



Consolidated Transportation Services Agency, a local public agency organized as a nonprofit.

BOARD OF DIRECTORS' MEETING

**Paratransit, Inc.
2501 Florin Road
Sacramento, CA 95822**

www.paratransit.org

6:00 P.M. Monday, May 20, 2019

The Paratransit Board of Directors welcomes, appreciates, and encourages participation in the Board Meeting. Because there is a great deal of business to conduct, the Board of Directors requests that you limit your presentation to three (3) minutes per person so that all present will have time to participate. The Board of Directors reserves the right to reasonably limit the total time for public comment on any particular noticed agenda item as it may deem necessary. Please fill out a Speaker Card if you wish to address the Board during the meeting. Speaker Cards are provided on the table at the sign-in desk.

AGENDA

- I. **Call to Order/Roll Call** Directors Faust, Fontus, Hansen, Hume, Kimble, Leventon, Nguyen, Shekhar, Vacant

OUR MISSION: To expand mobility options by: Advocating for a fully accessible integrated public transportation system, and by providing innovative community transportation services.

- II. **Consent Calendar**

- A. Approve the minutes of the April 18, 2019 Board of Directors Meeting

- III. **Public Comment**

- IV. **Staff Reports**

- A. CEO Report

- B. Discussion on Tentative New Non-ADA Service in Folsom effective July 1, 2019
- C. Financial Report

Action Items

- A. Resolution No. 04-19 Authorizing the Chief Executive Officer (CEO) to submit the Transportation Development ACT (TDA) Claim for Fiscal Year 2019-20, Authorize submittal of subsequent claims if funding revisions are issued, and expand the Non-ADA service boundary to include the City of Folsom effective July 1, 2019
- B. Consideration to receive Public Comment on the Non-ADA Late Cancel/No Show Policy and set date for Public Hearing June 17, 2019

VI. Overview and Release of Draft FY 19/20 Operating and Capital Budget

VII. Announce Adjournment to Closed Session

- A. Conference Labor Negotiators
 - 1. Agency Representative: Tiffani Fink
 - Unrepresented Employees: Various Positions

VIII. Reconvene to Open Session and Report Action, if any Taken

IX. Board Comments/Reports/Future Agenda Items

X. Adjournment

The Paratransit Board of Directors welcomes, appreciates, and encourages participation in the Board Meeting. Because there is a great deal of business to conduct, the Board of Directors requests that you limit your presentation to three (3) minutes per person so that all present will have time to participate. The Board of Directors reserves the right to reasonably limit the total time for public comment on any particular noticed agenda item as it may deem necessary. Please fill out a Speaker Card if you wish to address the Board during the meeting. Speaker Cards are provided on the table at the sign-in desk.

Next Regularly Scheduled Board of Directors' Meeting will be held on

Monday, June 17, 2019

At 6:00 p.m. at:

**Paratransit, Inc.
2501 Florin Road
Sacramento, CA 95822**

ADA COMPLIANCE STATEMENT

The meeting facilities are accessible to persons with disabilities. For requests for interpreting services, assistive listening devices, or other considerations, please contact the Chief Administrative Officer at (916) 429-2009. Requests should be made no later than three (3) working days prior to the meeting.

MEETINGS OF INTEREST

RT Board Meetings: June 13, 2019 @ 5:30 pm

RT Mobility Advisory Council: June 6, 2019 @ 2:30 pm. (1st Thursday of the month).

Sacramento County Disability Advisory Commission: June 4, 2019 @ 5:00 p.m.
(700 H Street, Hearing Room 1, County Administration Center)

Sacramento City Disabilities Advisory Commission: June 20, 2019 @ 6:00 pm (3rd Thursday of the month), (New City Hall, 915 I Street, First Floor, Conference Room #1104)



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SPECIAL BOARD OF DIRECTORS' MEETING

MINUTES:

April 19, 2019
6:00 p.m.
2501 Florin Road
Sacramento, CA 95822

Board Members Present

Pat Hume
Jill Faust
Anna Fontus
Steve Hansen
Alice Kimble
Scott Leventon
Vidhu Shekhar

Absent

Stephanie Nguyen

Public Present

Janice Labrado, Regional Transit
Osman Mufti, Sloan, Sakai, Yeung & Wong LLP

Staff Present:

Tiffani Fink
Lisa Cappellari
Kathy Sachen

Call To Order/Roll Call: Director Hume called the meeting to order at 5:57 p.m.
Director Faust, Fontus, Hansen, Hume, Kimble, Leventon, Nguyen, Shekhar, Vacant

Reflections on Paratransit's Mission:

Director Hume opened the meeting by reviewing our mission statement.

INTRODUCTION TO NEW BOARD MEMBERS:

President Hume introduced new Board members, Alice Kimble and Vidhu Shekhar asking them to tell everyone a little about themselves. Director Kimble said she has been a rider for 39 years and wanted to give back to the community. Director Shekhar said he with technology and has worked in transportation in the past. Tiffani Fink, Chief Executive Officer, explained member Kimble was appointed to the Paratransit, Inc.'s Board of Directors by the Sacramento County as

a System County User; Member Shekhar was appointed by the Sacramento County as a County Public Member.

CONSENT CALENDAR

The minutes of the January 30, 2019 Board of Directors Meeting were approved with one correction: Director Faust attended the last board meeting.

The motion was made by Director Faust and seconded by Director Leventon to approve the consent calendar with the correction. The motion passed unanimously.

AYES: Faust, Fontus, Hansen, Hume, Kimble, Leventon, Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Nguyen

PUBLIC COMMENT

None

CLOSED SESSION

Director Hume announced adjournment to closed session at 6:10 p.m.

RECONVENE TO OPEN SESSION AND REPORT ACTION, IF ANY TAKEN:

The meeting reconvened to open session at 6:54 p.m. No action taken

ACTION ITEMS

- A. Consideration of establishing an Ad Hoc Committee of the legislative body for the limited purpose of providing direction to the Chief Executive Officer (CEO) concerning negotiation discussions with the Sacramento Regional Transit District, regarding contract extension & potential expansion of services.

Director Hansen nominated Director Fontus and Director Leventon. Both accepted the nomination. Director Fontus expressed another member volunteer for the committee; Director Shekhar offered to sit on the Ad Hoc Committee with Director Fontus and Director Leventon.

BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS

Chief Executive Officer, Tiffani Fink, reported the Homeless Shelter at the Florin Road Light Rail Station was shelve. The new site being consider is near the Pannell Center.

Director Hansen commended Tiffani Fink, Chief Executive Officer, staying neutral while City Council Members were in discussions for the Florin Road Homeless Shelter. Great Job!

ADJOURNMENT:

Director Hume made a motion to adjourn the meeting; seconded by Director Hansen. The motion passed unanimously. The meeting adjourned at 7:15 p.m.

Kathy Sachen
Assistant Secretary to the Board of Directors

Date



Consolidated Transportation Services Agency, a local public agency organized as a nonprofit.

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: TIFFANI FINK, CHIEF EXECUTIVE OFFICER

RE: CHIEF EXECUTIVE OFFICER'S REPORT

DATE: May 20, 2019

DEPARTMENT UPDATES AND UPCOMING WORK PLAN ITEMS

Department Updates and Agency Activities and Upcoming Work Plan items will be provided in a PowerPoint presentation at the meeting. This will allow for the items to become a more interactive discussion as new projects are introduced and Board Member input solicited. Following each meeting, a copy of the PowerPoint will be posted to the website on the Board Agenda page.

As noted below, this hard copy report will still be prepared for standing Board initiatives, major agency news and legislative updates.

LEGISLATIVE UPDATES

The Metro Chamber Capitol to Capitol trip took place in early May. I joined the Leadership Team for Transportation for this year's trip. The Transportation Team took two (2) policy papers to DC focused on Funding and Policy Priorities and a new Infrastructure package. (Copies of the papers are attached to this report). Infrastructure was the item of interest on the hill with bi-partisan agreement that something needs to be done. Tentative talks have begun based loosely along the idea of a \$2 trillion dollar package, but the funding mechanism remains elusive. Congressional representatives were especially receptive to issues raised by the group around planning and funding evacuation routes and fighting reduced vehicle emissions standards that could result in air quality non-attainment. The policies adopted by the Chamber are the platform for transportation discussions the rest of the year and I will continue to be engaged with the discussion and planning.

GROWTH IN THE NON-ADA SERVICE BOUNDARY

On the agenda this month is an item to potentially expand CTSA boundary and non-ADA service into the City of Folsom. Staff received formal notification of apportionment that with the recent annexation of Folsom into the RT district, TDA Article 4.5 funds would be available for non-ADA service. Staff will continue to monitor this closely and upon ratification of the funds, we are prepared to offer service in Folsom, tentatively

scheduled to begin July 1st. With the annexation of Citrus Heights, Paratransit is also set to receive TDA funds for that jurisdiction as well. Based on past Agreements, Paratransit had already been serving Citrus Heights and as such, there is no new additional service. With the inclusion of the Cities of Folsom and Citrus Heights into the CTSA boundary, the City of Elk Grove remains as the only major portion of the County outside of the CTSA service boundary.

THANK YOU TO MARY STEINERT

Board Member Steinert has decided not to seek a second term on the Paratransit, Inc. Board of Directors. We would like to thank her for her service and dedication to the passengers we serve.

As always, I am available for any questions.

TRANSPORTATION

Team Leaders: Terrence McNamara, Teichert: tmcnamara@teichert.com
Christina Lokke, SACOG: clokke@sacog.org
Andrew Dohrman, TY Lin International: andrew.dohrmann@tylin.com
Tiffani Fink, Paratransit: tiffanif@paratransit.org
Doug Fredericks, Psomas: douglas.fredericks@psomas.com

TRANSPORTATION FUNDING AND POLICY PRIORITIES

The Sacramento Region's businesses run on major interstate freeways, passenger and cargo airports, freight and passenger rail lines, a light rail system, an inland port, and transit systems. As a fast-growing region of 2.4 million people – larger than 15 states – the Sacramento Region is critical to the national economy and has long embraced the dynamic needs for a multi-modal transportation system that balances freeway, street, rail, air, and transit to move goods, services, and people both inside the region and through it.

