



BOARD OF ALDERMEN
AGENDA ITEM
10/01/25

ISSUE: Budget Amendments 2026-26.18 and 2026-26.19

PRESENTED BY: Kim Weaver, Deputy Finance Officer

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

Background: Fire Station #2 Fund 50 WB Brawley Change Order #9: is \$701.07 to change the font of exterior dimensional lettering. This is funded by a Transfer from Fund 12 Capital Improvement Fund to Fund 50 Fire Station #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 #9.

Attachments: Budget Amendment 2026-26.18 Fund 50,
Budget Amendment 2026-26.19 Fund 12 and WB Brawley
Change Order #9

Recommendation: Approve Amendments as recommended

Action Needed: Yes

Suggested Motion: "I, _____, make a motion to approve Budget Amendments 2026-26.18 and 2026-26.19 as presented; to include the Change Order #9 for WB Brawley."

Funds: 50 and 12

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2026 -26.18
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	1,201,161	701 (1)	1,201,862
50-399-02 T/I Fund 10 General Fund	232,000	-	232,000
Total Revenues	7,033,161	701	7,033,862
APPROPRIATIONS			
Capital Improvements			
50-450-02 Construction Costs	6,246,309	701 (1)	6,247,010
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	-	65,516
50-450-13 Utilities	2,050	-	2,050
50-450-74 Capital Outlay	232,000	-	232,000
Total Appropriations	7,033,161	701	7,033,862

- (1) WB Brawley CO #9 is \$701.07 to change font of exterior dimensional lettering. 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 #9.

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 1st Day of Oct 2025.

Motion made by _____, 2nd by _____

VOTE: __ FOR __ AGAINST __ ABSENT

JOANN MCDERMON, MAYOR

**KIM WEAVER, DEPUTY
FINANCE OFFICER**

ORDINANCE NO. 2026-26.19
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	715,940	(701) (1)	715,239
12-750-45 TAX COLLECTION FEES	17,116		17,116
12-998-02 TRANSFER OUT TO FUND 50 FIRE STATION	201,161	701 (1)	201,862
Total Appropriations	1,643,142	-	1,643,142

- (1) Transfer \$701.07 to Fire Station #2 for the WB Brawley CO#9. 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 #9.

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 1st Day of Oct 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, **MAYOR**

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: 09
Date: September 19, 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 23: Font Change for Signage.

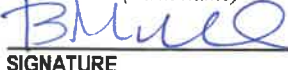
The original Contract Sum was	\$ 6,102,689.00
The net change by previously authorized Change Orders	\$ 143,619.43
The Contract Sum prior to this Change Order was	\$ 6,246,308.43
The Contract Sum will be increased by this Change Order in the amount of	\$ 701.07
The new Contract Sum including this Change Order will be	\$ 6,247,009.50

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

Brice M. Reid, AIA | Project Manager /
Senior Associate

PRINTED NAME AND TITLE

September 19, 2025

DATE

WB Brawley Company
CONTRACTOR *(Firm name)*



SIGNATURE

Matthew W. Ribakow
Brawley Project Manager

PRINTED NAME AND TITLE

09/19/2025

DATE

Town of North Topsail Beach
OWNER *(Firm name)*



SIGNATURE

PRINTED NAME AND TITLE

DATE



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

www.beckermorgan.com

September 19, 2025

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

Re: Proposed Change Order No. 9
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. 23 (Font Change for Signage), 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..... \$701.07
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. 23 (Font Change for Signage)

cc: Chief Chad Soward, w/enclosure

202102502_Derian_PCO23.docx

BRAWLEY

■ ICT SERVICES ■ CONSTRUCTION ■ INTERIOR DESIGN

To:	Town of North Topsail Beach - Alice Derian	Date:	8/28/2025
Project:	NTB Fire Station #2	PCO #:	23
Project #:	2023342	Client Project #	A/E 2021025.02
Contractor:	WB Brawley Company	Contractor #:	2023342

Description of change:

Cost to change font of exterior dimensional lettering.

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	MH/	\$65.00 /HR	\$0.00	
7	Total Hours: Estimator + Admin	2 MH/	\$85.00 /HR	\$170.00	
8	Total Hours:	MH/	/HR	\$0.00	
9	Total Manhours: Labor	MH/	/HR	\$0.00	
10	Payroll Taxes & Insurance	45.0%		\$76.50	
11	Total Labor + Burden			\$246.50	
12	Overhead and Profit on Item 11	15.0%		\$36.98	
					\$283.48
Equipment Rental: (Attach quotes)					
13	Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)			\$0.00	
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	AB Sign Systems		\$ 350.00		
18	sub2		\$ -		
19	sub3		\$ -		
20	sub4		\$ -		
21	sub5		\$ -		
22	Profit and Overhead	15.0%	\$ 52.50		
23	Total			\$ 402.50	
Subtotal Before Bonds and Insurance				\$ 685.98	
GC Bonds and Insurance:					
22	Insurance	1.10%		\$7.55	
23	Bonds	1.10%		\$7.55	
Total:				\$ 701.07	

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 Will Brawley
Brawley Project Manager

Date: 08/28/2025

Client Representative Approval: _____

Date: _____



CUSTOM AND
DIGITAL SIGNAGE

Roger L. Brown
Christine T. Anton

August 13, 2025

QUOTATION NUMBER: 2025-0813-02

North Topsail Beach Fire Station 2, North Topsail Beach, NC

Incorporates Request to Change Letter Font for Exterior Dimensional Letters

Quotation submitted to: Matt Ribakow, Brawley Construction

SCOPE of WORK: SECTION 101419 DIMENSIONAL LETTERS

Cost impact to change from Times Roman to Swis721 HV BT, Heavy

COST IMPACT – INCREASE IN COST TO LETTERS:

FOB-ABSS:	\$ 185.00
Delivery:	\$ 115.00
Installation:	\$ 50.00
Total:	\$ 350.00

NC sales tax is NOT INCLUDED.

TERMS & CONDITIONS:

North Carolina Sales Tax is **NOT Included** as shown. Applicability to be determined by General Contractor / Customer.

Permits not included. Customer to obtain and purchase all necessary permits.

50% deposit required at time of order, balance to be progress billed.

Prices are offered for 30 days duration from date shown above.

Quotation offered by: Roger L. Brown Email: rbrown.absignsystems@yahoo.com