



# PARATRANSIT, INC. MEETING OF THE BOARD OF DIRECTORS

## **Meeting Date and Time:**

December 18, 2023 at 6:00 p.m.

## **Meeting Location:**

Ron Brown Conference Center  
Paratransit, Inc.  
2501 Florin Road  
Sacramento, California 95822

**Paratransit's Mission:** To expand mobility and accessibility by providing innovative programs and services to the Community.

## **AGENDA**

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

Directors: Alves, Burrows, Hume, Kimble, Tucker, White

### **2. Pledge of Allegiance (2 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 Member Alice Kimble

B. CFO Report

- a. Monthly Financial Report

**5. Consent Calendar (3 minutes)**

A. Approve the Minutes of the August 21, 2023, Meeting of the Board of Directors

B. Adopt Resolution 11-23 Approving the 2024 Board Meeting Calendar

**6. Action Items (15 minutes)**

A. Discussion and Appointment of Two New Board Members for a 3 year term, beginning January 1, 2024

B. Adopt Resolution 12-23 Authorizing the President and Chief Executive Officer, as well as, the Chief Financial Officer to negotiate and execute a revised unit size for the Woodbine property development project and confirming that Resolutions 18-22 through 23-22 apply to the revised unit size

**7. Closed Session - Announce Adjournment to Closed Session (15 minutes)**

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

**8. 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.



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

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

**MEETING DATE:** December 18, 2023

**PREPARED BY:** Tiffani M. Scott, 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 always, I remain available for any questions.



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

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

**MEETING DATE:** DECEMBER 18, 2023

**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 operating data are through November 2023 unless otherwise noted.

- CTSA partner agency trips continue to grow, and are now at 104,870 from July 2023 to November 2023. While CTSA trips completely stopped during the pandemic, they are coming back rapidly. Most programs are now open 5 days per week. CTSA agency trips are approximately 65% of ADA trips, and we expect them to keep increasing over the next few months.
- Contracted transportation trips are growing steadily; average monthly billable hours are higher than pre-pandemic levels. There were on average 2,140 billable hours pre-pandemic whereas the average for July through November 2023 was over 2,800 billable hours. This is about 30% higher than our highest pre-pandemic month.
- Meals delivered from July 2023 through November 2023 include 54,302 meals delivered on behalf of the Sacramento Food Bank and Family Services; 24,073 meals served to disabled persons through a new pilot program; and 2,250 meals to families from the Sacramento City Unified School District.
- Between July 2023 and November 2023, the Sacramento Mobility Management program successfully travel trained 16 elderly/disabled passengers and 42 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 2023 Paratransit's maintenance department completed 1,256 work orders, 49 of them for CTSA partners.

- Between July 2023 and November 2023, Paratransit, Inc. has received \$16,800 in income from renting out our accessible minivans.

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 2023 CFO Report  
October 2023 Income Statement  
October 2023 Balance Sheet

PARATRANSIT, INC

# FINANCIAL REPORT

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December 2023

# Consolidated Transportation Services Agency (CTSA) Trips Provided July 2023 – Nov 2023

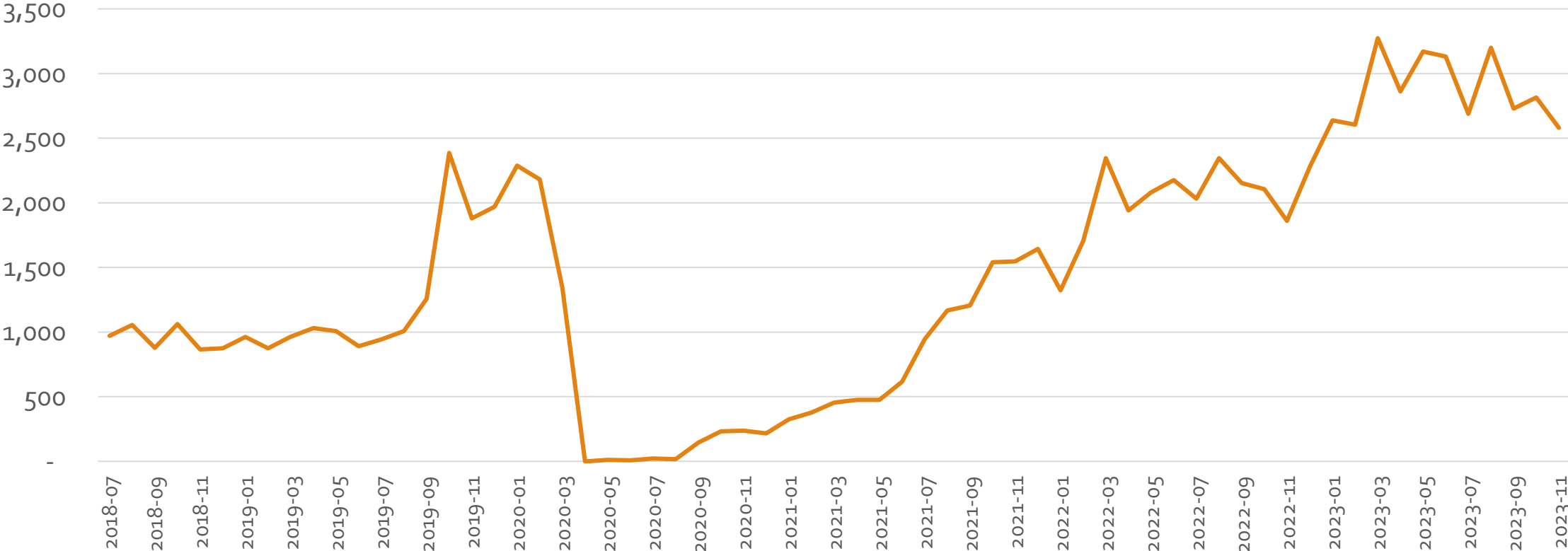
Agency	Trips	% of Trips
ACC	8,045	8%
Elk Grove Adult Community Training	15,675	15%
Easter Seals Society	2,725	3%
St. John's Program for Real Change	3,345	3%
Sutter Senior Care	18,560	18%
UCP of Sacramento & Northern CA	56,520	53%
<b>Total CTSA Trips</b>	<b>104,870</b>	<b>100</b>





