



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

**Wednesday, January 07, 2026, 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 - Richard Grant  
Alderman - Kip Malcolm  
Alderman - Laura Olszewski  
Town Manager - Alice Derian*

*Mayor Pro Tem - Connie Pletl  
Alderman – Larry Strother  
Alderman – Mark Barefoot  
Town Clerk – Alexis Stanfield*

- I. CALL TO ORDER (Mayor Grant)**
- II. INVOCATION (Alderman Malcolm)**
- III. PLEDGE OF ALLEGIANCE (Alderman Barefoot)**
- IV. APPROVAL OF AGENDA**

***Specific Action Requested: Mayor may request for 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 Alderman has control.

**VII. PUBLIC PRESENTATIONS AND HEARINGS**

- A. Coastal Engineer Monthly Report

**VIII. CONSENT AGENDA**

- A. Approval of Minutes
  - December 2, 2025 Regular Meeting Minutes
- B. Department Head Reports
  - 1. Finance Department
  - 2. Fire Department
  - 3. Inspections Department
  - 4. Planning Department
  - 5. Police Department

C. Committee Reports

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

D. BJAG Equipment Grant Application Request

E. BA 2026-26.33 WB Brawley Change Order for Flood Vents

***Specific Action Requested: Mayor may request a motion to approve the Consent Agenda***

**IX. CONTINUING BUSINESS**

A. BISAC Update (Alderman Strother)

B. Board of Aldermen Liaison Appointment Discussion

1. CIP Committee
2. Parking Committee
3. Parks and Recreation
4. Revetment Committee
5. Greater Topsail Area Chamber of Commerce and Tourism
6. ONWASA
7. Onslow County Board of Commissioners
8. Jacksonville Urban Area Metro Planning Organization Technical Committee
9. Camp Lejeune
10. State and Federal Legislative Appointees

***Specific Action Requested: The Board shall discuss the appointment of members of the Board to boards, commissions, and committees. Mayor may ask for nominee/motion to appoint members***

C. Proposed Rules of Procedure (Trey Ferguson)

D. Approval of Proposed Crosswalk Locations and Authorization to Proceed with NCDOT Encroachment Agreement Submissions (Chris Huckaby)

E. Fire Station No. 2 update – Ernest Olds, Becker Morgan Group, Inc.

F. BA 2026-26.28 Fund 32 PTC - 8 ATM TI Coastal and CA 2026-26.29 for ATM Coastal Engineering and CA 2026-26.30 TI Coastal Contract

***Specific Action Requested: Mayor may request a motion to approve the budget amendment 2026-26.28 as presented.***

***Specific Action Requested: Mayor may request a motion to approve the contract authorization ordinance 2026-26.29 with ATM as presented.***

***Specific Action Requested: Mayor may request a motion to approve the contract authorization ordinance 2026-26.30 with TI Coastal as presented.***

## **X. NEW BUSINESS**

A. Discussion of Electric Bikes on the Beach (Alderman Olszewski)

B. MGT Impact Solutions, LLC Master Service Agreement and Budget Amendment 2025-25.18 - Staffing Consulting Solutions (Manager Derian)

***Specific Action Requested: Mayor may request a motion to approve the budget amendment 2026-26.34 and contract award ordinance 2026-26.35 as presented.***

C. Financial Expert Retention (Mayor Grant)

A. Five Year Strategic Plan

B. Accounting and Financial Services Budget

D. Punch List (Mayor Grant)

A. Speed Limit Warning Signs

B. Pickleball / Tennis Courts

C. Villa Capriani Artist Event

E. Planning Retreat (Mayor Grant)

F. Assignments - Combining (Mayor Grant)

G. Shallow Draft Plan (Mayor Grant and Chris Gibson)

H. Sound Side Considerations by the Planning Board (Mayor Grant)

***Specific Action Requested: Mayor may request a motion to bring recommendations for development to the Sound Side.***

I. Financial Advisory Agreement to DEC and Associates Inc (Doug Carter and Manager Derian)

***Specific Action Requested: Mayor may request a motion to approve budget ordinance amendment 2026-26.31.***

***Specific Action Requestion: Mayor may request a motion to approve the contract authorization to award the Financial Advisory Agreement to DEC and Associates, Inc.***

## **XI. 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.

## **XII. ATTORNEY'S REPORT**

**XIII. ALDERMAN'S REPORT**

**XIV.MAYOR'S REPORT**

**XV. CLOSED SESSION**

The Board will enter closed session in accordance with NCGS § 143- 318.11. (6) Personnel.

**XVI.ADJOURNMENT**



# North Topsail Beach Coastal Update

## January 2026

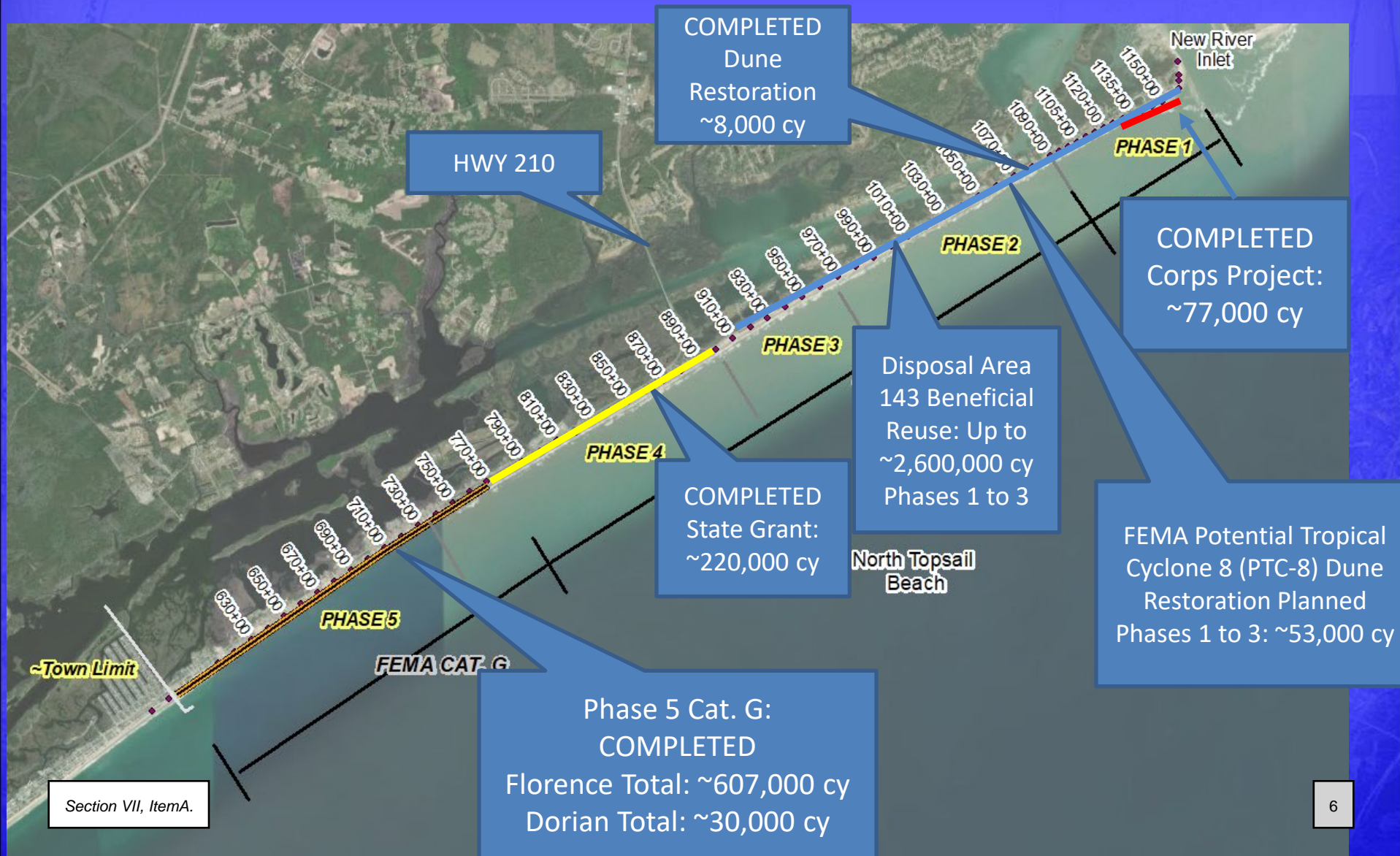


Marina, Coastal, Environmental  
& Water Resources Engineers



# 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.  
Long pumping distance  
presents a challenge for  
dredgers.

**Dredging**

**Fill Placement**



**77,000 cy  
Placement North of Topsail  
Reef Condos**

Section VII, Item A.

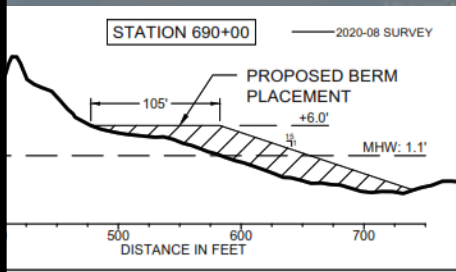
No other coastal Waterway dredging planned for this winter



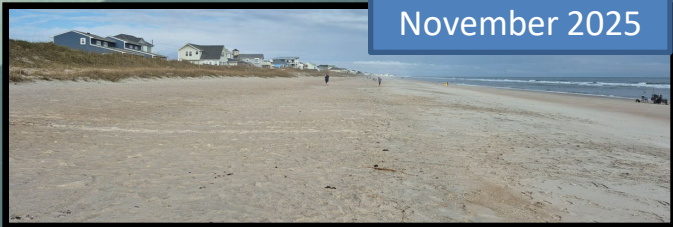
December 2025



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 (including Hurricane Erin and recent wave/surge events).



Restored ~3.5 Miles



November 2025

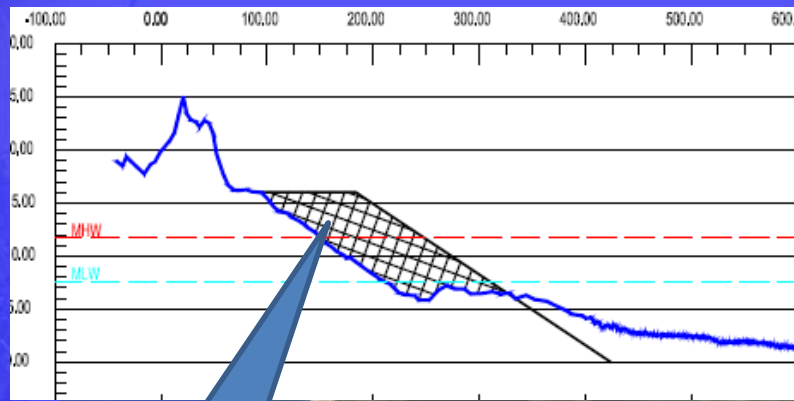


November 2025

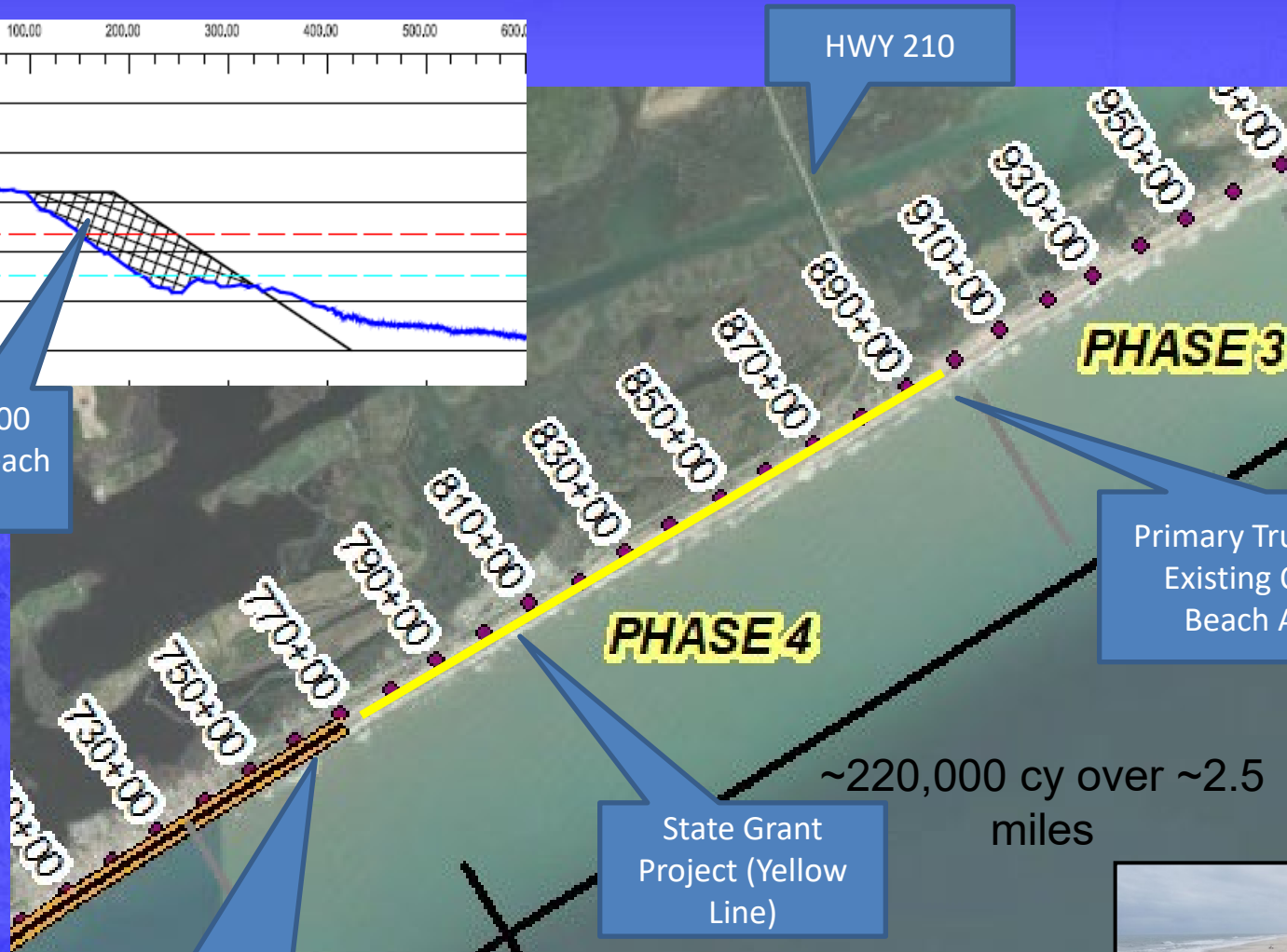


Town  
Section VII, ItemA.

# Completed State Grant Phase 4 Beach Nourishment – Held up well to Hurricane Erin and recent wave/surge events.



~80 to 100  
Feet of Beach  
Width



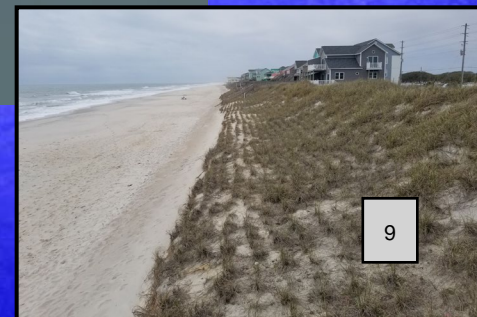
Section VII, Item A.

Secondary Truck Access  
at Existing Opening at 2<sup>nd</sup>  
Avenue

State Grant  
Project (Yellow  
Line)

~220,000 cy over ~2.5  
miles

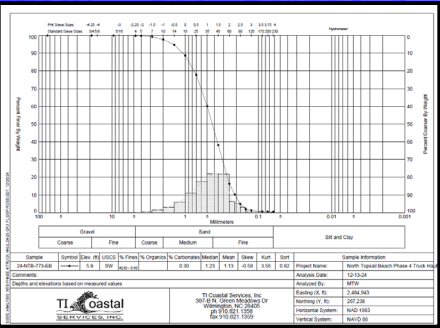
Primary Truck Access at  
Existing Opening at  
Beach Access 33





# Phase 4 Nourishment

~220,000 cy Placed

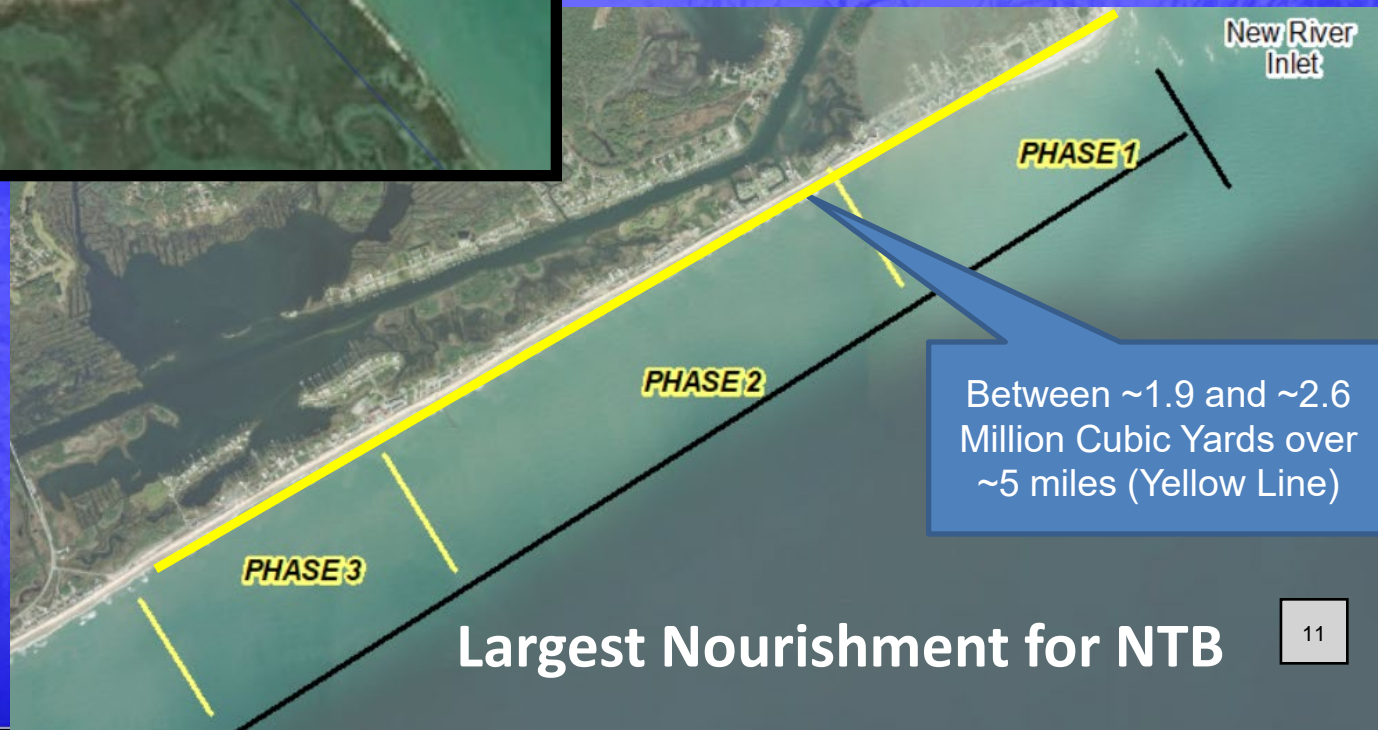




# Disposal Area (DA) 143 Beneficial Reuse and Placement in Phases 1, 2, and 3



- Based on Agency Feedback, ~1.9 to 2.6 Million CY at DA 143
- Easement coordination continues with state agencies
- Permit Application Submission Follows Easement.
- Funding Research and Coordination Ongoing.



# 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
- FEMA Project Processing Continues
- No Additional FEMA Information Requests (three total)

## Public Assistance (PA)

Provides grants to eligible state, local governments, EBCI 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

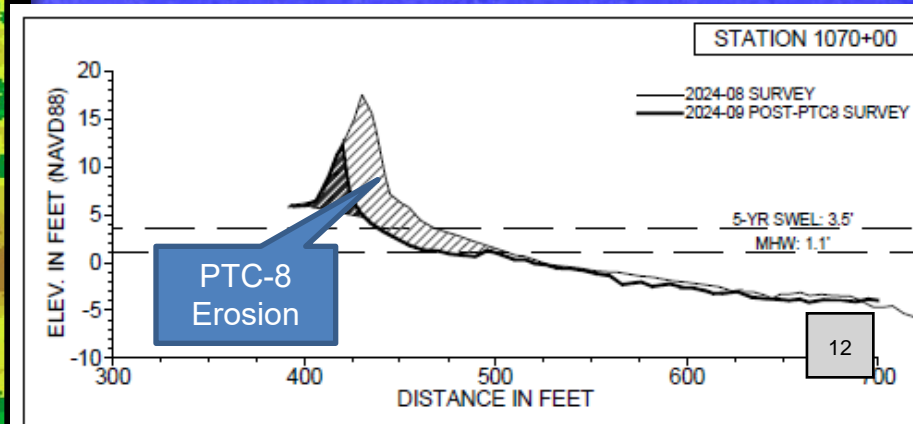
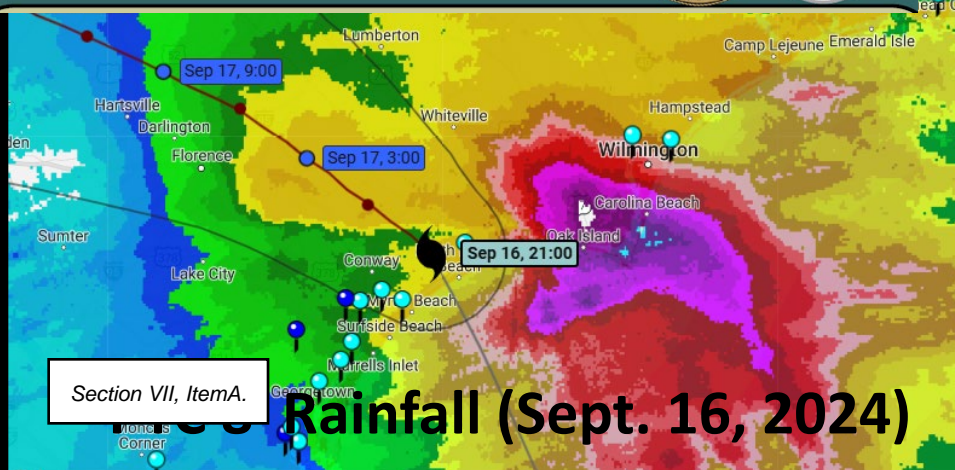
2 CFR

Procurement Requirements

PA Program & Policy Guide (PAPPG)

Policy

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

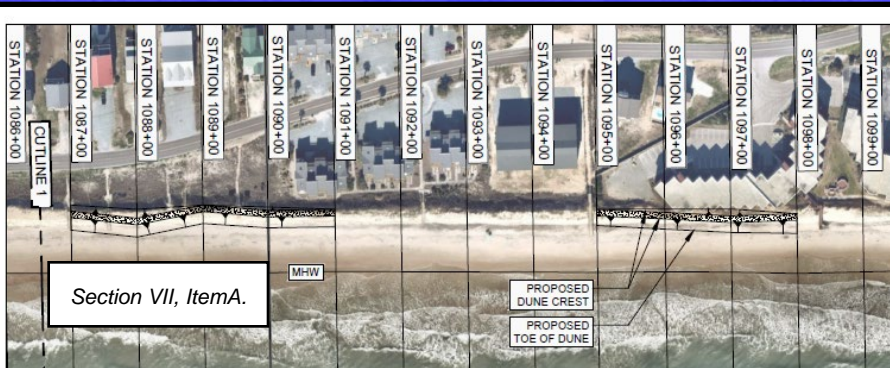
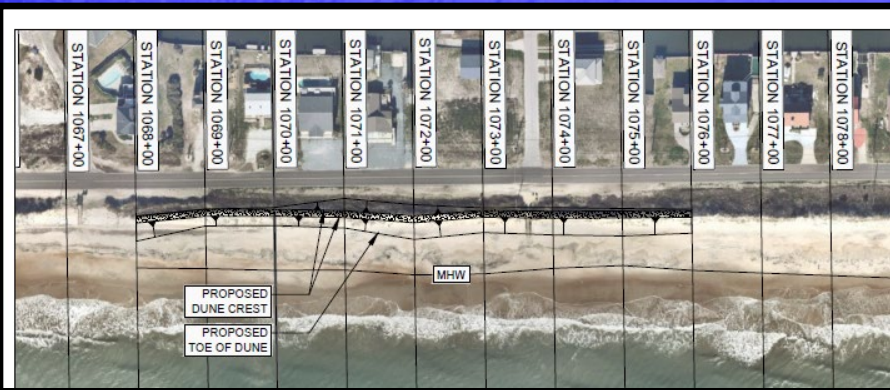
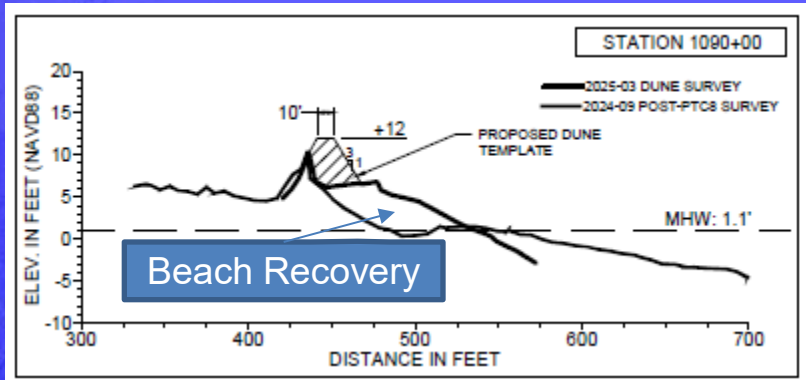




# Critical Dune Restoration: ~8,000 cy in April/May

## FEMA PTC-8 Mitigation

### ST Wooten – Contractor



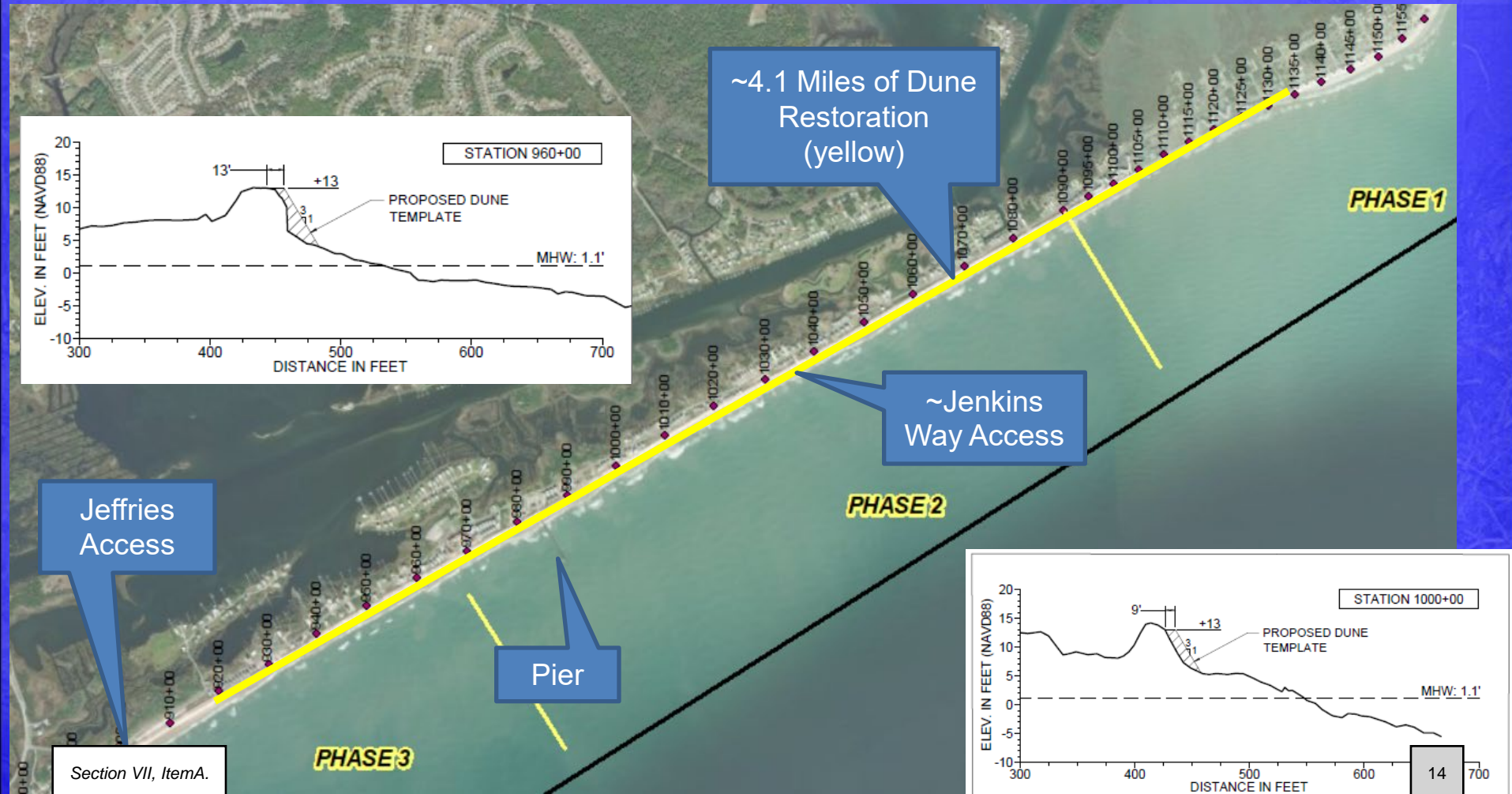


# Northern Shoreline Dune Restoration (Phases 1 to 3 for 53,000 cy)

ST Wooten – Contractor – Approximately 3 Month Timeline

Construction Mobilization and Work Begins Monday, January 5

FEMA PTC-8 Mitigation



# Town Beach Projects Updates

- New River Inlet Management Master Plan EIS: Draft EIS under several levels of USACE review. Higher level review ongoing. Shutdown has slowed this. Biological Assessment (BA) and Essential Fish Habitat (EFH) in progress.
- Post Tropical Cyclone 8 FEMA/NCEM- 53,000 cy dune restoration (in addition to 8,000 cy last April) in Phases 1, 2 and 3 to start January 5.
- Disposal Area 143 Beneficial Reuse for Nourishment of Phases 1,2,3 of between ~1.9 and ~2.6 million cubic yards. Easement coordination on DA143 use ongoing with state agencies. Then final permit application submittal.
- DA 143 Grant Research and Funding Options Ongoing.
- Critical Dune Restoration in Phases 1 and 2 COMPLETED.
- State Grant Nourishment - ~220,000 cy in Phase 4 COMPLETED.
- Phase 1 – Corps AIWW Project (~77,000 cy placed north of Topsail Reef condos) COMPLETED.
- Working with NTB Staff regarding funding, accounting and reimbursement for FEMA funded projects
- Permitting Coordination (all projects)







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

**Tuesday, December 02, 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 – Richard Grant  
Alderman – Kip Malcolm  
Alderman – Larry Strother  
Town Manager - Alice Derian*

*Mayor Pro Tem – Connie Pletl  
Alderman – Mark Barefoot  
Alderman – Laura Olszewski  
Town Clerk – Alexis Stanfield*

Absent: Former Mayor Pro Tem Leonard

**I. CALL TO ORDER (Mayor McDermon)**

Mayor McDermon called the meeting to order at 11:00AM.

**II. INVOCATION (Alderman Benson)**

Alderman Benson gave the invocation.

**III. PLEDGE OF ALLEGIANCE (Alderman Grant)**

Alderman Grant led the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA**

The Board discussed how to approve the agenda, taking into consideration the new board members that would take their place on the dais during section VI. Organizational Meeting. The Board decided they would approve up to section VI. Organizational Meeting, allowing the former members to issue any farewell remarks.

Motion – Alderman Pletl made a motion to approve the agenda up to section VI. Organizational Meeting. Alderman Olszewski seconded the motion. The motion carried unanimously.

**V. PUBLIC PRESENTATIONS AND HEARINGS**

**A. Fiscal Year 2024 - 2025 Audit**

J. Lee Grissom of S.P. Douglas and Associates reviewed their audit findings for the Town of North Topsail Beach. Grissom reported the internal controls for the Town had improved greatly over the last year. S.P. Douglas and Associates found the internal controls to be organized and efficient, crediting GWI for their work. The firm reported they assisted in only one journal entry for the past year. Grissom stated management was accessible, the Town has a positive trend in Fund Balance, and he did not recommend any additional new policies. The firm did

find there were many transfers made through the year between line items, but that was not a concern and was documented correctly. He reported there was over two years' worth of reserve in the Fund Balance. Grissam recommended to the Board to continue building improvements within the Finance department and across other departments within the Town, pushing for Accounting Training to stay on top of grants. He reported there was no money missing or misappropriated. The NCDEQ monies received by the Town were used for FEMA.

