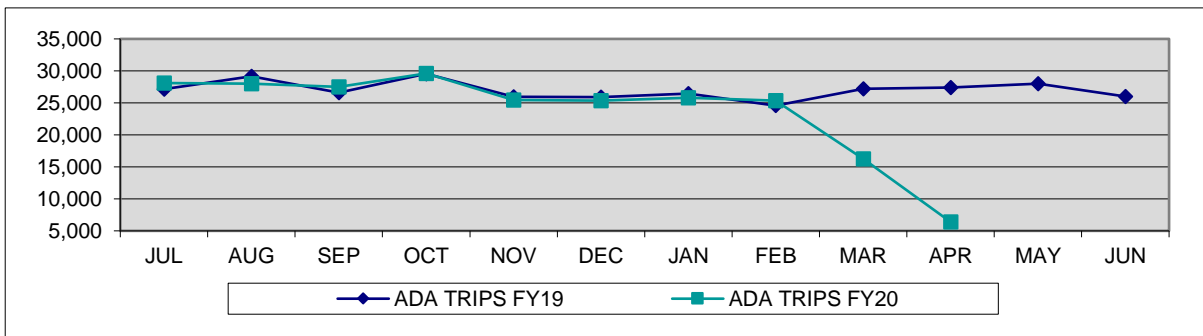


CTSA E&E Trips

		APR	YTD
FY20	CTSA E&E Trips	893	75,904
FY19	CTSA E&E Trips	6,854	67,591
Variance		(5,961) -87.0%	8,313 12.3%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	6,743	7,113	6,682	7,477	6,445	6,644	6,582	6,158	6,893	6,854	6,900	6,721
FY20	6,690	6,873	7,509	10,553	9,228	9,212	9,693	9,632	5,621	893		

ADA TRIPS PROVIDED



ADA Trips

		APR	YTD
FY20	ADA Trips	6,392	237,807
FY19	ADA Trips	27,409	269,976
Variance		(21,017) -76.7%	(32,169) -11.9%

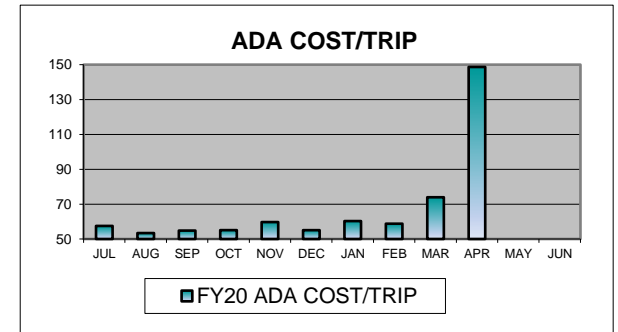
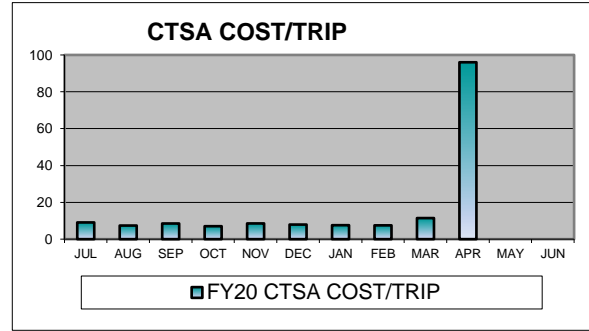
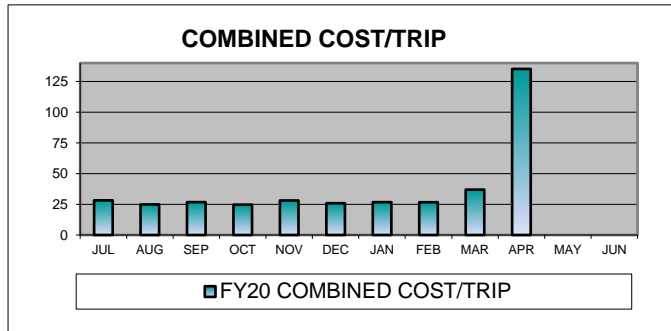
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	27,162	29,158	26,604	29,553	25,956	25,884	26,463	24,578	27,209	27,409	28,001	25,990
FY20	28,085	28,005	27,486	29,605	25,454	25,365	25,809	25,338	16,268	6,392		

Paratransit, Inc. April 2020 Performance Report

COST PER TRIP

Cost per Trip

FY20	APR	FY20 YTD
Combined	\$135.20	\$28.65
CTSA	\$96.03	\$8.64
ADA	\$148.67	\$60.39



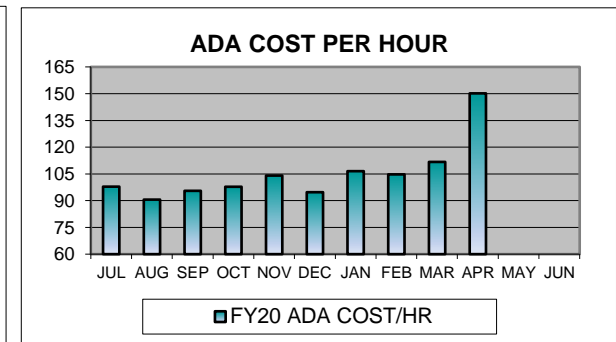
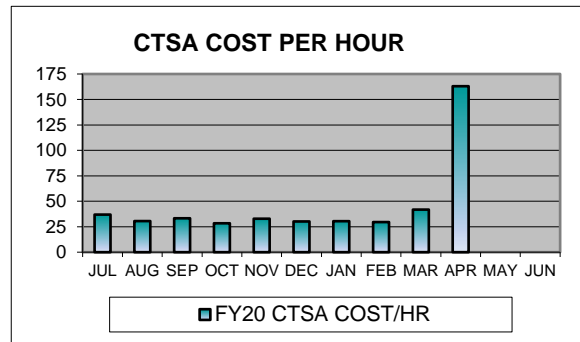
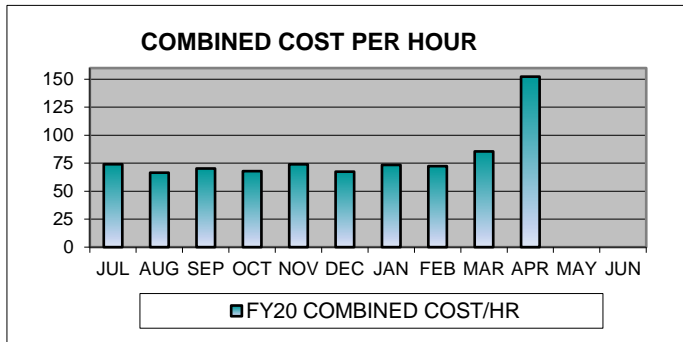
FY20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$28.21	\$24.89	\$26.77	\$24.68	\$28.10	\$25.89	\$26.75	\$26.67	\$36.95	\$135.20		
CTSA	\$9.08	\$7.38	\$8.50	\$7.03	\$8.54	\$7.92	\$7.58	\$7.50	\$11.44	\$96.03		
ADA	\$57.49	\$53.39	\$54.82	\$55.07	\$59.70	\$55.05	\$60.27	\$58.76	\$73.93	\$148.67		

Paratransit, Inc. April 2020 Performance Report

COST PER VEHICLE SERVICE HOUR

Cost per Vehicle Service Hour

FY20	APR	FY20 YTD
Combined	\$152.35	\$74.39
CTSA Partners	\$163.00	\$33.90
ADA	\$150.17	\$102.10



FY20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$74.07	\$66.54	\$70.26	\$67.90	\$74.00	\$67.43	\$73.46	\$72.38	\$85.53	\$152.35		
CTSA Partners	\$36.91	\$30.55	\$33.29	\$28.39	\$32.87	\$30.17	\$30.45	\$29.57	\$41.82	\$163.00		
ADA	\$97.85	\$90.59	\$95.52	\$97.80	\$104.07	\$94.74	\$106.54	\$104.74	\$111.72	\$150.17		

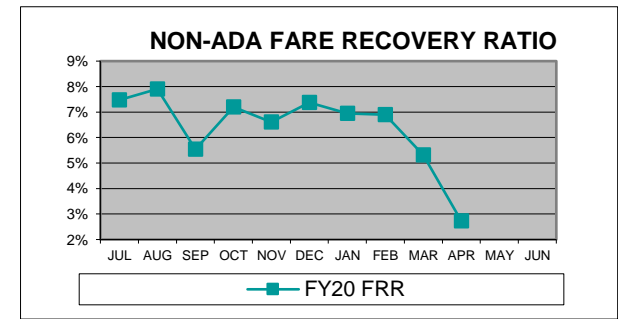
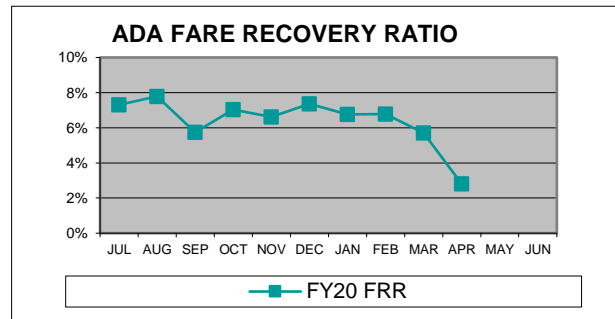
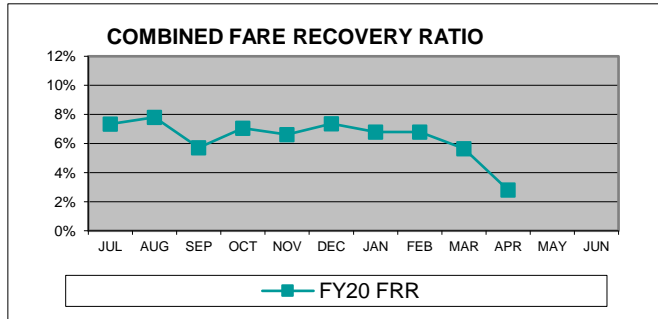
Paratransit, Inc.

