



Municipal Building Council Chamber

**Minutes of the Burlington
City Council Work Session
Virtual Meeting
5:00pm - Monday, July 6, 2020**

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Council Members Present:

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

Council Members Absent: None

Staff Present:

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

Scott Bibler, Peter Bishop, Greg Grayson, Brandon Holt, Rachel Kelly, Nolan Kirkman, Todd Lambert, Morgan Lasater, Tony Laws, Jay Mebane, Mike Nunn, Bob Patterson, Peggy Reece, Sonyé Randolph, and John Vernon.

Media Present: Tomas Murawski, Alamance News

Due to the Coronavirus Pandemic, this meeting was convened remotely using the Zoom Webinar platform.

A) Community Development – Analysis of Impediments to Fair Housing Choice Update

Erich Chatham and Spencer Christian, Civitas SC, LLC, consultants summarized the revisions to the Analysis of Impediments (AI) following the feedback recommended by City Council during the June 1, 2020, Work Session. Erich Chatham presented a summary of the revised report dated June 21, 2020 and shared the following updates to the AI:

- Clarified the Analysis of Impediments is a resource document
- Added details about COVID-19 impacts to current planning and impacts TBD on future housing projects
- Updated narrative to clarify noted definitions and trends and observations
 - Removed rates of increase; used raw number or new percentage when feasible (ex. Poverty rate increase)
 - Percentage rates allow for a more accurate comparison of data because it removes any change in population variables from distorting the data.
 - Expanded on or inserted more specific narrative to draw connections to data and conclusions

- Cited background or data when needed (data is 2013-2017 ACS unless otherwise stated)
- Defined (or further defined) concepts, acronyms, data points, etc.
- Removed some generic aspects of general public policy review/concepts
- Updated narrative to include recent effects of policy and or affordable housing development
- Multifamily developments (under construction)
- Expanded coverage of UDO mission and success
- Expanded on transportation section (Link Transit)
- Described Alamance County re-evaluation's negative impact to Burlington property values
- Added survey results (appendix)
- Updated phrasing and narrative explanation of various impediments and action items

Following a lengthy discussion, City Council consensus was to continue having affordable housing discussions and conversations on how utilize HOME funds for loans to make those improvements.

B) CDBG 5-Year Consolidated Plan – 2020 Annual Action Plan

Community Development Administrator Sonyé Randolph introduced consultant Spencer Christian, Civitas, SC, LLC to present the CDBG 5-Year Consolidated Plan/2020 CDBG Annual Action Plan. She reported City Council will consider adoption following an advertised public hearing at the July 21, 2020, City Council Meeting.

Spencer Christian provided an overview of the Consolidated Plan process and requirements. He reported on the following Priority Needs for the next 5 years:

- Expand & Improve Public Infrastructure & Facilities
- Public Services & Quality of Life Improvements
- Economic Development
- Preserve & Develop Affordable Housing

The Annual Action Plan proposes the following Projects for 2020-2021:

- Administration \$113,076
- Public Facilities & Infrastructure \$417,380
- Public Services \$148,000
- Emergency Housing Repair \$37,692
- Economic Development \$37,692

With no further comments, City Council expressed appreciation for the update.

C) Installment Financing

Director of Finance and Risk Management Peggy Reece provided an overview of proposed installment financing arrangement and summarized the proposed items this borrowing option addresses to be heard on New Business on the July 7, 2020, City Council Meeting for consideration to adopt a Resolution to set a date of public hearing for City Council consideration. She reported the City's independent financial advisors, Davenport & Company, feel it is advantageous to the City in the current economic climate and staff is recommending the City borrow monies through an installment financing which will be paid back over the next fifteen to twenty years.

Ms. Reece reported interest rates are at a historic low and in times of uncertainty, retaining cash reserves is advisable. She reported the total installment financing request is \$9,254,000, which allows the City to take full advantage of the fixed costs associated with issuing debt, finance the complete Carousel Restoration and Carousel House construction project using a minimal amount of reserves, purchase our budgeted annual replacement vehicles and equipment, complete the Fire Engine purchase that was delayed due to COVID, and address \$1,030,000 of necessary repairs that were unable to be addressed in this year's budget.

