



**REGULAR SESSION OF THE PAMLICO COUNTY
BOARD OF COMMISSIONERS
MONDAY, APRIL 1, 2024**

<u>P.M.</u>	<u>NAME</u>	<u>SUBJECT</u>
7:00	Chairman Bohmert	Call Meeting to Order Invocation Pledge of Allegiance Approval of the March 18, 2024 Regular Session and Closed Session Minutes

Public Comment Period:

Each speaker is asked to limit comments to three (3) minutes. Direct your comments to the full board, not to an individual Board member or staff member. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. The Public Comment period shall not exceed a total of fifteen minutes, unless the Board entertains a successful majority vote to extend this period.

Additions and/or deletions to the Agenda

CONSENT AGENDA

1. 23-24-175 Request for approval of Budget Amendments
2. 23-24-176 Request for approval of Board Releases
3. 23-24-177 Request for approval to Renew the VC3 Contract
4. 23-24-178 Request for approval to Purchase Drone for Sheriff's Department
5. 23-24-179 Request for approval of Part-time Employee Roster for FY 23-24
6. 23-24-180 Request for approval to Contract with Magette Well and Pump Company for Grantsboro WTP Well Repairs

CORRESPONDENCE AGENDA

7. 23-24-181 Discussion Request: Resolution from the Town of Vandemere Requesting Enforcement of the Pamlico County Dangerous Animal Ordinance within the Town
8. 23-24-182 Discussion Request: Approval of Plat for Lucille Hall Subdivision
9. 23-24-183 Discussion Request: Approval of Article 46 Referendum Resolution
10. 23-24-184 Discussion Request: Ambulance/Rescue Service District Tax

County Commissioner, County Attorney, County Manager and Finance Officer time and closed session if applicable.



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, MARCH 18, 2024**

The Pamlico County Board of Commissioners met in regular session on Monday, March 18, 2024 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Candy Bohmert, Doug Brinson, Kari Forrest, Pat Prescott, and Ed Riggs were present. Commissioner Carl Ollison was not present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, and Clerk to the Board Tracy Boyd.

Chairman Bohmert called the meeting to order and led the assemblage in the Pledge of Allegiance.

Chairman Bohmert asked if there were any corrections, additions, and/or deletions to the March 4, 2024 Regular Session Minutes. There were no changes, then on a motion made by Commissioner Baskervill and seconded by Commissioner Forrest, the following resolution was unanimously approved.

BE IT RESOLVED, the March 4, 2024 Regular Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Bohmert asked if there were any other additions and/or deletions to the agenda, and there were no motions made.

On a motion from Commissioner Baskervill and seconded by Commissioner Riggs, and unanimously approved, to move the Consent topics: 3) Request to approve Appointments to JCPC and 7) Request approval of CORE MOU, to the Correspondence Agenda.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Baskervill and seconded by Commissioner Riggs, the following resolutions were unanimously approved.

BE IT RESOLVED, the following FY23-24 Budget Amendment(s) are hereby approved.
[23-24-175]

<i>Department:</i> Senior Services			#24-098
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 1,000.00	
104930-525100	Auto Supplies	\$ 1,000.00	
<u><i>Reason for Budget Revision:</i></u> To recognize revenue – deductible refund and increase Senior Services auto supplies for van repairs.			

Department: Senior Services

#24-099

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104931-518100	FICA Expense	\$ 1,060.00	
104931-518101	Medicare Expense	\$ 249.00	
104931-518600	Workers Comp	\$ 133.00	
104931-512600	Salaries & Wages P/T		\$ 1,442.00

Reason for Budget Revision: To redistribute budget and to cover possible overruns.

Department: Senior Services

#24-100

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104934-512100	Salaries & Wages	\$ 30,121.00	
104934-512700	Longevity	\$ 415.34	
104934-518100	FICA Expense	\$ 1,832.02	
104934-518101	Medicare Expense	\$ 429.00	
104934-518200	Retirement Expense	\$ 3,944.51	
104934-518300	Group Insurance	\$ 8,390.20	
104934-518600	Workers Comp	\$ 118.16	
104930-512100	Salaries & Wages		\$ 30,121.00
104930-512700	Longevity		\$ 415.34
104930-518100	FICA Expense		\$ 1,832.02
104930-518101	Medicare Expense		\$ 429.00
104930-518200	Retirement Expense		\$ 3,944.51
104930-518300	Group Insurance		\$ 8,390.20
104930-518500	Unemployment Insurance Benefit		\$ 118.16

Reason for Budget Revision: To redistribute budget and to cover possible overruns.

Department: Senior Services

#24-101

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104945-512100	Salaries & Wages	\$ 41,091.47	
104945-512700	Longevity	\$ 1,320.25	
104945-518100	FICA Expense	\$ 2,546.01	
104945-518101	Medicare Expense	\$ 595.50	
104945-518200	Retirement Expense	\$ 5,477.44	
104945-518300	Group Insurance	\$ 8,402.76	
104945-518600	Workers Comp	\$ 326.72	
104930-512100	Salaries & Wages		\$ 41,091.47
104930-512700	Longevity		\$ 1,320.25
104930-518100	FICA Expense		\$ 2,546.01
104930-518101	Medicare Expense		\$ 595.50
104930-518200	Retirement Expense		\$ 5,477.44
104930-518300	Group Insurance		\$ 8,402.76
104930-518500	Unemployment Insurance Benefit		\$ 326.72

Reason for Budget Revision: To redistribute budget and to cover possible overruns.

Department: Sheriff Department

#24-102

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-529000	Departmental Supplies	\$ 4,000.00	
104320-535600	M & R Buildings		\$ 4,000.00

Reason for Budget Revision: To move funds to cover requested supplies and other needs in the jail.

Department: Animal Control

#24-103

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 120.00	
104380-529000	Departmental Supplies	\$ 120.00	

Reason for Budget Revision: To recognize revenue received from Micro-Chip Clinic in Reelsboro and increase Animal Control departmental supplies.

Department: Finance Department

#24-104

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104130-529000	Departmental Supplies	\$ 1200.00	
104130-555000	Capital Outlays		\$ 1200.00

Reason for Budget Revision: To cover potential overruns this fiscal year.

Department: New School Grant

#24-105

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
130226-435940	NBPCSF Grant	\$ 3,000,000.00	
135911-500000	Expenditure	\$ 3,000,000.00	

Reason for Budget Revision: To increase budget for New School Construction Grant and expenditures.

Department: Jail

#24-106

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-529000 MAJ	Departmental Supplies	\$ 4,000.00	
104320-555000	Capital Outlays		\$ 4,000.00

Reason for Budget Revision: To cover the cost of replacing two computers that are very close to crashing and other needs in the jail.

<i>Department:</i> Sheriff Department			#24-107
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104310-535300	M & R Auto	\$ 6,000.00	
104310-555000	Capital Outlays		\$ 6,000.00
<u><i>Reason for Budget Revision:</i></u> To cover current and unknown M&R auto cost(s) that might be incurred between this date and July 1, 2024.			

<i>Department:</i> Public Buildings			#24-108
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105000-529000 MAJ	Departmental Supplies		\$ 9,000.00
105000-535600	M & R Buildings	\$ 9,000.00	
<u><i>Reason for Budget Revision:</i></u> To cover AC compressor repairs.			

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman’s signature is authorized thereon. [23-24-176]

BE IT RESOLVED, the request for approval of the YMCA Camps Proposed Fireworks Schedule, is hereby approved. [23-24-178]

BE IT RESOLVED, the request for approval to release a GAP Bill of \$22.64 issued to Marsha Hamilton, is hereby approved. [23-24-179]

BE IT RESOLVED, the request to approve the Contract with Maximus to Provide an Annual Cost Allocation Plan, is hereby approved. [23-24-180]

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Riggs and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request to approve the following Appointments to JCPC, are hereby approved: [23-24-177]

Melanie Dixon, Health Director Representative

Marlo Blake, Chief Court Counselor Representative

Laura Grove, Substance Abuse Representative

On a motion made by Commissioner Riggs and seconded by Commissioner Forrest, the following resolution was unanimously approved.

BE IT RESOLVED, the request to reconsider the approval of the CORE MOU with an effective date of March 4, 2024, is hereby approved. [23-24-181]



N.C. Department of Commerce
Rural Economic Development Division
NC Main Street & Rural Planning Center
Rural Planning Program

**MEMORANDUM OF UNDERSTANDING
CREATING OUTDOOR RECREATION ECONOMIES (CORE) PROJECT
COUNTY of PAMLICO, NC**

This Memorandum of Understanding (MOU) is entered into by and between the North Carolina Department of Commerce, Rural Economic Development Division, Main Street & Rural Planning Center, Rural Planning Program (“Program”), and the County of Pamlico, NC, (“County”), and together the “Parties,” for the purpose of setting out the terms and understandings between the Parties for the Program to provide Creating Outdoor Recreation Economies services to the County.

WHEREAS, as part of the North Carolina Department of Commerce, the state’s lead agency for promoting economic development and prosperity, the Program provides services and assistance to add value to local community economic development efforts.

WHEREAS, through its American Rescue Plan Travel, Tourism & Outdoor Recreation program, the U.S. Economic Development Administration focused resources to accelerate the recovery of communities that rely on the travel, tourism, and outdoor recreation sectors. This included a non-competitive “State Tourism Grant” to help states quickly invest in marketing, infrastructure, workforce, and other projects to rejuvenate safe leisure, business, and international travel.

WHEREAS, as part of North Carolina’s successful request for a State Tourism Grant, the Program developed a technical assistance initiative to provide outdoor recreation economy strategic planning and asset development services to rural North Carolina communities. The initiative, Creating Outdoor Recreation Economies (“CORE”), is intended to leverage the abundant outdoor recreation assets available across the state to bolster local economic vitality.

WHEREAS, the County applied to receive CORE services and subsequently met with the Program to identify the strategic planning process, asset development and other plan implementation services, and work products that would suit the County’s needs (“CORE Project”), including the roles and responsibilities of the Parties, the involvement of other partners, as well as the projected timeframe to complete the CORE Project.

WHEREAS, the mission of the NC Main Street & Rural Planning Center, which includes the Program, is to work in regions, counties, cities, towns, downtown districts, and designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs. To further that mission, the Program may share successful “best

practices” with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities, as needed.

The Program and the County agree as follows:

8. Scope of Work

Primary Services

The primary services to be provided by the Program for the County’s CORE Project include the following:

- a. Outdoor Recreation Asset Mapping – A review of any current asset mapping initiatives and relevant updates.
- b. Outdoor Recreation Economy Strategic Planning – A series of meetings with a local work group and County staff to develop strategies for growing the County’s outdoor recreation economy. Some components of this process are outlined below but may be adjusted to meet the needs of the County.

Community Assessment

The Program will facilitate one or more assessment meeting(s) with a local work group to include, but not be limited to:

- i. Presentation of general information about the outdoor recreation economic sector, as well as relevant outdoor recreation economy and other data.
- ii. Discussion of local outdoor recreation assets and how they relate to the local economy.
- iii. Presentation and discussion of results of interviews, surveys, and other input gathered during the Community Assessment from the local work group, stakeholders, and the community regarding outdoor recreation and the economy.

Development of an Outdoor Recreation Economy Strategic Plan

Following the Community Assessment, the Program will work with the local work group and County staff to develop a strategic plan focused on the local outdoor recreation economy. The Community Assessment will inform the identification and development of an outdoor recreation economy-building positioning statement/vision, strategies, goals, objectives, actions/projects, and tasks that will comprise the outdoor recreation strategic plan.

- c. Asset Development and Other Plan Implementation Services – Once the Outdoor Recreation Asset Mapping, if applicable, and the Outdoor Recreation Economy Strategic Planning have been completed, the Program will work with County staff, the local work group, and other project partners, to determine the asset development and plan implementation services that may be the most beneficial for the community’s outdoor recreation economy-building efforts, potential resources for acquiring such services, and the timeframe(s) within which the services should be pursued.

Pamlico County Roles and Responsibilities

7. Local Work Group - The County will be responsible for assembling a local work group to participate in the CORE Project. The local work group may include, but is not limited to, elected officials, municipal or county staff, local business owners/operators,

8. Signatures

The Program and County agree to the foregoing understandings as indicated by the signatures below of their respective authorized representatives, on duplicate originals.

**NORTH CAROLINA DEPARTMENT OF COMMERCE
RURAL ECONOMIC DEVELOPMENT DIVISION
NC MAIN STREET & RURAL PLANNING CENTER
RURAL PLANNING PROGRAM**

Karen C. Smith, AICP
Rural Planning Program Manager

Date

COUNTY OF PAMLICO, NC

[Name of Board of Commissioners Chair], Chair
County of Pamlico, NC

Date

On a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request to Solicit an RFQ for Architectural Services related to implementing recommendations that were identified in the Building/Space Study, is hereby approved. [23-24-182]

On a motion made by Commissioner Baskervill and seconded by Commissioner Brinson, the request for approval of the Fire Prevention and Protection Ordinance and Buildings and Building Regulations to be tabled for 30 days, failed by a vote of 3:3 (Ayes: Baskervill, Brinson, Bohmert. Nays: Riggs, Prescott, Forrest.).

On a motion made by Commissioner Forrest, seconded by Commissioner Riggs and unanimously approved, the request for approval of the Fire Prevention and Protection Ordinance and Buildings and Building Regulations was tabled until the next regular meeting on April 1, 2024. [23-24-183]

On a motion made by Commissioner Baskervill and seconded by Commissioner Forrest, the following resolution was unanimously approved.

BE IT RESOLVED, the request to Build a Rock Drive for \$5,000 for Emergency Response Boat, is hereby approved. [23-24-184]

On a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request for approval of the Funding Offer of \$3,362,000 DEQ Project Number SRP-D-134-0010 and authorize the Chair, County Manager, and Finance Officer to sign documents, is hereby approved. [23-24-185]

On a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request for approval of the Completing Access to Broadband (CAB) Pamlico County Scope of work, is hereby approved. [23-24-186]

On a motion made by Commissioner Baskervill and seconded by Commissioner Brinson, the following resolution was unanimously approved.

BE IT RESOLVED, the request for approval of the Cutter Bay Subdivision, is hereby approved. [23-24-187]

On a motion made by Commissioner Riggs and seconded by Commissioner Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the request for approval of the Waterline Extension Application for Cutter Bay Subdivision, is hereby approved. [23-24-188]

On a motion made by Commissioner Riggs seconded by Commissioner Prescott, and unanimously approved, the Board went into Closed Session regarding Personnel: To Discuss Hire Rate for PH Nurse II [N.C.G.S. § 143-318.11(a)(6)]. Time Recorded: 7:45pm

No action was taken in Closed Session.

