



Meeting of the Transportation District Commission of Hampton Roads

Thursday, February 22, 2024, at 1:00 p.m.
509 E. 18th Street, Norfolk, VA – In Person - Zoom

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, February 22, 2024, at 1:00 p.m. at 509 E. 18th Street, Norfolk, VA.

The meeting is open to the public and in accordance with the Board's operating procedures, and in compliance with the Virginia Freedom of Information Act, there will be an opportunity for public comment at the beginning of the meeting.

The agenda and supporting materials are included in this package for your review.



Meeting of the Transportation District Commission of Hampton Roads

Thursday, February 22, 2024,
509 E. 18th Street, Norfolk, VA at 1:00 p.m.
in Person – Zoom

AGENDA

Call to Order & Roll Call

1. Public Comments
2. Approval of January 25, 2024, Meeting Minutes
3. President's Monthly Report - William Harrell
 - A. Board Updates
4. Committee Reports
 - A. Audit & Budget Review Committee - Commissioner Gray/
Conner Burns, Chief Financial Officer
 - January 2024 Financial Report
 - B. Management/Financial Advisory Committee – Commissioner Eisenberger/
Conner Burns, Chief Financial Officer
 - C. Operations & Oversight Committee - Commissioner Glover/
Sonya Luther, Director of Procurement
 - No Procurement items to bring before the Commission.
 - D. Planning/New Starts Development Committee – Commissioner Ross-Hammond/
Ray Amoruso, Chief Planning & Development Officer
 - E. External/Legislative Advisory Committee - Commissioner Bullock/
Alexis Majied, Chief Communications and External Affairs Officer
 - F. Smart Cities & Innovation Committee – Commissioner McClellan/
Michael Price, Chief Information/Technology Officer

G. Paratransit Advisory Subcommittee – Chair Troy Bowser/
Keith Johnson, Paratransit Services Contract Administrator

H. Transit Ridership Advisory Sub-Committee – Ms. Denise Johnson, Chair/
Rodney Davis, Director of Customer Relations

5. Old and New Business

- DRPT SSO 2023 Annual Status of Safety Report
Presented by Andrew Ennis, TSSP-Rail, PTSCTP
Transit Rail Safety & Emergency Management Administrator, Virginia
Department of Rail and Public Transportation

6. Comments by Commission Members

7. Closed Session

8. Adjournment

**The next meeting will be held on Thursday, March 28, 2024, at 1:00 p.m.
at 3400 Victoria Boulevard, Hampton, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, January 25, 2024, • 1:00 p.m. 509 E. 18th Street,
Norfolk, VA, and Hybrid (Zoom) Meeting

Call to Order.

A quorum was attained, and Chairwoman Woodbury called the meeting to order at 1:00 p.m.

Commissioners in attendance:

Commissioner Woodbury, Newport News
Vice-Chair Don Carey, Chesapeake
Past-Chair Ross-Hammond, Virginia Beach
Commissioner Andrian McClellan, Norfolk
Commissioner Gray, Hampton
Commissioner Johnson, Chesapeake
Commissioner Daughtery, VDRPT (Zoom)
Commissioner White, Hampton
Commissioner Bullock, Newport News
Commissioner Houston, Norfolk
Commissioner Glover, Portsmouth
Commissioner Spruill, Senate of Virginia Representative

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development
Tammara Askew, Administrative Support Technician (Zoom)
Monique Battle, Associate Project Manager (Zoom)
Keisha Branch, Director of Capital Programs
Amy Braziel, Director of Contracted Services and Operational Analytics
Daniel Burton, Asst. Manager of Bus Transportation
David Burton, William Mullens, General Council
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Dudley Clarke, Budget Analyst (Zoom)
Rodney Davis, Director of Customer Relations
Sheri Dixon, Director of Revenue Services (Zoom)
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)
Vanity Faulkner, Budget Analyst (Zoom)
April Garrett, Sr. Executive Assistant
Angela Glass, Director of Budget & Financial Analysis
Wayne Groover, Director of Rail Maintenance (Zoom)
Shelia Gulledge, Manager Technology PMO
Heather Harmon, Sr. Staff Accountant
William Harrell, President and CEO
Autumn Jenkins, Operations Support Technician

Toni Hunter, Staff Auditor
Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)
Keith Johnson, Paratransit Service Contract Administrator
Shane Kelly, Sr. Manager Security & Emergency Preparedness
Sonya Luther, Director of Procurement
Steven Magaro, Emergency Preparedness Manager (Zoom)
Alexis Majied, Chief Communications & External Affairs Officer
Tracy Moore, Director of Transportation (Zoom)
Sibyl Pappas, Chief Engineering & Facilities Officer
Michael Perez, Operations Project, and Contract Administrator (Zoom)
Noelle Pinkard, Organizational Advancement Officer
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO
Chad Pritchett, Senior Budget Analyst (Zoom)
Luis R. Ramos, Senior Executive Administrator/Commissioner Secretary
Dawn Sciortino, Chief Safety Officer (Zoom)
Ben Simms, Chief Transit Operations Officer
Brian Smith, Deputy CEO
Paula Studebaker, HR Executive Assistant
Selina Taylor, Executive Assistant
Adrian Tate, Assistant Director of Finance (Zoom)
Robert Travers, Corporate Counsel
Fevrier Valmond, Deputy Director of Procurement (Zoom)
Kim Wolcott, Chief Human Resources Officer

Others in attendance via phone/(Zoom)/In-Person:

Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT (Zoom)
Alt. Commissioner Cipriano, Newport News
Alt. Commissioner Troy Eisenberger, Chesapeake
Alt. Commissioner DeProfio, Hampton (Zoom)
Angela Hopkins, City of Newport News
Denise Johnson, Chair, Transit Riders Advisory Committee
Alt. Commissioner Uros Jovanovic, Virginia Beach (Zoom)
Ina Kreps, Portsmouth, Citizen
Shelia McAllister, City of Newport News (Zoom)
John Reid, President ATU #1177
Brian Swets, City of Portsmouth
Mohammad Taub, City of Hampton
Alt. Commissioner Constantinos Velissarios, City of Newport News (Zoom)

The TDCHR meeting package was distributed electronically to all Commissioners in advance of the meeting. The meeting package consisted of:

- Agenda
- Meeting Minutes
- President's Report Presentation
- Social Media Analytics

- Financial Reports
- Committee Reports

A movement of Silence was observed prior to the Commission Meeting

Public Comments

There were no public comments.

Approval of December 14, 2023, Meeting Minutes

A motion to approve the December 14, 2023, minutes was made by Commissioner Carey and properly seconded by Commissioner Glover. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Carey, Ross-Hammond, McClellan, Gray, Johnson, Daughtery, White, Bullock, Glover, Houston and Spruill.

Nays: None

Abstain: None

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting. Mr. Harrell reviewed the following items:

Mr. Harrell mentioned that the TRAFFIX department is celebrating Vanuary which is a play on our vanpool program. We're getting a lot of interest. Vanuary doesn't just address the 6 member cities, but the larger planning district.

HRT will be celebrating Rosa Parks Transit Equity Day on Monday, February 5, 2024, at the Hampton Transit Center, Hampton.

Mr. Harrell mentioned that there will be a Ferry Ribbon Cutting Ceremony on Friday, February 16, 2024, at the Waterside Ferry Dock

Mr. Harrell mentioned Transit Advocacy Day. Staff and Commissioners attended this well-received event.

Mr. Harrell mentioned that the Employee Annual Survey is progressing well under the leadership of Alexis Majied. HRT will use this survey to determine what we can do to enhance workforce satisfaction at Hampton Roads Transit.

Mr. Harrell stated that the second ride along with the Hampton City Council went very well. Vice-Mayor Gray encouraged other city councils to go on a ride along.

Dr. Woodbury stated that Mr. Gray set the bar high.

Mr. Harrell invited all Commissioners to board/tour the zero emission Gillig Electric Bus after the Commission meeting.

Mr. Harrell wished Dr. Woodbury Happy Birthday!

Audit & Budget Review Committee

Commissioner Gray stated that Budget and Audit Committee did not meet this month.

Commissioner Gray called on Mr. Connor Burns to update the Commission with financials for December 31, 2023, which were included in the package.

Management and Financial Advisory Committee (MFAC)

Commissioner Eisenberger stated that the committee met on Monday, January 22, 2024. Mr. Eisenberger mentioned that Mr. Burns updated the committee on the December financials.

Commissioner Eisenberger updated the commission and summarized the most recent MFAC meeting.

Operations and Oversight Committee

Commissioner Glover called on Ms. Sonya Luther to present the following contracts for Commission approval.

There were two contracts presented and approved by the O&O Committee and brought to the Commission as a motion for approval:

Contract No. 17-75527 – Modification No. 4 – Armored Car Service, is respectfully recommended that the Commission approves Modification No. 4 to increase the not-to-exceed amount of the Armored Car Services Contract by \$82,043.38, from \$119,757.60 to \$201,800.98.

Contract No. 23-00240 – Uniform Rental Services is respectfully recommended that the Commission approve the award of a contract to award of a contract to Unifirst Corporation to provide uniform rental services in the not-to-exceed amount of \$854,482.20 for five (5) years

A motion to approve **Modification No. 4 Armored Car Service and Contract No. 23 –00240 Uniform Rental Services**, was made by the Operations and Oversight Committee and properly seconded by Commissioner McClellan. A roll call vote resulted as follows:

Ayes: Woodbury, Carey, Ross-Hammond, McClellan, Gray, Johnson, Daughtery, White, Bullock, Glover, Houston, and Spruill

Nays: None

Abstain: None

The next meeting of the O&O Committee will be held February 8, 2024, in Norfolk.

Planning and New Starts Committee.

Past Chair Commissioner Ross-Hammond called on Mr. Ray Amoruso, Chief Planning & Development Officer, for a summary of the meeting held before the Commission meeting.

Mr. Amoruso briefed the Commission on the status of the environmental assessment for the proposed 2-mile extension of light rail to the Military Circle Mall Development.

Project Manager Sherry Dawson gave an update on the Chesapeake high-capacity transit study.

Specifically, it is a feasibility study looking at alignment options and technology opportunities to serve the greater Greenbriar/Summit Point Area with possible connections to The Tide.

Project Manager Robert Lee provided an update on the Long-Distance Ferry Feasibility study with an alignment running between the cities of Newport News, Hampton, Norfolk, and, potentially, Portsmouth.

External Legislative Affairs Committee (ELAC)

Commissioner Bullock provided the following update to the Commission:

Federal Legislative Update

On January 18, 2024, the Senate passed a Continuing Resolution (CR) to fund the federal government through the first week of March. The measure passed the Senate by a bipartisan vote of 77 to 18, after which the House passed the legislation under suspension of the rules relying on Democratic support to reach the required two-thirds vote. As a result, Congress has avoided another government shutdown and members were able to leave town for recess.

State Legislative Update

- Transit Advocacy Day
 - In coordination with the Virginia Transit Association (VTA), a contingency of 17 Commissioners and staff traveled to Richmond to attend Transit Advocacy Day.
 - Meetings were held throughout the day with members of the Hampton Roads General Assembly delegation.
 - Senator Warner met with VTA members to discuss transit issues and to express support for the advocacy event.
 - The day culminated with a reception at Richmond's Main Street Train Station – where Senator Angelia Williams-Graves, Delegate Shelly Simonds, and staff from Speaker Don Scott's office were in attendance.

HRT Staff continues to monitor progress on the state budget and other legislative issues which might impact HRT.

Smart Cities and Innovation Committee

Commissioner McClellan stated that the Committee did not meet in the month of January. The next committee meeting will be held on March 14, 2024, in Hampton.

Paratransit Advisory Sub-Committee (PAC)

PAC did not meet this month.

Transit Riders Advisory Sub-Committee (TRAC)

Ms. Denise Johnson provided the TRAC report to the Commission. Ms. Johnson mentioned that the next meeting will be held on March 6, 2024, in Norfolk.

Old and New Business

Mr. David Burton, General Council read **Resolution 01 – 2024** Extending the current revolving line of credit for one year on the same terms and authorizing the issuance of bonds, notes, and other obligations in a maximum principal amount not to exceed \$17,000,000.00.

A motion was made by Commissioner Carey to adopt **Resolution 01 – 2024** and properly seconded by Commissioner McClellan. A roll call vote resulted as follows:

Ayes: Woodbury, Carey, Ross-Hammond, McClellan, Johnson, Daughtery, White, Bullock, Glover, Houston and Spruill.

Nays: None

Abstain: Gray

Closed Session

Commissioner Carey made a motion to convene into a closed session for consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. as provided by Virginia Code Sections 2.2-3711 (A)(7) and 2.2-3712(A) and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Woodbury, Carey, Ross-Hammond, McClellan, Gray, Johnson, White, Bullock, Houston, Glover, and Spruill

Nays: None

Abstain: None

At the conclusion of the closed session, the Chair entertained a motion of certification that the Commissioners of the Transportation District Commission of Hampton Roads certify that, to the best of each member's knowledge:

(i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act law were discussed in the closed meeting to which this certification resolution applies, and

(ii) only such public business matters as were identified in the motion convening the closed session meeting were heard, discussed, or considered in the closed meeting just concluded.

The motion was made by Commissioner Carey and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Woodbury, Carey, Ross-Hammond, McClellan, Gray, Johnson, White, Bullock, Houston, Glover, and Spruill

Nays: None

Abstain: None

Commissioner Comments:

None

Adjournment

With no further business to conduct, the meeting adjourned at 2:38 p.m.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

Patricia Woodbury
Chair

ATTEST:

Luis Ramos
Commission Secretary
January 25, 2024



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting January 25, 2024

gohrt.com

President's Report

TRAFFIX is Celebrating 'Vanuary'

**VANPOOL WITH A NEW VAN/SUV
AND GET \$500 A MONTH**

Visit GOTRAFFIX.COM



TRAFFIX
Commuter Options
A Service of Hampton Roads Transit - Funded by the HRTPO

President's Report

HRT to Honor Rosa Parks with Transit Equity Day



This Seat is Reserved in Honor of
Rosa Parks

Please join Hampton Roads Transit on
Monday, February 5, 2024
as we recognize **Transit Equity Day.**

#TransitEquityDay  HAMPTON ROADS TRANSIT gohrt.com

President's Report

Ferry Ribbon Cutting Invitation – February 16, 2024



President's Report

Transit Advocacy Day in Richmond



President's Report

Happening Now: Inaugural Employee Survey

Annual Employee Survey



1. Please indicate your employment type.

- ☐ a. Union ☐ b. Non-Union

2. Please indicate the department for which you work.

- ☐ a. Executive ☐ b. Engineering and Facilities ☐ c. Finance
☐ d. Human Resources ☐ e. Marketing & Strategic Communications
☐ f. Planning & Development ☐ g. Safety ☐ h. Technology
☐ i. Transit Operations

3. How many years have you been employed by Hampton Roads Transit?

- ☐ a. 2 years or less ☐ b. 3-9 years

President's Report

HRT Drives Out Hunger Food Drive



President's Report

Happy Holidays at HRT



President's Report – Hampton City Council Ride along - Route 114





President's Letter

February 2024

TRANSIT EQUITY

Hampton Roads Transit Honors Rosa Parks: Highlights Commitment to Equity In Public Transit

This month, Hampton Roads Transit is honoring the life and legacy of Rosa Parks. HRT set aside Monday, February 5, as Transit Equity Day, offering free fare on all bus, light rail, ferry, and paratransit services. It's a great way for the agency to pay tribute to Parks for her acts of bravery that helped pave the way for equity in public transit.

To mark this special occasion, a ceremony was held at the Hampton Transit Center. Guest speakers included Hampton Vice Mayor Jimmy Gray, Gilbert Bland, President and CEO of the Urban League of Hampton Roads, and Gaylene Kanoyton, President of the Hampton NAACP.

While we set aside this one day each year to honor Mrs. Parks and bring attention to transit equity, Hampton Roads Transit is working daily to ensure equity in public transit.

One way HRT works to ensure equity in public transit is our involvement in the Conference of Minority Transportation Officials (COMTO). HRT is proud to be the corporate sponsor of the Hampton Roads Chapter with three employees serving in leadership.

HRT's collaboration with organizations like COMTO allow for a better exchange of information and ideas on important issues such as employment and funding opportunities within the transit space.

HRT is leading the way when it comes to working with small and minority owned businesses. In FY2023, the agency conducted business with 36 small and minority owned businesses through its Disadvantaged Business Enterprise (DBE) program. We are active in the community, making sure small businesses are aware of the opportunities to work with HRT, letting them know about the DBE program, and how to obtain certification.

