TAB 1

AN ORDINANCE
OF THE TOWN COUNCIL OF THE TOWN OF PLYMOUTH, NORTH CAROLINA, MAKING APPROPRIATIONS FOR THE FY 2021 - 2022 ANNUAL BUDGET

BE IT ORDAINED by the Town Council, the governing authority of the Town of Plymouth, North Carolina, that:

SECTION 1. ESTIMATED REVENUES: GENERAL FUND

It is estimated that the foregoing revenues will be available during the fiscal year beginning July 01, 2021 and ending June 30, 2022 to provide the foregoing appropriations:

Property Tax – Current Year	$	821,500
Property Tax – Previous Years	$	73,000
Property Tax Interest	$	35,000
Vehicle Tax – Current Year	$	67,000
Vehicle Tax – Previous Years	$	40,000
Subtotal Ad Valorem Taxes:	$	1,036,500
Local Option Sales Tax	$	450,000
Payments in Lieu of Taxes	$	3,500
Beer/Wine Tax	$	15,000
Washington County ABC Board	$	2,000
Utility Franchise	$	202,000
Subtotal Unrestricted Intergovernmental:	$	672,500
State Aid Powell Bill	$	93,438
Reimbursement Fire Services	$	122,182
Grant – Fire OSFM	$	28,749
Subtotal Restricted Intergovernmental:	$	244,369
Vehicle Tag	$	30,000
Zoning Permits	$	1,500
Subtotal Permits and Fees:	$	31,500
Court Costs	$	1,500
Rents and Concessions	$	3,600
Subtotal Sales and Services:	$	5,100
Investment Earnings	$	8,000
Miscellaneous Revenues	$	5,000
Reimbursement from Water	$	280,508

Reimbursement from Sewer	$ 226,706
Reimbursement from Sanitation	$ 128,479
Reimbursement from Storm Water Fund	$ 71,302
Fund Balance	$ 289,212
Powell Bill Fund Balance	$ 47,568
Subtotal Transfers from Other Funds:	$ 1,043,775

TOTAL GENERAL FUND REVENUE **$ 3,046,744**

SECTION 2. APPROPRIATIONS: GENERAL FUND

The following amounts are hereby appropriated for the operations of the Town government and its activities, for fiscal year beginning July 01, 2021 and ending June 30, 2022.

Governing Body	$ 44,340
Administration	$ 458,350
Attorney	$ 85,000
Information Technology	$ 133,561
Building and Grounds	$ 339,143
Police	$ 971,636
Fire	$ 213,087
Street	$ 337,619
Fleet Maintenance	$ 281,487
Planning and Zoning	$ 147,621
Special Appropriations	$ 34,900

TOTAL GENERAL FUND APPROPRIATIONS **$ 3,046,744**

SECTION 3. ESTIMATED REVENUES: ENTERPRISE FUNDS

It is estimated that the following revenues will be available during the fiscal year beginning July 01, 2021 and ending June 30, 2022 to meet the following appropriations:

Water - Revenue	$ 880,000
New Account Fees	$ 8,000
Reconnect Fees – Revenue	$ 15,000
Penalties – Revenue	$ 34,500
Reimbursement – Sewer Fund	$ 372,669
Reimbursement – Storm Water Fund	$ 26,078
Fund Balance	$ 72,142
Subtotal Water Revenue	$ 1,408,389
Sewer - Revenue	$ 949,000
Sanitation – Solid Waste Disposal Tax	$ 2,500
Sanitation – Garbage Revenues	$ 365,000
Sanitation – Landfill Revenues	$ 215,000

Subtotal Sanitation Revenue	$ 582,500
Storm Water - Revenues	$ 50,000
Storm Water – Tax Revenues	$ 60,000
Subtotal Storm Water Revenue:	$ 110,000
TOTAL ENTERPRISE FUNDS REVENUE	**$ 3,049,889**

SECTION 4. APPROPRIATIONS: ENTERPRISE FUNDS

The following amounts are hereby appropriated for the operations of the Town government and its activities, for fiscal year beginning July 01, 2021 and ending June 30, 2022.

Water	
Salaries and Benefits	$ 745,075
Operations Water	$ 273,809
Debt Service	$ 108,997
Reimbursement to General Fund	$ 280,508
Subtotal Water Expenditures:	$1,408,389
Sewer	
Operations Sewer	$ 272,500
Debt Service	$ 77,125
Reimbursement to General Fund	$ 226,706
Reimbursement to Water Fund	$ 372,669
Subtotal Sewer Expenditures:	$ 949,000
Sanitation	
Salaries and Benefits	$ 98,227
Operations Sanitation	$ 340,986
Debt Service	$ 14,808
Reimbursement to General Fund	$ 128,479
Subtotal Sanitation Expenditures:	$ 582,500
Storm Water	
Operations	$ 12,620
Reimbursement to General Fund	$ 71,302
Reimbursement to Water Fund	$ 26,078
Subtotal Storm Water Expenditures:	$ 110,000
TOTAL ENTERPRISE FUNDS APPROPRIATIONS	**$3,049,889**

SECTION 5. PROPERTY TAX LEVIED

There is hereby levied for the fiscal year ending June 30, 2022, a tax rate of $0.54 on each $100 of assessed valuation of taxable property as listed as of January 1, 2021, for the purpose of raising revenue from current year's property tax as set forth in the foregoing estimate of revenue, and in order to finance a portion of the foregoing appropriations. Ad valorem revenues are based on the previously stated rate with an estimated valuation of property for the purposes of taxation of $192,611,297 with an estimated rate of collection of 92%.

SECTION 6. ORDINANCE FILING

Copies of this ordinance shall be filed with the Finance Officer, the Budget Officer, and Town Clerk, to be kept on file by them for their direction in the disbursement of Town Funds.

SECTION 7. BUDGET ADMINISTRATION

The Town Manager shall have the authority per G.S. 159-15 to transfer appropriations from one line item to another line item within a departmental budget so long as the total departmental appropriations, including capital outlay, shall not be increased.

ADOPTED this the 21st day of June, 2021, upon motion by Councilwoman Williams and seconded by Councilwoman Teel with a vote of 6 - 0.

ATTESTED TO:

Dorenda Wallace
Town Clerk

Vershumn "Shawn" Hawkins
Mayor

TAB 2

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

BUDGET SUMMARY REVENUES		FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10 General Fund	Ad Valorem Taxes	$1,035,037	$1,032,000	$943,494	$1,037,393	$1,035,000	$1,035,000	$1,036,500
	Unrestricted Intergovernmental	$669,216	$675,500	$389,938	$668,908	$672,500	$672,500	$672,500
	Restricted Intergovernmental	$250,839	$246,284	$221,183	$241,362	$243,438	$238,438	$244,369
	Permits and Fees	$32,923	$35,500	$29,048	$38,286	$31,500	$31,500	$31,500
	Sales and Services	$5,697	$5,600	$4,087	$4,952	$5,100	$5,100	$5,100
	Investment Earnings	$16,206	$20,000	$547	$908	$8,000	$8,000	$8,000
	Miscellaneous Revenues	$17,066	$63,499	$67,292	$67,292	$5,000	$5,000	$5,000
	Transfers from Other Funds	$868,076	$1,236,515	$750,117	$1,236,515	$1,154,011	$1,146,011	$1,043,775
	Sub Total:	$2,895,060	$3,314,898	$2,405,706	$3,295,616	$3,154,549	$3,141,549	$3,046,744
61 Water Fund	Revenues	$1,445,431	$1,356,319	$979,192	$1,516,191	$1,420,712	$1,420,712	$1,408,389
62 Sewer Fund	Revenues	$989,948	$862,550	$762,833	$1,018,142	$972,945	$972,945	$949,000
66 Sanitation Fund	Revenues	$562,848	$604,897	$448,354	$701,648	$717,334	$717,334	$582,500
67 Stormwater Fund	Revenues	$117,763	$107,000	$56,202	$120,638	$110,000	$110,000	$110,000
	Total Revenues All Funds:	$6,011,050	$6,245,664	$4,652,287	$6,652,235	$6,375,540	$6,362,540	$6,096,633

BUDGET SUMMARY EXPENDITURES		FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10 General Fund	Governing Body	$46,485	$36,004	$28,171	$33,339	$49,544	$44,340	$44,340
	Administration	$434,231	$437,987	$364,683	$459,335	$502,386	$485,386	$458,350
	Attorney	$73,207	$85,000	$55,793	$80,000	$85,000	$85,000	$85,000
	Information Technology	$114,978	$117,625	$86,409	$117,589	$152,061	$132,061	$133,561
	Buildings and Grounds	$303,989	$447,913	$254,464	$361,628	$424,341	$362,919	$339,143
	Police	$824,873	$896,317	$743,029	$858,778	$1,034,874	$987,230	$971,636
	Fire	$183,562	$208,008	$177,278	$197,377	$230,589	$205,589	$213,087
	Streets	$238,986	$393,210	$294,255	$361,442	$410,619	$339,619	$337,619
	Fleet Maintenance	$300,684	$381,987	$204,353	$300,651	$312,022	$289,590	$281,487
	Planning and Zoning	$62,994	$270,947	$114,611	$183,273	$183,415	$169,915	$147,621
	Special Appropriations	$29,437	$39,900	$12,133	$14,800	$39,900	$39,900	$34,900
	Sub Total:	$2,613,426	$3,314,898	$2,335,179	$2,968,212	$3,424,751	$3,141,549	$3,046,744
61 Water Fund	Expenditures	$1,382,175	$1,356,319	$977,432	$1,269,433	$1,420,712	$1,420,712	$1,408,389
62 Sewer Fund	Expenditures	$960,980	$862,550	$626,742	$835,474	$1,057,945	$972,945	$949,000
66 Sanitation Fund	Expenditures	$575,217	$604,897	$520,579	$626,471	$767,334	$717,334	$582,500
67 Stormwater Fund	Expenditures	$105,754	$107,000	$98,107	$97,454	$110,000	$110,000	$110,000
	Total Expenditures All Funds:	$5,637,552	$6,245,664	$4,558,039	$5,797,044	$6,780,742	$6,362,540	$6,096,633

*As of April 20, 2021

10 General Fund	Diff: Revenues/Expenditures	$281,634	$0	$70,527	$327,404	-$270,202	$0	$0
61 Water Fund	Diff: Revenues/Expenditures	$63,256	$0	$1,760	$246,758	$0	$0	$0
62 Sewer Fund	Diff: Revenues/Expenditures	$28,968	$0	$136,091	$182,668	-$85,000	$0	$0
66 Sanitation Fund	Diff: Revenues/Expenditures	-$12,369	$0	-$72,225	$75,177	-$50,000	$0	$0
67 Stormwater Fund	Diff: Revenues/Expenditures	$12,009	$0	-$41,905	$23,184	$0	$0	$0

TAB 3

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund
Revenues

Account	Account Description	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-3100-0020, 21	Property Tax Current Year	$824,265	$820,000	$769,255	$825,371	$820,000	$820,000	$821,500
10-3100-0001-0019	Property Tax Previous Years	$92,843	$69,000	$68,213	$68,613	$73,000	$73,000	$73,000
10-3100-1800	Property Tax Interest	$30,424	$33,000	$22,889	$33,199	$35,000	$35,000	$35,000
10-3100-0120, 0121	Vehicle Tax Current Year	$63,350	$65,000	$43,039	$69,775	$67,000	$67,000	$67,000
10-3100-0106-0119	Vehicle Tax Previous Years	$24,155	$45,000	$40,098	$40,435	$40,000	$40,000	$40,000
	Ad Valorem Taxes Total:	$1,035,037	$1,032,000	$943,494	$1,037,393	$1,035,000	$1,035,000	$1,036,500
10-3230-1000	LOCAL OPTION SALES TAX	$444,479	$450,000	$288,648	$445,565	$450,000	$450,000	$450,000
10-3260-1700	BEER & WINE - LOCAL	$240	$0	$145	$30	$0	$0	$0
10-3321-1000	PAYMENTS IN LIEU OF TAX	$3,873	$3,500	$0	$3,500	$3,500	$3,500	$3,500
10-3322-2000	BEER & WINE - STATE	$15,258	$15,000	$0	$15,500	$15,000	$15,000	$15,000
10-3322-2100	WASHINGTON CO ABC BOARD	$2,455	$2,000	$2,313	$2,313	$2,000	$2,000	$2,000
10-3324-1000	UTILITY FRANCHISE TAX	$202,911	$205,000	$98,832	$202,000	$202,000	$202,000	$202,000
	Unrestricted Intergovernmental Total:	$669,216	$675,500	$389,938	$668,908	$672,500	$672,500	$672,500
10-3451-1000	STATE AID POWELL BILL	$103,198	$102,000	$97,656	$97,655	$93,438	$93,438	$93,438
10-3498-2000	REIMB. FIRE SERVICES	$120,473	$120,726	$100,900	$121,080	$120,000	$120,000	$122,182
10-3500-5000	GRANT - FIRE - OSFM	$27,168	$23,558	$22,627	$22,627	$30,000	$28,749	$28,749
	Restricted Intergovernmental Total:	$250,839	$246,284	$221,183	$241,362	$243,438	$242,187	$244,369
10-3100-1801	VEHICLE TAG	$29,385	$34,000	$25,860	$35,685	$30,000	$30,000	$30,000
10-3346-2000	ZONING PERMITS & B/AJ	$2,350	$1,500	$2,075	$1,725	$1,500	$1,500	$1,500
10-3346-3000	CODE VIOLATIONS	$485	$0	$248	$248	$0	$0	$0
10-3500-1000	POLICE CITATION	$300	$0	$10	$10	$0	$0	$0
10-3500-1100	POLICE REPORTS	$72	$0	$41	$35	$0	$0	$0
10-3500-1200	POLICE DRUG TAX	$331	$0	$789	$558	$0	$0	$0
10-3712-1700	RETURN CHECK FEE	$0	$0	$25	$25	$0	$0	$0
	Permits and Fees Total:	$32,923	$35,500	$29,048	$38,286	$31,500	$31,500	$31,500
10-3323-1000	COURT COSTS	$1,885	$2,000	$996	$1,280	$1,500	$1,500	$1,500
10-3834-2000	RENTS & CONCESSIONS	$3,692	$3,600	$3,091	$3,672	$3,600	$3,600	$3,600
10-3835-8300	SALE OF BEARS	$120	$0	$0	$0	$0	$0	$0
	Sales and Services Total:	$5,697	$5,600	$4,087	$4,952	$5,100	$5,100	$5,100
10-3831-4910	INVESTMENT EARNINGS	$16,206	$20,000	$547	$908	$8,000	$8,000	$8,000
	Investment Earnings Total:	$16,206	$20,000	$547	$908	$8,000	$8,000	$8,000
10-3500-1400	POLICE DONATIONS	$585	$0	$0	$0	$0	$0	$0
10-3839-1000	MISCELLANEOUS REVENUES	$16,481	$63,499	$67,292	$67,292	$5,000	$5,000	$5,000
	Miscellaneous Revenues Total:	$17,066	$63,499	$67,292	$67,292	$5,000	$5,000	$5,000

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

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
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	$284,226	$284,226	$286,892	$286,892	$280,508
10-3986-9862	REIMBURSEMENT - SEWER	$258,829	$229,801	$229,801	$229,801	$232,813	$232,813	$226,706
10-3986-9866	REIMBURSEMENT - SANITATION	$184,898	$175,776	$175,776	$175,776	$176,235	$176,235	$128,479
10-3986-9867	REIMBURSEMENT - STORM	$30,920	$60,314	$60,314	$60,314	$67,794	$67,794	$71,302
10-3991-1000	FUND BALANCE APPROP.	$0	$361,398	$0	$361,398	$342,709	$334,709	$289,212
10-3991-1100	POWELL BILL - FUND BALANCE	$0	$125,000	$0	$125,000	$47,568	$47,568	$47,568
Transfers from Other Funds Total:		$868,076	$1,236,515	$750,117	$1,236,515	$1,154,011	$1,146,011	$1,043,775
TOTAL GENERAL FUND REVENUES		$2,895,060	$3,314,898	$2,405,706	$3,295,616	$3,154,549	$3,141,549	$3,046,744

*As of April 20, 2021

TAB 4

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund Expenditures

	Governing Board	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-4110-1210	MAYOR & COUNCILMEN	$28,800	$28,800	$24,000	$28,800	$28,800	$28,800	$28,800
10-4110-1810	FRINGE - SOC TAX	$1,786	$1,786	$1,488	$1,785	$1,786	$1,786	$1,786
10-4110-1811	FRINGE - MED TAX	$417	$418	$348	$419	$418	$418	$418
10-4110-2990	MISCELLANEOUS	$3,230	$500	$0	$0	$500	$500	$500
10-4110-3110	TRAVEL & TRAINING	$640	$2,000	$0	$0	$2,000	$1,000	$1,000
10-4110-4170	ELECTION EXPENSES	$9,267	$0	$0	$0	$13,040	$10,000	$10,000
10-4110-4510	INSURANCE - PROPERTY/LIABILITY	$2,345	$2,500	$2,335	$2,335	$3,000	$1,836	$1,836
10-4110-5100	CAPITAL OUTLAY - OFFICE	$0	$0	$0	$0	$0	$0	$0
TOTAL GOVERNING BODY EXPENDITURES		$46,485	$36,004	$28,171	$33,339	$49,544	$44,340	$44,340

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
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.	Approved:	$28,800

Compensation for Mayor and Councilmembers

Mayor Compensation	$ 450 per month =	$5,400
Council Compensation (6)	$ 325 per month =	$23,400
		$28,800

Line Item: 10-4110-1810	Current Budget:	$1,786
Line Item Name: Fringe - SOC Tax	Request:	$1,786
Justification:	Approved:	$1,786

Total Salary	$28,800
SOC %	6.20%
	$1,786

Line Item: 10-4110-1811	Current Budget:	$418
Line Item Name: Fringe - MED Tax	Request:	$418
Justification:	Approved:	$418

Total Salary	$28,800
MED %	1.45%
	$418

Line Item: 10-4110-2990	Current Budget:	$500
Line Item Name: Miscellaneous	Request:	$500
Justification:	Approved:	$500

Items not budgeted otherwise.

Line Item: 10-4110-3110	Current Budget:	$2,000
Line Item Name: Travel and Training	Request:	$2,000
Justification:	Approved:	$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:	$0
Line Item Name: Election Expenses	Request:	$13,040
Justification:	Approved:	$10,000

Costs associated with the election.

