



DRAFT BUDGET

FISCAL YEAR 2022-23

FRIDAY, APRIL 29, 2022

This page deliberately left blank

TABLE OF CONTENTS (forthcoming)

Message from the Executive Director

DATE: DRAFT, April 29, 2022

TO: Don Saylor, Chair,
And Members of the Yolo County Transportation District Board of Directors

FROM: Autumn Bernstein, Executive Director

RE: FY 2022-2023 Budget

On behalf of the entire YCTD team, I am pleased to share with you the enclosed Yolo County Transportation District (YCTD) Preliminary Budget for the 2022-2023 fiscal year for your review and consideration.

The financial position of YCTD is stable. Both state (Transportation Development Act, or TDA) and federal formula funding sources have increased. In addition, YCTD has a carryforward balance that includes a mix of unrestricted and restricted funds. We remain eligible for one-time COVID recovery funds. Over the next year, YCTD will work with our member agencies prepare a 10-year capital improvement plan to identify how best to utilize these one-time funds.

Some key highlights from this year's budget include:

- The long-awaited expansion of the Route 42 A/B to 30-minute headways during peak hours
- Launch of the new Woodland microtransit service in January 2023
- Continued restoration of previously-suspended express services as demand warrants and driver resources allow
- New multimodal program budget that includes a robust, grant-funded planning effort for the Yolo Active Transportation Corridors (YATC) project
- Continuing advisory, legal and technical services to support implementation of a first-in-the-region express lane paired with transit and transportation equity investments on the Yolo 80 corridor, in partnership with Caltrans.
- Addition of one FTE to our planning team, as well as \$500,000 in professional services to address the backlog of long-overdue planning efforts including a Short Range Transit Plan, 10-year Capital Improvement Plan and Zero-Emission Fleet Conversion Plan.

Section 1: Annual Operating Budget

1.1 Administration Operating Budget

Table 1.1a shows the proposed \$3.2 million FY 2022-23 Administration budget, which includes labor costs, other central administrative expenses, and the costs and revenues associated with selling fuel to outside users at our CNG and biofuel refueling station.

The proposed Administration budget represents a reduction of \$1.0 million compared to the FY 2021-22 budget, primarily due to:

- a. The reclassification of \$0.7 million in liability and vehicle damage insurance and \$0.3 million in technology costs out of the administration budget and into the program budgets (fixed route, paratransit and microtransit), and
- b. The reclassification of vehicle maintenance costs out of the administration budget and into program budgets (\$256 thousand was included in Administration in the FY 2021-22 budget).
- c. The net increase in salary and benefit costs of \$261 thousand is offset by shifts in program-specific technology, marketing, facility maintenance and other operating expenses costs out of the Administration budget and into program budgets.
- d. The salary budget includes one additional proposed position and allows for a Cost of Living Adjustment (COLA) of 3.98%, following the formula provided in the YCTD Personnel Policy. The proposed authorized positions and adjusted salary ranges are shown in Table 1.1b. The new Assistant Planner position would be funded by Transdev contract savings achieved by bringing the transportation contract compliance quality control function in-house. The staffing plan also envisions shifting duties out of the vacant Procurement and Grants Specialist position proposed in the FY 2021-22 budget into a new Senior Transportation Planner position, with additional support from existing Finance staff. The proposal also elevates one Finance position from a Finance Associate to a Senior Finance and HR Associate to reflect higher level duties carried out by both finance positions.
- e. The benefits budget assumes savings of \$75 thousand on retiree health benefits, thanks to investment earnings on YCTD's retiree health benefit trust fund which allow those benefits to be paid from the trust fund for the foreseeable future. This budget proposes applying those savings to the unfunded pension liability (estimated at \$1.3 million as of June 30, 2021) to allow for that liability to be paid off in ten years, instead of the previous twenty-five year amortization schedule. The budget resolution accompanying this budget document also contains language that would allow YCTD to pay off additional amounts of the unfunded pension liability, up to the full

remaining amount, from any available savings realized during FY 21-22. Paying off this unfunded liability sooner than expected will result in net financial savings for YCTD due to interest rates associated with that unfunded liability.

- f. Other minor adjustments in the Administration budget include the inclusion of \$4,400 in the Directors budget for expenses related to attending capital corridor meetings and one attendee at the annual cap-to-cap conference.

