



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

Alan Balog, Scott Bibler, Peter Bishop, Amy Cameron, Jonathan Dudley, Rachel Kelly, Jeff Knight, Nolan Kirkman, Todd Lambert, Morgan Lasater, Matt Lawrence, Tony Laws, Jay Mebane, Mike Nunn, Conrad Olmedo, Bob Patterson, Peggy Reece, Louisa Sholar, Jeff Smythe, and John Vernon.

**Media Present:** Tomas Murawski, Alamance News

**A) Auditor's Report FY 2019-2020 – Stout, Stuart, McGowen & King, LLP**

Mayor Baltutis announced City Council will receive the Auditor's Report for FY 2018-2019.

Director of Finance and Risk Management Peggy Reece introduced Patricia Rhodes and Tom McGowen of the firm, Stout, Stuart, McGowen & King, LLP in attendance to present the audit report.

Patricia Rhodes stated this report to Council is an opportunity to discuss the audit report for the City of Burlington for year ending June 30, 2020 and expressed appreciation to work for the City Council. Ms. Rhodes stated this report was submitted to the Local Government Commission to review which is required by all governmental units annually. She stated this report was prepared in the prescribed format of the governmental accounting standards board. She stated the Comprehensive Annual Financial Report (CAFR) for June 30, 2020, was prepared by the City of Burlington Finance staff. She explained the sections of the CAFR that were actually prepared by Stout, Stuart, McGowen & King, LLP, are the audit opinion letter, the compliance section report on internal control over financial reporting, the report on compliance for each major federal program and the report on compliance for each major state program. Ms. Rhodes reported the Certificate of Achievement for Excellence in Financial Reporting has been received by the City for June 30, 2019, and marks the twenty-first consecutive year that this award has been received by the City which is a great accomplishment due to all the recent reporting changes

required in reporting. She reported, as stated the opinion letter, the financial statements are an unmodified opinion, which is the best and cleanest opinion that can be received.

Ms. Rhodes reported management's discussion and analysis is an excellent overall summary of this expansive and detailed report including financial highlights, financial analysis and economic factors, and budget highlights for 2021. She stated a new schedule that appears in this year's report that was not in last year's report are the capital projects schedules of revenues, expenditures, and changes in fund balance for the Street Resurfacing Project. She reported the overall city-wide tax collection rate for the 2019 taxes was 99.62% which is an excellent collection rate.

Ms. Rhodes reported on the compliance section which provides a list of grant monies expended during the year for federal and state grants. She stated as part of their audit process, internal controls are considered, and found no material weakness or significant deficiency. She explained if something had come to their attention, it would have been reported to Council in a separate letter. She provided a summary of a letter provided to City Council, from the auditor's, which communicates performance and it states they did not encounter any difficulties with management while performing the audit, nor were there any disagreements with management over any accounting, reporting or auditing matters. She explained they continue to work with Finance staff on the implementation of any new governmental accounting standard board statements that are issued and the effects they may have on future financial reporting for the City of Burlington.

Ms. Rhodes expressed appreciation to City Manager Hardin Watkins, Peggy Reece and City staff for their assistance during the audit, as well as thanked City Council for allowing them to be the independent audit firm for the City.

#### **B) City of Burlington 2021 Federal Advocacy Agenda**

City Manager Hardin Watkins introduced Jennifer Imo, of the Ferguson Group in attendance to present Federal priorities for advocacy for the next calendar year.

Jennifer Imo recognized her colleague in attendance, Rebecca Bliss. She reported briefly on the following categories of proposed City priorities on this year's Federal Agenda: Transportation, Economic Development, Parks & Recreation, Water and Wastewater, Information Technology, Police, and Fire.

