# Investigative Report

State Auditor Dave Boliek
*A Constitutional Office of the State of North Carolina*

## Town of Cary
### Cary, NC

July 16, 2026

*The key findings and recommendations in this summary may not be inclusive of all the findings and recommendations in this report.*

**North Carolina Office of the State Auditor**
Dave Boliek, State Auditor

# Auditor's Transmittal

The Honorable Josh Stein, Governor
The Honorable Phil Berger, President Pro Tempore
The Honorable Destin Hall, Speaker of the House
Honorable Members of the North Carolina General Assembly
Harold Weinbrecht, Mayor, Town of Cary
Russ Overton, Interim Town Manager, Town of Cary

To all:

The North Carolina Office of the State Auditor (OSA) investigated the Town of Cary (Town) following several tips regarding financial misconduct by the former Town Manager Sean Stegall.

OSA investigated the initial allegations, but also obtained additional information surrounding other Town councilmembers and staff that was deemed to be of sufficient relevance to warrant inclusion in this report for completeness and transparency. To gain full context and understanding of certain purchasing decisions, members of OSA's Investigative Division interviewed Town staff and members of the Town council.

Included in this Investigative Report are detailed examinations of procurement card use, questionable spending, councilmember and staff compensation and benefits, the financial health of the Town, and work environment issues. The findings in this report present examples of spending public dollars in a manner that appears excessive and is not readily tied to identifiable government purposes. Additionally, the report presents financial management decisions that contributed to violations of procedure and includes many instances of undocumented purchases.

In support of OSA's mission to bring accountability and transparency to the public, this report has a full appendix detailing all Town staff purchasing card transactions, as well as the response from the Town to the report.

The Town of Cary is the seventh largest municipality in North Carolina. The North Carolina Office of the State Auditor has a duty to show the public exactly what elected officials and staff of government purchase with tax dollars. OSA's recommendations indicate the need for Town officials and staff to reengineer the environment displayed in this report, and operate with a mindset that brings a positive return on investment, follows policy and procedure, and results in the good stewardship of tax dollars.

Respectfully submitted,

Dave Boliek
State Auditor

July 16, 2026

# Town of Cary

## WHY WE CONDUCTED THIS INVESTIGATION

The North Carolina Office of the State Auditor (OSA) received several tips regarding financial misconduct in the Town of Cary (the Town) and subsequently launched an investigation.

## OBJECTIVES

To investigate allegations received and evaluate the Town's spending procedures and practices.

## WHAT WE FOUND

**Procurement Card Abundance**

- The Town issued 828 procurement cards (P-Cards), meaning 62% of employees had a P-Card. Comparatively, in Charlotte, only 10% of employees have a P-Card.
- Between January 1, 2024 through December 31, 2025, there were 60,591 transactions on the Town's P-Cards totaling $24.2 million.

**Food, Travel, & Other Questionable Expenses**

- There were repeated food purchases that seemed excessive or served no identified business purchase.
- A dinner purchased for two included two 20-oz ribeye steaks that were $120 each.
- A "bond watch party" for Town staff cost $2,206.
- A dinner for four at a restaurant in Raleigh, which reportedly served no business purpose, cost $235.
- $4,164 for dinner for the Town Council and staff at Rey's Restaurant.
- $5,843 in hotel cancellation fees for a Quarterly Council meeting in Cary. The Town booked two dates to secure a location for the meeting, but waited too long to cancel one of the bookings once a date was secured.
- $1,638 in no-show charges for hotel rooms for a non-business trip.
- $2,131 for hotel rooms, meals, and transportation so that five Town employees could travel to Nashville for an extra day.
- The former Town Manager, Sean Stegall, booked a penthouse accommodation for himself during a conference trip. He noted the $3,419 charge was for "multiple staff," but no other staff stayed at that hotel.

## WHAT WE FOUND cont.

- $733 for an executive van to transport Town employees 12 miles.
- $1,600 was spent on 10 pairs of Ray-Ban sunglasses.
- $108,714 was spent on mailing flyers to inform citizens of changes to districts and election dates. The flyers included pictures of each district's representative.

**Councilmember Lori Bush's Tuition**

- The Town paid $37,301 for Councilmember Bush's graduate school tuition. The amount was eventually paid back by Councilmember Bush.

**Land Purchase**

- Despite concerns raised by an Assistant Town Manager, Mr. Stegall purchased two properties totaling over $1 million without telling Councilmembers.

**Sean Stegall's Book**

- The Town paid a ghostwriter $65,653 to write a book about Sean Stegall's management style.

**The 2024 Wilmington Retreat**

- The Town spent $121,314 on video production for its 2024 retreat in Wilmington.

**Councilmember and Town Staff Compensation & Benefits**

- Councilmembers were given a car allowance of $9,626 each year, or $802 a month.

**Financial Health of the Town**

- According to OSA's calculations, the Town's Fund Balance fell below its 33.33% minimum level in fiscal year (FY) 2023 and FY 2024.

**Sean Stegall's Work Environment**

- Sean Stegall instituted an intimidating work environment that included erratic behavior and bullying.

## RECOMMENDATIONS

1. The Town Council (the Council) should enact a policy related to the types of purchases which should and should not be made on a P-Card.

2. The Council should enact a policy related to meal expenses during Council travel.
3. The Finance Director should review the Town's P-Card procedures and determine if any updates are needed to reflect changes to Council-enacted policies and/or determine if updates are needed to reflect current Town processes.
4. The Finance Department should provide training to all P-Card holders on appropriate use of P-Cards.
5. The Finance Department should provide training to all employees responsible for reviewing and approving P-Card transactions to ensure they understand what constitutes appropriate documentation to support a transaction.
6. The Finance Department should review all P-Card transactions to ensure they are an appropriate expenditure of Town funds. If found to be an inappropriate expenditure, the Town should seek reimbursement from the employee.
7. The Finance Department should discontinue use of the Lost Receipt Form and require an itemized receipt to support a P-Card purchase. If a receipt is lost, the cardholder should obtain a copy of the receipt from the vendor. If an itemized receipt is not obtained, the Town should seek reimbursement of the expense from the cardholder.
8. The Council should implement a policy covering reimbursement of Council training and education. This policy should include, but not be limited to, Council preapproval, reimbursement limits, and completion of training and/or education prior to reimbursement.
9. The Town Council should adopt a capital expenditure policy requiring Board approval for all capital purchases exceeding a specified dollar threshold. The policy should clearly define capital expenditures, establish approval limits, and require documentation of review and authorization.
10. The Town should strengthen internal controls over financial reporting and communication to ensure that financial conditions, including noncompliance with Fund Balance Policy thresholds, are accurately identified, documented, and communicated to the Council in a timely manner, so the Council can provide adequate oversight over the Town's finances.
11. The Town Manager and Finance Department staff should provide monthly updates to the Council related to the financial operations of the Town.
12. The Council should update existing policy to specify how Fund Balance minimums should be calculated. The Council should consider guidance issued by the Local Government Commission and the UNC School of Government,

which includes calculating Fund Balance minimums using final adjusted end-of-year expenditure amounts.

13. The Finance Department should provide periodic training to the Town Manager's Office and the Council concerning Fund Balance Policy requirements and interpretation of financial ratios and thresholds.

State Auditor
Dave Boliek

*A Constitutional Office of the State of North Carolina*

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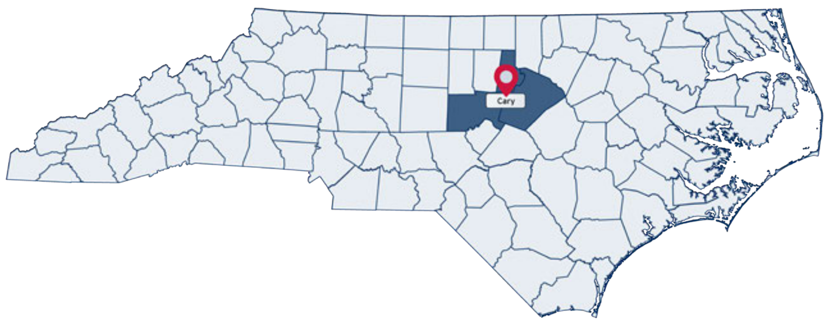
Chapter 147, Article 5A of the North Carolina General Statutes gives the Auditor broad powers to examine all books, records, files, papers, documents, and financial affairs of every state agency and any organization that receives public funding. The Auditor also has the power to summon people to produce records and to answer questions under oath.

# Background

*Town of Cary, N.C.*

With an estimated population of 183,582 as of July 2025, the Town of Cary (the Town) is the seventh largest municipality in North Carolina. The Town operates under a council-manager form of government, which means that it is run by a Town Council (the Council) made up of a mayor and six elected councilmembers. Councilmembers serve the Town part-time and often have other jobs elsewhere.




The Council sets goals and plans for the Town, creating policies and appointing the Town Manager to put the policies into practice and oversee Town operations. The Council also appoints the Town Attorney and the Town Clerk.

**The Town Manager is the Chief Administrator of the Town** and advises the Council on all issues, proposes the annual budget, and coordinates the work of all municipal staff not appointed by the Council. Sean Stegall was initially hired as Town Manager in 2016, and at all times during the period of OSA's review, Sean Stegall served as the Town Manager.

## Timeline

On **November 20, 2025**, the Council voted unanimously to place Mr. Stegall on paid administrative leave due to Mr. Stegall's:

1. Over-the-top spending and inadequate financial reporting;
2. Lack of transparency with the full Council, staff, and citizens; and
3. Creation of an unhealthy work environment with many of his closest staff.[1]

- **Aug. 04, 2016** Sean Stegall started his role as the Town Manager of Cary
- **Nov. 20, 2025** Mr. Stegall placed on paid leave
- **Dec. 13, 2025** Mr. Stegall resigns
- **Jan. 23, 2026** OSA met with the Wake County District Attorney and the State Bureau of Investigation

[1] https://www.carync.gov/connect-engage/newsroom/bottom-line/get-the-facts-town-manager- transition.

Both a former and current member of the Council contacted the North Carolina Office of the State Auditor (OSA) with additional allegations related to Mr. Stegall, including that:

- His Town procurement card (P-Card) was used to pay for Councilmember Lori Bush's master's degree at Northwestern University;
- He booked penthouse accommodation for himself during a Town trip to a conference and later lost the receipt; and
- The Town had violated its Fund Balance Policy by allowing the fund balance to drop below the required minimum threshold of 33.33% of its budgeted general fund expenditure.

Mr. Stegall ultimately resigned from his position as Town Manager on **December 13, 2025**. Two days later, during an emergency Council meeting, Deputy Town Manager Russ Overton was named interim Town Manager.

The Town agreed, with conditions, to pay Mr. Stegall a lump-sum severance of **$194,832**, equivalent to six months of his salary. However, two conditions of the severance agreement were that Mr. Stegall return property belonging to the Town and that, for public records purposes, he provide the Town access to his text messages associated with Town business. According to Town officials, **Mr. Stegall refused to comply with these conditions** and therefore did not receive this severance.

On **January 23, 2026**, OSA met with the Wake County District Attorney and the State Bureau of Investigation to provide them with a preliminary overview of purchases made by the former Town Manager that appeared to be potentially fraudulent.[2]

For this report, OSA investigated the above allegations and also obtained additional information that, while not directly related to the original allegations, was deemed by OSA to be of sufficient relevance as to warrant inclusion in this report for completeness and transparency.

Over the course of our investigation, OSA conducted numerous informal interviews with Town staff, as well as 16 formal interviews with Council and staff. During nine of these formal interviews, a Town attorney was present. Councilmember Lori Bush's personal attorney attended her interview and Councilmember Sarika Bansal's political advisor attended hers.

[2] In order to preserve the integrity of any potential investigation that may result from this referral, we have refrained from discussing the specifics of the purchases referred to the Wake County District Attorney and the State Bureau of Investigation other than those contained within the allegations received.

# Findings and Recommendations

## Abundance of Procurement Cards

"I'm a big proponent of saying yes. Being affirmative and positive is the opposite of surrendering to can't, which people often offer up as a don't-blame-me form of saying no."

–Sean Stegall, *Top of the Arc*

### *Town P-Card Procedure*

The Town's standard procedure for procurement cards (P-Cards), which was last updated in February 2009, establishes internal controls governing the issuance and use of P-Cards. P-Cards may be used only for official Town business, for authorized goods and services, and within transaction limits approved by the Department Director and the Finance Department. The Town's procedure **prohibits the use of P-Cards for personal purchases and for travel-related meals**, which must be reimbursed under the Town's Travel and Training Expenses Procedure.

The Town's P-Card procedure assigns clear responsibilities to cardholders, supervisors, and the Finance Department to maintain accountability. Cardholders are responsible for safeguarding the card, retaining itemized receipts, and ensuring compliance with all purchasing rules. Monthly P-Card statements must include appropriate accounting codes, sufficient descriptions, and supporting documentation, and are subject to supervisory review and approval prior to submission to Accounts Payable. The Finance Department reviews statements for accuracy and conducts periodic audits and compliance reviews of P-Card activity.

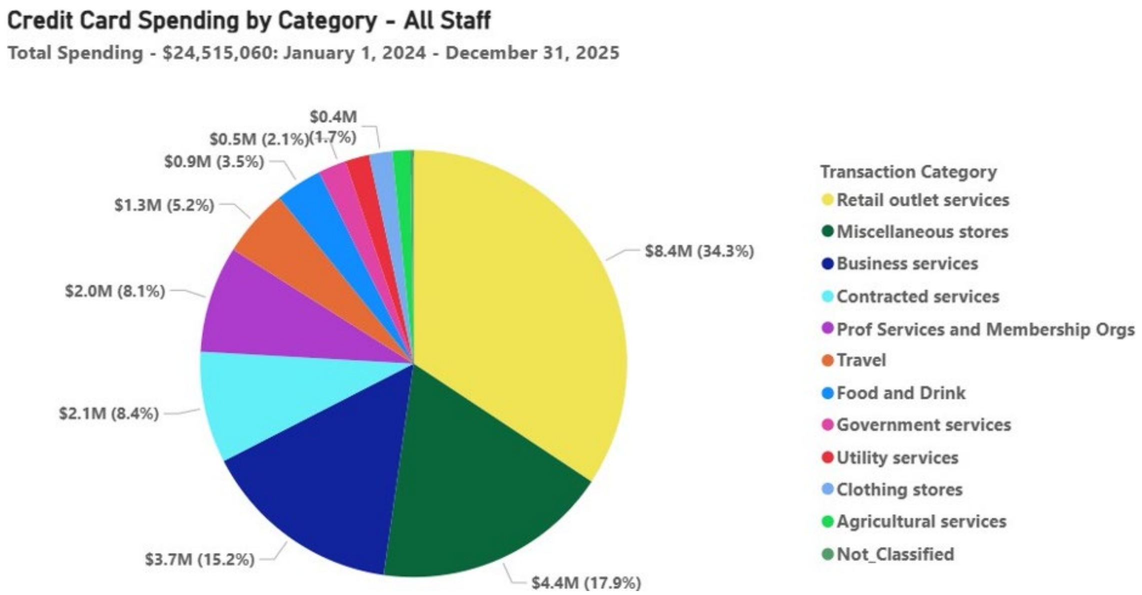
According to the Town's P-Card procedure, each month the cardholder must submit itemized receipts to match the monthly P-Card statement. If a receipt has been lost, the cardholder must make a diligent attempt to obtain a duplicate receipt from the vendor. In the event the receipt is not available, a "Lost Receipt Form" must be completed, which includes a detailed description and approval by the Department Director. The Finance Department has the right to seek reimbursement from the employee for undocumented and/or unauthorized purchases.

The cardholder's supervisor and/or the manager responsible for approving P-Card statements must review, sign, and forward the statement with receipts to Accounts Payable. Department Directors may require additional approvals based on individual departmental structures and needs. Accounts Payable will review the documents for accuracy and completeness, extract any sales tax paid and charge the proper accounts.

Because the Town has not updated its P-Card procedure since 2009, the procedure does not reflect current practices. As of September 2024, cardholders are now required to fill out an expense report and upload receipt images to the Town's Oracle system. Prior to September 2024, the Town used the Bank of America (BOA) Works system to upload receipt images for review. Both the Oracle and BOA Works system allow for electronic sign-offs indicating supervisor/manager review and Finance Department review.

## *General P-Card Findings*

According to records obtained from the Town, as of November 2025, 828 employees had a Town P-Card. Records OSA obtained directly from the Town's P-Card provider indicated that between January 1, 2024 and December 31, 2025, there were **60,591** transactions[3] on Town P-Cards totaling **$24.2 million**.[4]




*Categories were assigned to transactions based on their associated Merchant Category Codes (MCC), sourced from BOA Works. Each MCC was then mapped to a corresponding description and category using a publicly available dataset from the GitHub repository "greggles/mcc-codes." OSA made minor adjustments as needed to further clarify certain transactions.*

[3] These 60,591 transactions include 59,131 purchases; 1,188 refunds (i.e., credits); 248 international transaction fees (which are a fee based on a purchase) and 24 auto-payment deductions (which were all $0).
[4] The $24.2 million is comprised of purchases minus refunds, while the $24.5 million in the pie chart includes only purchases.

In speaking with the Town's Mayor and other councilmembers, OSA learned they were unaware of the number of P-Cards the Town had issued and the total amount that had been spent.

To learn how the Town compared to other municipalities in North Carolina, OSA researched the number of P-Cards issued by other North Carolina municipalities as of May 2026 and compared it to the Town's data as of November 2025. The table provided below shows the results of our comparative analysis:

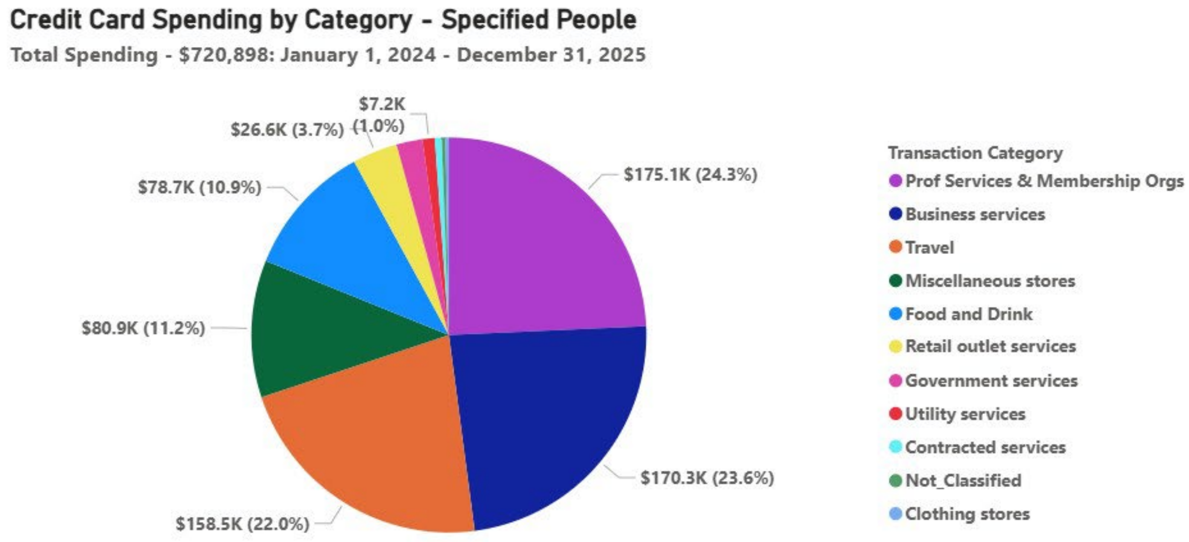
| Rank | City | Population | # of Employees | # of P-Cards | % of Employees with P-Card |
|---|---|---|---|---|---|
| 1 | Charlotte | 964,784 | 9,036 | 873 | 10% |
| 2 | Raleigh | 506,306 | 4,256 | 668 | 16% |
| 3 | Greensboro | 308,667 | 3,765 | 544 | 14% |
| 4 | Durham | 305,561 | 3,046 | 467 | 15% |
| 5 | Winston-Salem | 257,271 | 2,452 | 325 | 13% |
| 6 | Fayetteville | 209,120 | 2,133 | 247 | 12% |
| **7** | **Cary** | **183,582** | **1,328** | **828** | **62%** |
| 8 | Wilmington | 126,809 | 1,100 | 100 | 9% |
| 9 | High Point | 120,571 | 1,817 | 388 | 21% |
| 10 | Concord | 114,598 | 1,325 | 435 | 33% |

OSA did not audit the number of employees or P-Cards that were self-reported by the municipalities.

Compared to other municipalities, the Town issued P-Cards to a much larger percentage of its employees. OSA's analysis found that 62% of the Town's employees had a P-Card. The average percentage of employees with a P-Card among the nine other most populous cities in North Carolina was 16%. The City of Charlotte, for example, is North Carolina's largest city and has almost nine times as many employees as the Town—9,036 employees compared to the Town's 1,328 employees. The Town, however, had almost as many active P-Cards as Charlotte—828 compared to Charlotte's 873. The Town's high number of P-Cards increases the opportunity for fraud and wasteful spending.

## *Incomplete Documentation or Undocumented Purchases*

Due to the large number of P-Cards the Town issued, OSA focused on **22** specific employees for review, based on their proximity to the Town Manager. Of these 22 employees, **18** had their own P-Card. In the aggregate, those 18 employees initiated **2,074 transactions** and spent approximately **$701,857[5] over the two years** on which our review focused.



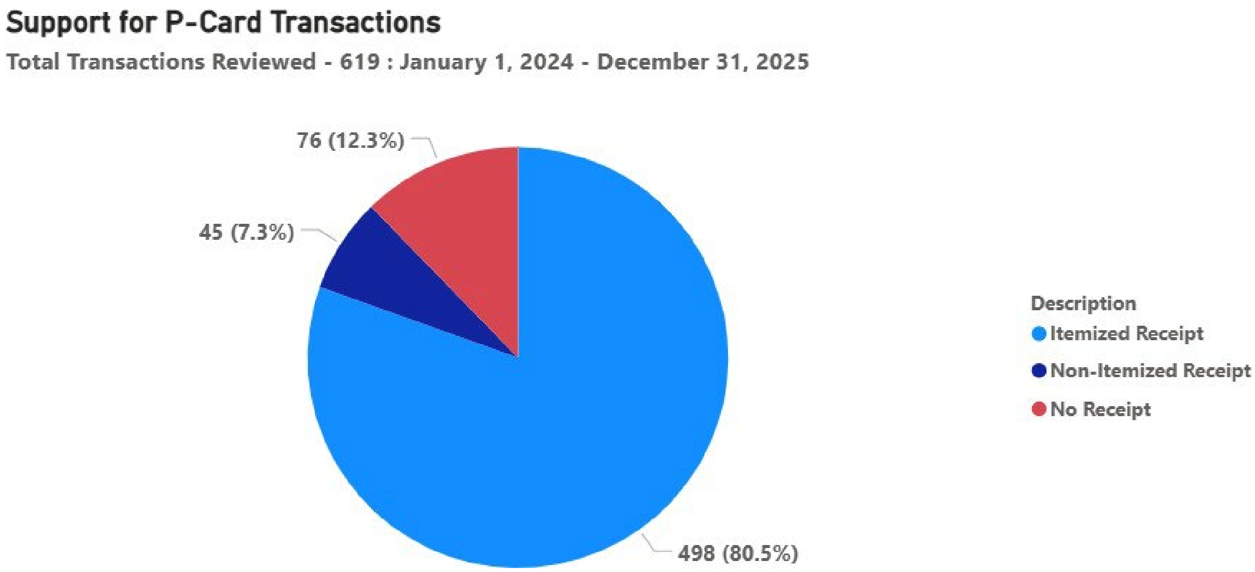

*Categories were assigned to transactions based on their associated MCC, sourced from BOA Works. Each MCC was then mapped to a corresponding description and category using a publicly available dataset from the GitHub repository "greggles/mcc-codes." OSA made minor adjustments as needed to further clarify certain transactions.*

Of those 2,074 transactions, we selected the following categories of spending for review: food, marketing, travel, education, and other concerns. There were 1,297 transactions in these categories totaling **$594,598**.

OSA isolated **619** of these transactions, which totaled **$548,135**, for further review. During this review, OSA found that:

- 543 of the 619 transactions had supporting receipts;
- **45** of the receipts—totaling **$64,363**—were not itemized; and
- For the remaining **76** transactions—amounting to **$37,963**—the Town had no receipt to show what was purchased.

[5] The $701,857 is comprised of purchases minus refunds, while the $720,898 in the pie chart includes only purchases.


