



Management / Financial Advisory Committee

Monday April 21, 2025 • 1:30 p.m.
2nd Floor Board Room, 509 East 18th Street, Norfolk, VA
Hybrid In-Person/Zoom Teleconference

MEETING MINUTES

Call to Order

Brian DeProfio of The City of Hampton called the MFAC meeting to order which began at 1:30pm.

Roll Call was taken for the meeting resulting in a quorum.

Committee members in in-person attendance

Andrea Kerley, City of Chesapeake
Angelique Shenk, City of Hampton
Brian DeProfio, Chair – City of Hampton
Constantino Velissarios, City of Newport News
John Stevenson, City of Norfolk
Karl Daughtrey, City of Hampton
Laura Fitzpatrick, City of Chesapeake
Lisa Cipriano, City of Newport News
Uros Jovanovic, City of Virginia Beach

Committee members in virtual attendance

Angela Hopkins, City of Newport News
Avery Daugherty, DRPT
Kevin Chatellier, City of VA Beach
Megan Gribble, City of Portsmouth
Moiria Facer, City of Norfolk
Sheila McAllister, City of Newport News
William Landfair, City of Portsmouth

Hampton Roads Transit Staff in in-person attendance

Adrian Tate, Assistant Director of Finance
Angela Glass, Director of Budget, and Financial Analysis
Alexis Majied, Chief Communications and External Affairs Officer
Brenda Green, Accounting Supervisor
Brian Smith, Deputy Chief Executive Officer



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Conner Burns, Chief Financial Officer
Dawn Sciortino, Chief Safety Officer
Donna Brumbaugh, Director of Finance
Jamira DeWeese, Accounting Coordinator
John Powell, Telecommunications Specialist
Kim Wolcott, Chief Human Resources Officer
Malika Blume, Director of Internal Audit
Micheal Price, Chief Information Officer/Chief Technology Officer
Ray Amoruso, Chief Planning and Development Officer
Robert Travers, Attorney
Sonya Luther, Director of Procurement
William Harrell, President and Chief Executive Officer

Hampton Roads Transit Staff in virtual attendance

Ashley Johnson, Assistant Director of Budget and Financial Analysis
Benjamin Simms, Chief Transit Operations Officer
Blue Bell, Budget Analyst
Dudley Clarke, Contract Budget Analyst
Farahnaz Karimi Tabrizi, Staff Accountant
Heather Harmon, Senior Staff Accountant
James Lyons, Staff Accountant
Justin Kahler, Grants Program Analyst
Kiesha Branch, Director of Capital Programs
Matthew Stumpf, Budget Analyst
Misty Gordan, Risk Manager
Sherri Dawson, Director of Transit Development
Shleaker Rodgers, Staff Auditor
Sibyl Pappas, Chief Engineering and Facilities Officer
Tammara Askew, Data Analyst II
Toni Hunter, Staff Auditor
Tracy Moore, Director of Transportation
Trevia Taylor, Senior Manager of Scheduling
Vanity Faulkner, Budget Analyst

Others in in-person attendance

Jeff Sanchez, Key Performance LLC

Others in virtual attendance

Jeff Raliski, HRTPO



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The March 2025 MFAC package was posted on the GoHRT.com website and distributed electronically to Committee members prior to the meeting. The meeting package consisted of:

- Agenda
- Approval of Meeting Minutes – March 24, 2025
- March 2025 FY2025 Financial Report
- Quarterly Staff Update – March 2025

Approval of Meeting Minutes

Brian DeProffio made the motion to adopt the approval of the following MFAC meeting minutes:

- March 24, 2025

Lisa Cipriano of the City of Newport News made the motion to move the adoption.

John Stevenson of the City of Norfolk properly seconded the moved adoption.

The above minute meetings were approved by unanimous vote.

March 2025 FY2025 Financials

Conner Burns, Chief Financial Officer, presented the March 2025 Draft Financial Statement and the locality reconciliation amongst the cities of Hampton Roads.

