



## **PARATRANSIT, INC. BOARD OF DIRECTORS' MEETING**

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

June 17, 2024 at 6:00 p.m.

### **Meeting Location:**

Ron Brown Conference Center  
2501 Florin Road  
Sacramento, CA 95822

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.

Members of the public may submit public comments via eComment by email at [publiccomment@paratransit.org](mailto:publiccomment@paratransit.org).

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

### **AGENDA**

#### **1. Call to Order & Roll Call: (3 minutes)**

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney,  
Tucker, White

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

#### **3. Public Comment: (10 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. CFO Report
  - a. Monthly Financial Report

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

- A. Approve the Minutes of the April 29, 2024 Special Meeting of the Board of Directors
- B. Adopt Resolution 12-24 Authorizing President and CEO and Designees to Execute and File Grant Applications to Receive Federal Funds for Transit Projects from the Federal Transit Administration and to Execute any Related Grant Applications, Certifications, Assurances, Forms, Agreements and Associated Documents

**6. Public Hearing (15 minutes)**

- A. Conduct a Public Hearing to Receive Comment on the FY 25 Federal Transit Administration Program of Projects

**7. Action Items (50 minutes)**

- A. Adopt Resolution 13-24 Adopting the Paratransit, Inc. Fiscal Year 2024-25 Operating and Capital Budget
- B. Adopt Resolution 14-24 Adopting the FY 25 Federal Transit Administration Program of Projects
- C. Adopt Resolution 15-24 Approving the FY 25-29 Business Development and Strategic Plan
- D. Discussion of Meeting Time and Agenda Items for the August 2023 Board Retreat and Staff Appreciation BBQ

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

**9. Adjourn (1 minute)**

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

**August 19, 2024  
TBD**

**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:** President and CEO's Report

**MEETING DATE:** June 17, 2024

**PREPARED BY:** Tiffani M. Scott, President and CEO

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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:** JUNE 17, 2024

**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 April 2024 unless otherwise noted.

- CTSA partner agency trips continue to grow, and are now at 226,127 from July 2023 to April 2024. While CTSA trips completely stopped during the pandemic, they have come back rapidly. Most programs are now open 5 days per week. CTSA agency trips are approximately 72% 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 2023 through May 2024 was over 2,900 billable hours. This is about 22% higher than our highest pre-pandemic month.
- Meals delivered from July 2023 through April 2024 include 97,000 meals delivered on behalf of the Sacramento Food Bank and Family Services; 46,200 meals served to disabled persons through a new pilot program; and 2,250 meals to families from the Sacramento City Unified School District. We also started a new program in May, taking at-risk youth to a YMCA program. We have done 128 trips so far.
- Between July 2023 and May 2024, the Sacramento Mobility Management program successfully travel trained 40 elderly/disabled passengers and 58 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, facility and parking space, and driver support. Between July 2023 and May 2024 Paratransit's maintenance department completed 2,728 work orders, 100 of them for CTSA partners.
- Between July 2023 and May 2024, Paratransit, Inc. has received \$34,300 in income from renting out 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:**

June 2024 CFO Report

April 2024 Income Statement

April 2024 Balance Sheet

**PARATRANSIT, INC.**

# **FINANCIAL REPORT**

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**June 2024**

# Consolidated Transportation Services Agency (CTSA) Trips Provided July 2023 – May 2024

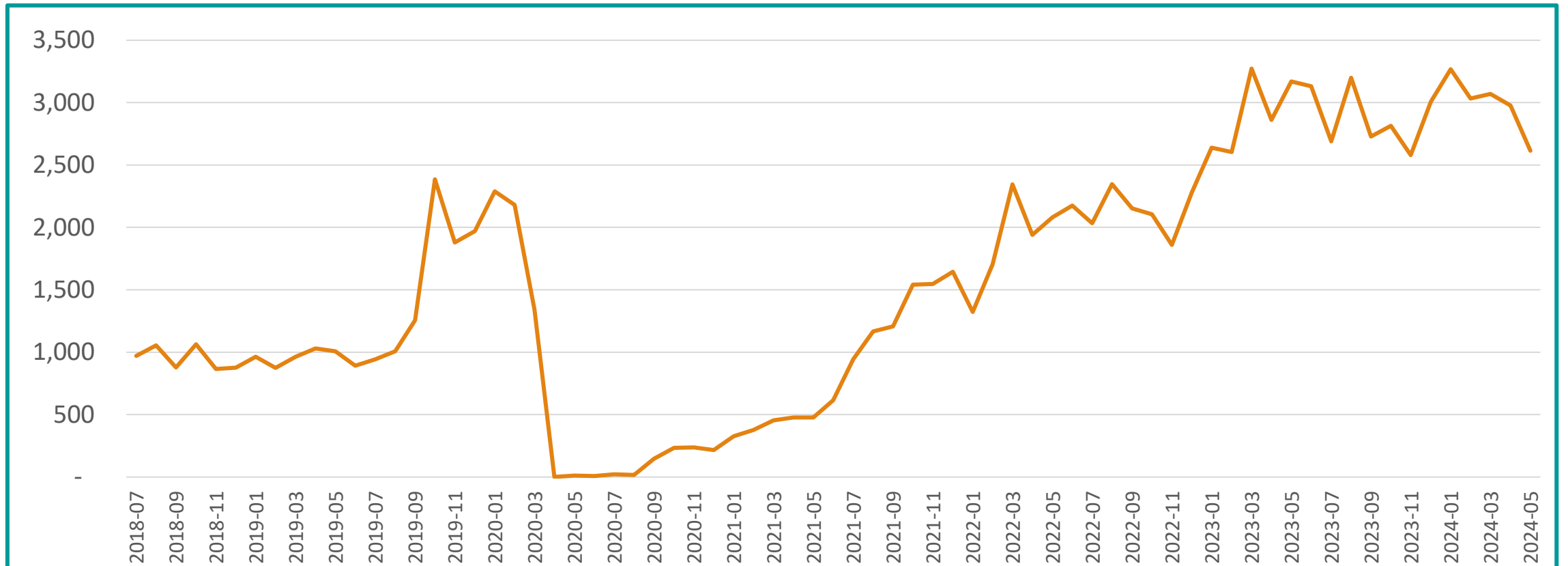
Agency	Trips	% of Trips
ACC	19,729	9%
Elk Grove Adult Community Training	46,698	20%
Easter Seals Society	5,669	2%
St. John's Program for Real Change	5,720	3%
Sutter Senior Care	42,887	19%
UCP of Sacramento & Northern CA	107,634	47%
<b>Total CTSA Trips</b>	<b>226,127</b>	<b>100%</b>





# Contracted Transportation Billable Hours

## July 2018 through May 2024



# Social Service & Misc. Transportation

## July 2023 to May 2024

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- Sacramento Food Bank: 96,976 meals
- Pilot Program: 46,246 meals
- Sac City Unified School District: 2,250 meals
- Saint John's / YMCA Program: 128 trips



# Sacramento Mobility Management

July 2023 – May 2024

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- Travel Training for Seniors & People with Disabilities
  - Successful trainees: 40 trainees
- Travel Training for Youth
  - Successful trainees: 58 trainees



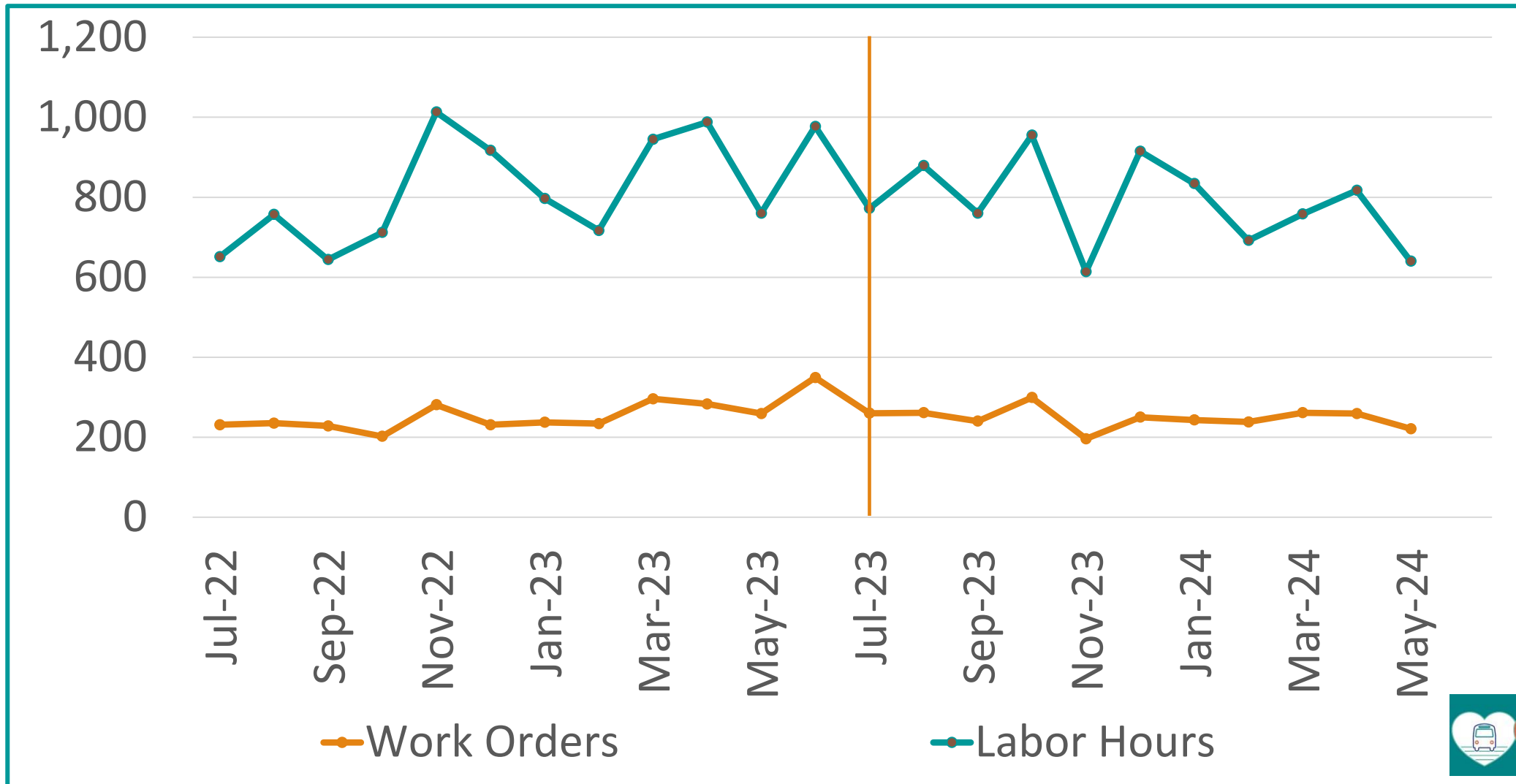
# Maintenance

## July 2023 to May 2024

<b>FY24 Maintenance Operations</b>	<b>Quarter 1 Jul-Sep</b>	<b>Quarter 2 Oct-Dec</b>	<b>Quarter 3 Jan-Mar</b>	<b>April &amp; May</b>	<b>Total</b>
Work Orders	761	745	742	480	2,728
Labor Hours	2,411	2,484	2,284	1,457	8,636
Parts Cost	\$104,163	\$95,728	\$90,079	\$66,821	\$356,791
Total Cost	\$488,002	\$492,896	\$443,995	\$288,049	\$1,712,942



# FY24 Work Orders and Labor Hours



# Work Orders: July 2023 – May 2024

Vehicle Type	Work Orders
Paratransit	915
SacRT Go Paratransit Services	892
Outside Agencies	770
CTSA Partners	100
Rental Fleet	51
Total Work Orders	2,728



