



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

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

Jessica Arias, David Beal, Scott Bibler, Peter Bishop, Rachel Kelly, Nolan Kirkman, Todd Lambert, Morgan Lasater, Tony Laws, Jay Mebane, Mike Nunn, Conrad Olmedo, Bob Patterson, Peggy Reece, Andrew Shore, and John Vernon.

Media Present: None

A) Chicken and Fowl Update

Planning Manager Conrad Olmedo provided an overview presentation on fowl and chickens in the City of Burlington and provided a review of City of Burlington Code of Ordinance Section 6-13.- Keeping of Fowl Prohibited which currently prohibits fowl/chickens within the Burlington city limits. He reported producing food and eggs at home has gained interest due to the Coronavirus pandemic and other economic impacts.

Mr. Olmedo provided a brief history of City Council discussions in 2006, review of other North Carolina communities that prohibit and allow fowl/chickens and reported areas to consider when deciding to allow fowl/chickens in the Burlington city limits. He shared points of discussion would include impact on community (noise, smell and disease), acquiring community input, Ordinance review, impact on staff resources, permitting, enforcement, complaint responses and adoption/housing of unwanted chickens/fowl. He explained City staff is seeking direction from City Council on next steps.

Mayor Baltutis commented the Alamance Cooperative Extension service as an agricultural body expressed interest in working to find ways municipalities could support agriculture by having backyard flocks or chickens.

Council Member Owen shared some brief history from City Council discussions in 2006 where City Council did not vote in favor of allowing city limits fowl/chickens. He commented on the concerns the City had to address with dogs and chickens, as well as smell and other concerns brought forward.

Council Member Ward inquired about health department regulations or recommendations. He encouraged the City explore those guidelines in future discussions.

Animal Services Director Jessica Arias responded to the health concerns such as disease, egg handling, and potential flu viruses and shared the North Carolina Agriculture Extension can provide additional guidelines.

Council Member Butler commented on an article about the general community health regarding training, permitting, vaccinations, and regulating these needs.

Mayor Pro Tem Hykes commented several individuals have brought this up over the past couple of years and encouraged holding a public hearing to receive public input.

Following brief discussion, consensus was to survey the community via public engagement, research and provide Ordinances for surrounding communities allowing this in their communities, and report to City Council at the October 5, 2020 Work Session.

Assistant City Manager Rachel Kelly commented the Community Engagement staff and Planning staff will collaborate to create various survey tools to seek public input.

B) BurlingtonSmart Online Permitting and Licensing Portal Overview and Demonstration

GIS Administrator Andrew Shore presented a brief overview and demonstration of the City's new development/construction software platform, BurlingtonSmart that went live on August 10, 2020. He reported multiple departments including Inspections, Planning, Transportation, Engineering, Stormwater, and Code Enforcement will utilize the software for permits and workflow related to land development, construction, and code enforcement activities. He provided a demonstration of the BurlingtonSmart portal and provided examples of uses for customers to conduct business online with the City of Burlington.

Following a brief discussion, City Council consensus was for a City staff to report to Council at a future work session on the program use and services it was designed to provide.

C) Annexation Request – Hanford Road

*City Council to consider an addition to the August 18, 2020, City Council Meeting agenda to adopt a Resolution to set a date of public hearing for September 15, 2020 to consider the annexation request.

Principal Planner-Long Range Planning David Beal presented an application for Voluntary Annexation for two parcels for property at 0 and 1450 Hanford Road that are contiguous to the current city limits. He reported one request was received include +/- 92.07 acres with the same ownership and it is reasonable to provide required city services and bring them into the city limits. He explained normally voluntary contiguous annexation requests are associated with a utility request and/or a TRC development, but that is not the case here. He reported the applicants have discussed future development possibilities but there is not a development request currently associated with this request.

Mr. Beal reported the existing conditions are used in calculating estimated tax revenues and expenditures. He presented present use valuation figures and reported City staff recommends adoption of the Annexation Ordinance and for City Council to consider an addition to the August 18, 2020, City Council Meeting agenda to adopt a Resolution setting a date of public hearing for September 1, 2020 or September 15, 2020, City Council Meeting to consider the annexation request.