April 2020 Performance Report

FARE RECOVERY RATIO

Fare Recovery Ratio

		APR	YTD	TDA minimum
FY20	Total Fare Recovery	2.8%	6.6%	5.0%



FY20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	7.3%	7.8%	5.7%	7.1%	6.6%	7.4%	6.8%	6.8%	5.6%	2.8%		
ADA	7.3%	7.8%	5.7%	7.0%	6.6%	7.4%	6.8%	6.8%	5.7%	2.8%		
Non-ADA	7.5%	7.9%	5.5%	7.2%	6.6%	7.4%	6.9%	6.9%	5.3%	2.7%		

Paratransit, Inc.
April 2020 Performance Report

TRANSPORTATION DEVELOPMENT ACT PERFORMANCE CRITERIA

Cost per Vehicle Service Mile		
FY20	APR	YTD
Combined	\$11.64	\$4.56
CTSA	\$9.16	\$1.89
ADA	\$12.39	\$6.72

Trips Provided per 100 Vehicle Service Miles		
FY20	APR	YTD
Combined	9	16
CTSA	10	22
ADA	8	11

Trips Provided per Vehicle Service Hour		
FY20	APR	YTD
Combined	1.1	2.6
CTSA	1.7	3.9
ADA	1.0	1.7

DR On-Time Performance		
FY20	APR	YTD
DR	99.03%	90.96%



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6A**

AGENDA TITLE: Adopt Resolution 08-20 Adopting the Paratransit, Inc. Fiscal Year 2020-21 Operating and Capital Budget

MEETING DATE: June 15, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer
Dr. Lisa Cappellari, Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 08-20 adopting the Paratransit, Inc Fiscal Year 2020-21 Operating and Capital Budget.

BACKGROUND AND DISCUSSION:

On May 18, 2020, Paratransit, Inc released the draft Fiscal Year 2021 Operating and Capital Budget. This budget reflects many of the organizational changes that will be occurring with the transition of Americans with Disabilities Act and Non- ADA (Expanded and Enhanced Service) to Sacramento Regional Transit District on June 28, 2020. In addition, with the termination of the Four Party Agreement a new funding split was adopted which allocates 30% of the LTF funds for CTSA's to Paratransit, Inc and 30% of the Measure A funds Senior and Disabled Services to Paratransit, Inc. Additionally, the on-set of COVID-19 affected the immediate operations and financial forecasts and this budget reflects those financial challenges.

Since the release of the budget in May, there have been some notable revisions to the budget. The budget as presented in May totaled \$11,067,023. The final budget presented tonight totals \$12,827,399, an increase of \$1,760,376. This increase is comprised of the following:

1. Further refinement of the Measure A and TDA allocations. The initial forecast presented assumed a 50% reduction in revenues. Many transit agencies are forecasting much less significant reductions. After reviewing the different budget assumptions and in concert with the financial projections utilized by SacRT for the same funding sources, these allocations have been increased to reflect only a 40% reduction in revenues. The net increase is approximately \$179,935 in Measure A and \$86, 717 in TDA.
2. Paratransit was able to secure additional grant funding and carryover some state grant funding for approximately \$154,901 in additional funding.
3. Outside Services was increased to reflect the contract in Wichita for eligibility and travel training services, as well as a recent contract award notification from AC Transit (on behalf of AC Transit and BART) to operate their Paratransit Coordinator's Office for East Bay Paratransit. This is approximately in \$160,000 additional funding
4. The largest increase in funding is the addition of the contract with Sacramento Regional Transit District to provide the maintenance, cleaning and fueling for 50 SacRT Go buses. While a portion of the this was included in the draft budget, the final revised number (including fuel and contract maintenance) resulted in an increase of \$1,178,823.

Staff will continue to monitor the financial projections as the COVID-19 emergency continues. Our contracted services are beginning to resume and Fiscal Year 2020 will end balanced. In addition, it is to note that there are still some outstanding grant applications and proposals under consideration. None of those potential revenues are included in this budget. Staff will present the Board with an update at the September Board meeting on the budget projections to actual.

FISCAL IMPACT:

These revenues are included as part of the Fiscal Year 2020-21 Budget and will be used to fund activities of the CTSA.

ATTACHMENTS:

1. Resolution 08-20
2. Fiscal Year 2021 Operating and Capital Budget



RESOLUTION NO. 08-20

**RESOLUTION ADOPTING THE PARATRANSIT, INC.
FISCAL YEAR 2019-2020 OPERATING AND CAPITAL BUDGET**

WHEREAS, the final draft of the Fiscal Year 2020-21 Operating Budget for Paratransit, Inc. as prepared by Paratransit, Inc. staff has been determined to be in the best interest of the Corporation by its duly constituted Board of Directors, and

WHEREAS, the Board of Directors considered the recommendation to adopt the final draft of the Fiscal Year 2020-21 Operating and Capital Budget after full consideration at the June 15, 2020 meeting of the Board of Directors,

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. does hereby adopt the final draft of the Paratransit, Inc. Fiscal Year 2020-21 Operating and Capital Budget.

Anna Fontus, President
Paratransit, Inc. Board of Directors

Date



**PARATRANSIT
STRONG!**

PARATRANSIT, INC.

Fiscal Year 2021

**Operating and
Capital Budget**

BOARD OF DIRECTORS

Anna Fontus, President
Molly Nugent, Vice President
Vidhu Shekhar, Secretary
Scott Leventon, Treasurer
Patrick Hume
William “Charles” Johnson
Alice Kimble
Mark Lonergan
Stephanie Nguyen

EXECUTIVE STAFF

Tiffani M. Fink, Chief Executive Officer
Dr. Lisa Cappellari, Deputy Executive Director/Chief Financial Officer
Mary Harding, Chief Operating Officer
Christine Brown, Chief Administrative Officer

Table of Contents

Paratransit, Inc. FY 21 Budget

Chapter 1 – Overview.....	1-6
Organizational Chart	
Revenue and Expenses	
Chapter 2 – Administration.....	7-12
Administration	
Office of the Chief Executive Officer	
Moving Youth to Jobs	
Human Resources	
Information Technology	
Chapter 3. – Mobility Management Services.....	13-18
Boston Eligibility Center	
Boston Travel Training	
Spokane Mobility Center	
Sacramento Mobility Options	
Mobility Services Special Projects	
Chapter 4 – Finance.....	19-21
Accounting	
Statistics	
Chapter 5 – Operations.....	22-29
Scheduling and Technology Center	
Dispatch Center	
Operations Administration and Customer Service	