The impact to our minority and low-income riders is taken into consideration when it comes to everything from route planning to fare changes and even the placement of shelters and benches. We endeavor to provide equitable access to all our customers.

HRT also partners with community organizations and educational institutions to bolster its minority workforce. The agency is among 2,900 V3 (Virginia Values Veterans) certified companies, recruiting and hiring veterans and military spouses. As of October 2023, the most recent data available, 76% of HRT's workforce is minority and 46% are women. This is above average for the transit industry.

HRT is committed to our mission of providing equitable access because we understand regions are equitable when all residents can participate in the region's economic vitality, contribute to the region's readiness for the future, and connect to the region's assets and resources.

In short, I believe that all our customers should be treated with dignity as they access transit services throughout the region. Hampton Roads Transit is committed to building public transit better, together.

Sincerely,

William E. Harrell

President and CEO

Hampton Roads Transit



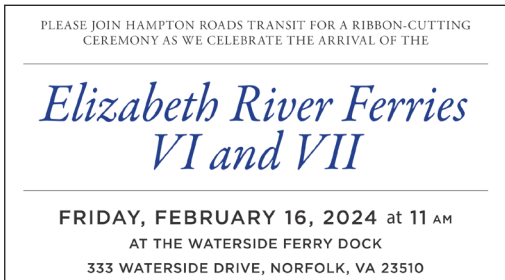
President's Report

February 2024



Transit Equity Day Celebration

On Monday, February 5, about 100 people attended HRT's Transit Equity Day celebration at Hampton Transit Center. Elected officials, Commissioners, community leaders, Phoebus High School students, and HRT staff were among the many guests as we paid tribute to civil rights icon, Rosa Parks. Commissioner Jimmy Gray read a resolution, honoring Parks for her contributions to equity in public transit. A plaque dedicated to Parks was also unveiled.



Ferry Ribbon Cutting

On Friday, February 16, HRT welcomed two new Elizabeth River ferries to the fleet. A ribbon cutting ceremony was held at the Waterside Ferry Dock in Norfolk aboard ERF VI. Norfolk Mayor Kenny Alexander and Portsmouth Mayor Shannon Glover offered remarks along with David Jordan of Norfolk by Boat who leads HRT's ferry operations. ERF VI will homeport in Portsmouth, while ERF VII will homeport in Norfolk. Both ferries will serve the community for decades to come.



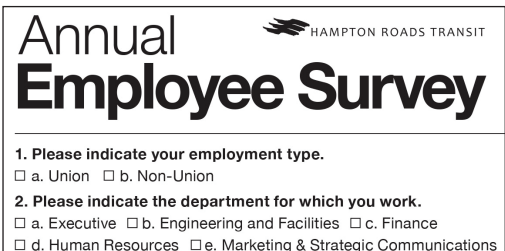
Bus Simulator Rodeo

The Recognition and Reward Committee hosted the annual "Bus Simulator Rodeo." About two dozen employees participated, representing multiple departments across the agency. There were competitors in both CDL and Non-CDL categories. Congratulations to Chief Human Resources Officer, Kim Wolcott, for placing first in the non-CDL category. April Garrett and Ziare Murphy tied for first place in the CDL category. A special thanks to instructor Ron Simmons and all the contestants who made it a fun and exciting event.



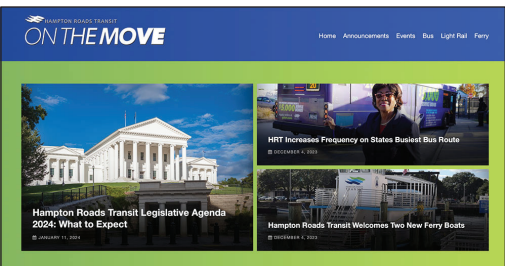
HRT Drives Out Hunger Food Drive Results

HRT's month-long Drive Out Hunger campaign was a big success. Our dedicated and generous employees donated about 819 pounds of food. That's more than 682 meals for families in need. All the food collected was donated to the Virginia Peninsula Foodbank and the Foodbank of Southeastern Virginia and the Eastern Shore. The food drive was sponsored by the Inclusion, Diversity, Equity, and Access (IDEA) committee for Poverty Awareness Month.



Employee Survey Complete

We've wrapped up our inaugural employee survey. Nearly 350 employees completed the survey either online or by filling out a hard copy and placing it in a drop box or returning it to a member of the Public Outreach team. Survey questions were designed to elicit employee sentiment on a wide range of topics. Employees were able to provide feedback on improving morale and communication. Survey results are currently being reviewed and analyzed. We'll use the results to help guide decisions on upcoming initiatives.



On The Move Blog Launched

Hampton Roads Transit is always looking for new ways to let people know what's going on at the agency and in the transit industry. The Marketing and Strategic Communications Department has been hard at work with IT creating an HRT blog. It launched in January with an engaging article on our endeavors in Richmond during the General Assembly. The blog is set to feature enterprising content you won't find anywhere else. You can find a link to the blog at gohrt.com.



HAMPTON ROADS
TRANSIT

TRAFFIX Rideshare the



gohrt.com

What is Rideshare the ?

Themes:

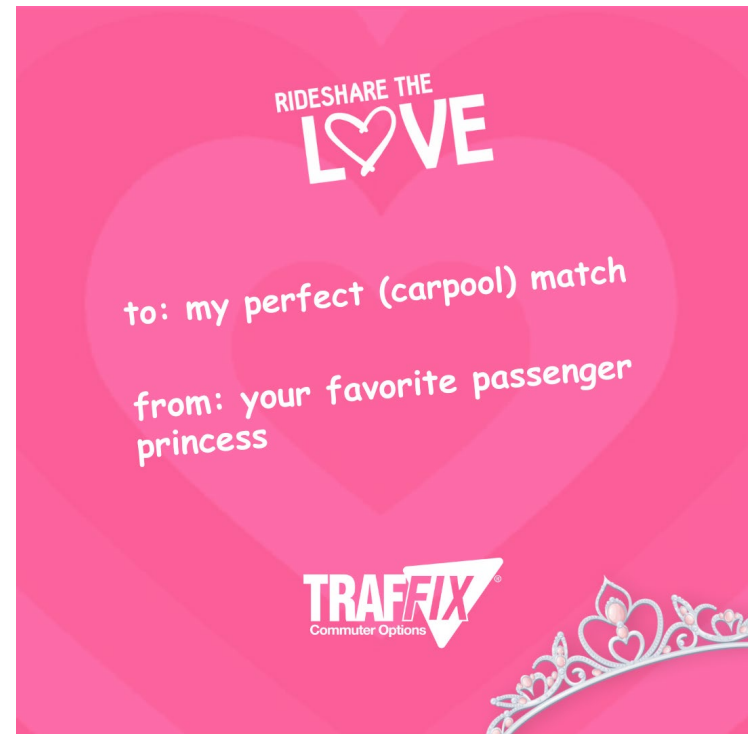
- Find rideshare and carpool matches through the ConnectingVA app
- Save money and earn rewards to use for date nights
- Find ways to commute with your friends and loved ones
- Romanticize your Commute



TRAFFIX Rideshare the

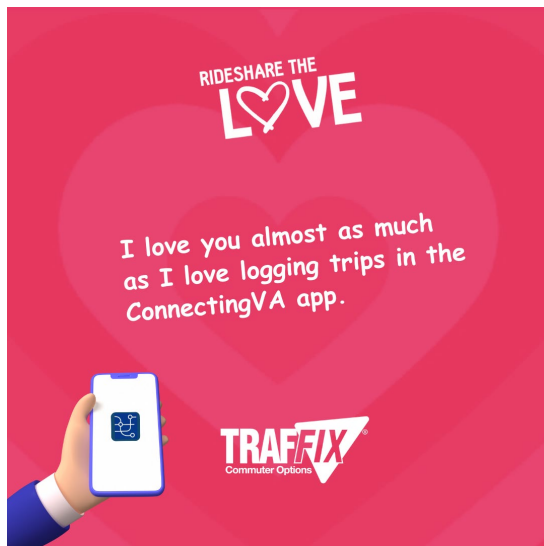


- Cox Media Living 757 Show
- TRAFFIX Blog
- Radio Spots
- Digital Billboards
- The Tide/ WY Daily Share the Love contest
- WY Daily / W&M basketball games
- Social media- Facebook, Instagram, LinkedIn

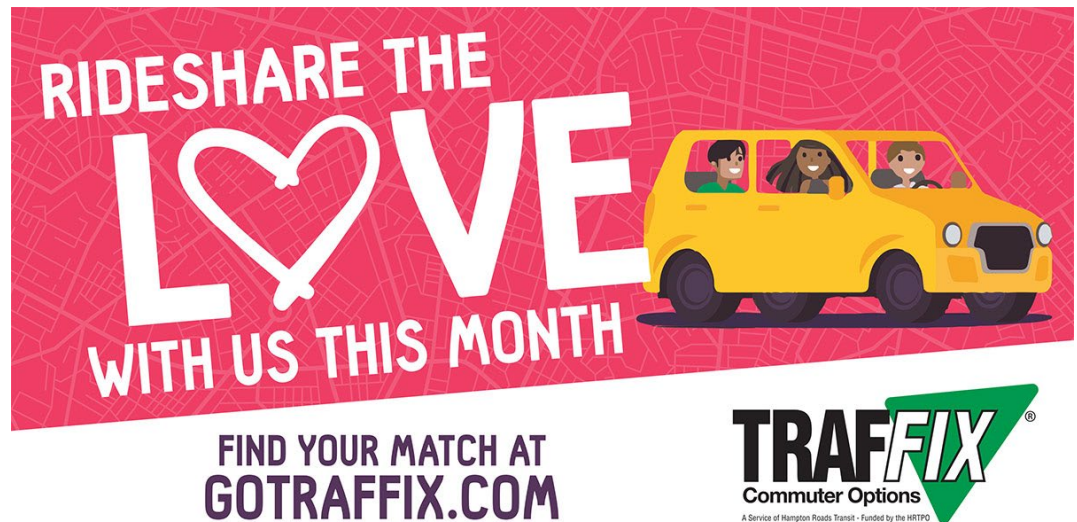


TRAFFIX Rideshare the

Example Ads



Social Media Graphic



Digital Billboards – Norfolk & Newport News

Living 757 Interview

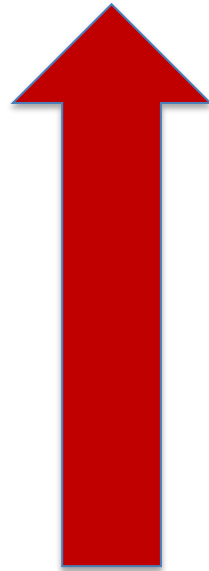


<https://www.yurview.com/sponsored-post/learn-all-about-traffix-on-living-757/>

TRAFFIX Vanuany Update

7800% increase in visits to the Vanpool Assistance page on gotraffix.com!!!

- December 31 hits
- January 2,458 hits





HAMPTON ROADS
TRANSIT

Draft Financial Statement

JANUARY 2024 FISCAL YEAR 2024 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

January 2024

FISCAL YEAR 2024	Annual		Month to Date				Year to Date							
	Dollars in Thousands													
	Budget	Budget	Actual	Variance		Budget	Actual	Variance						
Operating Revenue														
Passenger Revenue	\$	8,144.5	\$	664.9	\$	656.4	\$	4,733.9	\$	4,771.9	\$	38.0	0.8	%
Passenger Revenue - RTS		936.9		75.5		101.5		490.6		556.2		65.6	13.4	%
Advertising Revenue		800.0		66.7		43.5		466.8		407.2		(59.6)	(12.8)	%
Other Transportation Revenue		2,698.8		224.9		228.7		1,574.3		1,594.4		20.1	1.3	%
Non-Transportation Revenue		60.0		5.0		41.1		35.0		343.4		308.4	881.3	%
Total Operating Revenue		12,640.1		1,037.0		1,071.2		7,300.5		7,673.0		372.5	5.1	%
Non-Operating Revenue														
Federal Funding (5307/5337)		38,858.9		3,505.2		3,044.3		23,533.4		15,807.3		(7,726.1)	(32.8)	%
HRRTF Funding		10,044.1		809.2		1,239.6		5,259.2		6,763.2		1,504.0	28.6	%
State Funding		26,837.1		2,236.4		2,236.4		15,655.0		15,655.0		0.0	0.0	%
Local Funding		47,766.4		3,980.5		3,980.5		27,863.7		27,863.7		0.0	0.0	%
Total Non-Operating Revenue		123,506.5		10,531.3		10,500.8		72,311.3		66,089.2		(6,222.1)	(8.6)	%
TOTAL REVENUE	\$	136,146.6	\$	11,568.3	\$	11,572.0	\$	79,611.8	\$	73,762.2	\$	(5,849.5)		
Personnel Services	\$	81,644.0	\$	7,066.4	\$	7,460.1	\$	47,765.0	\$	45,413.3	\$	2,351.7	4.9	%
Contract Services		16,143.6		1,318.4		941.6		9,485.7		6,266.0		3,219.8	33.9	%
Materials & Supplies		6,318.0		525.8		634.3		3,754.0		4,399.5		(645.5)	(17.2)	%
Gas & Diesel		6,918.2		560.6		482.2		3,968.8		3,603.3		365.5	9.2	%
Contractor's Fuel Usage		1,240.7		103.4		80.8		723.7		602.3		121.4	16.8	%
Utilities		1,345.0		112.1		86.2		784.6		753.1		31.5	4.0	%
Casualties & Liabilities		5,708.5		475.7		597.7		3,330.0		3,107.6		222.3	6.7	%
Purchased Transportation		15,082.1		1,267.3		1,166.8		8,745.8		7,672.8		1,073.0	12.3	%
Other Miscellaneous Expenses		1,746.4		138.6		159.9		1,054.2		1,056.3		(2.1)	(0.2)	%
TOTAL EXPENSE	\$	136,146.6	\$	11,568.3	\$	11,609.6	\$	79,611.8	\$	72,874.1	\$	6,737.7		
SURPLUS (DEFICIT)					\$	(37.7)			\$	888.1				

