



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: February 13, 2025

RE: Budget Transfer Requests

The Carolina Beach Police Department would like to request the following budget transfers:

- On 1/6/2025, a check for \$3,125 was deposited into 10-335-000. The check was for reimbursement for the purchase of Essential Personnel through a grant awarded by the North Carolina Association of Chiefs of Police. I request that funds be transferred to 10-510-045 to offset the cost of the program.
- I also request a transfer of \$30,000 from 10-510-011 to 10-510-045 to offset unexpected expenses for the upfit of one vehicle, wrap job for two vehicles, and additional costs for the perimeter fence.

\$3,125.00

From 10-335-000 Miscellaneous Revenue
To 10-510-045 Contract Services

\$30,000.00

From 10-510-011 Communications
To 10-510-045 Contract Services

307 I MM 0.636 *0043650 S1
CAROLINA BEACH POLICE DEPARTMENT
1211 LAKE PARK BLVD N
CAROLINA BEACH NC 28428



NORTH CAROLINA ASSOCIATION
2 CANDOR DR
FLETCHER NC 28732-9540



Account Name: NORTH CAROLINA

Account Number: CarolinaBeachPoliceDepartment
Subscriber Name: NORTH CAROLINA ASSOCIATION
Amount: 0000010602
3125.00
2 CANDOR DR
FLETCHER, NC 28732-9540

Date 12/10/2024
Total \$3125.00

Grant Reimbursement
for Essential Personnel
NCAsso of Chiefs of Police (NCACP)

Code: Misc = 10-335-000

THIS CHECK IS VOID WITHOUT THE SAFETY FEATURES LISTED ON THE BACK

Apply to account: CarolinaBeachPoliceDepartment - NORTH CAROLINA ASSOCIATION

101224325

NORTH CAROLINA ASSOCIATION
2 CANDOR DR
FLETCHER, NC 28732-9540

66-30
531

DATE
12/10/2024

0000010602

First Citizens Bank
4300 Six Forks Road
Raleigh NC 27609

PAY TO THE ORDER OF
THREE THOUSAND ONE HUNDRED TWENTY-FIVE DOLLARS AND NO/100
CAROLINA BEACH POLICE DEPARTMENT

AMOUNT

**\$3125.00

First Citizens Bank

Signature on File -
account holder has pre-approved this check

Void After 90 Days

0000010602 053100300 007991687035 39

Town of Carolina Beach

Interoffice

TO: Debbie Hall, Finance Director
FROM: Jeremy Hardison, Director of Community Development
SUBJECT: Budget Transfer
DATE: February 13, 2025

Respectfully request Budget Transfer for the following:

\$5000.00 FROM: 10-491-045 **TO:** 10-491-064

Moving the requested funds will cover the Attorney Fee's for Planning/BOA Mtgs 11/13/24 – 1/15/25.

Signature: _____



Date: _____

2/13/25

Thank You!
Andrea Deopp-Norris

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: 2/24/25

Re: Budget Request – Recreation Center Air Conditioning

The two 10-ton air conditioning units at the Recreation Center need to be replaced. Both units were put into operation in 1995, and the repairs are approximately half the cost of new units. These units cool the downstairs hallways, game room, cardio and weight rooms, plus the entire upstairs of the Recreation Center.

We are requesting the budget transfer below to purchase the units and get them installed prior to the warmer weather.

Account	Amount	Transfer to Account	Reason
General Fund	\$13,624.87	10-620-074	Replace aging air conditioners at the Recreation Center

Transfer from
10-620-015

Debbie Hall

From: Brian Stanberry
Sent: Friday, February 28, 2025 12:32 PM
To: Debbie Hall
Cc: Ed Parvin
Subject: Budget Transfer

Debbie,

Can we please request a transfer of \$27,382 from account 10-650-074 Boardwalk Capital over \$10K to account 38-650-046 Boardwalk Restroom Professional Services to cover the cost of removing the electrical services from the old restroom prior to demolition of the facility.

Thank you.

Brian Stanberry
Director of Public Works
Town of Carolina Beach
910-458-8291 office
910-443-1537 mobile
brian.stanberry@carolinabeach.org



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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

Debbie Hall

From: Ed Parvin
Sent: Wednesday, March 5, 2025 9:27 AM
To: Debbie Hall
Cc: Kim Ward; Bruce Oakley; Paula Kempton
Subject: line item budget transfer in Executive for Facility Plan
Attachments: 2025-02-05 Carolina Beach CFS proposal.pdf

Debbie,

Respectfully request to transfer funds to cover the costs of the attached contract for the Facility Plan.

Transfer \$75,975 from 10-420-002 Wages to 10-420-046 Professional Services

V/R,

Ed H. Parvin
Deputy Manager

910 465 2766
ed.parvin@carolinabeach.org



1121 North Lake Park Blvd.
Carolina Beach, NC 28428

www.CarolinaBeach.org

February 5, 2025

Ms. Paula Kempton
Senior Project Manager
Town of Carolina Beach, NC
1121 N. Lake Park Blvd.
Carolina Beach, NC 28428

Re: Town of Carolina Beach Comprehensive Facility Study

Ms. Kempton:

Creech & Associates, PLLC is pleased to present you with a proposal for design services to complete a comprehensive facility study, including a space needs analysis, facility condition assessments, and facility master planning for the prescribed user groups and facilities within the Town of Carolina Beach government. The following is a general understanding of the project scope:

- The intent is to analyze current utilization of existing facilities, determine current and future needs for space, and generate a master plan to address deficiencies of the user groups identified in Attachment A.
- The purpose of this analysis will be to coordinate capital planning with the facilities master plan.
- The process is estimated to encompass 9 months from the initial staff interview and is scheduled to commence in February 2025. The starting date is pending the completed contract approval by the town.

