



**TOWN OF DAVIDSON  
BOARD OF COMMISSIONERS  
4th Tuesday Regular Meeting  
Town Hall Board Room - 216 S. Main Street  
June 25, 2019**

**I. CALL TO ORDER - 5:00 PM**

**II. CLOSED SESSION**

- (a) **Consult with Attorney NCGS §143-318.11. (a) (3) - Attorney-client privilege**
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**III. ANNOUNCEMENTS - 6:00 PM**

**IV. CHANGES TO AGENDA**

**V. PUBLIC COMMENTS - The Board shall provide at least one period for public comment per month at a regular meeting.**

**VI. PRESENTATIONS**

- (a) **Charlotte Douglas International Airport Presentation  
Robert Cameron, Davidson Representative for the Airport  
Community Roundtable**  
**Summary:** At the request of the Federal Aviation Administration (FAA), Charlotte Douglas International Airport (CLT) convened the Airport Community Roundtable (ACR) in 2017. The ACR provides input into airport-related noise impacts and finds, where possible, practical solutions and recommendations for the FAA to consider when determining aircraft operating procedures at CLT.

**VII. PUBLIC HEARING**

- (a) **Public Hearing - Proposed Voluntary Annexation of 648  
Catawba Ave/Lake Cornelius Residential**  
**Summary:** The public will take notice that the Town of Davidson has called a public hearing at 6:00 p.m. on Tuesday, June 25, 2019 at Town Hall, 216 South Main Street, Davidson, North Carolina, on the question of annexing the following described territories, requested by petition filed pursuant to North Carolina General Statutes 160A-58.1, as amended:

Property of Meeting Street Towns, LLC, Parcel ID 00321101, located at 648 Catawba Avenue, Davidson, NC 28036 containing 3.55 acres and the petition has been certified by the Town Clerk.

This public hearing is required by general statute when the governing body is considering an annexation into the town limits. The public hearing was advertised in the Charlotte Observer on June 14, 2019.

**VIII. CONSENT - Consent items are non-controversial and routine items. Prior to the board's adoption of the meeting agenda the request of any member to have an item moved from the consent agenda to old business must be honored by the board. All items on the consent agenda must be voted on and adopted by a single motion.**

- (a) **Consider Approval of Draft May Meeting Minutes**  
**Summary:** Draft Meeting Minutes from May 7 special meeting, May 14 work session, and May 28 regular meeting.
- (b) **Consider Approval of Resolution 2019-30 General Records Retention and Disposition Schedule**  
**Summary:** The NC Department of Natural and Cultural Resources has recently updated the Records Retention and Disposition Schedule. Resolution 2019-30 1) Adopts the General Records Schedule for Local Government Agencies; 2) Reaffirms that Portions of the Previously Adopted 2012 Schedule Are Still in Effect; and 3) Adopts the Town of Davidson's Records Retention and Disposition Schedule for Municipalities Concerning When Administrative/Reference Value Ends.
- (c) **Consider Approval of Ordinance 2019-03 to Extend the Corporate Limits of the Town of Davidson to include 648 Catawba Ave**  
**Summary:** The Board of Commissioners has been petitioned to extend the corporate limits of the Town of Davidson to include 648 Catawba Avenue, parcel 00321101. If approved, the described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Davidson and shall be entitled to the same privileges and benefits as other parts of the Town of Davidson.
- (d) **Consider Approval of Paving Contract**  
**Public Works Director Doug Wright**  
**Summary:** Recommend approving a contract with Barton Contracting for the 2019 streets resurfacing project for \$500,000. The project includes South Street, Mock Road, Davidson Gateway Drive. No cape seal treatment was recommended as part of this project. The project will start, and finish, over the school summer break to minimize impact.
- (e) **Consider Approval of Continuum Board of Directors**  
**Summary:** Approve Re-appointments for Continuum Board of Directors:  
  

Brett Ellis	July 1, 2019 - June 30, 2021
Robert Guth	July 1, 2019 - June 30, 2021
Larson Jaenicke	July 1, 2019 - June 30, 2021
- (f) **Consider Approval of Tax Levy Adjustment**  
**Summary:** The town received a tax levy adjustment refund check request from Mecklenburg County Assessor's Office (As approved

by the Board of Equalization and Review (BER) and the Mecklenburg Board of County Commissioners (BOCC)) for \$338.20, on 1 parcel. These refund will be issued directly by the Town of Davidson. Details regarding this refund request is available in the Finance Office.

(g) **Consider Approval of Mecklenburg County Emergency Operations Plan**

**Summary:** Charlotte-Mecklenburg Emergency Management is the designated government department that plans for and manages response to disasters and/or large scale emergencies within Mecklenburg County, City of Charlotte, and the six towns. This Charlotte-Mecklenburg Emergency Operations Plan was developed through consultation with all local entities and the effort was facilitated by the Charlotte-Mecklenburg Emergency Management department. This plan fulfills the State of North Carolina's requirement for each political jurisdiction to prepare and keep current plans to respond to disasters or large-scale emergencies. It also incorporates the National Incident Management System (NIMS) as the standard for emergency response operations which has been adopted by the City of Charlotte and Mecklenburg County. This plan also establishes the overall roles and responsibilities and the concept of operations for the management of emergency or disaster incidents. Town staff including both the Police and Fire Chiefs have reviewed it and recommend approval.

(h) **Consider Approval to direct Commissioner Campbell to vote in support of the I-77 Peak Period Shoulder Lanes (PPSL)**

**Summary:** At the June 11 work session, the board discussed the proposed I-77 Peak-Period Shoulder Lanes plan, funding, and schedule for Charlotte Regional Transportation Planning Organization (CRTPO) coordination. The proposed plan includes usage of the outside shoulder lanes during peak travel periods. This project has also been recommended by the I-77 Local Advisory Group that has been convened of municipal representatives along the corridor by NCDOT to recommend improvements to the I-77 Express Lanes project. The board will consider directing Commissioner Campbell to vote in support of the I-77 Peak Period Shoulder Lanes at the July CRTPO meeting.

(i) **Consider Approval of Plum Creek Greenway Easement Agreement**

**Summary:** The adopted regional greenway plan has long shown a leg that connects the Town of Davidson's Kincaid Trail, known as the South Prong of the Rocky River Greenway regionally, to areas in Cornelius, including Hough High School, Bailey Middle School, and the North Mecklenburg Recreation Center, once it is constructed. This greenway leg runs through a parcel that was recently donated to the Town of Davidson and is now part of Plum Creek Park. The town needs to grant an easement to Mecklenburg County for construction of the greenway and to the Town of Cornelius for maintenance of the greenway once it has been constructed. This would approve the agreements with Mecklenburg County and the Town of Cornelius for construction and maintenance, respectively, of the Plum Creek Greenway.

**IX. OLD BUSINESS**

- (a) **What's Next Davidson Comprehensive Plan Update**  
**Planning Director Senior Planner Trey Akers**  
**Summary:** Staff will provide an update on the What's Next Comprehensive Plan update, including timeline, PAG (Planning Advisory Group) involvement, and next steps.

**X. SUMMARIZE MEETING ACTION ITEMS**

**XI. ADJOURN**



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**Agenda Title: Consult with Attorney NCGS §143-318.11. (a) (3) - Attorney-client privilege**

**Summary:**

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**ATTACHMENTS:**

**Description**

**Upload Date**

**Type**

No Attachments Available



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**Agenda**      **Charlotte Douglas International Airport Presentation**  
**Title:**       **Robert Cameron, Davidson Representative for the Airport Community**  
                 **Roundtable**

**Summary:** At the request of the Federal Aviation Administration (FAA), Charlotte Douglas International Airport (CLT) convened the Airport Community Roundtable (ACR) in 2017. The ACR provides input into airport-related noise impacts and finds, where possible, practical solutions and recommendations for the FAA to consider when determining aircraft operating procedures at CLT.

**Summary:**

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**ATTACHMENTS:**

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
□	Presentation - Charlotte Douglas International Airport Community Roundtable Update	6/21/2019	Presentation

Davidson Town Council  
Brief re  
Charlotte Douglas Airport (CLT)  
Community Roundtable

Bob Cameron  
Davidson ACR representative  
July 2019

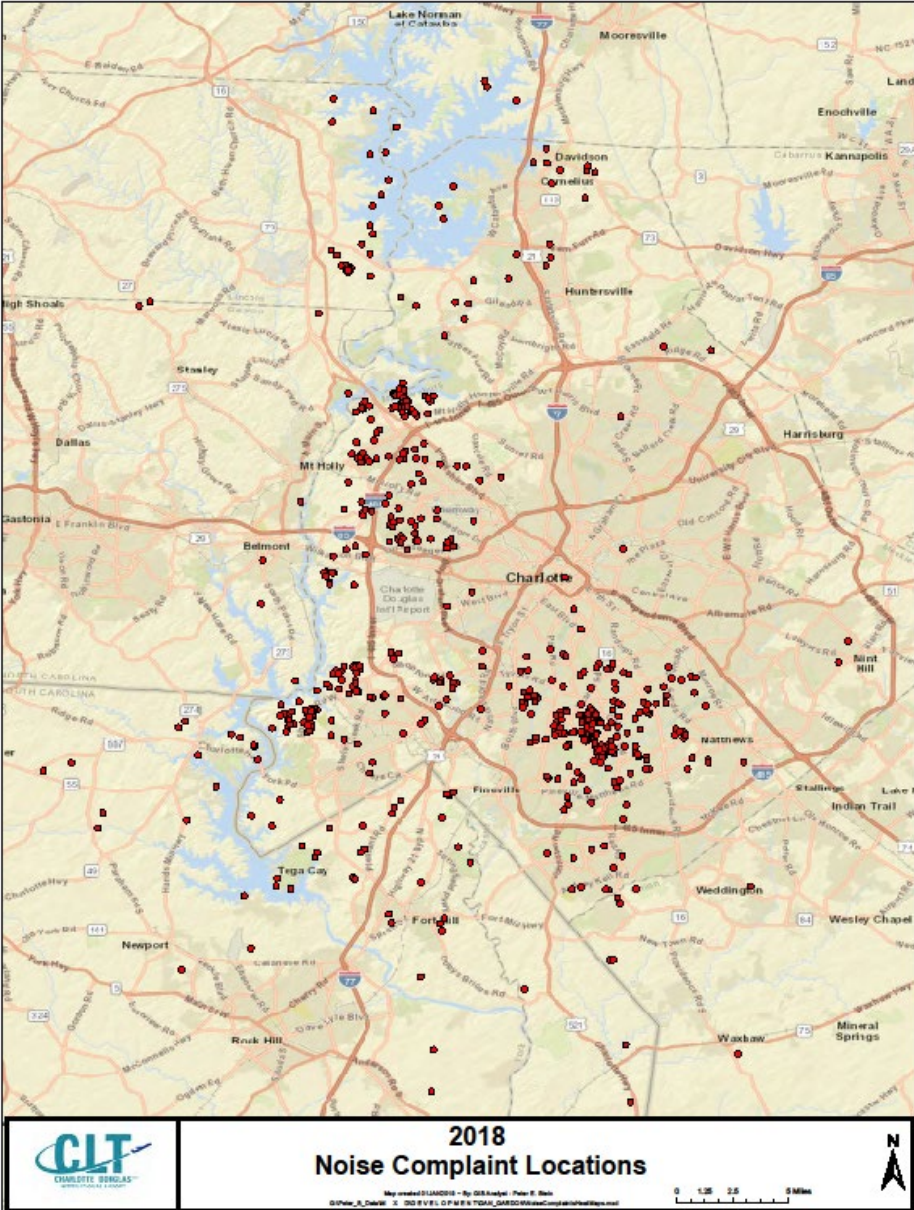
# Charlotte-Douglas International Airport: CLT

- By number of landings/takeoffs, CLT is the:
  - 6<sup>th</sup> busiest airport in the U.S.
  - 7<sup>h</sup> busiest Airport in the world (after ATL, ORD, LAX, DFW, Beijing, and DEN)
  - CY18: 550,013 operations (landings + takeoffs = >1500/day), 46.4m passengers, 34% increase since 2008
- CLT contributes \$23B to NC economy (~60% of all airports in NC total)
- Airport has 3 parallel north/south runways, with a 4<sup>th</sup> in EPA Assessment process, est. 2024 operations

# CLT Noise Complaints

- 2017: 144,840 formal noise complaints filed with the CLT Airport/FAA.
- 2018: 27,351 complaints (the ACR takes no credit for the decrease!)
- For Davidson, 12 in 2018 (7 households)
- 2019: YTD (through May) 14,508 complaints (168 addresses), one from Davidson

# 2018 Complaint Map



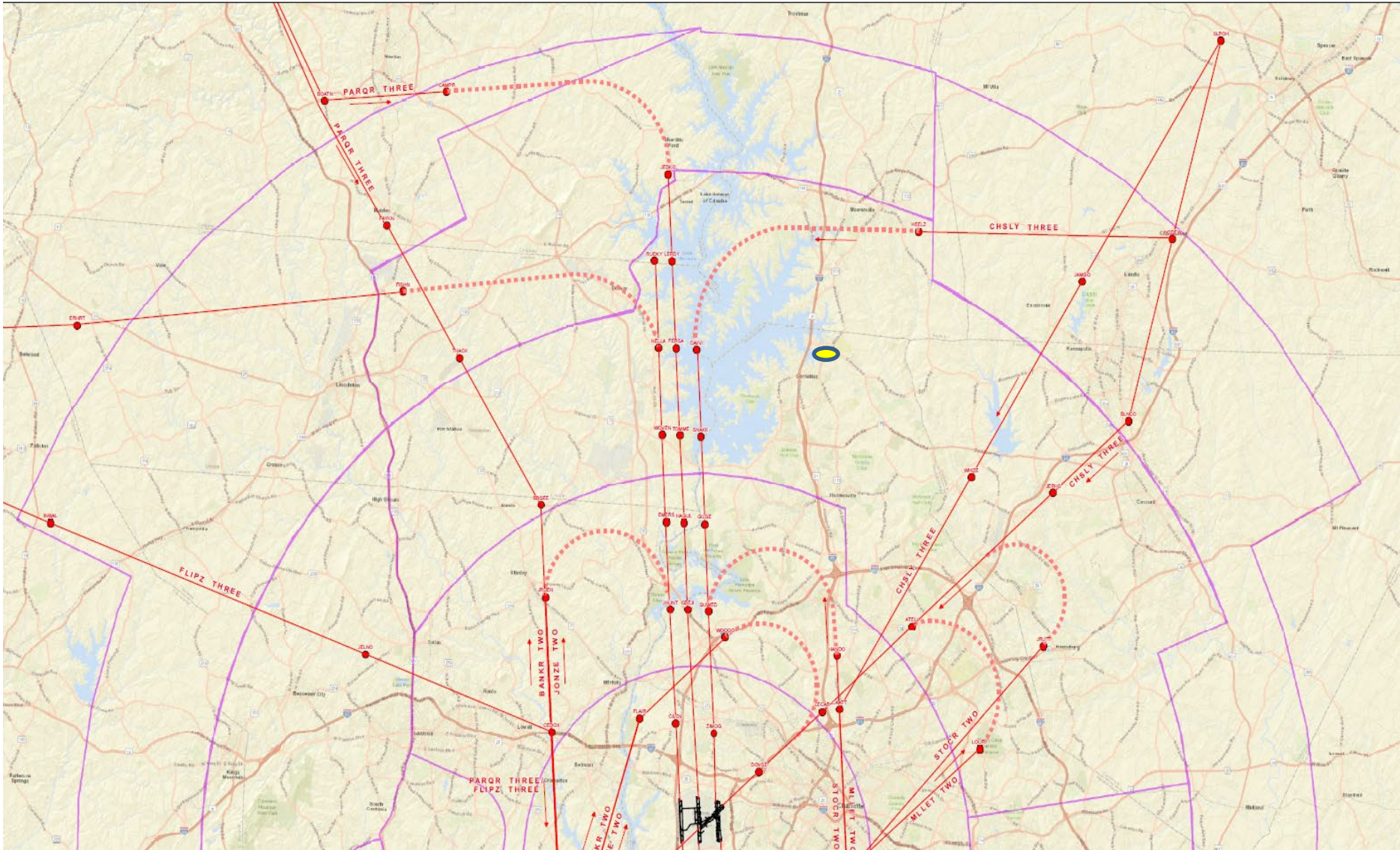
# Noise: what is it good for?

- Noise = UNwanted sound, so, absolutely nothing.
- Sound is measured as sound pressure level, expressed in decibels (duh).
- Typical levels (since dB are logarithmic, each 10 dB about doubles the “sound”):
  - 40 dB: quiet library, ambient outdoors
  - 50 dB: car passing by on a quiet residential street
  - 60 dB: Davidson N. Main St. in the afternoon
  - 60 dB: noise from typical Davidson overflight by jet
  - 65 dB: Day/Night Average (DNL) legal limit that the EPA considers to be excessive – no one beyond about 1.5 miles from CLT is anywhere near that.
  - 70 dB: vacuum cleaner, aircraft overhead at 300', generally an accepted level of peak excessive noise.
- The frequency of noise events is actually more disturbing to most residents than the actual peak amount of noise generated, so trying to capture objectivity on this whole subjective issue is tough – there is no absolute, accepted threshold for airplane noise other than the 65dB DNL noted below.

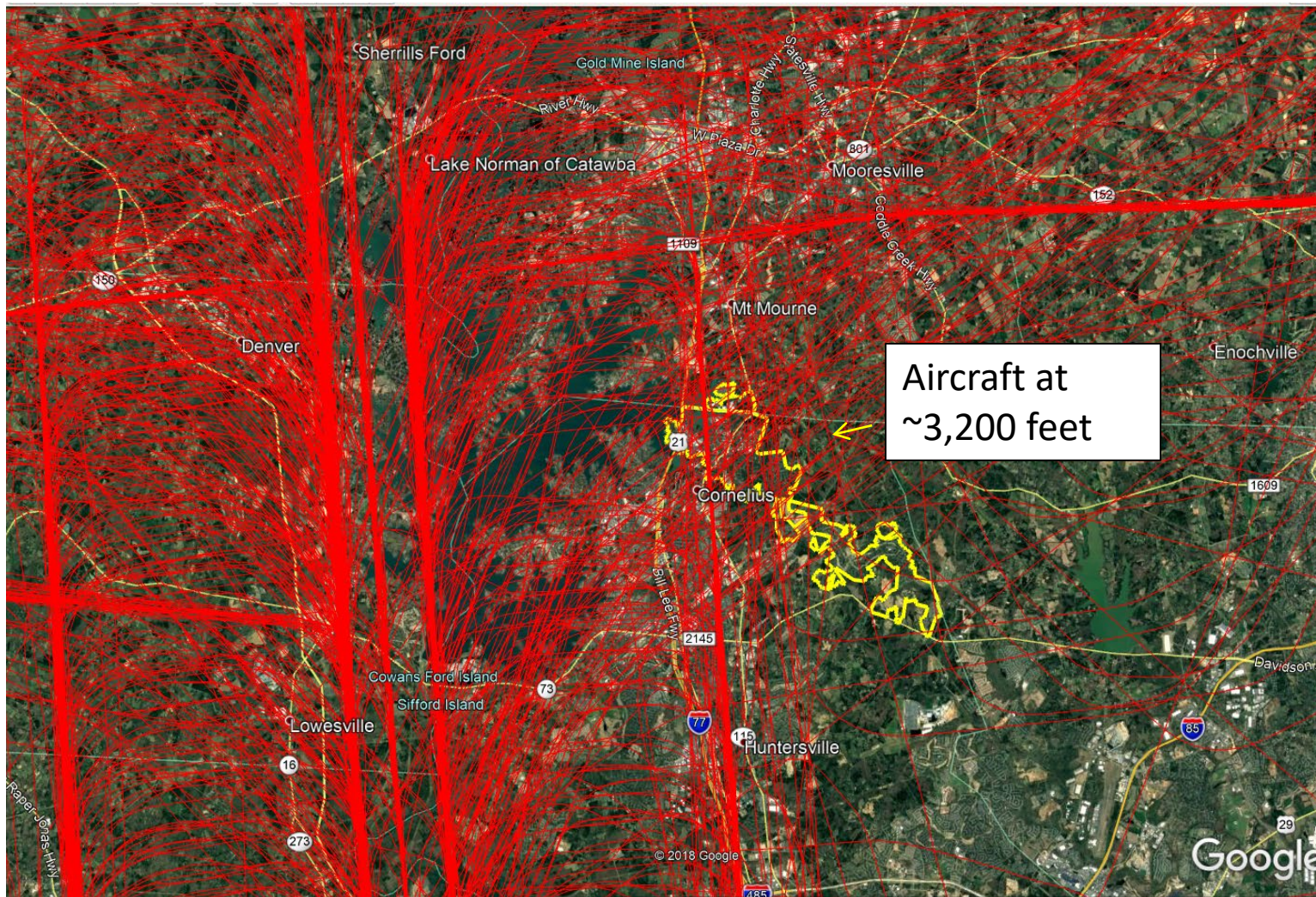
# Noise Influencers

- Aircraft (model, distance [vertical, lateral], flight mode [climbing, descending, level-off])
- FAA procedures (new technology project: Metroplex, 2017)
- Wind (CLT operates about  $\frac{1}{2}$  north,  $\frac{1}{2}$  south, but more spring/summer operations are takeoffs and landings heading south, and Davidson gets more noise with south operations)
- Frequency of events
- Receiver sensitivity (subjective)

# What's going on over Davidson?



# South Flow Arrivals – actual tracks on one day



A single day of Arrivals to CLT

# ACR Involvement

- ACR has sent to all the CLT commercial operators a request that they voluntarily avoid scheduling/flying between 2300 and 0600 if at all possible.
- In response to an ACR request, the FAA has initiated an internal revision to raise two intersections' minimum altitudes (doesn't impact Davidson, but is a positive move for some communities), since it is within the FAA's power to improve noise over Davidson due to the "shortcut" practice by controllers – this is the first indication we can point to of a move by the FAA to help mitigate CLT airport noise impact on the communities.
- The ACR has developed a slate of 8 options, now in study by a consulting firm, to determine which may merit forwarding to the FAA as recommendations – doing an engineering deep dive, seeing what unintended consequences may occur, etc. The 7 options are focused on the neighborhoods/areas with the most noise, understandably.

# Takeaways / Conclusions

- CLT noise is here to stay (34% growth since 2008 shows no abating)
- \$23B economic contribution
- FAA efficiency goal
- 600 households out of a metropolitan population of 2.5 million doesn't weigh much.
- 4<sup>th</sup> parallel runway coming in 2024
- Aircraft are getting quieter (Stage 4 current, 5 on its way, but that is overwhelmed by traffic increases, from residents' perspectives)
- The ACR is working the situation, but the FAA process is slow, and we don't anticipate any formal requests until late 2018, or any FAA adoption of any of those before the end of 2019 (everything effects everything else, and Atlanta Center is the big dog in this kennel)

# Questions?

- Feel free to call / email / chat / whatever
  - Bob Cameron
    - 139 Harper Lee St. Davidson
    - (704) 929-4531
    - rcamero1@gmail.com



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**Agenda Title: Public Hearing - Proposed Voluntary Annexation of 648 Catawba Ave/Lake Cornelius Residential**

**Summary:** The public will take notice that the Town of Davidson has called a public hearing at 6:00 p.m. on Tuesday, June 25, 2019 at Town Hall, 216 South Main Street, Davidson, North Carolina, on the question of annexing the following described territories, requested by petition filed pursuant to North Carolina General Statutes 160A-58.1, as amended:

Property of Meeting Street Towns, LLC, Parcel ID 00321101, located at 648 Catawba Avenue, Davidson, NC 28036 containing 3.55 acres and the petition has been certified by the Town Clerk.

This public hearing is required by general statute when the governing body is considering an annexation into the town limits. The public hearing was advertised in the Charlotte Observer on June 14, 2019.

**Summary:**

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**ATTACHMENTS:**

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
▣	Petition Requesting Annexation - 648 Catawba Ave/Lake Cornelius Residential	6/18/2019	Backup Material
▣	Certificate of Sufficiency 648 Catawba Ave/Lake Cornelius Residential	6/18/2019	Backup Material
▣	Resolution 2019-22 Fixing the date of the Public Hearing	6/18/2019	Resolution Letter
▣	648 Catawba Ave/Lake Cornelius Metes and Bounds	6/18/2019	Backup Material
▣	648 Catawba Ave/Lake Cornelius Polaris Map	6/18/2019	Backup Material
▣	Annexation Staff Analysis - 648 Catawba Ave/Lake Cornelius Residential	6/21/2019	Backup Material

DATE: April 4th, 2019



## **CERTIFICATE OF SUFFICIENCY**

### **Lake Cornelius Residential - 648 Catawba Ave**

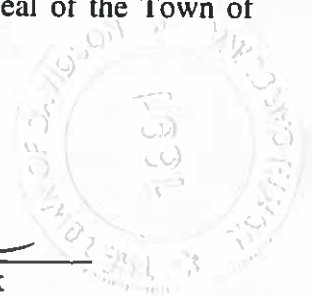
To the Board of Commissioners of the Town of Davidson, North Carolina:

I, Elizabeth K. Shores, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition from Meeting Street Towns, LLC contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town of Davidson primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.
- d. The parcel subject to this Annexation Petition is already subject to the Town of Davidson's zoning jurisdiction. The owner claims all vested rights that attach to the site pursuant to all issued and valid permits.

In witness, whereof, I have hereunto set my hand and affixed the seal of the Town of Davidson, this 28<sup>th</sup> day of May, 2019.

  
Elizabeth K. Shores, Town Clerk





## RESOLUTION 2019-22

### FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31 *Lake Cornelius Residential – 648 Catawba Ave*

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Davidson, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at Town Hall Board Room at 6:00 p.m. on June 25, 2019.

Section 2. The area proposed for annexation is described as follows:

(See page 2 for Mets and Bounds Description)

\*Section 3. Notice of the public hearing shall be published in the Charlotte Observer, a newspaper having general circulation in the Town of Davidson, at least ten (10) days prior to the date of the public hearing.

  
Rusty Knox, Mayor

ATTEST:

  
Elizabeth K. Shores, Town Clerk

BEGINNING at a point marked by a #4 existing iron rod, said point being the common westerly corners of the property of WMCI Charlotte VII, LLC (now or formerly in Book 19088 Page 289, tax parcel 00321181) and the property of Jay T. Johnson and Abraya H. Johnson (now or formerly in Book 13058 Page 524, tax parcel 00321102), said point also being located by commencing at NCGS monument "M 007" having NAD 83 (2011) NC grid coordinates Northing: 642,030.07' Easting: 1,449,477.13' and thence following a line S 73°10'41" W 4,213.92 feet to the POINT OF BEGINNING, thence with the westerly boundary of the aforesaid Johnson property S 33°57'50" E 200.00 feet to a magnail set in the centerline of the right-of-way of Catawba Avenue (60' public right of way) (crossing a #4 rebar found at the northerly edge of the right-of-way of Catawba Avenue at 169.91' online); thence with the centerline of Catawba Avenue, S 56°26'31" W 149.42 feet to a magnail set on the 760' contour line of Lake Norman (present condition relative to NGVD29); thence with the 760' contour line of Lake Norman the following thirty-eight (38) calls and distances:

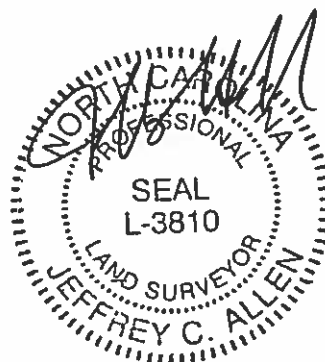
(1) N 21°11'04" W 9.04 feet; (2) N 35°47'32" E 22.24 feet; (3) S 64°52'14" W 36.30 feet; (4) S 74°22'01" W 42.59 feet; (5) S 71°59'46" W 19.10 feet; (6) S 71°05'34" W 34.03 feet; (7) S 77°42'18" W 44.77 feet; (8) S 89°01'45" W 22.93 feet; (9) S 84°32'18" W 18.77 feet; (10) N 73°44'55" W 33.74 feet; (11) N 84°07'17" W 50.16 feet; (12) N 55°12'11" W 43.18 feet; (13) N 35°00'56" W 32.38 feet; (14) N 50°54'45" W 35.45 feet; (15) N 34°38'53" W 37.48 feet; (16) N 48°57'13" W 34.86 feet; (17) N 08°39'29" W 31.61 feet; (18) N 01°16'15" E 25.83 feet; (19) N 03°54'20" W 25.40 feet; (20) N 40°22'26" E 20.76 feet; (21) N 39°56'39" E 23.06 feet; (22) N 46°37'56" E 31.88 feet; (23) N 58°13'52" E 21.55 feet; (24) N 33°51'14" E 38.56 feet; (25) N 39°49'44" E 25.04 feet; (26) N 66°05'04" E 17.20 feet; (27) N 75°52'38" E 17.79 feet; (28) N 74°06'46" E 17.51 feet; (29) N 45°21'00" E 26.61 feet; (30) N 40°57'08" E 19.39 feet; (31) N 46°57'13" E 21.64 feet; (32) N 36°38'38" E 38.15 feet; (33) N 21°21'26" E 43.44 feet; (34) N 19°27'43" E 37.39 feet; (35) N 07°52'20" E 24.85 feet; (36) N 09°27'07" W 21.22 feet; (37) N 00°09'50" W 21.56 feet; (38) N 25°46'35" E 3.74 feet to a #4 rebar set on the 760' contour of Lake Norman and a northerly corner of the aforesaid WMCI Charlotte property; thence with the aforesaid WMCI Charlotte property S 29°29'37" E 351.23 feet (crossing an existing 1/2" iron pipe at 4.28 online) to the POINT AND PLACE OF BEGINNING, having an area of 3.713 acres, more or less, according to survey by Jeffrey C. Allen, NCPLS (L-3810) of Allen Geomatics, P.C. (C-3191), dated June 26, 2017 and revised August 15, 2017.

Tax parcel                      00321101

Deed referenc                Book 2198 Page 94 PLUS Deed Book 3437 Page 595 and Book 4012  
Page 864 and MINUS Deed Book 3985 Page 656

Being all of what is currently known as Mecklenburg County tax parcel 00321101; as described in Deed Book 32804 Page 654; and being more particularly described as follows.

