



## **PARATRANSIT, INC. SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**In response to AB 361, the Paratransit Board of Directors and other public meetings are being held via teleconference to follow state guidelines on social distancing.**

### **Meeting Date and Time:**

December 20, 2022 at 6:00 p.m.

### **Meeting Location:**

Paratransit Board of Directors meetings are broadcast live on Zoom. Members of the public are encouraged to submit public comments via eComment by email at [publiccomment@paratransit.org](mailto:publiccomment@paratransit.org). Members of the public may also call into the meeting as follows:

Telephone Number: 1 (669) 900-6833

Meeting ID: 840 5770 5170

Passcode: 855348

### **Web Access:**

<https://paratransit-org.zoom.us/j/84057705170?pwd=eTlBVjNDMkR0cjR6bCtGemVBN0pZUT09>

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 and accessibility by providing innovative programs and services to the Community.

## **AGENDA**

### **1. Call to Order & Roll Call: (2 minutes)**

Directors: Fontus, Hume, Kimble, Leventon, Shekhar, Tucker

**2. Pledge of Allegiance** (3 minutes)

**3. Public Comment:** (5 minutes)

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. Staff Reports** (15 minutes)

A. CEO Report

- a. Update on Activities and Contracts
- b. Recognition of Board Members Anna Fontus and Scott Leventon

B. CFO Report

- a. Monthly Financial Report

**5. Consent Calendar** (5 minutes)

A. Adopt Resolution 17-22 Approving Continuance of Remote Board Meetings

B. Approve the Minutes of the November 21, 2022 Special Meeting of the Board of Directors

**6. Closed Session - Announce Adjournment to Closed Session** (30 minutes)

- A. Conference with Real Property Negotiators Pursuant to Government Code § 54956.8 (30 minutes)  
Property: 7141 Woodbine Avenue Sacramento, CA  
Agency Negotiator: Tiffani Fink, Chief Executive Officer

Negotiating Parties: Urban Elements and Fulcrum Property  
Under Negotiation: Price and Terms of payment

**7. Reconvene to Open Session and Report Action, if any taken**  
(5 minutes)

**8. Action Items** (30 minutes)

A. Discussion and Appointment of a Two New Board Members for a 3 year term, beginning January 1, 2023

B. Discussion and Possible Action to Develop the property at 7141 Woodbine Avenue for an innovative, supportive housing project, creation of a new c(2) to own and operate the housing development, and execute all funding necessary to complete the project.

1. Adopt Resolution 18-22 Authorizing the Chief Executive Officer and Chief Financial Officer to Implement the Development of 7141 Woodbine Avenue as a supportive housing project to be named, the Arika.
2. Adopt Resolution 19-22 Authorizing the Chief Executive Officer and Chief Financial Officer to Negotiate and Sell the Real Property at 7141 Woodbine Avenue to Urban Elements and Fulcrum Property (or their affiliate entity) to undertake the project development with the intent to acquire (directly or through a subsidiary) the property after completion of the development's construction.
3. Adopt Resolution 20-22 Authorizing the Chief Executive Officer and Chief Financial Officer to Execute a Funding Agreement with the City of Sacramento for \$8.425 million in funding for the project with a financing term of 55 years.
4. Adopt Resolution 21-22 Authorizing the Chief Executive Officer and Chief Financial Officer to Negotiate and Execute a Permanent Loan for the Acquisition of the Development post construction, consistent to the developed Pro Forma.
5. Adopt Resolution 22-22 Authorizing the Chief Executive Officer to Negotiate and Execute a Notice of Intent with Urban Elements and Fulcrum Property (or their affiliate

entity) corporation) to develop the property as a supportive housing project to be named, the Arika.

6. Adopt Resolution 23-22 Authorizing the Chief Executive Officer to negotiate and execute Memorandums of Understanding with various non-profits for the purpose of securing housing for their clients and providing supportive services to the project.
7. Adopt Resolution 24-22 Authorizing the Chief Executive Officer to file incorporation paperwork (with an effective date after Jan 1, 2023) for creation of a new c(2) corporation, to be named PI Housing Solutions, Inc to own and operate the housing project and naming the Chief Executive Officer, Chief Financial Officer and Chief Administrative Officer to subsequent identical roles for the c(2).
8. Adopt Resolution 25-22 Authorizing the Chief Executive Officer, Chief Financial Officer and Chief Administrative Officer to set up all necessary administrative, financial and oversight processes as needed for the c(2).
9. Adopt Resolution 26-22 Appointing three Members to the Board of Directors of PI Housing Solutions, Inc. for a term of three (3) years.

**9. Closed Session - Announce Adjournment to Closed Session**  
(25 minutes)

- A. Public Employee Performance Evaluation –  
Chief Executive Officer (Government Code Section  
54957(b)(1))

**10. Reconvene to Open Session and Report Action, if any taken**  
(5 minutes)

**11. Board Comments/Reports/Future Agenda Items** (5 minutes)

**12. Adjourn** (1 minute)

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

**February 15, 2023  
6:00 p.m.**

**Paratransit, Inc.  
Ron Brown Conference Center  
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.

### **MEETINGS OF INTEREST**

**RT Board Meetings:** January 9, 2023 @ 5:30 p.m. – See [www.sacrt.com](http://www.sacrt.com) for location information

**RT Mobility Advisory Committee:** January 5, 2023 @ 2:30 p.m. See [www.sacrt.com](http://www.sacrt.com) for location information

**Sacramento County Disability Advisory Commission:** January 3, 2023 @ 5:00 p.m. via Zoom. See [www.dac.saccounty.net](http://www.dac.saccounty.net) for agenda with login/call in information

**Sacramento City Disabilities Advisory Commission:** January 4, 2023 @ 6:00 p.m. See <http://www.cityofsacramento.org/Clerk/Legislative-Bodies/Boards-and-Commissions/SacramentoDisabilityAdvisoryCommission> for location information

**Sacramento Transportation Authority:** January 12, 2023 @ 1:30 p.m. 700 H Street, Suite 1450  
Sacramento, California 95814



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

**AGENDA TITLE:** Chief Executive Officer's Report

**MEETING DATE:** December 20, 2022

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**PARTNERSHIPS AND OPPORTUNITIES:**

I will provide an overview of our on-going partnerships, grants, contracts and new programs and upcoming opportunities during my oral report and PowerPoint presentation at the Board meeting, as well as a year end recap.

As always, I remain available for any questions.

# PARATRANSIT, INC

## Calendar Year 2022 Recap



# MEDIA COVERAGE

## Sac Biz Journal

SACRAMENTO BUSINESS JOURNAL

SACRAMENTO REGION INNOVATION AWARDS  
Our annual recognition of the area's most notable innovations >

ACCESS 45+ CITIES

UPGRADE MEMBERSHIP

Latest News

Lists & Leads

Commercial Real Estate

Banking

Technology

Health Care

Residential Real Estate

Food & Lifestyle

Sacramento In

Events

Nominations

From the Sacramento Business Journal:

https://www.bizjournals.com/sacramento/news/2022/10/24/affordable-housing-new-strategy.html

Click to Print Now

### City leaders outline shift in affordable housing strategy with planned \$35M investment for multiple projects

Oct 24, 2022, 2:26pm PDT


A vote Tuesday by the Sacramento City Council would not only move two housing projects with an affordable component to the starting line, it would also represent a shift in city policy.

The \$35 million planned for multiple projects could have been used for starting and operating a shelter for people without homes, for a year or two, said City Councilmember **Katie Valenzuela** at an announcement event Monday morning.

"Moving upstream means more affordable housing," she said, explaining how the change in direction by the city addresses a city housing crisis on a more permanent basis than by spending money to create a new shelter or "safe ground" camping site.

If approved, the city's investment would create 820 new affordable units, across projects from South Sacramento to Oak Park to near Downtown Sacramento to Old North

Valenzuela and other city leaders spoke across the street from one of those Road and Woodbine Avenue in South Sacramento. Nonprofit transportation Paratransit Inc. will sell the vacant land at that site to developers Fulcrum ar Inc., who will then start as soon as next spring there on a four-story, 216-unit



BY BEN VAN DER MEER  
Vacant land across from Paratransit Inc's headquarters on Florin Road is poised to become the

## Sacramento City Council to vote on funding for 820 new affordable housing units

Share

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KCRA 3

Updated: 8:45 AM PDT Oct 25, 2022

Infinite Scroll Enabled

**Maricela De La Cruz**  
Reporter

**Daniel Macht**  
Digital Media Manager



**BUILDING AFFORDABLE HOUSING**  
SACRAMENTO

3 KCRA

SHOW TRANSCRIPT

## KCRA



## Paratransit helps deliver two million meals to Sacramento residents in past two years

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KCRA 3

Updated: 7:15 PM PDT Jul 1, 2022

Infinite Scroll Enabled

**Jason Marks**  
Reporter



**TWO MILLION MEALS TO SENIORS & COUNTING**

3 KCRA

SHOW TRANSCRIPT



### GET LOCAL BREAKING NEWS ALERTS

The latest breaking updates, delivered straight to your email inbox.

Your Email Address

SUBMIT

[Privacy Notice](#)

**SACRAMENTO, Calif.** — The city of Sacramento had meals for residents in April 2020, when the pandemic first began, but needed a way to get them to deliver them. That's when Paratransit stepped up and on Friday the company delivered its two millionth meal.

"We had a staff who was willing to serve who knew that these riders that we were invested in were needing resources," said Tiffani Fink, Paratransit CEO.





# NEW BRAND ROLLOUT

Bus Graphic Update



Air Show Banners



Light Pole Banners



# New and Improved Recruitment Materials

**Come work with Paratransit, Inc.!**



PARATRANSIT, INC. IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER

## Paratransit, Inc. is hiring full-time Vehicle Operators!

As a Vehicle Operator, you will operate Paratransit vehicles safely and efficiently in the door-to-door transport of passengers to scheduled sites, assist passengers on and off assigned vehicles, and assure the safety of passengers while riding in assigned vehicles.