Requested Action

- **Continue the commitment to funding all modes of transportation.**

Background

For the Sacramento Region to fully meet our transportation challenges, a comprehensive transportation funding package is needed. As transportation technologies evolve, now more than ever, the businesses and people who depend on these resources for economic vitality expect a transportation network that includes highways, transit, and freight and passenger rail improvements.

The Sacramento Metro Chamber supports a comprehensive approach to transportation infrastructure, because reliable public transportation helps get workers to jobs, helps reduce congestion, and helps get goods to market. Sacramento, Placer and Yolo counties operate expansive transit services serving students, senior and workers through a network of local and commuter bus services, and a light-rail network within Sacramento County. These well-used services connect to employment, as well as serving Downtown Sacramento, Sacramento State, UC Davis, and the Sacramento International Airport. Our rural communities in El Dorado, Sutter, and

WESTERN HEALTH ADVANTAGE PRESENTS

★ CAPITOL to CAPITOL ★

MAY 4-8, 2019

Yuba counties have popular local and commuter bus services that offer access to both employment as well as providing lifelines to critical medical services.

Requested Action

- **Fully fund the FAST Act for FFY 2020.**

Background

In 2015, Congress passed the Fixing America's Surface Transportation (FAST) Act by an overwhelming bipartisan majority in the House and Senate (359-65, 83-16). States and local governments who build and maintain infrastructure, as well as the design, engineering, construction, and manufacturing businesses that create jobs, are relying on the stable funding promised by the FAST Act.

We ask Congress to fully fund the authorized FAST Act amounts for the upcoming final year of the program. We ask Congress to ensure consistency with newly rolled-out performance metrics and programs to ensure that projects are able to fully capitalize on the programs funded under the Act. Projects identified for funding under programs such as the Transit New and Small Starts programs, as well as day-to-day transit operations are dependent on Congress adopting a full budget allocation and not using continuing resolutions.

Requested Action

- **Support efforts to research and test alternatives to the federal gas tax.**

Background

The federal gas tax has not been increased since 1993. Over the last 25 years inflation has greatly devalued those dollars, while the percentage of electric and alternative fuel vehicles is rapidly increasing. While gasoline-powered vehicle sales have stagnated, electric car sales are rapidly increasing. The FHWA funded pilot projects in seven states to test alternative revenue ideas, and now is time for the federal government to act on a framework for all states to follow. California was a participant in these pilots and several members of the Chamber took part in the pilot.

Requested Action

- **Support a Federal Gas Tax Increase.**

Background

We support the current proposals to increase the federal gas tax for the first time since 1993. These plans would raise the gas tax five cents per year for five years and then index the tax to inflation.

2019 Capitol-to-Capitol

*For additional information, please contact Khaim Morton, Vice President of Public Policy & Economic Development
kmorton@metrochamber.org | (916) 321-9115 | www.metrochamber.org*

★ CAPITOL to CAPITOL ★

MAY 4-8, 2019

California passed Senate Bill 1: the Road Repair and Accountability Act of 2017, and with the recent affirmation of this funding through Proposition 6, the six-county Capital Region is well positioned to leverage federal investments in transportation infrastructure over the next decade. The Metro Chamber is asking our federal partners to do their share by passing a comprehensive multi-modal federal transportation funding package by streamlining project delivery, and by increasing cooperation among federal agencies to reduce costs associated with projects.

Requested Action

- **Support priority projects which have strong local support and are critical to National economic interests.**

Background

California's Capital Region transportation system depends heavily on major interstate, highway, rail and regional transportation corridors to keep people and goods moving and to support a growing economy. The priority projects in these corridors have multi-jurisdictional support and provide regional congestion relief, goods movement and economic development benefits. They support a balanced transportation system that integrates land use with market trends and an overall framework that provides connections between jurisdictions, maintains safety, and ensure a more efficient delivery of goods and services.

TRANSPORTATION

Team Leaders: Terrence McNamara, Teichert: tmcnamara@teichert.com
Christina Lokke, SACOG: clokke@sacog.org
Andrew Dohrman, TY Lin International: andrew.dohrmann@tylin.com
Tiffani Fink, Paratransit: tiffanif@paratransit.org
Doug Fredericks, Psomas: douglas.fredericks@psomas.com

NATIONAL INFRASTRUCTURE PROGRAM

The President, Congress, industry leaders, and everyday Americans want the Federal Government to work on and deliver a bipartisan infrastructure bill. Because the Sacramento Region represents a microcosm of the rest of the country, spanning from the dense urban city core to rural farmland and forests, with a diverse political landscape, our experience can inform the direction of this effort.

Requested Action

The Congress and the President should work together in a bipartisan effort to create a national Infrastructure Package that will include:

- Funding to maintain our current system of roads and bridges to protect past investments.
- Safety increases, especially on rural roads which have a fatality rate 2.5 times higher per mile traveled than on urban highways.
- Removal of the cap on the Airport Passenger Facility charge to provide flexibility to airports to fund needed infrastructure.
- Investments in innovation at transit agencies, such as route planning to effectively move people and new ideas such as micro-transit.
- New investments in Broadband and High-Speed Network communications to power cutting edge industries of the future.

Background

There is an overwhelming need for a large-scale federal infrastructure package to help fund regionally significant projects across the country. For example, the first round of the FASTLANE grant program in 2016 received 212 applications totaling nearly \$10 billion in requests, more than 13 times what was available.

WESTERN HEALTH ADVANTAGE PRESENTS

★ CAPITOL ^{TO} CAPITOL ★

MAY 4-8, 2019

The American Society of Civil Engineer's Infrastructure Report Card graded the nation's roads a "D," bridges a "C+," transit a "D-," and aviation infrastructure a "D." As the nation's infrastructure continues to age, the cost to repair and modernize our transportation system will continue to increase.

The US is on track to invest less than half of what is needed in surface transportation infrastructure over the next decade (a \$1.1 trillion deficit) and \$42 billion less than what is needed in aviation infrastructure.

2019 Capitol-to-Capitol

*For additional information, please contact Khaim Morton, Vice President of Public Policy & Economic Development
kmorton@metrochamber.org | (916) 321-9115 | www.metrochamber.org*

Public Transit is Vital to Our Regional Economy

Federal transit funds support job access, ease traffic congestion, and provide lifeline travel connections in rural, suburban and urban areas that have limited mobility options. For every dollar invested in public transit, approximately \$4 in economic returns are generated. An investment of \$10 million in public transit generates about \$32 million in increased business sales, and residential property values for homes located near public transit with high frequency service.



All of the Sacramento region's transit operators rely on federal funds to cover a significant share of their costs. Therefore, the Sacramento Metro Chamber supports funding transit at the authorized levels specified in the FAST Act and continued support of the Capital Investment Grant program.

As Congress works on the long-term surface transportation authorization, the Sacramento region urges Congress to significantly increase public transit infrastructure investment and provide the necessary resources to build, maintain, and operate the public transit and intercity passenger rail systems required to support our nation's integrated transportation network, the backbone of the American economy.

A STRONG FEDERAL PARTNERSHIP ON TRANSPORTATION INFRASTRUCTURE IS VITAL FOR OUR ECONOMIC GROWTH BY SERVING PEOPLE AND COMMERCE

CAPITOL-TO-CAPITOL CONTACTS	
Tiffani Fink - Paratransit 209.327.6289 TiffaniF@ParaTransit.org	Doug Fredericks - Psomas 916.992.3182 Douglas.Fredericks@Psomas.com
Andrew Dohrmann - T.Y. Lin International 360.951.1504 Andrew.Dohrmann@TYLin.com	Devra Selenis - Sacramento Regional Transit 916.556.0121 DSelenis@SACRT.com
Christina Lokke - SACOG 925.518.1097 CLokke@SACOG.org	Terence McNamara - Teichert 916.416.0495 TMcNamara@Teichert.com

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Sacramento Region 2019



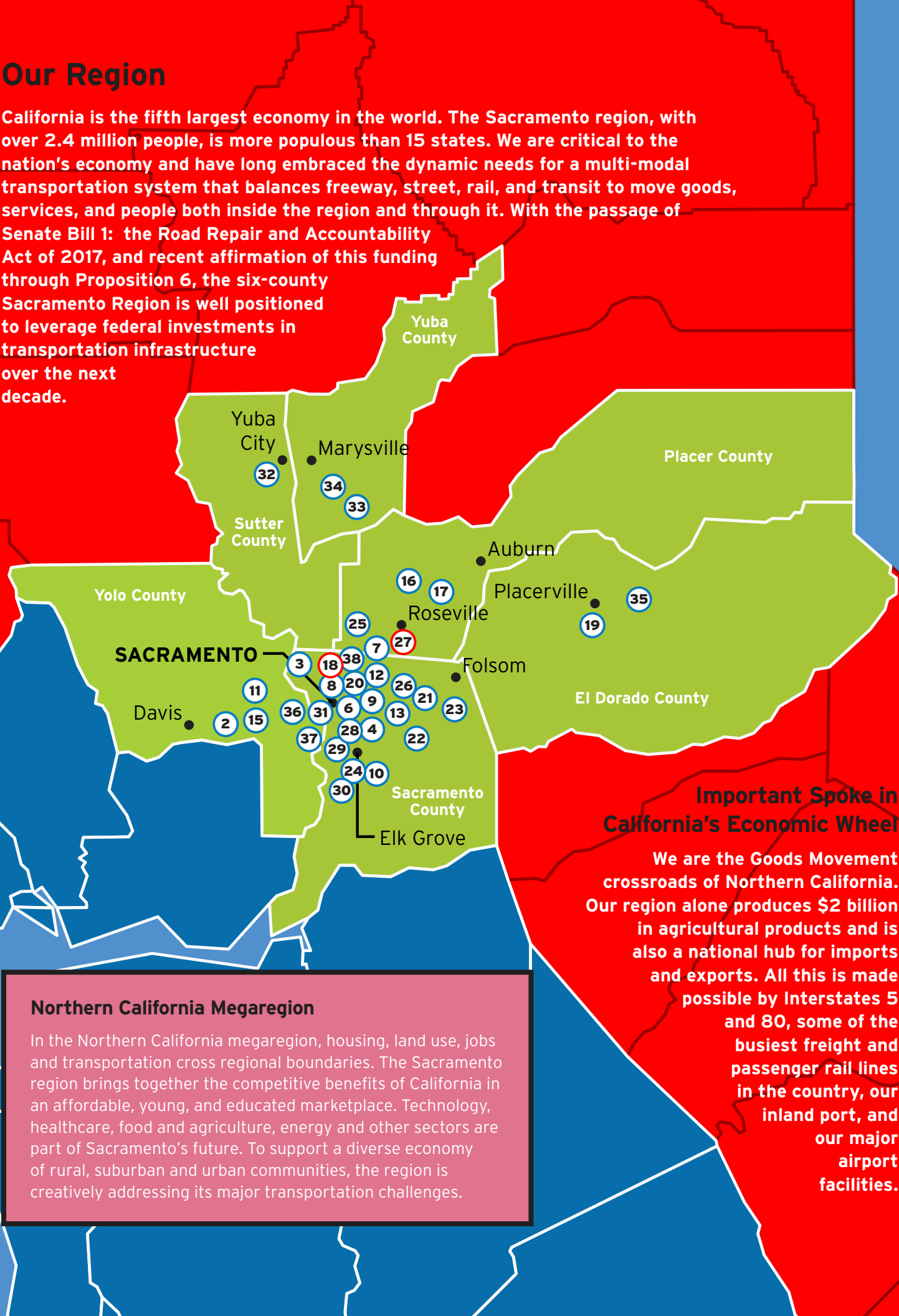
Transportation Solutions for Economic Prosperity

