



Employee Survey Executive Summary

January 2024

Hampton Roads Transit conducted an employee survey in January 2024. A goal of the survey was to gain detailed insights into which parts of the employee experience are thriving and which require more attention.

The survey was live for three weeks. Responses were collected online as well as in person via paper survey. The paper surveys were collected in employee breakrooms and transit centers. In all, 352 surveys were collected. Thirty percent of respondents indicated they were Union employees. Over half indicated they work in the Transit Operations department.

The survey method used was the Likert scale, a rating scale asking participants to what degree do they agree or disagree on a statement. The response choices were strongly agree, agree, neutral, disagree and strongly disagree and each response was assigned a value of 1-5, with 5 representing strongly agree. The statements were divided into five categories: The Company, Company Culture, Management, The Work You Do and Miscellaneous. The Work You Do performed best, with the most strongly agree/agree responses. Company Culture performed least, with the least strongly agree/agree responses.

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
☐ c. 10-19 years ☐ d. 20+ years

Please select the option that best represents how you feel about the statements below:

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

The Company

The Company

Overall, The Company category earned a 3.66 rating. The most significant takeaway for this category is that 68% responded that they either agree or strongly agree that they are satisfied as an employee at Hampton Roads Transit. Another takeaway is that 36% responded that they either disagree or strongly disagree that their pay and benefits plan are competitive with other places they could work. However, even with that statement not performing well, 66% can still see themselves working here in five years and 61% always recommend HRT to others.

Union responses in The Company category earned an overall 3.47 rating. When examining these responses, we see a 52% satisfaction rate, compared to the average 68%. We also see even more employees disagreeing that their pay and benefits plan are competitive with other places they could work (44% versus 36%). However, more Union employees always recommend HRT to others (64% versus 61% overall).

Non-union responses in The Company category earned an overall 3.74 rating. More than 75% agree or strongly agree that they are satisfied as an HRT employee and 79% say they believe in the company's mission. However, 32% feel their pay and benefits package are not competitive compared to other places they could work. It is notable that although non-Union employees' satisfaction rates are high, Union employees are more likely than non-union employees to recommend HRT to others.



Company Culture

Overall, the Company Culture category earned a 3.46 rating, performing least of all categories. The primary driver behind this rating is that 45% of employees disagreed with the statement, “It really feels like everyone is on the same team at Hampton Roads Transit.” Only 30% agreed or strongly agreed with this statement and 25% indicated a neutral response. Another key takeaway for this category is a perception that HRT cares more about its customers than its employees, as 67% agree that HRT cares about its customers, compared to the 46% that agree that HRT cares about its employees. However, the statement about being a part of a larger team helping to fulfill HRT’s mission performed well with 70% favorable responses.

Union responses in the Company Culture category earned an overall 3.19 rating. When examining these responses, we see up to 10% more neutral responses. In addition, 25% of Union staff positively indicated that they think HRT cares about its employees, compared to the average of 46% company-wide either agreeing or strongly agreeing with this statement. A little over half of Union staff surveyed agree that HRT cares about its customers, compared to the average of 67% company-wide. Thirty-nine percent (39%) of Union staff agreed that they feel comfortable sharing ideas and opinions with colleagues and leadership, and 43% of Union staff agree that our mission and vision drive the decisions that are made at HRT.

Non-union responses in the Company Culture category earned an overall 3.57 rating. There was lower agreement with the feeling that everyone is on the same team. However, 76% feel they are part of a team helping to fulfill HRT’s mission and vision. Non-union employees agree that HRT cares about its employees and customers at a rate of 56% and 73% respectively, with the rating for customers being clearly higher.



Management

Overall, the Management category earned a 3.82 rating, performing considerably well compared to other categories. Employees agreed with each statement in this category at about 60% or better. This is generally favorable in supporting that most supervisors are engaged and supportive, show appreciation for the work their employees do, recognize staff potential, and capitalize on their strengths and help their staff understand HRT’s strategic goals. The same conclusions can be drawn when examining Union responses, which earned a 3.32 rating and did show a slight uptick in the number of disagree/strongly disagree responses. In one notable category, only 37% of Union staff agreed that their supervisor helps them understand strategic goals. The Management category performed at a 4.05 rating, which is the best category for non-Union staff. No statement had more than a 10% unfavorable response.

The Work You Do

Overall, the The Work You Do category earned a 3.88 rating, performing best of all categories. Four statements received about 70% or higher favorable ratings: my job description accurately reflects the work I do (69%); I can easily see how my work affects the company’s overall success (80%); I always want to give my best whenever I’m at work (89%); and I always know what is expected of me when it comes to my goals and objectives (76%). No statement received more than 20% unfavorable response.



When examining Union responses, which earned a 3.61 rating, the same four statements performed well. However, survey results suggest areas of opportunity in providing the needed material (e.g., equipment, supplies) and non-material (e.g., information, training) resources, as well as opportunities for growth and development.

Non-union responses in the The Work You Do category earned a 4.0 rating. Each statement received 72% favorable response, except for the statement about opportunities for growth and development. Ninety-three percent (93%) of non-union employees want to give their best whenever they’re at work.

Miscellaneous

Overall, the miscellaneous category performed at a 3.51 rating. It includes two “temperature check” questions involving employee interest in receiving career advice from senior executives (67% agree) and a corporate volunteer program (48% agree). Fifty-seven percent (57%) of employees agree they receive the information they need regarding the issues that affect them. Fifty-two percent (52%) agree that they feel valued and recognized for their accomplishments and contributions, which suggests these are additional areas of opportunity for the organization.

When examining responses from Union employees, we see a 3.29 rating. Contributing to this rating, 41% agreed that they receive the information they need regarding the issues that affect them and 38% agreed that they feel valued and recognized for their accomplishments and contributions.

These again indicate areas of opportunity. For non-union employees, we see a jump, with 65% agreeing that they receive the information they need regarding the issues that affect them and 58% agreeing that they feel valued and recognized for their accomplishments and contributions.



Open-Ended Questions

The survey included four open-ended questions. Based on responses, HRT is doing the following well:

- Serving the needs of our customers, putting their needs first.
- Bus operator training.
- Having diverse leadership, providing opportunities for people from different backgrounds.
- Reinforcing HRT’s mission and vision.
- Providing a stable place to work, have a career.
- Providing a service to the community, people who need it.

HRT should address/provide morale by:

- Providing better pay as well as incentives/bonuses for people who go above and beyond.
- Have more fun events and activities, opportunities for employees to engage with leadership and one another.
- Get rid of split shifts and mandatory overtime.
- Provide better training for maintenance staff.
- Listen to staff, treat them with respect, show more appreciation.
- Provide more places for operators to use the restroom on their routes.

As it relates to communication, HRT can do the following differently:

- Provide more information about the decisions that are made and why.
- Provide a mechanism for staff to share their ideas and opinions at the department level.
- Share information internally before sharing with the media.
- Improve communication within and between departments.
- Provide more ways to share information with frontline employees.

HRT can address the following to make it a better workplace:

- Better communication and collaboration.
- Better protect drivers from customer violence.
- Add employee amenities, like a fitness center, daycare.
- Hold employees accountable, get rid of problematic co-workers/employees.
- Better schedules for bus operators.
- Invest in better equipment, training, pay.





Meeting of the Transportation District Commission of Hampton Roads

Thursday, May 23, 2024, at 1:00 p.m.

3400 Victoria Boulevard, Hampton, VA – In Person - Zoom

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, May 23, 2024, at 1:00 p.m. at 3400 Victoria Boulevard, Hampton, 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, May 23, 2024, 3400 Victoria Boulevard, Hampton,
VA at 1:00 p.m. in Person – Zoom

AGENDA

Call to Order & Roll Call

1. Public Comments
2. Approval of April 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

- April 2024 Financial Report
- FY 2025 - Operating Budget – Recommended for Approval

B. Management/Financial Advisory Committee – Commissioner Eisenberger/
Conner Burns, Chief Financial Officer

C. Operations & Oversight Committee - Commissioner Glover/
Sonya Luther, Director of Procurement

- **Contract No. 24 - 00276 Fence Railing Maintenance and Repair Services**

Commission Consideration: Award of contract to Hurricane Fence Co. to provide fence and railing maintenance and repair services. The cumulative amount of all Task Orders issued under this contract will not exceed \$943,000.00 over the three-year period.

- **Contract No. 24 - 00277 Gate Operator Maintenance and Repair Services**

Commission Consideration: Award of contract to Hurricane Fence Co. to provide gate operator maintenance and repair services. The cumulative amount of all Task Orders issued under this contract will not exceed \$311,676.00 over the three-year period.

- **Contract No. 23 - 00266 General Financial Consulting Services (Renewal)**

Commission Consideration: Award of contract to WSP USA, Inc. to provide general financial consulting services. The cumulative amount of all Task Orders issued under this contract will not exceed \$890,000.00 over the four-year period.

- **Contract No. 23 - 00249 Managed Print Services (Renewal)**

Commission Consideration: Award of contract to Omni Business Solutions to provide managed print services in the not-to-exceed amount of \$373,132.40 for five (5) years.

- **Contract No. 24 - 00296 Mobile Telescoping Surveillance Towers**

Commission Consideration: Award of contract to LiveView Technologies, Inc. to provide two (2) mobile telescoping surveillance towers in the total amount of \$304,000.00.

- **Contract No. 24 - 00269 Provision of Bulk Fluids**

Commission Consideration: Award of contract to PetroChoice, LLC. for the provision of bulk fluids in the not-to-exceed amount of \$3,125,810.00 over a five-year period

- **Contract No. 24 - 00270 Provision of Office Supplies (Renewal)**

Commission Consideration: Award of contract to Guernsey, Inc. to provide office supplies in the not-to-exceed amount of \$169,400 over five (5) years.

- **Contract No. 24 - 00295 Regional Transit Sustainability Study**

Commission Consideration: Award of contract be awarded to WSP USA, Inc. for development of a regional transit sustainability study, in the total amount of \$307,253.76.

- 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
- 6. Comments by Commission Members
- 7. Closed Session
- 8. Adjournment

**The next meeting will be held on Thursday, June 27, 2024, at 1:00 p.m.
at 509 E. 18th Street, Norfolk, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, April 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:

Chairwoman Woodbury, Newport News
Vice-Chair Don Carey, Chesapeake
Commissioner Goodwin, Portsmouth
Commissioner Johnson, Chesapeake
Commissioner DeBruhl, Director DRPT
Alternate Commissioner DeProfio, Hampton
Commissioner White, Hampton
Commissioner Bullock, Newport News
Commissioner Houston, Norfolk
Alternate Commissioner Jovanovic, Virginia Beach

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 Counsel
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Linda Carroll, Bus Transportation Supervisor (Zoom)
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)
Clarke Dudley, Contract Budget Analyst
Steven Florian, Fare Technology Service Manager (Zoom)
Vanity Faulkner, Budget Analyst (Zoom)
April Garrett, Sr. Executive Assistant
Angela Glass, Director of Budget & Financial Analysis
Brenda Green, Accounting Supervisor
Wayne Groover, Director of Rail Maintenance (Zoom)
Shelia Gullede, Manager Technology PMO
Heather Harmon, Sr. Staff Accountant

William Harrell, President, and CEO
Danielle Hill, Director of Human Resources
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
Tanya Kelly, Procurement Admin. Assistant
Mason Lawrence, Emergency Management Specialist
Robert Lee, RTS Program Manager
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 (Zoom)
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO
Chad Pritchett, Senior Budget Analyst (Zoom)
Luis R. Ramos, Senior Executive Administrator/Commissioner Secretary
Shleaker Rodgers, Staff Auditor
Dawn Sciortino, Chief Safety Officer (Zoom)
Ben Simms, Chief Transit Operations Officer
Lilian Scott, HR Training Development Specialist
Paula Studebaker, HR Executive Assistant
Adrian Tate, Assistant Director of Finance (Zoom)
Alex Touzov, Senior Director of Tech Services
Fevrier Valmond, Deputy Director of Procurement (Zoom)
Jessica White, Contract Administrator
Kim Wolcott, Chief Human Resources Officer

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

Paul Atkinson Jr., Eggleston
Alt. Commissioner Cipriano, Newport News
Commissioner Daughtery, VDRPT (Zoom)
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT
Donna Gregory, Workday
Angela Hopkins, City of Newport News (Zoom)
Denise Johnson, Chair, Transit Riders Advisory Committee
Ina Kreps, Portsmouth, Citizen
Jerry Kueny, Workday
Shelia McAllister, City of Newport News (Zoom)
Tom McDermott, Collaborative Solutions
Taiub Mohammad, City of Hampton
Brian Swets, City of Portsmouth (Zoom)
Janice Taylor, League of Women Voters (Zoom)
Alt. Commissioner Constantinos Velissarios, City of Newport News

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
- Financial Reports
- Committee Reports

A moment of Silence was observed prior to the Commission Meeting.

Public Comments

There were no public comments.

Approval of March 28, 2024, Meeting Minutes

A motion to approve the March 28, 2024, minutes was made by Commissioner Bullock and properly seconded by Commissioner Houston. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Carey, Goodwin, Johnson, DeBruhl, White, DeProfio, Bullock, Houston and Jovanovic

Nays: None

Abstain: None

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting. Mr. Harrell stated that the 500th Bus Shelter Installation ribbon-cutting ceremony was well attended. The shelter is directly across from the historic Cavalier Hotel. Mr. Harrell thanked Past-Chair Ross-Hammond for her involvement with this project.

Mr. Harrell called on Ben Simms, Chief Transit Operations Officer, to introduce the participants of the Virginia State Bus Rodeo. Mr. Simms mentioned that both the Operators team and the Mechanics team placed 3rd Place in the Rodeo, which propelled them to take 1st Place overall in the competition. The HRT Team consisted of Reginald Charity, Shawn Washington, Jimmy Brown, Gerhard Chapman, Geroqe Sweeney and Jose Brito.

