

Invoice Date	Invoice Number	Invoice Description	Invoice Amount
04/08/2022	033122...	ROT FUNDS APPROVED 033122 FOR FREEMAN PARK GL-40090500 - 790030	\$1,100,000.00

BCH 74

10-630-074

ROT Funds for PP purchase

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
9691	TOWN OF CAROLINA BEACH	00123370	04/13/2022	\$1,100,000.00

Wilmington and Beaches Convention & Visitors Bureau

Vendor Number: 9691
 Check Date: 04/13/2022
 Check Number: 00123370
 BB & T: 66-112/531

VOID 90 DAYS FROM DATE OF ISSUE

\$1,100,000.00

Pay *One Million One Hundred Thousand Dollars and 00 Cents*

To the Order Of TOWN OF CAROLINA BEACH
 1121 N LAKE PARK BLVD
 CAROLINA BEACH, NC 28428

Kim Whigham
 Authorized Signature

MP

THIS CHECK IS PRINTED WITH A COLOR BACKGROUND. VOID PASTED OVER. MICRO-PRINTING AND AN ARTIFICIAL WATERMARK ARE VISIBLE ON THE BACK.

PROVISION FOR THE PAYMENT OF THIS CHECK HAS BEEN MADE BY AN APPROPRIATION DULY MADE OR BONDS OR NOTES DULY AUTHORIZED PURSUANT TO THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.



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 C.V. Ward *C. V. Ward*

DATE: June 6, 2022

RE: Budget Transfer Request

On March 3, 2022, the Police Department sold two vehicles at auction. Checks totaling \$13,175 were deposited into the surplus account, 10-383-000. I would like to request that \$13,175 be transferred as follows:

\$11,950.00

From 10-383-000 Surplus

To 10-510-074 Capital Projects – to cover current budget deficit and payments for May/June for currently leased vehicles

\$1,225.00

From 10-383-000 Surplus

To 10-510-017 Maintenance & Repair - Vehicles – to cover expenses for fleet maintenance and repairs

In addition, I would like to request an additional budget transfer of:

\$4,000.00

From 10-510-014 Training

To 10-510-017 Maintenance & Repair - Vehicles – to cover expenses for fleet maintenance and repairs

Thank you for your consideration.

Debbie Hall

From: Sheila Nicholson
Sent: Thursday, May 12, 2022 2:57 PM
To: Debbie Hall
Cc: Bruce Oakley; Kim Ward
Subject: Budget Transfer Request to pay for export of outstanding citations from T2 to IPS

Debbie,
Please transfer monies from accounts below to 10-570-04~~8~~⁶:

- 10-420-022 \$2,500
- 10-430-012 \$5,000
- 10-430-023 \$2,000
- 10-430-014 \$2,000

These funds will cover the cost of \$11,500 to transfer two (2) years of unpaid citations from T2 software to IPS software.

If you have any questions, just let me know.

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.

Debbie Hall

From: Sheila Nicholson
Sent: Wednesday, May 18, 2022 3:36 PM
To: Debbie Hall
Cc: Bruce Oakley; Brian Stanberry; Ed Parvin
Subject: Budget Transfer Request-10-630-046 Freeman Park management fees

Debbie,
Please transfer \$17,387.00 from 10-580-045 to 10-630-046 to cover unanticipated costs related to FY 21/22 Freeman Park management including new contractor set up expenses, software fees, and increased monthly management rates. If you have any questions, please let me know.

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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Debbie Hall

From: Sheila Nicholson
Sent: Wednesday, May 18, 2022 2:47 PM
To: Debbie Hall
Cc: Bruce Oakley
Subject: Budget Transfer Request to cover year end shortages 10-420-011

Debbie,
Please transfer \$705.00 from 10-420-045 to 10-420-011 to cover expenses for remainder of FY 21/22. If you have any questions, please let me know.