No experience is necessary.  
Comprehensive paid on-the-job training.  
To apply, please visit:  
**paratransit.org/employment-opportunities**



### Requirements:

- Must be at least 21 years old
- Must have a valid California license and clean DMV record (no more than 2 points)
- Full-time applicants must have availability Monday through Friday
- Must be fully vaccinated and have the COVID-19 booster if eligible.
- Must be able to pass a DOJ background check and pass a post-employment physical and drug test.

### Benefits:

- Competitive pay
- Weekends off
- Free Kaiser Medical and MetLife Dental Benefits
- 10 paid holidays, 4 floating holidays and 10 paid vacation days per year
- Free uniforms
- 401K retirement plan
- Paid training to get your Commercial License

## Empowering Sacramento Together



### Spend the holidays and weekends off with your friends and family!

Monday to Friday shifts No late nights, weekends or Holidays!

Starting at 10 Paid vacation days, 10 paid holidays and 4 floating holidays

Free Kaiser Medical and MetLife Dental

Commercial driving experience not required, we offering extensive training!

### Requirements:

Must be 21 years and over  
Must have a valid California Driver's License.

No more than 2 points on driving record.

Must be fully vaccinated

Must have open availability Monday through Friday.

Must be able to pass a DOJ background check, physical and drug test (including marijuana)



Scan me to for more details

Paratransit, Inc., is an affirmative action, equal opportunity employer.

## OPEN INTERVIEWS

**GUARANTEED AN INTERVIEW IF MINIMUM  
QUALIFICATIONS ARE MET!**

Paratransit, Inc. is now hiring full-time  
Vehicle Operators (\$16.01 per hour, increases to  
\$16.49 per hour on 1/1/23) \$400 sign on bonus  
Where: Paratransit, 2501 Florin Road, Sacramento, CA 95822

When: Wednesday, October 26, 2022, from 11:00am to 2:00pm

Apply online and bring a copy of your DMV K4 (must be within last 60 days) with you for faster processing. Apply online at :

<https://paratransit.org/employment-opportunities>

Get your K4 at <https://www.dmv.ca.gov>

If you are unable to apply online please bring a copy of your resume so you can apply using provided computers before your interview

## Empowering Sacramento Together



**PI SOLUTIONS**  
EMPOWERED BY PARATRANSIT



**Join our team**  
to get your nights and  
weekends back!



**PI SOLUTIONS**  
EMPOWERED BY PARATRANSIT

**CAREER OPPORTUNITIES:**  
Vehicle Operators, Service Assistance,  
Mechanics and more

**BENEFITS:**  
Weekends off, free medical  
and dental, 10 paid holidays,  
4 floating holidays,  
10 vacation days per year

**APPLY TODAY AT:**  
**Paratransit.org/careers**





# UPDATED PROGRAM BROCHURES

## MOVING YOUTH TO JOBS

### Travel Training Benefits

#### You'll learn how to:

- Trip planning and time management
- Gain an understanding of the Regional Transit systems and other transit districts
- Effective communication with public transit drivers and customer service
- Improve your community safety awareness
- Prepare for the unexpected
- Read and use system maps and schedules
- Increase your confidence and independence
- Increase your freedom to go where and when you want
- Independently visit family and friends

#### Travel Training includes:

- A tailored learning experience that's specific to your own personal transportation needs
- Learning how to travel using Lime Bike, Smart Ride and downloadable transit applications
- Connect Card registration and utilization
- Both virtual and in-person one-on-one, or group training



PI Solutions is the Consolidated Transportation Services Agency (CTSA) for Sacramento County, California.

From transportation to travel training, vehicle rentals to consultations and planning, we offer a host of programs and services to enhance mobility for individuals and social service agencies.

Paratransit.org • (916) 429-2009  
2501 Florin Road • Sacramento CA 95822



### Moving Youth to Jobs Travel Training Program



## TRAVEL TRAINING

### Travel Training Benefits

#### You'll learn how to:

- Travel independently.
- Gain a general understanding of the bus and light rail system.
- Maneuver your mobility aid on and off the bus and train.
- Reach destinations of your choice.

#### Travel Training includes:

- How to get to and from the bus stop or light rail station.
- Training for specific destinations.
- Transit fare provided on your days of training.
- Landmark identification.



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From transportation to travel training, vehicle rentals to consultations and planning, we offer a host of programs and services to enhance mobility for individuals and social service agencies.

Paratransit.org • (916) 429-2009  
2501 Florin Road • Sacramento CA 95822



**Travel Training** puts you in control of your schedule, your time and your life!



## GRANTS AND AWARDS



*City of*  
SACRAMENTO

# SUPPORTING THE COMMUNITY





# REPRESENTING OUR ORG



## FOCUS ON THE FUTURE 2022



Uniting the Transportation World: Building the Path to Our Future  
NOV. 13-15, 2022 • NEWPORT BEACH MARRIOTT





# WINTER WISH LIST 2022: 2,480 Gift Boxes Distributed



## WINTER *Wish List*

HOLIDAY DRIVE  
Season's Greetings to you!

2022 has been another challenging year for all of us, and we want you to know you are a treasure and we care for you!

To celebrate the season, Paratransit, Inc. has partnered with many great local companies and service providers to bring some holiday cheer right to your door step. We hope these gifts keep you warm and cozy.

We wish you the Happiest of Holidays and a wonderful New Year!

Thank you to our generous sponsors:

CLUTCH

DUGGAN  
McHUGH

FIVE STAR BANK

PATRICK  
Kennedy  
SUPERVISOR

PHIL SERNA  
SACRAMENTO COUNTY  
DISTRICT 1 SUPERVISOR

rse

Clean Energy

SACRAMENTO  
Food Bank & Family  
SERVICES

Sloan Sakai  
Sloan Sakai Yeung & Dong LLP

florinperkins  
public disposal site

Katie Valenzuela  
CITY OF SACRAMENTO DISTRICT 7

RICH  
DESMOND  
SACRAMENTO COUNTY SUPERVISOR

Wasserman & Associates

MAI  
VANG

U

MMS strategies

A stylized illustration of a green delivery truck with a heart and the letters "pi" on its side. The truck is carrying several large, wrapped gift boxes on its roof. The background is a light blue sky with a few clouds.

A large room filled with numerous stacks of cardboard boxes, some standing upright and others lying flat, suggesting a storage area for the gift boxes.

A festive display featuring a sign that reads "Winter Wish List Workshop" surrounded by red and green balloons, candy canes, and a large red star.

A display of folded blankets or towels in various colors (red, blue, yellow) arranged in boxes on a table. The display is set up in a room with other items in the background.

A row of decorative icons: a heart with a bus icon, followed by three hearts containing the letters "pi" in different colors (red, purple, blue).

# PARATRANSIT, INC

## Calendar Year 2022 Recap







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

**AGENDA TITLE:** CHIEF FINANCIAL OFFICER'S REPORT

**MEETING DATE:** DECEMBER 20, 2022

**PREPARED BY:** LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

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**RECOMMENDED ACTION:**

Receive and file the Chief Financial Officer's Report.

**BACKGROUND AND DISCUSSION:**

All financial data are through October 2022 and operating data are through November 2022 unless otherwise noted.

- CTSA partner agency trips continue to grow, and are now at 60,273 from July to November 2022. While CTSA trips completely stopped during the pandemic, they are coming back rapidly. Most programs will be open 5 days per week starting in January 2023. CTSA agency trips are approximately 2/3 of ADA trips, and we expect them to equal the number of ADA trips within a few months.
- Contracted transportation trips are growing steadily; average monthly billable hours are as high as pre-pandemic levels. There were on average 1,738 billable hours pre-pandemic whereas the average for July through November 2022 was 2,100 billable hours.
- Meals delivered from July 2022 through November 2022 include 57,900 meals delivered for the Sacramento Food Bank and Family Services and 2,000 meal kits delivered from Canon Restaurant for local seniors.
- Between July 2022 and November 2022, the Sacramento Mobility Management program successfully travel trained 50 elderly/disabled passengers and 85 youth.
- The CTSA program, where Paratransit, Inc. partners with local social service agencies, continues providing support with insurance expense, maintenance and fleet management, fuel reimbursement, buses, and driver support. Between July and November 2022 Paratransit's maintenance department completed 1,176 work orders.

- Between July and November 2022, Paratransit, Inc. has received \$34,700 in income from renting out our accessible minivans.
- Year-to-date revenue is 9% lower than budgeted; year-to-date expense is 10% lower than budgeted. Paratransit's net income is \$4,000.

