



## Briefing Sheet

**Lead Department:** Safety and Risk    **Action Officer:** Chuck Queen, Safety and Risk Manager

**Subject:** Morrisville Hazard Mitigation Plan Annual Update

**Briefing:** 04/09/13    **Public Hearing:** 04/23/13    **Action:** 04/23/13

Item Schedule	Select One
Schedule 1: <i>Brief twice – vote once (six weeks)</i>	<input type="checkbox"/>
Schedule 2: <i>Brief once – vote once (two weeks)</i>	<input checked="" type="checkbox"/>
Schedule 3: <i>No briefing required (one week)</i>	<input type="checkbox"/>

### Updates/History of Briefing:

#### **04.18.2013**

Legal Ad Affidavit Included as ATTH 02.

### Executive Summary and Background Information:

Town Council adopted the Morrisville Hazard Mitigation Plan on December 14, 2010. This plan was developed in accordance with requirements of the Disaster Mitigation Act of 2000 (Public Law 106-390) and the North Carolina General Assembly Bill 300. The purpose of the plan is to reduce the loss of life and property from natural disasters and to allow the Town to apply for federal and state assistance if a declared natural disaster occurs. As required per the 2010 approval, the Town must monitor, evaluate and provide a progress report to the citizens of Morrisville annually (ATTH 01).

The Town replaced the former citizen alert system, CodeRed, with ReadyWake! in December 2012. The move provided a cost savings of \$7,500 while providing the same services as the former system. ReadyWake! was tested prior to implementation.

### Potential Options:

- Adopt Resolution

### Attachments:

- 2013-051 ATTH 01-Annual Report

### Staff Recommendation:

In order to comply with the adopted Plan, staff recommends holding a public hearing on 04/23/2013 to allow citizens and other interested parties to comment on the annual progress report (ATTH 01). Staff further recommends adopting the associated resolution, which states the Town met the annual notification and public hearing requirements.

**Advisory Board/Committee Review :**

Planning and Zoning Board

**Board/Committee Recommendation:**

NOT APPLICABLE

**Advisory Board/Committee Meeting Date and Minutes:**

03/14/2013:

*Mrs. Tanner* said that the Planning Department annually updated the Board on the Hazard Mitigation Plan. She said this was the last year the Planning Department would be in charge of the plan. She said the Safety & Risk Manager, Chuck Queen, would be taking over the plan.

She said no major disasters occurred in Morrisville within the past year. She said the only update was that the Town had stopped participation in the Code Red emergency system. She said the Town now used a new system called Ready Wake. She said the program was free for the Town to use and had the same features as Code Red.

*Chairperson Clew* asked how much it cost to produce and update the Hazard Mitigation Plan.

*Mrs. Tanner* said not much. She said the only time where a lot of staff hours are needed is during the five year update to the plan.

*Member Chander* asked if Ready Wake had been tested.

*Mrs. Tanner* said she believed it had, but would have to ask someone in public safety to make sure. She said Ready Wake had the same service as Code Red.

*Member Goel* asked how the citizens were contacted with the Code Red.

*Mrs. Tanner* said it was a reverse dial system. She said Ready Wake called everyone's phone. She said she would have to contact someone at Public Safety in order to find out more information. (Staff comment: *Mrs. Tanner* emailed the board additional information of the Ready Wake program).

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**Meeting Perspectives and Goals Adopted by the Council:**

Perspectives	Goals
Serve the Community	<input type="checkbox"/> Promote an Environmentally Sensitive & Livable Community <input checked="" type="checkbox"/> Provide a Safe Community <input type="checkbox"/> Deliver Quality Services <input type="checkbox"/> Foster a Healthy Community
Run the Operations	<input checked="" type="checkbox"/> Enhance Community Preparedness & Responsiveness <input checked="" type="checkbox"/> Maximize Partnership Opportunities <input type="checkbox"/> Provide Courteous & Responsive Customer Service <input type="checkbox"/> Model a Positive Town Image <input type="checkbox"/> Deliver Efficient Services <input type="checkbox"/> Cultivate Community Involvement & Access

Morrisville Hazard Mitigation Plan Update

Manage the Resources	<input type="checkbox"/>	Maintain Fiscal Strength
	<input type="checkbox"/>	Maximize Utilization & Resources
	<input type="checkbox"/>	Invest in Infrastructure & Transportation
Develop Personnel	<input type="checkbox"/>	Develop a Skilled & Diverse Workforce
	<input type="checkbox"/>	Create a Positive & Rewarding Work Culture

**Perspectives and Goals Additional Comments:**

NONE

**Resource Impact:**

Staff time required if item is approved: No Additional

**Other Potential Impacts:**

NONE APPLICABLE

**Staff Coordination:**

Check the box for those required to comment on left. To comment-click in the box and select. (Update is used when information has significantly changed from the first briefing.)

