



**Town of North Topsail Beach  
Board of Aldermen Regular Meeting**

**Wednesday, June 04, 2025, at 11:00 AM**

**Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460**

**(910) 328-1349 | [www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov)**

*Mayor - Joann M. McDermon  
Alderman - Richard Grant  
Alderman - Connie Pletl  
Town Manager - Alice Derian*

*Mayor Pro Tem - Tom Leonard  
Alderman – Mike Benson  
Alderman – Laura Olszewski  
Interim Town Clerk – Nancy Avery*

- I. CALL TO ORDER (Mayor Pro Tem Leonard)**
- II. INVOCATION (Aldermen Benson)**
- III. PLEDGE OF ALLEGIANCE (Mayor Pro Tem Leonard)**
- IV. APPROVAL OF AGENDA**

**Specific Action Requested: Mayor Pro Tem Leonard will request a motion to adopt the agenda**

- V. MANAGER'S REPORT**
- VI. OPEN FORUM**

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Aldermen has control.

**VII. CONSENT AGENDA**

A. Approval of Minutes

May 7, 2025 regular Board of Aldermen meeting

B. Department Head Reports

- 1. Finance Department
- 2. Fire Department
- 3. Inspections Department
- 4. Planning Department
- 5. Police Department

C. Richard Peters Park Concession Service Contract

D. NCTVS – Motor Vehicle Refunds

E. BA 2025-25.24 Fund 50 Fire Station 2 – WB Brawley Change Order #5 and ECS Southeast Change Order #1

F. WB Brawley Construction change Directive -01

G. Monthly Coastal Engineer report

H. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>

**Specific Action Requested: Mayor Pro Tem Leonard will request a motion to approve the Consent Agenda**

## **VIII. CONTINUING BUSINESS**

A. Fiscal Year 2025-2026 Budget Ordinance and Fee Schedule (Manager Derian)

**Specific Action Requested: Mayor Pro Tem may ask for motion to adopt the fiscal year 2025-2026 Budget Ordinance, Fee Schedule, and Associated documents**

B. Ordinance No. 2025-25.25 – Town Manager’s Contracting Authority (Attorney Ferguson)

C. Audit Request for Proposal Evaluation and Recommendation – Resolution 2025-04

**Specific Action Requested: Mayor Pro Tem may ask for a motion to approve Resolution 2025-04 and awarding the Audit Contract to AAPG, LLC and authorizing the Mayor Pro Tem and Interim Finance Officer to execute the contract, as well as authorizing the Town Manager to transfer funds necessary from contingency to the Governing Body FY 26 Budget.**

D. CBRA Congressional Subcommittee testimony (Mayor Pro Tem Leonard)

## **IX. NEW BUSINESS**

A. Beach financial update (Alderman Grant)

B. Hazard Mitigation Grant Program (HMGP 4393): Designated Agent Resolution (Planning Director Hill)

## **X. OPEN FORUM**

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

## **XI. ATTORNEY’S REPORT**

## **XII. MAYOR PRO TEM REPORT**

## **XIII. ALDERMEN REPORTS**

## **XIV. CLOSED SESSION - as per N.C.G.S 143-318.11(a)**

**(3) Consultation with the attorney**

- A. GWI Tax & Accounting FY 2026 Contract Consideration – Manager Derian / Beth A. Wood, CPA, GWI Tax & Accounting

**XV. ADJOURNMENT**

Board of Aldermen Regular Meeting  
Wednesday, May 7, 2025  
DRAFT MINUTES

The Town of North Topsail Beach Board of Aldermen held its regular meeting on May 7, 2025. A quorum of the board was present. Town Manager Derian and Attorney Ferguson were in attendance. Debra Mack with GWI Accounting Services was also in attendance.

Board members present: Mayor Joann McDermon, Mayor Pro Tem Tom Leonard  
Aldermen: Richard Grant, Mike Benson, Connie Pletl and Laura Olszewski

Board members absent: None

#### CALL TO ORDER

Mayor McDermon called the meeting to order at 11:00 am. Alderman Grant gave the invocation. Mayor Pro Tem Leonard led in a Moment of Silence in honor of the passing of former Topsail Beach Mayor Howard Braxton. Mayor McDermon led in the Pledge of Allegiance.

#### APPROVAL OF AGENDA

Mayor McDermon asked if there were any changes to the agenda.

Motion – Alderman Benson motioned to approve the agenda as presented; seconded by Mayor Pro Tem Leonard; unanimously approved.

#### MANAGER’S REPORT

Manager Derian provided the following report to the Board.

##### *Beach Projects and Operations*

- Phase 4 project - this project is officially completed. The contractor finished work on April 24<sup>th</sup> with 219,925 cubic yards of sand placed.
- Potential Cyclone # 8 dune project – the work plan was published on April 22<sup>nd</sup> for the start of this dune restoration project. The work plan was the result of engineer’s discussion with the contractor and the Division of Coastal Management (DCM) for permitting. Work continued on Phase 4 while the project was under review by the state. On April 28<sup>th</sup>, the contractor started work in areas where little to no dune currently existed. These areas included just south of Marina Way north to Barton Bay, One Topsail Dune structure and a small section of Shipwatch Villas. These areas were determined by engineers to be the most vulnerable for flooding during the storm system with elevated wave and water levels. As we were starting the dune project I started receiving inquiries concerning sandbags that were being installed along the Shipwatch property along a small section. I did confirm with the state which verified that they did receive a permit to do work. I also asked if they were allowed to use the sand on the beach and was told they were permitted to do that also. I asked the engineers to inquire further with the state as it creates a deficit of sand on the beach and in the system that we are working hard to



continually maintain and allocate money to. Once started, the Division of Coastal Management authorized a permit extension until May 9<sup>th</sup>. The contractors finished work on May 2<sup>nd</sup> for this season. I asked if we could continue work as we have to revisit Shipwatch and was told we were not able to do that. DCM requires updated surveys and plans prior to work in order to verify the plans. The footprint has not changed, and we are working landward of the mean high - water line. Only the critical dunes that were verified recently were a part of that survey so that is why we have completed the work for the season and will pick back up again next season. This project continues to move through the process with FEMA for potential reimbursement for obligation of funds. FEMA has recently submitted a series of engineering related questions that Fran (engineer) is working on.

- Cost share project for beach plantings – this is ongoing and started in May. Project information is on the website. There is still time to sign up if any residents are interested participating. It is for the purchase of sea oats or bitter panicum for the dunes. Delivery dates on here at Town Hall on May 9<sup>th</sup>, 16, 30<sup>th</sup> and June 13<sup>th</sup>.
- Bike lane project – I received notice on Monday that the DCM acknowledged receipt of NCDOT's application for approval of construction of the 5.4 miles of bicycle lanes adjacent to New River Inlet Road. The application was received and reviewed as completed. The projected deadline for making a decision is June 19, 2025. There could also be an additional 70-day review period and another meeting with the Town may be required. Information is on the Town's website and Facebook pages.

#### OPEN FORUM

- Fred Fontana, 1866 New River Inlet Road, thanked the Board and Manager for getting the dunes by Topsail Dunes rebuilt and stated he was glad to hear about the CAMA permitting for the bike lane.
- Rusty Walker, 115 Seagull Lane, asked the Board to set aside time at a meeting to discuss matters brought up by residents during open forum. He said he feels residents' concerns are not being addressed.
- Terry Ward, 154 Ocean Lane, on behalf of Ocean Sound Village and Phase 4, thanked the Board for finishing that project.
- Jeffrey Wells, 2000 New River Inlet Road, expressed concern about the condition of the roofs at Topsail Dunes condos between # 38 and #40. There have been reports of structural integrity issues.

## PUBLIC PRESENTATIONS AND HEARINGS

### A. Public Hearing on the proposed Fiscal Year 2025-2026 Budget Ordinance and Fee Schedule

Mayor McDermon asked for a motion to open the Public Hearing.

Motion – Mayor Pro Tem Leonard motioned to open the Public Hearing at 11:24 am; seconded by Alderman Benson; unanimously approved.

Mayor McDermon asked if anyone would like to speak. As no one came forward to speak, Mayor McDermon asked for a motion to close the Public Hearing.

Motion – Mayor Pro Tem Leonard motioned to close the Public Hearing at 11:25 am; seconded by Alderman Olszewski; unanimously approved.

Board of Aldermen changes to the proposed fiscal year 2025-2026 budget and fee schedule by consensus:

- Move \$100,000 from Contingency to line item 30-710-15 for rebuild of beach crossovers (Olszewski)
- Remove section 12-D of the ordinance which states ‘contracts in excess of \$100,000 shall be first approved by the Board of Aldermen. The Town Manager has the authority for execution under that amount; the item must be budgeted and contain the Finance Officer’s pre-audit’ until further discussion of the Board to determine whether Town Manager authority will be outlined in the budget ordinance or a separate ordinance (Grant)
- Remove reference in line item 10-410-47 ‘Sumrell Sugg Extra Services’ in line item 10-410-47 of \$50,000 and replace it with ‘Legal Services’ (Grant)
- Change reference in line item 10-420-45 from ‘GWI Tax 1,240 hours at \$150 and 1,240 hours at \$120 (Jul-Jan)’ to ‘Accounting and Financial Services’ (Grant)
- Move amount in Contingency for purchase of one police vehicle into the Police Department budget (Grant)

### B. Coastal Engineer Monthly Report

Engineer Way presented the monthly report with the following highlights:

- Phase 1 Corps AIWW project is complete and placed 77,000 cubic yards of material north of Topsail Dunes Reef condos
- The New River Inlet Management Master Plan Environmental Impact Study is under review by the Corps of Engineers
- The State grant nourishment project to place 220,000 cubic yards of material in Phase 4 is complete
- Post Tropical Cyclone Survey was submitted to FEMA/NCCEM to place 61,000 cubic yards of material in Phases 1, 2 and 3 and is under review
- The disposal area 143 beneficial use for nourishment of Phases 1, 2 and 3 of between 1.9 and 2.6 million cubic yards of material is ongoing pending permitting

## CONSENT AGENDA

Consent agenda items include:

- Board of Aldermen April 2, 2025, regular meeting minutes
- Board of Aldermen April 10, 2025, budget workshop minutes
- Board of Aldermen April 15, 2025, budget workshop minutes
- WB Brawley Company change order in the amount of \$1,292.45 for metal framing for the Fire Station # 2 project
- 2025-25.21 Budget Amendment transferring \$232,000 to Fund 50 for the purchase of equipment included in the GF operating budget
- 2025-25.22 Budget Amendment transferring \$232,000 from the GF for equipment, moving debt service \$584,395 to Fund 12 and change order # 4 for WB Brawley \$1,293.00 for the Fire Station # 2 project
- 2025-25.23 Budget Amendment Capital Improvements moving debt service for Fire Station # 2 from Fund 50 to Fund 12

Motion – Alderman Pletl motioned to adopt the Consent Agenda; seconded by Alderman Benson; unanimously approved.

## CONTINUING BUSINESS

A. Status report from GWI on issues outlined in their contract

Beth Wood, GWI Tax and Accounting, explained there has been a lot of work and effort in cleaning up the financial process and untangling federal and state grants since 2021 to get them to the correct funds and accounts. As of right now, talks with FEMA have stopped and resolution of this will have to be put on hold until they can be resumed. Department Heads have needed training on where to charge expenses in terms of budget line items for coding invoices. The financial software is older, not up to date by industry standards and has not been utilized to the extent that it can. We encountered issues with the accounts payable, purchase orders, credit memo processes and the budget process does not allow electronic preparation or uploading. Bank reconciliations are caught up for all seven accounts. The entry for ‘fixes and duplicate work’ accounts for time my staff spent having to re-do work done by your staff. That number should come down as a lot of things have been cleaned up. There is still work and work arounds that need to be done.

Alderman Grant said GWI is a partner and we should not be paying them to do clerical work, staff should be doing that. There are 12 items in the contract. Once each is cleaned up it should be complete, and he would like a written list of the status of those.

Alderman Olszewski said she thinks the Board has realized the issues with the financial software.

## B. Washington, D.C. Legislative Update

Mayor Pro Tem Leonard reported he and the manager went to Washington DC to meet with federal elected officials. Objectives were to:

- Secure senate support for the CBRA bill passage (House resolution 1885) and companion legislation.
- Continue efforts with congressional staff on HR-1885 for passage and support.
- Continue US Army Corps of Engineers funding for dredging of New River and New Topsail Inlets.
- Improve FEMA disaster recovery coordination island wide.

House resolution 1885 for the CBRA bill was filed by Congressman Murphy and co-sponsored by Congressman Rouzer on the 5<sup>th</sup> of April and referred to the House Committee on Natural Resources. They met with key staff for Congressmen Rouzer and Murphy, Senators Tillis and Budd, the House Transportation and Infrastructure Subcommittee on Water Resources and Environment and the Senate Environment and Public Works Committee.

He will testify at a subcommittee of the House Committee on Natural Resources on Water, Wildlife and Fisheries on the CBRA bill on May 20, 2025, at 10 am. Next steps will be for the bill to go for scoring by the Congressional Budget Office, the House floor and then the companion Senate bill. Homeowners may help by writing to Senators Budd and Tillis, members of Congress and out of state property owners may ask their representatives to support House Resolution 1855.

## NEW BUSINESS

### A. Consideration of Planning Board appointment

Mayor McDermon thanked Lisa Brown for her service on the Planning Board as her term is expiring on May 15, 2025.

Consensus – Directed the Town Manager to advertise the vacancy.

### B. Consideration of Board of Adjustment appointments

Mayor McDermon thanked Hanna McCloud and Scott Morse for their service on the Board of Adjustment as their terms are expiring May 1, 2025.

Consensus – Directed the Town Manager to advertise the vacancies.

## OPEN FORUM –

- Suzanne Vega, Topsail Dunes, thanked the Board for the extra sand. She questioned where the funds will come from for the bike path, the environmental impact, where the rainwater will go with more concrete, where more crosswalks are on the road, and where are we with the speed limit? She thanked Mayor Pro Tem Leonard for his work on CBRA to help relieve financial burdens for insurance.
- Mark Barefoot, 246 Sandpiper Drive, suggested having a form at Town Hall for people to sign on to support the CBRA bill rather than individually writing congressmen.
- Jeffrey Wells, 2000 New River Inlet Drive, said meeting face to face with representatives goes much farther with issues.

- Dean Halloman expressed concern about upcoming hearing associated with the bicycle lanes specifically for the 5-mile stretch going up the island because it is a challenge to enforce parking issues now and garbage collection would be another problem. He suggested utilizing the electric sign to educate island visitors.

ATTORNEY REPORT – none.

MAYOR REPORT – Mayor McDermon thanked everyone for coming to the meeting. Contact Town Hall to get the most accurate and up to date information, not social media. The bike lane is in the exploratory stage right now and there are funds in the budget for crosswalks. The Board decided to take no action on the speed limit request.

#### ALDERMEN REPORTS:

Alderman Pletl – Said she is happy about the budget and not raising taxes. Turtle season began May 1<sup>st</sup> but there are no nests now. Please turn off your ocean front lights or use turtle friendly lights which we have at Town Hall.

Alderman Benson – This is the second year we have not had to talk about a tax increase. He thanked Mayor Pro Tem Leonard for his work on the CBRA bill and thanked he and the manager for going to Washington DC to meet with representatives. He reminded everyone about hurricane preparedness and getting your re-entry pass.

Mayor Pro Tem Leonard said he appreciated the hard work on the budget by the manager and staff. There is no tax increase and a healthy fund balance. Three of us will attend the NC Beach, Inlet and Waterways conference.

Alderman Olszewski thanked the firm working on the accounting work.

Alderman Grant stated it was brought up at the County Commissioner meeting about free NARCON training and we should consider doing it. ONWASA is talking about doubling the sewer capacity. We have made the commitment to rebuild the beaches, we have a new fire station being built and a lot of the revenue goes into the beach.

#### CLOSED SESSION

Motion – Mayor Pro Tem Leonard motioned to go into Closed Session at 12:52 pm as per N.C.G.S. 143.318.11(a)(3) to consult with the attorney; seconded by Alderman Benson; unanimously approved.

Motion – Alderman Pletl motioned to return to open session at 1:30 pm; seconded by Alderman Olszewski; unanimously approved.

Mayor McDermon stated no action was taken in Closed Session.

#### ADJOURNMENT

Motion – Alderman Olszewski motioned to adjourn at 1:31pm; seconded by Mayor Pro Tem Leonard; unanimously approved.

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Joann McDermon, Mayor



## BOARD OF ALDERMEN MEMORANDUM

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TO: MAYOR MCDERMON AND ALDERMEN

FROM: Debra H Mack, Consultant

SUBJECT: Finance Monthly Financial Report

DATE: May 27, 2025

Listed below are key financial highlights:

A) Budget vs Actual Report for all Funds.

1) **General Fund** (Fund 10) Pages 1 – 9

- i. **Ad Valorem Tax Current Year** – received \$4,315,395 through May 27<sup>th</sup> which exceeds budget \$153,198. Most of the current year taxes are received by February.
- ii. **Interest Earnings** – received \$656,350 through April which exceeds total budget \$178,350 (May interest will post on 6/1/25). If interest rates hold, it is estimated an additional \$120,000 will be earned through year-end; for total **projected** Interest Earnings of \$776,350 or **\$298,350 over budget**.
- iii. **Utility Franchise Tax** – received \$276,303 through the quarter ended December 2024, distributed in March 2024. The remaining distribution schedule: Jan – Mar in June, April – June in September. Realized 84% of the budgeted revenue. This tax is susceptible to extreme weather. Conservatively, the remaining two quarters distributions would be around \$254,000 with a total for FY 25 **projected** at \$530,612 or **\$200,612 over budget**.

- iv. **Sales Tax** – received \$2,121,125 through February sales distributed in May. The remaining distribution schedule has March sales distributed in June, and the last month of June Sales distributed in September. This tax is susceptible to economic conditions. Conservatively, the remaining four distributions would be around \$919,012 with a total for FY 25 **projected** at \$3,040,137 or **\$873,140 over budget**.
- 2) **Capital Improvement Fund** (Fund 12) Page 10
  - i. Both Valorem Tax and County Fire Tax receipts exceed the budget by 4% and 3% respectively and most of these revenues are received by February. **Total revenue received \$1,647,836 exceeds the transfer to the Fire Station of \$1,000,000. Barring unforeseen expenditures, no Appropriated Fund Balance will be needed.**
- 3) **Shoreline Protection** (Fund 30) pages 11-12
  - i. **Accommodation Tax** – received \$2,309,461 through May 27<sup>th</sup> which exceeds the \$1,781,123 budget by \$528,338. This tax is susceptible to economic and weather conditions. Based on FY 24 receipts for month June of \$155,680 the total for FY 25 projected at \$2,465,141 or \$684,018 over budget.
  - ii. **Interest Earnings** – received \$185,718 through April which exceeds total budget \$89,504 (May interest will post on 6/1/25). If interest rates hold, it is estimated an additional \$45,000 will be earned through year-end; for total **projected** Interest Earnings of \$229,718 or **\$123,504 over budget**.
  - iii. **Ad Valorem Tax** – exceeds the budget by 4% and most of this revenue is received by February.
  - iv. **Sales Tax** – received \$726,023 through February sales distributed in May. The remaining distribution schedule has March Sales distributed in June and the last month of June sales distributed in September. This tax is susceptible to economic conditions. Conservatively, the remaining four distributions would be around \$283,017 with a total for FY 25 **projected** at \$1,009,040 or **\$267,316 over budget**.
  - v. **Paid Parking Revenue** – received \$301,082 through May 7<sup>th</sup>. This revenue is susceptible to weather conditions. Based on FY 24 receipts for June of \$96,559 the total for FY 25 **projected** at \$397,641 or **\$61,266 over budget**.



- vi. Due to the **delayed FEMA reimbursements for Fund 31** the board authorized a transfer of \$6,000,000 until the FEMA grants are closed out. Due to the **delayed FEMA funding agreement for Fund 32** the board authorized a transfer of \$2,974,942 until the funding agreement is finalized. This **will result in at least \$8,974,942 of appropriated fund balance of the total \$11,273,697.**
- 4) **Capital Project Beach Maintenance** (Fund 31) pages 13-14
- i. NOTE: **Multi-year Fund.** This impacts comparisons of transfers in from annual funds when the multi-year fund has the history of prior years.
  - ii. **FEMA Reimbursement** – due to the delay in FEMA reimbursements compared to the budget shows \$6,171,550 not paid out as of May 27<sup>th</sup>.
  - iii. **Investment Income** – \$1,008,372 over budget and is related to the interest earned on the \$10.5 million NCDEQ Grant. This revenue can be used toward work related to Phase 4 if needed.
- 5) **Grant Project FEMA – 4837 PTC8** (Fund 32) page 15-16
- i. NOTE: **Multi-year Fund.** Category G: Dune Crossover at Marina Way and Category G: Emergency Berm (Beach Project)
  - ii. This project does not have the funding agreement in place yet. The FEMA's Beach Team drafted the SME report and passed it onto the Consolidated Resource Team. Once all other required levels of review are completed a funding agreement will be finalized.
  - iii. Due to the lack of a funding agreement and the need for this work to commence; Fund 30 transferred to Fund 32 the current estimated amount for the project. Moving forward contemplates that this transfer will be repaid to Fund 30 and all federal and state requirements for reimbursement followed.
- 6) **Capital Project Fire Station 2** (Fund 50) page 17
- i. NOTE: **Multi-year Fund.**
  - ii. Contingency balance in this project is \$85,759 to cover any unforeseen costs.
  - iii. The WB Brawley contract is currently past the completion date. We have received (1) change order and (1) Construction Change Directive (no cost impact at this time) for WB Brawley and (1) change order for ECS for the June 4<sup>th</sup> Board Meeting. We have not received any change order requests from Becker Morgan.

7) **Grant Project Stormwater NCEM DRMG2304** (Fund 60) page 18

i. NOTE: **Multi-year Fund.**

ii. This project is funded by NCEM and has no matching requirement.

B) **Payments Processed:** Cash Disbursements (ACH) \$131,549.70 and Accounts Payable Checks \$3,004,451.20 = \$3,136,000.90.

C) **Cash Balance Report All Funds** – this report by Bank Type by fund no longer has the large negative balances in Bank 1 (sweep account). Those negative transactions for the past years have been corrected to show the operating bank balance – Bank 2 by Fund. Highlighted Fund 31 below:

1) **Fund 31** – NC Capital Management Trust reflects payments that have occurred through May 27<sup>th</sup>. The Total \$6,177,979.27 is split \$3,174,058.06 unspent NCDEQ grant and interest; and the balance of \$3,003,921.21 attributable to the unspent transferred in funds. In addition, the \$604,380.05 balance in Bank 2 also represents unspent transferred in funds as of May 27<sup>th</sup>.

This month's report has provided detailed highlights to assist in the interpretation of the reports attached.

Respectfully submitted,

*Debra H Mack/dhm*

GWJ Tax & Accounting Consultant

Attachments:

Budget vs Actual All Funds as of 05/27/25– 18 pages

Check Listing 04/29/25-05/27/25 – 3 pages

Cash Balance All Funds as of 05/27/25 – 2 pages

# Budget vs Actual

1 of 18

NORTH TOPSAIL BEACH

5/27/2025 1:40:01 PM

Page 1 Of 12

Period Ending 5/27/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
10-301-00 AD VALOREM TAX - Current Year	4,162,197	0.00	4,742.00	4,315,395.52	153,198.52	104%	
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	99.08	26,705.54	(18,294.46)	59%	
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	8,986.75	80,654.17	654.17	101%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	12.92	2,079.60	(920.40)	69%	
10-329-00 INTEREST	478,000	0.00	285.71	656,349.67	178,349.67	137%	
10-330-01 P&L INSURANCE PROCEEDS	0	0.00	17,686.54	17,686.54	17,686.54		
10-335-00 MISCELLANEOUS	5,000	0.00	80.00	366.19	(4,633.81)	7%	
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	86.76	8,518.79	3,518.79	170%	
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	276,303.26	(53,696.74)	84%	
10-341-00 BEER & WINE TAX	3,400	0.00	30.00	75.00	(3,325.00)	2%	
10-343-00 POWELL BILL ALLOCATIONS	35,000	0.00	0.00	42,555.71	7,555.71	122%	
10-345-00 LOCAL OPTION SALES TAX	2,166,997	0.00	235,600.83	2,121,125.23	(45,871.77)	98%	
10-345-01 SALES & USE TAX RETURN	0	0.00	8.47	612.65	612.65		
10-347-02 SOLID WASTE DISP TAX	750	0.00	215.30	645.60	(104.40)	86%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	2,027.60	27.60	101%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	18,045.26	82,990.08	(29,134.92)	74%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	2,000	0.00	492.50	4,786.35	2,786.35	239%	
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	3,000	0.00	0.00	2,200.00	(800.00)	73%	
10-355-00 BUILDING PERMITS	85,000	0.00	7,210.75	60,953.72	(24,046.28)	72%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	770.00	6,650.00	(8,350.00)	44%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	1,550.00	12,272.00	(5,728.00)	68%	
10-355-03 PLUMBING PERMITS	2,500	0.00	350.00	1,470.00	(1,030.00)	59%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	(500.00)		
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	200.00	(67.00)	(367.00)	-22%	
10-355-06 TECHNOLOGY FEE	7,500	0.00	555.54	4,398.52	(3,101.48)	59%	

# Budget vs Actual

2 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:40:01 PM

Page 2 Of 12

Period Ending 5/27/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	400.00	13,075.00	10,075.00	436%	
10-355-09 CCR FEES	1,000	0.00	0.00	1,815.00	815.00	182%	
10-357-08 PLANNING & ZONING FEES	28,000	0.00	3,325.00	23,250.00	(4,750.00)	83%	
10-359-00 REFUSE COLLECTION FEES	528,888	0.00	44,791.12	447,743.19	(81,144.81)	85%	
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	625.00	(9,375.00)	6%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	0.00	(2,000.00)		
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	560.00	(1,940.00)	22%	
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	0.00	(20,000.00)		
10-368-01 NCDOT GRASS MOWING REIMB	6,993	0.00	0.00	7,399.11	406.11	106%	
10-368-02 GRANT FUNDS	0	0.00	0.00	12,275.08	12,275.08		
10-383-00 SALE OF FIXED ASSETS	10,000	0.00	0.00	9,989.14	(10.86)	100%	
10-399-00 APPROP. FUND BALANCE	2,053,402	0.00	0.00	0.00	(2,053,402.00)		
Revenues Totals:	10,228,552	0.00	345,524.53	8,243,486.26	(1,985,065.74)	81%	
Expenses							
10-410-02 SALARIES	36,000	0.00	3,000.00	30,428.57	5,571.43	85%	
10-410-05 FICA (7.65%)	2,754	0.00	229.50	2,593.38	160.62	94%	
10-410-14 TRAVEL & TRAINING	2,000	0.12	0.00	717.88	1,282.00	36%	
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	169.06	1,330.94	11%	
10-410-43 AUDITOR FEES	15,500	0.00	0.00	13,350.00	2,150.00	86%	
10-410-45 TAX COLLECTION FEES	71,200	0.00	0.00	47,006.00	24,194.00	66%	
10-410-47 PROFESSIONAL SERVICES	185,000	10,000.00	7,309.60	67,959.69	107,040.31	42%	
10-410-50 DONATIONS OTHER AGENCIES	12,500	0.00	0.00	2,500.00	10,000.00	20%	
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	2,127.00	623.00	77%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	150.00	350.00	30%	
10-410-58 TAX REFUNDS	1,000	0.00	0.00	464.08	535.92	46%	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	1,800.00	1,800.00	50%	
GOVERNING BODY Totals:	334,304	10,000.12	10,539.10	169,265.66	155,038.22	54%	
10-420-02 SALARIES	439,000	0.00	23,615.20	292,947.17	146,052.83	67%	
10-420-05 FICA (7.65%)	37,332	0.00	1,803.86	23,385.95	13,946.05	63%	

# Budget vs Actual

3 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:40:01 PM

Page 3 Of 12

Period Ending 5/27/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-420-06 GROUP INSURANCE	54,600	0.00	2,068.71	31,311.18	23,288.82	57%	
10-420-07 ORBIT RETIREMENT (12.23%)	66,905	0.00	3,237.64	41,434.96	25,470.04	62%	
10-420-08 401K (3%)	14,640	0.00	708.46	9,125.29	5,514.71	62%	
10-420-09 TOWN INSURANCE HRA	60,000	0.00	1,792.59	46,682.63	13,317.37	78%	
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	1,359.88	4,640.12	23%	
10-420-11 POSTAGE	2,500	0.00	0.00	912.50	1,587.50	37%	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	304.20	695.80	30%	
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	5,000.00		
10-420-15 BANK CHARGES	2,000	0.00	0.00	234.70	1,765.30	12%	
10-420-17 M & R VEHICLE	2,000	514.45	0.00	512.99	972.56	51%	
10-420-18 CONSUMABLES	5,000	0.00	0.00	559.02	4,440.98	11%	
10-420-26 ADVERTISING	2,500	0.00	0.00	1,458.60	1,041.40	58%	
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	1,432.31	767.69	65%	
10-420-32 OFFICE SUPPLIES	6,000	0.00	332.48	3,392.38	2,607.62	57%	
10-420-34 TOWN APPAREL & MERCH EXPENSE	6,000	0.00	0.00	6,920.74	(920.74)	115%	
10-420-45 CONTRACTED SERVICES	439,500	223,175.00	5,732.22	180,480.68	35,844.32	92%	
10-420-53 DUES & SUBSCRIPTIONS	20,000	0.00	0.00	16,363.40	3,636.60	82%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	529.44	(29.44)	106%	
10-420-58 EMPLOYEE ENGAGEMENT	8,000	0.00	0.00	1,410.33	6,589.67	18%	
10-420-76 EQUIPMENT LEASE PAYMENTS	12,000	0.00	268.79	5,731.91	6,268.09	48%	
ADMINISTRATION Totals:	1,192,677	223,689.45	39,559.95	666,490.26	302,497.29	75%	
10-480-02 SALARIES	80,100	0.00	6,758.40	76,832.68	3,267.32	96%	
10-480-05 FICA (7.65%)	6,128	0.00	515.70	5,861.98	266.02	96%	
10-480-06 GROUP INSURANCE	9,450	0.00	689.57	8,948.70	501.30	95%	
10-480-07 ORBIT RETIREMENT (12.96%)	10,982	0.00	926.58	10,452.04	529.96	95%	
10-480-08 401K (3%)	2,403	0.00	202.76	2,300.50	102.50	96%	
10-480-10 EMPLOYEE TRAINING	2,000	0.00	0.00	175.00	1,825.00	9%	
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	2,382.72	3,617.28	40%	

# Budget vs Actual

4 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:40:01 PM

Page 4 Of 12

Period Ending 5/27/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-480-33 DEPARTMENT SUPPLIES	3,000	0.00	0.00	961.63	2,038.37	32%	
10-480-53 DUES & SUBSCRIPTIONS	56,647	3,264.00	2,134.24	51,301.88	2,081.12	96%	
10-480-57 MISCELLANEOUS	500	0.00	0.00	497.21	2.79	99%	
10-480-74 CAPITAL OUTLAY	59,000	0.00	0.00	53,545.73	5,454.27	91%	
IT DEPARTMENT Totals:	236,210	3,264.00	11,227.25	213,260.07	19,685.93	92%	
10-490-02 SALARIES	165,100	0.00	7,810.56	90,907.88	74,192.12	55%	
10-490-05 FICA (7.65%)	12,630	0.00	597.52	7,200.82	5,429.18	57%	
10-490-06 GROUP INSURANCE	18,900	0.00	689.57	8,358.81	10,541.19	44%	
10-490-07 ORBIT RETIREMENT (12.23%)	22,635	0.00	1,070.82	12,800.76	9,834.24	57%	
10-490-08 401K (3%)	4,953	0.00	234.32	2,807.33	2,145.67	57%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	400.00	2,600.00	13%	
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	1,000.00		
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	318.10	1,881.90	14%	
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	2,900.00	3,100.00	48%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	1,238.00	412.00	75%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	27.98	222.02	11%	
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	298.99	1,101.01	21%	
PLANNING/ZONING/CAMA Totals:	240,218	0.00	10,402.79	127,258.67	112,959.33	53%	
10-491-02 SALARIES	115,000	0.00	5,027.20	80,964.68	34,035.32	70%	
10-491-05 FICA (7.65%)	11,781	0.00	375.62	6,443.50	5,337.50	55%	
10-491-06 GROUP INSURANCE	18,900	0.00	689.57	12,441.44	6,458.56	66%	
10-491-07 ORBIT RETIREMENT (12.23%)	21,113	0.00	689.22	11,603.00	9,510.00	55%	
10-491-08 401K (3%)	4,620	0.00	150.82	2,562.86	2,057.14	55%	
10-491-10 EMPLOYEE TRAINING	4,500	1,004.00	0.00	692.62	2,803.38	38%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	84.99	1,115.01	7%	
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	965.33	2,334.67	29%	
10-491-45 CONTRACTED SERVICES	52,200	17,850.00	(1,494.00)	27,088.00	7,262.00	86%	
10-491-53 DUES & SUBSCRIPTIONS	6,355	0.00	4,800.00	5,135.00	1,220.00	81%	

# Budget vs Actual

5 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:40:01 PM

Page 5 Of 12

Period Ending 5/27/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-54 DEMOLITION	22,000	0.00	0.00	0.00	22,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
INSPECTIONS Totals:	261,469	18,854.00	10,238.43	147,981.42	94,633.58	64%	
10-500-11 PHONES	32,000	0.00	2,603.06	31,479.91	520.09	98%	
10-500-13 UTILITIES	55,000	0.00	4,377.96	48,754.26	6,245.74	89%	
10-500-15 M & R BUILDINGS/GROUNDS	54,000	0.00	125.02	46,375.47	7,624.53	86%	
10-500-17 LANDSCAPING EXPENSE	32,971	2,460.52	2,460.52	30,509.57	0.91	100%	
10-500-33 BUILDING SUPPLIES	6,500	0.00	923.22	1,626.48	4,873.52	25%	
10-500-35 FURNITURE	5,000	0.00	0.00	1,281.68	3,718.32	26%	
10-500-43 CLEANING SERVICES	15,000	0.00	1,000.00	11,010.00	3,990.00	73%	
10-500-45 PEST CONTROL	2,500	0.00	75.00	1,696.00	804.00	68%	
10-500-46 BUILDING SECURITY	9,500	0.00	0.00	8,867.63	632.37	93%	
10-500-57 TOWN SIGN M & R	2,500	0.00	0.00	0.00	2,500.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	71,029	0.00	0.00	0.00	71,029.00		
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	24,000.00	0.00	100%	
PUBLIC BLDGS Totals:	311,500	2,460.52	11,564.78	206,726.00	102,313.48	67%	
10-501-09 WORKER'S COMPENSATION	60,638	0.00	0.00	34,707.99	25,930.01	57%	
10-501-13 PROPERTY LIABILITY & BONDS	142,222	0.00	0.00	115,530.22	26,691.78	81%	
10-501-17 VFIS INSURANCE	24,806	0.00	0.00	24,129.84	676.16	97%	
10-501-53 CYBER INSURANCE	15,750	0.00	0.00	10,819.34	4,930.66	69%	
10-501-54 FLOOD INSURANCE	47,250	0.00	0.00	31,271.00	15,979.00	66%	
INSURANCE Totals:	290,666	0.00	0.00	216,458.39	74,207.61	74%	
10-509-02 PSA SALARY	15,905	0.00	1,272.28	15,242.89	662.11	96%	
10-509-05 FICA (7.65%)	1,220	0.00	97.32	1,165.97	54.03	96%	
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	1,369.60	16,408.86	716.14	96%	
10-510-02 SALARIES	818,000	0.00	61,577.77	677,615.49	140,384.51	83%	
10-510-03 PART-TIME SALARIES	14,000	0.00	971.06	19,640.75	(5,640.75)	140%	

# Budget vs Actual

6 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:40:01 PM

Page 6 Of 12

Period Ending 5/27/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-04 OVERTIME	37,000	0.00	724.13	20,650.81	16,349.19	56%	
10-510-05 FICA (7.65%)	67,626	0.00	4,815.09	56,842.96	10,783.04	84%	
10-510-06 GROUP INSURANCE	122,850	0.00	7,585.27	84,263.75	38,586.25	69%	
10-510-07 ORBIT RETIREMENT (13.04%)	122,500	0.00	9,293.91	105,293.11	17,206.89	86%	
10-510-08 401K (5%)	40,000	0.00	2,928.40	34,778.63	5,221.37	87%	
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	7,222.39	7,777.61	48%	
10-510-10 EMPLOYEE TRAINING	10,100	0.00	0.00	10,999.84	(899.84)	109%	
10-510-16 M & R EQUIPMENT	6,900	792.00	3,436.09	3,924.09	2,183.91	68%	
10-510-17 M & R VEHICLES	10,000	510.00	1,572.14	5,541.45	3,948.55	61%	
10-510-31 GAS,OIL & TIRES	64,000	4,058.36	0.00	44,058.83	15,882.81	75%	
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	406.30	593.70	41%	
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	3,409.22	1,640.78	68%	
10-510-36 UNIFORMS	10,993	0.00	821.37	6,603.39	4,389.61	60%	
10-510-37 BALLISTIC VEST GRANT EXPENSE	10,402	0.00	5,578.08	10,416.47	(14.47)	100%	
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	785.50	4,413.50	(253.50)	106%	
10-510-53 DUES & SUBSCRIPTIONS	24,000	0.00	0.00	7,886.00	16,114.00	33%	
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	1,163.97	1,836.03	39%	
10-510-60 LESO PROGRAM	7,256	0.00	0.00	5,904.47	1,351.53	81%	
10-510-73 NON-CAPITAL OUTLAY	61,100	1,400.00	0.00	53,787.77	5,912.23	90%	
10-510-74 CAPITAL OUTLAY	62,000	658.59	0.00	60,343.77	997.64	98%	
10-510-76 TAXES & TITLES	4,340	0.00	0.00	0.00	4,340.00		
POLICE Totals:	1,521,277	7,418.95	100,088.81	1,225,166.96	288,691.09	81%	
10-545-02 SALARIES	220,500	0.00	5,712.00	121,531.06	98,968.94	55%	
10-545-04 OVERTIME	9,000	0.00	0.00	2,893.38	6,106.62	32%	
10-545-05 FICA (7.65%)	19,355	0.00	436.96	10,002.05	9,352.95	52%	
10-545-06 GROUP INSURANCE	46,725	0.00	1,379.14	24,137.31	22,587.69	52%	
10-545-07 ORBIT RETIREMENT (12.23%)	34,686	0.00	783.10	17,839.21	16,846.79	51%	
10-545-08 401K (3%)	7,590	0.00	87.94	3,756.42	3,833.58	49%	



# Budget vs Actual

7 of 18

NORTH TOPSAIL BEACH

5/27/2025 1:40:01 PM

Page 7 Of 12

Period Ending 5/27/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-14 EMPLOYEE TRAINING	7,500	0.00	140.00	416.00	7,084.00	6%	
10-545-16 M & R EQUIPMENT	10,000	0.00	0.00	7,771.44	2,228.56	78%	
10-545-17 M & R VEHICLES	20,000	810.29	0.00	13,567.19	5,622.52	72%	
10-545-31 GAS, OIL & TIRES	22,000	0.00	859.07	11,448.78	10,551.22	52%	
10-545-32 OFFICE SUPPLIES	250	0.00	0.00	190.96	59.04	76%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,000	0.00	312.80	3,667.03	3,332.97	52%	
10-545-34 MOSQUITO CONTROL EXPENSE	3,000	0.00	0.00	200.00	2,800.00	7%	
10-545-36 UNIFORMS	2,500	0.00	0.00	1,852.61	647.39	74%	
10-545-37 RENTAL EQUIPMENT	6,000	662.02	0.00	2,914.42	2,423.56	60%	
10-545-45 CONTRACTED SERVICES	23,500	17,500.00	0.00	6,000.00	0.00	100%	
10-545-53 DUES & SUBSCRIPTIONS	10,500	0.00	0.00	9,119.99	1,380.01	87%	
10-545-74 CAPITAL OUTLAY	20,000	0.00	0.00	0.00	20,000.00		
10-545-76 TAXES & TITLES	2,100	0.00	0.00	0.00	2,100.00		
PUBLIC WORKS Totals:	472,206	18,972.31	9,711.01	237,307.85	215,925.84	54%	
10-560-13 STREET LIGHT EXPENSE	32,000	0.00	0.00	16,909.90	15,090.10	53%	
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	0.00	25,000.00		
10-560-16 M & R EQUIPMENT	3,160	1,394.16	0.00	1,765.09	0.75	100%	
10-560-33 DEPARTMENTAL SUPPLIES	6,840	0.00	62.52	2,476.07	4,363.93	36%	
10-560-34 STRIPING	5,800	4,984.80	0.00	0.00	815.20	86%	
10-560-35 SIGNS	1,500	0.00	0.00	107.13	1,392.87	7%	
10-560-43 TOWN ENTRANCE SIGNS	20,000	0.00	0.00	104.00	19,896.00	1%	
10-560-45 CONTRACTED SERVICES	2,500	0.00	0.00	0.00	2,500.00		
10-560-72 STORMWATER	20,000	0.00	0.00	0.00	20,000.00		
10-560-73 STREET PAVING & REPAIR	48,200	0.00	0.00	18,000.00	30,200.00	37%	
10-560-74 CAPITAL OUTLAY	147,500	0.00	0.00	8,355.26	139,144.74	6%	
STREETS Totals:	312,500	6,378.96	62.52	47,717.45	258,403.59	17%	
10-580-45 SANITATION CONTRACTS	426,388	0.00	33,649.10	343,587.98	82,800.02	81%	
10-580-46 TIPPING FEES	72,500	0.00	7,001.76	59,659.50	12,840.50	82%	

# Budget vs Actual

8 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:40:01 PM

Page 8 Of 12

Period Ending 5/27/2025

10 GENERAL FUND						
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
10-580-47 RECYCLING	30,000	0.00	1,800.00	4,800.00	25,200.00	16%
SANITATION Totals:	528,888	0.00	42,450.86	408,047.48	120,840.52	77%
10-620-12 SNOWFLAKES	12,000	212.68	0.00	12,804.52	(1,017.20)	108%
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	1,500.00	
10-620-15 PARK MAINTENANCE	42,674	5,931.90	1,011.78	31,312.39	5,429.71	87%
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	864.67	14,135.33	6%
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	1,500.00	
10-620-19 M & R DOCK/BOARDWALK	200,000	0.00	0.00	7,682.24	192,317.76	4%
10-620-27 SPECIAL EVENTS	10,000	0.00	0.00	7,553.08	2,446.92	76%
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	1,907.60	5,292.40	26%
RECREATION Totals:	289,874	6,144.58	1,011.78	62,124.50	221,604.92	24%
10-690-02 SALARIES	917,000	0.00	66,855.97	797,782.42	119,217.58	87%
10-690-03 PART-TIME SALARIES	47,958	0.00	980.00	9,991.50	37,966.50	21%
10-690-04 OVERTIME	46,500	0.00	3,170.16	44,510.16	1,989.84	96%
10-690-05 FICA (7.65%)	78,948	0.00	5,295.22	65,817.59	13,130.41	83%
10-690-06 GROUP INSURANCE	158,550	0.00	11,033.12	124,190.46	34,359.54	78%
10-690-07 ORBIT RETIREMENT (12.23%)	131,205	0.00	9,600.59	118,157.30	13,047.70	90%
10-690-08 401K (3%)	28,710	0.00	2,100.81	26,075.08	2,634.92	91%
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	3,916.24	1,583.76	71%
10-690-16 M & R EQUIPMENT	26,000	1,614.00	0.00	18,866.80	5,519.20	79%
10-690-17 M & R VEHICLES	40,742	4,879.21	14,163.84	29,376.70	6,486.09	84%
10-690-31 GAS, OIL & TIRES	25,000	0.00	1,499.14	18,234.37	6,765.63	73%
10-690-32 OFFICE SUPPLIES	2,000	0.00	116.19	501.89	1,498.11	25%
10-690-33 DEPARTMENTAL SUPPLIES	36,000	14,846.34	0.00	14,420.22	6,733.44	81%
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	6,000.00	
10-690-36 UNIFORMS	22,500	0.00	100.00	20,295.68	2,204.32	90%
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	2,383.40	1,616.60	60%
10-690-53 DUES & SUBSCRIPTIONS	13,500	721.00	0.00	7,751.09	5,027.91	63%
10-690-57 MISCELLANEOUS	300	0.00	0.00	240.82	59.18	80%

# Budget vs Actual

9 of 18

NORTH TOPSAIL BEACH

5/27/2025 1:40:01 PM

Page 9 Of 12

Period Ending 5/27/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-73 COMUNICATIONS EQUIP	8,600	7,659.29	0.00	0.00	940.71	89%	
10-690-74 CAPITAL OUTLAY	57,000	0.00	0.00	56,570.00	430.00	99%	
10-690-76 TAXES & TITLES	4,000	0.00	6.00	3,832.19	167.81	96%	
FIRE DEPARTMENT Totals:	1,660,013	29,719.84	114,921.04	1,362,913.91	267,379.25	84%	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	65.20	934.80	7%	
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	33.50	966.50	3%	
COMMITTES Totals:	2,000	0.00	0.00	98.70	1,901.30	5%	
10-998-04 TRANSFER OUT - CAP IMPROVEMENT FUND	2,000,000	0.00	0.00	2,000,000.00	0.00	100%	
10-998-05 TRANSFER OUT - FIRE STATION #2 FUND 50	232,000	0.00	232,000.00	232,000.00	0.00	100%	
Totals:	2,232,000	0.00	232,000.00	2,232,000.00	0.00	100%	
10-999-01 CONTINGENCY	325,625	0.00	0.00	0.00	325,625.00		
CONTINGENCY Totals:	325,625	0.00	0.00	0.00	325,625.00		
Expenses Totals:	10,228,552	326,902.73	595,147.92	7,339,226.18	2,562,423.09	75%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			(249,623.39)	904,260.08			

# Budget vs Actual

10 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:40:01 PM

Page 10 Of 12

Period Ending 5/27/2025

12 CAPITAL IMPROVEMENT FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
12-301-00 AD VALOREM TAX (.07)	1,120,591	0.00	1,276.65	1,161,809.84	41,218.84	104%	
12-301-03 ONSLOW COUNTY FIRE TAX	471,000	0.00	0.00	486,026.48	15,026.48	103%	
12-399-00 APPROPRIATED FUND BALANCE	1,000,000	0.00	0.00	0.00	(1,000,000.00)		
<b>Revenues Totals:</b>	<b>2,591,591</b>	<b>0.00</b>	<b>1,276.65</b>	<b>1,647,836.32</b>	<b>(943,754.68)</b>	<b>64%</b>	
<b>Expenses</b>							
12-440-01 FIRE STATION #2 PRINCIPAL (DEBT)	373,334	0.00	373,333.40	373,333.40	0.60	100%	
12-440-02 FIRE STATION #2 INTEREST (DEBT)	211,061	0.00	211,060.89	211,060.89	0.11	100%	
12-750-02 FIRE TRUCK	160,084	0.00	0.00	0.00	160,084.00		
12-750-04 PUBLIC WORKS BUILDING PROJECT	20,000	0.00	0.00	0.00	20,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	810,112	0.00	0.00	0.00	810,112.00		
12-750-45 TAX COLLECTION FEES	17,000	0.00	0.00	13,364.01	3,635.99	79%	
12-998-02 T/O TO CAP PROJ FIRE STA 2	1,000,000	0.00	(584,394.29)	1,000,000.71	(0.71)	100%	
<b>Expenses Totals:</b>	<b>2,591,591</b>	<b>0.00</b>	<b>0.00</b>	<b>1,597,759.01</b>	<b>993,831.99</b>	<b>62%</b>	
<b>Expenses Totals:</b>	<b>2,591,591</b>	<b>0.00</b>	<b>0.00</b>	<b>1,597,759.01</b>	<b>993,831.99</b>	<b>62%</b>	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		1,276.65	50,077.31			

# Budget vs Actual

11 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:40:01 PM

Page 11 Of 12

Period Ending 5/27/2025

30 SHORELINE PROTECTION							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
30-301-00 ACCOMMODATION TAX	1,781,123	0.00	136,414.06	2,309,461.27	528,338.27	130%	
30-301-05 AD VALOREM TAX - Beach	1,600,845	0.00	1,823.24	1,659,218.27	58,373.27	104%	
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	150,000.00	0.00	100%	
30-329-00 INTEREST INCOME	96,214	0.00	0.00	185,717.54	89,503.54	193%	
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)		
30-345-00 LOCAL OPTION SALES TAX	741,724	0.00	80,641.90	726,022.73	(15,701.27)	98%	
30-350-01 PAID PARKING REVENUE	336,375	0.00	54,135.78	301,081.98	(35,293.02)	90%	
30-399-00 APPROP. FUND BALANCE	11,273,697	0.00	0.00	0.00	(11,273,697.00)		
<b>Revenues Totals:</b>	<b>16,004,978</b>	<b>0.00</b>	<b>273,014.98</b>	<b>5,331,501.79</b>	<b>(10,673,476.21)</b>	<b>33%</b>	
<b>Expenses</b>							
30-710-08 LEASE PAYMENTS	50,181	0.00	0.00	36,900.00	13,281.00	74%	
30-710-10 BEACH LOBBYIST CONTRACT	63,000	0.00	5,014.09	54,497.78	8,502.22	87%	
30-710-12 BEACH/ACCESS MAINTENANCE	82,451	4,490.10	1,607.00	77,182.35	778.55	99%	
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	9,819.68	10,180.32	49%	
30-710-15 M & R DUNE/CROSSWALK	25,000	0.00	0.00	22,760.38	2,239.62	91%	
30-710-45 CONTRACTED SERVICES	699,865	300,236.00	2,000.00	383,629.00	16,000.00	98%	
30-710-59 SEA OATS PROGRAM	50,000	37,000.00	0.00	0.00	13,000.00	74%	
30-711-45 TAX COLLECTION FEES	23,000	0.00	0.00	18,080.72	4,919.28	79%	
<b>Totals:</b>	<b>1,013,497</b>	<b>341,726.10</b>	<b>8,621.09</b>	<b>602,869.91</b>	<b>68,900.99</b>	<b>93%</b>	
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	5,500.00	274,500.00	2%	
30-720-08 CONTRACTS, PLANS, SPECS	20,000	0.00	0.00	0.00	20,000.00		
30-720-10 VITEX	227,640	0.00	0.00	0.00	227,640.00		
30-720-50 2022B SOB PAYMENT	1,957,643	0.00	0.00	1,884,802.46	72,840.54	96%	
30-720-57 2022C FEMA SOB FEES	253,245	0.00	0.00	253,243.30	1.70	100%	
30-720-60 30 YEAR BEACH PLAN	275,000	0.00	0.00	0.00	275,000.00		
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00		
<b>BEACH REN. / DUNE STAB. Totals:</b>	<b>3,213,528</b>	<b>0.00</b>	<b>0.00</b>	<b>2,143,545.76</b>	<b>1,069,982.24</b>	<b>67%</b>	

Budget vs Actual

NORTH TOPSAIL BEACH  
5/27/2025 1:40:01 PM

Period Ending 5/27/2025							
30-998-02 T/O TO CAP PROJ FUND	8,330,852	0.00	0.00	8,330,852.10	(0.10)	100%	
30-998-03 T/O TO FUND 32	2,974,942	0.00	0.00	2,974,942.00	0.00	100%	
Totals:	11,305,794	0.00	0.00	11,305,794.10	(0.10)	100%	
30-999-01 FUTURE PROJECTS FUND	472,159	0.00	0.00	0.00	472,159.00		
CONTINGENCY Totals:	472,159	0.00	0.00	0.00	472,159.00		
Expenses Totals:	16,004,978	341,726.10	8,621.09	14,052,209.77	1,611,042.13	90%	
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		264,393.89	(8,720,707.98)			

# Budget vs Actual

13 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:47:06 PM

Page 1 Of 2

Period Ending 5/27/2025

31 CAPITAL PRJ BEACH MAINTENANCE							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
31-330-00 LOAN PROCEEDS	10,857,304	0.00	0.00	10,857,303.66	(0.34)	100%	
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	11,427,633.45	(6,171,550.55)	65%	
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	10,500,000.00	0.00	100%	
31-370-00 INVESTMENT INCOME	272,386	0.00	0.00	1,280,757.66	1,008,371.66	470%	
31-399-01 T/I FROM BEACH FUND	9,858,986	0.00	0.00	9,858,986.00	0.00	100%	
31-399-10 T/I FROM GENERAL FUND	2,000,000	0.00	0.00	2,000,000.00	0.00	100%	
Revenues Totals:	51,087,860	0.00	0.00	45,924,680.77	(5,163,179.23)	90%	
<b>Expenses</b>							
31-440-00 2022A DEBT SERVICE	8,765,829	0.00	0.00	8,765,828.60	0.40	100%	
31-440-01 2022C DEBT SERVICE	1,686,801	0.00	0.00	0.00	1,686,801.00		
31-450-01 PHASE 1 - ENGINEERING & CONSTRUCTION PHASE SUPPORT	14,881	0.00	0.00	14,881.00	0.00	100%	
31-450-02 PHASE 5 -TRANCHE 1 CONST MGMT & ADM	398,245	0.00	0.00	417,728.72	(19,483.72)	105%	
31-450-03 PHASE 1 - LABORATORY ANALYSIS	6,020	0.00	0.00	6,020.00	0.00	100%	
31-450-04 PHASE 1 - REGULATORY COORDINATION & CLOSEOUT	11,048	0.00	0.00	11,047.50	0.50	100%	
31-450-05 PHASE 1 - MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	180,000.00	0.00	100%	
31-450-06 PHASE 1 - HAUL & PLACEMENT OF BEACH FILL	9,142,736	0.00	0.00	9,142,735.55	0.45	100%	
31-450-07 PHASE 1 - PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	45,000.00	0.00	100%	
31-450-08 PHASE 1 - PROFESSIONAL FEES	562,915	0.00	0.00	562,915.14	(0.14)	100%	
31-450-09 PHASE 5 - TRANCHE 2 CONSTRUCTION	10,105,998	0.00	0.00	10,105,997.60	0.40	100%	
31-450-10 PHASE 5 - TRANCHE 2	747,722	0.00	5,264.50	775,538.66	(27,816.66)	104%	

# Budget vs Actual

14 of 18

NORTH TOPSAIL BEACH

5/27/2025 1:47:06 PM

Page 2 Of 2

Period Ending 5/27/2025

31 CAPITAL PRJ BEACH MAINTENANCE							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
ENGINEERING							
31-450-11 PHASE 5 - TRANCHE 2 CONTINGENCY	2,920,665	0.00	0.00	595.00	2,920,070.00	0%	
Totals:	34,587,860	0.00	5,264.50	30,028,287.77	4,559,572.23	87%	
31-460-00 PHASE 4 - PROJECT TRANCHE 3 NCDEQ FUNDED	0	0.00	0.00	1,690.00	(1,690.00)		
31-460-01 PHASE 4 - TOWN ADMINISTRATION	50,000	0.00	0.00	0.00	50,000.00		
31-460-02 PHASE 4 - ATM CONSTRUCTION ADMIN, PERMITTING SUPPO	60,000	0.00	10,911.11	19,477.61	40,522.39	32%	
31-460-04 PHASE 4 - CMM TERMINATION	480,000	0.00	0.00	480,000.00	0.00	100%	
31-460-05 PHASE 4 - TI COASTAL DESIGN, SURVEY, ENG, TESTING	437,220	128,260.00	68,480.00	297,960.00	11,000.00	97%	
31-460-06 PHASE 4 - REACH MOBILIZATION & DEMOBILIZATION (STW)	62,000	32,550.00	0.00	29,450.00	0.00	100%	
31-460-07 PHASE 4 - REACH HAUL & PLACEMNT BEACH FILL (STW)	7,600,000	380,000.00	1,237,905.10	7,220,000.00	0.00	100%	
31-460-08 PHASE 4 - PAYMENT AND PERFORMANCE BONDS REACH	50,656	2,532.80	0.00	48,123.20	0.00	100%	
31-460-09 PHASE 4 - FALL 2025 MOBILIZATION (STW)	65,000	0.00	0.00	0.00	65,000.00		
31-460-10 PHASE 4 - FALL 2025 NOURISHMENT (STW)	760,000	40,707.50	719,292.50	719,292.50	0.00	100%	
31-460-11 PHASE 4 - FALL 2025 ENF AND SURVEYING PERMITTING	150,000	0.00	0.00	0.00	150,000.00		
31-460-12 PHASE 4 - CONTINGENCY	6,785,124	0.00	0.00	0.00	6,785,124.00		
PHASE 4 NCDEQ GRANT Totals:	16,500,000	584,050.30	2,036,588.71	8,815,993.31	7,099,956.39	57%	
Expenses Totals:	51,087,860	584,050.30	2,041,853.21	38,844,281.08	11,659,528.62	77%	
31 CAPITAL PRJ BEACH MAINTENANCE Revenues Over/(Under) Expenses:			(2,041,853.21)	7,080,399.69			



# Budget vs Actual

15 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:43:53 PM

Page 1 Of 2

Period Ending 5/27/2025

32 GRANT PRJ FEMA-4837 PTC8							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
32-348-24 FEMA-4837-NC PTC 8	2,231,206	0.00	0.00	0.00	(2,231,206.00)		
32-350-00 STATE MATCH	743,736	0.00	0.00	0.00	(743,736.00)		
32-399-01 T/I FUND 30 SHORELINE PROTECTION	2,974,942	0.00	0.00	2,974,942.00	0.00	100%	
<b>Revenues Totals:</b>	<b>5,949,884</b>	<b>0.00</b>	<b>0.00</b>	<b>2,974,942.00</b>	<b>(2,974,942.00)</b>	<b>50%</b>	
<b>Expenses</b>							
32-470-02 PUBLIC CROSSOVER DAMAGE	24,701	24,700.50	0.00	0.00	0.50	100%	
32-470-30 LOSS DETERMIN & COST ANALYSIS RPT	59,810	0.00	0.00	45,176.75	14,633.25	76%	
32-470-31 UPLAND BORROW SITE INVEST & ANALYSIS	3,000	0.00	0.00	0.00	3,000.00		
32-470-32 PRE-CONSTRUCTION MEETING/COORD	4,800	0.00	0.00	184.03	4,615.97	4%	
32-470-33 PROJECT PERMITTING	12,500	0.00	16,177.00	19,217.00	(6,717.00)	154%	
32-470-34 FINAL PROJECT DESIGN	15,000	0.00	0.00	0.00	15,000.00		
32-470-35 PROJECT PLANS & SPEC, BIDDING	15,900	0.00	0.00	167.90	15,732.10	1%	
32-470-36 PE-CONSTRUCTION MONITORING	24,500	0.00	0.00	0.00	24,500.00		
32-470-37 EQUIP MOBILIZATION/DEMobilIZATION	50,000	26,250.00	23,750.00	23,750.00	0.00	100%	
32-470-38 BEACH FILL PLACEMENT	2,867,000	2,525,516.80	341,483.20	341,483.20	0.00	100%	
32-470-39 PERFORMANCE & PAYMENT BONDS	20,000	1,000.00	19,000.00	19,000.00	0.00	100%	
32-470-40 CONSTRUCTION ADMINISTRATION	123,500	0.00	2,730.00	24,538.00	98,962.00	20%	
32-470-41 POST CONST MONITORING	19,500	0.00	0.00	0.00	19,500.00		
32-470-42 STATE & FEDERAL REG COORD & CLOSEOUT	7,500	0.00	0.00	0.00	7,500.00		

Budget vs Actual

NORTH TOPSAIL BEACH  
5/27/2025 1:43:53 PM

Period Ending 5/27/2025

32 GRANT PRJ FEMA-4837 PTC8								
Description			Budget	Encumbrance	MTD	YTD	Variance	Percent
32-470-99 CONTINGENCY			2,702,173	0.00	0.00	0.00	2,702,173.00	
FEMA-4837 PTC8 Totals:			5,949,884	2,577,467.30	403,140.20	473,516.88	2,898,899.82	51%
Expenses Totals:			5,949,884	2,577,467.30	403,140.20	473,516.88	2,898,899.82	51%
32 GRANT PRJ FEMA-4837 PTC8			Revenues Over/(Under) Expenses:		(403,140.20)	2,501,425.12		

# Budget vs Actual

17 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:45:27 PM

Page 1 Of 1

Period Ending 5/27/2025

50 CAPITAL PRJ FIRE STATION 2							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
50-330-00 LOAN PROCEEDS	5,600,000	0.00	0.00	5,600,000.00	0.00	100%	
50-339-01 T/I FROM CIF	1,000,000	0.00	(584,394.29)	1,000,000.71	0.71	100%	
50-399-02 T/I FROM GF	232,000	0.00	232,000.00	232,000.00	0.00	100%	
Revenues Totals:	6,832,000	0.00	(352,394.29)	6,832,000.71	0.71	100%	
Expenses							
50-440-00 DEBT SERVICE	0	0.00	(373,333.40)	0.00	0.00		
50-440-70 DEBT SERVICE INTEREST	0	0.00	(211,060.89)	0.00	0.00		
50-450-02 CONSTRUCTION COSTS	6,141,905	0.00	417,641.23	2,329,711.11	3,812,193.89	38%	
50-450-05 ENVIRONMENTAL TESTING (ECS)	49,823	0.00	12,383.75	47,107.51	2,715.49	95%	
50-450-07 CONSTRUCTION ADMINISTRATION (BM)	320,463	0.00	0.00	311,638.39	8,824.61	97%	
50-450-11 CONTINGENCY	85,759	0.00	0.00	0.00	85,759.00		
50-450-13 UTILITIES	2,050	0.00	0.00	2,049.26	0.74	100%	
50-450-74 CAPITAL OUTLAY	232,000	0.00	0.00	0.00	232,000.00		
Totals:	6,832,000	0.00	(154,369.31)	2,690,506.27	4,141,493.73	39%	
Expenses Totals:	6,832,000	0.00	(154,369.31)	2,690,506.27	4,141,493.73	39%	
50 CAPITAL PRJ FIRE STATION 2	Revenues Over/(Under) Expenses:		(198,024.98)	4,141,494.44			

# Budget vs Actual

18 of 18

NORTH TOPSAIL BEACH  
5/27/2025 1:44:19 PM

Page 1 Of 1

Period Ending 5/27/2025

60 GRANT PRJ STORMWATER NCEM DRMG2304							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
60-368-01 NCEM DRMG2304 GRANT	1,261,607	0.00	0.00	0.00	(1,261,607.00)		
Revenues Totals:	1,261,607	0.00	0.00	0.00	(1,261,607.00)		
Expenses							
60-610-01 ISLAND DR (HW 210) AT SOUTH FIRE STATION	704,211	0.00	0.00	0.00	704,211.00		
60-610-02 NEW RIVER INLET RD (SR 1568) RPTP	354,396	0.00	0.00	0.00	354,396.00		
60-610-03 PROJECT MANAGEMENT	13,565	6,782.50	0.00	6,782.50	0.00	100%	
60-610-04 FIELD SURVEY	26,490	1,540.00	0.00	24,950.00	0.00	100%	
60-610-05 CONSTRUCTION PLANS	89,650	55,719.00	12,613.00	33,931.00	0.00	100%	
60-610-06 PERMITS	45,600	35,760.00	0.00	9,840.00	0.00	100%	
60-610-07 PROJECT MEETINGS	11,265	11,265.00	0.00	0.00	0.00	100%	
60-610-08 BID PHASE SERVICES	14,850	14,850.00	0.00	0.00	0.00	100%	
60-610-09 REIMBURSABLES	1,580	546.53	215.90	1,033.47	0.00	100%	
STORMWATER PRJ NCEM DRMG2304 Totals:	1,261,607	126,463.03	12,828.90	76,536.97	1,058,607.00	16%	
Expenses Totals:	1,261,607	126,463.03	12,828.90	76,536.97	1,058,607.00	16%	
60 GRANT PRJ STORMWATER NCEM DRMG2304	Revenues Over/(Under) Expenses:		(12,828.90)	(76,536.97)			

## Check Listing

Date From: 4/29/2025 Date To: 5/27/2025  
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH  
05/27/2025 11:47 PM

Page: 1 of 3

Check Number	Bank	Vendor	Date	Amount
48534	2	ALL PRO FIRE & SAFETY, LLC	05/01/2025	<u>\$5,827.51</u>
48535	2	CHAD GRIFFO	05/01/2025	<u>\$50.00</u>
48536	2	CHRISTOPHER DAVID LEE	05/01/2025	<u>\$3,400.00</u>
48537	2	CW IT SUPPORT, INC	05/01/2025	<u>\$1,144.41</u>
48538	2	DEBBIE J OWENS	05/01/2025	<u>\$589.52</u>
48539	2	FINNERTY ENTERPRISES INC	05/01/2025	<u>\$85.41</u>
48540	2	JONATHAN VANSCHOYK	05/01/2025	<u>\$50.00</u>
48541	2	NANCY AVERY	05/01/2025	<u>\$1,500.00</u>
48542	2	ROBERT BROWN JR	05/01/2025	<u>\$100.00</u>
48543	2	SANDERSON LAWN MANAGEMENT LLC	05/01/2025	<u>\$2,460.52</u>
48544	2	SHEPARDS WRECKER & GARAGE, INC	05/01/2025	<u>\$13.60</u>
48545	2	SHERRILL A STRICKLAND JR.	05/01/2025	<u>\$1,083.00</u>
48546	2	TOWN OF SURF CITY	05/01/2025	<u>\$1,397.42</u>
48547	2	TRUIST BANK	05/01/2025	<u>\$82.89</u>
48548	2	VERIZON COMMUNICATIONS INC	05/01/2025	<u>\$114.03</u>
48549	2	WB BRAWLEY COMPANY	05/01/2025	<u>\$145,428.93</u>
48550	2	COUNTY OF ONSLOW	05/08/2025	<u>\$7,001.76</u>
48551	2	DEBBIE J OWENS	05/08/2025	<u>\$1,592.31</u>
48552	2	JODY L THOMPSON	05/08/2025	<u>\$1,623.80</u>
48553	2	KELLY OFFICE MACHINES, INC	05/08/2025	<u>\$554.67</u>
48554	2	NOOKS & CRANNIES CLEANING, LLC	05/08/2025	<u>\$500.00</u>
48555	2	O'REILLY AUTOMOTIVE STORES, INC	05/08/2025	<u>\$826.25</u>
48556	2	PAXTON MEDIA GROUP	05/08/2025	<u>\$168.00</u>
48557	2	PETROLEUM MARKETING GROUP, INC	05/08/2025	<u>\$859.07</u>
48558	2	S.T. WOOTEN CORPORATION	05/08/2025	<u>\$1,957,197.60</u>
48559	2	SANDERSON LAWN MANAGEMENT LLC	05/08/2025	<u>\$1,011.78</u>
48560	2	SHERRILL A STRICKLAND JR.	05/08/2025	<u>\$646.00</u>
48561	2	SIMPLE COMMUNICATION	05/08/2025	<u>\$463.32</u>
48562	2	SUMRELL SUGG, P.A.	05/08/2025	<u>\$7,309.60</u>
48563	2	TI COASTAL SERVICES, INC.	05/08/2025	<u>\$70,480.00</u>
48564	2	TOWN OF SURF CITY	05/08/2025	<u>\$3,616.67</u>

## Check Listing

Date From: 4/29/2025 Date To: 5/27/2025  
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH  
05/27/2025 11:47 PM

Page: 2 of 3

Check Number	Bank	Vendor	Date	Amount
48565	2	Wilmington Compost Company LLC	05/08/2025	<u>\$1,800.00</u>
48566	2	CENTRAL LAKE ARMOR EXPRESS INC	05/15/2025	<u>\$5,968.60</u>
48567	2	CW IT SUPPORT, INC	05/15/2025	<u>\$1,139.23</u>
48568	2	DEBBIE J OWENS	05/15/2025	<u>\$981.52</u>
48569	2	DODSON BROTHERS EXTERMINATING CO INC	05/15/2025	<u>\$75.00</u>
48570	2	ENGINEERING CONSULTING SERVICES, LTD	05/15/2025	<u>\$12,383.75</u>
48571	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	05/15/2025	<u>\$3,701.77</u>
48572	2	NC DEPARTMENT OF AGRICULTURE	05/15/2025	<u>\$140.00</u>
48573	2	ONSLow WATER & SEWER AUTHORITY	05/15/2025	<u>\$562.16</u>
48574	2	SANDERSON LAWN MANAGEMENT LLC	05/15/2025	<u>\$2,460.52</u>
48575	2	SHEPARDS WRECKER & GARAGE, INC	05/15/2025	<u>\$869.19</u>
48576	2	SYNCHRONY BANK	05/15/2025	<u>\$1,351.50</u>
48577	2	WK DICKSON & CO., LLC	05/15/2025	<u>\$12,828.90</u>
48578	2	WRANGLER HOLDCO CORP.	05/15/2025	<u>\$33,649.10</u>
48579	2	ALL PRO FIRE & SAFETY, LLC	05/22/2025	<u>\$2,354.00</u>
48580	2	CENTRAL LAKE ARMOR EXPRESS INC	05/22/2025	<u>\$878.88</u>
48581	2	DEBBIE J OWENS	05/22/2025	<u>\$1,008.87</u>
48582	2	DONAD G TADLOCK	05/22/2025	<u>\$1,604.08</u>
48583	2	GEOSYNTEC CONSULTANS, INC.	05/22/2025	<u>\$35,082.61</u>
48584	2	GUY C. LEE BUILDING MATERIALS	05/22/2025	<u>\$66.90</u>
48585	2	N.C. DIV. OF MOTOR VEHICLES	05/22/2025	<u>\$6.00</u>
48586	2	NEILL MONROE SINGLETARY III	05/22/2025	<u>\$675.00</u>
48587	2	NOOKS & CRANNIES CLEANING, LLC	05/22/2025	<u>\$500.00</u>
48588	2	OTIS ELEVATOR COMPANY	05/22/2025	<u>\$133.75</u>
48589	2	RLC LLC	05/22/2025	<u>\$6,973.80</u>
48590	2	S.T. WOOTEN CORPORATION	05/22/2025	<u>\$384,233.20</u>
48591	2	SHERRILL A STRICKLAND JR.	05/22/2025	<u>\$1,577.00</u>
48592	2	SYNCHRONY BANK	05/22/2025	<u>\$40.54</u>
48593	2	VERIZON COMMUNICATIONS INC	05/22/2025	<u>\$114.03</u>
48594	2	WB BRAWLEY COMPANY	05/22/2025	<u>\$274,113.23</u>
61	Checks Totaling -			<b>\$3,004,451.20</b>

## Check Listing

Date From: 4/29/2025 Date To: 5/27/2025  
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH  
05/27/2025 11:47 PM

Page: 3 of 3

Check Number	Bank	Vendor	Date	Amount
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### Totals By Fund

	Checks	Voids	Total
10	\$107,982.82		\$107,982.82
30	\$8,621.09		\$8,621.09
31	\$2,041,853.21		\$2,041,853.21
32	\$403,140.20		\$403,140.20
50	\$430,024.98		\$430,024.98
60	\$12,828.90		\$12,828.90
Totals:	\$3,004,451.20		\$3,004,451.20

# Cash Balance Report

Period Ending 5/27/2025

NORTH TOPSAIL BEACH

5/27/2025 12:43 PM

Page 1/2

Bank 1	CHECKING FCB Acct#- 0852	
	Account	Balance
	10-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	12-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	15-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	30-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	31-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	50-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	Bank 1	Total: \$0.00
Bank 2	MONEY MARKET FCB Acct#- 0860	
	Account	Balance
	10-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$68,799.64
	12-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$358,685.71
	15-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00
	30-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$258,208.99
	31-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$604,380.05
	32-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$17,483.12
	50-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$16,821.57
	60-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-\$76,536.97
	Bank 2	Total: \$1,247,842.11
Bank 3	NC CAPITAL MANAGEMENT TRUST Acct#-	
	Account	Balance
	10-101-04 NC CASH MGMT TRUST	\$12,645,729.05
	12-101-04 NC CASH MGMT TRUST	\$3,037,485.70
	15-101-04 NC CASH MGMT TRUST	\$0.00
	30-101-04 NC CASH MGMT TRUST	\$3,865,120.05
	31-101-04 NC CASH MGMT TRUST	\$6,177,979.27
	32-101-04 NC CASH MGMT TRUST	\$2,483,942.00
	50-101-04 NC CASH MGMT TRUST	\$4,124,672.87
	Bank 3	Total: \$32,334,928.94
Bank 4	BB&T SAVINGS ACCOUNT Acct#-	
	Account	Balance
	10-101-06 BB & T SAVINGS ACCT	\$0.00



# Cash Balance Report

Period Ending 5/27/2025

NORTH TOPSAIL BEACH

5/27/2025 12:43 PM

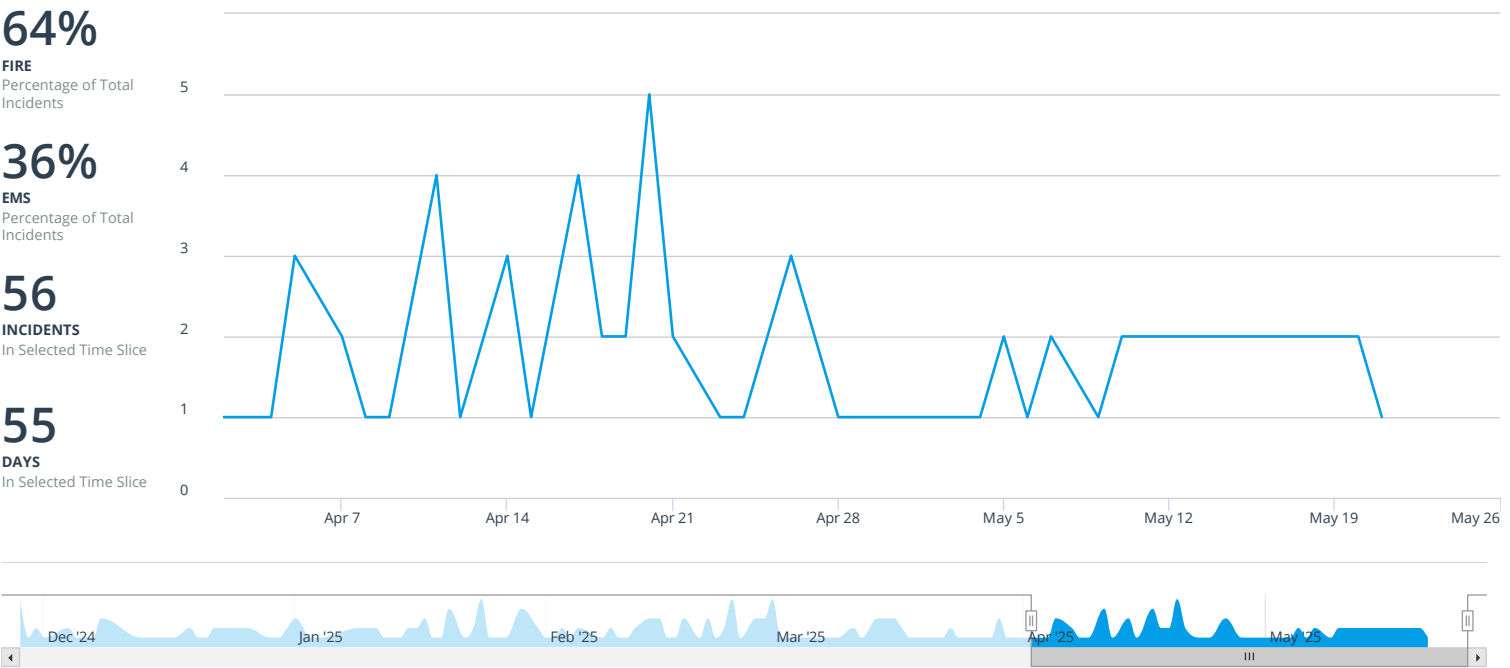
Page 2/2

30-101-06 BB & T SAVINGS ACCT		\$0.00
Bank 4 Total:		\$0.00
Bank 5	POLICE DOJ ACCOUNT Acct#-	
	Account	Balance
10-101-07 POLICE - DOJ Account		\$1,200.15
Bank 5 Total:		\$1,200.15
Bank 6	POLICE STATE ACCOUNT Acct#-	
	Account	Balance
10-101-08 POLICE - STATE Account		\$332.29
Bank 6 Total:		\$332.29
Bank 7	POLICE FEDERAL TREASURY ACCT. Acct#-	
	Account	Balance
10-101-09 POLICE - FED TREASURY Acct.		\$62.31
Bank 7 Total:		\$62.31

Total Cash Balance:	\$33,584,365.80
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Custom ▾

Apr 2, 2025 - May 26, 2025 ▾



Dec '24

Jan '25

Feb '25

Mar '25

Apr '25

May '25

Counts

% Rows

% Columns

% All

Week Ending	4/6/25	4/13/25	4/20/25	4/27/25	5/4/25	5/11/25	5/18/25	5/25/25	6/1/25	6/8/25	6/15/25	6/22/25	6/29/25	Total
North End Station 1	3	4	10	5	2	3		2						29
South End Station 2	2	5	7	2	3	5	2	1						27
Total	5	9	17	7	5	8	2	3						56

## Permits Issued List

From Date: 04/22/2025

To Date: 05/22/2025

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Single Family	AP25-000005	3621 ISLAND DR	05/09/2025	610.00
<b>Addition Permit Total</b>	<b>Single Family Total</b>			1	610.00
<b>Addition Permit Total</b>				1	610.00
Beach Access Permit	Beach Access Permit	BAA25-000012	0 NEW RIVER INLET RD Empty Lot South of Topsail Reef	05/07/2025	200.00
Beach Access Permit	Beach Access Permit	BAA25-000015	1690 NEW RIVER INLET RD BA44	05/09/2025	0.00
Beach Access Permit	Beach Access Permit	BAA25-000011	770 NEW RIVER INLET RD	04/22/2025	200.00
Beach Access Permit	Beach Access Permit	BAA25-000010	NEW RIVER INLET RD South of 388 NRIR	04/25/2025	200.00
Beach Access Permit	Beach Access Permit	BAA25-000013	138 OCEANVIEW LN	05/05/2025	200.00
Beach Access Permit	Beach Access Permit	BAA25-000014	1618 NEW RIVER INLET RD BA43	05/20/2025	0.00
<b>Beach Access Permit Total</b>	<b>Beach Access Permit Total</b>			6	800.00
<b>Beach Access Permit Total</b>				6	800.00
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR25-000003	116 SEASIDE LN	05/12/2025	200.00
<b>Dock/Bulkhead/Retaining Wall Permit Total</b>	<b>Dock Total</b>			1	200.00
<b>Dock/Bulkhead/Retaining Wall Permit Total</b>				1	200.00
Driveway Permit	Driveway Permit	DVW24-000023	304 LANTERNA LN	05/20/2025	0.00
Driveway Permit	Driveway Permit	DVW25-000015	2238 ISLAND DR	05/20/2025	50.00
Driveway Permit	Driveway Permit	DVW24-000008	3546 ISLAND DR	05/09/2025	0.00
Driveway Permit	Driveway Permit	DVW25-000009	1041 NEW RIVER INLET RD	05/06/2025	0.00

Driveway Permit	Driveway Permit	DVW24-000040	1159 NEW RIVER INLET RD	05/06/2025	0.00
Driveway Permit	Driveway Permit	DVW25-000010	1025 NEW RIVER INLET RD	05/06/2025	0.00
Driveway Permit	Driveway Permit	DVW25-000008	1388 NEW RIVER INLET RD	04/24/2025	0.00
Driveway Permit	Driveway Permit	DVW25-000014	3908 ISLAND DR	05/20/2025	0.00
<b>Driveway Permit Total</b>	<b>Driveway Permit Total</b>			8	50.00
<b>Driveway Permit Total</b>				8	50.00
Electrical Permit	Commercial	E25-000055	2000 NEW RIVER INLET RD Bldg 2 Unit 2G2C (2005) Ground Floor Topsail Treat	04/25/2025	75.00
Electrical Permit	Commercial	E25-000072	1946 NEW RIVER INLET RD	05/05/2025	75.00
<b>Electrical Permit Total</b>	<b>Commercial Total</b>			2	150.00
Electrical Permit	Residential	E25-000073	3908 ISLAND DR	05/20/2025	0.00
Electrical Permit	Residential	E25-000085	8202 5TH AVE	05/21/2025	75.00
Electrical Permit	Residential	E25-000084	517 TOPSAIL RD	05/21/2025	75.00
Electrical Permit	Residential	E25-000003	748 NEW RIVER INLET RD	05/05/2025	0.00
Electrical Permit	Residential	E25-000052	2517 RIVER DR	05/02/2025	0.00
Electrical Permit	Residential	E25-000046	1025 NEW RIVER INLET RD	05/06/2025	0.00
Electrical Permit	Residential	E24-000208	1159 NEW RIVER INLET RD	05/06/2025	0.00
Electrical Permit	Residential	E25-000045	1041 NEW RIVER INLET RD	05/06/2025	0.00
Electrical Permit	Residential	E25-000062	215 SANDPIPER DR	04/25/2025	75.00
Electrical Permit	Residential	E25-000064	209 SANDPIPER DR	04/24/2025	75.00
Electrical Permit	Residential	E25-000063	211 SANDPIPER DR	04/24/2025	75.00
Section VII, ItemB.					40

Electrical Permit	Residential	E25-000032	1388 NEW RIVER INLET RD	04/24/2025	0.00
Electrical Permit	Residential	E25-000066	464 OCEAN DR	04/22/2025	75.00
Electrical Permit	Residential	E25-000057	3054 ISLAND DR	04/28/2025	422.00
Electrical Permit	Residential	E25-000049	1785 NEW RIVER INLET RD Unit 3	04/22/2025	75.00
Electrical Permit	Residential	E25-000056	2660 ISLAND DR	04/28/2025	0.00
Electrical Permit	Residential	E25-000070	4216 ISLAND DR	04/29/2025	147.00
Electrical Permit	Residential	E25-000048	412 HAMPTON COLONY CIR	04/29/2025	0.00
Electrical Permit	Residential	E25-000019	405 NEW RIVER INLET RD	04/30/2025	0.00
Electrical Permit	Residential	E25-000021	504 OCEAN DR	05/15/2025	75.00
Electrical Permit	Residential	E25-000083	100 OCEAN CLUB CT	05/19/2025	75.00
Electrical Permit	Residential	E25-000074	4356 ISLAND DR	05/13/2025	0.00
Electrical Permit	Residential	E25-000075	451 NEW RIVER INLET RD	05/13/2025	0.00
Electrical Permit	Residential	E25-000076	35 OSPREY DR	05/13/2025	75.00
Electrical Permit	Residential	E25-000077	3619 ISLAND DR	05/13/2025	75.00
Electrical Permit	Residential	E25-000082	2086 NEW RIVER INLET RD	05/14/2025	75.00
Electrical Permit	Residential	E25-000071	4021 ISLAND DR 135G Quarterdeck	05/07/2025	75.00
Electrical Permit	Residential	E25-000079	892 NEW RIVER INLET RD 24	05/09/2025	75.00
Electrical Permit	Residential	E24-000005	3546 ISLAND DR	05/09/2025	0.00
Electrical Permit	Residential	E25-000078	4136 ISLAND DR	05/12/2025	147.00

Electrical Permit	Residential	E25- 000020	504 OCEAN DR	05/13/2025	147.00
Electrical Permit	Residential	E25- 000069	2083 NEW RIVER INLET RD	05/13/2025	0.00
<b>Electrical Permit Total</b>	<b>Residential Total</b>			32	1,913.00
<b>Electrical Permit Total</b>				34	2,063.00
Fuel Gas Permit	Residential	FG25- 000016	2517 RIVER DR	05/13/2025	75.00
Fuel Gas Permit	Residential	FG25- 000013	138 + 140 SEA GULL LN	05/07/2025	0.00
Fuel Gas Permit	Residential	FG25- 000011	3054 ISLAND DR	04/28/2025	0.00
Fuel Gas Permit	Residential	FG25- 000010	1388 NEW RIVER INLET RD	04/24/2025	0.00
Fuel Gas Permit	Residential	FG25- 000012	405 NEW RIVER INLET RD	04/30/2025	0.00
Fuel Gas Permit	Residential	FG24- 000024	4132 ISLAND DR	04/30/2025	75.00
<b>Fuel Gas Permit Total</b>	<b>Residential Total</b>			6	150.00
<b>Fuel Gas Permit Total</b>				6	150.00
Insulation Permit	Residential	I24- 000003	3546 ISLAND DR	05/09/2025	0.00
Insulation Permit	Residential	I25- 000008	1041 NEW RIVER INLET RD	05/06/2025	0.00
Insulation Permit	Residential	I25- 000009	1025 NEW RIVER INLET RD	05/06/2025	0.00
Insulation Permit	Residential	I24- 000041	1159 NEW RIVER INLET RD	05/06/2025	0.00
Insulation Permit	Residential	I25- 000007	1388 NEW RIVER INLET RD	04/24/2025	0.00
Insulation Permit	Residential	I25- 000012	3908 ISLAND DR	05/20/2025	0.00
<b>Insulation Permit Total</b>	<b>Residential Total</b>			6	0.00
<b>Insulation Permit Total</b>				6	0.00
Mechanical Permit	Residential	M25- 000060	1768 NEW RIVER INLET RD Unit 4	05/19/2025	75.00
Mechanical Permit	Residential	M25- 000063	3769 ISLAND DR	05/19/2025	75.00

Mechanical Permit	Residential	M25-000055	8704 3RD AVE	05/07/2025	75.00
Mechanical Permit	Residential	M25-000057	516 OCEAN DR	05/07/2025	75.00
Mechanical Permit	Residential	M24-000004	3546 ISLAND DR	05/09/2025	0.00
Mechanical Permit	Residential	M25-000029	4136 ISLAND DR	05/12/2025	75.00
Mechanical Permit	Residential	M25-000058	4136 ISLAND DR	05/12/2025	75.00
Mechanical Permit	Residential	M25-000021	1388 NEW RIVER INLET RD	04/24/2025	0.00
Mechanical Permit	Residential	M25-000045	614 HAMPTON COLONY CIR	04/23/2025	75.00
Mechanical Permit	Residential	M25-000048	469 TOPSAIL RD	04/29/2025	75.00
Mechanical Permit	Residential	M25-000050	221 PINELLAS BAY DR	04/29/2025	75.00
Mechanical Permit	Residential	M25-000032	1025 NEW RIVER INLET RD	05/06/2025	0.00
Mechanical Permit	Residential	M25-000030	1041 NEW RIVER INLET RD	05/06/2025	0.00
Mechanical Permit	Residential	M24-000142	1159 NEW RIVER INLET RD	05/06/2025	0.00
Mechanical Permit	Residential	M25-000046	525 OCEAN DR	05/05/2025	75.00
Mechanical Permit	Residential	M25-000051	6907 12TH AVE	04/30/2025	75.00
Mechanical Permit	Residential	M25-000052	3976 ISLAND DR	05/02/2025	75.00
Mechanical Permit	Residential	M25-000053	128 TOPSAIL RD	05/02/2025	75.00
Mechanical Permit	Residential	M25-000037	4110 ISLAND DR Community Building Area	05/02/2025	75.00
Mechanical Permit	Residential	M25-000054	3908 ISLAND DR	05/20/2025	0.00
Mechanical Permit	Residential	M25-000062	3592 ISLAND DR	05/21/2025	75.00

<b>Mechanical Permit Total</b>	<b>Residential Total</b>			21	1,125.00
<b>Mechanical Permit Total</b>				21	1,125.00
Mobile Food Truck/Pushcart	Push Cart	MFV25-000009	BEACH STRAND	05/09/2025	75.00
Mobile Food Truck/Pushcart	Push Cart	MFV25-000010	BEACH STRAND	05/13/2025	75.00
<b>Mobile Food Truck/Pushcart Total</b>	<b>Push Cart Total</b>			2	150.00
<b>Mobile Food Truck/Pushcart Total</b>				2	150.00
New Construction Permit	Single Family	C25-000008	3908 ISLAND DR	05/20/2025	735.00
New Construction Permit	Single Family	C24-000036	1159 NEW RIVER INLET RD	05/06/2025	1,035.30
New Construction Permit	Single Family	C24-000002	3546 ISLAND DR	05/09/2025	2,776.19
New Construction Permit	Single Family	C25-000006	1041 NEW RIVER INLET RD	05/06/2025	1,494.40
New Construction Permit	Single Family	C25-000007	1025 NEW RIVER INLET RD	05/06/2025	1,494.40
New Construction Permit	Single Family	C25-000005	1388 NEW RIVER INLET RD	04/24/2025	1,261.30
<b>New Construction Permit Total</b>	<b>Single Family Total</b>			6	8,796.59
<b>New Construction Permit Total</b>				6	8,796.59
Plumbing Permit	Residential	P25-000018	4356 ISLAND DR	05/13/2025	0.00
Plumbing Permit	Residential	P25-000016	448 NEW RIVER INLET RD	05/07/2025	75.00
Plumbing Permit	Residential	P24-000002	3546 ISLAND DR	05/09/2025	0.00
Plumbing Permit	Residential	P25-000009	1388 NEW RIVER INLET RD	04/24/2025	0.00
Plumbing Permit	Residential	P24-000053	1159 NEW RIVER INLET RD	05/06/2025	0.00
Plumbing Permit	Residential	P25-000011	1025 NEW RIVER INLET RD	05/06/2025	0.00
Plumbing Permit	Residential	P25-000010	1041 NEW RIVER INLET RD	05/06/2025	0.00



Plumbing Permit	Residential	P25-000017	3908 ISLAND DR	05/20/2025	0.00
<b>Plumbing Permit Total</b>	<b>Residential Total</b>			8	75.00
<b>Plumbing Permit Total</b>				8	75.00
Privilege License	Privilege License	PL25-000002	Beach Bum's 4021 ISLAND DR	05/12/2025	30.00
Privilege License	Privilege License	PL25-000001	124 FISHING PIER LN	04/23/2025	15.00
<b>Privilege License Total</b>	<b>Privilege License Total</b>			2	45.00
<b>Privilege License Total</b>				2	45.00
Renovation Permit	Single Family	B25-000009	4356 ISLAND DR	05/13/2025	235.00
Renovation Permit	Single Family	B25-000007	2660 ISLAND DR	04/28/2025	150.00
<b>Renovation Permit Total</b>	<b>Single Family Total</b>			2	385.00
<b>Renovation Permit Total</b>				2	385.00
Simple Build Permit	Multi-Unit	SB25-000031	219 PORT DR	05/13/2025	210.00
Simple Build Permit	Multi-Unit	SB25-000032	2000 NEW RIVER INLET RD Bldg 3 Far Left Stairwell	04/30/2025	75.00
<b>Simple Build Permit Total</b>	<b>Multi-Unit Total</b>			2	285.00
Simple Build Permit	Single Family	SB25-000033	4326 ISLAND DR	05/05/2025	85.00
Simple Build Permit	Single Family	SB25-000026	3054 ISLAND DR	04/28/2025	0.00
Simple Build Permit	Single Family	SB25-000013	412 HAMPTON COLONY CIR	04/29/2025	210.00
Simple Build Permit	Single Family	SB25-000028	501 TRADE WINDS DR N	04/25/2025	85.00
Simple Build Permit	Single Family	SB25-000006	7313 10TH AVE	04/25/2025	75.00
Simple Build Permit	Single Family	SB25-000016	21 BERMUDA LANDING PL	04/25/2025	400.00
Simple Build Permit	Single Family	SB25-000030	100 OCEAN CLUB CT	05/09/2025	85.00
Simple Build Permit	Single Family	SB25-000034	210 COASTAL DR	05/09/2025	610.00

Simple Build Permit	Single Family	SB25-000027	451 NEW RIVER INLET RD	05/13/2025	285.00
Simple Build Permit	Single Family	SB25-000019	247 TOPSAIL RD	05/14/2025	210.00
Simple Build Permit	Single Family	SB25-000029	7812 7TH AVE	05/15/2025	210.00
<b>Simple Build Permit Total</b>	<b>Single Family Total</b>			11	2,255.00
<b>Simple Build Permit Total</b>				13	2,540.00
Swimming Pool Permit	Residential	SP25-000006	405 NEW RIVER INLET RD	04/30/2025	455.00
Swimming Pool Permit	Residential	SP25-000010	2083 NEW RIVER INLET RD	05/06/2025	305.00
Swimming Pool Permit	Residential	SP25-000009	2517 RIVER DR	05/02/2025	305.00
Swimming Pool Permit	Residential	SP25-000008	748 NEW RIVER INLET RD	05/05/2025	305.00
<b>Swimming Pool Permit Total</b>	<b>Residential Total</b>			4	1,370.00
<b>Swimming Pool Permit Total</b>				4	1,370.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000054	7812 7TH AVE	05/15/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000060	3908 ISLAND DR	05/20/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000045	247 TOPSAIL RD	05/14/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000053	451 NEW RIVER INLET RD	05/13/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000062	210 COASTAL DR	05/09/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000005	3546 ISLAND DR	05/09/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000036	1025 NEW RIVER INLET RD	05/07/2025	50.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000035	1041 NEW RIVER INLET RD	05/07/2025	50.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000061	219 PORT DR	05/13/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000160	116 SEASIDE LN	05/12/2025	0.00

Zoning and Floodplain Development Permit	Residential	ZFP25-000027	3621 ISLAND DR	05/09/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000009	748 NEW RIVER INLET RD	05/05/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000051	2517 RIVER DR	05/02/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000058	2083 NEW RIVER INLET RD	05/06/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000040	1041 NEW RIVER INLET RD	05/06/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000125	1159 NEW RIVER INLET RD	05/06/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000042	1025 NEW RIVER INLET RD	05/06/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000025	405 NEW RIVER INLET RD	04/30/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000039	412 HAMPTON COLONY CIR	04/29/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000052	3054 ISLAND DR	04/28/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000044	21 BERMUDA LANDING PL	04/25/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000026	1388 NEW RIVER INLET RD	04/24/2025	0.00
<b>Zoning and Floodplain Development Permit Total</b>	<b>Residential Total</b>			22	100.00
<b>Zoning and Floodplain Development Permit Total</b>				22	100.00
<b>All Permits Total</b>				142	18,459.59

# P+Z Permits Issued List

From: 04/25/2025

To: 05/27/2025

## PLANNING DEPARTMENT REPORT

June 4, 2025

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
MFV25-000009	05/09/2025	BEACH STRAND			The Shave Ice Shack LLC				75.00	206	0.00	0.00	0.00
MFV25-000010	05/13/2025	BEACH STRAND			Tom Tippman				75.00	211	0.00	0.00	0.00
ZFP25-000044	04/25/2025	21 BERMUDA LANDING PL	812-213	L9 21 BERMUDA LANDING	SMITH WILLIAM CHARLES	SMITH WILLIAM CHARLES			125.00		3000.00	0.00	0.00
ZFP25-000052	04/28/2025	3054 ISLAND DR	809-24	L9 S1 B1 OLD SETTLERS BEACH	MATA JORGE A & KELLY L DEAN	Carolina Coast Contracting Corp. - Jackie L James			125.00		1000.00	0.00	0.00
ZFP25-000039	04/29/2025	412 HAMPTON COLONY CIR	768A-112	L2 ZENKERT SRVY RECOM	ZENKERT ALAN J & LINDAA &	Elevator Guys L.L.C. - Elliott N Thomas			125.00		32000.00	0.00	0.00
ZFP25-000025	04/30/2025	405 NEW RIVER INLET RD	775B-38	L4 S1 CRYSTAL SHORES	LOWTHER RYAN	BALLAST POINT BUILDING COMPANY, INC. - Lynwood L Thornton			125.00		100000.00	0.00	0.00
ZFP25-000051	05/02/2025	2517 RIVER DR	778C-143	L14 S3 BH NORTH TOPSAIL SHORES	GROVE JEREMY & SARA	AKA: Shelby Contracting, Inc. - Peter Hedrick T/A			125.00		83000.00	0.00	0.00
ZFP25-000009	05/05/2025	748 NEW RIVER INLET RD	775C-3	L3 EMERALD DUNES VILLAGE	RICCIARDI ANTHONY	Even Flow Pools and Hardscapes - Ricky II L Krout			125.00		80000.00	0.00	0.00
ZFP25-000058	05/06/2025	2083 NEW RIVER INLET RD	778-4.2	L8 JS GRANT HEIRS DIV	LMBT LLC	Sun City Pools, Inc. - Sam T. Manoogian Jr. c/o Rod Willard			125.00		81500.00	0.00	0.00
ZFP25-000040	05/06/2025	1041 NEW RIVER INLET RD	774-47.10	LOT A- RYAN M GRAY DIV.	SUSAN L GRAY	RG Properties, LLC - Ryan Gray			125.00		477500.00	0.00	0.00
ZFP24-000125	05/06/2025	1159 NEW RIVER INLET RD	774-29.3	SR 1568	Matthew A Fuchilla and wife De Anna Fuchilla per MpBk6165 Pg51-55	Schumacher Homes of North Carolina, Inc. - Richard Winford Smothers c/o Ang			125.00		403463.00	0.00	0.00

ZFP25-000042	05/06/2025	1025 NEW RIVER INLET RD	774-47.12	LOT C- RYAN M GRAY DIV.	GRAY RYAN M	RG Properties, LLC - Ryan Gray			125.00		477500.00	0.00	0.00
ZFP25-000036	05/07/2025	1025 NEW RIVER INLET RD	774-47.12	LOT C- RYAN M GRAY DIV.	GRAY RYAN M	RG Properties, LLC - Ryan Gray			50.00	201	7500.00	0.00	0.00
ZFP25-000035	05/07/2025	1041 NEW RIVER INLET RD	774-47.10	LOT A- RYAN M GRAY DIV.	GRAY SUSAN L	RG Properties, LLC - Ryan Gray			50.00	202	7500.00	0.00	0.00
ZFP24-000005	05/09/2025	3546 ISLAND DR	814-3	L1 NORMAN KING DIV	CARLEYCO LLC	Shoals Building, LLC - Michael C Greet			125.00		1000000.00	0.00	0.00
ZFP25-000062	05/09/2025	210 COASTAL DR	778C-104	L7 S3 BF NORTH TOPSAIL SHORES	BURRITT ARTHUR F	Rising Sun Decks - Nick Stacy			125.00		16000.00	0.00	0.00
ZFP25-000027	05/09/2025	3621 ISLAND DR	814-13	L1A DOUGLAS & LISA JACKSON	PATRICK & JANICE BAYER	CAROLINA ODD JOBS INC - JONATHAN BYRD			125.00		14165.55	0.00	0.00
ZFP24-000160	05/12/2025	116 SEASIDE LN	804A-35	L7 P2 SEASIDE VILLAGE	BATCHELOR ROGER KEITH II & JESSI LEE	Intracoastal Installs LLC - Tommy Schlecht c/o Mark Lipe			125.00		35900.00	0.00	0.00
ZFP25-000061	05/13/2025	219 PORT DR	778C-123.1	L12B S3 BG NORTH TOPSAIL SHORES	HEADLEY JEFFREY L & SUSAN B TRUSTEES	- Christopher Stephens			125.00		27658.00	0.00	0.00
ZFP25-000053	05/13/2025	451 NEW RIVER INLET RD	775B-42	L8 S1 CRYSTAL SHORES	JAMES JERRY M JR & HEATHER	Affordable Elevator - Dan Cartwright			125.00		21560.50	0.00	0.00
ZFP25-000045	05/14/2025	247 TOPSAIL RD	810-24.2	UNLT BA OLD SETTLERS BEACH	MONYEK RICHARD & ERIN	T/A AKA: Johnson Contracting Gregory Todd Johnson - Gregory Todd Johnson, T			125.00		25000.00	0.00	0.00
ZFP25-000054	05/15/2025	7812 7TH AVE	812-68	L125 SEAHAVEN BEACH	JONES CHARLES C TRUSTEE	Lester LeComple - Lester LeComple			125.00		33750.00	0.00	0.00
ZFP25-000060	05/20/2025	3908 ISLAND DR	815-18.3	L2 PELICAN PROP	ASHE ISLAND FARM PROPERTY OWNERS ASSOCIA	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			125.00		125000.00	0.00	0.00
ZFP25-000065	05/27/2025	42 BERMUDA LANDING PL	812-188	L5 42 BERMUDA LANDING	OSTRISHKO GAIL	Deck and Patio Tune Up, Inc. - Mark A. Pacheco			125.00		11785.00	0.00	0.00

DVW25-000009	05/06/2025	1041 NEW RIVER INLET RD	774-47.10	LOT A- RYAN M GRAY DIV.	SUSAN L GRAY	RG Properties, LLC - Ryan Gray			50.00		4677.00	0.00	0.00
DVW24-000040	05/06/2025	1159 NEW RIVER INLET RD	774-29.3	SR 1568	Matthew A Fuchilla and wife De Anna Fuchilla per MpBk6165 Pg51-55	Schumacher Homes of North Carolina, Inc. - Richard Winford Smothers c/o Ang			50.00		5000.00	0.00	0.00
DVW25-000010	05/06/2025	1025 NEW RIVER INLET RD	774-47.12	LOT C- RYAN M GRAY DIV.	GRAY RYAN M	RG Properties, LLC - Ryan Gray			50.00		4818.00	0.00	0.00
DVW24-000008	05/09/2025	3546 ISLAND DR	814-3	L1 NORMAN KING DIV	CARLEYCO LLC	Shoals Building, LLC - Michael C Greet			50.00		3500.00	0.00	0.00
DVW24-000023	05/20/2025	304 LANTERNA LN	750A-22	L21 PORTOFINO	HOFMANN BRUCE & LAURIE	Sea Level Construction LLC - (Steven) Andrew Spoon & Hunter Chase Spoon			50.00		10000.00	0.00	0.00
DVW25-000015	05/20/2025	2238 ISLAND DR	804-44.7	L2 ANTHONY & PATRICIA IZZO	IZZO ANTHONY & PATRICIA	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			50.00	233	13200.00	0.00	0.00
DVW25-000014	05/20/2025	3908 ISLAND DR	815-18.3	L2 PELICAN PROP	ASHE ISLAND FARM PROPERTY OWNERS ASSOCIA	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			50.00		0.00	0.00	0.00

# Town of North Topsail Beach

Service



Integrity

## Police Department

Chief William K. Younginer

### Department Report for April 1, 2025 – April 30, 2025

Arrests	
Narcotics	1
Traffic	14

Citations	
Warning Citations	35
State Citations	14
Town Citation	3

Assist Other Agencies	
E. M. S.	2
N.T.B. F.D.	13
O.C.S.	5

Summary	
Total Calls for Service	105
Total Citations Issued	52
Total Reports	169
Total Security Checks	1541

Calls For Service	
Accidents	1
Alarm Calls	4
Animal	1
Assaults	1
B&E	1
Cit / Mot / Ped Assists	17
Communicating Threats	2
Disturbances	11
Domestic Disturbances	1
911 Hang Up	1
Hit & Run	1
Larceny	1
Misc. Calls	7
Property Damage	1
Sexual Assault	1
Suspicious Activity	10
Theft from Motor Vehicle	1
Trespassing	3
Water Incident/Rescue	1
Welfare Check	4

Joann M. McDermion, Mayor  
Tom Leonard, Mayor Pro Tem

Aldermen:  
Mike Benson  
Richard Grant  
Laura Olszewski  
Connie Pletl



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

**Town Park Concession  
Service Contract  
County of Onslow**

This Contract is made and entered into this the day of May 20, 2025 by and between the Town of North Topsail Beach, a political subdivision of the State of North Carolina, (hereinafter referred to as North Topsail Beach), Tomas Debinski and D-Canny, LLC, a North Carolina Limited Liability Company, d/b/a, Bada Bing Original Italian Ice, duly authorized to do business in the State of North Carolina, (hereinafter referred to as "Contractor"). This Contract is authorized pursuant to N.C. Gen. Stat. § 160A-272 and has been approved by the governing body of the Town of North Topsail Beach at a duly called public meeting.

For and in consideration of mutual promises to each as hereinafter set forth, the parties hereto do mutually agree as follows:

1. **Scope of Services.** The Town grants Contractor a non-exclusive license to operate and sell frozen treats at the designated area within Richard Peters Park, 465 New River Inlet Road, North Topsail Beach.
2. **Term of Contract.** The Term of This Contract for Services is for the 2025 operating beach season period. The 2025 beach season begins on Memorial Day weekend and ends on Labor Day weekend. The Contractor may, if it so desires operate the beach concession services beginning May 20<sup>th</sup> through October 31<sup>st</sup> for the 2025 calendar year. At the conclusion of the season, the contractor shall return the state of the site to its original state of cleanliness. This Contract shall become effective May 20, 2025, and shall remain in effect through October 31, 2025, unless terminated earlier in accordance with this Agreement.
3. **Payment.** As compensation for the concession services outlined in this Contract, North Topsail Beach shall receive from the Contractor an amount of \$750.00 per month. This payment is for concession rights from May 20, 2025 through September 30, 2025. The contractor shall pay the same amount should it elect to operate during October 2025. Payment will be due on the 15th of the month and, after the first of the month, will include the incremental electric cost. The parties agree that the compensation paid herein represents fair market value for the concession rights provided.