Mr. Simms mentioned that Mr. Reginald Charity is the recipient of the VTLP Safety Award (Virginia Transit Liability Pool). This award is given to an Operator who excels in a driving course involving numerous obstacles.

Mr. Simms thanked and acknowledged the Training department for their contribution to Hampton Roads Transit.

Mr. Harrell thanked Virginia Department of Rail and Public Transportation for sponsoring this event. It was hosted at Omni Ride in Northern Virginia. Mr. Harrell noted that HRT is pleased and excited to be the host of the 2026 Virginia State Bus Roadeo competition.

Mr. Harrell thanked Ms. Alexis Majied, Chief Communications Officer, and the entire marketing and communications team, for embracing and promoting HRT's vision to promote prosperity across the region through collaboration and teamwork. The Communication Team has emphasized that our customers are more than just customers. The team hosted the annual Community Resource Fair. The event took place on both sides of the water. Customers were able to gain access to information on various employment opportunities, job training, rental assistance programs, and even mental health services. Dozens of organizations have been out to the transit centers.

Mr. Harrell stated we had an outstanding Earth Day, with a number of employees and volunteers assisting with cleanup efforts at various bus stops throughout the service area. Mr. Harrell also expressed appreciation to Commissioners Bullock, Gray, McClellan, Ross-Hammond, Carey, and Goodwin, all of whom participated in the bus ride along in their prospective city.

Mr. Harrell called on Mr. Rodney Davis, Director of Customer Relations, and Alex Touzov, Senior Director of Tech Services, for a brief update on the Passenger Information Displays at the transfer centers. Chairman Woodbury requested that this information be disseminated to all Commissioners.

Mr. Harrell mentioned that community outreach continues for the Connecting Chesapeake Study. Mr. Ray Amoruso, Chief Planning and Development Officer, and Ms. Sherri Dawson, Director of Transit Development, have had a series of pop-up events which have been scheduled through May. These events give the public an opportunity to weigh in on the potential for high-capacity transit alignments. A video was also sent out to the Commission which features Ms. Dawson riding on the Richmond BRT – “The Pulse”, which is an example of a successful system.

Mr. Harrell presented Jennifer DeBruhl, Director, Virginia Department of Rail and Public Transportation, with a plaque commemorating her years of service and invaluable contributions to Hampton Roads Transit and public transportation statewide.

Ms. DeBruhl thanked the Commission and mentioned she enjoyed working with the Commission and HRT staff.

Audit & Budget Review Committee

Chairwoman Woodbury called on Mr. Conner Burns for the Budget and Audit Committee report. Mr. Burns briefed the Commission on the March monthly financial report.

Mr. Burns, Chief Financial Officer, called on Mr. Amoruso, Chief of Planning and Development Officer, to speak on the Monthly Regional Transit Service allocation variances; Mr. Amoruso stated that the primary causes for the variances were:

1. After we began operating RTS service, we (planning staff) revised the allocation of hours and miles for the cities to reflect this service. Saturday 15-minute service mistakenly was allocated to HRRTF. We only run 15-minute peak period service Mondays through Fridays... not on

weekends. We removed revenue hours for 15-minute Saturday service, which amounted to a total of 61,129 beginning in July 2023. This also will reflect a decrease in the monthly totals for hours.

2. All Peak hour service was originally allocated to RTS service for the 3 routes that have 15-minute service in the peak periods. Only the incremental service hours between 30-minute service and 15-minute service headways should have been allocated to the RTS program. We have now adjusted that which had a result of decreasing the variances. A total of 46,767 extra trips were removed from the allocation dating back to July 2023.

Chairwoman Woodbury thanked Mr. Amoruso for his explanation.

Chairwoman Woodbury questioned the need for the line of credit. Mr. Harrell stated that a work session has been requested, at which the Commission will receive a complete presentation. Chairwoman Woodbury requested a report on grants that are active, how long grants last, and the balance of each grant, to be shared with the Commission. Mr. Harrell stated that staff will work on a presentation to bring to the Commission.

Commissioner Goodwin asked what kind of financial impact HRT has experienced since ferry service has been disrupted. Ms. Sybil Pappas reported that ferry service is still running, however service at Waterside has had to be cut back due to dock repairs being needed, impacting where customers usually load and unload. It was noted that the dock with structural issues belongs to the City of Norfolk, and Ms. Pappas stated that HRT staff, and the City of Norfolk are working together for a solution that can allow for restoring ferry service as soon as possible. The City of Norfolk is working on alternate plans for upcoming summer events.

Management and Financial Advisory Committee (MFAC)

Commissioner Eisenberger stated that MFAC met Tuesday, April 22, 2024. Commissioner Eisenberger mentioned that Mr. Burns updated the Committee on the March financials.

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

Operations and Oversight Committee

Chairwoman Woodbury called on Ms. Sonya Luther to present the 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. 22-00211 Human Resources Management System Software and Implementation Services is respectfully recommended that the Commission approve contracts to Collaborative Solutions, LLC to provide implementation and ongoing support and Workday, Inc. to provide and host their human resources management system in the not-to-exceed amount of \$3,186,481.00. and \$3,267,653.00.

Contract No. 24-00274 Information Technology Research and Advisory Services (Renewal) is respectfully recommended that the Commission approve a sole source contract to Gartner, Inc. to

provide information technology research and advisory services in the not-to-exceed amount of \$315,070.00 for a one (1) year period.

A motion to approve Contract No. 22-00211 Human Resources Management System Software and Contract No. 24-00274 Information Technology Research and Advisory Services (Renewal) was made by the Operations and Oversight Committee and properly seconded by Commissioner Houston. A Roll Call vote resulted as follows:

Ayes: Commissioners Woodbury, Carey, Goodwin, Johnson, DeBruhl, White, DeProfio, Bullock, Houston and Jovanovic

Nays: None

Abstain: None

The next meeting of the O&O Committee will be held May 9, 2024, in Hampton.

Planning and New Starts Committee.

The Planning and New Starts Committee did not meet in April.

External Legislative Affairs Committee (ELAC)

Commissioner Bullock provided the following update to the Commission:

Federal Legislative Update

Commissioner Bullock reported that there are efforts to oust Speaker Johnson from his position in the House of Representatives.

State Legislative Update

Commissioner Bullock reported that the General Assembly reconvened on April 17, 2024, to consider Governor Youngkin's legislative and budget vetoes. The Governor's 233 budget line-item vetoes were rejected. A special session to consider a negotiated budget is scheduled for May 13, 2024, with a vote expected on May 15, 2024.

Deliberations on WMATA's funding deficits will be part of the budget talks. Metro is seeking increased funding in both years of the biennium as well as an appropriation to fund a regional multi-modal study on future funding needs. HRT staff is working with regional stakeholders including the Chambers of Commerce and the Transportation Planning Organization to initiate a similar study on transit funding in Hampton Roads.

DC Advocacy Visit

A DC Advocacy Trip is scheduled for May 8th - 9th, 2024. Commissioners and staff will use this opportunity to ask for additional funding to expand HRT's paratransit fleet.

Earth Day-Commission Rides

In celebration of Earth Day and HRT's free fares, members from all six cities hosted transit rides to meet the public in their cities. The goal was to offer a familiar face for anyone who might be new to trying transit and offer a place for constituent conversation.

500th Bus Shelter

HRT celebrated the installation of its 500th bus shelter with a ribbon-cutting ceremony on April 5th, 2024. The new shelter is located across the street from the Historic Cavalier Hotel and Beach Club on Atlantic Avenue in Virginia Beach. About 50 people attended his event, including State Senator Aaron Rouse and Delegate Anne Tata.

Trolley Season

Trolley season will officially start in May 2024, and this will be VB Wave Trolley's 40th anniversary.

HRT Activity Book

The new HRT Activity book called "Gus and Friends" is currently in print. HRT will distribute these activity books while working with organizations and children's groups in Hampton Roads. This activity is a fantastic opportunity to teach children about transportation.

ELAC will not be meeting in May. The next ELAC meeting is scheduled for June 20, 2024, in the Norfolk Boardroom.

Smart Cities and Innovation Committee

Smart Cities and Innovation Committee did not meet in April.

Paratransit Advisory Sub-Committee (PAC)

Mr. Keith Johnson provided a report to the Commission. A copy of the report is appended to the minutes.

Transit Riders Advisory Sub-Committee (TRAC)

Ms. Denise Johnson stated that TRAC did not meet in April, the next TRAC meeting is on May 1, 2024, in Norfolk.

Old and New Business

Vice-Chair Carey requested an update on Robert Hall Transfer Center. Ms. Pappas stated that Robert Hall is a high priority project for us. It is in the adopted CIP and site location is the main activity at this time. Funding is already programmed that allows for HRT to start planning and preliminary engineering once a site is identified. Ms. Pappas stated that a report will be brought forward to the Commission in September 2024.

New Business:

Vice-Chair Carey requested a work session in July to discuss the Line of Credit, including the use and origins of the Line of Credit. Mr. Harrell stated the work session will take place in July as requested, and it will be prior to the regularly scheduled July TDCHR meeting.

Commissioner Comments:

Vice-Chair Carey thanked HRT staff for coordinating the Earth Day Routes ride-along activities.

Commissioner Goodwin congratulated staff on a job well done for the community outreach for the Connecting Chesapeake pop-up sessions.

Closed Session

Commissioner Bullock made a motion to convene into closed session for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice and briefings by staff members or consultants as provided by paragraph 7 of Virginia Code Section 2.2-3711(A) and properly seconded by Commissioner Carey. A roll call vote resulted as follows:

Ayes: Woodbury, Carey, Goodwin, Johnson, DeBruhl, White, DeProfio, Bullock, Houston, Jovanovic

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 Bullock and properly seconded by Commissioner Johnson. A roll call vote resulted as follows:

Ayes: Woodbury, Carey, Goodwin, Johnson, DeBruhl, White, DeProfio, Bullock, Houston, Jovanovic

Nays: None

Abstain: None

Adjournment

With no further business to conduct, the meeting was adjourned.

TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

Patricia Woodbury
Chair

ATTEST:

Luis Ramos
Commission Secretary
April 25, 2024



500th Bus Shelter Ribbon Cutting

HRT celebrated the installation of its 500th bus shelter on Friday, April 5. A ribbon-cutting ceremony was held at the Virginia Beach Oceanfront, where the shelter is across from the Historic Cavalier Hotel and Beach Club. With the help of Commissioner Dr. Amelia Ross-Hammond, HRT was able to move quickly through the permitting process and install the shelter in about a year. It went up in time to serve the many visitors to the Resort City this summer and hotel staff. Gold Key/PHR Hotels and Resorts announced it will be giving complimentary GoPass354 transit passes to all employees.



Team HRT Wins Virginia State Bus Roadeo

Congratulations to Team HRT after bringing home Best Overall at this year's Virginia State Bus Roadeo competition. In addition, Reginald Charity won Third Place Overall in the Bus Operator category and received the DRPT Smooth/Safe Operation Award. Mechanics George Sweeny and Jose Brito placed third in the Maintenance Team Category. The annual competition was hosted by OmniRide and sponsored by the Virginia Department of Rail and Transportation. HRT is excited to host the 2026 Virginia State Roadeo competition.



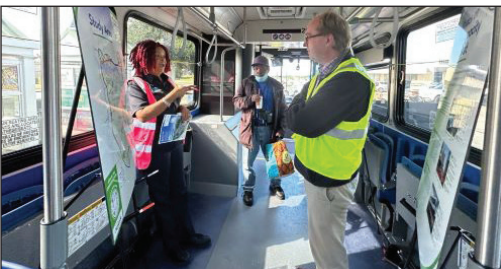
CORE Fairs a Big Success

Our second annual Community Resources (CORE) Fairs were a big success. With events on the Southside and Peninsula, HRT was able to connect hundreds of riders with dozens of organizations, all in one location. CORE Fairs help bring vital resources to the communities we serve. Customers were able to gain access to information on employment opportunities, job training, rental assistance, and mental health services.



Volunteers Help Cleanup Hampton Roads for Earth Day

It was all-hands-on-deck during HRT's Earth Week Community Cleanup. Employees, civic leagues, community groups, and citizens of Hampton Roads were invited to give back by spending one hour cleaning a bus stop. Volunteers spread out across the system armed with trash bags and a passion for keeping the planet clean. HRT also offered free rides on all bus, light rail, ferry, and paratransit services. A special thanks to the Commissioners who hosted an Earth Day ride along.



Connecting Chesapeake Study Holds Public Outreach

Community outreach continues on the Connecting Chesapeake Study. The team is hosting a series of pop-up events, happening now through May 1, giving the public a chance to view the proposed high-capacity transit alignments and provide feedback. For those who can't make it to one of the six pop-up events, they can join a Facebook Livestream on Thursday, April 25. Sherri Dawson, Director of Transit Development, will be available during the live event to answer any questions.



Passenger Information Displays a Big Hit with Customers

Passenger Information Displays (PIDs) have been up and running in each of our three transit centers since January. The displays provide important information, including bus departure times, cancellations, customer alerts, promotions, and policies. They enable Customer Service text-to-screen functionality to rapidly post messages in case of an emergency. The PIDs have been well received by customers.



President's Letter

May 2024

VB WAVE TROLLEY CELEBRATING 40 YEARS

This May, Hampton Roads Transit begins its 40th season of trolley service at the Virginia Beach Oceanfront. Over the last four decades, the VB Wave has become a fixture of the Resort City. Residents and visitors alike look forward to its return each year.

The VB Wave Trolley service has experienced many changes over the years. It began with the purchase of five trolleys for around \$350,000 in 1984. An additional five trolleys were added two years later. The original Chance Trolleys were red and looked a little different than the 11 blue Hometown Trolleys you see operating at the Oceanfront today. Between 2008 and 2015, HRT experimented with hybrid electric buses on the VB Wave routes but abandoned the effort in favor of the more popular replica trolleys.



