



BOARD OF ALDERMEN
AGENDA ITEM
MAY 1, 2024

ISSUE: Budget Amendment 2023-24.11

PRESENTED BY: Caitlin Elliott, Finance Officer

DEPARTMENT: Public Building Department

Background: Fiscal year 23-24 budget, \$150,000 was allocated for the exterior renovation of the North End Fire Station. The fire chief has had a difficult time obtaining quotes for this project but recently was able to receive two that were over the budgeted amount. Some funds have been spent already on additional upgrades to the station, leaving the need for extra monies. We were able to pull unexpended funds from within the Fire Department to cover the difference. This amendment is to properly represent the funds required to complete this project.

Attachments: Budget Amendment 2023-24.11, bid from contractor

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget Amendment 2023-24.11 as presented."*

Funds: 10

Follow Up: Finance Officer

TOWN OF NORTH TOPSAIL BEACH
2008 Loggerhead Court
North Topsail Beach, NC 28460

FISCAL YEAR 2023-2024

AMENDMENT TO THE BUDGET ORDINANCE

BA 2023-24.11

BE IT ORDAINED by the Governing Board for the Town of North Topsail Beach, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1: To amend the Public Building expenditures with increases as follows:

| <u>DEPARTMENT NO:</u> | <u>ACCOUNT</u> | | |
|---------------------------|----------------|----|---------------------|
| 500 | CAPITAL OUTLAY | \$ | 61,000.00 |
| Total Expenditures | | | \$ 61,000.00 |

This amendment will result in an increase to the following departments:
PUBLIC BUILDINGS
 The purpose of this budget amendment is to appropriate funds for the exterior renovations of North End Fire Station.

Section 2: To amend the Fire Part-time salaries estimated expenditures with decreases as follows:

| | | | |
|-----------------------|--------------------|----|---------------------|
| 690 | PART-TIME SALARIES | \$ | 61,000.00 |
| Total Revenues | | | \$ 61,000.00 |

The Finance Officer has performed a thorough analysis of the Revenues and has determined that the following changes are recommended to ensure a balanced statement for Fiscal Year 2023-2024.

Section 3: Copies of the budget ordinance amendment shall be furnished to the Town Clerk, the Council, the Budget Officer, and the Finance Officer for their direction.

Adopted this 1st day of May 2024.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

 JOANN MCDERMON, MAYOR

 CAITLIN ELLIOTT, FINANCE OFFICER

| | | | | |
|-----------------------------------|------------------|-----------|---------------------|--------------------------------|
| ORIGINAL BUDGET | 7/1/2023 | \$ | 7,591,075.78 | |
| Budget Amendment 1 & 2 | 7/5/2023 | \$ | - | Fund 10 Dept to Dept Amendment |
| Budget Amendment 3 | 8/2/2023 | \$ | 100.00 | |
| Budget Amendment 5 | 10/4/2023 | \$ | - | Fund 10 Dept to Dept Amendment |
| Budget Amendment 6 | 11/1/2023 | \$ | 1,020.00 | |
| Budget Amendment 7 | 12/6/2023 | \$ | 2,550.00 | |
| Budget Amendment 10 | 5/1/2024 | \$ | 1,525.00 | |
| Budget Amendment 11 | 5/1/2024 | \$ | - | Fund 10 Dept to Dept Amendment |
| New Budget Ordinance for FY 23-24 | | \$ | 7,596,270.78 | |



Fire Department > Fire Station Renovation

March 29, 2024

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Submitted to:

North Topsail Beach Fire Department
2049 New River Inlet Rd
North Topsail Beach, NC 28460

Project Information:

March 11, 2024
Fire Station Renovation

General Project Contents

| Category | Qty | Type | Description |
|-------------------|-----|--------|------------------------------------------------------------------------------------------|
| 13 EXTERIOR DOORS | 1 | Pieces | Provide fiberglass frames for four exterior doors |
| 13 EXTERIOR DOORS | 1 | Pieces | Provide 4 Special-Lite Fiberglass Doors with 2-Part Aliphatic Polyurethane Coating |
| 13 EXTERIOR DOORS | 1 | Pieces | Provide all hardware in satin chrome finish and 1 inch thick impact rated glass in doors |
| 13 EXTERIOR DOORS | 1 | Pieces | Install frames, doors, and hardware for four exterior doors |

General Project Contents

| Category | Qty | Type | Description |
|-----------------------|------------|-------------|-------------------------------------------------------------------------------------------------------------------------|
| 15 VINYL WINDOWS | 7 | Pieces | Provide picture windows (20 x 73), impact rated, new construction |
| 19 SIDING AND AWNINGS | 1 | Pieces | Remove existing siding, egress doors, windows. Haul off debris. |
| 19 SIDING AND AWNINGS | 1 | Pieces | Provide and install 26 gauge PBR panels, trim, and other building materials to install new metal siding on the building |
| 19 SIDING AND AWNINGS | 1 | Pieces | Provide and install pressed metal gutters around building perimeter |
| 24 HVAC | 1 | Pieces | Remove and re-set HVAC lines as necessary to facilitate re-siding of building |
| 25 ELECTRICAL | 1 | Pieces | Remove and Re-set all electrical devices on side of building as needed |
| 27 INSULATION | 1 | Pieces | Replace insulation on front and back walls of building |

Sub-Total is: \$186,828.08

Total Project Base Bid is \$186,828.08