

Lynn Barbee
Mayor

Joe Benson
Council Member

Jay Healy
Council Member



Deb LeCompte
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

Town of Carolina Beach
1121 N. Lake Park Blvd.
Carolina Beach, NC 28428
Tel: (910) 458-2999
Fax: (910) 458-2997

To: Debbie Hall, Finance Director
Bruce Oakley, Town Manager

From: Eric Jelinski, Parks and Recreation Director

Date: 1/22/2024

Re: Budget Transfers

I am requesting the below budget transfers for the FY 23/24 Parks and Recreation Department budget. If you have any questions regarding the below transfers, please let me know.

Account	Amount	Transfer to Account	Reason
General Fund 10-335-000	\$1,489.05	10-620-018	The Friends of Carolina Beach Parks and Greenways donated part of the funds needed to purchase windscreens at the tennis courts at Mike Chappell Park. These funds will allow us to complete the project.
10-620-018	\$10,000	10-620-074	Funds to complete a connected sidewalk from Sumter Avenue to the dog park at Mike Chappell Park.
10-620-041	\$5,000	10-620-074	Funds for overage for skatepark project

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Date: 1/22/2024

Re: Budget Transfers

I am requesting the below budget transfers for the FY 23/24 Parks and Recreation Department budget. If you have any questions regarding the below transfers, please let me know.

Account	Amount	Transfer to Account	Reason
General Fund 10-335-000	\$67,500	10-620-074	The Friends of Carolina Beach Parks and Greenways donated funds for the skatepark project.

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To: Debbie Hall, Finance Director
Bruce Oakley, Town Manager

From: Eric Jelinski, Parks and Recreation Director

Date: 2/7/24

Re: Budget Transfers

I am requesting the below budget transfers for the FY 23/24 Parks and Recreation Department budget. If you have any questions regarding the below transfers, please let me know.

Account	Amount	Transfer to Account	Reason
General Fund 10-335-000	\$86,000	10-620-074	The Friends of Carolina Beach Parks and Greenways donated funds for the skatepark project.



CAROLINA BEACH POLICE DEPARTMENT

1121 N. Lake Park Blvd.
Carolina Beach, NC 28428
Tel: (910) 458-2540
Fax: (910) 458-2988



To: Debbie Hall, Finance Director
Bruce Oakley, Town Manager

From: Chief Vic Ward

Date: 1/23/2024

Re: Budget Transfer Request

On January 10, 2024 the police department sold two surplus vehicles at auction. We deposited checks totaling \$9,007.50 into the surplus account. I would like to request that this amount be transferred from line item 10-383-000 (surplus) into 10-510-045 to offset the cost of upfitting two vehicles.

Thank you for your consideration.

C. V. Ward

Debbie Hall

From: Ed Parvin
Sent: Monday, January 29, 2024 3:56 PM
To: Debbie Hall
Cc: Paula Kempton
Subject: Boardwalk Bathrooms

Debbie,

The Town has received cost estimates for the boardwalk bathrooms. We are requesting an additional \$72,200 be allocated to this project to cover costs.

V/R,

Ed H. Parvin
Deputy Manager

910 465 2766
ed.parvin@carolinabeach.org



1121 North Lake Park Blvd.
Carolina Beach, NC 28428

www.CarolinaBeach.org



October 31, 2023

Ms. Paula Kempton
Town of Carolina Beach
1121 Lake Park Blvd N.
Wilmington, NC 28428

**Re: Design and C.A. Services
Public Restroom Building – Board Walk
Carolina Beach, NC**

Dear Ms. Kempton:

In accordance with our conversations, Henry von Oesen and Associates, dba Ardurra Group North Carolina "Ardurra", formerly Criser Troutman Tanner Consulting Engineers are pleased to submit to the Town of Carolina Beach "Town" herein our proposal to provide full design services for the proposed new restroom facility located along the Board Walk in Carolina Beach. This proposal is an extension to the current contract Ardurra has to provide initial schematic design and programming assistance. Based on our discussions, these services will include the following disciplines and will be completed by our teaming partners:

- Structural and Design Team Lead: Ardurra Group North Carolina
- Survey: SGC Surveying
- Geotechnical Engineering: S&ME
- Civil/Site: Highfill Infrastructure and Engineering Inc.
- Architecture: Design Elements
- Mechanical and Electrical Engineering: Cheatham and Associates

Per our discussions, we understand that the Town is currently in the process of obtaining design proposals to replace the existing one-story restroom building along the boardwalk and replace the structure with a new-story restroom building. The new building was programmed in a schematic design effort last year and will provide restroom facilities at the lower level from the concrete boardwalk area, and form the elevated timber boardwalk.

Based on the schematic drawings and the survey provided by the town, we anticipate that the second-floor restroom level will be higher than the current boardwalk. Therefore we anticipate that an ADA ramp will be required at that level. The footprint of the new building will be required to fit within the current area encompassed by the site retaining walls that surround the existing restroom on three sides.

All electrical services and equipment will be at the second, higher elevation above the Base Flood Elevation.

BASIC SCOPE OF WORK

Ardurra will serve as the lead designer and work with the Town and our teaming partners to further develop the initial programming of the two-story restroom building to allow the final design documents to be fully



completed. This further design includes items such as the final layout, access points, type of finishes interior and exterior, aesthetics, color selections, fixture selection, etc... Upon completion of this further schematic design and programming, Ardurra and our team members will generate design development "DD" floor plans, including tie-in points to existing access areas, elevations, structural column layout, preliminary site plan, preliminary mechanical and electrical plans for the town's review. After receiving comments on the DD submittal, Ardurra will incorporate the comments for final submission to the town of the full final design package.

Final deliverables will be sealed pdf documents for all disciplines, project specifications, and the project manual.

Bid Phase services shall include administrating the pre-bid meeting, the bid opening, responding to contractor-initiated RFI's and issuing Addenda as required. Upon completion of the bid phase, Ardurra will issue a letter of recommendation for the award.

Construction Phase services shall include the review of pay applications, site visits to monitor construction activities, response to contractor initiated RFI's, Submittal reviews, respond to SI Inspector Comments, Complete the final punch list and submit Record Drawings based on contractor redlines.

As per the North Carolina State Building Code, all special inspections shall be completed by a third-party inspector and shall be retained by the owner as a separate contract. The development of the statement of special inspections is included in the basic scope of work of Ardurra and our design team members, but the actual inspections are not included.

TOWN OF CAROLINA BEACH'S RESPONSIBILITIES

1. Provide a project manager that is familiar with the project to serve as the single point of contact.
2. Assist in the programming phase of the project in discussions with the design personnel.
3. Make decisions in a timely matter on items the design team requires town input on.
4. Verify the adequacy of town provided utilities to handle the additional fixture count.
5. Review and provide comments on the initial submission of the review schematics.

TERMS

Based on our current backlog, we anticipate beginning the pre-design work, geotechnical exploration, and survey within 3 weeks of written Notice to proceed. Our lump sum fee for the scope outlined above is broken down into the following phases:

<u>Pre- Design (Geotech and Survey)</u>	<u>\$ 19,000</u>
Total Pre-Design	\$ 19,000
Design Scope	
Erosion Control and Stormwater Permitting	\$ 6,300
Design Phase	\$105,000
Bid Phase	\$ 7,300
<u>Construction Administration</u>	<u>\$ 28,600</u>
Total Design Phase	\$ 147,200



INSURANCE

Ardurra shall, at its sole cost and expense, maintain insurance that will protect it from claims under worker's compensation acts, disability benefits laws, or other similar employee benefits laws; professional liability insurance; and from claims for injury to or destruction of tangible property, including loss of use, resulting from any action of Ardurra or its employees in its performance of this Agreement. Current COI's are on file with the Town of Carolina Beach.