Required	Staff Member	Briefing	Update
<input checked="" type="checkbox"/>	Town Manager	Agree	No Comment
<input checked="" type="checkbox"/>	Town Clerk	Reviewed	No Comment
<input checked="" type="checkbox"/>	Senior Director Business Management	Reviewed	No Comment
<input type="checkbox"/>	Budget and Analysis Manager	No Comment	No Comment
<input type="checkbox"/>	Finance Officer	No Comment	No Comment
<input checked="" type="checkbox"/>	Information Technology Director	Reviewed	No Comment
<input type="checkbox"/>	Contracting and Purchasing Manager	No Comment	No Comment
<input checked="" type="checkbox"/>	Senior Director Development Services	Agree	No Comment
<input checked="" type="checkbox"/>	Planning Director	Agree	No Comment
<input checked="" type="checkbox"/>	Town Engineer	Reviewed	No Comment
<input type="checkbox"/>	Building Codes Administrator	No Comment	No Comment
<input type="checkbox"/>	Economic Development	No Comment	No Comment
<input checked="" type="checkbox"/>	Senior Director Community Services	Agree	No Comment
<input checked="" type="checkbox"/>	Risk Manager/ Safety Officer	Originator	No Comment
<input checked="" type="checkbox"/>	Police Chief	Reviewed	No Comment
<input checked="" type="checkbox"/>	Fire Chief	Reviewed	No Comment
<input checked="" type="checkbox"/>	Parks & Recreation Director	Reviewed	No Comment
<input checked="" type="checkbox"/>	Public Works Director	Reviewed	No Comment
<input checked="" type="checkbox"/>	Public Information Officer	Reviewed	No Comment
<input type="checkbox"/>	Town Attorney	No Comment	No Comment
<input type="checkbox"/>	Human Resources Manager	No Comment	No Comment

Disagree or comment, explain:

<b>Public Information Plan:</b>			
<input type="checkbox"/>	Open House	<input checked="" type="checkbox"/>	Public Hearing (Requires Legal Advertising)
<input type="checkbox"/>	Public Input Session (Does Not Require Legal Advertisement)	<input type="checkbox"/>	Press Release
<input type="checkbox"/>	Morrisville Connection	<input type="checkbox"/>	E-News Distribution
<input type="checkbox"/>	Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	Website Notice
<input type="checkbox"/>	Special Mailing	<input type="checkbox"/>	Banners Posted
<input type="checkbox"/>	Flyers Posted	<input type="checkbox"/>	Survey
<input type="checkbox"/>	Automated Phone Call	<input type="checkbox"/>	None Required
Other:			

**Town Council Approved Minutes:**

(Staff Member/ Action Officer Insert Minutes here after Council Adoption)



**RESOLUTION 2013-051 OF THE MORRISVILLE TOWN COUNCIL PERTAINING TO  
THE HAZARD MITIGATION PLAN ANNUAL PROGRESS REPORT**

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**WHEREAS,** Town Council adopted the Morrisville Hazard Mitigation Plan on December 14, 2010; and

**WHEREAS,** the purpose of the plan is to reduce the loss of life and property from natural disasters and to allow the Town to apply for federal and state assistance if a declared natural disaster occurs; and

**WHEREAS,** the Town must monitor, evaluate and provide a progress report to the citizens of Morrisville annually; and

**WHEREAS,** the public hearing for the Morrisville Hazard Mitigation Plan annual progress report was advertised in the News and Observer on April 9<sup>th</sup>, 2013:

**NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL** conducted a public hearing on April 23, 2013 and approved the updates to the Hazard Mitigation plan for 2013.

Adopted this 23rd day of April 2013.

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J. S. Holcombe, Mayor

ATTEST:

\_\_\_\_\_  
Diana R. Davis, Town Clerk

# TOWN OF MORRISVILLE HAZARD MITIGATION PLAN: ANNUAL PROGRESS REPORT



Morrisville Community Park

Prepared:  
2/1/2013

Reporting Period:  
January 2012 to December 2012

# Town of Morrisville Hazard Mitigation Plan: Annual Progress Report

REPORTING PERIOD: JANUARY 2012 TO DECEMBER 2012

## BACKGROUND

Following the requirements of the Disaster Mitigation Act of 2000 (Public Law 106-390) and the North Carolina General Assembly Bill 300, the Town of Morrisville adopted an updated Hazard Mitigation Plan on December 14, 2010. The purpose of this plan is to reduce the loss of life and property from natural disasters. In order for this plan to be effective as possible, it must be evaluated annually since it is impacted by growth, development, and natural events.

## 2012 NATURAL DISASTERS

While the east coast of the U.S. was greatly affected by natural disasters in 2012, Morrisville was spared any direct physical impact of these storms.

