



**MINUTES OF THE CITY OF BURLINGTON
CITY COUNCIL WORK SESSION
Monday, July 15, 2019**

The City Council of the City of Burlington held a regularly scheduled work session in the Municipal Conference Room, 425 South Lexington Avenue, Burlington, N.C., on July 15, 2019, at 5:00 p.m.

Council Members Present:

Mayor Ian Baltutis
Mayor Pro Tem Kathy Hykes
Council Member James Butler
Council Member Robert Ward
Council Member Harold Owen

Council Members Absent: None

Staff Present:

City Manager, Hardin Watkins
City Attorney, David Huffman
Interim City Clerk, Beverly Smith

Rachel Kelly, Nolan Kirkman, Bob Patterson, Peter Bishop, Al Cablay, Todd Lambert, Morgan Lasater, Tony Laws, Joey Lea, Jay Mebane, Mike Nunn, Chris Gaddis, Peggy Reece

Media Present: Jessica Williams, The Times-News, Tomas Murawski, Alamance News

A. NC Commerce Building Reuse Grant Application Request

Project Gator – 1902 Tucker Street

Presentation by: Peter Bishop, Economic Development Director

Peter Bishop Economic Development Director reported on Project Gator's request to the City of Burlington to apply for a NC Commerce Building Reuse Grant to help defray the costs of the project. He announced the company Flexaust, a manufacturer of industrial hose and ventilation products, founded in 1938, is proposing a 10-year lease at 1902 Tucker Street, investing \$3.7 million, creating twenty-nine jobs over a two-year period, paying an average wage of \$48,723. He reported the company's headquarters is in San Diego, CA, and employs 299 employees in three United States locations. He explained the company, Flexaust, is seeking to obtain 57,000 square feet of manufacturing and warehouse in Burlington.

Mr. Bishop provided an overview of the NC Commerce Building Reuse Grant and its intent to encourage job creation and investment opportunities providing grant funds to communities helping businesses invest in vacant building. He explained the grant funds are allocated to local governments, who are responsible for disbursing funds to companies upon verification of invoices for eligible expenses and verified job creation, per contractual agreements. He stated local governments are required to provide a 5% cash match for grant awards with requirements to obtain a promissory note on the property to provide further security in the case of a default.

Mr. Bishop confirmed the City has advertised the required public hearing per N.C.G.S. §158-7.1(c) which has been set for the July 16, 2019, City Council Meeting, for Council to consider a Resolution in support of the City of Burlington's grant application on behalf of Project Gator.

Following a brief discussion, Mr. Bishop concluded the presentation and informed Council upon adoption of a Resolution, documents required will be executed, the City's investment will be secured by a mortgage deed of trust executed by the owners of 1902 Tucker Street, Carolina Mills, Inc.

B. Advanced Metering Program – Water Meter Infrastructure

Presented by: Bob Patterson, Water Resources Director

Water Resources Director Bob Patterson provided an update on the new Advanced Metering Program which will incorporate a system comprised of water meters, communications networks, data management software, and a customer accessible account portal. He stated the City approved the contract with UMS Services for Advanced Metering Program Management and Implementation Services and Task Order 1.1 for Advanced Metering Infrastructure and Meter Testing Services on August 20, 2018.

Mr. Patterson explained that a portion of the project was completed on March 12, 2019 and staff has discussed the results and recommendations of this work with Council and recommends moving forward with the next phase for the project. He reported this next phase of work will involve enhanced review of our business processes, account set up, and other metering and billing procedures as well as a review with staff of the various technologies available through facilitated presentations by solution providers.