Commencing at NCGS monument "M 007" having NAD 83 (2011) NC grid coordinates Northing: 642,030.07' Easting: 1,449,477.13'; thence a grid bearing and distance, S 73°10'41"W 4,213.92' to the POINT OF BEGINNING, a #4 rebar found at the northwest corner of Johnson (DB 13058 Pg 524) having NAD 83 (2011) NC grid coordinates Northing: 640,810.58' Easting: 1,445,443.53'; thence with Johnson, S 33°57'50"E crossing a #4 rebar found on the Right-of-Way of Catawba Avenue at 169.91', for a total distance of 200.00' to a magnail set in the centerline of Catawba Avenue; thence with the centerline of Catawba Avenue, S 56°26'31"W 149.42' to a magnail set on the 760' contour of Lake Norman (present condition relative to NGVD29); thence with the 760' contour of Lake Norman the following thirty-eight calls; (1) N 21°11'04"W 9.04'; (2) N 35°47'32"E 22.24'; (3) S 64°52'14"W 36.30'; (4) S 74°22'01"W 42.59'; (5) S 71°59'46"W 19.10'; (6) S 71°05'34"W 34.03'; (7) S 77°42'18"W 44.77'; (8) S 89°01'45"W 22.93'; (9) S 84°32'18"W 18.77'; (10) N 73°44'55"W 33.74'; (11) N 84°07'17"W 50.16'; (12) N 55°12'11"W 43.18'; (13) N 35°00'56"W 32.38'; (14) N 50°54'45"W 35.45'; (15) N 34°38'53"W 37.48'; (16) N 48°57'13"W 34.86'; (17) N 08°39'29"W 31.61'; (18) N 01°16'15"E 25.83'; (19) N 03°54'20"W 25.40'; (20) N 40°22'26"E 20.76'; (21) N 39°56'39"E 23.06'; (22) N 46°37'56"E 31.88'; (23) N 58°13'52"E 21.55'; (24) N 33°51'14"E 38.56'; (25) N 39°49'44"E 25.04'; (26) N 66°05'04"E 17.20'; (27) N 75°52'38"E 17.79'; (28) N 74°06'46"E 17.51'; (29) N 45°21'00"E 26.61'; (30) N 40°57'08"E 19.39'; (31) N 46°57'13"E 21.64'; (32) N 36°38'38"E 38.15'; (33) N 21°21'26"E 43.44'; (34) N 19°27'43"E 37.39'; (35) N 07°52'20"E 24.85'; (36) N 09°27'07"W 21.22'; (37) N 00°09'50"W 21.56'; (38) N 25°46'35"E 3.74' to a #4 rebar set on the 760' contour of Lake Norman and the corner of WMCI Charlotte VII, LLC (DB 19088 Pg 289); thence with WMCI, S 29°29'37"E crossing an existing 1/2" iron pipe at 4.28, for a total distance of 351.23' to the POINT OF BEGINNING, having an area of 3.713 acres as shown on a survey titled "Annexation Map Town of Davidson" by Jeffrey C. Allen, PLS (L-3810) of Allen Geomatics, P.C. (C-3191), dated April 4, 2019.



# Polaris 3G Map – Mecklenburg County, North Carolina Annexation Exhibit

Date Printed: 4/8/2019 5:27:31 PM



This map or report is prepared for the inventory of real property within Mecklenburg County and is compiled from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data. Users of this map or report are hereby notified that the abovementioned public primary information sources should be consulted for verification. Mecklenburg County and its mapping contractors assume no legal responsibility for the information contained herein.



## Annexation Staff Analysis

Town of Davidson Staff will review the annexation proposal for consistency with town policy and service impacts. The following staff analysis will be made available to the applicant and interested parties before the public hearing.

**Address/Project:** 648 Catawba Avenue/Lake Cornelius Residential **Application Date:** April 4, 2019

**Date of Public Hearing:** June 25, 2019

<b>Fire Department</b>
The proposed annexation will have no negative impact upon the Fire Department's service delivery as the subject parcel is already within the Fire Department's service area. The area has adequate water supply, and will not negatively impact the town's fire protection classification rating.
<b>Parks &amp; Recreation</b>
The proposed annexation will have no negative impact upon the Park & Recreation Department's service delivery.
<b>Planning</b>
The Planning Department identifies no policy concerns associated with this proposed annexation.
<b>Police Department</b>
The proposed annexation will have no negative impact upon the Police Department's service delivery.
<b>Public Works</b>
The proposed annexation will have no negative impact upon the Public Works Department's service delivery.



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**Agenda**      **Consider Approval of Draft May Meeting Minutes**  
**Title:**        **Summary:** Draft Meeting Minutes from May 7 special meeting, May 14 work session,  
and May 28 regular meeting.

**Summary:**

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**ATTACHMENTS:**

Description		Upload Date	Type
❏	Draft Meeting Minutes 05-07-19	6/14/2019	Backup Material
❏	Draft Meeting Minutes 05-14-19	6/14/2019	Backup Material
❏	Draft Meeting Minutes 05-28-19	6/14/2019	Backup Material



May 7, 2019

**SPECIAL MEETING  
TOWN OF DAVIDSON BOARD OF COMMISSIONERS**

The Town of Davidson Board of Commissioners held a special meeting on Tuesday, May 7, 2019 in the Town Hall Board Room. Present were Mayor Rusty Knox and Commissioners Jane Campbell, Matthew Fort, Jim Fuller, Autumn Rierson Michael, and David Sitton. Town Manager Jamie Justice and Special Projects Manager Dawn Blobaum were also present.

- **CALL TO ORDER**

Mayor Knox called the meeting to order at 6:00 p.m.

- **DISCUSSION**

Special Projects Manager Dawn Blobaum, Brent Green and Michael Supino from Creech & Associates, Steven Blashfield from Glave & Holmes Architecture, and Stewart Gray with the Charlotte-Mecklenburg Historic Landmarks Commission discussed with the board a vision for the building renovation at 251 South Street and Andy Aldrige from Edifice, Inc. discussed with the board a vision for the building renovation at 251 South Street, including options for the auditorium, lobby, and classrooms. The board's decisions about the "look and feel" of the building will help determine the conceptual design and cost estimate, which will be presented to the board on May 28. No action was taken at the meeting.

- **Adjourn**

***Commissioner Campbell made a motion to adjourn. The motion passed unanimously (5-0).***

The meeting adjourned at 7:57 p.m.

**Attest:**

\_\_\_\_\_  
Elizabeth K. Shores  
Town Clerk

\_\_\_\_\_  
Rusty Knox  
Mayor



May 14, 2019

**SECOND TUESDAY WORK SESSION  
TOWN OF DAVIDSON BOARD OF COMMISSIONERS**

The Town of Davidson Board of Commissioners held its regularly scheduled meeting on Tuesday, May 14, 2019 in the Town Hall Board Room. Present were Mayor Rusty Knox and Commissioners Jane Campbell, Matthew Fort, Jim Fuller, Autumn Rierson Michael and David Sitton. Town Manager Jamie Justice, Assistant Town Manager Karen Whichard, Economic Development Manager Kim Fleming, Finance Director Pieter Swart, Fire Chief Bo Fitzgerald, Human Resources Director Megan White, Parks and Recreation Director Kathryn Spatz, Planning Director Jason Burdette, Police Chief Penny Dunn, Public Works Director Doug Wright, Town Attorney Cindy Reid and Town Clerk Betsy Shores were also present.

- **CALL TO ORDER**

Mayor Knox called the meeting to order at 5:00 p.m.

- **CLOSED SESSION**

*Commissioner Campbell made a motion to move to closed session per NCGS § 143.318.11(a)(5) for land acquisition of Parcel ID: 00326109, 00326110, 00326111 and Consult with Attorney NCGS §143-318.11. (a) (3) - Davidson Acquisition Company, et. al. v. Town of Davidson , et. al. . The motion passed unanimously (4-0). Commissioner Rierson-Michael was not present for the vote but attended closed session.*

*At 6:00pm, Commissioner Campbell made a motion to return to open session. The motion passed unanimously (5-0).*

- **ANNOUNCEMENTS**

Town Clerk Betsy Shores read the following announcements:

The public is invited to weigh in on what to name the new Park at Beaty. Go to [www.townofdavidson.org](http://www.townofdavidson.org) and click on Open Town Hall to select a name or share your suggestions.

Shakespeare on the Green will take place on Thursday, May 16, Friday, May 17 and Saturday, May 18 at 7:00pm with a performance of A Midsummer Night's Dream. The performance is free to attend.

Community members are invited to assist with placing flags for Memorial Day at the three cemeteries in Davidson. The group will meet on Sunday, May 19 at 1:30 p.m. at Mimosa Cemetery.

Town of Davidson offices will be closed on Monday, May 27 in observance of Memorial Day. Garbage collection will operate on normal schedule.

Mayor Knox read a proclamation for National Police Week from May 12-18, 2019 and recognized Chief Dunn and the Davidson Police Department.

Mayor Knox read a proclamation for Day of Decency on May 14, 2019.

- **CHANGES TO THE AGENDA**

No changes to the agenda.

- **DISCUSSION**

(a) Senior Planner Trey Akers and Wendy Honeycutt, a representative of the **Ballard Family**, discussed with the board the Ballard family's interest in **rezoning their family-owned parcel (PID: 00721103) from Rural Planning Area to Neighborhood Edge Planning Area**. The parcel is +/-63.1 acres and located on the north side of June Washam Rd. The applicant received feedback from the board and will need to submit a formal application for consideration.

(b) Planning Director Jason Burdette, Senior Planner Trey Akers and Planning Board Ordinance Committee Member Dave Cable provided an update on the town's **tree canopy study** from a recent Geographical Information Systems (GIS) analysis. This information will assist with text amendment changes to Section 9 of the Davidson Planning Ordinance, Tree Preservation.

(c) Finance Director Pieter Swart and Town Manager Jamie Justice presented the **proposed budget for FY2019-2020**. The total proposed general fund budget is \$12.67 million. The board requested options for a revenue neutral budget. A public hearing is scheduled for the board of commissioners' regular meeting on May 28, 2019 at 6:00 p.m., and the board of commissioners will consider approval of the budget ordinance on June 11.

(d) Parks and Recreation Director Kathryn Spatz and a representative from the Bradford Homeowners Association (HOA) provided an update on plans for the **playground structure in the Bradford community**, at the corner of Robert Walker Drive and Davidson-Concord Road. The town and the neighborhood have been in discussions about partnering to create a public park facility at that location. In mid-April the town was awarded a grant of \$65,000 from Playcore/Landscape Structures if the town and HOA contributes a match. The HOA has committed to contribute \$15,000 immediately, with \$5,000 each for the next two (2) years. The town received an \$80,000 Community Development Block Grant (CDBG) for the recreation amenities at Roosevelt Wilson Park (RWP). The board was asked to approve \$50,000 of the \$80,000 in fund balance previously allocated for RWP to be appropriated for the match for the Bradford playground to continue the goal of improving recreation and park amenities throughout our community.

***Commissioner Fort made a motion to approve the fund allocation to move forward with the Bradford community playground improvement. The motion passed unanimously (5-0).***

(e) Mayor Knox read **Resolution 2019-20 in opposition of House Bill 645/Senate Bill 534** an act to revise the outdoor advertising laws. The act would allow billboards to be placed within municipalities where current zoning would not allow them. Town of Davidson Planning Ordinance 11.7.1.D prohibits billboards in the Town of Davidson.

***Commissioner Campbell made a motion to approve Resolution 2019-20 in opposition of House Bill 645/Senate Bill 534. The motion passed unanimously (5-0).***

(f) Public Works Director Doug Wright and Town Manager Jamie Justice discussed with the board **engineering for NC Highway 73 and Davidson-Concord Road intersection**. This road improvement project has been identified as a priority by the board. Town staff has been in discussion with NCDOT regarding an improvement to the right turn lane from Davidson-Concord Road onto NC Highway 73 in advance of the larger NC Highway 73 widening project that would address the intersection. The board was asked to authorize approval of up to \$50,000 to begin the design process for that project.

***Commissioner Fuller made a motion to approve the request to spend up to \$50,000 to begin. The motion passed unanimously (5-0).***

(g) Public Works Director Doug Wright provided an update on the **sidewalk, curb and gutter project along Grey Road** within the town limits. In order to move forward on the project, the town would need to accept from NCDOT the ownership and maintenance of the .4 miles of Grey Road that is within our jurisdiction. The board approved moving forward with this request to NCDOT and a resolution will be considered for approval at the May 28 meeting.

***Commissioner Campbell made a motion to draft a resolution for approval at the May 28 meeting. The motion passed unanimously (5-0).***

(h) Town Manager Justice shared the town was recently notified that grant funding from the Charlotte Regional Transportation Planning Organization (CRTPO) is now potentially available for the **sidewalk project along Jetton Street** between Potts Street and Davidson Gateway Drive. The grant would be an 80% grant with a 20% local match by the town. The board authorized staff to inform CRTPO that we would be willing to move forward with this project if grant funds are available.

***Commissioner Fuller made a motion to authorize Town Manager Justice with moving forward with the project. The motion passed unanimously (5-0).***

**(i) Miscellaneous/Open Discussion**

Commissioner Campbell inquired about the cost to bury power lines in town to discuss at an upcoming meeting. Commissioner Campbell also requested discussing the I-77 hardened shoulders project and CRTPO. Commissioner Fort shared that River Run is interested in partnering with the town for future community events and fundraisers.

- **ADJOURN**

***Commissioner Fort made a motion to adjourn. The motion passed unanimously (5-0).***

The meeting adjourned at 9:50 p.m.

**Attest:**

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Elizabeth K. Shores  
Town Clerk

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Rusty Knox  
Mayor

DRAFT



May 28, 2019

**REGULAR MEETING  
TOWN OF DAVIDSON BOARD OF COMMISSIONERS**

The Town of Davidson Board of Commissioners held its regularly scheduled meeting on Tuesday, May 28, 2019 in the Town Hall Board Room. Present were Mayor Rusty Knox and Commissioners Jane Campbell, Matthew Fort, Jim Fuller, Autumn Rierson Michael, and David Sitton. Town Manager Jamie Justice, Economic Development Manager Kim Fleming, Finance Director Pieter Swart, Parks and Recreation Director Kathryn Spatz, Planning Director Jason Burdette, Police Chief Penny Dunn, Public Works Director Doug Wright, Town Attorney Cindy Reid, and Town Clerk Betsy Shores were also present.

- **CALL TO ORDER**

Mayor Knox called the meeting to order at 6:01 p.m.

- **ANNOUNCEMENTS**

Town Clerk Betsy Shores made the following announcements:

Special thanks to the volunteers that spent the afternoon of Sunday, May 19 placing flags on the graves of veterans in our three cemeteries. Thank you to the veterans, Boy Scout Troop 58, Hough High School Junior ROTC, and community members that volunteered.

The Mayor and Board will host a Community Dinner at Roosevelt Wilson Park on Saturday, April 27. The picnic event begins at 6:00 p.m. and the town will provide the main dish, paper products, water and tea. If you plan to attend, please bring a side dish or dessert to share. During the event, attendees can give input on the proposed sculptural sensory garden at Roosevelt Wilson Park which is the next public art project in Davidson.

Join us on Sunday, June 2 and Sunday, June 9 for Concerts on the Green next month. The music starts at 6:00pm and more information is online at [www.concertsonthegreen.com](http://www.concertsonthegreen.com)

Mark your calendar for "Cone with a Cop" hosted by the Davidson Police Department on Saturday, June 22 from 11:00 a.m. to 12:30 p.m. at Whit's Frozen Custard located at 428 S. Main Street to talk about safety. A complimentary frozen custard will be provided to elementary school aged children.

Mayor Knox recognized the William A. Hough High School STEM Team for competing in the Ten80 Education's National STEM League finals at Texas A&M University in College Station, Texas in April. Iditarod Motorsports, the team's competition name, finished first place overall out of 30 total teams to become National Champions. The team also finished in the top 3 in most of the individual events

including 1st place in marketing; 2nd place in race events, robotics, aerodynamics, and graphic design; and 3rd place in data driven design and community outreach.

Mayor Knox read a proclamation for Tourette Syndrome Awareness Day. Jacob Ramsey a Youth Ambassador for the Tourette Association of America for 6 years and co-founder of Tic Talk Tour was present at the meeting to accept the proclamation.

Mayor Knox read a proclamation for National Public Works Week 2019. Mayor Knox recognized Public Works Director Doug Wright and his department for their substantial contributions to the health, safety, and quality of life for our town.

- **CHANGES TO THE AGENDA**

*Commissioner Fort requested consent items (g) Consider Approval of Water/Sewer Extension Request for Hoke Townhomes and (h) Consider Approval of Water/Sewer Extension Request for Kistler Farm be moved to New Business items (b) and (c).*

- **PUBLIC COMMENTS**

The public comments period opened at 6:13 p.m. and was closed at 6:25 p.m. Five citizens spoke. Commissioner Fort summarized the comments.

- **PUBLIC HEARING**

*Commissioner Campbell made a motion to open the public hearing at 6:26 p.m. The motion passed unanimously (5-0).*

A public hearing was held on the **proposed FY2019-2020 Budget and Economic Development Expenditures** per NCGS §159-12(b) and NCGS §158-7.1. The public hearing was advertised in the Mecklenburg Times on May 17, 2019. One resident spoke during the public hearing. Town Manager Jamie Justice and Finance Director Piet Swart gave an overview of the proposed FY2019-2020 Budget and Economic Expenditures.

*Commissioner Campbell made a motion to close the public hearing at 6:43 p.m. The motion passed unanimously (5-0).*

- **CONSENT AGENDA**

**Meeting Minutes from April 9 work session, April 11 Civics 101, April 23 regular meeting, and April 29 Quarterly Q&A**

**Amend Meeting Schedule to move the Quarterly Q&A Session from Tuesday, June 4 to Thursday, June 6 at 6:30pm.**

**Resolution 2019-21 requesting the Town of Davidson to adopt the Sources of Strength Program in partnership with DavidsonLifeLine**

**Resolution 2019-22 Annexation: Lake Cornelius to Set the Public Hearing Date for the annexation request on June 25, 2019**

**Budget Amendment 2019-31 for Solid Waste Expenditures**

**Approval of FY18-19 Audit Contract**

**Resolution 2019-23 Requesting the North Carolina Department Transportation (NCDOT) to Relinquish Street Maintenance Responsibilities to the Town of Davidson for a Portion of Grey Road**  
**Resolution 2019-24 Accepting Street Maintenance for streets in Bailey Springs**  
**Resolution 2019-25 Exempt Lake Norman Fondo Cycling Event from Section 54-1 of the Municipal Code on August 18, 2019**

*Commissioner Fuller made a motion to approve the consent agenda excluding items (g) and (h). The motion passed unanimously (5-0).*

- **NEW BUSINESS**

(a) Town Manager Justice requested the board to approve **Resolution 2019-26 to Exempt Davidson Lands Conservancy Run for Green from Section 54-1 of the Municipal Code** on September 14, 2019. This item was listed as a new business item in order to recuse Commissioner Rierson Michael from the vote. Commissioner Rierson Michael is the Executive Director of Davidson Lands Conservancy.

*Commissioner Fort made a motion to recuse Commissioner Rierson Michael from the vote. The motion passed unanimously (4-0).*

*Commissioner Fuller made a motion to approve Resolution 2019-26. The motion unanimously passed 4-0. Commissioner Rierson Michael did not vote.*

(b) **Consider Approval of Water/Sewer Extension Request for Hoke Townhomes** was moved from consent agenda item (g) to new business item (b). Town Manager Justice stated that per the water/sewer extension policy that the board has created, requests come to the board early in the process to request water/sewer extension. Charlotte Water has determined that the Hoke property is an extension is necessary. It is early in the process and we have limited information at this point.

(c) **Consider Approval of Water/Sewer Extension Request for Kistler Farm** was moved from consent agenda item (h) to new business item (c).

*Commissioner Fort made a motion to deny both requests due to not enough information at this time to make a determination on water and sewer. The motion passed unanimously (5-0).*

- **OLD BUSINESS**

(a) Special Projects Manager Dawn Blobaum, Michael Supino from Creech & Associates and Andy Aldridge from Edifice, Inc. presented **conceptual design drawings and pricing information for the renovation of Public Facilities Phase I (251 South Street) and Phase II (existing Town Hall)**. The board of commissioners discussed the proposed pricing and requested staff to move forward with preparing the required documentation for the issuance of general obligation public facilities bonds for consideration at the June 11 board meeting.

(b) Finance Director Pieter Swart and Town Manager Jamie Justice discussed the **proposed FY2019-2020 budget** with the board. The discussion included revenue neutral budget options, solid waste revenue, capital improvement projects, changes to the fee schedule, non-profit grant funds, and other town

projects and staff changes.

***Commissioner Campbell made a motion to prepare the budget ordinance with a \$0.29 tax rate. The motion passed (3-2) with Commissioners Campbell, Rierson Michael and Sitton for and Commissioners Fuller and Fort against.***

On June 11, the board will consider approval of the Budget Ordinance.

- **ADJOURN**

***Commissioner Campbell made a motion to adjourn. The motion passed unanimously (5-0).***

The meeting adjourned at 9:13 p.m.

**Attest:**

\_\_\_\_\_  
Elizabeth K. Shores  
Town Clerk

\_\_\_\_\_  
Rusty Knox  
Mayor



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**Agenda Title: Consider Approval of Resolution 2019-30 General Records Retention and Disposition Schedule**

**Summary:** The NC Department of Natural and Cultural Resources has recently updated the Records Retention and Disposition Schedule. Resolution 2019-30 1) Adopts the General Records Schedule for Local Government Agencies; 2) Reaffirms that Portions of the Previously Adopted 2012 Schedule Are Still in Effect; and 3) Adopts the Town of Davidson's Records Retention and Disposition Schedule for Municipalities Concerning When Administrative/Reference Value Ends.

**Summary:**

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**ATTACHMENTS:**

Description		Upload Date	Type
□	DRAFT - Resolution 2019-30 General Records Retention and Disposition Schedule	6/18/2019	Resolution Letter
	Signature Page General Records Retention and Disposition Schedule	6/18/2019	Backup Material



**RESOLUTION 2019-30**  
**RESOLUTION TO ADOPT THE 2019 GENERAL RECORDS SCHEDULE**  
**FOR LOCAL GOVERNMENT AGENCIES**

**WHEREAS**, The North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section has published the General Records Schedule for Local Government Agencies, which supersedes parts of the Municipal Retention and Disposition Schedule which it is charged with issuing; and

**WHEREAS**, NCGS Section 121-5 and NCGS Section 132-3 require a municipality to approve the schedule in order to conduct routine disposal of records which must otherwise be retained without specific permission for disposal by the NC Division of Archives and Records; and

**WHEREAS**, The document attached to this Resolution is the form acknowledging the approval of the schedule as required by the NC Division of Archives and Records, Government Records Section; and

**WHEREAS**, To reduce the burden and costs of record retention and maintain efficient city records management, the City Council finds and determines that this Resolution should be approved.

**NOW THEREFORE BE IT RESOLVED**, The Town of Davidson Mayor and Board of Commissioners, 1) Adopts the General Records Schedule for Local Government Agencies; 2) Reaffirms that Portions of the Previously Adopted 2012 Schedule Are Still in Effect; and 3) Adopts the Town of Davidson's Records Retention and Disposition Schedule for Municipalities Concerning When Administrative/Reference Value Ends. This schedule is to be filed in the Town Clerk's office and remain in effect from the date of approval until it is reviewed and updated.

**Adopted on the 25th day of June, 2019**

\_\_\_\_\_  
Rusty Knox, Mayor

**Attest:**

\_\_\_\_\_  
Elizabeth K. Shores, Town Clerk

## 2019 Local Government Agencies General Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***


All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends.*" All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

### APPROVAL RECOMMENDED

\_\_\_\_\_  
Municipal/County Clerk or Manager  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

### APPROVED

\_\_\_\_\_  
Head of Governing Body  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
Susi H. Hamilton, Secretary  
Department of Natural and Cultural  
Resources

Municipality/County: \_\_\_\_\_



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**Agenda Title:** **Consider Approval of Ordinance 2019-03 to Extend the Corporate Limits of the Town of Davidson to include 648 Catawba Ave**

**Summary:** The Board of Commissioners has been petitioned to extend the corporate limits of the Town of Davidson to include 648 Catawba Avenue, parcel 00321101. If approved, the described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Davidson and shall be entitled to the same privileges and benefits as other parts of the Town of Davidson.

**Summary:**

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**ATTACHMENTS:**

Description		Upload Date	Type
□	DRAFT - Ordinance 2019-03 Annexation of	6/18/2019	Ordinance
	648 Catawba Ave		



## ORDINANCE 2019-03

### TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF DAVIDSON TO INCLUDE 648 Catawba Ave

**WHEREAS**, the Board of Commissioners has been petitioned under G.S. 160A-31 to annex the area described below; and

**WHEREAS**, the Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Town Hall Meeting Room at 6:00 p.m. on June 25, 2019 after due notice in the Charlotte Observer on Friday, June 14, 2019; and

**WHEREAS**, the Board of Commissioners finds that the petition meets the requirements of G.S. 160A-31;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Town of Davidson, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Davidson as of \_\_\_\_\_, 2019:

(See page 3 for Metes and Bounds Description)

Section 2. Upon and after \_\_\_\_\_, 2019 the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Davidson and shall be entitled to the same privileges and benefits as other parts of the Town of Davidson. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Davidson shall cause to be recorded in the office of the Register of Deeds of Mecklenburg County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Mecklenburg Board of Elections, as required by G.S. 163-288.1.

Prepared by and return to:  
Cindy Reid, Attorney  
216 South Main Street  
PO Box 579  
Davidson NC 28036

Adopted this \_\_\_\_\_, 2019

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Rusty Knox,  
Mayor

ATTEST:

APPROVED AS TO FORM:

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Elizabeth K. Shores  
Town Clerk

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Cindy Reid  
Town Attorney



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**Agenda Title: Consider Approval of Paving Contract  
Public Works Director Doug Wright**

**Summary:** Recommend approving a contract with Barton Contracting for the 2019 streets resurfacing project for \$500,000. The project includes South Street, Mock Road, Davidson Gateway Drive. No cape seal treatment was recommended as part of this project. The project will start, and finish, over the school summer break to minimize impact.

**Summary:**

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
❏ FY2019 Resurfacing Contract	6/24/2019	Cover Memo

# Town of Davidson Contract Control Sheet

Name of Contractor: Barton Contracting

Phone #: 704.910.4264 Email Address: stefan@bartoncontracting.com

Purpose of Contract: 2019 Streets Resurfacing

Length of Contract? 4 Year(s) 4 Months  
 Does this contract auto renew? Yes      Renewal Date      No X  
 Can this contract be extended? Yes      No     

### Mini-Brooks Act Waiver Required?

All contracts under \$50,000 for the following services must have a waiver: architect, surveying, construction manager, engineers or design-builders.

#### Waiver Needed?

Yes      No     

### Type of bidding (please check):

Verbal       
 Informal       
 Formal X  
 Sole Source     

\*Proof of bidding must be attached unless sole source

### E-Verify Requirements:

Applies to contracts that are in the formal threshold range (underlined below).

#### E-Verify needed?

Yes      No     

### Type of Contract (please check):

Service       
 Construction X  
 Purchase       
 Lease       
 Other     

### Vendor Information:

W-9 attached X  
 On File     

### Board of Commissioners Approval Needed?

Applies to contracts that are in the formal threshold range (underlined to the right).

Yes X No     

### Construction and Repair Contracts

- \$30,000 and under verbal quotes required
- \$30,001 to \$499,999 informational bidding required
- \$500,000 and above formal bidding required \*

### Purchase

- \$30,000 and under verbal quotes required
- \$30,001 to \$89,999 informal quotes required
- \$90,000 and above formal quotes required \*

### Insurance Requirement (please check):

- Proof of Workers Compensation Insurance OR NCLM Check List X
- Proof of General Liability Insurance X
  - \$3M min or \$1M w/ a \$2M umbrella or excess policy
- Proof of Auto Liability X
  - \$2M – only required when the contractor is utilizing heavy auto exposure

### Comply with the Iran Disinvestment Act?

Yes      No     

### Legal

Approved as to Form

\_\_\_\_\_  
 Attorney

### Finance

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act

\_\_\_\_\_  
 Finance Director

### Town Manager

Town Manager's Approval

\_\_\_\_\_  
 Town Manager



**Town of Davidson  
2019 Resurfacing Project  
Contract**

# REQUEST FOR BIDS

FOR

## The Town of Davidson, North Carolina 2019 Resurfacing Project

### SCOPE OF WORK

Pavement resurfacing and improvements to include milling, patching, chip sealing, pavement marking, paving, and traffic control on streets in Davidson, North Carolina

Streets to include: See attached list of streets and description of work to be performed.

### NOTICE TO BIDDERS

Sealed proposals for this work will be received up to **2:00 PM, on May 20, 2019.**

**Mr. Doug Wright, Public Works Manager**  
**Davidson Town Hall**  
**216 South Main Street (PO Box 579)**  
**Davidson, NC 28036**  
**704-940-9625**

Complete plans and specifications and contract documents can be obtained from:

**Town of Davidson**  
**Town Hall**  
**216 South Main Street**  
**Davidson, NC 28036**

Bidders must be properly licensed under North Carolina state law to perform the work. A 5% bid security is required for each bid that equals or exceeds \$1,000,000.00

The estimated cost for this project is ~~\$600,000.00~~ **\$500,000**

The Town of Davidson reserves the right to reject any and all bids and to waive any informalities or technicalities as it may deem to be in its best interest. No bid may be withdrawn after the opening of bids for a period of 30 days. The Owner reserves the right to reject any or all bids and waive informalities. Proposals shall be made only on the form provided herein with all blank spaces for bids properly filled in and all signatures properly executed.

This project is intended to promote diversity, inclusion, and local business opportunities in the Town's contracting and procurement process for minority, women and small businesses.

Please note on the envelope – **Bid Proposal: Attn: Mr. Doug Wright, Public Works Manager**  
**Town of Davidson 2019 Resurfacing Project**

For information regarding the Invitation to Bid, contact:

Dieter W. Crago, Senior CEI Project Manager  
SEPI Engineering & Construction  
11020 David Taylor Drive, Suite 300  
Charlotte, NC 282625  
704-728-2117

Please submit questions or inquiries at least seven (7) calendar days before the bid due date. Questions or inquiries past this deadline may not be addressed by the Town prior to the bid due date.

#### **PREBID CONFERENCE**

No pre-bid conference is scheduled for this project

#### **TIME OF COMPLETION**

The Contractor shall commence work to be performed under this Contract on or before June 30, 2019 and shall fully complete all work hereunder by August 24, 2019. If the Contractor is delayed at anytime in the progress of his work by any act or negligence of the Owner, his employees or his separate contractor, by changes ordered in the work; by abnormal weather conditions; by any causes beyond the Contractor's control or by other causes deemed justifiable by Owner, then the contract time may be reasonably extended in a written order from the Owner upon written request from the contractor within ten days following the cause for delay. Should work not be completed by the August 19, 2019 deadline liquidated damages will be assessed in the amount of \$1,000.00 per day until the project is completed.

## GENERAL CONDITIONS

### GENERAL

It is understood and agreed that by submitting a bid that the Contractor has examined these contract documents, drawings and specifications and has visited the site of the Work, and has satisfied himself relative to the Work to be performed. That the work contemplated and referenced in these documents will be performed in accordance with the 2018 North Carolina Department of Transportation Standard Specifications for Roads and Structures.

