



CITIZEN ADVISORY COMMITTEE AGENDA

Members: Lisa Baker (Winters), Olin Woods (Yolo County), Stephen Streeter (Davis), Patrick Guild (West Sacramento), Mollie D'Agostino (Woodland), Andrew Furillo (At Large), Vacant x 3 (At Large)

This Citizens Advisory Committee Meeting will be held in person at the location below. Members of the public who wish to participate remotely may use the zoom link or phone number below.

IN-PERSON INFORMATION

Meeting Date: Tuesday, May 7, 2024

Meeting Time: 6:00 PM

Meeting Place: Yolo Transportation District
350 Industrial Way
Woodland CA

ZOOM INFORMATION

Link: <https://us06web.zoom.us/j/82784082175?pwd=93CXgFWAsZxxMuYLaQpaHDPjwfFefL.1>

Phone Number: (669) 900-6833

Webinar ID: 827 8408 2175

All participants will be entered into the webinar as attendees.

YoloTD offers teleconference participation in the meeting via Zoom as a courtesy to the public. If no voting members of the YoloTD CAC are attending the meeting via Zoom, and a technical error or outage occurs with the Zoom feed or Zoom is otherwise disrupted for any reason, the YoloTD CAC reserves the right to continue the meeting without remote access.

Further instructions on how to electronically participate and submit your public comments can be found in the Public Participation Instructions note at the end of this agenda.

To submit a comment in writing, please email to public-comment@yctd.org and write "For CAC Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item (if applicable) with your comments. All comments received by 4:00 PM on Tuesday, May 7, 2024, will be provided to the YoloTD Citizens Advisory Committee in advance and comments submitted during the meeting shall made part of the record of the meeting, but will not be read aloud or otherwise distributed during the meeting.

Estimated Time	Agenda Item	Informational	Action Item								
6:00 PM	1. Call to order/roll call <table border="1"><tr><td>Jurisdiction</td><td>Member</td></tr><tr><td>County</td><td>Olin Woods</td></tr><tr><td>Woodland</td><td>Mollie D'Agostino</td></tr><tr><td>West Sacramento</td><td>Patrick Guild</td></tr></table>	Jurisdiction	Member	County	Olin Woods	Woodland	Mollie D'Agostino	West Sacramento	Patrick Guild		
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		Winters	Lisa Baker		
		Davis	Stephen Streeter		
		At Large	Andrew Furillo		
		At Large	Vacant		
		At Large	Vacant		
		At Large	Vacant		
6:05	2.	Comments from the public regarding matters NOT on the Agenda, but within the purview of YoloTD (Comments will be limited to two (2) minutes per person—please identify yourself and in which community you live before providing your comments)			X

CONSENT CALENDAR

	4a.	Approval of Minutes of CAC's Regular Meeting on January 30, 2024 <i>(Cioffi pp 6-10)</i>		X
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REGULAR CALENDAR

6:10 PM	5.	Receive Draft FY 2024-25 Workplan (<i>Bernstein pp 11-19</i>)	X	
6:45 PM	6.	Receive Draft FY 2024-25 Budget and Proposed Allocation of State Transit Assistance and Local Transportation Fund Revenues (<i>Fadriga pp 20-41</i>)	X	
7:15 PM	7.	Recommend that YoloTD Board Authorize Caltrans Cooperative Agreement Obligating INFRA Funds for Yolo 80 Managed Lanes Project <i>(Abbanat 42-44)</i>		X
7:50 PM	8.	Administrative Reports Discussion regarding subjects not specifically listed is limited to clarifying questions. A. CAC Members' Reports B. Executive Director's Report	X	
8:00	9.	Adjournment	X	

I declare under penalty of perjury that the foregoing agenda was posted on or before Friday, May 3, 2024, at the Yolo Transportation District Office (350 Industrial Way, Woodland, California). Additionally, copies were FAXED or transmitted electronically to the Woodland, Davis, West Sacramento, and Winters City Halls, as well as to the Clerk of the Board for the County of Yolo.

Autumn Bernstein

Autumn Bernstein, Executive Director

Public Participation Instructions

Members of the public shall be provided with an opportunity to directly address the committee on items of interest to the public that are within the subject matter jurisdiction of the CAC. Depending on the length of the agenda and number of speakers, the Chair reserves the right to limit the time each member of the public is allowed to speak to three minutes or less.

ON ZOOM:

If you are joining the meeting via Zoom and wish to make a comment on an item, click the "raise hand" button. If you are joining the webinar by phone only, press *9 to raise your hand. Please wait for the host to announce the comment period has opened and indicate that you wish to make a comment at that time. The Clerk of the Board will notify the Chair, who will call you by name or phone number when it is your turn to comment.

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Americans With Disabilities Act Notice

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, 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 Autumn Bernstein, Executive Director, for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, to participate in a public meeting should telephone or otherwise contact Heather Cioffi as soon as possible and preferably at least 24 hours prior to the meeting. Heather Cioffi may be reached on (530) 402-2812, via email at abernstein@yctd.org or at the following address: 350 Industrial Way, Woodland, CA 95776.



VISION, VALUES AND PRIORITIES



Vision Statement

The vision statement tells us what we intend to become or achieve.

Provide seamless, sustainable mobility solutions to help Yolo communities thrive.

Core Values

A core value describes our individual and organizational behaviors and helps us to live out our vision.

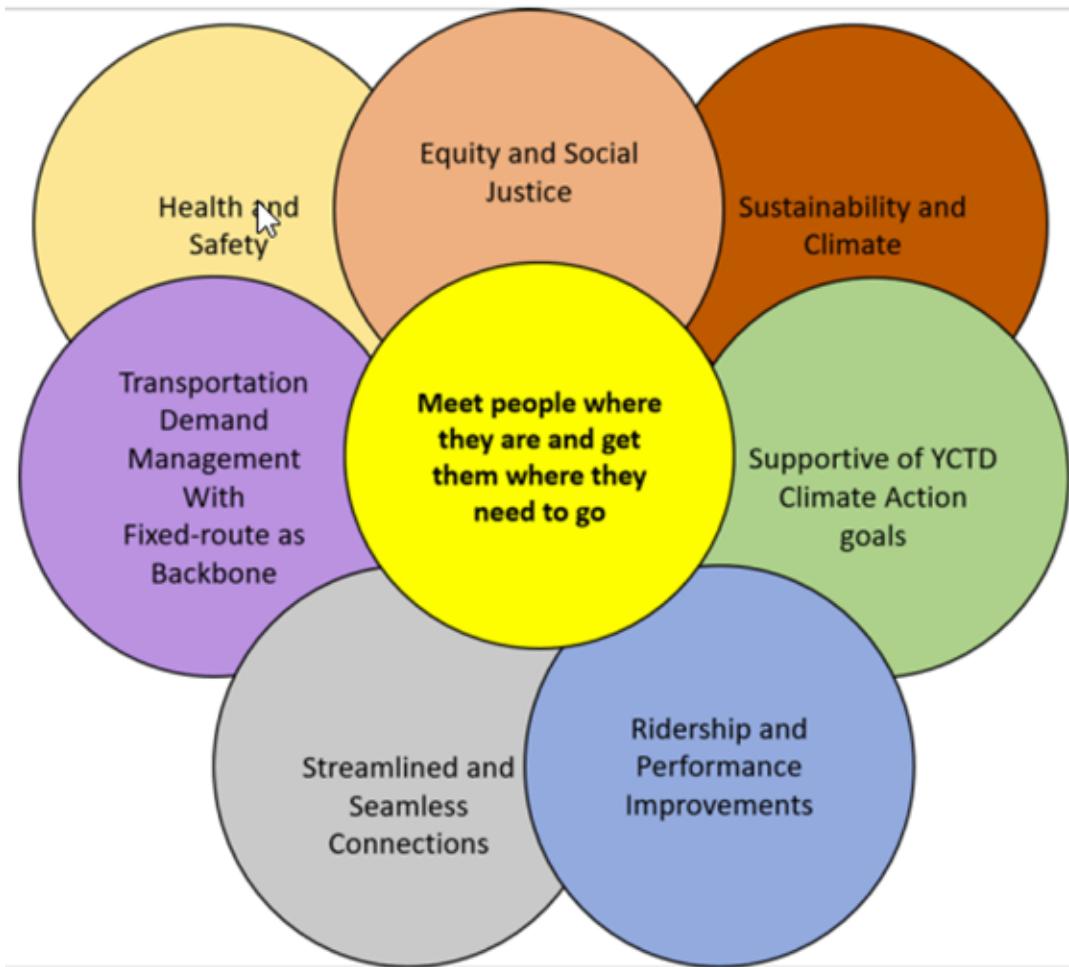
- We are transparent, inclusive and accountable to the public, stakeholders and partner agencies
- We are committed to addressing inequities and improving outcomes for our most vulnerable communities
- We prioritize environmental sustainability and climate resilience
- We value efficiency, innovation and responsible stewardship of public funds

District-Wide Priorities

Priorities align our vision and values with our implementation strategies.

1. Provide transit service that is faster, more reliable and convenient.
2. Partner with member jurisdictions, community-based organizations and local, regional, state and federal agencies to identify and address the current and evolving mobility needs of Yolo County.
3. Coordinate, plan and fundraise to deliver a full suite of transportation projects and programs.

YoloTD Citizens Advisory Committee Framework



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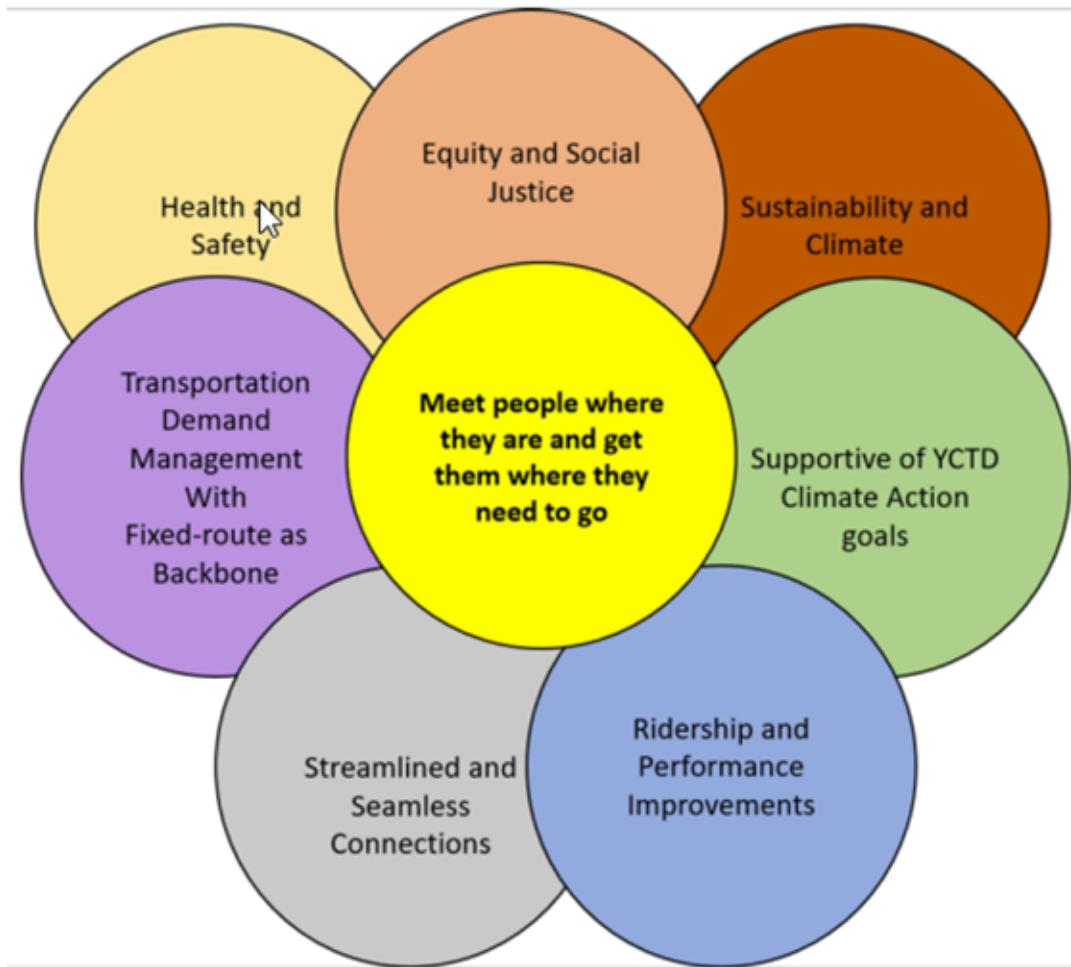
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YoloTD Citizens Advisory Committee Framework



Citizens Advisory Committee (CAC)
Yolo County Transportation District
350 Industrial Way, Woodland, CA 95776---(530) 661-0816

Topic: Approval of Minutes of CAC's Regular Meeting on January 30, 2024	Agenda Item#:	4b
	Agenda Type:	Action
		Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Prepared By: H. Cioffi		Meeting Date: April 30, 2024

RECOMMENDATION:

Review and approve the meeting minutes for the January 30, 2024, meeting of the Citizens Advisory Committee.

