

**LONG BEACH TRANSIT
BOARD OF DIRECTORS MEETING
AGENDA**



**THURSDAY, FEBRUARY 27, 2025
4801 AIRPORT PLAZA DRIVE
ROSA PARKS BOARD CHAMBER
3:30 P.M.**

Abigail Mejia, Chair
David Sutton, Vice Chair
Raul Añorve, Secretary/Treasurer
Eduardo Angeles, Director
Carl Kemp, Director
Randy Rawlings, Director

Joshua Hickman, City Representative
Christopher Koontz, City Representative

Kenneth A. McDonald
President and Chief Executive Officer

LONG BEACH TRANSIT BOARD OF DIRECTORS IN-PERSON MEETING

**MEMBERS OF THE PUBLIC CAN ATTEND MONTHLY BOARD MEETINGS AT LONG BEACH
TRANSIT CORPORATE OFFICE ROSA PARK BOARD CHAMBER, BY RIDING ROUTES 102, 104,
111 AND 112.**

**THE CLOSEST BUS STOPS TO LBTCO ARE LOCATED:
LAKEWOOD BLVD. AND SPRING ST.
CLARK AVE. AND 29TH ST.
SPRING ST. AND AIRPORT PLAZA DR.**

**TO CONNECT TO ROUTES 102 AND 104, TAKE ROUTES 21, 22, 23, 61, 71, 91, 92, 93, 101, 111, 112,
172, 173, 181 AND 182.**

**TO CONNECT TO ROUTES 111 AND 112, TAKE ROUTES 21, 22, 23, 91, 121, 131, 151, 171, 173, 175
AND 192.**

**MEMBERS OF THE PUBLIC MAY LISTEN TO THE MEETING BY DIALING
(669) 444-9171 AND ENTERING THE FOLLOWING
MEETING ID: 874 0416 6717**

**MEMBERS OF THE PUBLIC MAY ALSO JOIN THE VIDEO CONFERENCE VIA
THE FOLLOWING ZOOM MEETING LINK:
<https://us02web.zoom.us/j/87404166717>**

**PLEASE NOTE THE ZOOM MEETING MAY ENCOUNTER TECHNICAL DISRUPTIONS, BUT IN-
PERSON ACCESS AND PUBLIC COMMENT WILL CONTINUE TO BE AVAILABLE IN
ACCORDANCE WITH THE BROWN ACT**

**PERSONS WISHING TO ADDRESS THE BOARD MAY SUBMIT PUBLIC COMMENT VIA EMAIL OR
TELEPHONE. MEMBERS OF THE PUBLIC ALSO HAVE THE OPTION TO PROVIDE PUBLIC
COMMENT IN THE ZOOM MEETING BY USING THE RAISE HAND FUNCTION OR PRESSING *9 ON
YOUR PHONE**

Public comments on agenda items may be submitted by email to board@lbtransit.com or by telephone at 562.599.8599.

If calling, please leave a voicemail with your name (please state it clearly), your telephone number for a return call, and the item number on which you would like to comment (or specify "public comment").

If emailing, please include your name, your telephone number for a return call, and the item number on which you would like to comment (or specify "public comment").

More information on this process may be found at ridelbt.com/about-us

REGULAR MEETING – 3:30 P.M.

1. Call to Order. (Abigail Mejia)
2. Roll Call. (Jen Flores)
3. Employee Recognition. (Elizabeth Brown)

Employees of the Month for February 2025:

Ching Huang Yuan, Transit Service Delivery and Planning
Agustin Castellanos, Maintenance and Infrastructure
Teresa Anderson, Administrative Staff

INFORMATION ITEM

4. Public Comment.

Any member of the public may approach the lectern and, upon recognition by the Chair, state his or her name and proceed to address the Board on any item within the subject matter jurisdiction of the Long Beach Transit Board of Directors, provided that no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes, unless different time limits are set by the Chair, subject to the approval of the Board.

5. President and CEO Report. (Kenneth McDonald)

INFORMATION ITEM

NOTICE TO THE PUBLIC

All matters included on the Consent Calendar are considered routine by the Long Beach Transit (LBT) Board of Directors and will all be enacted by one motion. There will be no separate discussion of these items unless a member of the Board of Directors or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

CONSENT CALENDAR (6)

6. Recommendation to approve the minutes of the regular session meeting held on January 23, 2025.

Suggested Action: Approve recommendation.

REGULAR CALENDAR

7. Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

8. Recommendation to authorize the President and CEO to enter into a three-year contract with Swiftly, Inc., for the provision of a cloud-based transit services performance management software at a cost of \$644,650, with two one-year options at \$236,723 for Option Year One and \$248,559 for Option Year Two, for a total authorization amount not to exceed \$1,129,932. (Jessica Cignarella)

Suggested Action: Approve recommendation.

9. Recommendation to authorize the President and CEO to:
 1. Enter into an implementation agreement with AST, to implement a new ERP/EAM System for a total of \$14,500,000 with 15% contingency of \$2,175,000 for a total authorization amount not to exceed \$16,675,000.
 2. Extend the contract agreement with Intueor Consulting, Inc., for an agreement for the provision of ERP/EAM technical consulting services at a cost of \$3,200,000.

Suggested Action: Approve recommendation.

10. Long Beach Transit's 2025 Legislative Program. (Marisol Barajas)

INFORMATION ITEM

11. Long Beach Transit's Operating and Capital Budget Development Process. (Kenneth McDonald)

INFORMATION ITEM

12. Information Items.
Discussion and possible action regarding the Brown Act's requirements for proper agenda noticing, including the "information and possible action" designation. This item will review the need for sufficiently clear descriptions of agenda items to ensure transparency, public participation, and compliance with the Brown Act. (Abigail Mejia)

13. Public Comment.

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14. Board Requests.