Thank you,

Sheila P. Nicholson

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

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Debbie Hall

From: Sheila Nicholson
Sent: Tuesday, May 24, 2022 3:44 PM
To: Debbie Hall
Cc: Bruce Oakley; Brian Stanberry; Ed Parvin
Subject: REVISED-FW: Budget Transfer Request-10-570-046 (Parking Contract fees)

Debbie,
We discovered that the first invoice from IPS, #68527 for, for permits sold in January '22, was never paid. Therefore, I must revise my original request for a transfer of funds and ask that \$199,346 be transferred from 10-580-045 to 10-570-046. This new total includes the amount for the unpaid invoice. If you have any questions, please let me know.

Thanks!

Sheila P. Nicholson

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

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From: Sheila Nicholson
Sent: Wednesday, May 18, 2022 3:26 PM
To: Debbie Hall <debbie.hall@carolinabeach.org>
Cc: Bruce Oakley <Bruce.Oakley@carolinabeach.org>; Brian Stanberry <brian.stanberry@carolinabeach.org>; Ed Parvin <ed.parvin@carolinabeach.org>
Subject: Budget Transfer Request-10-570-046 (Parking Contract fees)

Debbie,
Please transfer \$195,592.00 from 10-580-045 to 10-570-046 to cover unexpected expenses related to FY 21/22 parking management fees including new contractor startup costs, equipment purchases, permit/citation software setup and licensing fees, and increased monthly management costs.

If you have any questions, please let me know.

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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Debbie Hall

From: Sheila Nicholson
Sent: Wednesday, May 18, 2022 4:40 PM
To: Debbie Hall
Subject: Budget Transfer Request-10-410-046-legal fees

Debbie,
Please transfer \$42,268.00 from 10-580-045 to 10-410-046 to cover unplanned legal expenses for FY 21/22. If you have any questions, please let me know.

Thank you,

Sheila P. Nicholson

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sheila.nicholson@carolinabeach.org
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Debbie Hall

From: Sheila Nicholson
Sent: Wednesday, May 25, 2022 5:04 PM
To: Debbie Hall
Cc: Bruce Oakley
Subject: Budget transfer request 27-003-074-Marina repairs

Please transfer \$179,440.03 from 27-003-090 to 27-003-074 to cover the cost/contract price to make marina repairs per contract with Evans and Sons Contracting.

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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Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay Healy
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 10,000

From: 10-565-017 (Maint and Repair Vehicles) \$5,000

10-565-021 (maint and Repair Tires) \$5,000

To: 10-565-030 (~~WWC~~^{fleet} - Gas and Diesel)

Explanation: To cover the increase in fuel charges

Mark Meyer

A handwritten signature in black ink, appearing to read 'Mark Meyer', with a long horizontal line extending to the right.

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
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Council Member

Deb LeCompte
Council Member



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1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 2,700

From: 30-811-013 (WWC Electric)

To: 30-813-016 (WWC – (Maint and Repair Tires))

Explanation: Additional budget needed to cover (increase) in Tire costs

Mark Meyer

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 70,000

From: 30-811-026 (WWC – Maint and Repair Material) \$20,000

30-811-013 (WWC Electric) \$50,000

To: 30-811-045 (WWC Contract Services)

Explanation: Additional budget needed to cover (increase) in costs contractors doing utility work.

Mark Meyer

A handwritten signature in black ink, appearing to read "Mark Meyer", with a long horizontal line extending to the right from the end of the signature.

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 45,000

From: 30-812-046 (Water Professional Services) \$30,000

30-812-032 (Water Chemical and Lab Fees) \$15,000

To: 30-813-030 (Fleet Fuel)

Explanation: Additional budget needed to cover (increase) in Fuel costs

Mark Meyer

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 107,000

From: 30-811-019 (WWC Maint and Repair Streets) \$50,000

30-811-020 (WWC Maint and Repair Infrastructure) 57,000

To: 30-812-026 (^{Water}~~WWC~~ – Maint and Repair Infrastructure)

Explanation: Additional budget needed to cover (increase) in costs of Materials for water system Meters, Brass components and MTU'S and everything else.