The Importance of Federal Transportation Investment in the Sacramento Region



Our Region

California is the fifth largest economy in the world. The Sacramento region, with over 2.4 million people, is more populous than 15 states. We are critical to the nation's economy and have long embraced the dynamic needs for a multi-modal transportation system that balances freeway, street, rail, and transit to move goods, services, and people both inside the region and through it. With the passage of Senate Bill 1: the Road Repair and Accountability Act of 2017, and recent affirmation of this funding through Proposition 6, the six-county Sacramento Region is well positioned to leverage federal investments in transportation infrastructure over the next decade.



Northern California Megaregion

In the Northern California megaregion, housing, land use, jobs and transportation cross regional boundaries. The Sacramento region brings together the competitive benefits of California in an affordable, young, and educated marketplace. Technology, healthcare, food and agriculture, energy and other sectors are part of Sacramento's future. To support a diverse economy of rural, suburban and urban communities, the region is creatively addressing its major transportation challenges.

A Sample of Our Projects

These projects have multi-jurisdictional support and provide regional congestion relief, goods movement, and economic development benefits. They support a balanced transportation system that integrates land use with market trends and connections between jurisdictions.

BUS RAPID TRANSIT AND ELECTRIC SHUTTLES

- 1 Bus Replacements - Various Agencies - Transit State-of-Good-Repair
- 2 Electric Zero Emission Bus Shuttle from UC Davis to Sacramento
- 3 Electric Zero Emission Bus Shuttle from Sacramento International Airport to Downtown Sacramento
- 4 Stockton Boulevard Bus Rapid Transit
- 5 Microtransit Bus Service Expansion

RAIL PROJECTS

- 6 Light Rail Modernization - Infrastructure Improvements, New Low-Floor Vehicles and Station Upgrades
- 7 Capitol Corridor Third Track and Station Relocations, Phases 1 and 2
- 8 Downtown/Riverfront Streetcar
- 9 Sacramento Intermodal Transportation Facility
- 10 Elk Grove Multimodal Station, City of Elk Grove
- 11 Yolo Freight Rail Realignment Phase 1

ROADWAY PROJECTS

- 12 Watt Avenue at Union Pacific Railroad Undercrossing Improvements
 - 13 State Route 51/Capital City Corridor Improvements
 - 14 I-5 North SMF to Downtown Managed Lanes
 - 15 Yolo-80 Managed Lanes and World-Class Ped/Bike Path
 - 16 I-80/SR 65 Interchange Improvements Phase 1, Placer County Transportation Planning Agency
 - 17 I-80/SR 65 Interchange Improvements Phase 2, Placer County Transportation Planning Agency
 - 18 Interstate 5 at Metro Air Parkway Interchange
 - 19 US Hwy 50 Western Placerville Interchanges
 - 20 Interstate-5/Richards Boulevard Interchange Improvements
 - 21 Highway 50/Hazel Avenue Interchange
 - 22 Capital SouthEast Connector, Connector Joint Powers Authority
- 23 White Rock Road Improvement Project
 - 24 Kammerer Road Extension and Widening Project: Interstate 5 to State Route 99
 - 25 Placer Parkway, Phase 1
 - 26 Hazel Avenue Improvement Project, Phase 3
 - 27 Washington/Andora Roadway Improvement Project
 - 28 South Watt Avenue/Elk Grove-Florin Road Improvement Project
 - 29 Grant Line Road Segment, City of Elk Grove
 - 30 Whitelock Parkway/State Route 99 Interchange
 - 31 I-80/Richards Boulevard Interchange Reconfiguration
 - 32 Bridge Street widening
 - 33 Wheatland Bypass
 - 34 SR-65/South Beale Road Interchange
 - 35 Camino Safety Project on Hwy 50

BRIDGES

- 36 I-Street Bridge Replacement, City of West Sacramento/ City of Sacramento
- 37 Broadway Bridge Sacramento River Crossing, City of West Sacramento/City of Sacramento
- 38 American River Crossing, City of Sacramento/Sacramento Regional Transit District

National Infrastructure Program

Congress and the President should work together in a bipartisan effort to create a national infrastructure package that will include:

- ▶ Direct federal investment in a broad range of infrastructure sectors. Significantly increase funding to maintain our nation's system of public transit, road, bridge, intercity passenger rail, port, and aviation networks.
- ▶ Removal of the cap on the Airport Passenger Facility charge to provide flexibility to airports to fund needed infrastructure.
- ▶ Flexible funding to support public transit investments in our community, including state of good repair, capacity-building and pilot projects that highlight innovation in mobility.

Our Request



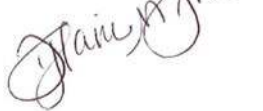
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| ▶ Continue the commitment to funding all modes of transportation. | ▶ Support a federal gas tax increase. | |
| ▶ Fully fund the FAST Act for FFY 2020. | ▶ Support efforts to research and test alternatives to the federal gas tax. | ▶ Support priority projects which have strong local support and are critical to National economic interests. |



Consolidated Transportation Services Agency, a local public agency organized as a nonprofit.

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: TIFFANI M. FINK, CHIEF EXECUTIVE OFFICER 

RE: DISCUSSION ON TENTATIVE NEW NON-ADA SERVICE IN THE CITY OF FOLSOM EFFECTIVE JULY 1, 2019

DATE: MAY 20, 2019

Background:

Paratransit currently operates non-ADA Demand Responsive Service throughout most of Sacramento County. The non-ADA service does not have any parameters and can be set by each agency as it is not required by law. Historically, Paratransit has offered significantly broader service to the non-ADA passengers not only operating in portions of the County where there is not fixed route by also at times and on days when there is limited or no service provided.

CTSA services (including Non-ADA service) is funded through a combination of Transportation Development Act (TDA) funds and Measure A funds. In areas where TDA and Measure A funds are received, Paratransit operates travel training, Non-ADA service and provides financial assistance in the form of reimbursements and services to CTSA partner agencies. In areas where Paratransit only receives Measure A funds, service is limited to travel training and serving CTSA partner agencies.

Recently, the Cities of Folsom and Citrus Heights annexed into the RT boundary and have formally re-joined the CTSA boundary with the allocation of TDA Article 4.5 funds to Paratransit. Citrus Heights previously received Non-ADA service based on a historical practice but the City of Folsom has not. Now that both agencies are formally allocating TDA funds, staff is proposing to expand Non-ADA service to residents of the City of Folsom.

It is to note that the Folsom Dial-A-Ride service has different operating parameters than the ADA service and that eligibility for Non-ADA service will be limited to those passengers certified eligible to receive SacRT ADA service.

Hours of Operation for Folsom Non-ADA service:

Monday through Friday:	5:30 AM first pickup/10:30 PM last pickup**
Saturday and Sunday:	5:30 AM first pickup/10:30 PM last pickup**
Holidays other than New Year's Eve:	5:30 AM first pickup/ last pickup 2 hours after RT's last route but no later than 10:30 PM*
New Year's Eve:	5:30 AM first pickup/ 12:30 AM January 1 last pickup

** Any passenger requesting service after 10:30 may be offered a call back and contingent reservation. Should we be able to accommodate that passenger on a rideshare with an ADA ride after 10:30 we will call the passenger back and let them know their ride can be scheduled. Call backs would occur the night before and passengers will be able to schedule an earlier pickup time if their ride is not available.



Consolidated Transportation Services Agency, a local public agency organized as a nonprofit.

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: LISA CAPPELLARI, CHIEF FINANCIAL OFFICER
SUBJECT: MARCH 2019 PERFORMANCE REPORT
DATE: MAY 20, 2019

All financial and operating data are through March 2019.

- Rolling year (April 2018 to March 2019) trips provided decreased by 4.5%. Rolling year CTSA trips were down by 24,522 or 5.4% and rolling year DR trips were down 13,389 or 3.4%.
- Year-to-date (YTD) total trips provided decreased by 3.4% or 21,098 trips over March 2018 for a YTD total of 302,092. The YTD decrease was driven by a 2.4% decrease in DR trips and a 4.2% decrease in CTSA trips.
- Overall YTD cost per trip provided increased by 9.4% from FY18. YTD CTSA cost per trip provided increased by 4.5% and YTD DR cost per trip provided increased by 8.8% over prior year.
- The YTD combined fare recovery ratio decreased by 1.3% from FY18 to 10.7% and remains above our goal of 10%, and higher than the TDA-required minimum of 5%.
- The YTD on-time performance rate is 93.3%.

