



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:

May 18, 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 4462 5861

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 March 27, 2020, Special Board of Directors’ Meeting

5. Staff Reports

- A. CEO Report
- B. CFO Report

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

- A. Overview And Release Of The Draft 2018/19 Operating Budget

7. Action Items

- A. Discussion and Possible Action Regarding 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, JUNE 15, 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 March 27, 2020 Special Board of Directors' Meeting

MEETING DATE: May 18, 2020

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

RECOMMENDED ACTION:

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

MINUTES:

March 27, 2020
12:15 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 Shekar

Board Members Absent:

None

Public Present:

Jeff Tardaguila
Carmen Alba, SacRT
Kathy Sachen, SacRT
Jamie Adelman, SacRT

Janice Labrado, SacRT
Montessa Parker, SacRT
Dan Thao, SacRT

Staff Present:

Tiffani Fink, Chief Executive Officer
Dr. Lisa Cappellari, Chief Financial Officer
Chris Brown, Chief Administrative Officer
Mary Harding, Chief Operating Officer
Jesse Isaacson, Director of Information Technology
Laura McHugh, Duggan Law Corporation, Agency Counsel
Nancy Miller, Sloan Sakai Yeung & Wong LLP, Agency Counsel

Call To Order/Roll Call: Director Fontus called the meeting to order at 12:22 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.

INTRODUCTION OF NEW BOARD MEMBERS

Director Charlie Johnson was appointed to the Board by SacRT. He is a retired scientist and is becoming more active in the disability community.

Director Mark Lonergan was appointed by the County of Sacramento. He worked for 41 years in operations at SacRT and is looking forward to being of service.

PUBLIC COMMENT

Jeff Tardaguila asked for an update on what is going on with Paratransit in the current climate. CEO Tiffani Fink explained she will have a COVID-19 update in her CEO Report.

CLOSED SESSION

Director Fontus announced adjournment to closed session at 12:30 p.m.

RECONVENE TO OPEN SESSION AND REPORT ACTION, IF ANY TAKEN

The meeting reconvened to open session at 12:55 p.m. The Board reported no action taken.

CONSENT CALENDAR

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

A. Minutes of the January 9, 2020 Board of Directors' Meeting

The Minutes of the Board of Directors' Meeting held January 9, 2020 approved as presented.

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 reported Paratransit, Inc. is an Essential Business/Critical Infrastructure and we are here to meet community needs. We have an extensive safety and cleaning programs and have implemented social distancing protocols. We have added a COVID-19 page to our website that includes updates on safety and services, including our partnership with the Sacramento Food Bank to deliver food to seniors. Director Johnson suggested including lap belt buckles as part of cleaning protocols as they are a possible transmission source. Ms. Fink reported Paratransit is working closely with SacRT on the transition of ADA services on June 28, 2020. We are working on the transition of vehicles and data. Paratransit was contracted for training to VIA Transportation in January and March, and we are looking forward to future collaboration. Ms. Fink shared the Ribbon Cutting and Open House on March 5, 2020, was well-attended and received press coverage from Kitty O-Neil on KFBK. On March 7 and 8, 2020, Paratransit's Rodeo team was awarded 1st place team as well as 2nd, 3rd, and 4th place drivers. Our team will continue on to

Nationals. In addition, Ms. Fink announced several staff promotions as part of the transition and consolidation of programs and services. President Fontus thanked Ms. Fink for her leadership and staff for adapting to the changing situation.

B. CFO Report

Chief Financial Officer Lisa Cappellari reported on financial and operational data through January 2020. Since February 2019, trips provided increased by 3.8%. CTSA Partner trips are up by 5.8%, CTSA Enhanced and Expanded trips are up by 14.8%, and ADA trips are down by 1.4%. Year-to-date total trips increased by 6.5%, the cost per trip is \$26.25, the fare recovery ratio is 6.5% and on-time performance is 90.7%. Dr. Cappellari reported Paratransit's Mobility Management program provided one-on-one travel training to 28 individuals, group travel training for 141 passengers, and ADA eligibility assessments for 1,493 individuals in January 2020.

ACTION ITEMS

- A. Approve Resolution 02-20 Authorizing the Chief Executive Officer to Submit a proposal to the Massachusetts Bay Transportation Authority (MBTA) for the Travel Instruction Program and further authorizing the Chief Executive Officer to negotiate and execute the contract and any amendments, if awarded.

Resolution 02-20 was approved upon motion by Director Hume, seconded by Director Leventon. The motion passed unanimously.

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

NOES: None

ABSENTIONS: None

ABSENT: None

- B. Adopt Resolution 03-20 Declaring an Emergency and Suspending Competitive Bidding for Supply Acquisitions to Combat COVID-19 and other Operations as required, and Delegating to the Chief Executive Officer authority to approve and execute supply, operations and service contracts in excess of \$50,000 but not to exceed \$200,000 to sustain operations during the COVID-19 pandemic.

CEO Tiffani fink explained we try to competitively bid for supplies, but with vendors closing and supply issues we cannot always do that and we need to purchase items when they are available. Director Hume asked if there is a cap on expenditures and suggested \$100,000 or \$200,000. Ms. Fink stated purchases should not exceed \$200,000 prior to the Board meeting again.

Resolution 03-20 was approved upon motion by Director Hume, seconded by Director Leventon. The motion passed unanimously.