The VB Wave has also served different areas of Virginia Beach over the years, expanding and enhancing service to best suit the needs of the community.

When service began in 1984, it included Route 30, 31, and 32. Route 32, also known as the Shoppers Express, was initially designed to carry the area's many seasonal employees to shopping destinations for groceries and other necessities. Route 32 underwent several name changes: Hilltop Shoppers Express, Shoppers Shuttle, and Lynnhaven Mall Shuttle, before being discontinued in 2017.

The Route 34, initially dubbed the Rudee Inlet Shuttle, was added in 2011. It provided service from Rudee Inlet, north to Norfolk Avenue, as far west as Mediterranean Avenue, and back down to Winston Salem Avenue.

In 2023, a new Route 34 began operating between 17th to 22nd streets, and Atlantic Avenue to Birdneck Road. The Oceanfront Connector, as it later became, connected riders to the Vibe District and Virginia Beach Sports Center. It was discontinued at the end of the season.

In 2017, the VB Wave added the Route 35 Bayfront Shuttle, providing service between Arctic Avenue and 19th Street, up Shore Drive to Lynnhaven Inlet. In 2018 Route 35 was expanded to include Rudee Loop, First Landing State Park, and Pleasure House Road.

The VB Wave's 40th year of service brings even more change.

Route 35 has shifted its alignment to encompass a portion of the former Route 34, while still providing the same great service to Bay area residents and visitors along Shore Drive. The route is increasing frequency from an hour to every 30 minutes.

Route 30 continues to serve the Oceanfront, with stops along the way at many points of interest including dozens of hotels, shops, restaurants, entertainment venues, and more. Route 31 provides a convenient way for visitors to reach other area attractions such as the Virginia Aquarium, Adventure Park, and Ocean Breeze Water Park.

Over the last 16 summers, the VB Wave has carried about 5.5 million passengers.

Many VB Wave Trolley operators return summer after summer to drive the Oceanfront routes. Passengers can count on our friendly and knowledgeable staff to go the extra mile, providing more than just a ride from point A to point B. They often serve as tour guides, pointing out places to go, things to do, and sights to see.

We're proud to bring back mobile ticketing this year. Working with Bytemark, HRT has made the Journey app available for purchasing VB Wave Trolley tickets in advance. Tickets are still available for purchase at gift shops up and down the Oceanfront.

We are excited to kick off this 40th anniversary season and look forward to seeing you onboard the VB Wave.

Sincerely,

William E. Harrell
President and CEO
Hampton Roads Transit



VB Wave Trolley Service Begins 40th Season

This month, the VB Wave Trolley began its 40th season of providing service at the Oceanfront. This year, we're proud to restore 30-minute daily service on the Route 35, which will now operate between Parks Ave. and 19th St. to Shore Dr. and Pleasure House Rd. Mobile ticketing, provided by the Journey app, is back this summer. Trolley service runs through Neptune Festival weekend, Sept. 29. Later this summer, we plan to celebrate the VB Wave's 40th anniversary, so keep an eye on your inbox for the invitation.



May Board Changes

This May brings a host of changes to HRT's bus system. A few routes are being eliminated while others are expanding. Route 14, with service to Chesapeake General Hospital, is introducing Sunday service and extending Monday through Saturday service to 10:00 p.m. Following a request from the city of Portsmouth, Route 57 has expanded its weekday service to include Shared Hospital Services. Service on Route 33 has been extended to midnight, Monday through Saturday, to better serve workers at the Oceanfront. More than half a dozen routes serving the Newport News Shipyard will now start earlier to support early shift employees.



Bike Month Activities

Hampton Roads Transit and TRAFFIX hosted the 5th annual Bike Expo in Downtown Norfolk. The event was held at Slover Library on May 1. More than a dozen vendors participated, providing resources on all things cycling. This free, family-friendly event brought out cycling enthusiasts as well as those looking to get started. The expo was the first in a series of events celebrating Bike Month in Hampton Roads. The month-long festivities were wrapped up with an electric bike giveaway, courtesy Pedego.



Travel Training with Cradock Elementary Students

About 100 Portsmouth students got a lesson on how to use public transit. Kindergartners from Cradock Elementary joined Public Outreach for a ride on the ferry and light rail. The field trip started at the High Street ferry dock, where students boarded the ferry for Harbor Park. From there, they hopped on light rail to MacArthur Square Station. Then, after a short walk to Town Point Park they enjoyed a picnic before heading back to Portsmouth. For many students it was their first time on the ferry, light rail, and visiting Norfolk.



Connecting Chesapeake Study Engages Community and Businesses

The Connecting Chesapeake study wrapped up several weeks of community engagement, reaching hundreds of people and sharing information on the 16 potential alignments. Throughout April and early May, staff held a series of pop-ups, small group presentations, and a Facebook live event, reaching over 700 viewers alone. The team continues to connect and engage with the community by popping up at local events such as Pride in the 'Peake and public meetings for various City of Chesapeake Planning Studies.



HRT Employee Honored by ASPA

Congratulations to Antoinette White, Assistant Director of Service Planning and Scheduling who was recently awarded the Dr. Christine Mann Darden Outstanding Public Employee Award by the Hampton Roads Chapter of The American Society for Public Administration. The award is given to a public sector employee representing a minority group who has demonstrated a record of continuing excellence in performance, dedication to work, and quality of service to the community. Ms. White was honored during a ceremony in Virginia Beach.



DC Advocacy

A group from HRT visited the Hampton Roads Congressional Delegation in Washington, D.C. this month. They met with senators and representatives, offering thanks for their support of federal funding for the Southside Operations Facility and to request additional funding to expand our current Paratransit fleet. The delegation was led by External & Legislative Affairs Committee (ELAC) Chair, August Bullock, and included Commissioners Tony Goodwin, Dr. Amelia Ross-Hammond, Transit Riders Advisory Committee (TRAC) Chair, Denise Johnson, and HRT Organizational Advancement Officer, Noelle Pinkard.



New Buses Arrive

This month, HRT has welcomed 29 new buses to its fleet with more arriving weekly. The 35- and 40-foot Gillig buses include improvements to the lighting configuration on the rear of the bus. The change was implemented with the assistance of the Safety Department to make the buses more visible when stopped. The new buses will also allow HRT to begin auctioning off some of its older assets later this summer.



757 Express Ridership

Ridership on the 757 Express Routes continues to show significant growth. As of April, ridership on Route 20 is up 34 percent since increasing frequency to 15 minutes during peak hours in October 2023. On the Peninsula, Route 112 ridership is up 57 percent since increased frequency was introduced in October 2022. Ridership on Route 114, which joined the 757 Express a year ago, is up 44 percent. Routes connecting to 757 Express routes have also experienced an increase in ridership.



HAMPTON ROADS
TRANSIT

Draft Financial Statement

APRIL 2024 FISCAL YEAR 2024 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

April 2024

FISCAL YEAR 2024		Month to Date				Year to Date			
Dollars in Thousands		Annual							
		Budget	Budget	Actual	Variance	Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$	8,144.5	\$ 664.9	\$ 690.4	\$ 25.5 3.8 %	\$ 6,728.7	\$ 6,955.5	\$ 226.8 3.4 %	
Passenger Revenue - RTS		936.9	75.5	64.2	(11.3) (15.0) %	717.0	552.3	(164.7) (23.0) %	
Advertising Revenue		800.0	66.7	58.6	(8.1) (12.1) %	666.8	528.8	(137.9) (20.7) %	
Other Transportation Revenue		2,698.8	224.9	228.7	3.8 1.7 %	2,249.0	2,280.5	31.6 1.4 %	
Non-Transportation Revenue		60.0	5.0	70.9	65.9 1,318.8 %	50.0	466.2	416.2 832.5 %	
Total Operating Revenue		12,640.1	1,037.0	1,112.8	75.9 7.3 %	10,411.4	10,783.4	372.0 3.6 %	
Non-Operating Revenue									
Federal Funding (5307/5337)		38,858.9	3,127.0	3,057.1	(70.0) (2.2) %	32,847.2	27,324.6	(5,522.7) (16.8) %	
HRRTF Funding		10,044.1	809.2	760.2	(49.0) (6.1) %	7,686.9	6,986.8	(700.1) (9.1) %	
State Funding		26,837.1	2,236.4	2,236.4	0.0 0.0 %	22,364.2	22,364.2	0.0 0.0 %	
Local Funding		47,766.4	3,980.5	3,980.5	0.0 0.0 %	39,805.3	39,805.3	0.0 0.0 %	
Total Non-Operating Revenue		123,506.5	10,153.2	10,034.2	(119.0) (1.2) %	102,703.7	96,481.0	(6,222.7) (6.1) %	
TOTAL REVENUE	\$	136,146.6	\$ 11,190.2	\$ 11,147.0	\$ (43.1)	\$ 113,115.1	\$ 107,264.4	\$ (5,850.6)	
Personnel Services	\$	81,567.1	\$ 6,687.3	\$ 6,413.7	\$ 273.6 4.1 %	\$ 67,723.2	\$ 64,669.9	\$ 3,053.4 4.5 %	
Contract Services		16,375.0	1,286.5	1,253.0	33.5 2.6 %	13,705.6	9,451.8	4,253.8 31.0 %	
Materials & Supplies		6,286.3	565.8	672.3	(106.5) (18.8) %	5,236.7	6,273.4	(1,036.7) (19.8) %	
Gas & Diesel		6,918.2	560.6	553.9	6.7 1.2 %	5,650.7	5,470.0	180.6 3.2 %	
Contractor's Fuel Usage		1,240.7	103.4	88.6	14.8 14.3 %	1,033.9	856.4	177.5 17.2 %	
Utilities		1,345.0	112.1	97.5	14.6 13.0 %	1,120.9	1,173.0	(52.2) (4.7) %	
Casualties & Liabilities		5,528.5	425.7	374.7	51.0 12.0 %	4,577.1	4,497.2	79.9 1.7 %	
Purchased Transportation		15,052.1	1,267.3	1,375.3	(108.1) (8.5) %	12,517.6	11,736.4	781.2 6.2 %	
Other Miscellaneous Expenses		1,833.6	181.5	168.5	13.0 7.2 %	1,549.5	1,663.0	(113.5) (7.3) %	
TOTAL EXPENSE	\$	136,146.6	\$ 11,190.2	\$ 10,997.4	\$ 192.7	\$ 113,115.1	\$ 105,791.1	\$ 7,324.0	
SURPLUS (DEFICIT)				\$ 149.6			\$ 1,473.3		

1. Line of Credit balance as of May 14, 2024, is \$9,581,319.88

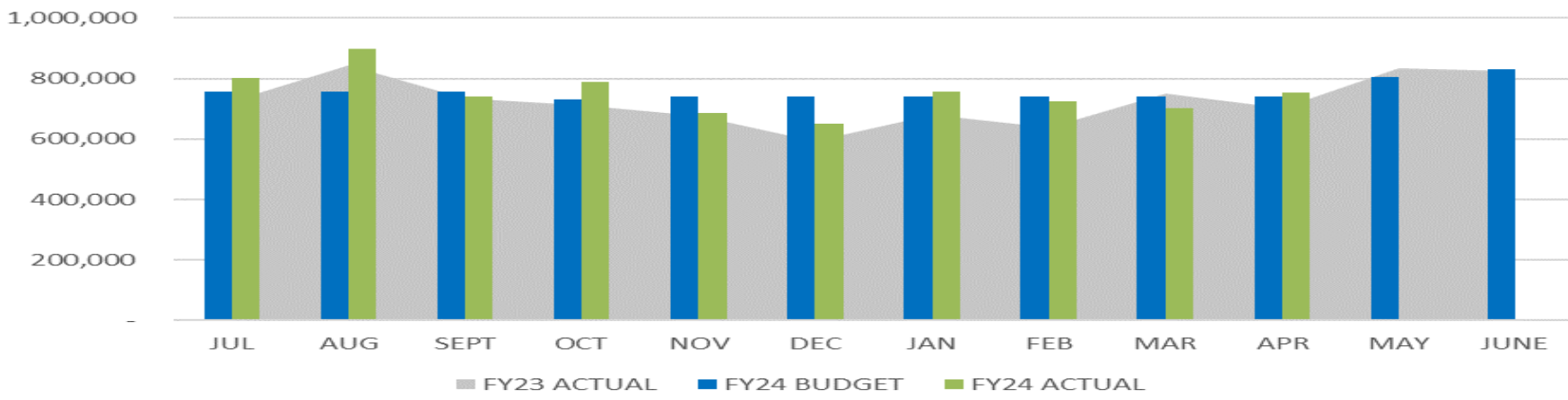
OPERATING FINANCIAL STATEMENTS

April 2024

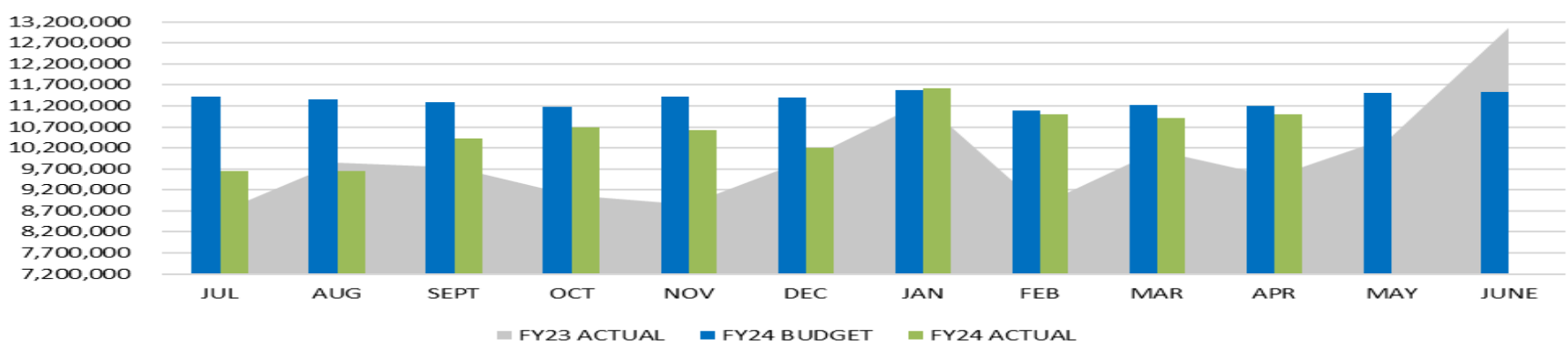
757 EXPRESS, 15-MINUTE INCREMENT

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	\$ 64.2	\$ (11.3)	(15.0) %	\$ 717.0	\$ 552.3	\$ (164.7)	(23.0) %
RTS Service	10,044.1	809.2	760.2	(49.0)	(6.1) %	7,686.9	6,986.8	(700.1)	(9.1) %
TOTAL REVENUE	\$ 10,981.0	\$ 884.7	\$ 824.4	\$ (60.3)		\$ 8,403.9	\$ 7,539.1	\$ (864.7)	
Personnel Services	\$ 7,916.8	\$ 637.8	\$ 588.6	\$ 49.3	7.7 %	\$ 6,058.9	\$ 5,470.5	\$ 588.4	9.7 %
Contract Services	1,225.0	98.7	87.3	11.4	11.6 %	937.5	642.2	295.3	31.5 %
Materials & Supplies	1,426.1	114.9	124.0	(9.1)	(7.9) %	1,091.5	1,131.4	(39.9)	(3.7) %
Utilities	67.0	5.4	4.0	1.4	26.3 %	51.2	51.3	(0.1)	(0.2) %
Casualties & Liabilities	346.1	27.9	20.6	7.3	26.2 %	264.9	243.7	21.1	8.0 %
TOTAL EXPENSE	\$ 10,981.0	\$ 884.7	\$ 824.4	\$ 60.3		\$ 8,403.9	\$ 7,539.1	\$ 864.8	
SURPLUS (DEFICIT)			\$ -				\$ -		

