



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: May 28, 2024

RE: Budget Transfer Requests

The Carolina Beach Police Department would like to request the following budget transfers for FY23/24.

\$5,000.00 – Training costs for May and June

From 10-510-023 Maintenance & Repair – Software

To 10-510-014 Travel & Training

\$1,500.00 – Equipment for Digital Forensics Lab

From 10-330-003 Digital Forensic Investigation (Revenue)

To 10-510-070 Digital Forensic Investigation (Expense)

Thank you for your consideration.

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: 5/31/2024

Re: Budget Transfer Request

I am requesting the below budget transfer 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	\$10,000	10-620-074	The Pleasure Island Volleyball Association donated \$10,000 to the Town of Carolina Beach for construction of the new beach volleyball court.

Debbie Hall

From: Sheila Nicholson
Sent: Thursday, May 9, 2024 10:39 AM
To: Debbie Hall
Cc: Bruce Oakley; Ed Parvin
Subject: Budget transfer request(s)

To cover remainder of annual fees (Apr, May, Jun 2024) for parking management, please transfer \$34,000 from 10-630-046 to 10-570-046. 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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Debbie Hall

From: Sheila Nicholson
Sent: Wednesday, May 15, 2024 5:21 PM
To: Debbie Hall
Cc: Ed Parvin; Bruce Oakley
Subject: Budget Transfer-marina spigot installation

Debbie,
To cover the cost of installation of multiple spigots at Town Marina, please transfer \$500 from 10-420-033 to 10-550-046.

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

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: Wednesday, May 15, 2024 4:27 PM
To: Debbie Hall
Cc: Bruce Oakley; Ed Parvin
Subject: Budget Transfer Request-Signs for new parking lots

Debbie,

We have ordered and installed signs for the new parking lots on Fayetteville Ave. and Harper Ave. and need a budget transfer to cover cost.

Please transfer \$4,300.00 from 10-570-074 to 10-570-012.

Let me know if you have any questions.

Thanks!

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: Thursday, May 30, 2024 2:09 PM
To: Debbie Hall
Subject: Correction: Budget Transfer Request 10-570-074 to 10-570-012

Debbie,
To cover the cost of signs purchased for new parking lot locations, please transfer \$1,595.00 from 10-570-074 to 10-570-012.

Please let me know if you have any questions.

Thanks!

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: Wednesday, May 15, 2024 4:38 PM
To: Debbie Hall
Cc: Ed Parvin; Bruce Oakley
Subject: Budget transfer request-parking office BAME

To cover the cost of incidental purchases from the local hardware store needed by parking office for the remainder of the 23/24 budget year, please transfer \$200 from 10-570-074 to 10-570-046.

Please let me know if you have any questions.

Thanks!

Sheila P. Nicholson

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Debbie Hall

From: Sheila Nicholson
Sent: Wednesday, May 15, 2024 10:11 AM
To: Debbie Hall
CC: Bruce Oakley
Subject: Budget Transfer Request: GeoInnovation Freeman Park & Legal Services

From: Sheila Nicholson <sheila.nicholson@carolinabeach.org>
Sent: Wednesday, May 15, 2024 10:11 AM
To: Debbie Hall <debbie.hall@carolinabeach.org>
Cc: Bruce Oakley <Bruce.Oakley@carolinabeach.org>
Subject: Budget Transfer Request: GeoInnovation Freeman Park & Legal Services

Please transfer \$5,000 from 10-420-061; \$2,500 from 10-410-014 and \$2,085 from account 10-410-053 to account 10-410-046. This is to cover the cost for GeoInnovation invoice 22137.03, services related to Freeman Park, and legal services provided by Rountree Losee LLP.

Please let me know if you have any questions.

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 28, 2024 4:41 PM
To: Debbie Hall
Cc: Bruce Oakley
Subject: Transfer requests to cover shortages year end BY 23/24

Debbie,

To cover year end shortages, please make the following budget transfers:

- \$461.00 from 10-420-033 to 10-420-023
- \$243.00 from 10-420-033 to 10-550-011
- \$179.00 from 10-420-033 to 10-550-016

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

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
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Fax: (910) 458-2997

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

From: Eric Jelinski, Parks and Recreation Director

Date: 5/28/24

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
10-620-014	\$5,065	10-620-015	Overage for HVAC work at Recreation Center
10-620-024	\$475.68	10-620-015	Overage for HVAC work at Recreation Center
10-620-024	\$182.54	10-620-016	Overage for weight room equipment repairs
10-620-024	\$155.98	10-620-023	Increase in Recreation Center software - RecDesk

TO: Debbie Hall, Finance Director
FROM: Chief Griffin, Fire Chief
DATE: May 28th, 2024
RE: Budget Transfers for the 23/24 FY