In addition, the Contractor shall pay North Topsail Beach the difference in cost increase from the previous three months' average cost per month for electrical usage (i.e., for the increase in cost due to your business).

4. **Independent Contractor.** North Topsail Beach and Contractor agree that Contractor is an independent contractor and shall not represent itself as an agent or employee of North Topsail Beach for any purpose in the performance of Contractor's duties under this contract. For purposes of this Contract, taxes shall include, but not be limited to, Federal and State Income, Social Security, and Unemployment Insurance taxes.

The contractor, as an independent contractor, shall perform in Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

5. **Insurance and Indemnity.** To the fullest extent permitted by State and Federal laws and regulations, the Contractor shall indemnify and hold harmless North Topsail Beach and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and contractors under this Contract or under the contract entered by the Contractor in connection with this contract. This indemnification shall survive the termination of this contract.

In addition, the Contractor represents that it shall comply with the North Carolina Workers Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, the Contractor shall maintain at Its expense, the following minimum insurance coverage:

\$300,000. Employers Liability and \$300,000. General Liability. Additionally, the Town Shall be named as an additional insured on the Contractor's General Liability Policy. Contractor, upon execution of this contract, shall furnish to North Topsail Beach a Certificate of Insurance reflecting the minimum limits stated above and the Town's status as an additional insured. The Certificate shall provide for thirty (30) days in advance written notice in the event of a decrease, termination, or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the contractor.

All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall always comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract. The requirement to purchase insurance under this Contract shall not be construed as a waiver of the Town's governmental immunity for claims the Town would otherwise have immunity for.

6. **Health and Safety.** Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing services under this contract.
7. **Non-Discrimination in Employment.** The Contractor shall not discriminate against any employee or applicant for employment based on race, color, sex, national origin, religion, age, equal pay, disability, or genetic information. In the event Contractor is determined by the final order of an appropriate agency or court to violate any non-discrimination provision of federal, state, or local law or this provision, this Contract may be canceled, terminated, or suspended in whole or part by North Topsail Beach and Contractor may be declared ineligible for further North Topsail Beach contracts.
8. **Governing Law.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought to the General Court of Justice in Onslow County, North Carolina.
9. **Termination of Contract.** This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the notice of termination. Such a termination does not bar either party from pursuing a claim for damages for breach of the contract. This Contract may be terminated, for cause, by the non-breaching party notifying the breaching party of a substantial failure to perform in accordance with the provisions of this Contract and if the failure is not corrected within ten (10) days of the receipt of the notification. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law. Termination of this Contract, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party. The Town expressly reserves the right to revoke the Contractor's license and access to Town property in the event the Contractor engages in any activity that violates this Contract, applicable Town ordinances, or park rules and regulations. Upon written notice of such violation, the Town may require the Contractor to immediately cease operations and vacate the premises. The Town may enforce such revocation through appropriate legal means, including but not limited to injunctive relief, without the requirement of posting bond or other security. The availability of injunctive relief shall not preclude the Town from pursuing any other remedies available at law or in equity, including damages or termination of this Contract for cause.
10. **Successors and Assigns.** Contractor shall not assign its interest in this contract without the written consent of North Topsail Beach. The contractor has no authority to enter contracts on behalf of North Topsail Beach.
11. **Compliance with Laws.** Contractor represents they comply with all Federal, State, and Local laws, regulations, or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or Local laws. Contractor shall ensure its operations on public property are accessible in compliance with the Americans with Disabilities Act (ADA), including accessible service counters and

paths of travel. Additionally, pursuant to N.C. Gen. Stat. § 143-133.3, the Contractor affirms that it complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes and uses E-Verify to verify the work authorization of its employees. The Contractor shall ensure that any subcontractors also comply with E-Verify requirements.

12. **Notices.** All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following address:

Town of North Topsail Beach:

Town Manager  
North Topsail Beach  
2008 Loggerhead Court  
North Topsail Beach, NC 28460

Contractor:

D-Canny, LLC  
DBA/Bada Bing Original Italian Ice  
Ewa Debinski  
~~607 Coral Reef Ct.~~ 110 Ruby Kopp Cir  
Sneads Ferry, N.C. 28460

13. **Audit Rights.** For all Services being provided hereunder, North Topsail Beach shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing. The contractor must make the materials to be audited available within one (1) week of the request for them. The Contractor acknowledges that all records and documents associated with this Contract may be subject to public access under the North Carolina Public Records Law, N.C. Gen. Stat. § 132-1 et seq.
14. **Expenses.** North Topsail Beach is not responsible for expenses. North Topsail Beach shall not be liable to the Contractor for any expenses paid or incurred by the Contractor unless otherwise agreed in writing.
15. **Equipment.** Contractor shall supply, at its sole expense, all equipment tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.
16. **Entire Contract.** This Contract, including Attachment 1, shall constitute the entire understanding between North Topsail Beach and Contractor and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.
17. **Headings.** The subject headings of the sections are included for the purpose of convenience only and shall not affect the construction or interpretation of any of its

provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

18. **Existence.** Contractor warrants that it is a corporation duly organized, duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina, and has full power and authority to enter and fulfill all the terms and conditions of this contract.
19. **Changes to Building.** The Town requests limited changes to the building. Any changes require pre-approval from the Public Works Director and Town Manager. Expenses for approved changes are paid for by you.
20. **Signs.** All signs must conform to the Town code regarding size, location, materials, duration, etc.
21. **Corporate Authority.** By execution hereof, the person signing for Contractor below certifies that he/she has read this contract and that he/she is duly authorized to execute this Contract on behalf of the Contractor.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.



Tomas Debinski, Individually

D-Canny, LLC, d/b/a, Bada Bing Original Italian Ice

By:  Date: 5/20/25

Tomas Debinski

Authorized Signatory for D-Canny, LLC, d/b/a, Bada Bing Original Italian Ice

Town of North Topsail Beach

By:  Date: 5/20/25

Alice Derian

Town Manager

**Board of Aldermen**  
**Consent Agenda Item**

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**Issue:** NCVTS Tax Refund

**Department:** Finance

**Presented by:** Kim Weaver, Deputy Finance Officer

**Date:** JUNE 4, 2025

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**Background:** Onslow County Tax Office submitted NCVTS (Motor Vehicle) Refund Reports to the Town but were not submitted to the Board for approval. Three checks for a total of \$161.09 were issued refunds previously in September and October 2024. There are (8) refunds totaling \$775.78 that need approved so those checks can be issued. Debra Mack with GWI Tax requested all refund reports submitted to the Town and compared those to the refunds issued and Board Meeting minutes.

**Attachment(s):** Onslow County NCTVS Summary and Detail Tax Reports

**Recommendation:** Approve refunds as recommended

**Action Needed:** Yes

**Suggested Motion:** *"I, \_\_\_\_\_, make a motion for the Finance Department to proceed with processing the following tax refund(s) as reported."*

**Funds:** 10

**Follow Up:** *Deputy Finance Officer*

**TAX REFUNDS NEED APPROVED BY THE NORTH TOPSAIL BEACH BOARD OF ALDERMAN 06/04/25**

	NAME	TYPE REFUND	AMOUNT	APPROVED		PG NUMBERS
				OCBOCC	REFUND ISSUED	
**	STEWART, DENNIS RICHARD	SOLD/TRADED	\$ 141.20	6/3/2024	YES - CK 48055 09/03/24	TR 2-5
**	FLICKINGER, SETH ERIC	TAG SURRENDER	\$ 11.55	8/5/2024	YES - CK 48082 09/11/24	TR 6-8
**	DEBELLO, PATRICIA THERESA	TAG SURRENDER	\$ 8.34	9/4/2024	YES - CK 48163 10/24/24	TR 9-11
			<u>\$ 161.09</u>			
	BASS, SUSAN MARIE	TAG SURRENDER	\$ 15.16	10/7/2024	NO	TR 12
	HAMMERSLEY, JAMES KEITH JR	TAG SURRENDER	\$ 416.14	10/7/2024	NO	TR 12
	MEYER, JEFFREY THOMAS	TAG SURRENDER	\$ 33.09	10/7/2024	NO	TR 12
	MACDONALD,ALLAN ALEXANDER	SOLD/TRADED	\$ 141.62	11/6/2024	NO	TR 13
	WHITE, CLAYTON ORENTIAL	TAG SURRENDER	\$ 78.05	3/17/2025	NO	TR 14
	SCALZO, TONJA JOUISE	TAG SURRENDER	\$ 1.20	4/7/2025	NO	TR 15
	WATT, EDNA TRAYNHAM	SOLD/TRADED	\$ 58.27	4/7/2025	NO	TR 15
	KRAMER, STEPHEN ADRIAN	TAG SURRENDER	\$ 32.25	5/5/2025	NO	TR 16
			<u>\$ 775.78</u>			
** REFUNDS ISSUED WITHOUT APPROVAL BY BOARD OF ALDERMAN				\$	161.09	

APRIL 2024 - TAX REFUND - BOCC APPROVED 060324

primary_owner	Address_1	Address_3	Refund_Type	Bill_Num	PlateNum	Transaction_N	Refund_Description	Create_Date	RefundAuth	Tax_Di	Levy_Ty	RefundTotal
STEWART, DENNIS RICHARD	PO BOX 1128	SNEADS FERRY, NC 28460	Adjustment >= \$100	0077449452-2023- 2023-0000-01	PD541Y	204941918	Refund Generated due to adjustment on Bill #0077449452- 2023-2023-0000	4/23/2024	5/1/2024	T26	TAX	(\$141.20)

REFUNDED IN AP BATCH 29880 09/03/24 CK 48055

NEED APPROVED BY THE NTB BOA DHM

<b>primary_owner</b>	<b>Address_1</b>	<b>Address_3</b>	<b>PlateNum</b>
DENNIS RICHARD STEWART	PO BOX 1128	SNEADS FERRY, NC 28460	PD541Y

<b>Refund_Description</b>	<b>Create_Date</b>	<b>RefundAuth</b>	<b>Tax_District</b>	<b>Levy_Type</b>	<b>RefundTotal</b>
Refund Generated due to adjust	4/23/2024		5/1/2024 T26	TAX	(\$141.20)

10-410-45

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Name of Deputy Finance Officer: Kimberly L. Weaver

*Kimberly L. Weaver*  
(Deputy Finance Officer Signature)

Date: 9/3, 2024

*Alfred 9/15/24*



**TOWN OF NORTH TOPSAIL BEACH**

Pay: DENNIS STEWART

Vendor: DENNIS STEWART

**48055**

Date

Inv No./Desc

P.O. No.

Amount

09/03/2024

STATEMNET 090324/TAX REFUND

\$141.20

PRODUCT DLM102

USE WITH 91500 ENVELOPE

Check: 48055

SOUTHERN SOFTWARE

(910) 695-0005

09/05/2024

Total Amt:

PRINTED IN U.S.A.

\$141.20<sup>B</sup>

DCF7JR SLKDK04 07/23/2024 16:47 -448-

# STATE OF NORTH CAROLINA REGISTRATION CARD

NC LIC NUMBER PD541Y	PLT EXP DATE 01/31/2025	INSPECTION DUE 01/31/2025
VEHICLE ID # 1FTMF1C50MKE32594	GROSS WT 6,000	
MAKE/SERIES FORD	EQUIP # 773510233491909	
SHIPPING WEIGHT 4138	STYLE TK	YEAR 2021
	FUEL G	TOTAL FEE 67.25
CLASSIFICATION PARTIALLY DISABLD VET/PROP VEH		VEHICLE BRAND
CUSTOMER ID # OWNER 1 000020613921	CUSTOMER ID # OWNER 2	COUNTY ONSLO
DENNIS RICHARD STEWART		

PO BOX 1128  
SNEADS FERRY NC 28460-1128

S27 - STATE FARM FIRE AND CASUALTY CO  
INSURANCE COMPANY AUTHORIZED IN NC

358065133

POLICY NUMBER



1FTMF1C50MKE32594

## NC DIVISION OF MOTOR VEHICLES RECEIPT OF FEES PAID

DENNIS RICHARD STEWART  
License 67.25  
Reg. Int 3.86  
Prop. Tax 336.90  
PTax. Int 19.37  
Late fee 25.00

Property Tax Value: \$31,050.00

Appeal Deadline: 03/16/2024

Onslow County Tax Administration  
910-989-2201

Taxing Unit	Tax Rate	Amount
ONSLow COUNTY	0.655000	203.38
N TOPSAIL BEACH	0.430000	133.52

TOTAL 452.38

Total Property Tax 336.90  
920 04/08/2024 TIMOB RM  
CREDIT AUTH CODE: 005187

June (3)

52008051

cty 9/3/24

JUNE 2024 NCTS - TAG SURRENDER BOCC APPROVED 080524

primary_owner	Address_1	Address_3	Refund_Type	Bill_Num	PlateNum	Transaction_Refund_Description	Refund_Reason	Create_Date	RefundAuth	Tax_Dis	Levy_Ty	RefundAmount
FLICKINGER, SETH ERIC	3044 ISLAND DR	N TOPSAIL BEACH, NC 28460	Proration	64783444	TJP9037	208669838 2023-2023-0000-00 Refund Generated due to proration on Bill #0064783444-	Tag Surrender	6/26/2024	7/1/2024	T26	TAX	(\$11.55)

REFUNDED IN AP BATCH 29914 09/11/24 CK 48082

NEED APPROVED BY THE NTB BOA DHM

primary_owner	Address_1	Address_3	PlateNum	Refund_Description	Reason	Create_Date	Authorization	Refund\$
FLICKINGER, SETH ERIC	3044 ISLAND DR	N TOPSAIL BEACH, NC 28460	TJP9037	Refund Bill #64783444-2023-2023	Tag Surrender	6/26/2024	7/1/2024	(\$11.55)

✓

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.  
Name of Deputy Finance Officer: Kimberly L. Weaver  
Kimberly L. Weaver  
(Deputy Finance Officer Signature)  
Date: 9/11, 2024

*Alvin 9/12/24*

10-410-<sup>45</sup>~~58~~

**TOWN OF NORTH TOPSAIL BEACH**

Pay: SETH FLICKING

Vendor: SETH FLICKINGER

**48082**

Date

Inv No./Desc

P.O. No.

Amount

09/11/2024

STATEMENT 091124/TAG SURRENDER

\$11.55

PRODUCT DLM102

USE WITH 91500 ENVELOPE

Check: 48082

SOUTHERN SOFTWARE (910) 695-0005  
09/12/2024

Total Amt:

PRINTED IN U.S.A.

<sup>B</sup>  
\$11.55

DCF7JR SLKDK04 07/23/2024 16:47 -421-

JULY 2024 NCVTS - TAG SURRENDER BOCC APPROVED 09/04/24

primary_owner	Address_1	Address_3	Refund_Type	Bill_Num	PlateNum	Transaction_Refund_Description	Refund_Reason	Create_Date	RefundAut	Tax_Di	Levy_T	RefundTotal
DEBELLO, PATRICIA THERESA	219 S 5TH AVE	WILMINGTON, NC 28401	Proration	76996533	RCX3672	210645918 Refund Generated due to proration on Bill #0076996533- 2023-2023-0000-00	Tag Surrender	7/29/2024	8/1/2024	T26	TAX	(\$8.34)

REFUNDED IN AP BATCH 30136 10/23/24 CK 48163

NEED APPROVED BY THE NTB BOA DHM

primary_owner	Address_1	Address_3	PlateNum	Status	Refund_Description
DEBELLO, PATRICIA THERESA	219 S 5TH AVE	WILMINGTON, NC 28401	RCX3672	AUTHORIZED	Refund Generated due to proration on Bill #0076996533-2023-2023

Refund_Reason	Create_Date	RefundAuthorizationDate	RefundTotal
Tag Surrender	7/29/2024	8/1/2024	(\$8.34)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Name of Deputy Finance Officer: Kimberly L. Weaver

*Kimberly L. Weaver*  
(Deputy Finance Officer Signature)

Date: 10/23, 2024

*Alvin* 10/24/24

10-410-45

TOWN OF NORTH TOPSAIL BEACH

Pay: PATRICIA DEBELLO

Vendor: DEBELLO PATRICIA

48163

Date

Inv No./Desc

P.O. No.

Amount

10/23/2024

STATEMENT 102324/TAG SURRENDER

\$8.34

PRODUCT DLM102

USE WITH 91500 ENVELOPE

SOUTHERN SOFTWARE (910) 695-0005

PRINTED IN U.S.A.

Check: 48163

10/24/2024

Total Amt:

\$8.34

DCF7JR SLKDK04 07/23/2024 16:47 -340-



AUGUST 2024 NCVTS - TAG SURRENDER BOCC APPROVED 100724

primary_owner	secondary_ow	Address_1	Address_2	Address_3	Refund_Type	Bill_Num	PlateNum	Transaction_	Refund_Description	Refund_Reas	Create_Date	RefundAutl	Tax_Dist	Levy_Tyr	RefundTotal
BASS, SUSAN MARIE		3379 US HIGHWAY 117 N		GOLDSBORO, NC 27530	Proration	26167770	CF63788	212602344	Refund Generated due to proration on Bill #0026167770-2023-2023- 0000-00	Tag Surrender	8/30/2024	9/3/2024	T26	TAX	(\$15.16)
HAMMERSLEY, JAMES KEITH JR	HAMMERSLEY, DEBORAH GRAHAM	2834 LINK RD		LYNCHBURG, VA 24503	Proration	74592712	A911WB	212083156	Refund Generated due to proration on Bill #0074592712-2023-2023- 0000-00	Tag Surrender	8/22/2024	9/3/2024	T26	TAX	(\$416.14)
MEYER, JEFFREY THOMAS		2224 NEW RIVER INLET RD	UNIT 138	N TOPSAIL BEACH, NC 28460	Proration	38073489	ELV6285	212083216	Refund Generated due to proration on Bill #0038073489-2023-2023- 0000-00	Tag Surrender	8/22/2024	9/3/2024	T26	TAX	(\$33.03)
															(\$464.33)

SEPTEMBER 2024 - SOLD/TRADED BOCC APPROVED 110624

primary_owner	Address_1	Address_3	Refund_Type	Bill_Num	PlateNum	Transaction_	Refund_Description	Refund_Reason	Create_Date	RefundAuthor	Tax_Dis	Levy_Ty	RefundTotal
MACDONALD, ALLAN ALEXANDER	1234 SHADOWBARK CT	RALEIGH, NC 27603	Adjustment >= \$100	72546769	CP18019	213745448	00 Refund Generated due to adjustment on Bill #0072546769-2023-2023-0000-	Sold/Traded	9/20/2024	10/1/2024	T26	TAX	(\$141.62)

JANUARY 2025 - TAG SURRENDER BOCC APPROVED 031725

primary_owner	Address_1	Address_3	Refund_Typ	Bill_Num	PlateNum	Transaction_	Refund_Description	Refund_Reason	Create_Date	RefundAuthor	Tax_Di	Levy_Ty	RefundTotal
WHITE, CLAYTON ORENTIAL	66 FOOT POINT RD	COLUMBIA, SC 29209	Proration	75302214	KAB8813	219616364	Refund Generated due to proration on Bill #0075302214- 2023-2023-0000-00	Tag Surrender	1/13/2025	2/4/2025	T26	TAX	(\$78.05)

FEBRUARY 2025 - TAG SURRENDER SOLD/TRADE BOCC APPROVED 040725

Primary_owner	Address_1	Address_3	Refund_Type	Bill_Num	PlateNum	Transaction_Refund_Description	Refund_Reason	Create_Date	RefundAu	Tax_Dis	Levy_Ty	RefundTotal
SCALZO, TONJA LOUISE	2665 ISLAND DR	N TOPSAIL BEACH, NC 28460	Proration	16059498	PBZ3631	221926312 Refund Generated due to proration on Bill #0016059498-2023-2023-0000-00	Tag Surrender	2/24/2025	3/4/2025	T26	TAX	(\$1.20)
WATT, EDNA TRAYNHAM	2665 ISLAND DR	N TOPSAIL BEACH, NC 28460	Adjustment >= \$100	40982552	PEM7818	221926388 [AS0168] - Refund Generated due to adjustment on abstract # : 0040982552-2024-2024-0000 RMV	Sold/Traded	2/24/2025	3/4/2025	T26	TAX	(\$58.27) (\$59.47)

MARCH 2025 - TAG SURRENDER BOCC APPROVED 050525

primary_owner	secondary_owner	Address_1	Address_3	Refund_Type	Bill_Num	PlateNum	Transaction_	Refund_Description	Refund_Reason	Create_Date	RefundAu	Tax_Di	Levy_1	RefundTotal
KRAMER, STEPHEN ADRIAN	KRAMER, THERESA HELEN	1879 NEW RIVER INLET RD	N TOPSAIL BEACH, NC 28460	Proration	63059544	7P9314	224036132	Refund Generated due to proration on Bill #0063059544- 2024-2024-0000-00	Tag Surrender	3/28/2025	4/1/2025	T26	TAX	(\$32.25)



BOARD OF ALDERMEN  
AGENDA ITEM  
06/04/25

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ISSUE: Budget Amendment 2025-25.24

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT: Fire Station #2 Fund - 50

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Background: Fire Station #2 Fund 50 Two Items: **(1)** - WB Brawley Change Order #5 Increase 8 days for substantial completion to April 12, 2025 - 7R3 precipitation levels beyond anticipated from May through October 2024; \$4,048.03 for 11r2 dewatering elevator pit which will be funded from contingency. **(2)** - Change Order #1 for ECS Southeast due to WB Brawley needs and extension to the project schedule increase \$10,000 which will be funded from contingency.

Attachments: Budget Amendment 2025-25.24 WB Brawley Change Order #5 and ECS Southeast Change Order #1

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, \_\_\_\_\_, make a motion to approve Budget Amendment 2025-25.24 as presented; to include the Change Order #5 for WB Brawley and Change Order #1 for ECS Southeast"*

Funds:

Follow Up: 50

Deputy Finance Officer

**ORDINANCE NO. 2025 - 25.24 TOWN OF NORTH TOPSAIL BEACH, NC Ordinance Amending the Fire Station #2 Capital Project (Fund 50)**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**Section I:** This Ordinance is to amend the Fire Station #2 (Fund 50).

**Section II:** The following amounts are appropriated for the project and authorized for revenue and expenditure.

	Project Budget	Increase (Decrease)	Amended Project
<b>ESTIMATED REVENUES</b>			
50-330-00 Loan Proceeds	5,600,000	-	5,600,000
50-339-01 T/I Fund 12 Capital Improvement	1,000,000	-	1,000,000
50-399-02 T/I Fund 10 General Fund	232,000	-	232,000
<b>Total Revenues</b>	6,832,000	-	6,832,000
<b>APPROPRIATIONS</b>			
Capital Improvements			
50-450-02 Construction Costs	6,141,905	4,048 (1)	6,145,953
50-450-05 Environmental Testing (ECS)	49,823	10,000 (2)	59,823
50-440-07 Construction Administration (BM)	320,463		320,463
50-450-11 Contingency	85,759	(14,048)	71,711
50-450-13 Utilities	2,050		2,050
50-450-74 Capital Outlay	232,000		232,000
<b>Total Appropriations</b>	6,832,000	-	6,832,000

- (1) WB Brawley Change Order #5 1 - Increase 8 days for substantial completion to April 12, 2025 - 7R3 precipitation levels beyond anticipated from May through October 2024; 2- \$4,048.03 for 11r2 dewatering elevator pit which will be funded from Contingency.
- (2) ECS Change Order #1 - \$10,000 as a result of the contractor's needs and extension to the project schedule, which will be funded from Contingency.

**Section III:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

**Section IV:** The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section V:** Copies of the grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

**Section VI:** This capital project ordinance expires when the Fire Station is completed.

Adopted this 4th Day of June 2025.

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE: \_\_\_ FOR \_\_\_ AGAINST \_\_\_ ABSENT**

\_\_\_\_\_  
TOM LEONARD, MAYOR PRO TEM

\_\_\_\_\_  
KIM WEAVER, DEPUTY FINANCE OFFICER



AIA®

## Document G701® – 2017

**Change Order****PROJECT:** *(Name and address)*

North Topsail Beach Fire Station #2  
3304 Gray Street  
North Topsail Beach, North Carolina  
28460

**CONTRACT INFORMATION:**

Contract For: General Construction  
Date: March 5, 2024

**CHANGE ORDER INFORMATION:**

Change Order Number: 05  
Date: May 6, 2025

**OWNER:** *(Name and address)*

Town of North Topsail Beach  
2008 Loggerhead Court  
North Topsail Beach, North Carolina  
28460

**ARCHITECT:** *(Name and address)*

Becker Morgan Group, Inc.  
3333 Jaeckle Drive, Suite 120  
Wilmington, North Carolina 28403

**CONTRACTOR:** *(Name and address)*

WB Brawley Company  
3314 Jaeckle Drive, Suite 120  
Wilmington, North Carolina 28403

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

PCO 07R3: Weather Delays

PCO 11R2: Dewatering Elevator Pit

The original Contract Sum was	\$ 6,102,689.00
The net change by previously authorized Change Orders	\$ 39,214.92
The Contract Sum prior to this Change Order was	\$ 6,141,903.92
The Contract Sum will be increased by this Change Order in the amount of	\$ 4,048.03
The new Contract Sum including this Change Order will be	\$ 6,145,951.95

The Contract Time will be increased by Eight (8) days.

The new date of Substantial Completion will be April 12, 2025

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Becker Morgan Group, Inc.

**ARCHITECT** *(Firm name)*

**SIGNATURE**

Ernest W. Olds, AIA / Vice President

**PRINTED NAME AND TITLE**

May 6, 2025

**DATE**

WB Brawley Company

**CONTRACTOR** *(Firm name)*

**SIGNATURE**

**PRINTED NAME AND TITLE**

**DATE**

Town of North Topsail Beach

**OWNER** *(Firm name)*

**SIGNATURE**

**PRINTED NAME AND TITLE**

**DATE**

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User Notes:

(3B9ADA4A)





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May 2, 2024

Alice Derian, Town Manager  
Town of North Topsail Beach  
2008 Loggerhead Court  
North Topsail Beach, North Carolina 28460

Re: Proposed Change Order No. 7R3  
**NORTH TOPSAIL BEACH FIRE STATION NO. 2**  
North Topsail Beach, North Carolina  
2021025.02

Dear Alice:

Becker Morgan Group, Inc. has reviewed the Proposed Change Order (PCO) No7R3 (Weather Delays), and to the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

Total Cost..... None  
Time Extension ..... Eight (8) Days

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Brice M. Reid, AIA  
Project Manager

Enc.: PCO No. 7R3 (Weather Delays)

cc: Chief Chad Soward, w/enclosure

202102502\_Derian\_PCO7R3.docx

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120  
WILMINGTON, NORTH CAROLINA 28403  
910.341.7600

615 SOUTH COLLEGE STREET, SUITE 9-112  
CHARLOTTE, NORTH CAROLINA 28202  
980.270.9100

314 EAST MAIN STREET  
CLAYTON, NORTH CAROLINA 27520  
919.243.1332

PORT EXCHANGE  
312 WEST MAIN STREET, SUITE 300  
SALISBURY, MARYLAND 21801  
410.546.9100

309 SOUTH GOVERNORS AVENUE  
DOVER, DELAWARE 19904  
302.734.7950

THE TOWER AT STAR CAMPUS  
100 DISCOVERY BOULEVARD, SUITE 102  
NEWARK, DELAWARE 19713  
302.369.3700

# BRAWLEY

■ ICT SERVICES

■ CONSTRUCTION

■ INTERIOR DESIGN

To: Town of North Topsail Beach - Alice Derian Date: 5/2/2025

Project: NTB Fire Station #2

Project #: 2023342

Contractor: WB Brawley Company

Client Project # A/E 2021025.02

Contractor #: 2023342

PCO #: 7233r2

Description of change:

Time lost from weather delays due to precipitation beyond anticipated levels from May through October 2024. This includes eight (8) weather delay days lost due to precipitation above 1/10" that prevented critical path work from being completed.

## GC Materials (Attach list with Qty, Item, Unit \$, Unit mh, total mh, OT mh, Total \$)

## SUBTOTALS

1. Total Direct Cost of Materials (see attached breakdown)

2. Sales Tax (NC, New Hanover) 7.00%

\$0.00

3. Shipping, Transportation, Fees

\$0.00

4. Total for Materials & Shipping

\$0.00

5. Overhead and Profit on Item 4 15%

\$0.00

\$0.00

## GC Labor:

6. Total Hours: Proj. Management

MH/ \$65.00 /hr

\$0.00

7. Total Hours: Estimator + Admin

MH/ \$85.00 /hr

\$0.00

8. Total Hours:

MH/ /hr

\$0.00

9. Total Manhours: Labor

MH/ /hr

10. Payroll Taxes & Insurance 45.0%

\$0.00

11. Total Labor + Burden

\$0.00

12. Overhead and Profit on Item 11 15.0%

\$0.00

\$0.00

## Equipment Rental: (Attach quotes)

11. Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)

12. Waste/Dump Fees

\$0.00

13. Total for Equipment Rental

\$0.00

14. Overhead and Profit 15.0%

\$0.00

\$0.00

## Subcontractors: (Attach quotes with material and labor backup)

15. Bateman Civil Survey

\$ -

16. Bluewater Concrete

\$ -

17. CM Mitchell

\$ -

18. Total of Lines 15 - 16

\$ -

19. Profit and Overhead on Line 19 15.0%

\$ -

20. Total of Lines 18 and 19

\$ -

Subtotal Before Bonds and Insurance

\$ -

## GC Bonds and Insurance:

21. Insurance

22. Bonds

1. \$0.00

1. \$0.00

Total: \$ -

Time Extension Request of: 8 day(s) is being requested for this change in scope of work.

Notice to Proceed Date: 3/5/2024

Revised Contract Days to Complete: 375

Revised Substantial Completion Date: 4/4/2025

Additional Contract Days to Complete: 8

Adjusted Contract Days to Complete: 383

Adjusted Substantial Completion Date: 4/12/2025

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Owner's Signature: \_\_\_\_\_ Contractor's Signature: \_\_\_\_\_

Contractor's Signature

Date: 5/2/25

Client Representative Approval: \_\_\_\_\_ Client Representative Approval: \_\_\_\_\_

Contractor Representative Approval: \_\_\_\_\_

Date: \_\_\_\_\_



Unanticipated Weather Delay Calculations based on NOAA 5 year Local Average of Days with Precipitation of at least .1"

Average Days per Month of Precipitation .1" and Greater for North Topsail Beach

Source: 2019-2023 NOAA Monthly Recorded Precipitation at nearest NOAA Station- New River MCAF, NC

Recorded 2019-2023	January	February	March	April	May	June	July	August	September	October	November	December
2019	3	4	4	7	3	6	7	8	4	6	7	5
2020	3	11	8	7	7	9	7	12	7	4	7	8
2021	10	8	5	1	2	13	10	10	4	6	3	4
2022	7	4	7	1	4	6	12	7	6	2	4	3
2023	4	7	7	6	5	11	9	11	5	2	4	5
Average 2019-2023	5.4	6.8	6.2	4.4	4.2	9	9	9.6	5.2	4	5	5
Days per Month	31	28.25	31	30	31	30	31	31	30	31	30	31
Working Days Per Month	22.1	20.2	22.1	21.4	22.1	21.4	22.1	22.1	21.4	22.1	21.4	22.1
Average per working days	4	4	4	3	3	6	6	7	4	3	3	4
Recorded Days of Delay	n/a	n/a	n/a	n/a	7	3	8	8	5	TBD	TBD	TBD
Delay Days Above Average	n/a	n/a	n/a	n/a	4	0	2	1	1	TBD	TBD	TBD

Weather Delays Logged in Procore

<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
13	6	1	2	13
14	7	8	5	16
15	21	9	6	19
16		11	7	27
17		12	8	30
20		17	9	
24		19	16	
		26	19	
7	3	8	8	5



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May 2, 2024

Alice Derian, Town Manager  
Town of North Topsail Beach  
2008 Loggerhead Court  
North Topsail Beach, North Carolina 28460

Re: Proposed Change Order No. 11R2  
**NORTH TOPSAIL BEACH FIRE STATION NO. 2**  
North Topsail Beach, North Carolina  
2021025.02

Dear Alice:

Becker Morgan Group, Inc. has reviewed the Proposed Change Order (PCO) No. 11R2 (Dewatering Elevator Pit), and to the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

Total Cost..... \$4,048.03  
Time Extension ..... None

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Brice M. Reid, AIA  
Project Manager

Enc.: PCO No. 11R2 (Dewatering Elevator Pit)

cc: Chief Chad Soward, w/enclosure

202102502\_Derian\_PCO11R2.docx

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120  
WILMINGTON, NORTH CAROLINA 28403  
910.341.7600

615 SOUTH COLLEGE STREET, SUITE 9-112  
CHARLOTTE, NORTH CAROLINA 28202  
980.270.9100

314 EAST MAIN STREET  
CLAYTON, NORTH CAROLINA 27520  
919.243.1332

PORT EXCHANGE  
312 WEST MAIN STREET, SUITE 300  
SALISBURY, MARYLAND 21801  
410.546.9100

309 SOUTH GOVERNORS AVENUE  
DOVER, DELAWARE 19904  
302.734.7950

THE TOWER AT STAR CAMPUS  
100 DISCOVERY BOULEVARD, SUITE 102  
NEWARK, DELAWARE 19713  
302.369.3700

# BRAWLEY

■ ICT SERVICES

■ CONSTRUCTION

■ INTERIOR DESIGN

To: Town of North Topsail Beach - Alice Derian Date: 5/2/2025  
Project: NTB Fire Station #2  
Project #: 2023342 Client Project # A/E 2021025.02  
Contractor: WB Brawley Company Contractor #: 2023342 PCO #:

## Description of change:

Costs incurred from mitigating excessive moisture around elevator pit foundation slab. This includes installing a large pipe for pumping below pit slab height and placing stone around pit to achieve required compaction with daily water intrusion due to tidal changes to groundwater level.

GC Materials (Attach list with Qty, Item, Unit \$, Unit mh, total mh, OT mh, Total \$)				SUBTOTALS	
1. Total Direct Cost of Materials (Admin supplies and Technology Fee)			\$0.00		
2. Sales Tax (NC, New Hanover)	7.00%		\$0.00		
3. Shipping, Transportation, Fees			\$0.00		
4. Total for Materials & Shipping			\$0.00		
5. Overhead and Profit on Item 4	15%		\$0.00		
					\$0.00
GC Labor:					
6. Total Hours: Proj. Management	1	MH/	\$65.00 /hr	\$65.00	
7. Total Hours: Estimator + Admin		MH/	\$85.00 /hr	\$0.00	
8. Total Hours:		MH/	/hr	\$0.00	
9. Total Manhours: Labor		MH/	/hr	\$0.00	
10. Payroll Taxes & Insurance	45.0%			\$29.25	
11. Total Labor + Burden				\$94.25	
12. Overhead and Profit on Item 11	15.0%			\$14.14	
					\$108.39
Equipment Rental: (Attach quotes)					
11. Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)				\$0.00	
12. Waste/Dump Fees				\$0.00	
13. Total for Equipment Rental				\$0.00	
14. Overhead and Profit	15.0%			\$0.00	
					\$0.00
Subcontractors: (Attach quotes with material and labor backup)					
15. Bateman Civil Survey			\$ -		
16. Bluewater Concrete			\$ 2,800.00		
17. CM Mitchell			\$ 550.00		
18. Total of Lines 15 - 16			\$ 3,350.00		
19. Profit and Overhead on Line 19	15.0%		\$ 502.50		
20. Total of Lines 18 and 19				\$	3,852.50

Subtotal Before Bonds and Insurance	\$ 3,960.89
-------------------------------------	-------------

## GC Bonds and Insurance:

21. Insurance		
22. Bonds	1.10%	\$43.57
	1.10%	\$43.57

Total:	\$ 4,048.03
--------	-------------

Time Extension Request of: 0 day(s) is being requested for this change in scope of work.

Notice to Proceed Date: 3/5/2024  
Revised Contract Days to Complete: 375  
Revised Substantial Completion Date: 4/4/2025  
Additional Contract Days to Complete: 0  
Adjusted Contract Days to Complete: 0  
Adjusted Substantial Completion Date: 4/4/2025

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Contractor's Signature: Contractor *mk* Date: 5/2/2025

Client Representative Approval: Client Representative Approval: Date:

#	Date	Product or service	Description	Qty	Rate	Amount
---	------	--------------------	-------------	-----	------	--------

Section VII, Item E.

NTBFD - Change Order Request	Time and materials	1	\$2,800.00	\$2,800.00
	57 stone			

INVOICE

Bluewater Concrete, LLC  
1308 LT. Congleton Rd  
Wilmington, NC 28409

bluewaterconcretenc@gmail.com  
+1 (910) 297-4891  
https://www.bluewaterconcrete-nc.com



Bill to  
Brawley

Invoice details  
Invoice no.: 2543  
Terms: Net 30  
Invoice date: 10/23/2024  
Due date: 11/22/2024

Equipment  
Labor to dewater for elevator footing

Total \$2,800.00

Ways to pay



View and pay



**CONSTRUCTION, INC.**  
SNEADS FERRY, N.C.

C. M. Mitchell Construction Company, Inc.  
PO Box 409  
Sneads Ferry, North Carolina 28460  
Phone: (910) 327-2907

**PCCO #001**

**Project:** 00725 - 00725-NTB Fire Station  
3304 Gray St. North Topsail Beach, North  
Carolina 28460

**DRAFT**

**Prime Contract Change Order #001: CE #003 - Miscellaneous Material/Hauling**

<b>TO:</b>	<b>Brawley Company</b> 3314 Jaeckle Drive Unit 120 Wilmington, North Carolina 28403	<b>FROM:</b>	<b>C. M. Mitchell Construction Company, Inc.</b> P.O. Box 409 Sneads Ferry, North Carolina 28460
<b>DATE CREATED:</b>	12/03/2024	<b>CREATED BY:</b>	Gregg Deeb (C. M. Mitchell Construction Company, I)
<b>CONTRACT STATUS:</b>	Draft	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION:</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Unit/Quantity Based	<b>SCHEDULE IMPACT:</b>	
<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>		<b>REVISED SUBSTANTIAL COMPLETION DATE:</b>	
<b>FIELD CHANGE:</b>	No	<b>CONTRACT FOR:</b>	1:NTB Fire Station
		<b>TOTAL AMOUNT:</b>	\$3,700.00

**DESCRIPTION:**

CE #003 - Miscellaneous Material/Hauling

Per customer request, subcontractor to load and haul fill dirt from project site to subcontractor facility in Sneads Ferry to allow room on project site for other subcontractor to perform tasks. Contractor agreed via email on August 6, 2024 to unit price of \$225/load to move material off site, and to move material back to site. This material movement is separate from base contract line number for material import. 7 Loads removed from site on 8/12/2024. Requested to start hauling back to site on 12/4/2024.

Per customer request, subcontractor to provide 1 joint of 10" SCH40 PVC for use by contractor on site. Per customer request, subcontractor to haul approximately 2 TN of #57 stone for use by contractor on site. Agreed-upon price of \$400 for 10" SCH40 PVC, \$100 for #57 stone, \$50 hauling/delivery; total \$550 for line number.

**ATTACHMENTS:**

**CHANGE ORDER LINE ITEMS:**

#	Budget Code	Description	Qty	Units	Unit Cost	Subtotal
---	-------------	-------------	-----	-------	-----------	----------



1	02-370-M.O Materials.Other	10" PVC PIPE AND 2 TN #57 STONE - DELIVERED	1.0	LS	\$550.00	\$550.00
2	02-300-F.O Fill.Other	LOAD/HAUL/STORE BORROW MATERIAL FROM SITE TO FARM	7.0	LD	\$225.00	\$1,575.00
3	02-300-F.O Fill.Other	LOAD/HAUL/STORE BORROW MATERIAL FROM FARM TO SITE	7.0	LD	\$225.00	\$1,575.00
<b>Grand Total:</b>						<b>\$3,700.00</b>



May 14, 2025

Brice Reid, AIA  
Becker Morgan Inc

Reference: Additional Costs for SI and CMT Services  
North Topsail Beach Fire Station #2  
North Topsail Beach, North Carolina

ECS Project No. 22:34735

Dear Mr. Reid,

In preparing our Proposal No. 28445-R dated April 30, 2024, a cost estimate in the amount of \$49,822.50 was provided, based on our assumptions and estimations of Special Inspections and Construction Materials Testing Services. As noted in the proposal referenced above, we based our cost estimate on the project service requirement assumptions that was attached with our proposal. The estimate did not constitute a lump sum cost for our services.

Due to the contractor's needs and an extension to the project schedule, the project costs have exceeded our assumptions. The cost overages are related to the number of site visits ECS has been scheduled by the general contractor to perform, additional observations, and project management. ECS assumed 89 total site visits and to date, ECS was scheduled and has performed 84 visits. The referenced overages are due to more masonry and concrete visits, project management site visits, non-destructive testing, and sample pick-ups.

To date, the latest invoice billed through 5/3/25 represents a total amount of \$2,714.99 remaining in the budget. With the pending concrete/masonry break reports, concrete and structural steel observations, as well as other remaining items in our scope, asphalt as well as any tentative concrete testing requests by the contractor, ECS estimates additional costs of approximately \$10,000.00 to finish the requested services. This would bring the total costs to be approximately \$59,822.50. The additional costs are an estimate and not a lump sum. ECS will only bill for the cost incurred during the requested testing services. Should you have any questions with respect to the information contained in this letter, please contact us at (910) 686-9114.

Respectfully,

ECS SOUTHEAST, LLC

Thad Townsend  
Project Coordinator

Kris J. Stamm  
Principal/Branch Manager

Additional Costs For SI and CMT Services  
North Topsail Fire Station #2  
North Topsail Beach, North Carolina  
ECS Project No. 34735

### BUDGET INCREASE ACCEPTANCE

Budge Increase Estimate: \$10,000.00

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return this page to ECS Southeast, LLC to indicate acceptance of this Budget Increase and to initiate the continuous of work on the above-referenced project. The Client's signature above also indicates that he/she has read or has had the opportunity to read the previously submitted General Conditions of Service and agrees to be bound by such General Conditions of Service.

**THIS INSTRUMENT HAS BEEN PREAUDITED IN ACCORDANCE WITH THE  
NORTH CAROLINA LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.  
50-450-05 MAXIMUM NOT TO EXCEED \$59,822.50 DHM**

---

**INTERIM FINANCE OFFICER**



BOARD OF ALDERMEN  
AGENDA ITEM  
06/04/25

---

ISSUE: WB BRAWLEY CONSTRUCTION CHANGE DIRECTIVE-01

PRESENTED BY: Alice Derian, Town Manager

DEPARTMENT: Fire Station #2 Fund - 50

---

Background: Fire Station #2 Fund 50 This Construction Change Directive-01 for Fire Station #2 by WB Brawley is to confirm the work that must be completed. There is no Change Order that increases the Contract Sum.

Attachments: WB Brawley Construction Change Directive-01

Recommendation: Approve the WB Brawley Construction Change Directive-01 as recommended.

Action Needed: Yes

Suggested Motion: "I, \_\_\_\_\_, make a motion to approve the WB Brawley Construction Change Directive #1"

Funds: 50

Follow Up: Town Manager

# AIA® Document G714® – 714

## Construction Change Directive

**PROJECT:** *(name and address)*  
North Topsail Beach Fire Station #2  
3304 Gray Street  
North Topsail Beach, North Carolina  
28460

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: March 5, 2024

**CCD INFORMATION:**  
Directive Number: 01  
Date: May 20, 2025

**OWNER:** *(name and address)*  
Town of North Topsail Beach  
2008 Loggerhead Court  
North Topsail Beach, North Carolina  
28460

**ARCHITECT:** *(name and address)*  
Becker Morgan Group, Inc.  
333 Jeckle Drive, Suite 120  
Wilmington, North Carolina 28403

**CONTRACTOR:** *(name and address)*  
WB Brawley Company  
3314 Jaeckle Drive, Suite 120  
Wilmington, North Carolina 28403

The Contractor is hereby directed to make the following change(s) in this Contract:  
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)*

See attached Exhibit A.

### PROPOSED ADJUSTMENTS

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
  - ☐ Lump Sum decrease of \$0.00
  - ☐ Unit Price of \$      per
  - ☐ Cost, as defined below, plus the following fee:  
*(Insert a definition of, or method for determining, cost)*
  - ☒ As follows: See attached Exhibit B.
- The Contract Time is proposed to remain unchanged; please refer to the discussion in Exhibit B concerning the lack of substantiation for the Contractor's contended increase in the Contract Time. The proposed adjustment, if any, is Zero.

**NOTE:** *The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.*

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

with the proposed adjustments in  
Contract Sum and Contract Time set  
forth in this CCD.

Becker Morgan Group, Inc.  
**ARCHITECT** *(Firm name)*

Town of North Topsail Beach  
**OWNER** *(Firm name)*

WB Brawley Company  
**CONTRACTOR** *(Firm name)*

  
**SIGNATURE**

  
**SIGNATURE**

  
**SIGNATURE**

Ernest W. Olds, AIA / V.P.  
**PRINTED NAME AND TITLE**

Alice Derian, Town Manager  
**PRINTED NAME AND TITLE**

  
**PRINTED NAME AND TITLE**

May 20, 2025  
**DATE**

May 20, 2025  
**DATE**

  
**DATE**

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Notes:

(3B9ADA4C)

**EXHIBIT A**  
**(Construction Change Directive Number 01)**

The Contractor is hereby directed to perform the Work described in the responses to Request for Information (“RFI”) numbers 100, 101, and 107, including the Drawings and Specifications referenced in the response to each such RFI, such Work generally involving the following:

- (1). Installation of a 2.5” distribution header on top of the track on the exterior wall and additional drywall.
- (2). Removal of two hollow metal door frames, modification of masonry at the two hollow metal door frames and at three openings at the second floor, and replacement of two hollow metal door frames.

For ease of reference the response to RFI number 100 is appended as Attachment 1, the response to RFI number 101 is appended as Attachment 2, and the response to RFI number 107 is appended as Attachment 3.

# ATTACHMENT 1



REQUEST FOR INFORMATION

<b>CONTRACT NUMBER:</b> 2021025.02 NTBFS		<b>RFI NUMBER:</b>	100
<b>CONTRACT TITLE:</b> North Topsail Beach Fire Station #2			
<b>PRIME CONTRACTOR:</b> WB Brawley Company Matt Ribakow <a href="mailto:mrribakow@brawley.net">mrribakow@brawley.net</a>		<b>CLIENT:</b>  Kim Wilson <a href="mailto:kwilson@beckermorgan.com">kwilson@beckermorgan.com</a> / Brice Reid <a href="mailto:breid@beckermorgan.com">breid@beckermorgan.com</a>	
<b>SUBJECT/TITLE OF RFI: URGENT- Joist Bearing Elevations</b>			
<b>DRAWING(S): A510, S2.02, S2.03</b>	<b>DETAIL(S) A510-2</b>	<b>SPECIFICATION: 052100</b>	<b>CPM ACTIVITY NUMBER:</b>

Cost Effect: ☒ Increase ☐ Decrease ☐ None ☐ TBD  
Schedule Impact: ☒ Increase ☐ Decrease ☐ None ☐ TBD

INFORMATION REQUESTED & RECOMMENDED SOLUTION:

The joist bearing elevations (J.B.E.) shown on the structural plans were used to set the elevations for the end support of the steel joists. This includes the top of the bearing plates for all locations of joists bearing on masonry.

We have determined that the joist bearing elevations shown on the structural plans are 2.5" higher than they should be to achieve the correct finished floor elevation, and that they should have either been a) 2.5" lower to account for the joist flange thickness or b) instead designated as Top of Steel (TOS).

As a result, if we move forward using the joist bearing plates at their currently installed height, our finished floor elevation will now be 27'-10.5", which is 2.5" above the 27'-8" shown on the plans.

Please provide direction for moving forward.

Date Response Required By:

URGENT  
3/9/25

Date:

3/31/25

Signature:

Matt Ribakow

RESPONSE:

JBE has installed will remain. The mezzanine and second floor finish floor height can be increased by 2.5". See attached drawing sheets for height revision and update JBE.

Contractor will need to coordinate door heights and new floor stop elevation with elevator manuf.

Please confirm first floor structural studs are cut to correct height.

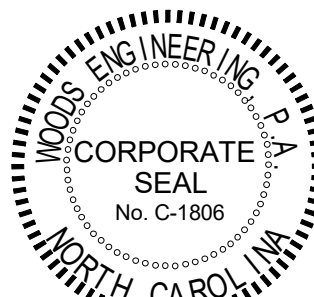
From: BMR

Date: 04-02-2025

Signature: BMR

The RFI system is intended to provide an efficient mechanism for responding to contractor’s request for information ONLY. This system DOES NOT authorize the contractor to proceed with work - to do so, the contractor proceeds at his own risk. If the contractor considers the RFI response a changed condition, written notice to the Contracting Officer is required within 20 calendar days.

DISTRIBUTION: Original to File via ROICC ☐ PL/DM ☐ ET ☐ A/E ☐ PC# via ROICC/CONTRACTING OFFICER



PROJECT TITLE

**NORTH TOPSAIL  
BEACH FIRE  
STATION #2**

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC  
28460

**ISSUED  
FOR PERMIT**

03.08.2024

SHEET TITLE

**SECOND FLOOR  
FRAMING PLAN**

ISSUE BLOCK

Mark	Date	Description
2	04/02/2025	RF1100
1	03/25/2025	ASI-008

PROJECT NO: 2021025.02

DATE: 03.08.2024

SCALE: As indicated

DRAWN BY: Author PROJ MGR: Checker

**S2.02**

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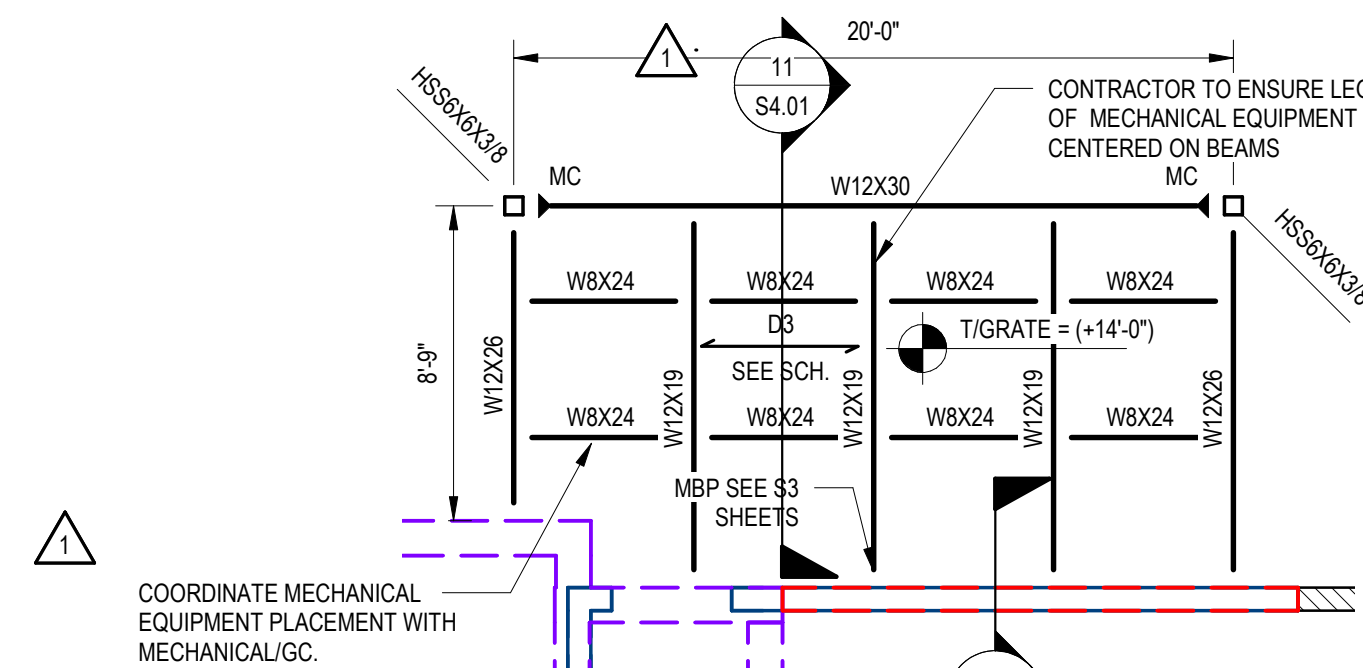
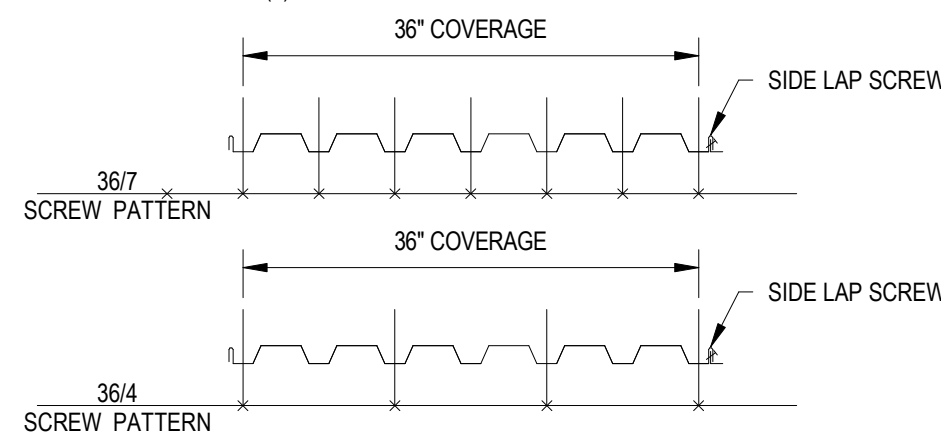
MARK	DECK TYPE	DECK SCHEDULE					TYPICAL LOCATION	COMMENTS
		THICKNESS CONC	THICKNESS TOTAL	CONCRETE STRENGTH	REINFORCEMENT	CONC WEIGHT		
D1	1 1/2" DEEP 20 GA. GALVANIZED ROOF TYPE 'B'	-	1 1/2"	-	-	-	TYP ROOF	-
D2	1" DEEP 26 GA. GALVANIZED NON-COMPOSITE TYPE 'C' - (1.0C26)	2-1/2"	3-1/2"	3,000psi	WWM6x6xW2.9xW2.9	NORMAL	TYP FLOOR	-
D3	OPEN	-	2"	-	-	-	PLATFORMS	PRODUCT SELECTION BY GC

**FLOOR FRAMING LEGEND**

	STEEL COLUMN - SEE PLAN FOR SIZE AND LOCATION
	LOAD BEARING CFS WALLS - FINAL DESIGN BY DD
	STEEL BEAM - SEE PLAN FOR SIZE AND LOCATION
	STEEL JOIST - SEE PLAN FOR SIZE AND LOCATION
	INDICATES 8" WITH #5 @ CORNERS, JAMBS, AND 48" O.C. U.N.O. INDICATES 12" CMU RETAINING WALL - WITH #7 @ 16" O.C. U.N.O. INDICATES 10" CMU, SEE PLAN FOR REINFORCING
	MASONRY HEADER - SEE SCHEDULE THIS SHEET
	INDICATES MOMENT CONNECTION
	INDICATES MASONRY WALL PLATE - SEE S3.0 SERIES SHEETS
	INDICATES MASONRY BEARING PLATE - SEE S3.0 SERIES SHEETS
	INDICATES CFS HEADER BY DD

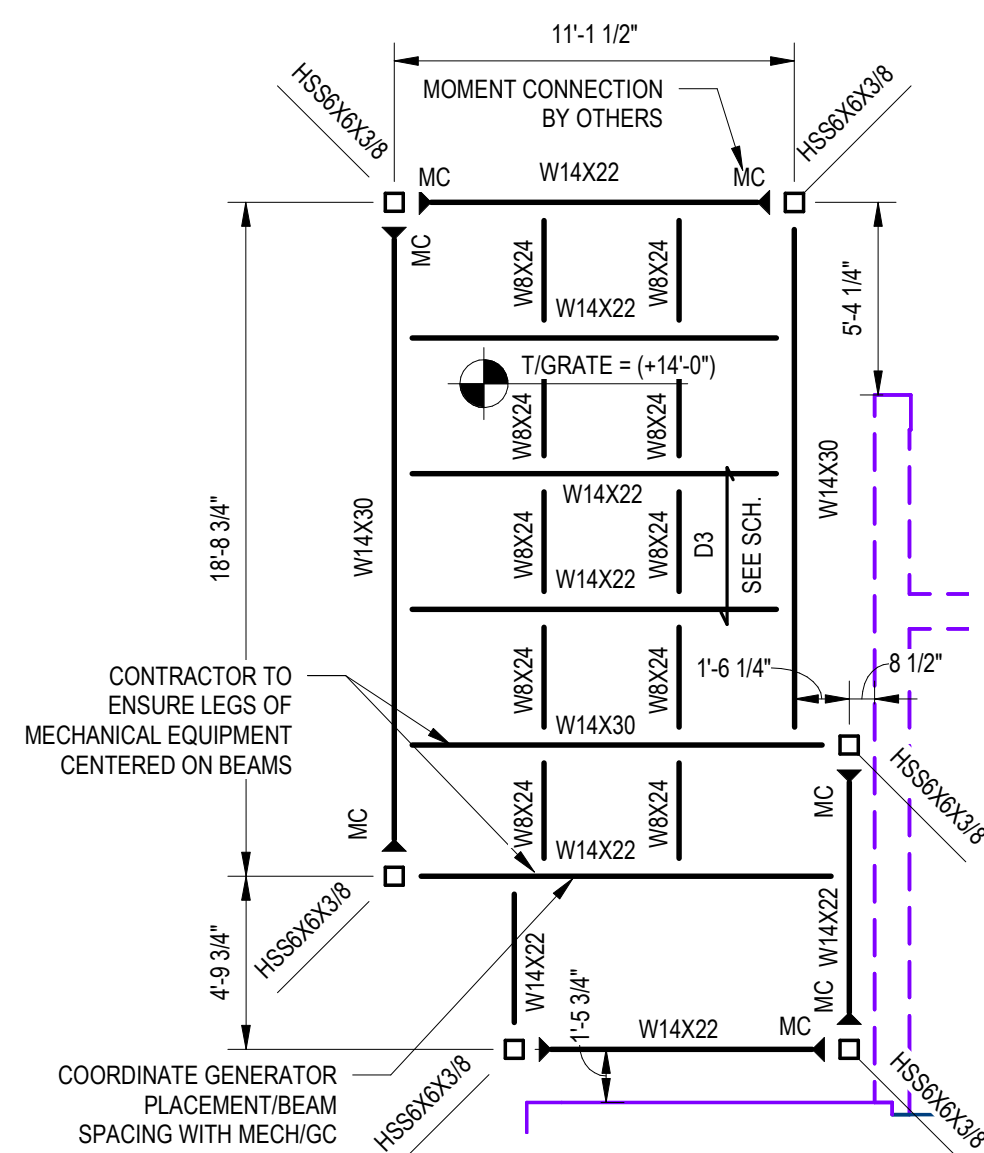
**NOTES - FLOOR FRAMING PLAN**

- SEE S1.0 SERIES SHEETS FOR ADDITIONAL GENERAL NOTES, MATERIAL NOTES AND MATERIAL SPECIFICATIONS. ALSO, SEE S1.0 SERIES SHEETS FOR TYPICAL DETAILS. TYPICAL DETAILS ARE GENERALLY NOT SHOWN ON PLAN BUT RATHER ARE INTENDED TO DEFINE TYPICAL CONSTRUCTION CONDITIONS.
- SEE PLAN FOR TRUSS/JOIST BEARING ELEVATIONS. ELEVATIONS NOTED ARE FROM MSL = 0.0'
- SEE SCHEDULE THIS SHEET FOR SLAB-ON-DECK REQUIREMENTS.
- METAL ROOF DECK SHALL BE ATTACHED TO STEEL SUPPORTING MEMBERS WITH HILTI X-HSN 24 FOR STEEL THICKNESS EQUAL TO OR LESS THAN 3/8" AND HILTI X-ENP 19 OTHERWISE IN A 36/4 PATTERN U.N.O. ON PLAN - EXCEPT WITHIN 10'-0" OF ROOF EDGE PROVIDE FASTENERS IN A 36/7 PATTERN. PROVIDE (1) HILTI SCC TEK SIDELAP SCREW PER SPAN, U.N.O. ON PLAN.
- PROVIDE JOIST BRIDGING PER SJI RECOMMENDATIONS.
- SEE S3.01 FOR JOIST BEARING PLATES
- WHEN A SECTION IS CUT OR A DETAIL IS LABELED FOR A PARTICULAR CONDITION, THAT SECTION OR DETAIL SHALL APPLY FOR ALL SIMILAR CONDITIONS REGARDLESS OF WHETHER CUT OR LABELED, U.N.O.



**ENLARGED MECHANICAL PAD 2-2**

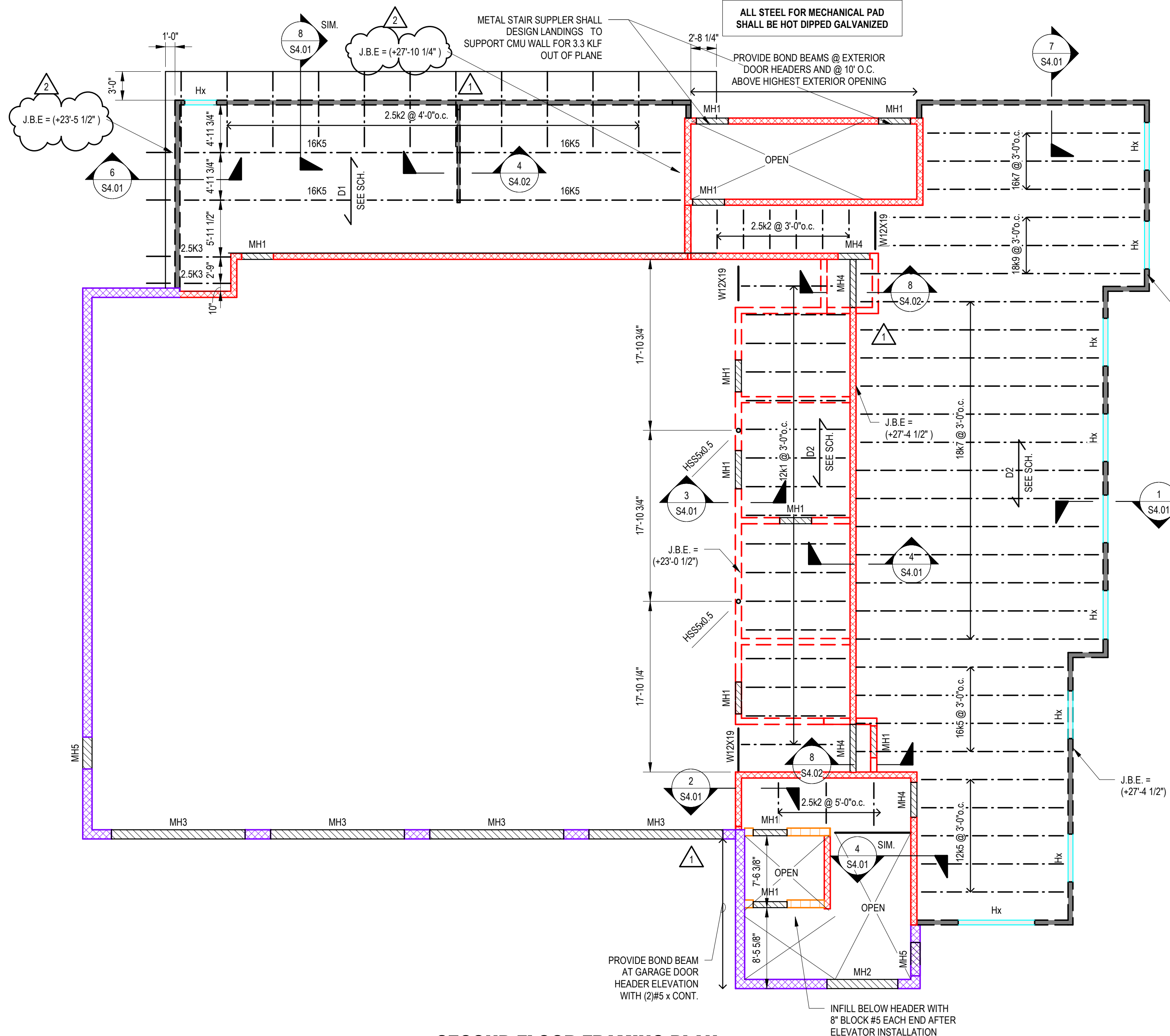
SCALE: 3/16" = 1'-0"



**ENLARGED MECHANICAL PAD 1-1**

SCALE: 3/16" = 1'-0"

ALL STEEL FOR MECHANICAL PAD SHALL BE HOT DIPPED GALVANIZED



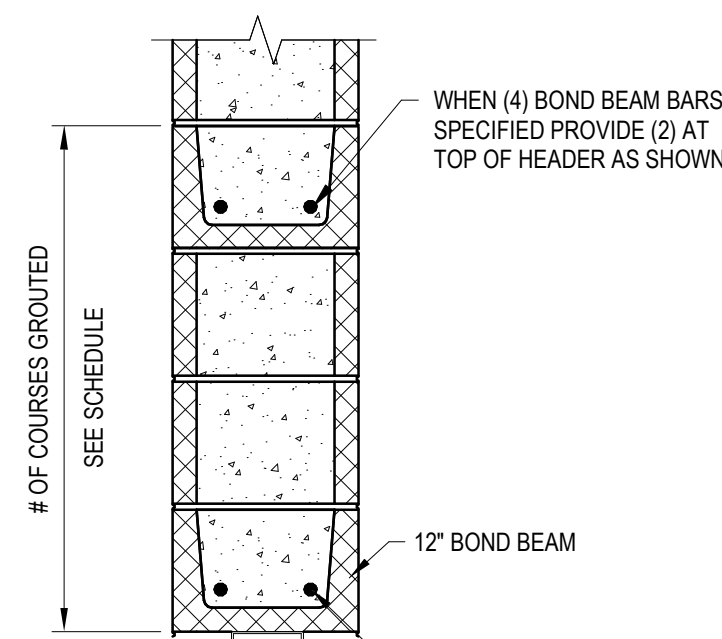
**SECOND FLOOR FRAMING PLAN**

SCALE: 1/8" = 1'-0"

MASONRY HEADER (MHX) SCHEDULE				
MARK	THICKNESS	BOND BEAM REINFORCING	JAMB REINFORCING	# OF COURSES GROUTED
MH1	8" CMU	(1) #5	(2) #5	(1)
MH2	12" CMU	(4) #7	SEE DETAIL D-D/S2.02	(8)
MH3	12" CMU	(4) #7	SEE DETAIL C-C/S2.02	(8)
MH4	8" CMU	(1) #5	(2) #5	(2)
MH5	12" CMU	(2) #7	SEE DETAIL C-C/S2.02	(2)

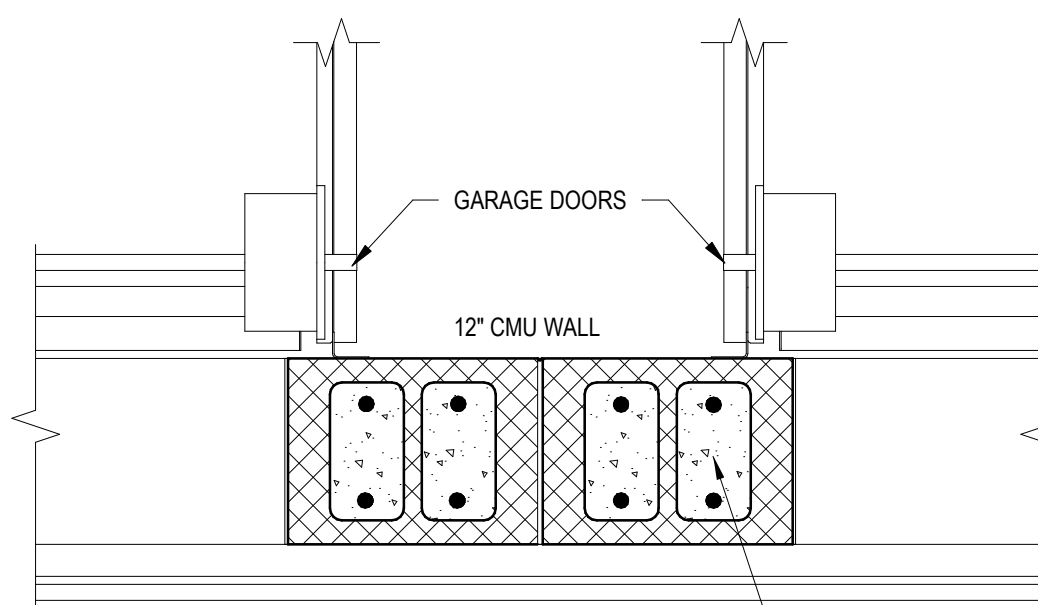
NOTES:

- 8" BEARING EACH END
- GROUT ALL JAMBS SOLID
- IF WALL THICKNESS DIFFERS IN THIS SCHEDULE FROM PLANS OR SHEAR WALL SCHEDULE, PLANS OR SHEAR WALL SCHEDULE SHOULD GOVERN.
- SEE DETAIL A-A SHEET S2.02 FOR HEADER DETAIL



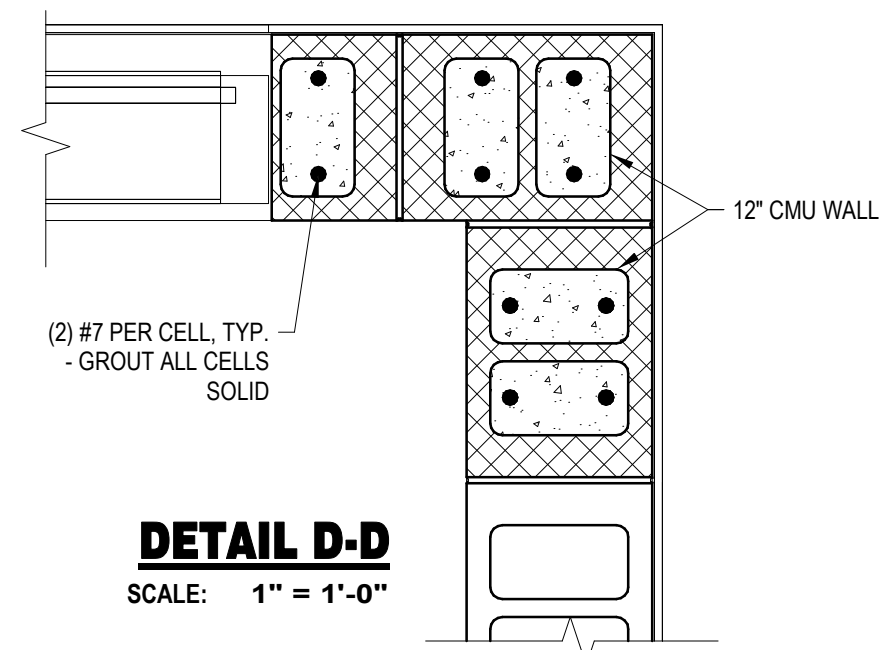
**DETAIL A-A**

SCALE: 1" = 1'-0"



**DETAIL C-C**

SCALE: 1" = 1'-0"

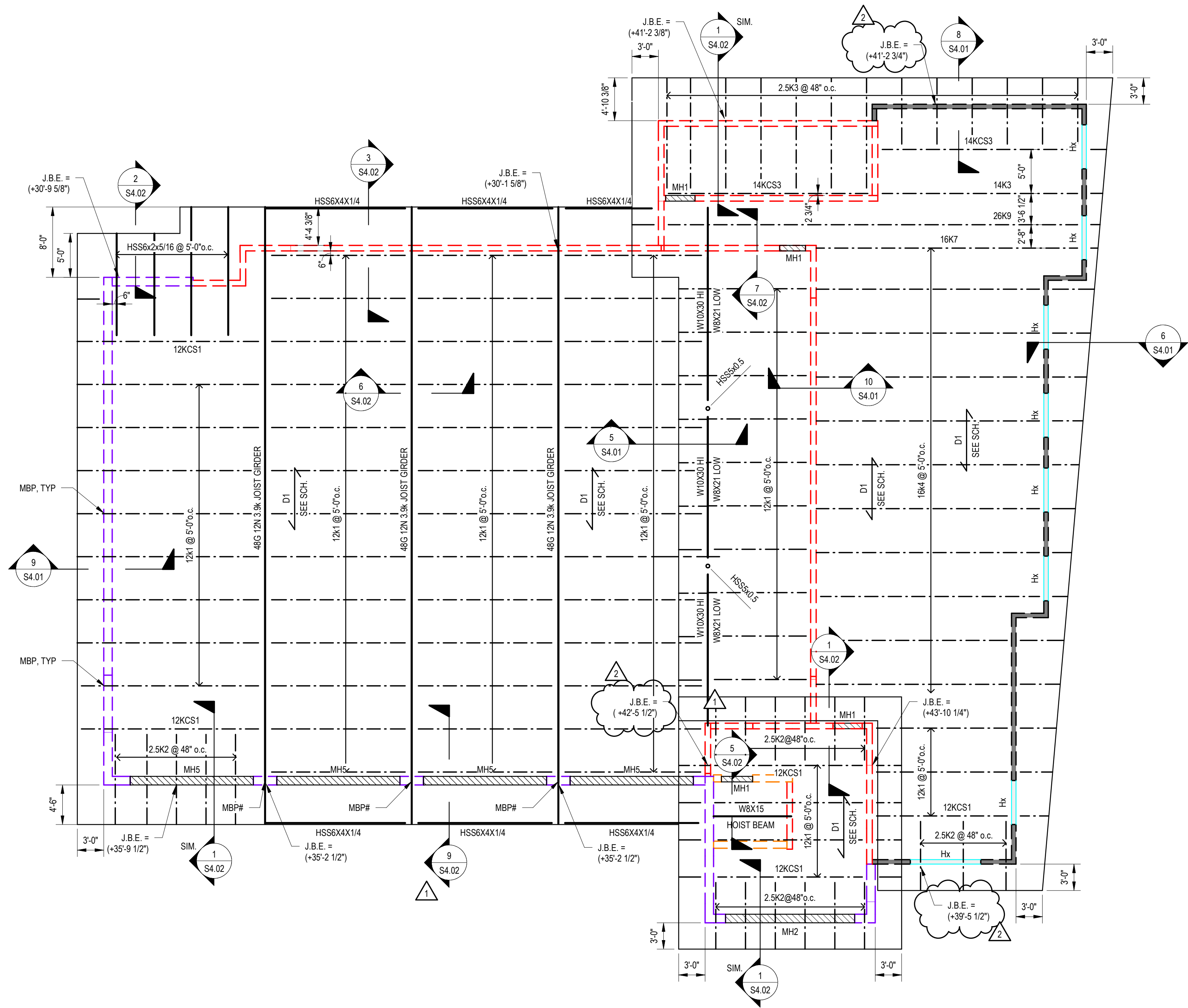


**DETAIL D-D**

SCALE: 1" = 1'-0"



MARK	DECK TYPE	THICKNESS		CONCRETE STRENGTH	REINFORCEMENT	CONC WEIGHT	TYPICAL LOCATION	COMMENTS
		CONC	TOTAL					
D1	1 1/2" DEEP 20. GA. GALVANIZED ROOF TYPE 'B'	-	1 1/2"	-	-	-	TYP ROOF	-
D2	1" DEEP 26. GA. GALVANIZED NON-COMPOSITE TYPE 'C' - (1.0C26)	2-1/2"	3-1/2"	3,000psi	WWW6x6xW2.9xW2.9	NORMAL	TYP FLOOR	-
D3	OPEN	-	2"	-	-	-	PLATFORMS	PRODUCT SELECTION BY GC



**ROOF FRAMING LEGEND**

STEEL COLUMN - SEE PLAN FOR SIZE AND LOCATION

LOAD BEARING CFS WALLS - FINAL DESIGN BY DD

STEEL BEAM - SEE PLAN FOR SIZE AND LOCATION

STEEL JOIST - SEE PLAN FOR SIZE AND LOCATION

INDICATES 8" WITH #5 @ CORNERS, JAMBS, AND 48" o.c. U.N.O.

INDICATES 12" CMU RETAINING WALL - WITH #7 @ 16" o.c. U.N.O.

INDICATES 10" CMU, SEE PLAN FOR REINFORCING

MASONRY HEADER SEE SCHEDULE THIS SHEET

INDICATES MASONRY WALL PLATE SEE S3.0 SERIES SHEETS

INDICATES MASONRY BEARING PLATE SEE S3.0 SERIES SHEETS

**NOTES - ROOF FRAMING**

1. SEE SHEET S1.0 SERIES SHEETS FOR GENERAL STEEL, JOIST, DECK, LIGHT GAUGE FRAMING NOTES AND TYPICAL DETAILS NOT SHOWN ON PLAN.

2. METAL ROOF DECK SHALL BE ATTACHED TO STEEL SUPPORTING MEMBERS WITH HILTI X-HSN 24 FOR STEEL THICKNESS EQUAL TO OR LESS THAN 3/8" AND HILTI X-ENP 19 OTHERWISE IN A 36/4 PATTERN EXCEPT IN CORNER ZONES (ZONE 3 - SEE S1.0 SERIES SHEETS) - PROVIDE FASTENERS IN A 36/7 PATTERN. PROVIDE (1)#10 SIDELAP PER SPAN U.N.O. ON PLAN.

36" COVERAGE SIDE LAP SCREW

36" COVERAGE SIDE LAP SCREW

3. ALL JOISTS SHALL BE DESIGNED FOR A NET UPLIFT PRESSURE OF 30 psf.

4. PROVIDE JOIST BRIDGING PER SJI RECOMMENDATIONS.

5. ALL BEAMS, GIRDERS AND COLUMNS SHALL BE ASTM A992, GRADE 50.

**ROOF FRAMING PLAN**  
SCALE: 1/8" = 1'-0"



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302.369.3700

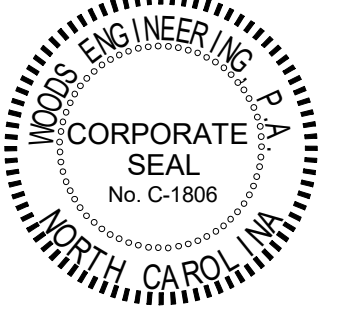
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STRUCTURAL ENGINEERING  
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WILMINGTON, NC 28401  
ph 910-343-8007 fax 910-343-8088



PROJECT TITLE

**NORTH TOPSAIL  
BEACH FIRE  
STATION #2**

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC  
28460

**ISSUED  
FOR PERMIT**

03.08.2024

SHEET TITLE

**ROOF FRAMING PLAN**

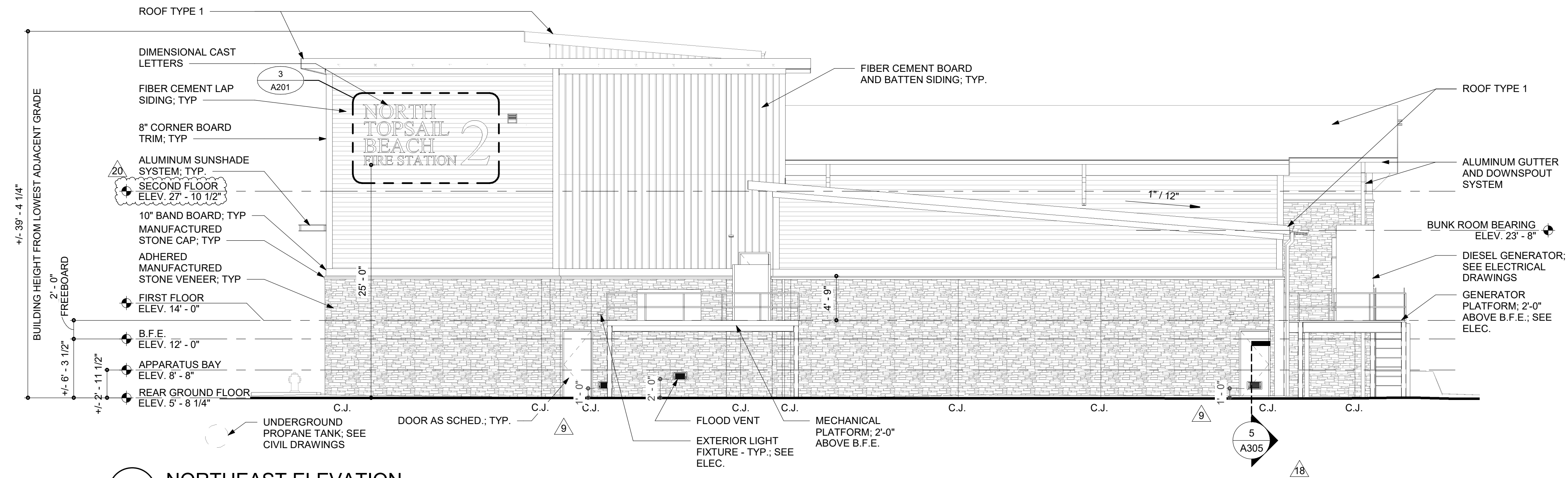
ISSUE BLOCK

2	04/02/2025	RF1100
1	03/25/2025	ASI-008

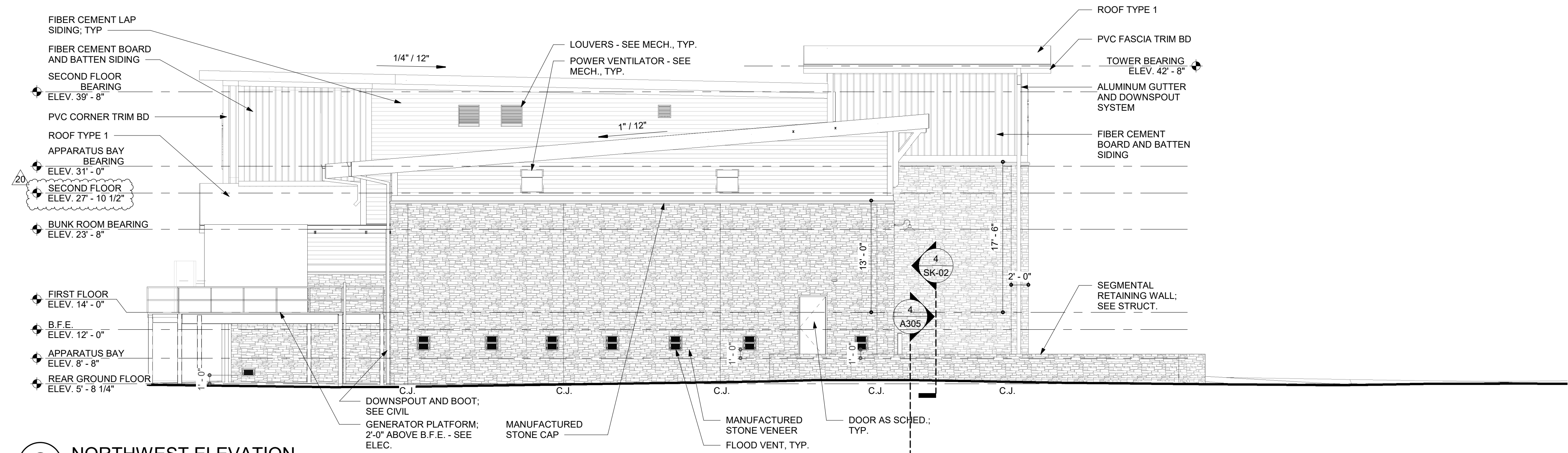
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PROJECT NO:		2021025.02
DATE:		03.08.2024
SCALE:		As indicated
DRAWN BY:Author		PROJ MGR:Checker

**S2.03**

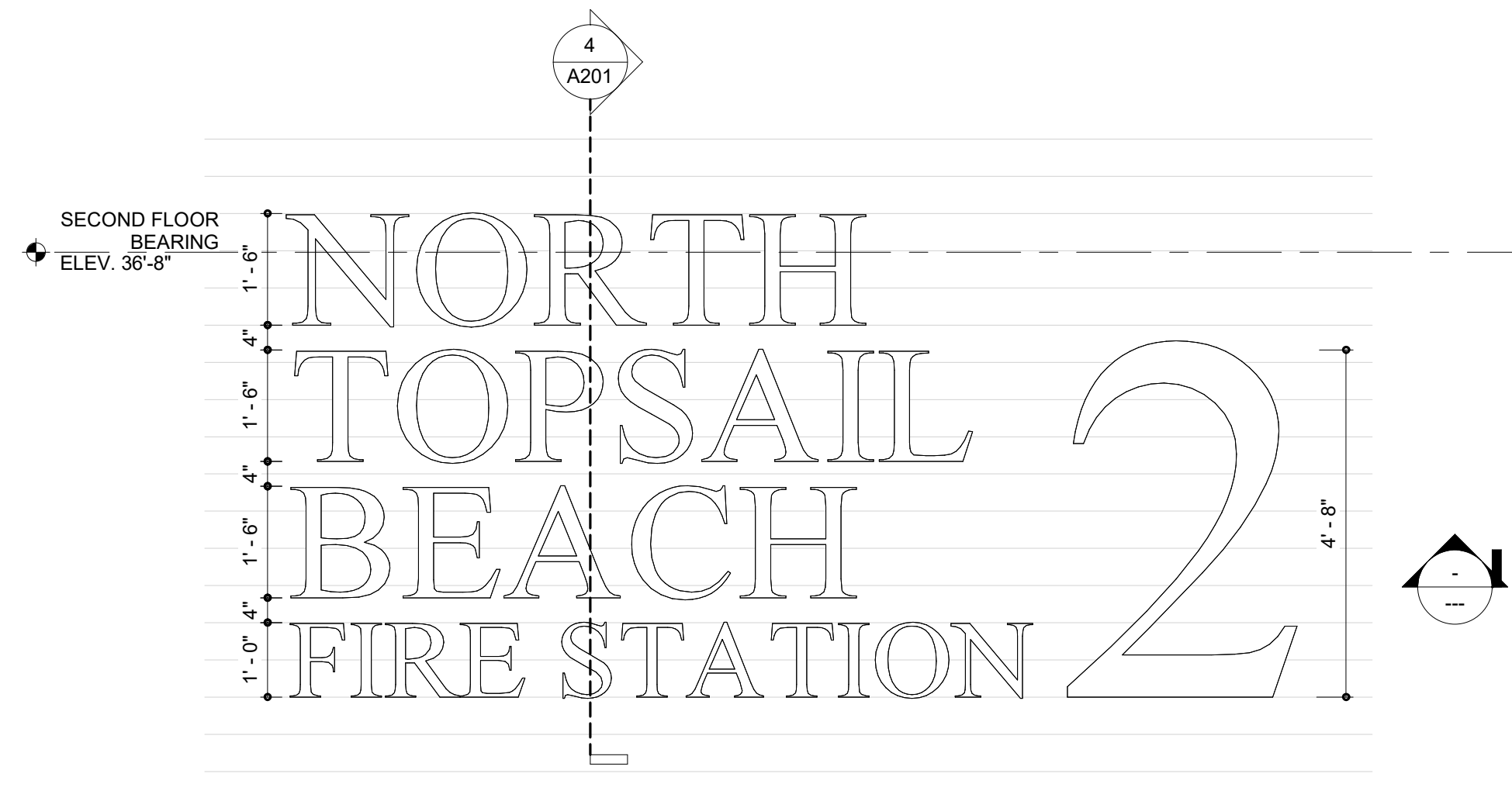
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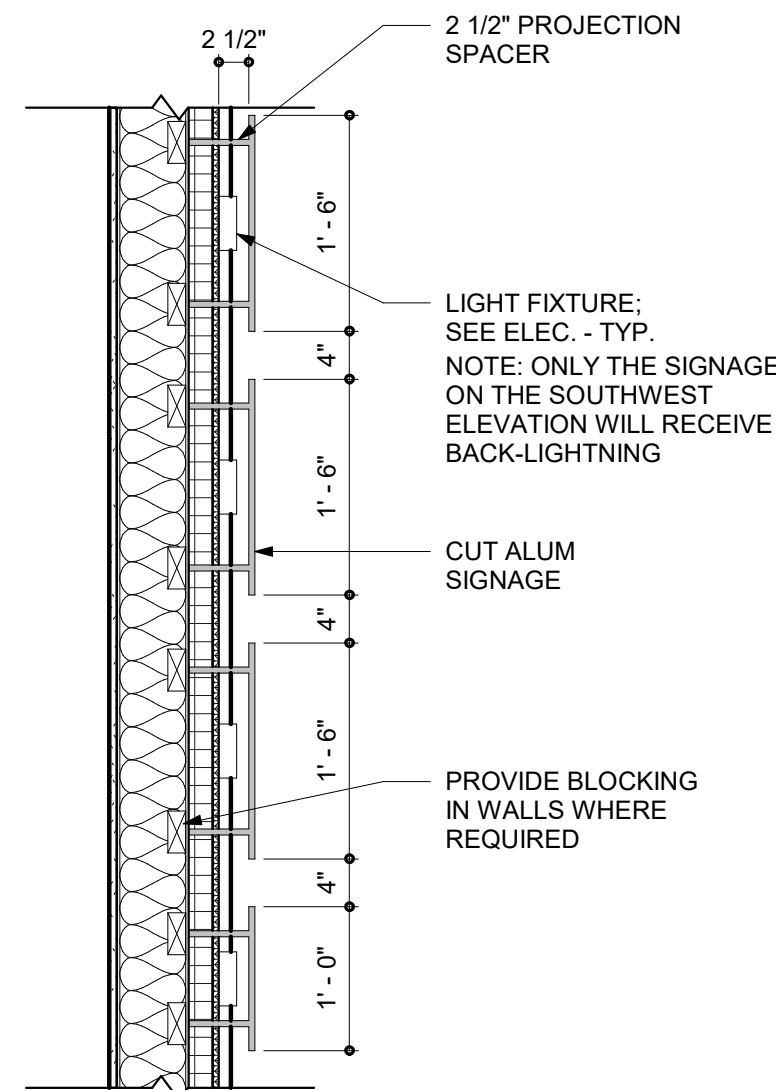
1 NORTHEAST ELEVATION  
SCALE: 1/8" = 1'-0"



2 NORTHWEST ELEVATION  
SCALE: 1/8" = 1'-0"



3 EXTERIOR SIGN ELEVATION  
SCALE: 1/2" = 1'-0"



4 EXTERIOR SIGN SECTION  
SCALE: 3/4" = 1'-0"





PROJECT TITLE

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SHEET TITLE

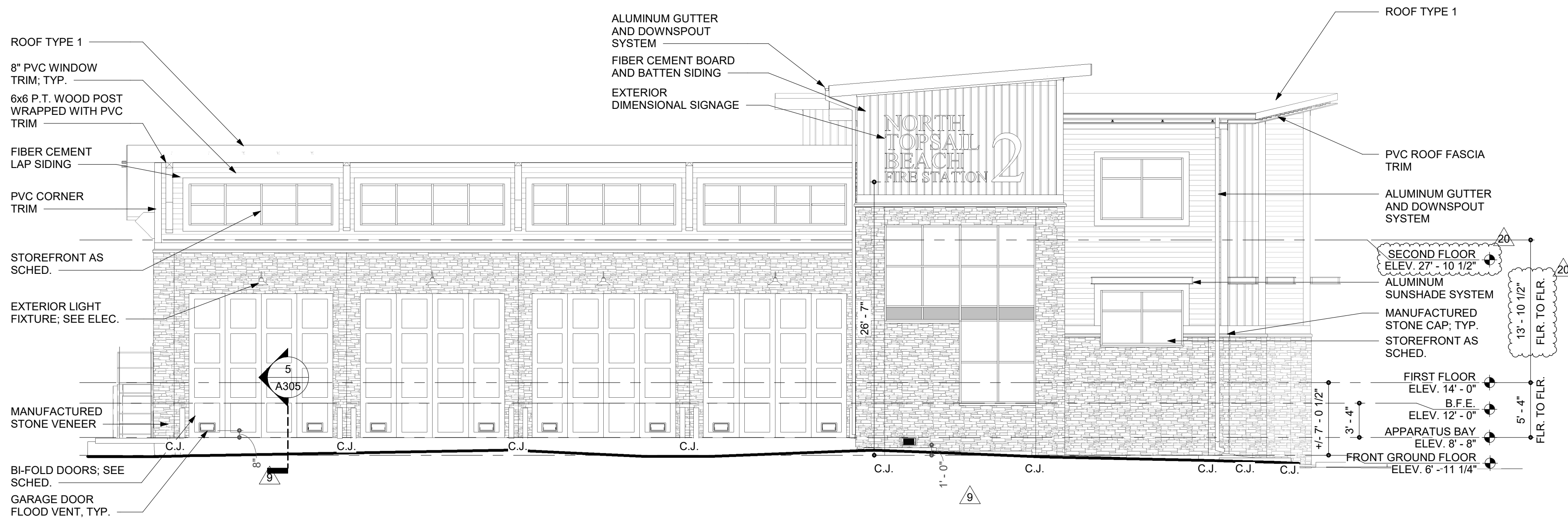
**EXTERIOR  
ELEVATIONS**

ISSUE BLOCK

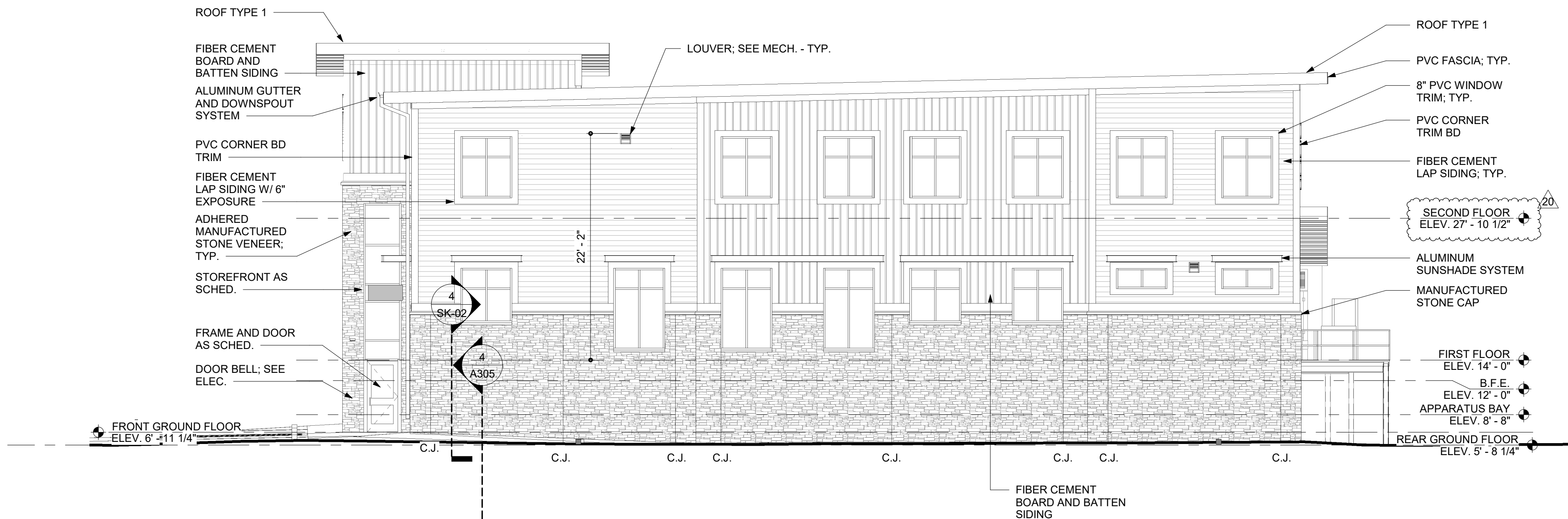
20	04.02.2025	RFI 100
9	09.03.2024	RFI 53
Mark	Date	Description
PROJECT NO:		2021025.02
DATE:		03.08.2024
SCALE:		1/8" = 1'-0"
DRAWN BY:		EJS
PROJ MGR:		BMR

**A202**

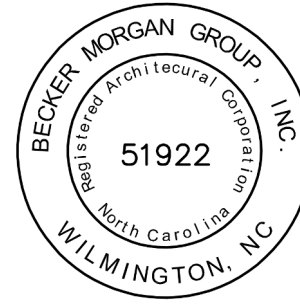
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**1** SOUTHWEST ELEVATION  
SCALE: 1/8" = 1'-0"



**2** SOUTHEAST ELEVATION  
SCALE: 1/8" = 1'-0"



PROJECT TITLE

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3304 GRAY STREET  
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28460

**ISSUED  
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03.08.2024

SHEET TITLE

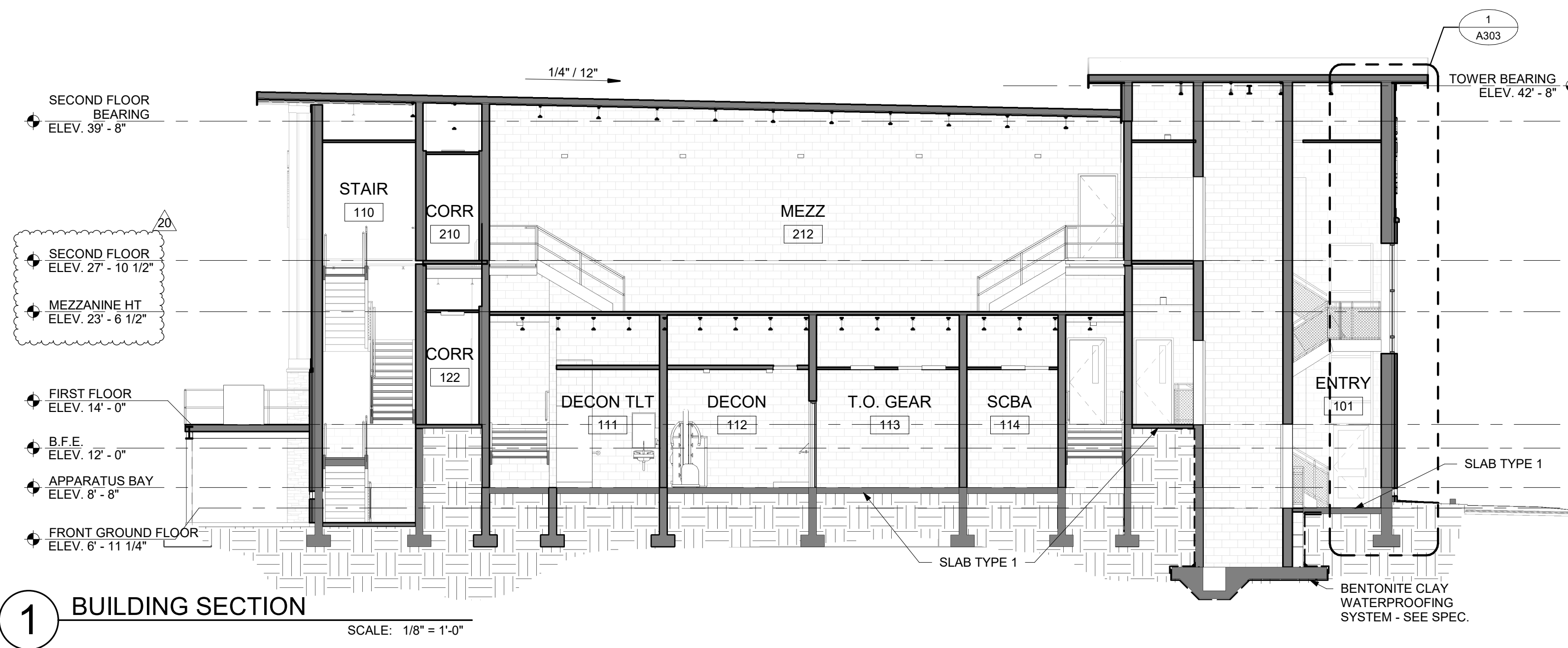
**BUILDING SECTIONS**

ISSUE BLOCK

20	04.02.2025	RFI 100
Mark	Date	Description
PROJECT NO: 2021025.02		
DATE: 03.08.2024		
SCALE: 1/8" = 1'-0"		
DRAWN BY: EJS PROJ MGR: BMR		

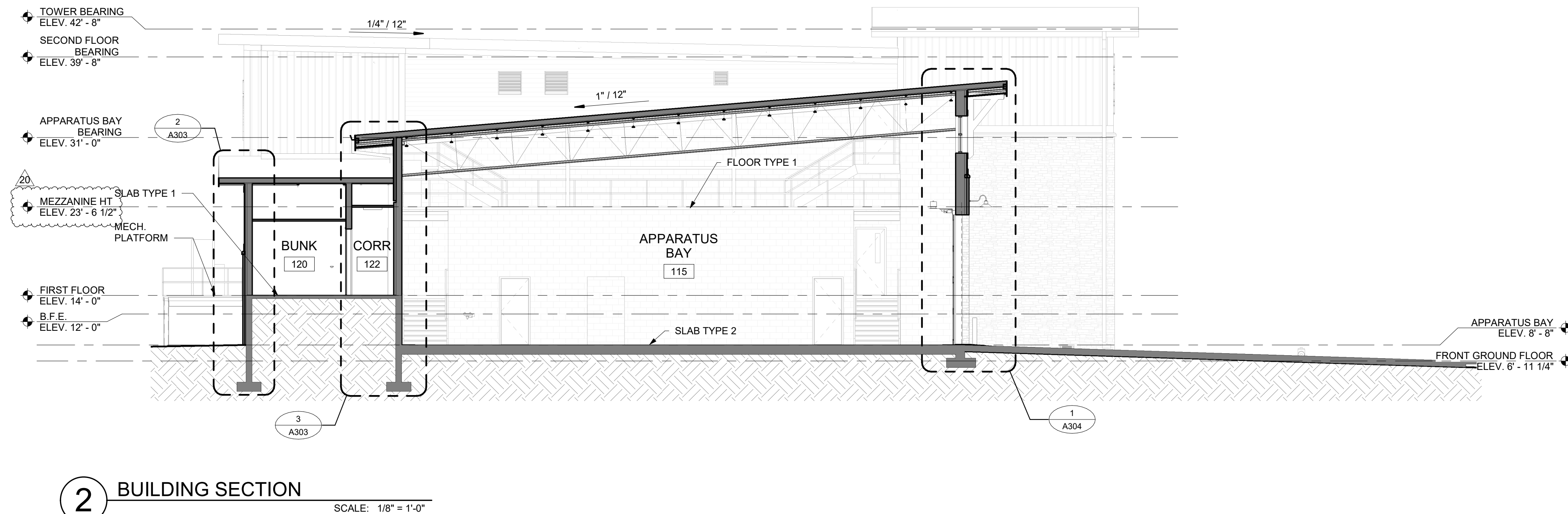
**A301**

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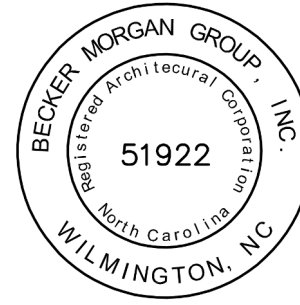
**1 BUILDING SECTION**

SCALE: 1/8" = 1'-0"



**2 BUILDING SECTION**

SCALE: 1/8" = 1'-0"



PROJECT TITLE

**NORTH TOPSAIL  
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03.08.2024

SHEET TITLE

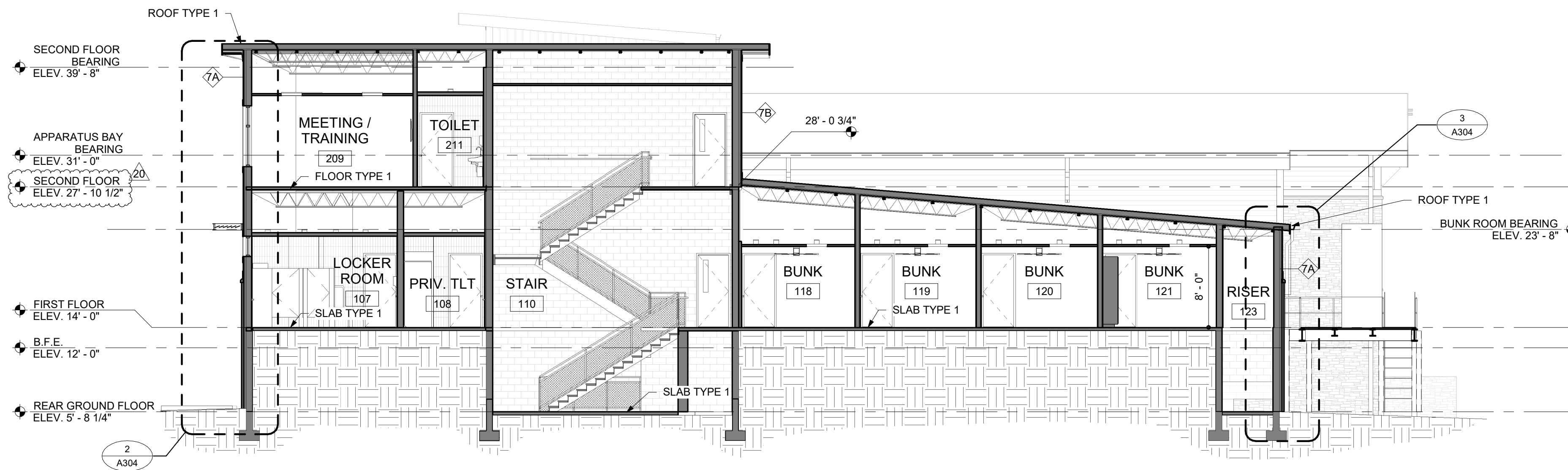
**BUILDING SECTIONS**

ISSUE BLOCK

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Mark	Date	Description
PROJECT NO:		2021025.02
DATE:		03.08.2024
SCALE:		1/8" = 1'-0"
DRAWN BY:		EJS   PROJ MGR: BMR