On a motion made by Commissioner Brinson, seconded by Commissioner Riggs, and unanimously approved, the Board went back into Open Session. Time Recorded: 8:09pm

There being no further business, on a motion made by Commissioner Riggs and seconded by Commissioner Baskervill, the Board recessed until the Budget Retreat Meeting on Wednesday, March 20, 2024 at 9:00am at Camp Seafarer. The next regular meeting will be on Monday, April 1, 2024 at 7:00pm. Time Recorded: 8:21pm.

Chairman

Clerk to the Board

BUDGET AMENDMENTS





COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105550-519900	HCCBG Contracted Services Level II	\$ 28,580.00	
105373-519900 III	HCCBG Contracted Services Level III		\$ 28,580.00

Reason for Budget Revision: To move funds from level III to level II due to the clients we are currently serving.

Approved By:

Finance Officer

County Manager

April 1, 2024

Agenda Date

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type : Budget Amendment X Line Item Transfer X
Type of Revision : Expenditure(E) X Revenue (R) X

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
10-5550-519900 (E) 10-5375-519900 III (E)	HCCBG Contracted Services level II Contracted Services level III HCCBG	\$28,580.00	(\$28,580.00)

Reason for Budget Revision: To move funds from level III to level II due to the clients were currently serving

Approved By:

_____ Finance Officer

_____ County Manager

_____ Agenda Date

_____ Clerk to the Board (For Board Approval)

Amanda Carey

From: Danielle Jones <dajones@pamlicodss.net>
Sent: Monday, March 18, 2024 3:44 PM
To: Monica Jenkins; Tracy Boyd; Amanda Carey
Cc: Bill Fentress; Debbie Green
Subject: RE: Budget Amendment Needed
Attachments: HCCBG Amendment to reflect what was received 03 18 24.xls

CAUTION: This email originated from outside of Pamlico County. Do not click links or open attachments unless you recognize the sender and know the contact and content is safe.

Sorry about that Monica. I have completed a budget amendment

From: Monica Jenkins <monica.jenkins@pamlicocounty.org>
Sent: Monday, March 18, 2024 3:27 PM
To: Danielle Jones <dajones@pamlicodss.net>
Cc: Adriana Corona <acorona@pamlicodss.net>
Subject: Budget Amendment Needed

Budget Amendment needed for Line Item# 105550-519900. Not enough funds available to pay all Accommodating Home Care invoices.

Monica R. Jenkins

Accounting Technician – A/P
Pamlico County Finance Office
P. O. Box 776
Bayboro, NC 28515
Phone: 252-745-5195
Fax: 252-745-5514
E-mail: monica.jenkins@pamlicocounty.org

Amanda Carey

From: Danielle Jones <dajones@pamlicodss.net>
Sent: Monday, March 18, 2024 4:56 PM
To: Amanda Carey
Subject: RE: Budget Amendment Needed
Attachments: HCCBG Amendment to reflect what was received 03 18 24.xls

CAUTION: This email originated from outside of Pamlico County. Do not click links or open attachments unless you recognize the sender and know the contact and content is safe.

Sorry 10-5373-519900 III

From: Amanda Carey <amanda.carey@pamlicocounty.org>
Sent: Monday, March 18, 2024 4:15 PM
To: Danielle Jones <dajones@pamlicodss.net>; Monica Jenkins <monica.jenkins@pamlicocounty.org>; Tracy Boyd <tracy.boyd@pamlicocounty.org>
Cc: Bill Fentress <bill.fentress@pamlicocounty.org>; Debbie Green <dgreen@pamlicodss.net>
Subject: RE: Budget Amendment Needed

Danielle,

105375-519900 is not a correct #. What should it be?

Thank you,

Amanda Carey

Accounting Tech IV/Payroll
County of Pamlico
PO Box 776
302 Main Street
Bayboro, NC 28515-0776
Phone: 252-745-5195 Ext: 228
Fax: 252-745-5514
Email: amanda.carey@pamlicocounty.org

*Be kinder than necessary, for everyone you meet is fighting some kind of a battle.
You will never regret being kind.*

From: Danielle Jones <dajones@pamlicodss.net>
Sent: Monday, March 18, 2024 3:44 PM

To: Monica Jenkins <monica.jenkins@pamlicocounty.org>; Tracy Boyd <tracy.boyd@pamlicocounty.org>; Amanda Carey <amanda.carey@pamlicocounty.org>
Cc: Bill Fentress <bill.fentress@pamlicocounty.org>; Debbie Green <dgreen@pamlicodss.net>
Subject: RE: Budget Amendment Needed

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Sorry about that Monica. I have completed a budget amendment

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Cc: Adriana Corona <acorona@pamlicodss.net>
Subject: Budget Amendment Needed

Budget Amendment needed for Line Item# 105550-519900. Not enough funds available to pay all Accommodating Home Care invoices.

Monica R. Jenkins

Accounting Technician – A/P
Pamlico County Finance Office
P. O. Box 776
Bayboro, NC 28515
Phone: 252-745-5195
Fax: 252-745-5514
E-mail: monica.jenkins@pamlicocounty.org



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer

Type of Revision: Expenditure X Revenue X

Department: Sheriff Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100200-434307	Summer Camp – Sheriff	\$ 4,730.00	
104310-549912	Sheriff Outreach Expenses	\$ 4,730.00	

Reason for Budget Revision: To recognize revenue from Summer Camp – Sherriff and increase Sheriff Outreach expenses line.

Approved By:

Finance Officer

County Manager

April 1, 2024
Agenda Date

Clerk to the Board (For Board Approval)

Account Inquiry [COUNTY OF PAMLICO]

Account

Fund 10 GENERAL Acc: 10-0200-434307

Org 1010200 UNRESTGOVT Acc name SUMMER CAMP-SHERIFF

Object 434307 SUMMER CAM Type Revenue Status Active

Project Rollup Sub-Rollup

Account Notes

4 Year Comparison History 4 Year Graph History Graph

Yr/Per	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025
Original Budget	.00	.00	.00	.00
Transfers In	.00	.00	-6,725.00	.00
Transfers Out	.00	.00	.00	.00
Reversed Budget	.00	.00	-6,725.00	.00
Actual (Memo)	-4,730.00	-2,270.00	-6,725.00	.00
Encumbrances	.00	.00	.00	.00
Revolutions	.00	.00	.00	.00
Available	4,730.00	2,270.00	.00	.00
Percent used	.00	.00	100.00	.00

100-200-434307
104310-549912

Summer Camp - Sheriff
Sheriff Outreach Expenses

4,730.00
4,730.00

4,730.00
4,730.00

Sheriff Outreach Expense line

Written Up AS
Entered AS



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer

Type of Revision: Expenditure X Revenue X

Department: Sheriff Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-434328	Controlled Substance - Restricted	\$ 4,715.72	
104310-539801	Controlled Substance Expenses	\$ 4,715.72	

Reason for Budget Revision: To recognize revenue and increase controlled substance expense line.

Approved By:

Finance Officer

County Manager

April 1, 2024
Agenda Date

Clerk to the Board (For Board Approval)

Account Inquiry [COUNTY OF PAMALICO]
 Account

Fund 10 GENERAL
 Accr 10-40213-434328-
 Org 100213 RES ST OTH
 Acct name CONTROLLED SUBSTANCE-RESTRICTE
 Object 434328 CONTR SUB
 Type Revenue
 Status Active
 Project Rollup
 Sub-Rollup

4 Year Comparison History 4 Year Graph History Graph

	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021
Original Budget	-6,300.00	-6,355.00	.00	.00
Transfers In	-3,086.77	-2,055.92	-9,034.25	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	-9,986.77	-8,410.92	-9,034.25	.00
Actual (Memor)	-14,702.49	-13,225.08	-8,591.53	.00
Encumbrances	.00	.00	.00	.00
Revisions	.00	.00	.00	.00
Available	4,715.72	4,918.16	-502.72	.00
Percent Used	147.22	157.28	94.44	.00

Increase
 Increase
 100213-434328
 104310-539801

Controlled Substance - Restricted
 Controlled Substance Expenses

4715.72
 4715.72

To recognize revenue and increase Controlled Substance Expense line.



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer

Type of Revision: Expenditure X Revenue X

Department: Sheriff Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100226-403253	ABC Law Enforcement	\$ 3,876.00	
104310-539801	Controlled Substance Expenses	\$ 3,876.00	

Reason for Budget Revision: To recognize revenue and increase controlled substance expense line.

Approved By:

Finance Officer

County Manager

April 1, 2024

Agenda Date

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue X

Department: Health Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105117-512100	COVID Salaries & Wages		\$ 8,000.00
105117-529000	COVID Departmental Supplies	\$ 8,000.00	

Reason for Budget Revision: Moving funds as needed.

Approved By:

Finance Officer

County Manager

April 1, 2024

Agenda Date

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type : Budget Amendment X Line Item Transfer X
Type of Revision : Expenditure(E) X Revenue (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2023-24

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
105117-512100	716 COVID Sal & Wages		\$8,000.00
105117-529000	716 COVID Dept Supply	\$8,000.00	

Reason for Budget Revision: Moving to lines as needed.

Approved By:

_____ Finance Officer

_____ County Manager

_____ Agenda Date

_____ Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue X

Department: Health Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-535100	General M & R Grounds		\$ 4,000.00
104350-555000	Inspections Capital	\$ 4,000.00	

Reason for Budget Revision: Funds provided to assist with EH & Inspections bathroom restorations.

Approved By:

Finance Officer

County Manager

April 1, 2024
Agenda Date

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer

Type of Revision: Expenditure X Revenue X

Department: Cooperative Extension

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 300.00	
100400-436122	Class Fees	\$ 540.00	
104950-529000	Departmental Supplies	\$ 840.00	

Reason for Budget Revision: To recognize revenue and increase Departmental Supplies line.

Approved By:

Finance Officer

County Manager

April 1, 2024
Agenda Date

Clerk to the Board (For Board Approval)

Budget Amendment

EXTENSION

- Increase 100600-400000 \$300 misc revenues
- Increase 100400-436122 \$540 Class Fees
- Increase 104950-529000 \$840 Departmental Supplies

Explanation: Recognizing revenue, increasing Department Supplies line

Department Head Signature:



3/27/24

BOARD RELEASES



\$4.46

Release #

5763

4/1/2024 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That YMCA of the Triangle Area Inc be and is hereby
relieved from paying taxes on year (s) 2024

Four Dollars and 46/100's **Dollars**

Clerical Error Exempt

Taxpayer # 7051749

Tax Year	<u>2024</u>				
Receipt #	<u>6821569</u>				
County Tax	<u>\$4.13</u>				
A Fire Tax	<u>\$0.33</u>				
Town Tax					
Interest/LL					

Chairman Board of County Commissioners

Release #

5764

Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That _____ be and is hereby
relieved from paying taxes on year (s) _____

Dollars

Taxpayer # _____

Tax Year	_____				
Receipt#	_____				
County Tax	_____				
Fire Tax	_____				
Town Tax	_____				
Interest/LL	_____				

Chairman Board of County Commissioners

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

March 28, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Renew VC3 Contract

The Sheriff's Department contracts with VC3 for IT support. The current contract expires March 31, 2024. VC3 currently charges about \$5,500 per month for support. Under terms of the new contract, the price will increase to about \$6,100 per month. Administrative Officer for the Sheriff, Scott Houston recommends that we renew the contract for 36 months. I am requesting renewing the contract at the stated terms within the contract document.





Pamlico County, NC

VC3 Manage - On Premises Unlimited Plus Order

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Order Governed by the Master Agreement

This Order is subject to and governed by Company's Master Agreement in effect on the date this Order is entered into between Company and Client. The Master Agreement is available at <https://www.vc3.com/terms-of-service/> and is incorporated in full into and made a part of this Order by this reference. The Client may also request a copy of the Master Agreement by submitting an email request to betterit@vc3.com identifying the Client and the applicable Orders. Company's entering into this Order is conditioned on Client's agreement to the Master Agreement, and by entering into this Order with Company, Client accepts and agrees to the Master Agreement.

Summary of Scope of Services & Fees

Company will provide the following services listed in Tables A and B. Recurring services, if included, shall be provided for 36 Months, starting from the date of the first recurring invoice (Effective Services Start Date), unless terminated in accordance with the terms of this Order or the Master Agreement.

Company will audit the Client's usage of units on a monthly basis; for each unit found in excess of the amount listed in Table A, Company will increase the monthly fee by the corresponding amount indicated in Table A. Reductions in Units above the minimum threshold will be reflected on the invoice within 30 days of service removal. Additional services may be added at any time during the life of this contract at the unit rates listed below.

(See tables on next page)



Table A: Services & Fees

Description	Units	Unit Price	Monthly Fee	One-Time Fee	Annual Fee
On Premises Workstation Support <i>24x7x365 Support - Workstations, Proactive Monitoring, Maintenance & Patching, Strategic IT Planning, Endpoint Detection & Response + 24x7x365 SOC, Microsoft 365 Protection and Backups - Cloud Protect & Cloud Data Recovery, IT Asset Lifecycle Management,</i>	36.00	\$137.99	\$4,967.57	\$0.00	\$0.00
Additional Supported Device	2.00	\$63.66	\$127.32	\$0.00	\$0.00
On Premises Server Support <i>Physical or virtual server that is running a server operating system. 24x7x365 Support - Servers, Proactive Monitoring, Maintenance & Patching - Servers, Strategic IT Planning, Endpoint Detection & Response + 24x7x365 SOC, IT Asset Lifecycle Management,</i>	2.00	\$251.99	\$503.98	\$0.00	\$0.00
Data Recovery - Server Backup <i>VC3 Managed Backups per Server</i>	2.00	\$32.00	\$64.00	\$0.00	\$0.00
Data Recovery - Cloud Storage <i>Per GB data stored in backup repository. This number is an estimate and will vary from month to month depending on how much data is backed up, data optimization, and client retention requirements.</i>	2,750.00	\$0.05	\$137.50	\$0.00	\$0.00
SonicWall TZ470 (Includes Rack Mount and 5 Year 24x7 Support) <i>2CB8EDD0FF0C - Pamlico-PD-TZ470</i>	1.00	\$60.34	\$60.34	\$0.00	\$0.00
Juniper 48 Port EX2300 Switch <i>JW3622460123 - PC-PD-EX2300-48P-01 JW3622460203 - PC-JAIL-EX2300-48P-03</i>	2.00	\$70.95	\$141.90	\$0.00	\$0.00
Juniper 24 Port EX2300 Switch	1.00	\$40.58	\$40.58	\$0.00	\$0.00



JY3622450530 - PC-PD-EX2300-24P-02					
Juniper 12 Port EX2300 Switch HV3622520148 - PC-Booking-EX2300-12P-04	1.00	\$29.61	\$29.61	\$0.00	\$0.00
Total Services Monthly:		\$6,072.79			

Notes:

- Prices shown above are valid for 30 days from date of Order.
- Items denoted with an asterisk (*) are new to the renewal solution.

