



**Minutes of the Burlington
City Council Work Session**
Virtual Meeting
5:00pm - Monday, August 16, 2021

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

Council Members Present:

Mayor Ian Baltutis
Council Member Robert Ward
Council Member Harold Owen
Council Member James Butler

Council Members Absent: Mayor Pro Tem Kathy Hykes

Staff Present:

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

John Andoh, Scott Bibler, Peter Bishop, Cheryl Brown, Eric Kerns, Nolan Kirkman, Todd Lambert, Morgan Lasater, Tony Laws, Brian Long, Jay Mebane, Blake Moyer, Mike Nunn, Conrad Olmedo, Bob Patterson, Peggy Reece, Paige Shepard, Brian Tennent, and John Vernon.

Media Present: Tomas Murawski, Alamance News

Council Member Ward informed City Council he would need to leave the meeting at 6:45pm.

A) 2020-2021 Consolidated Annual Performance and Evaluation (CAPER)

PTRC Staff Rebecca Ashby provided an overview of the (CAPER) financial report required by HUD on the spending for the prior year as part of grant oversight. She reported on the following expenditures:

Summary
City of Burlington
Consolidated Plan for 2020-2024
Consolidated Annual Performance and Evaluation Report (CAPER) for 2020/21

Total 2020/21 CDBG IDIS Project Expenditures - \$710,358.37

1. **City Updates** - \$292,445.45
Expenditures include completed updates to the City Park restrooms, Sharpe Road pedestrian crossing, Haw River Greenway Project.
2. **Non-profit updates** - \$41,000
Provided funds to non-profits to update current building structures including City Gate Dream Center and Ralph Scott Life Services.

3. **Non-Profit Direct Care Services** - \$216,040.48
Used funds to provide rapid rehousing and rental assistance through non-profit organizations Allied Churches, HOPE/STEPS program, COB water assistance, Residential Treatment Services, as well as supporting parenting classes through the Exchange Club.
4. **Home Rehabilitation** \$6,923.02
Funds were used to cover relocation for rehab to be complete in FY21-22
5. **Administration** \$76,949.42
Funds were used to cover costs as needed in the administration of the funds.
6. **Microenterprise Loans** \$77,000
Funds were used to provide loans to small businesses.

Following the presentation, City Council consensus was to hold the public hearing at the September 21, 2021, City Council Meeting for formal consideration and approval.

B) Link Transit Fleet Replacement Plan

Director of Planning and Transportation Mike Nunn introduced Interim Transit Manager, John Andoh.

Interim Transit Manager, John Andoh presented a proposal to initiate the replacement of buses for the Link Transit Fleet. He explained the seven buses purchased in 2016 are reaching their end of life as defined by the Federal Transit Administration. He provided an overview of the procurement strategy beginning in FY 2022, the goal to transition to zero emissions, and cost effectiveness of battery electric buses. He explained FAST Act, Section 2019, that allows agencies such as the City to piggyback off state cooperative agreements for zero emissions technology and shared vehicle options in the replacement plant.

Mr. Andoh reported on the financial implications for ownership of BYD fixed route transit buses, plus chargers and Spirit of Independence paratransit buses with funding sources including the FTA Section 5307 (80%), funding with a local match consisting of vehicle license tax and City General Fund (20%), and American Rescue Plan Act and CARES Act (100%) funding, no local match. He reported no formal City Council approval is required, however, City staff requests consensus with the recommendation to proceed with the Link Transit fleet replacement based on the proposed Fleet Replacement Plan.

Following a discussion, with no formal action required, City Council consensus was to contact City staff with any inquiries related to the proposed replacement plan, once all Council comments or questions are satisfied, City staff will plan to proceed with replacement based on a finalized Fleet Replacement Plan.

C) Transdev Services Contract Amendment #4

Interim Transit Manager John Andoh provided an overview of a request received from Transdev, the service provider for Link Transit, to consider an increase of the hourly rate for all front-line employees which would result in an amendment to the existing contract with Transdev. He shared wage increase analysis, provided financial implications, and requested an addition to the August 17, 2021, City

Council Meeting agenda to increase Transdev front line employees' wages by \$3.00 per hour effective September 1, 2021, and amend the Link Transit budget, and authorize the City Manager to execute Amendment #4 with Transdev Services.