# Contracted Transportation Billable Hours

## July 2018 through Nov 2023



# Social Service Transportation

## July 2023 to Nov 2023

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- Sacramento Food Bank: 54,302 meals
- Pilot Program: 24,073 meals
- Sac City Unified School District: 2,250 meals



# Sacramento Mobility Management

## July 2023 – Nov 2023

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- Travel Training for Seniors & People with Disabilities
  - successful trainees: 16 trainees
- Travel Training for Youth
  - successful trainees: 42 trainees



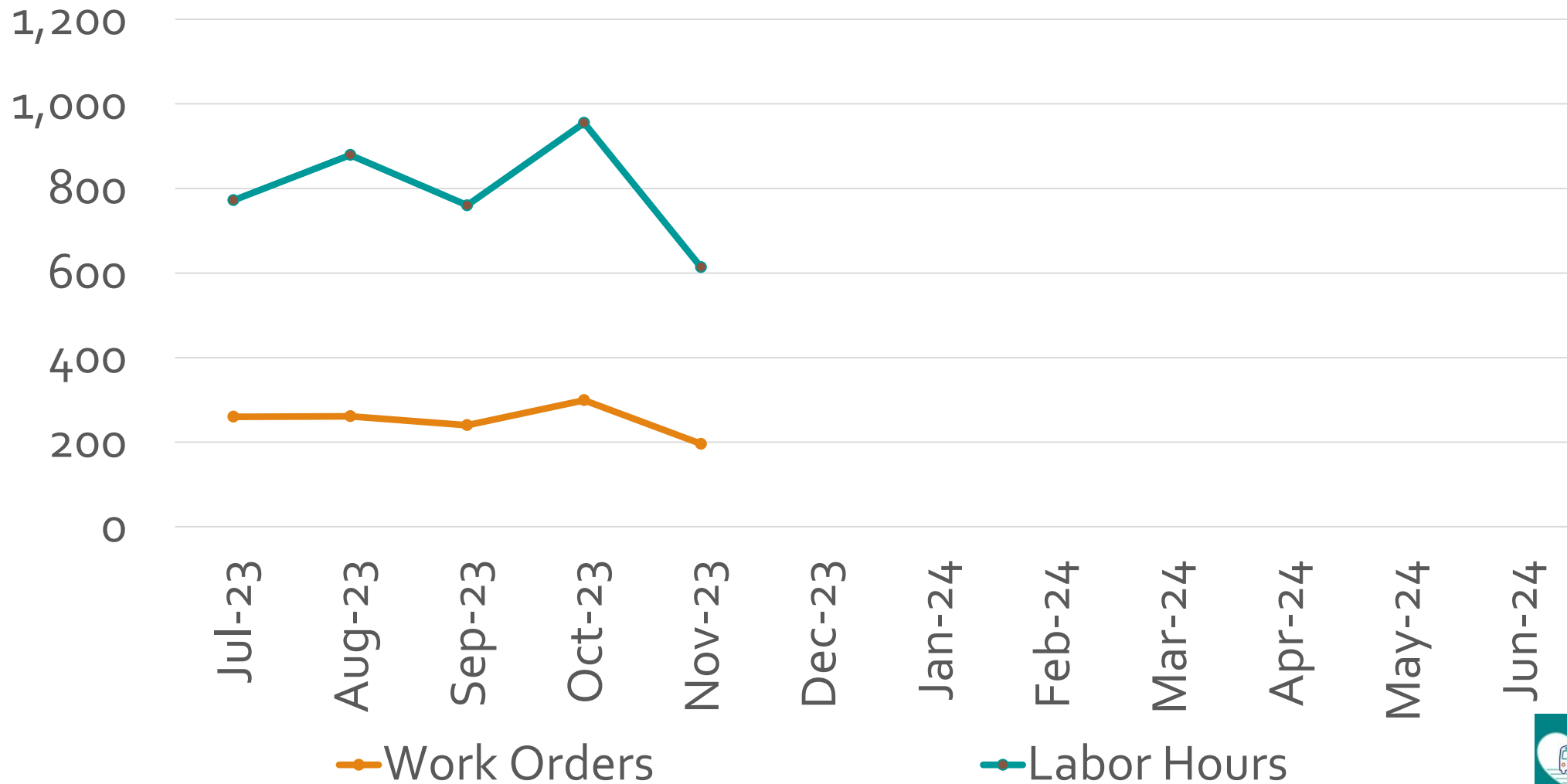