Line Item: 10-4110-4510	Current Budget:	$2,500
Line Item Name: Insurance: Property and Liability	Request:	$1,836
Justification:	Approved:	$1,836

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:	Approved:	$0

TAB 5

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund Expenditures

	Administration	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-4120-1210	SALARIES	$235,272	$255,691	$230,925	$290,054	$258,018	$258,018	$255,527
10-4120-1215	COMP TIME	$216	$170	$1,709	$1,709	$0	$0	$0
10-4120-1220	SALARIES - OVERTIME	$0	$0	$0	$0	$0	$0	$0
10-4120-1260	SALARIES - PART - TIME	$13,605	$0	$0	$0	$30,300	$30,300	$0
10-4120-1810	FRINGE - SOC TAX	$15,132	$15,853	$14,237	$17,886	$17,876	$17,876	$15,843
10-4120-1811	FRINGE - MED TAX	$3,539	$3,708	$3,330	$4,183	$4,181	$4,181	$3,705
10-4120-1820	FRINGE - ORBIT RETIREMENT	$20,632	$26,234	$11,331	$18,655	$29,595	$29,595	$29,309
10-4120-1821	FRINGE - PRUDENTIAL SUPP	$5,847	$12,785	$3,924	$5,351	$12,901	$12,901	$13,451
10-4120-1830	FRINGE - HEALTH INSURANCE	$27,436	$28,680	$24,168	$26,542	$30,655	$30,655	$30,655
10-4120-1831	FRINGE - DENTAL INSURANCE	$1,641	$1,876	$1,485	$1,837	$1,915	$1,915	$1,915
10-4120-1832	FRINGE - MEDICAL DEBIT CARD	$1,420	$2,400	$1,442	$2,400	$2,400	$2,400	$2,400
10-4120-1850	UNEMPLOYMENT COMP	$0	$0	$0	$0	$0	$0	$0
10-4120-1990	AUDIT SERVICES	$24,650	$30,000	$22,663	$30,000	$30,000	$30,000	$30,000
10-4120-1991	PROFESSIONAL SERVICES	$0	$0	$0	$0	$12,000	$0	$8,000
10-4120-2000	DEPARTMENT SUPPLIES	$3,061	$4,000	$2,868	$3,172	$4,000	$4,000	$4,000
10-4120-3000	EMPLOYEE APPRECIATION	$1,678	$3,000	$1,739	$1,739	$3,000	$3,000	$3,000
10-4120-3110	TRAVEL & TRAINING	$3,814	$1,830	$0	$0	$3,000	$2,000	$2,000
10-4120-3120	MGR'S TRAVEL ALLOW	$3,000	$3,000	$2,500	$3,000	$3,000	$3,000	$3,000
10-4120-3250	POSTAGE	$3,786	$5,000	$1,649	$2,654	$5,000	$5,000	$5,000
10-4120-3410	PRINTING MISC	$475	$0	$0	$0	$0	$0	$0
10-4120-3521	BANKING ANLYSIS CHARGES	$17,097	$17,500	$14,372	$20,814	$20,500	$18,500	$18,500
10-4120-3540	SERV & MAINT CONTRACT	$4,002	$4,000	$3,375	$4,733	$4,000	$4,000	$4,000
10-4120-3700	ADVERTISING - LEGAL	$2,910	$5,000	$4,559	$4,544	$5,000	$5,000	$5,000
10-4120-4310	LEASE - COPIER	$1,508	$2,000	$1,071	$1,469	$2,100	$2,100	$2,100
10-4120-4510	INSURANCE-PROP/LIABILITY	$4,312	$4,500	$7,614	$7,614	$8,195	$8,195	$8,195
10-4120-4910	DUES & SUBSCRIPTIONS	$5,760	$5,760	$5,509	$5,479	$8,000	$7,000	$7,000
10-4120-4930	DMV - VEH TAX - ADMIN FEE	$4,105	$5,000	$3,736	$5,000	$5,250	$5,250	$5,250
10-4120-4990	MISCELLANEOUS	$7,849	$0	$477	$500	$1,500	$500	$500
10-4120-6990	CONTRACT SERVICE	$5,000	$0	$0	$0	$0	$0	$0
10-4120-6991	REIMBURS - CDBG 10-D-2603	$14,776	$0	$0	$0	$0	$0	$0
10-4120-6992	TRANSFER TO CAMA FUND	$1,710	$0	$0	$0	$0	$0	$0
TOTAL ADMINISTRATION EXPENDITURES		$434,231	$437,987	$364,683	$459,335	$502,386	$485,386	$458,350

# of Employees: Current: 5 Requested: 5.5 Recommend: 5.5 Approved: 5

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

4120: ADMINISTRATION

Line Item: 10-4120-1210		Current Budget:	$255,691
Line Item Name: Salaries		Request:	$258,018
Justification:		Approved:	$255,527

Includes Salaries with a 2% COLA and Christmas Bonuses for five (5) employees.

Line Item: 10-4120-1215		Current Budget:	$1,128
Line Item Name: Comp Time		Request:	$0
Justification:		Approved:	$0

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

Line Item: 10-4120-1260		Current Budget:	$0
Line Item Name: Part-Time		Request:	$30,300
Justification:		Approved:	$0

Includes salary & Christmas bonus for one (1) part-time employee.

Line Item: 10-4120-1810		Current Budget:	$15,853
Line Item Name: Fringe - SOC Tax		Request:	$17,876
Justification:		Approved:	$15,843
Total Salaries:	$255,527	5 employees	
SOC %	6.20%		
	$15,843		

Line Item: 10-4120-1811		Current Budget:	$3,708
Line Item Name: Fringe - MED Tax		Request:	$4,181
Justification:		Approved:	$3,705
Total Salaries:	$255,527	5 employees	
MED %	1.45%		
	$3,705		

Line Item: 10-4120-1820		Current Budget:	$26,234
Line Item Name: Fringe - ORBIT		Request:	$29,595
Justification:		Approved:	$29,309
Total Salaries:	$255,527	5 employees	
ORBIT %	11.47%		
	$29,309		

Line Item: 10-4120-1821		Current Budget:	$12,785
Line Item Name: Fringe - Prudential Supplement		Request:	$12,901
Justification:		Approved:	$13,451
Total Salaries:	$255,527	5 employees	
PRUDENTIAL %	5.00% (1.5% Employer Contribution + 3.5% Employer Match = 5%)		
	$13,451		

Not paid on part-time employees.

Line Item: 10-4120-1830		Current Budget:	$28,680
Line Item Name: Fringe - Health Insurance		Request:	$30,655
Justification:		Approved:	$30,655

Includes Health Insurance cost for four (4) employees & five (5) employees Life Insurance. - need to include Arlene Willis for 1 month

Line Item: 10-4120-1831	Current Budget:	$1,876
Line Item Name: Fringe - Dental	Request:	$1,915
Justification:	Approved:	$1,915

Includes Dental Insurance for four (4) employees - need to included Arlene Willis for 1 month.

Line Item: 10-4120-1832	Current Budget:	$2,400
Line Item Name: Medical Debit Card	Request:	$2,400
Justification:	Approved:	$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:	$30,000
Justification:	Approved:	$30,000

Cost to provide auditing services for the 2020 - 2021 fiscal year.

Line Item: 10-4120-1991	Current Budget:	$0
Line Item Name: Professional Services	Request:	$12,000
Justification:	Approved:	$8,000

Website updates.

Line Item: 10-4120-2000	Current Budget:	$4,000
Line Item Name: Department Supplies	Request:	$4,000
Justification:	Approved:	$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:	$2,103
Line Item Name: Employee Appreciation		Request:	$3,000
Justification:		Approved:	$3,000

Annual Christmas Dinner.

Line Item: 10-4120-3110		Current Budget:	$1,413
Line Item Name: Travel and Training		Request:	$3,000
Justification:		Approved:	$2,000

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:		Approved:	$3,000

Allowance approved by The Town Council for $250 per month.

Line Item: 10-4120-3250		Current Budget:	$5,000
Line Item Name: Postage		Request:	$5,000
Justification:		Approved:	$5,000

Includes the cost of all postage plus the pre-sorted annual fee to mail tax bills.

Line Item: 10-4120-3521		Current Budget:	$17,500
Line Item Name: Banking Analysis Charges		Request:	$20,500
Justification:		Approved:	$18,500

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:		Approved:	$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:	$5,000
Line Item Name: Advertising - Legal		Request:	$5,000
Justification:		Approved:	$5,000

Advertising for bids, public hearings, delinquent taxes, etc.

Line Item: 10-4120-4310		Current Budget:	$2,000
Line Item Name: Lease - Copier		Request:	$2,100
Justification:		Approved:	$2,100

Leased with Quality Office Equipment

Lease expires - June 2023

Line Item: 10-4120-4510		Current Budget:	$4,500
Line Item Name: Insurance: Property and Liability		Request:	$8,195
Justification:		Approved:	$8,195

Includes Finance Officer and Tax Collector Bonds, Liability and Workman's Compensation Insurance.

Line Item: 10-4120-4910		Current Budget:	$5,760
Line Item Name: Dues and Subscriptions		Request:	$8,000
Justification:		Approved:	$7,000

Annual Dues: ICMA/NCMMA	1,500.00
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:	$5,000
Line Item Name: DMV-Vehicle Tax - Administratioı	Request:	$5,250
Justification:	Approved:	$5,250

Includes the 1.5% administration fees and refund charges for vehicle taxes collected by NCVTS.

Line Item: 10-4120-4990	Current Budget:	$356
Line Item Name: Miscellaneous	Request:	$1,500
Justification:	Approved:	$500

TAB 6

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund Expenditures

	Attorney	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-4150-1920	FORECLOS - LEGAL MATTERS	$9,773	$0	$0	$0	$0	$0	$0
10-4150-1921	FORECLOS - ZLS - LEGAL	$1,530	$0	$0	$0	$0	$0	$0
10-4150-1922	FORECLOSURES-MISC	$0	$0	$0	$0	$0	$0	$0
10-4150-1930	FORECLOSURES-CNTY EXPENSE	$0	$0	$0	$0	$0	$0	$0
10-4150-1950	CONDEMNATION	$65	$0	$0	$0	$0	$0	$0
10-4150-1951	ZONING - LEGAL MATTERS	$299	$0	$0	$0	$0	$0	$0
10-4150-1990	COURT - LEGAL MATTERS	$0	$0	$0	$0	$0	$0	$0
10-4150-6990	CONTRACT-GENERAL	$61,540	$85,000	$55,793	$80,000	$85,000	$85,000	$85,000
10-4150-6991	CONTRACT-EMPLOYMENT	$0	$0	$0	$0	$0	$0	$0
TOTAL ATTORNEY EXPENDITURES		$73,207	$85,000	$55,793	$80,000	$85,000	$85,000	$85,000

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

4150: ATTORNEY

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

Line Item: 10-4150-1921		Current Budget:	$0
Line Item Name: Foreclosures ZLS - Legal Matters		Request:	$0
Justification:		Approved:	$0

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

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

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

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

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

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

Line Item: 10-4150-6990		Current Budget:	$85,000
Line Item Name: Contract - General - Legal Matters		Request:	$85,000
Justification:		Approved:	$85,000

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

TAB 7

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund Expenditures

	Information Technology	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-4210-2910	SOFTWARE	$24,392	$25,000	$16,914	$27,332	$29,221	$29,221	$32,221
10-4210-3210	TELEPHONE	$23,103	$26,000	$17,287	$23,219	$26,000	$26,000	$26,000
10-4210-3211	INTERNET	$17,309	$21,000	$17,550	$23,125	$26,000	$26,000	$26,000
10-4210-4400	WEB PAGE	$879	$990	$989	$989	$1,140	$1,140	$1,140
10-4210-5100	EQUIPMENT PURCHASE	$14,994	$14,935	$8,919	$13,224	$40,000	$20,000	$18,500
10-4210-6990	CONTRACT SERVICE	$34,300	$29,700	$24,750	$29,700	$29,700	$29,700	$29,700
TOTAL IT EXPENDITURES		$114,978	$117,625	$86,409	$117,589	$152,061	$132,061	$133,561

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

4210: INFORMATION TECHNOLOGY

Line Item: 10-4210-2910	Current Budget:		$25,000
Line Item Name: Software	Request:		$29,221
Justification:	Approved:		$32,221
	Department		
Archiving	All	$	3,000.00
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	PD		525.00
SOUNDSIDE - Cost for having email addressses	All		2,415.00
SOUNDSIDE - Watchguard (2 subscriptions)	PD		2,090.00
SOUNDSIDE - Watchguard (3 subscriptions)	PW		855.00
SOUNDSIDE - N-Able Patch	All		4,500.00
SOUNDSIDE - Remote Desktop Subscription	Admin		50.00
SOUNDSIDE - Meraki - License renewal	All		685.00
SOUNDSIDE - Sangoma - Phone support	Town Hall		160.00
SOUNDSIDE - Onsite/Offsite Backups - Physical Server	All		600.00
SOUNDSIDE - Onsite/Offsite Backups - Virtual Server	All		960.00
Sirchie - Live Scan Finger Print Machine - Yearly Maint	PD		1,999.00
Domain	All		60.00
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
Identifix - annual subscription	Fleet		1,500.00

Line Item: 10-4210-3210		Current Budget:	$26,000
Line Item Name: Telephone		Request:	$26,000
Justification:		Approved:	$26,000
Century Link			
Info Tech			
Soundside			
US Cellular	Admin & PW		
Verizon Wireless	Council, Mayor & PD		

Line Item: 10-4210-3211		Current Budget:	$21,000
Line Item Name: Internet		Request:	$26,000
Justification:		Approved:	$26,000
Mediacom	Fire		
Verizon	PD		
Century Link - Fiberoptics	ALL		
US Cellular	Sewer		60.00

Line Item: 10-4210-4400		Current Budget:	$990
Line Item Name: Web Page		Request:	$1,140
Justification:		Approved:	$1,140
Annual Fee for Town's website.			

Line Item: 10-4210-5100		Current Budget:	$14,935
Line Item Name: Equipment Purchase		Request:	$40,000
Justification:		Approved:	$18,500
1 Laptop Computer	WWTP		
New Server	PD		
4 Cameras for WTP	WTP		
2 Cameras for WWTP	WWTP		

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

TAB 8

10-General Fund Expenditures

	Buildings and Grounds	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-4260-1210	SALARIES	$57,178	$63,000	$48,000	$62,400	$64,872	$64,872	$64,248
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	$4,420	$0	$4,420	$4,420	$4,420	$4,420
10-4260-1810	FRINGE - SOC TAX	$3,886	$4,180	$2,882	$3,782	$4,296	$4,296	$4,257
10-4260-1811	FRINGE - MED TAX	$909	$978	$674	$884	$1,005	$1,005	$996
10-4260-1820	FRINGE - ORBIT RETIREMENT	$5,340	$6,464	$4,062	$4,802	$7,441	$7,441	$7,369
10-4260-1821	FRINGE - PRUDENTIAL SUPP	$1,293	$3,150	$735	$987	$3,244	$3,244	$3,212
10-4260-1830	FRINGE - HEALTH INSURANCE	$15,851	$14,296	$13,047	$14,246	$14,971	$14,971	$14,971
10-4260-1831	FRINGE - DENTAL INSURANCE	$899	$938	$743	$898	$938	$938	$938
10-4260-1832	FRINGE - MEDICAL DEBIT CARD	$1,200	$1,200	$765	$1,200	$1,200	$1,200	$1,200
10-4260-2000	DEPARTMENT SUPPLIES	$8,799	$8,000	$3,747	$6,774	$8,000	$8,000	$8,000
10-4260-2100	COVID	$0	$55,999	$43,530	$44,634	$0	$0	$0
10-4260-2120	UNIFORMS	$1,987	$300	$257	$257	$1,000	$1,000	$1,000
10-4260-3110	TRAVEL & TRAINING	$0	$0	$0	$0	$0	$0	$0
10-4260-3310	UTILITIES ELECTRIC	$31,285	$33,000	$19,797	$26,870	$33,000	$33,000	$33,000
10-4260-3510	MAINT.BLDG & GROUNDS	$58,795	$65,000	$3,908	$43,459	$65,000	$50,000	$50,000
10-4260-3511	MAINT. PUBLIC WKS SHOP	$1,555	$2,000	$1,880	$2,000	$1,500	$1,500	$1,500
10-4260-3512	MAINT. TOWN HALL	$7,363	$10,000	$4,826	$5,501	$7,000	$5,000	$5,000
10-4260-3513	MAINT. POLICE DEPT	$8,635	$6,500	$1,653	$3,500	$10,000	$8,000	$5,000
10-4260-3514	MAINT. WWTP	$550	$1,000	$237	$1,000	$1,500	$1,500	$1,500
10-4260-3515	MAINT. WTP	$270	$1,000	$614	$1,000	$1,000	$1,000	$1,000
10-4260-3540	SERV & MAINT CONTRACT	$803	$1,000	$672	$806	$1,000	$1,000	$1,000
10-4260-4510	INSURANCE-PROP/LIABILITY	$58,334	$61,250	$55,535	$55,535	$73,500	$56,078	$56,078
10-4260-4910	DUES & SUBSCRIPTIONS	$40	$40	$0	$40	$0	$0	$0
10-4260-5100	CAPITAL OUTLAY - OFFICE	$0	$0	$0	$0	$0	$0	$0
10-4260-5200	CO - WILSON ST PARK	$0	$70,000	$15,500	$41,075	$70,000	$60,000	$40,000
10-4260-5500	CO - OTHER EQUIP	$0	$0	$0	$0	$15,000	$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	$13,860	$18,018	$17,464	$17,464	$17,464
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	$5,066	$5,040	$5,040	$4,490	$4,490	$4,490
TOTAL BUILDINGS & GROUNDS EXPENDITURES		$303,989	$447,913	$254,464	$361,628	$424,341	$362,919	$339,143

# of Employees: Current: 2 Requested: 2 Recommend: 2 Approved: 2

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

4260: BUILDING & GROUNDS

Line Item: 10-4260-1210		Current Budget:	$63,000
Line Item Name: Salaries		Request:	$64,872
Justification:		Approved:	$64,248

Includes salaries with a 2% COLA & Christmas bonus for two (2) employees.