MEETING MINUTES:

Meeting Date: January 30, 2024

1. Call to order/Roll Call

Chair Baker called the meeting to order at 6:02 p.m. The following individuals were in attendance:

Committee Member	Jurisdiction	In Attendance	Absent
Lisa Baker (Chair)	Winters	X	
Olin Woods (Member)	County	X	
Stephen Streeter (Member)	Davis	X	
Patrick Guild (Member)	West Sacramento	X	
Mollie D'Agostino (Member)	Woodland	X	
Andrew Furillo (At-Large)		X	
Vacant (At-Large)			X - Vacant
Vacant (At-Large)			X - Vacant
Vacant (At-Large)			X - Vacant

YoloTD staff in attendance were Autumn Bernstein, Executive Director; Heather Cioffi, Executive Assistant and Clerk to the Board; Brian Abbanat Acting Director of Planning; Courtney Williams, Senior Transportation Planner; Brenda Lomeli, Assistant Transportation Planner.

2. Comments from the public regarding matters not on the agenda.

Chair Baker asked for public comment on items not on the agenda but within purview of YoloTD; there were no public comments.

3. Appoint Chair and Vice Chair for calendar year 2024

Item 3 is an action item.

Chair Baker expressed her willingness and interest in serving as the Citizen's Advisory Chair for the 2024 calendar year.

Vice Chair Stephen Streeter had not arrived and the decision to wait until he was present to vote on Vice Chair was made.

Chair Baker asked for a motion for Chair nominations. Committee member Guild made a motion for Lisa Baker to serve another year as Chair. This motion was seconded by Committee member Furillo. The item of Vice Chair will be reopened when Committee member Streeter arrives.

Committee members Furillo, Baker, Woods, D'Agostino voted aye, Committee member Streeter was absent. The motion passed.

4. Consent Calendar

Item 4 is an action item.

Chair Baker asked if there were any questions or comments from the committee on the consent calendar. Committee member Woods requested to approve item 4b, meeting dates for the remainder of 2024 and pull item 4a for discussion.

Committee member Furillo made a motion to approve item 4b, Approval of minutes of CAC's regular meeting on November 7, 2023 and to pull item 4a for discussion. This motion was seconded by Committee Member Woods. Committee members Furillo, Baker, Woods, D'Agostino voted aye, Committee member Streeter was absent.

The motion passed.

Chair Baker asked the committee to review consent agenda item 4a. Committee member Woods noted the date for the October 2024 meeting was listed as the 27th and should be listed as the 29th.

Chair Baker asked if there were any other questions or comments from the committee members. Comments and questions included:

It was unfortunate that during the last CAC meeting cycle, the committee did not get a chance to weigh in on the draft EIR before the Board made its recommendation. Given that situation, how will these future meeting dates align with the recirculation of the DEIR and the CAC's ability to advise the board on obligating the funds? The answer was that the staff was not aware of Caltrans planning to re-circulate the DEIR. Caltrans is aiming to finalize DEIR in March. There may be a 10-day timeline for public comment, but no other opportunity for the committee or YoloTD board of directors to weigh in. The decision on obligating the INFRA funds has not been agendaized yet as other processes need to happen first. Likely, the item will be on the agenda for one of the meetings this spring.

Chair Baker reminded the committee that approving the 2024 meeting dates does not preclude the committee from changing a meeting if needed. Chair Baker asked that YoloTD staff work with the committee on scheduling meetings to give the committee time to offer their suggestions to the YoloTD board of directors.

Chair Baker asked for a motion to approve item 4a with the correction of the October date from October 27th to October 29th. Committee member Woods made the motion and committee member Furillo seconded the motion.

Item 4a passed unanimously.

Agenda item 3 reopened.

Chair Baker asked for nominations for committee Vice Chair. Committee member Furillo made a motion for Committee member Streeter to return as Vice Chair. This motion was seconded by Committee member Wood.

Item 3 Appoint Chair, Lisa Baker, and Vice Chair. Stephen Streeter, passed.

5. Update on the Yolo Active Transportation Corridors (YATC) Project

Item 5 is a non-action item and for informational purposes only.

Ms. Lomeli gave an update on the Yolo Active Transportation Corridors (YATC) project.

Ms. Lomeli began with a review of the background of the YATC project, highlighted the accomplishments the project has made, and listed the next steps for the project.

Chair Baker asked if the committee had any questions or comments. Questions and comments included:

- Can any of the staff or advisory members add their comments to the crowdsourcing tool? The answer was yes, anyone living in the Yolo County area is encouraged to submit their comments.
- When the project was originally brought to the committee there were three projects on the list as priority. A trail from Davis to Winters, a trail from Davis to Winters, and a trail from West Sacramento to Clarksburg. Are there possibilities that there could be more trails added to this list? The answer was yes. The plan is for a full network of trails. The grant application lists 3 trails, but we are not looking to limit it to just those three.
- How will the decision on which trails take priority with this project be made? The answer was the outreach we perform will help establish the criteria we used to prioritize the trials. The original application that was submitted predates the current staff and there wasn't much outreach done prior to selecting the three **current** trails on the list. The current outreach we are doing will help us identify trails that may be more useful to the community.
- Who is included in the YATC committees to help make these decisions? The answer was there are two committees, the TAC committee, and the STEERing committee. These committees are comprised of various cities and corporations within the Yolo County area.
- What are the long-term plans for getting the crowd-sourcing tools out to community members and ensuring staff are getting input from everyone? Staff are working on using social media and targeted outreach events to make sure the community is aware of the crowdsourcing tools. Staff are also reaching out to community members to verbally gather their input for those who may not want to use the website. Staff is working on using many different forms of communication to gather data.
- Can staff send a list of the representatives from the various organizations included in the committees and distribution lists to the CAC committee? The answer was yes, we will send a list to the committee.

Chair Baker asked if any members of the public would like to comment. Carol Gavin with the Davis Senior Citizen Commission provided public comment.

- Can staff send the list of organizations the YATC is sending their updates to? There may be some that the CAC recommends including on this list or can we agenda is this topic for another committee meeting to revisit the list? Staff answered that the list of 30 organizations can be placed on a SharePoint document and sent to the committee and if the committee believes staff is missing any, those can be added.

Chair Baker asked if the committee had any further questions. Questions included:

6. 2024-2031 Short Range Transit Plan

Item 6 is a non-action item and for informational purposes only.

Mr. Williams gave a presentation on the Short-Range Transit plan.

Chair Baker asked if the committee had any questions or comments. Questions and comments included:

- Would it be possible to explicitly state that we can provide a certain level of service with the current commitment versus if we are fully committed to transit our service can increase by X amount? Staff answered that yes that is something we are trying to do. Staff are working to explicitly state scenarios without taking a stance one way or another.

Chair Baker asked if any members of the public would like to comment. There were no public comments.

Chair Baker asked if there were any more comments or questions from the committee. Questions and comments included:

- If you are in an under-resourced area like Winters, making sure that fixed route, paratransit, and Beeline all match up would be helpful.
- Looking at the infrastructure in various communities and the amenities that are offered or not offered would be preferred. More specifically adding benches or shade to areas that can get very hot or very crowded.
- The CAC committee is interested in providing better signage at bus stops.
- The committee appreciates staff working with the city of Davis to gather information so that the community must only answer questions once.
- YoloTD staff mentioned they are working to ensure transit can compete with other methods of transportation. The goal is to make public transportation a desirable method of transportation.

Chair Baker asked if there were any further questions and comments from the committee. There were not further questions or comments.

7. Yolo 80 Managed Lanes Update

Item 7 is a non-action item and for informational purposes only.

Mr. Abbanat gave a presentation on the Yolo 80 Managed Lanes Update.

A review of the project background was given.

Chair Baker asked if the committee had any questions or comments. Questions and comments included:

- What transit operations an eligible use of toll funds? The answer was we will need to make sure the tolling revenue that is generated is used towards the VMT mitigation plan. The funds may be able to go toward transit operations in the future. There will be quite if you years before we have any sort of excess toll funds.
- Who will be serving as the staff for the CARTA board? The SACOG staff will be acting as support for the CARTA board until it selects its staff.
- How should the CAC make sure that its advice is heard by the CARTA board moving forward? As this project is a Yolo County project, most of the board is currently made up of Yolo County members. If the CAC is getting their information to the YoloTD board that advice will be passed on to the CARTA.
- Comments from the committee members were that the Davis City Council and some members of the Davis community expressed their concern with the released draft EIR.

- Have there been discussions with the FHWA on the possibility of extending the deadline to obligate the INFRA grant funds? Also, what would happen if the INFRA grant funds were obligated and then the EIR was challenged in court and thrown out? The answer was that we cannot extend the deadline without an act of Congress. If the EIR is certified by Caltrans and a lawsuit is filed, our understanding is the project can move forward unless an injunction is issued by the Court.

8. Administrative Reports

Executive Directors Report

Long Range Calendar:

Chair Baker asked if the committee had any questions or comments. Questions and comments included:

Committee Member Reports included the following:

- Davis is looking at relocating the silo terminal further from the campus corridor.
- There is a proposal to build a roundabout in West Davis.
- Davis City Council discussed merging different commissions regarding transportation.
- There have been applications for CAC at-large directors. The applications will be reviewed, and interviews scheduled soon.

Ms. Bernstein provided updates to include the following:

- Additional trips have been restored on the 211 and 212 that were cut during COVID.
- There will be a review of data for the Beeline. The review will include changes in the app and rider reviews.
- Staff had a meeting with Napa and Solano counties regarding a mutual aid agreement.
- There have been meetings regarding an MOU with West Sacramento allowing their microservice into Downtown Sacramento. A discussion on the impacts of both agencies operating service in downtown Sacramento will take place in the next few weeks.

Chair Baker asked if the committee had any questions or comments. Questions and comments included:

- Will there be a discussion on the decline in ridership YoloTD has been having? The answer was staff are currently doing a deep dive into why numbers may have been declining. Staff believes that a big reason is that the students have moved out of the dorms and with this new crew there hasn't been as much outreach normal. Staff is monitoring the situation and hopes to do more outreach to encourage students to ride. Also, staff believe that the decline in ridership could be caused by the detours downtown near the golden one center.

9. Adjournment

There being no further business, Chair Baker adjourned the meeting at 7:54 pm.

Respectfully submitted:

Heather Cioffi
W

Heather Cioffi, Clerk to the Board

**CITIZENS ADVISORY COMMITTEE
YOLO COUNTY TRANSPORTATION DISTRICT
350 Industrial Way, Woodland, CA 95776---- (530) 661-0816**

Topic: Receive Draft FY 2024-25 Workplan and Provide Feedback	Agenda Item#: Agenda Type:	5 Informational
Prepared By: A. Bernstein	Attachments:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Meeting Date: May 7, 2024

RECOMMENDATION:

Receive the Draft Annual Workplan for Fiscal Year 2024-25 and provide input and feedback.

BACKGROUND:

In November 2021 and again in November 2022, the YoloTD Board of Directors approved a set of annual goals for Yolo Transportation District. The goals, tasks and milestones form the basis for staff's collective and individual workplans.

In July 2023, the Board received a mid-year status report on the annual workplan and supported staff's suggestion that future workplans should coincide with the fiscal year (July 1 – June 30), in order to align with our annual budget process.

In March 2024, the Board approved the budget and workplan development process for the upcoming Fiscal Year 2024-25. More detail about that process can be found in the [March 2024 Board packet](#).

Key Dates for FY 2024-25 Budget & Workplan

The process for soliciting input and finalizing the Budget and Workplan is outlined below:

April 30: Draft FY 2024-25 Budget was shared with City Managers via email

May 1: Draft FY 2024-25 Budget & Workplan was posted on YoloTD website

May 7: TAC + City Managers meet to review Draft FY 2024-25 Budget & Workplan

May 7: CAC meeting to review Draft FY 2024-25 Budget & Workplan

May 13: Board informational discussion on Draft FY 2024-25 Budget & Workplan

May 30: City Managers share requested changes in writing with YoloTD

June 10: Board approves (at least) Provisional FY 2024-25 Budget & Workplan

- *Any changes to budget requested by City Managers are presented to the Board at this meeting*

July 8 - If needed: Board approves Final FY 2024-25 Budget & Workplan

Attachment A details YoloTD's workplan for the coming year. The workplan was developed by the YoloTD Management Team with input and collaboration from the entire staff. It was developed concurrently with the FY 2024-25 budget, ensuring alignment between our goals and resources.

The workplan is organized by department and will form the basis for individual staff workplans within each department. It focuses exclusively on goals and initiatives for the coming year, along with multiyear goals that have carried forward from the prior workplan. Ongoing, routine staff work is not included.