The revenues supporting the Administration budget consist primarily of:

- a. \$1.4 million in State Transit Assistance and Local Transportation Fund (STA/LTF) support from YCTD member jurisdictions, reduced from \$1.7 million in FY 2021-22. Table 1.1c summarizes the full allocation of these funds. The reduction is due to a shift in allocating this support from the Administration budget to the Fixed Route budget, reflecting the shift of program-specific expenditures from Administration to Fixed Route, and swapping in the flexible Yocha Dehe Wintun Nation/Cache Creek Casino Mitigation funds from Fixed Route to the Administration Budget.
- b. \$1.4 million in Yocha Dehe Wintun Nation/Cache Creek Casino Mitigation Funds, up from \$0.7 million in FY 2021-22. The full budgeted contribution in FY 2021-22 budget was \$1.2 million.
- c. Other general revenues that YCTD can use to support its general operations, including low carbon/renewable energy credits, outside fuel sale royalties, advertising revenue, and interest revenue.
- d. Per agreement with the Yolo Transportation Management Association (TMA), the \$30 thousand designated to support YCTD staff time in prior years will be redirected in FY 2022-23 to directly support TMA programs.

Table 1.1a. Annual Operating Budget - Administration

Administration Operating Revenues	Approved FY 21-22	Preliminary FY 22-23	Change
STA/LTF	\$1,673,732	\$1,362,000	(\$311,732)
Cache Creek Mitigation	\$711,312	\$1,443,000	\$731,688
Low Carbon/Renewable Energy Credits	\$150,000	\$200,000	\$50,000
Outside Fuel Sales	\$89,909	\$120,000	\$30,091
Advertising Revenue	\$36,000	\$50,000	\$14,000
Interest Revenue	\$50,000	\$50,000	\$0
Yolo TMA Revenue	\$30,000	\$0	(\$30,000)
Carryforward Local Operating Assistance	\$1,451,803	\$0	(\$1,451,803)
Total Administration Operating Revenues	\$4,192,756	\$3,225,000	(\$967,756)

Administration Operating Expenses	Approved FY 21-22	Preliminary FY 22-23	Change
Regular Employees	\$1,307,301	\$1,578,000	\$270,699
Interns	\$50,000	\$54,000	\$4,000
Overtime	\$5,000	\$5,000	\$0
Subtotal Salaries	\$1,362,301	\$1,637,000	\$274,699
PERS Employer Contribution	\$127,379	\$143,000	\$15,621
PERS UAL Payment	\$124,558	\$210,000	\$85,442
Health Insurance Employer Contribution	\$216,625	\$216,000	(\$625)
Retiree Health Insurance	\$75,394	\$0	(\$75,394)
Medicare Contribution	\$19,623	\$24,000	\$4,377
Other Employee Benefits	\$63,312	\$20,000	(\$43,312)
Subtotal Benefits	\$626,891	\$613,000	(\$13,891)

Subtotal Salary & Benefits	\$1,989,192	\$2,250,000	\$260,808
---------------------------------------	--------------------	--------------------	------------------

Technology	\$384,009	\$96,000	(\$288,009)
Marketing & Communications	\$195,570	\$156,000	(\$39,570)
Other Operating Expenses	\$165,535	\$123,000	(\$42,535)
Legal Services	\$40,000	\$85,000	\$45,000
Cost of Fuel Sold to Outside Users	\$54,000	\$72,000	\$18,000
Employee Training	\$59,685	\$57,000	(\$2,685)
Utilities	\$52,370	\$51,000	(\$1,370)
Memberships	\$30,677	\$31,000	\$323
Unitrans Pass-Thru for Uninc Area Service	\$24,000	\$24,000	\$0
Facilities Maintenance	\$84,700	\$18,000	(\$66,700)
Directors Stipends and Expenses	\$7,600	\$12,000	\$4,400
Insurance	\$699,419	\$0	(\$699,419)
Vehicle Maintenance	\$256,000	\$0	(\$256,000)
Contingencies	\$150,000	\$250,000	\$100,000
Total Administrative Operating Expenses	\$4,192,757	\$3,225,000	(\$967,757)

Table 1.1b. Proposed Authorized FTE and Classification Ranges, Effective July 1, 2022

The proposed new salary ranges incorporate a 3.98% Cost of Living Adjustment, calculated per Chapter 8 of the Yolo County Transportation District Personnel Policy, as approved December 2021. This is equal to the change in the California All Urban Consumers Consumer Price Index (CPI) from April 2020 (283.006) and April 2021 (294.274).