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

**FISCAL IMPACT:**

None

**ATTATCHMENTS:**

December 2022 CFO Report  
October 2022 Income Statement  
October 2022 Balance Sheet

# PARATRANSIT, INC

# FINANCIAL REPORT

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December 2022

# CTSA Trips Provided

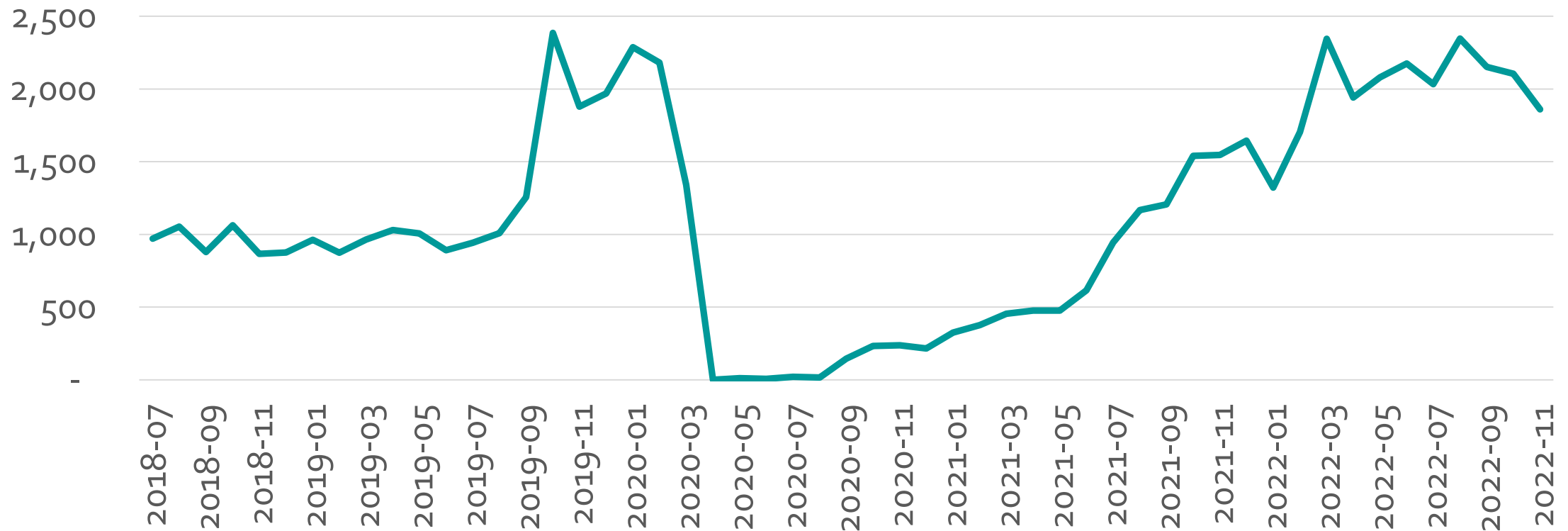
## July 2022 - November 2022

Agency	Trips	% of Trips
ACC	6,920	11%
Easter Seal Society	3,840	6%
Elk Grove Adult Community Training	9,660	16%
St. John's Program for Real Change	3,770	6%
Sutter Senior Care	12,725	21%
UCP of Sacramento & Northern CA	23,358	40%
<b>Total CTSA Trips</b>	<b>60,273</b>	

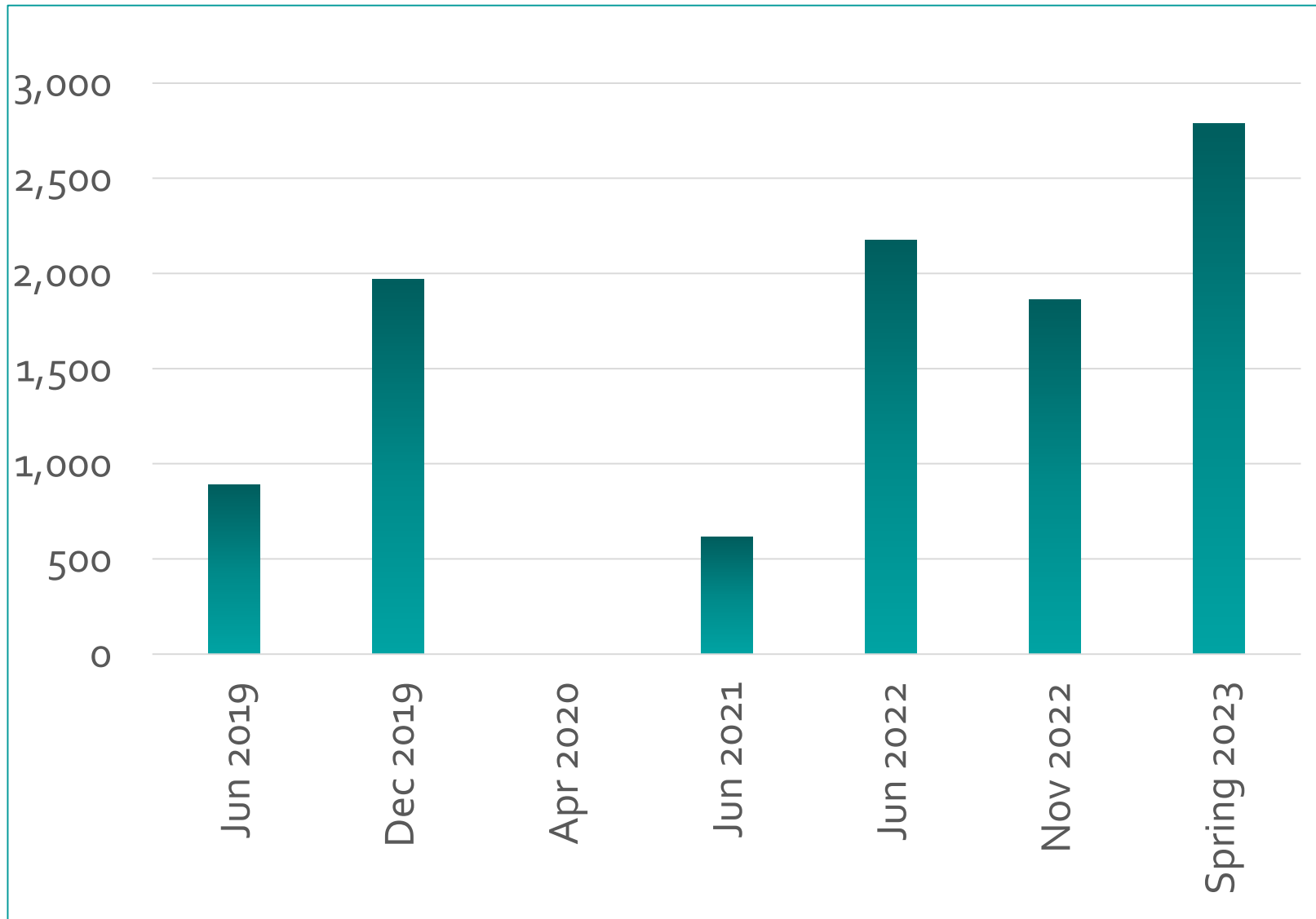


# Contracted Transportation Billable Hours

## Fiscal Years 18/19 through current



# Alta Billable Hours



# Social Service Transportation

## July 2022 to November 2022

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- Sacramento Food Bank: 57,884 meals
- Clay Nutting, Canon Restaurant: 2,064 meal kits
- YMCA after school transport: 972 trips



# Sacramento Mobility Management

## July 2022 – November 2022

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- Travel Training for Seniors/Disabled
  - 50 successful trainees
- Travel Training for Youth
  - 85 successful trainees





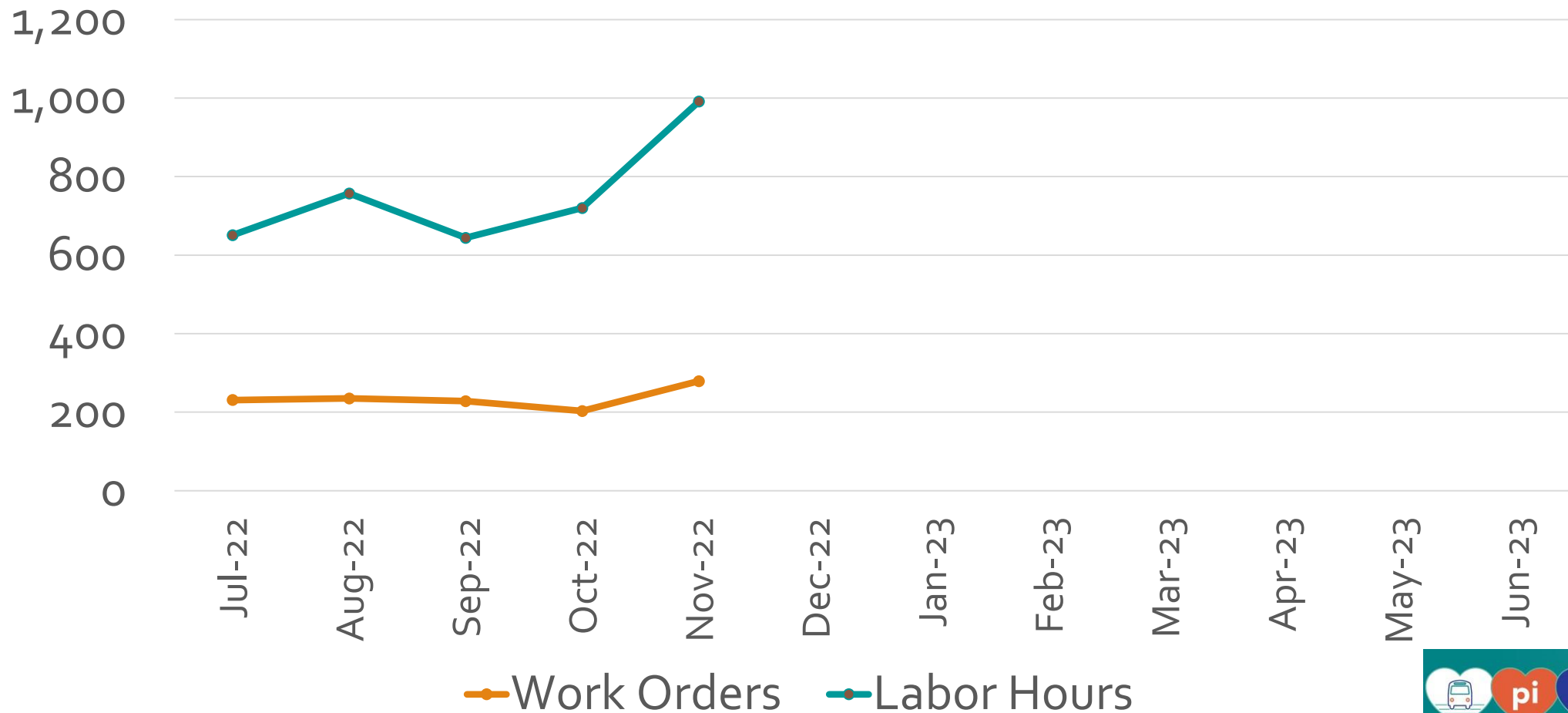
# Maintenance

## July 2022 to November 2022

FY22 Maintenance Operations	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
Work Orders	231	235	228	203	279								1,176
Labor Hours	651	757	644	720	991								3,763
Parts Cost	\$56,056	\$25,535	\$23,727	\$30,562	\$57,472								\$193,352
Total Cost	\$120,141	\$112,855	\$92,528	\$133,846	\$174,877								\$634,247