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

NOES: None

ABSENTIONS: None

ABSENT: None

- C. Approve Resolution 04-20 Authorizing the Chief Executive Officer to Submit Proposals and Funding Applications, as opportunities arise, to pursue relief funding available from the Federal Transit Administration, Federal Emergency Management Agency, City of Sacramento, or other funding source to assist with operating costs and revenue offset due to COVID-19 and the financial impacts therefrom, and to execute any contracts and/or agreements, if awarded.

D.

Resolution 04-20 was approved upon motion by Director Nguyen, seconded by Director Nugent. The motion passed unanimously.

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

NOES: None

ABSENTIONS: None

ABSENT: None

- E. Approve Resolution 05-20 Authorizing the Chief Executive Officer to submit an application to the Small Business Administration for a Small Business Loan, for salaries and benefits for employees, not to exceed \$2 million and authorizing the Chief Executive Officer and Chief Financial Officer to execute the loan, if awarded.

Resolution 05-20 was approved upon motion by Director Nguyen, seconded by Director Hume. The motion passed unanimously.

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

NOES: None

ABSECTIONS: None

ABSENT: None

- F. Approve Resolution 06-20 Suspending the Paratransit, Inc. Reserve Policy, as amended by discussion.

CEO Tiffani Fink asked the Board to suspend the Reserve Policy of 45 days during the current public health crisis to assist with cash management. Director Shekhar asked if we could reduce the reserve term rather than suspend it and still meet operational needs. Ms. Fink stated a reduction to 20 or 30 days would meet the agency's needs.

Resolution 06-20 was approved upon motion by Director Hume, seconded by Director Nguyen. The motion passed unanimously.

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

NOES: None

ABSECTIONS: None

ABSENT: None

- G. Approve Resolution 07-20 Authorizing the Chief Executive Officer to negotiate and execute contracts with Sacramento Regional Transit District to provide transportation, maintenance, fueling and/or travel training services, and use of Paratransit's facility and parking lot.

Resolution 07-20 was approved upon motion by Director Hume, seconded by Director Leventon. The motion passed unanimously.

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

NOES: None

ABSECTIONS: None

ABSENT: None

BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS

Director Shekhar requested a weekly update regarding operations during the current public health crisis.

Director Johnson requested an update on the AdHoc Committee regarding the change in governance structure. CEO Tiffani Fink advised the committee will be meeting and will put together a proposal to present at the May Board of Directors' Meeting for discussion.

ADJOURNMENT

Director Fontus announced the meeting adjourned at 1:47 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: May 18, 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. Staff is already working

on return to the office procedures for those employees who are telecommuting and we are able to accommodate all social distancing requirements. Paratransit, Inc has also created a dedicated page on our website to Coronavirus. It can be located at www.paratransit.org/coronavirus. 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 March 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 the March Board meeting, we have:

- Expanded the weekly Family Meal food delivery program with the City of Sacramento to 6 restaurants and over 1100 seniors
- Delivered nearly 3,500 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 and staffed a census call line for the County of Sacramento
- Staffed the meal request line for City of Sacramento for Great Plates

- Provided thousands of wellness check calls for the City of Sacramento and the YMCA

All of these services have been provided in addition to providing our ADA and Above and Beyond Services. We have been able to maximize the available time of staff to deliver these projects. 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 continuing to work closely with Sacramento Regional Transit District regarding the transition of ADA services. We will continue to work closely with SacRT and the public to make this transition as smooth as possible. The ADA and Non-ADA service is set to transfer effective June 28th and staff from both agencies are meeting regularly to coordinate the transfer of data and vehicles back to SacRT. In addition, both agencies are coordinating discussions with staff positions impacted by the transition of services to educate them on potential employment opportunities through SacRT.

Paratransit's Expanded Virtual Training and Eligibility Programs:

Paratransit, Inc. has always been innovative. Our ability to think quick on our feet and adapt to meet the changing world around us is a trademark of our legacy. As the pioneer of modern travel training, we developed many of the training processes and approaches used across the Country today. With the advent of COVID-19 and social distancing, innovation was again required. As social distancing and stay-at-home orders were put into place across the Country, travel training stopped, however, people still needed knowledge to access food, medical treatments and employment. Changes in boarding protocols and fare payment processes changed as well. The travel training staff at Paratransit not only saw these changes, they quickly adapted our programs in Sacramento and Boston to meet the need. Currently staff in both offices have deployed virtual travel training programs. Using tools such as a telephone and ZOOM meeting, we are able to have one on one meetings with trainees. To date, we are seeing significant

demand and in Sacramento, the Youth to Jobs program is training the same number of youth now, as they did with in-person training. Our partner agencies have issued new purchase orders for this training and in Boston, the Massachusetts Bay Transportation Authority (MBTA) formally transitioned our contract to this model based on our presentation and has extended our existing contract term an additional 4 months. I would also like to recognize staff in the Boston Eligibility office. Staff there was able to successfully transition the in-person eligibility office to remote, telework, phone based interviews, ensuring that all applicants and renewals are processed timely and thoroughly. The Executive staff for both programs at the MBTA have worked closely with us to adapt and adopt these changes and to ensure these programs continue and we are thankful for their partnership and creativity.

Paratransit, Inc. Statement on Bus Cleaning

With the developing spread of the Coronavirus, we wanted to share with you the steps we at Paratransit are taking to protect our staff and the riders we serve.

Paratransit enacted enhanced cleaning protocols during the emergence of the H1-N1 virus in 2009 and those have remained in place and have become our standard protocol.

In addition, our service assistants are sanitizing the interior of all buses every time they are fueled. They are also sanitizing areas that are touched repeatedly throughout the day, including the steering wheel, dashboard, handrails, and seats.