15. Adjourn. The next regular meeting will be held on March 27, 2025. (Abigail Mejia)

Suggested Action: Approve recommendation.

Note:

Long Beach Transit intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired please call the Office of the Board Secretary 48 hours prior to the meeting at 562.599.8599.

Long Beach Transit is an entity which is separate and distinct from the City of Long Beach.

**LONG BEACH TRANSIT
BOARD OF DIRECTORS MEETING
MINUTES**



**THURSDAY, JANUARY 23, 2025
4801 AIRPORT PLAZA DRIVE
ROSA PARKS BOARD CHAMBER
3:30 P.M.**

Abigail Mejia, Chair
David Sutton, Vice Chair
Raul Añorve, Secretary/Treasurer
Eduardo Angeles, Director
Carl Kemp, Director
Randy Rawlings, Director

Joshua Hickman, City Representative
Christopher Koontz, City Representative

Kenneth A. McDonald
President and Chief Executive Officer

REGULAR MEETING – 3:30 P.M.

1. Call to Order. (Abigail Mejia)

Chair Mejia called the meeting to order at 3:30 p.m.

2. Roll Call. (Jen Flores)

Directors Present: Eduardo Angeles, Raul Añorve, Abigail Mejia, Randy Rawlings and David Sutton

Directors Excused: Carl Kemp

3. Employee Recognition. (Elizabeth Brown)

Employees of the Month for December 2024:

Edward Revilla, Transit Service Delivery and Planning
Francis Armel Abrenica, Maintenance and Infrastructure
Jenifer Maxwell, Administrative Staff

Employees of the Month for January 2025:

Max Toledo, Transit Service Delivery and Planning
Richard Uy, Maintenance and Infrastructure
Jen Flores, Administrative Staff

INFORMATION ITEM

Elizabeth Brown, Executive Director/VP, Organizational Development and Administration, presented the Employees of the Month for December 2024 and January 2025.

Director Kemp joined the Board of Directors meeting at 3:35 p.m.

Directors Present: Eduardo Angeles, Raul Añorve, Carl Kemp, Abigail Mejia, Randy Rawlings and David Sutton

4. Public Comment.

Any member of the public may approach the lectern and, upon recognition by the Chair, state his or her name and proceed to address the Board on any item within the subject matter jurisdiction of the Long Beach Transit Board of Directors, provided that no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes, unless different time limits are set by the Chair, subject to the approval of the Board.

Kurt Canfield gave a live public comment inquiring about a public records request.

5. President and CEO Report. (Kenneth McDonald)

INFORMATION ITEM

Kenneth McDonald, President and CEO, presented his monthly report.

CEO McDonald recognized the 2024 Employees of the Year:
Keith Harris, Transit Service Delivery and Planning
George Soto, Maintenance and Infrastructure
Heidy Valdes, Administrative Staff

CEO McDonald provided information regarding the CalSTA Transit Transformation Task Force.

CEO McDonald highlighted various community events LBT staff participated in for the month of January.

CEO McDonald informed the Board that LBT would be hosting the upcoming APTA Marketing, Communications & Customer Experience Workshop in February.

CEO McDonald provided information regarding the Commuter Coach Dedication event and an update on the bus stop changes for Route 405.

Vince Ewing, General Counsel, informed the Board about changes to the Brown and Levine Acts.

Director Kemp asked for information regarding the Attorney General's clarification on the Brown Act and how it affects Board members' ability to be in public events together.

Mr. Ewing explained the Attorney General's opinion.

NOTICE TO THE PUBLIC

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CONSENT CALENDAR (6)

A motion was made by Secretary/Treasurer Añorve, seconded by Director Rawlings, to pass the consent calendar. The motion carried by the following vote:

Yes: 5 - Eduardo Angeles, Raul Añorve, Carl Kemp, Abigail Mejia and Randy Rawlings

Abstain: 1 – David Sutton

6. Recommendation to approve the minutes of the regular session meeting held on December 5, 2024.

Suggested Action: Approve recommendation.

REGULAR CALENDAR

7. Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

Lisa Patton, Executive Director/VP, Finance and Budget, presented the staff report.

Item was received and filed

8. Hayden AI Proof-of-Concept Pilot Project Update (Marisol Barajas)

INFORMATION ITEM

Marisol Barajas, Manager, Government Relations, presented the staff report.

Secretary/Treasurer Añorve inquired if the project is enacted will LBT be using existing staff or hiring additional staff.

CEO McDonald responded that LBT will not be hiring additional staff.

Secretary/Treasurer Añorve inquired if there are any additional worked required of the bus Operators.

Ms. Barajas responded that there were no additional responsibilities for the Operators identified during the pilot.

Secretary/Treasurer Añorve asked about revenue generation and how funds would be distributed.

CEO McDonald responded that LBT does not have any estimates on revenue.

Secretary/Treasurer Añorve expressed concerns over how the video will be used.

Mr. McDonald explained that the law currently restricts how the videos can be used. The vendor has never had a case where the video has been subpoenaed.

Director Rawlings inquired if the system was physically located on the bus or on the cloud.

Ms. Barajas responded that the system is not cloud-based and is physically on the bus.

