# TOWN OF PLYMOUTH

# 2023 – 2024

# BUDGET

# TAB 01

# Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
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Date: June 12, 2023

To: Mayor Brian A. Roth
Mayor Pro Tem Ms. Deborah Spencer
Councilman Gregory Boston
Councilwoman Mary Ann Byers
Councilman John Tharps
Councilwoman Kim Williams
Councilman Danny Wobbleton

RE: 2023-2024 Budget

In accordance with North Carolina General Statute 159, the Local Government Budget and Fiscal Control Act and on behalf of the entire staff, I submit this budget for the fiscal year 2023-2024. This budget message is divided into five (5) sections including: Overview, General Fund Revenues, General Fund Expenditures, Enterprise Funds and Summary.

**Section I**

<u>Overview</u>

The Town of Plymouth's fiscal year begins July 1, 2023, and ends on June 30, 2024. The town's governing board and administration department directs and administers both the general fund and enterprise funds.

The general fund is funded by ad-valorem taxes, sales tax, and several other revenue streams that "flow through" the state of North Carolina's Collection System and are subsequently forwarded to the town. Departments funded include:

- Governing Board
- Administration
- Legal

- Information Technology
- Building and Grounds
- Police
- Fire
- Streets
- Fleet Maintenance
- Planning and Zoning
- Special Appropriation

The enterprise funds are business type funds that generate revenue by charging the customer base for services rendered and must be supported from those revenues. These funds must be self-supporting and not subsidized by general fund revenues. Several of the general fund departments provide technical, maintenance and administrative support to the enterprise funds and the general fund must be compensated for these expenditures. Transfers between funds, to accomplish this, are specifically identified in the budget detail. Enterprise funds include:

- Water
- Sewer
- Sanitation
- Stormwater

**Section II**

General Fund Revenues

General Fund revenues are expected to be $3,255,949. These revenues include ad-valorem tax collections on real property and vehicles in the amount of $915,429, based on an 88.59% collection rate. Revenue re-imbursement from enterprise funds is anticipated to be $959,215. This reimbursement recognizes that the general fund pays all administrative costs, maintenance of equipment and fuel cost for enterprise fund departments. Taxes that flow through from the state are projected to be $807,000 and include local option sales tax, vehicle tag fees, beer and wine tax, and utility franchise tax. Other revenues include reimbursement from Washington County for fire services in the Conaby Fire District in the amount of $122,182, Powell Bill in the amount of $107,000 and other revenues from a variety of sources totaling $345,123 that includes $6,406 in fund balance to fund the remainder of the contract with Allison Plat for Downtown Streetscape Project and $40,000 in ARP funds to fund the renovation of Town Hall to allow for the Town to offer NCDMV services and the Police Department.

## Section III

General Fund Expenditures

Governing Board: The Governing Board expenditures are projected to increase from $35,060 in the previous fiscal year to $45,774 in this budget year. The increase is attributed to election expenses, a 31.7% increase liability insurance and a 24.8% in workers comp insurance.

Administration: The administration budget increases from $471,272 to $515,920 It includes a 2% COLA for five (5) employees, funding for the UNC School of Government Lead for North Carolina candidate, a 31.7% increase in liability insurance and a 24.8% increase in workers comp insurance.

Attorney: This budget decreases from $91,000 to $69,000.

Information Technology: This department includes all computer hardware, software, and communications equipment used in all town departments, both enterprise and general. This budget increased from $136,240 to $176,295 due to an increase in software costs, funding to replace the seven-year-old server at Town Hall and purchase four (4) patrol car laptops.

Building and Grounds: This department maintains all Town owned buildings and grounds including parks, museums, shops, and offices. This budget increases from $286,176 to $416,580. It includes a 2% COLA for two (2) employees, a 31.7% increase in liability insurance and a 24.8% increase in workers comp insurance, utility costs and cleaning services.

Police Department: The budget increases from $930,481.33 to $964,272. It includes a 2% COLA for fourteen (14) employees, a 31.7% increase in liability insurance and a 24.8% increase in workers comp insurance.