Farebox Revenue



Total Expenses



OPERATING CROSSWALK

April 2024

FISCAL YEAR 2024 (Dollars in Thousands)	YEAR-TO-DATE				
	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 7,445.7	\$ 6,820.7	\$ 687.1	\$ 7,507.8	\$ 62.1
Advertising Revenue	\$ 666.8	\$ 459.8	\$ 69.2	\$ 529.0	\$ (137.8)
Other Transportation Revenue	\$ 2,249.0	\$ -	\$ 2,280.5	\$ 2,280.5	\$ 31.5
Non-Transportation Revenue	\$ 50.0	\$ 106.1	\$ 360.1	\$ 466.2	\$ 416.2
Federal Funding (PM 5307/5337)	\$ 32,847.2	\$ 27,324.6	\$ -	\$ 27,324.6	\$ (5,522.6)
HRRTF Funding ¹	\$ 7,686.9	\$ -	\$ 6,986.8	\$ 6,986.8	\$ (700.1)
State Funding	\$ 22,364.2	\$ 22,364.2	\$ -	\$ 22,364.2	\$ -
Local Funding	\$ 39,805.3	\$ 39,805.3	\$ -	\$ 39,805.3	\$ -
TOTAL REVENUE:	\$ 113,115.1	\$ 96,880.7	\$ 10,383.7	\$ 107,264.4	\$ (5,850.7)
EXPENSE					
Personnel Services	\$ 67,723.2	\$ 58,874.5	\$ 5,795.4	\$ 64,669.9	\$ 3,053.3
Services	\$ 13,705.6	\$ 8,604.8	\$ 847.0	\$ 9,451.8	\$ 4,253.8
Materials & Supplies	\$ 11,921.3	\$ 11,470.8	\$ 1,129.0	\$ 12,599.8	\$ (678.5)
Utilities	\$ 1,120.8	\$ 1,067.9	\$ 105.1	\$ 1,173.0	\$ (52.2)
Casualties & Liabilities	\$ 4,577.1	\$ 4,094.1	\$ 403.1	\$ 4,497.2	\$ 79.9
Purchased Transportation	\$ 12,517.6	\$ 10,684.6	\$ 1,051.8	\$ 11,736.4	\$ 781.2
Other Miscellaneous Expenses	\$ 1,549.5	\$ 1,514.0	\$ 149.0	\$ 1,663.0	\$ (113.5)
TOTAL EXPENSE:	\$ 113,115.1	\$ 96,310.7	\$ 9,480.4	\$ 105,791.1	\$ 7,324.0
BUDGET STATUS TO DATE²:	\$ -	\$ 570.0	\$ 903.3	\$ 1,473.3	\$ 1,473.3

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	\$ 39,805.3	\$ 39,805.3	\$ -
Plus: Local Farebox	\$ 7,977.4	\$ 6,647.9	\$ 6,820.7	\$ 172.8
Locality Share - Sub-Total:	\$ 55,743.7	\$ 46,453.2	\$ 46,626.0	\$ 172.8
Plus: Federal Aid	\$ 38,859.0	\$ 32,847.2	\$ 27,324.6	\$ (5,522.6)
State Aid	\$ 26,837.0	\$ 22,364.2	\$ 22,364.2	\$ -
Total Revenue Contribution:	\$ 121,439.7	\$ 101,664.6	\$ 96,314.8	\$ (5,349.8)
Operating Expenses:	\$ 121,439.7	\$ 101,664.6	\$ 95,744.8	\$ (5,919.8)
Locality Budget Status to Date ¹ :				\$ 570.0

KPI

Farebox Recovery:	6.5%	7.1%
Farebox % of Budgeted Expense:		6.7%

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	\$ 2,389.0	\$ 2,389.0	\$ -
Plus: Local Farebox	\$ 426.8	\$ 355.7	\$ 361.6	\$ 5.9
Locality Share - Sub-Total:	\$ 3,293.6	\$ 2,744.7	\$ 2,750.6	\$ 5.9
Plus: Federal Aid	\$ 2,904.1	\$ 2,420.0	\$ 1,916.3	\$ (503.7)
State Aid	\$ 1,719.8	\$ 1,433.2	\$ 1,374.7	\$ (58.5)
Total Revenue Contribution:	\$ 7,917.5	\$ 6,597.9	\$ 6,041.6	\$ (556.3)
Operating Expenses:	\$ 7,917.5	\$ 6,597.9	\$ 6,035.7	\$ (562.2)
Locality Budget Status to Date ¹ :				\$ 5.9

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	\$ 4,143.2	\$ 4,143.2	\$ -
Plus: Local Farebox	\$ 723.5	\$ 602.9	\$ 691.0	\$ 88.1
Locality Share - Sub-Total:	\$ 5,695.3	\$ 4,746.1	\$ 4,834.2	\$ 88.1
Plus: Federal Aid	\$ 4,615.8	\$ 3,846.5	\$ 3,929.3	\$ 82.8
State Aid	\$ 2,903.2	\$ 2,419.3	\$ 2,622.5	\$ 203.2
Total Revenue Contribution:	\$ 13,214.3	\$ 11,011.9	\$ 11,386.0	\$ 374.1
Operating Expenses:	\$ 13,214.3	\$ 11,011.9	\$ 11,297.9	\$ 286.0
Locality Budget Status to Date ¹ :				\$ 88.1

KPI

Farebox Recovery:	5.5%	6.1%
Farebox % of Budgeted Expense:		6.3%

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	\$ 6,572.3	\$ 6,572.3	\$ -
Plus: Local Farebox	\$ 1,193.6	\$ 994.7	\$ 1,222.4	\$ 227.7
Locality Share - Sub-Total:	\$ 9,080.3	\$ 7,567.0	\$ 7,794.7	\$ 227.7
Plus: Federal Aid	\$ 6,886.0	\$ 5,738.3	\$ 6,307.9	\$ 569.6
State Aid	\$ 4,530.1	\$ 3,775.1	\$ 4,238.6	\$ 463.5
Total Revenue Contribution:	\$ 20,496.4	\$ 17,080.4	\$ 18,341.2	\$ 1,260.8
Operating Expenses:	\$ 20,496.4	\$ 17,080.4	\$ 18,113.5	\$ 1,033.1
Locality Budget Status to Date ¹ :				\$ 227.7

KPI

Farebox Recovery:	5.8%	6.7%
Farebox % of Budgeted Expense:		7.2%

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

LOCALITY RECONCILIATION

April 2024

FISCAL YEAR 2024 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 20,722.5	\$ 17,268.8	\$ 17,268.8	\$ -
Plus: Local Farebox	\$ 3,787.8	\$ 3,156.5	\$ 3,012.4	\$ (144.1)
Locality Share - Sub-Total:	\$ 24,510.3	\$ 20,425.3	\$ 20,281.2	\$ (144.1)
Plus: Federal Aid	\$ 14,901.0	\$ 12,417.5	\$ 8,930.5	\$ (3,487.0)
State Aid	\$ 11,275.0	\$ 9,395.8	\$ 8,938.0	\$ (457.8)
Total Revenue Contribution:	\$ 50,686.3	\$ 42,238.6	\$ 38,149.7	\$ (4,088.9)
Operating Expenses:	\$ 50,686.3	\$ 42,238.6	\$ 37,932.5	\$ (4,306.1)
Locality Budget Status to Date ¹ :				\$ 217.2

KPI

Farebox Recovery:	7.5%	7.9%
Farebox % of Budgeted Expense:		7.1%

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	\$ 2,522.8	\$ 2,522.8	\$ -
Plus: Local Farebox	\$ 527.8	\$ 439.8	\$ 435.4	\$ (4.4)
Locality Share - Sub-Total:	\$ 3,555.2	\$ 2,962.6	\$ 2,958.2	\$ (4.4)
Plus: Federal Aid	\$ 2,873.1	\$ 2,394.3	\$ 2,139.0	\$ (255.3)
State Aid	\$ 1,786.2	\$ 1,488.5	\$ 1,510.4	\$ 21.9
Total Revenue Contribution:	\$ 8,214.5	\$ 6,845.4	\$ 6,607.6	\$ (237.8)
Operating Expenses:	\$ 8,214.5	\$ 6,845.4	\$ 6,607.6	\$ (237.8)
Locality Budget Status to Date ¹ :	\$ -			

KPI

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

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	\$ 6,909.2	\$ 6,909.2	\$ -
Plus: Local Farebox	\$ 1,317.9	\$ 1,098.3	\$ 1,097.9	\$ (0.4)
Locality Share - Sub-Total:	\$ 9,609.0	\$ 8,007.5	\$ 8,007.1	\$ (0.4)
Plus: Federal Aid	\$ 6,679.0	\$ 6,030.6	\$ 4,101.6	\$ (1,929.0)
State Aid	\$ 4,622.7	\$ 3,852.3	\$ 3,680.0	\$ (172.3)
Total Revenue Contribution:	\$ 20,910.7	\$ 17,890.4	\$ 15,788.7	\$ (2,101.7)
Operating Expenses:	\$ 20,910.7	\$ 17,890.4	\$ 15,757.6	\$ (2,132.8)
Locality Budget Status to Date ¹ :				\$ 31.1

KPI

Farebox Recovery:	6.1%	7.0%
Farebox % of Budgeted Expense:		6.1%

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



FY2025 FINAL OPERATING BUDGET & TSPs MAY 2024

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OVERVIEW

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

FY2025 Final Operating Budget: Revenue & Expense.....slide 5-8

FY2025 Final Non-Union Position Count.....slide 9-11

FY2025 Final Service Hours.....slide 12-13

FY2025 Final Local Contribution & TSPs.....slide 14-23



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



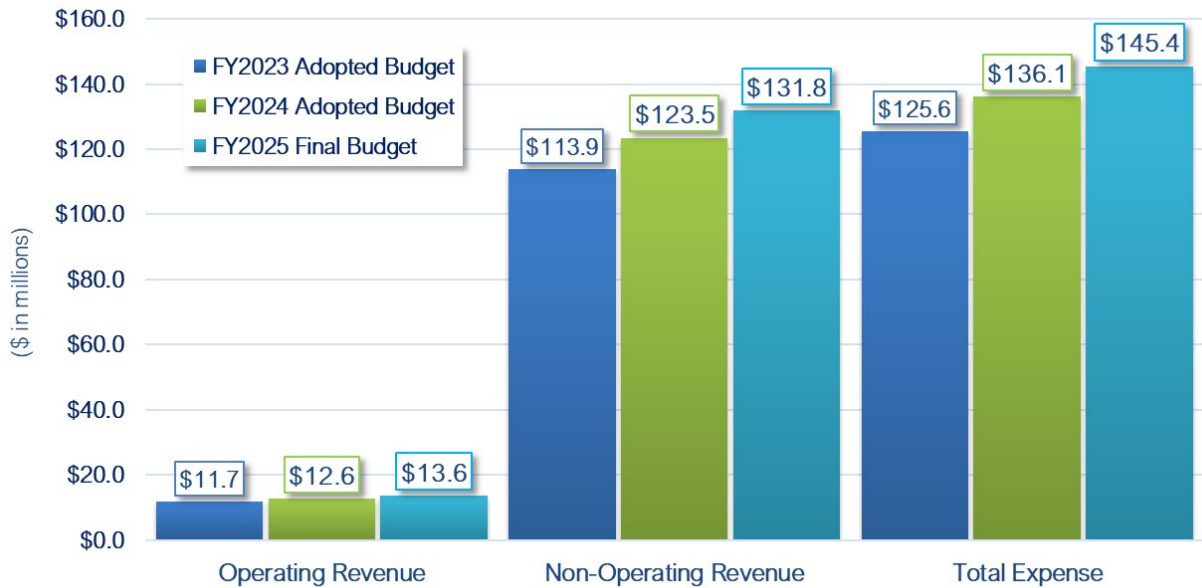
FY2025 FINAL OPERATING BUDGET

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FY2025 FINAL OPERATING BUDGET – 3 YEAR SUMMARY

