

TOWN OF PLYMOUTH



2022 – 2023

PROPOSED BUDGET

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TAB 01



Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-6738

April 11, 2022

The Honorable Town Council
Town of Plymouth, North Carolina

Dear Council Members:

I am pleased to present to the Town Council the Proposed FY 2023 Budget for the Town of Plymouth. Budgets are about priorities and choices, not just revenues and expenditures, and I believe that this budget represents a reasoned approach to meeting the priorities of the Council for the upcoming fiscal year. This year is unique in that Town Council elections originally scheduled for November of 2021 are delayed until May 17, 2022, due to issues related to the Census. As a result, I intend to provide the Council with a “maintenance” budget that does not include any major spending initiatives or revenue enhancements. However, the Town Council must begin to prioritize the spending of American Rescue Plan Grant Funds awarded to the Town. There are four projects/ items that are recommended for funding with these funds. Also, the proposed budget includes appropriations from the fund balances of the General Fund, Water Fund, and Sanitation Fund to cover recommended expenditures. Appropriations from the fund balance are not sustainable over the long term and recommendations for tax and utility rate increases should be anticipated for FY 2024.

Each year I enter the budget process with certain goals in mind. These goals are based on my understanding of the Town Council’s priorities. The goals I established for the Proposed FY 2023 Budget are as follows:

- No increase in ad valorem taxes or utility rates.
- Continue efforts to improve the aesthetics and safety of the Town.
- Implement plans to construct Wilson Street Park.
- Desire to adequately and fairly pay employees.
- Establish priorities for the use of American Rescue Plan Grant Funds (ARP).

To summarize briefly, the total proposed FY 2023 Budget, including all funds would decrease by 1.99% to a total of \$6,119,172 from the FY 2022 Budget total of \$6,243,556. This decrease is largely due to the use of ARP grant funds to pay for capital projects/items. With the proposed budget, General Fund revenues and expenditures would decrease by 5.87% from \$3,124,734 to \$2,941,167, Water Fund revenues and expenditures would increase by 0.96% from \$1,417,219 to \$1,430,857, Sewer Fund revenues and expenditures would increase by 2.16% from \$1,009,103 to \$1,030,939, Sanitation Fund revenues and expenditures would increase by 4.07% from \$582,500 to \$606,209, and Stormwater Fund revenues and expenditures would remain the same at \$110,000.

Of the Town's funds, the General Fund accounts for 48% of the total Proposed FY 2023 Budget, the Water Fund accounts for 23%, the Sewer Fund 17%, the Sanitation Fund 10% and the Stormwater Fund 2%.

There is no ad valorem (property) tax increase proposed as part of the proposed FY 2023 budget, so the ad valorem tax rate would remain at \$0.54 per \$100 of assessed value. There are also no recommended increases in utility rates, which will remain as follows: water rates \$25 for the first 2,000 gallons, with each additional 1,000 gallons from 2001 gallons to 10,000 gallons increasing by \$9, and each additional 1,000 gallons over 10,000 increasing by \$11; sewer rates \$27 for the first 2,000 gallons, with each additional 1,000 gallons from 2001 gallons to 10,000 gallons increasing by \$9, and each additional 1,000 gallons over 10,000 increasing by \$12; sanitation fees \$20.64; landfill fees \$11.97 per month; and stormwater fees \$3 per month. As noted previously, the General Fund, Water Fund and Sanitation Fund all use fund balances to cover expenditures. A water rate study is expected to be funded as a part of the Viable Utilities Grant that the Town is in the process of applying for, and the results of that study, which will likely identify a need for a rate increase, should be implemented for next fiscal year. In addition, ad valorem tax rate increases and sanitation rate increases should be considered or major expenditure cuts implemented next year to protect unassigned fund balances.

Expenditures for all funds for the proposed FY 2023 Budget can be broken down as follows: employee costs are \$2,401,268 or 39% of total expenditures, operational costs are \$2,306,345 or 38% of total expenditures, transfers from other funds to the General Fund are \$1,128,982 or 18% of total expenditures, debt service is \$272,577 or 4% of total expenditures, and capital outlay is \$10,000 or less than 1% of total expenditures. It should again be noted that \$376,000 in capital items are recommended to be funded with the use of ARP Grant Funds. Expenditures in the Proposed FY 2023 Budget in the General Fund can be further broken down by department, with the Police Department accounting for 34% of General Fund expenditures at \$999,237, Administration 16% or \$458,436, Buildings and Grounds 10% or \$286,176, Streets 10% or \$295,111, Fleet Maintenance 9% or \$266,936, Fire 7% or \$209,431, Information Technology 5% or \$132,061, Planning and Zoning 4% or \$128,240, Legal 3% or \$91,000, and both the Governing Body and Special Appropriations 1% or \$35,060 and \$34,900, respectively.

Currently, the Town employs 37 full-time equivalent employees (36 full-time, 2 part-time). The proposed FY 2023 Budget includes a 2% cost of living adjustment. Health insurance rates are expected to increase 10%.

I believe that the proposed FY 2023 Budget is a good plan to fund the Town's operations and services. I look forward to discussing the budget with you.

Sincerely,

Christopher Layton

Christopher Layton
Interim Town Manager

TAB 02

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**BUDGET SUMMARY
REVENUES**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
10 General Fund								
Ad Valorem Taxes	\$1,050,816	\$1,060,416	\$1,036,500	\$929,217	\$1,053,827	\$1,051,000	\$1,051,000	
Unrestricted Intergovernmental	\$668,976	\$735,851	\$672,500	\$264,348	\$719,195	\$710,500	\$710,500	
Restricted Intergovernmental	\$250,839	\$297,362	\$255,761	\$217,700	\$272,016	\$257,182	\$257,182	
Permits and Fees	\$38,503	\$40,601	\$31,500	\$26,599	\$36,874	\$36,500	\$36,500	
Sales and Services	\$5,697	\$4,908	\$5,100	\$12,585	\$30,600	\$5,100	\$5,100	
Investment Earnings	\$16,206	\$648	\$8,000	\$199	\$400	\$8,000	\$8,000	
Miscellaneous Revenues	\$16,434	\$11,218	\$5,000	\$3,434	\$4,500	\$5,000	\$5,000	
Transfers from Other Funds	\$868,076	\$750,117	\$1,110,373	\$471,330	\$760,493	\$1,224,431	\$867,885	
Sub Total:	\$2,915,547	\$2,901,121	\$3,124,734	\$1,925,412	\$2,877,905	\$3,297,713	\$2,941,167	
61 Water Fund	\$1,445,431	\$1,223,142	\$1,417,219	\$972,556	\$1,408,445	\$1,491,481	\$1,430,857	
62 Sewer Fund	\$989,948	\$1,029,334	\$1,009,103	\$695,917	\$1,000,436	\$1,055,927	\$1,030,939	
66 Sanitation Fund	\$562,848	\$584,285	\$582,500	\$390,275	\$581,264	\$628,529	\$606,209	
67 Stormwater Fund	\$117,763	\$62,374	\$110,000	\$49,415	\$105,536	\$110,000	\$110,000	
Total Revenues All Funds:	\$6,031,537	\$5,800,256	\$6,243,556	\$4,033,575	\$5,973,586	\$6,583,650	\$6,119,172	

**BUDGET SUMMARY
EXPENDITURES**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
10 General Fund								
Governing Body	\$46,485	\$33,463	\$44,140	\$23,093	\$43,429	\$35,060	\$35,060	
Administration	\$428,407	\$428,256	\$467,573	\$305,476	\$461,800	\$468,062	\$458,436	
Attorney	\$73,207	\$88,747	\$85,000	\$60,169	\$84,500	\$94,000	\$91,000	
Information Technology	\$114,978	\$110,529	\$143,761	\$116,663	\$136,843	\$136,240	\$136,240	
Buildings and Grounds	\$307,557	\$302,734	\$350,535	\$216,513	\$324,304	\$496,911	\$286,176	
Police	\$810,629	\$877,466	\$962,036	\$513,030	\$859,236	\$1,053,893	\$999,237	
Fire	\$183,562	\$189,642	\$213,087	\$173,940	\$201,713	\$215,931	\$209,431	
Streets	\$239,034	\$348,075	\$387,619	\$219,433	\$367,295	\$321,011	\$295,511	
Fleet Maintenance	\$300,684	\$281,875	\$281,487	\$140,041	\$238,728	\$292,472	\$266,936	
Planning and Zoning	\$62,994	\$270,889	\$147,096	\$114,110	\$141,046	\$149,233	\$128,240	
Special Appropriations	\$29,437	\$29,437	\$42,400	\$6,778	\$19,011	\$34,900	\$34,900	
Sub Total:	\$2,596,974	\$2,961,113	\$3,124,734	\$1,889,246	\$2,877,905	\$3,297,713	\$2,941,167	
61 Water Fund	\$1,368,181	\$1,271,761	\$1,417,219	\$881,584	\$1,408,445	\$1,491,481	\$1,430,857	
62 Sewer Fund	\$960,980	\$800,222	\$1,009,103	\$589,226	\$933,034	\$1,055,927	\$1,030,939	
66 Sanitation Fund	\$573,835	\$603,275	\$582,500	\$386,246	\$563,442	\$628,529	\$606,209	
67 Stormwater Fund	\$105,754	\$97,724	\$110,000	\$66,190	\$102,042	\$110,000	\$110,000	
Total Expenditures All Funds:	\$5,605,724	\$5,734,095	\$6,243,556	\$3,812,492	\$5,884,868	\$6,583,650	\$6,119,172	

*As of March 14, 2022

TAB 03

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

GENERAL FUND **REVENUES**

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget

10-General Fund
Revenues

		FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
	Account Description								
10-3100-0020, 21	Property Tax Current Year	\$823,423	\$823,447	\$821,500	\$785,092	\$827,369	\$823,000	\$823,000	
10-3100-0001-0019	Property Tax Previous Years	\$92,843	\$83,797	\$73,000	\$49,988	\$70,898	\$73,000	\$73,000	
10-3100-1800	Property Tax Interest	\$30,477	\$33,534	\$35,000	\$12,651	\$24,615	\$35,000	\$35,000	
10-3100-0120, 0121	Vehicle Tax Current Year	\$79,856	\$78,778	\$67,000	\$31,034	\$75,403	\$75,000	\$75,000	
10-3100-0106-0119	Vehicle Tax Previous Years	\$24,217	\$40,860	\$40,000	\$50,452	\$55,542	\$45,000	\$45,000	
	Ad Valorem Taxes Total:	\$1,050,816	\$1,060,416	\$1,036,500	\$929,217	\$1,053,827	\$1,051,000	\$1,051,000	
10-3230-1000	LOCAL OPTION SALES TAX	\$444,479	\$509,061	\$450,000	\$214,232	\$498,231	\$490,000	\$490,000	
10-3260-1700	BEER & WINE - LOCAL	\$0	\$315	\$0	\$0	\$0	\$0	\$0	
10-3321-1000	PAYMENTS IN LIEU OF TAX	\$3,873	\$9,680	\$3,500	\$0	\$3,500	\$3,500	\$3,500	
10-3322-2000	BEER & WINE - STATE	\$15,258	\$14,768	\$15,000	\$0	\$15,000	\$15,000	\$15,000	
10-3322-2100	WASHINGTON CO ABC BOARD	\$2,455	\$2,313	\$2,000	\$0	\$2,000	\$2,000	\$2,000	
10-3324-1000	UTILITY FRANCHISE TAX	\$202,911	\$199,714	\$202,000	\$50,116	\$200,464	\$200,000	\$200,000	
	Unrestricted Intergovernmental Total:	\$668,976	\$735,851	\$672,500	\$264,348	\$719,195	\$710,500	\$710,500	
10-3451-1000	STATE AID POWELL BILL	\$103,198	\$97,656	\$93,438	\$109,693	\$109,693	\$105,000	\$105,000	
10-3498-2000	REIMB. FIRE SERVICES	\$120,473	\$121,080	\$122,182	\$81,455	\$122,182	\$122,182	\$122,182	
10-3500-5000	GRANT - FIRE - OSFM	\$27,168	\$22,627	\$28,749	\$26,552	\$28,749	\$30,000	\$30,000	
10-3389-2100	COVID INCOME	\$0	\$55,999	\$11,392	\$0	\$11,392	\$0	\$0	
	Restricted Intergovernmental Total:	\$250,839	\$297,362	\$255,761	\$217,700	\$272,016	\$257,182	\$257,182	
10-3100-1801	VEHICLE TAG	\$34,965	\$36,750	\$30,000	\$23,640	\$33,565	\$34,000	\$34,000	
10-3346-2000	ZONING PERMITS & B/AJ	\$2,350	\$2,475	\$1,500	\$1,250	\$1,500	\$1,500	\$1,500	
10-3346-3000	CODE VIOLATIONS	\$485	\$248	\$0	\$1,130	\$1,230	\$1,000	\$1,000	
10-3500-1000	POLICE CITATION	\$300	\$30	\$0	\$0	\$0	\$0	\$0	
10-3500-1100	POLICE REPORTS	\$72	\$46	\$0	\$24	\$24	\$0	\$0	
10-3500-1200	POLICE DRUG TAX	\$331	\$1,002	\$0	\$507	\$507	\$0	\$0	
10-3712-1700	RETURN CHECK FEE	\$0	\$50	\$0	\$48	\$48	\$0	\$0	
	Permits and Fees Total:	\$38,503	\$40,601	\$31,500	\$26,599	\$36,874	\$36,500	\$36,500	
10-3323-1000	COURT COSTS	\$1,885	\$1,193	\$1,500	\$888	\$1,000	\$1,500	\$1,500	
10-3834-2000	RENTS & CONCESSIONS	\$3,692	\$3,715	\$3,600	\$2,197	\$3,600	\$3,600	\$3,600	
10-3835-8200	SALE OF FIXED ASSETS	\$0	\$0	\$0	\$9,500	\$26,000	\$0	\$0	
10-3835-8300	SALE OF BEARS	\$120	\$0	\$0	\$0	\$0	\$0	\$0	
	Sales and Services Total:	\$5,697	\$4,908	\$5,100	\$12,585	\$30,600	\$5,100	\$5,100	
10-3831-4910	INVESTMENT EARNINGS	\$16,206	\$648	\$8,000	\$199	\$400	\$8,000	\$8,000	
	Investment Earnings Total:	\$16,206	\$648	\$8,000	\$199	\$400	\$8,000	\$8,000	
10-3500-1400	POLICE DONATIONS	\$585	\$0	\$0	\$0	\$0	\$0	\$0	
10-3839-1000	MISCELLANEOUS REVENUES	\$15,849	\$11,218	\$5,000	\$3,434	\$4,500	\$5,000	\$5,000	
	Miscellaneous Revenues Total:	\$16,434	\$11,218	\$5,000	\$3,434	\$4,500	\$5,000	\$5,000	
10-3986-9820	TRANSFER TO FUND 20	\$175	\$0	\$0	\$0	\$0	\$0	\$0	
10-3986-9822	TRANSFER FROM FUND 22	\$880	\$0	\$0	\$0	\$0	\$0	\$0	

Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget

10-3986-9823	TRANSFER FROM FUND 23	\$65,400	\$0	\$0	\$0	\$0	\$0	\$0
10-3986-9828	TRANSFER FROM FUND 28	\$8,623	\$0	\$0	\$0	\$0	\$0	\$0
10-3986-9861	REIMBURSEMENT - WATER	\$318,350	\$284,226	\$284,694	\$187,005	\$284,694	\$277,706	\$273,149
10-3986-9862	REIMBURSEMENT - SEWER	\$258,829	\$229,801	\$226,706	\$151,137	\$226,706	\$224,752	\$220,919
10-3986-9866	REIMBURSEMENT - SANITATION	\$184,898	\$175,776	\$128,479	\$85,653	\$128,479	\$175,340	\$171,189
10-3986-9867	REIMBURSEMENT - STORM	\$30,920	\$60,314	\$71,302	\$47,535	\$71,302	\$61,405	\$60,469
10-3991-1000	FUND BALANCE APPROP.	\$0	\$0	\$351,624	\$0	\$49,312	\$485,228	\$142,159
10-3991-1100	POWELL BILL - FUND BALANCE	\$0	\$0	\$47,568	\$0	\$0	\$0	\$0
	Transfers from Other Funds Total:	\$868,076	\$750,117	\$1,110,373	\$471,330	\$760,493	\$1,224,431	\$867,885

TOTAL GENERAL FUND REVENUES	\$2,915,547	\$2,901,121	\$3,124,734	\$1,925,412	\$2,877,905	\$3,297,713	\$2,941,167
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*As of 3/14/2022

TAB 04

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

GOVERNING BOARD **4110**

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**10-General Fund
Expenditures**

Governing Board		FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
10-4110-1210	MAYOR & COUNCILMEN	\$28,800	\$28,800	\$28,800	\$19,200	\$28,800	\$28,800	\$28,800	
10-4110-1810	FRINGE - SOC TAX	\$1,786	\$1,786	\$1,786	\$1,190	\$1,786	\$1,786	\$1,786	
10-4110-1811	FRINGE - MED TAX	\$417	\$417	\$418	\$278	\$418	\$418	\$418	
10-4110-2990	MISCELLANEOUS	\$3,230	\$228	\$600	\$589	\$589	\$1,000	\$1,000	
10-4110-3110	TRAVEL & TRAINING	\$640	\$0	\$700	\$0	\$0	\$1,000	\$1,000	
10-4110-4170	ELECTION EXPENSES	\$9,267	\$0	\$10,000	\$0	\$10,000	\$0	\$0	
10-4110-4510	INSURANCE - PROPERTY/LIABILITY	\$2,345	\$2,232	\$1,836	\$1,836	\$1,836	\$2,056	\$2,056	
10-4110-5100	CAPITAL OUTLAY - OFFICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL GOVERNING BODY EXPENDITURES		\$46,485	\$33,463	\$44,140	\$23,093	\$43,429	\$35,060	\$35,060	

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM
--

4110: GOVERNING BODY

Line Item: 10-4110-1210	Current Budget:	\$28,800
Line Item Name: Salaries	Request:	\$28,800
Justification: Includes no proposed increase.	Recommended:	\$28,800
Compensation for Mayor and Councilmembers		
Mayor Compensation	\$ 450 per month =	\$5,400
Council Compensation (6)	\$ 325 per month =	\$23,400
		<u>\$28,800</u>

Line Item: 10-4110-1810	Current Budget:	\$1,786
Line Item Name: Fringe - SOC Tax	Request:	\$1,786
Justification:	Recommended:	\$1,786
Total Salary	\$28,800	
SOC %	<u>6.20%</u>	
	\$1,786	

Line Item: 10-4110-1811	Current Budget:	\$418
Line Item Name: Fringe - MED Tax	Request:	\$418
Justification:	Recommended:	\$418
Total Salary	\$28,800	
MED %	<u>1.45%</u>	
	\$418	

Line Item: 10-4110-2990	Current Budget:	\$600
Line Item Name: Miscellaneous	Request:	\$1,000
Justification:	Recommended:	\$1,000
Items not budgeted otherwise.		

Line Item: 10-4110-3110	Current Budget:	\$700
Line Item Name: Travel and Training	Request:	\$1,000
Justification:	Recommended:	\$1,000
Includes all estimated costs, including transportation, meals and lodging, for business travel connected with the department program or other Town business.		

Line Item: 10-4110-4170	Current Budget:	\$10,000
Line Item Name: Election Expenses	Request:	\$0
Justification:	Recommended:	\$0
None election year.		