Director Rawlings expressed concerns that the data collected does not represent the full extent of the problem due to the period in which the pilot was conducted. If it is possible to have Hayden AI run another pilot during a different time of year to aggregate data.

Director Rawlings inquired about the scope of the pilot.

Ms. Barajas responded that the pilot conducted was similar in scope to how LBT would utilize the system if implemented.

Director Rawlings inquired about next steps and timeline estimate.

Ms. Barajas responded that LBT would be looking to expand the pilot program and that staff plans to meet with community stakeholders.

Discussion ensued regarding the City of Long Beach's current parking enforcement.

Director Kemp shared Secretary/Treasurer Añorve's concerns over protecting the public regarding the camera data being shared. There was also a request that staff look into using revenue to fund awareness campaigns.

Chair Mejia inquired if the violators were delivery trucks or personal vehicles. Ms. Barajas responded that the majority of violators were personal vehicles.

Item was received and filed

9. Fiscal Year 2024 Single Audit Report. (Jenifer Maxwel)

INFORMATION ITEM

Jenifer Maxwel, Manager, Capital Programs, presented the staff report.

Item was received and filed

10. Fiscal Year 2024 Annual Comprehensive Financial Report. (Ashley Liang)

INFORMATION ITEM

Ashley Liang, Treasurer, presented the staff report.

Kurt Canfield gave a live public comment regarding the Bus Roadeo and inviting the public.

Item was received and filed

11. Fiscal Year 2024 Retirement Plan Financial Statements for Contract and Salaried Employees. (Terry Coon)

INFORMATION ITEM

Terry Coon, Manager, Finance, presented the staff report.

Item was received and filed

12. Long Beach Transit's Retirement Plans and Benefits. (Elizabeth Brown)

INFORMATION ITEM

Ms. Brown presented the staff report.

Vice Chair Sutton inquired about what happens to an employee's retirement plan when they are promoted.

Ms. Brown responded that employees are only allowed to contribute to one plan.

Vice Chair Sutton and Director Kemp requested more information on what happens to a represented employee's retirement plan when they are promoted to a non-represented position.

Director Sutton inquired about why the Board could not make a motion on this item.

Mr. Ewing responded that this item was listed as an information item and LBT does not have a footnote that the body has the discretion to take action on an information item.

Discussion ensued regarding the LBT Board's ability to take action on an information item.

Item was received and filed

13. Public Comment.

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There were no public comments.

14. Closed Session.

CONFERENCE WITH LEGAL COUNSEL: GOV. CODE § 54956.9

1. Anticipated Litigation: Gov. Code § 54956.9 (b)

(i) Significant exposure to litigation pursuant to subdivision (b) of Gov. Code § 54956.9 (b) a situation where, based on the advice of counsel considering "existing facts and circumstances," there exists a "significant exposure to litigation". (1 case)

Meeting went into Closed Session at 6:03 p.m.

Director Kemp left the meeting during Closed Session

Meeting reconvened at 6:23 p.m.

Directors Present: Eduardo Angeles, Raul Añorve, Abigail Mejia, Randy Rawlings and David Sutton

Directors Excused: Carl Kemp

Vince Ewing, General Counsel, reported that no action was taken and direction

was given.

15. Board Requests.

Vice Chair Sutton and Director Kemp requested a report on a represented employee's retirement benefits upon promotion to a non-represented position

Director Kemp requested staff research the option to update the LBT Board meeting agenda to be able to take action on an information item.

16. Adjourn. The next regular meeting will be held on February 27, 2025. (Abigail Mejia)

Suggested Action: Approve recommendation.

Meeting adjourned at 6:26 p.m.

A motion was made by Vice Chair Sutton, seconded by Secretary/Treasurer Añorve, to approve the recommendation. The motion carried by the following vote:

Yes: 5 - Eduardo Angeles, Raul Añorve, Abigail Mejia, Randy Rawlings and David Sutton

Excused: 1 – Carl Kemp

Note:

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LONG BEACH TRANSIT
STATEMENT OF REVENUES AND EXPENSES
FOR PERIOD JULY 1, 2024 TO JANUARY 31, 2025

Page 1 of 4

	January 2024	January 2025	January Budget	%	Year to Date FY 2024	Year to Date FY 2025	Year to Date Budget	%
OPERATING REVENUE								
Passenger Fares	\$689,932	\$751,474	\$730,021	103	\$5,373,547	\$5,707,870	\$5,489,737	104
Dial A Lift Fares	3,072	3,740	3,008	124	22,624	25,562	22,775	112
Aqua Service Fares	0	0	0	-	155,312	202,621	179,821	113
Special Event Service Revenue	625	472	500	94	6,281	99,630	10,119	985
Advertising Revenue	56,250	71,195	58,333	122	459,433	334,627	408,331	82
Interest & Miscellaneous	469,019	425,140	293,235	145	2,617,153	3,887,410	2,029,874	192
TOTAL OPERATING REVENUE	\$1,218,899	\$1,252,021	\$1,085,097	115	\$8,634,349	\$10,257,720	\$8,140,657	126
SUBSIDY REVENUE								
Federal	\$525,000	\$2,140,000	\$2,140,000	100	\$4,414,123	\$13,130,000	\$13,090,000	100
State	2,838,134	2,668,574	2,668,574	100	19,955,625	18,680,020	18,680,018	100
County	4,051,300	4,559,874	4,559,873	100	28,396,206	31,919,116	31,919,111	100
Local	783,349	772,663	780,901	99	5,917,932	5,897,083	5,945,002	99
TOTAL SUBSIDY REVENUE	\$8,197,783	\$10,141,111	\$10,149,348	100	\$58,683,885	\$69,626,219	\$69,634,131	100
TOTAL REVENUE	\$9,416,682	\$11,393,132	\$11,234,445	101	\$67,318,234	\$79,883,938	\$77,774,788	103
OPERATING EXPENSES								
Operations	\$7,289,167	\$5,388,218	\$5,714,816	94	\$36,312,264	\$36,349,715	\$38,436,965	95
Maintenance	3,232,934	2,721,577	2,638,691	103	17,631,193	18,132,525	18,270,654	99
Administration	2,160,400	2,307,773	2,448,715	94	14,065,251	14,640,275	16,766,898	87
Fuel & Lubricants	493,393	466,219	525,661	89	3,448,666	3,176,467	3,887,400	82
TOTAL OPERATING EXPENSES	\$13,175,894	\$10,883,787	\$11,327,883	96	\$71,457,374	\$72,298,981	\$77,361,917	93
NET INCOME (LOSS) BEFORE DEPR.	(\$3,759,212)	\$509,346	(\$93,438)		(\$4,139,139)	\$7,584,957	\$412,871	
DEPRECIATION	\$1,482,743	\$1,368,609	\$1,368,609	100	\$10,214,651	\$10,947,574	\$10,947,574	100

