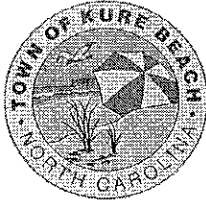


AGENDA

TOWN OF KURE BEACH TOWN COUNCIL

117 Settlers Lane ▪ Kure Beach, NC 28449



Dean Lambeth, Mayor
Chuck Keener, Mayor Pro Tem
Jim Dugan, Commissioner
Barry Nelder, Commissioner
Tim Fuller, Commissioner
Kaysie Pralle, Town Clerk

REGULAR MEETING

JANUARY 19, 2010 at 6:30 PM

CALL TO ORDER AND WELCOME - Mayor Dean Lambeth

INVOCATION - Pastor Joey Canady, Kure Beach First Baptist Church

PLEDGE OF ALLEGIANCE - Mayor Dean Lambeth

RECOGNITION AND AWARDS

PRESENTATIONS TO COUNCIL

- × Emilie Swearingen - Special Olympics Polar Plunge
- × Sean Cook, Pleasure Island Rentals - Gators on the beach

PERSONS TO ADDRESS COUNCIL

(3 Minutes - Please sign in with the Clerk before the meeting)

APPROVAL OF CONSENT AGENDA

1. Building Department report - December 2009
2. Finance Department report - December 2009
3. Fire Department report - December 2009
4. Police Department report - December 2009
5. WMPO Parking Study presented at the November 17, 2009 regular Council meeting
6. Resolution in support of New Hanover County Special Olympics
7. Council handbook (Dugan)
8. Accept re-appointment of Jean Martin, Jeannie Gordon, and Nancy Hughes to the Community Center Committee
9. Dare County Resolution - FEMA's National Flood Ins. Program support flood insurance claims for damages to structures suffering gradual coastal erosion
10. Meeting Minutes
 - × 12/9/2009 Special
 - × 12/9/2009 Closed
 - × 12/15/2009 Organizational/Regular

ADOPTION OF THE AGENDA

OLD BUSINESS

1. General Policy & Procedures for committees (Lambeth/Canoutas)
2. Revise General Policy & Procedures for committees (Fuller)
3. Town email accounts/legal requirements (Keener/Pralle)
4. Schedule a Managing Public Records Workshop NCDCCR/Budget for event (Pralle)
5. Ocean Front Park Update (Dugan)

NEW BUSINESS

1. Recommendation from Planning & Zoning Commission
Ordinance amendment/addition to the following ordinance:
Sec. 19-321.5. Prerequisite to construction, demolition, remodeling and impervious surfaces, etc.
2. Recommendations from Attorney Canoutas
 - a. Ordinance amendment to the following ordinance:
Sec. 2-41. Composition; terms of office.
 - b. Schedule a Public Hearing to hear public comment on amending the following ordinance:
Sec. 19-42. Qualifications.
3. Recommendation by Planning & Zoning Commission to accept appointment of Jim Vattr
4. Discussion and consideration of Council/Clerk form of government (Dugan)
5. Discussion and consideration of Budget Calendar for FY2010-11 (Fuller)
6. Discussion and consideration of Town calendar for 2010 (Fuller)
7. Discussion and consideration of revising town procedures for Town Administrator (Fuller)
8. Discussion and consideration of meeting date and time for Citizens Budget and Finance Advisory Committee appointments (Fuller)
9. Discussion and consideration of additionally appointing the Economic Development Committee studies to the Planning & Zoning Commission (Fuller)
10. Discussion and consideration of agenda review meetings schedule with staff and Council (Fuller)

11. Schedule joint meeting of the SLAP, Beautification and KB Marketing Advisory Committees for February 10, 2010 (Fuller)

EXECUTIVE SESSION

(If necessary)

ADJOURNMENT

COMMENTS/SUGGESTIONS FOR COUNCIL

The Kure Beach Town Council feels it is important to hear feedback from our residents about how we are doing and areas we may improve. In the area below, feel free to address any concerns or list any suggestions you have for the Council, meetings, procedures, etc. Please leave us your name and number if you would like someone to contact you.

Optional: Name & Number _____

Please return the agenda, with your comments/suggestions, to the agenda box by the door.

Thank you,

The Kure Beach Town Council

Pleasure Island Rentals
2 North Lake Park Blvd.
Carolina Beach, NC 28428
Shop # (910) 458 - 4747
Cell # (910) 228 - 8103

January 12, 2010

The Hon. Jim Dugan
Commissioner
Town Hall
Kure Beach, NC

Dear Commissioner Jim Dugan,

For the past 8 years my company, Pleasure Island Rentals (PIR), has provided a beach chair and umbrella rental service to visitors to our island. We serve customer from the north end of Carolina Beach to the south end of Kure Beach.

We serve our Carolina Beach clientele with onsite service through the use of a small John Deere Gator vehicle. This allows us to locate and install our product in the precise location desired by our customers.

Unfortunately at the present time Kure Beach does not allow use of any motorized vehicle on the beach. This prohibition makes it extremely inconvenient for our Kure Beach customers who incur an additional charge for PIR to truck chairs and umbrellas to their rental location and either carry and install the items on the beach or leave them for self installation.

The PIR Gator is a small, slow, very quiet vehicle that we have operated for eight years on Carolina Beach with no problems and no known complaints. If we were allowed to use our Gator on Kure Beach, it would enable us to provide safe, better and more economical service to our Kure Beach customers.

I would very much appreciate an opportunity to explain in greater detail to you and whoever else is appropriate the scope and manner of our services. I am available at your convenience and look forward to presenting my proposal at the Town Hall meeting this next Tuesday. Thank you for considering this request.

Very truly yours,

Sean Cook
Owner





Kure Beach Building Dept.-All Permits Issue Date: 10/1/2009 - 12/31/2009

PermitNo	Issue Date	Applicant	Owner	Project Addr	Est Cost	Fee	Descript	Final
Building								
5164	11/24/2009	OCEAN DUNES H O A INC,	OCEAN DUNES H O A INC,	1 NEPTUNE PL	\$175,000	\$1,025.00	Building 1500 General Re	
5167	12/15/2009	Ginsberg, Robert and Patti	Ginsberg, Robert and Patti	805 MISSISSIPPI AVE	\$25,000	\$250.00	Solar Installation	
				Total 2	\$200,000	\$1,275.00		
New Construction								
5157	10/5/2009	UPTON, TIMOTHY JOHN BARBARA	UPTON, TIMOTHY JOHN BARBARA	653 SETTLERS LN	\$6,983	\$150.00	To attach solar panel on r	
5160	10/28/2009	Talley, William and Cheryl	Talley, William and Cheryl	769 SETTLERS LN	\$38,000	\$300.00	New 20x17 Addition	
5161	11/6/2009	KB VILLAS LLC,	KB VILLAS LLC,	202 FORT FISHER BLV N	\$3,200	\$100.00	202 A-1 North Fort Fisher	
5162	11/18/2009	HASHEM, IMAD MARK ANGELA S	HASHEM, IMAD MARK ANGELA S	206 FIFTH AVE N	\$4,400	\$100.00	Window and door replace	
5168	12/29/2009	JONES, JENNINGS BRYAN	JONES, JENNINGS BRYAN	114 FIFTH AVE S	\$500	\$25.00	Greenhouse	
				Total New Construction 5	\$53,083	\$675.00		
pool								
5159	10/15/2009	Rob LaVecchia,	PIEDMONT HARDWOOD LUMB CO I,	1017 FORT FISHER BLV S	\$25,000	\$300.00	New 14x24 Pool	
				Total pool 1	\$25,000	\$300.00		
Renovations								
5163	11/20/2009	Sakurada, Matthew and Susan	Sakurada, Matthew and Susan	234 THIRD AVE N	\$16,000	\$200.00	Increasing size of back d	
5165	11/20/2009	Nielsen, Robert and Lynda	Nielsen, Robert and Lynda	133 FOURTH AVE N	\$12,000	\$200.00	Replace siding and repair	
5166	12/9/2009	FINEMAN, DAVID J ELIZABETH L	FINEMAN, DAVID J ELIZABETH L	1100 FORT FISHER BLV S	\$6,000	\$150.00	To replace 2 windows an	
				Total Renovations 3	\$34,000	\$550.00		
Replacement								
5158	10/12/2009	SLIVA, PHILIP L MNGT TRUST E	SLIVA, PHILIP L MNGT TRUST E	1100 SAND DOLLAR CT	\$9,390	\$150.00	replace sliding doors.	
				Total Replacement 1	\$9,390	\$150.00		
				Total Building 12	\$321,473	\$2,950.00		
CAMA								
09-011	10/5/2009	Plicher, Jerry	Plicher, Jerry	109 FORT FISHER BLV S	\$0	\$100.00		
09-012	11/5/2009	Lave, John	KB VILLAS LLC,	202 FORT FISHER BLV N	\$0	\$100.00		
08012	12/11/2009	LAWLEY, CHARLES C CHERYL H	LAWLEY, CHARLES C CHERYL H	829 FORT FISHER BLV S	\$0	\$100.00		
				Total 3	\$0	\$300.00		
				Total CAMA 3	\$0	\$300.00		
				Total Permits: 15	\$321,473	\$3,250.00		

Town of Kure Beach
FINANCIAL SUMMARY REPORT
6 MONTHS ENDING 12/31/2009

GENERAL FUND			
REVENUES	CURRENT BUDGET	ACTUAL 12/31/09	Y-T-D % COLLECTED
AD VALOREM TAXES	1,560,062	947,111	60.71%
MOTOR VEHICLE TAXES	26,180	12,290	48.61%
LOCAL OPTION SALES TAX	494,500	245,273	49.56%
NHC ABC REVENUES	15,424	6,164	39.96%
COMM. TOWER RENT	66,000	35,452	53.72%
FRANCHISE FEES & VIDEO TAX	126,710	78,003	61.56%
BUILDING PERMIT FEES	28,000	10,740	38.36%
GARBAGE & RECYCLING	215,801	117,534	54.46%
GF BALANCE APPROPRIATED	0	-	0.00%
ALL OTHER REVENUES	328,287	74,814	22.93%
	\$ 2,861,403	\$1,627,381	53.39%

WATER & SEWER FUND			
REVENUES	CURRENT BUDGET	ACTUAL 12/31/2009	Y-T-D % COLLECTED
WATER & SEWER CHARGES COLLECTED	\$ 1,253,757	\$ 766,581	60.85%
WF APPROPRIATED FUND BALANCE	\$ -	\$ -	0.00%
OTHER WATER & SEWER REVENUE	\$ 1,222,432	\$ 148,719	12.17%
	\$ 2,476,189	\$ 915,279	36.87%

EXPENDITURES

EXPENDITURES	CURRENT BUDGET	ACTUAL 12/31/2009	Y-T-D % SPENT
410 GOVERNING BODY	\$ 41,857	\$ 16,014	38.26%
411 TOWN CLERK	59,062	28,126	47.62%
412 COMMITTEES	31,100	16,725	60.21%
416 FINANCE DEPARTMENT	108,126	50,745	46.93%
420 ADMINISTRATION	234,108	130,240	55.63%
421 COMMUNITY CENTER	15,440	5,199	33.67%
430 ELECTIONS	8,520	4,839	56.78%
446 EMERGENCY MANAGEMENT	500	88	17.63%
460 TAX COLLECTION	35,000	2,027	5.79%
470 LEGAL DEPARTMENT	29,800	19,587	65.73%
510 POLICE DEPARTMENT	949,507	483,314	50.90%
530 FIRE DEPARTMENT	282,050	92,975	35.48%
531 LIFE GUARDS	146,587	98,451	68.81%
540 BUILDING INSPECTION/CODE ENFORCEMENT	102,973	43,719	42.46%
550 STREETS & SANITATION DEPARTMENT	835,765	361,599	43.21%
	\$ 2,861,404	\$ 1,353,649	47.31%

EXPENDITURES	CURRENT BUDGET	ACTUAL 12/31/2009	Y-T-D % SPENT
WATER ADMIN/LEGAL & FINANCE	\$ 276,225	\$ 130,804	47.35%
WATER DEPARTMENT OPERATIONS	\$ 1,375,092	\$ 775,223	56.46%
	\$ 1,649,317	\$ 906,027	54.83%

SPECIAL PROJECTS AND RESTRICTED FUNDS

WATER/SEWER EXPANSION RESERVE FUND - REVENUES	\$ 115,731	\$ 5,095	4.40%
WATER/SEWER EXPANSION RESERVE FUND - EXPENSES	-	-	0.00%