Ms. Imo requested formal approval of the Federal Agenda, to direct the Ferguson Group's activities and allow them to present those to congressional delegation on behalf of the City of Burlington. She explained these projects have opportunities for action and can be changed as needed. She recommended including another section for "other priorities" for anything related to COVID relief for further consideration when that time comes for more direct funding assistance to local governments. She recommended continued preservation of tax-exempt municipal bonds, a reinstatement of a process called advanced refunding, and a general statement of monitoring various federal agency rules and regulations. She reported they received a debrief on the Build Grant from the NCDOT to hopefully make future application more competitive and believes there may be other aspects and funding opportunities for the Maple Avenue Corridor Project.

In closing, Ms. Imo reported the newly elected chair of the House Appropriations Committee has indicated that there will be earmarks included in the House passed appropriation bills. She stated many of the projects included in the City's Federal Agenda are projects that historically would have been eligible for earmarks. She reported they will remain in communication on the earmarking process to keep the City informed.

Mayor Baltutis guided Council through each category to seek additional questions or input to finalize an agenda for City Council approval.

Transportation	
	Action Item:
Maple Avenue Corridor	Pursue DOT BUILD grant funds and other relevant funding opportunities.
Expansion of Alamance Road/Highway 62	Explore funding opportunities for the entrance to the City that leads to Burlington-Alamance Regional Airport.
Link Transit System	Assist the City in identifying and pursuing funding sources for a permanent transit hub, multimodal transit planning, transit and bus fleet expansion, procuring electric buses, and building charging stations.

Economic Development	
	Action Item:
Sewer Outfall/Innovative Knitting Site	Secure Congressional support for Economic Development Administration (EDA) CARES Act grant application.  Explore additional funding opportunities to support the project, if awarded.
Downtown Incubator Project	Explore funding opportunities for incubator project, including EDA.
Tarheel Army Missile Plant Remediation	Support continued funding for the Department of Defense’s Army Environmental Command’s remediation efforts.
Opportunity Zones	Monitor and report on federal activity related to Opportunity Zones.  Explore and pursue federal programs that prioritize Opportunity Zones in competitive grant opportunities.
Industrial Development	Explore funding opportunities to develop industrial sites in the City, including EDA. Seek partnerships with private entities to assist in preparing sites.  Explore funding opportunities to build interior roads, sewer, and stormwater that is needed to attract investment.

Parks and Recreation	
	Action Item:

Haw River Greenway Development Project	Pursue the Forest Legacy Program; secure Congressional support. Pursue additional funding opportunities for the greenway project.
Greenways and Bike Plan	Explore funding opportunities for parts of the plan, including the Land and Water Conservation Fund and Recreational Trails Program through the North Carolina Division of Parks and Recreation.
Paramount Theater Expansion	Pursue funding opportunities and applicable tax credits for the expansion and upgrade of the Paramount Theater to develop the connected Arts Center.  Seek opportunities for ADA-compliance.

<b>Water and Wastewater</b>	<b>Action Item:</b>
Emerging Contaminants	Monitor and report on federal action related to PFAS and 1-4 Dioxane in the regional water supply.
Water Treatment Plant	Explore and pursue funding opportunities for development of the water treatment plant, including roof replacement and structural work.

<b>Information Technology</b>	<b>Action Item:</b>
Connectivity Between Burlington and Greensboro	Pursue funding opportunities to create a broadband connection between Burlington and Greensboro.  Explore opportunities to lease fibers to private entities to increase competition in the area and gain federal support for the connection.
Broadband Access	Explore funding opportunities and policy initiatives to improve broadband service in underserved areas.
Broadband Policy	Monitor and report on federal broadband legislative and policy updates.

<b>Police Department</b>	<b>Action Item:</b>
K-9 Support	Pursue funding assistance for two additional police dogs, including a therapy dog.
Recruiting, Hiring, and Retention	Pursue federal funding assistance, including COPS Hiring, to both recruit and retain additional officers.  Explore opportunities for office support program.

Police Reform	Monitor and report on police reform legislation and policies. Seek opportunity and areas where the City can impact legislation and policy.
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Fire Department	Action Item:
Burn Building	Pursue FEMA’s Fire Prevention and Safety Grant to outfit a new burn building.
Hiring	Pursue FEMA’s SAFER Grant funds to hire personnel.
Traffic Preemption	Work with the North Carolina Department of Transportation to assist with traffic preemption projects.