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

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

Line Item: 10-4260-1260		Current Budget:	$4,420
Line Item Name: Part-Time		Request:	$4,420
Justification:		Approved:	$4,420

Salary for one (1) part time employee - Maritime Museum

Line Item: 10-4260-1810		Current Budget:	$4,180
Line Item Name: Fringe - SOC Tax		Request:	$4,296
Justification:		Approved:	$4,257
Total Salaries	$68,668		
SOC %	6.20%		
	$4,257		

Line Item: 10-4260-1811		Current Budget:	$978
Line Item Name: Fringe - MED Tax		Request:	$1,005
Justification:		Approved:	$996
Total Salaries	$68,668		
MED %	1.45%		
	$996		

Line Item: 10-4260-1820		Current Budget:	$6,464
Line Item Name: Fringe - ORBIT		Request:	$7,441
Justification:		Approved:	$7,369
Total Salaries	$ 64,248		
ORBIT %	11.47%		
	$ 7,369		

Line Item: 10-4260-1821		Current Budget:	$3,150
Line Item Name: Fringe - Prudential Supplement		Request:	$3,244
Justification:		Approved:	$3,212
Total Salaries	$ 64,248		
PRUDENTIAL %	5% (1.5% Employer Contribution + 3.5% Employer Match = 5%)		
	$ 3,212		

Line Item: 10-4260-1830	Current Budget:	$14,296
Line Item Name: Fringe - Health Insurance	Request:	$14,971
Justification:	Approved:	$14,971
Includes Health Insurance cost for two (2) employees.		

Line Item: 10-4260-1831	Current Budget:	$938
Line Item Name: Fringe - Dental	Request:	$938
Justification:	Approved:	$938
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:	Approved:	$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:	Approved:	$8,000
Janitorial supplies, small tools, etc.		

Line Item: 10-4260-2100	Current Budget:	$55,999
Line Item Name: Covid	Request:	$0
Justification:	Approved:	$0
COVID items.		

Line Item: 10-4260-2120	Current Budget:	$300
Line Item Name: Uniforms	Request:	$1,000
Justification:	Approved:	$1,000
Uniform for one (1) employee & boots.		

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

Line Item: 10-4260-3310	Current Budget:	$33,000
Line Item Name: Utilities & Electric	Request:	$33,000
Justification:	Approved:	$33,000

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:	$65,000
Line Item Name: Maint - Building & Grounds	Request:	$65,000
Justification:	Approved:	$50,000

Park & Town owned buildings maintenance - (museums, light house, ADA, food pantry, old fire department and decks).

Line Item: 10-4260-3511	Current Budget:	$2,000
Line Item Name: Maint - Public Works Shop	Request:	$1,500
Justification:	Approved:	$1,500

General maintenance.

Line Item: 10-4260-3512	Current Budget:	$10,000
Line Item Name: Maint - Town Hall	Request:	$7,000
Justification:	Approved:	$5,000

General maintenance, update lobby & offices.

Line Item: 10-4260-3513	Current Budget: $6,500
Line Item Name: Maint - Police Dept	Request: $10,000
Justification:	Approved: $5,000
General maintenance & Council room back door.	

Line Item: 10-4260-3514	Current Budget: $1,000
Line Item Name: Maint - Wastewater Treatment Plant	Request: $1,500
Justification:	Approved: $1,500
General maintenance & area lighting.	

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

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

Line Item: 10-4260-4510	Current Budget: $61,250
Line Item Name: Insurance: Property and Liability	Request: $56,078
Justification:	Approved: $56,078
Includes insurance on real and personal property (flood).	

Line Item: 10-4260-4910		Current Budget:	$40
Line Item Name: Dues and Subscriptions		Request:	$0
Justification:		Approved:	$0

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

Line Item: 10-4260-5200		Current Budget:	$70,000
Line Item Name: Capital Outlay - Wilson St. Park		Request:	$70,000
Justification:		Approved:	$40,000
Ball park, track & play area.			

Line Item: 10-4260-5500		Current Budget:	$0
Line Item Name: Capital Outlay - Other Equipment		Request:	$15,000
Justification:		Approve	$0
Wireless microphones @ 12			

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

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

Line Item: 10-4260-6990	Current Budget:	$16,632
Line Item Name: Contract Services	Request:	$17,464
Justification:	Approved:	$17,464

Cleaning service.

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

Principle.

Line Item: 10-4260-7110	Current Budget:	$5,066
Line Item Name: Interest - Land & Municipal Bldg	Request:	$4,490
Justification:	Approved:	$4,490

Interest.

TAB 9

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund Expenditures

	Police	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-4310-1210	SALARIES	$484,596	$519,833	$400,803	$477,253	$554,736	$554,736	$550,575
10-4310-1215	COMP TIME	$36,678	$22,275	$29,564	$32,561	$0	$0	$0
10-4310-1220	SALARIES - OVERTIME	$0	$0	$0	$0	$0	$0	$0
10-4310-1240	SUPPLEMENTAL RETIREMENT	$0	$0	$895	$40,007	$11,639	$11,639	$11,639
10-4310-1260	SALARIES - PART-TIME	$18,560	$19,344	$56,659	$18,607	$35,911	$35,911	$35,721
10-4310-1810	FRINGE - SOC TAX	$32,525	$34,648	$29,280	$31,855	$37,342	$37,342	$34,136
10-4310-1811	FRINGE - MED TAX	$7,607	$8,104	$6,848	$7,451	$8,733	$8,733	$7,983
10-4310-1820	FRINGE - ORBIT RETIRMENT	$39,632	$58,283	$34,517	$42,808	$66,589	$66,589	$66,090
10-4310-1821	FRINGE - PRUDENTIAL SUPP	$22,909	$26,975	$19,579	$23,347	$27,737	$27,737	$27,529
10-4310-1830	FRINGE - HEALTH INSURANCE	$84,223	$100,070	$75,116	$83,995	$104,798	$104,798	$104,798
10-4310-1831	FRINGE - DENTAL INSURANCE	$5,139	$6,566	$4,572	$5,276	$6,565	$6,565	$6,565
10-4310-1832	FRINGE - MEDICAL DEBIT CARD	$5,318	$8,400	$4,765	$8,400	$8,400	$8,400	$8,400
10-4310-2000	DEPARTMENT SUPPLIES	$7,919	$10,000	$5,957	$5,613	$9,880	$8,880	$6,900
10-4310-2100	CLEANING SUPPLIES	$0	$2,500	$258	$308	$2,500	$1,500	$1,500
10-4310-2120	UNIFORMS	$9,626	$14,578	$9,989	$12,789	$9,191	$9,191	$9,191
10-4310-2121	TESTING - NEW HIRES	$2,850	$3,200	$930	$930	$3,800	$2,000	$2,000
10-4310-3110	TRAVEL & TRAINING	$1,975	$182	$182	$500	$6,228	$5,000	$5,000
10-4310-3540	SERV & MAINT CONTRACT	$1,366	$1,300	$1,081	$1,300	$1,300	$1,300	$1,300
10-4310-4310	LEASE - COPIER	$2,826	$2,800	$1,703	$2,351	$2,940	$2,940	$2,940
10-4310-4510	INSURANCE-PROP/LIABILITY	$30,277	$31,791	$39,134	$39,134	$35,618	$35,618	$35,618
10-4310-4910	DUES & SUBSCRIPTIONS	$0	$100	$75	$75	$200	$200	$200
10-4310-5100	CAPITAL OUTLAY - OFFICE	$0	$22,368	$19,123	$22,218	$0	$0	$0
10-4310-5400	CO VEHICLE PURCHASE	$28,846	$0	$0	$0	$34,151	$34,151	$34,151
10-4310-5500	CO OTHER EQUIPMENT	$0	$0	$0	$0	$42,616	$21,000	$16,400
10-4310-6990	UNDERCOVER OPERATIONS	$2,000	$3,000	$2,000	$2,000	$24,000	$3,000	$3,000
TOTAL POLICE EXPENDITURES		$824,873	$896,317	$743,029	$858,778	$1,034,874	$987,230	$971,636

\# of Employees: Current: 15 Requested: 15 Recommend: 15 Approved: 15

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

4310: POLICE DEPARTMENT

Line Item: 10-4310-1210	Current Budget: $519,833
Line Item Name: Salaries	Request: $554,736
Justification:	Approved: $550,575

Includes salaries with a 2% COLA & Christmas bonus for fourteen (14) employees.

Line Item: 10-4310-1215	Current Budget: $22,275
Line Item Name: Comp Time	Request: $0
Justification:	Approved: $0

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

Line Item: 10-4310-1240	Current Budget: $0
Line Item Name: Supplemental Retirement	Request: $11,639
Justification:	Approved: $11,639

Includes supplemental retirement for one (1) former employee.

Line Item: 10-4310-1260	Current Budget:	$19,344
Line Item Name: Part-Time	Request:	$35,911
Justification:	Approved:	$35,721

Includes salary with a 2% COLA & Christmas bonus for one (1) part-time employee - $19,721.
Also includes Auxiliary Officers hours as needed - $16 for up to 1000 hours - $16,000.

Line Item: 10-4310-1810	Current Budget:	$34,648
Line Item Name: Fringe - SOC Tax	Request:	$37,342
Justification:	Approved:	$34,136

Total Salaries	$597,935
SOC %	6.20%
	$34,136

Line Item: 10-4310-1811	Current Budget:	$8,104
Line Item Name: Fringe - MED Tax	Request:	$8,733
Justification:	Approved:	$7,983

Total Salaries	$597,935
MED %	1.45%
	$7,983

Line Item: 10-4310-1820	Current Budget:	$58,283
Line Item Name: Fringe - ORBIT	Request:	$66,589
Justification:	Approved:	$66,090

Total Salaries - Law	$ 515,650	Total Salaries - General	$ 34,925
ORBIT %	12.04%	ORBIT %	11.47%
	$ 62,084		$ 4,006

Line Item: 10-4310-1821	Current Budget:	$26,975
Line Item Name: Fringe - Prudential Supplement	Request:	$27,737
Justification:	Approved:	$27,529

Total Salaries	$ 550,575	Law - 5% Employer contribution per NCGS 143-166.50e
PRUDENTIAL %	5%	General employee - 1.5% Employer contribution
	$ 27,529	+ 3.5% Employer match = 5%

Line Item: 10-4310-1830	Current Budget: $100,070
Line Item Name: Fringe - Health Insurance	Request: $104,798
Justification:	Approved: $104,798

Includes Health Insurance cost for fourteen (14) employees.

Line Item: 10-4310-1831	Current Budget: $6,566
Line Item Name: Fringe - Dental Insurance	Request: $6,565
Justification:	Approved: $6,565

Includes Dental Insurance for fourteen (14) employees.

Line Item: 10-4310-1832	Current Budget: $8,400
Line Item Name: Medical Debit Card	Request: $8,400
Justification:	Approved: $8,400

Includes Medical Debit Cards cost for fourteen (14) employees.

Line Item: 10-4310-2000	Current Budget: $10,000
Line Item Name: Department Supplies	Request: $9,880
Justification:	Approved: $6,900

Office supplies for the office & patrol officers, paper, pens, toner cartridges, note pads, desk calendars, labels, etc. - $6,500. Security Check Forms - $900. Concealment Jig for the officer's shirts (5 shirts) - $200, Shirts - $100, plus shipping & taxes - $480.

Line Item: 10-4310-2100	Current Budget:	$2,500
Line Item Name: Cleaning Supplies	Request:	$2,500
Justification:	Approved:	$1,500

Cleaning supplies for office & patrol vehicles: paper towels, toilet paper, trash bags, bleach, Windex, etc.

Line Item: 10-4310-2120	Current Budget:	$14,578
Line Item Name: Uniforms	Request:	$9,191
Justification:	Approved:	$9,191

Funding to replace uniforms for 14 officers. Officers 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, uniforms only last about a year. Shoes only last for approximately 6 months - $8,500. Thirteen (13) Law Pro Custom Engraved Badges - $691.35.

Line Item: 10-4310-2121	Current Budget:	$3,200
Line Item Name: Testing - New Hires	Request:	$3,800
Justification:	Approved:	$2,000

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). In the previous year, we had four (4) vacancies within the department. The requested amount reflects a price increase for all medical services rendered when hiring a new officer that is required by Criminal Justice.

Line Item: 10-4310-3110	Current Budget:	$182
Line Item Name: Travel and Training	Request:	$6,228
Justification:	Approved:	$5,000

Ammunition for state mandated annual requalification. Two Thousand (2000) rounds per year to qualify. TMJ Brass Case Ammo. Ammunition for the AR15 Rifles; duty Rifle. Fifteen Hundred (1500) rounds; half of the ammo is used for state annual requalification. 5.56MM 55 GR. Training for officers.

Line Item: 10-4310-3540	Current Budget:	$1,300
Line Item Name: Service and Maintenance Contracts	Request:	$1,300
Justification:	Approved:	$1,300

LeBlue and Vital Records Control (VRC). LeBlue 12 x 52.87 = $634.44 + 5% = $666.17. VRC 7 x $51 = $357

Line Item: 10-4310-4310	Current Budget:	$2,800
Line Item Name: Lease - Copier	Request:	$2,940
Justification:	Approved:	$2,940

Leased with Quality Office Equipment

Lease expires - June 2023

Line Item: 10-4310-4510	Current Budget:	$31,791
Line Item Name: Insurance: Property and Liability	Request:	$35,618
Justification:	Approved:	$35,618

Includes insurance on real and personal property (flood).

Line Item: 10-4310-4910	Current Budget:	$100
Line Item Name: Dues and Subscriptions	Request:	$200
Justification:	Approved:	$200

One (1) yearly membership fee for the NC Association of Chief of Police. Yearly membership for NCPEA Plymouth Police Department ($75.00)

Line Item: 10-4310-5100	Current Budget:	$22,368
Line Item Name: Capital Outlay - Office	Request:	$0
Justification:	Approved:	$0

Line Item: 10-4310-5400	Current Budget:	$0
Line Item Name: Capital Outlay - Vehicle Purchase	Request:	$34,151
Justification:	Approved:	$34,151
We need to replace One (1) older vehicle: One (1) 2009 Crown Victoria with unknown mileage because the odometer does not work.		

Line Item: 10-4310-5500	Current Budget:	$0
Line Item Name: Capital Outlay - Other Equipment	Request:	$42,616
Justification:	Approved:	$16,400
Three (3) Tactical Performance Power Magazines - $218.28. Twenty-four (24) Taser Cartridges for duty use - $1,559.40. Seven (7) Portable Radios - $14,608 to replace old radios that are no longer compatible with the VIPER communication system.		

Line Item: 10-4310-6990	Current Budget:	$3,000
Line Item Name: Undercover Operations	Request:	$24,000
Justification:	Approved:	$3,000
To continue to work drug infested areas within the Town of Plymouth.		

TAB 10

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund Expenditures

	Fire	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-4340-1820	FIREMEN'S PENSION FUND	$4,643	$12,000	$5,887	$12,000	$13,000	$13,000	$13,000
10-4340-1833	INSURANCE - ACCIDENT	$2,701	$2,763	$2,763	$2,763	$3,316	$3,316	$3,316
10-4340-2000	DEPARTMENT SUPPLIES	$1,375	$4,489	$4,244	$4,489	$4,500	$4,500	$4,500
10-4340-2120	DRESS UNIFORMS	$1,105	$2,702	$0	$0	$2,000	$2,000	$2,000
10-4340-2121	FIREFIGHTER GEAR	$0	$0	$0	$0	$0	$0	$0
10-4340-3110	TRAVEL & TRAINING	$0	$353	$0	$0	$2,500	$2,500	$2,500
10-4340-3120	FIRE CALL COMPENSATION	$19,995	$20,000	$19,998	$21,998	$20,000	$20,000	$20,000
10-4340-3310	UTILITIES	$3,985	$4,225	$2,566	$3,552	$4,436	$4,436	$4,436
10-4340-3320	NATURAL GAS	$817	$1,542	$1,335	$1,650	$1,870	$1,870	$1,870
10-4340-3510	MAINT. & REP. FACILITY	$1,388	$16,693	$9,178	$10,396	$20,000	$5,000	$5,000
10-4340-3520	M&R EQUIP.	$1,768	$2,400	$1,466	$2,400	$2,400	$2,400	$2,400
10-4340-3530	MAINT. & REPAIR TRUCKS	$5,043	$9,704	$4,494	$9,704	$9,000	$9,000	$9,000
10-4340-3535	ANNUAL MAINTENANCE	$17,953	$16,000	$13,229	$16,000	$20,000	$20,000	$20,000
10-4340-3540	SERV & MAINT CONTRACTS	$598	$600	$598	$598	$700	$700	$700
10-4340-4310	LEASE - COPIER	$1,086	$1,098	$722	$1,029	$1,153	$1,153	$1,153
10-4340-4510	INSURANCE-PROP/LIABILITY	$3,587	$3,767	$4,227	$4,227	$5,676	$5,676	$5,676
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	$47,115	$45,253	$45,253	$60,000	$50,000	$57,498
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	$7,557	$6,318	$6,318	$5,038	$5,038	$5,038
TOTAL FIRE EXPENDITURES		$183,562	$208,008	$177,278	$197,377	$230,589	$205,589	$213,087

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

4340: FIRE DEPARTMENT

Line Item: 10-4340-1820		Current Budget:	$12,000
Line Item Name: Fireman's Pension Fund		Request:	$13,000
Justification:		Approved:	$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:	$2,763
Line Item Name: Insurance - Accident		Request:	$3,316
Justification:		Approved:	$3,316

Line Item: 10-4340-2000		Current Budget:	$4,489
Line Item Name: Department Supplies		Request:	$4,500
Justification:		Approved:	$4,500

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:	$2,702
Line Item Name: Dress Uniforms		Request:	$2,000
Justification:		Approved:	$2,000

Includes the cost of dress uniforms.

Line Item: 10-4340-2121		Current Budget:	$0
Line Item Name: Firefighter Gear		Request:	$0
Justification:		Approved:	$0

Firefighter gear is purchased under the Fire Marshall Grant due to the 50/50 match.

Line Item: 10-4340-3110		Current Budget:	$353
Line Item Name: Travel and Training		Request:	$2,500
Justification:		Approved:	$2,500

Includes all estimated costs, including transportation, meals and lodging for business travel connected with t he 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:		Approved:	$20,000

Fire call response compensation.