Highlights of the Workplan include:

- Complete planning for the new Downtown Woodland Transit Center.
- Complete community outreach and planning for the Yolo Active Transportation Corridors (YATC) project.
- Analyze BeeLine ridership data and feedback and consider adjustments to services to meet demand.
- Envision the future of Yolobus with our Short Range Transit Plan and Zero Emission Bus Implementation Plan.
- Revisit Route 42A/B schedule and routing to serve new Downtown Woodland Transit Center and minimize delays and detours in downtown Sacramento due to special events.
- Complete the transition to Automatic Passenger Counters (APCs) to provide more robust and accurate data about our transit services.
- As state workers return to in-person work in downtown Sacramento, restore suspended Express bus service from Davis and Woodland, and early morning/late evening service in West Sacramento.
- New marketing campaigns targeting state workers and UC Davis students, along with major sports events and special events in areas served by Yolobus.

Attachments

Attachment A: Workplan for Fiscal Year 2024-25

Attachment A: Workplan for Fiscal Year 2024-25

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FY 24-25 Workplan: Transit Operations

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
TO1	Transit Operations	Create new methodology, tools and templates to standardize data collection and analysis for state and federal data reporting requirements.	Prepare new methodology, tools and templates for major, recurring reporting (monthly, quarterly, annual).	Key Operations staff are trained and cross-trained in new methodology and are using it to prepare recurring reports.
TO2	Transit Operations/ Information Technology	Complete transition to Automatic Passenger Counters (APC's)	APCs are delivered and installed in all fixed-route vehicles Staff are trained in how to use and maintain APC equipment	*Set up data dashboard (in PowerBI and/or Tableau) to allow APC data to be managed, analyzed and visualized for: 1) routine monitoring and reporting, such as NTD 2) to inform planning activities such as service changes, short range transit plans, etc. 3) grant proposals and reporting.
TO3	Transit Operations / Information Technology	Assess IT systems to identify vulnerabilities and priority upgrades to ensure system reliability.	Work with IT support vendor to conduct comprehensive assessment of IT systems. Present findings of this assessment to the Board of Directors by Dec 2024. Based on IT assessment, identify key IT priorities for the remainder of the fiscal year, along with multiyear priorities.	Implement key IT upgrades identified in assessment.
TO4	Transit Operations	BeeLine service adjustments: Adjust hours of service and number of vehicles based on demand and funding availability.	Review and assess BeeLine ridership data and customer feedback. Make recommendations to the Board regarding potential changes to hours of service and number of vehicles based on analysis: * Winters: consider adding one vehicle and extending hours of service later in the evening, and/or add Sunday service. * Knights Landing/Yolo: Expand service into town of Yolo. Consider extending hours of service later in the morning and evening. * Woodland: Work with RideCo to analyze data from first six months of service and evaluate whether changes are warranted.	All service changes are fully implemented.

FY 24-25 Workplan: Transit Operations (continued)

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
TO5	Transit Operations	Restore early morning and evening fixed-route service in West Sacramento	Restore suspended evening trips in West Sacramento consistent with Board-approved YoloGo Plan. Restore suspended trips to Routes 40, 41 and 240 in the early morning and evening (6-10 pm).	Complete.
TO6	Transit Operations	Woodland Transit Center: Modify Route 42A/B and local Woodland routes to serve new Downtown Woodland Transit Center and address other challenges with Route 42A/B service.	Prepare service change proposal for Route 42A/B to serve new Woodland Transit Center and address other challenges/needs: * Rerouting in downtown Sacramento to reduce frequency of detours due to special events at Golden One Center etc * Complimentary timing of airport service with SacRT 142 * Identify best layover location * Look for operational efficiencies in route timing Prepare service change proposals for Woodland local and express routes that will need to be rerouted and retimed (211, 212, 215, 45)	Complete public and stakeholder input on service change proposal and bring to Board for approval. Changes will take effect once new Woodland Transit Center is operational.
TO7	Transit Operations	Zero Emission Charging Infrastructure: Conduct design and engineering studies for electrification infrastructure upgrades needed to meet California's Zero Emission Vehicle requirements.	Prepare scope of work and procurement for design and engineering services for Yolobus main facility in Woodland. Key components: utility upgrades, battery storage needs and capabilities, charging infrastructure, solar generation. Deliverables to include engineering specs, site plan and cost estimates.	Consultant completes project and results are shared with the Board. Update capital improvement plan to include needs identified by the study.
TO8	Transit Operations	Improve ADA Paratransit passenger tools, policies and management practices including: - Updated brochures, maps and website - Improved paratransit application and eligibility verification process - Software tools and apps to allow online booking, application processing and vehicle tracking	Update Paratransit brochures and website to confirm existing service area boundaries and hours of operation. Gather information through an RFI or other means on paratransit software tools, apps and services	Begin procurement of new ADA software, apps and/or services
TO9	Transit Operations	Update bus stop signage and amenities based on findings from 2023 bus stop inventory.	Review findings from bus stop inventory to evaluate and prioritize stop improvements based on severity of need.	Roll out updates and improvements at priority locations

FY 24-25 Workplan: Multimodal Planning

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
P1	Planning	Relocate Woodland Transit Center from County Fair Mall to Downtown Woodland (2nd & Court Streets)	Complete 30% Design & Engineering	Complete relocation and minor infrastructure improvements
P2	Planning	Development of 10-Year Capital Improvement Program	Complete project	N/A
P3	Planning	Plan and implement Yolo 80 Managed Lanes Project	Complete Tolling Advance Planning process	Continue supporting CARTA
P4	Planning	Development of an expanded countywide transportation demand management (TDM) program	Complete TDM Program Organizational Study	Initiate establishment of countywide TDM organization
P5	Planning	Conduct a Countywide Travel Survey	Issue RFP, select consultants	Complete study
P7	Planning	Planning and Outreach for Yolo Active Transportation Corridors	Complete plan	Initiate design on at least 1 priority segment.
P8	Planning	Update of the Short Range Transit Plan	<ul style="list-style-type: none"> •Complete Phase 1 Outreach and Existing Conditions •Develop draft Service Alternatives 	Complete project

FY 24-25 Workplan: Finance and Administration

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
FA1	Finance & Administration Finance	Conduct a review of policies and procedures to identify areas of improvement.	Prioritize a list based on annual audit findings and prior year deficiencies.	Critical policies and procedures are updated and corrective actions are implemented to address audit and risk concerns effectively.
FA2	Finance & Administration Finance	Establish Staff Training and Development plan	Prioritize three (3) training areas to addresses the prior year's issues with business-continuity, compliance reporting, and succession planning to establish an internal cross-training plan and utilize training or consulting resources to support development.	Implement a training and development plan for Finance staff, including routine coaching within their job scope and establish an annual compliance training checklist.
FA3	Finance & Administration Human Resources	Standardize recruitment and onboarding processes.	Assess existing procedures, roles assignments, and recruitment needs to develop a comprehensive recruitment and onboarding checklist.	Collaborate with HR Consulting, Employee Resource Management advisors and District legal counsel to establish and implement the recruitment and onboarding process.
FA4	Finance & Administration Risk Management	Review and establish District Health and Safety written procedures.	Identify areas of OSHA non-compliance and prioritize corrective actions.	Meet compliance with OSHA regulations and California specific requirements to protect the health and safety of our employees and the public.

FY 24-25 Workplan: Marketing and Communications

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
M1	Marketing and Communications	BeeLine marketing, promotions and partnerships	Launch new promotions to encourage first-time riders and advertise service improvements in all BeeLine service areas	Launch new promotions to encourage first-time riders and advertise service improvements in all BeeLine service areas
M2	Marketing and Communications	Improve marketing to UC Davis students and staff and state workers who reside in Yolo County	Work with UC Davis to increase awareness and incentives for campus affiliates to take Yolobus Establish recurring marketing program to coincide with academic calendar Outreach to state agencies to promote Yolobus to state workers as part of return to office communications.	Work with UC Davis to increase awareness and incentives for campus affiliates to take Yolobus Establish recurring marketing program to coincide with academic calendar Outreach to state agencies to promote Yolobus to state workers as part of return to office communications.
M3	Marketing and Communications	Special events and sports marketing	Foster partnerships with sports and special events venues (Golden 1 Center and Sutter Health Park)	Foster partnerships with sports and special events venues (Golden 1 Center and Sutter Health Park)
M4	Marketing and Communications	Update design of brochures, staff reports and other public-facing materials	New templates for brochures and staff reports complete	All brochures and staff reports are updated and using current template
M5	Marketing and Communications	Improve maps on Yolobus website (individual routes, system-wide map, bus stop inventory data)	Assess needs and prioritize map improvements	Implement priority map improvements

FY 24-25 Workplan: Executive Management

ID	Department	Project Summary (1-2 sentence description)	Six Month Goal (Complete by Dec 2024)	One Year Goal (Complete by June 2025)
E-1	Executive	Every member of staff has an up-to -date annual workplan that sets clear goals, roles and expectations	By Aug 1, individual workplans are updated to reflect FY 2024-25 goals and priorities.	By Feb 1, mid-year update of individual workplans is complete for all staff.
E-2	Executive	Establish an annual calendar for YoloTD that tracks recurring activities, grant cycles, reporting deadlines and other important dates across all departments. Review calendar with management team on a monthly basis to look ahead and allocate staff resources accordingly.	First draft of calendar is complete.	Calendar is fully integrated into management team meetings and being updated regularly.
E-3	Executive	Build an effective, resilient and collaborative Management Team through training, team-building and leadership development	Establish annual daylong retreat for Management Team to discuss management challenges, organizational priorities and needs.	Establish a management and supervision policy and training for all supervisors. Other priorities as identified in daylong Management Retreat
E-4	Executive	Strengthen organizational culture	Collaborate with Management Team and HR Consultant to identify practices and programs to strengthen organizational culture	Implement culture-building practices and programs identified by Management Team
E-5	Executive	Fill At-Large seats on Citizens Advisory Committee	All seats on Citizens Advisory Committee are filled in accordance with our commitments to diversity and representation.	Completed.
E-6	Executive	Prepare staff report templates and train staff in appropriate practices and tools for writing staff reports.	Templates and training are complete.	Completed.

CAC COMMUNICATION: YOLO COUNTY TRANSPORTATION DISTRICT

350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: Receive Draft FY 2024-25 Budget and Proposed Allocation of State Transit Assistance and Local Transportation Fund Revenues	Agenda Item#: 6	Info/Discussion
	Agenda Type:	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared By: Chas Fadrido		Meeting Date: May 7, 2024

RECOMMENDATION:

Receive the Draft FY 2024-25 Budget, with a particular focus on the proposed use of Fiscal Year 2024-2025 State Transit Assistance (STA) and Local Transportation Fund (LTf) allocations to support the YoloTD FY 2024-2025 budget.

BACKGROUND:

On March 21, 2024, the Sacramento Area Council of Governments approved Fiscal Year 2024-25 allocations of State Transit Assistance (STA) and Local Transportation Fund (LTf). These allocations are shown in Attachment 1 along with the prior year allocations for comparison.

State Transit Assistance (STA) funds are derived from a Statewide tax on diesel fuel. The State Controller's Office allocates the tax revenue by formula. STA funding can only be used for transportation planning and mass transportation purposes.

Local Transportation Fund (LTf) allocations are derived from a 1/4 cent of the general sales tax collected statewide and is intended to "improve existing public transportation services and encourage regional transportation coordination." The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTf. Each county then apportions the LTf funds within the county based on population. Providing certain conditions are met, counties with a population under 500,000 (according to the 1970 federal census) may also use the LTf for local street and roads construction and maintenance.

In FY 2023-2024, the YoloTD service area was allocated \$18.3 million in STA and LTf funds, of which \$9.2 million (49.7%) was programmed to support the YoloTD FY 2023-2024 budget.

For FY 2024-25, the YoloTD service area was allocated \$16.8 million, an 8.4% decrease over the prior year.

YoloTD is proposing that the FY 2024-25 allocation be split as follows:

- STA is fully allocated to YoloTD.
- LTf is proposed to be shared between the jurisdiction and YoloTD in a manner so that each jurisdiction and YoloTD share equally in the increase or decrease of their LTf allocation. Each jurisdiction's contribution supports its own Paratransit and Microtransit operations, along with a share of YoloTD Administration, with the balance of its STA/LTf (if any) supporting Fixed Route operations. *(Note that Winters does not contribute to Fixed Route operations and its contribution to Administration is limited to the balance left over after supporting its Paratransit and Microtransit service.)*

The result of this formula is that YoloTD would receive \$2.9M in STA funds (100% of the countywide allocation), and \$5.7M in LTf funds (40.6% of the countywide total), for a combined \$8.7M to support YoloTD's FY 2024-25 operating budget. This represents a decrease of \$.4M compared to the FY 2023-24 budget. Of the \$1.4M increase in our operating budget, the decrease of \$368,355 in STA/LTf funding represents 26% of additional funding we

need to find to cover our \$1.4M increase, as shown in Table 2.

