



Town of Carolina Shores
Board of Commissioners Meeting
November 2, 2020 10:00am

Call to Order

- I. Administrative Reports
 1. Administrative Reports
 - a. Administration Department
 - b. Public Works Department
 - c. Public Safety Department
 - d. Finance Department
 2. Committee & Volunteer Group Reports
- II. Consent Agenda: None
- III. Old Business: None
- IV. New Business
 - A. Surplus of Town Property
 - B. Consideration of 2021 Meeting and Holiday Schedules
 - C. Discussion of Covid-19 Policies
 - D. Discussion of Computer Storage and Management
- V. Public Comment
- VI. Mayor and Board of Commissioner Comments
- VII. Closed Session: None
- VIII. Adjournment

TOWN OF CAROLINA SHORES NORTH CAROLINA



MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Chad Hicks, Town Administrator
SUBJECT: November 2020 Administrative Report
DATE: 10/27/2020
ENCL: None
CC: File

Administration:

Staffing – The Operations Superintendent for Maintenance will be reviewing the resumes for the Maintenance Worker position. Staff expects to have a recommendation to the Commission on a hire for this position soon. I would like to bring someone in for the job Cindy is currently doing. She plans to retire in December and it would be quite helpful to have someone start before Cindy leaves us.

Halloween – Centers for Disease Control Covid-19 guidelines for Halloween have been sent out to the public.

East Park – Staff has some final touches to do with the lot grading. Chris will be getting examples of signage that will be needed at the park. Staff is waiting on BEMC to provide pricing for the lights needed at the park. We will also need to discuss arrangements for securing the park after hours.

Ordinance Books – Would the Commission be agreeable to discontinuing the upkeep of the 25 ordinance books? We can keep one at town hall and use the online version for the Commission and various boards. Please let me know your thoughts on this.

Road Repairs – The culvert on 81 Calabash Drive and the one on Calabash Court will be replaced in the next few weeks.

Public Works:

The full detailed report for October inspections is included in the agenda packet

Public Safety:

This report will be emailed to the Commission.

Inspections:

The full detailed report for September inspections is included in the agenda packet.

Finance:

Ms. Julie Munday, Finance Director to give Finance Report.
(report is included in the agenda packet)

Project:

Drainage
No capital projects this fiscal year.

Roadway:

Board imposed delay due to COVID-19 until January 1, 2021. Bids received.

ACTIVITY REPORT – BUILDING PERMITS
TOWN OF CAROLINA SHORES
SEPTEMBER 2020

Single Family Residence	0
Total Cost of Construction (Stick built – SF)	\$0
Multi- Unit Housing	0
Total Cost of Construction (Multi-Unit Housing)	\$0
Modular Home Permits	0
Total Cost of Construction – Modular	\$0
Manufactured Home Permits	1
Total Cost of Construction – Manufactured Homes	\$72,192
Commercial/Industrial Building Permits	1
Total Cost of Construction Commercial/Industrial Building	\$331,582
TOTAL BUILDING PERMIT CONSTRUCTION VALUATION	\$403,774
Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation	\$0
Building Permits	16
Demolition	0
Floodplain Permits	41
Electrical Permits	5
Driveway Permits	5
Mechanical Permits/Gas Permits	23
Zoning Permits	19
Plumbing Permits	0
Sign Commercial	0
Inspections Completed	288
Certificate of Occupancy Certificates	8
TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)	\$1,644,076
PERMIT FEE REVENUE	\$15,755.85
YEAR TO DATE PERMIT REVENUE	\$118,800.72

Cc: Town Administrator – FINAL REPORT September 2020
Judy – Brunswick Co. Inspection Dept. 253-2024

BUILDING INSPECTIONS DIVISION
MONTHLY ACTIVITY REPORT
September 2020

This report covers the period of September 1-30, 2020. The month of September was busy with permitting and inspections.

BUILDING PERMITS & CERTIFICATES OF OCCUPANCY ISSUED

No permits for new single family homes were approved in September (construction value \$0).

1 permit for a new commercial structure was approved in September (construction value \$331,582).

1 permit for a new manufactured home was approved in September (construction value \$72,192).

In addition, there are 16 building permits for repair/remodel underway.

8 certificates of occupancy were issued in September 2020 (construction value \$1,644,076)

There are 43 valid new home permits open now where the homes are in various stages of construction.

OTHER PERMITS ISSUED

Mechanical: 23

Electrical: 5

Plumbing: 0

Zoning: 19

Floodplain: 41

Driveway: 5

Demolition: 0

INSPECTIONS

288 building inspections have been completed.

TREE PERMITS

Permits:3

Trees: 3

Clearing: 0

Approved: 3

Denied: 0

Replacement: 0

OTHER ACTIVITIES

Approximately \$15,755.85 in permit fees was collected in September 2020. YTD collected \$118,800.72.

All monthly reports to federal, state, and county have been completed in addition to weekly and monthly reports to construction statisticians.

Building inspections staff issued 152 recycle center stickers. The number of stickers issued per development is as follows: Beacon Townes-3, Carolina Shores-70, Calabash Lakes-26, Farm at Brunswick-20, Lighthouse Cove-2, and Village at Calabash-31.

Code Compliance Activities
September 1-30, 2020

September 1

Contact resident regarding debris pick up on cedar court
Contact resident regarding compliant about mowing the medium in entrance to Carolina shores
Monthly report
Routine patrol

September 3

Work desk
Contact sheriff's office regarding speeding northwest drive
Coyote report in Carolina shores compliant

September 5

Took down 30 signs
Contact Sheriff's Office regarding speeding in front of convenience site

September 8

Injured Cat contact animal control
Set up speed sign in farm
Contact convenience site workers regarding pink pass

September 10

Citizen from Ocean Forest inquiring if Town ordinance pertains to their neighborhood
Debris on Northwest drive attempt to find who dumped

September 12

Routine patrol
Pick up 8 signs

September 15

Go to Animal control pick up dog trap for rooming beagle
Assist with inquiry of yard sales
Work front desk

September 16

Set up dog trap on Sunfish Court
Contact sheriff's deputy regarding theft of building supplies on Slippery Rock
Citizen contact regarding inquiry to parking on grass at gate 8

September 23

Contact resident regarding her concern of political signs on the right away
Check for burning in lighthouse cove
Research Governors executive order regarding Halloween and mass gatherings

September 24

Advise citizens not to put POD trailer on city street overnight
Retrieve Dog trap attempt to contact resident who recently saw the dog

September 26

Routine Patrol
Contact Sheriff Deputy regarding theft of lumber and air conditioner homes under construction in Slippery Rock

September 29

Routine Patrol
POA Carolina Shores Compliant regarding feeding wild animals
Contact Sheriff's office regarding Halloween events in the county
Return trap to Brunswick County Animal Services (Unable to locate dog)

Sheriff's Office Patrol

9/1/2020 Deputy Medlin	1600-2000	4 hours
9/4/2020 Deputy Medlin	1600-2000	4 hours
9/5/2020 Deputy Medlin	0700-1100	4 hours
9/7/2020 Deputy Beach	0600-1000	4 hours
9/8/2020 Deputy Ritch	1400-1800	4 hours
9/10/2020 Deputy Medlin	1600-2000	4 hours
9/12/2020 Sergeant Murray	0600-1000	4 hours
9/14/202 Deputy Medlin	1600-2000	4 hours
9/17/2020 Deputy Beach	0600-1000	4 hours
9/18/2020 Deputy Medlin	1600-2000	4 hours
9/28/2020 Deputy Beach	1000-1400	4 hours
9/28/2020 Deputy Forbes	0700-1100	4 hours
9/29/2020 Deputy Medlin	1600-2000	4 hours

Total 52 hours

Sheriff's Office Activities

- 1 Alarm
- 15 Traffic Stops
- 2 Traffic Crash
- 5 House Checks
- 3 Follow up investigations
- 1 Medical assist call
- 1 Debris in the roadway
- 1 Domestic Carolina Shores
- 1 Larceny of political signs Carolina Shores
- 1 Out of Town Call Oak Ridge Plantation

TOWN MAINTENANCE REPORT

Date: 10/26/2020

ZONES 1 and 2	Description	Column1	Date2	Date3
ZONE 1	Zone 1B 8 Service Request - Fixed four washouts on Persimmon Swamp Canal -			
ZONE 2	Zone 2A 3 Service Request - Fixed a washout on Calabash Court and fixed a washout on Sandollar Court -			
	Zone 2B 9 Service Request - Fixed two wasouts on Box Culverts on Sunfield -			

ZONES 3 and 4	Description	Column 2	Date2	Date3
Zone 3	Zone 3A 3 Service Request - Fixed two washouts 3A Collector Canal - K- Demucked Retention Pond -			
	Zone 3B 2 Service Request -			
	Finished roadside ditches on Thrush and 95% done with roadside ditches on Songbird.			
Zone4	Zone 4A 2 Service Request -			

Maintenance Division	Description	Date	Date2	Date3
Trash Pick up	Daily Trash pick up in each zone and Persimmon, Thomasboro, Country Club.			
Equipment Maintenance	Clean, Grease, Service, Repair, Fill with fuel daily.			
Equipment Repair	Took the John Deere 5525 to Southeast Farm Equipment for repair. Picked up the John Deere 4600 can't be repaired transmission is out and unable to find one to fit. No longer make			
Materials	Order and pick up all materials needed for each job.			
Service Request	Complete all service request in a timely manner.			
Mowing	Mowed each zone for the last time this year (hopefully) This includes using the New Holland to mow the swales in every zone and string trimming.			
Canals	Walked all of the canals in each zone and removed debris and string trimmed around each drainage pipe			
Safety	Conducted Tailgate safety meetings before each job on job site Conducted Monthly safety meeting			
Answers Needed	Calabash Drive Culvert replacement Calabash Drive and Calabash Court replacement Village at Calabash Collector Canal, Is this the town's responsibility to maintain? If so do we have an easement? (Map is showing Private Owned) Persimmon Swamp Canal, Is this the town's responsibility to maintain? If so do we have an easement? (Map is showing County-Owned) Are we going to surplus equipment? If so what would you like to surplus? Would you like to surplus the Taurus and/or the Ranger? A solution for the spoils from digging the roadside ditches. We spent two days trying to make room for more muck at Jennings Edge. We are running out of room.			

**TOWN OF CAROLINA SHORES
FINANCE REPORT
OCTOBER 2020**

GENERAL FUND

BUDGET SUMMARY

	2020-2021 ADOPTED	ACTUAL AS OF 10-28-2020	PERCENT
EXPENDITURES			
OPERATING	2,111,700	596,389	
CAPITAL	218,300	14,698	
TOTAL...	2,330,000	611,087	26%
REVENUES			
PROPERTY & MV TAX	500,000	182,276	
SALES TAX	900,000	428,863	
UTILITY FRANCHISE	180,000	34,664	
MISC. (Bldg.Permits, Beer/Wine, Interest)	385,000	292,220	
HURRICANE REIMBURSEMENT	0	126,457	
Approp. Fund	250,000	0	
Powell Bill Funds	115,000	0	
TOTAL...	2,330,000	1,064,480	46%

CHECKING ACCOUNT

Beginning Balance	\$ 936,803.57
Ending Balance	\$ 1,098,902.61

GL Balance Sheet

Period Ending 10/27/2020

Town of Carolina Shores

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10 GERNERAL FUND		
Asset		
10-0101-000 South State - Checking		\$1,098,902.61
10-0101-015 CAPITAL TRUST FUND		\$929,469.08
10-0101-020 SOUTH STATE - CD		\$249,925.68
10-0101-021 FIRST NATIONAL- CD		\$206,715.57
10-0110-000 TAXES RECEIVABLE		\$9,418.51
10-0110-010 MV TAXES REC.		\$1,467.90
10 GERNERAL FUND	Asset Total	\$2,495,899.35
Liability		
10-0201-000 ACCOUNTS PAYABLE		-\$1.87
10-0201-010 ASSESMENT PAYABLE		-\$0.71
10-0210-001 State Tax 4.75%		-\$40,141.33
10-0210-010 County Tax 2.00%		-\$19,030.34
10-0223-000 STATE W/H PAYABLE		\$1,188.83
10-0224-000 RETIREMENT PAYABLE		\$8,456.39
10-0224-001 401K		\$8,597.89
10-0225-000 ACCRUED PAYROLL		\$6,562.23
10-0225-001 MEDICAL INS. PAYABLE		\$23.61
10-0226-000 457 PLAN		\$745.98
10-0230-002 HOMEOWNERS FUND RECOVERY		\$2,692.00
10-0230-005 BUILDERS BOND		\$49,280.00
10-0280-000 DEFERRED REV TAXES		\$15,776.43
10-0299-000 FUND BALANCE		\$1,737,813.41
Current Fund Balance Adjustment		\$453,392.74
P/Y Fund Balance Adjustment		\$270,544.09
10 GERNERAL FUND	Liability Total	\$2,495,899.35

Budget vs Actual

Town of Carolina Shores
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10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
10-0000-000 "GENERAL FUND"	0	0.00	0.00	0.00	
10-0300-000 GENERAL FUND	0	0.00	0.00	0.00	
REVENUES					
10-3100-101 TAXES-2019	0	0.00	0.00	0.00	
10-3100-102 TAXES, 2018	0	0.00	0.00	0.00	
10-3100-103 TAXES, 2020	500,000	39,383.66	167,482.53	(332,517.47)	33%
10-3113-144 TAXES, 2017	0	0.00	0.00	0.00	
10-3193-180 TAX INTEREST	0	3.56	11.00	11.00	
10-3194-120 MV TAXES	50,000	5,537.64	14,782.33	(35,217.67)	30%
10-3230-351 LOCAL OPTION SALES TAX	900,000	121,907.55	428,862.91	(471,137.09)	48%
10-3230-360 HOLD HARMLESS DISTRIBUTIONS	0	0.00	0.00	0.00	
10-3250-110 Solid Waste Disposal Tax	2,000	0.00	691.41	(1,308.59)	35%
10-3260-110 Business Registration	3,000	50.00	3,200.00	200.00	107%
10-3316-000 Powell Bill Revenue	115,000	55,015.61	55,015.61	(59,984.39)	48%
10-3321-000 Sales & Use Tax Refund	25,000	6,264.91	6,264.91	(18,735.09)	25%
10-3322-350 BEER/WINE EXCISE TAX	15,000	0.00	0.00	(15,000.00)	
10-3324-310 UTILITY FRANCHISE	180,000	0.00	34,663.92	(145,336.08)	19%
10-3325-310 TELECOMMUNICATIONS TAX	0	0.00	0.00	0.00	
10-3326-315 SALES OF SERVICE(FastTrack)	15,000	0.00	0.00	(15,000.00)	
10-3343-410 BUILDING PERMITS	150,000	42,253.00	163,455.17	13,455.17	109%
10-3343-415 ZONING PERMITS	12,000	1,800.00	7,850.00	(4,150.00)	65%
10-3343-430 CERTIFICATE OF OCCUPANCY	12,000	900.00	3,400.00	(8,600.00)	28%
10-3346-430 APPLICATION FEE/ZONING	1,000	0.00	0.00	(1,000.00)	
10-3831-491 INTEREST GENERAL FUND	25,000	0.00	421.13	(24,578.87)	2%
10-3832-630 Hurricane Reimbursement	0	0.00	126,456.77	126,456.77	
10-3839-890 MISC. INCOME	75,000	0.00	51,922.00	(23,078.00)	69%
10-3991-990 APPROP. FUNDS	250,000	0.00	0.00	(250,000.00)	
Revenues Totals:	2,330,000	273,115.93	1,064,479.69	(1,265,520.31)	46%

Budget vs Actual

Town of Carolina Shores
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10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
10-4110-000 GOVERNING BODY	0	0.00	0.00	0.00	
10-4110-126 BOARD/FEES	15,700	0.00	3,825.00	11,875.00	24%
10-4110-181 FICA/MED	800	0.00	292.61	507.39	37%
10-4110-310 TRAVEL	200	0.00	0.00	200.00	
10-4110-499 MISC.	1,000	0.00	240.00	760.00	24%
10-4110-500 PAY ADJUSTMENTS	0	0.00	0.00	0.00	
GOVERNING BODY Totals:	17,700	0.00	4,357.61	13,342.39	25%
10-4120-000 ADMINISTRATION	0	0.00	0.00	0.00	
10-4120-121 SALARIES F/T	274,062	20,731.05	99,070.67	174,991.33	36%
10-4120-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4120-180 FRINGE BENEFITS	0	0.00	0.00	0.00	
10-4120-181 FICA/MED	20,895	1,585.93	7,578.87	13,316.13	36%
10-4120-182 RETIREMENT	23,520	1,694.30	8,361.35	15,158.65	36%
10-4120-183 GROUP INSURANCE	47,250	1,310.44	12,581.68	34,668.32	27%
10-4120-184 457	0	0.00	0.00	0.00	
10-4120-185 401K	12,473	305.88	1,223.52	11,249.48	10%
10-4120-190 CONTRACT SERVICE (ADMI)	7,000	438.33	1,636.98	5,363.02	23%
10-4120-191 PROF FEES ACCTG	15,000	0.00	0.00	15,000.00	
10-4120-192 PROF FEES LEGAL	20,000	1,425.00	1,425.00	18,575.00	7%
10-4120-195 PROF FEE- TOWN CODE	2,000	0.00	450.00	1,550.00	23%
10-4120-199 PROF FEES Other	10,000	0.00	2,375.00	7,625.00	24%
10-4120-250 AUTO SUPPLIES	1,000	20.25	286.85	713.15	29%
10-4120-260 OFFICE SUPPLIES	2,000	6.37	188.42	1,811.58	9%
10-4120-265 OFFICE FURNITURE	2,000	0.00	0.00	2,000.00	
10-4120-321 TELEPHONE	8,000	657.44	2,592.87	5,407.13	32%
10-4120-325 POSTAGE	1,000	0.00	55.24	944.76	6%
10-4120-352 MAIN/REPAIR EQUIPT	1,000	0.00	0.00	1,000.00	
10-4120-353 MAIN/REPAIRS AUTO	1,500	0.00	0.00	1,500.00	
10-4120-370 LEGAL ADVERTISING	2,000	170.63	448.52	1,551.48	22%
10-4120-380 COMPUTER SER/PROGRAMS	10,000	49.99	5,147.47	4,852.53	51%
10-4120-395 EMPLOYEE TRAINING	2,500	0.00	0.00	2,500.00	
10-4120-450 INS/BOND/WC	53,800	0.00	43,687.54	10,112.46	81%
10-4120-480 E.S.C. - Unemployment Pymts.	2,000	0.00	0.00	2,000.00	
10-4120-491 DUES/SUBS	8,000	509.62	5,889.62	2,110.38	74%
10-4120-499 MISC	5,000	0.00	308.98	4,691.02	6%
ADMINISTRATION Totals:	532,000	28,905.23	193,308.58	338,691.42	36%
10-4140-190 TAXES-COLLECTION FEE	4,000	295.38	1,256.12	2,743.88	31%
10-4140-191 DMV-COLLECTION FEE	500	0.01	0.01	499.99	0%
Totals:	4,500	295.39	1,256.13	3,243.87	28%

Budget vs Actual

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10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4170-190 Elections Fee	0	0.00	0.00	0.00	
ELECTIONS Totals:	0	0.00	0.00	0.00	
10-4190-000 PUBLIC BLDG/BEAUTY	0	0.00	0.00	0.00	
10-4190-126 SALARIES P/T	33,020	1,709.88	10,315.88	22,704.12	31%
10-4190-181 FICA/MED	2,600	130.81	789.18	1,810.82	30%
10-4190-182 RETIREMENT	0	0.00	0.00	0.00	
10-4190-190 CONTRACTED SERVICES	5,000	163.90	595.60	4,404.40	12%
10-4190-240 MAINT/REPAIR BLDG	7,500	0.00	402.72	7,097.28	5%
10-4190-290 DEPT. MATERIALS	4,380	347.17	3,209.22	1,170.78	73%
10-4190-291 RECREATIONAL/EVENTS	0	0.00	0.00	0.00	
10-4190-331 UTILITIES-TH	15,500	1,301.79	3,409.69	12,090.31	22%
10-4190-352 REPAIR/MAINT EQUIP	2,000	0.00	304.22	1,695.78	15%
10-4190-590 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
PUBLIC BUILD/BEAUTY Totals:	70,000	3,653.55	19,026.51	50,973.49	27%
10-4330-000 PUBLIC SAFETY	0	0.00	0.00	0.00	
10-4330-126 SALARIES P/T	37,084	2,026.23	11,587.99	25,496.01	31%
10-4330-181 FICA/MED	3,000	155.00	886.48	2,113.52	30%
10-4330-190 CONTRACT SERVICES	20,000	1,200.00	8,200.00	11,800.00	41%
10-4330-240 CALABASH FIRE DEPT	25,000	0.00	25,000.00	0.00	100%
10-4330-245 CALABASH EMS	0	0.00	0.00	0.00	
10-4330-250 BRUNSWICK CTY FIRE FEES	0	0.00	890.68	(890.68)	
10-4330-255 AUTO SUPPLIES	1,000	51.67	192.65	807.35	19%
10-4330-260 DEPARTMENT SUPPLIES	964	50.00	206.95	756.55	21%
10-4330-266 EMERGENCY MGMT	953	556.98	2,287.81	(1,335.31)	240%
10-4330-395 EMPLOYEE TRAINING	1,000	0.00	0.00	1,000.00	
10-4330-500 PUBLIC SAFETY RESERVE	40,000	0.00	0.00	40,000.00	
10-4330-590 CAPITAL OUTLAY	0	0.00	0.00	0.00	
PUBLIC SAFETY Totals:	129,000	4,039.88	49,252.56	79,747.44	38%
10-4340-000 ECONOMIC DEVELOPMENT	8,000	0.00	0.00	8,000.00	
10-4340-180 INCENTIVE PAYMENTS	0	0.00	0.00	0.00	
10-4340-190 CONTRACT SERVICES	0	0.00	0.00	0.00	
10-4340-199 PROFESSIONAL FEES	0	0.00	0.00	0.00	
10-4340-250 BRUNSWICK COUNTY FIRE FEES	1,000	0.00	0.00	1,000.00	
10-4340-260 DEPARTMENT SUPPLIES	0	0.00	0.00	0.00	
10-4340-266 CHAMBER OF COMMERCE	0	0.00	0.00	0.00	
10-4340-310 TRAVEL	0	0.00	0.00	0.00	
10-4340-480 MARKETING	400	0.00	4,500.00	(4,100.00)	1125%
10-4340-491 DUES/FEES - OTHER	100	0.00	0.00	100.00	

Budget vs Actual

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NON-DEPARTMENTAL Totals:		9,500	0.00	4,500.00	5,000.00	47%
10-4350-000 BUILDING INSPECTIONS	0	0.00	0.00	0.00		
10-4350-121 SALARIES F/T	160,100	12,586.44	53,793.08	106,306.92	34%	
10-4350-126 SALARIES P/T	0	0.00	0.00	0.00		
10-4350-181 FICA/MED	21,530	962.86	4,115.16	17,414.84	19%	
10-4350-182 RETIREMENT	16,500	1,277.54	5,118.61	11,381.39	31%	
10-4350-183 GROUP INSURANCE	52,500	5,014.04	20,056.16	32,443.84	38%	
10-4350-185 401K	3,200	129.86	537.34	2,662.66	17%	
10-4350-190 CONTRACT SERVICES	0	0.00	510.00	(510.00)		
10-4350-231 EDUCATION/TRAINING	6,070	0.00	0.00	6,070.00		
10-4350-250 AUTO SUPPLIES/FUEL	7,500	146.65	359.41	7,140.59	5%	
10-4350-260 DEPARTMENT SUPPLIES	2,000	176.62	3,913.69	(1,913.69)	196%	
10-4350-265 EQUIPMENT	0	0.00	0.00	0.00		
10-4350-321 TELEPHONE	1,500	176.06	628.55	871.45	42%	
10-4350-325 POSTAGE/PRINTING	600	0.00	55.25	544.75	9%	
10-4350-352 REPAIRS/MAINT EQUIP	200	0.00	0.00	200.00		
10-4350-353 MAINTENANCE/REPAIRS VEHIC	1,000	0.00	229.14	770.86	23%	
10-4350-380 COMPUTER SERVICE/PROGRAM	3,000	16.00	80.64	2,919.36	3%	
10-4350-491 DUES/FEES	300	70.00	150.00	150.00	50%	
10-4350-590 CAPITAL OUTLAY-VEHICLE	0	0.00	0.00	0.00		
BUILDING INSPECTIONS Totals:		276,000	20,556.07	89,547.03	186,452.97	32%
10-4500-000 STREETS	0	0.00	0.00	0.00		
10-4500-121 SALARIES F/T	284,487	22,206.09	90,310.36	194,176.64	32%	
10-4500-126 SALARIES P/T	27,563	1,979.55	6,552.31	21,010.19	24%	
10-4500-181 FICA/MED	22,050	1,850.21	7,410.03	14,639.97	34%	
10-4500-182 RETIREMENT	30,975	2,253.91	8,690.49	22,284.51	28%	
10-4500-183 GROUP INSURANCE	136,290	7,152.88	30,994.04	105,295.96	23%	
10-4500-185 401K	14,595	751.58	2,992.22	11,602.30	21%	
10-4500-190 CONTRACTED SERVICES	20,000	498.66	2,283.80	17,716.20	11%	
10-4500-240 STREET SUPPLIES	25,000	570.80	2,990.97	22,009.03	12%	
10-4500-250 AUTO SUPPLIES	25,000	1,182.44	4,424.70	20,575.30	18%	
10-4500-321 TELEPHONES	1,000	122.34	566.73	433.27	57%	
10-4500-331 STREET LIGHTS	114,041	10,678.06	32,071.70	81,969.28	28%	
10-4500-350 STREET REPAIRS	10,000	0.00	7,517.90	2,482.10	75%	
10-4500-352 REPAIR/MAINT EQUIP	20,000	746.41	2,209.25	17,790.75	11%	
10-4500-395 EMPLOYEE TRAINING	0	0.00	0.00	0.00		
10-4500-590 CAPITAL OUTLAY	0	0.00	0.00	0.00		
STREETS Totals:		731,000	49,992.93	199,014.50	531,985.50	27%
10-4510-000 POWELL BILL	0	0.00	0.00	0.00		
10-4510-126 SALARIES P/T	0	0.00	0.00	0.00		
10-4510-181 FICA/MED	0	0.00	0.00	0.00		
10-4510-182 RETIREMENT	0	0.00	0.00	0.00		
10-4510-190 CONTRACTED SERVICES	0	0.00	0.00	0.00		

Budget vs Actual

Town of Carolina Shores
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Period Ending 10/27/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-4510-240 STREET SUPPLIES	0	0.00	0.00	0.00	
10-4510-352 REPAIR/MAINT EQUIPT	0	0.00	0.00	0.00	
10-4510-550 CAPITAL OUTLAY-EQUIPT	0	0.00	0.00	0.00	
10-4510-591 ROAD PAVING/PATCHING	115,000	0.00	0.00	115,000.00	
POWELL Totals:	115,000	0.00	0.00	115,000.00	
10-4700-000 ENVIRO. PROTECTIONS	0	0.00	0.00	0.00	
10-4700-190 CONTRACT SERVICE	25,000	2,109.00	11,818.50	13,181.50	47%
10-4700-240 Departmental Supplies	5,000	0.00	0.00	5,000.00	
10-4700-350	5,000	0.00	2,634.10	2,365.90	53%
DRAINAGE-RIPRAP,STONE					
10-4700-351 DRAINAGE DITCHES	0	0.00	0.00	0.00	
ENVIRO PROTECTION Totals:	35,000	2,109.00	14,452.60	20,547.40	41%
10-4710-000 SANITATION	0	0.00	0.00	0.00	
10-4710-126 SALARIES P/T	21,420	1,530.39	7,610.75	13,809.25	36%
10-4710-181 FICA/MED	1,680	117.09	582.26	1,097.74	35%
10-4710-182 Retirement	0	0.00	0.00	0.00	
10-4710-190 CONTRACTED SERVICES	45,000	1,355.47	3,371.40	41,628.60	7%
10-4710-290 DEPT. MATERIALS	1,000	477.84	477.84	522.16	48%
10-4710-352 REPAIR/MAINT EQUIP	400	0.00	0.00	400.00	
10-4710-580 CAPITAL OUTLAY	0	0.00	0.00	0.00	
SANITATION Totals:	69,500	3,480.79	12,042.25	57,457.75	17%
10-4910-000 PLANNING & ZONING	0	0.00	0.00	0.00	
10-4910-121 SALARIES F/T	0	0.00	0.00	0.00	
10-4910-126 BOARD/FEES	2,600	0.00	360.00	2,240.00	14%
10-4910-181 Fica/Med	0	0.00	27.56	(27.56)	
10-4910-182 RETIREMENT	0	0.00	0.00	0.00	
10-4910-183 GROUP INSURANCE	0	0.00	0.00	0.00	
10-4910-185 401	0	0.00	0.00	0.00	
10-4910-199 PROF FEES	12,000	0.00	8,840.00	3,160.00	74%
10-4910-260 Department Supplies	200	52.45	52.45	147.55	26%
10-4910-325 Postage/Printing	0	0.00	0.00	0.00	
10-4910-370 Legal Advertising	1,000	87.75	351.00	649.00	35%
10-4910-395 Education/Training	0	0.00	0.00	0.00	
PLANNING & ZONING Totals:	15,800	140.20	9,631.01	6,168.99	61%
10-6120-000 CULTURAL & RECREATIONAL	0	0.00	0.00	0.00	
10-6120-190 CONTRACT SERVICES	1,000	0.00	0.00	1,000.00	
10-6120-290 DEPARTMENT MATERIALS	500	0.00	0.00	500.00	
10-6120-331 UTILITIES-PARKS	1,200	0.00	0.00	1,200.00	
10-6120-352 REPAIRS/MAINTENANCE	1,000	0.00	0.00	1,000.00	
10-6120-450 SPECIAL EVENTS	3,000	0.00	0.00	3,000.00	
Totals:	6,700	0.00	0.00	6,700.00	

Budget vs Actual

Town of Carolina Shores
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Period Ending 10/27/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-9910-000 CONTINGENCY	0	0.00	0.00	0.00	
10-9910-991 CONTINGENCY DEPT.	100,000	0.00	0.00	100,000.00	
CONTINGENCY Totals:	100,000	0.00	0.00	100,000.00	
10-9930-000 CAPITAL PROJECTS	0	0.00	0.00	0.00	
10-9930-199 PROFESSIONAL FEES	3,000	0.00	0.00	3,000.00	
10-9930-540 STORMWATER	0	0.00	0.00	0.00	
10-9930-545 PAVING	100,000	0.00	14,698.17	85,301.83	15%
10-9930-580 CAPITAL OUTLAY-EQUIP	100,000	0.00	0.00	100,000.00	
10-9930-581 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
10-9930-990 CONTINGENCY	15,300	0.00	0.00	15,300.00	
RESERVES Totals:	218,300	0.00	14,698.17	203,601.83	7%
Expenses Totals:	2,330,000	113,173.04	611,086.95	1,718,913.05	26%

Budget vs Actual

Town of Carolina Shores
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Period Ending 10/27/2020

10 GERNERAL FUND Totals:

159,942.89

453,392.74

Resolution 21- 2



TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

A RESOLUTION DECLARING UNNEEDED TOWN EQUIPMENT AS SURPLUS PERSONAL PROPERTY FOR DISPOSAL

WHEREAS: North Carolina General Statute 160a-270 allows for the disposal of personal property owned by municipalities, and

WHEREAS: the Board of Commissioners adopted regulations prescribing procedures for disposing of personal property for any item or groups of items, and

WHEREAS: the Town staff recommends that the following unneeded equipment be declared surplus personal property:

1. 1995 ARMY 1078 TRUCK VIN# AT1648BADB
2. 1996 ARMY 1078 TRUCK VIN# ATOO3661BCHE
3. ARMY HUMVEE VIN# 024425/NG2LAE
4. ARMY WATER TANK VIN# 392539
5. ARMY TRAILER VIN# 02282004038381378
6. JOHN DEERE 110 BACKHOE VIN# LV0110T411037
7. JOHN DEERE 4600 VIN# LV4600H266838
8. CAT 930K SPLIT STEER VIN#CAT0930KLRHNOO819
9. 2011 EXMARK ZTURN MOWER VIN# LZAS27KC604
10. MAGNUM LIGHT TOWER VIN# 5AJLS1418CB217529
11. WACKER LIGHT TOWER VIN# 5F13D131551000247
12. PORTIBLE STAIRS
13. (4) ARMY FOOD STORAGE CONTAINERS
14. (15) ARMY COTS
15. (1) SQUARE LIFT CAGE
16. (1) SNOW PLOW
17. (19) SLEEPING BAGS
18. AMMUNITION BOXES
19. ARMY ROPES

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners that the above list of unneeded Town-owned equipment is hereby declared surplus personal property to be disposed of in accordance with the prescribed procedures.

Adopted this ____ day of November, 2020

Mayor

ATTEST:

Town Clerk



Town of Carolina Shores Boards and Commissions Meeting Schedules 2021

The following shall be the approved Town of Carolina Shores Boards and Commissions Meeting Schedules for 2021.

All meetings are held, unless noticed otherwise, in the Chambers of the Carolina Shores Town Hall located at 200 Persimmon Road, Carolina Shores, North Carolina 28467.

Board of Commissioners

Monthly Meeting

At 10:00am:

1/4/21
2/1/21
3/1/21
4/5/21
5/3/21
6/7/21
7/12/21
8/2/21
9/13/21
10/4/21
11/1/21
12/6/21

Planning Board

Monthly Meeting

At 11:00am:

1/20/21
2/17/21
3/17/21
4/21/21
5/19/21
6/16/21
7/21/21
8/18/21
9/15/21
10/20/21
11/17/21

Economic Development Commission

Monthly Meeting

At 9:30am:

1/4/21
2/1/21
3/1/21
4/5/21
5/3/21
6/7/21
7/12/21
8/2/21
9/13/21
10/4/21
11/1/21
12/6/21

Parks Commission

Quarterly Meeting

At 2:00pm:

2/17/21
5/19/21
8/18/21
11/17/21

2021 Holiday Schedule

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2021	Friday
Martin Luther King, Jr. Birthday	January 18, 2021	Monday
Good Friday	April 2, 2021	Friday
Memorial Day	May 31, 2021	Monday
Independence Day	July 5, 2021	Monday
Labor Day	September 6, 2021	Monday
Veterans Day	November 11, 2021	Thursday
Thanksgiving	November 25 & 26, 2021	Thursday & Friday
Christmas	December 23, 24 & 27, 2021	Thursday, Friday & Monday

ADMINISTRATION, FINANCE & CODE
ENFORCEMENT DEPTS. COVID 19 SAFETY PLAN –
Revised September 6, 2020

- 1. A temperature station is set-up in the large conference room for Administration. Temperatures to be taken daily by all employees until further notice.**

- 2. Employees have separate offices allowing for social distancing. Employees must wear masks in common areas. Employees should speak to one another from doorway of office if need be.**

- 3. Building Custodian, Jerry Franklin cleans, disinfects and wipes down all common area surfaces in the administration section of the building as well as all other areas in the building.**

- 4. Employees must wear masks, wash hands and social distance.**

- 5. If you are using a Town vehicle, maintenance equip., etc., it must be wiped down after your shift each day. There are spray bottles with disinfectant and paper towels for each vehicle – let your supervisor know if you should need either. **If there are two people in a vehicle, masks must be worn.****

- 6. If PPE is needed, please notify your supervisor.**

Nicole Hewett
ITA/Town Clerk

BUILDING INSPECTIONS DEPT. COVID 19 SAFETY PLAN –
Revised September 6, 2020

- 1. A temperature station is set-up in the front office of Building Inspections for the Building Inspections Department. Temperatures to be taken by all employees daily until further notice.**
- 2. Building Inspectors have separate offices allowing for social distancing. Plexiglass barriers will be placed around the two desks in the front office of the Building Inspections Department. Employees in the front office must wear masks until the plexiglass is installed. Employees must wear masks in common areas. If there needs to be coverage for lunch in the BI Department, the person that is covering shall wear a mask. If there is an employee that must go in the Building Inspections Department office, that employee must wear a mask and practice social distancing.**
- 3. Glass windows have been closed as to not come in direct contact with the public. System is in place for handling of paperwork and Recycle Center stickers.**
- 4. Employees must wear masks, wash hands and social distance.**
- 5. Building Custodian, Jerry Franklin cleans, disinfects and wipes down all common area surfaces in the Building Inspections side of the building as well as all other areas in the building.**
- 6. If you are using a Town vehicle, maintenance equip., etc., it must be wiped down after your shift every day. There are spray bottles with disinfectant and paper towels for each vehicle – let your supervisor know if you should need either. **If there are two people in a vehicle, masks must be worn.****
- 7. If PPE is needed, please notify your supervisor.**

Nicole Hewett – ITA/Town Clerk

MAINTENANCE DEPT. COVID 19 SAFETY PLAN –

Revised September 6, 2020

1. COVID 19 Schedule

- a. Team A comes in at 5:30am and takes temperature (until further notice) then wipe everything down.
- b. Then they pick up trash
- c. Leave at 4:30 pm

Team B second week and so on.

Recycle wipes everything down daily.

2. Service Request – Be prepared

- a. Be prepared for an increase in Service Requests. A lot of the residents are waiting on Jon to leave to resubmit request. (Like the guy at 10 Calabash Dr.) (6 Carolina Shores Parkway).
- b. Vehicle Service Sheets – I would like for employees that drive town vehicles to wipe them down at the end of their shift each day. That way on Monday we can start back doing the Service sheets and cleaning them. (We will wipe them down when we park them). That will be every week until further notice.

3. Employees must wear masks, wash hands and social distance.

4. If you are using a Town vehicle, maintenance equip., etc., it must be wiped down after your shift every day. There are spray bottles with disinfectant and paper towels for each vehicle – let your supervisor know if you should need either. **If there are two people in a vehicle, masks must be worn.**

5. If PPE is needed, please notify your supervisor.

Chris Edwards

Operations Superintendent

EMA ordered deviations from normal municipal operations due to COVID-19

Made pursuant to Board Resolution 20-8

Effective: June 30, 2020

EMA Order #1

Any municipal employee presenting with COVID-19 symptoms at their duty station shall be immediately sent home to either: 1) seek medical attention, or 2) self-isolate. The employee will be credited with that work day for reporting, but for subsequent days the employee must take leave time. The employee will be permitted back to work only upon a doctor's note or the end of a 14 day isolation period and being symptom free. Symptom free shall mean complete absence of COVID-19 symptoms including no fever for a period of 24hrs prior to reporting to duty. Prior to reporting to duty the employee must notify their supervisor with intention to report no less than 24hrs prior to reporting for duty. It is highly advisable for the employee to seek medical attention in order that the paid leave provisions of EMA Order #3 apply.

Reason: COVID-19 pandemic

Duration: Until further notice

EMA Order #2

Any municipal employee that has traveled out of country or to a part of the country that has an on-going COVID-19 outbreak shall isolate for a period of 14 days. The employee that chooses to undertake this personal travel must use leave time for the isolation period.

Reason: COVID-19 pandemic

Duration: Until further notice

EMA Order #3

Any municipal employee that is tested for COVID-19 must report to their supervisor the test results. An employee that tests positive for COVID-19, at the discretion of the Personnel Director, may be advanced up to 20 days of paid pandemic sick leave which shall be good only for the COVID-19 pandemic, non-transferable, refundable, accumulated, or banked and good for use only while the State of North Carolina remains under a State of Emergency. The employee shall send a photograph of the documented evidence to the EMA Director's email with such evidence being a signed document by a treating physician or health department official or their designee. The employee may only return to work upon release by a treating physician, such release shall be sent by email to the EMA Director's email and shall be a signed release order by the treating physician or health department official or their designee submitted 24hrs prior to return to work. Leave in excess of the 20 days of paid pandemic sick leave may be taken pursuant to the Personnel Ordinance, using first accumulated sick/vacation leave followed by

leave without pay whereby the employee will be placed on Medical Leave of Absence pursuant to Sec 23.106 of the Code. In order to care for a family member accumulated sick/vacation leave must be used first followed by unpaid Family Medical Leave pursuant to Sec 23.107 of the Code may be used.

Reason: COVID-19 pandemic

Duration: Until further notice

EMA Order #4 (*changed 3/20/20, italics, changes 4/30/20 underline*)

Social distancing shall be effected during town operations (exclusive of Governing Body meetings) and shall be interpreted as follows:

1) All employees are ordered to maintain a 6 foot separation rule with all other employees. An inter-office mail system has been established to facilitate document transfer. A good rule of thumb is that no employee should cross the office threshold door of another employee meaning that for face to face communication employees should remain outside of the office and in the hallway (telephone communication is highly encouraged and preferred). Common break and meal periods shall be paid particular attention to so that employees do not congregate as a large group.

2) *Town facilities are closed, until May 18, 2020, to the public except for the solid waste convenience site. To do business with the Town, residents should call, email, or use the drop box at the flagpole, this is the only method in which business will be conducted due to the COVID-19 pandemic. Effective May 18, 2020 residents, customers, vendors, and guests shall be limited to the lobby area of Town Hall and the Town's solid waste convenience site except during public meetings where the Chambers are occupied. Buildings & Grounds staff has increased the thoroughness, frequency, and disinfecting products used in these areas per CDC guidance for epidemic control purposes.*

3) *Customer Service shall interact with residents, customers, vendors, and guests via phone, email, mail, or drop box. All customers are advised that wait times due to this procedure will increase by approximately 2 days except where mail delivery is involved. Effective May 18, 2020 Customer Service shall interact with residents, customers, vendors, and guests from behind the counter glass to cut down on possibility of transmission due to the 6 foot separation rule. Documents forms and other pass through items will be accommodated by placing them on the documents table and asking that a phone number be left in order to move the interaction to a phone call rather than face to face to limit potential exposure time for the resident (simple matters can be handled through the glass).*

4) Field employees shall maintain a 6 foot separation from all other individuals. Shaking hands or otherwise touching individuals is *prohibited*. Field employees shall only ride to job sites in separate vehicles. Sharing of vehicles for any purpose is prohibited.

5) Should an employee fall ill on the job, other employees are instructed to contact 911 and describe the symptoms, and to maintain a 6 foot separation from the employee. If emergency response is delayed for whatever reason only employees in full PPE should interact with the employee.

6) Occupancy loading of any meeting or event shall be restricted to no more than 10 persons. Per CDC guidance higher rates of fresh air circulation are desirable and exterior doors should be opened to the outside before, during, at for a period of time after meetings to allow for fresh air circulation.

7) All entertainment, parks/recreation, special ceremonies, and workplace social events are cancelled.

8) Workplace break, lunch, and dining facilities are closed. Communal use of coolers and refrigerators is permissible, except workers are cautioned about frequently used surfaces (e.g. handles and nobs).

Reason: COVID-19 pandemic

Duration: Until further notice

EMA Order #5 (*changed 4/30/2020 italics, changes June 30, 2020 underlined*)

Solid waste convenience site permitting modifications are being made in order to allow an ease of use during the State of Emergency declared by North Carolina. Residents may provide their Carolina Shores house address and telephone number in order to receive an Emergency Permit good until July 30, 2020. Customer service will verify the address using GIS and call the resident when the permit is ready for pick-up or it can be mailed at the preference of the resident. Customer service will use a modified emergency permit and write the permit for expiration on May 1, 2020. *Permits previously issued may continue in force until July 30, 2020 subject to further extension.*

Reason: COVID-19 pandemic

Duration: Until July 30, 2020, subject to extension

EMA Order #6 (*changed 4/30/2020 italics, changed 6/30/20 underlined*)

Non-essential travel by municipal employees on work time is restricted, this shall mean work outside the corporate limits or ETJ while on duty except for essential supplies and continuity of service (e.g. bank deposit) which should be limited to adjacent areas not experiencing an outbreak of COVID-19. All trainings, conferences, and interagency meeting attendance are cancelled. Webinars, conference calls, and similar synchronous or asynchronous meeting methods are suggested and encouraged.

Reason: COVID-19 pandemic

Duration: Until further notice

EMA Order #7 (*changed 4/30/2020 italics [date change]*)

Advisory boards and commissions, Town hosted public gatherings, and other events shall be discontinued in order to implement social distancing to protect the public health.

Reason: COVID-19 pandemic

Duration: Until May 15, 2020, subject to extension

EMA Order #8 (*new as of 3/20/2020, changes in italics 4/30/2020 [date change]*)

All inspections to occupied dwellings are suspended effective March 20, 2020 in order to maintain social distancing and to lower the risk profile of the public and employees.

Reason: COVID-19 pandemic, community spread in North Carolina announced 3/19/2020

Duration: *Until May 15, 2020.*

EMA Order #9 (*new as of 3/21/2020, revised 3/25/20 in italics, revised 4/30/20 underline*)

Employees capable of working from home may be permitted to do so provided that they get approval from their supervisor and the Town Administrator. Employees must report to the supervisor by voice or electronic means every workday and maintain an appropriate level of productivity during these circumstances. *Employees need to list on their time sheet COVID-19 EMA #9 to account for these hours.*

Reason: COVID-19 pandemic, addressing high-risk employee groups

Duration: Until May 15, 2020

EMA Order #10 (*new as of 3/25/2020, revised 4/30/20 underline*)

Town operations will have rolling partial closures for employees to reduce the number of employees on duty at any one time in order to reduce spread, provide for redundancy, and continuity of local government. This means that employees will work every other week in a rotating shift (A/B shift) format for fulltime employees and schedule modifications for part-time employees, this order may be used in conjunction with EMA Order #9 where possible. The off week will be paid pursuant to the AWS Policy, employees need to list on their time sheet COVID-19 EMA#10 to account for these hours.

Reason: COVID-19 pandemic, addressing continuity of government in a community spread pandemic

Duration: Until May 15, 2020

EMA Order #11 (*new as of 3/30/2020*)

In order to comply with the Families First Coronavirus Response Act (FFCRA) the following provisions apply to all regular full and part time employees. Leave contemplated or referenced in EMA Orders #1 thru #10 shall be construed to allow these provisions in addition to other standard forms of leave available in the Personnel Ordinance, the pandemic leave provision in EMA Order #3 shall encompass the two weeks of leave provided by FFCRA below.

FFCRA Leave Categories and Provisions

- Employee Related FFCRA Leave: Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Employee as Care Giver FFCRA Leave: Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.
- Employee Child Care Leave FFCRA: Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

FFCRA Qualifying Reasons for Leave

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
7. Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

FFCRA Duration of Leave Provisions

For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

FFCRA Calculation of Pay Provisions

For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).

Reason: COVID-19 pandemic, Families First Coronavirus Response Act (FFCRA) compliance

Duration: December 31, 2020

EMA Order #12 (*new as of 4/1/2020, changes 4/30/20 in italics*)

Permitting will temporarily be halted on all non-emergency work starting Friday, April 3, 2020 at 12:00 noon. Inspections will temporarily be halted on all non-emergency work starting Wednesday, April 8, 2020. Regular permitting and inspections will resume on Monday, May 18, 2020.

Reason: COVID-19 pandemic, community spread in contractor business community

Duration: May 15, 2020, subject to extension

EMA Order #13 (*new as of 4/1/2020*)

Solid waste convenience site recycling collections will end Friday, April 3, 2020. Residents should place all their waste in the household waste compactor except for yard waste. All waste is

now being treated as having the potential to be infected with COVID-19. Solid waste convenience site hours are being changed in order to accommodate emptying the compactor, the new hours are for Monday and Friday only, both days will close at 12 noon instead of 3pm; no other days or times are impacted by this change at this time. The solid waste site attendant shall refrain from personal contact with customers unless necessary, and shall stay inside the guard building unless opening/closing the site, operating the compactor, or disinfecting the site. The use of blowers to clean the site are prohibited since infected particulate matter can be made airborne during their use. Residents that are under quarantine for COVID-19 should not use the solid waste convenience site, rather they should call Town Hall at 575-4877 to arrange alternative solid waste disposal. Household waste from residents under quarantine or who test positive for COVID-19 is considered infectious and is barred from the solid waste convenience site.

Reason: COVID-19 pandemic, infected surface/object mitigation measure

Duration: Until further notice

EMA Order #14 (*new as of 4/1/2020, clarification in italics 4/30/20*)

The Emergency Management Agency will designate the residential areas of the Town of Carolina Shores as an emergency area closing them to non-residents and visitors starting 12:00 noon EST Monday, April 6, 2020 except that emergency workers, utility company employees, state/county/municipal workers providing services to the area are exempted. Deliveries of essential supplies by outside persons during daylight hours as well as contractors performing work during daylight hours are exempted. Directly related family members and those providing in-home care or aid are also exempted. All short-term rentals are prohibited in the emergency area. Any person exempted from the order that has traveled from outside Brunswick County risks exposing Carolina Shores residents and should refrain, if possible, from entering the emergency area. Carolina Shores residents returning from an area outside of Brunswick County should quarantine themselves 14 days not including the day of return to the area, and closely monitor themselves for COVID-19 symptoms. The Emergency Management Agency will erect signs noticing said closure of the area, but will not barricade the streets thereof.

Reason: COVID-19 pandemic, community spread mitigation measure

Duration: May 1, 2020, subject to extension. *This order will be rescinded May 11, 2020 based on the following finding: 1) The Governor has extended the state-wide stay-at-home order until May 8, 2020, 2) that models indicate an easing of social distancing will be advisable on or about May 10, 2020 so long as other containment and mitigation measures remain in place. Once the order expires notice of expiration will be posted; however, the order may be reinstated as necessary. On-going orders for quarantine will continue and run coterminous with the State of Emergency for COVID-19 until the State of Emergency itself is rescinded.*



TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

A RESOLUTION

OUTLINING PLANNED MUNICIPAL RESPONSE TO COVID-19

WHEREAS, the Town of Carolina Shores is aware of possible pandemic conditions of COVID-19 throughout the world; and

WHEREAS, the current indications of the Centers for Disease Control and Prevention are that spread of COVID-19 may become inevitable in the United States; and

WHEREAS, the Town of Carolina Shores seeks to clarify its procedures, policies, and protections for the public's health, safety, and welfare as well as the health, wellness, and safety of municipal employees;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Carolina Shores that it is the municipal policy of the Town of Carolina Shores to closely adhere to the guidance of the lead agencies preparing for, responding to, and recovering from COVID-19 which are the North Carolina Department of Health and Human Services and the North Carolina Department of Public Safety, as well as the Brunswick County Health Department.

BE IT FURTHER RESOLVED by the Board of Commissioners of the Town of Carolina Shores that the Town of Carolina Shores Emergency Management Agency (EMA) be instructed as follows:

1. Liaison with the Brunswick County Department of Emergency Services and Health Department to monitor COVID-19 developments in Brunswick County should they occur.
2. Implement guidance from the Centers for Disease Control and Prevention, the North Carolina Department of Health and Human Services and the Brunswick County Health Department as they are issued, and scale implementation for both the general public and municipal workers. COVID-19 may require deviation from normal municipal operating procedure in order to maintain effective epidemic control, such deviation shall be noted by the EMA by listing the deviation, the reasons thereof, and the dates of duration for the deviation.



3. Follow the relevant epidemic control procedures in the Town's Emergency Operations Plan and the business continuity procedures in the Town's Business Continuity Plan and to integrate planning, readiness, response, and recovery actions with the State of North Carolina and the County of Brunswick as appropriate.

In the COUNTY OF BRUNSWICK

Adopted this ____ Day of _____, 2020

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: _____
Ms. Joyce Dunn, Mayor

_____ ATTEST:
Ms. Nicole Hewett, Clerk to the Board

Town of Carolina Shores Records and Imaging Policy and Procedures

Municipal Policy

October 2017
Version 1.0



The North Department of Natural and Cultural Resources requires that any agency that images its records as part of its records retention practices sign this policy after tailoring it to meet agency needs. This policy is also a requirement for agencies maintaining electronic records that have retention periods of ten or more years.

Subject: _____ Policy Number: _____
Effective date: _____ Modified date: _____

Type of Government Office: County Municipal State Agency Other*

For Other, enter name of "parent" agency unless unassigned:

County/Municipality/Agency: _____

Name of Office: _____

Office Address: _____

Phone: _____ Fax: _____ Email: _____

*Includes assigned and unassigned offices (authorities, boards, bureaus, commissions, councils, private/public hybrid entities, etc.)



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1. Purpose

The records covered by this policy are in the custody of the Town of Carolina Shores and are maintained for the benefit of agency use in delivering services and in documenting agency operations. This electronic records policy reflects guidelines established in the North Carolina Department of Natural and Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records*.¹ Complying with this policy will increase the reliability and accuracy of records stored in information technology systems and will ensure that they remain accessible over time. Exhibiting compliance with this policy will enhance records' admissibility and acceptance by the judicial system as being trustworthy.

All public records as defined by North Carolina G.S. § 132-1 are covered by this policy. This includes permanent and non-permanent records, including both confidential and non-confidential records. These classifications may warrant different treatments when processing the records. This policy serves as basic documentation of the procedures followed by the department in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the disposition schedule, and in handling the original paper records, if applicable.

This policy also serves to protect those records digitized by the agency's imaging system, which reduces required storage space for original documents as the agency transitions to a "more paperless" digital system and provides instant and simultaneous access to documents as needed.

The form provided in Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*, is completed and submitted to the Department of Natural and Cultural Resources whenever this agency wishes to dispose of a series of paper records that have been digitized.

This policy will supersede any electronic records system policy previously adopted. This policy will be reevaluated at a minimum of every ten years, or upon the implementation of a new information technology system, and will be updated as required. A copy of this policy will remain on file at the Department of Natural and Cultural Resources.

2. Responsible Parties

- Town Administrator
- Department Heads
- IT Department
- Records Creators
-

Town Administrator

Responsibilities include:

1. Determining access rights to the system
2. Approving system as configured by IT

¹ http://archives.ncdcr.gov/Portals/26/PDF/guidelines/guidelines_for_digital_public_records.pdf



Department Heads

Responsibilities include:

1. Ensuring training of records creators
2. Periodically auditing imaged records for accuracy, readability, and reproduction capabilities before the original documents are destroyed

IT Department (via contract to Atlantic Telephone Membership Cooperative – ATMC)

Responsibilities include:

1. Installing and maintaining equipment and software
2. Configuring the system according to agency needs, including creating and testing applications and indexes
3. Controlling permission rights to the system
4. Maintaining documentation of system hardware and software
5. Establishing audit trails that document actions taken on records stored by the information technology system
6. Providing backups for system records and recovering deleted imaged records when necessary
7. Completing a disaster recovery backup as described in the Business Continuity Plan (BCP).
8. Establishing and providing training on equipment and software, documenting such training, and providing remedial training as needed, Systel vendor only
9. Creating and updating detailed procedural manuals describing the imaging process and equipment, Systel vendor only
10. Conducting any necessary batch conversions or batch renaming of imaged records, Systel vendor only

Records Creators

Responsibilities include:

1. Attending and signing off on training conducted by their Department/Division of the Town
2. Creating passwords that meet internal policies of the Town
3. Creating and managing electronic records in their purview in accordance with the policies and other guidance issued by the Town
4. Reviewing system records annually and purging records in accordance with the retention schedule
5. Guaranteeing that records, regardless of format, be retained for the period of time required by local records retention schedules
6. Carrying out day-to-day processes associated with the agency's imaging program, including:
 - Designating records to be entered into the imaging system
 - Noting confidential information or otherwise protected records and fields
 - Removing transitory records from the scanning queue
 - Completing indexing guide form for each record being scanned
 - Reviewing images and indexing for quality assurance
 - Naming and storing the scanned images in designated folders
 - Once approved, destroying or otherwise disposing of original records in accordance with guidance issued by the Department of Natural and Cultural Resources



3. Availability of System and Records for Outside Inspection

This agency recognizes that the judicial system may request pretrial discovery of the information technology system used to produce records and related materials. Agency personnel will honor requests for outside inspection of the system and testing of data by opposing parties, the court, and government representatives. Records must be available for inspection and audit by a government representative for the full period required by law and approved records retention schedules, regardless of the life expectancy of the media on which the records are stored. Records must continue to exist when litigation, government investigation, or audit is pending or imminent, or if a court order may prohibit specified records from being destroyed or otherwise rendered unavailable.

In order to lay a proper foundation for the purposes of admitting the agency's electronic records into evidence, the agency will be able to provide up-to-date, detailed documentation that describes the procedural controls employed in producing records; procedures for input control including tests used to assure accuracy and reliability; and evidence of the records' chain of custody. In addition to this policy, such documentation includes:

- Procedural manuals
- System documentation
- Training documentation
- Audit documentation
- Audit trails documenting access permission to records

The agency will also honor inspection and copy requests pursuant to N.C. G.S. § 132. The agency should produce the records created and used in the course of business, maintaining established folder structure as applicable. The agency should produce records in any format it is capable of producing if asked by the requesting party; however, the agency is not required to create or compile a record that does not already exist. If it is necessary to separate confidential from non-confidential information in order to permit the inspection or copying of the public records, the public agency will bear the cost of such separation.

4. Maintenance of Trustworthy Electronic Records

- Produced by Methods that Ensure Accuracy
- Maintained in a Secure Environment
- Associated and Linked with Appropriate Metadata
- Stored on Media that are Regularly Assessed and Refreshed

Produced by Methods that Ensure Accuracy

All platforms used by the agency to create and manage electronic records, including e-mail clients, social media platforms, and cloud computing platforms, conform with all Department of Natural and Cultural Resources policies and all applicable IT security policies.

Electronic files are named in general accordance with the *Best Practices for File Naming* published by the Department of Natural and Cultural Resources.²

² <http://archives.ncdcr.gov/Portals/3/PDF/guidelines/filenaming.pdf>



Electronic files are saved in formats that comply with DNCR's *File Format Guidelines for Management and Long-Term Retention of Electronic Records*.³ File formats used by the agency are identified as standard by DNCR and are well-supported, backwards compatible, and have robust metadata support.

Maintained in a Secure Environment

Security of the system and the records it holds is maintained in the following ways:

- Access rights are managed by the IT department and are assigned by a supervising authority to prevent unauthorized viewing of documents.
- Data creators must organize and name file systems in such a way to identify confidentiality of the documents.
- Folders with confidential information are restricted, and access rights to confidential data are carefully managed. Confidential material is manually redacted before it is shared or otherwise made available.
- Physical access to computers, disks, and external hard drives is restricted.
- All system password and operating procedure manuals are kept in secure off-site storage.

Associated and Linked with Appropriate Metadata

Metadata is maintained alongside the record. At a minimum, metadata retained includes file creator, date created, title (stored as the file name), and when appropriate, cell formulae and e-mail header information. Employees are not instructed to create metadata other than metadata that is essential for a file's current use and/or retention.⁴

Stored on Media that are Regularly Assessed and Refreshed

Data is converted to new usable file types as old ones become obsolete. The following steps are taken to ensure the continued accessibility of records kept in electronic formats:

- Data is audited and assessed annually. If there is evidence of file corruption, data should be migrated to new media.
- Media is refreshed every three to five years. The agency documents when and how records are transferred from one storage medium to another. Once the new media has been sampled to assure the quality of the transfer, the original media may be destroyed according to the guidelines of 07 NCAC 04M .0510.
- Records are periodically migrated to new file types, particularly when a new information technology system requires that they be brought forward in order to render the file properly.
- Metadata is maintained during transfers and migrations.
- Storage media are maintained in a manner and in an environment that promotes bit-level preservation.
- Whatever media is used to store data is clearly labeled with enough information that its contents can be determined (e.g., optical media should have a physical label; data stored on a server should be indexed).

5. Components of Information Technology System

- Training Programs

³ http://archives.ncdcr.gov/Portals/26/PDF/guidelines/file_formats_in-house_preservation.pdf

⁴ See DNCR's guidance document *Metadata as a Public Record in North Carolina: Best Practices Guidelines for Its Retention and Disposition* (http://archives.ncdcr.gov/Portals/3/PDF/guidelines/Metadata_Guidelines.pdf) for more information.



- Audit Trails
- Audits

Training Programs

The IT department will conduct training for system use and electronic records management, using material published by the Department of Natural and Cultural Resources when appropriate. All employees will be made aware of system procedures and policies and trained on them; employees will acknowledge by initialization or signature that they are aware of the policies and have received training on them. When appropriate, employees will also attend trainings offered by the Department of Natural and Cultural Resources on the maintenance of electronic records. Documentation will be maintained for the distribution of written procedures, attendance of individuals at training sessions and refresher training programs, and other relevant information.

Audit Trails

At a minimum, the IT department will maintain documentation on who has read and/or write permission to files maintained by the agency. Ideally, a log of activities on the system is maintained, which shows who accessed the system, how and by whom records were created and modified, and whether standard procedures were followed.

Audits

Audits are designed to evaluate the process or system's accuracy, timeliness, adequacy of procedures, training provided, and the existence of audit trails. Internal audits are conducted regularly by agency IT staff, at least every five years.

6. Documentation of Information Technology System

- System Design
- Retention of System Documentation

System Design

The agency maintains documentation that describes system procedures, practices, and workflows. This documentation also identifies system software and hardware and captures the system environment in terms of the organizational structure, functions and responsibilities, and system processes. It explains how the system operates from a functional user and data processing point of view. Documentation is reviewed and updated by IT staff every five years or upon implementation of a new information technology system. Such documentation maintained by the agency includes:

- Procedural manuals
- System documentation
- Security backup and disaster recovery procedures as a part of the Continuity of Operations Plan
- Service level agreements for contracted information technology services

Retention of System Documentation

One set of all system documentation will be maintained during the period for which the records produced by the process or system could likely be subject to court review and until all data created by every system instance has been destroyed or transferred to a new operating environment. All such documentation is listed in the Town of Carolina Shores records retention schedule.



7. Digital Imaging Program Documentation and Procedures

- System and Procedural Documentation
- Training
- Indexing and Metadata
- Auditing and Audit Trails
- Retention of Original and Duplicate Records

System and Procedural Documentation

The IT department (ATMC) is responsible for preparing and updating detailed procedures that describe the process followed to create and manage imaged electronic records. This documentation will include a description of the system hardware and software. A current procedural manual will be maintained to ensure the most current steps are followed and to ensure reliable system documentation will be available for judicial or similar proceedings.

Each workstation designated as a scanning station will have, at a minimum, the following hardware and software, unless the scanner is collocated by means of a network interface:

- Document/image scanner authorized by IT (**Panasonic KV-S5046H**)
- Driver software for scanner (**DocRecord**)
- Imaging software (**DocRecord**)
- Instructions manual, maintained by IT staff, describing in detail the steps required in the scanning process. This manual will also define:
 - The resolution of scanned images, as well as any compression standard used
 - The file formats of scanned images
 - The file naming conventions used for scanned images
 - Whether batch conversion or batch file re-naming will be necessary, and what tool is used for such conversions
 - Whether any image enhancement techniques should be conducted after imaging

Training

Only designated staff that have been formally trained and have signed off on training documentation on the use of the imaging software and equipment will be allowed to scan records. Components of the training will include basic techniques for image capture, indexing, quality control, security configuration, auditing, use of equipment, and general system maintenance. Permissions to image and index records will not be assigned until the user has been trained. If a user improperly indexes or scans a document, the agency supervisor will address this occurrence.

Indexing and Metadata

All imaged records must be indexed in order to facilitate efficient retrieval, ease of use, and up-to-date information about the images stored. This index should capture the content, structure, and context of the imaged records and will be developed to the implementation of any imaging system. It should also be indexed according to conformance guidelines set by the Department of Natural and Cultural Resources. Metadata will be maintained in accordance with the guidelines provided in Section 4, *Maintenance of Trustworthy Electronic Records*.



Auditing and Audit Trails

Staff trained to conduct imaging will conduct a quality control audit following the imaging of a record to ensure that the following features of the imaged record are legible:

- Individual letters, numbers, and symbols
- Combinations of letters, numbers, and symbols forming words or sentences
- Graphics such as signatures, logos, and pictures
- Other features of records such as color, shape, texture, etc., that relate to the content of the information

Managerial staff for the various units of the agency will also periodically audit imaged records for accuracy, readability, and reproduction capabilities. Written quality control documentation will be prepared indicating the sampling of records and what remedial procedures were followed if the expected level of accuracy was not achieved.

Audit trails should be built into the imaging system that will automatically document who creates, duplicates, modifies, or otherwise accesses records and what procedures were taken. Audit trails include the success or failure, date, time, and user of the following events:

- Add/Edit electronic document
- Assign index template
- Copy document
- Copy pages
- Create document/folder
- Delete entry
- Delete pages
- Delete volume
- Edit image
- E-mail document
- Export document
- Index creation/deletion/modification
- Insert page
- Log in/out
- Move document
- Move pages
- Print document

Managerial staff will document by position title employees that have the authority to complete each of the tasks listed. For the Town, this includes: Department of Administration – Town Administrator, Town Clerk, Office Assistant; Department of Finance – Finance Director

Retention of Original and Duplicate Records

To obtain permission to destroy original records following imaging, this agency will complete Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*. For each records series identified for scanning, the Department of Natural and Cultural Resources must approve the destruction of the original records.



Permanent records may be imaged for ease of access, but the original documents may not be destroyed unless an analog copy exists prior to the records' destruction.⁵

Destruction of original records is allowed only after quality assurance has been conducted on the imaged records, necessary corrections have been made, the electronic records system is audited for accuracy, and the destruction of records has been approved.

If digital images replace the original records and assume all legal authorities, these scanned records will be considered the record copy and must be maintained for the specified retention period defined in the appropriate records retention and disposition schedule.⁶ The retention period is considered to have begun when the original document was created, not when the electronic version was produced. Any hard copy generated from the imaged records will be considered the agency's duplicate "working" record or reference copy.

A copy of the purchase order and a detailed service level agreement with name of third-party organization is maintained. See Section 8 of this policy, *Other Electronic Records Management Practices*, for more information on contracting out electronic records management services.

8. Other Electronic Records Management Practices

- System Planning-as needed in conjunction with IT Department and vendors
- Security and Disaster Backup and Restoration-see Business Continuity Plan (BCP)
- Cloud Computing
- Vendor-provided services/hosted solutions

Security and Disaster Backup and Restoration

The agency has a disaster recovery plan for its electronic data in place, which includes contact information for data recovery vendors and information about backups of all data. Security backups to protect against data loss are generated for all but the most transitory of files. Routine backups are conducted pursuant to the Town's business continuity plan (BCP) Imaged documents will be synchronized to a secured offsite location pursuant to the BCP upon document changes or upon document scanning.

Cloud Computing

The agency uses IBackup cloud-based technology, which is used as a storage site that mirrors locally hosted data. Files are kept on the local server and the cloud, and all changed files are backed up to the cloud nightly. Should the vendor fail or should the agency otherwise discontinue service with the vendor, the agency is able to recover its electronic records in pdf format.

⁵ Any permanent records maintained in electronic form must also exist as a paper or microfilm preservation duplicate copy in compliance with the Department of Natural and Cultural Resources *Human-Readable Preservation Duplicates* policy.

⁶ The Society of American Archivists *Glossary of Archival and Records Terminology* defines record copy as "the single copy of a document, often the original, that is designated as the official copy for reference and preservation." Available at <http://www2.archivists.org/glossary/terms/r/record-copy>.



Vendor-Provided Services/Hosted Solutions

The terms of the service level agreement with IBackup detail:

- File formats
- Plan for converting files to a new format
- File naming practices
- Access rights/security mechanisms
- Backups (specify frequency and location)
- Mechanism for destructions
- Audits (data should be audited at least annually to test accessibility and assess need for refresh or migration)
- Disaster recovery procedures
- System documentation/procedural manual – a copy should be provided to the agency that specifies what hardware and software are provided by the vendor
- System for indexing records
- Quality control procedures
- Mechanism for document production due to litigation, audit, or public records request
- Costs for:
 - Uploading records
 - Downloading records
 - Migrating records
 - Service termination
 - Proprietary software necessary to access records (if applicable)
- Performance/availability (e.g., planned and unplanned downtime)
- Ownership of data
- Procedure for exporting records (including images as well as metadata) at end of contract period and/or when vendor ceases operation

9. Compliance and Electronic Records Self-Warranty

The completion of this form by all signing employees' signals that all employees will adhere to the rules set forth in this policy. Furthermore, this section is to be used as a self-evaluation tool to ensure that electronic records produced by the agency are created, reproduced, and otherwise managed in accordance with guidelines for electronic public records published by the North Carolina Department of Natural and Cultural Resources.

Each signatory should initial each element for certification, print his/her name on the Approved by line, fill in the job title, and sign and date the form.



Department Head

The Department Head is the person responsible for creating records or managing the staff who create records.⁷ The records custodian certifies that:

✓ The records created or duplicated by electronic means in this office are prepared in accordance with these guidelines as indicated by the following statements:

- Quality - Records are legible, accurate, and complete.
- The records are produced or reproduced as part of a regularly conducted activity.
- The records conform to DNCR guidance regarding file formats, file naming, and if applicable, digital preservation guidance produced by DNCR.
- Detailed, documented procedures are in place and followed when the records are created, copied, modified, or duplicated.
- The person who creates, copies, modifies, or duplicates records receives formal training on detailed system procedures prior to records preparation.
- Details of the training received are adequately documented through written policies and procedures.
- Employees sign training records after receiving training.

✓ This agency will comply with the best practices and standards established by the Department of Natural and Cultural Resources as published on its website.

✓ This agency will submit to the Department of Natural and Cultural Resources Section 10 of this policy, *Request for Disposal of Original Records Duplicated by Electronic Means*, to seek approval for the destruction of original records that have been converted from paper to electronic record.

✓ Affected records creators will be trained on the proper creation and maintenance of electronic records.

✓ Imaged records will be periodically audited for accuracy, readability, and reproduction capabilities before the original documents are destroyed.

Approved by: Jon Mendenhall Date: 12-19-17

Title: Town Administrator

Signature: [Handwritten Signature]

⁷ G.S. § 132-2 specifies, "The public official in charge of an office having public records shall be the custodian thereof." G.S. § 160A-171 specifies that the city clerk is the custodian of all city records. Therefore, the individual signing this section will likely be the clerk at the local level or the head of the organizational unit.



IT Professional or other Project Supervisor

The IT Professional is the person responsible for providing technical support to the records custodians and who may be involved in infrastructure and system maintenance. In the absence of an IT department, the supervisor of the records custodian should verify the following items. The IT Professional certifies that:

✓ Audit trails document the identity of the individual who creates, duplicates, modifies, or otherwise prepares the records, what actions are taken by the individual during the course of the process, when these actions are taken, and what the results of these actions are.

✓ Audits:

- are performed periodically to confirm that the process or system produces accurate results.
- confirm that procedures followed are in accordance with the agency’s documentation.
- are performed routinely on files to ensure no information has been lost.
- are performed by an independent source (i.e., persons other than those who create the records or persons without an interest in the content of the records. Acceptable sources may include different department or authorized auditing authority).
- are adequately documented.

✓ The process or system hardware and software are adequately documented.

✓ Permanent records conform to all file format, file naming, and digital preservation guidance produced by the Department of Natural and Cultural Resources.

✓ Backup procedures are in place and comply with best practices as established by the Department of Natural and Cultural Resources.

✓ Successful disaster recovery backup is completed at least once every two years.

Approved by: Jon Mendenhall Date: 12-19-17

Title: Town Administrator

Signature: [Handwritten Signature]



Town Administrator

The agency supervisor or division director is the person responsible for approving internal policies and procedures related to the creation and maintenance of electronic records. The agency supervisor/division director certifies that:

- Determinations are made regarding employees' permission rights to the electronic records system.
- IT's configurations for the electronic records system are reviewed and approved before the electronic records system becomes operational.

Approved by: Jon Mendenhall Date: 12-19-17
 Title: Town Administrator
 Signature: [Handwritten Signature]

FOR DEPARTMENT OF NATURAL AND CULTURAL RESOURCES USE

Approved by: Rebecca McGehee-Lankford Date: 1/29/18
 Title: Assistant State Records Administrator
 Signature: [Handwritten Signature]



10. Request for Disposal of Original Records Duplicated by Electronic Means

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied.⁸

⁸ Please contact a Records Analyst with any questions about the destruction of original paper records.