**B. Coastal Engineer Monthly Report - Fran Way**

Fran Way, Coastal Engineer, reported on the five phases of the Beach Nourishment Project. Currently, phases one through three are underway. Dredging and placements are completed for phase one. Phase five was completed two years ago. Phase four was completed in 2024. Project DA\_0143 will require two million cubic yards and is the largest nourishment project of the Town. Easement coordination continued with state agencies. PTC 8 is still going through the processes for FEMA. It will require sixty thousand cubic yards of materials. In January 2026, the Northern Shoreline Dune Restoration phases one through three will begin and will take two to three months to complete. This will require fifty-three thousand cubic yards of material.

**VI. ORGANIZATIONAL MEETING**

**A. Farewell Remarks**

Alderman Benson thanked the public for attending the meeting and welcomed the new board members. He stated since taking office he had given ninety-six reports. He reviewed the accomplishments made and reported on since 2017. He thanked Mayor Pro Tem Tom Leonard for his work towards CBRA, other board members, and Manager Alice Derian.

Mayor McDermon thanked the public for attending the meeting. She reported she felt the staff and Board have accomplished great things since 2015.

The former board members stepped down from the dais and the new board members took their place.

**B. Oaths of Office**

Alexis Stanfield, Clerk to Board, swore in Mayor-Elect Richard Grant, Alderman-Elect Mark Barefoot, Kip Malcolm, and Larry Strother.

**C. Election of Mayor Pro Tempore**

Motion – Alderman Olszewski made a motion to nominate Alderman Connie Pletl. Alderman Strother seconded the motion. The Board of Alderman discussed among themselves who should serve at the Mayor Pro Tempore. Alderman Connie Pletl was unanimously selected.

Motion – Alderman Olszewski made a motion to confirm Alderman Connie Pletl as Mayor Pro Tempore. Alderman Barefoot seconded the motion. The motion carried unanimously.

**D. Certifications of Appreciation**

Joann McDermon 2015 - 2025

Tom Leonard 2011 - 2015, 2017 - 2025

Mike Benson 2017 – 2025

Former Alderman Mike Benson was given a certification of appreciation for his time served on the Board of Alderman. Former Mayor Pro Tem Tom Leonard and former Mayor Joann McDermon were not present for their certificates.

E. Board of Aldermen Liaison Appointment Discussion

1. Beach Inlet and Sound Advisory Committee
2. Topsail Island Shoreline Protection Commission
3. United States Army Corp of Engineers Shallow Draft Inlet EIS
4. Federal and State Legislative Appointees
5. ~~CIP Committee~~
6. ~~Parking Committee~~
7. ~~Parks and Recreation~~
8. ~~Revetment Committee~~
9. Board of Alderman Check Signatories
10. ~~Greater Topsail Area Chamber of Commerce and Tourism~~
11. ~~ONWASA~~
12. ~~Onslow County Board of Commissioners~~
13. ~~Jacksonville Urban Area Metro Planning Organization Technical Committee~~
14. ~~Camp Lejeune~~
15. N.C. Coastal Resource Commission
16. ~~Greater Topsail Community Alliance~~

The Board of Aldermen discussed whether they wanted to appoint members to each of the sixteen listed Board. Mayor Grant suggested members be appointed to boards and committees that could not go without a representative. The Board agreed to appoint members to only necessary board for the time being and would appoint members to other board at a future meeting.

Motion – Alderman Olszewski made a motion to remove members from the boards, committees, and commissions that are no longer a part of the Board of Aldermen. Alderman Strother seconded the motion. The motion carried unanimously.

Alderman Larry Strother and Mayor Richard Grant were appointed to the Beach, Inlet, and Sound Advisory Committee.

Alderman Larry Strother and Alderman Kip Malcolm were appointed to the Topsail Island Shoreline Protection Committee.

Alderman Olszewski and Mayor Pro Tem Connie Pletl were appointed to the N.C. Coastal Resource Commission.

Mayor Pro Tem Connie Pletl and Mayor Richard Grant were appointed as the State and Federal Legislative Appointees. Discussion about keeping the appointed designees as the Mayor and Mayor Pro Tem will take place at the January meeting.

Alderman Malcolm and Mayor Pro Tem Connie Pletl were appointed to the United States Army Corp of Engineers EIS.

## **VII. MANAGER'S REPORT**

### **Staffing Updates**

Manager Derian congratulated Kim Weaver, former deputy finance director, on retirement and thanked her for her eighteen years of service. Weaver retired on November 26, 2025. Included in the agenda under *New Business* is an agreement with accompanying Contract Authorization Ordinance for a staffing agency to assist in the Finance Department. Manager Derian reported interviewing and testing to fill the Accountant 1 position is ongoing. The agreement will provide immediate assistance to the Finance Department and provides a temporary-to-hire option. Individuals are vetted and tested through this agency, and should the Board approve, someone is available to start immediately.

### **Potential Tropical Cyclone #8:**

PTC#8 work will resume the first week of January 2026. The project is expected to be completed within 3 months.

### **GFL Cart Change Outs:**

GFL will begin swapping trash and recycle carts on Wednesday, December 3<sup>rd</sup>. Each resident will receive new trash and recycle cart, and the existing carts will be removed. The Town has met with GFL to discuss the logistics of the process and have been communicating the process for this week. Manager Derian thanked Holly Ridge for allowing us to use their facility for cart storage. The Town anticipates completion of this project on Wednesday, December 10<sup>th</sup>. Crews for GFL will be working every day except Sundays.

### **Iworq Citizen Request Platform:**

In 2024, the Town entered into an Agreement with iWorQ software, and part of this initiative is a citizen's report portal. The first phase of the software implementation was for beach patrol to pin and document items that were removed from the beach and citizen interactions. The second phase was for Public Works to start using internally for a work order system. The Town is ready to roll out the third phase, which is the public portal. The portal will allow citizens to submit issues, including photos and locations. The Town has created a tutorial for the new citizen request portal and has published it to the website. This portal will replace the old 411 citizen request form.

### **Stormwater Projects for Island Drive and Richard Peters Park:**

The final construction documents are being finalized and have secured the encroachment agreement for the New River Inlet Road site with the Island Drive site still pending. These two projects were for a grant secured in 2023 and executed in June 2024 with the NC Dept of Public Safety, Division of Emergency Management for \$1,261,607.00.

Derian asked for a consensus from the Board to move forward with bidding the projects out after all documents are finalized. Manager Derian reported her intention to bid the project while waiting for the 2<sup>nd</sup> encroachment agreement and notify bidders that an agreement is pending. WK Dickson, now known as Ardurra, has been under contract to assist through the bidding phase. Manager Derian requested they provide a new proposal to handle construction administration and observation. The grant was written to include the Engineer's opinion of cost for construction plus a 5% inflation cost built in.

#### Pier Behind Fire Station:

The contract with RCP Marine is expected to be finalized this week. The project is expected to be completed within three weeks.

#### Crosswalks:

Staff have been asked to provide an update on crosswalks at the January meeting.

#### Events:

Manager Derian thanked everyone who attended the 4<sup>th</sup> annual Christmas tree lighting in November. She thanked staff, the Presbyterian Church Choirs, Girl Scout Troops Number 4298 and 203, Share the Table and the Karen Beasley Sea Turtle Hospital. She reminded the public about the community pantry set up in the Town Hall parking lot for anyone who wants to drop off nonperishable items. This pantry is on-site year-round.

### **VIII. OPEN FORUM**

Frank Rochelle, 4221 Island Drive, spoke about handicap ramps at the Jeffries lot and speeding.

### **IX. CONSENT AGENDA**

#### A. Approval of Minutes

November 7, 2025, Board of Alderman Special Meeting Minutes

#### ~~B. Department Head Reports~~

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

#### C. Committee Reports

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



D. NCTVS Motor Vehicle Refunds

Motion – Alderman Malcolm made a motion to approve the consent agenda with the removal of item B. Department Head Reports from the consent agenda and placed under continuing business. Alderman Barefoot seconded the motion. The motion carried unanimously.

**X. CONTINUING BUSINESS**

A. Department Head Reports

1. Finance Department

Wayne Johanessen, Finance Director, introduced himself to the board and offered to assist with any questions the board had.

2. Fire Department

Chad Soward, Fire Chief, how the Fire department creates their report.

3. Inspections

Inspections department was not present.

4. Planning Department

Planning department was not present.

5. Police Department

Bill Younginer, Police Chief, reported the Police department had increased their patrol since the part-time residents had vacated the island for the winter.

**XI. NEW BUSINESS**

A. Approval of Calendar Year 2026 Board of Aldermen Regular Meeting Schedule - Lexi Stanfield

Motion— Alderman Olszewski made a motion to approve the Calendar Year 2026 Board of Aldermen Regular Meeting Schedule. Alderman Malcolm seconded the motion. Discussion opened.

Alderman Olszewski requested the February meeting be moved to February 11, 2026, and the May meeting be moved to May 13, 2026.

Motion – Mayor Pro Tem Pletl made a motion to approve the Calendar Year 2026 Board of Aldermen Regular Meeting Schedule with the amended dates. Alderman Olszewski seconded the motion. The motion carried unanimously.

C. Beach Program - Mayor Grant, Chris Gibson

Mayor Grant reported that he has

C. Appointment of Three Check Signatories

The Board of Aldermen reported that two check signatories are currently still serving on the board. This included Mayor Grant and Alderman Olszewski. Alderman Strother volunteered to be the third check signatory. Alderman Olszewski volunteered to review the process with Alderman Strother.

Motion – Alderman Barefoot made a motion to appoint Alderman Strother as the third check signatory. Alderman Olszewski seconded the motion. The motion carried unanimously.

~~D. Discussion of Electric Bikes on the Beach – Alderman Olszewski~~

This item was removed from the agenda.

E. Amended Rules of Procedure - Chip Payson

Chip Payson, Town Attorney, reviewed with the Board the recommended Rules of Procedure. The Town is required to adopt a copy of their own Rules of Procedure, a document that establishes guidelines for the board on how to conduct themselves to ensure fairness, efficiency, and integrity. The Board provided Payson with feedback on the proposed Rules. Payson will return to the Board with further modifications.

F. Planning Board and Board of Adjustments Consolidation Discussion - Chip Payson

Attorney Chip Payson reviewed the statutes with the Board of Aldermen regarding the Planning Board and Board of Adjustments. Payson reported the Planning Board can perform the duties of the Board of Adjustments, but the Board of Adjustments cannot perform the duties of the Planning Board. The Board of Aldermen discussed the options and came to the consensus of leaving the two boards separated.

G. Obligations and Responsibilities of the Board - Chip Payson

Attorney Chip Payson reviewed the obligations and responsibilities of the Board and Mayor. He reviewed what authority lies in their power as a board, briefly touching base on the responsibilities and role of the Town Manager. North Topsail Beach is governed by a Council-Manager government. Payson reviewed the responsibilities and obligations of the Town Attorneys, open meeting laws, quorum, duty to vote, ethics, and training. He answered questions from the Board.

H. CA 2026-26.27 Contract Authorization for Roth Staffing Companies L.P. - Manager Derian

Town Manager Alice Derian presented the item. Derian explained the contract authorization and contract itself will allow the Town to contract out the Accountant I position until it can be filled. The contract does allow the Town to hire the contracted employee should they be a good fit. The staffing contract would also allow the Town the flexibility to utilize different employees should the need arise. Derian reported that the Finance department requires a second person, especially with the GWI contract ending at the end of January 2026. Signing a contract with Roth Staffing Companies, L.P. ensures internal controls and compliance remain. Manager Derian answered questions from Board members.

Motion – Alderman Strother made a motion to call to question. The motion did not receive a second.

Motion – Alderman Strother made a motion to approve the contract authorization and the contract with Roth Staffing Companies, L.P. Alderman Malcolm seconded the motion. The motion carried unanimously.

## **XII. OPEN FORUM**

Rusty Walker, 115 Seagull Lane, congratulated the new board members and brought up concerns with the lack of reaction from the Board members on issues brought to them during public comment periods.

### **XIII. ATTORNEY'S REPORT**

There was no attorney report.

### **XIV. MAYOR'S REPORT**

Mayor Grant reported on the Onslow County Commissioners meeting, thanked the public for their support during the election, and announced ONWASA is replacing meters.

### **XV. ALDERMAN'S REPORT**

Alderman Barefoot thanked the public for attending and wished everyone a merry Christmas. He emphasized to citizens his desire to serve the community.

Alderman Malcolm encouraged the public to support the Rotary Club, thanked the former board members for their service to the Town, and wished the staff, public, family, and friends a merry Christmas.

Alderman Strother thanked the public and encourage them to stay involved with the community.

Alderman Olszewski spoke about speeding within the Town, warned about pipes freezing, thanked the Fire Chief, and welcomed the new board members.

Mayor Pro Tem Pletl thanked Manager Derian and Staff and wished everyone a merry Christmas. She thanked the past board for the efforts in governing town. She announced that Jean Beasley, founder of the Karen Beasley's Sea Turtle Rescue and Rehabilitation Center, passed away on December 1, 2025.

### **XVI. CLOSED SESSION**

Motion – Alderman Olszewski made a motion to go into closed session for item three (3) Attorney Client Privilege. Mayor Pro Tem Pletl seconded the motion. The motion carried unanimously.

Motion – Alderman Malcolm made a motion to return from closed session. Alderman Strother seconded the motion. The motion carried unanimously.

### **XVII. ADJOURNMENT**

Motion – Alderman Olszewski made a motion to adjourn the meeting. Alderman Malcolm seconded the motion. The motion carried unanimously.



## BOARD OF ALDERMEN MEMORANDUM

TO: MAYOR GRANT AND ALDERMEN

FROM: Wayne Johannessen, Finance Officer

SUBJECT: Finance Monthly Financial Report

DATE: December 19, 2025

Listed below are key financial highlights for FY 26:

### A) Budget vs Actual Report for all Funds.

- 1) **General Fund** (Fund 10) Pages 1 – 9
  - i. **Ad Valorem Tax Current Year** – the majority of taxes are received between October and January. Currently \$2,721,536.82 of property taxes have been collected.
  - ii. **Interest Earnings** – most of the interest is earned on deposits held in the NCCMT and posts on the 1<sup>st</sup> day of the following month; therefore, NCCMT December interest will not be available until January 1<sup>st</sup>. Interest earned through November of \$405,180.03 is 67% of budget (5 month = 42% of year).
  - iii. **Utility Franchise Tax** – the tax is received quarterly in arrears. The first distribution for the Months July – September was received in December; October – December in March; January – March in June and April – June in September. This tax is susceptible to extreme weather. The 1<sup>st</sup> Quarter (July – Sept) is \$148,630.81.
  - iv. **Sales Tax** – this tax is received in arrears. Received to date July through September Sales (received October – December) is \$857,547.23 and 29% budget ( 3 months = 25%). The remaining schedule has the final month of June 2026 will be received in September 2026. This tax is susceptible to economic conditions.
- 2) **Capital Improvement Fund** (Fund 12) Page 10
  - i. **Ad Valorem Tax** – most of these taxes are received between October and January. Currently \$731,834.91 of property taxes have been collected.
  - ii. **Onslow County Fire Tax** – County paid \$501,869.10 or \$15,843.10 more than budget.
- 3) **Shoreline Protection** (Fund 30) pages 11-12
  - i. **Accommodation Tax** – received \$1,720,233.77 through December 19<sup>th</sup> and is line with the revenue received for the same time frame in FY25. This tax is susceptible to economic and weather conditions.
  - ii. **Interest Earnings** – – most of the interest is earned on deposits held in the NCCMT and posts on the 1<sup>st</sup> day of the following month; therefore, NCCMT December interest will not be available until January 1<sup>st</sup>. Interest earned through November \$121,549.36 97% of budget (5 months = 42% of year).

- iii. **Ad Valorem Tax** – – most of these taxes are received between October and January. Currently \$1,045,158.32 of property taxes have been collected.
  - iv. **Sales Tax** – – this tax is received in arrears. Received to date July through September Sales (received October – December) is \$293,522.88 and 26% budget (3 months = 25%). The remaining schedule has the final month of June 2026 will be received in September 2026. This tax is susceptible to economic conditions.
  - v. **Paid Parking Revenue** – this revenue is received in arrears. \$170,967.14 through October received through November 8th is in line with the revenue received for the same time frame in FY25. This revenue is susceptible to weather conditions.
- 4) **Capital Project Beach Maintenance (Fund 31) pages 13-15**
- 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. **All Revenues and Expenditures are Project to Date.**
  - ii. **Investment Income** – Total Balance \$1,351,746.83 and is over budget \$1,079,360.83. Most of the interest posted to this Fund is related to the interest earned on the \$10.5 million NCDEQ Grant \$1,079,360.54 (see amounts highlighted in yellow in the chart below).

		Interest Earned	
<b>Fund 31</b>			
FY 2023		91,646.76	GASB 100
Auditor Adj FY 23	**	2,714.00	
FY 2024		527,493.79	GASB 100
Auditor Adj FY 24	**	269,672.29	
FY 2025		412,384.83	
Total Prior Years Interest		1,303,911.67	
FY 2026		47,835.16	JUL - NOV
		1,351,746.83	
** Auditor Adj Notes related to debt issuance			
<b>NCDEQ INTEREST</b>		1,079,360.54	

- iii. **FEMA Reimbursement** – Received notification from FEMA that two payments will be issued to the Town for Dorian PW 423 (CAT G) in the amount of \$147,335.04 and \$645,946.20 = \$793,281.24. Both of those payments were posted as an Accounts Receivable, and this reduced the amount of FEMA reimbursements compared to the budget – reflects \$5,687,563.18 not paid out as of December 19<sup>th</sup>.
  - iv. **FEMA** – Dorian Cat G is closed. FEMA finalized the Final Inspection Report (FIR) showing Florence overspent by \$8,060,251.06. This FIR is in final finance review prior to disbursement of payments to the Town.
- 5) **Grant Project FEMA – 4837 PTC8 (Fund 32) page 16-17**
- 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 a funding agreement in place yet. The Town has responded to the 3<sup>rd</sup> round of RFI (Request for Information) and is currently waiting for FEMA's response. Once all other required levels of review are completed a funding agreement will be finalized.
  - iii. Due to the lack of 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 18**
- i. NOTE: **Multi-year Fund.**
  - ii. Contingency balance in this project is \$65,516 to cover any unforeseen costs.
    - 1. WB Brawley Change Order #10 is on the January Agenda and will be funded from contingency.

7) **Grant Project Stormwater NCEM DRMG2304** (Fund 60) page 19

- i. NOTE: **Multi-year Fund.**
- ii. This project is funded by NCEM and has no matching requirements.
- iii. Reimbursement request has been submitted and waiting for approval.

**B) Payments Processed:** Cash Disbursements (ACH) \$2,034,953.46 (payment of 1,860,522.17 to PNC) and Accounts Payable Checks \$479,849.69 = \$2,514,803.15.

**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 December 19<sup>th</sup>. The Total \$5,040,357.88 is split \$2,809,393.25 unspent NCDEQ grant and interest; and the balance of \$2,239,575.19 is attributable to the unspent transferred in funds.

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

Respectfully submitted,



Finance Officer

**Attachments:**

Budget vs Actual All Funds as of 12/19/25 – 19 Pages

Check Listing 11/21/25-12/19/25 – 4 Pages

Cash Disbursements 11/21/25-12/19/25 – 2 Pages

Cash Balance All Funds as of 12/19/25 – 2 Pages

# Budget vs Actual

NORTH TOPSAIL BEACH  
12/19/2025 9:06:32 AM

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
10-301-00 AD VALOREM TAX - Current Year	4,297,249	0.00	0.00	0.00	2,721,536.82	(1,575,712.18)	63%	
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	0.00	0.00	38,403.05	(6,596.95)	85%	
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	0.00	0.00	29,414.84	(50,585.16)	37%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	0.00	1,118.65	(1,881.35)	37%	
10-329-00 INTEREST	602,000	0.00	0.00	0.00	405,180.03	(196,819.97)	67%	
10-335-00 MISCELLANEOUS	2,000	0.00	0.00	0.00	3,331.54	1,331.54	167%	
10-336-07 SALE OF TOWN MERCHANDISE	7,000	0.00	0.00	0.00	4,206.88	(2,793.12)	60%	
10-337-00 UTILITIES FRANCHISE TAX	530,612	0.00	0.00	0.00	148,630.81	(381,981.19)	28%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	0.00	0.00	(3,400.00)		
10-343-00 POWELL BILL ALLOCATIONS	43,000	0.00	0.00	0.00	20,669.25	(22,330.75)	48%	
10-345-00 LOCAL OPTION SALES TAX	2,962,767	0.00	0.00	0.00	857,547.23	(2,105,219.77)	29%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	0.00	304.85	304.85		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	0.00	214.80	(535.20)	29%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	0.00	1,700.00	(300.00)	85%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	0.00	56,988.76	(55,136.24)	51%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	4,000	0.00	0.00	0.00	2,351.35	(1,648.65)	59%	
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	3,000	0.00	0.00	0.00	0.00	(3,000.00)		
10-355-00 BUILDING PERMITS	65,000	0.00	0.00	0.00	31,978.32	(33,021.68)	49%	
10-355-01 MECHANICAL PERMITS	8,000	0.00	0.00	0.00	2,520.00	(5,480.00)	32%	
10-355-02 ELECTRICAL PERMITS	12,000	0.00	0.00	0.00	7,880.00	(4,120.00)	66%	
10-355-03 PLUMBING PERMITS	1,200	0.00	0.00	0.00	3,570.00	2,370.00	298%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	140.00	(360.00)	28%	
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	0.00	245.00	(55.00)	82%	
10-355-06 TECHNOLOGY FEE	5,000	0.00	0.00	0.00	2,519.38	(2,480.62)	50%	
10-355-07 REINSPECTION FEE/FINES	13,000	0.00	0.00	0.00	7,070.00	(5,930.00)	54%	

# Budget vs Actual

NORTH TOPSAIL BEACH  
12/19/2025 9:06:32 AM

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-355-09 CCR FEES	2,000	0.00	0.00	0.00	250.00	(1,750.00)	13%	
10-357-08 PLANNING & ZONING FEES	28,000	0.00	0.00	0.00	9,455.00	(18,545.00)	34%	
10-359-00 REFUSE COLLECTION FEES	575,418	0.00	0.00	0.00	203,494.40	(371,923.60)	35%	
10-359-50 VACANT LOT SWF	0	0.00	0.00	0.00	33,303.74	33,303.74		
10-359-52 ADD'L CART RECYCLING	0	0.00	0.00	0.00	240.00	240.00		
10-368-01 NCDOT GRASS MOWING REIMB	7,776	0.00	0.00	0.00	7,776.48	0.48	100%	
10-368-10 NCOSMB GRANT #12791	34,000	0.00	0.00	0.00	0.00	(34,000.00)		
10-383-00 SALE OF FIXED ASSETS	10,000	0.00	0.00	0.00	0.00	(10,000.00)		
Revenues Totals:	9,460,597	0.00	0.00	0.00	4,602,041.18	(4,858,555.82)	49%	
Expenses								
10-410-01 BOARD STIPEND (WAS 10-410-95)	3,600	0.00	0.00	0.00	900.00	2,700.00	25%	
10-410-03 PART-TIME SALARIES	36,000	0.00	0.00	0.00	18,000.00	18,000.00	50%	
10-410-05 FICA (7.65%)	3,030	0.00	0.00	0.00	1,445.88	1,584.12	48%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	0.00	0.00	2,000.00		
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	0.00	13.75	1,486.25	1%	
10-410-43 AUDITOR FEES	26,750	0.00	0.00	0.00	0.00	26,750.00		
10-410-45 TAX COLLECTION FEES	76,000	0.00	0.00	0.00	11,765.48	64,234.52	15%	
10-410-47 PROFESSIONAL SERVICES	244,500	99,114.11	0.00	0.00	45,385.89	100,000.00	59%	
10-410-50 DONATIONS OTHER AGENCIES	13,500	0.00	0.00	0.00	1,500.00	12,000.00	11%	
10-410-53 DUES & SUBSCRIPTIONS	2,200	0.00	0.00	0.00	175.00	2,025.00	8%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00		
10-410-58 TAX REFUNDS	1,000	0.00	0.00	0.00	0.00	1,000.00		
GOVERNING BODY Totals:	410,580	99,114.11	0.00	0.00	79,186.00	232,279.89	43%	
10-420-02 SALARIES	608,372	0.00	0.00	0.00	219,715.60	388,656.40	36%	
10-420-03 PART-TIME SALARIES	22,200	0.00	0.00	0.00	0.00	22,200.00		
10-420-04 OVERTIME	3,000	0.00	0.00	0.00	0.00	3,000.00		
10-420-05 FICA (7.65%)	49,273	0.00	0.00	0.00	15,314.16	33,958.84	31%	
10-420-06 GROUP INSURANCE	55,734	0.00	0.00	0.00	14,805.76	40,928.24	27%	



# Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-420-07 ORBIT RETIREMENT (12.23%)	88,743	0.00	0.00	0.00	31,814.87	56,928.13	36%	
10-420-08 401K (3%)	18,388	0.00	0.00	0.00	6,446.55	11,941.45	35%	
10-420-10 EMPLOYEE TRAINING	10,000	1,788.00	0.00	0.00	0.00	8,212.00	18%	
10-420-11 POSTAGE	2,500	0.00	0.00	0.00	139.72	2,360.28	6%	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	0.00	1,000.00		
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	0.00	5,000.00		
10-420-15 BANK CHARGES	2,000	0.00	0.00	0.00	1,297.15	702.85	65%	
10-420-17 M & R VEHICLE	2,000	0.00	0.00	0.00	165.54	1,834.46	8%	
10-420-18 CONSUMABLES	5,000	0.00	0.00	0.00	69.17	4,930.83	1%	
10-420-26 ADVERTISING	2,500	0.00	0.00	0.00	40.00	2,460.00	2%	
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	0.00	798.07	1,401.93	36%	
10-420-32 OFFICE SUPPLIES	6,000	0.00	0.00	0.00	1,147.34	4,852.66	19%	
10-420-34 TOWN APPAREL & MERCH EXPENSE	11,000	0.00	0.00	0.00	521.52	10,478.48	5%	
10-420-45 CONTRACTED SERVICES	437,386	204,770.17	0.00	0.00	205,390.83	27,225.00	94%	
10-420-53 DUES & SUBSCRIPTIONS	2,440	1,171.00	0.00	0.00	619.00	650.00	73%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00		
10-420-58 EMPLOYEE ENGAGEMENT	8,000	0.00	0.00	0.00	909.00	7,091.00	11%	
ADMINISTRATION Totals:	1,343,236	207,729.17	0.00	0.00	499,194.28	636,312.55	53%	
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	0.00	0.00	5,000.00		
ELECTIONS Totals:	5,000	0.00	0.00	0.00	0.00	5,000.00		
10-480-02 SALARIES	95,170	0.00	0.00	0.00	42,016.96	53,153.04	44%	
10-480-05 FICA (7.65%)	7,281	0.00	0.00	0.00	3,202.49	4,078.51	44%	
10-480-06 GROUP INSURANCE	8,859	0.00	0.00	0.00	4,219.82	4,639.18	48%	
10-480-07 ORBIT RETIREMENT (12.96%)	13,780	0.00	0.00	0.00	6,084.08	7,695.92	44%	
10-480-08 401K (3%)	2,855	0.00	0.00	0.00	1,253.04	1,601.96	44%	
10-480-10 EMPLOYEE TRAINING	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-480-11 PHONES	34,980	3,648.04	0.00	0.00	18,149.39	13,182.57	62%	
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	0.00	5,064.37	935.63	84%	

# Budget vs Actual

NORTH TOPSAIL BEACH  
12/19/2025 9:06:32 AM

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-480-33 DEPARTMENT SUPPLIES	2,800	0.00	0.00	0.00	102.90	2,697.10	4%	
10-480-46 BUILDING SECURITY	33,500	0.00	0.00	0.00	0.00	33,500.00		
10-480-53 DUES & SUBSCRIPTIONS	119,594	4,210.34	0.00	0.00	80,205.78	35,177.88	71%	
10-480-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00		
10-480-58 WEB EOC SERVICE	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-480-74 CAPITAL OUTLAY	11,372	2,504.36	0.00	0.00	2,909.80	5,957.84	48%	
10-480-76 EQUIP LEASE PAYMENTS (COMPUTERS COPIERS)	12,000	4,830.56	0.00	0.00	2,979.30	4,190.14	65%	
IT DEPARTMENT Totals:	351,691	15,193.30	0.00	0.00	166,187.93	170,309.77	52%	
10-490-02 SALARIES	189,205	0.00	0.00	0.00	67,069.54	122,135.46	35%	
10-490-05 FICA (7.65%)	14,947	0.00	0.00	0.00	5,130.33	9,816.67	34%	
10-490-06 GROUP INSURANCE	17,718	0.00	0.00	0.00	3,139.63	14,578.37	18%	
10-490-07 ORBIT RETIREMENT (12.23%)	28,290	0.00	0.00	0.00	9,711.68	18,578.32	34%	
10-490-08 401K (3%)	5,862	0.00	0.00	0.00	1,894.15	3,967.85	32%	
10-490-10 EMPLOYEE TRAINING	8,500	1,000.00	0.00	0.00	1,536.73	5,963.27	30%	
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	0.00	1,000.00		
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	0.00	85.37	2,114.63	4%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	0.00	333.39	1,316.61	20%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	0.00	250.00		
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	199.00	1,201.00	14%	
PLANNING/ZONING/CAMA Totals:	271,522	1,000.00	0.00	0.00	89,099.82	181,422.18	33%	
10-491-02 SALARIES	167,258	0.00	0.00	0.00	31,436.41	135,821.59	19%	
10-491-05 FICA (7.65%)	12,795	0.00	0.00	0.00	2,373.21	10,421.79	19%	
10-491-06 GROUP INSURANCE	17,718	0.00	0.00	0.00	2,760.09	14,957.91	16%	
10-491-07 ORBIT RETIREMENT (12.23%)	24,219	0.00	0.00	0.00	4,551.98	19,667.02	19%	
10-491-08 401K (3%)	5,018	0.00	0.00	0.00	938.62	4,079.38	19%	
10-491-10 EMPLOYEE TRAINING	5,504	1,004.00	0.00	0.00	0.00	4,500.00	18%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	0.00	1,200.00		

# Budget vs Actual

NORTH TOPSAIL BEACH  
12/19/2025 9:06:32 AM

Period Ending 6/30/2026

10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	0.00	305.92	2,994.08	9%		
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	52.98	(52.98)			
10-491-45 CONTRACTED SERVICES	51,450	33,212.00	0.00	0.00	11,813.00	6,425.00	88%		
10-491-53 DUES & SUBSCRIPTIONS	335	0.00	0.00	0.00	187.77	147.23	56%		
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	0.00	30,000.00			
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00			
10-491-89 SETTLEMENT AGREEMENT	11,400	0.00	0.00	0.00	11,400.00	0.00	100%		
INSPECTIONS Totals:	330,697	34,216.00	0.00	0.00	65,819.98	230,661.02	30%		
10-500-11 PHONES	0	0.00	0.00	0.00	88.80	(88.80)			
10-500-13 UTILITIES	55,000	0.00	0.00	0.00	17,295.25	37,704.75	31%		
10-500-15 M & R BUILDINGS/GROUNDS	156,384	11,475.27	0.00	0.00	4,809.38	140,099.35	10%		
10-500-17 LANDSCAPING EXPENSE	38,527	14,763.12	0.00	0.00	14,763.12	9,000.76	77%		
10-500-33 BUILDING SUPPLIES	6,500	998.00	0.00	0.00	1,636.31	3,865.69	41%		
10-500-35 FURNITURE	15,000	0.00	0.00	0.00	0.00	15,000.00			
10-500-43 CLEANING SERVICES	15,000	7,250.00	0.00	0.00	6,250.00	1,500.00	90%		
10-500-45 PEST CONTROL	2,566	280.00	0.00	0.00	80.00	2,206.00	14%		
10-500-57 TOWN SIGN M & R	2,500	0.00	0.00	0.00	0.00	2,500.00			
10-500-74 CAPITAL OUTLAY	170,000	0.00	0.00	0.00	0.00	170,000.00			
10-500-76 LEASE PAYMENTS	42,312	0.00	0.00	0.00	24,312.00	18,000.00	57%		
PUBLIC BLDGS Totals:	503,789	34,766.39	0.00	0.00	69,234.86	399,787.75	21%		
10-501-09 WORKER'S COMPENSATION	66,702	0.00	0.00	0.00	39,835.55	26,866.45	60%		
10-501-10 TOWN HRA INSURANCE	58,500	0.00	0.00	0.00	34,911.74	23,588.26	60%		
10-501-13 PROPERTY LIABILITY & BONDS	156,444	0.00	0.00	0.00	127,759.00	28,685.00	82%		
10-501-17 VFIS INSURANCE	26,281	0.00	0.00	0.00	21,752.00	4,529.00	83%		
10-501-53 CYBER INSURANCE	17,325	0.00	0.00	0.00	10,814.31	6,510.69	62%		
10-501-54 FLOOD INSURANCE	51,975	0.00	0.00	0.00	38,177.00	13,798.00	73%		
INSURANCE Totals:	377,227	0.00	0.00	0.00	273,249.60	103,977.40	72%		
10-509-02 PSA SALARY	16,540	0.00	0.00	0.00	6,581.47	9,958.53	40%		
10-509-05 FICA (7.65%)	1,265	0.00	0.00	0.00	512.86	752.14	41%		