Classification Title	FTE		Annual Salary Range, February 2022		Proposed Annual Salary Range effective July 1, 2022	
	21-22	22-23	Low	High	Low	High
Deputy Director Operations	1	1	\$135,890	\$164,300	\$141,298	\$170,839
Deputy Director, Finance & HR	1	1	\$132,174	\$162,491	\$137,435	\$168,958
IT Specialist	1	1	\$97,951	\$123,295	\$101,849	\$128,202
IT Systems Support Tech	1	1	\$53,875	\$66,595	\$56,019	\$69,245
Senior Project Manager	1	0	\$96,474	\$119,519	\$100,314	\$124,276
Senior Transportation Planner	1	3	\$96,473	\$124,519	\$100,313	\$129,475
Assistant Transportation Planner	1	2	\$65,741	\$81,768	\$68,357	\$85,022
Communications/Marketing Specialist	1	1	\$80,086	\$95,370	\$83,273	\$99,166
Executive Assistant/Clerk of the Board	1	1	\$71,623	\$93,212	\$74,474	\$96,922
Procurements and Grants Specialist	1	0	\$74,748	\$100,565	\$77,723	\$104,567
Senior Finance and HR Associate	1	2	\$61,380	\$77,569	\$63,823	\$80,656
Finance Associate	1	0	\$51,112	\$62,377	\$53,146	\$64,860
Total Authorized FTE	12	13				

Table 1.1c. FY 2022-23 YCTD Jurisdictions STA and LTF Allocations

	Davis			Woodland		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2021-22	FY 2022-23		FY 2021-22	FY 2022-23	
STA Estimate by Jurisdiction	\$620,254	\$805,612	29.9%	\$419,369	\$561,365	33.9%
LTF Estimate by Jurisdiction	\$4,118,366	\$4,761,442	15.6%	\$3,615,885	\$4,347,051	20.2%
Total STA/LTF by Jurisdiction	\$4,738,620	\$5,567,054	17.5%	\$4,035,254	\$4,908,416	21.6%
STA/ LTF to YCTD						
YCTD Admin	\$582,438	\$512,000	-12.1%	\$521,358	\$451,000	-13.5%
Fixed Route	\$1,420,842	\$1,864,000	31.2%	\$711,450	\$1,305,000	83.4%
Paratransit Service	\$340,075	\$422,000	24.1%	\$519,819	\$488,000	-6.1%
Microtransit Service	\$0	\$0		\$243,823	\$213,000	-12.6%
Total YCTD	\$2,343,355	\$2,798,000	19.4%	\$1,996,450	\$2,457,000	23.1%
Balance Retained by Jurisdiction	\$2,395,265	\$2,769,054	15.6%	\$2,038,804	\$2,451,416	20.2%

	West Sacramento			Winters		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2021-22	FY 2022-23		FY 2021-22	FY 2022-23	
STA Estimate by Jurisdiction	\$375,086	\$495,904	32.2%	\$50,255	\$65,443	30.2%
LTF Estimate by Jurisdiction	\$3,234,069	\$3,840,137	18.7%	\$433,309	\$506,771	17.0%
Total STA/LTF by Jurisdiction	\$3,609,155	\$4,336,041	20.1%	\$483,564	\$572,214	18.3%
STA/ LTF to YCTD						
YCTD Admin	\$569,936	\$399,000	-30.0%	\$0	\$0	
Fixed Route	\$1,628,731	\$2,313,000	42.0%	\$0	\$0	
Paratransit Service	\$285,229	\$288,000	1.0%	\$0	\$28,000	
Microtransit Service	\$0	\$0		\$127,810	\$128,000	
Total YCTD	\$2,483,896	\$3,000,000	20.8%	\$127,810	\$156,000	22.1%
Balance retained by Jurisdiction	\$1,125,259	\$1,336,041	18.7%	\$355,754	\$416,214	17.0%

	Yolo County			Total		
	Final	Prelim	Change	Final	Prelim	Change
	FY 2021-22	FY 2022-23		FY 2021-22	FY 2022-23	
STA Estimate by Jurisdiction	\$208,317	\$252,859	21.4%	\$1,673,281	\$2,181,183	30.4%
LTF Estimate by Jurisdiction	\$1,796,156	\$1,958,067	9.0%	\$13,197,785	\$15,413,468	16.8%
Total STA/LTF by Jurisdiction	\$2,004,473	\$2,210,926	10.3%	\$14,871,066	\$17,594,651	18.3%
STA/ LTF to YCTD						
YCTD Admin	\$0	\$0		\$1,673,732	\$1,362,000	-18.6%
Fixed Route	\$0	\$0		\$3,761,023	\$5,482,000	45.8%
Paratransit Service	\$0	\$25,000		\$1,145,123	\$1,251,000	9.2%
Microtransit Service	\$113,111	\$124,000		\$484,744	\$465,000	-4.1%
Total YCTD	\$113,111	\$149,000	31.7%	\$7,064,622	\$8,560,000	21.2%
Balance retained by Jurisdiction	\$1,891,362	\$2,061,926	9.0%	\$7,806,444	\$9,034,651	15.7%

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

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."

