

## Debbie Hall

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**From:** Sheila Nicholson  
**Sent:** Tuesday, March 29, 2022 5:11 PM  
**To:** Debbie Hall  
**Cc:** Bruce Oakley  
**Subject:** Budget Appropriation Request for fund 10-630-046

Debbie,

I would like to request an appropriation of \$85,725.00 from the General Fund balance to cover attorney fees related to the purchase of Freeman Park. These fees were unplanned and not included in 21/22 or 22/23 budgets. These fees include charges for legal services previously rendered as well as expected closing cost expenses.

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](mailto: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 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: 3/23/22

Re: Budget Transfer

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I am requesting the below budget transfer for the FY 21/22 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	\$3,250	10-620-018	We received another donation for a bench swing at Lake Park. The donation includes the cost of the swing and three engraved fish tiles.

## Debbie Hall

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**From:** Sheila Nicholson  
**Sent:** Wednesday, March 2, 2022 11:58 AM  
**To:** Debbie Hall  
**Cc:** Bruce Oakley; Brian Stanberry  
**Subject:** Budget Transfer Request-Parking Signs

\$ 15,332.04

Please transfer ~~\$13,937.09~~ from 10-630-056 to 10-570-012 to cover the cost of 2022 seasonal parking signs. If you have any questions, just give me a call. Thanks!

*Sheila P. Nicholson*

Executive Assistant to the Town Manager  
Town of Carolina Beach  
[sheila.nicholson@carolinabeach.org](mailto:sheila.nicholson@carolinabeach.org)  
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Joe Benson  
*Council Member*

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*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:** March 14, 2022

**Budget transfer amount:** \$ 40,000.00

**From:** 30-810-047 (WWT Plant Renovation)

**To:** 30-810-032 (WWT – Chemical & Lab Fees)

**Explanation:** Additional budget needed to cover chlorine and sulfur dioxide

**Mark Meyer**

  
3/14/22  
**Director of Public Utilities, Town of Carolina Beach**

## Debbie Hall

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**From:** Sheila Nicholson  
**Sent:** Thursday, March 24, 2022 2:00 PM  
**To:** Debbie Hall  
**Cc:** Bruce Oakley  
**Subject:** Budget Transfer Request for 10-420-023

Please transfer \$5,000 from 10-420-090 (contingency) to 10-420-023 (software) to cover the cost of upgrades for Cityworks permitting platform.

If you have any questions, just let me know.

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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Fund Or Attrib	Type	Dept Desc	Disp Acct	Budget	YTD	Variance
Fund Or Attrib: 10 General Fund						
Type: Expenses						
10 General Fund	Expenses	Police	10-510-000 Separation Allowance	\$21,395.00	\$21,532.64	(\$137.64)
				\$21,395.00	\$21,532.64	(\$137.64)
				\$21,395.00	\$21,532.64	(\$137.64)
Fund Or Attrib: 30 Utilities Fund						
Type: Expenses						
30 Utilities Fund	Expenses	W&S Administrative	30-800-059 Longevity Pay Plan	\$1,100.00	\$1,150.00	(\$50.00)
				\$1,100.00	\$1,150.00	(\$50.00)
				\$1,100.00	\$1,150.00	(\$50.00)

## Debbie Hall

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**From:** Brian Stanberry  
**Sent:** Thursday, March 31, 2022 3:21 PM  
**To:** Debbie Hall  
**Cc:** Alisa Perry  
**Subject:** Budget Transfer

Debbie,

We would like to request the following budget amendments to accommodate overages in certain line items.

\$10,000 from 30-900-019 to 30-900-016 to cover emergency equipment repairs

\$300 from 30-900-045 to 30-900-078 to cover CAMA permitting costs

Thank you for your assistance, and let me know if there are any questions or concerns.

***Brian Stanberry***

Director of Public Works

Town of Carolina Beach

910-458-8291 office

910-443-1837 mobile

[brian.stanberry@carolinabeach.org](mailto:brian.stanberry@carolinabeach.org)



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As of March 30 2022

<u>Cost Center</u>	<u>Department Name</u>	<u>Budgeted</u>	<u>Utilized</u>	<u>Remaining</u>
		<u>COLA &amp; Merit</u>	<u>COLA &amp; Merit</u>	
10-420-004	Executive	8,794.00	(8,794.00)	\$0.00
10-430-004	Clerk	1,648.00	(1,648.00)	\$0.00
10-440-004	Finance	4,297.00	(4,297.00)	\$0.00
10-450-004	Human Resources	3,061.00	(2,936.62)	\$124.38
10-491-004	Planning	8,599.00	(7,708.49)	\$890.51
10-510-004	Police	32,359.00	(21,392.97)	\$10,966.03
10-520-004	Ocean Rescue	987.00	(852.40)	\$134.60
10-530-004	Fire	16,853.00	(13,895.87)	\$2,957.13
10-550-004	Marina	912.00	(814.80)	\$97.20
10-580-004	Environmental	11,216.00	(9,074.72)	\$2,141.28
10-620-004	Parks and Rec	6,922.00	(5,700.32)	\$1,221.68
10-630-004	Beach Maintenance	3,793.00	(2,457.84)	\$1,335.16
<b>General Fund Totals</b>		<b>99,441.00</b>	<b>(79,573.03)</b>	<b>\$19,867.97</b>
30-800-004	Water/Sewer Admin	6,160.00	(5,354.73)	\$805.27
30-810-004	WWTP	5,468.00	(4,644.79)	\$823.21
30-811-004	WWC	10,117.00	(7,428.40)	\$2,688.60
30-812-004	Water	1,838.00	(1,619.20)	\$218.80
30-900-004	Stormwater	8,205.00	(5,245.20)	\$2,959.80
<b>Utility Fund Totals</b>		<b>\$31,788.00</b>	<b>(\$24,292.32)</b>	<b>\$7,495.68</b>