Following brief discussion, City Council consensus was to place an addition to the August 17, 2021, City Council Meeting consent agenda for consideration.

D) Anthony Road Pre-Regulatory Landfill Assessment Study – Phase 2

City Engineer, Todd Lambert presented on a request to approve Phase 2 of the Landfill Assessment for the Anthony Road Landfill. He S&ME and the Engineering Department have worked with NCDEQ to have the proposed work items of Phase 2 approved as eligible for reimbursement. He explained the NCDEQ has approved all the work task for phase 2 as eligible for reimbursement which allows the City to proceed under the original contract and execute a Change Order to add Phase 2 work task. He recommended approval of the Change Order 1 and approval of Budget Amendment 2022-5 and asked City Council to consider an addition to the August 17, 2021, City Council Meeting consent agenda for formal consideration.

Following a brief discussion, City Council consensus was to place an addition to the August 17, 2021, City Council Meeting consent agenda for consideration.

E) ARPA Funding Update

Director of Finance and Risk Management Peggy Reece reported on ARPA funding and reporting requirements and updated City Council on the first report due to the US Treasury on August 31, 2021. She reported the purpose of the update to City Council was to provide information on the eligible total expenses in the amount of \$137,440 that have been incurred due specifically to COVID. She requested consideration for placement of an addition to the August 17, 2021, City Council Meeting to approve this use of ARPA funds in a budget amendment to allocate these funds which will be reported to the US Treasury at the August 30, 2021, report.

City Council consensus was to place an addition of Budget Amendment 2022-7 on the August 17, 2021, City Council Meeting consent agenda for consideration.

F) Police Topics

Interim Police Chief Eric Kerns presented on the following topics that have been discussed during previous meetings by the City Council:

1. Review the **6 pillars of BPD's strategic plan** –it is about 3 years old and one of the new tasks assigned to the new chief will be to get us started on the Strategic Plan for the next 3 years.
2. **Tuition Reimbursement Program revisions** – staff will have a proposal to share at the Work Session. The current draft is a policy that would be for all FT city employees.
3. **Salary study (mid-year)** to be undertaken by PTRC to see how the market has changed for police staff (sworn and professional/civilian) in our region.
4. **Update on the COPS grant proposal.** There is elected official interest in knowing what the City's cost would be if we are unsuccessful in the federal grant application.

5. Update Council on the current **youth diversion** effort/program of the City and the **embedded youth crisis counselor**.
6. Provide an update on the **current police department staffing numbers**.

Chief Kerns provided an overview of the Burlington Police Department 2019-2021 Strategic Plan with a new plan under development to shape the 2022-2024 Strategic Plan. He reported on the following (8) pillars:

Strategic Plan 2019- 2021

- Pillar 1- Interactive relationships between police and the community with reduced crime
- Pillar 2- A centrally located police facility
- Pillar 3- A data-driven staffing model
- Pillar 4- Employee training, development, and wellness
- Pillar 5- Professional equipment and technology
- Pillar 6- Engaged, collaborative problem-solving
- Pillar 7- Elite name recognition and customer service
- Pillar 8- Youth engagement

Chief Kerns shared the following accomplishments from 2013-2021 and ongoing goals:

BPD Leading the Way									
2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Transparency	Transparency	Objective Promotions and New Evaluations	Patrol Schedule Changed	Focus on Hiring & Recruitment	Clean Data	New Patrol Beat Structure	Youth Diversion Program		
Formed Department Committees		ANET	GVCU LECC	CAU & CSI Units	CET	CRO	Expand CALEA Accreditation to COMMS	Employee Health & Wellness	
Citizen/Community Academy	Fitness and Wellness	Peer Support Team	POPAT	Implemented Intelligence Led Policing	New Building Discussion	New Pay Plan	NC4 Street Smart		
Training Improvements	Implemented Scenario Based Training	CIT	Implicit Bias Training	De-Escalation & Conflict Resolution	Racial Equity Training	SIMS & Laser for Scenarios	ICAT & Duty to Intervene Training	ABLE Training	
	125 Sworn 44 Prof. 35 P/T	127 Sworn 47 Prof. 35 P/T	136 Sworn 35 Prof. 28 P/T Volunteer Program	136 Sworn 35 Prof. 28 P/T	135 Sworn 33 Prof. 19 P/T 4,557 Volunteer Hours	139 Sworn 37 Prof. 23 P/T 2,429 Volunteer Hours	139 Sworn 41 Prof. 20 P/T 542 Volunteer Hours	Strategically Fight Crime	
Awards		NAACP Presidents Award	Valor Award (Runner-Up)	Valor Award Winner & World-Wide Kindness Ninja	Gang Unit of the Year	One Mind Pledge & NCPEA Executive of the Year	PERF Gary Hayes Award & Accreditation Manager Award	Recruitment & Retention	
		21 st Century Policing							
Strategic Plan		Public Input	Agency Action	Agency Action	Public Input Update Plan	Agency Action	Agency Action	Public Input Update Plan	Agency Action
Leadership & Succession Plan			CALEA Onsite	CALEA Conference			CALEA Onsite	CALEA Conference	
Accreditation									

Chief Kerns reported on the City's current city employee Tuition Reimbursement Plan and proposed changes to benefit recruitment and retention efforts with formal adoption of an amended policy at a future meeting once that language is finalized. He addressed retention needs and proposed a salary study for Burlington Police Department (BPD) sworn staff to be conducted by December 2021 at no increased cost. He shared the process in which PTRC can include Communications staff in the BPD sworn pay study. He asked for Council consensus on the placement of an addition to the August 17, 2021, City Council Meeting consent agenda to approve the pay study as proposed.

City Council consensus was to place an addition of the PTRC Pay Study for BPD sworn staff including Communications staff at the August 17, 2021, City Council Meeting.

Chief Kerns shared current and future staffing and addressed recruitment efforts including recruitment incentive program, billboards, radio, tv, national level job postings, enhanced media advertisements, recruitment fairs and open houses. He addressed recruitment barriers, regional vacancies, and hiring standards for quality cadets. He provided an overview of the 2021 COPS Hiring grant requirements, with an anticipated notification in the fall of 2021 of grant award and shared the following areas of focus:

- Six total Officers assigned to each Patrol Shift (one officer per shift) as "Intelligence Officers"
- Will collaborate with Intelligence Sergeant, Crime Analysis Unit, NIBIN trained staff, Federal Gun Prosecutor, and others to share time-sensitive information with their teammates consistently on all shifts
- They will use Intelligence Led Policing to focus on directing crime preventive measures for violent gun crime, highlighting the most serious of offenders, and working to enhance the quality of life for our community
- The goal would be to reduce these crimes and allow a more enhanced focus on community involved activities

Chief Kerns reported on the current Burlington Police Department Youth Diversion programs including three Governor Crime Commission funded positions intended to reduce the number of juveniles going directly into the Criminal Justice System for low level offenses. (*Youth Diversion Coordinator, Mediation Specialist, and Youth Crisis Counselor*) He provided an overview of referrals, qualified juveniles, and options for mental health assessment and access, mediation, and family support as well as counseling. He reported on alternative community programs like Cure the Violence and Bull City United, which are initiatives that are used from a public health perspective, by trusted community members and conceptually supported by police, not necessarily led by law enforcement. He stated once reviewed, staff recommends this be considered by the new police chief in the fall or winter of 2021.

G) Fitness Equipment Replacement at City Park

Via National Fitness Campaign – Fitness Court

Director of Recreation and Parks, Tony Laws provided an overview of a grant opportunity through the National Fitness Campaign for the replacement of existing fitness equipment at city park facilities. He shared images of current broken and worn equipment and addressed those that were removed due to normal wear and tear. He presented the proposed fitness court equipment and asked for City Council consideration to place an addition to the August 17, 2021, City Council Meeting in support of Recreation and Parks applying for the grant funding opportunity.