OTHER FINANCIAL OPERATING INFORMATION

Checking	\$ 859,491
Certificates of Deposit	\$ 254,681
Capital Management Trust	\$1,003,977
GRAND TOTAL	\$ 2,118,149

SPECIAL PROJECTS AND RESTRICTED FUNDS

POWELL FUND - REVENUES	\$ 55,800	\$ 63,554	113.80%
POWELL FUND - EXPENSES	\$ 55,800	\$ 8,230	14.75%
STORM WATER FUND - REVENUES	\$ 136,914	\$ 94,905	69.32%
STORM WATER FUND - EXPENSES	\$ 136,914	\$ 70,309	51.35%

DEBT PAYMENT SCHEDULE FOR FY 09-10

File	Veh Desc	VIN	Purchase Date	Amount Financed	Finance Period	First Pmt Date	Annual Payment	Last Pmt Date	Bal. Owed 12/31/2009	Int. Rate	Line Item	Payment Amount
3884	2004 Pierce Fire Apparatus		6/8/2004	204,089	8	6/8/2008	29,517	6/1/2012	82,917	3.36%	10-530-74-04	\$ 29,517.00
9817	2004 Ford Mini Pumper FD pays 1/2 Town pays 1/2 Amt reflected is GF allocation		11/29/2005	70,000	7	11/29/2005	11,448	11/29/2011	20,000	3.56%	10-530-74-04	\$ 5,723.87
2150	Police PD (2)-2007 F150 Trucks		5/1/2007	100,173	4	5/7/2007	26,487	5/7/2010	25,500	3.87%	10-510-74-04	\$ 26,487.00
2151			5/1/2007									
2152			5/1/2007									
2-08	Ford Taurus		1/18/2008	51,919	4	2/4/2008	10,685	2/4/2011	20,290	3.53%	10-510-74-04	\$ 10,685.00
2-09	Crown Vics		1/26/2009	61,720	4	1/26/2009	16,182	1/26/2012	45,537	3.27%	10-510-74-04	\$ 16,182.43
2695	Public Works 2007 Interntl Garbage Trk Service Truck Dump Truck		5/1/2007	150,980	5	5/7/2007	32,544	5/7/2011	61,477	3.89%	10-550-74-04	\$ 32,544.00
			7/18/2007	31,537	4	8/31/2007	8,356	8/31/2010	20,731	4.02%	30-810-74-04	\$ 8,356.00
			7/18/2007	49,846	4	8/31/2007	13,208	8/31/2010	-	-	30-810-74-04	\$ 6,604.00
											10-550-74-04	\$ 6,604.00
	Loader Backhoe		7/18/2007	70,000	5	8/31/2007	15,145	8/31/2011	28,555	4.12%	30-810-74-04	\$8,145
											10-550-74-04	\$3,500
											32-610-74-00	\$3,500
											10-550-74-00	\$4,921
											30-810-74-04	\$2,194
	Gator & Tractor		8/21/2009	26,925	7	12/1/2009	7,115	6/1/2012	20,071	3.42%	30-810-74-04	
	Capital Improvement Projects											
	Cutter Ct Drainage Proj		7/23/2005	875,000	16	7/23/2005	80,133	6/23/2020	670,761	4.40%	32-610-74-91	\$ 80,133.00
	Water Tower & Well House Town Hall Expansion		4/11/2007	926,006	15	10/11/2007	29,521	5/7/2022	1,034,062	3.92%	30-810-99-178%	41,118.48
			4/11/2007	261,181	15	10/11/2007	23,195	5/7/2022		3.92%	10-420-70-00	22% 11,597.52
	Water Tower & Well House Town Hall Expansion		4/11/2007	169,894	2	10/11/2007	32,983.16	5/7/2011	112,352	6.43%	30-810-99-91	\$58,899.16
			4/11/2007	47,919	2	10/11/2007	25,916	5/7/2011		6.43%		
	Ocean Front Park		12/19/2007	3,600,000	20	12/19/2008	148,066	12/19/2027	1,168,269	4.28%	40-585-00-00	\$148,173
	Total								3,310,522			

*Loan (A) totals include the Water Tower, Well House, & Town Hall Expansion (2nd Loan)

*Loan (B) totals include the Water Tower, Well House, & Town Hall Expansion (1st Loan)

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT DECEMBER, 2009

DATE	PURPOSE
12/04/09	EMS
12/07/09	FIRE FIGHTER I & II CLASS
12/11/09	FALSE ALARM
12/14/09	FIRE FIGHTER I & II CLASS
12/17/09	MUTUAL AID FPDF
12/17/09	CABLE DOWN
12/20/09	SMOKE SMELL
12/20/09	FALSE ALARM
12/21/09	MUTUAL AID CBFD
12/23/09	STRUCTURE FIRE
12/28/09	DRILL

All equipment checked and found to be in working order

Harold Heglar
Chief



KURE BEACH POLICE

114 N. 7TH AVENUE, KURE BEACH, NORTH CAROLINA 28499
TELEPHONE (910) 458-7586 • FAX (910) 458-9882

Police Activity Reports for December 2009

Page 1	Activity Log Event Summary Totals
Page 2	Arrest Status/Disposition Totals by Offense
Page 3	Citation Totals by Charge
Page 4	Civil Papers Summary Totals
Page 5	Criminal Papers Summary Totals
Page 6	Incident Status/Disposition Totals by Offense
Page 7	Chief's Notes

Activity Log Event Summary (Totals)

Kure Beach Police Department

(12/01/2009 - 12/31/2009)

Alarm Activation	1	Assist Other Agency - Fire	2
Assist Other Agency - Law Enforcement	1	Assist Other Agency - Medical	1
BOLO	1	Citizen Complaint	3
Domestic	2	Found Property / K-9	4
Information	3	Lost or Found Property	3
Noise Complaint	1	Special Assignment	1

Total Number Of Events: 23

Arrest Status/Disposition Totals by Offense

Kure Beach Police Department

(12/01/2009 - 12/31/2009)

Offense:	Further Invest.:	Inactive:	Closed/Cleared:	Arrest/No Supp.:	Arrest/No Invest.:	Felony:	Misd.:	Juvenile:	Adult:	Offense:
0410 - Aggravated Assault	0	0	1	1	0	1	0	0	1	1
0520 - Burglary - Non-Forced Entry	0	0	4	4	0	4	0	0	4	4
0600 - Larceny	0	0	1	1	0	0	1	0	1	1
0640 - Larceny - From Motor Vehicle	0	0	2	2	0	0	2	0	2	2
0690 - Larceny - All Other Larceny	0	0	1	1	0	1	0	0	1	1
1400 - Criminal Damage to Property (Vandalism)	0	0	2	2	0	0	2	0	2	2
2640 - Contempt of Court, Perjury, Court Violations	0	0	1	1	0	0	1	0	1	1
2670 - Trespassing	0	0	1	1	0	0	1	0	1	1
2690 - All Other Offenses	0	0	4	4	0	0	4	0	4	4
Totals:	0	0	17	17	0	6	11	0	17	17

Citation Totals by Charge

Kure Beach Police Department

(12/01/2009 - 12/31/2009)

Charge:	Number of Charges:
Speeding (Misdemeanor)	1
Speeding (Infraction)	1
No Operator License	1
Driving While License Revoked	2
Expired Registration	1
No Insurance	1
Other (Infraction)	1
Other (2nd Charge - Infraction)	6
Total:	14

Civil Papers Summary Totals (by Paper Type)

Kure Beach Police Department

(12/01/2009 - 12/31/2009)

Type of Civil Paper:	Total Served:	Total Returned:	Total Ret. to Clerk:	Total Issued:	Total Issued Outstanding:
Subpoena	0	3	0	0	0
Totals:	0	3	0	0	0

Criminal Papers Summary Totals (by Paper Type)

Kure Beach Police Department

(12/01/2009 - 12/31/2009)

Type of Criminal Paper:	Total Served:	Total Returned:	Total Ret. to Clerk:	Total Issued:	Total Issued Outstanding:
Criminal Summons	0	2	0	0	0
Warrant	0	2	1	0	0
Totals:	0	4	1	0	0

Incident Status/Disposition Totals (With Percentages) by Offense

Kure Beach Police Department

(12/01/2009 - 12/31/2009)

Primary Offense:	Total		Actual	% Unfounded:	Cleared	Cleared	Cleared	% Cleared:	Active:	% Active:	Inactive:	% Inactive:
	Reported:	Unfounded:										
0510 - Burglary - Forcible Entry	1	0	1	0%	0	0	0	0%	1	100%	0	0%
0520 - Burglary - Non-Forced Entry	6	0	6	0%	0	0	0	0%	6	100%	0	0%
0640 - Larceny - From Motor Vehicle	2	0	2	0%	0	0	0	0%	2	100%	0	0%
0660 - Larceny - From Buildings	1	0	1	0%	0	0	0	0%	1	100%	0	0%
0690 - Larceny - All Other Larceny	1	0	1	0%	0	0	0	0%	1	100%	0	0%
Totals:	11	0	11	0%	0	0	0	0%	11	100%	0	0%

Chief's Notes

Self Initiated Police Services:

Business Security Checks	341
Home Security Checks	305
Open Doors	0
Senior Welfare Checks	14

Training and Other Activity:

December 7-8, 2009: Jason Cummings and Jamie King attended Radar Recertification Class in Wilmington NC.

In-Service Training:

December 4, 2009: Ron Thigpen attended Firearms Qualifications Training at the NH County Range.

December 15-16, 2009: Dennis Cooper, Jamie King and Greg Barr attended Career Survival, Legal Update and Firearms Classroom Training at KBPD.

December 17, 2009: Dennis Cooper attended Firearms Qualifications at the NH County Range.

December 22, 2009: Ron Thigpen attended Drug Diversion for Patrol Officers Training at KBPD.

Respectfully yours,

Dennis Cooper
Chief of Police



TOWN OF KURE BEACH

*R*ESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF KURE BEACH

“SPECIAL OLYMPICS DAY”

WHEREAS, the Special Olympics of New Hanover County provides an important and worthwhile service to all the citizens of New Hanover County and,

WHEREAS, the citizens of Kure Beach and the Kure Beach Town Council are desirous of supporting the Special Olympics of New Hanover County and,

WHEREAS, the Special Olympics “Polar Plunge” is an important fundraising event for Special Olympics of New Hanover County and,

WHEREAS, the Special Olympics “Polar Plunge” is a special and worthwhile event for the residents of Pleasure Island that contributes to the social and business community of Pleasure Island,

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Kure Beach that February 20, 2010 is hereby declared to be “Special Olympics Day” in Kure Beach and all Kure Beach residents are encouraged to support and participate in Special Olympics Activities.

Adopted this the 19th Day of January, 2010.

Dean Lambeth, Mayor

ATTEST:

Kaysie Pralle, Town Clerk

Kaysie Pralle

From: SLACHETKA PAT [PMSLACK@charter.net]
Sent: January 12, 2010 09:17 PM
To: KAYSIE PRALLE TOWN CLERK Pralle
Subject: THREE MEMBERS ACCEPTED FOR THREE MORE YEARS

Hi Kaysie, I'm hoping that Frances Regan spoke with you today after our meeting. We did vote for all three members to continue their membership on the CC Committee for three more years. They are; Jean Martin, Jeannie Gordon, and Nancy Hughes. I believe Frances spoke to you about how it used to be done which wasn't at the meeting, I explained to her that this is what you asked that we do. Since we have approved all three, they now need to be approved by the Town Council members. Will you see to it that it gets put on the agenda for approval? Thanks, Pat S.



