



**Town of North Topsail Beach
Board of Aldermen Regular Meeting**

Wednesday, March 05, 2025, at 11:00 AM

Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

(910) 328-1349 | www.northtopsailbeachnc.gov

*Mayor - Joann M. McDermon
Alderman - Richard Grant
Alderman - Connie Pletl
Town Manager - Alice Derian*

*Mayor Pro Tem - Tom Leonard
Alderman – Mike Benson
Alderman – Laura Olszewski
Interim Town Clerk – Nancy Avery*

- I. CALL TO ORDER (Mayor McDermon)**
- II. INVOCATION (Mayor Pro Tem Leonard)**
- III. PLEDGE OF ALLEGIANCE (Mayor McDermon)**
- IV. APPROVAL OF AGENDA**

Specific Action Requested: Mayor will request a motion to adopt the agenda

- V. MANAGER'S REPORT**
- VI. OPEN FORUM**

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

VII. PUBLIC PRESENTATIONS AND HEARINGS

- A.** Certificates of Appreciation (Mayor McDermon)
Deborah Coltrane, Stu Harness, Scott Morse, Steve Scheibner
- B.** Coastal engineer monthly report (Fran Way)

VIII. CONSENT AGENDA

- A.** Approval of Minutes - February 5, 2025
- B.** Department Head Reports
 - 1. Finance Department
 - 2. Fire Department
 - 3. Inspections Department

4. Planning Department
5. Police Department

- C. Retainer Agreement for Faleris Law Firm - Conflict Counsel for Board of Adjustment
- D. GWI Tax and Accounting - Amendment to GWI Tax and Accounting Engagement Agreement and Budget Amendment 2025-25.17 Fund 10 General Fund GWI Tax & Accounting Contract Amendment 1
- E. MGT Impact Solutions, LLC Master Service Agreement and Budget Amendment 2025-25.18 - Staffing Consulting Solutions
- F. Committee Reports
 1. Planning Board & PPI Committee
 2. Board of Adjustment
 3. TISPC <https://tispc.org/minutes/>

Specific Action Requested: Mayor will request a motion to approve the Consent Agenda

IX. CONTINUING BUSINESS

X. NEW BUSINESS

- A. Bid results - Invitation for Bids - North Topsail Beach Northern Shoreline Dune Truck Haul Project (PTC #8) (Manager Derian and Fran Way)

Bids were due on March 3, 2025.

Specific Action Requested: Mayor may request a motion to award a contract for the Northern Shoreline Dune Truck Haul Project (PTC # 8)

Specific Action Requested: Mayor may request a motion to approve Budget Amendment 2025-25.19 and Budget Amendment 2025-25.20 to make funds available to proceed with the PTC #8 project as outlined.

- B. Request from Mr. Edmonds to construct a 4' pathway from 547 New River Inlet Road to Richard Peters Park within the NCDOT right of way (Manager Derian)

- C. 2025 Washington DC federal meetings (Mayor McDermon)

In person meetings with Congressional representatives, FEMA, and the US Army Corps of Engineers to tentatively take place in Washington, DC the week of April 28, 2025.

Specific Action Requested: Mayor may ask for a motion to appoint Tom Leonard, Mayor Pro Tem and Alice Derian, Town Manager as the Town representatives for attendance at each meeting.

XI. OPEN FORUM

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

XII. ATTORNEY'S REPORT

XIII. MAYOR'S REPORT

XIV. ALDERMAN'S REPORT

XV. CLOSED SESSION As per N.C.G.S. 143-318.11(a)

(3) Consultation with the attorney

XVI. ADJOURNMENT

TOWN OF NORTH TOPSAIL BEACH BOARD OF ALDERMEN

CERTIFICATE OF APPRECIATION FOR SERVICE

Beach, Inlet, Sound Advisory Committee

DEBORAH COLTRANE

Mayor Joann McDermon

March 5, 2025

TOWN OF NORTH TOPSAIL BEACH BOARD OF ALDERMEN

CERTIFICATE OF APPRECIATION FOR SERVICE

PLANNING BOARD

STU HARNESS

Mayor Joann McDermon

March 5, 2025

TOWN OF NORTH TOPSAIL BEACH BOARD OF ALDERMEN

CERTIFICATE OF APPRECIATION FOR SERVICE

PLANNING BOARD

SCOTT MORSE

Mayor Joann McDermon

March 5, 2025

TOWN OF NORTH TOPSAIL BEACH BOARD OF ALDERMEN

CERTIFICATE OF APPRECIATION FOR SERVICE

Beach, Inlet, Sound Advisory Committee

STEVE SCHEIBNER

Mayor Joann McDermon

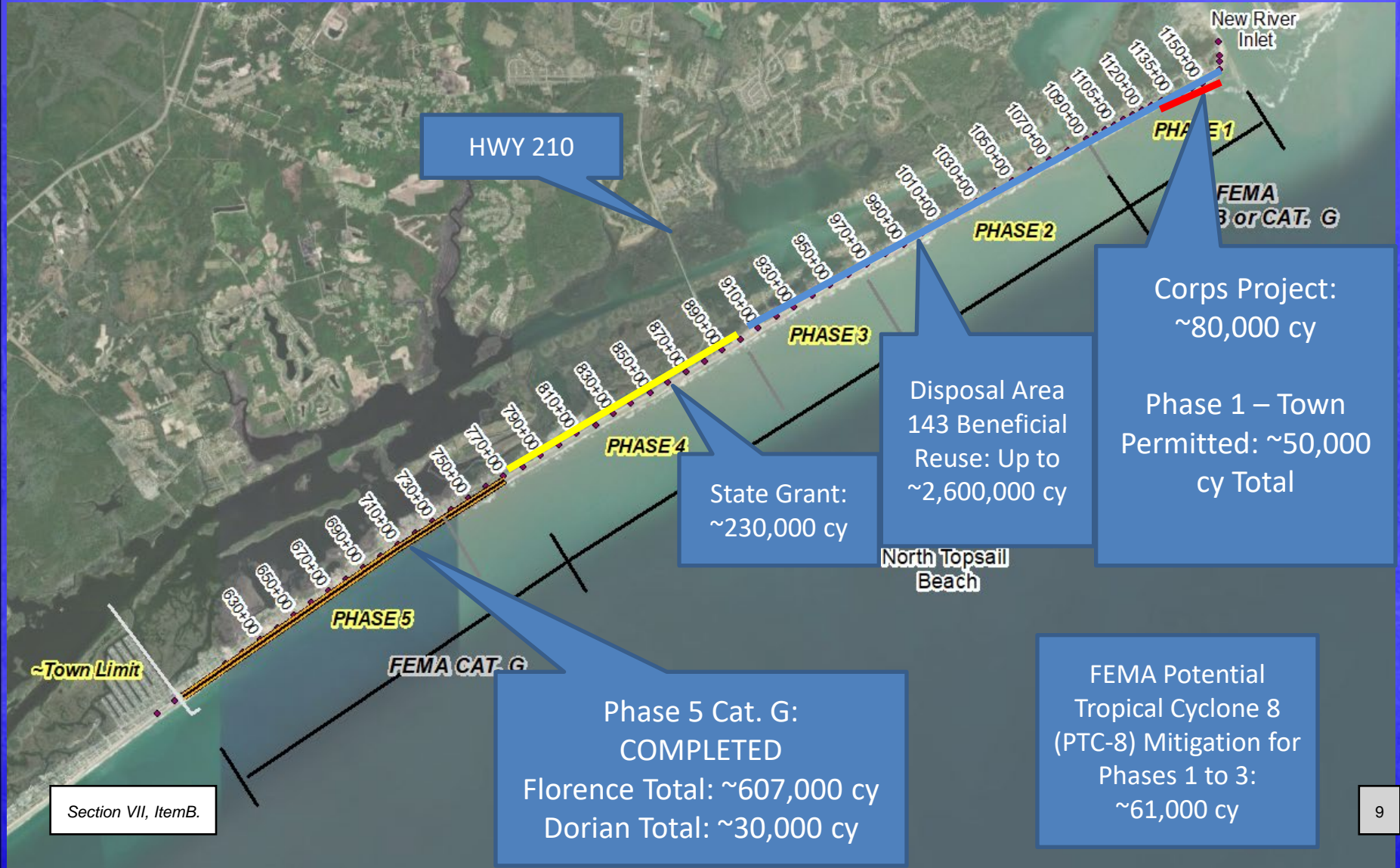
March 5, 2025

North Topsail Beach Coastal Update March 2025



Recent and Upcoming Projects Overview

State Grant, Beneficial Reuse, FEMA, Corps Projects



USACE Navigation Dredging and Placement Corps Project Awarded to Southwinds:

On site January 28 and anticipated finish by end of February. Dredge experienced some mechanical issues.



WILKO Dredger

SEA GATE [US]

ATD: 2025-01-05 11:05

Past track

Service status: Moored

Speed/Course: 0kn / 0°

Draught: N/A

Add to fleet

Vessel details

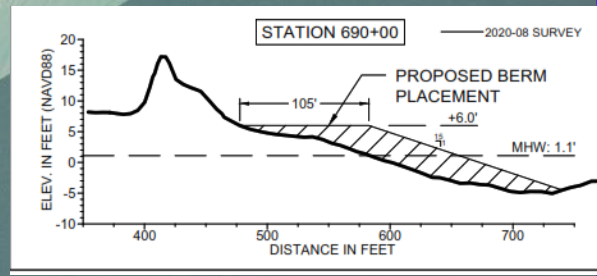
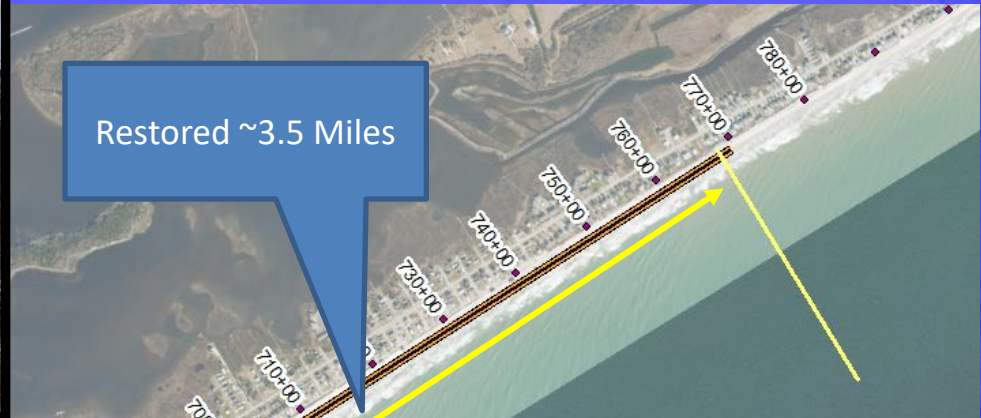
Received: 9 hours, 42 minutes ago (AIS source: Terr

10

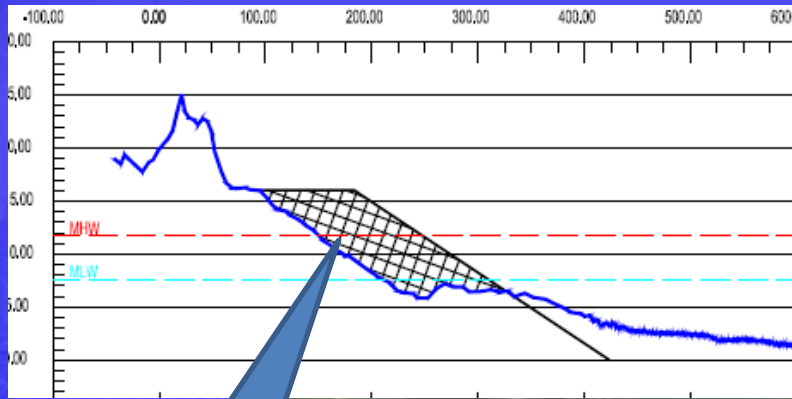
Estimated Yardage : 80,000 cy

begins at 2334 New River Inlet Road and Works South

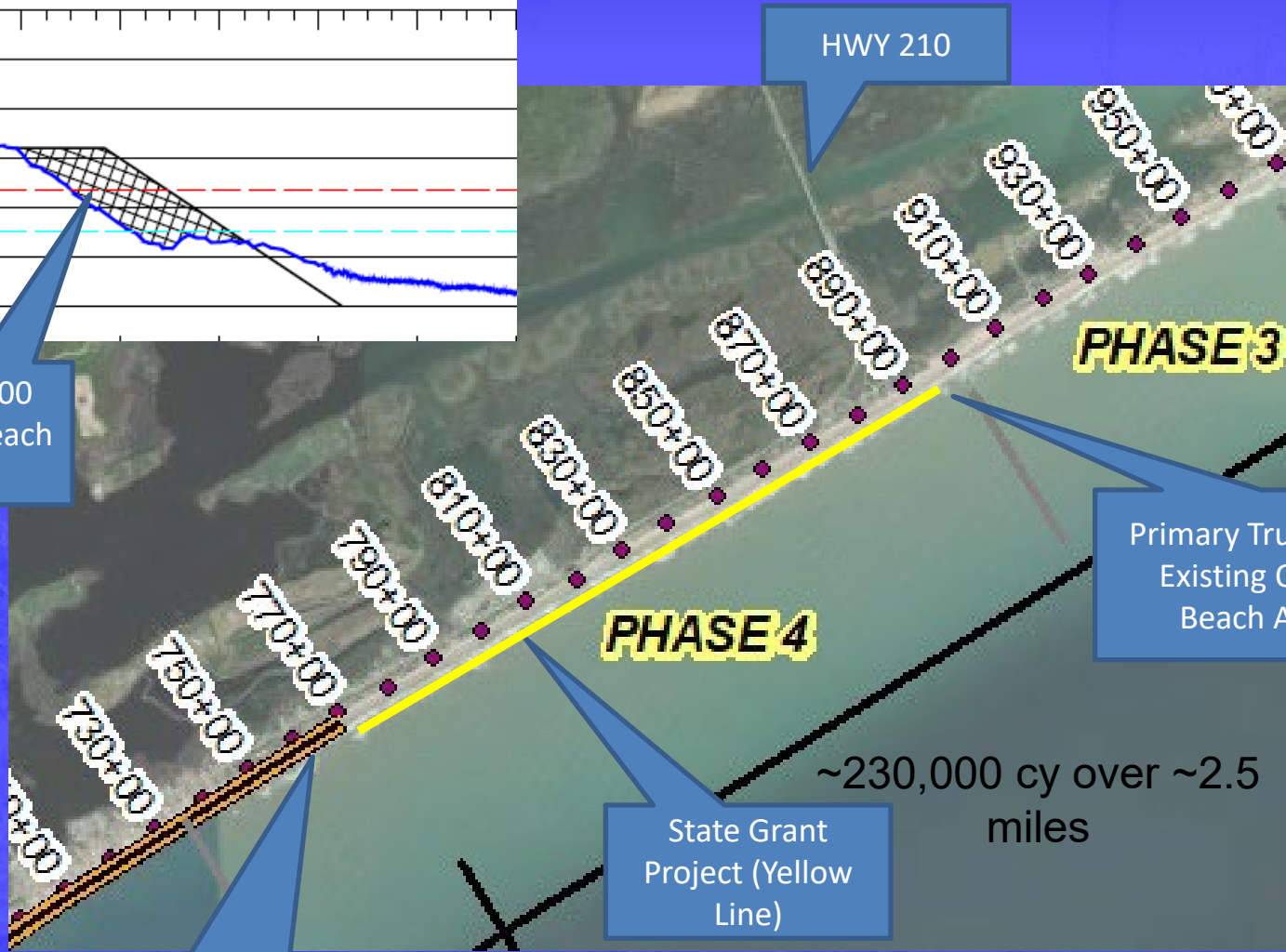
COMPLETED FEMA Mitigation Nourishment in Phase 5 (and some Phase 4) Beach (not Dune) Nourishment. ~3.5 Miles of Restored Beach. Held up well to PTC-8 and other recent storms.



Successful State Grant in Phase 4. Beach (and some Dune) Nourishment



~80 to 100 Feet of Beach Width



HWY 210

PHASE 3

PHASE 4

Primary Truck Access at Existing Opening at Beach Access 33

State Grant Project (Yellow Line)

~230,000 cy over ~2.5 miles

Secondary Truck Access at Existing Opening at 2nd Avenue

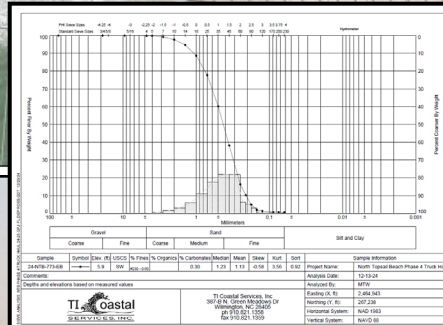
Section VII, Item B.

Phase 4 Nourishment

~120,000 cy Placed



Direction of Work



Disposal Area (DA) 143 Beneficial Reuse and Placement in Phases 1, 2, and 3

- Investigations Ongoing,
- Permit Application to Follow.
- 2024 Analysis shows up to 2.6 million cubic yards at DA 143 (1.9 million cubic yards was previous estimate)



Potential Tropical Cyclone (PTC) 8

DECLARED OCTOBER 19, 2024

SUMMARY

STATE: North Carolina
 NUMBER: FEMA-4837-DR
 INCIDENT: Potential Tropical Cyclone Eight
 INCIDENT PERIOD: September 16-20, 2024
 DATE REQUESTED BY GOVERNOR: October 16, 2024
 FEDERAL COORDINATING OFFICER: E. Craig Levy, Sr.
 National FCO Program

DESIGNATIONS AND TYPES OF ASSISTANCE:

INDIVIDUAL ASSISTANCE (Assistance to individuals and households):

Not Requested.

PUBLIC ASSISTANCE (Assistance for emergency work and the repair or replacement of disaster-damaged facilities):

Brunswick, Carteret, New Hanover, and Onslow Counties.

Dune losses for Phases 1,2,3 & 4

Public Assistance

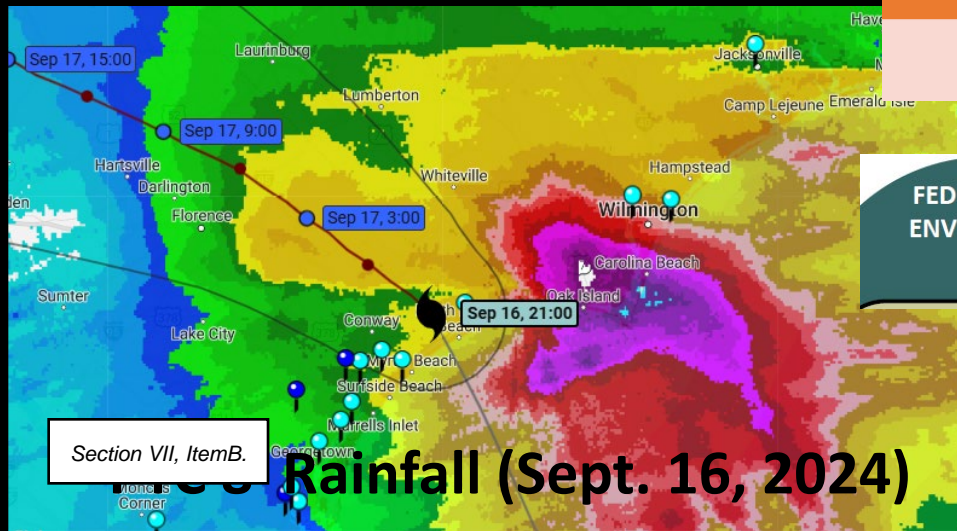
APPLICANT BRIEFING
 Potential Tropical Cyclone Eight 2024

Public Assistance (PA)

Provides grants to eligible state, local governments, EBCL and eligible private non-profits ("Applicants") to assist with the cost of responding to and recovering from disasters

Governing Laws, Regulations, and Policies

Stafford Act	44 CFR	2 CFR	PA Program & Policy Guide (PAPPG)
Law	Program Regulations	Procurement Requirements	Policy



FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
 ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) GREENSHEET FOR DR-4837-NC



Section VII, Item B.

Rainfall (Sept. 16, 2024)

Potential Tropical Cyclone (PTC) 8

Dune Losses

	Shoreline Length (miles)	Net loss (CY)	Gross Loss (CY)
PHASE 1	1.5	14,641	15,629
PHASE 2	2.3	22,068	33,710
PHASE 3	1.3	7,414	7,697
PHASE 4	3.2	16,956	26,274
TOTALS		61,079	83,310

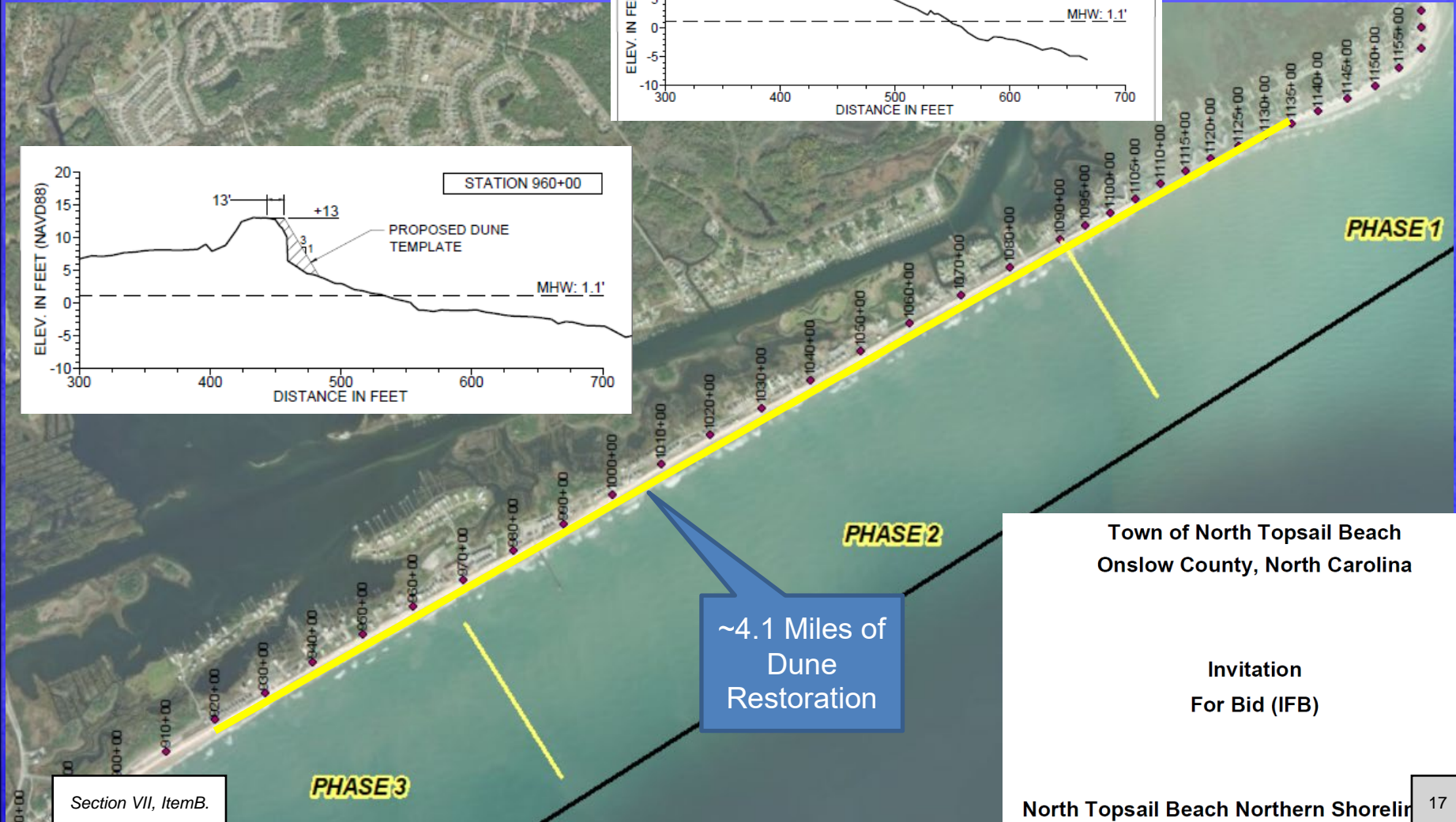
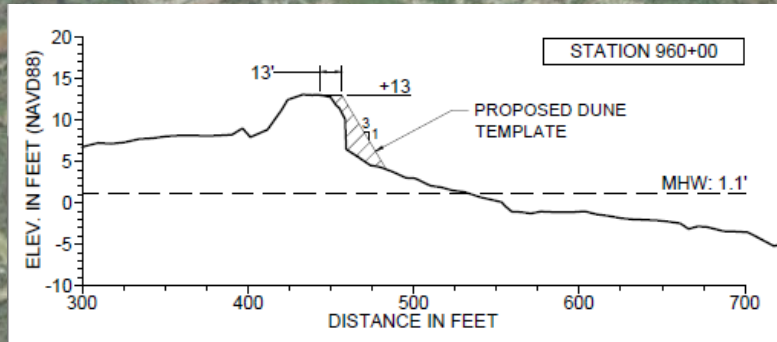
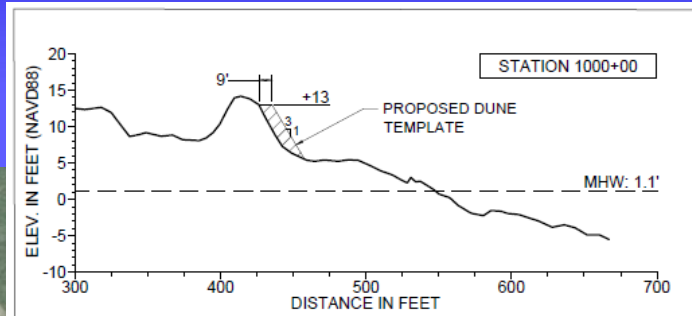
Net Losses ≈ 61,000 cy

Dune Losses



Northern Shoreline Dune Restoration (Phases 1 to 3 for 61,000 cy)

Bidding Process Update



Section VII, Item B.

Town of North Topsail Beach
Onslow County, North Carolina

Invitation
For Bid (IFB)

North Topsail Beach Northern Shoreline
Truck Haul Project

Town Beach Projects Updates

- Phase 1 – Corps AIWW Project (~80,000 cy estimated, Southwinds Dredging).
- New River Inlet Management Master Plan EIS: Final Sections of Draft EIS under development.
- State Grant Nourishment - ~230,000 cy in Phase 4 proceeding as planned
- Post Tropical Cyclone Survey submitted to FEMA/NCEM for PTC 8. 61,000 cy. Focus on Phases 1,2 and 3. FEMA/NCEM coordination has begun. Costs, Dune Analysis. Bidding Update.
- Disposal Area 143 Beneficial Reuse for Nourishment of Phases 1,2,3 of between ~1.9 and ~2.6 million cubic yards - investigations ongoing , then permitting
- Working with NTB Finance Officer and DEC Associates regarding funding for FEMA and State funded projects
- Grant Coordination
- Permitting Coordination (all projects)



Board of Aldermen Regular Meeting
Wednesday, February 5, 2025
DRAFT MINUTES

The Town of North Topsail Beach Board of Aldermen held its regular meeting on February 5, 2025. A quorum of the board was present. Town Manager Derian and Attorney Ferguson were in attendance.