Support for P-Card Transactions
Total Transactions Reviewed - 619 : January 1, 2024 - December 31, 2025
76 (12.3%)
45 (7.3%)
498 (80.5%)
Description
Itemized Receipt
Non-Itemized Receipt
No Receipt

# Food, Travel, & Other Questionable Expenses

## *Food Purchases*

Town procedure establishes the rules and parameters concerning the purchase and reimbursement of meals, food, and food-related supplies. It also sets expectations regarding purchase documentation with itemized receipts, as well as the means of enforcement. Town procedure permits reimbursement only for food purchases that serve a legitimate business purpose and which have received the necessary approvals.

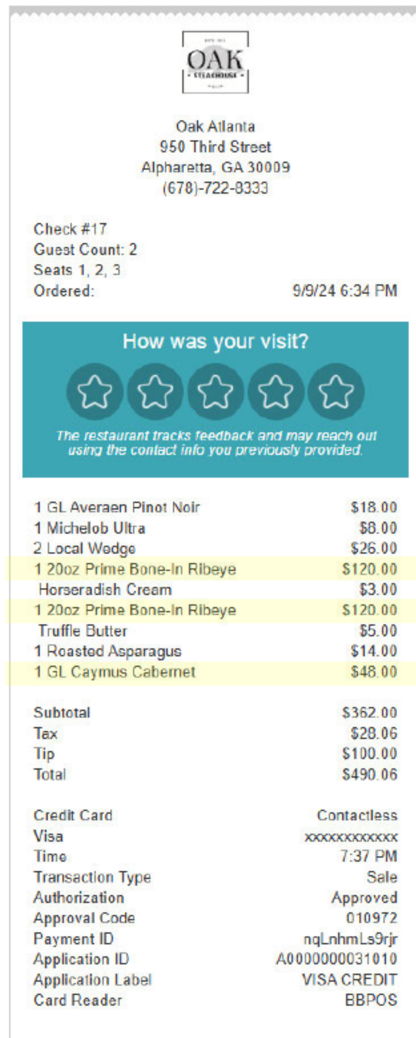
Town procedures also differentiate between local and travel-related food purchases, which have different requirements: When in travel status, Town employees must follow the federal General Services Administration (GSA) per diem allowance for their location.

In reviewing P-Card transactions, however, OSA repeatedly found food purchases that seemed excessive or that served no identifiable business purpose. We also found instances of alcohol purchases, which violated Town procedure.[6]

Some examples include:

- A **$490.06** dinner at the Oak Steakhouse in Atlanta, GA, charged to the former Town Manager's P-Card. The dinner included items like 20-oz ribeye steaks that cost **$120 each** and alcohol, including a **$48 glass of wine**, as shown on the receipt below.

  Mr. Stegall submitted a non-itemized receipt to support the transaction. OSA obtained a copy of the itemized receipt by calling the restaurant (which a cardholder can also do in the event of a non-itemized or lost receipt). On his expense report, Mr. Stegall wrote that the dinner was with Mayor Harold Weinbrecht and conference speakers at the American Public Works conference. However, Mayor Weinbrecht provided documentation confirming he was on a flight to Atlanta on that date and time and was therefore not present at the restaurant.


Oak Atlanta
950 Third Street
Alpharetta, GA 30009
(678)-722-8333

Check #17
Guest Count: 2
Seats 1, 2, 3
Ordered: 9/9/24 6:34 PM

How was your visit?

The restaurant tracks feedback and may reach out using the contact info you previously provided.

| | |
|---|---|
| 1 GL Averaen Pinot Noir | $18.00 |
| 1 Michelob Ultra | $8.00 |
| 2 Local Wedge | $26.00 |
| 1 20oz Prime Bone-In Ribeye | $120.00 |
| Horseradish Cream | $3.00 |
| 1 20oz Prime Bone-In Ribeye | $120.00 |
| Truffle Butter | $5.00 |
| 1 Roasted Asparagus | $14.00 |
| 1 GL Caymus Cabernet | $48.00 |
| Subtotal | $362.00 |
| Tax | $28.06 |
| Tip | $100.00 |
| Total | $490.06 |
| Credit Card | Contactless |
| Visa | xxxxxxxxxxxx |
| Time | 7:37 PM |
| Transaction Type | Sale |
| Authorization | Approved |
| Approval Code | 010972 |
| Payment ID | nqLnhmLs9rjr |
| Application ID | A0000000031010 |
| Application Label | VISA CREDIT |
| Card Reader | BBPOS |

Itemized receipt obtained by OSA.

[6] Per Standard Procedure 140, unapproved excessive food purchases and alcohol purchases are always inappropriate and will not be funded by the Town.

According to the receipt, two people attended this dinner, which means the average cost per person was $245. At the time, the GSA per diem rate for Atlanta was $34.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| ⊟ Training | Cary Expense Report Template | 9/10/24 | Business | Card | ☐ | Dinner with the Mayor and conference speakers at APWA | ☐ | ☐ | 490.06 |
| Training item | Cary Expense Report Template | 9/10/24 | Business | Card | | | ☐ | ☐ | 490.06 |

Expense report submitted by Mr. Stegall for Oak Steakhouse purchase.


OAK
STEAKHOUSE
AVALON

Oak Atlanta
950 Third Street
Alpharetta, GA 30009
(678)-722-8333

Server: [redacted]
Check #17 Table 25
Guest Count: 2
Seats 1, 2, 3
Ordered: 9/9/24 6:34 PM

Credit Card Contactless
Visa xxxxxxxx[redacted]
Time 7:37 PM

Transaction Type Sale
Authorization Approved
Approval Code 010972
Payment ID nqLnhmLs9rjr
Application ID A0000000031010
Application Label VISA CREDIT
Card Reader BBPOS

Amount $390.06
+ Tip: 100.00
= Total: 490.06

Non-itemized receipt submitted by Mr. Stegall to support the Oak Steakhouse purchase.

**Passenger Info**

Name: HAROLD WEINBRECHT JR

| FLIGHT | SEAT |
|---|---|
| DELTA 2600 | 15F |
| DELTA 2600 | 15F |

Visit delta.com or download the Fly Delta app to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

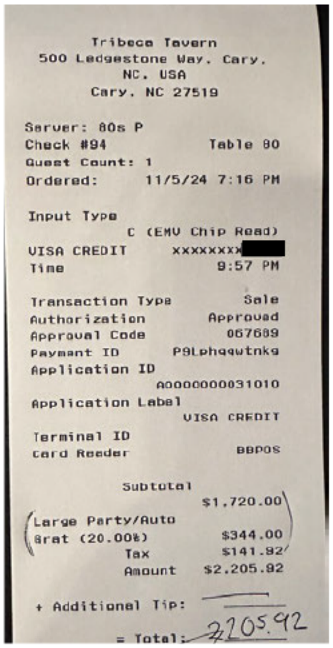
| Mon, 09SEP | DEPART | ARRIVE |
|---|---|---|
| DELTA 2600 Main Cabin (X) | RALEIGH-DURHAM, NC 6:45pm | ATLANTA 8:22pm |

| Tue, 10SEP | DEPART | ARRIVE |
|---|---|---|
| DELTA 2600 Main Cabin (X) | ATLANTA 4:11pm | RALEIGH-DURHAM, NC 5:35pm |

Flight documentation provided by Mayor Weinbrecht.

- On November 5, 2024, the night of the 2024 general election, Town staff attended a dinner and "bond watch party" at Tribeca Tavern in Cary, which was paid for using a Town P-card. The total cost was **$2,205.92**. OSA contacted the restaurant for an itemized receipt, but one could not be provided. The restaurant said items ordered for the event included:
  - o 40 turkey meatballs at $2 each, totaling $80;
  - o 140 crostinis at $2 each, totaling $280;
  - o 140 mac n' cheese bites at $2 each, totaling $280;
  - o 150 meatballs at $2 each, totaling $300; and
  - o 250 wings at $2.50 each, totaling $625.

  OSA confirmed that no alcohol was paid for with the Town's P-Card at this event


Tribeca Tavern
500 Ledgestone Way, Cary,
NC, USA
Cary, NC 27519
Server: 80s P
Check #94 Table 80
Guest Count: 1
Ordered: 11/5/24 7:16 PM
Input Type C (EMV Chip Read)
VISA CREDIT xxxxxxxx[redacted]
Time 9:57 PM
Transaction Type Sale
Authorization Approved
Approval Code 067689
Payment ID P9Lphqqwtnkg
Application ID A0000000031010
Application Label VISA CREDIT
Terminal ID
Card Reader BBPOS
Subtotal $1,720.00
Large Party/Auto Grat (20.00%) $344.00
Tax $141.92
Amount $2,205.92
+ Additional Tip:
= Total: 2205.92

Receipt provided by employee to support the Tribeca Tavern purchase.

- A receipt from Tamasha, a restaurant in Raleigh, recorded a total amount of $234.67 spent on dinner for four people. In response to an inquiry as to what the business purpose of the dinner was, investigators were told there wasn't any because it was not a meeting. However, after reviewing OSA's draft report, Town officials informed OSA that the dinner at Tamasha was a business meeting scheduled by the Town Clerk's Office because Council Member Bansal was interested in bringing this restaurant concept to Cary, and Mr. Stegall had directed staff to attend the dinner to experience it firsthand.

  The average cost of this meal was $59 per person. While the attendees were not in travel status during this meal, and were therefore not required to adhere to the applicable GSA per diem rate, it is noteworthy that the GSA rate for dinner in Raleigh at that time was $31. In addition to the $234.67 dinner paid for on the Town


Sarrha/ Susan/ Danny
Shelley
Tamasha
4200 Six Forks Rd # 130
Raleigh, NC 27609
Server: [redacted]
Check #52 Table 31
Guest Count: 2
Seats 1, 2, 3, 4
Ordered: 3/11/25 8:54 PM
Input Type C (EMV Chip Read)
VISA CREDIT xxxxxxxx[redacted]
Time 8:56 PM
Transaction Type Sale
Authorization Approved
Approval Code
Payment ID tx7TCynNshRN
Application ID A0000000031010
Application Label VISA CREDIT
Terminal ID
Card Reader BBPOS
Subtotal $183.00
Gratuity Charge (20.00%) $36.60
Tax $15.07
Amount $234.67
+ Additional Tip:
= Total: 234.67

Tamasha
4200 Six Forks Rd # 130
Raleigh, NC 27609
Server: [redacted]
Check #52 Table 31
Guest Count: 2
Seats 1, 2, 3, 4
Ordered: 3/11/25 8:54 PM
2 Murgh Pasanda $70.00
1 Yellow Tail Snapper Coastal Curry $38.00
1 Dal-e-Tamasha $14.00
1 Flaky Laccha Paratha $6.00
1 Tandoori Paneer Tikka $21.00
1 Crispy Okra & Tuk Aloo Chaat $16.00
3 Butter Naan $18.00
Subtotal $183.00
Gratuity Charge (20.00%) $36.60
Tax $15.07
Total $234.67
A 20% service charge is automatically applied. Additional tips for exceptional service are appreciated.

Receipt provided by employee to support the Tamasha purchase.

credit Card, Councilmember Sarika Bansal informed investigators that she purchased the group's alcoholic beverages using her personal credit card. OSA called Tamasha and obtained an itemized receipt for this purchase.

Transaction Details

Restaurant - Restaurant
TST* TAMASHA 0015733RALEIGH NC
$169.03

Will appear on your Apr 9, 2025 statement as TST* TAMASHA 0015733RALEIGH NC

Date
Mar 11

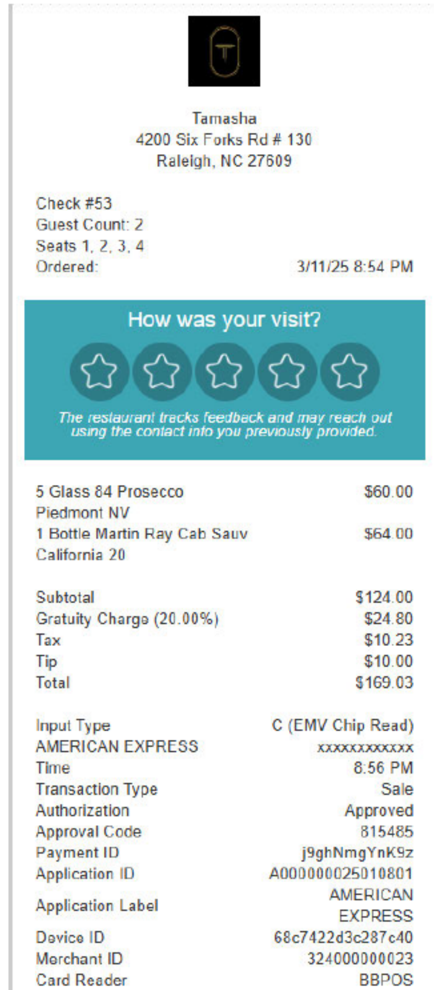
Card Member
SARIKA BANSAL [redacted]

Contact Information

4200 SIX FRKS RD
RALEIGH, NC 27609

(919) 900-7015

Credit card transaction detail provided by Councilmember Bansal.



Tamasha
4200 Six Forks Rd # 130
Raleigh, NC 27609

Check #53
Guest Count: 2
Seats 1, 2, 3, 4
Ordered: 3/11/25 8:54 PM

How was your visit?

The restaurant tracks feedback and may reach out using the contact info you previously provided.

| | |
|---|---|
| 5 Glass 84 Prosecco Piedmont NV | $60.00 |
| 1 Bottle Martin Ray Cab Sauv California 20 | $64.00 |
| Subtotal | $124.00 |
| Gratuity Charge (20.00%) | $24.80 |
| Tax | $10.23 |
| Tip | $10.00 |
| Total | $169.03 |
| Input Type | C (EMV Chip Read) |
| AMERICAN EXPRESS | xxxxxxxxxxxx |
| Time | 8:56 PM |
| Transaction Type | Sale |
| Authorization | Approved |
| Approval Code | 815485 |
| Payment ID | j9ghNmgYnK9z |
| Application ID | A000000025010801 |
| Application Label | AMERICAN EXPRESS |
| Device ID | 68c7422d3c287c40 |
| Merchant ID | 324000000023 |
| Card Reader | BBPOS |

Itemized receipt obtained by OSA for Councilmember Bansal's purchase at Tamasha.

- **$4,164** for dinner for the Council and staff at Rey's Restaurant in Raleigh in February 2025, when the Town scheduled its retreat locally to save on expenses. It is unclear why the Council and staff chose a fine-dining restaurant. The dinner included 10 oz. filets ($79 each), Scottish salmon ($59 each), and French Quarter Chicken ($54 each). The receipt documented that there were 41 attendees at this dinner, meaning the average meal cost taxpayers approximately **$102** per person. While the attendees were not in travel status during this meal and were therefore not required to adhere to the applicable GSA per diem rate, it is noteworthy that the GSA rate for dinner in Raleigh at the time was **$31**.

Rey's

**Rey's Restaurant**
1130 Buck Jones Road
Raleigh NC, 27606
Phone: (919) 380-0122

2/21/25, 8:03 PM Ticket: C24
Server: PD1 P Guest: 41
Patio Table P1
Invoice: 250221-04-24

---

Seat subtotals are estimated

| | |
|---|---|
| **Seat 1:** | |
| 1 Pasta Primavera (B) | 53.00 |
| 28 PD Caesar Salad | .00 |
| 1 10 oz Filet (B) | 79.00 |
| 9 PD Green Salad | .00 |
| 1 PD Green Salad | .00 |
| 1 PD Green Salad | .00 |
| 1 10 oz Filet (B) | 79.00 |
| 14 PD Bananas Foster | 140.00 |
| 23 PD Choc Rasp Cake | .00 |
| 1 PD Sorbet | .00 |
| 1 8 oz. Filet (B) | 73.00 |
| 1 8 oz. Filet (B) | 73.00 |
| 1 Imp Meats/Cheeses (20) | 150.00 |
| Subtotal 647.00 | |
| Food Tax 53.38 | |
| Total 700.38 | |
| **Seat 2:** | |
| 1 10 oz Filet (B) | 79.00 |
| 1 French Qtr Chicken (B) | 54.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 8 oz. Filet (B) | 73.00 |
| 1 8 oz. Filet (B) | 73.00 |
| Subtotal 358.00 | |
| Food Tax 29.54 | |
| Total 387.54 | |
| **Seat 3:** | |
| 1 10 oz Filet (B) | 79.00 |
| 1 Pasta Primavera (B) | 53.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 French Qtr Chicken (B) | 54.00 |
| 1 French Qtr Chicken (B) | 54.00 |
| Subtotal 319.00 | |
| Food Tax 26.32 | |
| Total 345.32 | |
| **Seat 4:** | |
| 1 Pasta Primavera (B) | 53.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 Scottish Salmon (B) | 59.00 |
| 1 Scottish Salmon (B) | 59.00 |
| Subtotal 329.00 | |
| Food Tax 27.14 | |
| Total 356.14 | |
| **Seat 5:** | |
| 1 10 oz Filet (B) | 79.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 French Qtr Chicken (B) | 54.00 |
| 1 French Qtr Chicken (B) | 54.00 |
| Subtotal 345.00 | |
| Food Tax 28.46 | |
| Total 373.46 | |
| **Seat 6:** | |
| 1 10 oz Filet (B) | 79.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 8 oz. Filet (B) | 73.00 |
| 1 Pasta Primavera (B) | 53.00 |
| Subtotal 363.00 | |
| Food Tax 29.95 | |
| Total 392.95 | |
| **Seat 7:** | |
| 1 10 oz Filet (B) | 79.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 8 oz. Filet (B) | 73.00 |
| 1 8 oz. Filet (B) | 73.00 |
| Subtotal 383.00 | |
| Food Tax 31.60 | |
| Total 414.60 | |
| **Seat 8:** | |
| 1 10 oz Filet (B) | 79.00 |
| 41 PD Mashed Potatoes | .00 |
| 41 PD Gr Asparagus | .00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 10 oz Filet (B) | 79.00 |
| 1 8 oz. Filet (B) | 73.00 |
| 1 8 oz. Filet (B) | 73.00 |
| Subtotal 383.00 | |
| Food Tax 31.60 | |
| Total 414.60 | |
| **Seat 9:** | |
| 1 10 oz Filet (B) | 79.00 |
| Subtotal 79.00 | |
| Food Tax 6.52 | |
| Total 85.52 | |

| | |
|---|---|
| Subtotal | 3,206.00 |
| Food Tax | 264.50 |
| Total | 3,470.50 |

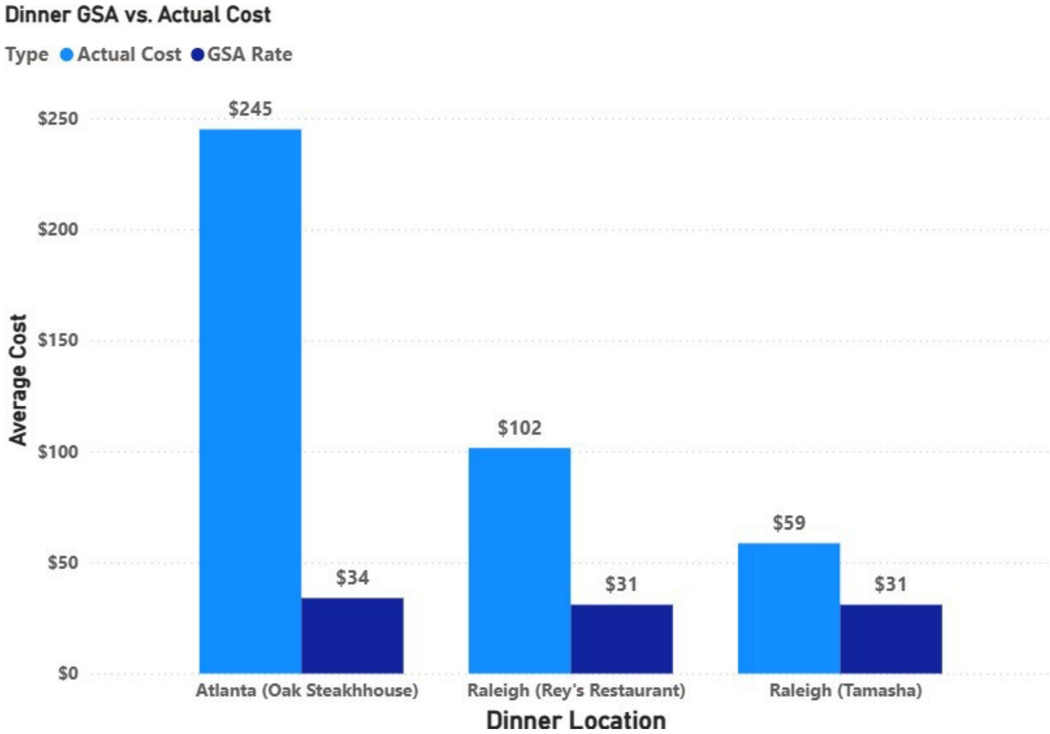
20% $694.10
TOTAL: $4,164.60

Thank you!
20% gratuity is added for parties of 6+



Receipt provided by employee to support the Rey's purchase.

The chart below shows what Town employees[7] spent on dinner at the three of the four abovementioned restaurants (light blue) as compared to the GSA per diem rates of Atlanta and Raleigh (dark blue).




## *Travel Purchases*

The Town's Travel and Training Expenses Procedure (the Procedure), last updated in January 2023, establishes controls for the approval, payment, and documentation of such expenses to ensure fiscal accountability and compliance with IRS regulations. The Procedure permits reimbursement of reasonable costs for approved business travel and professional development. Expenses must not be incurred prior to approval, and meal reimbursements are limited to travel that includes an overnight stay.

More specifically, the Procedure defines allowable and prohibited expenses and specifies payment and documentation requirements. Eligible costs include registration, lodging, transportation, mileage, and meals reimbursed at GSA per diem rates. P-Cards are the preferred payment method for most expenses, excluding meals, which are also reimbursed at per diem rates. Employees are required to submit a completed Travel Expense Form within 30 days of their return, regardless of whether reimbursement is due. Disallowed

[7] It is unclear who ate with Mr. Stegall at Oak Steakhouse in Atlanta.

expenses include personal costs, alcohol, entertainment, and upgraded travel accommodation.

## *Inter-City Trips*

Each May, the Town participates in an inter-city trip organized by the Cary Chamber of Commerce. These trips are intended to educate the Council and staff on how other cities in the United States adapt to growth, solve specific problems, and respond to their citizens. The trips are also designed to promote collaboration between cities through discussion of common challenges and identified solutions.

The Town's Chief Strategy Officer, Susan Moran, described inter-city trips in the following way: "The Cary Chamber of Commerce would schedule the inter-city visits so that businesspeople and elected officials [...] that represent Cary can go to other communities and learn firsthand and ask questions from their experiences." She continued, "The Chamber would pick these places where the inter-city visits would be to see if they had something that we could learn."

She explained that, for example, in Chicago, there was "an area [...] that was ripe for revitalization. And we have a similar area—ours is South Hills. What can we learn? What did this developer do? Do we like it? Lessons learned. Talk to the residents and the people. How can we bring that back?"

The Town has taken several inter-city trips over the years, but during the years of OSA's review, it visited Nashville, TN (2024) and Chicago, IL (2025). While the information gained from these trips may have been beneficial overall, our review identified multiple expenditures that appeared excessive, including:

- **$2,131** for hotel rooms, meals, and transportation so that five Town employees could travel to Nashville for an extra day. Specifically:
  - Hotel rooms for an extra night cost $1,733.
  - A meal for four employees at Chauhan Ale and Masala House cost $230, which equates to $57.50 per person. (Note: The cardholder initially submitted a non-itemized receipt to support the meal, which violates the Town's P-Card procedure. Investigators subsequently obtained a copy of the itemized receipt from the restaurant.)

Chauhan Ale And Masala House
123 12Th Ave North
Nashville, TN 37203

| | |
|---|---|
| Check #62 | |
| Guest Count: 4 | |
| Seats 1, 2, 3, 4 | |
| Ordered: | 5/5/24 6:28 PM |
| 1 Whipped Paneer | $18.00 |
| 1 Papadum | $4.00 |
| LENTILS ONLY | |
| 1 Garlic Parmesan Naan | $6.00 |
| 1 Tandoori Chicken | $25.00 |
| Tikka Masala | $2.00 |
| 1 Lamb shank | $48.00 |
| 1 Braised Pork Shank | $32.00 |
| Moilee | |
| ALLERGY ALERT | |
| Fish | |
| 1 Tandoori Chicken | $25.00 |
| Moilee | |
| ALLERGY ALERT | |
| Gluten | |
| 1 Crispy Brussels Sprouts | $14.00 |
| Subtotal | $174.00 |
| TN STATE TAX | $12.18 |
| TN COUNTY TAX | $3.92 |
| Tip | $40.00 |
| Total | $230.10 |
| Input Type | C (EMV Chip Read) |
| VISA CREDIT | xxxxxxxxxxxx |
| Time | 5/5/2024, 8:18 PM |
| Transaction Type | Sale |
| Authorization | Approved |
| Approval Code | 005598 |

Itemized receipt obtained by OSA.