**LONG BEACH TRANSIT
SCHEDULE OF EXPENSES
FOR PERIOD JULY 1, 2024 TO JANUARY 31, 2025**

Page 2 of 4

				Total	Current Month		Year to	Year to Date	
	Operations	Maintenance	Admin	Curr. Month	Budget	%	Date	Budget	%
LABOR									
Operators	\$2,875,336	\$0	\$0	\$2,875,336	\$3,067,939	94	\$19,126,942	\$19,772,914	97
Maintenance	0	697,834	0	697,834	677,922	103	4,542,494	4,489,202	101
Salaried	396,221	423,947	740,355	1,560,523	1,707,294	91	11,032,474	12,180,110	91
FRINGE BENEFITS									
FICA	230,941	80,304	58,738	369,984	395,073	94	2,410,324	2,624,837	92
Pension	376,526	132,949	96,908	606,383	729,793	83	4,260,207	4,864,991	88
Health	602,457	188,269	128,233	918,959	978,918	94	6,286,030	6,746,115	93
Workers' Compensation	445,754	41,725	948	488,427	488,433	100	3,421,607	3,419,031	100
Uniform & Tool Allowance	10,856	7,652	248	18,755	22,241	84	168,386	201,378	84
Unemployment & Other Fringes	2,760	3,300	20,796	26,856	78,212	34	289,236	353,184	82
SERVICES									
Advertising	0	0	70,522	70,522	68,496	103	417,424	512,472	81
Professional & Technical	16,905	25,230	499,874	542,009	347,127	156	1,932,817	2,432,258	79
Contract Maintenance	0	253,422	209,869	463,291	436,820	106	2,868,032	2,980,929	96
Security	280,975	31,691	0	312,665	319,054	98	2,082,304	2,311,763	90
Employment Physicals	0	0	22,354	22,354	18,000	124	133,546	126,000	106
Other	0	6,338	13,628	19,966	22,529	89	116,079	117,367	99

**LONG BEACH TRANSIT
SCHEDULE OF EXPENSES
FOR PERIOD JULY 1, 2024 TO JANUARY 31, 2025**

Page 3 of 4

	Operations	Maintenance	Admin	Total Curr. Month	Current Month Budget	%	Year to Date	Year to Date Budget	%
MATERIALS & SUPPLIES									
Fuel & Lubricants	\$0	\$466,219	\$0	\$466,219	\$525,661	89	\$3,176,467	\$3,887,400	82
Fleet Parts & Supplies	0	581,796	0	581,796	495,704	117	3,564,662	3,381,715	105
Other Materials & Supplies	0	45,804	9,511	55,316	79,509	70	503,182	563,203	89
UTILITIES	0	126,433	28,359	154,792	168,144	92	1,222,440	1,263,111	97
CASUALTY/LIABILITY COSTS	0	6,917	358,108	365,025	393,270	93	2,637,033	2,752,890	96
PURCHASED TRANS. SERVICE									
Dial A Lift	104,452	0	0	104,452	107,354	97	716,459	775,172	92
Aqua Service	44,856	0	0	44,856	44,212	101	514,303	577,458	89
MISC. EXPENSES									
Dues & Subscriptions	0	0	15,101	15,101	15,833	95	97,511	110,831	88
Taxes, Fees	0	32,023	3,046	35,069	31,929	110	237,085	227,493	104
Training, Travel & Meetings	0	0	9,372	9,372	27,501	34	151,310	192,507	79
Schedules & Tickets	0	0	5,847	5,847	25,000	23	58,300	90,000	65
Safety & Misc. Items	0	4,713	6,002	10,714	15,334	70	74,026	107,338	69
Recruitment Advertising	0	0	6,454	6,454	8,000	81	35,779	58,000	62
Other	178	31,231	3,498	34,907	32,581	107	222,522	242,249	92
TOTAL OPERATING EXPENSES:	<u>\$5,388,218</u>	<u>\$3,187,796</u>	<u>\$2,307,773</u>	<u>\$10,883,787</u>	<u>\$11,327,883</u>	96	<u>\$72,298,981</u>	<u>\$77,361,917</u>	93