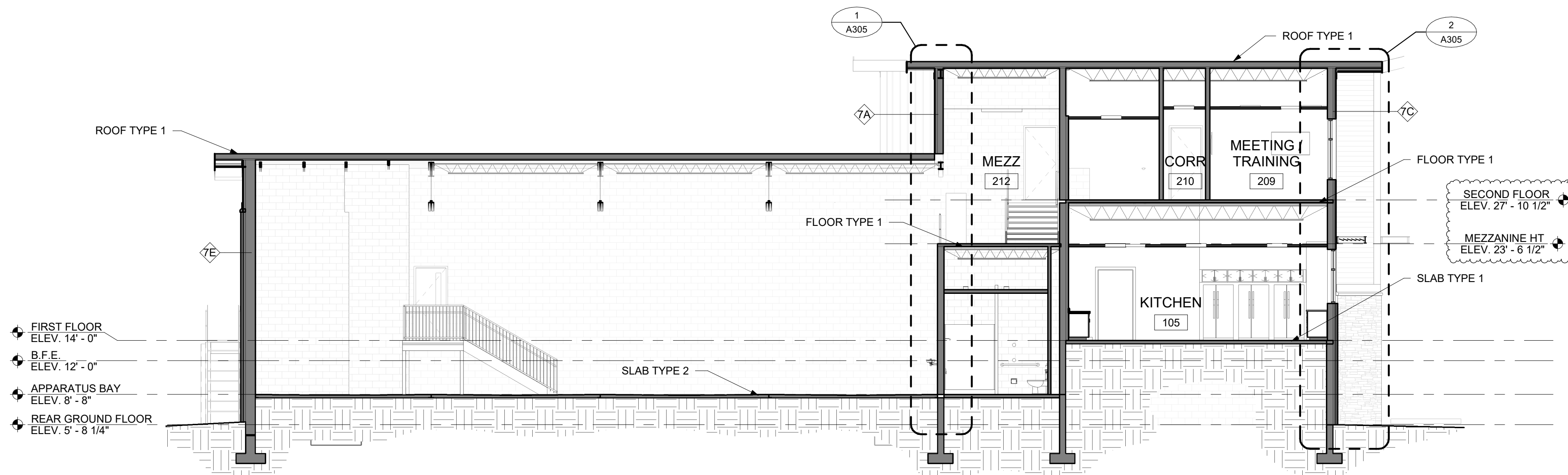
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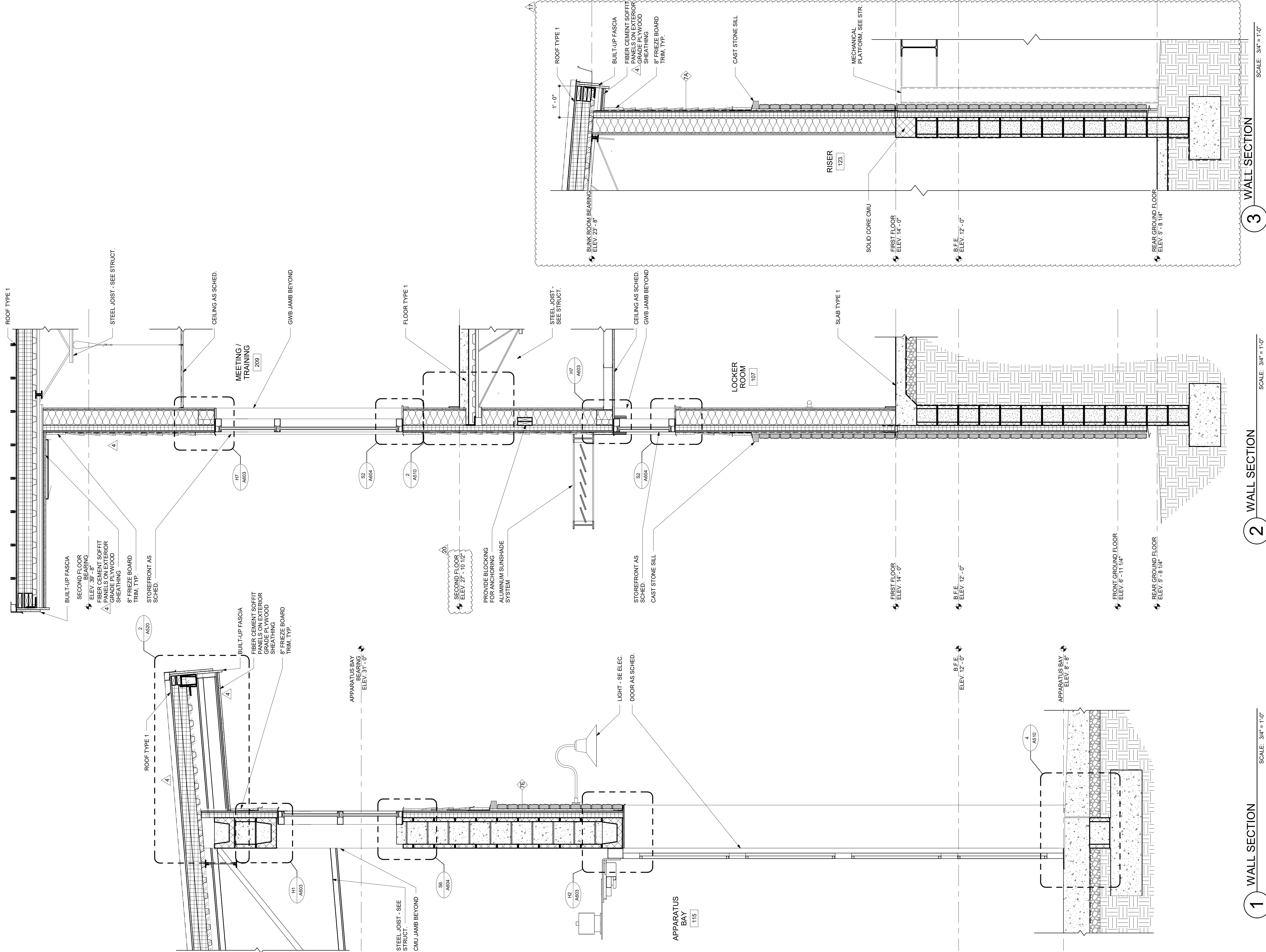
**1 BUILDING SECTION**

SCALE: 1/8" = 1'-0"



**2 BUILDING SECTION**

SCALE: 1/8" = 1'-0"



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PROJECT TITLE

NORTH TOPSAIL BEACH FIRE STATION #2

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC 28460

ISSUED FOR PERMIT  
03.08.2024

SHEET TITLE

WALL SECTIONS

ISSUE BLOCK

Mark	Date	Description
20	04.02.2025	RFI 100
17	03.07.2025	RFI 92
4	03.25.24	ASI 001

PROJECT NO: 2021025.02  
DATE: 03.08.2024  
SCALE: 3/4" = 1'-0"  
DRAWN BY: EJS PROJ MGR: BMR

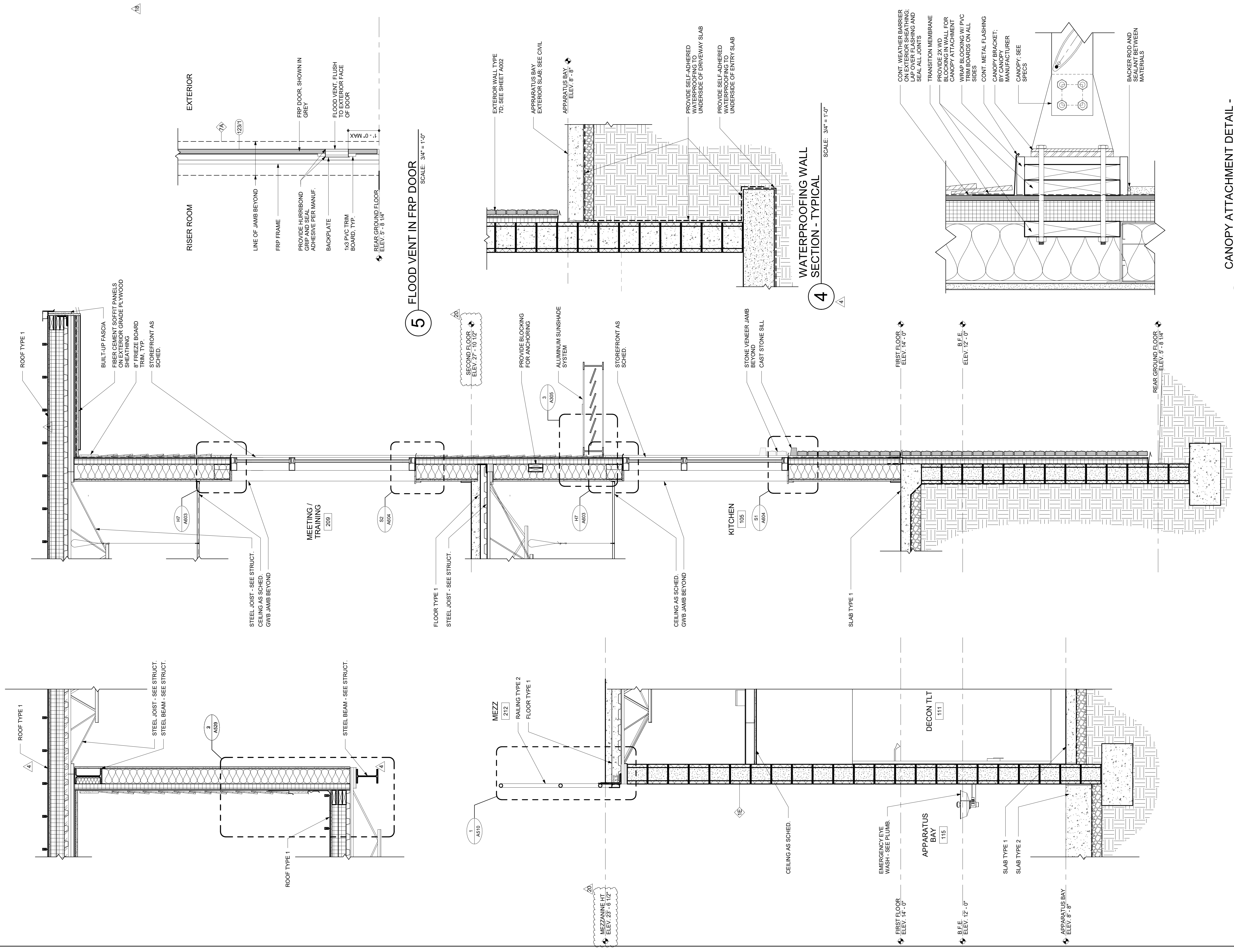
A304

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2025 911531 AM Autodesk Docs://North\_Topsail\_Beach\_Fire\_Department/202102502.rvt

100





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WILMINGTON, NC

PROJECT TITLE

**NORTH TOPSAIL  
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STATION #2**

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NORTH TOPSAIL BEACH, NC  
28460

ISSUED  
FOR PERMIT

03.08.2024

SHEET TITLE

**WALL SECTIONS**

ISSUE BLOCK

Mark	Date	Description
20	04.02.2025	RFI 100
18	03.11.2025	RFI 94
4	03.25.24	ASI 001

PROJECT NO:

2021025.02

DATE:

03.08.2024

SCALE:

As indicated

DRAWN BY:

EJS

PROJ MGR:

BMR

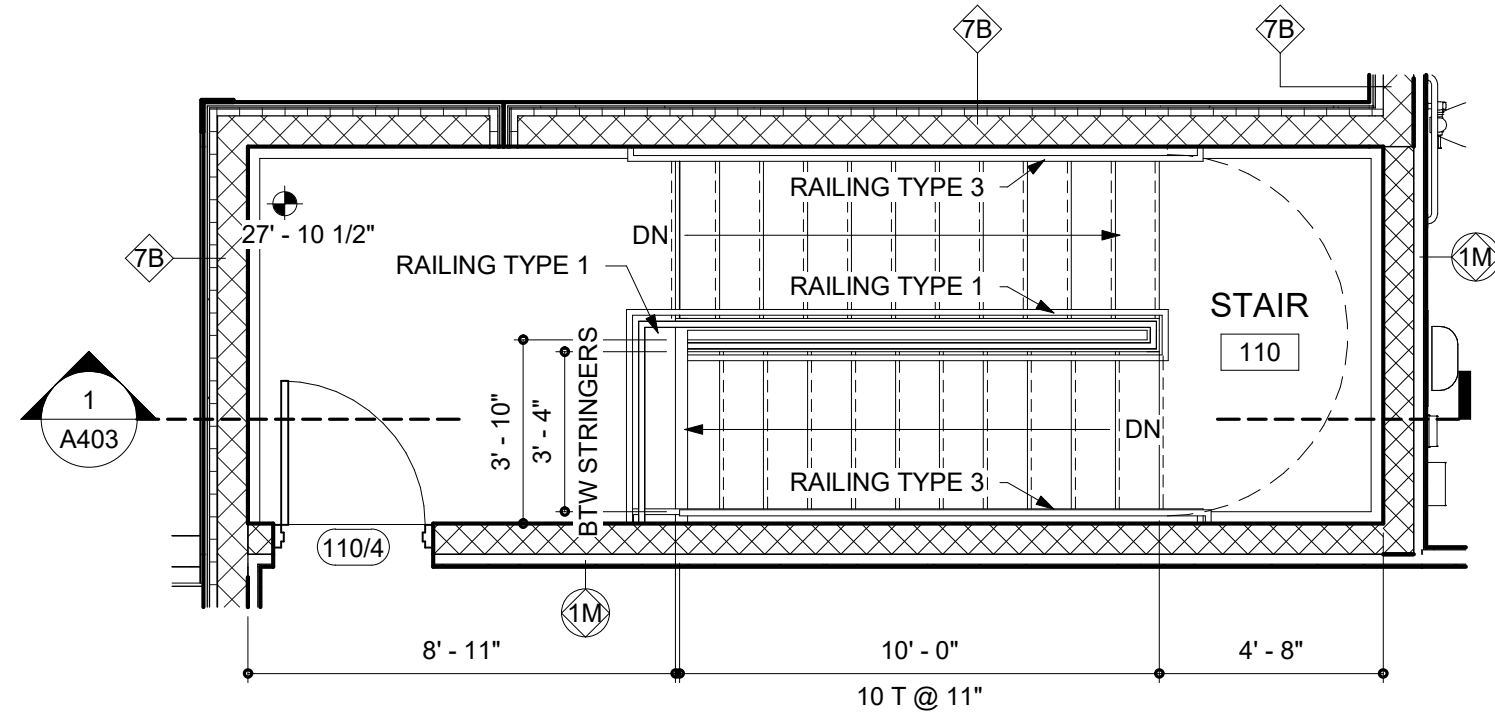
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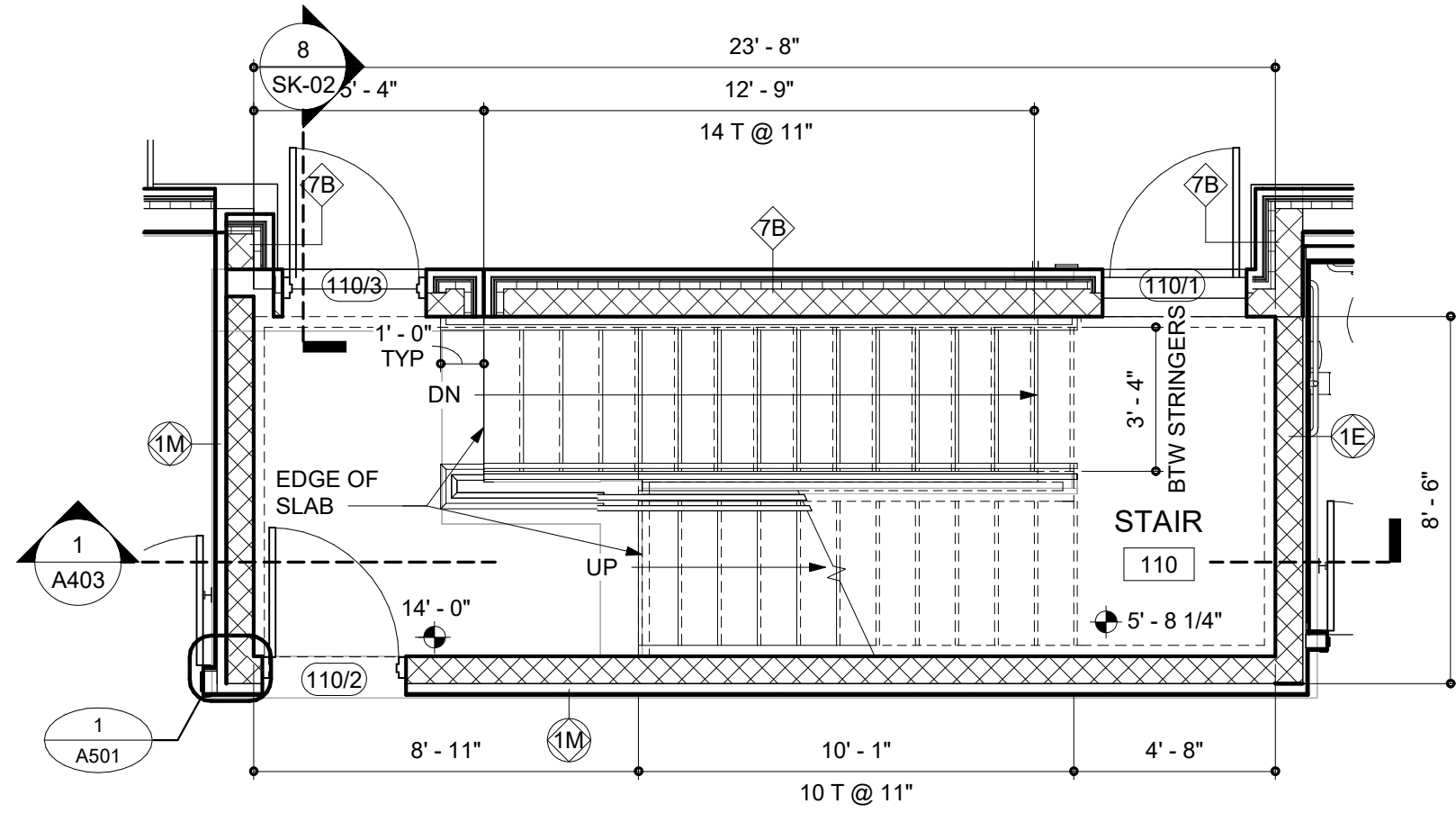
2025 911532 AM

Autodesk Docs / North Topsail Beach Fire Department 202102502.V1

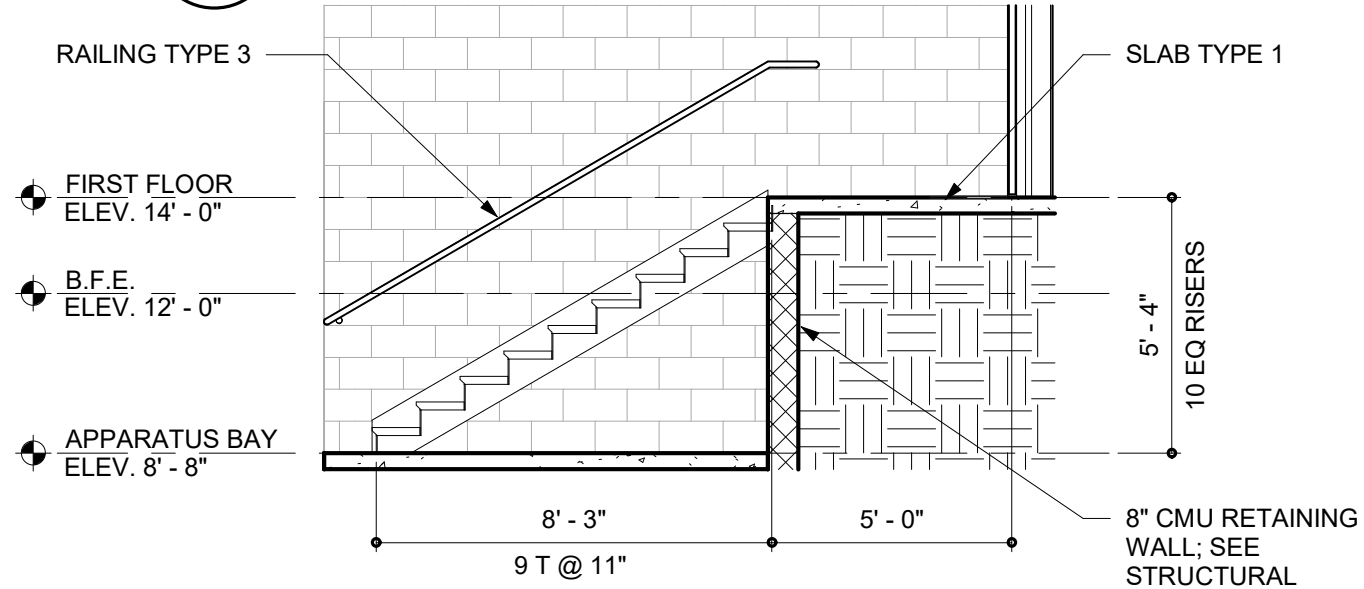
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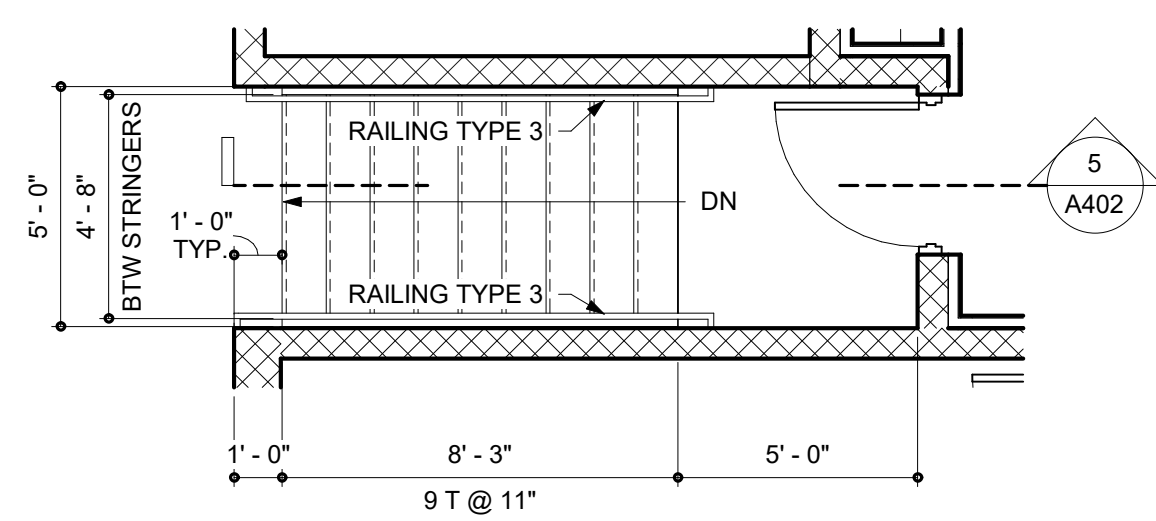
1 ENLARGED STAIR PLAN 110 - SECOND FLOOR  
SCALE: 1/4" = 1'-0"



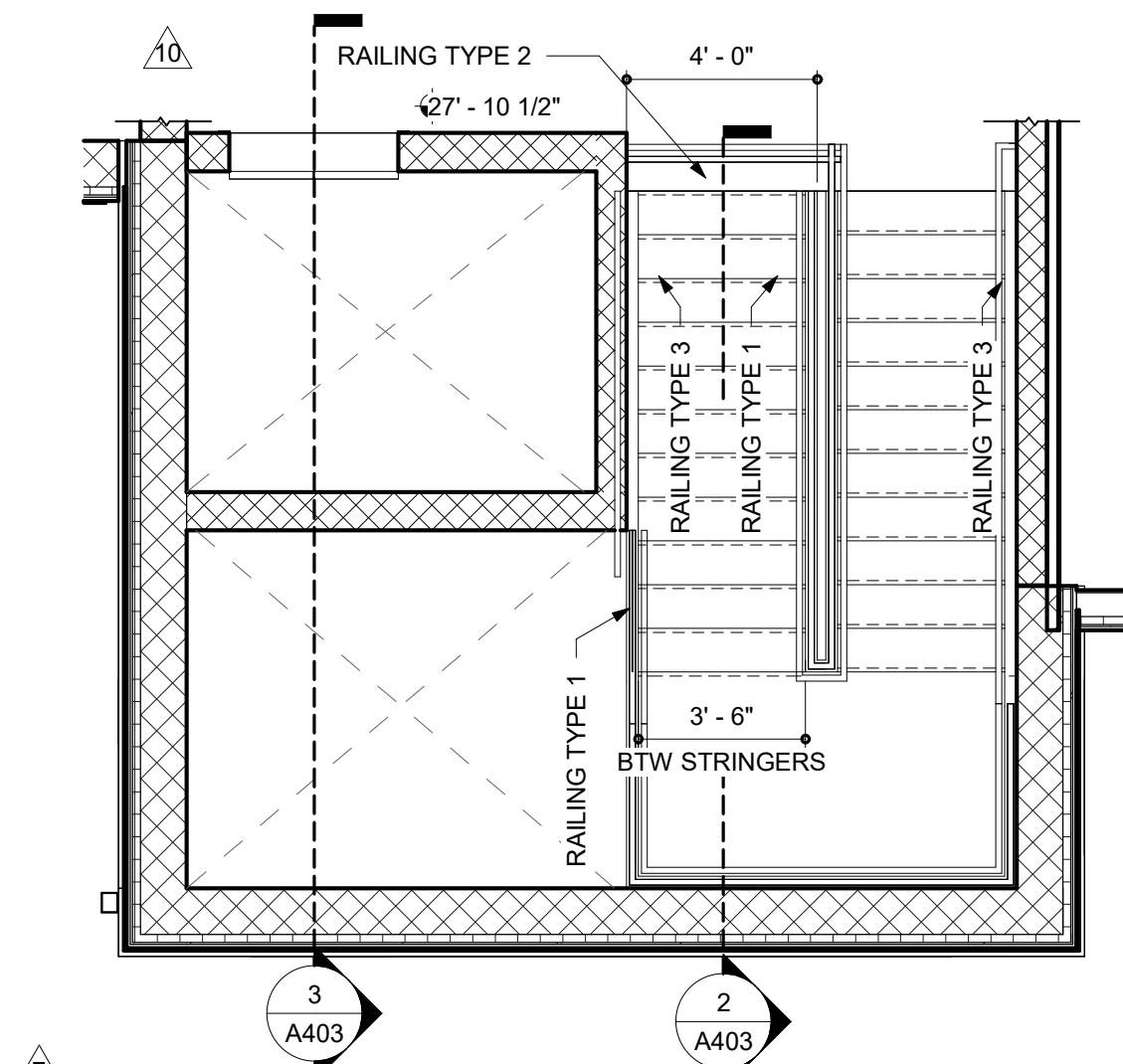
3 ENLARGED STAIR PLAN 110 - GROUND FLOOR  
SCALE: 1/4" = 1'-0"



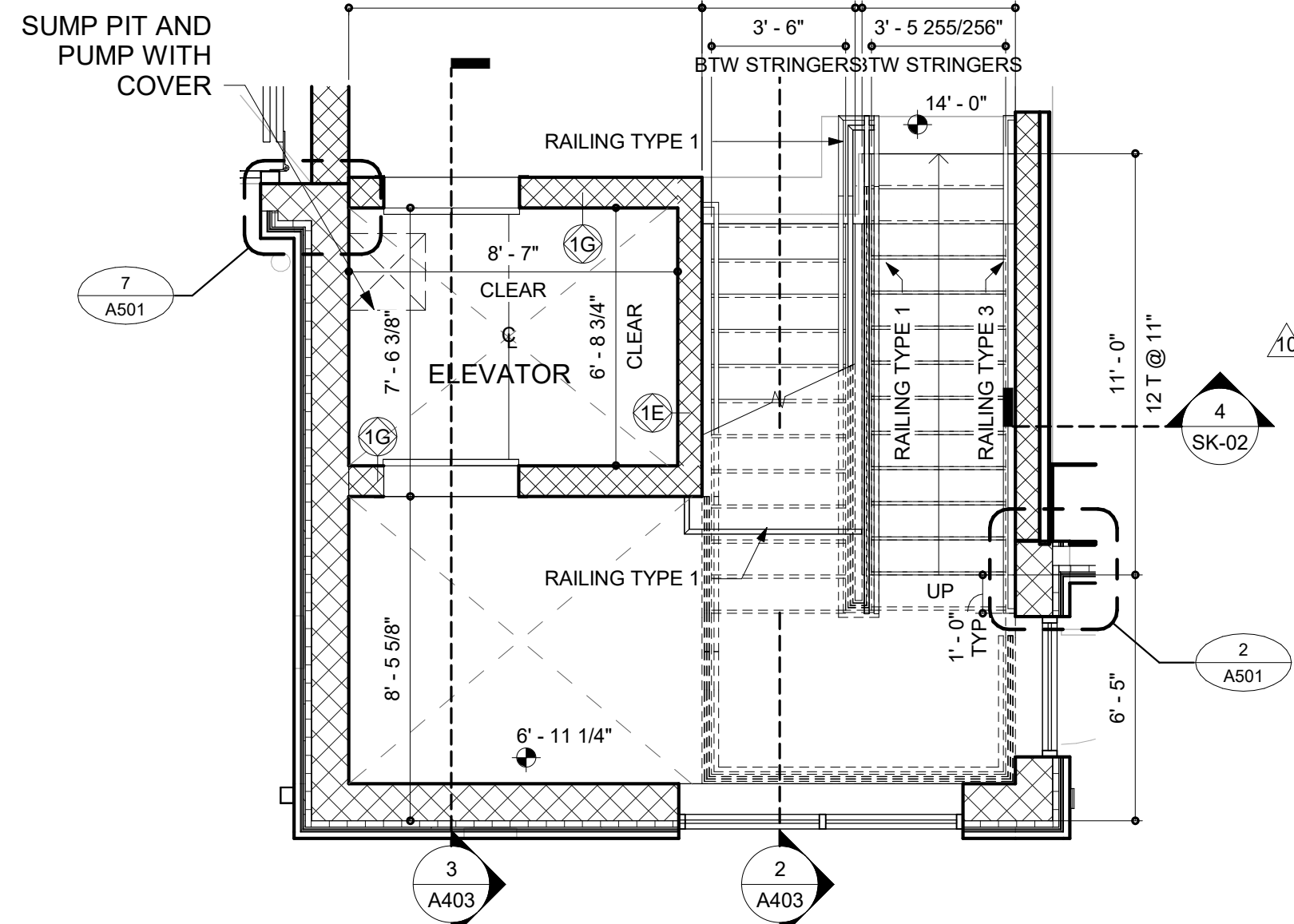
5 APPARATUS BAY STAIR SECTION  
SCALE: 1/4" = 1'-0"



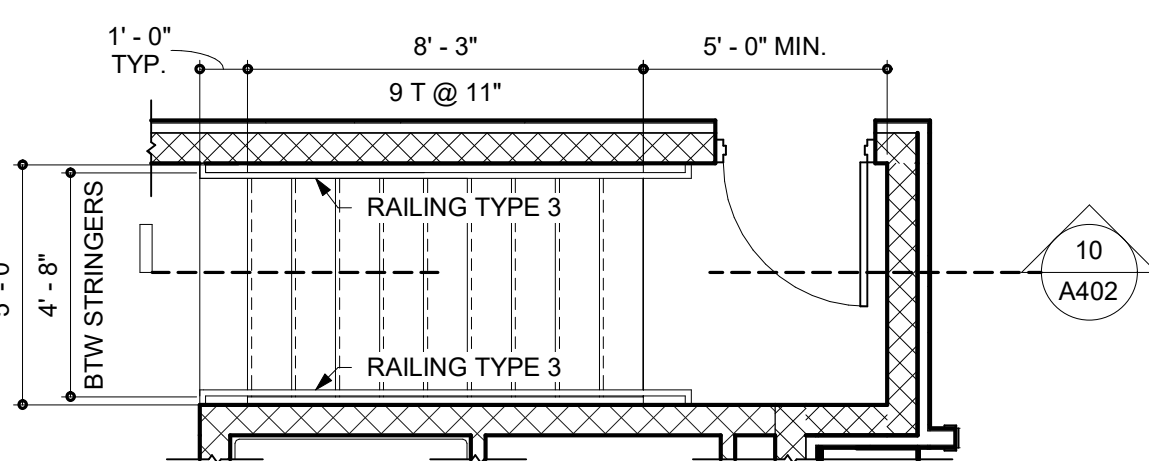
9 ENLARGED APPARATUS BAY STAIR 2  
SCALE: 1/4" = 1'-0"



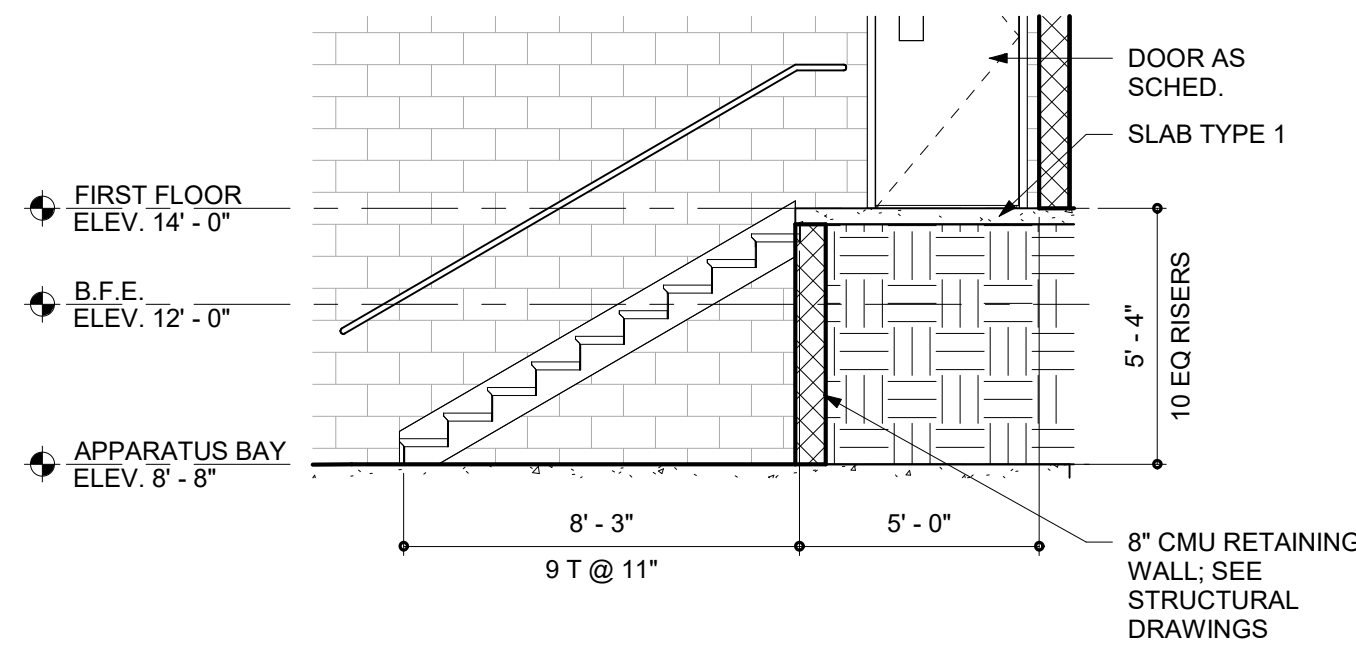
2 ENLARGED ENTRY STAIR PLAN AT SECOND FLOOR  
SCALE: 1/4" = 1'-0"



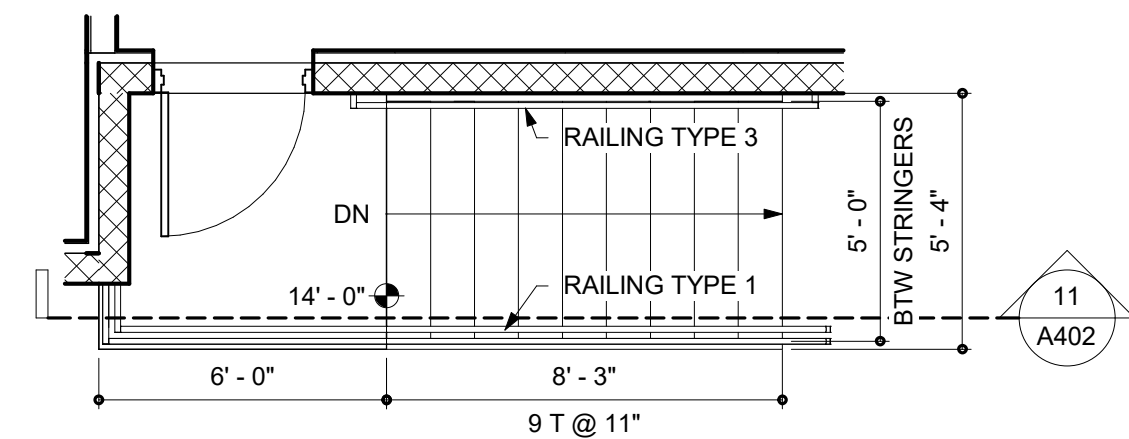
4 ENLARGED ENTRY STAIR PLAN AT GROUND FLOOR  
SCALE: 1/4" = 1'-0"



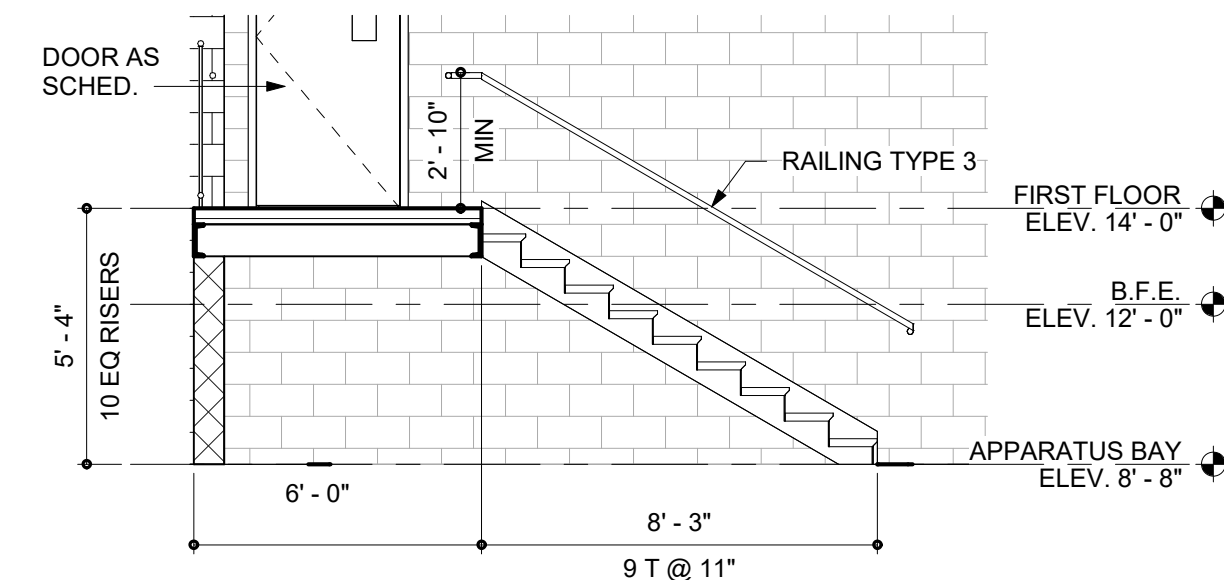
6 ENLARGED APPARATUS BAY STAIR 1  
SCALE: 1/4" = 1'-0"



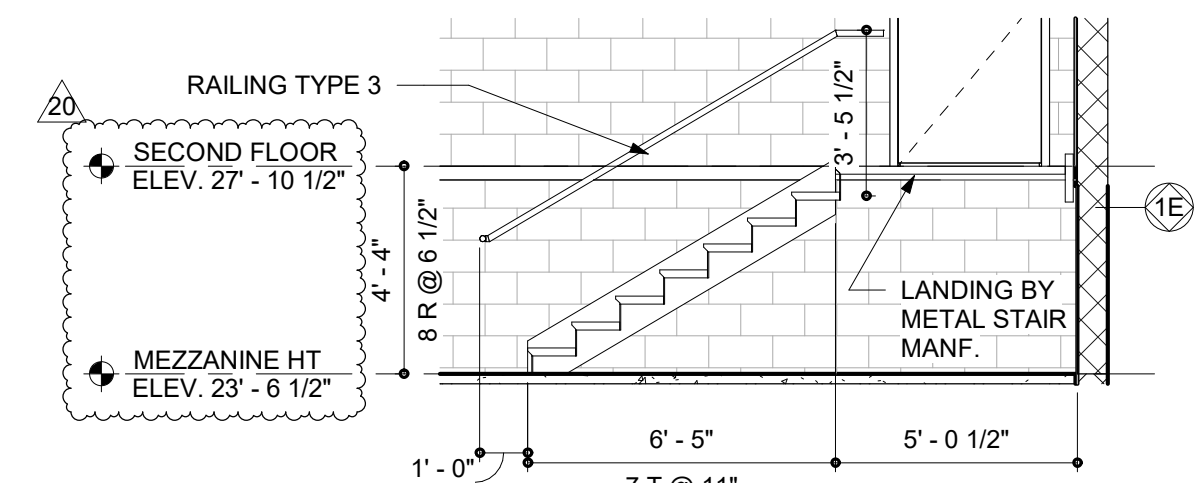
10 APPARATUS BAY STAIR SECTION  
SCALE: 1/4" = 1'-0"



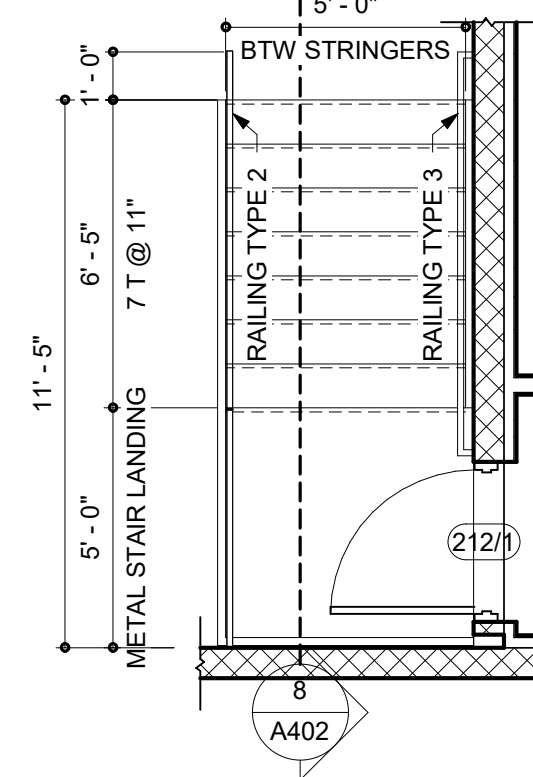
7 APPARATUS BAY ENLARGED STAIR PLAN 3  
SCALE: 1/4" = 1'-0"



11 APPARATUS BAY STAIR SECTION  
SCALE: 1/4" = 1'-0"



8 MEZZANINE STAIR SECTION - TYP  
SCALE: 1/4" = 1'-0"



12 MEZZANINE STAIR PLAN - TYPICAL  
SCALE: 1/4" = 1'-0"

THE ELEVATOR CONTRACTOR, AND ALL OTHER RELEVANT CONTRACTORS, SHALL COORDINATE CONSTRUCTION OF THE ELEVATOR IN ACCORDANCE WITH ALL REGULATORY REQUIREMENTS (INCLUDING, BUT NOT LIMITED TO: SHAFT REQUIREMENTS, DIMENSIONS, OVERHEAD CLEARANCE, HOIST BEAMS, SMOKE DETECTORS, SUMP DEPRESSION, PUMPS, AND GRATES, ETC.) TO ENSURE THE ELEVATOR'S PROPER PERFORMANCE.

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BECKER MORGAN GROUP, INC.  
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WILMINGTON, NC

PROJECT TITLE  
NORTH TOPSAIL BEACH FIRE STATION #2  
3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC 28460

ISSUED  
FOR PERMIT  
03.08.2024

SHEET TITLE  
ENLARGED STAIR PLANS AND SECTIONS

Mark	Date	Revision	Description
20	04.02.2025	RFI 100	
10	09.11.2024	ASI 005	
7	08.02.2024	RFI 48	
5	07.08.24	ASI 003	
PROJECT NO: 2021025.02			
DATE: 03.08.2024			
SCALE: 1/4" = 1'-0"			
DRAWN BY: EJS PROJ MGR: BMR			

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PROJECT TITLE

**NORTH TOPSAIL  
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STATION #2**

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC  
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**ISSUED  
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03.08.2024

SHEET TITLE

**ENLARGED STAIR  
AND ELEVATOR  
SECTIONS**

ISSUE BLOCK

Mark	Date	Description
20	04.02.2025	RFI 100
10	09.11.2024	ASI 005
7	08.02.2024	RFI 48
5	07.08.24	ASI 003
4	03.25.24	ASI 001

PROJECT NO: 2021025.02

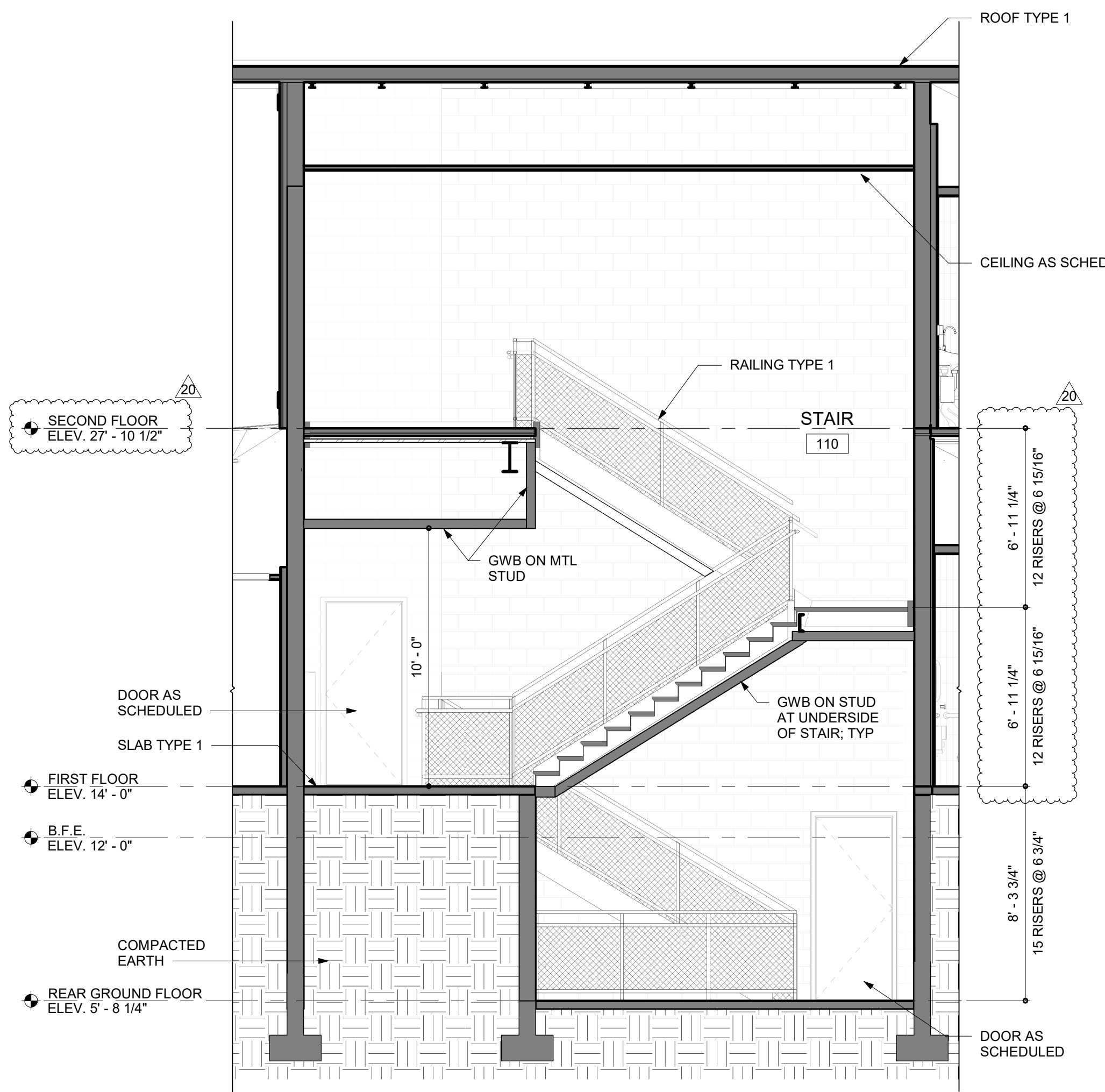
DATE: 03.08.2024

SCALE: 1/4" = 1'-0"

DRAWN BY: BMR PROJ MGR: BMR

**A403**

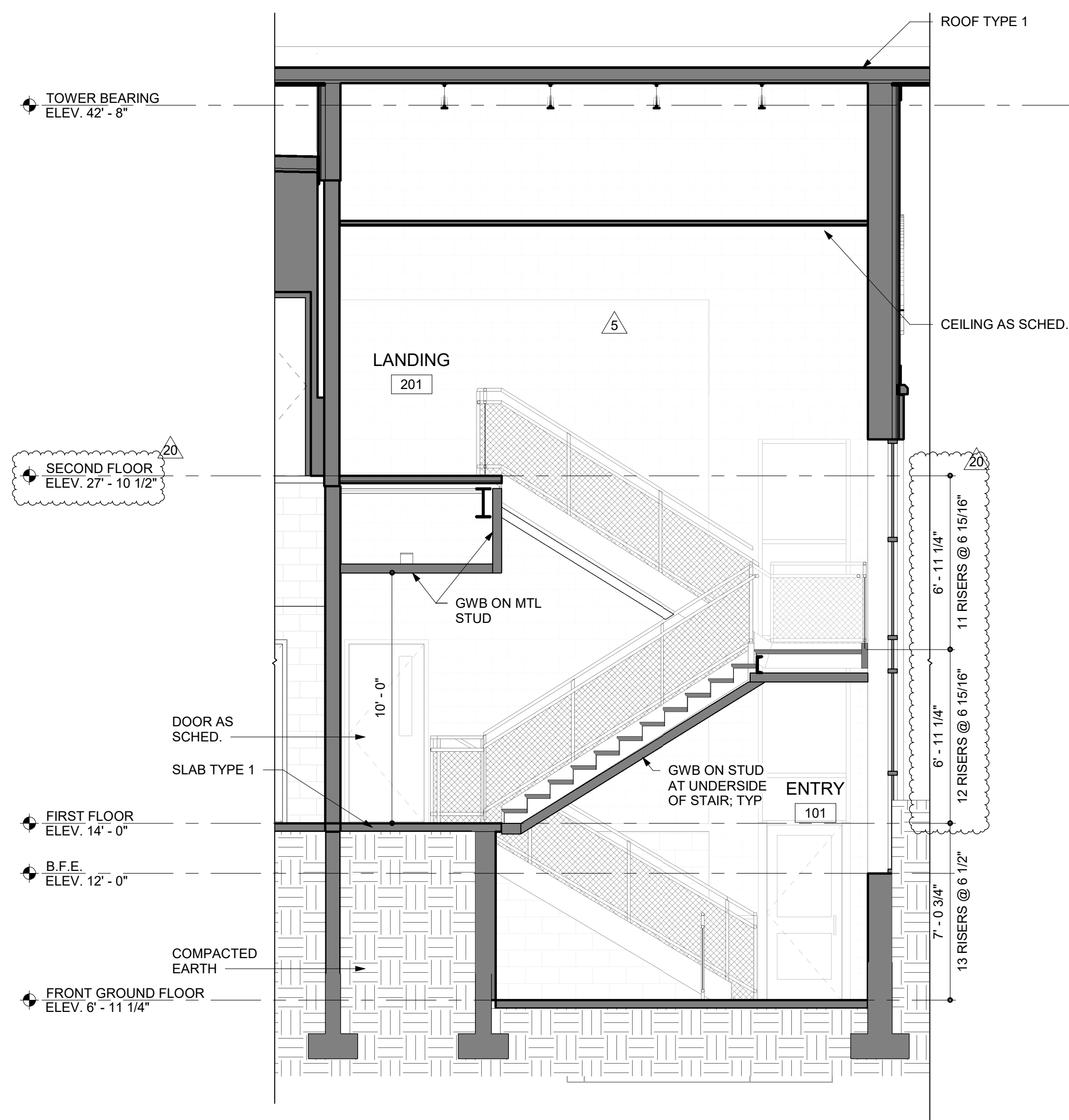
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**1**

**STAIR 110 SECTION**

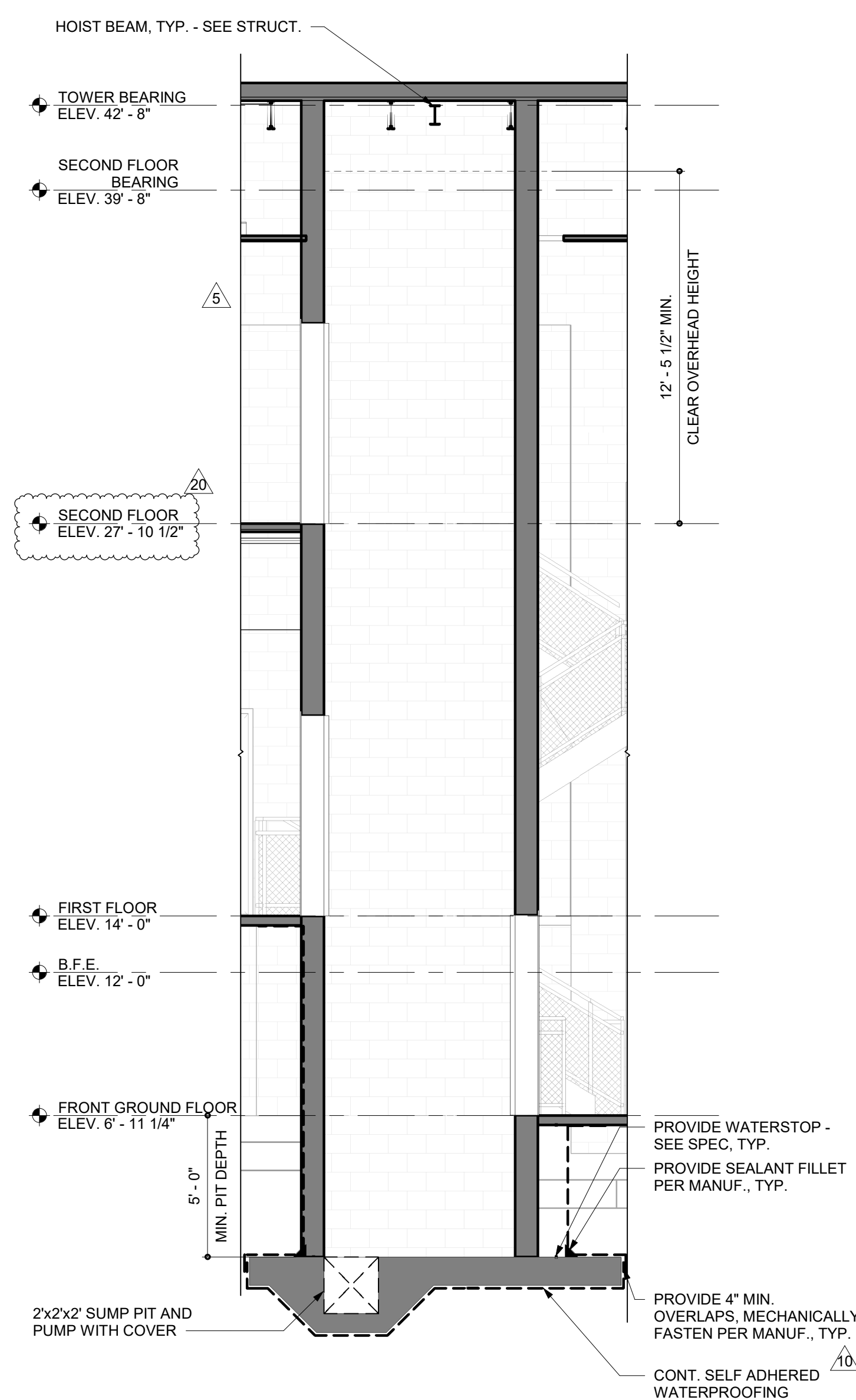
SCALE: 1/4" = 1'-0"



**2**

**ENTRY 101 STAIR SECTION**

SCALE: 1/4" = 1'-0"

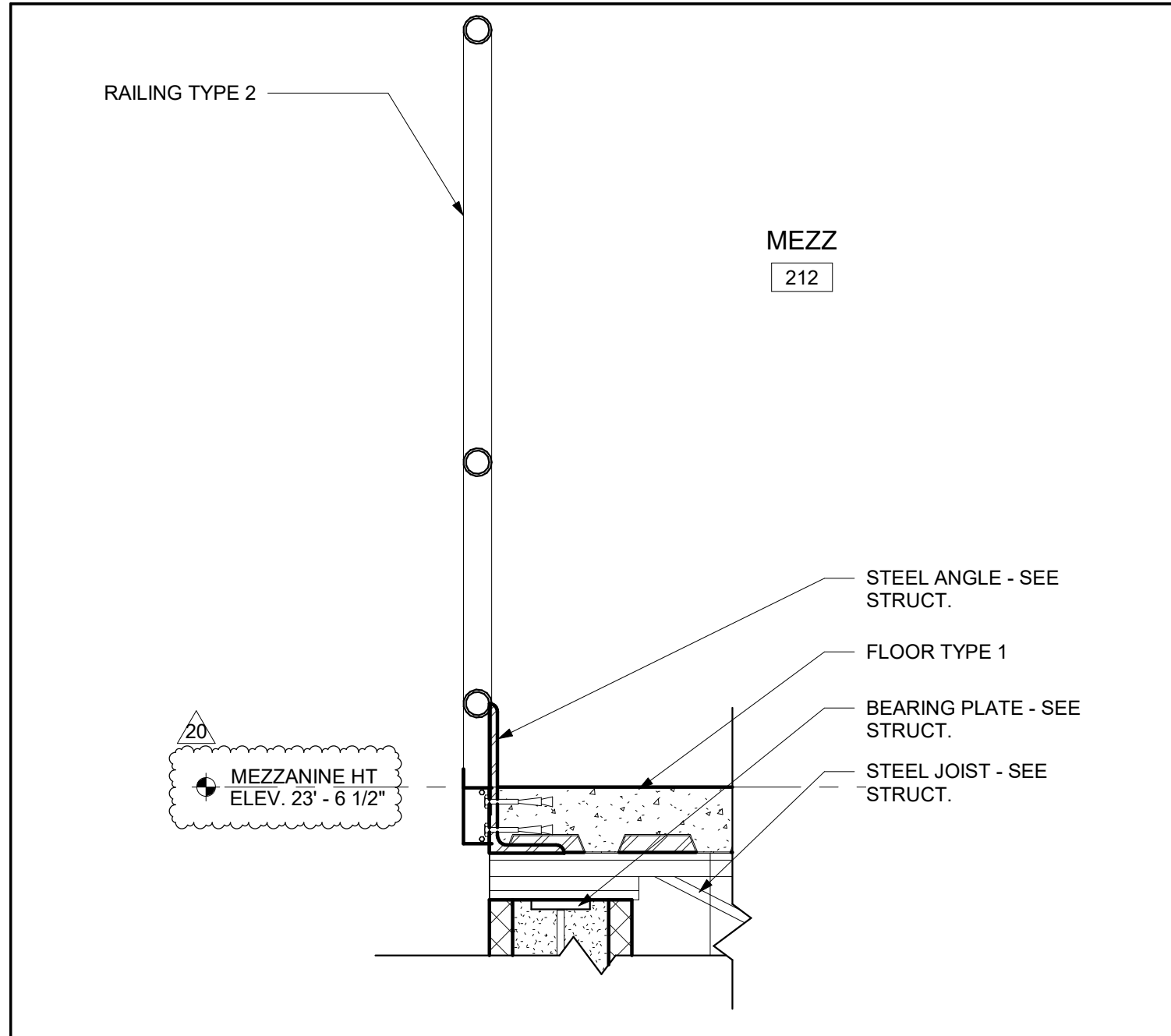


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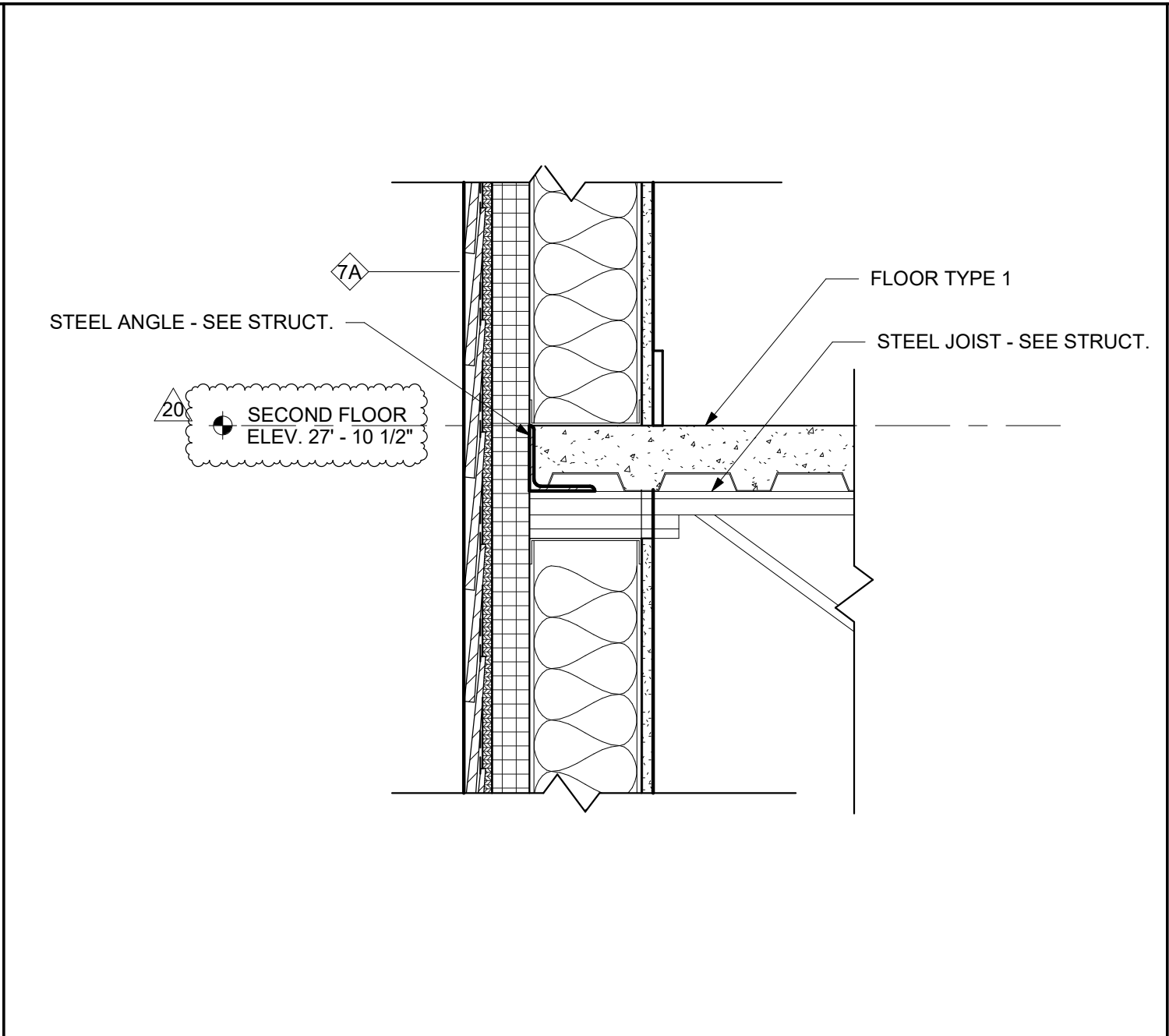
**ENLARGED SECTION THRU  
ELEVATOR**

SCALE: 1/4" = 1'-0"

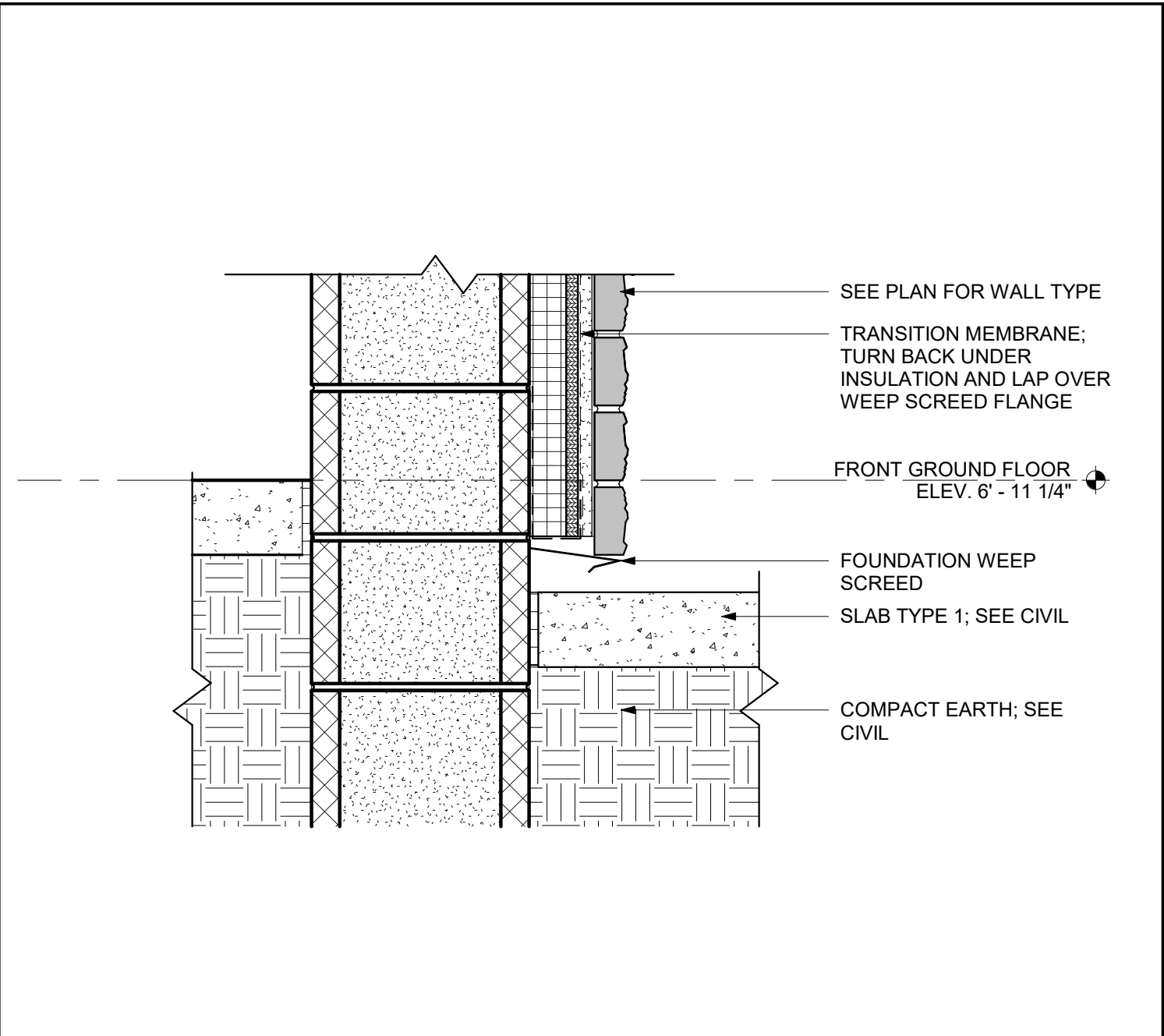




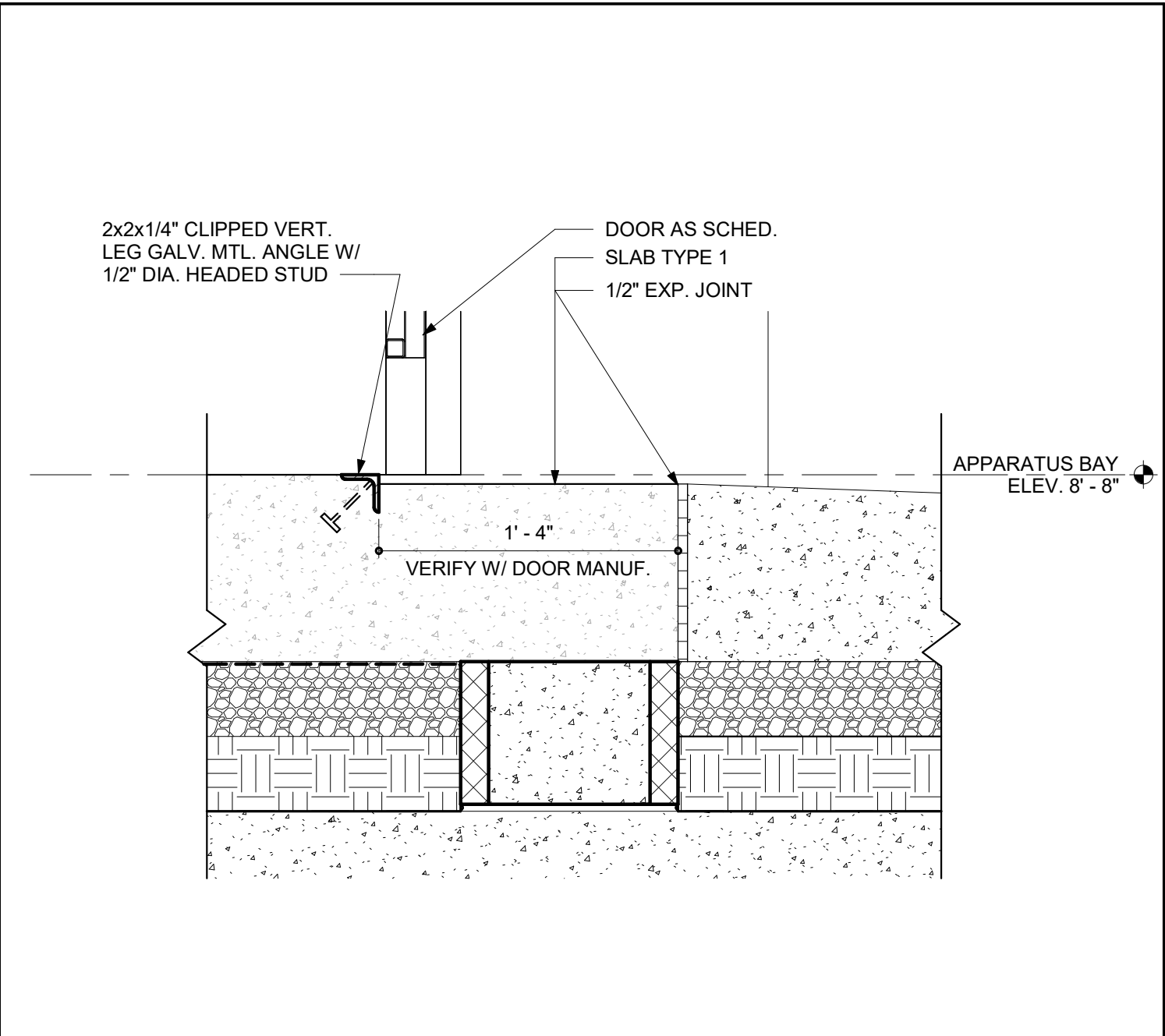
1 SECTION DETAIL - MEZZANINE 212  
SCALE: 1 1/2" = 1'-0"



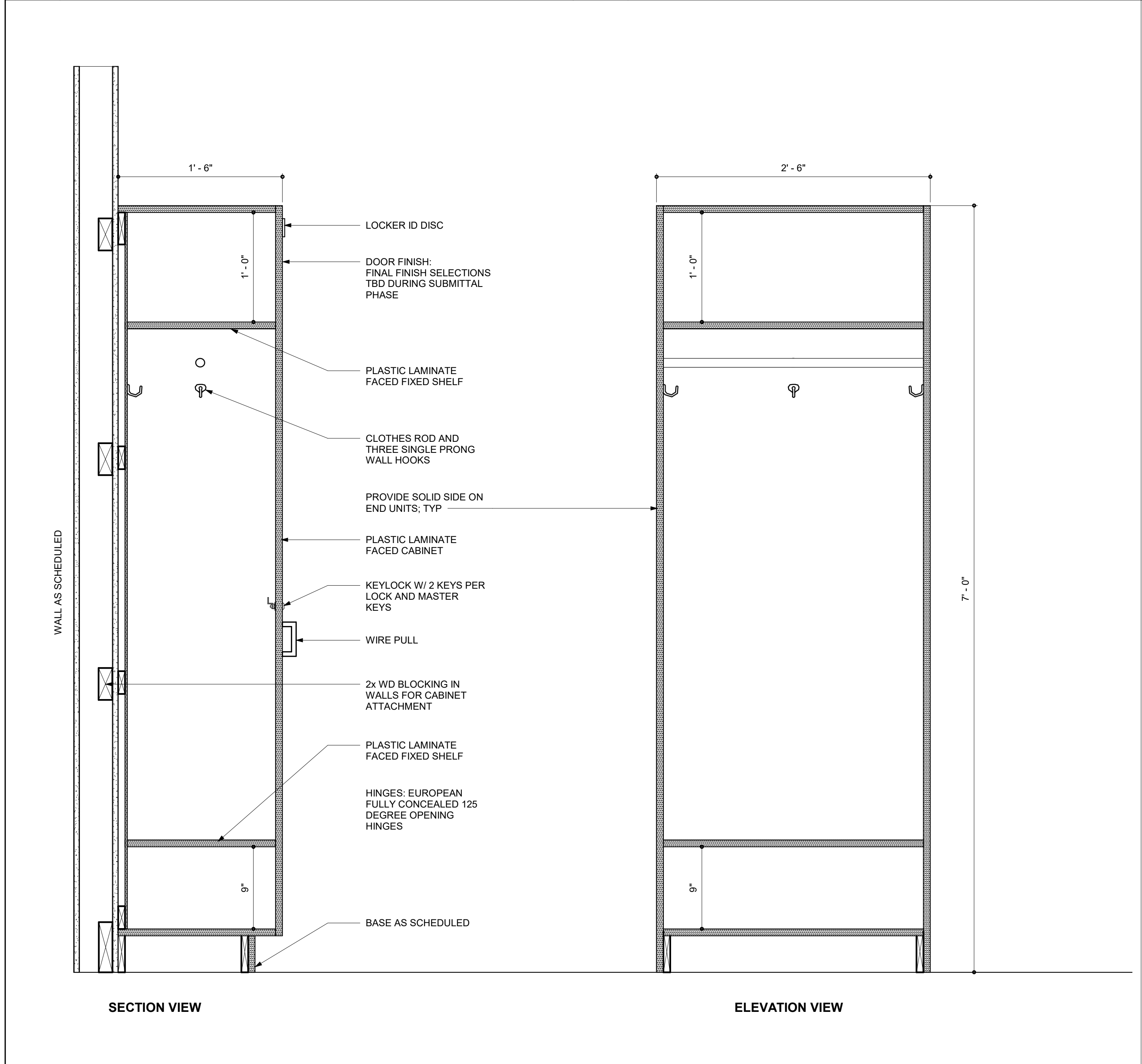
2 SECTION DETAIL - SLAB TO EXTERIOR WALL  
SCALE: 1 1/2" = 1'-0"



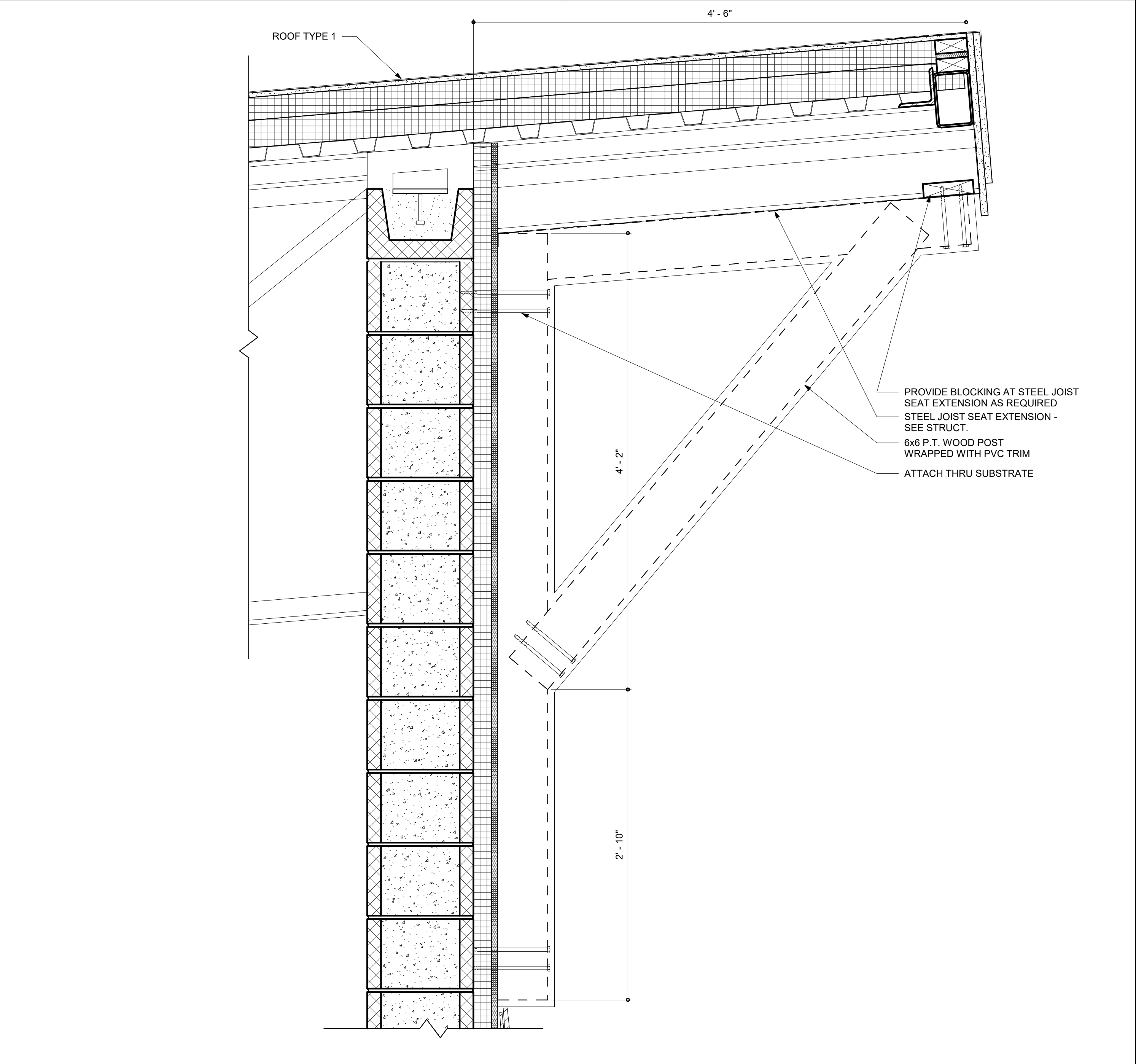
3 TYPICAL EXTERIOR WALL BASE DETAIL  
SCALE: 1 1/2" = 1'-0"



4 TYPICAL APPARATUS BAY SLAB EDGE DETAIL  
SCALE: 1 1/2" = 1'-0"



5 TYPICAL BUNK ROOM STORAGE UNIT  
SCALE: 1" = 1'-0"



6 TYPICAL NON STRUCTURAL BRACKET DETAIL  
SCALE: 1 1/2" = 1'-0"



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03.08.2024

SHEET TITLE

SECTION DETAILS

ISSUE BLOCK

Mark	Date	Description
20	04.02.2025	RFI 100

PROJECT NO: 2021025.02

DATE: 03.08.2024

SCALE: 1 1/2" = 1'-0"

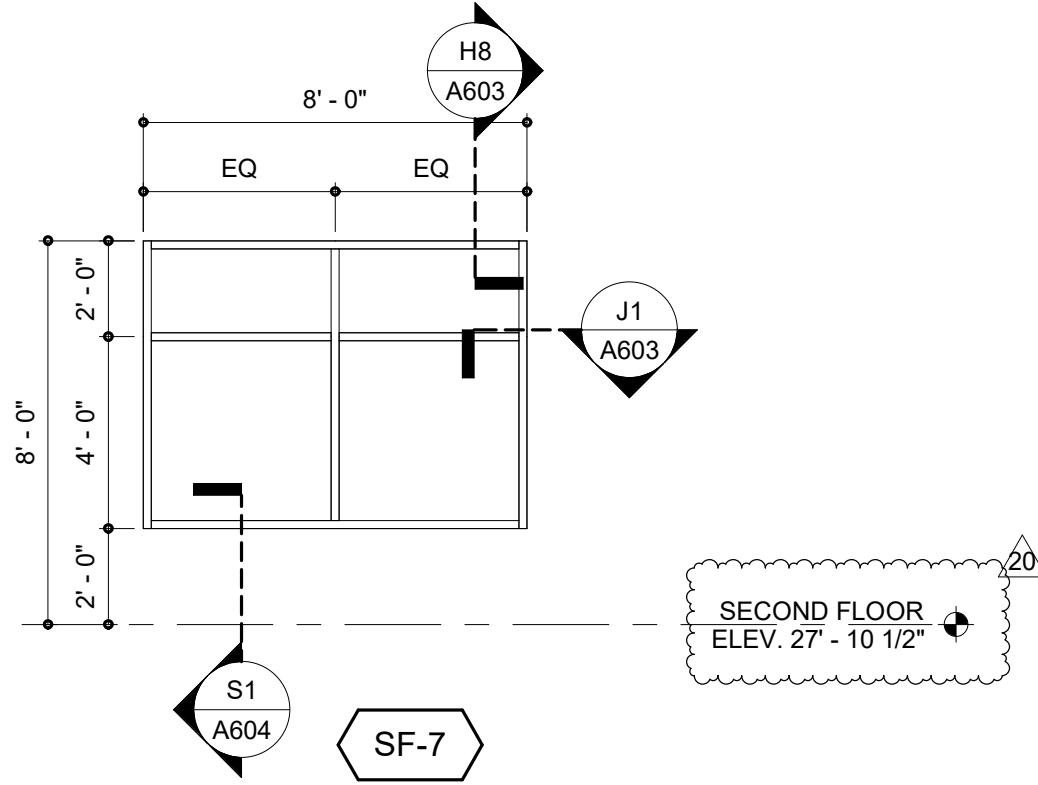
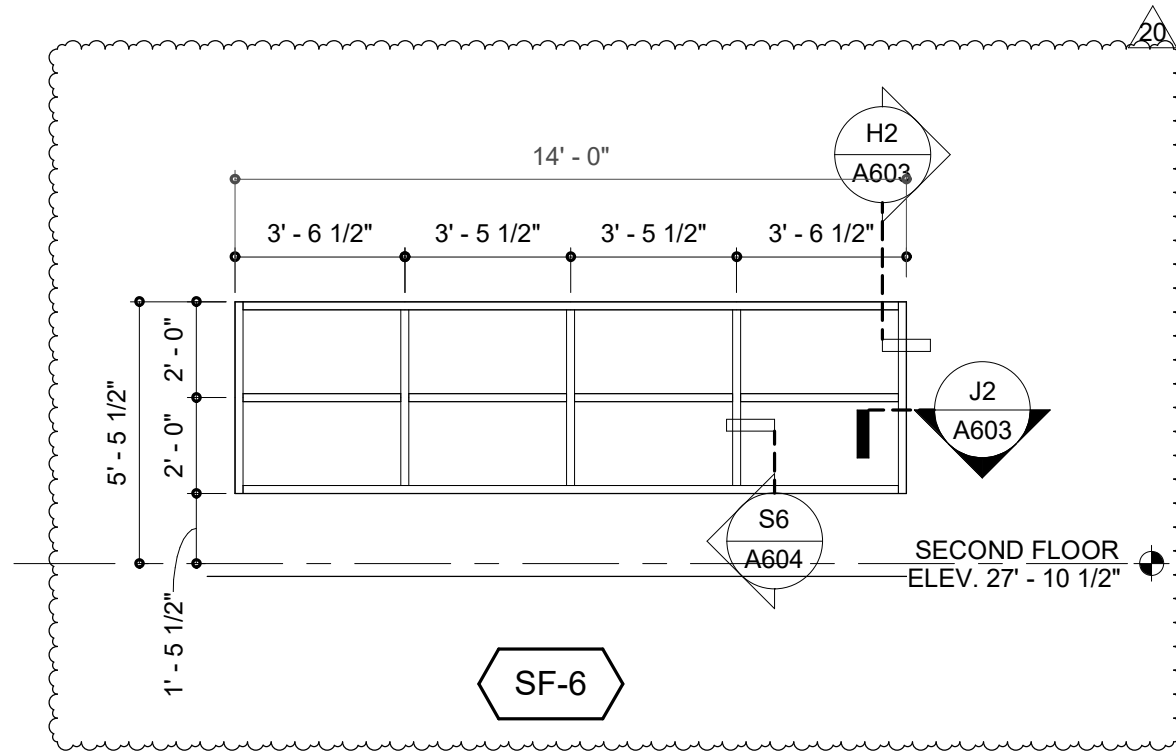
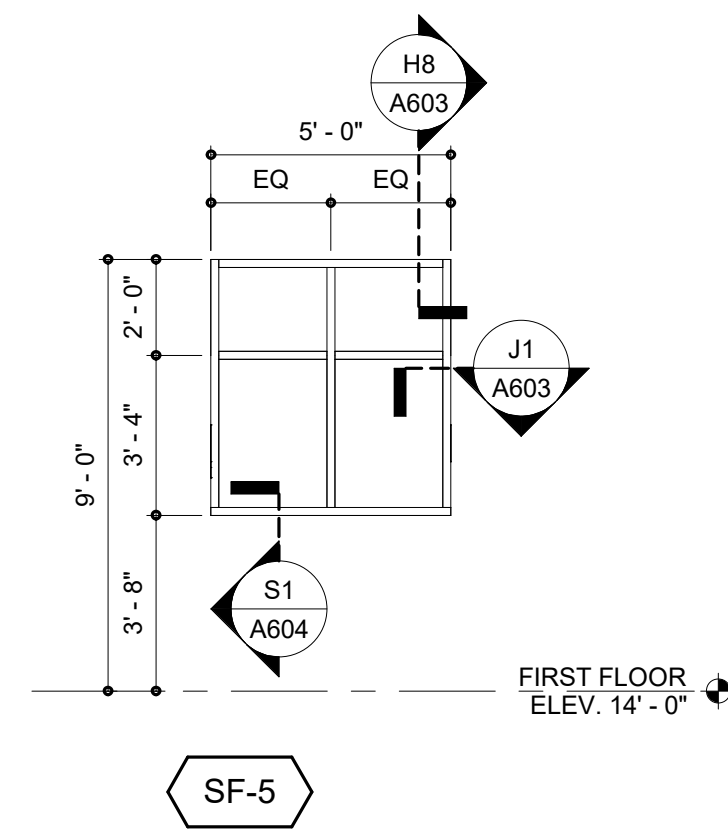
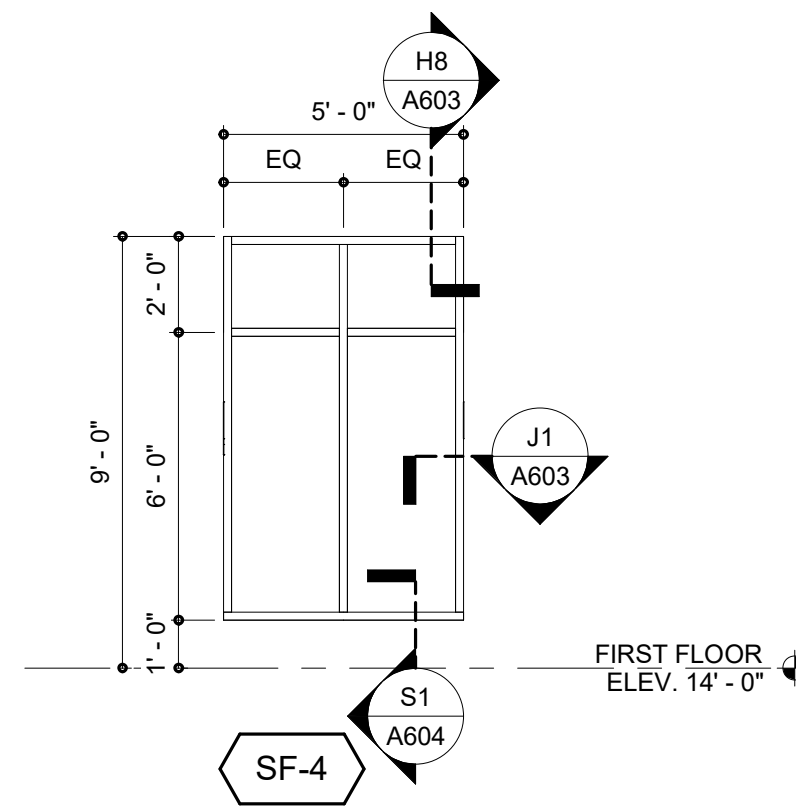
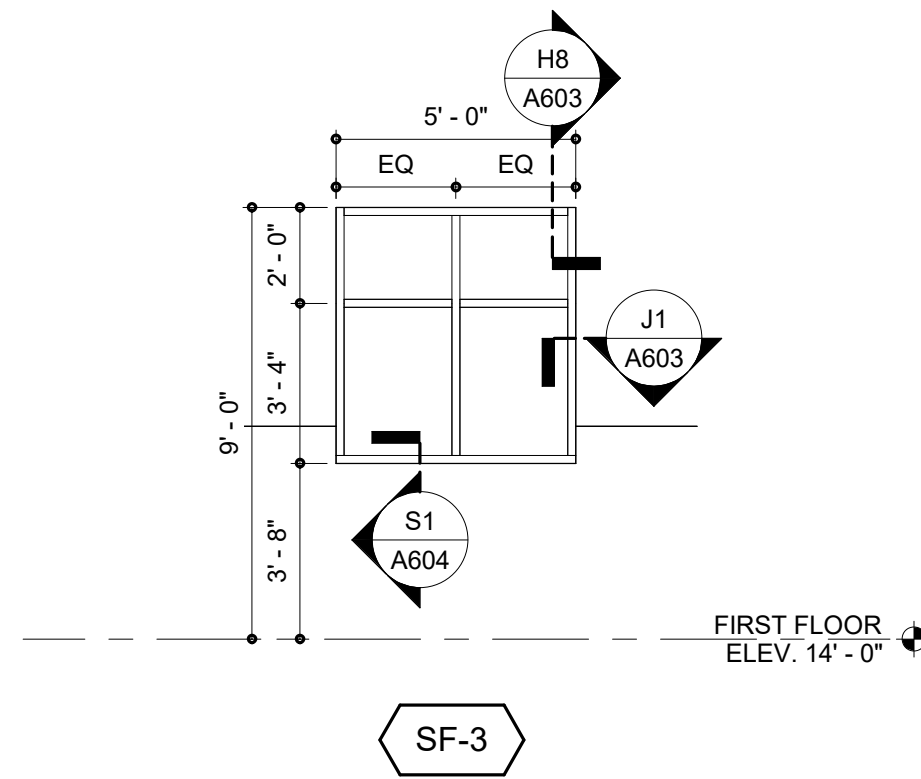
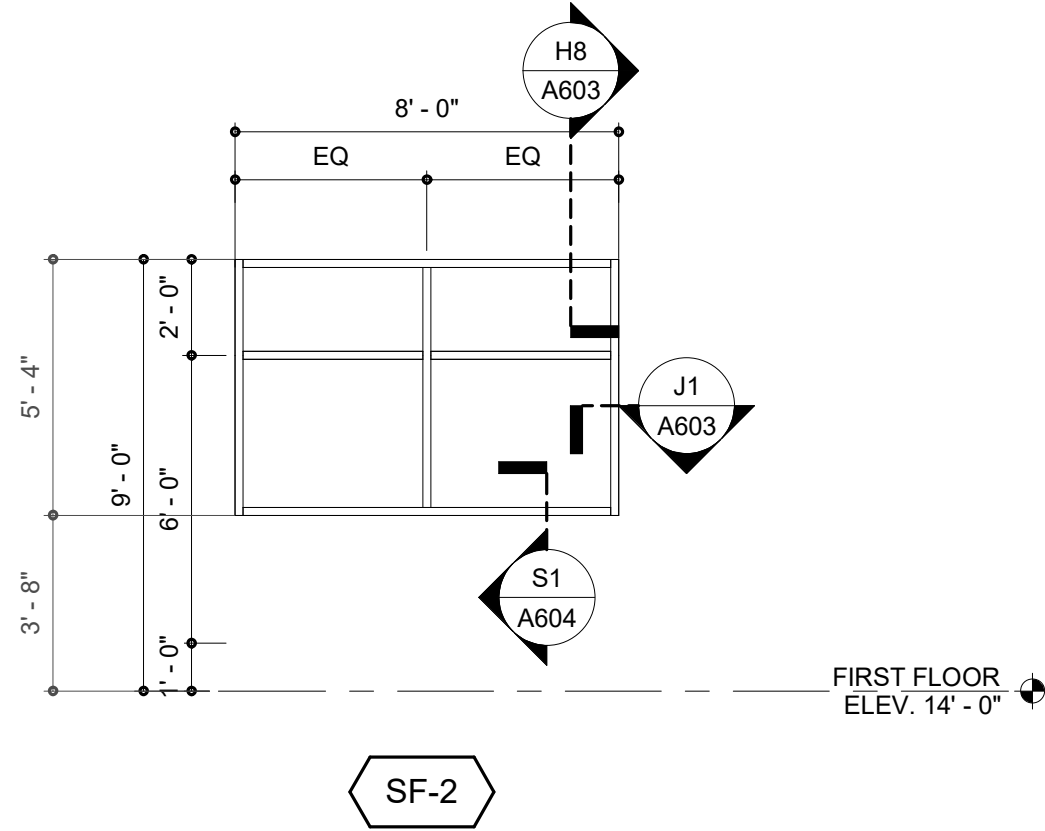
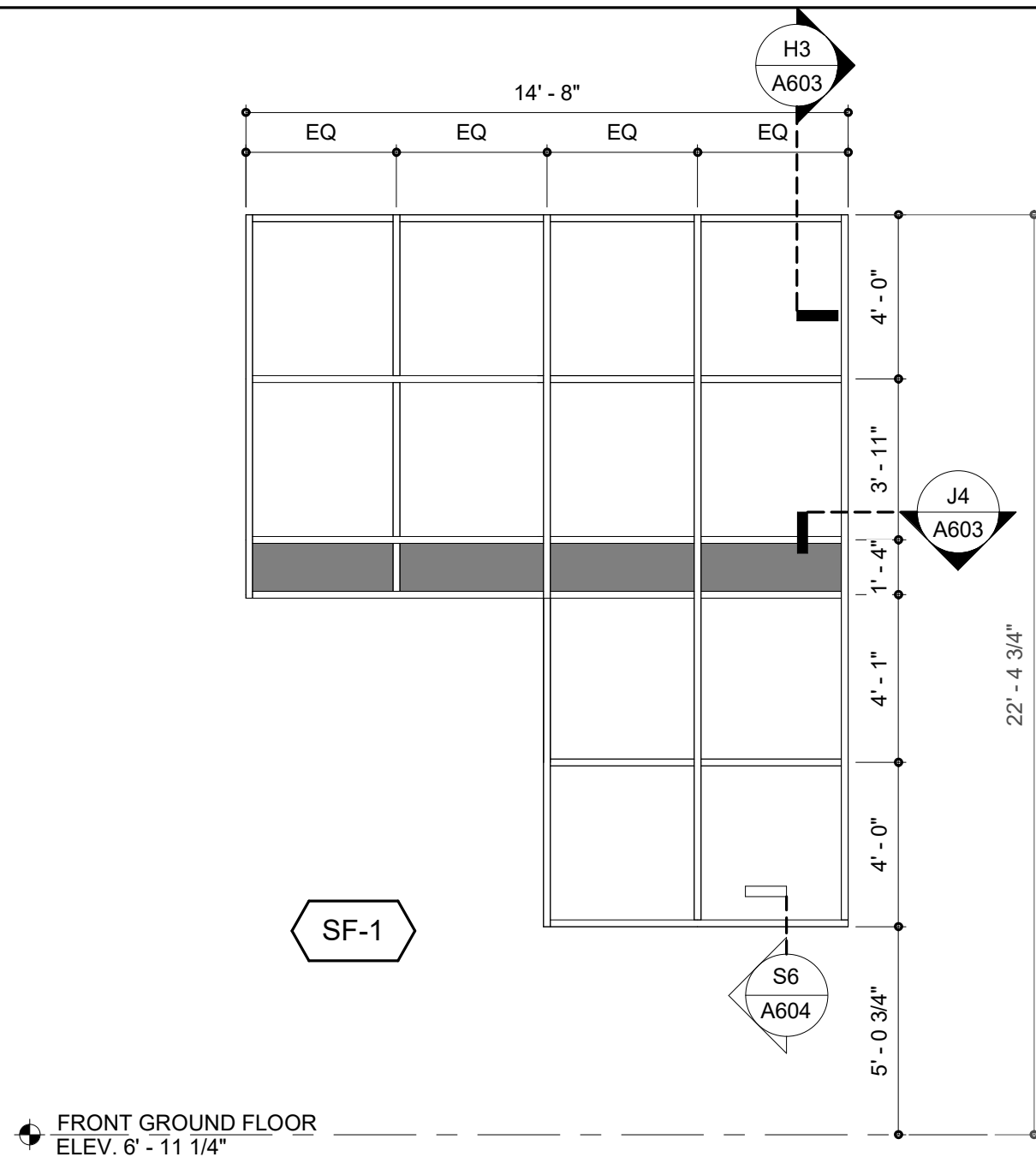
DRAWN BY: EJS PROJ MGR: BMR

A510  
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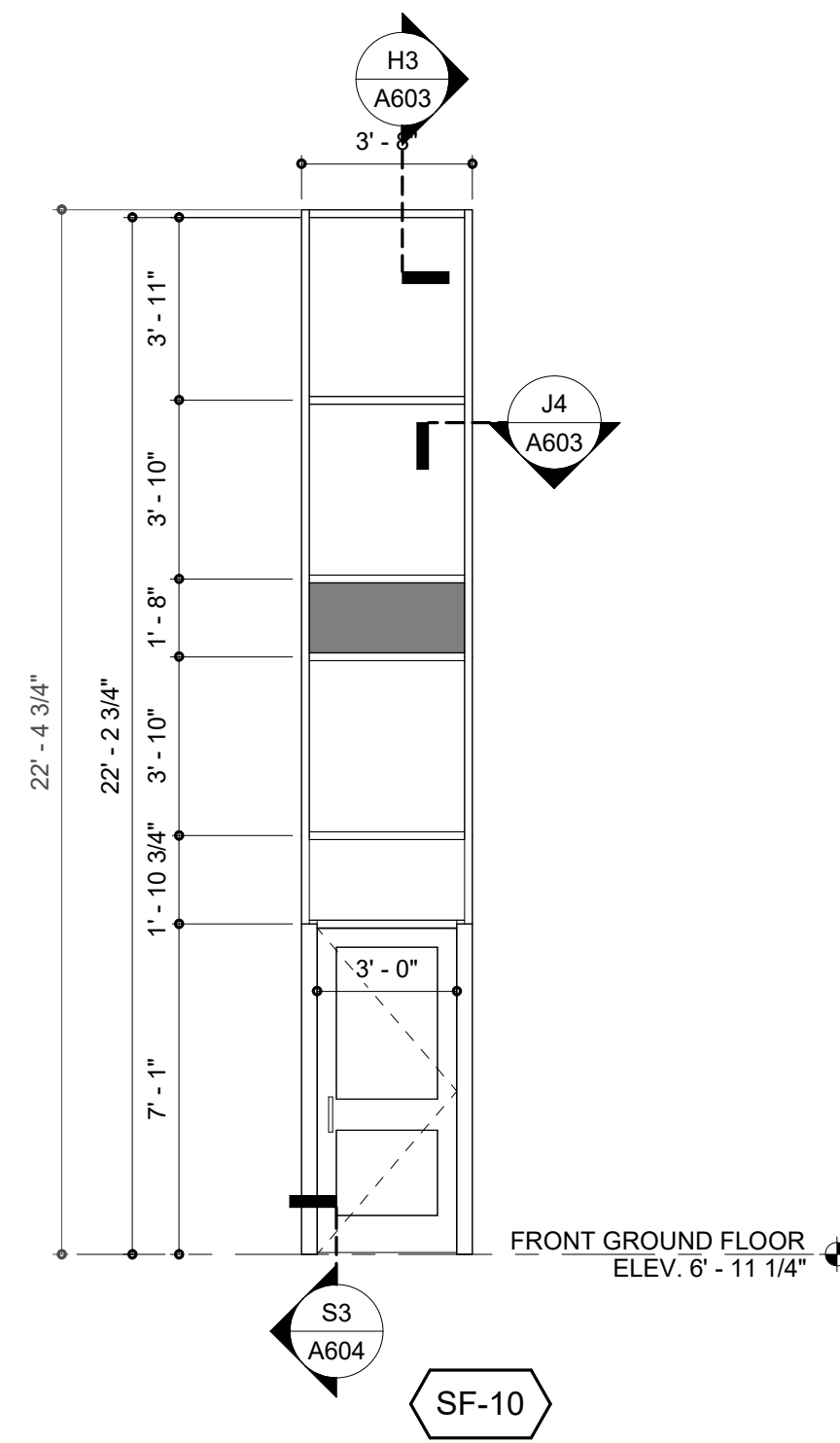
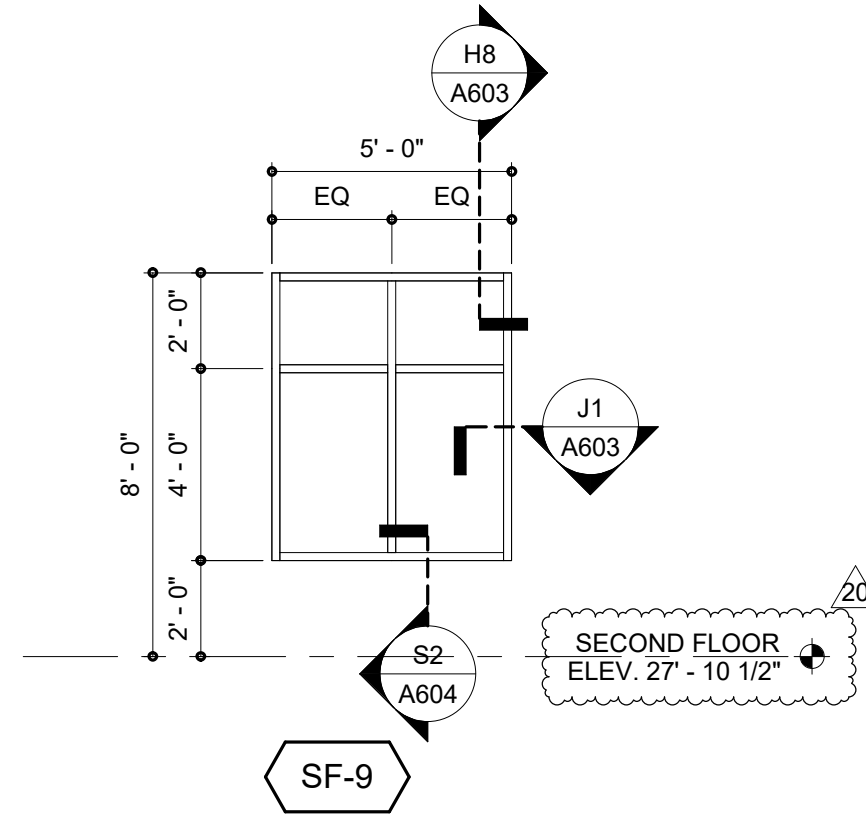
Autodesk Docs: /North Topsail Beach Fire Department/202102502.rvt

2025 9/17/15 AM

104



SF-8  
NOT USED



GLAZING LEGEND		
1.	GLAZING SHALL BE TEMPERED IN DOORS, BORROW LIGHTS, SIDE LIGHTS, AND AS REQUIRED BY CODE, AND AS INDICATED.	
2.	GLAZING SHALL BE SAFETY LAMINATED AS REQUIRED BY CODE, AND AS INDICATED.	
3.	PROVIDE FIRE-PROTECTION AND FIRE-RESISTANCE RATED GLAZING AS REQUIRED BY CODE.	
4.	EXTERIOR GLAZING SHALL BE INSULATED.	
	LAMINATED GLAZING	
		SPANDREL GLAZING

# ATTACHMENT 2

REQUEST FOR INFORMATION

<b>CONTRACT NUMBER:</b> 2021025.02 NTBFS		<b>RFI NUMBER:</b>	101
<b>CONTRACT TITLE:</b> North Topsail Beach Fire Station #2			
<b>PRIME CONTRACTOR:</b> WB Brawley Company Matt Ribakow <a href="mailto:mrribakow@brawley.net">mrribakow@brawley.net</a>		<b>CLIENT:</b>  Kim Wilson <a href="mailto:kwilson@beckermorgan.com">kwilson@beckermorgan.com</a> / Brice Reid <a href="mailto:breid@beckermorgan.com">breid@beckermorgan.com</a>	
<b>SUBJECT/TITLE OF RFI: URGENT- 1st Floor Structural Stud Length</b>			
<b>DRAWING(S): A304</b>	<b>DETAIL(S) A304-2</b>	<b>SPECIFICATION:</b> 054000	<b>CPM ACTIVITY NUMBER:</b>

Cost Effect:

☒ Increase☐ Decrease☐ None☐ TBD

Schedule Impact:

☒ Increase☐ Decrease☐ None☐ TBD

INFORMATION REQUESTED & RECOMMENDED SOLUTION:

Per direction to raise the 2<sup>nd</sup> Floor FFE from 27-8” to 27-10.5”, the structural studs for the 1<sup>st</sup> floor are 2.5” short. The approved shop drawings (attached for reference) for the structural stud design was based on detail 2 on A304 (also attached) showing the finished floor elevations.