# Accessible Vehicle Rental Income

- 6 accessible vehicles with ramps
- \$34,300 in rental income in July 2023 – May 2024



# FY24 Revenue: Budget versus Actuals

## July 2023 - April 2024 (thousands of dollars)

FY24 Revenue	Annual Budget	YTD Actual	\$ Difference	Percent of Target
Measure A	\$2,332	\$2,043	\$289	88%
TDA	\$1,526	\$1,271	\$255	83%
Grants	\$1,356	\$1,541	(\$185)	114%
Contract Transp.	\$4,902	\$2,666	\$2,236	54%
RT Contract	\$1,042	\$966	\$76	93%
Maintenance/Fuel	\$1,166	\$1,017	\$148	87%
Other Revenue	\$626	\$451	\$175	72%
Capital Revenue	\$1,100	\$1,174	(\$74)	107%
Total Revenue	\$14,050	\$11,130	\$2,920	79%





# FY24 Expense: Budget versus Actuals

## July 2023 - April 2024 (thousands of dollars)

FY24 Expense	Annual Budget	YTD Actual	\$ Difference	Percent of Target
Personnel	\$7,536	\$5,541	\$1,994	74%
Fleet Operations	\$2,571	\$2,174	\$396	85%
Non Personnel	\$2,061	\$1,841	\$220	89%
Capital Projects	\$1,763	\$1,574	\$189	89%
Total Expense	\$13,930	\$11,130	\$2,800	80%
Net Income		\$0		



*Thank You!*



PARATRANSIT, INC. - CONSOLIDATED  
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 4/30/2024

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
REVENUE								
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OPERATING REVENUE:								
Measure A Elderly & Disabled Transport	191,650	194,312	2,662	2,331,743	1,942,051	2,043,184	101,133	5.21
Measure A Neighborhood Shuttle	-	-	-	185,000	-	185,000	185,000	-
TDA 4.5	125,455	90,418	(35,037)	1,526,369	1,271,278	1,271,392	114	0.01
SacRT Go Facility & Parking	5,589	5,407	(182)	68,000	56,633	54,074	(2,559)	(4.52)
SacRT Go Maintenance	31,797	32,258	461	386,868	322,211	322,583	372	0.12
SacRT Go Fueling	48,224	60,004	11,780	586,726	488,673	589,378	100,705	20.61
SACOG ARPA Mode Shift	12,329	12,329	-	150,000	124,934	150,000	25,066	20.06
SACOG TDM Mode Shift	8,333	8,333	-	100,000	100,000	100,000	-	-
SACOG ARPA Shuttles	20,548	20,548	-	250,000	208,220	435,000	226,780	108.91
Section 5307 - Regional Mobility Manage	20,548	20,548	-	250,000	208,220	250,000	41,780	20.07
Section 5310 - Regional Mobility Manage	20,548	20,548	-	270,000	208,220	270,000	61,780	29.67
SACOG - AoPP	10,274	10,274	-	125,000	104,107	125,000	20,893	20.07
Farmers' Market Shuttle	2,160	2,160	-	26,279	21,888	26,279	4,391	20.06
Contracted Services	402,914	270,280	(132,634)	4,902,121	4,082,859	2,665,748	(1,417,111)	(34.71)
Maintenance Fees	55,670	47,463	(8,207)	677,323	564,125	496,130	(67,995)	(12.05)
Destinations Mobility Rental Vans	9,863	3,350	(6,513)	120,000	99,946	31,872	(68,074)	(68.11)
Fuel Sales	40,128	66,195	26,067	488,227	406,633	521,213	114,580	28.18
East Bay Paratransit	18,493	18,750	257	225,000	187,399	194,166	6,767	3.61
Solano Transportation Authority Eligibilit	15,670	13,631	(2,039)	190,652	158,787	139,990	(18,797)	(11.84)
Travel Training Revenue	1,397	604	(793)	16,990	14,153	14,646	493	3.48
Diversified Services	6,047	11,757	5,710	73,565	61,279	70,549	9,270	15.13
Applied to Capital Projects	(54,493)	(31,179)	23,314	(662,994)	(552,199)	(400,148)	152,051	(27.54)
TOTAL OPERATING REVENUE	993,144	877,990	(115,154)	12,286,869	10,079,417	9,556,056	(523,361)	(5.19)
CAPITAL REVENUE:								
10 New Vehicles	-	-	-	1,100,000	1,100,000	1,159,000	59,000	5
Applied Operating Revenue	54,493	31,179	(23,314)	662,994	552,199	400,148	(152,051)	(27.54)
Gain/(Loss) on Sale of Assets	-	-	-	-	-	15,000	15,000	-
TOTAL CAPITAL REVENUE	54,493	31,179	(23,314)	1,762,994	1,652,199	1,574,148	(78,051)	(4.72)
TOTAL REVENUE	1,047,637	909,169	(138,468)	14,049,863	11,731,616	11,130,204	(601,412)	(5.13)
OPERATING EXPENSES								
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PERSONNEL:								
Transportation Operations:								
Vehicle Operators	114,686	80,370	(34,316)	1,395,350	1,162,152	916,140	(246,012)	(21.17)
Training Center	13,553	11,905	(1,648)	164,894	137,332	131,456	(5,876)	(4.28)
Operations Administration	43,703	25,780	(17,923)	531,717	442,858	301,116	(141,742)	(32.01)
Dispatch Center	24,508	31,962	7,454	298,181	248,348	356,072	107,724	43.38
Maintenance Operations	92,929	87,806	(5,123)	1,130,642	941,684	911,918	(29,766)	(3.16)
Administration	76,968	79,189	2,221	936,451	779,945	788,528	8,583	1.10
Information Technology	17,316	16,969	(347)	210,682	175,473	173,327	(2,146)	(1.22)
Mobility Management	34,576	28,995	(5,581)	420,677	350,373	305,083	(45,290)	(12.93)
Fringe Benefits	180,375	132,153	(48,222)	2,194,555	1,827,803	1,464,117	(133,686)	(7.31)
Workers' Compensation	20,746	16,495	(4,251)	252,396	210,229	193,504	(16,725)	(7.96)
TOTAL PERSONNEL	619,360	511,624	(107,736)	7,535,545	6,276,197	5,541,260	(504,937)	(11.71)
FLEET OPERATIONS:								
Fuel	127,767	152,484	24,717	1,554,516	1,294,714	1,427,135	132,421	10.23
Insurance	45,770	18,247	(27,523)	556,857	463,791	456,436	(32,645)	(7.04)
Cost of Parts & Sublet Service	37,755	24,326	(13,429)	459,345	382,569	290,690	(91,879)	(24.02)
TOTAL FLEET OPERATIONS	211,292	195,057	(16,235)	2,570,718	2,141,074	2,174,262	73,188	1.55
NONPERSONNEL:								
Professional Services	56,275	99,886	43,611	684,689	570,260	540,748	(29,512)	(5.18)
Contracted Staffing	22,865	38,938	16,073	278,201	231,705	252,511	20,806	8.98
Outside Services	17,371	19,527	2,156	211,365	176,034	218,231	42,197	23.97
Rent/Repair	14,146	2,925	(11,221)	172,124	143,355	148,517	5,162	3.60
Office Expense	12,718	12,622	(96)	195,930	170,071	189,867	19,796	11.64
Interest Expense	6,469	6,354	(115)	78,703	65,548	59,546	(6,002)	(9.16)
Telephone/Utilities	22,238	21,252	(986)	270,549	225,342	244,716	19,374	8.60
Tax/License/Dues/Permits	7,990	9,573	1,583	97,204	80,963	90,455	9,492	11.72
Travel	1,663	5,650	3,987	20,216	16,842	33,297	16,455	97.70
Professional Development	4,243	5,016	773	51,625	42,993	62,647	19,654	45.72
Brokered Trans. Services	-	-	-	-	-	-	-	-
TOTAL NONPERSONNEL	165,978	221,743	55,765	2,060,606	1,723,113	1,840,534	117,421	6.81
TOTAL OPERATIONS EXPENSE	996,630	928,424	(68,206)	12,166,869	10,140,384	9,556,056	(314,328)	(5.76)
CAPITAL PROJECTS:								
Florin Road Facility	8,714	8,836	122	106,022	88,300	88,076	(224)	(0.25)
Vehicle Acquisition Project	21,836	22,343	507	265,669	221,272	220,514	(758)	(0.34)
10 New Vehicles	-	-	-	1,183,027	1,183,027	1,231,218	48,191	4.07
Tablets & Software for Vehicles	7,233	-	(7,233)	88,000	73,294	-	(73,294)	(100.00)
Facility Reserve	7,420	-	(7,420)	90,276	75,188	-	(75,188)	(100.00)
Office Furniture & Equipment	-	-	-	10,000	-	-	-	-
Network & Telecommunications	-	-	-	10,000	10,000	22,871	12,871	128.71
Maintenance Equipment	-	-	-	10,000	10,000	11,471	1,471	14.71
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	45,203	31,179	(14,024)	1,762,994	1,661,081	1,574,148	(86,933)	(5.23)
TOTAL OPERATING AND CAPITAL EX	1,041,833	959,603	(82,230)	13,929,863	11,801,465	11,130,204	(401,261)	(5.69)
NET INCOME (LOSS)	5,804	(50,434)	(56,238)	120,000	(69,849)	(0)	(200,151)	-

PARATRANSIT, INC.  
COMBINED BALANCE SHEET  
4/30/2024  
UNAUDITED

ASSETS  
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CURRENT ASSETS:

Cash	788,781
Medical Annuity	225,060
Accounts Receivable	1,090,926
Grants Receivable	780,619
Inventory	140,417
Deposits and Prepaid Expenses	586,554
TOTAL CURRENT ASSETS	<u>3,612,357</u>

CAPITAL ASSETS:

Land Assets	924,736
Grant Equipment	10,670,005
Non-Grant Equipment	7,128,487
TOTAL COST	<u>18,723,228</u>
Less Accumulated Depreciation	<u>(12,953,534)</u>
Net Capital Assets	<u>5,769,694</u>

TOTAL ASSETS	<u><u>9,382,051</u></u>
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LIABILITIES AND FUND BALANCE  
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CURRENT LIABILITIES

Accounts Payable	602,407
Accrued Payroll & Benefits	118,769
Sales Tax Payable	(13,298)
Lease/Notes Payable	85,939
Other Payables	6,305
TOTAL CURRENT LIABILITIES	<u>800,122</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	<u>2,475,561</u>
TOTAL LONG TERM LIABILITIES	<u>2,475,561</u>

TOTAL LIABILITIES	3,275,682
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FUND EQUITY

Contributed Capital	1,127,728
Restricted for grant administration	13,001
Retained Earnings (Loss)	4,965,639
TOTAL FUND EQUITY	<u>6,106,369</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>9,382,051</u></u>
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**Paratransit, Inc.**  
**Board of Directors Staff Report**  
**Agenda Item 5A**

**AGENDA TITLE:** Approve the Minutes of the April 29, 2024 Special Meeting of the Board of Directors

**MEETING DATE:** June 17, 2024

**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 April 29, 2024, Special Meeting of the Board of Directors.

**Minutes**

April 29, 2024  
6:00 p.m.  
Ron Brown Conference Center  
2501 Florin Road  
Sacramento, CA 95822

**Board Members Present**

Jim Alves  
Julia Burrows  
April Dawson Rawlings  
Pat Hume  
Patrick Mulvaney  
Kim Tucker  
Leigh White

**Board Members Absent**

**Public Present**

None

**Staff Present**

Tiffani Scott, President and Chief Executive Officer  
Lisa Cappellari, PhD, Chief Financial Officer  
Chris Brown, SHRM-SCP, SPHR, Chief Administrative Officer  
Amy Parkin, Director of Operations  
Jesse Isaacson, Director of Information Technology  
Jamila Lee, SHRM-CP, PHR, Director of Human Resources  
Alicia Brown, Director of Strategic Initiatives and Mobility  
Julio Diaz, Maintenance Manager  
Kevin Rickman, Operations and Training Manager  
Sabrina Drago, Consultant

**Call to Order/Roll Call** Director Hume called the meeting to order at 6:08 p.m.

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

### **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

President and CEO Tiffani Scott shared highlights from the prior two months, including recognition of Jesse Isaacson's Community Builder Award from Trapeze's ThinkTransit Conference, Alicia Brown presenting at the CalACT Spring Conference, Chris Brown presenting at the FTA's Annual Drug and Alcohol Program Conference, and her presentations at the ThinkTransit Conference and Social Entrepreneurship Summit at CSUS, and speaking at the Fruitridge Collaborative on food access, as well as her leadership roles for Cap-to-Cap related to transportation and food and agriculture. In addition to expansion of the food access and healthcare shuttles, CEO Scott shared additional services Paratransit will be providing to Sacramento Splash, St. John's Program for Real

Change, the California Capital Airshow, the Youth Leadership Forum and the Sacramento Pride Parade.