Fire Department: This budget decreased from $254,431 to $214,937 due to no special appropriations for capital improvements being included.

Street Department: This department includes maintenance on sidewalks and approximately twenty-two miles (22) of streets, street lighting and equipment. This budget decreases from $300,511 to $256,706 due to the track loader debt being paid in full.

Fleet Maintenance: This department includes fuel and maintenance cost for all equipment and vehicles in both the general fund and enterprise funds. This budget increases from $266,936 to $407,397. It includes a 2% COLA for one (1) employee, a 31.7% increase in automobile insurance, a 24.8% increase in workers comp insurance, increase in fuel cost and $85,000 for the purchase of two vehicles for the water and sewer departments that will be reimbursed by those funds.

Planning and Code Enforcement: This budget increases from $131,356 to $137,762. It includes a 2% COLA for one (1) employee, a 24.8% increase in workers comp insurance, a reduction in demolition and contracted services with Albemarle Commission.

Special Appropriation: This budget includes funding for the curator at the Port o'Plymouth Museum, Christmas Parade, matches for the streetscape and CAMA pump out projects and recreation fund. This budget decreases from $120,000 to $51,306 due to no contingency.

**Section IV**

Enterprise Funds

The town operates four (4) enterprise funds. Each fund must generate sufficient revenue to maintain the fund.

Water Department: This department provides maintenance on water lines and reads meters. This budget increases from $1,536,256 to $1,562,227.
It includes a 2% COLA for twelve (12) employees and an increase in reimbursement of services to the General Fund.

Sewer Department: This budget decreases from $1,297,550 to $1,191,000 due to no miscellaneous of revenues.

Sanitation: This budget increases from $596,500 to $672,500. It includes a 2% COLA for two (2) employees, an increase in reimbursement of services to the General Fund and contracted services. Due to the increased cost of contracted services, sanitation rates must be increased $4.99 per container per month to cover a deficit.

Storm Water: This budget stays that same at $110,000.

**Section V**

Summary

The Fiscal Year 2023-2024 budget for combined funds total $6,791,676 This total includes the General Fund of $3,255,949 and enterprise funds totaling $3,535,727. The budget is balanced with no increase in ad-valorem taxes, no increase in water, sewer, and stormwater rates and a $4.99 per month increase per waste container in the sanitation budget.

This budget adequately funds the Town's operations and achieves the goals established by the Governing Board.

Respectfully Submitted,

Joanne Floyd, CMC, NCCMC
Town Manager

# TAB 02

## GENERAL FUND - SUMMARY

| DEPARTMENT CODE | CODE DESCRIPTION | CURRENT BUDGET | REQUESTED | TOTAL |
|---|---|---|---|---|
| 10 | REVENUES | $ 3,023,463.33 | $ 3,255,394.81 | $ 231,931.48 |
| | | | | |
| 4110 | GOVERNING BODY | $ 35,060.00 | $ 45,774.00 | $ 10,714.00 |
| 4120 | ADMINISTRATION | $ 471,272.00 | $ 515,920.19 | $ 44,648.19 |
| 4150 | ATTORNEY | $ 91,000.00 | $ 69,000.00 | $ (22,000.00) |
| 4210 | INFORMATION TECHNOLOGY | $ 136,240.00 | $ 176,295.00 | $ 40,055.00 |
| 4260 | BUILDINGS & GROUNDS | $ 286,176.00 | $ 416,026.00 | $ 129,850.00 |
| 4310 | POLICE | $ 930,481.33 | $ 964,271.62 | $ 33,790.29 |
| 4340 | FIRE | $ 254,431.00 | $ 214,937.00 | $ (39,494.00) |
| 4510 | STREETS | $ 300,511.00 | $ 256,706.00 | $ (43,805.00) |
| 4540 | FLEET | $ 266,936.00 | $ 407,397.00 | $ 140,461.00 |
| 4910 | PLANNING, ZONING, INSPECT | $ 131,356.00 | $ 137,762.00 | $ 6,406.00 |
| 6110 | SPECIAL APPROPRIATIONS | $ 120,000.00 | $ 51,306.00 | $ (68,694.00) |
| | **TOTAL EXPENSES** | **$ 3,023,463.33** | **$ 3,255,394.81** | **$ 231,931.48** |
| | **REVENUES OVER/(UNDER) EXPENDITURES** | **$ -** | **$ 0.00** | **$ 0.00** |

