



PARATRANSIT, INC. SPECIAL MEETING OF THE BOARD OF DIRECTORS

Meeting Date and Time:

June 2, 2025 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.

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

AGENDA

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

Directors: 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 March 3, 2025 Special Meeting of the Board of Directors
- B. Approve Resolution 21-25 Authorizing the President and CEO to Submit the Transportation Development Act (TDA) Claim for Fiscal Year 2025-26 and Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued
- C. Adopt Resolution 22-25 authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23 United States Code, or other federal statutes administered by the Federal Transit Administration

6. Announce Adjournment to Closed Session (10 minutes)

- A. Conference with Legal Counsel – Existing Litigation: Alexis T. Brown, et al v. Paratransit, Inc., et al, Filed in Sacramento Superior Court, Case No. 23CV003960

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

8. Action Items (45 minutes)

- A. Adopt Resolution 23-25 Adopting the Paratransit, Inc. Fiscal Year 2025-26 Operating and Capital Budget
- B. Adopt Resolution 24-25 Approving the FY 26-30 Business Development and Strategic Plan
- C. Discussion of Meeting Time and Agenda Items for the August 2025 Board Retreat and Staff Appreciation BBQ

9. Board Member Ideas and Comments (10 minutes)

10. Adjourn (1 minute)

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

**August 18, 2025
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: June 2, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

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(a)**

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: JUNE 2, 2025

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report

BACKGROUND AND DISCUSSION:

All operating and financial data are through April 2025 unless otherwise noted.

- CTSA partner agency trips continue to grow, and are now at 254,941 from July 2024 through April 2025. CTSA agency trips are approximately 72% of ADA trips, and we expect them to keep increasing.
- 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 and training.
- Contracted transportation trips have shown a small growth of 0.4% since July 2024; average monthly billable hours are still higher than pre-pandemic levels. There were on average 2,140 billable hours pre-pandemic whereas the average for July 2024 through April 2025 was about 2,300 billable hours. Now that we are fully staffed with drivers, we expect the hours to increase in May and June.
- Meals delivered from July 2024 through April 2025 include 57,798 meals delivered on behalf of the Sacramento Food Bank and Family Services and 182 meals served to disabled persons through the pilot program. We also started a new program taking at-risk youth to an after-school YMCA program. We have done 1,523 trips so far in FY25.
- Between July 2024 and April 2025, the Sacramento Mobility Management program successfully travel trained 63 elderly/disabled passengers and 65 youth.

- Between July 2024 and April 2025 Paratransit's maintenance department completed 2,626 work orders: 131 of them for CTSA partners, 877 for Paratransit vehicles, 988 for SacRT Go vehicles, and 620 for outside agencies.
- Revenue from Measure A and Transportation Development Act (TDA), both based on sales tax revenue, are coming in slower than expected, by 5% and 11%, respectively.
- The SacRT Go contract revenue is right on budget with the exception of fuel purchases. Fuel purchase revenues are \$48,000 under budget, but since they are reimbursable, the corresponding costs are \$48,000 under budget as well.
- Grant revenue is coming in slightly slower than budget but is likely to make a recovery in May and June, due to the Mobility Department now being fully staffed.
- Contracted services revenue is running slower than budgeted, primarily because of the driver shortage earlier in the year, which also causes personnel expense to be lower than budgeted. Now that we are fully staffed with drivers, we expect contracted services revenue to rebound.
- Paratransit's maintenance fees, fuel sales, and diversified services revenues are running near budget.
- On the expense side, personnel expense, which includes wages and benefits, is under budget by \$345,000, due mostly to the driver shortage earlier in the year.
- Fleet operations expense is under budget by \$122,000, largely because fuel prices have stabilized. Nonpersonnel expense is \$280,100 lower than budget, due to fiscal tightening in nearly every area.

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

FISCAL IMPACT:

None

ATTACHMENTS:

June 2025 CFO Report
 April 2025 Income Statement
 April 2025 Balance Sheet

PARATRANSIT, INC.

FINANCIAL REPORT



June 2025

Consolidated Transportation Services Agency

CTSA Trips Provided

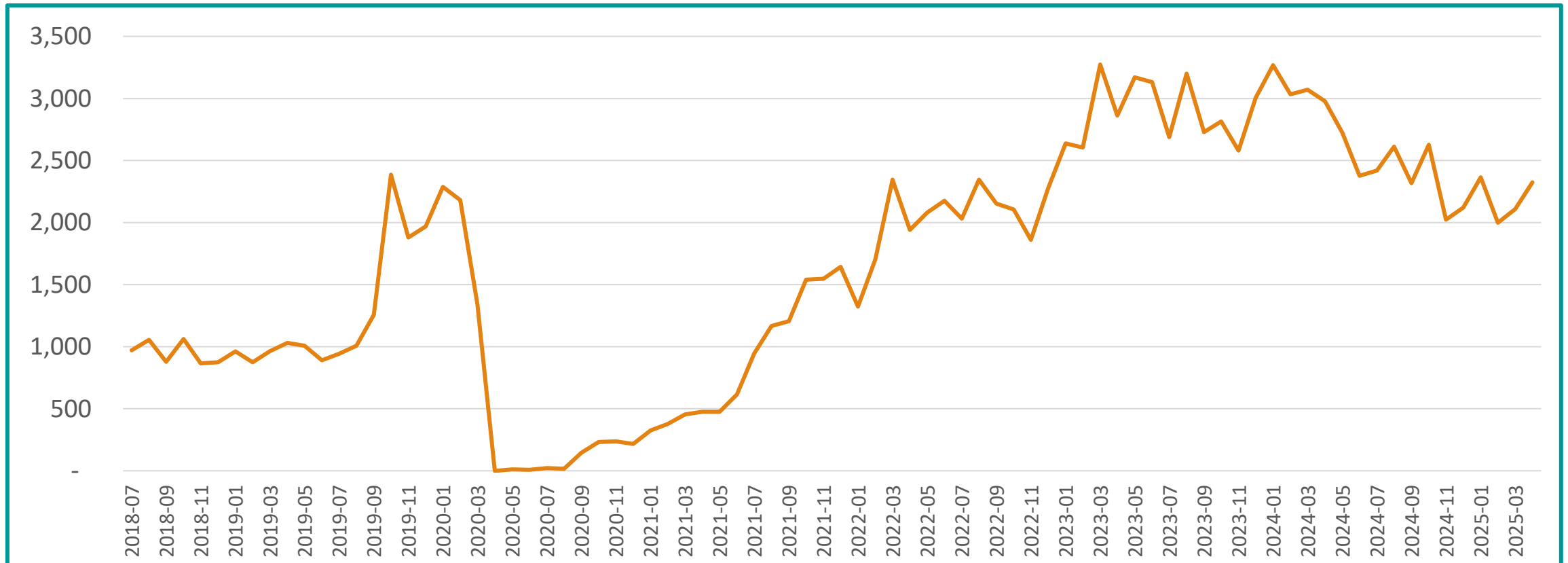
July 2024 – April 2025

Agency	Trips	% of Trips
ACC	20,304	8%
Elk Grove Adult Community Training	46,642	18%
Easter Seals Society	12,626	5%
St. John's Program for Real Change	5,744	2%
Sutter Senior Care	46,350	18%
UCP of Sacramento & Northern CA	123,275	48%
Total CTSA Trips	254,941	100%