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

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 3/31/2019

	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	1,032,324	1,032,324	-	11,600,000	8,625,825	8,625,825	-	-
Measure A	361,787	359,062	(2,725)	4,259,750	3,197,730	3,403,358	205,627	6.43
TDA 4.5	193,766	194,598	832	2,281,436	1,712,640	1,858,654	146,014	8.53
Civic Lab Travel Training Grant	25,479	-	(25,479)	300,000	225,205	-	(225,205)	(100.00)
Section 5304 - Internships	-	-	-	-	-	-	-	-
Section 5307 - Regional Mobility Management	-	-	-	-	-	-	-	-
Section 5310 - Regional Mobility Management	-	-	-	620,047	-	-	-	-
Section 5316 - Wheels to Work	-	-	-	-	-	-	-	-
Section 5317 - Local Mobility Management	-	-	-	-	-	-	-	-
DR Bus Fares	148,420	136,088	(12,332)	1,747,525	1,311,840	1,241,397	(70,444)	(5.37)
Agency Bus Fares	54,267	53,022	(1,246)	638,954	479,653	467,856	(11,796)	(2.46)
Diversified Services	441,174	303,725	(137,448)	5,194,465	3,899,407	3,482,730	(416,677)	(10.69)
Applied to Capital Projects	(8,161)	(8,161)	-	(729,081)	(321,475)	(321,475)	-	-
TOTAL OPERATING REVENUE	2,249,056	2,070,658	(178,398)	25,913,096	19,130,826	18,758,345	(372,481)	(1.95)
CAPITAL REVENUE:								
FTA Section 5309 - EAM	-	-	-	120,324	119,324	119,324	-	-
FTA Section 5309 - Vehicle Acquisition	-	-	-	-	-	-	-	-
FTA Section 5310 - Vehicles	-	-	-	-	-	-	-	-
FTA Section 5339 - Rangers	-	-	-	-	-	171,094	171,094	-
FTA Section 5339 - Vehicles	-	-	-	-	-	-	-	-
Prop 1B FY12 - Radios	-	-	-	-	-	-	-	-
Prop 1B FY13 - Maintenance CNG Upgrades	-	-	-	-	-	429,302	429,302	-
Prop 1B FY14 - Rangers	-	-	-	-	-	-	-	-
Prop 1B FY15 - Backup Cameras	-	-	-	-	-	-	-	-
Prop 1B FY16 - Security Upgrades	-	-	-	151,625	-	-	-	-
Prop 1B FY17 - CTSA Rangers	-	-	-	75,000	-	-	-	-
Prop 1B PTMISEA - Rangers	-	-	-	-	-	-	-	-
Refinance Proceeds	-	-	-	-	-	-	-	-
Applied Operating Revenue	8,161	8,161	-	729,081	321,475	321,475	-	-
Gain/(Loss) on Sale of Assets	-	-	-	-	-	22,631	22,631	-
TOTAL CAPITAL REVENUE	8,161	8,161	-	1,076,030	440,799	1,063,826	623,027	141.34
TOTAL REVENUE	2,257,217	2,078,819	(178,398)	26,989,126	19,571,625	19,822,171	250,546	1.28

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 3/31/2019

	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	629,456	557,727	(71,729)	7,411,342	5,563,582	5,112,766	(450,817)	(8.10)
Maintenance Operations	81,441	105,475	24,034	958,908	719,838	742,919	23,081	3.21
Administration	146,460	150,917	4,457	1,724,443	1,294,514	1,276,744	(17,769)	(1.37)
Diversified Services:								
Travel Training	29,235	22,397	(6,838)	344,213	258,395	271,461	13,066	5.06
Innovative Paradigms	97,831	70,302	(27,529)	1,151,878	864,697	742,299	(122,398)	(14.16)
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	411,923	359,095	(52,828)	4,850,066	3,640,871	3,250,622	(390,249)	(10.72)
Workers' Compensation	56,833	39,125	(17,708)	669,159	502,328	380,806	(121,522)	(24.19)
TOTAL PERSONNEL	1,453,179	1,305,038	(148,140)	17,110,008	12,844,225	11,777,617	(1,066,608)	(8.30)
FLEET OPERATIONS:								
Fuel	159,076	171,055	11,979	1,872,988	1,406,024	1,547,354	141,331	10.05
Insurance	103,881	111,091	7,210	1,223,117	918,175	1,040,658	122,483	13.34
Cost of Parts & Sublet Service	89,205	58,549	(30,656)	1,050,315	788,455	540,368	(248,088)	(31.47)
TOTAL FLEET OPERATIONS	352,162	340,695	(11,467)	4,146,420	3,112,655	3,128,380	15,726	0.51
NONPERSONNEL:								
Professional Services	65,642	63,689	(1,953)	772,876	580,186	570,053	(10,133)	(1.75)
Outside Services	41,565	31,377	(10,188)	489,392	367,379	285,071	(82,308)	(22.40)
Rent/Repair	19,099	12,090	(7,009)	224,873	168,809	182,631	13,823	8.19
Office Expense	19,065	19,670	604	224,478	168,512	176,531	8,019	4.76
Interest Expense	10,988	10,214	(775)	129,378	97,122	123,731	26,609	27.40
Telephone/Utilities	20,889	24,748	3,859	245,955	184,634	191,612	6,978	3.78
Tax/License/Dues/Permits	8,766	2,622	(6,144)	103,212	77,480	65,704	(11,776)	(15.20)
Travel	15,447	12,232	(3,215)	181,872	136,529	141,047	4,518	3.31
Professional Development	4,297	922	(3,375)	50,590	37,977	23,452	(14,526)	(38.25)
Brokered Trans. Services	189,741	249,697	59,956	2,234,042	1,677,062	2,206,750	529,688	31.58
TOTAL NONPERSONNEL	395,498	427,260	31,762	4,656,668	3,495,691	3,966,581	470,890	13.47
TOTAL OPERATIONS EXPENSE	2,200,838	2,072,993	(127,845)	25,913,096	19,452,570	18,872,578	(579,992)	(2.98)
CAPITAL PROJECTS:								
Florin Road Facility	-	8,161	8,161	90,761	90,761	268,154	177,392	195.45
Simplivity Server Upgrade	-	-	-	-	-	-	-	-
Security Upgrades	-	-	-	151,625	-	-	-	-
Maintenance CNG upgrades and Building repairs	-	-	-	206,925	206,925	429,302	222,377	107.47
A/C Replacement Project	-	-	-	-	-	-	-	-
On-Line Reservations Software	-	-	-	81,625	-	-	-	-
Ranger 4 Conversion and Installation	-	-	-	75,000	-	-	-	-
Prop 1B FY12 - Radio Upgrades	-	-	-	-	-	-	-	-
Section 5309 - EAM	-	-	-	150,405	150,405	187,982	37,577	24.98
Vehicle Acquisition Project	18,795	18,795	-	220,472	164,766	164,766	-	-
Prop 1B FY15 - Backup Camera Project	-	-	-	-	-	-	-	-
Modesto 5316 Grant	-	-	-	-	-	-	-	-
Wheels to Work 5316 Grant	-	-	-	-	-	-	-	-
Destinations Mobility Vehicles	-	-	-	-	-	-	-	-
Office Furniture & Equipment	-	-	-	24,560	-	-	-	-
Network & Telecommunications	-	-	-	34,657	15,425	15,425	-	-
Maintenance Equipment	-	-	-	40,000	-	-	-	-
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	18,795	26,957	8,161	1,076,030	628,282	1,065,628	437,346	69.61
TOTAL OPERATING AND CAPITAL EXPENSE	2,219,634	2,099,950	(119,684)	26,989,126	20,080,852	19,938,206	(142,646)	(0.71)
NET INCOME (LOSS)	37,584	(21,131)	(58,714)	(1)	(509,228)	(116,035)	393,192	(77.21)

YTD Budget Surplus/(Deficit) **393,192** **2%**

PARATRANSIT, INC.
COMBINED BALANCE SHEET
3/31/2019
UNAUDITED

ASSETS

CURRENT ASSETS:

Cash	3,693,493
Medical Annuity	230,000
Accounts Receivable	857,216
Grants Receivable	(344,657)
Inventory	121,888
Deposits and Prepaid Expenses	992,681
TOTAL CURRENT ASSETS	<u>5,550,621</u>

CAPITAL ASSETS:

Grant Equipment	12,729,914
Non-Grant Equipment	9,871,947
Work in Progress	-
TOTAL COST	<u>22,601,861</u>
Less Accumulated Depreciation	<u>(12,315,608)</u>
Net Capital Assets	<u>10,286,253</u>
TOTAL ASSETS	<u><u>15,836,873</u></u>

LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES

Accounts Payable	504,708
Workers' Compensation Payable	-
Accrued Payroll & Benefits	448,828
Sales Tax Payable	5,436
Lease/Notes Payable	272,313
Unredeemed Bus Scrip	57,595
Deferred Revenue	11,423
Other Payables	11,869
TOTAL CURRENT LIABILITIES	<u>1,312,170</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	<u>4,250,179</u>
TOTAL LONG TERM LIABILITIES	<u>4,250,179</u>