## WATER FUND - SUMMARY

| DEPARTMENT CODE | CODE DESCRIPTION | CURRENT BUDGET | REQUESTED | TOTAL |
|---|---|---|---|---|
| 61 | REVENUES | $ 1,536,256.00 | $ 1,562,226.66 | $ 25,970.66 |
| | | | | |
| 61 | EXPENSES | $ 1,536,256.00 | $ 1,562,226.66 | $ 25,970.66 |
| | **REVENUES OVER/(UNDER) EXPENDITURES** | **$ -** | **$ (0.00)** | **$ (0.00)** |

## SEWER FUND - SUMMARY

| DEPARTMENT CODE | CODE DESCRIPTION | CURRENT BUDGET | REQUESTED | TOTAL |
|---|---|---|---|---|
| 62 | REVENUES | $ 1,297,550.00 | $ 1,191,000.00 | $ (106,550.00) |
| | | | | |
| 62 | EXPENSES | $ 1,297,550.00 | $ 1,191,000.00 | $ (106,550.00) |
| | **REVENUES OVER/(UNDER) EXPENDITURES** | **$ -** | **$ -** | **$ -** |

## SANITATION FUND - SUMMARY

| DEPARTMENT CODE | CODE DESCRIPTION | CURRENT BUDGET | REQUESTED | TOTAL |
|---|---|---|---|---|
| 66 | REVENUES | $ 596,500.00 | $ 672,500.00 | $ 76,000.00 |
| | | | | |
| 66 | EXPENSES | $ 596,500.00 | $ 672,500.00 | $ 76,000.00 |
| | **REVENUES OVER/(UNDER) EXPENDITURES** | **$ -** | **$ -** | **$ -** |

## STORMWATER FUND - SUMMARY

| DEPARTMENT CODE | CODE DESCRIPTION | CURRENT BUDGET | REQUESTED | TOTAL |
|---|---|---|---|---|
| 67 | REVENUES | $ 110,000.00 | $ 110,000.00 | $ - |
| | | | | |
| 67 | EXPENSES | $ 110,000.00 | $ 110,000.00 | $ - |
| | **REVENUES OVER/(UNDER) EXPENDITURES** | **$ -** | **$ -** | **$ -** |

# TAB 03

**Town of Plymouth**

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
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# ***GENERAL FUND REVENUES***