COUNTY OF DARE

Office of the Board of Commissioners
P.O. Box 1000, Manteo, North Carolina 27954

Warren Judge
Chairman

Allen Burrus
Vice-Chairman

Virginia Tillett
Mike Johnson
Richard Johnson
Max Dutton
Jack Shea

(252) 475-5700
Fax (252) 473-6312

Katie V. Smith
Clerk to the Board

Robert L. Outten
County Attorney

RES 09-12-29

**RESOLUTION TO REQUEST THAT NORTH CAROLINA COASTAL TOWNS
AND COUNTIES JOIN WITH THE COUNTY OF DARE IN ASKING THAT
FEMA'S NATIONAL FLOOD INSURANCE PROGRAM (NFIP) SUPPORT FLOOD
INSURANCE CLAIMS FOR DAMAGES TO STRUCTURES SUFFERING
GRADUAL COASTAL EROSION**

WHEREAS, The Federal Emergency Management Agency (FEMA) is responsible for administering the National Flood Insurance Program (NFIP); AND

WHEREAS, The NFIP does not currently cover damages as a result of gradual coastal erosion; AND

WHEREAS, Many of the nation's coastlines are being developed with homes and vacation resorts with the result being an increasing number of structures built on erosion-prone shores; AND

WHEREAS, Many of the oceanfront structures are facing collapse or damage as a result of this erosion; AND

WHEREAS, Property owners favor leaving their oceanfront structures on the beach and not removing them, even if there is no chance of the structure becoming habitable, as monetary support is not provided until the structure's foundation is submerged in the ocean; AND

WHEREAS, The Town of Nags Head supports removal of structures from the oceanfront beach if conditions exist that adversely affect the health, safety, and welfare of its residents and visitors; AND

WHEREAS, There would be strong incentive for property owners to remove their endangered oceanfront structures in a much more expeditious and safe manner if the NFIP supported flood insurance claims as soon as a structure became uninhabitable.

NOW, THEREFORE, BE IT RESOLVED, that the Nags Head Board of Commissioners does hereby request that FEMA's National Flood Insurance Program respond favorably to flood insurance claims filed by property owners with structures damaged as a result of gradual coastal erosion.

AND, BE IT FURTHER RESOLVED, that the Nags Head Board of Commissioners does hereby call upon the coastal counties and towns of North Carolina to join with them in the request that FEMA's National Flood Insurance Program support flood insurance claims for damages as a result of gradual coastal erosion.

This the 7th day of December 2009.

Warren C. Judge, III
Chairman, Dare County Board of Commissioners

[SEAL]

ATTEST

Katie Smith, Clerk

LAND OF BEGINNINGS

PRINTED ON RECYCLED PAPER

Rec'd 12/16/2009

Rhonda Creef

From: Rhonda Creef
Sent: Friday, December 11, 2009 10:09 AM
To: "Frush@emeraldilse-nc.org"; 'Clayton@townofduck.com'; 'cread@southernshores-nc.gov'; 'debbie@kdhnc.com'; "JStockton@kittyhawktown.net"; 'townmanager@atlanticbeach-nc.com'; 'manager@townofpks.com'; 'indianbeach@bizec.rr.com'; "Michael.moore@townofsurfcity.com"; 'townmanager@topsailbeach.org'; 'bsimpson@townb.org'; 'Tim.Owens@carolinbeach.org'; 'townadministrator@townofkurebeach.org'; 'jwalters@ci.oak-island.nc.us'; "Daisy@oigov.com"; 'david.hewett@hbtownhall.com'; 'bhsmith@north-topsail-beach.org'; Robert L. Outten; 'dscanlon@co.currituck.nc.us'; 'paul.spruill@beaufort.nc.gov'; 'mlawing@brunscosco.net'; 'johnl@carteretcountygov.org'; 'cclassen@hydecourtyncc.gov'; 'bshell@nhcgov.com'; 'david_smitherman@onslowcountyncc.gov'; 'pamilicoctymgr@embarqmail.com'; 'bentonr@pender-county.com'; 'rwoodruff@camdencourtyncc.gov'
Cc: Katie Smith
Subject: FEMA Resolution (3).pdf - Adobe Reader
Attachments: FEMA Resolution (3)

At their meeting held on December 7, 2009, the Dare County Board of Commissioners unanimously adopted the attached Resolution. They hope that your Boards will consider passing the same resolution or a similar version that is more suited to your individual community.

If you have questions, please call 252-475-5604.

Thanks.


Rhonda L. Creef, Deputy Clerk
Dare County Board of Commissioners

MINUTES



TOWN OF KURE BEACH TOWN COUNCIL

117 Settlers Lane ▪ Kure Beach, NC 28449

Mac Montgomery, Mayor
Jim Dugan, Mayor Pro Tem
Dean Lambeth, Commissioner
Barry Nelder, Commissioner
Jim Vatr, Commissioner

Michelle James, Town Administrator ▪ Kaysie Pralle, Town Clerk

SPECIAL MEETING

DECEMBER 9, 2009 at 5:00 P.M.

COUNCIL MEMBERS PRESENT:

Mayor	Mac Montgomery
Mayor Pro Tem	Jim Dugan
Commissioner	Dean Lambeth
Commissioner	Barry Nelder
Commissioner	Jim Vatr

COUNCIL MEMBERS ABSENT:

None

STAFF PRESENT:

Police Department	Dennis Cooper
Public Works	Sonny Beeker
Finance Department	Mandy Cummings
Town Clerk	Kaysie Pralle

Town Attorney A. A. Canoutas was in attendance. There was a quorum of the Town Council present.

PURPOSE

The purpose of the meeting is to conduct the annual evaluation of the Town Clerk, discussion & consideration of budget amendments and discussion & consideration of Atlantic Avenue speed bumps.

CALL TO ORDER AND WELCOME

Mayor Montgomery called the meeting to order at 5:00 pm.

1. Conduct a scheduled evaluation for the Town Clerk

ACTION - Commissioner Nelder MADE THE MOTION to table this item until the new Council takes office and let them evaluate the Clerk. Commissioner Lambeth seconded the motion. THE VOTE FAILED TWO TO THREE. Mayor Montgomery, Mayor Pro Tem Dugan and Commissioner Vatr were opposed.

Mayor Montgomery - The incoming Council has not worked with the Town Clerk and at her six month evaluation earlier this year the Council agreed to re-evaluate her again in December.

Commissioner Nelder - Requested to be excused from voting.

ACTION - Commissioner Vatr MADE THE MOTION to go into Closed Session to conduct the Town Clerk's one year evaluation. Mayor Pro Tem Dugan seconded the motion. THE VOTE PASSED FOUR TO ONE. Commissioner Nelder was opposed.

Council returned to open session at 5:15 pm.

Mayor Montgomery - We completed the one year evaluation and since there is no action to be taken we will move to the next item on the agenda.

Commissioner Nelder - I want to say that she is doing a great job.

2. Police Department K9 Budget Amendment

Mayor Montgomery - There were funds that were donated last year from private donors that were not carried forward to this years budget. Budget amendment BA#09-05 was for \$2,067.00 and budget amendment BA#09-06 was for \$2,000.00. The total budget amendment amount is \$4,067.00.

ACTION - Commissioner Nelder MADE THE MOTION to approve the proposed budget amendments. Mayor Pro Tem Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

3. Water/Sewer Capital Budget Amendment

Mayor Montgomery - The proposed budget amendment BA#09-04 would be to move funds totaling \$58,899.16 from depreciation reserve to cover the first water tower loan.

ACTION - Commissioner Vatr MADE THE MOTION to approve budget amendment BA#09-04 in the amount of \$58,899.16. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

4. Discussion and consideration of removing speed bumps on Atlantic Avenue & contract amendment to replace with four (4) speed humps

Commissioner Lambeth - We are under contract for the sewer rehab project and can make adjustments to the contract price to do away with the speed bumps on Atlantic Avenue. He proposes doing away with the nine speed bumps and replace with three speed humps.

Mayor Montgomery - The contract for repaving the street is funded by economic stimulus monies and grants from the Clean Water Management Trust Fund (CWMTF). The completion date is March 1, 2010. If we do not put the speed bumps in, at the end of the contract we could do a change order and reduce the payment to the contractor. There is breathing room if you choose not to do what is in the contract.

Commissioner Lambeth - The point is not to do something twice.

Commissioner Vattrt - Recommends holding a public hearing in January to give Public Works Director Beeker the proper time to prepare for the hearing.

Tony Gonsalves, SLAP committee - Originally there were seven speed bumps on Atlantic Avenue. The reason that Wilmington removed all speed humps is that they simply did not work. One of the reasons is because of the adverse affect on emergency vehicles, time to respond and abuse to personal vehicles.

Mayor Montgomery - Recommends Council table this issue and turn over to the new Council.

Commissioner Lambeth - Our first obligation is the safety of the residents.

Gabby Kraus, resident - If we don't spend the money, does it get returned?

Mayor Montgomery - If it is not spent, it is returned to the grantor.

ACTION - Commissioner Nelder MADE THE MOTION to table this item and have new Council address the issues. Commissioner Lambeth seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

ADJOURNMENT

ACTION - Commissioner Vattrt MADE THE MOTION to adjourn the meeting at 5:30 pm. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Dean Lambeth, Mayor

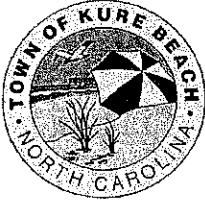
Kaysie Pralle, Town Clerk

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting. Persons wishing to hear the recording of this meeting may request to do so by contacting the Town Clerk.

MINUTES

TOWN OF KURE BEACH TOWN COUNCIL

117 Settlers Lane ■ Kure Beach, NC 28449



Mac Montgomery, Mayor
Jim Dugan, Mayor Pro Tem
Dean Lambeth, Commissioner
Barry Nelder, Commissioner
Jim Vattr, Commissioner
Kaysie Pralle, Town Clerk

ORGANIZATIONAL MEETING DECEMBER 15, 2009 at 6:30 PM

COUNCIL MEMBERS PRESENT:

Mayor	Mac Montgomery
Mayor Pro Tem	Jim Dugan
Commissioner	Dean Lambeth
Commissioner	Barry Nelder
Commissioner	Jim Vattr
Commissioner-elect	Tim Fuller
Commissioner-elect	Chuck Keener

COUNCIL MEMBERS ABSENT:

None

STAFF PRESENT:

Police Department	Dennis Cooper
Building Department	John Batson
Town Clerk	Kaysie Pralle

Town Attorney A. A. Canoutas was in attendance. There was a quorum of the Town Council present.

CALL TO ORDER

Mayor Mac Montgomery called the meeting to order at 6:30 pm. Pastor Richard Graff of Kure Memorial Lutheran delivered the invocation. Mayor Mac Montgomery led in the Pledge of Allegiance.

Mayor Montgomery made the announcement that today our Finance Officer Jennifer Watson delivered an 8 lb 12 oz baby girl.

RECOGNITION AND AWARDS

Mayor Montgomery introduced New Hanover County (NHC) Assistant County Manager, Andre' Mallette, NHC Emergency Management Director, Warren Lee, NHC Commissioner, Bill Caster, NHC Commissioner, Jonathan Barfield, Representative Danny McComas and NC Court of Appeals Judge Ann Marie Calabria.

PRESENTATIONS TO COUNCIL

* Audit firm Thompson, Price, Scott and Adams to present 2008-09 Audit

Mayor Montgomery introduced auditor Greg Adams from Thompson, Price, Scott and Adams who conducted the 2008-09 Audit. He noted the audit was forwarded to the treasurer's office on November 30th.

Mr. Adams distributed a summary of the audit which is incorporated by reference and made a part of these minutes.

Commissioner Vattr - Greg's team did an outstanding job.

Mr. Adams - CPA Jason Keller did a great job helping Finance Officer Watson with the details through out the year.

Mayor Montgomery - The audit will be available online before the end of the year. The results from the state treasurer's office, once available, will also be posted to the website and on file in the Clerk's office.

PERSONS TO ADDRESS COUNCIL

(3 Minutes - Please sign in with the Clerk before the meeting)

APPROVAL OF CONSENT AGENDA

1. Building Department report - November 2009
2. Finance Department report - November 2009
3. Fire Department report - November 2009
4. Police Department report - November 2009
5. Accept resignation from Chuck Kenner, Economic Development Committee
6. Accept resignation from Tim Fuller, Planning & Zoning Commission
7. Appointment of Linda Cheshire as Alternate member of the SLAP Committee
8. Approval of Mayor-elect Lambeth, Mayor-Pro Tem-elect Keener, Commissioner-elect Fuller, and Finance Officer Watson as signers on the Town checking account
9. BB&T Power of Attorney
10. Meeting Minutes
 - * 11/17/2009 Workshop - Transition
 - * 11/17/2009 Closed
 - * 11/17/2009 Regular
 - * 11/24/2009 Workshop - Pre-Organizational

ACTION - Commissioner Vattr **MADE THE MOTION** to add as item # 9 BB&T Power of Attorney and adopt the consent agenda as amended. Mayor Pro Tem Dugan seconded the motion. **THE VOTE OF APPROVAL WAS UNANIMOUS.**

ADOPTION OF THE AGENDA

ACTION - Mayor Pro Tem Dugan **MADE THE MOTION** to adopt the agenda. Commissioner Nelder seconded the motion. **THE VOTE OF APPROVAL WAS UNANIMOUS.**

OLD BUSINESS

1. Time of service recognition for Commissioner Vatrt (Dugan)

Mayor Pro Tem Dugan - Commissioner Vatrt has been an asset to the Town in the finance department. The reason that we have such an excellent report is because of him. Mayor Pro Tem Dugan presented Commissioner Vatrt with a plaque of recognition for his time of service.