Board members present: Mayor Pro Tem Tom Leonard
Aldermen: Richard Grant, Mike Benson, Connie Pletl and Laura Olszewski

Board members absent: Mayor Joann McDermon

CALL TO ORDER

Mayor Pro Tem Leonard called the meeting to order at 11:00 am. Alderman Olszewski gave the invocation. Mayor Pro Tem Leonard led in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Pro Tem Leonard asked if there were any changes to the agenda.

Motion – Alderman Benson made a motion to add the AP check listing to the Consent Agenda as it was inadvertently left off of the Consent Agenda and to approve the amended agenda; seconded by Alderman Olszewski; unanimously approved.

MANAGER’S REPORT

Manager Derian provided the following report to the Board.

Beach Projects and Operations

The Army Corps of Engineers project is in progress right now as we speak. They notified me on January 28th that they were starting to conduct dredging of the Atlantic Intracoastal Waterway and channels to Jacksonville and place beach compatible material on the Phase I Shoreline. The before dredge survey came in at 77,805 cubic yards, slightly less than what they anticipated out of the possible 88,000 they had in their bids, so they anticipate at this point with the feedback she has received that they are still placing sand but a little bit less than what they originally thought.

The Phase 4 project for placement of 150,000 cubic yards of material was contracted to be substantially completed on or before January 1, 2026. That was at the contractor rate of \$38 per cubic yard. The contract which included mobilization, demobilization, as well as performance and payments bond totaled \$5,796,572. I received notice from our engineer that the contractor could be wrapped up with this portion of the project in February and therefore requested change orders for an additional 70,000 cubic yards of sand to be placed along Phase 4. These change orders were reflected in the Consent Agenda in today’s meeting for consideration and approval and those totaled \$2,676,184. Fran (Engineer Way) has indicated that it is anticipated that this sand could reach the entirety of the Phase 4 area. I reiterate this is not a dune project but a project

that places sand on the active part of the beach. They will continue to haul this season to the extent they have dredged sand available. Any balance in the contract quantity will be hauled in 2025. There is a possibility that they complete Phase 4 this season however there is absolutely no guarantee. I cannot stress that enough. I do not want to convey to everyone that for certain they will be there and then they cannot for various reasons. That is the plan as it is right now but it has been obviously very fluid and changes continually. There is also one remaining change order pending for approximately 10,000 cubic yards of sand that is going to be relocated from the previous contractor stock pile.

Potential Cyclone # 8 dune project – the unnamed storm

The recovery scoping meeting was held on January 10th. Many representatives from FEMA and the state were in attendance at that meeting here at Town Hall. Weekly meetings have continued and we will continue as required. I have two meetings scheduled for this week. One site meeting was requested to view the Marina Way crossover. I will actually be on site with them tomorrow starting here and then moving on the Marina Way crossover for them to look at it and document and take pictures as well. I have relayed to the Board that FEMA indicated that the Town needs to move forward with the IFB for the project, which is an invitation for bid and the obligation of funds will follow. Fran (Engineer Way) is finalizing the IFB and he anticipates to have that completed next week. I have asked him to include language in the IFB that a contract will be awarded based on funds obligated by FEMA. We do not know if they will officially obligate the funds yet and we have no assurance yet that they will and the state of FEMA being in flux right now as an agency. I would like a consensus from the Board that you are comfortable with moving forward with the IFB as soon as Fran has it completed. That way we are not wasting any time. We have relayed to FEMA that it would be ideal to get a project initiated this spring based on the current conditions specifically in Phases 1 – 3. Should a project be initiated for PTC # 8 this spring, it could affect Phase 4 progress depending on sand and contractor availability. These are all moving parts that change daily.

Consensus – the Board gave unanimous consensus to move forward with the Invitation to Bid as soon as it is completed.

Villa Capriana

We have contacted NCDOT to request the pre-construction meeting which was our understanding was the next step in that process. They have given us approval to move forward and relayed the meeting is not needed since we used TAPCO as the vendor. We have contacted TAPCO to confirm that and requested a construction timeline. Once I have everything in writing back from them that we are good to go and confirm their schedule I will post that on a project page and make an announcement of when the construction will take place.

Solid Waste Services

A Request for Proposals (RFP) was issued and a deadline for submission was January 3, 2025. We received proposals from GFL while recycling tons of trash in East Coast Consolidated. For the RFP the solid waste committee met which was comprised of two staff members from each of the towns which consisted of us along with Surf City, Topsail Beach and Holly Ridge. It was determined that GFL was the lowest responsive bidder. We are in the process of preparing a

memorandum that outlines the recommendation and it will be presented at the March meeting for Board consideration. I also have a meeting scheduled next week with the GFL contract representative.

OPEN FORUM

- Jonathan Edmonds, 547 New River Inlet Road, stated he wants to construct a 4 foot path way from his residence to the Town park on the DOT right of way and needs the Town to enter into a 3 way agreement to take over maintenance/repair once the path is constructed. There is currently no safe way to get to the park. He has a pre-approval from CAMA, guidance from DOT and has procured a contractor. He proposes no construction cost to the Town.
- Bob Gerkins, 142 Ocean View Lane, on behalf of Ocean Sound Village Association requested to know when the Phase 4 project will be completed and to be notified if it is not to be completed so they could do work on the beach.
- Shane Bartus, 13 Osprey Drive, said he was putting the Board, the Town Attorney and Manager on notice about the appearance of impropriety on holding closed sessions discussing the speed limit change request without letting the public know of the discussion, demonstrating no pressure from those not wanting the speed limit change, opening the Town to possible legal action due to safety issues, having continued business on today's agenda after a closed session to spend \$278,000 for six months of accounting work to GWI Tax and Accounting which should be a role filled by a full-time financial officer, financial mis-management, outsourcing everything, no employees and a Town Manager making 200% more than the salary.com recommendation, too much happening in closed session without availability for public comment and a Mayor Pro Tem that was not even elected. His next step is talking to the media.
- Mr. Anders, 136 Sea Gull, thanked whoever got the steps re-done at beach access # 45 in the northern end and reiterated the need for a beach access at the north end with a parking lot, bathrooms and a walk-over.
- Kevin Finger, 17 Osprey, said he is still waiting on an answer on the 35 mph speed limit request brought up last year. We would like to give the people asking about it a straight answer.

PUBLIC PRESENTATIONS AND HEARINGS

A. Coastal Engineer Monthly Report

Engineer Way presented the monthly report with the following highlights:

- The Phase 1 Corps Intracoastal Waterway project to place 88,000 cubic yards of material is the winter
- The final sections of the draft Environmental Impact Statement for the New River Inlet Management Plan is under development
- The State grant nourishment project to place 250,000 cubic yards of material in Phase 4 has begun and is going well with about 70,000 cubic yards being placed a month
- FEMA/NCEM coordination has begun on the post tropical cyclone # 8 survey for costs, dune analysis and bidding
- Investigations are on-going for the on the disposal area 143 beneficial reuse for nourishment of Phases 1, 2 and 3

Mayor Pro Tem Leonard asked if we can request a deadline on the completion date for the Environmental Impact Statement (EIS) from Dial Cordy and Associates. Alderman Olszewski asked Mr. Way if he would prefer the Board to make the request. Alderman Benson stated they have regular meetings with the Corps on the review, but the Corps is not getting the response back from Dial Cordy and Associates.

Consensus – Issue a request in writing from the Town to Dial Cordy and Associates on the deadline for completion of the Environmental Impact Statement (EIS).

CONSENT AGENDA

Consent agenda items include:

- Board of Aldermen January 8, 2025, minutes
- Budget amendment 2025-25.13 General Fund 10 transfer out \$2,000,000 to Beach Maintenance Capital Project Fund 31
- Budget amendment 2025-25.14 Shoreline Protection Fund 12 – transfer out \$4,000,000 to Beach Maintenance Capital Project Fund 31
- Budget amendment 2025-25.15 Beach Maintenance Capital Project fund 31 transfer in \$6,000,000 from Fund 10 and Fund 30
- Budget amendment 2025-25.16 Capital improvement Fund 12 Transfer out \$1,000,000 to Fire Station # 2 Fund 50
- Phase 4 Beach Project – ST Wooten Change Orders
- Purchasing Policy Revision
- Fire Station No. 2 - Brawley Change Orders
- Finance report

Motion – Alderman Benson motioned to approve the Consent Agenda as amended with the addition of the AP check listing; seconded by Alderman Grant; unanimously approved.

NEW BUSINESS

A. NCBIWA 2025-2026 Legislative Goals

Mayor Pro Tem Leonard said he is on the Board of Directors for the North Carolina Beach, Inlet and Waterway Association (NCBIWA). He is looking for a motion to support the NCBIWA 2025-2026 legislative goals.

Motion – Alderman Grant motioned to approve the NCBIWA 2025-2026 legislative goals; seconded by Alderman Benson; unanimously approved.

B. NCBIWA Beach and Inlet Management Plan

Mayor Pro Tem Leonard explained this document includes information on the economic effects beach communities bring to the state and it has not been updated since 2016. The request is for state legislators to spend \$500,000 to update the study.

Motion – Alderman Benson motioned to approve Resolution 2025-02 to support NCBIWA Beach and Inlet Management Plan funding; seconded by Alderman Olszewski; unanimously approved.

C. Topsail Island Shoreline Protection 2025 Advocate Goals

Alderman Benson said most of the 2025 goals are continued from last year. One additional goal is to be more of an advocate for reasonable insurance rates. He asked the Board to provide their input to Chairman Strother of the BISAC committee no later than February 20, 2025.

D. Beach, Inlet, Sound Advisory Committee Vacancies (4) and Applications

Mayor Pro Tem Leonard said there are 4 vacancies and applicants for consideration are D. Mike Benson, James Smith, Ian Gerdes, Larry Strother, Hanna McCloud, Stephen Newbern, Charles Walker, Jacob Smith, Phil Fowler. He requested Board members submit their written votes.

Written votes resulted in D. Mike Benson, Larry Strother, Ian Gerdes, and Charles Walker were selected to serve on the Beach, Inlet, Sound Advisory Committee for a 3 year term.

Motion - Alderman Pletl motioned to appoint D. Mike Benson, Larry Strother, Ian Gerdes and Charles Walker to serve a 3 year term on BISAC; seconded by Alderman Olszewski; unanimously approved.

E. Planning Board Vacancy (1 Member) and Applications

Mayor Pro Leonard stated there is one vacancy and applicants for consideration are James Smith, Brenda Morse, Keith Wilkerson, Charles Walker, Kimberly Sailer, Grey Chapman, Jason Stahr, Christy Barefoot, William O'Donnell, Cleta Jan Bellamy-Genee, Michael Torto.

Alderman Grant clarified the vacancy is for a permanent member.

Written votes resulted in a tie between Charles Walker and Keith Wilkerson. A second written vote resulted in the selection of Keith Wilkerson.

Motion – Alderman Benson motioned to appoint Keith Wilkerson to serve as a regular member of the Planning Board; seconded by Alderman Olszewski; unanimously approved.

Mayor Pro Tem Leonard stated that since Mr. Wilkerson is currently an alternate member on the Planning Board there needs to be a written vote to fill the now vacant alternate position.

Written votes resulted in a tie between several applicants.

Attorney Ferguson stated that Jason Stahr is currently serving on the Board of Aldermen and it is his understanding that policy does not allow someone to serve on two boards.

A second written vote resulted in a tie between Cleta Jan Bellamy-Genee and Kimberly Sailer. A third written vote resulted in selection of Cleta Jan Bellamy-Genee.

Motion – Alderman Grant motioned to appoint Clela Jan Bellamy- Genee as an alternate member on the Planning Board; seconded by Alderman Pletl; unanimously approved.

F. Consideration of Resolution 2025-03 local legislation to exempt Town from provision of Part III, Subpart III-K of SB 382 and to restore the original provisions of N.C.B.S. 160D-601(d)

Attorney Ferguson explained the Hurricane Helene disaster relief bill voted on by the General Assembly last month included some provisions dealing with local government’s ability to initiate down-zoning. Down-zoning is any type of zoning regulation for a commercial or non-residential zone that would create a non-conformity or any type of zoning regulations for residential areas that decreases the number of uses or density. It greatly hamstrings local government’s ability to have effective government initiated zoning regulations. A group of local government attorneys are requesting exemptions from this particular portion of that bill and reinstatement of the previous N.C.G.S. 160D-601(d) legislation which allowed government initiated down-zoning. This resolution requests that exemption and if the Board approves it will be forwarded to your General Assembly delegation.

Mayor Pro Tem Leonard commented that State Senator Lazarus said it should never have been passed and they are doing their best to get this rescinded. Alderman Grant said the County is also doing this.

Motion - Alderman Grant motioned to adopt Resolution 2025-03 local legislation to exempt Town from provisions of Part III, Subpart III-K of Senate Bill 382; seconded by Alderman Pletl; unanimously approved.

OPEN FORUM

- David Dulcimer, 28 Osprey Drive, expressed concerns about the section of New River Inlet Road that is just behind the Town Hall. It has a passing zone that extends from the parking lot to the public park. This area is dangerous because of the 45 mph speed limit where there are pedestrians, vehicles and bicyclists.
- Jeff Meyer, 2224 New River Inlet Road, asked which aldermen were duly elected by the citizens of the Town.
- Jonathan Edmonds, 547 New River Inlet Road, said most towns have an ADA complaint form on line and it might be good for the Town to do that. He agreed the park area is congested.

ATTORNEY REPORT – no report.

ALDERMEN REPORTS:

Alderman Pletl thanked Alice (manager) and her staff for all they do. She said most of her career she has worked with the media and she is intimately familiar with the Sunshine Law and Open

Meetings Act. There are very few things the Board can discuss in Closed Session. We act strictly in accordance to the law and we have the attorneys present to assure that we always stay within those parameters. Let me be clear there are no nefarious things going on in closed meetings. There is no closed door chicanery taking place.

Alderman Olszewski thanked all the citizens for bringing their concerns to the Board and thanked the applicants for serving as volunteers on the committees. It takes a group of people to run a town and we need community involvement for that. All of the Board of Aldermen members take their positions very seriously and we do not always agree. Do not assume all Board members have the same opinions or agree on the same points. Thank you to those that attend the meetings and watch the meetings on line.

Alderman Grant said there was a blip in the County's forecast on taxes which has been fixed. He thanked everyone for watching on line and said there is nothing wrong with showing up at the Planning Board or BISAC meetings to be heard.

Alderman Benson said he appreciated those in the audience that showed an interest in town activities and congratulated new volunteer appointments for Planning Board and BISAC.

MAYOR PRO TEM REPORT– Mayor Pro Tem Leonard applauded Manager Derian on the work involved in putting the agenda together, especially without a clerk. We did not get the CBRA bill through the last session. That does not mean we have stopped. We now have another draft bill from Congressman Murphy's office that we expect to have filed within the next two weeks. We are waiting on the response back from Congressman Rouzer's office so that he may be an original sponsor rather than a co-sponsor after it is filed. Congressman Murphy has a meeting on the 24th of February with two representatives of the House Committee on Natural Resources to review the draft bill and make sure they are good with it, as that is the first hurdle. Ray Celeste, an assistant in Congressman Murphy's office, has spoken with his counterpart Harrison Walker in Senator Tillis's office to attempt to get a companion bill on the senate side moving at the same time. We are in a good spot this year with the majorities we have in both chambers and he is working with the folks in Washington on this almost daily.

CLOSED SESSION

Motion – Alderman Benson motioned to go into Closed Session at 12:25 pm as per NCGS 143.318.11(a)(3) to consult with the attorney and (6) personnel; seconded by Alderman Olszewski; unanimously approved.

Motion – Alderman Benson motioned to return to open session at 2:00 pm; seconded by Alderman Olszewski; unanimously approved.

Attorney Ferguson stated no action was taken in Closed Session.

CONTINUING BUSINESS

A. Agreement – GWI Tax and Accounting agreement for professional outsourced accounting services

Attorney Ferguson stated the Board could make a motion on this agenda item.

Motion – Alderman Grant motioned to continue the GWI agreement

Attorney Ferguson asked if the motion is to table the GWI agreement to the next meeting.

Alderman Grant clarified the motion is to table the GWI agreement period; seconded by Alderman Benson; unanimously approved.

ADJOURNMENT

Motion – Alderman Pletl motioned to adjourn at 2:02 pm; seconded by Alderman Olszewski; unanimously approved.

Tom Leonard, Mayor Pro Tem

**BOARD OF ALDERMEN
MEMORANDUM**

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Debra H Mack, Consultant

SUBJECT: Finance Monthly Financial Report

DATE: February 27, 2025

Listed below are key financial highlights:

- A) Budget vs Actual Report for all Funds.
- 1) **General Fund** (Fund 10) Pages 1 – 9
 - i. **Ad Valorem Tax Current Year** – received \$4,184,875 through February 27th which exceeds budget \$22,679. Most of the current year taxes are received by February.
 - ii. **Interest Earnings** – received \$437,397 through January which exceeds total budget \$237,397 (February interest will post on 3/1/25). If interest rates hold, it is estimated an additional \$125,000 will be earned through year-end; for total **projected** Interest Earnings of \$562,397 or **\$362,397 over budget**.
 - iii. **Utility Franchise Tax** – received \$163,594 through the quarter ended September 2024, distributed in December 2024. The remaining distribution schedule:: Oct – Dec in March, Jan – Mar in June, April – June in September. Realized 50% of the budgeted revenue with one quarter distribution. This tax is susceptible to extreme weather. Conservatively, the remaining three quarters distributions would be around \$342,000 with a total for FY 25 **projected** at \$505,594 or **\$175,594 over budget**.

- iv. **Sales Tax** – received \$1,377,747 through November sales distributed in February. The remaining distribution schedule has December Sales distributed in March and the last month of June distributed in September. This tax is susceptible to economic conditions. Conservatively, the remaining seven distributions would be around \$1,585,793 with a total for FY 25 **projected** at \$2,940,466 or **\$773,469 over budget**.
- 2) **Capital Improvement Fund (Fund 12) Page 10**
- i. Both Valorem Tax and County Fire Tax receipts exceed the budget by 1% and 3% respectively and the majority of these revenues are received by February. **Total revenue received \$1,612,697 exceeds the transfer to the Fire Station of \$1,584,395. Barring unforeseen expenditures, no Appropriated Fund Balance will be needed.**
NOTE: the \$9,793.45 expenditure in Future Capital Improvements will be moved to Fire Station (Fund 50) as those represent payments to Becker Morgan in July and August.
- 3) **Shoreline Protection (Fund 30) pages 11-12**
- i. **Accommodation Tax** – received \$2,004,347 through February 21st which exceeds the \$1,781,123 budget by \$223,224. This tax is susceptible to economic and weather conditions. Based on FY 24 receipts for months Mar – June of \$464,587 the total for FY 25 **projected** at \$2,468,934 or **\$687,811 over budget**.
 - ii. **Interest Earnings** – received \$123,860 through January which exceeds total budget \$27,646 (February interest will post on 3/1/25). If interest rates hold, it is estimated an additional \$55,000 will be earned through year-end; for total **projected** Interest Earnings of \$178,860 or **\$82,646 over budget**.
 - iii. **Ad Valorem Tax** – exceeds the budget by 1% and the majority of this revenue is received by February.
 - iv. **Sales Tax** – received \$463,680 through November sales distributed in February. The remaining distribution schedule has December Sales distributed in March and the last month of June distributed in September. This tax is susceptible to economic conditions. Conservatively, the remaining seven distributions would be around \$445,472 with a total for FY 25 **projected** at \$909,152 or **\$167,428 over budget**.
 - v. **Paid Parking Revenue** – received \$292,243 through February 6th. This tax is susceptible to weather conditions. Based on FY 24 receipts for months Mar – June of \$263,549 the total for FY 25 **projected** at \$555,792 or **\$219,417 over budget**.

- vi. Due to the **delayed FEMA reimbursements for Fund 31** the board authorized a transfer of \$6,000,000 until the FEMA grants are closed out. This **will result in at least \$6,000,000 of appropriated fund balance of the total \$8,298,755.**
- 4) **Capital Project Beach Maintenance (Fund 31)** pages 13-14
- i. NOTE: **Multi-year Fund.** This impacts comparisons of transfers in from annual funds when the multi-year fund has the history of prior years.
 - ii. **FEMA Reimbursement** – due to the delay in FEMA reimbursements compared to the budget shows \$6,171,550 not paid out as of February 27th.
 - iii. **Investment Income** - \$935,628 over budget. Is related to the interest earned on the \$10.5 million NCDEQ Grant. This revenue can be used toward work related to Phase 4 if needed.
- 5) **Grant Project FEMA – 4837 PTC8 (Fund 32)** page 15
- i. NOTE: **Multi-year Fund.** Category G: Dune Crossover at Marina Way and Category G: Emergency Berm (Beach Project)
 - ii. This project does not have the funding agreement in place yet as FEMA’s Beach Team is drafting the SME report. Once completed this will progress through the Consolidated Resource Team and other required levels of review prior to a final funding agreement.
 - iii. Due to the lack of a funding agreement and the need for this work to commence; Fund 30 will transfer to Fund 32 the current estimated amount for the project. Moving forward contemplates that this transfer will be repaid to Fund 30 and all federal and state requirements for reimbursement followed.
- 6) **Capital Project Fire Station 2 (Fund 50)** page 16
- i. NOTE: **Multi-year Fund.**
 - ii. This project needs the Construction Administration and Environment Testing costs moved out of the Construction Costs account, which should only have the WB Brawley payments. These corrections will be completed for the next monthly report.
 - iii. Contingency balance in this project is \$87,052 to cover any unforeseen costs.
 - iv. The WB Brawley contract stipulated items that the Town would purchase and/or install. Have requested projected costs for those items to be included with the FY 26 budget request.
- 7) **Grant Project Stormwater NCEM DRMG2304 (Fund 60)** page 17
- i. NOTE: **Multi-year Fund.**
 - ii. This project is funded by NCEM and no matching requirement.

- B) **Payments Processed:** Cash Disbursements (ACH) \$150,597.82 and Accounts Payable Checks \$3,150,784.88 = \$3,301,382.70.
- C) **Cash Balance Report All Funds** – this report by Bank Type by fund no longer has the large negative balances in Bank 1 (sweep account). Those negative transactions for the past years have been corrected to show the operating bank balance – Bank 2 by Fund. The only Funds with negative cash balances are Fund 32 and Fund 60 both are new Grant Funds. Highlighted the General Fund and Fund 31 below:
- 1) **General Fund** – lists zero in the Bank 2 as during this time of year the majority of tax receipts have been collected. The entire cash available is in the NC Capital Management Trust. This will be updated monthly after the last payroll; accounts payable and cash disbursements are posted.
 - 2) **Fund 31** – NC Capital Management Trust There are \$2,594,175.70 estimated eligible expenses of the NCDEQ grant. The Total \$11,435,627.77 is split \$8,841,452.07 unspent NCDEQ grant and interest; and the balance of \$2,594,175.70 attributable to the unspent transferred in funds. In addition, the \$979,405.05 balance in Bank 2 also represents unspent transferred in funds as of February 27th.

This month's report has provided detailed highlights to assist in the interpretation of the reports attached.