Mark Meyer

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Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 2,000

From: 30-811-016 (WWC – Maint and Repair Equip)

To: 30-810-033 (WWT supplies)

Explanation: Additional budget needed to cover daily supplies (increase)

Mark Meyer

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1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 24,000

From: 30-812-015 (WWC – Maint and Repair Buildings)

To: 30-810-⁰⁴⁷~~033~~ (WWT Plant Renovations)

Explanation: Additional budget needed to cover (increase) in costs planned repairs to plant

Mark Meyer

A handwritten signature in black ink, appearing to be "Mark Meyer", written over a horizontal line.

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1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 15,000

From: 30-811-016 (WWC – Maint and Repair Equip)

To: 30-810-032 (WWT Chemical and Lab fees)

Explanation: Additional budget needed to cover chlorine and sulfur dioxide

Mark Meyer

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 10,500

From: 30-811-014 (WWC Travel and Training)

To: 30-813-016 (WWC – Maint and Repair Equipment)

Explanation: Additional budget needed to cover (increase) in Equipment costs

Mark Meyer

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Director of Public Utilities, Town of Carolina Beach

GENERAL JOURNAL ENTRIES

JE#	Date	DESCRIPTION	GL #	DEBIT	CREDIT
65	6/14/2022	Record Annual Transfer from W/S fund to the	10-101-001	400,000.00	
		General Fund	10-397-003		400,000.00
			30-800-080	400,000.00	
			30-101-001		400,000.00
		Total		800,000.00	800,000.00

GL Budget vs Actual

Fund Or Attrib / Type		Dept Desc	Diap Acct	Budget	Enc Amt	YTD	Variance
10 General Fund Revenues			10-359-000 Refuse Collection Fees	\$1,804,229.00	\$0.00	\$1,734,294.33	(\$69,934.67)
10 General Fund Revenues			10-370-000 Freeman Park Citations	\$5,000.00	\$0.00	\$1,511.68	(\$3,488.32)
10 General Fund Revenues			10-371-000 Freeman Prk Annual Fee	\$439,981.00	\$0.00	\$382,696.93	(\$57,284.07)
10 General Fund Revenues			10-372-000 Freeman Prk Daily Fee	\$505,305.00	\$0.00	\$318,521.75	(\$186,783.25)
10 General Fund Revenues			10-373-000 Freeman Park Camping Fees	\$48,818.00	\$0.00	\$77,750.25	\$28,932.25
10 General Fund Revenues			10-380-001 Carolina Beach Market	\$12,512.00	\$0.00	\$23,875.00	\$11,363.00
10 General Fund Revenues			10-380-002 Events	\$3,000.00	\$0.00	\$5,735.00	\$2,735.00
10 General Fund Revenues			10-383-000 Sale of Fixed Assets	\$1,000.00	\$0.00	\$36,935.71	\$35,935.71
10 General Fund Revenues			10-387-000 Grant- Police Body Cameras	\$24,500.00	\$0.00	\$0.00	(\$24,500.00)
10 General Fund Revenues			10-387-010 Grant - Recycling Receiptacle	\$0.00	\$0.00	\$12,150.00	\$12,150.00
10 General Fund Revenues			10-387-020 ABC Law Enforcement Grant	\$0.00	\$0.00	\$50,000.00	\$50,000.00
10 General Fund Revenues			10-395-000 Interest on Assessments	\$3,000.00	\$0.00	\$1,227.62	(\$1,772.38)
10 General Fund Revenues			10-396-003 Donations - Boardwalk Fish Tiles/Benches	\$5,500.00	\$0.00	\$12,000.00	\$6,500.00
10 General Fund Revenues			10-397-000 T/F from other fund	\$0.00	\$0.00	\$260.00	\$260.00
10 General Fund Revenues			10-397-002 Parks & Rec. Fees	\$200,000.00	\$0.00	\$215,885.65	\$15,885.65
10 General Fund Revenues			10-397-003 Reimbursement from W&S Fund	\$400,000.00	\$0.00	\$0.00	(\$400,000.00)
10 General Fund Revenues			10-399-000 Appropriated Fund Balance	\$3,216,734.53	\$0.00	\$0.00	(\$3,216,734.53)
10 General Fund Revenues			10-399-002 APP FUND BAL-POWELL BILL	\$17,654.00	\$0.00	\$0.00	(\$17,654.00)
				\$19,770,918.53	\$0.00	\$17,875,775.31	(\$1,895,143.22)
				\$19,770,918.53	\$0.00	\$17,875,775.31	(\$1,895,143.22)