# Budget vs Actual

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10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
PSA - RETIRED POLICE OFFICERS Totals:	17,805	0.00	0.00	0.00	7,094.33	10,710.67	40%		
10-510-02 SALARIES	891,863	0.00	0.00	0.00	384,489.98	507,373.02	43%		
10-510-03 PART-TIME SALARIES	25,695	0.00	0.00	0.00	8,023.45	17,671.55	31%		
10-510-04 OVERTIME	39,606	0.00	0.00	0.00	14,151.56	25,454.44	36%		
10-510-05 FICA (7.65%)	73,006	0.00	0.00	0.00	31,076.30	41,929.70	43%		
10-510-06 GROUP INSURANCE	124,026	0.00	0.00	0.00	43,444.26	80,581.74	35%		
10-510-07 ORBIT RETIREMENT (13.04%)	148,875	0.00	0.00	0.00	63,513.43	85,361.57	43%		
10-510-08 401K (5%)	45,660	0.00	0.00	0.00	19,197.65	26,462.35	42%		
10-510-09 BEACH PATROL EXPENSE	12,189	0.00	0.00	0.00	3,364.00	8,825.00	28%		
10-510-10 EMPLOYEE TRAINING	10,100	0.00	0.00	0.00	7,962.77	2,137.23	79%		
10-510-16 M & R EQUIPMENT	6,900	0.00	0.00	0.00	898.00	6,002.00	13%		
10-510-17 M & R VEHICLES	10,000	0.00	0.00	0.00	3,514.13	6,485.87	35%		
10-510-31 GAS,OIL & TIRES	64,000	0.00	0.00	0.00	24,740.91	39,259.09	39%		
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	0.00	772.52	227.48	77%		
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	0.00	1,863.49	3,186.51	37%		
10-510-36 UNIFORMS	11,000	4,300.00	0.00	0.00	1,822.86	4,877.14	56%		
10-510-37 BALLISTIC VEST GRANT EXPENSE	10,400	0.00	0.00	0.00	0.00	10,400.00			
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	0.00	53.00	4,107.00	1%		
10-510-53 DUES & SUBSCRIPTIONS	23,580	152.81	0.00	0.00	18,572.34	4,854.85	79%		
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	0.00	503.30	2,496.70	17%		
10-510-60 LESO PROGRAM	7,500	0.00	0.00	0.00	3,165.39	4,334.61	42%		
10-510-73 NON-CAPITAL OUTLAY	16,720	93.13	0.00	0.00	6,894.27	9,732.60	42%		
10-510-74 CAPITAL OUTLAY	145,405	474.58	0.00	0.00	60,196.71	84,733.71	42%		
10-510-76 TAXES & TITLES	8,700	0.00	0.00	0.00	1,533.92	7,166.08	18%		
POLICE Totals:	1,688,435	5,020.52	0.00	0.00	699,754.24	983,660.24	42%		
10-545-02 SALARIES	197,795	0.00	0.00	0.00	77,568.18	120,226.82	39%		
10-545-04 OVERTIME	9,720	0.00	0.00	0.00	2,551.34	7,168.66	26%		

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-545-05 FICA (7.65%)	15,821	0.00	0.00	0.00	6,106.64	9,714.36	39%	
10-545-06 GROUP INSURANCE	35,436	0.00	0.00	0.00	8,387.41	27,048.59	24%	
10-545-07 ORBIT RETIREMENT (12.23%)	29,943	0.00	0.00	0.00	11,601.26	18,341.74	39%	
10-545-08 401K (3%)	6,205	0.00	0.00	0.00	2,177.47	4,027.53	35%	
10-545-14 EMPLOYEE TRAINING	7,500	0.00	0.00	0.00	0.00	7,500.00		
10-545-16 M & R EQUIPMENT	37,000	5,559.35	0.00	0.00	13,894.60	17,546.05	53%	
10-545-17 M & R VEHICLES	35,000	2,193.72	0.00	0.00	4,439.73	28,366.55	19%	
10-545-31 GAS, OIL & TIRES	22,000	0.00	0.00	0.00	5,425.51	16,574.49	25%	
10-545-32 OFFICE SUPPLIES	300	0.00	0.00	0.00	28.50	271.50	10%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,000	0.00	0.00	0.00	2,144.63	4,855.37	31%	
10-545-34 MOSQUITO CONTROL EXPENSE	2,000	0.00	0.00	0.00	0.00	2,000.00		
10-545-36 UNIFORMS	2,500	0.00	0.00	0.00	2,228.15	271.85	89%	
10-545-37 RENTAL EQUIPMENT	6,000	926.41	0.00	0.00	0.00	5,073.59	15%	
10-545-45 CONTRACTED SERVICES	2,092	2,091.90	0.00	0.00	0.00	0.10	100%	
10-545-53 DUES & SUBSCRIPTIONS	3,000	0.00	0.00	0.00	0.00	3,000.00		
10-545-74 CAPITAL OUTLAY	167,595	0.00	0.00	0.00	136,724.06	30,870.94	82%	
PUBLIC WORKS Totals:	586,907	10,771.38	0.00	0.00	273,277.48	302,858.14	48%	
10-560-13 STREET LIGHT EXPENSE	32,000	0.00	0.00	0.00	12,078.50	19,921.50	38%	
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	0.00	0.00	25,000.00		
10-560-16 M & R EQUIPMENT	6,000	0.00	0.00	0.00	1,942.13	4,057.87	32%	
10-560-33 DEPARTMENTAL SUPPLIES	5,000	0.00	0.00	0.00	0.00	5,000.00		
10-560-34 STRIPING	288,000	0.00	0.00	0.00	0.00	288,000.00		
10-560-35 SIGNS	5,000	0.00	0.00	0.00	0.00	5,000.00		
10-560-43 TOWN ENTRANCE SIGNS	20,000	0.00	0.00	0.00	0.00	20,000.00		
10-560-45 CONTRACTED SERVICES	2,500	0.00	0.00	0.00	1,490.00	1,010.00	60%	
10-560-72 STORMWATER	20,000	0.00	0.00	0.00	0.00	20,000.00		
10-560-73 STREET PAVING & REPAIR	52,000	43.88	0.00	0.00	833.24	51,122.88	2%	
10-560-74 CAPITAL OUTLAY	75,000	0.00	0.00	0.00	0.00	75,000.00		

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STREETS Totals:	530,500	43.88	0.00	0.00	16,343.87	514,112.25	3%
10-580-45 SANITATION CONTRACTS	551,822	0.00	0.00	0.00	259,155.55	292,666.45	47%
10-580-46 TIPPING FEES	10,000	200.00	0.00	0.00	1,800.00	8,000.00	20%
SANITATION Totals:	561,822	200.00	0.00	0.00	260,955.55	300,666.45	46%
10-620-12 SNOWFLAKES	19,470	12,439.00	0.00	0.00	4,791.99	2,239.01	89%
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-620-15 PARK MAINTENANCE	43,000	2,245.50	0.00	0.00	718.68	40,035.82	7%
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	0.00	450.16	14,549.84	3%
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-620-19 M & R DOCK/BOARDWALK	200,000	0.00	0.00	0.00	208.86	199,791.14	0%
10-620-27 SPECIAL EVENTS	6,500	981.00	0.00	0.00	1,506.05	4,012.95	38%
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	0.00	2,679.74	4,520.26	37%
RECREATION Totals:	294,170	15,665.50	0.00	0.00	10,355.48	268,149.02	9%
10-690-02 SALARIES	973,250	0.00	0.00	0.00	445,841.90	527,408.10	46%
10-690-03 PART-TIME SALARIES	81,113	0.00	0.00	0.00	6,560.00	74,553.00	8%
10-690-04 OVERTIME	41,199	0.00	0.00	0.00	10,664.00	30,535.00	26%
10-690-05 FICA (7.65%)	83,810	0.00	0.00	0.00	34,199.80	49,610.20	41%
10-690-06 GROUP INSURANCE	150,603	0.00	0.00	0.00	65,166.07	85,436.93	43%
10-690-07 ORBIT RETIREMENT (12.23%)	147,709	0.00	0.00	0.00	66,102.25	81,606.75	45%
10-690-08 401K (3%)	30,617	0.00	0.00	0.00	12,790.22	17,826.78	42%
10-690-10 EMPLOYEE TRAINING	7,000	0.00	0.00	0.00	1,314.00	5,686.00	19%
10-690-16 M & R EQUIPMENT	35,000	5,498.73	0.00	0.00	15,201.23	14,300.04	59%
10-690-17 M & R VEHICLES	32,000	1,409.00	0.00	0.00	1,800.72	28,790.28	10%
10-690-31 GAS, OIL & TIRES	38,500	1,010.88	0.00	0.00	14,846.21	22,642.91	41%
10-690-32 OFFICE SUPPLIES	2,500	0.00	0.00	0.00	432.07	2,067.93	17%
10-690-33 DEPARTMENTAL SUPPLIES	53,995	17,630.77	0.00	0.00	14,749.19	21,615.04	60%
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	0.00	6,000.00	
10-690-36 UNIFORMS	25,500	0.01	0.00	0.00	15,865.48	9,634.51	62%
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-690-53 DUES & SUBSCRIPTIONS	19,500	0.00	0.00	0.00	12.00	19,488.00	0%
10-690-57 MISCELLANEOUS	350	0.00	0.00	0.00	56.69	293.31	16%

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10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
10-690-73 COMMUNICATIONS EQUIP	9,200	0.00	0.00	0.00	4,285.03	4,914.97	47%		
10-690-74 CAPITAL OUTLAY	22,000	776.59	0.00	0.00	21,122.41	101.00	100%		
FIRE DEPARTMENT Totals:	1,763,846	26,325.98	0.00	0.00	731,009.27	1,006,510.75	43%		
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00			
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00			
COMMITTEES Totals:	2,000	0.00	0.00	0.00	0.00	2,000.00			
10-999-01 CONTINGENCY	340,175	0.00	0.00	0.00	0.00	340,175.00			
10-999-02 RESERVED	81,195	0.00	0.00	0.00	0.00	81,195.00			
CONTINGENCY Totals:	421,370	0.00	0.00	0.00	0.00	421,370.00			
Expenses Totals:	9,460,597	450,046.23	0.00	0.00	3,240,762.69	5,769,788.08	39%		
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	0.00	1,361,278.49				

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12 CAPITAL IMPROVEMENT FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
12-301-00 AD VALOREM TAX (.07)	1,157,116	0.00	0.00	0.00	731,834.91	(425,281.09)	63%	
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	0.00	0.00	0.00	501,869.10	15,843.10	103%	
Revenues Totals:	1,643,142	0.00	0.00	0.00	1,233,704.01	(409,437.99)	75%	
Expenses								
12-440-01 FIRE STATION #2 PRINCIPAL (DEBT)	373,334	0.00	0.00	0.00	0.00	373,334.00		
12-440-02 FIRE STATION #2 INTEREST (DEBT)	198,091	0.00	0.00	0.00	99,045.34	99,045.66	50%	
12-440-03 JOEMC FIRE TRUCK PRINCIPAL ONLY (DEBT)	17,500	0.00	0.00	0.00	0.00	17,500.00		
12-750-03 BIKE PATH PROJECT	100,000	0.00	0.00	0.00	0.00	100,000.00		
12-750-04 PUBLIC WORKS BUILDING PROJECT	20,000	0.00	0.00	0.00	0.00	20,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	715,239	0.00	0.00	0.00	0.00	715,239.00		
12-750-45 TAX COLLECTION FEES	17,116	0.00	0.00	0.00	3,333.49	13,782.51	19%	
12-998-02 T/O TO CAP PROJ FIRE STA 2	201,862	0.00	0.00	0.00	201,862.00	0.00	100%	
Totals:	1,643,142	0.00	0.00	0.00	304,240.83	1,338,901.17	19%	
Expenses Totals:	1,643,142	0.00	0.00	0.00	304,240.83	1,338,901.17	19%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	0.00	929,463.18			



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30 SHORELINE PROTECTION								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
30-301-00 ACCOMMODATION TAX	2,000,000	0.00	0.00	0.00	1,720,233.77	(279,766.23)	86%	
30-301-05 AD VALOREM TAX - Beach	1,653,225	0.00	0.00	0.00	1,045,158.32	(608,066.68)	63%	
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	0.00	(150,000.00)		
30-329-00 INTEREST INCOME	125,000	0.00	0.00	0.00	121,549.36	(3,450.64)	97%	
30-345-00 LOCAL OPTION SALES TAX	1,108,888	0.00	0.00	0.00	293,522.88	(815,365.12)	26%	
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	0.00	170,967.14	(165,407.86)	51%	
Revenues Totals:	5,373,488	0.00	0.00	0.00	3,351,431.47	(2,022,056.53)	62%	
Expenses								
30-710-08 LEASE PAYMENTS	36,900	0.00	0.00	0.00	0.00	36,900.00		
30-710-10 BEACH LOBBYIST CONTRACT	63,300	36,176.42	0.00	0.00	25,155.71	1,967.87	97%	
30-710-12 BEACH/ACCESS MAINTENANCE	138,100	16,426.79	0.00	0.00	9,822.59	111,850.62	19%	
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	1,411.92	0.00	0.00	4,442.23	14,145.85	29%	
30-710-15 M & R DUNE/CROSSWALK	140,000	0.00	0.00	0.00	0.00	140,000.00		
30-710-45 CONTRACTED SERVICES	305,070	278,186.80	0.00	0.00	12,883.20	14,000.00	95%	
30-710-59 SEA OATS PROGRAM	37,000	27,280.00	0.00	0.00	0.00	9,720.00	74%	
SHORELINE PROTECTION Totals:	740,370	359,481.93	0.00	0.00	52,303.73	328,584.34	56%	
30-711-45 TAX COLLECTION FEES	24,454	0.00	0.00	0.00	4,510.08	19,943.92	18%	
Totals:	24,454	0.00	0.00	0.00	4,510.08	19,943.92	18%	
30-720-07 NEW RIVER EIS PROJECT	185,926	0.00	0.00	0.00	0.00	185,926.00		
30-720-08 CONTRACTS, PLANS, SPECS	68,300	0.00	0.00	0.00	48,256.20	20,043.80	71%	
30-720-10 VITEX	285,200	0.00	0.00	0.00	151.39	285,048.61	0%	
30-720-15 Bank Charges	0	0.00	0.00	0.00	360.00	(360.00)		
30-720-50 2022B SOB PAYMENT	1,884,803	0.00	0.00	0.00	1,860,522.17	24,280.83	99%	
30-720-57 2022C FEMA SOB FEES	1,721,043	0.00	0.00	0.00	1,721,042.63	0.37	100%	
30-720-60 30 YEAR BEACH PLAN	275,000	0.00	0.00	0.00	0.00	275,000.00		
30-720-64 Sandbag Repair Project	188,392	0.00	0.00	0.00	0.00	188,392.00		
BEACH REN. / DUNE STAB. Totals:	4,608,664	0.00	0.00	0.00	3,630,332.39	978,331.61	79%	

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Expenses Totals:	5,373,488	359,481.93	0.00	0.00	3,687,146.20	1,326,859.87	75%
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		0.00	0.00	(335,714.73)		

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31 CAPITAL PRJ BEACH MAINTENANCE								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
31-330-00 LOAN PROCEEDS	10,857,304	0.00	0.00	0.00	10,857,303.66	(0.34)	100%	
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	0.00	11,911,620.82	(5,687,563.18)	68%	
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	0.00	10,500,000.00	0.00	100%	
31-370-00 INVESTMENT INCOME	272,386	0.00	0.00	0.00	1,351,746.83	1,079,360.83	496%	
31-399-01 T/I FROM BEACH FUND	9,858,986	0.00	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	0.00	2,000,000.00	0.00	100%	
Revenues Totals:	51,087,860	0.00	0.00	0.00	46,479,657.31	(4,608,202.69)	91%	
Expenses								
31-440-00 2022A DEBT SERVICE	8,765,829	0.00	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	0.00	1,686,801.00		
31-450-01 PHASE 1 - ENGINEERING & CONSTRUCTION PHASE SUPPORT	14,881	0.00	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	0.00	417,728.72	(19,483.72)	105%	
31-450-03 PHASE 1 - LABORATORY ANALYSIS	6,020	0.00	0.00	0.00	6,020.00	0.00	100%	
31-450-04 PHASE 1 - REGULATORY COORDINATION & CLOSEOUT	11,048	0.00	0.00	0.00	11,047.50	0.50	100%	
31-450-05 PHASE 1 - MOBILIZATION & DEMOBILIZATION	180,000	0.00	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	0.00	9,142,735.55	0.45	100%	
31-450-07 PHASE 1 - PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	0.00	45,000.00	0.00	100%	
31-450-08 PHASE 1 - PROFESSIONAL FEES	562,915	0.00	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	0.00	10,105,997.60	0.40	100%	
31-450-10 PHASE 5 - TRANCHE 2	747,722	0.00	0.00	0.00	776,538.91	(28,816.91)	104%	

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31 CAPITAL PRJ BEACH MAINTENANCE								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
ENGINEERING								
31-450-11 PHASE 5 - TRANCHE 2 CONTINGENCY	1,720,665	0.00	0.00	0.00	595.00	1,720,070.00	0%	
31-450-79 PHASE 5 - TRANCHE 2 CMM SAND SETTLEMENT	1,200,000	0.00	0.00	0.00	1,200,000.00	0.00	100%	
31-450-80 CAT Z - ADMIN FLORENCE DR4393	0	0.00	0.00	0.00	9,165.25	(9,165.25)		
31-450-81 CAT Z - ADMIN DORIAN DR4465	0	0.00	0.00	0.00	760.00	(760.00)		
Totals:	34,587,860	0.00	0.00	0.00	31,239,213.27	3,348,646.73	90%	
31-460-00 PHASE 4 - PROJECT TRANCHE 3 NCDEQ FUNDED	0	0.00	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	0.00	50,000.00		
31-460-02 PHASE 4 - ATM CONSTRUCTION ADMIN, PERMITTING SUPPO	60,000	0.00	0.00	0.00	33,201.29	26,798.71	55%	
31-460-04 PHASE 4 - CMM TERMINATION	480,000	0.00	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	0.00	0.00	297,960.00	11,000.00	97%	
31-460-06 PHASE 4 - REACH MOBILIZATION & DEMOBILIZATION (STW)	62,000	0.00	0.00	0.00	31,000.00	31,000.00	50%	
31-460-07 PHASE 4 - REACH HAUL & PLACEMNT BEACH FILL (STW)	7,600,000	0.00	0.00	0.00	7,600,000.00	0.00	100%	
31-460-08 PHASE 4 - PAYMENT AND PERFORMANCE BONDS REACH	50,656	0.00	0.00	0.00	50,656.00	0.00	100%	
31-460-09 PHASE 4 - FALL 2025 MOBILIZATION (STW)	65,000	0.00	0.00	0.00	0.00	65,000.00		
31-460-10 PHASE 4 - FALL 2025 NOURISHMENT (STW)	760,000	0.00	0.00	0.00	757,150.00	2,850.00	100%	
31-460-11 PHASE 4 - FALL 2025 ENF AND SURVEYING PERMITTING	150,000	0.00	0.00	0.00	0.00	150,000.00		
31-460-12 PHASE 4 - CONTINGENCY	6,785,124	0.00	0.00	0.00	0.00	6,785,124.00		

NORTH TOPSAIL BEACH  
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Period Ending 6/30/2026								
PHASE 4 NCDEQ GRANT	Totals:	16,500,000	128,260.00	0.00	0.00	9,251,657.29	7,120,082.71	57%
Expenses	Totals:	51,087,860	128,260.00	0.00	0.00	40,490,870.56	10,468,729.44	80%
31 CAPITAL PRJ BEACH MAINTENANCE	Revenues Over/(Under) Expenses:			0.00	0.00	5,988,786.75		

# Budget vs Actual

NORTH TOPSAIL BEACH  
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Period Ending 12/31/2027

32 GRANT PRJ FEMA-4837 PTC8								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
32-348-24 FEMA-4837-NC PTC 8	2,231,206	0.00	0.00	0.00	0.00	(2,231,206.00)		
32-350-00 STATE MATCH	743,736	0.00	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	0.00	2,974,942.00	0.00	100%	
Revenues Totals:	5,949,884	0.00	0.00	0.00	2,974,942.00	(2,974,942.00)	50%	
Expenses								
32-470-02 PUBLIC CROSSOVER DAMAGE	24,701	1,615.92	0.00	0.00	23,084.58	0.50	100%	
32-470-30 LOSS DETERMIN & COST ANALYSIS RPT	59,810	0.00	0.00	0.00	53,780.75	6,029.25	90%	
32-470-31 UPLAND BORROW SITE INVEST & ANALYSIS	3,000	0.00	0.00	0.00	0.00	3,000.00		
32-470-32 PRE-CONSTRUCTION MEETING/COORD	4,800	0.00	0.00	0.00	184.03	4,615.97	4%	
32-470-33 PROJECT PERMITTING	12,500	0.00	0.00	0.00	19,217.00	(6,717.00)	154%	
32-470-34 FINAL PROJECT DESIGN	15,000	0.00	0.00	0.00	0.00	15,000.00		
32-470-35 PROJECT PLANS & SPEC, BIDDING	15,900	0.00	0.00	0.00	167.90	15,732.10	1%	
32-470-36 PE-CONSTRUCTION MONITORING	24,500	0.00	0.00	0.00	0.00	24,500.00		
32-470-37 EQUIP MOBILIZATION/DEMobilIZATION	50,000	26,250.00	0.00	0.00	23,750.00	0.00	100%	
32-470-38 BEACH FILL PLACEMENT	2,867,000	2,525,516.80	0.00	0.00	341,483.20	0.00	100%	
32-470-39 PERFORMANCE & PAYMENT BONDS	20,000	1,000.00	0.00	0.00	19,000.00	0.00	100%	
32-470-40 CONSTRUCTION ADMINISTRATION	123,500	0.00	0.00	0.00	32,408.25	91,091.75	26%	
32-470-41 POST CONST MONITORING	19,500	0.00	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	19,790.75	(12,290.75)	264%	

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Period Ending 12/31/2027

32 GRANT PRJ FEMA-4837 PTC8									
Description			Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
32-470-99 CONTINGENCY			2,702,173	0.00	0.00	0.00	0.00	2,702,173.00	
FEMA-4837 PTC8 Totals:			5,949,884	2,554,382.72	0.00	0.00	532,866.46	2,862,634.82	52%
Expenses Totals:			5,949,884	2,554,382.72	0.00	0.00	532,866.46	2,862,634.82	52%
32 GRANT PRJ FEMA-4837 PTC8			Revenues Over/(Under) Expenses:		0.00	0.00	2,442,075.54		

# Budget vs Actual

NORTH TOPSAIL BEACH  
12/19/2025 9:20:42 AM

Period Ending 6/30/2040

50 CAPITAL PRJ FIRE STATION 2								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
50-330-00 LOAN PROCEEDS	5,600,000	0.00	0.00	0.00	5,600,000.00	0.00	100%	
50-339-01 T/I FROM CIF	1,201,862	0.00	0.00	0.00	1,201,862.71	0.71	100%	
50-399-02 T/I FROM GF	232,000	0.00	0.00	0.00	232,000.00	0.00	100%	
Revenues Totals:	7,033,862	0.00	0.00	0.00	7,033,862.71	0.71	100%	
Expenses								
50-450-02 CONSTRUCTION COSTS	6,247,010	0.00	0.00	0.00	3,597,104.33	2,649,905.67	58%	
50-450-05 ENVIRONMENTAL TESTING (ECS)	66,823	0.00	0.00	0.00	61,504.76	5,318.24	92%	
50-450-07 CONSTRUCTION ADMINISTRATION (BM)	420,463	0.00	0.00	0.00	370,161.95	50,301.05	88%	
50-450-11 CONTINGENCY	65,516	0.00	0.00	0.00	0.00	65,516.00		
50-450-13 UTILITIES	2,050	0.00	0.00	0.00	2,049.26	0.74	100%	
50-450-74 CAPITAL OUTLAY	232,000	0.00	0.00	0.00	0.00	232,000.00		
Totals:	7,033,862	0.00	0.00	0.00	4,030,820.30	3,003,041.70	57%	
Expenses Totals:	7,033,862	0.00	0.00	0.00	4,030,820.30	3,003,041.70	57%	
50 CAPITAL PRJ FIRE STATION 2	Revenues Over/(Under) Expenses:		0.00	0.00	3,003,042.41			



# Budget vs Actual

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Period Ending 12/31/2026

60 GRANT PRJ STORMWATER NCEM DRMG2304								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
60-368-01 NCEM DRMG2304 GRANT	1,261,607	0.00	0.00	0.00	94,251.97	(1,167,355.03)	7%	
<b>Revenues Totals:</b>	1,261,607	0.00	0.00	0.00	94,251.97	(1,167,355.03)	7%	
<b>Expenses</b>								
60-610-01 ISLAND DR (HW 210) AT SOUTH FIRE STATION	704,211	0.00	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	0.00	354,396.00		
60-610-03 PROJECT MANAGEMENT	13,565	4,851.00	0.00	0.00	8,714.00	0.00	100%	
60-610-04 FIELD SURVEY	26,490	1,540.00	0.00	0.00	24,950.00	0.00	100%	
60-610-05 CONSTRUCTION PLANS	89,650	36,384.00	0.00	0.00	53,266.00	0.00	100%	
60-610-06 PERMITS	45,600	10,185.00	0.00	0.00	35,415.00	0.00	100%	
60-610-07 PROJECT MEETINGS	11,265	11,265.00	0.00	0.00	0.00	0.00	100%	
60-610-08 BID PHASE SERVICES	14,850	14,850.00	0.00	0.00	0.00	0.00	100%	
60-610-09 REIMBURSABLES	1,580	446.53	0.00	0.00	1,133.47	0.00	100%	
<b>STORMWATER PRJ NCEM DRMG2304 Totals:</b>	1,261,607	79,521.53	0.00	0.00	123,478.47	1,058,607.00	16%	
<b>Expenses Totals:</b>	1,261,607	79,521.53	0.00	0.00	123,478.47	1,058,607.00	16%	
<b>60 GRANT PRJ STORMWATER NCEM DRMG2304 Revenues Over/(Under) Expenses:</b>			0.00	0.00	(29,226.50)			

## Check Listing

Date From: 11/21/2025 Date To: 12/19/2025  
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

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Check Number	Bank	Vendor	Date	Amount
48976	2	BLACKS TIRE SERVICE INC	11/26/2025	<u>\$431.64</u>
48977	2	DEBBIE J OWENS	11/26/2025	<u>\$589.52</u>
48978	2	EVI INDUSTRIES, INC & SUBSIDIARIES	11/26/2025	<u>\$497.55</u>
48979	2	HAROLD W WELLS & SON, INC	11/26/2025	<u>\$3,938.00</u>
48980	2	JODY L THOMPSON	11/26/2025	<u>\$1,623.80</u>
48981	2	KELLY OFFICE MACHINES, INC	11/26/2025	<u>\$543.38</u>
48982	2	LINDER INDUSTRIAL MACHINERY COMPANY	11/26/2025	<u>\$1,675.72</u>
48983	2	MORPHO USA INC	11/26/2025	<u>\$2,335.81</u>
48984	2	NOOKS & CRANNIES CLEANING, LLC	11/26/2025	<u>\$250.00</u>
48985	2	ONslow COUNTY FINANCE OFFICE	11/26/2025	<u>\$3,776.90</u>
48986	2	ONslow WATER & SEWER AUTHORITY	11/26/2025	<u>\$538.40</u>
48987	2	QUALITY EQUIPMENT LLC	11/26/2025	<u>\$10,191.33</u>
48988	2	SANDERSON LAWN MANAGEMENT LLC	11/26/2025	<u>\$2,460.52</u>
48989	2	SHERRILL A STRICKLAND JR.	11/26/2025	<u>\$456.00</u>
48990	2	ALL PRO FIRE & SAFETY, LLC	12/04/2025	<u>\$1,609.92</u>
48991	2	CHRISTOPHER DAVID LEE	12/04/2025	<u>\$3,331.95</u>
48992	2	COASTAL EQUIPMENT	12/04/2025	<u>\$150.00</u>
48993	2	DEBBIE J OWENS	12/04/2025	<u>\$583.44</u>
48994	2	FINNERTY ENTERPRISES INC	12/04/2025	<u>\$153.21</u>
48995	2	JONES ONslow ELECTRIC MEMBERSHIP CORP	12/04/2025	<u>\$3,683.31</u>
48996	2	KELLY OFFICE MACHINES, INC	12/04/2025	<u>\$553.26</u>
48997	2	NC INTERLOCAL RISK MGMT AGENCY	12/04/2025	<u>\$87.46</u>
48998	2	NOOKS & CRANNIES CLEANING, LLC	12/04/2025	<u>\$250.00</u>
48999	2	PETROLEUM MARKETING GROUP, INC	12/04/2025	<u>\$1,055.99</u>
49000	2	SHOL OF GOVERNMENT SERVICES, INC	12/04/2025	<u>\$175.00</u>
49001	2	SUMRELL SUGG, P.A.	12/04/2025	<u>\$5,067.35</u>
49002	2	TI COASTAL SERVICES, INC.	12/04/2025	<u>\$2,000.00</u>
49003	2	WRANGLER HOLDCO CORP.	12/04/2025	<u>\$57,256.97</u>
49004	2	ALINE ACCOUNTING PARTNERS	12/11/2025	<u>\$10,140.00</u>

## Check Listing

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Check Number	Bank	Vendor	Date	Amount
49005	2	BECKER MORGAN GROUP INC	12/11/2025	<u>\$10,950.00</u>
49006	2	CAPE FEAR COMMUNITY COLLEGE	12/11/2025	<u>\$70.00</u>
49007	2	DEBBIE J OWENS	12/11/2025	<u>\$1,017.99</u>
49008	2	DODSON BROTHERS EXTERMINATING CO INC	12/11/2025	<u>\$80.00</u>
49009	2	EVI INDUSTRIES, INC & SUBSIDIARIES	12/11/2025	<u>\$4,138.92</u>
49010	2	EWECO, INC	12/11/2025	<u>\$1,780.97</u>
49011	2	GEOSYNTEC CONSULTANS, INC.	12/11/2025	<u>\$4,878.43</u>
49012	2	GUY C. LEE BUILDING MATERIALS	12/11/2025	<u>\$1,576.39</u>
49013	2	IWORQ SYSTEMS INC	12/11/2025	<u>\$9,000.00</u>
49014	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	12/11/2025	<u>\$2,415.70</u>
49015	2	LARION PLLC	12/11/2025	<u>\$1,000.00</u>
49016	2	MGT IMPACT SOLUTIONS LLC	12/11/2025	<u>\$17,850.00</u>
49017	2	NOOKS & CRANNIES CLEANING, LLC	12/11/2025	<u>\$250.00</u>
49018	2	O'REILLY AUTOMOTIVE STORES, INC	12/11/2025	<u>\$1,640.19</u>
49019	2	SIMPLE COMMUNICATION	12/11/2025	<u>\$480.58</u>
49020	2	SYNCHRONY BANK	12/11/2025	<u>\$1,242.30</u>
49021	2	TOWN OF SURF CITY	12/11/2025	<u>\$1,333.33</u>
49022	2	WK DICKSON & CO., LLC	12/11/2025	<u>\$11,000.00</u>
49023	2	TONI HAIGHT	12/17/2025	<u>\$966.33</u>
49024	2	AMERICAN SHORE & BEACH PRESERVAT ASSOC	VOIDED 12/18/2025	<u>\$600.00</u>
49025	2	BLACKS TIRE SERVICE INC	VOIDED 12/18/2025	<u>\$2,020.72</u>
49026	2	BRIGHTSPEED	VOIDED 12/18/2025	<u>\$155.99</u>
49027	2	CW IT SUPPORT, INC	VOIDED 12/18/2025	<u>\$9.33</u>
49028	2	DEBBIE J OWENS	VOIDED 12/18/2025	<u>\$784.00</u>
49029	2	HAROLD W WELLS & SON, INC	VOIDED 12/18/2025	<u>\$61,269.00</u>
49030	2	JONES ONSLOW ELECTRIC MEMBERSHIP	VOIDED 12/18/2025	<u>\$116.88</u>
49031	2	KELLY OFFICE MACHINES, INC	VOIDED 12/18/2025	<u>\$543.11</u>
49032	2	NOOKS & CRANNIES CLEANING, LLC	VOIDED 12/18/2025	<u>\$250.00</u>
49033	2	SANDERSON LAWN MANAGEMENT LLC	VOIDED 12/18/2025	<u>\$2,460.52</u>

## Check Listing

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Check Number	Bank	Vendor		Date	Amount
49034	2	SHEPARDS WRECKER & GARAGE, INC	VOIDED	12/18/2025	\$13.60
49035	2	SHERILL A STRICKLAND JR.	VOIDED	12/18/2025	\$1,045.00
49036	2	STEVEN R KLEM	VOIDED	12/18/2025	\$2,761.60
49037	2	TOWN OF SURF CITY	VOIDED	12/18/2025	\$4,158.33
49038	2	WB BRAWLEY COMPANY	VOIDED	12/18/2025	\$177,798.11
49039	2	WRANGLER HOLDCO CORP.	VOIDED	12/18/2025	\$38,785.94
49042	2	AMERICAN SHORE & BEACH PRESERVATION ASSOC		12/18/2025	\$600.00
49043	2	BLACKS TIRE SERVICE INC		12/18/2025	\$2,020.72
49044	2	BRIGHTSPEED		12/18/2025	\$155.99
49045	2	CW IT SUPPORT, INC		12/18/2025	\$9.33
49046	2	DEBBIE J OWENS		12/18/2025	\$784.00
49047	2	HAROLD W WELLS & SON, INC		12/18/2025	\$61,269.00
49048	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP		12/18/2025	\$116.88
49049	2	KELLY OFFICE MACHINES, INC		12/18/2025	\$543.11
49050	2	NOOKS & CRANNIES CLEANING, LLC		12/18/2025	\$250.00
49051	2	SANDERSON LAWN MANAGEMENT LLC		12/18/2025	\$2,460.52
49052	2	SHEPARDS WRECKER & GARAGE, INC		12/18/2025	\$13.60
49053	2	SHERILL A STRICKLAND JR.		12/18/2025	\$1,045.00
49054	2	STEVEN R KLEM		12/18/2025	\$2,761.60
49055	2	TOWN OF SURF CITY		12/18/2025	\$4,158.33
49056	2	WB BRAWLEY COMPANY		12/18/2025	\$177,798.11
49057	2	WRANGLER HOLDCO CORP.		12/18/2025	\$38,785.94
80	Checks Totaling -				\$772,621.82

### Totals By Fund

	Checks	Voids	Total
10	\$374,530.78	\$111,103.00	\$263,427.78
12	\$642.06		\$642.06
30	\$16,798.95	\$4,758.33	\$12,040.62
31	\$3,983.43		\$3,983.43
32	\$895.00		\$895.00
50	\$364,771.60	\$176,910.80	\$187,860.80
	\$11,000.00		\$11,000.00

Section VIII, ItemB.