Respectfully submitted,

Debra H Mack/dhm

GWJ Tax & Accounting Consultant

Attachments:

Budget vs Actual All Funds – 17 pages

Check Listing 01/25/25 – 02/27/25 – 4 pages

Cash Balance All Funds – 2 pages

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
10-301-00 AD VALOREM TAX - Current Year	4,162,197	0.00	0.00	4,184,875.86	22,678.86	101%	
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	0.00	26,275.06	(18,724.94)	58%	
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	0.00	51,660.49	(28,339.51)	65%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	1,755.23	(1,244.77)	59%	
10-329-00 INTEREST	200,000	0.00	0.00	437,397.44	237,397.44	219%	
10-335-00 MISCELLANEOUS	5,000	0.00	0.00	261.19	(4,738.81)	5%	
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	6,239.45	1,239.45	125%	
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	163,594.47	(166,405.53)	50%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	30.00	(3,370.00)	1%	
10-343-00 POWELL BILL ALLOCATIONS	35,000	0.00	0.00	42,555.71	7,555.71	122%	
10-345-00 LOCAL OPTION SALES TAX	2,166,997	0.00	0.00	1,377,746.99	(789,250.01)	64%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	449.20	449.20		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	430.30	(319.70)	57%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	1,777.60	(222.40)	89%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	80,043.87	(32,081.13)	71%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	2,000	0.00	0.00	4,008.85	2,008.85	200%	
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	3,000	0.00	0.00	2,150.00	(850.00)	72%	
10-355-00 BUILDING PERMITS	85,000	0.00	0.00	45,807.22	(39,192.78)	54%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	4,690.00	(10,310.00)	31%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	8,272.00	(9,728.00)	46%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	910.00	(1,590.00)	36%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	(500.00)		
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	(279.00)	(579.00)	-93%	
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	3,163.19	(4,336.81)	42%	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	14,000.00	11,000.00	467%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-355-09 CCR FEES	1,000	0.00	0.00	1,565.00	565.00	157%	
10-357-08 PLANNING & ZONING FEES	28,000	0.00	0.00	14,975.00	(13,025.00)	53%	
10-359-00 REFUSE COLLECTION FEES	528,888	0.00	0.00	267,976.32	(260,911.68)	51%	
10-359-01 REFUSE COLLECT PRIOR YEAR	0	0.00	0.00	69,682.55	69,682.55		
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	650.00	(9,350.00)	7%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	0.00	(2,000.00)		
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	480.00	(2,020.00)	19%	
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	0.00	(20,000.00)		
10-368-01 NCDOT GRASS MOWING REIMB	6,993	0.00	0.00	7,399.11	406.11	106%	
10-368-02 GRANT FUNDS	0	0.00	0.00	12,275.08	12,275.08		
10-383-00 SALE OF FIXED ASSETS	10,000	0.00	0.00	9,989.14	(10.86)	100%	
10-399-00 APPROP. FUND BALANCE	2,053,402	0.00	0.00	0.00	(2,053,402.00)		
Revenues Totals:	9,950,552	0.00	0.00	6,842,807.32	(3,107,744.68)	69%	
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	21,428.57	14,571.43	60%	
10-410-05 FICA (7.65%)	2,754	0.00	0.00	1,836.00	918.00	67%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	0.00	2,000.00		
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	169.06	1,330.94	11%	
10-410-42 CHARTER CODES SERVICE	0	0.00	0.00	3,783.13	(3,783.13)		
10-410-43 AUDITOR FEES	15,500	0.00	0.00	13,350.00	2,150.00	86%	
10-410-45 TAX COLLECTION FEES	71,200	0.00	0.00	69,214.04	1,985.96	97%	
10-410-47 PROFESSIONAL SERVICES	185,000	0.00	0.00	51,912.25	133,087.75	28%	
10-410-50 DONATIONS OTHER AGENCIES	12,500	0.00	0.00	2,500.00	10,000.00	20%	
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	2,127.00	623.00	77%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
10-410-58 TAX REFUNDS	1,000	0.00	0.00	302.99	697.01	30%	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	900.00	2,700.00	25%	
GOVERNING BODY Totals:	334,304	0.00	0.00	167,523.04	166,780.96	50%	
10-420-02 SALARIES	488,000	0.00	0.00	222,101.57	265,898.43	46%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-420-05 FICA (7.65%)	37,332	0.00	0.00	17,974.37	19,357.63	48%	
10-420-06 GROUP INSURANCE	54,600	0.00	0.00	24,040.34	30,559.66	44%	
10-420-07 ORBIT RETIREMENT (12.23%)	66,905	0.00	0.00	31,722.04	35,182.96	47%	
10-420-08 401K (3%)	14,640	0.00	0.00	6,999.91	7,640.09	48%	
10-420-09 TOWN INSURANCE HRA	60,000	0.00	0.00	36,478.86	23,521.14	61%	
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	84.42	5,915.58	1%	
10-420-11 POSTAGE	2,500	0.00	0.00	883.49	1,616.51	35%	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	304.20	695.80	30%	
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	5,000.00		
10-420-15 BANK CHARGES	2,000	0.00	0.00	205.70	1,794.30	10%	
10-420-17 M & R VEHICLE	2,000	0.00	0.00	0.00	2,000.00		
10-420-18 CONSUMABLES	5,000	0.00	0.00	290.35	4,709.65	6%	
10-420-26 ADVERTISING	2,500	0.00	0.00	1,458.60	1,041.40	58%	
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	1,219.81	980.19	55%	
10-420-32 OFFICE SUPPLIES	6,000	0.00	0.00	1,679.01	4,320.99	28%	
10-420-34 TOWN APPAREL & MERCH EXPENSE	6,000	0.00	0.00	6,742.74	(742.74)	112%	
10-420-45 CONTRACTED SERVICES	112,500	0.00	0.00	50,448.78	62,051.22	45%	
10-420-53 DUES & SUBSCRIPTIONS	20,000	0.00	0.00	15,966.40	4,033.60	80%	
10-420-57 MISCELLANEOUS	500	0.00	0.00	529.44	(29.44)	106%	
10-420-58 EMPLOYEE ENGAGEMENT	8,000	0.00	0.00	1,330.02	6,669.98	17%	
10-420-76 EQUIPMENT LEASE PAYMENTS	12,000	0.00	0.00	4,297.95	7,702.05	36%	
ADMINISTRATION Totals:	914,677	0.00	0.00	424,758.00	489,919.00	46%	
10-480-02 SALARIES	80,100	0.00	0.00	56,557.48	23,542.52	71%	
10-480-05 FICA (7.65%)	6,128	0.00	0.00	4,314.88	1,813.12	70%	
10-480-06 GROUP INSURANCE	9,450	0.00	0.00	6,535.04	2,914.96	69%	
10-480-07 ORBIT RETIREMENT (12.96%)	10,982	0.00	0.00	7,672.30	3,309.70	70%	
10-480-08 401K (3%)	2,403	0.00	0.00	1,692.22	710.78	70%	
10-480-10 EMPLOYEE TRAINING	2,000	0.00	0.00	175.00	1,825.00	9%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	2,382.72	3,617.28	40%	
10-480-33 DEPARTMENT SUPPLIES	3,000	0.00	0.00	961.63	2,038.37	32%	
10-480-53 DUES & SUBSCRIPTIONS	53,647	0.00	0.00	40,802.91	12,844.09	76%	
10-480-57 MISCELLANEOUS	500	0.00	0.00	599.04	(99.04)	120%	
10-480-74 CAPITAL OUTLAY	62,000	2,237.88	0.00	53,545.73	6,216.39	90%	
IT DEPARTMENT Totals:	236,210	2,237.88	0.00	175,238.95	58,733.17	75%	
10-490-02 SALARIES	165,100	0.00	0.00	67,476.20	97,623.80	41%	
10-490-05 FICA (7.65%)	12,630	0.00	0.00	5,408.26	7,221.74	43%	
10-490-06 GROUP INSURANCE	18,900	0.00	0.00	5,953.50	12,946.50	32%	
10-490-07 ORBIT RETIREMENT (12.23%)	22,635	0.00	0.00	9,588.30	13,046.70	42%	
10-490-08 401K (3%)	4,953	0.00	0.00	2,104.37	2,848.63	42%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	0.00	3,000.00		
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	1,000.00		
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	318.10	1,881.90	14%	
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	2,400.00	3,600.00	40%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	290.00	1,360.00	18%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00		
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	298.99	1,101.01	21%	
PLANNING/ZONING/CAMA Totals:	240,218	0.00	0.00	93,837.72	146,380.28	39%	
10-491-02 SALARIES	139,000	0.00	0.00	65,670.99	73,329.01	47%	
10-491-05 FICA (7.65%)	11,781	0.00	0.00	5,300.43	6,480.57	45%	
10-491-06 GROUP INSURANCE	18,900	0.00	0.00	10,062.10	8,837.90	53%	
10-491-07 ORBIT RETIREMENT (12.23%)	21,113	0.00	0.00	9,506.26	11,606.74	45%	
10-491-08 401K (3%)	4,620	0.00	0.00	2,104.04	2,515.96	46%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	692.62	3,807.38	15%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	84.99	1,115.01	7%	
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	880.41	2,419.59	27%	
10-491-45 CONTRACTED SERVICES	25,000	0.00	0.00	18,100.00	6,900.00	72%	

Section VIII, ItemB.

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	335.00	1,220.00	22%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00		
INSPECTIONS Totals:	261,469	0.00	0.00	112,736.84	148,732.16	43%	
10-500-11 PHONES	32,000	0.00	0.00	22,164.29	9,835.71	69%	
10-500-13 UTILITIES	55,000	0.00	0.00	35,618.67	19,381.33	65%	
10-500-15 M & R BUILDINGS/GROUNDS	54,000	(25,000.00)	0.00	45,385.28	33,614.72	38%	
10-500-17 LANDSCAPING EXPENSE	32,971	0.00	0.00	23,564.78	9,406.22	71%	
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	551.27	5,948.73	8%	
10-500-35 FURNITURE	85,000	0.00	0.00	931.70	84,068.30	1%	
10-500-43 CLEANING SERVICES	15,000	0.00	0.00	7,760.00	7,240.00	52%	
10-500-45 PEST CONTROL	2,500	0.00	0.00	1,606.00	894.00	64%	
10-500-46 BUILDING SECURITY	33,500	8,287.50	0.00	8,867.63	16,344.87	51%	
10-500-57 TOWN SIGN M & R	2,500	0.00	0.00	0.00	2,500.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	96,029	0.00	0.00	0.00	96,029.00		
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	24,000.00	0.00	100%	
PUBLIC BLDGS Totals:	440,500	(16,712.50)	0.00	171,574.62	285,637.88	35%	
10-501-09 WORKER'S COMPENSATION	60,638	0.00	0.00	33,554.48	27,083.52	55%	
10-501-13 PROPERTY LIABILITY & BONDS	142,222	0.00	0.00	139,908.22	2,313.78	98%	
10-501-17 VFIS INSURANCE	24,806	0.00	0.00	24,129.84	676.16	97%	
10-501-53 CYBER INSURANCE	15,750	0.00	0.00	10,819.34	4,930.66	69%	
10-501-54 FLOOD INSURANCE	47,250	0.00	0.00	3,980.00	43,270.00	8%	
INSURANCE Totals:	290,666	0.00	0.00	212,391.88	78,274.12	73%	
10-509-02 PSA SALARY	15,905	0.00	0.00	11,426.05	4,478.95	72%	
10-509-05 FICA (7.65%)	1,220	0.00	0.00	874.01	345.99	72%	
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	12,300.06	4,824.94	72%	
10-510-02 SALARIES	818,000	0.00	0.00	496,998.45	321,001.55	61%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-03 PART-TIME SALARIES	14,000	0.00	0.00	14,846.61	(846.61)	106%	
10-510-04 OVERTIME	37,000	0.00	0.00	18,210.58	18,789.42	49%	
10-510-05 FICA (7.65%)	67,626	0.00	0.00	42,548.17	25,077.83	63%	
10-510-06 GROUP INSURANCE	122,850	0.00	0.00	64,857.02	57,992.98	53%	
10-510-07 ORBIT RETIREMENT (13.04%)	122,500	0.00	0.00	77,945.46	44,554.54	64%	
10-510-08 401K (5%)	40,000	0.00	0.00	26,017.84	13,982.16	65%	
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	7,222.39	7,777.61	48%	
10-510-10 EMPLOYEE TRAINING	10,100	(904.96)	0.00	10,987.84	17.12	100%	
10-510-16 M & R EQUIPMENT	3,500	0.00	0.00	488.00	3,012.00	14%	
10-510-17 M & R VEHICLES	10,000	200.00	0.00	2,934.13	6,865.87	31%	
10-510-31 GAS,OIL & TIRES	64,000	4,058.36	0.00	37,770.81	22,170.83	65%	
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	406.30	593.70	41%	
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	2,000.44	3,049.56	40%	
10-510-36 UNIFORMS	10,993	0.00	0.00	5,562.63	5,430.37	51%	
10-510-37 BALLISTIC VEST GRANT EXPENSE	10,402	5,563.00	0.00	4,838.39	0.61	100%	
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	2,925.00	1,235.00	70%	
10-510-53 DUES & SUBSCRIPTIONS	24,000	0.00	0.00	7,571.00	16,429.00	32%	
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	1,012.01	1,987.99	34%	
10-510-60 LESO PROGRAM	7,256	0.00	0.00	5,151.89	2,104.11	71%	
10-510-73 NON-CAPITAL OUTLAY	64,500	16,323.60	0.00	37,110.44	11,065.96	83%	
10-510-74 CAPITAL OUTLAY	62,000	658.59	0.00	58,155.78	3,185.63	95%	
10-510-76 TAXES & TITLES	4,340	0.00	0.00	0.00	4,340.00		
POLICE Totals:	1,521,277	25,898.59	0.00	925,561.18	569,817.23	63%	
10-545-02 SALARIES	244,000	0.00	0.00	104,103.77	139,896.23	43%	
10-545-04 OVERTIME	9,000	0.00	0.00	2,893.38	6,106.62	32%	
10-545-05 FICA (7.65%)	19,355	0.00	0.00	8,670.42	10,684.58	45%	
10-545-06 GROUP INSURANCE	46,725	0.00	0.00	19,577.26	27,147.74	42%	
10-545-07 ORBIT RETIREMENT (12.23%)	34,686	0.00	0.00	15,449.97	19,236.03	45%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-08 401K (3%)	7,590	0.00	0.00	3,387.93	4,202.07	45%	
10-545-14 EMPLOYEE TRAINING	7,500	0.00	0.00	0.00	7,500.00		
10-545-16 M & R EQUIPMENT	10,000	0.00	0.00	7,405.63	2,594.37	74%	
10-545-17 M & R VEHICLES	20,000	810.29	0.00	10,943.43	8,246.28	59%	
10-545-31 GAS, OIL & TIRES	22,000	0.00	0.00	9,172.74	12,827.26	42%	
10-545-32 OFFICE SUPPLIES	250	0.00	0.00	190.96	59.04	76%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,000	0.00	0.00	2,603.71	4,396.29	37%	
10-545-34 MOSQUITO CONTROL EXPENSE	3,000	0.00	0.00	200.00	2,800.00	7%	
10-545-36 UNIFORMS	2,500	0.00	0.00	1,101.35	1,398.65	44%	
10-545-37 RENTAL EQUIPMENT	6,000	662.02	0.00	2,914.42	2,423.56	60%	
10-545-53 DUES & SUBSCRIPTIONS	10,500	0.00	0.00	9,119.99	1,380.01	87%	
10-545-74 CAPITAL OUTLAY	20,000	0.00	0.00	0.00	20,000.00		
10-545-76 TAXES & TITLES	2,100	0.00	0.00	0.00	2,100.00		
PUBLIC WORKS Totals:	472,206	1,472.31	0.00	197,734.96	272,998.73	42%	
10-560-13 STREET LIGHT EXPENSE	32,000	0.00	0.00	16,909.90	15,090.10	53%	
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	0.00	25,000.00		
10-560-16 M & R EQUIPMENT	3,160	3,159.25	0.00	0.00	0.75	100%	
10-560-33 DEPARTMENTAL SUPPLIES	6,840	0.00	0.00	0.00	6,840.00		
10-560-34 STRIPING	5,800	0.00	0.00	0.00	5,800.00		
10-560-35 SIGNS	1,500	0.00	0.00	0.00	1,500.00		
10-560-43 TOWN ENTRANCE SIGNS	20,000	0.00	0.00	104.00	19,896.00	1%	
10-560-72 STORMWATER	20,000	0.00	0.00	0.00	20,000.00		
10-560-73 STREET PAVING & REPAIR	48,200	0.00	0.00	18,000.00	30,200.00	37%	
10-560-74 CAPITAL OUTLAY	150,000	0.00	0.00	7,525.26	142,474.74	5%	
STREETS Totals:	312,500	3,159.25	0.00	42,539.16	266,801.59	15%	
10-580-45 SANITATION CONTRACTS	426,388	0.00	0.00	242,390.68	183,997.32	57%	
10-580-46 TIPPING FEES	72,500	0.00	0.00	46,115.85	26,384.15	64%	
10-580-47 RECYCLING	30,000	0.00	0.00	1,200.00	28,800.00	4%	

Section VIII, ItemB.

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

SANITATION Totals:	528,888	0.00	0.00	289,706.53	239,181.47	55%
10-620-12 SNOWFLAKES	12,000	212.68	0.00	12,804.52	(1,017.20)	108%
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	1,500.00	
10-620-15 PARK MAINTENANCE	42,674	12,299.35	0.00	22,277.79	8,096.86	81%
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	864.67	14,135.33	6%
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	1,500.00	
10-620-19 M & R DOCK/BOARDWALK	200,000	0.00	0.00	7,682.24	192,317.76	4%
10-620-27 SPECIAL EVENTS	10,000	0.00	0.00	7,578.08	2,421.92	76%
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	1,694.60	5,505.40	24%
RECREATION Totals:	289,874	12,512.03	0.00	52,901.90	224,460.07	23%
10-690-02 SALARIES	917,000	0.00	0.00	591,199.09	325,800.91	64%
10-690-03 PART-TIME SALARIES	75,000	0.00	0.00	6,391.50	68,608.50	9%
10-690-04 OVERTIME	40,000	0.00	0.00	34,152.99	5,847.01	85%
10-690-05 FICA (7.65%)	78,948	0.00	0.00	49,356.23	29,591.77	63%
10-690-06 GROUP INSURANCE	158,550	0.00	0.00	85,496.09	73,053.91	54%
10-690-07 ORBIT RETIREMENT (12.23%)	131,205	0.00	0.00	88,414.72	42,790.28	67%
10-690-08 401K (3%)	28,710	0.00	0.00	19,566.85	9,143.15	68%
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	3,517.12	1,982.88	64%
10-690-16 M & R EQUIPMENT	26,000	0.00	0.00	16,180.82	9,819.18	62%
10-690-17 M & R VEHICLES	22,800	6,482.99	0.00	15,080.96	1,236.05	95%
10-690-31 GAS, OIL & TIRES	25,000	0.00	0.00	13,269.08	11,730.92	53%
10-690-32 OFFICE SUPPLIES	2,000	0.00	0.00	0.00	2,000.00	
10-690-33 DEPARTMENTAL SUPPLIES	36,000	0.00	0.00	12,982.96	23,017.04	36%
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	6,000.00	
10-690-36 UNIFORMS	22,500	0.00	0.00	17,157.03	5,342.97	76%
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	2,345.40	1,654.60	59%
10-690-53 DUES & SUBSCRIPTIONS	13,500	721.00	0.00	7,699.03	5,079.97	62%
10-690-57 MISCELLANEOUS	300	0.00	0.00	240.82	59.18	80%
10-690-73 COMUNICATIONS EQUIP	6,000	0.00	0.00	0.00	6,000.00	
10-690-74 CAPITAL OUTLAY	160,000	0.00	0.00	56,570.00	103,430.00	35%
10-690-76 TAXES & TITLES	4,000	0.00	0.00	3,826.19	173.81	96%

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

FIRE DEPARTMENT Totals:	1,763,013	7,203.99	0.00	1,023,446.88	732,362.13	58%
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	65.20	934.80	7%
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	33.50	966.50	3%
COMMITTEES Totals:	2,000	0.00	0.00	98.70	1,901.30	5%
10-998-04 TRANSFER OUT - CAP IMPROVEMENT FUND	2,000,000	0.00	0.00	2,000,000.00	0.00	100%
Totals:	2,000,000	0.00	0.00	2,000,000.00	0.00	100%
10-999-01 CONTINGENCY	325,625	0.00	0.00	0.00	325,625.00	
CONTINGENCY Totals:	325,625	0.00	0.00	0.00	325,625.00	
Expenses Totals:	9,950,552	35,771.55	0.00	5,902,350.42	4,012,430.03	60%
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	940,456.90		

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

12 CAPITAL IMPROVEMENT FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
12-301-00 AD VALOREM TAX (.07)	1,120,591	0.00	0.00	1,126,670.73	6,079.73	101%	
12-301-03 ONSLOW COUNTY FIRE TAX	471,000	0.00	0.00	486,026.48	15,026.48	103%	
12-399-00 APPROPRIATED FUND	1,000,000	0.00	0.00	0.00	(1,000,000.00)		
BALANCE							
Revenues Totals:	2,591,591	0.00	0.00	1,612,697.21	(978,893.79)	62%	
Expenses							
12-750-02 FIRE TRUCK	160,084	0.00	0.00	0.00	160,084.00		
12-750-04 PUBLIC WORKS BUILDING PROJECT	20,000	0.00	0.00	0.00	20,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	827,112	0.00	0.00	9,793.45	817,318.55	1%	
12-998-02 T/O TO CAP PROJ FIRE STA 2	1,584,395	0.00	0.00	1,584,395.00	0.00	100%	
Totals:	2,591,591	0.00	0.00	1,594,188.45	997,402.55	62%	
Expenses Totals:	2,591,591	0.00	0.00	1,594,188.45	997,402.55	62%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	18,508.76			

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

30 SHORELINE PROTECTION							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
30-301-00 ACCOMMODATION TAX	1,781,123	0.00	0.00	2,004,347.45	223,224.45	113%	
30-301-05 AD VALOREM TAX - Beach	1,600,845	0.00	0.00	1,609,034.99	8,189.99	101%	
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	150,000.00	0.00	100%	
30-329-00 INTEREST INCOME	96,214	0.00	0.00	123,860.40	27,646.40	129%	
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)		
30-345-00 LOCAL OPTION SALES TAX	741,724	0.00	0.00	463,680.10	(278,043.90)	63%	
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	292,243.36	(44,131.64)	87%	
30-399-00 APPROP. FUND BALANCE	8,298,755	0.00	0.00	0.00	(8,298,755.00)		
Revenues Totals:	13,030,036	0.00	0.00	4,643,166.30	(8,386,869.70)	36%	
Expenses							
30-710-08 LEASE PAYMENTS	74,000	0.00	0.00	0.00	74,000.00		
30-710-10 BEACH LOBBYIST CONTRACT	63,000	0.00	0.00	38,913.02	24,086.98	62%	
30-710-12 BEACH/ACCESS MAINTENANCE	78,497	537.00	0.00	73,968.35	3,991.65	95%	
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	3,750.41	16,249.59	19%	
30-710-15 M & R DUNE/CROSSWALK	25,000	0.00	0.00	22,760.38	2,239.62	91%	
30-710-45 CONTRACTED SERVICES	680,000	0.00	0.00	377,629.00	302,371.00	56%	
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	0.00	50,000.00		
Totals:	990,497	537.00	0.00	517,021.16	472,938.84	52%	
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	5,500.00	274,500.00	2%	
30-720-08 CONTRACTS, PLANS, SPECS	20,000	0.00	0.00	0.00	20,000.00		
30-720-10 VITEX	227,640	0.00	0.00	0.00	227,640.00		
30-720-50 2022B SOB PAYMENT	1,957,643	0.00	0.00	1,884,802.46	72,840.54	96%	
30-720-57 2022C FEMA SOB FEES	253,245	0.00	0.00	236,122.28	17,122.72	93%	
30-720-60 30 YEAR BEACH PLAN	275,000	0.00	0.00	0.00	275,000.00		
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00		
BEACH REN. / DUNE STAB. Totals:	3,213,528	0.00	0.00	2,126,424.74	1,087,103.26	66%	
30-998-02 T/O TO CAP PROJ FUND	8,330,852	0.00	0.00	8,330,852.10	(0.10)	100%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:58:56 PM

Period Ending 6/30/2025

30 SHORELINE PROTECTION								
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent		
Totals:	8,330,852	0.00	0.00	8,330,852.10	(0.10)	100%		
30-999-01 FUTURE PROJECTS FUND	495,159	0.00	0.00	0.00	495,159.00			
CONTINGENCY Totals:	495,159	0.00	0.00	0.00	495,159.00			
Expenses Totals:	13,030,036	537.00	0.00	10,974,298.00	2,055,201.00	84%		
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		0.00	(6,331,131.70)				

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 5:01:04 PM

Period Ending 6/30/2026

31 CAPITAL PRJ BEACH MAINTENANCE							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
31-330-00 LOAN PROCEEDS	10,857,304	0.00	0.00	10,857,303.66	(0.34)	100%	
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	11,427,633.45	(6,171,550.55)	65%	
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	10,500,000.00	0.00	100%	
31-370-00 INVESTMENT INCOME	272,386	0.00	0.00	1,208,014.06	935,628.06	443%	
31-399-01 T/I FROM BEACH FUND	9,858,986	0.00	0.00	9,858,986.00	0.00	100%	
31-399-10 T/I FROM GENERAL FUND	2,000,000	0.00	0.00	2,000,000.00	0.00	100%	
Revenues Totals:	51,087,860	0.00	0.00	45,851,937.17	(5,235,922.83)	90%	
Expenses							
31-440-00 2022A DEBT SERVICE	8,765,829	0.00	0.00	8,765,828.60	0.40	100%	
31-440-01 2022C DEBT SERVICE	1,686,801	0.00	0.00	0.00	1,686,801.00		
31-450-01 PHASE 1 - ENGINEERING & CONSTRUCTION PHASE SUPPORT	14,881	0.00	0.00	14,881.00	0.00	100%	
31-450-02 PHASE 5 -TRANCHE 1 CONST MGMT & ADM	398,245	0.00	0.00	417,728.72	(19,483.72)	105%	
31-450-03 PHASE 1 - LABORATORY ANALYSIS	6,020	0.00	0.00	6,020.00	0.00	100%	
31-450-04 PHASE 1 - REGULATORY COORDINATION & CLOSEOUT	11,048	0.00	0.00	11,047.50	0.50	100%	
31-450-05 PHASE 1 - MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	180,000.00	0.00	100%	
31-450-06 PHASE 1 - HAUL & PLACEMENT OF BEACH FILL	9,142,736	0.00	0.00	9,142,735.55	0.45	100%	
31-450-07 PHASE 1 - PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	45,000.00	0.00	100%	
31-450-08 PHASE 1 - PROFESSIONAL FEES	562,915	0.00	0.00	562,915.14	(0.14)	100%	
31-450-09 PHASE 5 - TRANCHE 2 CONSTRUCTION	10,105,998	0.00	0.00	10,105,997.60	0.40	100%	
31-450-10 PHASE 5 - TRANCHE 2	747,722	0.00	0.00	811,939.16	(64,217.16)	109%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 5:01:04 PM

Period Ending 6/30/2026

31 CAPITAL PRJ BEACH MAINTENANCE							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
ENGINEERING							
31-450-11 PHASE 5 - TRANCHE 2 CONTINGENCY	2,920,665	0.00	0.00	595.00	2,920,070.00	0%	
Totals:	34,587,860	0.00	0.00	30,064,688.27	4,523,171.73	87%	
31-460-00 PHASE 4 - PROJECT TRANCHE 3 NCDEQ FUNDED	0	0.00	0.00	1,690.00	(1,690.00)		
31-460-01 PHASE 4 - TOWN ADMINISTRATION	50,000	0.00	0.00	0.00	50,000.00		
31-460-02 PHASE 4 - ATM CONSTRUCTION ADMIN, PERMITTING SUPPO	60,000	0.00	0.00	1,520.00	58,480.00	3%	
31-460-04 PHASE 4 - CMM TERMINATION	480,000	0.00	0.00	480,000.00	0.00	100%	
31-460-05 PHASE 4 - TI COASTAL DESIGN, SURVEY, ENG, TESTING	437,220	0.00	0.00	101,200.00	336,020.00	23%	
31-460-06 PHASE 4 - REACH MOBILIZATION & DEMOBILIZATION (STW)	62,000	0.00	0.00	29,450.00	32,550.00	48%	
31-460-07 PHASE 4 - REACH HAUL & PLACEMNT BEACH FILL (STW)	7,600,000	0.00	0.00	2,427,472.30	5,172,527.70	32%	
31-460-08 PHASE 4 - PAYMENT AND PERFORMANCE BONDS REACH	50,656	0.00	0.00	32,843.40	17,812.60	65%	
31-460-09 PHASE 4 - FALL 2025 MOBILIZATION (STW)	65,000	0.00	0.00	0.00	65,000.00		
31-460-10 PHASE 4 - FALL 2025 NOURISHMENT (STW)	760,000	0.00	0.00	0.00	760,000.00		
31-460-11 PHASE 4 - FALL 2025 ENF AND SURVEYING PERMITTING	(614,560)	0.00	0.00	0.00	(614,560.00)		
31-460-12 PHASE 4 - CONTINGENCY	7,549,684	0.00	0.00	0.00	7,549,684.00		
PHASE 4 NCDEQ GRANT Totals:	16,500,000	0.00	0.00	3,074,175.70	13,425,824.30	19%	
Expenses Totals:	51,087,860	0.00	0.00	33,138,863.97	17,948,996.03	65%	
31 CAPITAL PRJ BEACH MAINTENANCE	Revenues Over/(Under) Expenses:		0.00	12,713,073.20			