GL Budget vs Actual

Fund Or Attrib / Type		Dept Desc	Diap Acct	Budget	Enc Amt	YTD	Variance
30 Utilities Fund Expenses	W&S Administrative		30-800-003 Overtime Pay	\$9,566.00	\$0.00	\$2,856.11	\$6,709.89
30 Utilities Fund Expenses	W&S Administrative		30-800-004 C.O.L.A./Merit	\$805.27	\$0.00	\$0.00	\$805.27
30 Utilities Fund Expenses	W&S Administrative		30-800-005 FICA Taxes	\$24,732.00	\$0.00	\$23,382.21	\$1,349.79
30 Utilities Fund Expenses	W&S Administrative		30-800-006 Medical Insurance	\$46,692.00	\$0.00	\$41,688.40	\$5,003.60
30 Utilities Fund Expenses	W&S Administrative		30-800-007 Retirement	\$36,694.00	\$0.00	\$34,976.87	\$1,717.13
30 Utilities Fund Expenses	W&S Administrative		30-800-009 Workmans Compensation	\$2,950.00	\$0.00	\$2,950.00	\$0.00
30 Utilities Fund Expenses	W&S Administrative		30-800-011 Communications-Phone/Cell/Data	\$3,000.00	\$172.00	\$1,856.30	\$971.70
30 Utilities Fund Expenses	W&S Administrative		30-800-012 Printing & Publishing	\$2,500.00	\$675.00	\$1,217.30	\$607.70
30 Utilities Fund Expenses	W&S Administrative		30-800-014 Travel & Training	\$9,000.00	\$0.00	\$2,031.66	\$6,968.34
30 Utilities Fund Expenses	W&S Administrative		30-800-016 Maintenance & Repair - Equipment	\$5,000.00	\$0.00	\$105.00	\$4,895.00
30 Utilities Fund Expenses	W&S Administrative		30-800-023 Maintenance & Repair - Software	\$1,900.00	\$0.00	\$0.00	\$1,900.00
30 Utilities Fund Expenses	W&S Administrative		30-800-024 Uniforms	\$4,250.00	\$65.50	\$592.40	\$3,592.10
30 Utilities Fund Expenses	W&S Administrative		30-800-025 401K Match Program	\$9,699.00	\$0.00	\$6,806.08	\$2,892.92
30 Utilities Fund Expenses	W&S Administrative		30-800-033 Supplies	\$12,000.00	\$400.00	\$6,851.73	\$4,748.27
30 Utilities Fund Expenses	W&S Administrative		30-800-037 On-Line Credit Check	\$2,500.00	\$220.00	\$873.72	\$1,406.28
30 Utilities Fund Expenses	W&S Administrative		30-800-045 Contract Services	\$23,220.00	\$208.08	\$12,268.36	\$10,743.56
30 Utilities Fund Expenses	W&S Administrative		30-800-046 Professional Services	\$14,500.00	\$0.00	\$14,500.00	\$0.00
30 Utilities Fund Expenses	W&S Administrative		30-800-049 Postage	\$43,250.00	\$0.00	\$20,783.57	\$22,466.43
30 Utilities Fund Expenses	W&S Administrative		30-800-053 Dues & Subscriptions	\$650.00	\$0.00	\$394.00	\$256.00
30 Utilities Fund Expenses	W&S Administrative		30-800-057 Miscellaneous	\$300,000.00	\$0.00	\$300,000.00	\$0.00
30 Utilities Fund Expenses	W&S Administrative		30-800-059 Longevity Pay Plan	\$1,150.00	\$0.00	\$1,150.00	\$0.00
30 Utilities Fund Expenses	W&S Administrative		30-800-090 Reimbursement to General Fund	\$400,000.00	\$0.00	\$0.00	\$400,000.00