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Check Listing

Date From: 11/21/2025 Date To: 12/19/2025  
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Check Number	Bank	Vendor			Date	Amount
			Checks	Voids	Total	
		Totals:	\$772,621.82	\$292,772.13	\$479,849.69	

# CASH DISBURSEMENTS 11/21/25-12/19/25

## GL Transaction Condensed Summary

NORTH TOPSAIL BEACH

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Date	GL Account		Debit	Credit
11/24/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$1,316.00
11/25/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$8,129.19
11/26/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$48,396.25
12/02/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$312.00
12/03/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$65,325.25
12/04/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$9,150.04
12/05/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$699.22
12/08/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$1,376.17
12/12/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$1,598.25
12/17/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$34,577.92
11/25/2025	10-221-00	FICA PAYABLE	\$1,446.28	\$0.00
12/03/2025	10-221-00	FICA PAYABLE	\$20,477.24	\$0.00
12/17/2025	10-221-00	FICA PAYABLE	\$15,749.92	\$0.00
11/25/2025	10-222-00	FEDERAL W/H PAYABLE	\$404.68	\$0.00
12/03/2025	10-222-00	FEDERAL W/H PAYABLE	\$14,429.28	\$0.00
12/17/2025	10-222-00	FEDERAL W/H PAYABLE	\$8,001.14	\$0.00
11/25/2025	10-223-00	STATE W/H PAYABLE	\$51.00	\$0.00
12/03/2025	10-223-00	STATE W/H PAYABLE	\$4,937.00	\$0.00
12/17/2025	10-223-00	STATE W/H PAYABLE	\$3,441.00	\$0.00
11/26/2025	10-224-00	RETIREMENT W/H PAYABLE	\$48,396.25	\$0.00
12/03/2025	10-225-00	DEPENDENT HEALTH/DENTAL INSURANCE	\$3,854.00	\$0.00
12/04/2025	10-227-00	401(K) CONTRIBUTIONS	\$7,658.46	\$0.00
12/17/2025	10-227-00	401(K) CONTRIBUTIONS	\$5,909.13	\$0.00
12/04/2025	10-227-01	401(k) LOAN REPAYMENT	\$349.51	\$0.00
12/17/2025	10-227-01	401(k) LOAN REPAYMENT	\$349.51	\$0.00
12/05/2025	10-229-03	Child Support withheld	\$699.22	\$0.00
12/04/2025	10-229-09	ROTH 401K	\$1,142.07	\$0.00
12/17/2025	10-229-09	ROTH 401K	\$1,127.22	\$0.00
12/03/2025	10-420-06	GROUP INSURANCE	\$2,840.80	\$0.00
11/25/2025	10-420-31	GAS, OIL & TIRES	\$135.94	\$0.00
12/03/2025	10-480-06	GROUP INSURANCE	\$710.20	\$0.00
12/03/2025	10-480-11	PHONES	\$1,742.13	\$0.00
12/03/2025	10-490-06	GROUP INSURANCE	\$710.20	\$710.20
11/25/2025	10-490-31	GAS, OIL, & TIRES	\$45.48	\$0.00
12/03/2025	10-491-06	GROUP INSURANCE	\$0.00	\$710.20
11/25/2025	10-491-31	GAS, OIL & TIRES	\$46.68	\$0.00
11/24/2025	10-501-10	TOWN HRA INSURANCE	\$1,316.00	\$0.00
12/02/2025	10-501-10	TOWN HRA INSURANCE	\$312.00	\$0.00
12/08/2025	10-501-10	TOWN HRA INSURANCE	\$1,376.17	\$0.00
12/12/2025	10-501-10	TOWN HRA INSURANCE	\$1,598.25	\$0.00
12/03/2025	10-510-06	GROUP INSURANCE	\$7,102.00	\$710.20
11/25/2025	10-510-31	GAS,OIL & TIRES	\$3,703.72	\$0.00
11/25/2025	10-545-06	GROUP INSURANCE	\$1,420.40	\$0.00

CASH DISBURSEMENTS 11/21/25-12/19/25

GL Transaction Condensed Summary

NORTH TOPSAIL BEACH

12/19/2025 09:24 AM

Page: 2 of 2

Date	GL Account		Debit	Credit
11/25/2025	10-545-31	GAS, OIL & TIRES	\$656.64	\$0.00
12/03/2025	10-690-06	GROUP INSURANCE	\$10,653.00	\$1,420.40
11/25/2025	10-690-31	GAS, OIL & TIRES	\$1,638.77	\$0.00
12/15/2025	30-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$1,860,522.17
12/15/2025	30-720-50	2022B SOB PAYMENT	\$1,860,522.17	\$0.00
Totals:			\$2,034,953.46	\$2,034,953.46

Report Parameters

Date Range - 11/21/2025 To 12/19/2025

SourceCode - CD

# Cash Balance Report

Period Ending 12/19/2025

NORTH TOPSAIL BEACH

12/19/2025 10:06 AM

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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	\$11,851.00
	12-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$140,206.32
	15-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00
	30-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$177,853.61
	31-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$951,091.81
	32-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$18,133.54
	50-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-\$172,030.46
	60-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-\$29,226.50
	Bank 2	Total: \$1,097,879.32
Bank 3	NC CAPITAL MANAGEMENT TRUST Acct#-	
	Account	Balance
	10-101-04 NC CASH MGMT TRUST	\$15,180,238.60
	12-101-04 NC CASH MGMT TRUST	\$4,187,485.70
	15-101-04 NC CASH MGMT TRUST	\$0.00
	30-101-04 NC CASH MGMT TRUST	\$4,330,314.13
	31-101-04 NC CASH MGMT TRUST	\$5,048,968.44
	32-101-04 NC CASH MGMT TRUST	\$2,423,942.00
	50-101-04 NC CASH MGMT TRUST	\$3,175,072.87
	Bank 3	Total: \$34,346,021.74
Bank 4	BB&T SAVINGS ACCOUNT Acct#-	
	Account	Balance
	10-101-06 BB & T SAVINGS ACCT	\$0.00



# Cash Balance Report

Period Ending 12/19/2025

NORTH TOPSAIL BEACH

12/19/2025 10:06 AM

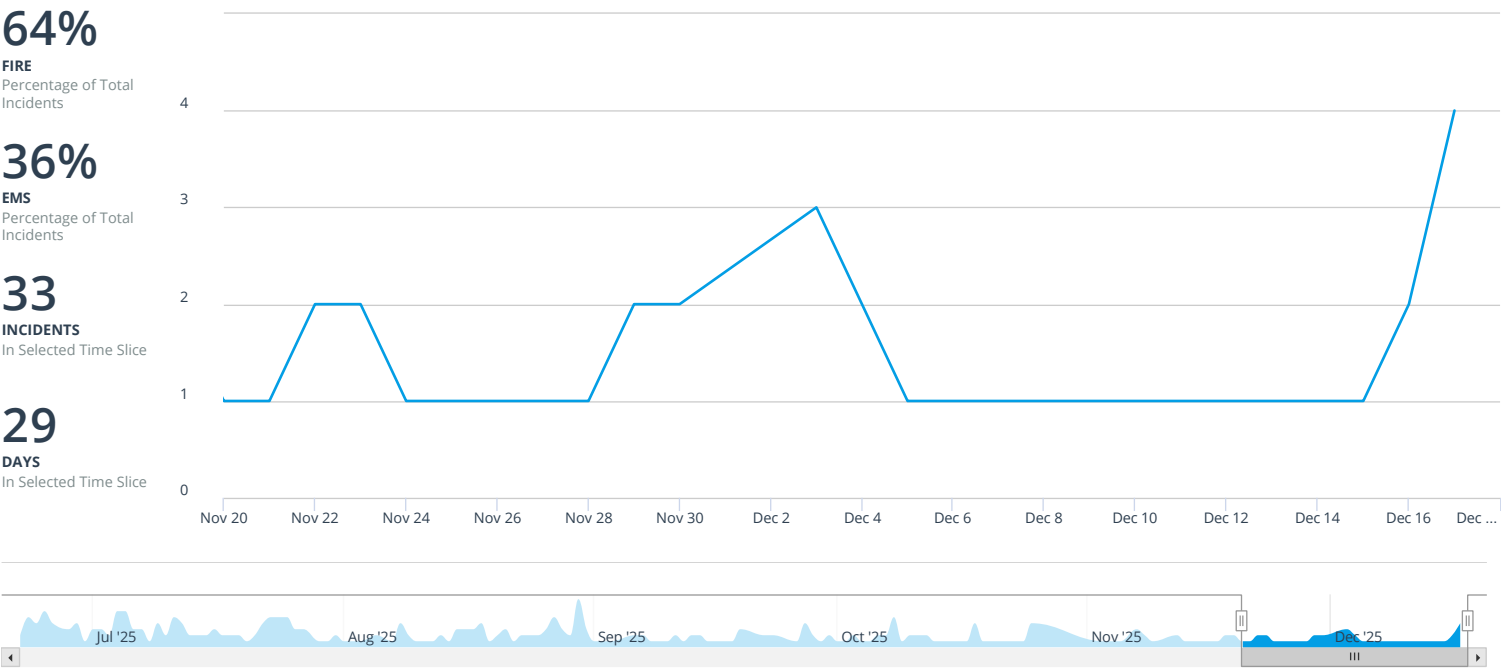
Page 2/2

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:	\$35,445,495.81
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Custom ▾

Nov 20, 2025 - Dec 18, 2025 ▾



Counts

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## Permits Issued List

From 11/22/25 to 12/23/25

Permit Type	Sub Type	Permit#	Address	Issue Date
Beach Access Permit	Beach Access Permit	BAA25-000027	142 OCEANVIEW LN	12/04/2025
Beach Access Permit	Beach Access Permit	BAA25-000028	30 PORPOISE PL	12/19/2025
Beach Access Permit	Beach Access Permit	BAA25-000030	284 SEA SHORE DR	12/22/2025
<b>Beach Access Permit Total</b>	<b>Beach Access Permit</b>			<b>3</b>
Electrical Permit	Residential	E25-000207	4166 ISLAND DR	12/17/2025
Electrical Permit	Residential	E25-000209	1840 NEW RIVER INLET RD 2205B	12/22/2025
Electrical Permit	Residential	E25-000211	232 SEA SHORE DR	12/16/2025
Electrical Permit	Residential	E25-000212	101 HERON CAY CT	12/16/2025
Electrical Permit	Residential	E25-000214	1896 NEW RIVER INLET RD 1218	12/18/2025
Electrical Permit	Residential	E25-000183	0 NEW RIVER INLET RD	12/04/2025
Electrical Permit	Residential	E25-000193	3862 ISLAND DR	12/11/2025
Electrical Permit	Residential	E25-000201	3038 ISLAND DR	12/03/2025
Electrical Permit	Residential	E25-000202	3032 ISLAND DR	12/02/2025
Electrical Permit	Residential	E25-000203	30 BERMUDA LANDING PL	12/03/2025
Electrical Permit	Residential	E25-000205	260 SEA SHORE DR	12/22/2025
Electrical Permit	Residential	E25-000195	2399 ISLAND DR	12/16/2025
<b>Electrical Permit Total</b>	<b>Residential Total</b>			<b>12</b>
Fence Permit	Residential	FNC25-000020	3122 TOPSAIL AVE	12/11/2025
Fence Permit	Residential	FNC25-000015	230 PORT DR	12/19/2025
<b>Fence Permit Total</b>	<b>Residential Total</b>			<b>2</b>
Mechanical Permit	Residential	M25-000149	1896 NEW RIVER INLET RD 1218	12/18/2025
Mechanical Permit	Residential	M25-000147	7 SAILVIEW DR	12/03/2025
Mechanical Permit	Residential	M25-000142	2399 ISLAND DR	12/16/2025
<b>Mechanical Permit Total</b>	<b>Residential Total</b>			<b>3</b>
New Construction Permit	Single Family	C25-000019	2399 ISLAND DR	12/16/2025
<b>New Construction Permit Total</b>	<b>Single Family Total</b>			<b>1</b>
Plumbing Permit	Commercial	P25-000161	790 NEW RIVER INLET RD 212A	12/19/2025
Plumbing Permit	Commercial	P25-000162	790 NEW RIVER INLET RD 212B	12/19/2025
Plumbing Permit	Commercial	P25-000140	790 NEW RIVER INLET RD 306B	12/11/2025
Plumbing Permit	Commercial	P25-000141	790 NEW RIVER INLET RD 307B	12/11/2025
Plumbing Permit	Commercial	P25-000142	790 NEW RIVER INLET RD 308B	12/11/2025

Plumbing Permit	Commercial	P25-000143	790 NEW RIVER INLET RD 309B	12/11/2025
Plumbing Permit	Commercial	P25-000144	790 NEW RIVER INLET RD 310B	12/11/2025
Plumbing Permit	Commercial	P25-000145	790 NEW RIVER INLET RD 311B	12/11/2025
Plumbing Permit	Commercial	P25-000146	790 NEW RIVER INLET RD 312B	12/11/2025
Plumbing Permit	Commercial	P25-000147	790 NEW RIVER INLET RD 315B	12/11/2025
Plumbing Permit	Commercial	P25-000148	790 NEW RIVER INLET RD 316B	12/11/2025
Plumbing Permit	Commercial	P25-000149	790 NEW RIVER INLET RD 317B	12/11/2025
Plumbing Permit	Commercial	P25-000150	790 NEW RIVER INLET RD 318B	12/11/2025
Plumbing Permit	Commercial	P25-000151	790 NEW RIVER INLET RD 319B	12/11/2025
Plumbing Permit	Commercial	P25-000152	790 NEW RIVER INLET RD 320B	12/11/2025
Plumbing Permit	Commercial	P25-000153	790 NEW RIVER INLET RD 404B	12/11/2025
Plumbing Permit	Commercial	P25-000154	790 NEW RIVER INLET RD 407B	12/11/2025
Plumbing Permit	Commercial	P25-000155	790 NEW RIVER INLET RD 408B	12/11/2025
Plumbing Permit	Commercial	P25-000156	790 NEW RIVER INLET RD 411B	12/11/2025
Plumbing Permit	Commercial	P25-000157	790 NEW RIVER INLET RD 412B	12/11/2025
Plumbing Permit	Commercial	P25-000158	790 NEW RIVER INLET RD 416B	12/11/2025
Plumbing Permit	Commercial	P25-000039	790 NEW RIVER INLET RD 101A	12/09/2025
Plumbing Permit	Commercial	P25-000048	790 NEW RIVER INLET RD 108A	12/11/2025
Plumbing Permit	Commercial	P25-000050	790 NEW RIVER INLET RD 110A	12/11/2025
Plumbing Permit	Commercial	P25-000075	790 NEW RIVER INLET RD 301A	12/09/2025
Plumbing Permit	Commercial	P25-000076	790 NEW RIVER INLET RD 302A	12/01/2025
Plumbing Permit	Commercial	P25-000077	790 NEW RIVER INLET RD 303A	12/01/2025
Plumbing Permit	Commercial	P25-000078	790 NEW RIVER INLET RD 304A	12/01/2025
Plumbing Permit	Commercial	P25-000079	790 NEW RIVER INLET RD 305A	12/11/2025
Plumbing Permit	Commercial	P25-000080	790 NEW RIVER INLET RD 306A	12/11/2025
Plumbing Permit	Commercial	P25-000081	790 NEW RIVER INLET RD 307A	12/11/2025
Plumbing Permit	Commercial	P25-000082	790 NEW RIVER INLET RD 308A	12/11/2025
Plumbing Permit	Commercial	P25-000083	790 NEW RIVER INLET RD 309A	12/11/2025
Plumbing Permit	Commercial	P25-000084	790 NEW RIVER INLET RD 310A	12/11/2025
Plumbing Permit	Commercial	P25-000085	790 NEW RIVER INLET RD 311A	12/01/2025
Plumbing Permit	Commercial	P25-000086	790 NEW RIVER INLET RD 312A	12/11/2025
Plumbing Permit	Commercial	P25-000087	790 NEW RIVER INLET RD 315A	12/11/2025
Plumbing Permit	Commercial	P25-000088	790 NEW RIVER INLET RD 316A	12/11/2025
Plumbing Permit	Commercial	P25-000089	790 NEW RIVER INLET RD 317a	12/11/2025

Plumbing Permit	Commercial	P25-000090	790 NEW RIVER INLET RD 318A	12/11/2025
Plumbing Permit	Commercial	P25-000091	790 NEW RIVER INLET RD 319A	12/11/2025
Plumbing Permit	Commercial	P25-000092	790 NEW RIVER INLET RD 320A	12/11/2025
Plumbing Permit	Commercial	P25-000093	790 NEW RIVER INLET RD 404A	12/01/2025
Plumbing Permit	Commercial	P25-000094	790 NEW RIVER INLET RD 407A	12/01/2025
Plumbing Permit	Commercial	P25-000095	790 NEW RIVER INLET RD 408A	12/01/2025
Plumbing Permit	Commercial	P25-000096	790 NEW RIVER INLET RD 411A	12/11/2025
Plumbing Permit	Commercial	P25-000097	790 NEW RIVER INLET RD 412A	12/01/2025
Plumbing Permit	Commercial	P25-000098	790 NEW RIVER INLET RD 416A	12/01/2025
Plumbing Permit	Commercial	P25-000100	790 NEW RIVER INLET RD 101B	12/05/2025
Plumbing Permit	Commercial	P25-000101	790 NEW RIVER INLET RD 102B	12/11/2025
Plumbing Permit	Commercial	P25-000102	790 NEW RIVER INLET RD 103B	12/11/2025
Plumbing Permit	Commercial	P25-000103	790 NEW RIVER INLET RD 104B	12/05/2025
Plumbing Permit	Commercial	P25-000104	790 NEW RIVER INLET RD 105B	12/11/2025
Plumbing Permit	Commercial	P25-000105	790 NEW RIVER INLET RD 106B	12/11/2025
Plumbing Permit	Commercial	P25-000106	790 NEW RIVER INLET RD 107b	12/11/2025
Plumbing Permit	Commercial	P25-000107	790 NEW RIVER INLET RD 108B	12/11/2025
Plumbing Permit	Commercial	P25-000108	790 NEW RIVER INLET RD 109B	12/11/2025
Plumbing Permit	Commercial	P25-000109	790 NEW RIVER INLET RD 110B	12/11/2025
Plumbing Permit	Commercial	P25-000110	790 NEW RIVER INLET RD 113B	12/11/2025
Plumbing Permit	Commercial	P25-000111	790 NEW RIVER INLET RD 114B	12/11/2025
Plumbing Permit	Commercial	P25-000112	790 NEW RIVER INLET RD 115B	12/11/2025
Plumbing Permit	Commercial	P25-000113	790 NEW RIVER INLET RD 116B	12/11/2025
Plumbing Permit	Commercial	P25-000114	790 NEW RIVER INLET RD 117B	12/11/2025
Plumbing Permit	Commercial	P25-000115	790 NEW RIVER INLET RD 118B	12/11/2025
Plumbing Permit	Commercial	P25-000116	790 NEW RIVER INLET RD 201B	12/11/2025
Plumbing Permit	Commercial	P25-000117	790 NEW RIVER INLET RD 202B	12/11/2025
Plumbing Permit	Commercial	P25-000118	790 NEW RIVER INLET RD 203B	12/11/2025
Plumbing Permit	Commercial	P25-000119	790 NEW RIVER INLET RD 204B	12/11/2025
Plumbing Permit	Commercial	P25-000121	790 NEW RIVER INLET RD 206B	12/05/2025
Plumbing Permit	Commercial	P25-000122	790 NEW RIVER INLET RD 207B	12/05/2025
Plumbing Permit	Commercial	P25-000123	790 NEW RIVER INLET RD 208B	12/05/2025
Plumbing Permit	Commercial	P25-000124	790 NEW RIVER INLET RD 209B	12/05/2025
Plumbing Permit	Commercial	P25-000127	790 NEW RIVER INLET RD 215B	12/05/2025

Plumbing Permit	Commercial	P25-000128	790 NEW RIVER INLET RD 216B	12/05/2025
Plumbing Permit	Commercial	P25-000129	790 NEW RIVER INLET RD 217B	12/11/2025
Plumbing Permit	Commercial	P25-000130	790 NEW RIVER INLET RD 218B	12/11/2025
Plumbing Permit	Commercial	P25-000131	790 NEW RIVER INLET RD 219B	12/05/2025
Plumbing Permit	Commercial	P25-000132	790 NEW RIVER INLET RD 220B	12/05/2025
Plumbing Permit	Commercial	P25-000133	790 NEW RIVER INLET RD 301B	12/05/2025
Plumbing Permit	Commercial	P25-000134	790 NEW RIVER INLET RD 302B	12/05/2025
Plumbing Permit	Commercial	P25-000135	790 NEW RIVER INLET RD 303B	12/05/2025
Plumbing Permit	Commercial	P25-000136	790 NEW RIVER INLET RD 304B	12/05/2025
Plumbing Permit	Commercial	P25-000137	790 NEW RIVER INLET RD 305B	12/05/2025
<b>Plumbing Permit Total</b>	<b>Commercial Total</b>			<b>83</b>
Plumbing Permit	Residential	P25-000160	1840 NEW RIVER INLET RD 2205B	12/22/2025
Plumbing Permit	Residential	P25-000051	2399 ISLAND DR	12/16/2025
<b>Plumbing Permit Total</b>	<b>Residential Total</b>			<b>2</b>
<b>Plumbing Permit Total</b>				<b>85</b>
Simple Build Permit	Multi-Unit	SB25-000109	1156 NEW RIVER INLET RD 2A	12/05/2025
Simple Build Permit	Multi-Unit	SB25-000106	43 BERMUDA LANDING PL	12/03/2025
Simple Build Permit	Multi-Unit	SB25-000072	1771-3 NEW RIVER INLET RD	12/16/2025
Simple Build Permit	Multi-Unit	SB25-000084	1779-1 NEW RIVER INLET RD	12/16/2025
<b>Simple Build Permit Total</b>	<b>Multi-Unit Total</b>			<b>4</b>
Simple Build Permit	Single Family	SB25-000099	0 NEW RIVER INLET RD	12/04/2025
Simple Build Permit	Single Family	SB24-000087	260 SEA SHORE DR	12/22/2025
Simple Build Permit	Single Family	SB25-000052	405 NEW RIVER INLET RD	12/19/2025
Simple Build Permit	Single Family	SB25-000102	230 PORT DR	12/19/2025
<b>Simple Build Permit Total</b>	<b>Single Family Total</b>			<b>4</b>
<b>Simple Build Permit Total</b>				<b>8</b>
Swimming Pool Permit	Residential	SP25-000019	3862 ISLAND DR	12/11/2025
Swimming Pool Permit	Residential	SP25-000022	260 SEA SHORE DR	12/22/2025
<b>Swimming Pool Permit Total</b>	<b>Residential Total</b>			<b>2</b>
Zoning and Floodplain Development Permit	Residential	ZFP25-000149	230 PORT DR	12/19/2025
Zoning and Floodplain Development Permit	Residential	ZFP25-000156	1156 NEW RIVER INLET RD 2A	12/05/2025
Zoning and Floodplain Development Permit	Residential	ZFP24-000167	260 SEA SHORE DR	12/22/2025
Zoning and Floodplain Development Permit	Residential	ZFP25-000090	405 NEW RIVER INLET RD	12/19/2025
Zoning and Floodplain Development Permit	Residential	ZFP25-000122	1771-3 NEW RIVER INLET RD	12/16/2025

Zoning and Floodplain Development Permit	Residential	ZFP25-000127	1779-1 NEW RIVER INLET RD	12/16/2025
Zoning and Floodplain Development Permit	Residential	ZFP25-000132	2399 ISLAND DR	12/16/2025
Zoning and Floodplain Development Permit	Residential	ZFP25-000153	43 BERMUDA LANDING PL	12/03/2025
Zoning and Floodplain Development Permit	Residential	ZFP25-000154	3862 ISLAND DR	12/11/2025
Zoning and Floodplain Development Permit	Residential	ZFP25-000146	0 NEW RIVER INLET RD	12/04/2025
<b>Zoning and Floodplain Development Permit</b>	<b>Residential Total</b>			<b>10</b>
<b>All Permits Total</b>				<b>126</b>

Permit Fee
\$ 200.00
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\$	210.00
\$	820.00
\$	275.00
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\$	410.00
\$	250.00
\$	935.00
\$	1,755.00
\$	305.00
\$	720.00
\$	1,025.00
\$	-
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\$	-
\$	-
\$	11,516.00

## P+Z Permits Issued List

From: 11/21/2025

To: 12/22/2025

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP25-000085	11/21/2025	3 SAILVIEW DR	775C-36.16	L3 S2 CAPE ISLAND	PRIDGEN JAMES BRIAN & SARAH KATHRYN	COASTAL GROUNDWORKX LLC - Ryan J Campbell c/o Brandon Welborn			125.00		26000.00	0.00	0.00
ZFP25-000153	12/03/2025	43 BERMUDA LANDING PL	812-189	L5 43 BERMUDA LANDING	HUNT KIERSTIN	self -			125.00		9450.00	0.00	0.00
ZFP25-000146	12/04/2025	0 NEW RIVER INLET RD	774-47.2	SR 1568	GRAY RYAN M	RG Properties, LLC - Ryan Gray			125.00		109389.00	0.00	0.00
ZFP25-000156	12/05/2025	1156 NEW RIVER INLET RD 2A	774-29.5.A	L2 UNIT 2A SURFSIDE VILLAS	BRITTON PROPERTIES LLC	Colley Home Renovations - Justin Colley			125.00		27642.08	0.00	0.00
ZFP25-000154	12/11/2025	3862 ISLAND DR	815-15.1	L1 HUNTER HEATH TRUST	BRYAN ADAM B & KRISTY L TART BRYAN	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			125.00		72500.00	0.00	0.00
ZFP25-000132	12/16/2025	2399 ISLAND DR	805-50	LA & LB S7 B18A WINTER HAVEN	LUCAS JEFFREY KEITH & JUDY BROWN	Pilings & More - John Cassidy			125.00		29000.00	0.00	0.00
ZFP25-000122	12/16/2025	1771-3 NEW RIVER INLET RD	779E-5.3	L5C SHIP WATCH VILLAS T/H	HANSIL JULIEN & ANNIE A	- Christopher Stephens			125.00		22556.15	0.00	0.00
ZFP25-000127	12/16/2025	1779-1 NEW RIVER INLET RD	779E-6.5	L6E SHIP WATCH VILLAS T/H	BERG MATT J & KELLY J	- Christopher Stephens			125.00		22556.15	0.00	0.00
ZFP25-000090	12/19/2025	405 NEW RIVER INLET RD	775B-38	L4 S1 CRYSTAL SHORES	LOWTHER RYAN & ANGELA RUTH SHEETS	BALLAST POINT BUILDING COMPANY, INC. - Lynwood L Thornton			125.00		10000.00	0.00	0.00
ZFP25-000149	12/19/2025	230 PORT DR	778C-146.1	L17B S3 BH NORTH TOPSAIL SHORES	BREWSTER REBECCA & BRENDA SNOOK	Quality Home Repair - Greg Lovell			125.00		36000.00	0.00	0.00
FNC25-000017	11/21/2025	1275 NEW RIVER INLET RD	774G-31	L1 S3 OCEAN WYND	RODERIQUE BENJAMIN O	Element Home Services - Mallory & Jody Padgett			50.00	566	9386.00	0.00	0.00
FNC25-000020	12/11/2025	3122 TOPSAIL AVE	807-98.1	L7 B23 OCEAN CITY	ZERTUCHE TAMRIA A	ZERTUCHE TAMRIA A			50.00	603	995.00	0.00	0.00
FNC25-000015	12/19/2025	230 PORT DR	778C-146.1	L17B S3 BH NORTH	BREWSTER REBECCA &	Quality Home Repair - Greg Lovell			50.00		7400.00	0.00	0.00
Section VIII, ItemB.													

				TOPSAIL SHORES	BRENDA SNOOK								

# Town of North Topsail Beach

Service



Integrity

## Police Department

Interim Chief Andrew Page

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

Arrests	
Assault on Female	1
DUI	1
Hit & Run	1
Simple Assault	1
Traffic	14
Warrant	1

Citations	
Warning Citations	32
State Citations	14

Summary	
Total Calls for Service	130
Total Citations Issued	46
Total Reports	143
Total Security Checks	2503

Calls For Service	
Accidents	3
Alarm Calls	3
Assaults	1
B&E	1
Cit / Mot / Ped Assists	24
Disturbances	6
Domestic Disturbances	3
911 Hang Up	1
Hit & Run	1
Misc. Calls	18
Open Door	11
Property Damage	1
Suspicious Activity	6
Trespassing	1
Unattended Death	2
Welfare Check	1

Assist Other Agencies	
E.M.S.	2
H.R.P.D.	1
N.T.B. F.D.	8
O.C.S.	16
S.H.P.	1

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

*Zoning Board of Adjustment Committee Report*  
January 7, 2026

*Members: Lisa Lee Kozlowski, Jason Stahr - Alternate, Grey Chapman - Alternate*

*Staff: Deborah J. Hill - Planning Director, J. Brady Golden – Planner, Donna Sayre - Clerk to the Planning Board*

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

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*The Zoning Board of Adjustment (ZBA) regular meeting scheduled for December 16, 2025, was cancelled, as there were no variance applications nor appeals. The next regular meeting is scheduled for Tuesday, January 20, 2026.*



Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

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**Issue:** Hazard Mitigation Grant Program (HMGP 4827): Designated Agent Resolution (Update)

**Department:** Planning

**Prepared by:** Deborah J. Hill MPA AICP CFM

**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.

North Carolina Emergency Management has moved the reconstruction application to Hazard Mitigation Grant Program 4827 - Helene as there is insufficient time in the Period of Performance to complete under Hazard Mitigation Grant Program 4392 Florence. This transfer will require that the Board of Aldermen approve a Designated Agent resolution form for HMGP 4827 (**attachment 1**).

**RECOMMENDATION** that the Board of Aldermen reappoints the Town Manager and Planning Director as designated agents for Hazard Mitigation Grant Program 4827 (**attachment 1**).

#### **ATTACHMENT**

1. Hazard Mitigation Grant Program 4827 Designated Agent form.

# DESIGNATION OF APPLICANT'S AGENT

## North Carolina Division of Emergency Management

ORGANIZATION NAME (HEREAFTER NAMED ORGANIZATION)

# Town of North Topsail Beach

PRIMARY AGENT	SECONDARY AGENT
AGENT'S NAME <b>Alice Derian, ICMA-CM</b>	AGENT'S NAME <b>Deborah J. Hill MPA AICP CFM</b>
ORGANIZATION <b>Town of North Topsail Beach</b>	ORGANIZATION <b>Town of North Topsail Beach</b>
OFFICIAL POSITION <b>Town Manager</b>	OFFICIAL POSITION <b>Planning Director</b>
MAILING ADDRESS <b>2008 Loggerhead Ct.</b>	MAILING ADDRESS <b>2008 Loggerhead Ct.</b>
CITY, STATE, ZIP <b>North Topsail Beach NC 28460</b>	CITY, STATE, ZIP <b>North Topsail Beach NC 28460</b>
DAYTIME TELEPHONE <b>910.328.1349</b>	DAYTIME TELEPHONE <b>910.328.1349</b>
Email Address <b>aderian@northtopsailbeachnc.gov</b>	Email Address <b>dhill@northtopsailbeachnc.gov</b>
PAGER OR CELLULAR NUMBER <b>910.726.0058</b>	PAGER OR CELLULAR NUMBER <b>910.330.5047</b>

THE ABOVE PRIMARY AND SECONDARY AGENTS ARE HEREBY AUTHORIZED TO EXECUTE AND FILE APPLICATION FOR PUBLIC 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 OTHERWISE AVAILABLE. THIS AGENT IS AUTHORIZED TO REPRESENT AND ACT FOR THE ORGANIZATION IN ALL DEALINGS WITH THE STATE OF NORTH CAROLINA AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR MATTERS PERTAINING TO SUCH DISASTER ASSISTANCE REQUIRED BY THE AGREEMENTS AND ASSURANCES PRINTED ON THE SECOND ATTACHED PAGE.

