



# Special Management / Financial Advisory Committee

Monday, January 11, 2021 • 8:30 a.m.  
3400 Victoria Blvd., Hampton VA  
**Zoom Teleconference**

## MEETING MINUTES

### **Call to order**

Amy Inman, Chair – City of Norfolk, welcomed everyone and called the meeting to order at 8:37 a.m.

Attendance was taken via teleconference.

### **Commissioner in attendance via Zoom:**

Commissioner Gray, City of Hampton

### **Committee members in attendance via Zoom:**

Amy Inman, Chair – City of Norfolk  
Lisa Cipriano, City of Newport News  
Seth Parker, City of Norfolk  
Cole Fisher, City of Virginia Beach  
Alex Gottschalk, City of Virginia Beach  
Earl Sorey, City of Chesapeake  
Carl Jackson, City of Portsmouth  
Genevieve Thomas, City of Hampton  
Brian DeProfio, City of Hampton  
Michael Hayes, City of Hampton  
James Burke, City of Portsmouth  
Gregory Patrick, City of Norfolk  
Sheila McAllister, City of Newport News  
Angela Hopkins, City of Newport News  
Constantinos Velissarios, City of Newport News  
Karl Daughtrey, City of Hampton  
Mark Shea, City of Virginia Beach  
Thelma Drake, City of Norfolk

### **Hampton Roads Transit Staff in attendance:**

Brenda Green, Accounting Coordinator(recorder)  
Larry Kirk, Assistant Director of Finance  
Conner Burns, Chief Financial Officer  
Angela Glass, Director of Budget and Financial Analysis  
Debbie Ball, Director of Finance  
John Powell, Telecommunications Specialist



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Ashely Johnson, Capital Improvement Plan Analyst III  
Sheri Dixon, Director of Revenue Services  
Michael Price, Chief Information Officer/Chief Technology Officer  
Ray Amoruso, Chief Planning and Development Officer  
Erin Glen, Director of Enterprise Technology Solutions  
Juanita Davis, Budget Analyst III  
Kim Wolcott, Chief Human Resources Officer  
Dawn Sciortino, Chief Safety Officer  
Shanti Mullen, Internal Auditor  
William Harrell, President and Chief Executive Officer  
Robert Travers, Attorney  
Brian Smith, Deputy Chief Executive Officer  
Sonya Luther, Director of Procurement  
Sibyl Pappas, Chief Engineering and Facilities Officer  
Jim Price, Chief Transit Operations Officer  
Vincent Jackson, Director of Service Planning & Scheduling  
Antoinette White, Manager of Service Development  
Joe Dillard, Organizational Advancement Officer

### **Others in attendance via Phone:**

Kimberly Markowski, City of Norfolk  
Robert Tajan, City of Virginia Beach  
Josh Diamond, Foursquare, ITP  
Lori Zeller, Foursquare, ITP

The Special January 11, 2021 Management/Financial Advisory Committee (MFAC) meeting consisted of:

- FY 2022 Draft Budget & Transportation Service Plans (TSP)

### **FY 2022 Draft Budget & Transit Strategic Plan (TSP)**

Conner Burns, Chief Financial Officer, welcomed everyone to the meeting.



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Mr. Burns gave a brief overview of today's meeting.

- TSP Overview
- Brief Budget Overview
  - FY 2022 Draft Operating Budget Summary
  - Traditional Cost allocation
  - Strategical Allocation
  - Draft Service Hours
- TSP Models per Localities

Angela Glass, Director of Budget and Financial Analysis presented an overview of the FY 2022 Draft Budget and TSP's. Ms. Glass reviewed the meeting agenda with the attendees outlining the time slots designated per City. Planning and Development will address the proposed scheduling and budget changes, and Ms. Glass will address the TSP.

Ms. Glass presented the FY 2022 Budget Calendar, giving an overview of the current and the future dates of importance.

Ray Amoruso, Chief Planning and Development Officer presented the ridership update and the average weekday ridership comparison by mode and the variances since the pandemic. He stated that FY 2019 ridership was used as the baseline model to compare how ridership has been affected since the pandemic which began in March 2020. Mr. Amoruso indicated that ridership across all modes were affected negatively since the pandemic. Mr. Amoruso also shared the methodology assumptions for the FY 2022 ridership projections.