- The fifth employee ate a meal at Amerigo Italian Restaurant that cost $82 and spent $86 for an Uber to get to and from the restaurant.

0175
Server: [redacted]
05/05/24 20:03, Swiped T: 92 Term: 3 Rec:130

AMERIGO-WESTEND
1920 WEST END AVE
NASHVILLE, TN 37203
(615)320-1740

CARD TYPE ACCOUNT NUMBER
VISA XXXXXXXXXXXX6439
Name: [redacted]
00 TRAN[redacted]TION APPROVED
AUTHORIZATION #: 034574
TID 78523130
Visa Purchase
Invoice XXXXXXXXXXX[redacted]
APPROVED 0017521340
Amount 034574
USD $68.28

Reference: 0505010000175
TRANS TYPE: Credit Card SALE

CHECK: 68.28
TIP: 14.00
TOTAL: 82.28

X

CARDHOLDER WILL PAY CARD ISSUER ABOVE
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT
Thank You For
Dining At Amerigo

BOTTOM COPY=>CUSTOMER RECEIPT

Amerigo
West End
0175 Table 92 #Party 5
[redacted] SvrCk: 12 7:00p 05/05/24

| | |
|---|---|
| 1 Side Caesar | 7.00 |
| 1 Sm Seasonal Soup | 7.00 |
| 1 Chicken Piccata | 21.50 |
| 1 Seasonal Salad | 12.00 |
| 1 Port Mush | 15.00 |

Sub Total: 62.50
Tax: 5.78
Sub Total: 68.28
05/05 8:00p TOTAL: 68.28

Earn Loyalty points
on today's visit !
Present your loyalty card or register
for a new account to start earning
rewards. Go to:
www.4tophospitality.com/rewards

Receipt provided by employee to support the Amerigo Italian Restaurant purchase.

- All five employees enjoyed dinners that were well above the GSA dinner rate for Nashville in fiscal year (FY) 2024, which was $36.

After receiving a copy of the draft report, Town officials informed OSA that the five employees traveled to Nashville the day before because the conference began at 8:45 a.m. the next morning. However, they also provided us with a copy of the agenda, pictured below, which shows that the inter-city trip organizer, the Cary Chamber of Commerce, had previously scheduled a 7:00 a.m. flight for attendees that morning from Raleigh to Nashville, followed by a breakfast at 8:45 a.m.

Southwest

**Flight Information**

May 6th – Flight# WN676
Depart from RDU at 7:00 am
Arriving in Nashville at 7:40 am Central Time

May 8th – Flight# WN2706
Depart from Nashville at 3:15 pm Central Time
Arriving at RDU at 5:45 pm

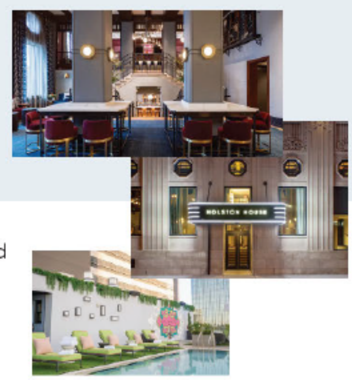
Nashville inter-city flight information provided by the Town.

Cary Chamber of Commerce
2024 InterCity Visit to Nashville, TN
May 6-8, 2024

## Agenda

**Monday, May 6th**

| | |
|---|---|
| 7:00 AM | Depart from RDU to Nashville arriving at 7:40 AM Central Time |
| 8:45 AM | Breakfast at the James Robertson meeting space at the Holston Hotel |
| 10:15 - 11:00 AM | **Session 1: Municipal Service Districts** – Overview and panel discussion led by Ted Boyd and the Nashville Downtown Partnership. Meeting location: James Robertson Meeting space at the Holston House hotel **Moderator:** Ted Boyd- President, Lee & Associates **Panelists:** Jeanette Barker, MPA Vice President, Strategic Development, Tamara Dickson Vice President, Economic Development, and Crissy Cassetty Director, Economic Development |




Portion of Nashville inter-city visit agenda provided by the Town.

While Town employees may have preferred to arrive at the conference a day early, the associated costs for the extra night should not have been paid for by taxpayers.

- **$618** for dinner at a restaurant in Chicago. It is unclear from the receipt how many people attended, though the guest list included 10 individuals. According to the staff member whose P-Card was used to pay for the meal, nine people attended the dinner, one of whom was from a non-profit organization and was not a Town employee. With nine attendees, the cost of the dinner averages out to **$69** per person—well above the $38 GSA dinner rate in Chicago at the time. The Town employee who used her P-Card to pay for the meal stated that Mr. Stegall specifically directed her to charge the meal to her card.


GAGE

The Gage
24 S Michigan Av
Chicago, IL 6060

Server: [redacted]
Check #388
Guest Count 10
Seats 1, 2, 3, 4, 5, 6, 7, 9, 10
Ordered 5/4/25

| | |
|---|---|
| 1 Gage Burger | $23.0 |
| Bacon | $4.0 |
| 2 A Dodgy Sundae | $26.0 |
| 1 Prime Steak Au Poivre | $68.00 |
| 2 Vanilla Creme Brulee | $24.00 |
| 1 Lobster Frites | $52.00 |
| 1 Halibut | $44.00 |
| 1 A Tight Whipped Pilat | $12.00 |
| 1 Amish Chicken | $36.00 |
| 3 Gage Fish & Chips | $78.00 |
| 1 Hudson Canyon Scallops | $38.00 |
| 2 Crispy Fried Pickles | $26.00 |
| 3 Housemade Ciabatta | $27.00 |
| Surcharge (3.00%) | [illegible] |
| Subtotal | $471.[redacted] |
| Gratuity 20% (20.00%) | $31 |
| Tax | $55.38 |
| Total | $618 |

Input Type C (EMV Chip Read)
VISA CREDIT xxxxxxxx[redacted]
Time 8:46 PM

Transaction Type Sale
Authorization Approved
Approval Code 059953
Payment ID ysktJsXMKJKN
Application ID A0000000031010
Application Label VISA CREDIT
Terminal ID adf835c4e02d43da
Card Reader BBPOS
[redacted]

Receipt provided to support The Gage purchase

- **$578** in car service expenses for Councilmember Bansal to travel from the Nashville airport to the hotel on the first day of the trip, and from the hotel to the airport on the last day (Town officials did not know whether any other Town employees utilized this car service). Of this total, **$289** was spent in cancellation fees for each way of the trip.
    - Town officials informed OSA that instead of utilizing a rideshare or taxi service to and from the airport, Mr. Stegall established the practice of arranging transportation for himself during official business travel, which was also extended to the Councilmembers.
    - After receiving a copy of OSA's draft report, Town officials informed us that staff booked the wrong date for the trip out to Nashville and had selected an incorrect time for the return trip to Raleigh, and thus had to reschedule both rides. They added that they believe Councilmember Bansal did not know cancellation fees were incurred.

- A **$100** "Agency Service Fee" to purchase a flight to Nashville on flightticketcharge.com, which appears to be a third-party domain and brand tied to online airfare scams. It is unclear why Town staff did not purchase the ticket directly from a known airline's website instead.

**Booking Details**

| DATE | PRODUCT | DESCRIPTION | AMOUNT |
|---|---|---|---|
| 03/21/2024 | Agency Service Fee | flightticketcharge.com | USD 100.00 |
| | | Total | USD 100.00 |

Receipt provided by employee to support the Agency Service Fee.

## *Sean Stegall's Penthouse Stay*

Mr. Stegall also booked a penthouse accommodation for himself during a trip to another conference and allegedly lost the receipt.

On the Town's Lost Receipt Form (see below), Mr. Stegall noted that the $3,419 charge was for "hotel for multiple staff" and wrote "Don't remember who booked" as the reason for the missing receipt.

Investigators contacted Hotel Van Zandt, obtained a copy of the itemized receipt (see below), and determined that Mr. Stegall was the only Town employee who had stayed there. Other Town employees stayed in a nearby hotel.

Docusign Envelope ID: FA5E19D8-C7BB-4AD3-A1D1-17CB420CCB62

**P-CARD**
**LOST RECEIPT FORM**

Cardholder Name: Sean Stegall

Date of Purchase: 10/06/2023

Supplier Name: hotel van zandt

Amount of Purchase: $ 3419.35

Description & Business Purpose of Purchase: hotel for multiple staff

Reason for Missing Receipt: Required

Don't remember who booked

**Once completed, attach this form to your pcard transaction in the reconciling system.**

By attaching this form, I certify that I have contacted the supplier and was unable to obtain a copy of the purchase documentation. I also certify that this purchase was made for an official Cary purpose.

After attaching this form to the transaction in the reconciling system, your department approver will review the transaction and the Lost Receipt Form before approving the transaction.

Lost Receipt Form submitted by Mr. Stegall to support the Hotel Van Zandt purchase.

HVZ

INFORMATION INVOICE

| | | | |
|---|---|---|---|
| Sean Stegall | | Room No. | 0315 |
| | | Arrival | 09-30-23 |
| | | Departure | 10-04-23 |
| | | Confirmation No. | 64752584 |
| | | Folio No. | |
| Company Name | Expedia Hotel Collect | Cashier No. | 26 |
| Group Name | | Custom Ref. | |
| Guest Name | | Page No. | 1 of 4 |

| Date | Description | Charges | Credits |
|---|---|---|---|
| 09-30-23 | Room Charge | 739.00 | |
| 09-30-23 | State of Texas Occupancy Tax 6% | 44.34 | |
| 09-30-23 | City of Austin Occupancy Tax 11% | 81.29 | |
| 09-30-23 | Recovery Fee | 2.57 | |
| 09-30-23 | State of Texas Occupancy Tax 6% | 0.15 | |
| 09-30-23 | City of Austin Occupancy Tax 11% | 0.28 | |
| 09-30-23 | State of Texas Sales Tax 8.25% | 0.21 | |
| 09-30-23 | Guest Amenity Fee | 29.95 | |
| 09-30-23 | State of Texas Occupancy Tax 6% | 1.80 | |
| 09-30-23 | City of Austin Occupancy Tax 11% | 3.29 | |
| 10-01-23 | Room Charge | 629.00 | |
| 10-01-23 | State of Texas Occupancy Tax 6% | 37.74 | |
| 10-01-23 | City of Austin Occupancy Tax 11% | 69.19 | |
| 10-01-23 | Recovery Fee | 2.57 | |
| 10-01-23 | State of Texas Occupancy Tax 6% | 0.15 | |
| 10-01-23 | City of Austin Occupancy Tax 11% | 0.28 | |
| 10-01-23 | State of Texas Sales Tax 8.25% | 0.21 | |
| 10-01-23 | Guest Amenity Fee | 29.95 | |
| 10-01-23 | State of Texas Occupancy Tax 6% | 1.80 | |
| 10-01-23 | City of Austin Occupancy Tax 11% | 3.29 | |
| 10-02-23 | Overnight Parking<br>Room# 0315 : CHECK# 111899 Black, Toyota | 63.87 | |
| 10-02-23 | Room Charge | 679.00 | |
| 10-02-23 | State of Texas Occupancy Tax 6% | 40.74 | |

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Thank you for staying with us at Hotel Van Zandt!

Hotel Van Zandt | 605 Davis Street | Austin, TX 78701
Telephone: (512) 542-5300 | www.hotelvanzandt.com

HVZ

INFORMATION INVOICE

| | | | |
|---|---|---|---|
| Sean Stegall | | Room No. | 0315 |
| | | Arrival | 09-30-23 |
| | | Departure | 10-04-23 |
| | | Confirmation No. | 64752584 |
| | | Folio No. | |
| Company Name | Expedia Hotel Collect | Cashier No. | 26 |
| Group Name | | Custom Ref. | |
| Guest Name | | Page No. | 2 of 4 |

| Date | Description | Charges | Credits |
|---|---|---|---|
| 10-02-23 | City of Austin Occupancy Tax 11% | 74.69 | |
| 10-02-23 | Recovery Fee | 2.57 | |
| 10-02-23 | State of Texas Occupancy Tax 6% | 0.15 | |
| 10-02-23 | City of Austin Occupancy Tax 11% | 0.28 | |
| 10-02-23 | State of Texas Sales Tax 8.25% | 0.21 | |
| 10-02-23 | Guest Amenity Fee | 29.95 | |
| 10-02-23 | State of Texas Occupancy Tax 6% | 1.80 | |
| 10-02-23 | City of Austin Occupancy Tax 11% | 3.29 | |
| 10-03-23 | Room Charge | 679.00 | |
| 10-03-23 | State of Texas Occupancy Tax 6% | 40.74 | |
| 10-03-23 | City of Austin Occupancy Tax 11% | 74.69 | |
| 10-03-23 | Recovery Fee | 2.57 | |
| 10-03-23 | State of Texas Occupancy Tax 6% | 0.15 | |
| 10-03-23 | City of Austin Occupancy Tax 11% | 0.28 | |
| 10-03-23 | State of Texas Sales Tax 8.25% | 0.21 | |
| 10-03-23 | Guest Amenity Fee | 29.95 | |
| 10-03-23 | State of Texas Occupancy Tax 6% | 1.80 | |
| 10-03-23 | City of Austin Occupancy Tax 11% | 3.29 | |
| 10-04-23 | Minibar Food | 6.00 | |
| 10-04-23 | State of Texas Sales Tax 8.25% | 0.50 | |
| 10-04-23 | Minibar Food | 7.00 | |
| 10-04-23 | State of Texas Sales Tax 8.25% | 0.58 | |
| 10-04-23 | Minibar Non-Alcoholic | 4.00 | |
| 10-04-23 | State of Texas Sales Tax 8.25% | 0.33 | |

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Thank you for staying with us at Hotel Van Zandt!

Hotel Van Zandt | 605 Davis Street | Austin, TX 78701
Telephone: (512) 542-5300 | www.hotelvanzandt.com

HVZ

INFORMATION INVOICE

| | | | |
|---|---|---|---|
| Sean Stegall | | Room No. | 0315 |
| | | Arrival | 09-30-23 |
| | | Departure | 10-04-23 |
| | | Confirmation No. | 64752584 |
| | | Folio No. | |
| Company Name | Expedia Hotel Collect | Cashier No. | 26 |
| Group Name | | Custom Ref. | |
| Guest Name | | Page No. | 3 of 4 |

| Date | Description | Charges | Credits |
|---|---|---|---|
| 10-04-23 | Minibar Non-Alcoholic | 4.00 | |
| 10-04-23 | State of Texas Sales Tax 8.25% | 0.33 | |
| 10-04-23 | Minibar Non-Alcoholic | 4.00 | |
| 10-04-23 | State of Texas Sales Tax 8.25% | 0.33 | |
| 10-04-23 | Minibar Food | 6.00 | |
| 10-04-23 | State of Texas Sales Tax 8.25% | 0.50 | |
| 10-04-23 | Minibar Food | 8.00 | |
| 10-04-23 | State of Texas Sales Tax 8.25% | 0.66 | |
| 10-04-23 | Minibar Food | 6.00 | |
| 10-04-23 | State of Texas Sales Tax 8.25% | 0.50 | |
| 10-04-23 | Minibar Food | 4.00 | |
| 10-04-23 | State of Texas Sales Tax 8.25% | 0.33 | |
| 10-04-23 | F&B Credit<br>gaf | -40.00 | |
| 10-04-23 | Visa<br>XXXXXXXXXXXX[redacted]XX/XX | | 3,419.35 |
| | Total Charges | 3,419.35 | |
| | Total Credits | | 3,419.35 |
| | Balance | | 0.00 |

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Thank you for staying with us at Hotel Van Zandt!

Hotel Van Zandt | 605 Davis Street | Austin, TX 78701
Telephone: (512) 542-5300 | www.hotelvanzandt.com

HVZ

INFORMATION INVOICE

| | | | |
|---|---|---|---|
| Sean Stegall | | Room No. | 0315 |
| | | Arrival | 09-30-23 |
| | | Departure | 10-04-23 |
| | | Confirmation No. | 64752584 |
| | | Folio No. | |
| Company Name | Expedia Hotel Collect | Cashier No. | 26 |
| Group Name | | Custom Ref. | |
| Guest Name | | Page No. | 4 of 4 |

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Thank you for staying with us at Hotel Van Zandt!

Hotel Van Zandt | 605 Davis Street | Austin, TX 78701
Telephone: (512) 542-5300 | www.hotelvanzandt.com

Copies of itemized receipts OSA obtained from Hotel Van Zandt.

## *Questionable Purchases*

Throughout the period covered in our investigation, OSA discovered multiple questionable purchases, including:

- $**5,843** in cancellation fees at the Courtyard by Marriott in Cary for a Quarterly Council Meeting scheduled to be held in May 2025. According to the Town Clerk, they had booked two dates in May to secure the location while they decided on which date to hold the Quarterly Council Meeting. Once they picked one of the secured dates, they waited too long to cancel the other and were therefore charged a cancellation fee.

- **$1,638** in no show charges for three hotel rooms in Pittsburgh charged to Sean Stegall's P-Card in June 2024. Town officials indicated there was no business purpose for this trip that they are aware of.

RENAISSANCE HOTELS

PITTSBURGH RENAISSANCE HOTEL — GUEST FOLIO

ROOM — NAME: STEGALL/SEAN — RATE: 479.00 — DEPART: 06/22/24 — TIME — DUPLICATE 16:19 — ACCT# 22494
ADDRESS NOT AVAILABL — ARRIVE: 06/22/24 — TIME
TYPE — XXXXX DC 27513
ROOM CLERK — ADDRESS — PAYMENT: CA/HOTEL COLLECT — MB#:

| DATE | REFERENCES | | CHARGES | CREDITS | BALANCES DUE |
|---|---|---|---|---|---|
| 06/21 | GNS | NOSHOW | 479.00 | | |
| 06/21 | ROOM TAX | NOSHOW | 33.53 | | |
| 06/21 | OCC TAX | NOSHOW | 28.74 | | |
| 06/21 | CITY TAX | NOSHOW | 4.79 | | |
| 06/21 | CCARD-VS VSXXXXXXXXXXXX[redacted] | | | 546.06 | |
| | | | | | .00 |

RENAISSANCE HOTELS

PITTSBURGH RENAISSANCE HOTEL — GUEST FOLIO

ROOM — NAME: STEGALL/SEAN — RATE: 479.00 — DEPART: 06/22/24 — TIME — DUPLICATE 16:24 — ACCT# 22496
ADDRESS NOT AVAILABL — ARRIVE: 06/22/24 — TIME
TYPE — XXXXX DC 27513
ROOM CLERK — ADDRESS — PAYMENT: CA/HOTEL COLLECT — MB#:

| DATE | REFERENCES | | CHARGES | CREDITS | BALANCES DUE |
|---|---|---|---|---|---|
| 06/21 | GNS | NOSHOW | 479.00 | | |
| 06/21 | ROOM TAX | NOSHOW | 33.53 | | |
| 06/21 | OCC TAX | NOSHOW | 28.74 | | |
| 06/21 | CITY TAX | NOSHOW | 4.79 | | |
| 06/21 | CCARD-VS VSXXXXXXXXXXXX[redacted] | | | 546.06 | |
| | | | | | .00 |

RENAISSANCE HOTELS

PITTSBURGH RENAISSANCE HOTEL — GUEST FOLIO

ROOM — NAME: STEGALL/SEAN — RATE: 479.00 — DEPART: 06/22/24 — TIME — DUPLICATE 16:26 — ACCT# 22497
ADDRESS NOT AVAILABL — ARRIVE: 06/22/24 — TIME
TYPE — XXXXX DC 27513
ROOM CLERK — ADDRESS — PAYMENT: CA/HOTEL COLLECT — MB#:

| DATE | REFERENCES | | CHARGES | CREDITS | BALANCES DUE |
|---|---|---|---|---|---|
| 06/21 | GNS | NOSHOW | 479.00 | | |
| 06/21 | ROOM TAX | NOSHOW | 33.53 | | |
| 06/21 | OCC TAX | NOSHOW | 28.74 | | |
| 06/21 | CITY TAX | NOSHOW | 4.79 | | |
| 06/21 | CCARD-VS VSXXXXXXXXXXXX[redacted] | | | 546.06 | |
| | | | | | .00 |

Receipts provided by Mr. Stegall to support Renaissance hotel purchase.

- **$1,625** for two iPads given to retiring directors. According to a Town employee, the directors also received a gift purchased with funds collected from Town employees. After receiving a copy of the draft report, Town officials indicated the additional gifts were purchased with personal funds voluntarily donated by Town directors.
- **$1,600** for 10 pairs of Ray-Ban sunglasses, each stamped "Cary" on the tip of the earpiece. "They were for councilmembers," the Town Clerk told investigators. "There was an event at the downtown park where everybody got on stage and was blinded. And they actually—staff took off their sunglasses to give them to [the] Council for the picture. And so, the following retreat of 2024, we gave [the Council] those sunglasses for that reason." She continued, "[Mr. Stegall] wanted the highest of the high, so he demanded that we get the highest level of sunglasses that we could get." She continued, "Things that we got [the] Council, we would also give [Mr. Stegall]."



Photo of Ray-Ban sunglasses, zoomed in on the right side.

- **$733** for an executive van from Cary Town Hall to 12 Oaks Golf Course in Holly Springs on December 16, 2024 for the annual Wake County Mayors Association Holiday Dinner. It is unclear why attendees did not drive their own vehicles for such a short distance. The drive from Town Hall to 12 Oaks Golf Course is approximately 12 miles.

  Councilmember Bansal informed OSA that while she did attend the event, she drove herself and did not travel in the executive van.


Wake County Mayor's Association Holiday Dinner details provided by the Town.

**Sarika Bansal - Cary Town Council** is in **Holly Springs, NC**.
December 16, 2024 ·

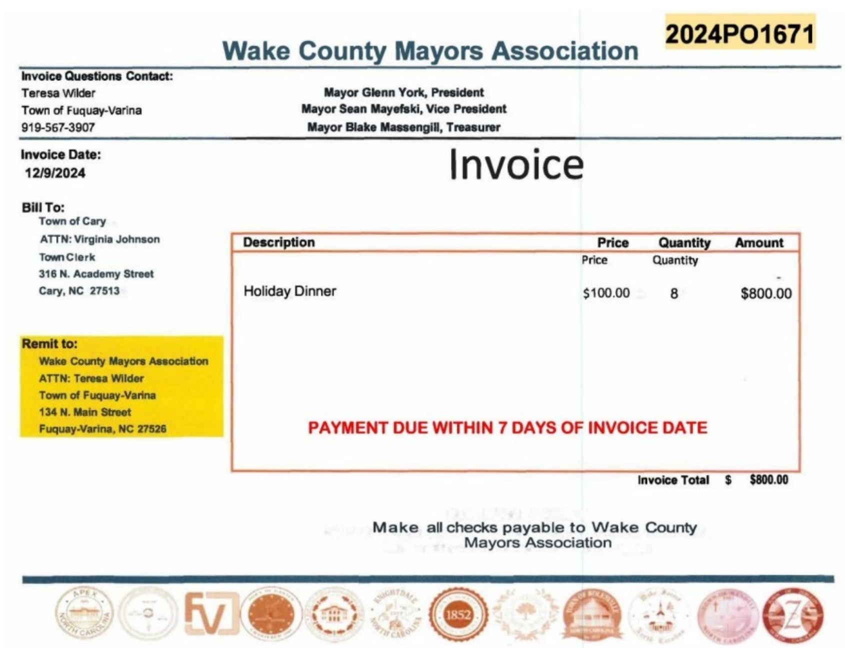
It was my honor to attend the gala organized by the Mayor's Association. Starting the holiday season surrounded by leaders and changemakers, celebrating community and service, was truly inspiring. Events like these remind us of the power of collaboration and the importance of coming together to make a difference.

Also met the newly elected officials from Raleigh, Mayor Janet Cowell and Councilman Mitchell Silver.

Town of Cary, NC

Facebook post provided by the Town.

Additionally, Town funds were used to purchase eight tickets to the event each costing $100



2024PO1671

**Wake County Mayors Association**

**Invoice Questions Contact:**
Teresa Wilder
Town of Fuquay-Varina
919-567-3907

**Mayor Glenn York, President**
**Mayor Sean Mayefski, Vice President**
**Mayor Blake Massengill, Treasurer**

**Invoice Date:**
12/9/2024

# Invoice

**Bill To:**
Town of Cary
ATTN: Virginia Johnson
Town Clerk
316 N. Academy Street
Cary, NC 27513

**Remit to:**
Wake County Mayors Association
ATTN: Teresa Wilder
Town of Fuquay-Varina
134 N. Main Street
Fuquay-Varina, NC 27526

| Description | Price | Quantity | Amount |
|---|---|---|---|
| Holiday Dinner | $100.00 | 8 | $800.00 |

**PAYMENT DUE WITHIN 7 DAYS OF INVOICE DATE**

Invoice Total $ $800.00

Make all checks payable to Wake County Mayors Association

Invoice for eight tickets to the Wake County Mayor's Association Holiday Dinner.