The fee is structured around the six (6) tasks identified in our proposal and listed below. The final deliverable will be an 11x17 formatted electronic document that provides a comprehensive summary of each task and the relative findings and conclusions. A breakdown of the deliverables by task and their associated fees are as follows:

Task 1: Project Startup and Kickoff Meeting with Advisory Committee

- A. Coordinate project scope and schedule with the Advisory Committee
- B. Receive from the town various data required and requested to initiate the study: organizational charts, CAD files, any facility condition studies, drawings of existing facilities, and other completed studies.
- C. Discuss pre-pandemic and post-pandemic adaptations to space standards.
- D. Initiate project ShareFile site for data transfer.
- E. Kickoff meeting with the Advisory Committee to identify goals. *(Meeting 1 - virtual)*

SPACE NEEDS ASSESSMENT

Task 2: Profile Departments & Conduct Staff Interviews

- A. Create and distribute survey documents.
- B. Organize and analyze survey results.

- C. Interview the department heads for the 18 user groups listed in Attachment A.
- D. Discuss staff operational models implemented during the pandemic that were successful and planned to continue that implicate the need for space.
- E. Field verify each facility associated with the user groups in Attachment A to calculate each department's footprint within the building.

Task 3: Forecast Future Personnel

- A. Analyze data from alternate sources including the town database that contain growth indicators applicable to staff growth benchmarking.
- B. Create tables that compare multiple growth metrics.
- C. Utilize the selected forecasting metric to illustrate growing space needs in five-year increments for the next twenty years.
- D. Apply the growth logic to support spaces and offices or expansion strategies.

Task 4: Facilities Space and Infrastructure Needs

- A. Compare the current space utilization with the current needs from the surveys and interviews.
- B. Analyze overage and shortage of areas within current facilities and opportunities for improved efficiency.
- C. Create a detailed building program for each user group listed in Attachment A that accounts for current staff and future projections including support spaces.
- D. Vet the initial programs with the Advisory Committee and approve direction. *(Meeting II)*

FACILITIES MASTER PLAN

Task 5: Facilities Master Planning

- A. Prepare 2 study options of facility master plans in a narrative format for the 10 locations in Attachment B to address the assessed space needs defined in Task 4.
- B. Prepare a site master plan with proposed new facilities for a maximum of 2 properties to include the following:
 - 1) Two (2) sketch plan options of each existing or future site for review and selection
 - 2) Conceptual level design CAD site plan of the selected option illustrating parking, circulation, and landscaping.
 - 3) Diagrammatic 2-dimensional rendering of the approved plan
- C. Prepare an interior renovation master plan of existing facilities for a maximum of 3 buildings to include the following:
 - 1) Two (2) sketch plan options of floor plan diagrams at the department suite level
 - 2) Square footage and department summaries of each option
 - 3) Conceptual level design CAD floor plan diagram of the selected option at the department suite level
- D. Meet with the Advisory Committee to review and approve direction. *(Meeting III)*

Task 6: Development of Deliverables and Final Report

- A. Refine the selected master plan option as necessary to align with review comments.
- B. Document the final recommendations and direction for future development that address the components of Task 5.
- C. Compile an 11x17 format final report to document the study.
- D. Document the entire process from the kick-off meeting to the final recommendations.
- E. Provide a final draft to the town for review.

ATTACHMENT A

List of 18 user groups to be included in the Space Needs Assessment scope of work:

1. Administration
2. Community Development
3. Finance
4. Human Resources
5. Parks and Recreation
6. Public Works Operations
7. Public Utilities
8. Police Administration
9. Police Patrol
10. Police Investigations
11. Fire and Rescue
12. Harbor Master
13. Senior Center
14. Community Center
15. Water Plant Building
16. Recreation Center
17. History Museum
18. Help Center

ATTACHMENT B

List of 10 structures and/or properties to be included in the Facility Master Plan narrative scope of work. Specific locations for five (5) master plan site or building studies to be determined.

1. Fire Station
2. Elementary School
3. Senior Center
4. Community Center
5. City Hall / Police Station
6. History Museum
7. Operations Garage and Yard
8. Operations Building
9. Help Center
10. Town Marina and Restrooms

ATTACHMENT C

2025 Hourly Rates

CREECH & ASSOCIATES

Principal	\$225.00
Senior Associate	\$190.00
Project Manager	\$190.00
Associate	\$180.00
Lead Designer	\$180.00
Project Designer I	\$145.00
Project Designer II	\$155.00
Project Designer III	\$165.00
Architect I	\$160.00
Architect II	\$170.00
Architect III	\$180.00
BIM Designer I	\$130.00
BIM Designer II	\$140.00
BIM Designer III	\$150.00
Interior Designer I	\$140.00
Interior Designer II	\$150.00
Interior Designer III	\$160.00
Intern Architect	\$80.00
Administrative	\$75.00

Debbie Hall

From: Sheila Nicholson
Sent: Wednesday, March 5, 2025 10:55 AM
To: Debbie Hall
Cc: Ed Parvin; Bruce Oakley; Eric Jelinski
Subject: Budget transfer request-\$25,000-Lake Park Restroom

To cover the cost of professional services that include detailed design and construction administration for the restroom facility at Carolina Beach Lake Park, please transfer \$25,000 from 45-620-074 to 45-620-046. Please let me know if you have any questions.

Thank you,

Sheila P. Nicholson

Administrative Services Officer
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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