Contracted Transportation Billable Hours

July 2018 through April 2025



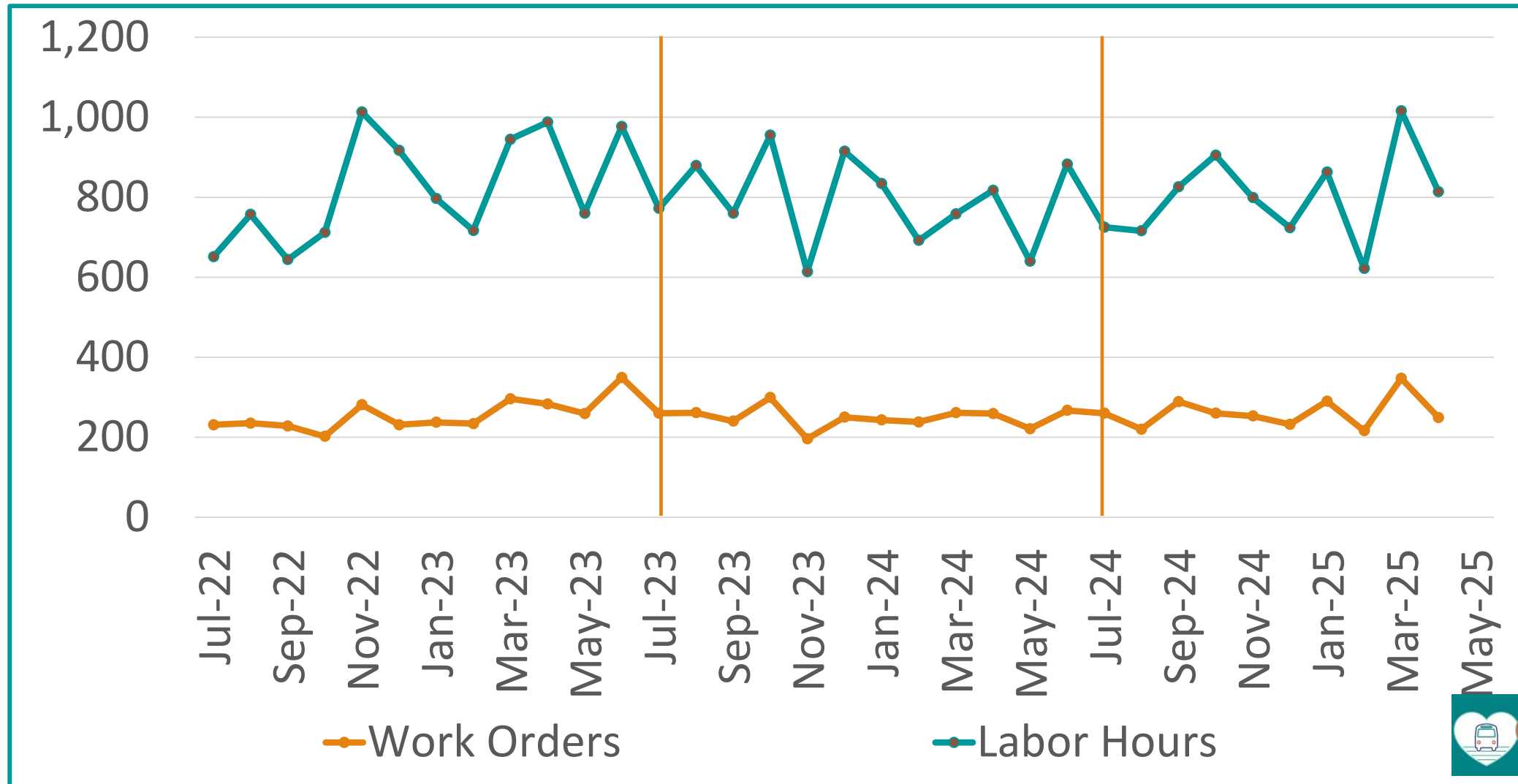
Sacramento Mobility Management

July 2024 – April 2025

- Travel Training for Seniors & Persons with Disabilities
 - Successful trainees: FY25: 63 trainees
- Travel Training for Youth
 - Successful trainees: FY25: 65 trainees



FY25 Work Orders and Labor Hours



Work Orders: July 2024 – April 2025

Vehicle Type	FY25 Work Orders
Paratransit	877
SacRT Go Paratransit Services	988
Outside Agencies	620
CTSA Partners	131
Total Work Orders	2,616



FY25 Revenue: Budget versus Actuals

April 2025 (thousands of dollars)

FY25 Revenue	YTD Actual	Annual Budget	\$ Difference	Percent of Target
Measure A	\$2,096	\$2,765	\$669	76%
TDA	1,073	1,441	368	74%
Grants	1,031	1,704	673	61%
Contract Transp.	2,080	3,315	1,234	63%
SacRT Go Contract	946	1,193	247	79%
Maintenance/Fuel	1,129	1,241	112	91%
Other Revenue	697	610	(86)	114%
Capital Revenue	2	630	628	0%
Total Revenue	\$9,053	\$12,898	\$3,845	70%



FY25 Expense: Budget versus Actuals

April 2025 (thousands of dollars)

FY25 Expense	YTD Actual	Annual Budget	\$ Difference	Percent of Target
Personnel	\$5,347	\$6,820	\$1,473	78%
Fleet Operations	2,270	2,862	591	79%
Non Personnel	1,453	2,073	620	70%
Capital Projects	184	1,143	959	16%
Total Expense	\$9,254	\$12,898	\$3,644	72%



Thank You!



PARATRANSIT, INC.
COMBINED BALANCE SHEET
4/30/2025
UNAUDITED

ASSETS

CURRENT ASSETS:

Cash	404,890
Accounts Receivable	983,263
Grants Receivable	1,528,575
Inventory	126,391
Deposits and Prepaid Expenses	506,530
TOTAL CURRENT ASSETS	<u>3,549,651</u>

CAPITAL ASSETS:

Land Assets	924,736
Grant Equipment	9,658,816
Non-Grant Equipment	6,876,322
SBITA Asset	217,954
TOTAL COST	<u>17,677,828</u>
Less Accumulated Depreciation	(12,870,871)
Less SBITA Accumulated Amortization	(35,091)
Net Capital Assets	<u>4,771,866</u>

TOTAL ASSETS	<u><u>8,321,517</u></u>
--------------	-------------------------

LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES

Accounts Payable	610,096
Accrued Payroll & Benefits	125,660
Sales Tax Payable	(13,406)
Lease/Notes Payable	3,082
SBITA Short Term Debt	38,994
Other Payables	2,256
TOTAL CURRENT LIABILITIES	<u>766,683</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	2,057,491
SBITA Liability	148,152
TOTAL LONG TERM LIABILITIES	<u>2,205,643</u>

TOTAL LIABILITIES	2,972,326
-------------------	-----------

FUND EQUITY

Contributed Capital	761,224
Restricted for grant administration	13,002
Retained Earnings (Loss)	4,574,965
TOTAL FUND EQUITY	<u>5,349,191</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>8,321,517</u></u>
------------------------------------	-------------------------

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 4/30/2025

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
REVENUE								

OPERATING REVENUE:								
Measure A Elderly & Disabled Transport	215,121	200,000	(15,121)	2,444,553	2,043,647	1,936,673	(106,973)	-5.2%
Measure A Neighborhood Shuttle	16,720	15,900	(820)	190,000	158,840	159,000	160	0.1%
Measure A Years 1-10	-	-	-	130,000	-	-	-	0.0%
TDA 4.5	126,834	83,779	(43,055)	1,441,299	1,204,926	1,073,046	(131,880)	-10.9%
SacRT Go Facility & Parking	5,407	5,407	-	66,836	54,074	54,074	-	0.0%
SacRT Go Maintenance	35,099	33,328	(1,771)	398,850	333,439	332,465	(974)	-0.3%
SacRT Go Fueling	63,977	62,735	(1,242)	727,006	607,777	559,487	(48,290)	-7.9%
FY24 SACOG ARPA Mode Shift	-	(0)	(0)	150,000	126,753	126,753	(0)	0.0%
FY24 SACOG TDM Mode Shift	-	8,350	8,350	224,781	224,781	20,695	(204,087)	-90.8%
FY24 SACOG ARPA Shuttles	-	(0)	(0)	41,201	41,201	41,201	(0)	0.0%
FY25 SACOG - Mobility Management	29,167	23,901	(5,266)	350,000	291,670	222,980	(68,690)	-23.6%
FY25 SACOG - Shuttle operating revenue	37,500	88,505	51,005	450,000	375,000	442,128	67,128	17.9%
FY25 SACOG - Preventive Maintenance	16,667	16,667	-	200,000	166,670	166,667	(3)	0.0%
SACOG - AoPP	-	-	-	100,000	-	-	-	0.0%
ICAM Grant	-	-	-	134,400	-	-	-	0.0%
Farmers' Market Shuttle	-	-	-	53,223	-	10,465	10,465	0.0%
Contracted Services	276,240	211,099	(65,141)	3,314,884	2,762,403	2,080,428	(681,975)	-24.7%
Maintenance Fees	54,223	60,865	6,642	616,170	515,118	551,294	36,175	7.0%
Fuel Sales	54,990	63,825	8,834	624,892	522,409	577,364	54,955	10.5%
East Bay Paratransit	22,933	22,934	1	275,200	229,330	229,340	10	0.0%
Solano Transportation Authority Eligibility	16,363	16,363	-	196,356	163,630	163,630	-	0.0%
Travel Training Revenue	1,606	527	(1,079)	18,245	15,253	10,161	(5,092)	-33.4%
Diversified Services	7,928	2,786	(5,142)	120,224	105,490	293,387	187,897	178.1%
Applied to Capital Projects	-	(9,180)	(9,180)	(512,756)	(31,646)	(183,623)	(151,977)	480.2%
TOTAL OPERATING REVENUE	980,775	907,789	(72,986)	11,755,365	9,910,765	8,867,615	(1,043,150)	-10.5%
CAPITAL REVENUE:								
SACOG - Mob. Options Vehicles	-	-	-	160,000	-	-	-	0.0%
SACOG - Cameras	-	-	-	370,000	-	-	-	0.0%
SACOG - Bus Stops	-	-	-	100,000	-	-	-	0.0%
Applied Operating Revenue	-	9,180	9,180	512,756	31,646	183,623	151,977	480.2%
Gain/(Loss) on Sale of Assets	-	-	-	-	-	1,700	1,700	0.0%
TOTAL CAPITAL REVENUE	-	9,180	9,180	1,142,756	31,646	185,323	153,677	485.6%
TOTAL REVENUE	980,775	916,969	(63,806)	12,898,120	9,942,412	9,052,938	(889,473)	-8.9%
OPERATING EXPENSES								

