



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: MAY 13, 2024**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
TATIANA HOLDEN, P.E., DEPUTY PUBLIC WORKS DIRECTOR  
TRA'A BEZDECNY, ASSISTANT ENGINEER**

**SUBJECT: ADOPTION OF RESOLUTION 2024-1896 APPROVING THE FUNDING AGREEMENT FOR \$496,000 WITH LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY FOR THE CITY'S ZERO-EMISSION BUS ROLLOUT PROJECT AND ADOPTION OF RESOLUTION 2024-1897 TO APPROPRIATE FUNDS FOR THE PROJECT**

**MEETING DATE: MAY 22, 2024**

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**SUMMARY RECOMMENDATION:**

Staff recommends Council adopt Resolution 2024-1896 (Attachment A) to approve Funding Agreement No. MOUZEVCALA24000 between the City of Calabasas and the Los Angeles Metropolitan Transportation Authority (LACMTA, Metro) for the City's Zero-Emission Bus (ZEB) Rollout Project and adopt Resolution 2024-1897 (Attachment B) to appropriate funds for the project.

**DISCUSSION:**

In June 2023, Council approved Resolution 2023-1849, approving the [City's ZEB Rollout Plan](#). This plan calls for the City to begin purchasing electric shuttles as existing shuttles retire, in compliance with the California Air Resources Board's Innovative Clean Technology [Regulation](#). The plan calls for two Battery-Electric Vehicles (BEVs) to be purchased approximately every two years, starting in 2024.

In preparation for this plan, staff applied to the Metro Zero-Emission Vehicle (ZEV) Call for Projects in January 2023 and was awarded \$496,000 to fund the purchase of two BEVs and necessary charging infrastructure, in accordance with the City’s approved ZEB Rollout Plan. At the time of the application, the City owned 15 shuttles, five of which were inoperable due to age and mileage. Staff researched the costs for ZEV/BEV shuttles and based on the limited information available at that time, determined that an amount of approximately \$500,000 to \$650,000 could purchase two new shuttles and the required charging equipment. As part of the instructions for the grant, Metro provided the specific maximum average vehicle cost of \$259,004 and the maximum fueling (charging) infrastructure cost per vehicle of \$25,000, resulting in a total cost of \$568,008. Metro’s costs were based the research conducted by its Bus Operations Subcommittee for fiscal year 2022 on the costs of ZEV busses and infrastructure. As part of the City’s grant request, staff requested an additional \$50,000 for a charging infrastructure contingency. Utilizing Metro’s provided total project maximum cost, staff prepared and submitted the Call for Project application in the amount of \$496,000, which is 80% of the expected total cost, understanding that the total project amount would be higher after applying the required 20% local match. In March 2023, Metro’s Local Transit Services Subcommittee (LTSS) reviewed and scored the applications and voted on the recipients at their April 2023 meeting. The grant application submitted by the City of Calabasas was accepted. The grant funding breakdown is provided in Table 1 below.

Table 1. Funding Breakdown

<b>Description</b>	<b>Budget</b>
Max Average per Shuttle (Metro-provided)	\$ 259,004.00
Max Fueling per Shuttle (Metro-provided)	\$ 25,000.00
Initial Grant Application Budget*	\$ 568,008.00
Charging Infrastructure Contingency (additional City request)	\$ 50,000.00
Final Grant Application Budget	\$ 618,008.00
Maximum Grant Request (80% of Final Grant Budget)	\$ 494,406.40
<b>Grant Request (rounded at Metro’s request)</b>	<b>\$ 496,000.00</b>

Now that the City has been selected to receive this funding, staff will begin the procurement process. Staff is aiming to complete purchase orders for the two buses by early 2025 and will begin coordinating with Southern California Edison’s ChargeReady program for free assistance in planning the infrastructure for the

two new chargers before making the bus purchase. Electric buses and shuttles are slowly becoming more prevalent in the marketplace, however, lead times for taking delivery of BEV shuttles could be two to three years or longer.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The anticipated cost of two BEV Shuttles and two DC Level 3 Fast Chargers is approximately \$500,000 to \$650,000 on initial research by staff and Metro’s funding guidelines. Metro required a 20% match for the project, so staff submitted an application in the amount of \$496,000 for the Metro Grant, as described above. The 20% match will come from the state’s Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project ([HVIP](#)), which will automatically provide a \$60,000 voucher for each bus purchased (\$120,000 total), and the remaining \$4,000 is will come from the City’s Metro Local Return Allocation. At this time, staff does not anticipate requesting funding from the City’s General Fund for the purchase of the two buses or chargers. However, pricing of ZEV buses and charging infrastructure remains somewhat dynamic and costs could increase in the future. The cost summary is provided below in Table 2.

Table 2. Project (grant) Cost Summary

Description	Budget
Metro ZEV Grant Funding (80% of total project)	\$ 496,000.00
HVIP Voucher	\$ 120,000.00
Propositions A & C	\$ 4,000.00
<b>Total</b>	<b>\$ 620,000.00</b>

**REQUESTED ACTION:**

Staff requests that the Council adopt Resolution 2024-1896 to approve Funding Agreement No. MOUZEVCALA24000 between City of Calabasas and LACMTA for the [City’s ZEB Rollout Project](#) and adopt Resolution 2024-1897 to appropriate funds for the project.

**ATTACHMENTS:**

- Attachment A – Resolution 2024-1896
- Attachment B – Resolution 2024-1897