Following discussion, Council provided specific feedback and requested Ms. Imo to make the recommended modifications and for City staff to place an addition on the January 5, 2021, City Council consent agenda to formally adopt the revised Federal Agenda.

**C) NC League of Municipalities 2021-2022 Advocacy Goals**

City Manager Hardin Watkins reported Council expressed interest in a proposed virtual Special Meeting with recently elected State House and Senate members.

Interim City Clerk Beverly Smith provided proposed dates of the majority of the State elected officials was either January 11<sup>th</sup> at 2:00pm or January 12<sup>th</sup> at 9:00am.

Council consensus was to set a date for January 12, 2021 at 9:00am to hold a Special Meeting.

City Manager Watkins provided an overview of the NCLM 2021-2022 Advocacy Goals. He reported the NCLM Board of Directors have recommended 17 goal statements and each municipality may appoint a delegate to cast the municipality’s vote on January 14<sup>th</sup>. He explained each municipality may select 10 of the 17 recommended goals for a vote on January 15<sup>th</sup>.

Assistant City Manager Rachel Kelly presented the following NCLM Legislative Goal Statements. The City staff recommended goals submitted to Senator Galey are highlighted in bold text.

1. **Grant local government the authority to build broadband infrastructure in order to partner with private providers and provide additional funding to help close the digital divide.**
2. Secure federal and state aid directly to municipalities to offset all lost revenues due to the Covid-19 pandemic.
3. **Expand incentives and funding for local economic development.**
4. Refine economic tier designation system to reflect conditions more accurately at sub-county level.
5. **Revitalize vacant and abandoned properties with enhanced legal tools and findings.**
6. **Increase state and federal funding for affordable housing.**
7. **Create a permanent and adequate funding stream for local infrastructure needs.**
8. Provide funding to keep aging water and sewer systems financially solvent today and viable for the future.
9. **Ensure state funding for any new, state-mandated benefits for municipal employees.**
10. **Improve state-wide funding and support for LEO training focused on use of force, mental health, and de-escalation skills.**

11. Permits all cities to establish a police department citizen review board.
12. Allow a short grace period for online posting of local emergency declarations while allowing them to take effect immediately.
13. Increase public safety grant funding and expand allowable uses.
- 14. Extend notification timeline for any changes to sales tax revenue disbursement.**
- 15. Reduce pressure on property taxpayers by expanding locally controlled options for revenue generation.**
- 16. Increase in state funding to support public transportation development and operations.**
17. Improve processes and payments for moving utility lines located in the right-of-way during transportation projects.

Following discussion, Council consensus was to place an addition to the January 5, 2021, City Council Meeting consent agenda to approve the 2021 City of Burlington Legislative Goals and designate Mayor Ian Baltutis to serve as the City of Burlington’s delegate.

City Manager Hardin Watkins provided an overview of the following Annual City Goal Review Items. He reported these items will be shared with our legislators in future conversations.

- **Maple Avenue Corridor** – Applied unsuccessfully for Federal BUILD grant funding in 2019 and 2020. Will apply in 2021 – firm commitment and participation from NCDOT would strengthen application
- **Citywide Greenway** buildout continues (walkability/ bicycling improvements are a priority)
- **Burlington-Alamance Airport Development/ Support** – ongoing needs for road improvements at 62 & Anthony Road (intersection & leveling out hill on Anthony Road)
- **Economic Development Site Readiness** – priorities are advance work and infrastructure investments in Site #2, Site #3, and Keck Estate
  - Old City Landfill on Anthony Road – working with state on remediation of pre-regulatory landfill – believe this land will contribute positively to development potential of Keck Estate and airport prospects
- **Broadband Improvements** – Downtown, East Burlington, North Burlington have needs
- **PFAS Monitoring** – ongoing concern (threatened lawsuit) by Haw River Assembly – letter of agreement exists now – involves effluent into Haw River (especially at the East Burlington Wastewater Plant) and land application of sludge onto farm fields in the region
- **City Occupancy Tax** – would like to seek permission to increase tax by 3% in line with other communities along I-85 corridor to help fund tourism-related improvements in Burlington. City is willing to work cooperatively with other Alamance cities but would like to establish a separate TDA to ensure funding that aligns with city goals and priorities.
- **Moorefield Building Renovation/Paramount Expansion** – although this is lower on the priority list, there was past legislative interest in the Paramount Theater funding and support. If arts and culture capital funding is available, the City would be interested in pursuing assistance with renovations to the old floral shop as usable public space attached to the Paramount lobby.