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 5:00:15 PM

Period Ending 12/31/2027

32 GRANT PRJ FEMA-4837 PTC8							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
32-348-24 FEMA-4837-NC PTC 8	2,231,206	0.00	0.00	0.00	(2,231,206.00)		
32-350-00 STATE MATCH	743,736	0.00	0.00	0.00	(743,736.00)		
Revenues Totals:	2,974,942	0.00	0.00	0.00	(2,974,942.00)		
Expenses							
32-470-01 DEBRIS DUMPSTERS	1,042	0.00	0.00	0.00	1,042.00		
32-470-02 PUBLIC CROSSOVER DAMAGE	16,990	0.00	0.00	0.00	16,990.00		
32-470-03 BEACH DAMAGE	2,443,160	0.00	0.00	0.00	2,443,160.00		
32-470-04 DUNE PLANTINGS	433,750	0.00	0.00	0.00	433,750.00		
32-470-05 PERMIT MODIFICATION	10,000	0.00	0.00	0.00	10,000.00		
32-470-06 DUNE DESIGN	15,000	0.00	0.00	0.00	15,000.00		
32-470-07 CONSTRUCTION ADMINISTRATION	15,000	0.00	0.00	0.00	15,000.00		
32-470-08 CONSTRUCTION SURVEYING ATM	25,000	0.00	0.00	366.75	24,633.25	1%	
32-470-09 BID PACKAGE DOCUMENTS BID SUPPORT	15,000	0.00	0.00	0.00	15,000.00		
FEMA-4837 PTC8 Totals:	2,974,942	0.00	0.00	366.75	2,974,575.25	0%	
Expenses Totals:	2,974,942	0.00	0.00	366.75	2,974,575.25	0%	
32 GRANT PRJ FEMA-4837 PTC8	Revenues Over/(Under) Expenses:		0.00	(366.75)			

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 5:00:39 PM

Period Ending 6/30/2040

50 CAPITAL PRJ FIRE STATION 2							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
50-330-00 LOAN PROCEEDS	5,600,000	0.00	0.00	5,600,000.00	0.00	100%	
50-339-01 T/I FROM CIF	1,584,395	0.00	0.00	1,584,395.00	0.00	100%	
Revenues Totals:	7,184,395	0.00	0.00	7,184,395.00	0.00	100%	
Expenses							
50-440-00 DEBT SERVICE	373,334	0.00	0.00	373,333.40	0.60	100%	
50-440-70 DEBT SERVICE INTEREST	211,061	0.00	0.00	211,060.89	0.11	100%	
50-450-02 CONSTRUCTION COSTS	6,140,612	0.00	0.00	1,867,113.17	4,273,498.83	30%	
50-450-05 ENVIRONMENTAL TESTING (ECS)	49,823	0.00	0.00	0.00	49,823.00		
50-450-07 CONSTRUCTION ADMINISTRATION (BM)	320,463	0.00	0.00	1,707.00	318,756.00	1%	
50-450-11 CONTINGENCY	87,052	0.00	0.00	0.00	87,052.00		
50-450-13 UTILITIES	2,050	0.00	0.00	2,049.26	0.74	100%	
Expenses Totals:	7,184,395	0.00	0.00	2,455,263.72	4,729,131.28	34%	
50 CAPITAL PRJ FIRE STATION 2	Revenues Over/(Under) Expenses:		0.00	4,729,131.28			

Budget vs Actual

NORTH TOPSAIL BEACH
2/27/2025 4:59:42 PM

Period Ending 12/31/2026

60 GRANT PRJ STORMWATER NCEM DRMG2304							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
60-368-01 NCEM DRMG2304 GRANT	1,261,607	0.00	0.00	0.00	(1,261,607.00)		
Revenues Totals:	1,261,607	0.00	0.00	0.00	(1,261,607.00)		
Expenses							
60-610-01 ISLAND DR (HW 210) AT SOUTH FIRE STATION	704,211	0.00	0.00	0.00	704,211.00		
60-610-02 NEW RIVER INLET RD (SR 1568) RPTP	354,396	0.00	0.00	0.00	354,396.00		
60-610-03 PROJECT MANAGEMENT	13,565	0.00	0.00	3,575.00	9,990.00	26%	
60-610-04 FIELD SURVEY	26,490	0.00	0.00	6,835.00	19,655.00	26%	
60-610-05 CONSTRUCTION PLANS	89,650	0.00	0.00	1,495.00	88,155.00	2%	
60-610-06 PERMITS	45,600	0.00	0.00	0.00	45,600.00		
60-610-07 PROJECT MEETINGS	11,265	0.00	0.00	0.00	11,265.00		
60-610-08 BID PHASE SERVICES	14,850	0.00	0.00	0.00	14,850.00		
60-610-09 REIMBURSABLES	1,580	0.00	0.00	0.00	1,580.00		
STORMWATER PRJ NCEM DRMG2304 Totals:	1,261,607	0.00	0.00	11,905.00	1,249,702.00	1%	
Expenses Totals:	1,261,607	0.00	0.00	11,905.00	1,249,702.00	1%	
60 GRANT PRJ STORMWATER NCEM DRMG2304	Revenues Over/(Under) Expenses:		0.00	(11,905.00)			

Cash Balance Report

Period Ending 2/27/2025

NORTH TOPSAIL BEACH

2/27/2025 8:17 PM

Page 1/2

Bank 1	CHECKING FCB Acct#- 0852	Balance
Account		
	10-101-02 CHECKING - FCB	\$0.00
	12-101-02 CHECKING - FCB	\$0.00
	15-101-02 CHECKING - FCB	\$0.00
	30-101-02 Checking-FCB	\$0.00
	31-101-02 CHECKING FCB	\$0.00
	50-101-02 CHECKING FCB	\$0.00
Bank 1	Total:	\$0.00
Bank 2	MONEY MARKET FCB Acct#- 0860	Balance
Account		
	10-101-01 MONEY MARKET - FCB	\$0.00
	12-101-01 MONEY MARKET CHECKING	\$3,085,547.11
	15-101-01 MONEY MARKET CHECKING	\$0.00
	30-101-01 Money Market	\$320,484.64
	31-101-01 MONEY MARKET FCB	\$979,405.06
	32-101-01 FCB CENTRAL DEP - BANK CODE 2 - ACCT #0860	-\$366.75
	50-101-01 MONEY MARKET FCB	\$2,388,364.81
	60-101-01 FCB CENTRAL DEP - BANK CODE 2 - ACCT #0860	-\$11,905.00
Bank 2	Total:	\$6,761,529.87
Bank 3	NC CAPITAL MANAGEMENT TRUST Acct#-	Balance
Account		
	10-101-04 NC CASH MGMT TRUST	\$12,482,728.86
	15-101-04 NC CASH MGMT TRUST	\$0.00
	30-101-04 NC CASH MGMT TRUST	\$6,095,862.28
	31-101-04 NC CAPITAL MGMT TRUST	\$11,435,627.77
	50-101-04 NC CASH MGMT TRUST	\$2,340,766.47
Bank 3	Total:	\$32,354,985.38
Bank 4	BB&T SAVINGS ACCOUNT Acct#-	Balance
Account		
	10-101-06 BB & T SAVINGS ACCT	\$0.00
	30-101-06 BB&T SAVINGS ACCOUNT	\$0.00
Bank 4	Total:	\$0.00
Bank 5	POLICE DOJ ACCOUNT Acct#-	Balance
Account		
	10-101-07 POLICE - DOJ Account	\$1,200.15
Bank 5	Total:	\$1,200.15

Cash Balance Report

Period Ending 2/27/2025

NORTH TOPSAIL BEACH

2/27/2025 8:17 PM

Page 2/2

Bank 6	POLICE STATE ACCOUNT Acct#-		
	Account		Balance
	10-101-08 POLICE - STATE Account		\$332.29
		Bank 6	Total:
			\$332.29
Bank 7	POLICE FEDERAL TREASURY ACCT. Acct#-		
	Account		Balance
	10-101-09 POLICE - FED TREASURY Acct.		\$62.31
		Bank 7	Total:
			\$62.31

Total Cash Balance:	\$39,118,110.00
---------------------	-----------------

Check Listing

Date From: 1/25/2025 Date To: 2/27/2025
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH
02/27/2025 11:17 AM

Page: 1 of 4

Check Number	Bank	Vendor	Date	Amount
48329	2	ARBORCARE TREE MANAGEMENT	02/05/2025	<u>\$800.00</u>
48330	2	C.W. HOLDING COMPANY, INC.	02/05/2025	<u>\$1,550.54</u>
48331	2	DEBBIE J OWENS	02/05/2025	<u>\$1,631.87</u>
48332	2	DODSON BROTHERS EXTERMINATING CO INC	02/05/2025	<u>\$130.00</u>
48333	2	GEOSYNTEC CONSULTANS, INC.	02/05/2025	<u>\$7,948.75</u>
48334	2	GREGORY POOLE EQUIPMENT COMPANY	02/05/2025	<u>\$2,571.08</u>
48335	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	02/05/2025	<u>\$4,236.63</u>
48336	2	MOBILE COMMUNICATIONS AMERICA, iNC	02/05/2025	<u>\$1,694.88</u>
48337	2	MRM CONSTRUCTION, LLC	02/05/2025	<u>\$8,068.78</u>
48338	2	NANCY AVERY	02/05/2025	<u>\$1,500.00</u>
48339	2	NOOKS & CRANNIES CLEANING, LLC	02/05/2025	<u>\$250.00</u>
48340	2	ONSLow WATER & SEWER AUTHORITY	02/05/2025	<u>\$481.33</u>
48341	2	S.T. WOOTEN CORPORATION	02/05/2025	<u>\$507,810.90</u>
48342	2	SHEPARDS WRECKER & GARAGE, INC	02/05/2025	<u>\$13.60</u>
48343	2	SHERRILL A STRICKLAND JR.	02/05/2025	<u>\$779.00</u>
48344	2	SIMPLE COMMUNICATION	02/05/2025	<u>\$821.77</u>
48345	2	SNEADS FERRY OIL & LP GAS COMPANY, INC	02/05/2025	<u>\$400.95</u>
48346	2	SOUTHERN SOFTWARE INC.	02/05/2025	<u>\$4,228.00</u>
48347	2	TOWN OF SURF CITY	02/05/2025	<u>\$4,950.00</u>
48348	2	VERIZON COMMUNICATIONS INC	02/05/2025	<u>\$114.03</u>
48349	2	WB BRAWLEY COMPANY	02/05/2025	<u>\$215,526.98</u>
48350	2	WRANGLER HOLDCO CORP.	02/05/2025	<u>\$34,610.60</u>
48351	2	YOPP BROTHERS, INC.	02/05/2025	<u>\$239.41</u>
48352	2	CENTRAL LAKE ARMOR EXPRESS INC	02/13/2025	<u>\$119.59</u>
48353	2	COUNTY OF ONSLOW	02/13/2025	<u>\$3,927.87</u>
48354	2	CW IT SUPPORT, INC	VOIDED	<u>\$1,190.38</u>
48355	2	DEBBIE J OWENS	02/13/2025	<u>\$2,035.98</u>
48356	2	DODSON BROTHERS EXTERMINATING C	VOIDED	<u>\$130.00</u>
48357	2	ENGINEERING CONSULTING SERVICES, LTD	02/13/2025	<u>\$3,416.50</u>
48358	2	FINNERTY ENTERPRISES INC	VOIDED	<u>\$129.61</u>
48359	2	FIRST-CITIZENS BANK & TRUST COMPAN	VOIDED	<u>\$181.56</u>
48360	2	GALLS PARENT HOLDINGS, LLC	VOIDED	<u>\$107.00</u>

Check Listing

Date From: 1/25/2025 Date To: 2/27/2025
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH
02/27/2025 11:17 AM

Page: 2 of 4

Check Number	Bank	Vendor	Date	Amount
48361	2	GLATFELTER SPECIALTY BENEFITS	02/13/2025	<u>\$558.84</u>
48362	2	JAMES HUNTER	02/13/2025	<u>\$297.00</u>
48363	2	JODY L THOMPSON	VOIDED	<u>\$3,271.95</u>
48364	2	JONATHAN SEBBY	02/13/2025	<u>\$64.13</u>
48365	2	N.C. ASSOC. OF FIRE CHIEFS	VOIDED	<u>\$200.00</u>
48366	2	NOOKS & CRANNIES CLEANING, LLC	02/13/2025	<u>\$500.00</u>
48367	2	S.T. WOOTEN CORPORATION	02/13/2025	<u>\$1,987,954.80</u>
48368	2	SANDERSON LAWN MANAGEMENT LLC	02/13/2025	<u>\$2,460.52</u>
48369	2	SHEPARDS WRECKER & GARAGE, INC	VOIDED	<u>\$27.20</u>
48370	2	SHEPARDS WRECKER & GARAGE, INC	VOIDED	<u>\$112.35</u>
48371	2	SHERRILL A STRICKLAND JR.	VOIDED	<u>\$1,900.00</u>
48372	2	SIMPLE COMMUNICATION	02/13/2025	<u>\$463.32</u>
48373	2	SUMRELL SUGG, P.A.	02/13/2025	<u>\$5,995.36</u>
48374	2	THE FMRT GROUP, LLC	02/13/2025	<u>\$775.00</u>
48375	2	TI COASTAL SERVICES, INC.	VOIDED	<u>\$70,200.00</u>
48376	2	TOWN OF SURF CITY	02/13/2025	<u>\$1,333.33</u>
48377	2	VERIZON COMMUNICATIONS INC	02/13/2025	<u>\$114.03</u>
48378	2	WK DICKSON & CO., LLC	02/13/2025	<u>\$11,905.00</u>
48379	2	CW IT SUPPORT, INC	02/14/2025	<u>\$1,190.38</u>
48380	2	DODSON BROTHERS EXTERMINATING CO INC	02/14/2025	<u>\$130.00</u>
48381	2	FINNERTY ENTERPRISES INC	02/14/2025	<u>\$133.17</u>
48382	2	FIRST-CITIZENS BANK & TRUST COMPANY	02/14/2025	<u>\$181.56</u>
48383	2	GALLS PARENT HOLDINGS, LLC	02/14/2025	<u>\$105.90</u>
48384	2	JODY L THOMPSON	02/14/2025	<u>\$1,623.80</u>
48385	2	SHEPARDS WRECKER & GARAGE, INC	02/14/2025	<u>\$139.55</u>
48386	2	SHERRILL A STRICKLAND JR.	02/14/2025	<u>\$1,900.00</u>
48387	2	TI COASTAL SERVICES, INC.	02/14/2025	<u>\$70,200.00</u>
48388	2	BECKER MORGAN GROUP INC	02/21/2025	<u>\$1,707.00</u>
48389	2	BFPE INTERNATIONAL	02/21/2025	<u>\$421.32</u>
48390	2	CW IT SUPPORT, INC	02/21/2025	<u>\$1,117.40</u>
48391	2	DEBBIE J OWENS	02/21/2025	<u>\$1,017.99</u>
48392	2	GALLS PARENT HOLDINGS, LLC	02/21/2025	<u>\$317.60</u>

Check Listing

Date From: 1/25/2025 Date To: 2/27/2025
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH
02/27/2025 11:17 AM

Page: 3 of 4

Check Number	Bank	Vendor	Date	Amount
48393	2	JILL YOW	02/21/2025	<u>\$13.24</u>
48394	2	JODY L THOMPSON	02/21/2025	<u>\$1,648.15</u>
48395	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	02/21/2025	<u>\$4,249.41</u>
48396	2	KELLY OFFICE MACHINES, INC	02/21/2025	<u>\$1,342.43</u>
48397	2	NC ASSOC OF CHIEFS OF POLICE	02/21/2025	<u>\$200.00</u>
48398	2	ONSLow WATER & SEWER AUTHORITY	02/21/2025	<u>\$469.83</u>
48399	2	SHEPARDS WRECKER & GARAGE, INC	02/21/2025	<u>\$990.91</u>
48400	2	SHERRILL A STRICKLAND JR.	02/21/2025	<u>\$684.00</u>
48401	2	SYNCHRONY BANK	02/21/2025	<u>\$507.52</u>
48402	2	TOWN OF SURF CITY	02/21/2025	<u>\$4,949.40</u>
48403	2	VERIZON COMMUNICATIONS INC	02/21/2025	<u>\$114.03</u>
48404	2	WB BRAWLEY COMPANY	02/21/2025	<u>\$168,712.84</u>
48405	2	WRANGLER HOLDCO CORP.	02/21/2025	<u>\$34,008.31</u>
48406	2	C.W. WILLIAMS FIRE EQUIPMENT	02/27/2025	<u>\$66.05</u>
48407	2	CARDIAC LIFE PRODUCTS, INC	02/27/2025	<u>\$1,973.10</u>
48408	2	DEBBIE J OWENS	02/27/2025	<u>\$583.44</u>
48409	2	FINNERTY ENTERPRISES INC	02/27/2025	<u>\$47.37</u>
48410	2	JODY L THOMPSON	02/27/2025	<u>\$1,623.80</u>
48411	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	02/27/2025	<u>\$2,049.26</u>
48412	2	NANCY AVERY	02/27/2025	<u>\$1,500.00</u>
48413	2	NC DEPARTMENT OF ENVIRONMANTAL QUALITY	02/27/2025	<u>\$100.00</u>
48414	2	NOOKS & CRANNIES CLEANING, LLC	02/27/2025	<u>\$500.00</u>
48415	2	ONSLow COUNTY FINANCE OFFICE	02/27/2025	<u>\$9,434.66</u>
48416	2	SHERRILL A STRICKLAND JR.	02/27/2025	<u>\$551.00</u>
48417	2	TERRY SPELL MECHANICAL SERVICE INC	02/27/2025	<u>\$12,000.00</u>
89	Checks Totaling -			\$3,228,233.81

Totals By Fund

	Checks	Voids	Total
10	\$162,461.72	\$3,993.78	\$158,467.94
30	\$29,402.01	\$3,255.15	\$26,146.86
31	\$2,635,747.70	\$70,200.00	\$2,565,547.70
32	\$366.75		\$366.75
	\$388,350.63		\$388,350.63

Check Listing

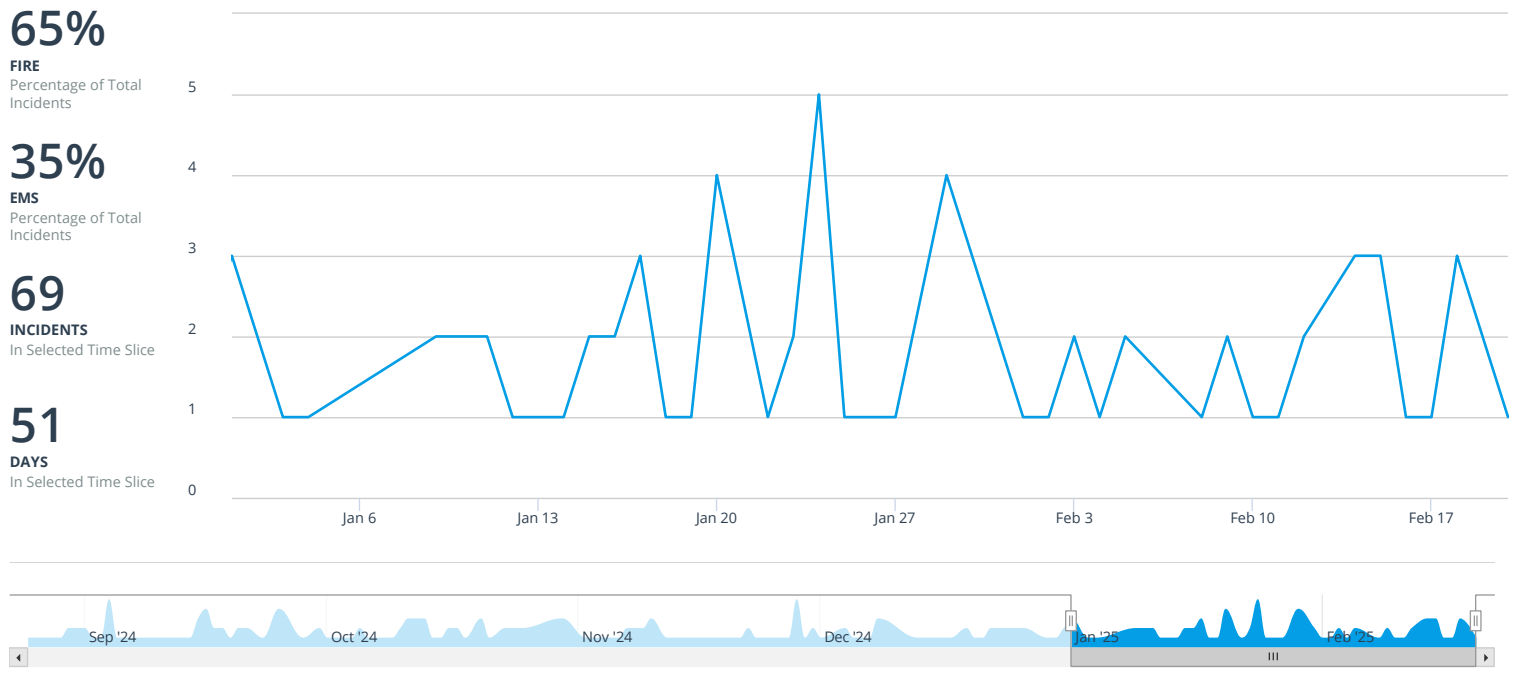
Date From: 1/25/2025 Date To: 2/27/2025
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH
02/27/2025 11:17 AM

Page: 4 of 4

Check Number	Bank	Vendor	Date	Amount
		Checks		
60		\$11,905.00		\$11,905.00
		Totals:	\$3,228,233.81	\$77,448.93
			\$3,150,784.88	

Custom ▾ Jan 1, 2025 - Feb 20, 2025 ▾



Counts % Rows % Columns % All

Week Ending	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	3/2/25	3/9/25	3/16/25	3/23/25	3/30/25	Total
(11) Structure Fire			3		1		1	1						6
(12) Fire in mobile property used as a fixed structure							1							1
(31) Medical assist	2	2	1	4	2	3	5	2						21
(32) Emergency medical service (EMS) incident			1				1							2
(34) Search for lost person		1												1
(35) Extrication, rescue	1					1		1						3
(36) Water or ice-related rescue					1									1
(38) Rescue or EMS standby				1										1
(41) Combustible/f... spills & leaks			1	1										2
(44) Electrical wiring/equipm.. problem					1									1
(52) Water problem				1	1									2
(55) Public service assistance			1	2			1							4
(57) Cover assignment, standby at fire station, move-up				1										1
(61) Dispatched and canceled en route	2	1	1	2	2	4	1	1						14

Week Ending	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	3/2/25	3/9/25	3/16/25	3/23/25	3/30/25	Total
(73) System or detector malfunction		1		2	1									4
(74) Unintentional system/detect... operation (no fire)		2	1				1							4
(91) Citizen complaint			1											1
Total	5	7	10	14	9	8	11	5						69

📈 Permits Issued List

From Date: 01/24/2025

To Date: 02/20/2025

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Single Family	AP25-000002	1541 NEW RIVER INLET RD	02/05/2025	285.00
Addition Permit Total	Single Family Total			1	285.00
Addition Permit Total				1	285.00
Beach Access Permit	Beach Access Permit	BAA25-000002	1326 NEW RIVER INLET RD	02/12/2025	200.00
Beach Access Permit Total	Beach Access Permit Total			1	200.00
Beach Access Permit Total				1	200.00
Boat Lift Permit	Residential	BTL25-000001	39 SAILVIEW DR	01/28/2025	0.00
Boat Lift Permit Total	Residential Total			1	0.00
Boat Lift Permit Total				1	0.00
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR25-000002	111 SCOTCH BONNET CIR	01/24/2025	200.00
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR25-000001	39 SAILVIEW DR	01/28/2025	350.00
Dock/Bulkhead/Retaining Wall Permit Total	Dock Total			2	550.00
Dock/Bulkhead/Retaining Wall Permit Total				2	550.00
Electrical Permit	Commercial	E25-000025	2240 NEW RIVER INLET RD Units 126,226,326,227,327	02/13/2025	220.50
Electrical Permit	Commercial	E24-000233	2000 NEW RIVER INLET RD Between Blg 3 and NRIR	02/04/2025	200.00
Electrical Permit	Commercial	E24-000224	107 LACOSTA PL	02/03/2025	0.00
Electrical Permit Total	Commercial Total			3	420.50
Electrical Permit	Residential	E25-000016	1928 NEW RIVER INLET RD 215	01/29/2025	75.00
Electrical Permit	Residential	E22-000182	6 CAPE LN	02/03/2025	0.00

Electrical Permit	Residential	E25-000023	256 SEA SHORE DR	02/12/2025	75.00
Electrical Permit	Residential	E25-000026	2174 NEW RIVER INLET RD 383	02/14/2025	75.00
Electrical Permit	Residential	E25-000010	116 OCEANVIEW LN	01/27/2025	0.00
Electrical Permit	Residential	E25-000022	1771-2 NEW RIVER INLET RD	02/11/2025	75.00
Electrical Permit	Residential	E25-000017	2224 NEW RIVER INLET RD 236	02/03/2025	75.00
Electrical Permit	Residential	E25-000006	39 SAILVIEW DR	01/28/2025	0.00
Electrical Permit	Residential	E25-000014	1541 NEW RIVER INLET RD	02/05/2025	0.00
Electrical Permit	Residential	E25-000015	445 TOPSAIL RD	01/27/2025	75.00
Electrical Permit Total	Residential Total			10	450.00
Electrical Permit Total				13	870.50
Fence Permit	Residential	FNC25-000001	650 NEW RIVER INLET RD	01/31/2025	50.00
Fence Permit	Residential	FNC25-000002	2667 ISLAND DR	02/11/2025	50.00
Fence Permit Total	Residential Total			2	100.00
Fence Permit Total				2	100.00
Fuel Gas Permit	Residential	FG23-000038	3048 ISLAND DR	02/13/2025	0.00
Fuel Gas Permit	Residential	FG25-000004	3048 ISLAND DR	01/28/2025	0.00
Fuel Gas Permit Total	Residential Total			2	0.00
Fuel Gas Permit Total				2	0.00
Insulation Permit	Residential	I25-000003	116 OCEANVIEW LN	01/27/2025	0.00
Insulation Permit Total	Residential Total			1	0.00
Insulation Permit Total				1	0.00
Mechanical Permit	Residential	M25-000012	4216 ISLAND DR	02/03/2025	75.00
Mechanical Permit	Residential	M25-000014	114 SEA OAKS CT	02/12/2025	75.00
Mechanical Permit	Residential	M25-000011	650 NEW RIVER INLET RD	01/31/2025	75.00

Mechanical Permit	Residential	M25-000008	3655 ISLAND DR	01/27/2025	75.00
Mechanical Permit	Residential	M25-000009	124 OCEANVIEW LN	01/27/2025	75.00
Mechanical Permit	Residential	M25-000005	627 OCEAN DR 28460	01/24/2025	75.00
Mechanical Permit	Residential	M25-000013	4907 22ND AVE	02/12/2025	75.00
Mechanical Permit Total	Residential Total			7	525.00
Mechanical Permit Total				7	525.00
Renovation Permit	Single Family	B25-000001	116 OCEANVIEW LN	01/27/2025	235.00
Renovation Permit Total	Single Family Total			1	235.00
Renovation Permit Total				1	235.00
Simple Build Permit	Multi-Unit	SB25-000005	1840 NEW RIVER INLET DR	02/17/2025	75.00
Simple Build Permit Total	Multi-Unit Total			1	75.00
Simple Build Permit	Single Family	SB24-000086	3828 ISLAND DR	01/27/2025	200.00
Simple Build Permit	Single Family	SB24-000074	7322 10TH AVE	01/31/2025	200.00
Simple Build Permit	Single Family	SB23-000081	1794 NEW RIVER INLET ROAD	02/17/2025	175.00
Simple Build Permit	Single Family	SB25-000001	116 SEASIDE LN	02/14/2025	210.00
Simple Build Permit	Single Family	SB25-000004	1259 NEW RIVER INLET RD	02/13/2025	210.00
Simple Build Permit Total	Single Family Total			5	995.00
Simple Build Permit Total				6	1,070.00
Zoning and Floodplain Development Permit	Commercial	ZFP24-000150	2000 NEW RIVER INLET RD Between Blg 3 and NRIR	02/04/2025	0.00
Zoning and Floodplain Development Permit Total	Commercial Total			1	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000168	3828 ISLAND DR	01/27/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000004	111 SCOTCH BONNET CIR	01/24/2025	0.00