PERSONNEL:								
Transportation Operations:								
Vehicle Operators	85,187	67,920	(17,266)	1,022,241	851,868	674,045	(177,822)	-20.9%
Training Center	9,714	4,558	(5,156)	116,570	97,141	62,337	(34,804)	-35.8%
Operations Administration	44,665	25,642	(19,022)	535,977	446,648	259,772	(186,876)	-41.8%
Dispatch Center	12,859	41,431	28,573	154,308	128,590	369,912	241,322	187.7%
Maintenance Operations	89,898	78,878	(11,020)	1,078,774	898,978	817,772	(81,206)	-9.0%
Administration	80,185	76,803	(3,382)	962,225	801,854	832,527	30,673	3.8%
Information Technology	17,757	15,954	(1,803)	213,079	177,566	173,623	(3,943)	-2.2%
Mobility Management	31,861	44,021	12,160	382,329	318,607	318,377	(231)	-0.1%
Fringe Benefits	187,823	144,936	(42,887)	2,134,351	1,784,318	1,707,846	(76,472)	-4.3%
Workers' Compensation	16,965	13,487	(3,478)	220,548	186,617	130,887	(55,730)	-29.9%
TOTAL PERSONNEL	576,913	513,631	(63,282)	6,820,402	5,692,187	5,347,098	(345,090)	-6.1%
FLEET OPERATIONS:								
Fuel	162,938	146,468	(16,470)	1,851,572	1,547,914	1,425,365	(122,549)	-7.9%
Insurance	56,717	51,774	(4,944)	644,517	538,816	556,110	17,294	3.2%
Cost of Parts & Sublet Service	32,164	31,906	(258)	365,498	305,557	288,737	(16,820)	-5.5%
TOTAL FLEET OPERATIONS	251,820	230,148	(21,672)	2,861,587	2,392,287	2,270,212	(122,075)	-5.1%
NONPERSONNEL:								
Professional Services	51,766	24,596	(27,170)	588,255	491,781	373,765	(118,017)	-24.0%
Contracted Staffing	24,059	27,568	3,509	273,400	228,562	292,379	63,817	27.9%
Outside Services	23,440	17,489	(5,951)	266,367	222,683	199,370	(23,313)	-10.5%
Rent/Repair	11,443	4,339	(7,104)	130,039	108,713	50,195	(58,518)	-53.8%
Office Expense	19,646	5,968	(13,678)	223,246	186,634	122,954	(63,680)	-34.1%
Interest Expense	5,572	5,572	-	67,427	56,549	56,572	24	0.0%
Telephone/Utilities	26,187	15,732	(10,455)	297,585	248,781	247,153	(1,628)	-0.7%
Tax/License/Dues/Permits	9,775	8,199	(1,576)	111,078	92,861	63,609	(29,253)	-31.5%
Travel	3,309	284	(3,025)	37,600	31,434	11,937	(19,497)	-62.0%
Professional Development	6,897	2,323	(4,574)	78,379	65,525	35,448	(30,076)	-45.9%
TOTAL NONPERSONNEL	182,096	112,071	(70,025)	2,073,376	1,733,522	1,453,382	(280,140)	-16.2%
TOTAL OPERATIONS EXPENSE	1,010,829	865,850	(154,979)	11,755,365	9,817,997	9,070,692	(747,305)	-7.6%
CAPITAL PROJECTS:								
Florin Road Facility	9,180	9,180	-	110,217	91,591	91,591	-	0.0%
Vehicle Acquisition Project	-	-	-	90,505	90,505	90,505	-	0.0%
SACOG - Mob. Options Vehicles	-	-	-	200,000	-	-	-	0.0%
SACOG - Cameras	-	-	-	500,000	-	-	-	0.0%
SACOG - Bus Stops	-	-	-	100,000	-	-	-	0.0%
Sign on Front of Building	-	-	-	13,079	-	-	-	0.0%
Facility Reserve	-	-	-	98,955	-	-	-	0.0%
Office Furniture & Equipment	-	-	-	10,000	-	-	-	0.0%
Network & Telecommunications	-	-	-	10,000	-	-	-	0.0%
Maintenance Equipment	-	-	-	10,000	1,528	1,528	-	0.0%
Miscellaneous Capital Projects	-	-	-	-	-	-	-	0.0%
TOTAL CAPITAL PROJECTS	9,180	9,180	-	1,142,756	183,623	183,623	-	0.0%
TOTAL OPERATING AND CAPITAL EXP	1,020,009	865,030	(154,979)	12,898,120	10,001,620	9,254,315	(747,305)	-7.5%
NET INCOME (LOSS)	(39,234)	51,940	91,173	0	(59,208)	(201,377)	(142,169)	240.1%
Depreciation								
Depreciation	-	(96,989)	(96,989)	-	-	(974,476)	(974,476)	0.0%
Trial Balance						(1,175,853)		



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

AGENDA TITLE: Approve the Minutes of the March 3, 2025 Special Meeting of the Board of Directors

MEETING DATE: June 2, 2025

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

Recommended Action:

Approve the Minutes of the March 3, 2025, Special Meeting of the Board of Directors.

Minutes

March 3, 2025
6:00 p.m.
Ron Brown Conference Center
2501 Florin Road Sacramento, CA 95822

Board Members Present

Jim Alves
Julia Burrows
Pat Hume
Patrick Mulvaney
Kim Tucker (via Zoom)
Leigh White (via Zoom)

Board Members Absent

April Dawson Rawlings

Public Present

Kathy Sachen, SacRT

Staff Present

Tiffani Scott, President and Chief Executive Officer
Lisa Cappellari, PhD, Chief Financial Officer
Chris Brown, SHRM-SCP, SPHR, Chief Administrative Officer
Jesse Isaacson, Director of Information Technology
Jamila Lee, SHRM-CP, PHR, Director of Human Resources
Alicia Brown, Director of Strategic Initiatives and Mobility

Osman Mufti, Legal Counsel
Katie Collins, Legal Counsel
Sabrina Drago, Consultant
Scott Rose, Consultant

Call to Order/Roll Call

Director Hume called the meeting to order at 6:05 p.m.

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

Pledge of Allegiance

Director Mulvaney led the Pledge of Allegiance.

Public Comment

None

Presentations

A. Paratransit, Inc.'s Branding and Advertising for Community-Based Services

Scott Rose with RSE provided an overview of work they have done for Paratransit with the branding of PI Solutions and its sub-brands as well as increasing the Agency's social media presence. The goals for 2025 are to establish Paratransit as a thought leader in transit and mobility services, generate awareness for MetroHub, and promote the People to Produce and Home to Healthcare shuttles.

B. New Messaging as it Relates to Available Grant and Funding Sources

Sabrina Drago with Drago Vantage provided an update on grant funding. Current grants are not at risk, but keeping in contact with funding sources and changing language to comply with changing federal requirements and priorities. Current federal administration priorities focus less on greenhouse and gender equality and more on economic development and opportunity and birth and marriage rates versus demographics. Future funding is anticipated to be less discretionary and more formulaic.

Staff Reports

A. CEO Report

a. Update on Activities and Contracts

President and CEO Tiffani Scott shared she is representing the Agency at Cap-to-Cap, Sac State, Food Frontier, California Capital Air Show, Cultivate, and on KFBK. Paratransit, Inc. is still associated with ADA service, so the goal is to build recognition for the Agency's new services. Additionally, CEO Scott is meeting with elected officials about other shuttle route options, including grocery store access in some communities. RSE is creating toolkits that can be used by elected officials can use in their outreach.

Business development is continuing with possible expansion of the Transportation Literacy Program nationwide, and submitting bids for services in East Bay, the SacRT lease for office space and parking, and SacRT maintenance services.

B. CFO Report

a. Mid-Year Budget Update

Chief Financial Officer Lisa Cappellari reviewed metrics for July 2024 through January 2025. Measure A and TDA are coming in lower than projected, so the management team is looking at ways to cut costs and mitigate the impact to the budget. Shuttles are being increased to get back on track with grants, the maintenance labor rate has been increased, and fuel is coming in under budget. CEO Scott said management is looking at the maximum amount of space we want Alta to take and what space we need for shuttles so we can create a balance of services and revenue as the Alta rate cannot be negotiated. CEO stated breakeven is a good place to be and expect to pull ahead next year based on adjustments to contracts. Directors Mulvaney and Hume pointed out without the one-time income from Linda Deavens' healthcare annuity, the deficit would be greater. CEO Scott shared grant revenues will be consumed at a faster rate in the Spring and some one-time expenses sitting in the first half of the fiscal year.

b. Presentation on FY 24 Financial Audit

CFO Cappellari presented the FY 23-24 fiscal audit. She shared we worked with the auditors for several weeks, and there are no findings with a net position of \$6.2 million. As of October 2024 we no longer have the vehicle loan, our fare ratio is 40.8%, and \$250,000 in federal grants so no single audit is required. CEO Scott noted we did not take any losses during COVID and this is a correction year. CEO Scott shared we have made corrections to contract rates so this does not happen again. Also, when the construction on the housing is complete, the loan will move from a construction loan to a perm loan and Paratransit will cash out \$1.5 million sometime next fiscal year which will go to fund balance and the project creates a revenue stream moving forward.

Consent Calendar

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

- A. Approve the Minutes of the December 16, 2024 Board of Directors' Meeting

The Minutes were approved as presented.

- B. Receive and File the Fiscal Year 2024 Financial Audit

The Minutes were approved as presented.

- C. Adopt Resolution 01-25 Authorizing the President and CEO to prepare, submit and execute Agreements for various upcoming grant programs from the Sacramento Area Council of Governments, the State of California, the Federal Transit Administration, and assorted local programs

The resolution was approved as presented.

- D. Adopt Resolution 02-25 Adopting Allowable Costs, Cash Management, Safeguarding of Funds, and Recording and Identification of Assets Policies for Federal Grants

The resolution was approved as presented.

- E. Adopt Resolution 03-25 Adopting Federal Payment Policies for Federal Grants

The resolution was approved as presented.

- F. Adopt Resolution 04-25 Adopting Financial Reporting policies fro Federal Grants

The resolution was approved as presented.

- G. Adopt Resolutions 05-25 Adopting Internal Control Policies for Federal Grants

The resolution was approved as presented.

- H. Adopt Resolutions 06-25 Adopting Record Retention Requirements for Federal Grants

The resolution was approved as presented.

- I. Adopt Resolution 07-25 Adopting Financial Planning for Federal Grants

The resolution was approved as presented.

- J. Adopt Resolution 08-25 Adopting Methods for Collection, Transmission, and Storage of Information for Federal Grants

The resolution was approved as presented.

K. Adopt Resolution 09-25 Adopting Standards of Internal Control and Audit Resolutions for Federal Grants

The resolution was approved as presented.