# Maintenance

## July 2023 to Nov 2023

<b>FY24 Maintenance Operations</b>	<b>Quarter 1</b>		<b>Oct 2023</b>	<b>Nov 2023</b>	<b>Total</b>
Work Orders	761		299	196	1,256
Labor Hours	2,411		955	614	3,980
Parts Cost	\$104,163		\$37,524	\$21,848	\$163,535
Total Cost	\$488,002		\$185,791	\$124,690	\$798,483



# FY24 Work Orders and Labor Hours



# Work Orders: July 2023 – Nov 2023

Vehicle Type	Work Orders
Paratransit	415
SacRT Go Paratransit Services	408
Outside Agencies	360
CTSA Partners	49
Rental Fleet	24
Total Work Orders	1,256

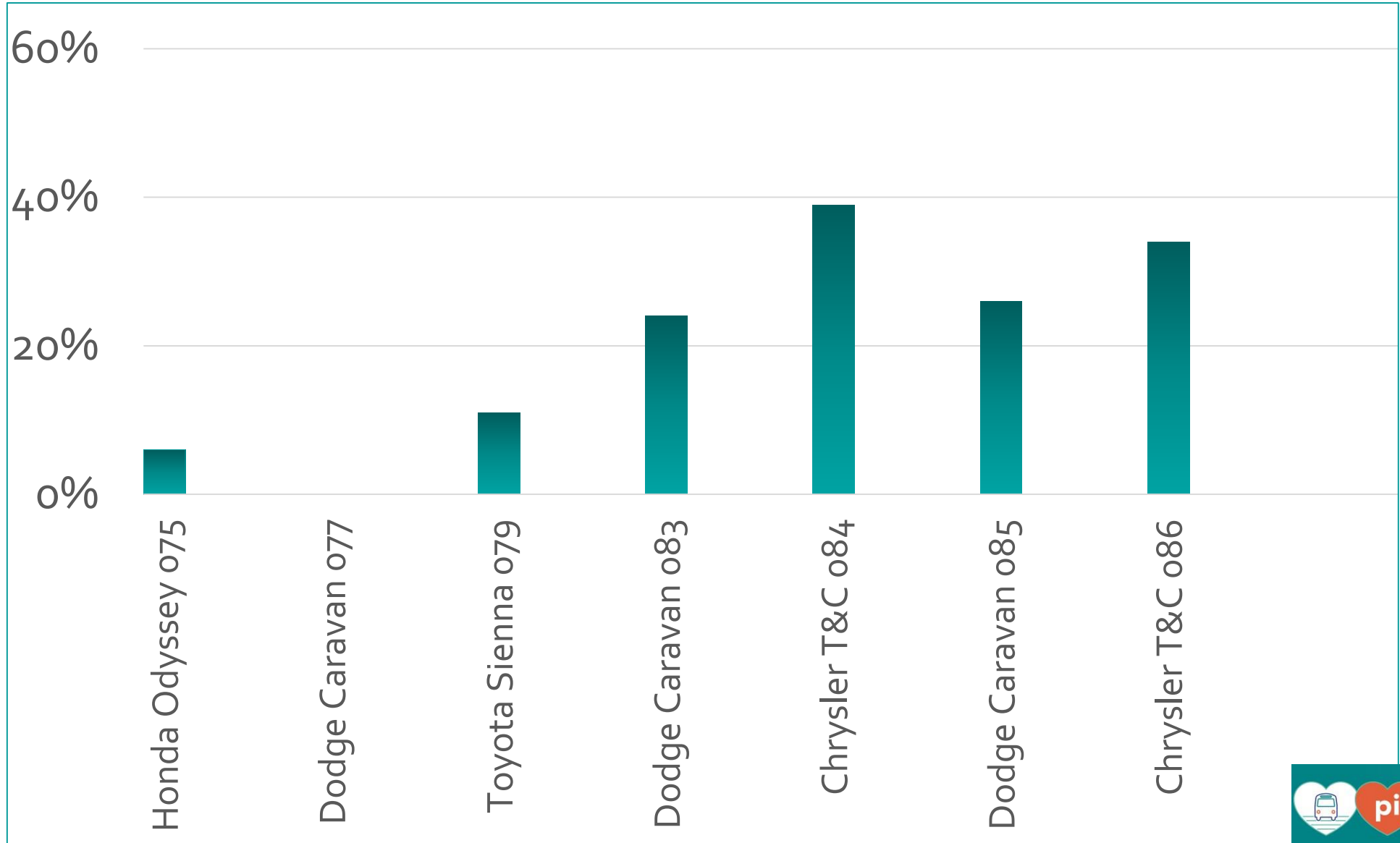


# Accessible Vehicle Rental Income

- 7 accessible vehicles with ramps
- \$16,825 in rental income in July 2023 – Nov 2023