## PLAN EVALUATION

The approval period for the current plan is five years (expires December 14, 2015). During this approval period, the Planning Department is required to provide the Town Council and the citizens of Morrisville an annual report on the implementation of the policies identified in the plan. To appropriately gauge progress, a set of specific criteria, located on page 40 of the adopted Plan<sup>1</sup>, were utilized by staff to draft this report. Each policy, including a brief evaluation, is provided below:

*Policy 1: Improve road visibility and safety by evaluating existing road conditions and paving and/or placing new reflector tape or paint along road edges and in the divided line on all major Town roads*

The town hires an outside firm to perform a Pavement Condition Report on all Town roads every two years. Deficiencies are recorded, and a prioritized schedule on needed repairs is documented. Streets are selected for repair from this list based on the severity of the deficiencies, the type of repairs required, and the budget. This report concluded that the current overall road conditions are fair to good, but that many town roads are aging.

Road paving projects in 2012 included the following: Church Street, Crabtree Crossing, Nova Drive, Watkins Road and Slater Road.

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<sup>1</sup> A copy of the adopted Plan is available at all time on the Town website or 260B Town Hall Drive.

The plan identifies Powell Bill as the funding source for this policy. However, as the roads continue to age, the cost associated with adequately maintaining town roads increases. As a result, Town Council will need to consider alternative funding options to help ensure this policy is met in the future.

***Policy 2: Disperse via the Morrisville Connection newsletter a posting which provides information regarding natural hazard emergency response and preparedness actions the public can take.***

The April 2012 newsletter included an article entitled “Staying Prepared Against: Severe Weather.” This article reminded residents to create and rehearse family emergency plans at home. It also explained the difference between tornado watches and warnings, where to shelter during high winds, not to drive through moving or still water during flooding, and to always avoid downed power lines.

The May 2012 newsletter included an article entitled “Staying Prepared Against: Hurricane Season.” This article explained the need for emergency supply kits and tips for safe evacuation.

The December 2012 newsletter included an article entitled “Winter Weather Notification.” This article explained the Town’s emergency notification systems.

***Policy 3: Notify citizens of the public hearing on the Hazard Mitigation Plan annual progress report.***

Staff placed an ad in the News and Observer to notify residents of the public hearing. While the current funding is adequate for this policy, staff recommends changing the notification from a legal ad in the newspaper for annual updates to the Town website, Twitter, Facebook, the *Morrisville Connection*, and/ or other media resources that reach a larger audience. This approach would also reduce the cost of public notification.

***Policy 4: Evaluate and update the Town of Morrisville Multi-Hazard Emergency Response Plan on an annual basis.***

No updates were required in 2012.

***Policy 5: Continue providing website link to Federal and State Declared Emergencies affecting the Town.***

There were no Federal or State Declared Emergencies in 2012 that impacted Morrisville.

***Policy 6: Monitor the status of backup generators, communications and vehicles for all Morrisville owned critical public facilities. Test generators, communications equipment and vehicles on a regular basis, not only for maintenance, but to confirm that the equipment continues to match the needs of critical facility expansion or updated operations. Purchase and repair equipment as necessary.***

To ensure critical public facilities are able to respond during a disaster, the Town tested generators a minimum of once a month and provided annual maintenance and load tests. Town emergency communication equipment and vehicles are used and maintained year round. The Director of Information Technology should likely be removed as a responsible party during the next 5-year update process. Current funding for this policy is adequate.

***Policy 7: Monitor trees and branches in public areas at risk of breaking or falling in wind, ice, and snow storms. Prune or thin trees or branches when they would pose an immediate threat to property or other significant structures or critical facilities in the Town.***



The Town's Public Works Department regularly inspects Town facilities and parks for hazardous trees and/or limbs. If trees or limbs have the potential of causing harm or property damage they are removed. Public Works performs approximately six inspections annually.

The Town has a Right-of-Way Policy that allows Public Works to address hazardous trees or limbs along the roadway that are a treat to cause injury or property damage.

The project of removing Bradford Pear trees on Morrisville Parkway was concluded in 2012. Bradford Pears are very susceptible to breaking during high wind or ice events.

Current funding for this policy is adequate.

***Policy 8: Maintain all tax parcel information, floodplain locations and frequent flooding areas in Geographic Information Systems (GIS).***

Tax parcel information and floodplain maps have been maintained, and no new flood areas have been identified. Current funding for this policy is adequate.

***Policy 9: Evaluate and update the current floodplain ordinances and policies.***

The Town began evaluating new language for the flood ordinance as part of the Unified Development Ordinance process. It is anticipated that the any revisions would be adopted in late 2013.

***Policy 10: Continue advertising the Town of Cary's Water Conservation and Restriction Plans on the Town website.***

The *Morrisville Connection*, which is available on the Town website, provides information from the Town of Cary. Articles provided during 2012 included "When Can I Water?", "Watch Your Water", "Play to Win Water Saving Tools", and "Be Water Wise!" Current funding for this policy is adequate.