Line Item: 10-4110-4510	Current Budget:	\$1,836
Line Item Name: Insurance: Property and Liability	Request:	\$2,056
Justification:	Recommended:	\$2,056
Bond and Liability Insurance - Councilmember's Worker's Compensation		

Line Item: 10-4110-5100	Current Budget:	\$0
Line Item Name: Capital Outlay - Office	Request:	\$0
Justification:	Recommended:	\$0

TAB 05

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

ADMINISTRATION **DEPARTMENT** **4120**

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**10-General Fund
Expenditures**

Administration	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
10-4120-1210 SALARIES	\$228,256	\$275,084	\$253,758	\$171,023	\$253,758	\$261,034	\$258,515	
10-4120-1215 COMP TIME	\$216	\$1,755	\$200	\$430	\$630	\$500	\$500	
10-4120-1220 SALARIES - OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4120-1260 SALARIES - PART - TIME	\$13,605	\$0	\$0	\$0	\$0	\$0	\$0	
10-4120-1810 FRINGE - SOC TAX	\$15,131	\$16,967	\$15,746	\$10,511	\$15,746	\$16,215	\$16,059	
10-4120-1811 FRINGE - MED TAX	\$3,539	\$3,968	\$3,682	\$2,458	\$3,682	\$3,792	\$3,756	
10-4120-1820 FRINGE - ORBIT RETIREMENT	\$20,631	\$12,568	\$29,129	\$16,551	\$29,129	\$29,998	\$29,709	
10-4120-1821 FRINGE - PRUDENTIAL SUPP	\$5,847	\$5,652	\$13,373	\$5,879	\$13,373	\$13,077	\$12,951	
10-4120-1830 FRINGE - HEALTH INSURANCE	\$27,436	\$25,217	\$29,431	\$16,034	\$29,431	\$33,034	\$33,034	
10-4120-1831 FRINGE - DENTAL INSURANCE	\$1,641	\$1,876	\$1,876	\$1,368	\$1,876	\$2,064	\$2,064	
10-4120-1832 FRINGE - MEDICAL DEBIT CARD	\$1,420	\$1,701	\$2,400	\$1,468	\$2,400	\$2,400	\$2,400	
10-4120-1850 UNEMPLOYMENT COMP	\$0	\$0	\$4,911	\$4,911	\$4,911	\$0	\$0	
10-4120-1850 AUDIT SERVICES	\$24,650	\$22,663	\$30,000	\$15,587	\$30,000	\$35,000	\$32,000	
10-4120-1991 PROFESSIONAL SERVICES	\$0	\$2,432	\$13,166	\$7,290	\$7,290	\$0	\$0	
10-4120-2000 DEPARTMENT SUPPLIES	\$3,116	\$4,525	\$4,000	\$4,136	\$4,633	\$5,000	\$4,000	
10-4120-3000 EMPLOYEE APPRECIATION	\$1,678	\$1,739	\$3,000	\$2,031	\$2,531	\$3,000	\$3,000	
10-4120-3110 TRAVEL & TRAINING	\$3,814	\$0	\$2,900	\$2,280	\$2,900	\$3,500	\$3,500	
10-4120-3120 MGR'S TRAVEL ALLOW	\$3,000	\$3,000	\$3,000	\$2,250	\$3,000	\$3,000	\$3,000	
10-4120-3250 POSTAGE	\$3,786	\$2,733	\$4,825	\$2,281	\$4,281	\$4,500	\$4,000	
10-4120-3410 PRINTING MISC	\$475	\$0	\$0	\$0	\$0	\$0	\$0	
10-4120-3521 BANKING ANALYSIS CHARGES	\$17,097	\$19,478	\$18,500	\$14,445	\$22,141	\$20,000	\$18,000	
10-4120-3540 SERV & MAINT CONTRACT	\$4,342	\$3,524	\$4,000	\$2,399	\$3,599	\$4,000	\$4,000	
10-4120-3700 ADVERTISING - LEGAL	\$2,910	\$6,797	\$4,536	\$1,314	\$2,134	\$3,000	\$3,000	
10-4120-4310 LEASE - COPIER	\$1,508	\$1,499	\$2,100	\$958	\$1,834	\$2,000	\$2,000	
10-4120-4510 INSURANCE-PROP/LIABILITY	\$4,312	\$3,209	\$8,659	\$8,659	\$8,659	\$9,698	\$9,698	
10-4120-4910 DUES & SUBSCRIPTIONS	\$5,760	\$5,509	\$7,000	\$6,116	\$6,861	\$7,000	\$7,000	
10-4120-4930 DMV - VEH TAX - ADMIN FEE	\$4,904	\$5,329	\$5,250	\$3,444	\$5,166	\$5,250	\$5,250	
10-4120-4990 MISCELLANEOUS	\$7,849	\$1,031	\$2,131	\$1,653	\$1,835	\$1,000	\$1,000	
10-4120-6990 CONTRACT SERVICE	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	
10-4120-6991 REIMBURS - CDBG 10-D-2603	\$14,775	\$0	\$0	\$0	\$0	\$0	\$0	
10-4120-6992 TRANSFER TO CAMA FUND	\$1,710	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL ADMINISTRATION EXPENDITURES	\$428,407	\$428,256	\$467,573	\$305,476	\$461,800	\$468,062	\$458,436	

of Employees: Current: 5 Requested: 5 Approved:

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM

4120: ADMINISTRATION

Line Item: 10-4120-1210	Current Budget: \$253,758
Line Item Name: Salaries	Request: \$261,034
Justification:	Recommended: \$258,515
Includes Salaries with a 2% COLA Increase and Christmas Bonuses for five (5) employees.	

Line Item: 10-4120-1215	Current Budget: \$200
Line Item Name: Comp Time	Request: \$500
Justification:	Recommended: \$500

Line Item: 10-4120-1220	Current Budget: \$0
Line Item Name: Overtime Salaries	Request: \$0
Justification:	Recommended: \$0

Line Item: 10-4120-1260	Current Budget: \$0
Line Item Name: Part-Time	Request: \$0
Justification:	Recommended: \$0
Includes salary & Christmas bonus for one (1) part-time employee.	

Line Item: 10-4120-1810	Current Budget:	\$15,746
Line Item Name: Fringe - SOC Tax	Request:	\$16,215
Justification:	Recommended:	\$16,059
Total Salaries:	\$259,015	5 employees
SOC %	6.20%	
	<u>\$16,059</u>	

Line Item: 10-4120-1811	Current Budget:	\$3,682
Line Item Name: Fringe - MED Tax	Request:	\$3,792
Justification:	Recommended:	\$3,756
Total Salaries:	\$259,015	5 employees
MED %	1.45%	
	<u>\$3,756</u>	

Line Item: 10-4120-1820	Current Budget:	\$29,129
Line Item Name: Fringe - ORBIT	Request:	\$29,998
Justification:	Recommended:	\$29,709
Total Salaries:	\$259,015	5 employees
ORBIT %	11.47%	
	<u>\$29,709</u>	

Line Item: 10-4120-1821	Current Budget:	\$13,373
Line Item Name: Fringe - Prudential Supplement	Request:	\$13,077
Justification:	Recommended:	\$12,951
Total Salaries:	\$259,015	5 employees
PRUDENTIAL %	5.00% (1.5% Employer Contribution + 3.5% Employer Match = 5%)	
	<u>\$12,951</u>	
Not paid on part-time employees.		

Line Item: 10-4120-1830	Current Budget:	\$29,431
Line Item Name: Fringe - Health Insurance	Request:	\$33,034
Justification:	Recommended:	\$33,034
Includes Health Insurance cost for four (4) employees & five (5) employees Life Insurance.		

Line Item: 10-4120-1831	Current Budget:	\$1,876
Line Item Name: Fringe - Dental	Request:	\$2,064
Justification:	Recommended:	\$2,064
Includes Dental Insurance for four (4) employees.		

Line Item: 10-4120-1832	Current Budget:	\$2,400
Line Item Name: Medical Debit Card	Request:	\$2,400
Justification:	Recommended:	\$2,400
Includes Medical Debit Cards cost for four (4) employees.		

Line Item: 10-4120-1990	Current Budget:	\$30,000
Line Item Name: Audit Services	Request:	\$35,000
Justification:	Recommended:	\$32,000
Cost to provide auditing services for the 2021 - 2022 fiscal year.		

Line Item: 10-4120-1991	Current Budget:	\$8,979
Line Item Name: Professional Services	Request:	\$0
Justification:	Recommended:	\$0
Website updates.		

Line Item: 10-4120-2000	Current Budget:	\$4,000
Line Item Name: Department Supplies	Request:	\$5,000
Justification:	Recommended:	\$4,000
Includes office and general supplies, janitorial supplies, printing expense, small tools and equipment costing less than \$5,000 and any other routine materials required for the operation of the department.		

Line Item: 10-4120-3000	Current Budget:	\$3,000
Line Item Name: Employee Appreciation	Request:	\$3,000
Justification:	Recommended:	\$3,000
Annual Christmas Dinner.		

Line Item: 10-4120-3110	Current Budget:	\$2,900
Line Item Name: Travel and Training	Request:	\$3,500
Justification:	Recommended:	\$3,500
Includes all estimated costs, including transportation, meals and lodging, for business travel connected with the department program or other Town business.		
Includes Manager's travel over 50 miles.		

Line Item: 10-4120-3120	Current Budget:	\$3,000
Line Item Name: Manager's Travel Allowance	Request:	\$3,000
Justification:	Recommended:	\$3,000
Allowance approved by The Town Council for \$250 per month.		

Line Item: 10-4120-3250	Current Budget:	\$4,825
Line Item Name: Postage	Request:	\$4,500
Justification:	Recommended:	\$4,000
Includes the cost of all postage plus the pre-sorted annual fee to mail tax bills.		

Line Item: 10-4120-3521	Current Budget:	\$18,500
Line Item Name: Banking Analysis Charges	Request:	\$20,000
Justification:	Recommended:	\$18,000
Includes cost of corporate account analysis, corporate account discount, remote deposit charge, merchant discount charge, Basys processing fee, deposit slips & stop payment fees.		

Line Item: 10-4120-3540	Current Budget:	\$4,000
Line Item Name: Service and Maintenance Contracts	Request:	\$4,000
Justification:	Recommended:	\$4,000
Includes costs of Postage Meter Maintenance, VRC and ACS Benefits. Postage Meter 4 x \$318 = \$1272 + 5% = \$1356. VRC 7 x \$50 = \$350 + 5% = \$368. ACS 12 x \$169.85 = \$2,038 + 5% = \$2140		

Line Item: 10-4120-3700	Current Budget:	\$4,536
Line Item Name: Advertising - Legal	Request:	\$3,000
Justification:	Recommended:	\$3,000
Advertising for bids, public hearings, delinquent taxes, etc.		

Line Item: 10-4120-4310	Current Budget:	\$2,100
Line Item Name: Lease - Copier	Request:	\$2,000
Justification:	Recommended:	\$2,000
Leased with Quality Office Equipment		
Lease expires - June 2023		

Line Item: 10-4120-4510	Current Budget:	\$8,659
Line Item Name: Insurance: Property and Liability	Request:	\$9,698
Justification:	Recommended:	\$9,698
Includes Finance Officer and Tax Collector Bonds, Liability and Workman's Compensation Insurance.		

Line Item: 10-4120-4910	Current Budget:	\$7,000
Line Item Name: Dues and Subscriptions	Request:	\$7,000
Justification:	Recommended:	\$7,000
Annual Dues: ICMA/NCMMA		600 + 900
Albemarle Commission		750.00
League of Municipalities Bulletin		472.06
League of Municipalities Membership		4,557.00
Clerk's Membership		170 + 80
Roanoke Beacon Subscription		30.00

Line Item: 10-4120-4930	Current Budget:	\$5,250
Line Item Name: DMV-Vehicle Tax - Administration	Request:	\$5,250
Justification:	Recommended:	\$5,250
Includes the 1.5% administration fees and refund charges for vehicle taxes collected by NCVTS.		

Line Item: 10-4120-4990	Current Budget:	\$2,131
Line Item Name: Miscellaneous	Request:	\$1,000
Justification:	Recommended:	\$1,000

TAB 06

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

ATTORNEY **DEPARTMENT** **4150**

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**10-General Fund
Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
Attorney								
10-4150-1910								
10-4150-1920	\$0	\$0	\$500	\$500	\$500	\$0	\$0	\$0
10-4150-1921	\$9,773	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4150-1922	\$1,530	\$0	\$3,286	\$3,286	\$3,286	\$0	\$0	\$0
10-4150-1930	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4150-1930	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4150-1950	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4150-1951	\$299	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4150-1990	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4150-6990	\$61,540	\$88,747	\$81,214	\$56,883	\$81,214	\$94,000	\$91,000	\$0
10-4150-6991	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL ATTORNEY EXPENDITURES	\$73,207	\$88,747	\$85,000	\$60,169	\$84,500	\$94,000	\$91,000	

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM

4150: ATTORNEY

Line Item: 10-4150-1910	Current Budget:	\$500
Line Item Name: Sale of Property	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4150-1920	Current Budget:	\$0
Line Item Name: Foreclosures - Legal Matters	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4150-1921	Current Budget:	\$3,286
Line Item Name: Foreclosures ZLS - Legal Matters	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4150-1922	Current Budget:	\$0
Line Item Name: Foreclosures - MISC - Legal Matters	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4150-1930	Current Budget:	\$0
Line Item Name: Foreclosures - County Expense	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4150-1940	Current Budget:	\$0
Line Item Name: Foreclosures - Misc Expense	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4150-1950	Current Budget:	\$0
Line Item Name: Condemnation - Legal Matters	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4150-1951	Current Budget:	\$0
Line Item Name: Zoning - Legal Matters	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4150-1990	Current Budget:	\$0
Line Item Name: Court - Legal Matters	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4150-6990	Current Budget: \$81,214
Line Item Name: Contract - General - Legal Matters	Request: \$94,000
Justification:	Recommended: \$91,000
General matters & @ \$6,000 for evaluation of Personnel Policies & @ \$3,000 for evaluation of Police Policies.	

Line Item: 10-4150-6991	Current Budget: \$0
Line Item Name: Contract - Employment - Legal	Request: \$0
Justification:	Recommended: \$0

TAB 07

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

IT DEPARTMENT **4210**

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget

10-General Fund
Expenditures

		FY 2020	FY 2021	FY 2022	FY 2022*	FY 2022	FY 2022	FY 2023	FY 2023	FY 2023	FY 2023	FY 2023
		Actual	Actual	Budget	Actual to Date	EOY Estimate	Requested	Recommended	Approved	By Town Council		
	Information Technology											
10-4210-2910	SOFTWARE	\$24,392	\$18,947	\$32,221	\$32,100	\$32,040	\$37,800	\$37,800				
10-4210-3210	TELEPHONE	\$23,103	\$22,425	\$26,600	\$16,639	\$22,186	\$26,600	\$26,600				
10-4210-3211	INTERNET	\$17,309	\$25,463	\$26,000	\$17,758	\$23,677	\$26,000	\$26,000				
10-4210-4400	WEB PAGE	\$879	\$989	\$1,140	\$989	\$1,140	\$1,140	\$1,140				
10-4210-5100	EQUIPMENT PURCHASE	\$14,994	\$13,005	\$28,100	\$26,902	\$28,100	\$15,000	\$15,000				
10-4210-6990	CONTRACT SERVICE	\$34,300	\$29,700	\$29,700	\$22,275	\$29,700	\$29,700	\$29,700				
TOTAL IT EXPENDITURES		\$114,978	\$110,529	\$143,761	\$116,663	\$136,843	\$136,240	\$136,240				

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM
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4210: INFORMATION TECHNOLOGY

Line Item: 10-4210-2910	Current Budget:	\$32,221
Line Item Name: Software	Request:	\$37,800
Justification:	Recommended:	\$37,800
	Department	
Archiving	All	\$ 4,500.00
KOFAX Power PDF 4.0 Advanced	Town Hall	235.92
DCI - NC SBI - 6 months	PD	300.00
DCI - NC SBI - 6 months	PD	300.00
International Assoc (IACP Renewal)	PD	525.00
SOUNDSIDE - Cost for having email addresses	All	5,893.20
SOUNDSIDE - Watchguard (2 subscriptions)	PD	2,095.00
SOUNDSIDE - Watchguard (3 subscriptions)	PW	1,525.00
SOUNDSIDE - N-Able Patch	All	4,548.00
SOUNDSIDE - Remote Desktop Subscription	Admin	400.00
SOUNDSIDE - Meraki - License renewal	All	927.00
SOUNDSIDE - Sangoma - Phone support	Town Hall	160.00
SOUNDSIDE - Onsite/Offsite Backups - Monthly recovery testing	All	720.00
SOUNDSIDE - Onsite/Offsite Backups	All	1,560.00
Sirchie - Live Scan Finger Print Machine - Yearly Maint	PD	1,999.00
Domain	All	80.00
Southern Software - FMS	Town Hall	5,130.00
Southern Software - Tax Conversion	Admin	1,900.00
Southern Software - RMS Annual Support	PD	4,156.00
Interplat - eCrash Enterprise Solution Software	PD	800.00

Line Item: 10-4210-3210	Current Budget:	\$26,600
Line Item Name: Telephone	Request:	\$26,600
Justification:	Recommended:	\$26,600
Century Link		
Info Tech		
Soundside		
US Cellular	Admin & PW	
Verizon Wireless	Council, Mayor & PD	

Line Item: 10-4210-3211	Current Budget:	\$26,000
Line Item Name: Internet	Request:	\$26,000
Justification:	Recommended:	\$26,000
Mediacom	Fire	
Verizon	PD	
Century Link - Fiberoptics	ALL	
US Cellular	Sewer	60.00

Line Item: 10-4210-4400	Current Budget:	\$1,140
Line Item Name: Web Page	Request:	\$1,140
Justification:	Recommended:	\$1,140
Annual Fee for Town's website.		

Line Item: 10-4210-5100	Current Budget:	\$28,100
Line Item Name: Equipment Purchase	Request:	\$15,000
Justification:	Recommended:	\$15,000
1 Laptop Computer/Equipment Replacement	All	3,000.00
10 Cameras	PD	12,000.00

Line Item: 10-4210-6990	Current Budget:	\$29,700
Line Item Name: Contract Service	Request:	\$29,700
Justification:	Recommended:	\$29,700
Soundside Group		

TAB 08

Town of Plymouth

124 EAST WATER ST. PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

BUILDING AND GROUNDS **DEPARTMENT** **4260**

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**10-General Fund
Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
Buildings and Grounds								
10-4260-1210 SALARIES	\$57,177	\$61,920	\$64,248	\$41,232	\$64,248	\$65,515	\$64,884	
10-4260-1215 COMP TIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4260-1220 SALARIES - OVERTIME	\$1,077	\$0	\$0	\$0	\$0	\$0	\$0	
10-4260-1260 SALARIES - PART-TIME	\$3,634	-\$2,453	\$4,420	\$2,776	\$4,420	\$9,017	\$9,017	
10-4260-1810 FRINGE - SOC TAX	\$3,886	\$3,724	\$4,257	\$2,811	\$4,257	\$4,621	\$4,581	
10-4260-1811 FRINGE - MED TAX	\$909	\$871	\$996	\$658	\$996	\$1,081	\$1,072	
10-4260-1820 FRINGE - ORBIT RETIREMENT	\$5,340	\$4,802	\$7,369	\$2,837	\$7,369	\$7,515	\$7,442	
10-4260-1821 FRINGE - PRUDENTIAL SUPP	\$1,293	\$890	\$3,212	\$546	\$3,212	\$3,276	\$3,244	
10-4260-1830 FRINGE - HEALTH INSURANCE	\$15,851	\$14,239	\$14,971	\$9,981	\$14,971	\$16,468	\$16,468	
10-4260-1831 FRINGE - DENTAL INSURANCE	\$899	\$899	\$938	\$625	\$938	\$1,032	\$1,032	
10-4260-1832 FRINGE - MEDICAL DEBIT CARD	\$1,200	\$948	\$1,200	\$593	\$1,200	\$1,200	\$1,200	
10-4260-2000 DEPARTMENT SUPPLIES	\$17,818	\$4,307	\$8,000	\$2,856	\$3,588	\$8,000	\$4,750	
10-4260-2100 COVID	\$0	\$44,577	\$27,942	\$11,481	\$27,942	\$0	\$0	
10-4260-2120 UNIFORMS	\$1,987	\$257	\$1,000	\$230	\$460	\$1,000	\$750	
10-4260-3110 TRAVEL & TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4260-3310 UTILITIES ELECTRIC	\$31,285	\$21,051	\$33,000	\$12,999	\$22,284	\$33,000	\$30,000	
10-4260-3510 MAINT.BLDG & GROUNDS	\$53,345	\$31,355	\$33,450	\$11,150	\$22,300	\$33,450	\$30,000	
10-4260-3511 MAINT. PUBLIC WKS SHOP	\$1,555	\$2,070	\$1,500	\$1,374	\$1,500	\$1,500	\$1,500	
10-4260-3512 MAINT. TOWN HALL	\$7,362	\$5,030	\$5,000	\$2,984	\$4,000	\$5,000	\$5,000	
10-4260-3513 MAINT. POLICE DEPT	\$8,635	\$3,384	\$5,000	\$686	\$4,000	\$2,000	\$2,000	
10-4260-3514 MAINT. WWTP	\$550	\$237	\$1,500	\$1,539	\$1,839	\$1,500	\$1,500	
10-4260-3515 MAINT. WTP	\$270	\$698	\$1,000	\$99	\$200	\$1,500	\$1,500	
10-4260-3540 SERV & MAINT CONTRACT	\$803	\$805	\$1,000	\$676	\$967	\$1,000	\$1,000	
10-4260-4510 INSURANCE-PROPIABILITY	\$58,334	\$53,451	\$56,078	\$56,078	\$56,078	\$62,807	\$62,807	
10-4260-4910 DUES & SUBSCRIPTIONS	\$40	\$0	\$0	\$0	\$0	\$0	\$0	
10-4260-5100 CAPITAL OUTLAY - OFFICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4260-5200 CO - WILSON ST PARK	\$0	\$15,500	\$40,000	\$19,900	\$40,000	\$200,000	\$0	
10-4260-5500 CO - OTHER EQUIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4260-5700 CAPITAL OUTLAY- LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4260-5800 CAPITAL OUTLAY - BUILDING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4260-6990 CONTRACT SERVICES	\$16,116	\$16,632	\$17,464	\$15,399	\$20,532	\$20,000	\$20,000	
10-4260-6992 TRANSFER TO CAMA FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4260-7100 PRINCIPLE - LAND & MUN BLD	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	
10-4260-7110 INTEREST - LAND & MUN BLD	\$5,689	\$5,040	\$4,490	\$4,503	\$4,503	\$3,929	\$3,929	
TOTAL BUILDINGS & GROUNDS EXPENDITURES	\$307,557	\$302,734	\$350,535	\$216,513	\$324,304	\$496,911	\$286,176	

of Employees: Current: 2.5 Requested: 2.5 Approved:

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM
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4260: BUILDING & GROUNDS
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Line Item: 10-4260-1210	Current Budget: \$64,248
Line Item Name: Salaries	Request: \$65,515
Justification:	Recommended: \$64,884
Includes salaries with a 2% COLA Increase & Christmas bonus for two (2) employees.	