The \$2.4M proposed increase in the YoloTD budget is primarily due to:

1. Personnel cost budget anticipated to increase by \$258,000 (11%), including a 4% Cost-of-Living Adjustment (COLA) pending Board approval, an increase of \$44K in intern program staffing, and the elimination of two (2) Associate Transportation Planners (one Limited-term) and the addition of one (1) Senior Transportation Planner.
2. Fixed Route operating cost budget proposed to increase by \$376,603(3%). The budget largely maintains current service levels and represents a net decrease in budgeted hours and miles by about 25% compared to the current year budget. This is due to the postponement of several service increases which were envisioned in the current year's budget but were not implemented due to a variety of factors. However, this reduction in planned service expansion is offset by a new cost of \$500,000 to lease up to 8 CNG buses for up to three years. This is needed as a stop-gap measure as we transition from an aging CNG fleet to a future all-electric fleet.
3. BeeLine microtransit operating cost budget proposed to increase by \$0.8M to allow for extended operating hours for Winters and Knights Landing/Yolo service.
4. Paratransit operating cost budget remains the same in this fiscal year 2024-25.

Please note that the current proposed budget anticipates using YoloTD's remaining \$3.1M in CARES Act funds in order to ensure that we use the full allocation and reduce demands on STA/LTF funds in FY 2024-25. These funds do not require a nonfederal match. In future years, YoloTD will need to backfill for these funding sources in order to maintain transit operations. The complete draft of the FY 2024-25 Budget is included as Attachment A.

Table 1.0.a. STA/LTF Jurisdiction Allocation as Compared to Prior year:

	FY23-24	FY24-25	Change
Davis	58.1%	58.0%	-0.1%
Woodland	56.4%	56.3%	-0.1%
W. Sacramento	34.8%	34.8%	0.0%
Winters	82.1%	82.1%	0.0%
Yolo County	85.4%	85.3%	-0.1%

Table 1.0.b. LTF Amount Retained by Jurisdictions as Compared to Prior Year:

	FY 23-24	FY 24-25	\$ Change	% Change
Davis	\$2,627,937	\$2,343,112	(\$284,825)	-11%
Woodland	\$2,363,033	\$2,122,928	(\$240,105)	-10%
W. Sacramento	\$1,280,685	\$1,187,474	(\$93,211)	-7%
Winters	\$424,675	\$389,750	(\$34,925)	-8%
Yolo County	\$2,501,069	\$2,215,972	(\$285,097)	-11%
Total	\$9,197,399	\$8,259,237	(\$938,162)	-10%

Table 1.1c. FY 2024-25 YoloTD Jurisdictions STA and LTF Allocations

	Davis			Woodland		
	Final FY 2023-24	Prelim FY 2024-25	Change	Final FY 2023-24	Prelim FY 2024-25	Change
STA Estimate by Jurisdiction	\$1,016,790	\$1,008,251	-0.8%	\$717,563	\$716,065	-0.2%
LTF Estimate by Jurisdiction	\$4,519,271	\$4,037,325	-10.7%	\$4,189,604	\$3,771,769	-10.0%
Total STA/LTF by Jurisdiction	\$5,536,061	\$5,045,576	-8.9%	\$4,907,167	\$4,487,834	-8.5%
STA/ LTF to YoloTD						
YoloTD Admin	\$453,124	\$483,464	6.7%	\$420,070	\$451,664	7.5%
Total, Transit Services	\$2,455,000	\$2,219,000	-9.6%	\$2,124,064	\$1,913,242	-9.9%
Fixed Route	\$1,851,000	\$1,647,000	-11.0%	\$662,000	\$750,000	13.3%
Paratransit Service	\$604,000	\$567,000	-6.1%	\$842,000	\$506,000	-39.9%
Microtransit Service	\$0	\$0		\$620,064	\$652,688	5.3%
Capital/Planning	\$0	\$0		\$0	\$0	
STA to YoloTD	\$1,016,790	\$1,008,251	-0.8%	\$717,563	\$716,065	-0.2%
LTF to YoloTD	\$1,891,334	\$1,694,213	-10.4%	\$1,826,571	\$1,648,841	-9.7%
Total YoloTD STA + Share of LTF	\$2,908,124	\$2,702,464	-7.1%	\$2,544,134	\$2,364,906	-7.0%
STA Retained by Jurisdiction	\$0	\$0	0.0%	\$0	\$0	0.0%
LTF Retained by Jurisdiction	\$2,627,937	\$2,343,112	-10.8%	\$2,363,033	\$2,122,928	-10.2%
Total Retained by Jurisdiction	\$2,627,937	\$2,343,112	-10.8%	\$2,363,033	\$2,122,928	-10.2%
West Sacramento						
	Final FY 2023-24	Prelim FY 2024-25	Change	Final FY 2023-24	Prelim FY 2024-25	Change
STA Estimate by Jurisdiction	\$630,458	\$647,975	2.8%	\$88,560	\$90,093	1.7%
LTF Estimate by Jurisdiction	\$3,681,030	\$3,413,117	-7.3%	\$517,073	\$474,549	-8.2%
Total STA/LTF by Jurisdiction	\$4,311,488	\$4,061,092	-5.8%	\$605,633	\$564,642	-6.8%
STA/ LTF to YoloTD						
YoloTD Admin	\$369,078	\$408,716	10.7%	\$17,958	\$56,827	216.4%
Total, Transit Services	\$2,661,725	\$2,224,000	-16.4%	\$163,000	\$407,224	149.8%
Fixed Route	\$2,245,725	\$1,882,000	-16.2%	\$0	\$0	
Paratransit Service	\$416,000	\$342,000	-17.8%	\$41,000	\$40,000	-2.4%
Microtransit Service	\$0	\$0		\$122,000	\$365,572	199.6%
Capital/Planning	\$0	\$0		\$0	\$0	
STA to YoloTD	\$630,458	\$647,975	2.8%	\$88,560	\$90,093	1.7%
LTF to YoloTD	\$2,400,345	\$2,225,643	-7.3%	\$92,398	\$84,799	-8.2%
Total YoloTD STA + Share of LTF	\$3,030,803	\$2,632,716	-13.1%	\$180,958	\$464,051	156.4%
STA Retained by Jurisdiction	\$0	\$0	0.0%	\$0	\$0	0.0%
LTF Retained by Jurisdiction	\$1,280,685	\$1,187,474	-7.3%	\$424,675	\$389,750	-8.2%
Total Retained by Jurisdiction	\$1,280,685	\$1,187,474	-7.3%	\$424,675	\$389,750	-8.2%
Yolo County						
	Final FY 2023-24	Prelim FY 2024-25	Change	Final FY 2023-24	Prelim FY 2024-25	Change
STA Estimate by Jurisdiction	\$428,364	\$383,373	-10.5%	\$2,882,000	\$2,846,000	-1.2%
LTF Estimate by Jurisdiction	\$2,501,069	\$2,215,972	-11.4%	\$15,408,000	\$13,913,000	-9.7%
Total STA/LTF by Jurisdiction	\$2,929,433	\$2,599,345	-11.3%	\$18,290,000	\$16,759,000	-8.4%
STA/ LTF to YoloTD						
YoloTD Admin	\$250,769	\$265,359	5.8%	\$1,511,000	\$1,666,029	10.3%
Total, Transit Services	\$177,595	\$293,415	65.2%	\$7,581,384	\$7,057,000	-6.9%
Fixed Route	\$67,595	\$0	-100.0%	\$4,826,320	\$4,279,000	-11.3%
Paratransit Service	\$10,000	\$10,000	0.0%	\$1,913,000	\$1,465,000	-23.4%
Microtransit Service	\$100,000	\$282,911	182.9%	\$842,064	\$1,301,000	54.5%
Capital/Planning	\$0	\$0		\$0	\$0	
STA to YoloTD	\$428,364	\$383,373	-10.5%	\$2,882,000	\$2,846,000	-1.2%
LTF to YoloTD	\$0	\$0	n/a	\$6,211,000	\$5,653,000	-9.0%
Total YoloTD STA + Share of LTF	\$428,364	\$558,774	30.4%	\$9,092,384	\$8,724,029	-4.1%
STA Retained by Jurisdiction	\$0	\$0		\$0	\$0	
LTF Retained by Jurisdiction	\$2,501,069	\$2,215,972	-11.4%	\$9,197,000	\$8,260,000	-10.2%
Total Retained by Jurisdiction	\$2,501,069	\$2,215,972	-11.4%	\$9,197,616	\$8,034,971	-12.6%

State Transit Assistance (STA) funds are derived from a statewide tax on diesel fuel. The State Controller's Office allocates the tax revenue by formula. STA funding can only be used for transportation planning and mass transportation purposes.

Local Transportation Fund (LTF) allocations are derived from a 1/4 cent of the general sales tax collected statewide and is intended to "improve existing public transportation services and encourage regional transportation coordination."



DRAFT BUDGET & WORKPLAN

FISCAL YEAR 2024-2025

April 30, 2024

Yolobus

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Introduction from the Executive Director

INSERT INTRODUCTION

Autumn Bernstein
Executive Director

Budget Overview

The Yolo County Transportation District (YoloTD) provides fixed route, microtransit and paratransit services within Yolo County and between Yolo County and the City of Sacramento. YoloTD is also responsible for multimodal transportation planning within Yolo County. The YoloTD Budget for Fiscal Year 2022-25 (beginning July 1, 2024 and ending June 30, 2025), consists of the following:

FY 2024-25 YoloTD Budget Overview Table

Program	FY 2024-25 Operating Budget	Multi-Year Capital Projects			Total FY 2024-25
		Carryforward	FY 2024-25 Appropriation	Total Multi-year Projects	
Administration	\$3,391,860	\$0	\$0	\$0	\$3,391,860
Fixed Route	\$12,485,603	\$3,176,629	\$1,111,000	\$4,287,629	\$15,662,232
Microtransit	\$2,175,136	\$0	\$0	\$0	\$2,175,136
Paratransit	\$3,058,137	\$0	\$360,000	\$360,000	\$3,058,137
Multi-Modal	\$0	\$2,320,293	\$510,000	\$2,830,293	\$2,830,293
Reserves Funding	\$0	\$0	\$79,000	\$79,000	\$79,000
Total	\$21,110,736	\$5,496,922	\$2,060,000	\$7,556,922	\$28,667,658
FY 2023-24 Budget	\$19,709,000			\$5,498,200	\$25,207,200
Change	\$1,401,736			\$2,058,722	\$3,460,458
Percent Change	7%			37%	14%

Administration Operating Budget

Table 1.1a shows the proposed \$3.4 million FY 2024-25 Administration budget, which includes labor costs, other central administrative expenses, and the costs and revenues associated with selling fuel to outside users at our compressed natural gas (CNG) refueling station.

The proposed Administration budget represents an increase of \$205,860 (6%) compared to the FY 2023-24 budget, including the following:

- a. The net increase in salary and benefit costs of \$258,000 (11%), after allocation of certain salary and benefit costs to grant-funded projects. This increase reflects the following changes from last year:
 - 3% increase in salary to account for anticipated COLA adjustment of 4% - pending Board approval. The salary benchmarking survey adjustments that were approved and implemented in April 2024 were anticipated and included in the FY 2023-24 budget.
 - 11% increase in benefit costs. The benefits budget continues to reflect the expectation that YoloTD's retiree health benefits will not draw upon the operating budget, thanks to investment earnings on YoloTD's retiree health benefit trust fund.
 - 79% increase in intern/temp costs, to account for expansion of our intern program to include transportation planning and communications internships, as well as our traditional transit operations internships.
- b. The proposed staffing shown in Table 1.1b anticipates very few changes to our staffing structure for the upcoming fiscal year:
 - No changes to the total number of Regular, Budgeted FTEs (15)
 - Eliminates the limited-term Associate Transportation Planner position that was funded by the Yolo 80 Managed Lanes Tolling Advance Planning grant.
 - Replaces one Associate Transportation Planner with one additional Senior Transportation Planner position, as approved by the YoloTD Board in April 2024.
 - Reflects the transition to a five-step classification system that was approved as part of the recent salary benchmarking study in April 2024.
- c. There is a 51% increase in "other administrative expenses" which includes items such as Human Resources consulting, facility security and cleaning, and office supplies. This year, it includes an increase of \$40,000 for accounting/auditing/actuarial services to assist YoloTD staff in addressing issues raised in our FY 2023-24 audit.

The revenues supporting the Administration budget consist primarily of:

- a. \$1.5 million in Transportation Development Act State Transit Assistance and Local Transportation Fund (STA/LTF), increasing 5% (\$80,000) from FY 2023-24. Table 1.1c provides further details.
- b. \$1.3 million in Yocha Dehe Wintun Nation/Cache Creek Casino Mitigation Funds, increasing from \$1.2 million budgeted in FY 2023-24. This is based on updated estimates as to the cost of service benefiting

the casino area.

- c. Other general revenues that YoloTD can use to support its general operations, including low carbon/renewable energy credits, outside fuel sale royalties, advertising revenue, and interest revenue.