AYES: Alves, Burrows, Hume, Mulvaney, Tucker, White

NOES: None

ABSTENTIONS: None

ABSENT: Dawson Rawlings

Action Items

A. Nomination and Election of Officers of the Board of Directors for Calendar Year 2025

The current slate of officers was presented for consideration, and the slate was accepted as is.

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

AYES: Alves, Burrows, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Dawson Rawlings

B. Adopt Resolution 10-25 Authorizing the President and CEO to Update All Federally Required Plans and Programs, as needed, Due to Current and Anticipated Changes Required by Presidential Executive Order and Legislative Changes

CEO Scott shared with the information coming out of Washington D.C. we need to ability to update wording in our federally-funded programs for compliance.

Director Mulvaney moved to approve the slate of officers as presented. The motion was seconded by Director White, and it was unanimously approved by the Board.

AYES: Alves, Burrows, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Dawson Rawlings

- C. Adopt Resolution 11-25 Authorizing the President and CEO to Make Administrative Updates to All Federally Required Plans and Programs, as needed

CEO Scott shared many of Paratransit's federally-funded programs have other programs or policies attached to them for reference. This resolution will allow updates without re-adopting the programs and plans.

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

AYES: Alves, Burrows, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Dawson Rawlings

- D. Adopt Resolution 12-25 Setting Fare Structure for Paratransit, Inc.'s Transit Services

CEO Scott reviewed the current fare structure, and said with the expansion of the shuttle routes beyond Sacramento County the Agency needs a fare structure for routes where there is not a local match to cover the fares. Additionally, the fare structure will apply in Sacramento County if local matching funds become unavailable.

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

AYES: Alves, Burrows, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Dawson Rawlings

- E. Adopt Resolution 13-25 Setting the Americans with Disabilities Act Application and Appeals Process for Complementary Paratransit Services

CEO Scott explained if we run any fixed routes, we need to have a process for ADA complementary paratransit service eligibility and appeals. As Paratransit is a national leader in ADA eligibility, we have the DMS which is designed for this process, and it will be the first time the DMS is used for Paratransit, Inc. and not a contract.

Director Alves moved to approve the slate of officers as presented. The motion was seconded by Director Mulvaney, and it was unanimously approved by the Board.

AYES: Alves, Burrows, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Dawson Rawlings

F. Adopt Resolutions 14-25 through 20-25 for the Paratransit, Inc. Transit Service Operating Policies

CEO Scott shared the policies included in these resolutions are similar to the non-ADA policies the Board adopted in 2018. These policies have been updated for consistency with ADA service and will apply to open-door general public service operated by Paratransit, Inc. and will not apply to any contracted service.

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

AYES: Alves, Burrows, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Dawson Rawlings

Closed Session

The Board adjourned to closed session at 7:55 p.m.

Reconvene to Open Session

The Board reconvened to open session at 9:04 p.m. Director Hume reported no action was taken.

Board Comments/Reports/Future Agenda Items

None

Adjournment

Director Hume announced the meeting adjourned at 9:05 p.m.

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

6/2/2025

Date



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

AGENDA TITLE: Adopt Resolution 21-25 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

MEETING DATE: June 2, 2025

PREPARED BY: Dr. Lisa Cappellari, Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 21-25, Transportation Development Act (TDA) Local Transportation Fund Claim Fiscal Year 2025-26 authorizing the President and CEO to submit a claim, and any needed revisions, for up to the maximum funds available under Article 4.5.

BACKGROUND AND DISCUSSION:

The Sacramento Area Council of Governments (SACOG) recently notified Paratransit, Inc. of its adopted findings of apportionment for Fiscal Year 2025-26 Local Transportation Funds (LTF), and opened the period for submitting claims. Because Paratransit, Inc. is the designated Consolidated Transportation Service Agency (CTSA) for the urbanized area of Sacramento, it is an eligible claimant for funds available for community transportation pursuant to Articles 4.5 and 6.5 of the Transportation Development Act (TDA). The current apportionment earmarked for Paratransit, Inc. was estimated in March 2025 in the amount of \$1,268,087.

FISCAL IMPACT:

These revenues are included as part of the Fiscal Year 2025-26 Budget and will be used to fund activities of the CTSA.

ATTACHMENTS:

1. Resolution 21-25



RESOLUTION 21-25

AUTHORIZING THE PRESIDENT AND CEO TO SUBMIT THE TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FISCAL YEAR 2025-26 AND AUTHORIZE SUBMITTAL OF SUBSEQUENT CLAIMS IF FUNDING REVISIONS ARE ISSUED

WHEREAS the Social Services Transportation Improvement Act of 1979 requires transportation planning agencies to designate entities to function as Consolidated Transportation Services Agencies (CTSA) within their respective jurisdictions; and

WHEREAS the Sacramento Area Council of Governments (SACOG), the local transportation planning agency, has designated Paratransit, Inc., as the Consolidated Transportation Services Agency for the urbanized area of Sacramento County; and

WHEREAS the Social Services Transportation Improvement Act of 1979 designates Consolidated Transportation Services Agencies as eligible claimants of funds legislated by the Transportation Development Act (TDA); and

WHEREAS the Transportation Development Act authorizes Consolidated Transportation Services Agencies to claim Local Transportation Funds and State Transit Assistance under Articles 4.5 and 6.5 for community transit services;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. does hereby submit a claim for Local Transportation Funds under Article 4.5 for transportation operations.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: June 2, 2025



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

AGENDA TITLE: Adopt Resolution 22-25 authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23 United States Code, or other federal statutes administered by the Federal Transit Administration

MEETING DATE: June 2, 2025

PREPARED BY: Tiffani M. Fink, President and CEO
Lisa M. Cappellari, Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 22-25 authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23 United States Code, or other federal statutes administered by the Federal Transit Administration.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. has been approved to become a Federal Transit Administration Direct Recipient by the FTA, with concurrence from Sacramento Regional Transit District. In order to establish our accounts for the grants management and accounting programs, as well as to administer these funds, FTA requires the Board adopting the attached resolution.

FISCAL IMPACT:

None. All costs associated with processing of grant are already included in the budget. By becoming a grantee, Paratransit should be able to increase reduce the time between grant allocation, submittal and drawdown with a positive impact on average daily cash balance.

ATTACHMENTS:

1. Resolution 22-25



RESOLUTION 22-25

Authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23 United States Code, or other federal statutes administered by the Federal Transit Administration

WHEREAS, the Federal Transit Administration has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost;

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY THE PARATRANSIT, INC. BOARD OF DIRECTORS:

1. That the President and CEO is authorized to execute and file an application for federal assistance on behalf of Paratransit, Inc. with the Federal Transit Administration for federal assistance authorized by 49.U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration. Paratransit, Inc. has received authority from Sacramento Regional Transit District, the Designated Recipient to apply for Urbanized Area Formula Program assistance.
2. That the President and CEO is authorized to execute and file with its application(s) the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a federal assistance grant or cooperative agreement.

3. That the President and CEO is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Paratransit, Inc.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: June 2, 2025



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

AGENDA TITLE: Adopt Resolution 23-25 Adopting the Paratransit, Inc.
Fiscal Year 2025-26 Operating and Capital Budget

MEETING DATE: June 2, 2025

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

RECOMMENDED ACTION:

Adopt Resolution 23-25 adopting the Paratransit, Inc Fiscal Year 2025-26 Operating and Capital Budget.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. presents for consideration the draft Fiscal Year 2025-26 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 Neighborhood Services funding, increased funding from Federal Transit Administration Section 5307 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 balanced without the use of funding such as SB125.

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 2025-26 Budget and will be used to fund activities of the CTSA.

ATTACHMENTS:

1. Resolution 23-25
2. Fiscal Year 2025-26 Operating and Capital Budget



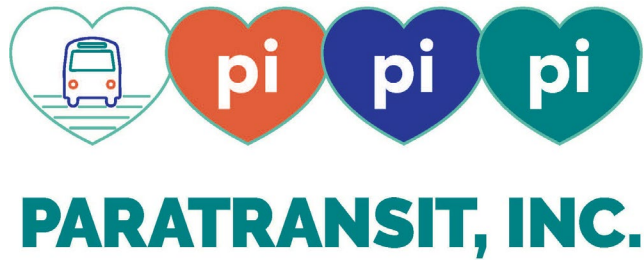
**RESOLUTION NO. 23-25
RESOLUTION ADOPTING THE PARATRANSIT, INC.
FISCAL YEAR 2025-26 OPERATING AND CAPITAL BUDGET**

WHEREAS, the final draft of the Fiscal Year 2025-26 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 2025-26 Operating and Capital Budget after full consideration at the June 2, 2025 Special 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 2025-26 Operating and Capital Budget as presented.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: June 2, 2025



Fiscal Year 2026 Operating and Capital Budget

Table of Contents

Paratransit, Inc. FY 26 Budget

Introduction	1-3
Mission, Vision and Values	
Board of Directors	
Executive Staff	
Chapter 1 – Agency Overview	4-10
Organizational Charts	
Revenue and Expenses	
Chapter 2 – Administration.....	11-14
Administration	
Risk Management	
Human Resources	
Information Technology	
Customer Service	
Chapter 3 – Community Partnerships and CTSA.....	15-22
Office of the President and CEO	
Moving Youth to Jobs	

Mobility Options
Mobility Services Special Projects
STA (Solano) Countywide ADA Eligibility
Community Partnerships
CTSA Agency Partners

Chapter 4 – Finance..... 23-25

Accounting
Statistics
Grants and Procurement
East Bay Paratransit Management

Chapter 5 – Operations... .. 26-33

Maintenance/ CTSA Maintenance
Scheduling and Technology Center
Dispatch Center
Operations Administration
Service Assistants
Day Porters
Facilities Maintenance
Driving Center
Safety and Training Center
Food Delivery and Logistics Services
Community Based Shuttles (Food and Healthcare)

Mission:

To expand mobility and accessibility by providing innovative programs and services to the Community.