1. Line of Credit balance as of February 14, 2024, is \$13,406,735.72.

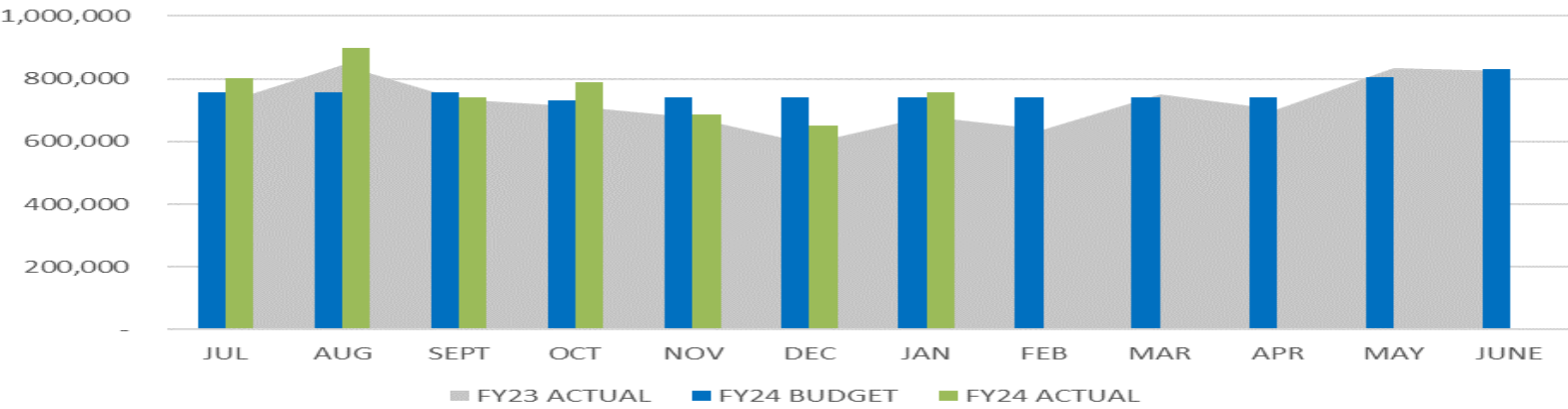
OPERATING FINANCIAL STATEMENTS

January 2024

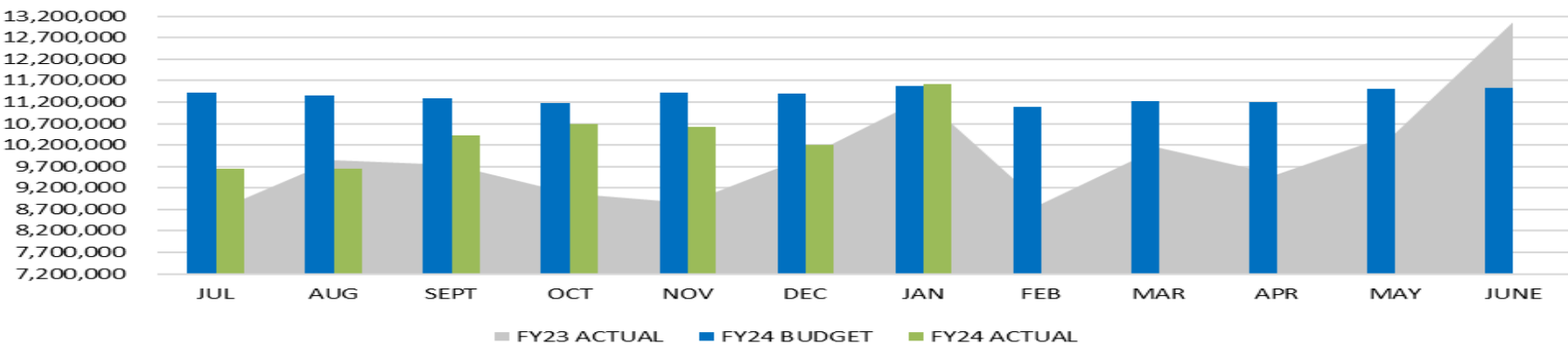
757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2024	Annual		Month to Date			Year to Date			
Dollars in Thousands	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 936.9	\$ 75.5	\$ 101.5	\$ 26.0	34.4 %	\$ 490.6	\$ 556.2	\$ 65.6	13.4 %
RTS Service	10,044.1	809.2	1,239.6	430.4	53.2 %	5,259.2	6,763.2	1,504.0	28.6 %
TOTAL REVENUE	\$ 10,981.0	\$ 884.7	\$ 1,341.1	\$ 456.4		\$ 5,749.8	\$ 7,319.3	\$ 1,569.6	
Personnel Services	\$ 7,916.8	\$ 637.8	\$ 1,015.7	\$ (377.9)	(59.2) %	\$ 4,145.3	\$ 5,383.7	\$ (1,238.3)	(29.9) %
Contract Services	1,225.0	98.7	93.6	5.1	5.1 %	641.4	583.0	58.4	9.1 %
Materials & Supplies	1,426.1	114.9	168.8	(53.9)	(46.9) %	746.8	1,072.7	(325.9)	(43.6) %
Utilities	67.0	5.4	9.2	(3.8)	(70.2) %	35.1	48.2	(13.1)	(37.4) %
Casualties & Liabilities	346.1	27.9	53.8	(25.9)	(92.9) %	181.2	231.8	(50.6)	(27.9) %
TOTAL EXPENSE	\$ 10,981.0	\$ 884.7	\$ 1,341.1	\$ (456.3)		\$ 5,749.8	\$ 7,319.3	\$ (1,569.6)	
SURPLUS (DEFICIT)			\$ -				\$ -		

Farebox Revenue



Total Expenses



YEAR-TO-DATE					
FISCAL YEAR 2024 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 5,224.5	\$ 4,675.9	\$ 652.2	\$ 5,328.1	\$ 103.6
Advertising Revenue	\$ 466.7	\$ 347.9	\$ 59.2	\$ 407.1	\$ (59.6)
Other Transportation Revenue	\$ 1,574.3	\$ -	\$ 1,594.4	\$ 1,594.4	\$ 20.1
Non-Transportation Revenue	\$ 35.0	\$ 73.7	\$ 269.7	\$ 343.4	\$ 308.4
Federal Funding (PM 5307/5337)	\$ 23,533.4	\$ 15,807.3	\$ -	\$ 15,807.3	\$ (7,726.1)
HRRTF Funding ¹	\$ 5,259.2	\$ -	\$ 6,763.2	\$ 6,763.2	\$ 1,504.0
State Funding	\$ 15,655.0	\$ 15,655.0	\$ -	\$ 15,655.0	\$ -
Local Funding	\$ 27,863.7	\$ 27,863.7	\$ -	\$ 27,863.7	\$ -
TOTAL REVENUE:	\$ 79,611.8	\$ 64,423.5	\$ 9,338.7	\$ 73,762.2	\$ (5,849.6)
EXPENSE					
Personnel Services	\$ 47,765.0	\$ 39,937.7	\$ 5,475.6	\$ 45,413.3	\$ 2,351.7
Services	\$ 9,485.7	\$ 5,510.4	\$ 755.6	\$ 6,266.0	\$ 3,219.7
Materials & Supplies	\$ 8,446.5	\$ 7,567.5	\$ 1,037.5	\$ 8,605.0	\$ (158.5)
Utilities	\$ 784.6	\$ 662.3	\$ 90.8	\$ 753.1	\$ 31.5
Casualties & Liabilities	\$ 3,330.0	\$ 2,732.9	\$ 374.7	\$ 3,107.6	\$ 222.4
Purchased Transportation	\$ 8,745.8	\$ 6,747.7	\$ 925.1	\$ 7,672.8	\$ 1,073.0
Other Miscellaneous Expenses	\$ 1,054.2	\$ 928.9	\$ 127.4	\$ 1,056.3	\$ (2.1)
TOTAL EXPENSE:	\$ 79,611.8	\$ 64,087.4	\$ 8,786.7	\$ 72,874.1	\$ 6,737.7
BUDGET STATUS TO DATE ² :	\$ -	\$ 336.1	\$ 552.0	\$ 888.1	\$ 888.1

1. Hampton Roads Regional Transit Funding for 757 Express and 15-minute increment.

2. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 47,766.3	\$ 27,863.7	\$ 27,863.7	\$ -
Plus: Local Farebox	\$ 7,977.4	\$ 4,653.6	\$ 4,675.9	\$ 22.3
Locality Share - Sub-Total:	\$ 55,743.7	\$ 32,517.3	\$ 32,539.6	\$ 22.3
Plus: Federal Aid	\$ 38,859.0	\$ 23,533.4	\$ 15,807.3	\$ (7,726.1)
State Aid	\$ 26,837.0	\$ 15,655.0	\$ 15,655.0	\$ -
Total Revenue Contribution:	\$ 121,439.7	\$ 71,705.7	\$ 64,001.9	\$ (7,703.8)
Operating Expenses:	\$ 121,439.7	\$ 71,705.7	\$ 63,665.8	\$ (8,039.9)
Locality Budget Status to Date ¹ :				\$ 336.1

KPI

Farebox Recovery:	6.5%	7.3%
Farebox % of Budgeted Expense:		6.5%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,866.8	\$ 1,672.3	\$ 1,672.3	\$ -
Plus: Local Farebox	\$ 426.8	\$ 249.0	\$ 253.3	\$ 4.3
Locality Share - Sub-Total:	\$ 3,293.6	\$ 1,921.3	\$ 1,925.6	\$ 4.3
Plus: Federal Aid	\$ 2,904.1	\$ 1,694.1	\$ 1,293.0	\$ (401.1)
State Aid	\$ 1,719.8	\$ 1,003.2	\$ 1,016.1	\$ 12.9
Total Revenue Contribution:	\$ 7,917.5	\$ 4,618.6	\$ 4,234.7	\$ (383.9)
Operating Expenses:	\$ 7,917.5	\$ 4,618.6	\$ 4,230.4	\$ (388.2)
Locality Budget Status to Date ¹ :				\$ 4.3

KPI

Farebox Recovery:	5.4%	6.0%
Farebox % of Budgeted Expense:		5.5%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,971.8	\$ 2,900.2	\$ 2,900.2	\$ -
Plus: Local Farebox	\$ 723.5	\$ 422.0	\$ 460.9	\$ 38.9
Locality Share - Sub-Total:	\$ 5,695.3	\$ 3,322.2	\$ 3,361.1	\$ 38.9
Plus: Federal Aid	\$ 4,615.8	\$ 2,692.6	\$ 2,222.2	\$ (470.4)
State Aid	\$ 2,903.2	\$ 1,693.5	\$ 1,791.5	\$ 98.0
Total Revenue Contribution:	\$ 13,214.3	\$ 7,708.3	\$ 7,374.8	\$ (333.5)
Operating Expenses:	\$ 13,214.3	\$ 7,708.3	\$ 7,335.9	\$ (372.4)
Locality Budget Status to Date ¹ :				\$ 38.9

KPI

Farebox Recovery:	5.5%	6.3%
Farebox % of Budgeted Expense:		6.0%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,886.7	\$ 4,600.6	\$ 4,600.6	\$ -
Plus: Local Farebox	\$ 1,193.6	\$ 696.3	\$ 737.5	\$ 41.2
Locality Share - Sub-Total:	\$ 9,080.3	\$ 5,296.9	\$ 5,338.1	\$ 41.2
Plus: Federal Aid	\$ 6,886.0	\$ 4,016.8	\$ 2,988.8	\$ (1,028.0)
State Aid	\$ 4,530.1	\$ 2,642.6	\$ 2,703.6	\$ 61.0
Total Revenue Contribution:	\$ 20,496.4	\$ 11,956.3	\$ 11,030.5	\$ (925.8)
Operating Expenses:	\$ 20,496.4	\$ 11,956.3	\$ 10,989.3	\$ (967.0)
Locality Budget Status to Date ¹ :				\$ 41.2

KPI

Farebox Recovery:	5.8%	6.7%
Farebox % of Budgeted Expense:		6.2%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 20,722.5	\$ 12,088.1	\$ 12,088.1	\$ -
Plus: Local Farebox	\$ 3,787.8	\$ 2,209.6	\$ 2,127.9	\$ (81.7)
Locality Share - Sub-Total:	\$ 24,510.3	\$ 14,297.7	\$ 14,216.0	\$ (81.7)
Plus: Federal Aid	\$ 14,901.0	\$ 8,692.3	\$ 5,189.7	\$ (3,502.6)
State Aid	\$ 11,275.0	\$ 6,577.1	\$ 6,338.3	\$ (238.8)
Total Revenue Contribution:	\$ 50,686.3	\$ 29,567.1	\$ 25,744.0	\$ (3,823.1)
Operating Expenses:	\$ 50,686.3	\$ 29,567.1	\$ 25,546.9	\$ (4,020.2)
Locality Budget Status to Date ¹ :				\$ 197.1

KPI

Farebox Recovery:	7.5%	8.3%
Farebox % of Budgeted Expense:		7.2%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,027.4	\$ 1,766.0	\$ 1,766.0	\$ -
Plus: Local Farebox	\$ 527.8	\$ 307.9	\$ 316.3	\$ 8.4
Locality Share - Sub-Total:	\$ 3,555.2	\$ 2,073.9	\$ 2,082.3	\$ 8.4
Plus: Federal Aid	\$ 2,873.1	\$ 1,676.0	\$ 1,294.3	\$ (381.7)
State Aid	\$ 1,786.2	\$ 1,042.0	\$ 1,067.3	\$ 25.3
Total Revenue Contribution:	\$ 8,214.5	\$ 4,791.9	\$ 4,443.9	\$ (348.0)
Operating Expenses:	\$ 8,214.5	\$ 4,791.9	\$ 4,435.5	\$ (356.4)
Locality Budget Status to Date ¹ :	\$ 8.4			

KPI

Farebox Recovery:	6.4%	7.1%
Farebox % of Budgeted Expense:		6.6%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	VIRGINIA BEACH				
	ANNUAL BUDGET	YEAR-TO-DATE			
		BUDGET	ACTUAL	VARIANCE	
Locality Operating Share	\$ 8,291.1	\$ 4,836.5	\$ 4,836.5	\$ -	
Plus: Local Farebox	\$ 1,317.9	\$ 768.8	\$ 780.0	\$ 11.2	
Locality Share - Sub-Total:	\$ 9,609.0	\$ 5,605.3	\$ 5,616.5	\$ 11.2	
Plus: Federal Aid	\$ 6,679.0	\$ 4,761.6	\$ 2,819.3	\$ (1,942.3)	
State Aid	\$ 4,622.7	\$ 2,696.6	\$ 2,738.2	\$ 41.6	
Total Revenue Contribution:	\$ 20,910.7	\$ 13,063.5	\$ 11,174.0	\$ (1,889.5)	
Operating Expenses:	\$ 20,910.7	\$ 13,063.5	\$ 11,127.8	\$ (1,935.7)	
Locality Budget Status to Date ¹ :					\$ 46.2

KPI		
Farebox Recovery:	5.9%	7.0%
Farebox % of Budgeted Expense:		6.0%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.



FY2025 PRELIMINARY OPERATING BUDGET & TSPs FEBRUARY 20, 2024

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OVERVIEW

FY2025 Budget Calendar.....slide 3-4

Cost Allocation Agreement: Allocation Methodology Explained.....slides 5-12

FY2025 Preliminary Operating Budget: Revenue & Expense.....slides 13-20

FY2025 Preliminary Non-Union Position Count.....slides 21-23

FY2025 Preliminary Local Contribution & TSPs.....slides 24-33

Next Steps..... slides 34-35



FY2025 BUDGET CALENDAR

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FY2025 BUDGET CALENDAR

DATE	TASK TYPE	TASK
10/2/2023	Local TSP	FY2025 Transportation Service Plans (TSPs) submitted to Localities
11/15/2023	Local TSP	Deadline for Localities to respond with change requests to the FY2025 TSP
12/11/2023	Regular Meeting	Review FY2025 Draft Operating Budget & TSPs with MFAC
01/08/2024	Special Meeting	MFAC meeting to review FY2025 Service and Draft TSPs
02/14/2024	Local TSP	Deadline for Localities to make final service changes to FY2025 TSPs
02/20/2024	Regular Meeting	Review FY2025 Preliminary Operating Budget with Audit & Budget/MFAC
02/22/2024	Regular Meeting	Review FY2025 Preliminary Operating Budget with Commission
05/01/2024	Budget	Distribute FY2025 Final Operating Budget & TSPs to MFAC
05/20/2024	Regular Meeting	Review FY2025 Final Operating Budget with Audit & Budget/MFAC
05/23/2024	Regular Meeting	Commission vote on FY2025 Final Operating Budget



COST ALLOCATION AGREEMENT GUIDING PRINCIPLES & ALLOCATION METHODOLOGY

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GUIDING PRINCIPLES – KEY POINTS

- + To operate a consolidated regional public transportation system.
- + The method of allocating costs and revenues are based on service provided and revenues generated in each individual city.
- + Each participating city has final determination on the service provided within its borders.
- + Participating cities share equally in representation on the Commission and share equally in administration (Commission) expenses.