CEO Scott reviewed Paratransit's submissions to SACOG's for rounds one and two of their call for projects, and Paratransit exploring the possibility of becoming a grantee for FTA funds which would allow the Agency control over the disbursement of awarded grants which would assist with cash flow. Currently Paratransit is a subrecipient and the funds flow through SacRT which

## B. CFO Report

### a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reviewed her written staff report of financial measures and operating data through March 2024. CEO Scott shared transit agencies in the area are experiencing funding shortfalls and, in an effort to avoid this, Paratransit is being aggressive in locating funding sources for current expenditures. CFO Cappellari acknowledged the Operations Department's hard work to make the trips happen. Director Dawson Rawlings asked about Alta's new vendor and if the trip allocation is improving. CEO Scott said it is improving, we are receiving new passengers and there is growth built into the budget. Director Tucker asked about the meals we provide and the services to other non-profits and how we describe these services to the community. CEO Scott explained the CTSA designation and our purpose to assist other agencies to keep the trips off the demand-response network and each agreement is designed to fill the gap each specific agency needs. There are also new options coming up related to food access and possible routing services for food banks.

## **Presentations**

### A. Presentation on Grants and Project Development Initiatives

Sabrina Drago provided the second annual grants update which included funding the study and development of shuttles to access healthcare through the Areas of Persistent Poverty grant and additional funds for the healthcare and food access shuttles from STA. Director Burrows asked about additional funding for these services. Ms. Drago explained there are silos at the federal level, however, we are made connections at Cap-to-Cap and have support for additional funding. Additionally, funding from SACOG has been secured for next level mobility management through the MetroHub project and two FTA grant applications for facility and technology upgrades are pending. Ms. Drago explained the state funding opportunities coming up.

## B. Staff Recognition

CEO Scott shared the staff members who were recognized by the management team for their contributions to the Agency as part of Paratransit's Employer of Choice initiative. The employees recognized for the first quarter of 2024 are Garrett Enea, Destinee Davi, Dineen Johnson, Joel Garrigues, Dennis Mellor, Isaura Chavez, Jessie Rodriguez, Ruby Hernandez, Ana Cisneros, Kate Muraya, Bartolo Tapia, Danny Merjil, and Matt Grone. In addition to receiving certificates, there will be a celebratory lunch.

## **Consent Calendar**

The Consent Calendar was approved upon motion by Director Tucker, seconded by Director Dawson Rawlings. The motion passed.

### **A. Approve the Minutes of the April 29, 2024 Special Meeting of the Board of Directors**

**The Minutes of the Special Meeting of the Board of Directors held April 29, 2024 were approved with a correction to a typo in the Director of Human Resources' title.**

### **B. Approve Resolution 05-24 Authorizing the President and CEO to Submit the Transportation Development Act (TDA) Claim for Fiscal Year 2024-25 and Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued**

**Resolution 05-24 was approved as presented.**

### **C. Adopt Resolutions 06-24 Approving the Amendments to the Paratransit, Inc. Drug and Alcohol Testing Policy**

**Resolution 06-24 was approved as presented.**

### **D. Approve Resolution 07-24 Approving the FY 2024-2028 Transit Asset Management Plan and Authorizing the President and CEO to make administrative adjustments to the plan, as needed**

**Resolution 07-24 was approved as presented.**

**AYES:** Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** None



## **Closed Session**

The Closed Session was canceled.

## **Action Items**

### **A. Adopt Resolution 08-24 Approving a Sole Source Procurement for Agency Legal Services with Delfino Madden O'Malley Coyle & Koewler, LLP**

CEO Scott explained Paratransit utilizes outside legal services based on areas of expertise rather than employing in-house counsel. As the Agency has been working through the housing project, more work has been referred to Delfino Madden from our lead attorney, Nancy Miller, at Sloan Sakai. As a result, staff is requesting to move general legal services, except SACOG and governmental issues, to Delfino Madden from Sloan Sakai. Using one firm for housing and general counsel will create a smoother process for staff in dealing with issues. Ms. Miller is supportive of this change and as Paratransit went through a lengthy referral process prior to engaging Delfino Madden for the housing project, a bid for these services would not result in a better rate or structure. Director Burrows asked if there is a not to exceed amount, and CEO Scott stated it is accordance with the budget. Director Hume asked if the Agency has sought an objective third opinion since this is a sole source. CEO Scott explained this will result in a collaborative environment with no blackout period while switching firms.

Director White moved to adopt Resolution 08-24 as presented. The motion was seconded by Director Alves, and it was unanimously approved by the Board.

**AYES:** Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** None

### **B. Discussion and Possible Action to Develop the Property at 7141 Woodbine Avenue for an innovative, supportive housing project, creation of a new c(3) to own and operate the housing development, and execute all funding necessary to complete the project**

CEO Scott explained this is the same project and these are the final pieces to bring it to fruition. Two years ago the proposal was for a 216 unit housing project with the City of Sacramento as a financial partner, but the economy changed and there was no lending available so the project stalled. It has been changed to a two phase

project where the first phase will be completed with an option to build the second phase. On April 9, 2024, the City Council formally reloaned the \$8.4 million for the restructured of the project and requested some money be set aside when the loan is restructured to re-invest in phase two. With this structure Paratransit will co-own it with the developers, and PI Housing will be a structured as a c3 rather than a c2 with returns directed to Paratransit and, if sold, all assets revert to Paratransit, Inc. This further protects Paratransit, Inc. and allows the Agency to have the majority on the Board, so CEO Scott is asking two Board members to join the PI Housing Solutions Board. If approved, CEO Scott will move forward signing loan documents and groundbreaking is expected in July 2024.

Director Tucker asked if the three-year terms should coincide with the Paratransit, Inc. Board terms. CEO Scott does not think they need to as the person on the housing board would still be a representative of Paratransit, Inc. Director Hume asked if there would be a mechanism to replace Board members needing to step away before completing their term, and CEO Scott said the Articles of Incorporation would allow for that. Director Tucker would prefer it if the appointment is ratified annually. The Board discussed this concept, and CEO Scott said in the next Bylaw update we would change it to an assignment rather than a committee with a three-year term subject to annual ratification by the Board and add in a clause that the majority of the Board can remove a member. Directors Dawson Rawlings and Burrows volunteered to serve on the PI Housing Solutions Board.

The Board agreed to take Resolutions 09-24, 10-24 and 11-24 as one item. Director Hume moved to adopt Resolutions 09-24, 10-24 and 11-24 as presented. The motion was seconded by Director Mulvaney, and it was unanimously approved by the Board.

**AYES:** Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** None

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

Director Tucker shared we are an innovative organization thanks to our senior leadership and staff, and we need to out the organization up even more as a changemaker in the industry sector and region.

Director Burrows commented about the age of the vehicles on the asset list and asked for a five minute overview on the age of life even though there is a replacement plan in place. CEO Scott explained the vehicles serve their full

useful in our fleet and then are passed on to our CTSA partners. Also, we received 50 vehicles at once and then COVID happened so we almost have a fleet and a reserve fleet because they have such low miles. Our fleet plan will always show older well-maintained that have a second life at a partner agency. Director Burrows appreciated this explanation.

### **Adjournment**

Director Hume announced the meeting adjourned at 8:00 p.m.

---

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

---

6/17/24  
Date



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

**AGENDA TITLE:** Adopt Resolution 12-24 Authorizing the President and CEO and Designees to Execute and File Grant Applications to Receive Federal Funds for Transit Projects with the Federal Transit Administration and to Execute any related Grant Applications, Certifications, Assurances, Forms, Agreements and Associated Documents

**MEETING DATE:** June 17, 2024

**PREPARED BY:** Tiffani M. Scott, President and CEO

---

**RECOMMENDED ACTION:**

Adopt Resolution 12-24 authorizing the President and CEO and Designees to Execute and File Grant Applications to Receive Federal Funds for Transit Projects with the Federal Transit Administration and to Execute any related Grant Applications, Certifications, Assurances, Forms, Agreements and Associated Documents.

**BACKGROUND AND DISCUSSION:**

In order for Paratransit, Inc. to be eligible to become a Grantee and directly receive and manage Federal Transit Administration funds, FTA requires the Board to adopt a Resolution authorizing staff to file, execute, and administer all grants and required certifications, reports and oversight documents.

Paratransit, Inc., accesses FTA's funding programs to deliver operations, capital and mobility management programs from a variety of FTA funding programs including Section 5307, 5310, and 5339, as well as, one-time funding such as Areas of Persistent Poverty, Innovative and Coordinated Access and Mobility, and Stimulus relief funds. The President and CEO, along with the Agency legal counsel, will annually sign and submit Certifications and Assurances demonstrating compliance with FTA regulations and guidelines. The President and CEO and CFO work with the Grants Manager to prepare all grants and reimbursements and all federal funds are subject to review during the Agency audit.

**FISCAL IMPACT:**

None directly, but the in-house management of grants will allow for better and more timely cash flow management and reimbursement of funds.

**ATTACHMENTS:**

1. Resolution 12-24



**RESOLUTION NO. 12-24**  
**AUTHORIZING THE PRESIDENT AND CEO AND DESIGNEES TO**  
**EXECUTE AND FILE GRANT APPLICATIONS TO RECEIVE FEDERAL**  
**FUNDS FOR TRANSIT PROJECTS WITH THE FEDERAL TRANSIT**  
**ADMINISTRATION AND TO EXECUTE ANY RELATED GRANT**  
**APPLICATIONS, CERTIFICATIONS, ASSURANCES, FORMS,**  
**AGREEMENTS AND ASSOCIATED DOCUMENTS**

**WHEREAS**, Paratransit, Inc. accesses Federal Transit Administration funding under Sections 5307, 5310, 5339 and Discretionary programs to deliver operations, capital and mobility management programs; and

**WHEREAS**, staff recommends that the Board authorize the President and CEO and Designees to execute and file grant applications to receive federal funds for transit projects with the Federal Transit Administration and to execute any related grant applications, certifications, assurances, forms agreements, and associated documents;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of Paratransit, Inc. does hereby authorize the President and CEO and Designees to execute and file grant applications to receive federal funds for transit projects with the Federal Transit Administration and to execute any related grant applications, certifications, assurances, forms, agreements and associated documents.

---

Patrick Hume, Chair of the Board  
Paratransit, Inc. Board of Directors  
Dated: June 17, 2024



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

**AGENDA TITLE:** Conduct a Public Hearing to Receive Comment on the  
FY 25 Federal Transit Administration Program of  
Projects

**MEETING DATE:** June 17, 2024

**PREPARED BY:** Tiffani M. Scott, President and CEO

---

**RECOMMENDED ACTION:**

Conduct a Public Hearing to receive comment on the FY 25 Federal Transit Administration Program of Projects.