We are currently waiting to proceed with 1<sup>st</sup> floor structural steel framing and need direction as soon as possible.

URGENT

Date Response Required By: 4/12/25

Date: 4/2/25

Signature: Matt Ribakow

RESPONSE:

PLEASE SEE DIRECTION FROM WOODS ENG ON PAGE FOUR OF THIS DOCUMENT.

From: Cait Fitzsimmons

Date:04-03-2025

Signature: C.R.Fitzsimmons

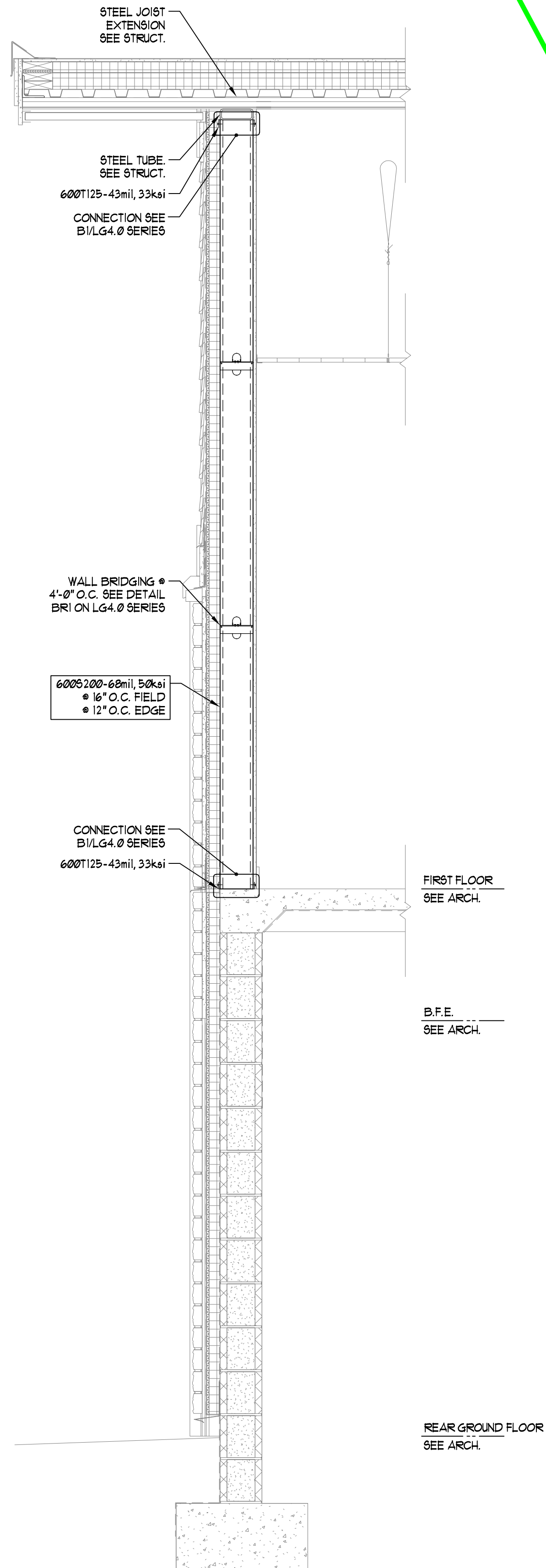
The RFI system is intended to provide an efficient mechanism for responding to contractor's request for information ONLY. This system DOES NOT authorize the contractor to proceed with work - to do so, the contractor proceeds at his own risk. If the contractor considers the RFI response a changed condition, written notice to the Contracting Officer is required within 20 calendar days.

DISTRIBUTION: Original to File via ROICC☐ PL/DM☐ ET☐ A/E☐ PC#

via ROICC/CONTRACTING OFFICER

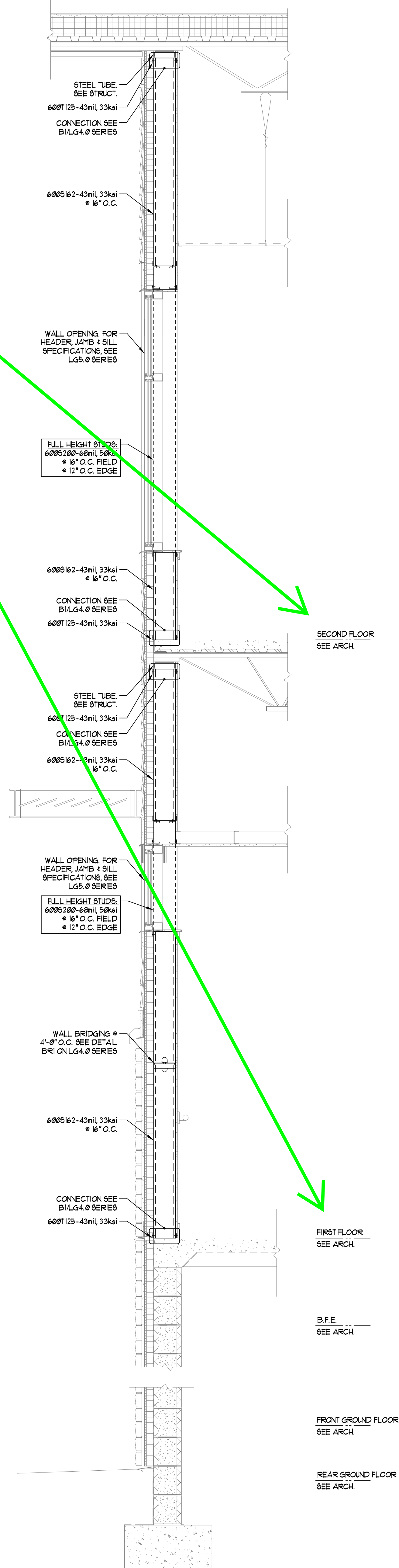


Approved Shop Drawing  
from framers showing  
Structural Steel Stud  
design based on  
Architectural Plans



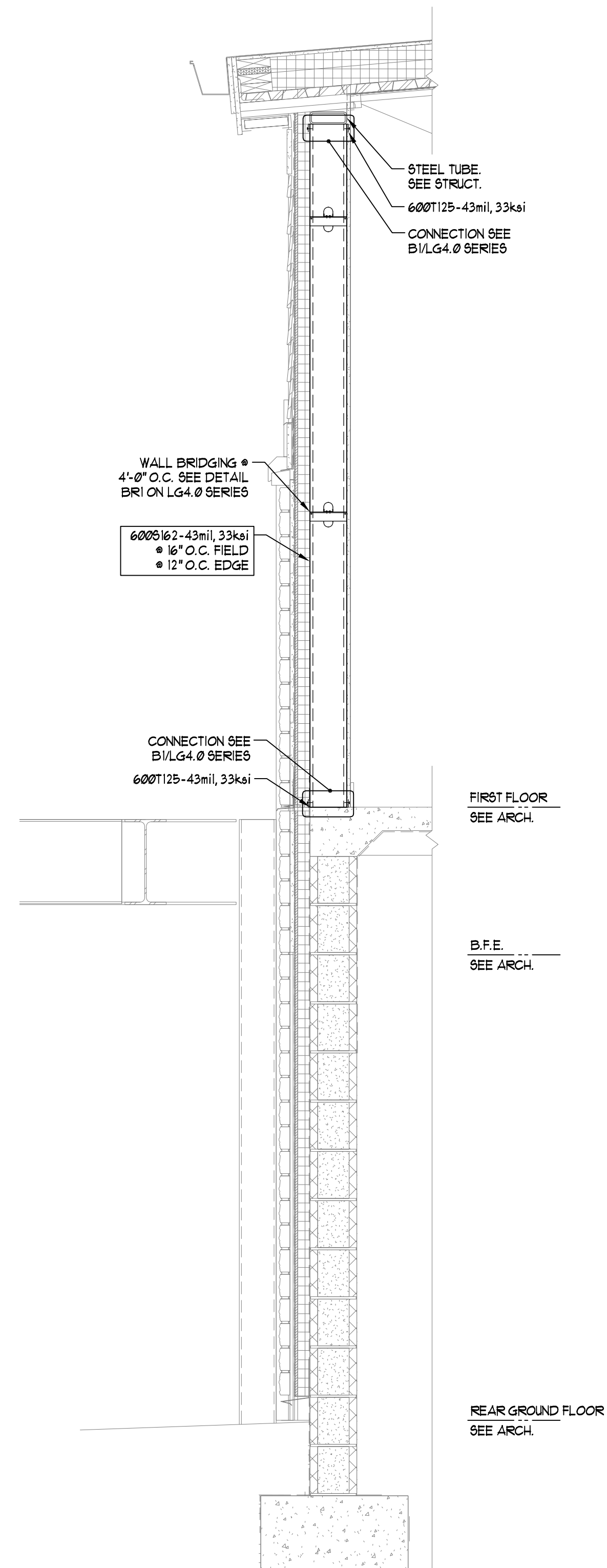
REF: 2/A303, 8/54.01 3/4" = 1'-0"

SECTION



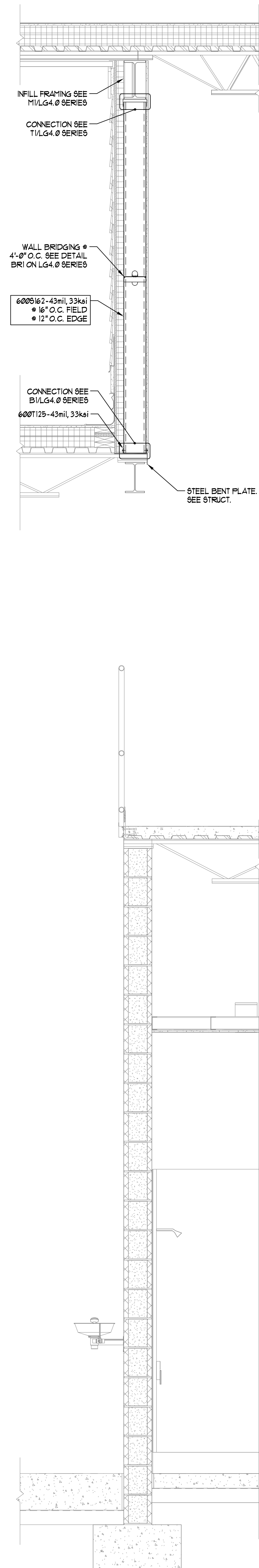
REF: 2/A304, 1/S4.01, 6/S4.01 3/4" = 1'-0"

## 2 SECTION



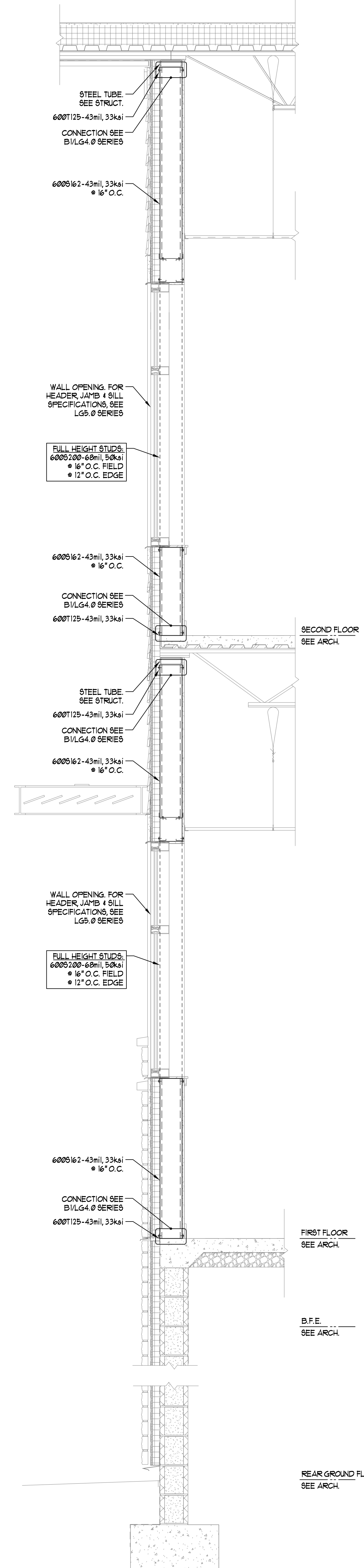
REF: 3/A304, 6/64.01 SIM. 3/4" = 1'-0"

## 3 SECTION



REF: 1/A305, 5/54.01 3/4" = 1'-0"

## 4 SECTION



REF: 2/A305, 1/54.01, 6/54.01 3/4" = 1'-0"

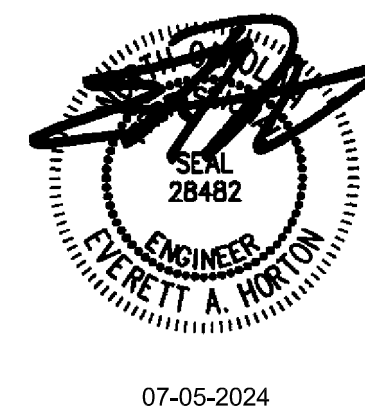
## 5 SECTION

[illegible]

CUSTOMER:  
GREY INTERIORS

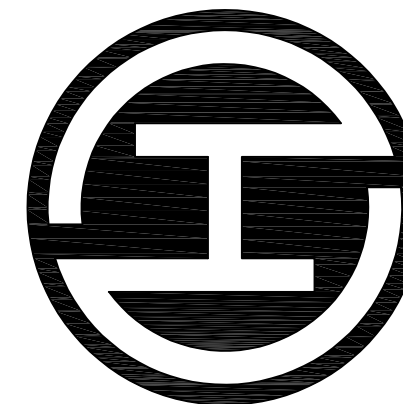
NORTH TOPSAIL BEACH  
FIRE STATION #2

North Topsail Beach, NC



Horton Design Group, PLLC  
Consulting Engineers - Structural

**Consulting Engineers - Structural**  
17105 Kenton Drive, Suite 202C  
Cornelius, North Carolina 28031  
phone 704.897.8328 fax 704.897.8333  
[www.hortondg.com](http://www.hortondg.com)

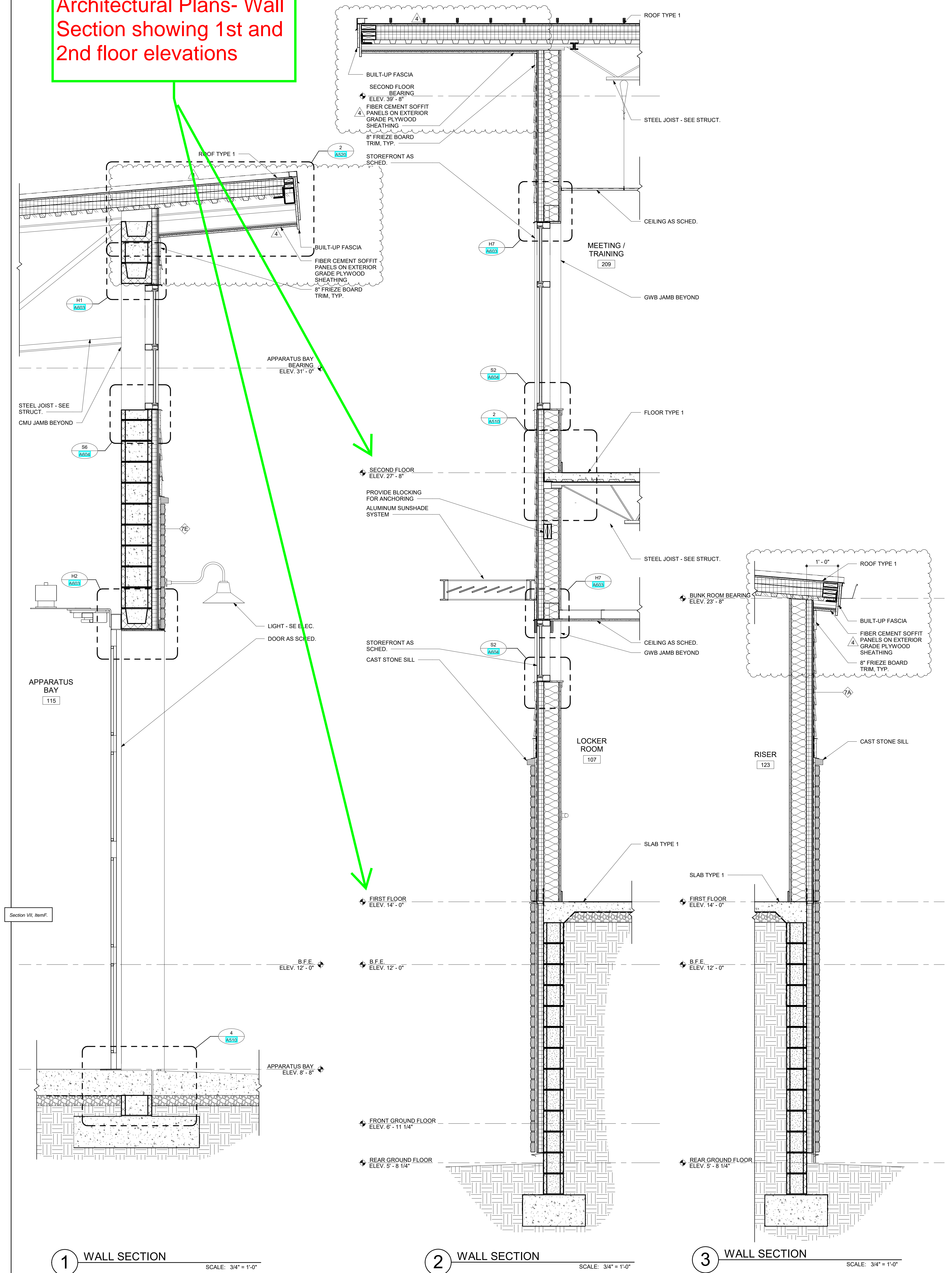


WALL SECTIONS

## LG3.0



## Architectural Plans- Wall Section showing 1st and 2nd floor elevations



1 WALL SECTION

SCALE: 3/4" = 1'-0"

2 WALL SECTION

3 WALL SECTION

SCALE: 3/4" = 1'-0"

ISSUE BLOCK	

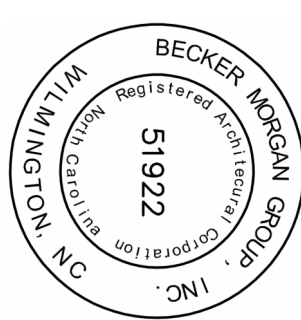
## WALL SECTIONS

ISSUED  
FOR PERMIT

NORTH TOPSAIL BEACH, NC  
28460

**NORTH TOPSAIL  
BEACH FIRE  
STATION #2**

PROJECT TITLE
---------------



ph 910-343-8007 tax 910-343-8088

254 N. FRONT STREET, SUITE 201  
WIL MINGTON NC 28401

WOODS ENGINEERING

WILKINSON, NC 20403

CIVIL ENGINEERING

p11 910-91-4000

2246 YAUPON DRIVE  
WILMINGTON, NC 28401

**CBHF ENGINEERS PLLC**  
**BME ENGINEERS**

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302.734.7950Delaware

312 West Main St, Suite 30  
Salisbury MD 21801

Charlotte, NC 28202  
980.270.9100

WILLINGBOLL, NC 28403  
910.341.7600

North Carolina

ENGINEERING

1

# WORLDWIDE

BECKER

## Cait Fitzsimmons

---

**From:** Adam Sisk <adam@woodseng.com>  
**Sent:** Thursday, April 3, 2025 10:30 AM  
**To:** Brice M. Reid; Gregory Trotta  
**Cc:** Cait Fitzsimmons  
**Subject:** RE: 2021025.02 NTB FS2 - RFI 101\_1st Floor Structural Stud Length - Urgent

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Brice,

We recommend building up on top of the track with a boxed track to make up the 2-1/2". Please have the CFS designer propose a solution.

Regards,

Adam Sisk, PE, SE  
Principal

WOODS ENGINEERING, PA  
Creative Solutions  
254 N. Front St. Suite 201  
Wilmington, NC 28401  
(p) 910.343.8007 xt 103 (f) 910.343.8088  
[www.woodseng.com](http://www.woodseng.com)



Please consider the environment before printing this email

---

**From:** Brice M. Reid <broid@beckermorgan.com>  
**Sent:** Thursday, April 3, 2025 9:16 AM  
**To:** Adam Sisk <adam@woodseng.com>; Gregory Trotta <greg@woodseng.com>  
**Cc:** Cait Fitzsimmons <cfitzsimmons@beckermorgan.com>  
**Subject:** 2021025.02 NTB FS2 - RFI 101\_1st Floor Structural Stud Length - Urgent  
**Importance:** High

Good Morning Adam/Greg – I just sent over via newforma (also attached) the structural stud RFI. As discussed in the meeting, confirmation came back that the studs on site are 2.5" short. Can you provide a response the RFI as soon as possible?

Thank you,  
**Brice M. Reid, AIA, NCARB**  
Senior Associate | Architect  
**BECKER MORGAN GROUP, INC.**  
North Carolina | Maryland | Delaware  
910.341.7600x407 o  
[broid@beckermorgan.com](mailto:broid@beckermorgan.com)  
[www.beckermorgan.com](http://www.beckermorgan.com)

---

**From:** Brice M. Reid  
**Sent:** Wednesday, April 2, 2025 1:06 PM  
**To:** Matt Ribakow <[mrribakow@brawley.net](mailto:mrribakow@brawley.net)>  
**Cc:** Kimberly L. Wilson <[kwilson@beckermorgan.com](mailto:kwilson@beckermorgan.com)>; Cait Fitzsimmons <[cfitzsimmons@beckermorgan.com](mailto:cfitzsimmons@beckermorgan.com)>; [adam@woodseng.com](mailto:adam@woodseng.com); Gregory Trotta <[greg@woodseng.com](mailto:greg@woodseng.com)>; Adrian Rowe <[arowe@brawley.net](mailto:arowe@brawley.net)>; Scott Kisthardt <[scott@brawley.net](mailto:scott@brawley.net)>  
**Subject:** RE: 2021025.02 NTB FS2 - RFI 100 Joist Bearing Elevations

Matt – please send us an RFI to track the question.

Thank you,  
**Brice M. Reid, AIA, NCARB**  
Senior Associate | Architect  
**BECKER MORGAN GROUP, INC.**  
North Carolina | Maryland | Delaware  
910.341.7600x407 o  
[breid@beckermorgan.com](mailto:breid@beckermorgan.com)  
[www.beckermorgan.com](http://www.beckermorgan.com)  
[Facebook](#) | [LinkedIn](#) | [Instagram](#)

---

**From:** Matt Ribakow <[mrribakow@brawley.net](mailto:mrribakow@brawley.net)>  
**Sent:** Wednesday, April 2, 2025 1:02 PM  
**To:** Brice M. Reid <[breid@beckermorgan.com](mailto:breid@beckermorgan.com)>  
**Cc:** Kimberly L. Wilson <[kwilson@beckermorgan.com](mailto:kwilson@beckermorgan.com)>; Cait Fitzsimmons <[cfitzsimmons@beckermorgan.com](mailto:cfitzsimmons@beckermorgan.com)>; [adam@woodseng.com](mailto:adam@woodseng.com); Gregory Trotta <[greg@woodseng.com](mailto:greg@woodseng.com)>; Adrian Rowe <[arowe@brawley.net](mailto:arowe@brawley.net)>; Scott Kisthardt <[scott@brawley.net](mailto:scott@brawley.net)>  
**Subject:** Re: 2021025.02 NTB FS2 - RFI 100 Joist Bearing Elevations

Thanks Brice-

The 1st floor structural studs are 2.5" short for the new 2<sup>nd</sup> floor height. Their shop drawings were based on the architectural plans with the 27'-8" 2nd floor elevation. Please advise how to proceed, as we are currently waiting to proceed with the 1<sup>st</sup> floor framing.

Also, we will need to adjust the 2 door frames that have been set with their frame bottom at 27'-8". We probably will need to replace the door frames if they are damaged being removed.

Thanks,  
Matt

**Matt Ribakow**

Assistant Project Manager

C: 910.530.4657

[MRibakow@BRAWLEY.NET](mailto:MRibakow@BRAWLEY.NET)

3314 Jaeckle Drive Unit 120

Wilmington, NC 28403

# BRAWLEY

■ ICT SERVICES ■ CONSTRUCTION ■ INTERIOR DESIGN

---

**From:** Brice M. Reid <[breid@beckermorgan.com](mailto:breid@beckermorgan.com)>

**Sent:** Wednesday, April 2, 2025 12:53 PM

**To:** Matt Ribakow <[mrribakow@brawley.net](mailto:mrribakow@brawley.net)>

**Cc:** Kimberly L. Wilson <[kwilson@beckermorgan.com](mailto:kwilson@beckermorgan.com)>; Cait Fitzsimmons <[cfitzsimmons@beckermorgan.com](mailto:cfitzsimmons@beckermorgan.com)>;  
[adam@woodseng.com](mailto:adam@woodseng.com) <[adam@woodseng.com](mailto:adam@woodseng.com)>; Gregory Trotta <[greg@woodseng.com](mailto:greg@woodseng.com)>

**Subject:** 2021025.02 NTB FS2 - RFI 100 Joist Bearing Elevations

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

Matt – please see attached RFI response. Kim is out of the office today, but we wanted to get this over to your team.

Let us know if you have any questions.

Thank you,

**Brice M. Reid, AIA, NCARB**

Senior Associate | Architect

**BECKER MORGAN GROUP, INC.**

North Carolina | Maryland | Delaware

910.341.7600x407 o

[breid@beckermorgan.com](mailto:breid@beckermorgan.com)

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# ATTACHMENT 3



# REQUEST FOR INFORMATION

# BRAWLEY

■ ICT SERVICES ■ CONSTRUCTION ■ INTERIOR DESIGN

<b>CONTRACT NUMBER:</b> 2021025.02 NTBFS		<b>RFI NUMBER:</b>	107
<b>CONTRACT TITLE:</b> North Topsail Beach Fire Station #2			
<b>PRIME CONTRACTOR:</b> WB Brawley Company Matt Ribakow <a href="mailto:mrribakow@brawley.net">mrribakow@brawley.net</a>		<b>CLIENT:</b> Kim Wilson <a href="mailto:kwilson@beckermorgan.com">kwilson@beckermorgan.com</a> / Brice Reid <a href="mailto:breid@beckermorgan.com">breid@beckermorgan.com</a>	
<b>SUBJECT/TITLE OF RFI: URGENT - Drawing Changes in RFI 100</b>			
<b>DRAWING(S): RFI 100</b>	<b>DETAIL(S)</b>	<b>SPECIFICATION:</b>	<b>CPM ACTIVITY NUMBER:</b>

Cost Effect: ☐ Increase ☐ Decrease ☐ None ☒ TBD  
 Schedule Impact: ☐ Increase ☐ Decrease ☐ None ☒ TBD

## INFORMATION REQUESTED & RECOMMENDED SOLUTION:

For tracking purposes, please provide a detailed explanation of all changes made in RFI 100. Drawings attached for reference.

URGENT

Date Response Required By: 5/1/25 Date: 4/22/25 Signature: Matt Ribakow

## RESPONSE:

Please reference the narrative on the following page.

From: Cait Fitzsimmons Date: 04/24/2025 Signature: C.R.Fitzsimmons

The RFI system is intended to provide an efficient mechanism for responding to contractor's request for information ONLY. This system DOES NOT authorize the contractor to proceed with work - to do so, the contractor proceeds at his own risk. If the contractor considers the RFI response a changed condition, written notice to the Contracting Officer is required within 20 calendar days.

## STRUCTURAL DRAWING UPDATES:

### Second Floor Framing Plan/S2.02:

- Joist bearing elevation heights added.

### Roof Framing Plan/S2.03:

- Joist bearing elevation heights updated.

## ARCHITECTURE DRAWING UPDATES:

### 1/A201:

- Second floor elevation height updated.

### 2/A201:

- Second floor elevation height updated.

### 1/A202:

- Second floor elevation height updated.
- First floor to second floor dimension updated to reflect the revised second floor elevation height.

### 2/A202:

- Second floor elevation height updated.

### 1/A301:

- Second floor elevation height updated.
- Mezzanine floor elevation height updated.

### 2/A301:

- Mezzanine floor elevation height updated.

### 1/A302:

- Second floor elevation height updated.

### 2/A302:

- Second floor elevation height updated.
- Mezzanine floor elevation height updated.

### 2/A304:

- Second floor elevation height updated.

### 1/A305:

- Mezzanine floor elevation height updated.

### 2/A305:

- Second floor elevation height updated.

### 8/A402:

- Second floor elevation height updated.
- Mezzanine floor elevation height updated.

### 1/A403:

- Second floor elevation height updated.
- Riser height dimensions updated to reflect the revised second floor elevation height

### 2/A403:

- Second floor elevation height updated.

### 3/A403:

- Second floor elevation height updated.

### 1/A510:

- Mezzanine floor elevation height updated.

### 2/A510:

- Second floor elevation height updated.

### SF-6/A602:

- Second floor elevation height updated.
- Height of storefront above second floor elevation updated to maintain alignment with the curtain wall system.

### SF-7/602:

- Second floor elevation height updated.

### ~~SF-9/A602:~~

Section VII, Item F. Floor elevation height updated.

### ~~SF-10/A602:~~

- Second floor elevation height updated.



PROJECT TITLE

**NORTH TOPSAIL  
BEACH FIRE  
STATION #2**

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC  
28460

**ISSUED  
FOR PERMIT**

03.08.2024

SHEET TITLE

**SECOND FLOOR  
FRAMING PLAN**

ISSUE BLOCK

Mark	Date	Description
2	04/02/2025	RF1100
1	03/25/2025	ASI-008

PROJECT NO: 2021025.02

DATE: 03.08.2024

SCALE: As indicated

DRAWN BY: Author PROJ MGR: Checker

**S2.02**

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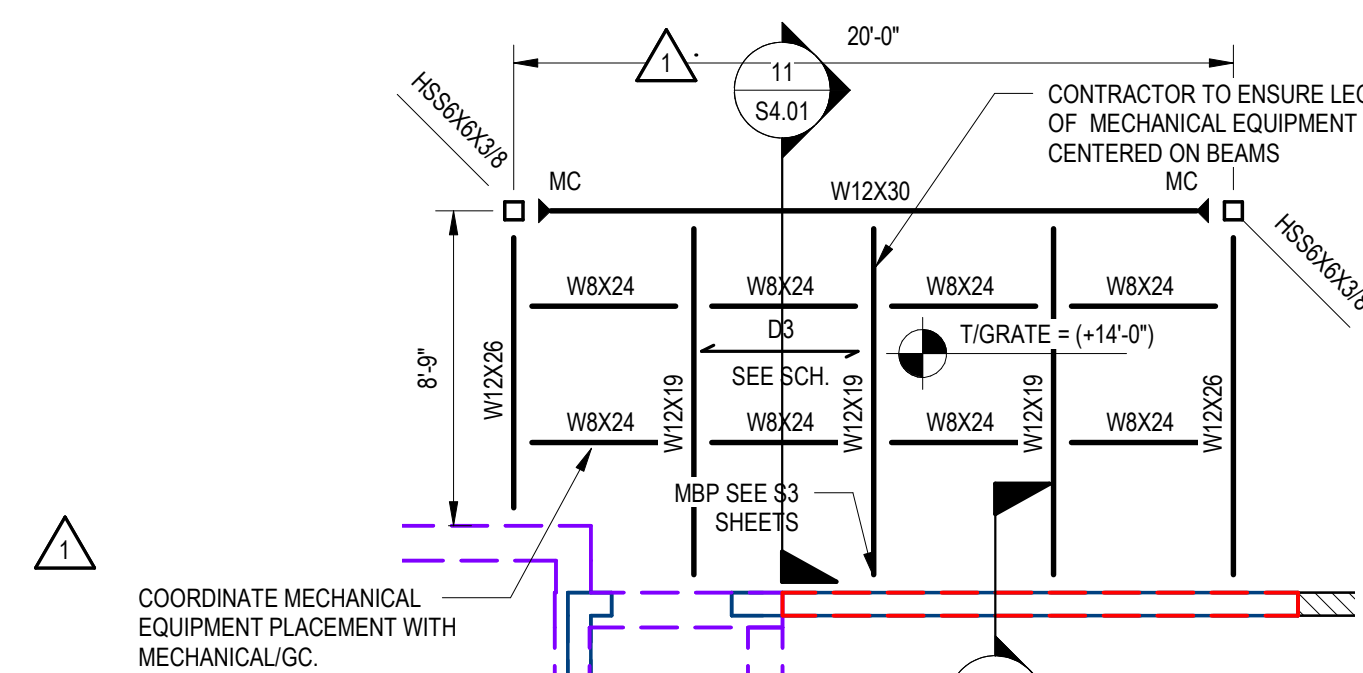
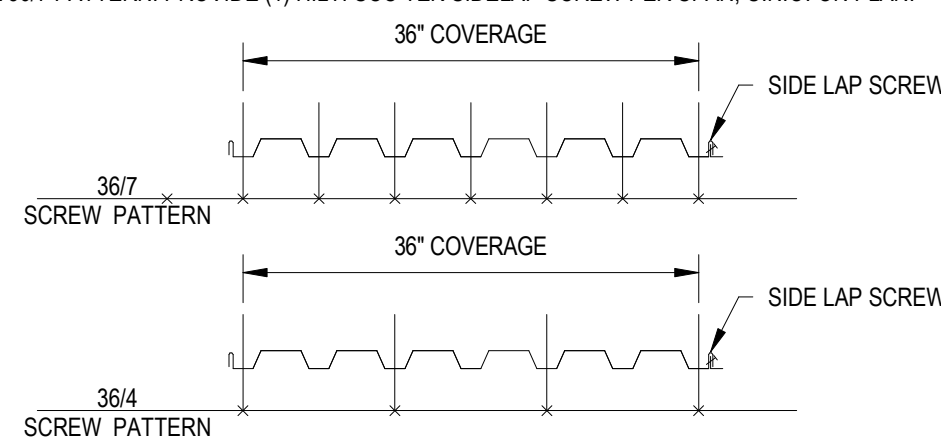
MARK	DECK TYPE	DECK SCHEDULE					TYPICAL LOCATION	COMMENTS
		THICKNESS CONC	TOTAL	CONCRETE STRENGTH	REINFORCEMENT	CONC WEIGHT		
D1	1 1/2" DEEP 20 GA. GALVANIZED ROOF TYPE 'B'	-	1 1/2"	-	-	-	TYP ROOF	-
D2	1" DEEP 26 GA. GALVANIZED NON-COMPOSITE TYPE 'C' - (1.0C26)	2-1/2"	3-1/2"	3,000psi	WWM6x6xW2.9xW2.9	NORMAL	TYP FLOOR	-
D3	OPEN	-	2"	-	-	-	PLATFORMS	PRODUCT SELECTION BY GC

**FLOOR FRAMING LEGEND**

- STEEL COLUMN - SEE PLAN FOR SIZE AND LOCATION
- LOAD BEARING CFS WALLS - FINAL DESIGN BY DD
- STEEL BEAM - SEE PLAN FOR SIZE AND LOCATION
- STEEL JOIST - SEE PLAN FOR SIZE AND LOCATION
- INDICATES 8" WITH #5 @ CORNERS, JAMBS, AND 48" O.C. U.N.O.  
INDICATES 12" CMU RETAINING WALL - WITH #7 @ 16" O.C. U.N.O.  
INDICATES 10" CMU, SEE PLAN FOR REINFORCING
- MASONRY HEADER - SEE SCHEDULE THIS SHEET
- MC INDICATES MOMENT CONNECTION
- WP-x INDICATES MASONRY WALL PLATE - SEE S3.0 SERIES SHEETS
- MBP-x INDICATES MASONRY BEARING PLATE - SEE S3.0 SERIES SHEETS
- Hx INDICATES CFS HEADER BY DD

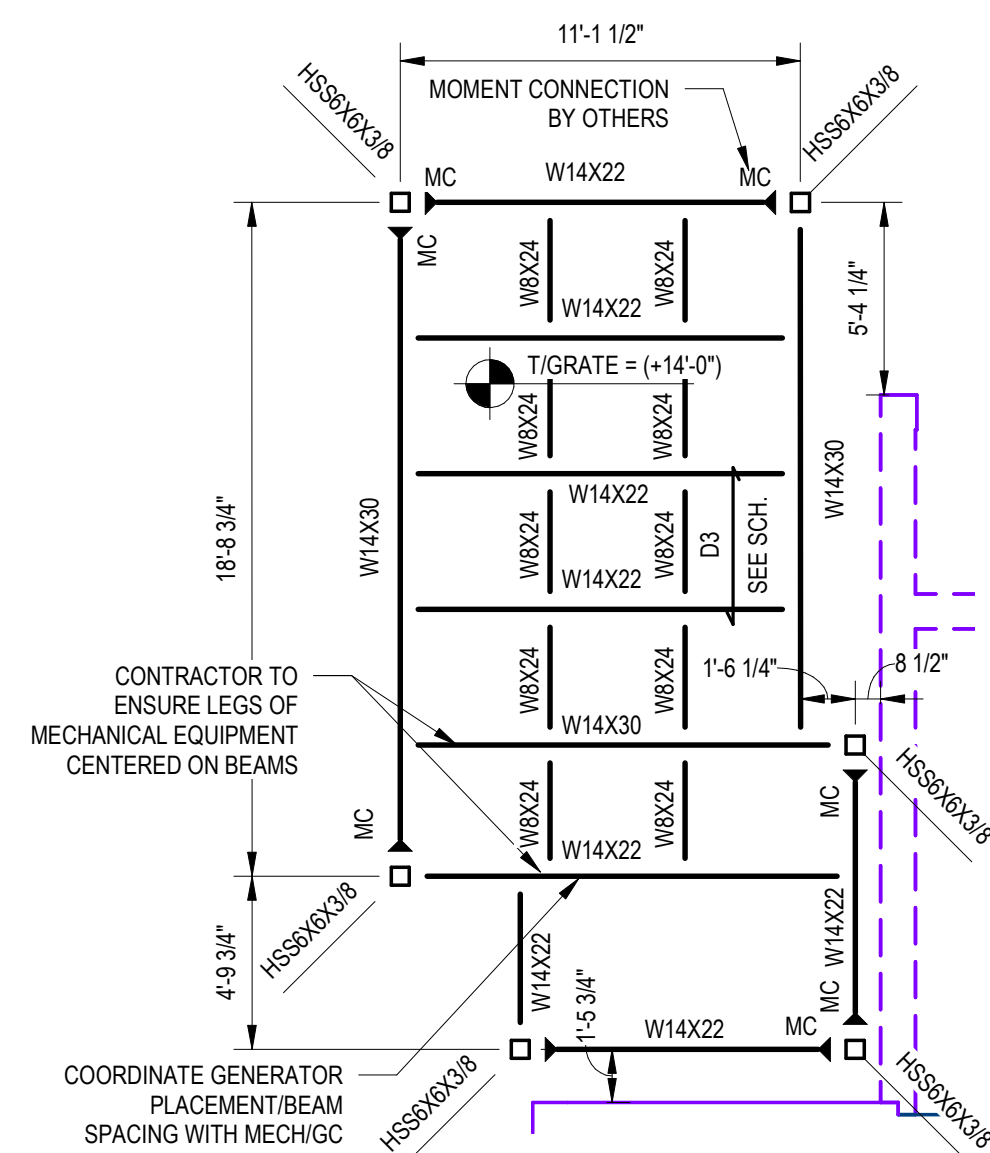
**NOTES - FLOOR FRAMING PLAN**

- SEE S1.0 SERIES SHEETS FOR ADDITIONAL GENERAL NOTES, MATERIAL NOTES AND MATERIAL SPECIFICATIONS. ALSO, SEE S1.0 SERIES SHEETS FOR TYPICAL DETAILS. TYPICAL DETAILS ARE GENERALLY NOT SHOWN ON PLAN BUT RATHER ARE INTENDED TO DEFINE TYPICAL CONSTRUCTION CONDITIONS.
- SEE PLAN FOR TRUSS/JOIST BEARING ELEVATIONS. ELEVATIONS NOTED ARE FROM MSL = 0.0'
- SEE SCHEDULE THIS SHEET FOR SLAB-ON-DECK REQUIREMENTS.
- METAL ROOF DECK SHALL BE ATTACHED TO STEEL SUPPORTING MEMBERS WITH HILTI X-HSN 24 FOR STEEL THICKNESS EQUAL TO OR LESS THAN 3/8" AND HILTI X-ENP 19 OTHERWISE IN A 36/4 PATTERN U.N.O. ON PLAN - EXCEPT WITHIN 10'-0" OF ROOF EDGE PROVIDE FASTENERS IN A 36/7 PATTERN. PROVIDE (1) HILTI SCC TEK SIDELAP SCREW PER SPAN, U.N.O. ON PLAN.
- PROVIDE JOIST BRIDGING PER SJI RECOMMENDATIONS.
- SEE S3.01 FOR JOIST BEARING PLATES
- WHEN A SECTION IS CUT OR A DETAIL IS LABELED FOR A PARTICULAR CONDITION, THAT SECTION OR DETAIL SHALL APPLY FOR ALL SIMILAR CONDITIONS REGARDLESS OF WHETHER CUT OR LABELED, U.N.O.



**ENLARGED MECHANICAL PAD 2-2**

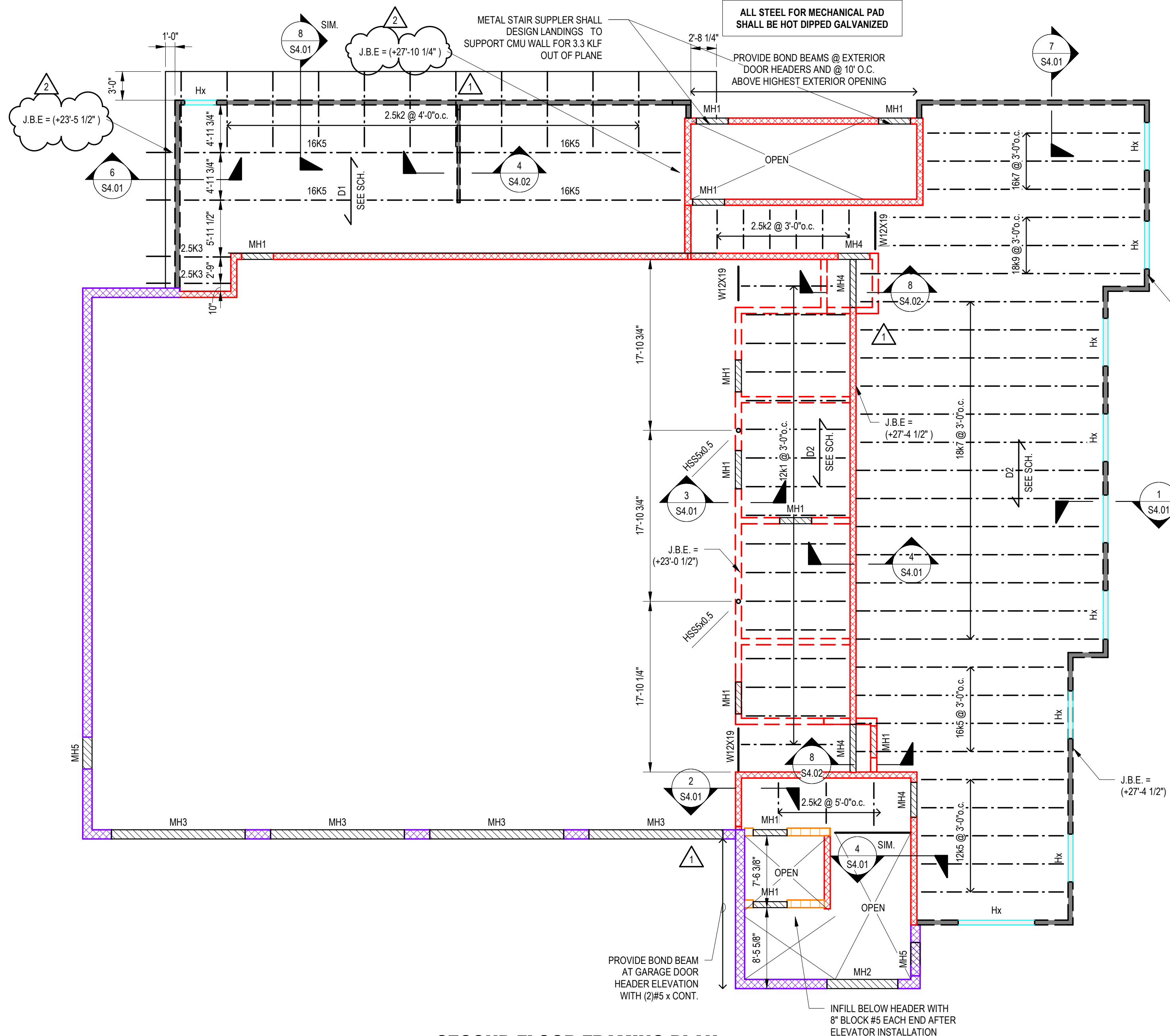
SCALE: 3/16" = 1'-0"



**ENLARGED MECHANICAL PAD 1-1**

SCALE: 3/16" = 1'-0"

ALL STEEL FOR MECHANICAL PAD SHALL BE HOT DIPPED GALVANIZED

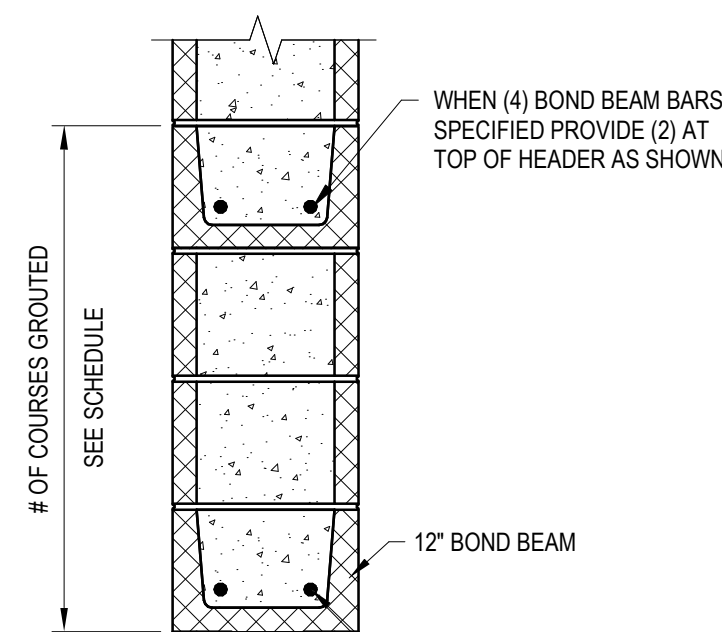


**SECOND FLOOR FRAMING PLAN**

SCALE: 1/8" = 1'-0"

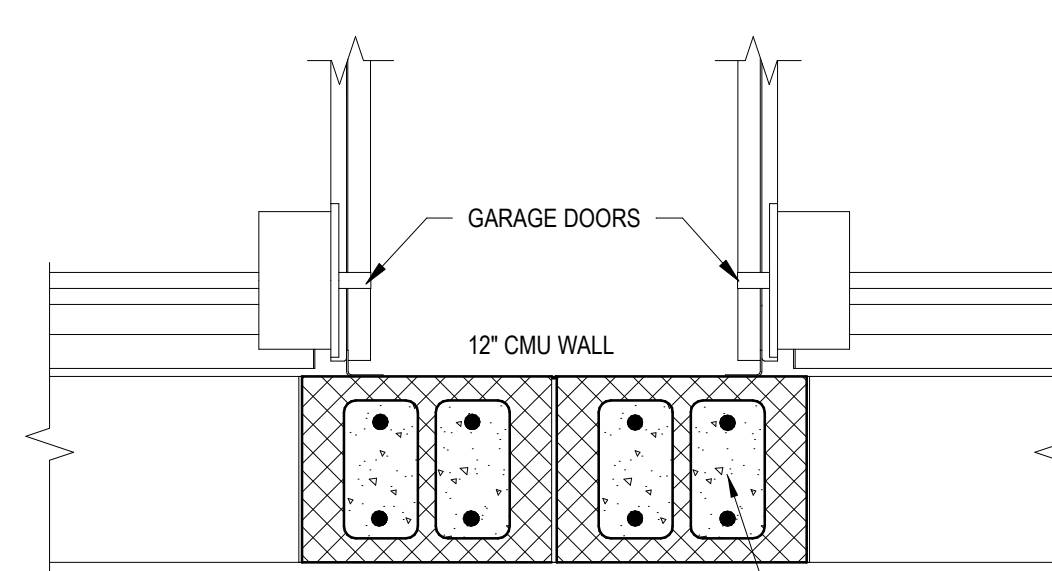
MASONRY HEADER (MHX) SCHEDULE				
MARK	THICKNESS	BOND BEAM REINFORCING	JAMB REINFORCING	# OF COURSES GROUTED
MH1	8" CMU	(1) #5	(2) #5	(1)
MH2	12" CMU	(4) #7	SEE DETAIL D-D/S2.02	(8)
MH3	12" CMU	(4) #7	SEE DETAIL C-C/S2.02	(8)
MH4	8" CMU	(1) #5	(2) #5	(2)
MH5	12" CMU	(2) #7	SEE DETAIL C-C/S2.02	(2)

- NOTES:
- 8" BEARING EACH END
  - GROUT ALL JAMBS SOLID
  - IF WALL THICKNESS DIFFERS IN THIS SCHEDULE FROM PLANS OR SHEAR WALL SCHEDULE, PLANS OR SHEAR WALL SCHEDULE SHOULD GOVERN.
  - SEE DETAIL A-A SHEET S2.02 FOR HEADER DETAIL



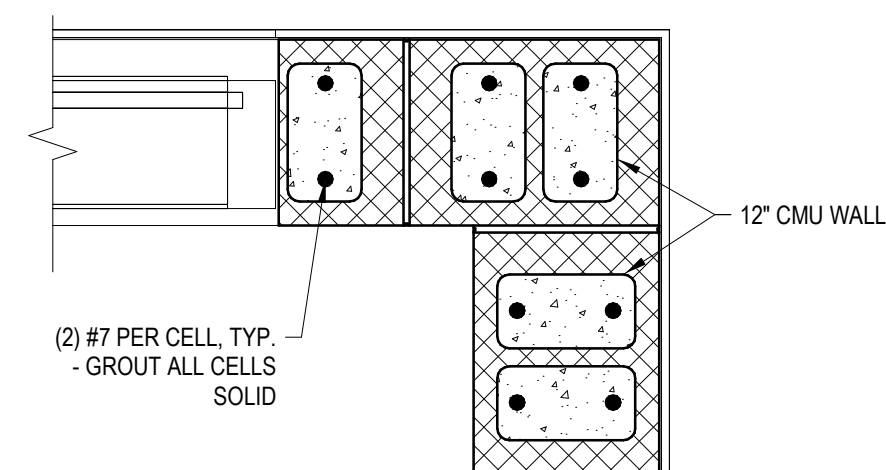
**DETAIL A-A**

SCALE: 1" = 1'-0"



**DETAIL C-C**

SCALE: 1" = 1'-0"



**DETAIL D-D**

SCALE: 1" = 1'-0"



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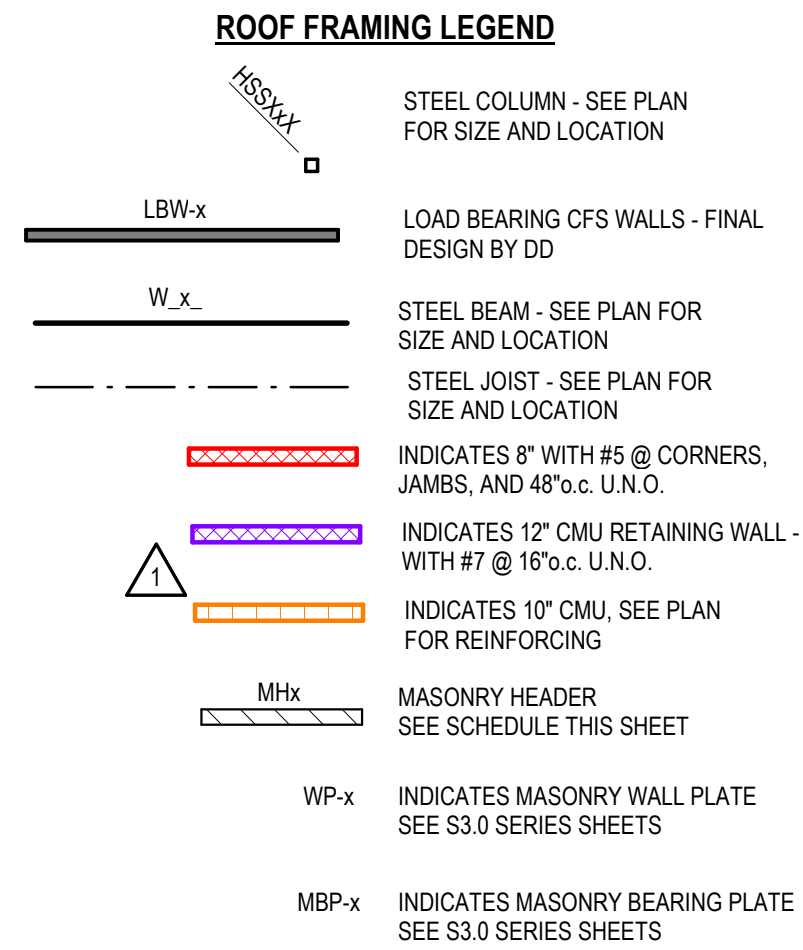
**PARAMOUNTE ENGINEERING, INC.**  
CIVIL ENGINEERING  
122 CINEMA DRIVE  
WILMINGTON, NC 28403  
ph 910-791-6707 fax 910-791-6760

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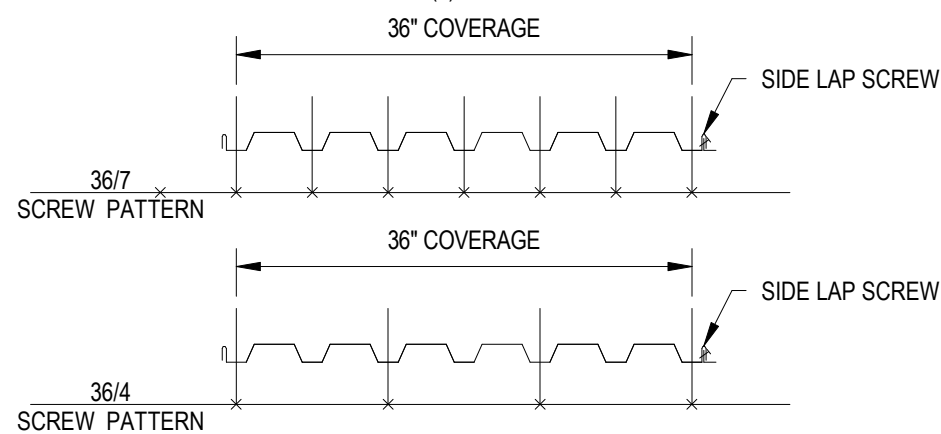
03.08.2024

ISSUE BLOCK		
Mark	Date	Description
2	04/02/2025	RF1100
1	03/25/2025	ASI-008
PROJECT NO:		2021025.02
DATE:		03.08.2024
SCALE:		As indicated
DRAWN BY/Author		PROJ MGR/Checker

2/25/2025 10:01:54 AM C:\Users\jacob\Documents\ST\_NTB Fire Station\_R22 on cloud\_JacobMiliam.rvt

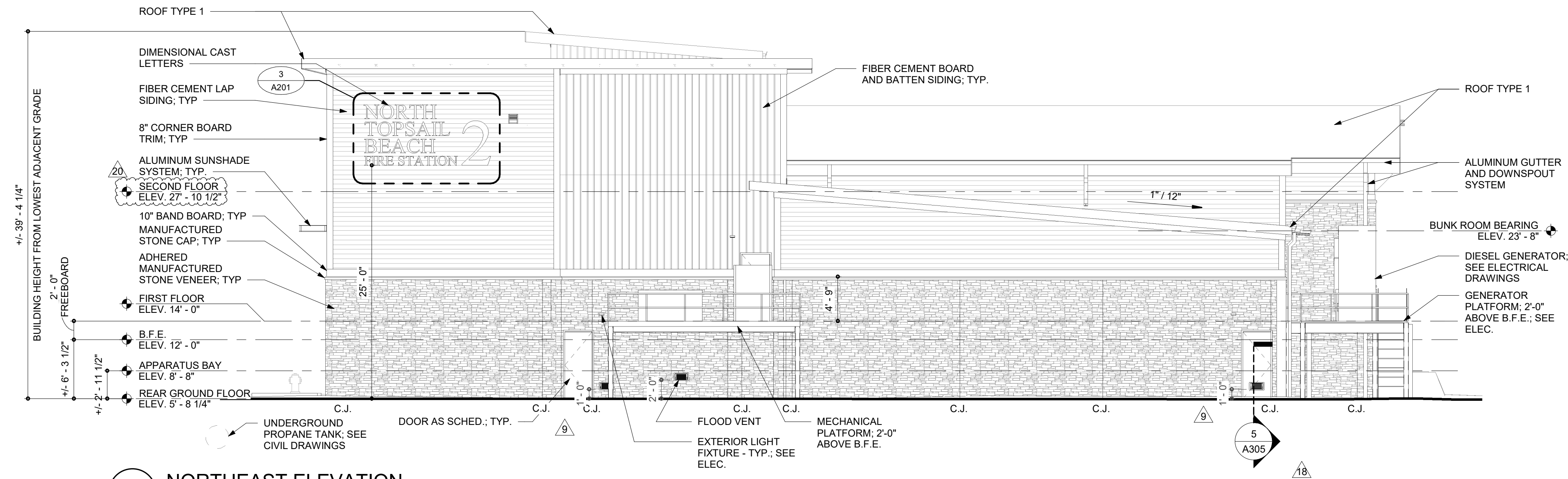


1. SEE SHEET S1.0 SERIES SHEETS FOR GENERAL STEEL, JOIST, DECK, LIGHT GAUGE FRAMING NOTES AND TYPICAL DETAILS NOT SHOWN ON PLAN.
2. METAL ROOF DECK SHALL BE ATTACHED TO STEEL SUPPORTING MEMBERS WITH HILTI X-HSN 24 FOR STEEL THICKNESS EQUAL TO OR LESS THAN 3/8" AND HILTI X-ENP 19 OTHERWISE IN A 36/4 PATTERN EXCEPT IN CORNER ZONES (ZONE 3 - SEE S1.0 SERIES SHEETS) - PROVIDE FASTENERS IN A 36/7 PATTERN. PROVIDE (1#)10 SIDELAP PER SPAN U.N.O. ON PLAN.

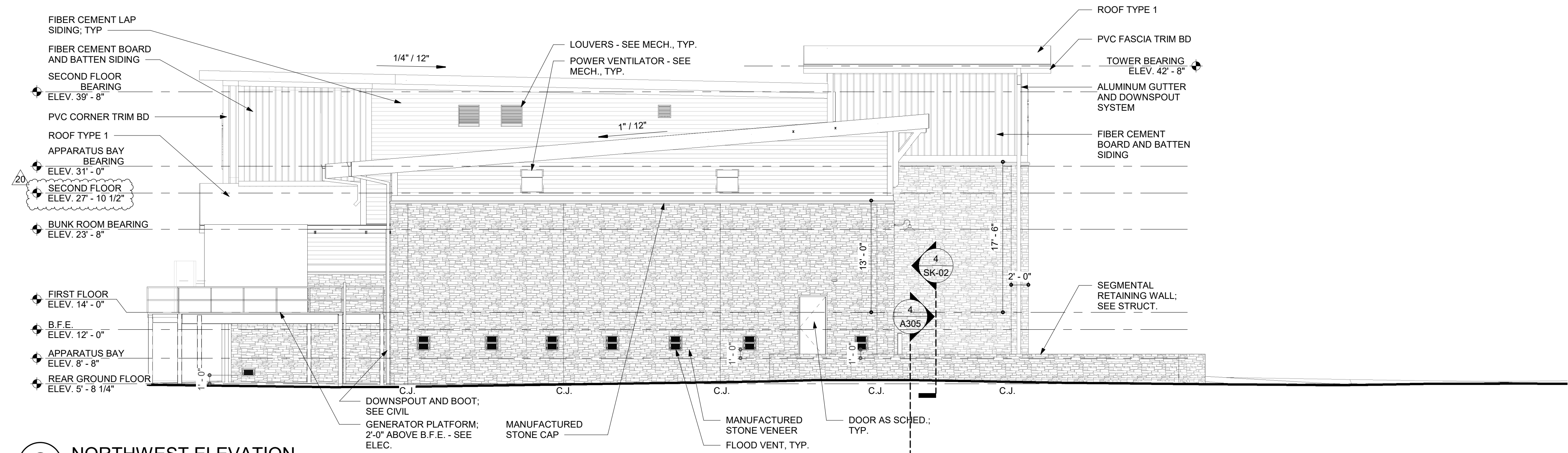


3. ALL JOISTS SHALL BE DESIGNED FOR A NET UPLIFT PRESSURE OF 30 psf.
4. PROVIDE JOIST BRIDGING PER SJI RECOMMENDATIONS.
5. ALL BEAMS, GIRDERS AND COLUMNS SHALL BE ASTM A992, GRADE 50.

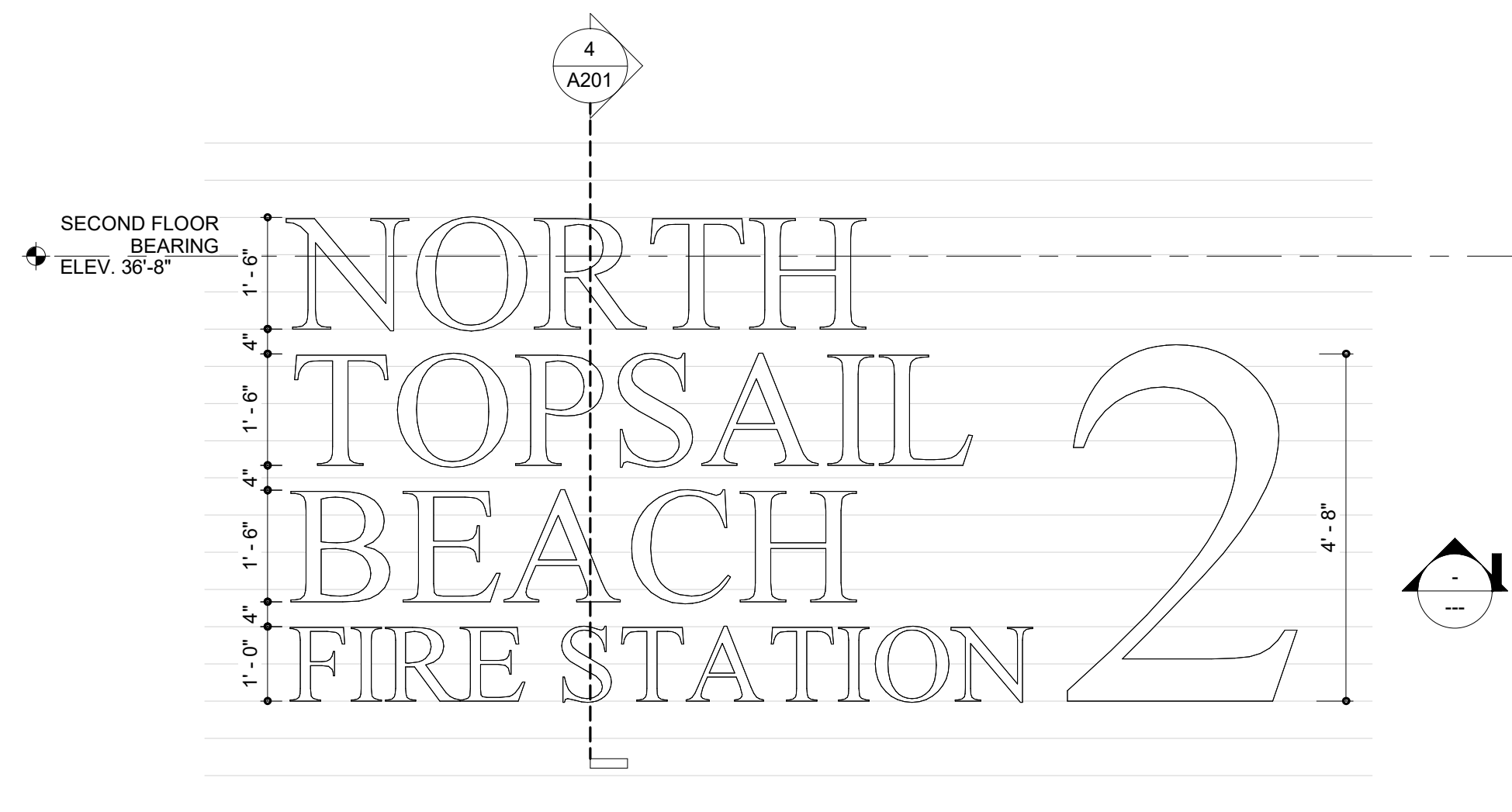
SCALE: 1/8" = 1'-0"



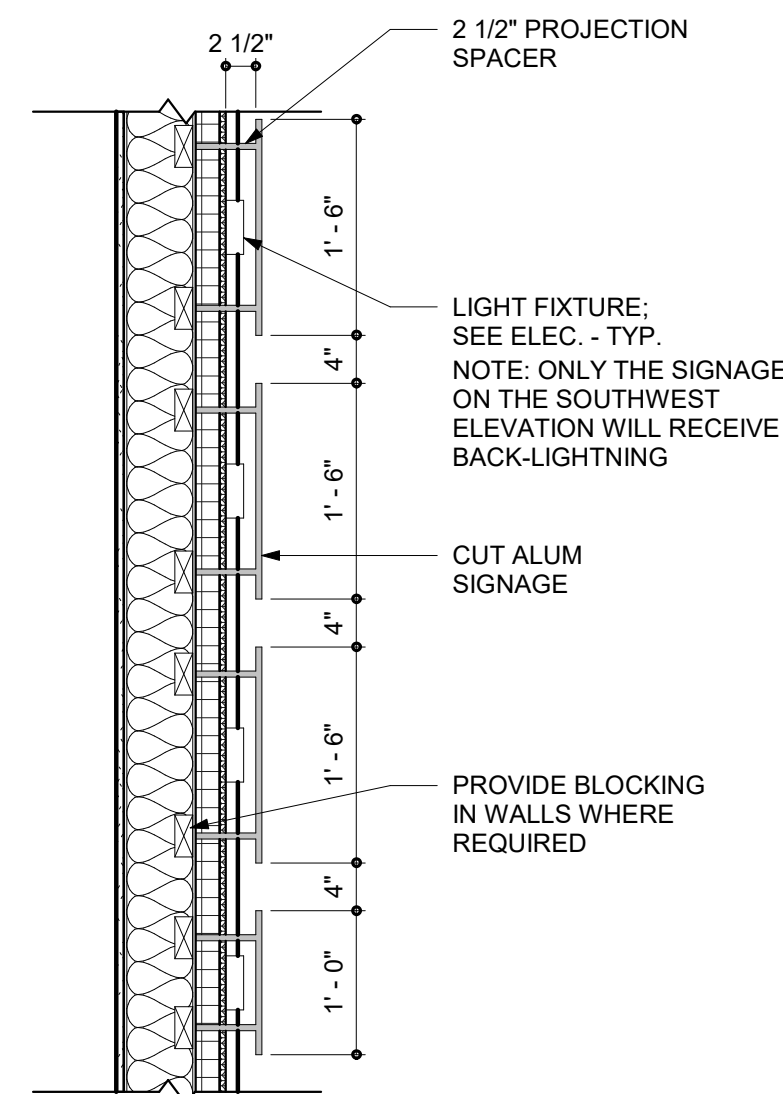
1 NORTHEAST ELEVATION  
SCALE: 1/8" = 1'-0"



2 NORTHWEST ELEVATION  
SCALE: 1/8" = 1'-0"

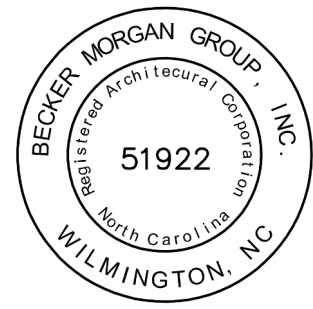


3 EXTERIOR SIGN ELEVATION  
SCALE: 1/2" = 1'-0"



4 EXTERIOR SIGN SECTION  
SCALE: 3/4" = 1'-0"





PROJECT TITLE

**NORTH TOPSAIL  
BEACH FIRE  
STATION #2**

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC  
28460

**ISSUED  
FOR PERMIT**  
03.08.2024

SHEET TITLE

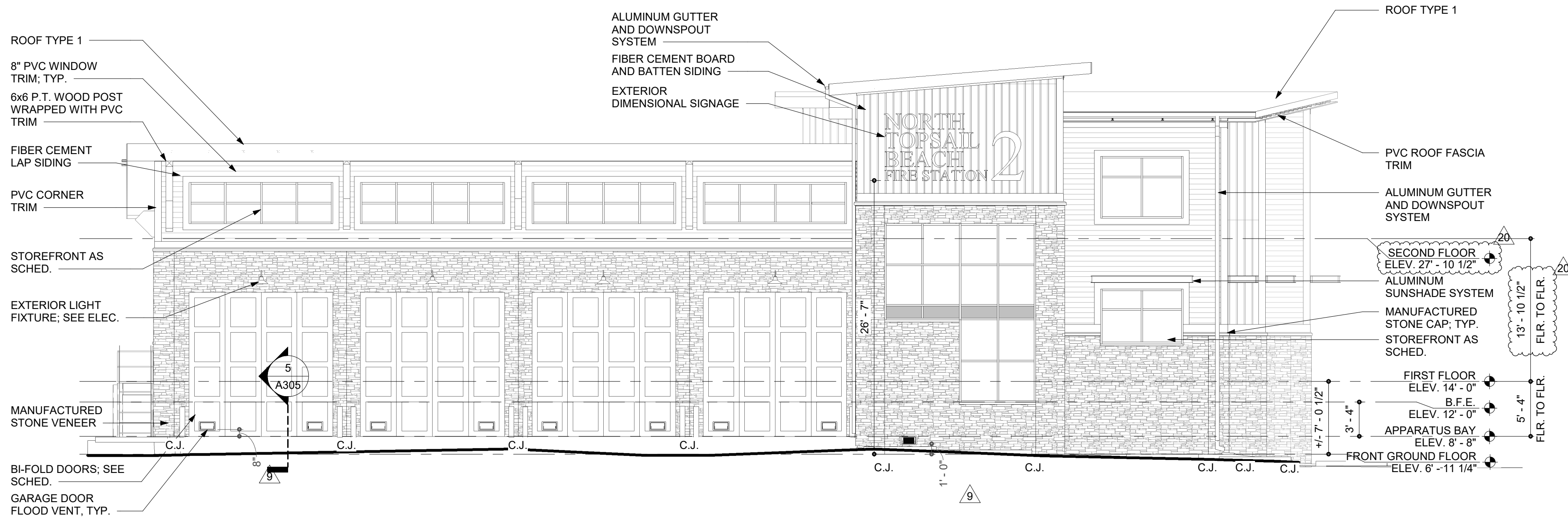
**EXTERIOR  
ELEVATIONS**

ISSUE BLOCK

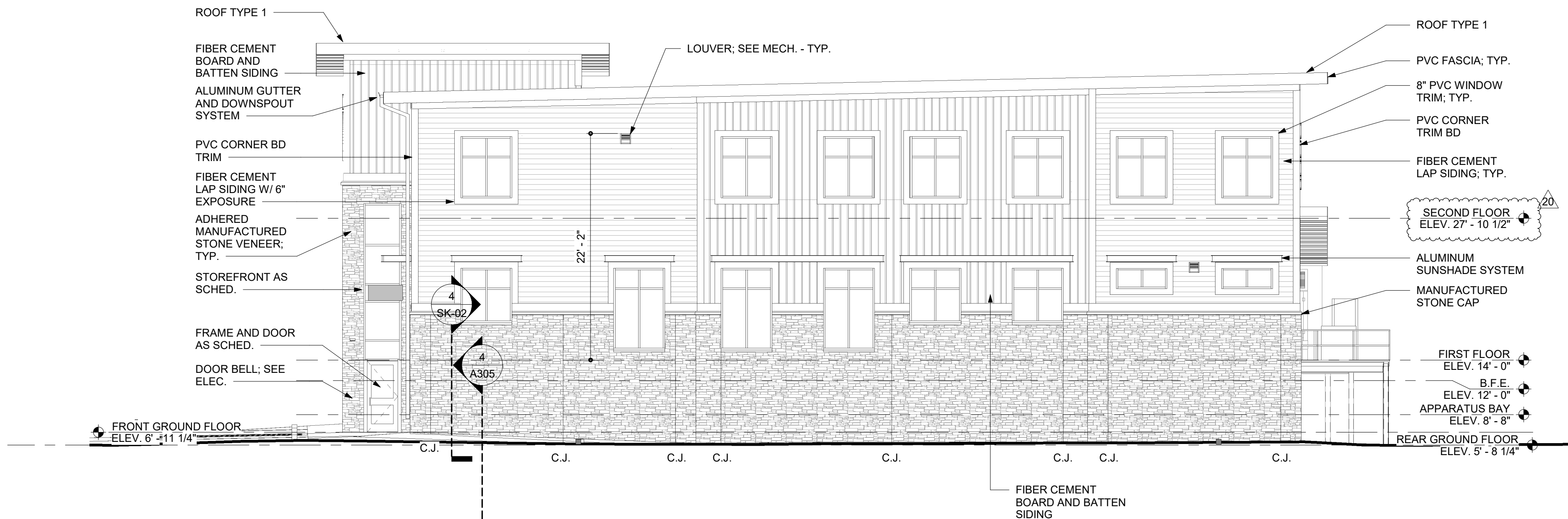
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9	09.03.2024	RFI 53
Mark	Date	Description
PROJECT NO:		2021025.02
DATE:		03.08.2024
SCALE:		1/8" = 1'-0"
DRAWN BY:		EJS   PROJ MGR: BMR

**A202**

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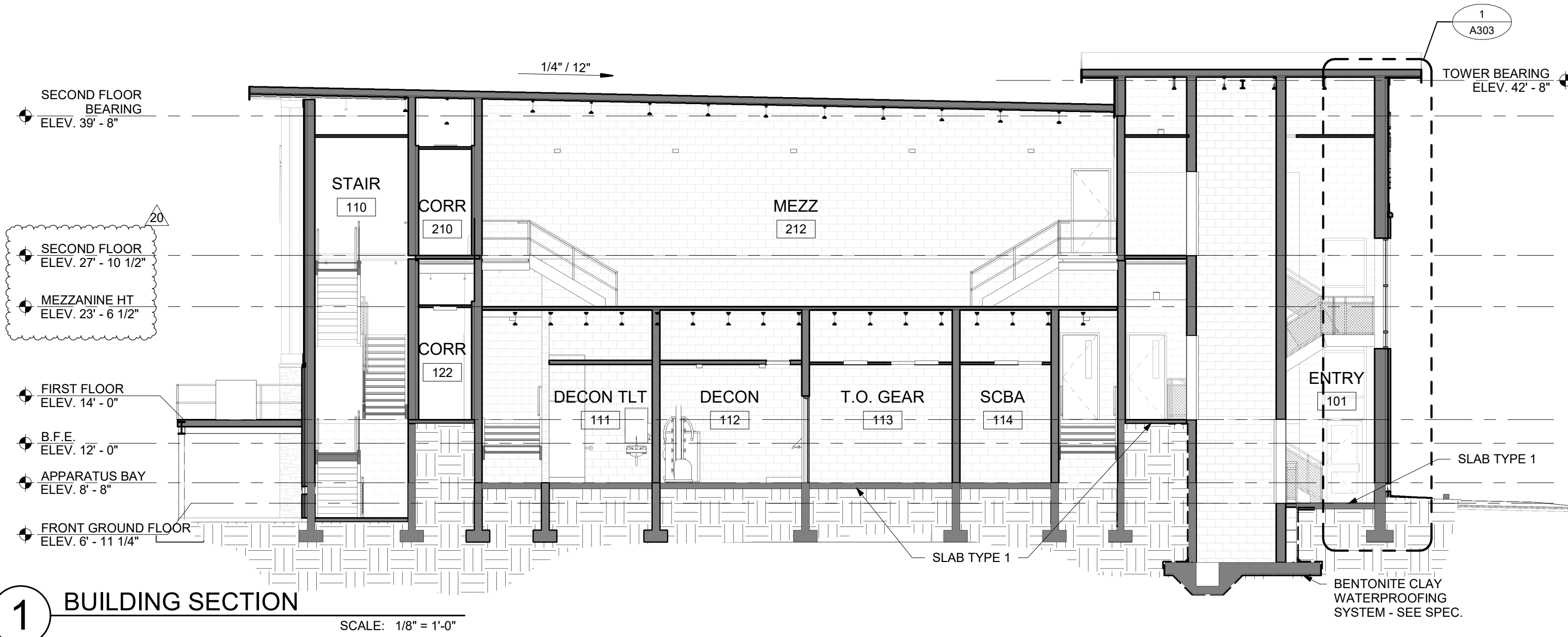


**1** SOUTHWEST ELEVATION  
SCALE: 1/8" = 1'-0"



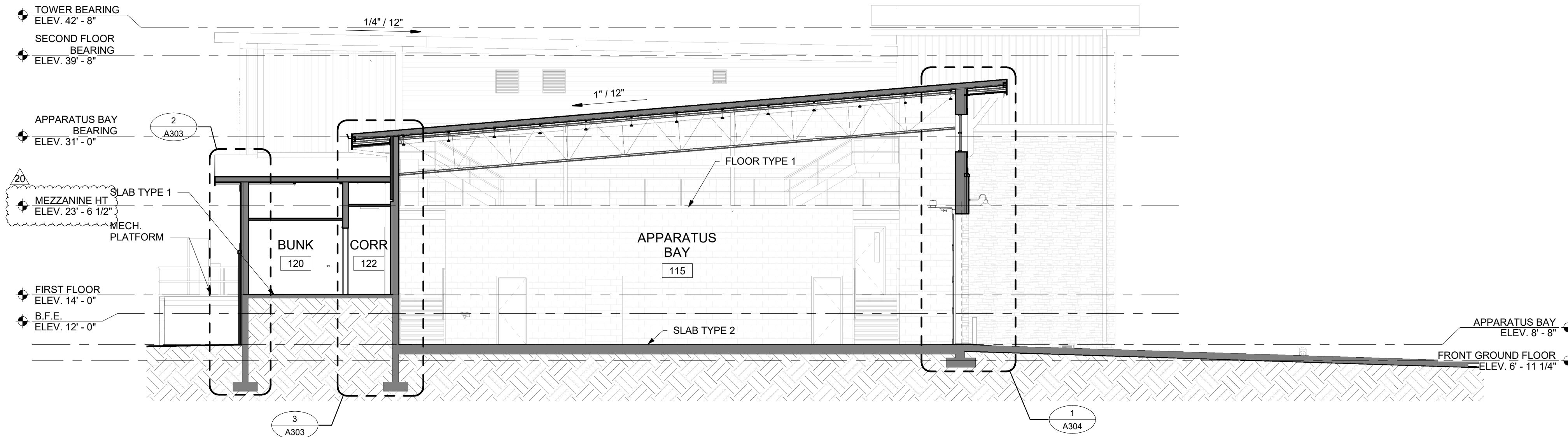
**2** SOUTHEAST ELEVATION  
SCALE: 1/8" = 1'-0"

20	04.02.2025	RFI 100
Mark	Date	Description
PROJECT NO:		2021025.02
DATE:		03.08.2024
SCALE:		1/8" = 1'-0"
DRAWN BY:		EJS   PROJ MGR: BMR



**1 BUILDING SECTION**

SCALE: 1/8" = 1'-0"



**2 BUILDING SECTION**

SCALE: 1/8" = 1'-0"



PROJECT TITLE

**NORTH TOPSAIL  
BEACH FIRE  
STATION #2**

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC  
28460

**ISSUED  
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03.08.2024

SHEET TITLE

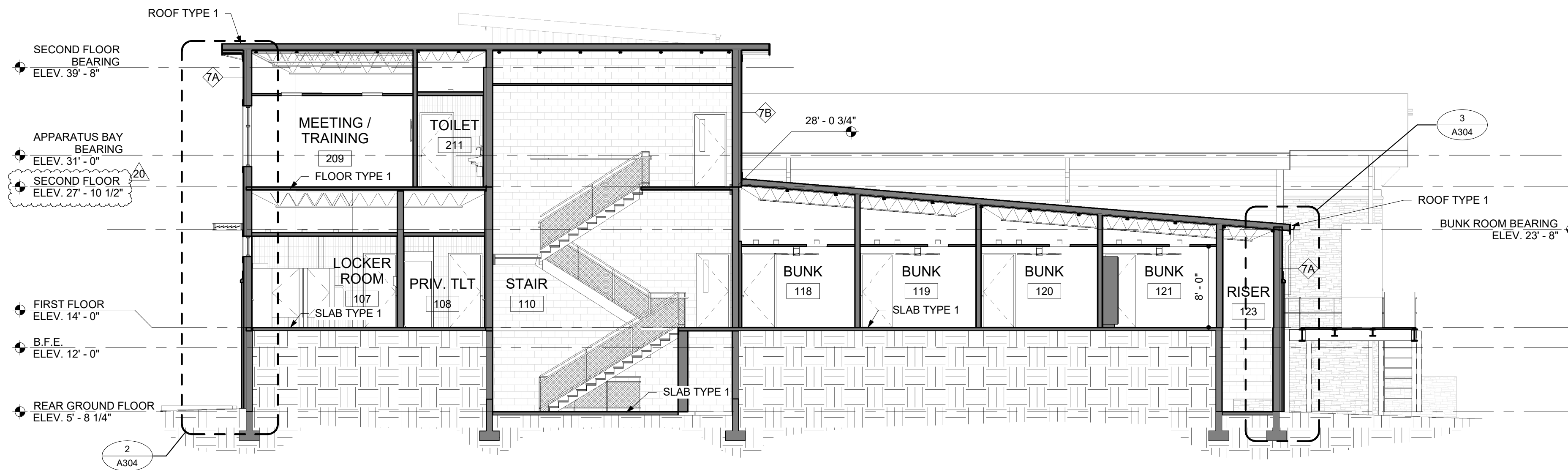
**BUILDING SECTIONS**

ISSUE BLOCK

20	04.02.2025	RFI 100
Mark	Date	Description
PROJECT NO:		2021025.02
DATE:		03.08.2024
SCALE:		1/8" = 1'-0"
DRAWN BY:		EJS   PROJ MGR: BMR

**A302**

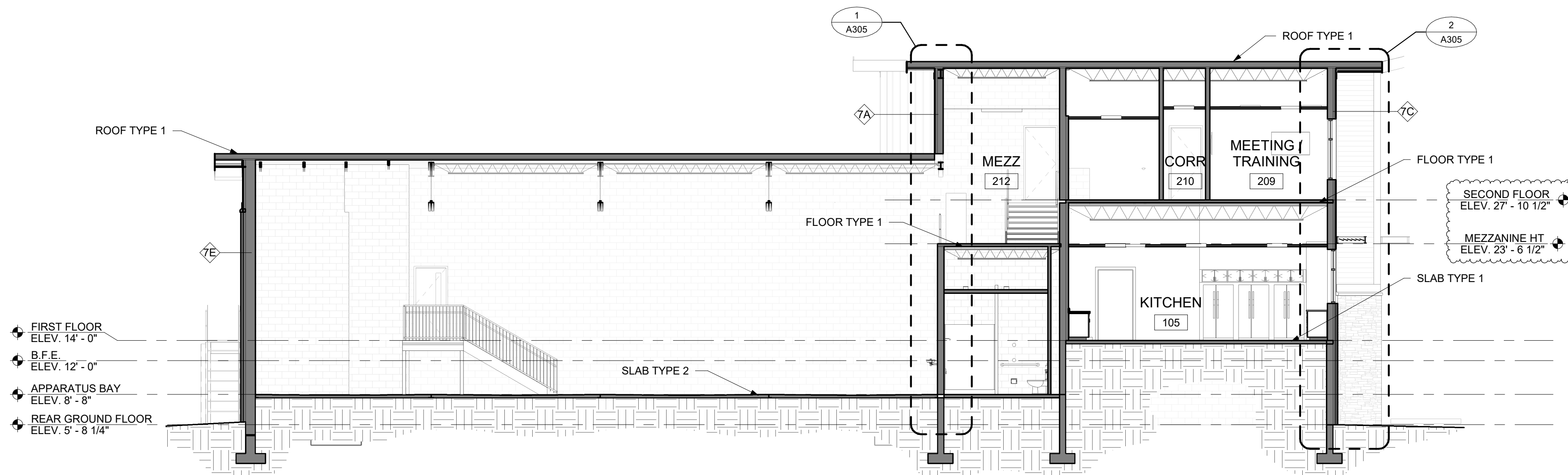
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**1**

**BUILDING SECTION**

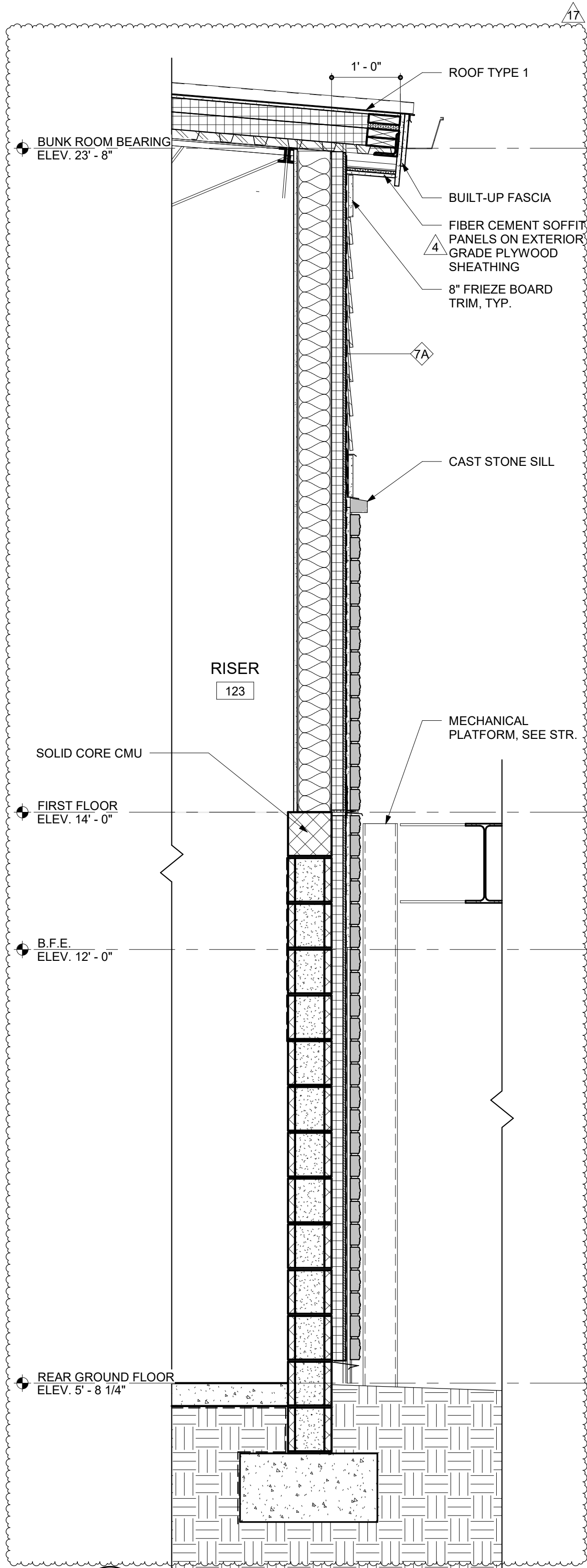
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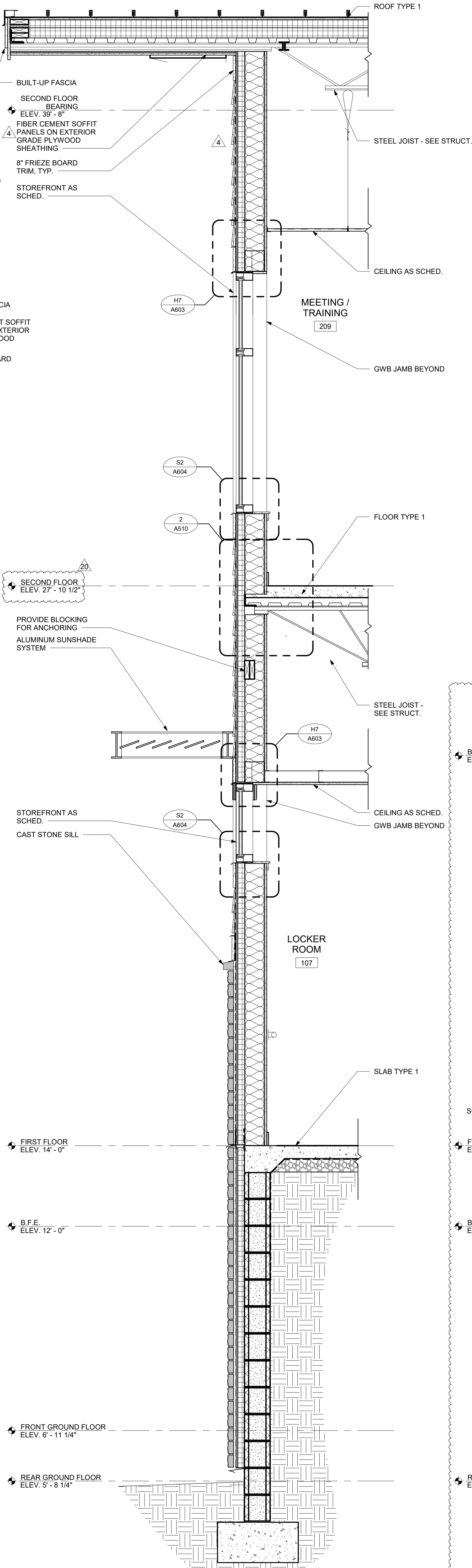
**2**

**BUILDING SECTION**

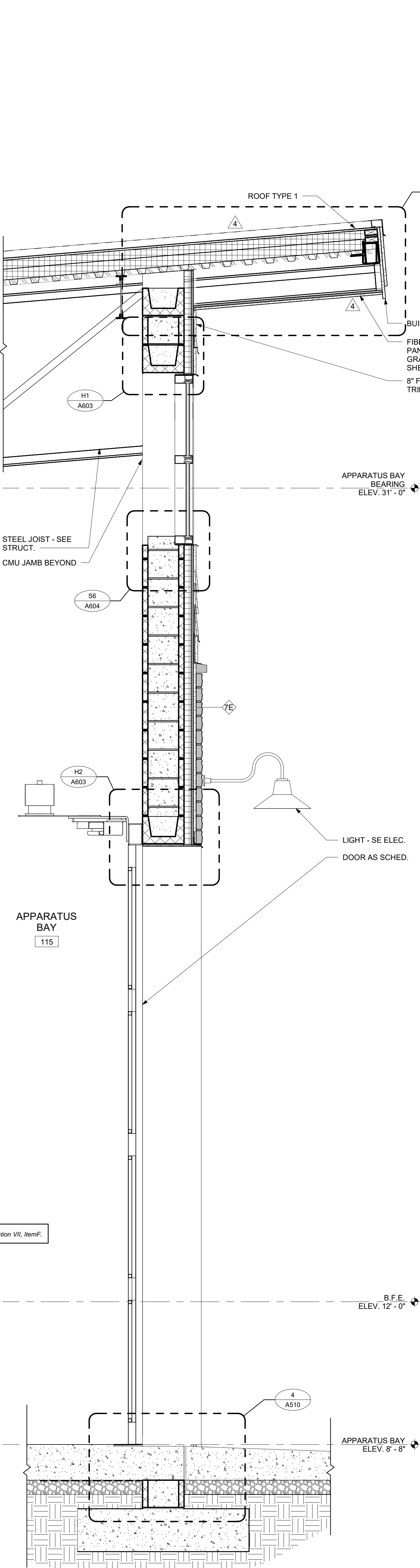
SCALE: 1/8" = 1'-0"



3 WALL SECTION SCALE: 3/4" = 1'-0"



2 WALL SECTION SCALE: 3/4" = 1'-0"



1 WALL SECTION SCALE: 3/4" = 1'-0"

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STRUCTURAL ENGINEERING  
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WILMINGTON, NC 28401  
PH 910-343-8007 FAX 910-343-8008



PROJECT TITLE  
NORTH TOPSAIL  
BEACH FIRE  
STATION #2  
3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC  
28460

ISSUED  
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03.08.2024

WALL SECTIONS

SHEET TITLE

REVISION BLOCK

20 04.02.2025 RFI 100

17 03.07.2025 RFI 92

4 03.25.24 ASI 001

DATE: 2021025.02

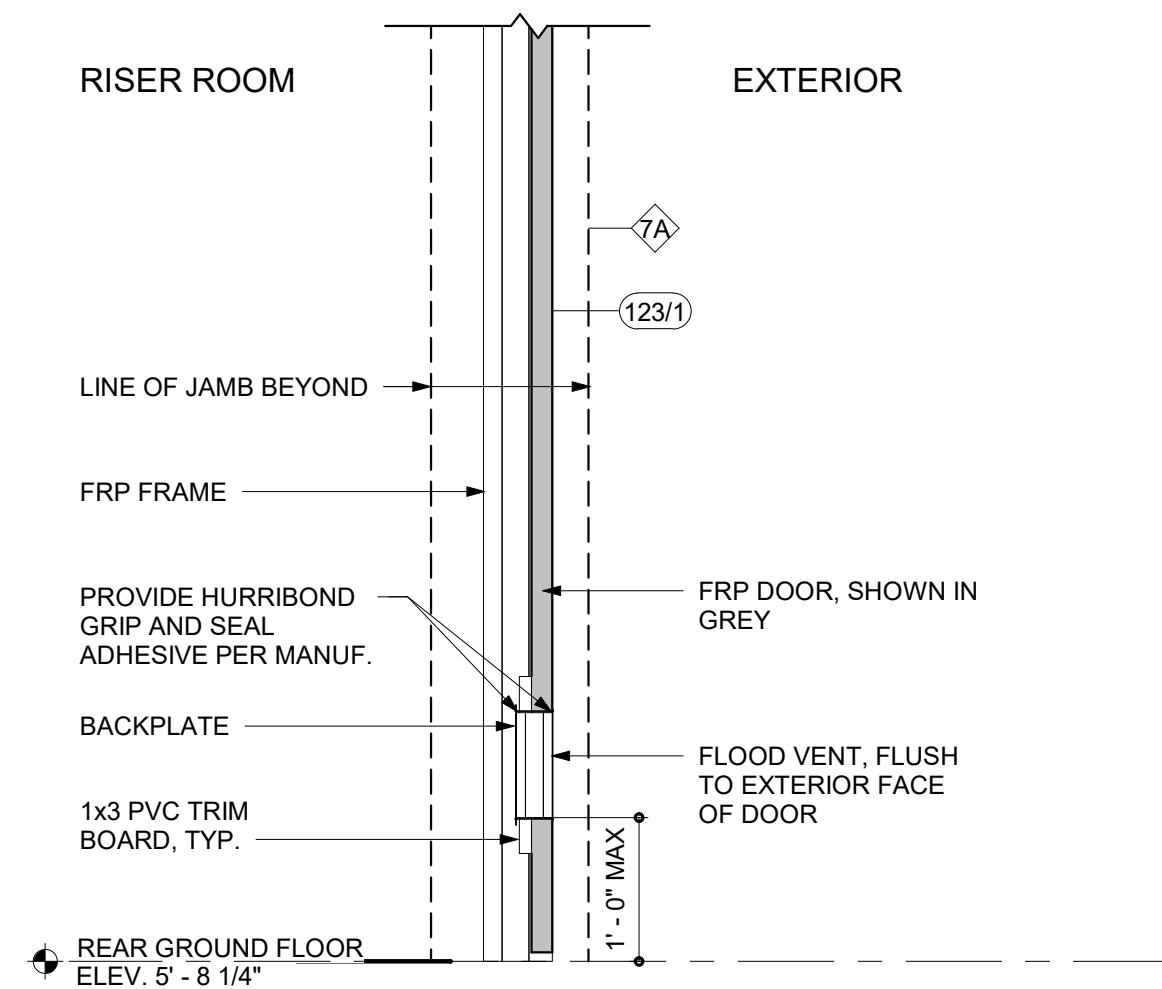
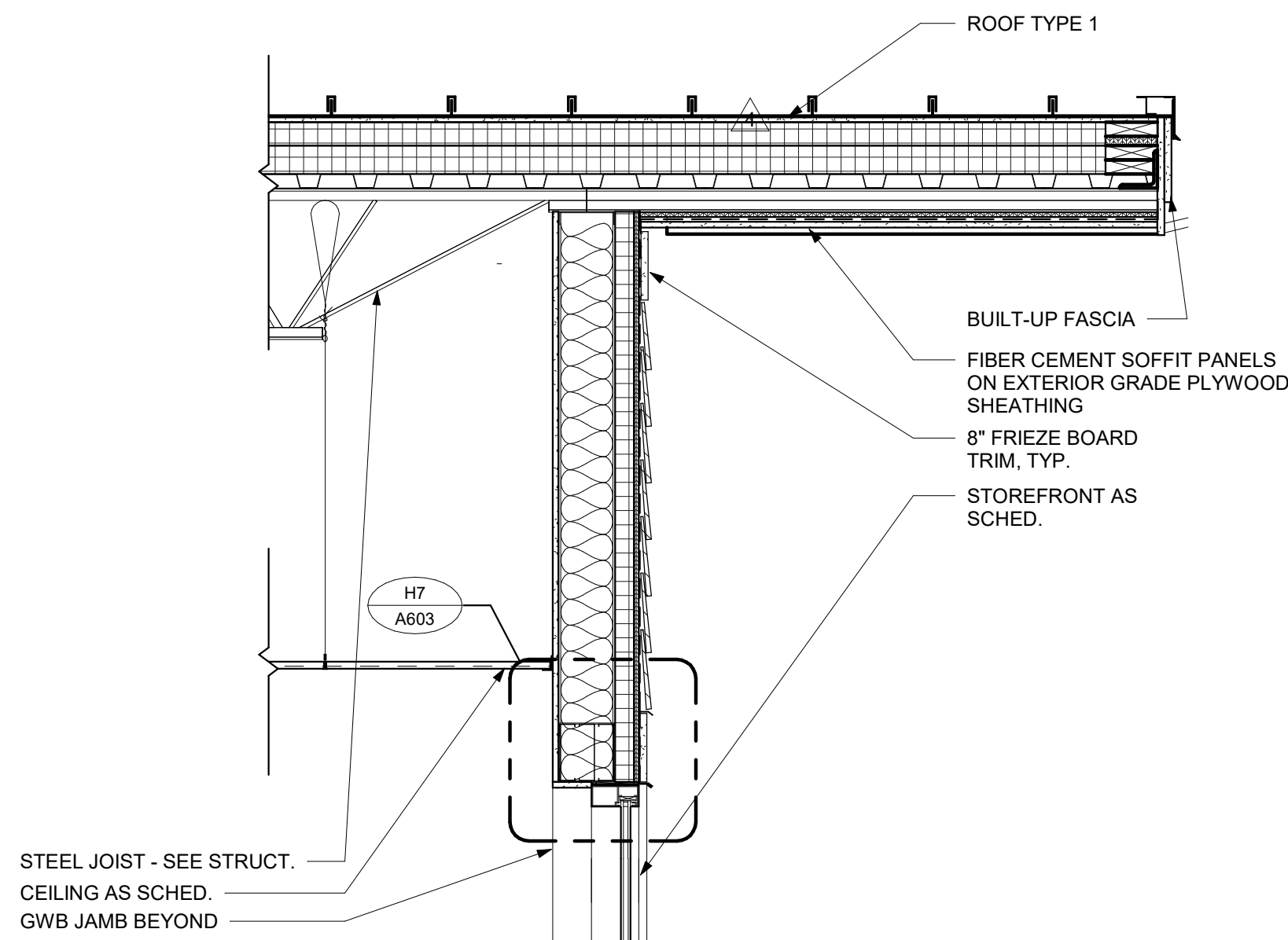
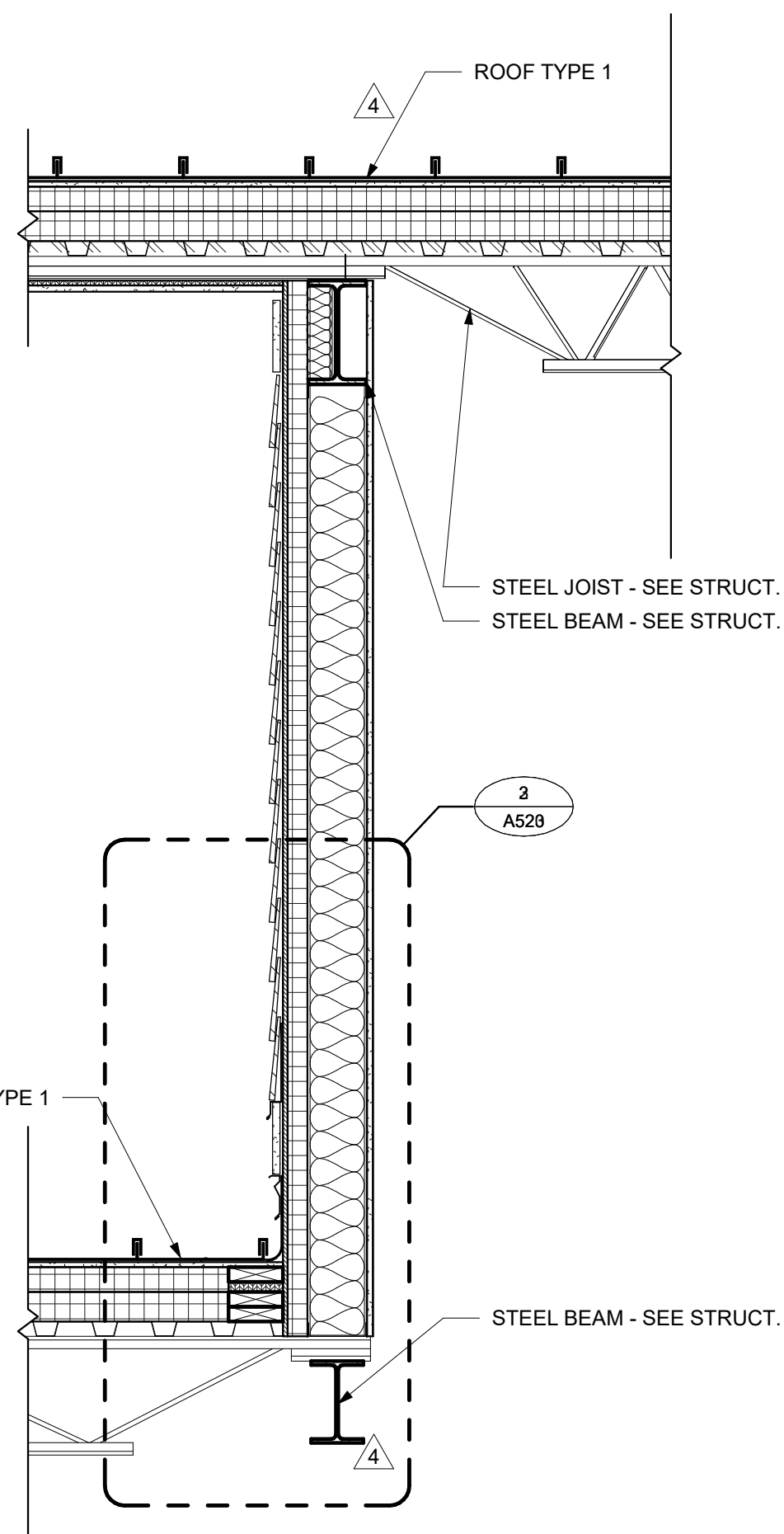
PROJECT NO.: 03.08.2024

