

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: 2/28/24

Re: Budget Transfers

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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	\$67,500	10-620-074	The Friends of Carolina Beach Parks and Greenways donated funds for the skatepark project.
10-620-041	\$17,810	10-620-074	Installation of new led lights for skatepark expansion project.

**Truist Bank**  
**Governmental Finance**  
2713-B Forest Hill Road  
Wilson, NC 27893

**PAYOFF QUOTE**

Date: 2/14/2024  
Contract Number: 9933000645-00034  
Client Name: Town of Carolina Beach  
Quoted By: Cheveta Paschal

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Quote For Payoff Date of: 2/23/2024

Principal Balance:		\$2,925,000.00
Accrued Interest:	+	\$58,305.00
Prepayment Premium:	+	\$0.00
Outstanding Payments:	+	\$0.00
Project Fund Balance:	-	<u>\$0.00</u>

**Total Payoff:** **\$2,983,305.00**

Per Diem: \$186.88

***This payoff quote is subject to change and is governed by the original contract terms and conditions.***

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# Memo



## Town of Carolina Beach

**To:** Bruce Oakley  
**From:** Debbie Hall  
**CC:**  
**Date:** 3/12/2024  
**Re:** Budget Transfer

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**Comments:** We need to transfer \$3,250 from account 10-420-006 Executive Medical Insurance to account 10-420-031 Executive Auto Allowance to cover new expense.

## Debbie Hall

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**From:** Sheila Nicholson  
**Sent:** Tuesday, February 20, 2024 4:47 PM  
**To:** Debbie Hall  
**Cc:** Bruce Oakley; Ed Parvin  
**Subject:** Budget transfer request-Kimley Horn 2024

Debbie,

We have contracted with Kimley Horn for professional transportation engineering services as follows:

- Harper Ave/NLPB traffic signal modification-\$12,000
- NLPB diagonal parking marking plans-\$7,800
- Canal Dr temp one-way conversion plan-\$5,200
- Canal Dr/Carl Winner Dr pavement parking plan-\$6,800

To cover the cost of the project, please transfer funds as follows:

\$31,800 from 10-420-090 to 10-420-046 (details below):

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

Thanks!

*Sheila P. Nicholson*

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

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## Debbie Hall

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**From:** Ed Parvin  
**Sent:** Friday, February 23, 2024 3:37 PM  
**To:** Debbie Hall  
**Cc:** Jarrett Anderson; Larry Denning  
**Subject:** 550 budget transfers

Debbie,

The marina has several line items that need transfers:

- 370.25 911
1. Transfer ~~\$425.72~~ from 10-550-039 Miscellaneous to 10-550-033 Supplies
  2. Transfer \$6,500 from 10-550-046 Professional Services to 10-550-033 Supplies
  3. Transfer \$1,000 from 10-550-046 Professional Services to 10-550-016 Maintenance and Repair
  4. Transfer \$100 from 10-550-046 Professional Services to 10-550-024 Uniforms
  5. Transfer \$400 from 10-550-046 Professional Services to 10-550-011 Communications -Phone/Cell/Data

Please let me know if you have any concerns. Thank you!

V/R,

**Ed H. Parvin**  
Deputy Manager

910 465 2766  
[ed.parvin@carolinabeach.org](mailto:ed.parvin@carolinabeach.org)



1121 North Lake Park Blvd.  
Carolina Beach, NC 28428

[www.CarolinaBeach.org](http://www.CarolinaBeach.org)

## Debbie Hall

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**From:** Ed Parvin  
**Sent:** Thursday, February 29, 2024 2:51 PM  
**To:** Debbie Hall  
**Cc:** Jeremy Hardison  
**Subject:** marina / planning budget transfer

Debbie

I would like to request the following budget transfers to cover overages in the Marina budget. These costs are attributed to the addition of a full-time position in the marina budget (originally budgeted for 2 part-time positions). The additional funds in the 491 budget were a result of the open building inspector position.

\$3,500 from 10-491-003 to 10-550-003  
\$6,700 from 10-491-006 to 10-550-006  
\$6,000 from 10-491-007 to 10-550-007

V/R,

**Ed H. Parvin**  
Deputy Manager

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