**BACKGROUND AND DISCUSSION:**

As a recipient of federal funds, projects must be included in an adopted Program of Projects. Historically, Paratransit's projects funded by FTA dollars have been included in the Sacramento Area Council of Government's Program of Projects. With our process initiated to become our own grantee, staff has prepared our own Program of Projects. The Public Hearing is conducted to receive comment on the proposed programming of funds and an item for consideration of adoption has been included later on in the Agenda.

Under 49 U.S.C. 5307(b), and as a future direct recipient of FTA Section 5307 and 5339 funding, this Program of Projects details the federal funding to be received during FY 25.

**FISCAL IMPACT:**

None directly, but the in-house management of grants will allow for better and more timely cash flow management and reimbursement of funds.

**ATTACHMENTS:**

1. FY 25 Program of Projects Listing



**Federal Transit Administration (FTA) 5307/5339 Discretionary Funding Awards - Federal Fiscal Year (FFY) 2022 & 2023\***

Agency	Project	Requested Amount		Fund Type	FFY 2022 Award	FFY 2023 Award	Total of 2 years
		2022	2023				
Paratransit, Inc.	People to Produce and Access to Healthcare Shuttles	\$450,000	\$450,000	5307	\$450,000	\$450,000	\$900,000
Paratransit, Inc.	Regional Mobility Management	\$350,000	\$350,000	5307	\$350,000	\$350,000	\$700,000
Paratransit, Inc.	Preventive Maintenance	\$200,000	\$200,000	5307	\$0	\$400,000	\$400,000
Paratransit, Inc.	Bus Stops and Shelters	\$100,000		5307	\$0	\$100,000	\$100,000
Paratransit, Inc.	Support/Non-Revenue Vehicles	\$160,000	\$160,000	5307	\$0	\$320,000	\$320,000
Paratransit, Inc.	Bus Video Camera Replacements	\$109,996		5307	\$0	\$109,996	\$109,996
Paratransit, Inc.	Bus Video Camera Replacements	\$370,004		5339	\$0	\$262,420	\$262,420



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

**AGENDA TITLE:** Adopt Resolution 13-24 Adopting the Paratransit, Inc. Fiscal Year 2024-25 Operating and Capital Budget

**MEETING DATE:** June 17, 2024

**PREPARED BY:** Tiffani M. Scott, President and CEO  
Dr. Lisa Cappellari, Chief Financial Officer

---

**RECOMMENDED ACTION:**

Adopt Resolution 13-24 adopting the Paratransit, Inc Fiscal Year 2024-25 Operating and Capital Budget.

**BACKGROUND AND DISCUSSION:**

Paratransit, Inc. presents for consideration the draft Fiscal Year 2024-25 Operating and Capital Budget. This budget reflects the organizational changes that have occurred with the expansion of our Mobility Management and Fixed Route Community Based Shuttles for Food Access and Healthcare. All revenues for TDA and STA reflect the funding split that was adopted which allocates 30% of the LTF funds for CTSA's to Paratransit, Inc. and 30% of the Measure A funds for Senior and Disabled Services to Paratransit, Inc. In addition, we continue to utilize an enhancement of Measure A from Years 1-10, increased funding from Federal Transit Administration Section 5307, 5339 and Discretionary programs and expect our operations to continue to grow during this fiscal year.

It is to note that unlike traditional transit agencies who are still experiencing significant fiscal cliff forecasts, our revenue forecasts for our major sources of income remain strong and show growth in the upcoming year due to growing demand for our service offerings. In addition, capital funding continues to increase to cover replacement of vehicles and equipment due to age.

Staff will continue to monitor the financial projections as the fiscal year unfolds and will provide updates during the fiscal year. It is to note that there are still some outstanding grant applications and proposals under consideration. None of those potential revenues are included in this budget.

**FISCAL IMPACT:**

These revenues are included as part of the Fiscal Year 2024-25 Budget and will be used to fund activities of the CTSA.

**ATTACHMENTS:**

1. Resolution 13-24
2. Fiscal Year 2024-25 Operating and Capital Budget



**RESOLUTION NO. 13-24  
RESOLUTION ADOPTING THE PARATRANSIT, INC.  
FISCAL YEAR 2024-25 OPERATING AND CAPITAL BUDGET**

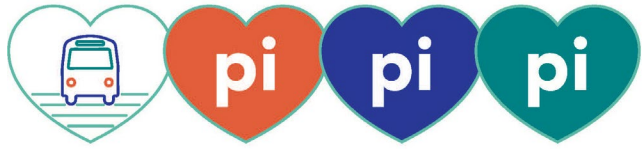
**WHEREAS**, the final draft of the Fiscal Year 2024-25 Operating Budget for Paratransit, Inc. as prepared by Paratransit, Inc. staff has been determined to be in the best interest of the Corporation by its duly constituted Board of Directors, and

**WHEREAS**, the Board of Directors considered the recommendation to adopt the final draft of the Fiscal Year 2024-25 Operating and Capital Budget after full consideration at the June 17, 2024 meeting of the Board of Directors,

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of Paratransit, Inc. does hereby adopt the Paratransit, Inc. Fiscal Year 2024-25 Operating and Capital Budget as presented.

---

Patrick Hume, Chair of the Board  
Paratransit, Inc. Board of Directors  
Dated: June 17, 2024



**PARATRANSIT, INC.**



**PI SOLUTIONS**

EMPOWERED BY PARATRANSIT

# **Fiscal Year 2025 Operating and Capital Budget**

# BOARD OF DIRECTORS

Patrick Hume, Chair of the Board

Kim Tucker, Vice Chair of the Board

Jim Alves, Board Secretary/ Treasurer

Julia Burrows

April Dawson Rawlings

Patrick Mulvaney

Leigh White

# EXECUTIVE STAFF

Tiffani M. Fink, President and CEO

Dr. Lisa Cappellari, Deputy Director/CFO/Treasurer

Gary Vickers, Chief Operating Officer

Christine Brown, CAO/ Secretary

Alicia Brown, Director of Strategic Initiative and Mobility Options

Jesse Isaacson, Director of Information Technology

Jamalia Lee, Director of Human Resources

Amy Parkin, Director of System Performance

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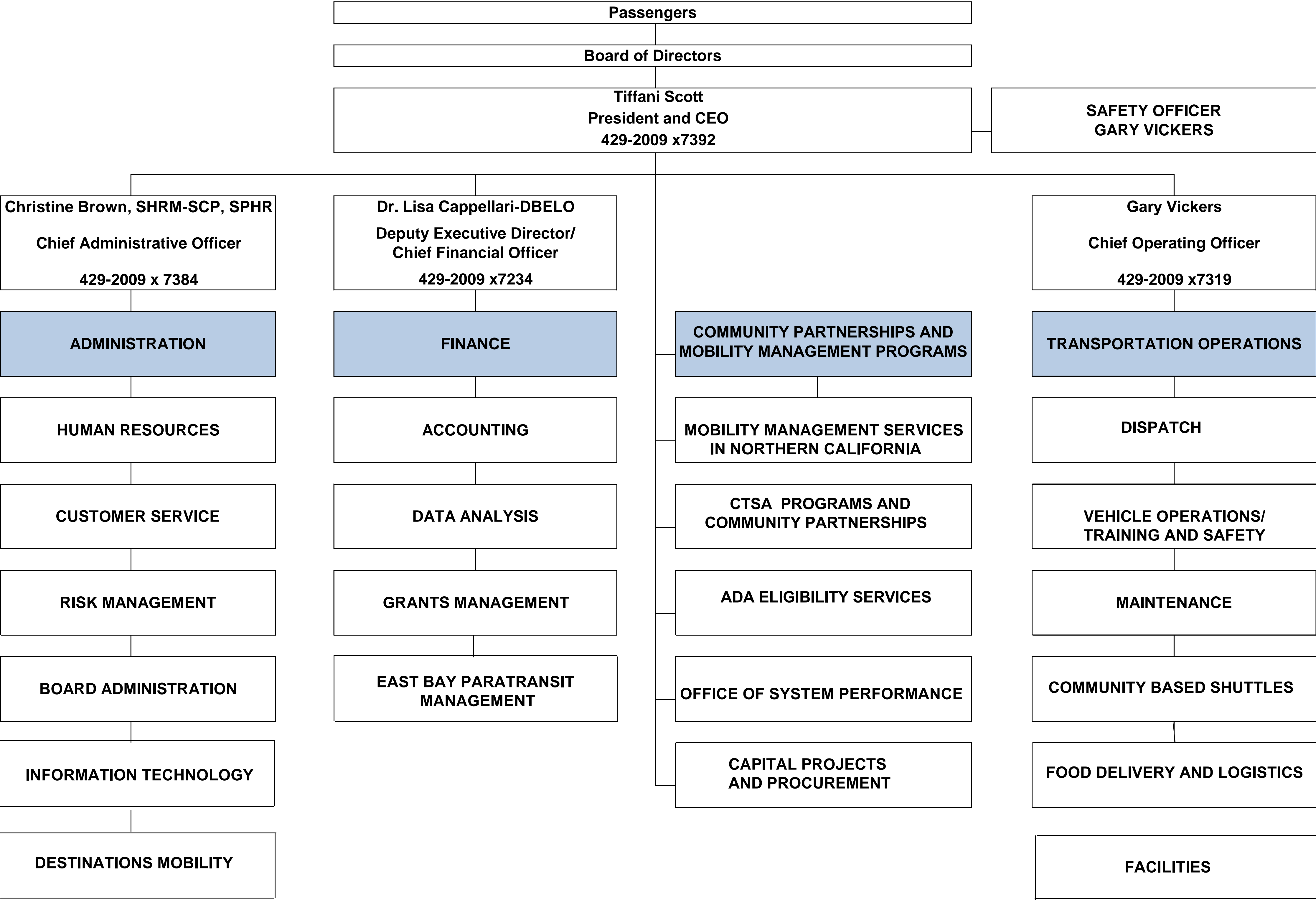
Safety and Training Center

Food Delivery and Logistics Services

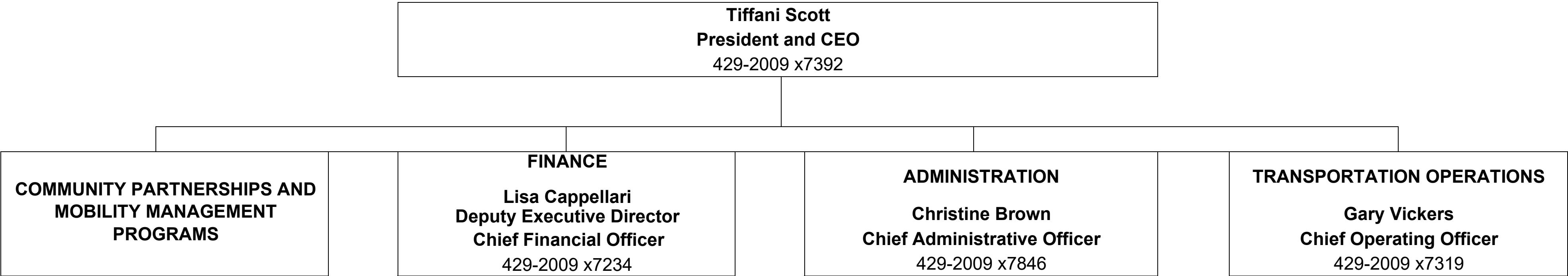
Community Based Shuttles (Food and Healthcare)