City Manager Watkins reported he and Police Chief Smythe have been actively working with the North Carolina Association of Chiefs of Police via Fred Baggett the lead on lobbying efforts in Raleigh. He assisted with the following Law Enforcement Reform list presented by Police Chief Jeff Smythe:

#### **Law Enforcement Reform**

- Support permitting of automatic license plate readers in state right of way. They are currently allowed on City right of way and private property with permission.

- Delay required certification of police telecommunicators to July 1, 2022 due to COVID impacts.
- Oppose 10 proposals from Governor’s Task Force
- Support 5 proposals from NCACP, NC Sheriff’s Association, and House Select Committee
- Oppose proposals from PBA and/or FOP (attached) regarding “Police Officer Bill of Rights,” “whistleblower” protection concept, dedicated seat on Criminal Justice Standards Commission, and their request for repeal on state prohibition for local governments to recognize and bargain collectively under the NLRB with public employee unions.

Following discussion, City Council consensus was to place an addition to the January 5, 2021, City Council Meeting consent agenda to approve the 2021 Advocacy City Goals and NC Association of Chiefs of Police goals for state advocacy.

#### **D) City of Burlington Brand Refresh Update**

Community Engagement Manager Morgan Lasater reported on the culmination of a “brand audit” and “brand refresh” project. She provided background on the process to standardize the City’s Brand with goals to improve efficiency with how departments utilize the brand, and to create clarity for the general public. She explained a brand audit had been performed with North Star Marketing, City staff and public input sessions. She presented on the proposed variants of the brand mark and evolution of the City’s brand with the City’s new brand embracing our traditions and our past while evolving to meet the demands of our City’s future.

Ms. Lasater reported the City of Burlington’s identity is rooted in a tradition of progress, from railroads to highways and our City’s at its best when its on the move. She stated the new Brand embraces our traditions and our past while evolving to meet the demands of our City’s future. She provided examples of the refreshed Brand and explained the implementation and coordination of internal and external communication plans to maintain consistency across the organization.

With no further comments or questions, City staff will continue moving forward with plans for the City brand refresh.

#### **E) Golf Course Brand Update**

Recreation and Parks Director Tony Laws provided a brief overview of the history and background on the development of the City owned; Indian Valley Golf Course built in the late 1960’s. He reported the City purchased the golf course from a developer in the early 1970’s and it assumed the name of the golf course established by the developer. He reported the Recreation and Parks Commission unanimously recommends renaming the course, “The Valley”, as part of their discussion at its December 2020 meeting. He stated the course has a new Golf Manager, Jonathan Dudley in attendance to report on the status of the course budget. He stated golf has become more popular during the pandemic with the outdoor activities becoming safer for our community. He stated over the years many golfers and customers have referred to the course as, “The Valley”, which already informally abbreviated the name and it continues to be called such today.

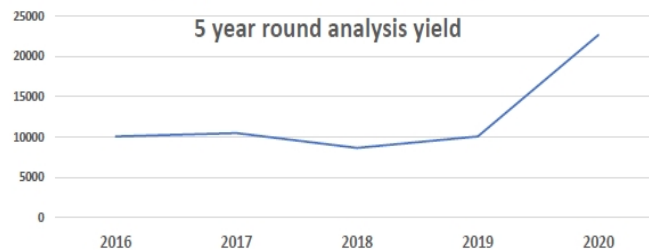
Community Engagement Manager Morgan Lasater reported through the discovery process of the City’s brand refresh, the City began to recognize there were residents and patrons that didn’t know this golf course was a municipal golf course or supported and operated by their tax dollar. She shared the inconsistent brand marks were located throughout the golf course and needed more consistency. She stated the development of the brand mark took into consideration the commercial amenity of the golf course and how it competes in the marketplace. She reported the golf course branding and renaming coincides with the timing of the City’s rebrand refresh so that they resembled each other and identity able as a City operated property.

