

ORDINANCE 2025-25.25

ORDINANCE GRANTING THE TOWN MANAGER CONTRACTING AUTHORITY FOR CERTAIN CONTRACTS UNDER \$40,000 WITHOUT BOARD APPROVAL

WHEREAS, the Town of North Topsail Beach (“the Town”) recognizes the need for efficient and responsive administrative operations; and

WHEREAS, the Town desires to delegate limited contracting authority to the Town Manager to facilitate day-to-day operations, while retaining appropriate oversight for larger expenditures and contracts subject to statutory bidding requirements;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE
TOWN OF NORTH TOPSAIL BEACH THAT:**

Section 1. Authority to Execute Contracts Under \$40,000

The Town Manager is hereby granted the authority to execute contracts on behalf of the Town where the total contract amount does not exceed forty thousand dollars (\$40,000.00).

Section 2. Limitation – Per Vendor / Per Project Basis

This authority shall apply on a per vendor and per project basis. The Town Manager may not execute multiple contracts, amendments, or extensions with the same vendor or for the same project if the cumulative total would exceed \$40,000 without first obtaining approval from the Board of Aldermen.

Section 3. Exclusion for Contracts Requiring Statutory Bidding Procedures

This authority shall not apply to any contracts subject to formal or informal bidding requirements under North Carolina General Statutes, including but not limited to construction and procurement contracts governed by North Carolina Gen. Stat. 143-129, *et seq.* Any such contracts, regardless of dollar amount, must be brought before the Board of Aldermen for review and approval prior to execution.

Section 4. Effective Date

This Ordinance shall become effective immediately upon adoption.

TOWN OF NORTH TOPSAIL BEACH

(Town Seal)

Tom Leonard, Mayor Pro Tem

Attest:

Town Clerk

Printed Name: _____

LSS:177245