Zoning and Floodplain Development Permit	Residential	ZFP25-000006	116 SEASIDE LN	02/14/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000151	7322 10TH AVE	01/31/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000003	39 SAILVIEW DR	01/28/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000016	1259 NEW RIVER INLET RD	02/13/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000008	1541 NEW RIVER INLET RD	02/05/2025	0.00
Zoning and Floodplain Development Permit Total	Residential Total			7	0.00
Zoning and Floodplain Development Permit Total				8	0.00
All Permits Total				45	3,835.50

P+Z Permits Issued List



From: 01/27/2025

To: 02/21/2025

PLANNING DEPARTMENT

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP24-000168	01/27/2025	3828 ISLAND DR	815-12	PT LV BA THOMAS C EVERETT	LYDDANE TIMOTHY P & PATRICIA W TRUSTEES	High Tides Construction & Design Services, Inc. - Elizabeth Keith Hamme			125.00		62500.00	0.00	0.00
ZFP25-000003	01/28/2025	39 SAILVIEW DR	775C-36.2	L39 S2 CAPE ISLAND	LYNAM LARRY VAN & BRENDA SUE	Gary Douglas Gurganus - Gary D Gurganus			125.00		101580.00	0.00	0.00
ZFP24-000151	01/31/2025	7322 10TH AVE	811-90	L1 S8 SEAHAVEN BEACH	HOLT JASON GRANT & JESSICA IVY PEACOCK	In and Out Home Solutions - Pepper Rathburn			125.00		15000.00	0.00	0.00
ZFP24-000150	02/04/2025	2000 NEW RIVER INLET RD Between Blg 3 and NRIR	779-14.13	C/A ST REGIS	COVEST INC	Harbour Electric LLC - Andrew T Ward			125.00		10000.00	0.00	0.00
ZFP25-000008	02/05/2025	1541 NEW RIVER INLET RD	779B-81	L5 SEA DRAGONS	AROOJI FRANK F & LADAN DASHTI	Persis-Nova Construction, Inc. - Frank F Arooji			125.00		18000.00	0.00	0.00
ZFP25-000016	02/13/2025	1259 NEW RIVER INLET RD	774G-35	L5 S3 OCEAN WYNDS	SICURANZA FRANCESCO & JEANNE MARIE	Marshburn Construction & Design, LLC - (David) Vann Marshburn			125.00		70000.00	0.00	0.00
ZFP25-000006	02/14/2025	116 SEASIDE LN	804A-35	L7 P2 SEASIDE VILLAGE	BATCHELOR ROGER KEITH II & JESSI LEE	Coastland Construction LLC - Matthew Davis			125.00		38737.20	0.00	0.00
FNC25-000001	01/31/2025	650 NEW RIVER INLET RD	775B-9	L9 SEA DUNES VILLAGE	SEA AND SOUND INVESTMENTS LLC	Sea Coast Fence & Yardscape LLC - John Jr. C Timpone			50.00	47	7000.00	0.00	0.00
FNC25-000002	02/11/2025	2667 ISLAND DR	806-29.6	L4 B W CHESTNUT L3 4&5	SEATON AMY RICKETTS TRUSTEE	Black Dog Fence Company - Cody Arnoux			50.00	57	8080.00	0.00	0.00

Town of North Topsail Beach

Service



Integrity

Police Department

Chief William K. Younginer

Department Report for January 1, 2025 - January 31, 2025

Arrests	
Consume Alcohol < 21 Yrs of Age	1
DUI	2
Traffic	12

Citations	
Warning Citations	9
State Citations	12

Summary	
Total Calls for Service	93
Total Citations Issued	21
Total Reports	114
Total Security Checks	1725
Total Traffic Stops	50

Calls For Service	
Accidents	2
Alarm Calls	5
Animal	2
B&E	2
Cit / Mot / Ped Assists	11
Disturbances	10
Domestic Disturbances	2
911 Hang Up	1
Misc. Calls	12
Missing Person	1
Property Damage	1
Suspicious Activity	16
Trespassing	1
Welfare Check	1

Assist Other Agencies	
E. M. S.	4
N.T.B. F.D.	3
O.C.S.	6



FALERIS LAW FIRM, PLLC

BETH A. FALERIS, ATTORNEY AT LAW
LICENSED IN NC & SC

February 14, 2025

Town of North Topsail Beach
C/o Town Manager
2008 Loggerhead Court
North Topsail Beach, North Carolina 28460

Dear Town of North Topsail Beach:

This letter confirms the terms of our agreement for limited legal services representing the Town of North Topsail Beach's Zoning Board of Adjustment. Experience has shown that the relationship between an attorney and his/her clients are stronger if everyone starts with a mutual understanding of the services provided by the firm, the fees charged, and the terms of payment. As always, please feel free to call us directly should you ever have any questions about a fee or this agreement.

Scope of Services:

The scope of the services provided to you pursuant to this agreement includes the following:

-Limited legal services representing the interests of the Town of North Topsail Beach's Zoning Board of Adjustment to include:

- attendance at Board meetings regarding administrative appeals;
- advising the Board on hearing procedures and scope of admissible evidence;
- preparation of any formal decisions and orders of the Board;
- research of matters relevant and requested by the Board;
- any appeals of a decision on administrative decisions to Superior Court in which the Board is a named party
- any additional legal services requested by the Board related to matters before the Board.

413 JOHNSON BLVD, JACKSONVILLE NORTH CAROLINA 28540
TELEPHONE 910-577-7771 / FACSIMILE 910-577-7888
WWW.PROPERTYLAWNC.COM

The scope of these services may be modified by mutual consent of the parties.

Fees and Billing:

Our fees are formulated to assess the reasonable value of services to clients in accordance with the complexity of the matter assigned. The firm has an established hourly billing rate and records the time in tenths of an hour increments. Current rate for services performed under this agreement are **\$250.00 per hour to include travel time for Beth Faleris.** If additional paralegal assistance is needed, our paralegal's rate is charged at \$35.00 an hour.

Our general schedule of rates is revised on January 1 of each year. In addition to the above, you will be responsible to the firm for expenses incurred in the course of representation. These expenses may include, but are not necessarily limited to, appraisal fees, survey fees, engineering fees, expert fees, court filing and witness fees, expert witness fees, court reporter and deposition transcript expenses, photocopying, cellular and long distance telephone charges, postage charges, delivery charges, copy charges, computerized legal research charges, attorney travel expenses and mileage, word processing charges, and secretarial overtime where required by the urgency of the matter.

Payment for fees and expenses will be due upon receipt of our statement which is billed at the beginning of each month. Payment should be made by check or draft payable to "Faleris Law Firm, PLLC". Our firm also takes Visa, Mastercard and Discover Card and e-checks through LawPay. We can make arrangements to issue an electronic invoice with a link to our on-line payment processing center if requested.

If any of our statements remain unpaid for more than 45 days from the date of the statement, we may, consistent with our ethical obligations and judicial requirements, cease performing services for you until satisfactory arrangements have been made for payment of arrearages and future fees. In addition, in such event and upon written notification, this contract shall serve as your agreement to release the firm from representing you in any pending litigation.

Statements unpaid after 45 days may be subject to a late charge computed on the basis of five percent of the outstanding balance. The charge will commence on the 46th day and continue until paid. In addition, the firm has collection procedures that it must follow with regard to unpaid accounts. In fairness to most of the firm's clients who pay their statements each month, these collection procedures and the late payment charge have been established so that the minority of clients whose accounts become delinquent will fairly bear the firm's costs to manage delinquent accounts. In the unlikely event that a client fails to pay any statement rendered by this firm in accordance with this agreement and the matter is referred to an attorney or other entity to collect the fee and disbursements, the client agrees to pay all costs of collection including reasonable attorney's fees.

The firm charges a \$25.00 Returned Check Fee per check payments returned "insufficient funds". Professional services may be suspended upon receipt of a returned check. The firm may require that the Returned Check Fee, any existing outstanding balance, and the retainer be paid in full before professional services may resume.

Waiver of Conflict of Interests:

Please be aware that the firm represents many other individuals and companies and/or entities in private practice that may impact the Town of North Topsail Beach. You agree that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our scope of work for the Town of North Topsail Beach's Zoning Board of Adjustment, even if the interest of such clients in those other matters may be directly or indirectly adverse to the Town of North Topsail Beach or the Zoning Board of Adjustment. We agree, however, that your prospective consent to conflicting representation contained herein shall not apply in any instance where, as a result of our representation of the Zoning Board of Adjustment, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage.

If the foregoing is acceptable, please so acknowledge in the space provided below and return one copy of the letter to this office. We look forward to representing you on this and future matters. Please feel free to contact us by phone at 910.577.7771 (office), 910.382.8268 (cell) or by e-mail at bfaleris@gmail.com or baf@propertylawnc.com should you have any questions or if we can be of any assistance.

Very Truly Yours,

_____, 2025.
Beth Faleris

I acknowledge that I have reviewed the foregoing letter and that I understand and agree to the matters set forth therein, including fees, expenses, and the scope of engagement.

Signed this _____ day of _____, 2025.

(Seal)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act. 10-410-47 Maximum not to exceed \$10,000. *DAM* 02/25/25

(Signature of finance officer)

**AMENDMENT
TO
GWI TAX & ACCOUNTING ENGAGEMENT AGREEMENT**

This Amendment is made and entered into this the ____ day of _____, 2025 by and between **GWI TAX & ACCOUNTING** (“GWI”) and the **TOWN OF NORTH TOPSAIL BEACH** (“NTB”) (collectively the “Parties”).

RECITALS

1. GWI and NTB have entered into an Engagement Agreement (the “Agreement”) dated October 21, 2024, attached hereto as Exhibit 1.
 2. The Parties desire to amend the Agreement as set forth herein.
- NOW THEREFORE**, for and in consideration of the matters and things set forth herein, the parties hereto do hereby amend the Agreement as follows:

AMENDMENT TO EXHIBIT A

1. The section of the Agreement entitled “Description of Services” and labelled Exhibit A is hereby amended by adding the following enumerated services:
 - A. Review and revise, as needed, accounting of FEMA grants and expenditures, with a focus on tracking, allocation, billing, and reimbursement.
 - B. Review and revise, as needed, accounting of NC DEQ expenditures, with a focus on purchase orders and encumbered funds.
 - C. Review and revise, as needed, FY 2024 fund balances and journal entries for certain funds (e.g. 10, 30, 31).
 - D. Prepare FY 2026 budget, with a focus on projected revenues, Department line items, estimated expenditures, and budget amendments.
 - E. Hold a workshop with the Board of Alderman to analyze and discuss proposed Departmental budgets.

- F. Review and revise, as needed, accounting for Fire Station #2, with a focus on budgets, line items, expenditures, coding, invoices, Sales Tax Affidavits, etc.
- G. File certain LGC reports and Grant Reports as necessary.
- H. Review and revise, as needed, processes and procedures regarding 1099s, with focus on receipt of W-9s from vendors, distribution of 1099s to vendors, and accounting of the same.
- I. Review and revise, as needed, processes and procedures for the accounting and filing of Unemployment Reports.
- J. Review and revise, as needed, processes and procedures for vendor insurance declaration pages.
- K. Review and revise, as needed, processes and procedures for accounts payable, with focus on purchase orders, invoices, vendor W-9s, sales tax, debits, credits, and past due payments.
- L. Review, revise, and perform bank reconciliations on certain accounts as necessary, with focus on balances, entries, reconciliation, and transactions.

2. Pursuant to the Agreement, the maximum billing for the scope of work, as listed on page 1 of 6 of the Agreement is increased from \$20,000 to \$298,000.

3. It also agreed upon by the Parties that the scope of work shall be completed by May 31, 2025; however, if GWI determines that the scope of work cannot be completed by that deadline, the Town will not unreasonably withhold a 30-day extension or a written amendment to the scope of work described herein to comply with said deadline. Parties expressly acknowledge the scope of work is desired to be complete by the end of the Town's current fiscal year and information contemplated herein is needed for budgeting purposes.

4. It is also agreed that GWI will provide the Town, through its Town Manager and its Attorney monthly invoices for work performed, describe said work and any pertinent information GWI deems relevant in the completion of said work.

5. It is also agreed upon by the Parties that priority of services rendered under this amended Agreement shall be revised from time to time, as requested in writing by the Town Manager of North Topsail Beach.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this Amendment as of the date first set forth above.

Beth A. Wood, CPA
Partner
GWI Tax & Accounting

Alice Derian
Town Manager
Town of North Topsail Beach

Date:

Date:

LSS172202

EXHIBIT 1



GW Tax & Accounting
A member of Aline Accounting Partners

Mailing Address:
9650 Strickland Road
Suite 103-268
Raleigh, NC 27615

October 25, 2024

North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, NC 28460

Attention: Alice Derian, Town Manager

This letter is to confirm our understanding of the terms and objectives of this engagement and the nature and limitations of the services that will be provided by GWI Tax and Accounting, A Member of Aline Accounting Partners (the "Firm").

The purpose of our engagement is to provide professional outsourced accounting services to the Town of North Topsail Beach (the "Town") beginning in October 2024. The services we offer and the specific services we have initially identified to provide are outlined in the attached Exhibit A.

This engagement is not a preparation, compilation, review or audit engagement whereby any form of assurance will be provided on the Town's financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise, preferably within senior management, to be responsible and accountable for overseeing our services as part of this engagement. By your signature below, you acknowledge that management agrees to evaluate the adequacy of, and accept responsibility for, the results of all the services performed as part of this agreement.

Our fees for this engagement shall be billed at our current rates, plus direct expenses (milage/hotel/meals), based on the level of service provided. Our current rates are as follows:

<u>Service</u>	<u>Rate/Hour</u>
Triage and assessment of service needs	170.00
Consulting	170.00
Audit preparation	150.00
Writing financial statements	150.00
Finance officer services	150.00
Payroll services	140.00
Bookkeeping services	120.00
Travel time	60.00

We understand the maximum billing under this contract is \$20,000; therefore, we will cease work on this contract if or when our billings reach \$20,000 unless an amendment occurs to increase the maximum billing under this contract. Payment for services is due when rendered and interim billings will be submitted as work

9205 Baileywick Road, Suite 101
Raleigh, NC 27615
P: 919-676-1998 • F: 919-676-1749

103 Millstone Drive, Suite B
Hillsborough, NC 27278
P: 919-732-6333 • F: 919-732-0914
www.gwitax.com

3200 Fairhill Drive, Suite 108
Raleigh, NC 27612
P: 919-881-0057 • F: 919-881-0067

Page 1 of 6

North Topsail Beach
October 25, 2024

progresses and expenses incurred. Invoices are payable upon presentation. If payment is to be made by check, the check shall be mailed to GWI Tax and Accounting, 9650 Strickland Road, Suite 103-268, Raleigh, NC 27615. If payment is to be made by ACH, then payment shall be made to the bank account the Firm provides to you by a password protected PDF file which you should verbally confirm with the Firm before the initial payment is remitted. Any correspondence changing the means of payment shall be verbally confirmed with the Firm by the Town before such change is made and payment remitted.

In the event the Town hires a contractor/employee of the Firm, the Town agrees to pay the Firm a one-time fee of 25% of the annual compensation the Municipality has offered to the contractor/employee. This fee will not be limited by the maximum billing threshold in the previous paragraph.

In addition, in the event the Firm or any of its employees or agents is called as a witness or requested to provide any information (whether oral, written, or electronic) in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to the Firm, or any documents and work papers prepared by the Firm in accordance with the terms of this agreement, subject to the not to exceed limits in this agreement, you agree to pay any and all reasonable expenses, including fees and costs for our time at the rates specified in our engagement letter, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting confidential documents. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement.

Unless you indicate otherwise, the Firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. We have secured confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the Firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the Firm.

It is our policy to keep records related to this engagement for five years. However, the Firm does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the five-year period, the Firm shall be free to destroy our records related to this engagement.

E-VERIFY CERTIFICATION. As a condition of payment under this agreement, Firm shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Further, if Firm provides services to the Town utilizing a subcontractor, Firm shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Firm shall verify, by affidavit, compliance with the terms of this section upon request by the Town.

IRAN DIVESTMENT. Firm certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. § 147-86.60) It is the responsibility of each vendor or contractor to monitor compliance with this restriction.

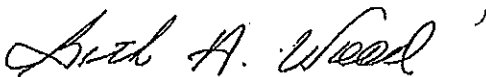
North Topsail Beach
October 25, 2025

ISRAEL BOYCOTT. Firm certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. § 147-86.81. It is the responsibility of Firm to monitor compliance with this restriction.

We appreciate the opportunity to be of service to you and believe this letter correctly expresses the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Cordially,

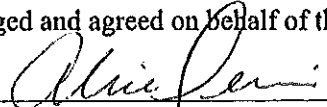
GWJ Tax and Accounting



Beth A. Wood
Partner

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Town of North Topsail Beach, North Carolina by:

Name: 

Title: TOWN MANAGER

Date: 10/25/24

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act, NCGS 159-28. A Purchase Order will be issued for this Agreement and will be amended prior to any additional expenses incurred over the original Purchase Order Amount.


Deputy Finance Officer

10/25/2024
Date

**Governmental Services
Town of North Topsail Beach
Exhibit A
Description of Services**

Examples of bookkeeping and accounting assistance provided:

General Accounting Duties:

- Assist finance director with general local governmental accounting/reporting questions
- Bank reconciliations
 - *Due to the complexity of local government transactions and an effort to reduce time incurred on monthly bank reconciliations, additional time will be incurred at the beginning of the engagement to map bank transactions to the general ledger*
- General Ledger reconciliation to subsidiary ledgers (i.e. accounts receivable, capital assets, etc.)
- Verify adjusting journal entries (AJE's), from prior year audit, have been posted
- Verify the prior year ending account balances agree with published financial statements and with the current year beginning account balances
- Development of annual budget
- Post amendments to adopted budget throughout the fiscal year
- Journal entry preparation or review of client prepared journal entries
- Data entry to accounting software
- Prepare required Federal and State finance department reports (i.e. LGC reports, payroll reports, grant reports, etc.)
- Analyze outstanding checks and identify those that meet the NC Escheat Law requirements. Prepare notifications, prepare and submit the annual report of unclaimed property to NC State Treasurer.
- Analyze customer receivable accounts and identify delinquent accounts eligible for the NC Debt Set Off Collection Program. Prepare notification letters, prepare and submit report to NC Local Government Debt Setoff Clearinghouse.
- Payroll assistance

Monthly Utility Fund Duties:

- Reconcile general ledger account to customer subsidiary ledger
- Assist with utility billing questions, including review and verification of billing adjustments and cut-offs

Accounting and Financial Reporting of Grant Awards

- Prepare or review client prepared Powell Bill reports
- Assist with Federal and State grant reporting (grant documentation, reimbursement requests, monthly, quarterly, annual reporting, etc.)

Audit Preparation and Year-End Duties:

- Participate with unit and auditor in the annual audit planning meeting
- Year-end general ledger review and assistance in preparing adjustments necessary to produce a final trial balance for audit
- Assist in preparing and providing supporting documentation to auditor
- Prepare the Schedule of Expenditures of Federal and State Awards (SEFSA)
- Review new Lease and Subscription agreements to determine proper accounting
- Update annual Lease and Subscription schedules and prepare related journal entries. Provide schedules to auditor.
- Prepare Pension and Other Post-Employment Benefit (OPEB) schedules and journal entries

Consulting Services

- Assist Finance officer in fulfillment of duties as prescribed by the NC Local Government Budget and Fiscal Control Act (NCGS 159-25(a)). *(In accordance with NCGS 159-25(a)(9), the Finance Officer will retain responsibility for ensuring accurate and timely fulfillment of duties).*
- Assist with preparation of the annual budget, including attendance and participation at budget workshops
- Attend board meeting(s) to provide explanations of the unit's financial health and financial indicators derived from financial statement information.
- Perform revenue neutral tax calculation due to property reappraisal
- Assist with accumulating pension and other post-employment benefit (OPEB) data to submit to the actuary firm for actuarial valuations required for annual financial reporting
- Assist with secondary market disclosure requirements of publicly issued debt
- Perform Worker's Compensation Audit
- Train staff in Payroll related functions, i.e., running payroll, how to post payroll tax liabilities, making payments to retirement system (Orbit), ensuring payroll codes are correct for Orbit report, etc.

Time and cost estimates will be based upon the condition and availability of financial records ascertained during client intake. Client will provide digital records that provide sufficient detail for the agreed upon services. Digital records may be provided by access to client software or by scanned copies provided by client.

Town of North Topsail Beach
Accounting Services
Quote Over 6-Month Period, Commencing the Date all Signatures Obtained

Accounting Service	Description	Quote
Monthly Bank Reconciliations - 3 Bank Accounts-7 Reconciliations Beginning w/ August 2024	First Citizens Bank NC Cash Management & Trust PNC	\$8,400.00
Consultative Hours - over 6 month period	An allowance of 10 hours over the 6 month period for questions from Deputy Finance Officer/Town Manager/Board Members	1,500.00
Close Out FY2024	Ensure FY2024 auditor adjustments have been posted Close FY2024 in FMS Ensure FY2024 ending balances are FY2025 Beginning Balances	3,000.00
Preparation of Financial Reports for Board	Preparation of Financial Reports for Board Meetings Analysis of Budget-to-Actual for Board Action, i.e. Amendments	4,500.00
Assessment/Quote	On-site Assessment/Consult /w Auditor/Preparation of Quote	1,222.00
Travel	Estimate for 6 days on-site, "if" needed	1,318.00
TOTAL		\$19,940.00
CONTRACT AMOUNT		\$20,000.00



BOARD OF ALDERMEN
AGENDA ITEM
03/05/25

ISSUE: Budget Amendment 2025-25.17

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT: Administration

Background: Contract Amendment #1 \$278,000 for GWI Tax & Accounting for financial professional services related to FEMA Grants, NCDEQ Grants, FY 2024 GASB 100 adjustments, FY 2026 Budget preparation, FY 2025 Budget Amendments, LGC Reporting Requirements, Fire Station #2 corrections to expenditures, Sales Tax Affidavits, 2024 1099s, Unemployment Reports, Accounts Payable to include W9s for all vendors, Insurance Declarations for vendors doing work for the Town, and bank reconciliations.

Attachments: Budget Amendment 2025-25.17 and GWI Tax & Accounting Contract Amendment 1.

Recommendation: Approve Budget and Contract Amendments as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget Amendment 2025-25.17 and Contract Amendment as presented."*

Funds: 10

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2025-25.17
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2024-25 General Fund (10)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

Section I: Estimated Revenues and Appropriations. General Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2024-25 Amended Budget	Increase (Decrease)		2024-25 Amended Budget
ESTIMATED REVENUES				
STATE	2,528,140	-		2,528,140
TOWN	314,925	-		314,925
PROPERTY TAX	4,290,197	-		4,290,197
REFUSE	528,888	-		528,888
INTEREST	200,000	278,000	(1)	478,000
POWELL	35,000	-		35,000
APPROPRIATED FUND BALANCE	2,053,402	-		2,053,402
Total Revenues	9,950,552	278,000		10,228,552
APPROPRIATIONS				
GOVERNING BODY	334,304	-		334,304
ADMINISTRATION	914,677	278,000	(1)	1,192,677
IT	236,210	-		236,210
PLANNING & ZONING	240,218	-		240,218
BUILDING INSPECTIONS	261,469	-		261,469
PUBLIC BUILDINGS & GROUNDS	440,500	-		440,500
INSURANCE	290,666	-		290,666
POLICE SEPARATION ALLOWANCE	17,125	-		17,125
POLICE DEPARTMENT	1,521,277	-		1,521,277
PUBLIC WORKS	472,206	-		472,206
PUBLIC STREETS	312,500	-		312,500
SANITATION COLLECTIONS	528,888	-		528,888
RECREATION	289,874	-		289,874
FIRE DEPARTMENT	1,763,013	-		1,763,013
COMMITTEES	2,000	-		2,000
CONTINGENCY	325,625	-		325,625
TRANSFER OUT TO CAPITAL PROJECT FUND 31	2,000,000	-		2,000,000
Total Appropriations	9,950,552	278,000		10,228,552

(1) Contract Amendment #1 \$278,000 for GWI Tax & Accounting for financial professional services related to FEMA Grants, NCDEQ Grants, FY 2024 GASB 100 adjustments, FY 2026 Budget preparation, FY 2025 Budget Amendments, LGC Reporting Requirements, Fire Station #2 corrections to expenditures, Sales Tax Affidavits, 2024 1099s, Unemployment Reports, Accounts Payable to include W9s for all vendors, Insurance Declarations for vendors doing work for the Town, and bank reconciliations.

Section II: Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 5th Day of March 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

 JOANN MCDERMON, MAYOR

 KIM WEAVER, DEPUTY FINANCE OFFICER

MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT (“Agreement”) is entered into as of February 27, 2025 (“Effective Date”) between MGT Impact Solutions, LLC (“MGT”), with offices located at 4320 West Kennedy Boulevard, Tampa, FL 33609, and the Town of North Topsail Beach (“Client”), located at 2008 Loggerhead Ct., North Topsail Beach, NC 28460, collectively referred to herein as the “Parties.”

WHEREAS, MGT offers global technological, educational, organizational and staffing consulting solutions services to the public and private sectors;

WHEREAS, Client anticipates a need within its organization for MGT’s services; and

WHEREAS, the Parties intend for this Agreement to serve as the governing, contractual basis of MGT’s provision of future project-level services to Client.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. THIS AGREEMENT AND STATEMENTS OF WORK. The Parties enter into this Agreement to set forth the general terms and conditions that will govern MGT’s provision of services to Client. Such services will be subsequently agreed upon by the Parties in individual Statements of Work (“SOW”).

Each SOW will state all details required for the proper provision of project-level services, including scope, pricing, period of performance, and other required information (“Services”) each an Exhibit A, Statement of Work, attached hereto and incorporated into the Agreement. Unless otherwise stated in an SOW, all Services shall be performed remotely. Each SOW will require signature by both parties to be effective.

2. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE. The contract documents consist of this Agreement and all exhibits, attachments, amendments, and SOWs subsequently executed by the Parties and all exhibits, attachments, amendments, and other documents made a part of the SOW (“Contract Documents”). Upon signature by the Parties, all SOWs executed during the Term shall be considered incorporated into and made a part of this Agreement.