530 – Fire

\$3,200 from 10-530-045 Contract Services to 10-530-021 Maintenance & Repair of Tires to cover overages for replacement tires

\$960 from 10-530-023 Maintenance & Repair of Software to 10-530-051 Liability Insurance to cover insurance overages

\$6,708.07 from 10-530-075 Capital Projects under \$10,000 to 10-530-074 Capital Projects over \$10,000 to cover line-item shortage

\$10,907.34 from 10-530-011 Communications to 10-530-074 Capital Projects over \$10,000 to cover overages

\$245 from 10-530-050 Rental of Property to 10-530-074 Capital Projects over \$10,000 to cover overages

520 – Ocean Rescue

\$1,122 from 10-520-015 Maintenance & Repair of Buildings to 10-520-017 Maintenance & Repair of Vehicles to cover line-item shortage

From: Brian Stanberry <brian.stanberry@carolinabeach.org>

Sent: Wednesday, May 29, 2024 11:53 AM

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

Cc: Alisa Perry <alisa.perry@carolinabeach.org>

Subject: Budget Transfers

Debbie,

I would like to request the following budget transfers to account for overages:

\$44,000 from 10-580-045 Contract Services to 10-580-013 Electric

\$1,500 from 10-580-035 Small Tools to 10-580-080 PPE and Safety

\$1,800 from 10-580-014 Travel and Training to 10-580-033 Supplies

\$100 from 30-900-012 Printing & Publishing to 30-900-078 Permit Fees

\$50 from 30-900-012 Printing & Publishing to 30-900-080 PPE & Safety

\$100 from 30-900-012 Printing & Publishing to 30-900-035 Small Tools & Equipment

If there are any questions, just let me know. Thank you for your help on this.

Sincerely,

Brian Stanberry

Director of Public Works

Town of Carolina Beach

910-458-5291 office

910-443-1537 mobile

brian.stanberry@carolinabeach.org



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From: Holly Brooks <holly.brooks@carolinabeach.org>

Sent: Wednesday, May 29, 2024 2:26 PM

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

Subject: Budget Transfers

Debbie, please make the following budget transfers for the Human Resources Cost Center 10-450.

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
10-450-006 Medical Insurance	10-450-025 401k Match	\$1,650
10-450-055 Wellness	10-450-053 Dues	\$107
10-450-051 Liability	10-450-014 Training	\$1,010

Thank you for your attention to this matter.

Holly Brooks
Director of Human Resources
Town of Carolina Beach
910-458-9530
holly.brooks@carolinabeach.org

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



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TOWN OF CAROLINA BEACH
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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 98

From: 30-810-014 (WWTP Travel and Training)

To: 30-810-011 (WWTP Comm)

Explanation: WWTP Cell replacement

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 7,767

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

To: 30-810-013 (WWTP Electric)

Explanation: WWTP Electric

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 1,394

From: 30-810-024 (WWTP Uniform)

To: 30-810-016 (WWTP Maint and Repair)

Explanation: WWTP repairs

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 250

From: 30-810-014 (WWTP Travel and Training)

To: 30-810-032 (WWTP Chem and lab fees)

Explanation: WWTP Chems

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 36,971

From: 30-812-015 (Water Buildings)

To: 30-810-0⁴⁵~~33~~ (WWTP Contract Services)

Explanation: WWTP Services

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 7,953

From: 30-811-026 (WWC Materials)

To: 30-810-047 (WWTP PLANT RENO)

Explanation: Cover repairs WWTP

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 5,369

From: 30-811-015 (Buildings)

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

Explanation: WWC Contract work

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 10,221

From: 30-812-019 (Water Streets)

To: 30-812-013 (Water Electric)

Explanation: Water Electric

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 15,260

From: 30-812-019 (Water Streets)

To: 30-812-020 (Water Maint and Repair)

Explanation: Water Maint and Repair

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 32,493

From: 30-811-020 (WWC Maint Infrastructure)

To: 30-812-026 (Water Maint and Repair Material)

Explanation: Water Maint and Repair Material

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 2,231

From: 30-811-026 (WWC Maint Material)

To: 30-812-035 (Water Small tools and Equipment)

Explanation: Water Smaa tools and Equipment

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 8,307

From: 30-812-046 (Water Professional Services)

To: 30-812-045 (Contract Services)

Explanation: Water Professional Services

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
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BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: May 28, 2024

Budget transfer amount: \$ 31,402

From: 30-811-046 (WWC Professional Services)

To: 30-813-016 (Fleet Maint Repair Equipment)

Explanation: Enterprise Fleet Equipment

Mark Meyer

Director of Public Utilities, Town of Carolina Beach