GUIDING PRINCIPLES – REVENUE SOURCE DEFINITION

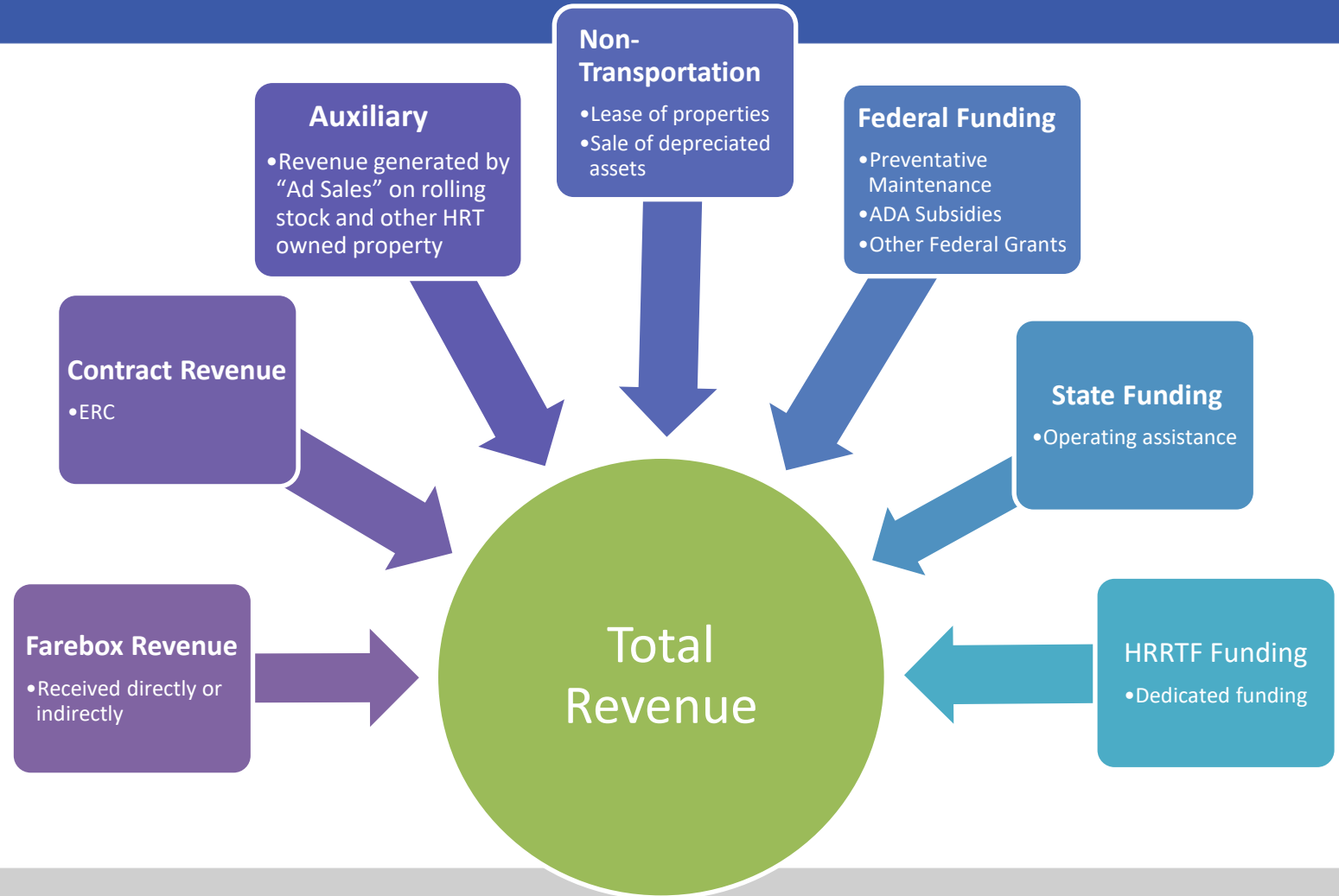
Revenue Sources & Allocation

- + **Farebox Revenue:** All passenger revenue collected within the borders of a Participating City are credited to the service and Participating City in which it is collected.
- + **Auxiliary & Non-Transportation Revenue:** Auxiliary (advertising) and non-transportation revenue are allocated based on relative share of service hours.
- + **Federal funds:** Funds received to reimburse net eligible expenses are distributed to the services operated.
- + **State funds:** State funds received to reimburse operating expenses are allocated pro-rata in accordance with service levels.
- + **Local contribution calculation:**
 1. Costs are captured for each service mode.
 2. Farebox Revenues are captured by route and city.
 3. Federal formula funds are distributed based on service provided.
 4. State funds are applied pro-rata according to service levels.
 5. Remaining expenses are covered by the locality.

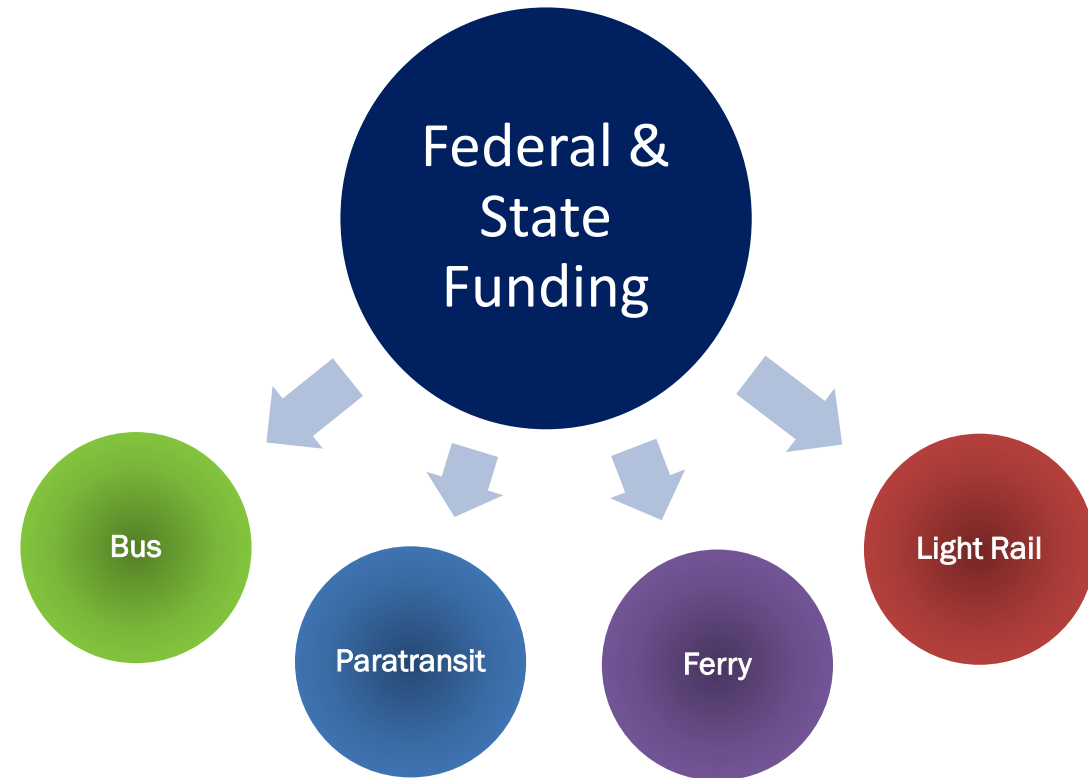
REVENUE SOURCE ALLOCATION FORMULAS

Allocation of Revenue

- + **Farebox Revenue** is allocated based on the locality in which it is collected
- + **Contract Revenue** pays for operating expenses specific to Elizabeth River Crossing (ERC)
- + **Auxiliary and Non-Transportation revenue** are allocated based on share of service hours
- + **Federal and State Funding** are allocated based on eligible service expenses
- + **HRRTF Funding** supports regional route expansion



FEDERAL & STATE FUNDING ALLOCATION



Federal & State Funding

Federal funds received to reimburse net eligible expenses are distributed based on the services operated. Types of aid:

- + **Federal 5307 PM:** Reimburses 80% of preventative maintenance expense
- + **Federal 5307 ADA:** Reimburses 80% of Paratransit mode expenses
- + **Federal 5307 CCC:** Covers 32% of 3rd party expenses for Ferry and Paratransit modes
- + **Federal 5337 FG PM:** Funds 80% of preventative maintenance expense on fixed guideway modes (HIMB/LRT/Ferry)
- + **Federal 5307 Relief Aid (CARES/CRRSSA/ARP):** Covers 100% of operating costs, net expense resulting from farebox losses & pandemic specific expenses

State funds reimburse 100% of eligible operating expenses

GUIDING PRINCIPLES – COST DEFINITIONS

Operating Costs

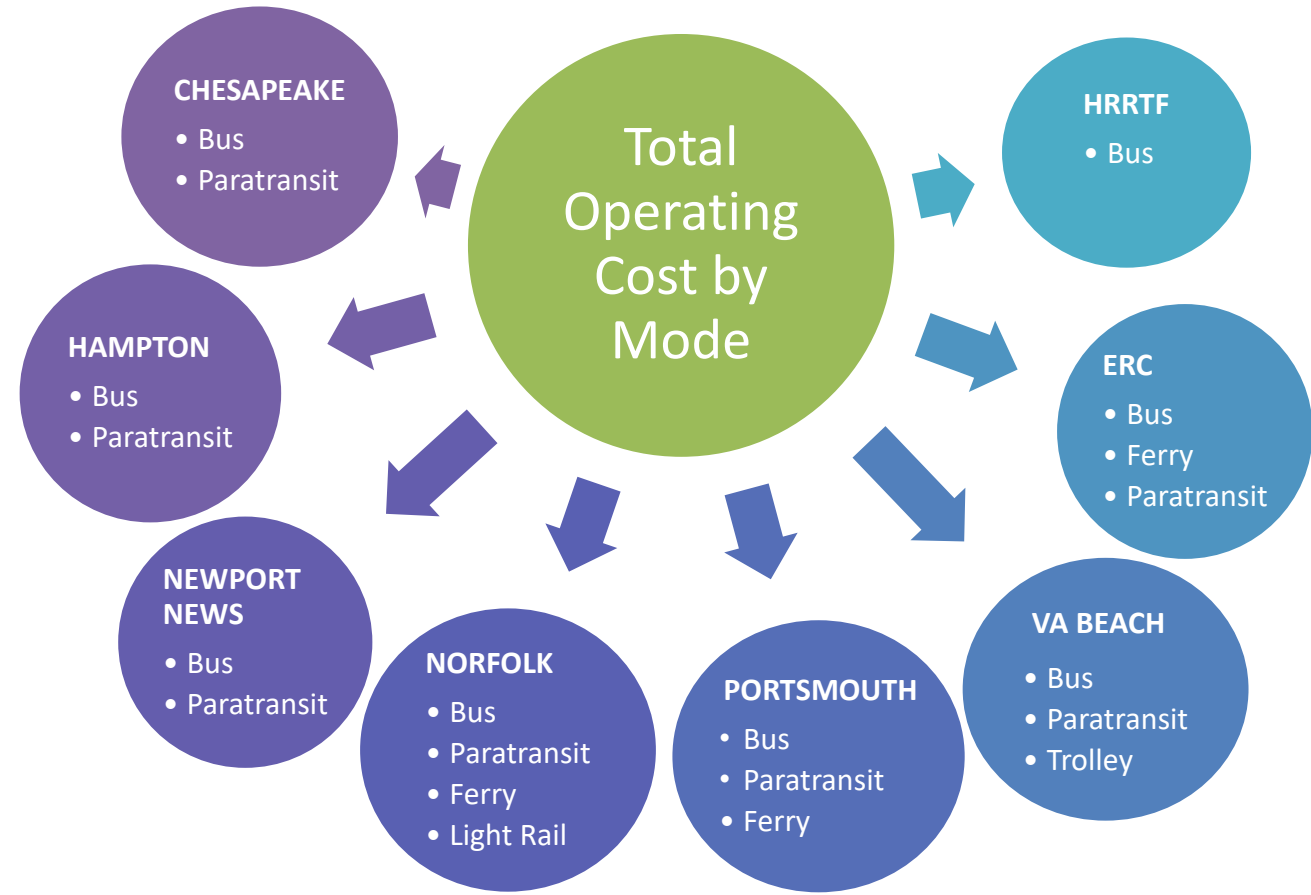
- + **Direct costs** are identified with a particular transportation mode including operator/mechanic wages and benefits, fuel and maintenance materials, direct supervision, training, supplies, and scheduling.
- + **Support costs** are those costs shared by multiple modes such as facility upkeep, utilities, insurance, marketing, communications, accounting, human resources, technology, training and other incidental costs.

Administrative Costs

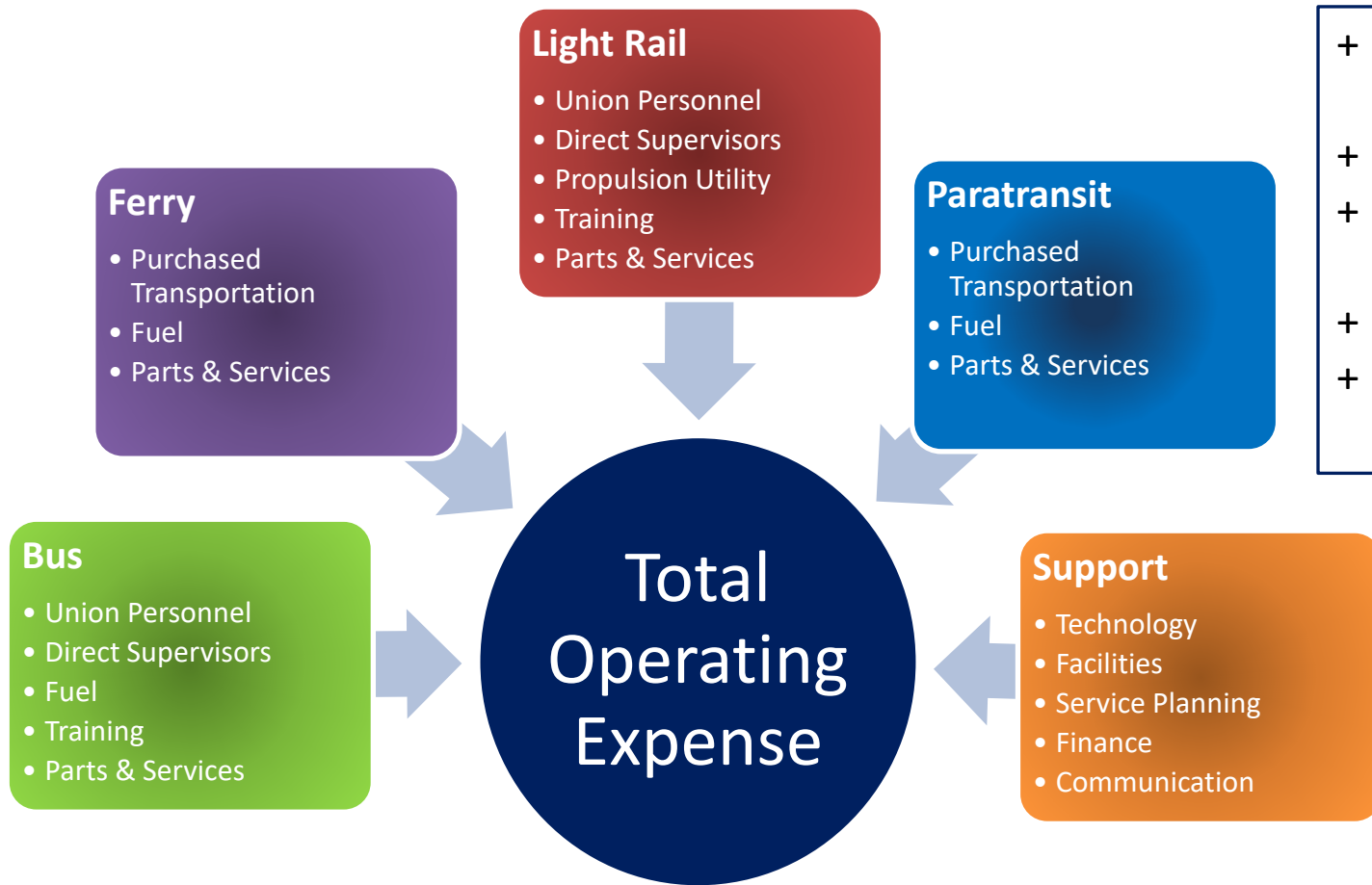
- + Costs associated with personnel who directly support the Commission i.e., Executive Director (President & CEO), Secretary, and Treasurer (Chief Financial Officer) and any other position so designated by the Commission.
- + Travel related to Commission matters, legal and audit professional services directly related to the support of the Commission, and any other general expense which the Commission directs to be included as an administrative cost.

OPERATING COST ALLOCATION BY SERVICE

- + Annually, through the Transportation Service Plan (TSP) process, service levels and service types (i.e., bus, light rail, ferry, paratransit) are determined by the participating city.
- + The method of allocating costs will be based on service provided.