In the event of a conflict among the terms and conditions in this Agreement and any SOW, unless that SOW expressly states the intention for the SOW to control with regard to the conflicting term or condition, then this Agreement shall control. Any terms or conditions contained in documents issued by Client other than the Contract Documents, including purchase orders, shall be voidable at MGT’s discretion.

3. TERM. The term of this Agreement shall commence on the Effective Date and will continue for a period of one (1) year or until terminated in accordance with this Agreement.

4. TERMINATION. This Agreement or any individual SOW may be terminated with cause by either party: (a) if the other party materially breaches the terms of this Agreement and fails to cure the breach within thirty (30) calendar days following written notice specifying the breach, or (b) immediately upon written notice if the other party fails to comply with applicable law or regulation.

5. INSURANCE. During the Term of this Agreement and any SOW, MGT will maintain the minimum insurance coverages below. MGT shall provide Certificates of Insurance to Client upon request



and as required under SOWs.

a.	Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 annual aggregate
c.	Business Automobile Liability	\$1,000,000 combined single-limit, non-owned and hired. (MGT does not own autos)
d.	Umbrella/Excess Liability	\$10,000,000 per occurrence & aggregate, follows form
e.	Worker’s Compensation	Per Statute
f.	Employer’s Liability	\$1,000,000 each accident
f.	Professional Liability	\$6,000,000 aggregate

6. LIMITATION OF LIABILITY. MGT shall not be held liable for factors outside of its reasonable control, including losses or damages as a result of Client’s provision of inaccurate data, or changing laws, regulations, political conditions.

TO THE EXTENT PERMITTED BY LAW AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, REVENUE, DATA OR DATA USE, OR LOSS OR INTERRUPTION OF BUSINESS, ARISING OUT OF ANY OF THE TERMS OR CONDITIONS OF THIS AGREEMENT OR WITH RESPECT TO ITS PERFORMANCE HEREUNDER, WHETHER ARISING OUT OF BREACH OF CONTRACT, BREACH OF WARRANTY, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, STRICT LIABILITY OR ANY OTHER THEORY. THE FOREGOING LIMITATION OF LIABILITY AND EXCLUSION OF DAMAGES APPLIES EVEN IF A PARTY HAD OR SHOULD HAVE HAD KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES.

To the extent permitted by law, except for actions or claims resulting from MGT’s gross negligence or intentional or willful misconduct, MGT’s total aggregate liability to Client shall be limited to the amount of compensation paid by Client to MGT under this Agreement in the twelve (12) months prior to the action giving rise to liability.

7. GOVERNING LAW, JURISDICTION AND CONSENT TO SUIT. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the state of North Carolina, irrespective of the choice of laws principles of the state of North Carolina, as to all matters including validity, construction, effect, enforceability, performance, and remedies. Client submits itself and its property in any legal action or proceeding relating to this Agreement to the exclusive jurisdiction of any state or federal court within Onslow County, North Carolina and Client hereby accepts venue in each such court.

8. DISPUTE RESOLUTION PROCEDURE. In the event of a dispute, controversy or claim by and between the Parties arising out of matters related to this Agreement, the Parties will first attempt in good faith to resolve through negotiation any such dispute, controversy, or claim. Either party may initiate negotiations by providing written notice to the other party setting forth the subject of the dispute and the relief requested. The recipient of such notice will respond in writing within five (5) business days with a statement of its position on, and recommended solution to, the dispute. If the dispute is not resolved by this exchange of correspondence, then senior management representatives of each party with full settlement authority will meet at a mutually agreeable time and place within fifteen (15) business days of the date of the initial notice to exchange relevant information and perspectives and to attempt to resolve



the dispute.

If the dispute is not resolved by negotiation, either party may commence mediation by written request to the other party. The Parties will cooperate in selecting a mediator and in scheduling the mediation proceedings. The mediation shall take place virtually or in Onslow County, North Carolina. The Parties will participate in the mediation in good faith and will share equally in its costs. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by either of the parties, their agents, employees, experts or attorneys, or by the mediator, are confidential, privileged and inadmissible for any purpose, including impeachment, in any litigation or other proceeding involving the parties; provided, however, that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

Either party may seek equitable relief prior to the mediation to preserve the *status quo* pending the completion of that process. Except for such an action to obtain equitable relief, neither party shall commence a civil action with respect to the matters submitted to mediation until after the completion of the initial mediation session, at which time suit may be brought in any court of competent jurisdiction. The prevailing party shall be entitled to an award of all reasonable costs, expenses, and attorneys' fees. In addition, should the dispute under this Agreement involve the failure to pay fees, and the matter is not resolved through negotiation or mediation, Client shall pay all costs of collection, including, but not limited to, MGT's legal fees and costs should MGT prevail.

9. CONFIDENTIALITY. Each party shall maintain in confidence and protect from unauthorized disclosure all information exchanged between the Parties that is reasonably understood under the circumstances to be confidential, whether disclosed orally, in writing or marked as confidential ("Confidential Information").

The receiving party shall make all reasonable efforts to protect Confidential Information from disclosure to unauthorized third parties. Confidential Information may be disclosed to third parties with a need-to-know under the circumstances and who are bound by confidentiality obligations no less restrictive than those herein. Neither party shall use such Confidential Information except in performance of the Services. MGT may, however, disclose Client's name and the general nature of MGT's work for Client sales proposals, after providing reasonable notice to Client.

The above obligations of confidentiality shall not apply to the extent that the receiving party can show that the relevant information (a) was at the time of receipt already in the receiving party's possession; (b) is, or becomes in the future, public knowledge through no fault or omission of the receiving party; (c) was received from a third-party having the right to disclose; or (d) is required to be disclosed by law.

10. FORCE MAJEURE. Neither party shall be liable or considered at fault for any delay (except for payment) resulting from circumstances beyond the party's reasonable control, including but not limited to fire, flood, earthquake, elements of nature, epidemics, global pandemics, quarantines, acts of God, acts of war, labor disputes, and supply chain disruptions ("Excusable Delays"). The delayed party shall notify the other party in writing upon the discovery of any significant Excusable Delay. During an Excusable Delay, the delayed party shall use reasonable efforts to mitigate costs and damages and to resume performance under this Agreement.

The Parties recognize that MGT's ability to timely perform under a SOW is contingent upon Client's timely provision of any agreed-upon data, personnel access, or other requirements. If Client's failure to provide such data, access or other requirements causes significant delays to MGT's progression of Services, and MGT incurs losses or damages as a result, then the Parties shall negotiate and execute a SOW amendment for an equitable adjustment to the schedule and for additional costs. MGT shall provide



all substantiating documentation of costs reasonably requested by Client in consideration for any equitable adjustment. Excusable Delays shall not give rise to an equitable adjustment.

11. FEES AND PAYMENT. Unless otherwise set forth in a SOW, all correct invoices submitted by MGT to Client shall be due and payable upon receipt. If Client disputes an invoice or portion thereof in good faith, then Client shall pay any undisputed portion and provide MGT with written notice of the dispute, in reasonable detail, and the Parties shall promptly meet to resolve such dispute. MGT reserves the right to impose an interest charge equal to the lesser of one and one-half percent (1.5%) per month or the maximum allowable by law in respect of any invoice which is outstanding for more than thirty (30) days. MGT may stop work after sixty (60) days of Client's non-payment of undisputed invoiced amounts.

12. MODIFICATION. This Agreement and any SOW shall only be modified by written amendment signed by the Parties. All signed amendments shall be deemed incorporated into this Agreement by reference.

13. NON-SOLICITATION. During the term of this Agreement and for a period of two (2) years following termination or expiration, neither party shall knowingly, directly or indirectly, solicit nor encourage the solicitation of any person who is, or was within a 12-month period prior to such solicitation, an employee of the other party or its affiliates that became known to the other party as a result of this Agreement, except with the prior written consent of the other party. This provision shall not restrict the right of either party to solicit by public advertisement.

14. ASSIGNMENT. Neither party may assign any rights nor delegate any duties or obligations under this Agreement without the express written consent of the other party. Notwithstanding the foregoing, MGT, or its permitted successive assignees or transferees, may assign or transfer this Agreement or delegate any rights or obligations hereunder without consent: (i) to any entity controlled by, or under common control with, MGT, or its permitted successive assignees or transferees; or (ii) in connection with a merger, reorganization, transfer, sale of assets or change of control or ownership of MGT, or its permitted successive assignees or transferees.

15. INDEPENDENT CONTRACTOR. It is expressly understood that at all times, while rendering the Services, MGT is acting as an independent contractor and not as an officer, agent, or employee of the Client. MGT shall not be required to keep specific work hours (except in the case of specific hours required under employee leasing contracts), equipment, or a specific office, and shall use independent means and methods for performing the Services. For all purposes, including Medicare, Social Security taxes, the Federal Unemployment Act ("FUTA"), income tax withholding, worker's compensation, and unemployment insurance, MGT, its personnel and contractors will be treated and deemed independent contractors and not employees of Client.

16. NON-DISCRIMINATION/EQUAL EMPLOYMENT PRACTICES. Neither party shall unlawfully discriminate or permit discrimination against any person or group of persons in any matter prohibited by federal, state, or local laws. During the performance of this Agreement, neither party or their employees, agents, or subcontractors, if any, shall discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national or ethnic origin, medical conditions, physical disability, or any other classifications protected by local, state, or federal laws or regulations. The parties further agree to be bound by applicable state and federal rules governing equal employment opportunity and non-discrimination.

17. NOTICES. All legal notices required by this Agreement are deemed to have been given when notices are both (1) delivered by email to the email address below, and (2) following such email delivery,



a mailed copy of the notice is delivered to the mailing address below.

To MGT Impact Solutions, LLC:

To Client:

Name: MGT Impact Solutions, LLC
ATTN: Legal Notice/Contracts
Address: 4320 West Kennedy Blvd.
Tampa, FL 33609
Email: contracts@mgt.us

Name: North Topsail Beach, North Carolina
ATTN: Alice Derian
Address: 2008 Loggerhead Ct.
North Topsail Beach, NC 28460
Email: aderian@northtopsailbeachnc.gov

If the email address and mailing address is incomplete for a party, then notice shall be mailed to the address on the first page of this Agreement.

18. SEVERABILITY. If any provision of this Agreement shall be declared illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining provisions hereof, but such illegal or invalid provision shall be fully severable, and this Agreement shall be interpreted and enforced as if such illegal or invalid provision had never been included herein.

19. COUNTERPARTS AND EXECUTION. This Agreement and any SOW may be executed in counterparts, each of which when so executed shall be deemed an original and all of which together shall constitute one and the same instrument. The counterparts may be executed by electronic signature and delivered by scanned signature or other electronic means by any of the parties to any other party and the receiving party may rely on the receipt of this Agreement so executed and delivered as if the original had been received.

20. SURVIVAL. The sections Term, Termination, Insurance, Indemnification, Limitation of Liability, Governing Law, Jurisdiction, Consent to Suit, Dispute Resolution Procedure, Confidentiality, and Non-Solicitation, of this Agreement and the payment obligations described in any SOW shall survive the termination or expiration of the Agreement or SOW.

21. ENTIRE AGREEMENT. This Agreement and all exhibits constitute the entire and only agreement between the Parties. Each party acknowledges that in entering into this Agreement it has not relied on any representation or undertaking, whether oral or in writing, except for those expressly stated herein. Any purchase order provided by the Client will be limited by, and subject to, the terms and conditions of this Agreement.

22. NON-EXCLUSIVITY. This Agreement is non-exclusive, and both Parties remain free to enter into similar agreements with third parties. During the term of this Agreement, MGT may perform Services for any other clients, persons, or companies as MGT sees fit, so long as the performance of such Services does not interfere with MGT's performance of obligations under this Agreement, and do not create a conflict of interest.

23. THIRD PARTY BENEFICIARIES. Except as specifically set forth herein, nothing in this Agreement is intended or shall be construed to confer upon any person or entity, other than the parties hereto and their successors or assigns, any rights or remedies under or by reason of this Agreement.



E-Verify Certification: As a condition of payment under this agreement, MGT shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Further, if MGT provides services to the Client utilizing a subcontractor, MGT shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. MGT shall verify, by affidavit, compliance with the terms of this section upon request by the Client.

Iran Divestment. MGT certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. § 147-86.60) It is the responsibility of each vendor or contractor to monitor compliance with this restriction.

Israel Boycott. MGT certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. § 147-86.81. It is the responsibility of MGT to monitor compliance with this restriction.

And,

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Municipal Finance Officer

IN WITNESS WHEREOF, the Parties hereto have executed this Master Services Agreement.

MGT IMPACT SOLUTIONS, LLC

NORTH TOPSAIL BEACH, NORTH CAROLINA

Name: A. Trey Traviesa
Title: CEO
Date:

Name: Alice Derian
Title: Town Manager
Date:



**EXHIBIT A
EXECUTIVE RECRUITMENT STATEMENT OF WORK**

As of February 27, 2025 (“Effective Date”), **MGT Impact Solutions, LLC** (“MGT”) and the **Town of North Topsail Beach** (“Client”) execute this Statement of Work (“SOW”) pursuant to the Master Services Agreement between the Parties dated February 27, 2025 (“Agreement”).

- 1. PROJECT-**
Executive Recruitment for the position of Town Clerk.
- 2. SCOPE**
MGT will provide recruitment and selection services in accordance with MGT’s proposal dated February 10, 2025. All terms of the Proposal are incorporated herein by reference and supersede the event of a conflict.
- 3. PERIOD OF PERFORMANCE/PROJECT TIMELINE**
The term of this Statement of Work begins on the Effective Date and terminates upon project completion.
- 4. COMPENSATION AND REIMBURSABLE EXPENSES**
A. Fee. The flat fee for the Services described above is \$21,500
B. Expenses. \$3,500 (not to exceed)
- 5. INVOICING AND PAYMENT**
1st Invoice: 30% of the recruitment fee will be due upon contract award.
2nd Invoice: 30% of the recruitment fee and expenses incurred to date due upon presentation of candidates.
Final Invoice: the balance of fees and expenses will be due upon completion of the recruitment.

CLIENT BILLING CONTACT

Name _____
Email Address and Telephone No. _____

Payment of invoices due within 30 days of receipt.

MGT IMPACT SOLUTIONS, LLC

NORTH TOPSAIL BEACH, NORTH CAROLINA

Name: A. Trey Traviesa
Title: CEO
Date:

Name: Alice Derian
Title: Town Manager
Date:

**EXHIBIT A-1
EXECUTIVE RECRUITMENT STATEMENT OF WORK**

As of February 27, 2025 (“Effective Date”), **MGT Impact Solutions, LLC** (“MGT”) and the **Town of North Topsail Beach** (“Client”) execute this Statement of Work (“SOW”) pursuant to the Master Services Agreement between the Parties dated February 27, 2025 (“Agreement”).

- 1. PROJECT-**
Executive Recruitment for the position of Finance Officer.
- 2. SCOPE**
MGT will provide recruitment and selection services in accordance with MGT’s proposal dated February 10, 2025. All terms of the Proposal are incorporated herein by reference and supersede the event of a conflict.
- 3. PERIOD OF PERFORMANCE/PROJECT TIMELINE**
The term of this Statement of Work begins on the Effective Date and terminates upon project completion.
- 4. COMPENSATION AND REIMBURSABLE EXPENSES**
A. Fee. The flat fee for the Services described above is \$20,500
B. Expenses. \$3,500 (not to exceed)
- 5. INVOICING AND PAYMENT**
1st Invoice: 30% of the recruitment fee will be due upon contract award.
2nd Invoice: 30% of the recruitment fee and expenses incurred to date due upon presentation of candidates.
Final Invoice: the balance of fees and expenses will be due upon completion of the recruitment.

CLIENT BILLING CONTACT

Name _____
Email Address and Telephone No. _____

Payment of invoices due within 30 days of receipt.

MGT IMPACT SOLUTIONS, LLC

NORTH TOPSAIL BEACH, NORTH CAROLINA

Name: A. Trey Traviesa
Title: CEO
Date:

Name: Alice Derian
Title: Town Manager
Date:

**EXHIBIT A-2
EXECUTIVE RECRUITMENT STATEMENT OF WORK**

As of February 27, 2025 (“Effective Date”), **MGT Impact Solutions, LLC** (“MGT”) and the **Town of North Topsail Beach** (“Client”) execute this Statement of Work (“SOW”) pursuant to the Master Services Agreement between the Parties dated February 27, 2025 (“Agreement”).

1. PROJECT-

Executive Recruitment for the position of Building Code Administrator.

2. SCOPE

MGT will provide recruitment and selection services in accordance with MGT’s proposal dated February 10, 2025. All terms of the Proposal are incorporated herein by reference and supersede the event of a conflict.

3. PERIOD OF PERFORMANCE/PROJECT TIMELINE

The term of this Statement of Work begins on the Effective Date and terminates upon project completion.

4. COMPENSATION AND REIMBURSABLE EXPENSES

- A. Fee. The flat fee for the Services described above is \$20,500
- B. Expenses. \$3,500 (not to exceed)

5. INVOICING AND PAYMENT

- 1st Invoice: 30% of the recruitment fee will be due upon contract award.
- 2nd Invoice: 30% of the recruitment fee and expenses incurred to date due upon presentation of candidates.
- Final Invoice: the balance of fees and expenses will be due upon completion of the recruitment.

CLIENT BILLING CONTACT

Name _____
Email Address and Telephone No. _____

Payment of invoices due within 30 days of receipt.

MGT IMPACT SOLUTIONS, LLC

NORTH TOPSAIL BEACH, NORTH CAROLINA

Name: A. Trey Traviesa
Title: CEO
Date:

Name: Alice Derian
Title: Town Manager
Date:

**EXHIBIT A-3
EXECUTIVE RECRUITMENT STATEMENT OF WORK**

As of February 27, 2025 (“Effective Date”), **MGT Impact Solutions, LLC** (“MGT”) and the **Town of North Topsail Beach** (“Client”) execute this Statement of Work (“SOW”) pursuant to the Master Services Agreement between the Parties dated February 27, 2025 (“Agreement”).

- 1. PROJECT-**
Executive Recruitment for the position of Public Works Superintendent.
- 2. SCOPE**
MGT will provide recruitment and selection services in accordance with MGT’s proposal dated February 26, 2025. All terms of the Proposal are incorporated herein by reference and supersede the event of a conflict.
- 3. PERIOD OF PERFORMANCE/PROJECT TIMELINE**
The term of this Statement of Work begins on the Effective Date and terminates upon project completion.
- 4. COMPENSATION AND REIMBURSABLE EXPENSES**
A. Fee. The flat fee for the Services described above is \$20,000
B. Expenses. \$3,500 (not to exceed)
- 5. INVOICING AND PAYMENT**
1st Invoice: 30% of the recruitment fee will be due upon contract award.
2nd Invoice: 30% of the recruitment fee and expenses incurred to date due upon presentation of candidates.
Final Invoice: the balance of fees and expenses will be due upon completion of the recruitment.

CLIENT BILLING CONTACT

Name _____
Email Address and Telephone No. _____

Payment of invoices due within 30 days of receipt.

MGT IMPACT SOLUTIONS, LLC

NORTH TOPSAIL BEACH, NORTH CAROLINA

Name: A. Trey Traviesa
Title: CEO
Date:

Name: Alice Derian
Title: Town Manager
Date:



Proposal

FEBRUARY 10, 2025

Town Clerk - Recruitment Services

North Topsail Beach, North Carolina

Section VIII, Item E.

Submitted by:

MICHELE MORAWSKI
CLIENT SERVICES MANAGER
790 FRONTAGE ROAD
SUITE 213
NORTHFIELD, IL 60093
224.415.3791
MMORAWSKI@MGT

Table of Contents

COVER LETTER.....	1
FIRM PROFILE.....	2
OUR TEAM	6
WHY CHOOSE MGT?	7
PROJECT APPROACH & METHODOLOGY.....	8
PROJECT UNDERSTANDING	8
PROPOSED WORK PLAN.....	8
PROJECT TIMELINE	12
COST PROPOSAL	14
FULL SCOPE RECRUITMENT	14
OUR GUARANTEE – FULL SCOPE RECRUITMENT.....	15
LIMITED SCOPE RECRUITMENT SCOPE OF SERVICES.....	16
LIMITED SCOPE RECRUITMENT PRICE PROPOSAL.....	17
VIRTUAL RECRUITMENT OPTION.....	18
OPTIONAL SERVICES.....	19
APPENDIX A. CONSULTANT BIOGRAPHIES	20



Cover Letter

February 10, 2025

Alice Derian, Town Manager
Town of North Topsail Beach
2008 Loggerhead Ct.
North Topsail Beach, NC 28460



RE: PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

Dear Ms. Derian:

Thank you for the opportunity to provide you with a proposal for recruitment and selection services for the Town of North Topsail Beach (Town). Our proposal provides the Town with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

MGT Impact Solutions, LLC (MGT) is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. MGT takes the next step in offering integrated solutions that can accelerate our most important goal: dramatically improving lives by **advancing and lifting up the communities we serve**.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT Impact Solutions, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgt.us FEIN: 81-0890071
PROPOSAL CONTACT	Michele Morawski, Client Services Manager 790 Frontage Road, Suite 213 Northfield, IL 60093 224.415.3791 mmorawski@mgt.us

Thank you for the opportunity to submit a proposal to the Town of North Topsail Beach. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@mgt.us**.

Regards,

Patrick J. Dyer, Vice President
Authorized to bind the firm



Firm Profile

Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **900 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world’s most-pressing problems, and so do we. Their “why” is our why.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the “immediate” needs while changing systems to plan for future resilience and success.

Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

MGT | FIRST LOOK

Name: MGT Impact Solutions, LLC (MGT)

Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:
 ASC 20-7359, 24-7484
 OMNIA LS4612
 TIPS 220601, 220802, 230105
 TX Share 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.



- 50** years
- 900** consultants
- 30,000** projects

A Social Impact Commitment

DEFINED BY **IMPACT**

Making a profound impact on society is at the heart of who we are and what we do. The Town of North Topsail Beach should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.

MGT's Expertise

Our firm includes more than **900 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.






Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

We deliver these solutions through our "three-point stance" of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the "best of the best" to join us in our work supporting clients' top priorities.

Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

<p>PEOPLE</p>  <p>We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.</p>	<p>PURPOSE</p>  <p>We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.</p>	<p>PERFORMANCE</p>  <p>We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.</p>
---	---	---



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Town’s staffing needs in mind and due to the significance of this recruitment, we plan to assign one of our highly knowledgeable and experienced consultants to act as your project lead and primary point of contact for this project. All Project Leads are supported by our Vice President of Human Capital Solutions, as well as a Recruitment Coordinator and Reference Specialist. Depending on availability at the time a contract is awarded, MGT reserves the right to assign another project lead to ensure the recruitment is completed within an appropriate time frame. Staff biographies are attached as **Appendix A**.

Project Lead & Main Point of Contact



LANE BAILEY
Senior Consultant
847.380.3240
LBailey@mgt.us



RICK GINEX
MGT Approved
Independent
Executive Recruiter
630-235-2526
RGinex@mgt.us



JOAN WALKO
Senior Consultant
410-499-9586
JWalko@mgt.us

Proposal Inquiries



CHARLENE STEVENS
Vice President –
Human Capital
Solutions
847.380.3240 x124
CStevens@mgt.us



MICHELE MORAWSKI
Client Services
Manager
224.415.3791
MMorawski@mgt.us

Why Choose MGT?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the Town. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you to find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.

Success Stories

“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again for our next study.”





Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



Success Stories

“The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City’s needs.”

Proposed Work Plan

PHASE 1

POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- One-on-one or group interviews with stakeholders identified by the Town.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Town review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2

ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Town, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the Town with a list of advertising options for approval.

PHASE 3

CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- Candidates will be narrowed down to those that meet the qualification criteria.
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Town's process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- The Town will receive a log of all applicants and may review resumes if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Town to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- Develop the first and second round interview questions for Town review and comment.
- Coordinate candidate travel and accommodations.
- Provide Town with an electronic file that includes:
 - Candidates' credentials.
 - Set of questions with room for interviewers to make notes.
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ Social Security Trace & Verification ✓ US Federal Criminal Search ✓ Enhanced Verified National Criminal <ul style="list-style-type: none"> – National Sex Offender Registry – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol – Office of Foreign Assets Control (OFAC) Terrorist Database Search – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA) – All felonies and misdemeanors reported to the National Database | <ul style="list-style-type: none"> ✓ County/Statewide Criminal ✓ Civil Search ✓ Bankruptcy, Liens, and Judgements ✓ Motor Vehicle Record ✓ Education Verification – All Degrees Earned <p>Optional: Credit Report – Transunion with score (based on position and state laws)</p> <p>Optional:</p> <ul style="list-style-type: none"> – Professional License Verification – Drug Screen – Employment Verification |
|--|--|

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Town facilities.
- Interviews with senior staff.

PHASE 6 APPOINTMENT OF CANDIDATE

Activities

- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interviewing Process & Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

MGT's Recommendations to RECRUIT and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



Cost Proposal

*Defined by Impact. Driven by People.
Dedicated to the Community.*

We take pride in customizing our client’s needs – and we will work with you to ensure our fees are aligned with your expectations and budget.

Subsequent full-scope or limited-scope recruitments will be discounted by \$1,000 for repeat clients.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee	\$21,500
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$25,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Town for reimbursement.*

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by the Town (beyond the three visits listed above) will be billed at \$195/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt.

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients in the selection and appointment of a suitable candidate. In today's competitive hiring market, it is critical to move expeditiously to interview candidates and make key hiring decisions; failure to do so may result in the loss of desirable candidates. If the client has not responded to multiple requests for decisions and/or guidance within six weeks of candidates being presented for interview or following finalist interviews, MGT may choose to cancel the contract and bill the client for work completed to date.

It is MGT's goal to provide the client with well-qualified candidates for their hiring needs. If the client rejects the list of qualified candidates and/or fails to negotiate in good faith and come to terms for hiring a candidate and instead chooses to readvertise the opportunity, MGT reserves the right to charge additional consulting fees commensurate with the additional work requested.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Town or the employee's own determination, leave the employ of the Town within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements. Reimbursable expenses may be incurred should the recruitment process require the consultant to travel to the Town. To engage in this guarantee, the request must be made within six months of the employee's departure.

Limited Scope Recruitment Scope of Services

MGT offers the option for a "Limited Scope" recruitment process, designed for clients who require only partial assistance with recruitment. The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar.

The consultant will:

- Meet with employees and other stakeholders.
- Develop a Recruitment Flyer for the position.
- Develop and place position announcements on websites and on social media outlets.
- Conduct outreach for candidates via personal and electronic contacts (up to 6 hours).
- Review all resumes.
- Conduct video interviews.
- Complete references for select candidates.
- Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the Town a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, MGT involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment.
- MGT will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- MGT will not offer any guarantee regarding the selection and tenure of the candidates. MGT will bill the Town immediately after presentation of candidates and will not redo the recruitment and selection process if the Town is unsuccessful in hiring someone from the group of recommended candidates.
- Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the Town.