Line Item: 10-4340-3310		Current Budget:	$4,225
Line Item Name: Utilities		Request:	$4,436
Justification:		Approved:	$4,436

Includes the cost of electricity.

Line Item: 10-4340-3320		Current Budget:	$1,543
Line Item Name: Natural Gas		Request:	$1,870
Justification:		Approved:	$1,870

Includes the cost of natural gas or other related expenses.

Line Item: 10-4340-3510	Current Budget: $16,693
Line Item Name: Maint & Repair - Facility	Request: $20,000
Justification:	Approved: $5,000

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:	Approved: $2,400

Service and repair for machines and small equipment. Light bulbs, chainsaws, batteries and flash lights.

Line Item: 10-4340-3530	Current Budget: $9,704
Line Item Name: Maint & Repair - Trucks	Request: $9,000
Justification:	Approved: $9,000

Simple service maintenance and repair on Fire Trucks that can be done in house.

Line Item: 10-4340-3535	Current Budget: $16,000
Line Item Name: Annual Maintenance Equip/Vehic	Request: $20,000
Justification:	Approved: $20,000

Oil Changes, Hose Testing.

Line Item: 10-4340-3540	Current Budget: $600
Line Item Name: Serv & Maint Contracts	Request: $700
Justification:	Approved: $700

Active911 - communication system.

Line Item: 10-4340-4310	Current Budget:	$1,098
Line Item Name: Lease - Copier	Request:	$1,153
Justification: Leased with Quality Office Equipment Lease expires - June 2023	Approved:	$1,153

Line Item: 10-4340-4510	Current Budget:	$3,767
Line Item Name: Insurance: Property and Liability	Request:	$5,676
Justification: Property and Liability Insurance. Worker's Compensation.	Approved:	$5,676

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

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

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

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

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

Line Item: 10-4340-7000	Current Budget: $47,115
Line Item Name: Grant - State Fire Marshall	Request: $60,000
Justification:	Approved: $57,498
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:	Approved: $55,000
Final Payment - February 2025 - Southern Bank Principle.	

Line Item: 10-4340-7200	Current Budget: $7,557
Line Item Name: Interest - Fire Trucks	Request: $5,038
Justification:	Approved: $5,038
Final Payment - February 2025 - Southern Bank Interest.	

TAB 11

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund Expenditures

	Streets	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-4510-1210	SALARIES	$0	$0	$0	$0	$0	$0	$0
10-4510-1215	COMP TIME	$0	$0	$0	$0	$0	$0	$0
10-4510-1220	SALARIES - OVERTIME	$0	$0	$0	$0	$0	$0	$0
10-4510-1810	FRINGE - SOC TAX	$0	$0	$0	$0	$0	$0	$0
10-4510-1811	FRINGE - MED TAX	$0	$0	$0	$0	$0	$0	$0
10-4510-1820	FRINGE - ORBIT RETIREMENT	$0	$0	$0	$0	$0	$0	$0
10-4510-1821	FRINGE - PRUDENTIAL SUPP	$0	$0	$0	$0	$0	$0	$0
10-4510-1830	FRINGE - HEALTH INSURANCE	$0	$0	$0	$0	$0	$0	$0
10-4510-1831	FRINGE - DENTAL INSURANCE	$0	$0	$0	$0	$0	$0	$0
10-4510-1832	FRINGE - MEDICAL DEBIT CARD	$0	$0	$0	$0	$0	$0	$0
10-4510-1890	MERIT PAY	$0	$0	$0	$0	$0	$0	$0
10-4510-2000	DEPT SUPPLIES	$956	$800	$668	$668	$900	$900	$900
10-4510-2001	SUPPLIES - SIGNS & FIXTURES	$2,537	$4,000	$3,388	$4,000	$17,000	$11,000	$9,000
10-4510-2002	DECORATIVE STREET LIGHTS	$0	$0	$0	$0	$0	$0	$0
10-4510-2120	UNIFORMS	$0	$0	$0	$0	$0	$0	$0
10-4510-3110	TRAVEL AND TRAINING	$0	$0	$0	$0	$0	$0	$0
10-4510-3310	UTILITIES - STREET LIGHTS	$130,192	$131,000	$96,037	$128,046	$135,000	$131,000	$131,000
10-4510-3535	CHRISTMAS DECORATIONS	$5,555	$5,500	$776	$776	$5,500	$5,500	$5,500
10-4510-3540	MAINT & REP SIDEWALKS	$2,444	$25,000	$0	$25,000	$25,000	$25,000	$25,000
10-4510-3560	MAINT. REPAIR STREETS	$74,722	$202,000	$175,087	$179,653	$202,000	$141,000	$141,000
10-4510-3570	MOSQUITO CONTROL	$0	$0	$0	$0	$0	$0	$0
10-4510-3580	TREE REMOVAL	$850	$2,500	$1,250	$1,250	$2,500	$2,500	$2,500
10-4510-3590	MAINT - RAILROADS	$4,681	$5,400	$0	$5,000	$5,670	$5,670	$5,670
10-4510-4510	INSURANCE-PROP/LIABILITY	$0	$0	$0	$0	$0	$0	$0
10-4510-5100	CAPITAL OUTLAY - OFFICE	$0	$0	$0	$0	$0	$0	$0
10-4510-5400	CAPITAL OUTLAY - VEHICLE	$0	$0	$0	$0	$0	$0	$0
10-4510-5500	CO - EQUIPMENT	$0	$0	$0	$0	$0	$0	$0
10-4510-5990	CO - STREET LIGHTS	$0	$0	$0	$0	$0	$0	$0
10-4510-7100	PRINCIPLE - PAVING MACHINE	$0	$0	$0	$0	$0	$0	$0
10-4510-7120	PRINCIPLE - TRACK LOADER	$17,049	$14,714	$14,658	$14,658	$15,399	$15,399	$15,399
10-4510-7200	INTEREST - PAVING MACHINE	$0	$0	$0	$0	$0	$0	$0
10-4510-7220	INTEREST - TRACK LOADER	$0	$2,296	$2,391	$2,391	$1,650	$1,650	$1,650
TOTAL STREET EXPENDITURES		$238,986	$393,210	$294,255	$361,442	$410,619	$339,619	$337,619

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

4510: STREET DEPARTMENT

Line Item: 10-4510-2000		Current Budget:	$800
Line Item Name: Department Supplies		Request:	$900
Justification:		Approved:	$900

Department supplies; small parts, tools, etc.

Line Item: 10-4510-2001		Current Budget:	$4,000
Line Item Name: Supplies - Signs & Fixtures		Request:	$17,000
Justification:		Approved:	$9,000

Road signs, street signs & fixtures. pedestrian signs - 2, school signs.

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

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

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

Line Item: 10-4510-3310	Current Budget:	$131,000
Line Item Name: Utilities - Street Lights	Request:	$135,000
Justification:	Approved:	$131,000
Streetlight electricity.		

Line Item: 10-4510-3535	Current Budget:	$5,400
Line Item Name: Christmas Decorations	Request:	$5,500
Justification:	Approved:	$5,500
Bows, banners and decorations.		

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

Line Item: 10-4510-3560	Current Budget:	$202,000
Line Item Name: Maint & Repair - Streets	Request:	$202,000
Justification:	Approved:	$141,000
Paving of Town streets (Crescent Dr., Riverside Dr., West Ave., 3rd St., Winsett Cir., Country Club and Alden Rd. - main to train tracks) & also includes funds for patching and rock purchases.		

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

Line Item: 10-4510-3580	Current Budget:	$2,500
Line Item Name: Tree Removal	Request:	$2,500
Justification:	Approved:	$2,500

Removal of hazardous trees from Town's right-of-way.

Line Item: 10-4510-3590	Current Budget:	$5,400
Line Item Name: Maint - Railroads	Request:	$5,670
Justification:	Approved:	$5,670

RR crossing Maintenance.

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

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

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

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

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

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

Line Item: 10-4510-7120	Current Budget:	$14,714
Line Item Name: Principle - Track Loader	Request:	$15,399
Justification:	Approved:	$15,399

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:		Approved:	$0

Line Item: 10-4510-7220		Current Budget:	$2,396
Line Item Name: Interest - Track Loader		Request:	$1,650
Justification:		Approved:	$1,650
4 year lease.	Interest.		

TAB 12

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund Expenditures

	Fleet Maintenance	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-4540-1210	SALARIES	$42,341	$41,650	$32,108	$41,650	$42,891	$42,891	$42,477
10-4540-1215	COMP TIME	$0	$0	$0	$0	$0	$0	$0
10-4540-1220	SALARIES - OVERTIME	$614	$2,000	$1,904	$1,744	$2,000	$2,000	$2,000
10-4540-1810	FRINGE - SOC TAX	$2,453	$2,706	$1,946	$2,543	$2,783	$2,783	$2,758
10-4540-1811	FRINGE - MED TAX	$574	$633	$455	$594	$651	$651	$645
10-4540-1820	FRINGE - ORBIT RETIREMENT	$3,869	$4,479	$3,459	$4,421	$5,149	$5,149	$5,102
10-4540-1821	FRINGE - PRUDENTIAL SUPP	$612	$2,183	$502	$643	$2,245	$2,245	$2,234
10-4540-1830	FRINGE - HEALTH INSURANCE	$7,408	$7,148	$6,552	$7,148	$7,486	$7,486	$7,486
10-4540-1831	FRINGE - DENTAL INSURANCE	$449	$469	$391	$469	$469	$469	$469
10-4540-1832	FRINGE - MEDICAL DEBIT CARD	$599	$600	$382	$600	$600	$600	$600
10-4540-2000	DEPT SUPPLIES	$7,284	$12,293	$5,178	$8,842	$9,000	$7,000	$7,000
10-4540-2120	UNIFORMS	$1,021	$150	$115	$115	$150	$150	$150
10-4540-2511	AUTOMOBILE GAS	$75,804	$110,000	$40,152	$70,228	$90,000	$90,000	$90,000
10-4540-3110	TRAVEL & TRAINING	$119	$500	$0	$0	$500	$500	$500
10-4540-3520	M & R EQUIP (STREETS)	$12,324	$12,000	$6,724	$8,457	$12,000	$10,000	$10,000
10-4540-3521	M & R EQUIP (SANITATION)	$3,112	$4,500	$2,472	$4,500	$4,500	$4,500	$4,500
10-4540-3522	M & R EQUIP (WATER/SEWER)	$10,042	$14,200	$6,428	$9,923	$18,000	$13,000	$13,000
10-4540-3530	M & R TRUCKS (STREETS)	$6,568	$7,500	$3,571	$5,571	$7,500	$7,500	$7,500
10-4540-3531	M & R TRUCKS (SANITATION)	$8,007	$8,000	$3,337	$4,593	$8,000	$8,000	$8,000
10-4540-3532	M & R TRUCKS (WATER/SEWER)	$7,018	$8,000	$5,481	$6,481	$8,000	$8,000	$8,000
10-4540-3533	M & R STREET SWEEPER	$2,522	$5,000	$2,296	$3,990	$5,000	$4,000	$4,000
10-4540-3534	M & R POLICE VEHICLES	$37,962	$42,000	$20,271	$32,092	$42,000	$37,000	$37,000
10-4540-3535	M & R VEHICLES (TOWN)	$3,278	$8,120	$7,322	$8,000	$8,500	$8,500	$8,500
10-4540-3540	SERV & MAINT CONTRACT	$0	$0	$0	$0	$0	$0	$0
10-4540-4510	INSURANCE-PROP/LIABILITY	$1,898	$2,085	$2,546	$2,546	$2,420	$2,420	$2,420
10-4540-4520	INSURANCE - AUTOMOBILE	$18,649	$20,482	$17,116	$17,116	$24,578	$17,146	$17,146
10-4540-5100	CAPITAL OUTLAY	$0	$0	$0	$0	$0	$0	$0
10-4540-5400	CAPITAL OUTLAY - VEHICLE	$46,000	$29,289	$0	$24,740	$0	$0	$0
10-4540-5500	CAPITAL OUTLAY - EQUIPMENT	$0	$36,000	$33,645	$33,645	$7,600	$7,600	$0
10-4540-6992	TRANSFER TO CAMA FUND	$157	$0	$0	$0	$0	$0	$0
TOTAL FLEET MAINTENANCE EXPENDITURES		$300,684	$381,987	$204,353	$300,651	$312,022	$289,590	$281,487

# of Employees: Current: 1 Requested: 1 Recommend: 1 Approved: 1

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

4540: FLEET DEPARTMENT

Line Item: 10-4540-1210		Current Budget:	$41,650
Line Item Name: Salaries		Request:	$42,891
Justification:		Approved:	$42,477

Includes salary with a 2% COLA & Christmas bonus for one (1) employee.

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

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

Line Item: 10-4540-1810		Current Budget:	$2,706
Line Item Name: Fringe - SOC Tax		Request:	$2,783
Justification:		Approved:	$2,758

Total Salaries	$44,477
SOC %	6.20%
	$2,758

Line Item: 10-4540-1811		Current Budget:	$633
Line Item Name: Fringe - MED Tax		Request:	$651
Justification:		Approved:	$645
Total Salaries	$44,477		
MED %	1.45%		
	$645		

Line Item: 10-4540-1820		Current Budget:	$4,479
Line Item Name: Fringe - ORBIT		Request:	$5,149
Justification:		Approved:	$5,102
Total Salaries	$ 44,477		
ORBIT %	11.47%		
	$ 5,102		

Line Item: 10-4540-1821		Current Budget:	$2,183
Line Item Name: Fringe - Prudential Supplement		Request:	$2,245
Justification:		Approved:	$2,234
Total Salaries	$ 44,477		
PRUDENTIAL %	5% (1.5% Employer Contribution + 3.5% Employer Match = 5%)		
	$ 2,234		

Line Item: 10-4540-1830	Current Budget:	$7,148
Line Item Name: Fringe - Health Insurance	Request:	$7,486
Justification:	Approved:	$7,486
Includes Health Insurance cost for one (1) employee.		

Line Item: 10-4540-1831	Current Budget:	$469
Line Item Name: Fringe - Dental	Request:	$469
Justification:	Approved:	$469
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:		Approved:	$600

Includes Medical Debit Card cost for one (1) employee.

Line Item: 10-4540-2000		Current Budget:	$12,293
Line Item Name: Department Supplies		Request:	$9,000
Justification:		Approved:	$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:	$150
Justification:		Approved:	$150

Uniforms for one (1) employee - Boots.

Line Item: 10-4540-2511		Current Budget:	$110,000
Line Item Name: Automobile Gas (all departments)		Request:	$90,000
Justification:		Approved:	$90,000

Line Item: 10-4540-3110		Current Budget:	$500
Line Item Name: Travel and Training		Request:	$500
Justification:		Approved:	$500

Mechanic Classes - ASC Certification.

Line Item: 10-4540-3520	Current Budget: $12,000
Line Item Name: M & R Equip (STREETS)	Request: $12,000
Justification:	Approved: $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: $4,500
Justification:	Approved: $4,500

Trailer, Loader tractor, Tire replacement.

Line Item: 10-4540-3522	Current Budget: $14,200
Line Item Name: M & R Equip (WATER/SEWER)	Request: $18,000
Justification:	Approved: $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 lift station mower @ $3,800.

Line Item: 10-4540-3530	Current Budget: $7,500
Line Item Name: M & R Trucks (STREETS)	Request: $7,500
Justification:	Approved: $7,500

Maintenance & repair of one (1) mini-dump & two (2) pickup trucks.

Line Item: 10-4540-3531	Current Budget: $8,000
Line Item Name: M & R Trucks (SANITATION)	Request: $8,000
Justification:	Approved: $8,000

Maintenance of equipment & repairs, tires.

Line Item: 10-4540-3532		Current Budget:	$8,000
Line Item Name: M & R Trucks (WATER/SEWER)		Request:	$8,000
Justification:		Approved:	$8,000
Maintenance of equipment & repairs.			

Line Item: 10-4540-3533		Current Budget:	$5,000
Line Item Name: M & R Street Sweeper		Request:	$5,000
Justification:		Approved:	$4,000
Maintenance of street sweeper.			

Line Item: 10-4540-3534		Current Budget:	$42,000
Line Item Name: M & R Police Vehicles		Request:	$42,000
Justification:		Approved:	$37,000
Normal maintenance of vehicles.			

Line Item: 10-4540-3535		Current Budget:	$8,120
Line Item Name: M & R Vehicles (TOWN)		Request:	$8,500
Justification:		Approved:	$8,500
Normal maintenance & repairs of PW Director's, Mechanics & Code Enforcement's vehicles.			

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

Line Item: 10-4540-4510		Current Budget:	$2,085
Line Item Name: Insurance: Property and Liability		Request:	$2,420
Justification:		Approved:	$2,420

Includes insurance on real and personal property (flood).