Ms. Lasater provided examples of the mark up for “The Valley” brand and stated it was designed to express the contemporary new energy that is happening at the course today. She reported it was also recognized it was one of the few golf courses on the Haw River in our area, so the uniqueness of that allows us to capitalize on that in marketing using the logo and tagline, “The Valley”, Golf by the River. She reported other opportunities when marketing all the golf course amenities would include a secondary tagline, “Everybody Plays at The Valley” and use of the refreshed brand on pro shop inventory.

Golf Manager Jonathan Dudley stated he was very excited about the vision of The Valley golf course. He provided an update on the 2020 monthly sales for the first and second quarter. He reported due to the temporary closure of the Alamance Country Club course under renovation, many golfers have been visiting City’s golf course. He reported golf is thriving and sales are up an average of 98% compared to last year since July 1, 2020. He provided the following charts with percentages for months July – December 2020 of revenue for monthly sales including green fees, park fees, concessions, and memberships.

2020 Monthly Sales Quarter 1&2	
July	95%
August	104%
September	63%
October	32%
November	217%
December	75%

**5 year-round yield based on current golf system numbers**



Year	rounds
2016	10073
2017	10498
2018	8650
2019	10075
2020	22670

Mr. Dudley reported the recommendation to transition the course name from Indian Valley Golf Course to The Valley Golf Course was unanimously approved by the Recreation and Parks Commission at its meeting on December 10, 2020.



Following brief discussion, Council consensus was to proceed as planned to consider formal approval to transition with a multi-year process of rebranding the City’s golf course from Indian Valley Golf Course to The Valley Golf Course at the January 5, 2021, City Council Meeting.

Mayor Baltutis called for a break at 7:03pm. Mayor Baltutis called the meeting back to order at 7:08pm.

**F) Police Department “Leading the Way” Update**

Police Chief Jeff Smythe provided a summary of activities of the Burlington Police Department over the last few years and provided updates on accomplishments, use of force, crime reduction strategies, diversity, recruitment, and employee wellness. He presented a chart explaining how Burlington Police Department is Leading the Way and shared the following key highlights of the programs and initiatives offered by the Burlington Police Department in furtherance of excellent public safety measures:

BPD Leading the Way									
2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Transparency	Transparency	Objective Promotions and New Evaluations	New Patrol Schedule	Focus on Hiring & Recruitment	Clean Data	New Patrol Beats	NC4 Street Smart	Employee Health & Wellness	
Formed Department Committees	Fitness and Wellness Initiatives	ANET	GVCU LECC	CAU & CSI Units	Community Engagement Team	New Pay Plan	Youth Diversion		
Citizen/Community Academy		Peer Support Team	POPAT Mandatory	Implemented Intelligence Led Policing	New Building Discussion	CRO	COVID Response	Community Police Advisory Team	
Training Improvements	Implemented Scenario Based Training	Crisis Intervention Team Training	Implicit Bias Training	De-Escalation & Conflict Resolution	Racial Equity Training	SIMS & Lasers for Scenarios	ICAT & Duty to Intervene Training	ABLE Training	
Staffing Changes	125 Sworn 48 Prof. 38 P/T	127 Sworn 47 Prof. 35 P/T	136 Sworn 35 Prof. 28 P/T	136 Sworn 35 Prof. 28 P/T	136 Sworn 35 Prof. 19 P/T 4,557 hrs. Volunteer	139 Sworn 37 Prof. 23 P/T 2,429 hrs. Volunteer	139 Sworn 41 Prof. 20 P/T 542 hrs. Volunteer	Strategically Fight Crime	
Awards		NAACP Presidents Award	US DOJ Valor Award (Runner-Up)	Valor Award Winner & World-Wide Kindness Ninjas	Gang Unit of the Year	One Mind Pledge & NCPEA Executive of the Year	PERF Gary Hayes Award & Accreditation Manager Award	Recruitment & Retention	
Strategic Plan		21 <sup>st</sup> Century Policing	Agency Action	Agency Action	Public Input Update Plan	Agency Action	Agency Action	Public Input Update Plan	Agency Action
Leadership & Succession Plan		Public Input	CALEA Onsite	CALEA Conference			CALEA Onsite	CALEA Conference	
Accreditation									
Smythe Assessor	Kerns Assessor				Smythe Commissioner		Majors Assessor		