Fiscal Year 2024/25  
PARATRANSIT, INC. ORGANIZATIONAL CHART



PARATRANSIT, INC. ORGANIZATIONAL CHART



## Paratransit, Inc. FY24/25 Budget

### REVENUE

<b>OPERATING REVENUE:</b>	<b>FY25 Budget</b>
Measure A - Senior/Disabled Service	2,444,553
Measure A - Neighborhood Shuttle	190,000
Measure A Years 1-10	130,000
TDA 4.5	1,441,299
Contracted Services	3,830,866
SacRT Go Contracts	1,192,692
SACOG Grants	1,000,000
Innovative Coordinated Access & Mobility (ICAM) Grant	134,400
USDA Grant	53,222
Travel Training Revenue	18,245
Maintenance Fees	616,170
Fuel Sales	624,892
East Bay Paratransit/AC Transit/BART	275,200
Destinations Mobility Rental Income	30,423
Diversified Services	286,158
Op Revenue Applied To Capital	(512,756)
<b>TOTAL OPERATING REVENUE</b>	<b>11,755,365</b>
<b>CAPITAL REVENUE:</b>	
SACOG Grants: Support Vehicles	160,000
SACOG Grants: Cameras	370,000
SACOG Grants: Bus Stops	100,000
Applied Operating Revenue	512,756
<b>TOTAL CAPITAL REVENUE</b>	<b>1,142,756</b>
<b>TOTAL REVENUE</b>	<b>12,898,120</b>

## Paratransit, Inc. FY24/25 Budget - Detailed by Function

### REVENUE

	Transportation Operations	CTSA Programs	Outside Maintenance	Mobility Management	FY25 Budget - Total
<b>OPERATING REVENUE:</b>					
Measure A - Senior/Disabled Service	91,200	2,233,864	-	119,489	2,444,553
Measure A - Neighborhood Shuttle	190,000	-	-	-	190,000
Measure A Years 1-10	130,000	-	-	-	130,000
TDA 4.5	-	1,441,299	-	-	1,441,299
Alta Contracted Services	3,830,866	-	-	-	3,830,866
SacRT Go Contracts	-	-	1,192,692	-	1,192,692
SACOG Grants	450,000	-	200,000	350,000	1,000,000
Innovative Coordinated Access & Mobility (ICAM) Grant	-	134,400	-	-	134,400
USDA Grant	53,222	-	-	-	53,222
Travel Training Revenue	-	-	-	18,245	18,245
Maintenance Fees	464,795	-	151,375	-	616,170
Fuel Sales	-	-	624,892	-	624,892
East Bay Paratransit/AC Transit/BART	-	-	-	275,200	275,200
Destinations Mobility Rental Income	-	-	30,423	-	30,423
Diversified Services	89,560	-	241	196,356	286,158
Op Revenue Applied To Capital	(227,890)	(112,711)	(108,153)	(64,002)	(512,756)
<b>TOTAL OPERATING REVENUE</b>	<b>5,071,754</b>	<b>3,696,853</b>	<b>2,091,470</b>	<b>895,289</b>	<b>11,755,365</b>
<b>CAPITAL REVENUE:</b>					
SACOG Grants: Support Vehicles	-	-	-	160,000	160,000
SACOG Grants: Cameras	370,000	-	-	-	370,000
SACOG Grants: Bus Stops	100,000	-	-	-	100,000
Applied Operating Revenue	227,890	112,711	108,153	64,002	512,756
<b>TOTAL CAPITAL REVENUE</b>	<b>697,890</b>	<b>112,711</b>	<b>108,153</b>	<b>224,002</b>	<b>1,142,756</b>
<b>TOTAL REVENUE</b>	<b>5,769,644</b>	<b>3,809,563</b>	<b>2,199,623</b>	<b>1,119,291</b>	<b>12,898,120</b>

## Paratransit, Inc. FY24/25 Budget

### OPERATING EXPENSE

PERSONNEL:	FY25 Budget	Notes
Transportation Operations:		
Vehicle Operators	1,022,241	
Training Center	116,570	
Operations Administration	535,977	
Dispatch Center	154,308	
Maintenance Operations	1,078,774	
Administration	962,225	
Information Technology	213,079	
Mobility Management	382,329	
Fringe Benefits	2,134,351	
Workers' Compensation	220,548	
<b>TOTAL PERSONNEL</b>	<b>6,820,402</b>	
<b>FLEET OPERATIONS:</b>		
Fuel	1,851,572	
Vehicle Insurance	644,517	
Cost of Maintenance Parts & Sublet Service	365,498	
<b>TOTAL FLEET OPERATIONS</b>	<b>2,861,587</b>	
<b>NONPERSONNEL:</b>		
Professional Services	588,255	Attorneys, Media, Recruiting, Auditors, Software
Contracted Staffing	273,400	Grant Writer, EBP Staff
Outside Services	266,367	Security, Pest, Lab, Shredding
Rent/Repair	130,039	DM repairs, Facility repairs
Office Expense	223,246	
Interest Expense	67,427	
Telephone/Utilities	297,585	
Tax/License/Dues/Permits	111,078	
Travel	37,600	
Professional Development	78,379	
<b>TOTAL NONPERSONNEL</b>	<b>2,073,376</b>	
<b>TOTAL OPERATIONS EXPENSE</b>	<b>11,755,365</b>	

### CAPITAL PROJECTS:

Florin Road Facility	110,217
Vehicle Acquisition Project	90,505
SACOG - Mob. Options vehicles	200,000
SACOG - Cameras	500,000
SACOG - Bus Stops	100,000
Facility Reserve	98,955
Sign on Front of Building	13,079
Office Furniture & Equipment	10,000
Network & Telecommunications	10,000
Maintenance Equipment	10,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>1,142,756</b>
<b>TOTAL OPERATING AND CAPITAL EXPENSE</b>	<b>12,898,120</b>

<b>NET INCOME</b>	<b>-</b>
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## Paratransit, Inc. FY24/25 Budget - Detailed by Function

### OPERATING EXPENSE

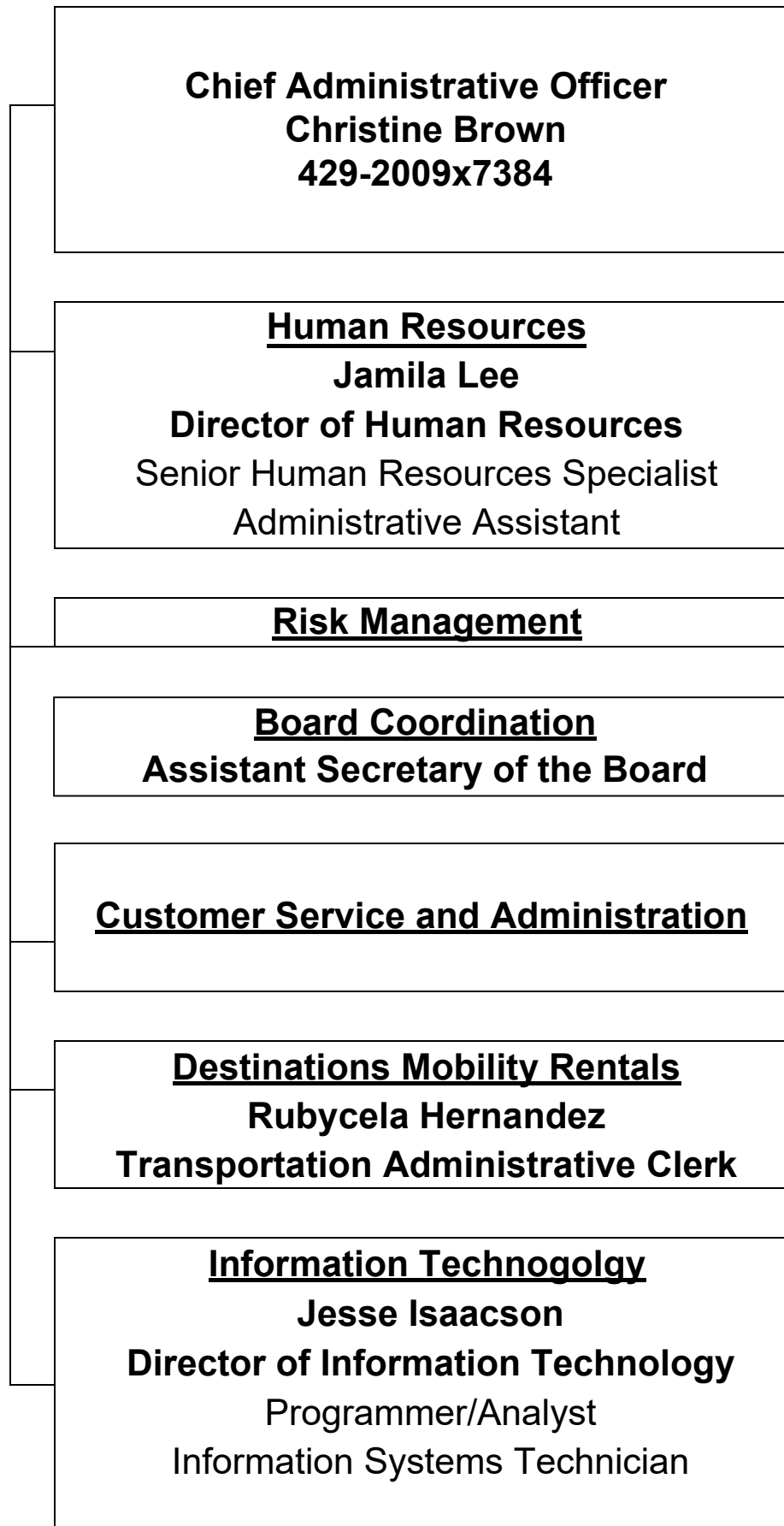
	Transportation Operations	CTSA Programs	Outside Maintenance	Mobility Management	FY25 Budget - Total
<b>PERSONNEL:</b>					
Transportation Operations:					
Vehicle Operators	541,788	480,453	-	-	1,022,241
Training Center	61,782	54,788	-	-	116,570
Operations Administration	284,068	251,909	-	-	535,977
Dispatch Center	81,783	72,525	-	-	154,308
Maintenance Operations	353,989	58,979	665,806	-	1,078,774
Administration	396,886	278,729	191,262	95,348	962,225
Information Technology	87,888	61,723	42,354	21,114	213,079
Mobility Management	20,069	14,342	9,086	338,832	382,329
Fringe Benefits	843,717	554,893	504,928	230,814	2,134,351
Workers' Compensation	101,724	74,766	40,329	3,729	220,548
<b>TOTAL PERSONNEL</b>	<b>2,773,692</b>	<b>1,903,108</b>	<b>1,453,765</b>	<b>689,837</b>	<b>6,820,402</b>
<b>FLEET OPERATIONS:</b>					
Fuel	981,333	870,239	-	-	1,851,573
Vehicle Insurance	341,594	302,923	-	-	644,517
Cost of Maintenance Parts & Sublet Service	119,935	19,983	225,580	-	365,498
<b>TOTAL FLEET OPERATIONS</b>	<b>1,442,862</b>	<b>1,193,145</b>	<b>225,580</b>	<b>-</b>	<b>2,861,588</b>
<b>NONPERSONNEL:</b>					
Professional Services	242,635	170,401	116,927	58,291	588,254
Contracted Staffing	112,768	79,196	54,344	27,092	273,400
Outside Services	109,868	77,159	52,946	26,394	266,367
Rent/Repair	53,637	37,669	25,848	12,885	130,039
Office Expense	92,082	64,668	44,375	22,121	223,246
Interest Expense	27,811	19,532	13,402	6,682	67,427
Telephone/Utilities	122,744	86,202	59,151	29,488	297,585
Tax/License/Dues/Permits	45,816	32,176	22,079	11,007	111,078
Travel	15,509	10,892	7,474	3,725	37,600
Professional Development	32,329	22,704	15,579	7,767	78,379
<b>TOTAL NONPERSONNEL</b>	<b>855,199</b>	<b>600,599</b>	<b>412,125</b>	<b>205,452</b>	<b>2,073,375</b>
<b>TOTAL OPERATIONS EXPENSE</b>	<b>5,071,753</b>	<b>3,696,852</b>	<b>2,091,470</b>	<b>895,288</b>	<b>11,755,365</b>
<b>CAPITAL PROJECTS:</b>					
Florin Road Facility	45,461	31,927	21,908	10,921	110,217
Vehicle Acquisition Project	47,968	42,537	-	-	90,505
SACOG - Mob. Options vehicles	-	-	-	200,000	200,000
SACOG - Cameras	450,000	-	50,000	-	500,000
SACOG - Bus Stops	100,000	-	-	-	100,000
Facility Reserve	40,816	28,664	19,669	9,806	98,955
Sign on Front of Building	5,395	3,789	2,600	1,295	13,079
Office Furniture & Equipment	4,125	2,897	1,988	990	10,000
Network & Telecommunications	4,125	2,897	1,988	990	10,000
Maintenance Equipment	-	-	10,000	-	10,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>697,890</b>	<b>112,711</b>	<b>108,153</b>	<b>224,002</b>	<b>1,142,756</b>
<b>TOTAL OPERATING AND CAPITAL EXPENSE</b>	<b>5,769,643</b>	<b>3,809,563</b>	<b>2,199,623</b>	<b>1,119,290</b>	<b>12,898,120</b>
<b>NET INCOME</b>					
	-	-	-	-	-