Line Item: 10-4540-4520		Current Budget:	$20,482
Line Item Name: Insurance - Automobile		Request:	$24,578
Justification:		Approved:	$17,146

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

Line Item: 10-4540-5400		Current Budget:	$29,289
Line Item Name: Capital Outlay - Vehicle		Request:	$0
Justification:		Approved:	$0

Line Item: 10-4540-5500		Current Budget:	$36,000
Line Item Name: Capital Outlay - Equipment		Request:	$7,600
Justification:		Approved:	$0

TAB 13

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund Expenditures

	Planning and Zoning	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-4910-1210	SALARIES	$22,400	$35,300	$18,786	$25,806	$37,899	$37,899	$40,080
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	$2,189	$1,165	$1,600	$2,350	$2,350	$2,485
10-4910-1811	FRINGE - MED TAX	$320	$512	$272	$374	$550	$550	$581
10-4910-1820	FRINGE - ORBIT RETIREMENT	$967	$3,622	$0	$3,622	$4,347	$4,347	$4,597
10-4910-1821	FRINGE - PRUDENTIAL SUPP	$902	$1,765	$435	$955	$1,895	$1,895	$2,004
10-4910-1830	FRINGE - HEALTH INSURANCE	$3,967	$7,148	$4,108	$7,148	$7,486	$7,486	$7,486
10-4910-1831	FRINGE - DENTAL INSURANCE	$234	$469	$274	$469	$469	$469	$469
10-4910-1832	FRINGE - MEDICAL DEBIT CARD	$328	$600	$236	$600	$600	$600	$600
10-4910-2000	DEPARTMENT SUPPLIES	$313	$2,000	$683	$750	$1,250	$1,250	$1,250
10-4910-2120	UNIFORMS	$0	$0	$0	$0	$625	$625	$625
10-4910-3110	TRAVEL AND TRAINING	$0	$450	$100	$0	$1,000	$1,000	$1,000
10-4910-3111	SMALL TOWN MAIN STREET	$375	$3,490	$25	$25	$4,000	$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	$0	$0	$0	$0	$0	$0
10-4910-3701	ADVERTISE-BOA	$0	$510	$510	$510	$0	$0	$0
10-4910-4510	INSURANCE-PROP/LIABILITY	$2,181	$2,292	$0	$0	$1,344	$1,344	$1,344
10-4910-4910	DUES & SUBSCRIPTIONS	$0	$100	$0	$0	$100	$100	$100
10-4910-4990	CODE VIOLATIONS	$3,320	$10,500	$1,481	$3,276	$7,500	$4,000	$4,000
10-4910-4991	DEMOLISHING	$10,336	$169,500	$76,845	$129,892	$85,000	$85,000	$60,000
10-4910-4992	ENGINEERING	$0	$10,500	$5,696	$5,696	$7,000	$5,000	$5,000
10-4910-6990	CONTRACT SERVICES	$15,980	$20,000	$3,995	$2,550	$20,000	$15,000	$15,000
TOTAL PLANNING & ZONING EXPENDITURES		$62,994	$270,947	$114,611	$183,273	$183,415	$169,915	$147,621

# of Employees: Current: 1 Requested: 1 Recommend: 1 Approved: 1

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

4910 Planning & Zoning

Line Item: 10-4910-1210	Current Budget: $35,300
Line Item Name: Salaries	Request: $37,899
Justification:	Approved: $40,080

Includes salary with a 2% COLA & Christmas bonus for one (1) employee.

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

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

Line Item: 10-4910-1810	Current Budget: $2,189
Line Item Name: Fringe - SOC Tax	Request: $2,350
Justification:	Approved: $2,485

Total Salaries	$40,080
SOC %	6.20%
	$2,485

Line Item: 10-4910-1811	Current Budget:	$512
Line Item Name: Fringe - MED Tax	Request:	$550
Justification:	Approved:	$581

Total Salaries	$40,080
MED %	1.45%
	$581

Line Item: 10-4910-1820	Current Budget:	$3,622
Line Item Name: Fringe - ORBIT	Request:	$4,347
Justification:	Approved:	$4,597

Total Salaries	$ 40,080
ORBIT %	11.47%
	$ 4,597

Line Item: 10-4910-1821	Current Budget:	$1,765
Line Item Name: Fringe - Prudential Supplement	Request:	$1,895
Justification:	Approved:	$2,004

Total Salaries	$ 40,080	
PRUDENTIAL %	5%	(1.5% Employer Contribution + 3.5% Employer Match = 5%)
	$ 2,004	

Line Item: 10-4910-1830	Current Budget:	$7,148
Line Item Name: Fringe - Health Insurance	Request:	$7,486
Justification:	Approved:	$7,486

Includes Health Insurance cost for one (1) employee.

Line Item: 10-4910-1831	Current Budget:	$469
Line Item Name: Fringe - Dental	Request:	$469
Justification:	Approved:	$469

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:	Approved:	$600

Includes Medical Debit Card cost for one (1) employee.

Line Item: 10-4910-2000	Current Budget:	$2,000
Line Item Name: Department Supplies	Request:	$1,250
Justification:	Approved:	$1,250

Office supplies.

Line Item: 10-4910-2120	Current Budget:	$0
Line Item Name: Uniforms	Request:	$625
Justification:	Approved:	$625

Uniform for one (1) employee.

Line Item: 10-4910-3110	Current Budget:	$450
Line Item Name: Travel and Training	Request:	$1,000
Justification:	Approved:	$1,000

Code enforcement & zoning training.

Line Item: 10-4910-3111	Current Budget:	$3,490
Line Item Name: Small Town Main Street	Request:	$4,000
Justification:	Approved:	$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:		Approved:	$0

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

Line Item: 10-4910-3701		Current Budget:	$510
Line Item Name: Advertise - Board of Adjustment		Request:	$0
Justification:		Approved:	$0

Line Item: 10-4910-4510		Current Budget:	$2,292
Line Item Name: Insurance: Property and Liability		Request:	$1,344
Justification:		Approved:	$1,344

Includes insurance on real and personal property (flood).

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

NCAHCO

Line Item: 10-4910-4990	Current Budget: $10,500
Line Item Name: Code Violations	Request: $7,500
Justification:	Approved: $4,000
Grass cutting/move outs.	

Line Item: 10-4910-4991	Current Budget: $169,500
Line Item Name: Demolishing	Request: $85,000
Justification:	Approved: $60,000
7 properties @ $8,333 per building.	

Line Item: 10-4910-4992	Current Budget: $10,500
Line Item Name: Engineering	Request: $7,000
Justification:	Approved: $5,000
Cost for structural engineer @ $1,000 per building.	

Line Item: 10-4910-6990	Current Budget: $20,000
Line Item Name: Contract Services	Request: $20,000
Justification:	Approved: $15,000
Mid-East Commission.	

TAB 14

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

10-General Fund Expenditures

	Special Appropriations	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
10-6100-2300	TRANSFER TO FUND 21	$0	$0	$0	$0	$0	$0	$0
10-6100-2400	TRANSFER TO FUND 24	$0	$0	$0	$0	$0	$0	$0
10-6100-4000	PLYMOUTH PROMOTION	$16,287	$20,000	$1,800	$2,400	$20,000	$20,000	$20,000
10-6100-6980	CHAMBER OF COM REIM.	$0	$0	$0	$0	$0	$0	$0
10-6100-6990	PORT O PLYMOUTH MUSEUM	$12,400	$12,400	$10,333	$12,400	$12,400	$12,400	$12,400
10-6100-9400	CHRISTMAS PARADE	$750	$2,500	$0	$0	$2,500	$2,500	$2,500
10-6100-9960	RECREATION FUND	$0	$5,000	$0	$0	$5,000	$5,000	$0
10-6100-9970	CONTINGENCY	$0	$0	$0	$0	$0	$0	$0
TOTAL SPECIAL APPROP. EXPENDITURES		$29,437	$39,900	$12,133	$14,800	$39,900	$39,900	$34,900

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

6100: SPECIAL APPROPRIATIONS

Line Item: 10-6100-4000		Current Budget:	$20,000
Line Item Name: Plymouth Promotion		Request:	$20,000
Justification:		Approved:	$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 Curatoı		Request:	$12,400
Justification:		Approved:	$12,400

Annual contribution.

Line Item: 10-6100-9400		Current Budget:	$2,500
Line Item Name: Christmas Parade		Request:	$2,500
Justification:		Approved:	$2,500

Travel & Gas monies for bands from out of the area & for the Shriners.

Line Item: 10-6100-9960		Current Budget:	$5,000
Line Item Name: Recreation Fund		Request:	$5,000
Justification:		Approved:	$0

Line Item: 10-6100-9970	Current Budget: $0
Line Item Name: Contingency	Request:
Justification:	

TAB 15

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

61-Water Fund Revenues

	Account Description	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
61-3712-1000	WATER - REVENUE	$880,751	$705,000	$698,357	$850,340	$962,619	$962,619	$880,000
61-3712-1400	NEW ACCT FEES - REVENUE	$10,065	$0	$3,140	$10,215	$8,000	$8,000	$8,000
61-3712-1500	RECONNECT FEE - REVENUE	$22,249	$20,000	$9,020	$10,200	$15,000	$15,000	$15,000
61-3712-1600	PENALTY - REVENUE	$32,578	$25,000	$45,788	$49,553	$30,000	$30,000	$34,500
61-3712-1700	RETURN CHECK FEE	$575	$0	$185	$160	$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	$0	$125	$0	$0	$0	$0
61-3839-1001	LEASE INCOME	$0	$0	$0	$0	$0	$0	$0
61-3986-9810	REIMBURSEMENT - GF	$0	$0	$0	$0	$0	$0	$0
61-3986-9862	REIMBURSEMENT - SEWER	$351,103	$197,074	$197,074	$197,074	$375,507	$375,507	$372,669
61-3986-9866	REIMBURSEMENT - SANIT	$0	$0	$0	$0	$0	$0	$0
61-3986-9867	REIMBURSEMENT - STMWTER	$70,221	$25,503	$25,503	$25,503	$29,586	$29,586	$26,078
61-3991-1000	FUND BALANCE APPROP.	$0	$383,742	$0	$383,742	$0	$0	$72,142
TOTAL WATER FUND REVENUES		$1,445,431	$1,356,319	$979,192	$1,526,787	$1,420,712	$1,420,712	$1,408,389

*As of April 20, 2021

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

61-Water Fund Expenditures

	Account Description	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
61-7100-1210	SALARIES	$468,406	$481,118	$337,033	$440,333	$500,465	$500,465	$495,680
61-7100-1215	COMP TIME	$237	$662	$429	$513	$0	$0	$0
61-7100-1216	SALARIES - ON-CALL	$2,750	$3,900	$2,650	$3,550	$3,900	$3,900	$3,900
61-7100-1220	SALARIES - OVERTIME	$27,302	$17,500	$18,421	$17,500	$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	$31,157	$21,056	$27,544	$32,387	$32,387	$32,090
61-7100-1811	FRINGE - MED TAX	$7,058	$7,287	$4,924	$6,441	$7,574	$7,574	$7,505
61-7100-1820	FRINGE - ORBIT RETIREMENT	$45,825	$51,559	$36,350	$46,980	$59,915	$59,915	$59,366
61-7100-1821	FRINGE - PRUDENTIAL SUPP	$14,405	$25,126	$11,263	$17,074	$26,118	$26,118	$25,879
61-7100-1830	FRINGE - HEALTH INSURANCE	$88,879	$85,774	$75,683	$81,678	$89,827	$89,827	$89,827
61-7100-1831	FRINGE - DENTAL INSURANCE	$5,393	$5,628	$4,533	$5,354	$5,628	$5,628	$5,628
61-7100-1832	FRINGE - MEDICAL DEBIT CARD	$7,200	$7,200	$4,415	$7,200	$7,200	$7,200	$7,200
61-7100-1850	UNEMPLOYMENT COMP	$0	$0	$0	$0	$0	$0	$0
61-7100-2000	DEPT. SUPPLIES	$8,837	$10,000	$7,496	$10,000	$11,500	$11,500	$11,500
61-7100-2016	DEPRECATION EXPENSE	$0	$0	$0	$0	$0	$0	$0
61-7100-2020	WTP CHEMICALS	$43,784	$53,058	$29,273	$44,459	$60,000	$60,000	$60,000
61-7100-2040	WTP - LAB ANALYSIS	$10,609	$12,000	$5,460	$7,233	$12,000	$12,000	$12,000
61-7100-2120	UNIFORMS	$8,580	$1,150	$1,150	$1,150	$2,000	$2,000	$2,000
61-7100-2400	M&R LINES, HYDRANT & METERS	$52,033	$45,380	$39,595	$37,018	$50,000	$50,000	$50,000
61-7100-3110	TRAVEL & TRAINING	$1,631	$2,524	$2,524	$2,524	$3,000	$3,000	$3,000
61-7100-3250	POSTAGE	$5,652	$8,100	$6,168	$8,140	$8,500	$8,500	$8,500
61-7100-3310	WT-UTILITIES ELECTRIC	$42,407	$40,000	$31,530	$42,375	$45,000	$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	$5,436	$5,386	$5,836	$8,000	$8,000	$8,000
61-7100-3525	MAINT & REPAIR WATER TANK	$41,523	$28,000	$27,920	$27,920	$28,000	$28,000	$28,000
61-7100-3540	MAINT & SERV - CONTRACT(S)	$6,601	$8,000	$7,773	$7,773	$8,000	$8,000	$8,000
61-7100-3560	MAINT & REPAIR UTILITY CUTS	$2,680	$1,390	$1,390	$1,390	$2,500	$2,500	$2,500
61-7100-3700	ADVERTISING - PUBLIC NOTICES	$798	$1,000	$170	$170	$1,000	$1,000	$1,000
61-7100-4310	LEASE - COPIER	$4,656	$4,200	$3,003	$4,123	$4,200	$4,200	$4,200
61-7100-4510	INSURANCE	$11,509	$13,000	$0	$22,172	$26,109	$26,109	$26,109
61-7100-4910	DUES, PERMITS & SUBSCR	$1,835	$3,500	$1,845	$1,845	$4,000	$4,000	$4,000
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	$0	$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	$66,966	$0	$66,966	$66,965	$66,965	$66,965
61-7100-7120	PRINCIPLE - BACKHOE	$19,979	$20,900	$0	$21,000	$22,014	$22,014	$22,014
61-7100-7130	PRINCIPLE - WATER SYSTEM	$0	$8,174	$0	$8,174	$8,174	$8,174	$8,174

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

61-7100-7210	INTEREST - DRINKING WATER	$13,453	$11,532	$5,766	$0	$9,610	$9,610	$9,610
61-7100-7220	INTEREST - BACKHOE	$4,270	$3,372	$0	$3,272	$2,234	$2,234	$2,234
61-7100-7230	INTEREST - WATER SYSTEM	$0	$0	$0	$0	$0	$0	$0
61-7100-8980	FUND BALANCE	$0	$0	$0	$0	$0	$0	$0
61-7100-9910	CONTINGENCY	$0	$0	$0	$0	$0	$0	$0
61-9860-9810	TRANSFER TO GENERAL FUND	$318,350	$284,226	$284,226	$284,226	$286,892	$286,892	$280,508
61-9860-9826	AIA - WATER MAPPING	$0	$7,500	$0	$7,500	$0	$0	$0
61-9860-9828	TRANSFER TO CAMA FUND	$3,428	$0	$0	$0	$0	$0	$0
61-9860-9862	TRANSFER TO SEWER FUND	$0	$0	$0	$0	$0	$0	$0
61-9860-9866	TRANSFER TO SANIT FUND	$0	$0	$0	$0	$0	$0	$0
61-9860-9867	TRANSFER TO STMWTER FUND	$0	$0	$0	$0	$0	$0	$0
TOTAL WATER EXPENDITURES		$1,382,175	$1,356,319	$977,432	$1,269,433	$1,420,712	$1,420,712	$1,408,389

# of Employees: Current: 12 Requested: 12 Recommend:12 Approved: 12

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

FUND 61: WATER DEPARTMENT

Line Item: 61-7100-1210	Current Budget: $481,118
Line Item Name: Salaries	Request: $500,465
Justification:	Approved: $495,680

Includes salaries with a 2% COLA & Christmas bonus for twelve (12) employees.

Line Item: 61-7100-1215	Current Budget: $662
Line Item Name: Comp Time	Request: $0
Justification:	Approved: $0

Line Item: 61-7100-1216	Current Budget: $3,900
Line Item Name: On-Call	Request: $3,900
Justification:	Approved: $3,900

$75.00 per on-call weekend.

Line Item: 61-7100-1220	Current Budget: $17,500
Line Item Name: Overtime Salaries	Request: $18,000
Justification:	Approved: $18,000

Line Item: 61-7100-1810		Current Budget:	$31,157
Line Item Name: Fringe - SOC Tax		Request:	$32,387
Justification:		Approved:	$32,090
Total Salaries	$517,580		
SOC %	6.20%		
	$32,090		

Line Item: 61-7100-1811		Current Budget:	$7,287
Line Item Name: Fringe - MED Tax		Request:	$7,574
Justification:		Approved:	$7,505
Total Salaries	$517,580		
MED %	1.45%		
	$7,505		

Line Item: 61-7100-1820		Current Budget:	$51,559
Line Item Name: Fringe - ORBIT		Request:	$59,915
Justification:		Approved:	$59,366
Total Salaries	$ 517,580		
ORBIT %	11.47%		
	$ 59,366		

Line Item: 61-7100-1821		Current Budget:	$25,126
Line Item Name: Fringe - Prudential Supplement		Request:	$26,118
Justification:		Approved:	$25,879
Total Salaries	$ 517,580		
PRUDENTIAL %	5% (1.5% Employer Contribution + 3.5% Employer Match = 5%)		
	$ 25,879		

Line Item: 61-7100-1830		Current Budget:	$85,774
Line Item Name: Fringe - Health Insurance		Request:	$89,827
Justification:		Approved:	$89,827

Includes Health Insurance cost for twelve (12) employees.

Line Item: 61-7100-1831	Current Budget:	$5,628
Line Item Name: Fringe - Dental	Request:	$5,628
Justification:	Approved:	$5,628

Includes Dental Insurance cost for twelve (12) employees.

Line Item: 61-7100-1832	Current Budget:	$7,200
Line Item Name: Medical Debit Card	Request:	$7,200
Justification:	Approved:	$7,200

Includes Medical Debit Cards cost for twelve (12) employees.

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

Line Item: 61-7100-2000	Current Budget:	$10,000
Line Item Name: Department Supplies	Request:	$11,500
Justification:	Approved:	$11,500

Tools, gloves, safety vests, glasses, cameras on water tanks, etc.

Line Item: 61-7100-2020	Current Budget:	$53,058
Line Item Name: WTP - Chemicals	Request:	$60,000
Justification:	Approved:	$60,000

Salt, chlorine & ammonia.   Water usage increased.

Line Item: 61-7100-2040		Current Budget:	$12,000
Line Item Name: WTP - Lab Analysis		Request:	$12,000
Justification:		Approved:	$12,000

Laboratory costs & supplies (bottles, sampling packets) for monthly water samples.

Line Item: 61-7100-2120		Current Budget:	$1,150
Line Item Name: Uniforms		Request:	$2,000
Justification:		Approved:	$2,000

Purchase of boots & uniforms for new hire.

Line Item: 61-7100-2400		Current Budget:	$45,380
Line Item Name: M & R Lines, Hydrant & Meters		Request:	$50,000
Justification:		Approved:	$50,000

Repair, replacement of water lines, fire hydrants, valves, meters & backflow preventers.

Line Item: 61-7100-3110		Current Budget:	$2,524
Line Item Name: Travel and Training		Request:	$3,000
Justification:		Approved:	$3,000

C and B Distribution, C Well, Cross Connection and CEU's.

Line Item: 61-7100-3250		Current Budget:	$8,100
Line Item Name: Postage		Request:	$8,500
Justification:		Approved:	$8,500

Monthly Utility Billing.