LONG BEACH TRANSIT BALANCE SHEET

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	Balance at 01/31/25	Balance at 12/31/24	Balance at 01/31/24
<u>ASSETS</u>			
Cash and Investments	82,375,916	83,672,083	69,809,895
Receivables			
Federal	23	23	525,014
State	9,692,317	7,498,255	5,421,217
County	207,521	95,995	666,116
Local	3,200,166	2,405,003	949,278
Miscellaneous	2,955,771	3,397,155	3,400,390
Materials & Supplies Inv.	4,059,270	4,211,943	3,840,018
Net Capital Assets	114,641,825	114,667,916	124,865,655
Other Assets	10,478,691	11,442,435	16,766,471
TOTAL ASSETS	227,611,498	227,390,807	226,244,056
<u>LIABILITIES AND CAPITAL</u>			
Trade Payables	3,500,356	3,049,718	4,467,955
Accrued Payroll Liabilities	7,062,671	7,200,322	9,707,382
Net Pension Liability (GASB 68)	28,978,646	28,978,646	34,055,081
Compensated Absence Liabilities	3,993,224	3,964,589	3,798,602
Estimated Liabilities	69,710,029	70,311,487	68,876,476
Deferred Credits	21,587,424	21,590,152	13,958,688
TOTAL LIABILITIES	134,832,350	135,094,913	134,864,184
Federal Capital Contributions	340,341,491	340,236,711	338,965,510
State Capital Contributions	121,826,398	120,700,187	115,432,225
Local Capital Contributions	131,975,572	131,864,045	130,452,707
Accumulated Earnings (Losses)	(501,364,313)	(500,505,050)	(493,470,570)
TOTAL CAPITAL	92,779,148	92,295,894	91,379,872
TOTAL LIABILITIES AND CAPITAL	227,611,498	227,390,807	226,244,056



Board Agenda Item No. 08 February 27, 2025

RECOMMENDED ACTION

To authorize the President and CEO to enter into a three-year contract with two one-year options for the provision of a cloud-based transit services performance management software with Swiftly, Inc.

STAFF REPRESENTATIVE

Jessica Cignarella, Manger, Service Planning, Transit Service Delivery and Planning

BACKGROUND

In February 2022, Long Beach Transit (LBT) entered a one-year contract with two one-year option years with Swiftly, Inc. for the provision of cloud-based software that measures transit service performance. The software provides detailed, accurate, accessible performance data that allows staff to easily measure on-time performance, conduct run-time analyses that allow for optimization of the difference between scheduled and actual running time, and review operator performance reports for improving service reliability and improving customer experience.

Swiftly is a big data platform that provides public transportation software focused on service performance and operations. Swiftly is utilized by peer agencies such as LA Metro, Santa Monica Big Blue Bus, Torrance Transit, and OCTA, demonstrating reliability and effectiveness in meeting public transit needs. Swiftly's flexibility and ease of use paired with Artificial Intelligence (AI) predictive insights has decreased the time required to:

- Review running times (the estimated time it takes for a bus to travel from one bus stop to another)
- Make adjustments to schedules
- Manage customer inquiries related to service delays or expected arrival times

Since procuring Swiftly, LBT's ability to effectively and efficiently review service performance and improve route scheduling and service design has strengthened. For instance, Swiftly has allowed for a significantly shorter time frame needed to review running times and make adjustments to schedules, allowing for more routes to receive service improvements. Swiftly has increased scheduling efficiencies and provided accurate customer predictions resulting in faster, more reliable data that has aided the customer response process when managing inquiries related to service delays or expected arrival times.

In addition, Swiftly's software is integrated with LBT's TransitMaster software, automatic vehicle location (AVL) system, and is planned to be integrated with LBT's HASTUS software to further enhance scheduling, service design, and overall service performance.

PROCUREMENT

The initial award to Swiftly in February 2022 resulted from a competitive procurement in which no other proposals were received. Market analysis has demonstrated that no other



Board Agenda Item No. 08 February 27, 2025

software offers the same level of accuracy, integration, and data analytics capabilities. Therefore, the decision was made to continue utilizing Swiftly rather than do another competitive procurement.

The Procurement department identified a previously competed cooperative agreement through which Swiftly could be purchased via a third-party reseller. However, LBT found that the pricing received directly from Swiftly was the most advantageous.

The Procurement department reviewed the proposed cost and deemed it to be fair and reasonable.

Swiftly Inc., located in San Francisco, California, was deemed responsive and responsible and is recommended for contract award.

DBE/SBE PARTICIPATION

A Disadvantaged Business Enterprise/Small Business Enterprise goal was not set for this contract due to the sole source procurement process.

ALTERNATIVES CONSIDERED

Staff considered not entering a contract with Swiftly, Inc. However, staff do not recommend this option as this would leave LBT without Swiftly's unique capabilities, and there is a lack of comparable alternatives in the market. In addition, not entering a contract with Swiftly would require LBT to increase its staff resources and would require more time to monitor, analyze, and adjust service.

BUDGETARY/FISCAL IMPACT

Funds for this contract have been planned and approved in the current year's operating budget. Funds for future contract years will be included in the subsequent years' operating budget.

STAFF RECOMMENDATION

Staff is requesting LBT's Board of Directors to authorize the President and CEO to enter into a three-year contract with Swiftly, Inc., for the provision of a cloud-based transit services performance management software at a cost of \$644,650, with two one-year options at \$236,723 for Option Year One and \$248,559 for Option Year Two, for a total authorization amount not to exceed \$1,129,932.

A handwritten signature in blue ink that reads "Kenneth A. McDonald".