### BIDDER'S REPRESENTATIONS

#### Contractor's License

Bidders shall be properly licensed under North Carolina state law to perform the Work specified in the Bidding Documents and per SECTION 102-14 of the NCDOT Standard Specifications. Bids received from bidders not meeting the applicable Contractor's licensure requirements as required by law and as determined by the Town's Public Works Manager bid may be considered non-responsive and may not be considered for award.

#### Bidder Qualifications

Bidders must be experienced in the class of work that is proposed who can refer to projects of similar magnitude and scope that have been successfully completed by them within the last three (3) years. Bidder's to whom award of the Contract is under consideration may be required to submit to the Town, upon request, a properly executed Contractor's qualification statement. The Town reserves the right to request any and all such qualification information from Bidder's to evaluate the bidder's qualifications. The Bidder's failure to submit the requested Qualifications Statement within the timeframe specified by the Town may be grounds for bid rejection.

#### Site Investigation and Conditions Affecting the Work

By submitting a bid, Bidders certify to have carefully examined the Project site and familiarized themselves with the existing conditions on the project, affecting the cost and execution of the work as described in Section 102-6 of the NCDOT Standard Specifications.

### BIDDING PROCEDURES

#### The Project Manual

The project manual is the bidding document and shall not be altered.

#### Addenda

Addenda will be published and issued to all bidders of record. All addenda shall become part of the Contract Documents whether or not received or acknowledged by the Bidder.

#### Bid Form

Bidders shall complete and submit the "BID FORMS AND SUPPLEMENTS" of the project manual in its entirety for bid consideration. Bidders shall submit Bids using bid form provided in the bidding documents. The Bid Form must be completed in its entirety with all entries including signatures written legibly in ink. Unit prices shall be entered where required and applicable. Incomplete Bid Forms shall be subject to rejection at the discretion of the Town.

#### Rejection of Bids and Disqualification of Bidders

Rejection of Bids and Disqualification of Bidders will be provided in accordance with Sections 102-14 and 102-15 respectively of the NCDOT Standard Specifications.

#### Award and Execution of the Contract

Award and execution of the contract will be in accordance with Section 103 of the NCDOT Standard Specification.

The Town will award the contractor contracts conditioned upon funding available for construction and other governmental approvals as may be required.

The Town reserves the right to accept Alternates in any order or combination. The Town further reserves the right to determine the low bidder on the basis of the Total Base Bid with Accepted Alternates.

#### Forms, Certifications and Execution of Bid

Bidders must complete each form, certification, and the execution of Bid provided the Bidding Documents. Failure to complete and submit the required forms, certifications, and Execution of Bid may be grounds for bid rejection.

#### Bid Security

A **five-percent (5%)** bid security is required with each bid that equals or exceeds \$1,000,000.00. Bid Bond or Bid Deposit, made payable to the Town of Davidson, must be in accordance with Section 102-10 of the NCDOT Standard Specifications.

### **POST-AWARD**

#### Bonds and Insurance

For bids equal to or greater than **\$500,000**, the successful bidder shall provide the Town performance and payment bonds each in the amount equal to **one hundred percent (100%)** of the contract amount. Bonds shall be submitted to the Town upon ten (10) calendar days of award of the Contract and shall be in conformance with NC GS 44A-33. Failure to provide acceptable bonds within ten (10) calendar days of award of the Contract shall be just cause for forfeiture of the bid bond or bid deposit and rescinding the award of the Contract. Award may then be made to the next lowest responsive, responsible bidder or the Project may be re-advertised at the Town's sole discretion.

The Contractor shall submit to the Town within ten (10) calendar days of recommendation of award of the Contract a certificate of insurance in the minimum amounts required in the Contract Documents.

#### Pre-Construction Conference

A pre-construction conference will be scheduled as soon as practical after award of the Contract. The Contractor shall attend the pre-construction conference with the prospective project superintendent, any anticipated major subcontractors, and major suppliers. A proposed progress schedule in a form satisfactory to the Construction Manager and a statement of the anticipated monthly progress payments showing the percent of progress each month shall be submitted by the Contractor to the Town. The Contractor shall also provide at least two (2) local telephone numbers that may be used to contact the Contractor or the Contractor's authorized representative in the event of an emergency after normal business hours.

#### Notice to Proceed

The Town will issue a Notice to Proceed (NTP) to the Contractor upon award and execution of the contract. The Contractor shall not perform any Work prior to the date on which the NTP commences. The Town reserves the right to issue an Administrative Notice to proceed authorizing the Contractor to place orders for products requiring long lead times, or to obtain certain permits prior to beginning any Work. If an Administrative Notice to Proceed is issued, the Contractor shall not perform any Work prior to the date on which the Notice to Proceed commences.

### **MATERIALS, EQUIPMENT AND EMPLOYEES**

The contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, fuel, sanitary facilities and incidentals necessary for the completion of his work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied there from, all in accordance with the contract documents.

**BID AWARDS AND REJECTIONS**Bid Opening

Bid Opening will be conducted in accordance with **Section 102-13** of NCDOT Standard Specifications.

Rejection of Bids and Disqualification of Bidders

Rejection of Bids and Disqualification of Bidders will be provided in accordance with **Sections 102-14 and 102-15** respectively of NCDOT Standard Specifications.

Award and Execution of Contract

Award and execution of Contract will be in accordance with **Section 103** of NCDOT Standard Specifications.

The Town will award the contract or contracts conditioned upon funds being available for construction and other governmental approvals as may be required.

The Town reserves the right to accept Alternates in any order or combination. The Town further reserves the right to determine the low bidder on the basis of the Total Base Bid with Accepted Alternates.

**Street Listing and Proposed Action**

	Street	Description	Treatment	L Ft	W Ft Avg.	Area S/Y	Chip Seal S/Y	Milling 0"-3.0" S/Y	1½" Surface Course S9.5B Tons	Adjust MH	Adjust Water valve	Aggre- gate Subgrade Tons	Pave- ment Repair Tons	Shoulder Repair(ft) & Seeding/ Mulching SY
1	South St.	Main St. to past 2 <sup>nd</sup> drive to Davidson Elementary School	Mill, Chip Seal & Fill	3,270	28 30	10,710	10,710	10,710	900	2	3		154	1,370 ft 457 SY
2	<del>Jackson St.</del>	<del>Main St. to Griffith St.</del>	<del>Mill, Chip Seal &amp; Fill</del>	<del>1,933</del>	<del>24</del>	<del>5,275</del>	<del>5,275</del>	<del>5,275</del>	<del>443</del>	<del>1</del>	<del>1</del>		<del>104</del>	
3	Sloan St.	Depot to Eden	Mill, Aggr. Subgrade, Resurface	333	22	814	-	814	68	1	1	269		-
		Eden to Gamble	Repair/Patch only	542	22	1,325	-	-	-				50	
4	Mock Road	Brandon St. to Westside Tr.	Mill, Chip Seal & Fill	365	15	610	610	610	51	-	-		42	
5	Davidson Gateway	John Ross Way to Rushco Driveway Entrance	Mill & Fill	1,466	49	7,982	-	7,982	670	2	3	353	192	-
6	Stonebriar Ridge Road	Bradford Park Dr to Bartlett Creek Dr	Crack Seal & Resurface	526	Var- ies	2,510	-	-	211	-	-		-	-

All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.

No changes shall be made in the Work except upon written approval and change order of the Designer/Owner. Change orders shall be subject to provisions in the current North Carolina Construction Manual.

Products are generally specified by ASTM or other reference standard and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the Contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed.

However, the contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Substitution of materials, items, or equipment of equal or equivalent design shall be submitted to the owner or engineer for approval or disapproval; such approval or disapproval shall be made by the owner or engineer prior to the opening of bids.

If at any time during the construction and completion of the work covered by these contract documents, the conduct of any workman of the various crafts be adjudged a nuisance to the Owner or if any workman be considered detrimental to the work, the Contractor shall order such parties removed immediately from the site.

The contractor shall designate a foreman/superintendent who shall direct the work.

### CODES, PERMITS AND INSPECTIONS

The Contractor shall obtain the required permits, if required, give all notices, and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work under this contract. If the Contractor observes that the drawings and specifications are at variance therewith, he shall promptly notify the engineer in writing. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the Owner, he shall bear all cost arising there from.

All work under this contract shall conform to the current North Carolina Building Code and other state and national codes as are applicable.

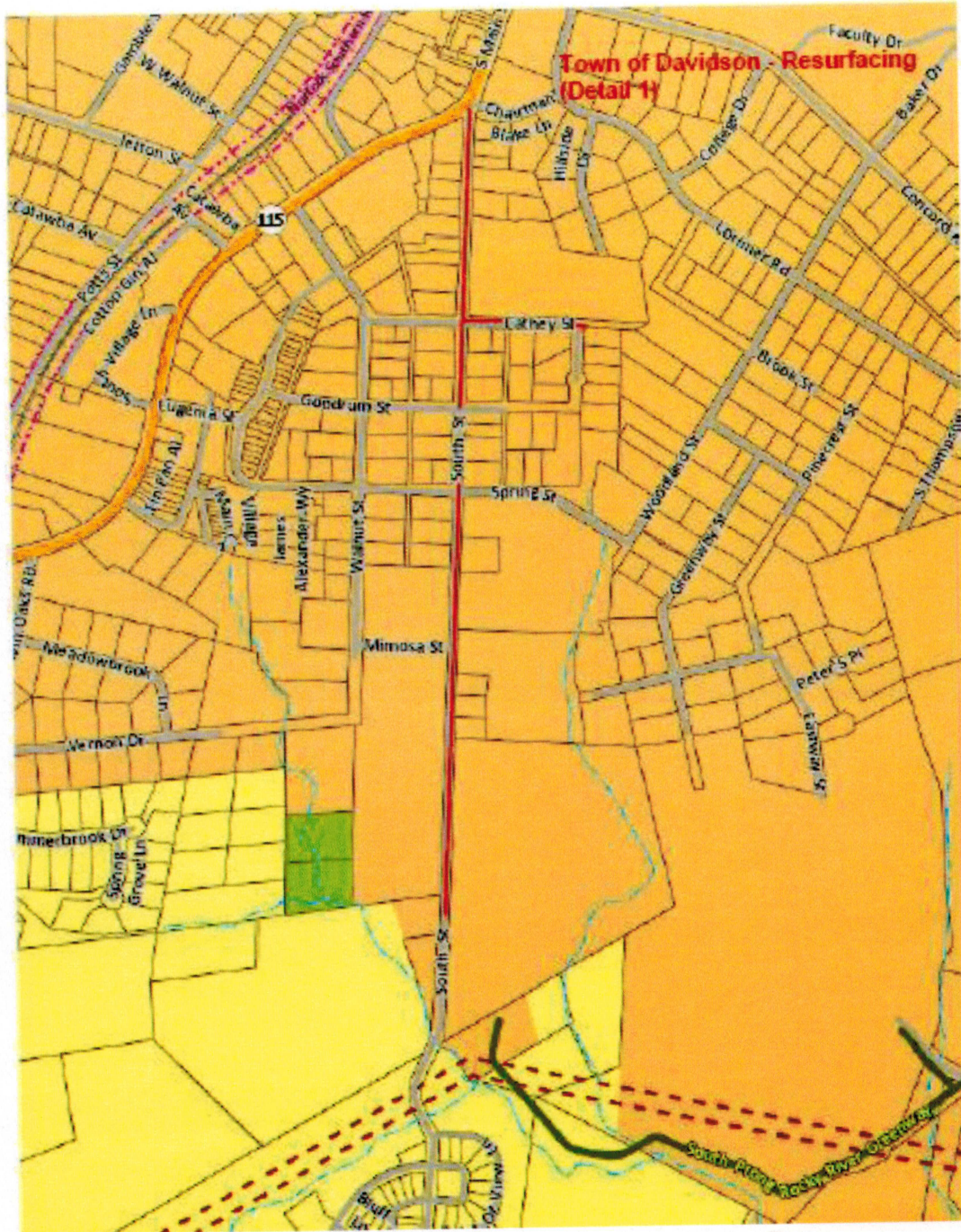
#### Submission of Bids

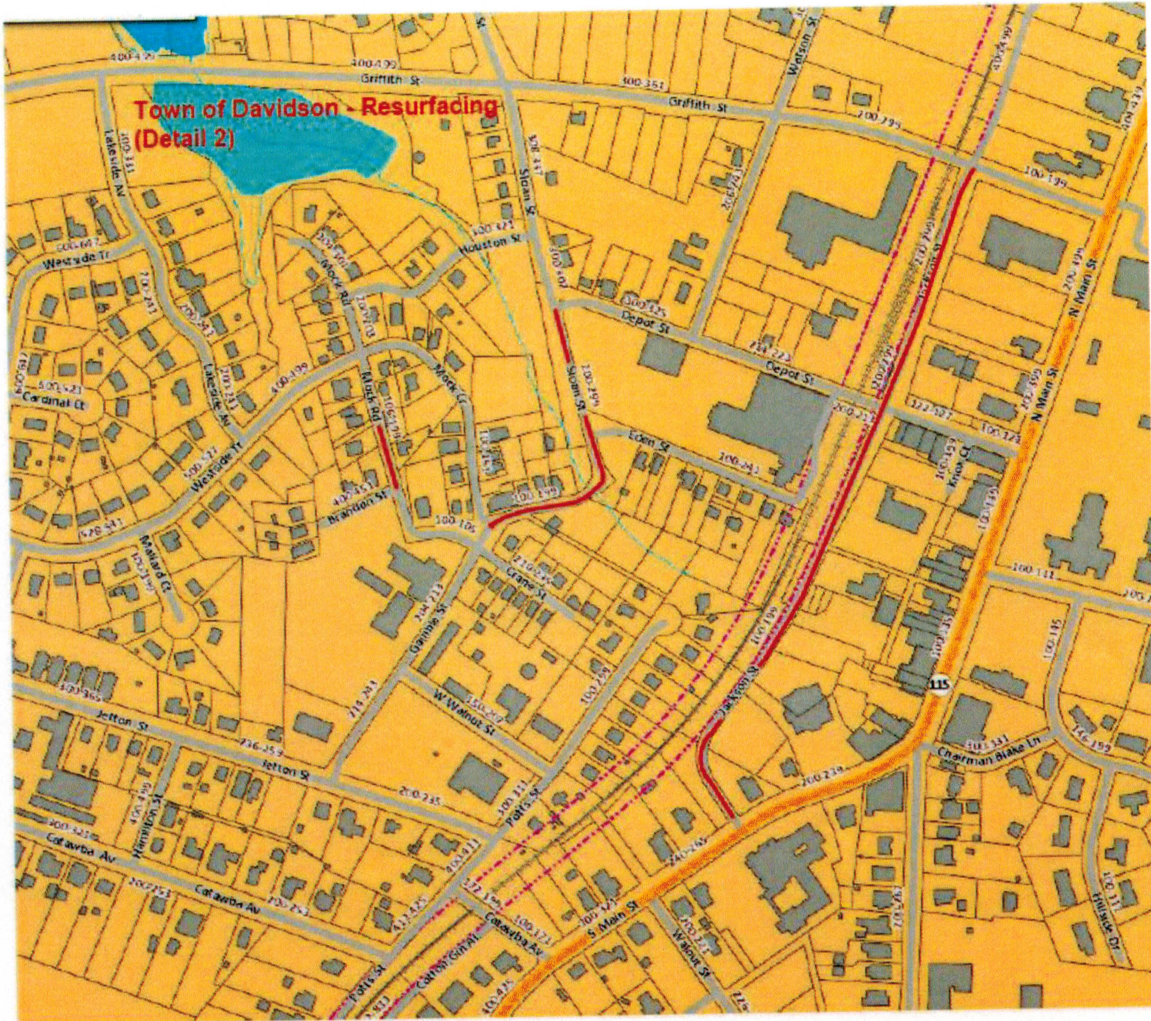
Bids shall be submitted in an opaque, sealed envelope, and printed with the following information on the outside of the envelope:

BID FOR:	_____ (Enter the <b>Project Name</b> as shown in the Bidding Documents)
BIDDER'S NAME:	_____ (Enter <b>Full Name of Bidder</b> submitting the bid)
PROJECT NUMBER:	_____ (Enter the <b>Project Number</b> as shown in the Bidding Documents)
DO NOT OPEN UNTIL:	_____ (Enter the <b>Date and Time</b> as shown in the Bidding Documents)

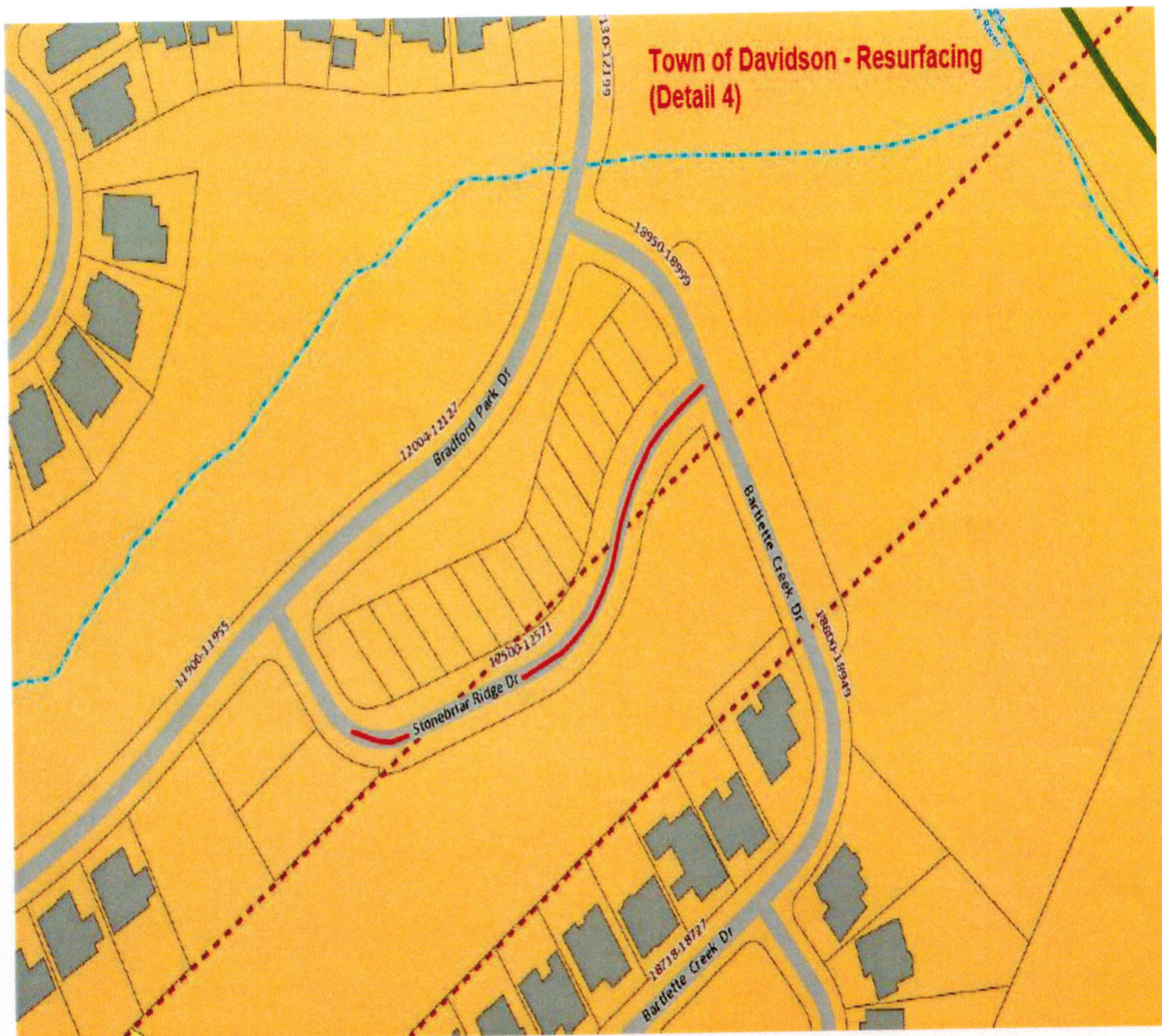
All Bids must be delivered prior to the bid opening date and time specified in the Invitation for Bids.

Bidders shall be responsible for the timely delivery of Bids at the bid opening location specified.









# BID FORMS AND SUPPLEMENTS

PROJECT NAME: Town of Davidson 2019 Resurfacing

PROJECT NUMBER: 2019 Resurfacing

ITEM#	SECT.#	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	800	Mobilization	1	LS	4500.00	4500.00
2	505	Aggregate Subgrade	650	TN	42.00	27300.00
3	607	Milling Bituminous Asphalt 1.5-3" Depth	<del>25,500</del> 20,225	SY	3.25	<del>82,875.00</del>
4	610	Asphalt Concrete Surface Course, 9.5B 1.5" Thick	<del>2,390</del> 1,947	TN	76.00	<del>181,640.00</del>
5	620	Asphalt Binder Plant Mix	<del>144</del> 117.4	TN	542.10	<del>78,062.40</del>
6	654	Bituminous Plant Mix, Pvmnt. Repair (Patching) Depth to 6"	<del>550</del> 446	TN	132.00	<del>72,600.00</del>
7	657	Sealing Existing Pavement Cracks and Joints	1,000	LB	7.00	7000.00
8	660	Asphalt Surface Treatment - Chip Seal	<del>16,600</del> 11,325	SY	3.50	<del>58,100.00</del>
9	1205-8	Paint Pvmnt. Marking, 4" White Skip Lines	250	LF	1.50	375.00
10	1205-8	Paint Pvmnt. Marking, 4" Yellow Skip Lines	250	LF	1.50	375.00
11	1205-7	Thermo Pvmnt. Marking, 4" Double Yellow Lines	325	LF	3.50	1137.50
12	1205-7	Thermo Pvmnt. Markings 4" Yellow Lines	310	LF	1.50	465.00
13	1205-7	Thermo Pvmnt. Markings 6" Yellow Lines	18	LF	4.60	82.80
14	1205-7	Thermo Pvmnt. Markings 8" Yellow Lines	17	LF	5.75	97.75
15	1205-7	Thermo Pvmnt. Markings 4" White Lines	4,400	LF	1.25	5500.00
16	1205-7	Thermo Pvmnt. Markings 6" White Lines	1,600	LF	2.90	4640.00
17	1205-7	Thermo Pvmnt. Markings 8" White Lines	300	LF	3.75	1125.00
18	1205-7	Thermo Pvmnt. Markings 10" White Lines	8	LF	11.50	92.00
19	1205-7	Thermo Pvmnt. Markings 12" White Lines	275	LF	5.75	1581.25
20	1205-7	Thermo Pvmnt. Markings 24" White Lines	144	LF	11.50	1656.00
21	1205-7	Thermo 4' Arrow 90 M	2	EA	172.50	345.00
22	1205-7	Thermo NCDOT School Symbol w/markings	3	EA	1380.00	4140.00
23	858	Adjustment of Manholes	6	EA	300.00	1800.00
24	858	Adjustment of Water Meter/ Valve Box	8	EA	150.00	1200.00
25	225/230	Borrow Material/Shoulder Reconstruction 3'	1,370	LF	2.50	3425.00
26	1660	Seed and Mulch	460	SY	2.25	1035.00

65,731.25

147,972.00

63,642.50

58,872.00

39,637.50

27	SP	Mid-Block Raised Crosswalk w/ Markings	2	EA	6115.00	12230.00
28	SP	Speed Table w/ Markings	1	EA	6750.00	6750.00
29	1101	Traffic Control	1	LS	12500.00	12500.00
					Sub Total	<del>572629.70</del>
		5% Contingency to be used at Town's Discretion	1	LS		28631.49
					Total Bid	601261.19

475,207.59

23,760.38

498,967.97

Delete  
Jackson St.

5,275 SY Chip Seal	x	3.50	18,463
5,275 SY Milling	x	3.25	17,144
443 T - 1 1/2" -	x	76.00	33,668
26.6 T Asph. Binder	x	542.10	14,420
1 MH	x	300	300
1 WV	x	150	150
104 T Pav't Repair	x	132	13,728
			<u>97,873</u>

Markings

White	4"	1103	x 1.25	1378
	6"	46	2.90	133
	8"	10	3.75	38
	10"	8	11.50	92
	12"	160	5.75	920
Yellow	4"	86'	x 1.5	129
				<u>2,690</u>

\$100,563

472,067  
+ 23,603  
495,670  
\$ 495,670

### COMMERCIAL NON-DISCRIMINATION CERTIFICATION

Project: Town of Davidson 2019 Resurfacing

Name of Company (Bidder): Barton Contracting

The undersigned Bidder hereby certifies and agrees that the following information is correct:

1. In preparing the enclosed bid, the Bidder has considered all bids submitted from qualified, potential subcontractors and suppliers and has not engaged in discrimination as defined in Section 2.
2. For purposes of this certification *discrimination* means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor or supplier on the basis of race, ethnicity, gender, age, religion, national origin, marital status, familial status, sexual orientation, gender identity, gender expression, or disability or any otherwise unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the Town may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the Town to reject the bid submitted with this certification and terminate any contract awarded based on such bid. It shall also constitute a violation of the Town's Commercial Non-Discrimination Ordinance and shall subject the Bidder to any remedies allowed thereunder, including possible disqualification from participating in Town contracts or bid process for up to two years.
4. As part of its bid, the Bidder shall provide to the Town a list of all instances within the past five years where a complaint was filed or pending against the Bidder in a legal or administrative proceeding alleging that the Bidder discriminated against its subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

By: 

Signature of Company's Authorized Representative

Title: Project mgr - Selas

Date: June 6, 2019

**EXECUTION OF BID****NON-COLLUSION AFFIDAVIT, DEBARMENT CERTIFICATION, AND GIFT BAN CERTIFICATION**

The person executing the bid, on behalf of the Bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Bidder has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the Bidder has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Bidder intends to do the work with its own bona fide employees or subcontractors and is not bidding for the benefit of another contractor.

In addition, execution of this bid in the proper manner also constitutes the Bidder's certification of status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

NC General Statute 133-32 prohibits the offer to, or acceptance by, any Town employee of any gift from anyone with a contract with the Town or State, or from any person seeking to do business with the Town of Davidson. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

In the event the Bidder is awarded the Contract, execution of the Bid by the Bidder is considered the same as execution of the Contract. Affixing the corporate seal to this document is only intended to verify the officer signing on behalf of the corporation has the authority to do so.

The undersigned, having carefully examined the site and familiarized himself with the existing conditions on the Project area affecting the cost of work and hereby proposes to furnish all supervision, labor, equipment, materials and services required to construct and complete the Project in accordance with the Project Manual at and for the Total Amount Bid, excluding any Allowances, such as contingency, which may be used by the Contractor only upon written instructions from the Engineer in accordance with the terms of this Contract.

The undersigned acknowledges receipt of the following addenda (initial next to each addendum):

# 1: ☒ # 2: ☐ # 3: ☐ # 4: ☐ # 5: ☐ # 6: ☐ # 7: ☐ # 8: ☐ # 9: ☐

**Type of Bidder:** ☐ Sole Proprietor ☐ Partnership ☒ Corporation ☐ Limited Liability Company

(check 1 box)

☐ Joint Venture

(if joint venture, complete this "Execution of Bid" sheet for each joint venture company and identify the "Name of Joint Venture" on each sheet)

NAME OF JOINT VENTURE: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

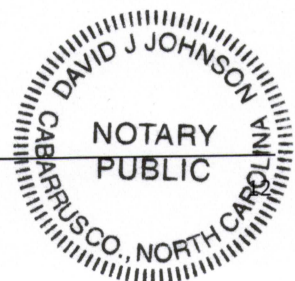
Phone: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Barton Contracting  
6000 Old Pinville Rd  
Charlotte, NC 28217  
704 962 9689 Email: stefan@bartoncontracting.com  
Stefan Hawkins Title: Project Mgr / Sales  
[Signature] NC Gen. Contractor  
 License #: 72816

Subscribed and sworn to before me this 4th day of JUNE 2019  
 Signature of Notary Public [Signature]  
 of CABARRUS County



State of NORTH CAROLINA  
My Commission Expires: November 24, 2023

**Town of Davidson**  
**2019 Resurfacing Project**  
**Contract**

**ADDENDUM #1**

**May 24, 2019**

**REVISION: Revised Bid date and time.**

**NOTICE TO BIDDERS**

Sealed proposals for this work will be received up to **2:00 PM, on June 7, 2019.**

**< END >**

SH

## FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT \_\_\_\_\_ as  
Barton Contracting Corporation \_\_\_\_\_  
principal, and Philadelphia Indemnity Insurance Company \_\_\_\_\_, as surety, who is  
duly licensed to act as surety in North Carolina, are held and firmly bound unto  
Town of Davidson \_\_\_\_\_ as obligee,  
in the penal sum of Five Percent of Amount Bid 5% DOLLARS, lawful money of  
the United States of America, for the payment of which, well and truly to be made, we bind  
ourselves, our heirs, executors, administrators, successors and assigns, jointly and  
severally, firmly by these presents.

Signed, sealed and dated this 20th day of May, 2019

WHEREAS, the said principal is herewith submitting proposal for  
Town of Davidson 2019 Resurfacing  
and the principal desires to file this bid bond in lieu of making the cash deposit as required  
by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that  
if the principal shall be awarded the contract for which the bid is submitted and shall  
execute the contract and give bond for the faithful performance thereof within ten days after  
the award of same to the principal, then this obligation shall be null and void; but if the  
principal fails to so execute such contract and give performance bond as required by G.S.  
143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set forth in  
the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by  
G.S. 143-129.1

Barton Contracting Corporation (SEAL)

By: [Signature] (SEAL)

\_\_\_\_ (SEAL)

Philadelphia Indemnity Insurance Company (SEAL)

By: Debra S. Ritter (SEAL)  
Debra S. Ritter, Attorney-in-Fact

PHILADELPHIA INDEMNITY INSURANCE COMPANY  
One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004-0950

Power of Attorney

**Surety Bond Number:** Bid Bond  
**Principal:** Barton Contracting Corporation  
**Obligee:** Town of Davidson

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint Debra S. Ritter its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$25,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14<sup>th</sup> of November, 2016.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

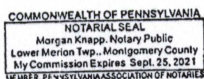
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 27<sup>TH</sup> DAY OF OCTOBER, 2017.



(Seal)

Robert D. O'Leary Jr., President & CEO  
Philadelphia Indemnity Insurance Company

On this 27<sup>th</sup> day of October, 2017, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public:

residing at:

Bala Cynwyd, PA

My commission expires:

September 25, 2021

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 27<sup>th</sup> day of October, 2017 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 20th day of May, 2019.



Edward Sayago, Corporate Secretary  
PHILADELPHIA INDEMNITY INSURANCE COMPANY

In WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first above written.