Limited Scope Recruitment Price Proposal

Summary of Costs	Price
Recruitment Fee	\$20,000
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$22,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Town for reimbursement.*

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates

Any additional consultant visits requested by the Town (beyond the two visits listed above) will be billed at \$195/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- **1st Invoice:** Contract Award (50% of the Recruitment Fee).
- **Final Invoice:** Completion of Recruitment (50% of the Recruitment Fee plus all expenses).

Payment of invoices is due within 30 days of receipt.

Virtual Recruitment Option

Summary of Costs	Price
Recruitment Fee	\$10,000
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$12,000

MGT offers a condensed process called a “Virtual Recruitment” with services that include the following:

- Telephone or video conference regarding the position and the recruitment process.
- Review of position job description and any prior position announcements.
- Preparation of a position announcement for Town review and approval.
- Posting of position announcement on MGT’s website and social media sources (Twitter, Facebook, LinkedIn, Instagram).
- Distribution of position announcement to relevant professional network contacts via direct email or telephone (up to 6 hours)
- Preparation of matrix for Town review and approval that identifies key position requirements with which to evaluate candidates.
- Review of each candidate’s qualifications against key position requirements and presentation of candidate matrix.

Payment for Fees & Services

- **1st Invoice:** Contract Award (50% of the Recruitment Fee).
- **Final Invoice:** Candidate Matrix Submitted to Town (50% of the Recruitment Fee plus all expenses).

Payment of invoices is due within 30 days of receipt.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the Town is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to the Town, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Town feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Proposal

FEBRUARY 10, 2025

Finance Officer - Recruitment Services

North Topsail Beach, North Carolina

Section VIII, Item E.

Submitted by:

MICHELE MORAWSKI
CLIENT SERVICES MANAGER
790 FRONTAGE ROAD
SUITE 213
NORTHFIELD, IL 60093
224.415.3791
MMORAWSKI@MGT

Table of Contents

COVER LETTER.....	1
FIRM PROFILE.....	2
OUR TEAM	6
WHY CHOOSE MGT?	7
PROJECT APPROACH & METHODOLOGY.....	8
PROJECT UNDERSTANDING	8
PROPOSED WORK PLAN.....	8
PROJECT TIMELINE	12
COST PROPOSAL	14
FULL SCOPE RECRUITMENT	14
OUR GUARANTEE – FULL SCOPE RECRUITMENT.....	15
OPTIONAL SERVICES.....	16
APPENDIX A. CONSULTANT BIOGRAPHIES	17



Cover Letter

February 10, 2025

Alice Derian, Town Manager
Town of North Topsail Beach
2008 Loggerhead Ct.
North Topsail Beach, NC 28460



RE: PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

Dear Ms. Derian:

Thank you for the opportunity to provide you with a proposal for recruitment and selection services for the Town of North Topsail Beach (Town). Our proposal provides the Town with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

MGT Impact Solutions, LLC (MGT) is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. MGT takes the next step in offering integrated solutions that can accelerate our most important goal: dramatically improving lives by **advancing and lifting up the communities we serve.**

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT Impact Solutions, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgt.us FEIN: 81-0890071
PROPOSAL CONTACT	Michele Morawski, Client Services Manager 790 Frontage Road, Suite 213 Northfield, IL 60093 224.415.3791 mmorawski@mgt.us

Thank you for the opportunity to submit a proposal to the Town of North Topsail Beach. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@mgt.us**.

Regards,

Patrick J. Dyer, Vice President
Authorized to bind the firm



Firm Profile

Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **900 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world’s most-pressing problems, and so do we. Their “why” is our why.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the “immediate” needs while changing systems to plan for future resilience and success.

Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

MGT | FIRST LOOK

Name: MGT Impact Solutions, LLC (MGT)



Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:
 ASC 20-7359, 24-7484
 OMNIA LS4612
 TIPS 220601, 220802, 230105
 TX Share 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.



-  **50** years
-  **900** consultants
-  **30,000** projects

A Social Impact Commitment

DEFINED BY **IMPACT**

Making a profound impact on society is at the heart of who we are and what we do. The Town of North Topsail Beach should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.

MGT's Expertise

Our firm includes more than **900 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.






Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

We deliver these solutions through our "three-point stance" of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the "best of the best" to join us in our work supporting clients' top priorities.

Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

<p>PEOPLE</p>  <p>We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.</p>	<p>PURPOSE</p>  <p>We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.</p>	<p>PERFORMANCE</p>  <p>We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.</p>
---	---	---



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Town’s staffing needs in mind and due to the significance of this recruitment, we plan to assign one of our highly knowledgeable and experienced consultants to act as your project lead and primary point of contact for this project. All Project Leads are supported by our Vice President of Human Capital Solutions, as well as a Recruitment Coordinator and Reference Specialist. Depending on availability at the time a contract is awarded, MGT reserves the right to assign another project lead to ensure the recruitment is completed within an appropriate time frame. Staff biographies are attached as **Appendix A**.

Project Lead & Main Point of Contact



LANE BAILEY
Senior Consultant
847.380.3240
LBailey@mgt.us



RICK GINEX
MGT Approved
Independent
Executive Recruiter
630-235-2526
RGinex@mgt.us



JOAN WALKO
Senior Consultant
410-499-9586
JWalko@mgt.us

Proposal Inquiries



CHARLENE STEVENS
Vice President –
Human Capital
Solutions
847.380.3240 x124
CStevens@mgt.us



MICHELE MORAWSKI
Client Services
Manager
224.415.3791
MMorawski@mgt.us

Why Choose MGT?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the Town. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you to find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.

Success Stories

“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again for our next study.”





Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



Success Stories

“The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City’s needs.”

Proposed Work Plan

PHASE 1

POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- One-on-one or group interviews with stakeholders identified by the Town.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Town review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2

ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Town, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the Town with a list of advertising options for approval.

PHASE 3

CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- Candidates will be narrowed down to those that meet the qualification criteria.
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Town's process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- The Town will receive a log of all applicants and may review resumes if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Town to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- Develop the first and second round interview questions for Town review and comment.
- Coordinate candidate travel and accommodations.
- Provide Town with an electronic file that includes:
 - Candidates' credentials.
 - Set of questions with room for interviewers to make notes.
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ Social Security Trace & Verification ✓ US Federal Criminal Search ✓ Enhanced Verified National Criminal <ul style="list-style-type: none"> – National Sex Offender Registry – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol – Office of Foreign Assets Control (OFAC) Terrorist Database Search – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA) – All felonies and misdemeanors reported to the National Database | <ul style="list-style-type: none"> ✓ County/Statewide Criminal ✓ Civil Search ✓ Bankruptcy, Liens, and Judgements ✓ Motor Vehicle Record ✓ Education Verification – All Degrees Earned <p>Optional: Credit Report – Transunion with score (based on position and state laws)</p> <p>Optional:</p> <ul style="list-style-type: none"> – Professional License Verification – Drug Screen – Employment Verification |
|--|--|

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Town facilities.
- Interviews with senior staff.

PHASE 6 APPOINTMENT OF CANDIDATE

Activities

- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interviewing Process & Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

MGT's Recommendations to RECRUIT and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



Cost Proposal

*Defined by Impact. Driven by People.
Dedicated to the Community.*

We take pride in customizing our client’s needs – and we will work with you to ensure our fees are aligned with your expectations and budget.

Subsequent full-scope or limited-scope recruitments will be discounted by \$1,000 for repeat clients.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee (\$1,000 repeat client discount)	\$20,500
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$24,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Town for reimbursement.*

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by the Town (beyond the three visits listed above) will be billed at \$195/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt.

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients in the selection and appointment of a suitable candidate. In today's competitive hiring market, it is critical to move expeditiously to interview candidates and make key hiring decisions; failure to do so may result in the loss of desirable candidates. If the client has not responded to multiple requests for decisions and/or guidance within six weeks of candidates being presented for interview or following finalist interviews, MGT may choose to cancel the contract and bill the client for work completed to date.

It is MGT's goal to provide the client with well-qualified candidates for their hiring needs. If the client rejects the list of qualified candidates and/or fails to negotiate in good faith and come to terms for hiring a candidate and instead chooses to readvertise the opportunity, MGT reserves the right to charge additional consulting fees commensurate with the additional work requested.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Town or the employee's own determination, leave the employ of the Town within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements. Reimbursable expenses may be incurred should the recruitment process require the consultant to travel to the Town. To engage in this guarantee, the request must be made within six months of the employee's departure.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the Town is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to the Town, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Town feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Proposal

FEBRUARY 10, 2025

Building Code Administrator - Recruitment Services

North Topsail Beach, North Carolina

Section VIII, Item E.

Submitted by:

MICHELE MORAWSKI
CLIENT SERVICES MANAGER
790 FRONTAGE ROAD
SUITE 213
NORTHFIELD, IL 60093
224.415.3791
MMORAWSKI@MGT

Table of Contents

COVER LETTER.....	1
FIRM PROFILE.....	2
OUR TEAM	6
WHY CHOOSE MGT?	7
PROJECT APPROACH & METHODOLOGY.....	8
PROJECT UNDERSTANDING	8
PROPOSED WORK PLAN.....	8
PROJECT TIMELINE	12
COST PROPOSAL	14
FULL SCOPE RECRUITMENT	14
OUR GUARANTEE – FULL SCOPE RECRUITMENT.....	15
OPTIONAL SERVICES.....	16
APPENDIX A. CONSULTANT BIOGRAPHIES	17



Cover Letter

February 10, 2025

Alice Derian, Town Manager
Town of North Topsail Beach
2008 Loggerhead Ct.
North Topsail Beach, NC 28460



RE: PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

Dear Ms. Derian:

Thank you for the opportunity to provide you with a proposal for recruitment and selection services for the Town of North Topsail Beach (Town). Our proposal provides the Town with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

MGT Impact Solutions, LLC (MGT) is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. MGT takes the next step in offering integrated solutions that can accelerate our most important goal: dramatically improving lives by **advancing and lifting up the communities we serve**.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT Impact Solutions, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgt.us FEIN: 81-0890071
PROPOSAL CONTACT	Michele Morawski, Client Services Manager 790 Frontage Road, Suite 213 Northfield, IL 60093 224.415.3791 mmorawski@mgt.us

Thank you for the opportunity to submit a proposal to the Town of North Topsail Beach. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@mgt.us**.

Regards,

Patrick J. Dyer, Vice President
Authorized to bind the firm



Firm Profile

Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **900 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world’s most-pressing problems, and so do we. Their “why” is our why.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the “immediate” needs while changing systems to plan for future resilience and success.

Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

MGT | FIRST LOOK

Name: MGT Impact Solutions, LLC (MGT)



Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:
 ASC 20-7359, 24-7484
 OMNIA LS4612
 TIPS 220601, 220802, 230105
 TX Share 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.



-  **50**
years
-  **900**
consultants
-  **30,000**
projects

A Social Impact Commitment

DEFINED BY **IMPACT**

Making a profound impact on society is at the heart of who we are and what we do. The Town of North Topsail Beach should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.

MGT's Expertise

Our firm includes more than **900 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.






Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

We deliver these solutions through our "three-point stance" of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the "best of the best" to join us in our work supporting clients' top priorities.

Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

<p>PEOPLE</p>  <p>We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.</p>	<p>PURPOSE</p>  <p>We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.</p>	<p>PERFORMANCE</p>  <p>We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.</p>
---	---	---



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Town’s staffing needs in mind and due to the significance of this recruitment, we plan to assign one of our highly knowledgeable and experienced consultants to act as your project lead and primary point of contact for this project. All Project Leads are supported by our Vice President of Human Capital Solutions, as well as a Recruitment Coordinator and Reference Specialist. Depending on availability at the time a contract is awarded, MGT reserves the right to assign another project lead to ensure the recruitment is completed within an appropriate time frame. Staff biographies are attached as **Appendix A**.

Project Lead & Main Point of Contact



LANE BAILEY
Senior Consultant
847.380.3240
LBailey@mgt.us



RICK GINEX
MGT Approved
Independent
Executive Recruiter
630-235-2526
RGinex@mgt.us



JOAN WALKO
Senior Consultant
410-499-9586
JWalko@mgt.us

Proposal Inquiries



CHARLENE STEVENS
Vice President –
Human Capital
Solutions
847.380.3240 x124
CStevens@mgt.us



MICHELE MORAWSKI
Client Services
Manager
224.415.3791
MMorawski@mgt.us

Why Choose MGT?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the Town. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you to find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.

Success Stories

“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again for our next study.”





Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



Success Stories

“The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City’s needs.”

Proposed Work Plan

PHASE 1 POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- One-on-one or group interviews with stakeholders identified by the Town.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Town review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2

ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Town, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the Town with a list of advertising options for approval.

PHASE 3

CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- Candidates will be narrowed down to those that meet the qualification criteria.
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Town's process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- The Town will receive a log of all applicants and may review resumes if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Town to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- Develop the first and second round interview questions for Town review and comment.
- Coordinate candidate travel and accommodations.
- Provide Town with an electronic file that includes:
 - Candidates' credentials.
 - Set of questions with room for interviewers to make notes.
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ Social Security Trace & Verification ✓ US Federal Criminal Search ✓ Enhanced Verified National Criminal <ul style="list-style-type: none"> – National Sex Offender Registry – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol – Office of Foreign Assets Control (OFAC) Terrorist Database Search – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA) – All felonies and misdemeanors reported to the National Database | <ul style="list-style-type: none"> ✓ County/Statewide Criminal ✓ Civil Search ✓ Bankruptcy, Liens, and Judgements ✓ Motor Vehicle Record ✓ Education Verification – All Degrees Earned <p>Optional: Credit Report – Transunion with score (based on position and state laws)</p> <p>Optional:</p> <ul style="list-style-type: none"> – Professional License Verification – Drug Screen – Employment Verification |
|--|--|

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Town facilities.
- Interviews with senior staff.

PHASE 6 APPOINTMENT OF CANDIDATE

Activities

- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interviewing Process & Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

MGT's Recommendations to RECRUIT and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



Cost Proposal

*Defined by Impact. Driven by People.
Dedicated to the Community.*

We take pride in customizing our client’s needs – and we will work with you to ensure our fees are aligned with your expectations and budget.

Subsequent full-scope or limited-scope recruitments will be discounted by \$1,000 for repeat clients.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee (includes \$1,000 repeat client discount)	\$20,500
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$24,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Town for reimbursement.*

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by the Town (beyond the three visits listed above) will be billed at \$195/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt.

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients in the selection and appointment of a suitable candidate. In today's competitive hiring market, it is critical to move expeditiously to interview candidates and make key hiring decisions; failure to do so may result in the loss of desirable candidates. If the client has not responded to multiple requests for decisions and/or guidance within six weeks of candidates being presented for interview or following finalist interviews, MGT may choose to cancel the contract and bill the client for work completed to date.

It is MGT's goal to provide the client with well-qualified candidates for their hiring needs. If the client rejects the list of qualified candidates and/or fails to negotiate in good faith and come to terms for hiring a candidate and instead chooses to readvertise the opportunity, MGT reserves the right to charge additional consulting fees commensurate with the additional work requested.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Town or the employee's own determination, leave the employ of the Town within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements. Reimbursable expenses may be incurred should the recruitment process require the consultant to travel to the Town. To engage in this guarantee, the request must be made within six months of the employee's departure.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the Town is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to the Town, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Town feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Proposal

FEBRUARY 26, 2025

Public Works Superintendent - Recruitment Services

North Topsail Beach, North Carolina

Section VIII, Item E.

Submitted by:

MICHELE MORAWSKI
CLIENT SERVICES MANAGER
790 FRONTAGE ROAD
SUITE 213
NORTHFIELD, IL 60093
224.415.3791
MMORAWSKI@MGT

Table of Contents

COVER LETTER.....	1
FIRM PROFILE.....	2
OUR TEAM	6
WHY CHOOSE MGT?	7
PROJECT APPROACH & METHODOLOGY.....	8
PROJECT UNDERSTANDING	8
PROPOSED WORK PLAN.....	8
PROJECT TIMELINE	12
COST PROPOSAL	14
FULL SCOPE RECRUITMENT	14
OUR GUARANTEE – FULL SCOPE RECRUITMENT.....	15
OPTIONAL SERVICES.....	16
APPENDIX A. CONSULTANT BIOGRAPHIES	17



Cover Letter

February 26, 2025

Alice Derian, Town Manager
Town of North Topsail Beach
2008 Loggerhead Ct.
North Topsail Beach, NC 28460



RE: PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

Dear Ms. Derian:

Thank you for the opportunity to provide you with a proposal for recruitment and selection services for the Town of North Topsail Beach (Town). Our proposal provides the Town with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

MGT Impact Solutions, LLC (MGT) is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. MGT takes the next step in offering integrated solutions that can accelerate our most important goal: dramatically improving lives by **advancing and lifting up the communities we serve**.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT Impact Solutions, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgt.us FEIN: 81-0890071
PROPOSAL CONTACT	Michele Morawski, Client Services Manager 790 Frontage Road, Suite 213 Northfield, IL 60093 224.415.3791 mmorawski@mgt.us

Thank you for the opportunity to submit a proposal to the Town of North Topsail Beach. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@mgt.us**.

Regards,

Patrick J. Dyer, Vice President
Authorized to bind the firm



Firm Profile

Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **900 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world’s most-pressing problems, and so do we. Their “why” is our why.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the “immediate” needs while changing systems to plan for future resilience and success.

Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

MGT | FIRST LOOK

Name: MGT Impact Solutions, LLC (MGT)


Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:
 ASC 20-7359, 24-7484
 OMNIA LS4612
 TIPS 220601, 220802, 230105
 TX Share 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.



-  **50** years
-  **900** consultants
-  **30,000** projects

A Social Impact Commitment

DEFINED BY **IMPACT**

Making a profound impact on society is at the heart of who we are and what we do. The Town of North Topsail Beach should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.

MGT's Expertise

Our firm includes more than **900 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.






Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

We deliver these solutions through our "three-point stance" of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the "best of the best" to join us in our work supporting clients' top priorities.

Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

<p>PEOPLE</p>  <p>We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.</p>	<p>PURPOSE</p>  <p>We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.</p>	<p>PERFORMANCE</p>  <p>We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.</p>
---	---	---



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Town’s staffing needs in mind and due to the significance of this recruitment, we plan to assign one of our highly knowledgeable and experienced consultants to act as your project lead and primary point of contact for this project. All Project Leads are supported by our Vice President of Human Capital Solutions, as well as a Recruitment Coordinator and Reference Specialist. Depending on availability at the time a contract is awarded, MGT reserves the right to assign another project lead to ensure the recruitment is completed within an appropriate time frame. Staff biographies are attached as **Appendix A**.

Project Lead & Main Point of Contact



LANE BAILEY
Senior Consultant
847.380.3240
LBailey@mgt.us



RICK GINEX
MGT Approved
Independent
Executive Recruiter
630-235-2526
RGinex@mgt.us



JOAN WALKO
Senior Consultant
410-499-9586
JWalko@mgt.us

Proposal Inquiries



CHARLENE STEVENS
Vice President –
Human Capital
Solutions
847.380.3240 x124
CStevens@mgt.us



MICHELE MORAWSKI
Client Services
Manager
224.415.3791
MMorawski@mgt.us

Why Choose MGT?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the Town. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you to find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.

Success Stories

“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again for our next study.”





Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



Success Stories

“The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City’s needs.”

Proposed Work Plan

PHASE 1

POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- One-on-one or group interviews with stakeholders identified by the Town.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Town review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2

ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Town, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the Town with a list of advertising options for approval.

PHASE 3

CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- Candidates will be narrowed down to those that meet the qualification criteria.
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Town's process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- The Town will receive a log of all applicants and may review resumes if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Town to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- Develop the first and second round interview questions for Town review and comment.
- Coordinate candidate travel and accommodations.
- Provide Town with an electronic file that includes:
 - Candidates' credentials.
 - Set of questions with room for interviewers to make notes.
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ Social Security Trace & Verification ✓ US Federal Criminal Search ✓ Enhanced Verified National Criminal <ul style="list-style-type: none"> – National Sex Offender Registry – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol – Office of Foreign Assets Control (OFAC) Terrorist Database Search – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA) – All felonies and misdemeanors reported to the National Database | <ul style="list-style-type: none"> ✓ County/Statewide Criminal ✓ Civil Search ✓ Bankruptcy, Liens, and Judgements ✓ Motor Vehicle Record ✓ Education Verification – All Degrees Earned <p>Optional: Credit Report – Transunion with score (based on position and state laws)</p> <p>Optional:</p> <ul style="list-style-type: none"> – Professional License Verification – Drug Screen – Employment Verification |
|--|--|

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Town facilities.
- Interviews with senior staff.

PHASE 6 APPOINTMENT OF CANDIDATE

Activities

- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interviewing Process & Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

MGT's Recommendations to RECRUIT and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



Cost Proposal

*Defined by Impact. Driven by People.
Dedicated to the Community.*

We take pride in customizing our client’s needs – and we will work with you to ensure our fees are aligned with your expectations and budget.

Subsequent full-scope or limited-scope recruitments will be discounted by \$1,000 for repeat clients.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee (one-time \$1,500 discount applied)	\$20,000
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$23,500**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Town for reimbursement.*

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by the Town (beyond the three visits listed above) will be billed at \$195/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt.

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients in the selection and appointment of a suitable candidate. In today's competitive hiring market, it is critical to move expeditiously to interview candidates and make key hiring decisions; failure to do so may result in the loss of desirable candidates. If the client has not responded to multiple requests for decisions and/or guidance within six weeks of candidates being presented for interview or following finalist interviews, MGT may choose to cancel the contract and bill the client for work completed to date.

It is MGT's goal to provide the client with well-qualified candidates for their hiring needs. If the client rejects the list of qualified candidates and/or fails to negotiate in good faith and come to terms for hiring a candidate and instead chooses to readvertise the opportunity, MGT reserves the right to charge additional consulting fees commensurate with the additional work requested.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Town or the employee's own determination, leave the employ of the Town within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements. Reimbursable expenses may be incurred should the recruitment process require the consultant to travel to the Town. To engage in this guarantee, the request must be made within six months of the employee's departure.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the Town is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to the Town, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Town feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Appendix A. Consultant Biographies

The biographies of our proposed consultants are provided on the following pages.



W. Lane Bailey
Senior Consultant

W. Lane Bailey boasts over three decades of extensive experience in local government leadership and management. With a Master of Public Administration and a Bachelor of Science in Political, Lane has served as both City and County Manager, demonstrating his prowess in Management, Emergency Management, Community Engagement, Policy Analysis, and Transportation Planning. Lane's passion for public service is evident in his dedication to community impact and his commitment to mentoring the next generation of local government leaders.

Throughout his career, Lane has been recognized for his outstanding contributions to public administration, earning accolades such as the NC Society of Certified Managers Public Manager of the Year and the Centralina Council of Governments James D. Prosser Excellence in Government Leadership Award. As an ICMA Credentialed Manager since 2002 and a recipient of the John Whitehurst Service Award, Lane is highly regarded in his field and has built strong relationships across the United States. A staunch advocate for customer service in local government, Lane has presented on its importance both nationally and internationally, showcasing his commitment to excellence and innovation in public service.

Areas of Expertise

- Local Government Management
- Emergency Management
- Community Engagement
- Policy Analysis
- Transportation Planning
- Leadership Development
- Relationship Building
- Customer Service Excellence

Education

- M.P.A., Appalachian State University
- B.S., Political Science, Appalachian State University

Awards & Recognition

- NC Society of Certified Managers Public Manager of the Year, 2009
- James D. Prosser Excellence in Government Leadership Award, Centralina Council of Governments, 2018
- John Whitehurst Service Award, 2020

Memberships & Affiliations

- ICMA Southeast Regional Vice President
- North Carolina City County Management Association (NCCCMA), Member and Past President
- ICMA Credentialed Manager – Since 2002
- American Leadership Academy Graduate
- Adjunct Professor at Appalachian State University

Professional Experience

- City of Salisbury, City Manager, 2015-2021
- City of Lenoir, City Manager, 2004-2015
- City of King, City Manager, 2000-2004
- Polk County, County Manager, 1993-2000; Assistant County Manager, 1992-1993
- Gaston County, Budget Analyst, 1989-1992



Riccardo F. Ginex
 MGT Approved Independent
 Executive Recruiter

With over 44 years of municipal experience, Riccardo (Rick) F. Ginex brings a wealth of expertise to his role at MGT. Specializing in Senior Level Management recruitments, he has successfully filled key positions such as Village Manager, Police Chief, Public Works Director, Human Resource Director, and Community Development Director for several Illinois clients. His profound knowledge of Municipal Government and Public Safety serves as a valuable asset to the clients he supports.

During his tenure as Village Manager in Oak Brook, IL, spanning seven years, Rick oversaw numerous multi-million-dollar developments, including Rush Medical’s suburban facility, Hyatt House Hotel, Restoration Hardware development, Lifetime Fitness development, and Senior Lifestyle’s 200-unit development. His strong negotiation skills were evident in dealings with collective bargaining units, resulting in successful federal grievance arbitration awards. Similarly, his nine-year term as Village Manager in Brookfield was marked by securing over \$12 million in Federal Funding for infrastructure improvements, implementing TIF Districts, securing bonds for critical infrastructure projects, and boosting revenue through Non-Home Rule Sales Tax.

Areas of Expertise

- Municipal Management
- Senior Level Management Recruitment
- Infrastructure Development
- Collective Bargaining and Negotiation
- Law Enforcement Leadership
- Community Development
- Professional Education and Credentials

Education

- M.S., Management, National Louis University, 1992
- B.A., Criminal Justice, Lewis University, 1973-1977
- ICMA Credentialed Manager
- FBI National Academy, 176th Session
- School of Police Staff and Command, 28th Class, Northwestern Traffic Institute
- Advanced Achievement Leadership, Bell Leadership Program, Raleigh, NC

Memberships & Affiliations

- International City Manager’s Association
- Illinois City Manager’s Association
- Life Member International Association of Chiefs of Police
- Illinois Public Employer Labor Relations Association
- FBI National Academy Associates
- Northwestern Traffic Institute Alumni
- Suburban Law Enforcement Academy Advisory Council
- Former Board Member, DuPage Convention & Visitor’s Bureau
- Former Chairman, Intergovernmental Committee West Central Municipal Conference

Professional Experience

- Village of Oak Brook, Village Manager, 2014-2021
- Village of Brookfield, Village Manager, 2005-2014
- Village of Downers Grove, Village Manager, 2001-2005; Police Chief, 1977-2001



Joan Walko
Senior Consultant

Joan Walko, a Senior Consultant at MGT, brings over two decades of expertise in human resources and municipal government operations, specializing in executive and general recruitment, organizational assessment, and consulting across diverse sectors including education, healthcare, and technology. With a Master of Science in Human Resources Development from Towson University and extensive credentials including SPHR and SHRM-SCP certifications, Joan has driven impactful projects nationwide. Since joining MGT in January 2022, she has spearheaded executive recruitment efforts for key positions in Florida, Illinois, and Minnesota, alongside conducting compensation studies and consulting projects across multiple states.