Kenneth A. McDonald
President and Chief Executive Officer



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RECOMMENDED ACTION

To authorize the President and CEO to:

1. Enter into a contract with Applications Software Technology, LLC (AST) to implement a new Enterprise Resource Planning and Enterprise Asset Management System.
2. Extend the contract with Intueor Consulting, Inc., for an agreement for the provision of Enterprise Resource Planning and Enterprise Asset Management System technical consulting services

STAFF REPRESENTATIVE

Pretty George, Executive Director/VP, Information Technology

BACKGROUND

Long Beach Transit's (LBT) Enterprise Resource Planning (ERP) and Enterprise Asset Management (EAM) system Ellipse has been in use for over 23 years and has reached the end of its operational lifespan. As a legacy system, it no longer aligns with LBT's evolving business needs, restricting the organization's ability to optimize operations, enhance cross-departmental collaboration, and fully leverage data-driven insights. The implementation of modern ERP and EAM solutions will transform core business processes, enable smarter decision-making through real-time data, and maximize resource utilization, ensuring greater efficiency and long-term sustainability.

At the May 26, 2022 Board of Directors meeting, the Board authorized the President and CEO to enter into a contract with Intueor Consulting, Inc. for the provision of ERP/EAM technical consulting services.

Intueor Consulting was contracted to accomplish the following objectives:

- Provide a qualified ERP/EAM subject matter expert (SME) who will act as the primary technical representative to the project with experience in implementation of ERP/EAM systems for public transportation agencies
- Develop and document detailed existing (as is) and proposed (to be) functional and data requirements, including business process workflows for all LBT's departments for new ERP/EAM software
- Prepare and assess potential alternatives for Ellipse ERP/EAM software
- Prepare a scope of work and collaborate with LBT project team on RFP assimilation
- Guide LBT through the ERP/EAM software selection process and provide support that includes but is not limited to pre-bid support, evaluation team orientation support, proposal evaluation support, attending software demonstration including demo coordination



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- Participate in scope of work, cost and contract negotiations as needed with one or more selected vendor(s) to ensure a performance-based contract
- Provide subject matter and implementation support to assist LBT with the implementation and transition to the new ERP/ EAM systems

As part of the implementation process, LBT will need continued support from Intueor Consulting to assist with their final objective, to provide subject matter and implementation support to assist with the implementation and transition to the new ERP/ EAM systems.

The ERP, utilizing Oracle, and the EAM, utilizing Trapeze, will enable LBT to centralize critical operational functions, including finance, procurement, human resources, fleet management, maintenance and inventory control. By seamlessly integrating these systems, LBT aims to enhance real-time operational visibility, streamline workflows by reducing manual processes, and foster greater collaboration across departments, ultimately improving efficiency and decision-making. Both systems are designed to harness the power of modern cloud technologies and seamlessly integrate Artificial Intelligence (AI) and predictive analytics. By incorporating these advanced capabilities, the ERP and EAM solutions will provide LBT with a scalable, secure and adaptable platform that evolves alongside the agency's needs.

This implementation aligns with LBT's commitment to leveraging technologies to enhance operational excellence. By adopting a robust EAM and ERP solution, LBT is taking a significant step toward future-proofing its operations and ensuring the efficient delivery of transit services to the community.

PROCUREMENT

On July 20, 2023, LBT issued a Request for Proposal (RFP) to multiple firms nationwide and received six qualified proposals.

The proposal was evaluated based on the following criteria:

- Proposer Experience, Qualifications, and Past Performance
- Proposed Solution, Implementation Sequence, and Compliance with Functional/Technical Requirements
- Project Management, Implementation, Deliverables and Quality Assurance
- Project Team/Staffing Structure and Key Personnel
- Project Plan/Schedule, Resource Loading, and Critical Path
- Cost Proposal (SaaS – Hosting/Managed Services Cost, Implementation Cost, and Labor Classification Hourly Billing Rates)

The total amount of possible points for the technical evaluation was 80. Pricing made up an additional 20 points, for a total of 100 points. AST qualified with a score of 88 points.



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AST, with offices in Lisle, Illinois, was found to be fair and reasonable by LBT's Purchasing department.

DBE/SBE PARTICIPATION

A Disadvantaged Business Enterprise (DBE) goal of 15% was established for this contract. AST LLC, has committed 16% of its overall contract to DBE-certified subcontractors.

AST will lead the ERP implementation, with support from five California Unified Certification Program (CUCP) DBE contractors. Diversified Technology Inc, a certified DBE, will receive 3% to provide IT Consulting and ERP design services. Knowledge Architects, a certified DBE firm, will receive 4.5% to provide related training deliverables. Millennium Solutions Group, a certified DBE, will receive 1.5% to assist with data migration and reporting. GNC Consulting Inc, a certified DBE firm, will receive 3% to provide IT Consulting. Kaygen, a certified DBE firm will receive 4% to provide IT consulting services.

Intueor Consulting, Inc., is a DBE-certified firm through the California Unified Certification Program.

ALTERNATIVES CONSIDERED

LBT considered maintaining its current ERP solution as an option. However, after thorough evaluation, it became evident that the existing system lacks the capability to meet the evolving needs of the organization.

Not deploying a modern ERP and EAM platform will limit LBT's ability to optimize resource management, streamline operations, and adapt to future demands, ultimately compromising the organization's efficiency and long-term growth potential.

The need for both vendors is essential to the implementation, as each plays a distinct role in ensuring a seamless deployment. Intueor will be the technical representative, providing expert guidance, oversight, and ensuring that the implementation aligns with LBT's technical requirements and best practices. Meanwhile, AST will serve as the system integrator, responsible for configuring, deploying, and integrating the solution into LBT infrastructure.

