



BOARD OF ALDERMEN
AGENDA ITEM
09/03/25

ISSUE: Budget Amendments 2026-26.13 and 2026-26.14

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT(S): Fire Station #2 Fund - 50
Capital Improvement Fund - 12

Background: Fire Station #2 Fund 50 ECS Southeast Change Order #2 - Becker Morgan Change Order #1 - ECS estimates additional costs of approximately \$7,000.00 to finish the requested services by WB Brawley such as: additional site visits for masonry observations and testing. With the pending concrete/masonry break reports, concrete and structural steel observations, and other remaining items in their scope, The additional costs are an estimate and not a lump sum. ECS will only bill for the cost incurred during the requested testing services. This is funded by a Transfer from Fund 12 Capital Improvement Fund. 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 #2. Fund 12 - also includes a \$10 correction to Budget Ordinance 2026-26.08 transfer out should have been \$65,167 vs \$65,157. This corrects the total amount of transfers out of Fund 12 to match the transfers in to Fund 50 in FY 2026.

Attachments: Budget Amendment 2026-26.13 Fund 50, Budget Amendment 2026-26.14 Fund 12 and ECS Southeast Change Order #2

Recommendation: Approve Amendments as recommended.

Action Needed: Yes

Suggested Motion: "I, _____, make a motion to approve Budget Amendments 2026-26.13 and 2026-26.14 as presented; to include the Change Order #2 for ECS Southeast."

Funds: 50 and 12

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2026 -26.13
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
ESTIMATED REVENUES			
50-330-00 Loan Proceeds	5,600,000	-	5,600,000
50-339-01 T/I Fund 12 Capital Improvement	1,191,757	7,000 (1)	1,198,757
50-399-02 T/I Fund 10 General Fund	232,000	-	232,000
Total Revenues	7,023,757	7,000	7,030,757
APPROPRIATIONS			
Capital Improvements			
50-450-02 Construction Costs	6,243,905	-	6,243,905
50-450-05 Environmental Testing (ECS)	59,823	7,000 (1)	66,823
50-450-07 Construction Administration (BM)	420,463	-	420,463
50-450-11 Contingency	65,516	-	65,516
50-450-13 Utilities	2,050	-	2,050
50-450-74 Capital Outlay	232,000	-	232,000
Total Appropriations	7,023,757	7,000	7,030,757

- (1) ECS estimates additional costs of approximately \$7,000.00 to finish the requested services by WB Brawley such as: additional site visits for Masonry observations and testing. With the pending concrete/masonry break reports, concrete and structural steel observations, and other remaining items in their scope, The additional costs are an estimate and not a lump sum. ECS will only bill for the cost incurred during the requested testing services. This is funded by a Transfer from Fund 12 Capital Improvement Fund. 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 #2.

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 3rd Day of September 2025.

Motion made by _____, 2nd by _____

VOTE: __ FOR __ AGAINST __ ABSENT

JOANN MCDERMON, MAYOR

KIM WEAVER, DEPUTY
FINANCE OFFICER

ORDINANCE NO. 2026-26.14
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2025-26 Capital Improvement Fund (12)

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. Capital Improvement Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2025-26 Amended Budget	Increase (Decrease)	2025-26 Amended Budget
ESTIMATED REVENUES			
12-301-00 PROPERTY TAX (.07)	1,157,116	-	1,157,116
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	-	486,026
Total Revenues	1,643,142	-	1,643,142
APPROPRIATIONS			
12-440-01 FIRE STATION #2 PRINCIPAL DEBT	373,334	-	373,334
12-440-02 FIRE STATION #2 INTEREST DEBT	198,091	-	198,091
12-440-03 JOENC FIRE TRUCK PRINCIPAL ONLY DEBT	17,500		17,500
12-750-03 BIKE PATH PROJECT	100,000	-	100,000
12-750-04 PUBLIC WORKDS BUILDING PROJECT	20,000	-	20,000
12-750-11 FUTURE CAPITAL IMPROVEMENTS	725,354	(7,010) (1) (2)	718,344
12-750-45 TAX COLLECTION FEES	17,116		17,116
12-998-02 TRANSFER OUT TO FUND 50 FIRE STATION	191,747	7,010 (1) (2)	198,757
Total Appropriations	1,643,142	-	1,643,142

- (1) Transfer \$7,000.00 to Fire Station #2 for the ECS CO#2. 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 #2.
- (2) Correction of \$10 for Budget Ordinance Amendment 2026-26.08 transfer out should have been \$65,167 vs \$65,157. This corrects the total amount of transfers out of Fund 12 to match the transfers in to Fund 50 in FY 26.

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 3rd Day of September 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, **MAYOR**

KIM WEAVER, **DEPUTY FINANCE
OFFICER**



ECS SOUTHEAST, LLC

NC Engineering License No. F-1519

Geotechnical • Construction Materials • Environmental • Facilities

Original **\$49,822.50**
CO #1 **\$10,000.00**
CO #2 **\$ 7,000.00**
Amended **\$66,822.50**

August 19, 2025

Brice Reid, AIA
Becker Morgan Inc.

Reference: *UPDATED* 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 site observations, and project management. ECS assumed 89 total site visits and, to date, ECS was scheduled and has performed 100 visits. The referenced overages are due to more masonry and concrete visits, project management site visits, non-destructive testing, and sample pick-ups.

After the previous change order sent May 14, 2025, the current contract budget stands at \$59,822.50. Since that time, the contractor has requested numerous additional site visits for Masonry observations and testing. With the pending concrete/masonry break reports, concrete and structural steel observations, and other remaining items in our scope, ECS estimates additional costs of approximately \$7,000.00 to finish the requested services. This would bring the total costs to be approximately \$66,822.50. 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

6714 NETHERLANDS DRIVE, WILMINGTON, NC 28405 • T: 910-686-9114 • F: 910-686-9666

ECS Florida, LLC • ECS Mid-Atlantic, LLC • ECS Midwest, LLC • ECS Pacific, Inc. • ECS Southeast, LLC • ECS Southwest, LLP
ECS New York Engineering, PLLC - An Associate of ECS Group of Companies • www.ecslimited.com

"ONE FIRM. ONE MISSION."

*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: \$7,000.00

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 \$7,000.00

Deputy Finance Officer	Date
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