Joan’s career is distinguished by her strategic insights and collaborative approach in enhancing operational efficiency and employee performance. Her comprehensive background spans ERP administration, risk management, benefits administration, and high-performance organization principles, exemplifying her commitment to achieving client objectives. Active in professional associations like FCCMA and community initiatives such as the Pinellas County Planning Organization and Safety Harbor Citizen’s Academy, Joan is dedicated to fostering professional connections and delivering innovative solutions that address complex organizational challenges.

Areas of Expertise

- Executive and General Recruitment
- Organizational Assessment
- Consulting Across Diverse Sectors
- Human Resources Development
- Operational Efficiency and Employee Performance
- ERP Administration and Risk Management
- Professional and Community Engagement

Education

- M.S., Human Resources Development, Towson University
- B.S., Mass Communication/Media, Towson University

Certifications

- SPHR, Senior Professional Human Resources (HRCI)
- SHRM-SCP, Senior Certified Professional (SHRM)
- 620 Adjuster – All Lines License

Memberships & Affiliations

- Florida City and County Manager Association (FCCMA), Professional Development Committee
- Pinellas County Planning Organization – Advisory Committee
- Safety Harbor Citizen’s Academy
- First Evangelical Lutheran Church, HR Committee
- St. Johns Lane Community Association, Special Events
- Baltimore Buzz Brigade, Social Media Volunteer
- Certified Tourism Ambassador™ (CTA) Program

Professional Experience

- Senior Human Resources Business Partner, City of Largo, 2014-2021
- Project Leader (Compensation & Staffing), Howard County Public School System, 2005-2014
- Sr. Compensation & Benefits Consultant, Digex Inc., 2001-2002
- Principal, Harbor Consulting Partners, 1995-2001
- Manager, Compensation, University of Maryland, 1992-1995
- Compensation Consultant, John Hopkins, 1990-1992



Charlene Stevens
Vice President

Charlene Stevens brings over 20 years of municipal management expertise to her role as Vice President at MGT. With a distinguished career that spans rural, suburban, and urban settings across Minnesota, Kansas, and Pennsylvania, Charlene has led more than 80 executive recruitments nationwide. Her experience includes significant roles in civic engagement, community visioning, workforce development, and downtown revitalization. Charlene is known for her professionalism and commitment to public service. She has held numerous leadership positions throughout her career and across the country. A dedicated mentor and advocate for inclusive environments, she excels in stakeholder engagement and has successfully managed projects involving park expansions, greenspace preservation, and workforce training initiatives.

Charlene leads MGT’s Recruitment Services and directly conducts recruitments and general consulting services. She is a frequent speaker at state and national conferences.

Areas of Expertise

- Executive Recruitment
- Strategic Planning
- Civic Engagement
- Community Visioning
- Community Engagement
- Staff Mentoring Programs
- Stakeholder Engagement
- Park Expansions and Greenspace Preservation
- Workforce Training Initiatives
- Municipal Management

Education

- Master of Public Administration, University of Kansas
- Bachelor of Arts, International Relations, Pomona College

Training & Instruction

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program and Mid-Career Institute
- Presenter and Speaker for ICMA, MCMA, and State Association and Affiliate Groups

Memberships & Affiliations

International City/County Manager Association (ICMA), Current Member, Past Regional Vice President, Past Committee and Task Force Chair

Minnesota City/County Managers Association (MCMA), Current Member

League of Minnesota Cities, Past Board Member

Coalition of Greater Minnesota Cities, Past Board Member

Women in Public Service Wichita/Sedgwick County, Kansas, Founding Member

Professional Experience

Cottage Grove, MN, City Administrator, 2015-2018

Willmar, MN, City Administrator, 2011-2015

Sedgwick County, KS, Assistant County Manager, 2006-2011

Lower Gwynedd, PA, Assistant Township Manager, 1999-2006

Buckingham, PA, Assistant Township Manager, 1997-1999

City of Wichita, KS, Neighborhood Assistant, 1995-1996

BOARD OF ALDERMEN
AGENDA ITEM
03/05/25

ISSUE: Budget Amendment 2025-25.18

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT: Administration

Background: MGT Recruitment Agreement for (4) positions not to exceed \$96,500. This will be funded from lapsed salaries and transferring those costs to contracted services: Administration - Town Clerk \$25,000 and Finance Officer \$24,000= \$49,000; Inspections - Building Codes Administrator \$24,000; and Public Works - Public Works Superintendent \$23,500.

Attachments: Budget Amendment 2025-25.18 and MGT Recruitment Agreement and (4) Position Recruitment Strategy

Recommendation: Approve Budget Amendment and Contract as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget Amendment 2025-25.18 and Contract as presented."*

Funds: 10

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2025-25.18
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2024-25 General Fund (10)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

Section I: Estimated Revenues and Appropriations. General Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2024-25 Amended Budget	Increase (Decrease)	2024-25 Amended Budget
ESTIMATED REVENUES			
STATE	2,528,140	-	2,528,140
TOWN	314,925	-	314,925
PROPERTY TAX	4,290,197	-	4,290,197
REFUSE	528,888	-	528,888
INTEREST	478,000	-	478,000
POWELL	35,000	-	35,000
APPROPRIATED FUND BALANCE	2,053,402	-	2,053,402
Total Revenues	10,228,552	-	10,228,552
APPROPRIATIONS			
GOVERNING BODY	334,304	-	334,304
ADMINISTRATION	1,192,677	-	1,192,677
IT	236,210	-	236,210
PLANNING & ZONING	240,218	-	240,218
BUILDING INSPECTIONS	261,469	-	261,469
PUBLIC BUILDINGS & GROUNDS	440,500	-	440,500
INSURANCE	290,666	-	290,666
POLICE SEPARATION ALLOWANCE	17,125	-	17,125
POLICE DEPARTMENT	1,521,277	-	1,521,277
PUBLIC WORKS	472,206	-	472,206
PUBLIC STREETS	312,500	-	312,500
SANITATION COLLECTIONS	528,888	-	528,888
RECREATION	289,874	-	289,874
FIRE DEPARTMENT	1,763,013	-	1,763,013
COMMITTEES	2,000	-	2,000
CONTINGENCY	325,625	-	325,625
TRANSFER OUT TO CAPITAL PROJECT FUND 31	2,000,000	-	2,000,000
Total Appropriations	10,228,552	-	10,228,552

(1) MGT Recruitment Agreement for (4) positions not to exceed \$96,500. This will be funded from lapsed salaries and transferring those costs to contracted services: Administration - Town Clerk \$25,000 and Finance Officer \$24,000 = \$49,000; Inspections - Building Codes Administrator \$24,000; Public Works - Public Works Superintendent \$23,500.

Section II: Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 5th Day of March 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

 JOANN MCDERMON, **MAYOR**

 KIM WEAVER, **DEPUTY FINANCE OFFICER**



Town of North Topsail Beach
Planning Board Committee Report 3/5/2025
for meeting held on Thursday, February 13, 2025, at 6:00 PM
Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460
(910) 328-1349 | www.northtopsailbeachnc.gov

Present: Susan Meyer - Chair, Fred Fontana - Vice Chair, Teri Ward, Keith Wilkerson, Jan Bellamy - Alternate

Absent: Lisa Brown, Charles "Rusty" Walker – Alternate

I. CALL TO ORDER

Chair Meyer called the meeting to order at 6:03 p.m.

II. ADOPTION OF AGENDA

Vice Chair Fontana moved to adopt it. Ms. Ward seconded the motion. The motion passed unanimously, 4-0.

III. OATH OF OFFICE

Deputy Town Clerk Winzler administered the Oath of Office to Keith Wilkerson for appointment as a regular member to the Planning Board, and to Jan Bellamy for appointment as an alternate member to the Planning Board.

IV. APPROVAL OF MINUTES

Ms. Ward made a motion to approve the minutes of January 9th's meeting. Mr. Wilkerson seconded the motion. The motion passed unanimously, 5-0.

V. PUBLIC COMMENT

None.

VI. PRESENTATION OF TRAINING CERTIFICATES

Planning Director Hill expressed appreciation for the current and past members of the Planning Board, thanking them for serving the community. Ms. Hill presented Planning Officials Training Program Certificates of Completion to Keith Wilkerson, Teri Ward, Susan Meyer, Fred Fontana, Ricky Schwisow, and Kate Winzler.

VII. ADJOURNMENT

Ms. Ward made a motion to adjourn. Vice Chair Fontana seconded the motion. The motion passed unanimously, 5-0.

The Planning Board meeting adjourned at 6:16 p.m.



Town of North Topsail Beach
Zoning Board of Adjustment Committee Report 3/5/2025
for meeting held on Tuesday, February 18, 2025, at 6:00 PM
2008 Loggerhead Court, North Topsail Beach, NC 28460
(910) 328-1349 | www.northtopsailbeachnc.gov

Present: Scott Morse, Lisa Lee Kozlowski, Susan Meyer, Kip Malcolm

Absent: Hanna McCloud - Chair, Jason Stahr- Alternate.

The meeting was called to order at 6:02 pm by Mr. Kip Malcolm.

ADOPTION OF AGENDA

The Board adopted the agenda as amended, removing VI. A. Rules of Procedure and adding election of vice chair. Mr. Kip Malcolm was elected as Vice Chair.

APPROVAL OF MINUTES

The Board amended the December 17, 2024, Special Meeting Minutes, as recommended by the Town Attorney to reflect the continuing #AA24-000003, an appeal by Ms. Aneta Paval.

OLD BUSINESS

A. #AA24-000003 Appeal by Aneta Paval (continued)

By a vote of 4-0, the Board upheld the denial of a fence permit #SB24-000044 at lot 14 Green Oar Street, Rogers Bay Campground located at 4021 Island Drive.

NEW BUSINESS

A. #VAR24-000001 Variance application by Mr. Lincoln "Tad" Scott

By a vote of 4-0, the Board denied the variance request from the 20 foot-front setback requirement listed in UDO Table 5-1 for property at 1108, 1112, 1116 New River Inlet Road (R-5 Zoning District) due to 90-foot CAMA setback requirement.

CLOSED SESSION

Pursuant to NCGS § 143.318.11 (a) (3) Consultation with the attorney.

ADJOURNMENT

Meeting adjourned at 7:30 pm

Notice to citizens who wish to speak: As a courtesy to others, a citizen speaking on an agenda item or making a petition is normally limited to three minutes. Persons who are organizing a group presentation and who wish to speak beyond the three minute limit are requested to make prior arrangements through the Planning Director by calling 910-328-1349. If you wish to address the Board this evening, please go to the front right corner of the conference room and sign up with the Recording Secretary. The Board may also change the order in which agenda items are presented.

Attorneys: If you are representing a person with an interest in a quasi-judicial proceeding on this agenda and believe you may wish to cross examine a witness, please identify yourself as such to the Recording Secretary. For the sake of maintaining an accurate public record all speakers must be prepared to speak into an amplified microphone and must provide their name to the Recording Secretary.

BOARD OF ALDERMEN
AGENDA ITEM
03/05/25

ISSUE: Budget Amendment 2025-25.19

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT: Shoreline Protection - Fund 30

Background: Due to the delayed funding agreement for the Fund 32 Grant Project FEMA-4837-NC PTC 8 and the need for this work to commence; Fund 30 is transferring \$2,974,942 to Fund 32 and moving forward contemplates that this transfer will be repaid to Fund 30 and all federal and state requirements for reimbursement followed.

Attachment: Budget Amendment 2025-25.19

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget Amendment 2025-25.19 as presented."*

Funds: 30

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2025-25.19
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2024-25 Shoreline Protection Fund (30)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

Section I: Estimated Revenues and Appropriations. Shoreline Protection Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2024-25 Amended Budget	Increase (Decrease)	2024-25 Amended Budget
ESTIMATED REVENUES			
30-301-00 Accommodation Tax	1,781,123	-	1,781,123
30-301-05 Ad Valorem Tax - Beach	1,600,845	-	1,600,845
30-317-01 County Grant Funding	150,000	-	150,000
30-329-00 Interest Income	96,214	-	96,214
30-336-00 Sea Oats Program	25,000	-	25,000
30-345-00 Local Option Sales Tax	741,724	-	741,724
30-350-01 Paid Parking Revenue	336,375	-	336,375
30-399-00 Appropriated Fund Balance	8,298,755	2,974,942	(1) 11,273,697
Total Revenues	13,030,036	2,974,942	16,004,978
APPROPRIATIONS			
30-710-08 Lease Payments	74,000	-	74,000
30-710-10 Beach Lobbyist Contract	63,000	-	63,000
30-710-12 Beach/Access Maintenance	78,497	-	78,497
30-710-14 Beach Meetings/ Conferences	20,000	-	20,000
30-710-15 M & R Dune/Crosswalk	25,000	-	25,000
30-710-45 Contracted Services	680,000	-	680,000
30-710-59 Sea Oats Program	50,000	-	50,000
30-720-07 New River EIS Project	280,000	-	280,000
30-720-08 Contracts, Plans, Specs	20,000	-	20,000
30-720-10 Vitex	227,640	-	227,640
30-720-50 2022B SOB Payment	1,957,643	-	1,957,643
30-720-57 2022C FEMA SOB Interest	253,245	-	253,245
30-720-60 30 Year Beach Plan	275,000	-	275,000
30-720-64 Sandbag Repair Project	200,000	-	200,000
30-999-01 Future Projects Fund	495,159	-	495,159
30-998-02 Transfer out - Fund 31 Beach Maintenance	8,330,852	-	8,330,852
30-998-03 Transfer out - Fund 32 PTC 8	-	2,974,942	(1) 2,974,942
Total Appropriations	13,030,036	2,974,942	16,004,978

(1) Transfer out to Fund 32 Grant Project FEMA-4837-NC PTC 8 \$2,974,942 due to the delayed funding agreement for the project and the need for this work to commence. Moving forward contemplates that this transfer will be repaid to Fund 30 and all federal and state requirements for reimbursement followed.

Section II: Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 5th Day of March 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

 JOANN MCDERMON, MAYOR

 KIM WEAVER, DEPUTY FINANCE OFFICE

BOARD OF ALDERMEN
AGENDA ITEM
03/05/25

ISSUE: Budget Amendment 2025-25.20

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT: FEMA-44837-NC PTC 8 - Fund 32

Background: Due to the delayed funding agreement for the Fund 32 Grant Project FEMA-4837-NC PTC 8 and the need for this work to commence; Fund 30 is transferring \$2,974,942 to Fund 32 and moving forward contemplates that this transfer will be repaid to Fund 30 and all federal and state requirements for reimbursement followed.

Attachment: Budget Amendment 2025-25.20

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget Amendment 2025-25.20 as presented."*

Funds: 32

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2025 - 25.20
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Adopting the NCDPS PTC 8 FEMA GRANT -
FEMA NO. FEMA-4837-NC Grant Project Ordinance (Fund 32)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section I: This Ordinance is to amend the FEMA-44837-NC PTC 8 Grant Project Fund (Fund 32).

Section II: The following amounts are appropriated for the project and authorized for revenue and expenditure as of December 4, 2024.

	Project Budget	Increase (Decrease)	Amended Project
ESTIMATED REVENUES			
32-348-24 FEMA-4837-NC PTC 8	2,231,206	-	2,231,206
32-350-00 State Match	743,736	-	743,736
32-399-01 T/I Fund 30 Shoreline Protection	-	2,974,942 (1)	2,974,942
Total Revenues	<u>2,974,942</u>	<u>2,974,942</u>	<u>5,949,884</u>
APPROPRIATIONS			
Capital Improvements			
32-470-01 Debris Dumpsters	1,042	-	1,042
32-470-02 Public Crossover Damage	16,990	-	16,990
32-470-03 Beach Damage	2,443,160	-	2,443,160
32-470-04 Dune Plantings	433,750	-	433,750
Engineering Costs: - Total of items below \$80,000			
32-470-05 Permit Modification	10,000	-	10,000
32-470-06 Dune Design	15,000	-	15,000
32-470-07 Construction Administration	15,000	-	15,000
32-470-08 Construction Surveying	25,000	-	25,000
32-470-09 Bid Package Documents Bid Support	15,000	-	15,000
32-470-99 Contingency	-	2,974,942 (1)	2,974,942
Total Appropriations	<u>2,974,942</u>	<u>2,974,942</u>	<u>5,949,884</u>

(1) Transfer in from Fund 30 Shoreline Protection Fund \$2,974,942 due to the delayed funding agreement for the project and the need for this work to commence. Moving forward contemplates that this transfer will be repaid to Fund 30 and all federal and state requirements for reimbursement followed.

Section III: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section IV: The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section V: Copies of the grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Section VI: This grant project ordinance expires when all grant funds have been obligated and expended by the Town or when FEMA determines, whichever comes first.

Adopted this 5th Day of March 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, MAYOR

KIM WEAVER, DEPUTY FINANCE OFFICER

ROUTE _____ PROJECT _____ COUNTY OF _____

DEPARTMENT OF TRANSPORTATION

THREE PARTY RIGHT OF WAY
ENCROACHMENT AGREEMENT ON
PRIMARY AND SECONDARY SYSTEM

-AND-

-AND-

THIS AGREEMENT, made and entered into this the _____ day of _____, 20_____, by and between the Department of Transportation, party of the first part; and _____ party of the second part; and _____ party of the third part,

WITNESSETH

THAT WHEREAS, the party of the second part desires to encroach on the right of way of the public road designated as Route(s) _____, located _____

with the construction and/or erection of: _____

WHEREAS, it is to the material advantage of the party of the second part to effect this encroachment, and the party of the first part in the exercise of authority conferred upon it by statute, is willing to permit the encroachment within the limits of the right of way as indicated, subject to the conditions of this agreement;

NOW, THEREFORE, IT IS AGREED that the party of the first part hereby grants to the party of the second part the right and privilege to make this encroachment as shown on attached plan sheet(s), specifications and special provisions which are made a part hereof upon the following conditions, to wit:

That the installation, operation, and maintenance of the above described facility will be accomplished in accordance with the party of the first part's latest UTILITIES ACCOMMODATIONS MANUAL, and such revisions and amendments thereto as may be in effect at the date of this agreement. Information as to these policies and procedures may be obtained from the Division Engineer or State Utilities Manager of the party of the first part.

That the said party of the second part binds and obligates himself to install and maintain the encroaching facility in such safe and proper condition that it will not interfere with or endanger travel upon said highway, nor obstruct nor interfere with the proper maintenance thereof, to reimburse the party of the first part for the cost incurred for any repairs or maintenance to its roadways and structures necessary due to installation and existence of the facilities of the party of the second part, and if at any time the party of the first part shall require the removal of or changes in the location of the said facilities, that the said party of the second part binds himself, his successors and assigns, to promptly remove or alter the said facilities, in order to conform to the said requirement, without any cost to the party of the first part.

That the party of the second part agrees to provide during construction and any subsequent maintenance proper signs, signal lights, flagmen and other warning devices for the protection of traffic in conformance with the latest Manual on Uniform Traffic Control Devices for Streets and Highways and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the Division Engineer of the party of the first.

That the party of the second part hereby agrees to indemnify and save harmless the party of the first part from all damages and claims for damage that may arise by reason of the installation and maintenance of this encroachment.

That the party of the second part agrees to restore all areas disturbed during installation and maintenance to the satisfaction of the Division Engineer of the party of the first part. The party of the second part agrees to exercise every reasonable precaution during construction and maintenance to prevent eroding of soil; silting or pollution of rivers, streams, lakes, reservoirs, other water impoundments, ground surfaces or other property; or pollution of the air. There shall be compliance with applicable rules and regulations of the North Carolina Division of Environmental Management, North Carolina Sedimentation Control Commission, and with ordinances and regulations of various counties, municipalities and other official agencies relating to pollution prevention and control. When any installation or maintenance operation disturbs the ground surface and existing ground cover, the party of the second part agrees to remove and replace the sod or otherwise reestablish the grass cover to meet the satisfaction of the Division Engineer of the party of the first part.

That the party of the second part agrees to assume the actual cost of any inspection of the work considered to be necessary by the Division Engineer of the party of the first part.

That the party of the second part agrees to have available at the construction site, at all times during construction, a copy of this agreement showing evidence of approval by the party of the first part. The party of the first part reserves the right to stop all work unless evidence of approval can be shown.

Provided the work contained in this agreement is being performed on a completed highway open to traffic; the party of the second part agrees to give written notice to the Division Engineer of the party of the first part when all work contained herein has been completed. Unless specifically requested by the party of the first part, written notice of completion of work on highway projects under construction will not be required.

That in the case of noncompliance with the terms of this agreement by the party of the second part, the party of the first part reserves the right to stop all work until the facility has been brought into compliance or removed from the right of way at no cost to the party of the first part.

That it is agreed by both parties that this agreement shall become void if actual construction of the work contemplated herein is not begun within one (1) year from the date of authorization by the party of the first part unless written waiver is secured by the party of the second part from the party of the first part.

During the performance of this contract, the second party, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

- a. Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U. S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- c. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- d. Information and Reports: The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to,
 - (1) withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (2) cancellation, termination or suspension of the contract, in whole or in part.
- f. Incorporation of Provisions: The contractor shall include the provisions of paragraphs "a" through "f" in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Department of Transportation to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

That when title to the subject that constitutes the aforesaid encroachment passes from the party of the second part and vests in the party of the third part, the party of the third part agrees to assume all responsibilities and rights and to perform all obligations as agreed to herein by the party of the second part.

R/W (166) : Party of the Second Part certifies that this agreement is true and accurate copy of the form R/W (166) incorporating all revisions to date.

IN WITNESS WHEREOF, each of the parties to this agreement has caused the same to be executed the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY: _____
DIVISION ENGINEER

WITNESS:

Second Party

WITNESS:

Third Party

4-A

Sheet - 4 - 392

4-A



LEGEND

- P.K. - PK NAIL
- CM - CONCRETE MONUMENT
- RR SPIKE - EXIST. RAILROAD SPIKE
- 1ST VEG - 1ST LINE OF VEGETATION
- Centerline
- FIELD DATA
- CURVE NUMBER
- PROPERTY LINE
- WETLANDS DELINEATION LINE
- S.T. 10' X 70' SIGHT TRIANGLE
- R.I. REFERENCE IRON ON LINE

404 WETLANDS CAUTION

PROSPECTIVE BUYERS ARE CAUTIONED THAT PORTIONS OF THE LOTS SHOWN ON THIS PLAT ARE RESTRICTED IN USE BY THE JURISDICTION OF THE UNITED STATES ARMY CORPS OF ENGINEERS' 404 WETLANDS REGULATIONS. INDIVIDUAL LOT REVIEWS ARE ENCOURAGED. VERIFICATION OF LOCATION AND RESTRICTIONS SHOULD BE MADE PRIOR TO INDIVIDUAL LOT DEVELOPMENT.

NOTE:

PROPERTY LYING BEYOND STREETS RIGHTS-OF-WAY AND WITHIN BOUNDS OF SIGHT TRIANGLES SHALL REMAIN AS PROPERTY OF HOMEOWNERS, BUT SHALL HAVE NO TALL SHRUBBERY, BUILDINGS OR FENCES WHICH WILL RESTRICT DRIVERS VISION.

NOTE:

THIS DEVELOPMENT IS RESTRICTED TO NO MORE THAN 25% TOTAL BUILT UPON AREA. SEE RESTRICTIVE COVENANTS FOR SPECIFIC LIMITATIONS.

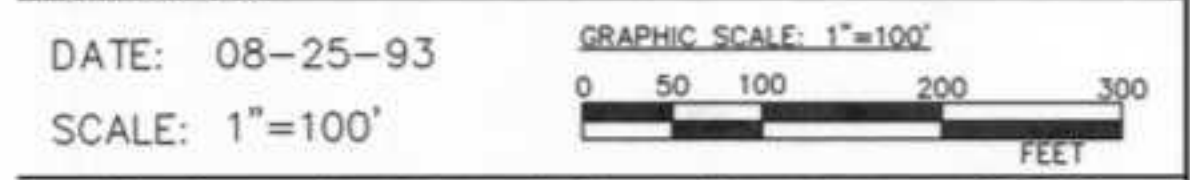


FINAL PLAT - SHEET 2 OF 3

OCEAN CLUB VILLAGE

STUMP SOUND TWP., ONSLOW CO., NORTH CAROLINA

OWNERS:
JOHN A. ELMORE, II & LIONEL L. YOW
1202 PORTERS NECK ROAD
WILMINGTON, N.C. 28405
(800) 423-5695



Parker & Associates, Inc.

Consulting Engineers - Land Surveyors - Land Planners

P.O. Box 976 - Jacksonville, North Carolina - 28541-0976
Phone (910) 455-2414 - Fax (910) 455-3441

- NOTES:**
- PURCHASERS ATTENTION IS CALLED TO THE LOCATION OF CAMA SETBACK LINES, AND ARE ENCOURAGED, WHERE PRACTICAL, TO LOCATE STRUCTURES AT A GREATER DISTANCE FROM THE ATLANTIC OCEAN.
 - FLOOD ZONE INFORMATION TAKEN FROM THE FOLLOWING F.I.R.M. PANEL: (NORTH TOPSAIL BEACH) (EFFECTIVE DATE JUNE 2, 1992) CPN 370466 0008A
 - THIS DEVELOPMENT IS LOCATED WITHIN AN AREA SUBJECT TO RESTRICTIONS BY THE COASTAL BARRIERS RESOURCES ACT (CBRA) AND IS NOT ENTITLED TO FEDERAL FLOOD INSURANCE ASSISTANCE.
 - TELEPHONE AND ELECTRICAL LINES EXIST ALONG N.C.S.R. 1568.
 - 20' DRAINAGE & UTILITY EASEMENTS ARE RESERVED ALONG THE NORTHERN SIDES OF N.C.S.R. 1568 R/W, EXCEPT LOT 19, AND 30' DRAINAGE & UTILITY EASEMENTS ARE RESERVED ALONG THE SOUTHERN SIDE OF N.C.S.R. 1568 R/W AND LOT 19.
 - LOT ACCESS IS RESTRICTED TO ONLY THOSE SHOWN ON THIS PLAN.
 - SEE SHEET 1 OF 3 FOR CURVE DATA, CHORD DATA, & WETLANDS SURVEY LINE DATA, AND NOTES.
 - SEE SHEET 3 OF 3 FOR BUILDING ENVELOPES AND M.B.L. SETBACKS.
 - LINE FROM R.I. TO BACK OF LOTS NOT SURVEYED.
 - FLOOD LINES ARE PLOTTED FROM F.I.R.M. MAPS EFFECTIVE THE DATE OF PLAT PREPARATION. VERIFY EFFECTIVE FLOOD DATA AT TIME OF HOME CONSTRUCTION.
 - LOCATIONS OF CAMA SETBACKS SHOULD BE VERIFIED WITH LOCAL PERMIT OFFICER PRIOR TO ANY HOME CONSTRUCTION.

TRACT DATA

TOTAL AREA: 31.90 ACRES

TOTAL NUMBER OF LOTS: 28

REFERENCE: PORTION OF D.B. 1104, PG. 710

F.B. - OCEAN CLUB VILLAGE #1, PGS 1-25
DISK - ACAD 119
FILE - OCVP2-3.DWG
JOB # - S930323-01432

BUT