**COMPANY:**

**ATTEST:**

\_\_\_\_\_  
Contractor Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
(N/A for Sole Proprietor)

Date: \_\_\_\_\_

**TOWN OF DAVIDSON NC:**

**ATTEST:**

\_\_\_\_\_  
Town Manager/General Town Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board of Town Commissioners

Date: \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Town Attorney

Date: \_\_\_\_\_

\_\_\_\_\_  
Finance Manager

Date: \_\_\_\_\_

**BID FORMS AND SUPPLEMENTS**

PROJECT NAME: Town of Davidson 2019 Resurfacing

PROJECT NUMBER: 2019 Resurfacing

ITEM#	SECT.#	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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4	610	Asphalt Concrete Surface Course, 9.5B 1.5" Thick	2,390	TN	76.00	181640.00
5	620	Asphalt Binder Plant Mix	144	TN	542.10	78062.40
6	654	Bituminous Plant Mix, Pvmnt. Repair (Patching) Depth to 6"	550	TN	132.00	72600.00
7	657	Sealing Existing Pavement Cracks and Joints	1,000	LB	7.00	7000.00
8	660	Asphalt Surface Treatment – Chip Seal	16,600	SY	3.50	58100.00
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15	1205-7	Thermo Pvmnt. Markings 4" White Lines	4,400	LF	1.25	5500.00
16	1205-7	Thermo Pvmnt. Markings 6" White Lines	1,600	LF	2.90	4640.00
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19	1205-7	Thermo Pvmnt. Markings 12" White Lines	275	LF	5.75	1581.25
20	1205-7	Thermo Pvmnt. Markings 24" White Lines	144	LF	11.50	1656.00
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23	858	Adjustment of Manholes	6	EA	300.00	1800.00
24	858	Adjustment of Water Meter/ Valve Box	8	EA	150.00	1200.00
25	225/230	Borrow Material/Shoulder Reconstruction 3'	1,370	LF	2.50	3425.00
26	1660	Seed and Mulch	460	SY	2.25	1035.00

27	SP	Mid-Block Raised Crosswalk w/ Markings	2	EA	6115.00	12230.00
28	SP	Speed Table w/ Markings	1	EA	6750.00	6750.00
29	1101	Traffic Control	1	LS	12500.00	12500.00
					Sub Total	572629.70
		5% Contingency to be used at Town's Discretion	1	LS		28631.49
					Total Bid	601261.19



---

**Agenda Title: Consider Approval of Continuum Board of Directors**

**Summary:** Approve Re-appointments for Continuum Board of Directors:

Brett Ellis                      July 1, 2019 - June 30, 2021  
Robert Guth                      July 1, 2019 - June 30, 2021  
Larson Jaenicke                      July 1, 2019 - June 30, 2021

**Summary:**

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**ATTACHMENTS:**

Description	Upload Date	Type
No Attachments Available		



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**Agenda Title:** **Consider Approval of Tax Levy Adjustment**  
**Summary:** The town received a tax levy adjustment refund check request from Mecklenburg County Assessor's Office (As approved by the Board of Equalization and Review (BER) and the Mecklenburg Board of County Commissioners (BOCC)) for \$338.20, on 1 parcel. These refund will be issued directly by the Town of Davidson. Details regarding this refund request is available in the Finance Office.

**Summary:**

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**ATTACHMENTS:**

Description	Upload Date	Type
No Attachments Available		



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**Agenda Title:** **Consider Approval of Mecklenburg County Emergency Operations Plan**

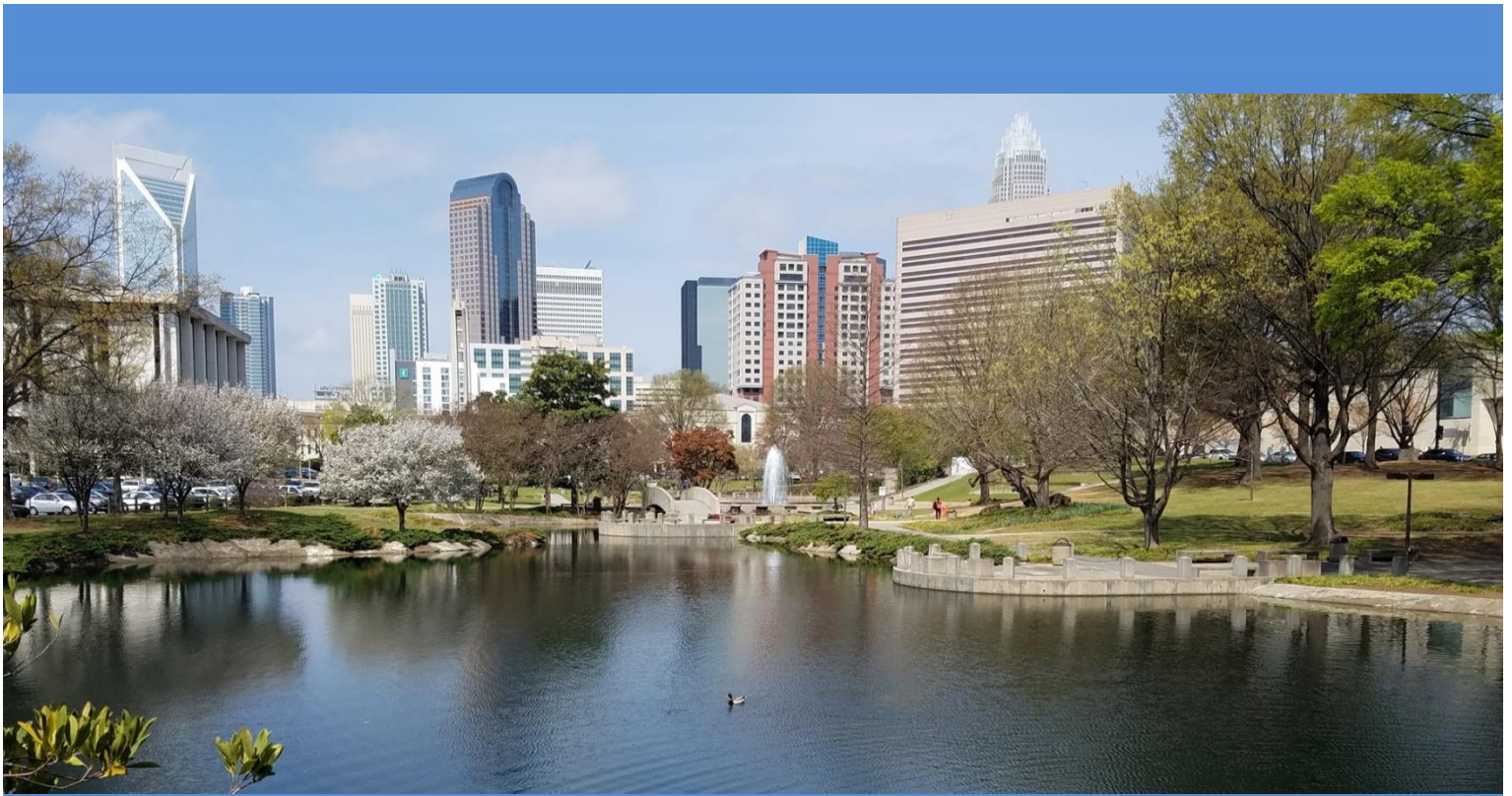
**Summary:** Charlotte-Mecklenburg Emergency Management is the designated government department that plans for and manages response to disasters and/or large scale emergencies within Mecklenburg County, City of Charlotte, and the six towns. This Charlotte-Mecklenburg Emergency Operations Plan was developed through consultation with all local entities and the effort was facilitated by the Charlotte-Mecklenburg Emergency Management department. This plan fulfills the State of North Carolina's requirement for each political jurisdiction to prepare and keep current plans to respond to disasters or large-scale emergencies. It also incorporates the National Incident Management System (NIMS) as the standard for emergency response operations which has been adopted by the City of Charlotte and Mecklenburg County. This plan also establishes the overall roles and responsibilities and the concept of operations for the management of emergency or disaster incidents. Town staff including both the Police and Fire Chiefs have reviewed it and recommend approval.

**Summary:**

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**ATTACHMENTS:**

Description		Upload Date	Type
▣	Mecklenburg Emergency Operations Plan 2019	6/24/2019	Backup Material



# Charlotte-Mecklenburg Emergency Operations Plan

*January 2019*





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## Forward

This document is a result of the collaborative efforts among City of Charlotte, Mecklenburg County Departments and towns, non-profit, and private partners that have assigned emergency roles and responsibilities. The final plan incorporates comments and suggestions received from a variety of stakeholders that provide critical support during times of disaster.

The ability to interact effectively and efficiently with officials of the City of Charlotte, Mecklenburg County, neighboring jurisdictions, the State of North Carolina and various Federal agencies involved during major disasters is paramount. It is for this reason the Charlotte-Mecklenburg Emergency Management Office (CMEMO) has elected to model this Emergency Operations Plan (EOP) under the National Response Framework (NRF) established by the Department of Homeland Security in June 2016 and the North Carolina Emergency Operations Plan, June 2015. This approach allows for maximum interaction at all levels of government by defining the functional roles and responsibilities of government departments and partner organizations and establishing the coordination mechanisms for a cohesive response while allowing flexibility in the response organization to respond as necessary to shifting developments and situations.

This plan fulfills the State of North Carolina's requirement for each political jurisdiction to prepare and keep current plans to respond to disasters or large-scale emergencies. It also incorporates the National Incident Management System (NIMS) as the standard for emergency response operations which has been adopted by the City of Charlotte and Mecklenburg County.

This plan establishes the overall roles and responsibilities and the concept of operations for the management of emergency or disaster incidents. This plan also organizes the departments into 16 Emergency Support Functions (ESFs) and 10 hazard or incident-specific annexes to facilitate planning and coordination to achieve an effective emergency response. It is intended to be used in conjunction with established departmental operational procedures, plans, and protocols.

Users of this document are encouraged to recommend changes that will improve the clarity and use of this plan.

Submitted by:

Robert W. Graham II, Deputy Emergency Management Director

Questions or comments concerning this document should be directed to:

Charlotte-Mecklenburg Emergency Management Office  
500 Dalton Avenue  
Charlotte, North Carolina 28206  
(704) 336-2412  
charmeckem@ci.charlotte.nc.us

# Charlotte-Mecklenburg Emergency Operations Plan



## Letter of Promulgation

WHEREAS the North Carolina Emergency Management Act, N.C.G.S. 166A-7(d)(2), authorizes each county and incorporated municipality in the state to direct and coordinate the development of emergency management plans and programs in accordance with the policies and standards set by the Division of Emergency Management, consistent with federal and State laws and regulations, and

WHEREAS the need to prepare for, respond to, and recover from natural and man-made disasters is recognized, and

WHEREAS the safety and wellbeing of our citizens and visitors must be protected, and

WHEREAS the City of Charlotte Manager, Mecklenburg County Manager, and town managers within Mecklenburg County have the responsibility to plan for, and direct the use of personnel and resources, and to request assistance from other organizations as necessary for the welfare and benefit of the citizens in a time of public emergency.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED that this Emergency Operations Plan as revised March 2019, is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Emergency Management Director, or his/her designees, is tasked and authorized to maintain and revise as necessary this document until such time it be ordered to come before this governing body.

\_\_\_\_\_  
Director, Charlotte-Mecklenburg Emergency Management Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of County Commissioners,  
Mecklenburg County, North Carolina

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, City of Charlotte, North Carolina

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, Town of Cornelius, North Carolina

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, Town of Davidson, North Carolina

\_\_\_\_\_  
Date

**Charlotte-Mecklenburg  
Emergency Operations Plan**



\_\_\_\_\_  
Mayor, Town of Huntersville, North Carolina

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, Town of Matthews, North Carolina

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Date

\_\_\_\_\_  
Mayor, Town of Mint Hill, North Carolina

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, Town of Pineville, North Carolina

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date



## **Letter of Agreement**

The Emergency Operations Plan (EOP) is a multidisciplinary plan that establishes a single, comprehensive, framework for the management of major emergencies and disasters within the county. The EOP is implemented when it becomes necessary to mobilize the resources of Charlotte-Mecklenburg government agencies to save lives and protect property and infrastructure. The plan assigns major roles and responsibilities to departments and partner organizations. The plan requires planning, training, and exercising to maintain proficiencies and to identify areas for improvement. Agreement to this plan represents a significant commitment by agency leadership.

By signing this letter of agreement, the city and county departments, and towns agree to:

- Perform assigned roles and responsibilities identified in this plan.
- Implement the EOP concepts, processes, and structures when carrying out their assigned tasks and functional responsibilities.
- Conduct operations per the National Incident Management System (NIMS), applicable Homeland Security Directives, the North Carolina Emergency Operations Plan and the National Response Framework (NRF).
- Conduct planning and preparedness activities designed to prepare agency staff to accomplish assigned emergency response and recovery responsibilities.
- Develop and maintain supporting plans, operational procedures, functional annexes, and checklists to perform assigned duties.
- Conduct planning and training in cooperation with identified primary and support agencies in coordination with the Charlotte-Mecklenburg Emergency Management Office (CMEMO).
- Maintain financial records following the Financial Management Annex to this plan and under guidance from the Finance Departments, CMEMO, and other applicable city or county procedures.
- Establish, maintain, and exercise emergency notification procedures.
- Develop and maintain an inventory of resources applicable to accomplishing assigned emergency functions.
- Provide senior representatives to the Emergency Operations Center (EOC), command post, or other identified emergency locations when activated and requested with appropriate authority to commit personnel and resources on behalf of the agency.

## Charlotte-Mecklenburg Emergency Operations Plan



- Participate in approved drills, tests, and exercises hosted by CMEMO and other public safety agencies.
- Maintain an approved agency-specific Continuity of Operations Plan (COOP) in accordance with guidelines and standards, including identifying and preparing an alternate site(s) for the efficient relocation of operations.
- Maintain a three-tier (or greater) line of succession for each agency's senior position(s) with authority to make decisions for committing organizational resources.
- Safeguard vital records including digital computer data at all times.
- Where appropriate, through CMEMO, establish standard contracts for services, equipment, and other resources with private industry in consultation with the Charlotte City Attorney and the Finance Departments.
- In cooperation with CMEMO, establish mutual aid agreements to maintain liaisons with surrounding municipal, county, non-profit, and private sector counterparts as appropriate.
- Annually, or as directed by leadership, review and update all emergency plans, policies, and procedures.
- Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis.

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Chair, Board of County Commissioners,  
Mecklenburg County, North Carolina

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Date

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Mayor, City of Charlotte, North Carolina

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Date

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Mayor, Town of Cornelius, North Carolina

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Date

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Mayor, Town of Davidson, North Carolina

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Date

# Charlotte-Mecklenburg Emergency Operations Plan



\_\_\_\_\_  
Mayor, Town of Huntersville, North Carolina

\_\_\_\_\_  
Date

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Mayor, Town of Matthews, North Carolina

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Date

\_\_\_\_\_  
Mayor, Town of Mint Hill, North Carolina

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, Town of Pineville, North Carolina

\_\_\_\_\_  
Date



## Executive Summary

The goal of the Emergency Operations Plan (EOP) is to provide for a systematic, coordinated and effective response by the county to safeguard the health, safety, welfare, and property of the residents, businesses, and visitors during an emergency. The EOP is designed as a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the jurisdictional boundaries of the county. It establishes the priorities of saving lives, protecting property and the environment, addressing immediate needs such as rescue, medical, food, and shelter, restoring facilities essential to the well-being of the citizens and visitors, and mitigating the hazards that threaten life, property, environment, and the economy.

The EOP is implemented when it becomes necessary to mobilize the resources identified herein to save lives, protect property, environment, and the economy. The EOP incorporates the National Incident Management System (NIMS) as the standard for incident management and reflects other changes resulting from the adoption of the National Response Framework (NRF) (2016).

The EOP assigns roles and responsibilities to city, county, and partner agencies for responding to disasters and emergencies. A Letter of Agreement (LOA), signed by department directors, is included in this plan. The agreement commits the departments to undertake the necessary preparedness activities to ensure that they are ready to carry out their assigned emergency management responsibilities in the event of an emergency. The agreement also commits the agencies to develop and maintain viable department level Continuity of Operations Plans (COOPs) to ensure that they can continue operations in the event their primary facility becomes unavailable. The EOP is not written as a standalone document but instead establishes the basis for more detailed planning and development of agency-specific plans and standard operating procedures by the individual agencies to support the execution of their assigned responsibilities.

The successful implementation of the EOP is contingent upon a collaborative approach with a wide range of partner organizations that provide crucial support during emergency operations. The EOP recognizes the significant role partner organizations perform during times of emergencies and disasters and their roles and responsibilities are also included in the plan. Separate memoranda of understanding will be established with each of these organizations.

The EOP is organized into four sections:

**Section One** is the Base Plan and includes the federal, state, and local authorities and other references that provide the foundation for this plan. This section establishes the planning assumptions for the plan and defines the emergency management roles and responsibilities for elected officials, city/county managers, local government agencies and partner organizations. Section One also contains background information on Mecklenburg County including demographic data, a description of the county, and a summary of significant transportation features. The core of Section One is the concept of operations subsection that describes how the county will respond to and recover from a major incident. The City, County, or Town



Managers have overall responsibility for response and recovery operations. Within the EOP delegations of authority to on-scene commanders, the Director of Emergency Management and department directors are clearly defined. The Incident Command System (ICS) is established as the standard for conducting the on-scene incident response. Based upon the scope and magnitude of the incident, the Emergency Operations Center (EOC) may be activated to serve as the direction and coordination facility to provide support to the response operations. The EOC will coordinate all requests for resources from outside the county that are not covered by existing automatic mutual aid/mutual assistance agreements. The EOC will also serve as the coordination point with the North Carolina Division of Emergency Management (NCEM) to access state and federal assistance.

**Section Two** includes a functional annex for each of the 16 ESFs established by the EOP. The annexes define the mission and scope of each function as well as a brief concept of operations. Supporting data and references to other plans and operating procedures are included as appropriate. Each ESF has a designated primary agency that is responsible for maintaining the annex, conducting ESF specific training and exercises, and developing supporting plans and procedures in coordination with their designated support agencies. During activation of the EOP, the primary agency is responsible for coordinating all activities within the scope of the ESF. The 16 ESFs and the primary agencies are depicted on the following page.

**Section Three** includes support annexes for essential emergency response tasks. These annexes outline multi-hazard procedures for damage assessment, evacuations, financial management, and debris management.

**Section Four** includes hazard specific incident appendices that address potential significant hazards in Mecklenburg County as identified in the Mecklenburg County Multi-Jurisdictional Hazard Mitigation Plan. This section includes aircraft accidents, dam failures, active violence, terrorist incidents, severe weather, fixed nuclear facility incidents, and radiological incidents.



### Emergency Support Functions

Title		Primary Agency
1	Transportation	Department of Transportation
2	Communications	Charlotte-Mecklenburg Emergency Management Office City-County Radio Shops Mecklenburg County and City of Charlotte Information Technology
3	Public Works and Engineering	Charlotte Engineering and Property Management/Mecklenburg County Land Use and Environmental Services
4	Firefighting	Charlotte Fire Department
5	Emergency Management	Charlotte-Mecklenburg Emergency Management Office
6	Mass Care, Housing, Emergency Assistance, and Human Services	Department of Social Services American Red Cross
7	Logistics Management and Resource Support	Charlotte Fire Department
8	Public Health and Medical Services	Mecklenburg County Health Department
9	Urban Search and Rescue	Charlotte Fire Department
10	Oil and Hazardous Materials Response	Charlotte-Mecklenburg Emergency Management Office Charlotte Fire Department
11	Agriculture and Natural Resources	Cooperative Extension Service
12	Energy and Infrastructure	Charlotte Management and Financial Services (Fleet Management) Charlotte Engineering and Property Management Department
13	Public Safety and Security	Police Departments
14	Long-Term Community Recovery	Charlotte-Mecklenburg Emergency Management Office
15	External Affairs	Charlotte-Mecklenburg Emergency Management Office County Public Information Department Charlotte Communications and Marketing
16	Volunteer and Donations Management	Charlotte-Mecklenburg Emergency Management Office The United Way/ American Red Cross/ The Salvation Army



## Plan Maintenance, Distribution, and Notice of Changes

The Charlotte-Mecklenburg Emergency Management Office (CMEMO) is responsible for developing, maintaining, and distributing the Emergency Operations Plan (EOP). The EOP will be kept in electronic format through the Charlotte-Mecklenburg Incident Management Software (WebEOC) and in the form of two hard copies, one at the Emergency Operations Center (EOC) and one at the CMEMO office. CMEMO will be responsible for updating these three locations with the most up to date versions of the plan. Additional copies of the EOP, either hard copy or electronic, will be distributed as necessary.

CMEMO will annually conduct a basic review of the EOP to incorporate new state, federal, and regional guidelines or directives and to address operational issues. Changes will include additions of new or supplementary material and deletions of outdated information. A full review of the EOP is required every five years. At the time of review, a complete update of the EOP will be conducted and submitted to the Charlotte City Council and the Mecklenburg Board of County Commissioners for promulgation.

Primary agencies are responsible for maintaining and updating their assigned functional annexes in coordination with the appointed support agencies. Proposed changes or updates to the annexes will be coordinated with all other support agencies before submission to CMEMO.

A Letter of Agreement has been signed by the department directors and is maintained on file by CMEMO. Mecklenburg County and each municipality within this plan is responsible for submitting the letter of agreement that acknowledges and accepts plan responsibilities. Departments are responsible for ensuring emergency personnel are familiar with and have access to the EOP. It is the responsibility of each organization to maintain hard copies of the EOP if desired.

Any department may develop and propose a change to the EOP and is encouraged to do so. Before submitting proposals to CMEMO, the proposing department will obtain the written approval from the appropriate department head. No proposed change should contradict or override authorities or other plans contained in the statutes or regulation. All requests for changes will be submitted to the Emergency Management Director, or designee, for coordination, approval, and distribution.



## Notice of Changes

Notices of change will be prepared and distributed via email by CMEMO. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and offices. Upon publication, the change will be considered as part of the EOP.

Change Number	Date of Change	Effective Date	Change Made By

**Charlotte-Mecklenburg  
Emergency Operations Plan**



**Record of Distribution**

Agency	Location	Date



# Section 1 - Base Plan

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## I. Introduction

### A. Purpose

The Emergency Operations Plan (EOP) establishes a framework for an effective system of comprehensive emergency management, the goals of which are to:

- Reduce the vulnerability of individuals, communities, and businesses to loss of life, injury, or damage to and loss of property resulting from natural, technological, criminal, or hostile acts.
- Prepare for prompt and efficient response and recovery activities to protect lives and property affected by emergencies.
- Respond to emergencies using all systems, plans, and resources as necessary.
- Recover from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by emergencies.
- Assist in anticipation, recognition, appraisal, prevention, and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

### B. Scope and Applicability

The EOP applies to all natural or human-caused hazards that threaten the well-being of the citizens and visitors within the geographic boundaries of Mecklenburg County and establishes a fundamental concept of operations for the comprehensive management of emergencies within Mecklenburg County that is scalable to the size and scope of the incident. In addition, the EOP:

- Defines the mechanisms to facilitate the delivery of immediate assistance including the direction and control of local, state, interstate, and federal response and recovery assets.
- Establishes authority for direction and control of emergency operations.
- Defines and assigns emergency roles and responsibilities to organizations and critical positions for conducting emergency operations.
- Applies to all city and county departments that are tasked with roles and responsibilities within the EOP and recognizes the responsibility of every local government agency to respond depending on the size and scope of the incident.



## II. Situation Overview

### A. Mecklenburg County Facts and Figures

#### Location and Geography

Mecklenburg County is located in the south-central portion of North Carolina and is part of the Piedmont physiographic region of the state. It is bordered on the west by the Catawba River, on the north by Iredell County, on the east by Cabarrus and Union counties, and on the south by the State of South Carolina. According to the U.S. Census Bureau, the county contains a total area of 546 square miles of which 526 square miles is comprised of land, and the remaining 20 square miles is water. Mecklenburg County includes North Carolina's largest city, the City of Charlotte, and the towns of Cornelius, Davidson, Huntersville, Matthews, Mint Hill and Pineville.

#### Climate

Mecklenburg County is located in the North Carolina Southern Piedmont climate zone. The average annual temperature is 62° F, with the lowest monthly average of 32° F (January) and the highest monthly average of 90° F (July). The county receives an annual average of 43 inches of precipitation, with less than six inches of average snow accumulation.

#### Education System

The Charlotte-Mecklenburg School System (CMS) consists of 170 schools serving 147,359 students in 2017. Additionally, 90 private independent schools are serving nearly 25,000 students. The county is also home to 35 higher education institutions that serve more than 179,695 students.

#### Demographics

According to the US Census Bureau, the July 2017 estimated population for Mecklenburg County is 1,076,837.

The US Census Bureau July 2017 population estimates for the municipalities are as follows:

• Charlotte	859,035	• Cornelius	29,191
• Davidson	12,684	• Huntersville	56,212
• Matthews	32,117	• Mint Hill	26,748
• Pineville	8,746		

The median age in Mecklenburg County is 35 years old. The percentage of population age is broken down as follows:

- Under 5 years: 6.7%
- Under 18 years: 23.9%
- 65 years and over 10.9%



Although Mecklenburg County's population is established at nearly 1.1 million, the county's population swells to approximately 1.5 million when accounting for transient daily commuter population, travelers through the Charlotte-Douglas International Airport, special events, and the student populations of various universities and schools in the county.

The county is comprised of a diverse population. The 2017 US Census Bureau estimates suggest that 14.7% of the population is foreign born and 19.1% of the population reported to speak a language other than English in the home. Mecklenburg County has 443,757 housing units, 32% of which are multi-unit structures.

### Vulnerable Needs and Infrastructure

As part of Mecklenburg County's growing diversity, the needs of vulnerable populations residing in the county must be addressed. The county's largest vulnerable populations are comprised of those with access and functional needs, those who are non-English speaking, persons experiencing homelessness, children less than 13 years of age, and adults 65 years of age or greater. In addition to integration into this Emergency Operations Plan, Charlotte-Mecklenburg Emergency Management is incorporating inclusion of vulnerable population needs into all existing plans under review and new plans moving forward.

### Critical Facilities

According to geographic information systems analysis of Mecklenburg County performed for the 2015 Mecklenburg County Multi-Jurisdictional Hazard Mitigation plan, there are 938 critical facilities located in the county. Considering the trend of development in Mecklenburg County, the number of critical facilities is expected to rapidly increase. Of the 938, 19 are located within FEMA's 100-year flood plain, two are located in areas with high wildfire potential, and another 51 are located in areas with moderate wildfire potential.

### Transportation Infrastructure

Mecklenburg County is a transportation hub of regional, national, and international significance. Major air, highway, and rail transportation hubs exist in Charlotte.

#### Aviation

Charlotte Douglas International Airport is owned and operated by the City of Charlotte with nonstop daily flights to seven European destinations. According to the Bureau of Transportation Statistics, the airport facilitated over 45 million passenger departures and arrivals in 2017 as well as the transportation of 191,000 tons of freight. According to the Airports Council International, Charlotte-Douglas is the sixth busiest in the United States and the seventh busiest airport in the world based on takeoffs and landings, boasting 1,400 aircraft movements and 122,000 passengers every day, totaling almost 554,000 aircraft movements annually.



## **Roadways**

Mecklenburg County hosts an extensive network of major roadways.

Interstate 77	NC 16
Interstate 85	NC 24
Interstate 277	NC 27
Interstate 485	NC 49
US Highway 21	NC 51
US Highway 29	NC 73
US Highway 74	NC 115
US Highway 521	NC 160

The Charlotte Department of Transportation (CDOT) manages additional local roadways.

Cargo transportation is one of the Charlotte region's major industries, moving products and materials nationwide. North Carolina is currently the 16th largest trucking center in the United States and accounts for 193,000 jobs in the sector; this contributes to Charlotte's ranking as the 6th largest trading area in the nation. The county is home to 329 trucking firms and 91 warehousing and storage firms.

## **Rail**

The Charlotte region is the center of the country's largest consolidated rail system. Two major rail systems - Norfolk Southern Railway and CSX Transportation - link 43,200 miles of rail between Charlotte and 23 states. Amtrak also provides passenger rail service from Charlotte traveling north and south with connections to east and west lines, providing access to most of the United States.

## **Pipeline**

Mecklenburg County hosts various underground pipelines for safe transportation of oil, gas, and other hazardous liquids, some are local, and others are parts of a national pipeline network. Excluding local distribution lines, there are approximately 280 miles of active transmission pipelines that run in or through Mecklenburg County. Currently, four entities operate pipelines within the bounds of Mecklenburg County; they are as follows:

- Colonial Pipeline Company
- Piedmont Natural Gas
- Plantation Pipeline Company
- Transcontinental Gas Pipeline Company

## **Transit**

The Charlotte Area Transit System (CATS) provides mass transportation to the county with over 70 local, express, and regional bus routes, a light rail line, services for the disabled, and vanpools serving more than 25,000,000 passengers each year.



## Economy and Industry

Mecklenburg County is an economic hub with a diverse array of industries. Atrium Health is the county's largest employer, followed by Wells Fargo, Charlotte-Mecklenburg Schools, Wal-Mart Stores, Inc., Bank of America, Novant Health, and American Airlines. The City of Charlotte is the nation's third-largest financial center behind New York, NY, and San Francisco, CA, and is home to 16 banking institutions, including the nation's largest bank (Bank of America) and a Federal Reserve Branch. The region also houses facilities for almost 900 foreign-owned companies (over half of all foreign companies in North Carolina) from 46 countries and more than 900 manufacturing firms employing nearly 50,000 people.

In addition, Mecklenburg County is home to the headquarters of six companies on the 2018 Fortune 500 list, including:

- Bank of America Corporation
- Honeywell International
- Duke Energy
- Nucor
- Sonic Automotive
- Sealed Air

## B. Capability Assessment

The capabilities of Mecklenburg County are analyzed each year through the completion of the Mecklenburg County Threat and Hazard Identification and Risk Assessment (THIRA). This document, completed as part of the Mecklenburg County Multi-Jurisdictional Hazard Mitigation Plan allows Mecklenburg County to assess its resource needs and capabilities to mitigate the identified threats. This document is maintained by CMEMO and can be referenced for further information.

## C. Threat and Risk Assessment

The Mecklenburg County Multi-Jurisdictional Hazard Mitigation Plan, adopted in 2015, identifies the natural hazards and their associated risks that threaten Mecklenburg County and its incorporated jurisdictions. The table below is taken from the Mitigation Plan and demonstrates the summary of the qualitative assessment of the hazards identified and the degree of risk assigned to each hazard based on historical data, anecdotal data, and input from the Mitigation Planning Committee. CMEMO maintains the Mecklenburg County Multi-Jurisdictional Hazard Mitigation Plan; the 2015 Hazard Mitigation Plan and this Emergency Operations Plan (EOP) are complementary to each other in guiding the county's response operations.