Line Item: 61-7100-3310	Current Budget:	$40,000
Line Item Name: WT - Utilities & Electric	Request:	$45,000
Justification:	Approved:	$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:	Approved:	$0

Line Item: 61-7100-3520	Current Budget:	$5,436
Line Item Name: Maint & Repair - WTP Equipment	Request:	$8,000
Justification:	Approved:	$8,000

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:	Approved:	$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:	Approved:	$8,000

Hach

Line Item: 61-7100-3560	Current Budget:	$1,390
Line Item Name: Maint & Repair - Utility Cuts	Request:	$2,500
Justification:	Approved:	$2,500

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:	Approved:	$1,000

Line Item: 61-7100-4310	Current Budget:	$4,200
Line Item Name: Lease - Copier	Request:	$4,200
Justification:	Approved:	$4,200

Leased with Quality Office Equipment.

Lease expires - June 2023.

Line Item: 61-7100-4510	Current Budget:	$13,000
Line Item Name: Insurance: Property & Liability	Request:	$26,109
Justification:	Approved:	$26,109

Property, Liability & Workman's Comp.

Line Item: 61-7100-4910	Current Budget:	$3,500
Line Item Name: Dues, Permits & Subscriptions	Request:	$4,000
Justification:	Approved:	$4,000

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:	Approved:	$0

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

Line Item: 61-7100-5500	Current Budget:	$0
Line Item Name: Capital Outlay - Equipment	Request:	$0
Justification:	Approved:	$0

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

Line Item: 61-7100-7110	Current Budget:	$66,966
Line Item Name: Principle - Drinking Water	Request:	$66,965
Justification:	Approved:	$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: $20,900
Line Item Name: Principle - Backhoe	Request: $22,014
Justification:	Approved: $22,014

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:	Approved: $8,174

Water System - H-SRP-D-17-0144 Principle.

Line Item: 61-7100-7210	Current Budget: $11,532
Line Item Name: Interest - Drinking Water	Request: $9,610
Justification:	Approved: $9,610

Safe Water Interest - H-SRF-W-98-0702 Drinking Water Interest.

Paid in full - May 2026

Line Item: 61-7100-7220	Current Budget: $3,372
Line Item Name: Interest - Backhoe	Request: $2,234
Justification:	Approved: $2,234

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:	Approved: $0

Water System - H-SRP-D-17-0144 - Interest

TAB 16

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

62-Sewer Fund Revenues

	Account Description	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 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	$765,000	$762,833	$920,592	$972,945	$972,945	$949,000
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	$97,550	$0	$97,550	$0	$0	$0
62-3986-9810	REIMBURESEMENT - 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 - STMWTER	$0	$0	$0	$0	$0	$0	$0
62-3991-1000	FUND BALANCE APPROP	$0	$0	$0	$0	$0	$0	$0
TOTAL SEWER FUND REVENUES		$989,948	$862,550	$762,833	$1,018,142	$972,945	$972,945	$949,000

*As of April 20, 2021

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

62-Sewer Fund Expenditures

	Account Description	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
62-7120-2000	DEPARTMENTAL SUPPLIES	$9,322	$8,500	$6,054	$5,014	$12,500	$12,500	$12,500
62-7120-2001	GENERATOR INSTALLATION	$0	$43,896	$800	$43,896	$20,000	$20,000	$20,000
62-7120-2015	SLUDGE DISPOSAL	$17,584	$15,000	$2,128	$15,000	$35,000	$35,000	$35,000
62-7120-2016	DEPRECATION EXPENSE	$0	$0	$0	$0	$0	$0	$0
62-7120-2020	WWT-CHEMICALS	$774	$1,500	$0	$1,500	$1,500	$1,500	$1,500
62-7120-2040	WWTP - LAB ANALYSIS	$10,962	$10,500	$5,051	$10,500	$10,500	$10,500	$10,500
62-7120-2400	M & R SEWER LINES	$12,667	$23,000	$5,495	$9,780	$23,000	$23,000	$23,000
62-7120-3110	TRAVEL & TRAINING	$2,324	$1,500	$1,450	$1,450	$4,000	$4,000	$4,000
62-7120-3310	UTILITIES ELECTRIC	$58,453	$63,000	$38,721	$51,911	$55,000	$55,000	$55,000
62-7120-3520	MAINT. & REPAIR EQUIPMENT	$16,378	$18,000	$17,614	$19,044	$20,000	$20,000	$20,000
62-7120-3540	SERV & MAINT CONTRACT	$0	$0	$0	$0	$0	$0	$0
62-7120-3550	M & R LIFT STATIONS	$76,343	$98,500	$54,326	$98,500	$90,000	$90,000	$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	$6,500	$3,915	$6,225	$7,000	$7,000	$7,000
62-7120-4920	BAD DEBT EXPENSE	$0	$0	$0	$0	$0	$0	$0
62-7120-5100	CAPITAL OUTLAY	$0	$0	$0	$0	$9,000	$9,000	$0
62-7120-5500	CAPITAL OUTLAY - EQUIPMENT	$0	$68,654	$64,313	$68,654	$85,000	$0	$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	$0	$77,125	$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	$229,801	$229,801	$232,813	$232,813	$226,706
62-9860-9861	TRANSFER TO WATER FUND	$351,103	$197,074	$197,074	$197,074	$375,507	$375,507	$372,669
62-9860-9866	TRANSFER TO SANIT FUND	$0	$0	$0	$0	$0	$0	$0
62-9860-9867	TRANSFER TO STMWTER FUND	$0	$0	$0	$0	$0	$0	$0
TOTAL SEWER EXPENDITURES		$960,980	$862,550	$626,742	$835,474	$1,057,945	$972,945	$949,000

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

FUND 62: SEWER DEPARTMENT

Line Item: 62-7120-2000		Current Budget:	$8,500
Line Item Name: Department Supplies		Request:	$12,500
Justification:		Approved:	$12,500

Department supplies, small parts, tools, etc.

Line Item: 62-7120-2001		Current Budget:	$43,896
Line Item Name: Generator Installation		Request:	$20,000
Justification:		Approved:	$20,000

Line Item: 62-7120-2015		Current Budget:	$15,000
Line Item Name: Sludge Disposal		Request:	$35,000
Justification:		Approved:	$35,000

Cost to dispose of approximately 350,000 gallons of liquid sludge, twice 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:		Approved:	$0

Line Item: 62-7120-2020	Current Budget:	$1,500
Line Item Name: WWT - Chemicals	Request:	$1,500
Justification:	Approved:	$1,500

Annual cost of enzymatic product to enhance wastewater treament 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:	Approved:	$10,500

Line Item: 62-7120-2400	Current Budget:	$23,000
Line Item Name: M & R - Sewer Lines	Request:	$23,000
Justification:	Approved:	$23,000

Includes cost of routine maintenance and repair of sewer system; manhole frame and cover replacements, minor in house point repairs & cleanout installation/repairs.

Line Item: 62-7120-3110	Current Budget:	$1,500
Line Item Name: Travel and Training	Request:	$4,000
Justification:	Approved:	$4,000

Collections & Wastewater Certifications and CEU's

Line Item: 62-7120-3310	Current Budget:	$63,000
Line Item Name: Utilities & Electric	Request:	$55,000
Justification:	Approved:	$55,000

Electricity to run WWTP and lift stations.

Line Item: 62-7120-3520	Current Budget: $18,000
Line Item Name: Maint & Repair - Equipment	Request: $20,000
Justification:	Approved: $20,000

Digester blowers & motors, pumps, etc.

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

Line Item: 62-7120-3550	Current Budget: $98,500
Line Item Name: Maint & Repair - Lift Stations	Request: $90,000
Justification:	Approved: $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:	Approved: $0

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

Line Item: 62-7120-4910		Current Budget:	$6,500
Line Item Name: Dues and Subscriptions		Request:	$7,000
Justification:		Approved:	$7,000

Wastewater permit & Certification dues.

Line Item: 62-7120-5100		Current Budget:	$0
Line Item Name: Capital Outlay		Request:	$9,000
Justification:		Approved:	$0

Crush concrete for WWTP Road.

Line Item: 62-7120-5500		Current Budget:	$68,654
Line Item Name: Capital Outlay - Equipment		Request:	$85,000
Justification:		Approved:	$0

Sewer line camera.

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

Line Item: 62-7120-7100		Current Budget:	$0
Line Item Name: Principle - 201 Facility		Request:	$0
Justification:		Approved:	$0

Paid in full

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

Line Item: 62-7120-7120	Current Budget:	$77,125
Line Item Name: Principle - WWTP - CS370500-05	Request:	$77,125
Justification:	Approved:	$77,125

WWTP Project - CS370500-05 Principle.

Line Item: 62-7120-7200	Current Budget:	$0
Line Item Name: Interest - 201 Facility	Request:	$0
Justification:	Approved:	$0

Paid in full

Line Item: 62-7120-9910	Current Budget:	$0
Line Item Name: Contingency	Request:	$0
Justification:	Approved:	$0

TAB 17

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

66-Sanitation Fund Revenues

	Account Description	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
66-3230-1000	SOLID WASTE DISPOSAL TAX	$2,682	$2,400	$1,321	$2,560	$2,500	$2,500	$2,500
66-3740-3000	GARBAGE - REVENUE	$354,715	$300,000	$282,798	$361,731	$445,929	$445,929	$365,000
66-3740-3500	LANDFILL - REVENUE	$205,451	$175,000	$163,735	$209,360	$268,905	$268,905	$215,000
66-3831-4910	INTEREST ON INVESTMENTS	$0	$0	$0	$0	$0	$0	$0
66-3835-8200	SALE OF FIXED ASSETS	$0	$0	$0	$0	$0	$0	$0
66-3839-1000	MISCELLANEOUS REVENUES	$0	$0	$500	$500	$0	$0	$0
66-3839-1001	LEASE INCOME	$0	$0	$0	$0	$0	$0	$0
66-3986-9810	REIMBURSEMENT - GF	$0	$0	$0	$0	$0	$0	$0
66-3986-9861	REIMBURSEMENT - WATER	$0	$0	$0	$0	$0	$0	$0
66-3986-9862	REIMBURSEMENT - SEWER	$0	$0	$0	$0	$0	$0	$0
66-3991-1000	FUND BALANCE	$0	$127,497	$0	$127,497	$0	$0	$0
TOTAL SANITATION FUND REVENUES		$562,848	$604,897	$448,354	$701,648	$717,334	$717,334	$582,500

*As of April 20, 2021

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

66-Sanitation Fund
Expenditures

	Account Description	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
66-7400-1210	SALARIES	$53,189	$63,000	$48,379	$62,779	$127,872	$127,872	$64,248
66-7400-1215	COMP TIME	$0	$0	$0	$0	$0	$0	$0
66-7400-1220	OVERTIME SALARIES	$1,107	$300	$221	$221	$300	$300	$300
66-7400-1810	FRINGE - SOC TAX	$3,534	$3,906	$2,931	$3,828	$7,947	$7,947	$4,002
66-7400-1811	FRINGE - MED TAX	$826	$914	$685	$895	$1,858	$1,858	$936
66-7400-1820	FRINGE - ORBIT RETIREMENT	$5,206	$6,464	$4,925	$6,402	$14,701	$14,701	$7,404
66-7400-1821	FRINGE - PRUDENTIAL SUPP	$1,834	$3,150	$1,610	$2,096	$6,409	$6,409	$3,227
66-7400-1830	FRINGE - HEALTH INSURANCE	$14,816	$14,296	$13,104	$14,296	$29,942	$29,942	$14,972
66-7400-1831	FRINGE - DENTAL INSURANCE	$899	$938	$782	$937	$1,876	$1,876	$938
66-7400-1832	FRINGE - MEDICAL DEBIT CARD	$1,200	$1,200	$765	$1,200	$2,400	$2,400	$1,200
66-7400-2000	DEPARTMENT SUPPLIES	$824	$1,000	$621	$921	$1,000	$1,000	$1,000
66-7400-2016	DEPRECIATION EXPENSE	$0	$0	$0	$0	$0	$0	$0
66-7400-2120	UNIFORMS	$1,939	$0	$0	$0	$2,000	$2,000	$1,000
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	$4,080	$0	$5,126	$8,089	$8,089	$8,089
66-7400-4920	BAD DEBT EXPENSE	$0	$0	$0	$0	$0	$0	$0
66-7400-4990	MISCELLANEOUS	$0	$0	$0	$0	$0	$0	$10,000
66-7400-5100	CAPITAL OUTLAY	$0	$0	$0	$0	$50,000	$0	$0
66-7400-5500	CAPITAL OUTLAY - EQUIPMENT	$0	$0	$0	$0	$0	$0	$0
66-7400-6990	CONTRACT - SANITATION	$123,919	$127,125	$111,712	$133,907	$136,184	$136,184	$136,184
66-7400-6991	CONTRACT - RECYCLING COST	$16,162	$16,450	$1,421	$1,421	$0	$0	$0
66-7400-6992	CONTRACT - DUMPSTERS COST	$6,245	$6,814	$3,680	$5,023	$7,003	$7,003	$7,003
66-7400-6993	LANDFILL AVAIL-WASH. CO	$59,674	$59,675	$44,755	$59,675	$62,660	$62,660	$62,660
66-7400-6994	REGIONAL LANDFILL COST	$71,517	$70,000	$65,347	$93,795	$73,500	$73,500	$73,500
66-7400-6995	WASH. COUNTY YARD DEBRIS	$8,059	$35,000	$29,057	$43,365	$42,550	$42,550	$42,550
66-7400-7110	PRINCIPLE - LEAF VAC	$12,200	$12,689	$12,688	$12,688	$13,707	$13,707	$13,707
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	$2,608	$2,120	$2,120	$2,120	$1,101	$1,101	$1,101
66-7400-9910	CONTINGENCY	$0	$0	$0	$0	$0	$0	$0
66-9860-9810	TRANS TO GENERAL FUND - SF	$184,898	$175,776	$175,776	$175,776	$176,235	$176,235	$128,479
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	$575,217	$604,897	$520,579	$626,471	$767,334	$717,334	$582,500

# of Employees: Current: 2 Requested: 4 Recommend: 4 Approved: 2

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

FUND 66: SANITATION DEPARTMENT

Line Item: 66-7400-1210	Current Budget: $63,000
Line Item Name: Salaries	Request: $127,872
Justification:	Approved: $64,248

Includes salaries with a 2% COLA & Christmas bonus for two (2) employees.

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

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

Line Item: 66-7400-1810	Current Budget: $3,906
Line Item Name: Fringe - SOC Tax	Request: $7,947
Justification:	Approved: $4,002

Total Salaries	$64,548
SOC %	6.20%
	$4,002

Line Item: 66-7400-1811		Current Budget:	$914
Line Item Name: Fringe - MED Tax		Request:	$1,858
Justification:		Approved:	$936
Total Salaries	$64,548		
MED %	1.45%		
	$936		

Line Item: 66-7400-1820		Current Budget:	$6,464
Line Item Name: Fringe - ORBIT		Request:	$14,701
Justification:		Approved:	$7,404
Total Salaries	$ 64,548		
ORBIT %	11.47%		
	$ 7,404		

Line Item: 66-7400-1821		Current Budget:	$3,150
Line Item Name: Fringe - Prudential Supplement		Request:	$6,409
Justification:		Approved:	$3,227
Total Salaries	$ 64,548		
PRUDENTIAL %	5% (1.5% Employer Contribution + 3.5% Employer Match = 5%)		
	$ 3,227		

Line Item: 66-7400-1830	Current Budget:	$14,296
Line Item Name: Fringe - Health Insurance	Request:	$29,942
Justification:	Approved:	$14,972
Includes Health Insurance cost for two (2) employees.		

Line Item: 66-7400-1831	Current Budget:	$938
Line Item Name: Fringe - Dental	Request:	$1,876
Justification:	Approved:	$938
Includes Dental Insurance cost for two (2) employees.		

Line Item: 66-7400-1832		Current Budget:	$1,200
Line Item Name: Medical Debit Card		Request:	$2,400
Justification:		Approved:	$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:		Approved:	$1,000
Gloves, rakes, shovels, pitch fork, etc.			

Line Item: 66-7400-2120		Current Budget:	$0
Line Item Name: Uniforms		Request:	$2,000
Justification:		Approved:	$1,000
Uniforms for two (2) employees & Boots			

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

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

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

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

Line Item: 66-7400-4510	Current Budget: $4,080
Line Item Name: Insurance: Property and Liability	Request: $8,089
Justification:	Approved: $8,089
Includes insurance on real and personal property.	

Line Item: 66-7400-4990	Current Budget: $0
Line Item Name: Miscellaneous	Request: $0
Justification:	Approved: $10,000
Town clean up	

Line Item: 66-7400-5100	Current Budget: $0
Line Item Name: Capital Outlay	Request: $50,000
Justification:	Approved: $0
Convenience drop off site.	

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

Line Item: 66-7400-6990	Current Budget:	$127,125
Line Item Name: Contract - Sanitation	Request:	$136,184
Justification:	Approved:	$136,184

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:	$16,450
Line Item Name: Contract - Recycling Cost	Request:	$0
Justification:	Approved:	$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:	$6,814
Line Item Name: Contract - Dumpsters Cost	Request:	$7,003
Justification:	Approved:	$7,003

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:	$59,675
Line Item Name: Contract - Landfill Availability - Wash Co	Request:	$62,660
Justification:	Approved:	$62,660

Washington County Sanitation - Landfill Availability Fee.

Line Item: 66-7400-6994		Current Budget:	$70,000
Line Item Name: Regional Landfill Cost		Request:	$73,500
Justification:		Approved:	$73,500

Cost to Dispose Residential Garbage at Bertie County Regional Landfill.

Line Item: 66-7400-6995		Current Budget:	$35,000
Line Item Name: Washington County Yard Debris		Request:	$42,550
Justification:		Approved:	$42,550

Cost to Dispose of Yard Debris at Washington County Landfill

Line Item: 66-7400-7110		Current Budget:	$12,689
Line Item Name: Principle - Leaf Vac		Request:	$13,707
Justification:		Approved:	$13,707

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:		Approved:	$0

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

Line Item: 66-7400-7210	Current Budget: $2,120
Line Item Name: Interest - Leaf Vac	Request: $1,101
Justification:	Approved: $1,101

Leaf Vac - 3 year loan Interest.