Vision:

A Sacramento region connected by seamless mobility and reliable services that, by design, make life better.

Values:

- 1. Foster Innovation**
- 2. Inspire and Celebrate our staff**
- 3. Collaborate with our partners**
- 4. Connect with our Community**
- 5. Ensure Trust Through our Actions**

BOARD OF DIRECTORS



Patrick Hume
Chair of the Board



Kim Tucker
Vice Chair of the Board



Jim Alves
Secretary/Treasurer
of the Board



Julia Burrows



April Dawson Rawlings



Patrick Mulvaney



Leigh White

EXECUTIVE STAFF



Tiffani M. Scott
President and CEO



Dr. Lisa Cappellari
Deputy Director/
CFO/Treasurer



Christine Brown
Chief Administrative
Officer/ Secretary



Gary Vickers
Chief Operating
Officer



Alicia Garcia
Director of Strategic
Initiatives and Mobility
Options



Jesse Isaacson
Director of Information
Technology

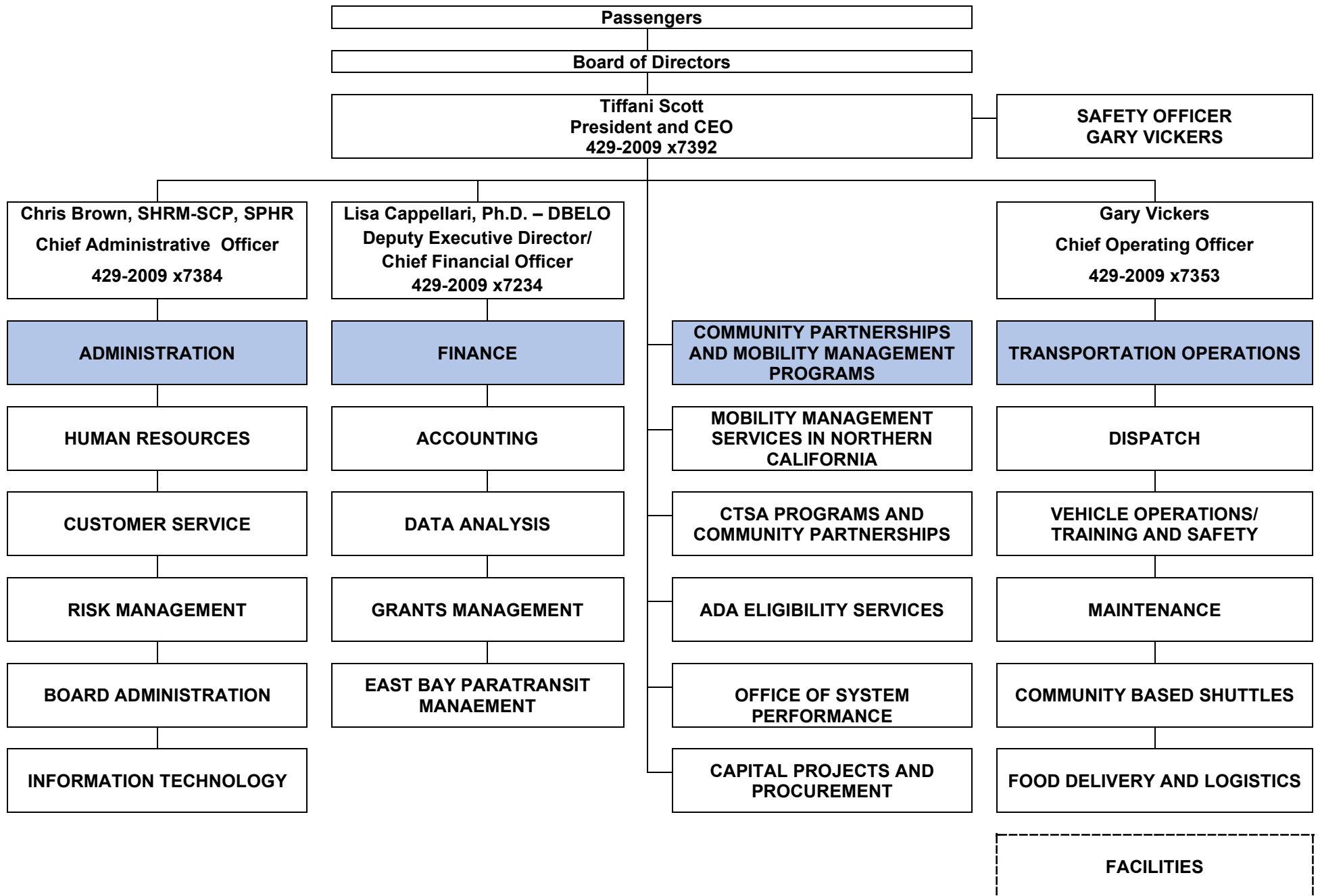


Jamila Lee
Director of Human
Resources

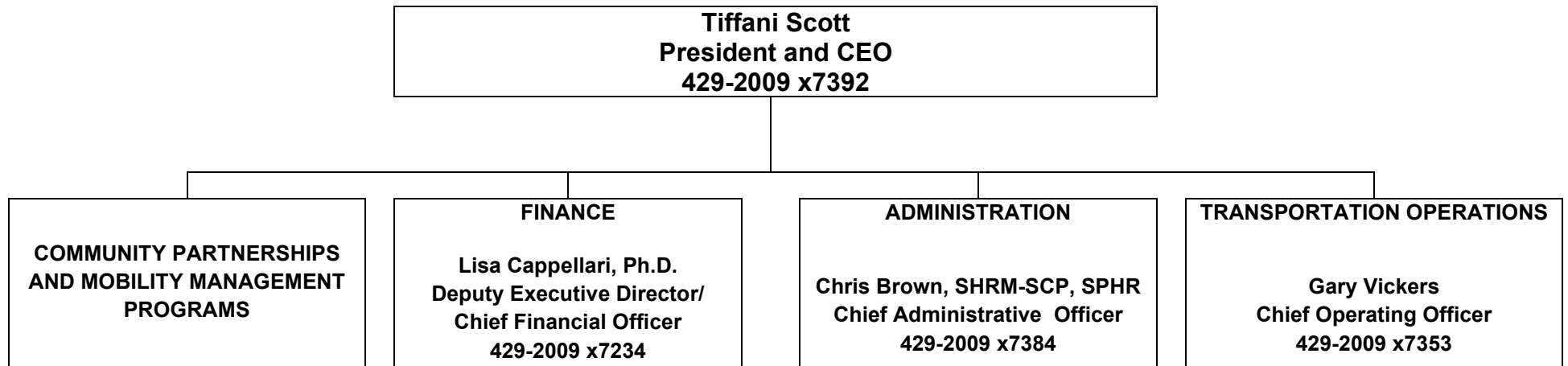


Amy Parkin
Director of System
Performance

**FY 2025/26
PARATRANSIT, INC. ORGANIZATIONAL CHART**



**FY 2025/26
PARATRANSIT, INC. ORGANIZATIONAL CHART**



Paratransit, Inc. FY25/26 Budget

REVENUE

OPERATING REVENUE:	FY26 Budget
Measure A - Senior/Disabled Service	2,279,360
Measure A - Neighborhood Shuttle	196,800
TDA 4.5	1,268,087
Contracted Services	2,750,000
SacRT Go Contracts	1,746,484
Federal Grants	1,241,827
State Grants	295,500
Travel Training Revenue	11,143
Maintenance Fees	705,429
Fuel Sales	711,543
East Bay Paratransit/AC Transit/BART	290,400
Solano Transportation Authority Eligibility	202,245
Diversified Services	72,301
Op Revenue Applied To Capital	(604,329)
TOTAL OPERATING REVENUE	11,166,791
CAPITAL REVENUE:	
SACOG - Mob. Options vehicles	160,000
SACOG - Cameras	370,000
SACOG - Bus Stops	100,000
15 Buses - 5310 Grant	2,250,000
Applied Operating Revenue	604,329
TOTAL CAPITAL REVENUE	3,484,329
TOTAL REVENUE	14,651,120

Paratransit, Inc. FY25/26 Budget

OPERATING EXPENSE

PERSONNEL:	FY25 Budget	Notes
Transportation Operations:		
Vehicle Operators	996,472	
Training Center	66,375	
Operations Administration	336,762	
Dispatch Center	422,459	
Maintenance Operations	960,877	
Administration	937,138	
Information Technology	214,242	
Mobility Management	583,720	
Fringe Benefits	2,114,577	
Workers' Compensation	201,081	
TOTAL PERSONNEL	6,833,701	

FLEET OPERATIONS:

Fuel	1,790,456	
Vehicle Insurance	592,622	
Cost of Maintenance Parts & Sublet Service	359,976	
TOTAL FLEET OPERATIONS	2,743,054	

NONPERSONNEL:

Professional Services	537,466	Attorneys, Media, Recruiting, Auditors, Software
Contracted Staffing	54,000	Grant Writing
Outside Services	236,840	Security, Pest, Lab, Shredding
Rent/Repair	62,975	Facility repairs
Office Expense	160,026	
Interest Expense	62,649	
Telephone/Utilities	313,657	
Tax/License/Dues/Permits	100,928	
Travel	16,003	
Professional Development	45,492	
TOTAL NONPERSONNEL	1,590,036	
TOTAL OPERATIONS EXPENSE	11,166,791	

CAPITAL PROJECTS:

Florin Road Facility	114,377	
SACOG - Mob. Options vehicles	200,000	
SACOG - Cameras	500,000	
SACOG - Bus Stops	100,000	
15 Buses - 5310 Grant	2,250,000	
Facility Cameras	15,000	
Facility Sign Upgrade	15,000	
Facility Reserve	256,952	
Office Furniture & Equipment	10,000	
Network & Telecommunications	10,000	
Maintenance Equipment	13,000	
TOTAL CAPITAL PROJECTS	3,484,329	
TOTAL OPERATING AND CAPITAL EXPENSE	14,651,120	

NET INCOME	-
-------------------	----------

Paratransit, Inc. FY25/26 Budget - Detailed by Function

REVENUE

	Transportation Operations	CTSA Programs	Outside Maintenance	Mobility Management	FY26 Budget - Total
OPERATING REVENUE:					
Measure A - Senior/Disabled Service	-	2,279,360	-	-	2,279,360
Measure A - Neighborhood Shuttle	196,800	-	-	-	196,800
TDA 4.5	-	1,268,087	-	-	1,268,087
Contracted Services	2,750,000	-	-	-	2,750,000
SacRT Go Contracts	771,053	-	975,432	-	1,746,484
Federal Grants	457,427	134,400	200,000	450,000	1,241,827
State Grants	-	-	-	295,500	295,500
Travel Training Revenue	-	-	-	11,143	11,143
Maintenance Fees	-	48,682	656,747	-	705,429
Fuel Sales	174,311	38,749	41,775	456,708	711,543
East Bay Paratransit/AC Transit/BART	-	-	-	290,400	290,400
Solano Transportation Authority Eligibility	-	-	-	202,245	202,245
Diversified Services	72,301	-	-	-	72,301
Op Revenue Applied To Capital	(228,038)	(175,586)	(109,294)	(91,411)	(604,329)
TOTAL OPERATING REVENUE	4,193,855	3,593,692	1,764,660	1,614,585	11,166,791
CAPITAL REVENUE:					
SACOG - Mob. Options vehicles	-	-	-	160,000	160,000
SACOG - Cameras	370,000	-	-	-	370,000
SACOG - Bus Stops	100,000	-	-	-	100,000
15 Buses - 5310 Grant	2,250,000	-	-	-	2,250,000
Applied Operating Revenue	228,038	175,586	109,294	91,411	604,329
TOTAL CAPITAL REVENUE	2,948,038	175,586	109,294	251,411	3,484,329
TOTAL REVENUE	7,141,893	3,769,278	1,873,954	1,865,996	14,651,120

Paratransit, Inc. FY25/26 Budget - Detailed by Function

OPERATING EXPENSE

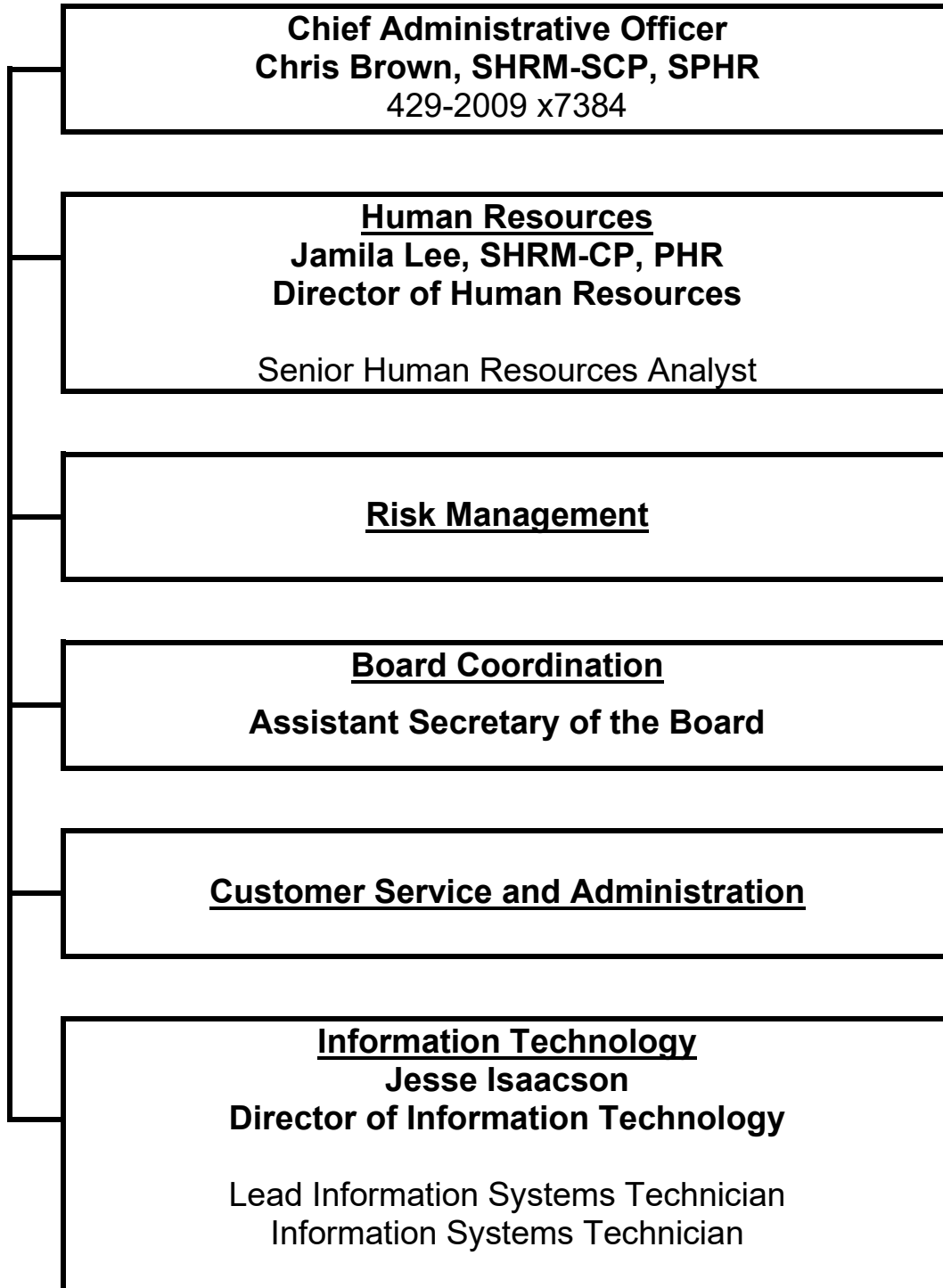
	Transportation Operations	CTSA Programs	Outside Maintenance	Mobility Management	FY26 Budget - Total
PERSONNEL:					
Transportation Operations:					
Vehicle Operators	528,130	468,342	-	-	996,472
Training Center	35,179	31,196	-	-	66,375
Operations Administration	178,484	158,278	-	-	336,762
Dispatch Center	223,903	198,556	-	-	422,459
Maintenance Operations	272,437	97,602	590,838	-	960,877
Administration	353,620	272,283	169,483	141,752	937,138
Information Technology	80,842	62,248	38,746	32,406	214,242
Mobility Management	-	-	-	583,720	583,720
Fringe Benefits	780,625	583,117	447,807	303,028	2,114,577
Workers' Compensation	89,931	71,366	34,401	5,383	201,081
TOTAL PERSONNEL	2,543,150	1,942,987	1,281,275	1,066,289	6,833,701
FLEET OPERATIONS:					
Fuel	948,942	841,514	-	-	1,790,456
Vehicle Insurance	314,090	278,532	-	-	592,622
Cost of Maintenance Parts & Sublet Service	102,064	36,565	221,347	-	359,976
TOTAL FLEET OPERATIONS	1,365,096	1,156,611	221,347	-	2,743,054
NONPERSONNEL:					
Professional Services	202,808	156,159	97,201	81,298	537,466
Contracted Staffing	20,376	15,690	9,766	8,168	54,000
Outside Services	89,369	68,813	42,833	35,825	236,840
Rent/Repair	23,763	18,297	11,389	9,526	62,975
Office Expense	60,384	46,495	28,941	24,206	160,026
Interest Expense	23,640	18,202	11,330	9,477	62,649
Telephone/Utilities	118,356	91,132	56,725	47,444	313,657
Tax/License/Dues/Permits	38,084	29,324	18,253	15,267	100,928
Travel	6,038	4,650	2,894	2,421	16,003
Professional Development	17,166	13,218	8,227	6,881	45,492
TOTAL NONPERSONNEL	599,984	461,980	287,559	240,513	1,590,036
TOTAL OPERATIONS EXPENSE	4,508,230	3,561,578	1,790,181	1,306,802	11,166,791
CAPITAL PROJECTS:					
Florin Road Facility	43,159	33,232	20,685	17,301	114,377
SACOG - Mob. Options vehicles	106,000	94,000	-	-	200,000
SACOG - Cameras	-	-	-	500,000	500,000
SACOG - Bus Stops	100,000	-	-	-	100,000
15 Buses - 5310 Grant	2,250,000	-	-	-	2,250,000
Facility Cameras	15,000	-	-	-	15,000
Facility Sign Upgrade	15,000	-	-	-	15,000
Facility Reserve	96,958	74,657	46,470	38,867	256,952
Office Furniture & Equipment	3,773	2,905	1,809	1,513	10,000
Network & Telecommunications	3,773	2,905	1,809	1,513	10,000
Maintenance Equipment	-	-	13,000	-	13,000
TOTAL CAPITAL PROJECTS	2,633,663	207,699	83,773	559,194	3,484,329
TOTAL OPERATING AND CAPITAL EXPENSE	7,141,893	3,769,277	1,873,954	1,865,996	14,651,120
NET INCOME					
	-	-	-	-	-



Administration

Administration
Human Resources
Risk Management
Information Technology
Customer Service

FY 2025/26
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

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.