# Administration

Administration  
Human Resources  
Risk Management  
Information Technology  
Customer Service  
Destinations Mobility

**FY 2024/25**  
**PARATRANSIT, INC. ORGANIZATIONAL CHART**





## **Administration**

---

The Administrative department of Paratransit, Inc. provides oversight and ensures compliance of many functions within the Agency. Responsibilities include processing and distributing daily mail, answering the operator bound phone calls, mailing, ordering and maintaining office supplies, monitoring, processing, and filing of contracts, agreements, and memorandums of understanding, maintaining the main files of the company.

### **Board Administration**

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

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

### **Risk Management**

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

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

### **Human Resources**

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

## **Administration**

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### **Information Technology**

The Information Systems department performs a myriad of tasks for Paratransit, Inc., both locally in Sacramento and in all of our field offices; almost everything with a plug is within the bailiwick of the team. The department is split into two functional areas: technical and programming. The technicians are responsible for maintenance of the Shoretel phone system, Trapeze scheduling software, FileMaker Data Management System (DMS), Sonitrol security system, ADP time clocks, SAGE accounting servers, GroupWise email systems, in-vehicle technology, all workstations, and many others. They plan repair schedules, upgrade servers, maintain mobile equipment, track hundreds of tickets in the ticketing system and keep everything running smoothly behind the scenes.

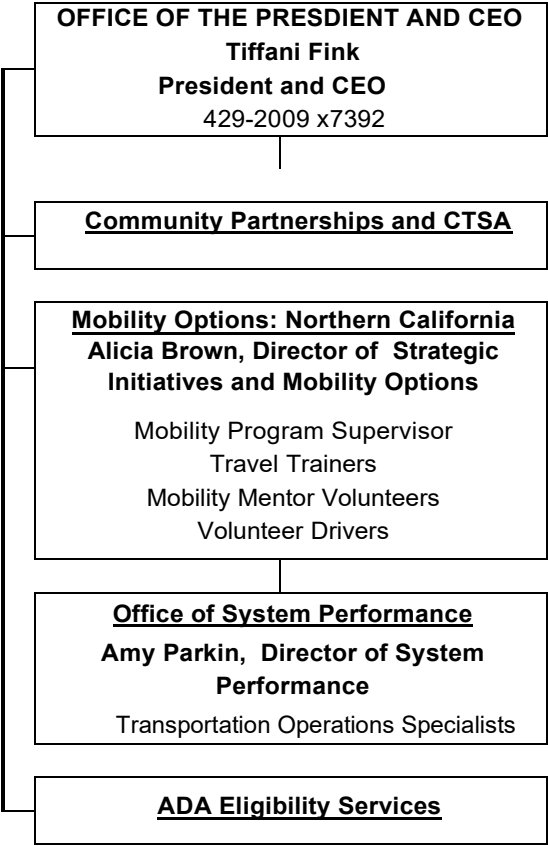
The programmers are responsible for creating new software technologies, adapting existing programs, creating and modifying reports and general maintenance of any home-grown applications. They build new web pages and database queries to expand and simplify Paratransit's operations. Most of all, the employees of the Information Systems department work as a team to support almost every aspect of the company, from gigantic projects to everyday tweaks. The team must categorize, prioritize and schedule tasks from every department to help Paratransit better function smoothly and efficiently.



# Community Partnerships and Mobility Management Programs

**Office of the President and CEO**  
**Moving Youth to Jobs**  
**Sacramento Mobility Options**  
**Mobility Management Special Projects**  
**Community Partnerships/CTSA Programs**  
**STA (Solano) Countywide ADA Eligibility**  
**One Stop Regional Call Center**  
**Office of System Performance**

FY 2024/25  
PARATRANSIT, INC. ORGANIZATIONAL CHART



## **Office of the President and Ceo: CEO's Key Initiatives**

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The Office of the President and CEO includes tasks and duties for programs which report directly to the Chief Executive Officer. Responsibilities include contract negotiations for the bargaining unit (Vehicle Operators), oversight and program management for the Moving Youth to Jobs project, Legislative tracking, System Performance Monitoring (Planning) and Mobility Management.

### **Key Projects for 2023/24:**

#### **Moving Youth to Jobs:**

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

#### **Legislative:**

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

#### **Grants Management:**

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

## **Mobility Management Services**

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

### **Mobility Options: Sacramento Travel Training**

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

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

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

### **Roseville contract:**

We continue to provide a high quality of service to ensure the option of year 5 of a possible 5-year contract to provide travel training to individuals in the Placer County region. Prior to our providing service, Roseville relied on a travel Ambassador Program and Bus Buddies. After the first year of our contact, Roseville has drastically reduced the other programs and found that our travel trainers have delivered a much more in depth

approach to accessing public transit in a safe and effective program. As of February 2019, Roseville has now agreed to pay Paratransit the current hourly rate to teach the “Learn to Ride the Bus” Class generating additional revenue for the program.

### **Mobility Training:**

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

### **Reliable Rider:**



Reliable Rider, Paratransit, Inc.'s Mobility Mentor program allows people with disabilities and seniors to gain more independence and expand their quality of life using public transportation. Individuals that need someone to help make them feel more comfortable with riding the city bus will be able to have a helping hand and feel more confident with their transportation options. Learning to ride the city bus can be overwhelming and intimidating for some people. Reliable Rider volunteers will offer encouragement, training and exposure to all that public transit offers, allowing these individuals access to activities outside of their home.

### **Connections:**



Paratransit Inc.'s Volunteer Driver Program provides mileage reimbursement to individuals who are unable to drive or use public transit and need door-through-door assistance. Eligible participants select a volunteer driver, usually a friend, family member or neighbor, to drive them to destinations such as medical appointments, grocery stores, and social activities. Each month, participants will receive \$0.575 per mile to reimburse their volunteer driver. This program was created for individuals who are unable to drive or utilize public transportation.

## Scheduling and Technology Centers

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

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



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



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



Developmental  
Disabilities  
Service  
Organization

From two sites in Sacramento and one site in Stockton, Developmental Disabilities Service Organization is an award-winning nonprofit that annually provides 400 adults with disabilities the opportunity to experience independence, job training, employment, physical education, visual and performing arts, life skill building, social interaction, active participation in the community, nurturing relationships and more.

Sutter Senior Care PACE is a non-profit health plan exclusively for frail older adults.





Sutter Senior Care's model of care is known as the

"Program of All-Inclusive Care for the Elderly" or PACE. The PACE model has been recognized as the most appropriate model of comprehensive care for the frail elderly population.



The mission of the Elk Grove Adult Community Training program is to provide for the equality, dignity, and fulfillment of rights of all program participants through a community based program providing opportunities for individual choice in community and employment environments Elk Grove Adult Community Training, Inc. (EGACT) is a non-profit organization that provides education and training for adults with developmental disabilities.



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



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



Sacramento Food Bank & Family Services (SFBFS) is the largest nonprofit provider of basic human needs in Sacramento County. SFBFS has evolved from a food pantry to a provider of services for lifelong Sacramento residents-as well as immigrants and refugees who have chosen to make Sacramento their home. Each client we serve comes to us with a unique set of circumstances. Each also comes with a collective hope: o step out of poverty and into a future that allows them to flourish.



Since 2010, Meals on Wheels by ACC has provided millions of nutritious meals to seniors aged 60 years of age or better in Sacramento County. They offer home-delivered meals to seniors who have difficulty leaving their homes or preparing food for themselves.

They serve about two thousand Sacramento County seniors every week, and with the help of hundreds of volunteers and supporters, their program also provides friendly visits, status checks, and other safety-net services on top of home-delivered meals.



River City Food Bank's (RCFB) mission is to alleviate hunger in Sacramento County by providing healthy, emergency food and other assistance, offering referrals and promoting self-sufficiency through a variety of support services. RCFB helps people avoid

a crisis and work toward self-reliance by providing a short-term food supply when they are unable to meet basic living expenses.



# Finance

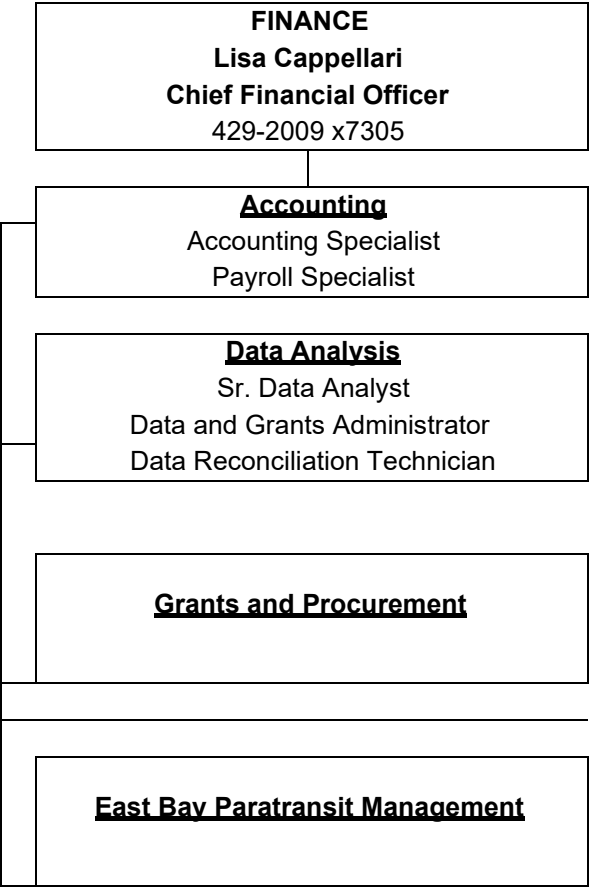
Accounting

Statistics

Grants and Procurement

East Bay Paratransit Management

FY 2024/25  
PARATRANSIT, INC. ORGANIZATIONAL CHART



## **Finance**

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### **Accounting and Administration**

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

### **Data Analysis and Statistics**

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

### **East Bay Paratransit Management Services**

East Bay Paratransit is a public transit service for people who are unable to use regular buses or trains, like those operated by AC Transit and BART, because of a disability or a disabling health condition. East Bay Paratransit was established by AC Transit and BART to meet requirements of the Americans with Disabilities Act (ADA). East Bay Paratransit's dispatch, reservations, eligibility, and customer service functions are performed by TransDev. TransDev works with 3 service providers who drive the buses: A-ParaTransit, MV Transit, and First Transit.