HRT would like to create a new ridership baseline that will show how ridership growth as the pandemic unfolds.

There were some discussion concerning Virginia Beach's Wave returning to service by May 2021.

Ms. Glass presented a brief overview of the FY 2022 Draft Operating Budget Summary, Locality Contributions, and the FY 2022 Draft Service hours for all modes.

Ms. Inman stated that she will be calling a Special MFAC meeting to address legislative inquiries received from MFAC members.



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Localities/Cities, Committee Members, officials and the public were welcomed to join the City’s meetings. The dedicated time slot for each locality is as follows:

TIME	LOCALITY
8:30 – 9:00	ALL
9:00 – 10:00	Chesapeake
10:15 – 11:15	Hampton
11:30 – 12:30	Newport News
1:00 – 2:00	Norfolk
2:15 – 3:15	Portsmouth
3:30 – 4:30	Virginia Beach
4:30 – 5:00	ALL

Mr. Amoruso presented HRT Systems Overview. HRT operates 54 fixed routes between the six (6) cites, express service with seven (7) Metro Area Express (MAX) commuter routes, five (5) Peninsula Commuter trips, and three (3) seasonal routes along the Oceanfront. Mr. Amoruso reminded the Committee/Cites that FY 2022 service adjustment recommendations have been aligned with HRT’s adopted TSP. In FY 2022 HRT has recommend service adjustments that remove minor deviations to improve the directness and schedule adherence of several routes.

Antoinette White, Manager of Service Development and Vincent Jackson, Director of Service Planning & Scheduling presented the proposed route fixes and route modifications for the six (6) localities, Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, and Virginia Beach.

The FY 2022-FY 2031 Draft TSP will be presented to the Transportation District Commission of Hampton Roads (TDCHR) board for adoption, March 2021, and is due to the state, January 2022.

Josh Diamond and Lori Zeller, Foursquare, ITP presented the Draft Ten-Year Service and Implementation Plan for the six (6) localities. The Foursquare team presented the TSP annual update required by Department of Rail and Public Transportation (DRPT) and the FY 2022-FY 2031 TSP. The presentation covered the TSP adopted timeframe and walked through the recommended updates and suggested changes, using the adopted June TSP as a base. They also discussed the Norfolk proposed transit redesigns and its impacted



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to service changes. Mr. Diamond stated that planning goals are to keep year-over-year service hour increases under two percent per city.

There were discussions concerning the Micro Transit pilot program.

Ms. Glass reviewed the next steps in the budget process outlining dates of importance and reminding the Committee Members that February 14, 2021 is the deadline for the localities to make final service changes to their FY 2022 TSP.

Foursquare, the consulting team will make a *“link”* available to each locality’s individual packet providing the details discussed in today’s meeting.

Mr. Amoruso stated that the review of the Draft Annual Update to FY 2022 – FY 2031 TSP with the TDCHR board will be on February 25, 2021 and the adoption of the Final Annual Update FY 2022-FY 2031 TSP is scheduled on March 25, 2021.

The cities of Hampton and Virginia Beach opted to continue their dialogue with HRT concerning the Draft Update FY 2022-FY 2031 TSP at the meetings that were previously scheduled for this week.

Ms. Inman suggested that MFAC convene a special meeting to discuss the legislation that is going forward as it relates to the HRT Commission. Ms. Inman suggested that this meeting take place prior to January 20<sup>th</sup>.

Brian Smith, Deputy Chief Executive Officer, stated that legislative items that relate to the TDCHR are primarily dealt with through the External/Legislative Affairs Committee (ELAC). The next scheduled ELAC meeting is January 12, 2020.

William Harrell, President and Chief Executive Officer, stated that HRT will inform Gaylene Kanoyton, Chair of ELAC that MFAC has questions concerning the HRT Commission which was part of the approved legislative package

### **Adjournment**

The meeting was adjourned at 4:42 p.m.