Line Item: 10-4260-1215	Current Budget: \$0
Line Item Name: Comp Time	Request: \$0
Justification:	Recommended: \$0

Line Item: 10-4260-1220	Current Budget: \$0
Line Item Name: Overtime Salaries	Request: \$0
Justification:	Recommended: \$0

Line Item: 10-4260-1260	Current Budget: \$4,420
Line Item Name: Part-Time	Request: \$9,017
Justification:	Recommended: \$9,017
Salary for one (1) part time employee - Maritime Museum - half is refunded by the WCWW (Washington County Waterways)	

Line Item: 10-4260-1810	Current Budget:	\$4,257
Line Item Name: Fringe - SOC Tax	Request:	\$4,621
Justification:	Recommended:	\$4,582
Total Salaries	\$73,901	
SOC %	6.20%	
	<u>\$4,582</u>	

Line Item: 10-4260-1811	Current Budget:	\$996
Line Item Name: Fringe - MED Tax	Request:	\$1,081
Justification:	Recommended:	\$1,072
Total Salaries	\$73,901	
MED %	1.45%	
	<u>\$1,072</u>	

Line Item: 10-4260-1820	Current Budget:	\$7,369
Line Item Name: Fringe - ORBIT	Request:	\$7,515
Justification:	Recommended:	\$7,442
Total Salaries	\$ 64,884	
ORBIT %	11.47%	
	<u>\$ 7,442</u>	

Line Item: 10-4260-1821	Current Budget:	\$3,212
Line Item Name: Fringe - Prudential Supplement	Request:	\$3,276
Justification:	Recommended:	\$3,244
Total Salaries	\$ 64,884	
PRUDENTIAL %	5% (1.5% Employer Contribution + 3.5% Employer Match = 5%)	
	<u>\$ 3,244</u>	

Line Item: 10-4260-1830	Current Budget:	\$14,971
Line Item Name: Fringe - Health Insurance	Request:	\$16,468
Justification:	Recommended:	\$16,468
Includes Health Insurance cost for two (2) employees.		

Line Item: 10-4260-1831	Current Budget:	\$938
Line Item Name: Fringe - Dental	Request:	\$1,032
Justification:	Recommended:	\$1,032
Includes Dental Insurance for two (2) employees.		

Line Item: 10-4260-1832	Current Budget:	\$1,200
Line Item Name: Medical Debit Card	Request:	\$1,200
Justification:	Recommended:	\$1,200
Includes Medical Debit Cards cost for two (2) employees.		

Line Item: 10-4260-2000	Current Budget:	\$8,000
Line Item Name: Department Supplies	Request:	\$8,000
Justification:	Recommended:	\$4,750
Janitorial supplies, small tools, etc.		

Line Item: 10-4260-2100	Current Budget:	\$27,942
Line Item Name: Covid	Request:	\$0
Justification:	Recommended:	\$0
COVID items.		

Line Item: 10-4260-2120	Current Budget:	\$1,000
Line Item Name: Uniforms	Request:	\$1,000
Justification:	Recommended:	\$750
Uniform for one (1) employee & boots for two (2) employees.		

Line Item: 10-4260-3110	Current Budget:	\$0
Line Item Name: Travel and Training	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4260-3310	Current Budget:	\$33,000
Line Item Name: Utilities & Electric	Request:	\$33,000
Justification:	Recommended:	\$30,000
Includes the cost of electricity, natural gas, fuel oil, or other related expenses for the Town Hall, piers, Police Department and parks.		

Line Item: 10-4260-3510	Current Budget:	\$33,450
Line Item Name: Maint - Building & Grounds	Request:	\$33,450
Justification:	Recommended:	\$30,000
Park & Town owned buildings maintenance - (museums, light house, ADA, food pantry, old fire department and decks).		

Line Item: 10-4260-3511	Current Budget:	\$1,500
Line Item Name: Maint - Public Works Shop	Request:	\$1,500
Justification:	Recommended:	\$1,500
General maintenance.		

Line Item: 10-4260-3512	Current Budget:	\$5,000
Line Item Name: Maint - Town Hall	Request:	\$5,000
Justification:	Recommended:	\$5,000
General maintenance, update lobby & offices.		

Line Item: 10-4260-3513	Current Budget:	\$5,000
Line Item Name: Maint - Police Dept	Request:	\$2,000
Justification:	Recommended:	\$2,000
General maintenance.		

Line Item: 10-4260-3514	Current Budget:	\$1,500
Line Item Name: Maint - Wastewater Treatment Plant	Request:	\$1,500
Justification:	Recommended:	\$1,500
General maintenance.		

Line Item: 10-4260-3515	Current Budget:	\$1,000
Line Item Name: Maint - Water Treatment Plant	Request:	\$1,500
Justification:	Recommended:	\$1,500
General maintenance.		

Line Item: 10-4260-3540	Current Budget:	\$1,000
Line Item Name: Service and Maintenance Contracts	Request:	\$1,000
Justification:	Recommended:	\$1,000
ADS Security		

Line Item: 10-4260-4510	Current Budget:	\$56,078
Line Item Name: Insurance: Property and Liability	Request:	\$62,807
Justification:	Recommended:	\$62,807
Includes insurance on real and personal property (flood).		

Line Item: 10-4260-4910	Current Budget:	\$0
Line Item Name: Dues and Subscriptions	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4260-5100	Current Budget:	\$0
Line Item Name: Capital Outlay - Office	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4260-5200	Current Budget:	\$40,000
Line Item Name: Capital Outlay - Wilson St. Park	Request:	\$200,000
Justification:	Recommended:	\$0
Request to be funded through ARP funds. Ball park, track & play area.		

Line Item: 10-4260-5500	Current Budget:	\$0
Line Item Name: Capital Outlay - Other Equipment	Request:	\$0
Justification:	Recomm	\$0

Line Item: 10-4260-5700	Current Budget:	\$0
Line Item Name: Capital Outlay - Land	Request:	\$0
Justification:	Recomme	\$0

Line Item: 10-4260-5800	Current Budget:	\$0
Line Item Name: Capital Outlay - Building & Structures	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4260-6990	Current Budget:	\$17,464
Line Item Name: Contract Services	Request:	\$20,000
Justification:	Recommended:	\$20,000
Cleaning service.		

Line Item: 10-4260-7100	Current Budget:	\$12,500
Line Item Name: Principle - Land & Municipal Bldg	Request:	\$12,500
Justification:	Recommended:	\$12,500
Principle.		

Line Item: 10-4260-7110	Current Budget:	\$4,490
Line Item Name: Interest - Land & Municipal Bldg	Request:	\$3,929
Justification:	Recommended:	\$3,929
Interest.		

TAB 09

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

POLICE DEPARTMENT **4310**

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**10-General Fund
Expenditures**

		FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
Police									
10-4310-1210	SALARIES	\$470,353	\$495,390	\$535,575	\$238,057	\$418,290	\$589,531	\$583,845	
10-4310-1215	COMP TIME	\$36,678	\$46,264	\$15,000	\$51,964	\$69,285	\$15,000	\$15,000	
10-4310-1220	SALARIES - OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4310-1240	SUPPLEMENTAL RETIREMENT	\$0	\$44,771	\$11,639	\$8,058	\$11,639	\$11,639	\$11,639	
10-4310-1260	SALARIES - PART-TIME	\$18,560	\$24,945	\$35,721	\$36,367	\$48,489	\$36,303	\$36,108	
10-4310-1810	FRINGE - SOC TAX	\$32,525	\$36,752	\$34,136	\$20,289	\$34,136	\$40,453	\$40,089	
10-4310-1811	FRINGE - MED TAX	\$7,607	\$8,595	\$7,983	\$4,745	\$7,983	\$9,461	\$9,376	
10-4310-1820	FRINGE - ORBIT RETIREMENT	\$39,632	\$42,628	\$66,090	\$26,788	\$66,090	\$72,557	\$71,874	
10-4310-1821	FRINGE - PRUDENTIAL SUPP	\$22,909	\$25,173	\$27,529	\$14,329	\$27,529	\$30,227	\$29,942	
10-4310-1830	FRINGE - HEALTH INSURANCE	\$84,223	\$80,926	\$104,798	\$41,999	\$82,998	\$107,044	\$107,044	
10-4310-1831	FRINGE - DENTAL INSURANCE	\$5,139	\$5,510	\$6,565	\$2,423	\$4,684	\$6,706	\$6,706	
10-4310-1832	FRINGE - MEDICAL DEBIT CARD	\$5,318	\$5,679	\$8,400	\$2,847	\$5,694	\$7,800	\$7,800	
10-4310-2000	DEPARTMENT SUPPLIES	\$7,919	\$9,207	\$8,538	\$3,328	\$5,328	\$13,419	\$10,000	
10-4310-2100	CLEANING SUPPLIES	\$0	\$312	\$1,500	\$478	\$1,000	\$1,500	\$1,000	
10-4310-2120	UNIFORMS	\$9,625	\$11,989	\$9,191	\$0	\$5,000	\$17,423	\$12,000	
10-4310-2121	TESTING - NEW HIRES	\$2,850	\$1,775	\$7,000	\$2,030	\$4,030	\$7,000	\$5,000	
10-4310-3110	TRAVEL & TRAINING	\$1,975	\$334	\$3,145	\$936	\$1,936	\$4,498	\$4,498	
10-4310-3540	SERV & MAINT CONTRACT	\$1,366	\$1,267	\$1,517	\$913	\$1,033	\$1,550	\$1,550	
10-4310-4310	LEASE - COPIER	\$2,826	\$2,339	\$2,940	\$1,465	\$2,198	\$2,500	\$2,500	
10-4310-4510	INSURANCE-PROP/LIABILITY	\$30,277	\$12,412	\$35,618	\$35,617	\$35,617	\$39,891	\$39,891	
10-4310-4910	DUES & SUBSCRIPTIONS	\$0	\$75	\$377	\$377	\$377	\$375	\$375	
10-4310-5100	CAPITAL OUTLAY - OFFICE	\$0	\$19,123	\$0	\$0	\$0	\$0	\$0	
10-4310-5400	CO VEHICLE PURCHASE	\$28,846	\$0	\$9,874	\$0	\$0	\$0	\$0	
10-4310-5500	CO OTHER EQUIPMENT	\$0	\$0	\$25,900	\$20,020	\$25,900	\$36,016	\$0	
10-4310-6990	UNDERCOVER OPERATIONS	\$2,000	\$2,000	\$3,000	\$0	\$0	\$3,000	\$3,000	
TOTAL POLICE EXPENDITURES		\$810,629	\$877,466	\$962,036	\$513,030	\$859,236	\$1,053,893	\$999,237	

of Employees: Current: 15 Requested: 14 Requested: 14 Approved:

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM

4310: POLICE DEPARTMENT

Line Item: 10-4310-1210	Current Budget: \$535,575
Line Item Name: Salaries	Request: \$589,531
Justification:	Recommended: \$583,845
Includes salaries with a 2% COLA Increase & Christmas bonus for thirteen (13) employees.	

Line Item: 10-4310-1215	Current Budget: \$15,000
Line Item Name: Comp Time	Request: \$15,000
Justification:	Recommended: \$15,000

Line Item: 10-4310-1220	Current Budget: \$0
Line Item Name: Overtime Salaries	Request: \$0
Justification:	Recommended: \$0

Line Item: 10-4310-1240	Current Budget: \$11,639
Line Item Name: Supplemental Retirement	Request: \$11,639
Justification:	Recommended: \$11,639
Includes supplemental retirement for one (1) former employee.	

Line Item: 10-4310-1260	Current Budget: \$35,721
Line Item Name: Part-Time	Request: \$36,303
Justification:	Recommended: \$36,108
Includes salary with a 2% COLA Increase & Christmas bonus for one (1) part-time employee - \$20108. Also includes Auxiliary Officers hours as needed - \$16 for up to 1000 hours - \$16,000.	

Line Item: 10-4310-1810	Current Budget: \$34,136						
Line Item Name: Fringe - SOC Tax	Request: \$40,453						
Justification:	Recommended: \$40,089						
<table> <tr> <td>Total Salaries</td><td>\$646,592</td></tr> <tr> <td>SOC %</td><td>6.20%</td></tr> <tr> <td></td><td><u>\$40,089</u></td></tr> </table>		Total Salaries	\$646,592	SOC %	6.20%		<u>\$40,089</u>
Total Salaries	\$646,592						
SOC %	6.20%						
	<u>\$40,089</u>						

Line Item: 10-4310-1811	Current Budget: \$7,983						
Line Item Name: Fringe - MED Tax	Request: \$9,461						
Justification:	Recommended: \$9,376						
<table> <tr> <td>Total Salaries</td><td>\$646,592</td></tr> <tr> <td>MED %</td><td>1.45%</td></tr> <tr> <td></td><td><u>\$9,376</u></td></tr> </table>		Total Salaries	\$646,592	MED %	1.45%		<u>\$9,376</u>
Total Salaries	\$646,592						
MED %	1.45%						
	<u>\$9,376</u>						

Line Item: 10-4310-1820	Current Budget:	\$66,090	
Line Item Name: Fringe - ORBIT	Request:	\$72,557	
Justification:	Recommended:	\$71,874	
Total Salaries - Law	\$ 559,062	Total Salaries - General	\$ 39,783
ORBIT %	12.04%	ORBIT %	11.47%
	<u>\$ 67,311</u>		<u>\$ 4,563</u>

Line Item: 10-4310-1821	Current Budget:	\$27,529
Line Item Name: Fringe - Prudential Supplement	Request:	\$30,227
Justification:	Recommended:	\$29,942
Total Salaries \$ 598,845 Law - 5% Employer contribution per NCGS 143-166.50e		
PRUDENTIAL %	5% General employee - 1.5% Employer contribution	
	<u> \$ 29,942</u>	+ 3.5% Employer match = 5%

Line Item: 10-4310-1830	Current Budget: \$104,798
Line Item Name: Fringe - Health Insurance	Request: \$107,044
Justification:	Recommended: \$107,044
Includes Health Insurance cost for thirteen (13) employees.	

Line Item: 10-4310-1831	Current Budget: \$6,565
Line Item Name: Fringe - Dental Insurance	Request: \$6,706
Justification:	Recommended: \$6,706
Includes Dental Insurance for thirteen (13) employees.	

Line Item: 10-4310-1832	Current Budget: \$8,400
Line Item Name: Medical Debit Card	Request: \$7,800
Justification:	Recommended: \$7,800
Includes Medical Debit Cards cost for thirteen (13) employees.	

Line Item: 10-4310-2000	Current Budget: \$8,538
Line Item Name: Department Supplies	Request: \$13,419
Justification:	Recommended: \$10,000
Office supplies for the office & patrol officers, paper, pens, toner cartridges, note pads, desk calendars, labels, etc. - \$6,500 Eleven (11) Triggering Device for Body Cams - \$3,487 to automatic turn the body cam on. Ten (10) AR Mounts - \$3,432 to security the ARs inside the patrol cars. Nine (9) AR Optics Red Dot Sights - \$1,893.	

Line Item: 10-4310-2100	Current Budget: \$1,500
Line Item Name: Cleaning Supplies	Request: \$1,500
Justification:	Recommended: \$1,000
Cleaning supplies for office & patrol vehicles: paper towels, toilet paper, trash bags, bleach, Windex, etc.	

Line Item: 10-4310-2120	Current Budget:	\$9,191
Line Item Name: Uniforms	Request:	\$17,423
Justification:	Recommended:	\$12,000
Funding to replace uniforms for 14 police department personnel. Personnel are issued 3 short sleeve shirts, 3 long sleeve shirts, 3 pairs of pants and 2 pairs of shoes a year. Due to normal use, wear and tear uniforms only last about a year. Shoes only last for approximately 6 months - \$13,308. Seven (7) Name Tag for new Officers - \$249.00 Six (6) Hi Visible Parkas - \$1,922.00 Thirteen (13) Armorshin for outercarrier for bullet proof vest - \$1,944.00		

Line Item: 10-4310-2121	Current Budget:	\$7,000
Line Item Name: Testing - New Hires	Request:	\$7,000
Justification:	Recommended:	\$5,000
Fees for Pre-Employment: Drug Testing, Physical and Psychological Evaluation required for certification of officers for Criminal Justice Training Standards. Four (4) Psychological Evaluations. Four (4) Drug Testing. Four (4) Physicals (F1 and F2 forms).		

Line Item: 10-4310-3110	Current Budget:	\$3,145
Line Item Name: Travel and Training	Request:	\$4,498
Justification:	Recommended:	\$4,498
Ammunition for state mandated annual requalification for officers. Ammunition for the Glock Pistol. Two Thousand (2000) rounds per year to qualify. TMJ Brass Case Ammo. 40 Cal 180 gr. JHP for duty use. Ammunition for the AR15 Rifles. Fifteen Hundred (1500) rounds; half of the ammo is used for state annual requalification. 5.56MM 55 GR.		

Line Item: 10-4310-3540	Current Budget:	\$1,517
Line Item Name: Service and Maintenance Contracts	Request:	\$1,550
Justification:	Recommended:	\$1,550
LeBlue and Vital Records Control (VRC). LeBlue 12 x 60 = \$720 VRC 7 x \$54 = \$378 Cavanaugh McDonald Consulting \$365		

Line Item: 10-4310-4310	Current Budget:	\$2,940
Line Item Name: Lease - Copier	Request:	\$2,500
Justification:	Recommended:	\$2,500
Leased with Quality Office Equipment		
Lease expires - June 2023		

Line Item: 10-4310-4510	Current Budget:	\$35,618
Line Item Name: Insurance: Property and Liability	Request:	\$39,891
Justification:	Recommended:	\$39,891
Includes insurance on real and personal property (flood).		

Line Item: 10-4310-4910	Current Budget:	\$377
Line Item Name: Dues and Subscriptions	Request:	\$375
Justification:	Recommended:	\$375
One (1) yearly membership fee for the NC Association of Chief of Police (\$200.00). One (1) Yearly membership for NCPEA Plymouth Police Department (\$75.00). One (1) Yearly membership for NC Police Executives Association (\$100.00).		

Line Item: 10-4310-5100	Current Budget:	\$0
Line Item Name: Capital Outlay - Office	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4310-5400	Current Budget:	\$9,874
Line Item Name: Capital Outlay - Vehicle Purchase	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4310-5500	Current Budget: \$25,900
Line Item Name: Capital Outlay - Other Equipment	Request: \$36,016
Justification:	Recommended: \$0
* Request to be funded through ARP Funds * Six (6) Portable Radios - \$14,710.00 to replace old radios that are no longer compatible with the VIPER communication system. Twelve (12) Bodycam 4 Gen - \$6,771.00 to replace unrepairable and out dated body cams. Twelve (12) Taser X26E - \$8,920.00 to replace broken, unrepairable, and out of date Tasers. One (1) Traffic Analyst Pole Sign - \$5,615.00 to replace the outdate radar trailer.	

Line Item: 10-4310-6990	Current Budget: \$3,000
Line Item Name: Undercover Operations	Request: \$3,000
Justification:	Recommended: \$3,000
To continue to work drug infested areas within the Town of Plymouth.	