Commissioner Vatrt - This has been the best two years he has had in Kure Beach. He appreciates all the support.

2. Time of service recognition for Mayor Montgomery (Dugan)

Mayor Pro Tem Dugan - Mayor Montgomery had a single-handed ability to twist arms in Raleigh and to return with pockets full of money. He noted that on the pressing issues Mayor Montgomery was able to gather consensus from Council to get the issue taken care of. Mayor Pro Tem Dugan presented Mayor Montgomery with a plaque of recognition for his time of service as commissioner and a gavel for his service as mayor.

Mayor Montgomery - I am very proud to have served my community. I am proud and honored. He thanked his wife Carol, daughter Rhoda and granddaughter Hannah for supporting him.

NEW BUSINESS

1. North Carolina Court of Appeals Judge Ann Marie Calabria to administer Oaths of Office

NC Court of Appeals Judge Ann Marie Calabria administered Oaths of Office to Mayor-elect Dean Lambeth, Commissioner-elect Chuck Keener and Commissioner-elect Tim Fuller.

2. Election of Mayor Pro Tempore

ACTION - Mayor Dean Lambeth MADE THE MOTION to nominate Commissioner Chuck Keener as Mayor Pro Tem. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

3. Appointment of Town Attorney

ACTION - Mayor Dean Lambeth MADE THE MOTION to re-appoint Attorney Canoutas as the Town Attorney. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

4. Appointment of Town Clerk

ACTION - Commissioner Nelder MADE THE MOTION to re-appoint Kaysie Pralle as the Town Clerk. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

5. Council Appointments and Assignments

- a. Mayor Lambeth - Police Department Liaison, Fire Department Liaison, Street Festival Committee, Parks & Recreation Committee, Kure Beach Marketing Advisory Committee and the Tourism Development Authority (TDA) designee
- b. Mayor Pro Tem Keener - Administration/Customer Service Liaison, Personnel Officer, Beautification Committee and Shoreline Access & Parking Committee (SLAP)
- c. Commissioner Dugan - Public Works Liaison, Hall of Fame Committee, Ocean Front Park, Kure Beach/Carolina Beach Water & Sewer Authority representative, Wilmington/New Hanover Port, Waterway & Beach Commission designee and Wilmington Metropolitan Planning Organization Technical Advisory Committee (MPO/TAC) designee
- d. Commissioner Nelder - Zoning/Inspections Liaison, Planning & Zoning Commission, Board of Adjustments and Beach Protection Committee
- e. Commissioner Fuller - Finance Commissioner, Budget Officer, Community Center Committee, Citizens Finance and Budget Advisory Committee and Wilmington/New Hanover Port, Waterway & Beach Commission designee

ACTION - Commissioner Fuller MADE THE MOTION to approve the Council appointments. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

6. Schedule Town Council Retreat - January 9, 2010 at the Kure Beach Community Center from 11:00 am - 5:00 pm

ACTION - Commissioner Fuller MADE THE MOTION to schedule a Town Council Retreat for Saturday, January 9, 2010 at the Kure Beach Community Center from 11:00 5:00. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Clerk is to advertise for the retreat.

7. Discussion and consideration of assigning the Wilmington Metropolitan Planning Organization Traffic Study and the NC State School of Design Economic Development Study to the SLAP Committee, Beautification Committee and the Kure Beach Marketing Advisory Committee

Commissioner Fuller - The Economic Development Committee gathered information that overlapped with all the committees listed.

ACTION - Commissioner Fuller MADE THE MOTION to assign the Wilmington Metropolitan Planning Organization Traffic Study and the NC State School of Design Economic Development Study to the SLAP, Beautification and KB Marketing Advisory Committees and have them report back to Council with preliminary recommendations by the February Council meeting. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

8. Discussion and consideration of suspending the Economic Development Study Committee pending a review by other committees

Commissioner Fuller - While the SLAP, Beautification and KB Marketing Advisory Committees are reviewing the economic development studies, the Economic Development Study Committee would wait for their recommendations.

Commissioner Dugan - For clarification, this committee will not meet until a review from the other committees has been completed.

Commissioner Nelder - Is this a temporary suspension?

Commissioner Fuller - Yes

ACTION - Commissioner Fuller MADE THE MOTION to suspend the Economic Development Study Committee until a preliminary review has been submitted by the other committees. Commissioner Nelder seconded the motion. THE VOTE PASSED FOUR TO ONE. Commissioner Dugan was opposed.

9. Discussion and consideration of amending the Administration Liaison's duties to include Customer Service

Mayor Lambeth - What we want to move toward is a friendlier customer service environment at Town Hall.

Dugan - What are the duties of the Administration Liaison?

Lambeth - This is something that he and the newest members of Council have been discussing and he would like Mayor Pro Tem Keener to take on this role. He will be the go-to person at Town Hall for requests from Town staff.

Commissioner Dugan - The police, fire and public works department have more involvement with residents than the Town Hall staff does.

Commissioner Nelder - I know it is the sincere and hope to better our customer service. I think we should go ahead and approve this.

ACTION - Commissioner Fuller MADE THE MOTION to appoint Mayor Pro Tem Keener as Administration Liaison and he is to come up with a description and definitions to discuss at the January Council Retreat. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

10. Discussion and consideration of establishing a Citizens Finance and Budget Advisory Committee

Commissioner Fuller - The idea is to have residents looking over our shoulder and giving us their input. The Town staff does a great job, but having citizen input at the beginning is very important.

Commissioner Dugan - Is part of this decision to establish this committee because there are not enough people in the finance department?

Commissioner Fuller - No

Commissioner Dugan - Is there something that our finance department doesn't know or can't do?

Commissioner Fuller - The idea is to have independent citizen input. Many of the budget meetings are not attended. This is a way of setting up some citizen input.

ACTION - Commissioner Nelder **MADE THE MOTION** that the Kure Beach Town Council establish a Citizen Finance and Budget Advisory Committee and the Town Clerk is directed and authorized to advertise for interested persons to apply for membership in the committee. Mayor Pro Tem Keener seconded the motion. **THE VOTE PASSED FOUR TO ONE.** Commissioner Dugan was opposed.

11. Discussion and consideration of amending the Stormwater Committees mission statement to include environmental awareness (Nelder)

Commissioner Nelder - Our Stormwater committee has met its goal and Public Works Director Beeker is handling the Town's storm water issues. We are required by state law to have a storm water committee. An important goal is to preserve our environment for future generations. There are quite a few citizens that have already shown interest in this committee. This committee would work closely with the Cape Fear Arch Collaboration. He hopes to have the first meeting on Tuesday, January 12, 2010. The first duty would be to draft a mission statement.

Town Clerk is to contact current members to notify them of the change and to advertise for new members.

ACTION - Commissioner Nelder **MADE THE MOTION** to rename the Stormwater Committee the Stormwater and Environmental Committee. At it's January meeting, the committee will update its mission statement and consider a new name for the committee. Commissioner Fuller seconded the motion. **THE VOTE OF APPROVAL WAS UNANIMOUS.**

EXECUTIVE SESSION

(If necessary)

ADJOURNMENT

ACTION - Commissioner Dugan MADE THE MOTION to adjourn the meeting at 7:22 pm. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Dean Lambeth, Mayor

Kaysie Pralle, Town Clerk

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting. Persons wishing to hear the recording of this meeting may request to do so by contacting the Town Clerk.



General Policy and Procedures For Committees

Council has a responsibility for the creation and management of all ad hoc on standing committees.

- A. Any resident of Kure Beach is eligible to serve on appointed committees. No person may be appointed, serve or in any way be associated with any committee, board or any other Town sponsored activity or organization if that person has unpaid financial obligations to the Town. Such obligations include past due taxes, water and sewer and related fees more than 60 days in arrears and any unpaid citations issued by any agency of the Town, unless such obligations are under contestation. A person becomes eligible to serve once the Town Finance officer or Town Clerk certifies that all financial obligations to the Town of Kure Beach have been satisfied.
- B. Whenever any appointee shall incur three unexcused absences, said appointee's failure to attend shall be reported by the presiding officer of the respective board, committee, commission or authority. Such unexcused absences on the part of any appointee may, at the election of the Chairman of the Board, be deemed to constitute resignation on the part of the appointee, from such board, committee, commission or authority. Excused absences are defined as absences caused by events beyond one's control and are subject to approval by the board on which the appointee is serving.

Upon such resignation and acceptance, the committee may recommend a replacement from the applications of person who applied for the last vacancy on such board, committee, commission or authority.

Appointments are done by the Town Council.

- C. Appointees must uphold Town policies pertaining to the committee on which he/she serves.
- D. In the event an issue comes before a committee or authority and a member of that committee has a financial, personal, or employment related interest in the outcome of the issue, that member should notify his/her fellow members that he/she has a potential conflict of interest and request that he/she be excused from voting.
- E. Each year committees should turn in a budget for their projected initiatives. Budgets should be turned into the Town Administrator according to the budget calendar. Any expenditures within the approved budget must have the chair signature and be submitted to the Budget Officer for payment. All unbudgeted expenses (with no prior discussion or beyond budget allocation) must be presented to Council before payment will be made. Committees are not empowered to contractually obligate the Town financially, unless empowered by Council.

- F. The Mayor and Commissioners will have available to him/her a list of all Town appointments with following data provided:
1. Name of committee
 2. Brief function of each committee
 3. Motion or statute creating commission
 4. Number of members and terms of office
 5. Current members, addresses, phone numbers, terms of office, numbers of terms served, and term expiration dates
 6. Regular meeting day, time and location
- G. All applications received shall be retained for at least one (1) year.
- H. All committees are ad hoc and serve at the pleasure of Council.
- I. Committees
1. Elect chairperson and secretary for a term of up to three years.
 2. Committees should be appointed for a specific purpose or to complete a specific task or project, and should not deal with matters outside of that specific charge.
 3. Committee conducts regularly scheduled meetings, open to the public, with meeting recorded and notes taken.
 4. Committee must submit to the Town Clerk written meeting minutes on a timely basis. Clerk to distribute minutes to Council. Committees may present to Council at Town meetings, as necessary.
 5. Request and Approval for funds shall be submitted to Council based on budget cycle.
 6. It is the responsibility of the Council Liaison to ensure committee member decorum.

Revised May 5, 2009

Approved June 16, 2009

Town of Kure Beach
General Policy and Procedures for Committees
Revised and updated January 19, 2010

I. General Policy Regarding Committees

A. The Kure Beach Town Council is responsible for the creation and management of all ad hoc and standing committees and boards of the Town. The Town Council will fix the membership number of each committee unless otherwise prescribed by statute.

B. It is the policy of the Kure Beach Town Council that all committee membership will represent a cross section of the Town of Kure Beach to the extent possible consistent with the goals and operations of the committee.

C. All committees or boards required by the N.C. General Statutes will perform the duties and functions required by the statutes. Anything in this policy relating to such committees is superseded by the statutory requirements.

D. Committees and appointees thereto must uphold Town policies pertaining to the committee. The Kure Beach Town Council may, at its discretion, replace any committee member who violates town policies or conducts themselves in any way detrimental to the Town or the purpose of the committee.

F. All committees and boards, unless required by statute, are ad hoc and serve at the pleasure of the council.

G. The Kure Beach Town Council may waive, at the discretion of council, any policies or procedures herein set forth.

II. Committee Membership

A. Any Kure Beach resident or any person owning property in Kure Beach is eligible to serve on appointed committees except that members of the Kure Beach Board of Adjustment must be full time residents of Kure Beach.

B. No person may be appointed to, serve on, or in any way be associated with any committee if that person has an unpaid financial obligation to the Town.

1. Such obligations include past due taxes, water and sewer and related fees more than 60 days in arrears, unpaid citations unless under contest or other obligations as may be determined by the Town.

2. A resident or property owner becomes eligible to serve upon certification by the Town Finance Officer or Town Clerk that all financial obligations to the Town of Kure Beach have been satisfied.