Table B: Summary of Fees

One-Time Fees*	Monthly Fees	Annual Fees
\$0.00	\$6,072.79	\$0.00

* One-Time fees may include implementation if required.

Deliverables & Services

VC3 Manage - On Premises Unlimited Plus

Company will supply the necessary qualified resources to manage the IT Services of the client as defined below.

Included Devices: 'Included Devices' will be defined as applicable devices associated with the unit quantities stated in Table A.

Company will provide the following functions and services as part of this Order:

A. Discovery & Deployment

1. Setup the Client System for management and provide training to help the Client get the most out of the services. This includes:
 - i. Deployment of the Company monitoring and management platform.
 - ii. Deployment of the Company Endpoint Protection software.
 - iii. Full documentation and inventory of your network
 - iv. Best-practice configuration of the network for monitoring and management
 - v. Orientation and training for your staff
 - vi. MacOS Note: If Client is utilizing Mac OS, Company will provide documentation to end users on how to install Company's monitoring and management platform. MacOS does not allow a remote deployment of standard Company tools.
 1. Should Mac OS users require onsite assistance to install VC3's monitoring and management platform, support will be provided on a Time and Materials basis at the rates detailed within Client Master Agreement.
2. Implement performance monitoring of client's network prior to and during implementation.

B. 24x7 Monitoring and Incident Response Services

1. Provide 24X7 Incident response services for all included user, server, and network devices.
2. Provide phone, remote and onsite support to authorized users for all included devices.
3. Track all incidents through an ITIL (Information Technology Infrastructure Library) based Service Desk system. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.
4. Provide 24x7 collection of performance data for the client's included server and network devices per Company's best practices.
5. Utilize industry best practices for remote access, control, and management of all devices.
6. Patching: Deploy, manage, and monitor the installation of approved service packs, security updates and firmware updates as deemed necessary on all applicable devices.

Some devices such as tablets and cell phones may not be compatible with included patching methodologies.

7. Resolution of monitoring alerts.
8. Resolution of performance issues.
9. Resolution of availability issues.
10. Resolution of end-user reported problems.
11. Routine additions, deletions, and changes to included devices and users.

C. Application Support

1. Provide support for client licensed 3rd party applications. If it is determined from the initial discovery and/or from third-party application vendors that an application requires additional servers, licensing or support resources, additional monthly costs may be required before the application can be supported.
2. Microsoft Applications
 - i. Includes Microsoft Office and Office 365 core applications. This is limited to Microsoft Access, Excel, OneDrive for Business, OneNote, Outlook, PowerPoint, SharePoint, Teams and Word.
 - ii. Application installs, synchronization issues, permission management and general troubleshooting are all within scope for these applications.

D. Strategic IT Planning

Provide the client with a named Strategic resource to assist Client with the following:

1. **Budgeting:** Work with the client to develop an annual technology budget for recurring expense items and new capital requirements in alignment with organizational goals.
2. **Strategic Planning:** Recommend technology solutions as well as provide roadmaps that support key business processes in order to help the client leverage technology appropriately. The Company will work with the client as part of the annual planning process to understand the current business drivers and goals and make recommendations targeted toward maximizing the effectiveness of the client's technology investment.
3. **Analyze IT Health data:** Perform a periodic analysis of the data collected by Company's monitoring systems to proactively resolve issues and assess potential risks within the environment. The Company will make this analysis available to key stakeholders and provide direction on business decisions regarding the level of investment.

E. Endpoint Detection and Response

1. Deployment of Company Endpoint Detection and Response (EDR) agents to all applicable included devices.
2. Monitoring of EDR agents by 24x7x365 Partner Security Operations Center (SOC).



3. Provide 24x7 Incident response services for all security events and incidents generated by the EDR tool for applicable devices. All events and incidents will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.

F. IT Asset Administration

1. Hardware and software asset and warranty expiration tracking
2. Domain name expiration tracking
3. Hardware and software purchase specification
4. Web portal access for ticket creation and management
5. Maintaining network documentation and secure password storage
6. Interfacing with vendors such as internet service providers (ISPs)

G. Procurement

1. Server, Networking, and Power equipment.
2. Desktops, laptops, tablets.
3. Peripherals, including Printers.
4. Software, including subscription-based services.
5. Domain names and security certificates.

H. Project Services

All project will follow Company's project methodology. The following will be included as part of the monthly fixed fees associated with this Order.

1. Major software installations, upgrades, or material changes to supported software and supported configurations, including operating systems. Upgrades are defined as installations of a newer version of an existing software (ex. version 9 to version 10), and typically includes new features and functionality and major enhancements.
2. Hardware installations or upgrades: Examples include installation of servers or network equipment.
3. Repurposing of existing hardware, or the relocation of existing hardware.
4. File/Folder moves to different storage or Office 365. Assessments are included to determine if an advanced migration is recommended. Information architecture and design services are required for advanced migrations and are excluded from this work order.
 - i. Office 365 OneDrive: One-drive provisioning so users can access the service. Moving one user-specific folder for each user from a common user-specific file share is included.
 - ii. Office 365 SharePoint: Moving a file share into a single SharePoint location is included.
 - iii. File shares: A file share move from one file-share to another.
5. SQL Server backup/restore to move databases to a different server.
6. Email migration into Office 365 Email.
7. Project management team to scope, plan, schedule, and manage the required projects.



8. Server infrastructure provisioning for major installations, upgrades, or material changes to supported software and supported configurations, including operating systems.
9. Excluding add, remove and change request, Project Services must be schedule at least fourteen (14) days in advance for services requiring two (2) days of work or less, and at least sixty (60) days in advance for services requiring two (2) days of work or move. For the purposes of scheduling, VC3 will present client with a separate SOW for the scope of the Project Services, and scheduling will begin after Client approval.

I. Cloud Data Recovery

1. Deployment & Implementation Services
 - i. Configure backups for all accounts licensed with appropriate Microsoft 365 and/or G Suite license.
 - ii. Backup the following items within Clients Microsoft 365 environment:
 1. SharePoint
 2. Teams
 3. OneDrive
 4. Exchange Online
 - iii. Backup the following items within Clients G Suite environment:
 1. Google Drive
 2. Google Calendar
 3. Gmail
 4. Google Shared Drives
 - iv. Configure infinite backup data retention.
 - v. Configure backups to occur 3 times a day.
2. General Managed Backup Services
 - i. Monitor and maintain backups for the applicable devices and accounts protected.
 - ii. Perform periodic updates to the backup software such as patches, and updates.
 - iii. Perform data recovery actions at the request of Client in line with priorities outlined in Addendum A.

Procured items by Company will be subject to one time set up fees if applicable per installation. Any items not procured by Company but requiring Company labor to install will also incur one time set up fees per installation.

EXCLUSIONS

Items other than those included above are expressly excluded from the Services provided within this Order. The following exclusions and clarifications are intended to clarify the scope of services for this order:



- A. Excluded services are those related to functionality upgrades, such as those required to evaluate, specify, purchase, and implement client system or server upgrades such as operating systems, Microsoft Office suite software unless included with a specific Company product, third party software deployments or upgrades, or equipment related to these services whose scope exceeds that defined above. Company will provide these services to the client on a Time & Materials Order basis at the rates outlined in the Master Agreement. If modification or replacement of a hardware device or component is required, client is responsible for all hardware and hardware vendor services costs, excluding Company owned hardware explicitly provided through this Order.
- B. Software development, training and project work, including client-owned PC upgrades and non-patch upgrades of software, are not included.
- C. Company expressly excludes all project services related to any hardware or software operated by the Client for which Company is not servicing as part of the monthly fixed fees included in Table A.
- D. Project services are not included for items which Company does not support directly such as telephony services which the client may be receiving from an external third party.
- E. Company will provide support for excluded systems on a Time & Materials Work Order basis at the rates outlined in the Master Agreement, but only upon review by Company and a determination that Company can provide the services requested by the Client.
- F. If modification or replacement of a hardware device or component that is not supported or owned by Company is required, client will be responsible for all hardware and third-party vendor services costs.
- G. Services required to migrate existing system functionality to an external third party or external third party hosted, or cloud solution are not included.
- H. Software development, training and project work related to any software development activities are not included.
- I. Services such as setup, design, information architecture, advanced data migration, compliance, list setup and workflows for Microsoft products such as PowerBI and SharePoint are not included within the scope of this agreement.
- J. Services such as setup, data migration, compliance, list setup and workflows for Microsoft products such as PowerBI and SharePoint are not included within the scope of this agreement.
- K. For applications in which the application vendor provides upgrade services for its clients, Company will provide the application vendor with access to the necessary systems for the application vendor to perform the application upgrade.
- L. Travel expenses are not included for travel to or from any physical location that is not considered a supported site.
- M. When client requests services by Company not explicitly included in this agreement, they are agreeing to invoicing of said services per the terms outlined in the Master Agreement. For all services which incur additional hourly fees, Company will notify the client that these services are

outside the scope of this work order and will receive approval from client prior to rendering these additional services.

- N. Software and licensing purchased by the client directly from a third-party vendor are not included as a part of services to be supported.
- O. Architectural changes, mass deployment, database management, data visualization and business process automation / troubleshooting are considered excluded from this Order.
- P. Cybersecurity event or incident response activities or remediation efforts exceeding eight (8) hours of technician, engineer or project management time.
- Q. Should deficiencies, malware infections, or critical vulnerabilities be discovered during the deployment of services, Company will bring to Client attention and discuss the impact of the deficiencies on Company's ability to provision the Services and provide client with options to correct the deficiencies. Initial remediation hours will be billed outside of this Order unless otherwise explicitly stated in this Order.

CLIENT RESPONSIBILITIES

- A. Client will provide a primary point of contact for Company to work with on all services provided in this Order.
- B. Client is responsible for authorizing access for Company to sites that are owned / controlled by third parties.
- C. Client will make a best effort to maintain the minimum infrastructure requirements as defined by Company.
- D. Client will maintain both hardware and software maintenance agreements with the source Vendor whenever possible to allow for ongoing access to security updates and to provide quick replacement of non-functioning components.
- E. Client must assign Company as their Microsoft Partner of record.
- F. Client is responsible for procurement and ownership of all licenses, maintenance, and vendor support agreements required for support of their third-party applications, excluding the Microsoft licensing explicitly included in the per seat packages identified in Table A.
- G. Third party tool licensing may be required for additional cost.
- H. Client will be financially responsible for any remaining or ongoing charges from Microsoft. Microsoft subscriptions can each have their own terms and renewal dates. It is the client's responsibility to engage Company to adjust Microsoft subscription counts and terminations prior to 12 months from the original work order or subsequent change order purchase date.

ASSUMPTIONS

- A. The Order will not become effective unless and until it is agreed upon and signed by the Client and Company.



- B. If Company is providing or managing Client 's Microsoft Licenses, then Client agrees to the Microsoft terms and conditions as stated in the Microsoft Customer Agreement found here: <https://www.microsoft.com/licensing/docs/customeragreement>
- C. Company reserves the right, at its discretion, to pass onto the client any changes to obligations, such as terms or pricing imposed on Company by a given vendor, for an offering that is currently resold to the client at any time during the current agreement term.
- D. Company will make reasonable efforts to resolve all issues remotely prior to dispatching an engineer onsite. Travel hours incurred will be invoiced according to the Master Agreement.
- E. Microsoft NCE licenses and subscriptions run on an annual basis and cannot be terminated nor altered mid-term.
- F. If client Microsoft licenses are under a current annual NCE subscription, Company assumes they will migrate to become under Company's management at the point of renewal.
- G. The items defined in this Order are designed to enhance the security of the customer environment. There is no guarantee that any security measure will prevent a data breach, infection, or other cyber security incident.



Invoicing

Company will invoice Client per Table C. Company will invoice the Client a pro-rated monthly fee based on any partial month of service plus the first full month of service on the effective services start date. All subsequent service months will be invoiced at the start of the month in which services are to be rendered. Services activated after the first of month may be invoiced on a pro rata basis the following month. Any taxes related to services purchased or licensed pursuant to this Order shall be paid by Client or Client shall present an exemption certificate acceptable to the taxing authorities. Applicable taxes and freight charges shall be billed as a separate item on the invoice.

Unit rates will automatically increase annually on the anniversary of the Effective Services Start Date equivalent to the CPI change for All Urban Consumers or by 4.00%, whichever is higher.

The terms of this Order will automatically renew for an additional term of equivalent length to the current active term unless notice of termination is provided to Company no fewer than 90 calendar days prior to expiration of the current active term.

Table C

Milestone Billing	Milestone Description / Date	Invoice Amount
One-Time Fees	Invoiced at signing of the Order.	\$0.00
Monthly Fees (36 Months)	Invoicing to begin when recurring services begin.	\$6,072.79
Annual Fees (36 Months)	Invoiced at signing of the Order.	\$0.00

**Refer to Table B for implementation fee and monthly fee amounts.*

VC3, Inc

Pamlico County, NC

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Addendum A – Service Desk Priorities

Incidents and Service Requests are triaged and prioritized to effectively resolve the most important issues in a timely manner. Company utilizes the following priorities, criteria and response metrics:

A. Priority 1:

- System/device/application down causing work to cease and critical impact to the entire organization, a whole department, or a C-level executive or VIP user; no interim solution available; Client is in danger of or is experiencing a financial loss or the ability to make strategic business decisions is impaired.
- **24x7 Support:** Priority 1 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.

B. Priority 2:

- System/device/application down causing work to cease and potential business impact for up to 5 users, a C-level executive, or a VIP user; no interim solution available.
- **24x7 Support:** Priority 2 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.