Farebox (Passenger) Revenue for the month of March was \$618,700 with a variance of \$99,700 (13.9%) which was below the budgeted projection of \$718,500. There were discussions about the causes of the agency being below projections over the last few months, which included snow events and several free rides on the tide, but overall ridership has risen.

Advertising Revenue has been below projections for the last 3 months. It has been recognized that some contra accounts and production costs are hitting ahead of schedule and the agency is working diligently with the accrual of those contra accounts. There were also many advertising contracts signed, and the goal is to meet \$800,000 in advertising revenue by year end.



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The agency has drawn down \$3,984,800 from the *Federal Funding (5307/5337)* to cover expenses incurred for the month of March. This draw down was \$321,800 above budgeted revenue.

Personnel Services was over budget for the month of March. The two snow days in February went into payroll for March which was reflected as such as well as unpaid absences. There was a small transfer in an individual department in which additional funding was needed for savings and personnel.

Purchased Transportation is anticipated to be over budget for the year, which is being monitored continuously and the budget transfer out of *Casualties & Liabilities* into *Purchased Transportation* was completed.

The *income statements* are prepared on an accrual basis. Accounts are being reconciled so that a balance sheet can be presented on a monthly basis. The goal is to have these account reconciliations completed and make any necessary corrections so that if there is an impact on the income statement, it will be seen monthly rather than yearly. Staff are working diligently to have FY2024 balance sheet completed and ready for the FY2024 audit.

ACTION ITEMS:

- *Advertising Review*
- *Farebox Revenue Review*
- *Budget Transfer Review*

Quarterly Staff Update – April 2025

Kim Wolcott, Chief Human Resources Officer, presented the *Quarterly Staff Update* for April 2025.

There are 272 active *Bus Operators* on the Southside and 152 active *Bus Operators* on the northside agency wide with a total shortage of 54 *Bus Operators* combined.

There is a need for 14 mechanics and one servicer/cleaner for the *Bus Maintenance* division. This comes from a total of 78 active mechanics, 31 active servicers/cleaners and 13 active storeroom clerks (fully staffed) in respect to both the northside and southside.



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Light Rail has 4 vacancies available for rail operators while all other positions including maintenance techs (LRV/SYS), rail hostler, track maintainers, and storeroom clerk are fully staffed.

On the *Administrative* side, HRT has a total of 352 active employees out of 418 budgeted FTE's (full-time employees) and the 51 available positions are being actively recruited for. The remaining 15 positions, which includes 5 that were eliminated, 3 that have pending paperwork, 6 that are on hold/frozen, and 1 that is in training from a recent promotion are not currently being recruited for.

Financial Audit Update

Auditors are scheduled to be onsite to begin the audit for FY2024 starting on June 01, 2025. The NTD reports are due and those are underway of being completed.

Budget Preliminary Response Update

Questions were received from the City of Newport News. They were submitted and completed. A brief discussion of some questions and answers were brought forth at this MFAC meeting.

Six Year Improvement Plan (SYIP)

Ray Amoruso gave a brief rundown of the SYIP. The draft was released by the VDRPT in which there will be public hearings regarding this release. There are two types of funding:

1. *Merit Funding* for state of good repairs. There were 43 applications submitted and 16 of those received state funding.
2. *Atypical Discretionary* funding with comparison to the TRIP Program.

Total awarded for FY2026 is \$55,967,000. Some projects that were not awarded totaled \$14,000,292.

Earth Day (April 22, 2025) – Free Ridership

Alexis Majied briefly described the Earth Day event. Free rides were provided on all of HRT's services including bus, light rail, ferry, on demand ride sharing, and paratransit.



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Adjournment

The meeting was adjourned at 3:31 pm.

ACTION ITEMS:

- *Advertising Review*
- *Farebox Revenue Review*
- *Budget Transfer Review*