**Travel
TRAINING**

EMPOWERED BY PARATRANSIT



ADA Eligibility

EMPOWERED BY PARATRANSIT



Access for Youth

EMPOWERED BY PARATRANSIT



**CTSA Agency
PARTNERSHIPS**

EMPOWERED BY PARATRANSIT



MetroHub

EMPOWERED BY PARATRANSIT



**Moving Youth
to Jobs**

EMPOWERED BY PARATRANSIT

Community Partnerships and Mobility Management Programs

Moving Youth to Jobs

Mobility Options

Mobility Management Special Projects

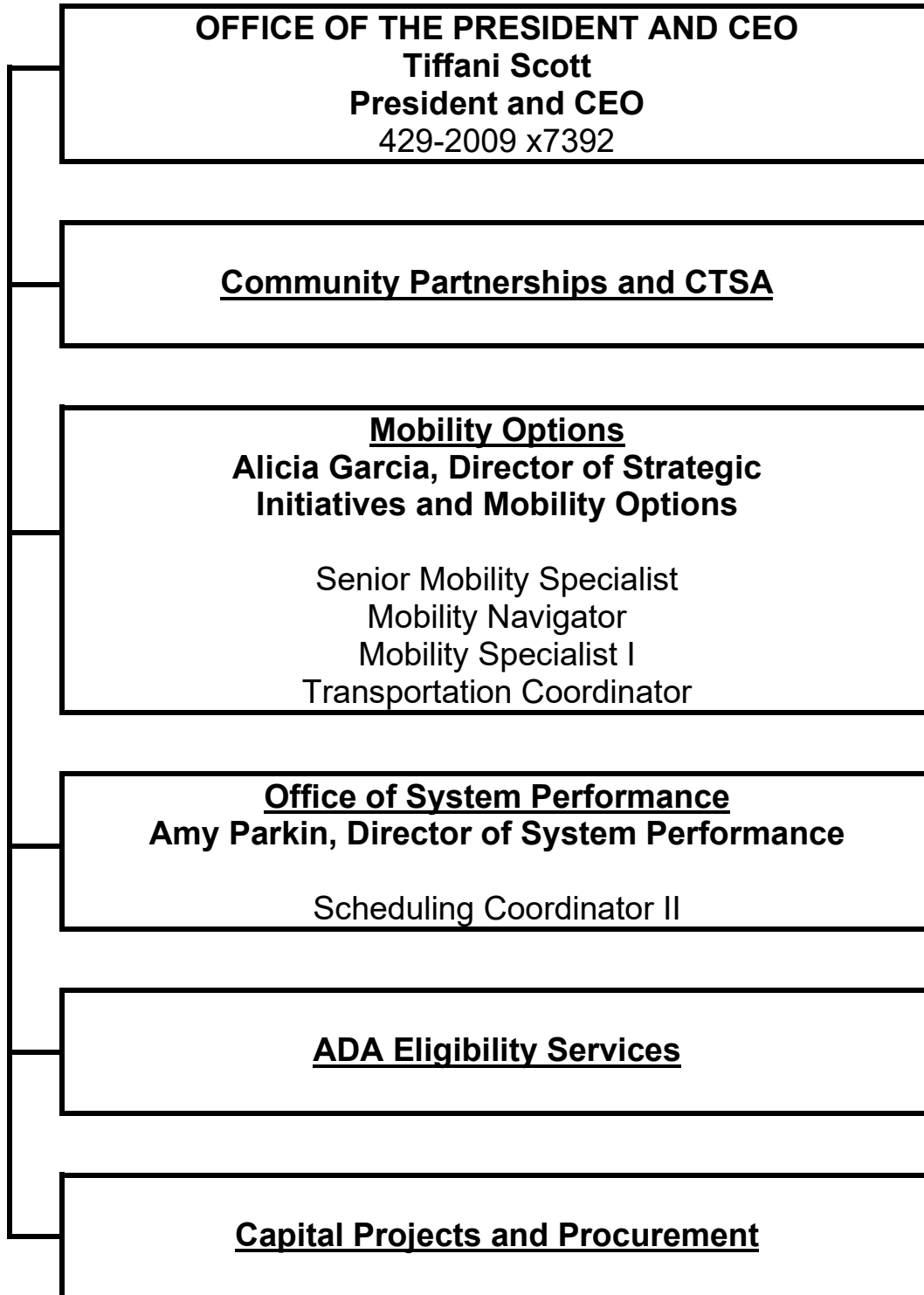
Community Partnerships/CTSA Programs

STA (Solano) Countywide ADA Eligibility

MetroHub

Office of System Performance

FY 2025/26
PARATRANSIT, INC. ORGANIZATIONAL CHART



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

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 2025/26:

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

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 questions 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 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 contract, Roseville 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



Sutter SeniorCare PACE

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.



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.



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.



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: to step out of poverty and into a future that allows them to flourish.



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.