BLUE DIAMOND TRANSPORTATION
DRIVING SUCCESS

Reservation Receipt

Date of Receipt: 12/12/2024
Account # 32570

BILL TO [redacted]
Town of Cary , NC
[redacted]

| CONF # | DATE & TIME(S) | DESCRIPTION | CHARGES & CREDITS | |
|---|---|---|---|---|
| 122152 | 12/16/2024<br>PU Time: 05:00 PM<br>DO Time: 09:30 PM<br>In-Car Time: 03:35 PM | Passenger: Town of Cary<br>PU: -- :Cary Town Hall, 316 N Academy St, Cary, NC 27513<br>WT: -- :2004 Green Oaks Pkwy, Holly Springs, NC 27540<br>DO: -- :Cary Town Hall, 316 N Academy St, Cary, NC 27513<br>Booked By: [redacted]<br>Vehicle Type: EXEC VAN | Per Hour (4.5 x 100.00) | 450.00 |
| | | | Travel Time (1 x 120.00) | 120.00 |
| | | | Std Grat (20.000%) | 114.00 |
| | | | Fuel Surcharge (5.000%) | 28.50 |
| | | | Credit Card Fee (3.000%) | 20.52 |
| | | | Reservation Total | 733.02 |
| | | | Payment (CC **3269) | -733.02 |
| | | | Total Due | 0.00 |

| PAYMENT METHOD | PAYMENT TERMS | PAYMENT STATUS | TRANS ID/REF # |
|---|---|---|---|
| Visa **[redacted] | Due Upon Receipt | Paid | N/A |

THANK YOU FOR YOUR BUSINESS!

Receipt provided by employee to support the van ride to/from the Wake County Mayor's Association Holiday Dinner.

- **$305** for a hotel room for a Raleigh-based social media influencer who attended the Town's Lazy Daze event. While the influencer posted on Instagram six days after the event, and tagged the Town's Instagram (@caryncgov) in the post, she did not indicate that the Town paid for her stay at The Mayton hotel. It is unclear what benefit the Town received in exchange for paying for the influencers' hotel room.

THE MAYTON

[redacted]
Raleigh NC 27605
United States

INFORMATION INVOICE

Room No. : 0305
Arrival : 08-23-25
Departure : 08-24-25
Page No. : 1 of 1
Folio No. :
Conf. No. : 588957344
Cashier No. : 2
Custom Ref. :

Company Name :
Group Name :
Guest Name :

| Date | Description | Charges | Credits |
|---|---|---|---|
| 08-21-25 | Visa<br>XXXXXXXXXXXX[redacted]X/XX | | 305.78 |
| 08-23-25 | Room Charge | 270.00 | |
| 08-23-25 | Room Sales Tax | 19.58 | |
| 08-23-25 | Room Occupancy Tax | 16.20 | |
| | Total Charges | 305.78 | |
| | Total Credits | | 305.78 |
| | Balance | | 0.00 |

Receipt provided by employee to support The Mayton hotel purchase.

- **$100** for a Mariah Carey cardboard cutout, purchased to promote the Town and a Mariah Carey concert. The Town teamed up with WRAL and Mix 101.5 for the promotion and changed the spelling of Cary to "Carey" for one day.

  The Mariah Carey cutout was brought to Salt Lake City, Utah, in November 2025 for the National League of Cities conference. Investigators inquired of the Town's Marketing Strategist as to the cost of bringing the cardboard cutout to the conference and were told, "You would have to find out with the airline, I don't know."

  After the Town received a copy of OSA's draft report, Town officials informed us that they had since determined there was no cost to bring the cutout on the trip because it was transported as a carry-on item.

Photo of Mariah Carey cardboard cutout.

## *District Mailings*

While analyzing the Town's P-Card spending, investigators noted an unusually high number of expenditures at a local company called Poole Printing.

We learned that these expenses covered the printing and mailing of flyers sent by the Town to inform citizens of changes to districts and election dates, as well as available resources. The flyers contained information about each district's representative, along with their picture, so that citizens could be familiar with them. Expenditures paid to Poole Printing over the period covering 2024-2025 totaled **$108,714**, with P-Card processing fees adding up to

**$3,571**. These processing fees could have been avoided had the Town paid Poole Printing using a check or Automated Clearing House system instead of P-Cards.

See the photos provided below for the district flyers that the Town sent out in 2025.


Get to Know Your District!
Did you know Cary is divided into four districts?
While each of these districts (A through D) has a representative, it's also represented by three additional Councilmembers: the Mayor and two At-Large members. All seven Councilmembers are stewards for the entire town. They set policies, goals, and direction for Cary's local government.
Read on to learn more about District A and those who represent you and your neighbors!
Cary is moving to a winner-take-all system of voting!
In past elections, Cary used a runoff system requiring a second vote if no candidate earned over 50%. In 2024, Town Council adopted a winner-take-all approach called "plurality," where the candidate with the most votes wins. This change simplifies the process, aligns Cary's elections with federal dates, and saves the cost of a separate election.
This year, municipal elections are on November 4, 2025, with early voting beginning October 25, 2025. Visit carync.gov/elections for details and to learn how to access your ballot.
You're in district
A
Scan the QR code to interact with the district map!
carync.gov/mydistrict
Jennifer Bryson Robinson
Mayor Pro Tem
jennifer.robinson@carync.gov
carync.gov/jennifer
Harold Weinbrecht
Mayor
harold.weinbrecht@carync.gov
carync.gov/harold
Lori Bush
At-Large Councilmember
lori.bush@carync.gov
carync.gov/lori
Carissa Kohn-Johnson
At-Large Councilmember
carissa.johnson@carync.gov
carync.gov/carissa
EXPLORE YOUR DISTRICT: A
CARY
LIVE INSPIRED
Featured Facilities
Bond Park Community Center and Boathouse
150 Metro Park Dr.
Cary Senior Center
120 Maury Odell Pl.
Cary Tennis Park
2727 Louis Stephens Dr.
Good Hope Farm
1580 Morrisville Carpenter Rd.
Wake County West Regional Library
4000 Louis Stephens Dr.
Major Parks and Greenways
Bishops Gate Greenway
Black Creek Greenway
White Oak Greenway
Old Reedy Creek Road Trailhead Park
Carpenter Park
Ed Yerha Park
Fred G. Bond Metro Park
Public Safety
TOWN OF CARY
FIRE STATION FIVE
POLICE SERVICE CENTER
Fire Station 5
2101 High House Rd.
Stay engaged and informed
Learn more about what your Council and local government are doing for you!
Questions? Contact 311
carync.gov/311
2025 State of Cary
carync.gov/stateofcary
Cary Matters Episodes
carync.gov/matters


Get to Know Your District!
Did you know Cary is divided into four districts?
While each of these districts (A through D) has a representative, it's also represented by three additional Councilmembers: the Mayor and two At-Large members. All seven Councilmembers are stewards for the entire town. They set policies, goals, and direction for Cary's local government.
Read on to learn more about District B and those who represent you and your neighbors!
Cary is moving to a winner-take-all system of voting!
In past elections, Cary used a runoff system requiring a second vote if no candidate earned over 50%. In 2024, Town Council adopted a winner-take-all approach called "plurality," where the candidate with the most votes wins. This change simplifies the process, aligns Cary's elections with federal dates, and saves the cost of a separate election.
This year, municipal elections are on November 4, 2025, with early voting beginning October 25, 2025. Visit carync.gov/elections for details and to learn how to access your ballot.
You're in district
B
Scan the QR code to interact with the district map!
carync.gov/mydistrict
Michelle Craig
District B Councilmember
michelle.craig@carync.gov
carync.gov/michelle
Harold Weinbrecht
Mayor
harold.weinbrecht@carync.gov
carync.gov/harold
Lori Bush
At-Large Councilmember
lori.bush@carync.gov
carync.gov/lori
Carissa Kohn-Johnson
At-Large Councilmember
carissa.johnson@carync.gov
carync.gov/carissa
EXPLORE YOUR DISTRICT: B
CARY
LIVE INSPIRED
Featured Facilities
Page-Walker Arts & History Center
119 Ambassador Loop
WakeMed Soccer Park
101 Soccer Park Dr.
The Cary Theater
122 E Chatham St.
Cary Arts Center
101 Dry Ave.
Wake County Cary Regional Library
315 Kildaire Farm Rd.
Major Parks and Greenways
Annie Jones Greenway
Black Creek Greenway
Crabtree Creek Greenway
Downtown Cary Park
Veterans Freedom Park
Urban Park
Godbold Park
Public Safety
Fire Station 1
1501 N Harrison Ave.
Fire Station 2
601 E Chatham St.
Fire Station 4
1401 Old Apex Rd.
Stay engaged and informed
Learn more about what your Council and local government are doing for you!
Questions? Contact 311
carync.gov/311
2025 State of Cary
carync.gov/stateofcary
Cary Matters Episodes
carync.gov/matters



During interviews with OSA, several councilmembers expressed that they had misgivings about the flyers when they were discussed in Council meetings.

On one such occasion former Councilwoman Jennifer Robinson told investigators, "I felt like that was just a misuse of funds because if anything, it was basically like free advertising for candidates who were running for office."

Continuing, she said, “Because we changed the districts—that’s, I think, the reason why [the idea of the flyers] started. We changed the districts, and [...] we had a conversation like, ‘Hey, we need to tell people that they’re not in the same district they used to be in.’ But the way it was done, I mean, releasing that pamphlet during election season—I just felt like it was wrong.”

### *A Note Concerning P-Card Findings*

OSA reviewed reimbursements made to employees whose P-Card purchases were reviewed and it appears the employees followed the Town’s procedure and did not submit reimbursement requests for purchases made using their P-Cards.

### *We Recommend the Following:*

1. The Council should enact a policy related to the types of purchases which should and should not be made on a P-Card.
2. The Council should enact a policy related to meal expenses during Council travel.
3. The Finance Director should review the Town’s P-Card procedures and determine if any updates are needed to reflect changes to Council-enacted policies and/or determine if updates are needed to reflect current Town processes.
4. The Finance Department should provide training to all P-Card holders on the appropriate use of P-Cards.
5. The Finance Department should provide training to all employees responsible for reviewing and approving P-Card transactions to ensure they understand what constitutes appropriate documentation to support a transaction.
6. The Finance Department should review all P-Card transactions to ensure they are an appropriate expenditure of Town funds. If found to be an inappropriate expenditure, the Town should seek reimbursement from the employee.
7. The Finance Department should discontinue use of the Lost Receipt Form and require an itemized receipt to support a P-Card purchase. If a receipt is lost, the cardholder should obtain a copy of the receipt from the vendor. If an itemized receipt is not obtained, the Town should seek reimbursement of the expense from the cardholder.

## Councilmember Lori Bush's Tuition

"Dishonesty, mistrust, and silence breed disunity."

–Sean Stegall, *Top of the Arc*

In 2024, Councilmember Lori Bush began online studies at Northwestern University to pursue her master's degree in Public Policy and Administration.[8]

Councilmember Bush told OSA that prior to enrolling at Northwestern, "I was interviewing with a lot of places to try to figure out what's the best thing to do and I knew I'd have to do it online." She continued by stating that "one day, [Mr. Stegall] sent me a link to the Northwestern program. But I already had been talking with them and had set up a meeting with their advisory board."

Investigators located the email Mr. Stegall sent to Councilmember Bush on the subject, which contained the message, "This looks interesting…I immediately thought of you."

**From:** Sean Stegall <Sean.Stegall@carync.gov>
**Sent:** Tuesday, April 2, 2024 12:50:48 PM (UTC-05:00) Eastern Time (US & Canada)
**To:** Lori Bush <Lori.Bush@carync.gov>
**Subject:** Fwd: Earn your Northwestern MPPA in one year

This looks interesting...I immediately thought of you.

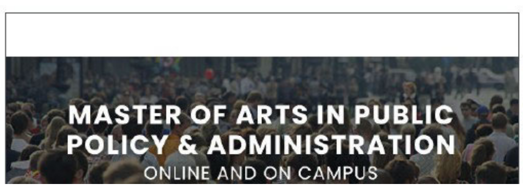
Begin forwarded message:

> **From:** ICMA SmartBrief <icma@smartbrief.com>
> **Date:** April 2, 2024 at 12:26:53 PM EDT
> **To:** Sean Stegall <Sean.Stegall@carync.gov>
> **Subject: Earn your Northwestern MPPA in one year**

Created for sean.stegall@townofcary.org | Web Version

This is a paid advertisement for SmartBrief readers.
The content does not necessarily reflect the view of SmartBrief or its Association partners.

SmartBrief Local Government




Email from Mr. Stegall to Councilmember Bush.

[8] According to Councilmember Bush, she was originally interested in pursuing this degree at UNC Chapel Hill but was ineligible because that degree program is a dual bachelor's-master's program that is limited to undergraduate students.

Councilmember Bush told investigators, "[...] I did apply to start school it wasn't until after I was in school that at one of my one-on-ones, [Mr. Stegall] said, 'By the way, the Town will pay for that.' I said, 'Really? They will?' I had already paid my tuition and I called [HR employee name] and I [said], you know, 'Can we talk about this? Sean says the Town will pay for that. Is that true?'

And [HR] said, 'Oh yeah, the Town'll pay for it.' So, I followed up with an email and said, 'Okay, thanks for the discussion. Here are my receipts.' " See below for a copy of the email exchange between Councilmember Bush and the HR employee.

**Subject:** RE: Benefits question
**Date:** Friday, April 5, 2024 at 6:11:24 AM Eastern Daylight Time
**From:** [redacted]
**To:** Lori Bush

Hi Lori.

Wow, going back to school again – you never cease to amaze me with your energy!

Yes, we do offer tuition reimbursement ($3,500 a year) as part of our Benefits My Way program. I have not forgotten that I owe you a review of benefits which I will get to you soon and we can review this benefit as well as others.

[redacted]

CARY
LIVE INSPIRED™

Note: Pursuant to NC General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by anyone at any time.

**From**: Lori Bush <Lori.Bush@carync.gov>
**Sent**: Thursday, April 4, 2024 3:25 PM
**To**: [redacted]
**Subject**: Benefits question

Hi there,
Do we offer Tuition re-imbursement for folks that want to go back to school for a post secondary degree?

I'm thinking of going back to school, and wondering if I could get tuition reimbursement.

Thanks,
Lori

Email exchange between HR employee and Councilmember Bush indicating the Town offers tuition reimbursement up to $3,500 a year.

**Subject:** Northwestern Tuition receipt attached
**Date:** Friday, June 21, 2024 at 12:11:51 PM Eastern Daylight Time
**From:** Lori Bush
**To:** [redacted]
**Attachments:** image001.png

[redacted]
Thanks for the call last week regarding my pursuit of additional education.
Here is a screen capture of my account, with the 2 classes I'm taking this semester.

- Public Financing and Budgeting
- Public Organizational Theory and Management

Regards and thanks,

Lori

Email exchange when Councilmember Bush provides HR employee with tuition receipt.

**Term Totals (use arrows to move from term to term)** Find | View All First 1 of 1 Last

| Term | Account Balance | Anticipated Aid | Adjusted Balance |
|---|---|---|---|
| 2024 Summer | $0.00 | $0.00 | $0.00 |

**Account Transactions (Charges and Credits)** Find |

| Date Posted | Effective Date | Date Billed | Description | Due Date | Amount |
|---|---|---|---|---|---|
| 06/03/2024 | 06/03/2024 | 06/10/2024 | Summer Tuition - MA - PPA DL | 07/01/2024 | $3,866.00 |
| 06/06/2024 | 06/06/2024 | 06/10/2024 | Summer Tuition - MA - PPA DL | 07/01/2024 | $3,866.00 |
| 06/03/2024 | 06/03/2024 | 06/10/2024 | Distance Educ Technology Fee | 07/01/2024 | $125.00 |
| 06/06/2024 | 06/06/2024 | 06/10/2024 | Distance Educ Technology Fee | 07/01/2024 | $125.00 |
| 06/12/2024 | 06/12/2024 | | Payment-Thank You Credit Card | | $-7,982.00 |

Receipt provided by Councilmember Bush to support tuition reimbursement request.

Investigators noted that the email from the HR employee on April 5, 2024 indicated the Town offers tuition reimbursement up to $3,500 per year, which is less than the $7,982 Councilmember Bush submitted for tuition reimbursement on June 21, 2024.

OSA spoke with the HR employee, who informed us that she believed Councilmember Bush was asking about tuition reimbursement for Town employees, not Councilmembers, and admitted her April 4, 2024 email may have been confusing. However, she said that prior to receiving Councilmember Bush's June 21, 2024 email, she received a separate email from Councilmember Bush on June 11, 2024 asking how tuition reimbursement works. The HR employee explained to OSA that, at this point she realized there was confusion between her and Councilmember Bush. The HR employee then explained to Mr. Stegall that tuition reimbursement was limited to Town employees via the Benefits My Way program, and that the Council's Benefits My Way program did not include tuition reimbursement. The HR employee also stated that the Town Attorney confirmed her understanding of the Benefits My Way program.

[redacted]

**From:** Lori Bush
**Sent:** Tuesday, June 11, 2024 11:02 AM
**To:** [redacted]
**Subject:** Tuition reimbursement

Hello lovely ladies,
Can one of you tell me how Tuition reimbursement works? I just paid my tuition for my first classes for my Masters in Public Policy!
Gulp

Thanks,
Lori

Email exchange when Councilmember Bush asks HR employee how tuition reimbursement works.

According to the HR employee, sometime between the emails dated June 11, 2024 and June 21, 2024 (both of which are shown above), she spoke to Councilmember Bush and explained to her that Councilmembers were not entitled to tuition reimbursement via Benefits My Way. She told Councilmember Bush that any reimbursement for her Northwestern classes would be considered professional development, which would have to be discussed with Mr. Stegall to determine if funding was available. Given this conversation, the HR employee was confused when she received Councilmember Bush's June 21, 2024 email with the tuition receipts. The HR employee said that she then spoke to Mr. Stegall, who said that the Town would pay for the tuition, and that Mr. Stegall asked her to send the tuition receipts to the Town Clerk. The HR employee said she emailed the Town Clerk with the information, noting that it was a professional development expense (see email below).

**From:** [redacted]
**Sent:** Monday, July 15, 2024 12:09 PM
**To:** [redacted]
**Cc:**
**Subject:** Fwd: Northwestern Tuition receipt attached

Thanks!

[redacted]
Cary Clerk
[redacted]

Begin forwarded message:

**From:** [redacted]
**Date:** July 15, 2024 at 10:54:31 AM EDT
**To:** [redacted]
**Subject: FW: Northwestern Tuition receipt attached**

[redacted]

Per our discussion this morning, see Lori's professional development receipt below. I will await your confirmation that this has been processed. Thanks.

[redacted]

CARY
LIVE INSPIRED™

Note: Pursuant to NC General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by anyone at any time.

Email exchange between HR employee and Town Clerk.

During our investigation, Town officials and employees told OSA that the Council was not informed of the decision to finance Councilmember Bush's tuition. Regarding this, Councilmember Bush said, "I told [Mr. Stegall] I needed to let the rest of [the] Council know. And he said, 'Oh, don't worry, I'm talking to every councilmember this week. I will let them know.' "

She continued, "Afterwards, I asked [Mr. Stegall], 'Does everybody know?' [He said,] 'Yes. Nothing you need to do about that.' It wasn't until recently that I learned [...] all the Council did not know—only half of [the] Council knew—that I paid the entire amount that I was reimbursed back."

Tuition payments were made on the Town Clerk's P-Card (not on Mr. Stegall's, as alleged), as well as via direct payment from Councilmember Bush herself. After making the payments, Councilmember Bush would seek reimbursement from the Town (as detailed in the emails above).

According to Councilmember Bush, she has not yet completed her degree and has four classes left to complete the Master’s program. A review of Town records found that the Town paid $37,300.97 for Councilmember Bush’s graduate school tuition.

As investigators spoke with the Town Clerk, it became apparent that Mr. Stegall had intentionally kept the fact that the Town had paid for Councilmember Bush’s tuition from the Council.

“[Mr. Stegall] would tell me things like, ‘If [Councilmember Bush] ever gets upset at me, I’ll let everybody know about the tuition,” the Clerk said. “And [I] was like, ‘Everybody doesn’t know?’ ” The Town Clerk continued, “He would also call up, follow up with me [about] payments for her tuition. Like, ‘She ain’t got her payment yet. Where’s it at? What’re you doing?’ So that— and it’s hard to go back. That year was a year of trauma. [...] It was very upsetting.”

Another Town employee stated that, “I have been with [Mr. Stegall] when [Mr. Stegall and Councilmember Bush] were texting each other. [...] They were texting about her degree and her saying, asking if he thought she should pay it back. And he said, ‘Don’t do that. It’s going to make you look guilty.’ ”

On November 24, 2025, after Mr. Stegall was put on administrative leave, Councilmember Bush repaid $36,558 to the Town. She paid the remaining balance of $742.97 on December 2, 2025.

### *We Recommend the Following:*

8. The Council should implement a policy covering reimbursement of Council training and education. This policy should include, but not be limited to, Council preapproval, reimbursement limits, and completion of training and/or education prior to reimbursement.

# Land Purchase

"He has a Lori list, which is my list of priorities, and I'll say, 'I want this.' And he'll say, 'OK, well, do you have to have it that way? What are the other ways that you could possibly have it?' He's incredibly adaptable."

– Lori Bush, quoted in *Top of the Arc*

OSA received an allegation that the former Town Manager purchased two properties totaling over $1 million despite the fact that any purchase over $1 million required Council approval. The complainant alleged that the former Town Manager split the purchase into two parcels so that he would stay below the $1 million spending limit and therefore avoid the requirement for Council approval.

During OSA's review, however, we learned that while all four Assistant Town Managers had a $500,000 spending limit, the Town Manager and Deputy Town Manager effectively had no spending limit because they were permitted to spend up to the entirety of a fund's Council-approved budget appropriation.

OSA also discovered that the land parcels had to be purchased separately because each had a different owner. One property was jointly owned by "Estate of Carlos Yates Jordan and Jordan Real Estate Holdings, LLC" and the second was solely owned by "Jordan Real Estate Holdings, LLC." The properties sold for $387,980 and $685,570, respectively. Therefore, the total purchase price for the combined properties was $1,073,550, which is consistent with the appraised value of $1,101,200.

The Town's internal process for most real estate transactions includes a "Real Estate Intake Form Acquisition," which is submitted and evaluated by the Town's real estate office. However, when OSA visited the Town's real estate office to obtain the contracts for these two purchases, we discovered that a "Real Estate Intake Form Acquisition" form was never filled out for the purchases.

When interviewing the former Assistant Town Manager who oversaw this transaction, OSA learned that Councilmember Bush requested that she look at several properties, including the two mentioned above, for the purpose of evaluating them for purchase by the Town. the former Assistant Town Manager completed the property evaluation and emailed Councilmember Bush to give her opinion that the land in question was not worth purchasing and that the Town had no immediate use for it. See below for the concerns raised by the former Assistant Town Manager.

**Potential Property to Acquire January 2024**

- **600 Kildaire Farm Road** (property by Cary Elementary) – 1.58 acres, $1.2M list price


  - Watershed protection funds not best choice bc
    - It's not in the Jordan Lake watershed.
    - This property would not make sense to include in conservation easement.
    - There will always be pressure to develop.
    - The greenway seems to be on the southern boundary.
    - What little bit of stream is on the property is at the top of the watershed.
  - Jordan RE Holdings own, encumbered by Cary waterline and Higgins Greenway.
  - Cary only needs parts of this parcel for a future road extension and a greenway project. It would not be worthwhile to buy the whole property and just suggest that we wait to get what we need in a future development plan approval.
  - Not good for housing due to floodplain.

Concerns raised by the former Assistant Town Manager.

The former Assistant Town Manager told OSA that following this assessment, Mr. Stegall told her to, "Just buy the property," and that he was going to talk to the Council about the purchase himself. However, the Council remained unaware of the purchase even after it had taken place.

When asked whether the Council held a work session to review land purchases, Councilmember Bush told investigators that the Council had not held a work session because it had no land acquisition policy requiring one.

