

Memorandum

To: Bruce Oakley
From: Debbie Hall (Finance Department)
Date: 12/17/2025
Re: Budget Transfer

The following budget transfer is to cover CBP3-Non-Profit Loan/Taxes/Insurance account shortage.

To Account	From Account	Amount
10-408-069 CBP3-Non-Profit Loan/Taxes/Insurance	10-440-036 Bank Charges	\$1,661.00

Regards,

Debbie Hall
Finance Director

Memorandum

To: Bruce Oakley
From: Debbie Hall (Finance Department)
Date: 12/17/2025
Re: Budget Transfer

The following budget transfer is to cover Fire Longevity Pay Plan account shortage.

To Account	From Account	Amount
10-530-059 Fire Longevity Pay	10-530-001 Fire Holiday Pay	\$250.00

Regards,

Debbie Hall
Finance Director

Debbie Hall

From: Holly Brooks
Sent: Wednesday, December 17, 2025 4:42 PM
To: Debbie Hall
Subject: Budget Transfer

Debbie, please transfer \$580.88 from Liability Insurance 10-450-051 to Unemployment 10-450-052 to cover a variance in the later account.

Thank you in advance for your assistance in this matter.

Holly Brooks, SHRM-SCP, PSHRA-SCP, MESH-PS, aPHR
Director of Human Resources
Town of Carolina Beach
910-458-9530
holly.brooks@carolinabeach.gov

Note: new email extension to .gov effective 12/15/2025. Please update your records.

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Deb LeCompte
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: Vic Ward, Chief of Police

Re: Budget transfer

Date: January 2, 2026

Budget transfer amount: \$5,000.00

From: 10-510-040 (Crime Prevention/DARE)

To: 10-510-048 (K9 Maintenance)

Explanation:

The PD is requesting the transfer of \$5,000 from 10-510-040 (Crime Prevention) to 10-510-048 (K9 Maintenance). The K9 unit has experienced unforeseen costs related to veterinary services and equipment due to the addition of two K9s to the unit, as well as unexpected vet bills.

Debbie Hall

From: Brian Stanberry
Sent: Wednesday, December 17, 2025 2:38 PM
To: Debbie Hall
Subject: Budget Transfer Request

Debbie,

I would like to request a budget transfer of \$3000 from the 30-900-002 Wages line item to the 30-900-044 Temps line item to account for overages. Thank you for your assistance and let me know if you have any questions.

Sincerely,

Brian Stanberry
Director of Public Works
Town of Carolina Beach
910-458-8291 office
910-443-1837 mobile
brian.stanberry@carolinabeach.org



DISCLAIMER:
E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties

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: Dec 19th, 202

Budget transfer amount: \$ 40,000

From: 30-810-045 (Contract Services) \$40,000

To: 30-810-074 (Capitol Projects over \$10,000)

Explanation: See Memo attached. This is for the Plant #1 aeration Basins project.

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Vince Lsito
Council Member

Deb LeCompte
Mayor Pro Tem



Jay Healy
Mayor Pro Tem

Wayne Rouse
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: Jan 7th, 2026

Budget transfer amount: \$ 15,000

From: 30-812-019 ^{046 water} (WWTP Professional Services)

To: 30-800-033 (Supplies)

Explanation: Cover Billing remodel overage

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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Council Member

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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: Jan 7th, 2026

Budget transfer amount: \$ 20,000

From: 30-810-046 (WWTP Professional Services)

To: 30-810-016 (WWTP PLANT MAINT and REPAIR)

Explanation: Cover repairs WWTP

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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Town Manager

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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: Jan 7th, 2026

Budget transfer amount: \$ 40,000

From: 30-810-045 (WWTP Contract Services)

To: 30-810-074 (Capitol Improvement over 10,000)

Explanation: See attached sheet

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Jay Healy
Council Member

Vince Losito
Council Member



Deb LeCompte
Mayor Pro Tem

Wayne Rouse
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Town Manager

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

MEMORANDUM

To: Mark Meyer, Public Utilities director
From: Bill Raymond, WWTP Superintendent
Date: December 18, 2025
Re: Budget Transfer Request

I am requesting a **transfer of \$40,000.00 from 30-810-045 to 30-810-074**. I talked to Huffstetler Group in regards to the CIP for the Plant #1 aeration basins. He mistakenly underestimated the basin clean out when he quoted \$140,000.00 to Combs & Associates in August. BG Industrial gave an actual estimate after their site visit on 11/21. Huffstetler first sent a quote for \$265,525.00 on 11/26. I challenged the scope of the proposal and he resubmitted an amended quote for \$174,750.00 on 12/2. I contacted Sunbelt Rentals and we can get a 2 month rental of construction mats for \$4,400; I asked Huffstetler to take all pricing for rental and placement of mats out of his proposal. He resubmitted a quote for \$160,000.00 today and I will sign that one to keep the project on schedule. \$40,000 from Contract Services into CIP Over \$10000 will be enough to cover the Huffstetler quote, rental of mats from Sunbelt, rentals from Xylem/Godwin, and leave minimal buffer room for miscellaneous costs.

Debbie Hall

From: Brian Stanberry
Sent: Thursday, January 8, 2026 11:11 AM
To: Debbie Hall
Cc: Ed Parvin
Subject: Budget Transfer

Debbie,

I would like to request a budget amendment for the Second Street Extension Project. Can you please transfer in the amount of \$5668.50 from the 62-562-046 Professional Services to the 62-562-074 Capital Over \$10,000. Thank you for your assistance and let me know if you have any questions.

Sincerely,

Brian Stanberry
Director of Public Works
Town of Carolina Beach