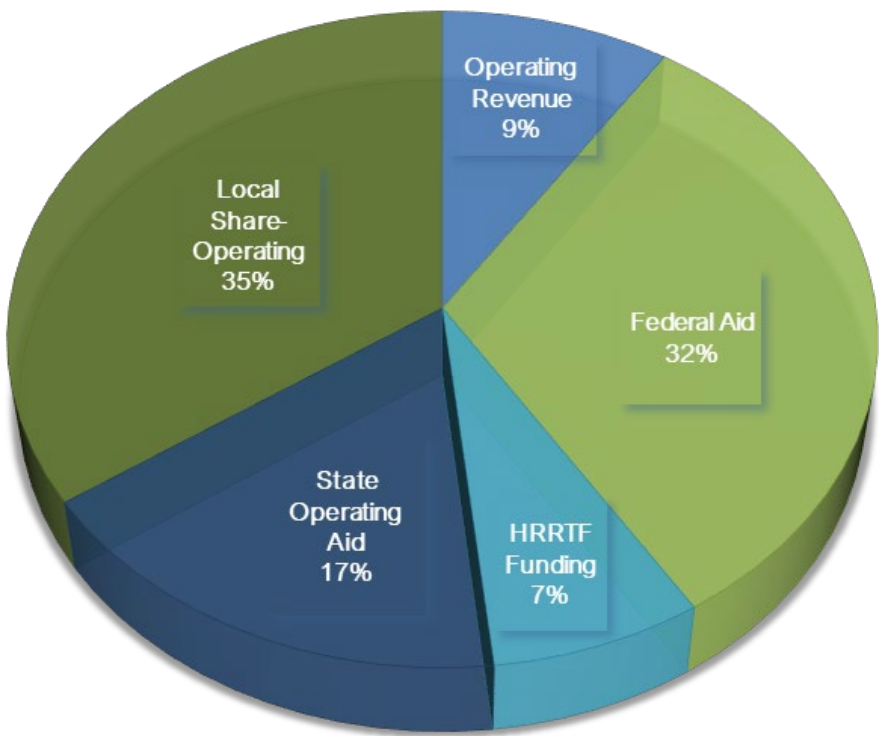
Category (\$ in Millions)	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Final Budget	Prior Year \$ +/-	Prior Year % +/-
Revenue					
Operating Revenue					
Farebox Revenue	\$ 8.7	\$ 9.1	\$ 9.7	\$ 0.6	7%
ERC Revenue	\$ 2.1	\$ 2.6	\$ 3.0	\$ 0.4	15%
Auxiliary Revenue	\$ 0.8	\$ 0.8	\$ 0.8	\$ -	0%
Other Non-Trans Revenue	\$ 0.1	\$ 0.1	\$ 0.1	\$ -	0%
Total Operating Revenue:	\$ 11.7	\$ 12.6	\$ 13.6	\$ 1.0	8%
Non-Operating Revenue					
Federal Aid-CRRSAA/ARPA*	\$ 9.7	\$ 15.5	\$ 24.5	\$ 9.0	58%
Federal Aid-5307/5337	\$ 17.0	\$ 23.4	\$ 21.6	\$ (1.8)	(8%)
Regional HRRTF Funding	\$ 10.3	\$ 10.0	\$ 10.5	\$ 0.5	5%
State Operating Assistance	\$ 31.5	\$ 26.8	\$ 24.9	\$ (1.9)	(7%)
Local Share-Operating	\$ 45.4	\$ 47.8	\$ 50.3	\$ 2.5	5%
Total Revenue:	\$ 125.6	\$ 136.1	\$ 145.4	\$ 9.3	7%
Expense					
Personnel Services	\$ 75.1	\$ 81.8	\$ 87.1	\$ 5.3	6%
Services	\$ 12.0	\$ 15.9	\$ 15.7	\$ (0.2)	(1%)
Materials & Supplies	\$ 18.3	\$ 14.5	\$ 13.9	\$ (0.6)	(4%)
Utilities	\$ 1.3	\$ 1.3	\$ 1.5	\$ 0.2	15%
Casualties & Liabilities	\$ 4.1	\$ 5.7	\$ 6.3	\$ 0.6	11%
Purchased Transportation	\$ 13.4	\$ 15.2	\$ 18.8	\$ 3.6	24%
Miscellaneous Expenses	\$ 1.4	\$ 1.7	\$ 2.1	\$ 0.4	24%
Total Expense:	\$ 125.6	\$ 136.1	\$ 145.4	\$ 9.3	7%

- ❖ Operating revenue growth is primarily driven by a farebox increase of 7%.
- ❖ Non-operating revenue of federal, regional, state & local funding increased 7% compared to FY24.
- ❖ Expense which also increased 7% over prior year is comprised of the following categories: salary & wages, contracted services, materials & supplies, utilities, casualty & liability insurance, purchased transportation (3rd party service provider), & miscellaneous.



*Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)/American Rescue Plan Act (ARPA)

FY2025 FINAL OPERATING BUDGET – REVENUE



Revenue (\$ in thousands)	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Final Budget	Prior Year \$ +/-(-)	Prior Year % +/-(-)	FY2025 Budget %
Operating Revenue	\$ 11,713.7	\$ 12,640.1	\$ 13,539.8	\$ 899.7	7%	9%
Federal Aid	\$ 26,694.0	\$ 38,859.0	\$ 46,120.7	\$ 7,261.7	19%	32%
HRRTF Funding	\$ 10,319.0	\$ 10,044.1	\$ 10,517.6	\$ 473.5	5%	7%
State Operating Aid	\$ 31,464.9	\$ 26,837.1	\$ 24,937.7	\$ (1,899.4)	(7%)	17%
Local Share-Operating	\$ 45,396.5	\$ 47,766.3	\$ 50,258.9	\$ 2,492.6	5%	35%
Total Revenue:	\$125,588.1	\$ 136,146.6	\$ 145,374.7	\$ 9,228.1	7%	100%

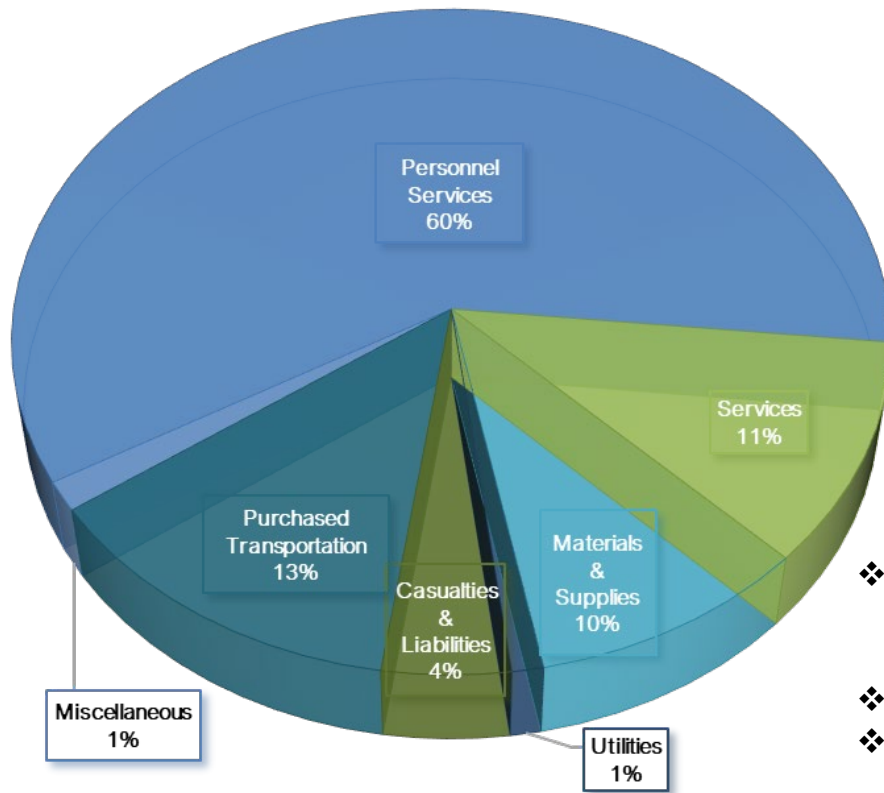
Operating Revenue:

- ❖ 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) operating service expenses.
- ❖ Auxiliary & Non-transportation revenues are level with prior year.

Non-Operating Revenue:

- ❖ Federal Aid of \$46.1M includes \$24.5M in American Rescue Plan Act (ARPA) funding and \$21.6M in traditional Federal 5307/5337. These funds are available for use in the FY25 operating budget.
- ❖ HRRTF (Hampton Roads Regional Transit Fund) Funding is projected at \$10.5M, an increase of 5% over prior year. This increase is attributed to the programmed implementation of regional service.
- ❖ State Operating Aid of \$24.9M is a \$1.9M or 7% decrease as compared to FY24. Decrease is driven by a reduction in available MERIT program funding.
- ❖ Local Share-Operating of \$50.3M is a 5% increase over prior year.

FY2025 FINAL OPERATING BUDGET – EXPENSE



Expense (\$ in thousands)	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Final Budget	Prior Year \$ +/-(-)	Prior Year % +/-(-)	FY2025 Budget %
Personnel Services	\$ 75,134.6	\$ 81,827.2	\$ 87,117.3	\$ 5,290.1	6%	60%
Services	\$ 12,006.7	\$ 15,928.9	\$ 15,725.0	\$ (203.9)	(1%)	11%
Materials & Supplies	\$ 18,313.1	\$ 14,468.5	\$ 13,864.1	\$ (604.4)	(4%)	10%
Utilities	\$ 1,308.9	\$ 1,345.0	\$ 1,544.6	\$ 199.6	15%	1%
Casualties & Liabilities	\$ 4,085.1	\$ 5,708.5	\$ 6,279.2	\$ 570.7	10%	4%
Purchased Transportation	\$ 13,385.3	\$ 15,207.1	\$ 18,775.1	\$ 3,568.0	23%	13%
Miscellaneous Expense	\$ 1,354.4	\$ 1,661.4	\$ 2,069.4	\$ 408.0	25%	1%
Total Expense:	\$125,588.1	\$ 136,146.6	\$ 145,374.7	\$ 9,228.1	7%	100%

- ❖ **Personnel services increase of 6%** is driven by a \$3.2M escalation in union pay, merit increase for non-union employees of \$1M, health insurance increase of \$.6M, \$.3M in additional non-union personnel, and an estimated \$.2M increase in pension expense.
- ❖ **Services net reduction of 1%** is due to refinements in budgeted contract values agencywide.
- ❖ **Materials & Supplies reduction of 4%** is primarily due to a \$.8M decrease in fuel future's lock for diesel and gasoline.
- ❖ **Utilities increase variance of 15%** carries electric utility increase.
- ❖ **Casualties & Liabilities increase of 10%** is based on current market projections.
- ❖ **Purchased Transportation increase of 23%** is reflective of escalated contractual costs for both Ferry & Paratransit.
- ❖ **Miscellaneous Expense increase of 25%** for interest expense, facility equipment leases, recruitment ads, & training.



FY2025 FINAL NON-UNION POSITION COUNT

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FY2025 FINAL NON-UNION POSITION COUNT

Department	FY2024 Position Count				FY2025 Position Additions/(Deletions)				FY2025 Final 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	15.1	7.9	2.0	25.0				0.00	15.1	7.9	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	34.8	8.2	6.0	49.0				0.00	34.8	8.2	6.0	49.0
Total:	344.2	20.8	45.0	410.0	4.0	0.0	4.0	8.00	348.2	20.8	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 8.
 - **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 FINAL 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:

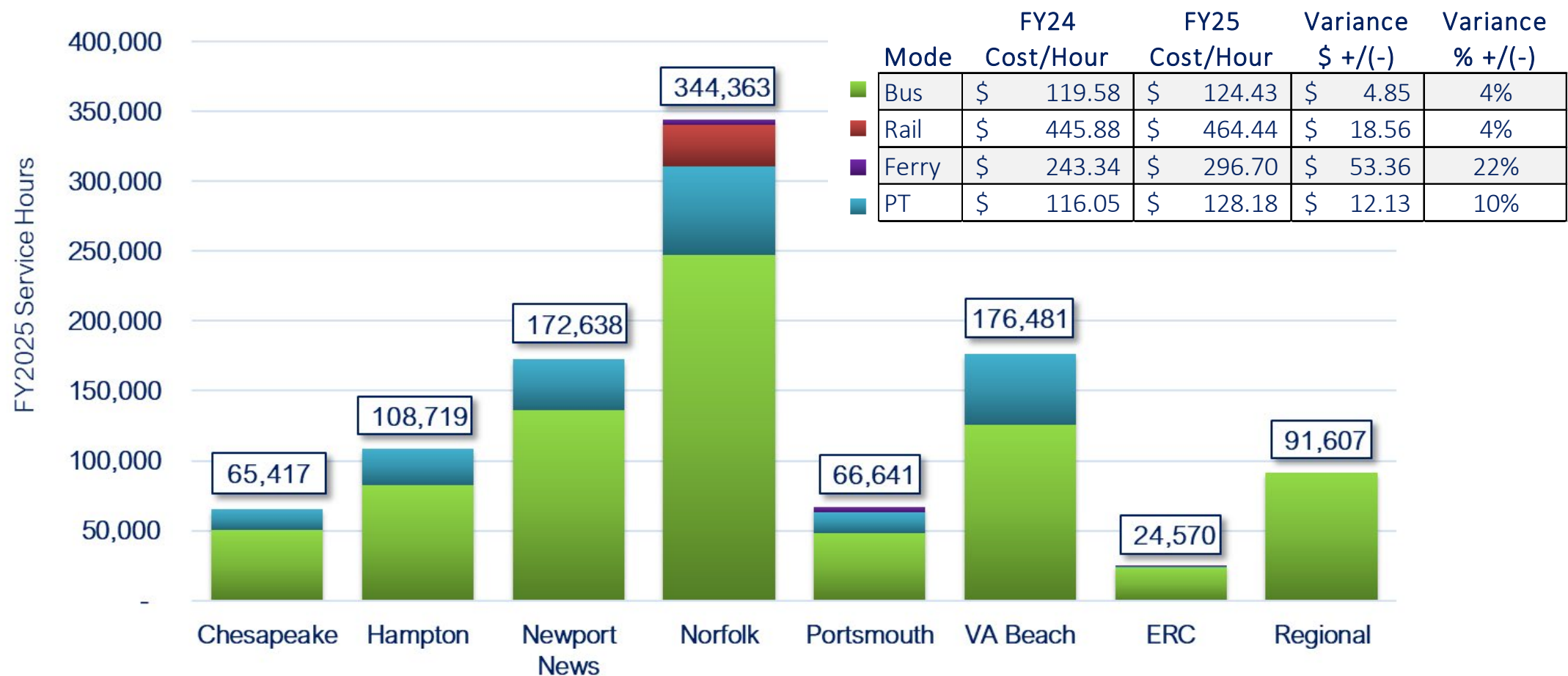
- **Safety Specialist (Rail)** - Provide support to the Safety Manager for Rail to assist in compliance with FTA and DRPT regulations, hazard management and facility inspections. This is a Direct Light Rail position, and the cost is allocated to the Light Rail Mode. Costs are exclusively charged to Norfolk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