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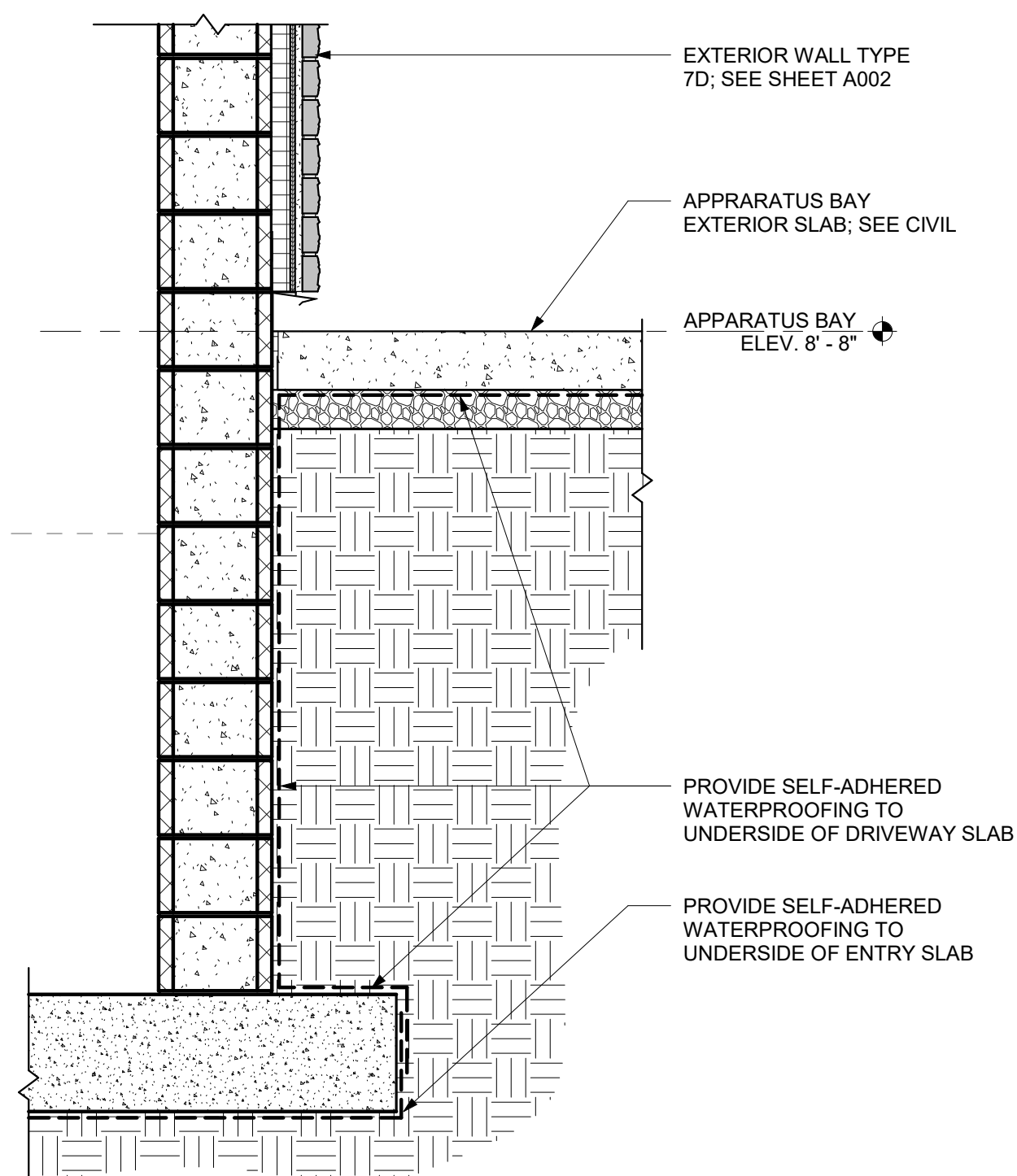
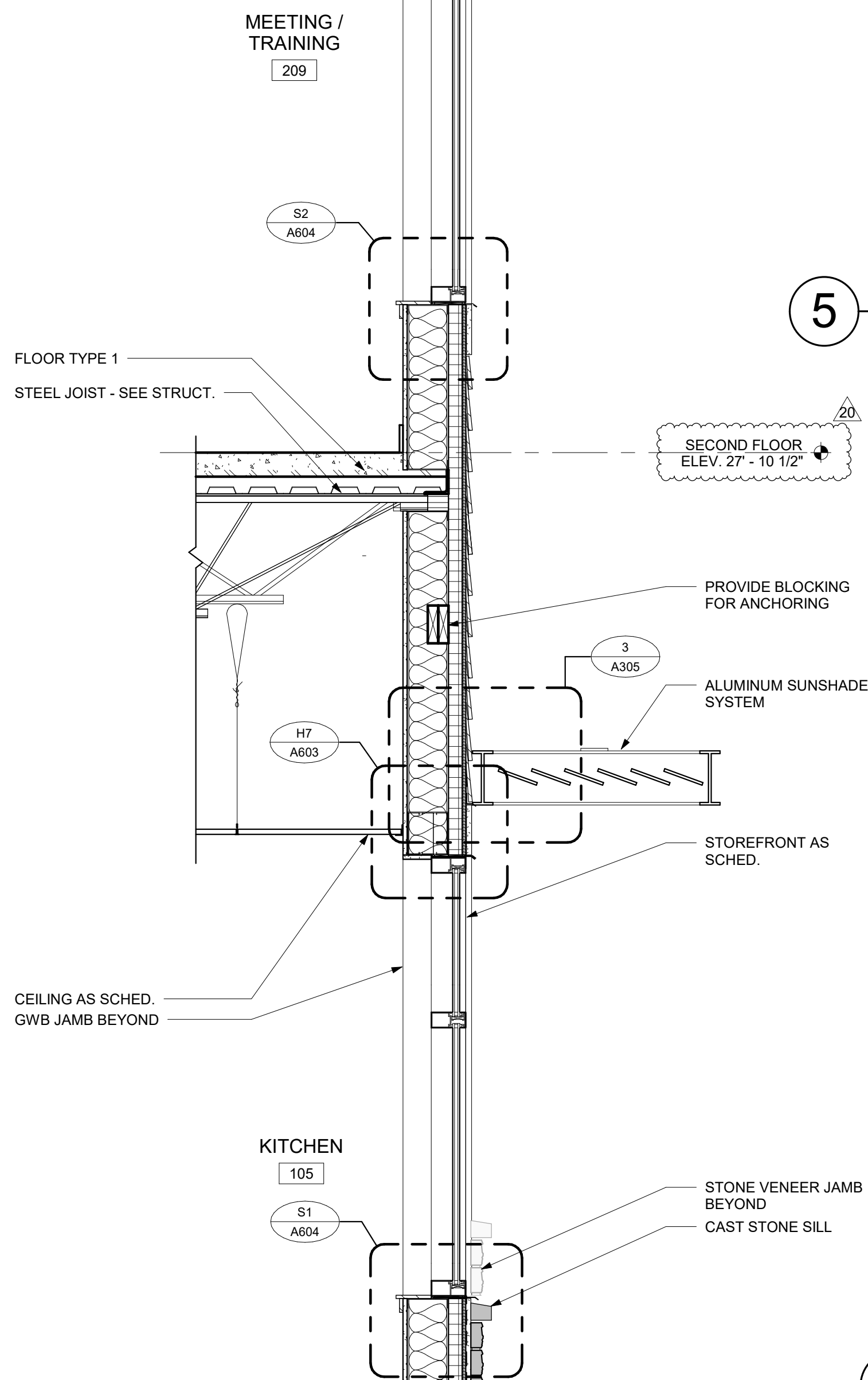
DRAWN BY: EJS PROJ MGR: BMR

A304

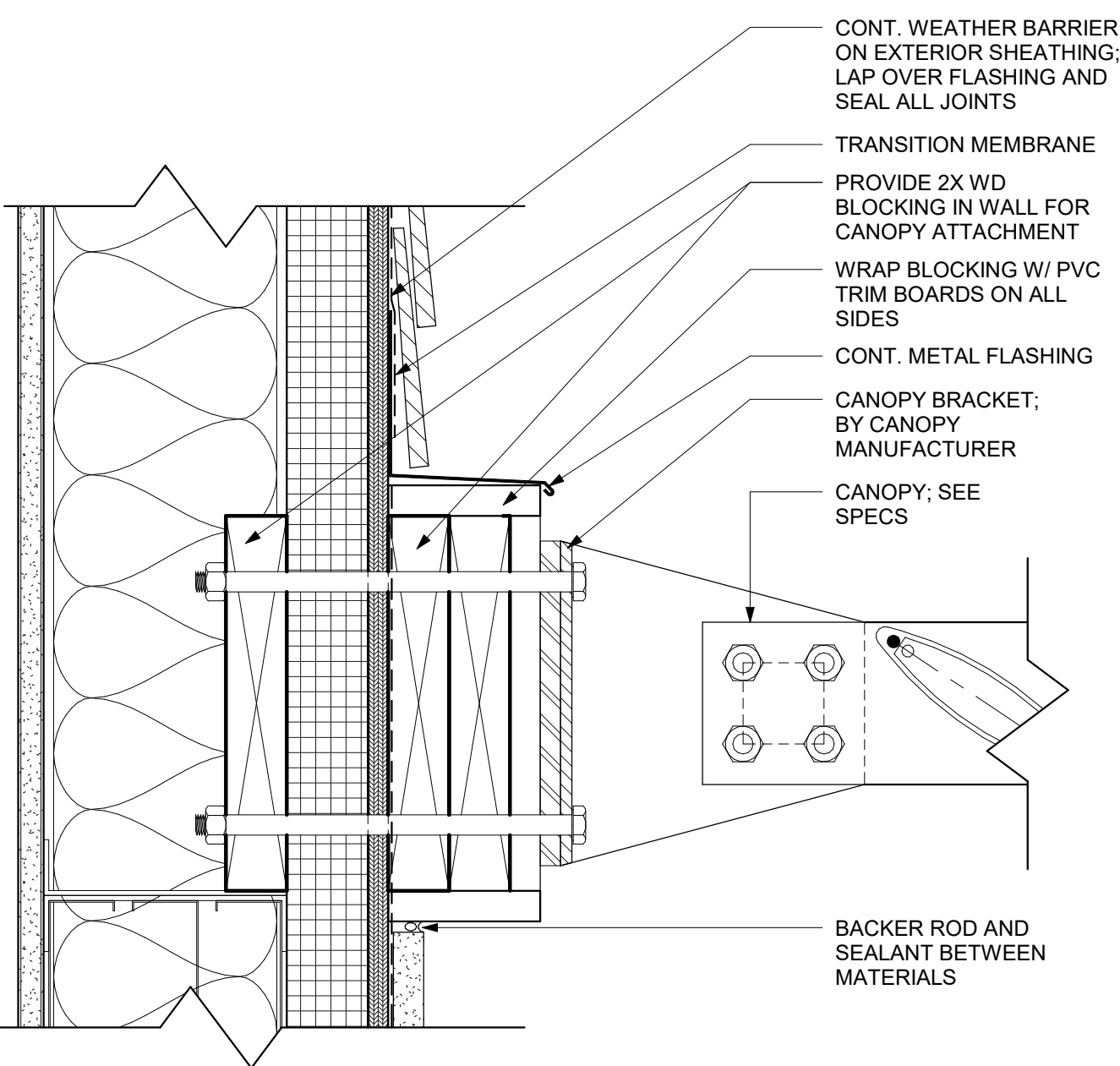
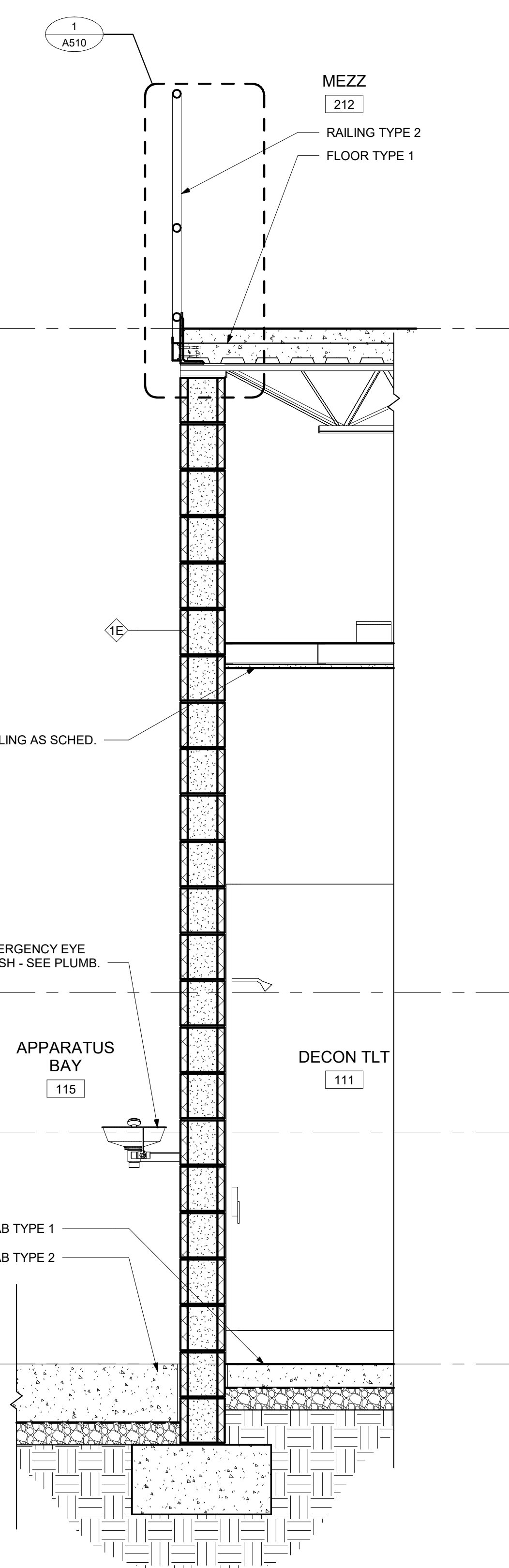




**5 FLOOD VENT IN FRP DOOR**  
SCALE: 3/4" = 1'-0"



**4 WATERPROOFING WALL SECTION - TYPICAL**  
SCALE: 3/4" = 1'-0"



**3 CANOPY ATTACHMENT DETAIL - TYPICAL**  
SCALE: 3" = 1'-0"

**1 WALL SECTION**  
SCALE: 3/4" = 1'-0"

**2 WALL SECTION**  
SCALE: 3/4" = 1'-0"

## WALL SECTIONS

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03.08.2024

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC  
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**NORTH TOPSAIL  
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STATION #2**

PROJECT TITLE



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North Carolina

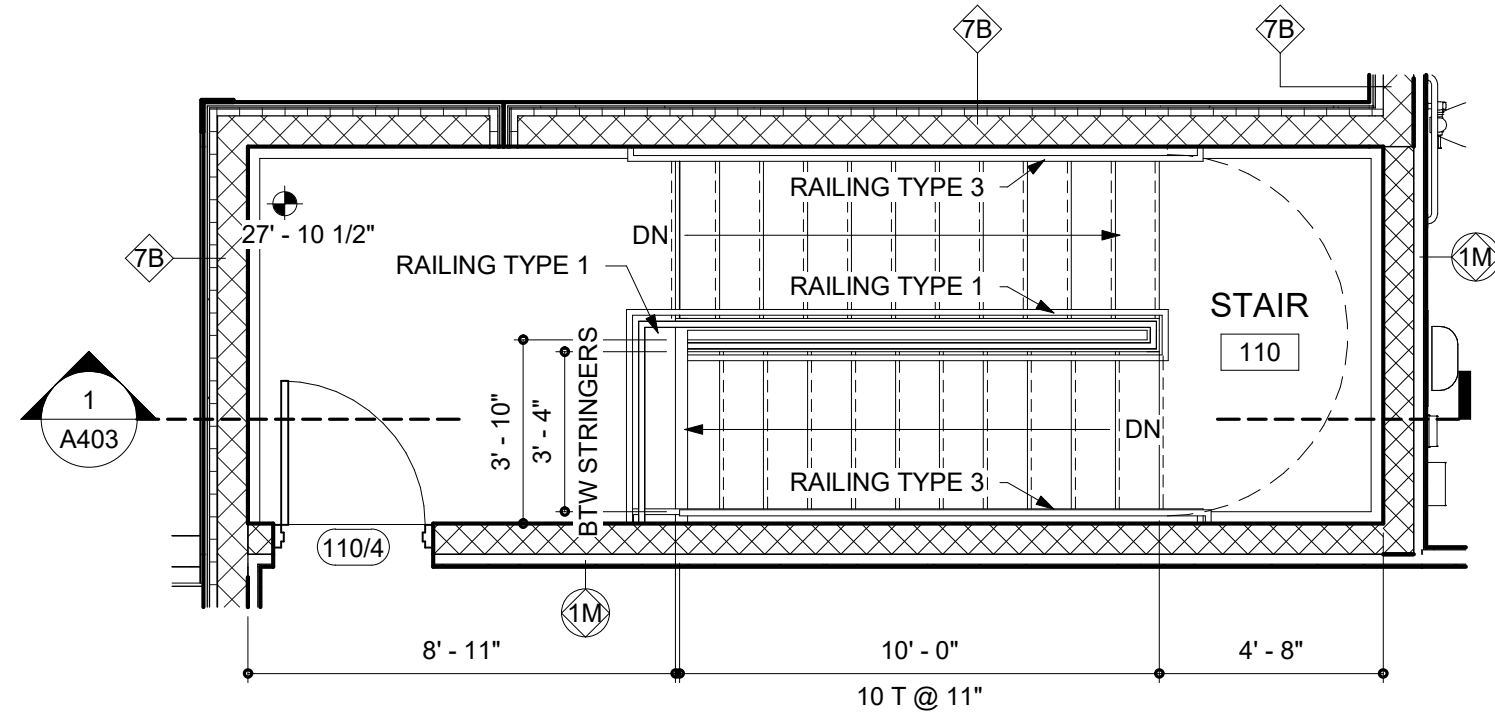
ARCHITECTURE

ENGINEERING

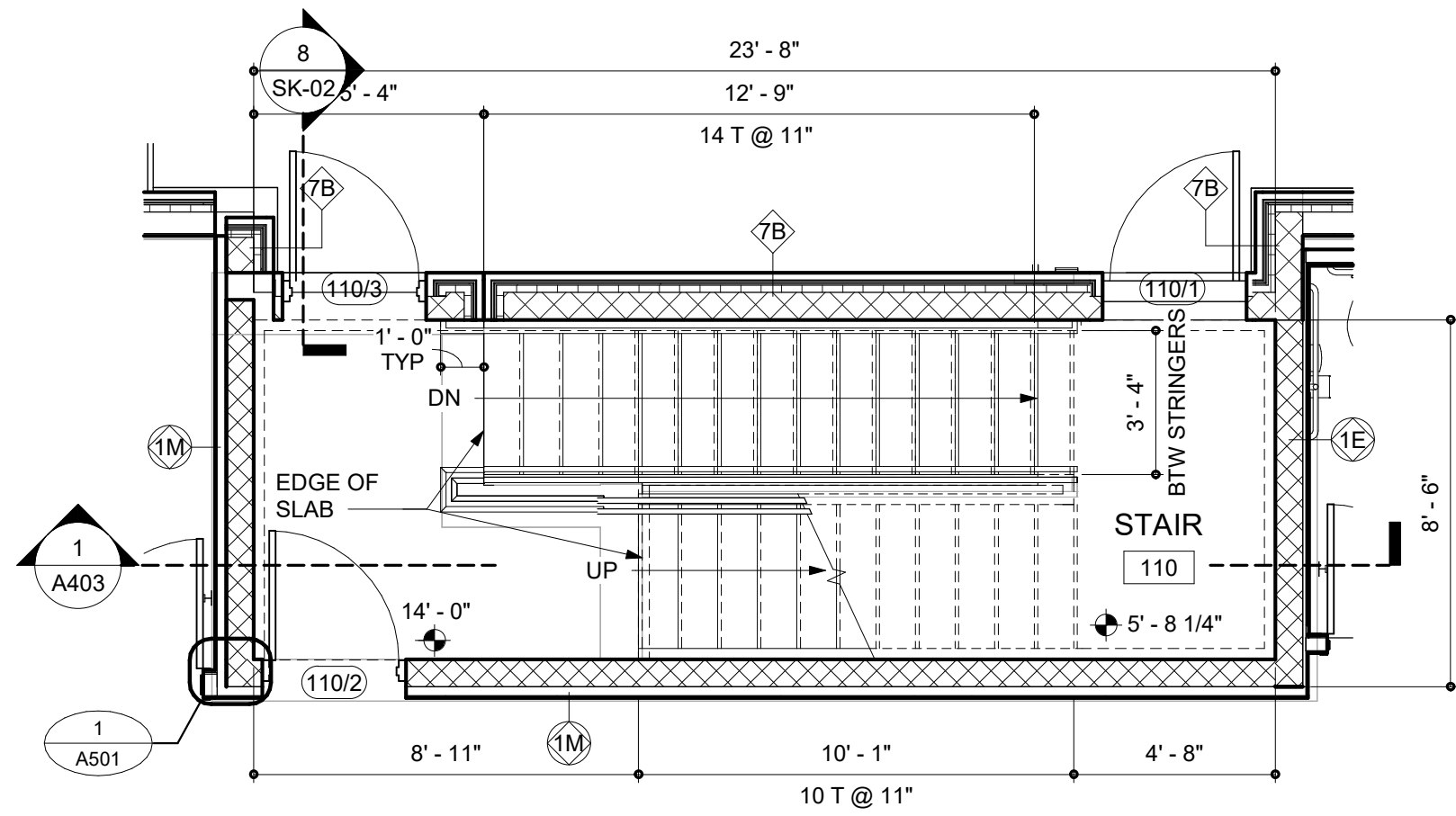
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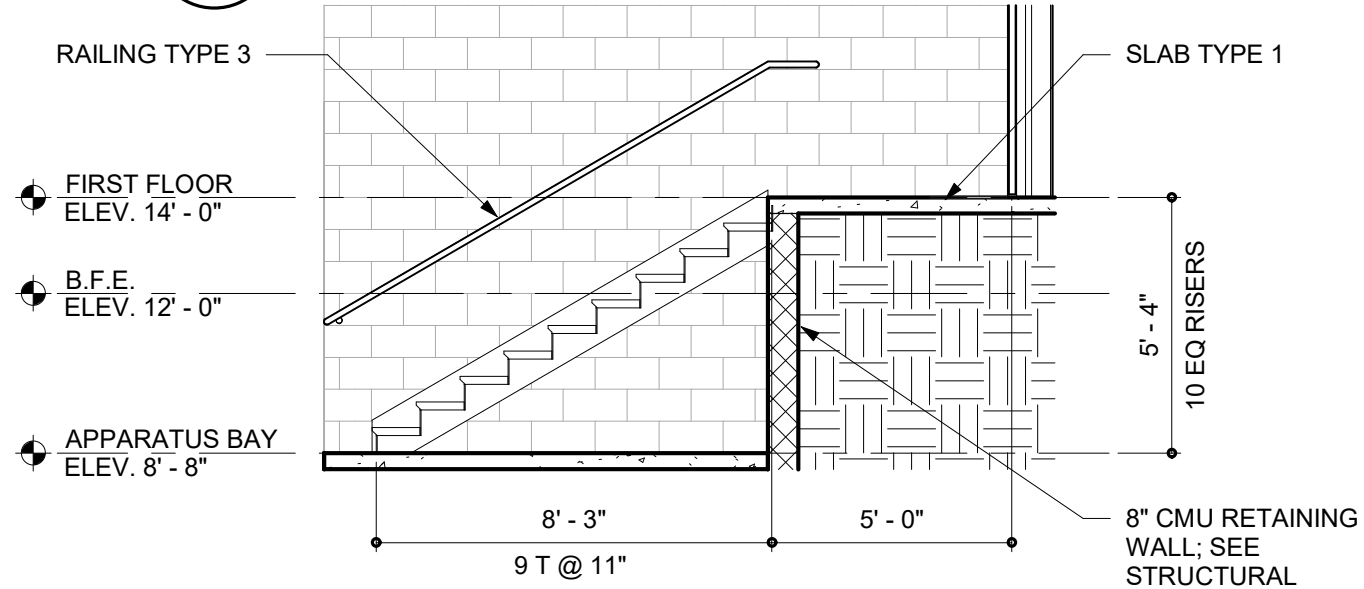
GROUP



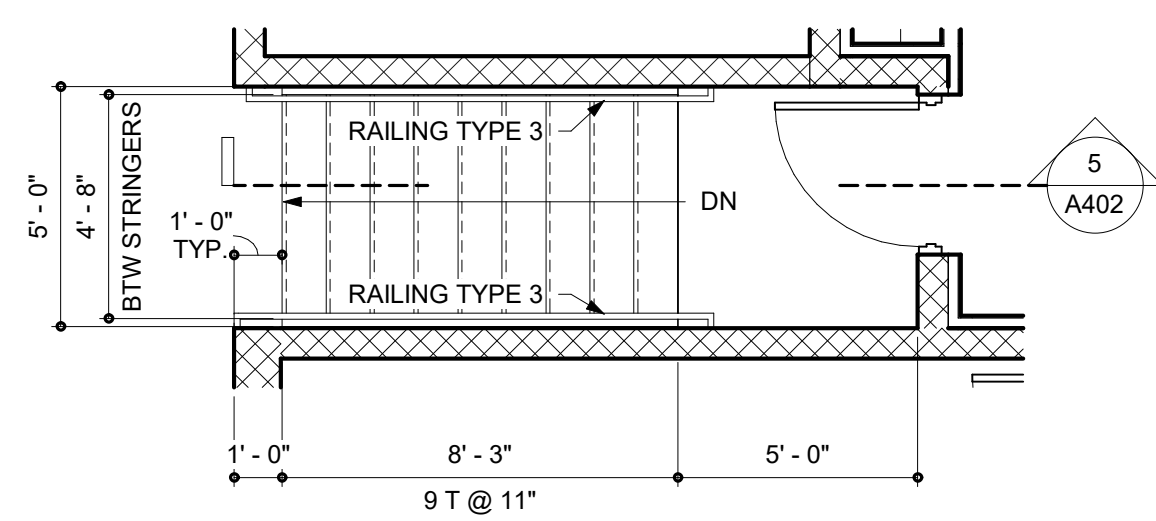
**1** ENLARGED STAIR PLAN 110 - SECOND FLOOR  
SCALE: 1/4" = 1'-0"



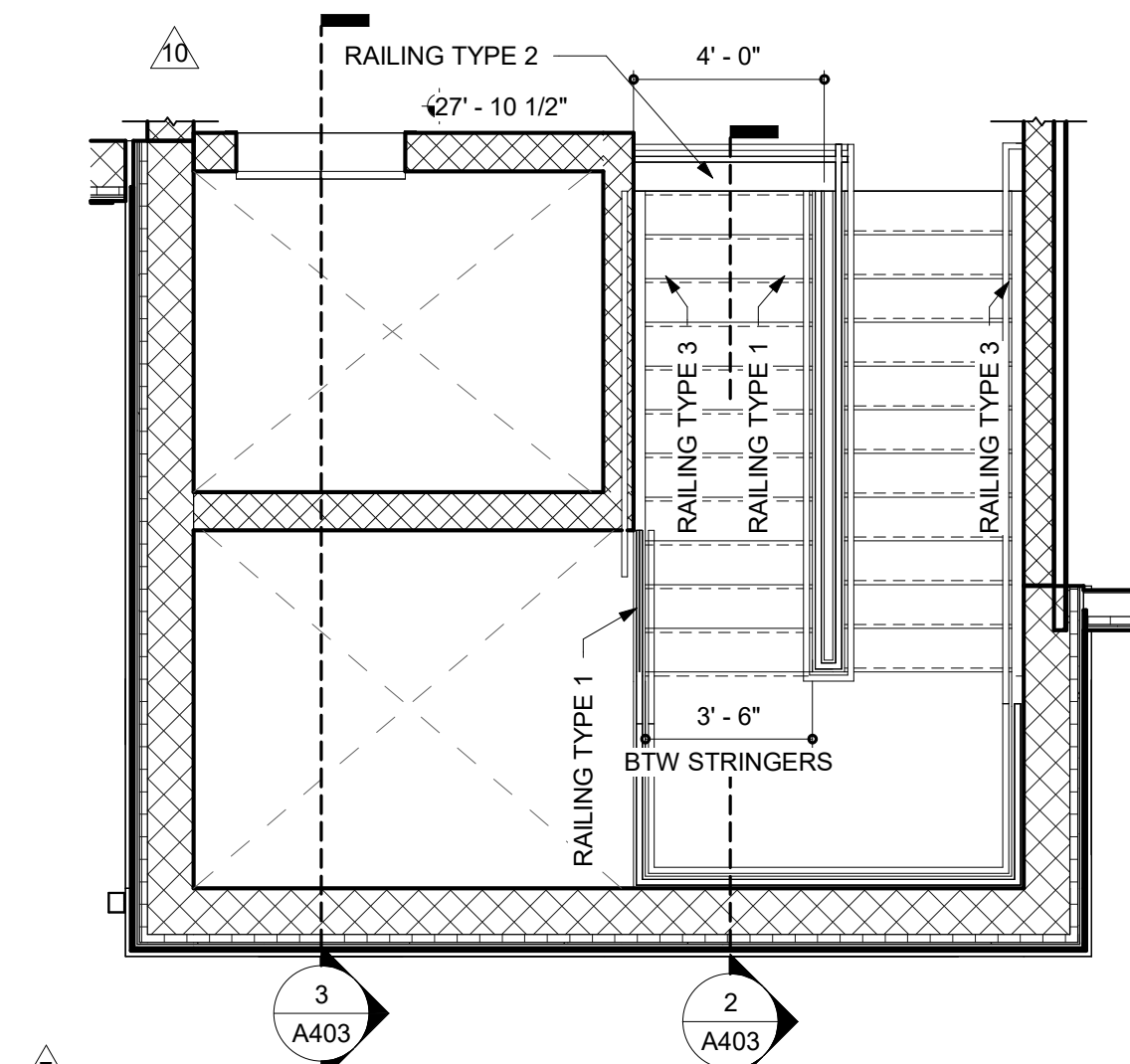
**3** ENLARGED STAIR PLAN 110 - GROUND FLOOR  
SCALE: 1/4" = 1'-0"



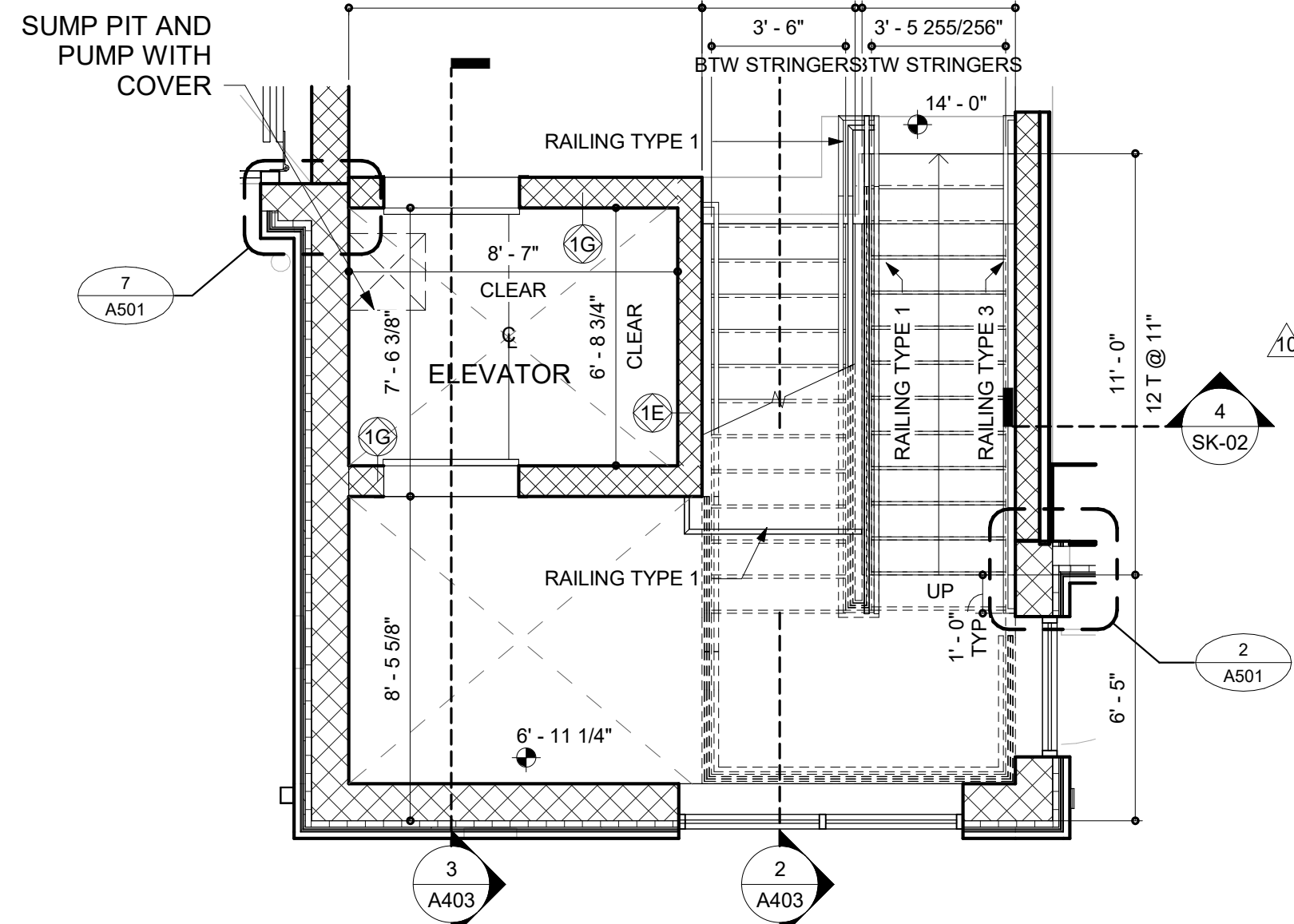
**5** APPARATUS BAY STAIR SECTION  
SCALE: 1/4" = 1'-0"



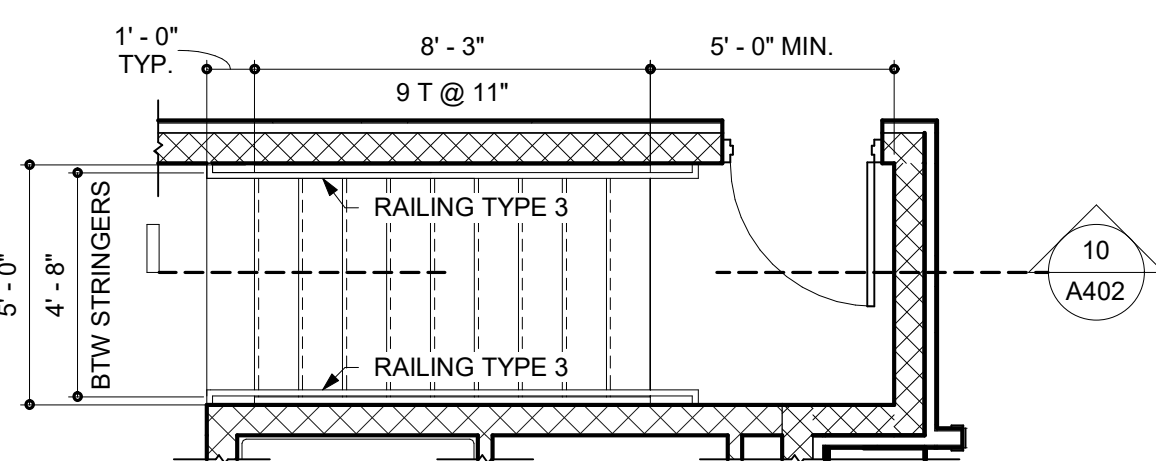
**9** ENLARGED APPARATUS BAY STAIR 2  
SCALE: 1/4" = 1'-0"



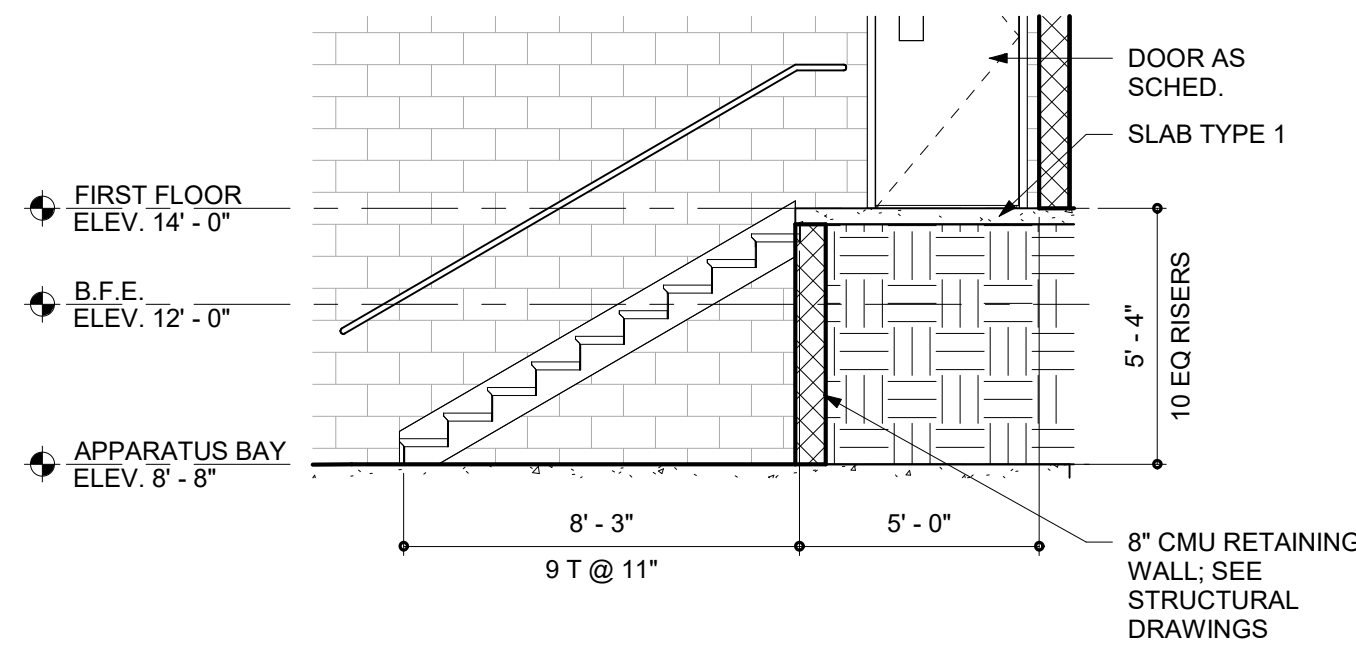
**2** ENLARGED ENTRY STAIR PLAN AT SECOND FLOOR  
SCALE: 1/4" = 1'-0"



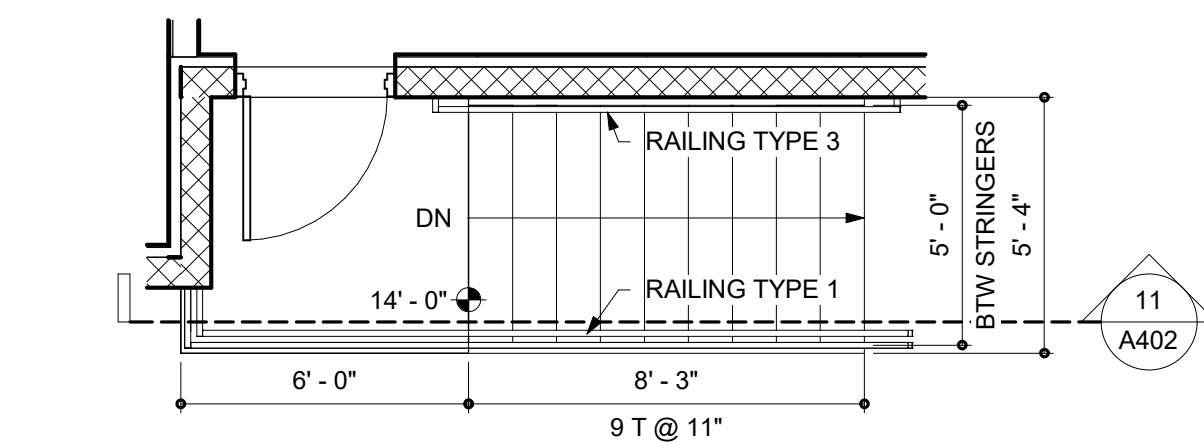
**4** ENLARGED ENTRY STAIR PLAN AT GROUND FLOOR  
SCALE: 1/4" = 1'-0"



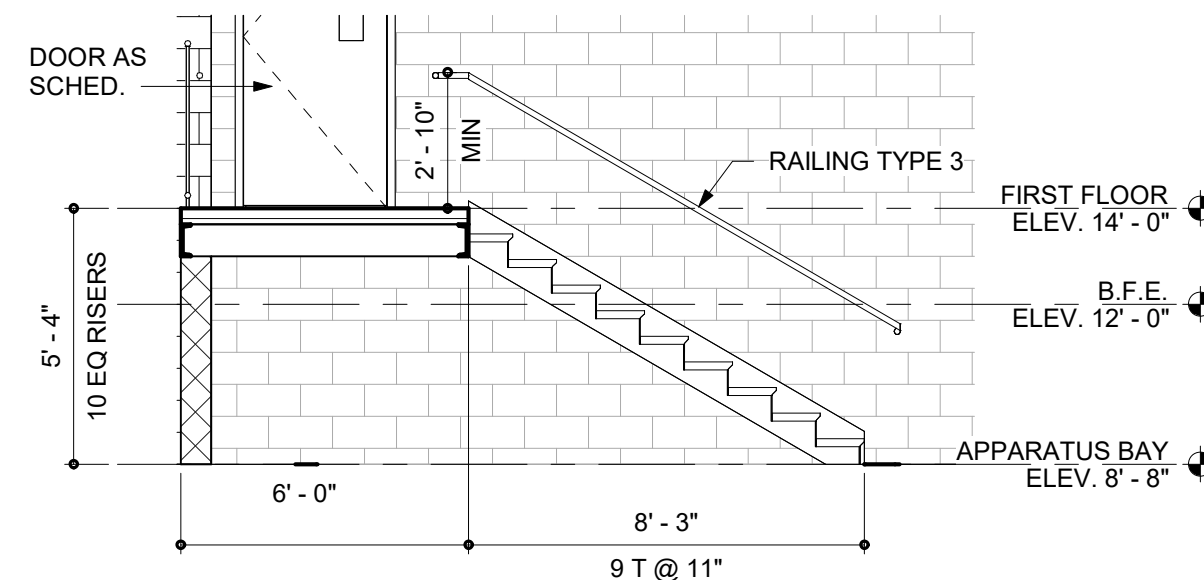
**6** ENLARGED APPARATUS BAY STAIR 1  
SCALE: 1/4" = 1'-0"



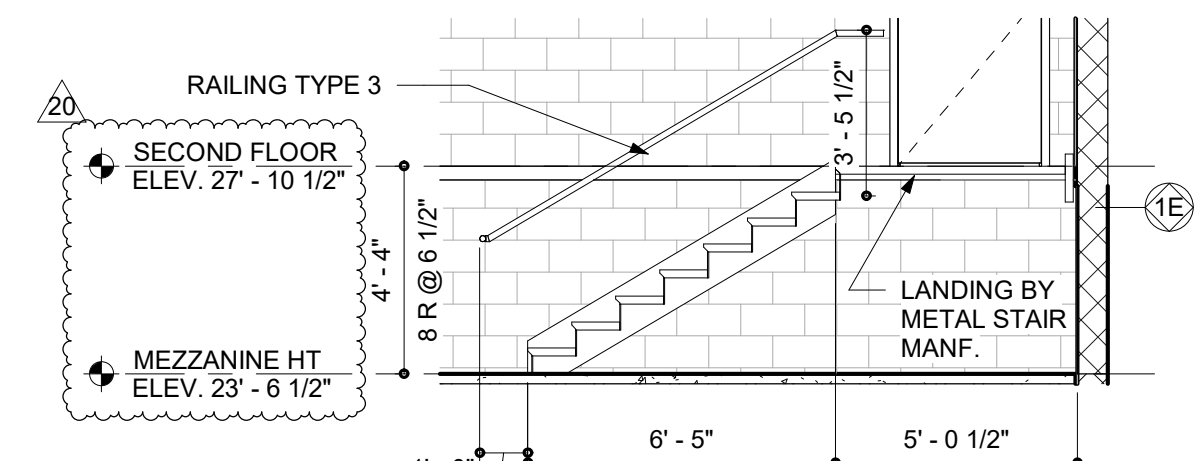
**10** APPARATUS BAY STAIR SECTION  
SCALE: 1/4" = 1'-0"



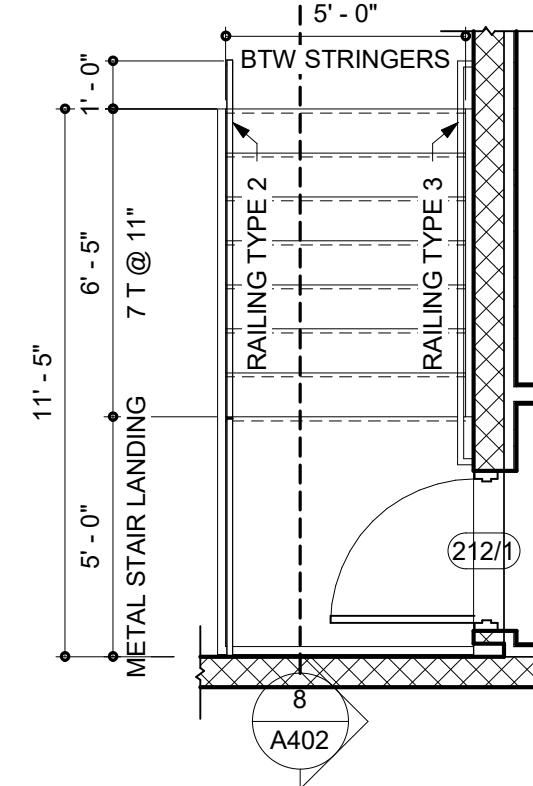
**7** APPARATUS BAY ENLARGED STAIR PLAN 3  
SCALE: 1/4" = 1'-0"



**11** APPARATUS BAY STAIR SECTION  
SCALE: 1/4" = 1'-0"



**8** MEZZANINE STAIR SECTION - TYP  
SCALE: 1/4" = 1'-0"



**12** MEZZANINE STAIR PLAN - TYPICAL  
SCALE: 1/4" = 1'-0"

THE ELEVATOR CONTRACTOR, AND ALL OTHER RELEVANT CONTRACTORS, SHALL COORDINATE CONSTRUCTION OF THE ELEVATOR IN ACCORDANCE WITH ALL REGULATORY REQUIREMENTS (INCLUDING, BUT NOT LIMITED TO: SHAFT REQUIREMENTS, DIMENSIONS, OVERHEAD CLEARANCE, HOIST BEAMS, SMOKE DETECTORS, SUMP DEPRESSION, PUMPS, AND GRATES, ETC.) TO ENSURE THE ELEVATOR'S PROPER PERFORMANCE.

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FOUNDED IN 1992 *Nobis Trapiat Bratit* NORTH CAROLINA

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WILMINGTON, NC 28401  
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PROJECT TITLE  
**NORTH TOPSAIL BEACH FIRE STATION #2**

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC 28460

**ISSUED  
FOR PERMIT**  
03.08.2024

SHEET TITLE  
**ENLARGED STAIR PLANS AND SECTIONS**

ISSUE BLOCK

Mark	Date	Description
20	04.02.2025	RFI 100
10	09.11.2024	ASI 005
7	08.02.2024	RFI 48
5	07.08.24	ASI 003

PROJECT NO: 2021025.02  
DATE: 03.08.2024

SCALE: 1/4" = 1'-0"  
DRAWN BY: EJS PROJ MGR: BMR

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PROJECT TITLE

**NORTH TOPSAIL  
BEACH FIRE  
STATION #2**

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC  
28460

**ISSUED  
FOR PERMIT**  
03.08.2024

SHEET TITLE

**ENLARGED STAIR  
AND ELEVATOR  
SECTIONS**

ISSUE BLOCK

Mark	Date	Description
20	04.02.2025	RFI 100
10	09.11.2024	ASI 005
7	08.02.2024	RFI 48
5	07.08.24	ASI 003
4	03.25.24	ASI 001

PROJECT NO: 2021025.02

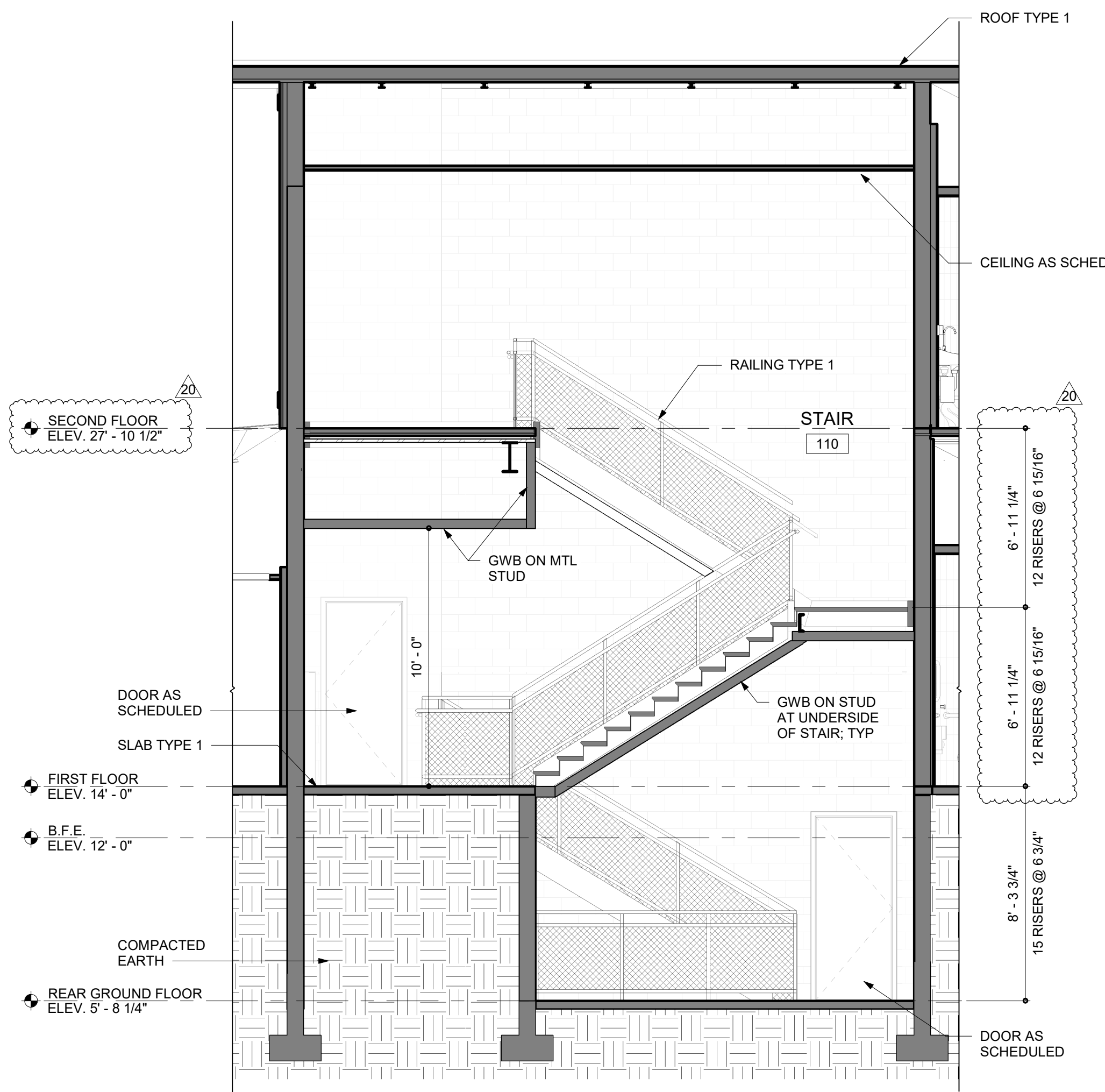
DATE: 03.08.2024

SCALE: 1/4" = 1'-0"

DRAWN BY: BMR PROJ MGR: BMR

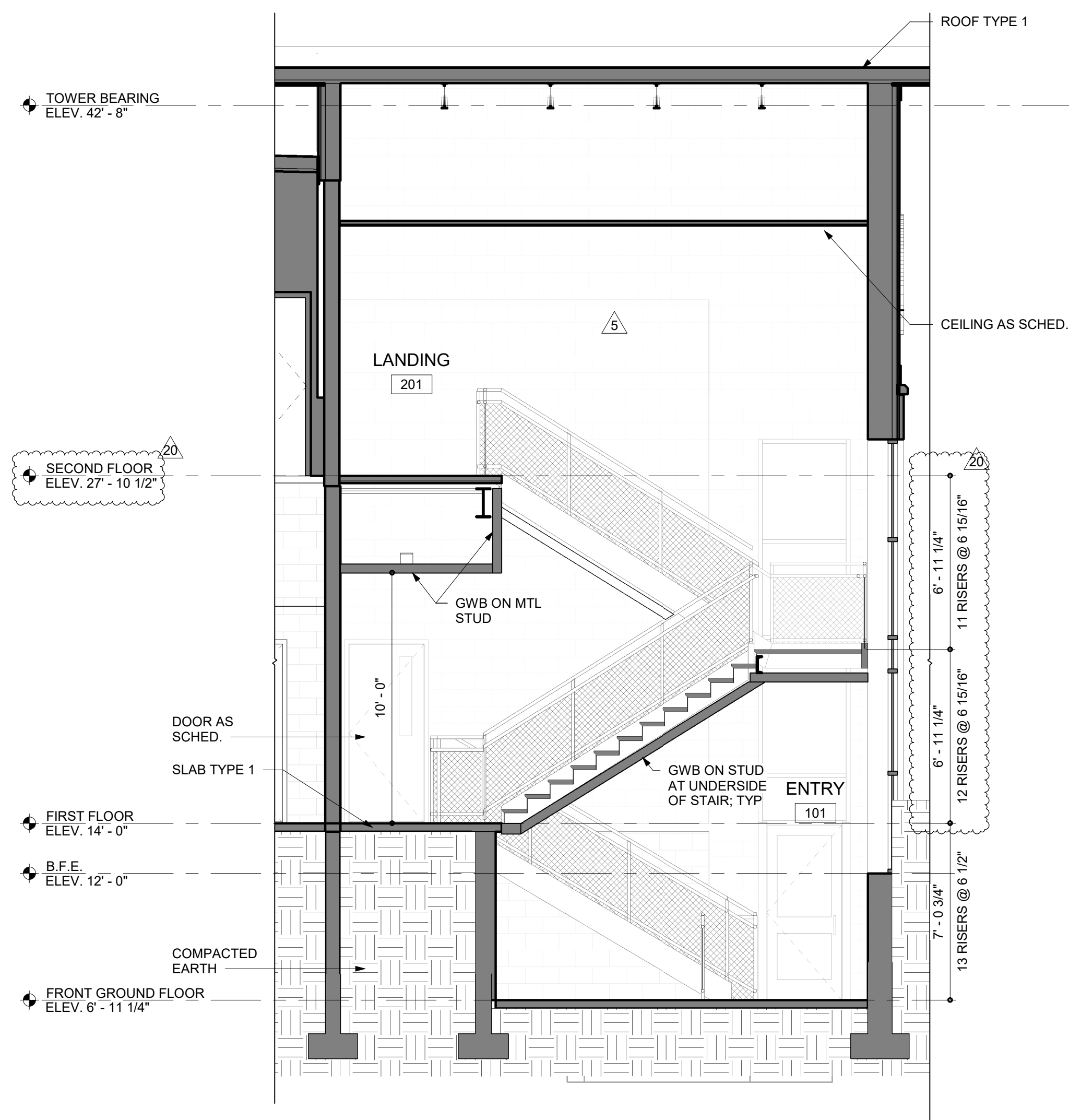
**A403**

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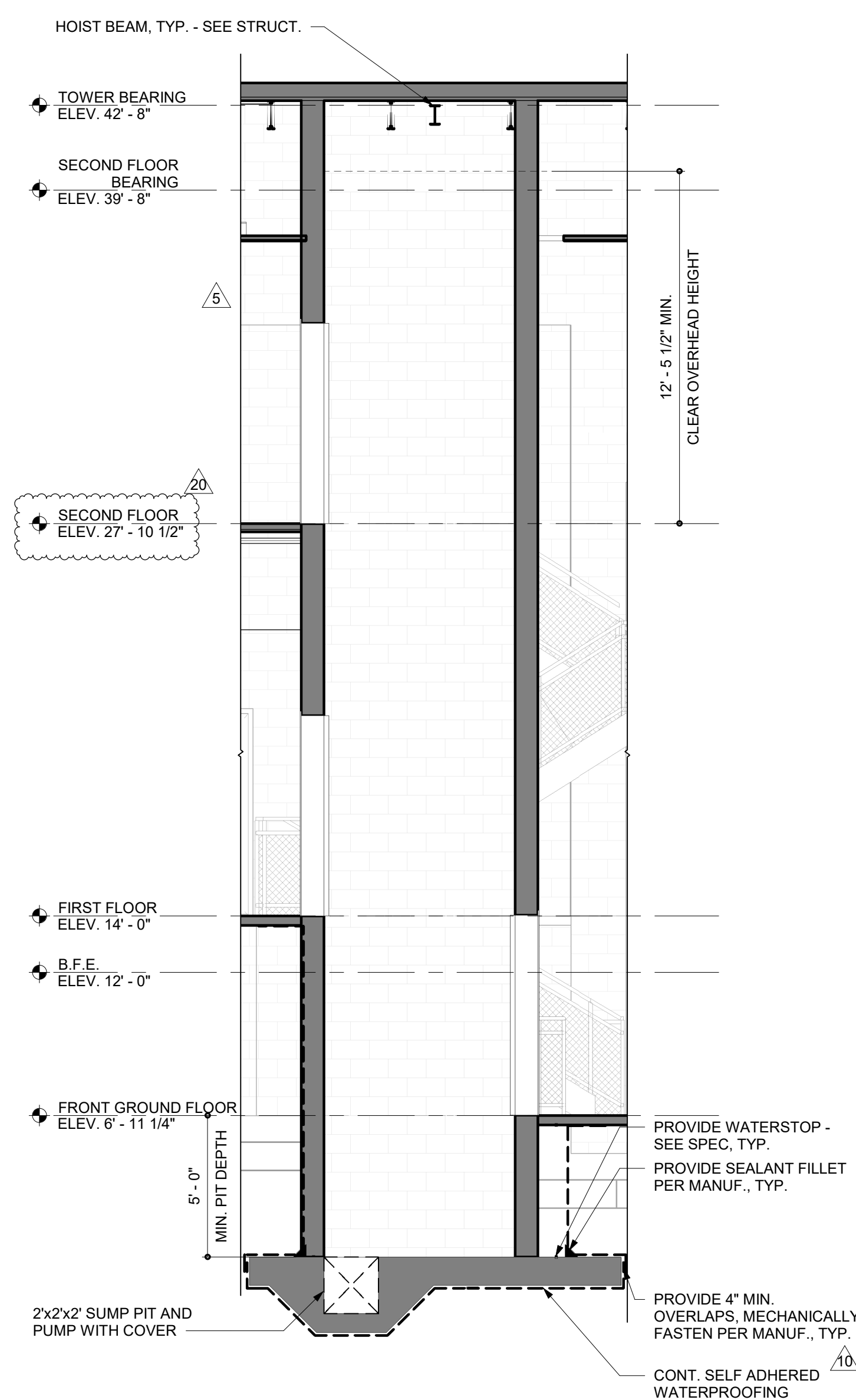
**1 STAIR 110 SECTION**

SCALE: 1/4" = 1'-0"



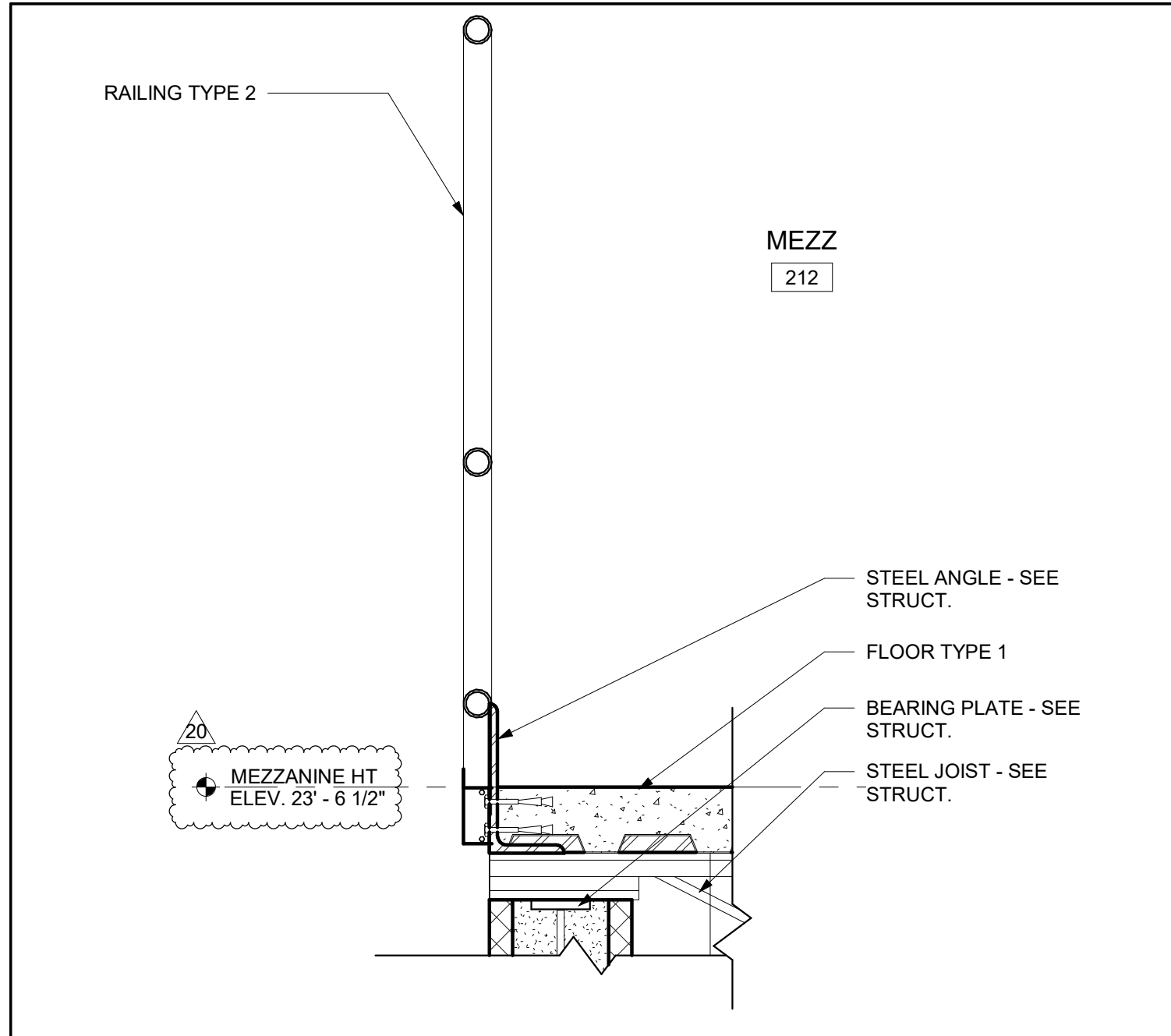
**2 ENTRY 101 STAIR SECTION**

SCALE: 1/4" = 1'-0"

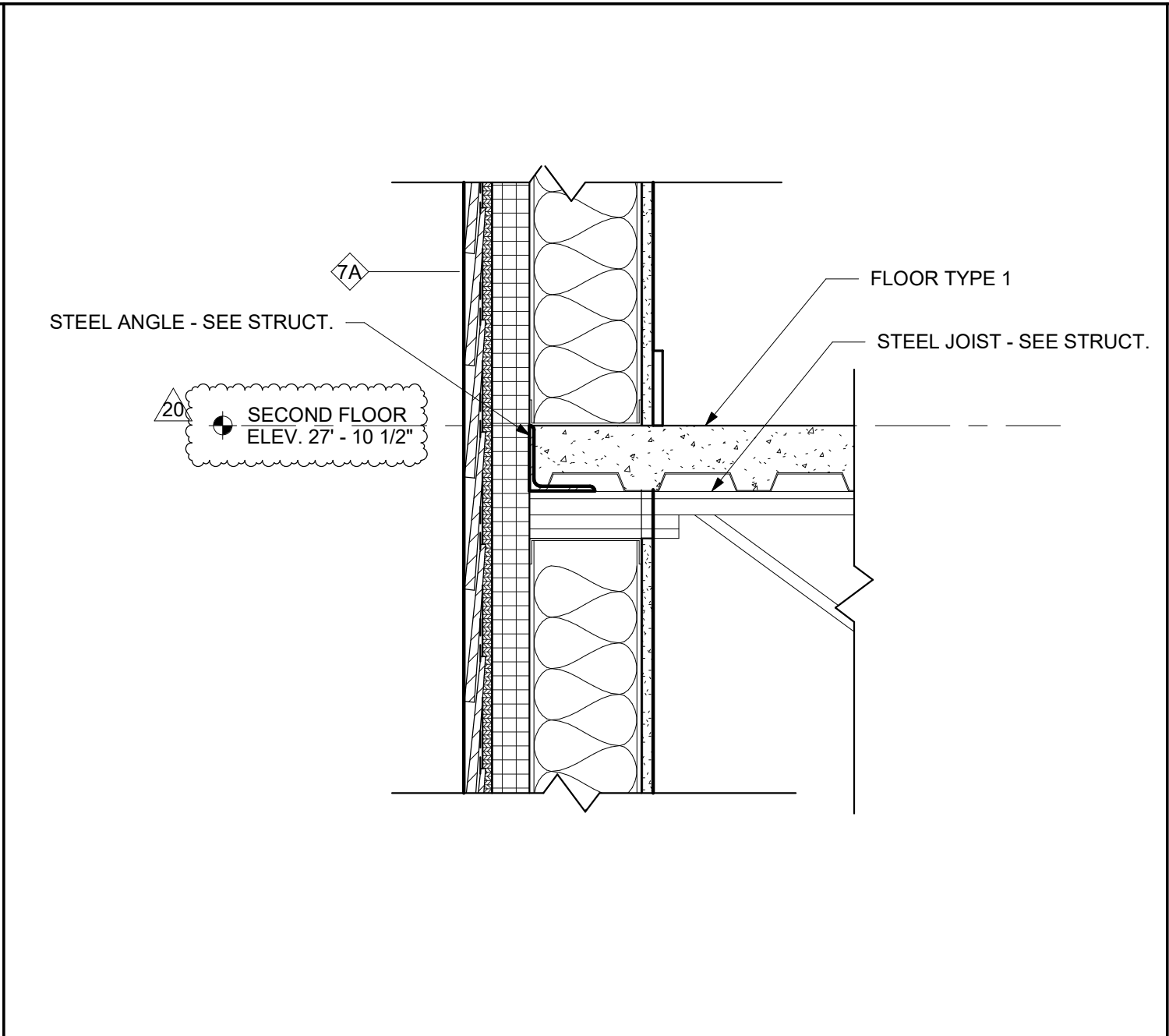


**3 ENLARGED SECTION THRU  
ELEVATOR**

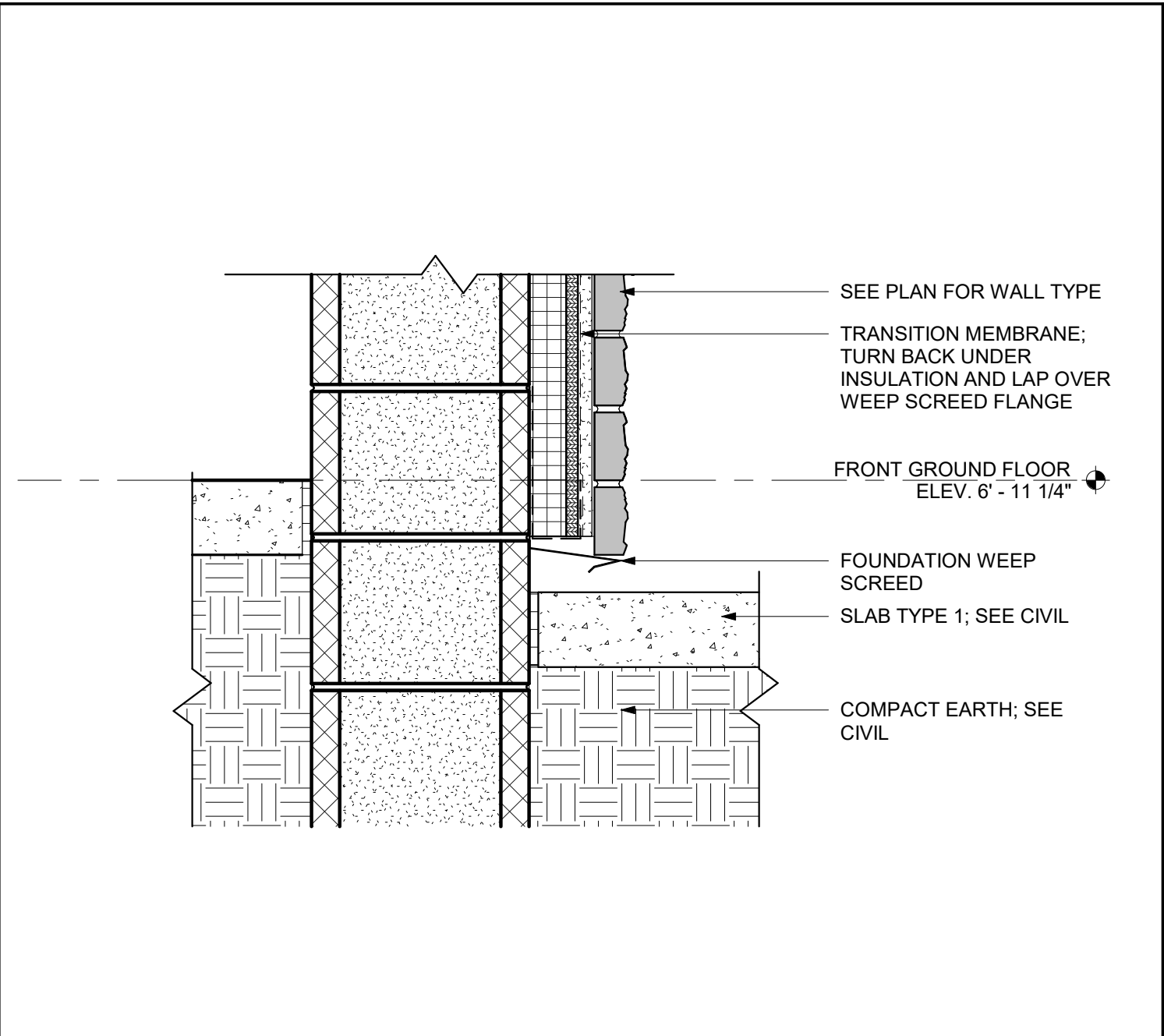
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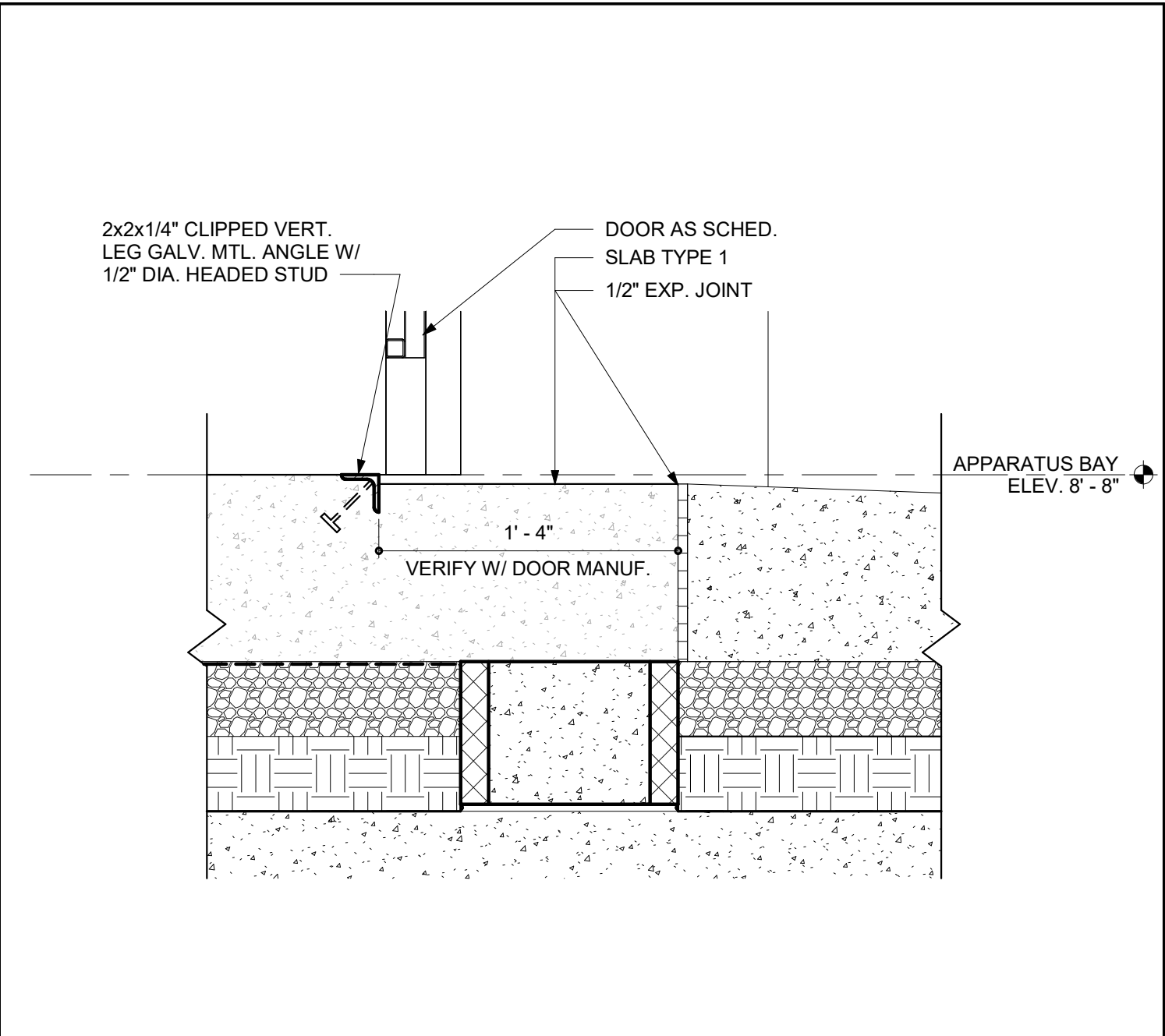
1 SECTION DETAIL - MEZZANINE 212  
SCALE: 1 1/2" = 1'-0"



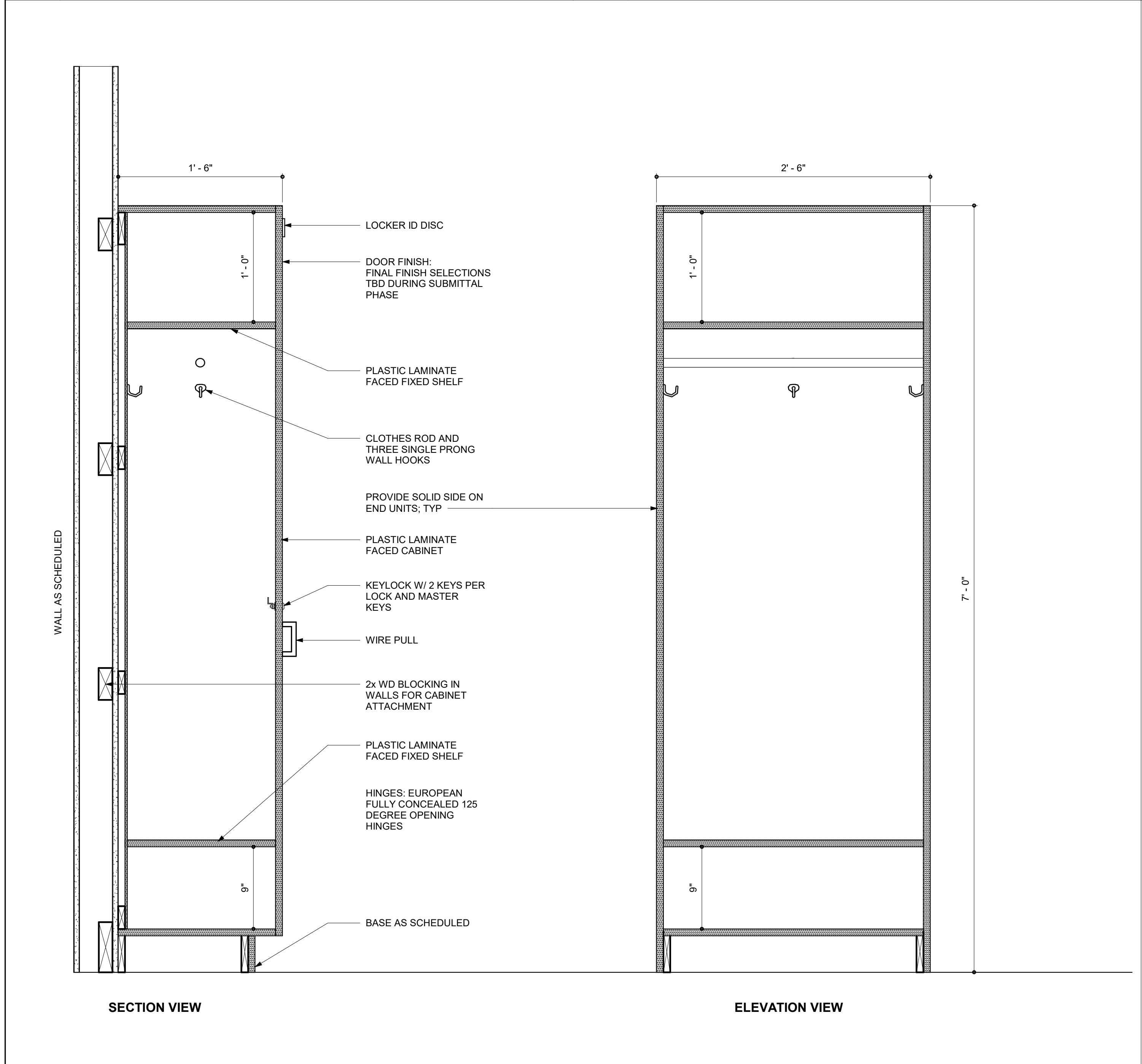
2 SECTION DETAIL - SLAB TO EXTERIOR WALL  
SCALE: 1 1/2" = 1'-0"



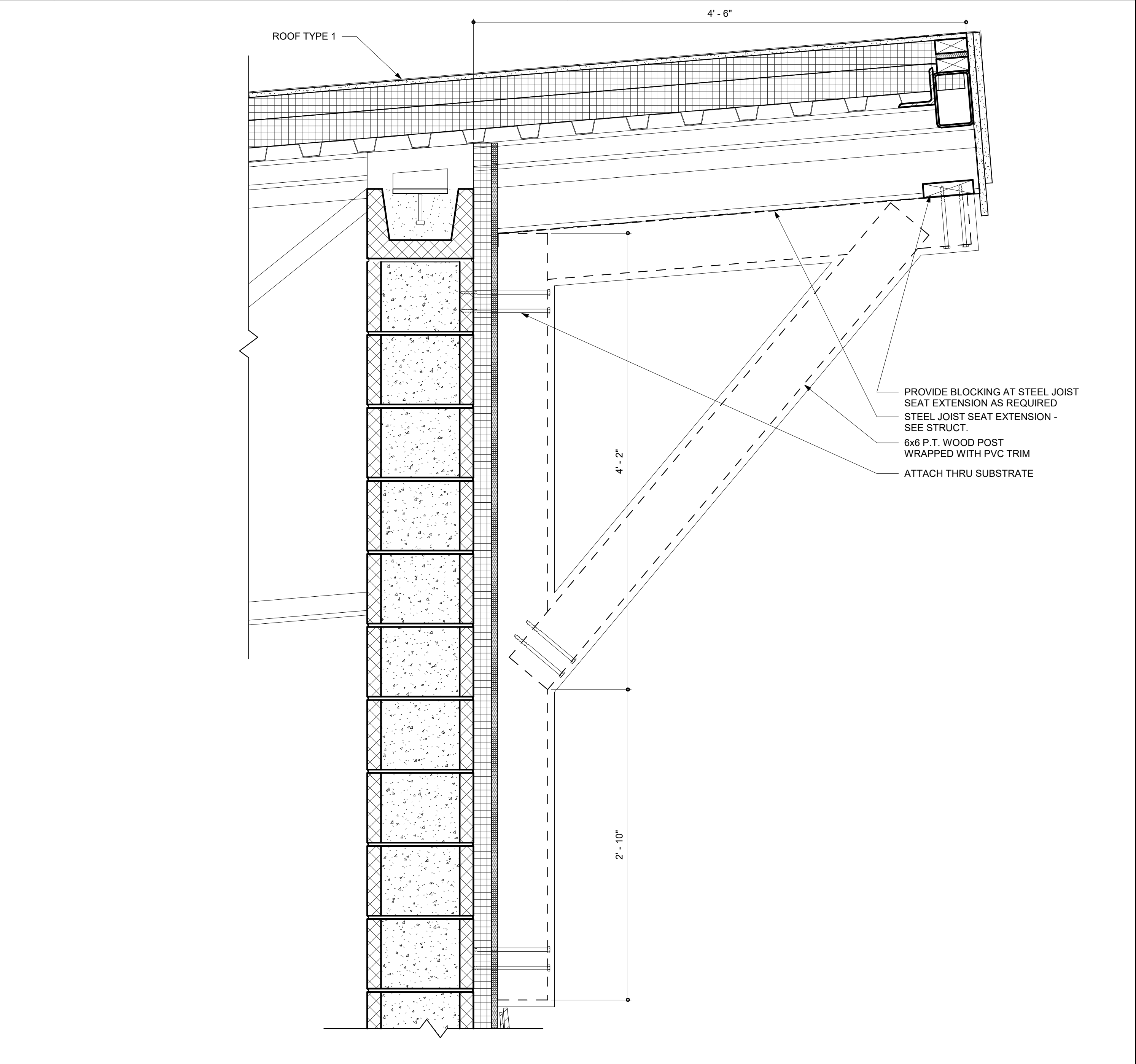
3 TYPICAL EXTERIOR WALL BASE DETAIL  
SCALE: 1 1/2" = 1'-0"



4 TYPICAL APPARATUS BAY SLAB EDGE DETAIL  
SCALE: 1 1/2" = 1'-0"



5 TYPICAL BUNK ROOM STORAGE UNIT  
SCALE: 1" = 1'-0"



6 TYPICAL NON STRUCTURAL BRACKET DETAIL  
SCALE: 1 1/2" = 1'-0"



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ENGINEERING

North Carolina  
3333 Jaeckle Drive, Suite 120  
Wilmington, NC 28403  
910.341.7600

615 South College Street, Suite 8-158  
Charlotte, NC 28202  
980.270.9100

Maryland  
312 West Main St, Suite 300  
Salisbury, MD 21801  
410.546.9100

Delaware  
309 S Governors Ave  
Dover, DE 19904  
302.734.7950

The Tower at STAR Campus  
100 Discovery Boulevard, Suite 102  
Newark, DE 19713  
302.369.3700

www.beckermorgan.com



CBHF ENGINEERS PLLC  
PME ENGINEERS

2246 YAUPOON DRIVE  
WILMINGTON, NC 28401

ph 910-791-4000

PARAMOUNTE ENGINEERING, INC.  
CIVIL ENGINEERING

122 CINEMA DRIVE  
WILMINGTON, NC 28403

ph 910-791-6707 fax 910-791-6760

WOODS ENGINEERING  
STRUCTURAL ENGINEERING

254 N. FRONT STREET, SUITE 201  
WILMINGTON, NC 28401

ph 910-343-8007 fax 910-343-8088



PROJECT TITLE

NORTH TOPSAIL  
BEACH FIRE  
STATION #2

3304 GRAY STREET  
NORTH TOPSAIL BEACH, NC  
28460

ISSUED  
FOR PERMIT  
03.08.2024

SHEET TITLE

SECTION DETAILS

ISSUE BLOCK

Mark	Date	Description
20	04.02.2025	RFI 100

PROJECT NO: 2021025.02

DATE: 03.08.2024

SCALE: 1 1/2" = 1'-0"

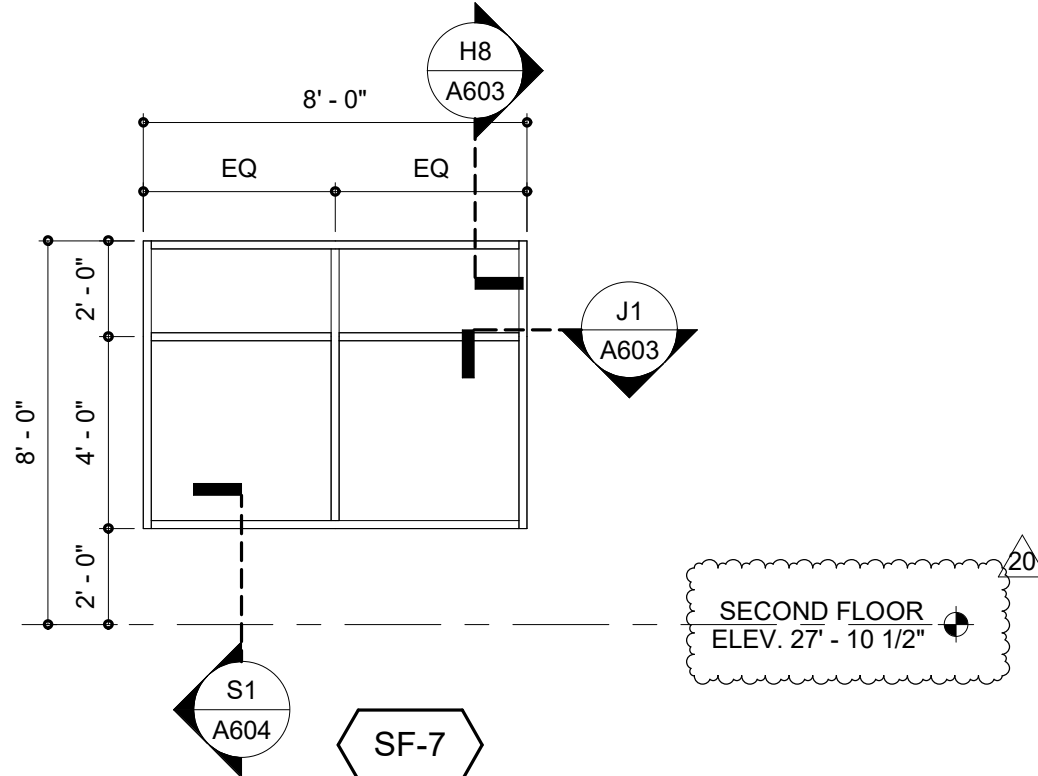
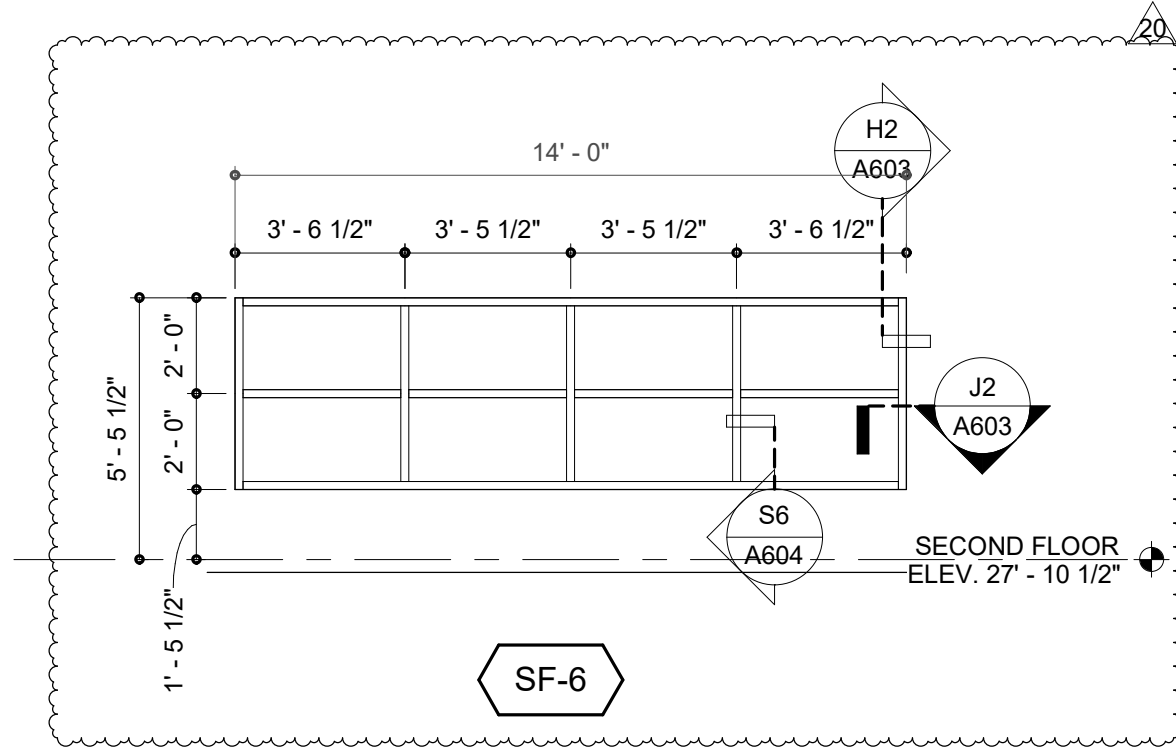
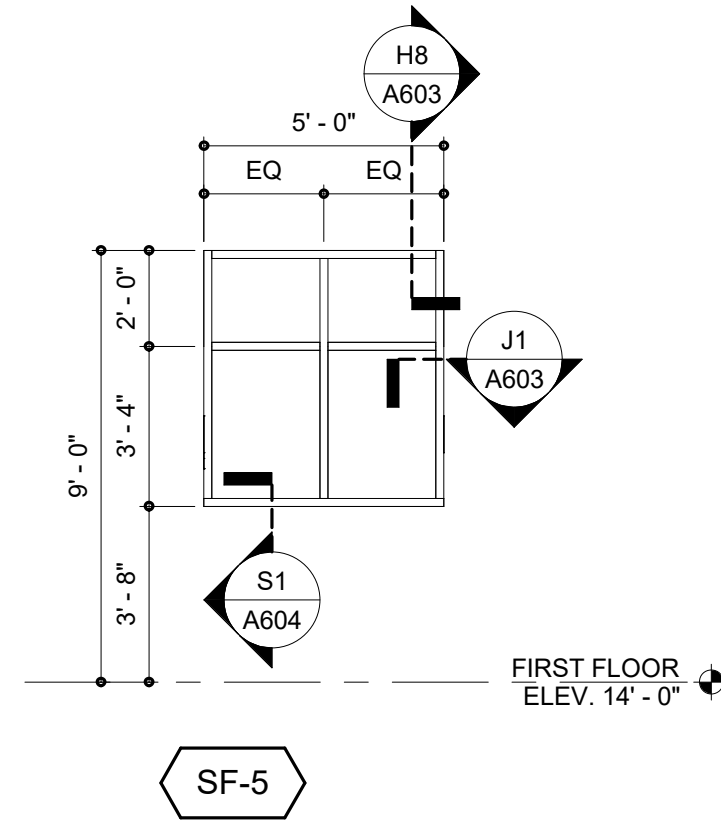
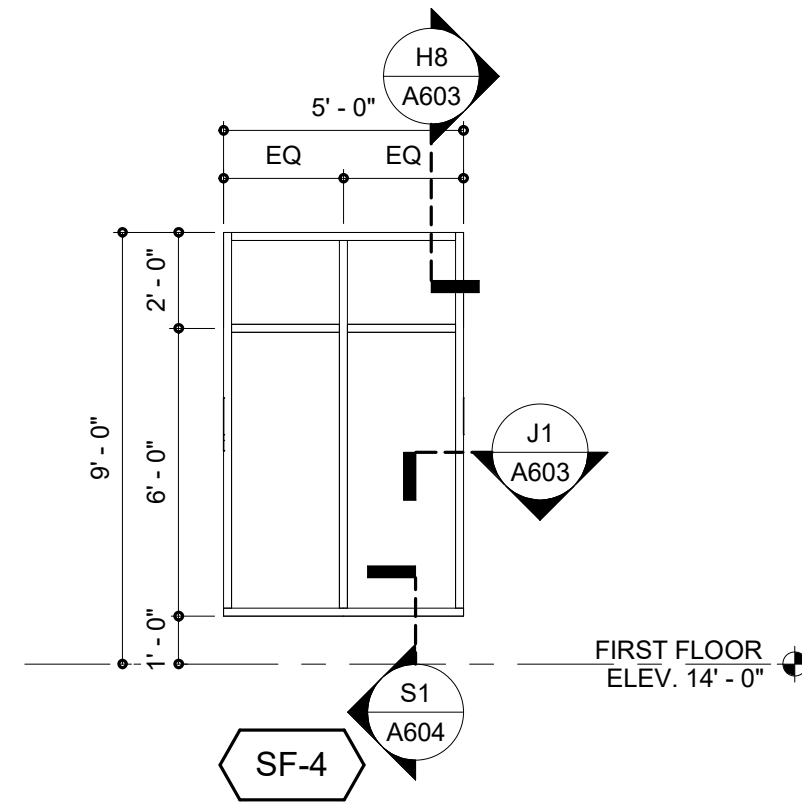
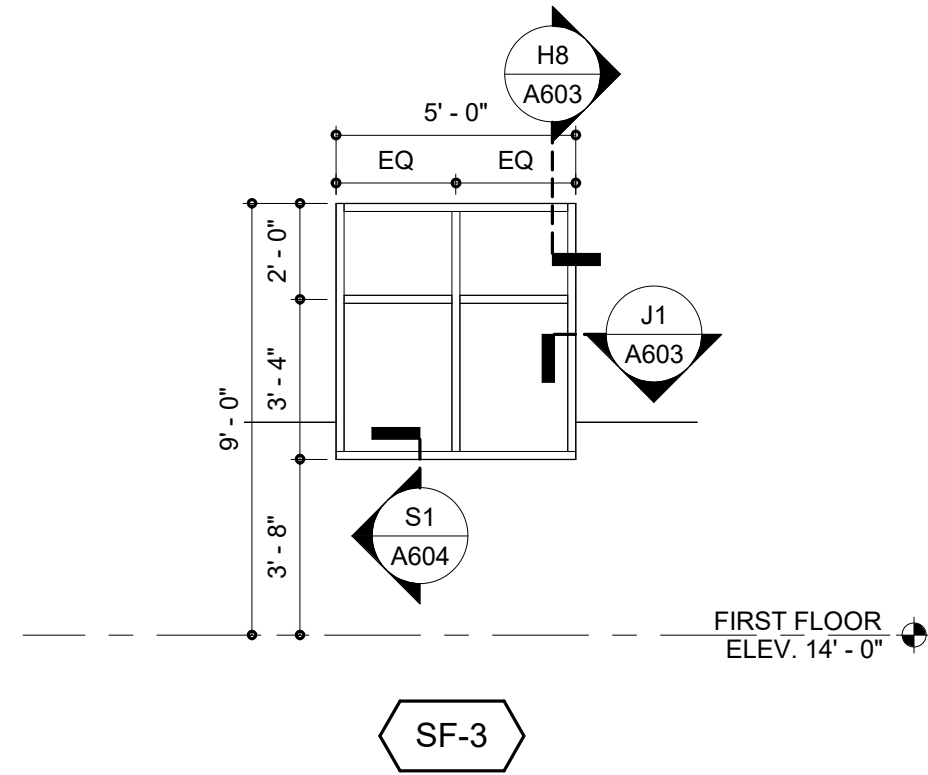
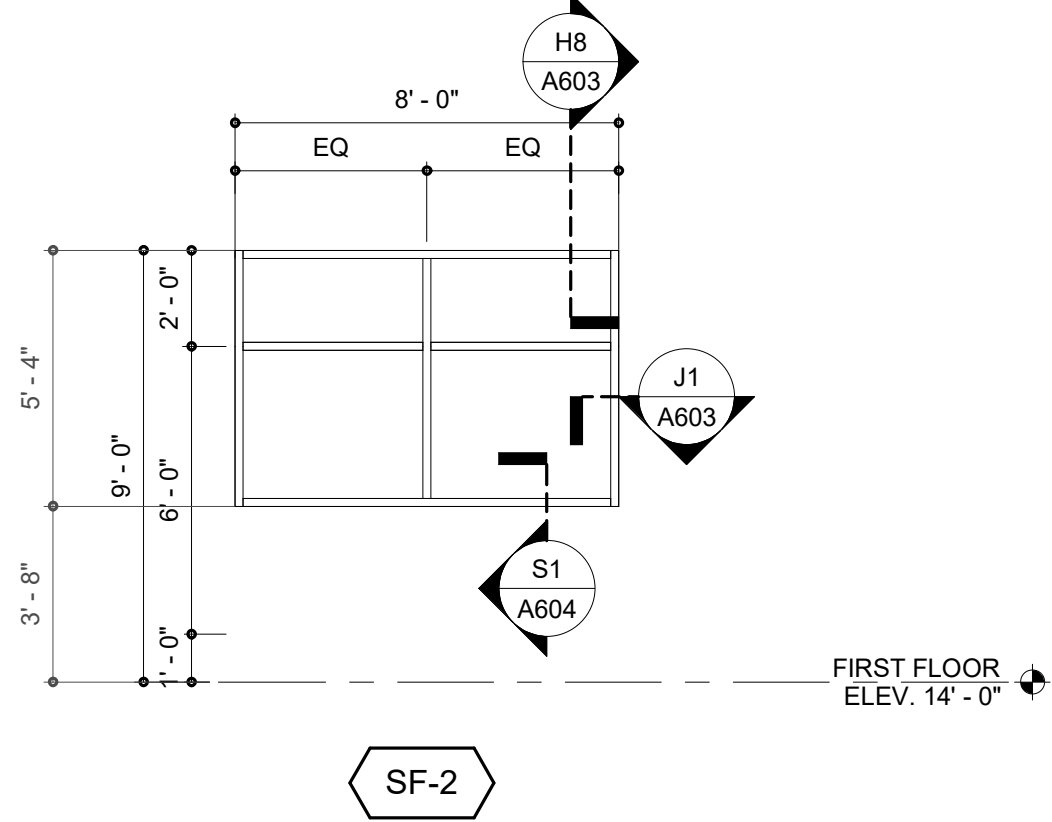
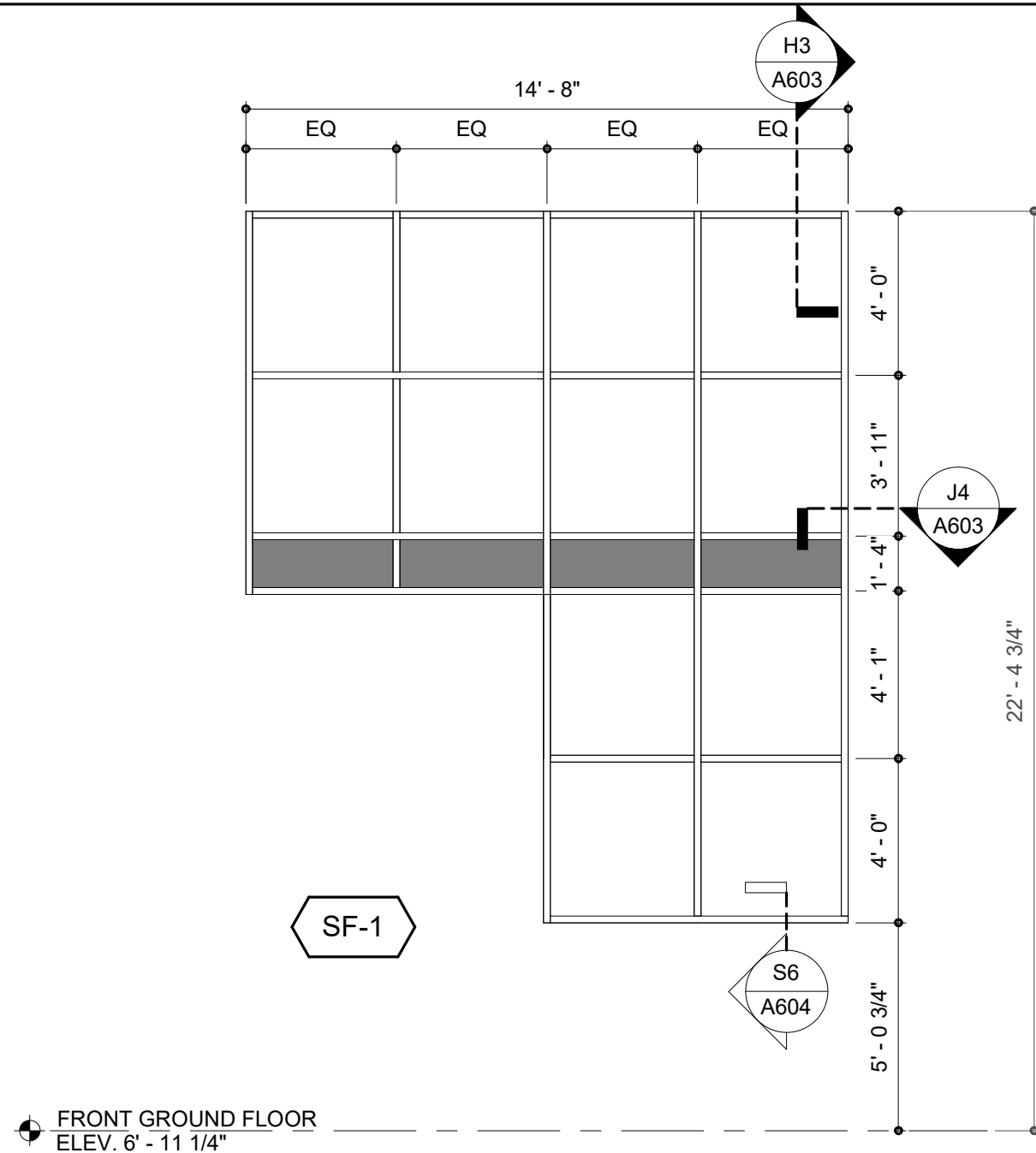
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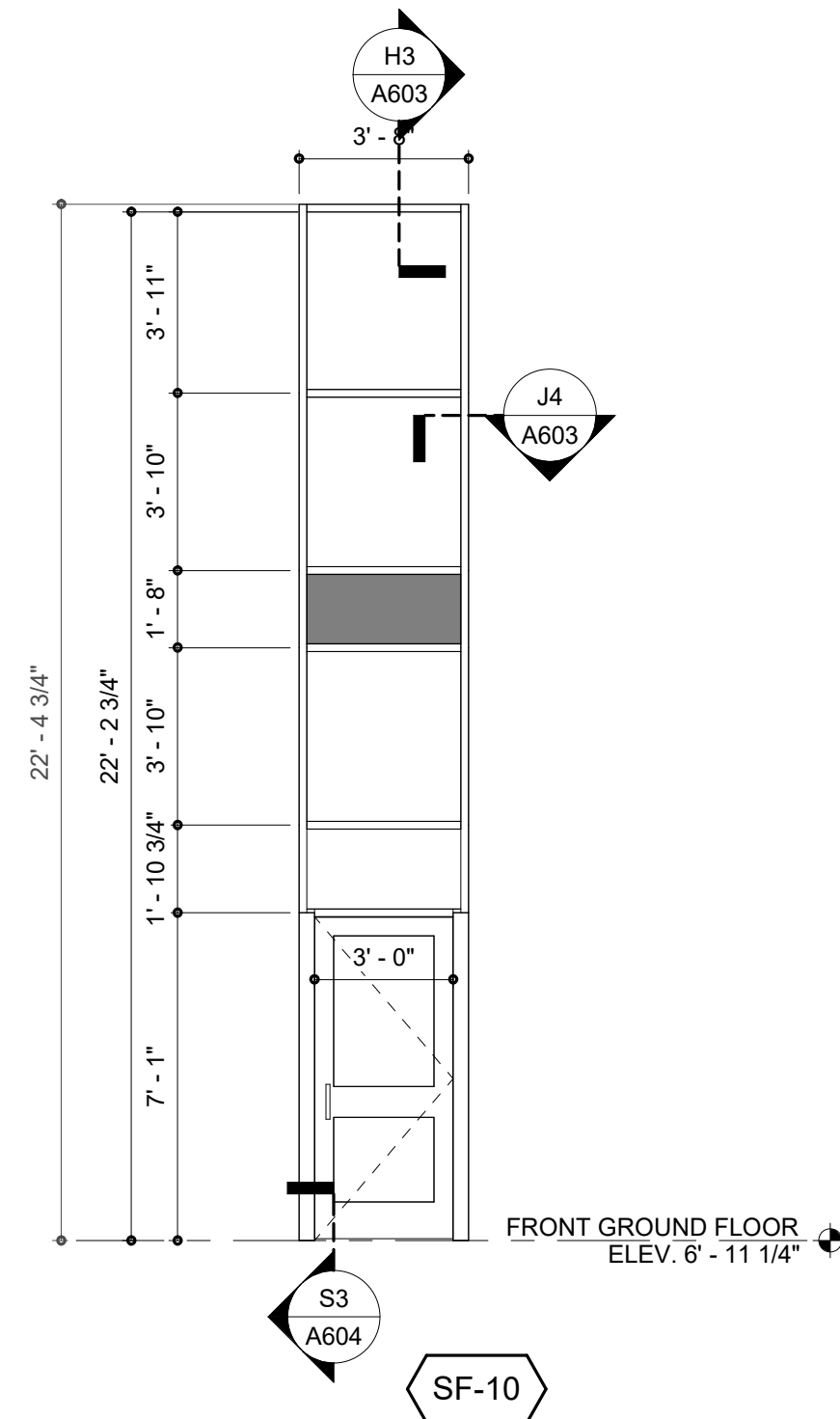
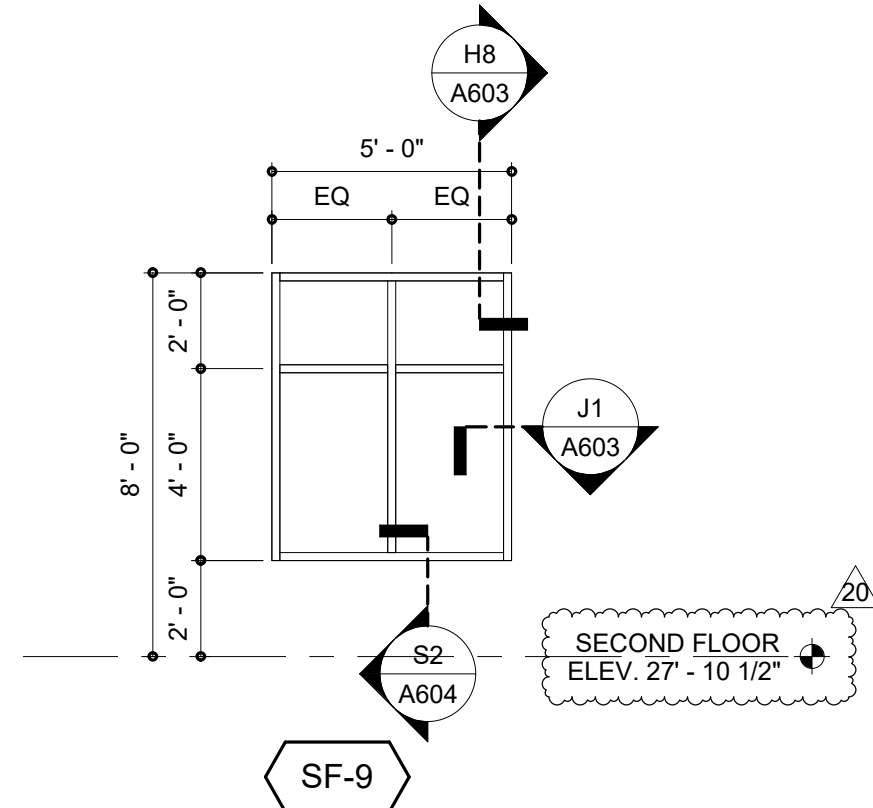
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126

20	04.02.2025	RFI 100
Mark	Date	Description
PROJECT NO:		2021025.02
DATE:		03.08.2024
SCALE:		As indicated
DRAWN BY:		EJS   PROJ MGR: BMR



SF-8  
NOT USED



**GLAZING LEGEND**

- GLAZING SHALL BE TEMPERED IN DOORS, BORROW LIGHTS, SIDE LIGHTS, AND AS REQUIRED BY CODE, AND AS INDICATED
- GLAZING SHALL BE SAFETY LAMINATED AS REQUIRED BY CODE, AND AS INDICATED.
- PROVIDE FIRE-PROTECTION AND FIRE-RESISTANCE RATED GLAZING AS REQUIRED BY CODE.
- EXTERIOR GLAZING SHALL BE INSULATED.