FY 2022-23 YCTD Admin is allocated between larger jurisdictions based on their % to total STA/LTF. Paratransit is allocated based on historical % to total boardings by jurisdiction. Microtransit is allocated based on estimated budget need for each project. Total allocation is capped to allow amount retained by jurisdictions to grow by their LTF percentage growth.

1.2 Fixed Route Annual Operating Budget and Service Levels

Table 1.2a shows the proposed \$10.9 million FY 2022-23 Fixed Route operating budget. The proposed service levels are provided in Table 1.2b. The proposed Fixed Route budget represents an increase of \$1.3 million above FY 2021-22, primarily due to:

- a. Increase of \$0.5 million (7%) in contracted transportation costs, based on the proposed service levels shown in Table 1.2b, and taking into account driver wage increases approved in November 2021 and per-mile and per-hour annual escalators provided in the transportation contract with Transdev. An additional \$400K contingency is included to account for uncertainty related to the Route 42A/B expansion, whose timetables are still being finalized.
- b. \$0.8 million shift of allocable insurance costs into the Fixed Route program budget from the Administration budget.
- c. \$0.2 million reduction in the fuel budget, primarily due to the recharacterization of electricity costs associated with the operation of the CNG refueling station out of the fuel category and into Utilities, along with a fresh projection of fuel costs based on recent actuals, and allowing a contingency for future fuel price rises of up to 25%.
- d. \$0.1 million reduction in budget for charging of Causeway Connection electric buses, based on current experience that has found significant savings from taking advantage of time-of-day pricing for electricity.

The revenues supporting the Fixed Route budget are comprised of:

- a. \$5.5 million in STA/LTF from member jurisdictions, as shown in Table 1.1c.
- b. \$1.0 million in passenger fares.
- c. \$1.5 million in Federal Transit Administration (FTA) 5307 Urbanized Area Formula Funds allocated to the Sacramento, Woodland and Davis Areas.
- d. \$0.9 million in FTA 5307 CARES Act funding. Together with other programming, this has allowed the Fixed Route budget to be balanced without the use of carryforward fund balance (compared to \$0.8 million used to balance the Fiscal Year 2021-22 Fixed Route budget).
- e. \$0.4 million in State Low Carbon Transportation Operating Program (LCTOP) Fiscal Year 2022-23 funding to be used to provide fare subsidies.
- f. \$0.4 million in FTA 5307 Congestion Mitigation and Air Quality (CMAQ) funding to support Route 42 expansion.
- g. \$0.3 million in prior year LCTOP funding to serve as a nonfederal match to the FTA 5307 CMAQ funds.
- h. \$0.2 million in FTA 5307 funds from Sacramento Regional Transit (SacRT) and \$0.2 million from UC Davis to support the Causeway Connection Route 138.

- i. \$0.2 million in FTA 5311 Rural Formula Funds and \$0.1 million in FTA 5311 Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds to support operating costs serving rural areas.
- j. \$0.2 million in State Transit Assistance (STA) State of Good Repair (SGR) funds to support vehicle maintenance.

Note that Cache Creek mitigation funds that supported the FY 2021-22 Fixed Route budget have been recharacterized for FY 2022-23 as supporting the Administration budget.

Table 1.2a. Annual Operating Budget - Fixed Route

Fixed Route Operating Revenues	Approved FY 21-22	Preliminary FY 22-23	Change
STA/LTF	\$3,761,023	\$5,482,000	\$1,720,977
Passenger Fares	\$872,047	\$970,000	\$97,953
FTA 5307 Sacramento Area Formula Funds	\$968,000	\$955,000	(\$13,000)
FTA 5307 Woodland Area Formula Funds	\$790,400	\$383,000	(\$407,400)
FTA 5307 Davis Area Formula Funds	\$150,000	\$150,000	\$0
FTA 5307 CARES	\$0	\$901,000	\$901,000
Low Carbon Transportation Operating Program	\$260,189	\$439,000	\$178,811
FTA 5307/CMAQ for Route 42 Expansion	\$404,667	\$405,000	\$333
LCTOP - Funds from Prior Years	\$0	\$260,000	\$260,000
FTA/SacRT 5307 Causeway Connection	\$396,776	\$235,000	(\$161,776)
UC Davis Funds for Causeway Connection	\$396,776	\$235,000	(\$161,776)
FTA/Caltrans 5311 Rural Formula Funds	\$154,009	\$200,000	\$45,991
STA-SGR State of Good Repair Funds	\$215,058	\$195,000	(\$20,058)
FTA/Caltrans 5311 CRRSAA	\$0	\$103,000	\$103,000
Cache Creek Mitigation	\$531,412	\$0	(\$531,412)
Carryforward Fund Balance	\$754,125	\$0	(\$754,125)
Total Fixed Route Operating Revenues	\$9,654,482	\$10,913,000	\$1,258,518