TAB 10

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

FIRE DEPARTMENT ***4340***

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**10-General Fund
Expenditures**

	Fire	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
10-4340-1820	FIREMEN'S PENSION FUND	\$4,643	\$11,490	\$13,000	\$2,530	\$13,000	\$13,000	\$13,000	
10-4340-1833	INSURANCE - ACCIDENT	\$2,701	\$2,763	\$3,316	\$2,763	\$2,763	\$3,095	\$3,095	
10-4340-2000	DEPARTMENT SUPPLIES	\$1,375	\$6,419	\$4,500	\$2,276	\$3,914	\$4,500	\$3,000	
10-4340-2120	DRESS UNIFORMS	\$1,105	\$0	\$2,000	\$793	\$793	\$2,000	\$1,000	
10-4340-2121	FIREFIGHTER GEAR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4340-3110	TRAVEL & TRAINING	\$0	\$0	\$2,500	\$55	\$220	\$2,500	\$1,000	
10-4340-3120	FIRE CALL COMPENSATION	\$19,995	\$19,998	\$20,000	\$19,992	\$24,899	\$20,000	\$20,000	
10-4340-3310	UTILITIES	\$3,985	\$3,188	\$4,436	\$2,026	\$3,473	\$4,500	\$4,500	
10-4340-3320	NATURAL GAS	\$817	\$1,592	\$1,870	\$927	\$1,589	\$1,900	\$1,900	
10-4340-3510	MAINT. & REP. FACILITY	\$1,388	\$9,178	\$5,000	\$514	\$5,143	\$5,000	\$2,500	
10-4340-3520	M&R EQUIP.	\$1,768	\$1,466	\$2,400	\$616	\$1,232	\$2,400	\$2,400	
10-4340-3530	MAINT. & REPAIR TRUCKS	\$5,043	\$9,405	\$10,725	\$11,143	\$12,143	\$12,000	\$12,000	
10-4340-3535	ANNUAL MAINTENANCE	\$17,953	\$15,502	\$18,275	\$10,098	\$15,593	\$18,000	\$18,000	
10-4340-3540	SERV & MAINT CONTRACTS	\$598	\$598	\$700	\$598	\$700	\$700	\$700	
10-4340-4310	LEASE - COPIER	\$1,086	\$1,033	\$1,153	\$694	\$1,041	\$1,200	\$1,200	
10-4340-4510	INSURANCE-PROP/LIABILITY	\$3,587	\$439	\$5,676	\$5,676	\$5,676	\$6,357	\$6,357	
10-4340-4990	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4340-5100	CAPITAL OUTLAY - OFFICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4340-5400	CAPITAL OUTLAY - VEHICLE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4340-5500	CAPITAL OUTLAY - EQUIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4340-5700	CAPITAL OUTLAY - LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4340-7000	GRANT - STATE FIRE MARSHAL	\$54,982	\$45,253	\$57,498	\$53,208	\$53,208	\$60,000	\$60,000	
10-4340-7100	PRINCIPLE - FIRE TRUCKS	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	
10-4340-7200	INTEREST - FIRE TRUCKS	\$7,536	\$6,318	\$5,038	\$5,031	\$5,031	\$3,779	\$3,779	
TOTAL FIRE EXPENDITURES		\$183,562	\$189,642	\$213,087	\$173,940	\$201,713	\$215,931	\$209,431	

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM

4340: FIRE DEPARTMENT

Line Item: 10-4340-1820	Current Budget: \$13,000
Line Item Name: Fireman's Pension Fund	Request: \$13,000
Justification:	Recommended: \$13,000
Cost to cover 48 Firemen for their Pension Fund (\$10 per month) and 48 Firemen & 8 Junior Fireman for Insurance (\$12 per year) Additional Cost - Unfunded Pension Fund.	

Line Item: 10-4340-1833	Current Budget: \$3,316
Line Item Name: Insurance - Accident	Request: \$3,095
Justification:	Recommended: \$3,095

Line Item: 10-4340-2000	Current Budget: \$4,500
Line Item Name: Department Supplies	Request: \$4,500
Justification:	Recommended: \$3,000
Includes office and general supplies, janitorial supplies, printing expense, small tools and equipment costing less than \$5,000 and any other routine materials required for the operation of the department.	

Line Item: 10-4340-2120	Current Budget: \$2,000
Line Item Name: Dress Uniforms	Request: \$2,000
Justification:	Recommended: \$1,000
Includes the cost of dress uniforms.	

Line Item: 10-4340-2121	Current Budget:	\$0
Line Item Name: Firefighter Gear	Request:	\$0
Justification:	Recommended:	\$0
Firefighter gear is purchased under the Fire Marshall Grant due to the 50/50 match.		

Line Item: 10-4340-3110	Current Budget:	\$2,500
Line Item Name: Travel and Training	Request:	\$2,500
Justification:	Recommended:	\$1,000
Includes all estimated costs, including transportation, meals and lodging for business travel connected with the department program or other Town business - for public training outings.		

Line Item: 10-4340-3120	Current Budget:	\$20,000
Line Item Name: Fire Call Compensation	Request:	\$20,000
Justification:	Recommended:	\$20,000
Fire call response compensation.		

Line Item: 10-4340-3310	Current Budget:	\$4,436
Line Item Name: Utilities	Request:	\$4,500
Justification:	Recommended:	\$4,500
Includes the cost of electricity.		

Line Item: 10-4340-3320	Current Budget:	\$1,870
Line Item Name: Natural Gas	Request:	\$1,900
Justification:	Recommended:	\$1,900
Includes the cost of natural gas or other related expenses.		

Line Item: 10-4340-3510	Current Budget:	\$5,000
Line Item Name: Maint & Repair - Facility	Request:	\$5,000
Justification:	Recommended:	\$2,500
Service and repair on the Fire Department. Building is rusting and roof has been leaking. Roof has recently been patched, but will need to be replaced soon.		

Line Item: 10-4340-3520	Current Budget:	\$2,400
Line Item Name: Maint & Repair - Equipment	Request:	\$2,400
Justification:	Recommended:	\$2,400
Service and repair for machines and small equipment. Light bulbs, chainsaws, batteries and flash lights.		

Line Item: 10-4340-3530	Current Budget:	\$10,725
Line Item Name: Maint & Repair - Trucks	Request:	\$12,000
Justification:	Recommended:	\$12,000
Simple service maintenance and repair on Fire Trucks that can be done in house.		

Line Item: 10-4340-3535	Current Budget:	\$18,275
Line Item Name: Annual Maintenance Equip/Vehic	Request:	\$18,000
Justification:	Recommended:	\$18,000
Oil Changes, Hose Testing.		

Line Item: 10-4340-3540	Current Budget:	\$700
Line Item Name: Serv & Maint Contracts	Request:	\$700
Justification:	Recommended:	\$700
Active911 - communication system.		

Line Item: 10-4340-4310	Current Budget:	\$1,153
Line Item Name: Lease - Copier	Request:	\$1,200
Justification:	Recommended:	\$1,200
Leased with Quality Office Equipment		
Lease expires - June 2023		

Line Item: 10-4340-4510	Current Budget:	\$5,676
Line Item Name: Insurance: Property and Liability	Request:	\$6,357
Justification:	Recommended:	\$6,357
Property and Liability Insurance.		
Worker's Compensation.		

Line Item: 10-4340-4990	Current Budget:	\$0
Line Item Name: Miscellaneous	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4340-5100	Current Budget:	\$0
Line Item Name: Capital Outlay - Office	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4340-5400	Current Budget:	\$0
Line Item Name: Capital Outlay - Vehicle	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4340-5500	Current Budget:	\$0
Line Item Name: Capital Outlay - Equipment	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4340-5700	Current Budget:	\$0
Line Item Name: Capital Outlay - Land	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4340-7000	Current Budget:	\$57,498
Line Item Name: Grant - State Fire Marshall	Request:	\$60,000
Justification:	Recommended:	\$60,000
Air compressor, pager, traffic cones, etc...		

Line Item: 10-4340-7100	Current Budget:	\$55,000
Line Item Name: Principle - Fire Trucks	Request:	\$55,000
Justification:	Recommended:	\$55,000
Final Payment - February 2025 - Southern Bank	Principle.	

Line Item: 10-4340-7200	Current Budget:	\$5,038
Line Item Name: Interest - Fire Trucks	Request:	\$3,779
Justification:	Recommended:	\$3,779
Final Payment - February 2025 - Southern Bank	Interest.	

TAB 11

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

STREET DEPARTMENT **4510**

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**10-General Fund
Expenditures**

Streets	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
10-4510-1210 SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1215 COMP TIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1220 SALARIES - OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1810 FRINGE - SOC TAX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1811 FRINGE - MED TAX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1820 FRINGE - ORBIT RETIREMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1821 FRINGE - PRUDENTIAL SUPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1830 FRINGE - HEALTH INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1831 FRINGE - DENTAL INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1832 FRINGE - MEDICAL DEBIT CARD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1890 MERIT PAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-1991 PROFESSIONAL SVC	\$0	\$0	\$50,000	\$3,183	\$50,000	\$0	\$0	\$0
10-4510-2000 DEPT SUPPLIES	\$1,003	\$668	\$1,196	\$1,089	\$1,196	\$1,500	\$1,500	\$1,500
10-4510-2001 SUPPLIES - SIGNS & FIXTURES	\$2,537	\$3,597	\$7,600	\$4,785	\$6,785	\$8,000	\$5,000	\$5,000
10-4510-2002 DECORATIVE STREET LIGHTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-2120 UNIFORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-3110 TRAVEL AND TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-3310 UTILITIES - STREET LIGHTS	\$130,192	\$128,150	\$131,000	\$85,313	\$128,419	\$131,000	\$131,000	\$131,000
10-4510-3535 CHRISTMAS DECORATIONS	\$5,555	\$776	\$6,604	\$1,072	\$6,604	\$5,000	\$3,000	\$3,000
10-4510-3540 MAINT & REP SIDEWALKS	\$2,444	\$15,446	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
10-4510-3560 MAINT. REPAIR STREETS	\$74,722	\$175,657	\$141,000	\$74,773	\$124,773	\$125,000	\$105,000	\$105,000
10-4510-3570 MOSQUITO CONTROL	\$850	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-3580 TREE REMOVAL	\$850	\$1,250	\$2,500	\$1,500	\$1,800	\$2,500	\$2,000	\$2,000
10-4510-3590 MAINT - RAILROADS	\$4,681	\$4,482	\$5,670	\$5,670	\$5,670	\$6,000	\$6,000	\$6,000
10-4510-4510 INSURANCE-PROP/LIABILITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-5100 CAPITAL OUTLAY - OFFICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-5400 CAPITAL OUTLAY - VEHICLE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-5500 CO - EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-5990 CO - STREET LIGHTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-7100 PRINCIPLE - PAVING MACHINE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-7120 PRINCIPLE - TRACK LOADER	\$14,022	\$15,658	\$15,399	\$15,398	\$15,398	\$16,208	\$16,208	\$16,208
10-4510-7200 INTEREST - PAVING MACHINE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-4510-7220 INTEREST - TRACK LOADER	\$3,028	\$2,391	\$1,650	\$1,650	\$1,650	\$803	\$803	\$803
TOTAL STREET EXPENDITURES	\$239,034	\$348,075	\$387,619	\$219,433	\$367,295	\$321,011	\$295,511	\$295,511

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM
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4510: STREET DEPARTMENT

Line Item: 10-4510-1991	Current Budget:	\$50,000
Line Item Name: Professional Services	Request:	\$0
Justification:	Recommended:	\$0
Allison Platt - streetscape & river front design		

Line Item: 10-4510-2000	Current Budget:	\$1,196
Line Item Name: Department Supplies	Request:	\$1,500
Justification:	Recommended:	\$1,500
Department supplies; small parts, tools, etc.		

Line Item: 10-4510-2001	Current Budget:	\$7,600
Line Item Name: Supplies - Signs & Fixtures	Request:	\$8,000
Justification:	Recommended:	\$5,000
Road signs, street signs & fixtures.		

Line Item: 10-4510-2002	Current Budget:	\$0
Line Item Name: Decorative Street Lights	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4510-2120	Current Budget:	\$0
Line Item Name: Uniforms	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4510-3110	Current Budget:	\$0
Line Item Name: Travel and Training	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4510-3310	Current Budget:	\$131,000
Line Item Name: Utilities - Street Lights	Request:	\$131,000
Justification:	Recommended:	\$131,000
Streetlight electricity.		

Line Item: 10-4510-3535	Current Budget:	\$6,604
Line Item Name: Christmas Decorations	Request:	\$5,000
Justification:	Recommended:	\$3,000

Line Item: 10-4510-3540	Current Budget:	\$25,000
Line Item Name: Maint & Repair - Sidewalks	Request:	\$25,000
Justification:	Recommended:	\$25,000
Labor and materials for replacement of sidewalks.		

Line Item: 10-4510-3560	Current Budget: \$141,000
Line Item Name: Maint & Repair - Streets	Request: \$125,000
Justification:	Recommended: \$105,000
Paving & patching of Town streets.	

Line Item: 10-4510-3570	Current Budget: \$0
Line Item Name: Mosquito Control	Request: \$0
Justification:	Recommended: \$0

Line Item: 10-4510-3580	Current Budget: \$2,500
Line Item Name: Tree Removal	Request: \$2,500
Justification:	Recommended: \$2,000
Removal of hazardous trees from Town's right-of-way.	

Line Item: 10-4510-3590	Current Budget: \$5,670
Line Item Name: Maint - Railroads	Request: \$6,000
Justification:	Recommended: \$6,000
RR crossing Maintenance.	

Line Item: 10-4510-4510	Current Budget: \$0
Line Item Name: Insurance: Property and Liability	Request: \$0
Justification:	Recommended: \$0

Line Item: 10-4510-5100	Current Budget:	\$0
Line Item Name: Capital Outlay - Office	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4510-5400	Current Budget:	\$0
Line Item Name: Capital Outlay - Vehicle	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4510-5500	Current Budget:	\$0
Line Item Name: Capital Outlay - Equipment	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4510-5990	Current Budget:	\$0
Line Item Name: Capital Outlay - Street Lights	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4510-7100	Current Budget:	\$0
Line Item Name: Principle - Paving Machine	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4510-7120	Current Budget:	\$15,399
Line Item Name: Principle - Track Loader	Request:	\$16,208
Justification:	Recommended:	\$16,208
TRACK LOADER Principle. 4 year lease. Resolution - 2019 - 02		

Line Item: 10-4510-7200	Current Budget:	\$0
Line Item Name: Interest - Paving Machine	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4510-7220	Current Budget:	\$1,650
Line Item Name: Interest - Track Loader	Request:	\$803
Justification:	Recommended:	\$803
4 year lease. Interest.		

TAB 12

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

FLEET MAINTENANCE
DEPARTMENT
4540

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**10-General Fund
Expenditures**

Fleet Maintenance		FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
10-4540-1210	SALARIES	\$42,341	\$41,650	\$42,477	\$29,584	\$42,477	\$43,743	\$43,321	
10-4540-1215	COMP TIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4540-1220	SALARIES - OVERTIME	\$614	\$2,261	\$2,000	\$1,878	\$2,000	\$2,000	\$2,000	
10-4540-1810	FRINGE - SOC TAX	\$2,453	\$2,517	\$2,758	\$1,712	\$2,758	\$2,836	\$2,810	
10-4540-1811	FRINGE - MED TAX	\$574	\$589	\$645	\$400	\$645	\$663	\$657	
10-4540-1820	FRINGE - ORBIT RETIREMENT	\$3,869	\$4,475	\$5,102	\$3,407	\$5,102	\$5,247	\$5,198	
10-4540-1821	FRINGE - PRUDENTIAL SUPP	\$612	\$650	\$2,234	\$441	\$2,234	\$2,287	\$2,266	
10-4540-1830	FRINGE - HEALTH INSURANCE	\$7,408	\$7,148	\$7,486	\$5,614	\$7,486	\$8,234	\$8,234	
10-4540-1831	FRINGE - DENTAL INSURANCE	\$449	\$469	\$469	\$352	\$469	\$516	\$516	
10-4540-1832	FRINGE - MEDICAL DEBIT CARD	\$599	\$474	\$600	\$339	\$600	\$600	\$600	
10-4540-2000	DEPT SUPPLIES	\$7,284	\$7,699	\$7,000	\$3,762	\$5,643	\$7,000	\$7,000	
10-4540-2120	UNIFORMS	\$1,021	\$115	\$150	\$115	\$150	\$200	\$200	
10-4540-2511	AUTOMOBILE GAS	\$75,804	\$59,496	\$90,000	\$53,200	\$91,200	\$90,000	\$90,000	
10-4540-3110	TRAVEL & TRAINING	\$119	\$0	\$500	\$0	\$0	\$500	\$500	
10-4540-3520	M & R EQUIP (STREETS)	\$12,324	\$8,616	\$10,000	\$5,980	\$7,809	\$10,000	\$10,000	
10-4540-3521	M & R EQUIP (SANITATION)	\$3,112	\$4,129	\$4,500	\$3,709	\$4,500	\$7,630	\$6,500	
10-4540-3522	M & R EQUIP (WATER/SEWER)	\$10,042	\$9,348	\$13,000	\$4,469	\$8,938	\$14,028	\$13,000	
10-4540-3530	M & R TRUCKS (STREETS)	\$6,568	\$5,866	\$7,500	\$3,719	\$6,865	\$8,350	\$7,500	
10-4540-3531	M & R TRUCKS (SANITATION)	\$8,007	\$6,145	\$8,000	\$2,955	\$5,910	\$8,850	\$8,000	
10-4540-3532	M & R TRUCKS (WATER/SEWER)	\$7,018	\$6,503	\$8,000	\$4,540	\$6,318	\$8,850	\$8,000	
10-4540-3533	M & R STREET SWEEPER	\$2,522	\$2,296	\$4,000	\$1,320	\$2,640	\$7,978	\$6,000	
10-4540-3534	M & R POLICE VEHICLES	\$37,962	\$26,910	\$37,000	\$1,950	\$21,950	\$37,000	\$30,000	
10-4540-3535	M & R VEHICLES (TOWN)	\$3,278	\$7,737	\$8,500	\$2,439	\$4,878	\$8,925	\$5,500	
10-4540-3540	SERV & MAINT CONTRACT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4540-4510	INSURANCE-PROP/LIABILITY	\$1,898	\$265	\$2,420	\$2,420	\$2,420	\$2,710	\$2,710	
10-4540-4520	INSURANCE - AUTOMOBILE	\$18,649	\$17,116	\$17,146	\$5,736	\$5,736	\$6,424	\$6,424	
10-4540-5100	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4540-5400	CAPITAL OUTLAY - VEHICLE	\$46,000	\$25,756	\$0	\$0	\$0	\$0	\$0	
10-4540-5500	CAPITAL OUTLAY - EQUIPMENT	\$0	\$33,645	\$0	\$0	\$0	\$7,900	\$0	
10-4540-6992	TRANSFER TO CMAA FUND	\$157	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL FLEET MAINTENANCE EXPENDITURES		\$300,684	\$281,875	\$281,487	\$140,041	\$238,728	\$292,472	\$266,936	

of Employees: Current: 1 Requested: 1 Approved:

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM
--

4540: FLEET DEPARTMENT

Line Item: 10-4540-1210	Current Budget: \$42,477
Line Item Name: Salaries	Request: \$43,743
Justification:	Recommended: \$43,321
Includes salary with a 2% COLA Increase & Christmas bonus for one (1) employee.	

Line Item: 10-4540-1215	Current Budget: \$0
Line Item Name: Comp Time	Request: \$0
Justification:	Recommended: \$0

Line Item: 10-4540-1220	Current Budget: \$2,000
Line Item Name: Overtime Salaries	Request: \$2,000
Justification:	Recommended: \$2,000

Line Item: 10-4540-1810	Current Budget: \$2,758						
Line Item Name: Fringe - SOC Tax	Request: \$2,836						
Justification:	Recommended: \$2,810						
<table> <tr> <td>Total Salaries</td> <td>\$45,321</td> </tr> <tr> <td>SOC %</td> <td>6.20%</td> </tr> <tr> <td></td> <td><u>\$2,810</u></td> </tr> </table>		Total Salaries	\$45,321	SOC %	6.20%		<u>\$2,810</u>
Total Salaries	\$45,321						
SOC %	6.20%						
	<u>\$2,810</u>						

Line Item: 10-4540-1811	Current Budget:	\$645
Line Item Name: Fringe - MED Tax	Request:	\$663
Justification:	Recommended:	\$657
Total Salaries \$45,321 MED % 1.45% <u>\$657</u>		

Line Item: 10-4540-1820	Current Budget:	\$5,102
Line Item Name: Fringe - ORBIT	Request:	\$5,247
Justification:	Recommended:	\$5,198
Total Salaries \$ 45,321 ORBIT % 11.47% <u>\$ 5,198</u>		

Line Item: 10-4540-1821	Current Budget:	\$2,234
Line Item Name: Fringe - Prudential Supplement	Request:	\$2,287
Justification:	Recommended:	\$2,266
Total Salaries \$ 45,321 PRUDENTIAL % 5% (1.5% Employer Contribution + 3.5% Employer Match = 5%) <u>\$ 2,266</u>		

Line Item: 10-4540-1830	Current Budget:	\$7,486
Line Item Name: Fringe - Health Insurance	Request:	\$8,234
Justification:	Recommended:	\$8,234
Includes Health Insurance cost for one (1) employee.		

Line Item: 10-4540-1831	Current Budget:	\$469
Line Item Name: Fringe - Dental	Request:	\$516
Justification:	Recommended:	\$516
Includes Dental Insurance cost for one (1) employee.		

Line Item: 10-4540-1832	Current Budget:	\$600
Line Item Name: Medical Debit Card	Request:	\$600
Justification:	Recommended:	\$600
Includes Medical Debit Card cost for one (1) employee.		

Line Item: 10-4540-2000	Current Budget:	\$7,000
Line Item Name: Department Supplies	Request:	\$7,000
Justification:	Recommended:	\$7,000
Small parts, small tools, air compressor, transmission fluid changer machine, etc.		

Line Item: 10-4540-2120	Current Budget:	\$150
Line Item Name: Uniforms	Request:	\$200
Justification:	Recommended:	\$200
Uniforms for one (1) employee - Boots.		

Line Item: 10-4540-2511	Current Budget:	\$90,000
Line Item Name: Automobile Gas (all departments)	Request:	\$90,000
Justification:	Recommended:	\$90,000

Line Item: 10-4540-3110	Current Budget:	\$500
Line Item Name: Travel and Training	Request:	\$500
Justification:	Recommended:	\$500
Mechanic Classes - ASC Certification.		

