

DRAFT BUDGET & WORKPLAN

FISCAL YEAR 2024-2025

April 30, 2024

Yolobus

Contents

Introduction from the Executive Director	2
Budget Overview	3
Administration Operating Budget	4
Fixed Route Annual Operating Budget and Service Levels.....	8
Fixed Route Bus Service Assumptions	9
Microtransit Annual Operating Budget.....	12
Paratransit Annual Operating Budget	14
Capital and Planning Projects	16
Section 3. Five-Year Operating Budget Outlook	20
Section 4: Annual Workplan.....	20

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

	Final FY 23-24	Draft FY 24-25	Change	Percent Change
Administration Operating Revenues				
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%
	Final FY 23-24	Draft FY 24-25	Change	Percent Change
Administration Operating Expenses				
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		Step	Salary
	23-24	24-25		
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	Prelim	Change	Final	Prelim	Change
	FY 2023-24	FY 2024-25		FY 2023-24	FY 2024-25	
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%
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	Prelim	Change	Final	Prelim	Change
	FY 2023-24	FY 2024-25		FY 2023-24	FY 2024-25	
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%
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	Prelim	Change	Final	Prelim	Change
	FY 2023-24	FY 2024-25		FY 2023-24	FY 2024-25	
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%
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 in 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	Miles 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	3	1	2,306	1,338	53,414	28,265	3	3,366	73,428	152%	160%
		MON-FRI - PM TRIP	3	1					3				
43R	Reverse Commute: Downtown Sacramento, U.C. Davis Express	MON-FRI - AM TRIP	1	1					1				
		MON-FRI - PM TRIP	1	1					1				
44	South Davis Downtown Sacramento Express	MON-FRI - AM TRIP	3	0	1,469		38,230		3	2,866	57,062		
		MON-FRI - PM TRIP	3	0					3				
230*	West Davis, Downtown Sacramento Express	MON-FRI - AM TRIP	3	1	1,959	988	50,974	25,795	3	2,779	67,225	181%	161%
		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				
	SUN	No Service			No Service				
Knights Landing and Yolo	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	Draft	Change	
	FY 23-24	FY 24-25		
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	\$0	\$48
SB125	\$0	\$0	\$0	\$200,000	\$200,000
Available Fund Balance	\$100,000	\$0	\$100,000	\$0	\$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: Maitenance 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

Section 3. Five-Year Operating Budget Outlook

TBD

Section 4: Annual Workplan

The following pages summarize YoloTD's workplan for the Fiscal Year 2024-25. The workplan was developed by the YoloTD Management Team with input and collaboration from the entire staff. It was developed concurrently with the FY 2024-5 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.

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)
T05	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.
T06	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.
T07	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.
T08	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
T09	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 address 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	<p>Work with UC Davis to increase awareness and incentives for campus affiliates to take Yolobus</p> <p>Establish recurring marketing program to coincide with academic calendar</p> <p>Outreach to state agencies to promote Yolobus to state workers as part of return to office communications.</p>	<p>Work with UC Davis to increase awareness and incentives for campus affiliates to take Yolobus</p> <p>Establish recurring marketing program to coincide with academic calendar</p> <p>Outreach to state agencies to promote Yolobus to state workers as part of return to office communications.</p>
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.