LAMINATED GLAZING SPANDREL GLAZING

**EXHIBIT B**  
**(Construction Change Directive Number 01)**

The proposed basis of adjustment to the Contract Sum is as follows:

Increase the Contract Sum by \$26,590.01 as follows:

- Subcontractors + Contractor Profit & Overhead thereon totaling \$20,545.85.<sup>1</sup> The Subcontractor work is summarized in the following table. Note that in some instances, the amount listed in the following table differs from the amount set forth in a Subcontractor Proposal. The table amounts reflect the amounts deemed proper for use in adjusting the Contract Sum.

<b><u>Subcontractor</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Grey Interiors, LLC	Material, labor and equipment to add a 2.5" distribution header on top of the track on the exterior wall to compensate for the inbed locations. Reference Grey Interiors Proposal dated April 21, 2025, RFC Number 2R1. Of the total Proposal of amount of \$5,442.68, the sum of \$976.43 was approved as Change Order Number 04 dated April 24, 2025, resulting in the adjusted amount of \$4,466.25. The \$4,466.25 includes 40 hours of labor to provide the new track and drywall, at a cost of \$1,120. That appears excessive, but for purposes of this CCD, is included in the proposed increase in the Contract Sum.	\$4,466.25
E.L. Jones Development, LLC	Replace two hollow metal doors and frames. Reference E.L. Jones Proposal dated April 21, 2025.	\$1,652.00
Citadel Masonry, LLC	Remove two hollow metal door frames and raise masonry openings at three openings on the second floor. Reference Citadel Masonry Proposal dated April 21, 2025, RFC Number 4.	\$2,029.51
Independent Services	Revise stairwell shop drawings and offsite delivery and unloading of mechanical platform(s) for temporary storage. Reference Independent Services Proposal dated April 11, 2025. The Proposal included \$4,200 for revising shop drawings for Stairwell 101 and Stairwell 110. However, Stairwell 110 has yet to be submitted or approved and, as such, at most half of the \$4,200 for revised shop drawings is appropriate.	\$5,850.00

<sup>1</sup> Contractor has provided a proposal from TK Elevator for \$6,694.00 to add 2.5" to the total travel for the elevator. However, the total travel for the elevator was not increased. Rather, only the second floor stop location was adjusted. Accordingly, no amount is due for the TK Elevator proposal.

Nationwide Electrical Services, Inc.	Generator platform extra off-loading, storage, and delivery. Reference Nationwide Electrical Proposal #4 dated April 21, 2025. The Proposal was in the total amount of \$42,294.80, of which \$426.60 was to raise device boxes by 2.5". Because there does not appear to be a need to raise device boxes, this amount is not included in the amount of the proposed increase in the Contract Sum.	\$3,868.20
--------------------------------------	--	------------

Subcontractor Subtotal: \$17,865.96

Contractor Profit & Overhead (15%): \$2,679.89

**Total Subcontractor Costs: \$20,545.85**

- Contractor Direct Costs (Labor):

Contractor Direct Costs (Labor) totaling: \$5,625.42. The compensable Contractor Direct Costs (Labor) are summarized in the following table. Contractor has requested an increase in the Contract Sum for Contractor Labor and Equipment. The majority of the requested increase for Contractor Labor and Equipment appears based on the Contractor's assertion that the need to perform, and the performance of, the Work directed by this Construction Change Directive entitles the Contractor to a 55 day increase in the Contract Time. At this time, the Contractor has not demonstrated that the need for, and performance of, the Work that is the subject of this Construction Change Directive impacts the critical path, nor the extent of any such impact. Similarly, the Contractor has not demonstrated the causes of alleged delays to the critical path for the Project, nor apportioned the total delay to the responsible parties. Absent the Contractor establishing these matters, the Contractor is not entitled to an increase in the Contract Time, nor to an increase in the Contract Sum for extended duration charges for Contractor Labor and Equipment. Unless and until any increase in the Contract Time is properly substantiated, the Contract Sum cannot be increased for alleged extended duration Contractor Labor and Contractor Equipment. The items of Contractor Labor for which an increase in the Contract Sum is proposed represents Contractor Labor that appears reasonably necessary because of the need for, and performance of, the Work that is the subject of this Construction Change Directive.

<u>Category</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
Project Management	10	\$56.50	\$565.00
Project Superintendent	15	\$52.88	\$793.20
Estimator + Admin	12	\$45.67	\$548.04

Scheduler <sup>2</sup>	12.5	\$120.00	\$1,500.00
Contracts Administrator	12	\$36.07	\$432.84

Contractor Direct Costs Subtotal: \$3,839.08

Payroll Taxes & Insurance (Burden Rate) (45%)<sup>3</sup>: \$1,052.59

Contractor Profit & Overhead (15%): \$733.75

**Total Contractor Direct Costs (Labor): \$5,625.42**

● **Subtotal Before Bonds and Insurance: \$26,171.27**

● Bonds and Insurance<sup>4</sup>:

General Liability Insurance (0.50%): \$130.86

Payment & Performance Bonds (1.10%) \$287.88

**Total Bonds and Insurance: \$418.74**

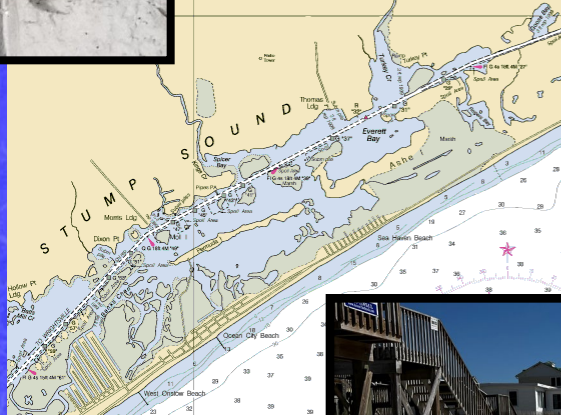
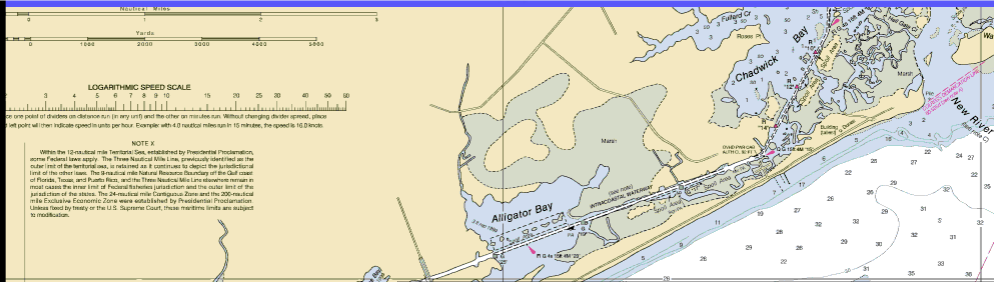
**TOTAL PROPOSED INCREASE IN CONTRACT SUM: \$26,590.01**

<sup>2</sup> It appears that Contractor uses a third-party scheduler rather than an employee scheduler.

<sup>3</sup> Because it appears that Contractor's Scheduler is a third-party consultant rather than an employee, the \$1,500 for Scheduler is not included in computation of the Burden Rate.

<sup>4</sup> The Contractor requests an increase in Builders Risk Insurance Policy based on the Contractor's contention that the Work that is the subject of this Construction Change Directive entitles it to a 55 day increase in the Contract Time. Because the Contractor has not substantiated any right to an increase in the Contract Time for the Work in question, no increase in the Contract Sum is due for Builders Risk Insurance Policy.

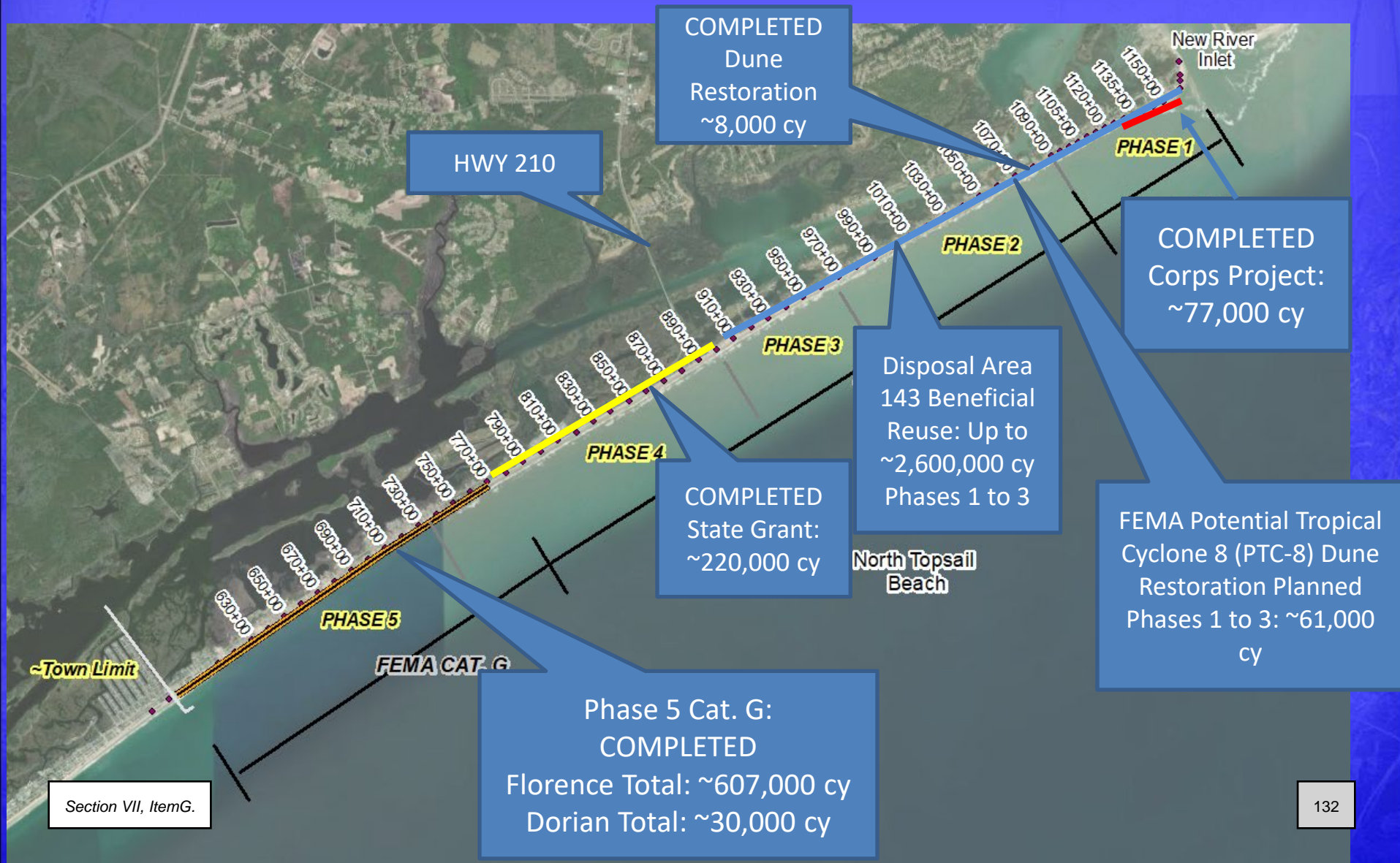






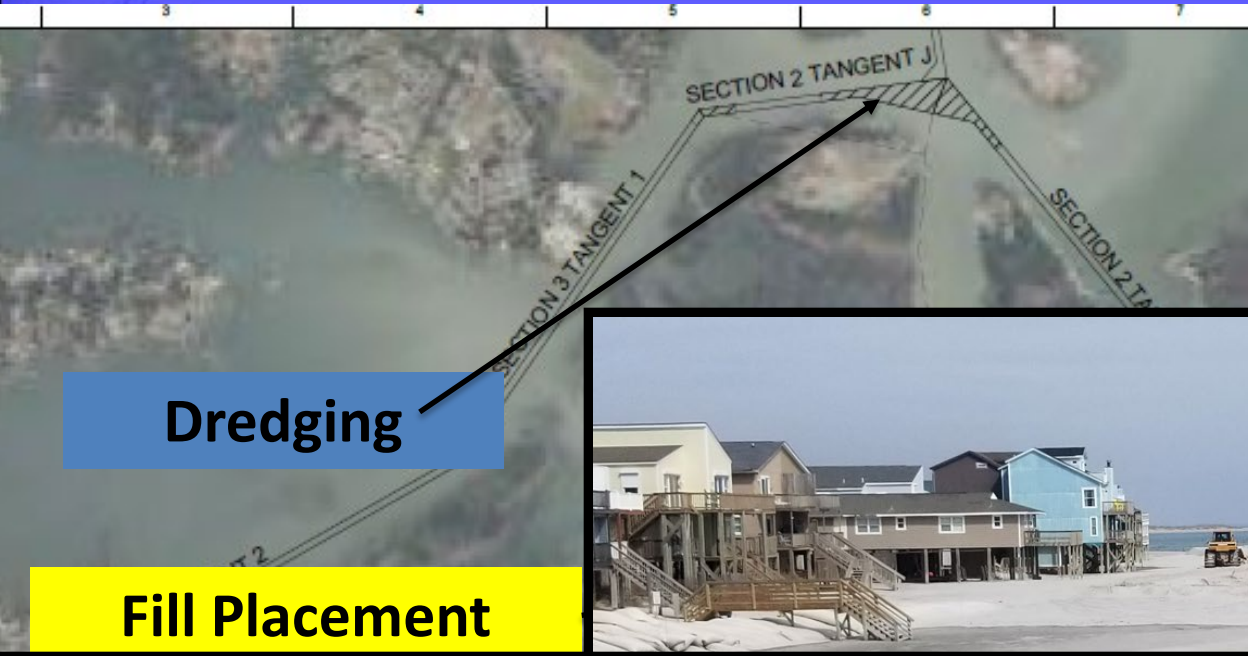
# Recent and Upcoming Projects Overview

## State Grant, Beneficial Reuse, FEMA, Corps Projects





# USACE Navigation Dredging and Placement Phase 1 Corps Beneficial Reuse Project



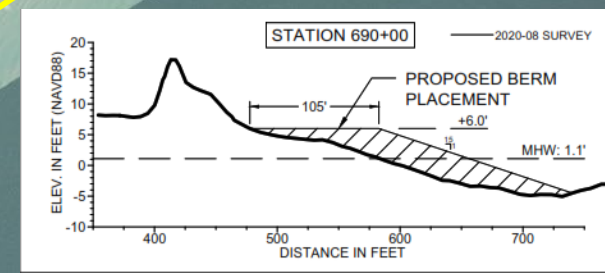
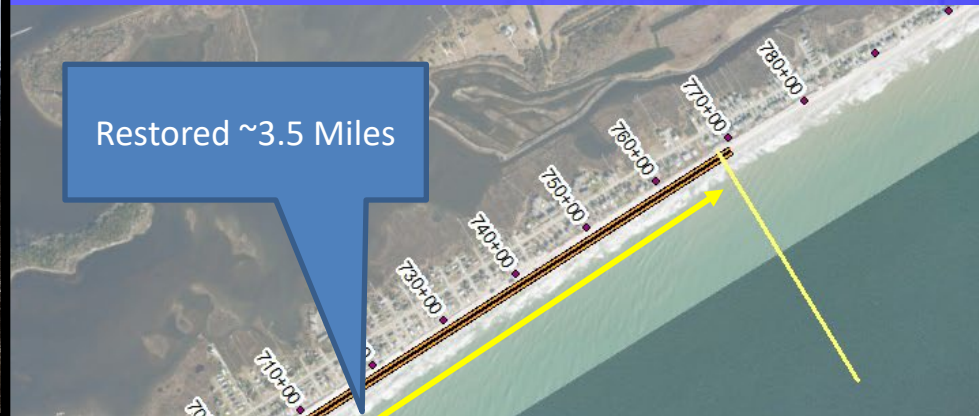
Completed at end of February.  
Dredge experienced some  
mechanical issues (long  
pumping distance).



77,000 cy  
Placement North of Topsail  
Reef Condos



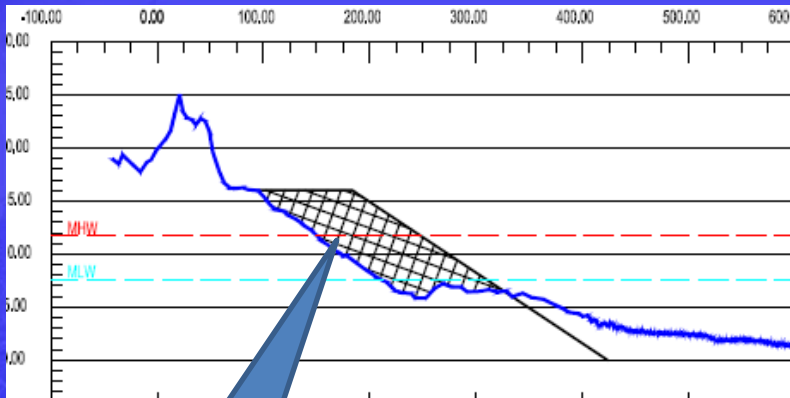
# COMPLETED FEMA Mitigation Nourishment in Phase 5 (and some Phase 4) Beach (not Dune) Nourishment. ~3.5 Miles of Restored Beach. Held up well to PTC-8 and other recent storms.



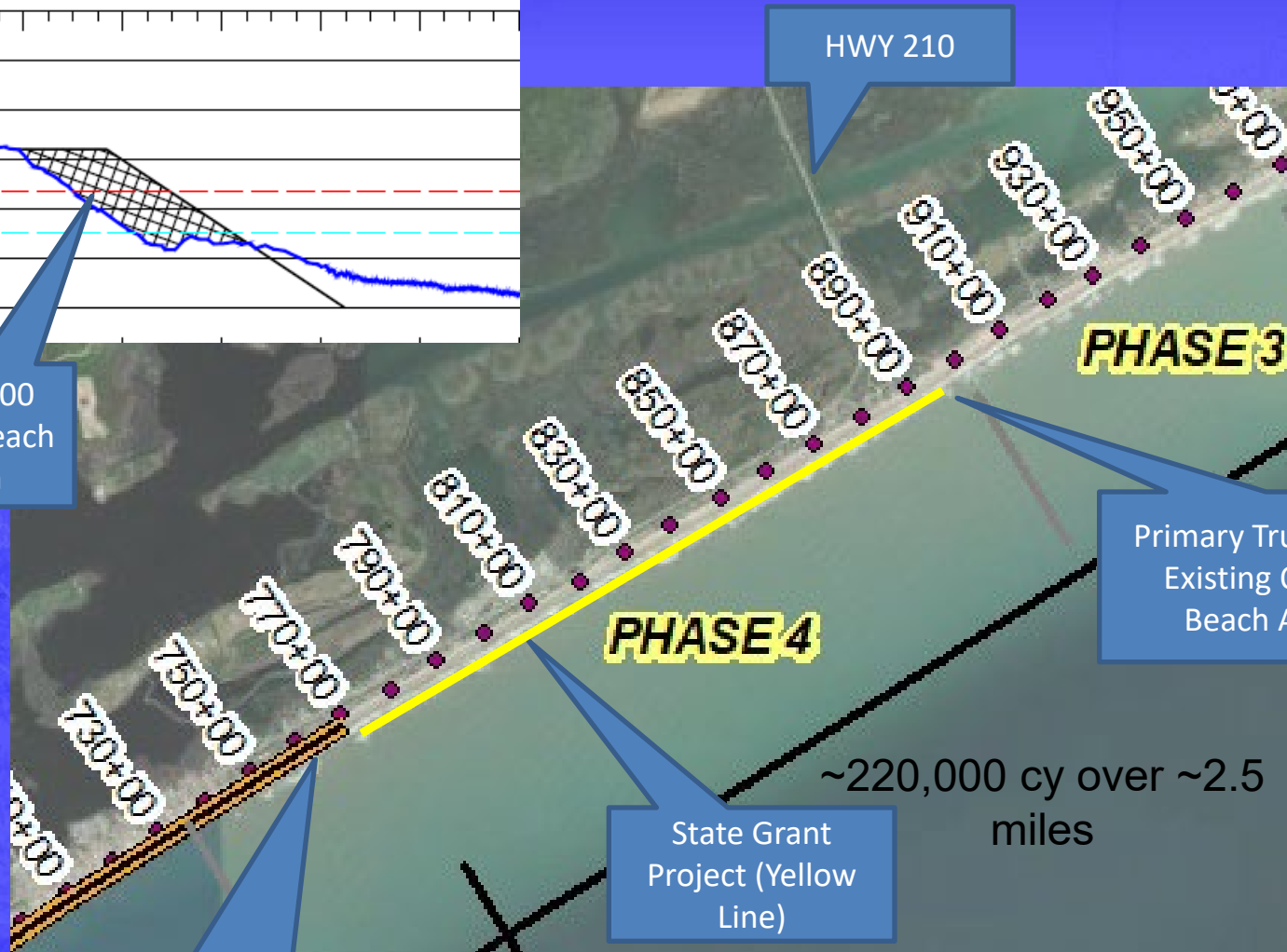
PHASE 5



# Completed State Grant in Phase 4. Beach Nourishment



~80 to 100  
Feet of Beach  
Width



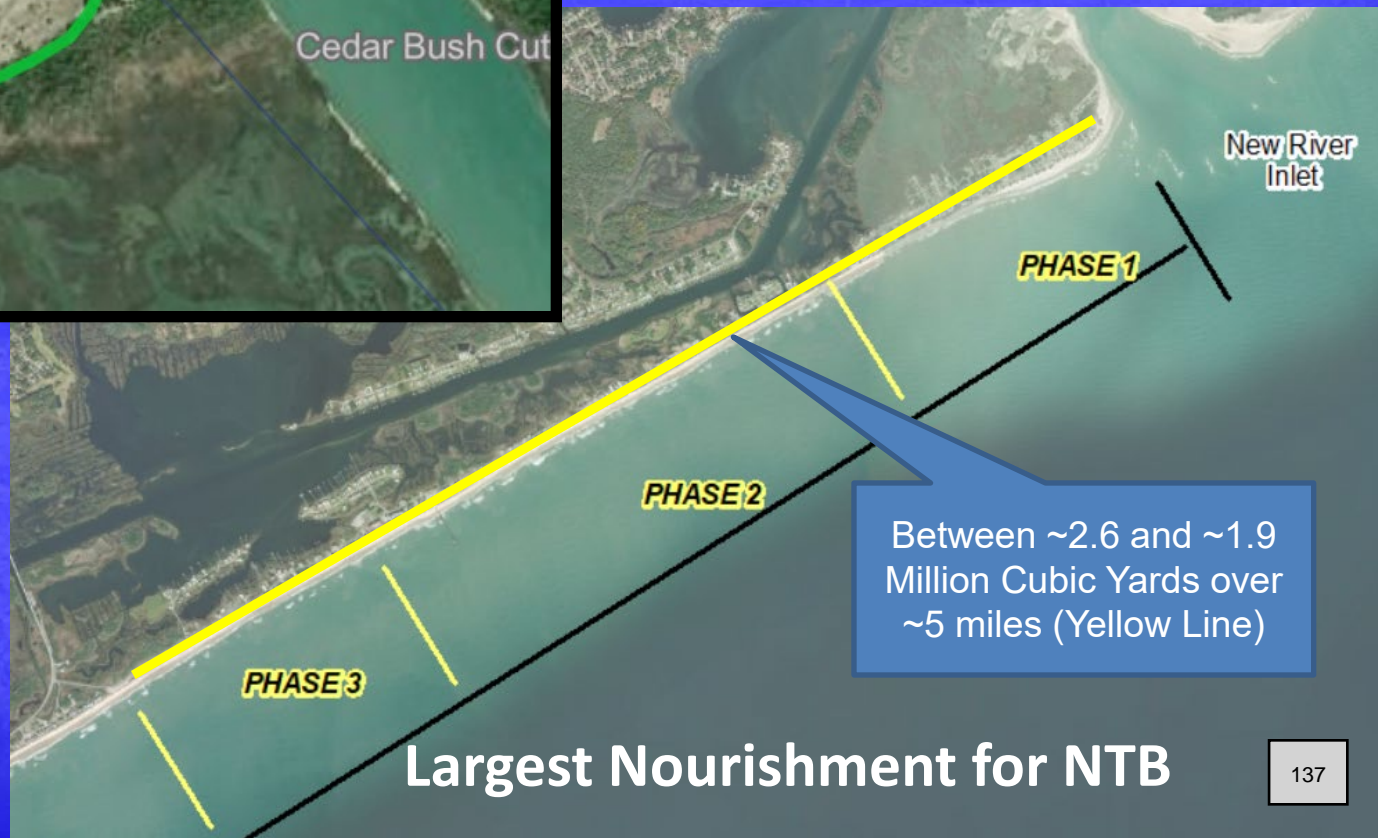






# Disposal Area (DA) 143 Beneficial Reuse and Placement in Phases 1, 2, and 3

- Investigations Ongoing, Pre-App
- Permit Application to Follow.
- 2024 Analysis shows up to 2.6 million cubic yards at DA 143 (1.9 million cubic yards was previous estimate)



# Potential Tropical Cyclone (PTC) 8

## DECLARED OCTOBER 19, 2024

### SUMMARY

STATE: North Carolina  
NUMBER: FEMA-4837-DR  
INCIDENT: Potential Tropical Cyclone Eight  
INCIDENT PERIOD: September 16-20, 2024  
DATE REQUESTED BY GOVERNOR: October 16, 2024  
FEDERAL COORDINATING OFFICER: E. Craig Levy, Sr.  
National FCO Program

### DESIGNATIONS AND TYPES OF ASSISTANCE:

#### INDIVIDUAL ASSISTANCE (Assistance to individuals and households):

Not Requested.

PUBLIC ASSISTANCE (Assistance for emergency work and the repair or replacement of disaster-damaged facilities):

Brunswick, Carteret, New Hanover, and Onslow Counties.

## Dune Restoration to Withstand 5-Year Storm

## Public Assistance

### APPLICANT BRIEFING

Potential Tropical Cyclone Eight 2024

### Public Assistance (PA)

Provides grants to eligible state, local governments, EBCL and eligible private non-profits ("Applicants") to assist with the cost of responding to and recovering from disasters

Governing Laws, Regulations, and Policies

Stafford Act

Law

44 CFR

Program Regulations

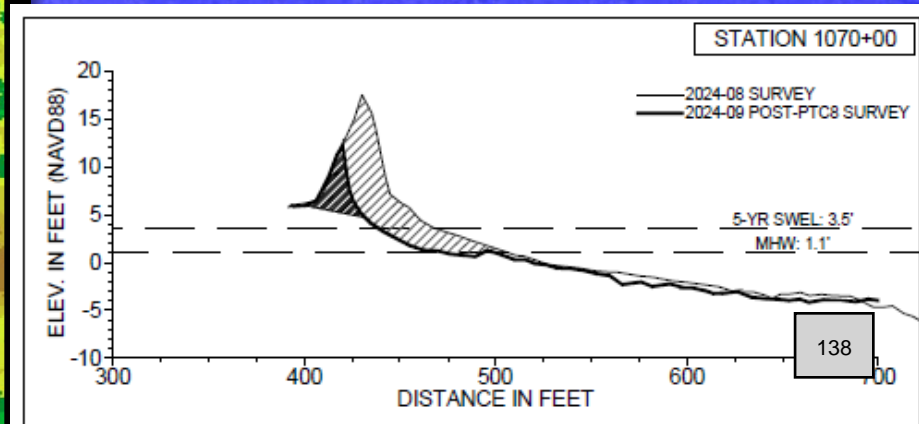
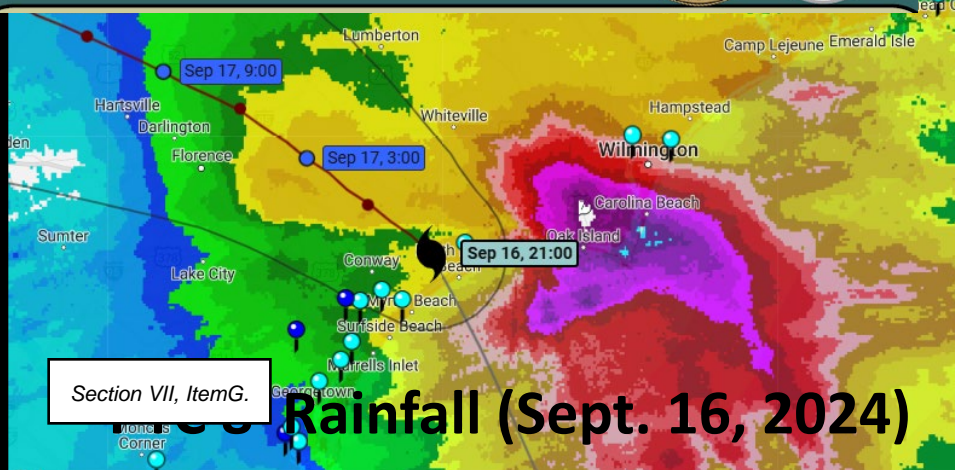
2 CFR

Procurement Requirements

PA Program & Policy Guide (PAPPG)

Policy

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)  
ENVIRONMENTAL PLANNING AND HISTORIC PRESER-  
VATION (EHP) GREENSHEET FOR DR-4837-NC





# Potential Tropical Cyclone (PTC) 8

FEMA Qualified Volume  
Calculations Based on  
5-Year Storm Runup  
and Erosion Analysis

**FEMA Category B  
Mitigation Not  
Calculated by Dune  
Losses**

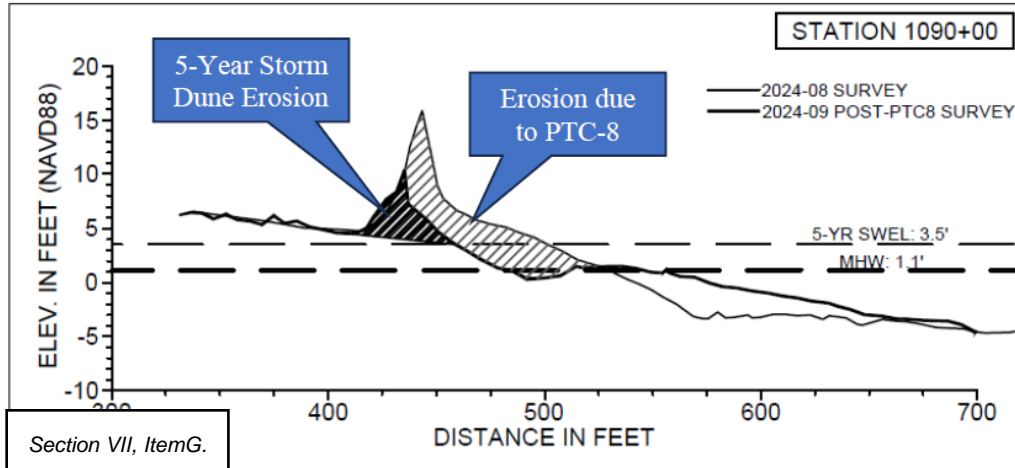


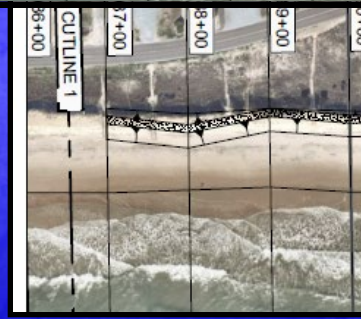
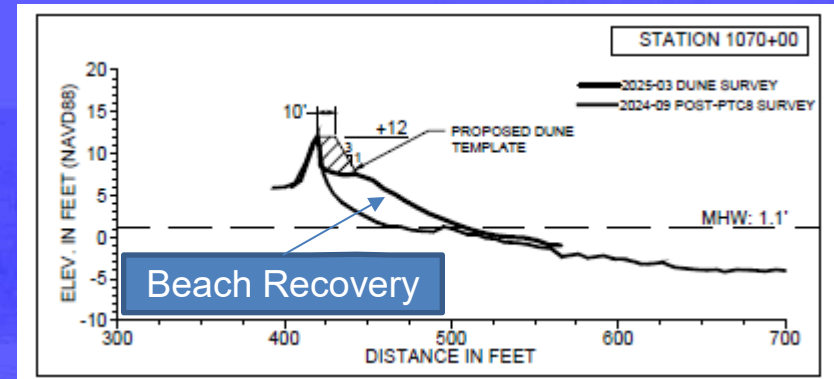
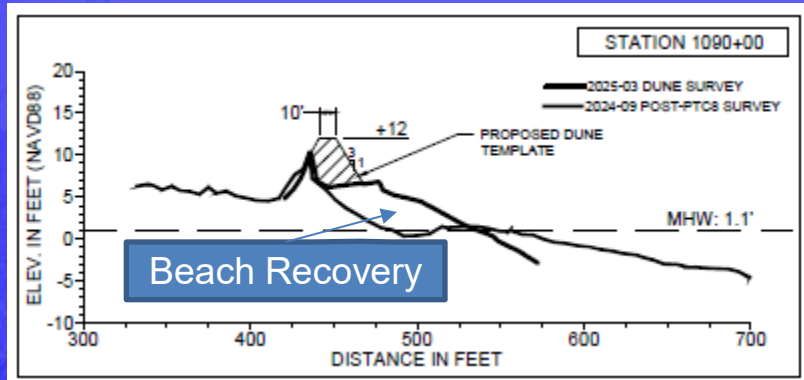
Figure 4: Transect 1090+00 profile showing PTC-8 erosion as well as 5-year storm erosion of 6 cy/ft (as recommended in FEMA mapping guidance).





# Critical Dune Restoration: ~8,000 cy in April/May

## ST Wooten – Contractor





# Critical Dune Restoration: ~8,000 cy in April/May

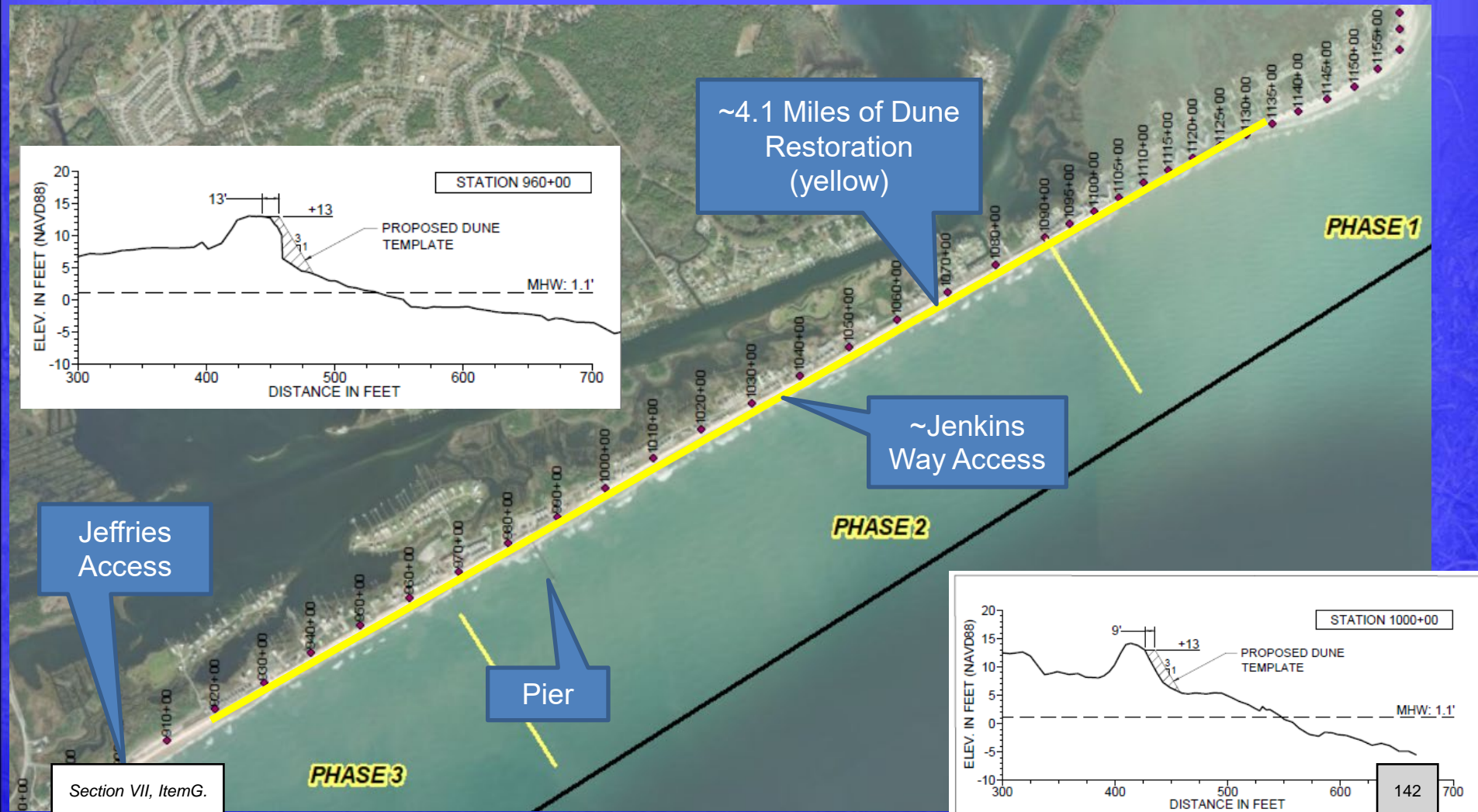
## Turtle Nesting on Newly Placed Dune



Thanks to Beasley Sea Turtle Rescue and Rehab Center for doing turtle nest checks every morning in early May before dune restoration work.



# Northern Shoreline Dune Restoration (Phases 1 to 3 for 61,000 cy) Planned to Start This November ST Wooten – Contractor



# Town Beach Projects Updates

- Phase 1 – Corps AIWW Project (~77,000 cy placed north of Topsail Reef condos).
- New River Inlet Management Master Plan EIS: Final Sections of Draft EIS under USACE review.
- State Grant Nourishment - ~220,000 cy in Phase 4 COMPLETED.
- Post Tropical Cyclone Survey submitted to FEMA/NCEM for PTC 8. 61,000 cy. Focus on Phases 1,2 and 3. FEMA/NCEM coordination continues. ~8,000 cy placed in April/May for most critical sections.
- Disposal Area 143 Beneficial Reuse for Nourishment of Phases 1,2,3 of between ~1.9 and ~2.6 million cubic yards - investigations ongoing , pre-permit application upcoming. Largest NTB nourishment ever.
- Working with NTB Finance Officer and Staff regarding funding, accounting and reimbursement for FEMA and State funded projects
- Grant Coordination
- Permitting Coordination (all projects)



Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

Aldermen:  
Richard Grant  
Tom Leonard  
Laura Olszewski  
Connie Pletl



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## Planning Board Committee Report

June 4, 2025

### **Planning Board**

*Susan Meyer - Chair, Fred Fontana - Vice Chair, Lisa Brown, Teri Ward, Keith Wilkerson, Charles "Rusty" Walker - Alternate, Jan Bellamy - Alternate*

**Staff:** *Deborah J. Hill MPA AICP CFM CZO - Planning Director, Kate Winzler - CMC, NCCMC - Clerk to the Planning Board*

**Attorney :** *Chip Payson | Sumrell Sugg, PA*

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The Planning Board regular meeting scheduled Thursday, May 8, 2025, at 6:00 p.m. was cancelled. The next regular meeting is scheduled for Thursday, June 12, 2025, at 6:00 p.m.



Joann M. McDermon, Mayor  
Tom Leonard, Mayor Pro Tem

Aldermen:  
Mike Benson  
Richard Grant  
Tom Leonard  
Laura Olszewski  
Connie Pletl



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## Zoning Board of Adjustment Committee Report

June 4, 2025

### ***Zoning Board of Adjustment***

Kip Malcolm - Chair, Scott Morse – Vice Chair, Lisa Lee Kozlowski, Susan Meyer, Jason Stahr-Alternate.

**Staff:** Deborah J. Hill MPA AICP CFM CZO, Planning Director, Kate Winzler CMC NCCMC, Clerk to the Board.

**Attorneys:** Trey Ferguson | Sumrell Sugg, PA, Beth Faleris | Faleris Law Firm, PLLC

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The Zoning Board of Adjustment (ZBA) meeting for May 20, 2025, was cancelled. The next regular meeting is scheduled for June 17, 2025.



Fiscal Year 2025 - 2026

06/04/25

Effective 07/01/25

GENERAL FUND - FUND 10

CAPITAL IMPROVEMENT FUND - FUND 12

SHORELINE PROTECTION FUND - FUND 30



## Table of Contents

Pages	
	Public Hearing Notice
BM 1-3 ---->	Budget Message
BO 1-5 ---->	Budget Ordinance
PC 1-2 ---->	Appendix A Position Classification
AP 1-2 ---->	Appendix B Authorized Positions
FS 1-11 ---->	Fee Schedule
GF 1 ---->	<b>FUND 10 SUMMARY PAGE</b>
GF 2 - 3 ---->	Revenues
GF 4 - 8 ---->	Governing Body
GF 9 - 15 ---->	Administration
GF 16 - 18 ---->	Elections
GF 19 - 23 ---->	IT
GF 24 - 28 ---->	Planning
GF 29 - 33 ---->	Inspections
GF 34 - 38 ---->	Public Buildings
GF 39 - 42 ---->	Town Insurance
GF 43 - 45 ---->	Retired Police Separation Allowance
GF 46 - 51 ---->	Police
GF 52 - 57 ---->	Public Works
GF 58 - 62 ---->	Public Streets
GF 63 - 65 ---->	Sanitation
GF 66 - 69 ---->	Recreation
GF 70 - 75 ---->	Fire
GF 76 - 78 ---->	Committees
GF 79 - 81 ---->	Transfer Out
GF 82 - 84 ---->	Non-Departmental
CP 1 ---->	<b>FUND 12 SUMMARY PAGE</b>
CP 2 ---->	Revenues
CP 3 - 7 ---->	Debt, Capital, Future Projects, Transfers
SP 1 ---->	<b>FUND 30 SUMMARY PAGE</b>
SP 2 ---->	Revenues
SP 3 - 9 ---->	Beach , Debt & Future Projects

Joann M. McDermon, Mayor  
Tom Leonard, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Mike Benson  
Rick Grant  
Connie Pletl  
Laura Olszewski

## **NOTICE OF PUBLIC HEARING**

### **Fiscal Year 2025-2026 Proposed Budget and Fee Schedule**

Notice is hereby given that the Town of North Topsail Beach Board of Aldermen will hold a legislative hearing for the purpose of receiving public comments on the proposed budget and fee schedule for fiscal year 2025-2026 as follows:

DATE: Wednesday, May 7, 2025, regular meeting

TIME: 11:00 am, or soon thereafter

PLACE: North Topsail Beach Town Hall, 2008 Loggerhead Court

A copy of the proposed budget has been submitted to the governing body and is on file for public inspection in the office of the Town Manager and is on the Town's website at [www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov).

All interested persons are encouraged to attend.

Nancy Avery  
Interim Town Clerk  
Town of North Topsail Beach  
North Carolina

Joann M. McDermion, Mayor  
Mike Benson, Mayor Pro Tem

Aldermen:  
Richard Grant  
Tom Leonard  
Connie Pletl  
Laura Olszewski



Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## BUDGET MESSAGE

To the Honorable Mayor McDermion and Town Board of Aldermen: With this letter, I am pleased to present the 2025-2026 fiscal year budget (FY 2026).

This budget is the culmination of efforts put forth by the Mayor, Board, and Staff and has been prepared in accordance with North Carolina General Statutes, and the North Carolina Local Government Budget and Fiscal Control Act.

Priorities established for the FY 2026 budget are as follows:

- ✓ Remain fiscally sound with a healthy Fund Balance
- ✓ Continue to provide and enhance public safety to residents and visitors
- ✓ Maintain a high level of preparedness to respond to and recover from emergencies
- ✓ Continue to support and balance the demands of new residential development
- ✓ Continue to provide high service levels and quality of life amenities (our beach!)
- ✓ Addressing infrastructure needs and Capital Improvements

All funds in the budget are balanced, and all revenues and expenditures are identified for FY 2026.

## REVENUES & EXPENDITURES

Revenue projections are conservative. The Town's largest source of revenue comes from ad valorem property taxes. The budget maintains the current total tax rate at forty-three cents (\$0.43). This will allow the Town to continue to provide and expand necessary services, as well as plan for upcoming improvements and purchases. The total assessed value for next year shows a 2.27% increase from last year at \$1,721,800,000 (including motor vehicles) provided by the Onslow County Tax Department. This makes the estimated revenue at \$7,403,740. The budget assumes a 96% collection rate, totaling \$7,107,590, which will be divided among the town's three funds as follows:

General Fund - \$0.26 → \$4,297,249  
Capital Improvement Fund - \$0.07 → \$1,157,116  
Shoreline Protection Fund - \$0.10 → \$1,653,225

BM 1 of 3

The second largest source of revenue comes from the local sales tax which is estimated at \$4,071,655. This revenue source is divided among two funds – the General Fund \$2,962,767 and the Shoreline Protection Fund \$1,108,888.

It is estimated that we will collect \$448,500 in parking revenue – no increase from FY 2025. The budget reflects 25% going into the General Fund \$112,125 and 75% into the Shoreline Protection Fund \$336,375.

Our Accommodations Tax rate remains 3% for this upcoming fiscal year and the revenues collected will solely go towards the Shoreline Protection Fund. Collections are estimated to be \$2,000,000.

The Budget Officer (Town Manager) and GWI Tax & Accounting compiled and formulated the expenditures based on requests and justifications submitted by department heads, guidance provided at the budget workshops, public hearing, current contracts, as well as reviewing historical data.

The Town is committed to providing professional services which include police, fire, inspections, permitting, public works and planning. Our employees are the number one asset for the Town and account for over half of the operating budget.

The budget provides for a 3% Cost of Living Adjustment and up to 5% Merit for employees.

The budget includes the mandatory increase for the Town's portion of the contribution to the North Carolina Local Government Retirement System that will go into effect in FY 2026. The FY 2026 rates for the General Class employees' contribution rates are up from 13.71% to 14.48% (.77% increase) and Law Enforcement Officers' rate is up from 15.04% to 16.04% (1% increase). The budget includes these increased costs of \$26,641 within the departmental budgets. The Town's rates that contribute to employee's 401(k) accounts remain the same at 3% and 5% for general class and law enforcement, respectively.

We continue to wait for the renewal costs for the Town's Group Insurance for Employees, Workers' Compensation and all other Insurance (property, vehicles, equipment, cyber, etc.). We received the renewal for VFIS insurance which resulted in a reduction of \$1,006.

Efforts were made to consolidate expenditures related to technology in the IT budget along with new software for Purchase Requisitions and EFT payments to vendors. The budget includes funding to replace the roof at Public Works, Town Hall Erosion improvements and reconfiguration; (2) F150s with upfit for Police with the understanding only (1) will be purchased; JCB Backhoe, John Deer Boom Mower Attachment, Wet/Dry vacuum truck, (8) crosswalks - construction and restriping, jet ski and trailer for Fire, and additional funding for Snowflakes in Recreation.

We are continuing to make investments in the Capital Improvements Fund, or Fund 12. Seven cents (\$0.07) of the proposed tax rate will be exclusively allocated to this fund for the planning and preparation of future needs for the town. The debt service is allocated for Fire Station No. 2 and a Fire Truck, as well as \$100,000 for a Bike Path and \$917,101 for future capital improvements. This fund allows the Town to fiscally prepare for upcoming needs.

BM 2 of 3

The Shoreline Protection Fund, or Fund 30 has ten cents (\$0.10) of the proposed tax rate exclusively allocated to this fund for beach restoration. This budget's largest expenditure is debt of which is the 2022B Special Obligation Bond Payment in the amount of \$1,884,803 (paid off in FY 2027, 12/15/26) and the 2022C Special Obligation Bond Payment in the amount of \$1,721,043 paid off on 10/12/25, this year. An additional \$100,000 was allocated to the rebuilding of crossovers from Future Projects.

The Town has approximately \$6.2 million in outstanding FEMA reimbursements from Dorian and Florence. The state holds back 25% of the approved funding until after the Projects are closed out. Once these reimbursements are received the General Fund is due \$2,000,000 and the Shoreline Protection fund the balance.

The Budget ordinance removed 12 d) Contracts in excess of \$100,000 shall first be approved by the Board of Aldermen. The Town Manager has authority for execution under that amount, the item must be budgeted and contain the Finance Officer's pre-audit. Effective July 1, 2025 all contracts shall be approved by the Board of Aldermen as directed.

This budget provides a financial plan and foundation that reflects our collective goals and priorities as a Town. It makes every effort to keep costs at a minimum and provides the necessary services to the citizens of North Topsail Beach in the most efficient and effective manner possible while also preparing for future needs. I would like to express my sincere gratitude to the Board of Aldermen, Debra Mack and Beth Wood with GWI Tax and Accounting Services, and Department Heads for their assistance in contributing to the budget process.

Respectfully Submitted,

Alice Derian  
Signer ID: I7KQRAHJ10...  
Alice Derian, ICMA-CM  
Town Manager

5/28/2025  
DATE



**BUDGET ORDINANCE**  
**FOR THE FISCAL YEAR ENDING JUNE 30, 2026**  
**JUNE 4, 2025**

**BE IT ORDAINED BY THE** by the Governing Board of the Town of North Topsail Beach, NC :

**Section 1.** The following amounts are hereby appropriated in the General Fund for the operation of the Town and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

**FUNCTIONS**

**General Government**

Governing Body	\$ 408,830
Administration	1,246,486
Elections	5,000
IT	333,084
Non-Departmental	624,271

**Public Safety**

Police Separation Allowance	17,805
Police	1,669,630
Fire	1,752,851

**Community Development**

Planning	277,693
Inspections	300,443
Recreation	294,170
Committees	2,000

**Public Works**

Public Buildings	473,093
Insurance	377,227
Public Works	551,692
Streets	530,500

**Environmental Protection**

Sanitation	561,822
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<b>Total General Fund Expenses</b>	<b><u>\$ 9,426,597</u></b>
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**Section 2.** The following revenues are estimated to be available in the General Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

**CATEGORIES**

**Taxes - Ad Valorem**

Current Year	\$ 4,297,249
Prior Years	45,000
Motor Vehicles	80,000
Penalties	3,000

**Local Sales Taxes**

Local Option Sales Tax	2,962,767
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**Intergovernmental Revenues**

Powell Bill	43,000
Beer and Wine Tax	3,400
Solid Waste Tax	750
Utility Franchise Tax	530,612
NCDOT ROW Mowing Agreement	7,776

**Charges for Current Services**

Police Department Fees	
Officer Citations/Court Fees	4,000
Fire Department Fees	
Fire Inspections & Violations	500
Inspection Department Fees	
Building Permit	65,000
Mechanical Permit	8,000
Electrical Permit	12,000
Plumbing Permit	1,200
Insulation Permit	500
Homeowners Recovery	300
Technology Permit	5,000
Re-Inspection & Fine	13,000
Contractor's Change Request (CCR)	2,000
Planning	
Planning & Zoning	28,000
Code Enforcement	3,000
Parking	
Paid Parking	112,125
Sanitation	
Refuse collection	575,418

**Interest Earnings**

Interest Income	602,000
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**Other Revenue**

Recreation Rental Fees	2,000
Miscellaneous	2,000
Sales of Town Merchandise	7,000
Sales of Fixed Assets	10,000

<b>Total General Fund Revenues</b>	<u><u>\$ 9,426,597</u></u>
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**Section 3.** The following amounts are hereby appropriated in the Capital Improvement Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

**FUNCTIONS****Debt Payments**

Fire Station #2 Principal	\$ 373,334
Fire Station #2 Interest	198,091
JOEMC Fire Truck Principal Only	17,500

**Capital Improvements**

Bike Path	100,000
Public Works Building Project	20,000
Future Capital Improvements	917,101
Tax Collection Fees	17,116

<b>Total Capital Improvement Fund Expenses</b>	<u><u>\$ 1,643,142</u></u>
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**Section 4.** The following revenues are estimated to be available in the Capital Improvement Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

**CATEGORIES**

**Taxes - Ad Valorem**

Current Year	\$ 1,157,116
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**Intergovernmental Revenues**

Onslow County Fire Tax	486,026
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<b>Total Capital Improvement Fund Revenues</b>	<b>\$ 1,643,142</b>
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**Section 5.** The following amounts are hereby appropriated in the Shoreline Protection Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

**FUNCTIONS**

**Debt**

2022B SOB Payment	\$ 1,884,803
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2022C FEMA SOB Payment	1,721,043
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**Capital Improvements**

Lease Payments	36,900
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Beach Lobbyist Contract	61,300
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Beach/Access maintenance	138,100
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Beach Related Travel Conferences	20,000
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Dune/Crossover Repair & Maintenance	140,000
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Contracted Services	24,000
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Sea Oats Program (50/50)	37,000
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Tax Collection Fees	24,454
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New River EIS Project	147,500
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Contracts, Plans Specs	20,000
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VITEX	285,200
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30 Year Beach Plan	275,000
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Sandbag Repair Project	200,000
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Future Projects	358,188
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<b>Total Shoreline Protection Fund Expenses</b>	<b>\$5,373,488</b>
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**Section 6.** The following revenues are estimated to be available in the Shoreline Protection Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

**CATEGORIES**

**Taxes**

Accommodation Tax	\$2,000,000
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Ad Valorem Tax	1,653,225
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**Local Sales Taxes**

Local Option Sales Tax	1,108,888
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**Charges for Current Services**

Paid Parking	336,375
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**Interest Earnings**

Interest Income	125,000
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**Intergovernmental Revenues**

Onslow County Grant	150,000
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<b>Total Shoreline Protection Fund Revenues</b>	<b>5,373,488</b>
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**Section 7:** The Board of Aldermen adopted in March of 2022 the Beach Maintenance, Capital Project Ordinance Fund 31 in accordance NCGS 159-13.2. This capital project is for a FEMA funded beach nourishment project. This project is being financed by appropriations of Federal and State funds as well as town funds. This project was amended in March of 2023 to extend the project an additional 2.5 miles, making the southmost 6.5 miles of our beach a FEMA Category G Engineered Beach. This amendment to the project is being funded by grants awarded by North Carolina Department of Environmental Quality. Per NC G.S.159-13.2(f) please be aware that this project will continue to have appropriations available for expenditure during the budget year.

**SECTION 8:** The Board of Aldermen adopted in February of 2024 the Fire Station No. 2, Capital Project Ordinance Fund 50 in accordance with NCGS 159-13.2. This capital project consists of the demolition of the previous south end fire station and the construction of a new fire station situated on the same property. This project is being financed by debt issuance as well as town funds. Per NC G.S.159-13.2(f) please be aware that this project will have appropriations available for expenditure during the budget year.

**SECTION 9:** The Board of Aldermen adopted in December of 2024 the NCDPS PTC 8 Grant Project Ordinance Fund 32 in accordance with NCGS 159-13.2. This grant project is funded by the NC Department of Public Safety - Division of Emergency Management (NCDPS) FEMA-4837-NC for Dune Restoration caused by damage from Potential Tropical Cyclone 8 - PTC 8. These funds will be used for engineering and construction expenses to restore damaged Dunes. This project is pending obligation of funds by a grant as well as town funds. Per NC G.S.159-13.2(f) please be aware that this project will have appropriations available for expenditure during the budget year.

**SECTION 10:** The Board of Aldermen adopted in December of 2024 the DRMG Grant - MOA# NCEM-DRMG2304 Grant Project Ordinance Fund 60 in accordance with NCGS 159-13.2. This grant project is funded by the NC Department of Public Safety - Division of Emergency Management (NCDPS) MOA# NCEM-DRMG2304 for (2) Stormwater Projects. These funds will be used for engineering and construction expenses for the conveyance or storage of stormwater runoff for Island DR (HWY 210) at the South Fire Station and New River Inlet Rd. (SR 1568) at the Richard Peters Town park. This project is being funded by a grant as well as town funds. Per NC G.S.159-13.2(f) please be aware that this project will have appropriations available for expenditure during the budget year.

**Section 11:** There is hereby levied a tax at the rate of forty-three cents (\$0.43) per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2025. This tax will be distributed among the Town funds as follows:

General Fund	\$0.26
Capital Improvements Fund	\$0.07
Shoreline Protection Fund	\$0.10

This rate is based on an estimated taxable valuation of \$1,721,800,000 and an estimated rate of collection of 96%; as provided by the Onslow County Tax Assessor.

**Section 12.** The Town Manager (Budget Officer) is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a) Town Manager may transfer amounts within functions without limitations and without a report to the governing board being required.
- b) Town Manager may transfer up to \$10,000 between functions, within the same fund. The Town Manager must make an official report on such transfers at the next regular meeting of the governing board.
- c) All transfers between funds require prior approval by the governing board in an amendment to this budget ordinance.

**Section 13:** Appropriations herein authorized shall have the amount of outstanding purchase orders as of June 30, 2025, added to each appropriation as it appears in order to account for the payment against the fiscal year in which it is paid.

**Section 14:** A 3% COLA and up to 5% Merit is authorized.

**Section 15:** The Schedule of Fees is hereby adopted for the fiscal year beginning July 1, 2025. All references to these fees in the Town Code of Ordinances are amended to reflect these schedules and fees as appropriate. These fees may be amended during the fiscal year by Board Adoption.

**Section 16:** Consolidations and other actions necessary to comply with GASB pronouncements that would affect financial reporting compliance are authorized.

**Section 17:** Any construction or repair project undertaken by Town work forces shall be in compliance with the requirements of North Carolina General Statutes 143-135 and are hereby approved upon adoption of the FY 26 Budget.

**Section 18:** All expenditures relating to obtaining any debt adopted as part of the Budget will be reimbursed from debt proceeds and, if non-taxable, in accordance with the requirements of the United States Treasury Regulations Section 1.150-2.

**Section 19:** The appropriations herein authorized shall fund the Full Time Equivalent positions as listed in Appendix B Authorized Positions.

**Section 20:** Copies of this Budget Ordinance shall be furnished to the Town clerk, Town manager and Finance Officer to be kept on file for their direction in the disbursement of funds.

Adopted this \_\_\_\_ Day of June 2025.

Motion Made by \_\_\_\_\_, 2nd by \_\_\_\_\_

VOTE : \_\_\_\_ FOR \_\_\_\_ AGAINST \_\_\_\_ ABSENT

\_\_\_\_\_  
TOM LEONARD  
MAYOR PRO-TEM

\_\_\_\_\_  
KIM WEAVER  
INTERIM FINANCE OFFICER

**APPENDIX A  
TOWN OF NORTH TOPSAIL BEACH  
POSITION CLASSIFICATION BY GRADE  
2025-2026**

3% COLA

GRADE	CLASSIFICATION	HIRING RATE	MIDPOINT	MAXIMUM	FLSA STATUS
3		29,051	37,039	45,028	
4		30,503	38,892	47,280	
5		32,028	40,836	49,643	
6	Maintenance Worker Office Assistant	33,629	42,877	52,125	
7	Public Works Technician	35,310	45,021	54,731	
8	Senior Public Works Technician	37,076	47,272	57,468	
9	Administrative Specialist	38,930	49,636	60,342	
10	Firefighter (FT and PT) Senior Administrative Specialist/Interim Finance Officer	40,877	52,118	63,359	
11	Permit Specialist/Deputy Town Clerk Program Support Specialist	42,921	54,725	66,528	
12	Master Firefighter Police Officer Reserve Police Officer	45,067	57,461	69,854	
13	Police Detective Fire Lieutenant	47,320	60,333	73,346	
14	Fire Captain Police Corporal	49,686	63,350	77,013	
15	Police Sergeant	52,170	66,517	80,864	
16	Police Lieutenant Public Works Superintendent	54,779	69,843	84,907	E

**APPENDIX A  
TOWN OF NORTH TOPSAIL BEACH  
POSITION CLASSIFICATION BY GRADE  
2025-2026**

**3% COLA**

<b>GRADE</b>	<b>CLASSIFICATION</b>	<b>HIRING RATE</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>	<b>FLSA STATUS</b>
17	Deputy Fire Chief Code Enforcement Officer/Project Facilitator Police Captain	57,518	73,336	89,153	E E E
18	Building Codes Administrator	60,394	77,003	93,611	E
19	Town Clerk Planner 1	63,414	80,853	98,292	E E
20	Planning Director IT Director	66,585	84,896	103,207	E
21	Fire Chief	69,914	89,141	108,367	E
22	Police Chief	73,410	93,598	113,786	E
23		77,081	98,279	119,476	E
24		80,935	103,192	125,449	E
25		84,982	108,352	131,722	E
26	Finance Officer	89,231	113,770	138,308	E
	Town Manager	NO GRADE			E



**APPENDIX B**  
**TOWN OF NORTH TOPSAIL BEACH**  
**AUTHORIZED EMPLOYEE POSITIONS**  
**2025-2026**  
**GRADE/CLASS TITLES**

<b>5 FT <u>Administration</u></b>		
	Town Manager	NG
	Finance Officer	26
	Senior Administrative Specialist/Interim Finance Officer	10
	Town Clerk	19
	Code Enforcement Officer/Project Facilitator	17
	** <i>PT - Code Enforcement Officer</i>	
<b>1 FT <u>IT</u></b>		
	IT Director	20
<b>2 FT <u>Planning</u></b>		
	Planning Director	20
	Planner 1	19
<b>2 FT <u>Inspections</u></b>		
	Building Codes Administrator	18
	Permit Specialist/Deputy Town Clerk	11
<b>14 FT <u>Police</u></b>		
	Police Chief	22
	Police Captain	17
	Police Lieutenant	16
	Police Sergeant (2)	15
	Police Corporal (2)	14
	Police Officer (6)	12
	Office Assistant	6
	** <i>PT - Police Officer</i>	
	** <i>Seasonal - Beach Ambassadors</i>	
	** <i>Seasonal - Reserve Police Officer (5)</i>	
<b>4 FT <u>Public Works</u></b>		
	Public Works Superintendent	16
	Senior Public Works Technician	8
	Public Works Technician (2)	7

**APPENDIX B**  
**TOWN OF NORTH TOPSAIL BEACH**  
**AUTHORIZED EMPLOYEE POSITIONS**  
**2025-2026**  
**GRADE/CLASS TITLES**

**17 FT Fire**

Fire Chief	21
Deputy Fire Chief	17
Fire Captain (3)	14
Fire Lieutenant (3)	13
Master Firefighter (6)	12
Firefighter (3)	10
** PT - Firefighter (3)	

<b>45 FT</b>	<b>POSITIONS</b>
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**11 \*\* PT Positions are not counted in the Full Time Head Count**

PT - Code Enforcement Officer  
PT - Police Officer  
Seasonal - Beach Ambassadors  
Seasonal - Reserve Police Officer (5)  
PT - Firefighter (3)



## FEE SCHEDULE

Fiscal Year 2025 - 2026

EFFECTIVE 07/01/25

## Fee Schedule Table of Contents

### Pages

FS 3	General Fees
FS 4	Police
FS 5 - 6	Planning
FS 7- 9	Inspections
FS 10	Fire
FS 11	Parking

**GENERAL FEES****Fees effective 7/1/2025****Taxes**

<b>Property Tax - Combined - Fund Rates Listed Below:</b>	\$0.43 cents per \$100 valuation total tax
<b>Property Tax - General Fund</b>	\$0.26 cents per \$100 valuation total tax
<b>Property Tax - Capital Improvement</b>	\$0.07 cents per \$100 valuation total tax
<b>Property Tax - Shoreline Protection</b>	\$0.10 cents per \$100 valuation total tax
<b>Accommodations Tax</b>	3%*
<b>Late Fees and Penalties for Accommodations Tax</b>	\$10.00 per day for each days omission; 5% penalty for any person refusing to file return or pay tax for 30 day period or fraction thereof until tax is paid*

**Administrative**

<b>Copies (per page)</b>	\$0.10 Black/White    \$0.60 Color
<b>Notary Fee (Town Business Only)</b>	No charge
<b>Returned Checks</b>	\$25.00 Per Check

**Rental Fees**

<b>Park Shelter &amp; Gazebo</b>	\$50 each
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**Solid Waste Fees**

<b>Solid Waste Fees Combined per 96 gallon cart for trash and recycling</b>	\$253.26 Annual / \$21.11 Monthly Rate
<b>Trash per 96 gallon cart</b>	\$154.38 Annual/\$12.87 Monthly Rate
<b>Recycling per 96 gallon cart</b>	\$98.88 Annual/\$8.24 Monthly Rate
<b>Trash Cart - Each additional</b>	\$9.61
<b>Recycling Cart - Each Additional</b>	\$8.24
<b>Late Fee</b>	\$25.00 per month
<b>Fee for leaving cart out after 10:00 AM on the day following collection</b>	\$50.00 per occurrence

**Other Fees**

<b>Replacement Hurricane Re-Entry Pass</b>	\$25.00 Per Pass
<b>Special Event Permit Application</b>	\$25 per application

**Beer and Wine License.** Businesses operating within the Town that have obtained a North Carolina ABC permit to sell beer and/or wine are required to obtain a Town Beer and Wine License annually. An annual Beer and Wine License is levied on each Business selling beer or wine for on-premises or off-premises consumption based on N.C.G.S. § 105-113.77 and N.C.G.S. § 105-133.79 and by the authority of N.C.G.S. § 160A-211. Licenses expire on April 30th and must be renewed.

## POLICE FEES

Fees effective 7/1/2025

### Police

<b>Civil Citations</b>	\$50.00 - \$500.00
<b>Failure to Pick up Dog Waste</b>	\$100.00
<b>False Alarms</b>	First False Alarm \$100.00 Second False Alarm \$200.00 Third & Subsequent False Alarms \$500.00 each
<b>Finger Printing</b>	\$20.00, with up to two copies of prints provided
<b>Illegal Burning</b>	\$250.00 per occurrence
<b>Illegal Dumping</b>	\$500.00 per occurrence
<b>Late Fees - Town Citations</b>	\$25.00
<b>Leash Law</b>	\$100.00
<b>Noise Violation</b>	Warning; \$100.00; \$250.00; \$500.00
<b>Parking Tickets</b>	\$50.00
<b>Sand Dune Violations</b>	\$500.00 per occurrence
<b>Nuisance Trash</b>	\$50.00 per day plus clean up rate
<b>Nuisance Clean up - Hourly Rate, Personnel</b>	\$20.00 per person per hour
<b>Nuisance Clean up - Hourly Rate, Equipment</b>	<b>Loader</b> - \$90.00 per hour; <b>Pick-up Truck</b> - \$30.00 per hour; <b>John Deere</b> - \$50.00 per hour

### Off Duty Officers & Vehicles

<b>Services of Off Duty Officer</b>	\$40.00 per hour per Officer
<b>Services of Accompanying Vehicle</b>	\$75.00 per vehicle assigned
<b>Cancellation Fee</b>	\$60.00



## PLANNING & ZONING FEES

Fees effective 7/1/2025

### Development

Floodplain Development Permit Fee	\$50.00
Zoning Permit Fee(unless otherwise listed)	\$75.00
Special Requirement Site Plans (includes CUP fee)	\$750.00
Commercial Site Plan Review (includes CUP fee)	\$750.00
NTB Driveway Permit (NCDOT separate fee)	\$50.00
Telecommunications Facility - Co-location	\$400.00
Telecommunications Facility - New	\$2,000.00
Accessory Structures	\$50.00

### Quasi-Judicial Public Hearings\*

Variance Request	\$350.00
Appeals	\$350.00
Conditional Use Permit/Special Use Permit	\$350.00

### Legislative Hearings

Map Amendment (Rezone)	\$500.00
Text Amendment	\$500.00

### Other Fees

Civil Citations: § 10.07.02 Rebuilding of Damaged Dunes	First & Subsequent Offenses \$10,000.00
Civil Citations: § 10.07.06 Wetland Protection	First & Subsequent Offenses \$10,000.00
Home Occupation Permit	\$50.00
Land Disturbance	\$50.00
Signs	\$50.00
Zoning Letter of Compliance	\$100.00
Mobile Food Vendor - ANNUAL	\$500.00
Mobile Food Vendor - Special Event	\$100.00
Pushcart - ANNUAL	\$75.00
Pushcart - Special Event	\$25.00
Re-Inspections	\$75.00 for 1st Re-Inspection; \$100 for 2nd Re-Inspection and \$100 for all other additional Re-Inspections (Applied if Inspection NOT READY or FAILS)
Work Done without Permit	Double permit fee + \$200 fine
Failure to get final inspection prior to expiration of permit	\$100.00

## PLANNING & ZONING FEES

Fees effective 7/1/2025

### Major Subdivision/Planned Unit Developments

Sketch, Preliminary and Final	\$300/\$300/\$150
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### Minor Subdivision

Sketch & Final	\$200/\$200
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Exemptions (Review Required)	\$50.00
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### Code Enforcement

Civil Citations	First Offense \$50.00 Second Offense \$100.00 Third & Subsequent Offenses \$200.00 each
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**\* Applicant is responsible for all transcript expenses. In addition to the fee, a \$150 deposit for transcript is required. All cancellations must be received at least 48 hours before the start of the public hearing and refunds are subject to a \$150 cancellation fee.**

## INSPECTIONS

Fees effective 7/1/2025

### Residential New Construction

Building	\$500 1 <sup>st</sup> 1,000 sq ft & \$0.25 per sq ft over
Electrical	Additional T-Pole Fee of \$70.00
Plumbing	Included
Mechanical	Included
Insulation	Included

### Multi-Unit Residential New Construction

Building	\$500 1 <sup>st</sup> 1,000 sq ft & \$0.25 per sq ft over
Electrical	Additional T-Pole Fee of \$70.00
Plumbing	Included
Mechanical	Included
Insulation	Included
Homeowner Recovery Fee	\$10.00 per unit

### Commercial New Construction\*

Building	20 cent per sq ft
Electrical	8 cent per sq ft
Plumbing	8 cent per sq ft
Mechanical	8 cent per sq ft
Insulation	8 cent per sq ft

**\*\$70 minimum permit fee**

**All Fees based on Cost of Construction can be substantiated as stated in Section 143-151.8 of NC General Statutes at discretion of Inspections Department**

### Commercial Renovations & Repairs\*

Building	\$5 per \$1000 cost of construction
Electrical	\$3 per \$1000 cost of construction
Plumbing	\$3 per \$1000 cost of construction
Mechanical	\$3 per \$1000 cost of construction
Insulation	\$3 per \$1000 cost of construction

**\*\$70 minimum permit fee**

## INSPECTIONS

Fees effective 7/1/2025

### Residential Renovations & Repairs\*\*

<b>Building Addition &amp; Accessory or Alteration</b>	\$70.00 plus trades
<b>Electrical Addition &amp; Accessory</b>	\$70 per trade
<b>Plumbing Addition &amp; Accessory</b>	\$70 per trade
<b>Mechanical Addition &amp; Accessory</b>	\$70 per trade
<b>Insulation</b>	\$70 per trade
<b>Gas Fuel Piping</b>	\$70 per trade

\*\*Duplex with separate owners requires two permits.

### Mobile Homes

<b>Single Wide</b>	Treat like new construction
<b>Double Wide</b>	Treat like new construction
<b>Triple Wide</b>	Treat like new construction
<b>Modular Home</b>	Treat like new construction
<b>Service Pole</b>	\$70.00 Pole Fee
<b>Electrical Service Upgrade</b> <b>Change</b> Meter Base/Service Panel	\$70.00 per 200 amp
<b>Temporary Power Extension Permit</b> (Permits expire 30 days from issue date.)	\$25.00
<b>House Moving</b>	\$60 Permit plus posting of \$1000 Bond or \$1000 Cashiers Check plus \$50 per hour per officer for traffic control (check will be refunded within 30 days of completion of project and inspections less any damages incurred)
<b>Home Owners Recovery Fee</b>	\$10.00

### RV Sites/Campgrounds

<b>Electric</b>	\$75.00
<b>Plumbing</b>	\$75.00

### Various Inspection Types

<b>Swimming Pool (Residential)</b>	\$100.00 plus Zoning/Floodplain and Electrical
<b>Swimming Pool (Commerical)</b>	\$150.00 plus Zoning,/Floodplain, Electrical and Plumbing
<b>Canopy/Awning/Hurricane Shutters</b>	\$70.00
<b>Building Sprinkler (Residential - 1)</b>	\$70.00
<b>Building Sprinkler (Commercial - 2)</b>	\$100.00
<b>Yard Sprinklers</b>	\$70.00
<b>Fire/ Burglar Alarm System</b>	\$70.00
<b>Elevator (Commmercial &amp; Residential)</b>	\$100.00 plus Zoning/Floodplain and Electrical
<b>Docks, Bulkheads and Retaining Walls</b>	\$70.00 + Zoning/Floodplain
<b>Boat Lift</b>	\$70.00 plus Zoning/Floodplain and Trade
<b>Dumbwaiter</b>	\$70.00 plus Zoning/Floodplain and Trade
<b>Signs</b>	\$70.00

## INSPECTIONS

Fees effective 7/1/2025

Work Done without Permit	Double permit fee + \$200 fine
Occupying Dwelling without Certificate of Occupancy	<b>\$1000 per day</b> to be levied toward the General Contractor from the date of Violation
Failure to get final inspection prior to expiration of permit	\$100.00
Change Occupancy	\$70.00
Re-Inspections	\$75.00 for 1st Re-Inspection; \$100 for 2nd Re-Inspection and \$100 for all other additional Re-Inspections ( <b>Applied if Inspection NOT READY or FAILS</b> )

### Other Fees

Technology Fee: <u>Applies to all permits</u>	5%(percent) of total cost of permit with a minimum of \$5
Demolition of Building (Commercial and Residential)	\$70 + trade
Temporary Construction Trailer	\$70.00
Fire Inspections (annual)	No charge
Storage Building*	\$70.00
Contractors Change Request (CCR)	First Change \$25.00      Second Change \$50.00 Third & Subsequent Changes \$100.00 each

\* All storage buildings require permit and design for foundations

### Plan Review

SFR/Duplex/Townhouse	\$70 applied to permit; nonrefundable
Commercial (\$30k - 200k)	<\$30k \$75 hr.
Commercial (\$201k-370k)	>\$30k - \$175 hr.
Commercial (over \$370k)	No charge
Plan Revision	\$75.00/hr.

**All fees are non-refundable after 60 days.**

## FIRE FEES

Fees effective 7/1/2025

### Fire

ALE Compliance	\$75.00
Sprinkler System - Up fit Only	\$75.00
Fire Alarm System - Up fit	\$75.00
Tent Inspection	\$75.00
Fire Flow Test	\$75.00
Standpipe Test Per Riser	\$75.00

### Other Fees

Unauthorized Burning	\$250.00
Key Holder Failure to Respond on Fire Alarm	\$150.00

### Alarm System Fees

Alarm Reconnection	\$75.00
Fire Alarm / Sprinkler System	\$85.00
Foster Home Inspection	No Charge

### Definitions of Life Safety Violations

(Violation of any of the following code requirements renders a citation action)

1. **Blocked Exit** - \$200.00 – Any obstruction in the required width of means of egress. (A means of egress is the continuous and unobstructed path of vertical and horizontal egress travel from any point in a building or structure to a public way, consisting of three separate and distinct parts: the exit access, the exit, and the exit discharge.)
2. **Fire Alarm System Inspection/Maintenance** - \$ 150.00 – Failure to have the required annual maintenance test conducted of all the fire suppression system(s) , all deficiencies corrected, and to have required documentation of test(s) available to the fire code official on site.
3. **Emergency Lighting Inspection/Maintenance** - \$75.00 Failure to provide documentation and/or to conduct the required emergency lighting tests set forth in Section 604.6 of the NC Fire Code.
4. **Fire Extinguisher Inspection/Maintenance** - \$75.00 Failure to properly maintain and service required portable fire extinguishers.
5. **Use of Non-Approved Heating Appliances** - \$75.00 the use of non-listed heating appliances and/or use in an unapproved manner or location.



## PARKING FEES

Fees effective 7/1/2025

### Standard Lots

Hourly	\$5.00
Daily	\$25.00
Weekly	\$100.00
Annual (Calendar Year) - 1 Vehicle Purchased one at a time	\$150.00
Annual (Calendar Year) - 2 Vehicles Purchased at the same time	\$250.00

### 4x4 Area

Daily	\$25.00
After 3 pm	\$10.00
Weekly	\$100.00
Annual (Calendar Year) - 1 Vehicle Purchased one at a time	\$150.00
Annual (Calendar Year) - 2 Vehicles Purchased at the same time	\$250.00

### Enforcement / Violation Fees

Same Day Violation Payment	\$25.00
Standard Violation Payment	\$50.00
Late Penalty	Additional \$25.00 for payments not received within 30 days of violation. After 60 days, will be forwarded to collection agency.

## GENERAL FUND FY 2025 - 2026 BUDGET SUMMARY

Department Code

		FY 24-25 Amended Budget as of 04/07/25		FY 25-26 06/04/25		Difference from Current Year
301-399	<b>Total Revenues:</b>	\$	<b>10,228,552</b>	\$	<b>9,426,597</b>	\$ (801,955) -7.84%
	<b>Total Expenditures:</b>					
410	Governing Board	\$	334,304	\$	408,830	\$ 74,526 22.29%
420	Administration Department	\$	1,192,677	\$	1,246,486	\$ 53,809 4.51%
430	Elections	\$	-	\$	5,000	\$ 5,000 #DIV/0!
480	IT Department	\$	236,210	\$	333,084	\$ 96,874 41.01%
490	Planning Department	\$	240,218	\$	277,693	\$ 37,475 15.60%
491	Inspections Department	\$	261,469	\$	300,443	\$ 38,974 14.91%
500	Public Buildings	\$	440,500	\$	473,093	\$ 32,593 7.40%
501	Town Insurance	\$	290,666	\$	377,227	\$ 86,561 29.78%
509	Police Separation Allowance	\$	17,125	\$	17,805	\$ 680 3.97%
510	Police Department	\$	1,521,277	\$	1,669,630	\$ 148,353 9.75%
545	Public Works Department	\$	472,206	\$	551,692	\$ 79,486 16.83%
560	Public Streets	\$	312,500	\$	530,500	\$ 218,000 69.76%
580	Sanitation Department	\$	528,888	\$	561,822	\$ 32,934 6.23%
620	Recreation	\$	289,874	\$	294,170	\$ 4,296 1.48%
690	Fire Department	\$	1,763,013	\$	1,752,851	\$ (10,162) -0.58%
695	Committees	\$	2,000	\$	2,000	\$ - 0.00%
998	Transfers	\$	2,000,000	\$	-	\$ (2,000,000) -100.00%
999	Non-Departmental	\$	325,625	\$	624,271	\$ 298,646 91.71%
		\$	<b>10,228,552</b>	\$	<b>9,426,597</b>	\$ (801,955) -7.84%

**DIFFERENCE:**  
\$ -

**FUND 10      GENERAL FUND REVENUES**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 24-25 Amended Budget as of 04/07/25</b>	<b>FY 25-26 06/04/25</b>
10-301-00	AD VALOREM TAX - CURRENT YEAR	\$ 4,162,197	\$ 4,297,249
10-301-01	AD VALOREM TAX - PRIOR YEARS	\$ 45,000	\$ 45,000
10-301-02	AD VALOREM TAX - MOTOR VEHICLES	\$ 80,000	\$ 80,000
10-317-00	AD VALOREM TAX PENALTIES	\$ 3,000	\$ 3,000
10-329-00	INTEREST INCOME	\$ 478,000	\$ 602,000
10-335-00	MISCELLANEOUS	\$ 5,000	\$ 2,000
10-336-07	SALE OF TOWN MERCHANDISE	\$ 5,000	\$ 7,000
10-337-00	UTILITIES FRANCHISE TAX (STATE SHARED)	\$ 330,000	\$ 530,612
10-341-00	BEER / WINE TAX	\$ 3,400	\$ 3,400
10-343-00	POWLL BILL ALLOCATION	\$ 35,000	\$ 43,000
10-345-00	LOCAL OPTION SALES/USE TAX (STATE SHARED)	\$ 2,166,997	\$ 2,962,767
10-347-02	SOLID WASTE TAX (STATE SHARED)	\$ 750	\$ 750
10-350-00	RECREATION RENTAL FEES	\$ 2,000	\$ 2,000
10-350-01	PAID PARKING INCOME	\$ 112,125	\$ 112,125
10-351-01	OFFICER CITATIONS / COURT FEES	\$ 2,000	\$ 4,000
10-352-01	FIRE INSPECTIONS & VIOLATION FEES	\$ 500	\$ 500
10-352-02	CODE ENFORCEMENT FEES	\$ 3,000	\$ 3,000
10-355-00	BUILDING PERMIT FEES	\$ 85,000	\$ 65,000
10-355-01	MECHANICAL PERMIT FEES	\$ 15,000	\$ 8,000
10-355-02	ELECTRICAL PERMIT FEES	\$ 18,000	\$ 12,000
10-355-03	PLUMBING PERMIT FEES	\$ 2,500	\$ 1,200
10-355-04	INSULATION PERMIT FEES	\$ 500	\$ 500
10-355-05	HOMOWNERS RECOVERY FEES	\$ 300	\$ 300
10-355-06	TECHNOLOGY PERMIT FEES	\$ 7,500	\$ 5,000
10-355-07	RE-INSPECTION & FINE FEES	\$ 3,000	\$ 13,000
10-355-09	CONTRACTOR'S CHANGE REQUEST (CCR)	\$ 1,000	\$ 2,000
10-357-08	PLANNING & ZONING FEES	\$ 28,000	\$ 28,000

**FUND 10      GENERAL FUND REVENUES**

<b>Account Number</b>	<b>Account Description</b>	<b>FY 24-25 Amended Budget as of 04/07/25</b>	<b>FY 25-26 06/04/25</b>
10-359-00	REFUSE COLLECTION FEES	\$ 528,888	\$ 575,418
10-359-50	SOILD WASTE VACANT LOT FEES	\$ 10,000	\$ -
10-359-51	ADDITIONAL GARBAGE CART FEES	\$ 2,000	\$ -
10-359-52	ADDITIONAL RECYCLING CART FEE	\$ 2,500	\$ -
10-367-01	SALES TAX REFUND	\$ 20,000	\$ -
10-368-01	NCDOT ROW MOWING AGREEMENT	\$ 6,993	\$ 7,776
10-383-00	SALE OF FIXED ASSETS	\$ 10,000	\$ 10,000
10-399-00	APPROPRIATED FUND BALANCE	\$ 2,053,402	\$ -
<b>TOTAL REVENUE</b>		<b>\$ 10,228,552</b>	<b>\$ 9,426,597</b>
		Current Expense Amt	\$ 9,426,597
			<b>\$ -</b>

**FUND 10      GENERAL FUND****GOVERNING BODY**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-410-01	BOARD STIPEND (WAS ACCT 10-410-95)	\$ -	\$ 3,600
10-410-02	SALARIES	\$ 36,000	
10-410-03	PART-TIME SALARIES (WAS ACCT 10-410-02)		\$ 36,000
10-410-05	FICA TAXES (7.65%)	\$ 2,754	\$ 3,030
10-410-14	BOARD TRAINING & TRAVEL	\$ 2,000	\$ 2,000
10-410-33	DEPARTMENTAL SUPPLIES	\$ 1,500	\$ 1,500
10-410-43	AUDITOR FEES	\$ 15,500	\$ 25,000
10-410-45	TAX COLLECTION EXPENSE	\$ 71,200	\$ 76,000
10-410-47	PROFESSIONAL SERVICES	\$ 185,000	\$ 244,500
10-410-50	DONATIONS TO OTHER AGENCIES	\$ 12,500	\$ 13,500
10-410-53	ANNUAL DUES & SUBSCRIPTIONS	\$ 2,750	\$ 2,200
10-410-57	MISCELLANEOUS	\$ 500	\$ 500
10-410-58	TAX REFUNDS	\$ 1,000	\$ 1,000
10-410-95	BOARD STIPEND	\$ 3,600	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 334,304</b>	<b>\$ 408,830</b>

Increased By:      \$      74,526

## GOVERNING BODY

## BUDGET FY 25-26

10-410

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-410-01	BOARD STIPEND (WAS 10-410-95)	\$ 3,600	\$ -	\$ 3,600	\$ 3,600	\$ -	\$ 3,600	\$ -	\$ 3,600	FINANCE PROVIDES
10-410-02	SALARIES	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FINANCE PROVIDES
10-410-03	PART-TIME SALARIES	\$ -	\$ -	\$ 36,000	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 36,000	FINANCE PROVIDES
10-410-05	FICA (7.65%)	\$ 2,754	\$ -	\$ 3,030	\$ 3,030	\$ -	\$ 3,030	\$ -	\$ 3,030	FINANCE PROVIDES
10-410-14	TRAVEL & TRAINING	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	
10-410-33	DEPARTMENTAL SUPPLIES	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	
10-410-42	CHARTER CODES SERVICE	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ (6,500)	\$ -	\$ -	\$ -	
10-410-43	AUDITOR FEES	\$ 15,500	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	
10-410-45	TAX COLLECTION FEES	\$ 71,200	\$ -	\$ 76,000	\$ 76,000	\$ -	\$ 76,000	\$ -	\$ 76,000	
10-410-47	PROFESSIONAL SERVICES	\$ 185,000	\$ -	\$ 244,500	\$ 244,500	\$ -	\$ 244,500	\$ -	\$ 244,500	
10-410-50	DONATIONS OTHER AGENCIES	\$ 12,500	\$ -	\$ 13,500	\$ 13,500	\$ -	\$ 13,500	\$ -	\$ 13,500	
10-410-53	DUES & SUBSCRIPTIONS	\$ 2,750	\$ -	\$ 2,200	\$ 2,200	\$ -	\$ 2,200	\$ -	\$ 2,200	
10-410-57	MISCELLANEOUS	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ 500	
10-410-58	TAX REFUNDS	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	
<b>Total</b>		\$ 334,304	\$ -	\$ 415,330	\$ 415,330	\$ (6,500)	\$ 408,830	\$ -	\$ 408,830	
				CY VS FY 26	\$ 81,026		\$ 74,526		\$ 74,526	

MOVED BOARD PAY TO PART-TIME SALARIES

MOVED BOARD STIPEND INTO THE TAXABLE SALARIES CATEGORY

MOVED AMERICAL LEGAL PUBLISHING CODE ONLINE TO IT.

ADDED \$1,500 TO OCEAN CITY JAZZ FESTIVAL AND REDUCED \$1,500 FROM GREATER TOPSAIL ISLAND CHAMBER OF COMMERCE **10-410-47 REMOVE SUMMERAL SUGG EXTRA SERVICES REPLACE WITH LEGAL SERVICES**



GF - 410 Governing Body FY 25-26 0604255.xlsx

GOVERNING BODY		10-410				7.65%		
	10-410-01	\$3,600	10-410-03	\$36,000	10-410-05	\$3,030	10-410-14	\$2,000
	BOARD STIPEND (WAS 10-410-95)	Cost	PART-TIME SALARIES	Cost	FICA (7.65%)	Cost	TRAVEL & TRAINING	Cost
	MAYOR (JM) \$150 QTR	\$600	MAYOR (JM) \$500 MTH	\$6,000	MAYOR (JM)	\$505	ESTIMATED TRAVEL & TRAINING	\$2,000
	MAYOR PRO-TEM (DB) \$150 QTR	\$600	MAYOR PRO-TEM (DB) \$500 MTH	\$6,000	MAYOR PRO-TEM (DB)	\$505		
	ALDERMAN (LO) \$150 QTR	\$600	ALDERMAN (LO) \$500 MTH	\$6,000	ALDERMAN (LO)	\$505		
	ALDERMAN (RG) \$150 QTR	\$600	ALDERMAN (RG) \$500 MTH	\$6,000	ALDERMAN (RG)	\$505		
	ALDERMAN (TL) \$150 QTR	\$600	ALDERMAN (TL) \$500 MTH	\$6,000	ALDERMAN (TL)	\$505		
	ALDERMAN (CP) \$150 QTR	\$600	ALDERMAN (CP) \$500 QTR	\$6,000	ALDERMAN (CP)	\$505		

GF - 410 Governing Body FY 25-26 0604255.xlsx

10-410-33	\$1,500	10-410-42	\$0	10-410-43	\$25,000	10-410-45	\$76,000	10-410-47	\$244,500
DEPARTMENTAL SUPPLIES	Cost	CHARTER CODES SERVICE	Cost	AUDITOR FEES	Cost	TAX COLLECTION FEES	Cost	PROFESSIONAL SERVICES	Cost
ESTIMATED SUPPLIES	\$1,500	AMERICAN LEGAL PUBLISHING TOWN CODE	\$6,500	ANNUAL AUDIT	\$25,000	ESTIMATED YEAR	\$76,000	SUMRELL SUGG GENERAL SERVICES	\$84,000
								LEGAL SERVICES	\$50,000
		Proposed Changes						CAVANAUGH MCDONALD SPECIAL SEPARATION ALLOWANCE GASB 73	\$500
		American Legal Publishing Town Code to IT 10-480- 53	-\$6,500					FALERIS RETAINER BOARD OF ADJUSTMENT	\$10,000
								ADDITIONAL SET ASIDE	\$100,000

GF - 410 Governing Body FY 25-26 0604255.xlsx

10-410-50	\$13,500	10-410-53	\$2,200	10-410-57	\$500	10-410-58	\$1,000
<b>DONATIONS OTHER AGENCIES</b>	<b>Cost</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	<b>Cost</b>	<b>MISCELLANEOUS</b>	<b>Cost</b>	<b>TAX REFUNDS</b>	<b>Cost</b>
OCEAN CITY BEACH CITIZENS COUNCIL (10,000 + 1,500)	\$11,500	NC LEAGUE OF MUNICIPALITIES MEMBERSHIP FEES	\$2,000	ESTIMATED	\$500	ESTIMATED	\$1,000
THE GREATER TOPSAIL AREA CHAMBER OF COMMERCE (3,500- 1,500)	\$2,000	FY25-26	\$200				
BOARD CHANGES							
OCEAN CITY BEACH CITIZENS COUNCIL	\$1,500						
THE GREATER TOPSAIL AREA CHAMBER OF COMMERCE	-\$1,500						

**FUND 10      GENERAL FUND****ADMINISTRATION**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-420-02	SALARIES	\$ 439,000	\$ 548,156
10-420-03	PART-TIME SALARIES	\$ -	\$ 31,200
10-420-04	OVERTIME	\$ -	\$ 3,000
10-420-05	FICA TAXES (7.65%)	\$ 37,332	\$ 44,551
10-420-06	GROUP INSURANCE	\$ 54,600	\$ 44,295
10-420-07	ORBIT RETIREMENT (14.48%)	\$ 66,905	\$ 79,807
10-420-08	401K MATCH (3%)	\$ 14,640	\$ 16,537
10-420-09	TOWN INSURANCE HRA DEDUCTIBLE	\$ 60,000	\$ -
10-420-10	EMPLOYEE TRAINING	\$ 6,000	\$ 10,000
10-420-11	POSTAGE EXPENSE	\$ 2,500	\$ 2,500
10-420-12	TOWN MANAGER EXPENSE ACCOUNT	\$ 1,000	\$ 1,000
10-420-13	TUITION REIMBURSEMENT	\$ 5,000	\$ 5,000
10-420-15	BANK SERVICE FEES	\$ 2,000	\$ 2,000
10-420-17	VEHICLE MAINTENCE / REPAIR	\$ 2,000	\$ 2,000
10-420-18	CONSUMBALES	\$ 5,000	\$ 5,000
10-420-26	ADVERTISING EXPENSE	\$ 2,500	\$ 2,500
10-420-31	GAS-OIL-TIRE EXPENSE	\$ 2,200	\$ 2,200
10-420-33	OFFICE SUPPLY EXPENSE	\$ 6,000	\$ 6,000
10-420-34	TOWN MERCHANDISE EXPENSE	\$ 6,000	\$ 11,000
10-420-45	CONTRACTED SERVICES	\$ 439,500	\$ 418,800
10-420-53	ANNUAL DUES & SUBSCRIPTIONS	\$ 20,000	\$ 2,440
10-420-57	MISCELLANEOUS	\$ 500	\$ 500
10-420-58	EMPLOYEE ENGAGEMENT	\$ 8,000	\$ 8,000
10-420-76	EQUIPMENT LEASE PAYMENTS (Copiers)	\$ 12,000	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,192,677</b>	<b>\$ 1,246,486</b>

Increased By:      \$      53,809

## ADMINISTRATION

## BUDGET FY 25-26

10-420

## GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-420-02	SALARIES	\$ 439,000	\$ 50,765	\$ 507,649	\$ 558,414	\$ -	\$ 558,414	\$ (10,258)	\$ 548,156	FINANCE PROVIDES
10-420-03	PART-TIME SALARIES	\$ -	\$ -	\$ 31,200	\$ 31,200	\$ -	\$ 31,200	\$ -	\$ 31,200	FINANCE PROVIDES
10-420-04	OVERTIME	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	FINANCE PROVIDES
10-420-05	FICA (7.65%)	\$ 37,332	\$ 3,884	\$ 41,452	\$ 45,336	\$ -	\$ 45,336	\$ (785)	\$ 44,551	FINANCE PROVIDES
10-420-06	GROUP INSURANCE	\$ 54,600	\$ -	\$ 44,295	\$ 44,295	\$ -	\$ 44,295	\$ -	\$ 44,295	FINANCE PROVIDES
10-420-07	ORBIT RETIREMENT (14.48%)	\$ 66,905	\$ 6,960	\$ 70,010	\$ 76,970	\$ -	\$ 76,970	\$ 2,837	\$ 79,807	FINANCE PROVIDES
10-420-08	401K (3%)	\$ 14,640	\$ 1,523	\$ 15,320	\$ 16,843	\$ -	\$ 16,843	\$ (306)	\$ 16,537	FINANCE PROVIDES
10-420-09	TOWN INSURANCE HRA	\$ 60,000	\$ -	\$ 58,500	\$ 58,500	\$ (58,500)	\$ -	\$ -	\$ -	FINANCE PROVIDES
10-420-10	EMPLOYEE TRAINING	\$ 6,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	
10-420-11	POSTAGE	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	
10-420-12	MANAGER EXPENSE ACCOUNT	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	
10-420-13	TUITION REIMBURSEMENT	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	
10-420-15	BANK CHARGES	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	
10-420-17	M&R VEHICLE	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	
10-420-18	CONSUMABLES	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	
10-420-26	ADVERTISING	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	
10-420-31	GAS OIL & TIRES	\$ 2,200	\$ -	\$ 2,200	\$ 2,200	\$ -	\$ 2,200	\$ -	\$ 2,200	
10-420-32	OFFICE SUPPLIES	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000	
10-420-34	TOWN APPAREL & MERCH EXPENSE	\$ 6,000	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ -	\$ 11,000	
10-420-45	CONTRACTED SERVICES	\$ 439,500	\$ -	\$ 418,800	\$ 418,800	\$ -	\$ 418,800	\$ -	\$ 418,800	
10-420-53	DUES & SUBSCRIPTIONS	\$ 20,000	\$ -	\$ 22,138	\$ 22,138	\$ (19,698)	\$ 2,440	\$ -	\$ 2,440	
10-420-57	MISCELLANEOUS	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ 500	
10-420-58	EMPLOYEE ENGAGEMENT	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000	
10-420-76	EQUIPMENT LEASE PAYMENTS	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ (12,000)	\$ -	\$ -	\$ -	
<b>Total</b>		\$ 1,192,677	\$ 63,132	\$ 1,282,064	\$ 1,345,196	\$ (90,198)	\$ 1,254,998	\$ (8,512)	\$ 1,246,486	
				CY VS FY 26	\$ 152,519		\$ 62,321		\$ 53,809	

FY 24-25 DUE TO MULTIPLE VACANCIES LAPSED SALARIES WERE MOVED INTO CONTRACTED SERVICES

GROUP INSURANCE USING ACTUAL RATES IN BUDGET FILE AND WAITING ON RENEWAL RATES.

FY 25-26 HAS GWITAX ENGAGED JULY - JAN TO ASSIST YEAREND, AUDIT WORKPAPERS, FEMA, AP, BANK RECONCILIATIONS, UNTIL FULL-TIME STAFF TAKE OVER.

SOFTWARE, ONLINE PAYMENT PROCESSING AND COPIER LEASE PAYMENTS MOVED TO IT.

TOWN INSURANCE HRA MOVED TO INSURANCE DEPARTMENT.

EXPANSION REQUEST IS A 10% INCREASE FOR STAFF RETENTION.

ORBIT EMPLOYER CONTRIBUTION WILL NOT BE RELEASED UNTIL APRIL 24TH.

BOARD CHANGES REMOVAL OF THE 10% RETENTION INCREASE AND REPLACED IT WITH A 3% COLA AND UP TO 5% MERIT.