C. Priority 3:

- Level of service degraded causing impact to an individual user; no interim solution available. Operational impact to the organization or a whole department though work continues as a result of implementing an interim solution or use of other system/device/service.
- **Business Hours Support:** Priority 3 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

D. Priority 4:

- Minor inconvenience to a department or user exists though work continues as a result of implementing an interim solution or use of another system/device/service.
- **Business Hours Support:** Priority 4 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

E. Priority 5:

- Maintenance tasks, audits, or alignment work that is not requested by the client.
- **Business Hours Support:** Priority 5 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

(See tables on next page)



Call Priority	Initial Client Contact Guidelines	Initial Client Contact Percentages
1	1 Hour	90%
2	2 Hours	90%
3	4 business hours	90%
4	8 business hours	90%
5	N/A	N/A

Addendum B – Maintenance Windows

All work performed within Company's Hosting or Client Infrastructure is a form of maintenance. Such work may or may not result in a disruption of service depending on the scope of the activity.

1. **Scheduled Maintenance:** All planned work performed on Company's Hosting or Client Infrastructure by Company engineers, or staff is defined as "Scheduled Maintenance". During Scheduled Maintenance, some or all of Company's Hosting or Client Infrastructure may be out of service and therefore may not be accessible to users. Regularly Scheduled Maintenance will occur between 2 AM and 6 AM in the local time zone for which the Client Infrastructure being maintained resides. Downtime to perform changes is expected during this window. If Client has a business need to avoid said downtime, they must provide their request via the Company Service Desk ten business days in advance.
 - a. **Notification:** Client will be notified via email should Scheduled Maintenance be required to take place outside of the windows specified above.
2. **Emergency Maintenance:** All work performed in response to a disruption or a threat to the availability of a component of Company's Hosting or Client Infrastructure within the control of Company is defined as "Emergency Maintenance". Emergency Maintenance will be conducted based upon the timeframe that the emergency exists. Normal business hours will see an immediate response. For issues that occur during non-business hours, the impact of the event will be evaluated as soon as possible, and appropriate measures taken to return the system to normal availability.
 - a. **Notification:** Client will be notified via email should Emergency Maintenance be necessary. Commercially reasonable efforts will be made to notify Client prior to emergency maintenance. Company reserves the right to complete Emergency Maintenance without prior notification to Client if necessary to mitigate risks posed by the need for Emergency Maintenance in a timely manner.



March 27, 2024

Dear Pamlico County, NC,

As an important client to VC3, Inc., we would like to invite you to participate in our payment plan using the Automated Clearing House (ACH). In lieu of cutting a check or processing a credit card transaction for goods and/or services, your company's payment will be drafted via electronic transfer and automatically debited from your account at your financial institution. ACH will be used for all invoices, including new and previous agreements, and time and material invoices with VC3. The ACH Payment program has proven to be an efficient and cost-effective mechanism for making payments, increasing payment security, and for eliminating the time lag caused by standard mail. In addition, outstanding invoices are paid without any manual hassles.

You will still receive an invoice as usual. Upon receipt of your invoice, your company will have 15 calendar days to review the outstanding payable. If no changes are needed, an ACH bank draft will be initiated on the next scheduled bank draft day after the 15th calendar day review period (typically the following Thursday).

If there is a dispute on a charge, please email the invoice number and issue at hand to finance@vc3.com. This will freeze your automated ACH payment until the dispute is settled.

For your convenience we have enclosed an ACH Payment Authorization Form. Please use this agreement as consent for VC3 to directly withdraw funds from your financial institution.

Sincerely,

VC3, Inc.



Order

Pamlico County, NC



ACH Payment Authorization Agreement

Company Name: Pamlico County, NC

We hereby authorize VC3, Inc., to initiate debit entries out of our checking account indicated below at the depository financial institution named below, hereafter called Depository. COMPANY, Inc. acknowledges that the origination of ACH transactions out of the account must comply with the provisions of U.S. law.

Bank Name: _____

City: _____ State: _____ Zip: _____

Routing Number: _____ Account Number: _____

Account Type: _____

This authorization is to remain in full force and effect until COMPANY, Inc. has received written notification of its termination, in such time and in such manner as to afford VC3, Inc. a reasonable opportunity to act on it.

Name: _____ Title: _____

Signature: _____ Date: _____

Remittance Contact: _____

Contact Email: _____

BOARD OF COMMISSIONERS

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KARI FORREST - AT LARGE

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EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

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COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

March 28, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Purchase Drone for Sheriff's Department

Sheriff Davis is requesting to purchase a drone for about \$5,700. Please see attached purchase order request. Because the purchase is for equipment at a cost of more than \$5,000 it qualifies as a capital item. The item was not requested nor approved in the FY 23-24 budget. Per our finance policy, capital items not approved within the annual budget must be approved by the Board of Commissioners.

Funds are available in the Sheriff's budget. I am recommending approval.



Tim Buck

From: Chris Davis
Sent: Wednesday, March 13, 2024 1:07 PM
To: Miranda Simpson
Cc: Bill Fentress; Tim Buck
Subject: Re: drone station

Yes, please put on agenda
Sent from my iPhone

On Mar 13, 2024, at 12:50 PM, Miranda Simpson <miranda.simpson@pamlicocounty.org> wrote:

Good Afternoon,

I am sure we will ask for the requests to be placed on the agenda for the upcoming commissioners meeting. I will get confirmation from the Sheriff.

I hope it is understood this quote was separated into subtotals/orders at the time we received it, it was not split up to avoid any limits. It was separated by items needed for the current drone (originally planned to be purchased through separate vendors) and by the new drone bundle. The subtotals were combined for better costs and shipping. I combined them on the request for the ease of using one PO number for the same vendor. When I sent separate PO requests for each subtotal, according to the quote, it was not sent with the intent to violate the spirit or the wording of any rule or policy. I now understand using one common PO, is not the best for orders being made from the same vendor, but for different purposes. Again, I appreciate that clarification.

For my own understanding, future requests, and keeping in line with rules and policies, I have some questions.

What determines same subject matter?

Are the items needed solely for the current drone we have, and the requested new drone itself, considered the same subject matter?

If we have to use separate vendors for purchases of items for things considered the same subject matter, would we need to total those costs to see if they meet capital expense criteria? And then, if the subject matter wasn't a request made in the current year's budget, those items would need to be presented to the board, correct?

Thank you,

Miranda Simpson

Administrative Assistant

Pamlico County Sheriff's Office

252-745-3101 Ext 805

From: Bill Fentress <bill.fentress@pamlicocounty.org>
Sent: Wednesday, March 13, 2024 9:53 AM
To: Miranda Simpson <miranda.simpson@pamlicocounty.org>
Cc: Chris Davis <sheriff.davis@pamlicocounty.org>; Tim Buck <tim.buck@pamlicocounty.org>
Subject: RE: drone station

Miranda...we have actually just discussed this type of thing with our attorney (that related to a 30k purchase)...if a PO is related to the same subject matter, but is split up to avoid a \$(dollar) limit pertaining to a rule or policy set in place, it violates the spirit of the rule/policy if not the actual wording of the rule/policy.... and could be picked up in audit .

I would suggest either of the two previously discussed alternatives.

Thanks

Bill Fentress
Finance Officer
County of Pamlico
302 Main St.
P.O. Box 776
Bayboro, N.C. 28515
Tel: 252-745-5195
Fax: 252-745-5514
bill.fentress@pamlicocounty.org

From: Miranda Simpson <miranda.simpson@pamlicocounty.org>
Sent: Monday, March 11, 2024 11:10 AM
To: Bill Fentress <bill.fentress@pamlicocounty.org>
Cc: Chris Davis <sheriff.davis@pamlicocounty.org>; Tim Buck <tim.buck@pamlicocounty.org>
Subject: Re: drone station

Good Morning,

Thank you for the clarity. It is certainly helpful. I don't think we will need to add this to the BOC meeting, and I think we are still good to use the Departmental Major line. We combined several purchases/orders together in an attempt to get better pricing and save on shipping cost. There isn't one order over \$5000. The total we would pay to the vendor would be. I will send a new request to show that, or I can request the quote be seperated in the individual subtotals, which would show these are three orders combined, and not all associated with the new drone.

I apologize that I didn't list those orders separately on the original request. On the quote there are several subtotals. I will break them down below.

The first subtotal is \$2,269.97. That is the cost of the actual drone, a bundle that includes several extras; a light kit, a charging hub, port charger, a remote controller, etc. You get better pricing purchasing those items together, per the quote. Also included is a two year plan that provides total replacement or parts if damaged. These would be everything needed to operate the drone, at a bare minimum. The total is still under \$5000.

The second subtotal is free and is for tech support 24/7/365. We receive this free for purchasing the above as a bundle vs. individually.

The third subtotal is \$958.00. It includes a lamp for increased lighting at night. It acts as an overhead spotlight spreading to light up a larger field area. This is beneficial for searching, as well as field operations. Also included, is a speaker for rescue, announcing officer presence that has the ability to save audio recording and auto loop. This is helpful during evacuations or anytime a mass announcement to a large group or area is needed; hurricanes and other emergency events. These are all important for community and officer safety. This order would be something we would use for current drone. The bundle above includes a light kit for the current drone.

The last subtotal is \$2,099.00. It is for a command case. This command case would also be used for the current drone in operation, and future drones we purchase. It gives the ability for second person viewing (someone other than the pilot), and the ability to charge the drones and the controllers in a self maintained case. Again, this command case is compatible with most drones used in public safety.

I am hopeful this helps to better explain the purchases, why we combined them into one quote, and why we would like to use the Departmental Major line to cover the costs.

Thank you,

Miranda Simpson

Administrative Assistant

Pamlico County Sheriff's Office

252-745-3101 Ext 805

From: Bill Fentress <bill.fentress@pamlicocounty.org>

Sent: Monday, March 11, 2024 8:22 AM

To: Miranda Simpson <miranda.simpson@pamlicocounty.org>

Cc: Chris Davis <sheriff.davis@pamlicocounty.org>; Tim Buck <tim.buck@pamlicocounty.org>

Subject: RE: drone station

Any items over 5000 need to be expensed from the 555000 line. The "Maj" line would be for items under that amount. The 555000 line should be approved by the BOC either at the beginning of the year or during a regular BOC meeting if that specific expense is not included in the original capital (555000) line.

I will defer to Tim RE: adding to the agenda for next BOC meeting.

Don't worry about the timing of the Justification forms(as it relates to the requested expense) . If it is not approved at the next BOC meeting, we will keep it in mind as we go thru 2025 budget process.

Thanks

Bill Fentress
Finance Officer
County of Pamlico
302 Main St.
P.O. Box 776
Bayboro, N.C. 28515
Tel: 252-745-5195
Fax: 252-745-5514
bill.fentress@pamlicocounty.org

From: Miranda Simpson <miranda.simpson@pamlicocounty.org>
Sent: Friday, March 8, 2024 10:08 AM
To: Bill Fentress <bill.fentress@pamlicocounty.org>
Cc: Chris Davis <sheriff.davis@pamlicocounty.org>
Subject: Fw: drone station

Good Morning,

Will this request be added to the upcoming agenda? We would like for it to be. In the event this request isn't approved, we will need to add it into FY 24/25's Capital Budget Requests. With those being due today, do you suggest we add that in the justifications today or wait to see what the response is from the commissioners.

Also in the future, if the item is \$5000 or over, is the Capital line the only line we can request those PO amounts be charged to? In this case, we were going use the Departmental Major line. Will we need to include a budget amendment to transfer funds from Department Major into Capital for this purchase, and for future purchases considered a capital expense?

Thank you for your assistance.

Miranda Simpson

Administrative Assistant

Pamlico County Sheriff's Office

252-745-3101 Ext 805

Put drone on agenda

From: Chris Davis <sheriff.davis@pamlicocounty.org>
Sent: Thursday, March 7, 2024 5:23 PM
To: Miranda Simpson <miranda.simpson@pamlicocounty.org>
Subject: Fwd: drone station

Sent from my iPhone

Begin forwarded message:

From: Chris Davis <sheriff.davis@pamlicocounty.org>
Date: March 7, 2024 at 11:44:21 AM EST
To: Bill Fentress <bill.fentress@pamlicocounty.org>
Subject: Re: drone station

Ok
Sent from my iPhone

On Mar 7, 2024, at 11:14 AM, Bill Fentress
<bill.fentress@pamlicocounty.org> wrote:

Chris...we received PO requests for 5686.54 + 2 other small related PO's. They are coded to 104310 529000 Maj. They should be coded to 104310 555000 as they are over 5k. Also, if these are not approved originally in the 555000 budget, (specifically the 5686.54 request) they need to be BOC approved.

Thanks

Bill Fentress
Finance Officer
County of Pamlico
302 Main St.
P.O. Box 776
Bayboro, N.C. 28515
Tel: 252-745-5195
Fax: 252-745-5514
bill.fentress@pamlicocounty.org

Pamlico County Sheriff's Office

Purchase Order (P.O.) Request Form

Emergency Request: _____

Vendor: UVT _____

Requested Item Description:

Command Case for current drone it will work
for/with most drones used in public safety Cost: \$2,099.00
*Subtotal 4 + tax

Requesting Person: J. Denebueke _____

Date: 03-11-2024 _____

Supervisor Signature: _____

Date: _____

Sheriff Signature: [Signature] _____

Date: 03-11-2024 _____

Line Item: 104310 - SAGUO major _____

P.O. #: _____

Date Requested: 03-11-2024 _____

Date # Received: _____

Emailed to: _____

Order Placed: _____

Product Received: _____

Invoiced Received: _____

Invoice Signed, Coded and Sent to Finance: _____

Closed: _____



Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

https://www.uvt.us

[156-101-1001] JZdrones T30 Matrix Lamp

See in the dark with the JZ T30 Matrix Lamp. Powered by an impressive 30W of energy and delivering an incredible 24Lux brightness at 50 meters, the JZ T30's 14-degree beam lights up your area of operations with ease.

1.000 799.00 0.00 Sales \$ 799.00
Units Tax

Purposed for the DJI Mavic 3 Enterprise Series drones (M3E, M3T), drone pilots are able to control the T30 with the DJI Pilot 2 app, seamlessly integrating the spotlight into your mission.

Includes:

1x JZdrones T30 Matrix Lamp

[101-144-1202] DJI Mavic 3 Enterprise Series Speaker

The DJI Mavic 3 Enterprise Speaker transmits sound over long distances to make rescue and other emergency missions more efficient. The DJI M3E Speaker can save several audio recordings and supports auto loop playback.

