



The Village of Bald Head Island

MEMORANDUM

Date: February 1, 2008

To: Mayor and Council

From: Chris McCall, Assistant Village Manager/Development Services Director

Cc: Calvin Peck, Village Manager
Department Heads

Re: Weekly Status for 28 JAN – 1 FEB 2008

- **Police Department NEW!!!! Hybrid Vehicle** – The Police Department has received the new hybrid Ford Escape which is currently being retrofitted with lights and sirens by the Public Works mechanic. The purchase of the hybrid is part of the Village’s initiatives to protect the environment as part of the “Cool Cities” program.
- **Annual Building Inspector’s Conference** – Stephen Boyett, Village Building Inspector, attended the annual Building Inspector’s conference this week in Atlantic Beach, NC. The conference provides training and updates to new or existing building codes that may be relevant to residential & commercial development on BHI. Stephen will be providing updates that are relevant to future construction in the immediate future to contractors on the island.
- **Bald Head Creek Access Permitting Program** – Development Services Staff and Administrative Assistants have been working on updating of the Village Creek Access Permitting program. The Village is in the process of verifying current slip holders and will be sending out renewal applications in the next week or so.
- **Village Hall Expansion Project** – Village staff & Council liaison met with BMS architects to review the 1st set of preliminary construction drawings. Also, input was received on the proposed library to be located in the formal public meeting room.

- **Local Update of Census Addresses (LUCA) Program** – Development Services Department is currently working on verifying all of the physical addresses of existing structures on the island as part of the LUCA Program. The LUCA program is a decennial census geographic partnership program that will allow the U.S. Census Bureau to benefit from local knowledge in verifying a master address list that will be used by the US Census Bureau as part of the 2010 Decennial Census Program to deliver census questionnaires. Accurate census data is important in a number of ways such as allocation of federal monies to states and local governments. Additionally, state generated funds are distributed on the basis of population data whether it be on a municipal or county basis.
- **Electronic Document Retention Project** – Overall, project is progressing well with a temporary employee who is currently scanning public record documents in the Village Clerks office. This initial scanning is being used as a model for policy and procedure development. Starting with known public records such as Council and Committee minutes simplifies adhering to the state’s public records retention requirements. Policy and procedure development is the foundation of a successful electronic document retention program. The progress noted to date is a strong indicator that the Village’s electronic document retention project will be a success.
- **Update on Water Shortage Response Plan** – The Village website has been updated to reflect the most recent revision to the Water Shortage Response Plan, specifically Item 7 under Phase II. This latest revision provides flexibility for the use of water for washing or cleaning of equipment including carts, trucks, boats and fleet vehicles is prohibited unless water use is deemed essential to maintain the safe operational use or equipment integrity.
- **Additional Updates to Village Website** – The following items have been revised to existing links on the Village website from Council directive at the annual retreat this past month:
 - 2008 Council Priorities
 - 2008 Council Meeting Calendar
 - 2008 Updated Council and Committee Rosters
 - 2008 Committee Meeting Calendars
 - 2008 Committee Charges