**Budget – 2023 – 2024**

Roanoke River Lighthouse
Plymouth, NC

## BUDGET - 2023-2024

### GENERAL FUND - REVENUES

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-3100-0001 | 2001 TAX REVENUES | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3100-0002 | 2002 TAX REVENUES | $ - | $ 11.01 | $ - | $ - | $ - | $ - | $- |
| 10-3100-0003 | 2003 TAX REVENUES | $ - | $ 15.95 | $ - | $ - | $ - | $ - | $- |
| 10-3100-0004 | 2004 TAX REVENUES | $ - | $ 20.88 | $ - | $ - | $ - | $ - | $- |
| 10-3100-0005 | 2005 TAX REVENUES | $ - | $ 36.85 | $ - | $ 78.10 | $ - | $ - | $- |
| 10-3100-0006 | 2006 TAX REVENUES | $ - | $ 96.54 | $ - | $ 183.87 | $ - | $ - | $- |
| 10-3100-0007 | 2007 TAX REVENUES | $ - | $ 141.65 | $ - | $ 324.52 | $ - | $ - | $- |
| 10-3100-0008 | 2008 TAX REVENUES | $ - | $ 126.86 | $ - | $ 608.95 | $ - | $ - | $- |
| 10-3100-0009 | 2009 TAX REVENUES | $ - | $ 162.67 | $ - | $ 635.31 | $ - | $ - | $- |
| 10-3100-0010 | 2010 TAX REVENUES | $ - | $ 207.09 | $ - | $ 552.71 | $ - | $ - | $- |
| 10-3100-0011 | 2011 TAX REVENUES | $ - | $ 207.09 | $ - | $ 593.73 | $ - | $ - | $- |
| 10-3100-0012 | 2012 TAX REVENUES | $ - | $ 187.09 | $ - | $ 1,189.80 | $ - | $ - | $- |
| 10-3100-0013 | 2013 TAX REVENUES | $ - | $ 216.00 | $ - | $ 1,337.16 | $ - | $ - | $- |
| 10-3100-0014 | 2014 TAX REVENUES | $ - | $ 465.28 | $ - | $ 1,421.86 | $ - | $ - | $- |
| 10-3100-0015 | 2015 TAX REVENUES | $ - | $ 457.94 | $ - | $ 4,503.13 | $ - | $ - | $- |
| 10-3100-0016 | 2016 TAX REVENUES | $ - | $ (966.47) | $ - | $ 4,774.10 | $ - | $ - | $- |
| 10-3100-0017 | 2017 TAX REVENUES | $ - | $ 1,826.81 | $ - | $ 6,446.47 | $ - | $ - | $- |
| 10-3100-0018 | 2018 TAX REVENUES | $ - | $ 2,365.00 | $ - | $ 6,912.87 | $ - | $ - | $- |
| 10-3100-0019 | 2019 TAX REVENUES | $ - | $ 6,438.69 | $ - | $ 6,803.13 | $ - | $ - | $- |
| 10-3100-0020 | 2020 TAX REVENUES | $ - | $ 2,626.34 | $ 73,000.00 | $ 34,849.06 | $ - | $ - | $- |
| 10-3100-0021 | 2021 TAX REVENUES | $ 73,000.00 | $ 26,330.33 | $ 821,500.00 | $ 823,332.97 | $ - | $ - | $- |
| 10-3100-0022 | 2022 TAX REVENUES | $ 823,000.00 | $ 806,889.28 | $ - | $ - | $ 50,000.00 | $ - | $- |
| 10-3100-0023 | 2023 TAX REVENUES | | | | | $ 915,429.00 | | |
| 10-3100-0097 | 1997 TAX REVENUES | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3100-0098 | 1998 TAX REVENUES | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3100-0099 | 1999 TAX REVENUES | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3100-0100 | 2000 TAX REVENUES | $ - | $ - | $ - | $ 11.81 | $ - | $ - | $- |
| 10-3100-0114 | 2014 MOTOR VEHICLE TAX | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3100-0115 | 2015 MOTOR VEHICLE TAX | $ - | $ - | $ - | $ 44.39 | $ - | $ - | $- |
| 10-3100-0116 | 2016 MOTOR VEHICLE TAX | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3100-0117 | 2017 MOTOR VEHICLE TAX | $ - | $ - | $ - | $ 0.34 | $ - | $ - | $- |
| 10-3100-0118 | 2018 MOTOR VEHICLE TAX | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3100-0119 | 2019 MOTOR VEHICLE TAX | $ - | $ 73.01 | $ - | $ 82.28 | $ - | $ - | $- |
| 10-3100-0120 | 2020 MOTOR VEHICLE TAX | $ - | $ 235.70 | $ 40,000.00 | $ 30,952.53 | $ - | $ - | $- |
| 10-3100-0121 | 2021 MOTOR VEHICLE TAX | $ 45,000.00 | $ 50,606.84 | $ 67,000.00 | $ 98,149.34 | $ - | $ - | $- |
| 10-3100-0122 | 2022 MOTOR VEHICLE TAX | $ 75,000.00 | $ 20,692.62 | $ - | $ (736.08) | $ 30,000.00 | $ - | $- |
| 10-3100-0123 | 2023 MOTOR VEHICLE TAX | | | | | $ 100,000.00 | | |
| 10-3100-1800 | TAX INTEREST | $ 35,000.00 | $ 13,436.11 | $ 35,000.00 | $ 24,683.55 | $ 25,000.00 | $ - | $- |
| 10-3100-1801 | VEHICLE TAGS | $ 34,000.00 | $ 20,070.00 | $ 30,000.00 | $ 36,660.00 | $ 35,000.00 | $ - | $- |

