

## Debbie Hall

---

**From:** Sheila Nicholson  
**Sent:** Tuesday, March 19, 2024 9:21 AM  
**To:** Debbie Hall  
**Cc:** Bruce Oakley  
**Subject:** Budget transfer request-Adobe Acrobat subscription for Ed Parvin

Debbie,  
Please transfer \$240 from 10-420-033 to 10-420-023 to cover the cost of an annual subscription for Adobe Acrobat Pro for Ed Parvin. Please let me know if you have any questions. 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

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

# Memorandum

---

**To:** Bruce Oakley  
**From:** Debbie Hall (Finance Department)  
**Date:** 3/28/2024  
**Re:** Budget Transfer

---

The following budget transfer is to cover Legislative FICA line-item shortage.

<b>To Account</b>	<b>From Account</b>	<b>Amount</b>
10-410-005 Legislative FICA tax	10-420-090 Executive Contingency	\$2,509.00

Regards,

Debbie Hall  
Finance Director

## Debbie Hall

---

**From:** Brian Stanberry <brian.stanberry@carolinabeach.org>  
**Sent:** Friday, March 22, 2024 2:34 PM  
**To:** Debbie Hall <debbie.hall@carolinabeach.org>  
**Cc:** Alisa Perry <alisa.perry@carolinabeach.org>  
**Subject:** Budget Amendments

Debbie,

I would like to request the following budget adjustments.

\$15,000 from 30-900-046 Stormwater Professional Services to 30-900-003 Stormwater Overtime Pay  
\$1,147.50 from 30-900-046 Stormwater Professional Services to 30-900-005 Stormwater FICA  
\$1,927.50 from 30-900-046 Stormwater Professional Services to 30-900-007 Stormwater Retirement

Let me know if you have any questions. Thanks for your help.

*Brian Stanberry*

Director of Public Works

Town of Carolina Beach

910-458-5291 office

910-443-1537 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*

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 Boulevard  
Carolina Beach, North Carolina 28428

## **BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** Feb 28th, 2024

**Budget transfer amount:** \$ 3,500

**From:** 30-812-045 (Contract Services)

**To:** 30-800-045 (Contract Services)

**Explanation:** Cover the work on water Projects

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

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 Boulevard  
Carolina Beach, North Carolina 28428

## **BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** Feb 28th, 2024

**Budget transfer amount:** \$ 3,500

**From:** 30-800-014 (Travel and Training)

**To:** 30-800-046 (Professional Services)

**Explanation:** Cover the increase of Well 15H drawdown testing

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

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 Boulevard  
Carolina Beach, North Carolina 28428

## **BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** Feb 28th, 2024

**Budget transfer amount:** \$ 22,000

**From:** 30-812-045 (Water Contract Services)

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

**Explanation:** Cover Water maint and repair equipment in the Field

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

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 Boulevard  
Carolina Beach, North Carolina 28428

## **BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** Feb 28th, 2024

**Budget transfer amount:** \$ 12,010.83

**From:** 30-811-045 (WWC Contract Services)

**To:** 30-811-074 (WWC Capitol Projects over \$10k)

**Explanation:** Cover 12,010.83 over on LS#5 replacement WWC

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

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 Boulevard  
Carolina Beach, North Carolina 28428

## **BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** Feb 28th, 2024

**Budget transfer amount:** \$ 1,250

**From:** 30-810-0045 (WWTP Contract Services)

**To:** 30-810-011 (WWTP COMMUNICATIONS)

**Explanation:** Cover Cell Phones and Communcations WWTP

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**



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 Boulevard  
Carolina Beach, North Carolina 28428

## **BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** Feb 28th, 2024

**Budget transfer amount:** \$ 1,500

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

**To:** 30-810-032 (WWTP Chemical and Lab Fees)

**Explanation:** Cover Chemical and Lab Fees for WWTP

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

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 Boulevard  
Carolina Beach, North Carolina 28428

## **BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** Feb 28th, 2024

### **Budget transfer:**

<b>From:</b> 30-810-045 (WWTP) Contract Services	\$21,690
<b>To:</b> 30-810-003 (WWTP) Overtime	\$ 18,000
30-810-005 (WWTP) FICA	\$ 1,377
30-810-007 (WWTP) Retirement	\$ 2,313

**Explanation:** Cover Overtime WWTP

**Mark Meyer** ·

**Director of Public Utilities, Town of Carolina Beach**

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 Boulevard  
Carolina Beach, North Carolina 28428

## **BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** Feb 28th, 2024

**Budget transfer amount:** \$ 5,000

**From:** 30-813-021 (W&S Fleet Repair and Maint of Tires)

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

**Explanation:** Cover Repair and Maint of Equipment WWTP

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

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 Boulevard  
Carolina Beach, North Carolina 28428

## **BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** Feb 28th, 2024

**Budget transfer amount:** \$ 1,500

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

**To:** 30-810-032 (WWTP Small Tools and Equipment)

**Explanation:** Cover Small tools for WWTP

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

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 Boulevard  
Carolina Beach, North Carolina 28428

## **BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** Feb 28th, 2024

**Budget transfer amount:** \$ 27,824

**From:** 23-013-0074 (Tradewinds Sewer Capital over 10K) \$19,311.90

23-002-046 (Phase C Professional Service) \$8,512.10

**To:** 23-014-074 (WWTP Oxidation Ditch Project)

**Explanation:** Cover the work WWTP Oxidation Ditch Project

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**