C. No person may be appointed to or serve on any committee except upon submittal of proper application and appointment by a vote of the Kure Beach Town Council.

III. Committee Terms and Vacancies

A. All committee appointees will serve a term fixed by the Kure Beach Town Council. A schedule of such terms shall be maintained by the Town Clerk.

B. Committee members are required to attend all regularly scheduled committee meetings unless excused by the committee chair or a vote of the committee. Three

unexcused absences shall be deemed a resignation from the committee and reported as such to the Kure Beach Town Council. Vacancies resulting from such absences shall be filled according to the procedure listed below.

C. The chair of each committee shall report all committee vacancies to the Town Clerk who is hereby authorized to advertise for volunteers to submit applications to serve on town committees.

D. Vacancies on committees will be filled by the following procedure:

1. Applications received by the clerk will be forwarded to the appropriate committee and Town Council members for review. All applications shall be retained for a period of one (1) year.

2. Incumbent committee members will interview applicants at a regularly scheduled meeting of the committee in open session.

3. In open session, committee members will, by vote of the committee, select two applicants for each vacancy to forward to Town Council for consideration.

4. Town Council will, by vote of the council, approve one applicant for each position. The Town Council may reject any and all committee recommendations and appoint any qualified person to fill any committee vacancy.

5. The reappointment of a current committee member shall not require the submittal of an application or the recommendation of two applicants for the appointment.

IV. Committee Responsibilities

A. Committees, commissions or boards established by state statute will perform the duties and functions required by the statute.

B. Committees shall organize themselves by electing a chairperson and secretary.

C. Committees shall conduct regularly scheduled meetings, open to the public, with meeting minutes and actions recorded.

D. Committees shall diligently pursue the objectives or tasks assigned by the Town Council and shall regularly report to the Town Council on the progress of their work.

E. Annually, committees shall prepare and submit to the Town Council a budget for their projected initiatives. (See VI below.)

F. Committees shall at all times conduct their business with proper decorum and with due regard to the greater good of the Town of Kure Beach.

G. Committees shall, at the beginning of each calendar year, submit to the Town Clerk a list of all current committee members, member contact information, terms of office of each member and the regular meeting date, time and location.

V. Conflicts of Interest

A. If a committee member has a financial, personal, or employment related interest in an issue that comes before the committee, that member should notify the committee chair and committee members of such interest and be excused from voting on the matter.

B. Any question relating to a potential conflict of interest should be referred to the Kure Beach Town Attorney for advice and counsel.

VI. Committee Budgets and Expenditure of Funds

A. At the beginning of each budget cycle, committees shall submit to the finance commissioner a budget for the coming year. Such budgets should include all expected expenditures and a recommended source of funding whether it be receipts for expected activities, grants or the revenue of the Town.

B. No committee may expend funds except upon approval of the Finance Officer or the issuance of a proper purchase order or contract by Town staff.

C. Committees shall follow all town procedures and state requirements in the solicitation of bids and the issuance of purchase orders or contracts.

D. Committees shall not financially obligate the Town except as authorized by an approved appropriation or purchase order properly approved and executed.

VII. Committees and the North Carolina Open Meetings Law

A. All committees, commissions and boards of the Town of Kure Beach are subject to the North Carolina Open Meetings Law.

B. It is the intent of Kure Beach Town Council that the Town Council of Kure Beach and all boards, commissions and committees of the Town of Kure Beach will comply with the letter and spirit of the Open Meetings Law.

C. All committees, boards and commissions of the Town of Kure Beach will conduct regularly scheduled meetings, open to the public, with meeting records and minutes taken.

D. It is the express policy of the Kure Beach Town Council that no committee, commission or board appointed by the Town Council shall conduct any "closed" or "executive" session.

E. Committees may conduct special meetings but such meetings must be advertised as required by North Carolina General Statutes.

NC EMAIL RETENTION CHECKLIST

Evaluate your e-mail and determine whether it meets the legal definition of a record. If so, retain and file it in accordance with your agency's authorized records retention schedule. Here are some guidelines:

FILE IT

- ✓ **Issues policy**
- ✓ **States decisions**
- ✓ **Outlines procedures**
- ✓ **Shows action**
- ✓ **Gives guidance**
- ✓ **Is unique**
- ✓ **You're not sure**

TOSS IT

- X **Reservations for travel**
- X **Confirms appointments**
- X **Personal messages**
- X **Transmits other documents without comment**
- X **Junk mail**

REMEMBER

- Your email contains public records. See NCGS 132.
- Utilize the retention schedule for your office to determine how long to keep your records.
- Print out email that needs to be kept for more than 10 years, including records to go to the State Archives.
- DO NOT use email for confidential information or records.
- Your email is part of your job. No expectation of privacy or confidentiality applies.

QUESTIONS?

- Call (919) 733-3540 or email records@ncmail.net
- Visit <http://www.ah.dcr.state.nc.us/sections/archives/rec/>

ELECTRONIC RECORDS AND DIGITAL IMAGING

Q. *When can I delete my email?*

- A.** Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. It is the content of each message that is important. If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. It is inappropriate to destroy email simply because storage limits have been reached.

Three of our publications will be particularly helpful (available online at <http://www.records.ncdcr.gov/>):

- *E-Mail as a Public Record in North Carolina: Guidelines for its Retention and Disposition*
- *E-Mail User Guidelines Checklist*
- *North Carolina Public Records with Short-Term Value: Guidelines for their Retention and Disposition*

Q. *We have an imaging system. Do we have to keep the paper?*

- A.** You may scan any record, including permanent records. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self Warranty process, develop an Electronic Records Policy, and complete a copy of the **Request to Destroy Records Duplicated by Electronic Means**, (located at the end of this schedule). Then submit all three to us.

Permanent records must have a preservation copy as defined by G.S. §132-8.2:

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the **Request to Destroy Records Duplicated by Electronic Means** form for our approval.

Q. *Do I have to print my email to file it?*

- A.** As long as the email is not a permanent record, as defined by the schedule, you may elect to keep it in electronic format.

Q. *Computer storage is cheap. I'll just keep my computer records.*

- A.** The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. *I use my personal email account for work. No one can see my personal email.*

- A.** The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records "made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions" are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

Frequently Asked Questions

What is a “records retention and disposition schedule”?

This document is a tool for the employees of local government departments across the state to use when managing the records in their offices. It lists records commonly found in local government offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. The schedule is an agreement between your office and the Dept. of Cultural Resources. Schedules serve as the inventory and schedule that the DCR is directed by G.S. 121-5 and G.S. 132-8 to provide.

Is email a public record?

Email is just as much a record as any traditional paper record, and must be treated in the same way. It is the content of each message that is important. If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. There are three publications on our website that are helpful:

E-mail as a Public Record in North Carolina: Guidelines for its Retention and Disposition

E-mail User Guidelines Checklist

North Carolina Public Records with Short-Term Value, Guidelines for their Retention and Disposition

When can I destroy records?

Each records series listed on the retention and disposition schedule has specific disposition instructions for how long that series must be kept in your offices. Once your office has approved the records retention and disposition schedule and the retention period is met, you may destroy the records.

Do I have to shred everything?

Confidential records should be shredded or destroyed in some other secure fashion. Routine records may be recycled or buried or destroyed in any manner that keeps the records from being reused.

What do I do with permanent records?

Permanent records should be maintained forever in the office that created the records. They must also have a preservation duplicate, which is either a paper or microfilm copy. The State Archives will store the silver halide (original) copy of your microfilm, as long as it has been properly processed.

How can we learn more?

Local records analysts provide workshops to local agencies and organizations, including Managing Public Records: Law and Practice in North Carolina; Scanning Public Records: Laying the Groundwork; Disaster Preparedness & Recovery.

Published Resources available on Government Records Branch Website

E-Mail

- E-Mail as a Public Record in North Carolina: Guidelines for its Retention and Disposition (August, 2002)
- E-Mail User Guidelines Checklist
- *Managing Your Inbox: E-Mail as a Public Record (online tutorial)*

Electronic Records

- Digital Imaging Systems Guidelines (August, 2003)
- Recommended Digital File Formats (March, 2007)
- Archival Process for Data and Image Preservation: The Management and Preservation of Digital Media (April, 2008)
- Best Practices for File-Naming (May, 2008)
- NC Guidelines for Managing Public Records Produced by Information Technology Systems (April, 2000)
 - Addresses admissibility issues
 - Self-Warranty form is required for approved imaging systems
- Public Database Indexing Guidelines (April, 1996)
- Security Backup Files as Public Records In North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files (August, 2002)
- Web Site Guidelines (July, 2006)
- *Managing Electronic Public Records (online tutorial)*

Records Management

- *Managing Public Records for Local Government Agencies (online tutorial)*
<http://www.records.ncdcr.gov/MPRlocalgovernment/index.html>

Helpful Websites

Digital Imaging:

DCR's Guidelines for Digital Imaging Systems: www.records.ncdcr.gov/e_records/managerec.htm

DCR's Best Practices for File-naming: www.records.ncdcr.gov/e_records/filenaming_20080508_final.pdf

AIIM: www.aiim.org

NC ECHO Guidelines for Digitization: www.ncecho.org/guide/toc.html

Records Management:

Government Records Branch: www.records.ncdcr.gov/

DCR Archives & History: www.history.ncdcr.gov/

General Assembly: <http://www.ncga.state.nc.us/gascripts/statutes/StatutesTOC.pl>

Disaster Preparedness:

SOLINET: www.solinet.net/preservation/

NEDCC: www.nedcc.org

ConservationOnLine: <http://palimpsest.stanford.edu/bytopic/disasters/>

FEMA: www.fema.gov

Public Electronic Records Officer Registration Form

Check appropriate boxes; type or print other information. If you need help, call SPRCS at (919) 733-7305.

Electronic Records Source Registration			
<input type="checkbox"/> County	<input type="checkbox"/> Municipality	<input type="checkbox"/> State Agency	<input type="checkbox"/> Other
Full Name of County, Municipality, State Agency, or Other Records Source			
Short Name or Acronym for Source (optional)			

Electronic Records Officer (ERO) Registration			
Electronic Records Officer Postal Mailing Label		Name of ERO	
		Job Title	
		Telephone	Fax
		State Courier Code (if available)	Internet Address (if available)
Do You Have Access to the Internet? <input type="checkbox"/> Yes <input type="checkbox"/> No		Which Method of Quick Contact Do You Prefer? <input type="checkbox"/> Fax <input type="checkbox"/> Phone <input type="checkbox"/> Internet E-Mail	
A. Do You Use a Personal Computer? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", complete B &	B. Computer Type <input type="checkbox"/> IBM-compatible <input type="checkbox"/> Apple	C. Does Your Computer Have a Modem? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Electronic Records Officer's Signature			Date

Agency Authorization	
Name of Authorizing Officer	
Authorizing Officer's Title	
Authorizing Officer's Signature	Date

Fax completed form to State Public Records Cataloging Services, (919) 733-8807, or mail to: SPRCS, Division of Archives and History, 109 East Jones Street, Raleigh, NC 27601-2806
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North Carolina Department of Cultural Resources
Division of Historical Resources
Archives & Records Section
Government Records Branch



NORTH CAROLINA
DEPARTMENT OF
CULTURAL
RESOURCES
www.ncdcr.gov

E-mail as a Public Record in North Carolina: A Policy for Its Retention
and Disposition

Revised July 2009

Table of Contents

1 General Policies	4
1.1 Purpose of this E-Mail Policy	4
1.2 Key Definitions	4
1.3 Ownership of E-Mail Messages	5
1.4 Staff Who Telework or Travel	5
1.5 Use of Personal E-Mail Accounts	5
1.6 Use of Alternate Technologies	5
1.7 Policy Review and Updating	6
2 Managing E-Mail Messages as Public Records	6
2.1 Classifying E-Mail Messages	6
2.2 Managing Retention and Disposition	7
2.3 Backups	8
2.4 Preservation	9
3 Access to E-Mail Messages	9
3.1 Confidentiality	10
4 E-Discoveries	10
5 Appropriate Use of E-Mail	11
5.1 Responsibility for Appropriate Use	11
5.2 Inappropriate Uses of E-Mail	11
5.3 Enforcing Appropriate Use	12
6 Technical Security	13
7 Staff Departure	13
8 Training	14
9 Relationships with Existing Policies	14
10 Conclusions	15

11 Contact Information for Government Records	15
Appendixes	17
Appendix 1 – Definitions	17
Appendix 2 – Policies Applicable to Executive Branch Employees	19
Bibliography	20

1 General Policies

1.1 Purpose of this E-mail Policy

Increasingly, public employees rely on electronic mail (e-mail) as a quick and useful communication tool for carrying out government business. Employees regularly use the e-mail system to carry out daily activities such as sending and receiving reports, policies, official memoranda, and correspondence, and for supporting various other business-related processes and transactions of their agency.