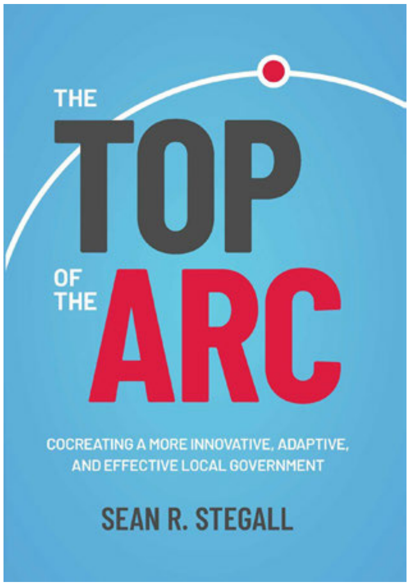
When asked how the land purchase was financed, the Town's Finance Director explained funds from a Parking Technology Fund were used, which is a capital expenditure account. She noted that a better way to finance the purchase would have been to process a budget amendment moving the funds from the Parking Technology Fund to a land acquisition fund. Additionally, the Finance Director said that at a minimum, the Town Council should have been made aware that funds from the Parking Technology Fund were used for the land purchase. No such controls were in place.

According to the Finance Director, due to a reduction in staffing in the Town's budget office during Mr. Stegall's time as Town Manager, there was not sufficient staffing to maintain a relationship with the project manager to verify whether project spending was appropriate

### *We Recommend the Following:*

9. The Town Council should adopt a capital expenditure policy requiring Board approval for all capital purchases exceeding a specified dollar threshold. The policy should clearly define capital expenditures, establish approval limits, and require documentation of review and authorization.

## Sean Stegall's Book




"Apparently, I'm not very controversial in Cary. The lack of controversy may prove bad for book sales, but it gives me confidence about my performance as town manager. And confidence is important. It is an underappreciated resource."

–Sean Stegall, *Top of the Arc*

According to Chief Strategy Officer Susan Moran, Mr. Stegall had always wanted to write a book and came to Cary with the idea already in mind.

"[Mr. Stegall] has always wanted to do a book, and when he came here, he said he wanted to do a book," Ms. Moran stated. "But what got him to do a book, I think, was encouragement from [Councilmember Bush] and other councilmembers as well."

Once he decided to start, the first step for Mr. Stegall was to hire a ghostwriter and he tasked Ms. Moran with finding one. Seth Kaufman, a writer from New York, took the job, conducting hours of interviews and writing the book. The Town ultimately paid him a total of $65,653.

Published on August 5, 2025 by Radius, a partner of Simon and Schuster, Ms. Moran describes Top of the Arc as intended to "use experiences, mostly in Cary, to illustrate Sean's leadership style that would provide a different lens for people who are in government to consider how to operate their government."

"It's important to remember that the Town of Cary owns the copyright," Ms. Moran said. "So [Mr. Stegall's] name is on the book, but he didn't get a dime for [it]. He didn't get paid—he got paid a salary. But any profit that the Town [was] to make, it would be for the Town."

"It's not successful," Ms. Moran stated, referring to the book's sales. "Well, I mean, I consider success breaking even. We probably have $150,000 in the book [...] and we're nowhere near that."

As of May 20, 2026, Town officials reported that the Town had sold 266 copies of the book (including three e-books) and had 2,309 copies remaining in inventory.

Mayor Harold Weinbrecht alleges that neither he nor the rest of the Council knew the book was paid for using Town funds. "His book? Everybody assumed he was paying for that," Mayor Weinbrecht said. "Nobody thought it was taxpayer dollars. I'm like, 'Why didn't somebody ask us?' ".

## The Wilmington Retreat

"While unity is important, unity without introspection and external perspectives is dangerous."

–Sean Stegall, *Top of the Arc*

In 2024, the Town held its Council and staff retreat in Wilmington, NC. On the first night of the retreat, Town staff participated in a choreographed dance routine, planned and executed as a surprise gift for Mr. Stegall and the Council. According to Town officials, the staff who participated in the dance used their personal time and funds towards choreography and costumes.

Screenshot taken by investigators of a scene from the "Dancing Queens: A Case Study" documentary.

"We have one more special touch for tonight and I'd like to ask everyone to please take a seat [at] the tables," said Chief Strategy Officer Susan Moran, microphone in one hand and champagne flute in the other. "Another thing that Sean came up with," she continued, "not today, but many years ago after one of these retreats."

Ms. Moran went on to tell the story of how Mr. Stegall had suggested once that they do a lip sync contest with dancing. "Those of you who've been on the Council until today know that we've never done that," she said, smiling, "until tonight." She stepped aside as the lights dimmed and the opening bars of ABBA's "Dancing Queen" played.

In a spotlight, Town staff danced down a staircase in gold and silver bellbottoms, sunglasses, and white go-go boots, spreading out onto the floor to continue their routine. By the end of the performance, the whole event space was full of dancing retreat participants.

Screenshot taken by investigators of a scene from the "Dancing Queens: A Case Study" documentary.

The performance was filmed by a video production company, Digital P Media, Inc. (Digital P). Digital P then produced a video of the performance, which Town staff and the Council watched on the last night of the retreat, bookending the experience for the year.

Production costs for videos shown at the retreat totaled **$86,338.75** across multiple invoices and may not have included Digital P's travel expenses (such as hotel, mileage, meals, etc.). The breakdown of the production costs is as follows:

- "Legacy of Leadership" video: **$62,828.75**
- Environmental Video for Retreat (titled "Environmental Excellence"): **$20,510**
- A/V Support – Retreat: **$3,000**

But video production costs did not stop there.

Mr. Stegall enjoyed the performance at the retreat so much that he wanted a documentary made of how it came to be: all the planning, practicing, and secret preparations told through interviews and interspersed with parts of rehearsals, the dance number itself, and multiple clips from the movie "Mama Mia."

The resulting 28-minute documentary, also made by Digital P, was called "Dancing Queens: A Case Study."


Screenshot taken by investigators of a scene from the "Dancing Queens: A Case Study" documentary.

The documentary is narrated largely through interviews with staff. In an early shot, several staff sit in director's chairs, laughing and chatting about how the idea for the dance routine came about, the timeline and preparations for making it happen, and the performance itself.

One of the staff said, "It started as this, like, present for Sean and [the] Council and it's for the retreat, we're creating this product, and it became a commitment to our colleagues and the relationships that we were forming."

"We all took time away from our families and everything else because we wanted to do this [performance] so much and we weren't willing [for] one second [to] shortchange the retreat," said Ms. Moran.

Screenshot taken by investigators of a scene from the "Dancing Queens: A Case Study" documentary.

The total cost for the documentary was **$34,975**, making the total amount that the Town spent on video production for the 2024 Wilmington retreat **$121,313.75** (see appendix A for copies of Digital P invoices which are highlighted to reflect these expenses).

## *Remaining Wilmington Retreat Expenses*

In addition to video production costs, expenses for the Town's 2024 retreat included:

- **$74,173** for the hotel in Wilmington, which included breakfast and lunch buffets, and a plated dinner one night, rooms for attendees, and meeting room rental fees (see Appendix A for full receipt with breakdown of costs).
- **$6,865** for dinner, including $5,170 at the Port Land Grille and $1,695 for transportation to the restaurant. Based on a meal attendee list provided by the Town, 52 people attended the dinner, resulting in an average cost of $99 per person. In FY 2024, the GSA meal rate for dinner in Wilmington was $26. According to the transportation vendor, transportation to Port Land Grille included three separate vehicles.

Port Land Grille
1908 Eastwood Rd Suite111
Wilmington, NC 28403
910.256.6056

Server: [redacted]
03/01/2024
Table 510/1
9:45 PM
Guests: 60
10091

| | |
|---|---|
| PIMIENTO CHEESE (6 @13.00) | 78.00 |
| PLG'S "Red Neck" Eggroll (6 @15.00 | 90.00 |
| Farmer's Market Salad (50 @14.00) | 700.00 |
| Salmon (5 @33.00) | 165.00 |
| Swordfish (8 @38.00) | 304.00 |
| Chicken (5 @32.00) | 160.00 |
| PORK (6 @38.00) | 228.00 |
| 8 OZ BEEF TENDERLOIN (9 @55.00) | 495.00 |
| NY Strip 16 OZ (13 @54.00 | 702.00 |
| Vegetable Plate (4 @24.00) | 96.00 |
| Coconut Cake (6 @13.00) | 78.00 |
| MOCHA TORTE (6 @11.00) | 66.00 |
| Cheesecake (6 @12.00) | 72.00 |
| PLG's Bread Pudding (6 @11.00) | 66.00 |
| ROOM CHARGE | 750.00 |
| Diet Coke (5 @3.25) | 16.25 |
| Sprite | 3.25 |
| Iced Tea | 3.25 |
| Subtotal | 4,072.75 |
| Tax | 232.59 |
| Total | 4,305.34 |
| Gratuity 20.00% | 664.55 |
| **Total** | **4,969.89** |

Serving Wilmington's
Finest Night After Night.
www.portlandgrille.com

Port Land Grille
1908 Eastwood Rd Suite111
Wilmington, NC 28403
910.256.6056

Server: [redacted]
DOB: 03/01/2024
09:47 PM
03/01/2024
Table 510/1
1/10091

SALE

VISA
104B59E
Card #XXXXXXXXXXXX[redacted]
Magnetic card present: [redacted]
Card Entry Method: S

Amount: $4,305.34
+ Included Gratuity: $664.55
+ Additional Tip: 200.00
= Grand Total: 5169.89

I agree to pay the above
total amount according to the
card issuer agreement.

X

Receipt provided by employee to support Port Land Grille purchase.

- **$4,377** for dinner at Circa 1922. According to a meal attendee list provided by the Town, there were 42 attendees, mainly Town staff. After tax and tip, the average meal cost was $104 per person. At this time, the GSA meal rate for dinner in Wilmington was $26. This receipt was not itemized and OSA was unable to obtain an itemized version.
- **$890** for dinner, consisting of $446[9] at Circa 1922 and $444 for transportation to and from Circa 1922 via a 24-passenger shuttle bus. After tax and tip, the average meal cost was $64 per person. At this time, the GSA meal rate for dinner in Wilmington was $26.


CIRCA 1922 RESTAURANT
8 North Front Street
Wilmington, NC 28401
910-762-1922

Server: | DOB: 02/28/2024
08:23 PM | 02/28/2024
50/1 | 3/30024

SALE

Visa | 3145740
Card #XXXXXXXXXXXX[redacted]
Magnetic card present: [redacted]

Card Entry Method: S

Approval: 053404

| | |
|---|---|
| Amount: | $3,687.76 |
| + Included Gratuity: | $689.30 |
| = Total: | $4,377.06 |
| + Additional Tip: | $ |
| = Grand Total: | 4,377.06 |

I agree to pay the above
total amount according to the
card issuer agreement.

X [redacted]

Non-itemized receipt provided by employee to support the Circa 1922 dinner.


CIRCA 1922 RESTAURANT
8 North Front Street
Wilmington, NC 28401
910-762-1922

Server: [redacted] | 02/29/2024
TBL 7/1 | 8:25 PM
Guests: 7 | 40008

| | |
|---|---|
| Tuna Poke Bombs | 18.00 |
| Side Asparagus | 10.00 |
| 2 Diet Coca-Cola (@3.00) | 6.00 |
| Cheese Plate | 24.00 |
| Crab Dip | 17.00 |
| Mushroom Bruschetta | 8.00 |
| Soup Feature | 16.00 |
| Speckled Trout | 30.00 |
| Bread Pudding | 14.00 |
| Tagliatelle Bolognese | 25.00 |
| PF Filet Mignon Medium | 50.00 |
| Grilled Filet Mignon Med Rare | 39.00 |
| PF Filet Mignon Med Well | 50.00 |
| Chopped Salad | 14.00 |
| Add Chicken | 8.00 |
| Side Fingerling Potatoes | 10.00 |
| Creme Brulee Mini | 4.50 |
| Subtotal | 343.50 |
| Tax | 24.05 |
| Total | 367.55 |
| Gratuity 20.00% | 68.70 |
| Total | 436.25 |
| Balance Due | 436.25 |

Thank you for dining with us.

Receipt provided by employee to support the Circa 1922 purchase.

After receiving a copy of OSA's draft report, Town officials informed us that the $444 transportation charge was for the meal at the same restaurant the day before (see previous bullet); however, the receipt shows the date of travel as February 29, 2024, which is the same day as the restaurant receipt. Additionally, investigators contacted

[9] While the amount listed on the receipt is $436.25, the amount charged by the vendor was $446.25. It's possible an additional $10 tip was provided.

the transportation provider who confirmed the transportation took place on February 29, 2024.

COASTAL
EVENT SHUTTLE & CAR SERVICE

## Price Summary

| ORDER NO | CREATED | UPDATED |
|---|---|---|
| P4AF | February 26, 2024 11:30 AM | February 29, 2024 9:42 PM |

BOOKING CONTACT
[redacted]

CONTACT US:
**Coastal Event Shuttle and Car Service**
coastaleventshuttle@gmail.com
(910) 685-7871

### Pricing

| CONF. NO. | TRIP CONTACT | TRIP DATE & TIME | PICK-UP ADDRESS | VEHICLE |
|---|---|---|---|---|
| **P4AF-WP** | [redacted] | Thursday, February 29th, 2024 6:00 pm | Aloft Wilmington at Coastline Center, Nutt Street, Wilmington, NC, USA | 24 Passenger Shuttle Bus |

| ITEM | AMOUNT |
|---|---|
| Base Rate | $185.00 |
| Gratuity (20%) | $37.00 |
| **Subtotal** | **$222.00** |

| CONF. NO. | TRIP CONTACT | TRIP DATE & TIME | PICK-UP ADDRESS | VEHICLE |
|---|---|---|---|---|
| **P4AF-VH** | [redacted] | Thursday, February 29th, 2024 8:30 pm | Circa 1922, North Front Street, Wilmington, NC, USA | 24 Passenger Shuttle Bus |

| ITEM | AMOUNT |
|---|---|
| Base Rate | $185.00 |
| Gratuity (20%) | $37.00 |
| **Subtotal** | **$222.00** |

**Total Amount $444.00**

### Payments

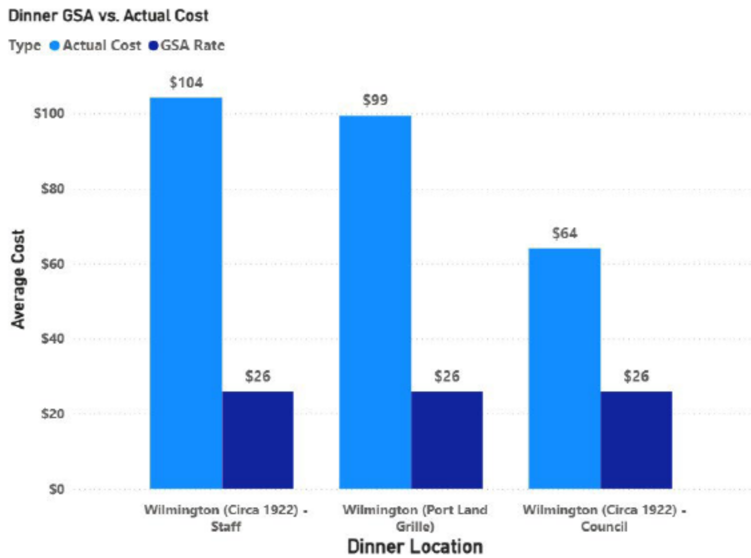
| TYPE | PAYMENT METHOD | NOTE | DATE & TIME | AMOUNT |
|---|---|---|---|---|
| Charge | Card ***-[redacted] | - | Tue, Feb 27, 2024 6:35 PM | $444.00 |

**Amount Paid $444.00**

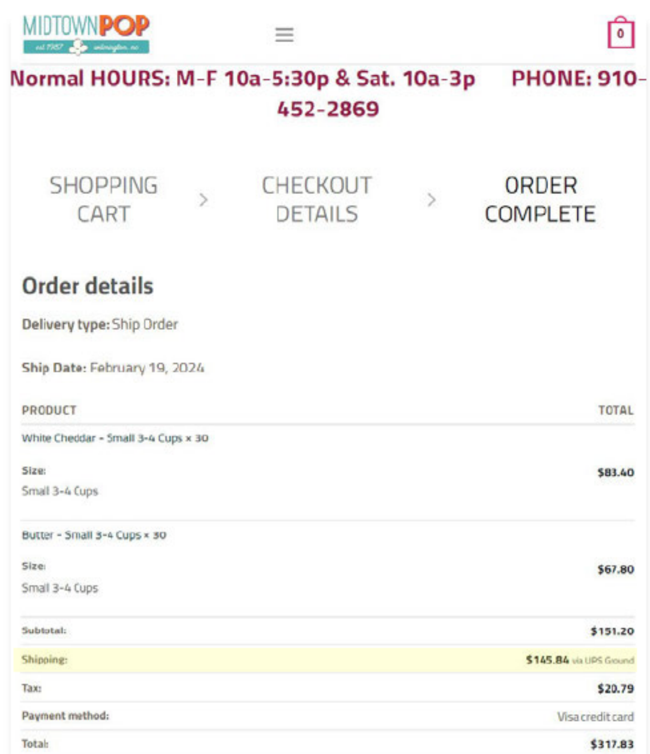
**Amount Due $0.00**

Receipt provided by employee to support transportation purchase.

The chart below shows what the Town spent on dinner at the abovementioned restaurants (light blue) compared to the GSA per diem rates of Wilmington at the time (dark blue).




- **$318** for popcorn from Midtown POP, a gourmet popcorn store in Wilmington. Of that cost, $145 was shipping fees to send the popcorn (for Council retreat goodie bags) from Wilmington to Cary prior to the retreat so the goodie bags could be assembled in advance. When contacted by investigators, a company representative said they would have reduced the $145 shipping fees to approximately $20 had the Town called to inquire about the shipping fees as the vendor's online ordering system overestimated the shipping cost.


MIDTOWN POP

Normal HOURS: M-F 10a-5:30p & Sat. 10a-3p PHONE: 910-452-2869

SHOPPING CART > CHECKOUT DETAILS > ORDER COMPLETE

**Order details**

**Delivery type:** Ship Order

**Ship Date:** February 19, 2024

| PRODUCT | TOTAL |
|---|---|
| White Cheddar - Small 3-4 Cups × 30<br>Size:<br>Small 3-4 Cups | $83.40 |
| Butter - Small 3-4 Cups × 30<br>Size:<br>Small 3-4 Cups | $67.80 |
| Subtotal: | $151.20 |
| Shipping: | $145.84 via UPS Ground |
| Tax: | $20.79 |
| Payment method: | Visa credit card |
| Total: | $317.83 |

Receipt provided by employee to support Midtown POP purchase.

# Councilmember and Town Staff Compensation & Benefits

## *Councilmember Compensation*

The Mayor and Council are elected representatives who serve staggered four-year terms and work on a part-time basis. The chart below shows the Council's yearly salary and selected benefits package, based on the Town's pay period ending May 16, 2026.

| Name | Title | Salary | Car Allowance | Phone/Internet/ PDA | Total |
|---|---|---|---|---|---|
| Harold Weinbrecht | Mayor | $16,890 | $10,590 | $2,460 | $29,940 |
| Lori Bush | Mayor Pro Tem | $15,432 | $9,626 | $2,460 | $27,518 |
| Carissa Kohn-Johnson | Councilmember | $14,113 | $9,626 | $2,460 | $26,199 |
| Sarika Bansal | Councilmember | $14,113 | $9,626* | $0** | $23,739 |
| Michelle Craig | Councilmember | $14,113 | $9,626 | $2,460 | $26,199 |
| Bella Huang | Councilmember | $14,113 | $9,626 | $1,320*** | $25,059 |
| Brittany Richards | Councilmember | $14,113 | $9,626 | $2,460 | $26,199 |

*Councilmember Bansal's car allowance was removed at her request, effective June 10, 2026.

**Councilmember Bansal did not receive a phone, internet, or PDA allowance per the pay period ending May 16, 2026. These allowances were removed at her request on January 22, 2026.

***Councilmember Huang did not receive a phone allowance per the pay period ending May 16, 2026 as she opted for a Town-issued cell phone, effective January 22, 2026.

OSA notes that while councilmembers are employed by the Town on a part-time basis, they are compensated with a benefits package that is designed to cover their out-of-cost expenses for phone and internet, as well as a vehicle allowance of $802 per month. Comparatively, according to Kelley Blue Book, the average new car buyer in 2025 had a monthly payment of $758 per month,[10] which is roughly equivalent to the monthly cost of a Tesla Model Y.

Photo of a Tesla Model Y

According to the Town, the car allowances are intended to account for both fixed and variable costs of car ownership and use, including fuel and maintenance.

[10] https://www.kbb.com/car-news/report-americans-owe-an-average-of-24602-on-cars/.

## *Town Employee Compensation*

During the course of its investigation, OSA focused on the spending of several members of Town staff due to their positions within Town government. The chart below shows the salaries of current employees as well as the percentage increase from January 2024.[11]

| Title | Current Salary (as of June 2026) | Percentage Change since January 2024 |
|---|---|---|
| Chief Strategy Officer | $265,013 | 6.0% |
| Town Attorney | $257,546 | 14.5% |
| Assistant Town Manager | $250,037 | 20.2% |
| Police Chief | $250,016 | 0.0% |
| Assistant Town Manager | $234,229 | 11.5% |
| Finance Director | $170,518 | 10.0% |
| Town Clerk | $168,418 | 12.3% |
| Assistant Finance Director | $150,696 | 7.6% |
| Deputy Town Attorney | $143,270 | 19.1% |
| Assistant Director of Administrative Services | $127,920 | 7.6% |
| Business Analyst | $125,798 | -23.9% |
| Purchasing and Contracts Manager | $121,285 | 16.9% |
| Marketing Strategist | $116,896 | 11.3% |
| Real Estate Manager | $102,419 | 4.1% |
| Business Coordinator, Town Manager's Office | $84,427 | 14.0% |
| Real Estate Para-Professional | $81,702 | 10.4% |
| Executive Assistant to the Town Manager | $71,282 | 21.1% |

## *Comparison of Town Managers' Compensations*

During the course of our investigation, we noted that Mr. Stegall had a very ample salary. When asked about this salary, Mayor Weinbrecht told investigators that he advocated for Mr. Stegall's high compensation believing him to be "the best manager in the nation[.]" He

[11] Three employees, the former Assistant Town Manager/Chief Innovation Officer, a former Assistant Town Manager, and the former Budget Manager, were included as part of our review; however, because they are former employees they are not included in the chart.

added that "If you don't take care of him, somebody else is going to get him." The Mayor went on to tell investigators that in hindsight he believes he got "played" by Mr. Stegall.

The chart below compares Mr. Stegall's salary as Town Manager with the salaries of several Town Managers in various municipalities across North Carolina.

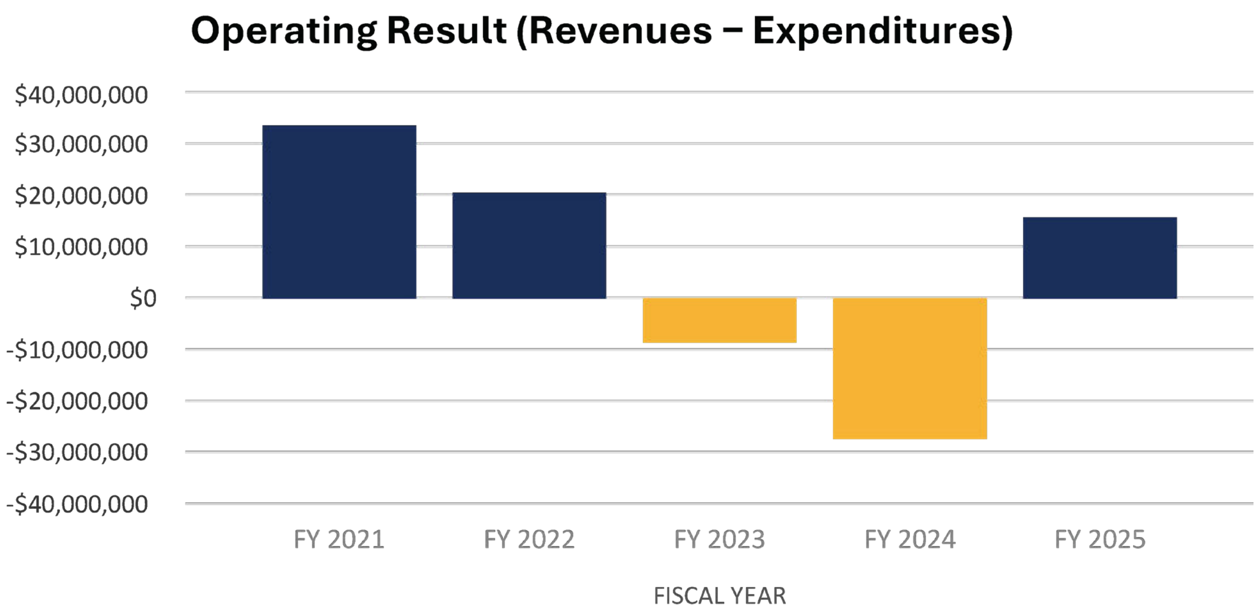
| Salary Rank | City | Town/City Manager Name | Town/City Manager Salary | Population Rank | Population | # of Employees |
|---|---|---|---|---|---|---|
| 1 | Charlotte | Marcus D. Jones | $499,210.43 | 1 | 964,784 | 9,036 |
| 2 | Raleigh | Marchell Adams-David | $416,028.00 | 2 | 506,306 | 4,256 |
| **3** | **Cary** | **Sean Stegall** | **$381,264.00** | **7** | **183,582** | **1,328** |
| 4 | Concord | Lloyd Payne | $356,999.24 | 10 | 114,598 | 1,325 |
| 5 | Greensboro | Nathaniel Davis | $324,000.00 | 3 | 308,667 | 3,765 |
| 6 | Winston-Salem | William (Pat) Pate | $305,292.00 | 5 | 257,271 | 2,452 |
| 7 | Durham | William (Bo) Ferguson | $297,000.00 | 4 | 305,561 | 3,046 |
| 8 | Wilmington | Becky Hawke | $280,000.24 | 8 | 126,809 | 1,100 |
| 9 | High Point | Tasha Logan Ford | $271,197.56 | 9 | 120,571 | 1,817 |
| 10 | Fayetteville | Douglas Hewett | $255,309.43 | 6 | 209,120 | 2,133 |

# Financial Health of the Town

In light of OSA's findings about the Town's excessive spending practices, OSA reviewed various aspects of the Town's financial circumstances including its audited financial statements, Fund Balance Policy compliance, and proposed property tax increases.