Paratransit uses Triad III to disinfect our equipment. Triad III is an effective cleaner and disinfectant that combats bacteria, viruses, and fungi.

We are supplying hand sanitizer on all our vehicles and have provided additional educational materials for our staff. We are continuing to educate our staff as we learn more about the virus and how it is affecting our community.

Should you have any questions about our procedures, please contact us through our website or at (916) 429-2009.



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

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: MAY 18, 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 March 2020.

- Rolling year (April 2019 to March 2020) trips provided increased by 1.1%. Rolling year CTSA Partner trips were up by 7,397 or 1.8%. Rolling year CTSA Enhanced and Expanded trips were up by 14,194 or 17.5% and rolling year ADA trips were down 12,972 or 4.0%.
- Year-to-date (YTD) total trips provided increased by 0.9% or 5,351 trips over March 2019 for a YTD total of 607,373. The YTD increase was driven by a 0.7% increase in CTSA Partner trips and a 23.5% increase in CTSA Enhanced and Expanded trips. There was a 4.6% decrease in ADA trips.
- Overall YTD cost per trip provided was \$27.10. YTD CTSA cost per trip provided was \$8.11, and YTD ADA cost per trip provided was \$57.95.
- The YTD combined fare recovery ratio was 6.8%. The CTSA E&E fare recovery ratio was 6.8% and the ADA fare recovery ratio was 6.8%. These ratios remain above the TDA-required minimum of 5%.
- The YTD on-time performance rate is 90.7%.
- Paratransit's Mobility Management program provided one-on-one training to 27 individuals on how to use the local transit system and provided group trainings for 12 passengers. Mobility Management staff also provided ADA eligibility assessments for 958 individuals in March.

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

ATTATCHMENTS:

March 2020 Performance Report

March 2020 Income Statement

March 2020 Balance Sheet

PARATRANSIT, INC.
COMBINED BALANCE SHEET
3/31/2020
UNAUDITED

ASSETS

CURRENT ASSETS:

Cash	3,715,059
Medical Annuity	230,000
Accounts Receivable	969,409
Grants Receivable	(31,796)
Inventory	112,398
Deposits and Prepaid Expenses	801,636
TOTAL CURRENT ASSETS	<u>5,796,706</u>

CAPITAL ASSETS:

Grant Equipment	12,622,767
Non-Grant Equipment	10,233,344
Work in Progress	-
TOTAL COST	<u>22,856,110</u>
Less Accumulated Depreciation	<u>(13,157,397)</u>
Net Capital Assets	<u>9,698,713</u>

TOTAL ASSETS	<u><u>15,495,419</u></u>
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LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES

Accounts Payable	477,020
Workers' Compensation Payable	(36,144)
Accrued Payroll & Benefits	401,620
Sales Tax Payable	(1,590)
Lease/Notes Payable	235,854
Unredeemed Bus Scrip	61,861
Deferred Revenue	108,264
Other Payables	38,052
TOTAL CURRENT LIABILITIES	<u>1,284,936</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	<u>3,907,103</u>
TOTAL LONG TERM LIABILITIES	<u>3,907,103</u>

TOTAL LIABILITIES	5,192,039
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FUND EQUITY

Contributed Capital	466,430
Restricted for lease collateral	-
Restricted for grant administration	12,999
Retained Earnings (Loss)	<u>9,823,951</u>
TOTAL FUND EQUITY	<u>10,303,380</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>15,495,419</u></u>
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PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 3/31/2020

	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	993,699	-	(993,699)	11,700,000	8,783,014	7,776,616	(1,006,398)	(11.46)
Measure A	494,567	412,795	(81,772)	5,823,122	4,371,330	4,505,254	133,924	3.06
TDA 4.5	238,351	205,425	(32,926)	2,806,393	2,106,717	2,161,483	54,766	2.60
Civic Lab Travel Training Grant	11,324	-	(11,324)	133,333	100,091	99,999	(92)	(0.09)
Section 5304 - Internships	-	-	-	-	-	-	-	-
Section 5307 - Regional Mobility Management	-	-	-	200,000	-	-	-	-
Section 5310 - Regional Mobility Management	-	-	-	-	-	-	-	-
Section 5316 - Wheels to Work	-	-	-	-	-	-	-	-
Section 5317 - Local Mobility Management	-	-	-	-	-	-	-	-
DR Bus Fares	139,173	78,457	(60,716)	1,638,648	1,230,109	1,060,108	(170,000)	(13.82)
Agency Bus Fares	90,785	167,873	77,088	1,068,922	802,424	1,430,398	627,974	78.26
Diversified Services	319,013	243,516	(75,498)	3,756,126	2,819,667	2,747,764	(71,903)	(2.55)
Applied to Capital Projects	(12,277)	(12,277)	-	(1,156,188)	(161,192)	(161,192)	-	-
TOTAL OPERATING REVENUE	2,274,635	1,095,789	(1,178,846)	25,970,356	20,052,159	19,620,430	(431,729)	(2.15)
CAPITAL REVENUE:								
FTA Section 5309 - EAM	-	-	-	-	-	-	-	-
FTA Section 5309 - Vehicle Acquisition	-	-	-	-	-	-	-	-
FTA Section 5310 - Vehicles	-	-	-	-	-	(1,600)	(1,600)	-
FTA Section 5339 - Rangers	-	-	-	-	-	-	-	-
FTA Section 5339 - Vehicles	-	-	-	-	-	-	-	-
Prop 1B FY12 - Radios	-	-	-	-	-	-	-	-
Prop 1B FY13 - Maintenance CNG Upgrades	-	-	-	-	-	-	-	-
Prop 1B FY14 - Rangers	-	-	-	-	-	-	-	-
Prop 1B FY15 - Backup Cameras	-	-	-	-	-	-	-	-
Prop 1B FY16 - Security Upgrades	-	-	-	-	-	-	-	-
Prop 1B FY17 - CTSA Rangers	-	-	-	-	-	-	-	-
Prop 1B PTMISEA - Rangers	-	-	-	-	-	-	-	-
Refinance Proceeds	-	-	-	-	-	-	-	-
Applied Operating Revenue	12,277	12,277	-	1,156,188	161,192	161,192	-	-
Gain/(Loss) on Sale of Assets	-	-	-	-	-	-	-	-
TOTAL CAPITAL REVENUE	12,277	12,277	-	1,156,188	161,192	159,592	(1,600)	(0.99)
TOTAL REVENUE	2,286,912	1,108,066	(1,178,846)	27,126,544	20,213,351	19,780,022	(433,329)	(2.14)