Like paper records, certain e-mail messages have administrative, fiscal, legal, reference, and/or archival value. These State records may contain evidence of a particular action, have information that protects the rights of individuals or the government, document decisions made during the course of state business, or have lasting historical or cultural value. Therefore, some e-mail messages must be kept as a record to satisfy agency needs, record-keeping requirements, and to comply with the law.

While e-mail system administrators are responsible for system security and performance, individual users are responsible for managing state records effectively and efficiently, regardless of the technology used to create the records.

This policy and corresponding guidelines serve several purposes. The policy ensures that records created, sent, and received through the e-mail system are managed in agreement with the established legal requirements for creating, maintaining, and disposing of all government records. It helps users to classify e-mail messages and make them available for public information requests, and provides guidance on how to retain and dispose of e-mail messages to satisfy business needs, programs, and record-keeping requirements. The guidelines promote best practices and offer ideas and suggestions that can help in the effective management and retention of electronic messages as public records.

1.2 Key Definitions

The term "e-mail" can be confusing because it can mean the e-mail system, the messages distributed by the system, and the act of sending or receiving e-mail messages. For the purpose of this policy **e-mail systems** allow computer users to create, send, receive, and store e-mail messages, graphics, and sometimes sounds and animated images over a computer network. The NCmail Service is one of the systems that provide e-mail accounts to government employees through their agencies or departments.

An **e-mail message** is a single electronic mail message. The user composes a message using a software application such as Microsoft Outlook. The message often contains a header (or information about the sender and receiver), body (including the content of the message, signature and applicable disclaimers), and attachments. An e-mail message is not a secure communication and is similar to sending a postcard using conventional mail.

Additional definitions are in Appendix 1.

1.3 Ownership of E-mail Messages

Any records including e-mail messages created, received, and/or used on computers or mobile/portable computing devices owned or operated by the State or local counties and municipalities *are government property* and do not belong to you, other employees, or any third parties.¹ Accordingly, public employees who use government information systems should have no expectation of privacy unless expressly granted by their agency or local government.²

1.4 Staff Who Telework or Travel

Public employees who have been approved to telework or use mobile/portable computing devices must comply with all information technology security policies, including the agency and statewide acceptable use policies, as applicable. To ensure proper recovery and restoration of data files, offsite employees with laptops or other mobile/portable computing devices are required to back up their information including e-mail messages daily or as soon as practicable. When a mobile/portable computer is outside a secure area, the backup medium must be kept separate from the mobile/portable computer.³ Please consult with your information technology (IT) department to help with this process. If you have a personal mobile device, you should not forward your work e-mail to it, as work data is then stored on a personal device and is susceptible to potential security risks. Please consult with your information technology department before using a personal mobile device for work.

1.5 Use of Personal E-Mail Accounts

Due to the challenging nature of capturing the information in personal e-mail accounts (such as Gmail™ or Yahoo™), the use of these accounts to conduct official government business is strongly discouraged. If a personal e-mail account is used for government business, employees are required to forward all e-mail messages to their government e-mail account. Those employees who do not have a government e-mail account are expected to print those e-mail messages following the terms of a records retention and disposition schedule. Executive Branch employees who conduct State business via personal e-mail accounts shall ensure that all public records are retained in accordance with Executive Order 18 and are retained pursuant to the Public Records Law and applicable record retention schedules.⁴ Members of governing boards who use personal accounts to conduct business manage their e-mails according to the records retention schedules and forward the message to the board's official record keeping entity. If someone has not been appointed, we encourage you to identify the appropriate entity.

1.6 Use of Alternate Technologies

Public employees may not use Instant Messaging (IM) or other alternate technologies unless the risks have been identified and appropriate risk mitigation measures have been implemented or an approved deviation from the Security Manual standard has been obtained from the State Chief Information Officer.⁵ If an employee has been approved to use an alternate technology, all messages created, received, or sent using IM, Short Messaging Services (SMS), mobile e-mail

¹ Modified from the DCR Policy Regarding the Use of the Internet and the Use and Privacy of Electronic Mail (September 1, 1999).

² State of North Carolina Statewide Information Security Manual – Chapter 2, Standard 020109.

³ Security Manual – Chapter 3, Standard 030602.

⁴ Executive Order No. 18 (issued July 7, 2009).

⁵ Security Manual – Chapter 3, Standard 030319.

devices (such as BlackBerry™) or other alternate technologies during the course of government business are to be managed with the same care as e-mail messages, which includes activating the audit log and forwarding all e-mail messages to their government e-mail account. All messages created, received, or sent using alternate technologies are subject to the rules outlined in this e-mail policy.

Employees at local agencies should consult with their IT department to determine use of alternate technologies.

1.7 Policy Review and Updating

To ensure that this policy is current and relevant, it will be reviewed and updated as needed. This includes any updates resulting in the selection and implementation of the e-mail archive system as described in Executive Order No.18.

2 Managing E-mail Messages as Public Records

2.1 Classifying E-mail Messages

Certain e-mail messages, including those with attachments, have administrative, fiscal, legal, reference, and/or archival value. As such, they must be kept as a record to satisfy agency needs, record-keeping requirements, and to comply with the law. However, not every e-mail message that enters or leaves the e-mail system is a public record as defined by North Carolina General Statute (N.C.G.S.) 132. Some e-mail messages may be public records but may also be considered confidential by statute and should be treated accordingly (see Sections 3 and 5.4 for specifics). It is the employee's responsibility to classify and manage e-mail messages in accordance with their records retention and disposition schedule.

An e-mail message is considered to be a **public record** when made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. North Carolina General Statutes (N.C.G.S.) §121-2(8) and §132-1(a) provide the following definition:

"Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data processing records, artifacts, or other documentary material, **regardless of physical form or characteristics** [emphasis added], made or received pursuant to law or ordinance or in connection with the transaction of public business by any agency of North Carolina government or its subdivisions.

Some examples of e-mail messages that are public records and therefore covered by this policy include:

- policies or directives;
- final drafts or reports and recommendations;
- correspondence and memos related to official business;
- work schedules and assignments;
- meeting agendas or minutes;
- any document or message that initiates, facilitates, authorizes, or completes a business

- transaction; and
- messages that create a precedent, such as issuing instructions or advice.

If an e-mail message is not created or received as part of the business of government, it is considered to be **non-record** material. Examples include:

- **Personal messages** are those received from family, friends, or work colleagues which have nothing to do with conducting daily government business. E-mail accounts may be used for limited family or personal communications so long as those communications do not interfere with their work.⁶ Employees subject to Executive Order No. 18 should have no expectation of privacy in their electronic correspondence, and all employees shall assume that information on the State's e-mail system is subject to public review.
- **Spam** is electronic junk mail and is similar to the advertising mail received at home. It is completely unsolicited and unwanted and is clearly not related to the transaction of state business, therefore it is considered to be non-record material. While there are tools and techniques for restricting the amount of spam received, there is currently no way to keep it out completely without interfering with the ability to receive important messages. See Section 4 "Technical Security" in the Guidelines for the handling and disposal of spam.
- **Unsolicited e-mails** are messages that may be unwanted, but are somewhat business related. These could include non work-related e-mail messages from coworkers such as miscellaneous news articles, non-work related announcements, etc. As with personal messages, these should be deleted in a timely manner.

See Section 1 "Creating E-Mail Messages" in the Guidelines for practical approaches for composing proper business e-mail messages.

2.2 Managing Retention and Disposition

As public records, e-mail messages are subject to the same retention and disposition requirements as records in another format or medium, such as paper or microfilm. Consequently, public employees in both state and local government who use e-mail as part of their work are responsible for keeping or destroying messages following the terms of a records retention and disposition schedule. Employees can refer to their agency's records retention and disposition schedule, the General Schedule for State Agency Records, or the Retention and Disposition Schedules for Counties and Municipalities for specific details. Please consult the Government Records Branch Web site at www.records.ncdcr.gov for schedules and additional information.

Public employees are required to be familiar with and comply with all applicable record-keeping practices and responsibilities mandated by their agency, the State CIO, their records retention and disposition schedules, or other official guidelines or policies to understand e-mail's function in relation to carrying out those duties. Should an agency or local entity lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail), which are not so authorized by one of the schedules referred to above.⁷ Please contact the Government Records Branch of the Archives and Records Section for assistance.

⁶ Executive Order No. 18 (issued July 7, 2009).

⁷ Public Records with Short-Term Value. <http://www.records.ncdcr.gov/guidelines.htm#short>.

The content of the e-mail message, the reason it was created, and the administrative, fiscal, legal, and/or historical value of the message to the agency determines what kind of record it is. E-mail messages may have one of three different values depending on the content and function of the message to the agency. Please note that public employees of Executive Branch agencies are subject to additional retention and disposition policies (see item numbers 5 and 11 in Appendix 2) as outlined in Executive Order No. 18.

1. **Short-term records** are temporary in nature. Most e-mail messages fall into this category. Some examples of these types of messages are communications received from professional listservs and broad announcements received by all employees. They have no significant value to an agency for documenting policy, establishing guidelines or procedures, or verifying transactions.
2. **Long-term records** have significant value to the agency but do not need to be maintained permanently. The retention value is generally determined by assessing the record's administrative, fiscal, or legal value.
3. **Permanent records** are records that have lasting historical value because they document or constitute evidence of state policies, decisions, procedures, and essential transactions.

Once it has been determined that an e-mail message is a record that needs to be retained, it needs to be organized and stored until it is ready to be transferred to a repository authorized to appraise, preserve, and provide access to those e-mail messages.

See Section 2 "Managing Your Inbox" in the Guidelines for practical approaches for managing, storing, and organizing e-mail messages. Also see the NC E-mail Retention Checklist (<http://www.records.ncdcr.gov/erecords/Emailchecklist.pdf>) for additional tips on which e-mail messages to retain.

2.3 Backups

As part of the e-mail infrastructure, the Office of Information Technology Services (ITS) performs regular e-mail system backups for those state and local government agencies participating in the e-mail shared services in order to aid in the restoration of records to the message store and to provide business recovery capability. ITS will procure an e-mail archive system to preserve e-mail messages as soon as practicable and provide that system to all agencies for which it provides e-mail services.⁸ Agencies not using ITS's shared services will be expected to secure an e-mail archiving program in order to be compliant with Executive Order No. 18.

E-mail messages stored in folders not on the NCMail server are not subject to the backup cycle. Employees need to perform backups on the messages filed on their hard drive or make arrangements to store those files on their agency server to protect from system failures, unintentional deletions, or tampering. Teleworkers or those employees who use mobile/portable computing devices must download their messages to the agency's network drives daily.

⁸ Executive Order No. 18.

For local employees or employees of state government agencies who do not participate in the e-mail shared service, consult with your office information technology staff regarding the back-up and recovery cycle. E-mail messages stored in folders not on the government server are not subject to a backup cycle. Employees need to perform backups on the messages filed on their hard drives or make arrangements to store those files on their agency server. Please note that e-mail messages sent and received by public employees of the Executive Branch agencies are subject to additional backup requirements (see item number 8 and 9 in Appendix 2) as outlined in Executive Order No. 18.

2.4 Preservation

Employees responsible for the long-term preservation of public records should consult with the North Carolina Department of Cultural Resources (DCR) staff to select acceptable media that will protect the integrity of data stored on those media as long as the data are kept.⁹ DCR diligently continues to address the challenges of preserving electronic mail over their life-span so they can remain usable and authentic for future users.

See Section 2 "Managing Your Inbox" in the Guidelines for practical approaches for preserving e-mail messages for long-term use.

3 Access to E-mail Messages

E-mail messages are public records that are open and accessible to the public under the same conditions as all other types of government records, provided they do not contain confidential information. Therefore, all employees must assume that all non-confidential information on government e-mail systems is subject to public view and to review by state officials.¹⁰

Confidential information is protected by the North Carolina General Statute §132-1.2 or other applicable statutes and, as such, must not be disclosed. If e-mail messages contain both confidential and non-confidential information, and a public records request is received, an employee must provide access to the non-confidential information and redact the confidential information from the message. For additional details on the types of information considered to be confidential, see *Laws Relating to Confidential Records Held by North Carolina Government* (http://www.records.ncdcr.gov/guides/confidential_publicrec_2009.pdf).