***Policy 11: Develop a Debris Management Plan, in conjunction with Wake County's Debris Management Plan, to address debris associated with natural hazards.***

A Debris Management Plan was developed in 2010. This policy is complete.

***Policy 12: Continued participation in CodeRED, an automated citizen alert system that notifies the public of pending emergencies and actions necessary to take in response to a particular emergency.***

The Town participated in CodeRED for the majority of 2012. On December 10, 2012 the Town began using a new program called Ready Wake, which is a free service that is provided by Wake County. Ready Wake provides the same function as CodeRED. Current funding for this policy is adequate.

***Policy 13: Evaluate the need and the cost of purchasing records protection services for information technology related services.***

A full tape backup of all data is captured every Sunday night. Each subsequent night, any data that has changed is also backed up to tape. Tapes are stored in a fire proof safe in the Town Hall server room, and rotated to an offsite location about four miles away on a weekly basis. For additional redundancy, virtual servers are backed up to a disk array located at the Parks Administration building.

All equipment in the server room is connected to battery backup, which in turn is connected to a diesel generator. The room's cooling system is also connected to the generator. The Town is well protected against the number one enemy of data loss, namely human error. We are also nicely protected against power loss, and to a lesser extent fire or catastrophic natural event. Funding has yet to be identified which could provide for the rapid restoration of physical equipment such that business could resume with limited interruption.

***Policy 14: Explore amending the Zoning and/or Subdivisions Ordinances to require all utilities to be placed underground for all new projects and major amendments to existing projects.***

The Town recently started drafting the Unified Development Ordinance (UDO). This policy will be explored during the two-year UDO drafting and adoption process. The project should be adopted in late 2013 and implemented in 2014.

***Policy 15: Explore the possibility of promoting or requiring xeriscaping as a water conservation measure.***

The Town recently started drafting the Unified Development Ordinance (UDO). This policy will be explored during the two-year UDO drafting and adoption process. The project should be adopted in late 2013 and implemented in 2014.

***Policy 16: Evaluate expanding the riparian buffer from 50 to 100 feet.***

The Town recently started drafting the Unified Development Ordinance (UDO). This policy will be explored during the two-year UDO drafting and adoption process. The project should be adopted in late 2013 and implemented in 2014.

***Policy 17: Utilize volunteer citizen committees, such as CERT or Public Safety Committee, to educate residents in preparing for natural hazards.***

Cert members received monthly training in 2012. The training topics included general emergency/ disaster preparedness and response, along with fire safety. Morrisville had 41 active CERT members in 2012.

***Policy 18: Seek Federal, State, and County funding opportunities to purchase property located completely or partially in FEMA designated floodplains in order to mitigate potential property damage and protect natural resources.***

The Town has not sought Federal, State, or Wake County funding to purchase property or land that is completely or partially located in FEMA designated floodplain.

# AFFIDAVIT OF PUBLICATION

STATE OF NORTH CAROLINA

COUNTY OF WAKE

Ad Number

0000450457

Advertiser Name: TOWN OF MORRISVILLE

Address: PO BOX 166  
MORRISVILLE, NC 27560

Town of Morrisville  
Town Council Public Hearing 6:30 pm  
Tuesday, April 23, 2013  
100 Town Hall Dr Morrisville, NC 27560  
Hazard Mitigation Plan: Receive feed-back on Morrisville Hazard Mitigation Plan 2012 Annual Report.  
Voluntary Annexation (ANX 13-01): 1.25-acre parcel located at 2000 Carrington Mill Boulevard.  
Voluntary Annexation (ANX 13-02): 0.46-acre portion of a parcel located at 0 Chapel Hill Road immediately south of Watkins Road.  
Contact 919.463.6199 for additional information  
N&O: April 9, 2013

Before the undersigned, a Notary Public of Wake County North Carolina, duly commissioned and authorized to administer oaths, affirmations, etc., personally appeared TIM WINSLOW, who being duly sworn or affirmed, according to law, doth depose and say that he or she is Accounts Receivable Specialist of The News & Observer a corporation organized and doing business under the Laws of the State of North Carolina, and publishing a newspaper known as The News & Observer, in the City of Raleigh, Wake County and State aforesaid, the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina, and that as such he or she makes this affidavit; and is familiar with the books, files and business of said corporation and by reference to the files of said publication the attached advertisement for TOWN OF MORRISVILLE was inserted in the aforesaid newspaper on dates as follows:

04/09/2013



Sworn to and subscribed before me

This 9th day of April, 2013

My Commission Expires: 2/17/15

Wendy D. Hakem  
Notary Signature

Tim Winslow

TIM WINSLOW, Accounts Receivable Specialist  
Wake County, North Carolina