



Special Management / Financial Advisory Committee

Monday, January 8, 2024, • 9:00 A.M
3400 Victoria Blvd., Hampton, 23661
Hybrid In-Person/Zoom Teleconference

MEETING MINUTES

Call to Order

Conner Burns, Chief Financial Officer, welcomed everyone and called the meeting to order at 9:00 a.m.

Attendance was taken for the meeting.

Committee members in attendance virtual:

Lisa Cipriano, City of Newport News
Troy Eisenberger, City of Chesapeake
Rebecca Spurrier, City of Hampton
Taiub Mohammad, City of Hampton
Constantinos Velissarios, City of Newport
John Stevenson, City of Norfolk
Hunter Anderson, City of Virginia Beach
James Burke, City of Portsmouth
Brain Swets, City of Portsmouth
Jason Beasley, City of Norfolk
Hank Morrison, City of Virginia Beach
Uros Jovanovic, City of Virginia Beach
Karl Daughtrey, City of Hampton

Hampton Roads Transit Staff in attendance In-Person:

Brenda Green, Accounting Coordinator (recorder)
Conner Burns, Chief Financial Officer
John Powell, Telecommunications Specialist
Angela Glass, Director of Budget and Financial Analysis
Ray Amoruso, Chief Planning and Development Officer
Michael Price, Chief Information Officer/Chief Technology Officer
Ashley Johnson, Assistant Director of Budget and Financial Analysis
Antoinette White, Assistant Director of Service Planning and Scheduling

Hampton Roads Transit Staff in attendance virtual:

Sibyl Pappas, Chief Engineering and Facilities Officer
Sheri Dixon, Directory of Revenue
Brian Smith, Deputy Chief of Staff



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Dawn Sciortino, Chief Safety Officer
 Vanity Faulkner, Budget Analyst
 Malika Blume, Director of Internal Audit
 Chad Pritchett, Senior Budget Analyst
 Dudley Clarke, Budget Analyst
 Shleaker Rodgers, Staff Auditor
 April Garrett, Senior Executive Assistant
 Sonya Luther, Director of Procurement
 Robert Lee, Regional Transit System Program Manager
 Vincent Jackson, Director of Service Planning and Scheduling
 Tammara Askew, Administrative Support Technician
 Sherri Dawson, Director of Transit Development

The Special January 8, 2024, Management/Financial Advisory Committee (MFAC) meeting document was shared electronically with partnering localities/cities during today's presentation.

- FY 2025 Service Plan Improvements & Draft Transit Service Plans (TSP)

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

TIME	LOCALITY
9:00 – 9:15	ALL
9:15 – 9:45	Chesapeake
9:45 – 10:15	Virginia Beach
10:30 – 11:00	Newport News
11:00 – 11:30	Norfolk
11:30 – 12:00	Portsmouth
12:00 – 12:30	Hampton
12:30 – 1:00	ALL



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Ray Amoruso, Chief Planning and Development Officer expressed that the “**Action Item**” requested from the December 11, 2023, meeting that the Agency stated would be presented at today’s meeting “*HRT was asked to provide a status update of the Regional Transit System (RTS) routes and their impending rollouts that are associated with the Capital Improvement Plan (CIP) and the forecasted impact to the Transportation Service Plan (TSP)*” will be presented at the regularly scheduled MFAC meeting to be held on January 23, 2024.

Action Item: HRT was asked to provide the Draft Budget in detail, outlining the accounts line by line and year over year comparisons from FY2024 to FY2025.

FY 2025 Service Plan Improvements & Draft TSPs

Angela Glass, Director of Budget and Financial Analysis presented an overview of the FY 2025 Service Plan Improvements & Draft TSPs to the virtual attendees.

Ms. Glass reviewed the budget service hours, total expenses, farebox revenue and recovery, federal and state aid, local funding contributions, operating assistance, and funding percentages, as it relates to the individual localities/cities FY2025 Service Plan Improvement & Draft TSP’s.

Antoinette White, Assistant Director of Service Planning and Scheduling, presented an overview of the individual service plan improvements to each of the Partnering Cities.

The Localities/Cities were reminded of the upcoming dates of importance related to the FY2025 TSP Draft presented on the budget calendar. The deadline and final changes to the FY2025 TSPs are due by February 14, 2024. The Preliminary Operating Budget will be presented to the Audit and Budget Review Committee (ARBC) and the Transportation District Commission of Hampton Roads Board at their regularly scheduled February 2024 meetings. The distribution of the FY2025 Final Operating Budget & TSP will be forwarded to MFAC members in May 2024. The Final FY2025 Operating Budget is scheduled to be reviewed by the ABRC and presented to the TCDHR Board for consideration of adoption at their regularly scheduled meetings in May 2024.

Adjournment

There being no further business, the meeting was adjourned at 12:33 p.m.