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 3/31/2020

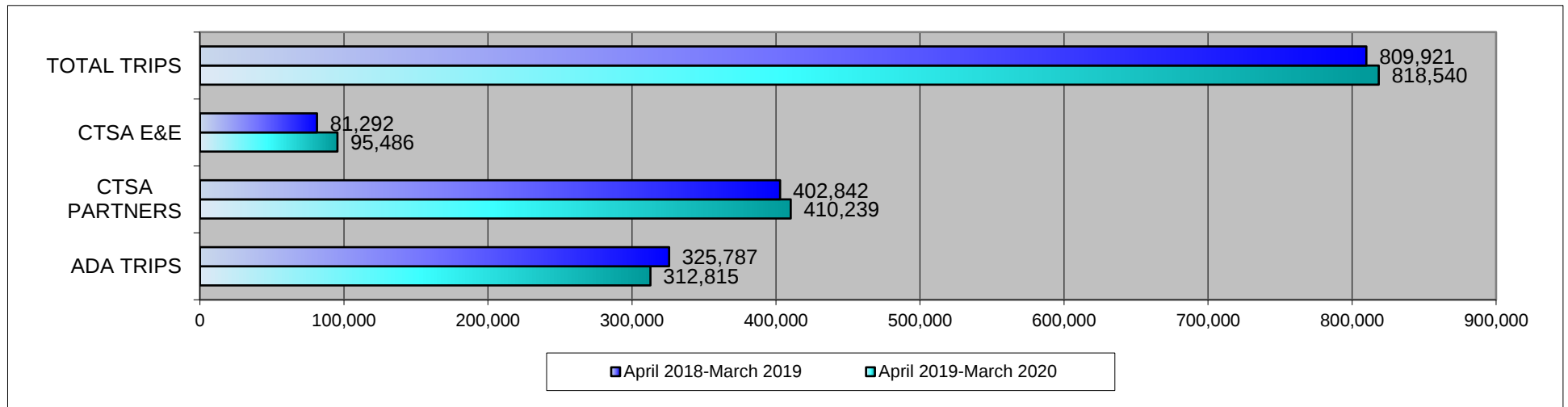
	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
OPERATING EXPENSES								
PERSONNEL:								
Transportation Operations	608,412	508,502	(99,909)	7,163,557	5,377,574	5,247,821	(129,753)	(2.41)
Maintenance Operations	106,290	98,689	(7,601)	1,251,480	939,467	908,575	(30,893)	(3.29)
Administration	119,512	109,111	(10,401)	1,407,159	1,056,333	1,044,629	(11,704)	(1.11)
Diversified Services:								
Travel Training	35,666	25,077	(10,589)	419,940	315,242	323,090	7,847	2.49
Mobility Management	91,283	78,915	(12,368)	1,074,787	806,826	692,421	(114,406)	(14.18)
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	396,245	352,211	(44,035)	4,665,470	3,502,298	3,242,407	(259,891)	(7.42)
Workers' Compensation	54,308	572	(53,735)	639,432	480,012	328,090	(151,922)	(31.65)
TOTAL PERSONNEL	1,411,717	1,173,078	(238,639)	16,621,824	12,477,753	11,787,032	(690,721)	(5.54)
FLEET OPERATIONS:								
Fuel	184,482	77,062	(107,420)	2,172,127	1,630,583	1,534,930	(95,653)	(5.87)
Insurance	120,503	117,125	(3,378)	1,418,827	1,065,092	1,051,929	(13,164)	(1.24)
Cost of Parts & Sublet Service	63,698	42,692	(21,005)	749,990	563,006	457,350	(105,656)	(18.77)
TOTAL FLEET OPERATIONS	368,683	236,879	(131,804)	4,340,944	3,258,681	3,044,208	(214,473)	(6.58)
NONPERSONNEL:								
Professional Services	63,632	67,914	4,282	749,221	562,429	837,347	274,918	48.88
Outside Services	22,261	38,503	16,241	262,106	196,759	387,356	190,597	96.87
Rent/Repair	14,185	13,413	(772)	167,017	125,377	299,118	173,741	138.57
Office Expense	18,924	19,201	277	222,816	167,264	208,274	41,010	24.52
Interest Expense	10,556	9,734	(822)	124,290	93,302	98,530	5,227	5.60
Telephone/Utilities	21,597	22,810	1,214	254,283	190,886	192,549	1,663	0.87
Tax/License/Dues/Permits	7,643	2,179	(5,464)	89,993	67,556	114,578	47,021	69.60
Travel	11,680	10,697	(983)	137,521	103,235	97,408	(5,827)	(5.64)
Professional Development	2,844	(2,494)	(5,338)	33,482	25,134	30,406	5,272	20.97
Brokered Trans. Services	251,980	142,241	(109,739)	2,966,862	2,227,179	2,224,210	(2,969)	(0.13)
TOTAL NONPERSONNEL	425,302	324,198	(101,104)	5,007,589	3,759,122	4,489,775	730,653	19.44
TOTAL OPERATIONS EXPENSE	2,205,702	1,734,155	(471,546)	25,970,358	19,495,556	19,321,015	(174,541)	(0.90)
CAPITAL PROJECTS:								
Florin Road Facility	7,961	8,191	230	93,731	70,363	70,100	(263)	(0.37)
Simplivity Server Upgrade	-	-	-	-	-	-	-	-
Security Upgrades	-	-	-	-	-	-	-	-
Maintenance CNG upgrades and Building repairs	-	-	-	-	-	-	-	-
A/C Replacement Project	-	-	-	-	-	-	-	-
On-Line Reservations Software	-	-	-	-	-	-	-	-
Facility Reserve	-	-	-	526,526	-	-	-	-
Comp & Class Study	-	-	-	50,000	-	-	-	-
Auditorium Repairs	-	-	-	10,000	-	-	-	-
Facility Repairs	-	-	-	100,000	-	-	-	-
IT 4G Equipment & Cameras	-	-	-	100,000	-	-	-	-
Ranger 4 Conversion and Installation	-	-	-	-	-	-	-	-
Prop 1B FY12 - Radio Upgrades	-	-	-	-	-	-	-	-
Section 5309 - EAM	-	-	-	-	-	-	-	-
Vehicle Acquisition Project	18,997	18,997	-	227,674	169,846	169,846	-	-
Prop 1B FY15 - Backup Camera Project	-	-	-	-	-	-	-	-
Modesto 5316 Grant	-	-	-	-	-	-	-	-
Wheels to Work 5316 Grant	-	-	-	-	-	-	-	-
Destinations Mobility Vehicles	-	-	-	-	-	-	-	-
Office Furniture & Equipment	-	-	-	10,000	7,283	7,283	-	-
Network & Telecommunications	-	4,086	4,086	28,256	-	60,568	60,568	-
Maintenance Equipment	-	-	-	10,000	3,577	23,240	19,663	549.73
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	26,958	31,274	4,316	1,156,188	251,069	331,038	79,969	31.85
TOTAL OPERATING AND CAPITAL EXPENSE	2,232,660	1,765,429	(467,230)	27,126,545	19,746,625	19,652,052	(94,572)	(0.48)
NET INCOME (LOSS)	54,252	(657,364)	(711,616)	(1)	466,726	127,970	(338,757)	(72.58)