<b>HIGH RISK</b>	<b>Flood</b> <b>Winter Storms</b> <b>Hurricanes and Tropical Storms</b> <b>Severe Thunderstorms</b> <b>Tornadoes</b>
<b>MODERATE RISK</b>	<b>Drought</b> <b>Earthquakes</b> <b>Wildfire</b>
<b>LOW RISK</b>	<b>Dam/Levee Failure</b> <b>Sinkholes</b> <b>Landslides</b>

*Source: Mecklenburg County Mitigation Planning Committee, 2015*

Mecklenburg County also conducts an annual Threat and Hazard Identification and Risk Assessment (THIRA) in conjunction with the other nine counties in the Charlotte Urban Area Security Initiative (UASI). This document addresses natural, technological, and security-related hazards facing Mecklenburg County. CMEMO maintains the THIRA independently of the EOP; however, they are complementary to each other in guiding response operations.

In addition to these natural hazards, the county is susceptible to various technological and human-caused incidents including acts of terrorism involving weapons of mass destruction and hazardous materials incidents. Mecklenburg County is vulnerable to an array of natural, technological, and security-related hazards. The scope and magnitude of these incidents may vary from minor impact requiring a minimal response to major impact requiring a significant response from numerous departments and partner organizations, resulting in a disaster declaration.

Mecklenburg County is the only community in the US that has two nuclear power plants within proximity to a significant population center. Portions of the county are within a 10-mile radius of Duke Energy's McGuire and Catawba Nuclear Power Stations. McGuire Nuclear Power Station is located the northern part of Mecklenburg County on Lake Norman. The Catawba Nuclear Power Station is located near the southern end of the county, just across the state line on Lake Wylie in York County, South Carolina. Due to the location of these nuclear power stations, special planning requirements are mandated by federal regulation from the Nuclear Regulatory Commission (NRC) and FEMA. CMEMO maintains the Charlotte-Mecklenburg Radiological Emergency Preparedness (REP) Plan independently of the EOP; however, they are complementary to each other in guiding the response operations.



#### **D. Prevention Strategies**

CMEMO conducts an annual Threat Hazard Identification and Risk Analysis (THIRA). The THIRA is used to develop SMART (specific, measurable, achievable, relevant, and time-oriented) objectives within the prevention program led by an emergency management planner within CMEMO. CMEMO gathers intelligence information from an array of local communications systems including emergency communications centers, the Charlotte-Mecklenburg Police Department (CMPD) Real Time Crime Center, bulletins, and other notifications from local, state, and federal partners. Additional intelligence gathered from partners is used to conduct prevention activities as they become relevant, real-time threats.

Communication of real-time threats and prevention recommendations is communicated by electronic means, in-person briefings, verbally via telephone, and by the county's mass notification system.

#### **E. Hazard Summary**

A summary of the top hazards identified in the Mecklenburg County Multi-Jurisdictional Hazard Mitigation Plan' hazard analysis is included below. Further information about each recognized hazard can be located in the 2015 Mecklenburg County Multi-Jurisdictional Hazard Mitigation Plan.

##### **Flood**

Mecklenburg County has lakes, ponds, and approximately 3,000 miles of streams within its boundaries. When heavy rainfall occurs, these streams are susceptible to localized flash flooding events, a frequent result of the urban infrastructure not capable of effectively handling storm water runoff. These events are usually localized and do not pose a significant threat to life or property within Mecklenburg County; however, the rapid development of the region could increase flooding potential in low lying areas of the county and place some properties at increased risk.

##### **Hurricanes and Tropical Storms**

Despite being located more than 200 miles inland from the Atlantic Coast, Mecklenburg County can still experience the effects of a hurricane or tropical storm that impacts the coast of North or South Carolina. Hurricanes and tropical storms have the potential to bring heavy rains, flooding, and high winds to Mecklenburg County. These impacts can cause damage to property, critical infrastructure, and threaten the natural and built environment of the county.

##### **Severe Thunderstorms**

Thunderstorms have been known to be common throughout the State of North Carolina and the Southeastern United States; these storms have the potential to occur year-round, however, tend to be more frequent during the summer months. These storms have the potential to bring heavy rain, high winds, and dangerous lightning to Mecklenburg County. Lightning can strike dry locations or structures and cause fires, as well as cause personal injury or death; while fires can cause severe property damage and also pose a health threat to humans.



### **Tornadoes**

A tornado is a dangerous column of air formed by the mixture of hot and cold air masses that form a funnel cloud that connects the surface of the earth with cloud cover overhead.

Tornadoes spin violently at varying speeds and can cause massive destruction in their direct paths. Tornadoes range in intensity on the Enhanced Fujita (EF) scale from EF-0 to EF-5. From 1950 to 2014, Mecklenburg County experienced 22 tornadic events. The entirety of the county is vulnerable to these types of storms.

### **Winter Storms**

Every year, Mecklenburg County is 84.9% likely to receive measurable snowfall. Increased winter storm activity from normal precipitation can be classified by its duration, snow, winds, temperature, and other extremes. Winter storms can paralyze large areas by their effects on infrastructure, including power outages, making roads impassable, and forcing businesses and government facilities to suspend operations until the storm passes. There have been 51 recorded significant winter weather events in Mecklenburg County since 1994; these storms can affect the entire county equally.

### **Drought**

Drought is caused by a deficit in the normal amount of expected precipitation in over an extended period. Although the possibility of experiencing a severe drought in Mecklenburg County remains low, the effects of a potential drought would be felt statewide. A regional drought would be particularly felt in Mecklenburg County as its primary water supply, along with several other counties in the region, originates from the Catawba River. Impacts could include low lake levels, reduced stream flows, adverse effects on agriculture, decreases in groundwater availability, and potential water usage restrictions.

### **Earthquakes**

Earthquakes are caused by stress forces that build up along fault lines in the earth's crust. When these forces exceed the amount of flex in earth's tectonic plates, the stress is released, causing an earthquake. While there are no active fault zones in Mecklenburg County, it is affected by the New Madrid (Missouri), Eastern Tennessee, Giles County, Virginia, and Charleston, South Carolina, Seismic Zones. During the last 200 years, significant faults in both the New Madrid and Charleston seismic zones have generated earthquakes measuring greater than eight on the Richter Scale and causing ground shaking events in Mecklenburg County.

### **Wildfire**

Wildfire is an uncontrolled burning of wildland, including grass, bushes, or wooded lands. Despite rapid growth and urbanization, a significant portion of Mecklenburg County's land area is classified as forest, and initiatives are in place to continuously grow the city and county's tree canopy, covering more urban areas with trees. Mecklenburg County is susceptible to wildfires and experiences approximately 80 wildfire events per year, though most are small and localized. With increasing development in the wildland-urban interface and continuing support



of forestation of urban areas, the threat of wildfires grows, as does the risk of fire and property damage to structures built in this environment.

### **Landslides**

Although more common in the mountain areas of Western North Carolina, the possibility exists in Mecklenburg County for the ground to be oversaturated in an area of higher elevation, and cause a shift of ground cover and soil to move to an area of lower elevation. There has been no significant history of landslides in Mecklenburg County. The possibility of landslides remains, however, due to the geography of the county, the damage would be localized to an area and not widespread.

### **Sinkholes**

A sinkhole is caused by excess water collecting in a depression in the ground with no natural drainage. As the water moves through certain types of soil, the sediments can dissolve and create voids, causing a sudden collapse of the earth above the void space. Existing soil types in Mecklenburg County are not conducive to the formation of natural sinkholes. There is a higher potential for soil piping and/or erosion caused by leakage from drainage pipes, collapsed water mains or sewer lines, failed culverts and the effects of other human infrastructure activity. The dimensions of the sinkhole measure the extent of sinkhole activity.

### **Dam and Levee Failure**

Dam failure is characterized by the unintentional and uncontrolled release of water caused by the breach, collapse, or other failures of a dam structure. This hazard results in significant downstream flooding, impacting both life and property. According to the National Inventory of Dams, there are 136 dams located in Mecklenburg County. Five of these are considered major dams and four are classified as high hazard dams, meaning failure or mis-operation will most likely cause loss of life and significant damage to property.

## **F. Mitigation Overview**

The primary goal of hazard mitigation is to reduce the loss of life and property by lessening the impact of disasters. This is achieved through regulations, local ordinances, land use and building practices, and mitigation projects that reduce or eliminate long-term risk from hazards and their effects. Mitigation, by reducing the impacts of a disaster, will also lessen the demand for resources in the event of another disaster. Mitigation actions for Mecklenburg County include infrastructure improvements, preventative measures, property protection, natural resource protection, public information, and emergency services improvements. All defined objectives, initiatives, and mitigation actions can be found in the Mecklenburg County Multi-Jurisdictional Hazard Mitigation Plan.

## **G. Planning Assumptions**

This plan has been developed to address “All-Hazards” that threaten Mecklenburg County, and to provide the response framework and guidance to any emergency or disaster situation that occurs. The organization and concept of operations are designed to allow flexibility and discretion through command and control of the incident utilizing the concepts of the National



Incident Management System (NIMS). Furthermore, this plan is based on the following principles:

- Nothing in this EOP alters or impedes the ability of federal, state, tribal, or local departments and agencies to carry out their specific authorities or perform their responsibilities under all applicable laws, executive orders, and directives.
- The immediate response priority to an emergency or disaster situation of any size and scope will be saving lives and protecting property and critical infrastructure.
- Emergencies of various types, size, intensity, and duration may occur at any time within or near the jurisdictional boundaries of Mecklenburg County. These emergencies can develop into disasters that affect the safety, health, and welfare of the population, as well as cause damage or destruction to private and public property.
- Emergency preparedness is everyone's responsibility – citizens and government employees should be informed of their personal preparedness responsibilities and educated on how to prepare for maintaining self-sufficiency in an emergency.
- In situations in which there is a warning (i.e., severe weather) appropriate emergency notifications (internal and external) will be conducted, and agencies with emergency roles and responsibilities will take preparedness actions.
- Whenever an alert or notification is made of an emergency, all city and county agencies are expected to be prepared.
- City and county departments may be required to respond on short notice and at any time of the day or night to provide adequate and timely assistance. It is the responsibility of each department to ensure staff is trained, prepared, and available to respond.
- Response operations may last for several hours, days, or weeks. Recovery operations may continue for days, weeks, months or years.
- Response personnel and other employees may be impacted by or become a casualty of the emergency, affecting their availability to execute their emergency responsibilities.
- During emergencies, capabilities to respond to collateral and non-related emergencies must be maintained, further impacting the availability of resources for the emergency incident.
- An emergency may require the mobilization and reallocation of available resources. The situation may overwhelm the local resources and capabilities.
- In the event of an emergency that exceeds local emergency response capabilities, outside assistance may be available, either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations or through the State Emergency Operations Center (EOC). However, often, a local emergency must be declared, and local resources must be fully committed before state and federal assistance is requested. Additionally, depending on the size and scope of the incident and concurrent incidents across a wide geographic area, resources may not be promptly available. This may result in competition among residents and jurisdictions for scarce resources.
- Widespread power and communications outages may require the use of alternate methods of communication to deliver essential services and public information. Communications may also be problematic due to demands exceeding capacities.
- Emergency operations will be managed following the National Incident Management System.

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- Depending upon the scope and magnitude of the incident, parallel implementation of Continuity of Operations/Continuity of Government plans may be necessary. All city and county agencies are required to maintain a current Continuity of Operations Plan.
- The City of Charlotte and Mecklenburg County share the responsibility for emergency operations and will commit all available resources to save lives, minimize property damage, and conduct emergency response and recovery operations.
- City of Charlotte is responsible for providing the following services:
  - Charlotte Douglas International Airport
  - Economic Development
  - Fire Rescue and Hazardous Materials Response
  - Garbage and Recycling
  - Neighborhood Development
  - Neighborhood Improvements
  - Planning and Zoning
  - Police Services
  - Road Construction
  - Street Maintenance
  - Transit Services
  - Water and Sewer
- Mecklenburg County government is responsible for providing the following services:
  - Board of Elections
  - Charlotte Mecklenburg Library
  - County Assessor's Office
  - Criminal Justice Services
  - Land Use and Environmental Services Agency: Air Quality, Code Enforcement, Solid Waste, Storm Water Services, Geospatial Information Services
  - MEDIC
  - Medical Examiner
  - Office of the Tax Collector
  - Park and Recreation
  - Register of Deeds
  - Sheriff's Office
  - Health & Human Services: Behavioral Health, Child Support Enforcement, Community Resources, Community Support Services, Public Health, Social Services

## H. Planning Considerations

### Evacuations/Protective Actions

Mecklenburg County is susceptible to both natural and man-made events such as floods, hurricanes, hazardous material incidents, and acts of terrorism that may necessitate an evacuation of nearby residents, businesses, and other facilities to save and protect lives. The Evacuation Annex to this plan outlines specific roles and responsibilities for planning and conducting evacuations. The Emergency Support Function (ESF) structure promulgated in this



plan will be used as appropriate for supporting evacuation operations. Depending upon the nature of the incident, the police department or fire department may be the primary agency for coordinating evacuation operations with the other department in support.

### **Special Considerations**

The Stafford Act, the Post-Katrina Emergency Management Reform Act (PKEMRA), and various federal civil rights laws mandate integration and equal opportunity for people with disabilities. Mecklenburg County recognizes the varying and unique requirements of individuals that require and utilize the assistance of family members, personal assistants, and service animals. Additionally, the county is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and assistance providers remain together to the maximum extent possible during the evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated accordingly as required by law (e.g., the Americans with Disabilities Act (ADA) of 1990).

Residents and visitors may have medical or functional needs and may require assistance during an emergency. Each will have unique needs during an emergency and thus require communication, registration, transportation, and sheltering strategies designed to meet their needs before and during an emergency.

This plan is developed on the premise of nondiscrimination and recognizes the need for reasonable modifications of policies, practices, and procedures to ensure nondiscrimination, with reasonableness judged in light of nondiscrimination principles applied in emergent circumstances. The following hallmark tenets of nondiscrimination laws are observed in all phases of emergency management:

- Self-Determination – People with disabilities are the most knowledgeable about their own needs.
- No “One-Size-Fits-All” – People with disabilities do not all require the same assistance and do not all have the same needs. Many different types of disabilities affect people in various ways. Preparations should be made for people with a variety of functional needs, including people who use mobility aids, require medication or portable medical equipment, use service animals, require information in alternative formats, or rely on a caregiver.
- Equal Opportunity – People with disabilities must have the same opportunities to benefit from emergency programs, services, and activities as people without disabilities. Emergency recovery services and programs should be designed to provide equitable choices for people with disabilities as they do for people without disabilities. This includes options relating to short-term housing or other short and long-term disaster support services.
- Inclusion – People with disabilities have the right to participate in and receive the benefits of emergency programs, services, and activities provided by governments, private businesses, and nonprofit organizations. The inclusion of people with various types of disabilities in planning, training, and evaluation of programs and services will ensure that all people are given appropriate consideration during emergencies.



- **Integration** – Emergency programs, services, and activities typically must be provided in an integrated setting. The provision of services such as sheltering, information intake for disaster services, and short-term housing in integrated environments keeps people connected to their support system and caregivers and avoids the need for disparate services facilities.
- **Physical Access** – Emergency programs, services, and activities must be provided at locations that all people can access, including people with disabilities. People with disabilities should be able to enter and use emergency facilities and access the programs, services, and activities that are provided. Facilities typically required to be accessible include: parking, drop-off areas, entrances and exits, security screening areas, toilet rooms, bathing facilities, sleeping areas, dining facilities, areas where medical care or human services are provided, and paths of travel to, from, and between these areas.
- **Equal Access** – People with disabilities must be able to access and benefit from emergency programs, services, and activities equivalent to the general population. Equal access applies to emergency preparedness, notification of emergencies, evacuation, transportation, communication, shelter, distribution of supplies, food, first aid, medical care, housing, and application for and delivery of benefits.
- **Effective Communication** – People with disabilities must be given information that is comparable in content and detail to that given to the general public. It must also be accessible, understandable and timely. Auxiliary aids and services may be needed to ensure effective communication. These resources may include pen and paper; sign language interpreters through on-site or video; and interpretation aids for people who are deaf, deaf-blind, hard of hearing, have speech impairments, or who are non-English speaking. People who are blind, deaf-blind, have low vision, or have cognitive disabilities may need large print information or people to assist with reading and filling out forms.
- **Program Modifications** – People with disabilities must have equal access to emergency programs and services, which may entail modifications to rules, policies, practices, and procedures. Service staff may need to change the way questions are asked, provide reader assistance to complete forms, or provide assistance in a more accessible location.
- **No Charge** – People with disabilities may not be charged to cover the costs of measures necessary to ensure equal access and nondiscriminatory treatment. Examples of accommodations provided without charge to the individual may include ramps; cots modified to address disability-related needs; a visual alarm; grab bars; additional storage space for medical equipment; lowered counters or shelves; Braille and raised letter signage; a sign language interpreter; a message board; assistance in completing forms or documents in Braille, large print or audio recording; or translation of information to languages other than English.

### **Medical and Access and Functional Needs**

People with medical needs are defined as those who have a health condition and cannot manage themselves independently in a shelter or evacuation center, require assistance in performing activities of daily living, or require care for the monitoring of a health condition. Physical conditions requiring equipment that uses electricity may fall under this definition, although the individuals may regularly perform activities of daily living without human help.

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Furthermore, people with access and functional needs may include those who have disabilities, who live in institutional settings, who are elderly, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, who are children, or who are transportation disadvantaged.

People with medical, access, and functional needs may require assistance in one or more functions including, but not limited to, maintaining independence, communications, transportation, supervision, and medical care. Agencies tasked with responsibility for access and functional needs populations can be located in the annexes for ESFs 1, 6, 8, and 15.

### **Children**

Mecklenburg County recognizes the varying and unique requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed and that children will remain with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

### **Pets**

The North Carolina EOP provides the following definitions of pets:

- **Pocket-pets:** This group of animals includes hamsters, guinea pigs, small birds, non-venomous snakes, and other small animals kept in cages as pets.
- **Common Household Pet:** A domesticated animal, such as a dog, cat, large birds, rodent (including a rabbit), or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes and can travel in commercial carriers and be housed in temporary facilities. Common household pets do not include reptiles (except turtles), amphibians, fish, and insects/arachnids.

The Pets Evacuation and Transportation Standards Act of 2006 (PETS Act) amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

Depending on the circumstances and nature of the emergency, it may be necessary to provide water, shelter, food, and first aid for more animals than anticipated facilities can house or handle. Animal evacuation and sheltering will be conducted in conjunction with human evacuation and sheltering efforts. Animals should be sheltered near their owners to the extent possible; however, owners should be expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters. Animal protection planning will ensure proper care and recovery for animals and people during emergencies. In keeping in compliance with the PETS Act, these plans will include measures to identify housing and shelter, communicate information to the public and proper animal care, reunification, fostering, adoption, or in the case of wildlife, release.



### **III. Concept of Operations**

#### **A. General**

As directed by North Carolina General Statute 166A-19.15, the governments of the City of Charlotte and Mecklenburg County shall provide emergency management services within the jurisdictional boundaries of the county to protect its residents and property from the effects of an emergency.

The Charlotte-Mecklenburg Emergency Operations Plan (EOP) establishes the framework necessary for entities in the county to prepare for, respond to, recover from, and mitigate the effects of natural and man-made disasters. This EOP is compliant with guidelines established by the National Incident Management System (NIMS) and the National Response Framework (NRF).

In the event response resources in Mecklenburg County become exhausted, resource requests can be made through the county Emergency Operations Center (EOC) via existing mutual aid agreements with other jurisdictions or to the state EOC. If regional or state resources are exhausted, the state EOC will make resource requests through the National Response Coordination Center (NRCC) and the Emergency Management Assistance Compact (EMAC).

#### **B. National Incident Management and Incident Command Systems**

By resolution, the Mecklenburg Board of County Commissioners (April 19, 2005) and the Charlotte City Council (April 1, 2005), adopted the federally mandated National Incident Management System (NIMS) as the standard for incident management. NIMS incorporates the Incident Command System (ICS) as the national standard for incident management. The EOP incorporates these concepts, and emergency operations will be conducted following the NIMS.

#### **C. Overview of Emergency Operations**

Emergency operations in Mecklenburg County are comprised of four phases: preparedness, response, recovery, and mitigation.

##### **Preparedness**

The preparedness phase consists of coordinating with community partners to create and exercise plans to manage common hazards facing the community. To be successful, preparedness efforts and the plans they produce must be flexible and integrate federal, state, local, charitable, and private sector partners.

##### **Response**

The focus of the response phase is to preserve life and property. This phase can be further broken down into the following three stages:

- **Increased Readiness:** For disasters or events with an advance warning, such as a weather forecast or other indication, actions will be taken prior to the projected impact to save lives and protect property. During this phase, warning systems may be activated, resources

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mobilized and positioned for immediate use, the EOC may be activated, and evacuations implemented as appropriate.

- **Immediate Response:** During this phase, the emphasis will be on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response activities are accomplished within the impacted communities by city/county departments and agencies supported by local mutual aid and segments of the private sector. During this phase, an Incident Command Post may be established, the EOC may be activated, and emergency instructions issued to the public.
- **Sustained Response:** As the emergency continues, assistance is provided to those affected and efforts are made to reduce secondary damage. Regional, statewide mutual aid and federal assistance may be provided. Response support facilities may be established.

### **Recovery**

The recovery phase consists of all activities necessary to return the community to an equal or better state than it was before the emergency incident. This phase includes coordinating financial and material support from local, state, federal, and private partners to repair infrastructure, assist citizens, and reimburse response agencies. The recovery phase is often the longest and can last anywhere from a few days to multiple years.

### **Mitigation**

The mitigation phase occurs concurrently with the other three phases of emergency operations and consists of proactive efforts to prevent an emergency or lessen its impact. Mitigation actions in Mecklenburg County are coordinated through the Mecklenburg County Multi-Jurisdictional Hazard Mitigation Plan.

## **D. Activation of the Emergency Operations Plan and Emergency Operations Center**

The EOP will be activated when a disaster has occurred or is imminent. It may be implemented by either a City/County/Town Manager, the Director of Emergency Management, or the Director of Homeland Security/Fire Chief. The EOP will be simultaneously implemented upon activation of the EOC.

The EOC may be activated by the Director of Homeland Security/Fire Chief or a City/County/Town Manager. The level of EOC activation will be based on the severity and scope of the incident, and the ESFs and annexes established by this plan may be selectively activated based upon initial or anticipated requirements. Any city/county department director, representative of any local emergency response department, or any elected official of city or county government can request activation of the EOC to support emergencies being managed by their agency or organization. All requests for activation should be channeled through a representative of the following departments:

- Charlotte-Mecklenburg Emergency Management Office (CMEMO)
- Charlotte-Mecklenburg Police Department – Communications Center
- Charlotte Fire Department – Communications Center

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## E. Emergency Operations Center

Any emergency requiring more than routine coordination and assistance, and generally involving multiple jurisdictions, such as moderate flooding in numerous locations may result in the activation of the EOC.

The Director of Emergency Management, designee, or the City/County/Town Manager has the authority to order activation of the EOC. The EOC is located at the Charlotte Police and Fire Training Academy, 1770 Shopton Road, Charlotte, North Carolina, 28217, and serves as a multi-agency coordination center (MACC) with jurisdictional responsibility for Mecklenburg County and its incorporated cities and towns. The EOC coordinates requests for outside resources from neighboring jurisdictions, the state, and if necessary, the federal government. Should this facility become untenable, operations will relocate to an alternate EOC facility in accordance with the CMEMO Continuity of Operations Plan (Contained within the Charlotte Fire COOP Plan).

When the EOC is activated, communication and coordination will be established between the Incident Commander(s) (IC) and the EOC. IC(s) will request resources and other support as required through the EOC unless there is an Area Commander (AC) established. When an AC is in place, ICs will request support through that organization. The AC will coordinate as needed with the EOC to fulfill field requests.

The primary functions of the EOC are as follows:

- Provide support to the on-scene IC(s) in such areas as communications, alert and warning, transportation, protective actions, and identifying additional resources.
- Provide overall coordination of emergency operations throughout the county.
- Provide coordination and liaison with local, state, and federal government agencies as well as with private sector resources. The EOC will also serve as the coordination point with the North Carolina Division of Emergency Management to access state and federal assistance.
- Provide management of mutual aid resources and coordinate requests for resources from the state, surrounding jurisdictions, and the federal government as necessary to support emergency operations.
- Establish prioritization of resources for emergency response operations.
- Collect, evaluate, and disseminate emergency related information
- Coordinate the development and dissemination of emergency information to the residents of the county.

Operational information for the Mecklenburg County Emergency Operations Center can be located in the EOC Operations Functional Annex of this plan.

## F. Emergency Declarations

The Director of Emergency Management, or designee, may direct or coordinate with city and county agencies to respond to emergencies or disasters as outlined in this plan without a formal declaration of an emergency when the expectation is that local resources will be used, no

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extraordinary legal authorities will be required, and that no reimbursement of costs will be requested. An emergency or disaster declaration may be requested if local resources can no longer sufficiently manage the incident, extraordinary legal authorities will be required, or financial reimbursement will likely be requested.

There are three types of emergency declarations that may apply to a disaster or emergency within Mecklenburg County depending upon the scope and magnitude of the event – local, state, and federal.

Information on Declarations of Emergency can be found in the Policy Annex of this plan.

### G. Internal Alert and Notifications

Timely and appropriate notifications are the cornerstone of an effective response. Alerts to incidents or potential incidents are received through various methods and from a variety of sources depending on the nature of the event. The initial notification of an emergency may come from calls to 9-1-1, business/industry notifications, on-scene response personnel, National Weather Service (NWS), news media, State Highway Patrol, State Warning Point, Emergency Alert System (EAS), or North Carolina Emergency Management (NCEM). The County Warning Point (CWP) is a 24/7 monitoring and notification capability managed and staffed by the Charlotte Fire Communications Division. The CWP makes emergency notification to CMEMO when a significant incident has occurred, or potential threat exists that may require multi-agency response coordination and is beyond the scope of normal activities.

CMEMO maintains the notification protocol and contact information for ESF agencies and representatives. CMEMO is responsible for notifying city/county departments of an incident or potential incident and identifying the required actions (i.e., monitoring, staffing the EOC, reporting, etc.). Each agency will designate multiple points-of-contact (POC) for emergency notification. Each agency is responsible for ensuring CMEMO has the most current POC information for their department. All city and county departments will develop, test, and maintain internal notification procedures and contact rosters as part of their COOP.

### H. Public Notifications and Warnings

Accurate and timely public information is critical to the safety of the citizens and visitors of Mecklenburg County. Effective messaging prior to an emergency is crucial for the public to take the necessary protective actions.

The primary purpose of public information messages will be to communicate emergency information before, during, and after the emergency to enhance the well-being, safety, and awareness regarding protective measures, evacuation actions, transportation status, public health information, shelter information, response and recovery efforts, and other information. Mecklenburg County Public Information and Charlotte Communications and Marketing are responsible for coordinating the release of information to the public as outlined in the ESF 15 Functional Annex. CMEMO, the Charlotte Fire Department, the Charlotte-Mecklenburg Police

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Department, and additional governmental departments interfacing with public infrastructure, also have identified critical roles in the public information process.

Charlotte-Mecklenburg has access to a variety of message delivery systems for public alerting. These systems include the following:

- The EAS is a national system jointly administered by the Federal Communications Commission (FCC), FEMA and the National Weather Service (NWS). It is designed to provide the President of the United States automatic access to the nation's broadcast and cable systems to speak directly to the nation in times of national disaster. The EAS system can also be utilized by states and localities to disseminate appropriate emergency information.
- The NWS is the primary source for activation of the EAS for any weather-related situation in Mecklenburg County.
- The North Carolina Center for Missing Persons is the primary source for activation of the EAS for any Silver or AMBER Alert for a missing individual.
- To activate the EAS for any other purpose, requests should be made through CMEMO to the NCEM 24-Hour Operations Center (primary) or a North Carolina Highway Patrol dispatch center (secondary).
- The CharMeck Alerts system is capable of rapidly sending recorded telephone messages to phone numbers within a specified geographic area. This system can contact landline numbers from the White and Yellow Pages as well as cell phone numbers through the use of Wireless Emergency Alerts (WEA). Users can also subscribe to Char-Meck Alerts and enter their own contact information. Charlotte-Mecklenburg Emergency Management is the administrator of this system, coordinating with the towns and the city and county departments who have the authority to disseminate messages.
- NOAA Weather Radios are primarily utilized by the NWS to alert citizens during inclement weather; however, requests can be made to the NWS to activate these radios for non-weather-related hazards.
- The City of Charlotte maintains CharMeck 311, which is an information hotline and City/County database that provides information to residents. During emergencies, the capabilities may be expanded to disseminate emergency information.
- The City of Charlotte website ([www.charlottenc.gov](http://www.charlottenc.gov)) and accompanying emergency information page, as well as Mecklenburg County's website ([www.mecknc.gov](http://www.mecknc.gov)) provide vital information to residents – particularly on preparing for disasters and emergencies.
- Variable message signs may be placed along major roadways as additional methods for providing information and warnings to the public. Charlotte Fire Department and Charlotte-Mecklenburg Police Department personnel may also be utilized to make announcements via public address systems.

Additional information regarding public information operations can be found in the ESF 15 External Affairs and Emergency Public Information Annex.

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## I. Joint Information Systems

The Joint Information System (JIS) refers to processes, procedures, and systems for communicating timely and accurate information to the public during a crisis or emergency situation. The JIS functions in a virtual capacity with public information partners sharing a common, coordinated message. If the situation warrants, a physical Joint Information Center (JIC) will be established to coordinate the dissemination of public information. If a JIC is activated, CMEMO, or a designated partner agency, is responsible for its coordination. The County Information Department and Charlotte Communications and Marketing are responsible for staffing a JIC under the JIS. Additional information can be found in the ESF 15 External Affairs and Emergency Public Information Annex.

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## **IV. Organization and Assignment of Responsibilities**

Emergency response involves the whole community, and each local agency or entity has assigned authorities and critical responsibilities to conduct during an incident. The authorities and responsibilities are summarized below:

### **A. City Council, Mecklenburg Board of County Commissioners, and Elected Town Officials**

- Provide a primary, secondary, and tertiary liaison to CMEMO with direct access to key decision makers. Contacts will remain on physical file with CMEMO and WebEOC liaisons and contact information should be reviewed annually.
- Request emergency sessions of the Mecklenburg Board of County Commissioners and the Charlotte City Council if required.
- Establish policy and provide guidance to the City/County Manager and senior staff.
- Communicate with the public and provide guidance on responding to an emergency or disaster in coordination with CMEMO.
- Serve as an advocate for recovery efforts.
- Ensure continuity of government and operations plans are in place.
- Confer with the City/County/Town Manager and other agency heads as appropriate on policy issues related to the response and recovery operations.
- Serve as liaison and coordinate with other elected officials at the county, regional, and state level regarding resource needs.
- Enact emergency legislation that will assist in the resolution or mitigation of emergency or major disaster situations that will enhance or ensure the safety and welfare of the citizens.
- Act on issues that are beyond the scope of authority granted to the City/County/Town Managers' offices.
- Take appropriate measures that ensure expeditious actions by the government for the safety and welfare of the citizens.
- Coordinate with each body's respective attorney's office to ensure compliance with state and federal disaster laws.
- Establish budget and finance policy for emergency expenditure of funds.
- Establish communication and liaison with the EOC (policy group) when activated.
- Perform other functions requiring the decisions and judgment of an elected body.

