



BOARD OF ALDERMEN  
AGENDA ITEM  
06/04/25

---

ISSUE: Budget Amendment 2025-25.24

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT: Fire Station #2 Fund - 50

---

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

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

Recommendation: Approve Amendment as recommended

Action Needed: Yes

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

Funds:

Follow Up: 50

Deputy Finance Officer

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

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

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

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

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

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

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

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

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

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

Adopted this 4th Day of June 2025.

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

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

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

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



AIA®

## Document G701® – 2017

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

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

**CONTRACT INFORMATION:**

Contract For: General Construction  
Date: March 5, 2024

**CHANGE ORDER INFORMATION:**

Change Order Number: 05  
Date: May 6, 2025

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

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

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

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

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

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

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

PCO 07R3: Weather Delays

PCO 11R2: Dewatering Elevator Pit

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

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

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

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

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

Becker Morgan Group, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Ernest W. Olds, AIA / Vice President

PRINTED NAME AND TITLE

May 6, 2025

DATE

WB Brawley Company

CONTRACTOR *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

Town of North Topsail Beach

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



ARCHITECTURE  
ENGINEERING

PLANNING OUR  
CLIENTS' SUCCESS

May 2, 2024

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

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

Dear Alice:

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

Summary:

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

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Brice M. Reid, AIA  
Project Manager

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

cc: Chief Chad Soward, w/enclosure

202102502\_Derian\_PCO7R3.docx

BECKER MORGAN GROUP, INC.

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

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

314 EAST MAIN STREET  
CLAYTON, NORTH CAROLINA 27520  
919.243.1332

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

309 SOUTH GOVERNORS AVENUE  
DOVER, DELAWARE 19904  
302.734.7950

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

www.beckermorgan.com

# BRAWLEY

■ ICT SERVICES

■ CONSTRUCTION

■ INTERIOR DESIGN

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

Project: NTB Fire Station #2

Project #: 2023342

Contractor: WB Brawley Company

Client Project # A/E 2021025.02

Contractor #: 2023342

PCO #: 7233r2

Description of change:

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

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

## SUBTOTALS

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

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

\$0.00

3. Shipping, Transportation, Fees

\$0.00

4. Total for Materials & Shipping

\$0.00

5. Overhead and Profit on Item 4 15%

\$0.00

\$0.00

## GC Labor:

6. Total Hours: Proj. Management MH/ \$65.00 /hr

\$0.00

7. Total Hours: Estimator + Admin MH/ \$85.00 /hr

\$0.00

8. Total Hours: MH/ /hr

\$0.00

9. Total Manhours: Labor MH/ /hr

\$0.00

10. Payroll Taxes & Insurance 45.0%

\$0.00

11. Total Labor + Burden

\$0.00

12. Overhead and Profit on Item 11 15.0%

\$0.00

\$0.00

## Equipment Rental: (Attach quotes)

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

\$0.00

12. Waste/Dump Fees

\$0.00

13. Total for Equipment Rental

\$0.00

14. Overhead and Profit 15.0%

\$0.00

\$0.00

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

15. Bateman Civil Survey

\$ -

16. Bluewater Concrete

\$ -

17. CM Mitchell

\$ -

18. Total of Lines 15 - 16

\$ -

19. Profit and Overhead on Line 18 15.0%

\$ -

20. Total of Lines 18 and 19

\$ -

Subtotal Before Bonds and Insurance

\$ -

## GC Bonds and Insurance:

21. Insurance

22. Bonds

1. \$0.00

1. \$0.00

Total: \$ -

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

Notice to Proceed Date: 3/5/2024

Revised Contract Days to Complete: 375

Revised Substantial Completion Date: 4/4/2025

Additional Contract Days to Complete: 8

Adjusted Contract Days to Complete: 383

Adjusted Substantial Completion Date: 4/12/2025

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

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

Contractor's Signature

Date: 5/2/25

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

Client Representative Approval

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



Project: North Topsail Beach Fire Station 2

BRAWLEY

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

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

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

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

#### Weather Delays Logged in Procore

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



ARCHITECTURE  
ENGINEERING

PLANNING OUR  
CLIENTS' SUCCESS

May 2, 2024

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

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

Dear Alice:

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

Summary:

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

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Brice M. Reid, AIA  
Project Manager

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

cc: Chief Chad Soward, w/enclosure

202102502\_Derian\_PCO11R2.docx

BECKER MORGAN GROUP, INC.

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

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

314 EAST MAIN STREET  
CLAYTON, NORTH CAROLINA 27520  
919.243.1332

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

309 SOUTH GOVERNORS AVENUE  
DOVER, DELAWARE 19904  
302.734.7950

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

www.beckermorgan.com

# BRAWLEY

■ ICT SERVICES

■ CONSTRUCTION

■ INTERIOR DESIGN

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

## Description of change:

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

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

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

## GC Bonds and Insurance:

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

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

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

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

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

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

Client Representative Approval: Client Representative Approval: Date: Date:

#	Date	Product or service	Description	Qty	Rate	Amount
1.		NTBFD - Change Order Request	Time and materials 57 stone	1	\$2,800.00	\$2,800.00

INVOICE

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

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



Bill to  
Brawley

Invoice details

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

Equipment  
Labor to dewater for elevator footing

Total \$2,800.00

Ways to pay



View and pay



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

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

**PCCO #001**

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

**DRAFT**

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

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

### DESCRIPTION:

#### CE #003 - Miscellaneous Material/Hauling

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

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

### ATTACHMENTS:

### CHANGE ORDER LINE ITEMS:

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

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



May 14, 2025

Brice Reid, AIA  
Becker Morgan Inc

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

ECS Project No. 22:34735

Dear Mr. Reid,

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

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

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

Respectfully,

ECS SOUTHEAST, LLC

Thad Townsend  
Project Coordinator

Kris J. Stamm  
Principal/Branch Manager

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

### BUDGET INCREASE ACCEPTANCE

Budge Increase Estimate: \$10,000.00

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

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

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

---

**INTERIM FINANCE OFFICER**