Fixed Route Operating Expenses	Approved FY 21-22	Preliminary FY 22-23	Change
Contracted Transportation	\$7,779,591	\$8,306,000	\$526,409
Fuel	\$1,144,211	\$965,000	(\$179,211)
Electric Vehicle Charging/Fuel	\$162,677	\$41,000	(\$121,677)
Insurance	\$0	\$834,000	\$834,000
Technology	\$174,696	\$289,000	\$114,304
Vehicle Maintenance	\$215,058	\$195,000	(\$20,058)
Utilities	\$0	\$189,000	\$189,000
Facilities Maintenance	\$133,899	\$50,000	(\$83,899)
Marketing & Communications	\$44,350	\$44,000	(\$350)
Total Fixed Route Operating Expenses	\$9,654,482	\$10,913,000	\$1,258,518

Fixed Route Bus Service Assumptions

Service level assumptions inform the anticipated costs of contracted transportation and other operating expenses included in the fixed route budget (i.e., insurance, fuel, etc.). Staff has considered and incorporated a number of service changes which account for the reduction in COVID-19 impacts and restrictions, variable fuel costs, demand from customers (pre-COVID and current), and service expansions and projects.

YCTD is planning for the partial resumption of Express services throughout member jurisdictions to address anticipated rider demand from commuters returning to employment centers in Sacramento. The postponed expansion of the Route 42A/42B has also been incorporated into the service plan for the year, as well as minor adjustments to some local services. The exact timing of these service changes will depend on the availability of driver resources. The service plan also restores late trips on several local routes in West Sacramento. The budget also eliminates local serving routes in Woodland (211 and 212) to coincide with the launch of microtransit service.

Table 1.2b shows planned service levels by route:

Table 1.2b: Planned Fixed Route Transit Service for FY 22/23

Route	Community / Destinations	Total Bus Trips	Budgeted FY 2022		Proposed FY 2023	
			Hours	Miles	Hours	Miles
42A 42B	Intercity Woodland, Davis, West Sacramento, Sacramento International Airport, Downtown Sacramento	31 loops M-F 28 loops Sat 28 loops Sun *From schedules adopted July 2021	17,113 16,432	405,389 380,926	18,997 17,633	488,137 436,084
37	Southport Gateway West Sacramento Transit Center Downtown Sacramento	12 loops M-F			4,603	102,093
40	Northern West Sacramento Ikea Ct West Sacramento Transit Center Downtown Sacramento	14 loops M-F 11 Loops Sat 9 loops Sun	4,914	81,563	5,582	97,140
41	Northern West Sacramento Ikea Ct West Sacramento Transit Center	12 loops M-F	3,837	72,800	4,140	79,140
240	Ikea Ct Reed Ave Harbor Blvd West Sacramento Transit Center Downtown Sacramento	12 loops M-F 12 loops Sat 10 loops Sun	4,779	80,883	5,309	102,248
45	West/Central Woodland Downtown Sacramento Express	3AM trips M-F 3 PM trips M-F	1,971	37,524	2,668	71,401
211	County Fair Mall, West Woodland Loop	11 loops M-F 11 loops SAT 11 loops SUN	4,323	54,748	2,013	25,550
212	County Fair Mal, East Woodland Loop	11 loops M-F 11 loops SAT 11 loops SUN	4,040	51,760	2,031	25,952
215	Woodland Madison Esparto Capay Cache Creek Casino Resort	12 westbound trips 7 days/wk 12 eastbound trips 7 days/wk	9,830	250097	9,808	250,784
43 43R	Davis, Downtown Sacramento Express Reverse Commute: Downtown Sacramento, U.C. Davis Express	3AM loops M-F 3 PM loops M-F 1 AM loops M-F 1 PM loops M-F	2,177	38,758	3,016	80,755
44	South Davis Downtown Sacramento Express	2 AM loops M-F 2 PM loops M-F			2,156	38,446
230	West Davis, Downtown Sacramento Express	3 AM loops M-F 3 PM loops M-F	1,799	28,321	2,957	78,267
Causeway Connection	Service between UCD Med Ctr and UCD Main campus, with limited stops between	14 trips per weekday. run by Yolobus M-F	3,950	107,927	3,950	107,927
	Total	150 Weekday Bus Trips 85 Saturday Bus Trips 81 Sun/Hol Bus Trips	75,165	1,551,938	70,026	1,626,835

1.3. Microtransit Annual Operating Budget

Table 1.3 shows the \$0.8 million Microtransit annual operating budget, which covers ongoing demand-responsive microtransit service in Knights Landing and Winters, and a new Woodland service expected to launch by January 2023.