*Accomplishments*

- Creation of Alamance Narcotics Enforcement Team (ANET) in 2015. Huge impact on drug trafficking trade in Burlington and Alamance County
- Formed the Gang & Violent Crime Unit (GVCU)

- Implemented Law Enforcement Crisis Counselors in 2016 which is an example of how the Burlington Police Department is leading the way having already established this prior to 2020 when these requests have been trending across the state and in our industry.
- Mandatory physical agility tests for Police Officers in 2016, starting this initiative in 2014
- Crime Analysis Unit and Crime Scene Investigations units in 2017
- Community Engagement Team in 2018
- Community Resource Officer in 2019
- Youth Diversion Program in 2020
- Community Police Advisory Team in 2021

### *Training Improvements*

Implemented Scenario Based Training in 2014

### *Awards*

Runners Up in DOJ Valor Award in 2016 and won that award in 2017

One Mind Pledge & NCPEA Executive of the Year

### *Vision Statements*

- Employee Health & Wellness
- Strategically Fight Crime
- Recruitment & Retention

Chief Smythe reported the Burlington Police Department has reached 100% clearance for murders over the last three years and the Department is known for having the top ANET drug unit in North Carolina. He reported the following use of force training initiatives and changes have resulted in the gradual decrease in the numbers from 2014 to the present:

- 2015 Attended ICAT Training (Integrating Communications Assessment and Tactics)
- 2015 committed to CIT (Crisis Intervention Team)
- 2016 Implemented ICAT Training
- 2017 added “Sanctity of Life”
- High level interactive scenario-based training exercises each year

Chief Smythe shared the following highlights of the drivers at the Police Department behind crime suppression.

- 2016 High profile murder and created Gang and Violent Crime Unit
- 2017 Implemented Intelligence Led Policing (ILP)
- 2018 Clean Data Campaign to improve ILP outcomes
- 2018 deployed Community Engagement Team (CET) in hotspot neighborhoods
- 2020 implemented NC4 Streetsmart product for collaboration & Data

Chief Smythe shared diversity data and recruitment numbers. He reported the support of City Council is evident in the advertisement it gives the Police Department when it comes to recruitment efforts. He shared fitness and wellness perspectives developed over the last few years. He reported in August of 2013, employees were given notice about health focus and future mandatory Police Officer Physical Ability Testing (POPAT) which in 2014 as mandatory for all new officers and required by all police

officers by 2016. He reported on efforts made for mental health and wellness which included the creation in 2015 of Peer Support Team including Critical Incident Stress Debrief (CISD) and in 2018 required mandatory quarterly counseling for Special Victim's Unit (SVU). He reported these efforts allow for officers to decompress and talk about the stress of the job, which beginning in January 2021 will be rolled out to the entire City organization as well as reinforcing the use of Employee Assistance Program (EAP).

Chief Smythe reported Burlington Police Department (BPD) is in a partnership with UNCG for a grant funded study of the LECC Program (Law Enforcement Crisis Counselor) and a partnership with the University of Chicago and RTI International to study calls for service-how we gather information at the beginning of a call and then adjust our "best response" so police officers can lead the way with that research in the coming years. He reported BPD is rolling out a new recruitment incentive for all city employees to identify qualified Police Department and Fire Department line staff, next three-year cycle of public facing Strategic Planning, and Community Police Advisory Team with new ideas generated soon. He shared backgrounds of some of our local talent, Officer Will Steele and Officer Bralin Haith, who grew up in this area and now serve the community as proud officers at BPD.