BUDGETARY/FISCAL IMPACT

Funds for the procurement presented are included in a prior year's capital budget. Funds for subsequent years will be included in future operating budgets.



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STAFF RECOMMENDATION

Staff is requesting LBT's Board of Directors to authorize the President and CEO to:

1. Enter into an implementation agreement with AST, to implement a new ERP/EAM System for a total of \$14,500,000 with 15% contingency of \$2,175,000 for a total authorization amount not to exceed \$16,675,000.
2. Extend the contract agreement with Intueor Consulting, Inc., for an agreement for the provision of ERP/EAM technical consulting services at a cost of \$3,200,000.

A handwritten signature in blue ink, appearing to read 'K. McDonald', written over a horizontal line.

Kenneth A. McDonald
President and Chief Executive Officer



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INFORMATION ITEM

Calendar Year 2025 Legislative Program

STAFF REPRESENTATIVE

Marisol Barajas, Manager, Government Relations

BACKGROUND

Long Beach Transit's (LBT) staff works at the local, state and federal levels to protect and enhance funding and advance goals that are important to LBT's provision of daily service for its customers. In addition to its own advocacy efforts, LBT works closely with both the California Transit Association (CTA) and the American Public Transportation Association (APTA) – LBT's industry trade associations – to help advance common goals at the state and federal levels.

Annually, staff develops a legislative work program to help guide advocacy efforts for the calendar year. The program is meant to serve as a strategic document, providing general direction for staff activities and allowing the flexibility to unanticipated legislative and administrative opportunities that may present themselves during the course of the year.

2025 Legislative Program Highlights:

The Calendar Year 2025 Legislative Program was created in conjunction with the CTA and APTA's Legislative Programs. The Program was also designed in support of LBT's Strategic Priorities:

- Improve Safety and Service Quality
- Exercise Financial Accountability
- Foster Employee Engagement
- Enhance Customer Experience
- Promote Community and Industry Focus

Local

LBT continues to serve as a regional partner and stakeholder in its overall effort to support stabilizing transit ridership as the agency advances services for LBT's customers and those who travel throughout LBT's service area, as well as the greater region.

LBT is committed to protecting and enhancing local and regional transportation funding by continuing to work collaboratively with the City of Long Beach and surrounding cities, Los Angeles County Metropolitan Transportation Authority (Metro), and the Southern California Association of Governments (SCAG) to ensure transportation funding is maximized and continues to flow on a consistent and reliable basis.



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State

LBT will work with CTA to ensure that public transit agencies can continue to enhance customers' experience, improve mobility options, grow our services, further the state's environmental objectives and support good-paying jobs.

LBT, along with CTA, will partner with local government, the environmental community, and other interested transportation stakeholders and form coalitions advocating for the protection of transit funding through the following priorities:

1. Protect existing transit operations and capital funds.
2. Secure new sources of funding for transit, enhance public awareness of the essential nature of public transit, and build support for increased transit funding.
3. Pursue laws and regulations that support transit and defeat those that impede transit's ability to meet the public's mobility needs

LBT is committed to protecting existing transit capital and operations funding and continuing to pursue additional dedicated formula funding for transit and resources to return riders to public transportation systems. LBT, in partnership with the CTA, will also engage in any efforts to extend the Cap-and-Trade program beyond 2030 and advocate for the continuation and growth of dedicated resources from the program for transit agencies.

LBT continues to support the SB 125 Transit Transformation Task Force by engaging with California State Transportation Agency (CalSTA), state agencies, CTA staff and other transit stakeholders, who regularly participate in developing recommendations on a variety of transit-related topics, including, among others, transit ridership recovery, long-term funding for transit agencies and Transportation Development Act (TDA). Advocating for maintaining existing transit funding sources committed to capital and operations in the Fiscal Year (FY) 2024 - 2025 and FY 2023 - 2024 through Senate Bill 1 is vital in upholding and protecting the state's continued investment in public transportation, especially due to the anticipating another albeit lesser budget deficit in FY 2025 - 2026.

As LBT works towards sustaining investments in zero-emission transit fleets and continues to transition the bus fleet to zero-emission, LBT continues to support investments to help facilitate compliance with California Air Resources Board (CARB) innovative clean transit (bus) regulation, commercial harbor craft (ferry) regulation. LBT along with CTA will continue to address the impacts associated with deploying zero-emission vehicles (ZEV), including pursuing dedicated funding for zero-emission transit vehicle deployment and supportive infrastructure, engaging CARB through various forums, and potentially pursuing relief from the regulations.



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Other legislation, coordinated with CTA, will also work to improve driver testing, licensing timeframes, and prioritizing electricity for transit agencies to ensure priority access to electricity for transit agencies during grid disruptions.

LBT will seek opportunities to leverage its partnerships and resources to support local and regional efforts that maximize its capital improvements and operating programs.

Federal

At the federal level, LBT along with APTA will continue to support a minimum appropriation level for federal surface transportation programs equal to, or at least currently, authorized spending levels, and advocate for the highest possible levels of funding for project finance, innovation, safety, and transit programs.

The Infrastructure Investment and Jobs Act (IIJA) created various new funding programs and established new requirements on transit agencies including the transition to zero-emission technologies, Build America/Buy America, and transit safety and security. With the support of APTA, LBT will continue to monitor and respond to federal rulemakings and notices to ensure that new programs and new requirements under the new administration are implementable by California's transit agencies and ensure that California's transit agencies are well-positioned to receive discretionary grant awards.