The proposed budget is \$0.15 million more than the FY 2021-22 budget, due to updated cost projections and the inclusion of a new technology platform to support the Microtransit program. The reduction in Woodland contracted transportation costs is due to a change in the anticipated fixed costs associated with this program.

Revenue Sources include:

- a. \$0.5 million in STA/LTF from Woodland, Winters and Yolo County, as shown in Table 1.1c.
- b. \$0.2 million in FTA 5307 Urban Area Formula Funds supporting the Woodland operations.
- c. \$0.2 million in FTA 5311 Rural CRRSAA funds supporting the Knights Landing and Winters operations.
- d. \$20 thousand in STA-SGR Funds to support vehicle maintenance.
- e. \$7 thousand in passenger fares.

Table 1.3. Annual Operating Budget - Microtransit

Microtransit Operating Revenues	Approved FY 21-22	Preliminary FY 22-23	Change
STA/LTF	\$484,744	\$465,000	(\$19,744)
FTA 5307 Woodland Area Formula Funds	\$243,823	\$223,000	(\$20,823)
FTA/Caltrans 5311 CRRSAA	\$0	\$176,000	\$176,000
STA-SGR State of Good Repair Funds	\$0	\$20,000	\$20,000
Passenger Fares	\$7,162	\$7,000	(\$162)
Total Microtransit Operating Revenues	\$735,729	\$890,000	\$154,271

Microtransit Operating Expenses	Approved FY 21-22	Preliminary FY 22-23	Change
Contracted Transportation - Woodland	\$387,795	\$258,000	(\$129,795)
Contracted Transportation - Winters	\$102,959	\$126,000	\$23,041
Contracted Transportation - Knights Landing	\$93,993	\$115,000	\$21,007
Technology	\$0	\$196,000	\$196,000
Insurance	\$58,905	\$94,000	\$35,095
Fuel	\$92,077	\$81,000	(\$11,077)
Vehicle Maintenance	\$0	\$20,000	\$20,000
Total Microtransit Operating Expenses	\$735,729	\$890,000	\$154,271

1.4. Paratransit Annual Operating Budget

Table 1.4 shows the \$1.9 million Paratransit operating budget, which covers demand-responsive paratransit services for individuals with disabilities that prevent them from being able to use YCTD's fixed route service. The proposed budget remains close to FY 2021-22 levels, primarily due to reduced contracted transportation and fuel cost projections compared to those used in the FY 2021-22 budget, which offset increases in insurance and technology support costs.

Revenue Sources include:

- a. \$1.3 million in STA/LTF, as shown in Table 1.1c.
- b. \$0.5 million in FTA 5307 Woodland Urbanized Area Formula Funds.
- c. \$60 thousand in STA-SGR funds to support vehicle maintenance.
- d. \$48 thousand in fares paid for by social service organizations and \$35,000 in passenger-paid fares.
- e. \$24 thousand in Cache Creek mitigation funds to reimburse for paratransit trips serving nearby areas.

Table 1.4. Annual Operating Budget - Paratransit

Paratransit Operating Revenues	Approved FY 21-22	Preliminary FY 22-23	Change
STA/LTF	\$1,145,123	\$1,251,000	\$105,877
FTA 5307 Woodland Area Formula Funds	\$235,096	\$523,000	\$287,904
STA-SGR State of Good Repair Funds	\$0	\$60,000	\$60,000
Organization-Paid Fares	\$13,430	\$48,000	\$34,570
Passenger Fares	\$50,383	\$35,000	(\$15,383)
Cache Creek Mitigation	\$59,754	\$24,000	(\$35,754)
Carryforward Fund Balance	\$432,527	\$0	(\$432,527)
Total Paratransit Operating Revenues	\$1,936,313	\$1,941,000	\$4,687

Paratransit Operating Expenses	Approved FY 21-22	Preliminary FY 22-23	Change
Contracted Transportation	\$1,623,208	\$1,540,000	(\$83,208)
Fuel	\$187,533	\$147,000	(\$40,533)
Insurance	\$125,571	\$144,000	\$18,429
Vehicle Maintenance	\$0	\$60,000	\$60,000
Technology	\$0	\$50,000	\$50,000
Total Paratransit Operating Expenses	\$1,936,312	\$1,941,000	\$4,688

1.5. General Reserve

In February 2022, the YCTD Board of Directors adopted a General Reserve policy establishing a target of that 25% of budgeted 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 \$4.130 million. The proposed combined FY 2022-23 operating budget of \$16.969 million would require a further deposit of \$112 thousand to the General Reserve from available fund balances to maintain the 25% target level at \$4.242 million.