CALCULATION OF SERVICE COST PER HOUR



- + Total operating expense is first segregated by mode (service type)
- + Modal cost is specific to each transit mode
- + Modal cost per hour is calculated by dividing modal expense by modal service hours
- + Support costs are costs shared by multiple modes
- + Support cost per hour is calculated by dividing support expense by all service

$$\frac{\text{Modal Expense}}{\text{Modal Service}} = \text{Modal Cost per Service Hour}$$
$$\frac{\text{Support Expense}}{\text{All Service}} = \text{Support Cost per Service Hour}$$
$$\text{Modal Cost per Service Hour} + \text{Support Cost per Service Hour} = \text{Total Cost per Service Hour}$$



FY2025 PRELIMINARY OPERATING BUDGET REVENUE ASSUMPTIONS & COST DRIVERS

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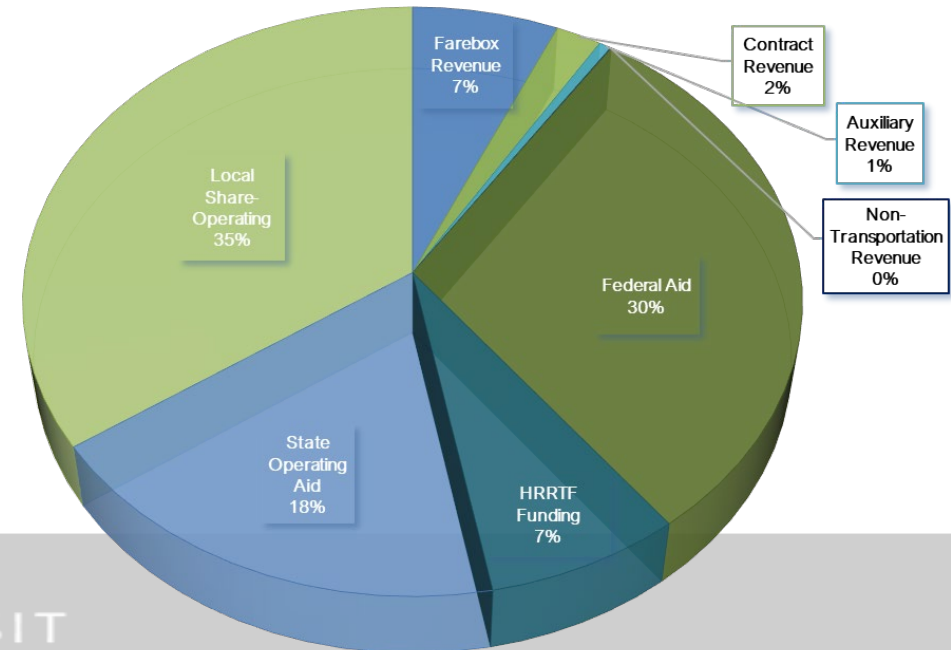
FY2025 PRELIMINARY OPERATING REVENUE

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FY2025 PRELIMINARY REVENUE SOURCES

- ❖ **Farebox revenue** is calculated at \$9.7M based on FY25 ridership estimates and 16-month trended fare-per-rider data.
- ❖ **Contract revenue** of \$3.0M covers Elizabeth River Crossing (ERC) related operating expenses.
- ❖ **Auxiliary (advertising) revenue** is level with prior year.
- ❖ **Non-transportation revenue** of \$60,000 includes estimates for Crown tower lease & scrap sale disposal.
- ❖ **Federal Aid** of \$44.0M includes \$24.5M in American Rescue Plan Act (ARPA) funding and \$19.5M in traditional Federal 5307/5337. These funds are reserved for use in the FY25 operating budget.
- ❖ **HRRTF (Hampton Roads Regional Transit Fund) Funding** is projected at \$10.8M, an increase of 8% over prior year. This increase is attributed to the programmed implementation of regional service.
- ❖ **State Operating Aid** estimate of \$26.8M is level with prior year. Final state assistance numbers will be available in the Spring of 2024.
- ❖ **Local Share-Operating** of \$50.3M is a 5% increase over prior year.

Revenue (in thousands)	FY2024 Adopted Budget	FY2025 Preliminary Budget	Prior Year \$ +/-(-)	Prior Year % +/-(-)	FY2025 Budget %
Farebox Revenue	\$ 9,081.3	\$ 9,704.5	\$ 623.2	7%	7%
Contract Revenue	\$ 2,698.8	\$ 3,041.8	\$ 343.0	13%	2%
Auxiliary Revenue	\$ 800.0	\$ 800.0	\$ -	0%	1%
Non-Transportation Revenue	\$ 60.0	\$ 60.0	\$ -	0%	0%
Federal Aid	\$ 38,858.9	\$ 44,021.8	\$ 5,162.9	13%	30%
HRRTF Funding	\$ 10,044.1	\$ 10,816.2	\$ 772.1	8%	7%
State Operating Aid	\$ 26,837.1	\$ 26,837.1	\$ -	0%	18%
Local Share-Operating	\$ 47,766.4	\$ 50,258.9	\$ 2,492.5	5%	35%
Total Revenue:	\$ 136,146.6	\$ 145,540.3	\$ 9,393.7	7%	100%





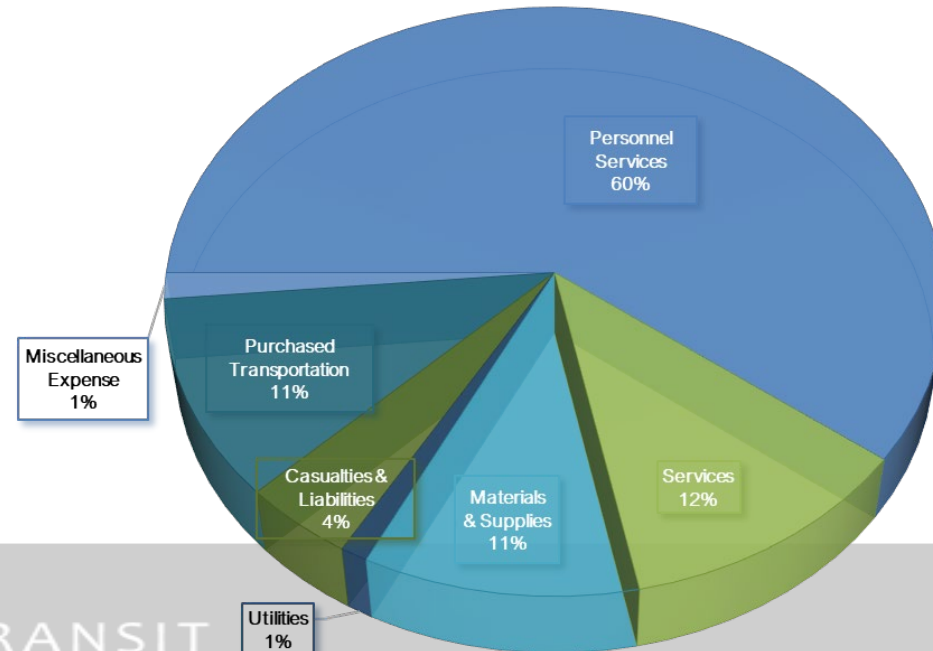
FY2025 PRELIMINARY OPERATING EXPENSE

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FY2025 PRELIMINARY EXPENSE BY CATEGORY

- ❖ **Personnel services** increase of 7% includes:
 - Anticipated escalation in union pay
 - Merit increase for non-union employees
 - Insurance premium increase
- ❖ **Services** increase of 5% for:
 - Amenity cleaning
 - Facility & transfer center cleaning
 - Safety related contracts
- ❖ **Materials & Supplies** increase of 5% for:
 - Fuel cost
 - LRT State of Good Repair materials
 - Facility and transit stop supplies
- ❖ **Utilities** variance of 15% carries electric utility increase
- ❖ **Casualties & Liabilities** increase of 10% is based on current market projections
- ❖ **Purchased Transportation** increase of 5% is reflective of escalated contractual costs for both Ferry & Paratransit
- ❖ **Miscellaneous Expense** increase of 25% for interest expense, facility equipment leases, recruitment ads, & training

Expense (in thousands)	FY2024 Adopted Budget	FY2025 Preliminary Budget	Prior Year \$ +/-(-)	Prior Year % +/-(-)	FY2025 Budget %
Personnel Services	\$ 81,827.2	\$ 87,698.0	\$ 5,870.8	7%	60%
Services	\$ 15,928.9	\$ 16,781.3	\$ 852.4	5%	12%
Materials & Supplies	\$ 14,468.5	\$ 15,247.5	\$ 779.0	5%	11%
Utilities	\$ 1,345.0	\$ 1,544.6	\$ 199.6	15%	1%
Casualties & Liabilities	\$ 5,708.5	\$ 6,279.2	\$ 570.7	10%	4%
Purchased Transportation	\$ 15,207.1	\$ 15,912.2	\$ 705.1	5%	11%
Miscellaneous Expense	\$ 1,661.4	\$ 2,077.5	\$ 416.1	25%	1%
Total Expense:	\$ 136,146.6	\$ 145,540.3	\$ 9,393.7	7%	100%



COST DRIVERS BY CATEGORY – VARIANCE ANALYSIS

PRIMARY COST DRIVERS BY CATEGORY (in thousands)	COST TYPE	\$ VARIANCE + / (-)	DESCRIPTION
PERSONNEL			
Union Staff- Bus & Light Rail	DIRECT	\$ 3,847.1	Estimated Collective Bargaining Unit (CBU) increase in wages, uniforms, shoe and mechanic tool allowance
Non-Union Staff- 4% Merit	DIRECT	\$ 1,002.5	Merit increase for support staff and transportation/maintenance supervisors
Fringe Benefits - Health Insurance	DIRECT/ SUPPORT	\$ 556.2	Projecting a 6% insurance premium escalation
Additional Non-Union Positions	SUPPORT	\$ 299.3	Added positions in Safety, Facilities & Operations
Retirement - Pension/VRS	DIRECT/ SUPPORT	\$ 158.8	VRS/Pension estimates based on anticipated participation
Miscellaneous	DIRECT/ SUPPORT	\$ 6.9	
		\$ 5,870.8	
SERVICES			
Engineering & Facilities	SUPPORT	\$ 459.0	Expanded amenity cleaning contract
Facilities Maintenance	SUPPORT	\$ 213.5	Expanded facility and transfer center cleaning contract
Safety & Risk	SUPPORT	\$ 143.6	New brokerage service contract, safety consultant services, actuarial fees
Light Rail Maintenance	DIRECT	\$ 36.6	Rail electrical work; training and inspection of overhead catenary system (OCS)
Miscellaneous	SUPPORT	\$ (0.3)	
		\$ 852.4	

COST DRIVERS BY CATEGORY – VARIANCE ANALYSIS (cont.)

PRIMARY COST DRIVERS BY CATEGORY (in thousands)	COST TYPE	\$ VARIANCE + / (-)	DESCRIPTION
MATERIALS & SUPPLIES			
Bus Transportation - Fuel	DIRECT	\$ 276.7	Futures lock for diesel and gasoline estimated to increase 4%
Light Rail Maintenance	DIRECT	\$ 206.7	State of good repair (SGR) preventative maintenance work on track and OCS
Engineering & Facilities	SUPPORT	\$ 101.6	Escalation in facility and transit stop supply costs
Facilities Maintenance	SUPPORT	\$ 77.2	Transit facility and transfer center SGR supplies
Paratransit Contractor's Fuel	DIRECT	\$ 51.1	Futures lock for diesel and gasoline estimated to increase 4%
Safety & Security	SUPPORT	\$ 45.0	Security related uniforms and equipment for transit security officers (TSO); safety signage
Revenue Services Fare Media	SUPPORT	\$ 15.5	Increase in fare media pricing
Miscellaneous	DIRECT/SUPPORT	\$ 5.2	
		\$ 779.0	
UTILITIES			
Electric/Gas/Water	SUPPORT	\$ 170.0	Cost escalation in line with current trends and electric utility rate increase
Telephone/Cable	SUPPORT	\$ 29.6	Escalation in cell phone contract value
		\$ 199.6	
CASUALTIES & LIABILITIES			
Insurance Premium	SUPPORT	\$ 570.7	Current market projections indicate a 10% escalation in premiums
		\$ 570.7	

COST DRIVERS BY CATEGORY – VARIANCE ANALYSIS (cont.)

PRIMARY COST DRIVERS BY CATEGORY (in thousands)	COST TYPE	\$ VARIANCE + / (-)	DESCRIPTION
PURCHASED TRANSPORTATION			
Ferry	DIRECT	\$ 359.2	Contractual increase in service cost and insurance on newly added ferries
Paratransit	DIRECT	\$ 345.9	Refined Paratransit service cost estimates - final budget to incorporate new contract values
		\$ 705.1	
MISCELLANEOUS EXPENSE			
Interest Expense	SUPPORT	\$ 250.0	In line with current trends and lending rates
Facilities Equipment Leases	SUPPORT	\$ 48.5	Facility related equipment lease escalation
Advertising	SUPPORT	\$ 47.2	Primarily talent acquisition advertising with associated cost escalation
Tavel Training	SUPPORT	\$ 41.1	Training in Compliance, Internal Audit, Transit Planning, Safety & Security, Bus Maintenance, Technology
Dues & Subscriptions	SUPPORT	\$ 12.5	Increase in dues and subscription rates
Education & Training	SUPPORT	\$ 11.3	Required EEO compliance training; training to maintain licenses and certifications agency-wide
Miscellaneous	SUPPORT	\$ 5.5	
		\$ 416.1	
TOTAL CATEGORICAL COST DRIVERS:		\$ 9,393.7	



FY2025 PRELIMINARY NON- UNION POSITION COUNT

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FY2025 PRELIMINARY NON-UNION POSITION COUNT

Department	FY2024 Position Count				FY2025 Position Additions/(Deletions)				FY2025 Position Count			
	Operating	Project Funded	RTS Program	Total	Operating	Project Funded	RTS Program	Total	Operating	Project Funded	RTS Program	Total
Engineering & Facilities	9.4	0.6	0.0	10.0				0.00	9.4	0.6	0.0	10.0
Engineering & Facilities-Transit Stop Tech	6.0		6.0	12.0	1.0		0.0	1.00	7.0	0.0	6.0	13.0
Executive	6.0			6.0				0.00	6.0	0.0	0.0	6.0
Finance	48.0		1.0	49.0	(2.0)		2.0	0.00	46.0	0.0	3.0	49.0
Human Resources	15.0		5.0	20.0				0.00	15.0	0.0	5.0	20.0
Management Services	10.9	0.1	1.0	12.0				0.00	10.9	0.1	1.0	12.0
Marketing & Communications	15.7	7.3	2.0	25.0				0.00	15.7	7.3	2.0	25.0
Operations	49.0		8.0	57.0	1.0		2.0	3.00	50.0	0.0	10.0	60.0
Operations-Bus/Maintenance Supervisors	62.0		9.0	71.0	1.0			1.00	63.0	0.0	9.0	72.0
Operations-Facilities Maintenance	14.0		3.0	17.0				0.00	14.0	0.0	3.0	17.0
Operations-Light Rail	24.0			24.0	2.0			2.00	26.0	0.0	0.0	26.0
Planning & Development	13.1	3.9	2.0	19.0				0.00	13.1	3.9	2.0	19.0
Planning & Development-Customer Service	26.9	0.1		27.0				0.00	26.9	0.1	0.0	27.0
Safety	10.0		2.0	12.0	1.0			1.00	11.0	0.0	2.0	13.0
Technology	30.1	12.9	6.0	49.0				0.00	30.1	12.9	6.0	49.0
Totals	340.1	24.9	45.0	410.0	4.0	0.0	4.0	8.00	344.1	24.9	49.0	418.0

- ❖ **Department:** Each position is designated by department and personnel category.
- ❖ **There are three funding sources:**
 - **Operating:** These positions are funded under the category “Personnel Services” on slide 7.
 - **Project Funded:** These positions are funded under grants i.e., Traffix, UPWP, multiple Planning grants and CIP projects.
 - **RTS Program:** The remaining positions are funded by the RTS Program and listed out in chapter 6, table 6.15 in the Transit Strategic Plan.

FY2025 PRELIMINARY NON-UNION POSITION JUSTIFICATION

❖ Engineering & Facilities:

- **Transit Stop Lead Technician** - Provides support to Facilities Asset Manager in supervising 12 Transit Stop Technicians, monitors the “Am I Clean” and dispatches crews, trains staff and administers all transit stop work orders. This position is considered Support, and the cost is split among all modes. Costs are charged out to the Localities & RTS based on the relative share of service hours.

❖ Operations:

- Two additional **Transit Security Officers** (TSO) - To increase the presence of security officers at HRT properties, the response of security incidents, and provide increase coverage for additional shifts. These positions are RTS Program positions and covered 100% by RTS funding.
- **Inventory Support Specialist** - Provide support in planning/reviewing all purchase requisitions, oversee inventory control, and supervise all transactions, entries and set up new inventory items in the computerized maintenance management system. This is a Direct Bus position, and the cost is allocated to the Bus Mode. Costs are charged out to the Localities & RTS based on the relative share of service hours.

❖ Operations Bus/Maintenance Supervisor:

- **Storeroom Supervisor** - Supports Manager of Bus Materials by providing supervision for the Hampton storeroom to ensure execution of all activities. Currently have two storerooms, one in Norfolk and one in Hampton. This is a Direct Bus position, and the cost is allocated to the Bus Mode. Costs are charged out to the Localities & RTS based on the relative share of service hours.