The following groups have access to e-mail messages:

1. Senders and recipients of electronic mail in the course of normal usage of electronic mail systems.
2. Supervisors of employees who are senders or recipients of electronic mail.
3. Administrators of electronic mail systems or network systems within the Department or other systems employees only (1) as required by the operation of the electronic mail, network, or other computer systems, (2) as requested by supervisors of the senders or recipients, or (3) when there is a reasonable inference that there has been a violation of any proscriptions in this policy.

⁹ Statewide Information Security Manual – Chapter 3, Standard 030605.

¹⁰ Executive Order No. 18.

4. Any individual may request access to public records through procedures defined in N.C.G.S. §132-6 by application made to the legal custodian of the record as defined in N.C.G.S. §132-2 and §132-6. The "legal custodian is the "public official in charge of an office having public records," and "does not mean an agency that holds the public records of other agencies solely . . . to provide data processing." Legal custody of electronic mail rests with the office of the sender or recipient.¹¹

Consult with your agency or office regarding procedures that are established regarding responses to public records requests. Confidential information protected by statute must not be released.

Because access to e-mails is not limited to the sender only, each e-mail message sent by public employees must include the following statement (or some version of it):

This message and any response to this message is being sent on a state e-mail system and may be subject to monitoring and disclosure to third parties, including law enforcement personnel.

3.1 Confidentiality

An e-mail message having confidential information should not be shared unless proper, formalized security precautions have been established.¹² If you are required to provide records as a result of a public records request, you must securely remove any confidential or privileged information from the records before releasing them. This could include:

1. Information covered by HIPAA (Health Insurance Portability and Accountability Act), including health care, medical records, treatment, and billing information.
2. Information covered by FERPA (Family Educational and Rights to Privacy Act), including student education records.
3. Social Security numbers and other personal identifying information as defined in G.S. § 132-1.10 and §14-113.20.
4. Trade secrets of your agency as defined in G.S. § 132-1.2.

In the above examples, employees are advised to be cautious in using e-mail and, when needed, seek alternative forms of recordkeeping.

4 E-Discoveries

All e-mail messages, including personal communications and other non-record material as described above, may be subject to discovery proceedings in legal actions, investigations, compliance, and audits. All public employees and officials must respond appropriately to any impending action involving e-mail messages. All measures taken in response to an e-discovery action also apply to e-mail messages retained by those working on home computers or using mobile/portable computing devices.

¹¹ North Carolina Department of Cultural Resources Policy Regarding the Use of the Internet and the Use of Privacy and Electronic Mail (September 1, 1999).

¹² NCMail Policy: 5.

5 Appropriate Use of E-Mail

All e-mail users are expected to know the difference between appropriate and inappropriate use of the e-mail system.

5.1 Responsibility for Appropriate Use

The e-mail system is provided, at the government's expense, to assist employees in carrying out government business. Consequently the e-mail system should primarily be used only to transmit business related information. In addition, employees using the State e-mail system to perform work-related functions shall use the system responsibly and professionally and not make any intentional use of this service in an illegal, malicious, or obscene manner.¹³

See Section 3 "Appropriate Use of E-mail" in the Guidelines for best practices on the appropriate use of e-mail including tips on e-mail etiquette.

5.2 Inappropriate Uses of E-mail

Inappropriate e-mail messages can trigger legal liabilities, lost productivity, negative publicity, and/or damage to an employee's or agency's reputation. Examples of e-mail content that constitute unacceptable use include:¹⁴

- Private or personal for-profit activities. This includes personal use of e-mail for marketing or commercial transactions, advertising of products or services or any other activity intended to foster personal gain.
- Unauthorized not-for-profit business activities.
- Participation in a *non-business* related listserv. A listserv allows individuals to use e-mail for online discussion. They are typically open to members who subscribe via e-mail and then receive all e-mail messages that are sent to the listserv address.
- Use for political purposes, such as promoting political causes, advancing a political party or a candidate for political office, and expressing political opinions, particularly on controversial issues.¹⁵
- The use of RSS (Really Simple Syndication) feeds. Using RSS feeds in the course of business is discouraged. If a RSS feed is enabled, all e-mail feed messages must be deleted on a daily basis.
- Use for, or in support of, unlawful/prohibited activities as defined by federal, State, and local laws or regulations. Illegal activities relating to Internet and network access include, but are not limited to:
 - Tampering with computer hardware or software.

¹³ State of North Carolina Statewide Information Security Manual – Chapter 10, Standard 100301.

¹⁴ State of North Carolina Statewide Information Security Manual – Chapter 3, Standard 030303.

¹⁵ Adapted from Executive Order No. 18 (signed July 7, 2009).

- Knowingly vandalizing or destroying computer files.
- Transmitting threatening, obscene, or harassing materials.
- Attempting to penetrate a remote site/computer without proper authorization.
- Violating federal and State laws dealing with copyrighted materials or materials protected by a trade secret.
- Sending confidential information without encrypting that information, exposing the data to discovery by unintended recipients.

Note that this applies to state agencies only. This is considered to be a best practice and local counties and municipalities are encouraged to follow this practice. Local agencies should consult with their IT department to determine uses of encryption.

- Intentionally seeking information about, obtaining copies of, or modifying contents of files, other data, or passwords belonging to other users, unless explicitly authorized to do so by those users.
- Attempts to subvert network security, to impair functionality of the network, or to bypass restrictions set by network administrators. Assisting others in violating these rules by sharing information or passwords is also unacceptable behavior.
- Deliberate interference or disruption of another user's work or system. Users must not take actions that cause interference to the network or cause interference with the work of others on the network. Users are prohibited from performing any activity that will cause the loss or corruption of data, the abnormal use of computing resources (degradation of system/network performance) or the introduction of computer worms or viruses by any means.
- Seeking/exchanging information, software, etc., that is not related to one's job duties and responsibilities.
- Unauthorized distribution of State data and information. This includes confidential information.

To protect against misrepresentation, all e-mail messages must contain the name of the sender and his or her e-mail address and include the following disclaimer on each e-mail:

Opinions expressed in this message may not represent the policy of my agency.

5.3 Enforcing Appropriate Use

Using government property or funds for personal gain or in any of the examples listed under "Inappropriate Uses of E-mail" is a violation of criminal law and may result in a disciplinary action including dismissal. This includes, but is not limited to, using telephones, equipment,

copiers, fax machines, computers, and e-mail.¹⁶ Additionally, any NCMail user who sends unsolicited advertisements or solicitations, commercial or otherwise, may have their account disabled and be disallowed further service.¹⁷

6 Technical Security

The security of an e-mail system is a shared responsibility.

For employees participating in NCMail, the ITS shared service, Information Technology Services is responsible for protecting the reliability, availability, and integrity of the NCMail service. ITS uses appropriate security measures to detect security breaches and other violations of system integrity and reviews the security of all network activity, including all NCMail communications, to ensure that use does not violate federal and state laws, statewide policies and standards established by the State Chief Information Officer (CIO).

For local employees or employees of state government agencies who do not participate in the e-mail shared service, consult with your office information technology staff or refer to the service level agreement provided by your e-mail service provider regarding security of your e-mail system.

Individual users should take all reasonable precautions to prevent the use of their e-mail account by unauthorized individuals. Sending e-mail messages to locations outside of the agency/department's local area network may require the use of the Internet for transport, so users should know that the Internet adheres to open standards and is inherently insecure. Users must also assess risk before sending confidential information over an open network.¹⁸

Employees with state government or local government not using these services need to consult with their IT department regarding rules of use of their networks and security. However, the precautions mentioned above should be heeded to ensure that information and systems remain secure.

See Section 4 "Technical Security" in the Guidelines for practical approaches for identifying security risks and better securing your e-mail account.

7 Staff Departure

When a public employee or official separates from their agency, a hold will be placed on the e-mail account of that individual until the account and computer can be reviewed for record content. Information Technology personnel cannot remove all software from a machine to make it available for use by another user until provisions have been made regarding the records on the machine. Microsoft Outlook stores e-mail messages in a file known as a Personal Storage Table (.pst) files which sometimes reside on a computer hard drive¹⁹. The .pst files from personal folders created using Microsoft Outlook or other similar files created by other software packages must be addressed and/or saved somewhere for a supervisor to view before the machine can be "wiped" (data erased) and reassigned.

¹⁶ Modified from Office of State Personnel Employee Handbook (Issued August 2007): 12.

¹⁷ NCMail Policy: 5.

¹⁸ NCMail Policy: 5.

¹⁹ It is best to have e-mail messages stored on the network so that if something happens to an individual's hard drive the messages are not destroyed inadvertently.

Any e-mail messages maintained on a government owned computer or a mobile/portable computing device must be transferred to the agency or office for review and disposition prior to the last day of employment.

See Section 2 "Storing and Organizing E-Mail Messages" in the Guidelines for practical approaches for storing e-mail messages as a .pst file to your network or hard drive.

8 Training

DCR provides training on managing e-mail as a public record for all employees, both local and state. In addition, it offers training on the Microsoft Exchange e-mail system, the concepts and fundamentals of which can be transferred to other software packages. DCR also offers ongoing training, especially after upgrades or transitions to new e-mail programs and on an as-needed basis.

Please note that public employees of the Executive Branch agencies are subject to additional policies (see item number 10 in Appendix 2) as outlined in Executive Order No. 18. In order to track successful completion of training, it is recommended that upon completion of training, public employees of the Executive Branch print a copy of their training certification and forward it to their Human Resources representative.

9 Relationships with Existing Policies

This policy has been created within the context of the following documents:

- Executive Order No. 18: E-mail Retention and Archiving Policy (issued July 7, 2009)
- General Schedule for State Agency Records (issued August 31, 2006)
(http://www.records.ncdcr.gov/schedules/GS_Amendments2006.pdf)
- North Carolina General Statutes (<http://www.ncleg.net/gascripts/statutes/Statutes.asp>)
 - §14-113.20. Identity Theft.
 - §14-454 (b). Accessing computers.
 - §121-2(8). Definitions
 - §132-1(a). "Public Records" defined.
 - §132-1.10. Social security numbers and other personal identifying information.
 - §132-1.2. Confidential information.
 - §132-2. Custodian designated.
 - §132-6. Inspection and examination of records.
- Office of Information Technology Services Policy Manual – 18.07 NCMail Policy
(<http://www.its.state.nc.us/ServiceCatalog/documents/18-07NCMail.pdf>)
- Office of State Personnel Employee Handbook (issued August 2007)
(<http://www.osp.state.nc.us/emphndbk/Handbook2007.pdf>)
- Public Records with Short Term Value (Guidelines)
(<http://www.records.ncdcr.gov/guidelines.htm#short>)

- Record Retention and Disposition Schedules for Counties and Municipalities (<http://www.records.ncdcr.gov/local/default.htm>)
- State of North Carolina Statewide Information Security Manual (http://www.scio.state.nc.us/documents/docs_Active/Statewide%20Information%20Security%20Manual/Statewide%20Information%20Security%20Manual%20-%20Searchable%20Version.pdf)
 - Standards:
 - 020109 — Monitoring System Access and Use
 - 030303 — Sending Electronic Mail
 - 030305 — Retaining or Deleting Electronic Mail
 - 030319 — Instant Messaging Communications
 - 030509 — Information Retention Standard
 - 030602 — Backing Up Data on Portable Computers
 - 030605 — Archiving Electronic Files
 - 030708 — Receiving Unsolicited E-mail
 - 030310 — Receiving Misdirected Information by E-mail
 - 030311 — Forwarding E-mail
 - 100301 — Using the Internet in an Acceptable Way

10 Conclusions

E-mail messages should be treated like any other public record. Delete non-record materials in compliance with the provisions of Executive Order No. 18 and keep business-related messages and attachments in accordance with your records retention and disposition schedule. Print or convert to microfilm any e-mail messages and attachments with lasting evidential or historical value. E-mail messages are the same as any other format of public record and must follow the requirements set in retention and disposition schedules. By setting up a practical mailbox folder system, users can simplify the decision-making process and aid in filing and retrieval. Electronic storage also has its own costs. Careful e-mail management will help reduce the stress on that storage and any other associated costs.