Table 1.1a. Annual Operating Budget - Administration

Administration Operating Revenues	Final FY 23-24	Draft FY 24-25	Change	Percent Change
STA/LTF	\$1,512,000	\$1,591,168	\$79,168	5%
Cache Creek Mitigation	\$1,192,000	\$1,320,692	\$128,692	11%
Low Carbon/Renewable Energy Credits	\$200,000	\$110,000	(\$90,000)	-45%
Net Outside Fuel Sales	\$140,000	\$200,000	\$60,000	43%
Interest Revenue	\$100,000	\$120,000	\$20,000	20%
Advertising Revenue	\$42,000	\$50,000	\$8,000	19%
Total Administration Operating Revenues	\$3,186,000	\$3,391,860	\$205,860	6%
Administration Operating Expenses	Final FY 23-24	Draft FY 24-25	Change	Percent Change
Regular Employee Salaries	\$1,922,000	\$1,975,000	\$53,000	3%
Intern/Temp Employee Salaries	\$56,000	\$100,000	\$44,000	79%
Overtime	\$5,000	\$20,000	\$15,000	300%
Employee Salaries allocated to Projects	(\$180,000)	(\$100,000)	\$80,000	-44%
Subtotal Salaries	\$1,803,000	\$1,995,000	\$192,000	11%
PERS Employer Contribution	\$191,000	\$202,000	\$11,000	6%
PERS UAL Payment	\$176,000	\$191,000	\$15,000	9%
Health Insurance Employer Contribution	\$240,000	\$255,000	\$15,000	6%
Retiree Health Insurance	\$0	\$0	\$0	0%
Medicare Contribution	\$29,000	\$30,000	\$1,000	3%
Other Employee Benefits	\$20,000	\$24,000	\$4,000	20%
Benefits allocated to Projects	(\$44,000)	(\$24,000)	\$20,000	0%
Subtotal Benefits	\$612,000	\$678,000	\$66,000	11%
Subtotal Personnel Costs	\$2,415,000	\$2,673,000	\$258,000	11%
Technology	\$105,000	\$121,000	\$16,000	15%
Marketing & Communications	\$105,000	\$77,000	(\$28,000)	-27%
Other Operating Expenses	\$132,000	\$199,860	\$67,860	51%
Legal Services	\$85,000	\$40,000	(\$45,000)	-53%
Employee Training	\$57,000	\$30,000	(\$27,000)	-47%
Utilities	\$51,000	\$40,000	(\$11,000)	-22%
Memberships	\$31,000	\$30,000	(\$1,000)	-3%
Unitrans Pass-Thru for Uninc Area Service	\$24,000	\$24,000	\$0	0%
Facilities Maintenance	\$19,000	\$45,000	\$26,000	137%
Directors Stipends and Expenses	\$12,000	\$12,000	\$0	0%
Contingencies	\$150,000	\$100,000	(\$50,000)	-33%
Total Administrative Operating Expenses	\$3,186,000	\$3,391,860	\$205,860	6%

Table 1.1b. Authorized FTE and Classification Salary Scales

The District completed the salary benchmarking survey initiated during FY 2023-2024 to align salary ranges with comparable agencies. The Board approved the updated salaries on April 8, 2024, implementing a 5-Step salary scale. This process was in line with the District's plan since July 1, 2023, to ensure that compensation remains competitive and reflective of market standards. The salary for the Executive Director was not included in the salary revisions or the adjustment for Cost-of-Living.

Authorized Regular FTE Positions	Fiscal Year			
	23-24	24-25	Step	Salary
Executive Director	1	1	-	\$211,860
Director of Finance & Administration	1	1	1	\$164,287
			2	\$175,781
			3	\$188,086
			4	\$201,252
			5	\$215,342
Director of Transit Operations	1	1	1	\$151,719
			2	\$162,340
			3	\$173,703
			4	\$185,863
			5	\$198,873
Director of Planning	1	1	1	\$153,017
			2	\$163,728
			3	\$175,189
			4	\$187,453
			5	\$200,574
IT Specialist	1	1	1	\$101,712
			2	\$108,838
			3	\$116,451
			4	\$124,600
			5	\$133,324
IT Systems Support Technician	1	1	1	\$70,861
			2	\$75,828
			3	\$81,132
			4	\$86,811
			5	\$92,889
Senior Transportation Planner	1	2	1	\$110,248
			2	\$117,961
			3	\$126,223
			4	\$135,059
			5	\$144,506
Associate Transportation Planner	1	0	1	\$85,451
			2	\$91,441
			3	\$97,831
			4	\$104,682
			5	\$112,008
Assistant Transportation Planner	2	2	1	\$70,936
			2	\$75,891
			3	\$81,207
			4	\$86,898
			5	\$92,976
Communications/Marketing Specialist	1	1	1	\$88,708
			2	\$94,910
			3	\$101,562
			4	\$108,663
			5	\$116,276
Executive Assistant/Clerk of the Board	1	1	1	\$72,596
			2	\$77,676
			3	\$83,117
			4	\$88,932
			5	\$95,160
Accountant (previously "Senior Finance & HR Associate")	2	2	1	\$81,582
			2	\$87,298
			3	\$93,413
			4	\$99,940
			5	\$106,941
Accounting Technician (previously "Finance & HR Associate")	1	1	1	\$59,505
			2	\$63,673
			3	\$68,128
			4	\$72,896
			5	\$78,000
Total, Budgeted FTE's	15	15		
Intern - 999 Max hours per FY	4	6	1	\$18,059
			2	\$19,009
			3	\$20,010
Limited-Term Positions			Min	Max
Associate Transportation Planner	1	0	\$85,451	\$112,008

Table 1.1c. FY 2024-25 YoloTD Jurisdictions STA and LTF Allocations

	Davis			Woodland		
	Final FY 2023-24	Prelim FY 2024-25	Change	Final FY 2023-24	Prelim FY 2024-25	Change
	\$1,016,790	\$1,008,251	-0.8%	\$717,563	\$716,065	-0.2%
STA Estimate by Jurisdiction						
LTF Estimate by Jurisdiction	\$4,519,271	\$4,037,325	-10.7%	\$4,189,604	\$3,771,769	-10.0%
Total STA/LTF by Jurisdiction	\$5,536,061	\$5,045,576	-8.9%	\$4,907,167	\$4,487,834	-8.5%
STA/ LTF to YoloTD						
YoloTD Admin	\$453,124	\$483,464	6.7%	\$420,070	\$451,664	7.5%
Total, Transit Services	\$2,455,000	\$2,219,000	-9.6%	\$2,124,064	\$1,913,242	-9.9%
STA to YoloTD	\$1,016,790	\$1,008,251	-0.8%	\$717,563	\$716,065	-0.2%
LTF to YoloTD	\$1,891,334	\$1,694,213	-10.4%	\$1,826,571	\$1,648,841	-9.7%
Total YoloTD STA + Share of LTF	\$2,908,124	\$2,702,464	-7.1%	\$2,544,134	\$2,364,906	-7.0%
STA Retained by Jurisdiction	\$0	\$0	0.0%	\$0	\$0	0.0%
LTF Retained by Jurisdiction	\$2,627,937	\$2,343,112	-10.8%	\$2,363,033	\$2,122,928	-10.2%
Total Retained by Jurisdiction	\$2,627,937	\$2,343,112	-10.8%	\$2,363,033	\$2,122,928	-10.2%
	West Sacramento			Winters		
	Final FY 2023-24	Prelim FY 2024-25	Change	Final FY 2023-24	Prelim FY 2024-25	Change
	\$630,458	\$647,975	2.8%	\$88,560	\$90,093	1.7%
	\$3,681,030	\$3,413,117	-7.3%	\$517,073	\$474,549	-8.2%
Total STA/LTF by Jurisdiction	\$4,311,488	\$4,061,092	-5.8%	\$605,633	\$564,642	-6.8%
STA/ LTF to YoloTD						
YoloTD Admin	\$369,078	\$408,716	10.7%	\$17,958	\$56,827	216.4%
Total, Transit Services	\$2,661,725	\$2,224,000	-16.4%	\$163,000	\$407,224	149.8%
STA to YoloTD	\$630,458	\$647,975	2.8%	\$88,560	\$90,093	1.7%
LTF to YoloTD	\$2,400,345	\$2,225,643	-7.3%	\$92,398	\$84,799	-8.2%
Total YoloTD STA + Share of LTF	\$3,030,803	\$2,632,716	-13.1%	\$180,958	\$464,051	156.4%
STA Retained by Jurisdiction	\$0	\$0	0.0%	\$0	\$0	0.0%
LTF Retained by Jurisdiction	\$1,280,685	\$1,187,474	-7.3%	\$424,675	\$389,750	-8.2%
Total Retained by Jurisdiction	\$1,280,685	\$1,187,474	-7.3%	\$424,675	\$389,750	-8.2%
	Yolo County			Total (Rounded)		
	Final FY 2023-24	Prelim FY 2024-25	Change	Final FY 2023-24	Prelim FY 2024-25	Change
	\$428,364	\$383,373	-10.5%	\$2,882,000	\$2,846,000	-1.2%
	\$2,501,069	\$2,215,972	-11.4%	\$15,408,000	\$13,913,000	-9.7%
Total STA/LTF by Jurisdiction	\$2,929,433	\$2,599,345	-11.3%	\$18,290,000	\$16,759,000	-8.4%
STA/ LTF to YoloTD						
YoloTD Admin	\$250,769	\$265,359	5.8%	\$1,511,000	\$1,666,029	10.3%
Total, Transit Services	\$177,595	\$293,415	65.2%	\$7,581,384	\$7,057,000	-6.9%
STA to YoloTD	\$428,364	\$383,373	-10.5%	\$2,882,000	\$2,846,000	-1.2%
LTF to YoloTD	\$0	\$0	n/a	\$6,211,000	\$5,653,000	-9.0%
Total YoloTD STA + Share of LTF	\$428,364	\$558,774	30.4%	\$9,092,384	\$8,724,029	-4.1%
STA Retained by Jurisdiction	\$0	\$0		\$0	\$0	
LTF Retained by Jurisdiction	\$2,501,069	\$2,215,972	-11.4%	\$9,197,000	\$8,260,000	-10.2%
Total Retained by Jurisdiction	\$2,501,069	\$2,215,972	-11.4%	\$9,197,616	\$8,034,971	-12.6%

State Transit Assistance (STA) funds are derived from a statewide tax on diesel fuel. The State Controller's Office allocates the tax revenue by formula. STA funding can only be used for transportation planning and mass transportation purposes.

Local Transportation Fund (LTF) allocations are derived from a ¼ cent of the general sales tax collected statewide and is intended to "improve existing public transportation services and encourage regional transportation coordination."

Fixed Route Annual Operating Budget and Service Levels

Table 1.2a shows the proposed **\$12.6 million** FY 2024-25 Fixed Route operating budget. The proposed service levels are provided in Table 1.2b.

The proposed Fixed Route budget represents an increase of **\$0.5 million (4%)** above FY 2023-24, primarily due to an anticipated one-time expense to lease up to 8 passenger buses, at a cost of \$480,000, to maintain current levels of service while we plan our transition from compressed natural gas to battery-electric as our primary fuel source.