Service Assistants

Day Porters

Facilities Maintenance

Driving Center

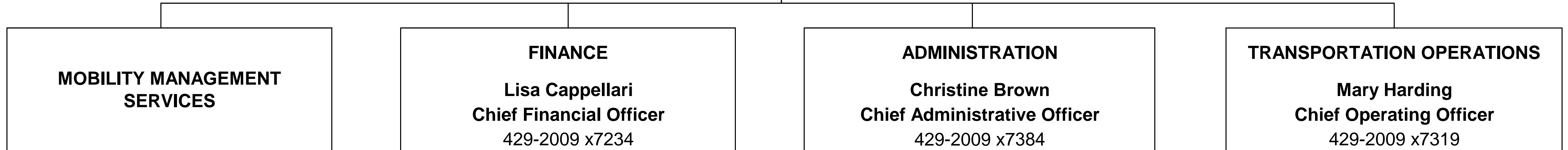
Safety and Training Center

Maintenance/ CTSA Maintenance

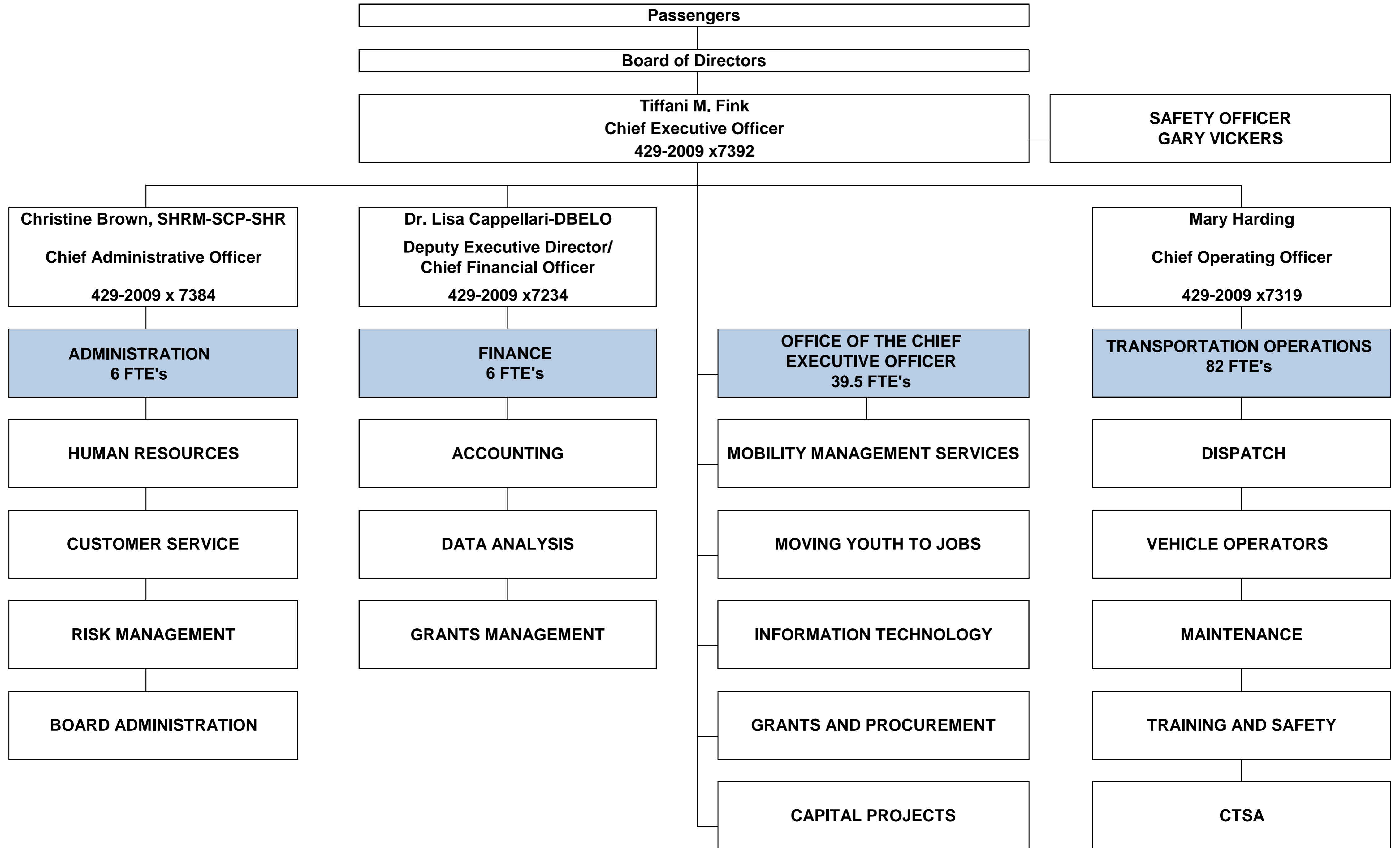
Chapter 6 **CTSA Services..... 30-31**

PARATRANSIT, INC. ORGANIZATIONAL CHART

Tiffani Fink
Chief Executive Officer
429-2009 x7392



**Fiscal Year 2020/21
PARATRANSIT, INC. ORGANIZATIONAL CHART**



**PARATRANSIT, INC.
FY2020/21 BUDGET DRAFT**

**FY21 Total
Budget**

REVENUE

OPERATING REVENUE:

Measure A	1,212,940
TDA 4.5	520,305
Federal Funding	3,154,901
State Funding	100,000
RT Maintenance, Fuel, Facility Contracts	1,388,739
Outside Services	6,450,514
Applied to Capital Projects	-
TOTAL OPERATING REVENUE	12,827,399

PARATRANSIT, INC.

FY2020/21 BUDGET DRAFT

**FY21 Total
Budget**

OPERATING EXPENSES

PERSONNEL:

Transportation Operations	2,442,654
Maintenance Operations	1,076,799
Administration	1,213,408
Diversified Services:	-
Travel Training	137,799
Mobility Management	1,225,200
Fringe Benefits	2,924,692
Workers' Compensation	225,936
TOTAL PERSONNEL	9,246,488

FLEET OPERATIONS:

Fuel	1,534,499
Insurance	324,000
Cost of Parts & Sublet Service	241,515
TOTAL FLEET OPERATIONS	2,100,014

NONPERSONNEL:

Professional Services	248,885
Outside Services	259,268
Rent/Repair	117,354
Office Expense	116,503
Interest Expense	125,351
Telephone/Utilities	102,193
Tax/License/Dues/Permits	34,773
Travel	82,807
Professional Development	10,619
TOTAL NONPERSONNEL	1,097,752
TOTAL OPERATIONS EXPENSE	12,444,254

CAPITAL PROJECTS:

Florin Road Facility	97,242
Facility Reserve	20,581
Vehicle Acquisition Project	235,323
Office Furniture & Equipment	10,000
Network & Telecommunications	10,000
Maintenance Equipment	10,000
Miscellaneous Capital Projects	-
TOTAL CAPITAL PROJECTS	383,146
TOTAL OPERATING AND CAPITAL EXPENSE	12,827,400
NET INCOME (LOSS)	(2)

**PARATRANSIT, INC.
FY2020/21 BUDGET DRAFT**

	CTSA	Sacramento	Outside Sacramento	Total
REVENUE				

OPERATING REVENUE:				
Measure A	1,079,607	133,333		1,212,940
TDA 4.5	520,305			520,305
Federal Funding	1,187,218	1,967,683		3,154,901
State Funding	100,000			100,000
RT Maintenance, Fuel, Facility Contracts		1,388,739		1,388,739
Outside Services		3,706,818	2,743,695	6,450,514
Applied to Capital Projects				-
TOTAL OPERATING REVENUE	2,887,130	7,196,573	2,743,695	12,827,399

PARATRANSIT, INC.

FY2020/21 BUDGET DRAFT

	CTSA	Sacramento	Outside Sacramento	Total
OPERATING EXPENSES				

PERSONNEL:				
Transportation Operations	342,265	2,100,389	-	2,442,654
Maintenance Operations	323,040	753,759	-	1,076,799
Administration	303,352	546,033	364,022	1,213,408
Diversified Services:	-	-	-	
Travel Training	-	137,799	-	137,799
Mobility Management	-	-	1,225,200	1,225,200
Fringe Benefits	529,410	1,709,361	685,921	2,924,692
Workers' Compensation	24,242	189,669	12,025	225,936
TOTAL PERSONNEL	1,522,309	5,437,011	2,287,168	9,246,488
FLEET OPERATIONS:				
Fuel	521,730	1,012,769	-	1,534,499
Insurance	100,000	180,000	44,000	324,000
Cost of Parts & Sublet Service	82,115	159,400	-	241,515
TOTAL FLEET OPERATIONS	703,845	1,352,169	44,000	2,100,014
NONPERSONNEL:				
Professional Services	105,246	91,090	52,549	248,885
Outside Services	59,865	116,557	82,846	259,268
Rent/Repair	17,399	36,773	63,182	117,354
Office Expense	9,561	31,600	75,342	116,503
Interest Expense	55,082	66,522	3,747	125,351
Telephone/Utilities	6,355	14,538	81,300	102,193
Tax/License/Dues/Permits	1,616	10,880	22,277	34,773
Travel	21,403	37,527	23,877	82,807
Professional Development	1,305	1,906	7,408	10,619
TOTAL NONPERSONNEL	277,832	407,393	412,527	1,097,752
TOTAL OPERATIONS EXPENSE	2,503,985	7,196,574	2,743,695	12,444,254
CAPITAL PROJECTS:				
Florin Road Facility	97,242			97,242
Facility Reserve	20,580			20,580
Vehicle Acquisition Project	235,323			235,323
Office Furniture & Equipment	10,000			10,000
Network & Telecommunications	10,000			10,000
Maintenance Equipment	10,000			10,000
Miscellaneous Capital Projects				
TOTAL CAPITAL PROJECTS	383,145	-	-	383,145
TOTAL OPERATING AND CAPITAL EXPENSE	2,887,131	7,196,574	2,743,695	12,827,400
NET INCOME (LOSS)	(0)	(0)	(0)	(1)



Administration

Office of the Chief Executive
Administration
Human Resources
Moving Youth to Jobs
Information Technology

FY 2020/21
PARATRANSIT, INC. ORGANIZATIONAL CHART



FY 2020/21

PARATRANSIT, INC. ORGANIZATIONAL CHART

**Chief Administrative Officer
Christine Brown
429-2009x7384**

Human Resources

Jamila Lee

Human Resources Assistant Manager
Sr. Human Resources Representative
Human Resources Representative

Risk Management

Board Coordination

Assistant Secretary of the Board

Customer Service and Administration

Michelle Salazar

Eligibility and Administration Specialist

Accessible Vehicle Rentals

Ana Cisneros

Transportation Administrative Clerk

Administration

Board Administration

Administration is responsible for preparing Board packets and documents, scheduling and preparing for Board meetings and additional Committee meetings of the Board of Directors, preparing minutes, follow-up with Board members for a variety of purposes and adhering to the rules and regulations of the Brown Act.