YTD Budget Surplus/(Deficit) **(338,757)** **-2%**

Paratransit, Inc.

March 2020 Performance Report

ROLLING YEAR TRIPS PROVIDED



April 2019-March 2020
Total Trips Provided
 818,540

April 2019-March 2020
CTSA Partners
 410,239

CTSA E&E
 95,486

April 2019-March 2020
ADA Trips Provided
 312,815

April 2018-March 2019
Total Trips Provided
 809,921

April 2018-March 2019
CTSA Partners
 402,842

CTSA E&E
 81,292

April 2018-March 2019
ADA Trips Provided
 325,787

Change	8,619	7,397	14,194	(12,972)
Variance	1.1%	1.8%	17.5%	-4.0%

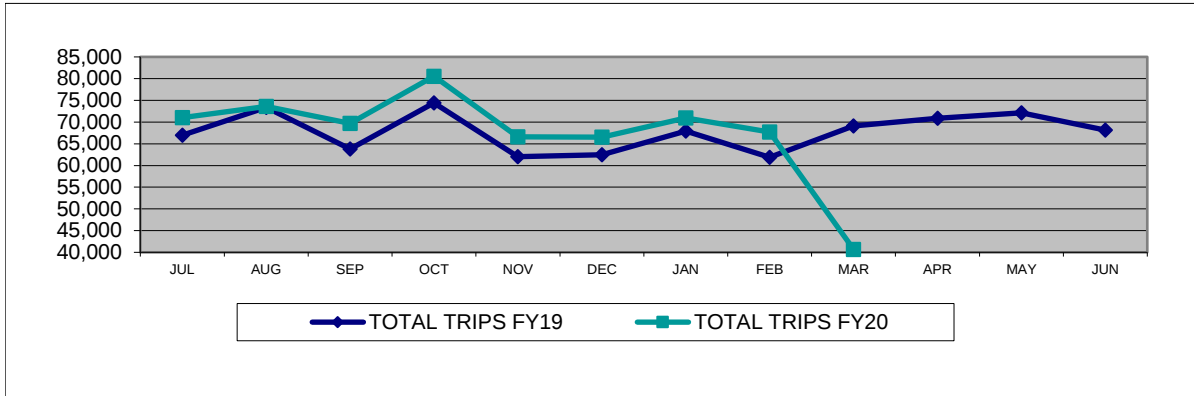
	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019
Total Trips	69,997	71,193	66,709	66,965	73,397	63,776	74,408	62,030	62,493	67,948	61,886	69,119
CTSA Partners	35,561	35,507	33,056	33,060	37,126	30,490	37,378	29,629	29,965	34,903	31,150	35,017
CTSA E&E	7,011	7,026	6,518	6,743	7,113	6,682	7,477	6,445	6,644	6,582	6,158	6,893
ADA Trips	27,425	28,660	27,135	27,162	29,158	26,604	29,553	25,956	25,884	26,463	24,578	27,209