TOTAL LIABILITIES 5,562,349

FUND EQUITY

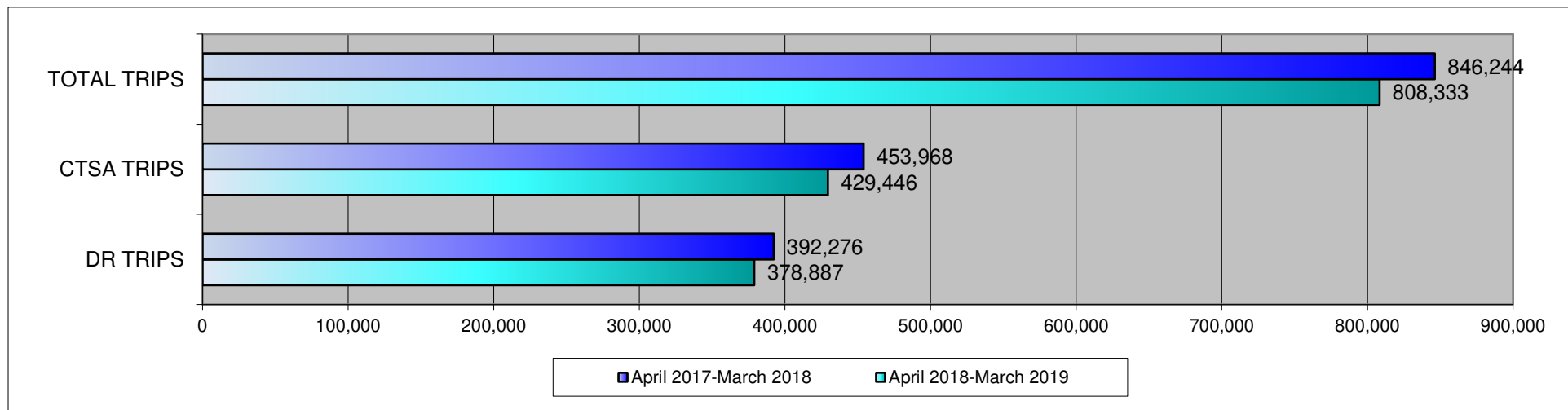
Contributed Capital	1,136,197
Restricted for lease collateral	-
Restricted for grant administration	12,998
Retained Earnings (Loss)	<u>9,125,330</u>
TOTAL FUND EQUITY	<u>10,274,524</u>

TOTAL LIABILITIES AND FUND BALANCE 15,836,873

Paratransit, Inc.

March 2019 Performance Report

ROLLING YEAR TRIPS PROVIDED



April 2018-March 2019
Total Trips Provided
 808,333

April 2018-March 2019
CTSA Trips Provided
 429,446

April 2018-March 2019
DR Trips Provided
 378,887

April 2017-March 2018
Total Trips Provided
 846,244

April 2017-March 2018
CTSA Trips Provided
 453,968

April 2017-March 2018
DR Trips Provided
 392,276

Change	(37,911)	(24,522)	(13,389)
Variance	-4.5%	-5.4%	-3.4%

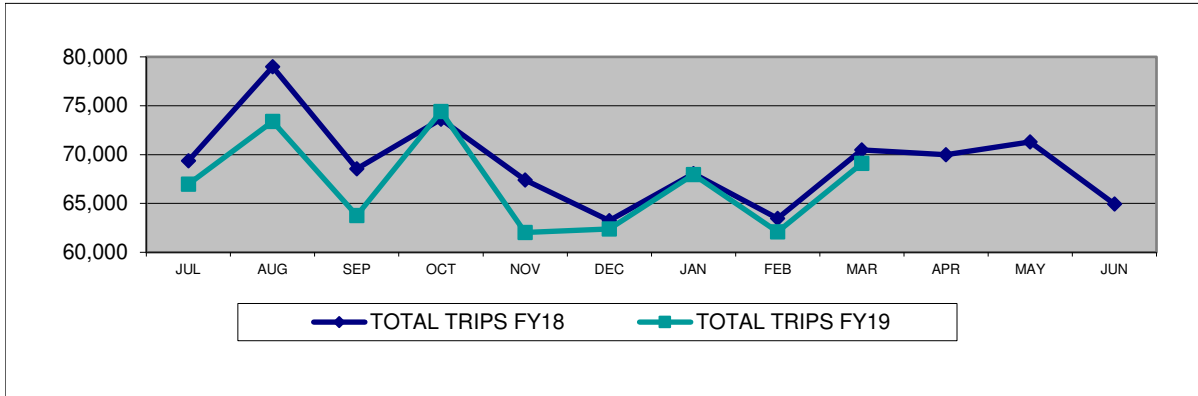
	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018
Total Trips	71,211	77,327	74,516	69,356	78,978	68,558	73,626	67,398	63,247	68,069	63,477	70,481
CTSA Trips	37,694	41,825	40,663	36,016	44,158	36,499	39,808	35,753	32,236	37,237	34,013	38,066
DR Trips	33,517	35,502	33,853	33,340	34,820	32,059	33,818	31,645	31,011	30,832	29,464	32,415

	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019
Total Trips	69,997	71,288	64,956	66,965	73,397	63,776	74,408	62,030	62,377	67,948	62,102	69,089
CTSA Trips	37,997	38,085	33,644	35,332	39,673	32,631	40,047	31,822	31,934	37,314	33,583	37,384
DR Trips	32,000	33,203	31,312	31,633	33,724	31,145	34,361	30,208	30,443	30,634	28,519	31,705

Paratransit, Inc.

March 2019 Performance Report

TOTAL TRIPS PROVIDED



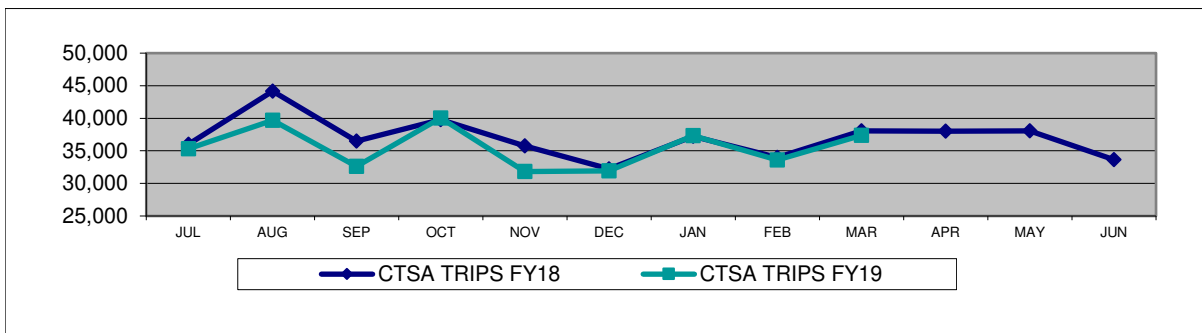
<u>Total Trips</u>		MAR	YTD
FY19	Total Trips	69,089	602,092
FY18	Total Trips	70,481	623,190
Variance		(1,392) -2.0%	(21,098) -3.4%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY18	69,356	78,978	68,558	73,626	67,398	63,247	68,069	63,477	70,481	69,997	71,288	64,956
FY19	66,965	73,397	63,776	74,408	62,030	62,377	67,948	62,102	69,089			

Paratransit, Inc.

March 2019 Performance Report

CTSA TRIPS PROVIDED

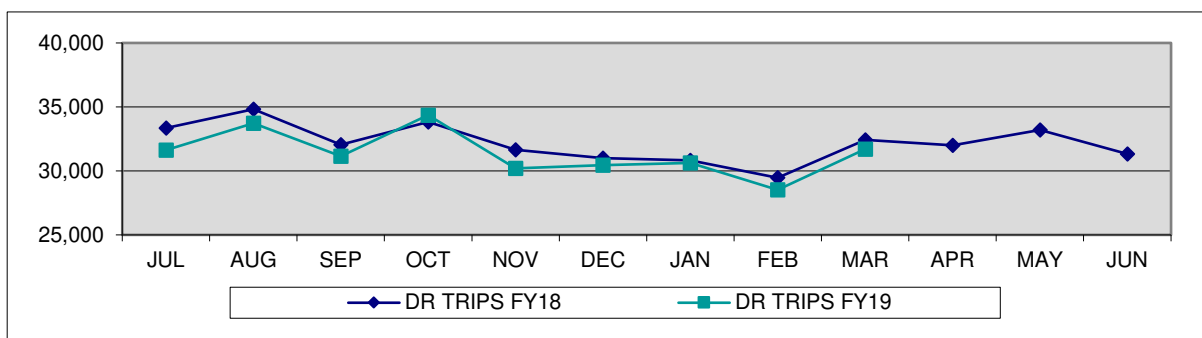


CTSA Trips

		MAR	YTD
FY19	CTSA Trips	37,384	319,720
FY18	CTSA Trips	38,066	333,786
Variance		(682) -1.8%	(14,066) -4.2%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY18	36,016	44,158	36,499	39,808	35,753	32,236	37,237	34,013	38,066	37,997	38,085	33,644
FY19	35,332	39,673	32,631	40,047	31,822	31,934	37,314	33,583	37,384			

DEMAND RESPONSE TRIPS PROVIDED



Demand Response Trips

		MAR	YTD
FY19	DR Trips	31,705	282,372
FY18	DR Trips	32,415	289,404
Variance		(710) -2.2%	(7,032) -2.4%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY18	33,340	34,820	32,059	33,818	31,645	31,011	30,832	29,464	32,415	32,000	33,203	31,312
FY19	31,633	33,724	31,145	34,361	30,208	30,443	30,634	28,519	31,705			

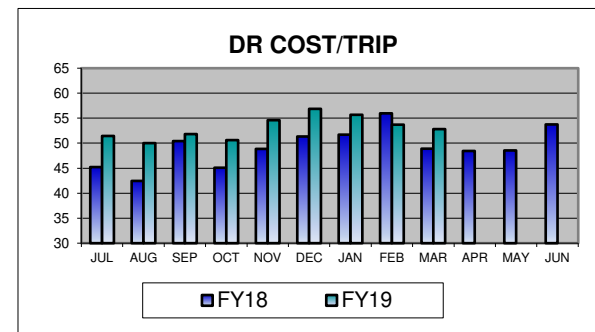
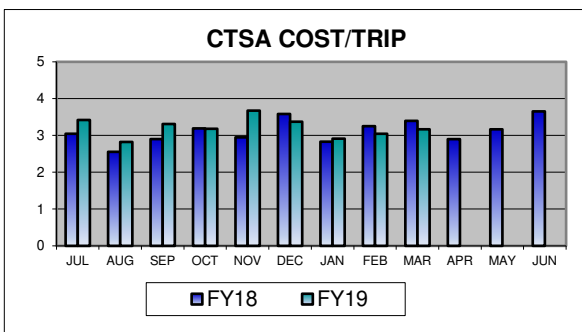
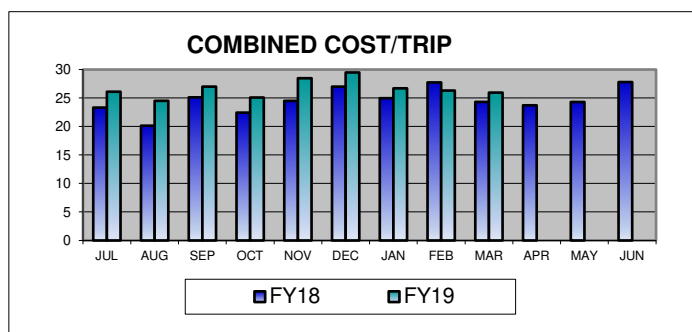
Paratransit, Inc.