Administration is responsible for maintaining the conflict of interest code, form 700 filings for specified staff and the Board of Directors and follow up.

Risk Management

Administration also monitors and reports any insurance claims filed against Paratransit, Inc. and follows the timelines required for follow up on claims, It also processes all insurance renewals for policies in Sacramento, Spokane, Boston, and Kansas including securing renewal certifications and certifications for new contracts.

Administration also provides credit card administration, check signing authority, and updates and maintains a variety of licenses and bonds for various entities in all departments and offices, and participates in the development of the Collective Bargaining Agreement with union employees.

Human Resources

The Human Resources Division is responsible for all activities and functions in the employee lifecycle for both bargaining and non-bargaining units. We focus on recruiting qualified candidates for available positions, handling the on-boarding process, benefits administration, assisting divisions with employee development and performance management. We also manage all leaves of absence, the workers' compensation program, the interactive process for assessing reasonable accommodation requests, drug and alcohol testing program for safety-sensitive employees and the unemployment claims process.

Office of the Chief Executive: CEO's Key Initiatives

The Office of the Chief Executive includes tasks and duties for programs which report directly to the Chief Executive Officer. Responsibilities include Contract Negotiations for the bargaining unit (Vehicle Operators), oversight and program management for the Moving Youth to Jobs project, Legislative tracking, and Grants Management. In addition, the Director of Information Technology and the Director of Human Resources report to the CEO for department activities.

Key Projects for 2020/21:

Moving Youth to Jobs:

The program is managed by the Executive Program Assistant who coordinates with outside agencies, and the Sacramento Area Council of Governments, to determine the transportation needs of youth 16-18 and 18-24 years of age. Travel Training can offer youth the opportunity to reach job sites and social settings by accessing fixed route public transit. The program provides travel training, coordinates ridershare options, provides transportation literacy education and facilitates direct transportation (provided through the Operations Department.)

Legislative:

The Chief Executive Officer participates in both the CalACT and California Transit Association Legislative activities and is an active member with the Sacramento Metro Chamber participating in the both the State Legislative Summit and Capitol to Capitol trips. Staff will continue to monitor legislation related to transportation, transportation funding and new modes of mobility.

GrantsManagement:

The Chief Executive Officer, working with the Chief Financial Officer, is responsible for the preparation, oversight and reporting for all grants received by Paratransit, Inc. Included in this work is the development and updates of the Agency's Capital Improvement Program. The Mobility and Grant Programs Assistant Manager and Accounts Receivable Specialist assist in the preparation of supporting documentation and preparation of invoicing.

Office of the Chief Executive Officer: Information Technology

The Information Systems department performs a myriad of tasks for Paratransit, Inc., both locally in Sacramento and in all of our field offices; almost everything with a plug is within the purview of the team. The department is split into two functional areas: technical and programming. The technicians are responsible for maintenance of the Shoretel phone system, Trapeze scheduling software, FileMaker Data Management System (DMS), Sonitrol security system, ADP time clocks, SAGE accounting servers, GroupWise email systems, in-vehicle technology, all workstations, and many others. They plan repair schedules, upgrade servers, maintain mobile equipment, track of hundreds of tickets in the ticketing system and keep everything running smoothly behind the scenes. The programmers are responsible for creating new software technologies, adapting existing programs, creating and modifying reports and general maintenance of any home-grown applications. They build new web pages and database queries to expand and simplify Paratransit's operations. Most of all, the employees of the Information Systems department work as a team to support almost every aspect of the company, from gigantic projects to everyday tweaks. The team must categorize, prioritize and schedule tasks from every department to help Paratransit better function smoothly and efficiently.

Mobility Management Services:

Mobility Management Services represents the resources dedicated directly to oversight and support of our field offices, Sacramento's Travel Training program and new the start-ups and special projects within the Mobility Management Division. This includes general guidance regarding program management, start-up services, and other planning and administrative support. In addition, maintaining client relationships and contract negotiations are included in this budget area as well as occasional consulting services.

Mobility Options: Sacramento Travel Training

The core service of the Mobility Options Department is our Travel Training Program. Since 1982 Paratransit has been providing one on one and small group trainings in the safe and effective use of fixed route public transit. To date, over 15 thousand people with disabilities, seniors, low income, homeless, and those individual's with limited English proficiency, have successfully completed training. This service has resulted in millions of dollars in savings or cost avoidance to our local fixed route transit providers.

In September of 2018, we entered the third year of our contract with The City of Roseville to provide travel training and "Learn to Ride the Bus" workshops for the City Parks and Recreation Department. These classes take place 4 times per year, on a weekly bases, for three consecutive weeks. These classes and have generated referrals for additional one on one training for those that would like to experience more routes or to venture out using other transit options. All evaluation on the class from the participants have been extremely positive.

This Department is also responsible for the majority of our outreach to the community participating in dozens of health/resource fairs, presentations to service organization, support groups, schools, and senior living facilities. These events allow us the opportunity to provide vital information on transit options and to answer question and address misconceptions of the Paratransit eligibility requirements as well as provide referrals for our travel-training program. Staff also offers "Train the Trainer" workshops across the United States. The workshops offer a 3-5 day classroom and field experience to give agencies and transit districts the basic knowledge to institute a travel training program in their community. This training is on a fee for service basis under an MOU agreement.

Mobility Training:

Sacramento's Travel Training program will continue its 37-year tradition of providing travel training and mobility options to those needing services in the six county region. The Mobility Options Department continues to broaden our service delivery to not only include seniors and those Individuals with disabilities, but to those recently arriving in the United States with limited English proficiencies, the LGBT community, those of low income and transit dependency, and students transitioning from school to independent living and job placement opportunities. We deliver our training in a one-on-one setting, small groups of up to five individuals, or field trips for those clubs or organization wishing to have an "introduction to public transit" experience. Those completing the introduction field trip are then offered Individual "person centered" training to anyone that may be interested in specific routes or services that may assist them with their transportation needs

Spokane Mobility Center

Paratransit Inc. has worked in partnership with Spokane Transit since 2006, providing Mobility Training services to the community of Spokane. In October of 2012, the Spokane Transit Mobility Center opened its doors for In-Person Assessments for ADA Paratransit Eligibility. In addition to In-Person Assessments, Paratransit, Inc. has designed a pathway review process for ADA conditional eligibility. In January of 2016, the Spokane Transit Mobility Center expanded with the addition of the Volunteer Mobility Mentor Program.

Mobility Training Program:

Paid, PI Mobility Trainers help seniors and persons with disabilities gain more independence by teaching people how to successfully ride fixed route transit.

One-on-One Training: Trainers work one-on-one with a trainee and tailor the trainings to the individual's needs. The goal is to ensure that the trainee has a positive experience and is able to become an independent fixed route rider.

Group Training: Mobility Trainers work with groups of up to five people. The goal is to teach a small group of trainees how to successfully ride fixed route. This is particularly well suited for classes of students.

In-Person Assessments: The process to determine ADA paratransit eligibility starts with a paper application. The Eligibility Specialist for Spokane Transit reviews the applications and refers about 50% of those applications to Paratransit Inc. for In-Person assessments. Once the application goes to PI we begin the process of contacting the applicant to schedule their assessment and transportation. The assessment starts with an interview that allows the applicant to describe their disabilities and abilities and how these affect their ability to travel independently on the fixed route. Depending on responses to the interview questions and observations, the applicant may be asked to participate in a Tinetti Gait and Balance Assessment and/or a Transit Skills Assessment (one-half mile timed/measured simulated trip to a transit stop). Other assessments that may be utilized are a FACTS Test or a Mini-Mental State Examination.