# Accessible Vehicle Rental Utilization





# FY24 YTD Revenue: Budget versus Actuals

## Jul 2023-October 2023 (thousands of dollars)

FY24 Revenue	Budget	Actual	\$ Difference	% Difference	Percent of Target
Measure A	\$906	\$902	(\$4)	0%	36%
TDA	\$514	\$446	(\$68)	-13%	29%
Grants	\$354	\$683	\$329	93%	65%
Contract Transp.	\$1,652	\$1,038	(\$614)	(37%)	21%
RT Contract	\$351	\$444	\$93	27%	43%
Maintenance/Fuel	\$393	\$468	\$76	19%	40%
Other Revenue	\$211	\$195	(\$16)	(8%)	31%
Capital Revenue	\$371	\$0	(\$100)	(45%)	19%
Total Revenue	\$4,752	\$4,177	(\$576)	(12%)	30%



# FY24 YTD Expense: Budget versus Actuals

## Jul 2023-October 2023 (thousands of dollars)

FY24 Expense	Budget	Actual	\$ Difference	% Difference	Percent of Target
Personnel	\$2,537	\$2,344	(\$195)	(8%)	31%
Fleet Operations	\$866	\$995	\$128	15%	39%
Non Personnel	\$694	\$695	\$1	0%	34%
Capital Projects	\$594	\$124	(470)	(79)%	7%
Total Expense	\$4,694	\$4,158	(\$536)	(11%)	30%
Net Income		\$18			



PARATRANSIT, INC. - CONSOLIDATED  
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 10/31/2023

	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>								
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<b>OPERATING REVENUE:</b>								
Measure A Elderly & Disabled Transportation	198,038	190,917	(7,121)	2,331,743	785,764	781,351	(4,413)	(0.56)
Measure A Neighborhood Shuttle	-	30,063	30,063	185,000	120,250	120,250	-	-
TDA 4.5	129,637	107,189	(22,448)	1,526,369	514,366	446,258	(68,108)	(13.24)
SacRT Go Facility & Parking	5,775	-	(5,775)	68,000	22,914	21,630	(1,284)	(5.60)
SacRT Go Maintenance	32,857	32,258	(599)	386,868	130,368	129,033	(1,335)	(1.02)
SacRT Go Fueling	49,832	53,386	3,554	586,726	197,720	293,667	95,947	48.53
SACOG ARPA Mode Shift	12,740	24,375	11,635	150,000	50,549	97,500	46,951	92.88
SACOG ARPA Shuttles	21,233	40,625	19,392	250,000	84,247	162,500	78,253	92.89
Section 5307 - Regional Mobility Management	21,233	40,625	19,392	250,000	84,247	162,500	78,253	92.89
Section 5310 - Regional Mobility Management	21,233	40,625	19,392	250,000	84,247	162,500	78,253	92.89
SACOG - AoPP	10,616	20,313	9,697	125,000	42,122	81,250	39,128	92.89
Farmers' Market Shuttle	2,232	4,270	2,038	26,279	8,856	17,081	8,225	92.88
Contracted Services	416,344	255,431	(160,913)	4,902,121	1,651,946	1,037,521	(614,425)	(37.19)
Maintenance Fees	57,526	70,588	13,062	677,323	228,248	238,797	10,549	4.62
Destinations Mobility Rental Vans	10,192	2,975	(7,217)	120,000	40,439	14,800	(25,639)	(63.40)
Fuel Sales	41,466	54,377	12,911	488,227	164,526	229,483	64,957	39.48
East Bay Paratransit	19,110	18,750	(360)	225,000	75,823	75,000	(823)	(1.09)
Solano Transportation Authority Eligibility	16,192	13,631	(2,561)	190,652	64,246	58,207	(6,039)	(9.40)
Travel Training Revenue	1,443	2,159	716	16,990	5,726	9,141	3,415	59.63
Diversified Services	6,249	14,815	8,566	73,565	24,794	38,044	13,250	53.44
Applied to Capital Projects	(56,310)	(30,865)	25,445	(662,994)	(223,423)	(123,737)	99,686	(44.62)
<b>TOTAL OPERATING REVENUE</b>	<b>1,017,638</b>	<b>986,506</b>	<b>(31,132)</b>	<b>12,166,869</b>	<b>4,157,975</b>	<b>4,052,774</b>	<b>(105,201)</b>	<b>(2.53)</b>
<b>CAPITAL REVENUE:</b>								
10 New Vehicles	93,425	-	(93,425)	1,100,000	370,686	-	(370,686)	(100)
Applied Operating Revenue	56,310	30,865	(25,445)	662,994	223,423	123,737	(99,686)	(44.62)
Gain/(Loss) on Sale of Assets	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL REVENUE</b>	<b>149,735</b>	<b>30,865</b>	<b>(118,870)</b>	<b>1,762,994</b>	<b>594,109</b>	<b>123,737</b>	<b>(470,372)</b>	<b>(79.17)</b>
<b>TOTAL REVENUE</b>	<b>1,167,373</b>	<b>1,017,372</b>	<b>(150,001)</b>	<b>13,929,863</b>	<b>4,752,084</b>	<b>4,176,512</b>	<b>(575,572)</b>	<b>(12.11)</b>