The revenues supporting the Fixed Route budget are comprised of:

- a. \$4.2 million in STA/LTF from member jurisdictions, a decrease of 11%, as shown in Table 1.1c.
- b. \$1.2 million in passenger fares.
- c. \$2.1 million in FTA 5307 CARES Act funding.
- d. \$1.5 million in Federal Transit Administration (FTA) 5307 Urbanized Area Formula Funds.
- e. \$0.4 million in FTA 5307 Congestion Mitigation and Air Quality (CMAQ) funding to support Route 42 expansion.
- f. \$0.3 million in FTA 5307 funds from Sacramento Regional Transit (SacRT) and \$0.3 million from UC Davis to support the Causeway Connection Route 138.
- g. \$0.4 million in State Transit Assistance (STA) State of Good Repair (SGR) funds to support vehicle maintenance.
- h. \$920,523 in 5311 Rural Formula and CRSAA Funds
- i. \$1 million in SB 125 (California Transit Recovery) Funds

Table 1.2a. Annual Operating Budget - Fixed Route

Fixed Route Operating Revenues	Final FY 23-24	Draft FY 24-25	Change	Percent Change
STA/LTF	\$4,822,000	\$4,279,000	(\$543,000)	-11%
FTA 5307 ARPA	\$3,012,000	\$0	(\$3,012,000)	n/a
FTA 5307 CARES	\$894,000	\$2,147,430	\$1,253,430	140%
FTA 5307 Formula Funds	\$1,181,000	\$1,518,236	\$337,236	29%
Passenger Fares	\$1,000,000	\$1,175,000	\$175,000	18%
FTA 5307/CMAQ for Route 42 Expansion	\$405,000	\$400,000	(\$5,000)	-1%
FTA/SacRT 5307 Causeway Connection	\$285,000	\$126,000	(\$159,000)	-56%
FTA 5307 Davis UZA	\$0	\$150,000	(\$150,000)	
UC Davis Funds for Causeway Connection	\$285,000	\$293,353	\$8,353	3%
STA-SGR State of Good Repair Funds	\$212,000	\$379,559	\$167,559	79%
Low Carbon Transportation Operating Program (LCTOP)	\$0	\$65,000	\$65,000	
FTA/Caltrans 5311 Rural Formula and CRSAA Funds	\$0	\$920,523	\$920,523	0%
SB 125	\$0	\$1,031,501	\$1,031,501	
Carryforward Fund Balance	\$13,000	\$0	(\$13,000)	
Total Fixed Route Operating Revenues	\$12,109,000	\$12,485,603	\$76,603	1%

Fixed Route Operating Expenses	Final FY 23-24	Draft FY 24-25	Change	Percent Change
Contracted Transportation	\$9,271,000	\$9,006,629	(\$264,371)	-3%
Fuel	\$1,032,000	\$1,065,122	\$33,122	3%
Insurance	\$776,000	\$696,293	(\$79,707)	-10%
Vehicle Maintenance	\$262,000	\$379,559	\$117,559	45%
Technology	\$260,000	\$308,000	\$48,000	18%
Utilities	\$230,000	\$235,000	\$5,000	n/a
Facilities Maintenance	\$50,000	\$156,000	\$106,000	212%
Marketing & Communications	\$45,000	\$24,000	(\$21,000)	-47%
Electric Vehicle Charging	\$33,000	\$35,000	\$2,000	6%
Equipment/Fleet Leases	\$0	\$480,000	\$480,000	
Contingencies	\$150,000	\$100,000	(\$50,000)	-33%
Total Fixed Route Operating Expenses	\$12,109,000	\$12,485,603	\$376,603	3%

Fixed Route Bus Service Assumptions

The FY 2024-25 budget largely maintains current service levels, and represents a net *decrease* in budgeted hours and miles by about 25% compared to the current year budget. This is due to the postponement of several service increases which were envisioned in the current year budget but were not implemented due to a variety of factors.

Fixed-Route Services

- Route 42A/42B: Intercity service connecting Woodland, Davis, West Sacramento, Sacramento International Airport, and Downtown Sacramento. 42A operates in a clockwise direction, 42B operates in a counterclockwise direction. The FY 2023-24 budget envisioned a mid-year service expansion of up to 16 additional daily trips, a 25% increase over current service levels. This service expansion was scheduled to take effect in January 2024 but was postponed due to ongoing challenges with driver recruitment/retention and maintaining our aging fleet of fixed-route buses. The FY 2024-25 budget continues to postpone that service increase and maintains 42A/B service at current levels. This results in a net reduction of hours and miles compared to last year's budget.
- Route 37: Services southern West Sacramento. No changes to current service levels.

- Route 40: Serves northern West Sacramento in a counterclockwise direction. Service schedule adjusted to provide four additional weekday trips in the early morning and evening (current service ends at 6:30 PM). Service span was reduced during COVID and resuming later evening service will benefit the Disadvantaged Communities served by this route.
- Route 41: Serves northern West Sacramento in a clockwise direction. Service schedule adjusted to provide one additional weekday evening trip (current service ends at 6:10 PM). Service span was reduced during COVID and resuming later evening service will benefit the Disadvantaged Communities served by this route.
- Route 240: Serves West Capital Ave and IKEA Shopping center. Service schedule adjusted to provide two additional weekday evening trips (current service ends at 7:00 PM). Service span was reduced during COVID and resuming later evening service will benefit the Disadvantaged Communities served by this route.
- Route 43/43R Express: Express service connecting Davis to Sacramento. Suspended due to driver shortage. Limited return in April of 2022. FY 2024-2025 resumes up to three trips in the morning and evening peaks, and one trip of the 43R reverse commute route in the morning and evening peak periods. This was envisioned in the current year budget but not implemented. With the return to work orders for California state workers taking effect in June 2024, we believe ridership on Express services is poised to increase. This would return the service to approximately 60% of pre-suspension levels.
- Route 44: Express service connecting south Davis to Sacramento. Suspended during COVID and to support YoloGo services. The service plan is to resume up to three morning and evening peak period trips to meet demand from south Davis, specifically due to the Route 42 route adjustment. This was envisioned in the current year budget but not implemented. With the return to work orders for California state workers taking effect in June 2024, we believe ridership on Express services is poised to increase. This would return the service to approximately 100% of pre-suspension levels.
- Route 230: Express service connecting West Davis to Sacramento. The service plan is to resume up to three morning and evening peak period trips to meet anticipated demand. This was envisioned in the current year budget but not implemented. With the return to work orders for California state workers taking effect in June 2024, we believe ridership on Express services is poised to increase. This would return the service to 100% of pre-suspension levels.
- Route 211: Local Woodland service operating in a clockwise direction. No changes to current service.
- Route 212: Local Woodland service operating in a counterclockwise direction. No changes to current service.
- Causeway Connection: Express service connecting UC Davis, Davis, Sacramento, and the UC Davis Medical Center. No planned service changes.

Table 1.2b shows planned service levels by route:

Table 1.2b. Fixed Route Service Hours and Miles

Route	Community / Destinations	Operating Days	FY2023-24						Proposed FY 2024-25	Proposed FY 2024-25		% Change from Current Actual	
			Budgeted Trips ¹	Actual Trips ¹	Budgeted Hours	Actual Hours	Budgeted Miles	Actual Miles		Trips	Hours	Miles	Hours ²
42A* 42B*	Intercity ,Woodland, Davis, West Sacramento, Sacramento International Airport, Downtown Sacramento	MON-FRI SAT - SUN	70	54	56,949	44,302	1,274,569	1,106,888	54	44,303	1,106,888	0%	0%
37	Southport Gateway West Sacramento Transit Center Downtown Sacramento	MON-FRI	15	13	4,845	3,895	86,953	51,435	13	3,911	51,435	0%	0%
		SAT-SUN	13	0					0				
40	Northern West Sacramento Ikea Ct West Sacramento Transit Center Downtown Sacramento	MON-FRI	15	12	4,803	4,273	63,303	49,640	17	5,529	63,884	29%	29%
		SAT	14	11					11				
		SUN	11	9					11				
41	Northern West Sacramento Ikea Ct West Sacramento Transit Center Downtown Sacramento	MON-FRI	15	12	4,173	3,333	54,742	37,951	14	3,347	37,951	0%	0%
		SAT	15	0					0				
		SUN	11	0					0				
240	Ikea Ct, Reed Ave, Harbor Blvd West Sacramento Transit Center Downtown Sacramento	MON-FRI	15	12	4,724	4,563	61,186	54,049	14	4,837	57,266	6%	6%
		SAT	15	12					12				
		SUN	12	12					12				
45	West/Central Woodland Downtown Sacramento Express	MON-FRI - AM TRIP	1	1	827	836	22,818	23,095	1	836	23,095	0%	0%
		MON-FRI - PM TRIP	1	1					1				
211	County Fair Mall, West Woodland Loop	MON-FRI	12	15	4,389	5,141	57,742	68,036	15	5,144	68,036	0%	0%
		SAT	12	12					12				
		SUN	11	11					11				
212	County Fair Mal, East Woodland Loop	MON-FRI	11	14	4,088	4,988	64,098	77,833	14	4,988	77,833	0%	0%
		SAT	11	14					14				
		SUN	11	11					11				
215	Woodland, Madison, Esparto, Capay Cache Creek Casino Resort	MON-SUN - WESTBOUND	12	12	10,135	135	253,383	253,383	12	10,135	253,383	0%	0%
		MON-SUN - EASTBOUND	12	12					12				
43	Davis, Downtown Sacramento Express	MON-FRI - AM TRIP MON-FRI - PM TRIP	3	1	2,306	1,338	53,414	28,265	3	3,366	73,428	152%	160%
		MON-FRI - AM TRIP MON-FRI - PM TRIP	3	1					3				
43R	Reverse Commute: Downtown Sacramento, U.C. Davis Express	MON-FRI - AM TRIP MON-FRI - PM TRIP	1	1	1,469	38,230	50,974	25,795	1	2,779	67,225	181%	161%
		MON-FRI - AM TRIP MON-FRI - PM TRIP	1	1					1				
44	South Davis Downtown Sacramento Express	MON-FRI - AM TRIP MON-FRI - PM TRIP	3	0	1,469	38,230	50,974	25,795	3	2,866	57,062		
		MON-FRI - AM TRIP MON-FRI - PM TRIP	3	0					3				
230*	West Davis, Downtown Sacramento Express	MON-FRI - AM TRIP MON-FRI - PM TRIP	3	1	1,959	988	50,974	25,795	3	2,779	67,225	181%	161%
		MON-FRI - AM TRIP MON-FRI - PM TRIP	3	1					3				
138 Causeway Connection	Service between UCD Med Ctr and UCD Main campus, with limited stops between	MON-FRI	14	14	4,303	4,338	95,540	96,695	14	4,355	96,695	0%	0%
	Total		349	270	104,969	78,130	2,176,951	1,873,065	295	96,396	2,034,180	-8%	-7%

Microtransit Annual Operating Budget

Table 1.3 shows the \$2.1 million Microtransit annual operating budget, which includes existing demand-responsive microtransit service in Knights Landing and Winters, continues new Woodland service which launched in September 2023, and expands the Knights Landing service area to include the unincorporated community of Yolo.

The proposed budget is \$821,000 (60%) more than the FY 2023-24 budget. This change accounts for:

- Increasing the hours of operation and number of vehicles operating in Winters and Knights Landing/Yolo service areas as noted in Table 1.2c. *Note: these service increases would require separate action by the YoloTD Board of Directors prior to implementation.*
- Includes a full year of Woodland microtransit service at current service levels, based on actual expenses.

Service Area	Operating Days	Current Service Levels FY 2023-24			Proposed Service Levels FY 2024-25			Change from Prior Year	
		Operating Times	Max # of BeeLine Vehicles	Hours	Operating Times	Max # of BeeLine Vehicles	Hours	Vehicles	Hours
Woodland	MON - THUR	7:00 AM - 7:00 PM	4	21,615	7:00 AM - 7:00 PM	4	21,537	4	(78)
	FRI	7:00 AM - 11:00 PM			7:00 AM - 11:00 PM				
	SAT	9:00 AM - 11:00 PM			9:00 AM - 11:00 PM				
	SUN	8:00 AM - 7:00 PM			8:00 AM - 7:00 PM				
Winters									
	MON - FRI	8:30 AM - 4:30 PM	1	2,727	7:00 AM - 7:00 PM	2	6,951	2	4,224
	SAT	8:30 AM - 4:30 PM			7:00 AM - 7:00 PM				
Knights Landing and Yolo	SUN	No Service			No Service				
	MON - FRI	8:30 AM - 5:30 PM	1	2,964	7:00 AM - 6:00 PM	2	7,043	2	4,079
	SAT	No Service			No Service				
	SUN	8:30 AM - 5:30 PM			7:00 AM - 6:00 PM				
Total			6	27,306		8	35,531	8	8,225

Revenue Sources include:

- \$1.3 million in STA/LTF from Woodland, Winters and Yolo County, as shown in Table 1.1c.
- \$0.2 million in FTA 5307 formula funds supporting Woodland Microtransit.
- \$0.2 million in FTA 5311 rural formula funds supporting the Knights Landing and Winters operations.
- \$25 thousand in STA-SGR Funds to support vehicle maintenance.

e. \$45 thousand in passenger fares.

Table 1.3. Annual Operating Budget - Microtransit

Microtransit Operating Revenues	Final FY 23-24	Draft FY 24-25	Change	Percent Change
STA/LTF	\$846,000	\$1,301,000	\$455,000	54%
FTA 5307 Formula Funds	\$243,000	\$219,000	(\$24,000)	-10%
FTA 5307 CARES	\$0	\$405,550	\$405,550	
FTA/Caltrans 5311 Rural Formula Funds	\$226,000	\$204,214	(\$21,786)	-10%
STA-SGR State of Good Repair Funds	\$25,000	\$0	(\$25,000)	-100%
Passenger Fares	\$25,000	\$45,000	\$20,000	80%
FTA/Caltrans 5311 CRRSAA	\$0	\$0	\$0	
Total Microtransit Operating Revenues	\$1,364,000	\$2,175,136	\$810,136	59%

Microtransit Operating Expenses	Final FY 23-24	Draft FY 24-25	Change	Percent Change
Contracted Transportation - Woodland	\$590,000	\$915,000	\$325,000	55%
Contracted Transportation - Winters	\$170,000	\$400,000	\$230,000	135%
Contracted Transportation - Knights Landing	\$135,000	\$323,000	\$188,000	139%
Technology	\$231,000	\$30,000	(\$201,000)	-87%
Insurance	\$138,000	\$228,136	\$90,136	65%
Fuel	\$65,000	\$239,000	\$174,000	268%
Vehicle Maintenance	\$25,000	\$25,000	\$0	0%
Communications & Marketing	\$0	\$5,000	\$5,000	
Contingencies	\$10,000	\$10,000	\$0	0%
Total Microtransit Operating Expenses	\$1,364,000	\$2,175,136	\$811,136	59%

Paratransit Annual Operating Budget

Table 1.4 shows the \$3.07 million Paratransit operating budget, which covers demand-responsive paratransit services for individuals with disabilities that prevent them from being able to use YoloTD's fixed route service. The proposed budget represents a 1% increase over than FY 2023-24 levels, reflecting demand leveling off after several years of dramatic growth coming out of the pandemic.