Following a brief discussion, City Council consensus was to place an addition to the August 17, 2021, City Council Meeting Consent Agenda for consideration.

H) Proposal for Land Donation (Skatepark)

Economic Development Project Manager Blake Moyer presented a proposal for property donation for property located at 210 North Main Street, the corner of Trade Street and North Main, and is identified by Alamance County Parcel ID #136095. He reported at the July 20, 2021, City Council Meeting, Mayor Baltutis mentioned a local business owner has offered property for donation to the City with requested use being a skatepark. He provided an overview of the authority to accept a donation of property pursuant to N.C.G.S. §160A-11. He reported skateparks have been discussed with few to no details, plans, or funding in a Recreation Plan, Capital Improvement Plan, or City Council Capital Priorities Plan regarding the development of a skatepark. He reported on the need for preliminary environmental status, project funding estimated at \$500,000 - \$1,500,000, with no current funding partners identified, and conceptual property fit on the location of the property.

Council Member Ward left the meeting at 6:46pm.

Following discussion, City Council consensus was to consider polling and gathering information of community opinions and priorities regarding a skatepark an upcoming Recreation strategic planning process and encouraged staff to bring a proposal for that strategic plan to City Council in early 2022.

I) Boards and Commissions Reports

- Planning and Zoning Commission – 2 Recommendations

Director of Planning and Transportation, Mike Nunn provided an overview of the following proposed rezoning requests:

4183 South Church Street

- Request by Mr. Adam Parker to rezone a property from the Medium Density Residential (MDR) zoning district to the Planned Development (PD) zoning district. The property is located at 4183 South Church Street and is referenced as Alamance County tax identification 106107 and Guilford County tax identification 229399.

Mr. Nunn reported on a request by Adam Parker to rezone property located at 4183 South Church Street. He presented the proposed development plans for a single structure planned development for a proposed self-storage facility and commercial usage. He provided an overview of the site plans and reported the Planning and Zoning Commission voted to unanimously approve the request and reported City staff recommends approval. He reported the public hearing will be held at the September 21, 2021, City Council Meeting. He addressed several comments have been received and provided to City Council and City staff. He noted the applicant plans to meet with the neighborhood and will update City Council should there be any changes to the development plans prior to the public hearing.

Following a brief discussion, City Council addressed the public comments received and asked to be informed of any development changes, feedback from NCDOT and City staff on traffic review as well as any progress from the neighborhood meetings.

North Side of Hanford Road at the terminus of Old Coach Road

- Request by Mr. Ryan Moffit to rezone a portion of property from the Medium Density Residential (MDR) zoning district to Light Industrial (LI) zoning district. The portion of property in question is located on the north side of Hanford Road, at the terminus of Old Coach Road, and consists of Alamance County tax identification numbers 131303 and 131304.

Mr. Nunn reported on site plans for a portion of Hanford Road for a straight rezoning request. He reported the Planning and Zoning Commission, at their July 26, 2021, meeting, voted to unanimously recommend approval of the request and City staff also recommends approval of the rezoning request. He reported the public hearing will be held at the September 21, 2021, City Council Meeting.

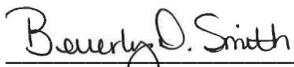
- Traffic Commission – None
- Public Transit Advisory Commission (PTAC) - None

J) City Manager Report

City Manager Watkins mentioned a request to consider cancelling the September 7, 2021, City Council Meeting due to the Labor Day holiday. City Council consensus was to place an addition to the August 17, 2021, City Council Meeting agenda to cancel the meeting.

Council Member Butler updated Council and City staff on an initiative from the Piedmont Authority for Regional Transportation (PART) to collaborate with local governments for the placement of regional information on area City's websites in partnership with transit systems and asked that City staff work with PART on sharing of mobility options to tie in the regional efforts for transportation needs.

The meeting was adjourned at 7:26pm.



Beverly D. Smith, NCCMC, Interim City Clerk