

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 AMENDMENT REQUEST

To: Debbie Hall, Finance Director

From: Vic Ward, Chief of Police *C. V. Ward*

Re: Budget Amendment Request

Date: March 26, 2025

Budget transfer amount: \$5,700

From: 10-383-000 (Sale of Fixed Assets)

To: 10-409-030 (Vehicle Leases)

Explanation:

CBPD is requesting \$5,700 from 10-383-000, proceeds from insurance as a result of a totaled vehicle, to 10-409-030 to cover lease payments for a replacement vehicle.

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BUDGET AMENDMENT REQUEST

To: Debbie Hall, Finance Director

From: Vic Ward, Chief of Police

Re: Budget Amendment Request

Date: March 19, 2025

Budget transfer amount: \$5,000

From: 10-387-015 (NC Forensic/US Secret Service Award)

To: 10-510-070 (Digital Forensics Investigations)

Explanation:

On 1/14/25, \$30,000 in grant funding from the US Secret Service was deposited into 10-387-015. Revenue from this grant was initially included in the budget as \$25,000. The Secret Service awarded an additional \$5,000 that needs to be used for Digital Forensics in the 24/25 Fiscal Year.

Budget vs Actual

Town of Carolina Beach
4/1/2025 9:33:14 AM

Period Ending 6/30/2025

45 Lake Park Recreation Project

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
45-329-000 Interest on Grant	0	0.00	0.00	0.00	80,138.94	80,138.94	
45-350-000 Transfer from General Fund	0	0.00	0.00	0.00	0.00	0.00	
45-396-000 SCIF Grant (Brandy Myers)	1,000,000	0.00	0.00	0.00	582,014.65	(417,985.35)	58%
45-397-000 LWCF Grant	175,000	0.00	0.00	0.00	175,000.00	0.00	100%
Revenues Totals:	1,175,000	0.00	0.00	0.00	837,153.59	(337,846.41)	71%

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BUDGET TRANSFER/AMENDMENT REQUEST

To: Debbie Hall, Finance Director

From: Eric Jelinski, Parks and Recreation Director

Re: Budget transfer/amendment

Date: March 31, 2025

Budget transfer amount: \$20,000

From: General Fund

To: 10-620-074 (Capital Projects over \$10,000)

Explanation:

TRANSFER:

1. This is a donation from the Friends of Carolina Beach Parks and Greenways for construction of an accessible observation deck at the skatepark at Mike Chappell Park.
2. The funds are available for this project due to community fundraising and a donation from the Friends of Carolina Beach Parks and Greenways.
3. The proposed amendment is needed to secure a purchase order and pay the vendor for work completed.

AMENDMENT

The addition of the accessible skatepark observation deck was approved for construction in FY 24/25.

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

MEMORANDUM

TO: Yvonne Bailey, Friends of Carolina Beach Parks and Greenways
FROM: Eric Jelinski, Parks and Recreation Director
RE: Skatepark Accessible Observation Funds
Date: 3/20/25

I am requesting a check from the Friends of Carolina Beach Parks and Greenways for \$20,000 to cover a portion of the accessible skatepark observation deck.

The funds received from Carolina Beach Parks and Greenways will be directly deposited into the Town of Carolina Beach General Fund and reappropriated to the capital project skatepark fund at the April 8, 2025, Town Council meeting. The check must be received by Friday, April 4, 2025, to get on the April 8, 2025, Town Council agenda.

Order Online at www.dtmbusiness.com

Friends Of Carolina Beach
Parks and Greenways
PO BOX 1447
Carolina Beach, NC 28428

3/20 2025 4147
66-112 531

PAY TO THE ORDER OF TOWN of Carolina Beach \$ 20,000.00
Twenty thousand dollars and 00/100 DOLLARS

Truist Bank
7 N. Lake Park Blvd.
Carolina Beach, NC 28428

FOR Skatepark observation deck J. Man MP

⑆ 53101 1111400731230 4147

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Kim Ward, Town Clerk

Re: Budget Transfer Request

Date: March 17, 2025

Budget transfer amount: \$800

From: 10-410-014 (Travel and Training)

To: 10-410-033 (Supplies)

Explanation:

Transfer request is to cover shortage in the supplies line item.

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BUDGET TRANSFER/AMENDMENT REQUEST

To: Debbie Hall, Finance Director

From: Eric Jelinski, Parks and Recreation Director

Re: Budget transfer/amendment

Date: March 31, 2025

Budget transfer amount: \$17,592.13

From: 10-620-018 (Maintenance and Repair – Grounds)

To: 10-620-074 (Capital Projects over \$10,000)

Explanation:

TRANSFER:

1. This transfer covers the full amount for the construction due to the contractor for the construction of the accessible observation deck at the skatepark at Mike Chappell Park.
2. The funds are available for this project due to savings throughout FY 24/25 in grounds maintenance.
3. The proposed amendment is needed to secure a purchase order and pay the vendor for work completed.