March 2019 Performance Report

COST PER TRIP

Cost per Trip

FY19	MAR	FY19 YTD	FY18 YTD	Variance
Combined	\$25.95	\$26.54	\$24.26	9.4%
CTSA	\$3.17	\$3.20	\$3.06	4.5%
DR	\$52.82	\$52.98	\$48.70	8.8%



FY18	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$23.32	\$20.14	\$25.12	\$22.44	\$24.50	\$27.00	\$24.97	\$27.74	\$24.32	\$23.72	\$24.30	\$27.80
CTSA	\$3.05	\$2.55	\$2.90	\$3.19	\$2.95	\$3.58	\$2.83	\$3.25	\$3.40	\$2.90	\$3.17	\$3.65
DR	\$45.22	\$42.45	\$50.42	\$45.09	\$48.86	\$51.34	\$51.71	\$55.97	\$48.90	\$48.45	\$48.55	\$53.75

FY19	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$26.11	\$24.51	\$27.00	\$25.09	\$28.47	\$29.48	\$26.70	\$26.31	\$25.95			
CTSA	\$3.42	\$2.82	\$3.31	\$3.18	\$3.67	\$3.37	\$2.91	\$3.05	\$3.17			
DR	\$51.45	\$50.01	\$51.82	\$50.62	\$54.60	\$56.87	\$55.68	\$53.70	\$52.82			

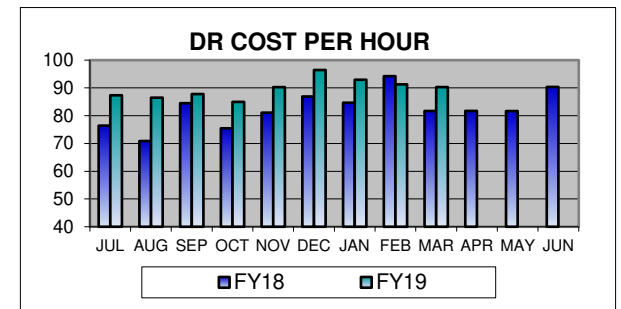
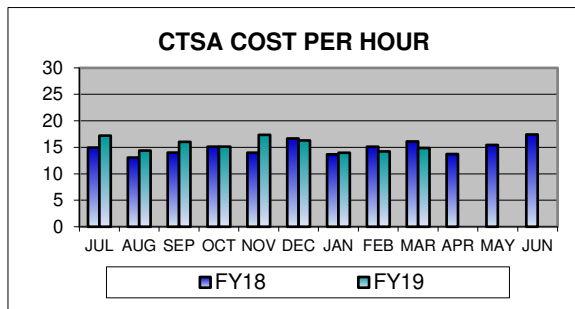
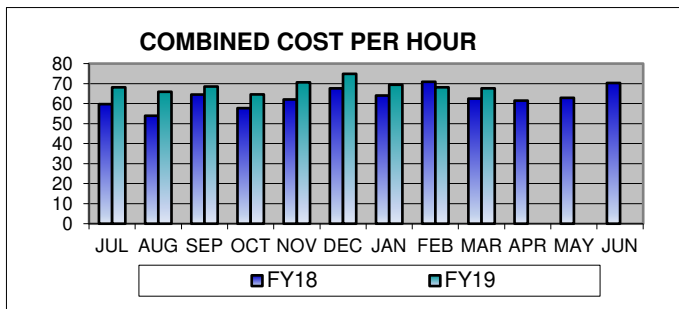
Paratransit, Inc.

March 2019 Performance Report

COST PER VEHICLE SERVICE HOUR

Cost per Vehicle Service Hour

FY19	MAR	FY19 YTD	FY18 YTD	Variance
Combined	\$67.64	\$68.55	\$62.33	10.0%
CTSA	\$14.87	\$15.43	\$14.71	4.9%
DR	\$90.30	\$89.64	\$81.44	10.1%



FY18	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$59.74	\$53.94	\$64.53	\$57.74	\$62.08	\$67.63	\$64.05	\$70.91	\$62.49	\$61.50	\$62.89	\$70.31
CTSA	\$14.94	\$13.06	\$14.00	\$15.12	\$13.98	\$16.67	\$13.67	\$15.11	\$16.11	\$13.73	\$15.44	\$17.42
DR	\$76.41	\$70.86	\$84.50	\$75.45	\$81.08	\$86.91	\$84.67	\$94.23	\$81.69	\$81.71	\$81.66	\$90.35

FY19	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$68.14	\$65.91	\$68.54	\$64.60	\$70.63	\$74.87	\$69.43	\$68.15	\$67.64			
CTSA	\$17.20	\$14.39	\$16.03	\$15.12	\$17.35	\$16.29	\$13.97	\$14.22	\$14.87			
DR	\$87.35	\$86.49	\$87.79	\$84.96	\$90.28	\$96.45	\$92.94	\$91.27	\$90.30			

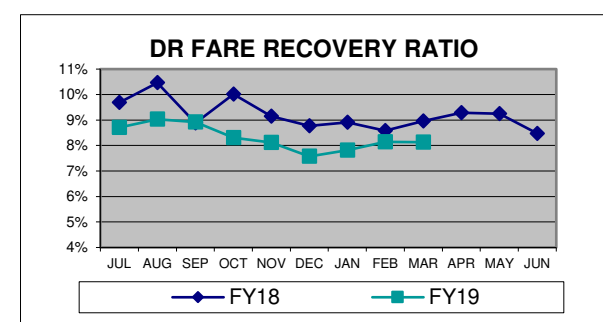
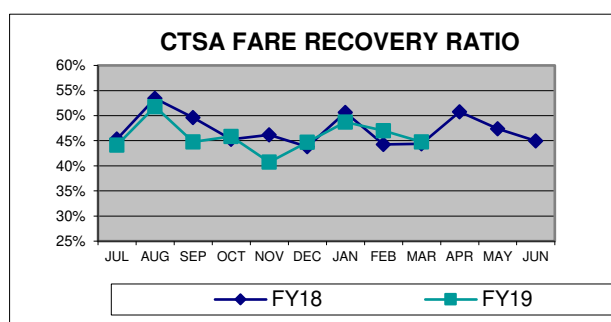
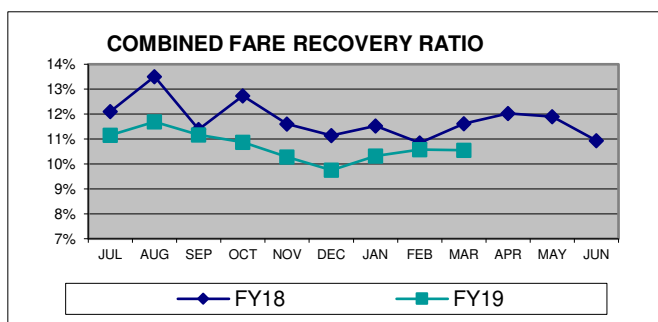
Paratransit, Inc.

March 2019 Performance Report

FARE RECOVERY RATIO

Fare Recovery Ratio

		MAR	YTD	Goal	Variance	TDA minimum
FY19	Total Fare Recovery	10.5%	10.7%	10.0%	1%	5.0%
FY18	Total Fare Recovery	11.6%	12.0%	10.0%	2.0%	5.0%
Variance		-1.1%	-1.3%			



FY18	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	12.1%	13.5%	11.4%	12.7%	11.6%	11.1%	11.5%	10.8%	11.6%	12.0%	11.9%	10.9%
CTSA	45.4%	53.4%	49.6%	45.3%	46.2%	43.8%	50.6%	44.3%	44.4%	50.8%	47.4%	45.0%
DR	9.7%	10.5%	8.9%	10.0%	9.2%	8.8%	8.9%	8.6%	9.0%	9.3%	9.2%	8.5%

FY19	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	11.2%	11.7%	11.2%	10.9%	10.3%	9.7%	10.3%	10.6%	10.5%			
CTSA	44.2%	51.8%	44.8%	45.9%	40.7%	44.7%	48.7%	47.0%	44.8%			
DR	8.7%	9.0%	8.9%	8.3%	8.1%	7.6%	7.8%	8.1%	8.1%			

Paratransit, Inc.
March 2019 Performance Report

TRANSPORTATION DEVELOPMENT ACT PERFORMANCE CRITERIA

Cost per Vehicle Service Mile		
FY19	MAR	YTD
Combined	\$4.13	\$4.27
CTSA	\$0.79	\$0.83
DR	\$5.89	\$5.97

Trips Provided per 100 Vehicle Service Miles		
FY19	MAR	YTD
Combined	15.9	16.1
CTSA	24.9	25.8
DR	11.2	11.3

Trips Provided per Vehicle Service Hour		
FY19	MAR	YTD
Combined	2.6	2.6
CTSA	4.7	4.8
DR	1.7	1.7

DR On-Time Performance		
FY19	MAR	YTD
DR	91.8%	93.3%



Consolidated Transportation Services Agency, a local public agency organized as a nonprofit.