CHIEF FINANCIAL OFFICER	CERTIFYING OFFICIAL
NAME <b>Wayne Johannessen, MBA</b>	OFFICIAL'S NAME <b>Alexis "Lexi" Stanfield, NCCCC</b>
ORGANIZATION <b>Town of North Topsail Beach</b>	ORGANIZATION <b>Town of North Topsail Beach</b>
OFFICIAL POSITION <b>Finance Officer</b>	OFFICIAL POSITION <b>Town Clerk</b>
MAILING ADDRESS <b>2008 Loggerhead Ct.</b>	MAILING ADDRESS <b>2008 Loggerhead Ct.</b>
CITY, STATE, ZIP <b>North Topsail Beach, NC 28460</b>	CITY, STATE, ZIP <b>North Topsail Beach, NC 28460</b>
DAYTIME TELEPHONE <b>910.328.1349</b>	DAYTIME TELEPHONE <b>910.328.1349</b>
FACSIMILE NUMBER	FACSIMILE NUMBER
PAGER OR CELLULAR NUMBER	PAGER OR CELLULAR NUMBER

APPLICANT'S STATE COGNIZANT AGENCY FOR SINGLE AUDIT PURPOSES (IF A COGNIZANT AGENCY IS NOT ASSIGNED, PLEASE INDICATE):

APPLICANT'S FISCAL YEAR (FY) START

MONTH: **July**

DAY: **1**

APPLICANT'S FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

**56-1692876**

APPLICANT'S STATE PAYEE IDENTIFICATION NUMBER

**133-4785-00**

CERTIFYING OFFICIAL'S SIGNATURE

## APPLICANT ASSURANCES

The applicant hereby assures and certifies that he 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 it is duly authorized pursuant to appropriate applicant authority and/or a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body and that the agents and officials designated herein are duly authorized under North Carolina law to act on behalf of the organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to the disaster assistance required by the agreements and assurances contained herein.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 12148, 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 awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
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 ensure 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. 88-352) 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- amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act, as amended, 5 USC 1501 et. seq. and 7324 et. seq., 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, 29 U.S.C. Section 201 et seq., as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his 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, as amended, 42 U.S.C. 40001 et. seq.. Further, Sections 102 and 103 (42 U.S.C. 4012a and 4015) required, 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, 54 U.S.C. 306108 (former 16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 or 1974, 54 U.S.C. 312501 et. seq. (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.



BOARD OF ALDERMEN  
AGENDA ITEM  
01/07/26

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ISSUE: BJAG Equipment Grant Application

PRESENTED BY: Andrew Page, Interim Police Chief

DEPARTMENT: Police Department Fund - 10

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Background: This request is for the Board to authorize the Police Department to apply for the BJAG Equipment Grant up to \$50,000 to purchase Mobile Data Terminals and Radios. There is no matching requirement and if awarded, the Board will be required to adopt a budget ordinance amendment to accept the grant.

Attachments: Justification Letter from the Interim Police Chief and BJAG Grant application.

Recommendation: Approve the Police Department applying for the BJAG Grant.

Action Needed: Yes

Suggested Motion: *"I, \_\_\_\_\_, make a motion to approve the Police Department applying for the BJAG Equipment Grant up to \$50,000."*

Funds: 10

Follow Up: Interim Police Chief

# Town of North Topsail Beach

Service



Integrity

## Police Department

Interim Chief Andrew Page

December 16, 2025

The Honorable Mayor & Board of Alderman  
2008 Loggerhead Court  
North Topsail Beach, NC 28460

Subject: Law Enforcement Equipment Grant

Dear Mayor Grant and Members of the Board,

I am requesting the review and approval of the following grant application, due by January 31<sup>st</sup>, 2026, to the Governor's Crime Commission for an award of up to \$50,000 used to purchase Mobile Data Terminals and Radios for the Police Department.

We understand the Board's commitment to responsible governance and North Topsail Beach's future. This grant offers a cost-effective way to provide the Police Officers with updated equipment.

I have attached the detailed application that will be submitted to the Governor's Crime Commission.

Thank you for your time, consideration, and dedication to our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Page".

Andrew Page  
Interim Chief

2008 Loggerhead Court  
North Topsail Beach, NC 28460  
[www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov)  
910-328-0042



**GCC Application ID: 2000087378**

Subrecipient:	Town of North Topsail Beach	*Project Name:	2026-North Topsail Beach...
Created On:	12/16/25	Indirect Cost Rate:	0.00
Program Priority:	CJI 2026-LEA Equipment-50K/yr	Matching Funds %:	0.00
Period of Perform... :	Oct 1, 2026	Maximum Budget	50,000.00
Period of Performance (To):	Sep 30, 2027		

**Project Abstract (The Problem):** Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need. (Max 300 characters) :

Located in Onslow County, economic tier 2 level, we assist other neighboring departments when requested. Jan 2025-Nov 2025 we have assisted over 260 times. Our MDTs and radios are outdated and have hardware issues. Our community is small but highly popular, growing 400%-500% during summer months.

**Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur.** (Max 1300 characters) .:

Our police officers collaborate with the County Dispatch, Onslow County Sheriff's Department, Surf City, and Topsail Beach. Our Police Department has Mutual Aid Agreements in place with our neighboring Towns, and we aid when needed. Having up to date equipment is essential for clear communications Our department participates in the Governor's Highway Safety Patrol Events with neighboring towns and will use our new equipment to ensure clear communications and report events with no hinderance due to outdated equipment.

**Project Narrative Summary:** Please provide additional information about your project application. (Max 1300 characters):

Our community faces rising emergency calls with our growing tourism base. This puts a strain on our officer's dues to faulty communication equipment and outdated, slow mobile data terminals. These issues can delay response times and impact outcomes. This project proposes providing mobile data terminals and radios for better communications and support to not only residents, visitors, but also neighboring towns that need our assistance.

**Project Timeline of Activities** (Max 1300 characters):

October-December 2026 - Purchase Equipment, January-March 2026 - Inventory, install programs, train officers, April-June 2026 - Full deployment of equipment, July-September 2026 - Evaluate equipments performance and effectiveness.



## Goals

Grantees are limited to two goals. Your project should at least have one goal.

Description (Max 500 characters):

To provide Officers with effective updated Mobile Data Terminals for better security that will also help them perform their job efficiently. Which in return helps the citizens and tourists of our community.

Description (Max 500 characters) :

To provide Officers with updated and better radios to communicate clearly with dispatch and other law enforcement officers.

☒ Objectives 1

## Objective (Max 500 characters):

Provide 12 Patrol Officers with updated rugged laptops that will help them provide faster and better service to our community.

## Performance Measure (Max 500 characters):

The laptops will be inspected to ensure that they are properly installed and maintained. Feedback will be given from the Patrol Officers to verify that the laptops are performing and operating as they should.

## Evaluation Method (Max 500 characters):

The department will continue to monitor and evaluate the performance of the purchased laptops. This will be done by monitoring support calls to our IT Department and the downtime of each laptop when updates to software are made.

☒ Objectives 2

## Objective (Max 500 characters):

Replace 2 of our current radios with updated radios to provide faster and better service to our community.

## Performance Measure (Max 500 characters):

Radios will be inspected and programmed to the correct channels. Feedback will be given from the Patrol Officers to verify that radios are operating as they should.

## Evaluation Method (Max 500 characters):

The department will continue to monitor and evaluate the performance of the purchased radios. This will be done by our Officers and our IT Department.

Project Director Name:

Keri Simpson

Financial Officer Name:

Wayne Johannessen

Authorizing Official Name:

Alice Derian

Project Director Phone:

910-328-0042

Financial Officer Phone:

910-328-1349

Authorizing Official Phone:

910-328-1349

Project Director Email:

ksimpson@northtopsailbe...

Financial Officer Email:

wjohannessen@northtopsailbe  
achnc.gov

Authorizing Official Email:

aderian@northtopsailbeachnc.  
gov

Project Director Title:

Program Support Specialist

Financial Officer Title:

Finance Officer

Authorizing Official Title:

Town Manager

## Implementing Agency

\*Implementing Agency ID:

North Topsail Beach Police Department

State:

NORTH CAROLINA

Implementing Agency Name:

North Topsail Beach Police Department

Zip Code:

28460

Address/Street:

2008 Loggerhead Court

\*Phone:

(910) 328-0042

Address/ No.:

Fax:

(910) 328-1943

City:

North Topsail Beach

No Sworn Officers:

22

Budget Summary by Expense Group

Expense Group	Year1 Amount	Year2 Amount	Year3 Amount	Total Amount
Equipment	\$41,905.20	\$0.00	\$0.00	\$45,901.39
Totals	\$41,905.20	\$0.00	\$0.00	\$45,901.39

Budget Table

7 Export

Requested amount	Qty	Description
15,748.96	2	Motorola 2-N70 Radios
26,156.24	12	Dell Pro Rugged 14 Laptops

General

US Congressional Districts:

03

Population of Project Area:

1000

Project Counties:

ONSLOW

City (Principal Place of Performance):

North Topsail Beach

NC Senate Districts:

06

NC House Districts:

010

Zip Code (Principal Place of Performance):

28460-\_\_\_\_\_

Is this application for a  
continuation of a current  
GCC-funded project?

☒ No, this application is for  
a new Project

☐ Yes, this is a  
continuation of services or  
act

## QUALIFYING INFORMATION

The questions below are specific to the priority under which you applied. Please remember that your proposal needs include only one of the bullet components to which the questions are directed but may include more than one. The information you provide will be available to the grant reviewers. To that end, please respond to each question briefly. If your proposal does not include any of the components mentioned in that provision, your proposal may not receive consideration.

### Certification

#### CERTIFICATION

##### A. Certification of Non-Supplanting:

- ☐ The applicant hereby certifies that federal funds will not be used to supplant or replace State or local funds, but will instead be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

##### B. Certification of Filing an Equal Employment Opportunity Program:

- ☐ The project director certifies that the applicant/grantee has formulated an Equal Opportunity Program, ...
- ☐ The project director certifies that the Amended Equal Employment Guidelines (28 C.F.R. 42.301, et seq...

Please check all the boxes that apply.:

- |   |   |
|---|---|
| <input type="checkbox"/> Recipient has less than 50 employees   | <input type="checkbox"/> Recipient is an Indian tribe                       |
| <input type="checkbox"/> Recipient is a non-profit organization | <input type="checkbox"/> Recipient is an educational institution            |
| <input type="checkbox"/> Recipient is a medical institution     | <input type="checkbox"/> Recipient is receiving an award less than \$25,000 |

##### D. Certification of Submission of Current Annual Operating Budget::

- ☐ The project director certifies that a copy of the implementing agency's current annual operating budget will be submitted upon request.

##### E. Certification that Applicant is Eligible to Receive Federal Funds::

- ☐ The project director certifies that neither the grant applicant nor any of its officers, directors or consultants are presently debarred, proposed for debarment, suspended, declared ineligible or voluntarily excluded from receiving federal funds. [If the director cannot make this certification, an explanation must be attached. If this certification cannot be provided, the applicant will not necessarily be denied participation in this program. The certification or explanation will be considered in connection with the determination by the Governor's Crime Commission as to whether or not to approve the application. However, if neither the certification nor an explanation is provided, the application will be rejected.

**F. Certification Regarding Lobbying:(for agencies receiving \$100,000 or more):**

The project director certifies that (1) no federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal 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 agreement; (2) If any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant, the project director shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

**G. Drug Free Workplace Compliance: (for state agencies only):**

- ☒ The project director certifies that (1) a drug-free workplace awareness program was held on and/or will be held annually on which all grant project employees are required to attend; (2) a copy of the agenda of that program, including an attendance sheet signed by all employees, will be provided to the Governor's Crime Commission; (3) a statement will be published notifying employees that any unlawful involvement with a controlled substance is prohibited in the grantees workplace and that specific actions will be taken against employees who violate this rule; (4) all employees will receive a copy of this notice; (5) all employees must agree to abide by the statement and to notify the applicant of any criminal drug statute conviction for a violation occurring in the workplace within 5 days of the conviction; (6) within 10 days of receiving such notice, the applicant will inform the Governor's Crime Commission of an employee's conviction; (7) any employee so convicted will be disciplined or required to complete a drug abuse treatment program; and (8) the applicant will make a good faith effort to maintain a drug-free workplace, in accordance with the requirements of Sections 5153 and 5154 of the Anti-Drug Abuse Act of 1988 and Sections 8103 and 8104 of Title 41 of the United States Code.

**H. Certification of Compliance with General Statute 114-10.01: (for law enforcement agencies only):**

- ☒ The project director certifies that the implementing agency is presently in compliance and will remain in compliance with the traffic stop reporting provisions of General Statute 114-10.01 for the duration of the funded project. An agency may be in compliance with the reporting provisions of General Statute 114-10.01 where traffic stops are reported to the Division of Criminal Information, North Carolina Department of Justice, or where the agency does not meet any of the statutory criteria requiring the reporting of stops. A listing of law enforcement agencies currently required to report traffic stop information may be found at <http://www.ncdoj.gov/AgenciesRequiredList.aspx>.

**I. IRS Form 990 and IRS Form 990-EZ::**

- ☐ The project director certifies that the most recently-filed IRS Form 990 ("Return of Organization Exempt Fr
- ☐ The implementing agency is not a nonprofit organization.
- ☐ The implementing agency is a nonprofit organization that is exempt from the requirement to file an IRS Fo
- ☐ The implementing agency is a nonprofit organization that is not exempt from the requirement to file an IR

**J. Funding of Salaried Positions:**

The financial officer certifies that no staff are funded more than 100% salaried effort across all funding sources including, but not limited to, funding provided by the Governor's Crime Commission.





## Your Quote is ready.

Your personalized Quote is now available for purchase.

Complete your order through our secure online checkout before your Quote expires.

[Order Now](#)

<b>Quote Name:</b>	<b>NTBPD-LAPTOPS-2025</b>	<b>Sales Rep</b>	Dannah Weinzettl
<b>Quote No.</b>	<b>3000197385732.6</b>	<b>Phone</b>	4563355
<b>Total</b>	<b>\$26,156.24</b>	<b>Email</b>	Dannah.Weinzettl@dell.com
<b>Customer #</b>	530030077116	<b>Billing To</b>	RICKY SCHWISOW
<b>Quoted On</b>	Dec. 18, 2025		TOWN OF NORTH TOPSAIL BEACH
<b>Expires by</b>	Dec. 23, 2025		2008 LOGGERHEAD CT
	OMNIA-National		NORTH TOPSAIL BEACH, NC
<b>Contract Name</b>	Cooperative Purchasing		28460-9286
	Alliance (NCPA)		
<b>Contract Code</b>	C000001019611		
<b>Customer Agreement #</b>	NCPA 01-143		
<b>Deal ID</b>	30461065		

### Message from your Sales Rep

Please reach out to your sales rep Dannah Weinzettl for any requests or changes. Email: dannah.weinzettl@dell.com  
Phone Number: (512) 513-0929

Regards,  
Dannah Weinzettl

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
RICKY SCHWISOW TOWN OF NORTH TOPSAIL BEACH 2008 LOGGERHEAD CT NORTH TOPSAIL BEACH, NC 28460 (252) 764-7407	Standard Delivery

Product	List Price	Unit Price	DOL	Quantity	Subtotal
Dell Pro Rugged 14 RB14250	\$4,334.24	\$2,037.09	53.00%	12	\$24,445.08
Subtotal:					\$24,445.08
Shipping:					\$0.00
Estimated Tax:					\$1,711.16
Total:					\$26,156.24

## Shipping Group Details

### Shipping To

RICKY SCHWISOW  
TOWN OF NORTH TOPSAIL BEACH  
2008 LOGGERHEAD CT  
NORTH TOPSAIL BEACH, NC 28460  
(252) 764-7407

### Shipping Method

Standard Delivery

### Dell Pro Rugged 14 RB14250

Estimated delivery if purchased today:  
Jan. 08, 2026  
Contract # C000001019611  
Customer Agreement # NCPA 01-143

Unit Price	Quantity	Subtotal
\$2,037.09	12	\$24,445.08

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Rugged, RB14250 XCTO	210-BNNG	-	12	-
Intel R Core TM Ultra 5 125U (12 MB cache, 12 cores, up to 4.30 GHz, 15W)	379-BFTK	-	12	-
Windows 11 Pro	619-BBQD	-	12	-
Intel R Core TM Ultra 5 125U (12 MB cache, 12 cores, up to 4.30 GHz, 15W)	338-CQVF	-	12	-
16GB: 2 X 8 GB, DDR5, 5600, Non-ECC, SoDIMM	370-BCGC	-	12	-
256GB PCIe NVMe 2230 SSD	400-BSFM	-	12	-
14" Non-Touch, FHD 1920x1080, 60Hz, WVA, Anti-Glare, 400 nit, Low Blue Light, RGB camera	391-BJNP	-	12	-
HD RGB Camera + Microphone, Non-Touch display, WLAN/WWAN/GPS antenna	319-BBKY	-	12	-
5G Qualcomm(R) Snapdragon(TM) X62 Global 5G (DW5932e), eSIM capable, AT&T	556-BFRR	-	12	-
Intel® Wi-Fi 7 BE200, 2x2, 802.11ax, MU-MIMO, Bluetooth® 5.4 wireless card	555-BLHX	-	12	-
Wireless Intel BE200 WLAN Driver	555-BLJF	-	12	-
Core Ultra 5 non-vPro CPU Label, Gen 14th	389-FJFB	-	12	-
English US Rugged RGB Single Point backlit Copilot key keyboard	583-BMJG	-	12	-
No Fingerprint reader, no Smartcard reader	346-BLBK	-	12	-
65W AC adapter, USB Type-C	492-BDTG	-	12	-
E4 C5 black Power Cord 1M, US	470-BCRH	-	12	-
Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery	389-FJFG	-	12	-
Battery Airbay Cover	325-BFXD	-	12	-
Service and Support Guide MUI for DAO (English, French, Multi)	340-DSGW	-	12	-
Quick setup guide, WW	340-DRXV	-	12	-
No Resource USB Media	430-XYPF	-	12	-
ME Disable - Manageability	631-BBYT	-	12	-
ENERGY STAR Qualified	387-BBLW	-	12	-
EPEAT Gold with Climate+	379-BFWZ	-	12	-
Dedicated u-blox NEO-M9N GPS Card	540-BFLV	-	12	-

Mix Shipment, Dell Pro Rugged 14 RB14250	340-DSCG	-	12	-
Standard Shipment, VS	800-BBZV	-	12	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	12	-
Additional TBT-4/Type-C port	325-BFXV	-	12	-
Additional rear USB 3.2 Type-A port	590-TFPW	-	12	-
Intel Responsiveness Technologies Driver	409-BCYL	-	12	-
Rigid Handle	750-BBMM	-	12	-
No Additional Software	658-BFOH	-	12	-
Custom Configuration	817-BBBB	-	12	-
Docking POGO connector with Antenna Passthru, WLAN+WWAN+GPS antenna	452-BDZH	-	12	-
ProSupport Plus: Next Business Day Onsite, 3 Years	713-0299	-	12	-
Dell Limited Hardware Warranty Initial Year	713-0305	-	12	-
ProSupport Plus: Accidental Damage Service, 3 Years	713-0317	-	12	-
ProSupport Plus: Keep Your Hard Drive, 3 Years	713-0318	-	12	-
ProSupport Plus: 7X24 Technical Support, 3 Years	713-0339	-	12	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">www.dell.com/contactdell</a> or call 1-866-516-3115	997-8367	-	12	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	12	-
Dell Additional Software	634-CVYV	-	12	-

<b>Subtotal:</b>	<b>\$24,445.08</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$1,711.16</b>
<b>Total:</b>	<b>\$26,156.24</b>

# Important Notes

## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@ dell.com](mailto:Tax_Department@ dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



Billing Address:  
 NORTH TOPSAIL BEACH  
 2008 LOGGERHEAD ST  
 2008 LOGGERHEAD ST  
 NORTH TOPSAIL BEACH,  
 NC 28460  
 US

Quote Date:12/16/2025  
 Expiration Date:02/14/2026  
 Quote Created By:  
 Mike Cavalluzzi  
 mikecavalluzzi@callmc.com  
 End Customer:  
 NORTH TOPSAIL BEACH  
 Ricky Schwisow  
 rickys@northtopsailbeachnc.gov  
 (252) 503-5150  
 Contract: 19144 - 725G NORTH  
 CAROLINA, STATE OF (NON-ARIBA  
 BASED POS)  
 Payment Terms:30 NET

### Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at [www.motorolasolutions.com/product-terms](http://www.motorolasolutions.com/product-terms).

Line #	Item Number	Description	Qty	Term	List Price	Contract Price	Disc \$	Sale Price
	APX™ N70	APX N70						
1	H35UCT9PW8AN	PORTABLE RADIO APX N70 7/800 MODEL 4.5	12		\$8,626.42	\$6,469.82	\$2,156.60	\$6,469.82
1a	QA09017AA	ADD: LTE WITH ACTIVE SERVICE AT&T US	12					
1b	QA08853AA	ADD: CPS ENABLEMENT	12					
1c	QA09001AM	ADD: WIFI CAPABILITY	12					
1d	QA09028AA	ADD: VIQI VC RADIO OPERATION	12					
1e	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	12					
1f	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	12					
1g	H38DA	ADD: SMARTZONE OPERATION	12					
1h	Q173CA	ADD: SMARTZONE OMNILINK	12					



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products. Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Contract Price	Disc \$	Sale Price
1i	Q361CD	ADD: P25 9600 BAUD TRUNKING	12					
1j	Q806CH	ADD: ASTRO DIGITAL CAI OPERATION	12					
1k	QA00580BA	ADD: TDMA OPERATION	12					
2	LSV01S03060A	APX N70 DMS ESSENTIAL	12	7 YEARS	\$432.43	\$432.43	\$0.00	\$432.43
3	PSV01S03059A	APX NEXT PROVISIONING WITH CPS	1		\$0.00	\$0.00	\$0.00	\$0.00
4	PMMN4141A	PORTABLE RSM XVP750, IP68, WITH KNOB	12		\$543.13	\$407.35	\$135.78	\$407.35
5	PMNN4816A	PORTABLE RADIO BATTERY IMPRES 2 LI-ION IP68 3200T	12		\$225.50	\$169.13	\$56.37	\$169.13
6	PMPN4604A	CHARGER, DESKTOP SINGLE UNIT IMPRES 2 FAST, US/NA	13		\$221.64	\$166.23	\$55.41	\$166.23
Product Services								
7	LSV00Q00202A	DEVICE PROGRAMMING	12		\$49.00	\$49.00	\$0.00	\$49.00
Subtotal							\$121,399.08	
Total Discount Amount							\$28,905.33	
Grand Total							\$92,493.75(USD)	

### Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.

Motorola's quote (Quote Number: \_\_\_\_\_ Dated: \_\_\_\_\_) is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at <http://www.motorolasolutions.com/product-terms>.

The Parties hereby enter into this Agreement as of the Effective Date.

Motorola Solutions, Inc.

Customer



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



## APX N70 PORTABLE RADIO SOLUTION DESCRIPTION

### OVERVIEW

The APX N70 offers affordable, next generation communications for without compromising P25 interoperability or voice and data quality. It offers a durable design with "pick-up-and-go" functionality, optimizing ease-of-use and focused communications in almost all environments.

#### DURABLE AND EASY TO USE

The APX N70 enhances operations with a full color transfective glass display with touch technology for easy operation with gloves on. The touchscreen includes a high velocity user interface with large touch targets, shallow menu hierarchy, home screen information at a glance, and access to integrated apps. Additionally, the N70 offers extended battery life, a shorter antenna, and Bluetooth compatibility with audio accessories, promoting efficient communications between first responders.

#### ESSENTIAL AND SECURE P25 COMMUNICATIONS

The APX N70 is certified compliant with P25 standards and supports digital and analog trunking, FDMA and TDMA, and Integrated Voice and Data. P25 communications over the N70 are safe and secure—it offers software and hardware encryption, single- and multi key encryption, and P25 Authentication, protecting communications during daily operations.



#### Reliable Connectivity

Using the APX N70 lets first responders stay connected across disparate networks. It can be equipped with LTE, Wi-Fi®, Bluetooth®, and GPS features, bringing future-ready applications, services, and best-in-class connectivity to everyday users. APX N70 radios support 7/800 MHz frequency bands across radio systems with minimal intervention by the radio user.

## Managing and Provisioning Devices

APN N70 provides users greater awareness and faster radio management through Customer Programming Software ("CPS"), Radio Management ("RM"), or the Radio Central programming. These tools transform accurate data into smarter action by enabling dispatchers and network managers to keep radios in the field, make informed operational decisions, and, above all, protect first responders' focus and safety.

#### Customer Programming Service

CPS is a proprietary, Windows-based application used to configure APX subscriber radios in offline situations. The CPS application offers drag-and-drop, clone-wizard, and basic import/export functions that allow for the addition of new



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software and feature enhancements. APX N radios can be programmed one-at-a-time on a local PC, via secure USB port connection, with TLS-PSK based encryption. Once loaded, subscriber radios are read, and edited, and copdeplugs and templates can be saved and duplicated to program other fleet radios.

### Radio Management

Batch Programming is available through the RM software for simultaneous programming and upgrading throughout the radio fleet. With Batch Programming, up to 16 radios can be programmed at once over a Wi-Fi connection. This reduces programming time and ensures that the radio fleet is always up-to-date and ready-to-use in the field.

### Device Management Services

Device Management Services ("DMS") packages provide programming, management, and maintenance services to maximize the effectiveness of this APX N70 solution, while reducing maintenance risk, workload, and total cost of ownership. DMS tackles a range of customer needs, whether the solution is self-maintained or managed by Motorola Solutions.

Using Motorola Solutions' cloud-based Radio Central Programming, APX N70 supports faster provisioning and deployment to get devices in the hands of first responders and out into the field. Parameters such as talk groups, interface options, and security keys can be programmed remotely within minutes. The DMS package provides access to batch programming with Radio Central Programming or one-at-a-time basic programming with Customer Programming Service, described below.

### Radio Central

Radio Central Programming streamlines the APX N70 out-of-the-box experience with a few simple steps. Users will power on the device and view a boot-up animation. Status bar icons on the front display indicate when a connection is made and an update download is initiated. If the APN N70 device is being started for the first time, a "peek-in" device management notification will indicate that the default configuration is detected. When the update download is complete, the device reboots and installs the update. When the install is complete, the device goes back to the full home screen and notifies the user that the update is complete. From power on to provisioning, the process takes less than a minute. For Encryption and Authentication users, a KVL needs to be connected to the radio to use those services.

APX N70 also features Touchless Key Provisioning ("TKP"), leveraging Radio Central and Key Management Facility to add encryption keys remotely. This streamlined, one-time process reduces the time and effort spent enabling encryption. TKP delivers the initial encryption keys to APN N70 radios. Users can provision encryption on one radio or on batches of radios, further speeding up the encryption process for radio fleets.

The figure below illustrates APX N70's faster provisioning process.

Figure 1



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



# APX N70

## SINGLE-BAND P25 SMART RADIO

### FOCUSED. FORWARD.

Safety and focus on the front line are paramount. Reliable and intuitive communications devices that are rugged and easy to use, are non negotiable for first responders. Clear communications have proven to be lifesaving in critical moments.

Reliable P25 radios must evolve to offer sophisticated features that work within a larger public safety ecosystem. They must deliver actionable intelligence to provide increased situational awareness during an incident.

We designed our APX N70 explicitly for this purpose. It provides public safety personnel the mission-critical communications and real-time information they need to stay connected and respond safely.

Inherently rugged, it offers an intuitive interface to ensure reliable eyes-up operation. Wherever they're working, responders will hear and be heard with the loudest and clearest audio possible.

The APX N70 works reliably across a variety of frequencies, modes and protocols. Communications are secure with hardware encryption algorithms and can be updated quickly with batch radio programming and management tools. Optional next generation features such as LTE and smart apps enhance in-field intelligence for improved situational awareness so first responders can respond with focus and efficiency.









BOARD OF ALDERMEN  
AGENDA ITEM  
01/07/2026

---

ISSUE: Budget Amendment 2026-26.33  
PRESENTED BY: Wayne Johannessen, Finance Officer  
DEPARTMENT(S): Fire Station #2 Fund - 50

---

Background: Fire Station #2 Fund 50 WB Brawley Change Order #10: is \$10,547.40 for Flood Vents. This is funded from Contingency. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #10.

Attachments: Budget Amendment 2026-26.33 Fund 50, and WB Brawley Change Order #10

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: "I, \_\_\_\_\_, make a motion to approve Budget Amendment 2026-26.33 as presented; to include the Change Order #10 for WB Brawley."

Funds: 50

Follow Up: Finance Officer

**ORDINANCE NO. 2026 -26.33**  
**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.

	<b>Project Budget</b>	<b>Increase (Decrease)</b>	<b>Amended Project</b>
<b>ESTIMATED REVENUES</b>			
50-330-00 Loan Proceeds	5,600,000	-	5,600,000
50-339-01 T/I Fund 12 Capital Improvement	1,201,862	-	1,201,862
50-399-02 T/I Fund 10 General Fund	232,000	-	232,000
<b>Total Revenues</b>	<b>7,033,862</b>	<b>-</b>	<b>7,033,862</b>
<b>APPROPRIATIONS</b>			
Capital Improvements			
50-450-02 Construction Costs	6,247,010	10,547 (1)	6,257,557
50-450-05 Environmental Testing (ECS)	66,823	-	66,823
50-450-07 Construction Administration (BM)	420,463	-	420,463
50-450-11 Contingency	65,516	(10,547) (1)	54,969
50-450-13 Utilities	2,050	-	2,050
50-450-74 Capital Outlay	232,000	-	232,000
<b>Total Appropriations</b>	<b>7,033,862</b>	<b>-</b>	<b>7,033,862</b>

- (1) WB Brawley CO#10 is \$10,547.40 for Flood Vents and is funded from Contingency. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #10.

**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 7th Day of January 2026.

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

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

\_\_\_\_\_  
RICHARD GRANT  
MAYOR

\_\_\_\_\_  
WAYNE JOHANNESSEN  
FINANCE OFFICER



# 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: 10  
Date: November 13, 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 13: Flood vents.

The original Contract Sum was	\$ 6,102,689.00
The net change by previously authorized Change Orders	\$ 144,320.50
The Contract Sum prior to this Change Order was	\$ 6,247,009.50
The Contract Sum will be increased by this Change Order in the amount of	\$ 10,547.40
The new Contract Sum including this Change Order will be	\$ 6,257,556.90


The Contract Time will be unchanged by Zero (0) 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**  
November 13, 2025  
**DATE**

WB Brawley Company  
**CONTRACTOR** *(Firm name)*  
  
**SIGNATURE**  
Matthew WH Ribakow  
Brawley Project Manager  
**PRINTED NAME AND TITLE**  
11/17/2025  
**DATE**

Town of North Topsail Beach  
**OWNER** *(Firm name)*  
  
**SIGNATURE**  
  
**PRINTED NAME AND TITLE**  
  
**DATE**

This Instrument has been preaudited in accordance with the North Carolina Local Government Budget and Fiscal Control Act 50-450-02 \$10,547.40

Wayne Johannessen  
Finance Officer





ARCHITECTURE  
ENGINEERING

PLANNING OUR  
CLIENTS' SUCCESS

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

November 13, 2025

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

Re: Proposed Change Order No. 10  
**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. 13 (Flood vents), 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..... \$10,547.40  
Time Extension..... none

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Caitlyn R Fitzsimmons, Assoc. AIA, RID-NC, NCIDQ  
Project Manager

Enc.: PCO No. 13 (Flood vents)

cc: Chief Chad Soward, w/enclosure

202102502\_Derian\_PCO13.docx



# BRAWLEY

■ ICT SERVICES

■ CONSTRUCTION

■ INTERIOR DESIGN

<b>To:</b>	<b>Town of North Topsail Beach - Alice Derian</b>	<b>Date:</b>	10/6/2025
<b>Project:</b>	NTB Fire Station #2	<b>PCO #:</b>	13
<b>Project #:</b>	2023342	<b>Client Project #</b>	A/E 2021025.02
<b>Contractor:</b>	WB Brawley Company	<b>Contractor #:</b>	2023342

## Description of change:

Labor and Material costs for changes to flood vent design. Includes, per RFI 49, adding bond beams over seven (7) Apparatus Wall flood vents not shown in structural drawings. Includes, per RFI 64, rough openings for flood vents in folding doors provided by manufacturer to maintain folding door warranty. Includes, per RFI 90, additional cost for masonry wall flood vents changing to smaller dimensions to fit between rebar in masonry walls and doubling quantity. Additional labor for installing two vents per opening in Apparatus Bay wall, adding PVC trim to door 123/1 per RFI 94, and reduced labor for folding door rough opening by installer are equal and have a net zero cost change.