Paid in full - July 2021

TAB 18

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

67-Stormwater Fund
Revenues

	Account Description	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
67-3750-1000	STORM WATER - REVENUE	$55,961	$47,000	$44,552	$56,976	$50,000	$50,000	$50,000
67-3750-1001	STORM WATER - TAX REV.	$61,788	$60,000	$11,650	$63,662	$60,000	$60,000	$60,000
67-3831-4910	INTEREST ON INVESTMENTS	$0	$0	$0	$0	$0	$0	$0
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	$107,000	$56,202	$120,638	$110,000	$110,000	$110,000

*As of April 20, 2021

Town of Plymouth, North Carolina
Proposed FY 2021 - 2022 Budget

67-Stormwater Fund
Expenditures

	Account Description	FY 2020 Actual	FY 2021 Budget	FY 2021* Actual to Date	FY 2021 EOY Estimate	FY 2022 Requested	FY 2022 Recommended	FY 2022 Approved By Town Council
67-7500-2000	DEPARTMENT SUPPLIES	$3,169	$4,000	$3,320	$3,117	$4,000	$4,000	$4,000
67-7500-2016	DEPRECIATION EXPENSE	$0	$0	$0	$0	$0	$0	$0
67-7500-3550	MAINT & REPAIR DRAINAGE	$1,429	$8,563	$570	$0	$8,500	$8,500	$8,500
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	$120	$0	$120	$120	$120	$120
67-7500-4920	BAD DEBT EXPENSE	$0	$0	$0	$0	$0	$0	$0
67-7500-5100	CAPITAL OUTLAY	$0	$8,500	$8,400	$8,400	$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	$0	$0
67-9860-9810	TRANSFER TO GENERAL FUND	$30,920	$60,314	$60,314	$60,314	$67,794	$71,302	$71,302
67-9860-9861	TRANSFER TO WATER FUND	$70,221	$25,503	$25,503	$25,503	$29,586	$26,078	$26,078
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	$107,000	$98,107	$97,454	$110,000	$110,000	$110,000

*As of April 20, 2021

Town of Plymouth, North Carolina
FY 2022
LINE ITEM REQUEST FORM

FUND 67: STORMWATER DEPARTMENT

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

Line Item: 67-7500-2000	Current Budget:	$4,000
Line Item Name: Department Supplies	Request:	$4,000
Justification:	Approved:	$4,000

Mosquito Spray.

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

Line Item: 67-7500-3550	Current Budget:	$8,563
Line Item Name: Maint & Repair - Drainage	Request:	$8,500
Justification:	Approved:	$8,500

Drainage, tiles, cement & rip rap stone.

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

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

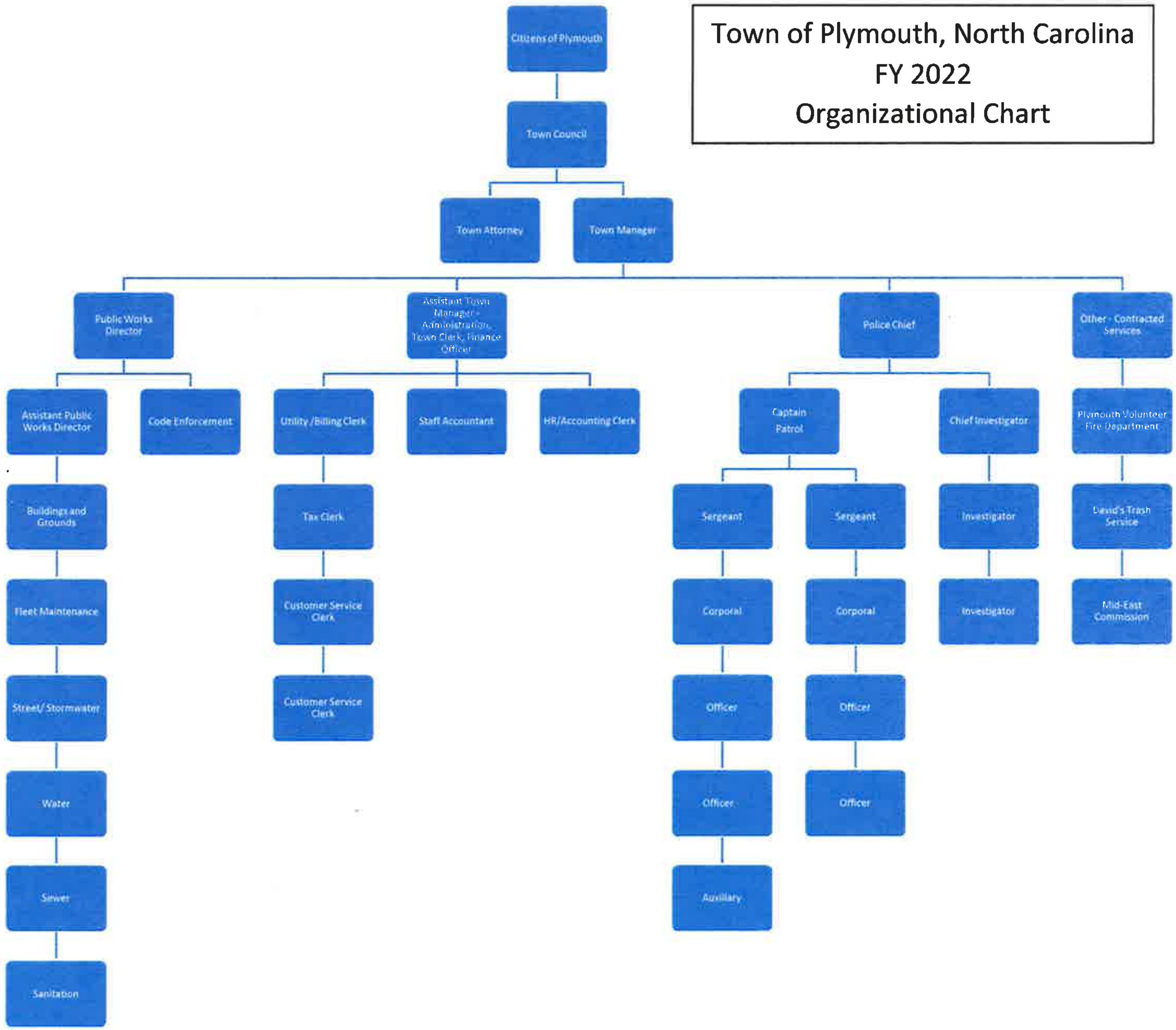
Line Item: 67-7500-4910		Current Budget:	$120
Line Item Name: Dues, Permits and Subscriptions		Request:	$120
Justification:		Approved:	$120
Sprayer permits.			

Line Item: 67-7500-5100		Current Budget:	$8,500
Line Item Name: Capital Outlay		Request:	$0
Justification:		Approved:	$0

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

TAB 19

Town of Plymouth, North Carolina
FY 2022
Organizational Chart



TAB 20

TOWN OF PLYMOUTH
2021 -2022 - 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	Vershumn	$	425.00	$	5,400.00	$	-	$	-	$	5,400.00
Mayor Pro Tem	Brooks	Deborah	$	300.00	$	3,900.00	$	-	$	-	$	3,900.00
Councilmember	Arnold	James	$	300.00	$	3,900.00	$	-	$	-	$	3,900.00
Councilmember	Byers	Mary Ann	$	300.00	$	3,900.00	$	-	$	-	$	3,900.00
Councilmember	Teel	Donsenia	$	300.00	$	3,900.00	$	-	$	-	$	3,900.00
Councilmember	Williams	Kim	$	300.00	$	3,900.00	$	-	$	-	$	3,900.00
Councilmember	Wobbleton	Danny	$	300.00	$	3,900.00	$	-	$	-	$	3,900.00
Total ANNUAL Salaries/Benefits - GOVERNING BOARD - 10-4110					*$*	*28,800.00*	*$*	*-*	*$*	*-*	*$*	*28,800.00*

TOWN OF PLYMOUTH
2021 -2022 - PROPOSED SALARIES
GENERAL FUND
2% COLA

SocTax 6.20%	MedTax 1.45%	~~ORBIT 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	~~$ -~~	~~$ -~~
$ 1,785.60	*$ 417.60*	~~$ -~~	~~$ -~~
$ 1,785.60	$ 417.60		

TOWN OF PLYMOUTH
2021 -2022 - 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	Watisha	$ 16.00	$ 33,280.00	2.0%	$ 665.60		$ 33,945.60
Accounts Payable/Payroll Clerk	Vacant	Vacant	$ 19.23	$ 39,998.40	2.0%	$ 799.97		$ 40,798.37
Staff Accountant	Koss	Joyce	$ 19.60	$ 40,768.00	2.0%	$ 815.36		$ 41,583.36
Interim Town Manager	Layton	Christopher	$ 2,884.62	$ 75,000.00	2.0%	$ 1,500.00		$ 76,500.00
Asst. Town Mgr./Finance Officer/Town Clerk	Wallace	Dorenda	$ 2,307.69	$ 60,000.00	2.0%	$ 1,200.00		$ 61,200.00
BONUSES	Christmas		$ 300.00	$ 1,500.00	5	$ -		$ 1,500.00
Total ANNUAL Salaries/Benefits + Bonuses + COLA - ADMIN				$ 250,546.40	$ -	$ 4,980.93		$ 255,527.33

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	$ 250,546.40		$ 4,980.93	$ 255,527.33

TOWN OF PLYMOUTH
2021 -2022 - 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%
$ 2,104.63	$ 492.21	$ 3,893.56	$ 1,697.28
$ 2,529.50	$ 591.58	$ 4,679.57	$ 2,039.92
$ 2,578.17	$ 602.96	$ 4,769.61	$ 2,079.17
$ 4,743.00	$ 1,109.25	$ 8,774.55	$ 3,825.00
$ 3,794.40	$ 887.40	$ 7,019.64	$ 3,060.00
$ 93.00	$ 21.75	$ 172.05	$ 75.00
$ 15,842.69	**$ 3,705.15**	**$ 29,308.98**	**$ 12,776.37**
$ 15,842.69	$ 3,705.15	$ 29,308.98	$ 12,776.37

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K
$ -	$ -	$	$
$ -	$ -	$	$
$ -	**$ -**	**$ -**	**$ -**
$ -	$ -	$ -	$ -

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K 5.0%
$ 15,842.69	**$ 3,705.15**	**$ 29,308.98**	**$ 12,776.37**

TOWN OF PLYMOUTH
2021 -2022 - PROPOSED SALARIES
GENERAL FUND
2% COLA

BUILDING AND GROUNDS DEPT - 10-4260

Employee Position		Employee Name	Salary/Hourly Rate	Current Salary		Proposed Increase		Proposed Salary
Laborer	Biggs	Timothy	$ 15.00	$ 31,200.00	2.0%	$ 624.00		$ 31,824.00
Laborer	Dixon	Bobby	$ 15.00	$ 31,200.00	2.0%	$ 624.00		$ 31,824.00
BONUSES	Christmas		$ 300.00	$ 600.00	2	$ -		$ 600.00
		Total ANNUAL Salaries/Benefits + Bonuses + COLA - B&G		$ 63,000.00	$ -	$ 1,248.00		$ 64,248.00

PART - TIME - B&G - MARITIME MUSEUM

Employee Position		Employee Name	Salary/Hourly Rate	Current Salary		Proposed Increase		Proposed Salary
Part-Time - Maritime Museum	VACANT	VACANT $8.50 per hour WCWW pay 1/2	$ 4.25	$ 4,420.00	0%	$ -		$ 4,420.00
		PART-TIME - Total ANNUAL Salaries/Benefits + Bonus - B&G		$ 4,420.00		$ -		$ 4,420.00

Total ANNUAL Salaries/Benefits + Bonus - B&G - 10-4260	$ 67,420.00		$ 1,248.00	$ 68,668.00

TOWN OF PLYMOUTH
2021 -2022 - 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%
$ 1,973.09	$ 461.45	$ 3,650.21	$ 1,591.20
$ 1,973.09	$ 461.45	$ 3,650.21	$ 1,591.20
$ 37.20	$ 8.70	$ 68.82	$ 30.00
$ 3,983.38	***$ 931.60***	***$ 7,369.25***	***$ 3,212.40***
$ 3,983.38	$ 931.60	$ 7,369.25	$ 3,212.40

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K
$ 274.04	$ 64.09	$ -	$ -
$ 274.04	**$ 64.09**	**$ -**	**$ -**
$ 274.04	$ 64.09	$ -	$ -

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K 5.0%
$ 4,257.42	**$ 995.69**	**$ 7,369.25**	**$ 3,212.40**

TOWN OF PLYMOUTH
2021 -2022 - 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	Phelps	Kevin	$ 1,755.48	$ 45,642.48	2.0%	$ 912.85	$ 46,555.33
Investigator	Blaylock	Johnny	$ 18.69	$ 38,875.20	2.0%	$ 777.50	$ 39,652.70
Sergeant	Bond	Lashonda	$ 18.07	$ 39,464.88	2.0%	$ 789.30	$ 40,254.18
Patrol	Civils, Jr.	William	$ 15.00	$ 32,760.00	2.0%	$ 655.20	$ 33,415.20
Patrol	Johnson	Jerome	$ 16.58	$ 36,210.72	2.0%	$ 724.21	$ 36,934.93
Narcotics Investigator	Knigge, Jr.	Kurt	$ 17.79	$ 37,000.00	2.0%	$ 740.00	$ 37,740.00
Patrol	Minton	Priscilla	$ 15.56	$ 33,983.04	2.0%	$ 679.66	$ 34,662.70
Chief Investigator	Soria	Ryan	$ 19.60	$ 40,764.00	2.0%	$ 815.28	$ 41,579.28
Sergeant	White	Ryan	$ 17.57	$ 38,372.88	2.0%	$ 767.46	$ 39,140.34
Chief	Williams	Willie	$ 2,091.85	$ 54,388.10	2.0%	$ 1,087.76	$ 55,475.86
Corporal	VACANT	VACANT	$ 16.26	$ 35,511.84	2.0%	$ 710.24	$ 36,222.08
Corporal	VACANT	VACANT	$ 16.48	$ 35,983.00	2.0%	$ 719.66	$ 36,702.66
Patrol	VACANT	VACANT	$ 15.00	$ 32,760.00	2.0%	$ 655.20	$ 33,415.20
BONUSES	Christmas	Christmas	$ 300.00	$ 3,900.00	13		$ 3,900.00
OVERTIME	OVERTIME	OVERTIME		$ -	$ -	$ -	$ -
		Total LAW Salaries - Police Dept		$ 505,616.14	$ -	$ 10,034.32	$ 515,650.46

GEN - POLICE DEPT - 10-4310

Employee Position		Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase		Proposed Salary
Police Clerk	Sanderlin	Shannon **	$ 16.32	$ 33,945.60	2.0%	$ 678.91	$ 34,624.51
BONUSES	Christmas	Christmas	$ 300.00	$ 300.00	1		$ 300.00
		Total - GEN Salaries - Police Dept		$ 34,245.60	$ -	$ 678.91	$ 34,924.51
		Total ANNUAL Salaries/Benefits + Bonuses + COLA - POLICE DEPT - 10-4310		$ 539,861.74	$ -	$ 10,713.23	$ 550,574.97

TOWN OF PLYMOUTH
2021 -2022 - PROPOSED SALARIES
GENERAL FUND
2% COLA

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 12.04%	401K 5.0%
$ 2,886.43	$ 675.05	$ 5,605.26	$ 2,327.77
$ 2,458.47	$ 574.96	$ 4,774.19	$ 1,982.64
$ 2,495.76	$ 583.69	$ 4,846.60	$ 2,012.71
$ 2,071.74	$ 484.52	$ 4,023.19	$ 1,670.76
$ 2,289.97	$ 535.56	$ 4,446.97	$ 1,846.75
$ 2,339.88	$ 547.23	$ 4,543.90	$ 1,887.00
$ 2,149.09	$ 502.61	$ 4,173.39	$ 1,733.14
$ 2,577.92	$ 602.90	$ 5,006.15	$ 2,078.96
$ 2,426.70	$ 567.53	$ 4,712.50	$ 1,957.02
$ 3,439.50	$ 804.40	$ 6,679.29	$ 2,773.79
$ 2,245.77	$ 525.22	$ 4,361.14	$ 1,811.10
$ 2,275.56	$ 532.19	$ 4,419.00	$ 1,835.13
$ 2,071.74	$ 484.52	$ 4,023.19	$ 1,670.76
$ 241.80	$ 56.55	$ 469.56	$ 195.00
$ -	$ -	$ -	$ -
$ 31,970.33	**$ 7,476.93**	**$ 62,084.32**	**$ 25,782.52**
$ 31,970.33	$ 7,476.93	$ 62,084.32	$ 25,782.52

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K (Sanderlin Only 5.0%
$ 2,146.72	$ 502.06	$ 3,971.43	$ 1,731.23
$ 18.60	$ 4.35	$ 34.41	$ 15.00
$ 2,165.32	**$ 506.41**	**$ 4,005.84**	**$ 1,746.23**
$ 2,165.32	$ 506.41	$ 4,005.84	$ 1,746.23
$ 34,135.65	***$ 7,983.34***	***$ 66,090.16***	***$ 27,528.75***

TOWN OF PLYMOUTH
2021 -2022 - 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	Simpson	Stephanie - ($19.04 X 1,000 HRS)	$ 19.04	$ 19,040.00	2.0%	$ 380.80	$ 19,420.80
Part-Time		Auxilliary Officers - ($16 x 1000 HRS)	$ 16.00				$ 16,000.00
BONUSES	Christmas	Christmas	$ 300.00	$ 300.00	1		$ 300.00
		Total -PART-TIME Salaries - Police Dept		$ 19,340.00	$ -	$ 380.80	$ 35,720.80

SUPP - RETIREMENT - POLICE DEPT - 10-4310

Employee Position		Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase		Proposed Salary
Supplimental Retirement	Boone	Tony (for 9 years)	$ 447.65	$ 11,638.90	0.0%	$ -	$ 11,638.90
			$ -	$ -	1		$ -
		Total -PART-TIME Salaries - Police Dept		$ 11,638.90	$ -	$ -	$ 11,638.90
		Total ANNUAL Salaries/Benefits + Bonuses + COLA - POLICE DEPT - 10-4310		$ 570,840.64	$ -	$ 11,094.03	$ 597,934.67