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## B. City, County, and Town Managers

- Provide a primary, secondary, and tertiary liaison to CMEMO with direct access to key decision makers. Contacts will remain on physical file with CMEMO and Web EOC, liaisons and contact information should be reviewed annually.
- Authorize emergency procurement and delegates contracting authority as appropriate to the Finance Department to facilitate all necessary procurements essential to the emergency.
- Notify the Charlotte City Council, Town Councils, or Mecklenburg Board of County Commissioners of the need for an emergency declaration.
- Serve as liaison with and advise the City Council/County Commissioners throughout the emergency response and recovery operations.
- Ensure coordination with other jurisdictions and all municipalities located within Mecklenburg County.
- Develop long-range response and recovery strategies in coordination with the Emergency Management Director, or designee.
- Propose emergency council/county commission action, if needed.
- Authorize emergency operations through the regularly constituted government using equipment, supplies, and facilities of existing departments, offices, and agencies to the maximum extent practical.
- Directs and reallocates assets and resources during an emergency as needed.
- Develop or cause the development of mutual aid or reciprocal assistance agreements with other public and private agencies or other localities within the state.
- Authorize requests for resources from other jurisdictions and implement mutual aid agreements where appropriate.
- Ensure appropriate emergency response leadership is in place at an incident.
- Coordinate with CMEMO to declare an end to the public emergency and advise City Council/County Commissioners of the restoration of services and resumption of routine activities, and what areas will require long-term recovery support and mitigation activities.
- Ensure overall direction and control authority are established for emergency operations, and coordination occurs as necessary with the Emergency Management Director, or designee, and the Incident Commander(s) to facilitate timely, effective, and efficient emergency operations and response.
- Ensure, to the maximum extent possible, that day-to-day operations and services are available to citizens.
- Serve as liaison to and keep the elected officials informed of the status of emergency operations.

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- Commit personnel and resources of the departments of city and county government in the absence of the department head or if it is beyond the scope of authority of the department head.
- Ensure that expeditious purchases of necessary goods and resources needed to resolve the situation are instituted.
- Advise appropriate budget, accounting, and purchasing personnel of the need for special purchases due to emergency conditions.
- Assist in the development of emergency legislation.
- Coordinate participation in media press-conferences and other public information activities with ESF 15 stakeholders.
- Ensure that proper accounting of time and money by departments is maintained.
- Perform other duties as assigned by elected officials.

### C. City of Charlotte Fire Chief

- Serves as the Chief Executive for Charlotte-Mecklenburg Emergency Management (CMEMO).
- Ensure that adequate preparations are made to provide for an all-hazards emergency management and homeland security program to protect and preserve the life, health, welfare, and property of its citizens.
- Assist with coordinating, and promoting prevention, mitigation, planning, response, and recovery plans and operations by Mecklenburg County and the municipalities within.
- Responsible for setting strategic direction and policies of CMEMO, making budget requests, and utilizing the resources of the Charlotte Fire Department to ensure the emergency management office's mission is fulfilled.
- Appoint positions as necessary to assist with duties.

### D. Emergency Management Director

- Develop and coordinate emergency management plans for immediate use by all facilities, equipment, staff, and other resources needed for minimizing or preventing damage to persons and property and for restoring use to government services and public utilities necessary for public health, safety, and welfare.
- Activate, staff, and manage the EOC.
- Liaise and coordinate with state and federal authorities and other political subdivisions as necessary to ensure effective disaster preparedness and response capabilities.
- Coordinate the recruitment of volunteer personnel to provide assistance during disasters and emergencies.

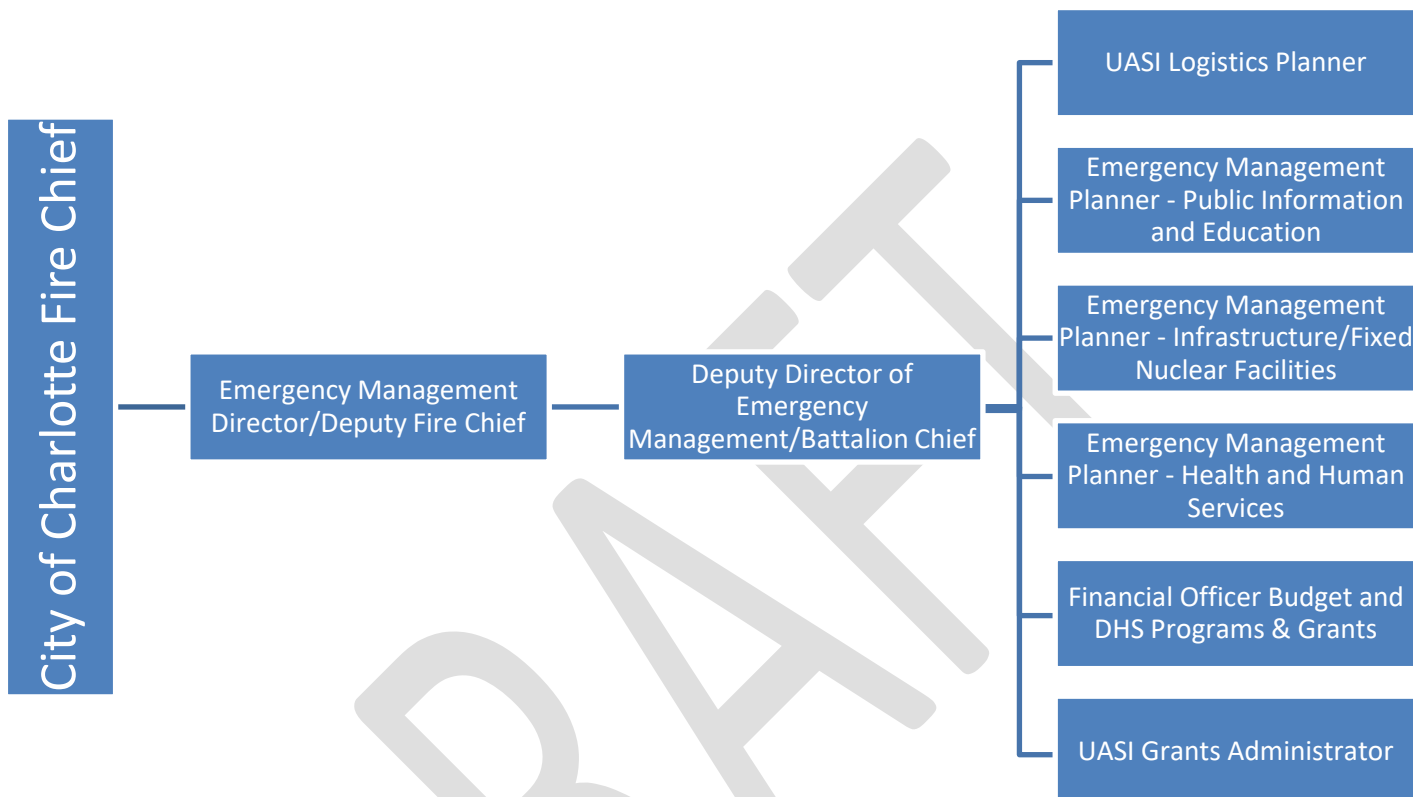
## Charlotte-Mecklenburg Emergency Operations Plan



- Coordinate other public and private agencies engaged in emergency management activities.
- Other duties as assigned in ESF 5.
- The Emergency Management Director may delegate these authorities to the Deputy Director or other CMEMO personnel.

The Emergency Management Director functions as part of the Charlotte-Mecklenburg Emergency Management Office and the Charlotte Fire Department and can delegate responsibilities as detailed in the following organizational chart.

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### E. Incident Commanders

The senior fire, police, and/or EMS official arriving on scene of an emergency is authorized to establish Incident Command (IC) and designate a command post location in order to manage the emergency. Incidents that begin as a single agency response may evolve into an operation requiring a multi-agency response to meet actual or expected needs. Incident Command may expand into a Unified Command (UC) or Area Command (AC) and command may be transferred to other department representatives as the incident priorities change throughout the response and recovery operations.

- Responsibilities of the IC include:
  - Assume command and control of incident scene operations.

## Charlotte-Mecklenburg Emergency Operations Plan



- Determine the need to establish Unified Command and/or Area Command.
- Request the activation of the Emergency Operations Center.
- Implement operations in accordance with guidance in this EOP.
- Continuously assess the situation, develop incident objectives, and implement tactical response operations

### F. County and City Departments and Agencies (General)

The city and county department directors, or designees, have responsibility to manage their departments on a day-to-day basis in accordance with the authority granted to them. In the event of a significant emergency, they will be expected, to the extent possible, to carry out their day-to-day assigned duties as well as the general and specific duties outlined in this EOP and agency specific Continuity of Operations Plan (COOP). This plan includes a list of all city and county departments and other partner agencies and their Emergency Support Function (ESF) Designation. Specific responsibilities for each agency can be located in the respective Emergency Support Function Annex. In the absence of the department's director, an acting director will be appointed to carry out assigned duties and responsibilities. Each agency's COOP will identify lines of authority and succession within the respective agency.

#### General Partner Agency Responsibilities

- Provide a primary, secondary, and tertiary liaison to CMEMO with direct access to key decision makers. Contacts will remain on physical file with CMEMO and Web EOC, liaisons and contact information should be reviewed annually.
- Perform assigned roles and responsibilities identified in this plan.
- Implement the EOP concepts, processes, and structures when carrying out assigned roles and functional responsibilities.
- Provide personnel, equipment, facilities, and other resources as necessary and available to perform assigned tasks or as requested to assist with response and recovery operations.
- Implement and maintain 24-hour operations as necessary and sustain operations for as required to respond to, recover from, and mitigate the emergency situation.
- Conduct operations in accordance with the National Incident Management System.
- Conduct planning and preparedness activities designed to prepare agency staff to accomplish assigned emergency response and recovery responsibilities.
- Develop and maintain supporting plans, operational procedures, functional annexes and checklists to accomplish assigned responsibilities. The plans and procedures will be such that they will not be in conflict with basic planning documents developed by CMEMO.
- Conduct planning and training in cooperation with identified primary and support agencies and CMEMO.

## Charlotte-Mecklenburg Emergency Operations Plan



- Maintain financial records in accordance with guidance from the Finance Department, CMEMO, and other applicable procedures.
- Establish, maintain, and exercise emergency notification procedures.
- Develop and maintain an inventory of agency/department resources applicable to accomplishing assigned emergency functions.
- Provide representation to the EOC, command post, or other identified emergency locations when activated and requested. This representative will have the authority to commit department personnel and resources to emergency operations.
- EOC representatives will be familiar with EOC standard operating procedures and technology such as WebEOC.
- Regularly participate in emergency drills, tests, and exercises.
- Maintain an approved agency-specific COOP in accordance with local and state guidelines and standards, including identifying and preparing an alternate site(s) for the efficient relocation of operations.
- Safeguard vital records including computer digital data at all times.
- Where appropriate, establish stand-by contracts for services, equipment, and other resources with private industry in consultation with Charlotte Business Support Services (procurement) or the County Finance Department (procurement).
- In cooperation with CMEMO, establish mutual aid agreements to maintain liaisons with surrounding municipal, county, and military counterparts as appropriate.
- Annually review and update all emergency plans, policies, and procedures.
- Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis.
- Be prepared to perform other tasks as assigned to meet the objectives of the emergency response.
- Coordinate public information related activities with ESF 15 stakeholders to ensure timely, accurate, and consistent messaging.

### G. Local and State Agencies

Local and State agency ESF assignments can be viewed in the tables on the following pages.

“**P**” designates an agency is a primary agency for that Emergency Support Function.

“**S**” designates an agency is a support agency for that Emergency Support Function.

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Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16
Charlotte Area Transit System	S															
Charlotte Aviation Department	S															
Charlotte Business Support Services		S														
Charlotte Communications and Marketing															P	
Charlotte Department of Strategy and Budget					S		S							S		
Charlotte Department of Transportation	P						S					S		S		
Charlotte Engineering and Property Management Department			P		S							P		S		S
Charlotte Fire Department		P		P		S	P		P	P					S	
Charlotte Solid Waste Services														S		
Charlotte Water			S													
Charlotte-Mecklenburg Emergency Management Office (CMEMO)		P			P	S	S		S	P	S	S		P	S	P
Charlotte-Mecklenburg Police Department		S				S			S	S			P	S	S	
Charlotte-Mecklenburg Schools (CMS)	S					S	S							S	S	
City and County Citizens Services (CharMeck 3-1-1)		S														
City and County Finance Departments					S		S									
City and County Offices of the Attorney					S									S		
Charlotte Code Enforcement				S										S		
County Fire Departments				S					S	S					S	
Mecklenburg County Code Enforcement				S										S		
Mecklenburg County Department of Social Services						P								S		
Mecklenburg County Economic Development														S		

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Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16
Mecklenburg County Fire Marshal's Office				S					S	S						
Mecklenburg County Geospatial Information Services (GIS)		S														
Mecklenburg County Health Department			S	S		S		P			S			S		
Mecklenburg County Information Technology		P														
Mecklenburg County Land Use and Environmental Services			P								S	S		S		
Mecklenburg County Medical Examiner's Office								S								
Mecklenburg County Public Information		S												S	P	
Mecklenburg County Office of Management and Budget														S		
Mecklenburg County Park and Recreation Department						S	S									
Mecklenburg County Sheriff's Office						S			S				S		S	
MEDIC (Mecklenburg EMS Agency)	S	S		S		S		S	S	S					S	
North Carolina Cooperative Extension Service											P			S		
North Carolina Department of Agriculture and Consumer Services											S					
Radio Shops (City and County)		P														
Town Police Departments						S			S	S			S	S	S	
Town Public Works Departments			S													
Amateur Radio Club		S														
American Red Cross						P		S								P
Atrium Health								S								
Novant Health								S								

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Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16
Metrolina Healthcare Preparedness Coalition (MHPC)								S								
Central Piedmont Community College (CPCC)														S		
University of North Carolina at Charlotte (UNCC)														S		
Communication and Information Companies (AT&T, Verizon, others)		S														
Duke Energy												S				
Salvation Army						S										P
United Way of the Central Carolinas																P
Local Financial Institutions														S		
Voluntary Organizations Active in Disasters (VOAD)																S
North Carolina Civil Air Patrol									S							
North Carolina Division of Emergency Management (NCEM)					S											
North Carolina Department of Transportation (NCDOT)	S															
North Carolina State Highway Patrol (NCSHP)	S								S							
North Carolina National Guard							S		S							

## Charlotte-Mecklenburg Emergency Operations Plan



### **Other State Departments and Agencies**

During an incident other state departments and agencies may play primary, coordinating, or support roles based upon the assigned ESFs, authorities, resources, and the specific nature of the incident.

### **Private Sector Partner Agencies**

Coordination with various private sector partner agencies is conducted through the Local Emergency Planning Commission, known as the All Hazards Advisory Committee (AHAC). The Mecklenburg County AHAC is coordinated by Charlotte-Mecklenburg Emergency Management and meets quarterly at the Mecklenburg County Emergency Operations Center (EOC).

During an incident, Charlotte-Mecklenburg Emergency Management contacts AHAC partners to respond to the EOC as necessary as incident objectives dictate.



## **H. Federal Agencies**

### **Department of Homeland Security (DHS)**

The Homeland Security Act of 2002 established the Department of Homeland Security to prevent terrorist attacks within the United States, reduce the vulnerability of the United States to terrorism, natural disaster, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies. The act also designates DHS as “a focal point regarding natural and manmade crises and emergency planning.” DHS is responsible for the National Operations Center which serves as the national fusion center, collecting and synthesizing all-source information, including information from state fusion centers, across all-threats and all-hazards information covering the spectrum of homeland security partners.

The Secretary of Homeland Security is the principal federal official for domestic incident management. By Presidential Preparedness Directive 8 (PPD8), the secretary is responsible for coordination of federal resources utilized in the prevention of, preparation for, response to, or recovery from terrorist attacks, major disasters, or other emergencies. Depending upon the incident, the secretary also contributes elements of the response consistent with DHS’s mission, capabilities, and authorities.

### **Federal Emergency Management Agency (FEMA)**

The Federal Emergency Management Agency, a component of DHS, is the primary federal agency for emergency preparedness, response, and recovery. FEMA has delegated responsibility for managing the DHS emergency response and recovery programs.

The National Response Coordination Center (NRCC) is FEMA’s primary operations management center, as well as the focal point for national resource coordination. As a 24/7 operations center, the NRCC monitors potential or developing incidents and supports the efforts of regional and field components.

The Office of Grants and Training provides a broad array of assistance to state, local, and tribal jurisdictions through funding, coordinated training, exercises, equipment acquisition, and technical assistance.

FEMA is organized into ten regions. North Carolina is included in FEMA Region 4, which maintains a regional office located in Atlanta, Georgia. The North Carolina Division of Emergency Management serves as the point-of-contact with FEMA.

### **Transportation Security Administration (TSA)**

The Transportation Security Administration (TSA) was created in the wake of 9/11 to strengthen the security of the nation’s transportation systems while ensuring the freedom of movement for people and commerce. TSA is responsible for security at the nation’s airports and employs a federal workforce to screen all commercial airline passengers and baggage. In March 2003, TSA employed a risk-based strategy to secure U.S. transportation systems; working closely with

## Charlotte-Mecklenburg Emergency Operations Plan



stakeholders in aviation, rail, transit, highway, and pipeline sectors, as well as the partners in the law enforcement and intelligence community.

### **Federal Bureau of Investigation (FBI)**

The Attorney General is the chief law enforcement officer of the United States. Generally acting through the Federal Bureau of Investigation, the Attorney General has the lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States or directed at U.S. citizens or institutions abroad. Additionally, the Attorney General is responsible for coordinating activities of the other members of the law enforcement community to detect, prevent, and disrupt terrorist attacks against the United States. This includes actions that are based on specific intelligence or law enforcement information. Furthermore, the Attorney General approves requests submitted by state governors pursuant to the Emergency Federal Law Enforcement Assistance Act for personnel and other federal law enforcement support during incidents. The Attorney General also enforces federal civil rights laws and will provide expertise to ensure that these laws are appropriately addressed.

### **Department of Defense (DoD)**

The primary mission of the Department of Defense (DoD) and its components is national defense. Because of this critical role, resources are committed after approval by the Secretary of Defense or at the direction of the President. Many DOD components and agencies are authorized to respond to save lives, protect property and the environment, and mitigate human suffering under imminently severe conditions, as well as to provide support under their separate established authorities, as appropriate. The provision of defense support is evaluated by its legality, lethality, risk, cost, appropriateness, and impact on readiness. When federal military and civilian personnel and resources are authorized to support civil authorities, command of those forces will remain with the Secretary of Defense. DoD elements in the incident area of operations and National Guard forces under the command of a governor will coordinate closely with response organizations at all levels.

### **National Weather Service (NWS)**

The National Weather Service provides weather, hydrologic and climate forecasts and warnings for the United States, its territories and adjacent waters and ocean areas. This is accomplished through a collection of national and regional centers and more than 122 local weather forecast offices. The NWS issues a comprehensive package of forecast products to support a variety of users, including the general public. The NWS operates the National Oceanic and Atmospheric Administration (NOAA) Weather Radio All-Hazards that transmits weather warnings and forecasts 24 hours a day across most of the United States. This system is also used to broadcast civil and natural emergency information in addition to that relating to weather.

### **Other Federal Departments and Agencies**

During an incident of national significance as defined by the National Response Framework, other federal departments and agencies may play primary, coordinating, or support roles based upon the assigned ESFs, authorities, resources, and the specific nature of the incident.

# Charlotte-Mecklenburg Emergency Operations Plan





## **V. Direction, Control, and Coordination**

The City/County/Town Manager has overall responsibility for response and recovery operations. Authority is delegated to the Director of Emergency Management, or designee, to coordinate the overall management of a response to a major emergency or disaster. Authority is delegated to the on-scene incident responders to implement the ICS as the standard for conducting incident response.

In accordance with the National Incident Management System, the Incident Command System will be utilized to conduct all emergency operations within Mecklenburg County as adopted by the Mecklenburg Board of County Commissioners on April 19, 2005.

The ICS is an emergency management system designed to enable effective and efficient management of incidents by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The ICS is widely applicable to organize both short-term and long-term emergency operations for a full spectrum of incidents.

In accordance with NCGS 166A 19.15 Charlotte-Mecklenburg Emergency Management is a function of the City of Charlotte through an agreement with Mecklenburg County, however, provides emergency management services to the entirety of Mecklenburg County. Incorporated municipalities within Mecklenburg County are authorized to establish and maintain emergency management programs in coordination with Charlotte-Mecklenburg Emergency Management if they choose to do so.

The Emergency Operations Center acts as the central point for direction and coordination of emergency management and incident response operations throughout the county, when activated. Representatives from EOC response agencies are to report to the EOC when requested to do so by Charlotte-Mecklenburg Emergency Management.

In addition to providing representation in the county EOC, municipalities, city and county departments, and educational institutions with defined emergency management programs may activate their respective coordination centers to direct their own incident response. If a local coordination center is activated, all operations must be conducted in accordance with the county EOC.



## **VI. Information Collection, Analysis, and Dissemination**

During an emergency or other incident in Mecklenburg County in which the emergency operations center is activated, the proper flow of intelligence and other incident-specific information is essential to maintaining a common operating picture.

Maintaining information flow and a common operating picture:

- Promotes a unity of effort among responders and prevents conflicts between operations.
- Allows for responders to work safely and effectively.
- Encourages collaborative thinking among leadership for effective problem solving during complex operations.

During EOC activation, critical information about the incident will be collected from various sources and analyzed in the EOC and by the planning team. Types of data collected and sources of information will be dependent on the type of incident or event. All personnel who are deemed essential by the incident commander will receive the information through various means; personnel both in the EOC and conducting field operations shall be included in this designation.

Information sharing is a vital process, and redundant means shall be in place to do so; information formats will be dependent on the type of incident and medium of sharing. The times at which information shall be shared is also dependent on the type of information and incident. Most information will be entered into WebEOC and shared immediately depending on the direction of the incident commander and planning section. At their discretion, information sharing can be delayed or processed through other or additional means.

Means of information sharing include:

- Face-to-face
- Briefings
- WebEOC
- Incident action plans
- Telephone
- Email
- Radio
- Any other means necessary

# Charlotte-Mecklenburg Emergency Operations Plan



## A. WebEOC

WebEOC is an electronic, web-based information sharing and situational awareness system that is employed by Mecklenburg County to share incident-specific information, process logistics requests, share incident action plans, incident status, and more. Other than face-to-face, WebEOC is the primary method of information sharing that will be used in the Mecklenburg County EOC during activation. All events can be logged and tracked in the Significant Events log function of the system. Once information is shared in the WebEOC system, any user with appropriate WebEOC access in Mecklenburg County's system can view it.



## **VII. Communications**

Effective communication is a vital component of every emergency management program, as it provides the framework for agencies to work together to solve problems and mitigate the impacts of an emergency. Emergency and disaster communications requirements are supported through the comprehensive protocols and coordination procedures that Mecklenburg County agencies and organizations execute as part of standard operations. As part of standard operations, on a continuous basis, CMEMO coordinates with a wide array of agencies responsible for radio communications to maintain interoperability, reliability, and redundancy of the county's radio communications system.

### **A. Incident/Event Notification**

Charlotte-Mecklenburg Emergency Management maintains a process for notification of EOC responders and agency representatives of significant or potentially significant events and incidents that affect the county. Through this process, representatives will be notified to report to the EOC and receive incident updates. Additionally, Charlotte-Mecklenburg Emergency Management maintains the Mecklenburg County Warning Point Tactical Operating Guidelines which establish guidelines on how to operate and when to use the equipment that makes up the County Warning Point.

### **B. Information Sharing and Documentation**

In addition to face-to-face and voice communications, the Charlotte-Mecklenburg Emergency Management WebEOC System is utilized as the primary information sharing and situational awareness tool during an emergency incident or planned event. It is the responsibility of EOC representatives to update WebEOC with pertinent information regarding the incident. All users are required to take training with Charlotte-Mecklenburg Emergency Management within 90 days of being granted access to the system.

### **C. Public Information**

All forms of public information will be coordinated through the Joint Information Center (JIC) or Joint Information System (JIS). Agencies represented as well as specific roles and responsibilities in the JIC and JIS are outlined in the ESF 15 Annex. The JIC/JIS is designed to coordinate information flow through a central point, ensuring timely and accurate information dissemination.



## **VIII. Administration, Finance, and Logistics**

### **A. Agreements and Understandings**

Any agreements or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance.

Should the resources of Mecklenburg County become exhausted during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector in accordance with existing contracts or negotiated emergency agreements.

Charlotte and Mecklenburg County are signatories of the North Carolina Mutual Aid Agreement and will attempt to accommodate the needs of other jurisdictions within, as well as outside the State of North Carolina.

All agencies and organizations identified within the EOP are responsible for creating and maintaining any needed agreements or contracts to facilitate their assigned responsibilities. If an ad-hoc agreement or contract becomes necessary, coordination will be handled through the chairperson of the Board of County Commissioners, mayor of the municipality or chief executive officer, CMEMO, and the agency or organization's designee with ESF responsibilities.

### **B. Resource Management**

In a disaster or emergency, any resources or assets in control of either the city or county will be made available to resolve the situation. Requests will be made by the Incident Commander (IC) from either a fixed (EOC) or mobile command location

If county resources are exhausted, the EOC will submit a request to the state for additional resources or request mutual aid assistance. Note that this provision does not apply to existing automatic aid/mutual aid agreements. If resources are required from the state or federal governments, such requests will be via the State EOC.

Local government will commit services and resources to provide for life safety, incident stabilization, and property conservation. Response agencies will first utilize services and resources available through their agency or organization or through established agreements and contracts.

Additional needs may be met from other local governments, agencies, or organizations through the North Carolina Statewide Mutual Aid Agreement or predetermined agreements. After these sources have been exhausted, additional resources will be requested from NCEM.

If unique or specialized resources are required, they will be requested from local vendors or the state to resolve the situation. All costs associated with resource procurement will be documented for the recovery of expenses incurred regardless of the source. The following are sources or potential sources for resources that may be available to the county in responding to disasters and emergencies:

## Charlotte-Mecklenburg Emergency Operations Plan



- Personnel, staff, equipment, and facilities belonging to Charlotte-Mecklenburg.
- Resources available from neighboring jurisdictions through local mutual aid agreements.
- Resources available from the private sector through acquisition/purchasing.
- Resources of North Carolina, including the National Guard.
- Mutual aid resources from other states through the Emergency Management Assistance Compact (EMAC).
- Mutual aid available through the Statewide Mutual Aid Program.
- Resources available from the federal government through the National Response Framework (NRF).

All requests for outside assistance must be made to the EOC once it is activated so that countywide requests can be tracked and prioritized. ESF 5 at the EOC is responsible for monitoring resource requests on behalf of the EOC. Requests for statewide mutual aid will be coordinated by CMEMO personnel located at the EOC following the established state processes.

### C. Emergency Purchasing and Acquisitions

Emergency purchases, acquisitions, and other procurements may be authorized by the financing authority for the respective department or agency. If additional resources are required, procurement will be processed via the City or County Procurement Department.

The City of Charlotte and/or Mecklenburg County may be eligible to apply for reimbursement of disaster-related expenses either through the state or the federal government.

All agencies participating in response and recovery operations, regardless of location, will maintain records that substantiate their response and actions. It is essential that accurate records are available to support requests for recovery assistance from the state or federal government. Specific guidance for documentation will be provided through the Finance and Administration Section in the EOC. Additional information can be found in the Financial Management Annex.

### Assistance Stipulations

#### Consumer Protection

Consumer complaints concerning alleged unfair or illegal business practices during emergencies will be referred to the North Carolina Attorney General's Office.

#### Nondiscrimination

There will be no discrimination on grounds of age, color, ethnicity, gender or sex, religion, sexual orientation, gender identity, genetic information, marital status, mental or physical

## Charlotte-Mecklenburg Emergency Operations Plan



disability, military status, national origin, economic status or political affiliation s in the execution of emergency preparedness, response, or relief and assistance functions.



## **IX. Plan Development and Maintenance**

The Charlotte-Mecklenburg Emergency Management Office is responsible for the development, maintenance, and distribution of the Charlotte-Mecklenburg EOP.

### **A. Maintenance, Updates, and Revisions**

CMEMO will annually conduct a basic review of the EOP to incorporate new state, federal, and regional guidelines or directives and/or to address significant operational issues. Changes will include additions of new or supplementary material and/or deletions of outdated information. A full review of the EOP is required every five years. At the time of review, a complete update of the EOP will be conducted and submitted to the Charlotte City Council and the Mecklenburg Board of County Commissioners for promulgation.

### **B. Training and Exercises**

A comprehensive training and exercise program is essential for the effective implementation of the EOP. CMEMO is responsible for the overall coordination of emergency related training and exercises; however, each department with assigned roles and responsibilities in this plan will ensure that staff members are trained for their emergency roles and responsibilities and are provided the opportunity to participate in exercises. Departments will maintain an updated roster of trained staff, and primary agencies for the ESFs will develop and conduct ESF-specific training and exercises.

### **C. After-Action Review**

After-action reviews are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order for issues to be addressed they need to be identified and documented. All departments and agencies will participate in the after-action review process and submit issues and recommended solutions to CMEMO for review and consolidation. Primary ESF agencies will conduct after-action reviews with their support agencies to identify ESF specific issues or concerns that will be provided to CMEMO for tracking of the corrective actions process.

CMEMO will provide guidelines and templates for agencies to use to identify issues or successes. CMEMO may also schedule and facilitate an after-action review to verify and document issues for further review and corrective action. Once this process is completed, CMEMO will prepare and issue a formal after-action report for major incidents.

### **D. Corrective Actions**

The after-action review process will be used to identify issues for corrective action. Corrective actions will be assigned through the ESFs to specific departments and agencies for review and resolution. CMEMO will manage the corrective action program by documenting issues and tracking the status of resolution. Assigned departments and agencies are responsible for

## Charlotte-Mecklenburg Emergency Operations Plan



developing recommended solutions and timelines to be approved by CMEMO. Open actions will be reviewed quarterly or as deemed appropriate.