PARATRANSIT, INC. - CONSOLIDATED  
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 10/31/2023

	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>OPERATING EXPENSES</b>								
<b>PERSONNEL:</b>								
Transportation Operations:								
Vehicle Operators	118,509	100,659	(17,850)	1,395,350	470,213	374,870	(95,343)	(20.28)
Training Center	14,004	13,545	(459)	164,894	55,565	55,012	(553)	(0.99)
Operations Administration	45,160	28,507	(16,653)	531,717	179,183	121,403	(57,780)	(32.25)
Dispatch Center	25,325	39,527	14,202	298,181	100,483	150,868	50,385	50.14
Maintenance Operations	96,027	99,309	3,282	1,130,642	381,010	364,229	(16,781)	(4.40)
Administration	79,534	78,459	(1,075)	936,451	315,570	304,118	(11,452)	(3.63)
Information Technology	17,894	16,665	(1,229)	210,682	70,998	68,465	(2,533)	(3.57)
Mobility Management	35,729	32,675	(3,054)	420,677	141,763	131,041	(10,722)	(7.56)
Fringe Benefits	186,388	186,002	(386)	2,194,555	739,539	697,287	(42,252)	(5.71)
Workers' Compensation	21,438	18,018	(3,420)	252,396	85,060	77,088	(7,972)	(9.37)
<b>TOTAL PERSONNEL</b>	<b>640,008</b>	<b>613,366</b>	<b>(26,642)</b>	<b>7,535,545</b>	<b>2,539,384</b>	<b>2,344,382</b>	<b>(195,002)</b>	<b>(7.68)</b>
<b>FLEET OPERATIONS:</b>								
Fuel	132,027	163,170	31,143	1,554,516	523,848	630,174	106,326	20.30
Insurance	47,294	43,471	(3,823)	556,857	187,652	230,725	43,073	22.95
Cost of Parts & Sublet Service	39,011	36,156	(2,855)	459,345	154,788	133,790	(20,999)	(13.57)
<b>TOTAL FLEET OPERATIONS</b>	<b>218,332</b>	<b>242,798</b>	<b>24,466</b>	<b>2,570,718</b>	<b>866,288</b>	<b>994,689</b>	<b>128,401</b>	<b>14.82</b>
<b>NONPERSONNEL:</b>								
Professional Services	58,152	50,230	(7,922)	684,689	230,731	200,131	(30,600)	(13.26)
Contracted Staffing	23,628	13,053	(10,575)	278,201	93,749	64,814	(28,935)	(30.86)
Outside Services	17,951	22,035	4,084	211,365	71,224	92,786	21,562	30.27
Rent/Repair	14,619	4,260	(10,359)	172,124	58,003	22,553	(35,450)	(61.12)
Office Expense	16,642	36,099	19,457	195,930	66,029	105,171	39,142	59.28
Interest Expense	6,684	-	(6,684)	78,703	26,521	20,711	(5,811)	(21.91)
Telephone/Utilities	22,979	23,147	168	270,549	91,175	112,317	21,142	23.19
Tax/License/Dues/Permits	8,256	13,034	4,778	97,204	32,758	37,008	4,250	12.97
Travel	1,717	3,932	2,215	20,216	6,814	14,149	7,335	107.65
Professional Development	4,384	1,914	(2,470)	51,625	17,395	25,628	8,233	47.33
Brokered Trans. Services	-	-	-	-	-	-	-	-
<b>TOTAL NONPERSONNEL</b>	<b>175,012</b>	<b>167,703</b>	<b>(7,309)</b>	<b>2,060,606</b>	<b>694,399</b>	<b>695,268</b>	<b>869</b>	<b>0.13</b>
<b>TOTAL OPERATIONS EXPENSE</b>	<b>1,033,352</b>	<b>1,023,867</b>	<b>(9,485)</b>	<b>12,166,869</b>	<b>4,100,071</b>	<b>4,034,339</b>	<b>(65,732)</b>	<b>(1.60)</b>
<b>CAPITAL PROJECTS:</b>								
Florin Road Facility	9,004	8,864	(140)	106,022	35,726	34,904	(822)	(2.30)
Vehicle Acquisition Project	22,564	22,001	(563)	265,669	89,528	87,324	(2,204)	(2.46)
10 New Vehicles	100,476	-	(100,476)	1,183,027	398,663	-	(398,663)	(100.00)
Tablets & Software for Vehicles	7,474	-	(7,474)	88,000	29,655	-	(29,655)	(100.00)
Facility Reserve	7,667	-	(7,667)	90,276	30,421	-	(30,421)	(100.00)
Office Furniture & Equipment	849	-	(849)	10,000	3,369	-	(3,369)	(100.00)
Network & Telecommunications	849	-	(849)	10,000	3,369	1,509	(1,860)	(55.20)
Maintenance Equipment	849	-	(849)	10,000	3,369	-	(3,369)	(100.00)
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL PROJECTS</b>	<b>149,732</b>	<b>30,865</b>	<b>(118,867)</b>	<b>1,762,994</b>	<b>594,100</b>	<b>123,737</b>	<b>(470,363)</b>	<b>(79.17)</b>
<b>TOTAL OPERATING AND CAPITAL EXPENSE</b>	<b>1,183,084</b>	<b>1,054,733</b>	<b>(128,351)</b>	<b>13,929,863</b>	<b>4,694,171</b>	<b>4,158,076</b>	<b>(536,095)</b>	<b>(11.42)</b>
<b>NET INCOME (LOSS)</b>	<b>(15,711)</b>	<b>(37,361)</b>	<b>(21,650)</b>	<b>-</b>	<b>57,913</b>	<b>18,436</b>	<b>(39,477)</b>	