Paratransit, Inc.'s role as Paratransit Coordinator is to work as a liaison between AC Transit, BART, and TransDev by facilitating weekly staff meetings and Service Review Advisory Committee meetings every other month. Paratransit, Inc. monitors the contract between AC Transit/BART and TransDev as well as the contracts between TransDev and the 3 service providers. In addition, Paratransit, Inc. completes the monthly operations report which provides management with operations statistics, financial data, on-time performance and scheduling data, as well as information on complaints, commendations, accidents, road calls, and eligibility certification.

Paratransit, Inc. also prepares the annual expense budget for East Bay Paratransit, completes applications for revenue sources such as Sales Tax Measures B, BB, and J, and assists in Request for Proposal creation. When East Bay Paratransit needs a 3rd party for escalated customer service situations, Paratransit, Inc. provides this technical support as well. Paratransit, Inc. appreciates the work we are able to do with AC Transit, BART, TransDev and all the East Bay Paratransit staff!



# Operations

**Facilities**

**Driving and Training CTSA**

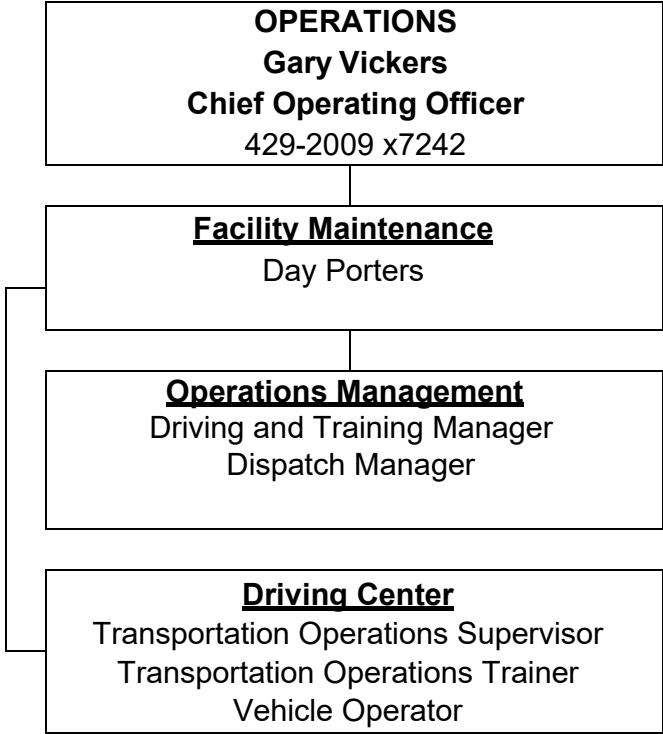
**Maintenance Contract Maintenance**

**Dispatch**

**Food Delivery and Logistics**

**Community Based Shuttles**

**FY 2024/25**  
**PARATRANSIT, INC. ORGANIZATIONAL CHART**

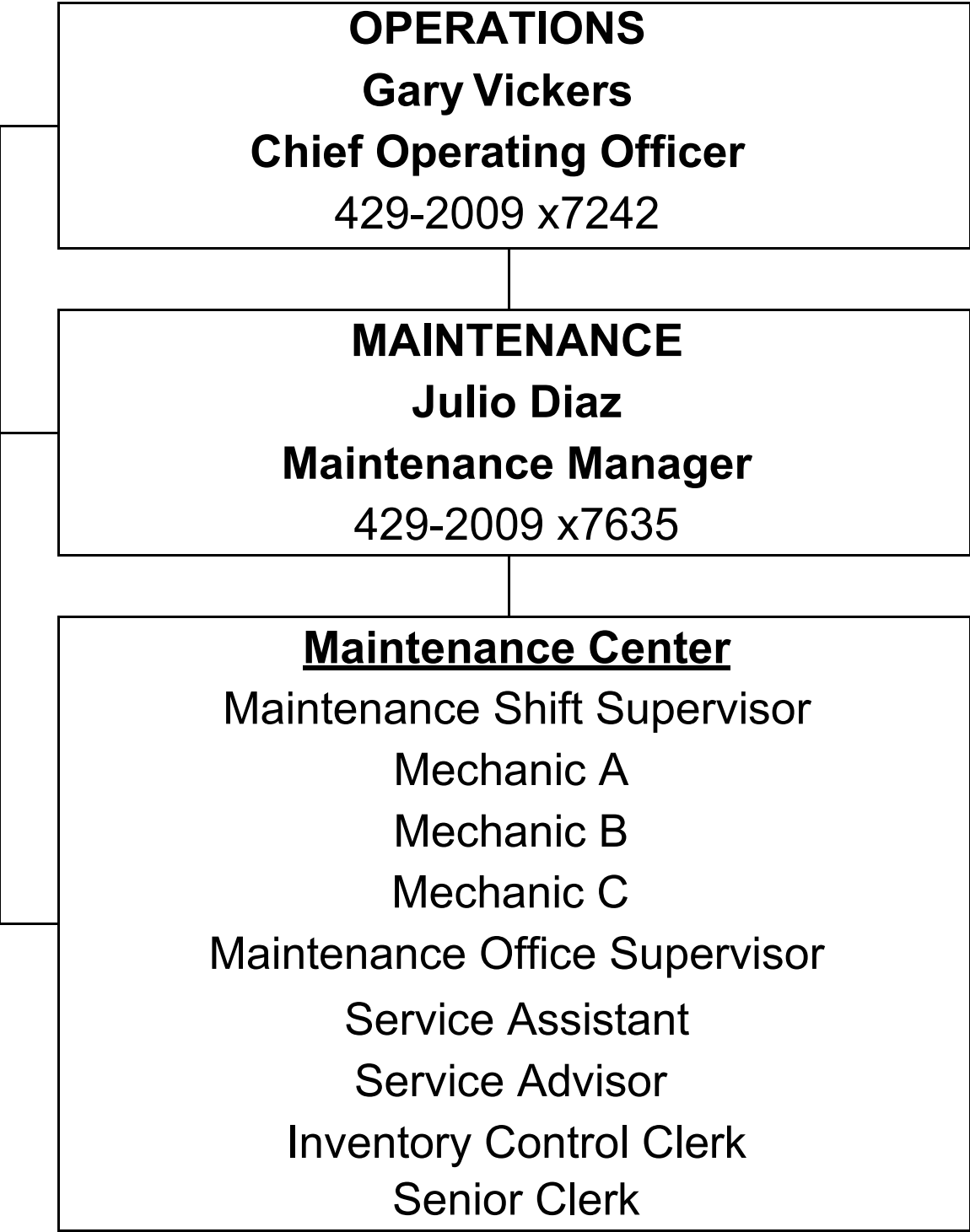


**FY 2024/25**  
**PARATRANSIT, INC. ORGANIZATIONAL CHART**

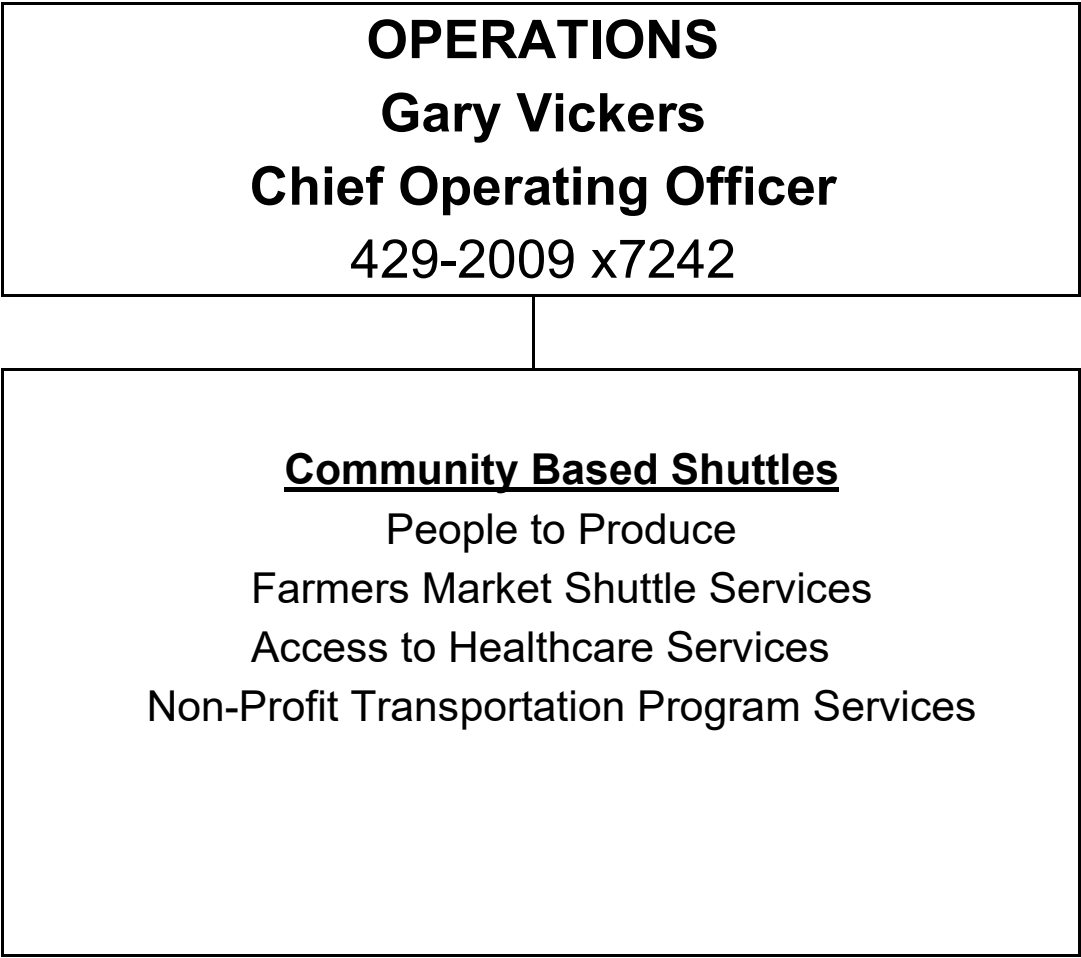




FY 2024/25  
PARATRANSIT, INC. ORGANIZATIONAL CHART



FY 2024/25  
PARATRANSIT, INC. ORGANIZATIONAL CHART



## Operations

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### Driving, Safety and Training Centers

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

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

### Day Porters

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

### Service Assistants

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

**CNG Fueling:** All service assistants trained to fuel CNG vehicles in September 2019.

**Washing Vehicles:** Service Assistants will continue to assist the bus washing of buses to ensure Paratransit remains in compliance with the required Stormwater Regulations of the State Water Board.

### Maintenance

Our Department operates based on daily vehicle maintenance schedules, vehicle break downs, and customer request. We also assist the Transportation Department to have the largest amount of vehicles available for their daily routes, assist with road calls, assist drivers over the phone to trouble shoot the lift and interlock systems, and dispatch the tow truck, if needed. We assist CTSA partners in a similar way.