As mailboxes overflow with e-mail messages, following the provisions of the records retention and disposition schedule is essential for good records management practices. Realizing that e-mail classification and management is a shared responsibility, the Government Records Branch of the Department of Cultural Resources is ready to respond to requests to clarify these guidelines, offer records and information management training, and help identify which records need to be kept for a specific period.

11 Contact Information for Government Records

For more information, please contact us at:

Department of Cultural Resources

Division of Historical Resources

Archives and Records Section

Government Records Branch

Physical Location: 215 N. Blount Street, Raleigh, N.C.

Main Telephone: 919-807-7350

E-mail: Records@ncdcr.gov

Or visit our **Web site** at <http://www.records.ncdcr.gov/default.htm>.

Appendix 1 - Definitions

- **Archival value** - the ongoing usefulness or significance of records, based on the administrative, legal, fiscal, evidential, or historical information they contain, justifying their continued preservation. In general, records with archival value are estimated to make up only three to five percent of an organization's records. (Society of American Archivists [SAA] Glossary)
- **Backup** - the copying of data stored on a computer so that it can be restored should the original data be destroyed by whatever cause (mechanical or software failure, theft or disaster).
- **Copyrighted material** – includes materials that may be protected by Copyright Law (for example, a cartoon, article, or excerpt from a book). In other words, if the information or material is copyrighted, it may not be publicly circulated without prior authorization from the copyright holder.
- **Discovery** – the part of the litigation process in which opposing parties exchange relevant documents, testimony, and other information. Litigants generally request and receive information necessary to build a case in preparation for the trial. Discovery helps each side understand the material facts and evidence in advance of the trial. It also prevents anyone from being ambushed at the trial. (*E-mail Rules*, page 125)
- **Disposition** - materials' final destruction or transfer to an Archives as determined by their appraisal. (SAA Glossary)
- **Document** - traditionally considered to mean text fixed on paper. However, a document includes all media and formats. Photographs, drawings, sound recordings, and videos, as well as word processing files, spreadsheets, Web pages, and database reports, are now generally considered to be documents.(SAA Glossary)
- **E-mail message** – a single electronic mail message. It generally contains a header (or information about the sender and receiver), body (including the content of the message, signature, and applicable disclaimers), and attachments. The user can compose a message using a software application such as Microsoft Outlook.
- **Encryption** - the process of transforming information (referred to as plaintext) using an algorithm (called a cipher) to make it unreadable to anyone except those possessing special knowledge.
- **Mobile/portable computing device** – a pocket-sized computing device, typically having a display screen with touch input or a miniature keyboard. These devices include wireless PDAs (Personal Digital Assistants) and handhelds, mobile phones, laptops with wireless capabilities, and e-mail specific devices, such as the Blackberry, designed for business use.
- **Network** - a number of computers connected together to share information and hardware. A Local Area Network (LAN) is small, usually confined to a single building or group of buildings. A Wide Area Network (WAN) is a system of LANs. It is large, with many computers linked.

- **Receiver**- the target of a message in the communication process.
- **Record** - data or information in a fixed form that is created or received in the course of individual or institutional activity and set aside (preserved) as evidence of that activity for future reference. A record has fixed content, structure, and context. (SAA Glossary)
- **Retention and disposition schedule** - a document that identifies and describes an organization's records, usually at the series level, provides instructions for the disposition of records throughout their life cycle. (SAA Glossary)
- **Sender** - the originator of the message in the communication process; also called the Source.
- **Telework** - permits agencies to designate employees to work at alternate work locations for all or part of the workweek in order to promote general work efficiencies. (N.C. Office of State Personnel Employee Handbook)
- **Users** - all persons whose access to or use of NCMail is funded by the state or is available through equipment owned or leased by the state. (NCMail Policy)

Appendix 2 –Policies Applicable to Executive Branch Employees (excerpted from Executive Order No. 18)

5. Executive Branch employees shall not permanently delete any e-mail messages that they **send** for at least 24 hours, and shall not permanently delete any e-mail messages they **receive** for at least 24 hours except that they may immediately and permanently delete any e-mail messages they **receive** that are not clearly related to the transaction of State business, such as e-mails containing advertising materials or offensive materials. After 24 hours, Executive Branch employees shall retain or delete e-mails they have sent or received according to the retention schedules for their agency established by the Department of Cultural Resources.
8. All Executive Branch agencies shall copy all e-mails sent and received by their employees on backup tapes at least once daily. The Office of Information Technology Services (ITS) will provide this backup service to all agencies for which it provides e-mail services. Each Executive Branch agency that does not use ITS e-mail services shall employ a back-up system that creates a back-up copy of the messages in all e-mail systems of the agency at least once daily. All backup tapes created after the issuance of Executive Order 150 and prior to the implementation of a single e-mail archive system will be maintained for 10 years. After implementation of an e-mail archive system, backup tapes will be maintained for such period as ITS may establish.
9. ITS will procure an e-mail archive system as soon as practicable and provide that system to all agencies for which it provides e-mail services. ITS will make this archive system available to other Executive Branch agencies as soon as practicable. E-mails shall be retained in this system for 10 years. ITS will consult with North Carolina Department of Cultural Resources (DCR) to identify e-mails that should be preserved beyond 10 years.
10. DCR shall provide Executive Branch employees with mandatory online training for managing e-mail as public records.
11. DCR shall conduct random audits of State agencies in the Executive Branch to ensure that employees are in compliance with the records retention and disposition schedules.

Bibliography

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State of Kansas. *Managing Electronic Mail Guidelines for Kansas Government Agencies*. http://www.kshs.org/government/records/electronic/email_guidelines_final.pdf (accessed February 14, 2009).

Kaysie Pralle

From: Brewer, Jo Ann [Brewer@sog.unc.edu]
Sent: January 15, 2010 12:26 PM
To: The clerks mailing list
Subject: [clerks] SAVE THE DATE: School of Government Workshop on Operating Local Governments in the Digital Age

**What: Operating in the Digital Age: A Review of the Legal and Practical “E-Issues”
Facing Local Governments**

In this one-day workshop, participants will analyze a variety of legal and practical issues relating to the use of technology by local governments. How do public records requirements apply to electronic data (including e-mail)? Can we—and should we—monitor and regulate employee communications (both at work and away from work)? How can we best use newer technologies—including websites, social networking sites, Twitter, and blogs—to communicate with citizens? School of Government faculty members and other experts will lead interactive group exercises and focus on case problems. During an optional lunch session, local government officials will demonstrate their use of e-technologies in local government operations.

Specific Session Topics Include the Following:

- E-mails and IMs and Tweets, Oh My!: Regulating and Monitoring Employee Communications
- Gov 1.0: Data Management, Records Retention, Archival and Retrieval
- Gov 2.0: Effectively (and Legally) Using New Technologies to Communicate With Your Citizens
- Innovative Uses of Technology in the Public Sector

When: **Friday, March 5, 2010**
 9a.m.—5p.m.

Where: UNC-CH School of Government, Chapel Hill, NC

Who: The workshop is multidisciplinary—it is for attorneys, information technology professionals, managers, and human resource professionals, among others. An application process will ensure an appropriate mix of local government officials.

Registration: *Application and Registration Information to follow Shortly.*



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GOVERNMENT

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MEMO

January 11, 2010

To: Council

Cc: Attorney Canoutas
Aimee Zimmerman

From: Jim Schutta
Craig Galbraith
Alan Votta
Tim Bullard

Prepared by: Town Clerk Kaysie Pralle

Re: Recommended ordinance amendment

At the January 5, 2010 Planning and Zoning Commission meeting, the Commission, by unanimous vote, made the following recommendation:

The Commission recommends amending the ordinance below by adding the following underlined language:

Sec. 19-321.5. Prerequisite to construction, demolition, remodeling and impervious surfaces, etc.

Except as provided in section 5-62, no building, building repairs remodeling, installation, driveway, parking lot, or other ground covering impervious surfaces, other construction or demolition shall begin in the town until a permit has been obtained from the building inspector.

No permit shall be issued if the total square footage of the buildings and impervious ground covering surface will exceed sixty-five (65) percent of the lot; excepting there from, those structures located in the B-1 District and the established fire district of the town. Any type of impervious surface across the town right-of-way shall be limited to twenty-four (24) feet wide total.

Impervious surface coverage in the side setback area of residential lots shall be limited to 15% of the setback.

Driveways located in the setback area of residential lots shall be limited to 36 feet in width.

MEMO

January 11, 2010

To: Council

Cc: Attorney Canoutas
Aimee Zimmerman

From: Jim Schutta
Craig Galbraith
Alan Votta
Tim Bullard

Prepared by: Town Clerk Kaysie Pralle

Re: Recommended Commission appointment

At the January 5, 2010 Planning and Zoning Commission meeting, the Commission made the following recommendation:

The Commission, by unanimous vote, recommends the Town Council approve the appointment of Jim Vatrtr as a member of the Kure Beach Planning & Zoning Commission.

Town of Kure Beach
Budget Calendar
Fiscal Year 2010/2011
January 19, 2010

1. Deadline for financial requests from outside agencies—March 12, 2010
Present to Council March 16, 2010
2. Budget requests from Town Committees—April 16, 2010
Review at Council April 20, 2010
3. Departmental Draft Budgets—April 20, 2010
4. Draft Town Budget Submitted to Council—May 18, 2010
5. Budget Adopted—June 15, 2010

Budget Work Sessions are scheduled as follows:

April 15, 2010

May 13, 2010

June 10, 2010

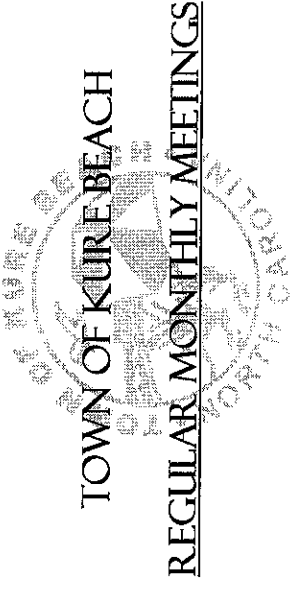
All work sessions are scheduled for 10 am at Town Hall

Town of Kure Beach
Schedule of Holidays and Town Hall Closings for 2010
Town Council Meeting of January 19, 2010

DRAFT SCHEDULE

DATE	HOLIDAY	DAY OF THE WEEK
1. January 1, 2010	New Year's Day	Friday
2. January 18, 2010	Martin Luther King Day	Monday
3. February 15, 2010	Presidents Day	Monday
4. April 2, 2010	Easter (Good Friday)	Friday
5. May 31, 2010	Memorial Day	Monday
6. July 5, 2010	Independence Day	Monday*
7. Sept. 6, 2010	Labor Day	Monday
8. Nov. 11, 2010	Veterans Day	Thursday
9. Nov. 25, 2010	Thanksgiving Day	Thursday
10. Nov. 26, 2010	Thanksgiving Day	Friday
11. Dec. 24, 2010	Christmas	Friday*
12. Dec. 27, 2010	Christmas	Monday*

*The Town Council Handbook says that a holiday that falls on a Saturday or Sunday will be observed on the following Monday. It also says that Council will fix the two days to be observed for Christmas.



TOWN OF KURE BEACH

REGULAR MONTHLY MEETINGS

- Beach Protection Committee – 1st Tuesday at 3:30pm (Town Hall)**
- Beautification Committee – 2nd Monday at 4:00pm (Town Hall)**
- Board of Adjustment – 4th Tuesday at 7:30pm (Town Hall)**
- Citizen Finance & Budget Advisory Committee – Regular meeting date, time & location TBD**
- Community Center Committee – 2nd Tuesday at 10:00am (Community Center)**
- Economic Development Study Committee – 1st Monday at 5:30pm (Town Hall)**
*** This committee is not currently meeting.**
- Hall of Fame Committee – Meets as needed (Location TBA)**
- Marketing Committee – 3rd Tuesday at 11:30am (Location TBA)**
- Ocean Front Park Utilization Committee – 1st Monday at 6:00pm (Town Hall)**
*** This committee is not currently meeting.**
- Parks & Recreation Advisory Board – 2nd Tuesday at 7:00pm (Town Hall)**
- Planning & Zoning Commission – 1st Tuesday at 7:00pm (Town Hall)**
- Shoreline Access & Parking (SLAP) Committee – 1st Tuesday at 5:00pm (Town Hall)**
- Stormwater & Environmental Committee – 2nd Tuesday at 5:00pm (Town Hall)**
- Town Council – 3rd Tuesday at 6:30pm (Town Hall)**