With no further comments, Ms. Reece noted City Council will be asked to consider adopting a Resolution at the July 7, 2020, City Council Meeting setting a date of public hearing for July 21, 2020, for consideration of the proposed installment financing arrangement as recommended.

D) Interlocal Agreement Emergency Management Services

HR Strategic Initiatives Manager Greg Grayson reported on a proposed interlocal agreement between the City of Burlington and Guilford County to provide certain emergency management response and program evaluation services for an approximate 90-day interim period. He reported following the recent resignation of the City's emergency management coordinator, the City of Burlington provided both Alamance County and Guilford County the opportunity to respond to a written request for proposal of the City's current emergency management program consistent with state and national standards. He reported the interlocal agreement will not require any additional funds and has concurrence from both the Burlington Police and Burlington Fire Departments.

Mr. Grayson reported the request to approve the interlocal agreement has been placed on the July 7, 2020, Consent Agenda and City staff recommends execution of the agreement.

With no further comments, City Council consensus was to consider action at the July 7, 2020, City Council Meeting as recommended.

E) Boards and Commissions Reports

- Planning and Zoning Commission – None
- Traffic Commission – None
- Public Transit Advisory Commission (PTAC) - None

There were no reports provided.

F) City Manager Report

City Manager Hardin Watkins reported on various sites providing COVID testing at Cone Health facilities. He reported beginning July 13th all City employees will be screen prior to reporting to work sites. He explained the importance on responding to the 2020 Census and noted a report to Council will be provided at the July 7, 2020, City Council Meeting by Linda Jones.

Council Member Butler commented on emails received and public comments concerning forming a committee to review and provide feedback to our Police staff. He stated he reviewed old data from a briefing in January 2015 on the Cops Advisory Board. He stated he reviewed the materials, including their charter, which sounds like what is being currently asked. He directed City Manager Watkins to work with Chief Smythe to coordinate reprogramming the Cops Advisory Board, to include what improvements can be made and what it needs to look like to proactively move something in that direction.

Council Member Ward inquired on the status of the Cops Advisory Board and asked for more information on the legal status of the Cops Advisory group before starting a new group and would like to hear more on that topic as well.

Council Member Butler suggested City Manager Watkins report to on a work session agenda format.

City Manager Watkins responded and suggested the August Work Session to provide an update to City Council.

Mayor Baltutis suggested reaching out to the NCLM to help try to create a resource or set of guidance for communities working on these types of review boards.

Council Member Owen expressed appreciation to the Police Department for their involvement with recent meetings involving area police chiefs and sheriff's department and found that to be a step forward with unification of a process going forward in terms of each department being on the same wavelength.

With no further comments, consensus was to receive a report from Chief Smythe and City Manager at a future work session.

Mayor Baltutis asked to have future discussions in planning the law enforcement budget cycle for the FY 21-22 to provide more emphasis the City's priorities that better explains all that police department is being tasked with so the community can see by line item the funding for law enforcement that addresses homelessness, mental health, other areas of community engagement that Police Department is doing on a day to day basis.

Council Member Owen and Council Member Butler commented on the importance of police departments, leveraging community partners, and expressed appreciation for the proactive response from the Burlington Police Department.

Officer Chris Gaddis commented on policing and progress in training of officers to address the communities needs including law enforcement. He explained the value in partnering with organizations to aid with the best course of action for areas outside of law enforcement, such as mental health, juvenile issues, and substance abuse issues. He explained the Police Department is part of the solution, but not the sole source necessary to fully support the specialties needed. He expressed appreciation for the support and interest in working through projects and budgeting to better serve the community.

The meeting was adjourned at 6:25pm.


Beverly D. Smith, NCCMC
Interim City Clerk

July 6, 2020
Work Session