	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020
Total Trips	70,858	72,156	68,153	71,050	73,624	69,698	80,553	66,562	66,527	70,928	67,735	40,696
CTSA Partners	36,595	37,255	35,442	36,275	38,746	34,703	40,395	31,880	31,950	35,426	32,765	18,807
CTSA E&E	6,854	6,900	6,721	6,690	6,873	7,509	10,553	9,228	9,212	9,693	9,632	5,621
ADA Trips	27,409	28,001	25,990	28,085	28,005	27,486	29,605	25,454	25,365	25,809	25,338	16,268

Paratransit, Inc.

March 2020 Performance Report

TOTAL TRIPS PROVIDED

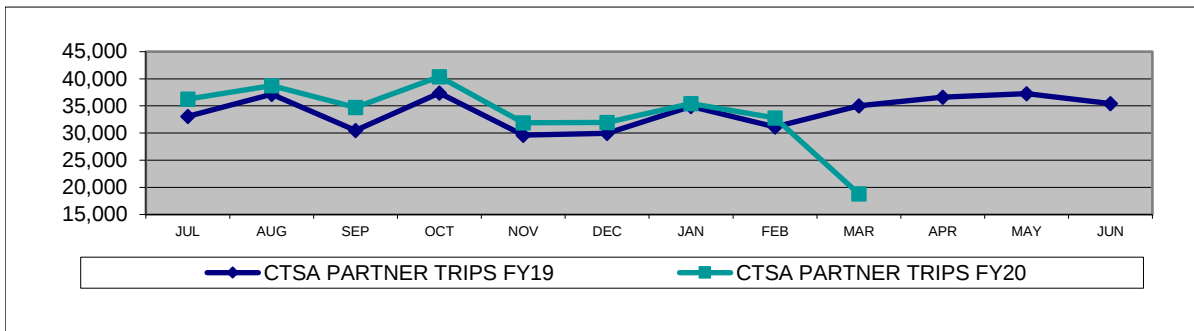


Total Trips

		MAR	YTD
FY20	Total Trips	40,696	607,373
FY19	Total Trips	69,119	602,022
Variance		(28,423) -41.1%	5,351 0.9%

	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	40,696			

CTSA PARTNER TRIPS PROVIDED



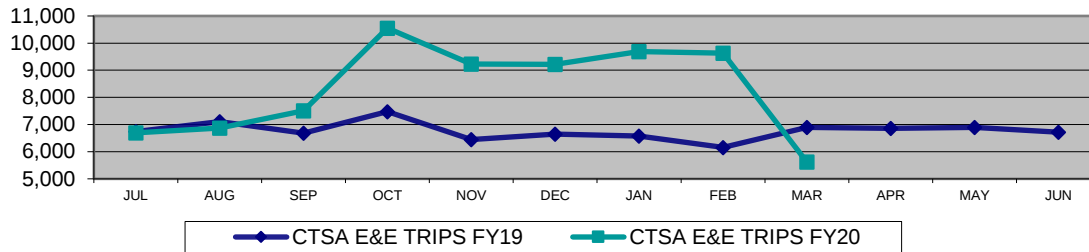
CTSA Partner Trips

		MAR	YTD
FY20	CTSA Partner Trips	18,807	300,947
FY19	CTSA Partner Trips	35,017	298,718
Variance		(16,210) -46.3%	2,229 0.7%

	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	18,807			

Paratransit, Inc.
March 2020 Performance Report

CTSA ENHANCED & EXPANDED TRIPS PROVIDED

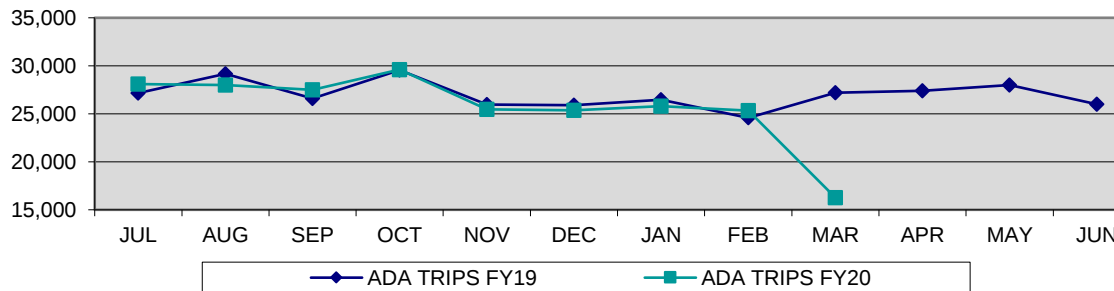


CTSA E&E Trips

		MAR	YTD
FY20	CTSA E&E Trips	5,621	75,011
FY19	CTSA E&E Trips	6,893	60,737
Variance		(1,272) -18.5%	14,274 23.5%

	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			

ADA TRIPS PROVIDED



ADA Trips

		MAR	YTD
FY20	ADA Trips	16,268	231,415
FY19	ADA Trips	27,209	242,567
Variance		(10,941) -40.2%	(11,152) -4.6%