PARATRANSIT, INC.  
 COMBINED BALANCE SHEET  
 10/31/2023  
 UNAUDITED

ASSETS  
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CURRENT ASSETS:	
Cash	2,110,932
Medical Annuity	225,060
Accounts Receivable	896,959
Grants Receivable	672,887
Inventory	100,987
Deposits and Prepaid Expenses	711,138
TOTAL CURRENT ASSETS	4,717,962
CAPITAL ASSETS:	
Land Assets	924,736
Grant Equipment	10,191,968
Non-Grant Equipment	7,095,655
Work in Progress	-
TOTAL COST	18,212,359
Less Accumulated Depreciation	(13,092,919)
Net Capital Assets	5,119,440
TOTAL ASSETS	9,837,402

LIABILITIES AND FUND BALANCE  
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CURRENT LIABILITIES	
Accounts Payable	462,027
Workers' Compensation Payable	-
Accrued Payroll & Benefits	128,198
Sales Tax Payable	(3,411)
Lease/Notes Payable	497,994
Unredeemed Bus Scrip	-
Deferred Revenue	-
Other Payables	4,871
TOTAL CURRENT LIABILITIES	1,089,678
LONG-TERM LIABILITIES:	
Long Term Liabilities	2,457,882
TOTAL LONG TERM LIABILITIES	2,457,882
TOTAL LIABILITIES	3,547,560
FUND EQUITY	
Contributed Capital	446,539
Restricted for lease collateral	-
Restricted for grant administration	13,001
Retained Earnings (Loss)	5,830,301
TOTAL FUND EQUITY	6,289,842
TOTAL LIABILITIES AND FUND BALANCE	9,837,402



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

**AGENDA TITLE:** Approve the Minutes of the August 21, 2023 Special Meeting of the Board of Directors

**MEETING DATE:** December 18, 2023

**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 August 21, 2023, Special Meeting of the Board of Directors.

**Minutes**

August 21, 2023  
1:30 p.m.  
Ron Brown Conference Center  
2501 Florin Road  
Sacramento, CA 95822

**Board Members Present**

Jim Alves  
Julia Burrows  
Pat Hume  
Alice Kimble  
Kim Tucker  
Leigh White

**Board Members Absent**

**Public Present**

None

## **Staff Present**

Tiffani Scott, Chief Executive Officer  
Dr. Lisa Cappellari, Chief Financial Officer  
Chris Brown, Chief Administrative Officer  
Gary Vickers, Chief Operating Officer  
Amy Parkin, Director of Operations  
Jesse Isaacson, Director of Information Technology  
Alicia Brown, Director of Strategic Initiatives and Mobility  
Kevin Rickman, Operations and Training Manager  
Jessica Lewis, Operations and Training Manager  
Elizabeth Leet Jackson, Legal Counsel, Delfino Madden  
Kaitlyn Saberlin, Legal Counsel, Delfino Madden

**Call to Order/Roll Call** Director Hume called the meeting to order at 1:34 p.m.

Directors: Alves, Burrows, Hume, Kimble, Tucker, White

## **Pledge of Allegiance**

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

## **Public Comment**

No public comment.

## **Closed Session**

Adjourned to Closed Session at 1:36 p.m.