Table 1.5.

	Approved FY 21-22	Preliminary FY 22-23	Change
Total Operating Expenses	\$16,519,280	\$16,969,000	\$449,720
General Reserve (25% Operating Budget):	\$4,130,000	\$4,242,000	\$112,000

Section 2. Multiyear Capital and Planning Projects

2.1. Previously Programmed and New Capital and Planning Projects

Table 2.1 displays \$5.1 million in multiyear capital and planning projects, including those with funding approved in prior years, and new funding proposed in this budget. The table shows \$4.4 million in grant funds that have been identified as available for or programmed for these projects, with the remaining \$0.8 million anticipated to be covered by use of YCTD's directly allocated State Transit Assistance funds or available fund balance.

YCTD currently lacks a Board-approved 10-year capital improvement plan, and YCTD intend to develop this plan and bring it to the Board for approval in FY 22-23. Until that plan is developed and approved, this budget proposes moving forward with only those capital projects which are time-sensitive, such as those that pose an urgent safety risk or where funds are set to expire.

Additionally, YCTD has not yet prepared a zero-emission vehicle (ZEV) fleet conversion plan, which is mandated by the California Air Resources Board and due no later than July 2023. This plan should be completed prior to purchasing any new YCTD vehicles. The only exception is for the purchase of new smaller cutaway vehicles that are needed to launch microtransit service in Woodland, because YCTD does not currently have sufficient vehicles for this service.

After completion of the 10-year capital improvement plan and ZEV fleet conversion plan, YCTD may bring forward proposals to amend the capital budget to take advantage of new funding opportunities.

Table 2.1. YCTD Capital and Planning Project Budgets			
Fixed Route Projects	Prior Year Appropriations	Proposed FY 22-23 Appropriation	Total Project Budget
FR-1. Electric Buses (1 @ \$1.1M)			
Expenditure Budget	\$1,100,000	\$0	\$1,100,000
Revenue Sources			
Woodland UZA FTA 5307 (80%)	\$880,000	\$0	\$880,000
LCTOP	\$220,000	\$0	\$220,000
Total FR-1 Revenue	\$1,100,000	\$0	\$1,100,000
FR-2. Re-Tanking 9 CNG Buses			
Expenditure Budget	\$675,000	\$0	\$675,000
Revenue Sources			
Sacramento UZA 5307 CMAQ	\$597,578	\$0	\$597,578
Available Fund Balance/STA	\$77,423	\$0	\$77,423
Total FR-2 Revenue	\$675,000	\$0	\$675,000
FR-3. Fixed Route Planning Efforts to be completed in FY 2022-23			
Expenditure Budget			
Professional Svcs - Zero Emission Fleet		\$200,000	\$200,000
Professional Svcs - Short Range Transit Plan		\$200,000	\$200,000
Professional Svcs - 10 Year Capital Plan	\$0	\$100,000	\$100,000
Total FR-3 Expenditure	\$0	\$500,000	\$500,000
Revenue Sources			
Sacramento UZA 5307	\$0	\$127,600	\$127,600
Woodland UZA 5307	\$0	\$272,400	\$272,400
Available Fund Balance	\$0	\$100,000	\$100,000
Total FR-3 Revenue	\$0	\$500,000	\$500,000
FR-4. General Transit Feed Specification (GTFS) Real-Time Enhancements			
Expenditure Budget	\$0	\$520,000	\$520,000
Revenue Sources			
Sacramento UZA 5339	\$0	\$165,984	\$165,984
Woodland UZA 5307	\$0	\$250,016	\$250,016
Available Fund Balance/STA	\$0	\$104,000	\$104,000
Total FR-4 Revenue	\$0	\$520,000	\$520,000