## *Operating Results for Fiscal Years 2021-2025*

OSA reviewed the Town's audited financial statements for FY 2021 through FY 2025. We learned that while revenue increased by $81 million (41%) during the five-year period, spending increased even more rapidly at $99.8 million (60%). This resulted in operating deficits in FY 2023 and FY 2024, when spending exceeded revenue by $8.5 million and $27.2 million, respectively (see the chart below).

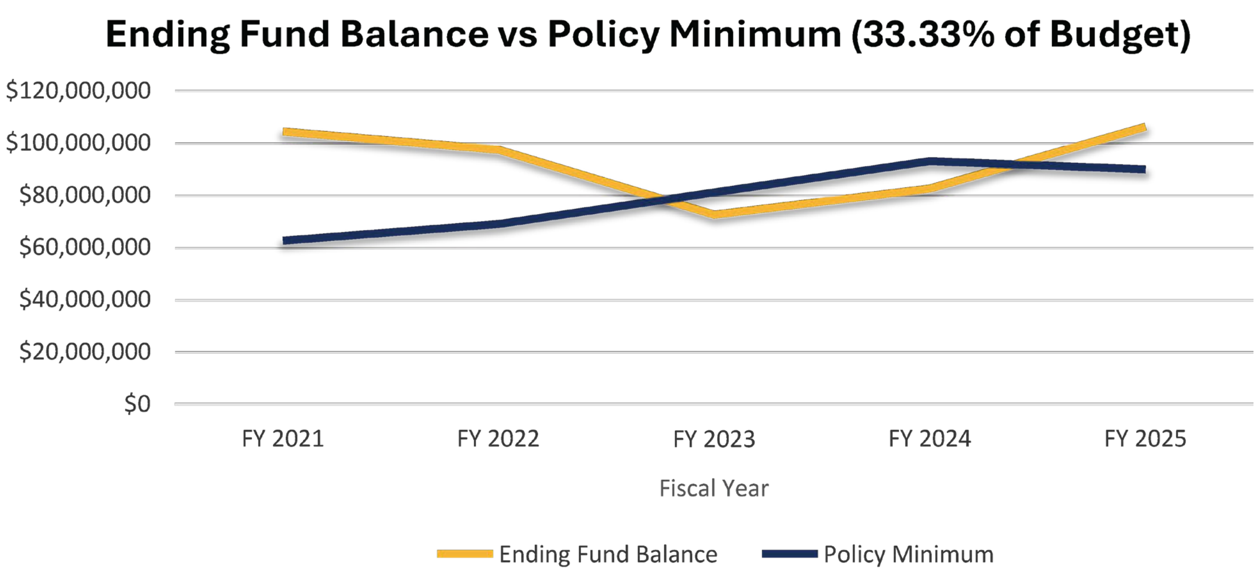



## *Fund Balance*

The Town's Fund Balance Policy, effective September 2020, requires a minimum Fund Balance of 33.33% of budgeted General Fund expenditures. A Fund Balance operates like an "emergency savings" account which can only be used at the discretion of the full Town Council in dire financial circumstances such as a State of Emergency or following a disaster declaration. Fund Balance amounts above the minimum threshold is considered a funding source for capital needs.

To determine the required Fund Balance, the Town used its original adopted budget to determine budgeted General Fund expenditures; however, OSA determined that use of the year-end final adjusted budget amounts more appropriately aligns with generally accepted accounting principles (GAAP) guidance and reflects the Council's final, legally authorized budget that incorporates the amendments which were adopted throughout the fiscal year.

According to OSA's calculations, in FY 2023 and FY 2024, the Town's Fund Balance fell below its minimum threshold. At the end of FY 2025, the Town had recovered the amount and was back in line with its Fund Balance Policy (see the chart below).




According to the Town's calculations, the Town fell below their Fund Balance minimum in FY 2023 by $3.1 million (OSA calculated $8.5 million). Based on the way the Town calculated the Fund Balance percentage (original budgeted expenditures as opposed to final budgeted expenditures), it did not fall below the minimum in FY 2024 and its calculation indicated it had exceeded the minimum by $4.4 million (OSA calculated the Town was below the minimum threshold by $10.4 million).

Nevertheless, during a Quarterly Council meeting in November 2025, Mr. Stegall stated multiple times that the Town's Fund Balance had not—nor had it ever—fallen below its minimum threshold. Whether he knew that the Town had fallen below the Fund Balance threshold is uncertain.

Former Councilwoman Jennifer Robinson told investigators, "We had a work session after I was unelected, but before we had the review of [Mr. Stegall]. And in that work session [Mr. Stegall was asked], 'Have we ever broken our Fund Balance Policy?' And [Mr. Stegall] was like, ‘No! We’ve never broken the Fund Balance Policy.’ [...] So, he just basically gave [the Council] information that was not true.”

## *Property Tax Increases*

The Town’s total adopted budget for FY 2026 was approximately $511 million. There was a property tax increase of approximately 5% (from 32.5 cents to 34 cents per $100 of assessed value). The Interim Town Manager’s recommended budget for FY 2027 proposed an additional 11% increase (from 34 cents to 37.75 cents per $100 of assessed value).

According to the Town, the median assessed value as of January 1, 2024 is approximately $650,000. Thus, the 16% property tax increase equates to approximately $341 per household over the two-year period.

The following chart presents the tax increase amount for a property assessed at $650,000.

| | Median Taxable Value (i.e. Assessed Value) | Annual Property Tax Rate | Tax Assessment on Median Value | % Increase over Prior Year | $ Increase over Prior Year |
|---|---|---|---|---|---|
| FY 2025 | $650,000 | 32.5 cents | $2,113 | [redacted] | |
| FY 2026 | $650,000 | 34 cents | $2,210 | 5% | $97 |
| FY 2027[12] | $650,000 | 37.75 cents | $2,454 | 11% | $244 |
| **Approximate Increase over Period – FY 2025-27** | | | | **16%** | **$341** |

### ***We Recommend the Following:***

10. The Town should strengthen internal controls over financial reporting and communication to ensure that financial conditions, including noncompliance with Fund Balance Policy thresholds, are accurately identified, documented, and communicated to the Council in a timely manner, so the Council can provide adequate oversight over the Town’s finances.
11. The Town Manager and Finance Department staff should provide monthly updates to the Council related to the financial operations of the Town.

[12] Recommended increase for FY 2027.

12. The Council should update existing policy to specify how Fund Balance minimums should be calculated. The Council should consider guidance issued by the Local Government Commission and the UNC School of Government, which includes calculating Fund Balance minimums using final adjusted end-of-year expenditure amounts.
13. The Finance Department should provide periodic training to the Town Manager's Office and the Council concerning Fund Balance Policy requirements and interpretation of financial ratios and thresholds.

# Sean Stegall's Work Environment

## *Lack of Financial Transparency*

During our investigation, it became apparent to OSA that the Council's approach to financial matters was to delegate them to a small number of people while limiting its own information and involvement. Outside of the Director of Finance and the Town Manager, the tendency of the Council appeared to be to remain hands-off where budget planning was concerned and to focus instead on other matters.

Mr. Stegall encouraged this tendency with his one-on-one meetings and "concierge service" approach to handling concerns and requests outside of Council meetings. The Council enabled this approach and allowed it to continue over the course of Mr. Stegall's time as Town Manager.

This method of operation had obvious negative effects, the most visible being the use of fund balance resources and the reallocation of funds as the budget was generally repeatedly amended throughout the year. Instead of putting an emphasis on planning the budget collaboratively, the Council was satisfied with Mr. Stegall providing a recommended budget which they then amended as the year progressed and needs arose.

By the end of May 2026, OSA had spoken with all current members of the Council over the course of our investigation.[13] During these interviews, we asked if the Council received financial information during either the quarterly meetings or the monthly meetings. To this question, Councilmember Sarika Bansal responded, "Those were very irrelevant conversations. They were like all fluff in my view, because we didn't even know that we had actually defaulted on our Fund Balance [Policy]. And you know, everything was kept very hush-hush from us."

On the topic of the Council's involvement in Town finances, Councilmember Lori Bush stated that, "We might say oh, should we have a compost program? 'Tell me, staff, how much would that cost?' And then, 'Where would it be reflected in the budget? Where would we find the money?' We got involved in that way. What we didn't have insight into what I now know is how [Mr. Stegall] was moving money from one department to another, from one fund to another. And we didn't see that. We didn't know it was happening.".

The Director of Finance for the Town said, "Hindsight, you know—just since [Mr. Stegall]'s been gone is I do feel like [...] finance, budget, anything like that was kind of put on the backburner and muted for those years. I feel like we were quiet."

[13] OSA was unable to speak with former Councilmember Jack Smith as he did not return our calls. His last day in office was December 4, 2025.

## *Culture of Hostility & Deference*

Over the course of our investigation, we learned that the general working environment of the Town discouraged the questioning of leadership. Multiple people spoke of having observed something they thought they should report, but that they had no one to report it to. One employee stated that before Mr. Stegall was put on administrative leave by the Town, she was in the process of resigning due to what she described as bullying and pressure.

As reported to OSA, the atmosphere created by Mr. Stegall started out as collaborative, but gradually became one of isolated discussion and curated information.

"He was sowing the seed between everybody and making it seem like Council does not work with each other well," a Councilmember said.

OSA received reports from both Town staff and councilmembers of intimidation, pressure, bullying, and erratic behavior on the part of Mr. Stegall. One employee said that Mr. Stegall "blowing up" in a meeting became increasingly frequent over time. "He became very emotional and very loud or he might disappear." One Councilmember told us that at times Mr. Stegall would not allow her to speak or voice concerns, even threatening to shut down projects for her district.

During our interview with the Town Clerk, she told us more about her experience working with the former Town Manager. "[Y]ou could never go against [Mr. Stegall]. You could never tell [him] 'no.' [Mr. Stegall] always wanted the best. You could never say no to him. If you did, you were picked on, you were marginalized, all these things."

CARY
NORTH CAROLINA

# TOWN OF CARY RESPONSE

TO JULY 2026 NC STATE AUDITOR'S INITIAL INVESTIGATIVE REPORT

JULY 13, 2026

CARY
NORTH CAROLINA

# Town of Cary Response to N.C. Office of State Auditor's Investigative Report

July 13, 2026

North Carolina Office of the State Auditor
20601 Mail Service Center
Raleigh, NC 27699

Dear Auditor Boliek:

The Town of Cary presents this Response to the Investigative Report of the North Carolina Office of the State Auditor (OSA) with appreciation for the OSA and others' work in helping us continue to move beyond the actions taken or directed by Cary's former Town Manager.

The Town has welcomed this collaboration with the OSA, which has helped us understand the best path forward for our organization and our community.

The following pages provide background and context for how we got here, the work we're doing to move forward, and how the OSA can follow our progress on these actions.

Sincerely,

**Harold Weinbrecht, Jr.**
Mayor, Town of Cary

**Russ Overton**
Interim Town Manager, Town of Cary

# About Cary

With effective leadership, engaged residents, and a commitment to good governance and planning, Cary has been nationally recognized for decades as a community of excellence. Our police, fire, and parks departments are nationally accredited. We are one of only nine entities in the country with Triple-A ratings from Moody's, Standard & Poor's, and Fitch for both General Obligation Bonds and Water and Sewer Revenue Bonds. And for 40 consecutive years, the Town has received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting, as well as its Distinguished Budget Presentation Award.

# What Happened

In 2016, Sean Stegall was hired as Town Manager. As a self-described change agent, he introduced private-sector thinking and ways of doing business that differed from Cary's past and from most other North Carolina cities and towns. Cary continued to thrive, and the former Town Manager made many positive contributions to the community. Yet over time, and especially toward the end of his tenure, he made questionable decisions:

- In his final years, and as described in the Town's 2025 Annual Independent Audit,[1] the former Town Manager set a materially weak "tone at the top" by not consistently demonstrating "expected ethical behavior," and when staff considered raising concerns, "employees perceived retaliation risks."
- He regularly curated information and delivered it in one-on-one conversations to selectively share information with some Councilmembers and not others. This lack of transparency left the full Council without the same knowledge and understanding of key decisions, and it left staff with the false belief that a majority of the Council was giving or supporting a particular direction or action.
- He practiced a philosophy of limiting and/or reducing headcount. This went too far and created an understaffed and overworked organization. In some circumstances, this resulted in eroding expertise among staff, especially in highly technical areas. In other cases, shorthanded teams felt forced to work quickly and seek the most efficient options, feeling pressured to pay convenience or other fees just to "get it done."

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[1] Cary's Annual Independent Audit webpage:
http://www.carync.gov/services-publications/plans-publications-reports/financial-reports/annual-independent-audit

- Over time, he eliminated almost all budget positions and deprioritized key finance department roles, such as the internal auditor position. This created gaps in oversight, increasing opportunities for the former manager’s over-the-top spending and inadequate financial reporting.
- He often encouraged staff to ignore procedures and practices, especially related to travel, meals, and P-Card usage, and he personally modeled this behavior.
- He said he thrived under pressure and often waited to make a decision in case new thinking could lead to different actions and better outcomes. This sometimes resulted in canceling hotel rooms or meeting spaces outside of the refund timeframe and paying for overnight shipping or rush production fees.
- He discontinued best practices, such as employee exit interviews and surveys, that previously provided staff with a safe way to report issues.

These things didn’t happen all at once. They occurred over time, making it difficult to see a pattern in isolation. But in the Fall of 2025, a clearer picture came into focus for a small group of staff who brought their concerns to the Cary Town Council. Immediately, on November 20, 2025, the Council voted unanimously to place Stegall on administrative leave. Shortly thereafter, the North Carolina Office of the State Auditor (OSA) arrived at Town Hall, announcing the start of an official investigation of various aspects of the Town’s finances.

Stegall resigned on December 13, and two days later, the Council appointed Deputy Town Manager Russ Overton as Interim Town Manager.

## What We’ve Learned and What We’ve Done

Consistent with the care we bring to our work serving the community every day, and our desire to continuously improve, Council and staff have approached the OSA’s investigation with a high level of attention and support. Over the past eight months, we’ve provided hundreds of thousands of documents and staff members have fully cooperated with requested interviews.

The work of the OSA and others has helped us identify gaps in oversight, process, and culture. And while these concerns are largely rooted in the former Town Manager's actions, we recognize that, as an organization, we have the responsibility to understand what happened, identify how we can strengthen the systems that failed to prevent it, and ensure our practices reflect the standards our employees and community expect.

We have already begun this work by taking the following actions:

- Commissioning a special independent review by outside law firm Womble Bond Dickinson into Procurement Card (P-Card) spending, reporting of financial information, and the workplace environment;
- Helping ensure all Councilmembers have access to the same operational information by replacing one-on-one Manager-Council "concierge" conversations with small group meetings of Council and staff;
- Increasing transparency by livestreaming all Council meetings and work sessions that are subject to open meetings laws and regardless of location;
- Further limiting executive spending without Council knowledge or approval by updating Council's Delegation of Authority Resolution;
- Initiating quarterly public reporting on the status of the Town's Fund Balance in relation to Council policy;
- Removing the authority of the Town Manager to assign and unassign Fund Balance;
- Strengthening public access to and input into the annual budget process, including holding the Town's first budget open house; and
- Assessing the current state of organizational culture by completing the first employee survey in over 10 years.

Additional work that is underway or close to completion includes:

- Restoring financial oversight and transparency with the hiring of an internal auditor, compliance officer, budget director, additional budget analyst, and communications director;
- Strengthening internal reporting mechanisms with the Town's first anti-retaliation (whistleblower) policy;
- Helping ensure more fair and equitable compensation across positions by updating the Pay for Performance policy and launching an organization-wide Comprehensive Pay Study; and
- Updating a number of policies and procedures, including General Fund Balance Policy 175, Pay for Performance Policy 31, Debt Management Policy 176, Finance Policy 112, Acquisition of Easements Procedure 118, Manager's Delegation of Authority Procedure 146, Procurement Cards Procedure 89, and Travel, Training, and Business Expenses Procedure 35.

# Recommendations and Response

The OSA's report contains a total of 13 recommendations, which we've categorized as follows: P-Cards, Council Expenses/Reimbursements, and Fund Balance/Financial Reporting. We accept these recommendations and have included additional information where necessary.

## P-Cards

P-Cards "expedite applicable transactions quickly and efficiently by minimizing paperwork and processing time,"[2] according to the N.C. Department of Administration. The Town elects to participate in the state's P-Card program with Bank of America, which offers cash rebates. For Cary, this has resulted in $500,000 being returned to the General Fund over the past two years, to be used for Town operations or to be added to the Town's Fund Balance.

Regarding the number of P-Cards assigned to staff, that number has decreased by almost 25% since the start of the OSA's investigation.

### Recommendation #1: Policy Related to Purchases on P-Cards

**OSA Recommendation:** *The Town Council (the Council) should enact a policy related to the types of purchases which should and should not be made on a P-Card.*

**Current Practice:** Cary has a Council-approved procurement policy that references P-Cards and Town Manager-approved Standard Procedures that describe allowed and prohibited P-Card purchases.

**Management Action:** Cary is researching best practices and reviewing its Council-approved procurement policy for P-Card use. Revisions will clarify allowable P-Card purchases, strengthen oversight, and support more consistent use across all levels of the organization.

**Responsible Party:** Finance Department, Town Manager's Office, Town Council

**Date of Implementation:** Current policy and Standard Procedures remain in effect during the review. Policy revisions are targeted for completion by February 2027 and require a vote by the Council in open session.

[2] NC Department of Administration P-Card webpage: https://www.doa.nc.gov/946a-procurement-card

## Recommendation #3: Review P-Card Procedures

**OSA Recommendation:** *The Finance Director should review the Town's P-Card procedures and determine if any updates are needed to reflect changes to Council-enacted policies and/or determine if updates are needed to reflect current Town processes.*

**Current Practice:** Cary has a procurement policy that references P-Cards and Standard Procedures that describe the types of purchases that should and should not be on a P-Card. The P-Card Standard Procedure is currently under review.

**Management Action:** Cary is researching best practices and reviewing the Town Manager-approved P-Card Standard Procedures. Updates will align the procedures with the Council-approved policy, Town processes, and appropriate controls.

**Responsible Party:** Finance Department, Town Manager's Office

**Date of Implementation:** Current policy and Standard Procedures remain in effect during the review. Standard Procedure updates are targeted for completion by February 2027.

## Recommendation #4: P-Card User Training

**OSA Recommendation:** *The Finance Department should provide training to all P-Card holders on appropriate use of P-Cards.*

**Current Practice:** Cary provides P-Card training manuals and quick-reference guides on the organization's secure intranet. These resources explain key policies, procedures, and expectations for appropriate P-Card use. While these materials support employee understanding, the Town does not have a formal, standardized P-Card training curriculum.

**Management Action:** Cary's Finance Department, in partnership with Organizational Development, will develop a formal P-Card training curriculum and training plan. Once complete, the Finance Department will provide ongoing training to all P-Card users.

**Responsible Party:** Finance Department, Organizational Development

**Date of Implementation:** Current written guidance remains available to P-Card users. A formal P-Card training curriculum is targeted for implementation by February 2027.

## Recommendation #5: P-Card Approver Training

**OSA Recommendation:** *The Finance Department should provide training to all employees responsible for reviewing and approving P-Card transactions to ensure they understand what constitutes appropriate documentation to support a transaction*.

**Current Practice:** Cary provides P-Card training manuals and quick-reference guides on the organization's secure intranet. These resources explain key policies, procedures, and expectations for appropriate P-Card use. While these materials support employees involved in the P-Card process, the Town does not have a formal, standardized training curriculum specifically for P-Card approvers.

**Management Action:** Cary's Finance Department, in partnership with Organizational Development, will develop a formal P-Card approver training curriculum and training plan. Training will cover documentation requirements, review expectations, approval responsibilities, and the role approvers play in strengthening accountability.

**Responsible Party:** Finance Department, Organizational Development

**Date of Implementation:** Current written guidance remains available to employees involved in the P-Card process. A formal P-Card approver training curriculum is targeted for implementation by February 2027.

## Recommendation #6: P-Card Purchase Review

**OSA Recommendation:** *The Finance Department should review all P-Card transactions to ensure they are an appropriate expenditure of Town funds. If found to be an inappropriate expenditure, the Town should seek reimbursement from the employee.*

**Current Practice:** Departments review P-Card transactions before submitting supporting documentation and expense details to the Finance Department.

**Management Action:** The Finance Department will develop and document a review process for P-Card transactions, which will include a threshold for manual review and internal audit as part of the process. The process will help identify inappropriate expenditures and outline when employee reimbursement is required.

**Responsible Party:** Finance Department

**Date of Implementation:** Department-level review will continue while the Finance review process is developed. The process is targeted for implementation by February 2027.

### Recommendation #7: Discontinue Use of Lost Receipt Form

**OSA Recommendation:** *The Finance Department should discontinue use of the Lost Receipt Form and require an itemized receipt to support a P-Card purchase. If a receipt is lost, the cardholder should obtain a copy of the receipt from the vendor. If an itemized receipt is not obtained, the Town should seek reimbursement of the expense from the cardholder.*

**Current Practice:** Cary allows Lost Receipt Forms with approval from the cardholder's department director.

**Management Action:** Cary's Finance Department is researching best practices and reviewing P-Card procedures for missing receipts. Updates will address itemized receipt requirements, steps for obtaining vendor copies, and reimbursement from cardholders.

**Responsible Party:** Finance Department

**Date of Implementation:** The current approval process remains in effect during the review. Standard Procedure updates, including those related to missing receipts, are targeted for completion by February 2027.

## Council Expenses/Reimbursements

Councilmembers can choose to take or decline in whole or in part the benefits established by the Town of Cary.

### Recommendation #2: Council Travel Meal Expenses Policy

**OSA Recommendation:** *The Council should enact a policy related to meal expenses during Council travel.*

**Current Practice:** Cary has travel and meal expense practices for staff, and Council has generally followed related staff practices when traveling for Town business. The Town does not have a formal Council-specific policy for travel meal expenses.

**Management Action:** Cary will research best practices for meal expenses during Council travel. Based on that review, Cary will draft a Council policy covering allowable meal expenses, documentation, review, and approval requirements.

**Responsible Party:** Finance Department, Town Clerk's Office, Town Council

**Date of Implementation:** The policy will be considered with related Council training and education policies. Council policy approval is targeted for completion by February 2027 and requires a vote by the Council in open session.

### Recommendation #8: Council Education Reimbursement Policy

**OSA Recommendation:** *The Council should implement a policy covering reimbursement of Council training and education. This policy should include, but not be limited to, Council preapproval, reimbursement limits, and completion of training and/or education prior to reimbursement.*

**Current Practice:** Cary has staff practices related to training, education, and professional development expenses. The Town does not have a formal Council-specific policy for education reimbursement.

**Management Action:** Cary will research best practices for reimbursing Council training and education expenses. Based on that review, Cary will draft a Council policy covering preapproval, reimbursement limits, documentation, completion requirements, and review procedures.

**Responsible Party:** Finance Department, Town Clerk's Office, Town Council

**Date of Implementation:** The policy will be considered with related Council travel and meal expense policies. Council policy approval is targeted for completion by February 2027 and requires a vote by the Council in open session.