❖ Operations Light Rail:

- **Systems Maintenance Supervisor** - Increase in required inspections and repairs requires additional shifts and the need for supervisor coverage to reduce overtime.
- **Track Maintenance Supervisor** - Increase in required inspections and repairs requires additional shifts and the need for supervisor coverage to reduce overtime.

Both are Direct Light Rail positions, and the cost is allocated to the Light Rail Mode. Costs are exclusively charged to Norfolk through the cost per service hour.

❖ Safety:

- **Safety Specialist (Rail)** - Provide support to the Safety Manager for Rail to assist in compliance with FTA and DRPT regulations, hazard management and facility inspections. This is a Direct Light Rail position, and the cost is allocated to the Light Rail Mode. Costs are exclusively charged to Norfolk through the cost per service hour.



FY2025 PRELIMINARY LOCAL CONTRIBUTION & TSPs

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FY2025 PRELIMINARY LOCAL CONTRIBUTION-STRATEGIC ALLOCATION



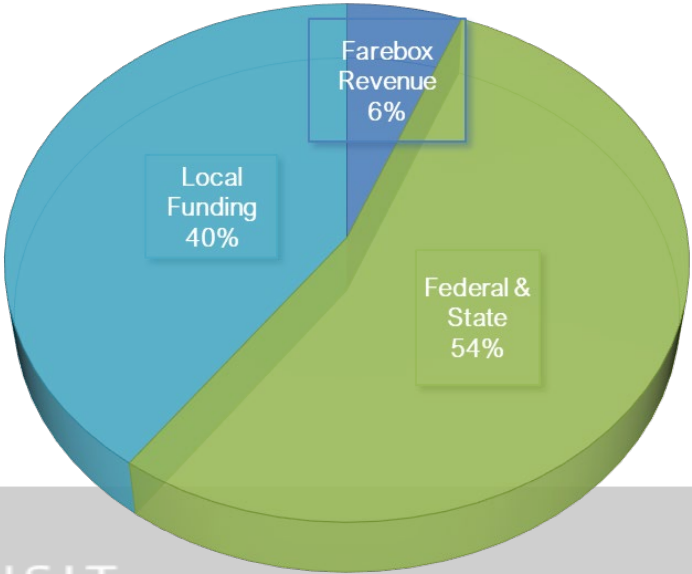
Local Operating & ACC (in thousands)	FY2024 Adopted Budget	FY2025 Preliminary Budget	Prior Year \$ +/-	Prior Year % +/-
Operating				
Chesapeake	\$ 2,866.8	\$ 3,018.0	\$ 151.2	5.3%
Hampton	\$ 4,971.8	\$ 5,237.4	\$ 265.6	5.3%
Newport News	\$ 7,886.8	\$ 8,300.7	\$ 413.9	5.2%
Norfolk	\$ 20,722.5	\$ 21,795.0	\$ 1,072.5	5.2%
Portsmouth	\$ 3,027.4	\$ 3,181.9	\$ 154.5	5.1%
VA Beach	\$ 8,291.1	\$ 8,725.9	\$ 434.8	5.2%
Total Operating:	\$ 47,766.4	\$ 50,258.9	\$ 2,492.5	5.2%
ACC				
Chesapeake	\$ 140.6	\$ 140.0	\$ (0.6)	(0.4%)
Hampton	\$ 237.4	\$ 232.7	\$ (4.7)	(2.0%)
Newport News	\$ 370.0	\$ 369.6	\$ (0.4)	(0.1%)
Norfolk	\$ 735.0	\$ 737.2	\$ 2.2	0.3%
Portsmouth	\$ 138.6	\$ 142.7	\$ 4.1	3.0%
VA Beach	\$ 378.4	\$ 377.8	\$ (0.6)	(0.2%)
Total ACC:	\$ 2,000.0	\$ 2,000.0	\$ 0.0	0.0%
Operating + ACC				
Chesapeake	\$ 3,007.4	\$ 3,158.0	\$ 150.6	5.0%
Hampton	\$ 5,209.2	\$ 5,470.1	\$ 260.9	5.0%
Newport News	\$ 8,256.8	\$ 8,670.3	\$ 413.5	5.0%
Norfolk	\$ 21,457.5	\$ 22,532.2	\$ 1,074.7	5.0%
Portsmouth	\$ 3,166.0	\$ 3,324.6	\$ 158.6	5.0%
VA Beach	\$ 8,669.5	\$ 9,103.7	\$ 434.2	5.0%
Total Operating + ACC:	\$ 49,766.4	\$ 52,258.9	\$ 2,492.5	5.0%

- ❖ Strategic allocation allows the Agency to credit the localities for farebox overages or cover farebox shortfalls
- ❖ Using strategic allocation, each city:
 - has a level increase of 5% year-over-year
 - is provided budget certainty

FY2025 PRELIMINARY TSP – LOCAL SUMMARY

Local Routes	Service Hours	Total Expense	Farebox Revenue	Farebox Recovery	Federal & State Aid	Operating Assistance %	Local Funding	Local Funding %
Bus	664,162	\$ 84,808,436	\$ 6,211,292	7%	\$ 46,462,430	55%	\$ 32,134,714	38%
Trolley	24,494	\$ 3,127,674	\$ 144,588	5%	\$ 1,713,502	55%	\$ 1,269,584	41%
Special Service	1,749	\$ 223,333	\$ -	0%	\$ 122,354	55%	\$ 100,979	45%
Total Bus:	690,405	\$ 88,159,443	\$ 6,355,880	7%	\$ 48,298,286	55%	\$ 33,505,277	38%
Total Light Rail:	29,976	\$ 14,044,653	\$ 936,706	7%	\$ 6,438,871	46%	\$ 6,669,076	47%
Total Ferry:	6,594	\$ 1,964,322	\$ 250,720	13%	\$ 1,017,608	52%	\$ 695,994	35%
Total Paratransit:	207,284	\$ 23,988,612	\$ 1,107,365	5%	\$ 12,604,117	53%	\$ 10,277,130	43%
Local Modal Total:	934,259	\$ 128,157,030	\$ 8,650,671	7%	\$ 68,358,882	53%	\$ 51,147,477	40%
Commission Expense							\$ 1,611,402	
Advanced Capital Contribution							\$ 2,000,000	
Federal Aid-Strategic Allocation							\$ (2,500,000)	
Local Contribution:							\$ 52,258,879	

Source of Funds (in thousands)	Funding \$	Funding %
Farebox Revenue	\$ 8,650.7	6%
Federal & State	\$ 70,858.9	54%
Local Funding	\$ 52,258.9	40%
Total Funding:	\$ 131,768.5	100%



FY2025 PRELIMINARY TSP – CITY OF CHESAPEAKE

Chesapeake City Routes	Service Hours	Total Expense	Farebox Revenue	Farebox Recovery	Federal & State Aid	Operating Assistance %	Local Funding	Local Funding %
Bus								
6 Chesapeake	5,297	\$ 676,392	\$ 37,150	5%	\$ 370,562	55%	\$ 268,680	40%
12 Chesapeake	1,927	\$ 246,127	\$ 14,386	6%	\$ 134,841	55%	\$ 96,900	39%
13 Chesapeake	7,503	\$ 958,060	\$ 80,275	8%	\$ 524,875	55%	\$ 352,910	37%
14 Chesapeake	9,993	\$ 1,276,092	\$ 35,790	3%	\$ 699,109	55%	\$ 541,193	42%
15 Chesapeake	5,280	\$ 674,151	\$ 76,394	11%	\$ 369,335	55%	\$ 228,422	34%
24 Chesapeake	5,480	\$ 699,715	\$ 23,087	3%	\$ 383,340	55%	\$ 293,288	42%
44 Chesapeake	1,373	\$ 175,360	\$ 7,939	5%	\$ 96,071	55%	\$ 71,350	41%
57 Chesapeake	5,383	\$ 687,341	\$ 36,638	5%	\$ 376,561	55%	\$ 274,142	40%
58 Chesapeake	8,098	\$ 1,034,051	\$ 28,777	3%	\$ 566,506	55%	\$ 438,768	42%
Bus Total:	50,334	\$ 6,427,289	\$ 340,436	5%	\$ 3,521,200	55%	\$ 2,565,653	40%
Paratransit:	15,083	\$ 1,745,492	\$ 80,493	5%	\$ 917,118	53%	\$ 747,881	43%
Chesapeake Modal Total:	65,417	\$ 8,172,781	\$ 420,929	5%	\$ 4,438,318	54%	\$ 3,313,534	41%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 140,040	
Federal Aid-Strategic Allocation							\$ (564,118)	
Chesapeake Local Contribution:							\$ 3,158,023	

FY2025 PRELIMINARY TSP – CITY OF HAMPTON

Hampton City Routes	Service Hours	Total Expense	Farebox Revenue	Farebox Recovery	Federal & State Aid	Operating Assistance %	Local Funding	Local Funding %
Bus								
101 Hampton	5,065	\$ 646,729	\$ 55,586	9%	\$ 354,311	55%	\$ 236,832	37%
102 Hampton	4,181	\$ 533,843	\$ 27,635	5%	\$ 292,466	55%	\$ 213,742	40%
103 Hampton	9,743	\$ 1,244,066	\$ 58,559	5%	\$ 681,564	55%	\$ 503,943	41%
105 Hampton	2,995	\$ 382,444	\$ 26,853	7%	\$ 209,523	55%	\$ 146,068	38%
109 Hampton	5,317	\$ 678,990	\$ 31,848	5%	\$ 371,986	55%	\$ 275,156	41%
110 Hampton	11,289	\$ 1,441,568	\$ 60,523	4%	\$ 789,765	55%	\$ 591,280	41%
111 Hampton	3,137	\$ 400,621	\$ 10,977	3%	\$ 219,481	55%	\$ 170,163	42%
114 Hampton	16,237	\$ 2,073,299	\$ 199,395	10%	\$ 1,135,860	55%	\$ 738,044	36%
115 Hampton	12,676	\$ 1,618,645	\$ 42,510	3%	\$ 886,777	55%	\$ 689,358	43%
118 Hampton	10,924	\$ 1,394,922	\$ 87,091	6%	\$ 764,210	55%	\$ 543,621	39%
Enhancements	692	\$ 88,363	\$ -	0%	\$ 48,410	55%	\$ 39,953	45%
Bus Total:	82,256	\$ 10,503,490	\$ 600,977	6%	\$ 5,754,353	55%	\$ 4,148,160	39%
Paratransit:	26,463	\$ 3,062,502	\$ 142,459	5%	\$ 1,609,102	53%	\$ 1,310,941	43%
Hampton Modal Total:	108,719	\$ 13,565,992	\$ 743,436	5%	\$ 7,363,455	54%	\$ 5,459,101	40%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 232,739	
Federal Aid-Strategic Allocation							\$ (490,316)	
Hampton Local Contribution:							\$ 5,470,091	

FY2025 PRELIMINARY TSP – CITY OF NEWPORT NEWS

Newport News City Routes	Service Hours	Total Expense	Farebox Revenue	Farebox Recovery	Federal & State Aid	Operating Assistance %	Local Funding	Local Funding %
Bus								
101 Newport News	4,429	\$ 565,600	\$ 50,399	9%	\$ 309,865	55%	\$ 205,336	36%
103 Newport News	7,414	\$ 946,678	\$ 48,237	5%	\$ 518,639	55%	\$ 379,802	40%
104 Newport News	15,163	\$ 1,936,209	\$ 67,714	3%	\$ 1,060,755	55%	\$ 807,740	42%
105 Newport News	9,098	\$ 1,161,718	\$ 86,812	7%	\$ 636,449	55%	\$ 438,457	38%
106 Newport News	19,199	\$ 2,451,574	\$ 172,278	7%	\$ 1,343,099	55%	\$ 936,197	38%
107 Newport News	12,878	\$ 1,644,439	\$ 160,710	10%	\$ 900,908	55%	\$ 582,821	35%
108 Newport News	13,306	\$ 1,699,072	\$ 106,060	6%	\$ 930,839	55%	\$ 662,173	39%
111 Newport News	13,237	\$ 1,690,229	\$ 52,522	3%	\$ 925,995	55%	\$ 711,712	42%
112 Newport News	37,373	\$ 4,772,251	\$ 445,512	9%	\$ 2,614,484	55%	\$ 1,712,255	36%
114 Newport News	3,390	\$ 432,889	\$ 37,801	9%	\$ 237,159	55%	\$ 157,929	36%
Enhancements	642	\$ 81,978	\$ -	0%	\$ 44,912	55%	\$ 37,066	45%
Bus Total:	136,129	\$ 17,382,637	\$ 1,228,045	7%	\$ 9,523,104	55%	\$ 6,631,488	38%
Paratransit:	36,509	\$ 4,225,134	\$ 198,292	5%	\$ 2,219,974	53%	\$ 1,806,868	43%
Newport News Modal Total:	172,638	\$ 21,607,771	\$ 1,426,337	7%	\$ 11,743,078	54%	\$ 8,438,356	39%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 369,572	
Federal Aid-Strategic Allocation							\$ (406,211)	
Newport News Local Contribution:							\$ 8,670,284	

FY2025 PRELIMINARY TSP – CITY OF NORFOLK

Norfolk City Routes	Service Hours	Total Expense	Farebox Revenue	Farebox Recovery	Federal & State Aid	Operating Assistance %	Local Funding	Local Funding %
1 Norfolk	25,896	\$ 3,306,544	\$ 372,700	11%	\$ 1,811,495	55%	\$ 1,122,349	34%
2 Norfolk	19,703	\$ 2,515,918	\$ 97,316	4%	\$ 1,378,350	55%	\$ 1,040,252	41%
3 Norfolk	24,321	\$ 3,105,607	\$ 284,364	9%	\$ 1,701,412	55%	\$ 1,119,831	36%
4 Norfolk	6,164	\$ 787,114	\$ 66,058	8%	\$ 431,221	55%	\$ 289,835	37%
5 Norfolk	3,500	\$ 446,948	\$ 36,801	8%	\$ 244,861	55%	\$ 165,286	37%
6 Norfolk	7,813	\$ 997,697	\$ 47,945	5%	\$ 546,590	55%	\$ 403,162	40%
8 Norfolk	16,780	\$ 2,142,632	\$ 299,380	14%	\$ 1,173,844	55%	\$ 669,408	31%
9 Norfolk	17,182	\$ 2,194,010	\$ 93,172	4%	\$ 1,201,992	55%	\$ 898,846	41%
11 Norfolk	4,117	\$ 525,741	\$ 20,676	4%	\$ 288,028	55%	\$ 217,037	41%
12 Norfolk	744	\$ 95,003	\$ 5,553	6%	\$ 52,048	55%	\$ 37,402	39%
13 Norfolk	6,133	\$ 783,181	\$ 65,587	8%	\$ 429,067	55%	\$ 288,527	37%
15 Norfolk	19,255	\$ 2,458,725	\$ 278,893	11%	\$ 1,347,016	55%	\$ 832,816	34%
18 Norfolk	4,969	\$ 634,541	\$ 18,417	3%	\$ 347,634	55%	\$ 268,490	42%
20 Norfolk	24,506	\$ 3,129,224	\$ 441,722	14%	\$ 1,714,350	55%	\$ 973,152	31%
21 Norfolk	26,986	\$ 3,445,944	\$ 364,493	11%	\$ 1,887,866	55%	\$ 1,193,585	35%
23 Norfolk	27,475	\$ 3,508,366	\$ 201,967	6%	\$ 1,922,064	55%	\$ 1,384,335	39%
25 Norfolk	3,075	\$ 392,650	\$ 16,334	4%	\$ 215,114	55%	\$ 161,202	41%
44 Norfolk	914	\$ 116,711	\$ 5,282	5%	\$ 63,940	55%	\$ 47,489	41%
45 Norfolk	7,497	\$ 957,276	\$ 57,616	6%	\$ 524,445	55%	\$ 375,215	39%
Enhancements	415	\$ 52,992	\$ -	0%	\$ 29,032	55%	\$ 23,960	45%
Bus Total:	247,445	\$ 31,596,824	\$ 2,774,276	9%	\$ 17,310,369	55%	\$ 11,512,179	36%

FY2025 PRELIMINARY TSP – CITY OF NORFOLK (cont.)

