



# Management / Financial Advisory Committee

Special Telephonic Meeting

Monday, April 20, 2020 • 1:30 p.m.  
3400 Victoria Blvd., Hampton VA

## MEETING MINUTES

### Call to order

Conner Burns, Chief Financial Officer, called the meeting to order at 1:30 pm. Attendance was taken via teleconference.

### **Committee members in attendance:**

Lisa Cipriano, Chair-City of Newport News  
Constantinos Velissarios, City of Newport News  
Jessica Dennis, City of Norfolk  
Alex Gottschalk, City of Virginia Beach  
Earl Sorey, City of Chesapeake  
Carl Jackson, City of Portsmouth  
Angela Hopkins, City of Newport News  
Steven Jenkins, City of Chesapeake  
Amy Inman, City of Norfolk  
Seth Parker, City of Norfolk  
Brian Solis, City of Virginia Beach  
Tara Reel, City of Virginia Beach  
Karl Daughtrey, City of Hampton  
Sheila McAllister, City of Newport News

### **Commissioners in attendance:**

Commissioner Gray, City of Hampton

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

Brenda Green, Accounting Coordinator  
Adrian Tate, Finance Manager (recorder)  
Debbie Ball, Director of Finance  
Larry Kirk, Assistant Director of Finance  
Conner Burns, Chief Financial Officer  
Angela Glass, Director of Budget and Financial Analysis  
John Powell, Telecommunications Specialist  
Brian Smith, Chief of Staff  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Michael Price, Chief Information Officer/Chief Technology Officer  
Ray Amoruso, Chief Planning and Development Officer  
Keisha Branch, Grants Administration and DBE Officer



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Misty Allen, Risk Manager  
Juanita Davis, Budget Analyst III  
Julissa Williams, Budget Analyst II  
Shanti Mullen, Internal Auditor  
William Harrell, President and Chief Executive Officer  
Gene Cavazos, Director of Marketing and Communications  
David Burton, General Counsel, Williams Mullen  
Sonya Luther, Director of Procurement

The April 2020 Management/Financial Advisory Committee (MFAC) package was distributed electronically to Committee Members in advance of the meeting. The meeting package consisted of:

- Agenda
- March 2020 FY20 Financial Statement
- Route Ridership FY16-FY20 – All Routes

The financials were uploaded to the Agency's website prior to the meeting.

### **Welcome**

Ms. Lisa Cipriano, Chair, welcomed everyone to the meeting.

### **March 2020 Financial Report**

Mr. Burns welcomed everyone to the meeting.

Mr. Burns addressed the financial burdens that the Cities and the Agency are currently facing due to the Covid-19 pandemic. Focusing on the operating budget Mr. Burns stated that HRT is committed to cut the FY21 budget while maintaining the current level of service to the Cities.

The March financials, including the locality crosswalk and locality budget status to date were presented in detail to the Committee.

There was discussion concerning the impending drop in farebox revenue.

Due to the Covid-19 pandemic HRT has suspended fare revenue for all modes beginning April 10, 2020 until June 10, 2020. The impact of the free fares is estimated at \$2.4 million.



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All related Covid-19 expenses are being tracked through financial software system and will be reported as such.

Mr. Ray Amoruso, Chief Planning and Development Officer, stated that despite HRT foreseeing no additional new advertising revenue for the remainder of FY20. However, he, anticipates advertising revenue for existing contacts that the will met the revenue target of \$1.7 million by June 30<sup>th</sup>. There was discussing concerning fuel usage as it relates to the various operating modes.

### **Round Table discussion FY21 Operating Budget**

Mr. Burns stated that HRT is working to reducing expenses while maintaining service for FY21 Operating Budget.

A revised proposed FY21 Operating Budget will be presented to the localities on April 27, 2020.

There was discussion concerning HRT freezing open Administrative unfilled positions as it relates to the reducing expenses for the FY21 Operating Budget.

There was discussion concerning HRT executing and reviewing strategies concerning the recovery of lost farebox revenues.

HRT will address the Committee members request regarding the general usage of FY20 CARES Act Supplemental Public Transportation Apportionments, related expenses, and the timeframe these funds will be available.

### **Other Business**

**There was no other business discussed.**

### **Adjournment**

The meeting was adjourned at 2:34 p.m.