Pathway Review: Mobility Trainers use iPads to assess the path of travel for an applicant with a barrier condition for ADA paratransit eligibility, when requested by Spokane Transit. This process allows Spokane Transit to enforce trip-by-trip conditional eligibility. Paratransit Inc. will notify the customer in writing once the assessment has been completed if the trip does not meet the barrier condition and is no longer eligible on paratransit.

Volunteer Mobility Mentor Program: Volunteer Mentors provide support for people who are not familiar with the bus system and are apprehensive about learning to ride the bus on their own. This program concentrates on the senior population.

One-on-One: Volunteer Mobility Mentors assist customers one-on-one to/from their destination depending on need.

Travel Clubs: Volunteer Mobility Mentors take groups of seniors on pre-planned outings in the community. Travel Clubs teach seniors how to ride the bus but do so while having fun with their peers on these “Adult Field Trips”.

Boston Travel Training

In the spring of 2016, Massachusetts Bay Transportation Authority (MBTA) released an RFP for Travel Training services. As the operator of the ADA paratransit eligibility services provided there we submitted a proposal in response to the RFP and were selected as the winning bidder by the MBTA.

The program is based out of the ADA Eligibility Office in Boston. The majority of their time is spent in the community conducting various activities.

Outreach: Staff is responsible for informing the community of services available under this contract. This is done by attending resource fairs, distributing marketing materials, or conducting presentations to groups at schools, community centers, senior centers, and more.

System Orientation Training: System Orientation is a one-time class with a maximum of 15 participants conducted in the MBTA's modern training facility near Broadway on the Red Line. The class can also be held at alternative locations such as schools or senior centers upon request. The training is designed to familiarize participants with the MBTA's fixed-route network of buses and subways, and other system features. Two types of System Orientation are available and designed specifically for seniors and customers with disabilities generally, and customers who are blind or have low vision.

One-on-One Intensive Training: Individual Travel Training is one-on-one instruction on the safe use of public transit for one's select destination within the MBTA service area. Training plans are customized for the unique needs of the individual.

Boston Pathway Review

In the winter of 2018, Massachusetts Bay Transportation Authority (MBTA) exercised the right to use an optional services that is in the current ADA Eligibility contract. Paratransit Inc. will provide a Pathway Review process for conditional eligibility for Massachusetts Bay Transportation Authority (MBTA). This process has been very successful, efficient and effective in other locations to enforce trip by-trip conditional eligibility.

The program commenced in April 2019, with one Transit Accessibility Evaluator. The program will be managed by the Boston Travel Training Program Manager. There is the potential to add an additional employee to the program if the number of Pathway Reviews and conditional eligibility increase.

The program is based out of the ADA Eligibility Office in Boston. The majority of the employee's times is spent in the community conducting route and scout activities. Using Paratransit Inc.'s' Data Management System (DMS) and iPads, a Transit Accessibility Evaluator assesses the path of travel for a rider with a barrier condition for ADA paratransit eligibility. Once the assessment is completed, Paratransit Inc. notifies the applicant, in writing, if a trip is not eligible to be taken on paratransit. The Transit Accessibility Evaluator works with applicants to ensure transportation options are available, including immediate Travel Training.

Boston Eligibility- TREC

Paratransit, Inc. has been operating THE RIDE Eligibility Center (TREC) under contract for the Massachusetts Bay Transportation Authority (MBTA) since December 2012 when the MBTA discontinued using a paper- based process. The base contract period was 4 years and MBTA extended through June 2018. In March 2018, Paratransit successfully re-bid the TREC contract to operate another 4 years.

Eligibility Process: The eligibility process is conducted in-person and includes functional assessments in accordance with nationally recognized standards originally established by Easter Seals Project ACTION. Services provided to the MBTA associated with this contract include:

- Operating a busy call center.

- Scheduling eligibility interview appointments and coordinating transportation with the MBTA's paratransit vendors.

- Conducting in-person interviews and functional assessments to determine ADA paratransit eligibility.

- Making determinations of ADA paratransit eligibility in a timely manner (current average is 3 days from date of completed application).

- In addition to fulfilling requirements of the eligibility contract, staff works closely with MBTA on various mobility management projects such as travel training, customer education, and providing discount passes on fixed route.

- Launch of pathway review program to check accessibility of fixed route trips for conditionally eligible customers.

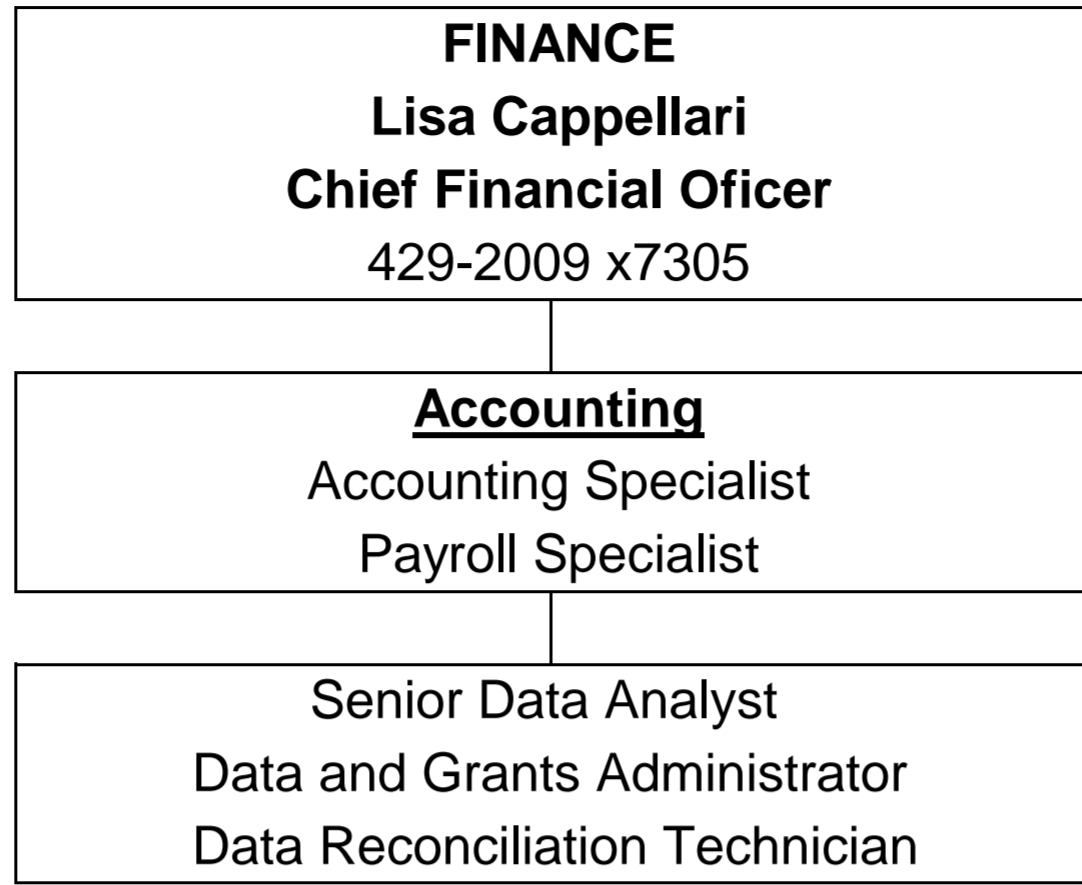


Finance

Accounting

Statistics

FY 2020/21
PARATRANSIT, INC. ORGANIZATIONAL CHART



Finance:

Accounting and Administration

The objective of the Accounting Division is to create an accurate financial picture of the agency. This is accomplished when Accounts Payable, Accounts Receivable and Payroll personnel adhere to the generally accepted accounting principles (GAAP). An accurate financial picture helps managers make decisions; it aids the Board of Directors in prescribing strategic guidance; and it gives external agencies a transparent view on how Paratransit spends its funds. The general Administrative personnel and expense associated with the management of the Finance Department are also included.

Data Analysis and Statistics

The objective of the statistics division is to ensure correct reporting of operating data such as trips, miles and hours. These data are used by internal managers, external agencies who provide Paratransit with funding, as well as state and federal agencies. Since these data are used as a mechanism both to determine funds received by Paratransit as well as funds received by the Sacramento area as a whole, employees processing operating data must be detail-oriented, accurate, and have the ability to spot inconsistencies.