Revenue Sources include:

- a. \$1.4 million in STA/LTF, as shown in Table 1.1c.
- b. \$0.8 million in FTA 5307 Urbanized Area Formula Funds.
- c. \$150 thousand in passenger and organization-paid fares.
- d. \$70 thousand in Cache Creek mitigation funds to reimburse for paratransit trips serving nearby areas.
- e. New for this year, \$116,000 in SB 125 transit recovery funds.

Table 1.4. Annual Operating Budget - Paratransit

Paratransit Operating Revenues	Final FY 23-24	Draft FY 24-25	Change	Percent Change
STA/LTF	\$1,912,000	\$1,465,000	(\$447,000)	-23%
FTA 5307 Formula Funds	\$842,000	\$819,073	(\$22,927)	-3%
Passenger Fares	\$145,000	\$150,000	\$5,000	3%
Cache Creek Mitigation	\$80,000	\$70,000	(\$10,000)	-13%
STA-SGR State of Good Repair Funds	\$65,000	\$0	(\$65,000)	
Organization-Paid Fares	\$5,000	\$0	(\$5,000)	-100%
FTA 5307 CARES	\$0	\$437,496	\$437,496	
SB125	\$0	\$116,568	\$116,568	0%
Carryforward Fund Balance	\$1,000	\$0	(\$1,000)	
Total Paratransit Operating Revenues	\$3,050,000	\$3,058,137	\$9,137	0%
Paratransit Operating Expenses	Final FY 23-24	Draft FY 24-25	Change	Percent Change
Contracted Transportation	\$2,504,000	\$2,514,000	\$10,000	0%
Fuel	\$224,000	\$224,000	\$0	0%
Insurance	\$206,000	\$193,569	(\$12,431)	-6%
Vehicle Maintenance	\$65,000	\$0	(\$65,000)	
Technology	\$41,000	\$116,568	\$75,568	
Contingencies	\$10,000	\$10,000	\$0	0%
Total Paratransit Operating Expenses	\$3,050,000	\$3,058,137	\$8,137	0%

2. General Reserve

In February 2022, the YoloTD Board of Directors adopted a General Reserve policy establishing a target of that an amount equivalent to 25% of the annual operating budget expenses should be set aside to provide for continuity of service-critical operations during times of unexpected revenue shortfalls or emergency expenditures.

As shown in Table 1.5, the General Reserve currently holds \$4.9 million. The proposed combined FY 2024-25 operating budget of \$5.2 million would require a further deposit of \$351 thousand to the General Reserve from available fund balances to maintain the 25% target level at \$4.923 million.

Table 1.5. General Reserve Deposit Calculation

	Final FY 23-24	Draft FY 24-25	Change	
Total Operating Expenses	\$19,709,000	\$21,110,736	\$1,401,736	7%
General Reserve (25% Operating Budget):	\$4,927,000	\$5,278,000	\$351,000	

Section 2. Multiyear Capital and Planning Projects

Capital and Planning Projects

This budget continues to establish multiyear capital and planning priorities including the Yolo Active Transportation Corridors (YATC) project, and the Zero Emission Fleet Transition Plan and Downtown Woodland Transit Center.

We are currently in the process of finalizing a 10-year capital improvement plan, which we will bring to the Board for approval in late 2024. That plan will inventory our capital assets and identify those places where additional capital investment is needed.

Table 2.1 displays \$2.6 million in proposed new appropriations for multiyear capital and planning projects. The new funding includes:

- FR-1 Electric Buses- Multiyear Reserve for Future Purchases: \$477 thousand in new LCTOP funding is proposed to be set aside to serve as a match for potential future federal funding to support electric bus purchases consistent with state mandates.
- FR-3 Fixed Route Planning Efforts: \$200 thousand in new SB 125 funding is proposed for the preparation of a Short Range Transit Plan. The scope of work and contract for this effort were approved by the Board in April 2024.
- FR-11 Downtown Woodland Transit Center: \$430 thousand of new funding is proposed for relocation costs for a new Transit Center in downtown Woodland, to replace the transit center at the County Fair Fashion Mall. This is an estimate that will be refined through the planning and design process currently underway. The funding source for these costs is to be determined.
- FR-12 Fixed Route Bus Battery Replacements: \$124 thousand in new Available Fund Balance/STA is proposed to be used to purchase six replacement batteries for our six Proterra electric buses.
- FR-13 Zero Emission Bus (ZEB) Electrification Infrastructure (Woodland): \$400 thousand in new SB 125 funding for design and engineering studies for electrification infrastructure upgrades needed to meet California's Zero Emission Vehicle requirements.
- MM-1 Yolo Active Transportation Corridors: \$200 thousand in additional grant funds from sources to be determined (supplementing the \$1.2 million federal RAISE funds already appropriated) are proposed to fund ongoing consulting services for the Yolo Active Transportation Corridors planning project.

Table 2.1. YoloTD Multi-year Capital and Planning Project Budgets with FY 2024-25 Budget Appropriation

Multiyear Capital and Planning Projects	Carryforward FY23-24	Actual/ Encumbered to Date	Balance FY23-24	Proposed FY 24-25 Appropriation	Total Multi-year Project Budget
FR-1. Electric Buses - Multi-year Reserve for Future Purchases					
Expenditure Budget					
Vehicle Equipment Purchase	\$1,343,463	\$0	\$1,343,463	\$477,000	\$1,820,463
Total FR-1 Expenditure Budget	\$1,343,463	\$0	\$1,343,463	\$477,000	\$1,820,463
Revenue Sources					
FTA 5307/5339 Funds	\$880,000	\$0	\$880,000	\$0	\$880,000
LCTOP - FY 2022-23 allocation	\$463,000	\$0	\$463,000	\$477,000	\$940,000
Total FR-1 Revenue Budget	\$1,343,000	\$0	\$1,343,000	\$477,000	\$1,820,000
FR-3. Fixed Route Planning Efforts					
Expenditure Budget					
Professional Svcs - Zero Emission Fleet	\$200,000	\$199,952	\$48	\$0	\$48
Professional Svcs - Short Range Transit Plan	\$200,000	\$200,000	\$0	\$200,000	\$200,000
Professional Svcs - 10 Year Capital Plan	\$100,000	\$0	\$100,000	\$0	\$100,000
Total FR-3 Expenditure Budget	\$500,000	\$399,952	\$100,048	\$200,000	\$300,048
Revenue Sources					
FTA 5307 Funds	\$400,000	\$399,952	\$48		\$48
SB125	\$0	\$0	\$0	\$200,000	\$200,000
Available Fund Balance	\$100,000	\$0	\$100,000		\$100,000
Total FR-3 Revenue Budget	\$500,000	\$399,952	\$100,048	\$200,000	\$300,048
FR-11 Downtown Woodland Transit Center					
Expenditure Budget					
Planning Services	\$225,000	\$75,000	\$150,000	\$0	\$120,000
Relocation	\$0	\$0	\$0	\$430,000	\$430,000
Total FR-11 Expenditure Budget	\$225,000	\$75,000	\$150,000	\$430,000	\$550,000
Revenue Sources					
FTA 5307 Funds	\$120,000	\$0	\$120,000	\$0	\$120,000
Available Fund Balance/STA	\$75,000	\$75,000	\$0	\$0	\$0
Funding TBD	\$0	\$0	\$0	\$430,000	\$430,000
Total FR-11 Revenue Budget	\$195,000	\$75,000	\$120,000	\$430,000	\$550,000
FR-12 Fixed Route Bus Battery Replacements (6)					
Expenditure Budget					
Fleet Engine/Parts	\$0	\$0	\$0	\$124,000	\$124,000
Total FR-12 Expenditure Budget	\$0	\$0	\$0	\$124,000	\$124,000
Revenue Sources					
FTA 5307 Funds	\$0	\$0	\$0	\$99,200	\$99,200
Available Fund Balance/STA	\$0	\$0	\$0	\$24,800	\$24,800
Total FR-12 Revenue Budget	\$0	\$0	\$0	\$124,000	\$124,000
FR-13 Zero Emission Bus (ZEB) Electrification Infrastructure (Woodland)					
Expenditure Budget					
Facilities Repair & Maintenance	\$0	\$0	\$0	\$400,000	\$400,000
Total FR-13 Expenditure Budget	\$0	\$0	\$0	\$400,000	\$400,000
Revenue Sources					
SB125	\$0	\$0	\$0	\$400,000	\$400,000
Total FR-13 Revenue Budget	\$0	\$0	\$0	\$400,000	\$400,000
MM-1 Yolo Active Transportation Corridors					
Expenditure Budget					
Consulting Services	\$1,200,000	\$559,707	\$640,293	\$200,000	\$840,293
Total MM-1 Expenditure Budget	\$1,200,000	\$559,707	\$640,293	\$200,000	\$840,293
Revenue Sources					
RAISE Grant	\$1,200,000	\$559,707	\$640,293	\$0	\$640,293
Funding TBD	\$0	\$0	\$0	\$200,000	\$200,000
Total MM-1 Revenue Budget	\$1,200,000	\$559,707	\$640,293	\$200,000	\$840,293

Table 2.1 Continued: YoloTD Multi-year Capital and Planning Project Budgets with FY 2024-25 Budget Appropriation

Multiyear Capital and Planning Projects	Carryforward FY23-24	Actual/ Encumbered to Date	Balance FY23-24	Proposed FY 24-25 Appropriation	Total Multi-year Project Budget
MM-4 Countywide Travel Behavior Survey					
Expenditure Budget					
Professional Services	\$0	\$0	\$0	\$100,000	\$100,000
Total MM-4 Expenditure Budget	\$0	\$0	\$0	\$100,000	\$100,000
Revenue Sources					
Funding TBD	\$0	\$0	\$0	\$100,000	\$100,000
Total MM-4 Revenue Budget	\$0	\$0	\$0	\$100,000	\$100,000
MM-5 Major Fleet Maintenance					
Expenditure Budget					
Maintenance Services	\$0	\$0	\$0	\$210,000	\$210,000
Total MM-5 Expenditure Budget	\$0	\$0	\$0	\$210,000	\$210,000
Revenue Sources					
Funding TBD	\$0	\$0	\$0	\$210,000	\$210,000
Total MM-5 Revenue Budget	\$0	\$0	\$0	\$210,000	\$210,000
PT-1 Paratransit Vehicle Replacement (2)					
Expenditure Budget					
Vehicles	\$0	\$0	\$0	\$360,000	\$360,000
Total PT-1 Expenditure Budget	\$0	\$0	\$0	\$360,000	\$360,000
Revenue Sources					
Funding TBD	\$0	\$0	\$0	\$360,000	\$360,000
Total PT-1 Revenue Budget	\$0	\$0	\$0	\$360,000	\$360,000
YT-1 Yolotd Annual Reserves Contribution: ZEB Electrification Infrastructure Repair & Maintenance (Woodland)					
Expenditure Budget					
Facilities Repair & Maintenance	\$0	\$0	\$0	\$25,000	\$25,000
Total YT-1 Expenditure Budget	\$0	\$0	\$0	\$25,000	\$25,000
Revenue Sources					
Funding TBD	\$0	\$0	\$0	\$25,000	\$25,000
Total YT-1 Revenue Budget	\$0	\$0	\$0	\$25,000	\$25,000
YT-2 Yolotd Annual Reserves Contribution: Maintenance Shop Repairs					
Expenditure Budget					
Facilities Repair & Maintenance	\$0	\$0	\$0	\$54,000	\$54,000
Total YT-2 Expenditure Budget	\$0	\$0	\$0	\$54,000	\$54,000
Revenue Sources					
Funding TBD	\$0	\$0	\$0	\$54,000	\$54,000
Total YT-2 Revenue Budget	\$0	\$0	\$0	\$54,000	\$54,000
Total Projects with new appropriations	\$3,238,000	\$1,034,659	\$2,203,341	\$2,580,000	\$4,783,341

Table 2.2 displays \$2.8 million in other YoloTD pending and ongoing multi-year capital and planning project budgets carried forward from prior years, but where no new funding is being considered. These include projects such as the Yolo 80 Managed Lanes Legal, Advisory and Technical Services and Automatic Passenger Counters. This includes an adjustment of \$520 thousand to defund a prior year allocation for FR-4. GTFS Real-Time Enhancements. This project was rolled into another project (FR-5 Automatic Passenger Counters) and is fully funded.