## GENERAL FUND - REVENUES - CONTINUED

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-3230-1000 | LOCAL OPTION SALES TAX | $ 490,000.00 | $ 187,724.67 | $ 450,000.00 | $ 532,271.09 | $ 553,607.00 | $ - | $- |
| 10-3260-1700 | LICENSE - BEER AND WINE LOCAL | $ - | $ - | $ - | $ 195.00 | $ - | $ - | $- |
| 10-3321-1000 | PAYMENTS IN LIEU OF TAX | $ 3,500.00 | $ - | $ 3,500.00 | $ 19,626.00 | $ 8,500.00 | $ - | $- |
| 10-3322-2000 | BEER & WINE - STATE | $ 15,000.00 | $ - | $ 15,000.00 | $ 13,097.03 | $ 14,500.00 | $ - | $- |
| 10-3322-2100 | WASHINGTON CO ABC BOARD | $ 2,000.00 | $ 11,458.00 | $ 2,000.00 | $ - | $ 2,000.00 | $ - | $- |
| 10-3323-1000 | COURT COST | $ 1,500.00 | $ 141.50 | $ 1,500.00 | $ 1,071.80 | $ - | $ - | $- |
| 10-3324-1000 | UTILITY FRANCHISE TAX | $ 200,000.00 | $ 51,302.84 | $ 202,000.00 | $ 192,304.19 | $ 192,856.00 | $ - | $- |
| 10-3346-2000 | ZONING PERMITS & B/AJ | $ 1,500.00 | $ 600.00 | $ 1,500.00 | $ 1,950.00 | $ 500.00 | $ - | $- |
| 10-3346-3000 | CODE VIOLATIONS | $ 1,000.00 | $ 690.00 | $ - | $ 1,255.00 | $ - | $ - | $- |
| 10-3451-1000 | STATE AID POWELL BILL | $ 105,000.00 | $ 107,272.92 | $ 93,438.00 | $ 109,693.07 | $ 107,000.00 | $ - | $- |
| 10-3498-2000 | REIMB. FIRE SERVICES | $ 122,182.00 | $ 71,272.81 | $ 122,182.00 | $ 122,182.00 | $ 122,182.00 | $ - | $- |
| 10-3500-1000 | POLICE CITATION | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3500-1100 | POLICE REPORTS | $ - | $ 53.00 | $ - | $ 35.00 | $ - | $ - | $- |
| 10-3500-1200 | POLICE DRUG TAX | $ - | $ 338.18 | $ - | $ 807.51 | $ - | $ - | $- |
| 10-3500-1400 | POLICE DONATIONS | $ - | $ 200.00 | $ - | $ - | $ - | $ - | $- |
| 10-3500-3000 | FEMA "REIMBURSEMENT" | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3500-5000 | GRANT - FIRE - OSFM | $ 30,000.00 | $ - | $ 38,749.00 | $ 26,551.72 | $ 30,000.00 | $ - | $- |
| 10-3500-6000 | SPECIAL GRANTS FOR FD | $ 45,000.00 | $ 45,000.00 | $ - | $ - | $ - | $ - | $- |
| 10-3600-0000 | INSTALLMT PURCH PRO FIRE TRUCK | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3712-1700 | Return Check Fee | $ - | $ 2.26 | $ - | $ 47.74 | $ - | $ - | $- |
| 10-3831-4900 | INTEREST ON POWELL BILL | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3831-4910 | INVESTMENT EARNINGS | $ 35,000.00 | $ 25,739.63 | $ 8,000.00 | $ 3,207.04 | $ 50,000.00 | $ - | $- |
| 10-3834-2000 | RENTS & CONCESSIONS | $ 3,600.00 | $ 2,241.26 | $ 3,600.00 | $ 3,789.12 | $ 3,600.00 | $ - | $- |
| 10-3835-8200 | SALE OF FIXED ASSETS | $ 15,000.00 | $ 5,001.00 | $ 10,000.00 | $ 20,986.61 | $ - | $ - | $- |
| 10-3835-8300 | SALE OF BEARS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3839-1000 | MISCELLANEOUS REVENUES | $ 28,244.33 | $ 23,254.33 | $ 5,000.00 | $ 8,589.17 | $ 9,600.00 | $ - | $- |
| 10-3839-1001 | LEASE INCOME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-3839-2100 | COVID INCOME | $ - | $ - | $ 11,392.12 | $ - | $ - | $ - | $- |
| 10-3986-9861 | REIMBURSEMENT - WATER | $ 310,000.00 | $ 176,039.99 | $ 284,694.63 | $ 284,694.63 | $ 348,192.85 | $ - | $- |
| 10-3986-9862 | REIMBURSEMENT - SEWER | $ 310,000.00 | $ 168,720.81 | $ 226,706.00 | $ 226,706.04 | $ 321,192.85 | $ - | $- |
| 10-3986-9866 | REIMBURSEMENT - SANITATION | $ 159,000.00 | $ 94,637.93 | $ 128,479.00 | $ 128,478.96 | $ 238,349.95 | $ - | $- |
| 10-3986-9867 | REIMBURSEMENT - STORMWATER | $ 60,937.00 | $ 35,546.56 | $ 71,302.00 | $ 71,301.96 | $ 51,479.16 | $ - | $- |
| 10-3991-1000 | FUND BALANCE APPROPRIATION | $ - | $ - | $ 388,970.40 | $ - | $ 6,406.00 | $ - | $- |
| 10-3991-1001 | ARP FUNDS | $ - | $ - | $ - | $ - | $ 40,000.00 | $ - | $- |
| 10-3991-1100 | POWELL BILL - FUND BALANCE | $ - | $ - | $ 47,568.00 | $ - | $ - | $ - | $- |
| | **TOTAL - REVENUES - GENERAL FUND** | **$ 3,023,463.33** | **$ 1,960,214.85** | **$ 3,182,081.15** | **$ 2,853,236.58** | **$ 3,255,394.81** | **$ -** | **$ -** |