	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			

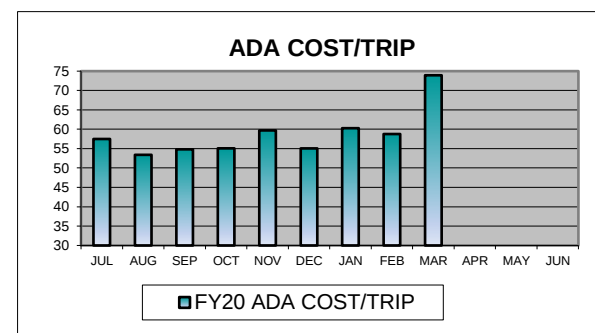
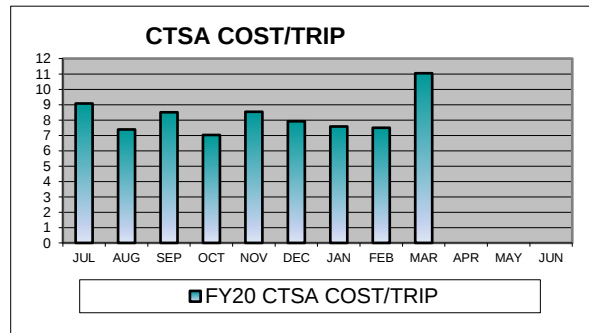
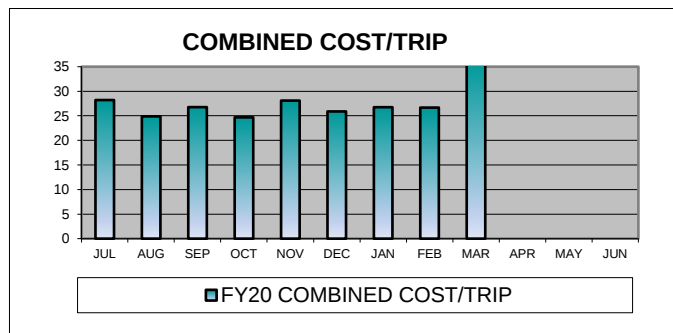
Paratransit, Inc.

March 2020 Performance Report

COST PER TRIP

Cost per Trip

FY20	MAR	FY20 YTD
Combined	\$36.18	\$27.10
CTSA	\$11.04	\$8.11
ADA	\$73.93	\$57.95



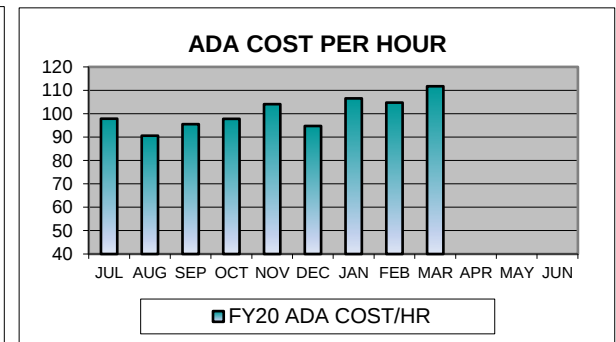
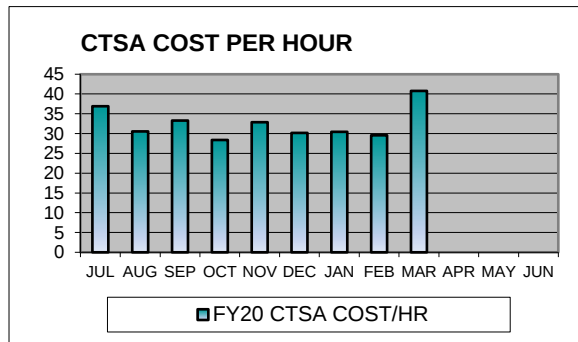
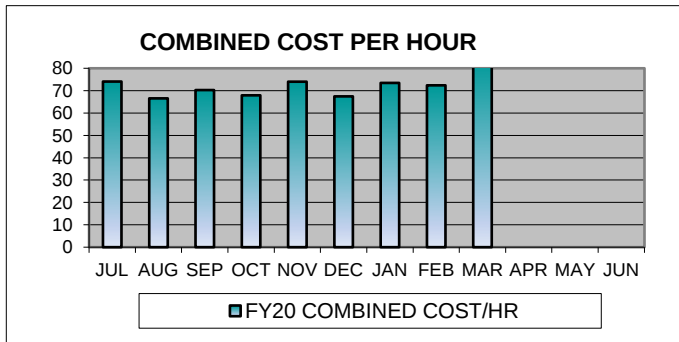
FY20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$28.21	\$24.89	\$26.77	\$24.68	\$28.10	\$25.89	\$26.75	\$26.67	\$36.18			
CTSA	\$9.08	\$7.38	\$8.50	\$7.03	\$8.54	\$7.92	\$7.58	\$7.50	\$11.04			
ADA	\$57.49	\$53.39	\$54.82	\$55.07	\$59.70	\$55.05	\$60.27	\$58.76	\$73.93			

Paratransit, Inc.
March 2020 Performance Report

COST PER VEHICLE SERVICE HOUR

Cost per Vehicle Service Hour

FY20	MAR	FY20 YTD
Combined	\$84.72	\$71.75
CTSA Partners	\$40.79	\$32.09
ADA	\$111.72	\$99.80



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	\$84.72			
CTSA Partners	\$36.91	\$30.55	\$33.29	\$28.39	\$32.87	\$30.17	\$30.45	\$29.57	\$40.79			
ADA	\$97.85	\$90.59	\$95.52	\$97.80	\$104.07	\$94.74	\$106.54	\$104.74	\$111.72			