Table 2.2. Other YoloTD Pending and Ongoing Capital and Planning Project Budgets Carried Forward from Prior Years

Multiyear Capital and Planning Projects	Carryforward FY23-24	Actual/ Encumbered to Date	Balance FY23-24	Adjustments to Prior Year Appropriations	Total Prior Year
FR-4. General Transit Feed Specification (GTFS) Real-Time Enhancements					
Expenditure Budget					
Equipment	\$520,000	\$0	\$520,000	(\$520,000)	\$0
Total FR-4 Expenditure Budget	\$520,000	\$0	\$520,000	(\$520,000)	\$0
Revenue Sources					
FTA 5339/5307 Funds	\$416,000	\$0	\$416,000	(\$416,000)	\$0
Available Fund Balance/STA Funds	\$104,000	\$0	\$104,000	(\$104,000)	\$0
Total FR-4 Revenue Budget	\$520,000	\$0	\$520,000	(\$520,000)	\$0
FR-5. Automatic Passenger Counters (APC)					
Expenditure Budget					
Equipment	\$420,000	\$0	\$420,000	\$0	\$420,000
Total FR-5 Expenditure Budget	\$420,000	\$0	\$420,000	\$0	\$420,000
Revenue Sources					
FTA 5307 Funds	\$420,000	\$0	\$420,000	\$0	\$420,000
Total FR-5 Revenue Budget	\$420,000	\$0	\$420,000	\$0	\$420,000
FR-9. Bus Washer/Water Recycler Replacement					
Expenditure Budget					
Equipment and Installation Services	\$673,581	\$0	\$673,581		\$673,581
Total FR-9 Expenditure Budget	\$673,581	\$0	\$673,581	\$0	\$673,581
Revenue Sources					
CARES Act Funding	\$400,000	\$0	\$400,000		\$400,000
FY 2021-22 STA-SGR Funds	\$273,581	\$0	\$273,581		\$273,581
Total FR-9 Revenue Budget	\$673,581	\$0	\$673,581	\$0	\$673,581
MM-2 80 Managed Lanes Advisory, Legal & Technical Services					
Expenditure Budget					
Professional Services	\$250,000	\$175,000	\$75,000	\$0	\$75,000
Total MM-2 Expenditure Budget	\$250,000	\$175,000	\$75,000	\$0	\$75,000
Revenue Sources					
Available Fund Balance	\$250,000	\$175,000	\$75,000	\$0	\$75,000
Total MM-2 Revenue Budget	\$250,000	\$175,000	\$75,000	\$0	\$75,000
MM-3 Tolling Authority					
Expenditure Budget					
FY 23-24 Allocated YoloTD Salaries and Benefits	\$250,000	\$0	\$250,000	\$0	\$250,000
Consulting Services	\$1,750,000	\$395,000	\$1,355,000	\$0	\$1,355,000
Total MM-3 Expenditure Budget	\$2,000,000	\$395,000	\$1,605,000	\$0	\$1,605,000
Revenue Sources					
SACOG Grant (RSTP)	\$2,000,000	\$395,000	\$1,605,000	\$0	\$1,605,000
Total MM-3 Revenue Budget	\$2,000,000	\$395,000	\$1,605,000	\$0	\$1,605,000
Total Continuing Projects (no new Funding)	\$3,863,581	\$570,000	\$3,293,581	(\$520,000)	\$2,773,581

CAC COMMUNICATION: YOLO TRANSPORTATION DISTRICT

350 Industrial Way, Woodland, CA 95776---- (530) 661-0816

Topic: Recommend that YoloTD Board Authorize Caltrans Cooperative Agreement Obligating INFRA Funds for Yolo 80 Managed Lanes Project	Agenda Item#: 7	Action
	Agenda Type:	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Prepared By: B. Abbanat		Meeting Date: May 7, 2024

RECOMMENDATION:

Recommend that the YoloTD Board authorize the Executive Director to execute a Cooperative Agreement with Caltrans District 3 to obligate the remaining \$82.9 million INFRA construction funds for the Yolo 80 Managed Lanes project. This recommendation should be conditional on the CTC approving the AB 194 tolling authority application and TCEP funding request.

BACKGROUND:

Note: This staff report focuses on updating the CAC on project activities since the January 30th CAC meeting. Staff reports dating to the project's inception can be found on the YoloTD website:

Yolotd.org → Planning & Projects → Freeways & Roads

At the January meeting, staff shared with the CAC action the YoloTD Board took on the Yolo 80 Managed Lanes Project, including:

1. Approving the Joint Powers Authority (JPA) agreement with the Sacramento Area Council of Governments (SACOG) and the California Department of Transportation (Caltrans) establishing the Capitol Area Regional Tolling Authority (CARTA); and
2. Approving the resolution consenting to CARTA's submission of a Toll Facility Application to the California Transportation Commission (CTC) for Yolo 80 pursuant to Assembly Bill (AB) 194.

CAC feedback on the Yolo 80 Managed Lanes Project item centered on:

- Eligibility of toll funds for transit operations
- CARTA staffing
- Means by which the CAC can ensure their advice is heard by the CARTA Board moving forward
- Davis City Council and community members concern with the released draft EIR
- Possibility of extending FHWA deadline and effects of EIR lawsuit on obligating the awarded INFRA funds

Key Activities Since January CAC Meeting

1. 2/15/2023 CARTA Board Meeting

CARTA was established via Board actions from the Sacramento Area Council of Governments (SACOG) and YoloTD at their respective January Board meetings. CARTA composition consists of five voting Board members, including one voting position for Caltrans District 3. CARTA is staffed

in the interim by SACOG until the CARTA Board determines a more permanent organizational structure. At the first Board meeting on February 15th: CARTA took the following actions:

- Elected Chair / Vice Chair / Secretary (Oscar Villegas / Dr. Dawnté Early / James Corless)
- Adopted bylaws
- Approved 2024 CARTA meeting schedule
- Approved submittal of Yolo 80 Toll Facility Application on behalf of CARTA

2. *FHWA Approves Project Term Sheet*

The \$85.9 million project funding is administered by the Federal Highways Administration (FHWA). An FHWA requirement is an approved term sheet finalizing project scope, schedule, and budget assumptions along with any proposed scope of work changes. YoloTD and Caltrans have been coordinating with FHWA staff regarding our intent to change the scope of work from carpool lanes – which reflected the original grant application – to tolled managed lanes (High Occupancy Toll 3+). The project also needed FHWA approval to reduce the project's lane miles (for Phase 1) due to the cost difference between carpool lanes and HOT 3+ lanes. In late February, the project team learned that FHWA approved the requested scope changes.

3. *TCEP Grant Resubmittal*

In early March, Caltrans District 3 submitted a revised grant application to the CTC's Trade Corridors Enhancement Program (TCEP) to fully fund Phase 1 construction. The CTC has scheduled action on this funding request at their May meeting.

4. *Yolo 80 Managed Lanes Tolling Authority Application*

YoloTD, SACOG, Caltrans District 3, and consultants WSP coordinated to complete and submit the CARTA toll facility application to the CTC in mid-March.

5. *CTC Hosts CARTA Tolling Application Public Hearing*

Consistent with AB 194 requirements, the CTC Hosted a public hearing on April 9th in West Sacramento to receive a presentation from the CARTA team and public input.

6. *SACOG Hosts Interagency Consultation on Project-Level Air Quality Conformity*

On April 16th, SACOG hosted an interagency consultation meeting with Caltrans District 3, FHWA, EPA, and CARB to determine whether the Yolo 80 Managed Lanes project is a project of air quality concern. EPA and CARB, who have jurisdiction over the topic deferred on taking action and were expected to meet with Caltrans District 3 to address their comments.

Caltrans Cooperative Agreement to Obligate INFRA Construction Funds

Obligating the awarded INFRA construction funds is required by congressional statute to occur by September 30, 2024. As YoloTD is the recipient of these funds and Caltrans District 3 is the lead agency for design and construction, a cooperative agreement between YoloTD and Caltrans District 3 is needed for Caltrans to submit a Request for Authorization (RFA) to FHWA to obligate the INFRA funds. Submitting the RFA and receiving approval from FHWA are the final administrative steps prior to breaking ground, assuming May CTC approval of the CARTA tolling application and Caltrans TCEP funding approval which will fully fund the Phase 1 project. This is a significant project milestone and one for which a Board action is needed.

Staff recommends the CAC recommend that the Board authorize the YoloTD Executive Director to execute a cooperative agreement with Caltrans District 3 to submit an RFA for the Yolo 80 Managed Lanes project and,

as a result, fully obligate the project's INFRA \$82.9 million construction funds. This recommendation should be conditional on the CTC approving the AB 194 tolling authority application and TCEP funding request.

Executing the RFA will enable the project to obligate the INFRA funds within the September 30, 2024 statutory requirement. Failure to execute the RFA and obligate funding will result in the loss of INFRA funds.

Remaining Project-Related Activities

Several important topics remain to be addressed, however, they are either not directly related to the Yolo 80 Managed Lanes INFRA funding obligation or will need to be resolved later in the project schedule:

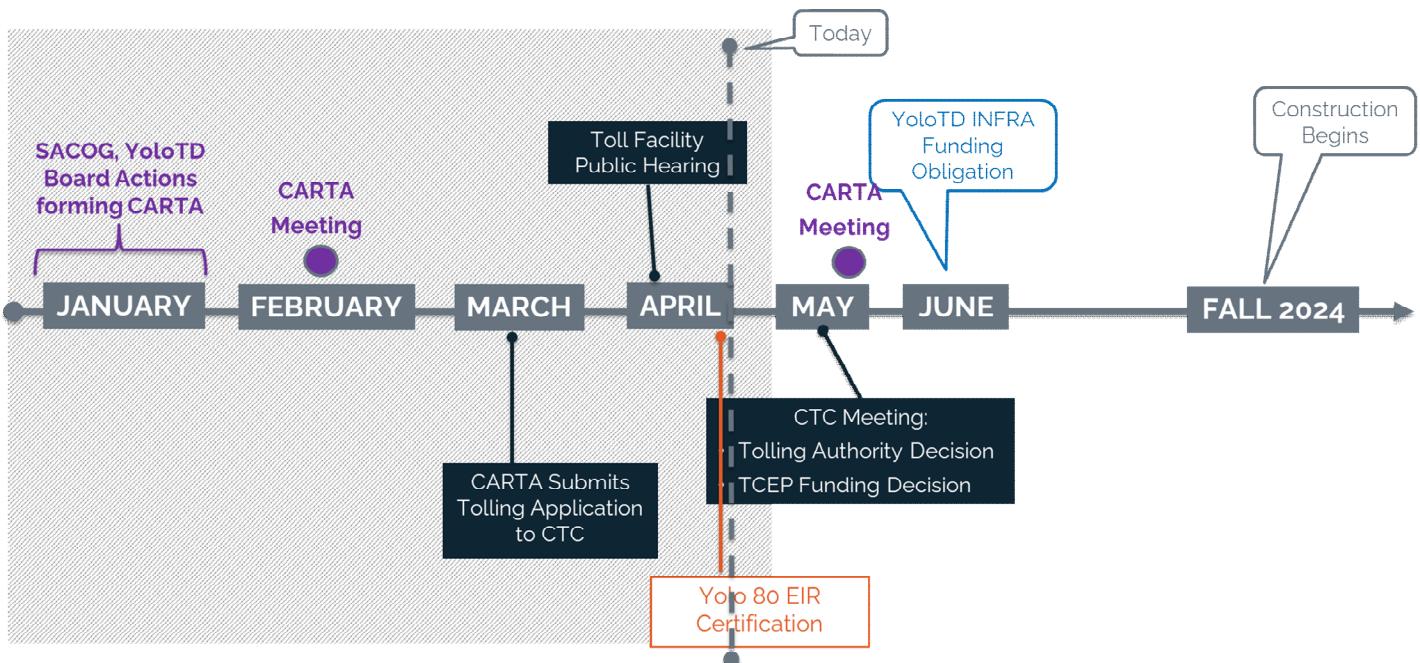
1. Final Environmental Impact Report Notice of Determination and VMT Mitigation Plan

CAC members expressed interest in the VMT Mitigation Plan presented at the January meeting. YoloTD received notice on Wednesday, May 1 that Caltrans has filed the Notice of Determination for the Final EIR (CEQA) and Final EIS (NEPA). While the VMT Mitigation Plan is not publicly available in time for the CAC meeting, both will be available prior to the June YoloTD Board meeting.

2. Yolo 80 Managed Lanes Tolling Ordinance and Equity Plan

Several administrative aspects of the tolled managed lanes remain to be developed by CARTA, the facility's managing agency. These include a tolling ordinance which establishes operational policies such as hours and days of operation, toll rates, occupancy requirements, etc. An equity plan also remains to be developed. These regionally significant policies will be led by CARTA over the next 12-18 months and implemented prior to the tolled lanes opening.

Project Timeline



BUDGET IMPACT:

No direct budget impacts accompany this action.