Line Item: 10-4540-3520	Current Budget: \$10,000
Line Item Name: M & R Equip (STREETS)	Request: \$10,000
Justification:	Recommended: \$10,000
Includes cost of maintaining and repairing loader/backhoe, compressor, mosquito sprayer, utility trailer, tractors, bush-hog, weed eaters and mowers.	

Line Item: 10-4540-3521	Current Budget: \$4,500
Line Item Name: M & R Equip (SANITATION)	Request: \$7,630
Justification:	Recommended: \$6,500
Trailer, Loader tractor, Tire replacement. Replacement cylinder @ \$2,340.00 for Kubota Tractor & 2 chain saws \$790.00.	

Line Item: 10-4540-3522	Current Budget: \$13,000
Line Item Name: M & R Equip (WATER/SEWER)	Request: \$14,028
Justification:	Recommended: \$13,000
Includes cost of Maintenance of equipment & repairs, loader/backhoe, portable pumps, tires, Water Plant & Waste Water Plant mowers & tractor, weed eater, sewer jetter machine. New 14" cutoff saw @ \$1,027.22.	

Line Item: 10-4540-3530	Current Budget: \$7,500
Line Item Name: M & R Trucks (STREETS)	Request: \$8,350
Justification:	Recommended: \$7,500
Maintenance & repair of one (1) mini-dump & two (2) pickup trucks. Two (2) antennas & two (2) two way radios \$850.00.	

Line Item: 10-4540-3531	Current Budget: \$8,000
Line Item Name: M & R Trucks (SANITATION)	Request: \$8,850
Justification:	Recommended: \$8,000
Maintenance of equipment & repairs, tires. Two (2) antennas & two (2) two way radios \$850.00.	

Line Item: 10-4540-3532	Current Budget:	\$8,000
Line Item Name: M & R Trucks (WATER/SEWER)	Request:	\$8,850
Justification:	Recommended:	\$8,000
Maintenance of equipment & repairs. Two (2) two way radios & two (2) antennas @ \$850.00.		

Line Item: 10-4540-3533	Current Budget:	\$4,000
Line Item Name: M & R Street Sweeper	Request:	\$7,978
Justification:	Recommended:	\$6,000
Maintenance of street sweeper. Valve stack & air tank harnes @ \$ 3,978.02.		

Line Item: 10-4540-3534	Current Budget:	\$37,000
Line Item Name: M & R Police Vehicles	Request:	\$37,000
Justification:	Recommended:	\$30,000
Normal maintenance of vehicles.		

Line Item: 10-4540-3535	Current Budget:	\$8,500
Line Item Name: M & R Vehicles (TOWN)	Request:	\$8,925
Justification:	Recommended:	\$5,500
Normal maintenance & repairs of PW Director's, Mechanics & Code Enforcement's vehicles. One (1) antenna and one (1) two way radio @ \$ 425.00.		

Line Item: 10-4540-3540	Current Budget:	\$0
Line Item Name: Service and Maintenance Contracts	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4540-4510	Current Budget:	\$2,420
Line Item Name: Insurance: Property and Liability	Request:	\$2,710
Justification:	Recommended:	\$2,710
Includes insurance on real and personal property (flood).		

Line Item: 10-4540-4520	Current Budget:	\$17,146
Line Item Name: Insurance - Automobile	Request:	\$6,424
Justification:	Recommended:	\$6,424

Line Item: 10-4540-5100	Current Budget:	\$0
Line Item Name: Capital Outlay	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4540-5400	Current Budget:	\$0
Line Item Name: Capital Outlay - Vehicle	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4540-5500	Current Budget:	\$0
Line Item Name: Capital Outlay - Equipment	Request:	\$7,900
Justification:	Recommended:	\$0
Request to be funded through ARP funds.		
New Lift Station Mower		

TAB 13

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

PLANNING & ZONING **DEPARTMENT** **4910**

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**10-General Fund
Expenditures**

Planning and Zoning

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
10-4910-1210 SALARIES	\$22,400	\$27,498	\$40,080	\$27,847	\$40,080	\$41,273	\$40,876	
10-4910-1215 COMP TIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4910-1220 SALARIES - OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4910-1810 FRINGE - SOC TAX	\$1,370	\$1,705	\$2,485	\$1,726	\$2,485	\$2,559	\$2,534	
10-4910-1811 FRINGE - MED TAX	\$320	\$399	\$581	\$404	\$581	\$598	\$593	
10-4910-1820 FRINGE - ORBIT RETIREMENT	\$967	\$0	\$4,597	\$3,019	\$4,597	\$4,734	\$4,688	
10-4910-1821 FRINGE - PRUDENTIAL SUPP	\$902	\$871	\$2,004	\$1,377	\$2,004	\$2,064	\$2,044	
10-4910-1830 FRINGE - HEALTH INSURANCE	\$3,967	\$4,704	\$7,486	\$5,614	\$7,486	\$8,234	\$8,234	
10-4910-1831 FRINGE - DENTAL INSURANCE	\$234	\$352	\$469	\$352	\$469	\$516	\$516	
10-4910-1832 FRINGE - MEDICAL DEBIT CARD	\$328	\$327	\$600	\$326	\$600	\$600	\$600	
10-4910-2000 DEPARTMENT SUPPLIES	\$313	\$813	\$1,250	\$526	\$1,052	\$750	\$750	
10-4910-2120 UNIFORMS	\$0	\$0	\$625	\$115	\$315	\$300	\$300	
10-4910-3110 TRAVEL AND TRAINING	\$0	\$100	\$1,000	\$1,033	\$1,033	\$1,000	\$1,000	
10-4910-3111 SMALL TOWN MAIN STREET	\$375	\$400	\$475	\$50	\$50	\$1,000	\$1,000	
10-4910-3540 SERV & MAINT CONTRACT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-4910-3700 ADVERTISE-ZONING TEX CHG	\$0	\$214	\$0	\$0	\$0	\$0	\$0	
10-4910-3701 ADVERTISE-BOA	\$0	\$510	\$0	\$0	\$0	\$0	\$0	
10-4910-4510 INSURANCE-PROP/LIABILITY	\$2,181	\$0	\$1,344	\$1,344	\$1,344	\$1,505	\$1,505	
10-4910-4910 DUES & SUBSCRIPTIONS	\$0	\$40	\$100	\$40	\$40	\$100	\$100	
10-4910-4990 CODE VIOLATIONS	\$3,320	\$3,296	\$4,000	\$2,091	\$3,910	\$4,000	\$4,000	
10-4910-4991 DEMOLISHING	\$10,336	\$200,889	\$60,000	\$57,900	\$60,000	\$60,000	\$42,000	
10-4910-4992 ENGINEERING	\$0	\$13,131	\$5,000	\$0	\$0	\$5,000	\$2,500	
10-4910-6990 CONTRACT SERVICES	\$15,980	\$15,640	\$15,000	\$10,333	\$15,000	\$15,000	\$15,000	
TOTAL PLANNING & ZONING EXPENDITURES	\$62,994	\$270,889	\$147,096	\$114,110	\$141,046	\$149,233	\$128,240	

of Employees: Current: 1 Requested: 1 Approved: 1

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM
--

4910 Planning & Zoning

Line Item: 10-4910-1210	Current Budget:	\$40,080
Line Item Name: Salaries	Request:	\$41,273
Justification:	Recommended:	\$40,876
Includes salary with a 2% COLA Increase & Christmas bonus for one (1) employee.		

Line Item: 10-4910-1215	Current Budget:	\$0
Line Item Name: Comp Time	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4910-1220	Current Budget:	\$0
Line Item Name: Overtime Salaries	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4910-1810	Current Budget:	\$2,485						
Line Item Name: Fringe - SOC Tax	Request:	\$2,559						
Justification:	Recommended:	\$2,534						
<table> <tr> <td>Total Salaries</td> <td>\$40,876</td> </tr> <tr> <td>SOC %</td> <td>6.20%</td> </tr> <tr> <td></td> <td><u>\$2,534</u></td> </tr> </table>			Total Salaries	\$40,876	SOC %	6.20%		<u>\$2,534</u>
Total Salaries	\$40,876							
SOC %	6.20%							
	<u>\$2,534</u>							

Line Item: 10-4910-1811	Current Budget:	\$581
Line Item Name: Fringe - MED Tax	Request:	\$598
Justification:	Recommended:	\$593
Total Salaries	\$40,876	
MED %	<u>1.45%</u>	
	\$593	

Line Item: 10-4910-1820	Current Budget:	\$4,597
Line Item Name: Fringe - ORBIT	Request:	\$4,734
Justification:	Recommended:	\$4,688
Total Salaries	\$ 40,876	
ORBIT %	<u>11.47%</u>	
	\$ 4,688	

Line Item: 10-4910-1821	Current Budget:	\$2,004
Line Item Name: Fringe - Prudential Supplement	Request:	\$2,064
Justification:	Recommended:	\$2,044
Total Salaries	\$ 40,876	
PRUDENTIAL %	<u>5% (1.5% Employer Contribution + 3.5% Employer Match = 5%)</u>	
	\$ 2,044	

Line Item: 10-4910-1830	Current Budget:	\$7,486
Line Item Name: Fringe - Health Insurance	Request:	\$8,234
Justification:	Recommended:	\$8,234
Includes Health Insurance cost for one (1) employee.		

Line Item: 10-4910-1831	Current Budget:	\$469
Line Item Name: Fringe - Dental	Request:	\$516
Justification:	Recommended:	\$516
Includes Dental Insurance cost for one (1) employee.		

Line Item: 10-4910-1832	Current Budget:	\$600
Line Item Name: Medical Debit Card	Request:	\$600
Justification:	Recommended:	\$600
Includes Medical Debit Card cost for one (1) employee.		

Line Item: 10-4910-2000	Current Budget:	\$1,250
Line Item Name: Department Supplies	Request:	\$750
Justification:	Recommended:	\$750
Office supplies.		

Line Item: 10-4910-2120	Current Budget:	\$625
Line Item Name: Uniforms	Request:	\$300
Justification:	Recommended:	\$300
Uniform for one (1) employee.		

Line Item: 10-4910-3110	Current Budget:	\$1,000
Line Item Name: Travel and Training	Request:	\$1,000
Justification:	Recommended:	\$1,000
Code enforcement & zoning training.		

Line Item: 10-4910-3111	Current Budget:	\$475
Line Item Name: Small Town Main Street	Request:	\$1,000
Justification:	Recommended:	\$1,000
Annual Dues & Travel and Training.		

Line Item: 10-4910-3540	Current Budget:	\$0
Line Item Name: Service and Maintenance Contracts	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4910-3700	Current Budget:	\$0
Line Item Name: Advertise - Zoning Text Amendments	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4910-3701	Current Budget:	\$0
Line Item Name: Advertise - Board of Adjustment	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-4910-4510	Current Budget:	\$1,344
Line Item Name: Insurance: Property and Liability	Request:	\$1,505
Justification:	Recommended:	\$1,505
Includes insurance on real and personal property (flood).		

Line Item: 10-4910-4910	Current Budget:	\$100
Line Item Name: Dues & Subscriptions	Request:	\$100
Justification:	Recommended:	\$100
NCAHCO		

Line Item: 10-4910-4990	Current Budget:	\$4,000
Line Item Name: Code Violations	Request:	\$4,000
Justification:	Recommended:	\$4,000
Grass cutting/move outs.		

Line Item: 10-4910-4991	Current Budget:	\$60,000
Line Item Name: Demolishing	Request:	\$60,000
Justification:	Recommended:	\$42,000
5 properties @ \$8,333 per building.		

Line Item: 10-4910-4992	Current Budget:	\$5,000
Line Item Name: Engineering	Request:	\$5,000
Justification:	Recommended:	\$2,500
Cost for structural engineer @ \$1,000 per building.		

Line Item: 10-4910-6990	Current Budget:	\$15,000
Line Item Name: Contract Services	Request:	\$15,000
Justification:	Recommended:	\$15,000
Mid-East Commission.		

TAB 14

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744

SPECIAL APPROPRIATIONS DEPARTMENT 6100

Budget – 2022 – 2023



Roanoke River Lighthouse
Plymouth NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

10-General Fund Expenditures		FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
Special Appropriations									
10-6100-3600	TRANSFER TO FUND 36	\$0	\$0	\$7,500	\$0	\$0	\$0	\$0	\$0
10-6100-4000	PLYMOUTH PROMOTION	\$16,287	\$7,700	\$20,000	\$0	\$5,000	\$20,000	\$20,000	\$20,000
10-6100-6980	CHAMBER OF COM REIM.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-6100-6990	PORT O PLYMOUTH MUSEUM	\$12,400	\$12,400	\$12,400	\$5,167	\$12,400	\$12,400	\$12,400	\$12,400
10-6100-9400	CHRISTMAS PARADE	\$750	\$0	\$2,500	\$1,611	\$1,611	\$2,500	\$2,500	\$2,500
10-6100-9960	RECREATION FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10-6100-9970	CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL SPECIAL APPROP. EXPENDITURES		\$29,437	\$29,437	\$42,400	\$6,778	\$19,011	\$34,900	\$34,900	\$34,900

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM
--

6100: SPECIAL APPROPRIATIONS

Line Item: 10-6100-3600	Current Budget:	\$7,500
Line Item Name: Transfer to Fund 36	Request:	\$0
Justification:	Recommended:	\$0
Water AIA		

Line Item: 10-6100-4000	Current Budget:	\$20,000
Line Item Name: Plymouth Promotion	Request:	\$20,000
Justification:	Recommended:	\$20,000
Funds generated from \$5.00 tag fee designated for promotional purposes. Bill board advertising, Boat Races, Bear Fest & Waterways Guide.		

Line Item: 10-6100-6990	Current Budget:	\$12,400
Line Item Name: Port of Plymouth Museum Curator	Request:	\$12,400
Justification:	Recommended:	\$12,400
Annual contribution.		

Line Item: 10-6100-9400	Current Budget:	\$2,500
Line Item Name: Christmas Parade	Request:	\$2,500
Justification:	Recommended:	\$2,500
Travel & Gas monies for bands from out of the area & for the Shriners.		

Line Item: 10-6100-9960	Current Budget:	\$0
Line Item Name: Recreation Fund	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 10-6100-9970	Current Budget:	\$0
	Request:	\$0
Justification:	Recommended:	

TAB 15

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-6738

WATER **DEPARTMENT**

Budget – 2022 - 2023



Roanoke River Lighthouse
Plymouth, NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**61-Water Fund
Revenues**

Account Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
61-3712-1000 WATER - REVENUE	\$880,751	\$926,731	\$880,000	\$639,826	\$880,000	\$885,000	\$885,000	
61-3712-1400 NEW ACCT FEES - REVENUE	\$10,065	\$3,940	\$8,000	\$1,800	\$3,600	\$5,000	\$5,000	
61-3712-1500 RECONNECT FEE - REVENUE	\$22,249	\$12,200	\$15,000	\$11,191	\$15,400	\$15,000	\$15,000	
61-3712-1600 PENALTY - REVENUE	\$32,578	\$57,569	\$34,500	\$45,078	\$48,796	\$38,000	\$38,000	
61-3712-1700 RETURN CHECK FEE	\$575	\$0	\$0	\$0	\$0	\$0	\$0	
61-3712-3000 WATER TAP CONNECTIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-3831-4910 INTEREST ON INVESTMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-3835-8200 SALES OF FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-3839-1000 MISCELLANEOUS REVENUES	\$77,889	\$125	\$0	\$0	\$0	\$0	\$0	
61-3839-1001 LEASE INCOME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-3980-3000 GRANT INCOME	\$0	\$0	\$8,830	\$8,830	\$8,830	\$0	\$0	
61-3986-9810 REIMBURSEMENT - GF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-3986-9862 REIMBURSEMENT - SEWER	\$351,103	\$197,074	\$372,669	\$248,446	\$372,669	\$382,550	\$376,875	
61-3986-9866 REIMBURSEMENT - SANIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-3986-9867 REIMBURSEMENT - STMTWTR	\$70,221	\$25,503	\$26,078	\$17,385	\$26,078	\$26,779	\$26,381	
61-3991-1000 FUND BALANCE APPROP.	\$0	\$0	\$72,142	\$0	\$53,072	\$139,152	\$84,601	
TOTAL WATER FUND REVENUES	\$1,445,431	\$1,223,142	\$1,417,219	\$972,556	\$1,408,445	\$1,491,481	\$1,430,857	

*As of 3/14/2022

Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget

61-Water Fund
Expenditures

		FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
	Account Description								
61-4980-3000	AIA GRANT	\$0	\$0	\$8,830	\$8,830	\$8,830	\$0	\$0	
61-7100-1210	SALARIES	\$451,863	\$447,000	\$474,966	\$322,446	\$464,966	\$511,162	\$506,273	
61-7100-1215	COMP TIME	\$237	\$444	\$0	\$11	\$11	\$0	\$0	
61-7100-1216	SALARIES - ON-CALL	\$2,750	\$3,625	\$3,900	\$2,400	\$3,900	\$3,900	\$3,900	
61-7100-1220	SALARIES - OVERTIME	\$27,302	\$20,457	\$18,000	\$14,400	\$18,000	\$18,000	\$18,000	
61-7100-1260	SALARIES - PART-TIME	\$10,798	\$0	\$0	\$0	\$0	\$0	\$0	
61-7100-1810	FRINGE - SOC TAX	\$30,178	\$27,840	\$32,090	\$20,390	\$30,090	\$33,050	\$32,747	
61-7100-1811	FRINGE - MED TAX	\$7,058	\$6,511	\$7,505	\$4,769	\$7,505	\$7,729	\$7,659	
61-7100-1820	FRINGE - ORBIT RETIREMENT	\$45,825	\$47,246	\$59,366	\$37,619	\$58,663	\$61,142	\$60,581	
61-7100-1821	FRINGE - PRUDENTIAL SUPP	\$14,405	\$14,877	\$25,879	\$10,596	\$24,798	\$26,653	\$26,409	
61-7100-1830	FRINGE - HEALTH INSURANCE	\$88,879	\$81,447	\$89,827	\$61,679	\$88,278	\$90,673	\$90,673	
61-7100-1831	FRINGE - DENTAL INSURANCE	\$5,393	\$5,393	\$5,628	\$3,830	\$5,628	\$6,191	\$6,191	
61-7100-1832	FRINGE - MEDICAL DEBIT CARD	\$7,200	\$5,512	\$7,200	\$3,685	\$7,200	\$6,600	\$6,600	
61-7100-1850	UNEMPLOYMENT COMP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-7100-1991	PROFESSIONAL SERVICES	\$0	\$0	\$15,556	\$15,304	\$15,304	\$0	\$0	
61-7100-2000	DEPT. SUPPLIES	\$11,387	\$8,895	\$11,500	\$7,760	\$10,500	\$12,000	\$12,000	
61-7100-2016	DEPRECIATION EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-7100-2020	WTP CHEMICALS	\$43,784	\$48,787	\$57,650	\$19,636	\$39,272	\$70,000	\$70,000	
61-7100-2040	WTP - LAB ANALYSIS	\$10,609	\$8,592	\$12,000	\$6,660	\$12,000	\$13,000	\$13,000	
61-7100-2120	UNIFORMS	\$8,580	\$1,150	\$2,000	\$920	\$2,000	\$2,000	\$2,000	
61-7100-2400	M&R LINES, HYDRANT & METERS	\$2,033	\$51,787	\$33,974	\$30,043	\$33,974	\$35,000	\$35,000	
61-7100-3110	TRAVEL & TRAINING	\$1,631	\$2,524	\$3,000	\$400	\$1,000	\$4,000	\$4,000	
61-7100-3250	POSTAGE	\$5,652	\$8,141	\$8,500	\$5,835	\$8,100	\$8,500	\$8,500	
61-7100-3310	WT-UTILITIES ELECTRIC	\$42,407	\$41,029	\$45,000	\$24,265	\$41,597	\$45,000	\$45,000	
61-7100-3410	WATER MAILING NOTICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-7100-3520	MAINT & REPAIR - WTP EQUIP	\$4,163	\$7,270	\$27,348	\$25,806	\$27,348	\$27,500	\$27,500	
61-7100-3525	MAINT & REPAIR WATER TANK	\$41,523	\$27,920	\$28,000	\$27,819	\$28,000	\$28,000	\$28,000	
61-7100-3540	MAINT & SERV - CONTRACT(S)	\$6,601	\$7,773	\$8,000	\$6,835	\$8,000	\$8,000	\$8,000	
61-7100-3560	MAINT & REPAIR UTILITY CUTS	\$2,680	\$1,390	\$2,500	\$1,720	\$2,000	\$3,000	\$3,000	
61-7100-3700	ADVERTISING - PUBLIC NOTICES	\$798	\$872	\$1,000	\$258	\$258	\$1,000	\$1,000	
61-7100-4310	LEASE - COPIER	\$4,656	\$4,158	\$4,200	\$2,647	\$4,200	\$4,200	\$4,200	
61-7100-4510	INSURANCE	\$11,509	\$2,305	\$26,109	\$26,109	\$26,109	\$29,242	\$29,242	
61-7100-4910	DUES, PERMITS & SUBSCR	\$1,835	\$1,845	\$4,000	\$1,745	\$1,845	\$5,000	\$5,000	
61-7100-4920	BAD DEBT EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-7100-4921	COURT FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-7100-5100	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	
61-7100-5400	CAPITAL OUTLAY - VEHICLE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-7100-5500	CAPITAL OUTLAY - EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-7100-6990	CONTRACT SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
61-7100-7110	PRINCIPLE - DRINKING WATER	\$66,965	\$66,965	\$66,964	\$0	\$66,964	\$66,965	\$66,965	
61-7100-7120	PRINCIPLE - BACKHOE	\$19,979	\$20,896	\$22,014	\$0	\$22,014	\$23,106	\$23,106	
61-7100-7130	PRINCIPLE - WATER SYSTEM	\$0	\$0	\$8,174	\$0	\$8,174	\$8,174	\$8,174	
61-7100-7210	INTEREST - DRINKING WATER	\$13,453	\$11,531	\$9,610	\$4,805	\$4,805	\$3,844	\$3,844	
61-7100-7220	INTEREST - BACKHOE	\$4,270	\$3,353	\$2,234	\$0	\$2,234	\$1,144	\$1,144	

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM

FUND 61: WATER DEPARTMENT

Line Item: 61-7100-1210	Current Budget: \$480,124
Line Item Name: Salaries	Request: \$511,162
Justification:	Recommended: \$506,273
Includes salaries with a 2% COLA Increase & Christmas bonus for twelve (12) employees.	