# FY22 Work Orders and Labor Hours



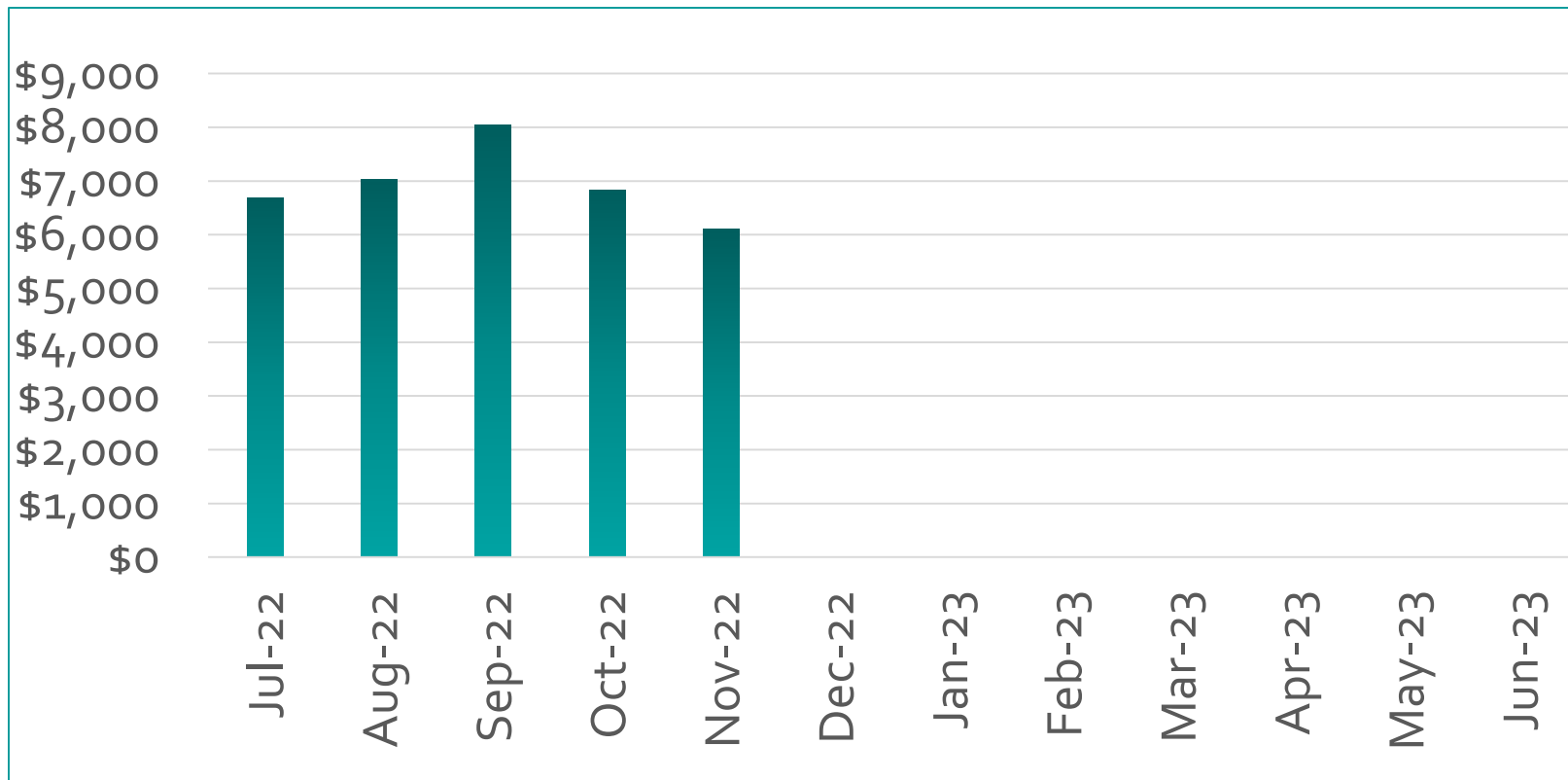
# Work Orders: July 2022 – November 2022

Vehicle Type	Work Orders
Paratransit	349
SacRT Go Paratransit Services	452
Outside Agencies	288
CTSA Partners	60
Rental Fleet	26
Total Work Orders	1,175

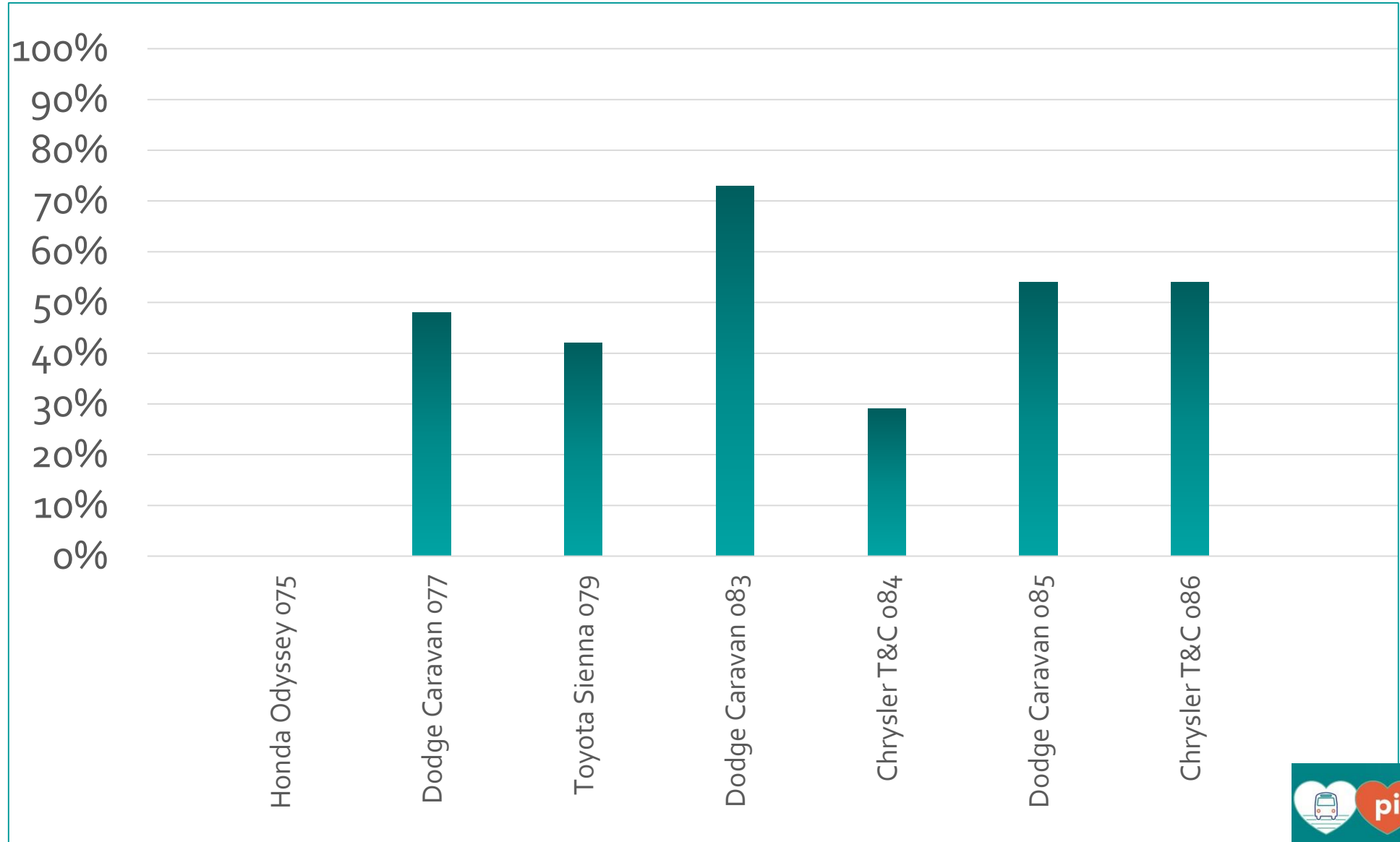


# Accessible Vehicle Rental Income

- 7 accessible vehicles with ramps
- \$34,687 in rental income in July 2022 – November 2022



# Accessible Vehicle Rentals



# FY23 YTD Revenue: Budget versus Actuals

## Jul-Oct 2022 (thousands of dollars)

FY23 Revenue	Budget	Actual	\$ Difference	% Difference	Percent of Target
Measure A	\$ 767	\$779	\$12	2%	34%
TDA	\$416	\$420	\$4	1%	34%
Grants	\$833	\$963	\$130	16%	39%
Other Revenue	\$2,176	\$1,608	(\$568)	(26%)	25%
Capital Revenue	\$0	\$42	\$42		3%
Total Revenue	\$4,193	\$3,812	(\$381)	(9%)	27%



# FY23 YTD Expense: Budget versus Actuals

## Jul-Oct 2022 (thousands of dollars)

FY23 Expense	Budget	Actual	\$ Difference	% Difference	Percent of Target
Personnel	\$2,617	\$2,201	(\$417)	(16%)	29%
Fleet Operations	\$813	\$831	\$18	2%	34%
Non Personnel	\$679	\$613	(\$66)	(10%)	30%
Capital Projects	\$120	\$163	\$44	36%	10%
Total Expense	\$4,229	\$3,808	(\$421)	(10%)	28%
Net Income		\$4			