Norfolk City Routes	Service Hours	Total Expense	Farebox Revenue	Farebox Recovery	Federal & State Aid	Operating Assistance %	Local Funding	Local Funding %
Bus Total:	247,445	\$ 31,596,824	\$ 2,774,276	9%	\$ 17,310,369	55%	\$ 11,512,179	36%
801 Light Rail	29,976	\$ 14,044,653	\$ 936,706	7%	\$ 6,438,871	46%	\$ 6,669,076	47%
Light Rail Total:	29,976	\$ 14,044,653	\$ 936,706	7%	\$ 6,438,871	46%	\$ 6,669,076	47%
Ferry:	3,362	\$ 1,001,451	\$ 127,829	13%	\$ 518,797	52%	\$ 354,825	35%
Paratransit:	63,580	\$ 7,358,007	\$ 352,584	5%	\$ 3,866,050	53%	\$ 3,139,373	43%
Norfolk Modal Total:	344,363	\$ 54,000,935	\$ 4,191,395	8%	\$ 28,134,087	52%	\$ 21,675,453	40%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 737,190	
Federal Aid-Strategic Allocation							\$ (149,040)	
Norfolk Local Contribution:							\$ 22,532,170	

FY2025 PRELIMINARY TSP – CITY OF PORTSMOUTH

Portsmouth City Routes	Service Hours	Total Expense	Farebox Revenue	Farebox Recovery	Federal & State Aid	Operating Assistance %	Local Funding	Local Funding %
Bus								
41 Portsmouth	10,231	\$ 1,306,397	\$ 54,268	4%	\$ 715,712	55%	\$ 536,417	41%
43 Portsmouth	1,202	\$ 153,520	\$ 25,907	17%	\$ 84,106	55%	\$ 43,507	28%
44 Portsmouth	5,355	\$ 683,732	\$ 30,936	5%	\$ 374,584	55%	\$ 278,212	41%
45 Portsmouth	12,805	\$ 1,635,060	\$ 98,405	6%	\$ 895,770	55%	\$ 640,885	39%
47 Portsmouth	9,314	\$ 1,189,286	\$ 55,473	5%	\$ 651,552	55%	\$ 482,261	41%
50 Portsmouth	6,702	\$ 855,869	\$ 26,691	3%	\$ 468,889	55%	\$ 360,289	42%
57 Portsmouth	2,900	\$ 370,333	\$ 19,730	5%	\$ 202,887	55%	\$ 147,716	40%
Bus Total:	48,509	\$ 6,194,197	\$ 311,410	5%	\$ 3,393,500	55%	\$ 2,489,287	40%
Ferry	3,132	\$ 933,079	\$ 122,891	13%	\$ 483,377	52%	\$ 326,811	35%
Ferry Enhancement	100	\$ 29,792	\$ -	0%	\$ 15,434	52%	\$ 14,358	48%
Ferry:	3,232	\$ 962,871	\$ 122,891	13%	\$ 498,811	52%	\$ 341,169	35%
Paratransit:	14,900	\$ 1,724,398	\$ 79,769	5%	\$ 906,035	53%	\$ 738,594	43%
Portsmouth Modal Total:	66,641	\$ 8,881,466	\$ 514,070	6%	\$ 4,798,346	54%	\$ 3,569,050	40%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 142,661	
Federal Aid-Strategic Allocation							\$ (655,655)	
Portsmouth Local Contribution:							\$ 3,324,623	

FY2025 PRELIMINARY TSP – CITY OF VIRGINIA BEACH

VA Beach City Routes	Service Hours	Total Expense	Farebox Revenue	Farebox Recovery	Federal & State Aid	Operating Assistance %	Local Funding	Local Funding %
Bus								
1 VA Beach	1,000	\$ 127,692	\$ 14,118	11%	\$ 69,956	55%	\$ 43,618	34%
12 VA Beach	6,814	\$ 870,120	\$ 50,833	6%	\$ 476,696	55%	\$ 342,591	39%
15 VA Beach	2,108	\$ 269,188	\$ 30,582	11%	\$ 147,475	55%	\$ 91,131	34%
20 VA Beach	26,143	\$ 3,338,275	\$ 471,417	14%	\$ 1,828,880	55%	\$ 1,037,978	31%
22 VA Beach	7,770	\$ 992,168	\$ 54,998	6%	\$ 543,561	55%	\$ 393,609	40%
24 VA Beach	7,043	\$ 899,278	\$ 27,844	3%	\$ 492,671	55%	\$ 378,763	42%
25 VA Beach	7,957	\$ 1,016,081	\$ 42,271	4%	\$ 556,661	55%	\$ 417,149	41%
26 VA Beach	4,988	\$ 636,928	\$ 25,765	4%	\$ 348,942	55%	\$ 262,221	41%
27 VA Beach	8,101	\$ 1,034,434	\$ 69,888	7%	\$ 566,716	55%	\$ 397,830	38%
29 VA Beach	7,719	\$ 985,656	\$ 59,807	6%	\$ 539,993	55%	\$ 385,856	39%
33 VA Beach	12,919	\$ 1,649,655	\$ 75,078	5%	\$ 903,766	55%	\$ 670,811	41%
36 VA Beach	8,676	\$ 1,107,857	\$ 33,547	3%	\$ 606,941	55%	\$ 467,369	42%
Bus Total:	101,238	\$ 12,927,332	\$ 956,148	7%	\$ 7,082,258	55%	\$ 4,888,926	38%
Trolley								
30 VA Beach	11,766	\$ 1,502,344	\$ 84,095	6%	\$ 823,062	55%	\$ 595,187	40%
31 VA Beach	3,406	\$ 434,951	\$ 40,124	9%	\$ 238,289	55%	\$ 156,538	36%
35 VA Beach	7,807	\$ 996,925	\$ 20,369	0%	\$ 546,167	55%	\$ 430,389	43%
Enhancements	1,515	\$ 193,454	\$ -	0%	\$ 105,984	55%	\$ 87,470	45%
Trolley Total:	24,494	\$ 3,127,674	\$ 144,588	5%	\$ 1,713,502	55%	\$ 1,269,584	41%
Paratransit:	50,749	\$ 5,873,079	\$ 253,768	4%	\$ 3,085,838	53%	\$ 2,533,473	43%
Virginia Beach Modal Total:	176,481	\$ 21,928,085	\$ 1,354,504	6%	\$ 11,881,598	54%	\$ 8,691,983	40%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 377,798	
Federal Aid-Strategic Allocation							\$ (234,660)	
Virginia Beach Local Contribution:							\$ 9,103,688	



NEXT STEPS

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FY2025 BUDGET CALENDAR

DATE	TASK TYPE	TASK
10/2/2023	Local TSP	FY2025 Transportation Service Plans (TSPs) submitted to Localities
11/15/2023	Local TSP	Deadline for Localities to respond with change requests to the FY2025 TSP
12/11/2023	Regular Meeting	Review FY2025 Draft Operating Budget & TSPs with MFAC
01/08/2024	Special Meeting	MFAC meeting to review FY2025 Service and Draft TSPs
02/14/2024	Local TSP	Deadline for Localities to make final service changes to FY2025 TSPs
02/20/2024	Regular Meeting	Review FY2025 Preliminary Operating Budget with Audit & Budget/MFAC
02/22/2024	Regular Meeting	Review FY2025 Preliminary Operating Budget with Commission
05/01/2024	Budget	Distribute FY2025 Final Operating Budget & TSPs to MFAC
05/20/2024	Regular Meeting	Review FY2025 Final Operating Budget with Audit & Budget/MFAC
05/23/2024	Regular Meeting	Commission vote on FY2025 Final Operating Budget



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1



State Safety Oversight Responsibilities and Activities

- Conduct audits, inspections, and assessments
- Investigate (or delegate investigation of) rail accidents, incidents, and hazards
- Track and verify progress in correcting safety and security gaps
- Approve program documents
- Process improvements

VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

2

Triennial Audits



March 2022 – HRT's Security and Emergency Preparedness Department

- 1 finding of non-compliance
- 2 findings of compliance with recommendation



September 2022 – Multi-departmental PTASP Implementation

- 5 findings of non-compliance
- 10 findings of compliance with recommendation



3

VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

3



Inspections

- February:**
 - Station Inspections
 - Riding Observations
 - Stationary Speed Reviews
- April:**
 - Safety Department
- June:**
 - Supervision
- July:**
 - LRV Maintenance
- November:**
 - Station Inspections
 - Riding Observations
 - Stationary Speed Reviews
 - Grade Crossing Observations

VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

4

Safety Events

All HRT Rail Safety Events

Year	FTA Reportable	DRPT-Reportable Only
2019	2	31
2020	3	33
2021	1	37
2022	2	42

FTA Reportable Safety Events

Category	2019	2020	2021	2022
Derailment	1	0	0	0
Serious Injury	1	0	0	0
Substantial Damage Collision	1	1	1	10
Fire or Explosion	0	0	0	1

- Total events remain on pace to exceed pre-pandemic levels
- FTA-reportable events increased by 1 event in 2022 compared to 2021
- The two FTA reportable events in 2022:
 - a Collision with privately-owned vehicle that did not adhere to traffic regulations
 - a fire/explosion at Holt Street Traction Power Substation that was the result of component failure

5

VIRGINIA DEPARTMENT OF TRANSPORTATION

5

Safety Events

Most Frequent Non-FTA Reportable Safety Events 2019-22

Safety Event Category	2019	2020	2021
Vehicle Movement	13	13	21
Excess Speed/Unsafe Speed	3	4	0
Excess Power/Unsafe Power	2	4	0
Excess Time/Unsafe Time	3	4	0
Excess Distance/Unsafe Distance	3	4	0
Excess Time/Unsafe Time	3	4	0
Excess Distance/Unsafe Distance	3	4	0
Excess Time/Unsafe Time	3	4	0
Excess Distance/Unsafe Distance	3	4	0
Excess Time/Unsafe Time	3	4	0
Excess Distance/Unsafe Distance	3	4	0

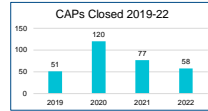
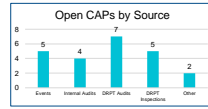
Legend: 2019 (blue), 2020 (green), 2021 (red)

Source: Virginia Department of Rail and Public Transportation

6

Corrective Action Plans (CAPs)

- Currently 23 open CAPs (as of 1/25/2023)
- Proposed implementation dates through 12/31/2024



VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

7

State Safety Oversight 2022 Recap and Final Thoughts

- HRT's Safety Department is very well-equipped and well-positioned
- Incremental progress continues to be seen in routine and unannounced checks
- Early challenges of system maturation
- HRT has taken steps to implement the Bipartisan Infrastructure Law
 - HRT met the 12/31/2022 deadline for its Joint Health & Safety Committee approval of its PTASP
- DRPT plans to enhance its risk-based inspection program to comply with FTA Special Directive 22-49



VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

8

Questions?



VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

9

February 2023

2022 Annual Status of Safety Report

Rail Fixed Guideway State Safety Oversight Program

Table of Contents

Executive Summary	2
2022 Program Highlights	2
Federal Regulatory Compliance	3
Program Background and Overview	3
State Safety Oversight Responsibilities.....	4
Key Program Activities	4
Staffing.....	4
Program Highlights from 2022	5
FTA Actions	9
Federal and State Legislative Changes.....	10

Executive Summary

The Virginia Department of Rail and Public Transportation (DRPT) is the designated Rail State Safety Oversight Agency (SSOA) for the Commonwealth of Virginia. In this role, DRPT oversees the Hampton Roads Transit (HRT) Tide light rail system in Norfolk. The state safety oversight agency's mission is the continuous verification that HRT is carrying out its documented programs to ensure the safety of its passengers and employees.

The Transit Rail Safety and Emergency Management Administrator oversees DRPT's oversight program with support from contracted consultant staff who are experts in fields such as train signaling, civil engineering, and rail operations. The budget for the state safety oversight program is funded by Federal Transit Administration (FTA) dedicated formula grants that are matched with DRPT administrative funds.

In its oversight role, DRPT:

- Conducts audits and inspections (both announced and unannounced) of the Tide system
- Reviews and adopts accident, incident, and hazard investigations
- Tracks and verifies HRT's progress in correcting safety and security gaps on its light rail system

2022 Program Highlights

Approved Documents

DRPT formally approved HRT's Public Transportation Agency Safety Plan (PTASP), Version 3 on January 3, 2023.

Triennial Audits

- March: HRT's Security and Emergency Preparedness Department
- September: HRT's multi-department implementation of the PTASP including Facilities, Engineering, Procurement, Human Resources, and others

Inspections

- February: Rules Compliance Inspection
- April: Safety Department Inspection
- June: Supervision Inspection
- July: Light Rail Vehicle (LRV) Maintenance Inspection
- November: Rules Compliance Inspection

Accident notification and investigations (all investigations and reports adopted by DRPT)

In 2022, there were two collisions with private occupancy vehicles (POVs). Both were the fault of the POV driver, and one of the collisions resulted in substantial damage.

Federal Regulatory Compliance

The FTA conducted its triennial audit of the DRPT SSO program in June 2021. The final audit report was issued to DRPT in February 2022 and contained three findings. DRPT generated proposed corrective actions to address these findings, which were submitted to the FTA on March 25, 2022. All corrective actions were closed by the FTA as of June 29, 2022.

The Infrastructure Investment and Jobs Act (IIJA), signed into law in November 2021, required HRT to make several updates to their safety program, including establishing and implementing a joint labor-management safety committee vested with the responsibility to formally approve the HRT PTASP. HRT was required to establish the committee by July 31, 2022, and to have the committee formally approve the PTASP by December 31, 2022. HRT successfully met these objectives by the deadlines mentioned above. In addition to the creation of a joint labor-management safety committee, the IIJA required HRT to update its PTASP to include strategies to minimize the exposure to infectious diseases, developing a risk reduction program to reduce transit worker assaults, and de-escalation training. These requirements are described in greater detail in the “Federal and State Legislative Changes” section.

FTA also issued a special directive to DRPT in Fall 2022 regarding the development and implementation of a Risk-Based Inspection (RBI) program. DRPT currently performs routine announced and unannounced inspections and will work closely with HRT and the FTA as we make enhancements to the inspection program to meet the RBI requirements.

Program Background and Overview

In 1996, FTA issued the Rail Fixed Guideway Systems State Safety Oversight Rule, 49 Code of Federal Regulations (CFR) Part 659. Under this rule, each state with rail fixed guideway systems not subject to the regulatory authority of the Federal Railroad Administration was responsible for overseeing the safety and security program implementation of these systems. Pursuant to Subdivision 16 of § 33.2-285 of the Code of Virginia, the designated Rail State Safety Oversight Agency (SSOA) is the Department of Rail and Public Transportation (DRPT) in the Commonwealth of Virginia. DRPT oversees the Hampton Roads Transit (HRT) Tide light rail system in Norfolk, Virginia.

The FTA certified DRPT's State Safety Oversight (SSO) program under 49 CFR Part 674 on April 4, 2018. This regulation directs eligible states to significantly strengthen their authority to oversee and enforce safety requirements to prevent and mitigate accidents and incidents on rail fixed guideway systems subject to oversight. Additionally, it mandates eligible states to demonstrate legal and financial independence from these rail transit systems, as well as provide the necessary financial and human resources for overseeing the number, size, and complexity of rail transit systems within their jurisdictions. While the regulation does not mandate oversight of security practices at the rail transit system, DRPT maintains this authority over HRT security and emergency preparedness programs as authorized by the Code of Virginia. This report details State Safety Oversight activities at the HRT Tide light rail system¹ from January 1 through December 31, 2022.

¹ An interstate compact was enacted on August 22, 2017, creating the Washington Metrorail Safety Commission (WMSC). Effective March 18, 2019, the WMSC is the designated State Safety Oversight Agency for WMATA Metrorail. To learn more about WMSC's oversight role, please visit <https://wmsc.gov/oversight/>.

State Safety Oversight Responsibilities

DRPT's SSO program activities are intended to ensure that the rail transit agency (RTA) places safety considerations over operational expediency in all decision making. An important distinction should be made in delineating the role of the SSOA versus the role of the RTA in maintaining and improving rail safety. The SSOA's role is that of the regulator ensuring that all the mechanisms in place at the RTA are sound and unconditionally applied. The state does not perform day-to-day functions at the RTA. Alternatively, the RTA's role is to perform all necessary programmatic, procedural, technical, engineering, and operational activities that it has formally adopted to maintain safety in rail operations.

DRPT's oversight mission is to continuously verify that the RTA is carrying out its documented programs to ensure the safety of its passengers and employees. DRPT's oversight efforts are fully transparent to HRT. All DRPT's actions, including those that denote various deficiencies at HRT, are communicated objectively with the goal of improving HRT's rail safety posture and without assigning fault. Although HRT's Safety and Security Departments are the custodians of HRT's safety and security programs, the entire organization, including its senior executives, middle managers, supervisors, and frontline personnel, is empowered and responsible for upholding its safety goals.