Council Member Ward asked City Council to consider cancelling the September 1, 2020, City Council Meeting and set the public hearing for September 15, 2020.

City Council consensus was to place an addition on the August 18, 2020, City Council Meeting and set a date of Public Hearing for September 15, 2020, City Council Meeting and cancel the September 1, 2020, City Council Meeting placing both items as additions to the agenda for August 18, 2020 consideration.

D) Pandemic Impacts Financial Update

City Manager Hardin Watkins provided a brief overview of report to include the impact on local options sales tax revenue, impact on water/sewer payments, share outreach and communication with City customers, and news on CARES Act funding through the NC Pandemic Recovery Office.

Director of Finance and Risk Management Peggy Reece presented the local options sales tax actuals for the months of May-June 2020.

LOCAL OPTION SALES TAX- ACTUAL

2019-2020	APR 20	MAY 20	JUN 20	TOTALS
REPORTING MONTH	APR 20	MAY 20	JUN 20	TOTALS
Actual Sales for Month of	March	April	May	
DATE RECEIVED	6/15/2020	7/15/2020	8/15/2020	
TOTALS	1,184,182.48	1,055,899.92	1,190,198.99	13,992,562.62
Change in Sales tax compared	-6.42%	-10.96%	-2.33%	2.07%
Compared to prior year				

2018-2019

REPORTING MONTH	APR 19	MAY 19	JUN 19	TOTALS
Actual Sales for Month of	March	April	May	
TOTALS	1,265,358.11	1,185,917.95	1,218,610.70	13,708,522.85

FY19-20

Total Actual Sales Tax		13,992,563
Original Budget	1.22%	13,824,304
Year End Amended Budget	3.85%	13,474,304
		350,000
		2.53%

Ms. Reece reported the previous FY19-20 actual revenues for water and sewer sales in comparison to actual revenues to date in FY19-20 and reported the water sales for Greensboro actuals for FY18-19 in comparison to FY19-20. She provided an overview of the past due balances as of July 31, 2020 for City of Burlington customers. The following figures were provided:

	# of Customers	Total past due amount	Average past due balance/ Customer	Average monthly payment / Customer
Residential	Past Due			
Over 120	588	168,942.60	287.32	47.89
91-120	266	53,996.72	203.00	33.83
61-90	420	65,679.99	156.38	26.06
31-60	707	73,391.35	103.81	17.30

Ms. Reece provided the communication tools on the City of Burlington website created to notify customers for COVID-19 Response CARES Act Financial Assistance which provides access much needed financial assistance using funds secured through the federal governments CARES Act. She provided a brief demonstration for applying online for City Water Utility Bill Assistance. She reported customers will be notified by mail in addition to the information available online.

Ms. Reece reported Burlington's allocation of CARES Funding from Alamance County. She reported the City has received a total of \$835,412 to date to use for the following Cares Relief Funding (CRF) requirements:

- Necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (Covid-19)
- Costs not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State government
- Costs incurred during the period that begins on March 1, 2020 and end of December 30, 2020.

Ms. Reece reported there are six categories allowable which includes medical expenses, public health expenses, payroll expenses, compliance expenses, economic support expenses and other Covid-related expenses. She stated the City has a plan on how these funds will be distributed that will be submitted to Alamance County.

City Manager Hardin Watkins concluded this is good news based on the report and the CARES Act fund dollars received are new dollars that were not counted on at the adoption of FY20-21 annual budget. He explained another report will be provided to City Council in September.

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

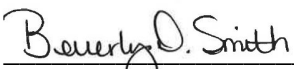
City Manager Watkins commented on the request to cancel the September 1, 2020, City Council Meeting and will place this as an addition to the August 18, 2020, City Council Meeting agenda to formally cancel.

Mayor Baltutis commented on election ballots and inquiries on the process for the 2020 elections and asked for a report to Council on the upcoming election process.

Council consensus was to receive a report from Alamance County Board of Elections.

City staff will coordinate a report to City Council at the September 15, 2020, City Council Meeting.

The meeting was adjourned at 6:12pm



Beverly D. Smith, NCCMC
Interim City Clerk

August 17, 2020
Work Session