PARATRANSIT, INC.  
COMBINED BALANCE SHEET  
10/31/2022  
UNAUDITED

ASSETS

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CURRENT ASSETS:

Cash	2,487,339
Medical Annuity	240,590
Accounts Receivable	1,511,197
Grants Receivable	420,835
Inventory	142,214
Deposits and Prepaid Expenses	666,926
TOTAL CURRENT ASSETS	<u>5,469,102</u>

CAPITAL ASSETS:

Land Assets	924,736
Grant Equipment	11,200,332
Non-Grant Equipment	7,491,072
Work in Progress	-
TOTAL COST	<u>19,616,139</u>
Less Accumulated Depreciation	<u>(13,258,984)</u>
Net Capital Assets	<u>6,357,156</u>

TOTAL ASSETS	<u><u>11,826,257</u></u>
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LIABILITIES AND FUND BALANCE

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CURRENT LIABILITIES

Accounts Payable	618,318
Workers' Compensation Payable	-
Accrued Payroll & Benefits	113,092
Sales Tax Payable	5,045
Lease/Notes Payable	478,775
Unredeemed Bus Scrip	-
Deferred Revenue	-
Other Payables	(63,257)
TOTAL CURRENT LIABILITIES	<u>1,151,973</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	<u>2,876,611</u>
TOTAL LONG TERM LIABILITIES	<u>2,876,611</u>

TOTAL LIABILITIES	4,028,584
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FUND EQUITY

Contributed Capital	876,672
Restricted for lease collateral	-
Restricted for grant administration	253,591
Retained Earnings (Loss)	6,667,410
TOTAL FUND EQUITY	<u>7,797,673</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>11,826,257</u></u>
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PARATRANSIT, INC. - CONSOLIDATED  
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 10/31/2022

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
<b>REVENUE</b>								
-----								
<b>OPERATING REVENUE:</b>								
Measure A (Current)	185,202	191,816	6,614	2,301,792	767,265	778,856	11,591	1.51
Measure A (Years 1-10)	-	-	-	-	-	-	-	-
TDA 4.5	100,493	105,009	4,516	1,248,991	416,329	420,037	3,708	0.89
Contract & Program Transportation Reve	-	9,579	9,579	-	-	21,015	21,015	-
SacRT Go Maintenance & Facility Contra	86,589	93,249	6,660	1,076,175	358,725	350,707	(8,018)	(2.24)
Transportation Literacy (Civic Lab)	12,500	12,500	-	150,000	50,000	50,000	-	-
American Rescue Plan	145,833	145,833	-	1,750,000	583,333	713,333	130,000	22.29
FEMA	8,333	8,333	-	100,000	33,333	33,333	-	-
Section 5307 - Regional Mobility Manage	20,833	20,833	-	250,000	83,333	83,333	-	-
Section 5310 - Regional Mobility Manage	20,833	20,833	-	250,000	83,333	83,333	-	-
Section 5316 - Wheels to Work	-	-	-	-	-	-	-	-
Section 5317 - Local Mobility Managemer	-	-	-	-	-	-	-	-
Agency Bus Fares	241,379	191,144	(50,235)	3,000,000	1,000,000	785,139	(214,861)	(21.49)
Diversified Services	197,205	58,698	(138,507)	2,450,982	816,992	450,671	(366,321)	(44.84)
Applied to Capital Projects	-	(61,300)	(61,300)	(489,514)	-	(163,462)	(163,462)	-
<b>TOTAL OPERATING REVENUE</b>	<b>1,019,201</b>	<b>796,529</b>	<b>(222,673)</b>	<b>12,088,426</b>	<b>4,192,644</b>	<b>3,606,296</b>	<b>(586,348)</b>	<b>(13.99)</b>
<b>CAPITAL REVENUE:</b>								
FY22 10 NEW CNG VEHICLES	-	-	-	1,100,000	-	-	-	-
Applied Operating Revenue	-	61,300	61,300	489,514	-	163,462	163,462	-
Gain/(Loss) on Sale of Assets	-	21,100	21,100	-	-	42,040	42,040	-
<b>TOTAL CAPITAL REVENUE</b>	<b>292,680</b>	<b>82,400</b>	<b>(210,280)</b>	<b>1,589,514</b>	<b>-</b>	<b>205,502</b>	<b>205,502</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>1,311,881</b>	<b>878,929</b>	<b>(432,952)</b>	<b>13,677,940</b>	<b>4,192,644</b>	<b>3,811,798</b>	<b>(380,847)</b>	<b>(9.08)</b>
<b>OPERATING EXPENSES</b>								
-----								
<b>PERSONNEL:</b>								
Transportation Operations	183,951	164,417	(19,534)	2,391,378	827,781	654,546	(173,235)	(20.93)
Maintenance Operations	87,461	90,003	2,542	1,136,991	393,574	339,988	(53,586)	(13.62)
Administration	93,405	100,962	7,557	1,214,260	420,321	398,147	(22,174)	(5.28)
Diversified Services:								
Travel Training	18,466	10,699	(7,767)	240,057	83,097	44,499	(38,598)	(46.45)
Mobility Management	8,979	14,744	5,765	116,724	40,405	67,621	27,216	67.36
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	177,292	177,415	123	2,241,077	757,975	622,073	(135,902)	(17.93)
Workers' Compensation	20,945	15,707	(5,238)	272,281	94,251	73,627	(20,624)	(21.88)
<b>TOTAL PERSONNEL</b>	<b>590,499</b>	<b>573,946</b>	<b>(16,553)</b>	<b>7,612,768</b>	<b>2,617,404</b>	<b>2,200,501</b>	<b>(416,903)</b>	<b>(15.93)</b>
<b>FLEET OPERATIONS:</b>								
Fuel	96,594	127,450	30,856	1,200,534	400,176	499,108	98,932	24.72
Insurance	80,159	54,495	(25,664)	996,264	332,087	212,743	(119,344)	(35.94)
Cost of Parts & Sublet Service	19,486	28,192	8,706	242,166	80,726	119,505	38,779	48.04
<b>TOTAL FLEET OPERATIONS</b>	<b>196,239</b>	<b>210,138</b>	<b>13,899</b>	<b>2,438,964</b>	<b>812,989</b>	<b>831,355</b>	<b>18,366</b>	<b>2.26</b>
<b>NONPERSONNEL:</b>								
Professional Services	62,941	57,876	(5,065)	782,267	260,756	273,155	12,399	4.76
Outside Services	29,741	11,902	(17,839)	369,619	123,210	71,515	(51,695)	(41.96)
Rent/Repair	12,181	6,703	(5,478)	151,404	50,468	44,746	(5,722)	(11.34)
Office Expense	16,971	13,132	(3,839)	210,915	70,306	68,017	(2,289)	(3.26)
Interest Expense	7,313	-	(7,313)	90,880	30,296	31,726	1,430	4.72
Telephone/Utilities	25,071	19,910	(5,161)	311,584	103,862	83,796	(20,066)	(19.32)
Tax/License/Dues/Permits	5,155	7,377	2,222	64,069	21,356	29,394	8,038	37.64
Travel	2,441	1,096	(1,345)	30,345	10,113	7,391	(2,722)	(26.92)
Professional Development	2,061	-	(2,061)	25,613	8,539	2,890	(5,649)	(66.16)
Brokered Trans. Services	-	-	-	-	-	-	-	-
<b>TOTAL NONPERSONNEL</b>	<b>163,875</b>	<b>117,996</b>	<b>(45,879)</b>	<b>2,036,695</b>	<b>678,906</b>	<b>612,631</b>	<b>(66,275)</b>	<b>(9.76)</b>
<b>TOTAL OPERATIONS EXPENSE</b>	<b>950,613</b>	<b>902,080</b>	<b>(48,533)</b>	<b>12,088,426</b>	<b>4,109,299</b>	<b>3,644,487</b>	<b>(464,812)</b>	<b>(11.31)</b>
<b>CAPITAL PROJECTS:</b>								
FY22 10 NEW CNG VEHICLES	-	-	-	1,100,000	-	-	-	-
Florin Road Facility	8,236	8,549	313	102,352	34,119	33,629	(490)	(1.44)
Facility Reserve	-	-	-	100,000	-	-	-	-
Vehicle Acquisition Project	20,693	21,305	612	257,163	85,724	84,776	(948)	(1.11)
Office Furniture & Equipment	-	-	-	10,000	-	-	-	-
Network & Telecommunications	-	31,446	31,446	10,000	-	34,758	34,758	-
Maintenance Equipment	-	-	-	10,000	-	10,299	10,299	-
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL PROJECTS</b>	<b>28,929</b>	<b>61,300</b>	<b>32,371</b>	<b>1,589,514</b>	<b>119,843</b>	<b>163,462</b>	<b>43,619</b>	<b>36.40</b>
<b>TOTAL OPERATING AND CAPITAL EXP</b>	<b>979,542</b>	<b>963,380</b>	<b>(16,162)</b>	<b>13,677,940</b>	<b>4,229,142</b>	<b>3,807,948</b>	<b>(421,194)</b>	<b>(9.96)</b>
<b>NET INCOME (LOSS)</b>	<b>332,339</b>	<b>(84,451)</b>	<b>(416,790)</b>	<b>(0)</b>	<b>(36,498)</b>	<b>3,849</b>	<b>40,347</b>	<b>(110.55)</b>



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

**AGENDA TITLE:** Adopt Resolution 17-22 Approving Continuance of Remote Board Meetings

**MEETING DATE:** December 20, 2022

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Adopt Resolution 17-22 approving continuance of remote board meetings.

**BACKGROUND AND DISCUSSION:**

The Brown Act is a state law that establishes the procedural framework for members of local government decision-making bodies to meet, debate, and act. The Act is designed to ensure that the public is informed about the views, discussions, and actions of governing officials. Paratransit is subject to the Brown Act.