**10-420-45 REMOVE GWITAX AND REPLACE WITH ACCOUNTING AND FINANCIAL SERVICES.**

**ORBIT LGERS NEW RATE EFFECTIVE 7/1/25 14.48% VS. 13.71% INCREASE .77%**

GF - 420 Administration FY 25-26 060425.xlsx

<b>ADMINISTRATION</b>	<b>10-420</b>						7.65%		\$8,859
<b>10-420-02</b>	<b>\$548,156</b>	<b>10-420-03</b>	<b>\$31,200</b>	<b>10-420-04</b>	<b>\$3,000</b>	<b>10-420-05</b>	<b>\$44,551</b>	<b>10-420-06</b>	<b>\$44,295</b>
<b>SALARIES</b>	<b>Cost</b>	<b>PART-TIME SALARIES</b>	<b>Cost</b>	<b>OVERTIME</b>	<b>Cost</b>	<b>FICA (7.65%)</b>	<b>Cost</b>	<b>GROUP INSURANCE</b>	<b>Cost</b>
Town Manager	\$175,156	Part-Time CEO	\$31,200	Town Manager	\$0	Town Manager	\$13,399	Town Manager	\$8,859
Town Clerk (Vacant)	\$78,900	Part-Time Receptionist (Contracted)	\$0	Town Clerk (Vacant)	\$0	Town Clerk (Vacant)	\$6,036	Town Clerk (Vacant)	\$8,859
Finance Officer (Vacant)	\$120,901			Finance Officer (Vacant)	\$0	Finance Officer (Vacant)	\$9,249	Finance Officer (Vacant)	\$8,859
Deputy Finance Officer	\$54,589			Deputy Finance Officer	\$3,000	Deputy Finance Officer	\$4,406	Deputy Finance Officer	\$8,859
Project Facilitator/CEO	\$78,103			Project Facilitator/CEO	\$0	Project Facilitator/CEO	\$5,975	Project Facilitator/CEO	\$8,859
						Part-Time CEO	\$2,387		
EXPANSION REQUEST						EXPANSION REQUEST			
<b>10% Increase for Retention</b>	\$50,765					<b>10% Increase for Retention</b>	\$3,884		
BOARD CHANGES						BOARD CHANGES			
Remove 10% Retention	-\$50,765					Remove 10% Retention	-\$3,884		
3% COLA	\$14,910					3% COLA	\$1,141		
Up to 5% Merit	\$25,597					Up to 5% Merit	\$1,958		



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	13.71%		3.00%								
10-420-07	\$79,807	10-420-08	\$16,537	10-420-09	\$0	10-420-10	\$10,000	10-420-11	\$2,500	10-420-12	\$1,000
<b>ORBIT RETIREMENT (14.48%)</b>	<b>Cost</b>	<b>401K (3%)</b>	<b>Cost</b>	<b>TOWN INSURANCE HRA</b>	<b>Cost</b>	<b>EMPLOYEE TRAINING</b>	<b>Cost</b>	<b>POSTAGE</b>	<b>Cost</b>	<b>MANAGER EXPENSE ACCOUNT</b>	<b>Cost</b>
Town Manager	\$24,014	Town Manager	\$5,255	HRA PAID CLAIMS (~ \$4,500 MTH)	\$54,000	Staff Training	\$10,000	Estimated Postage	\$2,500	Manager Expense Account	\$1,000
Town Clerk (Vacant)	\$10,817	Town Clerk (Vacant)	\$2,367	MONTHLY ADMIN FEES (~\$375 MTH)	\$4,500						
Finance Officer (Vacant)	\$16,576	Finance Officer (Vacant)	\$3,627								
Deputy Finance Officer	\$7,895	Deputy Finance Officer	\$1,728								
Project Facilitator/CEO	\$10,708	Project Facilitator/CEO	\$2,343								
EXPANSION REQUEST		EXPANSION REQUEST		Proposed Changes							
<b>10% Increase for Retention</b>	\$6,960	<b>10% Increase for Retention</b>	\$1,523	Move to Insurance 10-501-10							
<b>BOARD CHANGES</b>		<b>BOARD CHANGES</b>		HRA PAID CLAIMS (~ \$4,500 MTH)	-\$54,000						
Remove 10% Retention	-\$6,960	Remove 10% Retention	-\$1,523	MONTHLY ADMIN FEES (~\$375 MTH)	-\$4,500						
3% COLA	\$2,044	3% COLA	\$449								
Up to 5% Merit	\$3,509	Up to 5% Merit	\$768								
LGERS INCREASE TO 14.48% INCREASE OF .77%	\$4,244										

[illegible]

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10-420-32	\$6,000	10-420-34	\$11,000	10-420-45	\$418,800	10-420-53	\$2,440	10-420-57	\$500
OFFICE SUPPLIES	Cost	TOWN APPAREL & MERCH EXPENSE	Cost	CONTRACTED SERVICES	Cost	DUES & SUBSCRIPTIONS	Cost	MISCELLANEOUS	Cost
Estimated Year	\$6,000	Estimated Year	\$11,000	Audit Preparation	\$5,000	COBRA (60 MONTH)	\$720	Estimated Year	\$500
				Contracted Administrative Assistant	\$39,000	SOUTHERN SOFTWARE HOSTED	\$2,550		
				Contracted Town Clerk	\$25,000	SOUTHERN SOFTWARE FMS APPLICATIONS	\$4,228		
				Additional HR Assistance	\$15,000	EAST CAROLINA COG	\$440		
				Accounting and Financial Services	\$334,800	CLOVER (\$15 MTH)	\$200		
						ICMA MEMBERSHIP	\$1,000		
						NEO GOV	\$12,000		
						NCCMA (NORTH CAROLINA CITY AND COUNTY MANAGEMENT ASSOCIATION)	\$1,000		
						Proposed Changes			
						MOVE TO IT 10-480-53			
						COBRA (60 MONTH)	-\$720		
						SOUTHERN SOFTWARE HOSTED	-\$2,550		
						SOUTHERN SOFTWARE FMS APPLICATIONS	-\$4,228		
						CLOVER (\$15 MTH)	-\$200		

10-420-58	\$8,000	10-420-74	\$0	10-420-76	\$0
EMPLOYEE ENGAGEMENT	Cost	CAPITAL OUTLAY	Cost	EQUIPMENT LEASE PAYMENTS	Cost
Estimated Year	\$8,000	Non Requested	\$0	Copier Lease \$540 mth plus cost per Image	\$12,000
				Proposed Changes	
				Copier Lease move to IT 10-480-76	
				Copier Lease \$540 mth plus cost per Image	-\$12,000

FUND 10      GENERAL FUND		ELECTIONS	
Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-430-57	ELECTION EXPENSES	\$ -	\$ 5,000
TOTAL EXPENDITURES		\$ -	\$ 5,000
		Increased By:	\$ 5,000

ELECTIONS

BUDGET FY 25-26

10-430

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-430-57	ELECTION EXPENSES	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	FINANCE PROVIDES
Total		\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	
				CY VS FY 26	\$ 5,000		\$ 5,000		\$ 5,000	

GF - 430 Elections FY 25-26 060425.xlsx

ELECTIONS		10-430
	10-430-57	\$5,000
	ELECTION EXPENSES	Cost
	ESTIMATED	\$5,000



**FUND 10****GENERAL FUND****IT**

Account Number	Account Description	FY 23-24 Approved Budget	FY 25-26 06/04/25
10-480-02	SALARIES	\$ 80,100	\$ 95,170
10-480-05	FICA (7.65%)	\$ 6,128	\$ 7,281
10-480-06	GROUP INSURANCE	\$ 9,450	\$ 8,859
10-480-07	ORBIT RETIREMENT (14.48%)	\$ 10,982	\$ 13,780
10-480-08	401K MATCH (3%)	\$ 2,403	\$ 2,855
10-480-10	EMPLOYEE TRAINING	\$ 2,000	\$ 1,500
10-480-11	PHONES	\$ -	\$ 34,980
10-480-16	EQUIPMENT MAINTENCE / REPAIR	\$ 6,000	\$ 6,000
10-480-33	DEPARTMENT SUPPLY EXPENSE	\$ 3,000	\$ 2,800
10-480-46	BUILDING SECURITY	\$ -	\$ 33,500
10-480-53	ANNUAL DUES & SUBSCRIPTIONS	\$ 53,647	\$ 104,859
10-480-57	MISCELLANEOUS	\$ 500	\$ 500
10-480-58	WEB EOC SERVICES	\$ -	\$ 1,500
10-480-74	CAPITAL OUTLAY	\$ 62,000	\$ 7,500
10-480-76	EQUIPMENT LEASE PAYMENTS (Copiers)	\$ -	\$ 12,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 236,210</b>	<b>\$ 333,084</b>

Increased By: \$ 96,874

## BUDGET FY 25-26

10-480

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changaes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-480-02	SALARIES	\$ 80,100	\$ 8,801	\$ 88,009	\$ 96,810	\$ -	\$ 96,810	\$ (1,640)	\$ 95,170	FINANCE PROVIDES
10-480-05	FICA (7.65%)	\$ 6,128	\$ 673	\$ 6,733	\$ 7,406	\$ -	\$ 7,406	\$ (125)	\$ 7,281	FINANCE PROVIDES
10-480-06	GROUP INSURANCE	\$ 9,450	\$ -	\$ 8,859	\$ 8,859	\$ -	\$ 8,859	\$ -	\$ 8,859	FINANCE PROVIDES
10-480-07	ORBIT RETIREMENT (14.48%)	\$ 10,982	\$ 1,207	\$ 12,066	\$ 13,273	\$ -	\$ 13,273	\$ 507	\$ 13,780	FINANCE PROVIDES
10-480-08	401K (3%)	\$ 2,403	\$ 264	\$ 2,640	\$ 2,904	\$ -	\$ 2,904	\$ (49)	\$ 2,855	FINANCE PROVIDES
10-480-10	EMPLOYEE TRAINING	\$ 2,000	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	
10-480-11	PHONES	\$ -	\$ -	\$ -	\$ -	\$ 34,980	\$ 34,980	\$ -	\$ 34,980	
10-480-16	M&R EQUIP	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000	
10-480-33	DEPARTMENT SUPPLIES	\$ 3,000	\$ -	\$ 2,800	\$ 2,800	\$ -	\$ 2,800	\$ -	\$ 2,800	
10-480-46	BUILDING SECURITY	\$ -	\$ -	\$ -	\$ -	\$ 33,500	\$ 33,500	\$ -	\$ 33,500	
10-480-53	DUES & SUBSCRIPTIONS	\$ 53,647	\$ -	\$ 61,341	\$ 61,341	\$ 40,468	\$ 101,809	\$ 3,050	\$ 104,859	
10-480-57	MISCELLANEOUS	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ 500	
10-480-58	WEB EOC SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	
10-480-74	CAPITAL OUTLAY	\$ 62,000	\$ -	\$ 4,000	\$ 4,000	\$ 3,500	\$ 7,500	\$ -	\$ 7,500	
10-480-76	LEASES COPIERS COMPUTERS	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	
<b>Total</b>		\$ 236,210	\$ 10,945	\$ 194,448	\$ 205,393	\$ 125,948	\$ 331,341	\$ 1,743	\$ 333,084	
				CY VS FY 26	\$ (30,817)		\$ 95,131		\$ 96,874	

DIFFERENCE IN SALARIES DUE TO INCREASE

GROUP INSURANCE USING ACTUAL RATES IN BUDGET FILE AND WAITING ON RENEWAL RATES.

CONSOLIDATED TECHNOLOGY REQUESTS INTO IT FROM OTHER DEPARTMENTS

NEW SOFTWARE MODULE FOR SOUTHERN SOFTWARE FOR PURCHASE REQUISITIONS - STREAMLINE PURCHASING PROCESS

EXPANSION REQUEST IS A 10% INCREASE FOR STAFF RETENTION.

ORBIT EMPLOYER CONTRIBUTION WILL NOT BE RELEASED UNTIL APRIL 24TH.

BOARD CHANGES REMOVAL OF THE 10% RETENTION INCREASE AND REPLACED IT WITH A 3% COLA AND UP TO 5% MERIT.

BOARD CHANGES NEW SOFTWARE MODULE FOR SOUTHERN SOFTWARE FOR EFT PAYMENTS TO VENDORS

ORBIT LGERS NEW RATE EFFECTIVE 7/1/25 14.48% VS. 13.71% INCREASE .77%

[illegible]

10-480-16	\$6,000	10-480-33	\$2,800	10-480-46	\$33,500	10-480-53	\$104,859	10-480-57	\$500
M&R EQUIP	Cost	DEPARTMENT SUPPLIES	Cost	BUILDING SECURITY	Cost	DUES & SUBSCRIPTIONS	Cost	MISCELLANEOUS	Cost
Possible catastrophic server repair	\$2,000	Network cable	\$600			M365 Email & AzureAD	\$16,000	MISCELLANEOUS	\$500
Radio M&R	\$1,000	Flash Drives & SD Cards	\$200			SentinelOne EDR	\$3,500		
Battery Backups	\$1,000	ID Badges	\$150			FoxIt PDF Pro	\$3,000		
AV Equipment	\$2,000	Key Fobs	\$150			Barracuda Email Protection & Archiving	\$6,800		
		Badge Holder	\$100	PROPOSED CHANGES		Computer Management and Off-site backup platform	\$6,500		
		Office supplies	\$500	Cameras Fire Station #2 Moved from Public Bldg 10-500-46	\$33,500	Adobe Sign Enterprise	\$2,500		
		Network Push Poles	\$100			ArchiveSocial	\$4,700		
		Velcro ties	\$100			Bitwarden Password Mgr	\$400		
		Cable Toner	\$400			iCloud storage	\$50		
		Misc Networking Supplies	\$500			Drone forecast	\$150		
						Meeting Timer	\$200		
						Website Gallery Plugin	\$100		
						Smarsh TXT archiving	\$6,500		
						Web domain renewal	\$100		
						Civic Plus Muni Code Web	\$4,800		
						Civic Plus Social Media	\$3,641		
						Civic Plus Meetings	\$2,400		
						PROPOSED CHANGES			
						CitizenServe Moved from Planning 10-490-45 and Insp 10-491-45	\$12,000		
						From Administration 10-420-53			
						COBRA (60 MONTH)	\$720		
						SOUTHERN SOFTWARE HOSTED	\$2,550		
						SOUTHERN SOFTWARE FMS			
						APPLICATIONS	\$4,228		
						CLOVER (\$15 MTH)	\$200		
						NEO GOV	\$12,000		
						NEW: Southern Software - Purchase Requisitions	\$2,270		
						American Legal Publishing Town Code from Gov Body 10-410-42	\$6,500		
						BOARD CHANGES			
						NEW: Southern Software - Purchase EFT Payments to vendors	\$3,050		



**FUND 10      GENERAL FUND      PLANNING**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-490-02	SALARIES	\$ 165,100	\$ 195,376
10-490-05	FICA (7.65%)	\$ 12,630	\$ 14,947
10-490-06	GROUP INSURANCE	\$ 18,900	\$ 17,718
10-490-07	ORBIT RETIREMENT (14.48%)	\$ 22,635	\$ 28,290
10-490-08	401K MATCH (3%)	\$ 4,953	\$ 5,862
10-490-10	EMPLOYEE TRAINING	\$ 3,000	\$ 8,500
10-490-16	EQUIPMENT MAINTENCE / REPAIR	\$ 500	\$ 500
10-490-17	VEHICLE MAINTENCE / REPAIR	\$ 1,000	\$ 1,000
10-490-31	GAS-OIL-TIRE EXPENSE	\$ 2,200	\$ 2,200
10-490-45	CONTRACTED SERVICES	\$ 6,000	\$ -
10-490-53	ANNUAL DUES & SUBSCRIPTIONS	\$ 1,650	\$ 1,650
10-490-57	MISCELLANEOUS	\$ 250	\$ 250
10-490-58	CRS FLOOD ACTIVITY	\$ 1,400	\$ 1,400
<b>TOTAL EXPENDITURES</b>		<b>\$ 240,218</b>	<b>\$ 277,693</b>

Increased By:      \$      37,475

PLANNING

BUDGET FY 25-26

10-490

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-490-02	SALARIES	\$ 165,100	\$ 18,099	\$ 180,988	\$ 199,087	\$ -	\$ 199,087	\$ (3,711)	\$ 195,376	FINANCE PROVIDES
10-490-05	FICA (7.65%)	\$ 12,630	\$ 1,385	\$ 13,846	\$ 15,231	\$ -	\$ 15,231	\$ (284)	\$ 14,947	FINANCE PROVIDES
10-490-06	GROUP INSURANCE	\$ 18,900	\$ -	\$ 17,718	\$ 17,718	\$ -	\$ 17,718	\$ -	\$ 17,718	FINANCE PROVIDES
10-490-07	ORBIT RETIREMENT (14.48%)	\$ 22,635	\$ 2,481	\$ 24,813	\$ 27,294	\$ -	\$ 27,294	\$ 996	\$ 28,290	FINANCE PROVIDES
10-490-08	401K (3%)	\$ 4,953	\$ 543	\$ 5,430	\$ 5,973	\$ -	\$ 5,973	\$ (111)	\$ 5,862	FINANCE PROVIDES
10-490-10	EMPLOYEE TRAINING	\$ 3,000	\$ -	\$ 7,500	\$ 7,500	\$ 1,000	\$ 8,500	\$ -	\$ 8,500	
10-490-16	M&R EQUIPMENT	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ 500	
10-490-17	M&R VEHICLE	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	
10-490-31	GAS OIL & TIRES	\$ 2,200	\$ -	\$ 2,200	\$ 2,200	\$ -	\$ 2,200	\$ -	\$ 2,200	
10-490-45	CONTRACTED SERVICES	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ (6,000)	\$ -	\$ -	\$ -	
10-490-53	DUES & SUBSCRIPTIONS	\$ 1,650	\$ -	\$ 1,650	\$ 1,650	\$ -	\$ 1,650	\$ -	\$ 1,650	
10-490-57	MISCELLANEOUS	\$ 250	\$ -	\$ 250	\$ 250	\$ -	\$ 250	\$ -	\$ 250	
10-490-58	CRS FLOOD ACTIVITY	\$ 1,400	\$ -	\$ 1,400	\$ 1,400	\$ -	\$ 1,400	\$ -	\$ 1,400	
<b>Total</b>		\$ 240,218	\$ 22,508	\$ 263,295	\$ 285,803	\$ (5,000)	\$ 280,803	\$ (3,110)	\$ 277,693	
				CY VS FY 26	\$ 45,585		\$ 40,585		\$ 37,475	

VACANT TOWN PLANNER STARTING RANGE HIGHER TO GET POSITION FILLED

INCREASE IN EMPLOYEE TRAINING

MOVED CITIZEN SERVED TO IT

EXPANSION REQUEST IS A 10% INCREASE FOR STAFF RETENTION.

ORBIT EMPLOYER CONTRIBUTION WILL NOT BE RELEASED UNTIL APRIL 24TH.

BOARD CHANGES REMOVAL OF THE 10% RETENTION INCREASE AND REPLACED IT WITH A 3% COLA AND UP TO 5% MERIT.

ORBIT LGERS NEW RATE EFFECTIVE 7/1/25 14.48% VS. 13.71% INCREASE .77%



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PLANNING		10-490		7.65%		\$8,859		13.71%		3.00%
	10-490-02	\$195,376	10-490-05	\$14,947	10-490-06	\$17,718	10-490-07	\$28,290	10-490-08	\$5,862
	SALARIES	Cost	FICA (7.65%)	Cost	GROUP INSURANCE	Cost	ORBIT RETIREMENT (13.71%)	Cost	401K (3%)	Cost
	Town Planner	\$102,088	Town Planner	\$7,810	Town Planner	\$8,859	Town Planner	\$13,996	Town Planner	\$3,063
	Town Planner Vacant	\$78,900	Town Planner Vacant	\$6,036	Town Planner Vacant	\$8,859	Town Planner Vacant	\$10,817	Town Planner Vacant	\$2,367
	EXPANSION REQUEST		EXPANSION REQUEST				EXPANSION REQUEST		EXPANSION REQUEST	
	10% Increase for Retention	\$18,099	10% Increase for Retention	\$1,385			10% Increase for Retention	\$2,481	10% Increase for Retention	\$543
	BOARD CHANGES		BOARD CHANGES				BOARD CHANGES		BOARD CHANGES	
	Remove 10% Retention	-\$18,099	Remove 10% Retention	-\$1,385			Remove 10% Retention	-\$2,481	Remove 10% Retention	-\$543
	3% COLA	\$5,296	3% COLA	\$405			3% COLA	\$726	3% COLA	\$159
	Up to 5% Merit	\$9,092	Up to 5% Merit	\$696			Up to 5% Merit	\$1,247	Up to 5% Merit	\$273
							LGERS 14.48% .77% INCREASE	\$1,504		

GF - 490 Planning FY 25-26 060425.xlsx

<b>10-490-10</b>	<b>\$8,500</b>	<b>10-490-16</b>	<b>\$500</b>	<b>10-490-17</b>	<b>\$1,000</b>	<b>10-490-31</b>	<b>\$2,200</b>	<b>10-490-45</b>	<b>\$0</b>
<b>EMPLOYEE TRAINING</b>	<b>Cost</b>	<b>M&amp;R EQUIPMENT</b>	<b>Cost</b>	<b>M&amp;R VEHICLE</b>	<b>Cost</b>	<b>GAS OIL &amp; TIRES</b>	<b>Cost</b>	<b>CONTRACTED SERVICES</b>	<b>Cost</b>
2026 National Planning Conference	\$700	Maintenance and repair of Equipment	\$500	Maintenance and repair of Toyota Tundra	\$1,000	gas, oil changes, tires	\$2,200	Citizenserve Module	\$6,000
2025 North Carolina and South Carolina Planning Conference	\$1,500								
2025 North Carolina Association of Floodplain Managers (NCAFPD) Conference Fall	\$1,500								
2026 North Carolina Association of Floodplain Managers (NCAFPD) Conference Spring	\$800							Proposed Changes	
2025 Summer North Carolina Association of Zoning Officials (NCAZO) Summer Conference	\$1,500							CitizenServe Moved to IT 10- 480-53	-\$6,000
2026 Winter North Carolina Association of Zoning Officials (NCAZO) Summer Conference	\$1,500								
Proposed Changes									
Certified Zoning Officer Training	\$1,000								

GF - 490 Planning FY 25-26 060425.xlsx

<b>10-490-53</b>	<b>\$1,650</b>	<b>10-490-57</b>	<b>\$250</b>	<b>10-490-58</b>	<b>\$1,400</b>
<b>DUES &amp; SUBSCRIPTIONS</b>	<b>Cost</b>	<b>MISCELLANEOUS</b>	<b>Cost</b>	<b>CRS FLOOD ACTIVITY</b>	<b>Cost</b>
American Planning Association (APA)	\$1,170	MISCELLANEOUS	\$250	Public Outreach Materials	\$1,400
Association of State Floodplain Managers (ASFPM)	\$180				
North Carolina Association of Floodplain Managers (NCAFPM)	\$120				
Certified Floodplain Manager	\$60				
North Carolina Association of Zoning Officials (NCAZO)	\$120				

**FUND 10      GENERAL FUND**

**INSPECTIONS**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-491-02	SALARIES	\$ 115,000	\$ 167,258
10-491-05	FICA (7.65%)	\$ 11,781	\$ 12,795
10-491-06	GROUP INSURANCE	\$ 18,900	\$ 17,718
10-491-07	ORBIT RETIREMENT (14.48%)	\$ 21,113	\$ 24,219
10-491-08	401K MATCH (3%)	\$ 4,620	\$ 5,018
10-491-10	EMPLOYEE TRAINING	\$ 4,500	\$ 4,500
10-491-17	VEHICLE MAINTENCE / REPAIR	\$ 1,200	\$ 1,200
10-491-31	GAS-OIL-TIRE EXPENSE	\$ 3,300	\$ 3,300
10-491-45	CONTRACTED SERVICES	\$ 49,000	\$ 33,600
10-491-53	ANNUAL DUES & SUBSCRIPTIONS	\$ 1,555	\$ 335
10-491-54	DEMOLITION	\$ 30,000	\$ 30,000
10-491-57	MISCELLANEOUS	\$ 500	\$ 500
<b>TOTAL EXPENDITURES</b>		<b>\$ 261,469</b>	<b>\$ 300,443</b>

Increased By:      \$      38,974

## INSPECTIONS

## BUDGET FY 25-26

10-491

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-491-02	SALARIES	\$ 115,000	\$ 15,500	\$ 155,004	\$ 170,504	\$ -	\$ 170,504	\$ (3,246)	\$ 167,258	FINANCE PROVIDES
10-491-05	FICA (7.65%)	\$ 11,781	\$ 1,186	\$ 11,858	\$ 13,044	\$ -	\$ 13,044	\$ (249)	\$ 12,795	FINANCE PROVIDES
10-491-06	GROUP INSURANCE	\$ 18,900	\$ -	\$ 17,718	\$ 17,718	\$ -	\$ 17,718	\$ -	\$ 17,718	FINANCE PROVIDES
10-491-07	ORBIT RETIREMENT (14.48%)	\$ 21,113	\$ 2,125	\$ 21,251	\$ 23,376	\$ -	\$ 23,376	\$ 843	\$ 24,219	FINANCE PROVIDES
10-491-08	401K (3%)	\$ 4,620	\$ 465	\$ 4,650	\$ 5,115	\$ -	\$ 5,115	\$ (97)	\$ 5,018	FINANCE PROVIDES
10-491-10	EMPLOYEE TRAINING	\$ 4,500	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ -	\$ 4,500	
10-491-17	M&R VEHICLE	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	\$ 1,200	
10-491-31	GAS OIL & TIRES	\$ 3,300	\$ -	\$ 3,300	\$ 3,300	\$ -	\$ 3,300	\$ -	\$ 3,300	
10-491-45	CONTRACTED SERVICES	\$ 49,000	\$ -	\$ 33,600	\$ 33,600	\$ -	\$ 33,600	\$ -	\$ 33,600	
10-491-53	DUES & SUBSCRIPTIONS	\$ 1,555	\$ -	\$ 6,335	\$ 6,335	\$ (6,000)	\$ 335	\$ -	\$ 335	
10-490-54	DEMOLITION	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 30,000	
10-491-57	MISCELLANEOUS	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ 500	
<b>Total</b>		\$ 261,469	\$ 19,276	\$ 289,916	\$ 309,192	\$ (6,000)	\$ 303,192	\$ (2,749)	\$ 300,443	
				CY VS FY 26	\$ 47,723		\$ 41,723		\$ 38,974	

FY 24-25 DUE TO A VACANCY LAPSED SALARIES WERE MOVED INTO CONTRACTED SERVICES

ONCE FULL-TIME INSPECTOR IS HIRED, THEN THE CONTRACTED INSPECTIONS COSTS WOULD BE LESS.

MOVED CITIZEN SERVED TO IT.

EXPANSION REQUEST IS A 10% INCREASE FOR STAFF RETENTION.

ORBIT EMPLOYER CONTRIBUTION WILL NOT BE RELEASED UNTIL APRIL 24TH.

BOARD CHANGES REMOVAL OF THE 10% RETENTION INCREASE AND REPLACED IT WITH A 3% COLA AND UP TO 5% MERIT.

**ORBIT LGERS NEW RATE EFFECTIVE 7/1/25 14.48% VS. 13.71% INCREASE .77%**

GF - 491 Inspections FY 25-26 060425.xlsx

INSPECTIONS		10-491		7.65%		\$8,859		13.71%
	10-491-02	\$167,258	10-491-05	\$12,795	10-491-06	\$17,718	10-491-07	\$24,219
	SALARIES	Cost	FICA (7.65%)	Cost	GROUP INSURANCE	Cost	ORBIT RETIREMENT (14.48%)	Cost
	BUILDING CODES INSPECTOR - VACANT	\$89,400	BUILDING CODES INSPECTOR - VACANT	\$6,839	BUILDING CODES INSPECTOR - VACANT	\$8,859	BUILDING CODES INSPECTOR - VACANT	\$12,257
	PERMIT SPECIALIST /DEPUTY CLERK (KW)	\$65,604	PERMIT SPECIALIST /DEPUTY CLERK (KW)	\$5,019	PERMIT SPECIALIST /DEPUTY CLERK (KW)	\$8,859	PERMIT SPECIALIST /DEPUTY CLERK (KW)	\$8,994
	EXPANSION REQUEST		EXPANSION REQUEST				EXPANSION REQUEST	
	10% Increase for Retention	\$15,500	10% Increase for Retention	\$1,186			10% Increase for Retention	\$2,125
	BOARD CHANGES		BOARD CHANGES				BOARD CHANGES	
	Remove 10% Retention	-\$15,500	Remove 10% Retention	-\$1,186			Remove 10% Retention	-\$2,125
	3% COLA	\$4,511	3% COLA	\$345			3% COLA	\$618
	Up to 5% Merit	\$7,743	Up to 5% Merit	\$592			Up to 5% Merit	\$1,062
							LGERS 14.48% .77% INCREASE	\$1,288

GF - 491 Inspections FY 25-26 060425.xlsx

	3.00%								
<b>10-491-08</b>	<b>\$5,018</b>	<b>10-491-10</b>	<b>\$4,500</b>	<b>10-491-17</b>	<b>\$1,200</b>	<b>10-491-31</b>	<b>\$3,300</b>	<b>10-491-45</b>	<b>\$33,600</b>
<b>401K (3%)</b>	<b>Cost</b>	<b>EMPLOYEE TRAINING</b>	<b>Cost</b>	<b>M&amp;R VEHICLE</b>	<b>Cost</b>	<b>GAS OIL &amp; TIRES</b>	<b>Cost</b>	<b>CONTRACTED SERVICES</b>	<b>Cost</b>
BUILDING CODES INSPECTOR - VACANT	\$2,682	ESTIMATED	\$4,500	ESTIMATED	\$1,200	ESTIMATED	\$3,300	SHERRILL STRICKLAND ~ \$2,800 MTH	\$33,600
PERMIT SPECIALIST /DEPUTY CLERK (KW)	\$1,968								
EXPANSION REQUEST									
<b>10% Increase for Retention</b>	\$465								
<b>BOARD CHANGES</b>									
Remove 10% Retention	-\$465								
3% COLA	\$137								
Up to 5% Merit	\$231								



GF - 491 Inspections FY 25-26 060425.xlsx

10-491-53	\$335	10-490-54	\$30,000	10-491-57	\$500
<b>DUES &amp; SUBSCRIPTIONS</b>	<b>Cost</b>	<b>DEMOLITION</b>	<b>Cost</b>	<b>MISCELLANEOUS</b>	<b>Cost</b>
CITIZEN SERVE ONLINE SOLUTIONS SUBSCRIPTION	\$6,000	ESTIMATED	\$30,000	ESTIMATED	\$500
NCAMC MEMBERSHIP	\$90				
NCCOQB BOARD STRICKLAND CERTIFICATION	\$50				
IIMC MEMBESHIP	\$195				
Proposed Changes					
Moved to IT 10-480-53					
CITIZEN SERVE ONLINE SOLUTIONS SUBSCRIPTION	-\$6,000				

**FUND 10      GENERAL FUND      PUBLIC BUILDINGS**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-500-11	TELEPHONE/CELL EXPENSE	\$ 32,000	\$ -
10-500-13	UTILITY EXPENSE	\$ 55,000	\$ 55,000
10-500-15	BUILDINGS/GROUND MAINT & REPAIR	\$ 54,000	\$ 174,000
10-500-17	LANDSCAPING EXPENSE	\$ 32,971	\$ 38,527
10-500-33	BUILDING SUPPLIES	\$ 6,500	\$ 6,500
10-500-35	FURNITURE	\$ 85,000	\$ 15,000
10-500-43	CLEANING SERVICES	\$ 15,000	\$ 15,000
10-500-45	PEST CONTROL EXPENSE	\$ 2,500	\$ 2,566
10-500-46	BUILDING SECURITY	\$ 33,500	\$ -
10-500-57	TOWN SIGNS MAINTENANCE & REPAIR	\$ 2,500	\$ 2,500
10-500-58	WEB EOC SERVICE	\$ 1,500	\$ -
10-500-74	CAPITAL OUTLAY	\$ 96,029	\$ 140,000
10-500-76	LEASE PAYMENTS	\$ 24,000	\$ 24,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 440,500</b>	<b>\$ 473,093</b>

Increased By:      \$ 32,593

PUBLIC BUILDINGS

BUDGET FY 25-26

10-500

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-500-11	PHONES	\$ 32,000	\$ -	\$ 32,000	\$ 32,000	\$ (32,000)	\$ -	\$ -	\$ -	
10-500-13	UTILITIES	\$ 55,000	\$ -	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ 55,000	
10-500-15	M&R BUI8LDINGS GROUNDS	\$ 54,000	\$ -	\$ 124,000	\$ 124,000	\$ 50,000	\$ 174,000	\$ -	\$ 174,000	
10-500-17	LANDSCAPING EXPENSE	\$ 32,971	\$ -	\$ 9,000	\$ 9,000	\$ 29,527	\$ 38,527	\$ -	\$ 38,527	
10-500-33	BUILDING SUPPLIES	\$ 6,500	\$ -	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -	\$ 6,500	
10-500-35	FURNITURE	\$ 85,000	\$ -	\$ 25,000	\$ 25,000	\$ (10,000)	\$ 15,000	\$ -	\$ 15,000	
10-500-43	CLEANING SERVICES	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	
10-500-45	PEST CONTROL	\$ 2,500	\$ -	\$ 2,286	\$ 2,286	\$ 280	\$ 2,566	\$ -	\$ 2,566	
10-500-46	BUILDING SECURITY	\$ 33,500	\$ -	\$ 33,500	\$ 33,500	\$ (33,500)	\$ -	\$ -	\$ -	
10-500-57	TOWN SIGN M&R	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	
10-500-58	WEB EOC SERVICE	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ (1,500)	\$ -	\$ -	\$ -	
10-500-74	CAPITAL OUTLAY	\$ 96,029	\$ -	\$ 120,000	\$ 120,000	\$ 20,000	\$ 140,000	\$ -	\$ 140,000	
10-500-76	LEASE PAYMENTS	\$ 24,000	\$ -	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 24,000	
Total		\$ 440,500	\$ -	\$ 450,286	\$ 450,286	\$ 22,807	\$ 473,093	\$ -	\$ 473,093	
				CY VS FY 26	\$ 9,786		\$ 32,593		\$ 32,593	

MOVED PHONES, BUILDING SECURITY AND WEB EOC TO IT

GF - 500 Public Buildings FY 25-26 060425.xlsx

PUBLIC BUILDINGS		10-500								
	10-500-11	\$0	10-500-13	\$55,000	10-500-15	\$174,000	10-500-17	\$38,527	10-500-33	\$6,500
	PHONES	Cost	UTILITIES	Cost	M&R BUI8LDINGS GROUNDS	Cost	LANDSCAPING EXPENSE	Cost	BUILDING SUPPLIES	Cost
	Phones	\$32,000	Utilities	\$55,000	M & R buildings and grounds	\$54,000	Landscaping expenses	\$9,000	Building supplies	\$6,500
					Replace roof at Public Works	\$70,000				
	Proposed Changes				Proposed Changes		Proposed Changes			
	Move to IT 10-480-11				Replace Town Hall Decks Need Quote Ext	\$50,000	Sanderson Lawn Mgmt			
	Phones	-\$32,000					2008 Loggerhead Court \$733.72 month	\$8,805		
							465 New River Inlet Rd \$1,726.80 month	\$20,722		

GF - 500 Public Buildings FY 25-26 060425.xlsx

10-500-35	\$15,000	10-500-43	\$15,000	10-500-45	\$2,566	10-500-46	\$0	10-500-57	\$2,500	10-500-58	\$0
FURNITURE	Cost	CLEANING SERVICES	Cost	PEST CONTROL	Cost	BUILDING SECURITY	Cost	TOWN SIGN M&R	Cost	WEB EOC SERVICE	Cost
Furniture	\$25,000	Cleaning services - Peachy Clean	\$15,000	Fire Station #1 increase to \$40/mth	\$480	Building security	\$33,500	M & R Town Sign	\$2,500	Web EOC service	\$1,500
				2008 Loggerhead Ct increase to \$40/mth	\$480						
				Public Works \$30/mth	\$360						
				PEST SUPPLIES	\$966						
Proposed Changes				Proposed Changes		Proposed Changes				Proposed Changes	
Reduce Furniture	-\$10,000			Fire Station #2 increase to \$40/mth for 7 months	\$280	Move to IT 10-480-46				Move to IT 10-480-58	
						Building security	-\$33,500			Web EOC service	-\$1,500

10-500-74	\$140,000	10-500-76	\$24,000
CAPITAL OUTLAY	Cost	LEASE PAYMENTS	Cost
Capital outlay	\$120,000	Lease payments - Temporary Fire Station #2	\$24,000
Proposed Changes			
Capital Outlay	-\$120,000		
Town Hall Erosion	\$120,000		
Town Hall Reconfiguration	\$20,000		

**FUND 10****GENERAL FUND****TOWN INSURANCE**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-501-09	WORKER'S COMPENSATION PREMIUM	\$ 60,638	\$ 66,702
10-501-10	TOWN INSURANCE HRA	\$ -	\$ 58,500
10-501-13	PROPERTY LIABILITY AND BONDS	\$ 142,222	\$ 156,444
10-501-17	VFIS (FIRE) INSURANCE	\$ 24,806	\$ 26,281
10-501-53	CYBER INSURANCE	\$ 15,750	\$ 17,325
10-501-54	FLOOD INSURANCE	\$ 47,250	\$ 51,975
<b>TOTAL EXPENDITURES</b>		<b>\$ 290,666</b>	<b>\$ 377,227</b>
		Increased By:	<b>\$ 86,561</b>



## INSURANCE

## BUDGET FY 25-26

10-501

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-501-09	WORKER'S COMPENSATION	\$ 60,638	\$ -	\$ 66,702	\$ 66,702	\$ -	\$ 66,702	\$ -	\$ 66,702	FINANCE PROVIDES
10-501-10	TOWN INSURANCE HRA	\$ -	\$ -	\$ -	\$ -	\$ 58,500	\$ 58,500	\$ -	\$ 58,500	FINANCE PROVIDES
10-501-13	PROPERTY LIABILITY & BONDS	\$ 142,222	\$ -	\$ 156,444	\$ 156,444	\$ -	\$ 156,444	\$ -	\$ 156,444	FINANCE PROVIDES
10-501-17	VFIS INSURANCE	\$ 24,806	\$ -	\$ 27,287	\$ 27,287	\$ -	\$ 27,287	\$ (1,006)	\$ 26,281	FINANCE PROVIDES
10-501-53	CYBER INSURANCE	\$ 15,750	\$ -	\$ 17,325	\$ 17,325	\$ -	\$ 17,325	\$ -	\$ 17,325	FINANCE PROVIDES
10-501-54	FLOOD INSURANCE	\$ 47,250	\$ -	\$ 51,975	\$ 51,975	\$ -	\$ 51,975	\$ -	\$ 51,975	FINANCE PROVIDES
<b>Total</b>		\$ 290,666	\$ -	\$ 319,733	\$ 319,733	\$ 58,500	\$ 378,233	\$ (1,006)	\$ 377,227	
				CY VS FY 26	\$ 29,067		\$ 87,567		\$ 86,561	

TOWN INSURANCE HRA MOVED FROM ADMINISTRATION TO INSURANCE DEPARTMENT.

RENEWALS NOT AVAILABLE 10% INCREASE ESTIMATED OVER CURRENT YEAR'S BUDGET.

VFIS RENEWAL RECEIVED VFIS \$22,500, FIRE ACCIDENT &amp; SICKNESS \$3,222 AND FIRE GROUP LIFE INS \$559 = REDUCTION (\$1,006)

GF - 501 Insurance FY 25-26 060425.xlsx

INSURANCE		10-501				
	10-501-09	\$66,702	10-501-10	\$58,500	10-501-13	\$156,444
	<b>WORKER'S COMPENSATION</b>	<b>Cost</b>	<b>TOWN INSURANCE HRA</b>	<b>Cost</b>	<b>PROPERTY LIABILITY &amp; BONDS</b>	<b>Cost</b>
	RENEWAL QUOTES NOT AVAILABLE USING FY 25 PLUS 10%	\$66,702	SEE PROPOSED CHANGES MOVED FROM ADMINISTRATION	\$0	RENEWAL QUOTES NOT AVAILABLE USING FY 25 PLUS 10%	\$156,444
			Proposed Changes			
			Moved from Administration 10-420-09			
			HRA PAID CLAIMS (~ \$4,500 MTH)	\$54,000		
			MONTHLY ADMIN FEES (~\$375 MTH)	\$4,500		

GF - 501 Insurance FY 25-26 060425.xlsx

<b>10-501-17</b>	<b>\$26,281</b>	<b>10-501-53</b>	<b>\$17,325</b>	<b>10-501-54</b>	<b>\$51,975</b>
<b>VFIS INSURANCE</b>	<b>Cost</b>	<b>CYBER INSURANCE</b>	<b>Cost</b>	<b>FLOOD INSURANCE</b>	<b>Cost</b>
RENEWAL QUOTES NOT AVAILABLE USING FY 25 PLUS 10%	\$27,287	RENEWAL QUOTES NOT AVAILABLE USING FY 25 PLUS 10%	\$17,325	RENEWAL QUOTES NOT AVAILABLE USING FY 25 PLUS 10%	\$51,975
RENEWAL CHANGES					
REMOVE ESTIMATE	-\$27,287				
VFIS RENEWAL \$22,500	\$22,500				
FIRE ACCIDENT & SICKNESS \$3,222	\$3,222				
FIRE GROUP LIFE INS \$559	\$559				

**FUND 10****GENERAL FUND****POLICE SEPARATION ALLOWANCE**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25		FY 25-26 06/04/25	
10-509-02	PSA OFFICER SALARY	\$	15,905	\$	16,540
10-509-05	FICA (7.65%)	\$	1,220	\$	1,265
<b>TOTAL EXPENDITURES</b>		\$	17,125	\$	17,805
		Increased By:		\$	680

PSA - RETIRED POLICE

BUDGET FY 25-26

10-509      GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-509-02	PSA SALARY	\$ 15,905	\$ -	\$ 16,540	\$ 16,540	\$ -	\$ 16,540	\$ -	\$ 16,540	FINANCE PROVIDES
10-509-05	FICA (7.65%)	\$ 1,220	\$ -	\$ 1,265	\$ 1,265	\$ -	\$ 1,265	\$ -	\$ 1,265	FINANCE PROVIDES
Total		\$ 17,125	\$ -	\$ 17,805	\$ 17,805	\$ -	\$ 17,805	\$ -	\$ 17,805	
CY VS FY 26					\$ 680		\$ 680		\$ 680	

GF - 509 PSA Retired Police FY 25-26 060425.xlsx

PSA - RETIRED POLICE		10-509		7.65%
	10-509-02	\$16,540	10-509-05	\$1,265
	PSA SALARY	Cost	FICA (7.65%)	Cost
	RETIRED POLICE (LM)	\$16,540	RETIRED POLICE (LM)	\$1,265

**FUND 10      GENERAL FUND****POLICE**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25		FY 25-26 06/04/25	
10-510-02	SALARIES	\$	818,000	\$	889,052
10-510-03	PART-TIME SALARIES	\$	14,000	\$	25,695
10-510-04	OVERTIME	\$	37,000	\$	39,606
10-510-05	FICA (7.65%)	\$	67,626	\$	73,006
10-510-06	GROUP INSURANCE	\$	122,850	\$	124,026
10-510-07	ORBIT RETIREMENT (16.08% LEO)	\$	122,500	\$	148,875
10-510-08	401K MATCH (5%)	\$	40,000	\$	45,660
10-510-09	BEACH PATROL EXPENSE	\$	15,000	\$	15,000
10-510-10	EMPLOYEE TRAINING	\$	10,100	\$	10,100
10-510-16	EQUIPMENT MAINTENCE / REPAIR	\$	3,500	\$	3,500
10-510-17	VEHICLE MAINTENCE / REPAIR	\$	10,000	\$	10,000
10-510-31	GAS-OIL-TIRE EXPENSE	\$	64,000	\$	64,000
10-510-32	OFFICE SUPPLY EXPENSE	\$	1,000	\$	1,000
10-510-33	DEPARTMENT SUPPLY EXPENSE	\$	5,050	\$	5,050
10-510-36	UNIFORM EXPENSE	\$	10,993	\$	11,000
10-510-37	BALLISTIC VEST GRANT EXPENSE	\$	10,402	\$	10,400
10-510-47	PROFESSIONAL SERVICES	\$	4,160	\$	4,160
10-510-53	ANNUAL DUES & SUBSCRIPTIONS	\$	24,000	\$	23,580
10-510-57	K-9 EXPENSES	\$	3,000	\$	3,000
10-510-60	LESO PROGRAM	\$	7,256	\$	7,500
10-510-73	NON-CAPITAL OUTLAY	\$	64,500	\$	16,720
10-510-74	CAPITAL OUTLAY	\$	62,000	\$	130,000
10-510-76	TAX AND TITLE EXPENSE	\$	4,340	\$	8,700
<b>TOTAL EXPENDITURES</b>		\$	1,521,277	\$	1,669,630

Increased By:                      \$                      148,353



## POLICE

## BUDGET FY 25-26

10-510

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-510-02	SALARIES	\$ 818,000	\$ 168,004	\$ 825,134	\$ 993,138	\$ -	\$ 993,138	\$ (104,086)	\$ 889,052	FINANCE PROVIDES
10-510-03	PART-TIME SALARIES	\$ 14,000	\$ 2,851	\$ 23,758	\$ 26,609	\$ -	\$ 26,609	\$ (914)	\$ 25,695	FINANCE PROVIDES
10-510-04	OVERTIME	\$ 37,000	\$ 4,481	\$ 37,332	\$ 41,813	\$ -	\$ 41,813	\$ (2,207)	\$ 39,606	FINANCE PROVIDES
10-510-05	FICA (7.65%)	\$ 67,626	\$ 13,413	\$ 67,794	\$ 81,207	\$ -	\$ 81,207	\$ (8,201)	\$ 73,006	FINANCE PROVIDES
10-510-06	GROUP INSURANCE	\$ 122,850	\$ -	\$ 124,026	\$ 124,026	\$ -	\$ 124,026	\$ -	\$ 124,026	FINANCE PROVIDES
10-510-07	ORBIT RETIREMENT (16.08% LEO)	\$ 122,500	\$ 25,872	\$ 129,135	\$ 155,007	\$ -	\$ 155,007	\$ (6,132)	\$ 148,875	FINANCE PROVIDES
10-510-08	401K (5%)	\$ 40,000	\$ 8,519	\$ 42,254	\$ 50,773	\$ -	\$ 50,773	\$ (5,113)	\$ 45,660	FINANCE PROVIDES
10-510-09	BEACH PATROL EXPENSE	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	
10-510-10	EMPLOYEE TRAINING	\$ 10,100	\$ -	\$ 10,100	\$ 10,100	\$ -	\$ 10,100	\$ -	\$ 10,100	
10-510-16	M&R EQUIPMENT	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ 3,500	
10-510-17	M&R VEHICLE	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	
10-510-31	GAS OIL & TIRES	\$ 64,000	\$ -	\$ 64,000	\$ 64,000	\$ -	\$ 64,000	\$ -	\$ 64,000	
10-510-32	OFFICE SUPPLIES	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	
10-510-33	DEPARTMENT SUPPLIES	\$ 5,050	\$ -	\$ 5,050	\$ 5,050	\$ -	\$ 5,050	\$ -	\$ 5,050	
10-510-36	UNIFORMS	\$ 10,993	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ -	\$ 11,000	
10-510-37	BALLISTIC VEST GRANT EXPENSE	\$ 10,402	\$ -	\$ 10,400	\$ 10,400	\$ -	\$ 10,400	\$ -	\$ 10,400	
10-510-47	PROFESSIONAL SERVICES	\$ 4,160	\$ -	\$ 4,160	\$ 4,160	\$ -	\$ 4,160	\$ -	\$ 4,160	
10-510-53	DUES & SUBSCRIPTIONS	\$ 24,000	\$ -	\$ 23,580	\$ 23,580	\$ -	\$ 23,580	\$ -	\$ 23,580	
10-510-57	K-9 EXPENSES	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	
10-510-60	LESO PROGRAM	\$ 7,256	\$ -	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ 7,500	
10-510-73	NON-CAPITAL OUTLAY	\$ 64,500	\$ -	\$ 16,720	\$ 16,720	\$ -	\$ 16,720	\$ -	\$ 16,720	
10-510-74	CAPITAL OUTLAY	\$ 62,000	\$ -	\$ 130,000	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ 130,000	
10-510-76	TAXES & TITLES	\$ 4,340	\$ -	\$ 8,700	\$ 8,700	\$ -	\$ 8,700	\$ -	\$ 8,700	
<b>Total</b>		\$ 1,521,277	\$ 223,140	\$ 1,573,143	\$ 1,796,283	\$ -	\$ 1,796,283	\$ (126,653)	\$ 1,669,630	
				CY VS FY 26	\$ 275,006		\$ 275,006		\$ 148,353	

GROUP INSURANCE USING ACTUAL RATES IN BUDGET FILE AND WAITING ON RENEWAL RATES.

EXPANSION REQUEST 12% INCREASE FOR STAFF EXCLUDING THE CHIEF

EXPANSION REQUEST IS A 10% INCREASE FOR POLICE CHIEF

ORBIT EMPLOYER CONTRIBUTION WILL NOT BE RELEASED UNTIL APRIL 24TH.

BOARD CHANGES REMOVAL OF THE 12% RETENTION AND 10% POLICE CHIEF INCREASES AND REPLACED IT WITH A 3% COLA AND UP TO 5% MERIT.

BOARD CHANGES REMOVED (1) F150 WITH UPFIT AND TAXES & TITLE

**10-510-74 AND 10-510-76 ADD BACK (1) F150 AND UPFIT AND TAXES & TITLE - NET AFFECT NO CHANGE OVER PROPOSED.**

**ORBIT LEO NEW RATE EFFECTIVE 7/1/25 16.08 VS 15.04% INCREASE 1.04%**

**NON LEO - ORBIT LGERS NEW RATE EFFECTIVE 7/1/25 14.48% VS. 13.71% INCREASE .77%**

GF - 510 Police FY 25-26 060425.xlsx

POLICE		10-510					7.65%		\$8,859		15.04%		5.00%	
	10-510-02	\$889,052	10-510-03	\$25,695	10-510-04	\$39,606	10-510-05	\$73,006	10-510-06	\$124,026	10-510-07	\$148,875	10-510-08	\$45,660
	SALARIES	Cost	PART-TIME SALARIES	Cost	OVERTIME	Cost	FICA (7.65%)	Cost	GROUP INSURANCE	Cost	ORBIT RETIREMENT (16.08% LEO)	Cost	401K (5%)	Cost
	Chief	\$112,701	Reserve Officer (J) \$21.00	\$4,200	Chief	\$0	Chief	\$8,622	Chief	\$8,859	Chief	\$16,950	Chief	\$5,635
	Captain (P)	\$76,160	Reserve Officer (D) \$20.15	\$4,030	Captain (P)	\$0	Captain (P)	\$5,826	Captain (P)	\$8,859	Captain (P)	\$11,454	Captain (P)	\$3,808
	Lieutenant (P)	\$68,904	Reserve Officer (R) \$19.63	\$3,926	Lieutenant (P)	\$4,341	Lieutenant (P)	\$5,603	Lieutenant (P)	\$8,859	Lieutenant (P)	\$11,016	Lieutenant (P)	\$3,662
	Sergeant (J)	\$57,408	Reserve Officer (U) \$21.01	\$4,202	Sergeant (J)	\$3,615	Sergeant (J)	\$4,668	Sergeant (J)	\$8,859	Sergeant (J)	\$9,178	Sergeant (J)	\$3,051
	Sergeant (L)	\$57,408	Reserve Officer (LM) \$18.00	\$3,600	Sergeant (L)	\$3,615	Sergeant (L)	\$4,668	Sergeant (L)	\$8,859	Sergeant (L)	\$9,178	Sergeant (L)	\$3,051
	Corporal (T)	\$52,533	Officer PT (KM) \$19.000	\$3,800	Corporal (T)	\$3,308	Corporal (T)	\$4,272	Corporal (T)	\$8,859	Corporal (T)	\$8,398	Corporal (T)	\$2,792
	Officer (Y)	\$56,013			Officer (Y)	\$3,522	Officer (Y)	\$4,554	Officer (Y)	\$8,859	Officer (Y)	\$8,954	Officer (Y)	\$2,977
	Officer (T)	\$52,533			Officer (T)	\$3,308	Officer (T)	\$4,272	Officer (T)	\$8,859	Officer (T)	\$8,398	Officer (T)	\$2,792
	Officer (S)	\$46,771			Officer (S)	\$2,945	Officer (S)	\$3,803	Officer (S)	\$8,859	Officer (S)	\$7,477	Officer (S)	\$2,486
	Corporal (M)	\$54,112			Corporal (M)	\$3,408	Corporal (M)	\$4,400	Corporal (M)	\$8,859	Corporal (M)	\$8,651	Corporal (M)	\$2,876
	Officer (M)	\$49,070			Officer (M)	\$3,089	Officer (M)	\$3,990	Officer (M)	\$8,859	Officer (M)	\$7,845	Officer (M)	\$2,608
	Officer (C)	\$49,070			Officer (C)	\$3,089	Officer (C)	\$3,990	Officer (C)	\$8,859	Officer (C)	\$7,845	Officer (C)	\$2,608
	Officer - Vacant	\$48,959			Officer - Vacant	\$3,092	Officer - Vacant	\$3,982	Officer - Vacant	\$8,859	Officer - Vacant	\$7,828	Officer - Vacant	\$2,603
	Office Manager (S)	\$43,492			Office Manager (S)	\$0	Office Manager (S)	\$3,327	Office Manager (S)	\$8,859	Office Manager (S) (13.71%)	\$5,963	Office Manager (S) (3%)	\$1,305
							Part-Time	\$1,817						
	EXPANSION REQUEST		EXPANSION REQUEST		EXPANSION REQUEST		EXPANSION REQUEST				EXPANSION REQUEST		EXPANSION REQUEST	
	12% Increase for Retention - Excludes Chief 10% Increase Chief	\$168,004	12% Increase for Retention - Excludes Chief 10% Increase Chief	\$2,851	12% Increase for Retention - Excludes Chief 10% Increase Chief	\$4,481	12% Increase for Retention - Excludes Chief 10% Increase Chief	\$13,413			12% Increase for Retention - Excludes Chief 10% Increase Chief	\$25,872	12% Increase for Retention - Excludes Chief 10% Increase Chief	\$8,519
	BOARD CHANGES		BOARD CHANGES		BOARD CHANGES		BOARD CHANGES				BOARD CHANGES		BOARD CHANGES	
	REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$168,004	REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$2,851	REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$4,481	REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$13,413			REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$25,872	REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$8,519
	3% COLA	\$23,527	3% COLA	\$713	3% COLA	\$1,120	3% COLA	\$1,940			3% COLA	\$3,814	3% COLA	\$1,268
	Up to 5% Merit	\$40,391	Up to 5% Merit	\$1,224	Up to 5% Merit	\$1,154	Up to 5% Merit	\$3,272			Up to 5% Merit	\$6,432	Up to 5% Merit	\$2,138
											LEO ORBIT 16.08% 1.04% INCREASE	\$9,159		
											NON - LEO LGERS 14.48% .77% INCREASE	\$335		

**GF - 510 Police FY 25-26 060425.xlsx**

[illegible]

[illegible]



**FUND 10      GENERAL FUND      PUBLIC WORKS**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-545-02	SALARIES	\$ 220,500	\$ 197,795
10-545-04	OVERTIME	\$ 9,000	\$ 9,720
10-545-05	FICA (7.65%)	\$ 19,355	\$ 15,821
10-545-06	GROUP INSURANCE	\$ 46,725	\$ 35,436
10-545-07	ORBIT RETIREMENT (14.48%)	\$ 34,686	\$ 29,943
10-545-08	401K MATCH (3%)	\$ 7,590	\$ 6,205
10-545-14	EMPLOYEE TRAINING	\$ 7,500	\$ 7,500
10-545-16	EQUIPMENT MAINTENCE / REPAIR	\$ 10,000	\$ 16,000
10-545-17	VEHICLE MAINTENCE / REPAIR	\$ 20,000	\$ 35,000
10-545-31	GAS-OIL-TIRE EXPENSE	\$ 22,000	\$ 22,000
10-545-32	OFFICE SUPPLY EXPENSE	\$ 250	\$ 300
10-545-33	DEPARTMENT SUPPLIES & EQUIPMENT	\$ 7,000	\$ 7,000
10-545-34	MOSQUITIO CONTROL EXPENSE	\$ 3,000	\$ 2,000
10-545-36	UNIFORM EXPENSE	\$ 2,500	\$ 2,500
10-545-37	RENTAL EQUIPMENT	\$ 6,000	\$ 6,000
10-545-45	CONTRACTED SERVICES	\$ 23,500	\$ -
10-545-53	ANNUAL DUES & SUBSCRIPTIONS	\$ 10,500	\$ 3,000
10-545-74	CAPITAL OUTLAY	\$ 20,000	\$ 155,472
10-545-76	TAX AND TITLE EXPENSE	\$ 2,100	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 472,206</b>	<b>\$ 551,692</b>

Increased By:      \$ 79,486

## PUBLIC WORKS

## BUDGET FY 25-26

10-545

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-545-02	SALARIES	\$ 220,500	\$ 7,167	\$ 188,527	\$ 195,694	\$ -	\$ 195,694	\$ 2,101	\$ 197,795	FINANCE PROVIDES
10-545-04	OVERTIME	\$ 9,000	\$ 900	\$ 9,000	\$ 9,900	\$ -	\$ 9,900	\$ (180)	\$ 9,720	FINANCE PROVIDES
10-454-05	FICA (7.65%)	\$ 19,355	\$ 618	\$ 15,112	\$ 15,730	\$ -	\$ 15,730	\$ 91	\$ 15,821	FINANCE PROVIDES
10-545-06	GROUP INSURANCE	\$ 46,725	\$ -	\$ 35,436	\$ 35,436	\$ -	\$ 35,436	\$ -	\$ 35,436	FINANCE PROVIDES
10-545-07	ORBIT RETIREMENT (14.48%)	\$ 34,686	\$ 1,106	\$ 27,081	\$ 28,187	\$ -	\$ 28,187	\$ 1,756	\$ 29,943	FINANCE PROVIDES
10-545-08	401K (3%)	\$ 7,590	\$ 242	\$ 5,926	\$ 6,168	\$ -	\$ 6,168	\$ 37	\$ 6,205	FINANCE PROVIDES
10-545-14	EMPLOYEE TRAINING	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ 7,500	
10-545-16	M&R EQUIPMENT	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 6,000	\$ 16,000	
10-545-17	M&R VEHICLE	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ 15,000	\$ 35,000	\$ -	\$ 35,000	
10-545-31	GAS OIL & TIRES	\$ 22,000	\$ -	\$ 22,000	\$ 22,000	\$ -	\$ 22,000	\$ -	\$ 22,000	
10-545-32	OFFICE SUPPLIES	\$ 250	\$ -	\$ 300	\$ 300	\$ -	\$ 300	\$ -	\$ 300	
10-545-33	DEPARTMENT SUPPLIES	\$ 7,000	\$ -	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ 7,000	
10-545-34	MOSQUITO CONTROL EXPENSE	\$ 3,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	
10-545-36	UNIFORMS	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	
10-545-37	RENTAL EQUIPMENT	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000	
10-545-45	CONTRACTED SERVICES	\$ 23,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10-545-53	DUES & SUBSCRIPTIONS	\$ 10,500	\$ -	\$ 10,500	\$ 10,500	\$ (7,500)	\$ 3,000	\$ -	\$ 3,000	
10-545-74	CAPITAL OUTLAY	\$ 20,000	\$ 155,472	\$ -	\$ 155,472	\$ -	\$ 155,472	\$ -	\$ 155,472	
10-545-76	TAXES & TITLES	\$ 2,100	\$ -	\$ 2,100	\$ 2,100	\$ (2,100)	\$ -	\$ -	\$ -	
<b>Total</b>		\$ 472,206	\$ 165,505	\$ 370,982	\$ 536,487	\$ 5,400	\$ 541,887	\$ 9,805	\$ 551,692	
				<b>CY VS FY 26</b>	\$ 64,281		\$ 69,681		\$ 79,486	

REQUEST INCUDES 10% INCREASE FOR (2) CURRENT STAFF

GROUP INSURANCE USING ACTUAL RATES IN BUDGET FILE AND WAITING ON RENEWAL RATES.

CAPITAL OUTLAY BACKHOE, BOOM MOWER ATTACHMENT AD FIELD &amp; BRUSH MOWER

iWORQ MOVED TO IT

ELIMINATED MAINTENANCE WORKER AND CONTRACTED LANDSCAPING IN PUBLIC BUILDINGS 10-500-17

BOARD CHANGES REMOVAL OF THE 10% RETENTION INCREASE (2 POSITIONS) AND REPLACED IT WITH A 3% COLA (ALL POSITIONS) AND UP TO 5% MERIT.

BOARD CHANGES BOOM LIFT RECEIVED LESO - REPAIRS

ORBIT LGERS NEW RATE EFFECTIVE 7/1/25 14.48% VS. 13.71% INCREASE .77%



GF - 545 Public Works FY 25-26 060425.xlsx

PUBLIC WORKS		10-545				7.65%		\$8,859		13.71%
	10-545-02	\$197,795	10-545-04	\$9,720	10-545-05	\$15,821	10-545-06	\$35,436	10-545-07	\$29,943
	SALARIES	Cost	OVERTIME	Cost	FICA (7.65%)	Cost	GROUP INSURANCE	Cost	ORBIT RETIREMENT (14.48%)	Cost
	PUBLIC WORKS SUPERINTENDENT - VACANT	\$78,901	OVERTIME EST NEEDS	\$9,000	PUBLIC WORKS SUPERINTENDENT - VACANT	\$6,036	PUBLIC WORKS SUPERINTENDENT - VACANT	\$8,859	PUBLIC WORKS SUPERINTENDENT - VACANT	\$10,817
	SENIOR PW TECHNICIAN - VACANT	\$37,956			SENIOR PW TECHNICIAN - VACANT	\$2,904	SENIOR PW TECHNICIAN - VACANT	\$8,859	SENIOR PW TECHNICIAN - VACANT	\$5,204
	PW TECHNICIAN - CP	\$36,800			PW TECHNICIAN - CP	\$2,815	PW TECHNICIAN - CP	\$8,859	PW TECHNICIAN - CP	\$5,045
	PW TECHNICIAN - CS	\$34,870			PW TECHNICIAN - CS	\$2,668	PW TECHNICIAN - CS	\$8,859	PW TECHNICIAN - CS	\$4,781
	MAINTENANCE WORKER - CONTRACTED 10-500-17	\$0			MAINTENANCE WORKER - CONTRACTED 10-500-17	\$0	MAINTENANCE WORKER - CONTRACTED 10-500-17	\$0	MAINTENANCE WORKER - CONTRACTED 10-500-17	\$0
					OVERTIME EST NEEDS	\$689			OVERTIME EST NEEDS	\$1,234
	EXPANSION		EXPANSION		EXPANSION				EXPANSION	
	10% pay increase for current two (2) hourly employees		BASE OVERTIME INCREASED 10%	\$900	PW TECHNICIAN - CP	\$282			PW TECHNICIAN - CP	\$505
	PW TECHNICIAN - CP	\$3,680			PW TECHNICIAN - CS	\$267			PW TECHNICIAN - CS	\$478
	PW TECHNICIAN - CS	\$3,487			BASE OVERTIME INCREASED 10%	\$69			BASE OVERTIME INCREASED 10%	\$123
	BOARD CHANGES		BOARD CHANGES		BOARD CHANGES				BOARD CHANGES	
	Remove 10% Retention	-\$7,167	Remove 10% Retention	-\$900	Remove 10% Retention	-\$618			Remove 10% Retention	-\$1,106
	3% COLA	\$5,519	3% COLA	\$270	3% COLA	\$422			3% COLA	\$757
	Up to 5% Merit	\$3,749	Up to 5% Merit	\$450	Up to 5% Merit	\$287			Up to 5% Merit	\$514
									LGERS 14.48% .77% INCREASE	\$1,591

GF - 545 Public Works FY 25-26 060425.xlsx

	3.00%								
10-545-08	\$6,205	10-545-14	\$7,500	10-545-16	\$16,000	10-545-17	\$35,000	10-545-31	\$22,000
401K (3%)	Cost	EMPLOYEE TRAINING	Cost	M&R EQUIPMENT	Cost	M&R VEHICLE	Cost	GAS OIL & TIRES	Cost
PUBLIC WORKS SUPERINTENDENT - VACANT	\$2,367	Continuing education credits for Pesticide Applicator License	\$500	M & R all Public Works owned operated equipment	\$10,000	M&R PW and Town Vehicles excluding fire apparatus.	\$20,000	Gas for Public Works vehicles and equipment, oil for all Town owned vehicles and equipment, and tires for all vehicles except Police Department and Fire apparatus.	\$22,000
SENIOR PW TECHNICIAN - VACANT	\$1,139	Conferences/Classes for Superintendent	\$4,000			Basic maintenance able to be handled in-house to include oil changes, brakes/rotors, fluid top offs/changes, belts, air filters;		Gas	
PW TECHNICIAN - CP	\$1,104	Safety training	\$3,000			windshield wipers, and basic diagnostics/repairs if tools /equipment/ability to repair are available.		Oil	
PW TECHNICIAN - CS	\$1,046					More complex repairs/body work will need to be done off-site and those costs are covered in each department's M & R Vehicle budgets.		Tires	
MAINTENANCE WORKER - CONTRACTED 10-500-17	\$0								
OVERTIME EST NEEDS	\$270								
EXPANSION				BOARD CHANGES					
PW TECHNICIAN - CP	\$110			Boom Lift received from LESO needs repairs	\$6,000				
PW TECHNICIAN - CS	\$105								
BASE OVERTIME INCREASED 10%	\$27								
BOARD CHANGES						Proposed Changes			
Remove 10% Retention	-\$242					INCREASE	\$15,000		
3% COLA	\$167								
Up to 5% Merit	\$112								

*Section VIII, Item A.*

GF 56 of 84

10-545-74	\$155,472	10-545-76	\$0
CAPITAL OUTLAY	Cost	TAXES & TITLES	Cost
See Expansion Request	\$0	Taxes and titles	\$2,100
EXPANSION			
JCB BACKHOE QUOTE \$147,256- \$21,500 TRADE IN = \$134,756	\$134,756		
JOHN DEER BOOM MOWER ATTACHMENT	\$15,116		
FIELD AND BRUSH MOWER	\$5,600		
		Proposed Changes	
		Reduce	-\$2,100

**FUND 10****GENERAL FUND****PUBLIC STREETS**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-560-13	STREET LIGHT EXPENSE	\$ 32,000	\$ 32,000
10-560-15	PUBLIC PARKING LOT MAINTENANCE & REPAIR	\$ 25,000	\$ 25,000
10-560-16	EQUIPMENT MAINTENANCE & REPAIR	\$ 3,160	\$ 6,000
10-560-33	DEPARTMENT SUPPLIES	\$ 6,840	\$ 5,000
10-560-34	STRIPING	\$ 5,800	\$ 288,000
10-560-35	SIGNS	\$ 1,500	\$ 5,000
10-560-43	TOWN ENTRANCE SIGNS	\$ 20,000	\$ 20,000
10-560-45	CONTRACTED SERVICES	\$ 2,500	\$ 2,500
10-560-72	STORM WATER	\$ 20,000	\$ 20,000
10-560-73	STREET PAVING & REPAIR	\$ 48,200	\$ 52,000
10-560-74	CAPITAL OUTLAY	\$ 147,500	\$ 75,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 312,500</b>	<b>\$ 530,500</b>

Increased By: \$ 218,000

STREETS

BUDGET FY 25-26

10-560

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-560-13	STREET LIGHT EXPENSE	\$ 32,000	\$ -	\$ 32,000	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ 32,000	
10-560-15	M&R PUBLIC PARKING	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	
10-560-16	M&R EQUIPMENT	\$ 3,160	\$ -	\$ 2,500	\$ 2,500	\$ 3,500	\$ 6,000	\$ -	\$ 6,000	
10-560-33	DEPARTMENTAL SUPPLIES	\$ 6,840	\$ -	\$ 7,500	\$ 7,500	\$ (2,500)	\$ 5,000	\$ -	\$ 5,000	
10-500-34	STRIPING	\$ 5,800	\$ -	\$ 8,000	\$ 8,000	\$ 280,000	\$ 288,000	\$ -	\$ 288,000	
10-560-35	SIGNS	\$ 1,500	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	
10-560-43	TOWN ENTRANCE SIGNS	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	
10-560-45	CONTRACTED SERVICES	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	
10-560-72	STORMWATER	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	
10-560-73	STREET PAVING & REPAIR	\$ 48,200	\$ -	\$ 52,000	\$ 52,000	\$ -	\$ 52,000	\$ -	\$ 52,000	
10-560-74	CAPITAL OUTLAY	\$ 147,500	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	
Total		\$ 312,500	\$ -	\$ 174,500	\$ 174,500	\$ 356,000	\$ 530,500	\$ -	\$ 530,500	
				CY VS FY 26	\$ (138,000)		\$ 218,000		\$ 218,000	

CROSSWALK CONSTRUCTION AND RESTRIPIING (8) @ \$35K EACH = \$280,000  
NEW WET/DRY VACUUM TRUCK \$75,000

GF - 560 Streets FY 25-26 060425.xlsx

STREETS		10-560						
	10-560-13	\$32,000	10-560-15	\$25,000	10-560-16	\$6,000	10-560-33	\$5,000
	STREET LIGHT EXPENSE	Cost	M&R PUBLIC PARKING	Cost	M&R EQUIPMENT	Cost	DEPARTMENTAL SUPPLIES	Cost
	Street light expense	\$32,000	M & R Public Parking	\$25,000	M & R equipment	\$2,500	Traffic cones, Bollards, Reflectors, Delineation Strips	\$7,500
					Proposed Changes		Proposed Changes	
					M&R equipment	-\$2,500	Reduce	-\$2,500
					VMS Message Board Maintenance	\$3,000		
					Street Sweeper Maintenance	\$3,000		

GF - 560 Streets FY 25-26 060425.xlsx

10-500-34	\$288,000	10-560-35	\$5,000	10-560-43	\$20,000	10-560-45	\$2,500	10-560-72	\$20,000
STRIPING	Cost	SIGNS	Cost	TOWN ENTRANCE SIGNS	Cost	CONTRACTED SERVICES	Cost	STORMWATER	Cost
Striping	\$8,000	Violation Signs, Handicap	\$5,000	Town entrance signs (2)	\$20,000	Engineer Certified Streets Listing and Map	\$2,500	Stormwater	\$20,000
Proposed Changes									
\$35k each Crosswalk									
(8) Construction	\$280,000								



GF - 560 Streets FY 25-26 060425.xlsx

10-560-73	\$52,000	10-560-74	\$75,000
STREET PAVING & REPAIR	Cost	CAPITAL OUTLAY	Cost
Street paving and repair	\$52,000	None Requested	\$0
		Proposed Changes	
		New Wet/Dry Vaccum Truck	\$75,000

**FUND 10****GENERAL FUND****SANITATION**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-580-45	SANITATION EXPENSE	\$ 426,388	\$ 551,822
10-580-46	TIPPING FEES BULK PICKUP EXPNESE	\$ 72,500	\$ 10,000
10-580-47	RECYCLING EXPENSE	\$ 30,000	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 528,888</b>	<b>\$ 561,822</b>
		Increased By:	\$ 32,934

SANITATION

BUDGET FY 25-26

10-580

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-580-45	SANITATION CONTRACTS	\$ 426,388	\$ -	\$ 551,822	\$ 551,822	\$ -	\$ 551,822	\$ -	\$ 551,822	
10-580-46	TIPPING FEES/BULK PICKUP	\$ 72,500	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	
10-580-47	RECYCLING	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total		\$ 528,888	\$ -	\$ 561,822	\$ 561,822	\$ -	\$ 561,822	\$ -	\$ 561,822	
CY VS FY 26					\$ 32,934		\$ 32,934		\$ 32,934	

GFL NEW CONTRACT EFFECTIVE 7/1/25.

**GF - 580 Sanitation FY 25-26 060425.xlsx**

<b>SANITATION</b>		<b>10-580</b>				
	<b>10-580-45</b>	<b>\$551,822</b>	<b>10-580-46</b>	<b>\$10,000</b>	<b>10-580-47</b>	<b>\$0</b>
	<b>SANITATION CONTRACTS</b>	<b>Cost</b>	<b>TIPPING FEES/BULK PICKUP</b>	<b>Cost</b>	<b>RECYCLING</b>	<b>Cost</b>
	<b>GFL NEW CONTRACT RESIDENTIAL - TRASH AND RECYCLING</b>		GFL Contract for Residential Trash includes these costs and the Town will no longer get billed by Onslow county Solid Waste		GFL Contract Residential Recycling includes these costs and the Town will no longer get billed by Onslow county Solid Waste	\$0
	TRASH - 1 x 96 gallon cart \$9.61 month (1 x week) Nov-Apr; and \$16.12 Month May-Oct 2 x week		<b>GFL NEW CONTRACT - BULK PICK-UP DISPOSAL ESTIMATED</b>	\$10,000		
	Annual Trash \$154.38 or \$12.87 month for 2,375 carts	\$366,653				
	RECYCLING - 1 x 96 gallon cart per month \$8.24					
	Annual Recycling \$98.88 or \$8,24 month for 1,778 carts	\$175,809				
	<b>GFL NEW CONTRACT - BULK PICK-UP \$146.25 PER TRUCK HOUR PLUS ACTUAL DISPOSAL (SEE TIPPING FEES FOR ESTIMATED DISPOSAL COST)</b>					
	BULK PICK-UP ESTIMATE: 2 TIMES PER YEAR - SPRING AND FALL 4 TRUCKS X 8 HOURS X \$146.25	\$9,360				

**FUND 10      GENERAL FUND**

**RECREATION**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-620-12	SNOWFLAKES	\$ 12,000	\$ 19,470
10-620-14	PARK WELL EXPENSE	\$ 1,500	\$ 1,500
10-620-15	PARK MAINTENANCE EXPENSE	\$ 42,674	\$ 43,000
10-620-17	PARK LANDSCAPING	\$ 15,000	\$ 15,000
10-620-18	BIKE PATH MAINTENANCE & REPAIR	\$ 1,500	\$ 1,500
10-620-19	DOCK/BOARDWALK MAINTENANCE & REPAIR	\$ 200,000	\$ 200,000
10-620-27	SPECIAL EVENT EXPENSE	\$ 10,000	\$ 6,500
10-620-33	PARK SUPPLIES	\$ 7,200	\$ 7,200
<b>TOTAL EXPENDITURES</b>		<b>\$ 289,874</b>	<b>\$ 294,170</b>

Increased By:      \$ 4,296

RECREATION

BUDGET FY 25-26

10-620

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-620-12	SNOWFLAKES	\$ 12,000	\$ -	\$ 14,470	\$ 14,470	\$ -	\$ 14,470	\$ 5,000	\$ 19,470	
10-620-14	PARK WELL	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	
10-620-15	PARK MAINTENANCE	\$ 42,674	\$ -	\$ 43,000	\$ 43,000	\$ -	\$ 43,000	\$ -	\$ 43,000	
10--620-17	PARK LANDSCAPING	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	
10-620-18	M&R BIKE PATH	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	
10-620-19	M&R DOCK BOARDWALK	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000	
10-620-27	SPECIAL EVENTS	\$ 10,000	\$ -	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ -	\$ 6,500	
10-620-33	PARK SUPPLIES	\$ 7,200	\$ -	\$ 7,200	\$ 7,200	\$ -	\$ 7,200	\$ -	\$ 7,200	
Total		\$ 289,874	\$ -	\$ 289,170	\$ 289,170	\$ -	\$ 289,170	\$ 5,000	\$ 294,170	
CY VS FY 26					\$ (704)		\$ (704)		\$ 4,296	

BOARD CHANGES - ADDED \$5,000 SNOWFLAKES

GF - 620 Recreation FY 25-26 060425.xlsx

RECREATION		10-620						
	10-620-12	\$19,470	10-620-14	\$1,500	10-620-15	\$43,000	10--620-17	\$15,000
	SNOWFLAKES	Cost	PARK WELL	Cost	PARK MAINTENANCE	Cost	PARK LANDSCAPING	Cost
	SLOWFLAKES - ESTIMATED		ESTIMATED REPIARS	\$1,500	ESTIMATED	\$43,000	ESTIMATED	\$15,000
	SILVER TUBES	\$1,613						
	REPLACEMENT BULBS	\$6,449						
	POWDER COATING	\$2,163						
	SNOWFLAKE WIRING	\$2,445						
	REPAIRS	\$1,800						
	BOARD CHANGES							
	ADD \$5,000 SNOWFLAKES	\$5,000						

GF - 620 Recreation FY 25-26 060425.xlsx

10-620-18	\$1,500	10-620-19	\$200,000	10-620-27	\$6,500	10-620-33	\$7,200
M&R BIKE PATH	Cost	M&R DOCK BOARDWALK	Cost	SPECIAL EVENTS	Cost	PARK SUPPLIES	Cost
ESTIMATED REPAIRS	\$1,500	ESTIMATED REPAIRS	\$200,000	CHRISTMAS TREE LIGHTING	\$5,000	ESTIMATED	\$7,200
				HOWL-O-WEEN	\$1,500		
				HOWL-O-WEEN SPONSORED VENDOR SEE MISCELLANEOUS REVENUE			



**FUND 10      GENERAL FUND****FIRE**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-690-02	SALARIES	\$ 917,000	\$ 973,250
10-690-03	PART-TIME SALARIES	\$ 75,000	\$ 81,113
10-690-04	OVERTIME	\$ 40,000	\$ 41,199
10-690-05	FICA (7.65%)	\$ 78,948	\$ 83,810
10-690-06	GROUP INSURANCE	\$ 158,550	\$ 150,603
10-690-07	ORBIT RETIREMENT (14.48%)	\$ 131,205	\$ 147,709
10-690-08	401K MATCH (3%)	\$ 28,710	\$ 30,617
10-690-10	EMPLOYEE TRAINING	\$ 5,500	\$ 7,000
10-690-16	EQUIPMENT MAINTENCE / REPAIR	\$ 26,000	\$ 35,000
10-690-17	VEHICLE MAINTENCE / REPAIR	\$ 22,800	\$ 32,000
10-690-31	GAS-OIL-TIRE EXPENSE	\$ 25,000	\$ 38,500
10-690-32	OFFICE SUPPLY EXPENSE	\$ 2,000	\$ 2,500
10-690-33	DEPARTMENT SUPPLY EXPENSE	\$ 36,000	\$ 43,000
10-690-34	EMPLOYEE PHYSICALS	\$ 6,000	\$ 6,000
10-690-36	UNIFORM EXPENSE	\$ 22,500	\$ 25,500
10-690-47	PROFESSIONAL SERVICES	\$ 4,000	\$ 4,000
10-690-53	ANNUAL DUES & SUBSCRIPTIONS	\$ 13,500	\$ 19,500
10-690-57	MISCELLANEOUS	\$ 300	\$ 350
10-690-73	COMMUNICATIONS EQUIPMENT	\$ 6,000	\$ 9,200
10-690-74	CAPITAL OUTLAY	\$ 160,000	\$ 22,000
10-690-76	TAX AND TITLE EXPENSE	\$ 4,000	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,763,013</b>	<b>\$ 1,752,851</b>

Increased By:      \$      (10,162)

## FIRE

## BUDGET FY 25-26

10-690

## GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-690-02	SALARIES	\$ 917,000	\$ 106,589	\$ 903,793	\$ 1,010,382	\$ -	\$ 1,010,382	\$ (37,132)	\$ 973,250	FINANCE PROVIDES
10-690-03	PART-TIME SALARIES	\$ 75,000	\$ 9,000	\$ 75,000	\$ 84,000	\$ -	\$ 84,000	\$ (2,887)	\$ 81,113	FINANCE PROVIDES
10-690-04	OVERTIME	\$ 40,000	\$ 4,571	\$ 38,094	\$ 42,665	\$ -	\$ 42,665	\$ (1,466)	\$ 41,199	FINANCE PROVIDES
10-690-05	FICA (7.65%)	\$ 78,948	\$ 9,191	\$ 77,792	\$ 86,983	\$ -	\$ 86,983	\$ (3,173)	\$ 83,810	FINANCE PROVIDES
10-690-06	GROUP INSURANCE	\$ 158,550	\$ -	\$ 150,603	\$ 150,603	\$ -	\$ 150,603	\$ -	\$ 150,603	FINANCE PROVIDES
10-690-07	ORBIT RETIREMENT (14.48%)	\$ 131,205	\$ 15,242	\$ 129,136	\$ 144,378	\$ -	\$ 144,378	\$ 3,331	\$ 147,709	FINANCE PROVIDES
10-690-08	401K (3%)	\$ 28,710	\$ 3,336	\$ 28,257	\$ 31,593	\$ -	\$ 31,593	\$ (976)	\$ 30,617	FINANCE PROVIDES
10-690-10	EMPLOYEE TRAINING	\$ 5,500	\$ -	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ 7,000	
10-690-16	M&R EQUIPMENT	\$ 26,000	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000	
10-690-17	M&R VEHICLE	\$ 22,800	\$ -	\$ 32,000	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ 32,000	
10-690-31	GAS OIL & TIRES	\$ 25,000	\$ -	\$ 38,500	\$ 38,500	\$ -	\$ 38,500	\$ -	\$ 38,500	
10-690-32	OFFICE SUPPLIES	\$ 2,000	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	
10-690-33	DEPARTMENT SUPPLIES	\$ 36,000	\$ -	\$ 43,000	\$ 43,000	\$ -	\$ 43,000	\$ -	\$ 43,000	
10-690-34	FIRE FIGHTER PHYSICALS	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000	
10-690-36	UNIFORMS	\$ 22,500	\$ -	\$ 25,500	\$ 25,500	\$ -	\$ 25,500	\$ -	\$ 25,500	
10-690-47	PROFESSIONAL SERVICES	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 4,000	
10-690-53	DUES & SUBSCRIPTIONS	\$ 13,500	\$ -	\$ 19,500	\$ 19,500	\$ -	\$ 19,500	\$ -	\$ 19,500	
10-690-57	MISCELLANEOUS	\$ 300	\$ -	\$ 350	\$ 350	\$ -	\$ 350	\$ -	\$ 350	
10-690-73	COMMUNICATIONS EQUIP	\$ 6,000	\$ -	\$ 9,200	\$ 9,200	\$ -	\$ 9,200	\$ -	\$ 9,200	
10-690-74	CAPITAL OUTLAY	\$ 160,000	\$ -	\$ -	\$ -	\$ 22,000	\$ 22,000	\$ -	\$ 22,000	
10-690-76	TAXES & TITLES	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>		\$ 1,763,013	\$ 147,929	\$ 1,625,225	\$ 1,773,154	\$ 22,000	\$ 1,795,154	\$ (42,303)	\$ 1,752,851	
				CY VS FY 26	\$ 10,141		\$ 32,141		\$ (10,162)	

DIFFERENCE IN SALARIES DUE TO TURNOVER - LONGER TERM EMPLOYEES

GROUP INSURANCE USING ACTUAL RATES IN BUDGET FILE AND WAITING ON RENEWAL RATES.

NO CAPITAL REQUEST IN FY 26

EXPANSION REQUEST 12% INCREASE FOR STAFF EXCLUDING THE CHIEF

CASCADE SYSTEM IN FY 24-25 CAPITAL OUTLAY WILL BE MOVED TO THE FIRE STATION #2 PROJECT

EXPANSION REQUEST IS A 10% INCREASE FOR FIRE CHIEF

ORBIT EMPLOYER CONTRIBUTION WILL NOT BE RELEASED UNTIL APRIL 24TH.

BOARD CHANGES REMOVAL OF THE 12% RETENTION AND 10% FIRE CHIEF INCREASES AND REPLACED IT WITH A 3% COLA AND UP TO 5% MERIT.

**ORBIT LGERS NEW RATE EFFECTIVE 7/1/25 14.48% VS. 13.71% INCREASE .77%**

GF - 690 Fire FY 25-26 060425.xlsx

FIRE		10-690						7.65%		\$8,859		13.71%
	10-690-02	\$973,250	10-690-03	\$81,113	10-690-04	\$41,199	10-690-05	\$83,810	10-690-06	\$150,603	10-690-07	\$147,709
	SALARIES	Cost	PART-TIME SALARIES	Cost	OVERTIME	Cost	FICA (7.65%)	Cost	GROUP INSURANCE	Cost	ORBIT RETIREMENT (14.48%)	Cost
	Fire Chief	\$93,350	PT (FF) - x 3 1 PT @ \$20 hr and 2 PR @ \$15 hr	\$75,000	Fire Chief	\$0	Fire Chief	\$7,141	Fire Chief	\$8,859	Fire Chief	\$12,798
	Deputy Fire Chief	\$62,251			Deputy Fire Chief	\$0	Deputy Fire Chief	\$4,762	Deputy Fire Chief	\$8,859	Deputy Fire Chief	\$8,535
	Fire Captain WL	\$59,638			Fire Captain WL	\$3,039	Fire Captain WL	\$4,795	Fire Captain WL	\$8,859	Fire Captain WL	\$8,593
	Fire Captain PM	\$59,045			Fire Captain PM	\$2,999	Fire Captain PM	\$4,746	Fire Captain PM	\$8,859	Fire Captain PM	\$8,506
	Fire Captain RB	\$57,301			Fire Captain RB	\$2,915	Fire Captain RB	\$4,607	Fire Captain RB	\$8,859	Fire Captain RB	\$8,256
	Fire Lieutenant JH	\$51,763			Fire Lieutenant JH	\$2,627	Fire Lieutenant JH	\$4,161	Fire Lieutenant JH	\$8,859	Fire Lieutenant JH	\$7,457
	Master FF AS	\$46,777			Master FF AS	\$2,382	Master FF AS	\$3,761	Master FF AS	\$8,859	Master FF AS	\$6,740
	Master FF BR	\$50,066			Master FF BR	\$2,550	Master FF BR	\$4,025	Master FF BR	\$8,859	Master FF BR	\$7,214
	Master FF RB	\$49,097			Master FF RB	\$2,501	Master FF RB	\$3,947	Master FF RB	\$8,859	Master FF RB	\$7,074
	Fire LieutenantF JS	\$51,593			Fire LieutenantF JS	\$2,628	Fire LieutenantF JS	\$4,148	Fire LieutenantF JS	\$8,859	Fire LieutenantF JS	\$7,434
	Master FF SW	\$46,777			Master FF SW	\$2,382	Master FF SW	\$3,761	Master FF SW	\$8,859	Master FF SW	\$6,740
	Master FF AM	\$48,657			Master FF AM	\$2,478	Master FF AM	\$3,912	Master FF AM	\$8,859	Master FF AM	\$7,011
	FF JY	\$42,432			FF JY	\$2,160	FF JY	\$3,411	FF JY	\$8,859	FF JY	\$6,114
	Fire Lieutenant JR	\$51,198			Fire Lieutenant JR	\$2,609	Fire Lieutenant JR	\$4,116	Fire Lieutenant JR	\$8,859	Fire Lieutenant JR	\$7,377
	FF JC	\$42,432			FF JC	\$2,160	FF JC	\$3,411	FF JC	\$8,859	FF JC	\$6,114
	FF MA	\$44,800			FF MA	\$2,282	FF MA	\$3,602	FF MA	\$8,859	FF MA	\$6,455
	Master FF MS	\$46,616			Master FF MS	\$2,382	Master FF MS	\$3,748	Master FF MS	\$8,859	Master FF MS	\$6,718
							PT (FF) - x 3 1 PT @ \$20 hr and 2 PR @ \$15 hr	\$5,738				
	EXPANSION REQUEST		EXPANSION REQUEST		EXPANSION REQUEST		EXPANSION REQUEST				EXPANSION REQUEST	
	12% Increase for Retention - Excludes Chief. 10% Increase for Chief	\$106,589	12% Increase for Retention - Excludes Chief. 10% Increase for Chief	\$9,000	12% Increase for Retention - Excludes Chief. 10% Increase for Chief	\$4,571	12% Increase for Retention - Excludes Chief. 10% Increase for Chief	\$9,191			12% Increase for Retention - Excludes Chief. 10% Increase for Chief	\$15,242
	BOARD CHANGES		BOARD CHANGES		BOARD CHANGES		BOARD CHANGES				BOARD CHANGES	
	REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$106,589	REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$9,000	REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$4,571	REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$9,191			REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$15,242
	3% COLA	\$25,567	3% COLA	\$2,250	3% COLA	\$1,143	3% COLA	\$2,215			3% COLA	\$3,970
	Up to 5% Merit	\$43,890	Up to 5% Merit	\$3,863	Up to 5% Merit	\$1,962	Up to 5% Merit	\$3,803			Up to 5% Merit	\$6,816
											LGERS 14.48% .77% INCREASE	\$7,787

GF - 690 Fire FY 25-26 060425.xlsx

	3.00%												
10-690-08	\$30,617	10-690-10	\$7,000	10-690-16	\$35,000	10-690-17	\$32,000	10-690-31	\$38,500	10-690-32	\$2,500	10-690-33	\$43,000
401K (3%)	Cost	EMPLOYEE TRAINING	Cost	M&R EQUIPMENT	Cost	M&R VEHICLE	Cost	GAS OIL & TIRES	Cost	OFFICE SUPPLIES	Cost	DEPARTMENT SUPPLIES	Cost
Fire Chief	\$2,801	Aerials Class	\$2,000	Yearly Inspections of PPE	\$4,000	Fire Truck PM's	\$25,000	Tires	\$12,250	Paper	\$1,500	Hose	\$10,000
Deputy Fire Chief	\$1,868	Weekend Seminars	\$1,000	Boat & Jet Ski	\$8,000	Admin Vehicles (3)	\$7,000	Fuel,Oil	\$26,250	Pens	\$200	Thermal Imaging Cameras (20	\$10,000
Fire Captain WL	\$1,880	Chiefs Conference	\$2,000	Pumps	\$6,000					Batteries	\$200	Nozzles	\$6,500
Fire Captain PM	\$1,861	Arson Conference	\$1,000	Hydraulics	\$9,000					Binders	\$200	AED's (2)	\$5,000
Fire Captain RB	\$1,806	Breathing Air School	\$1,000	SCBA's	\$8,000					Paperclips	\$100	Saws - (GAS)	\$3,500
Fire Lieutenant JH	\$1,632									Tape	\$100	Gas Monitors (2)	\$2,500
Master FF AS	\$1,475									Dry Erase	\$100	Doors	\$2,500
Master FF BR	\$1,578									Markers	\$100	Fans (1)	\$1,500
Master FF RB	\$1,548											Flashlights	\$600
Fire LieutenantF JS	\$1,627											Swim Fins	\$500
Master FF SW	\$1,475											60V Tool Batteries	\$400
Master FF AM	\$1,534												
FF JY	\$1,338												
Fire Lieutenant JR	\$1,614												
FF JC	\$1,338												
FF MA	\$1,412												
Master FF MS	\$1,470												
EXPANSION REQUEST													
12% Increase for Retention - Excludes Chief. 10% Increase for Chief	\$3,336												
BOARD CHANGES													
REMOVE - 12% Increase for Retention - Excludes Chief 10% Increase Chief	-\$3,336												
3% COLA	\$869												
Up to 5% Merit	\$1,491												

**GF - 690 Fire FY 25-26 060425.xlsx**

[illegible]

[illegible]

**FUND 10****GENERAL FUND****COMMITTEES**Account  
Number

Account Description

FY 24-25 Amended  
Budget as of 04/07/25FY 25-26  
06/04/25

10-695-91	PLANNING BOARD EXPENSE	\$ 1,000	\$ 1,000
10-695-92	BOARD OF ADJUSTMENT EXPENSE	\$ 1,000	\$ 1,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,000</b>	<b>\$ 2,000</b>

Increased By:

\$

-

COMMITTEES

BUDGET FY 25-26

10-695

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-695-91	PLANNING BOARD EXPENSE	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	FINANCE PROVIDES
10-695-92	BOARD OF ADJUSTMENT EXPENSE	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	FINANCE PROVIDES
Total		\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	
CY VS FY 26					\$ -		\$ -		\$ -	



GF - 695 Committees FY 25-26 060425.xlsx

COMMITTEES		10-695		
	10-695-91	\$1,000	10-695-92	\$1,000
	PLANNING BOARD EXPENSE	Cost	BOARD OF ADJUSTMENT EXPENSE	Cost
	ESTIMATED	\$1,000	ESTIMATED	\$1,000

**FUND 10****GENERAL FUND****TRANSFERS**Account  
Number

Account Description

FY 24-25 Amended  
Budget as of 04/07/25FY 25-26  
06/04/25

10-998-02	TRANSFER OUT - SHORELINE PROTECTION	\$ -	\$ -
10-998-04	TRANSFER OUT - CAP IMPROVEMENT FUND	\$ 2,000,000	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,000,000</b>	<b>\$ -</b>

Decreased By: \$ (2,000,000)

TRANSFER OUT

BUDGET FY 25-26

10-998 GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-998-04	TRANSFER OUT	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FINANCE PROVIDES
Total		\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CY VS FY 26					\$ (2,000,000)		\$ (2,000,000)		\$ (2,000,000)	

GF - 998 Transfer Out FY 25-26 060425.xlsx

TRANSFER OUT		10-998
	10-998-04	\$0
	TRANSFER OUT	Cost
	NONE IN FY 26	\$0

FUND 10      GENERAL FUND		NON-DEPARTMENTAL	
Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
10-999-01	CONTINGENCY	\$ 325,625	\$ 471,330
10-999-02	RESERVE	\$ -	\$ 152,941
TOTAL EXPENDITURES		\$ 325,625	\$ 624,271
		Increased By:	\$ 298,646

## NON-DEPARTMENTAL

## BUDGET FY 25-26

10-999

GENERAL FUND

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
10-999-01	CONTINGENCY	\$ 325,625	\$ -	\$ -	\$ -	\$ 456,486	\$ 456,486	\$ 14,844	\$ 471,330	FINANCE PROVIDES
10-999-02	RESERVED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,941	\$ 152,941	FINANCE PROVIDES
<b>Total</b>		\$ 325,625	\$ -	\$ -	\$ -	\$ 456,486	\$ 456,486	\$ 167,785	\$ 624,271	
CY VS FY 26					\$ (325,625)		\$ 130,861		\$ 298,646	

**NON-DEPARTMENTAL ARE THOSE APPROPRIATIONS NOT APPLICABLE TO ANY ONE DEPARTMENT OR ACTIVITY**

CONTINGENCY IS THE EXCESS OF REVENUES OVER EXPENDITURES IN THE GENERAL FUND - MAXIMUM IS 5% OF THE GENERAL FUND BUDGET

BOARD CHANGES: REMOVE 12% RETENTION PUBLIC SAFETY AND 10% FOR NON PUBLIC SAFETY  
 ADD 3% COLA  
 ADD UP TO 5% MERIT  
 ADD SNOW FLAKES - RECREATION  
 ADD EFT SOFTWARE MODULE VENDOR PAYMENTS - IT  
 REMOVE (1) F150 WITH UPFIT AND TAXES AND LICENSE - POLICE  
 ADD REPAIRS FOR BOOM LIFT RECEIVED THROUGH LESO - PUBLIC WORKS  
 MOVED THE AMOUNT OVER \$471,330 (5% OF GF EXPENDITURES) FROM CONTINGENCY TO RESERVE.  
**ADD BACK (1) F150 WITH UPFIT AND TAXES AND LICENSE - POLICE**  
**REMOVE VFIS RENEWAL**  
**ADD ORBIT LEO NEW RATE EFFECTIVE 7/1/25 16.08% VS 15.04% INCREASE 1.04%**  
**ADD NON LEO - ORBIT LGERS NEW RATE EFFECTIVE 7/1/25 14.48% VS. 13.71% INCREASE .77%**

OUTSTANDING ITEMS : REDUCE CONTINGENCY - GROUP INSURANCE , WORKERS COMPENSATION AND ALL OTHER INSURANCE - RENEWALS NOT RECEIVED

GF - 999 Non-Departmental FY 25-26 060425.xlsx

NON-DEPARTMENTAL		10-999		
	10-999-01	\$471,330	10-999-02	\$152,941
	CONTINGENCY	Cost	RESERVED	Cost
	EXCESS OF REVENUES OVER EXPENDITURES IN GF	\$456,486		
	BOARD CHANGES		BOARD CHANGES	
	REMOVE 12% RETENTION PUBLIC SAFETY AND 10% FOR NON PUBLIC SAFETY	\$496,963	ADJUSTMENT TO THE MAXIMUM CONTINGENCY AMOUNT IN THE GF - TRANSFERRED FROM ACCOUNT 10-999-01	\$152,941
	ADD 3% COLA	-\$109,550		
	ADD UP TO 5% MERIT	-\$179,943		
	ADD SNOW FLAKES - RECREATION	-\$5,000		
	ADD EFT SOFTWARE MODULE VENDOR PAYMENTS - IT	-\$3,050		
	REMOVE (1) F150 WITH UPFIT AND TAXES AND LICENSE - POLICE	\$69,350		
	ADD REPAIRS FOR BOOM LIFT RECEIVED THROUGH LESO - PUBLIC WORKS	-\$6,000		
	ADD BACK (1) F150 WITH UPFIT AND TAXES AND LICENSE - POLICE	-\$69,350		
	ADD ADDITIONAL COSTS OF THE LEO LGERS AND LGERS REGULAR - NEW RATES EFFECTIVE 07/01/25 ORBIT LEO NEW RATE EFFECTIVE 7/1/25 16.08 % VS 15.04% INCREASE 1.04% NON LEO - ORBIT LGERS NEW RATE EFFECTIVE 7/1/25 14.48% VS. 13.71% INCREASE .77%	-\$26,641		
	REMOVE VFIS RENEWAL	\$1,006		
	ADJUSTMENT MAXIMUM - CONTINGENCY ACCOUNT 5% OF GENERAL FUND EXPENDITURES (\$9,426,597 x 5% = \$471,330) \$624,271 - \$471,330= \$ 152,941 MOVED THE \$152,941 TO RESERVE ACCOUNT 10-999-02	-\$152,941		

## CAPITAL IMPROVEMENTS FUND - FUND 12 FY 2025 - 2026 BUDGET SUMMARY

	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25		Difference from Current Year	
<b>Total Revenues:</b>	\$ 2,591,591	\$ 1,643,142	\$ (948,449)	-36.60%	
<b>Total Expenditures:</b>					
Debt Payments	\$ 584,395	\$ 588,925	\$ 4,530	0.78%	
Capital Improvements Fund	\$ 422,801	\$ 1,054,217	\$ 631,416	149.34%	
Transfers Out	\$ 1,584,395	\$ -	\$ (1,584,395)	-100.00%	
	\$ 2,591,591	\$ 1,643,142	\$ (948,449)	-36.60%	DIFFERENCE: \$ -



**FUND 12      CAPITAL IMPROVEMENT FUND - REVENUES**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
12-301-00	AD VALOREM TAX	\$ 1,120,591	\$ 1,157,116
12-301-03	ONSLOW COUNTY FIRE TAX	\$ 471,000	\$ 486,026
12-399-00	APPROPRIATED FUND BALANCE	\$ 1,000,000	\$ -
<b>TOTAL REVENUES</b>		<b>\$ 2,591,591</b>	<b>\$ 1,643,142</b>
Current Expense Amt		\$	1,643,142
		\$	-

**FUND 12 CAPITAL IMPROVEMENT FUND - EXPENDITURES**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
12-440-01	FIRE STATION #2 PRINCPAL (DEBT) ** MOVE FROM FUND 50	\$ 373,334	\$ 373,334
12-440-02	FIRE STATION #2 INTEREST (DEBT) ** MOVE FROM FUND 50	\$ 211,061	\$ 198,091
12-440-03	JOEMC FIRE TRUCK PRINCIPAL ONLY DEBT PAYMENTS	\$ -	\$ 17,500
12-750-02	FIRE TRUCK	\$ 160,084	\$ -
12-750-03	BIKE PATH	\$ -	\$ 100,000
12-750-04	PUBLIC WORKS BUILDING PROJECT	\$ 20,000	\$ 20,000
12-750-11	FUTURE CAPITAL IMPROVEMENTS	\$ 225,717	\$ 917,101
12-750-45	TAX COLLECTION FEES	\$ 17,000	\$ 17,116
12-998-02	TRANSFER OUT - CAPITAL PROJECT FIRE STATION #2	\$ 1,584,395	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,591,591</b>	<b>\$ 1,643,142</b>
		Decreased By:	\$ (948,449)

FUND 12 - CAP IMP

BUDGET FY 25-26

12-MULTI

FUND 12 - CAPITAL IMPROVEMENT

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
12-440-01	FIRE STATION #2 PRINCIPAL (DEBT) ** MOVE FROM FUND 50	\$ 373,334	\$ -	\$ 373,334	\$ 373,334	\$ -	\$ 373,334	\$ -	\$ 373,334	FINANCE PROVIDES
12-440-02	FIRE STATION #2 INTEREST (DEBT) ** MOVE FROM FUND 50	\$ 211,061	\$ -	\$ 198,091	\$ 198,091	\$ -	\$ 198,091	\$ -	\$ 198,091	FINANCE PROVIDES
12-440-03	JOEMC FIRE TRUCK PRINCIPAL ONLY DEBT PAYMENTS	\$ -	\$ -	\$ 17,500	\$ 17,500	\$ -	\$ 17,500	\$ -	\$ 17,500	FINANCE PROVIDES
12-750-02	FIRE TRUCK	\$ 160,084	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FINANCE PROVIDES
12-750-03	BIKE PATH	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	FINANCE PROVIDES
12-750-04	PUBLIC WORKS BUILDING PROJECT	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	FINANCE PROVIDES
12-750-11	FUTURE CAPITAL IMPROVEMENTS	\$ 225,717	\$ -	\$ 917,101	\$ 917,101	\$ -	\$ 917,101	\$ -	\$ 917,101	FINANCE PROVIDES
12-750-45	TAX COLLECTION FEES	\$ 17,000	\$ -	\$ 17,116	\$ 17,116	\$ -	\$ 17,116	\$ -	\$ 17,116	FINANCE PROVIDES
12-998-02	TRANSFER OUT - CAPITAL PROJECT FIRE STATION #2	\$ 1,584,395	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total		\$ 2,591,591	\$ -	\$ 1,643,142	\$ 1,643,142	\$ -	\$ 1,643,142	\$ -	\$ 1,643,142	
CY VS FY 26					\$ (948,449)		\$ (948,449)		\$ (948,449)	

FIRE STATION #2 DEBT SERVICE MOVED FROM FUND 50 CAPITAL PROJECT TO FUND 12 (DEBT S/B RECORDED WHEN INCURRED)  
JOEMC FIRE TRUCK DEBT STARTS ON 4/1/26  
FUTURE CAPITAL IMPROVEMENTS IS THE NET OF REVENUES OVER EXPENDITURES FUNDED IN FY 26.