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: Project Management		2 MH/ \$65.00 /HR	\$130.00		
7	Total Hours: Estimator + Admin		3 MH/ \$85.00 /HR	\$255.00		
8	Total Hours:		MH/ /HR	\$0.00		
9	Total Manhours: Labor		MH/ /HR	\$0.00		
10	Payroll Taxes & Insurance 45.0%			\$173.25		
11	Total Labor + Burden			\$558.25		
12	Overhead and Profit on Item 11 15.0%			\$83.74		
						\$641.99
Equipment Rental: (Attach quotes)						
13	Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)					
14	Waste/Dump Fees			\$0.00		
15	Total for Equipment Rental			\$0.00		
16	Overhead and Profit 15.0%			\$0.00		
						\$0.00
Subcontractors: (Attach quotes with material and labor backup)						
17	Citadel Masonry			\$ 2,358.97		
18	Dependable Dock and Door			\$ 3,862.00		
19	SAK			\$ 2,195.00		
20	sub4			\$ -		
21	sub5			\$ -		
22	Profit and Overhead 15.0%			\$ 1,262.40		
23	Total				\$	9,678.37
Subtotal Before Bonds and Insurance					\$ 10,320.35	
GC Bonds and Insurance:						
24	Insurance			1.10%	\$113.52	
25	Bonds			1.10%	\$113.52	
					Total: \$ 10,547.40	

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

Notice to Proceed Date:	3/5/2024
Original Contract Days to Complete:	365
Original Substantial Completion Date:	3/5/2025
Approved Additional Contract Days to Complete:	38
Approved Revised Total Contract Days to Complete:	403
Approved Revised Substantial Completion Date:	4/12/2025
Proposed Additional Contract Days to Complete:	0
Proposed 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.

Contractor's Signature:  Matthew WB Brawley  
Brawley Project Manager

Date: 10/06/2025

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

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



**CITADEL MASONRY, LLC**  
5504 Business Drive  
Wilmington, NC 28405

## **PROPOSAL:**

Project: N.Topsail Fire Station #2  
Location: N.Topsail Beach, NC  
Architect:

Date: 7/16/24  
Plans:  
Dated:  
RFC: 1

**Description:** Per Direction of WB Brawley Company, Citadel Masonry proposes to supply all material, labor and equipment necessary to provide flood vent installation - twelve total.

**Total Base Bid: \$ 2,358.97**

**Exclusions:** After Hours, Nighttime, Overtime, Weekend Work, Dumpsters/Bins or Anything Not Specifically Mentioned in The Above Inclusions.

Respectfully Submitted,  
Citadel Masonry  
Jim Leopard  
(704) 989-2935  
[jleopard@citadelmasonryllc.com](mailto:jleopard@citadelmasonryllc.com)

Project Name

Project Location

Company Making Request

N.Topsail Fire Station #2

N.Topsail Beach, NC

Citadel Masonry

Reason for Change

Date

July 16, 2024

RFC Number

1

1.		Increase in Labor Costs	\$989.00
2.	01001	Increase or Decrease in Labor Burden 39% Labor Burden	\$385.71
3.		Increase or Decrease in Material Quantities and Costs	\$577.96
4.	01001 04299	Travel Lodging	\$0.00
5.	11000	Equipment Rental	\$0.00
6.		Total Lines 1-5.	\$1,952.67
7		Subcontract Fee of 15%	\$292.90
8		Total Lines 6 & 7	\$2,245.57
9	01120	Insurance 5% Fee	\$112.28
10	01115	Bond 1% Fee	\$1.12
		TOTAL BASE BID	\$2,358.97

Owner


Architect

Contractor


Date

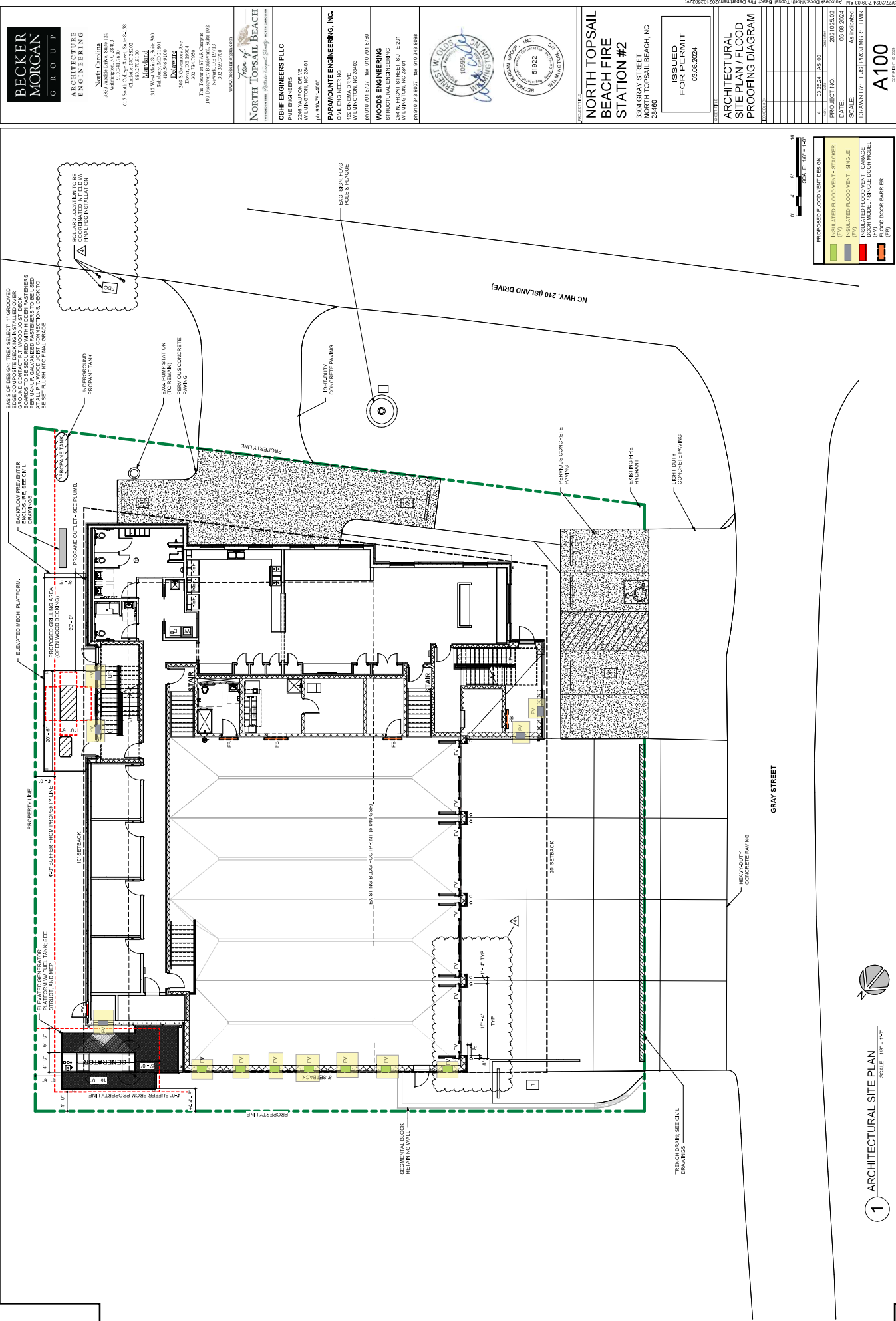
Date

Date

CT NAME:		N.Topsail Fire Station #2		<div><b>CITADEL</b> MASONRY</div> <div>Estimate Details</div>						07/16/24	
CT NUMBER:		2406									
CT LOCATION:		N.Topsail Beach, NC									
on VIII, ItemE.				ITEM DESCRIPTION		UNITS	QUANTITY	MATERIALS		SALES TAX	MATERIALS TOTAL
								UNIT PRICE	TOTAL		
06003	Small Tools			Each				\$	-	\$	-
03600	CMU Grout			Yard				160	-	\$	-
04205	Exterior Insulation Board			SF				1.5	-	\$	-
04205	Flashing			LF				5	-	\$	-
04205	Weeps			Each				0.25	-	\$	-
04208	4" CMU			Each				1.65	-	\$	-
04208	6" CMU			Each				1.7	-	\$	-
04208	8" CMU			Each				1.85	-	\$	-
04208	8" CMU Bond Beam			Each				2.45	-	\$	-
04208	12" CMU			Each				2.85	-	\$	-
04208	12" CMU Bond Beam			Each	103			3.35	345.05	\$	232.91
04210	Brick Ties			Each				1	-	\$	-
04212	Brick			M				559	-	\$	-
04240	CMU Mortar			Each				13	-	\$	-
04240	Brick Mortar			Each				21	-	\$	-
04250	Sand			Ton				50	-	\$	-
05050	Vertical Reinforcing			Ton				900	-	\$	-
05055	Horizontal Reinforcing			MLF				500	-	\$	-
10000	Precast								-	\$	-
									-	\$	-
									-	\$	-
									-	\$	-
									-	\$	-
									-	\$	-
									-	\$	-
				MATERIALS TOTAL				\$	345.05	SALES TAX TOTAL	TOTAL JOB
TOTALS								\$	232.91	\$	577.96

*Section VIII, ItemE.*

CT NAME:		N.Topsail Fire Station #2		<div><div>CITADEL MASONRY</div></div> <div>Estimate Details</div>				07/16/24	
CT NUMBER:		2406							
CT LOCATION:		N.Topsail Beach, NC							
on VIII, ItemE.									
Labor	ITEM DESCRIPTION			UNITS	QUANTITY	Labor		LABOR TOTAL	
						UNIT PRICE	TOTAL		
04207	CMU Labor			Hours	28	33	\$ 924.00	\$ 924.00	
04209	Flashing			LF		1	\$ -	\$ -	
04209	Hollow Metal Frames			Each		75	\$ -	\$ -	
04209	Grout Placement			Yard		140	\$ -	\$ -	
04209	Dampproofing			Lump Sum			\$ -	\$ -	
04300	Brick Cleaning			Lump Sum			\$ -	\$ -	
01001	Supervisor Time			Hours		50	\$ -	\$ -	
04213	Mason Time			Hours		33	\$ -	\$ -	
04213	Labor Time			Hours		23	\$ -	\$ -	
01001	PM Time			Hours	1	65	\$ 65.00	\$ 65.00	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							LABOR TOTAL		TOTAL JOB
							\$ 989.00	\$ 989.00	\$ 989.00
TOTALS							\$		\$





**DEPENDABLE DOCK & DOOR**  
A **MINER** COMPANY

135 Salem Creek Rd., Winston Salem, NC 27103

Phone: (336)794-4987

Mobile: (910)571-6895

Fax: (336)794-4050

Chip.bryant@Dependabledockanddoor.com

## General Contractor Service Quotation

**Purchase Orders and Contracts are to be issued to Miner, Ltd. dba Dependable Dock & Door**

PROJECT NAME: Topsail Beach Fire Station #2 – Change Order #1

PROPOSAL DATE: 7-18-2025

EXPIRATION DATE: N/A

This is our proposal to furnish and install the items listed on page 2 of this proposal for the aforementioned project. We encourage you to use our proposal for your overall proposal as we provide the highest quality equipment combined with safe, on-time, professional installation and stellar service at a very competitive price. We also offer a consultative approach to selling as we work together with the client for the best application and match of products, features, and benefits with their needs. We highly encourage you to engage us in the final selection of equipment, options, and application needs of our mutual customer. We would be happy to be involved in consultation with them to effectively determine the best equipment and options for their needs.

Total price includes material, freight to the job site, tax, mechanical labor to unload at the job site, and mechanical installation. We have figured NO electrical power wiring (only control wiring where added) therefore any and all conduits, wire, fuses etc. are to be furnished AND installed by others.

Due to the extreme volatility in the prices of steel, aluminum, and other materials and components, this quote is valid for only 10 days from the above-listed date. If you use our quote and we are not awarded the contract within 10 days, we will require you to accept any increases in material prices that result during the time since this quote was communicated.

Additionally, we will not accept any contract, purchase order, or other agreement documentation which: (a) does not include material price escalation terms which guarantee that we will be compensated for all price increases which result from any delay or change which is not our responsibility, including but not limited to delayed review of submittals, changed dimensions and/or quantities of doors or other materials or components; or (b) includes responsibility for liquidated damages or other impacts resulting from extended lead times for materials and/or equipment included in our scope of work.

All prices are based on the expectation of a standard AIA, Consensus DOCS, or AGC contract and subcontract with reasonable terms & conditions for us both to achieve a safe, profitable and successfully completed job for the customer and reasonable job conditions for us to perform our labor. We reserve the right to revise our general conditions pricing for the project if presented with any other form of contract and/or subcontract.

All prices are figured with the assumption that payment will be made with a check. We will accept credit card payments, but we will charge an additional 1.5% processing fee for credit card payments. Bids are too competitive to absorb this additional cost. If this quote has Door Engineering products a 30% deposit is required when the order is placed.

If you have any questions, please contact me at 910-571-6895 or email me at chip.bryant@dependabledockanddoor.com.

Together in success!  
Chip Bryant  
910-571-6895 Cell  
336-794-4987 Office



**DEPENDABLE DOCK & DOOR**  
A MINER COMPANY

135 Salem Creek Rd., Winston Salem, NC 27103

Phone: (336)794-4987

Mobile: (910)571-6895

Fax: (336)794-4050

Chip.bryant@Dependabledockanddoor.com

## General Contractor Service Quotation

Purchase Orders and Contracts are to be issued to Miner, Ltd. dba Dependable Dock & Door

Project Name: Topsail Beach Fire Station #2 – Change Order #1		
QTY	Item Description	TOTAL
1	Change Order for Flood Vents in Door Panels <ul style="list-style-type: none"><li>Charges include engineering and labor for cut-outs.</li></ul>	\$3,862.00

### Approval

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this agreement, you hereby agree that you have read and accepted all the terms on all pages of this agreement, together with all documents attached hereto.

### Terms & Conditions

This quote and performance of services or delivery of products described herein is subject to the terms and conditions available at [www.minercorp.com/quote-terms-and-conditions/](http://www.minercorp.com/quote-terms-and-conditions/) which are incorporated herein and may be amended by Miner, Ltd. dba Dependable Dock and Door Service ("Dependable Dock and Door") without notice. Customers' acceptance of the quote, by signature, email, through a third-party portal, requesting work described in the quote to be performed, or other means indicates acceptance of the terms and conditions.

Quotation prepared by: Chip Bryant

The quote includes Freight, Material and Labor. Conduit, wire and other electrical components are to be done by others!

There will be an added charge of 1.5% for any payments made with credit cards!



## SAK Estimate/Bid

Prepared By:	Emma	Document Number:		SAKQ6456	Copyright © 2018 SAK Enterprises, Inc. All Rights Reserved. 2 of 5
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Description	Unit Price	Qty	Ext. Price
<div>■</div> OPENING: Decon TLT 42" w x 78" h - Flood Protection Height: 76" <del>STE-100 Stackable Aluminum Flood Barrier System</del> Standard Mill Finish Positive Pressure Seating Face Mount Jamb The SAK model STE-100 Stackable Flood Barrier is a light weight economical design that can be integrated to protect openings on new construction projects or simply retrofitted to an existing structure. The STE-100 flexible design allows this system to be deployed in small openings like doorways, wide openings such as large store fronts and parking garage entries. STE-100 was designed to seal to smooth concrete. Optional sills are available on request. The STE-100 wall frames and stackable barriers are made entirely from 6061-T6 Structural Aluminum. INCLUDED: All aluminum jamb and covers, sealants, and standard zinc coated steel hardware necessary for installation.		1	
SubTotal			\$16,006.00
FLOOD VENTS: SAK Enterprises, can not hold pricing or Lead Times. At time of Order SAK Enterprises will verify Final Pricing and Lead Times. These items are not part of the PE Calculation Package as this is not a SAK Enterprises Product.			
<div>■</div> Insulated Flood Vent Model: 1540-520 16.25" w x 8.25" h Frame Included	\$267.00	5	\$1,335.00
<div>■</div> Insulated Flood Vent Model: 1540-521 16.25" w x 16.375" h Frame Included	\$534.00	7	\$3,738.00
<div>■</div> Single Garage Door Flood Vent Model: 1540-524 16.25" w x 8.25" h Frame Included	\$391.00	9	\$3,519.00
SubTotal			\$8,592.00

Estimate/Bid Price

## SAK Revised Price

Prepared By:

Emma

Document Number:

SAKQ6868-02

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3 of 5

Description	Unit Price	Qty	Ext. Price
OPTIONAL PRODUCTS: (Prices Not Included in Total)			
<div>■ Insulated Flood Vent - Garage Door (Tall)</div> <div>Model: 1540-574</div> <div>Color: Gray</div> <div>14.50" w x 8.50" h</div> <div>Frame Included (Optional)</div>	\$385.00	18	\$6,930.00
		Quantity 19	+\$385.00
<div>■ Insulated Flood Vent - Overhead Garage Door (Wide)</div> <div>Model: 1540-524</div> <div>Color: Black</div> <div>16.25" w x 8.25" h</div> <div>Frame Included (Optional)</div>	\$385.00	8	\$3,080.00
<div>■ Insulated Flood Vent - Overhead Garage Door (Wide)</div> <div>Model: 1540-524</div> <div>Color: Gray</div> <div>16.25" w x 8.25" h</div> <div>Frame Included (Optional)</div>	\$392.00	1	\$392.00
Revised Price		Total \$10,787.00	

## *Town of North Topsail Beach* **Beach, Inlet, and Sound Advisory Committee**

---

**To:** NTB Board of Aldermen

**Subject:** BISAC Monthly Meeting Report

**From:** Larry Strother, Chair

**Date:** Monday December 15, 2025.

---

**DISCUSSION:** Committee Makeup

Chairman Strother advised that he has stepped down from his position as the Phase 5 representative and will now serve as an Alderman Representative and will continue as Chairman. Manager Derian has placed an advertisement for a Phase 5 or an At-Large member. All Committee members are current until 2027 or longer. Election for Chairman will take place at the February Meeting.

**Manager's Update.** Manager Derian advised the Shoreline Protection projects are still paused for turtle season and will resume the first week in January. The project is expected to be completed within three months. Derian reported that Jenkins Beach Access is set to receive beach matting but is in the permitting stage. The repairs at Beach Access 43 at Marina Way have been completed. Access 46 across from Oyster Lane has repairs underway. Derian reported that the Town is continuing to work with TI Coastal for Phases 1 through 3 for the Beach Renourishment project This project is in the permitting stage.

### **COASTAL ENGINEER REPORT**

Chris Gibson, TI Coastal Engineering, provided a map of the project plan for DA 143. He reviewed for the committee and the public the proposed plan for the site. He reviewed the different opportunities the Town has to receive partial funding for the project. Gibson stressed that dune planting cannot be done without the beach, so Renourishment of both the beach and dunes are vital. He discussed the project magnitude, reviewed project costs, and updated the Committee and public on the current stage of the project. He reported that the design phase is at 90%, 100% for the construction and is currently waiting for permitting. He reviewed the next steps, grant applications, permitting applications, etc. We are continuing to negotiate with Wild Life Department in regards to DA 143 and hope to have a meeting soon. Total Cost projected \$44-47 Million, with Cost share through Shallow Draft Inlet Fund of \$33-35 Million. Towns projected cost \$11-12 Million.

Next Tentative Meeting Scheduled February 17, 2026, 10:30 A



*Town of North Topsail Beach*  
**Beach, Inlet, and Sound Advisory Committee**



*Town of North Topsail Beach*  
**Beach, Inlet, and Sound Advisory Committee**



*Town of North Topsail Beach*  
**Beach, Inlet, and Sound Advisory Committee**

# TOWN OF NORTH TOPSAIL BEACH

## BOARD OF ALDERMEN ASSIGNMENTS as of December 4, 2024

BOARD/COMMITTEE/DUTY	LIAISON	ASSIGNED	NEW LIASON	MEETING DATE
<b>STATE MANDATED</b>	<b>CURRENT</b>			
Board of Aldermen (elected)	Town Manager Derian	N/A		1 <sup>st</sup> Wed / 11:00 am
Planning Board	No BOA liaison/ Planning Director Hill	N/A		1 <sup>st</sup> Thursday / 6:00 pm
Board of Adjustment	No BOA liaison/ Planning Director Hill	N/A		As needed
<b>TOWN COMMITTEES - OTHER</b>				
Beach, Inlet, Sound Advisory Committee (BISAC)	Aldermen Benson / Grant Term expiration Grant- Feb. 2027 Term expiration Benson - Feb. 2025	12/4/2024		3 <sup>rd</sup> Tues / 10:30 am
CIP Committee	Aldermen Olszewski and Pletl	12/4/2024		As needed
Parking Committee	Aldermen Pletl / MPT Leonard	12/4/2024		As needed
Parks and Recreation	Mayor McDermon /Aldermen Pletl	12/4/2024		As needed
Revetment Committee	Mayor McDermon / Alderman Pletl	12/4/2024		As needed
Board of Aldermen Mayor Pro-Tem	Alderman Tom Leonard	12/4/2024		BOA schedule
Board of Aldermen check signatories	Aldermen Olszewski, Grant and Leonard	12/4/2024		As needed
<b>OUTSIDE AGENCIES</b>	<b>LIASONS</b>			
Greater Topsail Area Chamber of Commerce and Tourism	Mayor McDermon - primary Alderman Olszewski - alternate	12/4/2024		3 <sup>rd</sup> Thurs / 4:00 pm
NCBIWA Board of Directors (elected by BIWA)	MPT Leonard Re-appointed by NCBIWA Board for 2-year term in Nov. 2024	12/4/2024		Quarterly Jan, Apr, July and Oct

# TOWN OF NORTH TOPSAIL BEACH

## BOARD OF ALDERMEN ASSIGNMENTS as of December 4, 2024

BOARD/COMMITTEE/DUTY	LIAISON	ASSIGNED	NEW LIASON	MEETING DATE
ONWASA Board of Directors	Alderman Grant – primary Mayor McDermon - alternate	12/4/2024		Bimonthly 3 <sup>rd</sup> Thurs / 6:00 pm
Onslow County Board of Commissioners	Alderman Grant - primary Alderman Olszewski - alternate	12/4/2024		1 <sup>st</sup> & 3 <sup>rd</sup> Mon / 11am/5:00 pm
Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) Technical Advisory Committee	Alderman Olszewski - primary Alderman Pletl - alternate	12/4/2024		Bimonthly 2 <sup>nd</sup> Thurs / 3:30 pm
Topsail Island Shoreline Protection Commission (TISPC)	Alderman Benson / MPT Leonard	12/4/2024		Bimonthly 4 <sup>th</sup> Thursday
Camp Lejeune	MPT Leonard / Alderman Olszewski	12/4/2024		As needed
N.C. Coastal Resource Commission (CRC)	Alderman Pletl - primary Alderman Grant - alternate	12/4/2024		As needed
United States Army Corps of Engineers (USACE) Shallow Draft Inlet EIS	Mayor McDermon and MPT Leonard	12/4/2024		Always mayor and mayor pro Tem
Greater Topsail Community Alliance	Mayor McDermon – primary MPT Leonard - alternate	12/4/2024		
<b>STATE AND FEDERAL</b>	Mayor McDermon and MPT Leonard	12/4/2024		As needed



BOARD OF ALDERMEN  
AGENDA ITEM  
01/07/2026

---

ISSUE: Crosswalk Locations for NCDOT Encroachment Agreements

PRESENTED BY: Christopher Huckaby, Public Works Director

DEPARTMENT(S): Public Works - Fund 10

---

Background: Staff requests Board approval for the proposed Crosswalk Locations: Beach Access #1 (County-operated); Beach Access #2 (County-operated); Surf City Campground area; 11th Avenue & Island Drive; New River Inlet Road & Sea Gull Lane / GySgt Boatman Drive. These locations will require NCDOT encroachment agreements. See the attached justification memo.

Attachments: Justification from Public Works Director

Recommendation: Approve Crosswalk list and proceed with NCDOT encroachment agreements

Action Needed: Yes

Suggested Motion: *"I, \_\_\_\_\_, make a motion to approve the crosswalk list and proceed with NCDOT encroachment agreements."*

Funds: 10

Follow Up: Public Works Director



Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

## Agenda Item Summary

### Item: Approval of Crosswalk Locations

Department: Public Works Department

Presenter: Christopher D. Huckaby, Director of Public Works

#### Summary:

Staff requests Board approval of the proposed crosswalk locations only, to formally establish the Town's position prior to submitting encroachment agreement applications to the North Carolina Department of Transportation (NCDOT) or shop vendors for contracting.

NCDOT has reviewed the Town's request and indicated approval of the following proposed locations:

Beach Access #1 (County-operated)

Beach Access #2 (County-operated)

Surf City Campground area

11th Avenue & Island Drive

New River Inlet Road & Sea Gull Lane / GySgt Boatman Drive

All proposed locations will require execution of NCDOT encroachment agreements and compliance with applicable requirements, including Rectangular Rapid Flashing Beacon (RRFB) standards (reference documentation attached).

While future funding for striping is anticipated from Streets – Striping (10-560-34), no funding authorization or contract award is being requested currently.

#### Recommended Action:

Approve the proposed crosswalk locations as presented to allow staff to proceed with NCDOT encroachment agreement submissions.

#### Reference Documents:

- NTB crosswalk proposal sheet reviewed and provided by NCDOT
- RRFB information provided by USDOT and FHA



BOARD OF ALDERMEN  
AGENDA ITEM  
1/07/26

---

ISSUE: Budget Amendment 2026-26.28  
PRESENTED BY: Wayne Johannessen, Finance  
DEPARTMENT(S): Officer PTC-8 Project - Fund 32

---

Background: This amendment is to reflect the latest FEMA cost Determination for Project 805109 PW17 for PTC-8, in the amount of \$4,330,561. Board had previously funded this project and placed the balance in Contingency until an updated budget was known. This action move \$1,107,551 from Contingency to the project budget line items.

Attachments: Budget Amendment 2026-26.28

Recommendation: Approve Amendment as recommended  
Action Needed: Yes  
Suggested Motion: "I, \_\_\_\_\_, make a motion to approve Budget Amendment 2026-26.28 as presented."

Funds: 32  
Follow Up: Finance Officer

**ORDINANCE NO. 2026 - 26.28**  
**TOWN OF NORTH TOPSAIL BEACH, NC**  
**Ordinance Adopting the NCDPS PTC 8 FEMA GRANT -**  
**FEMA NO. FEMA-4837-NC Grant Project Ordinance (Fund 32)**

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 grant project ordinance is hereby adopted:

**Section I:** This Ordinance is to amend the FEMA-44837-NC PTC 8 Grant Project Fund (Fund 32).

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

	<b>Project Budget</b>	<b>Increase (Decrease)</b>	<b>Amended Project</b>
<b>ESTIMATED REVENUES</b>			
32-348-24 FEMA-4837-NC PTC 8	2,231,206	-	2,231,206
32-350-00 State Match	743,736	-	743,736
32-399-01 T/I Fund 30 Shoreline Protection	2,974,942	-	2,974,942
<b>Total Revenues</b>	<b>5,949,884</b>	<b>-</b>	<b>5,949,884</b>
<b>APPROPRIATIONS</b>			
32-470-02 805096 PW16 Public Crossover Damage	24,701	-	24,701
32-470-30 805109 PW17 Loss Determin & Cost Analysis RPT	59,810	-	59,810
32-470-31 805109 PW17 Upland Borrow Site Invest & Analysis	3,000	-	3,000
32-470-32 805109 PW17 Pre-Construction Meeting/Coord	4,800	-	4,800
32-470-33 805109 PW17 Project Permitting	12,500	7,000	(1) 19,500
32-470-34 805109 PW17 Final Project Design	15,000	-	15,000
32-470-35 805109 PW17 Project Plans & Spec Bidding	15,900	-	15,900
32-470-36 805109 PW17 Pre-Construction Monitoring	24,500	-	24,500
32-470-37 805109 PW17 Equipment Mobilization/Demobilization	50,000	50,000	(1) 100,000
32-470-38 805109 PW17 Beach Fill Placement	2,867,000	421,634	(1) 3,288,634
32-470-39 805109 PW17 Performance & Payment Bonds	20,000	-	20,000
32-470-40 805109 PW17 Construction Administration	123,500	132,167	(1) 255,667
32-470-41 805109 PW17 Post Construction Monitoring	19,500	-	19,500
32-470-42 805109 PW17 State & Federal Reg Coord Closeout	7,500	63,000	(1) 70,500
32-470-43 805109 PW17 Dune Plantings	-	433,750	(1) 433,750
32-470-99 Contingency	2,702,173	(1,107,551)	(1) 1,594,622
<b>Total Appropriations</b>	<b>5,949,884</b>	<b>-</b>	<b>5,949,884</b>

- (1) This amendment is to reflect the latest FEMA Cost Determination for Project 805109 PW17 in the amount of \$4,330,561 which is 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 grant project ordinance expires when all grant funds have been obligated and expended by the Town or when FEMA determines, whichever comes first.

Adopted this 7th Day of January 2026.

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

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

\_\_\_\_\_  
**RICHARD GRANT**  
**MAYOR**

\_\_\_\_\_  
**WAYNE JOHANNESSEN**  
**FINANCE OFFICER**



BOARD OF ALDERMEN  
AGENDA ITEM  
1/07/26

---

ISSUE: Contract Authorization Ordinance 2026-26.30

PRESENTED BY: Town Manager, Alice Derian

DEPARTMENT: Administration

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Background: In accordance with Ordinance 2025-25.25 which limited the Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval; the attached Contract Authorization Ordinance requests for the Board to authorize the Town Manager to approve payments to TI Coastal for construction management, survey and geotechnical services up to \$243,500 for the PTC-8 Project.

Attachments: Contract Authorization Ordinance 2026-26.30, and the TI Coastal Proposal

Recommendation: Approve the Contract Authorization Ordinance as recommended.

Action Needed: Yes

Suggested Motion: *"I, -----, make a motion to approve the Contract Authorization Ordinance 2026-26.30 as presented."*

Funds: 32

**ORDINANCE NO. CA 2026-26.30  
TOWN OF NORTH TOPSAIL BEACH, NC**

**THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the PTC-8 Dune Restoration for Construction Management, Survey and Geotechnical Services Contract is awarded to TI Coastal for \$243,500.**

**Section I:** In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

**Section II:** The PTC-8 Dune Restoration for Construction Management, Survey and Geotechnical Services Contract has the following not to exceed amount of \$243,500.

**Section III** The Finance Officer has determined that after adoption of Budget Ordinance 2026-26.28 sufficient funds are available in accounts 32-470-36 \$7,500, 32-470-40 \$186,000, and 32-470-42 \$50,000 to cover the cost of this contract.

**Section IV:** The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is Issued.

**Section V:** The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to TI Coastal up to \$243,500, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 7th Day of January 2026.

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

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

\_\_\_\_\_  
RICHARD GRANT , **MAYOR**

\_\_\_\_\_  
WAYNE JOHANNESSEN, **FINANCE OFFICER**

**PROFESSIONAL SERVICES AGREEMENT FOR PTC-8 DUNE  
NOURISHMENT – CONSTRUCTION MANAGEMENT, SURVEY AND  
GEOTECHNICAL SERVICES**

**Town of North Topsail Beach, North Carolina**

This Agreement is made and entered into as of the 7th day of January, 2026 (“Effective Date”), by and between:

Town of North Topsail Beach, a North Carolina municipal corporation (“Town”) and TI Coastal Services, Inc. (“Contractor”).

**1. Scope of Services**

Contractor shall provide the services described in Exhibit A – Scope of Services and Cost Estimate provided by Contractor, which is attached hereto and incorporated by reference (the “Services”). Contractor shall perform the Services in a professional and workmanlike manner consistent with applicable standards and all applicable federal, state, and local laws.

**2. Contract Sum; Limitation on Cost**

The total compensation payable by the Town under this Agreement shall not exceed the amount stated in Exhibit A (“Contract Sum”). Under no circumstances shall the Contract Sum be increased without the Town’s prior written approval, executed by the Town Manager or designee and supported by a valid pre-audit certificate. Any services performed or costs incurred in excess of the approved Contract Sum without such written approval shall be at Contractor’s sole risk and expense and shall not be payable by the Town.

**3. Term**

Unless otherwise outlined in Exhibit A, in which case said timeline, deadline, or schedule shall control the provision of services under this Agreement, this Agreement shall commence on the Effective Date and shall continue until completion of the Services, unless sooner terminated as provided herein. Time is of the essence and must be completed no later than April 1, 2026.



#### **4. Payment**

Payment shall be made upon submission of detailed invoices reasonably detailing the Services performed and in accordance with Town payment policies and North Carolina law, subject to availability of appropriated funds and the Pre-Audit Certificate set forth herein.

#### **5. Performance and Payment Bonds**

If the Contract Sum exceeds Three Hundred Thousand Dollars (\$300,000), Contractor shall, prior to commencing any work, furnish the Town with a performance bond and a payment bond, each in an amount equal to one hundred percent (100%) of the Contract Sum, executed by a surety company authorized to do business in the State of North Carolina, as required by N.C. Gen. Stat. § 44A-26. Failure to furnish the required bonds shall constitute a material breach of this Agreement and grounds for termination.