On March 12, 2020, the Governor issued Executive Order No. N-25-20 that waived certain requirements of the Brown Act including:

- the requirement that the notice of each meeting location be provided for those members of the legislative body (board or committee) participating in the meeting;
- the requirement that each meeting location be accessible to members of the public;
- the requirement that members of the public be able to address the legislative body (board and committee) at each meeting location;

- the requirement that agencies post agendas at all meeting locations; and
- the requirement that at least a quorum of the legislative body (board and committee) participate from locations within the boundaries of the territory over which they exercise jurisdiction.

With the Executive Order in place, Paratransit has been holding its meetings remotely over Zoom since the beginning of the pandemic. In September, the Governor signed Assembly Bill (AB) 361, which amends the Brown Act to allow continued flexibility for public meetings following the expiration of the Governor's Executive Order. The provisions of AB 361 regarding remote meetings can only be used in the event there is a Governor issued state of emergency that is active under the California Emergency Services Act and a legislative body makes a determination by resolution that there is a need to meet remotely. The Governor's state of emergency presently remains in effect. Staff recommends that the committee adopt a resolution that the committee is holding a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing. An additional stipulation of the legislation is that legislative bodies must approve by resolution the decision to meet remotely every 30 days. As such, we will bring this item to the board every meeting while a state of emergency exists.

#### **FISCAL IMPACT:**

There is no impact from this action

#### **ATTACHMENTS:**

1. Resolution 17-22



## **RESOLUTION NO. 17-22**

### **APPROVING CONTINUANCE OF REMOTE BOARD MEETINGS**

**WHEREAS**, the Paratransit, Inc. Board of Directors is committed to preserving public access and participation in meetings; and

**WHEREAS**, all meetings of the Paratransit, Inc. Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963, the “Brown Act”), so that any member of the public may attend, participate, and observe the agency conduct its business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), provides for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, such conditions now exist in the State, specifically, the Governor of the State of California proclaimed a state of emergency on March 4, 2020, related to the threat of COVID-19, which threat remains; and

**WHEREAS**, California Department of Public Health and the Federal Centers for Disease Control and Prevention caution that the Delta and Omicron variants of COVID- 19, currently the dominant strains of COVID-19 in the country, are more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations; and

**WHEREAS**, on September 28, 2021, the County of Sacramento Public Health Officer recommended social distancing measures and that local legislative bodies in the County

of Sacramento use certain available teleconferencing options in order to help minimize the spread and transmission of COVID-19; and

**WHEREAS**, the California Division of Occupational Safety and Health (“Cal/OSHA”) regulations at Title 8 Section 3205 recommends physical distancing in the workplace as precautions against the spread of COVID-19 and imposes certain restrictions and requirements due to a “close contact” which occurs when individuals are within six feet of another in certain circumstances;

**NOW THEREFORE BE IT RESOLVED THAT THE PARATRANSIT, INC. BOARD OF DIRECTORS** to allow for physical distancing and remote meeting attendance in accordance with recommended measures from Cal/OSHA and the County of Sacramento Public Health Officer, does hereby find that Paratransit shall conduct its meetings remotely.

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Patrick Hume, President  
Paratransit, Inc. Board of Directors  
Dated: December 20, 2022



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

**AGENDA TITLE:** Approve the Minutes of the November 21, 2022  
Special Board of Directors' Meeting

**MEETING DATE:** December 20, 2022

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

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**RECOMMENDED ACTION:**

Approve the Minutes of the November 21, 2022, Special Meeting of the  
Board of Directors.

**MINUTES:**

November 21, 2022  
6:00 p.m.  
Broadcast and Teleconference

**Board Members Present:**

Anna Fontus  
Pat Hume  
Scott Leventon  
Stephanie Nguyen  
Vidhu Shekhar (arrived at 6:14 p.m.)  
Kim Tucker

**Board Members Absent:**

Alice Kimble

**Public Present:**

Kathy Sachen, Sacramento Regional Transit District

**Staff Present:**

Tiffani Fink, Chief Executive Officer  
Dr. Lisa Cappellari, Chief Financial Officer

Chris Brown, Chief Administrative Officer  
Gary Vickers, Chief operating Officer  
Julio Diaz, Maintenance Manager  
Amy Parkin, Director of Operations  
Jamila Lee, Human Resources Manager  
Alicia Brown, Director of Strategic Initiatives and Mobility  
Jesse Isaacson, Director of Information Systems

**Call To Order/Roll Call:** Director Hume called the meeting to order at 6:01 p.m.

Director Fontus, Hume, Kimble, Leventon, Nguyen, Shekhar, Tucker

**Pledge of Allegiance:**

Director Hume opened the meeting by leading the Pledge of Allegiance.

**PUBLIC COMMENT**

No public comment

**STAFF REPORTS**

A. CEO Report

a. Update on Activities and Contracts

Chief Executive Officer Tiffani Fink provided an oral report on agency activities and contracts, including an interview she gave on the need to link food and housing with mobility, receipt of a grant from the USDA to provide a shuttle from the Pannell Center to the Florin Road Farmer's Market, the promotion of Alicia Brown to the Director of Strategic Initiatives and Mobility, participation in the California Capital Air Show where Paratransit transported 900 people, two buses being used in Run to Feed the Hungry, and the Winter Wish List holiday drive which will provide 2240 boxes to seniors and people with disabilities. CEO Fink announced the City of Sacramento awarded Paratransit an \$8.4 million loan for the housing project and other nonprofits are asking how they can be part of the project. Director Tucker asked if the City's loan will be impacted by the Governor's pullback. CEO Fink responded the City is holding firm on it.

b. Recognition of Board Member Stephanie Nguyen

CEO Fink thanked Director Nguyen for her service and announced she is vacating her position after the meeting due to her election to the State Assembly. Director Tucker said she will miss Director Nguyen but is super proud of her. Director Nguyen said she loves hearing about the housing and it is a tribute to CEO Fink's leadership.

B. CFO Report

a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reviewed her written staff report of financial measures through September 2022 and operating data through October 2022.

CFO Cappellari reported the Fiscal Year 2021-22 financial audit has started last week and there have been no issues reported. She also stated FY 22 net income was \$1.2 million as the PPP loan was booked in that year. CEO Fink thanked CFO Cappellari and staff for keeping the agency on track during the pandemic. She also reported the agency is working on making accessible vehicles available at Sacramento International Airport as they are not currently available and we are driving vans out to the airport for clients. Directors Hume, Tucker, Fontus and Shekhar provided positive feedback on these measures.

## **CONSENT CALENDAR**

The Consent Calendar was approved upon motion by Director Fontus, seconded by Director Shekhar. The motion passed unanimously.

A. Adopt Resolution 11-22 Approving Continuance of Remote Board Meetings

**Resolution 11-22 was approved as presented.**

Approve the Minutes of the August 11, 2022 Special Meeting of the Board of Directors



**The minutes of the Special Board of Directors' Meeting held August 11, 2022 were approved as presented.**

- B. Adopt Resolution 12-22 Approving Amendments to the Paratransit, Inc. Drug and Alcohol Testing Policy

**Resolution 12-22 was approved as presented.**

- C. Adopt Resolution 13-22 Authorizing the Chief Executive Officer to prepare, submit and execute Agreements for various upcoming grant programs from the Sacramento Area Council of Governments, State of California, Federal Transit Administration and assorted local programs

**Resolution 13-22 was approved as presented.**

- D. Adopt Resolution 14-22 Adopting Update #2 to the Paratransit, Inc. Public Transit Agency Safety Plan

**Resolution 14-22 was approved as presented.**

- E. Adopt Resolution 15-22 Adopting Update to the Paratransit, Inc. Conflict of Interest Code

**Resolution 15-22 was approved as presented.**

- F. Adopt Resolution 16-22 Adopting the Board Meeting Calendar for 2023

**Resolution 16-22 was approved as presented.**

**AYES:** Fontus, Hume, Leventon, Nguyen, Shekhar, Tucker

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Kimble

## **ACTION ITEMS**

- A. Discussion and Appointment of a Two New Board Members for a 3 year term, beginning January 1, 2023

CEO Fink informed the Board four positions will be vacant, three as of December 31, 2022 and one as of November 22, 2022. Due to the lack of successor language in the By-Laws and challenges with quorum, she has presented two candidates to the Board President for consideration and will present two more in December. Tonight the proposed candidates are Jim Alves and Leigh White. They would fill the seats vacated by Directors Nguyen and Fontus. Director Hume shared these candidates were interviewed last year, along with Director Tucker and while they were not selected, they both are highly qualified and have good backgrounds to serve on the Board. Director Shekhar shared it was a tough decision last year, and he is supportive of them joining the Board. CEO Fink shared they both have continued to meet with her and make introductions to further Paratransit business even though they were not appointed last year. Director Nguyen said she knows Jim and he checks many of the boxes we need filled. Director Tucker has worked with them both and we would be fortunate to have them. She shared that Leigh is entrepreneurial and has national media connections and Jim is good with partnership development. Director Fontus knows both candidates and said they are both well-positioned to share Paratransit's story, are kind people and aligned with the mission.

Director Fontus moved to appoint Jim Alves and Leigh White to fill Director Fontus and Nguyen's seats. The motion was seconded by Director Tucker and passed unanimously.