# TAB 04

**Town of Plymouth**
124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-3744

# ***GOVERNING BOARD***
# ***4110***



Roanoke River Lighthouse
Plymouth, NC

| GOVERNING BODY | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
| 10-4110-1210 | MAYOR & COUNCILMEN | $ 28,800.00 | $ 16,800.00 | $ 29,900.00 | $ 29,900.00 | $ 28,800.00 | $ - | $- |
| 10-4110-1810 | FRINGE - SOC TAX | $ 1,786.00 | $ 1,041.60 | $ 1,853.80 | $ 1,853.80 | $ 1,786.00 | $ - | $- |
| 10-4110-1811 | FRINGE - MED TAX | $ 418.00 | $ 243.53 | $ 433.43 | $ 433.43 | $ 418.00 | $ - | $- |
| 10-4110-2990 | MISCELLANEOUS | $ 1,000.00 | $ 301.47 | $ 600.00 | $ 595.47 | $ 1,000.00 | $ - | $- |
| 10-4110-3110 | TRAVEL & TRAINING | $ 1,000.00 | $ - | $ 285.77 | $ (9.70) | $ 1,000.00 | $ - | $- |
| 10-4110-4170 | ELECTION EXPENSES | $ - | $ - | $ 9,231.00 | $ 9,231.00 | $ 9,510.00 | $ - | $- |
| 10-4110-4510 | INSURANCE - PROPERTY/LIABILITY | $ 2,056.00 | $ 2,056.00 | $ 1,836.00 | $ 1,836.00 | $ 3,260.00 | $ - | $- |
| 10-4110-5100 | CAPITAL OUTLAY - OFFICE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| | **TOTAL - GOVERNING BODY** | **$ 35,060.00** | **$ 20,442.60** | **$ 44,140.00** | **$ 43,840.00** | **$ 45,774.00** | $ - | $- |