TOWN OF PLYMOUTH
2021 -2022 - PROPOSED SALARIES
GENERAL FUND
2% COLA

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement	401K (Sanderlin Only
$ 1,204.09	$ 281.60	$	$
$ 992.00	$ 232.00		
$ 18.60	$ 4.35	$	$
$ 2,214.69	**$ 517.95**	$ -	$ -

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement	401K (Sanderlin Only
$ 721.61	$ 168.76	$	$
$ -	$ -	$	$
$ 721.61	**$ 168.76**	$ -	$ -
$ 37,071.95	**$ 8,670.05**	**$ 66,090.16**	**$ 27,528.75**

TOWN OF PLYMOUTH
2021 -2022 - 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	Chris	$ 19.88	$ 41,350.40	2.0% $ 827.01	$ 42,177.41
		OVERTIME		$ 2,000.00	$ - $ -	$ 2,000.00
BONUSES	Christmas	Christmas	$ 300.00	$ 300.00	1	$ 300.00
Total ANNUAL Salaries/Benefits + Bonuses + COLA - FLEET				*$ 43,650.40*	*$ - $ 827.01*	*$ 44,477.41*

TOWN OF PLYMOUTH
2021 -2022 - 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%
$ 2,615.00	$ 611.57	$ 4,837.75	$ 2,108.87
$ 124.00	$ 29.00	$ 229.40	$ 100.00
$ 18.60	$ 4.35	$ 34.41	$ 15.00
$ 2,757.60	$ 644.92	$ 5,101.56	$ 2,223.87
$ 2,757.60	$ 644.92	$ 5,101.56	$ 2,223.87

TOWN OF PLYMOUTH
2021 -2022 - 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	Dennis	$	18.75	$ 39,000.00	2.0%	$ 780.00	$	39,780.00
	Bonuses Christmas	Christmas Bonus	$	300.00	$ 300.00	1		$	300.00
Total ANNUAL Salaries/Benefits + Bonuses + COLA - PLANNING/CODE					$ 39,300.00	$ -	$ 780.00	$	40,080.00
GENERAL FUND - TOTAL - PROPOSED SALARIES - 3%					$ 1,000,557.44		$ 18,929.97	$	1,035,487.41

TOWN OF PLYMOUTH
2021 -2022 - 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%
$ 2,466.36	$ 576.81	$ 4,562.77	$ 1,989.00
$ 18.60	$ 4.35	$ 34.41	$ 15.00
$ 2,484.96	$ 581.16	$ 4,597.18	$ 2,004.00
$ 2,484.96	$ 581.16	$ 4,597.18	$ 2,004.00
$ 64,200.22	$ 15,014.57	$ 112,467.12	$ 47,745.39

TOWN OF PLYMOUTH
2021 -2022 - 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	Jeff	$	2,152.53	$	55,965.78		2.0%	$ 1,119.32	$	57,085.10
Public works Laborer	Selby	Jhavae	$	15.00	$	31,200.00		2.0%	$ 624.00	$	31,824.00
Street Laborer	Bell	Joel	$	15.00	$	31,200.00		2.0%	$ 624.00	$	31,824.00
Sanitation Laborer	Brooks	Bryan	$	15.90	$	33,072.00		2.0%	$ 661.44	$	33,733.44
Customer Service Rep	Carroll	Arlene	$	15.00	$	31,200.00		2.0%	$ 624.00	$	31,824.00
WWTP Operator	Coburn	Roland	$	22.47	$	46,737.60		2.0%	$ 934.75	$	47,672.35
Public works Laborer	Knight	Charlie	$	15.09	$	31,387.20		2.0%	$ 627.74	$	32,014.94
Utility Billing Clerk	Moore	Nadine	$	1,528.05	$	39,729.30		2.0%	$ 794.59	$	40,523.89
Customer Service Rep	James	Kim	$	16.92	$	35,193.60		2.0%	$ 703.87	$	35,897.47
WTP - Operator	Sawyer	Robert	$	24.31	$	50,564.80		2.0%	$ 1,011.30	$	51,576.10
Public works Laborer	Peele	Joseph	$	15.00	$	31,200.00		2.0%	$ 624.00	$	31,824.00
Public Works Director	Wright	Mike	$	2,348.44	$	61,059.44		2.0%	$ 1,221.19	$	62,280.63
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					$	*486,109.72*			$ *9,570.19*	$	*495,679.91*

PART - TIME - WATER/SEWER

Employee Position		Employee Name		Salary/Hourly Rate		Current Salary		Proposed Increase			Proposed Salary
Part-Time - Office	VACANT	VACANT	$	-	$	-		2.0%	$ -	$	-
Part-Time - Cleaning Service:	VACANT	VACANT	$	-	$	-		2.0%	$ -	$	-
BONUSES	Christmas		$	300.00	$	-	0			$	-
PART-TIME - Total ANNUAL Salaries/Benefits + Bonus - WATER/SEWER					$	-			$ -	$	-

TOWN OF PLYMOUTH
2021 -2022 - PROPOSED SALARIES
ENTERPRISE FUNDS
2% COLA

:/67

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K 5.0%
$ 3,539.28	$ 827.73	$ 6,547.66	$ 2,854.25
$ 1,973.09	$ 461.45	$ 3,650.21	$ 1,591.20
$ 1,973.09	$ 461.45	$ 3,650.21	$ 1,591.20
$ 2,091.47	$ 489.13	$ 3,869.23	$ 1,686.67
$ 1,973.09	$ 461.45	$ 3,650.21	$ 1,591.20
$ 2,955.69	$ 691.25	$ 5,468.02	$ 2,383.62
$ 1,984.93	$ 464.22	$ 3,672.11	$ 1,600.75
$ 2,512.48	$ 587.60	$ 4,648.09	$ 2,026.19
$ 2,225.64	$ 520.51	$ 4,117.44	$ 1,794.87
$ 3,197.72	$ 747.85	$ 5,915.78	$ 2,578.80
$ 1,973.09	$ 461.45	$ 3,650.21	$ 1,591.20
$ 3,861.40	$ 903.07	$ 7,143.59	$ 3,114.03
$ 223.20	$ 52.20	$ 412.92	$ 180.00
$ 248.00	$ 58.00	$ 458.80	$ 200.00
$ 30,732.15	***$ 7,187.36***	***$ 56,854.49***	***$ 24,784.00***
$ 30,732.15	**$ 7,187.36**	**$ 56,854.49**	**$ 24,784.00**

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement	401K
$ -	$ -	~~$~~	~~$~~
$ -	$ -	~~$~~	~~$~~
$ -	$ -	$ -	$ -
$ -	**$ -**	**$ -**	**$ -**
$ -	$ -	$ -	$ -

TOWN OF PLYMOUTH
2021 -2022 - PROPOSED SALARIES
ENTERPRISE FUNDS
2% COLA

ON-CALL & OVER- TIME - WATER/SEWER

Employee Position	Employee Name	Salary/Hourly Rate	Current Salary	Proposed Increase	Proposed Salary
ON-CALL		ON-CALL			$ 3,900.00
OVERTIME		OVERTIME			$ 18,000.00
PART-TIME - Total ANNUAL Salaries/Benefits + Bonus - WATER/SEWER			$ -		$ 21,900.00
Total ANNUAL Salaries/Benefits + Bonus - WATER/SEWER			*$ 486,109.72*	*$ 9,570.19*	$ 517,579.91

TOWN OF PLYMOUTH
2021 -2022 - PROPOSED SALARIES
ENTERPRISE FUNDS
2% COLA

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%
$ 32,089.95	**$ 7,504.91**	**$ 59,366.42**	**$ 25,879.00**
$ 32,089.95	$ 7,504.91	$ 59,366.42	$ 25,879.00

TOWN OF PLYMOUTH
2021 -2022 - PROPOSED SALARIES
ENTERPRISE FUNDS
2% COLA

SANITATION DEPT - FUND 66

Employee Position		Employee Name	Salary/Hourly Rate	Current Salary		Proposed Increase		Proposed Salary
Sanitation Laborer	James	Randy	$ 15.00	$ 31,200.00		2.0%	$ 624.00	$ 31,824.00
Sanitation Laborer	Jenkins	Stuart	$ 15.00	$ 31,200.00		2.0%	$ 624.00	$ 31,824.00
Sanitation Laborer	Vacant	Vacant	$ -	$ -		0.0%		$ -
Sanitation Laborer	Vacant	Vacant	$ -	$ -		0.0%		$ -
		OVERTIME		$ 300.00				$ 300.00
BONUSES	Christmas		$ 300.00	$ 600.00	2			$ 600.00
Total ANNUAL Salaries/Benefits + Bonus - SANITATION				*$ 63,300.00*			*$ 1,248.00*	*$ 64,548.00*
ENTERPRISE FUNDS - TOTAL - PROPOSED SALARIES - 3%				**$ 549,409.72**			**$ 10,818.19**	**$ 582,127.91**

TOWN OF PLYMOUTH
2021 -2022 - PROPOSED SALARIES
ENTERPRISE FUNDS
2% COLA

SocTax 6.20%	MedTax 1.45%	ORBIT Retirement 11.47%	401K 5.0%
$ 1,973.09	$ 461.45	$ 3,650.21	$ 1,591.20
$ 1,973.09	$ 461.45	$ 3,650.21	$ 1,591.20
$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -
$ 18.60	$ 4.35	$ 34.41	$ 15.00
$ 37.20	$ 8.70	$ 68.82	$ 30.00
$ 4,001.98	*$ 935.95*	*$ 7,403.66*	*$ 3,227.40*
$ 4,001.98	$ 935.95	$ 7,403.66	$ 3,227.40
$ 36,091.93	**$ 8,440.85**	**$ 66,770.07**	**$ 29,106.40**

TAB 21

2021 - 2022
PROPOSED
HEALTH INSURANCE RENEWAL RATE

EMPLOYEES		RENEWAL BCBS	MEDICAL DEBIT CARD	TOTAL BCBS - DEBIT CARD	RENEWAL DENTAL
		$ 616.40	$ 600.00		$ 39.08
	US Able - Life Insurance	$ 7.40			$ -
		$ 623.80	**$ 600.00**	**$ 1,223.80**	**$ 39.08**
Wallace	Dorenda				
Arnold	Watisha				
Vacant	Vacant				
Layton	Christopher				
Koss	Joyce	$ 88.80			
Willis	Arlene	$ 623.80			$ 39.08
4		**$ 30,655.00**	**$ 2,400.00**	**$ 33,055.00**	**$ 1,914.92**
Dixon	Bobby				
Biggs	Timothy				
2		**$ 14,971.20**	**$ 1,200.00**	**$ 16,171.20**	**$ 937.92**
Blaylock	Johnny				
Bond	LaShonda				
Civils, Jr.	William				
Johnson	Jerome				
Minton	Priscilla				
Phelps	Kevin				
Sanderlin	Shannon				
Soria	Ryan				
VACANT	VACANT				
VACANT	VACANT				
VACANT	VACANT				
VACANT	VACANT				
White	Ryan				
Williams	Willie				
14		**$ 104,798.40**	**$ 8,400.00**	**$ 113,198.40**	**$ 6,565.44**
Harrison	Chris				
1		**$ 7,485.60**	**$ 600.00**	**$ 8,085.60**	**$ 468.96**
Brown	Dennis				
1		**$ 7,485.60**	**$ 600.00**	**$ 8,085.60**	**$ 468.96**
Arnold	Jeff				
Bell	Joel				
Brooks	Bryan				
Carroll	Arlene				
Coburn	Roland		FUND - 61		
Knight	Charlie				
Moore	Nadine				
James	Kim				
Sawyer	Robert				
Selby	Jhavae				
Peele	Joseph				
Wright	Mike				
12		**$ 89,827.20**	**$ 7,200.00**	**$ 97,027.20**	**$ 5,627.52**
James	Randy		FUND - 66		
Jenkins	Stuart				
2		**$ 14,971.20**	**$ 1,200.00**	**$ 16,171.20**	**$ 937.92**
36		**$ 269,570.40**	**$ 21,600.00**	**$ 291,170.40**	**$ 16,882.56**
Total All Depts		**$ 270,194.20**	**$ 21,600.00**	**$ 291,794.20**	**$ 16,921.64**
1 month for Arlene Willis		**$ (623.80)**	**$ -**	**$ (623.80)**	**$ (39.08)**

TAB 22

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-6738

May 10, 2021 (revised June 1, 2021)

The Honorable Town Council
Town of Plymouth, North Carolina

Dear Council Members:

I am pleased to present to the Council the Proposed FY 2022 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. With that said, the budget proposes both cuts to expenditures and revenue enhancements through utility rate increases, as well as the appropriations from the General Fund balance, so there is much to be discussed before the budget is adopted prior to June 30, 2021.

Earlier this year the Council established four main priorities related to budget. These four goals are as follows:

- Desire to improve the aesthetics and safety of the Town
  - Repave/repair Town maintained streets
  - Remove dilapidated structures
  - Improve aesthetics of Main, Water, Washington, and Wilson Street
  - Don't ignore drainage and sidewalks
- Desire to maintain and improve parks and recreation
  - Maintain park property and equipment
  - Continue improvements at Wilson Street Park
- Desire to adequately and fairly pay employees
  - Review/study current salaries
  - Provide for merit increases
- Desire not to raise taxes.

To summarize briefly, the total proposed FY 2022 Budget, including all funds would increase by 1.87% to a total of $6,362,540 from the FY 2021 Budget total of $6,245,664. With the proposed budget, General Fund revenues and expenditures would decrease by 5.23% from $3,314,898 to $3, 141,549, Water Fund revenues and expenditures would increase by 4.75% from $1,356,319 to $1,420,712, Sewer Fund revenues and expenditures would increase by 12.8% from $862,550 to $972,945, Sanitation Fund revenues and expenditures would increase by 18.59% from $604,897 to $717,334, and Stormwater Fund revenues and expenditures would increase by 2.8% from $107,000 to $110,000. Of the Town's funds, the General Fund accounts for 49% of the total proposed FY 2022 Budget, the Water Fund accounts for 22%, the Sewer Fund 15%, the Sanitation Fund 11% and the Stormwater Fund 2%.

There is no ad valorem (property) tax increase proposed as part of the proposed FY 2022 budget, so the ad valorem tax rate would remain at $0.54 per $100 of assessed value. Although Washington County conducted a revaluation effective for FY 2022, the Town's revenue neutral rate, which is the tax rate that, when applied to the new real property value, would generate the same amount of revenue (plus a growth factor) as the previous tax rate and value, is $0.5394, which is not appreciably different than the current tax rate of $0.54. Therefore, I am recommending no change to the current tax rate. Ad valorem taxed are primarily used to provide revenues for the General Fund and are expected to be stable in FY 2022, as are the other General Fund revenues, with the exception of investment earnings. However, I am recommending revenue enhancements to three of the Town's Enterprise Funds (Water, Sewer, Sanitation, but not Stormwater). Enterprise Funds are expected to be operated in a manner consistent with the private sector, meaning that the costs of providing the services should be covered by the fees charged for the service provided in the fund. While the Town has traditionally done a good job of balancing costs and fees associated with its Enterprise Funds, costs of service delivery continue to increase and the service fees have not been adjusted to meet these increases since FY 2018. In addition, the Town's water and sewer utilities have been placed on a list of "distressed" utilities by the North Carolina State Water Infrastructure Authority, largely due to inability of the Town to fund improvements to the water and sewer systems. I am specifically recommending that water rates be increased 12% from a base rate of $25 to $28 for the first 2,000 gallons, with each additional 1,000 gallons from 2001 gallons to 10,000 gallons increasing from $9 to $10.08 and each additional 1,000 gallons over 10,000 increasing from $11 to $12.32. I am also recommending that sewer rates be increased 11.11% from a base rate of $27 to $30 for the first 2,000 gallons, with each additional 1,000 gallons from 2001 gallons to 10,000 gallons increasing from $9 to $10 and each additional 1,000 gallons over 10,000 increasing from $12 to $13.33. Sanitation fees are recommended to increase by $4 per month to $24.64 and landfill fees by $3 to $14.97 per month. I am not recommending any change to stormwater fees, so they would remain $3 per month. The impact of these changes to the users of these services would be an increase of $12.60 per month for base level services. Assuming an average family of four uses 10,000 gallons of water per month, the increase would be $29.94 per month.

Expenditures for all funds for the proposed FY 2022 Budget can be broken down as follows: employee costs are $2,445,667 or 38% of total expenditures, operational costs are $2,330,228 or 37% of total expenditures, transfers from other funds to the General Fund are $1,168,827 or 18% of total expenditures, debt service is $295,007 or 5% of total expenditures, and capital outlay is $122,751 or 2% of total expenditures. Expenditures in the proposed FY 2022 Budget in the General Fund can be further broken down by department, with the Police Department 31% of General Fund expenditures at $987,230, Administration 15% or $485,386, Buildings and Grounds 12% or $362,919, Streets 11% or $339,619, Fleet Maintenance 9% or $289,590, Fire 7% or $205,589, Planning and Zoning 5% or $169,915, Information Technology 4% or $132,061, Legal 3% or $85,000, and both the Governing Body and Special Appropriations 1% or $44,340 and $39,900, respectively.

Currently, the Town employs 38 full-time equivalent employees (37 full-time, 2 part-time). The proposed FY 2022 Budget includes a 2% cost of living adjustment and a 1% merit increase for these employees. Heath insurance rates are expected to increase 4.7%. Other expenditure highlights of the proposed FY 2022 Budget are as follows:

- Governing Body: Election Expenses ($10,000)
- Administration: Part-Time Social Media Coordinator/PIO ($30,300)
- Information Technology: New police department server ($15,000)
- Buildings and Grounds: Wilson Street Park Improvements ($60,000)
- Police Department: One new patrol vehicle ($34,151)
- Replacement Tasers and cartridges ($5,000)
- Replacement portable radios ($15,000)
- Street Department: Flashing pedestrian and school signs ($8,500)
- Sidewalk repairs ($25,000)
- Street repairs ($141,000)
- Fleet Maintenance: Mower for WWTP ($7,600)
- Planning and Zoning: Demolition ($85,000)
- Sewer Department: Crush concrete for WWTP Road ($9,000)
- Sanitation: 2 New Employees ($95,159).

I believe that the proposed FY 2022 Budget is a good plan to address the Council's goals and priorities. I look forward to discussing the budget with you.

Sincerely,

Christopher Layton
Interim Town Manager