**AYES:** Fontus, Hume, Leventon, Nguyen, Shekhar, Tucker

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Kimble

- B. Discussion and Possible Action to Authorize the Chief Executive Officer (CEO) and Chief Financial Officer (CFO) to begin the formation of a New 501(c3) for the purposes of developing a housing project on Woodbine Avenue, engage legal services to prepare all necessary legal documentation and to finalize final steps for potential Project Adoption at the December 2022 Board meeting

CEO Fink reviewed the proposal for a 216 unit housing development on the Woodbine Avenue property where all units would be accessible and Housing Choice vouchers would be accepted. She shared the CTSA succeeds because of the strength of partnerships and the region's housing problem won't be solved by putting people in a home where they aren't connected to community, including food, transportation and supportive services. Currently with commitments from nonprofits, the development is almost fully occupied and the agencies are working together to determine what services each nonprofit can provide to all residents. The goal is this development will become a model for housing in other areas. CEO Fink said she will have financials to present next month but is asking for the Board's approval to engage with legal counsel to create the new 501(c3) for this project.

Director Hume said this is exciting and he likes the synergy of the organizations and the concept of providing value added services to the residents. He does want to ensure we do not create another Innovative Paradigms (IP) situation. CEO Fink explained IP was a department with no DBA designation or clear lines of reporting and this would be different as it would be a familial nonprofit that reports back to the Paratransit Board. Finances would be separate for the agencies, the new nonprofit would invoice Paratransit for services provided and Paratransit would retain the asset if the nonprofit dissolves. Director Tucker is interested in a tour of the KIND Project and shared she has seen examples of other nonprofits doing this type of work and knows the horror stories if a separate nonprofit is not created for the housing project. Director Shekhar asked if there is any benefit to not setting up a new nonprofit and why create a nonprofit versus a for profit organization. CEO Fink responded with a nonprofit it is easier to have the loan forgiven and there is a lower tax liability. A private nonprofit would have reduced transparency on the books, but it can be open to the public and follow the same rules as Paratransit. Director Hume said having the new nonprofit creates a strong firewall to protect Paratransit's assets.

Director Shekhar moved to authorize staff to move forward and engage with legal counsel on the formation of a new nonprofit for developing housing on the Woodbine Property. The motion was seconded by Director Tucker and it passed unanimously.

**AYES:** Fontus, Hume, Leventon, Nguyen, Shekhar, Tucker

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** Kimble

### **BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS**

CEO Fink let the Board know the December meeting may be via Zoom rather than in-person depending on if there is a quorum in one format versus the other. Director Fontus stated she is looking forward to the December meeting. Director Nguyen congratulated Paratransit on its next move and thanked the Board for the opportunity to serve.

Director Shekhar asked if the compensation and classification study have been completed. CEO Fink let him know it has not as we are having trouble finding peer agencies for comparison.

Director Shekhar wished everyone a Happy Thanksgiving. CEO Fink let the Board know if they are looking for holiday cheer, we still have 1800 Winter Wish List boxes to complete by December 13<sup>th</sup> and they are welcome to stop by and assist.

### **ADJOURNMENT**

Director Hume announced the meeting adjourned at 7:19 p.m.

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

12/20/22  
Date



**Paratransit, Inc.  
Board of Directors Staff Report  
Agenda Item 8A**

**AGENDA TITLE:** Discussion and Appointment of Two New Board Members for a 3 year term, beginning January 1, 2023.

**MEETING DATE:** December 20, 2022

**PREPARED BY:** Tiffani M Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Discussion and appointment of a two board members for a 3 year term, beginning January 1, 2023.

**BACKGROUND AND DISCUSSION:**

At the August 2021 meeting the Board participated in a facilitated discussion on Board governance and Board design. As part of that meeting the Board directed the Chief Executive Officer (CEO) to begin the recruitment process to annually select new Board members. Consistent with the direction provided at the meeting, the CEO confirmed Director Hume is seeking another term and provided a candidate for consideration for the second seat. The Board President has met with the potential new Board member. At the meeting, the Nominating Committee will present their recommendation for consideration of appointment.

**FISCAL IMPACT:**

There is no fiscal impact with this action.

**ATTACHMENTS:**

None



**Paratransit, Inc.**  
**Board of Directors Staff Report**  
**Agenda Item 8B**

**AGENDA TITLE:** Discussion and Possible Action to Develop the Property at 7141 Woodbine Avenue for an innovative, supportive housing project, creation of a new c(2) to own and operate the housing development, and execute all funding necessary to complete the project

**MEETING DATE:** December 20, 2022

**PREPARED BY:** Tiffani M. Fink, Chief Executive Officer

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**RECOMMENDED ACTION:**

Discussion and Possible Action to Develop the Property at 7141 Woodbine Avenue for an innovative, supportive housing project, creation of a new c(2) to own and operate the housing development, and execute all funding necessary to complete the project.

**BACKGROUND AND DISCUSSION:**

In September of 2020, the Board of Directors adopted the first Strategic Development Plan. In April 2022, the Board of Directors engaged in an in-depth review of the agency Strategic Development Plan and in June 2022, the Board adopted the second update.

Included in the Business Development Plan was an item to develop the 2.5 acre vacant parcels owned by Paratransit on Woodbine Avenue, adjacent to the main administrative offices. Staff discussed this item with the Board in April and was given approval to explore the options related to developing housing on the parcels. The CEO and CFO have been engaged in active discussions with the City of Sacramento and the development team of Urban Elements and Fulcrum Properties. Together a project has been designed to

construct 216 units of attainable, supportive housing that would rent within the Housing Choice Voucher limits.

The main concept for the project would be to borrow the partnership structure used in our mobility partnership programs and apply them to the new housing project. 6 local non-profits have signed on as interested partners in securing housing at the potential location. These non-profits include Lutheran Social Services, Waking the Village, Resources for Independent Living, Creative Living Options, City Year and the Sacramento LGBT Community Center. In addition, staff is exploring conversations with two of our existing partners (Salvation Army and St. John's Program for Change) who are interested in collaborating on the housing program as well. In addition to providing clients to secure the housing units, each of the non-profits is committed to providing supportive services to the site. Staff is exploring property management operators and will have more specifics for the Board at the meeting.

On October 25<sup>th</sup>, the Sacramento City Council adopted a new strategic approach to the housing crisis in Sacramento with a focus on development of permanent housing solutions. Included in that approach was a commitment of a 55 year, receipts only loan (with opportunity for debt forgiveness) of \$8.4 million. It passed the City Council unanimously. The City has signed on as a partner and would be able to directly refer 10 individuals from their programs into the on-site housing.

Staff is continuing to work on the fine details and financing package for this project and will bring that forward in detail with consideration of formal project approval. In order to proceed with bringing this project forward several next steps now require Board approval. These items include: creation of potential partnership agreements with the non-profits, development of a formal letter of intent, authorization to sell our property to the development team, authorization to bind all financing and authorization to create, incorporate and staff a new 501 c(2) for the housing project. Staff, legal and the proposed development team will present more in-depth information on these items at the meeting and answer questions.

## **FISCAL IMPACT:**

All current activities are included within the existing budget. Cost for future expanded services such as providing services and maintenance would be offset by secured revenues for the development of the project and by on-going operating revenues. The new housing c(2) will adopt the annual operating budget for the c(2) and new proceeds will go to Paratransit, Inc after all debts are paid.

## **RESOLUTIONS:**

1. Adopt Resolution 18-22 Authorizing the Chief Executive Officer and Chief Financial Officer to Implement the Development of 7141 Woodbine Avenue as a supportive housing project to be named, the Arika.
2. Adopt Resolution 19-22 Authorizing the Chief Executive Officer and Chief Financial Officer to Negotiate and Sell the Real Property at 7141 Woodbine Avenue to Urban Elements and Fulcrum Property (or their affiliate entity) to undertake the project development with the intent to acquire (directly or through a subsidiary) the property after completion of the development's construction.
3. Adopt Resolution 20-22 Authorizing the Chief Executive Officer and Chief Financial Officer to Execute a Funding Agreement with the City of Sacramento for \$8.425 million in funding for the project with a financing term of 55 years.
4. Adopt Resolution 21-22 Authorizing the Chief Executive Officer and Chief Financial Officer to Negotiate and Execute a Permanent Loan for the Acquisition of the Development post construction, consistent to the developed Pro Forma.
5. Adopt Resolution 22-22 Authorizing the Chief Executive Officer to Negotiate and Execute a Notice of Intent with Urban Elements and Fulcrum Property (or their affiliate entity) corporation) to develop the property as a supportive housing project to be named, the Arika.



6. Adopt Resolution 23-22 Authorizing the Chief Executive Officer to negotiate and execute Memorandums of Understanding with various non-profits for the purpose of securing housing for their clients and providing supportive services to the project.
7. Adopt Resolution 24-22 Authorizing the Chief Executive Officer to file incorporation paperwork (with an effective date after Jan 1, 2023) for creation of a new c(2) corporation, to be named PI Housing Solutions, Inc to own and operate the housing project and naming the Chief Executive Officer, Chief Financial Officer and Chief Administrative Officer to subsequent identical roles for the c(2).
8. Adopt Resolution 25-22 Authorizing the Chief Executive Officer, Chief Financial Officer and Chief Administrative Officer to set up all necessary administrative, financial and oversight processes as needed for the c(2).
9. Adopt Resolution 26-22 Appointing three Members to to the Board of Directors of PI Housing Solutions, Inc. for a term of three (3) years.



**RESOLUTION NO. 18-22**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER AND CHIEF FINANCIAL OFFICER TO IMPLEMENT THE DEVELOPMENT OF 7141 WOODBINE AVENUE AS A SUPPORTIVE HOUSING PROJECT TO BE NAMED THE ARIKA**

**WHEREAS**, Paratransit, Inc. owns the property at 7141 Woodbine Avenue and is interested in utilizing the property to further the needs of Seniors, Persons with Disabilities and other individuals at risk of housing insecurity; and

**WHEREAS**, Paratransit has received funding from the City of Sacramento to assist with the development of this parcel for supportive housing; and

**WHEREAS**, development of this property will revitalize this corridor and provide socio-economic benefits to South Sacramento.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 18-22 authorizing the Chief Executive Officer and Chief Financial Officer to implement the development of 7141 Woodbine Avenue as a supportive housing project to be named the Arika.