1.000 159.00 0.00 Sales \$ 159.00
Units Tax

3- Subtotal \$ 958.00

Command Case

Firehouse Technologies Tactical Command Case (Avata)

Firehouse Tactical Command Case. : 24" Screen HD, Or 1500 NIT Daylight Readable. Avata Inserts, 200 Mwh Power Supply, 2- HDMI Inputs or Wireless Connect

1.000 2,099.00 0.00 Sales \$ 2,099.00
Units Tax

UPS Ground
Free Shipping

1.000 0.00 0.00 0% \$ 0.00
Units

4- Subtotal \$ 2,099.00



UVT

Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

<https://www.uvt.us>

Untaxed Amount	\$ 5,326.97
----------------	-------------

Taxes on \$ 5,326.97	\$ 359.57
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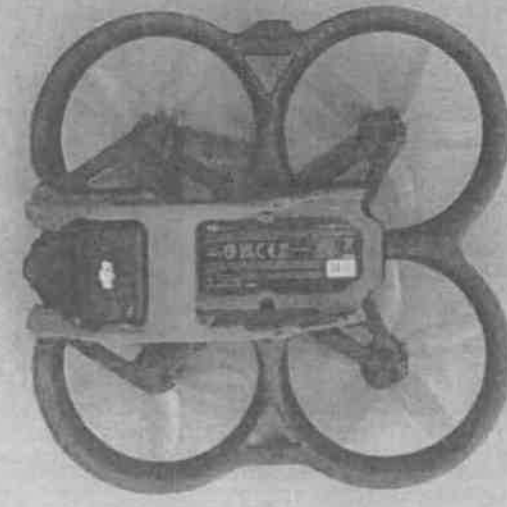
Total	\$ 5,686.54
--------------	--------------------

The completion of this transaction via payment, Purchase Order, or electronic signature indicates your acceptance of our Terms & Conditions, available online at www.uvt.us/terms.

The contents of this document are confidential and proprietary and are intended only for the recipient specified herein. It is strictly forbidden to share the contents of this document with any third party, without receiving the prior written consent of UVT.

Payment terms: Net 30

Subtotal one



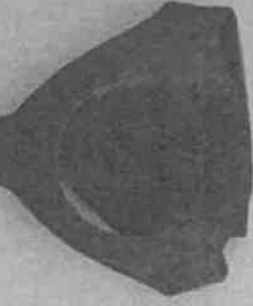
ATA

DJI FPV GOGGLES V2

DJI Motion

Lanyard

Spare Propellers



Headband



Spare Screws

Power Cable

Flight Battery



Dual Band Antenna

USB-C OTG Cable



Battery

USB-C Cable



Gimbal Protector



Spare Propellers



Charger (Single Charge)



USB-C



DJI AV

DJI FPV GOGGLES V



sp

Subtotal 3

- Shop
- Software
- Training
- Support
- Air Force
- News
- Contact

MAVERICK IN THE NEWS

Home /

Firehouse Tactical Command Case

\$ 1,999.00

Supplier: Firehouse

From **\$180.43/mo** with **shop Pay** [Check your purchasing power](#)

- 1 +

ADD TO CART



24" Screen HD, Or 1500 NIT Daylight Readable. Mavic or Avata Inserts

Pamlico County Sheriff's Office

Purchase Order (P.O.) Request Form

Emergency Request: _____

Vendor: UVT _____

Requested Item Description:

Drone & Bundle including lights, batteries, charging hub, and
a 1-year plan for replacement of parts. See Subtotal 1 Cost: \$2,269.97
+ tax

Requesting Person: J. Dunnebecke _____

Date: 03-11-2024 _____

Supervisor Signature: [Signature] _____

Date: _____

Sheriff Signature: [Signature] _____

Date: 03-11-2024 _____

Line Item: 104310 - 589000 Major _____

P.O. #: _____

Date Requested: 03-11-2024 _____

Date # Received: _____

Emailed to: _____

Order Placed: _____

Product Received: _____

Invoiced Received: _____

Invoice Signed, Coded and Sent to Finance: _____

Closed: _____



Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

https://www.uvt.us

Invoicing Address:

Pamlico County Sheriff's Office

202 Main Street

Bayboro NC 28515

United States

+1 252-745-3101

Shipping Address:

Pamlico County Sheriff's Office, Joseph Dunnebacke

200 Main Street

Bayboro NC 28515

United States

+1 252-617-8899

Pamlico County Sheriff's Office, Joseph

Dunnebacke

200 Main Street

Bayboro NC 28515

United States

Quotation # SO214610

Quotation Date:

03/04/2024

Expiration:

06/02/2024

Salesperson:

Robert Marley

DESCRIPTION	QUANTITY	UNIT		TAXES	AMOUNT
		PRICE	DISC.%		
DJI Avata QuickTac Bundle					
[101-142-1005] DJI Avata Explorer Combo w/Goggles Integra & RC Motion 2	1.000	1,278.00	0.00	Sales Tax	\$ 1,278.00
Safely film steady, ultra-wide 4K stabilized video indoors or outside, in and around objects, with the DJI Avata Pro View Combo. Sporting what some call a "cinewhoop" design, the Avata comes in a palm-sized form factor with all four propellers protected with attached guards. This allows for close-up filming indoors, near people, and through small openings without risking damage or injury to people and property. If the Avata does come in contact, it can just bounce off and keep flying. This Explorer Combo includes the Goggles Integra and RC Motion 2.					

1722 N College Avenue
Suite D
Fayetteville AR 72703
United States

Thank you for choosing
UVT!



Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

https://www.uvt.us

[101-999-1025] DJI Care Refresh 2-Year Plan for Avata
DJI Care Refresh 2-Year Plans allow for three replacements in one year, including two chances to use Flyaway Coverage. When it comes to accidents like water damage, collisions, or missing aircraft, you can have your product replaced for a small additional cost. For the DJI Avata, the first Care Refresh replacement fee is \$29, the second is \$39, and the third is \$49. If you use the two replacements available for Flyaway Coverage, the replacement fees will be \$219 each.

1.000	129.00	0.00	Sales	\$ 129.00
Units			Tax	

[101-142-1101] DJI Avata Fly More Kit
At a better price than buying separately, DJI Avata Fly More Kit includes two Intelligent Flight Batteries and a Battery Charging Hub which holds a total of four flight batteries, charging them in sequence, providing sufficient power for your flight.

1.000	279.00	0.00	Sales	\$ 279.00
Units			Tax	

[101-142-1102] DJI Avata Intelligent Flight Battery
This Intelligent Flight Battery for the DJI Avata drone is a 4-cell (4S) Lithium Nickel Manganese Cobalt Oxide (LiNiMnCoO₂) battery providing up to 18 minutes of flight time.

1.000	129.00	0.00	Sales	\$ 129.00
Units			Tax	

[100-130-1005] Anker USB-C & USB-A 65W 3 Port Charger

1.000	55.99	0.00	Sales	\$ 55.99
Units			Tax	

[101-133-1100] DJI FPV Remote Controller 2
The DJI FPV Remote Controller 2 adopts an ergonomic design with Hall effect control sticks, which enables a better operating experience. This remote is compatible with the DJI FPV and DJI Avata drones, and the DJI Goggles 2 and DJI FPV Goggles 2.

1.000	199.00	0.00	Sales	\$ 199.00
Units			Tax	



Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

https://www.uvt.us

[141-102-1003] Firehouse Technology DJI Avata Tactical 4 Light Kit
This DJI Avata Tactical Light Kit provides you with a total of four lights to full forward illumination, as well as downward illumination to aid the Avata's downward sensors promoting stable, controlled flight. This Avata light kit also includes a battery lock, to prevent your battery from ejecting during a hard fall or other impact force. This kit includes two Firehouse Technology Arc V lights for the bottom, and two Firehouse Technology Micro Strobes for forward illumination.

1.000 139.99 0.00 Sales \$ 139.99
Units Tax

[118-101-1001] Hoodman Drone Launch Pad 2ft
If there's one brand that resonates with drone pilots, it's Hoodman. This Hoodman drone launch pad is their 2-foot diameter landing pad designed to keep your small drone safe during takeoff and landing. This is the recommended landing pad for drones such as the DJI Mavic Mini, DJI Mini 2, or DJI Spark.

1.000 59.99 0.00 Sales \$ 59.99
Units Tax

Subtotal \$ 2,269.97

UVT ProLine Services

[SRV-PLS-103] UVT ProLine Support Premium
UVT ProLine Support offers you direct access to our technical and operational support teams. With ProLine Support Premium, this access is provided 24x7x365 to ensure you always have the support you need.

1.000 1,999.00 100.00 0% \$ 0.00
Units

2 Subtotal \$ 0.00

M3T Accesories

Pamlico County Sheriff's Office

Purchase Order (P.O.) Request Form

Emergency Request: _____

Vendor: UVT _____

Requested Item Description:

lamp/spot light & speaker for current drone

See subtotal 3 Cost: \$958.00
+ tax

Requesting Person: J. Dunnebecke

Date: 03-11-2024

Supervisor Signature: _____

Date: _____

Sheriff Signature: [Signature]

Date: 03-11-2024

Line Item: 104310 - 509000 major

P.O. #: _____

Date Requested: 03-11-2024

Date # Received: _____

Emailed to: _____

Order Placed: _____

Product Received: _____

Invoiced Received: _____

Invoice Signed, Coded and Sent to Finance: _____

Closed: _____

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

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MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

March 28, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Part Time Employees

Attached is a current roster of part-time employees that we currently pay. These positions were approved at various times through the years. They are not typically listed on the regular full time employee roster that the Board approves each year. For audit purposes, because it would be difficult to find the start dates of those listed and to substantiate authorization of the Board, I am requesting Board approval for Fiscal Year 2024 (July 1, 2023 – June 30, 2024). Going forward, we will present the list annually to approve as part of the annual budget process.



Last Name	First Name	Location Code Desc	Pay Location Code	Hourly Rate	Hrs last pay pd
KOPPER	KRISTY	ANIMAL CONTROL	4380	15.0000	29
FERRY	THERESA	BOARD OF ELECTIONS	4170	12.0000	53.5
JIANNINE	LOUIS	EMERGENCY MINGMT	4330	20.0000	Ø
DECKARD	NANCIE	HEALTH DEPARTMENT	5110	50.0000	16
MCMILLEN	PEGGY	HEALTH DEPARTMENT	5110	50.0000	24
YARBROUGH	DEBRA	HEALTH DEPARTMENT	5110	35.0000	6.75
HUCKS	STEPHANIE	PERSONNEL	4121	50.0000	20
COOPER	GARRY	RECREATION DEPARTMENT	6120	35.0200	38
HACKNEY	KENNETH	RECREATION DEPARTMENT	6120	15.0000	50
BLOOMBERG	JESSE	RECYCLING DEPARTMENT	4721	25.0000	33
MORRISEY	MICHAEL	RECYCLING DEPARTMENT	4721	15.0000	48
THOMPSON	LISA	REGISTER OF DEEDS	4180	20.0000	33
BORDEN	GENEVIEVE	SENIOR CENTER	4930	10.4000	46
MENG	DENISE	SENIOR CENTER	4930	10.0000	Ø
WHITMAN	MARTHA	SENIOR CENTER	4930	16.0000	37.5
CAMPBELL	PAUL	WATER DEPT - FIELD SERVICE	7140	34.6700	Ø
FEREBEE	AMANDA	WATER DEPT - FIELD SERVICE	7140	15.0000	44.5

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

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BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

March 28, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Quotes to Perform Well Maintenance at Grantsboro Water Treatment Plant

Water Department Field Operations Manager Jeff Sanders solicited quotes from vendors to repair the wells at the Grantsboro Water Treatment Plant. The work is needed to restore production of the wells. Mr. Sanders is recommending to contract with Magette Well and Pump Company at a cost of \$50,560 plus tax.

I am recommending and requesting approval. Funds are available in the budget.



Bid TABS - Well Service Grantsboro

	Pump Test, Pull Pump , Video	Brush well, add acid	Blow Well, supercholate, reset pump	Total
Magette Well	12,400	19,760	18,400	50,560
Charles Underwood	27,900	35,856	Included	63,756
AC Schultes	8,500	53,300	included	61,800

Magette Well & Pump Co., Inc
 2342 US 13 S
 Ahoskie, NC 27910
 +1 2523322265
 bmagette@hotmail.com

Estimate

ADDRESS
 County of Pamlico
 302 Main Street
 PO Box 776
 Bayboro, NC 28515

SHIP TO
 County of Pamlico
 302 Main Street
 PO Box 776
 Bayboro, NC 28515

ESTIMATE # 1623
DATE 02/15/2024

TRACKING NO.
 Grantsboro Plant Well(s)

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Sales	Trip, labor & equipment to: Mobilize equipment Run short pump test with existing equipment Pull pump run video survey with small pump to clear well	2	6,200.00	12,400.00T
Sales	brush entire well and suction clean to bottom add acid and NW 310 and brush well allow to remain in well over night brush and suction to bottom	2	9,880.00	19,760.00T
Sales	blow well run after cleaning video survey superchlorinate with NW 410 reset pump and tie in to the well head	2	9,200.00	18,400.00T

SUBTOTAL	50,560.00
TAX	3,412.80
TOTAL	\$53,972.80

Accepted By

Accepted Date

1.5% INTEREST ADDED AFTER 30 DAYS

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

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COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

March 28, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Town of Vandemere Request Enforcement of Pamlico County Dangerous Animal Ordinance within Town

Please see the attached resolution from the Town of Vandemere requesting that the County enforce our Dangerous Animal Ordinance within the town limits of Vandemere. I am requesting discussion by the Board and direction regarding actions that need to be taken.





Town of Vandemere

1042 Pennsylvania Avenue, P.O. Box 338
Vandemere, North Carolina 28587

Office (252) 745-5473 | 5480


www.vandemerenc.com

THE TOWN OF VANDEMERE REQUEST TO ADOPT THE PAMLICO COUNTY DANGEROUS ANIMAL ORDINANCE

- WHEREAS,** the provision of a comprehensive municipal animal control ordinance can lead to the decreased incidence of health risks secondary to animal bites and attacks, lawsuits stemming from domesticated animal attacks, the improper care of and lack of protection for companion animals, and animal suffering; and
- WHEREAS,** a literature review demonstrates that most leash laws or animal control ordinances do not address all the facets involving the coexistence of animals and humans largely due to limited resources; and
- WHEREAS,** as with many municipalities, Vandemere's animal control problems have been a documented chronic issue; and
- WHEREAS,** the municipal animal control ordinance for Vandemere currently named "Animals," adopted in 1983, is outdated and inconsistent with NC General Statutes- Chapter 67; and
- WHEREAS,** The Town of Vandemere is currently in process of updating their municipal animal control ordinance to meet the needs of its residents; and
- WHEREAS,** Pamlico County has a Dangerous Animal Ordinance supported by an established Animal Control Department of which a municipality can request to be adopted into the ordinance; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF THE TOWN OF VANDEMERE: The Town of Vandemere recognizes the need to establish a comprehensive animal control ordinance and collaborate efforts with Pamlico County; therefore, requesting adoption as municipal participants of The Pamlico County Dangerous Animal Ordinance.