CP - FUND 12 CAPITAL IMPV FY 25-26 060425.xlsx

FUND 12 - CAP IMP		12-MULTI				
	12-440-01	\$373,334	12-440-02	\$198,091	12-440-03	\$17,500
	FIRE STATION #2 PRINCPAL (DEBT) ** MOVE FROM FUND 50	Cost	FIRE STATION #2 INTEREST (DEBT) ** MOVE FROM FUND 50	Cost	JOEMC FIRE TRUCK PRINCIPAL ONLY DEBT PAYMENTS	Cost
	FIRE STATION #2 PRINCIPAL	\$373,334	FIRE STATION #2 INTEREST	\$198,091	FIRE TRUCK PRINCIPAL ONLY BEGINS 04/1/26 UNTIL 03/01/36 \$5,833.33 MONTHLY	\$17,500

CP - FUND 12 CAPITAL IMPV FY 25-26 060425.xlsx

12-750-02	\$0	12-750-03	\$100,000	12-750-04	\$20,000	12-750-11	\$917,101
FIRE TRUCK	Cost	BIKE PATH	Cost	PUBLIC WORKS BUILDING PROJECT	Cost	FUTURE CAPITAL IMPROVEMENTS	Cost
NO REQUEST	\$0	ESTIMATE	\$100,000	ESTIMATED BASED ON FY 25	\$20,000	NET AMOUNT OF REVENUES OVER EXPENDITURES	\$917,101

CP - FUND 12 CAPITAL IMPV FY 25-26 060425.xlsx

12-750-45	\$17,116	12-998-02	\$0
<b>TAX COLLECTION FEES</b>	<b>Cost</b>	<b>TRANSFER OUT - CAPITAL PROJECT FIRE STATION #2</b>	<b>Cost</b>
TAX COLLECTION FEES FOR THE PROPERTY TAX REVENUE COLLECTED FOR FUND 12	\$17,116	NONE ANTICIPATED IN FY 26	\$0

## SHORELINE PROTECTION FUND - FUND30 FY 2025 - 2026 BUDGET SUMMARY

		FY 24-25 Amended Budget as of 04/07/25		FY 25-26 06/04/25		Difference from Current Year
301-399	<b>Total Revenues:</b>	\$ 16,004,978	\$	5,373,488	\$ (10,631,490)	-66.43%
<b>Total Expenditures:</b>						
710-720	Beach	\$ 2,016,137	\$	1,409,454	\$ (606,683)	-30.09%
	Debt	\$ 2,210,888	\$	3,605,846	\$ 1,394,958	63.09%
	Transfers Out	\$ 11,305,794	\$	-	\$ (11,305,794)	-100.00%
999	Future Projects	\$ 472,159	\$	358,188	\$ (113,971)	-24.14%
		\$ 16,004,978	\$	5,373,488	\$ (10,631,490)	-66.43%

**DIFFERENCE:**

\$ -

**FUND 30 SHORELINE PROTECTION - REVENUES**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25	
30-301-00	ACCOMODATION TAX	\$ 1,781,123	\$ 2,000,000	\$ 218,877 \$ 0.12
30-301-05	AD VALOREM TAX	\$ 1,600,845	\$ 1,653,225	
30-317-01	COUNTY GRANT FUNDING	\$ 150,000	\$ 150,000	
30-329-00	INTEREST INCOME	\$ 96,214	\$ 125,000	
30-336-00	SEA OATS PROGRAM	\$ 25,000	\$ -	
30-345-00	LOCAL OPTION SALES/USE TAX	\$ 741,724	\$ 1,108,888	
30-350-01	PAID PARKING REVENUES	\$ 336,375	\$ 336,375	
30-399-00	APPROPRIATED FUND BALANCE (RESTRICTED)	\$ 11,273,697	\$ -	
<b>TOTAL REVENUES</b>		<b>\$ 16,004,978</b>	<b>\$ 5,373,488</b>	
		Current Expense Amt	\$ 5,373,488	
			\$ -	



**FUND 30 SHORELINE PROTECTION - EXPENSES**

Account Number	Account Description	FY 24-25 Amended Budget as of 04/07/25	FY 25-26 06/04/25
30-710-08	LEASE PAYMENTS	\$ 74,000	\$ 36,900
30-710-10	BEACH LOBBYIST CONTRACT	\$ 63,000	\$ 61,300
30-710-12	BEACH / ACCESS MAINTENANCE	\$ 78,497	\$ 138,100
30-710-14	BEACH RELATED TRAVEL CONFERENCES	\$ 20,000	\$ 20,000
30-710-15	DUNE / CROSSOVER REPAIR & MAINTENCE	\$ 25,000	\$ 140,000
30-710-45	CONTRACTED SERVICES	\$ 680,000	\$ 24,000
30-710-59	SEA OATS PROGRAM (50/50)	\$ 50,000	\$ 37,000
30-711-45	TAX COLLECTION FEES	\$ 23,000	\$ 24,454
30-720-07	NEW RIVER EIS PROJECT	\$ 280,000	\$ 147,500
30-720-08	CONTRACTS, PLANS, SPECS	\$ 20,000	\$ 20,000
30-720-10	VITEX	\$ 227,640	\$ 285,200
30-720-50	2022B SOB PAYMENT ** LAST PAYMENT FY 27 12/15/26	\$ 1,957,643	\$ 1,884,803
30-720-57	2022C FEMA SOB PAYMENT ** LAST PAYMENT FY 26 10/12/25	\$ 253,245	\$ 1,721,043
30-720-60	30 YEAR BEACH PLAN	\$ 275,000	\$ 275,000
30-720-64	SANDBAG REPAIR PROJECT	\$ 200,000	\$ 200,000
30-998-02	TRANSFER OUT TO FUND 31	\$ 8,330,852	\$ -
30-998-03	TRANSFER OUT TO FUND 32	\$ 2,974,942	\$ -
30-999-01	FUTURE PROJECTS	\$ 472,159	\$ 358,188
<b>TOTAL EXPENDITURES</b>		<b>\$ 16,004,978</b>	<b>\$ 5,373,488</b>

Decreased By: \$ (10,631,490)

## FUND 30 - SHORELINE

30-MULTI

## FUND 30 - SHORELINE PROTECTION

## BUDGET

FY 25-26

06/04/25

Account Number	Account Description	Current Year Budget	Expansion Request	Base Request	Total Dept Request	Proposed Changes	FY 25-26 Proposed	Board Changes	BUDGET	Notes
30-710-08	LEASE PAYMENTS	\$ 74,000	\$ -	\$ 36,900	\$ 36,900	\$ -	\$ 36,900	\$ -	\$ 36,900	FINANCE PROVIDES
30-710-10	BEACH LOBBYIST CONTRACT	\$ 63,000	\$ -	\$ 61,300	\$ 61,300	\$ -	\$ 61,300	\$ -	\$ 61,300	FINANCE PROVIDES
30-710-12	BEACH / ACCESS MAINTENANCE	\$ 78,497	\$ -	\$ 138,100	\$ 138,100	\$ -	\$ 138,100	\$ -	\$ 138,100	FINANCE PROVIDES
30-710-14	BEACH MEETINGS / CONFERENCES	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	FINANCE PROVIDES
30-710-15	M & R DUNE / CROSSOVER	\$ 25,000	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ 100,000	\$ 140,000	FINANCE PROVIDES
30-710-45	CONTRACTED SERVICES	\$ 680,000	\$ -	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 24,000	FINANCE PROVIDES
30-710-59	SEA OATS PROGRAM (50/50)	\$ 50,000	\$ -	\$ 37,000	\$ 37,000	\$ -	\$ 37,000	\$ -	\$ 37,000	FINANCE PROVIDES
30-711-45	TAX COLLECTION FEES	\$ 23,000	\$ -	\$ 24,454	\$ 24,454	\$ -	\$ 24,454	\$ -	\$ 24,454	FINANCE PROVIDES
30-720-07	NEW RIVER EIS PROJECT	\$ 280,000	\$ -	\$ 147,500	\$ 147,500	\$ -	\$ 147,500	\$ -	\$ 147,500	FINANCE PROVIDES
30-720-08	CONTRACTS, PLANS, SPECS	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	FINANCE PROVIDES
30-720-10	VITEX	\$ 227,640	\$ -	\$ 285,200	\$ 285,200	\$ -	\$ 285,200	\$ -	\$ 285,200	FINANCE PROVIDES
30-720-50	2022B SOB PAYMENT ** LAST PAYMENT FY 27	\$ 1,957,643	\$ -	\$ 1,884,803	\$ 1,884,803	\$ -	\$ 1,884,803	\$ -	\$ 1,884,803	FINANCE PROVIDES
30-720-57	2022C FEMA SOB PAYMENT ** LAST PAYMENT FY 26	\$ 253,245	\$ -	\$ 1,721,043	\$ 1,721,043	\$ -	\$ 1,721,043	\$ -	\$ 1,721,043	FINANCE PROVIDES
30-720-60	30 YEAR BEACH PLAN	\$ 275,000	\$ -	\$ 275,000	\$ 275,000	\$ -	\$ 275,000	\$ -	\$ 275,000	FINANCE PROVIDES
30-720-64	SANDBAG REPAIR PROJECT	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000	FINANCE PROVIDES
30-998-02	TRANSFER OUT TO FUND 31	\$ 8,330,852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FINANCE PROVIDES
30-998-03	TRANSFER OUT TO FUND 32	\$ 2,974,942	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FINANCE PROVIDES
30-999-01	FUTURE PROJECTS	\$ 472,159	\$ -	\$ 458,188	\$ 458,188	\$ -	\$ 458,188	\$ (100,000)	\$ 358,188	FINANCE PROVIDES
<b>Total</b>		\$ 16,004,978	\$ -	\$ 5,373,488	\$ 5,373,488	\$ -	\$ 5,373,488	\$ -	\$ 5,373,488	
					CY VS FY 26	\$ (10,631,490)	\$ (10,631,490)		\$ (10,631,490)	

2022B SOB PAYMENTS WILL END IN FY 27 (12/15/26)

2022C FEMA SOB PAYMENTS WILL END IN FY 26 (10/12/25)

FUTURE PROJECTS IS THE NET OF REVENUES OVER EXPENDITURES FUNDED IN FY 26.

**BOARD - MOVE \$100,000 TO REBUILD CROSSOVERS FROM RESERVED FOR FUTURE PROJECTS**

**SP - FUND 30 SHORELINE PROTECTION FY 25-26 060425.xlsx**

<b>FUND 30 - SHORELINE</b>		<b>30-MULTI</b>				
	<b>30-710-08</b>	<b>\$36,900</b>	<b>30-710-10</b>	<b>\$61,300</b>	<b>30-710-12</b>	<b>\$138,100</b>
	<b>LEASE PAYMENTS</b>	<b>Cost</b>	<b>BEACH LOBBYIST CONTRACT</b>	<b>Cost</b>	<b>BEACH / ACCESS MAINTENANCE</b>	<b>Cost</b>
	G&L CAPITAL HOLDINGS NEW RIVER INLET DRIVE - GENERAL PUBLIC ACCESS AND PARKING (LEASE 01/01/25 12/31/29)	\$8,300	WARD & SMITH RETAINER - MCINTYRE RETAINER \$9,225 - NTB 1/3 SHARE OR \$3,075 MONTH	\$36,900	T-N-T PORT-A-POTTY (ESTIMATED \$2K MONTH)	\$24,000
	TOPSAIL BEACH LLC - ISLAND DRIVE NORTH (LEASE 01/01/25-12/31/29)	\$18,300	WARD & SMITH RETAINER - MCINTYRE EXPENSES ESTIMATED \$2,100 - NTB 1/3 SHARE IS \$700 MONTH	\$8,400	BEACH MAT MAINTENANCE	\$11,000
	RAJDC - ISLAND DRIVE NORTH (LEASE 01/01/25 - 12/31/29)	\$10,300	MAYNARD NEXSEN RETAINER \$4,000 - NTB 1/3 SHARE IS \$1,333.33 MONTH	\$16,000	NCDEQ CAMA PERMIT	\$100
					BEACH SIGNS	\$3,000
					ANTICIPATED CROSSOVER MAINTENANCE	\$100,000

**SP - FUND 30 SHORELINE PROTECTION FY 25-26 060425.xlsx**

<b>30-710-14</b>	<b>\$20,000</b>	<b>30-710-15</b>	<b>\$140,000</b>	<b>30-710-45</b>	<b>\$24,000</b>
<b>BEACH MEETINGS / CONFERENCES</b>	<b>Cost</b>	<b>M &amp; R DUNE / CROSSOVER</b>	<b>Cost</b>	<b>CONTRACTED SERVICES</b>	<b>Cost</b>
NC BEACH INLET & WATERWAY ASSOCIATION (NCBIWA) MEMBERSHIP	\$1,100	CROSSOVER MAINTENANCE (2) @ \$20K EA - REBUILDS	\$40,000	TI COASTAL SERVICES MONTHLY CONSULTING FEE \$2,000 BISAC	\$24,000
NCBIWA SPONSORSHIP CONFERENCE REGISTRATION FEE	\$1,200	BOARD CHANGES			
AMERICAN SHORE & BEACH ANNUAL MEMBERSHIP	\$600	MOVE \$100,000 TO REBUILD CROSSOVERS FROM LINE 30-999-01	\$100,000		
WASHINGTON DC APRIL	\$14,000				
BIWAYS MEETINGS	\$3,100				

**SP - FUND 30 SHORELINE PROTECTION FY 25-26 060425.xlsx**

<b>30-710-59</b>	<b>\$37,000</b>	<b>30-711-45</b>	<b>\$24,454</b>	<b>30-720-07</b>	<b>\$147,500</b>	<b>30-720-08</b>	<b>\$20,000</b>
<b>SEA OATS PROGRAM (50/50)</b>	<b>Cost</b>	<b>TAX COLLECTION FEES</b>	<b>Cost</b>	<b>NEW RIVER EIS PROJECT</b>	<b>Cost</b>	<b>CONTRACTS, PLANS, SPECS</b>	<b>Cost</b>
COASTAL TRANSPLANTS 50/50 SHARE WITH RESIDENTS OF SEA OATS & BITTER PANICUM	\$37,000	ESTIMATED COST OF THE COUNTY COLLECTING PROPERTY TAX ALLOCATED TO FUND 30	\$24,454	DIAL CORDY ASSOCIATES	\$147,500	ESTIMATE SAME AS FY 25	\$20,000
RESIDENTS ARE RESPONSIBLE FOR ALL COSTS FOR INSTALLATION.							

**SP - FUND 30 SHORELINE PROTECTION FY 25-26 060425.xlsx**

<b>30-720-10</b>	<b>\$285,200</b>	<b>30-720-50</b>	<b>\$1,884,803</b>	<b>30-720-57</b>	<b>\$1,721,043</b>	<b>30-720-60</b>	<b>\$275,000</b>
<b>VITEX</b>	<b>Cost</b>	<b>2022B SOB PAYMENT ** LAST PAYMENT FY 27</b>	<b>Cost</b>	<b>2022C FEMA SOB PAYMENT ** LAST PAYMENT FY 26</b>	<b>Cost</b>	<b>30 YEAR BEACH PLAN</b>	<b>Cost</b>
1ST YEAR OF THE CONTRACT	\$285,200	PRINCIPAL 12/15/25 (LAST PAYMENT WILL BE IN 12/15/26 - FY 27)	\$1,811,962	INTEREST 07/12/25	\$17,121	ESTIMATE SAME AS FY 25	\$275,000
		INTEREST 12/15/25	\$48,561	INTEREST 10/12/25	\$17,121		
		INTEREST 06/15/26	\$24,280	PRINCIPAL 10/12/25	\$1,686,801		

**SP - FUND 30 SHORELINE PROTECTION FY 25-26 060425.xlsx**

<b>30-720-64</b>	<b>\$200,000</b>	<b>30-998-02</b>	<b>\$0</b>	<b>30-998-03</b>	<b>\$0</b>	<b>30-999-01</b>	<b>\$358,188</b>
<b>SANDBAG REPAIR PROJECT</b>	<b>Cost</b>	<b>TRANSFER OUT TO FUND 31</b>	<b>Cost</b>	<b>TRANSFER OUT TO FUND 32</b>	<b>Cost</b>	<b>FUTURE PROJECTS</b>	<b>Cost</b>
ESTIMATE SAME AS FY 25	\$200,000	NOT ANTICIPATED IN FY 26	\$0	NOT ANTICIPATED IN FY 26	\$0	EXCESS OF REVENUES OVER EXPENDITURES	\$458,188
						BOARD CHANGES	
						MOVE \$100,000 TO REBUILD CROSSOVERS LINE 30-710-15	-\$100,000

## **ORDINANCE 2025-25.25**

### **ORDINANCE GRANTING THE TOWN MANAGER CONTRACTING AUTHORITY FOR CERTAIN CONTRACTS UNDER \$40,000 WITHOUT BOARD APPROVAL**

**WHEREAS**, the Town of North Topsail Beach (“the Town”) recognizes the need for efficient and responsive administrative operations; and

**WHEREAS**, the Town desires to delegate limited contracting authority to the Town Manager to facilitate day-to-day operations, while retaining appropriate oversight for larger expenditures and contracts subject to statutory bidding requirements;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE  
TOWN OF NORTH TOPSAIL BEACH THAT:**

#### **Section 1. Authority to Execute Contracts Under \$40,000**

The Town Manager is hereby granted the authority to execute contracts on behalf of the Town where the total contract amount does not exceed forty thousand dollars (\$40,000.00).

#### **Section 2. Limitation – Per Vendor / Per Project Basis**

This authority shall apply on a per vendor and per project basis. The Town Manager may not execute multiple contracts, amendments, or extensions with the same vendor or for the same project if the cumulative total would exceed \$40,000 without first obtaining approval from the Board of Aldermen.

#### **Section 3. Exclusion for Contracts Requiring Statutory Bidding Procedures**

This authority shall not apply to any contracts subject to formal or informal bidding requirements under North Carolina General Statutes, including but not limited to construction and procurement contracts governed by North Carolina Gen. Stat. 143-129, *et seq.* Any such contracts, regardless of dollar amount, must be brought before the Board of Aldermen for review and approval prior to execution.



**Section 4. Effective Date**

This Ordinance shall become effective immediately upon adoption.

TOWN OF NORTH TOPSAIL BEACH

(Town Seal)

\_\_\_\_\_  
Tom Leonard, Mayor Pro Tem

Attest:

\_\_\_\_\_  
Town Clerk

Printed Name: \_\_\_\_\_

LSS:177245

## **Audit RFP Evaluation and Recommendation**

### **Background:**

General Statute 159-34 requires the Town of North Topsail Beach (Town) to have its accounts audited by an independent auditor after the close of each fiscal year. The Town must prepare and publish an annual financial report in conjunction with its annual audit. The auditor's conclusions are to be set out in a report in the form of an opinion and comments relating to the financial statements. The auditor must be approved by, and reports to, the Board of Alderman, and is engaged through a contract executed by the Mayor and the Interim Finance Officer.

The Town solicited audit proposals based upon the established criteria in the RFP and recommended by the North Carolina Local Government Commission. We received responses from four firms. Beth Woods with GWI Tax reviewed the proposals and rated each on Expertise and Experience 50 points across (4 criteria) and Audit Approach 50 points across (4 criteria). Cost was not included in the ranking criteria.

The recommended audit firm is AAPG, LLC.

- The firm had the most experience with Single Audits
- The firm had the most hours dedicated to the Audit
- The volume of diverse Federal and State Grants must be isolated and tracked to ensure accurate reporting.

While we contract for audit services for one year at a time, it is typical for firms to quote audit services for three years, AAPG, LLC proposed to conduct the Town's FY 2025- 2027 audits for \$20,000, \$21,000, and \$22,050, respectively. The cost for the Single Audit Per Program is \$5,000; and the cost to write the financial statements for \$6,000.

### **Recommendation:**

It is recommended to engage AAPG, LLC for auditing services for the fiscal year ending June 30, 2025. The attached resolution appoints AAPG, LLC to perform the audit for a base fee of \$20,000, \$5,000 for the Single Audit per Program and \$6,000 to write the Financial Statements.

### **Action Requested:**

Approve the Resolution Approving and Awarding the Audit Contract to AAPG, LLC. and Authorizing the Mayor Pro Tem and Interim Finance Officer to Execute the Contract and to authorize the Town Manager to transfer funds necessary from contingency to the Governing Body FY 26 Budget.

**RESOLUTION 2025-04**

**Resolution Approving and Awarding the Audit Contract to AAPG, LLC and Authorizing the Mayor Pro Tem and Interim Finance Officer to Execute the Contract**

**Whereas**, North Topsail Beach (Town) is required by the General Statutes of the State of North Carolina to have its financial records audited at the termination of each fiscal year; and

**Whereas**, in April 2025, the Town solicited audit proposals based upon the established criteria listed in the RFP and recommended by the North Carolina Local Government Commission; and

**Whereas**, four firms submitted proposals and after evaluation of the Expertise and Experience 50 points across (4 criteria) and Audit Approach 50 points across (4 criteria) , that the firm AAPG, LLC be awarded the contract.

**Now, Therefore, Be It Resolved:**

1. That the contract between the Town of North Topsail Beach and AAPG, LLC for financial audit of the Fiscal Year Ending June 30, 2025, for \$20,000; \$5,000 per program for the Single Audit and \$6,000 for writing the financial statements and is hereby approved subject to approval by the North Carolina Local Government Commission.

2. That the Mayor Pro Tem and the Interim Finance Officer are hereby authorized to execute such contract AND to authorize the Town Manager to transfer funds necessary from contingency to the Governing Body's FY 26 Budget.

Adopted this 4<sup>th</sup> day of June, 2025.

\_\_\_\_\_  
Tom Leonard, Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
Name and Title

**Town of North Topsail Beach**  
 Evaluation of Responses to RFP  
 For Audit Services for FY2025, FY2026, & FY2027

<b>Listed in order of results of evaluation:</b>		<b>Audit Hours</b>
AAPG	90 Pts	137
SPD&A	85 Pts	141 ** 60 hrs. on report writing = 81 audit hours
Sharp-Patel	82 Pts	158 ** 60 hrs. on report writing = 98 audit hours
CRI Advisors	70 Pts	70 *** 8 hours clerical = 62 audit hours

AAPG & SPD&A were very close in overall points.

The most distinguishing factors that brought this down to the ranking were these:

- Who had the most experience with Single Audits,
- The number of hours being dedicated to the audit.

While all responders had experience auditing local governments/towns and performing "some" Single Audits, none had the experience auditing the towns w/ complexities, especially in the Single Audit arena, as AAPG.

Given the issues missed in the FY2023 audit, experience with Towns with more complexities, like NTB, was a factor in the rating.

\*\* Because the fee quoted in the RFP includes the hours to **write the financial statement report** that will be published, it leaves the question of how many hours will be spent on actual auditing. Base hours to write the financial statements, all the accompanying notes, ensuring that all related documents tie AND an adequate review is done is approximately 60-80 hours when done by someone with the proficiencies to do so. By not quoting the hours and fees separately it made it difficult to determine the number of proposed audit hours.

<b>AAPG PRICE</b>	<b>FY2025</b>	<b>Hours</b>	<b>FY2026</b>	<b>Hours</b>	<b>FY2027</b>	<b>Hours</b>
Audit Proposed Cost	20,000	137	21,000	137	22,050	137
Single Audit by Program	5,000	TBD	5,000	TBD	5,000	TBD
Writing Financial Stmts	6,000	N/A	6,000	N/A	6,000	N/A

SPD&A PRICE	FY2025	Hours	FY2026	Hours	FY2027	Hours
Audit Proposed Cost	23,000	141 **	24,250	141 **	25,500	141 **
*Single Audit	3,750	TBD	4,000	TBD	4,250	TBD
Writing Financial Stmts	<b>**The cost of writing financial statements is included in fee above.</b> <b>Base hours for writing financials statements is approximately 60-80 hours, which reduces the number of audit hours in this case down to only 80 max.</b>					
<p>* Based on the verbiage in the response, this is the additional cost for the Single Audit no matter how many programs.</p> <p>Partner's rate is only \$210/hour</p>						

SHARP-PATEL PRICE	FY2025	Hours	FY2026	Hours	FY2027	Hours
Audit Proposed Cost	22,869	158 **	25,358	158 **	26,118	158 **
Single Audit fee per program	1750-F/1250-S	TBD	1750-F/1250-S	TBD	1750-F/1250-S	TBD
Writing Financial Stmts	**The cost of writing financial statements is included in fee above. Base hours for writing financials statements is approximately 60-80 hours, which reduces the number of audit hours in this case down to 98 max.					
* Based on the verbiage in the response, this is the additional cost for the Single Audit no matter how many programs.						

CRI ADVISORS PRICE	FY2025	Hours	FY2026	Hours	FY2027	Hours
Audit Proposed Cost	17,650	70	18,800	70	19,950	70
Single Audit fee per program	2,500	TBD	2,500	TBD	2,500	TBD
Writing Financial Stmts	Did not address in response to RFP					
CONCERN: Is 62 hours enough to audit this unit. Note 8 of the 70 hours are clerical, not audit.						

## Town of North Topsail Beach RFP for Audit Services

### Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:

#### Mandatory Elements

- a. The audit firm is independent and licensed to practice in North Carolina. ☒
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of North Topsail Beach. ☒
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal. ☒
- d. The firm submits a copy of its last external peer review report and the firm has a record of quality audit work. ☐

EVALUATION CRITERIA	VALUE	ASSIGNED VALUE	
<b>EXPERTISE AND EXPERIENCE</b>			
The firm's past experience and performance on comparable government engagements.	15	15	1.
The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.	15	15	2.
The firm's past experience with similar federal and state financial assistance programs.	10	10	3.
The quality of the firm's professional personnel to be assigned to review the electronic data processing systems.	10	0	4.
<b>Audit Approach</b>			
Adequacy of proposed staffing plan for various segments of the engagement.	15	15	5.
Adequacy of sampling techniques.	10	10	6.
Adequacy of analytical procedures.	10	10	7.
Adequacy of audit plan for electronic data processing function.	15	15	8.
<b>Total Score</b>		<b>90</b>	

Name of Firm AAPG

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

- 1 While the firm is new the Team's combined experience shows audits of a total of :  
26 Cities - Large and Small - Grants included  
12 counties - Large and Small - Grants included
2. **April Adams** - listed experience shows audits of 10 cities-Large/Complex & Smaller/Simpler & 6 Counties  
**Victoria Barnett** - listed experience shows audits of 13 cities-Large/Complex & Small/Simpler & 4 Counties  
**Shannon Carlton** - listed audit experience shows 3 cities-Large & 2 large counties
3. Response mentions experience in this arena, also given the list of clients, many of them received federal & state grant moneys and a Single Audit would have been required.
4. Not addressed

## Town of North Topsail Beach RFP for Audit Services

### Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:

#### Mandatory Elements

- a. The audit firm is independent and licensed to practice in North Carolina. ☒
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of North Topsail Beach. ☒
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal. ☒
- d. The firm submits a copy of its last external peer review report and the firm has a record of quality audit work. ☒

EVALUATION CRITERIA	VALUE	ASSIGNED VALUE	
<b>EXPERTISE AND EXPERIENCE</b>			
The firm's past experience and performance on comparable government engagements.	15	15	1.
The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.	15	15	2.
The firm's past experience with similar federal and state financial assistance programs.	10	5	3.
The quality of the firm's professional personnel to be assigned to review the electronic data processing systems.	10	0	4.
<b>Audit Approach</b>			
Adequacy of proposed staffing plan for various segments of the engagement.	15	15	
Adequacy of sampling techniques.	10	10	
Adequacy of analytical procedures.	10	10	
Adequacy of audit plan for electronic data processing function.	15	15	
Total Score		85	

Name of Firm SPD&A

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

1. Response shows having audited 50 small towns.  
The response mentions "Topsail Beach" but not N Topsail.  
This list also includes Surf City -
2. **Lee Grissom-Partner** - audit experience includes 33 small towns and 1 larger town, Elizabeth City & Topsail Beach.  
**Meredith Singletary - Senior Auditor**-audited experience includes 27 small towns and 1 larger town, Elizabeth City.  
**Matt McLean - Partner** - audit experience includes 16 small towns .
3. Appears, given client list, little to none, other than Topsail Beach and Surf city. No counties on their list of auditees
4. Not addressed

Town of North Topsail Beach RFP for Audit Services

Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:

Mandatory Elements

- a. The audit firm is independent and licensed to practice in North Carolina.

✓
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of North Topsail Beach.

✓
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

✓
- d. The firm submits a copy of its last external peer review report and the firm has a record of quality audit work.

✓

EVALUATION CRITERIA	VALUE	ASSIGNED VALUE
EXPERTISE AND EXPERIENCE		
The firm's past experience and performance on comparable government engagements.	15	10
The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.	15	12
The firm's past experience with similar federal and state financial assistance programs.	10	10
The quality of the firm's professional personnel to be assigned to review the electronic data processing systems.	10	0
Audit Approach		
Adequacy of proposed staffing plan for various segments of the engagement.	15	15
Adequacy of sampling techniques.	10	10
Adequacy of analytical procedures.	10	10
Adequacy of audit plan for electronic data processing function.	15	15

1.
2.
3.
4.

Total Score 82

Name of Firm

Sharp-Patel

Evaluator's Signature

Date

- 1 Response shows having audited 10 small towns.  
Several of the Towns/Cities had to have a Single, which may have been ARPA money.  
I checked the audit reports - very few Single Audits over past 2 years.
2. **Jay Sharpe** - 25 years experience auditing Towns & Cities.  
**Jacob Allen-Partner** - per response, 10 years experience - auditing Towns.  
**Leizzl Baker - Manager** - doesn't state her years of experience auditing cities/towns/counties  
**Jacot Tripp - Manager** - doesn't state his years of experience auditing cities/towns/counties
3. Doesn't appear there is a lot of experience with Single Audits in small Town.  
I checked some of the units on the list of engagements and several that were listed as having had a single audit, had not within the last couple of years.
4. Not addressed



## Town of North Topsail Beach RFP for Audit Services

### Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:

#### Mandatory Elements

- a. The audit firm is independent and licensed to practice in North Carolina. ☒
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of North Topsail Beach. ☒
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal. ☒
- d. The firm submits a copy of its last external peer review report and the firm has a record of quality audit work. ☒

EVALUATION CRITERIA	VALUE	ASSIGNED VALUE	
<b>EXPERTISE AND EXPERIENCE</b>			
The firm's past experience and performance on comparable government engagements.	15	10	1.
The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.	15	10	2.
The firm's past experience with similar federal and state financial assistance programs.	10	10	3.
The quality of the firm's professional personnel to be assigned to review the electronic data processing systems.	10	0	4.
<b>Audit Approach</b>			
Adequacy of proposed staffing plan for various segments of the engagement.	15	10	
Adequacy of sampling techniques.	10	5	
Adequacy of analytical procedures.	10	10	
Adequacy of audit plan for electronic data processing function.	15	15	
Total Score		70	

Name of Firm CRI Advisors

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

1. CRI has performed audits on 3 counties and a Town. Counties always have federal and State grants so the Firm has experience with auditing and reporting on grants. This point is important as N Topsail Beach will need a Single Audit. All Governmental Units have to have a financial statement audit and the Firm would have
2. **Madonna Stafford - Partner** - while the Response says she has a lot of governmental experience looks like only 4 units current.  
**CPE** - No indication that any CPE taken in the last 2 years is relevant to Governmental Financial Statement or State & Federal Grant Audits  
**Michael Jordan - Partner** - Experience shows 2 Towns/2 counties - only the 2 counties appear to be current. More experience seems to be on sanitary districts.  
**CPE** - No indication that any CPE taken in the last 2 years is relevant to Governmental Financial Statement or State & Federal Grant Audits  
**Reid Parker - Manager** - Worked on 3 counties/6 small towns - only 4 still current  
**CPE** - No indication that any CPE taken in the last 2 years is relevant to Governmental Financial Statement or
3. Not Directly addressed in their response; however, counties will have received FEMA & DEQ monies
4. No indication that anyone has the experience to review the electronic data processing systems.



## Board of Aldermen

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**Issue:** Hazard Mitigation Grant Program (HMGP 4393): Designated Agent Resolution (Update)

**Department:** Planning

**Prepared by:** Deborah J. Hill MPA AICP CFM CZO

**Presentation:** Yes

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**BACKGROUND** In response to Hurricane Florence, under major disaster declaration FEMA-4393-DR-NC signed by the President on September 14, 2018, and as amended through October 14, 2018, FEMA is authorized to provide Hazard Mitigation Grant Program funding for actions taken to prevent or reduce long term risk to life and property from natural hazards.

Based on data indicating properties that had suffered significant flood losses, property owners were notified by mail, the Town's website and legal notice published on September 29, 2019 and October 15, 2019 of the possible assistance for the: 1) **elevation of** homes above required flood protection elevation (RFPE) and retrofit the home's foundation; 2) **acquisition** of homes at current fair market value, or 3) **reconstruction** of homes to current building code on the existing site.

Of all the applications received by the Town for either elevation or acquisition, only one property owner remained interested and met FEMA's cost benefit analysis for elevation. In February 2023, the state's rehab specialist conducted an inspection of the structure and found structural issues. In April 2023, the state evaluated and then later submitted all supporting documentation for a Change of Scope of Work from Elevation to a Mitigation Reconstruction (MT Recon), after considering possible solutions to meet codes for the open foundation in a V- Zone. In January 2024, the Town was notified that an environmental assessment was almost complete. On April 8, 2024, the Town was notified that FEMA has approved changes to execute a Mitigation Reconstruction. June 12, 2024, the Town was notified that the State's legal team had completed final revision of the IFB ( Invitation For Bids) with the hopes of having a contractor by mid-

September. In August 2024, the state's legal team was still working on the legal documentation for project at North Topsail Beach as well as other locations that were still waiting for a Mitigation Reconstruction. Our state's Hazard Mitigation Project Manager was working to combine other locations to advertise construction for several projects at the same time. October 23, 2024, the project 4393-0027 Town of North Topsail Beach Mitigation Reconstruction that an RFP (Request for Proposal) for the reconstruction project of several properties included 6910 12th Av. North Topsail Beach NC is officially posted. In December 2024, the State received and reviewed all bids and proposals. In January 2025, a contractor was selected, however, the bid offer for North Topsail Beach was higher than anticipated, requiring the State to submit a request to FEMA for additional funding.

**CURRENT STATUS** The State must have an updated Designated Agent Resolution and updated complete execution of the Memorandum of Agreement (MOA) to be able to work on behalf of the Town executing project 4393-0097 Town of North Topsail Mitigation Reconstruction.

**RECOMMENDATION** The Planning Director requests that the Board of Aldermen adopt the Resolution of Applicant's Agent (attachment 1) and that one of the designated agents execute the Memorandum of Agreement (MOA).

#### **ATTACHMENTS**

1. Designated Agent Resolution (updated)
2. Designated Agent Resolution (original executed)
3. State Centric MOA (updated)
4. State Centric MOA (original executed)

**RESOLUTION**  
**DESIGNATION OF APPLICANT'S AGENT**  
 North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Town of North Topsail Beach Disaster Number: 4393-0097 North Topsail Beach Mitigation Reconstruction

Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):  
NC Department of Public Safety, Division of Emergency Management

Applicant's Fiscal Year (FY) Start \_\_\_\_\_ Month: July Day: 01

Applicant's Federal Employer's Identification Number  
56-1692876

Applicant's Federal Information Processing Standards (FIPS) Number  
133-4785-00

PRIMARY AGENT		SECONDARY AGENT	
Agent's Name	<u>Alice Derian, ICMA-CM</u>	Agent's Name	<u>Deborah J. Hill MPA AICP CFM CZO</u>
Organization	<u>Town of North Topsail Beach</u>	Organization	<u>Town of North Topsail Beach</u>
Official Position	<u>Town Manager</u>	Official Position	<u>Planning Director</u>
Mailing Address	<u>2008 Loggerhead Ct.</u>	Mailing Address	<u>2008 Loggerhead Ct.</u>
City, State, Zip	<u>North Topsail Beach NC 28460</u>	City, State, Zip	<u>North Topsail Beach NC 28460</u>
Daytime Telephone	<u>910.328.1349</u>	Daytime Telephone	<u>910.328.1349</u>
Email Address	<u>aderian@northtopsailbeachnc.gov</u>	Email Address	<u>dhill@northtopsailbeachnc.gov</u>
Cellular Number	<u>910.726.0058</u>	Cellular Number	<u>910.330.5047</u>

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this 4th day of June, 2025.

GOVERNING BODY		CERTIFYING OFFICIAL	
Name and Title	<u>Joann McDermion, Mayor</u>	Name	<u>Kathryn Winzler CMC NCCMC</u>
Name and Title	<u>Tom Leonard, Mayor Pro Tem</u>	Official Position	<u>Permit Specialist &amp; Deputy Town Clerk</u>
Name and Title		Daytime Telephone	<u>910.328.1349</u>

**CERTIFICATION**

I, Kathryn Winzler CMC NCCMC, (Name) duly appointed and Deputy Town Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of Town of North Topsail Beach (Organization) on the 4th day of June, 2025

Date: 4 June 2025

Signature: \_\_\_\_\_  
Kathryn Winzler CMC NCCMC

Rev. 04/25

## APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

## STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

<b>RESOLUTION</b> <b>DESIGNATION OF APPLICANT'S AGENT</b> North Carolina Division of Emergency Management	
Organization Name (hereafter named Organization) TOWN OF NORTH TOPSAIL BEACH	Disaster Number: 4393
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): NC Emergency Management Department of Public Safety	
Applicant's Fiscal Year (FY) Start 2019                                      Month: JULY    Day: 1	
Applicant's Federal Employer's Identification Number 56 - 1692876	
Applicant's Federal Information Processing Standards (FIPS) Number 133 - 4785 -	
<b>PRIMARY AGENT</b>	<b>SECONDARY AGENT</b>
Agent's Name BRYAN CHADWICK	Agent's Name DEBORAH J HILL
Organization TOWN OF NORTH TOPSAIL BEACH	Organization TOWN OF NORTH TOPSAIL BEACH
Official Position TOWN MANAGER	Official Position PLANNING DIRECTOR
Mailing Address 1000 HWY 210	Mailing Address 1000 HWY 210
City, State, Zip SNEADS FERRY NC 28460	City, State, Zip SNEADS FERRY NC 28460
Daytime Telephone (910) 581-4026	Daytime Telephone (910) 581-3008
Facsimile Number	Facsimile Number
Pager or Cellular Number (910) 726-0058	Pager or Cellular Number (910) 330-5047
<p>BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief &amp; Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and <b>the assurances printed on the reverse side hereof</b>. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this 5TH day of , 20 .</p>	
<b>GOVERNING BODY</b>	<b>CERTIFYING OFFICIAL</b>
Name and Title DANIEL TUMAN, MAYOR	Name LAURA OXLEY
Name and Title	Official Position TOWN CLERK
Name and Title	Daytime Telephone (910) 328-1349
<b>CERTIFICATION</b>	
<p>I, LAURA OXLEY, (Name) duly appointed and TOWN CLERK (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of TOWN OF NORTH TOPSAIL BEACH (Organization) on the 17th day of SEPTEMBER, 2019.</p> <p>Date: 09/25/2019                                      Signature: </p>	

Rev. 06/02

## APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

## STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

**SUPPLEMENTAL NORTH CAROLINA HAZARD MITIGATION GRANT PROGRAM  
(HMGP) MEMORANDUM OF AGREEMENT**

THIS SUPPLEMENTAL HAZARD MITIGATION GRANT PROGRAM (HMGP) AGREEMENT is entered into by and between the **State of North Carolina, Department of Public Safety, Division of Emergency Management, Raleigh, North Carolina** (hereinafter referred to as the AGENCY/GRANTEE), and **the Town of North Topsail Beach, North Carolina** (hereinafter referred to as the RECIPIENT/SUBGRANTEE).

**WITNESSETH**

WHEREAS, in a letter dated June 9, 2020, the Federal Emergency Management Agency (FEMA) approved the Department of Public Safety, Division of Emergency Management State Centric Plan for DR-4393, DR-4412, and DR-4465, incorporated by reference into this Agreement as if fully set out herein, whereby the Division of Emergency Management will serve as the Grantee and perform some of the tasks of the Subgrantee for subgrantees that opt in and agree to participate in the State Centric Model;

WHEREAS, in a memorandum dated March 26, 2021, the Department of Public Safety, Division of Emergency Management notified HMGP Subgrantees regarding the Hazard Mitigation State Centric Implementation with attached State Centric Election Form for all North Carolina Sub-Applicants (Subgrantees);

WHEREAS, the Town of North Topsail Beach completed the State Centric Election Form for all North Carolina Sub-Applicants (Subrecipients) and selected the Opt-In Section agreeing to participate in the State Centric Model State Centric Model on the 13th day of June, 2022;

That WHEREAS, on June 24, 2022, the parties entered into a Hazard Mitigation Grant Program (HMGP) Grant Memorandum of Agreement wherein AGENCY/GRANTEE as grantee agreed to provide project management services per the State Centric Model and the RECIPIENT/SUBGRANTEE agreed to provide additional subrecipient management services for 4393-0058;

WHEREAS, on December 7, 2022, FEMA de-obligated project 4393-0058-R to be corrected and reinstituted into 4393-0097-R with the correct sub-recipient for HMGP elevation project;

WHEREAS, on March 21, 2024, FEMA approved a scope of work change to the project 4393-0097-R from an elevation to a mitigation reconstruction project;



And WHEREAS, the parties wish to further modify the provisions of the prior HMGP Memorandum of Agreement executed on June 24, 2022, by this Supplemental Agreement;

Therefore, in consideration of the work and progress that has already been made on the original HMGP Memorandum of Agreement and in further consideration of the promises and agreements that follow, the AGENCY/GRANTEE and the RECIPIENT/SUBGRANTEE do mutually agree that the prior HMGP Memorandum of Agreement of the parties is changed in the following respects only:

1. Revised Paragraph 1, SCOPE OF WORK.

The State and Town shall implement the Hazard Mitigation project summarized below and as described in the approved project application (**Project # 4393-0097-R**) and in accordance with the State Centric Plan. The approved project Application and the State Centric Plan are hereby incorporated by reference into this Agreement as if fully set out herein.

**Based on the current approved total project cost listed above, the total amount of SRMC available (5% of the total project cost) for this sub-award is \$13,000.00** This amount is subject to change based on cost underruns or cost overruns.

Project	5% SRMC Available	SRMC Awarded	SRMC Remaining
<b>4393-0097-R</b>	\$13,000.00	\$2,746.00	\$10,254.00

*\*The “SRMC Available” amount listed above is the total amount that is available for the lifespan of the project and is based on the current approved Total Project Costs. The SRMC Available amount is subject to change based on cost underruns or cost overruns.*

*The “SRMC Awarded” amount reflects the SRMC Awarded at the time of the FEMA award for SRMC costs. This number is based on estimates that were provided to FEMA at the application stage. Upon request and justification from the Town, the State can seek the release of additional “SRMC Remaining” funds for the Town beyond the initial SRMC Awarded amount.*

*To receive any reimbursement of SRMC funds, whether designated Awarded, Available, or Remaining, the Town must justify work **actually performed through the submission of the reimbursement forms found in Attachment C to the State.** The Town will submit Requests for Reimbursements (RFRs) through EM Grants using the forms found below in **Attachment C.***

The State on behalf of the Town of North Topsail Beach will implement mitigation reconstruction for one (1) residential structure located in the Special Flood Hazard Area (SFHA). The existing structure will be demolished, and a new structure will be built within the footprint of the original structure. The location of the new structure may differ slightly from the existing footprint to meet current zoning and building ordinances. The new structure will be elevated to the BFE plus two feet of freeboard and will have an open foundation on wooden piles. All construction will comply with ASCE 24-14 and FEMA P-551. The square footage of the new structure will be no more than 10 percent greater than the original structure. The property will be deed restricted in accordance with FEMA requirements to require flood insurance for the life of the structure regardless of the transfer of ownership.

Site Location:

	Address	Town	State	ZIP Code	Latitude	Longitude
1.	6910 12 <sup>th</sup> Avenue	North Topsail Beach	NC	28460	34.46812	-77.47368

FEMA approved additional HMGP funding in the amount of \$260,000.00 a federal share of \$173,625.00 and a non-federal share of \$86,375.00. This modification brings the total project cost to \$260,000.00. A breakdown of the award is provided in the table below.

	Total	Federal Share	Non-Federal Share
Non-Construction Activities	\$31,500.00	\$23,625.00	\$7,875.00
Construction Activities*	\$228,500.00	\$150,000.00	\$78,500.00
Total	\$260,000.00	\$173,625.00	\$86,375.00

*\*The construction activities identified in the budget are subject to the Federal share limit of \$150,000.00 For a full list of which costs are subject to this limit, please see the 2015 HMA Guidance Addendum D.2.2.*

2. Revised Paragraph 2, CONDITIONS, RECIPIENT/SUBGRANTEE, Section 4,

4) The County shall be present at all closings (if an acquisition project) in order to take title and possession of the properties acquired in the project and maintain and utilize the properties in open space or other allowable and agreed upon condition in perpetuity. The County shall ensure compliance with the deed restrictions and flood insurance requirements for the properties. **If the**

**project is an elevation project or mitigation reconstruction project, the County shall be required to participate in the process of signing the Elevation Deed Amendment that includes the flood insurance requirements for the elevated property.**

3. Revised Paragraph 3, BUDGET AND FUNDING,

AGENCY/GRANTEE, RECIPIENT/SUBGRANTEE, will review Cost Reports for invoices incurred, and review and approve eligible expenses against project **DR-4393-0097**, which is a sub-award in the **Cost Center 206846-0-0-6018-19GF001506**.

**Budget Information Total:      \$260,000.00**

4. Added Paragraph 22, PERIOD OF PERFORMANCE.

**(22)      PERIOD OF PERFORMANCE**

The initial Period of Performance (POP) expires on **March 12, 2026**. The POP may be extended beyond the original date by extensions that the State may request, and FEMA may grant. **All work must be completed by this date. Project costs and management costs incurred after the Period of Performance are not eligible for reimbursement.** If the initial POP is extended, the State will notify the County of such an extension prior to the expiration of the POP and will seek a Modification per Section 8 of this Agreement. If the original POP is not extended, the State will notify the County of the expiration of the POP. In the event the POP is not extended, the County will be required to submit all documents necessary for closeout contemplated under this Agreement within 30 days of the expiration of the POP.

5. Added Paragraph 23, PERIOD OF AGREEMENT.

**(23)      PERIOD OF AGREEMENT**

This Agreement becomes effective upon the execution of the signatures of all parties. The date of execution shall be the date of the last signature. The termination date of this Agreement shall be June 25, 2025, or unless terminated earlier in accordance with the provisions of paragraphs (8), (11), (12), (17), or the closeout of the project contemplated under this Agreement. This Agreement may be extended as necessary per Section 8.

6. Revised Attachment A to include:

**24. Termination For Convenience.** The AGENCY/GRANTEE may terminate this Agreement at any time by providing fifteen (15) days' notice in writing from the

AGENCY/GRANTEE to the RECIPIENT/SUBGRANTEE. If the Agreement is terminated by the AGENCY/GRANTEE as provided in this section, the AGENCY/GRANTEE shall reimburse for those eligible items for which such option is exercised, less any payment or compensation previously made.

**25. Prohibition on Contracting for Covered Telecommunications Equipment or Services.** If applicable, Compliance with this Act.

- a. *Definitions.* As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—
- b. *Prohibitions.*
  - i. Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
  - ii. Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
    - 1. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
    - 2. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
    - 3. Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
    - 4. Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.
- c. *Exceptions.*

- i. This clause does not prohibit contractors from providing—
  - 1. A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
  - 2. Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
- ii. By necessary implication and regulation, the prohibitions also do not apply to;
  - 1. Covered telecommunications equipment or services that:
    - a. Are not used as a substantial or essential component of any system; and
    - b. Are not used as critical technology of any system
  - 2. Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

*d. Reporting Requirement.*

- i. In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.
- ii. The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:
  - 1. Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
  - 2. Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services

- e. *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

7. New Attachment E, Agency and Subrecipient Conditions, (see page 8).

8. Revised Attachment C, Subrecipient Management Cost Form. (see page 9, 10).

**THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

## **ATTACHMENT E: AGENCY AND SUBRECIPIENT CONDITIONS**

<b>State Centric Model Agency &amp; Subrecipient Obligations (Opt-In)</b>			
<b>Project Phase</b>	<b>Agency / State</b>	<b>Subrecipient / Town</b>	<b>Contractor / Vendor</b>
<b>Project Development Phase</b>	<ul style="list-style-type: none"> <li>Application is built and submitted to FEMA as Applicant and Counties are Subrecipients.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct intake/nominate properties.</li> </ul>	
<b>FEMA Award Letter Received</b>	<ul style="list-style-type: none"> <li>Contracts sets up for bid.</li> <li>MOA prepared and signed.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with homeowners to answer questions, identify withdrawals, collect documents, and other information needed for project success.</li> </ul>	<ul style="list-style-type: none"> <li>Responds to bid requests.</li> <li>Signs BAFO.</li> <li>Contracts directly with State.</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>Project Managers conduct kick-off meeting and additional meetings to support the project.</li> <li>Provide oversight to all contract work and be the initial point of contact for the Town to obtain answers to questions on behalf of homeowners or local leadership.</li> <li>Perform periodic QA/QC inspections.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with Contractors to administer needed permits and DOT requirements, needed for project success.</li> <li>Participate in all scheduled meetings with State and Contractor.</li> <li>Coordinate with homeowners to provide information on Contractor visits and answer other project-related questions.</li> <li>Submit SRMC reimbursement request as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Requests needed permits for project completion from Town.</li> <li>Begin work and meet timeline quotas.</li> </ul>
<b>Project Completion</b>	<ul style="list-style-type: none"> <li>Work completion verified.</li> <li>Additional QA/QC inspections performed if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Inspect to ensure project meets building codes.</li> <li>Be present for all closings (acquisitions only) and ensure deed restriction compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Notify State of work completion.</li> </ul>
<b>Request for Reimbursement / Request for Subrecipient Management Costs (SRMC)</b>	<ul style="list-style-type: none"> <li>Requests for Reimbursement are received and processed.</li> <li>Requests for SRMC are received and processed.</li> </ul>	<ul style="list-style-type: none"> <li>Submit any remaining requests for reimbursement to the State for charges incurred during project. Counties will produce (by deadline) reports, receipts, and other documents requested by State.</li> </ul>	<ul style="list-style-type: none"> <li>Submit request for payment to the State.</li> <li>Submit invoices, receipts, and other documents requested to receive payment.</li> </ul>
<b>Closeout Phase</b>	<ul style="list-style-type: none"> <li>Verify work/receipts and reimburses Town.</li> <li>Contractors are paid directly by the State.</li> <li>State closes out project.</li> </ul>	<ul style="list-style-type: none"> <li>Payment received for Subrecipient Management Costs.</li> </ul>	<ul style="list-style-type: none"> <li>Payment received.</li> </ul>

## ATTACHMENT C: SUBRECIPIENT MANAGEMENT COST FORM

Project #: \_\_\_\_\_ Town: \_\_\_\_\_ Modification #: N/A

Applicant Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

### Point of Contact

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Federal Share Amount: \$ \_\_\_\_\_ Cost Share Percentage: #DIV/0!

Total Project Costs	
Total Estimated SRMC Ceiling <small>*up to 5% of total project costs (**adjusted based on cost share)</small>	<u>#DIV/0!</u>

### Sub-Recipient Management Costs Details

#### A. Personnel (In-House Labor) \*If "Salaried" convert to hourly rate (Salary/2080 = Hourly Rate)

Position	Base Rate	Fringe %					Total Rate	Hours	Costs
		FICA	Health Insurance	Life Insurance	Retirement	Other			
							\$-		\$-
							\$-		\$-
							\$-		\$-
							\$-		\$-
Pre-Award							\$-		\$-
Estimated Subtotal:									\$-

Narrative:



B. Contractual Services		
Company Name(s) or Consultant(s)	Purpose	Costs
Pre-award		
Estimated Subtotal:		\$ -
Narrative:		

C. Indirect Costs * Must have a federally approved indirect cost rate. Must attach letter from Cognizant Agency.			
Description	Base	Rate	Costs
	\$ -		\$ -
Estimated Subtotal:			\$ -
Narrative:			

**Total Estimated Sub-Recipient Management Cost Request:**

\$ -

Maximum amount that can be claimed (5%)

If negative, adjust budget above by amount shown

**Pre-award Sub-Recipient Management Cost is requested in the amount of:**

**Pre-award activities were performed by (Position(s) or Company):**

Estimated Start Date:

Please select an option below:

☐ Solicitation, review, and processing of subapplications and subawards

It is expressly agreed by the parties that this Supplemental HMGP Grant Agreement is supplemental to the HMGP Memorandum of Agreement executed on June 24, 2022, attached and incorporated by reference herein, and all terms, conditions, and provisions of the original HMGP Memorandum of Agreement and subsequent supplemental agreements unless specifically modified by this supplemental agreement, are to apply to this HMGP Supplemental Memorandum of Agreement and are made a part of this agreement as though expressly included.

IN WITNESS WHEREOF, the AGENCY/GRANTEE and the RECIPIENT/SUBGRANTEE have each executed this Agreement, this\_\_\_\_\_

CONTRACTING AGENCY  
DIVISION OF EMERGENCY MANAGEMENT  
DEPARTMENT OF PUBLIC SAFETY

WITNESS:

\_\_\_\_\_

BY:\_\_\_\_\_

WILLIAM RAY, DIRECTOR  
DIVISION OF EMERGENCY MANAGEMENT  
DATE \_\_\_\_\_

WITNESS:

\_\_\_\_\_

BY:\_\_\_\_\_

CASANDRA S. HOEKSTRA  
CHIEF DEPUTY SECRETARY ADMINISTRATION  
DEPARTMENT OF PUBLIC SAFETY  
DATE \_\_\_\_\_

WITNESS:

\_\_\_\_\_

BY:\_\_\_\_\_

(NAME DA)  
TOWN MANAGER  
TOWN OF NORTH TOPSAIL BEACH  
FEDERAL EMPLOYER I.D. #56-1692876  
DATE \_\_\_\_\_

APPROVED AS TO PROCEDURES:

BY:\_\_\_\_\_

SHARON MARSALIS, BUDGET DIRECTOR  
DEPARTMENT OF PUBLIC SAFETY  
DATE \_\_\_\_\_

APPROVED AS TO FORM SUBJECT TO EXECUTION BY CASANDRA S. HOEKSTRA, CHIEF DEPUTY SECRETARY, ADMINISTRATION OF DEPARTMENT OF PUBLIC SAFETY.

DEPARTMENT OF PUBLIC SAFETY

BY:\_\_\_\_\_

DEPUTY GENERAL COUNSEL

**STATE OF NORTH CAROLINA**  
**DEPARTMENT OF PUBLIC SAFETY**  
**DIVISION OF EMERGENCY MANAGEMENT**

AND

**TOWN OF NORTH TOPSAIL BEACH**

**MEMORANDUM OF AGREEMENT (MOA)**

**MOA# 4393-0058**

**DPS Fund Code: 4393NCP00000044**

**MOA Amount: \$ 169,865.00**

**County: Onslow**

**Tax ID/EIN#: 56-1692876**

**DUNS #: 809609704**

**MOA Period of Performance: March 12, 2020 through March 12, 2023**

This Memorandum of Agreement (“MOA” of “Agreement”) is made on this date 6/24/2022 | 08:24:22 EDT, by and between the **Town of North Topsail Beach** (“Municipality/County” or RECIPIENT/SUBGRANTEE), and the NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY, DIVISION OF EMERGENCY MANAGEMENT (“NCEM” or AGENCY/GRANTEE).

WHEREAS, in a letter dated June 9, 2020, the Federal Emergency Management Agency (FEMA) approved the Department of Public Safety, Division of Emergency Management State Centric Plan for DR-4393, DR-4412, and DR-4465, incorporated by reference into this Agreement as if fully set out herein, whereby the Division of Emergency Management will serve as the Grantee and perform some of the tasks of the Subgrantee for subgrantees that opt in and agree to participate in the State Centric Model;

WHEREAS, in a memorandum dated March 26, 2021, the Department of Public Safety, Division of Emergency Management notified HMGP Subgrantees regarding the Hazard Mitigation State Centric Implementation with attached State Centric Election Form for all North Carolina Sub-Applicants (Subgrantees);

WHEREAS, the **Town of North Topsail Beach** completed the State Centric Election Form for all North Carolina Sub-Applicants (Subgrantees) and selected the Opt-In Section agreeing to participate in the State Centric Model this 13th day of June, 2022;

WHEREAS, the North Carolina Emergency Management Act, N.C.G.S. § 166A-19 et. seq. and N.C.G.S. §§ 143B-1000 and 166A-19.12(10) and (13) authorize the relationship as described herein; and

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State Centric MOA

4393-0058

Town of North Topsail Beach

WHEREAS, the North Carolina Emergency Management Act, N.C.G.S. § 166A-19.12(25) authorizes the Division to contract for services from vendors specializing in housing elevation, acquisition, demolition, and mitigation reconstruction on private residential structures to implement the federal Hazard Mitigation Grant Program on behalf of the State or political subdivisions; and

WHEREAS, the AGENCY/GRANTEE and the RECIPIENT/SUBGRANTEE represent that it is fully qualified, possesses the requisite skills, knowledge, qualifications and experience to provide the services identified herein, and does agree to perform as described herein;

NOW, THEREFORE, the AGENCY/GRANTEE and the RECIPIENT/ SUBGRANTEE do mutually agree as follows:

**(1) SCOPE OF WORK**

AGENCY/GRANTEE and RECIPIENT/SUBGRANTEE shall implement the Hazard Mitigation project summarized below and as described in the approved project application (Project # **4393-0058**) and in accordance with the State Centric Plan. The approved project Application and the State Centric Plan are hereby incorporated by reference into this Agreement as if fully set out herein.

The following is the approved Statement of Work (SOW) for the above referenced project:

The Town of North Topsail Beach proposes to elevate one (1) residential structure located within the boundaries of the Special Flood Hazard Area. The structure will be elevated above the 100-year or “base” flood elevation, complying with statewide regulations of 1 foot of freeboard or local regulations if those are higher. The structure proposed for elevation will be inspected and certified by an engineer to be structurally sound and capable of being elevated safely. The foundation will be designed to properly address all loads and be appropriately connected to the floor structure above. The elevation will be designed and implemented consistent with internationally-recognized engineering standards, and according to the standards outlined in the ASCE 24-14.

The elevated structure will be placed on a range of possible foundations, which include but are not limited to the following options (which will be delineated by a professional licensed engineer during the feasibility study). Elevation foundations will be either: piers, piles, columns or fill; foundation curtain wall with footings; reinforced concrete masonry unit (CMU) block walls. The depth of ground disturbance will be 12-24 inches. All construction will comply with the North Carolina and local building code requirements and specifications. Environmental protection measures, such as sediment barriers, will be taken. Each site will be dressed and graded for positive drainage and ease of future maintenance.

**Site Location:**

	Address	City	State	Zip Code	Latitude	Longitude
1.	6910 12th Avenue	North Topsail Beach	NC	28460	34.46812	-77.47368

**Total Estimated Management Costs****\$ 2,746.00****(2) CONDITIONS****RECIPIENT/SUBGRANTEE shall:**

- 1) Interface with homeowners to include but not limited to, coordination with homeowners from application intake to project completion (phone calls, updates to the homeowner, setting up appointments for contract workers to come to the home to conduct work or attending meetings regarding contract work). In accordance with the provisions of 42 U.S.C. 5155 (Section 312 of the Stafford Act) duplication of benefits is prohibited. RECIPIENT/SUBGRANTEE shall notify AGENCY/GRANTEE of the existence of any insurance coverage for the costs identified in the approved project application, and of any entitlement to or recovery of funds from any other source for the project costs, including Small Business Administration funding, Minimum Home Repair funds and other Federal, State and private funding.
- 2) Coordinate with local leaders and community government officials including but not limited to, answering routine questions and updates locally, forwarding questions to the State if needed and coordinating meetings with the State and local leadership.
- 3) Coordinate with the AGENCY/GRANTEE, Contractors and homeowners as needed.
- 4) RECIPIENT/SUBGRANTEE shall take part in all pre-construction, pre-project and project update meetings with the contractor and the State to ensure they are fully briefed on all aspects of the project and can provide estimated timelines to their leadership and homeowners participating in the project. In order to complete the project before the end of the period of performance established by FEMA in the FEMA award letter, RECIPIENT/SUBGRANTEE shall provide its Project Management Schedule to the AGENCY/GRANTEE that outlines RECIPIENT/SUBGRANTEE's plan for completion and that track and demonstrate completion of each task listed in the approved FEMA application by the timeframe listed in the approved FEMA application.

The AGENCY/GRANTEE may require additional reports as needed. The RECIPIENT/ SUBGRANTEE shall, as soon as possible, provide any additional reports or documentation requested by the AGENCY/GRANTEE. The AGENCY/ GRANTEE contact will be the Division of Emergency Management

Hazard Mitigation Grant Program Project Manager or Hazard Mitigation Specialist for all reports and requests for reimbursement.

5) RECIPIENT/SUBGRANTEE shall be present at all closings (if an acquisition project) in order to take title and possession of the properties acquired in the project and maintain and utilize the properties in open space in perpetuity. RECIPIENT/SUBGRANTEE shall insure compliance with the Deed Restrictions and flood insurance requirements for the properties.

6) Submit monthly reimbursement requests of billable hours spent conducting the above tasks to the AGENCY/GRANTEE. Reimbursement request will be made through the EM Grants or other approved management online system. Each reimbursement at a minimum must include:

- **County Point Of Contact's (POC) Name**
- **Task Being charged for (to include property address)**
- **Rate for POC**
- **Number of hours being reimbursed**

To receive funds under this agreement, RECIPIENT/ SUBGRANTEE shall complete the Designated Agent Form and forward it to the appropriate Division of Emergency Management Hazard Mitigation Grant Program Project Manager or Hazard Mitigation Specialist. If RECIPIENT/ SUBGRANTEE designates different representatives or designated agents, RECIPIENT/ SUBGRANTEE shall notify AGENCY/GRANTEE.

7) A standardized form will be used in the submission for these funds against RECIPIENT/SUBGRANTEE Management Costs.

**AGENCY/GRANTEE shall:**

1) Provide oversight to all contract work and be the initial point of contact for the RECIPIENT/SUBGRANTEE to get answers to questions on behalf of homeowners or local leadership.

2) Process reimbursement requests for all billable time of the RECIPIENT/SUBGRANTEE . If a reimbursement is returned for lack of information or documentation, Hazard Mitigation (HM) Section Project Managers (PM) will contact RECIPIENT/SUBGRANTEE POC to discuss what is missing so corrections can be timely made and resubmitted for payment. RECIPIENT/SUBGRANTEE must submit complete documentation acceptable to the AGENCY/GRANTEE to receive reimbursement.

3) AGENCY/GRANTEE HM Section Leadership will be available to meet with county leadership if any questions about the project need to be answered in a

public forum. RECIPIENT/SUBGRANTEE POC should notify HM Section Leadership as far in advance as possible so schedules can be worked out to attend county meetings.

4) AGENCY/GRANTEE HM Section will coordinate contracts related to this project, review Cost Reports for invoices incurred, and review and approve eligible expenses against project.

5) AGENCY/GRANTEE HM Section will set up the **Project Kick-Off** Meeting with RECIPIENT/SUBGRANTEE and Contractor to review the project budget, project scope of work, project timelines/milestones and associated roles and responsibilities between AGENCY/GRANTEE, RECIPIENT/SUBGRANTEE, and Contractors.

**(3) BUDGET AND FUNDING**

AGENCY/GRANTEE, RECIPIENT/SUBGRANTEE, will review Cost Reports for invoices incurred, and review and approve eligible expenses against project DR-4393-0058, which is a sub-award in the Cost Center 2D530076.

**Budget Information**

**Total:** **\$ 172,611.00**

HMGP funding shall only be used for those items specified in the scope of work referenced above.

**(4) COMPENSATION**

1) NCEM will provide the management cost funds to RECIPIENT/SUBGRANTEE as allowed in section 5C2 of the State Centric Plan from the allocation provided by FEMA for sub-recipient management costs in Award Letter dated **June 22, 2021**.

Any funds not expended by the end of the period of performance are subject to de-obligation provisions of Paragraph five (5) below.

**(5) DEOBLIGATION**

Pursuant to Paragraph 11 herein and the applicable federal regulations, including but may not be limited to, 2 CFR 200.338, 200.339, 200.345, 200.346, NCEM must disallow or de-obligate all remaining SUB-RECIPIENT Management costs at the end of the project's period of performance.

**(6) REIMBURSEMENT**

All costs must be verified through time sheets and other appropriate documentation, which document the employee's name, hours worked in support of this grant, specified in detail in paragraph two (2) "**Conditions**"; the tasks performed on each property, and the employee's pay rate. Payment shall be submitted to the RECIPIENT/SUBGRANTEE after receipt of properly completed Requests for Reimbursement through EM Grants, within thirty (30) days after receipt of completed time sheets.

**(7) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES**

RECIPIENT/SUBGRANTEE and the AGENCY/GRANTEE shall be governed by applicable State and Federal laws, rules, regulations, guidance, and policies.

**(8) MODIFICATION OF CONTRACT**

Either party may request modification of the provisions of this Agreement. Changes, which are mutually agreed upon, shall be valid only when reduced in writing, duly signed by each of the parties hereto, and attached in the original of this Agreement.

**(9) RECORD KEEPING AND AUDITS**

All financial and programmatic records, supporting documents statistical records and other records of AGENCY/GRANTEE and RECIPIENT/ SUBGRANTEE shall be retained pursuant to 2 C.F.R. Part 200, 09 NCAC Part 3M, and the applicable Records Retention Schedule. All original records pertinent to this Agreement shall be retained by the AGENCY/GRANTEE and RECIPIENT/SUBGRANTEE for five years following the date of termination of this Agreement or of submission of the final closeout report or the applicable Records Retention Schedule, whichever is later, with the following exceptions:

If any litigation, claim or audit is started before the expiration of the five-year period and extends beyond the five-year period, the records will be maintained until all litigation, claims or audit findings involving the records have been resolved.

The RECIPIENT/SUBGRANTEE, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the AGENCY/GRANTEE, its employees, and agents. "Reasonable" shall be construed according to the circumstances but ordinarily shall mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the



**AGENCY/GRANTEE.**

The AGENCY/GRANTEE and RECIPIENT/SUBGRANTEE agree to maintain financial procedures and support documents and to establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting principles or as directed by the Governor's Authorized Representative, to account for the receipt and expenditure of funds under this Agreement. If applicable, AGENCY/GRANTEE and RECIPIENT/ SUBGRANTEE shall conduct audit(s) pursuant to the Single Audit Act of 1984, 31 U.S.C. §7501 et. seq., 44 C.F.R. Part 14, OMB Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations," for awards prior to December 26, 2014, 2 C.F.R. Part 200 and applicable North Carolina laws, rules and regulations. Further, RECIPIENT/SUBGRANTEE must provide a hard copy of the Single Audit Report within sixty (60) days of the close of its fiscal year. Otherwise, pursuant to 2 CFR 200.338, the AGENCY/GRANTEE may withhold or suspend payments under any grant award.

The RECIPIENT/SUBGRANTEE shall also provide the AGENCY/GRANTEE with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

If applicable, the RECIPIENT/SUBGRANTEE shall provide the AGENCY/GRANTEE with an annual financial audit report. The annual financial audit report shall include all management letters and the RECIPIENT/SUBGRANTEE'S response to all findings, including corrective actions to be taken.

In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not spent in accordance with the conditions of this Agreement, the RECIPIENT/SUBGRANTEE shall be held liable for reimbursement to the AGENCY/GRANTEE of all funds not spent in accordance with the applicable regulations and Agreement provisions within thirty (30) days after the AGENCY/GRANTEE has notified the RECIPIENT/SUBGRANTEE of such non-compliance.

**(10) LIABILITY**

- (a) Nothing in this Agreement, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this Agreement. This Agreement does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This Agreement is intended for the sole and exclusive benefit of the parties hereto. This Agreement is not made for the benefit of any third person or persons. No third party may enforce any part of this Agreement or shall have any rights hereunder. This Agreement does not create, and shall not be construed as

creating, any rights enforceable by any person not a party to this Agreement.

- (b) Except as otherwise provided in subparagraph (c) below, the RECIPIENT/SUBGRANTEE shall be solely responsible to parties with whom it shall deal in carrying out the terms of this agreement, and shall save the AGENCY/GRANTEE harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, RECIPIENT/SUBGRANTEE agrees that it is not an employee or agent of the AGENCY/GRANTEE, but is an independent contractor.
- (c) RECIPIENT/SUBGRANTEE that is a state agency or subdivision, agrees to be fully responsible for its own negligent acts or omissions or tortious acts. Nothing herein is intended to serve as a waiver of sovereign immunity by AGENCY/GRANTEE or any RECIPIENT/ SUBGRANTEE to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of North Carolina to be sued by third parties in any matter arising out of any contract.

(11)

**DEFAULT: REMEDIES: TERMINATION/OPT OUT**

- (a) If any of the following events occur ("Events of Default"), all obligations on the part of the AGENCY/GRANTEE to make any further payment of funds hereunder shall, if the AGENCY/ GRANTEE so elects, terminate, and the AGENCY/GRANTEE may at its option exercise any of its remedies set forth herein, but the AGENCY/GRANTEE may make any payments or parts of payments after the happening of any Events of Default without thereby waiving the right to exercise such remedies, and without becoming liable to make any further payment:
  - 1. If any warranty or representation made by the RECIPIENT/SUBGRANTEE in this Agreement or any previous Agreement with the AGENCY/GRANTEE shall at any time be false or misleading in any respect, or if the RECIPIENT/SUBGRANTEE shall fail to keep, observe or perform any of the terms or covenants contained in this Agreement or any previous agreement with the AGENCY/ GRANTEE and has not cured such in timely fashion, or is unable or unwilling to meet its obligations thereunder;
  - 2. If any material adverse change shall occur in the financial condition of the RECIPIENT/SUBGRANTEE at any time during the term of this Agreement from the financial condition revealed in any reports filed or to be filed with the AGENCY/GRANTEE, and

the RECIPIENT/ SUBGRANTEE fails to cure said material adverse change within thirty (30) days from the time the date written notice is sent by the AGENCY/GRANTEE;

3. If any reports required by this Agreement have not been submitted to the AGENCY/GRANTEE or have been submitted with incorrect, incomplete or insufficient information;
  4. If the necessary funds are not available to fund this agreement as a result of action by the United States Congress, the N.C. General Assembly, or the Office of State Budget and Management.
- (b) Upon the happening of an Event of Default, then the AGENCY/ GRANTEE may, at its option, upon written notice to the RECIPIENT/ SUBGRANTEE and upon the RECIPIENT/ SUBGRANTEE's failure to timely cure, exercise any one or more of the following remedies, either concurrently or consecutively, and the pursuit of any one of the following remedies shall not preclude the AGENCY/GRANTEE from pursuing any other remedies contained herein or otherwise provided at law or in equity:
1. Terminate this Agreement, provided that the RECIPIENT/ SUBGRANTEE is given at least fifteen (15) days prior written notice of such termination. The notice shall be effective when placed in the United States mail, first class mail, postage prepaid, by registered or certified mail return receipt requested, to the address set forth in paragraph (12) herein;
  2. Commence an appropriate legal or equitable action to enforce performance of this Agreement;
  3. Withhold or suspend payment of all or any part of a request for payment;
  4. Exercise any other rights or remedies which may otherwise be available under law.
- (c) The AGENCY/GRANTEE may terminate this Agreement for cause upon such written notice to RECIPIENT/SUBGRANTEE of such termination and specifying the effective date thereof, at least one (1) day before the effective date of termination. Cause shall include, but not be limited to, misrepresentation in the grant application, misuse of funds; fraud; lack of compliance with applicable rules, laws and regulations; failure to perform in a timely manner, and refusal by the RECIPIENT/SUBGRANTEE to permit public access to any document, paper, letter, or other material subject to disclosure under N.C. General Statutes.

- (d) Suspension or termination constitutes final AGENCY/GRANTEE action. Notification of suspension or termination shall include notice of administrative hearing rights and time frames.
- (e) The RECIPIENT/SUBGRANTEE shall return funds to the AGENCY/GRANTEE if found in non-compliance with laws, rules, regulations governing the use of the funds or this Agreement.
- (f) Notwithstanding the above, the RECIPIENT/SUBGRANTEE shall not be relieved of liability to the AGENCY/GRANTEE by virtue of any breach of Agreement by the RECIPIENT/SUBGRANTEE. The AGENCY/GRANTEE may, to the extent authorized by law, withhold any payments to the RECIPIENT/SUBGRANTEE for purpose of set-off until such time as the exact amount of damages due the AGENCY/GRANTEE from the RECIPIENT/ SUBGRANTEE is determined.

**(12) OTHER PROVISIONS**

- (a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the RECIPIENT/SUBGRANTEE, in the Application, in any subsequent submission or response to the AGENCY/ GRANTEE request, or any submission or response to fulfill the requirements of this Agreement, and such information, representations, and materials are incorporated by reference into this Agreement as if fully set out herein. The lack of accuracy thereof or any material changes shall, at the option of the AGENCY/GRANTEE and with thirty (30) days written notice to the RECIPIENT/SUBGRANTEE, cause the termination of this Agreement and the release of the AGENCY/ GRANTEE from all its obligations to the RECIPIENT/ SUBGRANTEE.
- (b) This Agreement shall be construed under the laws of the State of North Carolina and venue for any actions arising out of this Agreement shall be filed in State Court in Wake County, North Carolina. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this Agreement.
- (c) No waiver by the AGENCY/GRANTEE of any right or remedy granted hereunder or failure to insist on strict performance by the RECIPIENT/ SUBGRANTEE shall affect or extend or act as a waiver of any other right or remedy of the AGENCY/GRANTEE hereunder, or affect the subsequent exercise of the same right or remedy by the

AGENCY/GRANTEE for any further or subsequent default by the RECIPIENT/SUBGRANTEE. Any power of approval or disapproval granted to the AGENCY/GRANTEE under the terms of this Agreement shall survive the terms and life of this agreement as a whole.

**(13) SUBCONTRACTS**

- (a) If RECIPIENT/SUBGRANTEE subcontracts any or all of the tasks or work required under this Agreement, the RECIPIENT/SUBGRANTEE agrees to include in the subcontract that the subcontractor is bound by the terms and conditions of this Agreement with the AGENCY/GRANTEE.
- (b) The RECIPIENT/SUBGRANTEE agrees to include in the subcontract that the subcontractor shall hold the AGENCY/GRANTEE and RECIPIENT/SUBGRANTEE harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law.
- (c) If the RECIPIENT/SUBGRANTEE subcontracts, a copy of the executed subcontract must be forwarded to the AGENCY/GRANTEE within ten (10) days of execution of said subcontract.
- (d) Contractual arrangement shall in no way relieve the RECIPIENT/SUBGRANTEE of its responsibilities to ensure that all funds issued pursuant to this grant be administered in accordance with all state and federal requirements.

**(14) TERMS AND CONDITIONS**

This Agreement and any exhibits and amendments annexed hereto and any documents incorporated specifically by reference represents the entire Agreement between the parties and supersedes all prior oral and written statements or agreements.

**(15) STANDARD CONDITIONS**

The AGENCY/GRANTEE and the RECIPIENT/SUBGRANTEE agree to be bound by the following standard conditions:

- (a) The State of North Carolina and AGENCY/GRANTEE's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the North Carolina General Assembly and is contingent upon Congress providing Hazard Mitigation Grant Program funds for projects.

- (b) If otherwise allowed under this Agreement, extension of an agreement for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial agreement.
- (c) If RECIPIENT/SUBGRANTEE requires an extension of the current Period of Performance (POP) for this project, then RECIPIENT/SUBGRANTEE must prepare and submit a Request For Extension to the State Hazard Mitigation Officer no later than ninety (90) days prior to the expiration of the POP for this award. The Request for Extension must be on letterhead, provide all the required information outlined in Part VI, Paragraph D.4.1 Extensions (pg. 86-87) in the Hazard Mitigation Guidance (February 2015) and signed by the DA.
- (d) The AGENCY/GRANTEE reserves the right to unilaterally cancel this Agreement for refusal by the RECIPIENT/SUBGRANTEE to allow public access to all documents, papers, letters or other material subject to the provisions of the N.C. General Statutes and made or received by the RECIPIENT/SUBGRANTEE in conjunction with the Agreement.

**(16) LOBBYING PROHIBITION**

No funds or other resources received from the AGENCY/GRANTEE in connection with this Agreement may be used directly or indirectly to influence legislation or any other official action by the N.C. General Assembly or any state department. RECIPIENT/SUBGRANTEE shall comply with the Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352 (as amended). If applicable, RECIPIENT/SUBGRANTEE must sign and submit to the AGENCY/GRANTEE the Certification Regarding Lobbying, attached as Attachment B, and incorporated by reference herein.

**(17) DEBARMENT AND SUSPENSION**

RECIPIENT/SUBGRANTEE certifies that it:

- (1) Is not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from participating in Federal or State grants or awards by any Federal or State department or agency; and
- (2) Has not within a three-year period preceding this contract been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery,

falsification or destruction of records, making false statements, or receiving stolen property;

- (3) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) above; and,
- (4) Has not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

**(18) LEGAL AUTHORIZATION**

The RECIPIENT/SUBGRANTEE certifies with respect to this Agreement that it possesses the legal authority to receive the funds to be provided under this Agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this Agreement with all covenants and assurances contained herein. The RECIPIENT/SUBGRANTEE also certifies that the undersigned possesses the authority to legally execute and bind RECIPIENT/SUBGRANTEE to the terms of this Agreement.

**(19) ASSURANCES**

The RECIPIENT/SUBGRANTEE shall comply with the requirements in the applicable Assurances form, incorporated by reference into this Agreement as if fully set out herein.

**(20) FEMA REQUIRED CONTRACT PROVISIONS**

The RECIPIENT/SUBGRANTEE shall comply with the applicable FEMA Required Contract Provisions, attached as Attachment A and incorporated by reference into this Agreement as if fully set out herein.

**(21) HAZARD MITIGATION PLAN**

If RECIPIENT/SUBGRANTEE is a local governmental entity, RECIPIENT/SUBGRANTEE shall complete, adopt, and update an all-hazards mitigation plan in a manner satisfactory to the State Hazard Mitigation Officer and in accordance with FEMA and State requirements including but may not be limited to, 44 C.F.R. 201.6, 44 CFR 201.3, and N.C.G.S. 166A-19.41. The all-hazards mitigation plan shall be developed in accordance with the minimum criteria for local hazard mitigation plans as determined by the AGENCY/GRANTEE. The minimum criteria are incorporated by reference into this Agreement as if fully set out herein.

IN WITNESS WHEREOF, the AGENCY/GRANTEE and the RECIPIENT/SUBGRANTEE have each executed this Agreement, this the \_\_\_\_\_ day of \_\_\_\_\_, 2022. 6/24/2022 | 08:24:22 EDT

CONTRACTING AGENCY  
DIVISION OF EMERGENCY MANAGEMENT  
DEPARTMENT OF PUBLIC SAFETY

WITNESS:

\_\_\_\_\_

BY: William C. Ray  
WILLIAM C. RAY, DIRECTOR  
DIVISION OF EMERGENCY MANAGEMENT  
DATE 6/23/2022 | 21:36:33 EDT

WITNESS:

\_\_\_\_\_

BY: Cassandra Hoekstra  
CASANDRA S. HOEKSTRA  
CHIEF DEPUTY SECRETARY ADMINISTRATION  
DEPARTMENT OF PUBLIC SAFETY  
DATE 6/24/2022 | 08:24:22 EDT

WITNESS:

\_\_\_\_\_

BY: Deborah J. Hill  
DEBORAH J. HILL  
PLANNING DIRECTOR  
TOWN OF NORTH TOPSAIL BEACH  
FEDERAL EMPLOYER I.D. # 56-1692876  
DATE 6/22/2022 | 08:42:53 EDT

APPROVED AS TO PROCEDURES:

BY: Sharon Marsalis  
SHARON MARSALIS, INTERIM BUDGET  
DIRECTOR  
DEPARTMENT OF PUBLIC SAFETY  
DATE 6/17/2022 | 12:50:25 EDT

APPROVED AS TO FORM SUBJECT TO EXECUTION BY CASANDRA S. HOEKSTRA, CHIEF DEPUTY SECRETARY OF THE DEPARTMENT OF PUBLIC SAFETY.

DEPARTMENT OF PUBLIC SAFETY

BY: Will Polk  
DEPUTY GENERAL COUNSEL

State Centric MOA

4393-0058

Town of North Topsail Beach



## **ATTACHMENT A: FEMA REQUIRED CONTRACT PROVISIONS, FEMA RULES AND REGULATIONS (2 CFR Part 200, Appendix II)**

To the extent applicable, the following are the requirements that RECIPIENT/SUBGRANTEE must agree to in order to be awarded any contract under this MOA. If RECIPIENT/SUBGRANTEE is unwilling to meet any of these requirements, RECIPIENT/SUBGRANTEE's submittal shall not be considered.

1. **No governmental non-competes.** RECIPIENT/SUBGRANTEE shall not impose or enforce any non-competition agreement upon the employees included in RECIPIENT/SUBGRANTEE's proposal that would prevent those employees from accepting any offer of employment from the State of North Carolina outside of the first Term of the Contract. By executing this MOA the RECIPIENT/SUBGRANTEE affirms this condition, as directed in **Section 6. Selection Criteria** of this MOA. This affirmation is a material condition for the State's award of any work under this MOA.
2. **Program Monitoring.** RECIPIENT/SUBGRANTEE agrees to assist and cooperate with the Federal grantor agency and State or their duly designated representatives in the monitoring of the project or projects to which this contract relates, and to provide in form and manner approved by STATE such monitoring reports, progress reports, and the like as may be required and to provide such reports at the times specified.
3. **Termination for Cause.** If through any cause, RECIPIENT/SUBGRANTEE shall fail to fulfill in a timely or proper manner any obligations under this Contract, or if RECIPIENT/SUBGRANTEE shall violate any of the covenants, agreements, or stipulations of the Contract, State shall thereupon have the right to terminate this Contract by giving written notice to RECIPIENT/SUBGRANTEE of such termination and specifying the effective date of such termination. Unless a shorter time is determined by State to be necessary, State shall effect termination according to the following procedure:
  - a. Notice to Cure. State shall give written notice of the conditions of default, setting for the ground or grounds upon which such default is declared ("Notice to Cure"). The RECIPIENT/SUBGRANTEE shall have ten (10) days from receipt of the Notice to Cure or any longer period that is set forth in the Notice to Cure to cure the default.
  - b. Notice of Termination. If the conditions set forth in the Notice to Cure are not cured within the period set forth in the Notice to Cure, State may terminate the Contract, in whole or in part. State shall give the RECIPIENT/SUBGRANTEE written notice of such termination ("Notice of Termination"), specifying the applicable provision(s) under which the Contract is terminated and the effective date of the termination.
  - c. In such event, all finished or unfinished documents, data, studies, and reports prepared by RECIPIENT/SUBGRANTEE entitle RECIPIENT/SUBGRANTEE's receipt of just and equitable compensation for any satisfactory work completed on such documents. Notwithstanding the above, RECIPIENT/SUBGRANTEE shall not be relieved of liability to State for damage sustained to State by virtue of any breach of this Contract by RECIPIENT/SUBGRANTEE. State may withhold any payments to RECIPIENT/SUBGRANTEE for the purpose of set off until such time as the exact amount of damages due State from RECIPIENT/SUBGRANTEE is determined.
4. **Funding Contingency.** The awarded Contract may be suspended and/or terminated without liability to the State if any grant is suspended or terminated, and unless and until the State receives funds in an amount that is deemed sufficient to enable it to fund the Contract awarded, the State is under no obligation to make any payments to the RECIPIENT/SUBGRANTEE.

5. **Equal Employment Opportunity.** During the performance of this contract, the RECIPIENT/SUBGRANTEE agrees as follows:

- a. The RECIPIENT/SUBGRANTEE will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The RECIPIENT/SUBGRANTEE will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The RECIPIENT/SUBGRANTEE agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- b. The RECIPIENT/SUBGRANTEE will, in all solicitations or advertisements for employees placed by or on behalf of the RECIPIENT/SUBGRANTEE, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c. The RECIPIENT/SUBGRANTEE will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the RECIPIENT/SUBGRANTEE's legal duty to furnish information.
- d. The RECIPIENT/SUBGRANTEE will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the RECIPIENT/SUBGRANTEE's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e. The RECIPIENT/SUBGRANTEE will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f. The RECIPIENT/SUBGRANTEE will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- g. In the event of the RECIPIENT/SUBGRANTEE's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the RECIPIENT/SUBGRANTEE may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h. The RECIPIENT/SUBGRANTEE will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or RECIPIENT/SUBGRANTEE. The RECIPIENT/SUBGRANTEE will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a RECIPIENT/SUBGRANTEE becomes involved in, or is threatened with, litigation with a subcontractor or RECIPIENT/SUBGRANTEE as a result of such direction by the administering agency, the RECIPIENT/SUBGRANTEE may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of RECIPIENT/SUBGRANTEES and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a RECIPIENT/SUBGRANTEE debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon RECIPIENT/SUBGRANTEES and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until

satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

6. **Anti-Discrimination.** RECIPIENT/SUBGRANTEE will comply with the following clauses: Titles VI and VII of the Civil Rights Act of 1964 (PL 88-352), and the regulations issued pursuant thereto (prohibiting discrimination on the basis race, color, national origin and ensuring that individuals are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age); Title IX of the Education Amendments of 1972 (codified as amended at 20 U.S.C. § 1681 et seq.) (prohibiting discrimination on the basis of sex); Titles I, II, III, IV, and V of the Americans with Disability Act of 1990 (prohibiting discrimination on the basis of disability); Section 504 of the Rehabilitation Act of 1973 (codified as amended at 29 U.S.C. § 794) (prohibiting discrimination on the basis of handicap); the Age Discrimination Act of 1975 (codified as amended at 42 U.S.C. § 6101 et seq.) (prohibiting age discrimination); Executive Order 11063 as amended by Executive Order 2259; and Section 109 of the Housing and Community Development Act of 1974, as amended.
7. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).**

Compliance with the Contract Work Hours and Safety Standards Act.

- a. *Overtime requirements.* No RECIPIENT/SUBGRANTEE or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- b. *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in 29 CFR §5.5(b)(1), the RECIPIENT/SUBGRANTEE and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such RECIPIENT/SUBGRANTEE and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in 29 CFR §5.5(b)(1), in the sum of \$26 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in 29 CFR §5.5(b)(1).
- c. *Withholding for unpaid wages and liquidated damages.* State shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the RECIPIENT/SUBGRANTEE or subcontractor under any such contract or any other Federal contract with the same prime RECIPIENT/SUBGRANTEE, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime RECIPIENT/SUBGRANTEE, such sums as may be determined to be necessary to satisfy any liabilities of such RECIPIENT/SUBGRANTEE or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in 29 CFR §5.5(b)(2).

- d. *Subcontracts.* The RECIPIENT/SUBGRANTEE or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of 29 CFR §5.5 and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime RECIPIENT/SUBGRANTEE shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in 29 CFR §5.5(b)(2) through (4).

## **8. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT.**

### Clean Air Act

- a. The RECIPIENT/SUBGRANTEE agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b. The RECIPIENT/SUBGRANTEE agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the National Oceanic and Atmospheric Administration, and the appropriate Environmental Protection Agency Regional Office.
- c. The RECIPIENT/SUBGRANTEE agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

### Federal Water Pollution Control Act

- a. The RECIPIENT/SUBGRANTEE agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- b. The RECIPIENT/SUBGRANTEE agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the National Oceanic and Atmospheric Administration, and the appropriate Environmental Protection Agency Regional Office.
- c. The RECIPIENT/SUBGRANTEE agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

## **9. Debarment and Suspension.**

- a. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the RECIPIENT/SUBGRANTEE is required to verify that none of the RECIPIENT/SUBGRANTEE's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The RECIPIENT/SUBGRANTEE must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

- c. This certification is a material representation of fact relied upon by State. If it is later determined that the RECIPIENT/SUBGRANTEE did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to State, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The RECIPIENT/SUBGRANTEE agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) (as Amended).**

RECIPIENT/SUBGRANTEES who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

Required Certification. If applicable, RECIPIENTS/SUBGRANTEES must sign and submit to the RECIPIENT/SUBGRANTEE the certification in Attachment B.

**11. Procurement of Recovered Materials.**

- a. In the performance of this contract, the RECIPIENT/SUBGRANTEE shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
    - Competitively within a timeframe providing for compliance with the contract performance schedule;
    - Meeting contract performance requirements; or
    - At a reasonable price.
  - b. Information about this requirement, along with the list of EPA designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
  - c. The RECIPIENT/SUBGRANTEE also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.
- 12. Women and Minority Owned Businesses.** 2 C.F.R. § 200.321 requires that all necessary affirmative steps are taken by the State and RECIPIENT/SUBGRANTEE to assure that minority and women's businesses are used when possible, and N.C. Gen. Stat. 143-128.2 establishes a ten percent (10%) goal for participation by minority and women owned businesses in total value of work performed for the State.

- 13. Access to Records.** The following access to records requirements apply to this contract:

- a. The RECIPIENT/SUBGRANTEE agrees to provide State, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the RECIPIENT/SUBGRANTEE which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
  - b. The RECIPIENT/SUBGRANTEE agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
  - c. The RECIPIENT/SUBGRANTEE agrees to provide the FEMA Administrator or his authorized representative access to construction or other work sites pertaining to the work being completed under the contract.
  - d. In compliance with the Disaster Recovery Act of 2018, State and the RECIPIENT/SUBGRANTEE acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.
  - e. RECIPIENT/SUBGRANTEE agrees to allow the departments and agencies of the State of North Carolina, FEMA, the Comptroller General of the United States, and any of their duly authorized representatives access to any books, documents, papers, and records of RECIPIENT/SUBGRANTEE which are directly pertinent to the NCEM Program for the purpose of making audits, examinations, excerpts, and transcriptions.
14. **Records Retention.** All records required to be kept on the project shall be maintained for at least five (5) years after final payments and until all other pending matters under the grant for this project have been closed. However, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the five (5) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the five (5) year period, whichever is later.
15. **Energy Efficiency.** All participants in the projects funded hereby shall recognize mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163).
16. **Personnel.** RECIPIENT/SUBGRANTEE represents that it has, or will secure at its own expense, all personnel required in performing the work under this Contract. Such personnel shall not be employees of or have any contractual relationship with State. All of the work required hereunder will be performed by RECIPIENT/SUBGRANTEE or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and State law to perform such work. No person who is serving a sentence in penal or correctional institution shall be employed to work under this Contract.
17. **Program Fraud and False or Fraudulent Statements or Related Acts.** RECIPIENT/SUBGRANTEE acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the Contract.
18. **No Obligation by Federal Government.** The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity,

RECIPIENT/SUBGRANTEE, or any other party pertaining to any matter resulting from the contract.

19. **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The RECIPIENT/SUBGRANTEE will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.
20. **DHS, Seal, Logo, and Flags.** The RECIPIENT/SUBGRANTEE shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
21. **Davis-Bacon Act.** If applicable, Compliance with the Davis-Bacon Act.
  - a. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The RECIPIENT/SUBGRANTEE shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
  - b. RECIPIENT/SUBGRANTEE are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
  - c. Additionally, RECIPIENT/SUBGRANTEE are required to pay wages not less than once a week.
22. **Copeland Anti-Kickback Act.** If applicable, Compliance with the Copeland “Anti-Kickback” Act.
  - a. RECIPIENT/SUBGRANTEE. The RECIPIENT/SUBGRANTEE shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
  - b. Subcontracts. The RECIPIENT/SUBGRANTEE or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
  - c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.
23. **System for Awards Management.** Vendor shall be responsible to ensure that it has checked the federal System for Awards Management (SAM) <https://www.sam.gov/SAM/> and the State Debarred Vendors Listing, <https://ncadmin.nc.gov/documents/nc-debarred-vendors> to verify that Contractors or sub-Recipients have not been suspended or debarred from doing business with federal or State government.



## ATTACHMENT B: CERTIFICATION REGARDING LOBBYING (Appendix A, 44 C.F.R. Part 18)

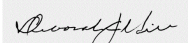
### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The RECIPIENT/SUBGRANTEE, **Deborah J. Hill**, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the RECIPIENT/SUBGRANTEE understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

  
 Signature of RECIPIENT/SUBGRANTEE's Authorized Official  
**DEBORAH J. HILL, PLANNING DIRECTOR**  
 Name and Title of RECIPIENT/SUBGRANTEE's Authorized Official  
 6/22/2022 | 08:42:53 EDT  
 Date



## **ATTACHMENT D: BEST PRACTICES: ACQUISITION, DEMOLITION, AND DEBRIS REMOVAL STIPULATIONS FOR HMGP PROJECTS**

North Carolina, Hurricane Florence (2/20/2019)

### **General Approach to Minimize Impact to Soil:**

- o Major demolition activities, including placement of vehicles and equipment, must be confined to areas where soils have been previously disturbed as exemplified by surface grading and utility trenching.
- o When vehicles or heavy equipment are not in use, they shall be staged on hard or firm surfaces. Paved surfaces, if available within the project site limits, shall be used to the fullest extent possible.
- o Vehicles and heavy equipment must work from paved or hard surfaces to avoid soil compaction and/or sinking into soft soils. If necessary, use mud mats, access mats, or high traction construction mats (e.g., timber, rubber) when operating on soft soils.
- o Whenever possible, use tracked vehicles to reduce soil disturbance and minimize soil compaction.
- o Excavation and burial of debris on site is prohibited.

### **Activity Specific Guidelines:**

#### **o Debris Removal**

- Avoid removal of trees. Instead cut trunks to ground level and leave root balls in place. Removal of uprooted trees and woody debris from historic landscapes, historic parks, undisturbed ground, and historic districts (but not along public rights-of-way) requires additional historic review. Removal of standing trees will require consultation with United States Fish and Wildlife Raleigh, NC office.

#### **o Demolition**

#### **Foundation Removal**

- Removal of all structure foundation and basement walls to at least one (1) foot below the finish grade of the site. Excavation will be limited to within two (2) feet of the foundation perimeter.

#### **Slab/Driveway/Sidewalk Removal**

- Limit excavation to private property: within one (1) foot of the slab/driveway/sidewalk perimeter, and not more than one (1) foot below the depth of the asphalt/concrete to minimize soil disturbance.

**Oil Tank Location/Removal**

- Locate an underground storage tank (UST) (e.g., heating oil tank) using approved methods, which include using a magnetometer, probe, or GPR system. Trenches are not permitted.
- The Applicant is required to close an abandoned UST by having it cleaned to remove residual materials (hazardous waste) and then backfilled with clean certified fill (e.g., dry sand, gravel, or concrete) or digging-up and removing the tank (removing any contaminated soil in the process). The contractor will limit potential soil disturbance that may include using smaller machines with two (2) foot wide buckets.

**Septic Tanks**

- In septic tank decommissioning, the tank shall be disconnected from the main drain of the house and any waste pumped out by tanker. The old tank is either completely removed or, if left in place, disinfected, several holes punched into the bottom, and tank filled using clean, suitable fill (sand, gravel, soil) and its cover and lid securely fastened. If removed, the contractor will limit potential soil disturbance and dispose of the old tank at a licensed or permitted waste disposal facility. The hole shall be filled with clean dirt, gravel or other acceptable material. The area must be graded and vegetative cover established.

**o Utility Lines**

- Abandoned utility lines (e.g., water, sewer, natural gas) shall be disconnected and capped to meet safety or local code requirements. In cases where there are no shut-off valves, limited excavation within the utility rights-of-way is allowed to cap these service lines.

**o Cemetery Buffer Zone**

- Allow a 25 ft. buffer zone around cemeteries for all demolition projects.

**Treatment of Unanticipated Discoveries:****o Archaeological Materials/Human Remains**

- If human remains or archaeological features (e.g., middens, refuse/storage pits, privies, wells, cisterns) are uncovered during ground disturbing activities, work shall stop immediately in the vicinity of the discovery and all measures taken to avoid or minimize harm to the finds. The applicant will ensure that the archaeological discovery is secured in place, access to the sensitive area restricted, and all measures taken to avoid further disturbance. The applicant's contractor will immediately notify the applicant of the discovery, with the applicant contacting the Office of State Archaeology (OSA)/SHPO/THPO and FEMA within 24 hours of the discovery. The documentation will be used by the agencies only for identification purposes and not duplicated or shared (remain confidential in accordance with 36 CFR § 800.11(c)). Work in the vicinity of the discovery may not resume until FEMA has completed consultation with OSA/SHPO,

Tribes, and other consulting parties as necessary – whether the discovery warrants additional examination and how to proceed in accordance with 36 CFR § 800.

- If human remains are encountered during permitted activities, all work shall stop, and OSA/ SHPO/THPO and FEMA contacted immediately. In cases where human remains are determined to be Native American, FEMA shall consult with the appropriate Tribal representative(s), State Archaeologist and the Executive Director of the North Carolina Commission of Indian Affairs, and SHPO. Additionally, FEMA shall follow the guidelines outlined in the ACHP’s “Policy Statement Regarding the Treatment of Burial Sites, Human Remains, and Funerary Objects” (February 23, 2007) and any State-specific policies that may be enforced.

### **Asbestos Abatement Requirements:**

- An asbestos survey is required for each property to determine the presence of asbestos prior to conducting a Hazard Mitigation and/or Public Assistance Project.

- Could be financially prudent for sub-grantee to contract all surveys within their area to one contractor. This allows for seamless transition.

- Asbestos surveys can only be conducted by North Carolina accredited asbestos inspectors.

- All suspect friable and non-friable asbestos containing building materials (ACBM) must be tested for asbestos content. Any material having laboratory results greater than 1% asbestos is considered asbestos-containing.

- **The notification form, DHHS 3768, “Asbestos Permit Application and Notification for Demolition/Renovation” is required to be submitted to the HHCU before renovation/demolition activities begin that would involve the removal of at least 160 square feet, 260 linear feet or 35 cubic feet of friable/regulated asbestos. This form is required ten working days before the renovation/demolition activity can begin. Even if no asbestos was identified during the asbestos survey, this form is still required ten working days before the demolition activity begins.**

### **Asbestos Continued, Other Issues:**

- Burning associated with these guidelines is not allowed without first addressing the potential for asbestos containing building materials. **An asbestos inspection by a NC accredited person and an approved notification form (DHHS-3768) will be required prior to any burning.**

- Salvaging associated with these guidelines is not allowed without first addressing the potential for asbestos containing building materials. **An asbestos inspection by a NC accredited person and an approved notification form (DHHS-3768) will be required prior to salvaging or deconstruction activities.**

- Grinding associated with these guidelines is not allowed without first addressing the potential for asbestos containing building materials. **An asbestos inspection by a NC accredited asbestos inspector and an approved notification form (DHHS-3768) will be required prior to any grinding or chipping activities.**

**Lead Based Paint:**

- The demolition contractor will be responsible for complying with the OSHA Lead in Construction Standard 1926.62 when demolishing homes damaged by Hurricane Florence.

**FEMA reserves the right to conduct unannounced field inspections and observe debris removal activities to verify compliance with this “Best Practices” document. Failure to comply with these stipulations may jeopardize the Applicant's receipt of federal funding.**

**FEMA, North Carolina Office of State Archaeology (OSA), State Historic Preservation Office (SHPO), and Tribal Historic Preservation Office (THPO) have agreed that the Applicant is responsible for ensuring that their demolition contractor adheres to these work restrictions known as “Best Practices: Acquisition, Demolition, and Debris Removal Stipulations for HMGP Projects,” as part of FEMA Public Assistance and Hazard Mitigation Grant Program eligible activities.**

May 27, 2025

Town of North Topsail Beach, North Carolina  
2008 Loggerhead Court  
North Topsail Beach, NC 28460

Attention: Alice Derian, Town Manager

This letter is to confirm our understanding of the terms and objectives of this engagement and the nature and limitations of the services that will be provided by GWI Tax and Accounting, A Member of Aline Accounting Partners (the "Firm").

The purpose of our engagement is to provide professional outsourced accounting services to Town of North Topsail Beach, North Carolina ("**Town**") beginning July 1, 2025. The services we offer and the specific services we have initially identified to provide are outlined in the attached Exhibit A.

This engagement is not a preparation, compilation, review or audit engagement whereby any form of assurance will be provided on the Town's financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise, preferably within senior management, to be responsible and accountable for overseeing our services as part of this engagement. By your signature below, you acknowledge that management agrees to evaluate the adequacy of, and accept responsibility for, the results of all the services performed as part of this agreement.

Our fees for this engagement shall be billed at our current rates, plus direct expenses (milage/hotel/meals), based on the level of service provided. Our current rates are as follows:

Service	Rate/Hour
Triage and assessment of service needs	170.00
Consulting	170.00
Audit preparation	150.00
Writing financial statements	150.00
Finance officer services	150.00
Payroll services	140.00
Bookkeeping services	120.00
Travel time	60.00

We understand the maximum billing under this contract is \$334,000, with a projected duration of 7 months; therefore, we will cease work on this contract on January 31, 2026. This timeline is with the understanding that if priorities change due to the Town's request, that have federal or state deadlines that can't be moved out, then when our billings reach \$334,000, unless an amendment occurs to increase the maximum billing under this contract, we will cease work on this contract.

Payment for services is due when rendered and interim billings will be submitted as work progresses and expenses incurred. Invoices are payable upon presentation. If payment is to be made by check, the check shall be mailed to GWI Tax and Accounting, 9650 Strickland Road, Suite 103-268, Raleigh, NC 27615. If payment is to be made by ACH, then payment shall be made to the bank account the Firm provides to you by a password protected PDF file which you should verbally confirm with the Firm before the initial payment is remitted. Any correspondence changing the means of payment shall be verbally confirmed with the Firm by the Town before such change is made and payment remitted.

In the event the Town hires a contractor/employee of the Firm, the Town agrees to pay the Firm a one-time fee of 25% of the annual compensation the Town has offered to the contractor/employee. This fee will not be limited by the maximum billing threshold in the previous paragraph.

In addition, in the event the Firm or any of its employees or agents is called as a witness or requested to provide any information (whether oral, written, or electronic) in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to the Firm, or any documents and work papers prepared by the Firm in accordance with the terms of this agreement, subject to the not to exceed limits in this agreement, you agree to pay any and all reasonable expenses, including fees and costs for our time at the rates specified in our engagement letter, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting confidential documents. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement.

Unless you indicate otherwise, the Firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. We have secured confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the Firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the Firm.

It is our policy to keep records related to this engagement for five years. However, the Firm does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the five-year period, the Firm shall be free to destroy our records related to this engagement.

E-VERIFY CERTIFICATION. As a condition of payment under this agreement, Firm shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Further, if Firm provides services to the Town utilizing a subcontractor, Firm shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. The Firm shall verify, by affidavit, compliance with the terms of this section upon request by the Town.



IRAN DIVESTMENT. The Firm certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. § 147-86.60) It is the responsibility of each vendor or contractor to monitor compliance with this restriction.

ISRAEL BOYCOTT. Firm certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. § 147-86.81. It is the responsibility of Firm to monitor compliance with this restriction.

We appreciate the opportunity to be of service to you and believe this letter correctly expresses the significant terms of our engagement. If you have any questions please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Cordially,

**GWI Tax and Accounting**

*Beth A Wood*

Beth A Wood, CPA  
Partner

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Town of North Topsail Beach, North Carolina by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act, NCGS 159-28. A Purchase Order will be issued for this Agreement and will be amended prior to any additional expenses incurred over the original Purchase Order Amount.**

\_\_\_\_\_  
**Finance Officer**

\_\_\_\_\_  
**Date**

Attachment: Exhibit A

**Town of North Topsail Beach**  
**Tasks to Support Quote for Financial Services to be Provided**  
5/27/2025

**EXHIBIT A**  
pg 1 of 4

**Assumes 7-Month Engagement** - beginning July 1, 2025

	MONTHS	TOTAL HOURS	RATE/ HOUR	TOTAL
Finance Officer/Grants Management	7	1,240	150	\$ 186,000
Accounts Payable & Bank Recs	7	1,240	120	\$ 148,800
				<hr/>
				\$ 334,800
				<hr/>
		TOTAL QUOTE		<b>\$334,000</b>

**SEE TABS FOR LIST OF SERVICES TO BE PROVIDED**

**NOTE: THE QUOTE DOES NOT INCLUDE STAFF TIME TO PROCESS 1099s FOR VENDORS IN JANUARY 2026..**

**FEMA**

**Complete reconciliation to close out FEMA small projects for Dorian/Florence**

- Download each PW assigned to each hurricane
- Access State portal to get access to payments made by State to the Town
- Trace payments to Financial Statements to verify receipt of payment

**Large Grants-Dorian/Florence**

- Match previous submittals for reimbursements to deposits received by the Town
- Submit additional requests for reimbursement if applicable.
- Prepare Budget amendments for all cost overruns that Fran will submit to FEMA & Town gets reimbursed for.
- Submit reimbursement requests as work is performed/passes inspection

File for reimbursement for 3rd party consultant fees when Dorian/Florence closes out.

Set up accounts in the Town's Books/General Ledger to track expenditures/by Beach Project/by Phase

Allocate expenditures allocated to appropriate grant/phase.

Setup all new grants in the Town's accounting system by project.

Create Agenda Items and Budget Ordinances to Set Up Project/Grants/Amendments Until Project/Grant Closed Out.

**NC DEQ Grant**

Manage the Phase 4 NCDEQ \$10.5 million grant to ensure compliance with grant requirements.

Determine that expenses paid are charged to correct account

Issue Purchase Orders and encumber funds

Submit all required reports to NCDEQ

**Fire Station #2 CAPITAL PROJECT**

WB BRAWLEY, ECS SOUTHEAST AND BECKER MORGAN

Monitor Payments

Create Agenda Items for Change Orders

Create Agenda Items for Budget Amendments

ENSURE DEBT PAYMENTS ARE PAID

**FY2026 Budget**

Monitor expenditures against budget monthly

Prepare Budget-to-Actual reports, monthly, for the Board

Prepare Budget amendments as necessary

**Prepare New Capital/Grant Project Ordinances as necessary**

**Prepare Required Reports**

LGC 203-COLL 91

Powell Bill Reports - August & December

NC DOT Report

NC DEQ

NC EM

FEMA FOR APPLICABLE GRANTS

GRANTS - INCLUDES DOCUMENTATION AND REQUESTS FOR REIMBURSEMENTS.

**\*\*IF THE NEW FIRE GRANT (Boat & Equipment) IS AWARD IN OCTOBER WILL HANDLE ALL FINANCIAL REPORTING REQUIRED IN FEMA-GO.**

**FY2025 Audit Assistance**

Prepare supporting documentation/schedules for Balance Sheet Accounts being audited

Answer questions for auditors regarding account balance/account transactions/grants.

Obtain approval and post adjusting journal entries as a result of the FY2025 audit

Ensure ending audited account balances from FY2025 roll forward into FY2026

**Provide assistance as needed/requested by Town Manager.**

**Determine all contracts for which PO's should be issued and encumbrances are recorded in the Town's accounting system**

**Review all AP invoices prior to every check run:** (Check runs are done weekly)

To ensure Vendor W-9 is on file,

To ensure the correct General Ledger account is being charged

To ensure sales tax are posted correctly

Return all invoices not approved or account number not noted.

Search for Purchase Order & attach copy to invoice.

Review all past due vendor payments to ensure not been paid. If not, then pay.

**Perform bank reconciliations, each month, for all bank accounts**

Checking Account covering Funds 10, 12, 30, 31, 32, 50, 60

Money Market Account covering Funds 10, 12, 30, 31, 32, 50, 60

NC Capital Management Trust Account covering Funds 10, 12, 30, 31, 32, 50

Savings Account - Funds 10

3- Police Bank Accounts

**Total - 6 Bank Accounts**

Prepare Cash Flow Analysis - to monitor that Town has enough money to pay bills each week.

**Research variances between bank balance and general ledger balances.**

Write and obtain approval to post Journal Entries for bank transactions not posted in General Ledger

Write and obtain approval to post journal entries to post corrections of errors noted in the reconciliation

Research any transactions posted in the General Ledger but not showing on bank statement.

**OTHER TASKS:**

**Assists w/ Insurance Renewals as needed.**

**Determine Loss Payee on all Insurance coverage for vendors.**

This has not been kept up by the Town and still needs to be done.

**Town of North Topsail Beach**  
**Payroll Related Tasks**  
5/27/2025

**Exhibit A**  
pg 4 of 4

**Payroll Reporting-Quarterly**

941's to IRS

NC DOR Payroll Tax Report

File Reports w/ Employment Security Commission