

Please note: these minutes have been prepared with a timestamp linking the agenda items to the video discussion. Electronic version of minutes will allow citizens to view discussion held during council meeting.



## PROVO MUNICIPAL COUNCIL

### Work Meeting Minutes

3:30 PM, Tuesday, August 04, 2020

Electronic meeting: [youtube.com/provocitycouncil](https://www.youtube.com/provocitycouncil)

### Agenda ([0:18:00](#))

#### Roll Call

The following elected officials were present:

Council Chair George Handley, conducting  
Council Vice-chair David Harding  
Councilor David Sewell  
Councilor Travis Hoban  
Councilor Bill Fillmore  
Councilor Shannon Ellsworth  
Councilor David Shipley  
Mayor Michelle Kaufusi, arrived 3:45 PM

#### Prayer

The prayer was given by Hannah Salzl, Policy Analyst.

#### Approval of Minutes

March 10, 2020 Work Meeting  
*Approved by unanimous consent.*

#### Administration

##### 1. A discussion regarding an interlocal agreement with Utah County on CARES Act Funding. (20-108) ([0:22:38](#))

Wayne Parker, CAO, presented. Mr. Parker shared details about the funding available from the CARES Act through Utah County, the general limitations, and the types of eligible projects. He noted that the funding could not be used as revenue replacement for cities. Typically, it needed to be applied to projects or expenses not already budgeted for that were necessary due to COVID-19 and which would result in benefits to residents prior to the end of 2020. Mr. Parker also highlighted the terms proposed by Utah County in the interlocal agreement regarding administration of the funds; many of these conditions went above and beyond the requirements of the CARES Act, so the Administration wished to explore the implications of the terms of agreement. The additional restrictions from the County generally related to the City's taking responsibility for properly expending the funds and documenting their expenditures. The City was currently going through a rigorous process to determine what purchases or projects would be

eligible. The process included an internal process, review with the City's external auditors, and a later review with County staff.

Mr. Parker shared the general areas in which they have proposed that funds be allocated:

- 16% for Equipment (including PPE and other capital equipment)
- 6% for Technology (software and hardware)
- 3% for Cleaning costs
- 4% for Community-based projects
- 7% for Reimbursement of previously incurred expenses, overtime related to COVID, sick leave for exposed or quarantined employees
- 60% for capital improvements related to social distancing (efforts to ensure employees and residents are socially distanced while conducting city business/activities)
- 4% for Miscellaneous/projects that didn't fit cleanly into the above categories

The largest single project proposed among the expenditures related to expanding and equipping the existing airport passenger terminal to accommodate social distancing. Mr. Parker shared background details on the current terminal facility and the space needs; the current facility does not have adequate space to facilitate social distancing of family groups for flights returning to full capacity in the future. The only practical way to do the project was to acquire the entire TAC Air building and remodel it, at a cost of about \$4.5 million (just over half of the total CARES funding the City will receive). While expensive, it was a critical project to ensure the continued viability of the Provo Airport, its commercial flights, and the safety and well-being of the airline customers. Mr. Parker noted that most other projects were relatively small in comparison.

Mr. Parker noted that the CARES Act was not a static situation and the Treasury Department was releasing new guidance almost weekly. Based on current knowledge, the Administration felt they have identified a prudent course, but Mr. Parker wanted to note the general uncertainty at play. Mr. Parker also noted the possibility of a second stimulus package from the federal government which may include provisions to help state and local governments respond to loss of revenue due to the pandemic. Mr. Parker noted that revenue replacement was the best possible scenario, as there were no strings attached into how the City could use that funding. Mr. Parker noted that the Administration continues to monitor several areas of potential CARES fund usage. Mr. Parker also outlined the several levels of audits the City anticipated for auditing proper usage of CARES funding. Mr. Parker responded to questions from Councilors:

- Councilor David Harding asked whether the Council needed to approve the project list. Mr. Parker explained that the only action required of the Council was approval of the interlocal agreement with Utah County; grant funds when received by the City were considered already appropriated for their designated purposes.
- Councilor David Shipley asked whether TAC Air was amenable to the proposed airport solution. Mr. Parker indicated that they have had some general conversations with TAC Air and were currently obtaining an appraisal on the facility. TAC Air was likely to use the funding from the sale of their building to construct a new facility elsewhere at the airport, so they could stay on in their role as fixed base operator and continue servicing the Provo Airport. Mr. Shipley asked whether this provided any other equity for the airport and if the project could be completed by the year-end. Mr. Parker said that typically the City cannot use federal dollars to match a federal grant; the upgraded facility

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could not be used as a grant match in the future due to this limitation. Mr. Parker said it would be a stretch, but they were confident that they could complete the project in 2020.

- In response to a question from Councilor Ellsworth about the working relationship with Utah County, Mr. Parker explained that they have been good partners in the process. Both Utah County and Salt Lake County have followed the State's approach by designating funds according to population.
- In response to a question from Councilor George Handley, Mr. Parker explained that they anticipated the need to practice social distancing at the airport would continue even after the pandemic slowed. Even if social distancing were no longer required, the Airport is very conscious of not wanting to put customers in an uncomfortable circumstance; they wanted to do all they could to reassure travelers. Regarding the long-term viability of the facility, Mr. Parker noted that they anticipated there would be opportunities down the road for the Airport operations to relocate to this building and free up space for the Fire Department in their current shared facility.

*Presentation only. This item was already scheduled for the Council Meeting on August 4, 2020.*

### **Closed Meeting**

The Municipal Council or the Governing Board of the Redevelopment Agency will consider a motion to close the meeting for the purposes of holding a strategy session to discuss pending or reasonably imminent litigation, and/or to discuss the purchase, sale, exchange, or lease of real property, and/or the character, professional competence, or physical or mental health of an individual in conformance with 52-4-204 and 52-4-205 et. seq., Utah Code.

**Motion:** Dave Harding moved to close the meeting. Seconded by Shannon Ellsworth.

**Vote:** Approved 7:0.

### **Adjournment**

Adjourned by unanimous consent.