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: DR. LISA CAPPELLARI, CHIEF FINANCIAL OFFICER *L. Cappellari*

RE: ADOPT RESOLUTION NO. 04-19 AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO SUBMIT THE TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FISCAL YEAR 2019-20, AUTHORIZING SUBMITTAL OF SUBSEQUENT CLAIMS IF FUNDING REVISIONS ARE ISSUED, AND EXPANDING NON-ADA SERVICE TO THE CITY OF FOLSOM EFFECTIVE JULY 1, 2019

DATE: MAY 20, 2019

The Sacramento Area Council of Governments (SACOG) recently notified Paratransit, Inc. of its adopted findings of apportionment for Fiscal Year 2019-20 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 budget revenues projected are consistent with this claim and apportionment.

With the inclusion of a TDA apportionment for the City of Folsom and Citrus Heights, the CTSA boundary expands to include these areas. Citrus Heights already receives Non-ADA service based on past agreements but the inclusion of Folsom adds new service to this community. Staff is requesting the Board formally expand the non-ADA service boundary to meet the new CTSA boundary in Folsom.

RECOMMENDATION: Staff recommends that the Board of Directors adopt Resolution 04-19, Transportation Development Act (TDA) Local Transportation Fund Claim Fiscal Year 2019-20 authorizing the Chief Executive Officer (CEO) to submit a claim, and any needed revisions, for the maximum funds available under Article 4.5 and, should funds be replaced in California's budget, encouraging SACOG to give first priority for use of Article 6.5 funds for capital procurements supporting ADA complementary paratransit. Additionally, staff recommends the Board of Directors expand the Non-ADA service boundary to include the City of Folsom, effective July 1, 2019.



Consolidated Transportation Services Agency, a local public agency organized as a nonprofit.

RESOLUTION 04-19

AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO SUBMIT THE TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FISCAL YEAR 2019-20, AUTHORIZE SUBMITTAL OF SUBSEQUENT CLAIMS IF FUNDING REVISIONS ARE ISSUED, AND EXPAND THE NON-ADA SERVICE BOUNDARY TO INCLUDE THE CITY OF FOLSOM EFFECTIVE JULY 1, 2019

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.

NOW THEREFORE BE IT FURTHER RESOLVED that the Board of Directors of Paratransit, Inc. does hereby expand the Non-ADA service boundary to include the City of Folsom, effective July 1, 2019.

Patrick Hume
President

Date



TRANSPORTATION
DEVELOPMENT ACT
CLAIM PACKET

Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814

TRANSPORTATION DEVELOPMENT ACT CLAIM CHECKLIST

Please check the following, items as being either included with the attached TDA claim package or are on file at SACOG.

Item	Claimant	Attached	On file
• TDA-1 Annual Transportation Development Claim	All claimants	_____	N/A
• TDA-2 Project and Expenditure Plan (for the fiscal year of this claim and the prior fiscal year)	All claimants	_____	N/A
• TDA-3 Status of Previously Approved Projects	All claimants	_____	N/A
• TDA-4 Statement of Conformance	All claimants	_____	N/A
• TDA-5 TDA Claim Certification	All claimants	_____	N/A
• Resolution by governing body that authorized the claim	All claimants	_____	N/A
If Claimant is a Transit Agency			
• CHP Safety Compliance Report (Completed within the past 13 months)	Claimants for transit service	_____	_____
• Adopted or proposed budget for the fiscal year of the claim	Claimants for transit service	_____	_____
• Signed copy of transit service contract	Claimants for transit service	_____	_____
• Area wide transfer agreement, resolution	Claimants that allow inter-system transfers	_____	_____
• Information establishing eligibility under efficiency criteria	Claimants for revenue-based STA funds	_____	_____
• Certification that claim is consistent with Capital Improvement Program	Claimants for bike/ped facilities	_____	_____
• Compliance with PUC Sec. 99155 & 99155.5	Claimants for transit service	_____	_____
• STA Operator Qualifying Criteria calculation based on section 99314.6	Claimants for transit service	_____	_____
• Copy of Ten Year Capital & Operations Program	Claimants for transit service	_____	_____

TDA-1

TRANSPORTATION DEVELOPMENT ACT CLAIM

TO: Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814

FROM: Claimant: Paratransit, Inc..
Address: 2501 Florin Road.
City: Sacramento Zip Code: 95822.
Contact Person: Lisa Cappellari.
Phone: 916-429-2009 ext. 7234.
Email: Lisac@paratransit.org.

The above claimant hereby requests, in accordance with authority granted under the Transportation Development Act and applicable rules and regulations adopted by the Sacramento Area Council of Governments (SACOG), that its request for funding be approved as follows:

LTF \$2,826,975 (FY 2019/2020)
____ (FY ____/____)
____ (FY ____/____)
____ (FY ____/____)

STA _____ (FY ____/____)
____ (FY ____/____)
____ (FY ____/____)
____ (FY ____/____)

Submitted By: Lisa Cappellari.
Title: Chief Financial Officer.
Date: _____

TDA-2**ANNUAL PROJECT AND EXPENDITURE PLAN**

Claimant: Paratransit, Inc					Fiscal Year: 2019-20				
Project Title and TDA Article Number	SOURCES OF FUNDING								
	TDA LTF	TDA STA	Transit Fares	Measure A	Road Fund	Developer Fees/Const. Tax	Federal/ State	Other	TOTAL
Transportation Ops	2,826,975		2,264,395	5,823,122			333,333	14,779,777	26,027,602
Transportation Cap							1,020,000	819,406	1,839,406
SACOG Planning									
TOTAL REQUEST	\$2,826,975		\$2,264,395	\$5,823,122			\$1,353,333	\$15,599,182	\$27,867,008

TDA-3
STATUS OF PREVIOUSLY APPROVED PROJECTS

Instructions: Describe the status of all prior fiscal year TDA claim projects and any projects from previous years, which are still active.

- Include both operating and capital projects
- Approved amounts should be as specified in TDA claims approved by SACOG
- Expenditures should be to date
- Project status should be either "Complete" or "Active"

Fiscal Year	Project Title	Amount Approved	Expenditures	Project Status
FY2018/19	Transportation for the Elderly & Disabled	\$2,364,108	\$2,364,108	Complete
TOTAL	\$2,364,108	\$2,364,108		

TDA-4
STATEMENT OF CONFORMANCE

Form TDA-4 must be completed and signed by the Administrative Office of the submitting claimant.

The Chief Financial Officer, Lisa Cappellari hereby certifies that the Transportation Development Act claim for fiscal year(s) 2019/2020 in the amount of \$ 2,826,975 (LTF) and \$ 0 (STA) for a total of \$ 2,826,975 conforms to the requirements of the Transportation Development Act and applicable rules and regulations. (See Attachment A for listing of conformance requirements)

Certified by Chief Financial Officer Lisa Cappellari

Title Chief Financial Officer
Date _____

TDA-5

TDA Claim Certification Form

I, **Lisa Cappellari**, Chief Finance Officer for the **Paratransit, Inc.**, do hereby attest, as required under the California Code of Regulations, Title 21, Division 3, Chapter 2, Section 6632, to the reasonableness and accuracy of the following:

- (a) The attached budget or proposed budget for FY 2019 /2020.
- (b) The attached certification by the Department of the California Highway Patrol verifying that Paratransit, Inc. is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251.
- (c) The estimated amount of Paratransit, Inc.'s maximum eligibility for moneys from the local transportation fund and the state assistance fund, as defined in Section 6634, is \$ 2,826,975.

(Signature) Chief Financial Officer

Paratransit, Inc.
(Agency Name)

(Date)

ATTACHMENT A
CONFORMANCE - TDA CLAIMANTS
Standard Assurances

- 1) 180-Day Certified Fiscal Audit (*Applies to all claims; SACOG administers fiscal audits for all operators in the region, with the exception of the Sacramento Regional Transit District*) - Assurance that the claimant has submitted a satisfactory independent fiscal audit, with required certification, to SACOG and to the State Controller not more than 180 days after the end of the prior fiscal year (Sections 99245 and 6664).

Paratransit, Inc. has attached the FY17-18 fiscal audit. The FY18-19 fiscal audit will be complete on December 27, 2019.

- 2) 90-Day Annual State Controller Report (*Applies to all transit claims*) – Assurance that claimant has submitted this report to the State Controller in conformance with the uniform system of accounts and record not more than 90 days after the end of the prior fiscal year (110 days for electronically submissions) (Section 99243). Claimant should also supply a copy of the State Controller report (SCR) to SACOG no more than 120 days after the end of the prior fiscal year.

Paratransit, Inc. has attached the FY17-18 State Controller Report. The FY18-19 report will be complete on January 31, 2020.

- 3) Use of Federal Funds (*Applies to all Article 4 claims*) –
- Claimant filing a claim for TDA funds for capital intensive projects pursuant to Section 99268.7 certifies that it has made every effort to obtain federal funding for any project which is funded pursuant to Section 99268.7.
 - Claimant qualifying for funds pursuant to Section 99268.1 and filing a claim for TDA funds in excess of the amount allowed by Section 99268 certifies that such funds are required in order to obtain maximum federal operating funds in the year such funds are claimed pursuant to Section 6633.1.

Paratransit has secured federal funds for travel training in order to reduce operations expense.

- 4) Elderly/Disabled (*Applies to all transit claims*) – That the transit operator in question is in compliance with Section 99155 pertaining to reduced transit fares for elderly and disabled persons and Section 99155.5 pertaining to dial-a-ride and paratransit services.

Paratransit's services are available only to individuals 75 years or older or people who qualify pursuant to the ADA eligibility criteria, whether or not they live within the service area. Disabled visitors are deemed presumptively eligible pursuant to ADA provisions for a 21-day period, and Paratransit accepts ADA identification cards from other systems. All qualified passengers and their companions (excluding Personal Assistants) pay the same fare for trip origins and destinations within the service area. There is no reduced fare policy in place.

Paratransit services are delivered without trip purpose restrictions or priorities pursuant to the ADA, and without regard to whether or not the passenger or household member owns an automobile.