TERMINATION OF AGREEMENT

Ardurra and the Town of Carolina Beach both reserve the right to terminate this Agreement upon thirty (30) days written notice to the other party, for any reason. In the event of termination, Ardurra shall be compensated for all services rendered up to the date of termination.

ASSUMPTIONS AND CLARIFICATIONS

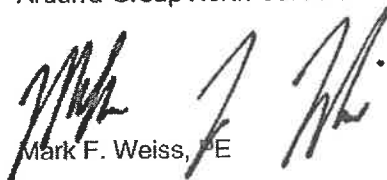
- o Review of the existing capacities of utilities, sewer, water, power, etc... re not included within this scope of work. This scope only includes the schematic work outlined above.

If the above information satisfactorily sets forth your understanding of the arrangement between us for consulting engineering services, it is requested that you so indicate and date in the space provided below and return one copy of this proposal to us. This proposal serves as a formal agreement between Ardurra Group North Carolina and the Town of Carolina Beach.

Thank you for the opportunity to provide our services to you. We look forward to working on this project.

Cordially,

Ardurra Group North Carolina



Mark F. Weiss, PE

Structural Group Leader

ACCEPTED:

Phase 1 – NTE \$75,000 Through Design Development

By: Ed Rini

Date: 17 JAN 2024

Phase 2 – Remaining \$72,200 – Construction Phase and C.A

By: _____

Date: _____

Debbie Hall

From: Sheila Nicholson
Sent: Tuesday, January 16, 2024 9:38 AM
To: Debbie Hall
Cc: Bruce Oakley
Subject: Budget transfer requests: Southern Software and Seabreeze Memorial Marker

Debbie,

We respectfully request the following budget transfer requests:

- Move \$2000 from 10-440-036 to 10-420-023 to cover the cost of EFT payment option through Southern Software FMS.
- Move \$2000 from 10-420-090 to 10-408-070 to cover the cost of donating funds for Seabreeze Memorial highway marker.

Please let me know if you have any questions or need more details.

Thank you,

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

DISCLAIMER:

E-mail correspondence to and from this address may be confidential and/or subject to the North Carolina Public Records Law and may be disclosed to third parties.

Memorandum

To: Bruce Oakley
From: Debbie Hall (Finance Department)
Date: 1/22/2024
Re: Budget Transfer

The following budget transfers for additional finance audit work related to Federal & State Grants:

To Account	From Account	Amount
10-440-046 Finance Professional Services	10-440-036 Finance Bank Charges	\$2,000

Regards,
Debbie Hall
Finance Director

Debbie Hall

From: Sheila Nicholson
Sent: Monday, January 22, 2024 2:20 PM
To: Debbie Hall
Cc: Bruce Oakley; Brian Stanberry; Gigi Baggarley
Subject: Budget transfer request to cover Cityworks Server Migration/Jacobs Engineering

Debbie,

We respectfully request the following budget transfers to help cover the cost of the Cityworks Server Migration project being performed by Jacobs Engineering:

- \$3,000 from 10-420-022 to 10-491-023
- \$3,000 from 10-580-045 to 10-491-023

This cost was not included in original 23/24 budget; the work is necessary to maintain and upgrade the Cityworks server.

Please let me know if you have any questions.

Thank you,

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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Budget Transfer Request - CB Fire Department

Cate Freeman <cate.freeman@carolinabeach.org>

Thu 2024-01-25 2:29 PM

To:Debbie Hall <debbie.hall@carolinabeach.org>

Cc:Alan Griffin <alan.griffin@carolinabeach.org>

Debbie,

The Fire Department respectfully requests the following budget transfers to help with the purchase of a new boat trailer for Marine 21.

\$5,000 from 10-565-016 to 10-530-074

\$5,000 from 10-565-017 to 10-530-074

\$900 from 10-530-016 to 10-530-074

Thank you,

Cate Freeman

Administrative Assistant

Carolina Beach Fire Department

9 S Dow Road, Carolina Beach, NC 28428

(910) 458-2985