## **X. Authorities and References**

The EOP draws its authority from local, state, and federal law, including the following:

### **County/City**

- County resolution of September 21, 1953 "County to Share in Expense of Civil Defense Operations."
- County resolution of Oct 5, 1953 "Approval of Civil Defense Budget."
- County resolution adopted April 19, 2005 "Adopting the National Incident Management System for Use During Emergency Situations."
- County resolution adopted February 21, 2017 entitled "An Ordinance Authorizing the Declaration of a State of Emergency and the Imposition of Prohibitions and Restrictions During a State of Emergency"
- City of Charlotte resolution adopted September 2, 1953: "Employment of Individual to Head a Civil Defense Program Authorized"
- City of Charlotte resolution adopted September 30, 1953: "Civil Defense Budget for Remainder of Fiscal Year 1953-54" (Authorized Subject to Adoption by Mecklenburg County)
- City of Charlotte resolution of October 7, 1953: "Transfer of Funds from Emergency Fund to Civil Defense"
- City of Charlotte resolution adopted April 1, 2005: "Adopting the National Incident Management System for Use at Emergency Situations"
- City of Charlotte Ordinance Chapter 15, Section 15-28
- City-County Agreement executed July 01, 2001: Reinstated Consolidated Shared Programs Joint Undertaking Agreement
- City of Charlotte Ordinance Chapter 15, Section 15-20
- Any revised, new, or additions/amendments to current statutes, ordinances, rules, or
- Regulations will, when recorded or passed either by the City Council or County Commissioners, be effective and enforceable to the full extent of the revised laws.

### **State**

- N.C.G.S. 166A North Carolina Emergency Management Act of 1977
- N.C.G.S. Chapter 14
- North Carolina Statewide Emergency Management and Mutual Aid and Assistance Agreement, 2004



## **Federal**

- Code of Federal Regulations, Title 44 Emergency Services and Assistance
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Presidential Policy Directive 8, National Preparedness, March 30, 2011
- Public Law 81-920, The Federal Civil Defense Act of 1950, (as amended)
- Public Law 108-458, Section 7302, The Intelligence Reform and Terrorism Protection Act of 2004
- Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act and Related Authorities (as amended), FEMA 592, (adopted April 2013)
- Public Law 109-295 Post-Katrina Emergency Management Reform Act of 2006
- Public Law 106-390, Disaster Mitigation Act of 2000 (to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes
- Public Law 101-336b, Americans with Disabilities Act of 1990
- Public Law 90-284, Fair Housing Act of 1968 (as amended)
- Public Law 109-308, Pets Evacuation and Transportation Standards Act of 2006 (PETS Act)
- Public Law 93-112, Rehabilitation Act of 1973 (as amended)

## **A. References and Supporting Plans**

The EOP is integrated into, and informed by, other local, state, and federal plans, including the following:

### **County/City**

- The Mecklenburg County Multi-Jurisdictional Hazard Mitigation Plan, 2015 (maintained by CMEMO)
- The Charlotte-Mecklenburg Radiological Emergency Preparedness (REP) Plan, 2017 (maintained by CMEMO)
- The Uptown Evacuation Plan (maintained by CMPD and CMEMO)
- Continuity of Operation Plans (maintained by each city and county department respectively)
- Mecklenburg EMS Agency's Mass Casualty Plan (maintained by MEDIC)
- Charlotte-Mecklenburg Family Assistance Center and Reunification Plan (in development)

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- Waterborne Disease Outbreak Prevention Policy (maintained by Mecklenburg County Health Department)
- Water Shortage Management Plan (maintained by Charlotte Water)
- Mecklenburg County Flood Warning and Response Plan (maintained by Charlotte-Mecklenburg Storm water Services)

### State

- State of North Carolina EOP, June 2016 (maintained by NCEM)
- State of North Carolina Hazard Mitigation Plan (maintained by NCEM)
- State of North Carolina Radiological Emergency Preparedness Plan (maintained by NCEM)

### Federal

- National Incident Management System, December 2008 (maintained by FEMA)
- National Response Framework, January 2017 (maintained by FEMA)
- June Comprehensive Planning Guide (CPG) 101 Version 2.0, November 2010 (maintained by FEMA)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters, FEMA, November 2010 (maintained by FEMA)



## **XI. Acronyms/Definitions**

AC	Area Command
ADA	Americans with Disabilities Act
AHAC	All Hazards Advisory Committee
CAP	Corrective Action Program
CMEMO	Charlotte Mecklenburg Emergency Management Office
CMS	Charlotte Mecklenburg Schools
CATS	Charlotte Area Transit System
COOP	Continuity of Operations Plan
CPCC	Central Piedmont Community College
CWP	County Warning Point
DHS	Department of Homeland Security
DMORT	Disaster Mortuary Operational Response Team
DoD	Department of Defense
DOT	Department of Transportation
EAS	Emergency Alert System
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordination Officer
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
HMPG	Hazard Mitigation Grant Program
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IDA	Initial Damage Assessment
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
MHPC	Metrolina Healthcare Preparedness Coalition
NCEM	North Carolina Division of Emergency Management
NCSHP	North Carolina State Highway Patrol
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Association
NWS	National Weather Service
OSC	On-Scene Coordinator
PKEMRA	Post-Katrina Emergency Management Reform Act
PNG	Piedmont Natural Gas
SBO	Small Business Administration
SCO	State Coordinating Officer
SERT	State Emergency Response Team
SHMO	State Hazard Mitigation Officer
TSA	Transportation Safety Administration

## Charlotte-Mecklenburg Emergency Operations Plan



UC Unified Command  
UNCC University of North Carolina at Charlotte  
VOAD Voluntary Organizations Active in Disaster



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**Agenda Title: Consider Approval to direct Commissioner Campbell to vote in support of the I-77 Peak Period Shoulder Lanes (PPSL)**

**Summary:** At the June 11 work session, the board discussed the proposed I-77 Peak-Period Shoulder Lanes plan, funding, and schedule for Charlotte Regional Transportation Planning Organization (CRTPO) coordination. The proposed plan includes usage of the outside shoulder lanes during peak travel periods. This project has also been recommended by the I-77 Local Advisory Group that has been convened of municipal representatives along the corridor by NCDOT to recommend improvements to the I-77 Express Lanes project. The board will consider directing Commissioner Campbell to vote in support of the I-77 Peak Period Shoulder Lanes at the July CRTPO meeting.

**Summary:**

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**ATTACHMENTS:**

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
▢	Agenda Memo - I-77 Peak-Period Shoulder Lanes (PPSL) 06.11.19	6/14/2019	Cover Memo
▢	Presentation - I-77 Peak-Period Shoulder Lanes (PPSL) 06.11.19	6/14/2019	Presentation



## I-77 Peak Period Shoulder Lanes (PPSL)

To: Davidson Board of Commissioners  
From: Jamie Justice, Town Manager  
Date: June 11, 2019  
Re: I-77 Peak Period Shoulder Lanes

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### 1. OVERVIEW

The NCDOT appointed a local advisory group (LAG) of citizens to review the I-77 express lanes project and make recommendations. One of the recommendations from this group was to make operational improvements in the short term to add peak period shoulder lanes (PPSL) to the corridor.

The board will discuss the proposed peak period shoulder lane plan, funding, and schedule for the Charlotte Regional Transportation Planning Organization (CRTPO) coordination. The proposed plan includes usage of the outside shoulder lanes during peak travel periods.

Attached are several documents: a NCDOT presentation, a Q&A document from NCDOT, and a CRTPO memo indicating the effect on other local projects.

### 2. RELATED TOWN GOALS

#### **Strategic plan:**

Transportation/Mobility:

The town of Davidson will enable citizens to move freely throughout the town by transit, car, bicycle, and on foot.

Partnerships:

The town of Davidson will build on existing relationships to strengthen partnerships with strategic organizations and institutions.

#### **Core value(s):**

Citizens need to move easily throughout the town and region, so government will provide a variety of options, such as sidewalks, bike paths, greenways, connected streets, and transit.

Davidson exists in proximity to and is interdependent with other jurisdictions, so we strive for local, regional, state and federal cooperation.

#### **Constituents served:**

All citizens.

### 3. OPTIONS/PROS & CONS

#### **Option 1: Support the peak period shoulder lanes project.**

##### Pros:

Provides for improvements to the I-77 corridor.

Citizen-led local advisory group recommended this project.

Is in keeping with the town board's strategic goals of transportation/mobility and partnerships.

##### Cons:

The I-77 express lanes project has not been completed and been evaluated before making any changes to it.

#### **Option 2: Do not support the peak period shoulder lanes project.**

##### Pros:

Allows for the I-77 express lanes project to be completed and be evaluated to determine if changes are needed.

##### Cons:

Does not provide for improvements to the I-77 corridor.

The project will likely receive the votes to be approved regardless of Davidson's decision.

### 4. FYI or RECOMMENDED ACTION

For discussion. At the town board's June 25 board meeting, I suggest the board consider authorizing Commissioner Campbell, as the town's CRTPO delegate, to vote in favor of the project at the July CRTPO meeting.

### 5. NEXT STEPS

At the town board's June 25 board meeting, the board can consider authorizing Commissioner Campbell, as the town's CRTPO delegate, to vote in favor of the project at the July CRTPO meeting.



# *The* Town *of* Davidson

*College Town, Lake Town, Your Town*



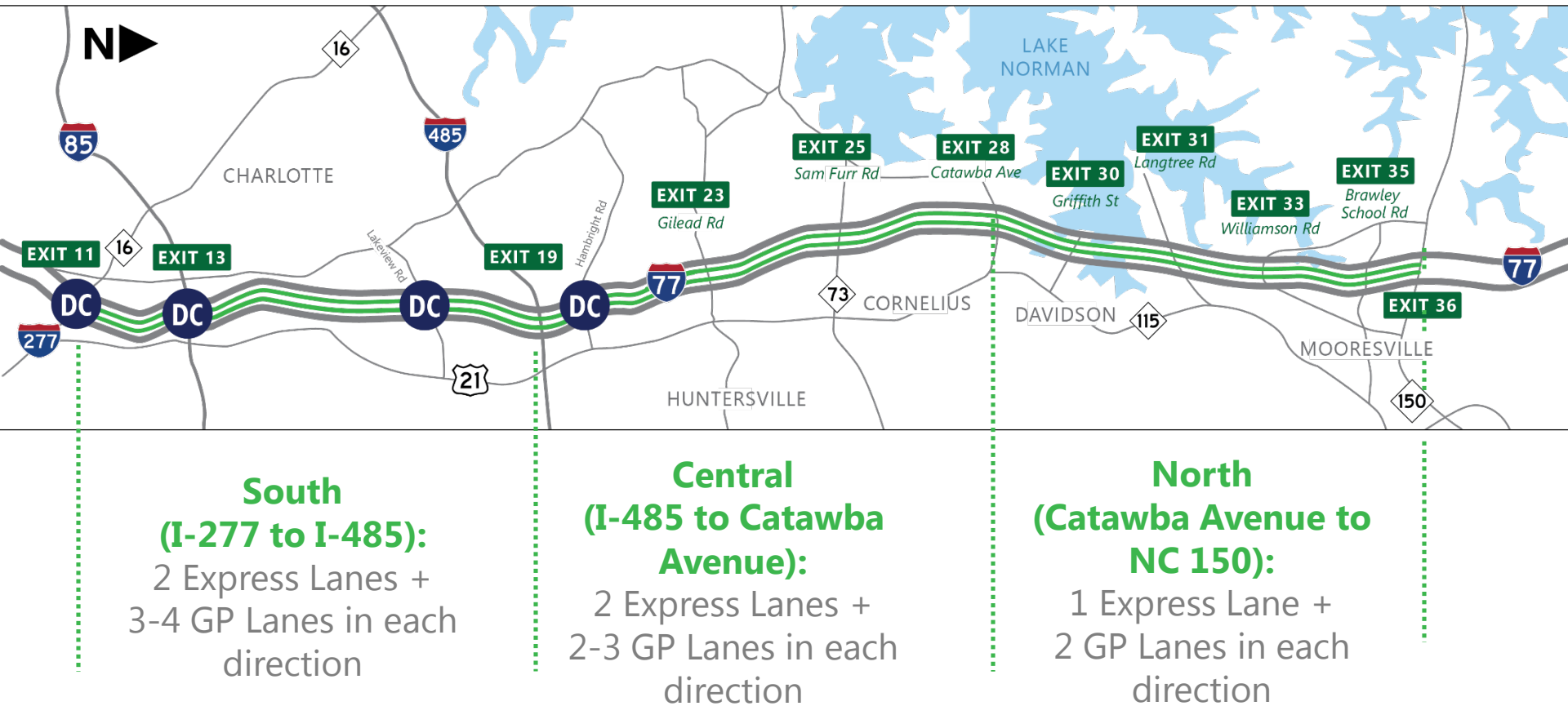
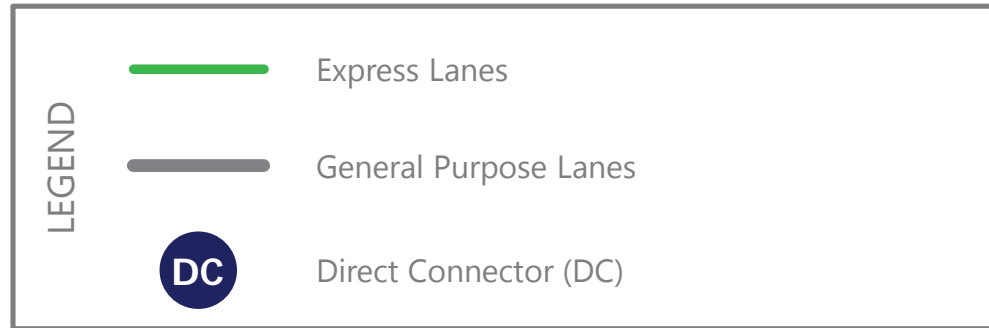
College Town. Lake Town. *Your Town.*

I-77 Peak Period Shoulder Lanes  
J. Travis Johnson, Planning

# Peak Period Shoulder Lanes

- Proposed Peak Period Shoulder Lanes on I-77 North corridor
- Discuss plan, funding, and schedule for CRTPO coordination.

# I-77 Express Lanes Project Scope



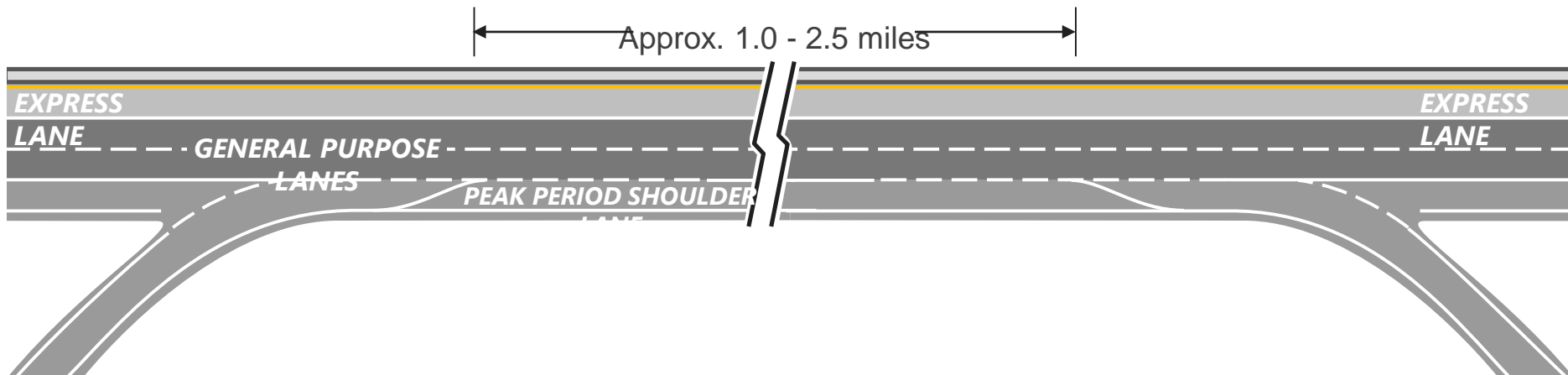
# Local Advisory Group (LAG)

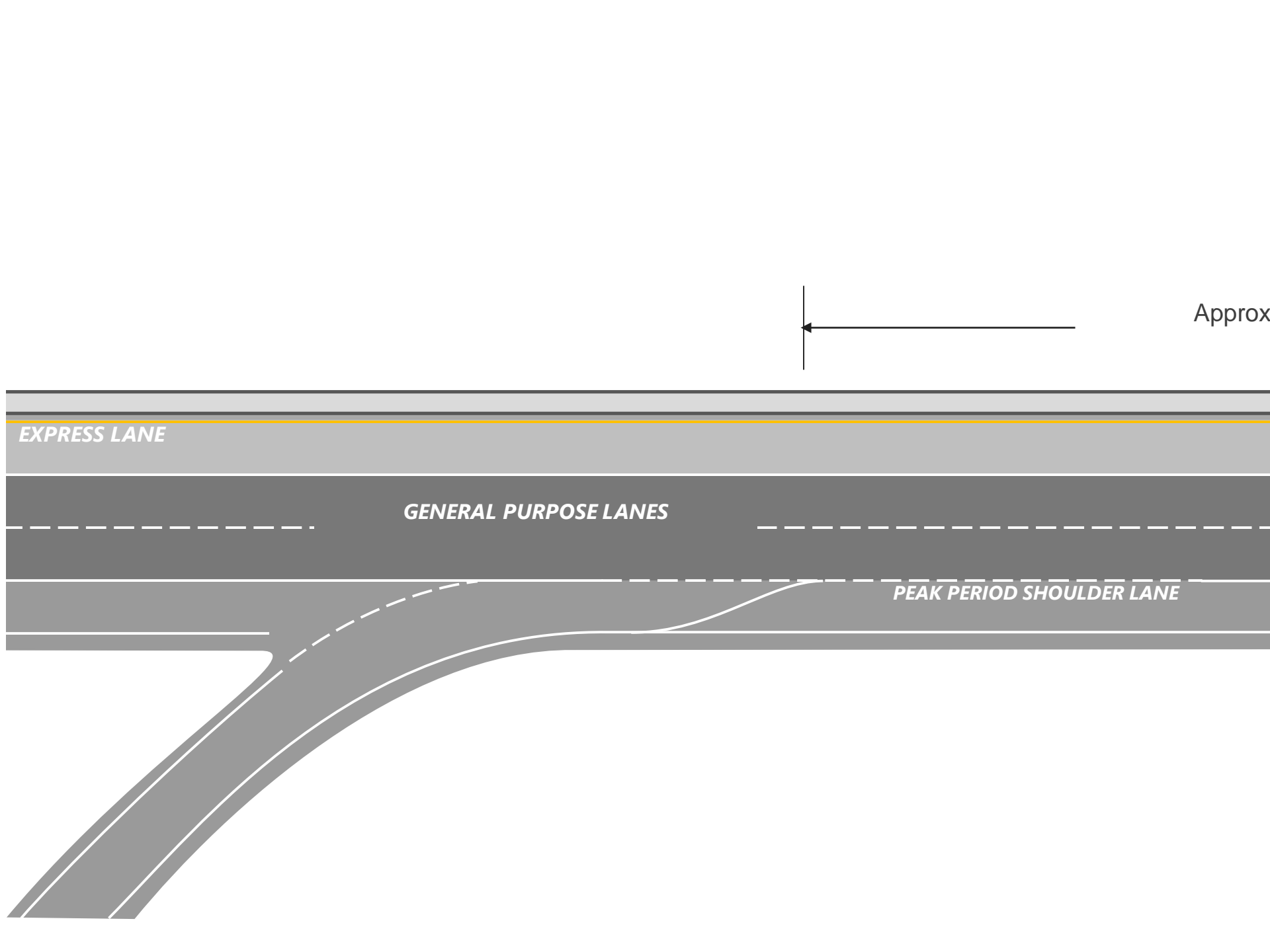
## **Two potential improvements**

- Long Term: Add non-toll capacity
- Near Term : Peak Period Shoulder Lanes (operational improvements)

# Peak Period Shoulder Lanes?

- Usage of outside shoulder during peak periods
- Shoulders act as auxiliary lanes to help local travel between interchanges





Approx

*EXPRESS LANE*

*GENERAL PURPOSE LANES*

*PEAK PERIOD SHOULDER LANE*

Approx. 1.0 - 2.5 miles

*PEAK PERIOD SHOULDER LANE*

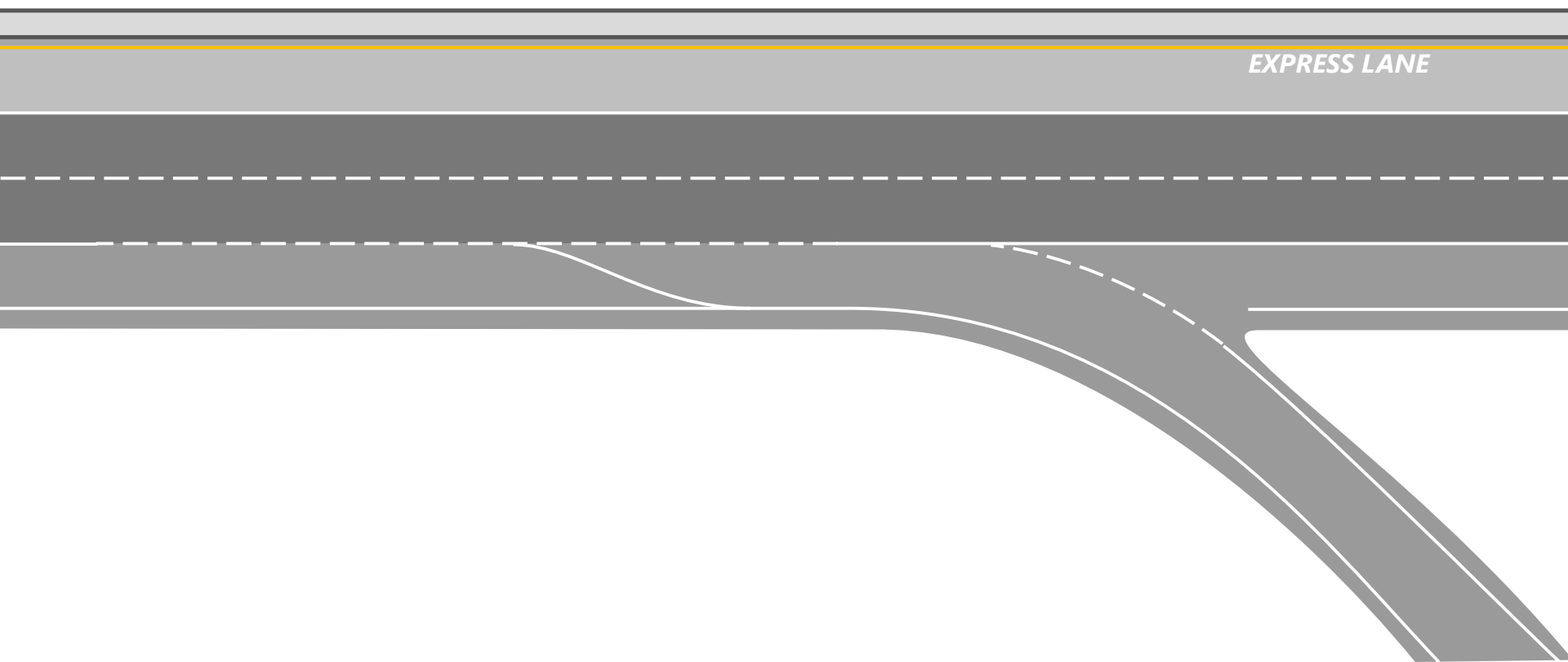


The diagram illustrates a cross-section of a multi-lane road. At the top, a horizontal line with arrows at both ends is labeled "Approx. 1.0 - 2.5 miles". Below this, the road is shown with several horizontal bands. From top to bottom, these are: a thin light gray band, a thin yellow band, a thick light gray band, a thick dark gray band, and a thin light gray band. The thick dark gray band is divided into two sections by a vertical break in the center, indicated by two parallel diagonal lines. Within this dark gray band, there is a dashed white line. Below the dashed line, the text "PEAK PERIOD SHOULDER LANE" is written in a light gray, italicized font. The bottom of the diagram shows a white line that tapers out towards the left and right edges, representing the shoulder of the road.

les



*EXPRESS LANE*



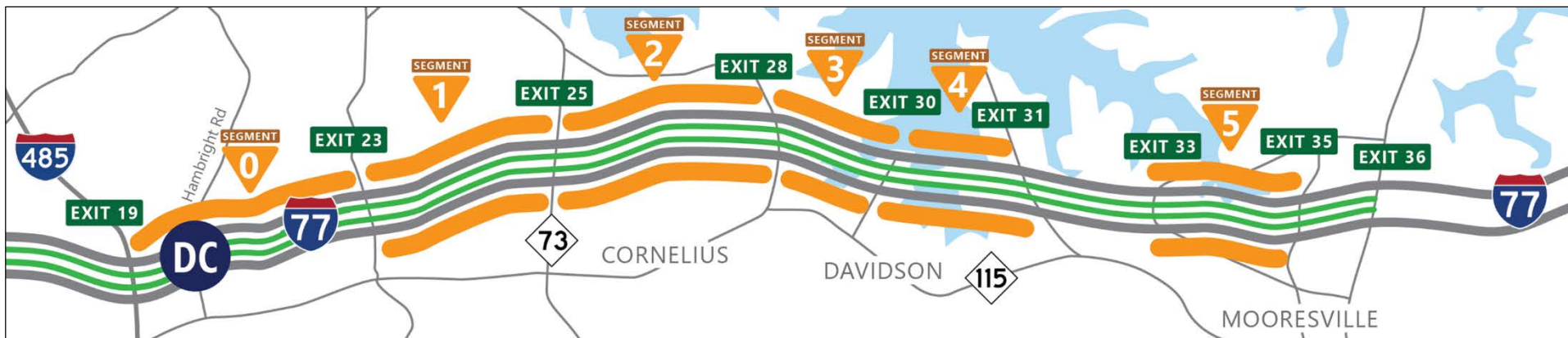
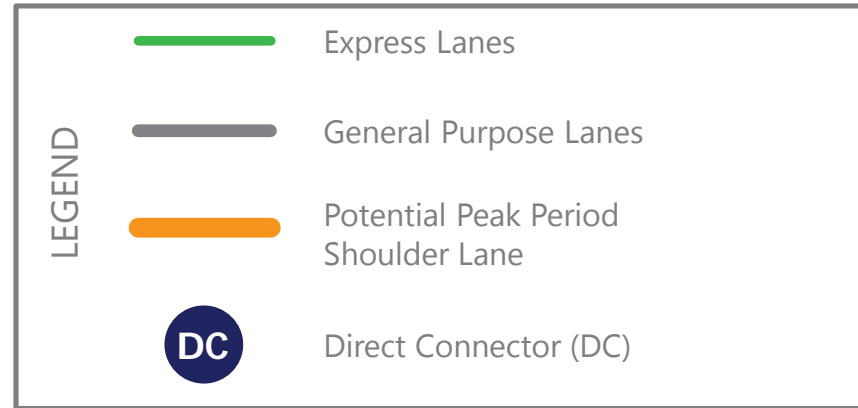
# Peak Period Shoulder Lanes





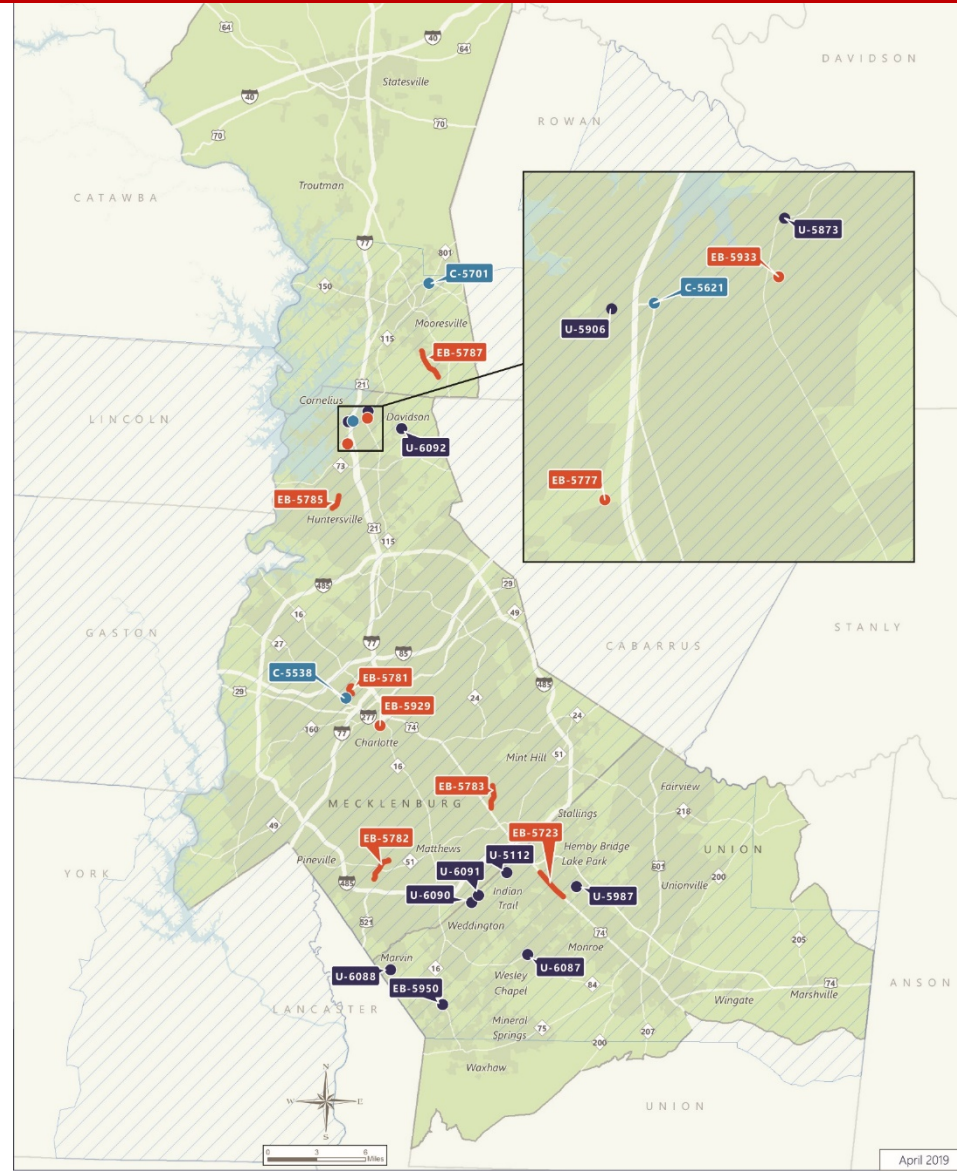
Interstate I-66, Virginia (Source: Goodman Realtors)

# I-77 N - Peak Period Shoulder Lanes



# Reallocation of Funding

- NCDOT identified **19 projects** in the CRTPO planning area, currently funded with STBGDA or BA, potentially eligible for CMAQ reallocation of funds



# Reallocation of Funding

## Local Projects affected

- **9** bike/ped projects
- **10** roadway projects

## Davidson Projects

U-6092 – **Robert Walker Drive  
Roundabout**

# Proposed Schedule

- June Information item for TCC and MPO
- July for Vote

NCDOT obtained FHWA's approval of CMAQ applications	April 2019
CRTPO to take action on funding reallocation	June-July 2019
NCDOT to work with municipalities to have the Municipal Agreements updated and approved	July-August 2019
CRTPO to prepare and take action on Air Quality Conformity and 2045 MTP Amendments	May-October 2019
FHWA to review and approve Air Quality Conformity and 2045 MTP Amendments	October-December 2019
NCDOT to prepare and obtain FHWA's approval of NEPA Document	June-December 2019
NCDOT to conduct Public Involvement	August 2019

# Questions



College Town. Lake Town. *Your Town.*

I-77 Peak Period Shoulder Lanes  
J. Travis Johnson, Planning



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**Agenda Title: Consider Approval of Plum Creek Greenway Easement Agreement**

**Summary:** The adopted regional greenway plan has long shown a leg that connects the Town of Davidson's Kincaid Trail, known as the South Prong of the Rocky River Greenway regionally, to areas in Cornelius, including Hough High School, Bailey Middle School, and the North Mecklenburg Recreation Center, once it is constructed. This greenway leg runs through a parcel that was recently donated to the Town of Davidson and is now part of Plum Creek Park. The town needs to grant an easement to Mecklenburg County for construction of the greenway and to the Town of Cornelius for maintenance of the greenway once it has been constructed. This would approve the agreements with Mecklenburg County and the Town of Cornelius for construction and maintenance, respectively, of the Plum Creek Greenway.