As part of LBT's federal advocacy, LBT along with APTA will continue to raise awareness of the ongoing capital and operations funding needs of California transit agencies. If the United States Congress begins to consider the creation of new funding streams to support transit operations, the Association will engage in advocacy that is informed by principles developed by the Federal Legislative Committee. Most importantly, LBT will advocate that any new funding stream and allocation methodology for future funding advantages California transit agencies to the maximum extent possible.

Throughout calendar year 2025, staff will work closely with CTA, APTA and other transit industry associations to continue to monitor, support and initiate local, state and federal legislation that will positively impact LBT's operations and service delivery.

Staff will coordinate with legislative representatives to ensure continued communication of LBT's vision, mission and strategic priorities and their alignment with local, state and federal legislative policies and funding programs that support LBT's services as well as its current and future programs and initiatives.



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STAFF RECOMMENDATION

Not Applicable. Information only item.

Kenneth A. McDonald
President and Chief Executive Officer



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INFORMATION ITEM

Long Beach Transit's Operating and Capital Budget Development Process

STAFF REPRESENTATIVE

Kenneth McDonald, President and Chief Executive Officer

BACKGROUND

Public agencies, such as Long Beach Transit (LBT), are legally required to develop an annual balanced budget as part of their financial management responsibilities. A budget serves as a financial plan that helps ensure public funds are used efficiently and in accordance with legal and regulatory requirements. In addition to promoting transparency and accountability, budgeting helps public agencies adhere to laws governing public sector financial practices, including those related to appropriations, expenditures, and the allocation of taxpayer funds.

By developing a budget, LBT ensures compliance with state and federal laws that mandate the proper management of public funds, including restrictions on overspending and requirements for public notice. Budgets also provide the necessary framework for agencies to monitor their financial health, forecast revenue and expenses, and ensure that funds are used for their intended purposes. For LBT, a legally sound budget not only meets regulatory standards but also supports strategic priorities, making it an essential tool for achieving strategic goals and maintaining public trust.

Operating Budget Development Process

LBT's fiscal year operating budget, which begins on July 1 and ends on June 30, is a combination of known and projected expenses, as well as forecasted revenue. The annual budget enables the agency to meet its priorities through staff's commitment to exercise stewardship, make informed decisions, and be fiscally responsible.

The operating budget development process is a cross-departmental collaborative process led by LBT's Finance and Budget team. This process includes identifying objectives, culminating in a financial and operations plan designed to achieve LBT's mission.

The Executive Leadership Team (ELT) begins the budget process with the establishment of objectives for the upcoming year in support of LBT's strategic priorities. Initiatives are developed with the management team in a collaborative process to achieve the established objectives. This is the basis for the development of the operations plan.

The operations plan is developed by the Transit Service Delivery and Planning team and approved by the ELT. The operations plan includes service delivery levels and cost drivers that



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provide a guide for the development of department-level budgets. The operations plan is presented at the budget kick-off meeting.

LBT's Finance and Budget team leads interdepartmental meetings to develop a comprehensive financial plan that meets the established objectives. Customer Relations and Communications staff has implemented a public communications and outreach plan to actively solicit public feedback on LBT's proposed budget. A draft is presented to the Board of Directors' Executive Committee for review and feedback.

During the May Board of Directors meeting, the CEO presents the budget to the full Board of Directors for approval and adoption. LBT's Board of Directors meetings are open to the public and members of the public are welcome to provide comments on the budget as well as on the monthly financial statements throughout the year.

The Board-approved budget is effective July 1, and the CEO directs and manages the budget throughout the fiscal year. Staff reviews the agency's financial health on a monthly basis.

Capital Budget Development Process

Annually, a Capital Call is conducted to solicit internal capital project requests from LBT project managers. The capital budget is a three-year rolling plan that includes capital projects that are developed in alignment with LBT's Capital Strategic Focus and in support the agency's state of good repair initiative and Transit Asset Management Plan.

After receiving the projects, the capital budgeting team conducts meetings with the project managers. This allows for a deeper understanding of the projects that will be evaluated for recommendations into the upcoming capital budget.

LBT's Key Performance Indicators (KPI) team, consisting of cross-departmental staff members, evaluate and score all of the projects. The evaluation criteria look at how the project aligns with the Capital Strategic Focus and the three levels of the Capital Strategic Priorities (Essential, Priority and Value Added). Within these categories, essential projects are funded first, followed by priority projects. Value-added projects are funded last, and if they cannot be funded in the capital budget, LBT's Government Relations staff can then seek other funding sources through a discretionary grant application.

Upon review of all projects, the capital budgeting team and the KPI team recommends funding levels for each of the projects. These recommendations are brought before the ELT.

The ELT reviews the projects and recommendations of the KPI team to ensure that the capital budget best reflects LBT's Strategic Priorities and Capital Strategic Focus. For customers, it



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means the agency is prioritizing spending on projects that positively impact customer service and customer amenities.

Capital project proposals will include complete, reliable and attainable cost estimates. Inflationary allowances are incorporated for projects undertaken in subsequent fiscal years. Project contingencies are included in the project budget to account for the uncertainty of the current economic environment and unforeseen circumstances requiring additional funds to complete the project within the original project scope.

STAFF RECOMMENDATION

Not Applicable. Information only item.

A handwritten signature in blue ink, reading "K. McDonald".

Kenneth A. McDonald
President and Chief Executive Officer