Line Item: 61-7100-1215	Current Budget: \$0
Line Item Name: Comp Time	Request: \$0
Justification:	Recommended: \$0

Line Item: 61-7100-1216	Current Budget: \$3,900
Line Item Name: On-Call	Request: \$3,900
Justification:	Recommended: \$3,900
\$75.00 per on-call weekend for two (2) people.	

Line Item: 61-7100-1220	Current Budget: \$18,000
Line Item Name: Overtime Salaries	Request: \$18,000
Justification:	Recommended: \$18,000

Line Item: 61-7100-1810	Current Budget: \$32,090
Line Item Name: Fringe - SOC Tax	Request: \$33,050
Justification:	Recommended: \$32,747
Total Salaries \$528,173	
SOC % 6.20%	
<u>\$32,747</u>	

Line Item: 61-7100-1811	Current Budget: \$7,505
Line Item Name: Fringe - MED Tax	Request: \$7,729
Justification:	Recommended: \$7,659
Total Salaries \$528,173	
MED % 1.45%	
<u>\$7,659</u>	

Line Item: 61-7100-1820	Current Budget: \$59,366
Line Item Name: Fringe - ORBIT	Request: \$61,142
Justification:	Recommended: \$60,581
Total Salaries \$ 528,173	
ORBIT % 11.47%	
<u>\$ 60,581</u>	

Line Item: 61-7100-1821	Current Budget: \$25,879
Line Item Name: Fringe - Prudential Supplement	Request: \$26,653
Justification:	Recommended: \$26,409
Total Salaries \$ 528,173	
PRUDENTIAL % 5% (1.5% Employer Contribution + 3.5% Employer Match = 5%)	
<u>\$ 26,409</u>	

Line Item: 61-7100-1830	Current Budget: \$89,827
Line Item Name: Fringe - Health Insurance	Request: \$90,673
Justification:	Recommended: \$90,673
Includes Health Insurance cost for eleven (11) employees & twelve (12) employees Life Insurance.	

Line Item: 61-7100-1831	Current Budget:	\$5,628
Line Item Name: Fringe - Dental	Request:	\$6,191
Justification:	Recommended:	\$6,191
Includes Dental Insurance cost for twelve (12) employees.		

Line Item: 61-7100-1832	Current Budget:	\$7,200
Line Item Name: Medical Debit Card	Request:	\$6,600
Justification:	Recommended:	\$6,600
Includes Medical Debit Cards cost for twelve (11) employees.		

Line Item: 61-7100-1850	Current Budget:	\$0
Line Item Name: Unemployment Compensation	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 61-7100-1991	Current Budget:	\$15,556
Line Item Name: Professional Services	Request:	\$0
Justification:	Recommended:	\$0
Temp services for front desk - customer service.		

Line Item: 61-7100-2000	Current Budget:	\$11,500
Line Item Name: Department Supplies	Request:	\$12,000
Justification:	Recommended:	\$12,000
Tools, gloves, safety vests, glasses, cameras on water tanks, etc.		

Line Item: 61-7100-2020	Current Budget: \$57,650
Line Item Name: WTP - Chemicals	Request: \$70,000
Justification:	Recommended: \$70,000
Salt, chlorine & ammonia. Water usage increased as well as cost increase.	

Line Item: 61-7100-2040	Current Budget: \$12,000
Line Item Name: WTP - Lab Analysis	Request: \$13,000
Justification:	Recommended: \$13,000
Laboratory costs & supplies (bottles, sampling packets) for monthly water samples. Hach - \$4,390.20	

Line Item: 61-7100-2120	Current Budget: \$2,000
Line Item Name: Uniforms	Request: \$2,000
Justification:	Recommended: \$2,000
Purchase of boots & uniforms for new hire.	

Line Item: 61-7100-2400	Current Budget: \$33,002
Line Item Name: M & R Lines, Hydrant & Meters	Request: \$35,000
Justification:	Recommended: \$35,000
Repair, replacement of water lines, fire hydrants, valves, meters & backflow preventers.	

Line Item: 61-7100-3110	Current Budget: \$3,000
Line Item Name: Travel and Training	Request: \$4,000
Justification:	Recommended: \$4,000
C and B Distribution, C Well, Cross Connection and CEU's.	

Line Item: 61-7100-3250	Current Budget:	\$8,500
Line Item Name: Postage	Request:	\$8,500
Justification:	Recommended:	\$8,500
Monthly Utility Billing.		

Line Item: 61-7100-3310	Current Budget:	\$45,000
Line Item Name: WT - Utilities & Electric	Request:	\$45,000
Justification:	Recommended:	\$45,000
Electricity for five (5) wells, public works shop and WTP.		

Line Item: 61-7100-3410	Current Budget:	\$0
Line Item Name: Water Mailing Notices	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 61-7100-3520	Current Budget:	\$27,348
Line Item Name: Maint & Repair - WTP Equipment	Request:	\$27,500
Justification:	Recommended:	\$27,500
Repair of five (5) wells.		

Line Item: 61-7100-3525	Current Budget:	\$28,000
Line Item Name: Maint & Repair - Water Tank	Request:	\$28,000
Justification:	Recommended:	\$28,000
Contract with American Tank Maint for maintenance and repair of 0.25 MG elevated storage tank at WTP and 0.5 MG elevated storage tank on East Main Street. Includes washout and inspection of interior, exterior painting and unplanned repairs.		

Line Item: 61-7100-3540	Current Budget:	\$8,000
Line Item Name: Service and Maintenance Contracts	Request:	\$8,000
Justification:	Recommended:	\$8,000
Hach		

Line Item: 61-7100-3560	Current Budget:	\$2,500
Line Item Name: Maint & Repair - Utility Cuts	Request:	\$3,000
Justification:	Recommended:	\$3,000
Rock, sand and top soil used to repair water leaks.		

Line Item: 61-7100-3700	Current Budget:	\$1,000
Line Item Name: Advertising - Public Notices	Request:	\$1,000
Justification:	Recommended:	\$1,000

Line Item: 61-7100-4310	Current Budget:	\$4,200
Line Item Name: Lease - Copier	Request:	\$4,200
Justification:	Recommended:	\$4,200
Leased with Quality Office Equipment.		
Lease expires - June 2023.		

Line Item: 61-7100-4510	Current Budget:	\$26,109
Line Item Name: Insurance: Property & Liability	Request:	\$29,242
Justification:	Recommended:	\$29,242
Property, Liability & Workman's Comp.		

Line Item: 61-7100-4910	Current Budget:	\$4,000
Line Item Name: Dues, Permits & Subscriptions	Request:	\$5,000
Justification:	Recommended:	\$5,000
NCDENR Water System License, NCRWA, Permits & water certification dues.		

Line Item: 61-7100-5100	Current Budget:	\$0
Line Item Name: Capital Outlay	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 61-7100-5400	Current Budget:	\$0
Line Item Name: Capital Outlay - Vehicle	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 61-7100-5500	Current Budget:	\$0
Line Item Name: Capital Outlay - Equipment	Request:	\$50,000
Justification:	Recommended:	\$0
Request to be funded through ARP funds. 225 Water Meters.		

Line Item: 61-7100-6990	Current Budget:	\$0
Line Item Name: Contract Services	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 61-7100-7110	Current Budget:	\$66,965
Line Item Name: Principle - Drinking Water	Request:	\$66,965
Justification:	Recommended:	\$66,965
Safe Water Loan - H-SRF-W-98-0702 Drinking Water Principle.		
Paid in full - May 2026		

Line Item: 61-7100-7120	Current Budget:	\$22,014
Line Item Name: Principle - Backhoe	Request:	\$23,106
Justification:	Recommended:	\$23,106
Backhoe - 4 year loan Principle.		
Paid in full - May 2023		

Line Item: 61-7100-7130	Current Budget:	\$8,174
Line Item Name: Principle - Water System	Request:	\$8,174
Justification:	Recommended:	\$8,174
Water System - H-SRP-D-17-0144 Principle.		

Line Item: 61-7100-7210	Current Budget:	\$9,610
Line Item Name: Interest - Drinking Water	Request:	\$3,844
Justification:	Recommended:	\$3,844
Safe Water Interest - H-SRF-W-98-0702 Drinking Water Interest.		
Paid in full - May 2026		

Line Item: 61-7100-7220	Current Budget:	\$2,234
Line Item Name: Interest - Backhoe	Request:	\$1,144
Justification:	Recommended:	\$1,144
Backhoe - 4 year loan - Interest		
Paid in full - May 2023		

Line Item: 61-7100-7230	Current Budget:	\$0
Line Item Name: Interest - Water System	Request:	\$0
Justification:	Recommended:	\$0
Water System - H-SRP-D-17-0144 - Interest		

Line Item: 61-7100-9910	Current Budget:	\$0
Line Item Name: Contingency	Request:	\$0
Justification:	Recommended:	\$0

TAB 16

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-6738

SEWER **DEPARTMENT**

Budget – 2022 - 2023



Roanoke River Lighthouse
Plymouth, NC

Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget

62-Sewer Fund
Revenues

Account Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
62-3325-3510 SALES TAX REFUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-3500-3000 "FEMA REIMBURSEMENT"	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-3713-1000 SEWER - REVENUE	\$989,948	\$1,029,334	\$949,000	\$695,917	\$1,000,436	\$1,030,939	\$1,030,939	
62-3713-3000 SEWER TAP CONNECTION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-3831-4910 INTEREST ON INVESTMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-3835-8200 SALE OF FIXED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-3839-1000 MISCELLANEOUS REVENUE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-3986-9810 REIMBURSEMENT - GF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-3986-9861 REIMBURSEMENT - WATER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-3986-9866 REIMBURSEMENT - SANIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-3986-9867 REIMBURSEMENT - STIMWATER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-3991-1000 FUND BALANCE APPROP	\$0	\$0	\$60,103	\$0	\$0	\$24,988	\$0	
TOTAL SEWER FUND REVENUES	\$989,948	\$1,029,334	\$1,009,103	\$695,917	\$1,000,436	\$1,055,927	\$1,030,939	

*As of 3/14/2022

Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget

62-Sewer Fund
Expenditures

Account Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
62-7120-2000 DEPARTMENTAL SUPPLIES	\$9,322	\$6,609	\$13,456	\$5,163	\$10,326	\$12,000	\$12,000	
62-7120-2001 GENERATOR INSTALLATION	\$0	\$30,043	\$80,103	\$18,831	\$18,831	\$0	\$0	
62-7120-2015 SLUDGE DISPOSAL	\$17,584	\$3,667	\$35,000	\$32,979	\$35,000	\$50,000	\$50,000	
62-7120-2016 DEPRECIATION EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-7120-2020 WWTP-CHEMICALS	\$774	\$0	\$1,500	\$0	\$1,500	\$1,500	\$1,500	
62-7120-2040 WWTP - LAB ANALYSIS	\$10,962	\$7,351	\$10,500	\$6,008	\$8,010	\$10,500	\$10,500	
62-7120-2400 M & R SEWER LINES	\$12,667	\$15,343	\$22,044	\$5,851	\$17,553	\$22,000	\$26,000	
62-7120-3110 TRAVEL & TRAINING	\$2,324	\$1,487	\$4,000	\$685	\$1,000	\$4,000	\$4,000	
62-7120-3310 UTILITIES ELECTRIC	\$58,453	\$51,351	\$55,000	\$34,290	\$55,000	\$55,000	\$55,000	
62-7120-3520 MAINT. & REPAIR EQUIPMENT	\$16,378	\$17,764	\$20,000	\$10,314	\$18,314	\$25,000	\$25,000	
62-7120-3540 SERV & MAINT CONTRACT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-7120-3550 M & R LIFT STATIONS	\$76,343	\$97,779	\$84,000	\$71,727	\$84,000	\$84,000	\$84,000	
62-7120-4320 LEASE EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-7120-4510 INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-7120-4910 DUES, PERMITS, & SUBSCR	\$7,840	\$4,725	\$7,000	\$3,795	\$7,000	\$7,500	\$7,500	
62-7120-4920 BAD DEBT EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-7120-5100 CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	
62-7120-5500 CAPITAL OUTLAY - EQUIPMENT	\$0	\$60,103	\$0	\$0	\$0	\$90,000	\$0	
62-7120-6990 CONTRACT SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-7120-7100 PRINCIPLE - 201 FACILITY	\$95,079	\$0	\$0	\$0	\$0	\$0	\$0	
62-7120-7110 CLOSING COST - WWTP	\$40,850	\$0	\$0	\$0	\$0	\$0	\$0	
62-7120-7120 PRINCIPLE - WWTP	\$0	\$77,125	\$77,125	\$0	\$77,125	\$77,125	\$77,125	
62-7120-7200 INTEREST - 201 FACILITY	\$2,472	\$0	\$0	\$0	\$0	\$0	\$0	
62-7120-9910 CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-9860-9810 TRANSFER TO GENERAL FUND	\$258,829	\$229,801	\$226,706	\$151,137	\$226,706	\$224,752	\$220,919	
62-9860-9861 TRANSFER TO WATER FUND	\$351,103	\$197,074	\$372,669	\$248,446	\$372,669	\$382,550	\$376,875	
62-9860-9866 TRANSFER TO SANIT FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62-9860-9867 TRANSFER TO STIMWTER FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL SEWER EXPENDITURES	\$960,980	\$800,222	\$1,009,103	\$589,226	\$933,034	\$1,055,927	\$1,030,939	

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM
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FUND 62: SEWER DEPARTMENT

Line Item: 62-7120-2000	Current Budget: \$13,457
Line Item Name: Department Supplies	Request: \$12,000
Justification:	Recommended: \$12,000
Department supplies, small parts, tools, etc.	

Line Item: 62-7120-2001	Current Budget: \$80,103
Line Item Name: Generator Installation	Request: \$0
Justification:	Recommended: \$0

Line Item: 62-7120-2015	Current Budget: \$35,000
Line Item Name: Sludge Disposal	Request: \$50,000
Justification:	Recommended: \$50,000
Cost to dispose of approximately 350,000 gallons of liquid sludge, thrice per fiscal year. Cost includes preparation of annual report and all required sampling, as well as annual lease for thirty (30) cubic yard dumpster for disposal of grit removed at head-works & cleaning of Digester # 3.	

Line Item: 62-7120-2016	Current Budget: \$0
Line Item Name: Depreciation Expense	Request: \$0
Justification:	Recommended: \$0

Line Item: 62-7120-2020	Current Budget:	\$1,500
Line Item Name: WWT - Chemicals	Request:	\$1,500
Justification:	Recommended:	\$1,500
Annual cost of enzymatic product to enhance wastewater treatment and sludge digestion. Addition of Chlorination/de-chlorination station @ WWTP.		

Line Item: 62-7120-2040	Current Budget:	\$10,500
Line Item Name: WWTP - Lab Analysis	Request:	\$10,500
Justification:	Recommended:	\$10,500

Line Item: 62-7120-2400	Current Budget:	\$22,044
Line Item Name: M & R - Sewer Lines	Request:	\$22,000
Justification:	Recommended:	\$26,000
Includes cost of routine maintenance and repair of sewer system; manhole frame and cover replacements, minor in house point repairs & cleanout installation/repairs & rock.		

Line Item: 62-7120-3110	Current Budget:	\$4,000
Line Item Name: Travel and Training	Request:	\$4,000
Justification:	Recommended:	\$4,000
Collections & Wastewater Certifications and CEU's		

Line Item: 62-7120-3310	Current Budget:	\$55,000
Line Item Name: Utilities & Electric	Request:	\$55,000
Justification:	Recommended:	\$55,000
Electricity to run WWTP and lift stations.		

Line Item: 62-7120-3520	Current Budget:	\$20,000
Line Item Name: Maint & Repair - Equipment	Request:	\$25,000
Justification:	Recommended:	\$25,000
Digester blowers & motors, pumps, etc.		

Line Item: 62-7120-3540	Current Budget:	\$0
Line Item Name: Service and Maintenance Contracts	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 62-7120-3550	Current Budget:	\$84,000
Line Item Name: Maint & Repair - Lift Stations	Request:	\$84,000
Justification:	Recommended:	\$84,000
This includes normal operations and maintenance activities for seventeen (17) pump stations and purchasing grease blocks and bio kleen.		

Line Item: 62-7120-4320	Current Budget:	\$0
Line Item Name: Lease Expense	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 62-7120-4510	Current Budget:	\$0
Line Item Name: Insurance: Property & Liability	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 62-7120-4910	Current Budget:	\$7,000
Line Item Name: Dues and Subscriptions	Request:	\$7,500
Justification:	Recommended:	\$7,500
Wastewater permit & Certification dues.		

Line Item: 62-7120-5100	Current Budget:	\$0
Line Item Name: Capital Outlay	Request:	\$10,000
Justification:	Recommended:	\$10,000
Crush concrete for WWTP Road.		

Line Item: 62-7120-5500	Current Budget:	\$0
Line Item Name: Capital Outlay - Equipment	Request:	\$90,000
Justification:	Recommended:	\$0
Request to be funded through ARP funds. Sewer line camera.		

Line Item: 62-7120-6990	Current Budget:	\$0
Line Item Name: Contract Services	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 62-7120-7100	Current Budget:	\$0
Line Item Name: Principle - 201 Facility	Request:	\$0
Justification:	Recommended:	\$0
Paid in full		

Line Item: 62-7120-7110	Current Budget:	\$0
Line Item Name: Closing Cost - WWTP - CS370500-05	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 62-7120-7120	Current Budget:	\$77,125
Line Item Name: Principle - WWTP - CS370500-05	Request:	\$77,125
Justification:	Recommended:	\$77,125
WWTP Project - CS370500-05 Principle.		