Operations

Customer Service and Dispatch

Driving and Training

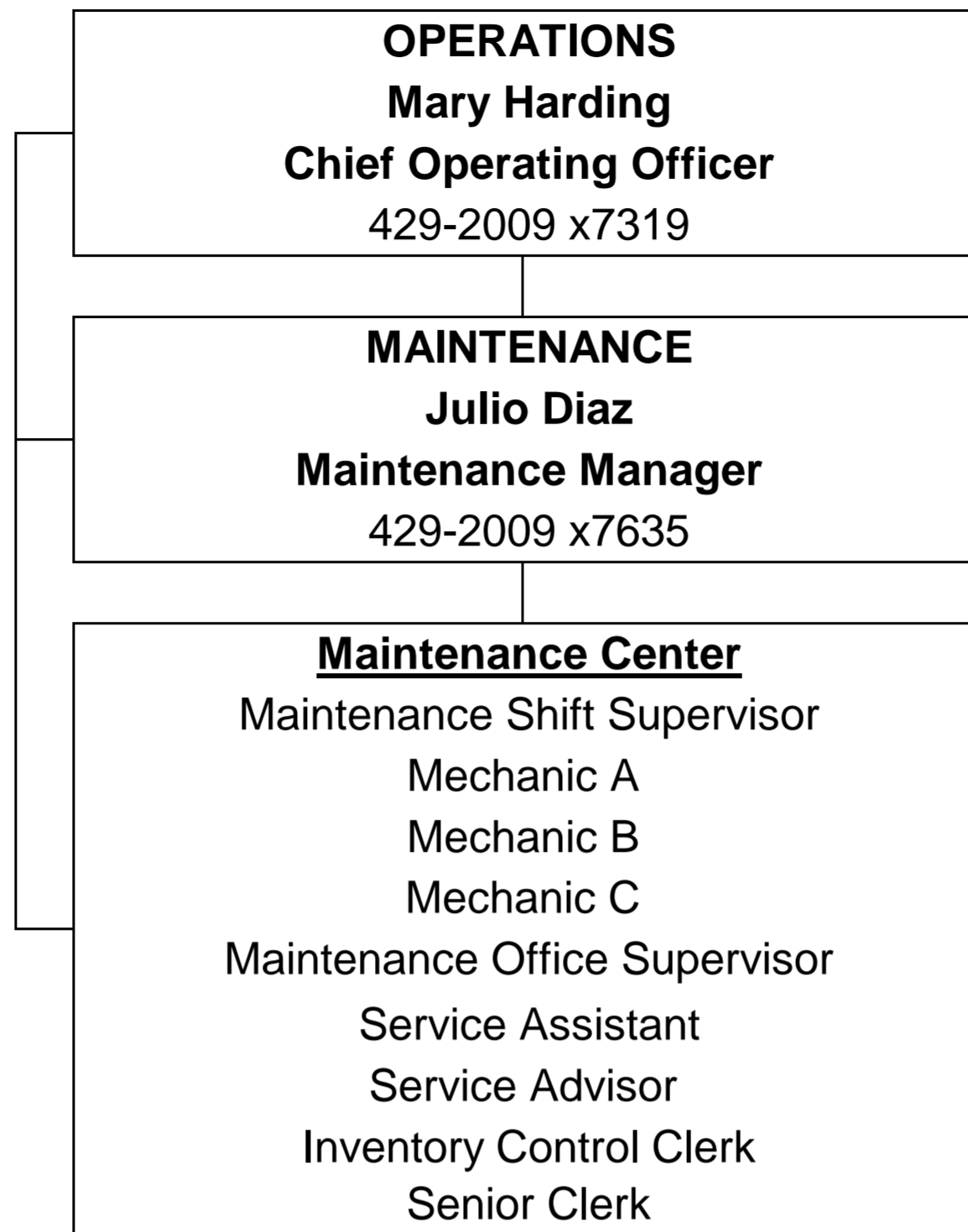
Maintenance

Scheduling

Wheelchair Accessible Van Rentals

CTSA Coordination

FY 2020/21
PARATRANSIT, INC. ORGANIZATIONAL CHART



FY 2020/21
PARATRANSIT, INC. ORGANIZATIONAL CHART

OPERATIONS
Mary Harding
Chief Operating Officer
429-2009 x7319

Gary Vickers
Director of Operations
429-2009 x7242

Driving Center
Transportation Operations Supervisor
Transportation Operations Trainer
Vehicle Operator

FY 2020/21
PARATRANSIT, INC. ORGANIZATIONAL CHART



FY 2020/21
PARATRANSIT, INC. ORGANIZATIONAL CHART

OPERATIONS
Mary Harding
Chief Operating Officer
429-2009 x7319

Scheduling Center
Transportation Operations Assistant
Transportation Operations Specialist
Transportation Technology Specialist
Transportation Scheduler

Operations:

Scheduling and Technology Centers

Responsible for proofreading and editing routes to create effective, efficient schedules each day under extreme time constraints using Trapeze software. Creates and maintains template routes/schedules and daily routes/schedules, update and maintain daily driver assignments, adjusting and editing routes for drivers time off for sick leave, vacation, floating holidays, leaves governed by law, jury duty, FMLA, workers comp appointments, etc. Ensures route start/end times, breaks, lunches, out of services, etc. conform to the CBA contract between Paratransit, Inc. and the Amalgamated Transit Union. Maintains driver overtime list, prepares, creates, and oversees the driver vacation and shift bid process every four months. Creates and maintains the Trapeze test environment to ensure that we utilize the software in the most efficient and effective way possible.

Driving, Safety and Training Centers

The Vehicle Operators, Safety and Training Division is responsible for the day to day operations to include training, vehicle safety, training and the supervision of approximately 30 Vehicle Operators. We provide pull-out, pull-in, spot check and formal yearly ride-a-long evaluations for all Operators. Key staff within the Division are certified by the California Department of Motor Vehicles to certify the commercial drive test and administers the test for all vehicle operators. The Division also provides 24 hour on-call response to incidents and/or accidents and investigation services. In addition to the training of our Vehicle Operators, the training staff within the Division provides vehicle and safety training to our 9 CTSA partner agencies on a variety of topics from lift deployment to wheelchair securement to pre-trip inspection.

We are also committed to select, evaluate and train a Team of 2 to 4 Vehicle Operators to compete in the annual CalAct Bus Rodeo which, depending on placement may result in the competition at the National Bus Rodeo.

Day Porters

The Day Porters primary task is to keep the facility clean by vacuuming, dusting, taking the garbage out, washing floors, etc.

Service Assistants

Service Assistants are responsible for fueling the buses, checking the fluid levels at the time of fueling, cleaning the buses in the inside, along with staging the buses for the early morning drivers.

Maintenance

Our Department operates based on daily vehicle maintenance schedules, vehicle break downs, and by customer request. We also assist the Transportation Department to ensure the most amount of vehicles are available each day to go on route. We assist with road calls, assist drivers over the phone to trouble shoot the lift and interlock systems, and dispatch the tow truck if needed. We also:

- Provide body shop estimates, review estimates and schedule body shop repairs
- Schedule Dealership warranty, recall and repair work. Review body shop and dealership invoices, and inspect quality of workmanship. Perform quality control on work performed.
- Perform Preventive safety maintenance every 5,000 miles or 60 days whichever comes first. This includes a detailed inspection of our units.
- We are projecting to perform around 1200 preventative maintenance services including transmission services, wheel bearing service every 30,000 miles and around 23,000 repairs.
- Perform minor and major engine repairs.
- Perform In house minor body work repair, such as lower body fender reinforcement and driver door skin reset. This jobs requires minimum paint
- Vehicle Body reseal to prevent water from leaking inside the bus interior.
- Transmission minor repairs and overhaul's are done in house to reduce cost of replacement of units.
- We maintain our service in compliance by running a variety daily reports, daily updated vehicle mileage and keeping data updated during the day.
- Keep records updated and properly file to comply with CHP, and RT annual vehicle and documentation inspections.

- Maintenance facility is CNG compliant.
- Our Maintenance Department also performs Taxi inspection to taxi associations every two years as required by City of Sacramento.

- Perform brake and lamp inspections

CTSA Maintenance Services

- We follow up with CTSA partner agencies to help them to maintain their service in compliance with all State and Federal requirements
- Advise customers via email and by phone monthly on their vehicles due for service based on due date or mileages, whichever comes first.
- Assist agencies scheduling their inspections, write ups and other services needed
- Pickup and deliver vehicles as per CTSA agreement, when needed
- Invoices are processed weekly and billed to CTSA agencies for jobs performed above their CTSA Maintenance Agreements
- Update mileages as vehicles come for service or fuel
- We are projecting performing around 200 preventative maintenance services and around 1400 repairs

Partner Agencies

1. Asian Community Center
2. DDSO
3. Elk Grove Adult Community Training
4. Health for All
5. Sutter Senior Care I and II
6. St Johns
7. UCP
8. Easter Seals

Outside Agencies (not CTSA) that we perform services and repairs for

1. A Family Affair
2. Asian Community Center
3. Easter Seals – Increased their fleet this year with new buses.
4. Sutter Senior Care I and II – Increased their fleet this year with new buses.
5. The Commons of Elk Grove
6. Others

CTSA Partners: What They Do and Who They Serve in our Community



Easter Seals offers help, hope and answers to children and adults with disabilities and their families in the United States and Australia, and through our global partners in Puerto Rico, Canada and Mexico. We are the leading non-profit provider of services for individuals with autism, developmental disabilities, physical and mental disabilities, and other special needs. Easter Seals also provides critical community-based supports and services to military service members, veterans, their families and families of the fallen.

