



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, April 14, 2020

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 6 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant and Joe Hafner

3. Approval of minutes

[MIN-20:029](#)

Minutes for the Finance Committee meeting on March 31, 2020.

Attachments: [Minutes](#)

Chairman Joe Hafner said to Mayor Harold Perrin, and Deputy City Clerk April Leggett if at any time during the meeting that we need to do something besides a voice vote just let us know.

A motion was made by Councilperson John Street, seconded by Councilperson Charles Coleman, that this matter be Passed . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman; Ann Williams; John Street; David McClain and LJ Bryant

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-20:045](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE APPORTIONMENT AND TO ENTER INTO AN AGREEMENT WITH THE U.S DEPARTMENT OF TRANSPORTATION, FEDERAL TRANSIT ADMINISTRATION (FTA), FOR THE EXECUTION OF THE 2020 FTA FORMULA 5307 CARES ACT FUNDING FOR THE JONESBORO ECONOMICAL TRANSIT (JET).

Sponsors: Grants and JETS

Attachments: [CARES Act 5307 Split Letter \(002\)](#)

Chair Joe Hafner said, I do have a few questions regarding this. I know Steve Purtee, Finance Director for the City of Jonesboro, and JETS Director Michael Black is also joining the meeting via ZOOM. I will ask my questions and then you all can answer them as you see fit. Mr. Hafner explained that as of right now the 2020 budget has a

total revenue budget of about \$1.3 million, and about \$900,000 of that is related to 5307 grant. My first question is how this \$3.3 million will impact not only 2020, will it impact funding for future years? Chairman Hafner explained that it's for operation, planning, capital, and that, that whole \$3 million has to stay in the JETS program and can't be used to fund anything else in other city departments. I guess I just want to know how you all see this impacting the JETS department. I am not looking for specifics right now, I know that we may not have all that worked out right now. Mayor Harold Perrin said that he asked JETS Director, Michael Black to send him an e-mail in regards to how the monies could possibly be used, I do not have that e-mail with me. But, since he has joined the meeting I will let him answer.

JETS Director Michael Black explained that the CARES Act Funding can be used for the operations of our fixed routes, and para-transit. It can be used for capital, such as rolling stock, and also planning. I don't have the exact break down of how it's going to be used. Mr. Black explained that he would primarily use it for operations and para-transit. It could also allow us to get another para-transit vehicle to bring on-line.

Chairman Joe Hafner asked if this impacts our current budget, like the 5307 grant, we already had about \$900,000 in Federal funding. Is this on top of that? JETS Director Michael Black explained that it would not affect the \$900,000 and that it would be an addition to it. This is 100% Federal Funding and there is no local match involved in this \$3.2 million. Our existing grant that we are working from now would remain in-tact until we utilized all of this \$3.2 million. The way grants work is that we can move items around. We can change our dollar figures from operations to capital and capital to operations within a 36-month window. Mr. Black explained that after the 36-months closed anything designated for capital has to remain in those categories.

Councilmember Ann Williams asked if it could be used for shelters. Michael Black, JETS Director said yes, it can be used for shelters. Councilmember Dr. Charles Coleman asked what the duration for each one of these buses is. Mr. Black explained the Federal law requires transit systems to maintain buses for seven years or 250,000 miles, whichever comes first. We are pushing that on four of our seven buses. Dr. Coleman said when those buses are depleted can they still be sold to the public? Mr. Black said they can be sold. The best way to determine value is to put it out for sealed bids, or go through a public auction like the City did last October. Mr. Black explained that any bus that sales for the \$5,000.00 or more, those funds must go back into the purchase of a new bus, anything less than the \$5,000 can be used anywhere within the JETS department.

Chairman Joe Hafner said, I see where in the budget that in 2017 we spent about \$80,000 on sidewalk improvement, and the 2019 and 2020 budget have about \$75,000. As part of the JETS program are we allowed to improve sidewalk infrastructure in order to make it safer for people to get to the stops? JETS Director Michael Black said, yes. We can put sidewalks in using our Federal dollars at an eighty twenty match within three-quarters of a mile of the bust stop. Councilmember Dr. Charles Coleman said, I have another question. Do all of the bus stops have coverings to keep out the weather, and can we change the size of the shelters? Mr. Black said if we were to put in a new stop then we could design our concrete pad for the size of the shelter. Mr. Black explained that the existing shelters were purchased before JETS started in 2006. About 26% of our stops are sheltered. National average is 16%.

Councilmember John Street asked does this allow for the expansion of those shelters, since most of those do not meet the current CDC guidelines for the COVID outbreak of a 6foot distance between patrons waiting at those stops. Mr. Black explained that it

would allow for expansion of those existing shelters. Chairman Joe Hafner asked Mayor Perrin if he had a comment he wanted to make.