Line Item: 62-7120-7200	Current Budget:	\$0
Line Item Name: Interest - 201 Facility	Request:	\$0
Justification:	Recommended:	\$0
Paid in full		

Line Item: 62-7120-9910	Current Budget:	\$0
Line Item Name: Contingency	Request:	\$0
Justification:	Recommended:	\$64,845

TAB 17

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-6738

SANITATION **DEPARTMENT**

Budget – 2022 - 2023



Roanoke River Lighthouse
Plymouth, NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**66-Sanitation Fund
Revenues**

Account Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
66-3230-1000								
66-3740-3000	\$2,682	\$2,646	\$2,500	\$1,289	\$2,500	\$2,500	\$2,500	
66-3740-3500	\$354,715	\$368,457	\$365,000	\$246,606	\$365,252	\$365,000	\$368,000	
66-3831-4910	\$205,451	\$213,182	\$215,000	\$142,380	\$213,512	\$210,000	\$215,000	
66-3835-8200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-3839-1000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-3839-1001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-3986-9810	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-3986-9861	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-3986-9862	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-3991-1000	\$0	\$0	\$0	\$0	\$0	\$51,029	\$20,709	
TOTAL SANITATION FUND REVENUES	\$562,848	\$584,285	\$582,500	\$390,275	\$581,264	\$628,529	\$606,209	

*As of 3/14/2022

Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget

66-Sanitation Fund
Expenditures

Account Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
66-7400-1210 SALARIES	\$51,731	\$62,851	\$64,248	\$44,664	\$64,248	\$66,157	\$65,521	
66-7400-1215 COMP TIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-1220 OVERTIME SALARIES	\$1,107	\$221	\$300	\$514	\$300	\$300	\$300	
66-7400-1810 FRINGE - SOC TAX	\$3,534	\$3,810	\$4,002	\$2,760	\$4,002	\$4,120	\$4,081	
66-7400-1811 FRINGE - MED TAX	\$826	\$891	\$936	\$646	\$936	\$964	\$954	
66-7400-1820 FRINGE - ORBIT RETIREMENT	\$5,206	\$6,525	\$7,404	\$5,182	\$7,404	\$7,623	\$7,550	
66-7400-1821 FRINGE - PRUDENTIAL SUPP	\$1,834	\$2,096	\$3,227	\$1,581	\$3,227	\$3,323	\$3,291	
66-7400-1830 FRINGE - HEALTH INSURANCE	\$14,816	\$14,296	\$14,972	\$11,228	\$14,972	\$16,468	\$16,468	
66-7400-1831 FRINGE - DENTAL INSURANCE	\$899	\$938	\$938	\$703	\$938	\$1,032	\$1,032	
66-7400-1832 FRINGE - MEDICAL DEBIT CARD	\$1,200	\$948	\$1,200	\$677	\$1,200	\$1,200	\$1,200	
66-7400-2000 DEPARTMENT SUPPLIES	\$899	\$710	\$1,000	\$657	\$857	\$1,000	\$1,000	
66-7400-2016 DEPRECIATION EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-2120 UNIFORMS	\$1,939	\$0	\$1,000	\$230	\$460	\$500	\$500	
66-7400-3110 TRAVEL AND TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-3540 SERV & MAINT CONTRACT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-3550 MAINT & REPAIR DRAIN - SW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-3700 ADVERTISING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-4510 INSURANCE	\$3,883	\$0	\$8,089	\$8,089	\$8,089	\$9,060	\$9,060	
66-7400-4920 BAD DEBT EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-4990 MISCELLANEOUS	\$0	\$0	\$10,000	\$4,646	\$6,646	\$10,000	\$5,000	
66-7400-5100 CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-5500 CAPITAL OUTLAY - EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-6990 CONTRACT - SANITATION	\$123,919	\$134,378	\$136,184	\$105,043	\$136,184	\$147,079	\$138,500	
66-7400-6991 CONTRACT - RECYCLING COST	\$16,162	\$1,421	\$0	\$0	\$0	\$0	\$0	
66-7400-6992 CONTRACT - DUMPSTERS COST	\$6,245	\$5,584	\$7,003	\$6,581	\$7,003	\$7,563	\$7,563	
66-7400-6993 LANDFILL AVAIL-WASH. CO	\$59,674	\$59,674	\$62,660	\$34,810	\$59,674	\$63,000	\$61,500	
66-7400-6994 REGIONAL LANDFILL COST	\$71,517	\$76,958	\$73,500	\$40,363	\$69,193	\$73,500	\$73,500	
66-7400-6995 WASH. COUNTY YARD DEBRIS	\$8,059	\$41,390	\$42,550	\$17,411	\$34,822	\$40,000	\$38,000	
66-7400-7110 PRINCIPLE - LEAF VAC	\$12,200	\$12,688	\$13,707	\$13,707	\$13,707	\$0	\$0	
66-7400-7120 PRINCIPLE - NEW EQUIP - SF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-7130 PRINCIPLE - NEW EQUIP - SW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-7400-7210 INTEREST - LEAF VAC	\$2,609	\$2,120	\$1,101	\$1,101	\$1,101	\$0	\$0	
66-7400-9910 CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-9860-9810 TRANS TO GENERAL FUND - SF	\$184,898	\$175,776	\$128,479	\$85,653	\$128,479	\$175,640	\$171,189	
66-9860-9828 TRANSFER TO CAMA FUND	\$678	\$0	\$0	\$0	\$0	\$0	\$0	
66-9860-9861 TRANS TO WATER FUND - SF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-9860-9862 TRANSFER TO SEWER FUND - SF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-9860-9910 TRANS TO GENERAL FUND - SW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
66-9860-9961 TRANS TO WATER FUND - SW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL SANITATION EXPENDITURES	\$573,835	\$603,275	\$582,500	\$386,246	\$563,442	\$628,529	\$606,209	\$0

of Employees: Current: 2 Requested: 2 Approved:

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM
--

FUND 66: SANITATION DEPARTMENT

Line Item: 66-7400-1210	Current Budget:	\$64,248
Line Item Name: Salaries	Request:	\$66,157
Justification:	Recommended:	\$65,521
Includes salaries with a 2% COLA Increase & Christmas bonus for two (2) employees.		

Line Item: 66-7400-1215	Current Budget:	\$0
Line Item Name: Comp Time	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 66-7400-1220	Current Budget:	\$300
Line Item Name: Overtime Salaries	Request:	\$300
Justification:	Recommended:	\$300

Line Item: 66-7400-1810	Current Budget:	\$4,002
Line Item Name: Fringe - SOC Tax	Request:	\$4,120
Justification:	Recommended:	\$4,081
Total Salaries	\$65,821	
SOC %	6.20%	
	<u>\$4,081</u>	

Line Item: 66-7400-1811	Current Budget:	\$936
Line Item Name: Fringe - MED Tax	Request:	\$964
Justification:	Recommended:	\$954
Total Salaries	\$65,821	
MED %	<u>1.45%</u>	
	\$954	

Line Item: 66-7400-1820	Current Budget:	\$7,404
Line Item Name: Fringe - ORBIT	Request:	\$7,623
Justification:	Recommended:	\$7,550
Total Salaries	\$ 65,821	
ORBIT %	<u>11.47%</u>	
	\$ 7,550	

Line Item: 66-7400-1821	Current Budget:	\$3,227
Line Item Name: Fringe - Prudential Supplement	Request:	\$3,323
Justification:	Recommended:	\$3,291
Total Salaries	\$ 65,821	
PRUDENTIAL %	<u>5% (1.5% Employer Contribution + 3.5% Employer Match = 5%)</u>	
	\$ 3,291	

Line Item: 66-7400-1830	Current Budget:	\$14,972
Line Item Name: Fringe - Health Insurance	Request:	\$16,468
Justification:	Recommended:	\$16,468
Includes Health Insurance cost for two (2) employees.		

Line Item: 66-7400-1831	Current Budget:	\$938
Line Item Name: Fringe - Dental	Request:	\$1,032
Justification:	Recommended:	\$1,032
Includes Dental Insurance cost for two (2) employees.		

Line Item: 66-7400-1832	Current Budget:	\$1,200
Line Item Name: Medical Debit Card	Request:	\$1,200
Justification:	Recommended:	\$1,200
Includes Medical Debit Cards cost for two (2) employees.		

Line Item: 66-7400-2000	Current Budget:	\$1,000
Line Item Name: Department Supplies	Request:	\$1,000
Justification:	Recommended:	\$1,000
Gloves, rakes, shovels, pitch fork, etc.		

Line Item: 66-7400-2120	Current Budget:	\$1,000
Line Item Name: Uniforms	Request:	\$500
Justification:	Recommended:	\$500
Uniforms for two (2) employees & Boots		

Line Item: 66-7400-3110	Current Budget:	\$0
Line Item Name: Travel and Training	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 66-7400-3540	Current Budget:	\$0
Line Item Name: Service and Maintenance Contract	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 66-7400-3550	Current Budget:	\$0
Line Item Name: Maint & Repair - Drainage - SW	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 66-7400-3700	Current Budget:	\$0
Line Item Name: Advertising	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 66-7400-4510	Current Budget:	\$8,089
Line Item Name: Insurance: Property and Liability	Request:	\$9,060
Justification:	Recommended:	\$9,060
Includes insurance on real and personal property.		

Line Item: 66-7400-4990	Current Budget:	\$10,000
Line Item Name: Miscellaneous	Request:	\$10,000
Justification:	Recommended:	\$5,000
Town clean up		

Line Item: 66-7400-5100	Current Budget:	\$0
Line Item Name: Capital Outlay	Request:	\$0
Justification:	Recommended:	\$0
Convenience drop off site.		

Line Item: 66-7400-5500	Current Budget:	\$0
Line Item Name: Capital Outlay - Equipment	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 66-7400-6990	Current Budget:	\$136,184
Line Item Name: Contract - Sanitation	Request:	\$147,079
Justification:	Recommended:	\$138,500
David's Trash Service -Residential Garbage Pick-up		
Contract - Expires on June 30, 2023		
Cost includes a Consumer Price Index increase - 1.7%		

Line Item: 66-7400-6991	Current Budget:	\$0
Line Item Name: Contract - Recycling Cost	Request:	\$0
Justification:	Recommended:	\$0
NO LONGER RECYCLE		
David's Trash Service - Recycling of 1480 Bins		
Contract - Expires on June 30, 2023		
Cost includes a Consumer Price Index increase - 1.7%		

Line Item: 66-7400-6992	Current Budget:	\$7,003
Line Item Name: Contract - Dumpsters Cost	Request:	\$7,563
Justification:	Recommended:	\$7,563
David's Trash Service - 3 Dumpsters		
Contract - Expires on June 30, 2023		
Cost includes a Consumer Price Index increase - 1.7%		

Line Item: 66-7400-6993	Current Budget:	\$62,660
Line Item Name: Contract - Landfill Availability - Wash Co	Request:	\$63,000
Justification:	Recommended:	\$61,500
Washington County Sanitation - Landfill Availability Fee.		

Line Item: 66-7400-6994	Current Budget: \$73,500
Line Item Name: Regional Landfill Cost	Request: \$73,500
Justification:	Recommended: \$73,500
Cost to Dispose Residential Garbage at Bertie County Regional Landfill.	

Line Item: 66-7400-6995	Current Budget: \$42,550
Line Item Name: Washington County Yard Debris	Request: \$40,000
Justification:	Recommended: \$38,000
Cost to Dispose of Yard Debris at Washington County Landfill	

Line Item: 66-7400-7110	Current Budget: \$13,707
Line Item Name: Principle - Leaf Vac	Request: \$0
Justification:	Recommended: \$0
Leaf Vac - 3 year loan Principle.	
Paid in full - July 2021	

Line Item: 66-7400-7120	Current Budget: \$0
Line Item Name: Principle - New Equip - SF	Request: \$0
Justification:	Recommended: \$0

Line Item: 66-7400-7130	Current Budget: \$0
Line Item Name: Principle - New Equip - SW	Request: \$0
Justification:	Recommended: \$0

Line Item: 66-7400-7210	Current Budget:	\$1,101
Line Item Name: Interest - Leaf Vac	Request:	\$0
Justification:	Recommended:	\$0
Leaf Vac - 3 year loan Interest. Paid in full - July 2021		

Line Item: 66-7400-9910	Current Budget:	\$0
Line Item Name: Contingency	Request:	\$0
Justification:	Recommended:	\$0

TAB 18

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-6738

STORMWATER **DEPARTMENT**

Budget – 2022 - 2023



Roanoke River Lighthouse
Plymouth, NC

**Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget**

**67-Stormwater Fund
Revenues**

Account Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
67-3750-1000 STORM WATER - REVENUE	\$55,961	\$58,057	\$50,000	\$38,520	\$56,751	\$53,000	\$53,000	
67-3750-1001 STORM WATER - TAX REV.	\$61,788	\$4,317	\$60,000	\$10,895	\$48,785	\$57,000	\$57,000	
67-3831-4910 INTEREST ON INVESTMENTS	\$0	\$0	\$0	\$0	\$0	a	a	
67-3839-1000 MISCELLANEOUS REVENUES	\$14	\$0	\$0	\$0	\$0	\$0	\$0	
67-3986-9810 REIMBURSEMENT - GF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-3986-9861 REIMBURSEMENT - WATER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-3986-9862 REIMBURSEMENT - SEWER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-3986-9866 REIMBURSEMENT - SANIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-3991-1000 FUND BALANCE APPROP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL STORMWATER FUND REVENUES	\$117,763	\$62,374	\$110,000	\$49,415	\$105,536	\$110,000	\$110,000	

*As of 3/14/2022

Town of Plymouth, North Carolina
Proposed FY 2022 - 2023 Budget

67-Stormwater Fund
Expenditures

Account Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022* Actual to Date	FY 2022 EOY Estimate	FY 2023 Requested	FY 2023 Recommended	FY 2023 Approved By Town Council
67-7500-2000 DEPARTMENT SUPPLIES	\$3,169	\$3,344	\$5,000	\$1,271	\$2,542	\$5,500	\$5,500	
67-7500-2016 DEPRECIATION EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-7500-3550 MAINT & REPAIR DRAINAGE	\$1,429	\$8,563	\$7,500	\$0	\$2,000	\$7,500	\$7,500	
67-7500-3580 TREE REMOVAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-7500-4320 LEASE EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-7500-4910 DUES, PERMITS, & SUBSCR	\$15	\$0	\$120	\$0	\$120	\$120	\$120	
67-7500-4920 BAD DEBT EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-7500-5100 CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-7500-7120 PRINCIPLE - NEW EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-7500-9910 CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$8,697	\$10,030	
67-9860-9810 TRANSFER TO GENERAL FUND	\$30,920	\$60,314	\$71,302	\$47,534	\$71,302	\$61,405	\$60,469	
67-9860-9861 TRANSFER TO WATER FUND	\$70,221	\$25,503	\$26,078	\$17,385	\$26,078	\$26,778	\$26,381	
67-9860-9862 TRANSFER TO SEWER FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
67-9860-9866 TRANSFER TO SANITAT FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL STORMWATER EXPENDITURES	\$105,754	\$97,724	\$110,000	\$66,190	\$102,042	\$110,000	\$110,000	

*As of 3/14/2022

Town of Plymouth, North Carolina FY 2023 LINE ITEM REQUEST FORM
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FUND 67: STORMWATER DEPARTMENT

Line Item: 67-7500-1800	Current Budget:	\$0
Line Item Name: Engineering Fees	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 67-7500-2000	Current Budget:	\$5,000
Line Item Name: Department Supplies	Request:	\$5,500
Justification:	Recommended:	\$5,500
Mosquito Spray.		

Line Item: 67-7500-2016	Current Budget:	\$0
Line Item Name: Depreciation Expense	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 67-7500-3550	Current Budget:	\$7,500
Line Item Name: Maint & Repair - Drainage	Request:	\$7,500
Justification:	Recommended:	\$7,500
Drainage, tiles, cement & rip rap stone.		

Line Item: 67-7500-3580	Current Budget:	\$0
Line Item Name: Tree Removal	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 67-7500-4320	Current Budget:	\$0
Line Item Name: Lease Expense	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 67-7500-4910	Current Budget:	\$120
Line Item Name: Dues, Permits and Subscriptions	Request:	\$120
Justification:	Recommended:	\$120
Sprayer permits.		

Line Item: 67-7500-5100	Current Budget:	\$0
Line Item Name: Capital Outlay	Request:	\$0
Justification:	Recommended:	\$0

Line Item: 67-7500-7120	Current Budget:	\$0
Line Item Name: Principle - New Equipment	Request:	\$0
Justification:	Recommended:	\$0

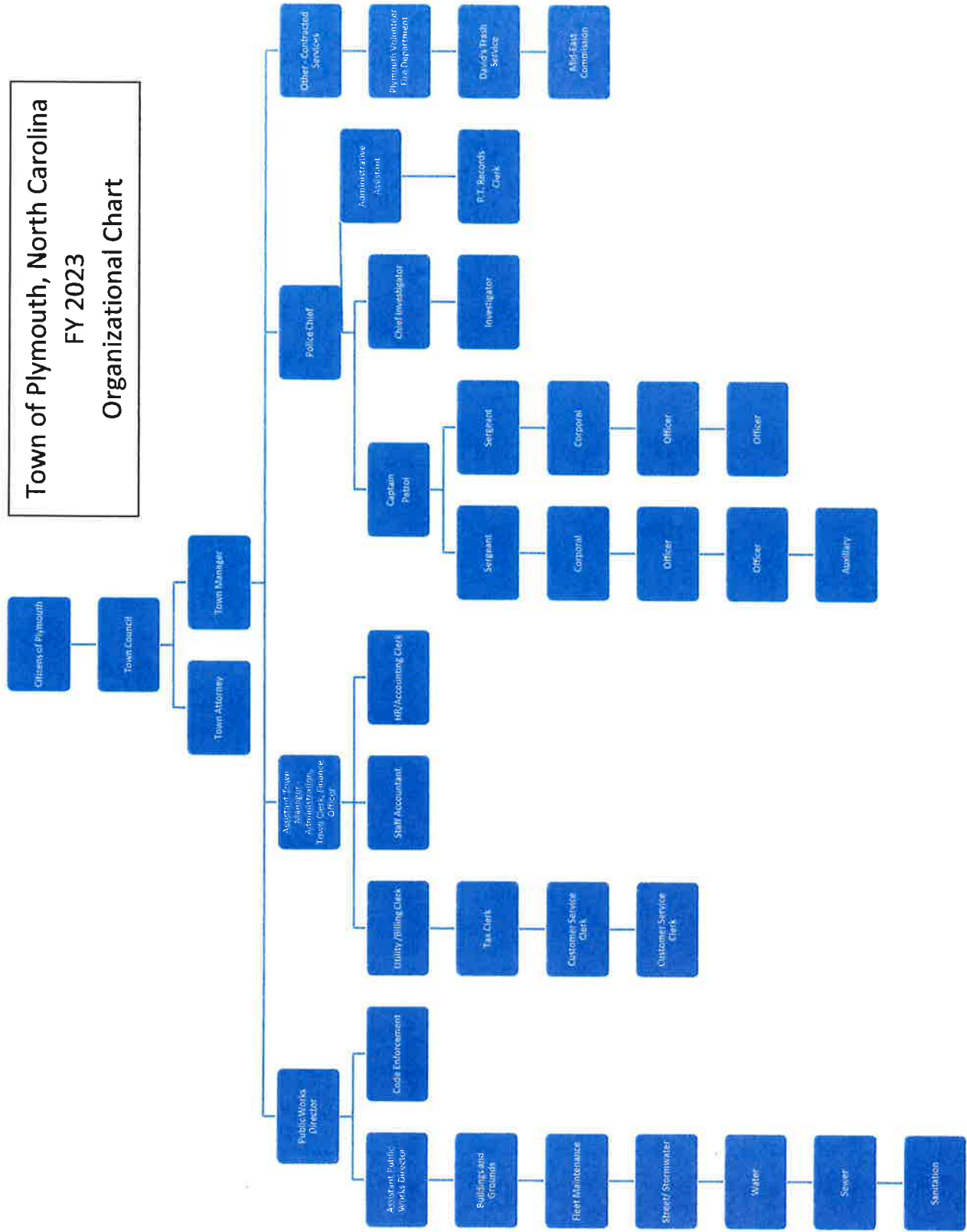
Line Item: 67-7500-9910	Current Budget:	\$0
Line Item Name: Contingency	Request:	\$8,697
Justification:	Recommended:	\$9,633

TAB 19

Town of Plymouth, North Carolina

FY 2023

Organizational Chart



TAB 20

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA

GOVERNING BOARD - 10-4110						
Governing Board Position	Governing Board Name	Monthly Salary	Current Salary	Proposed Increase	Proposed Salary	
Mayor	Hawkins	\$ 425.00	\$ 5,400.00	-	\$ 5,400.00	
Mayor Pro Tem	Brooks	\$ 300.00	\$ 3,900.00	-	\$ 3,900.00	
Councilmember	Arnold	\$ 300.00	\$ 3,900.00	-	\$ 3,900.00	
Councilmember	Byers	\$ 300.00	\$ 3,900.00	-	\$ 3,900.00	
Councilmember	Teel	\$ 300.00	\$ 3,900.00	-	\$ 3,900.00	
Councilmember	Williams	\$ 300.00	\$ 3,900.00	-	\$ 3,900.00	
Councilmember	Wobbleton	\$ 300.00	\$ 3,900.00	-	\$ 3,900.00	
Total ANNUAL Salaries/Benefits - GOVERNING BOARD - 10-4110						
		\$ 28,800.00	\$ 28,800.00	-	\$ 28,800.00	

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA

SocTax 6.20%	MedTax 1.45%	ORBH-Retirement N/A	401K N/A	
\$ 334.80	\$ 78.30	\$	\$	
\$ 241.80	\$ 56.55	\$	\$	
\$ 241.80	\$ 56.55	\$	\$	
\$ 241.80	\$ 56.55	\$	\$	
\$ 241.80	\$ 56.55	\$	\$	
\$ 241.80	\$ 56.55	\$	\$	
\$ 241.80	\$ 56.55	\$	\$	
\$ 241.80	\$ 56.55	\$	\$	
\$ 241.80	\$ 56.55	\$	\$	
\$ 1,785.60	\$ 417.60	\$	\$	
\$ 1,785.60	\$ 417.60			

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA

ADMINISTRATION - 10-4120						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Tax Clerk	Arnold	\$ 16.32	\$ 33,945.60	2.0%	\$ 678.91	\$ 34,624.51
Accounts Payable/Payroll Clerk	Hansen	\$ 18.03	\$ 37,502.40	2.0%	\$ 750.05	\$ 38,252.45
Staff Accountant	Koss	\$ 20.59	\$ 42,827.20	2.0%	\$ 856.54	\$ 43,683.74
Interim Town Manager	Layton	\$ 2,942.31	\$ 76,500.00	2.0%	\$ 1,530.00	\$ 78,030.00
Asst. Town Mgr./Finance Officer/Town Clerk	Wallace	\$ 2,353.84	\$ 61,200.00	2.0%	\$ 1,224.00	\$ 62,424.00
	Comp Time				\$	500.00
	BONUSES Christmas	\$ 300.00	\$ 1,500.00	\$	\$	1,500.00
Total ANNUAL Salaries/Benefits + Bonuses + COLA - ADMIN \$ 253,475.20 \$ 5,039.50 \$ 259,014.70						