Health for All

Health for All is a non-profit organization designed to help frail elderly stay independent or restore and maintain optimal functioning capacity. The Adult Day Health Care Centers offer multi-disciplinary teams of professional service providers who conduct comprehensive assessments of each of the participant's health and social needs.



United Cerebral Palsy provide services such as housing, physical therapy, assistive technology training, early intervention services, individual and family support, social and recreational programs, community living, state and local referrals, employment, employment assistance and advocacy.



Developmental
Disabilities
Service
Organization

From two sites in Sacramento and one site in Stockton Developmental Disabilities Service Organization

is an award- winning nonprofit that annually provides 400 adults with disabilities the opportunity to experience independence, job training, employment, physical education, visual and performing arts, life skill building, social interaction, active participation in the community, nurturing relationships and more



Sutter Senior Care PACE is a non-profit health plan exclusively for frail older adults. Sutter Senior Care's model of care is known as the "Program of All-Inclusive Care for the Elderly" or PACE. The PACE model has been recognized as the most appropriate model of comprehensive care for the frail elderly population.



The mission of the Elk Grove Adult Community Training program is to provide for the equality, dignity, and fulfillment of rights of all program participants through a community based program providing opportunities for individual choice in community and employment environments.

Elk Grove Adult Community Training, Inc. (EGACT) is a non-profit organization that provides education and training for adults with developmental disabilities.



Saint John's is for the woman who wants to make the leap. Who will fight the pervasive influence of homelessness, poverty, and abuse. Who will make an empowered decision to rise up and become a productive community member. Who understands, unequivocally, that the decision to create a better life – for herself and for her family – rests entirely on her.



ACC promotes the general welfare and enhances the quality of life of older adults by providing a comprehensive array of culturally appropriate health and social services. ACC owns and operates ACC Care Center, a 99-bed skilled nursing facility, ACC Greenhaven Terrace, a 146 apartment independent living and 27 apartment assisted living apartments, ACC Programs, where ACC Rides provides 4,000 one-way rides each month in Sacramento County, and Meals on Wheels by ACC, the Sacramento home delivered and congregate meal program for seniors.



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7A**

AGENDA TITLE: Adopt Resolution 09-20 Authorizing The Chief Executive Officer (CEO) To Submit the Transportation Development Act (TDA) Claim For Fiscal Year 2020-21 and Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued

MEETING DATE: June 15, 2020

PREPARED BY: Dr. Lisa Cappellari, Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 09-20, Transportation Development Act (TDA) Local Transportation Fund Claim Fiscal Year 2020-21 authorizing the Chief Executive Officer (CEO) to submit a claim, and any needed revisions, for up to the maximum funds available under Article 4.5.

BACKGROUND AND DISCUSSION:

The Sacramento Area Council of Governments (SACOG) recently notified Paratransit, Inc. of its adopted findings of apportionment for Fiscal Year 2020-21 Local Transportation Funds (LTF), and opened the period for submitting claims. Because Paratransit, Inc. is the designated Consolidated Transportation Service Agency (CTSA) for the urbanized area of Sacramento, it is an eligible claimant for funds available for community transportation pursuant to Articles 4.5 and 6.5 of the Transportation Development Act (TDA). The current apportionment earmarked for the CTSA was estimated in March 2020 in the amount of \$2,877,333. Paratransit, Inc. is eligible to receive 30% of the apportionment in the amount of \$863,200. Because the apportionments have not yet been updated to reflect reduced sales tax from the COVID-19 pandemic, Paratransit, Inc.

is estimating approximately a 40% reduction in this figure in the amount of \$520,305, which is reflected in the budget.

FISCAL IMPACT:

These revenues are included as part of the Fiscal Year 20/21 Budget and will be used to fund activities of the CTSA.

ATTACHMENTS:

1. Resolution 09-20



RESOLUTION 09-20

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO SUBMIT THE
TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FISCAL YEAR
2020-21 AND AUTHORIZE SUBMITTAL OF SUBSEQUENT CLAIMS IF FUNDING
REVISIONS ARE ISSUED,**

WHEREAS the Social Services Transportation Improvement Act of 1979 requires transportation planning agencies to designate entities to function as Consolidated Transportation Services Agencies (CTSA) within their respective jurisdictions; and

WHEREAS the Sacramento Area Council of Governments (SACOG), the local transportation planning agency, has designated Paratransit, Inc., as the Consolidated Transportation Services Agency for the urbanized area of Sacramento County; and

WHEREAS the Social Services Transportation Improvement Act of 1979 designates Consolidated Transportation Services Agencies as eligible claimants of funds legislated by the Transportation Development Act (TDA); and

WHEREAS the Transportation Development Act authorizes Consolidated Transportation Services Agencies to claim Local Transportation Funds and State Transit Assistance under Articles 4.5 and 6.5 for community transit services;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. does hereby submit a claim for Local Transportation Funds under Article 4.5 for transportation operations.

Anna Fontus
President

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7B**

AGENDA TITLE: Adopt Resolution 10-20 Authorizing the Chief Executive Officer (CEO) to submit an Application to the Massachusetts Department of Transportation (MassDOT) for Federal Transit Administration Section 5310 funding for a Volunteer Driver Program and Mobility Mentor (Bus Buddy) program in Boston, MA and further authorizing the CEO to execute all agreements, if awarded

MEETING DATE: June 15, 2020

PREPARED BY: Tiffani M Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 10-20, authorizing the CEO to submit an application to the Massachusetts Department of Transportation (MassDOT) for FTA Section 5310 funding for a Volunteer Driver Program and Mobility Mentor (Bus Buddy) program in Boston, MA and further authorizing the CEO to execute all agreements, if awarded.

BACKGROUND AND DISCUSSION:

The Massachusetts Department of Transportation has issued a call for the next round of Section 5310: Elderly and Disabled funding. These funds are available to procure equipment and to provide mobility management projects. Applications are due to MassDOT in late June. Staff is recommending that the Board authorize the Chief Executive Officer to submit two applications for 1) the creation of a Volunteer Driver Program and 2) for a Mobility Mentor Program, and execute all paperwork necessary to acquire the funds should the applications be successful and Paratransit, Inc. receive funding. Paratransit has successfully started and managed successful volunteer driver programs, including Bridges in Stanislaus County and will be re-launching Connections,

the Volunteer Driver Program for Sacramento County this Fall, in partnership with SACOG. Our Mobility Mentor Programs have also been very successful and will be built off the model we created in Spokane, Washington.

A resolution from the Paratransit, Inc. Board of Directors is required for this specific grant application. The two applications will be submitted for \$100,000 with funding split approximately 50/50 between the programs. Both programs can be managed by the existing Mobility Training Program Manager in Boston.

FISCAL IMPACT:

These revenues are not included as part of the Fiscal Year 20/21 Budget at this time. If awarded, the budget would be amended to reflect this additional expense and revenue.

ATTACHMENTS:

1. Resolution 10-20



RESOLUTION 10-20

AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO SUBMIT AN APPLICATION TO THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION (MASSDOT) FOR FEDERAL TRANSIT ADMINISTRATION SECTION 5310 FUNDING FOR A VOLUNTEER DRIVER, PROGRAM AND MOBILITY MENTOR (BUS BUDDY) PROGRAM IN BOSTON, MA AND FURTHER AUTHORIZING THE CEO TO EXECUTE ALL AGREEMENTS, IF AWARDED

WHEREAS the Massachusetts Department of Transportation (MassDOT) has issued a Call for Projects for FTA Section 5310 funding for projects to benefit Seniors and Persons with Disabilities; and

WHEREAS Paratransit, Inc. currently operates the travel instruction and eligibility programs for the Massachusetts Bay Transportation Agency (MBTA) and has trained mobility managers in that office who can perform additional duties; and

WHEREAS Paratransit, Inc. has successfully developed and implanted Volunteer Driver Programs and Mobility Mentor Programs in various communities across the United States.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. does hereby authorize the CEO to submit an application to MassDOT for Section 5310 funding for a Volunteer Driver Program and Mobility Mentor program.

NOW, THEREFORE BE IT FURTHER RESOLVED, .that the Board of Directors of Paratransit, Inc. authorizes the CEO to execute all agreements, if awarded.