FY2025 FINAL SERVICE HOURS

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FY2025 FINAL SERVICE HOURS





FY2025 FINAL LOCAL CONTRIBUTION & TSPs

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FY2025 FINAL BUDGET – LOCAL CONTRIBUTION

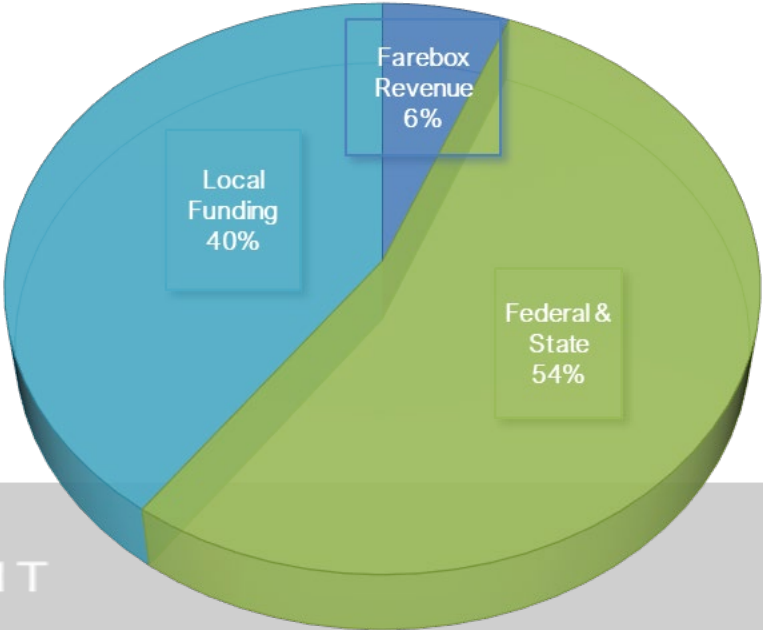


Local Operating & ACC (\$ in thousands)	FY2023 Adopted Budget	FY2024 Adopted Budget	FY2025 Final Budget	Prior Year \$ +/-	Prior Year % +/-
Operating					
Chesapeake	\$ 2,723.7	\$ 2,866.8	\$ 3,018.0	\$ 151.2	5.3%
Hampton	\$ 4,722.4	\$ 4,971.8	\$ 5,237.4	\$ 265.6	5.3%
Newport News	\$ 7,492.8	\$ 7,886.7	\$ 8,300.7	\$ 414.0	5.2%
Norfolk	\$ 19,709.4	\$ 20,722.5	\$ 21,795.0	\$ 1,072.5	5.2%
Portsmouth	\$ 2,880.2	\$ 3,027.4	\$ 3,181.9	\$ 154.5	5.1%
VA Beach	\$ 7,868.0	\$ 8,291.1	\$ 8,725.9	\$ 434.8	5.2%
Total Operating:	\$ 45,396.5	\$ 47,766.3	\$ 50,258.9	\$ 2,492.6	5.2%
ACC					
Chesapeake	\$ 140.5	\$ 140.6	\$ 140.0	\$ (0.6)	(0.4%)
Hampton	\$ 238.7	\$ 237.4	\$ 232.7	\$ (4.7)	(2.0%)
Newport News	\$ 370.8	\$ 370.0	\$ 369.6	\$ (0.4)	(0.1%)
Norfolk	\$ 726.3	\$ 735.0	\$ 737.2	\$ 2.2	0.3%
Portsmouth	\$ 135.1	\$ 138.6	\$ 142.7	\$ 4.1	3.0%
VA Beach	\$ 388.6	\$ 378.4	\$ 377.8	\$ (0.6)	(0.2%)
Total ACC:	\$ 2,000.0	\$ 2,000.0	\$ 2,000.0	\$ 0.0	0.0%
Operating + ACC					
Chesapeake	\$ 2,864.2	\$ 3,007.4	\$ 3,158.0	\$ 150.6	5.0%
Hampton	\$ 4,961.1	\$ 5,209.2	\$ 5,470.1	\$ 260.9	5.0%
Newport News	\$ 7,863.6	\$ 8,256.7	\$ 8,670.3	\$ 413.6	5.0%
Norfolk	\$ 20,435.7	\$ 21,457.5	\$ 22,532.2	\$ 1,074.7	5.0%
Portsmouth	\$ 3,015.3	\$ 3,166.0	\$ 3,324.6	\$ 158.6	5.0%
VA Beach	\$ 8,256.6	\$ 8,669.5	\$ 9,103.7	\$ 434.2	5.0%
Total Operating + ACC:	\$ 47,396.5	\$ 49,766.3	\$ 52,258.9	\$ 2,492.6	5.0%

FY2025 FINAL 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	\$ 82,643,393	\$ 6,211,292	8%	\$ 46,107,393	56%	\$ 30,324,708	37%
Trolley	24,494	\$ 3,047,828	\$ 144,588	5%	\$ 1,700,407	56%	\$ 1,202,833	39%
Special Service	1,749	\$ 217,632	\$ -	0%	\$ 121,419	56%	\$ 96,213	44%
Total Bus:	690,405	\$ 85,908,853	\$ 6,355,880	7%	\$ 47,929,219	56%	\$ 31,623,754	37%
Total Light Rail:	29,976	\$ 13,922,272	\$ 936,706	7%	\$ 6,248,072	45%	\$ 6,737,494	48%
Total Ferry:	6,594	\$ 1,956,276	\$ 250,720	13%	\$ 945,159	48%	\$ 760,397	39%
Total Paratransit:	207,284	\$ 26,569,180	\$ 1,107,365	4%	\$ 13,435,983	51%	\$ 12,025,832	45%
Local Modal Total:	934,259	\$128,356,581	\$8,650,671	7%	\$ 68,558,433	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	\$ 71,058.4	54%
Local Funding	\$ 52,258.9	40%
Total Funding:	\$ 131,968.0	100%



FY2025 FINAL 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	\$ 659,124	\$ 37,150	6%	\$ 367,731	56%	\$ 254,243	39%
12 Chesapeake	1,927	\$ 239,843	\$ 14,386	6%	\$ 133,810	56%	\$ 91,647	38%
13 Chesapeake	7,503	\$ 933,604	\$ 80,275	9%	\$ 520,865	56%	\$ 332,464	36%
14 Chesapeake	9,993	\$ 1,243,515	\$ 35,790	3%	\$ 693,766	56%	\$ 513,959	41%
15 Chesapeake	5,280	\$ 656,941	\$ 76,394	12%	\$ 366,512	56%	\$ 214,035	33%
24 Chesapeake	5,480	\$ 681,852	\$ 23,087	3%	\$ 380,410	56%	\$ 278,355	41%
44 Chesapeake	1,373	\$ 170,883	\$ 7,939	5%	\$ 95,337	56%	\$ 67,607	40%
57 Chesapeake	5,383	\$ 669,794	\$ 36,638	5%	\$ 373,684	56%	\$ 259,472	39%
58 Chesapeake	8,098	\$ 1,007,653	\$ 28,777	3%	\$ 562,178	56%	\$ 416,698	41%
Bus Total:	50,334	\$ 6,263,209	\$ 340,436	5%	\$ 3,494,293	56%	\$ 2,428,480	39%
Paratransit:	15,083	\$ 1,933,262	\$ 80,493	4%	\$ 977,647	51%	\$ 875,122	45%
Chesapeake Modal Total:	65,417	\$ 8,196,471	\$ 420,929	5%	\$ 4,471,940	55%	\$ 3,303,602	40%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 140,040	
Federal Aid-Strategic Allocation							\$ (554,186)	
Chesapeake Local Contribution:							\$ 3,158,023	

FY2025 FINAL 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	\$ 630,219	\$ 55,586	9%	\$ 351,604	56%	\$ 223,029	35%
102 Hampton	4,181	\$ 520,214	\$ 27,635	5%	\$ 290,232	56%	\$ 202,347	39%
103 Hampton	9,743	\$ 1,212,307	\$ 58,559	5%	\$ 676,355	56%	\$ 477,393	39%
105 Hampton	2,995	\$ 372,681	\$ 26,853	7%	\$ 207,922	56%	\$ 137,906	37%
109 Hampton	5,317	\$ 661,657	\$ 31,848	5%	\$ 369,143	56%	\$ 260,666	39%
110 Hampton	11,289	\$ 1,404,766	\$ 60,523	4%	\$ 783,730	56%	\$ 560,513	40%
111 Hampton	3,137	\$ 390,394	\$ 10,977	3%	\$ 217,804	56%	\$ 161,613	41%
114 Hampton	16,237	\$ 2,020,371	\$ 199,395	10%	\$ 1,127,181	56%	\$ 693,795	34%
115 Hampton	12,676	\$ 1,577,323	\$ 42,510	3%	\$ 880,001	56%	\$ 654,812	42%
118 Hampton	10,924	\$ 1,359,311	\$ 87,091	6%	\$ 758,370	56%	\$ 513,850	38%
Enhancements	692	\$ 86,107	\$ -	0%	\$ 48,040	56%	\$ 38,067	44%
Bus Total:	82,256	\$ 10,235,350	\$ 600,977	6%	\$ 5,710,382	56%	\$ 3,923,991	38%
Paratransit:	26,463	\$ 3,391,950	\$ 142,459	4%	\$ 1,715,302	51%	\$ 1,534,189	45%
Hampton Modal Total:	108,719	\$ 13,627,300	\$ 743,436	5%	\$ 7,425,684	54%	\$ 5,458,180	40%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 232,739	
Federal Aid-Strategic Allocation							\$ (489,395)	
Hampton Local Contribution:							\$ 5,470,091	

FY2025 FINAL 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	\$ 551,161	\$ 50,399	9%	\$ 307,497	56%	\$ 193,265	35%
103 Newport News	7,414	\$ 922,510	\$ 48,237	5%	\$ 514,676	56%	\$ 359,597	39%
104 Newport News	15,163	\$ 1,886,780	\$ 67,714	4%	\$ 1,052,649	56%	\$ 766,417	41%
105 Newport News	9,098	\$ 1,132,061	\$ 86,812	8%	\$ 631,585	56%	\$ 413,664	37%
106 Newport News	19,199	\$ 2,388,989	\$ 172,278	7%	\$ 1,332,836	56%	\$ 883,875	37%
107 Newport News	12,878	\$ 1,602,458	\$ 160,710	10%	\$ 894,024	56%	\$ 547,724	34%
108 Newport News	13,306	\$ 1,655,697	\$ 106,060	6%	\$ 923,726	56%	\$ 625,911	38%
111 Newport News	13,237	\$ 1,647,080	\$ 52,522	3%	\$ 918,919	56%	\$ 675,639	41%
112 Newport News	37,373	\$ 4,650,422	\$ 445,512	10%	\$ 2,594,506	56%	\$ 1,610,404	35%
114 Newport News	3,390	\$ 421,838	\$ 37,801	9%	\$ 235,347	56%	\$ 148,690	35%
Enhancements	642	\$ 79,886	\$ -	0%	\$ 44,569	56%	\$ 35,317	44%
Bus Total:	136,129	\$ 16,938,882	\$ 1,228,045	7%	\$ 9,450,334	56%	\$ 6,260,503	37%
Paratransit:	36,509	\$ 4,679,652	\$ 198,292	4%	\$ 2,366,491	51%	\$ 2,114,869	45%
Newport News Modal Total:	172,638	\$ 21,618,534	\$ 1,426,337	7%	\$ 11,816,825	55%	\$ 8,375,372	39%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 369,572	
Federal Aid-Strategic Allocation							\$ (343,227)	
Newport News Local Contribution:							\$ 8,670,284	