**Summary:**

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**ATTACHMENTS:**

Description		Upload Date	Type
□	Agenda Memo - Plum Creek Greenway Easement Agreement 06.25.19	6/20/2019	Cover Memo
□	Attachment - Plum Creek Layout	6/20/2019	Backup Material
□	Attachment - Tripartite Agreement for the Plum Creek Greenway Easement	6/21/2019	Backup Material



## Consider Approval of Plum Creek Easement Agreement

To: Davidson Board of Commissioners  
From: Kathryn Spatz, Parks & Recreation Director  
Date: June 25, 2019  
Re: Consider Approval of Plum Creek Easement Agreement

### 1. OVERVIEW

The adopted regional greenway plan has long shown a leg that connects the Town of Davidson's Kincaid Trail, known as the South Prong of the Rocky River Greenway regionally, to areas in Cornelius, including Hough High School, Bailey Middle School, and the North Mecklenburg Recreation Center, once it is constructed. This greenway leg runs through a parcel that was recently donated to the Town of Davidson and is now part of Plum Creek Park. The town needs to grant an easement to Mecklenburg County for construction of the greenway and to the Town of Cornelius for maintenance of the greenway once it has been constructed. This would approve the agreements with Mecklenburg County and the Town of Cornelius for construction and maintenance, respectively, of the Plum Creek Greenway.

### 2. RELATED TOWN GOALS

**Core Value:** The Physical, social, and intellectual well-being of Davidson citizens is fundamental to our community, so town government will provide and encourage enjoyable, safe, and affordable and cultural lifelong learning opportunities.

**Partnerships:** The Town of Davidson will build on existing relationships to strengthen partnerships with strategic organizations and institutions.

The Town of Davidson will increase physical and mental health of Davidson citizens. Improve neighborhood parks.

### 3. OPTIONS/PROS & CONS

**Pros:** Connectivity. Regional cooperation. Youth would be able to safely walk and bike to school.

### 4. FYI or RECOMMENDED ACTION

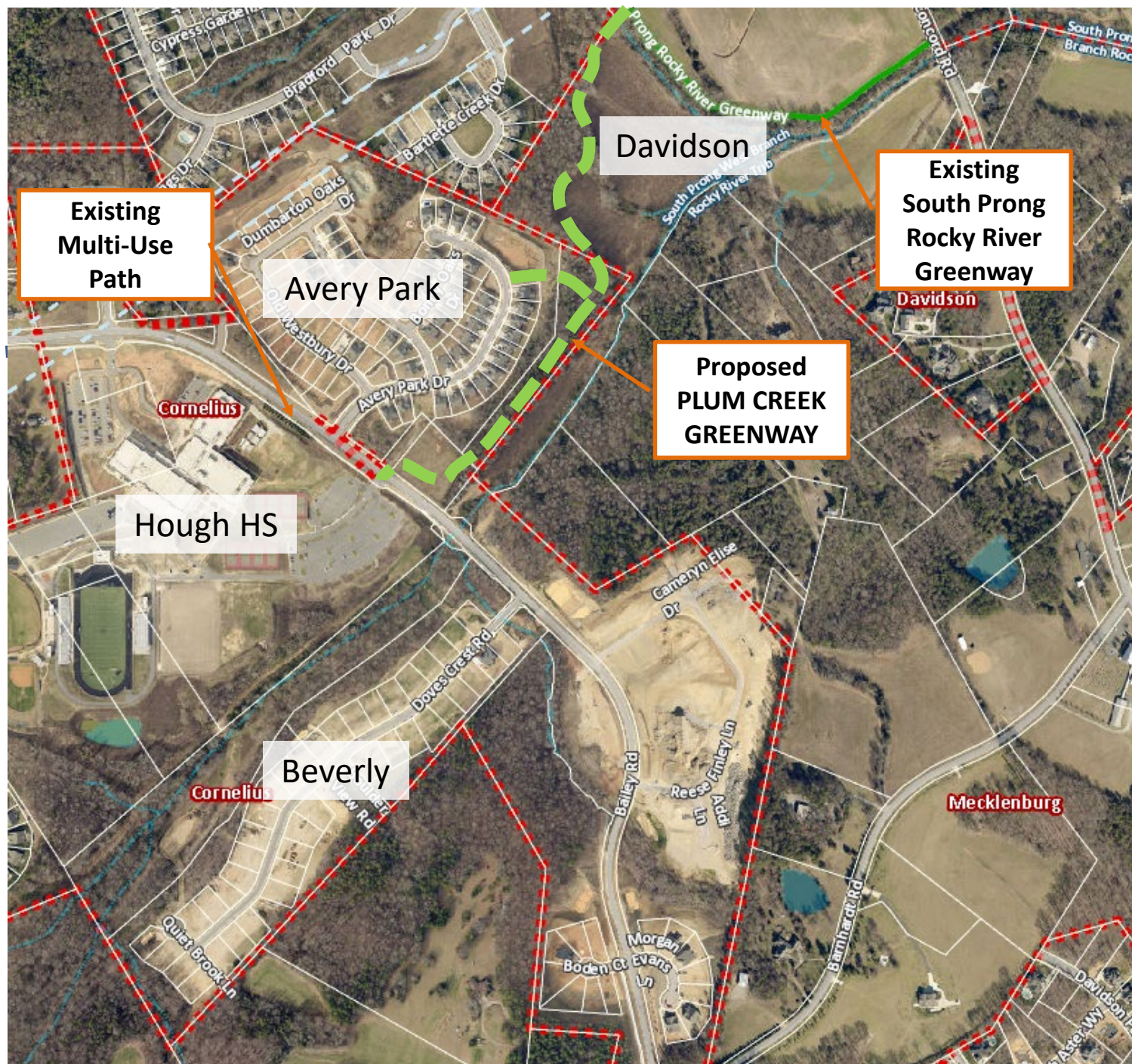
Staff recommends adoption of the resolution.

### 5. NEXT STEPS

Execute the contract with Mecklenburg County and Town of Cornelius.

# Plum Creek Greenway

0.5 miles +/-  
from Hough  
HS multi-use  
path to  
existing South  
Prong Rocky  
River  
Greenway in  
Davidson



MEMORANDUM OF AGREEMENT – PLUM CREEK (SOUTH BAILEY ROAD) GREENWAY

THIS MEMORANDUM OF AGREEMENT – PLUM CREEK (SOUTH BAILEY ROAD) GREENWAY (“Agreement”), is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the **TOWN OF CORNELIUS**, a municipal corporation organized under the laws of the State of North Carolina (hereinafter “CORNELIUS”), **TOWN OF DAVIDSON**, a municipal corporation organized under the laws of the State of North Carolina (hereafter “DAVIDSON”) and **MECKLENBURG COUNTY**, a political subdivision of the State of North Carolina (“COUNTY”), and together with CORNELIUS and/or DAVIDSON, each a “Party” and collectively, “Parties”).

WITNESSETH:

WHEREAS, as part of the adopted comprehensive greenway master plans for (i) COUNTY, (ii) CORNELIUS, and (iii) DAVIDSON, an approximate half-mile greenway, yet to be officially named by the Parties but known herein as the Plum Creek (South Bailey Road) Greenway (the “Greenway”), is planned to connect the existing South Prong Rocky River Greenway (located in Davidson) to the existing multi-use path on Bailey Road in the CORNELIUS;

WHEREAS, the Parties desire by this Agreement to enter into an agreement with respect to the Greenway, which is depicted at Exhibit A attached hereto.

AGREEMENT:

NOW, THEREFORE, in consideration of the foregoing recitals (which are incorporated herein) and the mutual covenants and conditions hereinafter set forth, the Parties agree for themselves, their successors and assigns, as follows:

1. Term. This term of this Agreement (the “Term”) shall commence on the date set forth above and expire at midnight on June \_\_, 2029, unless terminated earlier pursuant to the terms hereof. At the conclusion of the Term, this Agreement shall automatically renew for successive twelve (12) month periods, unless terminated by either Party upon ninety (90) days’ prior written notice to the other Party. Notwithstanding the foregoing, either party hereto may terminate this Agreement at any time, upon thirty (30) days’ prior written notice to the other party, in the event the noticed party (i) uses the Greenway for any purpose other than a public greenway, or (ii) otherwise defaults in its obligations under this Agreement.
2. Purpose. The purpose of this Agreement is to define the Parties’ rights and obligations with respect to the development, maintenance, operation and use of the Greenway.
3. Obligations of Parties.
  - A. Land Ownership and Right-of-Entry:
    - (i) CORNELIUS has secured from The Charlotte-Mecklenburg Board of Education (“BOE”) that certain greenway easement recorded at Book 33346, Page 641 in the Mecklenburg County (N.C.) Registry (the “Registry”) with respect to Mecklenburg County Tax Parcel No. 00715232 (the “Easement”). To the extent not already granted in the Easement, CORNELIUS shall grant COUNTY an easement to construct and maintain the Greenway in accordance with the terms hereof.

- (ii) CORNELIUS owns Mecklenburg County Tax Parcel No. 00715392, which enjoys access to Avery Park Drive (a public right-of-way) via a public greenway easement created pursuant to plat recorded at Map Book 58, Page 587 in the Registry.
- (iii) County has secured, or shall secure, from DAVIDSON a greenway easement over a portion of Mecklenburg County Tax Parcel No. 00728113, which portion was (or shall be) donated by Lennar Carolinas, LLC (“Lennar”) to DAVIDSON as open space;
- (iv) County has secured, or shall secure, from DAVIDSON a greenway easement over a portion of Mecklenburg County Tax Parcel No. 00711149.
- (v) DAVIDSON has secured, or shall secure, from Lennar any easement(s) necessary to connect (a) the South Prong West Branch, Rocky River Tributary to (b) the greenway easement referenced in subsection (iii) above.
- (vi) Each of CORNELIUS and DAVIDSON warrants that it has, or will have, the legal right and/or authority to provide COUNTY all easements (or rights of entry) necessary for COUNTY to maintain the Greenway.
- (vii) Each of CORNELIUS and DAVIDSON hereby grants to COUNTY the legal right to maintain (to the extent of COUNTY’s maintenance responsibilities under this Agreement) the Greenway.
- (viii) COUNTY shall, upon five (5) days’ prior written notice from CORNELIUS and/or DAVIDSON, grant staff and/or firms contracted by CORNELIUS and/or DAVIDSON access to gates, locks, and park entrance areas related to the Greenway for purposes of maintenance and/or repair.

B. Development:

- (i) CORNELIUS shall, at its expense, complete and secure all construction drawings, specifications, costs estimates, and required permit approvals (collectively, the “Plans”) for the Greenway in accordance with generally accepted standards suitable for COUNTY’s bidding process.
- (ii) CORNELIUS shall provide COUNTY, for the latter’s review and approval, the Plans at both the seventy-five percent (75%) and one hundred percent (100%) completion thresholds thereof.
- (iii) CORNELIUS shall use best efforts to complete, and COUNTY shall use best efforts to review and approve, the Plans such that COUNTY bidding may commence during COUNTY fiscal year 2020. In the event COUNTY cannot or will not provide its approval of the Plans (within the timeframe set forth above, or otherwise), the Parties shall work together in good faith to revise the Plans so as to be reasonably acceptable to both Parties. Following COUNTY’s final approval of the Plans, any changes or modifications thereto shall be in COUNTY’s sole but reasonable discretion.
- (iv) COUNTY shall manage and provide funds for all bidding and contract administration for construction of the Greenway.

- (v) COUNTY shall provide all funds and/or capital necessary (a) for construction of the Greenway (including the furnishing of reasonable amenities related thereto [including but not limited to benches, trash cans, fencing, and signage in accordance with COUNTY standards], and (b) for management of the Greenway construction project.

C. Operations:

- (i) COUNTY shall respond to citizen calls regarding maintenance and operation concerns specific to the Greenway. Any issues reported or raised will be communicated between the Parties to ensure an appropriate response.
- (ii) Subject to subsection (i) immediately above, neither CORNELIUS nor DAVIDSON shall have any obligations related to the day-to-day operations of the Greenway.

D. Programming:

Any and all requests for recreational programming planned for the Greenway shall be submitted to COUNTY, for COUNTY's approval (not to be unreasonably withheld), not less than thirty (30) days prior to such event.

E. Maintenance:

- (i) Subject to subsection (ii) below, COUNTY hereby assumes responsibility for (and shall be permitted to contract for) all routine maintenance, repair and upkeep of the Greenway and related improvements (including the trail, boardwalks, site furnishings, amenities, signage and improved shoulder areas), in accordance with the standards (i) set forth at Exhibit B attached hereto, and (ii) consistent with those for other greenways owned or maintained by COUNTY.
- (ii) Intentionally omitted.
- (iii) COUNTY is not responsible for maintaining any improvements on the Greenway installed and owned by either CORNELIUS or DAVIDSON (any substantial improvements to be approved by County prior to installation), or upgrading such equipment to meet local, state, and federal requirements.
- (iv) CORNELIUS and/or DAVIDSON shall be responsible for addressing and resolving any encroachment or similar issues involving or raised by landowners adjacent to the Greenway.

F. Capital Improvement Projects and Major Repairs:

- (i) The Parties will consult one another to determine levels of financial participation in any future capital projects or improvements planned for the Greenway.
- (ii) Intentionally omitted.
- (iii) In the event of casualty or force majeure resulting in significant damage to the Greenway, the Parties will cooperate in good faith to repair any such damage.

G. Fees:

Neither Party shall charge fees for daily use of the Greenway (excluding any special programming events approved by County, any fees for which shall be determined in accordance with County's schedule of fees for similar events). If either CORNELIUS and/or DAVIDSON has an officially sanctioned event or program, then CORNELIUS and/or DAVIDSON may request a fee waiver in accordance with the most recently adopted Mecklenburg County Park & Recreation Fee Waiver Guidelines.

H. Utilities:

Each Party shall pay for any future lighting (including monthly electricity charges) desired by such Party with respect to the Greenway. COUNTY shall be responsible for payment of any stormwater fees associated with or assessed upon the Greenway.

I. Security:

COUNTY will provide park ranger patrol for the Greenway on a schedule consistent with standards for similar greenways owned or maintained by COUNTY. The CORNELIUS and DAVIDSON police departments will assist as reasonably requested by COUNTY with foot, bicycle and vehicle patrols.

J. Signage:

The Parties will cooperate to incorporate branding needs specific to each Party within the standard COUNTY park and recreation wayfinding and signage system.

4. Meetings. The Parties agree to (i) take such other and further steps as may be reasonably necessary to accomplish the purposes of this Agreement, and (ii) meet as needed to (a) review each Party's performance (and/or improve delivery of the services required of each) hereunder, (b) conduct inspections of the Greenway, (c) assess then-current standards of maintenance and operations for the Greenway, and (d) consider capital improvements for the Greenway. Furthermore, CORNELIUS and/or DAVIDSON shall promptly relay to COUNTY any concerns with respect to items (i-ii) in the preceding sentence, and COUNTY shall promptly address any such concerns in a manner consistent with COUNTY's standards for other greenways in its system.
5. Entire Agreement. This Agreement contains the entire agreement between the Parties concerning development, maintenance and operation of the Greenway. There are no other agreements (either oral or written) with respect to the subject matter of this Agreement, which may not be altered, amended, or terminated except by a writing signed by the Parties.
6. Force Majeure. Neither Party shall be deemed in default with respect to any of the terms, covenants and conditions of this Agreement if such Party fails to perform and its failure is due (in whole or in part) to: any strike, lockout, labor trouble (whether legal or illegal, and except for such events which are caused by that party's own employees), civil disorder, inability to procure material, failure of power, restrictive governmental laws and regulations, riots, insurrections, war, civil strife, fuel shortages, accidents, casualties, Acts of God, acts caused directly or indirectly by the other party (or the other party's agents, employees or invitees), or any other cause beyond the commercially reasonable control of the non-performing party.

7. Indemnification.

- (i) To the extent permitted by applicable law, each of CORNELIUS and DAVIDSON agrees to indemnify, defend and save harmless COUNTY (and its agents, officers and employees) from and against any and all liability, expenses (including reasonable attorneys' fees), and claims for damages including (but not limited to) bodily injury, death, personal injury, or property damage, arising from or connected with CORNELIUS or DAVIDSON's (as applicable) operations, installations, plantings, construction or its services hereunder. Each of CORNELIUS and DAVIDSON's duty to indemnify COUNTY shall survive the expiration or other termination of this Agreement.
- (ii) To the extent permitted by applicable law, COUNTY agrees to indemnify, defend and save harmless CORNELIUS and DAVIDSON (and its agents, officers and employees) from and against any and all liability, expenses (including reasonable attorneys' fees), and claims for damages including (but not limited to) bodily injury, death, personal injury, or property damage, arising from or connected with COUNTY's operations, installations, plantings, construction or its services hereunder. COUNTY's duty to indemnify CORNELIUS and DAVIDSON shall survive the expiration or other termination of this Agreement.

8. Assignment. No Party hereto shall assign its rights or obligations under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date set forth above.

CORNELIUS:

**TOWN OF CORNELIUS,**  
a municipal corporation organized  
under the laws of the State of North Carolina

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

DAVIDSON:

**TOWN OF DAVIDSON,**  
a municipal corporation organized  
under the laws of the State of North Carolina

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

COUNTY:

**MECKLENBURG COUNTY,**  
a political subdivision of the State of North Carolina

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
David C. Dwyer, Esq.  
Ruff, Bond, Cobb, Wade & Bethune LLP  
Counsel for Mecklenburg County

Exhibit A

[Greenway Depiction]

Exhibit B

Mecklenburg County Standards for Greenway Operations and Maintenance

#### Mowing

1. Maintain open corridor of trail and 3ft mowed areas either side of trail
2. Bush hog from mowed area at least 8ft up to tree line. – 1-2 times a year or as needed
3. Weed eat and brush cut any growth that falls or droops into 3ft mowed area along the trail

#### Brush Cutting

1. As needed to maintain sight visibility; safety around curves
2. Drainage ditches and swales, as needed
3. Ditch slopes and bottoms
4. Removal of heavy vegetation, within guidelines for water quality

#### Pruning

1. Remove tree limbs that encroach into trail
2. Lift tree branches in bush hog areas as needed to permit mowing and safe passage
3. Trail clearance heights should be 10 to 12 feet, maintained to mowed areas

#### Drains / Erosion

1. Keep pipes clear of debris

#### Leaf Removal

1. Blow leaves and debris material from trail surface and drain areas – Seasonal, as needed

#### Weed Control / Pesticides

1. Application of vegetative pesticides
2. General non-select pesticide
3. Chemical control of vegetation along designated trail edges
4. Chemical control of vegetation over rip rap, pipe heads and drain ways -- follow water quality guidelines. Use of chemicals will be minimized wherever possible. Products will be applied in accordance with current laws and industry standards.

#### Fallen trees / Tree work

1. Remove when encountered while working
2. Remove trees that present safety concern for greenway trail user
3. Contract removal as necessary

#### Tunnel Cleaning

1. Remove silt and sediment within 48 hours after any flood event
2. Contract tunnel cleaning as necessary

#### Bridge/Boardwalk Repair

1. Repair/replace any loose or broken boards or rails

#### Trail repair / Patch work

1. Maintain trails as needed
2. Repair potholes, cracks, tree roots in trail surface
3. Install bollards where needed

#### Signage

1. Install signs as needed.
2. Replace signs as needed.
3. Clean signs as needed.

#### Lighting

1. Replace bulbs/lenses
2. Repair as needed to keep functional

#### Greenway requests for service

1. Perform site visits to determine necessary action
2. Respond to homeowners concerns with direct phone call and suggested action

#### Trash removal – 1-2 times a week, based on volume



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**Agenda      What's Next Davidson Comprehensive Plan Update**

**Title:        Planning Director Senior Planner Trey Akers**

**Summary:** Staff will provide an update on the What's Next Comprehensive Plan update, including timeline, PAG (Planning Advisory Group) involvement, and next steps.

**Summary:**

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**ATTACHMENTS:**

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
▣	Agenda Memo - What's Next Davidson Comp Plan Update 06-25-19	6/21/2019	Cover Memo
▣	Presentation - What's Next Davidson Comp Plan Update 06-25-19	6/21/2019	Presentation



## MEMO

To: Davidson Board of Commissioners  
From: Planning Director Jason Burdette, Senior Planner Trey Akers  
Date: June 25, 2019  
Re: Comprehensive Plan – Plan Advisory Group Activities Update

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### 1. OVERVIEW

Tonight's presentation provides an update on the *What's Next?* comprehensive plan process. Specifically, it details the work of the Plan Advisory Group (PAG) – a group comprised of residents, elected officials, and stakeholders that have met throughout the process to receive updates, provide guidance, and contribute to public engagement. Along with the Publicity & Outreach Committee (P&O), they have been instrumental in helping to spread the word and shape participation in the *What's Next?* process.

Background: A comprehensive plan is the leading policy document and tool to help communities create a vision and guiding principles for decision-making for their town. The comprehensive plan's purpose is to directly inform decisions the community makes.

#### ***Roles & Responsibilities***

Last fall, the planning process officially kicked off and, as part of that launch, the Plan Advisory Group (PAG) convened to begin their role in facilitating this process. Their primary roles throughout the process have been:

1. Ambassadors: Members serve as plan ambassadors to the broader community. Along with the Publicity & Outreach Committee (P&O), they share information about the process with their neighbors and networks as well as encourage their participation in outreach events. They've also volunteered as representatives to help get the word out at events such as Christmas in Davidson, and they've served as table/station facilitators at the *Conservation on What's Next* and *Shaping What's Next* workshops.
2. Input + Feedback: PAG members also provide creative input and direction on a number of different topics, including:
  - Public engagement priorities + approaches: How word should be spread about events, how events should be designed, etc.

- Potential plan priorities: What topics should be considered along the way, from issues related to preservation and housing to open space and economic development, to many more.
- Background + engagement reports: What the current demographic data says about Davidson (*Community Snapshot Report*) and how participation should be guided to solicit greater input about relevant themes (*Exploring Our Planning Principles Public Engagement Report, Testing Policy Direction Public Engagement Report*).
- Draft plan vision, values, policies + action plan: Based on public feedback, what topics require further exploration and what tools might be available to the community in decision-making processes going forward.

### **Outcomes**

By the numbers, the PAG- and P&O-envisioned engagement activities illustrate the significant impact these groups have had:

- Phase 1 Public Engagement, Exploring Our Planning Principles (Fall 2018):
  - » 22 Community Events (Farmers' Markets, College Events, Christmas in Davidson)
  - » 1,300+ Points of Contact
  - » 642 Surveys Completed
- Phase 2 *Conversation on What's Next, Shaping What's Next* Workshops (Winter-Spring 2019):
  - » 13,000+ Public Inputs (Cumulative)
  - » 650 Community Conversation Participants
  - » 150 Shaping Workshop Participants
  - » 64% of Shaping Workshop Participants = New to Process

These numbers testify to the community's commitment to this process. The success of these efforts has been grounded in the PAG and P&O's guidance, diversity of viewpoints, and volunteer efforts.

## **2. RELATED TOWN GOALS**

- 2018-2019 Strategic Plan Priority: "Land Use Strategy: Begin Comprehensive Plan Process"
- 2010 Comprehensive Plan: "The Comprehensive Plan should be updated at least once every ten years." (Pg. 14)

## **3. OPTIONS/PROS & CONS**

Not applicable.

## **4. FYI or RECOMMENDED ACTION**

This is an informational update. No board action is required.

## 5. NEXT STEPS

All members of the community are encouraged to participate in the following ways:

- Visit the project website for up-to-date information (including the Community Snapshot and the Public Engagement Reports) at [www.WhatsNextDavidson.com](http://www.WhatsNextDavidson.com);
- Sign up for the *What's Next?* eCrier to receive news and information at [www.townofdavidson.org/eCrier](http://www.townofdavidson.org/eCrier) (type in your email and click the “What’s Next?” list at the bottom).

Looking ahead, the coming months will focus on creating a draft plan and soliciting input from the PAG, advisory boards, elected officials, and the public. The anticipated framework is as follows:

1. PAG Review of Draft Plan Modules:
  - July 15 – Module 1
  - August 7 – Module 2
  - August 28 – Module 3
2. Joint Town/Planning/Livability Boards Work Session to Review Draft Plan (Date TBD)
3. Public Open House to Unveil Draft Plan (Date TBD)



DAVIDSON Share Your Voice.  
Shape Our Future.

## Board of Commissioners Update

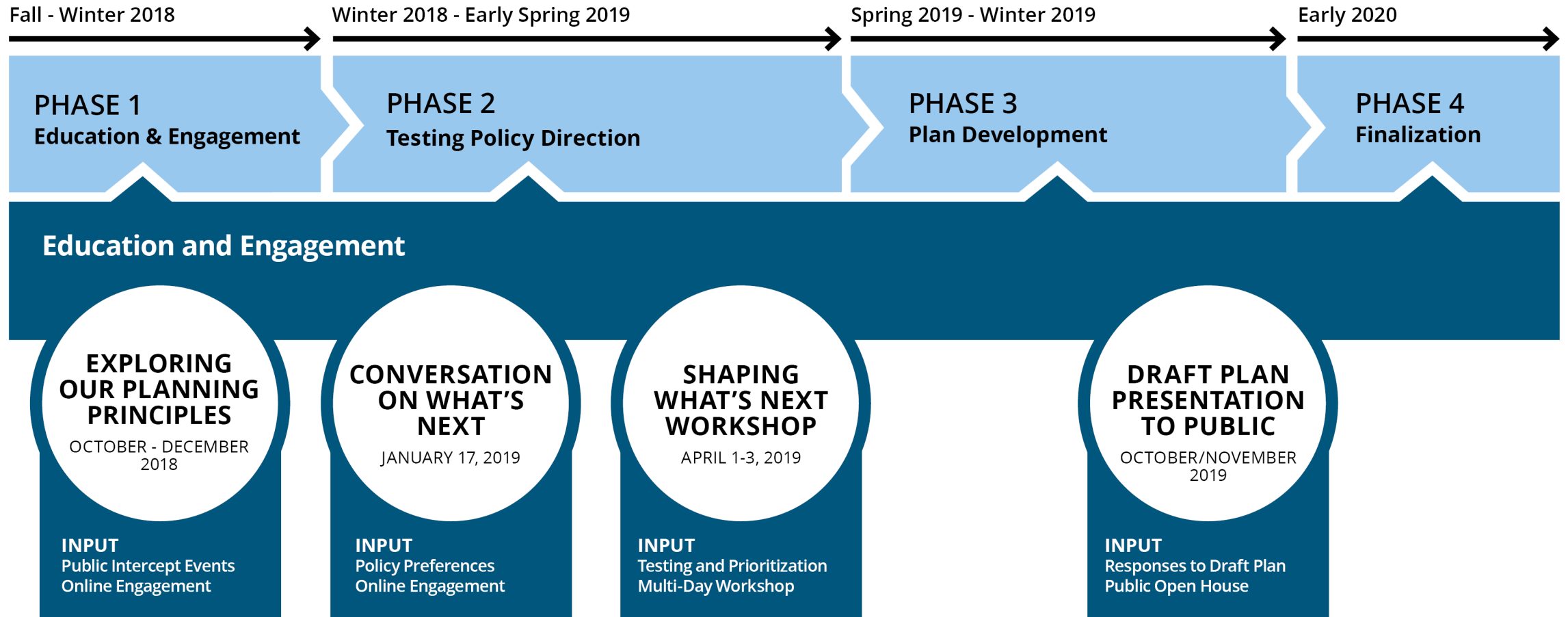
June 25, 2019

# OVERVIEW

1. **Schedule:** Overview of Timeline
2. **PAG Roles:** Involvement/Activities
3. **Results:** Meaningful Outcomes



# PROJECT TIMELINE



# COMMUNITY ROLES

Stakeholders

Targeted Input

Plan Advisory  
Group

Process Guidance

Publicity &  
Outreach  
Committee

Raise Awareness

Public

Input + Feedback

Town Staff

Coordination

Elected Officials

Participate + Champion

Consultant  
Team

Process Leadership, Expertise

# ROLES & RESPONSIBILITIES

1. **Ambassadors:** Serve as plan ambassadors to broader community
2. **Input + Feedback:** Provide input on...
  - Public engagement priorities + approaches
  - Potential plan priorities
  - Draft plan vision, values, policies + action plan

# ACTIVITIES

## Public Engagement 1

- Planning Principles Review
- Engagement Activities
- Review Reports

## Conversation Workshop 2

- Content Planning [Question Testing]
- Outreach/Recruitment
- Table Facilitators

## Shaping Workshop 3

- Content Planning [Detailed PP Review]
- Outreach/Recruitment
- Station Facilitators

## Draft Plan 4

- Reviewed Shaping Outcomes
- Evaluated Policy Approaches
- Review Draft Plan [3 Modules]



**Public Inputs Collected To Date**

**13,000+**

**Community Conversation Participants**

**650**

***Shaping What's Next* Workshop Participants**

**150**

**We Are Reaching New Folks Along the Way**

*(Shaping What's Next Workshop = First Point of Engagement)*

**64%**

# NEXT STEPS

## 1. PAG Review of Draft Plan Modules

- July 15 – Module 1
- August 7 – Module 2
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## 2. Joint Town/Planning/Livability Boards Work Session to Review Draft Plan (Date TBD)

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