The entirety of this oversight effort is called the "Program." The activities of the DRPT oversight program are described in a document titled the Safety and Security Program Standard (SSPS). As mandated by federal regulation, the SSPS contains a description of DRPT's organizational structure and lines of authority that support the oversight program. It also lists DRPT's protocols for operating a federally compliant SSO program. The SSPS is a dynamic document that undergoes annual review and updates to reflect enhancements to the program. This document and its practices are subject to FTA review.

Key Program Activities

Throughout the year, the SSOA's key program activities include:

- Conduct regular work sessions with HRT rail safety, security, operations, and maintenance personnel
- Conduct audits, inspections, and special assessments of HRT's light rail operations
- Review and approve primary HRT rail safety, security, and emergency preparedness plans
- Conduct or adopt rail investigations for accidents, incidents, and hazards occurring on the HRT light rail system
- Track and verify HRT's progress in correcting safety and security gaps on its light rail system

Staffing

The Transit Rail Safety and Emergency Management Administrator (Administrator) oversees DRPT's SSO program and reports directly to the DRPT Director. The Administrator, Andrew Ennis, performs all programmatic decision making and supervisory tasks with the support of contracted consultants. The consultant staff include subject matter experts (SMEs) in the fields

of train signaling, engineering, track and structures, rail vehicles, and rail operations. The Moving Ahead for Progress in the 21st Century Act (MAP-21), published in 2012, and a subsequent federal regulation directed FTA to establish a more comprehensive and standardized training and certification program for designated state and RTA personnel who conduct rail safety reviews and have direct safety oversight responsibility. This certification program places greater emphasis on SSO and RTA staff obtaining certifications and competencies specific to the rail system they work and oversee. The DRPT Administrator and consultant staff are compliant with the above-mentioned regulations.

Program Highlights from 2022

All the SSO program components command equal significance. These program components are designed to be symbiotic, with information and intelligence gathered in one program element informing another. For instance, information gathered in a triennial audit might inform an accident investigation. In the same manner, a finding of cause discovered during an accident investigation might spur closer scrutiny of a certain practice at the RTA, prompting frequent inspections by SSO staff.

Approval of Program Documents

Federal regulation mandates that the SSOA annually review and approve key documents associated with safety and security at the rail transit system. Accordingly, in 2022 DRPT reviewed and approved HRT's Security and Emergency Preparedness Plan Version 8.

The Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673, requires certain operators of public transportation systems that receive federal funds to develop safety plans that include the processes and procedures to implement safety management systems and safety performance targets. 49 CFR Part 673 also requires an annual review and update of the PTASP. Additionally, the IIJA had numerous implications for SSOAs and RTA safety programs. These requirements are described in greater detail in the "Federal and State Legislative Changes" section.

HRT incorporated all the applicable requirements from the IIJA into its agency safety plan. DRPT conditionally approved HRT's PTASP on December 1, 2022. The Joint Health & Safety Committee subsequently approved the PTASP by the December 31, 2022, deadline and DRPT provided final approval on January 3, 2023.

Triennial Audits

One of the mechanisms DRPT utilizes to assess the ongoing health of HRT's rail safety performance is the triennial audit process. Triennial audits gauge the level to which safety is integrated into rail operations, maintenance, training, human resources, procurement, engineering, quality assurance departments, and management structure. All these separate departments, and the organization, support the safe operation of the rail system. The methodology associated with the triennial audits is the continuous and robust assessment of all these departments and their documented efforts at ensuring safety of HRT's passengers and employees. Instead of a single audit of the entire program being conducted once every three years, DRPT conducts this audit on a continual three-year cycle. During these audits, if DRPT concludes that any aspects of HRT's documented programs related to rail safety are not being executed as officially described, DRPT will record these as findings.

Findings are classified as either Findings of Non-Compliance (FNCs) or Findings of Compliance with Recommendations (FCRs). FNCs generally relate to those areas where the RTA is not following federal or state requirements or its own established plans, policies, procedures, or where such documents are nonexistent. FCRs are deficiencies where the RTA has practices or plans that do not rise to the level of non-compliance with established policies, procedures, or industry standards. Further, they are a preemptive attempt at preventing a low hazard condition from progressing to a situation where it could result in a non-compliance/safety critical issue if unchecked. The RTA is required to address such findings through corrective action plans (CAPs). These CAPs can take the form of recalibrating a program or procedure to better match their practical applications, reinstruction, or instituting new procedures or programs. DRPT reviews and approves all CAPs proposed by HRT and monitors these CAPs to ensure completion within established timeframes.

DRPT conducted two triennial audits of HRT in March and September 2022. Both triennial audits were conducted on-site. HRT submitted documents subject to audit early for review, and interviews with HRT personnel were pre-scheduled and conducted.

The March triennial audit assessed HRT's Security and Emergency Preparedness Department. This audit resulted in the following FNCs and FCRs:

- FNC-1: HRT did not submit its 2021 SEPP updates to DRPT for review by July 31 as required by SSPS Section 4.3.
- FCR-1: Several of HRT's security procedures were not reviewed, and if applicable, updated annually in accordance with HRT EXE-101.
- FCR-2: HRT does not require its contracted security personnel to complete refresher training other than for track access training.

The September triennial audit assessed the implementation of the PTASP across HRT's Finance, Marketing and Communications, Internal Audit, Records Management, Planning and Development, Engineering and Facilities, Technology, and Human Resources Departments. This audit resulted in the following FNCs and FCRs:

- FNC-1: Customer Relations did not post a customer service alert related to the out-of-service elevators at NSU station because the appropriate staff were not notified.
- FNC-2: Technology has not been consistently attending the SMSC meetings nor providing the specified data reporting to the committee per the PTASP.
- FNC-3: According to Facilities, two quarters of fire suppression system inspections were missed due to a lapse in the contract with HRT's inspection vendor.
- FNC-4: Facilities currently maintains completed vendor inspection reports in an Outlook email folder. This is not in compliance with HRT's REM-100 policy.
- FNC-5: The elevator inspection done in April 2022 shows both NSU elevators' certificates expired in 2019; however, HRT allowed these elevators to continue in service after failing certification.
- FNC-6: At time of the audit, relevant stakeholders in external departments were not properly notified regarding the out of service elevators at NSU.
- FCR-1: Business Development is currently housed under the Marketing and Communications Department, however, the current PTASP lists this function under Planning and Development.
- FCR-2: HRT's employee handbook requires the following revisions: inclusion of HRT's safety reporting program; include a reference to reasonable suspicion in the fitness for duty section.

- FCR-3: Although the Finance Department is listed as a participant in SMSC, Procurement does not routinely attend the meetings and is not currently required to report data. HRT may benefit from regular reporting by Procurement about the status of safety related procurements and the status of requests for safety-related budget resource.
- FCR-4: The Public Affairs Officer and Social Media Coordinator have not completed appropriate National Incident Management Systems (NIMS) training in accordance with HRT's Security and Emergency Preparedness (SEPP) and emergency management best practices.
- FCR-5: Marketing and Communications were not on the internal distribution list regarding service changes that may need to be announced via social media.
- FCR-6: The PTASP should be updated to clarify the nuance of Facilities' responsibilities at the NTF, and Tide stations does not extend to the whole facility but rather the admin areas and the "building envelope" and that "specialty equipment" maintenance is the responsibility of operations and maintenance departments.
- FCR-7: The hazmat program description in the PTASP and referenced documentation should clarify where Facilities is responsible for keeping the inventory and SDS.
- FCR-8: The PTASP currently delegates HRT's Transit Asset Management program to the Facilities Department, however it has transitioned to the Executive Department.
- FCR-9: HRT Facilities does not have a sufficient process to oversee and ensure compliance by contractors for safety-critical systems and equipment.
- FCR-10: Records Management does not currently engage directly with departmental records coordinators to determine whether other departments are adhering to records management policies.

DRPT approved proposed CAPs for all the findings listed for both the March and September audits. One of the requirements for a CAP is the RTA must provide an estimated completion date that is both realistic and practical. The estimated completion date should be based on the severity and complexity of the finding the CAP is designed to address. Because of this, it is understood that some CAPs may have a shorter estimated completion period while others may have estimated completion plans that could span several months or years. CAPs with long-term estimated completion dates are acceptable with continued monitoring. A final completion date is assigned when a CAP is verified by the SSO program as ready for closure. As of this writing, all findings from the September 2022 triennial audit and associated corrective actions remain open, in accordance with timeframes prescribed in the SSPS. These corrective actions are actively monitored by DRPT, which will continue to work collaboratively with HRT on resolving open corrective actions.

Inspection Program

The DRPT inspection program is intended as a cooperative effort with HRT to assess the safety and security of operations and maintenance practices. Additionally, it is used to verify overall compliance with federal rules and standards as well as all relevant HRT rules, standards, and procedures on an ongoing basis. The program allows DRPT to:

- Evaluate topics of heightened risk based on recent information, trends, or incidents
- Identify potential problem areas requiring further investigation and solution development
- Assist HRT by providing independent evaluations of procedural and rules compliance
- Gain consistent involvement in HRT operations, maintenance, and safety programs

Inspections typically last one to two days and involve multiple topics and types of observations or reviews, some of them simultaneous. Inspection activities are based on both a regular rotation of subject matter areas as well as areas of heightened risk. Areas of heightened risk are determined through extensive data analysis. Inspection activities can include the following areas of focus:

- Rail Vehicles
- Vehicle Maintenance Facilities and Yards
- Track Access/Roadway Worker Protection
- Traction Power System
- Signal System
- Rail-Highway Grade Crossings
- Operations Control Center
- Rule compliance results provided by HRT

Inspections may be announced or unannounced. For announced inspections, DRPT may provide notice to HRT up to 24 hours before the inspection occurs. If DRPT anticipates an inspection will require specific HRT personnel or preparation, DRPT will provide advance notice to assist with scheduling. For unannounced inspections, DRPT personnel will arrive on the property without advanced notice to HRT. Inspections are conducted from public areas as well as on the Tide right-of-way. Inspections taking place from public areas, such as onboard trains, in stations, or from the street, will not be announced to the HRT personnel performing the operations or maintenance being observed. For any inspections performed on the Tide operating right-of-way, DRPT will provide advanced notification to HRT to ensure coordination and compliance with all HRT right-of-way access and permitting requirements. DRPT oversight program representatives will abide by all HRT safety rules and regulations while on HRT property, including roadway worker protection requirements.

DRPT will publish an inspection report detailing inspection activities after its conclusion. For each inspection, the report will document any observations, violations, potential hazards, deficiencies, and areas for improvement. Unlike the triennial audits, HRT is not required to develop CAPs in response to items in the report unless it is specifically issued by DRPT in an inspection report. However, DRPT strongly encourages HRT to respond to the report and develop CAPs. Even if no deficiencies are identified during an inspection, HRT often proactively addresses inspection items by generating corrective actions or mitigations.

In 2022, DRPT conducted the following inspections:

- February: Rules Compliance
- April: Safety Department
- June: Rules Compliance
- July: LRV Maintenance
- November: Rules Compliance

Finding(s) issued by DRPT during the 2022 inspection cycle:

- FNC-1: HRT is not completing its OCS fixed termination tension inspections in accordance with OPS-LRSY 302.
 - HRT resolved this finding through the CAP process before the end of 2022.

Safety Event Notification and Investigation

Federal regulation requires rail transit agencies subject to oversight to notify the SSOA and the FTA of accidents that occur on the rail system. The FTA defines “accidents” as “an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision involving a rail transit vehicle; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.” Further, DRPT requires HRT provide additional notifications of safety events that do not meet the FTA definition for an accident. Additional safety events can include “incidents” and “occurrences” like multiple injuries, significant damage, rule violations or service delays. All event notifications are reported directly to the Administrator within the timeframes prescribed in the SSPS.

DRPT is required to investigate all accidents. To conduct these investigations, DRPT may authorize HRT to investigate on its behalf, or DRPT can conduct its own independent investigation. In the event the National Transportation Safety Board (NTSB), FTA, or other federal entity launches an investigation into an HRT light rail accident, DRPT will join the investigative process. DRPT is ultimately responsible for the sufficiency and thoroughness of all investigations, whether conducted by DRPT or HRT. DRPT reviews all investigation reports prepared by HRT for accuracy and adopts each report as its own official investigative report once all DRPT requirements have been met.

During 2022, there were two collisions involving light rail vehicles and privately owned vehicles (POVs), six reportable fires, and several signal and rule violations by rail Tide operators. The investigations into these events concluded:

- The two collisions with POVs were the fault of the POV drivers (traffic violations).
- The six fires were found to be non-preventable.
 - One fire took place at the Holt Street traction power substation. The root cause was identified as component failure.
 - Three of the fires were found to be caused by imprudent actions of patrons. The remaining fires were caused by imprudent actions of the public (brush fires).
- The signal and rule violations were found to be preventable. HRT implemented and closed several CAPs to address these violations before the end of 2022.

Of these events, one of the POV collisions and the fire at the Holt Street traction power substation met the criteria for reporting to the FTA. HRT properly reported these events to the FTA. All investigation reports were reviewed and adopted by the DRPT Administrator.

FTA Actions

On June 8-11, 2021, the FTA conducted its triennial audit of the DRPT SSO program. The FTA issued its final audit report to DRPT in February 2022 with following findings:

- DRPT did not have a process for investigating allegations of noncompliance with HRT’s PTASP.
- DRPT did not determine an appropriate staffing level for the current SSO Program.
- DRPT did not demonstrate its employees and other personnel are qualified to perform their functions.

In March, DRPT submitted proposed corrective actions to address these findings. All proposed corrective actions were approved by the FTA and closed by the FTA as of June 29, 2022.

In October 2022, the FTA issued Safety Advisory 22-1 and Safety Advisory 22-2. Safety Advisory 22-1 recommended that SSOAs direct RTAs to evaluate the sufficiency of current RTA periodic maintenance inspection procedures for rail car passenger door inspection and function testing. To address Safety Advisory 22-1, HRT performed an assessment of the current inspection procedures for rail car passenger door inspections and functioning testing. HRT provided the completed vehicle inspection checklists to DRPT to show that door inspections are included as part of their periodic maintenance inspection programs.

Safety Advisory 22-2 recommended that SSOAs direct RTAs to consider signal system safety and train control as part of their safety risk management (SRM) process and SSOAs review the signal system safety and train control SRM activities to confirm RTAs have adequately addressed hazards and potential consequences. To address Safety Advisory 22-2, HRT provided DRPT with copies of its current safety data related to the function of the Tide signal system. Additionally, HRT will submit copies of meeting minutes from its monthly Safety Management System Committee through June 2023 to verify that signal system performance and failures are being discussed as part of the SRM process.

On October 21, 2022, the FTA issued Special Directive 22-49 requiring DRPT to develop and implement a risk-based inspection program within two years of the issuance of the Directive. DRPT will work to enhance its risk-based inspection program to comply with the FTA Special Directive 22-49.

Federal and State Legislative Changes

The Infrastructure Investment and Jobs Act (49 U.S.C. § 5329 / IIJA § 30012) continues the public transportation safety program. The Act includes the following changes for the program:

- Provides state safety oversight agencies authority to collect and analyze data and conduct risk-based inspections of rail fixed guideway transportation systems
- Requires agency safety plans to be consistent with Centers for Disease Control and Prevention and State health authority guidelines to minimize exposure to infectious diseases
- Requires recipients serving an urbanized area with a population of fewer than 200,000, to develop their agency safety plan in cooperation with frontline employee representatives
- Requires recipients of section 5307 funds that serve urbanized areas with populations of 200,000 or more to undertake the following activities:
 - Establish a Safety Committee, composed of representatives of frontline employees and management, that is responsible for identifying, recommending, and analyzing the effectiveness of risk-based mitigations or strategies to reduce consequences identified in the agencies' safety risk assessment.
 - Develop and add to their agency safety plan, a risk reduction program for transit operations to improve safety by reducing the number and rates of accidents, injuries, and assaults on transit workers based on data submitted to the national transit database.

- Set risk reduction performance targets using a three-year rolling average of the data submitted by the recipient to the National Transit Database and allocate not less than 0.75 percent of their section 5307 funds to safety related projects.
- Require maintenance personnel to meet the existing safety training requirements and safety, operations, and maintenance personnel to complete de-escalation training.

HRT incorporated all the applicable requirements detailed above into its agency safety plan and met all IIJA deadline requirements