- Body shop estimates, reviewing estimates and scheduling body shop repairs
- Schedule Dealership warranty, recall and repair work. Review body shop and dealership invoices, and inspect quality of workmanship. Perform quality control on work performed.
- Perform preventive safety maintenance every 5,000 miles or 60 days whichever comes first. This includes a detailed inspection of our units.
- Perform around 1200 preventative maintenance services which includes transmission services, wheel bearing services every 30,000 miles. Perform 23,000 repairs.
- Perform minor and major engine repairs.
- Perform In-house minor body work repairs, such as lower body fender reinforcement and driver door skin reset. These jobs require minimum paint or none at times.
- Vehicle Body reseal to prevent water leaks inside the bus interior.
- Transmission minor repairs and overhauls done in-house to reduce cost of replacement of units.
- Maintain our service in compliance by running a variety daily reports, daily updated vehicle mileage and keeping data updated during the day.
- Keep records updated and properly file to comply with CHP, and SacRT annual vehicle and documentation inspections, as well with Cal Trans Inspection (every 2 years) .
- Maintenance facility is CNG compliant.
- Our Maintenance Department also performs Taxi inspections to taxi associations every two years as required by City of Sacramento.
- Taxi inspections and brake and lamp inspections

### **CTSA**

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

### **Partner Agencies**

1. ACC Senior Services
2. DDSO
3. Elk Grove Adult Community Training

4. Meals on Wheels by ACC
5. Sutter Senior Care I and II
6. St Johns
7. UCP
8. Easter Seals
9. Sacramento Foodbank and Family Services
10. River City Foodbank
11. YMCA
12. Salvation Army

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

1. A Family Affair
2. ACC Senior Services
3. Meals on Wheels by ACC
4. Easter Seals – Increased their fleet this year with new buses.
5. Sutter Senior Care I and II – Increased their fleet this year with new buses.
6. The Commons of Elk Grove
7. UCP
8. SPCA



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

**AGENDA TITLE:** Adopt Resolution 14-24 Adopting the FY 25 Federal Transit Administration Program of Projects

**MEETING DATE:** June 17, 2024

**PREPARED BY:** Tiffani M. Scott, President and CEO

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**RECOMMENDED ACTION:**

Adopt Resolution 14-24 adopting the FY 25 Federal Transit Administration Program of Projects.

**BACKGROUND AND DISCUSSION:**

As a recipient of federal funds, projects must be included in an adopted Program of Projects. Historically, Paratransit's projects funded by FTA dollars have been included in the Sacramento Area Council of Government's Program of Projects. With our process initiated to become our own grantee, staff has prepared our own Program of Projects. The Public Hearing was conducted to receive comment on the proposed programming of funds and this item is put forth for consideration of adoption.

Under 49 U.S.C. 5307(b), and as a future direct recipient of FTA Section 5307 and 5339 funding, this Program of Projects details the federal funding to be received during FY 25.

**FISCAL IMPACT:**

None directly, but the in-house management of grants will allow for better and more timely cash flow management and reimbursement of funds.

**ATTACHMENTS:**

1. Resolution 14-24
2. FY 25 Program of Projects Listing



**RESOLUTION NO. 14-24  
ADOPTING FY 25 FEDERAL TRANSIT ADMINISTRATION  
PROGRAM OF PROJECTS**

**WHEREAS**, each year Paratransit, Inc. receives Federal funds from the Federal Transit Administration for operating, capital and mobility management; and

**WHEREAS**, annually a Program of Projects outlining the federal funds to be utilized is to be adopted;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of Paratransit, Inc. does hereby adopt the Paratransit, Inc. FY 25 Federal Transit Administration Program of Projects.

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Patrick Hume, Chair of the Board  
Paratransit, Inc. Board of Directors  
Dated: June 17, 2024



**Federal Transit Administration (FTA) 5307/5339 Discretionary Funding Awards - Federal Fiscal Year (FFY) 2022 & 2023\***

Agency	Project	Requested Amount		Fund Type	FFY 2022 Award	FFY 2023 Award	Total of 2 years
		2022	2023				
Paratransit, Inc.	People to Produce and Access to Healthcare Shuttles	\$450,000	\$450,000	5307	\$450,000	\$450,000	\$900,000
Paratransit, Inc.	Regional Mobility Management	\$350,000	\$350,000	5307	\$350,000	\$350,000	\$700,000
Paratransit, Inc.	Preventive Maintenance	\$200,000	\$200,000	5307	\$0	\$400,000	\$400,000
Paratransit, Inc.	Bus Stops and Shelters	\$100,000		5307	\$0	\$100,000	\$100,000
Paratransit, Inc.	Support/Non-Revenue Vehicles	\$160,000	\$160,000	5307	\$0	\$320,000	\$320,000
Paratransit, Inc.	Bus Video Camera Replacements	\$109,996		5307	\$0	\$109,996	\$109,996
Paratransit, Inc.	Bus Video Camera Replacements	\$370,004		5339	\$0	\$262,420	\$262,420



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

**AGENDA TITLE:** Adopt Resolution 15-24 Approving the FY 25-29 Business Development and Strategic Plan

**MEETING DATE:** June 17, 2024

**PREPARED BY:** Tiffani M. Scott, President and CEO

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**RECOMMENDED ACTION:**

Adopt Resolution 15-24 Approving the FY 25-29 Business Development and Strategic Plan.

**BACKGROUND AND DISCUSSION:**

In September 2020, the Board of Directors adopted the first Business Development Plan, and in June 2021, the Board adopted the first update. Each year the Paratransit, Inc. Board of Directors adopts the agency's annual operating budget and, beginning this year, the Board will adopt an annual update to the Business Development Plan. At the April 2022 Board meeting, the Board participated in a facilitated discussion of the Board goals which included a robust discussion and confirmation of the current goals as presented and the second update was adopted in June of 2022 and the third was in June 2023. The action before the Board tonight is to adopt the update for FY 2025. The Business Development Plan, as adopted, is comprised of two parts: the shorter term (Years 1-2) Operational Work Plan portion and the longer term (Years 3-5) Strategic Plan portion. As each year progresses, the goals from the out years move forward and a new year 5 review is added.

Attached to this staff report is a copy of the PowerPoint presentation that will be presented at the June 2024 meeting. It that outlines our current fiscal year programs and projects and the longer term (3-5 year) program growth

areas based on our current core competencies, growth opportunities and strategic initiatives.

**FISCAL IMPACT:**

All current activities are included within the proposed budget. Cost for future expanded services such as providing services and maintenance would be offset by secured revenues prior to service implementation.

**Attachments:**

1. Resolution 15-24
2. PowerPoint Presentation for the June 2024 Board Meeting



**RESOLUTION NO. 15-24  
APPROVING THE FY 25-29 BUSINESS DEVELOPMENT AND  
STRATEGIC PLAN**

**WHEREAS**, annually the Paratransit, Inc. Board of Directors approves the annual budget document where serves as the business plan for the next fiscal year; and

**WHEREAS**, Paratransit is a nationally recognized leader in transportation and mobility management and a business development plan provides direction to staff on priorities from growth and expansion; and

**WHEREAS**, the business development plan is a vital link to the board governance and to ensure a representation that meets the current needs of the Agency, annual review is necessary to coincide with Board terms.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Paratransit, Inc. adopts Resolution 15-24 approving the FY 25-29 Business Development and Strategic Plan.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that the Board of Directors of Paratransit, Inc. implements annual review and update of the Business Development Plan as part of the budget approval process.

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Patrick Hume, Chair of the Board  
Paratransit, Inc. Board of Directors  
Dated: June 17, 2024

# STRATEGIC ELEMENT OF THE BUSINESS DEVELOPMENT PLAN

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**PI SOLUTIONS**

EMPOWERED BY PARATRANSIT

# Historical Development Work Completed

- Began in 1978 as the Senior and Disabled Services Agency
- In 1981, became the first CTSA in CA
- With the passage of ADA, began providing ADA service to SacRT (originally 100% paid by SacRT)
- In 2008, following an audit recommendation to consider diversifying revenue to become less dependent on SacRT, Innovative Paradigms was started
- 2008- current: Substantial expansion of additional services to diversify revenue
- 2012- current: Substantial increase in level of grant funding pursued to assist with diversified revenue
- 2020- split from SacRT. Deliver programs and services completely under the control of the Board of Directors
- September 2020: Board of Directors adopts the Business Development Plan (Operations and Strategic Plan portions)
- June 2021, 2022, 2023: Updates to the Business Plan with the Annual Budget

# Overview of Existing Services and Programs

In Sacramento and the SACOG region:

- Key Social Service Transportation provider for Alta California Regional Center with growing demand in this segment
- CTSA Partnership program with 12 local social service agencies
- Expanded Mobility Management Services (one stop shop, MetroHub)
- Contracted Maintenance Services
- Senior/ Disabled Food Delivery and Support Services
- New Community Based Shuttle Program for Access to Healthcare and Access to Food (People to Produce and Home to Healthcare)

Outside Sacramento:

- Mobility Management and Eligibility Programs
- Professional Consulting for ADA services, training and operations

# Diversified Funding Sources

- Measure A and TDA (Transportation Development Act)
- Federal Transit Administration Grants (expanded 5307, 5339 and Discretionary)
- State and Local Grants
- Miscellaneous Transportation Contract revenues
- State Vendorized Contract Revenues (Local travel training and long term operations contracts)
- Competitive Contracts
- Outside Maintenance Revenues (SacRT, Taxi, Private Business, Non-Profit)
- Lease Agreements



# Programs In Sacramento

- CTSA Partner Agency Services
- Long-Term Contracted Transportation Services (Alta Regional)
- Mobility Instruction Services (Grant funded, Contracted through Alta, Contracted in Solano County, Contracted in Placer County)
- Youth Transportation Literacy Services (Moving Youth to Jobs)
- Volunteer Driver Programs (Connections)
- Mobility Mentor programs (Reliable Rider)
- Contracted Maintenance Services
- Contracted Taxi Inspection Services
- Food Delivery Services: Meals on Wheels, GPD, Senior FoodBox, Sac Collab
- Community Based Shuttles (Grant funded by Federal, State and Local funds)

# CTSA Partner Agencies

- United Cerebral Palsy
- ACC Senior Services
- Sutter Health
- Developmental Disabilities Services Organization
- Elk Grove Adult Community Training
- St John's Program for Change
- Salvation Army
- Easter Seals
- Meals on Wheels by ACC
- Sacramento Food Bank and Family Services
- River City Food Bank
- The Landing

# Contracted Program Offerings

- In-Person ADA Eligibility Certification Services
- Mobility Instruction Services
- Transportation Services
- Software Licensing and Data Hosting
- ADA Service Training Services: Securement, Sensitivity, Driving, etc.
- Professional and Technical Services

# Contracted Programs

## **Solano County, CA (Solano Transportation Authority):**

- In-Person Eligibility including FACTS testing

## **Roseville, CA (City of Roseville Transit):**

- Mobility Instruction

## **Oakland, CA (AC Transit and BART):**

- Professional Consulting for ADA services, training and operations

# Expansion Opportunities in Process: Strategic Plan Years 1-2 (FY 24/25 and 25/26)

- Expanded Transportation Services for Food Access for Seniors and Persons with Disabilities: Farmer's Market funded by FTA, STA and SACOG
- Expanded Transportation Services for Access to Healthcare: Funded by FTA, STA and SACOG
- Expanded Mobility Management Services to assist with Community access
- Expanded Transportation Services for Community events and programs/ festivals/ initiatives

# Expansion Opportunities in Process: Strategic Plan Years 1-2 (FY 24/25 and 25/26)

- Development of Woodbine Property into Attainable, Accessible Housing: breaking ground in September 2024
- Expansion of our Mobility Management programs to include a One Stop Regional Transportation Center: funded by SACOG
- Expansion of Maintenance Services

# Current Strategic Plan Goals: Strategic Plan Years 3-4 (FY 26/27, and 27/28)

- Evaluation of Board Composition in Year 5 (FY 27/28)
- Re-establish a consulting lead focused on business development, but under different parameters than were in place for Innovative Paradigms
- Continued growth and expansion of our Transportation and Mobility Management Programs
- Expanded Maintenance Services
- Development and rollout of a National Transit Training Program, including Marketing and Branding

# New Strategic Plan Year 5 (FY 28/29)

- Recommendation: Keep the existing strategic plan elements, as many are multi-year goals