# TOWN OF PLYMOUTH
# 2023-2024 BUDGET
# LINE ITEM REQUEST FORM

## 4110: GOVERNING BODY

| | | | |
|---|---|---|---|
| Line Item: 10-4110-1210 | | Current Budget: | $28,800 |
| Line Item Name: Salaries | | Request: | $28,800 |
| Justification: | Includes no proposed increase. | Recommended: | $0 |

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: | Recommended: | $0 |

| | |
|---|---|
| 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: | Recommended: | $0 |

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

| | | |
|---|---|---|
| Line Item: 10-4110-2990 | Current Budget: | $1,000 |
| Line Item Name: Miscellaneous | Request: | $1,000 |
| Justification: | Recommended: | $0 |

Items not budgeted otherwise.

| Line Item: 10-4110-3110 | Current Budget: | $1,000 |
|---|---|---|
| Line Item Name: Travel and Training | Request: | $1,000 |
| Justification: | Recommended: | $0 |

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: | $9,510 |
| Justification: | Recommended: | $0 |

Election year.

| Line Item: 10-4110-4510 | Current Budget: | $2,056 |
|---|---|---|
| Line Item Name: Insurance: Property and Liability | Request: | $3,260 |
| Justification: | Recommended: | $0 |

Bond and Liability Insurance -
Councilmember's Worker's Compensation

# TAB 05

**Town of Plymouth**
124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-3744

# ***ADMINISTRATION DEPARTMENT 4120***

**Budget – 2023 – 2024**

Roanoke River Lighthouse
Plymouth, NC

## ADMINISTRATION DEPARTMENT

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-4120-1210 | SALARIES | $ 258,941.66 | $ 148,984.00 | $ 252,758.20 | $ 248,510.94 | $ 272,516.00 | $ - | $- |
| 10-4120-1215 | COMP TIME | $ 513.83 | $ 513.83 | $ 550.00 | $ 429.77 | $ 500.00 | $ - | $- |
| 10-4120-1220 | SALARIES - OVERTIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4120-1260 | SALARIES - PART - TIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4120-1810 | FRINGE - SOC TAX | $ 16,407.00 | $ 9,189.05 | $ 15,683.73 | $ 15,261.58 | $ 16,927.00 | $ - | $- |
| 10-4120-1811 | FRINGE - MED TAX | $ 3,837.00 | $ 2,149.08 | $ 3,667.75 | $ 3,569.36 | $ 3,959.00 | $ - | $- |
| 10-4120-1820 | FRINGE - ORBIT RETIREMENT | $ 32,233.00 | $ 14,334.06 | $ 28,014.36 | $ 25,439.03 | $ 35,328.00 | $ - | $- |
| 10-4120-1821 | FRINGE - PRUDENTIAL SUPPLEMENT | $ 13,232.00 | $ 5,203.88 | $ 12,322.56 | $ 8,571.78 | $ 13,651.00 | $ - | $- |
| 10-4120-1830 | FRINGE - HEALTH INSURANCE | $ 33,034.00 | $ 16,431.68 | $ 29,431.20 | $ 21,692.46 | $ 29,532.00 | $ - | $- |