Finance

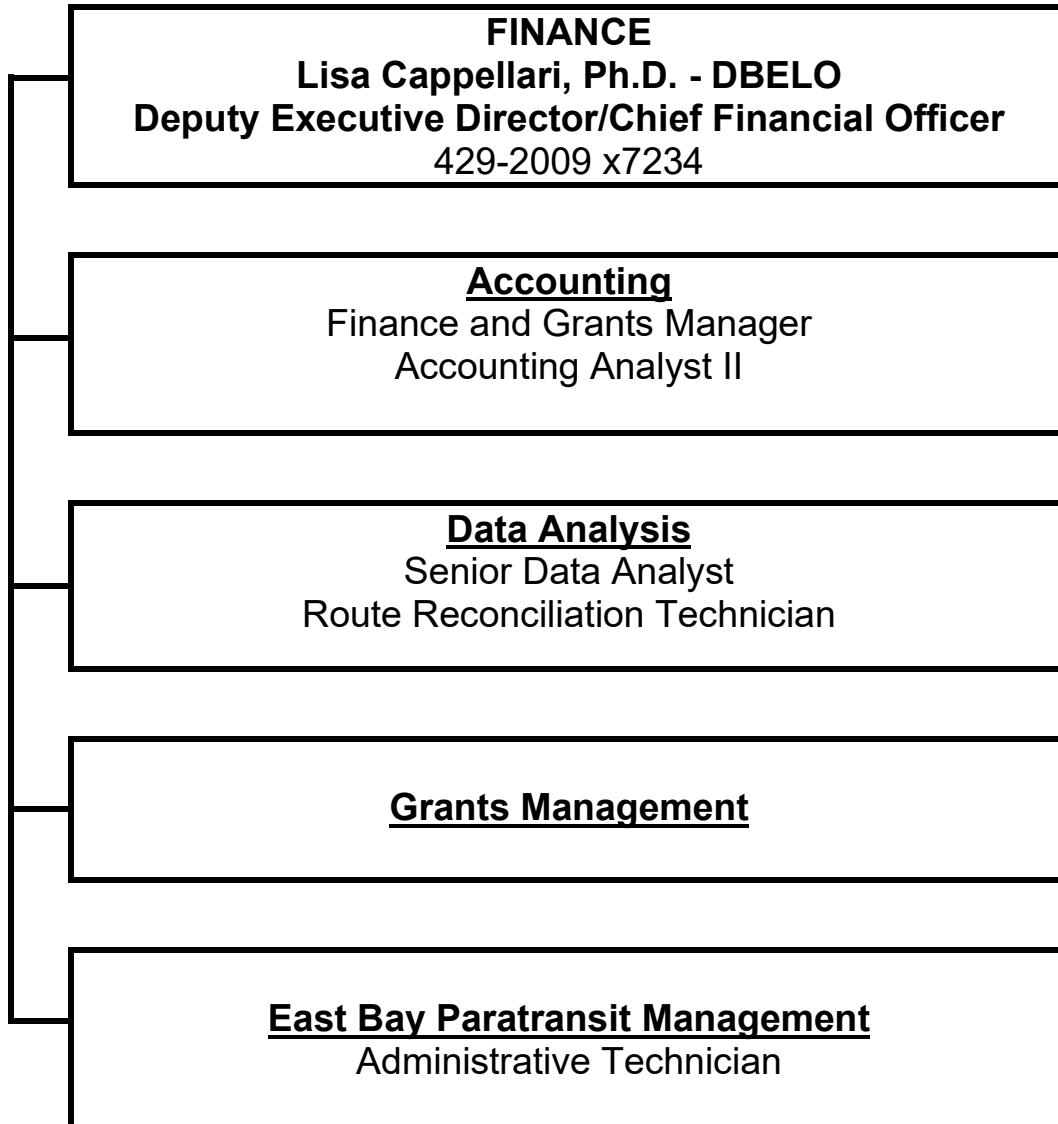
Accounting

Statistics

Grants and Procurement

East Bay Paratransit Management

FY 2025/26
PARATRANSIT, INC. ORGANIZATIONAL CHART



Finance

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

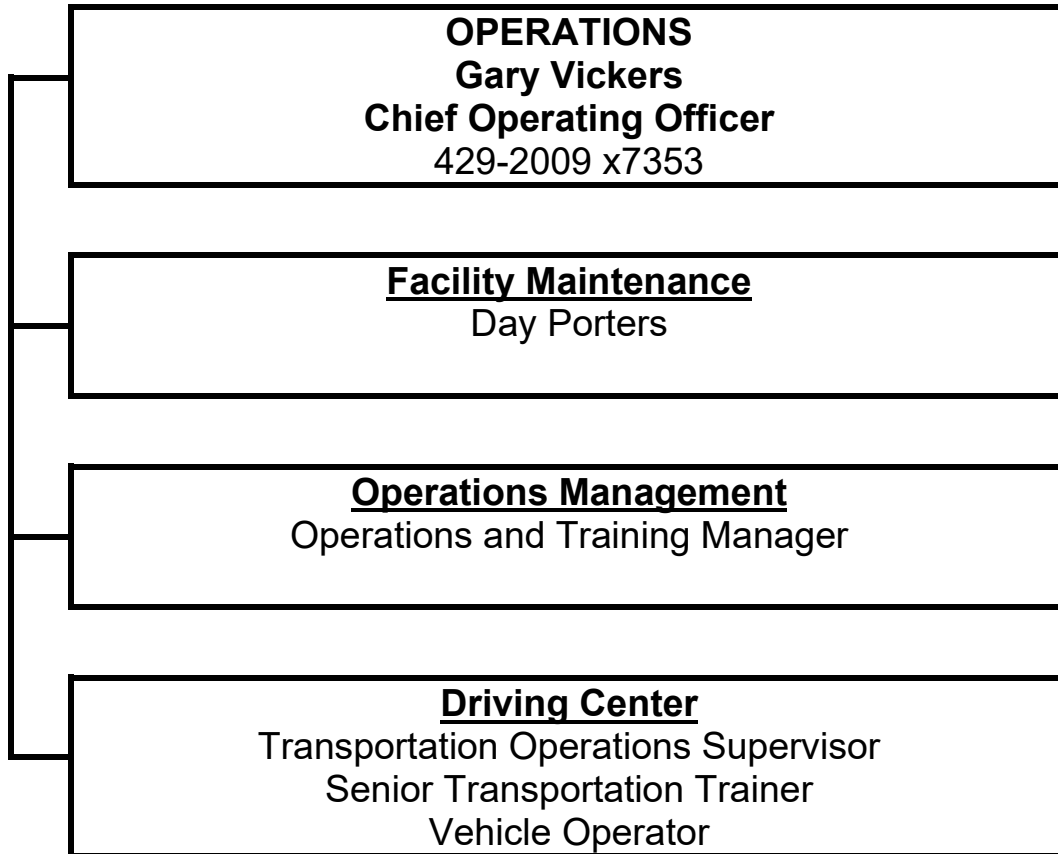
CTSA Maintenance Contract

Maintenance Dispatch

Food Delivery and Logistics

Community Based Shuttles

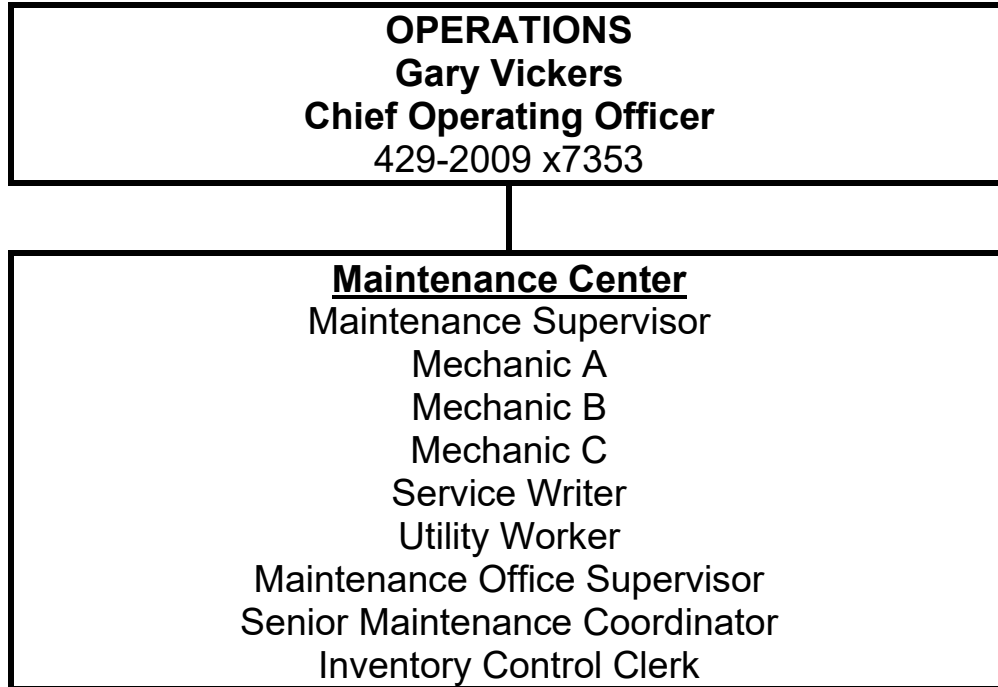
FY 2025/26
PARATRANSIT, INC. ORGANIZATIONAL CHART



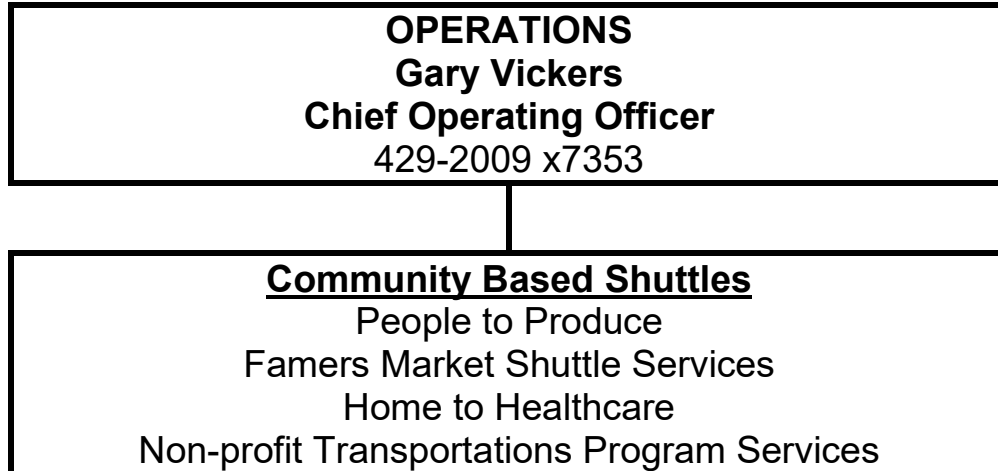
FY 2025/26
PARATRANSIT, INC. ORGANIZATIONAL CHART



FY 2025/26
PARATRANSIT, INC. ORGANIZATIONAL CHART



FY 2025/26
PARATRANSIT, INC. ORGANIZATIONAL CHART



Operations

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 8B**

AGENDA TITLE: Adopt Resolution 24-25 Approving the FY 26-30 Business Development and Strategic Plan

MEETING DATE: June 2, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 24-25 Approving the FY 26-30 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 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 subsequent updates were adopted each June thereafter. The action before the Board tonight is to adopt the update for FY 2026. 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 2025 meeting. It 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 24-25
2. PowerPoint Presentation for the June 2025 Board Meeting



**RESOLUTION NO. 24-25
APPROVING THE FY 26-30 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 24-25 approving the FY 26-30 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.

Patrick Hume, Chair of the Board
Paratransit, Inc. Board of Directors
Dated: June 2, 2025

STRATEGIC ELEMENT OF THE BUSINESS DEVELOPMENT PLAN



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 2021-2024: 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
- **Growth in** Mobility Management Services (**launch of Metro Hub, expansion of services for City of Roseville**)
- Contracted Maintenance Services (**successfully re-bid the SacRT Go Maintenance Services contract with adjusted rates**)
- Senior/ Disabled Food Delivery and Support Services (**discussions with Abound Food Care**)
- Community Based Shuttle Program for Access to Healthcare and Access to Food (People to Produce and Home to Healthcare)
- **Growth in** Community Based partnership transportation (**MOSAC, St. John's, YLF**)

Outside Sacramento:

- Mobility Management and Eligibility Programs (**renewal of East Bay Paratransit contract, option year for Solano**)
- Professional Consulting for ADA services, training and operations

Diversified Funding Sources

- Measure A and TDA (Transportation Development Act)
- Federal Transit Administration Grants (in process to become a Direct Recipient!)
- State and Local Grants (application is in for 2 years of STIP funds)
- 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 (renewed SacRT for 5 years, working on changes to UCP)
- Expanded CNG fueling contracts through Clean Energy with a Royalty payment

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)
- One Stop Shop (MetroHub)

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
- Maintenance 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 25/26 and 26/27)

- Expanded Transportation Services for Food Access for Seniors and Persons with Disabilities: Farmer's Market funded by FTA, STA and SACOG (on-going with added Summer Saturday service in 2025)
- Expanded Transportation Services for Access to Healthcare: Funded by FTA, STA and SACOG (on-going)
- Healthcare Access and Mobility Forum- September 2025
- 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 25/26 and 26/27)

- Development of Woodbine Property into Attainable, Accessible Housing: **broke ground in September 2024, move-in January 2026**
- Expansion of our Mobility Management programs **to include an App** for the One Stop Regional Transportation Center: funded by SACOG
- Expansion of Maintenance Services
- **Expansion of Fueling Services**
- **Provide Contract Management and Support Services to PI Housing once occupied**

Current Strategic Plan Goals: Strategic Plan Years 3-4 (FY 27/28, and 28/29)

- Evaluation of Board Composition in FY 27/28)
- Re-establish a consulting lead focused on business development, **but focused on technical assistance and program development**
- Continued growth and expansion of our Transportation and Mobility Management Programs (**expansion of Travel Training and MetroHub**)
- Expanded Maintenance Services
- Development and rollout of a National Transit Training Program, including Marketing and Branding

New Strategic Plan Year 5 (FY 29/30)

- Expansion of Housing Transportation Services provided to include service support to other properties
- Growth of Alternative Fueled vehicles
- Facility Renovation (yard, landscaping, pavement)