#### **6. Independent Contractor; Insurance**

Contractor is an independent contractor and not an employee, agent, or partner of the Town. Contractor shall, at its own expense and for the duration of this Agreement, maintain all insurance required by law, including workers' compensation insurance where required, and commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury or property damage arising from premises, operations, independent contractors (including tort liability of another assumed in a business contract. Upon request of the Town Manager or designee, Contractor shall furnish certificates of insurance evidencing such coverage. Failure to maintain required insurance shall constitute a material breach of this Agreement. Nothing in this provision shall operate as a waiver of the Town's governmental and/or sovereign immunity, any such immunity is expressly preserved.

#### **7. Compliance with Laws**

Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

#### **8. E-Verify Certification**

As a condition of payment under this agreement, Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Further, if Contractor provides services to Client utilizing a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Contractor shall verify, by affidavit, compliance with the terms of this section upon request by Client.

#### **9. Iran Divestment.**

Contractor 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.

#### **10. Israel Boycott.**

Contractor 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 Contractor to monitor compliance with this restriction.

#### **11. Assignment**

Contractor shall not assign this Agreement without prior written consent of the Town.

#### **12. Indemnification**

To the extent permitted by North Carolina law, Contractor shall indemnify and hold harmless the Town for Contractor's negligent acts or omissions.

#### **13. Termination**

The Town may terminate this Agreement for convenience upon written notice.

#### **14. Amendment**

This Agreement may not be amended except by written instrument executed by both parties.

#### **15. Governing Law and Forum**

This Agreement shall be governed by North Carolina law with exclusive venue in the General Court of Justice in Onslow County.

#### **16. Entire Agreement**

This Agreement, including all exhibits and attachments incorporated by reference, constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes all prior or contemporaneous negotiations, representations, or agreements, whether written or oral. No amendment or modification of this Agreement shall be valid unless in writing and executed by both parties.

[SIGNATURE PAGE TO FOLLOW]

**TOWN OF NORTH TOPSAIL BEACH**

By: \_\_\_\_\_

Alice Derian, Town Manager

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

**CONTRACTOR**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**PRE-AUDIT CERTIFICATE**

This instrument has been pre-audited in the manner required by N.C. Gen. Stat. § 159-28(a). 32-40-36 \$7,500; 32-470-40 \$186,000; 32-470-42 \$25,000; 32-470-42 \$25,000. Total Not to Exceed \$243,500.

\_\_\_\_\_

Finance Officer

Town of North Topsail Beach

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

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**AND COST ESTIMATE**



TI Coastal Services, Inc.  
P.O. Box 11056  
Wilmington, NC 28404  
910.512.3096

December 11, 2025

VIA E-MAIL: [fway@appliedtm.com](mailto:fway@appliedtm.com)

**RE: North Topsail Beach Dune Restoration Truck Haul  
Proposal to Perform Construction Management, Survey, and Geotechnical Services**

Dear Mr. Way,

Thank you for the opportunity to provide a quote for survey services associated with the upcoming FEMA dune restoration project in North Topsail Beach. As we understand this project, this will be the continuation of work that was not completed within last spring's environmental moratorium and should last approximately 2 months in time. Sand will be brought to the beach via truck haul and placed within the designed dune template to replace sand lost during recent hurricanes. The anticipated start date is projected in January 2026 and concluding by March 2026. This work is confined to the upland portion of the beach and only includes topographic surveys and stakeout.

Preconstruction surveys will be completed by mid-December to allow for final dune design prior to construction beginning. These will include transects on 1000-foot intervals covering from the back dune area to below the Mean High Water contour, covering the entire placement area. This will provide current site conditions and allow for final template adjustments prior to the startup of construction. A few days prior to hauling operations beginning, TI Coastal will conduct BD pay surveys on 100 foot transect spacing within the fill area, documenting any potential changes to the beach profile between pre construction and fill operations beginning. Daily surveys will be conducted from this point forward while hauling operations are actively occurring. Upon completion of daily survey operations, cross sections will be emailed out. TI Coastal will also provide weekly progress reports as well as volume calculations upon request.

In the event of a major storm event that will shut the project down, we will survey all partially completed sections to account for storm related losses in areas not yet accepted. Prior to re-start, we would conduct new pre-placement surveys for the area.

To be in compliance with the NC State Sediment Criteria rules, we will collect one representative sample from each completed AD survey station from the dune face or crest. The collected field sample will be representative of the sand placed adjacent to the profile. Each sample will be analyzed in our USACE approved geotechnical laboratory for grain size and calcium carbonate content. These will be collected daily as fill advanced along the beachfront and a report sent out the NCDEQ and USACE on a weekly basis.

<b>Pre-Construction Survey (lump sum)</b>		\$ 7,500	32-470-36
<b>Construction Management and Surveys (\$3,100/day)</b>	\$93,000/month x 2 =	\$186,000	32-470-40
<b>Sieve Analysis (\$125/sample, estimated 200 Samples)</b>		\$ 25,000	32-470-42
<b>Calcium Carbonate (\$125/sample, estimated 200 Samples)</b>		\$ 25,000	32-470-42
<b>Not To Exceed</b>		<u>\$243,500</u>	

*\*\*Construction Management and Geotechnical Analysis billed at a unit rate. Billing will be based on actual units. Daily rate is 7 days per week unless contractor is down more than 5 days in a row due to major mechanical or weather delays. Quoted monthly rate assumes a 30-day month\*\**

Thank you again for providing us the opportunity to provide a quote for this work. If you have questions or need anything else, please let me know and we look forward to working with ATM on this project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jamie Pratt'.

Jamie Pratt, Executive Vice President



BOARD OF ALDERMEN  
AGENDA ITEM  
1/07/26

---

ISSUE: Contract Authorization Ordinance 2026-26.29

PRESENTED BY: Town Manager, Alice Derian

DEPARTMENT: Administration

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Background: In accordance with Ordinance 2025-25.25 which limited the Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval; the attached Contract Authorization Ordinance requests for the Board to authorize the Town Manager to approve payments to ATM for coastal engineering up to \$68,667 for the PTC-8 Project.

Attachments: Contract Authorization Ordinance 2026-26.29, and the ATM Proposal

Recommendation: Approve the Contract Authorization Ordinance as recommended.

Action Needed: Yes

Suggested Motion: *"I, -----, make a motion to approve the Contract Authorization Ordinance 2026-26.29 as presented."*

Funds: 32

Follow Up:

Section IX, Item F.

Town Manager

**ORDINANCE NO. CA 2026-26.29  
TOWN OF NORTH TOPSAIL BEACH, NC**

**THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the PTC-8 Coastal Engineering Contract is awarded to ATM for \$68,667.00.**

**Section I:** In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

**Section II:** The PTC-8 Coastal Engineering Contract has the following not to exceed amount of \$68,667.

**Section III** The Finance Officer has determined that after adoption of Budget Ordinance 2026-26.28 sufficient funds are available in accounts 32-470-32 \$4,500, 32-470-33 \$12,500, 32-470-40 \$36,667, 32-470-41 \$7,500, and 32-470-42 \$7,500 to cover the cost of this contract.

**Section IV:** The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is Issued.

**Section V:** The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to ATM up to \$68,667, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 7th Day of January 2026.

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

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

\_\_\_\_\_  
RICHARD GRANT , **MAYOR**

\_\_\_\_\_  
WAYNE JOHANNESSEN, **FINANCE OFFICER**

**PROFESSIONAL SERVICES AGREEMENT FOR PTC-8 DUNE  
NOURISHMENT COASTAL ENGINEERING COORDINATION**

**Town of North Topsail Beach, North Carolina**

This Agreement is made and entered into as of the 7th day of January, 2026 (“Effective Date”), by and between:

Town of North Topsail Beach, a North Carolina municipal corporation (“Town”) and  
ATM, A Geosyntec Company (“Contractor”).

**1. Scope of Services**

Contractor shall provide the services described in Exhibit A – Scope of Services and Cost Estimate provided by Contractor, which is attached hereto and incorporated by reference (the “Services”). Contractor shall perform the Services in a professional and workmanlike manner consistent with applicable standards and all applicable federal, state, and local laws.

**2. Contract Sum; Limitation on Cost**

The total compensation payable by the Town under this Agreement shall not exceed the amount stated in Exhibit A (“Contract Sum”). Under no circumstances shall the Contract Sum be increased without the Town’s prior written approval, executed by the Town Manager or designee and supported by a valid pre-audit certificate. Any services performed or costs incurred in excess of the approved Contract Sum without such written approval shall be at Contractor’s sole risk and expense and shall not be payable by the Town.

**3. Term**

Unless otherwise outlined in Exhibit A, in which case said timeline, deadline, or schedule shall control the provision of services under this Agreement, this Agreement shall commence on the Effective Date and shall continue until completion of the Services, unless sooner terminated as provided herein. Time is of the essence and must be completed no later than April 1, 2026.



#### **4. Payment**

Payment shall be made upon submission of detailed invoices reasonably detailing the Services performed and in accordance with Town payment policies and North Carolina law, subject to availability of appropriated funds and the Pre-Audit Certificate set forth herein.

#### **5. Performance and Payment Bonds**

If the Contract Sum exceeds Three Hundred Thousand Dollars (\$300,000), Contractor shall, prior to commencing any work, furnish the Town with a performance bond and a payment bond, each in an amount equal to one hundred percent (100%) of the Contract Sum, executed by a surety company authorized to do business in the State of North Carolina, as required by N.C. Gen. Stat. § 44A-26. Failure to furnish the required bonds shall constitute a material breach of this Agreement and grounds for termination.

#### **6. Independent Contractor; Insurance**

Contractor is an independent contractor and not an employee, agent, or partner of the Town. Contractor shall, at its own expense and for the duration of this Agreement, maintain all insurance required by law, including workers' compensation insurance where required, and commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury or property damage arising from premises, operations, independent contractors (including tort liability of another assumed in a business contract. Upon request of the Town Manager or designee, Contractor shall furnish certificates of insurance evidencing such coverage. Failure to maintain required insurance shall constitute a material breach of this Agreement. Nothing in this provision shall operate as a waiver of the Town's governmental and/or sovereign immunity, any such immunity is expressly preserved.

#### **7. Compliance with Laws**

Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

#### **8. E-Verify Certification**

As a condition of payment under this agreement, Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Further, if Contractor provides services to Client utilizing a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Contractor shall verify, by affidavit, compliance with the terms of this section upon request by Client.

#### **9. Iran Divestment.**

Contractor 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.

#### **10. Israel Boycott.**

Contractor 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 Contractor to monitor compliance with this restriction.

#### **11. Assignment**

Contractor shall not assign this Agreement without prior written consent of the Town.

#### **12. Indemnification**

To the extent permitted by North Carolina law, Contractor shall indemnify and hold harmless the Town for Contractor's negligent acts or omissions.

#### **13. Termination**

The Town may terminate this Agreement for convenience upon written notice.

#### **14. Amendment**

This Agreement may not be amended except by written instrument executed by both parties.

#### **15. Governing Law and Forum**

This Agreement shall be governed by North Carolina law with exclusive venue in the General Court of Justice in Onslow County.

#### **16. Entire Agreement**

This Agreement, including all exhibits and attachments incorporated by reference, constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes all prior or contemporaneous negotiations, representations, or agreements, whether written or oral. No amendment or modification of this Agreement shall be valid unless in writing and executed by both parties.

[SIGNATURE PAGE TO FOLLOW]

**TOWN OF NORTH TOPSAIL BEACH**

By: \_\_\_\_\_

Alice Derian, Town Manager

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

**CONTRACTOR**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**PRE-AUDIT CERTIFICATE**

This instrument has been pre-audited in the manner required by N.C. Gen.  
Stat. § 159-28(a). 32-470-32 \$4,500; 32-470-33 \$12,500; 32-470-40 \$36,667;  
\$32-470-41 \$7,500; 32-470-42 \$7,500. Total Not to Exceed \$68,667.00

\_\_\_\_\_

Finance Officer

Town of North Topsail Beach

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



A Geosyntec Company

POST OFFICE BOX 20336  
CHARLESTON, SC 29413-0336  
(843) 884-8750 FAX (843) 884-8935  
www.appliedtm.com

## EXHIBIT A SCOPE OF SERVICES AND COST ESTIMATE

December 9, 2025

Ms. Alice Derian  
Town Manager  
2008 Loggerhead Court  
North Topsail Beach, NC 28460

RE: Proposal for Coastal Engineering Services – Potential Tropical Cyclone 8 (PTC-8) dune nourishment coordination – Winter 2026

Dear Ms. Derian:

ATM has developed the following scope of services for the Town of North Topsail Beach to complete the work on FEMA mitigation for Potential Tropical Cyclone 8 (PTC-8). The ATM and TI Coastal team will build upon previous efforts for this project. This proposal effort also relies on the PTC-8 probable cost estimate developed for and submitted to FEMA.



Figure 1: PTC-8 cumulative rainfall total.

Approximately 53,000 cy of FEMA mitigation remains to be placed for PTC-8. The project placed approximately 8,000 cy last April/May, prior to the onset of turtle nesting season.

Provided herein is a scope of services and cost estimate for the following tasks:

1. Project Regulatory Coordination – Updating permit sheets based on pre-project survey and current field conditions. CAMA discussions on volumes, project footprint, pre-project meeting, discussions with USFWS, NCWRC, etc.

2. Pre-Construction Data Analysis and Design updates – Updating the design based on the latest survey and current conditions.
3. Construction Administration – General construction phase support, payment review, geotech sampling review, and surveyed as-built review. Estimated 8 weeks of work.  
Construction observation includes:
  - Daily log review of contractor activities.
  - Daily sand samples taken on-site, and weekly sampling compiled and tested.
  - Submission of logs to NCDQM/USACE as required by permit.
  - Weekly inspection reports and sediment sampling data (from daily samples).
  - Contractor/Town/Regulatory coordination.
  - Payment Progress Surveys and Review.
  - Borrow Area coordination.
4. Post-Construction Monitoring - Developing as-builts and project summary for submittal to CAMA.
5. Regulatory Coordination and Closeout - CAMA and NCEM/FEMA coordination and submittals.

NOTE – TI Coastal will also require daily construction surveying during the project and that effort is not included herein and will be contracted separately prior to project construction. TI Coastal will invoice separately from ATM invoices.

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### SUMMARY ESTIMATE OF PROFESSIONAL LABOR FEES

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Table 1 presents the fee estimates for the described scope of services. NOTE – TI Coastal effort is not included in Table 1 and TI Coastal will invoice separately from ATM invoices. All billing will be time and materials based on expended work effort. The below task estimates represent not-to-exceed amounts that will not be exceeded without Client's advance written consent.

*Table 1: ATM Professional Fee Estimate*

	Task	Description	ATM Professional Fee Estimate <sup>1</sup>
32-470-33	1	Project Regulatory Coordination	\$12,500
32-470-32	2	Pre-Construction Data Analysis and Design updates	\$4,500
32-470-40	3	Construction Administration	\$36,667
32-470-41	4	Post-Construction Monitoring	\$7,500
32-470-42	5	Regulatory Coordination and Closeout	\$7,500
		TOTAL	\$68,667

1. Fee estimate includes labor and field equipment charges only, at ATM's 2025 Standard Rates.



BOARD OF ALDERMEN  
AGENDA ITEM  
1/07/26

---

ISSUE: Budget Amendment 2026-26.34 and Contract Ordinance 2026-26.35

PRESENTED BY: Alice Derian, Town Manager

DEPARTMENT(S): Police Department - Fund 10

---

Background: This amendment is to award the Police Chief Recruitment Services to MGT Impact Solutions, LLC (MGT); for a maximum not to exceed \$26,000 (\$22,000 recruitment fee, \$2,000 recruitment expenses and \$3,000 for advertising). This is funded from contingency.

Attachments: Budget Amendment 2026-26.34 and Contract Award Ordinance 2026-26.35

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, \_\_\_\_\_, make a motion to approve the Budget Amendment 2026-26.34 and Contract Award Ordinance 2026-26.35 as presented."*

**ORDINANCE NO. 2026-26.34**  
**TOWN OF NORTH TOPSAIL BEACH, NC**  
**Ordinance Amending the 2025-26 General Fund (10)**

**THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:**

**Section I:** Estimated Revenues and Appropriations. General Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	<b>2025-26 Amended Budget</b>	<b>Increase (Decrease)</b>		<b>2025-26 Amended Budget</b>
<b>ESTIMATED REVENUES</b>				
TAXES - AD VALOREM	4,425,249	-		4,425,249
LOCAL SALES TAX	2,962,767	-		2,962,767
INTERGOVERNMENTAL REVENUES	619,538	-		619,538
CHARGES FOR CURRENT SERVICES	830,043	-		830,043
INTEREST	602,000	-		602,000
OTHER REVENUES	21,000	-		21,000
<b>Total Revenues</b>	<b>9,460,597</b>	<b>-</b>		<b>9,460,597</b>
<b>APPROPRIATIONS</b>				
GOVERNING BODY	408,830	-		408,830
ADMINISTRATION	1,335,150	-		1,335,150
ELECTIONS	5,000	-		5,000
IT	335,020	-		335,020
NON-DEPARTMENTAL	494,866	(26,000)	(1)	468,866
POLICE SEPARATION ALLOWANCE	17,805	-		17,805
POLICE DEPARTMENT	1,685,035	26,000	(1)	1,711,035
FIRE DEPARTMENT	1,752,851	-		1,752,851
PLANNING & ZONING	277,693	-		277,693
BUILDING INSPECTIONS	311,843	-		311,843
RECREATION	294,170	-		294,170
COMMITTEES	2,000	-		2,000
PUBLIC BUILDINGS & GROUNDS	503,093	-		503,093
INSURANCE	377,227	-		377,227
PUBLIC WORKS	567,692	-		567,692
PUBLIC STREETS	530,500	-		530,500
SANITATION COLLECTIONS	561,822	-		561,822
<b>Total Appropriations</b>	<b>9,460,597</b>	<b>-</b>		<b>9,460,597</b>

- (1) Move \$26,000 from the General Fund Contingency to the Police Department for the MGT Recruitment Contract for a Police

Chief

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

Adopted this 7th Day of January 2026.

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

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

\_\_\_\_\_  
**RICHARD GRANT**  
**MAYOR**

\_\_\_\_\_  
**WAYNE JOHANNESSEN**  
**FINANCE OFFICER**



**ORDINANCE NO. CA 2026-26.35  
TOWN OF NORTH TOPSAIL BEACH, NC**

**THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the Recruitment Services for a Police Chief is awarded to MGT Impact Solutions, LLC.**

**Section I:** In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

**Section II:** The Police Chief Recruitment Services Contract with MGT has a not to exceed \$26,000. Cost is \$22,000 for the recruitment fee, \$2,000 for recruitment expenses and \$2,000 for advertising.

**Section III** The Finance Officer has determined that after adoption of Budget Ordinance 2026-26.34 sufficient funds are available in account 10-510-45 to cover the \$26,000 contract.

**Section IV:** The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is Issued.

**Section V:** The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to MGT up to \$26,000, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 7th Day of January 2026.

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

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

\_\_\_\_\_  
RICHARD GRANT , **MAYOR**

\_\_\_\_\_  
WAYNE JOHANNESSEN, **FINANCE OFFICER**



**Proposal**

DEC 15, 2025

**Chief of Police**

**Town of North Topsail Beach, North Carolina**

**Submitted by:**

MICHELE MORAWSKI  
CLIENT SERVICES MANAGER  
790 FRONTAGE ROAD  
SUITE 213  
NORTHFIELD, IL 60093  
224.415.3791  
MMORAWSKI@MGT



# Cover Letter

Dec 15, 2025

Alice Derian, Town Manager  
Town of North Topsail Beach  
2008 Loggerhead Ct.  
North Topsail Beach, NC 28460



Dear Ms. Derian:

As the nation's leading provider of executive recruitment and selection solutions, MGT Impact Solutions, LLC (MGT) is uniquely well qualified to partner with the Town of North Topsail Beach ("Town") to exceed all your expectations on this Chief of Police recruitment.

## HOW CAN WE SUPPORT YOU?

We understand you are seeking Chief of Police recruitment services. Following are the keys to our successful methodology:

- **Industry Leadership:** With 1,500 completed executive recruitment engagements in 45 states and a diverse range of communities, we're a proven leader in local government recruitment. Over 40% of our clients are repeat customers, and 94% rate our performance as **Outstanding**.
- **Subject Matter Expertise:** Our team includes former local government leaders, human resources experts, and industry veterans, ensuring that we understand the specific challenges and opportunities in government, education, and nonprofit sectors. We leverage our deep understanding of organizational culture and sector-specific needs to identify top-tier candidates who align with our clients' goals.
- **Top Talent, Guaranteed:** We use advanced recruitment strategies, including social media outreach and video interviews, to thoroughly vet candidates. Our Recruitment Brochures showcase in-depth knowledge of your community, and we conduct extensive reference checks and background searches to ensure we recommend the best fit.
- **True Partnership:** From start to finish, we collaborate closely with you. You'll have full access to candidate resumes, and we'll offer honest assessments to ensure the perfect match. Whether evaluating internal candidates or exploring non-traditional talent, we're committed to your complete satisfaction.
- **Flexible Solutions:** We offer customizable recruitment services to suit any budget, from Full Executive Searches to Limited Scope and Virtual Recruitments. Our proposal outlines the service scope that best meets your needs.

Our comprehensive and tailored executive recruitment services are designed to meet the unique needs of your organization. With a proven track record, a focus on quality, and a commitment to partnership, we ensure that every step of the process is handled with expertise and care. Whether you're seeking top-tier talent, exploring non-traditional candidates, or working within a specific budget, we are here to deliver the best fit for your organization. We look forward to working with you to find the ideal candidate who will drive success and elevate your community's leadership.



COVER LETTER

MGT CONTACT INFORMATION

<b>MGT HEADQUARTERS</b>	<b>MGT Impact Solutions, LLC</b> 4320 West Kennedy Boulevard   Tampa, Florida 33609 FEIN: 81-0890071   <a href="http://www.mgt.us">www.mgt.us</a>
<b>PROPOSAL CONTACT</b>	<b>Michele Morawski, Client Services Manager</b> 790 Frontage Road, Suite 213   Northfield, IL 60093 224.415.3791   <a href="mailto:mmorawski@mgt.us">mmorawski@mgt.us</a>

The following proposal has been tailored to your specifications and provides a detailed plan of how we will partner with you to meet your objectives. Thank you for the opportunity to present our qualifications to the Town of North Topsail Beach. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **[mmorawski@mgt.us](mailto:mmorawski@mgt.us)**.

Regards,



Patrick J. Dyer, Vice President  
*Authorized to bind the firm*



# Firm Profile

## Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **1,200 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world’s most-pressing problems, and so do we. Their “why” is our why.

**What sets us apart** is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the “immediate” needs while changing systems to plan for future resilience and success.

### Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

### MGT | FIRST LOOK

**Name:** MGT Impact Solutions, LLC (MGT)

**Locations:** Headquarters in Tampa, FL; branch offices nationwide.

**Cooperative Contracts:**  
ASC 20-7359, 24-7484  
OMNIA LS4612  
TIPS 220601, 220802, 230105  
TXShare 2024-019

**Structure:** Privately held, employee-owned, client-driven Limited Liability Company.

**Lines of Business:** Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.



- 50 years
- 1,200 consultants
- 30,000 projects



## DEFINED BY IMPACT

Making a profound impact on society is at the heart of who we are and what we do. Town of North Topsail Beach should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.



## MGT's Expertise

Our firm includes more than **1,200 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



### Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



### IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



### Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



### Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.

## Human Capital Expertise

We support clients in addressing their most mission-critical human capital needs, with specialized expertise in executive recruitment, staffing solutions, and human resources consulting. With over 1,250 clients, 3,100 completed projects, and a 93% client satisfaction rate, MGT delivers tailored solutions to help organizations attract top talent, meet urgent short- or long-term staffing demands, support critical IT project staffing needs, and strengthen their workforce strategies.

### Contact:

**Senior Vice President Joellen Cademartori**, MGT's head of Human Capital, at [jcademartori@mgt.us](mailto:jcademartori@mgt.us) to schedule a complimentary consultation.



## Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

We deliver these solutions through our "three-point stance" of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the "best of the best" to join us in our work supporting clients' top priorities.

## Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

### PEOPLE



We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.

### PURPOSE



We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.

### PERFORMANCE




We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.



## MGT's Differentiator: Full Suite of Services

### Cyber & Network Solutions

Our Cyber Security and Network Security Solutions team offers a deep technical engineering bench of seasoned, certified experts, working in the “security trenches” in complex IT environments. For the Managed Detection and Response (MDR) solution, our Security Operations Center (SOC) doesn’t sleep so our clients can. Our flagship, best-in-class managed firewall services are unparalleled. We detect, respond, and recover from cyber incidents proactively and harden our clients’ security posture.

 **100** in-house certified engineers  
**24x7** NOC and SOC


### Human Capital Solutions

Our experts are former local government and school leaders who understand the challenges facing today’s public sector organizations. We offer consulting, recruiting, and staffing solutions that include a full suite of human resources and management studies; executive recruitment services; and interim, managed, and outsourced staffing options. Our experts can assess your organizational culture, permanent and temporary staffing needs, and evaluate your systems and structures, all to maximize efficiency and effectiveness.

 **1,725+** interim employees placed  
**1,500+** executive recruitments  
**500+** consulting studies  
**In 48 states!**


### Education Solutions

We create recommendations for our educational clients that are reliable, actionable, and based on proven research and a thorough understanding of each district or system’s program needs and long-term goals. Our team is led by former state education commissioners, district superintendents, school board members, principals, and teachers. Our partnerships have allowed clients to reinvest hundreds of millions of dollars back into the classroom.

 **50** million students served  
**38** state DOEs as clients


### Financial Solutions

Public agencies face increasing pressure to improve effectiveness and efficiency, while operating in a transparent and sustainable manner. We partner with government organizations, school districts, higher education institutions, and not-for-profits to help them achieve long-term success.

 **50+ years** of trusted relationships  
Proprietary software

### Economic Mobility Solutions

We help public sector clients address issues and challenges related to policies and practices which adversely impact economic mobility. We are one of the largest providers of disparity studies and other solutions designed to increase equitable and inclusive organizational outcomes.

 **225** disparity studies  
Assessments, training, & audits

### Public Affairs Solutions

Our team of former nationwide leaders in policy development and education leadership partner with our clients to provide business advisory and public opinion architecture solutions which lift up and evolve education ecosystems and impacts public policy programs.

 Global clientele  
Staff are former policy makers



# Scope of Work

## Project Approach & Methodology

A typical recruitment and selection process requires a significant investment of time and effort. A substantial portion of this involves administrative tasks such as advertisement placement, reference checks, and candidate due diligence.

We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



### Success Stories

**"The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City's needs."**

## PHASE 1 – POSITION ASSESSMENT, ANNOUNCEMENT, & BROCHURE

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

### INFORMATION GATHERING

- One-on-one or group interviews with stakeholders identified by the Client.
- Community forums (in-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$225/hour plus actual expenses if incurred). One organizational survey is included. A separate Community Survey with detailed analytics can be conducted for \$3,500. Community Forums are conducted as an optional service.

## SCOPE OF WORK

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Client review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

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## PHASE 2 – ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

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We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:
  - Leadership and management skills.
  - Size of organization.
  - Experience in addressing challenges and opportunities also outlined in Phase 1.
  - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
  - Public sector online Career Centers.
  - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
  - MGT will provide the Client with a list of advertising options for approval.

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## PHASE 3 – CANDIDATE EVALUATION & SCREENING

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Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- Candidates will be narrowed down to those that meet the qualification criteria.
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience.
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each candidate selected for further consideration.
  - References provided by the candidate are contacted.
  - Internet/Social Media search conducted on each candidate selected for further consideration.

All résumés will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Client's process is professional and well regarded by all who participate.

## PHASE 4 – PRESENTATION OF RECOMMENDED CANDIDATES

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that credentials are presented in a uniform way.
- The Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Client to review the recruitment report and provide additional information on the candidates.

## PHASE 5 – INTERVIEWING PROCESS & BACKGROUND SCREENING

Phase 5 will include MGT completing the following steps:

- Develop the first and second round interview questions for Client review and comment.
- Coordinate candidate travel and accommodations.
- Provide Client with an electronic file that includes:
  - Candidates' credentials.
  - Set of questions with room for interviewers to make notes.
  - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

Background screening will be conducted along with additional references contacted:

### MGT BACKGROUND SCREENING

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>✓ Social Security Trace &amp; Verification</li> <li>✓ US Federal Criminal Search</li> <li>✓ Verified Enhanced National Criminal Search               <ul style="list-style-type: none"> <li>– National Sex Offender Registry</li> <li>– Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol</li> <li>– Office of Foreign Assets Control (OFAC) Terrorist Database Search</li> <li>– Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA)</li> <li>– All felonies and misdemeanors reported to the National Database</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>✓ County/Statewide Criminal Search</li> <li>✓ Civil Search</li> <li>✓ Bankruptcy, Leases, and Judgements</li> <li>✓ Motor Vehicle Record</li> <li>✓ Education Verification – All Degrees Earned</li> </ul> <p><b>Optional:</b> Credit Report – Transunion with score (based on position and state laws)</p> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>– Professional License Verification</li> <li>– Drug Screen</li> <li>– Employment Verification</li> </ul> |
|---|--|

## SCOPE OF WORK

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodation. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities.
- Interviews with senior staff.

## PHASE 6 – APPOINTMENT OF CANDIDATE

- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

## Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

*Exhibit 1. Proposed Schedule*

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Interviews & Brochure Development	■	■												
Phase 2: Advertising, Candidate Recruitment, & Outreach			■	■	■	■								
Phase 3: Candidate Evaluation & Background Screening							■	■	■					
Phase 4: Presentation of Recommended Candidates										■				
Phase 5: Interview Process & Additional Background Screening											■	■		
Phase 6: Appointment of Candidate													■	■

## Full Scope Recruitment Price

Summary of Costs	Price
<b>Recruitment Fee</b>	\$22,000
<b>Recruitment Expenses (not to exceed)</b> Expenses include candidate due diligence efforts on presented candidates and background screenings for up to four finalists.	\$2,000
<b>Advertising</b> <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, client is only billed for actual cost.</i>	\$2,000*
<b>TOTAL:</b>	<b>\$26,000**</b>

**\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Town for reimbursement.**

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by the Town (beyond the three visits listed above) will be billed at \$225/hour. The additional visits may also result in an increase in the travel expenses billed.

\*This fee does not include travel and accommodation for candidates interviewed.

### RECOMMENDED OPTIONAL SERVICE:

Our Classification and Compensation team can conduct a review and analysis of the job description, qualifications, and classification, and provide comparable insights using reliable compensation and job data sources. This analysis helps ensure the position's skill requirements and salary range are aligned with the broader market. **Cost: \$900**

### Payment for Fees & Services

- **1<sup>st</sup> Invoice:** Contract Award (40% of the Recruitment Fee).
- **2<sup>nd</sup> Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Proposal pricing is valid for 90 days. Payment of invoices is due within 30 days of receipt.

## Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients in the selection and appointment of a suitable candidate. In today's competitive hiring market, it is critical to move expeditiously to interview candidates and make key hiring decisions; failure to do so may result in the loss of desirable candidates. If the client has not responded to multiple requests for decisions and/or guidance within six weeks of candidates being presented for interview or following finalist interviews, MGT may choose to cancel the contract and bill the client for work completed to date.

It is MGT's goal to provide the client with well-qualified candidates for their hiring needs. If the client rejects the list of qualified candidates and/or fails to negotiate in good faith and comes to terms with hiring a candidate and instead chooses to readvertise the opportunity, MGT reserves the right to charge additional consulting fees commensurate with the additional work requested. If the Client hires more than one candidate introduced by MGT as a result of this recruitment process during the subsequent twelve-month period, an additional placement fee equivalent to 50% of the recruitment fee will apply for each additional hire.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Town or the employee's own determination, leave the employ of the Town within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements. Reimbursable expenses may be incurred should the recruitment process require the consultant to travel to the Town. To engage in this guarantee, the request must be made within thirty days of the employee's departure.

### HIRING OF ADDITIONAL CANDIDATES

If the Town hires more than one candidate introduced by MGT as a result of this recruitment process during the subsequent twelve-month period, an additional placement fee equivalent to 50% of the recruitment fee will apply for each additional hire. The guarantee stated above will only apply to the initial candidate hired by the Town.



# Optional Assessment Center

## *Qualified Assessors to Identify Your Needs.*

If requested, as part of the selection process MGT will perform an Assessment Center for candidates selected for interview. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. MGT consultants will prepare all the related documents and scoring sheets for any three of the following exercises to be completed on the day of the Assessment Center:

- In-Basket Exercise
- Written/Oral Presentation Exercise
- Leaderless Group Exercise
- Structured Interview
- Budget Analysis Exercise
- Personnel Issues Exercise
- Other exercise of the Town's choosing

Optional Assessment Center Fee: **\$9,500\***

*\*The fee assumes the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional day to accommodate more than five candidates, the fee increases by \$1,500.*

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the Town in selecting three professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The Town will be responsible for paying a \$1,200 stipend to each Assessor for a one-day assessment center, and \$1,800 per Assessor for a two-day assessment center (plus reimbursement of any transportation or other travel expenses).

The fee does not include lodging, travel, and meal expenses for the MGT facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If the Town chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.