### **G) Advanced Metering Program Update**

Water Resources Director Bob Patterson presented an update on the Advanced Metering Infrastructure (AMI) needs assessment project. He shared how the initiative started and updated City Council on the proposal provided by the vendor selected by Water Resources and Finance Department selection team. He reported the AMI system is more reliable and safer to meter readers, newer data collection methods will provide more accurate data and improve revenues obtained from customers. He stated this process would potentially yield savings for the customer by better control of their water usage and thereby see a reduction in their water bills. He reported the use of technology would drive retraining meter readers to perform new duties relating to meter maintenance and operational trouble-shooting and other City staff would be trained on the use of new software and the implementation of new procedures and policies.

Mr. Patterson reported in February, 2020, the City issued a Request for Proposals (RFP) for Advanced Metering Infrastructure that was distributed to potential meter vendors and the City selection team, comprised of Finance and Water Resources staff, ranked the vendor Core & Main as its top choice for further negotiation of scope and price to develop the Advanced Metering Program (AMP). He reported the City received seven responses to the RFP with Core & Main being the best fit for the City. He reported Core & Main's solution involves providing a Network as a Service (NaaS) in which Core & Main will be responsible for all equipment installation, operation, and maintenance relating to the fixed network communication system that is the backbone of the AMP. He stated Core & Main would also provide secure, cloud-based software that through a Software as a Service (SaaS) agreement would provide meter reading data to be transferred from the meters to our billing software, and also to a customer portal that residents and businesses can use to view their water usage and billing history.

Mr. Patterson reported the Core & Main solution will utilize Neptune branded meters and explained the City has primarily used Neptune meters for many years so this proposal would leverage existing in-service meters that can be converted to the AMI system and also allow the installation of newer meters to

be extended over a longer time frame to spread costs over multiple budget years. He stated the next steps involve negotiating and signing the scope of work with Core & Main, developing a project Charter, documentation of a project execution plan with a goal of deploying in late spring of 2021. He provided an

overview of the project timeline, which once deployed, the network setup and integration process, CIS integration of software, and meter change-out would take place over a three-year period.

## **H) Boards and Commissions Reports**

### **Planning and Zoning Commission – 1 Request**

Director of Planning and Transportation Mike Nunn reported on an application to rezone from Light Industrial (LI) District to General Business (GB) District. He stated the parcel is owned by Mr. John Burton and the property is located at 2401, 2451 and 2495 Eric Lane, referenced as Alamance County tax identification number 114301. He explained the Comprehensive Land Use Plan calls for the area to be Regional Commercial and the property is contiguous to existing General Business (GB) District properties and is located within a commercially developed area which makes the request consistent with the Comprehensive Plan and compatible with the uses in the surrounding area. He reported City staff recommends approval and the Planning and Zoning Commission unanimously recommends approval of the request. He reported a Public Hearing will be scheduled for the January 19, 2021, City Council Meeting.

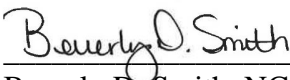
- Traffic Commission – There were no reports.
- Public Transit Advisory Commission (PTAC) – There were no reports.

## **I) City Manager Report**

Mayor Baltutis commented the incoming Biden Administration is asking communities and organizations to participate in a Day of Remembrance for those who have lost their lives to COVID-19 on January 19, 2021, at 5:30pm. He stated the request is calling on communities, churches, organizations, and cities to light their City Hall's or have a candle lighting and ringing of bells in their honor. He requested that City staff coordinate and asked Council if there was interest in participating.

City Council agreed to support and participate in an event on honor of those lives lost to COVID-19.

The meeting adjourned at 7:59pm.

  
Beverly D. Smith, NCCMC  
Interim City Clerk

January 4, 2021  
Work Session