## **Reconvene to Open Session**

Reconvened to Open Session at 1:44 p.m. Director Hume reported the Board voted five (5) to one (1) to amend the Chief Executive Officer's Employment Agreement to state Paratransit, Inc. will pay the full cost of health coverage (medical and dental) elected by the Chief Executive Officer.

## **Staff Reports**

### A. CEO Report

#### a. Update on Activities and Contracts

Chief Executive Officer Tiffani Scott provided an oral report on agency activities, including transportation provided for the Homeless World Cup, shuttles for Josh's Heart event for people experiencing homelessness, new signage and front doors for building, grant funding updates, exploring procurement of Customer Relationship Management platform for marketing Destinations Mobility services with possible expansion at the airport, participation in the Metro Chamber's Study Mission to Toronto, and Congresswoman Doris Matsui's visit to ride our Farmer's Market Shuttle.

## B. CFO Report

### a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reviewed her written staff report of financial measures through May 2023 and operating data through June 2023. CFO Cappellari noted ALTA trips have almost doubled from pre-COVID levels with additional requests for service still coming in. Additionally, Maintenance productivity is trending up due to increased service levels.

CFO Cappellari stated she and her team are working on Fiscal Year 23 finalization and audit preparation and will keep the Board posted.

## **Consent Calendar**

The Consent Calendar was approved upon motion by Director White, seconded by Director Alves. The motion passed.

### A. Approve the Minutes of the June 19, 2023 Meeting of the Board of Directors

**The Minutes of the Meeting of the Board of Directors held June 19, 2023 were approved as presented.**

**AYES:** Alves, Burrows, Hume, Kimble, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** None

## **Action Items**



A. Adopt Resolution 09-23 Amending the Paratransit, Inc. Bylaws to clarify and re-classify Board and Officer Titles and Delineate Officer Titles to staff

Legal Counsel Kaitlyn Saberlin and Elizabeth Lett Jackson shared with the Board that Paratransit as an organization has changed but the board titles have not. The proposed changes of splitting corporate officers from board officers in the Bylaws would be consistent with organizational change and other nonprofits. Director Hume verified this change would still maintain a set of checks and balances for the organization, which legal counsel confirmed.

Director Tucker moved to approve the motion as presented. The motion was seconded by Director Burrows, and it was unanimously approved by the Board.

**AYES:** Alves, Burrows, Hume, Kimble, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** None

B. Adopt Resolution 10-23 Amending and Restating the Paratransit, Inc. Articles of Incorporation to better reflect the services currently provided to the community and the forthcoming Housing profit for the C(2)

CEO Scott explained Paratransit's Articles of Incorporation were filed in 1978 and were updated for consulting works so allowing for work outside of Sacramento, but they have not been updated to include services beyond senior and disabled transportation such as CTSA activities, mobility and housing. The proposed change in purpose is to align with current services. Counsel Saberlin explained the format is being updated and liability is being reduced for directors. These types of updates are common, especially for long-time organizations like Paratransit, and they match current activities with room for growth. The changes, if adopted, will be sent to the Secretary of State and reflected with the next IRS annual filing. CEO Scott explained the Bylaws amendment was presented first so there is a correct delineation of agency and board officers for signatures on the filings.

Director Burrows moved to approve the motion with minor corrections as to form (not content). The motion was seconded by Director Alves, and it was unanimously approved by the Board.

**AYES:** Alves, Burrows, Hume, Kimble, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** None

### **Facilitated Board Workshop Discussion on Setting Goals for Paratransit as an Employer of Choice in the Region**

CEO Scott reported the Classification and Compensation Study was completed and shared the results with the Board. The Board set a goal of paying at the 50<sup>th</sup> percentile and tasked the staff with determining how to achieve that goal. CEO Scott said staff will look at a mid-year adjustment.

After discussing options of employee benefits, the Board suggested management survey staff to determine what benefits they value most, what the agency can do better, why they work at Paratransit, and why they would recommend Paratransit as an employer. Director Hume suggested we look at this from the perspectives of attracting and retaining employees. Directors Tucker and Alves discussed opportunities for the Board to serve staff and participate in morale building activities. The discussion also focused on a potential buddy system for new employees and internal leadership development.

### **Board Comments/Reports/Future Agenda Items**

None

### **Adjournment**

Director Hume announced the meeting adjourned at 4:03 p.m.

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Chris M. Brown, SHRM-SCP, SPHR  
Chief Administrative Officer/Secretary

12/18/23  
Date



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

**AGENDA TITLE:** Adopt Resolution 11-23 Approving the Paratransit, Inc. Board Meeting Calendar for the Calendar Year 2024

**MEETING DATE:** December 18, 2023

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

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**RECOMMENDED ACTION:**

Staff recommends that the Board of Directors adopt Resolution 11-23 Approving the Paratransit, Inc. Board Meeting Calendar for the Calendar Year 2024.