AMENDMENT

The addition of the accessible skatepark observation deck was approved for construction in FY 24/25.

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: March 7, 2024

Budget transfer amount: \$ 49,400

From: 30-811-045 (WWC Contract Services) \$24,700

30-812-045 (Water Contract Services) \$24,700

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

Explanation: WWTP Force Main Assessment with Jacobs Engineering Group.

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Town of Carolina Beach

Force Main Assessment

OVERVIEW

The Town of Carolina Beach (TOWN) receives wastewater flows from two Kure Beach lift stations via a 10" force main, which connects to the TOWN's Secondary Force Main. The TOWN's Secondary Force Main has multiple TOWN lift station connections and conveys flows to the TOWN'S Wastewater Treatment Plant.

The TOWN has been receiving increased flows during high flow periods. The TOWN is interested in investigating options to reduce flows on the Secondary Force Main. Jacobs will build a hydraulic model to analyze the agreed upon scenarios with different flows from Kure Beach and provide alternative solutions to reduce flows on the TOWN's Secondary Force Main.

This proposal outlines the scope of work, level of effort and timing required to develop a simulation model to be utilized for analysis of existing hydraulics as well as provided alternatives for the TOWN.

SCOPE

Data Collection

Jacobs will require data from both Kure Beach and the TOWN to support building the model of the force mains and lift stations. This required data will include, but may not be limited to:

- Pump curves for TOWN lift stations
- Pump curves for Kure Beach lift stations
- SCADA data
- Record drawings for Kure Beach force mains from lift stations
- Record drawings for the TOWN's force mains from lift stations
- Record drawings for Kure Beach 10" force main
- Record drawings for the TOWN's Secondary Force Main to the Carolina Beach WWTP
- Lift station as-builts for Carolina Beach's lift stations
- Lift station as-builts for Kure Beach's lift stations
- Historic daily flows
- Online GIS access, if applicable
- Typical operating conditions – duty pumps vs. standby, valve operations, flow diversion at a certain flow rate, etc.
- Other required data during model building, as needed

Modeling

Jacobs will create a model of the existing system and calibrate it with historical flows and typical operating conditions. Once the model is calibrated, Jacobs will create variations of the model to analyze hydraulic impacts of the agreed upon scenarios, as follows:

- Kure Beach constructs an independent force main to deliver sanitary sewer flows to Carolina Beach's system.
- Lift station 5 obtains its own force main to reduce overall flows in the TOWN's Secondary Force Main
- A third alternative will be determined by Jacobs once the model has been calibrated and analyzed.

Jacobs will provide a Technical Memorandum summarizing the modeling and alternatives analysis.

ASSUMPTIONS

The following items will be assumed to complete the hydraulic analysis:

- It is assumed that the TOWN will act as liaison to Kure Beach and obtain all required data to build the model.
- Jacobs will reasonably rely upon the accuracy, and completeness of the information/data provided by the TOWN or other third parties.
- The model outputs will be provided as a deliverable.
- This scope assumes there will be one in person meeting attended by two Jacobs employees.

SCHEDULE

Jacobs will begin services at the receipt of written notice to proceed. It is our intent to complete the work by May 31, 2025. If the data gathering task is not completed by end of February, an extension will be required as modeling the agreed upon scenarios cannot be completed until all necessary data is obtained.

TABLE 1
Projected Schedule

Task	January	February	March	April	May
Data Collection					
Modeling					

COMPENSATION

Jacobs's compensation will be lump sum, for a not to exceed amount of \$49,400 inclusive of all labor and expenses. JACOBS shall not incur costs in excess of these fees without advanced written authorization from the TOWN.

Task Order No.:

3

Client Project No.: _____

Jacobs Project No.: _____

Effective Date: _____

This Task Order is entered into on the effective date noted above pursuant to the "Master Professional Services Agreement" between Town of Carolina Beach ("Client") and JACOBS ENGINEERING GROUP INC. ("JACOBS"), dated August 17, 2023 ("Agreement"). The Agreement is incorporated herein and forms an integral part of this Task Order. However, in case of conflict, the terms of the Agreement shall control.

Services Authorized

Client authorizes JACOBS to perform the Services described in Exhibit 1 attached hereto and incorporated herein, which Exhibit 1 is marked with the above noted Task Order No. and consists of 2 page(s).

Pricing

_____ Time and Expense per Appendix A to the Agreement.

Firm Fixed Price of \$ 49,400.

_____ Raw Labor Multiplier (RLM) of _____ .

_____ Other (Describe):

Schedule

Services may commence on January 13, 2025.

Services will cease by June 30, 2025.

Other

JACOBS ENGINEERING GROUP INC.

CLIENT'S NAME

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____