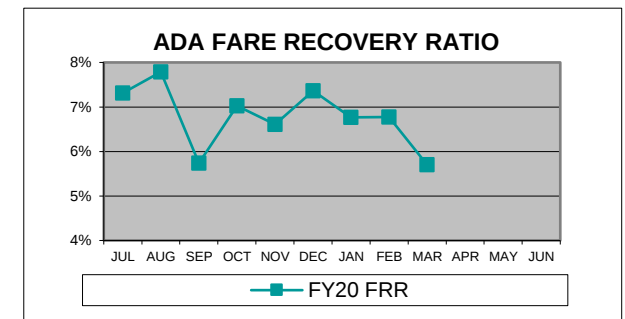
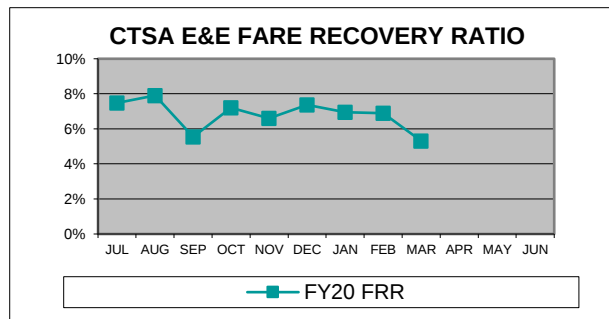
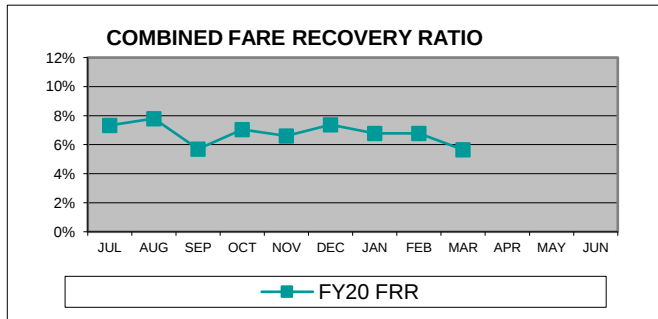
Paratransit, Inc.

March 2020 Performance Report

FARE RECOVERY RATIO

Fare Recovery Ratio

		MAR	YTD	TDA minimum
FY20	Total Fare Recovery	5.6%	6.8%	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%			
CTSA E&E	7.5%	7.9%	5.5%	7.2%	6.6%	7.4%	6.9%	6.9%	5.3%			
ADA	7.3%	7.8%	5.7%	7.0%	6.6%	7.4%	6.8%	6.8%	5.7%			

Paratransit, Inc.
March 2020 Performance Report

TRANSPORTATION DEVELOPMENT ACT PERFORMANCE CRITERIA

Cost per Vehicle Service Mile		
FY20	MAR	YTD
Combined	\$5.46	\$4.39
CTSA	\$2.37	\$1.81
ADA	\$7.71	\$6.50

Trips Provided per 100 Vehicle Service Miles		
FY20	MAR	YTD
Combined	15	16
CTSA	21	22
ADA	10	11

Trips Provided per Vehicle Service Hour		
FY20	MAR	YTD
Combined	2.3	2.6
CTSA	3.7	4.0
ADA	1.5	1.7

DR On-Time Performance		
FY20	MAR	YTD
DR	92.50%	90.74%

MOBILITY MANAGEMENT

	Assessment	Trained	Group	Mentor	Total
Sacramento		13			13
Transportation Literacy		3			3
Stockton	64	0	0		64
Boston	771	4	12		787
Spokane	123	7	0	0	130
Total	958	27	12	0	997



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

AGENDA TITLE: Overview And Release Of The Draft 2018/19 Operating Budget

MEETING DATE: May 18, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Receive the draft Fiscal Year 2020/21 Operating Budget.

BACKGROUND AND DISCUSSION:

Staff has prepared the draft Fiscal Year 2020/21 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 budget reflects the changes in services after June 28th and the agreed upon funding allocation splits for Transportation Development Act (TDA) and Measure A funds. The final budget will be presented for consideration and adoption at the June 15, 2020 Board Meeting.

FISCAL IMPACT:

The proposed operating budget for Fiscal Year 2020/21 is balanced, with no use of reserves budgeted. Staff has made conservative revenue estimate projections due to impacts from COVID-19 and will present information on these assumptions during the presentation.

ATTACHMENTS:

None



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

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

MEETING DATE: May 18, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Discussion regarding amending the Paratransit, Inc by-laws related to Board composition and governance and possible action.

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.

The Ad Hoc Committee has met and legal has consulted the City, the County, SacRT and SACOG and recommends the following Bylaw amendments to the Board. The proposal for consideration by the Board would set the number seats on the Board of Directors at 5, starting on July 1, 2020 with the option of adding Ex Officio members, should the Board choose. To maintain stability and institutional memory the initial 5 members shall be selected from those existing members who were on the Board of Directors as of July 1, 2019. The Board may also choose to appoint one or more Ex Officio Board members in addition to the 5 Board members. Ex Officio members would be elected officials who do not have a vote but may attend and participate in, meetings, planning retreats and workshops.

Also, to reflect that Paratransit, Inc, is in a time of transition and growth the bylaws allow for the Board, at its discretion, to increase the Board seats , to up to 7 or 9 voting members at a future date.

This item is presented for discussion, direction and possible action regarding the change in the bylaws only. The election of members to the new Board of Directors will occur as a separate item on the June 2020 agenda.

FISCAL IMPACT:

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

ATTACHMENTS:

None