## Fund Balance/Financial Reporting

Since 2020, Cary's Fund Balance Policy 175 requires that the Town reserve a dollar amount, known as Fund Balance, equivalent to 33.33% of the annual budgeted General Fund expenditures.

While Cary's Fund Balance did fall below our self-imposed 33.33% threshold in 2023, it was a relatively small amount. Where we feel the greater concern exists is in the fact that, during the November 2025 Council-Staff Quarterly Meeting, the former Town Manager – with full knowledge that the policy had been broken – told the Town Council that we had never fallen below the threshold.[3]

The OSA report also concludes that the Town fell below the 33.33% fund balance policy threshold in FY24. Staff respectfully disagrees with this conclusion. The difference is attributable to the methodology used to calculate and interpret compliance with the policy. Consistent with the Town's longstanding

[3] November 2025 Council Quarterly Meeting minutes:
https://carync.iqm2.com/Citizens/FileOpen.aspx?Type=12&ID=6700&Inline=True

interpretation for applying the policy, staff determined that the Town remained in compliance with the 33.33% threshold in FY24.

## Recommendation #9: Capital Expenditure Approval Policy

**OSA Recommendation:** *The Town Council should adopt a capital expenditure policy requiring Board approval for all capital purchases exceeding a specified dollar threshold. The policy should clearly define capital expenditures, establish approval limits, and require documentation of review and authorization.*

**Current Practice:** Council approves capital spending through the annual budget process and adopted budget ordinance. During that process, Council reviews, discusses, and approves proposed capital expenditures for the upcoming fiscal year. The budget ordinance also establishes authority for certain budget transfers and reporting requirements. Cary does not have a standalone Council policy that defines capital expenditures, approval thresholds, documentation requirements, and requirements for moving funds between capital projects.

**Management Action:** Cary will research best practices and review current controls for Council approval of all capital spending and movement of funds between capital projects. Based on that review, Cary will draft a Council policy or recommend related ordinance updates as appropriate to address capital expenditure definitions, approval thresholds, budget amendment requirements, reporting expectations, and documentation of review and authorization.

**Responsible Party:** Budget Department, Town Manager's Office, Town Council

**Date of Implementation:** A Council policy, related ordinance updates, or both are targeted for completion by February 2027, both of which require a vote by Council in open session.

## Recommendation #10: Financial Reporting and Communication Internal Controls

**OSA Recommendation:** *The Town should strengthen internal controls over financial reporting and communication to ensure that financial conditions, including noncompliance with Fund Balance Policy thresholds, are accurately identified, documented, and communicated to the Council in a timely manner, so the Council can provide adequate oversight over the Town's finances.*

**Current Practice:** Cary provides financial information to Town Council and the public through several channels, including the Annual Comprehensive Financial Report (ACFR), quarterly financial reports, and regular Council work session updates. Quarterly reports include broader financial information, while work session updates may include recent sales tax and property tax receipts. These materials are posted on the Town's website and/or shared during public Council meetings, which are livestreamed and recorded. Recent enhancements include placing Fund Balance information in the FY25 ACFR and projected ending Fund Balance in FY26 quarterly reports.

**Management Action:** Cary will develop and document internal controls for reporting Fund Balance results to the Town Manager and Council. These controls will address fund balance calculations, compliance with the Town's Fund Balance Policy, documentation, and timely communication when fund balance information requires Council awareness or action.

**Responsible Party:** Finance Department, Town Manager's Office, Town Council

**Date of Implementation:** Enhanced reporting will continue while internal controls are reviewed and documented. Completion is targeted for May 2027.

## Recommendation #11: Monthly Financial Updates to Council

**OSA Recommendation:** *The Town Manager and Finance Department staff should provide monthly updates to the Council related to the financial operations of the Town.*

**Current Practice:** Cary provides financial information to Town Council and the public through several channels, including the Annual Comprehensive Financial Report (ACFR), quarterly financial reports, and regular Council work session updates. Quarterly reports provide broader financial information, while work session updates may include recent sales tax and property tax receipts, significant financial variances, emerging trends, or other notable financial matters, as needed. These materials are posted on the Town's website and/or shared during public Council meetings, which are livestreamed and recorded. Recent enhancements include placing fund balance information in the FY25 ACFR and projected ending fund balance in FY26 quarterly reports.

**Management Action:** Cary will research best practices for monthly and quarterly financial reporting to Council. The Finance Department and Town Manager's Office will document the process, timing, and content for regular financial updates, including what information should be provided monthly, what should be provided quarterly, and when significant variances, emerging trends, or other notable financial matters should be elevated to Council.

**Responsible Party:** Finance Department, Town Manager's Office

**Date of Implementation:** Current reporting will continue while the process is reviewed and documented. Completion is targeted for May 2027.

## Recommendation #12: Update Policy Regarding Fund Balance Minimum Calculations

**OSA Recommendation:** *The Council should update existing policy to specify how Fund Balance minimums should be calculated. The Council should consider guidance issued by the Local Government Commission and the UNC School of Government, which includes calculating Fund Balance minimums using final adjusted end-of-year expenditure amounts.*

**Current Practice:** Cary has a Council-approved Fund Balance Policy that is under review.

**Management Action:** Cary is reviewing best practices and guidance from the Local Government Commission, UNC School of Government, and other municipalities. Based on that review, Cary will draft updates to the Fund Balance Policy to clarify how minimum fund balance is calculated.

**Responsible Party:** Finance Department, Town Manager's Office, Town Council

**Date of Implementation:** Policy updates will be considered with related internal controls and financial reporting improvements. Council policy approval is targeted for May 2027 and requires a vote by Council in open session.

## Recommendation #13: Periodic Fund Balance Training

**OSA Recommendation:** *The Finance Department should provide periodic training to the Town Manager's Office and the Council concerning Fund Balance Policy requirements and interpretation of financial ratios and thresholds.*

**Current Practice:** Cary has an adopted Fund Balance Policy and provides fund balance information through existing financial reporting processes. The Town does not have a formal, periodic training curriculum for the Town Manager's Office or Town Council on Fund Balance Policy requirements, financial ratios, or related thresholds.

**Management Action:** The Finance Department, in partnership with Organizational Development, will develop a formal Fund Balance training curriculum and training plan for the Town Manager's Office and Town Council. Training will cover policy requirements, fund balance calculations, financial ratios, related thresholds, and how fund balance information should be interpreted and communicated.

**Responsible Party:** Finance Department, Organizational Development, Town Manager's Office, Town Council

**Date of Implementation:** Current fund balance reporting will continue while a formal training curriculum is developed. A periodic Fund Balance training curriculum is targeted for implementation by February 2027.

## Moving Forward

This year marks our town's 155th year as a municipality, and Cary continues to thrive. While many of the issues outlined in the report are significant, they do not represent who we are as a whole. Since 2023, Cary has realized and maintained many impressive achievements. The town was ranked by U.S. News & World Report as the Best Place to Live in North Carolina for two years straight, and one of the Best and Safest Places to Live in the United States. Downtown Cary Park was opened, earning numerous national awards, and welcoming one million visitors annually. We also completed our 100th mile of greenway, bringing the total number to 107.

In addition, Cary's Fire Department has maintained its ISO Class 1 accreditation (held since 2015), resulting in lower fire insurance premiums for Cary property owners. Our town also achieved a Class 7 rating in FEMA's Community Rating System, which means residents in Special Flood Hazard Areas may qualify for additional discounts on flood insurance premiums.

But what matters most is how our residents feel about their town. In Cary's Biennial Resident Satisfaction Survey – conducted January 12 through February 27 of 2026 – residents awarded Cary's government operations their highest scores yet, with all seven common service dimensions receiving grades ranging from A- to A.[4] This scientific survey has been conducted every two years since 1998.

The Town of Cary is a great organization filled with amazing people doing very good things. Our former Town Manager is just that – former. As we move forward, we are rethinking how some things are done, rebuilding what was dismantled, and taking concrete steps to strengthen oversight, improve transparency, and ensure our systems and culture reflect the standards our community and employees deserve. We invite you to follow our progress at carync.gov/movingforward and to watch our meetings live at carync.tv.

[4] Cary's Surveys & Research webpage:
https://www.carync.gov/services-publications/plans-publications-reports/surveys-and-research

## Appendix A – Wilmington Receipts Not Included in Body of Report

Fully Paid

# INVOICE

**Aloft Wilmington at Coastline Center**
501 Nutt St
Wilmington NC
28401
US

aloft WILMINGTON AT COASTLINE CENTER

**Town of Cary Retreat 2024 — [Wed Feb 28, 2024 - Sat Mar 02, 2024 (All Day)]**

| Billed To | Date Of Issue | Invoice Number | Amount Due |
|---|---|---|---|
| Town of Cary<br>316 N. Academy Street<br>Cary NC<br>27513 | Nov 21, 2023<br><br>**Due Date**<br>Nov 24, 2023 | INV-333 | **$0.00** |

| HOTEL ROOM TYPE | QTY X PRICE | LINE TOTAL | CATEGORY |
|---|---|---|---|
| Platform ABCD Room Rental<br>Price includes Atlantic + Wine Loft for Tuesday - Friday. | 1×$12,000.00<br>+SERVICE CHARGE<br>+STATE TAX | $12,000.00 | Room Rental |
| The Atlantic (7:00-8:30am)<br>- Assorted Muffins & Pastries, Jellies & Honey, Oatmeal with Assorted Toppings, Fluffy Scrambled Eggs - use whole eggs<br>• Crispy Hash Browns<br>• Bacon | 42×$21.00<br>+STATE TAX<br>+SERVICE CHARGE | $882.00 | Food |
| The Above and Beyond<br>- Fluffy Scrambled Eggs - use whole eggs<br>*cheese on the side<br>*no pepper and onion<br>- Breakfast Biscuits with Jam and Butter<br>• Roasted Yukon Potatoes with Bell Peppers and Onions<br>• Sausage<br>• Bacon<br>• French Toast | 52×$28.00<br>+STATE TAX<br>+SERVICE CHARGE | $1,456.00 | Food |
| The Above and Beyond<br>- Fluffy Scrambled Eggs - use whole eggs<br>*cheese on the side<br>* no pepper and onion<br>- Breakfast Biscuits with Jam and Butter | 52×$28.00<br>+STATE TAX<br>+SERVICE CHARGE | $1,456.00 | Food |

Page 1 of 12 *Printed at: 03-11-2024 03:41PM EDT*

- Crispy Hash Browns
- Sausage
- Bacon
- Pancakes

| | | | |
|---|---|---|---|
| Chef Attendant Fee (Waffle Station) | 1×$100.00<br>+SERVICE CHARGE<br>+STATE TAX | $100.00 | Miscellaneous |
| Waffle Station<br>Warm Sugar Pearl Waffles. Toppings to include Berry Compote, Maple Syrup, Fresh Whipped Cream | 52×$10.00<br>+STATE TAX<br>+SERVICE CHARGE | $520.00 | Food |
| Chef Attendant Fee (Omelet Station) | 1×$100.00<br>+SERVICE CHARGE<br>+STATE TAX | $100.00 | Miscellaneous |
| Omelet Station - use whole eggs<br>Toppings to include Sautéed Mushrooms, Tomatoes, Ham, Spinach, Feta, Bacon, Sausage, Ham, Red Onions, Cheddar Cheese & Swiss Cheese | 52×$15.00<br>+STATE TAX<br>+SERVICE CHARGE | $780.00 | Food |
| Assorted Breakfast Items<br>3 dozen of each<br>By the Dozen<br>• Assorted Breakfast Danishes/Breads<br>• Assorted Fresh Made Donuts | 3×$68.00<br>+SERVICE CHARGE<br>+STATE TAX | $204.00 | Food |
| Assorted Breakfast Items<br>Each<br>• Yogurt & Fresh Fruit Parfaits with Granola | 30×$6.50<br>+SERVICE CHARGE<br>+STATE TAX | $195.00 | Food |
| Cookies (Fresh Baked)<br>per Dozen<br>*3 dozen | 3×$36.00<br>+SERVICE CHARGE<br>+STATE TAX | $108.00 | Food |
| Cookies (Fresh Baked)<br>per Dozen<br>*4 dozen | 4×$36.00<br>+SERVICE CHARGE<br>+STATE TAX | $144.00 | Food |
| Lunch Buffets<br>• Backyard NC Style<br>*Mixed Green Salad with Toppings and your choice of Two Dressings*<br>*- Baked Potato Salad with Chive Dressing* | 52×$32.00<br>+SERVICE CHARGE<br>+STATE TAX | $1,664.00 | Food |

**Applewood Smoked Bacon on the side*
*- Buttermilk Fried Chicken*
*- Pulled Pork NC Style with Brioche Buns*
*- Collard Greens*
*- Sweet and Spicey Green Beans*
*- Biscuits with Local Honey*
*- Peach Cobbler*
*+ Mac & Cheese ($2/person additional charge)*
*+ Veggie kabobs*

| | | | |
|---|---|---|---|
| Buffet Lunch<br>*Selections are from Dinner Buffet menu<br>Includes Chef's selection of:<br>- Dessert<br>• Three Entrée Selections<br>**two vegetable and two starches*<br>• Garden<br>*Mixed Greens, Grape Tomatoes, Shredded Carrots, English Cucumbers, House Baked Croutons & Dressing*<br>• Harissa Tahini Roasted Cauliflower over Fruit and Nut Quinoa Blend with Sesame Seeds<br>• Chicken French: Lightly Battered Chicken in a Sherry lemon Garlic Sauce<br>• Sliced Tenderloin Topped with Caramelized Onions and Mushrooms<br>• Crispy Fingerling Potato<br>• Lemon Ricotta Orzo<br>• Steamed Broccoli<br>• Grilled Zucchini | 52×$60.00<br>+STATE TAX<br>+SERVICE CHARGE | $3,120.00 | Food |
| Buffet Lunch<br>*Selections are from Dinner Buffet menu<br>Includes Chef's selection of:<br>- Dessert<br>• Three Entrée Selections<br>**two vegetable and two starches*<br>• Garden<br>*Mixed Greens, Grape Tomatoes, Shredded Carrots, English Cucumbers, House Baked Croutons & Dressing*<br>• Harissa Tahini Roasted Cauliflower over Fruit and Nut Quinoa Blend with Sesame Seeds | 10×$60.00<br>+SERVICE CHARGE<br>+STATE TAX | $600.00 | Food |

- Chicken French: Lightly Battered Chicken in a Sherry lemon Garlic Sauce
- Sliced Tenderloin Topped with Caramelized Onions and Mushrooms
- Crispy Fingerling Potato
- Lemon Ricotta Orzo
- Steamed Broccoli
- Grilled Zucchini

| | | | |
|---|---|---|---|
| Premium Boxed Lunch<br>• Roast Beef, Havarti, Caramelized Onions, Lettuce and Tomato on a Pretzel Bun | 5×$22.00<br>+SERVICE CHARGE<br>+STATE TAX | $110.00 | Food |
| Premium Boxed Lunch<br>*make two gluten free<br>• Club Wrap with Turkey, Ham, Bacon, Cheddar, Lettuce and Tomato | 12×$22.00<br>+SERVICE CHARGE<br>+STATE TAX | $264.00 | Food |
| Premium Boxed Lunch<br>*make one gluten free<br>• Chicken Salad with Grapes and Walnuts on a Croissant | 8×$22.00<br>+SERVICE CHARGE<br>+STATE TAX | $176.00 | Food |
| Premium Boxed Lunch<br>All selections will come with an Assorted Bag of Chips, Pasta Salad, Apple, Fresh Baked Cookie & Bottled Water<br>*make one gluten free<br>• Turkey BLT on a Croissant | 13×$22.00<br>+SERVICE CHARGE<br>+STATE TAX | $286.00 | Food |
| Executive Break Package<br>*Client requested both AM Break Options<br>• AM BREAK<br>*Assorted Pastries, Sliced Fresh Fruit*<br>• AM BREAK<br>*Yogurt with Granola, Fresh Berries* | 52×$32.00<br>+STATE TAX<br>+SERVICE CHARGE | $1,664.00 | Food |
| Executive Break Package<br>• PM BREAK<br>*Assorted Cookies, Brownies, Chips* | 42×$16.00<br>+STATE TAX<br>+SERVICE CHARGE | $672.00 | Food |
| Lil Sweet & a Lil Salty (per Person)<br>Soft and Chewy Granola Bars, Pretzels, Yogurt Covered Pretzels, Cashews, Peanuts | 52×$13.95<br>+SERVICE CHARGE<br>+STATE TAX | $725.40 | Food |
| Heart Healthy (per Person) | 42×$14.95 | $627.90 | Food |

| | | | |
|---|---|---|---|
| Sliced Fresh Fruit with Yogurt Dipping Sauce, Granola Bars, Individual Bags of Mixed Nuts | +SERVICE CHARGE<br>+STATE TAX | | |
| Reception Displays<br>(Small) serves approx. 15-20 people<br>(Medium) serves approx. 20-35 people<br>(Large) serves approx. 35-50 people - single option Displays are Large only<br>• Vegetable Crudité Display with Herbed Buttermilk Dip & Bleu Cheese Dip (Medium)<br>• Buffalo Chicken Dip<br>*Toast Points & Fresh Fried Corn Tortilla Chips* | 1×$410.00<br>+SERVICE CHARGE<br>+STATE TAX | $410.00 | Food |
| A La Carte Hors d'oeuvres - Station<br>50 pieces<br>• Chicken and Waffle Sliders | 50×$3.50<br>+STATE TAX<br>+SERVICE CHARGE | $175.00 | Food |
| A La Carte Hors d'oeuvres<br>*100 pieces of each<br>• Caprese Skewers with Balsamic (vegetarian)<br>• Grilled Pineapple Thai Meatballs<br>• Mac and Cheese Fritters (vegetarian) | 100×$8.00<br>+STATE TAX<br>+SERVICE CHARGE | $800.00 | Food |
| Plated Dinner (Chicken) Includes:<br>*One Gluten Free (Melissa F - Celiac) - Reminder NO CROUTONS on salad either<br>- Assorted Dinner Rolls & Whipped Butter<br>- Chef's Choice Dessert<br>• The Aloft<br>*Organic Field Greens, Applewood Smoked Bacon, Pickled Red Onions, Gorgonzola Cheese, Grilled Focaccia, Candied Nuts & Dressing*<br>• Parmesan Crusted Chicken with Peppercorn Cream Sauce<br>**client requested breast cut for the chicken.*<br>• Garlic Mashed Potatoes<br>• Garlic Lemon Asparagus | 7×$35.00<br>+STATE TAX<br>+SERVICE CHARGE | $245.00 | Food |
| Plated Dinner (Salmon)<br>*make three gluten free - NO CROUTONS on salad<br>• The Aloft | 11×$38.00<br>+STATE TAX<br>+SERVICE CHARGE | $418.00 | Food |

| | | | |
|---|---|---|---|
| *Organic Field Greens, Applewood Smoked Bacon, Pickled Red Onions, Gorgonzola Cheese, Grilled Focaccia, Candied Nuts & Dressing*<br>• Blackened Salmon Topped with Corn Succotash<br>**Market Price**<br>• Garlic Mashed Potatoes<br>• Garlic Lemon Asparagus | | | |
| Plated Dinner (NY Strip)<br>*make two gluten free (one guest with Celiac)<br>* one guest allergic to Blue Cheese (not one of the GF guests)<br>• The Aloft<br>*Organic Field Greens, Applewood Smoked Bacon, Pickled Red Onions, Gorgonzola Cheese, Candied Nuts & Dressing *NO CROUTONS*<br>• Hand Cut 12 oz NY Strip Steak with a Red Wine Demi-Glace<br>**Market Price**<br>• Garlic Mashed Potatoes<br>• Garlic Lemon Asparagus | 25×$40.00<br>+STATE TAX<br>+SERVICE CHARGE | $1,000.00 | Food |
| Plated Dinner (Vegetarian)<br>• The Aloft<br>*Organic Field Greens, Pickled Red Onions, Gorgonzola Cheese, Grilled Focaccia, Candied Nuts & Dressing *NO BACON*<br>• Butternut Mascarpone Pasta<br>• Garlic Mashed Potatoes<br>• Garlic Lemon Asparagus | 2×$30.00<br>+STATE TAX<br>+SERVICE CHARGE | $60.00 | Food |
| Cash Bar<br>Beverage service based on a per drink basis<br>*Include Diet Mtn Dew<br>• Domestic Beer ($5.00 each)<br>• Imported Beers ($6.00 each)<br>• House Wines ($7.00/Glass)<br>• Premium Brand Cocktails ($8.50 each)<br>• Soft Drinks ($2.50 each)<br>*Pepsi Products*<br>• Bottled Water ($2.50 each) | 1×$0.00<br>+STATE TAX<br>+SERVICE CHARGE | $0.00 | Beverage |

| | | | |
|---|---|---|---|
| Break Beverages<br>Coffee & Decaf - use aBrew Cafe Variety<br>Heart Healthy<br>• Sparkling Water<br>• Coffee<br>• Decaffeinated Coffee | 42×$0.00 | $0.00 | Beverage |
| aView Wine Options for Catering Events<br>White<br>• J Vineyard Chardonnay ($13/glass)<br>• Oyster Bay Sauv Blanc ($11/glass)<br>Red<br>• Chat St Michelle Merlot ($14/glass)<br>• William Hill Pinot Noir ($11/glass)<br>• Sean Minor Cabernet ($12/glass)<br>Sparkling<br>• La Marca Prosecco ($11/glass) | 1×$0.00 | $0.00 | Beverage |
| Tactic Room Beverage Center<br>Beverage Selections Available in standard room setup, charged on consumption<br>• Keurig Pods ($2.50 each)<br>• Soft Drinks ($2.50 each)<br>• Bottled Water ($2.50 each) | 1×$0.00<br>+SERVICE CHARGE<br>+STATE TAX | $0.00 | Beverage |
| Deluxe Boxed Lunch<br>• Roasted Vegetables with Hummus on Ciabatta | 4×$19.00<br>+SERVICE CHARGE<br>+STATE TAX | $76.00 | Food |
| Service Fee | 1×$100.00<br>+SERVICE CHARGE | $100.00 | Miscellaneous |
| Equipment & Services<br>Rates are Daily, unless otherwise stated. | 1×$100.00<br>+SERVICE CHARGE<br>+STATE TAX | $100.00 | Setup |
| Bar Setup Fee - Waived for Atlantic Bar ($250 Value) | 1×$0.00<br>+SERVICE CHARGE<br>+STATE TAX | $0.00 | Setup |
| Display Wall | 1×$350.00<br>+SERVICE CHARGE<br>+STATE TAX | $350.00 | Miscellaneous |
| A/V Equipment (Daily rate unless otherwise noted.)<br>• Tactic Standard Setup: Flat Screen Monitor, MS Wireless Connect & HDMI | 1×$0.00<br>+SERVICE CHARGE<br>+STATE TAX | $0.00 | AV |

option, Power at table, Conference Phone
*Complimentary Wi-Fi: MarriottBonvoy_Conference | PW: 501Conf*

| | | | |
|---|---|---|---|
| Client team providing all A/V equipment. | 1×$0.00 | $0.00 | AV |
| Client team providing all A/V equipment. | 1×$0.00 | $0.00 | AV |
| Client team providing all A/V equipment. | 1×$0.00 | $0.00 | AV |
| Client team providing all A/V equipment. | 1×$0.00 | $0.00 | AV |
| [redacted] | 1×$410.64 | $410.64 | sleeping rooms |
| [redacted] | 1×$555.96 | $555.96 | sleeping rooms |
| [redacted] | 1×$362.87 | $362.87 | sleeping rooms |
| [redacted] | 1×$410.64 | $410.64 | sleeping rooms |
| [redacted] | 1×$205.32 | $205.32 | sleeping rooms |
| [redacted] | 1×$555.96 | $555.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$821.28 | $821.28 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$821.28 | $821.28 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |

| | | | |
|---|---|---|---|
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$555.96 | $555.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$555.96 | $555.96 | sleeping rooms |
| [redacted] | 1×$555.96 | $555.96 | sleeping rooms |
| [redacted] | 1×$555.96 | $555.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |

| | | | |
|---|---|---|---|
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |
| [redacted] | 1×$555.96 | $555.96 | sleeping rooms |
| [redacted] | 1×$715.74 | $715.74 | sleeping rooms |
| [redacted] | 1×$675.74 | $675.74 | sleeping rooms |
| [redacted] | 1×$675.74 | $675.74 | sleeping rooms |
| [redacted] | 1×$725.74 | $725.74 | sleeping rooms |
| [redacted] | 1×$675.74 | $675.74 | sleeping rooms |
| [redacted] | 1×$725.74 | $725.74 | sleeping rooms |
| [redacted] | 1×$555.96 | $555.96 | sleeping rooms |
| [redacted] | 1×$185.32 | $185.32 | sleeping rooms |

| | | | |
|---|---|---|---|
| [redacted] | 1×$675.74 | $675.74 | sleeping rooms |
| [redacted] | 1×$725.74 | $725.74 | sleeping rooms |
| [redacted] | 1×$1,352.61 | $1,352.61 | sleeping rooms |
| [redacted] | 1×$370.64 | $370.64 | sleeping rooms |
| [redacted] | 1×$1,431.48 | $1,431.48 | sleeping rooms |
| [redacted] | 1×$926.60 | $926.60 | sleeping rooms |
| [redacted] | 1×$926.60 | $926.60 | sleeping rooms |
| [redacted] | 1×$926.60 | $926.60 | sleeping rooms |
| [redacted] | 1×$1,026.60 | $1,026.60 | sleeping rooms |
| [redacted] | 1×$410.64 | $410.64 | sleeping rooms |
| [redacted] | 1×$615.96 | $615.96 | sleeping rooms |

| | |
|---|---|
| **Subtotal** | $67,004.06 |
| **STATE TAX (7.0% on $31,488.30)** | $2,204.18 |
| **SERVICE CHARGE (20.0% on $31,588.30)** | $6,317.66 |
| **Taxable Subtotal** | $75,525.90 |
| **Total** | $75,525.90 |
| **Amount Paid** | $75,525.90 |
| **Amount Due** | $0.00 |

**Payments Record**

| Date | Amount | Payment Type |
|---|---|---|
| Mar 11, 2024 | $35,633.55 | Credit |
| Feb 26, 2024 | $17,222.35 | Credit |
| Dec 13, 2023 | $11,335.00 | Credit |
| Nov 21, 2023 | $11,335.00 | Credit |

Page 12 of 12 **Printed at:** *03-11-2024 03:41PM EDT*

*Auditor Note – One of the charges for $1,352.61 was refunded by the hotel on March 11, 2024, resulting in the grand total paid to Aloft of $74,173.29.