FR-5. Automatic Passenger Counters (APCs)			
Expenditure Budget	\$0	\$420,000	\$420,000
Revenue Sources			
Sacramento UZA 5339	\$0	\$134,064	\$134,064
Woodland UZA 5307	\$0	\$201,936	\$201,936
Available Fund Balance/STA	\$0	\$84,000	\$84,000
Total FR-5 Revenue	\$0	\$420,000	\$420,000
FR-6. CNG Fueling Dual Hose Dispenser Replacement			
Expenditure Budget	\$0	\$270,000	\$270,000
Revenue Sources			
Woodland UZA 5307		\$216,000	\$216,000
Available Fund Balance/STA	\$0	\$54,000	\$54,000
Total FR-6 Revenue	\$0	\$270,000	\$270,000
FR-7. New Shop Truck with Utility Bed, Air Compressor, Generator and Tommy Lift Gate (replacing 1997 GMC).			
Expenditure Budget	\$0	\$75,000	\$75,000
Revenue Sources			
Available Fund Balance/STA	\$0	\$75,000	\$75,000
Total FR-7 Revenue	\$0	\$75,000	\$75,000
Subtotal Fixed Route Projects	\$1,100,000	\$1,785,000	\$2,885,000
Microtransit Projects	Prior Year Budget	FY 2022-23 Budget	Total Project Budget
MT-1. Microtransit Vehicle Fleet Expansion (4 vehicles) for Woodland Microtransit services			
Expenditure Budget	\$560,000	\$0	\$560,000
Revenue Sources			
Woodland UZA 5307	\$448,000	\$0	\$448,000
Available Fund Balance/STA	\$112,000	\$0	\$112,000
Total MT-1 Revenue	\$560,000	\$0	\$560,000
Multimodal Projects	Prior Year Budget	FY 2022-23 Budget	Total Project Budget
MM-1 Active Corridors Transportation Planning			
Expenditure Budget	\$0	\$850,000	\$850,000
Revenue Sources			
Sustainability and Equity (RAISE) Grant	\$0	\$850,000	\$850,000
Total MM-1 Revenue	\$0	\$850,000	\$850,000

MM-2. 80 Managed Lanes Advisory, Legal & Technical Services			
Expenditure Budget	\$0	\$150,000	\$150,000
Revenue Sources			
Available Fund Balance	\$0	\$150,000	\$150,000
Subtotal Multitmodal Projects	\$0	\$1,000,000	\$1,000,000
Subtotal Grant Funds	\$2,145,578	\$2,218,000	\$4,363,578
Subtotal YCTD Fund Balance	\$189,423	\$567,000	\$756,423
Total Anticipated Project Expenditures	\$2,335,000	\$2,785,000	\$5,120,000

2.2. Other Projects and Planning Efforts under Evaluation

The following prior-year projects are being rescoped and will be considered within the context of the upcoming 10-year capital planning effort:

- Bus Washer/Water Recycler Replacement.
- Bus Stop Safety and Security Improvements.
- Purchase of 3 CNG buses.
- Relocation of the Woodland Transit Center to a more central location
- Improvements to West Sacramento bus yard

Additional projects/studies under consideration include:

- Additional microtransit vehicles beyond the four already programmed for purchase.
- Express/commute bus study to assess YCTD's current express/commuter service in light of post-pandemic travel patterns and recommend service changes (proposed in Jan 2022 TIRCP application)
- Purchase/subscription of mobile phone travel data (aka 'big data') to better understand post-pandemic travel (proposed in Jan 2022 TIRCP application)
- Yolobus passenger survey to inform future service planning
- Replace outdated maintenance equipment including GEM cart, SEFAC lifts, Yard sweeper, and Pavement striping machine.
- Solar panel installations at YCTD facilities.
- Shop and yard maintenance including seal and striping the shop floor, repaving or resealing asphalt in the yard, and creating weed barriers and rock/gravel for west side fence line and PG&E enclosure.

Section 3. Available Prior Year Fund Balances and Grant Allocations

The following prior year fund balances and grant allocations are available and will be taken into account in upcoming planning efforts:

- \$4 million in unrestricted fund balance as of June 30, 2021, before taking into account any surplus or shortfall during the current FY 2021-22.
- \$5.7 million in allocated Woodland Urbanized Area (UZA) 5307 Formula Funds, above the amount budgeted for FY 2022-23 operations and capital and planning projects.
- \$5 million in allocated Coronavirus Aid, Relief and Economic Security (CARES) Act FTA Section 5307 urban area funds administered through CalTRANS, above the \$1 million budgeted for FY 2022-23 operations. These funds can support eligible operating or capital costs and do not currently have an expiration date by which they must be used.
- \$2.6 million in Sacramento Urbanized Area 5307 American Rescue Plan Act of 2021 (ARPA) Funds
- \$1.0 million in Sacramento Urbanized Area 5307 Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) funds.
- \$0.8 million in accumulated Low Carbon Transit Operations Program (LCTOP) funds, which may be used for purchase of zero emission buses or potentially for other projects that reduce greenhouse gas emissions.