Anna Fontus
President

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7C**

AGENDA TITLE: Adopt Resolution 11-20 Amending the Paratransit, Inc. By-Laws Related to Board Composition and Governance

MEETING DATE: June 15, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 11-20 amending the Paratransit, Inc by-laws related to Board Composition and Governance.

BACKGROUND AND DISCUSSION:

The Board of Directors created the Ad Hoc Committee in January of 2020 to implement the necessary Paratransit Bylaw changes due to the termination of the 4 Party Agreement. Under the current Bylaws, the City of Sacramento, County of Sacramento, Sacramento Regional Transit District the and Sacramento Area Council of Governments appoint Directors. The City and the County each appoint three (3) Directors currently, with SacRT appointing two (2) and SACOG appointing one (1). The assignment of Board members in the Bylaws was in accordance with provisions of the 4 Party Agreement which outlined these appointments. The termination by all parties of the 4 Party Agreement necessitates the amendment of our Bylaws, as it relates to Board appointments. Termination of the 4 Party Agreement is effective in June 30,2020.

At the Board of Directors Meeting in May, the Board approved (8-1) an intent motion to re-appoint the existing Board Members to new terms from July 1, 2020 through December 31, 2020. The only change at this time would be to remove the appointing authority designations and have the Board members appointed under the authority of the Paratransit, Inc. Board of Directors. With this change, the four parties will formally cease their appointments. The attached bylaws reflect the intent motion that was approved.

I have reached out to the existing members of the AdHoc Committee and all have confirmed their interest in remaining on the committee. Beginning in July (as the transition will be the main work item for the remainder of June), the AdHoc will resume meeting to discuss the future Board composition and to begin to establish the different requirements for future Board members. The tentative schedule has the AdHoc presenting a recommendation to the Board at a workshop in September and with appointments made at the November Board Meeting.

FISCAL IMPACT:

There is no fiscal impact associated with the change in the bylaws proposed.

ATTACHMENTS:

1. Resolution 11-20
2. Proposed Amended Bylaws



RESOLUTION 11-20

**AMENDING THE PARATRANSIT, INC BYLAWS RELATED TO BOARD
COMPOSITION AND GOVERNANCE**

WHEREAS the current Board of the Directors of Paratransit, Inc are appointed by the City of Sacramento, the County of Sacramento, Sacramento Area Council of Governments and Sacramento Regional Transit District to reflect the Board structure of the Four Party Agreement; and

WHEREAS all members of the Four Party Agreement terminated this Agreement effective June 30, 2020; and

WHEREAS the Paratransit, Inc Board of Directors will now be the appointing authority for all future Board members; and

WHEREAS, the Paratransit, Inc. Board of Directors wishes to re-appoint the existing Board Members for a term of July 1, 2020 through December 31, 2020.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. does hereby amend the Paratransit, Inc. Bylaws related to Board Composition and Governance to directly appoint the existing Board members to new terms effective July 1, 2020 through December 31, 2020.

NOW THEREFORE BE IT FURTHER RESOLVED, that the original four appointing authorities shall no longer provide appointments and all future appointments shall be by the Board of Directors of Paratransit, Inc.

Anna Fontus
President

Date

paratransit

a consolidated transportation service agency **inc.**

BYLAWS OF PARATRANSIT, INCORPORATED

A CALIFORNIA NONPROFIT PUBLIC BENEFIT
CORPORATION

Adopted March 27, 1985

Amended July 31, 1985

Amended June 18, 1996

Amended April 25, 2002

Amended June 18, 2018

Amended June 15, 2020



ARTICLE I

NAME

The name of this corporation is Paratransit, Incorporated.

ARTICLE II

OFFICES

The principal office for the transaction of the activities and affairs of the corporation ("principal office") is located at 2501 Florin Road, Sacramento County, California. The Board of Directors ("the Board") may change the principal office from one location to another.

ARTICLE III

PURPOSES AND LIMITATIONS

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for public or charitable purposes within the meaning of Section

2501 Florin Road

Sacramento Ca 95822

916 429 2009 fax 916 429 2409

501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Notwithstanding any other provision of these Bylaws, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE IV MEMBERSHIP

This corporation shall have no members.

ARTICLE V DIRECTORS

SECTION 5.01. NUMBER AND SELECTION OF DIRECTORS

The Board shall consist of at least five (5), but no more than nine (9) directors, unless changed by amendment to these bylaws. There shall initially be nine (9) directors consisting of individuals who were directors serving as of June 30, 2020 and who shall remain as directors until December 31, 2020.

SECTION 5.02 FUTURE BOARD APPOINTMENTS

The existing Board shall establish a process for determining how future board members shall be selected and appointed prior to December 31, 2020. The process shall establish the term of office for each appointed member.

ARTICLE VI OFFICERS

SECTION 6.01. OFFICERS

The officers of the corporation shall be a President, a Vice President, a Secretary and a Treasurer. A Nominating Committee appointed by the President shall report its nominations for officers of the corporation at the first Board of Directors meeting in November. Officers shall be elected from among the directors of the corporation at the first meeting in November of each year. Officers shall serve at the pleasure of the Board. The corporation may also have one or more assistant secretaries, one or more assistant treasurers.

SECTION 6.02. RESPONSIBILITIES OF OFFICERS

(a) President. The president shall direct the affairs of the corporation with other elected officers and Board members by presiding at all regular meetings of the corporation and of the Board; shall, with ratification of the Board, appoint persons to all Committees.

(b) Vice President. The Vice president shall preside at meetings in the absence of the President and assist the President as needed. The Vice president shall assume the duties of the President if the position is vacated.

(c) Secretary. The Secretary shall maintain a record of the proceedings of all meetings of the Board. The Secretary shall maintain a complete up-to-date, and accurate record of the Articles of Incorporation, Bylaws, and any amendments to the Bylaws and file with the Secretary of State any amendments to the Articles of Incorporation.

(d) Treasurer. The Treasurer shall receive a report quarterly on the financial statement of the corporation for the Board from the Chief Financial Officer and more frequently as requested by the Board. The books and records of the corporation in the hands of the secretary and Treasurer shall be open to inspection at all times to the directors. There shall be an annual audit by a certified public accountant.

If required by the Board, the Treasurer officer shall give the corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office and for restoration to the corporation of all of its books, papers, vouchers, money and other property of every kind in the possession or under the control of the Treasurer upon death, resignation, retirement or removal from office.

SECTION 6.03. COMMITTEES

The Executive Committee shall consist of the officers of the Corporation. The Executive Committee shall be empowered to act in matters affecting the corporation between regular meetings of the Board of Directors. A minimum of three directors must vote to approve any matter binding the corporation. At the next meeting following an action taken by the Executive Committee, the Board shall adopt, modify, or reject the action taken by the Executive Committee.

SECTION 6.04. QUORUM

Not less than a majority of the Directors currently appointed and serving shall constitute a quorum of the Board of Directors.

ARTICLE VII

INDEMNIFICATION AND INSURANCE SECTION 7.01 INDEMNIFICATION

(a) Right of Indemnity. To the full extent permitted by law, this corporation shall indemnify its directors, officers, employees and other persons described in Section 5238(9a) of the California Corporation Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any "proceeding", as that term is used in such Section and including an action by or in the right of the corporation, by reason of the fact that such person is or was a person described by such Section. "Expenses", as used in this Bylaw, shall have the same meaning as in Section 4238(a) of the California Corporation Code.

(b) Approval of Indemnity. Upon written request to the Board by any person seeking indemnification under Section 5238(a) or Section 5238 (c) of the California Corporation Code, the Board shall promptly determine in accordance with Section 5238(e) of the Code whether the applicable standard of conduct set forth in Section 5238 or Section 5238(c) has been met and, if so, the Board shall authorize indemnification. If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevent the formation of a quorum of directors who are not parties to such proceeding, the Board or

the attorney or other person rendering services in connection with the defense shall apply to the court in which such proceeding is or was pending to determine whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met.

(c) Advancement of Expenses. To the full extent permitted by law and except as is otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under this Bylaw in defending any proceeding covered by this Bylaw shall be advanced by the corporation prior to the final disposition of the proceeding upon receipt by the corporation of an undertaking by or on behalf of such person that the advance will be repaid unless it is ultimately determined that such person is entitled to be indemnified by the corporation therefor.

SECTION 7.02. INSURANCE

The corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees and other agents of the corporation, against any liability asserted against or incurred by an officer, director, employee or agent in such capacity or arising out of the officer's, director's, employee's or agent's status as such.

ARTICLE VIII

AMENDMENTS

The Bylaws may be amended at any meeting of the Board by a majority vote of the current membership of the Board, provided the proposed amendment has been sent to each director at least ten (10) days before the meeting.

ARTICLE IX

PARLIAMENTARY AUTHORITY

The rules set forth in Roberts Rules of Order Newly Revised shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, applicable law or other operating procedures adopted by the Board of Directors.