**Digital, P Media, Inc.**
110 Adams Street
Cary, NC 27513
919-421-8561
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# INVOICE

BILL TO
Town of Cary
316 N Academy Street
Cary, NC 27513

| | |
|---|---|
| INVOICE | DIGP12991 |
| DATE | 01/16/2024 |
| TERMS | Net 30 |
| DUE DATE | 02/15/2024 |

P.O. NUMBER
275885

TAX ID
[redacted]

| ACTIVITY | QTY | RATE | AMOUNT |
|---|---|---|---|
| Services for December 2023: | | | |
| Governance - P&Z and Council meetings - December | 1 | 5,885.00 | 5,885.00 |
| Governance - Council Chambers Events and Cary TV management | 1 | 2,345.00 | 2,345.00 |
| Governance - Two Cary Matters Dec / Jan (filmed and edited in December) | 1 | 6,225.00 | 6,225.00 |
| Internal / Staff - All Hands Pre-recorded | 1 | 9,510.00 | 9,510.00 |
| Governance - Christmas Tree Lighting Livestream | 1 | 6,335.00 | 6,335.00 |
| Consulting and Interviews for Cary's new position | 1 | 1,200.00 | 1,200.00 |
| AV support (WMSP, The Cary, and Cary Theater) | 1 | 1,723.00 | 1,723.00 |
| Annual Retreat Videos (Nov and Dec scripting and pre-production) | 1 | 5,750.00 | 5,750.00 |
| Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 1 | 3,190.00 | 3,190.00 |
| Signature Sound - Composition | 1 | 6,000.00 | 6,000.00T |
| Video Library - Filming + B-Roll edits | 1 | 650.00 | 650.00T |

| | |
|---|---|
| SUBTOTAL | 48,813.00 |
| TAX | 482.13 |
| TOTAL | 49,295.13 |
| BALANCE DUE | **$49,295.13** |

Page 1 of 1

**Digital, P Media, Inc.**
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erin@digitalpmedia.com

# INVOICE

BILL TO
Town of Cary
316 N Academy Street
Cary, NC 27513

| | |
|---|---|
| INVOICE | DIGP12996 |
| DATE | 02/12/2024 |
| TERMS | Net 30 |
| DUE DATE | 03/13/2024 |

P.O. NUMBER
275885

TAX ID
[redacted]

| ACTIVITY | QTY | RATE | AMOUNT |
|---|---|---|---|
| Services for January 2024: | | | |
| Governance - P&Z and Council meetings - January | 1 | 2,895.00 | 2,895.00 |
| Governance - Council Chambers Events and Cary TV management | 1 | 960.00 | 960.00 |
| Annual Retreat Video (first 50% of filming, editing and voiceover in January 2024) | 1 | 20,305.00 | 20,305.00 |
| Environmental Video for Retreat (first 50% of filming, editing and voiceover in January 2024) | 1 | 10,255.00 | 10,255.00 |
| Internal / Staff - Business Spotlight (Feb & March videos) | 1 | 5,185.00 | 5,185.00 |
| State of Cary - Film Prestenwood and Edit three versions (full, public, staff) | 1 | 8,602.50 | 8,602.50 |
| Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 1 | 3,190.00 | 3,190.00 |
| Governance - 311 Hold Message for Jan / Feb | 1 | 650.00 | 650.00T |
| Governance - Council Chambers - Improvements and Maintenance (Sound Advice) | 1 | 8,545.00 | 8,545.00T |
| Video Library - Filming + B-Roll edits | 1 | 700.00 | 700.00T |

| | |
|---|---|
| SUBTOTAL | 61,287.50 |
| TAX | 717.39 |
| TOTAL | 62,004.89 |
| BALANCE DUE | **$62,004.89** |

Page 1 of 1

**Digital, P Media, Inc.**
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# INVOICE

| | | | |
|---|---|---|---|
| BILL TO | | INVOICE | DIGP13002 |
| Town of Cary | | DATE | 03/06/2024 |
| 316 N Academy Street | | TERMS | Net 30 |
| Cary, NC 27513 | | DUE DATE | 04/05/2024 |

P.O. NUMBER
275885

TAX ID
[redacted]

| ACTIVITY | QTY | RATE | AMOUNT |
|---|---|---|---|
| Services for February 2024: | | | |
| Governance - P&Z and Council meetings - February | 1 | 2,575.00 | 2,575.00 |
| Governance - Council Chambers Events and Cary TV management | 1 | 1,200.00 | 1,200.00 |
| Annual Retreat Video (final 50% of filming, editing and voiceover) | 1 | 20,305.00 | 20,305.00 |
| Environmental Video for Retreat (final 50% of filming, editing and voiceover) | 1 | 10,255.00 | 10,255.00 |
| Governance - Triangle Business Journal interview with mayor video | 1 | 3,680.00 | 3,680.00 |
| Promotional - Basketball Coaches for Youth Sports | 1 | 3,005.00 | 3,005.00 |
| Promotional - Downtown Cary Park documentary update | 1 | 2,953.00 | 2,953.00 |
| AV support (WMSP, The Cary, and Cary Theater) | 1 | 1,545.00 | 1,545.00 |
| AV Support - Retreat | 1 | 3,000.00 | 3,000.00 |
| Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 1 | 3,190.00 | 3,190.00 |
| Video Library - Filming + B-Roll edits | 1 | 2,100.00 | 2,100.00T |

| | |
|---|---|
| SUBTOTAL | 53,808.00 |
| TAX | 152.25 |
| TOTAL | 53,960.25 |

**Digital, P Media, Inc.**
110 Adams Street
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## INVOICE

BILL TO
Town of Cary
316 N Academy Street
Cary, NC 27513

INVOICE DIGP13010
DATE 04/15/2024
TERMS Net 30
DUE DATE 05/15/2024

P.O. NUMBER
275885

TAX ID
[redacted]

| ACTIVITY | QTY | RATE | AMOUNT |
|---|---|---|---|
| Expenses: | | | |
| Legal fees for music clearance | 1 | 6,000.00 | 6,000.00 |
| Services for March 2024: | | | |
| Governance - P&Z and Council meetings - March | 1 | 4,877.00 | 4,877.00 |
| Governance - Council Chambers Events and Updates and Cary TV management | 1 | 1,440.00 | 1,440.00 |
| Internal / Staff - All Hands Graphics and Event Support | 1 | 12,105.00 | 12,105.00 |
| AV support (WMSP, The Cary, and Cary Theater) | 1 | 390.00 | 390.00 |
| Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 1 | 2,900.00 | 2,900.00 |
| Video Library - Filming + B-Roll edits | 1 | 1,500.00 | 1,500.00T |
| MLK Dreamfest video | 1 | 5,865.00 | 5,865.00T |
| Governance - Cary Matters Downtown Park with Michelle and Carissa video | 1 | 4,350.00 | 4,350.00T |
| Governance - 311 Hold Message for March / April audio | 1 | 550.00 | 550.00T |

| | |
|---|---|
| SUBTOTAL | 39,977.00 |
| TAX | 889.21 |
| TOTAL | 40,866.21 |
| BALANCE DUE | **$40,866.21** |

**Digital, P Media, Inc.**
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# INVOICE

BILL TO
Town of Cary
316 N Academy Street
Cary, NC 27513

| | |
|---|---|
| INVOICE | DIGP13019 |
| DATE | 05/31/2024 |
| TERMS | Net 30 |
| DUE DATE | 06/30/2024 |

P.O. NUMBER
275885

TAX ID
[redacted]

| DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|
| Expenses | | | |
| Expense: Music License Legal (Sky Full of Stars) | 1 | 3,968.75 | 3,968.75 |
| Digital P Services for May 2024: | | | |
| Governance - P&Z and Council meetings - May | 1 | 3,200.00 | 3,200.00 |
| Governance - Council Chambers Events and Updates and Cary TV management | 1 | 640.00 | 640.00 |
| AV support (WMSP, The Cary, and Cary Theater) + Cary101 | 1 | 1,088.00 | 1,088.00 |
| Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 1 | 2,900.00 | 2,900.00 |
| Media Relations - Two Final Days of Filming "Remember This" | 1 | 9,825.00 | 9,825.00T |
| 311 Hold Message for May / June | 1 | 550.00 | 550.00T |
| Economic Development - SAS Golf - Creative and Talent | 1 | 30,944.00 | 30,944.00T |
| Economic Development - TST - Mayor Intro | 1 | 4,060.00 | 4,060.00T |
| Economic Development - TST - Commercial | 1 | 5,750.00 | 5,750.00T |

| | |
|---|---|
| SUBTOTAL | 62,925.75 |
| TAX | 3,706.85 |
| TOTAL | 66,632.60 |
| BALANCE DUE | **$66,632.60** |

**Digital, P Media, Inc.**
110 Adams Street
Cary, NC 27513
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erin@digitalpmedia.com

# INVOICE

BILL TO
Town of Cary
316 N Academy Street
Cary, NC 27513

| | |
|---|---|
| INVOICE | DIGP13030 |
| DATE | 06/21/2024 |
| TERMS | Net 30 |
| DUE DATE | 07/21/2024 |

P.O. NUMBER
275885

TAX ID
[redacted]

| DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|
| Expenses | | | |
| Sky Full of Stars - SONY MUSIC PUBLISHING (US) LLC $250, Sony Music Masterworks $2500, UNIVERSAL MUSIC PUBLISHING GROUP $2250 | 1 | 5,000.00 | 5,000.00 |
| Digital P Services for June 2024: | | | |
| Internal - All Hands June | 1 | 11,605.00 | 11,605.00 |
| Governance - P&Z and Council meetings - June | 1 | 4,175.00 | 4,175.00 |
| Governance - Council Chambers Events and Updates and Cary TV management | 1 | 520.00 | 520.00 |
| AV support (WMSP, The Cary, and Cary Theater) + Cary101 | 1 | 6,273.00 | 6,273.00 |
| Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 1 | 2,900.00 | 2,900.00 |
| 311 Hold Message for July / August | 1 | 550.00 | 550.00T |
| Economic Development - SAS Golf - Day of Filming (three crews) plus expenses from final golfer | 1 | 25,270.00 | 25,270.00T |
| Media Relations - Edit "Remember This" video | 1 | 9,827.00 | 9,827.00T |
| Governance - Cary Matters Crosswalk Safety (Lori & Michelle) | 1 | 4,350.00 | 4,350.00T |
| Governance - Cary Matters Park Projects (Jennifer & Sarika) | 1 | 4,350.00 | 4,350.00T |
| Internal - DCP All Hands Sizzle | 1 | 750.00 | 750.00T |

| | |
|---|---|
| SUBTOTAL | 75,570.00 |
| TAX | 3,269.53 |
| TOTAL | 78,839.53 |

**Digital, P Media, Inc.**
110 Adams Street
Cary, NC 27513
+19194218561
erin@digitalpmedia.com

# INVOICE

| BILL TO | | INVOICE | DIGP13071 |
|---|---|---|---|
| Town of Cary | | DATE | 12/08/2024 |
| 316 N Academy Street | | TERMS | Net 30 |
| Cary, NC 27513 | | DUE DATE | 01/07/2025 |

| DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|
| Marketing: Council Meeting<br>Nov 14 - Manager, Director, Audio, and Graphics<br>(livestream meeting with in person attendees - no tax) | 1 | 1,680.00 | 1,680.00 |
| Marketing: P&Z Meeting<br>Nov 18 - Manager, Director, Audio, and Graphics<br>(livestream meeting with in person attendees - no tax) | 1 | 1,455.00 | 1,455.00 |
| Marketing: Cary Matters<br>Nov 19 - location; crew: producer, camera operator, DP, PA; equipment: three cameras, three teleprompters, lights and audio; edit and graphics | 1 | 4,550.00 | 4,550.00T |
| PRCR: AV Support on Site<br>11/2: WMSP, 4:30PM - 10PM, 5.5 hrs<br>11/7: WMSP, 1:30PM - 11:30PM, 10 hrs | 15.50 | 65.00 | 1,007.50 |
| Marketing: Control Room & Archive and Other Support<br>Cary TV support throughout month (1 hour) | 1 | 150.00 | 150.00 |
| Housing: Cary Housing Initiatives<br>Creative - develop concepts, key messages, tone and style; write script or select sound bites; plan visuals; scout locations; shot lists<br>Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 0.10 | 5,400.00 | 540.00T |
| Housing: Cary Housing Initiatives<br>Nov 25 - 108 Corgy Drive Rebuilding Together (two hours two cameras) | 1 | 850.00 | 850.00T |
| Marketing: Dancing Queens<br>Creative - develop concepts, key messages, tone and style; write script or select sound bites; plan visuals; scout locations; shot lists<br>Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 1 | 2,100.00 | 2,100.00T |
| Marketing: Dancing Queens<br>Nov 20 - film Susan, Danna, Heather, Cassie (crew: producer, camera operators, DP, PA; equipment: three cameras, lights and audio) | 1 | 4,300.00 | 4,300.00T |

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|---|---|---|---|
| Marketing: Dancing Queens<br>Nov 22 - film Kerry, Brittany (location, crew: producer, camera operators, DP, PA; equipment: three cameras, lights and audio) | 1 | 3,750.00 | 3,750.00T |
| Marketing: DCP anniversary<br>Nov 16 - crew: DP, camera operator; equipment: drone, ronin | 1 | 3,000.00 | 3,000.00T |
| Marketing: Control Room & Archive Support<br>MLK promo for 2025 (update graphics and specific shots) | 1 | 400.00 | 400.00T |

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| SUBTOTAL | 23,782.50 |
| TAX | 1,413.03 |
| TOTAL | 25,195.53 |
| BALANCE DUE | **$25,195.53** |

# PO 2024PO7

Line 1: $21,385.00
Line 2: $1,390.00
Line 3: $1007.50

**Digital, P Media, Inc.**
110 Adams Street
Cary, NC 27513
+19194218561
erin@digitalpmedia.com

## INVOICE

| BILL TO | | | |
|---|---|---|---|
| Town of Cary | 2024PO7 | INVOICE | DIGP13075 |
| 316 N Academy Street | Line 1: $32,840.00 | DATE | 01/06/2025 |
| Cary, NC 27513 | Line 2: $1,080.00 | TERMS | Net 30 |
| | Line 3: $1,137.50 | DUE DATE | 02/05/2025 |

| DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|
| Marketing: Council Meeting<br>Dec 12 - Manager, Director, Audio, and Graphics<br>(livestream meeting with in person attendees - no tax) | 1 | 1,680.00 | 1,680.00 |
| Marketing: P&Z Meeting<br>Dec 16 - Manager, Director, Audio, and Graphics<br>(livestream meeting with in person attendees - no tax) | 1 | 1,455.00 | 1,455.00 |
| Marketing: Cary Matters<br>Dec 19 - location; crew: producer, camera operator, DP, PA; equipment: three cameras, three teleprompters, lights and audio; edit and graphics | 1 | 4,550.00 | 4,550.00T |
| PRCR: AV Support on Site<br>12/6: WMSP, 2PM - 11:30PM, 8.5 hrs<br>12/7: Cary Theater, 1PM - 10PM, 9 hrs | 17.50 | 65.00 | 1,137.50 |
| Marketing: Control Room & Archive and Other Support<br>Cary TV support throughout month (1 hour) | 1 | 150.00 | 150.00 |
| Housing: Cary Housing Initiatives<br>Creative - develop concepts, key messages, tone and style; write script or select sound bites; plan visuals; scout locations; shot lists<br>Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 0.20 | 5,400.00 | 1,080.00T |
| Marketing: Dancing Queens<br>Creative - develop concepts, key messages, tone and style; write script or select sound bites; plan visuals; scout locations; shot lists<br>Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 0.30 | 6,000.00 | 1,800.00T |
| Marketing: Dancing Queens filming at Town Hall<br>Dec 5 - film Kelly, Lisa, Mike, Renee, Doug (crew: producer, camera operators, DP, PA; equipment: cameras, lights and audio) | 1 | 4,000.00 | 4,000.00T |
| Marketing: Dancing Queens filming at Digital P<br>Dec 13 - film Peyote, Alina (location, crew: producer, camera operators, DP, PA; | 1 | 6,425.00 | 6,425.00T |

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|---|---|---|---|
| equipment: cameras, lights and audio)<br>Marketing: Dancing Queens<br>Dec 20 - film John, Cailen (location, crew: producer, camera operators, DP, PA; equipment: cameras, lights and audio) | | | |
| Marketing: Tree Lighting<br>Dec 6 - pre-production; crew: technical director, camera operator, drone operator, grip; equipment: cameras, grip and electrical; edit and graphics | 1 | 6,000.00 | 6,000.00T |
| Marketing + OD: All Hands Auditions<br>pre-production and professional services; crew: director, audio, camera operators; equipment: cameras, audio, grip and electrical; edit: manage media and prep auditions to share | 1 | 6,780.00 | 6,780.00T |

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| SUBTOTAL | 35,057.50 |
| TAX | 2,221.04 |
| TOTAL | 37,278.54 |
| BALANCE DUE | **$37,278.54** |

**Digital, P Media, Inc.**
110 Adams Street
Cary, NC 27513
+19194218561
erin@digitalpmedia.com

PO: 2024PO7
Line 1: $23,730.00
Line 2: $8,640.00

# INVOICE

| BILL TO | SHIP TO | | |
|---|---|---|---|
| Town of Cary | Town of Cary | INVOICE | DIGP13085 |
| 316 N Academy Street | 316 N Academy Street | DATE | 02/10/2025 |
| Cary, NC 27513 | Cary, NC 27513 | TERMS | Net 30 |
| | | DUE DATE | 03/12/2025 |

| DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|
| Marketing: Council Meeting<br>Jan 9- Manager, Director, Audio, and Graphics<br>(livestream meeting with in person attendees - no tax) | 1 | 1,680.00 | 1,680.00 |
| Marketing: Council Meeting<br>Jan 23 - Manager, Director, Audio, and Graphics<br>(livestream meeting with in person attendees - no tax) | 1 | 1,680.00 | 1,680.00 |
| Marketing: P&Z Meeting<br>Jan 27 - Manager / Director, Audio, and Graphics<br>(livestream meeting with in person attendees - no tax) | 1 | 1,455.00 | 1,455.00 |
| Marketing + Clerk: Cary Matters - Housing<br>Jan 16 - location; crew: producer, camera operator, DP, PA; equipment: three cameras, three teleprompters, lights and audio; edit and graphics | 1 | 4,550.00 | 4,550.00T |
| Marketing: Control Room & Archive and Other Support<br>Week of Jan 6 - Chambers Audio Testing - 8 hours<br>Jan 23 - Eternal Rights to Legacy of Leadership Prep and Meeting - 2 hours<br>(no deliverable) | 10 | 150.00 | 1,500.00 |
| Marketing: Control Room & Archive and Other Support<br>Various dates - WMSP footage (2), Cary footage melt (3), animated logo (2.5) - 7.5 hours<br>(deliverables, taxable) | 7.50 | 150.00 | 1,125.00T |
| Marketing: Dancing Queens<br>Creative - develop concepts, key messages, tone and style; write script or select sound bites; plan visuals; scout locations; shot lists<br>Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 0.35 | 6,000.00 | 2,100.00T |
| Marketing: Dancing Queens<br>post-production: edit, revisions, graphics, color grading, audio finishing | 0.50 | 9,000.00 | 4,500.00 |
| Housing: Cary Housing Initiatives<br>Creative - develop concepts, key messages, tone and style; write script or select sound bites; plan visuals; scout locations; shot lists | 0.10 | 5,400.00 | 540.00T |

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| Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | | | |
| Housing: Cary Housing Initiatives<br>Post-production - Jan 31 cut of Legacy of Home video | 1 | 8,100.00 | 8,100.00T |
| Marketing: State of Cary - "The State of Cary" Breakfast with the Mayor<br>Site visit, setup and film at Prestonwood (crew and equipment) | 1 | 5,140.00 | 5,140.00T |

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| SUBTOTAL | 32,370.00 |
| TAX | 1,562.74 |
| TOTAL | 33,932.74 |
| BALANCE DUE | **$33,932.74** |

**Digital, P Media, Inc.**
110 Adams Street
Cary, NC 27513
+19194218561
erin@digitalpmedia.com

# PO # 2024PO7

## INVOICE

| BILL TO | SHIP TO | INVOICE | DIGP13091 |
|---|---|---|---|
| Town of Cary | Town of Cary | DATE | 03/11/2025 |
| 316 N Academy Street | 316 N Academy Street | TERMS | Net 30 |
| Cary, NC 27513 | Cary, NC 27513 | DUE DATE | 04/10/2025 |

| DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|
| Marketing: Council Meeting<br>Feb 6- Manager, Director, Audio, and Graphics<br>(livestream meeting with in person attendees - no tax) | 1 | 1,680.00 | 1,680.00 |
| Marketing: P&Z Meeting<br>Feb 24 - Manager / Director, Audio, and Graphics<br>(livestream meeting with in person attendees - no tax) | 1 | 1,455.00 | 1,455.00 |
| Marketing + Clerk: Cary Matters - no Cary Matters this month | 0 | 0.00 | 0.00 |
| Marketing: Control Room & Archive and Other Support<br>Feb 4 meeting with Sound Advice<br>(no deliverable) | 1 | 150.00 | 150.00 |
| Marketing: Control Room & Archive and Other Support<br>Feb 18 green star logo gif, Feb 20 311 stills and video for Carolyn<br>(deliverables, taxable) | 2 | 150.00 | 300.00T |
| Marketing: Dancing Queens<br>various dates - film b-roll (crew + equipment) | 1 | 1,500.00 | 1,500.00T |
| Marketing: Dancing Queens<br>post-production: edit, revisions, graphics, color grading, audio finishing | 0.50 | 9,000.00 | 4,500.00T |
| Housing: Cary Housing Initiatives<br>Creative - develop concepts, key messages, tone and style; write script or select sound bites; plan visuals; scout locations; shot lists<br>Professional Services - Project and resource management, client meetings, and general overhead such as equipment, maintenance, software, licenses, and insurance | 0.20 | 5,400.00 | 1,080.00T |
| Housing: Cary Housing Initiatives<br>Feb 4 - Residential Homes and Apartments (two hours quick b-roll) | 2 | 240.00 | 480.00T |
| Housing: Cary Housing Initiatives<br>Post-production - Feb 7 cut of Legacy of Home video | 30 | 135.00 | 4,050.00T |
| Marketing: State of Cary - "The State of Cary" Breakfast with the Mayor<br>Film Staff Intro with Mayor, Edit and Graphics for Public Version; Professional | 1 | 3,565.00 | 3,565.00T |

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|---|---|---|---|
| Services | | | |
| Marketing: State of Cary - "The State of Cary" condensed Script, Film with Mayor + minimal b-roll | 1 | 5,200.00 | 5,200.00T |

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| SUBTOTAL | 23,960.00 |
| TAX | 1,498.94 |
| TOTAL | 25,458.94 |
| BALANCE DUE | **$25,458.94** |