This the 26th day of March 2024.



Sandra A. Snipes, Mayor

Attest



Sue Britt, Town Clerk

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

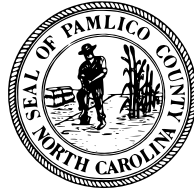
KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



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March 28, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Approval of Plat for Lucille Hall Subdivision

At their March 26 meeting, the Planning Board approved the above referenced subdivision contingent on receiving the required signature from the surveyor. The surveyor is apparently out of town until next week.

Based on the planning Board recommendation, I am requesting that the Board approve the plat contingent on getting the required signatures on the plat. Once signed by the surveyor, I am requesting authority for Chair Bohmert to sign the plat.



Tim Buck

From: Building Inspections
Sent: Wednesday, March 27, 2024 5:02 PM
To: Tim Buck
Subject: Lucille Hall - 9 Lot Subdivision - Add for Commissioner's Meeting, Monday, April 1, 2024
Attachments: Hall, Lucille, 9 lot subdivision.pdf

Good afternoon-

Please add the attached plat for Lucille Hall – 9 Lot Subdivision for the Commissioner’s meeting for Monday, April 1, 2024.

It was approved by the Planning Board (Preliminary and Final) on Tuesday, March 26, 2024, contingent on the lots being addressed by Emergency Management/911.

Thanks,

Kate Hankins

Pamlico County Building Inspections
Administrative Assistant III/Permitting
PO Box 776/202 Main Street
Bayboro, NC 28515
PH: 252-745-3861

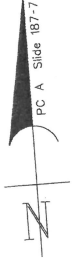
*Allow 24-48 hours for review of permit requests.

*Allow 24-48 hours for requests for permit records.

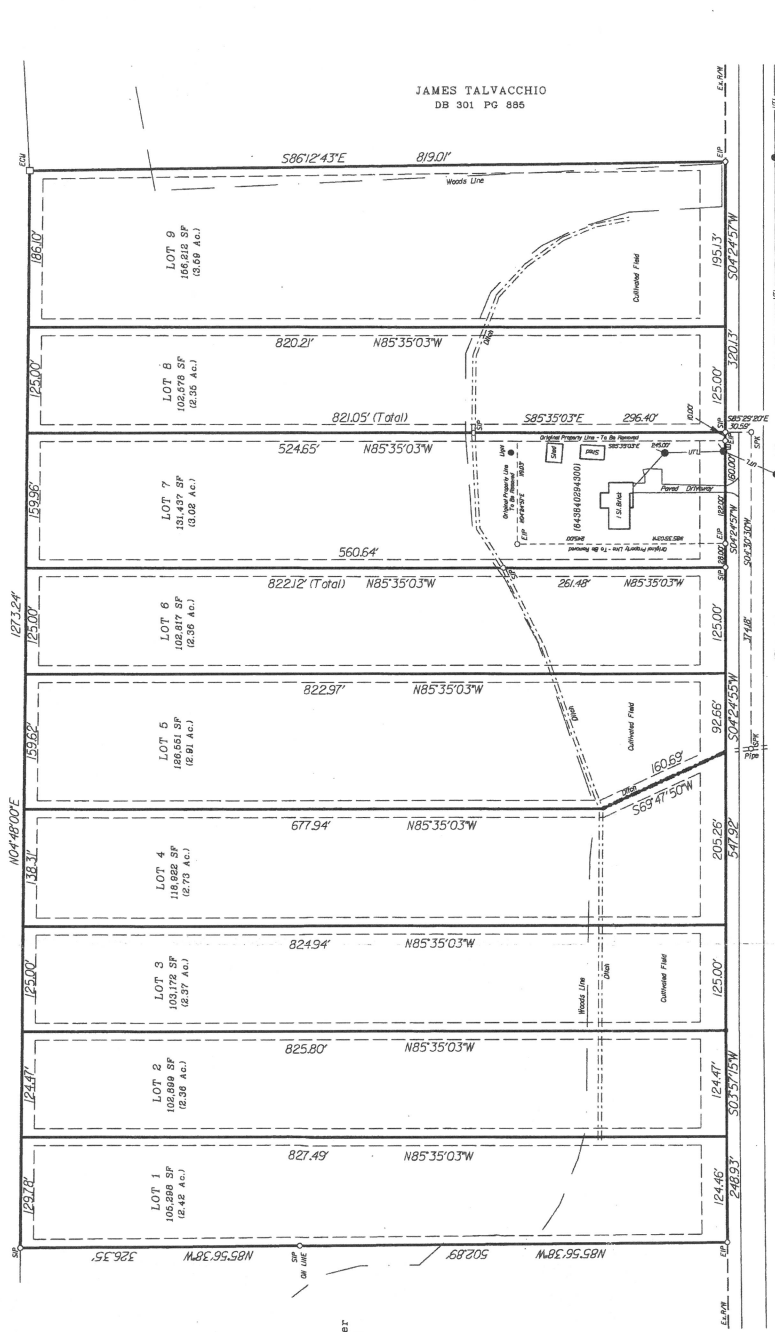
Permit Payment Instructions

We do not accept payment over the phone. We accept payment in our office in the form of check, cash or card (fee applies). You may also mail a check to PO Box 776, made payable to PCBI. Please put attention Building Inspections on the front of your envelope.

Tract ID No. 64-36-0968-300
64-38-0294-000

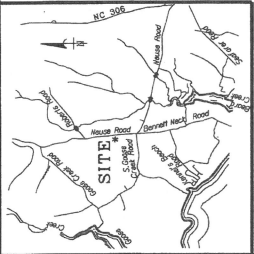


WEYERHAEUSER COMPANY
Tract 134



NEUSE ROAD (SR 1006) 60' R/W (PUBLIC)

- LEGEND:**
- EP - EXISTING IRON PIN
 - SP - SET IRON PIN
 - MP - MASONRY MONUMENT
 - SPK - SET PK NAIL
 - SPK - SET PK NAIL
 - PO - POWER POLE
 - UTL - OVERHEAD UTILITIES
 - MBL - MINIMUM BUILDING LINE



NOTES:

This property is not located in a flood hazard area, Zone X, per FEMA Map 372064200K, dated June 19, 2020. The area was obtained by coordinate method.

All corners are set from rebar unless otherwise depicted.

Minimum Setback Lines:
Side - 10'
Rear - 15'

Tommy L. Baker
DB 075 PG 44

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THEREFORE AUTHORIZE THE SUBDIVISION OF THE SAME INTO LOTS, BLOCKS, MANHOLE LINES, SIDE WALKS, ALLEYS, STREETS, AND PRIVATE LOTS AS SHOWN ON THIS PLAN AND PRIVATE LOTS AS NOTED. I ALSO CERTIFY THAT THE LAND SHOWN ON THIS PLAN FALLS WITHIN THE SUBDIVISION JURISDICTION OF PAMLICO COUNTY.

DATE _____ OWNER _____

WETLANDS DISCLAIMER

APPROVAL OF THIS SUBDIVISION DOES NOT ADDRESS THE EXISTENCE OR NON-EXISTENCE OF WETLANDS WITHIN THE SUBDIVISION. THE ENFORCEMENT OF WETLANDS REGULATIONS UNDER SECTION 404 OF THE CLEAN WATER ACT AND SECTION 10 OF THE RIVERS AND HARBORS ACT IS WITHIN THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS. INQUIRIES CONCERNING WETLANDS MATTERS SHOULD BE ADDRESSED TO THAT AGENCY.

CERTIFICATE OF APPROVAL BY PLANNING BOARD

The Pamlico County Planning Board hereby approves the Final Plat of the Land Division For Lucille E. Hall.

Date _____ Chairman, Planning Board _____

CERTIFICATE OF APPROVAL BY THE BOARD OF COUNTY COMMISSIONERS

The Pamlico County Board of Commissioners hereby approves the Final Plat of the Land Division For Lucille E. Hall.

Date _____ Chairman, Pamlico County Board of Commissioners _____

CERTIFICATE OF APPROVAL BY INDIVIDUALS

Let registered on this plat are permitted for septic services by individual septic tank permits issued by Pamlico County Health Department. Prior to purchasing any lot dependent on the septic tank permit, the purchaser shall obtain a septic tank permit for the lot to be purchased as such permits expire five (5) years after issuance with no guarantee that new or future septic tank regulations will permit the installation of the system as originally permitted.

CERTIFICATE OF APPROVAL BY INDIVIDUALS

Let registered on this plat are intended to be served by individual septic tank permits to be issued by the Pamlico County Health Department, however, such permits have been issued by the developer. Prior to purchasing any lot dependent on the septic tank permit, the purchaser shall obtain a septic tank permit for the lot to be purchased as such permits expire five (5) years after issuance with no guarantee that new or future septic tank regulations will permit the installation of the system as originally permitted.

NORTH CAROLINA
PAMLICO COUNTY

I, Terry Wheeler, certify that this plat was drawn under my supervision and that the same is a true and correct copy of the original as recorded in Book 134, Page 814, Book 208, Page 731, Book 539, Page 199, PC A, Slide 187-7; that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____, in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this 6th day of March, A.D., 2024.

This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.



REGISTER OF DEEDS
STATE OF NORTH CAROLINA
COUNTY OF PAMLICO

Filed for Registration at _____ AM/PM o'clock
This _____ day of _____, 2024.
Plat Cabinet _____ Side _____
LYNN H. LEWIS
Register of Deeds/ Assistant/ Deputy

OWNER: LUCILLE E. HALL
6592 NEUSE RD
GRANTSBORO, NC 28529

WHEELER LAND SURVEYING, PLLC
Firm No. P-2819
6592 NEUSE RD
NEW BERN, NC 28561
(252) 238-1235

LAND DIVISION FOR
LUCILLE E. HALL
6592 NEUSE ROAD
TOWNSHIP NO. 1 PAMLICO COUNTY
GRANTSBORO, NORTH CAROLINA
March 6, 2024

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

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CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

March 28, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Article 46 Referendum

At the March 20th retreat, I briefed the Board on the procedure needed to implement an optional ¼ cent sales tax. Please reference the attached information.

To move forward in the process, the Board of Commissioners must pass a resolution directing the local Board of Elections to place the item on the ballot. Please see the attached sample resolution.

I am recommending and requesting to pass the attached resolution and place the item on the November 5, 2024 ballot of the General Election.



BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT - TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

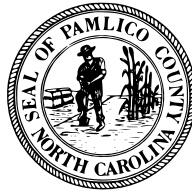
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**A RESOLUTION TO PLACE A ONE-QUARTER OF ONE CENT LOCAL OPTION SALES
TAX ON THE NOVEMBER 5, 2024 GENERAL ELECTION BALLOT
IN PAMLICO COUNTY, NORTH CAROLINA**

WHEREAS, the North Carolina General Assembly has authorized County Boards of Commissioners across the State of North Carolina to levy a one-quarter of one cent (.25% of one penny) county sales and use tax, contingent on an advisory referendum in which the majority of those casting ballots in the County vote for the levy of the tax; and

WHEREAS, the Pamlico County Board of Commissioners believes in providing its citizens the best possible services; and

WHEREAS, the Pamlico County Board of Commissioners recognizes the local option sales tax does not burden the property owners as is done when increasing the local property tax rate; and

WHEREAS, the Pamlico County Board of Commissioners will use the funds for mandated services and possibly to lower the local property tax rate; and

WHEREAS, one cent of local property tax equates to approximately \$180,000 per year, versus almost \$400,000 in revenue from one-fourth of a penny in sales tax revenue; and

WHEREAS, the implementation of a one-quarter cent local option sales tax (excluding gas, prescription medication, and non-prepared foods or groceries) is anticipated to generate approximately \$400,000 in revenue per year in Pamlico County.

NOW, THEREFORE, the Pamlico County Board of Commissioners hereby directs the Pamlico County Board of Elections as follows:

1. Conduct an advisory referendum on the question of whether to levy a local sales and use tax in the county as provided in N.C. General Statute §105-535 et seq.
2. The election shall be held on the November 5, 2024 General Election and shall be held in accordance with the procedures of N.C. General Statute § 163-287.
3. The form of the question to be presented on a ballot for the election concerning the levy of the tax is established by the NC General Statutes as:

{ } FOR { } AGAINST

Local sales and use tax at the rate of one-quarter percent (0.25%)
In addition to all other State and local sales and use taxes.

Adopted this the 1st day of April, 2024.

Candy Bohmert, Chairman
Pamlico County Board of Commissioners

Tracy Boyd, Clerk to the Board

Optional Quarter Cent Sales Tax

North Carolina General Statute 105-535 authorizes NC counties the option of levying an additional $\frac{1}{4}$ cents sales tax. In order to levy the tax, voters must approve of the measure by a referendum on the ballot of a regularly scheduled general election. The statute authorizing the tax is attached to this correspondence.

Finance Officer Bill Fentress estimates that an additional $\frac{1}{4}$ cent tax would generate approximately \$390,000 in new revenue. The use of the funds is not restricted. I have attached brochures used by other counties that shows the intended use of the funds. Currently, seventy-eight (78) counties in the State have placed the measure on the ballot but only forty-five (45) counties have approved the tax. A list of referenda history is attached.

Article 46.

One-Quarter Cent (1/4¢) County Sales and Use Tax.

§ 105-535. Short title.

This Article is the One-Quarter Cent (1/4¢) County Sales and Use Tax Act. (2007-323, s. 31.17(b).)

§ 105-536. Limitations.

This Article applies only to counties that levy the first one-cent (1¢) sales and use tax under Article 39 of this Chapter or under Chapter 1096 of the 1967 Session Laws, the first one-half cent (1/2¢) local sales and use tax under Article 40 of this Chapter, and the second one-half cent (1/2¢) local sales and use tax under Article 42 of this Chapter. (2007-323, s. 31.17(b).)

§ 105-537. Levy.

(a) Authority. – If the majority of those voting in a referendum held pursuant to this Article vote for the levy of the tax, the board of county commissioners may, by resolution and after 10 days' public notice, levy a local sales and use tax at a rate of one-quarter percent (0.25%).

(b) Vote. – The board of county commissioners may direct the county board of elections to conduct an advisory referendum on the question of whether to levy a local sales and use tax in the county as provided in this Article. The election shall be held in accordance with the procedures of G.S. 163-287, except that the election shall not be held within one year from the date of the last preceding election under this section.