FY2025 FINAL 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	\$ 3,222,132	\$ 372,700	12%	\$ 1,797,653	56%	\$ 1,051,779	33%
2 Norfolk	19,703	\$ 2,451,690	\$ 97,316	4%	\$ 1,367,817	56%	\$ 986,557	40%
3 Norfolk	24,321	\$ 3,026,325	\$ 284,364	9%	\$ 1,688,410	56%	\$ 1,053,551	35%
4 Norfolk	6,164	\$ 767,020	\$ 66,058	9%	\$ 427,926	56%	\$ 273,036	36%
5 Norfolk	3,500	\$ 435,538	\$ 36,801	8%	\$ 242,990	56%	\$ 155,747	36%
6 Norfolk	7,813	\$ 972,227	\$ 47,945	5%	\$ 542,413	56%	\$ 381,869	39%
8 Norfolk	16,780	\$ 2,087,934	\$ 299,380	14%	\$ 1,164,874	56%	\$ 623,680	30%
9 Norfolk	17,182	\$ 2,138,000	\$ 93,172	4%	\$ 1,192,807	56%	\$ 852,021	40%
11 Norfolk	4,117	\$ 512,319	\$ 20,676	4%	\$ 285,827	56%	\$ 205,816	40%
12 Norfolk	744	\$ 92,578	\$ 5,553	6%	\$ 51,650	56%	\$ 35,375	38%
13 Norfolk	6,133	\$ 763,187	\$ 65,587	9%	\$ 425,788	56%	\$ 271,812	36%
15 Norfolk	19,255	\$ 2,395,957	\$ 278,893	12%	\$ 1,336,723	56%	\$ 780,341	33%
18 Norfolk	4,969	\$ 618,342	\$ 18,417	3%	\$ 344,978	56%	\$ 254,947	41%
20 Norfolk	24,506	\$ 3,049,339	\$ 441,722	14%	\$ 1,701,250	56%	\$ 906,367	30%
21 Norfolk	26,986	\$ 3,357,975	\$ 364,493	11%	\$ 1,873,440	56%	\$ 1,120,042	33%
23 Norfolk	27,475	\$ 3,418,804	\$ 201,967	6%	\$ 1,907,377	56%	\$ 1,309,460	38%
25 Norfolk	3,075	\$ 382,626	\$ 16,334	4%	\$ 213,470	56%	\$ 152,822	40%
44 Norfolk	914	\$ 113,731	\$ 5,282	5%	\$ 63,452	56%	\$ 44,997	40%
45 Norfolk	7,497	\$ 932,838	\$ 57,616	6%	\$ 520,438	56%	\$ 354,784	38%
Enhancements	415	\$ 51,639	\$ -	0%	\$ 28,810	56%	\$ 22,829	44%
Bus Total:	247,445	\$ 30,790,201	\$ 2,774,276	9%	\$ 17,178,093	56%	\$ 10,837,832	35%

FY2025 FINAL 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	\$ 30,790,201	\$ 2,774,276	9%	\$ 17,178,093	56%	\$ 10,837,832	35%
801 Light Rail	29,976	\$ 13,922,272	\$ 936,706	7%	\$ 6,248,072	45%	\$ 6,737,494	48%
Light Rail Total:	29,976	\$ 13,922,272	\$ 936,706	7%	\$ 6,248,072	45%	\$ 6,737,494	48%
Ferry:	3,362	\$ 997,349	\$ 127,829	13%	\$ 481,861	48%	\$ 387,659	39%
Paratransit:	63,580	\$ 8,149,542	\$ 352,584	4%	\$ 4,121,208	51%	\$ 3,675,750	45%
Norfolk Modal Total:	344,363	\$ 53,859,364	\$ 4,191,395	8%	\$ 28,029,234	52%	\$ 21,638,735	40%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 737,190	
Federal Aid-Strategic Allocation							\$ (112,322)	
Norfolk Local Contribution:							\$ 22,532,170	

FY2025 FINAL 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	\$ 1,273,046	\$ 54,268	4%	\$ 710,243	56%	\$ 508,535	40%
43 Portsmouth	1,202	\$ 149,601	\$ 25,907	17%	\$ 83,463	56%	\$ 40,231	27%
44 Portsmouth	5,355	\$ 666,277	\$ 30,936	5%	\$ 371,721	56%	\$ 263,620	40%
45 Portsmouth	12,805	\$ 1,593,319	\$ 98,405	6%	\$ 888,925	56%	\$ 605,989	38%
47 Portsmouth	9,314	\$ 1,158,925	\$ 55,473	5%	\$ 646,574	56%	\$ 456,878	39%
50 Portsmouth	6,702	\$ 834,020	\$ 26,691	3%	\$ 465,306	56%	\$ 342,023	41%
57 Portsmouth	2,900	\$ 360,879	\$ 19,730	5%	\$ 201,337	56%	\$ 139,812	39%
Bus Total:	48,509	\$ 6,036,067	\$ 311,410	5%	\$ 3,367,569	56%	\$ 2,357,088	39%
Ferry	3,132	\$ 929,257	\$ 122,891	13%	\$ 448,963	48%	\$ 357,403	38%
Ferry Enhancement	100	\$ 29,670	\$ -	0%	\$ 14,335	48%	\$ 15,335	52%
Ferry:	3,232	\$ 958,927	\$ 122,891	13%	\$ 463,298	48%	\$ 372,738	39%
Paratransit:	14,900	\$ 1,909,900	\$ 79,769	4%	\$ 965,833	51%	\$ 864,298	45%
Portsmouth Modal Total:	66,641	\$ 8,904,894	\$ 514,070	6%	\$ 4,796,700	54%	\$ 3,594,124	40%
Commission Expense							\$ 268,567	
Advanced Capital Contribution							\$ 142,661	
Federal Aid-Strategic Allocation							\$ (680,729)	
Portsmouth Local Contribution:							\$ 3,324,623	

Contract No.: 24-00276	Title: Fence and Railing Maintenance and Repair Services	Contract Amount: \$986,500.00 1 yr. w/2 1-yr. Options
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Acquisition Description: Enter into a contract with a qualified Contractor to provide fence and railing maintenance and repair services on a Task Order basis.

Background: Hampton Roads Transit (HRT) requires a Class A Contractor to perform a variety of repair and maintenance work of the fencing and railing at various locations. Under the terms of this agreement, the Contractor is required to provide all materials, labor, and ensure that all materials and workmanship comply with the most recent version of the Virginia Department of Transportation (VDOT) Road and Bridge Standards, and with the provisions of the applicable State and Local Construction and Highway Standards.

Contract Approach: An Invitation for Bids (IFB) was issued on March 12, 2024. Two (2) bids were received on April 24, 2024, from the following firms:

- Hercules Fence Company, Inc.
- Hurricane Fence Co. (Hurricane)

In response to the IFB, bidders were required to provide hourly rates for various labor categories that may be involved in providing the services described in the Scope of Work, to be utilized when establishing pricing for proposed Task Orders.

After evaluation of the bids received, HRT staff determined that Hurricane was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder, and therefore eligible for award. Hurricane's proposed rates were deemed fair and reasonable based on a price analysis performed and the fact that pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Hurricane is technically and financially capable to perform the work.

Hurricane is located in Richmond, VA and has provided similar services for Henrico County in Henrico, VA; Chesterfield County in Chesterfield, VA; and Virginia Commonwealth University in Richmond, VA.

A DBE Goal was not assigned for the overall solicitation. HRT's DBE Manager will review the scope of each proposed Task Order to identify opportunities for DBE participation and establish a task-based goal accordingly.

The period of performance for this contract is one (1) base year with two (2) additional one-year options.

Contract No.: 24-00276	Title: Fence and Railing Maintenance and Repair Services	Contract Amount: \$986,500.00 1 yr. w/2 1-yr. Options
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Cost/Funding: This Contract will be funded with grant and operating funds, dependent upon the task being requested.

Project Manager: Wayne Groover, Director of Maintenance – Facilities and Rail

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Hurricane Fence Co. to provide fence and railing maintenance and repair services. The cumulative amount of all Task Orders issued under this contract will not exceed \$986,500.00 over the three-year period.

Contract No.: 24-00277	Title: Gate Operator Maintenance and Repair Services	Contract Amount: \$311,676.00 1 yr. w/2 1-yr. Options
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Acquisition Description: Enter into a contract with a qualified Contractor to provide gate operator maintenance and repair services on a Task Order basis.

Background: Hampton Roads Transit (HRT) requires a Class A Contractor to perform quarterly preventative maintenance, inspections, repair, and/or new installation of all gate operators and associated components. Under the terms of this agreement, the Contractor will provide all materials and labor to complete the required work; perform scheduled inspections, maintenance, and/or repair of HRT gate operators as requested by HRT; and perform work in accordance with the provisions of the applicable State and Local Construction and Highway Standards.

Contract Approach: An Invitation for Bids (IFB) was issued on March 14, 2024. Three (3) bids were received on April 12, 2024, from the following firms:

- Hercules Fence Company, Inc.
- Hurricane Fence Co.
- New Beginning Parking & Access Controls, LLC

In response to the IFB, bidders were required to provide pricing for scheduled inspections and services as described in the Scope of Work, to be utilized when establishing pricing for proposed Task Orders.

After evaluation of the bids received, HRT staff determined that Hurricane was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder, and therefore eligible for award. Hurricane's proposed pricing was deemed fair and reasonable based on a price analysis performed and the fact that pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Hurricane is technically and financially capable to perform the work.

Hurricane is located in Richmond, VA and has provided similar services for the City of Fredericksburg in Fredericksburg, VA; the City of Richmond in Richmond, VA; and the City of Colonial Heights in Colonial Heights, VA.

A DBE Goal was not assigned for the overall solicitation. HRT's DBE Manager will review the scope of each proposed Task Order to identify opportunities for DBE participation and establish a task-based goal accordingly.

The period of performance for this contract is one (1) base year with two (2) additional one-year options.

Contract No.: 24-00277	Title: Gate Operator Maintenance and Repair Services	Contract Amount: \$311,676.00 1 yr. w/2 1-yr. Options
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Cost/Funding: This Contract will be funded with operating funds.

Project Manager: Wayne Groover, Director of Maintenance – Facilities and Rail

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Hurricane Fence Co. to provide gate operator maintenance and repair services. The cumulative amount of all Task Orders issued under this contract will not exceed \$311,676.00 over the three-year period.

Contract No.: 23-00266	Title: General Financial Consulting Services (Renewal)	Contract Amount: \$890,000.00 1 yr. w/3 1-yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Consultant to provide general financial consulting services on a Task Order basis.

Background: From time to time, Hampton Roads Transit's (HRT's) finance staff requires the assistance and support of an outside firm for financial related tasks and ad-hoc financial studies. Under the terms of this agreement, the Consultant will be required to perform tasks including, but not limited to, an analysis of the financial impact of various events or scenarios as it relates to preparing annual budgets and updates to the five-year capital program plan; identification of a full range of financial strategies that could generate sufficient revenues needed to meet operating, maintenance, and capital costs according to industry best practices; assist in the development of a Strategic Plan and Sustainable Financial Plan that identifies industry best practice; and, other financial related tasks as determined by HRT's Project Manager.

Contract Approach: A Request for Proposals was issued on January 9, 2024. Five (5) proposals were received on February 9, 2024, from the following firms:

- Jones Lang LaSalle Americas, Inc. (JLL)
- Lamont Financial Services Corporation
- SaNDAI Global
- Simplified Solutions Systems LLC
- WSP USA, Inc. (WSP)

Upon review and evaluation of the technical proposals, JLL and WSP were rated best to meet the Scope of Work requirements and were subsequently invited to discuss their proposals and provide technical clarifications in regard to their approach to providing the services.

At the conclusion of discussions, WSP was deemed the most qualified firm to meet the Scope of Work requirements based on the firm's strong technical qualifications and information presented regarding their overall proposed project approach. WSP was therefore invited for further discussions and negotiations. Negotiations focused on reducing the proposed labor rates. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

Following review and analysis of the BAFO received, HRT staff determined that WSP provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, WSP reduced their proposed labor rates by approximately 0.45%. WSP's BAFO pricing is deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that they are technically and financially capable to provide the services.

Contract No.: 23-00266	Title: General Financial Consulting Services (Renewal)	Contract Amount: \$890,000.00 1 yr. w/3 1-yr. options
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WSP is headquartered in New York, NY and has provided similar services to Bay Area Rapid Transit in Santa Clara, CA; Maryland Transit Administration in Baltimore, MD; Southwest Ohio Regional Transit in Cincinnati, OH; and the City of Virginia Beach. WSP also provides these services for HRT satisfactorily.

No DBE goal was established for this solicitation.

The period of performance for this contract is one (1) base year with three (3) additional one-year options.

Cost/Funding: This Contract will be funded with grant and operating funds, dependent upon the task being requested.

Project Manager: Angela Glass, Director of Budget and Financial Analysis

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to WSP USA, Inc. to provide general financial consulting services. The cumulative amount of all Task Orders issued under this contract will not exceed \$890,000.00 over the four-year period.

Contract No.: 23-00249	Title: Managed Print Services (Renewal)	Contract Amount: Three Base Years: \$300,743.84 Two Option Years: \$ 72,388.56 Total: \$373,132.40
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide managed print services.

Background: In March 2024, the Commission approved an award of a Contract to Canon Solutions America, in the not-to-exceed amount of \$336,514.59, to provide managed print services for a period of three (3) base years, with two (2) additional one-year options. However, after notification of the award to Canon, the firm informed HRT that their Best and Final Offer contained a pricing error, that, taken into account, increased their pricing by \$58,907.24. Unable to honor originally proposed pricing, Canon withdrew their proposal.

Contract Approach: HRT staff determined that the next highest rated Proposer, Omni Business Solutions (Omni) provided the best value based on a combination of technical capability and price. Omni's Best and Final Offer was increased by \$9,735.60 due to discussions and changes to the printers and MFDs to be provided. Omni's pricing was deemed fair and reasonable based on a price analysis performed and the fact that pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Omni is technically and financially capable of performing the work.

Omni is located in Chesapeake, VA, and has provided similar services to Norfolk Naval Shipyard in Portsmouth, VA; U.S. Fleet Forces Command in Norfolk, VA; and the Hampton/Newport News Community Services Board in Hampton, VA.

The contract will be awarded for a base period of three (3) years, with two (2) additional one-year options.

No DBE goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with federal 5307, state, and local ACC grant, HRRTF, and operating funds.

Project Manager: Alex Touzov, Senior Director of Technology Services

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Omni Business Solutions to provide managed print services in the not-to-exceed amount of \$373,132.40 for five (5) years.