PART - TIME - ADMIN - 10-4120						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Part-Time - Social Media Expert		\$ -	\$ -	2.0%	\$ -	\$ -
	BONUS Christmas	\$ -	\$ -	1	\$	\$ -
PART-TIME - Total ANNUAL Salaries/Benefits + Bonus - ADMIN \$ - \$ - \$ -						
Total ANNUAL Salaries/Benefits + Bonus - ADMIN - 10-4120 \$ 253,475.20 \$ 5,039.50 \$ 259,014.70						

2% COLA

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K (1.5% Town 3.5% Employee) 5.0%	
\$ 2,146.72	\$ 502.06	\$ 3,971.43	\$	1,731.23
\$ 2,371.65	\$ 554.66	\$ 4,387.56	\$	1,912.62
\$ 2,708.39	\$ 633.41	\$ 5,010.53	\$	2,184.19
\$ 4,837.86	\$ 1,131.44	\$ 8,950.04	\$	3,901.50
\$ 3,870.29	\$ 905.15	\$ 7,160.03	\$	3,121.20
\$	\$ 31.00	\$ 7.25	\$ 57.35	\$ 25.00
\$	\$ 93.00	\$ 21.75	\$ 172.05	\$ 75.00
\$ 16,058.91	\$ 3,755.71	\$ 29,708.99	\$	12,950.74
\$ 16,058.91	\$ 3,755.71	\$ 29,708.99	\$	12,950.74
SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K	
\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	\$ -	-
SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K 5.0%	
\$ 16,058.91	\$ 3,755.71	\$ 29,708.99	\$	12,950.74

BUILDING AND GROUNDS DEPT - 10-4260						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Laborer	Biggs	\$ 15.30	\$ 31,824.00	2.0%	\$ 32,460.48	
Laborer	Chesson	\$ 15.00	\$ 31,200.00	2.0%	\$ 31,824.00	
BONUSES Christmas		\$ 300.00	\$ 600.00	2	\$ -	600.00
Total ANNUAL Salaries/Benefits + Bonuses + COLA - B&G			\$ 63,624.00	-	\$ 1,260.48	\$ 64,884.48
PART - TIME - B&G - MARITIME MUSEUM						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Part-Time - Maritime Museum	Howington	\$ 10.00	\$ 8,840.00	2%	\$ 9,016.80	
		Tad \$10.00 per hour WCWW pay 1/2 (works no more than 34 hrs per payroll)				
Part-Time - Total ANNUAL Salaries/Benefits + Bonus - B&G			\$ 8,840.00	\$	\$ 9,016.80	
Total ANNUAL Salaries/Benefits + Bonus - B&G - 10-4260			\$ 72,464.00	\$	\$ 1,437.28	\$ 73,901.28

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA

SocTax 6.20%		MedTax 1.45%	ORBIT Retirement 11.47%	401K 1.5% Town 3.5% Employee) 5.0%	
\$	2,012.55	\$	470.68	\$	1,623.02
\$	1,973.09	\$	461.45	\$	1,591.20
\$	37.20	\$	8.70	\$	30.00
\$	4,022.84	\$	940.82	\$	3,244.22
\$	4,022.84	\$	940.82	\$	3,244.22
SocTax 6.20%		MedTax 1.45%	ORBIT Retirement 11.47%	401K	
\$	559.04	\$	130.74	\$	
\$	559.04	\$	130.74	\$	
\$	559.04	\$	130.74	\$	
SocTax 6.20%		MedTax 1.45%	ORBIT Retirement 11.47%	401K 5.0%	
\$	4,581.88	\$	1,071.57	\$	3,244.22

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA

LAW - POLICE DEPT - 10-4310						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Captain	Kevin	\$ 1,968.50	\$ 51,181.00	2.0%	\$ 52,204.62	
Chief Investigator	Louis	\$ 22.37	\$ 46,529.00	2.0%	\$ 47,459.58	
Investigator	Johnny	\$ 21.72	\$ 45,177.60	2.0%	\$ 46,081.15	
Patrol	AJ	\$ 17.86	\$ 39,006.24	2.0%	\$ 39,786.36	
Corporal	Ryan	\$ 19.52	\$ 42,631.68	2.0%	\$ 43,484.31	
Chief	Willie	\$ 2,091.85	\$ 54,388.10	2.0%	\$ 55,475.86	
	VACANT	\$ 20.10	\$ 43,895.00	2.0%	\$ 44,772.90	
Sergeant	VACANT	\$ 20.10	\$ 43,895.00	2.0%	\$ 44,772.90	
Sergeant	VACANT	\$ 19.51	\$ 42,616.00	2.0%	\$ 43,468.32	
Corporal	VACANT	\$ 17.86	\$ 39,000.00	2.0%	\$ 39,780.00	
Patrol	VACANT	\$ 18.39	\$ 40,170.00	2.0%	\$ 40,973.40	
Patrol	VACANT	\$ 18.94	\$ 41,375.00	2.0%	\$ 42,202.50	
BONUSES Christmas		\$ 300.00	\$ 3,600.00	12	\$ 3,600.00	
OVERTIME		\$ -	\$ -	-	\$ -	
OVERTIME		\$ -	\$ -	-	\$ -	
Total LAW Salaries - Police Dept		\$ 533,464.62	\$ 10,597.29	-	\$ 559,061.91	

GEN - POLICE DEPT - 10-4310						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Police Clerk	Shannon **	\$ 18.61	\$ 38,708.80	2.0%	\$ 39,482.98	
	Sanderlin	\$ 300.00	\$ 300.00	1	\$ 300.00	
BONUSES Christmas	Christmas					
Total - GEN Salaries - Police Dept		\$ 39,008.80	\$ 774.18	-	\$ 39,782.98	
Total ANNUAL Salaries/Benefits + Bonuses + COLA - POLICE DEPT - 10-4310		\$ 572,473.42	\$ 11,371.47	-	\$ 598,844.89	

**TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA**

	SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 12.04%	401K 5.0%	
\$	3,236.69	\$ 756.97	\$ 6,285.44	\$	2,610.23
\$	2,942.49	\$ 688.16	\$ 5,714.13	\$	2,372.98
\$	2,857.03	\$ 668.18	\$ 5,548.17	\$	2,304.06
\$	2,466.75	\$ 576.90	\$ 4,790.28	\$	1,989.32
\$	2,696.03	\$ 630.52	\$ 5,235.51	\$	2,174.22
\$	3,439.50	\$ 804.40	\$ 6,679.29	\$	2,773.79
\$	2,775.92	\$ 649.21	\$ 5,390.66	\$	2,238.65
\$	2,775.92	\$ 649.21	\$ 5,390.66	\$	2,238.65
\$	2,695.04	\$ 630.29	\$ 5,233.59	\$	2,173.42
\$	2,466.36	\$ 576.81	\$ 4,789.51	\$	1,989.00
\$	2,540.35	\$ 594.11	\$ 4,933.20	\$	2,048.67
\$	2,616.56	\$ 611.94	\$ 5,081.18	\$	2,110.13
\$	223.20	\$ 52.20	\$ 433.44	\$	180.00
\$	930.00	\$ 217.50	\$ 1,806.00	\$	750.00
\$	34,661.84	\$ 8,106.40	\$ 67,311.05	\$	27,953.10
\$	34,661.84	\$ 8,106.40	\$ 67,311.05	\$	27,953.10
	SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K (Sanderlin Only) 5.0%	
\$	2,447.94	\$ 572.50	\$ 4,528.70	\$	1,974.15
\$	18.60	\$ 4.35	\$ 34.41	\$	15.00
\$	2,466.54	\$ 576.85	\$ 4,563.11	\$	1,989.15
\$	2,466.54	\$ 576.85	\$ 4,563.11	\$	1,989.15
\$	37,128.38	\$ 8,683.25	\$ 71,874.16	\$	29,942.24

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA

PART - TIME - POLICE DEPT - 10-4310						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Part-Time	Stephanie - (\$19.42 X 1,000 HRS)	\$ 19.42 \$	19,420.00	2.0% \$	388.40	\$ 19,808.40
Part-Time	Auxiliary Officers - (\$16 x 1000 HRS)	\$ 16.00				\$ 16,000.00
BONUSES	Christmas	\$ 300.00 \$	300.00	1		\$ 300.00
Total -PART-TIME Salaries - Police Dept \$			19,720.00 \$	- \$	388.40 \$	36,108.40
SUPP - RETIREMENT - POLICE DEPT - 10-4310						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Supplemental Retirement	Boone	\$ 447.65 \$	11,638.90	0.0% \$	-	\$ 11,638.90
	Tony (for 9 years)	\$ - \$	-	1		\$ -
Total -PART-TIME Salaries - Police Dept \$			11,638.90 \$	- \$	- \$	11,638.90

**TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA**

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement	401K (Sanderlin Only)	
\$ 1,228.12	\$ 287.22	\$	\$	
\$ 992.00	\$ 232.00			
\$ 18.60	\$ 4.35	\$	\$	
\$ 2,238.72	\$ 523.57	\$ -	\$ -	
SocTax 6.20%	MedTax 1.45%	ORBIT Retirement	401K (Sanderlin Only)	
\$ 721.61	\$ 168.76	\$	\$	
\$ -	\$ -	\$	\$	
\$ 721.61	\$ 168.76	\$ -	\$ -	
			\$ 40,088.72	\$ 9,375.59
			\$ 71,874.16	\$ 29,942.24

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA

FLEET DEPT - 10-4540						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Fleet Dept	Harrison	20.28 \$	42,177.41	2.0% \$	843.55	\$ 43,020.96
	Chris OVERTIME	\$	2,000.00	\$ -	-	\$ 2,000.00
	BONUSES Christmas	\$	300.00	\$ 1		\$ 300.00
Total ANNUAL Salaries/Benefits + Bonuses + COLA - FLEET \$ 44,477.41 \$ - \$ 843.55 \$ 45,320.96						

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA

SocTax	MedTax	ORBIT Retirement		401K 1.5% Town 3.5% Employee)	5.0%
6.20%	1.45%	11.47%			
\$ 2,667.30	\$ 623.80	\$ 4,934.50	\$	2,151.05	
\$ 124.00	\$ 29.00	\$ 229.40	\$	100.00	
\$ 18.60	\$ 4.35	\$ 34.41	\$	15.00	
\$ 2,809.90	\$ 657.15	\$ 5,198.31	\$	2,266.05	
\$ 2,809.90	\$ 657.15	\$ 5,198.31	\$	2,266.05	

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA

PLANNING/CODE ENFORCEMENT DEPT - 10-4910						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Code Enforcement	Brown	\$ 19.13	\$ 39,780.00	2.0% \$	795.60	\$ 40,575.60
	Bonuses Christmas					
		Christmas Bonus \$	300.00	1		\$ 300.00
Total ANNUAL Salaries/Benefits + Bonuses + COLA - PLANNING/CODE \$ 40,080.00 \$ - \$ 795.60 \$ 40,875.60						

GENERAL FUND - TOTAL - PROPOSED SALARIES - 3% \$ 1,043,128.93 \$ 19,875.80 \$ 1,094,504.73

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
GENERAL FUND
2% COLA

SocTax	MedTax	ORBIT Retirement	401K 1.5% Town 3.5% Employee)		
6.20%	1.45%	11.47%	5.0%		
\$ 2,515.69	\$ 588.35	\$ 4,654.02	\$	2,028.78	
\$ 18.60	\$ 4.35	\$ 34.41	\$	15.00	
\$ 2,534.29	\$ 592.70	\$ 4,688.43	\$	2,043.78	
\$ 2,534.29	\$ 592.70	\$ 4,688.43	\$	2,043.78	
\$ 67,859.29	\$ 15,870.32	\$ 118,912.14	\$	50,447.03	

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
ENTERPRISE FUNDS
2% COLA

WATER & SEWER & STORMWATER DEPTS - FUNDS 61/62						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
Asst PW Dir	Arnold	\$ 2,195.58	\$ 57,085.10	2.0%	\$ 1,141.70	\$ 58,226.80
Street Laborer	Bell	\$ 15.30	\$ 31,824.00	2.0%	\$ 636.48	\$ 32,460.48
Sanitation Laborer	Brooks	\$ 18.47	\$ 38,417.60	2.0%	\$ 768.35	\$ 39,185.95
WWTP Operator	Coburn	\$ 22.92	\$ 47,672.35	2.0%	\$ 953.45	\$ 48,625.80
Public works Laborer	Knight	\$ 16.39	\$ 34,091.20	2.0%	\$ 681.82	\$ 34,773.02
Utility Billing Clerk	Moore	\$ 1,558.61	\$ 40,523.89	2.0%	\$ 810.48	\$ 41,334.37
Customer Service Rep	Morris	\$ 15.00	\$ 31,200.00	2.0%	\$ 624.00	\$ 31,824.00
Public works Laborer	Peele	\$ 15.30	\$ 31,824.00	2.0%	\$ 636.48	\$ 32,460.48
WTP - Operator	Sawyer	\$ 24.80	\$ 51,576.10	2.0%	\$ 1,031.52	\$ 52,607.62
Customer Service Rep	VACANT	\$ 15.00	\$ 31,200.00	2.0%	\$ 624.00	\$ 31,824.00
Public works Laborer	Williamson	\$ 15.00	\$ 31,200.00	2.0%	\$ 624.00	\$ 31,824.00
Public Works Director	Wright	\$ 2,395.41	\$ 62,280.63	2.0%	\$ 1,245.61	\$ 63,526.24
BONUSES Christmas		\$ 300.00	\$ 3,600.00	12	\$	\$ 3,600.00
Certifications		\$ 1,000.00	\$ 4,000.00	4	\$	\$ 4,000.00
Total ANNUAL Salaries/Benefits + Bonus - WATER/SEWER				\$	\$ 9,777.90	\$ 506,272.77

ON-CALL & OVER-TIME - WATER/SEWER						
Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary	
ON-CALL						
OVERTIME						
Total ANNUAL Salaries/Benefits + Bonus - WATER/SEWER				\$	\$ 21,900.00	
Total ANNUAL Salaries/Benefits + Bonus - WATER/SEWER				\$	\$ 9,777.90	\$ 528,172.77

TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
ENTERPRISE FUNDS
2% COLA

1/67					
SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%		401K 5.0%	
\$ 3,610.06	\$ 844.29	\$	6,678.61	\$	2,911.34
\$ 2,012.55	\$ 470.68	\$	3,723.22	\$	1,623.02
\$ 2,429.53	\$ 568.20	\$	4,494.63	\$	1,959.30
\$ 3,014.80	\$ 705.07	\$	5,577.38	\$	2,431.29
\$ 2,155.93	\$ 504.21	\$	3,988.47	\$	1,738.65
\$ 2,562.73	\$ 599.35	\$	4,741.05	\$	2,066.72
\$ 1,973.09	\$ 461.45	\$	3,650.21	\$	1,591.20
\$ 2,012.55	\$ 470.68	\$	3,723.22	\$	1,623.02
\$ 3,261.67	\$ 762.81	\$	6,034.09	\$	2,630.38
\$ 1,973.09	\$ 461.45	\$	3,650.21	\$	1,591.20
\$ 1,973.09	\$ 461.45	\$	3,650.21	\$	1,591.20
\$ 3,938.63	\$ 921.13	\$	7,286.46	\$	3,176.31
\$ 223.20	\$ 52.20	\$	412.92	\$	180.00
\$ 248.00	\$ 58.00	\$	458.80	\$	200.00
\$ 31,388.91	\$ 7,340.96	\$	58,069.49	\$	25,313.64
\$ 31,388.91	\$ 7,340.96	\$	58,069.49	\$	25,313.64

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%		401K 5.0%	
\$ 241.80	\$ 56.55	\$	447.33	\$	195.00
\$ 1,116.00	\$ 261.00	\$	2,064.60	\$	900.00
\$ 1,357.80	\$ 317.55	\$	2,511.93	\$	1,095.00
\$ 1,357.80	\$ 317.55	\$	2,511.93	\$	1,095.00
SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%		401K 5.0%	
\$ 32,746.71	\$ 7,658.51	\$	60,581.42	\$	26,408.64
\$ 32,746.71	\$ 7,658.51	\$	60,581.42	\$	26,408.64

2% COLA

ENTERPRISE FUNDS - TOTAL - PROPOSED SALARIES - 3%	\$ 561,042.87	\$ 11,050.86	\$ 593,993.73
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**TOWN OF PLYMOUTH
2022 -2023 - PROPOSED SALARIES
ENTERPRISE FUNDS
2% COLA**

	SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K 5.0%	
\$	2,012.55	\$ 470.68	\$ 3,723.22	\$ 1,623.02	
\$	2,012.55	\$ 470.68	\$ 3,723.22	\$ 1,623.02	
\$	-	\$ -	\$ -	\$ -	
\$	-	\$ -	\$ -	\$ -	
\$	18.60	\$ 4.35	\$ 34.41	\$ 15.00	
\$	37.20	\$ 8.70	\$ 68.82	\$ 30.00	
\$	4,080.90	\$ 954.40	\$ 7,549.66	\$ 3,291.05	
\$	4,080.90	\$ 954.40	\$ 7,549.66	\$ 3,291.05	
\$	36,827.61	\$ 8,612.91	\$ 68,131.08	\$ 29,699.69	

TAB 21

**2022 - 2023
PROPOSED**

HEALTH INSURANCE RENEWAL RATE

EMPLOYEES		RENEWAL BCBS	MEDICAL DEBIT CARD	TOTAL BCBS - DEBIT CARD	RENEWAL DENTAL
		\$ 678.04	\$ 600.00		\$ 42.99
US Able - Life Insurance		\$ 8.14			\$ -
		\$ 686.18	\$ 600.00	\$ 1,286.18	\$ 42.99
Wallace	Dorenda				
Arnold	Watisha				
Hansen	Janet				
Layton	Christopher				
Koss	Joyce	\$ 97.68			
4		\$ 33,034.32	\$ 2,400.00	\$ 35,434.32	\$ 2,063.52
Biggs	Timmy				
Chesson	Christopher				
2		\$ 16,468.32	\$ 1,200.00	\$ 17,668.32	\$ 1,031.76
Banks	Louis				
Blaylock	Johnny				
Moore	AJ				
Phelps	Kevin				
Sanderlin	Shannon				
White	Ryan				
Williams	Willie				
VACANT	VACANT				
VACANT	VACANT				
VACANT	VACANT				
VACANT	VACANT				
VACANT	VACANT				
VACANT	VACANT				
13		\$ 107,044.08	\$ 7,800.00	\$ 114,844.08	\$ 6,706.44
Harrison	Chris				
1		\$ 8,234.16	\$ 600.00	\$ 8,834.16	\$ 515.88
Brown	Dennis				
1		\$ 8,234.16	\$ 600.00	\$ 8,834.16	\$ 515.88
Arnold	Jeff				
Bell	Joel				
Brooks	Bryan				
Coburn	Roland				
Knight	Charlie				
Moore	Nadine				
Peele	Joseph				
Sawyer	Robert				
VACANT	VACANT				
Williamson	JT				
Wright	Mike				
Morris	Alex	\$ 97.68			\$ 515.88
11		\$ 90,673.44	\$ 6,600.00	\$ 97,273.44	\$ 6,190.56
James	Randy				
Jenkins	Stuart				
2		\$ 16,468.32	\$ 1,200.00	\$ 17,668.32	\$ 1,031.76
34		\$ 280,156.80	\$ 20,400.00	\$ 300,556.80	\$ 18,055.80
Total All Depts		\$ 280,156.80	\$ 20,400.00	\$ 300,556.80	\$ 18,055.80
		\$ -	\$ -	\$ -	\$ -

FUND - 61

FUND - 66

TAB 22

**ARP Grant Fund
Projects/Items**

Proposed Projects/Items	Estimated Cost	\$1,071,142	
Wilson Street Park	\$200,000	\$871,142	
Change out of Water Meters	\$50,000	\$821,142	FY 2023
Sewer Camera	\$90,000	\$731,142	
Police Equipment	\$36,000	\$695,142	
Downtown Streetscapes			
Riverfront Improvements			
Repaving of Roads	costs to be	Council must determine	Funds must be obligated
Demolition of Dilapidated Buildings	determined	priorities for funding	by 12/31/2024; spent by
Police Equipment/Vehicles			12/31/2026
Fire Equipment/Vehicles			
Water Projects not listed below			
Sewer Projects not listed below			
<u>Water System Improvements</u>			
Golf Road	\$281,520		
Little Richwood	\$483,513		
Ridgeway Road	\$178,700		
Gavin Road	\$103,600		
Winesett Circle	\$284,950	Viabie Utilities Grant	Grant application to be
Water Street	\$530,468	\$5,702,095	submitted in May 2022
Main Street	\$664,838		
New Well	\$568,800		
Fixed Meter System	\$797,500		
Miscellaneous Project Costs	\$520,500		
Administration/Other Services	\$1,287,706		
<u>Sewer System Improvements</u>			
Golf Road	\$466,070		
Main Street	\$600,500		
Winesett Circle	\$351,500	Viabie Utilities Grant	Grant application to be
Washington Street	\$738,500	\$5,666,273	submitted in May 2022
Pump Stations/Outfall	\$2,032,500		
Miscellaneous Project Costs	\$257,000		
Administration/Other Services	\$1,220,203		
It is anticipated that an additional \$3.6 million in grant funds will be applied for			