(c) Ballot Question. – The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be:

"[] FOR [] AGAINST

Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes."

(d) Repealed by Session Laws 2014-3, s. 14.22, effective May 29, 2014. (2007-323, s. 31.17(b); 2013-381, s. 10.14; 2014-3, s. 14.22; 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1; 2019-169, s. 3.8(a).)

§ 105-538. Administration of taxes.

The Secretary shall, on a monthly basis, allocate to each taxing county the net proceeds of the tax levied under this Article. If the Secretary collects taxes under this Article in a month and the taxes cannot be identified as being attributable to a particular taxing county, the Secretary must allocate the net proceeds of these taxes among the taxing counties in proportion to the amount of taxes collected in each county under this Article in that month. For purposes of this Article, the term "net proceeds" has the same meaning as defined in G.S. 105-472.

Except as provided in this Article, the adoption, levy, collection, administration, and repeal of these additional taxes must be in accordance with Article 39 of this Chapter. G.S. 105-468.1 is an administrative provision that applies to this Article. A tax levied under this Article does not apply to the sales price of food that is exempt from tax pursuant to G.S. 105-164.13B or to the sales price of a bundled transaction taxable pursuant to G.S. 105-467(a)(5a). The Secretary shall not divide the amount allocated to a county between the county and the municipalities within the county. (2007-323, s. 31.17(b); 2007-345, s. 14.5(a); 2008-134, s. 75; 2009-445, s. 18; 2016-5, s. 3.21.)

§§ 105-539 through 105-549: Reserved for future codification purposes.

§ 163-287. Special elections; procedure for calling.

(a) Any county, municipality, or any special district shall have authority to call special elections as permitted by law. Prior to calling a special election, the governing body of the county, municipality, or special district shall adopt a resolution specifying the details of the election, and forthwith deliver the resolution to the local board of elections. The resolution shall call on the local board of elections to conduct the election described in the resolution and shall state the date on which the special election is to be conducted. In setting the date, counties, municipalities, and special districts are encouraged to set a date that will result in the highest possible voter turnout. However, the special election may be held only as follows:

- (1) At the same time as any other State or county general election.
- (2) At the same time as the primary election in any even-numbered year.
- (3) At the same time as any other election requiring all the precincts in the county to be open.
- (4) At the same time as a municipal general election, if the special election is within the jurisdiction of the municipality only.

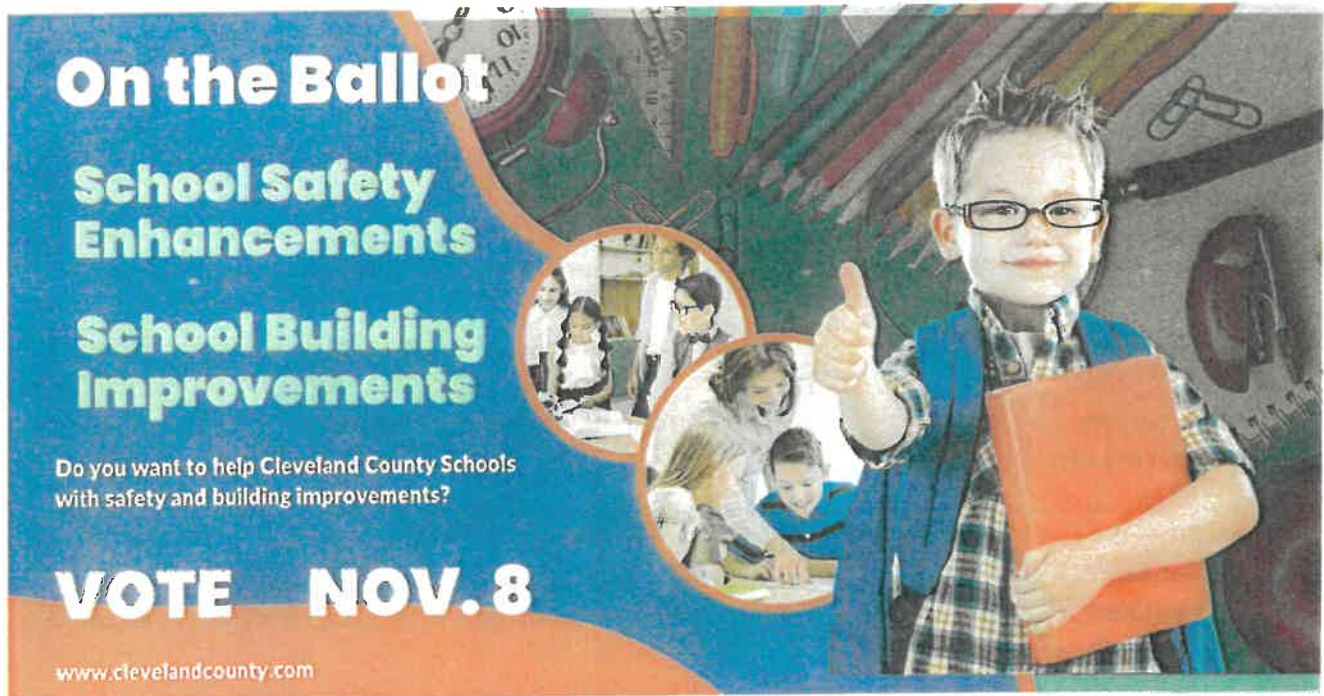
(b) Legal notice of the special election shall be published no less than 45 days prior to the special election. The local board of elections shall be responsible for publishing the legal notice. The notice shall state the date and time of the special election, the issue to be submitted to the voters, and the precincts in which the election will be held. This subsection shall not apply to bond elections.

(c) The last sentence of subsection (a) of this section shall not apply to any special election related to the public health or safety, including a vacancy in the office of sheriff or a bond referendum for financing of health and sanitation systems, if the governing body adopts a resolution stating the need for the special election at a time different from any other State, county, or municipal general election or the primary in any even-numbered year.

(d) The last sentence of subsection (a) of this section shall not apply to municipal incorporation or recall elections pursuant to local act of the General Assembly.

(e) The last sentence of subsection (a) of this section shall not apply to municipal elections to fill vacancies in office pursuant to local act of the General Assembly where more than six months remain in the term of office, and if less than six months remain in the office, the governing board may fill the vacancy for the remainder of the unexpired term notwithstanding any provision of a local act of the General Assembly.

(f) This section shall not impact the authority of the courts or the State Board to order a new election at a time set by the courts or State Board under this Chapter. (1971, c. 835, s. 1; 1973, c. 793, s. 86; 1993 (Reg. Sess., 1994), c. 762, s. 65; 2011-31, s. 7; 2013-381, s. 10.1; 2014-111, s. 17.5(a); 2017-6, s. 3; 2018-146, s. 3.1(a), (b).)



Sales Tax Referendum: Frequently Asked Questions

What is the current sales tax rate for Cleveland County?

The current sales tax rate for Cleveland County is 6.75%. If approved, the sales tax rate would be 7.0%. For the average consumer, the increase would equate to 1 cent for every \$4 spent or approximately \$1.50 per month.

Who put this issue on the ballot?

In 2007, the NC General Assembly granted county boards of commissioners the authority to levy, subject to voter approval, an additional one-quarter of a percent county sales tax. On June 21, 2022, the Cleveland County Board of Commissioners approved a resolution calling for a Nov. 8 referendum concerning the one-quarter of a percent county sales and use tax.

What will these funds be used for?

The Board of Commissioners resolved to designate funds raised through the one-quarter of a percent sales tax to be used to support Cleveland County Schools.

How much money will be raised through this tax?

Cleveland County Government estimates, based on current sales tax figures, that the one-quarter of a percent sales tax would generate approximately \$3 million annually.

How much will the sales and use tax impact purchases by an individual?

The additional one-quarter of a percent sales tax will cost one penny for every four dollars spent. On a \$100 purchase, the impact would be 25 cents.

Are there items exempt from the sales tax?

Exemptions from the tax include gas purchases and unprepared food (groceries). This tax will apply to all persons shopping in Cleveland County, not just county residents. For a full listing of items exempted from sales tax, please see [North Carolina General Statute 105-164.13](#).

Has the sales tax referendum been on ballots in other counties?

Yes, 46 counties have approved the sales tax increase including our neighbors Gaston, Lincoln, Rutherford, and Catawba counties.

How does this compare to property taxes?

The one-quarter of a cent sales tax increase would generate nearly twice the amount of revenue from a one percent increase in property tax.

If the sales tax passes, will my property taxes be increased?

The sales tax lessens the pressure on property tax. A strategic goal of Cleveland County Commissioners for several years has been to “seek alternatives for increasing revenues to lessen the county’s burden on property taxes.”

How is a sales tax different from property tax?

Property taxes are assessed based on property ownership. Sales taxes are consumption-based taxes. Keeping property taxes low can help encourage economic development. Sales taxes are generated from residents as well as tourists and visitors to Cleveland County who help support county services through sales tax dollars.

What will I see on the ballot?

The form of the ballot question for the additional one-quarter of a percent sales tax is mandated by [NC General Statute 105-537\(c\)](#). Please see below:

One-Quarter Percent Local Sales and Use Tax
Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes.
<input type="radio"/> For
<input type="radio"/> Against
End of Ballot



Quarter Cent

FUNDING OUR FUTURE

Sheriff's Office
Volunteer Fire and Rescue
Minor Capital Projects



Property Tax vs. Sales Tax

PROPERTY TAXES are assessed based on how much property you own. **Not all residents in Yadkin own property.**

SALES AND USE TAXES are generated from monetary transactions. **Residents and visitors to Yadkin participate in monetary transactions.**

Nearly 1/3 of sales tax revenues come from visitors.

IMPORTANT TO UNDERSTAND:

Why is sales tax a better way to generate funds?

Anyone who makes a purchase in Yadkin County is charged a sales tax. Sales tax allows both residents who own and do not own property, along with visitors to our area, to generate funds that can be used to support necessary services in the community such as public safety that are used by residents and visitors.

How much can a 1/4 cent sales and use tax generate in revenue? If voted for, this is projected to produce an estimated \$570,000 in revenue for a full year initially which would go directly to support public safety needs in Yadkin County.

Why not raise the funds through property taxes? It would take about a 2¢ property tax increase to match the same revenue amount that the 1/4 cent sales tax would generate. Not only would this cost citizens more, property owners would be the ones affected by the increase.

What items are affected by sales tax?

Items such as clothing, household supplies, electronics and prepared food and drinks (i.e. restaurant/store) are taxed.

What items ARE NOT affected by sales tax?

There are numerous items exempt from this sales tax including unprepared foods, gasoline, certain agricultural supplies and motor vehicles. **Prescription medication will NOT be affected by sales tax.**



All new revenue generated from the sales tax will go to support public safety and capital needs in Yadkin County:

Examples of how these funds will be used:

Increased Safety for Residents & Improved Response Times: These funds will go to hire two additional deputies who will serve in the evening hours throughout the county and the towns.

Recruitment and Retainment: Yadkin County has a great need for public safety officials. This revenue will make the community more competitive in recruitment and retainment by creating a funding source for all Yadkin County telecommunicators, sworn officers and detention officers.

Support for Fire and Rescue: Yadkin County is proud of its volunteer fire departments and Rescue Squad, but also recognizes there is a great need for improved apparatus, facilities, training and potentially, paid part-time staff.

Capital Needs: These include facility maintenance and repair, installation of athletic field lights and other construction needs.



SUN	MON	TUE	WED	THU	FRI	SAT
45	1	2	3	4	5	6
46	7	8	9	10	11	12
47	13	14	15	16	17	18
48	19	20	21	22	23	24
49	25	26	27	28	29	30



yadkin county

Sales Tax Referenda History

Optional Quarter Cent Sales Tax: If approved by local voters, a county may levy an optional quarter-cent sales tax under G.S. 105, Article 46. To date, 47 counties levy the tax; an additional 31 counties have held unsuccessful referenda.

County	Referenda	County	Referenda	County	Referenda	County	Referenda
Alamance	X X X X	Cumberland	X ✓	Johnston	X	Randolph	X ✓
Alexander	✓	Currituck	None	Jones	X X ✓	Richmond	X
Alleghany	X X X ✓	Dare	None	Lee	X ✓	Robeson	X ✓
Anson	X ✓	Davidson	✓	Lenoir	X X X X	Rockingham	X X X ✓
Ashe	✓	Davie	X X X	Lincoln	X ✓	Rowan	✓
Avery	X	Duplin	X ✓	Macon	X	Rutherford	X X ✓
Beaufort	None	Durham	✓	Madison	X ✓	Sampson	✓
Bertie	X X X X ✓	Edgecombe	X ✓	Martin	✓	Scotland	X X
Bladen	X X X X X X X	Forsyth	X ✓	McDowell	X	Stanly	X X X X ✓
Brunswick	X	Franklin	None	Mecklenburg	X X	Stokes	X X
Buncombe	✓	Gaston	X ✓	Mitchell	X X	Surry	✓
Burke	X	Gates	None	Montgomery	X ✓	Swain	X X ✓
Cabarrus	✓	Graham	X X ✓	Moore	X X ✓	Transylvania	None
Caldwell	X	Granville	None	Nash	X	Tyrrell	None
Camden	None	Greene	X X ✓	New Hanover	✓	Union	None
Carteret	X X X	Guilford	X X X X X X	Northampton	None	Vance	None
Caswell	X X X	Halifax	✓	Onslow	X X ✓	Wake	None
Catawba	✓	Harnett	X X X X ✓	Orange	X ✓	Warren	None
Chatham	✓	Haywood	✓	Pamlico	None	Washington	X X X
Cherokee	X X ✓	Henderson	X X X	Pasquotank	X X ✓	Watauga	X X
Chowan	X X X	Hertford	X X X ✓	Pender	None	Wayne	X X X X
Clay	X X ✓	Hoke	None	Perquimans	None	Wilkes	X ✓
Cleveland	X X X	Hyde	None	Person	X X X	Wilson	X
Columbus	X X X X	Iredell	X	Pitt	✓	Yadkin	X X X
Craven	None	Jackson	✓	Polk	None	Yancey	None

X = unsuccessful referendum; ✓ = successful referendum

Transit Sales Tax: With voter approval, a county may levy a sales tax for transit purposes of either one half cent (Durham, Forsyth, Guilford, Mecklenburg, Orange & Wake counties) or one-quarter cent (all other counties) under G.S. 105, Article 43. To date, four counties have held successful referenda (Durham, Mecklenburg, Orange, and Wake) and New Hanover County has held one unsuccessful referendum.