Contract No.: 23-00249	Title: Managed Print Services (Renewal)	Contract Amount: Three Base Years: \$300,743.84 Two Option Years: <u>\$ 72,388.56</u> Total: \$373,132.40
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Solicitation Results

OFFEROR	OFFER	BEST AND FINAL OFFER
Novatech, Inc.	\$363,199.52	N/A
Omni Business Solutions	\$363,396.80	\$373,132.40
Konica Minolta Business Solutions U.S.A. Inc.	\$392,403.83	\$396,979.76
Virginia Business Systems	\$412,975.05	N/A
Canon Solutions America*	\$424,029.81	\$395,421.83
Electronic Systems, Inc.	\$436,943.57	N/A
Ricoh USA, Inc.	\$519,170.49	N/A
Cobb Technologies	\$560,403.05	N/A

*Withdrawn

Omni Business Solutions' Pricing Summary

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total Price
\$228,355.28	\$36,194.28	\$36,194.28	\$36,194.28	\$36,194.28	\$373,132.40

Contract No.: 24-00296	Title: Mobile Telescoping Surveillance Towers	Contract Amount: \$304,000.00
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Acquisition Description: Enter into a sole source contract to LiveView Technologies, Inc. (LVT) to provide two (2) mobile telescoping surveillance towers.

Background: Security programs play a substantial role in the success of our public transit operation, and significantly impact employee and patron wellbeing and satisfaction with the transit system. As Hampton Roads Transit (HRT) operates a widespread transit service across a large regional footprint, it requires the ability to detect and deter unwanted, illicit, or unsafe behavior that occurs in sensitive transit service areas. Mobile telescoping camera towers provide surveillance, detection, and deterrence capabilities that extend the operational reach for transit security programs. These tools allow for targeted detailing of non-human security presence to areas where illicit behavior has a negative impact on employee and patron safety as well as the overall transit experience. The LVT D3 camera platform allows for remote viewing, strobe light and flood-light deterrence, automated security messages, and motion detection capabilities. The ability to place mobile units in areas of concern allows HRT to deploy security resources in areas which lack formal HRT infrastructure and provides overt detection and deterrence capabilities as needed or identified by transit security professionals. Under the terms of this agreement, the Contractor will provide a turn-key mobile solution including two (2) mobile telescoping surveillance towers, and any hardware, software, connectivity, power, application(s), and remote access to allow HRT to deploy detection and deterrence capabilities to areas in which hardwired connections may not be supported.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. LVT was identified as having a singularly unique product with capabilities that were not performed or provided by other identified vendors. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one (1) source.

A solicitation was issued on May 1, 2024, and LVT provided a responsive proposal on May 1, 2024, in the amount of \$304,000.00. The proposal included an annual cost to provide the subscription services five (5) years.

Based on a price analysis performed utilizing the independent cost estimate, LVT's proposal is deemed fair and reasonable. A contractor responsibility review performed confirmed that LVT is technically and financially capable of providing the requested items.

The period of performance for this contract is five (5) years.

Contract No.: 24-00296	Title: Mobile Telescoping Surveillance Towers	Contract Amount: \$304,000.00
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Cost/Funding: This Contract will be funded with state grant and ACC funds.

Project Manager: Shane Kelly, Senior Manager of Security and Emergency Preparedness

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a Contract to LiveView Technologies, Inc. to provide two (2) mobile telescoping surveillance towers in the total amount of \$304,000.00.

Contract No: 24-00269	Title: Provision of Bulk Fluids	Contract Amount:	
		Base Year:	\$ 620,425.00
		Four Option Years:	<u>\$2,505,385.00</u>
		Total:	\$3,125,810.00

Acquisition Description: Enter into a contract with a qualified Contractor to provide and deliver branded automotive lubricants to Hampton Roads Transit (HRT) locations.

Background: HRT, in an effort to consolidate the purchases of automotive lubricants, has a requirement for a Contractor to provide diesel exhaust fluid, automatic transmission fluid, antifreeze, motor oil, high mobility grease, heavy-duty synthetic gear oil, full synthetic motor oil, and full synthetic transmission fluid. Under the terms of this agreement, the Contractor shall provide and deliver the automotive lubricants to both the Northside and Southside facilities. HRT reserves the right to have product samples randomly collected and tested during the duration of the contract.

Contract Approach: An Invitation for Bids was issued January 31, 2024. Six (6) bids were received on March 12, 2024, from the following firms:

- Cadence Petroleum Group (Cadence)
- Cummins Inc. dba Cummins Sales and Service, Inc.
- Mansfield Oil Company of Gainesville, Inc. (Mansfield Oil)
- PetroChoice, LLC (PetroChoice)
- Safety-Kleen Systems
- World Fuel Services, Inc. (World Fuel)

In response to the IFB, Bidders were required to provide unit prices per gallon or per pound for each type of lubricant. After review and evaluation of the bids received, the three (3) lowest bids were deemed non-responsive and ineligible for award. Mansfield Oil failed to provide pricing for all of the items listed on the Price Schedule; World Fuel took exceptions to the Terms and Conditions of the IFB; and Cadence did not provide all of the required documentation with their bid. Consequently, HRT staff determined that PetroChoice was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and is therefore eligible for award.

PetroChoice's bid price is deemed fair and reasonable based on a price analysis performed utilizing the independent cost estimate, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that PetroChoice is technically and financially capable to perform the work.

PetroChoice is located in Wakefield, VA and provides similar services for New Jersey Transit in Newark, NJ; Military Sealift Command in Newport News, VA; and the City of Philadelphia.

The period of performance for this Contract is one (1) base year, with four (4) additional one-year options.

Contract No: 24-00269	Title: Provision of Bulk Fluids	Contract Amount:	
		Base Year:	\$ 620,425.00
		Four Option Years:	<u>\$2,505,385.00</u>
		Total:	\$3,125,810.00

No DBE Goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with operating funds.

Project Manager: Don Shea, Warranty and Assets Administrator, Transit Operations

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to PetroChoice, LLC for the provision of bulk fluids in the not-to-exceed amount of \$3,125,810.00 over a five-year period.

SOLICITATION RESULTS

FIRM	TOTAL BID PRICE
Mansfield Oil Company of Gainsville, Inc.	\$ 826,530.82
World Fuel, Inc.	\$2,867,400.00
Cadence Petroleum Group	\$3,114,500.00
PetroChoice, LLC	\$3,125,810.00
Cummins Inc. dba Cummins Sales and Service, Inc.	\$3,334,335.00
Safety Kleen	\$4,161,900.00

PetroChoice, LLC's Bid Summary					
Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$620,425.00	\$620,425.00	\$626,345.00	\$626,345.00	\$632,270.00	\$3,125,810.00

Contract No.: 24-00270	Title: Provision of Office Supplies (Renewal)	Contract Amount: \$169,400.00 3 yrs. w/2 1-yr options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to supply and deliver office supplies at various Hampton Roads Transit (HRT) locations on an as needed basis.

Background: HRT requires the services of a qualified Contractor to supply and deliver a variety of office supply products at its various locations on an as needed basis. Under the terms of this agreement, the Contractor will provide all labor, materials, transportation, and equipment necessary to fill office supply needs within forty-eight (48) hours of order placement.

Contract Approach: A Request for Proposals was issued on January 24, 2024. Two (2) proposals were received on March 20, 2024, from the following firms:

- Guernsey, Inc. (Guernsey)
- Total Business Solutions, Inc.

In response to the RFP, proposers were required to provide unit pricing for the fifteen (15) most frequently ordered office supply items specified in the Price Schedule, as well as a discount rate to be applied on all HRT orders for the duration of the Contract.

Upon review and evaluation of the technical proposals, HRT staff determined that Guernsey was best qualified to meet the Scope of Work requirements; therefore, no presentations or proposer clarifications were required. However, in order to obtain more favorable pricing, a decision was made to conduct negotiations with Guernsey. Negotiations focused on reducing the proposed pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After an in-depth review and analysis of the BAFO received, Guernsey provided the best value to HRT based on a combination of technical capability and price. Guernsey's average unit prices for the fifteen (15) most frequently ordered items decreased by approximately 5.2% over the five-year period, and the firm offered a 55% discount on all items ordered by HRT for the duration of the Contract. Guernsey's pricing is deemed fair and reasonable based on a price analysis performed utilizing historical data and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Guernsey is technically and financially capable to perform the work.

Guernsey is located in Dulles, VA and has provided similar services to Christopher Newport University in Newport News, VA; EVMS in Norfolk, VA; and Portsmouth City Public Schools. Guernsey also provides these services for HRT satisfactorily.

No DBE goal was established for this solicitation.

Contract No.: 24-00270	Title: Provision of Office Supplies (Renewal)	Contract Amount: \$169,400.00 3 yrs. w/2 1-yr options
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The period of performance for this contract is three (3) base years with two (2) additional one-year options.

Cost/Funding: This Contract will be funded with operating funds.

Project Manager: Amy Braziel, Director of Contracted Services and Operational Analytics

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Guernsey, Inc. to provide office supplies in the not-to-exceed amount of \$169,400.00 over five (5) years.

Contract No.: 24-00295	Title: Regional Transit Sustainability Study	Contract Amount: \$307,253.76
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Acquisition Description: Join on an existing Commonwealth of Virginia, Department of Rail and Public Transportation (DRPT) Contract No. 505-22-CC0011 to procure assistance in the development of a Regional Transit Sustainability Study.

Background: Using the competitive procurement process, in June 2022, the Commonwealth of Virginia awarded a contract to WSP USA, Inc. (WSP) to perform general planning consultant services for a period of three (3) years. Under the terms of the agreement, as a Virginia state agency, the Transportation District Commission of Hampton Roads, dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the WSP contract to develop a Regional Transit Sustainability Study. Under the terms of this agreement, the Consultant will provide expert consultant support to complete research, analyses, and develop a comprehensive report addressing long-term, sustainable, dedicated capital and operating funding for multi-modal transportation needs.

Contract Approach: The original State Contract was competitively procured with hourly rates for various categories of labor that may be utilized for the services during the period of the Contract.

Based on a price analysis conducted by DRPT at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, WSP's hourly rates are deemed fair and reasonable.

The period of performance for this contract is twenty-two (22) months.

Cost/Funding: This contract will be funded with UPWP and operating funds.

Project Manager: Brian Smith, Deputy Chief Executive Officer

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to WSP USA, Inc. for development of a regional transit sustainability study, in the total amount of \$307,253.76.

TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS
ADVISORY SUBCOMMITTEE
for PERSONS with DISABILITIES

April 25, 2024

Paratransit Advisory Subcommittee report to TDCHR

The Paratransit Advisory Committee met on April 10, 2024. The meeting was called to order at 1:00 PM by Vice-Chair Alicia Griffin in HRT's Victoria Blvd. facility and on Zoom. A quorum was achieved with 12 of the 17 active committee members in attendance.

Some of the service topics discussed were late trips and riders not receiving all their trip reminders and imminent arrival text messages. Via was aware of the message issue and is working on getting it resolved.

Ms. Sherri Dawson, HRT's Director of Transit Development, shared a presentation with us regarding the Connecting Chesapeake Study. Mr. Johnson also shared the May 12 fixed route service updates in Chesapeake and how the expanded service times will affect Paratransit service. Many Chesapeake riders will now be able to go to church services on Sunday mornings!

The new Paratransit service contract awarded to Easton Coach along with the transition planning was also discussed and Easton representatives were in attendance to answer questions. We were all excited to hear the call center will be located right here in Norfolk!

We are pleased to report our committee membership has increased recently with the addition of four new and returning members. Our June roster will have 19 of the 21 available positions filled, remaining open positions are a Norfolk Provider (there is a new member interested) and an extra member position that could be filled by a representative from any of our cities. As an additional note, our two current Portsmouth consumers second terms will expire in June, and we are looking for others to fill those slots.

Other items discussed were sensitivity training opportunities for drivers, hiring efforts to keep up with the continued growing demand, the 32 new vans expected to arrive in June, and free fare on Earth Day. The committee also shared their endorsement to pursue an earmark grant to support the paratransit fleet. A letter of support will be going out to our local senators and congressional representatives signed by all committee members who were in attendance.

The next Paratransit Advisory Committee Meeting is scheduled to be held on Wednesday, June 12, 2024, at 1:00 PM in HRT's Second Floor Board Room at 509 East 18th Street, Norfolk, Va. and/or virtual format.

TRAC Board Report

May 2024

HRT's Transit Riders Advisory Committee (TRAC) met Wednesday, May 1, 2024, at HRT headquarters in Hampton. The meeting convened at 6 P.M.

TRAC members in attendance were Chairperson Denise Johnson, Melissa Osborne, and Commissioner August Bullock.

HRT staff in attendance were Rodney Davis, Sherry Scott, Corliss Bernard, Linda Carroll, and Henry Ryto.

The March minutes were approved as submitted. The motion to approve was by Melissa Osborne, seconded by Commissioner Bullock.

Rodney Davis, Director of Customer Relations made his remarks:

1. Surveys of bus and light rail riders are in progress.
2. The ferry will not dock at the Waterside ferry dock until further notice. The ferry is temporarily operating between High Street at Harbor Park only. Waterside dock repairs are underway, and the City of Norfolk hopes to have the dock active prior to Harborfest.
3. Seasonal VB Wave trolley service begins on May 12.
4. Wednesday, June 19 is Juneteenth. All services will be fare-free that day.
5. Mr. Davis reviewed the CAFs filed by TRAC members.

TRAC Chairperson Denise Johnson thanked HRT staff for their support, and TRAC members for helping with the rider surveys.

During Roundtable:

1. Melissa Osborne spoke of a Route 102 bus operator who had been rude on multiple occasions.
2. Commissioner Bullock was delighted that our Earth Day events had introduced and reintroduced many individuals to bus riding. Commissioner Bullock also said he would be part of the group that would be visiting legislators in Washington, DC on May 8.

The meeting adjourned at 6:14 P.M.