- 5) Farebox Recovery Ratio Requirements (*Applies to all transit claims*) – Claimant filing a claim for LTF or STA funds certifies that it will maintain for the project that ratio of fare revenues and local support to operating cost required under Sections 99268 (including all subparts), 99270.1, 99270.2, 99270.6, and under the “Farebox Requirements for Urbanized and Non-Urbanized Service’ adopted by the SACOG Board of Directors on March 18, 1982, whichever is appropriate.

On June 8, 2000 the SACOG Board of Directors approved a resolution to change the farebox recovery requirement from 10% to 5%. Paratransit’s fares will meet the minimum farebox recovery ratio for the entire financial plan. It should be noted that ADA fares cannot exceed twice the fare that would be charged to an individual for a trip of similar length, at a similar time of day on Regional Transit's fixed-route system. Further, personal assistants may not be charged a fare. Paratransit's audited fare recovery ratio has always met or exceeded the minimum requirement.

Exceptions: **none**

- 6) 50% Expenditure Limitation (*Applies only to claims for LTF*) – Claimant certifies that it was in compliance with Section 99268 certifying that it (the claim) will not exceed 50% of the amount required to meet operating, maintenance, capital and debt service costs of the transit system after deduction of approved federal grants and STA funds estimated to be received for the system. (A claimant can received up to 100% of capital costs for grade-separated mass transit projects under Section 99268 and 99281, for capital intensive transit-related projects under Section 99268.7. and for extension of services under Section 6619.1 and 6633.8)

Only 3% of Paratransit's operating revenues are LTF, as seen in the chart below.

FY20 Proposed Budget

FY20 REVENUES:	Amount	Percent
RT ADA Funding	\$11,700,000	42%
Measure A	\$5,823,122	21%
TDA 4.5	\$2,806,394	10%
Federal & State Operating Grants	\$333,333	1%
Demand Response Bus Fares	1,641,383	6%
Agency Bus Fares	623,012	2%
Designated Capital	1,020,000	4%
Diversified Services	3,919,763	14%
TOTAL:	\$27,867,008	

PROPOSED FY20 BUDGET

EXPENSES:

Personnel	\$16,640,764
Fleet	4,282,347
Non Personnel	5,104,491
Capital	1,839,406
Capital & Operating Reserve	0
TOTAL:	\$27,867,008

- 7) Extension of Services (*Applies only to LTF claims*) - Claimant who received an allocation of LTF funds for extension of service pursuant to Section 99268.8 certifies that it will file a report of these services pursuant to Section 6633.8(b) within 90 days after close of the fiscal year in which that allocation was granted.

N/A

- 8) Retirement System (*Applies only to LTF claims*) - Claimant certifies that (1) the current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system; or (2) the operator is implementing a plan approved by SACOG which will fully fund the retirement system for such officers and employees within 40 years; or (3) the operator has a private pension plan which sets aside and invests, on a current basis, funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in Section 99272 and 99273.

Paratransit, Inc. has a private 403(b) pension plan which sets aside and invests funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in Section 99272 and 99273.

- 9) Maximum Use of Local Transportation Funds (*Applies only to Sacramento Regional Transit District STA claim*) - That the operator is receiving the maximum allowable amount from the Local Transportation Fund.

N/A

- 10) Part-Time Employees (*Applies only to claims for STA*) - Claimant certifies that it is not precluded by any contract entered into on or after June 28, 1979 from employing part-time drivers or contracting with common carriers of persons operating under a franchise or license. Claimant further certifies that no person who was a full-time employee on June 28, 1979 shall have his/her employment terminated or his/her regular hours of employment, excluding overtime, reduced as a result of it employing part-time drivers or contracting with such common carriers.

N/A

- 11) Conformance with the Metropolitan (Regional) Transportation Plan (*Applies only to claims for STA*) - Claimant certifies that all of the purposes for claim expenditures are in conformance with the current Short Range Transit Plan, which is an appendix to the Metropolitan (Regional) Transportation Plan.

N/A

- 12) Full Use of Federal Funds (*Applies only to STA claims*) - Claimant certifies that it is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended.

N/A

- 13) Implementation of Productivity Improvements (*Applies only to STA claims*) - Claimant certifies that the operator has made a reasonable effort to implement the productivity improvements recommended pursuant to Section 99244.


N/A



Consolidated Transportation Services Agency, a local public agency organized as a nonprofit.

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: TIFFANI M. FINK, CHIEF EXECUTIVE OFFICER 

RE: CONSIDERATION TO RECEIVE PUBLIC COMMENT ON THE NON-ADA
LATE CANCEL/NO SHOW POLICY

DATE: May 20, 2019

At the November Paratransit Board of Directors Meeting, we brought you policies for the Non-ADA services. The Board approved all the policies presented with the exception of Late Cancel/No Show Policy. Paratransit is presenting a Late Cancel/No Show policy mirroring the policy the Mobility Advisory Council (MAC) has adopted for the ADA Riders governed by Sacramento Regional Transit set to take effect July 1, 2019.

RECOMMENDATION: Staff recommends that the Board of Directors formally open the 21 day Public Comment Period on the Non-ADA Late Cancel/No Show Policy and set a Public Hearing for consideration of adoption for June 17, 2019.

PARATRANSIT NON-ADA SERVICE AREA

LATE CANCEL/NO SHOW POLICY

Late cancels (including no shows) adversely effect on-time performance, inconvenience other riders, and added cost to the service. The goal of the Late Cancel/No Show Policy is to encourage responsible use of paratransit service. This policy would be consistent with Sacramento Regional Transit No Show/Late Cancel Policy.

The **Cancel Line is open 24 hours. The minimum cancellation notice required for trips are not needed is two (2) hours in advance of the scheduled pick-up time.** If your travel plans, change or you will not be ready to board your bus at your “ready time” please call 916-429-2009 option 2. Shorter notice without a compelling reason could result in service interruption.

Riders can prevent no-show situations when they:

- Review dates, times and addresses with the reservationist to be sure information is correct
- Call Paratransit cancel line 916-429-2009 option 2 as soon as the ride is no longer needed
- Cancel at least two (2) hours in advance of the scheduled pick-up time
- Be prepared to board at the start of your “pick-up window” and within five (5) minutes after vehicle arrives by having any personal belongings you plan on taking with you ready, using the restroom, and having your coat (if applicable) and shoes on and etc.

Late Cancel/No-Show Violations

At times, there may be circumstances outside the control of the passenger, which result in late cancels, such as a sudden illness, personal emergency, a doctor running late, or canceling a medical appointment at the last minute. All passengers will have an opportunity to provide the reason for their inability to provide ample notice. Reasons such as “*I changed my mind*” or “*I got another ride*” would be considered within the client’s control

and not excused. The examples above are not all inclusive. Each cancellation will be marked as either “*excused*” or “*unexcused*” along with the reason.

Definitions

An Unexcused Late Cancels: Occurs when a passenger cancels a trip less than two (2) hours before the scheduled trip, and where circumstances did not prevent the customer from providing ample notice.

An Unexcused No Show: Occurs when the vehicle arrives at the pick-up location within the 30-minute window, waits the required five minutes and the customer does not board the vehicle, and where circumstances did not prevent the customer from providing ample notice of not needing the trip.

Rolling Year: A twelve-month period dating from the current month. For example, April 2018 to April 2019.

Excessive Late Cancels: Late cancels are considered excessive when an individual has **three (3) or more un-excused late cancels within any calendar month and the un-excused late cancels account for 10% or more of total trips scheduled during that calendar month.** Excessive late cancels will be considered a *pattern* or *practice* of late cancels and violation of Paratransit Late Cancel/No Show Policy.

Reminders

If a passenger “no-shows” the first leg of a trip, any subsequent leg or a return trip will not be canceled automatically and may result in an additional “no show” assessment if not cancelled as required by this policy

Passengers are responsible for canceling trips they no longer need. To cancel a trip, passenger must call 916-429-2009 option 2 or TDD 916-429-2568 to speak with a representative.

Suspension for Excessive Missed Trips, No-Shows and Lateness

Passengers incurring excessive missed trips may be suspended for a reasonable period. Repeated violations of this policy will result in greater penalties up to and including suspension of Non-ADA paratransit service.

The following penalties shall apply to violations of this policy that occur within the same rolling 12-month period.

1st Violation	Counseling/Warning Telephone Call with a Follow-up Letter
2nd Violation	1-day suspension
3rd Violation	5-day suspension
4th Violation	30-day suspension

Notification of Suspension

Passengers receiving a suspension of paratransit service will be issued a notice of suspension identifying each trip that was a late cancel or no-show. The notice will also advise the customers of the dates when the suspension begins and ends, as well as the date that the passenger can start to use paratransit service again.

To Appeal

- Passengers must submit a letter documenting why they believe that the violations should be excused and any supporting documentation. These documents must be postmarked within 14 calendar days of the date on which the notice of suspension was issued.

No suspension will take effect if passengers have filed an appeal in accordance with the instructions and deadlines noted in this policy and Paratransit, Inc. has not determined the outcome of the appeal.

Paratransit, Inc. will advise passengers in writing of the decision concerning their appeal. If the decision upholds the suspension, the notice of decision will provide customers with the beginning and ending dates of the suspension period. The decision is final.

If more detailed information "*To Appeal*" is desired, please contact Paratransit, Inc. Customer Service at 916-429-2009 option 4.



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MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: TIFFANI M. FINK, CHIEF EXECUTIVE OFFICER
DR. LISA CAPPELLARI, CHIEF FINANCIAL OFFICER

SUBJECT: OVERVIEW AND RELEASE OF THE DRAFT 2018/19 OPERATING BUDGET

DATE: MAY 20, 2019

Staff has prepared the draft Fiscal Year 2019/20 Budget and will providing a presentation and overview of the document at the Board Meeting. A copy of the draft operating budget will be presented to Board members at the meeting and will be posted following the meeting at www.paratransit.org. The final budget will be presented for consideration and adoption at the June 17, 2019 Board Meeting.