North Carolina Association
of County Commissioners

Last updated 1/1/23

BOARD OF COMMISSIONERS

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COUNTY OF PAMLICO

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COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

March 28, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Request Direction Regarding Ambulance/Rescue Service District

At the March 20th retreat, I briefed the Board on the procedures needed to establish a rescue service district tax. Below are the steps that need to be taken to implement the tax in Fiscal Year 2025:

- I. Prepare a report stating the following:
 - (1) There is a demonstrable need for providing ambulance/rescue services listed in G.S. 153A-301.
 - (2) It is impossible or impracticable to provide those services on a countywide basis.
 - (3) It is economically feasible to provide the proposed services in the district without unreasonable or burdensome annual tax levies.
 - (4) There is a demonstrable demand for the proposed services by persons residing in the district
- II. Prepare a map of the proposed district showing the proposed boundaries.
- III. Prepare a plan for providing rescue/ambulance services.
- IV. Mail required notices to property owners
- V. Publish notice of Public Hearing
- VI. Hold Public Hearing
- VII. Commissioners vote on implementation of service district tax.
- VIII. Request Towns' approval to levy tax within town jurisdiction.

Please reference the attached information.

I am recommending moving forward with the process to implement the tax and requesting direction from Commissioners.



Ambulance and Rescue Service District

As you may know, Pamlico County contracts with Pamlico Rescue Inc. to provide emergency medical services in the County. The County currently pays Pamlico Rescue \$1,350,000 and these funds go solely towards salaries and benefits. Given the tax collection percentage of about 97%, the amount of funding represents about \$.069 on the tax rate. Exhibit A shows Rescue Squad Funding has increased from \$407,632 in 2015 to \$1,350,000 in 2024, an average increase of 15% per year. For Fiscal Year 2025, the rescue squad submitted a preliminary budget requesting an increase of \$263,000, raising the rescue squad budget to about \$1,615,000.

To continue funding the rescue squad at this high rate of growth, I recommend looking at alternative sources of funding the services. North Carolina General Statute 153A-301 attached as Exhibit B authorizes counties to create a service district and to levy taxes for ambulance and rescue services. The process for establishing a service district is listed in Exhibit C.

Currently, the tax value of all property in the County is \$2,022,808,275, including registered motor vehicles. Given the collection percentage of about 97%, a tax levy of \$1,664,948 is needed to generate \$1,615,000. With those facts, a tax rate of \$.0823 per \$100 is needed to make the needed funds.

One caveat is that each town must agree to the levy within their respective town for the service district to apply within a town. Else, the tax is only applicable within the unincorporated areas of the County.

With a rescue tax in place, I would propose the following tax rates for the General Fund and Rescue Squad Fund:

General Fund: \$.556

Rescue Squad Fund: \$.0823

Please note that this proposed rate represents a \$.0133 tax increase.

Proposed schedule to adopt Rescue Service District Tax:

- March 21-April 15 – Create reports and maps of the district and mail required notices of public hearing.
- April 15 -May 20 – Seek approval from towns to levy tax within town jurisdiction.
- May 20 – Hold required public hearing and vote on creation of service district.
- June 1- Include recommended tax within proposed budget.
- By June 30 – If approved, adopt tax rate within the FY 2024-25 budget ordinance.

**Exhibit A -Rescue Squad Funding
Fiscal Years 2015-2024**

	Year									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Amount Funded	407,632	411,708	486,000	558,000	597,000	673,000	943,000	1,060,000	1,200,000	1,350,000
Amount of Increase		4,076	74,292	72,000	39,000	76,000	270,000	117,000	140,000	150,000
Percent Increase		1%	18%	15%	7%	13%	40%	12%	13%	13%

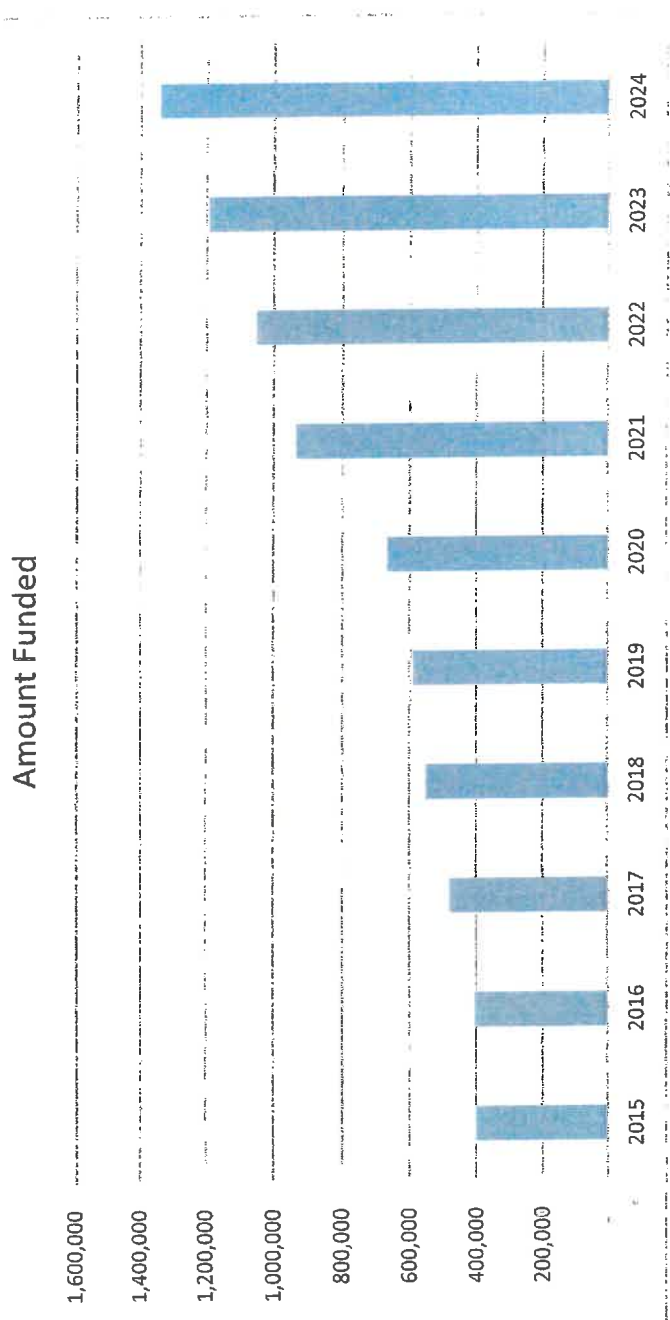


Exhibit B - Service Districts

§ 153A-301. Purposes for which districts may be established.

(a) The board of commissioners of any county may define any number of service districts in order to finance, provide, or maintain for the districts one or more of the following services, facilities and functions in addition to or to a greater extent than those financed, provided or maintained for the entire county:

- (1) Beach erosion control and flood and hurricane protection works.
- (2) Fire protection.
- (3) Recreation.
- (4) Sewage collection and disposal systems of all types, including septic tank systems or other on-site collection or disposal facilities or systems.
- (5) Solid waste collection and disposal systems.
- (6) Water supply and distribution systems.
- (7) Ambulance and rescue.
- (8) Watershed improvement projects, including but not limited to watershed improvement projects as defined in Chapter 139 of the General Statutes; drainage projects, including but not limited to the drainage projects provided for by Chapter 156 of the General Statutes; and water resources development projects, including but not limited to the federal water resources development projects provided for by Article 21 of Chapter 143 of the General Statutes.
- (9) Cemeteries.
- (10) Law enforcement if all of the following apply:
 - a. The population of the county is (i) over 900,000 according to the most recent federal decennial census, and (ii) less than ten percent (10%) of the population of the county is in an unincorporated area according to the most recent federal decennial census.
 - b. The county has an interlocal agreement or agreements with a municipality or municipalities for the provision of law enforcement services in the unincorporated area of the county.
 - c. Repealed by Session Laws 2008-134, s. 76(c), effective July 28, 2008.
- (11) Services permitted under Article 24 of this Chapter if the district is subject to G.S. 153A-472.1.

(b) The General Assembly finds that coastal-area counties have a special problem with lack of maintenance of platted rights-of-way, resulting in ungraded sand travelways deviating from the original rights-of-way and encroaching on private property, and such cartways exhibit poor drainage and are blocked by junk automobiles.

(c) To address the problem described in subsection (b), the board of commissioners of any coastal-area county as defined by G.S. 113A-103(2) may define any number of service districts in order to finance, provide, or maintain for the districts one or more of the following services, facilities and functions in addition to or to a greater extent than those financed, provided or maintained for the entire county:

- (1) Removal of junk automobiles; and
- (2) Street maintenance.

(d) The board of commissioners of a county that contains a protected mountain ridge, as defined by G.S. 113A-206(6), may define any number of service districts, composed of subdivision lots within one or more contiguous subdivisions that are served by common public roads, to finance for the district the maintenance of such public roads that are either located in the district or provide access to some or all lots in the district from a State road, where some portion of those roads is not subject to compliance with the minimum standards of the Board of

G.S. 153A-301

Transportation set forth in G.S. 136-102.6. The service district or districts created shall include only subdivision lots within the subdivision, and one or more additional contiguous subdivisions, where the property owners' association, whose purpose is to represent these subdivision lots, agrees to be included in the service district. For subdivision lots in an additional contiguous subdivision or for other adjacent or contiguous property to be annexed according to G.S. 153A-303, the property owners' association representing the subdivision or property to be annexed must approve the annexation. For the purposes of this subsection: (i) "subdivision lots" are defined as either separate tracts appearing of record upon a recorded plat, or other lots, building sites, or divisions of land for sale or building development for residential purposes; and (ii) "public roads" are defined as roads that are in actual open use as public vehicular areas, or dedicated or offered for dedication to the public use as a road, highway, street, or avenue, by a deed, grant, map, or plat, and that have been constructed and are in use by the public, but that are not currently being maintained by any public authority.

(e) The board of commissioners of a county that adjoins or contains a lake, river, or tributary of a river or lake that has an identified noxious aquatic weed problem may define any number of noxious aquatic weed control service districts composed of property that is contiguous to the water or that provides direct access to the water through a shared, certified access site to the water. As used in this subsection, the term "noxious aquatic weed" is any plant organism identified by the Secretary of Environmental Quality under G.S. 113A-222 or regulated as a plant pest by the Commissioner of Agriculture under Article 36 of Chapter 106 of the General Statutes. (1973, c. 489, s. 1; c. 822, s. 2; c. 1375; 1979, c. 595, s. 1; c. 619, s. 6; 1983 (Reg. Sess., 1984), c. 1078, s. 1; 1989, c. 620; 1993, c. 378, s. 1; 1995, c. 354, s. 1; c. 434, s. 1; 1997-456, s. 24; 2005-433, s. 10(b); 2005-440, s. 1; 2008-134, s. 76(c); 2011-100, s. 1; 2015-241, s. 14.30(v).)

Exhibit C – Process for Creating Service District

Report. – Before the public hearing required by subsection (c), the board of commissioners shall cause to be prepared a report containing:

- (1) A map of the proposed district, showing its proposed boundaries;
- (2) A statement showing that the proposed district meets the standards set out in subsection (a); and
- (3) A plan for providing one or more of the services listed in G.S. 153A-301 to the district.

The report shall be available for public inspection in the office of the clerk to the board for at least four weeks before the date of the public hearing.

(c) Hearing and Notice. – The board of commissioners shall hold a public hearing before adopting any resolution defining a new service district under this section. Notice of the hearing shall state the date, hour, and place of the hearing and its subject, and shall include a map of the proposed district and a statement that the report required by subsection (b) is available for public inspection in the office of the clerk to the board. The notice shall be published at least once not less than one week before the date of the hearing. In addition, it shall be mailed at least four weeks before the date of the hearing by any class of U.S. mail which is fully prepaid to the owners as shown by the county tax records as of the preceding January 1 (and at the address shown thereon) of all property located within the proposed district. The person designated by the board to mail the notice shall certify to the board that the mailing has been completed and his certificate is conclusive in the absence of fraud.

Beaufort County, NC EMS Tax Rates

<u>Department</u>	<u>Tax Rate</u>
Facility Improvements Fund	\$0.625
Chocowinity Township Fire Protection District	\$0.043
Richland Fire and Rescue District	\$0.060
Northside Fire Service District	\$0.041
Bath Township EMS Service District	\$0.05
Beaufort County Washington Township EMS Service District	\$0.05
Beaufort County Long Acre Township EMS Service District	\$0.035
Chocowinity Township	\$0.05
Pantego Township	\$0.05

Carteret County, NC Rescue District Rates

2023 Tax Rate

2023-2024 Fiscal Year Tax Rates

Carteret County (Countywide) Tax Rate = \$0.34 per \$100 valuation

Municipality (Towns)	Rate	Rescue Districts	Rate
Atlantic Beach	0.215	Beaufort	0.06
Beaufort	0.46	Broad Creek & Gales Creek	0.06
Bogue	0.05	Mill Creek	0.09
Cape Carteret	0.21	Mitchell Village	0.04
Cedar Point	0.1475	Otway	0.10
Morehead City	0.38	Sea Level	0.10
BFT TNSH/MOREHEAD	0.38	WSTN Carteret	0.06
Newport	0.545	South River	0.13

Peletier	0.055	Newport	0.02
Indian Beach	0.31	Fire Districts	Rate
Non-Ocean Front	0.010	Atlantic	0.08
	0.32	Beaufort	0.10
		Broad/Gales Creek	0.04
Indian Beach	0.31	Cedar Island	0.10
Oceanfront	0.030	Davis	0.085
	0.34	Harkers Island	0.12
		Harlowe	0.075
Emerald Isle	0.165	Marshallberg	0.08
Non-Ocean Front	0	Mill Creek	0.075
	0.165	Mitchell Village	0.08
		Newport	0.10
Emerald Isle	0.165	North River	0.07
Oceanfront	0.040	Otway	0.10
	0.205	Salter Path	0.15
Pine Knoll Shores	0.24	Sea Level	0.095
Non-Ocean Front	0.015	South River	0.06
	0.255	Stacy	0.085
		Stella	0.10
Pine Knoll Shores	0.24	Wildwood	0.1125
Oceanfront	0.055	WSTN Carteret	0.07
	0.295		
Hoffman Beach (County Rate)	0.34	Solid Waste	Rate
Oceanfront	0.055	Without Pickup	157.00
Water Rates		County Solid Waste	15.00
BFT Fire BFT Rescue Page 8	0	Beaufort Storm	48.00