## Jon Fehlman

### Senior Consultant



Jon Fehlman, a seasoned Senior Consultant with MGT, brings over 30 years of distinguished experience in law enforcement and emergency management. Since joining MGT, Jon has been instrumental in consulting across various domains, including law enforcement, public safety, emergency management services, and 9-1-1 communications centers. He has spearheaded over 25 recruitments for police chiefs, public safety, and communications directors, along with conducting numerous assessment centers and staff studies. Jon's expertise extends to classification and compensation studies, where he has contributed to over 50 projects, reflecting his comprehensive understanding of organizational dynamics.

A sought-after speaker and trainer, Jon collaborates with the FBI Law Enforcement Executive Development Association (FBI LEEDA) to empower law enforcement professionals nationwide. He also serves on the advisory board of the Institute for American Police Reform (IAPR), offering invaluable insights into policing laws and policies, leadership development, and community partnerships. With extensive experience in critical incidents and a profound commitment to mental health advocacy, Jon's impactful contributions have earned him numerous accolades and commendations throughout his illustrious career.

### Areas of Expertise

- Classification & Compensation Studies
- Recruitment and Assessment
- Law Enforcement and Public Safety
- Leadership Development
- Policing Laws and Policies

### Education

- M.S., Emergency Management, California State University, Long Beach
- B.S., Workforce Education and Development, Southern Illinois University, Carbondale

### Professional Development & Speaking Engagements

- FBI Law Enforcement Executive Development Association, Instructor/Consultant
- FBI National Academy (Class 245), Executive Development
- Graduate Certificate in Leadership (University of Virginia)
- National Internal Affairs Investigators Association Conference 2023 Presenter: Internal Affairs Role in Fostering and Maintaining Agency Leadership
- FEMA Courses in Emergency Management, Homeland Security Terrorism Liaison

### Memberships & Affiliations

FBI Law Enforcement Executive Development Association  
FBI National Academy Alumni Association  
International Association of Chiefs of Police  
National Sheriffs Association  
American Society for Training and Development  
National Association of Field Training Officers  
National Alliance on Mental Illness  
United Against Sexual Assault  
Southern Illinois University Alumni Association  
California State University Long Beach Alumni Association  
Leadership Santa Rosa Alumni Association  
Washington Association of Sheriffs & Police Chiefs  
California Association of Hostage Negotiators  
California Narcotics Officer Association

### Professional Experience

Leadership Consulting Services, 2000-Present  
City of Bainbridge Island, Chief of Police, 2008-2012  
City of Santa Rosa, Lieutenant, 2006-2008; Sergeant, 2000-2006;  
Police Officer, 1996-2008  
City of Laguna Beach, Police Officer, 1985-1996



## Joan Walko

### Senior Consultant



Joan Walko, a Senior Consultant at MGT, brings over two decades of expertise in human resources and municipal government operations, specializing in executive and general recruitment, organizational assessment, and consulting across diverse sectors including education, healthcare, and technology. With a Master of Science in Human Resources Development from Towson University and extensive credentials including SPHR and SHRM-SCP certifications, Joan has driven impactful projects nationwide. Since joining MGT in January 2022, she has spearheaded executive recruitment efforts for key positions in Florida, Illinois, and Minnesota, alongside conducting compensation studies and consulting projects across multiple states.

Joan's career is distinguished by her strategic insights and collaborative approach in enhancing operational efficiency and employee performance. Her comprehensive background spans ERP administration, risk management, benefits administration, and high-performance organization principles, exemplifying her commitment to achieving client objectives. Active in professional associations like FCCMA and community initiatives such as the Pinellas County Planning Organization and Safety Harbor Citizen's Academy, Joan is dedicated to fostering professional connections and delivering innovative solutions that address complex organizational challenges.

#### Areas of Expertise

- Executive and General Recruitment
- Organizational Assessment
- Consulting Across Diverse Sectors
- Human Resources Development
- Operational Efficiency and Employee Performance
- ERP Administration and Risk Management
- Professional and Community Engagement

#### Education

- M.S., Human Resources Development, Towson University
- B.S., Mass Communication/Media, Towson University

#### Certifications

- SPHR, Senior Professional Human Resources (HRCI)
- SHRM-SCP, Senior Certified Professional (SHRM)
- 620 Adjuster – All Lines License

#### Memberships & Affiliations

Florida City and County Manager Association (FCCMA),  
Professional Development Committee  
Pinellas County Planning Organization – Advisory Committee  
Safety Harbor Citizen's Academy  
First Evangelical Lutheran Church, HR Committee  
St. Johns Lane Community Association, Special Events  
Baltimore Buzz Brigade, Social Media Volunteer  
Certified Tourism Ambassador™ (CTA) Program

#### Professional Experience

Senior Human Resources Business Partner, City of Largo, 2014-2021  
Project Leader (Compensation & Staffing), Howard County Public School System, 2005-2014  
Sr. Compensation & Benefits Consultant, Digex Inc., 2001-2002  
Principal, Harbor Consulting Partners, 1995-2001  
Manager, Compensation, University of Maryland, 1992-1995  
Compensation Consultant, John Hopkins, 1990-1992



## Charlene Stevens

### Vice President



Charlene Stevens brings over 20 years of municipal management expertise to her role as Vice President at MGT. With a distinguished career that spans rural, suburban, and urban settings across Minnesota, Kansas, and Pennsylvania, Charlene has led more than 80 executive recruitments nationwide. Her experience includes significant roles in civic engagement, community visioning, workforce development, and downtown revitalization. Charlene is known for her professionalism and commitment to public service. She has held numerous leadership positions throughout her career and across the country. A dedicated mentor and advocate for inclusive environments, she excels in stakeholder engagement and has successfully managed projects involving park expansions, greenspace preservation, and workforce training initiatives.

Charlene leads MGT's Recruitment Services and directly conducts recruitments and general consulting services. She is a frequent speaker at state and national conferences.

#### Areas of Expertise

- Executive Recruitment
- Strategic Planning
- Civic Engagement
- Community Visioning
- Community Engagement
- Staff Mentoring Programs
- Stakeholder Engagement
- Park Expansions and Greenspace Preservation
- Workforce Training Initiatives
- Municipal Management

#### Education

- Master of Public Administration, University of Kansas
- Bachelor of Arts, International Relations, Pomona College

#### Training & Instruction

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program and Mid-Career Institute
- Presenter and Speaker for ICMA, MCMA, and State Association and Affiliate Groups

#### Memberships & Affiliations

International City/County Manager Association (ICMA), Current Member, Past Regional Vice President, Past Committee and Task Force Chair

Minnesota City/County Managers Association (MCMA), Current Member

League of Minnesota Cities, Past Board Member

Coalition of Greater Minnesota Cities, Past Board Member

Women in Public Service Wichita/Sedgwick County, Kansas, Founding Member

#### Professional Experience

Cottage Grove, MN, City Administrator, 2015-2018

Willmar, MN, City Administrator, 2011-2015

Sedgwick County, KS, Assistant County Manager, 2006-2011

Lower Gwynedd, PA, Assistant Township Manager, 1999-2006

Buckingham, PA, Assistant Township Manager, 1997-1999

City of Wichita, KS, Neighborhood Assistant, 1995-1996

## Law Enforcement Client List 2020 to Present

State	Client	Position Title	Year	Population
California	Bay Area Rapid Transit (BART)	Inspector General	2023	Multi
Delaware	Milford	Chief of Police	2023	12,272
Georgia	Decatur	Police Chief	2021	25,000
Illinois	Barrington Hills	Chief of Police	2024	4,232
	Buffalo Grove	Police Chief	2022	42,909
	Cary	Chief of Police (Limited)	2025	17,840
		Deputy Inspector General for Investigations (Professional Outreach)	2022	3,000,000
	Chicago	Deputy Inspector General for Public Safety (Professional Outreach)	2022	3,000,000
	College of Lake County	Chief of Police	2020	Multi
	Cook County	Independent Inspector General	2023	5,300,000
	Des Plaines	Chief of Police	2020	58,364
	Glencoe	Public Safety Director	2023	8,900
	Hampshire	Police Chief	2022	6,347
	Joliet Junior College	Director of Campus Safety and Security, Chief of Police	2020	700,000
	Lake Forest	Detective Commander (Limited)	2023	19,375
		Police Management Analyst (Limited)	2023	19,375
		Chief of Police	2024	19,375
	Lindenhurst	Chief of Police	2024	14,468
	Naperville	Chief of Police	2021	148,000
	Northbrook	Chief of Police	2020	35,000
	Oak Park	Police Chief	2022	52,000
		Deputy Chief of Police (2) (Virtual)	2023	52,000
	Park Ridge	Police Chief	2023	37,496
	Peoria	Chief of Police	2021	115,234
	St. Charles	Chief of Police	2025	33,264
	Villa Park	Chief of Police (Virtual)	2020	22,038
	Warrenville	Chief of Police	2022	13,246
	West Chicago	Chief of Police	2021	27,221
Iowa	Dubuque	Chief of Police	2021	59,700
	Indianola	Chief of Police	2025	15,833
	Marion	Chief of Police	2025	30,000
Maine	Biddeford	Chief of Police (Virtual)	2022	21,277
	Portland	Police Chief	2023	68,000
Massachusetts	Lawrence	Chief of Police	2024	89,000
	Somerville	Chief of Police	2024	81,045
Michigan	Pleasant Ridge	Police Chief	2023	2,654
Minnesota	Dilworth	Chief of Police	2023	4,918
	Elk River	Police Chief	2024	27,000
Missouri	Independence	Chief of Police	2022	123,000
North Dakota	Minot	Chief of Police	2025	45,700
		Executive Director - Cleveland Community Police Commission	2024	381,009
Ohio	Cleveland	Commission	2024	381,009
	Upper Arlington	Chief of Police	2024	36,800
	Worthington	Chief of Police	2024	14,786
Pennsylvania	Cranberry Township	Chief of Police	2025	33,955
	Ferguson Township	Chief of Police	2022	18,300
	Mt. Lebanon	Chief of Police	2022	33,137
Texas	Dallas	Auto Impound and Property Unit Administrator (Virtual)	2023	1,300,000
		Personnel Division Administrator (Virtual)	2023	1,300,000
Virginia	Chesapeake	Chief of Police	2022	245,000
	Fairfax	Chief of Police	2025	24,146
	Hampton	Chief of Police	2021	137,436
	Prince William County	Chief of Police	2020	460,457
		Deputy Police Chief (2 positions) - Operations and Support Services	2022	100,220
	Roanoke	Police Chief	2023	100,220

	Virginia Beach	Chief of Police	2020	442,707
Washington	Issaquah	Chief of Police	2022	39,378
Wisconsin	Beloit (City)	Chief of Police	2020	36,966
		Chief of Police	2025	36,966
	Brown Deer	Chief of Police	2021	12,000
	Cleveland	Chief of Police	2022	1,593
	Cottage Grove	Chief of Police	2022	9,740
	Middleton	Chief of Police	2024	21,000
	Milton	Police Chief	2023	5,716
	Monona	Chief of Police	2020	8,000
	Plymouth	Chief of Police/Director of Public Safety	2022	8,540



Let us know how we  
can assist you.

Reach out to us today by contacting Michele Morawski,  
at 224.415.3791 or [mmorawski@mgt.us](mailto:mmorawski@mgt.us).



## MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT ("Agreement") is entered into as of February 27, 2025 ("Effective Date") between MGT Impact Solutions, LLC ("MGT"), with offices located at 4320 West Kennedy Boulevard, Tampa, FL 33609, and the Town of North Topsail Beach ("Client"), located at 2008 Loggerhead Ct., North Topsail Beach, NC 28460, collectively referred to herein as the "Parties."

WHEREAS, MGT offers global technological, educational, organizational and staffing consulting solutions services to the public and private sectors;

WHEREAS, Client anticipates a need within its organization for MGT's services; and

WHEREAS, the Parties intend for this Agreement to serve as the governing, contractual basis of MGT's provision of future project-level services to Client.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**1. THIS AGREEMENT AND STATEMENTS OF WORK.** The Parties enter into this Agreement to set forth the general terms and conditions that will govern MGT's provision of services to Client. Such services will be subsequently agreed upon by the Parties in individual Statements of Work ("SOW").

Each SOW will state all details required for the proper provision of project-level services, including scope, pricing, period of performance, and other required information ("Services") each an Exhibit A, Statement of Work, attached hereto and incorporated into the Agreement. Unless otherwise stated in an SOW, all Services shall be performed remotely. Each SOW will require signature by both parties to be effective.

**2. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE.** The contract documents consist of this Agreement and all exhibits, attachments, amendments, and SOWs subsequently executed by the Parties and all exhibits, attachments, amendments, and other documents made a part of the SOW ("Contract Documents"). Upon signature by the Parties, all SOWs executed during the Term shall be considered incorporated into and made a part of this Agreement.

In the event of a conflict among the terms and conditions in this Agreement and any SOW, unless that SOW expressly states the intention for the SOW to control with regard to the conflicting term or condition, then this Agreement shall control. Any terms or conditions contained in documents issued by Client other than the Contract Documents, including purchase orders, shall be voidable at MGT's discretion.

**3. TERM.** The term of this Agreement shall commence on the Effective Date and will continue for a period of one (1) year or until terminated in accordance with this Agreement.

**4. TERMINATION.** This Agreement or any individual SOW may be terminated with cause by either party: (a) if the other party materially breaches the terms of this Agreement and fails to cure the breach within thirty (30) calendar days following written notice specifying the breach, or (b) immediately upon written notice if the other party fails to comply with applicable law or regulation.

**5. INSURANCE.** During the Term of this Agreement and any SOW, MGT will maintain the minimum insurance coverages below. MGT shall provide Certificates of Insurance to Client upon request



and as required under SOWs.

a.	Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 annual aggregate
c.	Business Automobile Liability	\$1,000,000 combined single-limit, non-owned and hired. (MGT does not own autos)
d.	Umbrella/Excess Liability	\$10,000,000 per occurrence & aggregate, follows form
e.	Worker's Compensation	Per Statute
f.	Employer's Liability	\$1,000,000 each accident
f.	Professional Liability	\$6,000,000 aggregate

**6. LIMITATION OF LIABILITY.** MGT shall not be held liable for factors outside of its reasonable control, including losses or damages as a result of Client's provision of inaccurate data, or changing laws, regulations, political conditions.

TO THE EXTENT PERMITTED BY LAW AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, REVENUE, DATA OR DATA USE, OR LOSS OR INTERRUPTION OF BUSINESS, ARISING OUT OF ANY OF THE TERMS OR CONDITIONS OF THIS AGREEMENT OR WITH RESPECT TO ITS PERFORMANCE HEREUNDER, WHETHER ARISING OUT OF BREACH OF CONTRACT, BREACH OF WARRANTY, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, STRICT LIABILITY OR ANY OTHER THEORY. THE FOREGOING LIMITATION OF LIABILITY AND EXCLUSION OF DAMAGES APPLIES EVEN IF A PARTY HAD OR SHOULD HAVE HAD KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES.

To the extent permitted by law, except for actions or claims resulting from MGT's gross negligence or intentional or willful misconduct, MGT's total aggregate liability to Client shall be limited to the amount of compensation paid by Client to MGT under this Agreement in the twelve (12) months prior to the action giving rise to liability.

**7. GOVERNING LAW, JURISDICTION AND CONSENT TO SUIT.** This Agreement shall be governed by and construed and interpreted in accordance with the laws of the state of North Carolina, irrespective of the choice of laws principles of the state of North Carolina, as to all matters including validity, construction, effect, enforceability, performance, and remedies. Client submits itself and its property in any legal action or proceeding relating to this Agreement to the exclusive jurisdiction of any state or federal court within Onslow County, North Carolina and Client hereby accepts venue in each such court.

**8. DISPUTE RESOLUTION PROCEDURE.** In the event of a dispute, controversy or claim by and between the Parties arising out of matters related to this Agreement, the Parties will first attempt in good faith to resolve through negotiation any such dispute, controversy, or claim. Either party may initiate negotiations by providing written notice to the other party setting forth the subject of the dispute and the relief requested. The recipient of such notice will respond in writing within five (5) business days with a statement of its position on, and recommended solution to, the dispute. If the dispute is not resolved by this exchange of correspondence, then senior management representatives of each party with full settlement authority will meet at a mutually agreeable time and place within fifteen (15) business days of the date of the initial notice to exchange relevant information and perspectives and to attempt to resolve



the dispute.

If the dispute is not resolved by negotiation, either party may commence mediation by written request to the other party. The Parties will cooperate in selecting a mediator and in scheduling the mediation proceedings. The mediation shall take place virtually or in Onslow County, North Carolina. The Parties will participate in the mediation in good faith and will share equally in its costs. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by either of the parties, their agents, employees, experts or attorneys, or by the mediator, are confidential, privileged and inadmissible for any purpose, including impeachment, in any litigation or other proceeding involving the parties; provided, however, that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

Either party may seek equitable relief prior to the mediation to preserve the *status quo* pending the completion of that process. Except for such an action to obtain equitable relief, neither party shall commence a civil action with respect to the matters submitted to mediation until after the completion of the initial mediation session, at which time suit may be brought in any court of competent jurisdiction. The prevailing party shall be entitled to an award of all reasonable costs, expenses, and attorneys' fees. In addition, should the dispute under this Agreement involve the failure to pay fees, and the matter is not resolved through negotiation or mediation, Client shall pay all costs of collection, including, but not limited to, MGT's legal fees and costs should MGT prevail.

**9. CONFIDENTIALITY.** Each party shall maintain in confidence and protect from unauthorized disclosure all information exchanged between the Parties that is reasonably understood under the circumstances to be confidential, whether disclosed orally, in writing or marked as confidential ("Confidential Information").

The receiving party shall make all reasonable efforts to protect Confidential Information from disclosure to unauthorized third parties. Confidential Information may be disclosed to third parties with a need-to-know under the circumstances and who are bound by confidentiality obligations no less restrictive than those herein. Neither party shall use such Confidential Information except in performance of the Services. MGT may, however, disclose Client's name and the general nature of MGT's work for Client sales proposals, after providing reasonable notice to Client.

The above obligations of confidentiality shall not apply to the extent that the receiving party can show that the relevant information (a) was at the time of receipt already in the receiving party's possession; (b) is, or becomes in the future, public knowledge through no fault or omission of the receiving party; (c) was received from a third-party having the right to disclose; or (d) is required to be disclosed by law.

**10. FORCE MAJEURE.** Neither party shall be liable or considered at fault for any delay (except for payment) resulting from circumstances beyond the party's reasonable control, including but not limited to fire, flood, earthquake, elements of nature, epidemics, global pandemics, quarantines, acts of God, acts of war, labor disputes, and supply chain disruptions ("Excusable Delays"). The delayed party shall notify the other party in writing upon the discovery of any significant Excusable Delay. During an Excusable Delay, the delayed party shall use reasonable efforts to mitigate costs and damages and to resume performance under this Agreement.

The Parties recognize that MGT's ability to timely perform under a SOW is contingent upon Client's timely provision of any agreed-upon data, personnel access, or other requirements. If Client's failure to provide such data, access or other requirements causes significant delays to MGT's progression of Services, and MGT incurs losses or damages as a result, then the Parties shall negotiate and execute a SOW amendment for an equitable adjustment to the schedule and for additional costs. MGT shall provide



all substantiating documentation of costs reasonably requested by Client in consideration for any equitable adjustment. Excusable Delays shall not give rise to an equitable adjustment.

**11. FEES AND PAYMENT.** Unless otherwise set forth in a SOW, all correct invoices submitted by MGT to Client shall be due and payable upon receipt. If Client disputes an invoice or portion thereof in good faith, then Client shall pay any undisputed portion and provide MGT with written notice of the dispute, in reasonable detail, and the Parties shall promptly meet to resolve such dispute. MGT reserves the right to impose an interest charge equal to the lesser of one and one-half percent (1.5%) per month or the maximum allowable by law in respect of any invoice which is outstanding for more than thirty (30) days. MGT may stop work after sixty (60) days of Client's non-payment of undisputed invoiced amounts.

**12. MODIFICATION.** This Agreement and any SOW shall only be modified by written amendment signed by the Parties. All signed amendments shall be deemed incorporated into this Agreement by reference.

**13. NON-SOLICITATION.** During the term of this Agreement and for a period of two (2) years following termination or expiration, neither party shall knowingly, directly or indirectly, solicit nor encourage the solicitation of any person who is, or was within a 12-month period prior to such solicitation, an employee of the other party or its affiliates that became known to the other party as a result of this Agreement, except with the prior written consent of the other party. This provision shall not restrict the right of either party to solicit by public advertisement.

**14. ASSIGNMENT.** Neither party may assign any rights nor delegate any duties or obligations under this Agreement without the express written consent of the other party. Notwithstanding the foregoing, MGT, or its permitted successive assignees or transferees, may assign or transfer this Agreement or delegate any rights or obligations hereunder without consent: (i) to any entity controlled by, or under common control with, MGT, or its permitted successive assignees or transferees; or (ii) in connection with a merger, reorganization, transfer, sale of assets or change of control or ownership of MGT, or its permitted successive assignees or transferees.

**15. INDEPENDENT CONTRACTOR.** It is expressly understood that at all times, while rendering the Services, MGT is acting as an independent contractor and not as an officer, agent, or employee of the Client. MGT shall not be required to keep specific work hours (except in the case of specific hours required under employee leasing contracts), equipment, or a specific office, and shall use independent means and methods for performing the Services. For all purposes, including Medicare, Social Security taxes, the Federal Unemployment Act ("FUTA"), income tax withholding, worker's compensation, and unemployment insurance, MGT, its personnel and contractors will be treated and deemed independent contractors and not employees of Client.

**16. NON-DISCRIMINATION/EQUAL EMPLOYMENT PRACTICES.** Neither party shall unlawfully discriminate or permit discrimination against any person or group of persons in any matter prohibited by federal, state, or local laws. During the performance of this Agreement, neither party or their employees, agents, or subcontractors, if any, shall discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national or ethnic origin, medical conditions, physical disability, or any other classifications protected by local, state, or federal laws or regulations. The parties further agree to be bound by applicable state and federal rules governing equal employment opportunity and non-discrimination.

**17. NOTICES.** All legal notices required by this Agreement are deemed to have been given when notices are both (1) delivered by email to the email address below, and (2) following such email delivery,





a mailed copy of the notice is delivered to the mailing address below.

**To MGT Impact Solutions, LLC:**

Name: MGT Impact Solutions, LLC  
ATTN: Legal Notice/Contracts  
Address: 4320 West Kennedy Blvd.  
Tampa, FL 33609  
Email: [contracts@mgt.us](mailto:contracts@mgt.us)

**To Client:**

Name: North Topsail Beach, North Carolina  
ATTN: Alice Derian  
Address: 2008 Loggerhead Ct.  
North Topsail Beach, NC 28460  
Email: [aderian@northtopsailbeachnc.gov](mailto:aderian@northtopsailbeachnc.gov)

If the email address and mailing address is incomplete for a party, then notice shall be mailed to the address on the first page of this Agreement.

**18. SEVERABILITY.** If any provision of this Agreement shall be declared illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining provisions hereof, but such illegal or invalid provision shall be fully severable, and this Agreement shall be interpreted and enforced as if such illegal or invalid provision had never been included herein.

**19. COUNTERPARTS AND EXECUTION.** This Agreement and any SOW may be executed in counterparts, each of which when so executed shall be deemed an original and all of which together shall constitute one and the same instrument. The counterparts may be executed by electronic signature and delivered by scanned signature or other electronic means by any of the parties to any other party and the receiving party may rely on the receipt of this Agreement so executed and delivered as if the original had been received.

**20. SURVIVAL.** The sections Term, Termination, Insurance, Indemnification, Limitation of Liability, Governing Law, Jurisdiction, Consent to Suit, Dispute Resolution Procedure, Confidentiality, and Non-Solicitation, of this Agreement and the payment obligations described in any SOW shall survive the termination or expiration of the Agreement or SOW.

**21. ENTIRE AGREEMENT.** This Agreement and all exhibits constitute the entire and only agreement between the Parties. Each party acknowledges that in entering into this Agreement it has not relied on any representation or undertaking, whether oral or in writing, except for those expressly stated herein. Any purchase order provided by the Client will be limited by, and subject to, the terms and conditions of this Agreement.

**22. NON-EXCLUSIVITY.** This Agreement is non-exclusive, and both Parties remain free to enter into similar agreements with third parties. During the term of this Agreement, MGT may perform Services for any other clients, persons, or companies as MGT sees fit, so long as the performance of such Services does not interfere with MGT's performance of obligations under this Agreement, and do not create a conflict of interest.

**23. THIRD PARTY BENEFICIARIES.** Except as specifically set forth herein, nothing in this Agreement is intended or shall be construed to confer upon any person or entity, other than the parties hereto and their successors or assigns, any rights or remedies under or by reason of this Agreement.



**E-Verify Certification:** As a condition of payment under this agreement, MGT shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Further, if MGT provides services to the Client utilizing a subcontractor, MGT shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. MGT shall verify, by affidavit, compliance with the terms of this section upon request by the Client.

**Iran Divestment.** MGT 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.** MGT 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 MGT to monitor compliance with this restriction.

And,

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

  
Signer ID: 4TSSXOND10...

Municipal Finance Officer

**IN WITNESS WHEREOF**, the Parties hereto have executed this Master Services Agreement.

**MGT IMPACT SOLUTIONS, LLC**

**NORTH TOPSAIL BEACH, NORTH CAROLINA**



Name: A. Trey Traviesa  
Title: CEO  
Date: 3/7/2025

  
Signer ID: 17KQRAHJ10...

Name: Alice Derian  
Title: Town Manager  
Date:



BOARD OF ALDERMEN  
AGENDA ITEM  
1/07/26

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ISSUE: Budget Amendment 2026-26.31 and  
Contract Ordinance 2026-26.32

PRESENTED BY: Alice Derian, Town Manager

DEPARTMENT(S): Shoreline Protection - Fund 30

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Background: This amendment is to award the Financial Advisory Agreement to DEC and Associates Inc for a maximum not to exceed \$40,000 (\$35,000 fee and \$5,000 reimbursement of expenses). This is funded from using \$40,000 of appropriated fund balance.

Attachments: Budget Amendment 2026-26.31 and  
Contract Award Ordinance 2026-26.32

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: "I, \_\_\_\_\_, make a motion to  
approve the Budget Amendment 2026-26.31 and  
Contract Award Ordinance 2026-26.32 as  
presented."

Funds: 30



**ORDINANCE NO. 2026-26.31**  
**TOWN OF NORTH TOPSAIL BEACH, NC**  
**Ordinance Amending the 2025-26 Shoreline Protection Fund (30)**

**THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:**

**Section I:** Estimated Revenues and Appropriations. Shoreline Protection Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	<b>2025-26 Adopted Budget</b>	<b>Increase (Decrease)</b>	<b>2025-26 Amended Budget</b>
<b>ESTIMATED REVENUES</b>			
30-301-00 Accommodation Tax	2,000,000	-	2,000,000
30-301-05 Ad Valorem Tax - Beach	1,653,225	-	1,653,225
30-317-01 County Grant Funding	150,000	-	150,000
30-329-00 Interest Income	125,000	-	125,000
30-345-00 Local Option Sales Tax	1,108,888	-	1,108,888
30-350-01 Paid Parking Revenue	336,375	-	336,375
30-399-00 Appropriated Fund Balance	-	40,000	(1) 40,000
<b>Total Revenues</b>	<b>5,373,488</b>	<b>40,000</b>	<b>5,413,488</b>
<b>APPROPRIATIONS</b>			
30-710-08 Lease Payments	36,900	-	36,900
30-710-10 Beach Lobbyist Contract	63,300	-	63,300
30-710-12 Beach/Access Maintenance	138,100	-	138,100
30-710-14 Beach Meetings/ Conferences	20,000	-	20,000
30-710-15 M & R Dune/Crosswalk	140,000	-	140,000
30-710-45 Contracted Services	305,070	-	305,070
30-710-59 Sea Oats Program	37,000	-	37,000
30-711-45 Tax Collection Fees	24,454	-	24,454
30-720-07 New River EIS Project	185,926	-	185,926
30-720-08 Contracts, Plans, Specs	68,300	-	68,300
30-720-10 Vitex	285,200	-	285,200
30-720-45 Contracted Services	-	40,000	(1) 40,000
30-720-50 2022B SOB Payment	1,884,803	-	1,884,803
30-720-57 2022C FEMA SOB Interest	1,721,043	-	1,721,043
30-720-60 30 Year Beach Plan	275,000	-	275,000
30-720-64 Sandbag Repair Project	188,392	-	188,392
<b>Total Appropriations</b>	<b>5,373,488</b>	<b>40,000</b>	<b>5,413,488</b>

(1) Appropriate \$40,000 of Fund Balance for the DEC and Associates Financial Advisory Agreement.

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

Adopted this 7th Day of January 2026.

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

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

\_\_\_\_\_  
**RICHARD GRANT**  
**MAYOR**

\_\_\_\_\_  
**WAYNE JOHANNESSEN**  
**FINANCE OFFICER**

**ORDINANCE NO. CA 2026-26.32  
TOWN OF NORTH TOPSAIL BEACH, NC**

**THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the Financial Advisory Agreement is awarded to DEC Associates Inc.**

**Section I:** In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

**Section II:** The Financial Advisory Agreement Contract has a not to exceed \$40,000. Cost is \$35,000 for the services and \$5,000 for reimbursement of expenses.

**Section III** The Finance Officer has determined that after adoption of Budget Ordinance 2026-26.31 sufficient funds are available in account 30-720-45 to cover the \$40,000 contract.

**Section IV:** The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is Issued.

**Section V:** The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to DEC Associates Inc. up to \$40,000, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 7th Day of January 2026.

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

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

\_\_\_\_\_  
RICHARD GRANT , **MAYOR**

\_\_\_\_\_  
WAYNE JOHANNESSEN, **FINANCE OFFICER**

## FINANCIAL ADVISORY AGREEMENT

The Financial Advisory Agreement (the "Agreement") is entered into as January 7, 2026 between the Town of North Topsail Beach, NC ("the Town") and DEC Associates, Inc. ("the Advisor"). The Agreement and associated disclosures are specific to general advisory services for the Town's Financial Planning for 2026, specifically "the Plan". This specific agreement is expected to end on or about December 31, 2026.

In connection with the Plan, the Advisor will perform the following services:

1. Review the current funding status for the Town General Fund and Beach Fund and any related Funds, review previous bond issues and paygo capital projects, current balance sheet status and resulting current financial needs and challenges to meet future year capital investments and beach nourishment,
2. Work in tandem with Town employees, Engineers and other Consultants to complete a funding plan including but not limited to cost of debt service, maintenance and other costs, for currently anticipated capital needs of the Town for general government capital and the Beach Fund for a Capital Improvement Plan period of 5 to 10 years (determined by the Town's CIP funding period),
3. Prepare funding models (General and Beach) that explore multiple financing options, repayment cycles and interest rates and pay as you go options relating to funding the capital needs,
4. Review the financing status of the Beach Fund and Shoreline Protection Plan and the ability of the Fund to pay for current and future estimated costs of beach nourishment provided by Town Engineers,
5. Assist the Town in working with the Local Government Commission, Bond Counsel, Town Attorney and others to review and describe the Plan, and
6. Deliver presentations as requested to discuss the Plan and potential capital funding solutions to Town staff, Town Council and others as needed.

For these services DEC Associates, Inc will charge as the fee a sum of \$35,000 plus up to \$5,000 of out of pocket expenses, with a total not to exceed \$40,000. Actual out of pocket expenses will be billed with the fee invoice. One half of the fee will be paid upon receipt of an invoice on March 30, 2026 with the remaining one half upon receipt of an invoice and delivery of the final plan on or about June 30, 2026. The implementation of the eventual project funding, whether borrowed or paygo, for the Plan is not included in this fee and these future services will be covered under separate contract. This fee does not include services rendered by others. Services rendered by others will require a separate agreement and approval by the Town and will not be governed by this Agreement.

This agreement is cancellable by the City or the Advisor with thirty (30) days' notice. Upon notice by either party, services provided by DEC will be prorated and billed to the Town for any amount over the initial payment.

Our firm is registered with the Securities and Exchange Commission (SEC) as a Municipal Advisor and has MA and MA-I filings with the SEC reviewable on [www.SEC.gov](http://www.SEC.gov). Pursuant to our best practices and registration requirements, our firm, after reasonable diligence, has no known conflicts of interest pursuant to this Agreement. Additionally, our firm is not aware of any material legal or disciplinary events applying to it.

(Agreement continues on Page 2)

**XXII. E-Verify Certification.**

As a condition of payment under this agreement, Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Further, if Contractor provides services to Client utilizing a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Contractor shall verify, by affidavit, compliance with the terms of this section upon request by Client.

**XXIII. Iran Divestment.**

Contractor 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.

**XXIV. Israel Boycott.**

Contractor 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 Contractor to monitor compliance with this restriction.

**Town of North Topsail Beach, North Carolina****DEC Associates, Inc.**

\_\_\_\_\_  
Alice Derian

\_\_\_\_\_  
Douglas E. Carter

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
President & Managing Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Signing

\_\_\_\_\_  
Date of Signing

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act. Maximum not to exceed \$40,000 \$35,000 invoiced as listed above with \$5,000 reimbursable expenses A change order will be required and new pre-audit for any costs above \$40,000. Account 30-720-45 \$40,000.

\_\_\_\_\_  
Wayne Johannessen  
Finance Officer