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Patrick Hume, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2022



**RESOLUTION NO. 19-22**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER AND CHIEF FINANCIAL OFFICER TO NEGOTIATE AND SELL THE REAL PROPERTY AT 7141 WOODBINE AVENUE TO URBAN ELEMENTS AND FULCRUM PROPERTY (OR THEIR AFFILIATE ENTITY) TO UNDERTAKE THE PROJECT DEVELOPMENT WITH THE INTENT TO ACQUIRE (DIRECTLY OR THROUGH A SUBSIDIARY) THE PROPERTY AFTER COMPLETION OF THE DEVELOPMENT'S CONSTRUCTION**

**WHEREAS**, Paratransit, Inc. owns the property at 7141 Woodbine Avenue and is interested in utilizing the property to further the needs of Seniors, Persons with Disabilities and other individuals at risk of housing insecurity; and

**WHEREAS**, Urban Elements and Fulcrum Property are interested in acquiring the property to develop as accessible, attainable, supportive housing; and

**WHEREAS**, Paratransit, Inc. (directly or through a Subsidiary) intends to acquire the completed development to operate as attainable, accessible housing.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 19-22 authorizing the Chief Executive Officer and Chief Financial Officer to sell the real property at 7141 Woodbine Avenue to Urban Elements and Fulcrum Property (or their affiliate entity) to undertake the project development with the intent to acquire (directly or through a subsidiary) the property after completion of the development's construction.

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Patrick Hume, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2022



**RESOLUTION NO. 20-22**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER AND CHIEF FINANCIAL OFFICER TO EXECUTE A FUNDING AGREEMENT WITH THE CITY OF SACRAMENTO FOR \$8.425 MILLION IN FUNDING FOR THE PROJECT WITH A FINANCING TERM OF 55 YEARS**

**WHEREAS**, Paratransit, Inc. owns the property at 7141 Woodbine Avenue and is interested in utilizing the property to further the needs of Seniors, Persons with Disabilities and other individuals at risk of housing insecurity; and

**WHEREAS**, Urban Elements and Fulcrum Property are interested in acquiring the property to develop as accessible, attainable, supportive housing; and

**WHEREAS**, Paratransit, Inc. (directly or through a Subsidiary) intends to acquire the completed development to operate as attainable, accessible housing; and

**WHEREAS**, to support the development of this project consistent with the City's plans to provide permanent housing solutions; and

**WHEREAS**, the funding is a receipts only loan with a secondary position secured only by the real property.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 20-22 authorizing the Chief Executive Officer and Chief Financial Officer to execute a funding agreement with the City of Sacramento for \$8.425 million funding for the project with a financing term of 55 years.

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Patrick Hume, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2022



**RESOLUTION NO. 21-22**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER AND CHIEF FINANCIAL OFFICER TO NEGOTIATE AND EXECUTE A PERMANENT LOAN FOR THE ACQUISITION OF THE DEVELOPMENT POST CONSTRUCTION, CONSISTENT WITH THE DEVELOPED PRO FORMA**

**WHEREAS**, Paratransit, Inc. owns the property at 7141 Woodbine Avenue and is interested in utilizing the property to further the needs of Seniors, Persons with Disabilities and other individuals at risk of housing insecurity; and

**WHEREAS**, Urban Elements and Fulcrum Property are interested in acquiring the property to develop as accessible, attainable, supportive housing; and

**WHEREAS**, Paratransit, Inc. (directly or through a Subsidiary) intends to acquire the completed development to operate as attainable, accessible housing; and

**WHEREAS**, to support the development of this project consistent with the City's plans to provide permanent housing solutions; and

**WHEREAS**, Paratransit is actively engaged in discussions to secure the most advantageous loan package available for the purchase of the development.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 21-22 authorizing the Chief Executive Officer and Chief Financial Officer to negotiate and execute a permanent loan for the acquisition of the development post construction, consistent with the developed Pro Forma.

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Patrick Hume, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2022



**RESOLUTION NO. 22-22**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE  
A NOTICE OF INTENT WITH URBAN ELEMENTS AND FULCRUM PROPERTY (OR  
THEIR AFFILIATE ENTITY) TO DEVELOP THE PROPERTY AS A SUPPORTIVE  
HOUSING PROJECT TO BE NAMED THE ARIKA**

**WHEREAS**, Paratransit, Inc. owns the property at 7141 Woodbine Avenue and is interested in utilizing the property to further the needs of Seniors, Persons with Disabilities and other individuals at risk of housing insecurity; and

**WHEREAS**, Urban Elements and Fulcrum Property are interested in acquiring the property to develop as accessible, attainable, supportive housing; and

**WHEREAS**, Paratransit, Inc. (directly or through a Subsidiary) intends to acquire the completed development to operate as attainable, accessible housing; and

**WHEREAS**, to support the development of this project consistent with the City's plans to provide permanent housing solutions; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 22-22 authorizing the Chief Executive Officer to negotiate and execute a notice of intent with Urban Elements and Fulcrum Property (or their affiliate entity) to develop the property as a supportive housing project to be named the Arika.

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Patrick Hume, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2022



**RESOLUTION NO. 23-22**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE  
MEMORANDUM'S OF UNDERSTANDING WITH VARIOUS NON-PROFITS FOR THE  
PURPOSE OF SECURING HOUSING FOR THEIR CLIENTS AND PROVIDING  
SUPPORTIVE SERVICES TO THE PROJECT**

**WHEREAS**, Paratransit, Inc. owns the property at 7141 Woodbine Avenue and is interested in utilizing the property to further the needs of Seniors, Persons with Disabilities and other individuals at risk of housing insecurity; and

**WHEREAS**, Paratransit, Inc. (directly or through a Subsidiary) intends to acquire the completed development to operate as attainable, accessible housing; and

**WHEREAS**, to support the development of this project consistent with the City's plans to provide permanent housing solutions there is a need to ensure that supportive services are offered; and

**WHEREAS**, several non-profits have expressed a desire to secure housing for their clients and have committed to providing on-site supportive services to not only their clients but other residents of the development.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 23-22 authorizing the Chief Executive Officer to negotiate and execute Memorandum's of Understanding with various non-profits for the purpose of securing housing for their clients and providing supportive services to the project.

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Patrick Hume, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2022



## **RESOLUTION NO. 24-22**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO FILE INCORPORATION PAPERWORK (WITH AN EFFECTIVE DATE AFTER JANUARY 1, 2023) FOR THE CREATION OF A NEW 501 c(2) CORPORATION, TO BE NAMED PI HOUSING SOLUTIONS, INC TO OWN AND OPERATE THE HOUSING PROJECT AND NAMING THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER AND CHIEF ADMINISTRATIVE OFFICER TO SUBSEQUENT IDENTICAL ROLES FOR THE c(2)**

**WHEREAS**, Paratransit, Inc. owns the property at 7141 Woodbine Avenue and is interested in utilizing the property to further the needs of Seniors, Persons with Disabilities and other individuals at risk of housing insecurity; and

**WHEREAS**, Paratransit, Inc. as a 501 c(3) has a desire to create a tax exempt property holding company to own the property developed as supportive, attainable housing; and

**WHEREAS**, said c(2) will operate as a subsidiary for the sole benefit of Paratransit, Inc as a 501 c(3); and

**WHEREAS**, management of the non-profit and the administration of its day to day activities will be performed by the Executive Management team at Paratransit, Inc.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 24-22 authorizing the Chief Executive Officer to file incorporation paperwork (with an effective date after January 1, 2023) for the creation of a new 501 c(2) corporation, to be named PI Housing Solutions, Inc. to own and operate the housing project and names the Chief Executive Officer, Chief Financial Officer and Chief Administrative Officer to subsequent identical roles for the c(2).

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Patrick Hume, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2022





**RESOLUTION NO. 25-22**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER  
AND CHIEF ADMINISTRATIVE OFFICER TO SET UP ALL NECESSARY  
ADMINISTRATIVE, FINANCIAL AND OVERSIGHT PROCESSES AS NEEDED FOR  
THE c(2)**

**WHEREAS**, Paratransit, Inc. owns the property at 7141 Woodbine Avenue and is interested in utilizing the property to further the needs of Seniors, Persons with Disabilities and other individuals at risk of housing insecurity; and

**WHEREAS**, Paratransit, Inc. as a 501 c(3) has a desire to create a tax exempt property holding company to own the property developed as supportive, attainable housing; and

**WHEREAS**, said c(2) will operate as a subsidiary for the sole benefit of Paratransit, Inc as a 501 c(3); and

**WHEREAS**, management of the non-profit and the administration of its day to day activities will be performed by the Executive Management team at Paratransit, Inc.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 25-22 authorizing the Chief Executive Officer, Chief Financial Officer and Chief Administrative Officer to set up all necessary administrative, financial and oversight processes as needed for the c(2).

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Patrick Hume, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2022



**RESOLUTION NO. 26-22**

**APPOINTING THREE MEMBERS TO THE BOARD OF DIRECTORS OF PI HOUSING SOLUTIONS, INC. FOR A TERM OF THREE YEARS**

**WHEREAS**, Paratransit, Inc. owns the property at 7141 Woodbine Avenue and is interested in utilizing the property to further the needs of Seniors, Persons with Disabilities and other individuals at risk of housing insecurity; and

**WHEREAS**, Paratransit, Inc. as a 501 c(3) has a desire to create a tax exempt property holding company to own the property developed as supportive, attainable housing; and

**WHEREAS**, said c(2) will operate as a subsidiary for the sole benefit of Paratransit, Inc as a 501 c(3); and

**WHEREAS**, the c(2) shall have a Board of Directors independent of the Board of Paratransit, Inc.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 26-22 appointing three members to the Board of Directors of PI Housing Solutions, Inc. for a term of three years.

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Patrick Hume, President  
Paratransit, Inc., Board of Directors  
Dated: December 20, 2022