Mayor Harold Perrin said yes. You all are asking a lot of questions regarding the CARES Act funding. Mayor Perrin said that what he has talked about with JETS Director Michael Black about is looking at all of the JETS vehicles, looking at all of the bus stops, and the hours of operation. As Mr. Black just told you some of those buses are approaching that 250,000 mile range. Mayor Perrin said, I am going to make an assumption here, but with this additional funding of \$3.2 million we probably will look at purchasing two or three new vehicles along with looking at the needs of the bus stops and the sidewalks for those stops. Mayor Harold Perrin explained that he would like to pull his staff together and develop a master plan for spending the money on specific projects. Then we will present that plan to the council, and show you how that \$3.2 million will be spent.

Councilmember David McClain said that he had a question. Mr. McClain said, so Mayor Perrin you just mentioned that you want JETS Director Michael Black to put a plan together. The money has been allocated, are we going to forward this now, or do we want to wait? Mayor Harold Perrin said, first of all we just were notified and do not have the paperwork on this yet. Mayor Perrin explained that you all are actually accepting the grant of the \$3.2 million. Once we get documentation it will have more specifics in there of how you can use it. Mayor Perrin explained that there will need to be an overlay done on JETS to decide what projects are the most important and what needs to be done first.

Chairman Joe Hafner said Mayor Perrin, correct me if I am wrong this is just step one of the process of accepting the \$3.2 million. Step two, once the plan is put together and has been reviewed by Administration and the other needed parties it will be brought to us too amend the budget. Mayor Harold Perrin said yes, and explained that he wants a full master plan of JETS to figure out what the most prudent way to spend the \$3.2 million. Mayor Perrin said, then we will come back to the Council with a full blown plan.

Chairman Joe Hafner asked JETS Director, Michael Black about the bus stop on Race Street, where exactly it was. Was it near SAMS? Mr. Black said, no, it is right in front of the Post Office. Chair Hafner explained that there was no sidewalk there and I think that would be a great place to put one if it fits the criteria. Mayor Harold Perrin explained that the overall master plan, when developed will show all of the stops and the sidewalks leading to them. Chair Hafner asked if there were any other comments on this matter. Mayor Perrin explained the only reason we received such a large amount is that we were the second largest in the state as far as size. Mayor Perrin also explained that Conway became eligible of federal funding for public transit at the same time as Jonesboro following the 2000 census. Conway opted out of their transit system.

Deputy Clerk April Leggett said, I actually have a question from Cecelie Cochran, Director of MPO. Cecelie asked, would the findings from the 2019 Transit Development Plan be applicable to the grant? Chairman Joe Hafner said, my answer to that is, that is something that can be looked at as they are putting the plan together that Mayor Perrin mentioned, and I think that would be a great use of that. That is my opinion.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

5. Pending Items

6. Other Business

Chairman Joe Hafner motioned, seconded by Councilmember Ann Williams, to walk-on RES-20:046. All voted aye.

[RES-20:046](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING MUTUAL AID ASSISTANCE AGREEMENT WITH CRAIGHEAD COUNTY FOR WORK ASSISTING WITH THE TORNADO EMERGENCY

Sponsors: Mayor's Office

Attachments: [Jonesboro - Craighead County debris mutual aid agreement](#)

Chairman Joe Hafner said everyone should have gotten a copy of resolution 20:046. Mayor Harold Perrin explained to Chairman Joe Hafner the only one that needs to be voted on here is the Craighead County Mutual Aid Agreement. I talked with Lori Tudor today and ARDOT is going to submit their own to FEMA. If we could amend that, and take out ARDOT everywhere it is located in the document. All we need is the Craighead County document. Deputy City Clerk April Leggett explained that the document in the legistar software that the City Clerks' Office uses is updated to reflect the change. Mayor Perrin said okay.

Chairman Joe Hafner said the only other comment that I wanted to make, and I know Finance Director Steve Purtee sent out an e-mail today, and from the information that Mr. Purtee sent the first three months were looking really solid compared to the budget. Chair Hafner explained that with the tornado and the COVID 19 pandemic going on we know that there will be an impact to our financials in the city. I know Mr. Purtee, Mayor Perrin, and his Administration are going to make more decisions as they receive more information on what relief we may be able to get from AML or the Federal and State levels. It is going to be interesting to see how everything shakes out over the next three to four months. Hopefully that's it, it could be pretty eye opening. Mayor Harold Perrin said, yes Mr. Chairman.

Mayor Perrin explained that he and Finance Director Steve Purtee met just a few minutes ago, we are going to project what we think the percentage of loss of revenue from sales tax will be. You can't just look at the general use of sales tax revenue, you have to take into account the loss of A&P tax, and the ABC tax. We are going to project that all the way out through December. Hopefully we will have a copy of that for next Tuesday. I can hand that out to the council, and make some comments then. Mayor Perrin explained that they met with AML today on what coverage we've got, and we will be giving you a good update next Tuesday at the council meeting. Chairman Joe Hafner said, okay.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

7. Public Comments

8. Adjournment

A motion was made by Councilperson LJ Bryant, seconded by Councilperson John Street, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant