Agenda

Foxfire Village Council

Work Session Meeting

July 30, 2026 5:30 PM

Village Hall Meeting Room

1. Call to Order

2. Continued Discussion Items:

    - Purchasing Policy
    - Planning & Zoning Board Vacancies
    - IT Governance
    - Legion
    - Budget Amendment for Pool Committee
    - Council Retreat Topics
    - Emergency Disaster Plan
    - CCTV Cameras
    - Street Paving
    - Village Code Review
    - Driveway Standards
    - Special Events

    - Village Purchase Order Policy (2 7 26) Rev 1
    - Village of Foxfire IT Governance Policy
    - Potential Retreat Topics Upd 7 14 26
    - Emergency Disaster Plan Appendix
    - Foxfire Streets Field Notes for PCI Programing(paving)

3. Public Comments

4. Adjournment

Foxfire Village Purchase Order Policy effective

1. Purpose

This policy establishes the procedures for initiating, approving, and documenting Purchase Orders (POs) in order to ensure accountability, proper use of public funds, and compliance with applicable laws and Village policies.

2. Applicability

This policy applies to all Village departments and employees who request the purchase of goods, services, or equipment using Village funds.

3. Definitions

• Purchase Order (PO): A written authorization issued by the Village to a vendor to supply goods or services, specifying the type, quantity, and agreed price.

• Finance Officer: The Village official responsible for budget oversight, financial compliance, and PO approval.

• Bookkeeper: The staff member responsible for maintaining financial records, processing payments, and ensuring documentation is complete.

4. General Policy Requirements

1. PO Requirement:

- A PO must be issued for all purchases of goods or services over $500 prior to placing the order.

- Emergency purchases must be documented and reported to the Finance Officer within one business day.

2. Unauthorized Purchases:

- Purchases made without an approved PO may become the personal responsibility of the employee making the purchase and may not be paid with Village funds.

5. Purchase Order Process

Steps 1: Funds verification

1. Prior to submitting a PO form, the Department Head must have funds are available in the General Ledger (G/L) account to be charged. If funds are available, the PO is initiated. If funds are not available, the Department Head notifies the Finance Officer for resolution.

Commented [MG1]: Added for clarification

Step 2: Initiation

1. Department Head/Requestor completes a PO Form, providing:

- Description of goods or services
- Vendor name and contact information
- Vendor W-9 if not already on file
- Certificate of insurance if applicable
- Quantity and estimated cost
- Account/budget code to be charged
- Supporting documents (e.g., quotes, bid results, contract references)

2. The completed PO is submitted to the Finance Officer for budget verification.

Step 3: Approval

The Finance Officer:

- Reviews budget availability. The Finance Officer may transfer funds between G/L accounts within the Department to fund the PO if appropriate. Inter-department funds transfers are submitted as a Budget Amendment and require Council approval.

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- Verifies compliance with procurement policies, competitive bidding requirements, and purchasing thresholds.
- Approves or denies the request in writing.

Step 3: Documentation

The Bookkeeper maintains a central invoice file containing:

- Approved PO
- Vendor quotes or bids (if applicable)
- Correspondence related to the purchase
- Paid invoice

6. Payment Verification

Before payment is processed, the following must be in the central invoice file:

1. Original, approved PO
2. Vendor Invoice that matches the PO in:
   - Vendor name
   - Description of goods/services

- Quantities and prices

3. Proof of Receipt of goods/services, such as:

- Packing slip signed and dated by receiving employee or department head

- Copy of the invoice

- Service completion report signed by Department Head

4. Supporting Contracts (if applicable), signed and on file

5. Budget Verification confirming available funds at time of payment

The Finance Officer must pre-audit expenditures in accordance with N.C. General Statute 159-28 before the Bookkeeper issues a check or electronic payment.

7. Records Retention

All purchase order files, including supporting documentation, must be retained in accordance with the Village's records retention schedule and applicable state law (typically 5–7 years).

8. Compliance & Audit

Failure to follow this policy may result in delays in payment, disallowance of expenses, or disciplinary action. The Finance Officer will periodically review PO procedures to ensure compliance and audit readiness.

Village of Foxfire

IT Governance & Documentation Policy

Policy Number	IT-001
Version Number	1.0
Adopted By	
Effective Date	
Policy Owner	IT Administrator – Horton Technical LLC
Last Reviewed	
Next Scheduled Review	

1. Purpose

This policy establishes the framework by which the Village of Foxfire ("the Village") manages information technology credentials, assets, documentation, and personnel transitions. Prior to the appointment of the Village's first IT Administrator, no documented IT governance framework existed. This policy creates that foundational framework and governs the operational practices upon which all subsequent Village IT procedures depend.

2. Scope

This policy applies to all Village elected and appointed officials, employees, contractors, and volunteers who use, administer, or have access to Village-owned IT systems, accounts, credentials, hardware, or software. It covers all Village departments and facilities, including Village Town Hall, Village Water Department, the Police Department (subject to applicable CJIS standards), Village Park, and the Village Pool.

3. Policy Statements

3.1 Credential Management

- System of Record: The Village shall maintain a centralized, encrypted credential vault (password manager) as the sole authorized system of record for all shared and administrative IT credentials. Credentials shall not be stored in plaintext documents, spreadsheets, email, physical notes, or personal devices.
- Migration & Inventory: All existing shared credentials — including network equipment, NAS/backup systems, email administration, website/CMS, social media, camera/NVR

systems, the FMS server, and Police Department infrastructure administered by Village IT — shall be inventoried and migrated into the vault.

- Rotation: Any credential previously shared or stored insecurely shall be rotated immediately upon discovery or migration into the vault.
- Least Privilege: Access to vaulted credentials shall grant each user or role the minimum access necessary to perform their duties.
- Emergency Access ("Break-Glass"): A documented emergency-access procedure shall be maintained to ensure continuity if the IT Administrator is unavailable. The physical or digital token required for this access shall be held securely by the Village Clerk or Village Administrator. Every invocation of emergency access must be logged, justified, and reviewed.
- Auditing: Credential vault contents and access logs shall be reviewed at least annually, and immediately following the departure of any staff member with administrative vault access.

3.2 IT Asset Inventory & Lifecycle

- Living Inventory: The Village shall maintain a living inventory of all IT hardware, software licenses, and support/warranty terms.
- Hardware Tracking: The hardware inventory shall record device type, make/model, serial number, assigned location/user, and acquisition date for all departments, including the Police Department.
- Software & Compliance: The software inventory shall record all active licenses, subscriptions, renewal dates, and costs to support compliance and budgeting.
- Lifecycle & Disposal: Warranty dates shall be tracked to inform replacement planning. No IT asset shall be disposed of, sold as surplus, or destroyed without the IT Administrator verifying certified data sanitization and updating the inventory log.
- Audit Cadence: The inventory shall be physically and digitally audited at least annually to confirm accuracy.

3.3 Documentation Standards

- Infrastructure Mapping: The Village shall maintain current-state physical and logical network diagrams, updated upon the completion of any major infrastructure project.
- Standard Operating Procedures (SOPs): SOPs shall be documented for recurring IT tasks, including user account lifecycle management, password resets, and backup restoration workflows.
- Continuity of Access: All governance documentation, diagrams, SOPs, and inventories shall be stored in a centralized, secure location accessible to the Village Administrator, independent of any individual's personal or local accounts.

3.4 Staff Onboarding & Offboarding

- Onboarding: A standardized IT onboarding checklist shall be executed for all new hires, covering account creation, email provisioning, hardware issuance, and mandatory Multi-Factor Authentication (MFA) enrollment.

- Standard Offboarding: A standardized offboarding checklist shall be executed for departing staff to ensure the return of hardware and the immediate revocation of system and physical access.
- Involuntary/Immediate Offboarding: In the event of an immediate or involuntary termination, the Village Administrator shall notify the IT Administrator immediately, and system access shall be revoked concurrently with or prior to the termination action.
- Notification: The Village Administrator (or designated Department Head) shall notify the IT Administrator in advance of any hire, departure, or role change to ensure seamless transition management.

4. Roles & Responsibilities

Role	Responsibility
IT Administrator	Owns and maintains the credential vault, asset inventory, and governance documentation. Executes onboarding/offboarding technical steps.
Village Administrator / Clerk	Notifies IT of personnel changes. Coordinates onboarding/offboarding timing. Secures the "break-glass" emergency access tokens.
Village Council	Adopts and formally reviews this policy; approves material changes.
All Authorized Users	Comply with credential handling requirements; report suspected security incidents or credential exposures immediately.

5. Enforcement

Failure to comply with this policy — including storing shared credentials outside the approved vault or bypassing onboarding/offboarding procedures — may result in revocation of system access and is subject to the Village's standard personnel or Village Councils disciplinary procedures.

6. Review Cycle

This policy shall be reviewed at least annually by the IT Administrator and revised as needed to reflect changes in Village systems, staffing, or applicable local and state legislation. Material revisions shall be presented to the Village Council for re-adoption.

7. Related Policies & Frameworks

This policy serves as the foundation for the following policy suites, to be developed and integrated sequentially:

- Acceptable Use & Cybersecurity Policy Suite
- Data Management, Retention, & Public Records Policy Suite
- Lifecycle, Asset Management, & Procurement Policy Suite
- Physical & Media Security Policy Suite

8. Definitions

Credential Vault: An encrypted, access-controlled password management platform used to store and share login credentials for shared/administrative accounts.

Break-Glass Procedure: A documented, auditable process for obtaining emergency access to credentials or systems outside of normal access channels.

Least Privilege: The security principle of granting users the minimum level of access required to perform their job functions.

Adoption

Adopted by the Village of Foxfire Village Council on _________________.

Signature: _____________________________

Title: _____________________________

Council Retreat Spit Ball List	Comments/Additions, etc.	Top 6	Middle 6	Last 5
New well	(KR: Reservoirs for collection / county connections)			
Potential grant opportunities	Council			
Risk management policies and procedures	(KR:Risk by department / Collective Risk) (Emergency Response Plan)			
Resident communication	(KR: Village Newsletter, Interactive Dashboard, Livestream Meetings)			
Legislative issues	MG			
Two person teams to work issues	(KR: Primary Actions, Emergency Action)			
WEFRD	Lease Update			
Recreation and amenities	(KR: Upgrades to current / expansion projects / outdoor recreation areas)			
24-7 Police coverage	Janice			
K-9	Janice			
Long Range Plan (LRP) process	Janice			
Events for Foxfire 50th birthday (2027)	Janice			
Reorganization of Council member duties	Council			
Council and Village Staff Communication/Internal Processes/Functions	Council			
Facilities / Grounds / Maintenance Management Hire	KR			
Foxfire Council Vision Statement (50 year anniversary , new charter)	KR			
Condo Parking	Council			
KR Additional Topics				
Current LRP Analysis / Measurements of Performance / Effectiveness				
UDO Analysis / Gap & Link (Problem Statement)	PZ			
Land Use Analysis	PZ			
Small Business Opportunities (Tax Revenue)				
Dead Space / Village Owned Property / Use plans				
CCIR (Council Critical Information Requirements) (Reporting Procedures)				
Council Privileged Information (Read ons / justifications)				
Village Alert Systems (Push / Text)				
Water bill modernization / analysis tools	IT			
Ordinances with business / commercial properties	PZ			
SMPO (other interlocal programs)				
Data / Knowledge / Records Management (Automation)	IT			
Multi-Domain Security	IT			
Ordinance process (Create / Amend / Rescind)	PZ			

Appendix A

1. Leadership & Command Structure

The Foxfire Municipality uses a collapsed Incident Command System (ICS) where key officials wear multiple hats. [1]

- **Incident Commander (IC):** Mayor or Mayor Pro Temp. Holds ultimate authority to declare a local state of emergency and request county/state aid.
    - **In the absence of the Mayor/ Pro temp, any 2 council members may declare a state of emergency.**
- **Operations Chief:** Police Chief or Fire Chief. Directs search and rescue, utility shutdowns, and immediate life-safety efforts.
- **Logistics & Public Works Coordinator:** Public Works Director. Manages heavy machinery, road clearance, emergency water supplies, and town vehicles.
- **Public Information Officer (PIO):** Town administrator. Serves as the single point of contact for media and official community updates.
- **Emergency Operations Center (EOC):** Designated physical location (e.g., Town Hall.) equipped with backup generator power and satellite/radio communications.

2. Emergency Communications Strategy

Small communities cannot rely solely on cellular networks, which frequently fail during severe weather or power grid collapses. [1]

- **Internal Communcations:** Utilize redundant systems including dual-band VHF/UHF radios, satellite phones for leadership, and designated runners if technology fails. [1, 2]
- **Public Alerts:** Deploy a multi-layered notification system using automated phone/text alerts , GoGov the town’s official social media pages, and a physical siren or megaphone system for localized evacuations.
- **Vulnerable Populations Registry:** Maintain a confidential, pre-compiled list of residents requiring extra assistance (e.g., those on oxygen, bedridden individuals, or households without vehicles). Assign specific emergency personnel to check on them immediately during a crisis.

3. Evacuation & Sheltering Protocols

Clear geographic triggers and pre-arranged shelter agreements prevent chaos during forced displacements. [1]

- **Evacuation Routes:** Identify at least two primary arterial roads leading out of the municipality. Public works must prioritize keeping these routes clear of debris.
- **Primary Local Shelter:** Typically the local high school gym or community center. Must possess an operational backup generator, commercial kitchen facilities, and ADA-compliant restrooms.
- **Regional Memorandums of Understanding (MOUs):** Establish formal agreements with neighboring larger municipalities or the county to accept residents if a town-wide evacuation is required.
- **Pet Accommodation:** Designate a specific section of the shelter or an adjacent building for domestic pets to increase civilian compliance with evacuation orders. [1, 2]

4. Resource Management & Continuity of Operations

Small towns must map out asset availability to sustain the first 72 hours of an isolation scenario.

- **Critical Inventory:** Maintain an updated ledger of town-owned heavy equipment, fuel reserves, sandbags, and potable water bowsers.
- **Emergency Procurement:** Establish pre-negotiated emergency contracts with local hardware stores, fuel distributors, and heavy equipment operators to bypass standard bidding delays during a crisis.
- **Data Protection:** Ensure daily off-site or cloud backups of critical municipal data, including property records, payroll, GIS mapping, and utility layouts. [1]

Emergency preparedness resource listing

https://forms.gle/gppANfN2vcfFuGfeA

Vulnerable Resident listing

https://forms.gle/msN6JesCNNP5aquj7

★ 8 YEAR cycle
Scoring system

2027: EAST side (1) scoring

2028: EAST side (2) scoring
★ plus WRENN PL

2029: WEST side (3) scoring

2030: WEST side (4) scoring

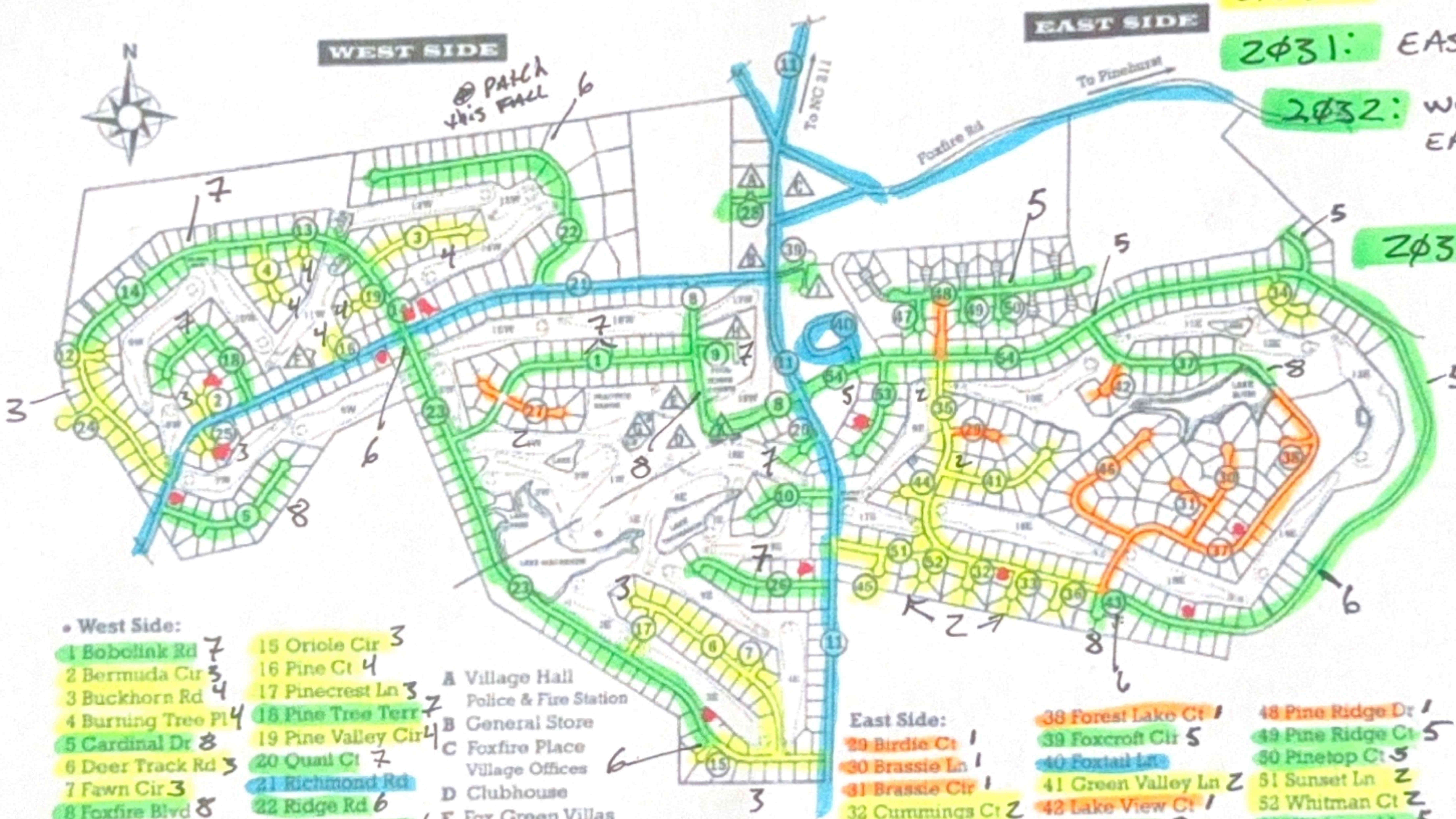
2031: EAST side (5) scoring

2032: WEST side (6) scoring
EAST side (6) scoring
(Southern WoodLAND Cir.)

2033 WEST side (7) scoring

2034 (8) scoring IF required.

FOXFIRE VILLAGE



West Side:

- 1 Bobolink Rd 7
- 2 Bermuda Cir 3
- 3 Buckhorn Rd 4
- 4 Burning Tree Pl 4
- 5 Cardinal Dr 8
- 6 Deer Track Rd 3
- 7 Fawn Cir 3
- 8 Foxfire Blvd 8
- 9 Foxkroft Dr 7
- 10 Hillside Dr 7
- 11 Hoffman Rd
- 12 Laurel Cir 3
- 13 Magnolia Cir 4
- 14 N Shamrock Dr 7
- 15 Oriole Cir 3
- 16 Pine Ct 4
- 17 Pinecrest Ln 3
- 18 Pine Tree Terr 7
- 19 Pine Valley Cir 4
- 20 Quail Ct 7
- 21 Richmond Rd
- 22 Ridge Rd 6
- 23 S Shamrock Dr 6
- 24 Bluebird Ln 3
- 25 Vineyard Pl 3
- 26 Wedgwood Dr 7
- 27 Wrenn Pl 1
- 28 Town Hall Dr 7

- A Village Hall Police & Fire Station
- B General Store
- C Foxfire Place Village Offices
- D Clubhouse
- E Fox Green Villas
- F Foxhill Townhouses
- G Foxlair Treehouses
- H Foxkroft Villas (West)
- J Foxcroft Villas (East)
- K Condos A & C

East Side:

- 29 Birdie Ct 1
- 30 Brassie Ln 1
- 31 Brassie Cir 1
- 32 Cummings Ct 2
- 33 Dickinson Ct 2
- 34 Dogwood Ct 2
- 35 Eagle Dr 2
- 36 Eliot Ct 2
- 37 Forest Lake Dr 1 / 8 North HALF
- 38 Forest Lake Ct 1
- 39 Foxcroft Cir 5
- 40 Foxtail Ln
- 41 Green Valley Ln 2
- 42 Lake View Ct 1
- 43 Lowell Ct 8
- 44 Meadow Ct 2
- 45 Mila Ct 2
- 46 Oak Hill Dr 1
- 47 Pine Glen Ct 5
- 48 Pine Ridge Dr 1
- 49 Pine Ridge Ct 5
- 50 Pinetop Ct 5
- 51 Sunset Ln 2
- 52 Whitman Ct 2
- 53 Wildwood Ln 5
- 54 Woodland Cir 5/6

PVT/HOA RD. OR DOT.

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