**BACKGROUND AND DISCUSSION:**

Annually, executive staff prepares the meeting calendar for the Board of Directors. All meetings are on the on the third Monday of the month except February and the meetings are scheduled for 6:00 p.m. Due to the holiday in February, the meeting is scheduled for Thursday, February 15, 2024 at 6:00 p.m.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

1. Board of Directors Meeting Calendar
2. Resolution 11-23 Approving the Paratransit, Inc. Board Meeting Calendar for the Calendar Year 2024



## **PARATRANSIT, INC.**

### **BOARD OF DIRECTORS' 2024 MEETING DATES**

**Paratransit, Inc.**

**2501 Florin Road**

**Sacramento, CA 95822**

**6:00 p.m.**

February 15, 2024 (Thursday)

April 15, 2024

June 17, 2024

August 19, 2024

October 21, 2024

December 16, 2024

***Paratransit, Inc. Welcomes Public Attendance***

**Please call 429-2009 if you would like to request an agenda.  
Agendas are prepared and ready for public distribution three (3) days  
before meeting dates.**



**RESOLUTION NO. 11-23**

**APPROVING THE PARATRANSIT, INC BOARD MEETING CALENDAR FOR THE  
CALENDAR YEAR 2024**

**WHEREAS**, Paratransit, Inc. holds Board of Directors Meetings that are regularly scheduled and open to the public; and

**WHEREAS**, the Board of Directors has identified 6:00 p.m. on the third Monday of the Month as the meeting time for the months of February, April, June, August; October and December; and

**WHEREAS**, the February Board meeting date varies from year to year and has been set for 6:00 p.m. on February 15, 2024; and

**WHEREAS**, adopting the calendar at the November Board of Directors' meeting allows staff to post the meeting calendar on the Paratransit, Inc. website.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 11-23 approving the Paratransit, Inc. Board Meeting Calendar for the Calendar Year 2024.

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Pat Hume, Chair  
Paratransit, Inc. Board of Directors  
Dated: December 18, 2023



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

**AGENDA TITLE:** Discussion and Appointment of Two New Board Members for a 3 year term, beginning January 1, 2024

**MEETING DATE:** December 18, 2023

**PREPARED BY:** Tiffani M. Scott, 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, 2024.

**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 developed a short list of candidates (two) and provided them to the Board Chair and Vice Chair. The Board Chair and Vice Chair (Nominating Committee) has met with the two potential Board members. 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 6B**

**AGENDA TITLE:** Adopt Resolution 12-23 Authorizing the President and Chief Executive Officer, as well as, the Chief Financial Officer to negotiate and execute a revised unit size for the Woodbine property development project and confirming that Resolutions 18-22 through 23-22 apply to the revised unit size

**MEETING DATE:** December 18, 2023

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

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**RECOMMENDED ACTION:**

Adopt Resolution 12-23 Authorizing the President and Chief Executive Officer, as well as, the Chief Financial Officer to negotiate and execute a revised unit size for the Woodbine property development project and confirming that Resolutions 18-22 through 23-22 apply to the revised unit size.

**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 December 2022 and was given approval to negotiate and execute project details required to develop 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. Initially, a project was proposed to construct 216 units of attainable, supportive housing that would rent within the Housing Choice Voucher limits. Due to changes in the financial market, and to address a funding gap for construction, the project is being phased with the initial Phase 1 to construct 108 units.

On October 25, 2022, 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. This funding remains in place and would be applied to the revised project, if the amendment is approved by Council. Staff has already been in discussions with Senior Management and the Mayor's office to move this item forward to allow construction to continue.

This action, if approved, would allow Paratransit to continue to develop and implement the housing project. Additionally, in December 2022 the Board authorized Resolutions 18-22 through 23-22 pertaining to the various steps in the process. Staff is requesting for the Board to confirm that those authorizations remain applicable to the revised scope. The Resolutions have been attached for reference.

#### **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. Resolution 12-23 Authorizing the President and Chief Executive Officer, as well as, the Chief Financial Officer to negotiate and execute a revised unit size for the Woodbine property development project and confirming that Resolutions 18-22 through 23-22 apply to the revised unit size.



**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.

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, CONFIRMING THIS DEVELOPMENT IS PROPERTY-BACKED ONLY**

**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, confirming this development is property-backed only.

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. 12-23**

**AUTHORIZING THE PRESIDENT AND CHIEF EXECUTIVE OFFICER, AS WELL AS, THE CHIEF FINANCIAL OFFICER TO NEGOTIATE AND EXECUTE A REVISED UNIT SIZE FOR THE WOODBINE PROPERTY DEVELOPMENT PROJECT AND CONFIRMING THAT RESOLUTIONS 18-22 THROUGH 23-22 APPLY TO THE REVISED UNIT SIZE**

**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; and

**WHEREAS**, a revision of unit size will allow the project to proceed.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 12-23 Authorizing the President and Chief Executive Officer, as well as, the Chief Financial Officer to negotiate and execute a revised unit size for the Woodbine property development project and confirming that Resolutions 18-22 through 23-22 apply to the revised unit size.

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Patrick Hume, Chair  
Paratransit, Inc. Board of Directors  
Dated: December 18, 2023