Mr. Patterson provided an overview of the business drivers for this project which include the following:

Customer Service Improvements:

- Enable proactive customer service capabilities
- Automated alerts for early notification of leaks or irregular usage patterns
- Present consumption and billing information electronically and on-demand

City Operational Efficiency:

- Reduce lost revenue due to low registration of consumption, water loss write-offs, or theft
- Eliminate manual collection of meter readings
- Eliminate delays in meter read collection and billing due to bad weather, traffic, meter reader illness/absence, or inability to locate meters
- Automate/Integrate utility billing system with the meter reading system
- Enable awareness of new connections established, and new customer activation
- Provide awareness of meter tampering and theft of service
- Reduce unnecessary meter visits

Mr. Patterson explained the recommended AMI Program Budget. He reported the recommended budget is \$11.5 million, including AMI Solution Design/Procurement, required materials, installation, back-office systems integration, program management, acceptance testing, and customer engagement platform. He shared the following fiscal year budget allocation proposed to implement the new system.

PROGRAM BUDGET ALLOCATION

Solution Design - Technology Requirements & Use Cases - Solution Design Technology Provider RFP & Contracting - Evaluation & Selection Network Setup & Pilot - AMI Network Setup - Pilot & Systems Integration - End to End Testing	\$1.5M	FY 2019-2020 (Proposed)
Field Implementation - Mass Meter Installation Phase I	\$5.0M	FY 2020-2021 (Proposed)
Field Implementation - Mass Meter Installation Phase II	\$5.0M	FY 2021-2022 (Proposed)
Total Budget	\$11.5M	



Following a brief discussion, consensus was to place an addition to the July 16, 2019, City Council Meeting to approve Task Order #1.2 of the professional services agreement between the City of Burlington and Utility Metering Solutions for Advanced Metering Program planning and readiness.

C. Boards and Commissions Reports

- Planning and Zoning Commission – **4 Requests**

Interim Planning and Community Development Director Mike Nunn provided a brief overview of recommendations from the Planning and Zoning Commission meeting held June 24, 2019. He reported on the following items that have been scheduled for public hearings at the July 16, 2019 City Council Meeting.

- Request to rezone from R-15 Residential District to CB Conditional Business District for the use an Automobile Parking Lot. The property is located on the northwest side of Overman Drive, referenced as Alamance County tax identification number 113434 and being a portion of 113435.
- Request to rezone from CI Conditional Industrial District to I-2 Light Industrial District. The property is located at 305 North Main Street, referenced as and being a portion of Alamance County tax identification number 136545.
- Public Hearing Draft of the Unified Development Ordinance for consideration and recommendation.

- Public Hearing for City staff to present the Zoning District Translation Map for consideration and recommendation that shows the zoning classifications that are part of the Unified Development Ordinance.
- Traffic Commission – **1 Recommendation**

Interim Planning and Community Development Director Mike Nunn provided a brief report on the recommendations of the Traffic Commission from their June 20, 2019, meeting. He provided an overview of the following Traffic Commission recommendation to request stop signs at the following locations:

- On Longpine Road @ Grand Oaks Blvd
- On Roseberry Loop @ Longpine Road
- On Lodgepole Lane @ Roseberry Loop
- On Lodgepole Lane @ Roseberry Loop
- On Roseberry Loop @ Longpine Road

Mr. Nunn reported these recommendations are on the July 16, 2019, City Council Meeting agenda for consideration to adopt an Ordinance approving the Traffic Commission recommendations.

- Public Transit Advisory Commission (PTAC) - **None**

D. City Manager Comments

City Manager Hardin Watkins commented City staff has submitted the BUILD Grant application and anticipate a response some time in November.

Council Member Butler asked City staff to engage someone to communicate finance plans soon to help educate and formulate a plan to act on with some of the City's larger capital projects to allow time to prepare before there is a deadline for decision making.

Mayor Baltutis reported on the Metro Mayors Coalition Meeting he attended on June 26, 2019, in Raleigh regarding affordable housing in communities. He provided feedback on benefits of rejoining the coalition and the merger with North Carolina League of Municipalities.

ADJOURN Meeting adjourned at 6:08pm

Beverly D. Smith
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Interim City Clerk

July 15, 2019
Work Session