| 10-4120-1831 | FRINGE - DENTAL INSURANCE | $ 2,064.00 | $ 820.68 | $ 1,875.92 | $ 1,836.76 | $ 1,876.00 | $ - | $- |
| 10-4120-1832 | FRINGE - MEDICAL DEBIT CARD | $ 2,400.00 | $ 1,136.17 | $ 1,632.50 | $ 1,224.15 | $ 3,000.00 | $ - | $- |
| 10-4120-1850 | UNEMPLOYMENT COMPENSATION | $ 1,316.51 | $ 1,228.79 | $ 4,910.94 | $ 4,910.94 | $ 2,000.00 | $ - | $- |
| 10-4120-1990 | AUDIT SERVICES | $ 39,845.00 | $ 36,365.00 | $ 30,000.00 | $ 20,357.00 | $ 40,000.00 | $ - | $- |
| 10-4120-1991 | PROFESSIONAL SERVICES | $ - | $ - | $ 13,095.71 | $ 10,739.88 | $ 13,000.00 | $ - | $- |
| 10-4120-2000 | DEPARTMENT SUPPLIES | $ 4,000.00 | $ 3,198.63 | $ 4,597.01 | $ 4,597.01 | $ 5,201.19 | $ - | $- |
| 10-4120-3000 | EMPLOYEE APPRECIATION | $ 3,000.00 | $ 3,000.00 | $ 2,572.26 | $ 2,572.26 | $ 3,500.00 | $ - | $- |
| 10-4120-3110 | TRAVEL & TRAINING | $ 3,500.00 | $ 2,820.93 | $ 3,117.04 | $ 2,534.91 | $ 5,000.00 | $ - | $- |
| 10-4120-3120 | MGR'S TRAVEL ALLOWANCE | $ 3,000.00 | $ 1,750.00 | $ 3,000.00 | $ 3,000.00 | $ 3,000.00 | $ - | $- |
| 10-4120-3250 | POSTAGE | $ 4,000.00 | $ 2,365.99 | $ 3,475.00 | $ 2,340.28 | $ 4,200.00 | $ - | $- |
| 10-4120-3410 | PRINTING MISC | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4120-3521 | BANKING ANALYSIS CHARGES | $ 18,000.00 | $ 15,600.55 | $ 22,420.49 | $ 22,338.64 | $ 30,000.00 | $ - | $- |
| 10-4120-3540 | SERV & MAINT CONTRACT | $ 4,000.00 | $ 1,780.50 | $ 3,915.95 | $ 3,348.78 | $ 4,000.00 | $ - | $- |
| 10-4120-3700 | ADVERTISING - LEGAL | $ 3,000.00 | $ 2,237.41 | $ 4,299.84 | $ 4,298.78 | $ 3,000.00 | $ - | $- |
| 10-4120-4310 | LEASE - COPIER | $ 2,000.00 | $ 823.58 | $ 2,100.00 | $ 1,875.77 | $ 1,500.00 | $ - | $- |
| 10-4120-4510 | INSURANCE-PROPERTY/LIABILITY | $ 9,698.00 | $ 9,698.00 | $ 11,413.78 | $ 11,413.78 | $ 7,980.00 | $ - | $- |
| 10-4120-4910 | DUES & SUBSCRIPTIONS | $ 7,000.00 | $ 5,768.00 | $ 7,000.00 | $ 6,806.01 | $ 8,000.00 | $ - | $- |
| 10-4120-4930 | DMV - VEHICLE TAX - ADMIN FEE | $ 5,250.00 | $ 3,137.56 | $ 6,588.45 | $ 5,645.86 | $ 7,250.00 | $ - | $- |
| 10-4120-4990 | MISCELLANEOUS | $ 1,000.00 | $ 768.02 | $ 1,884.66 | $ 1,884.66 | $ 1,000.00 | $ - | $- |
| 10-4120-6990 | CONTRACT SERVICE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| | **TOTAL - ADMINISTRATION** | **$ 471,272.00** | **$ 289,305.39** | **$ 470,327.35** | **$ 435,200.39** | **$ 515,920.19** | $ - | $- |

# TOWN OF PLYMOUTH
# 2023-2024 BUDGET
# LINE ITEM REQUEST FORM

## 4120: ADMINISTRATION

| | |
|---|---|
| Line Item: 10-4120-1210 | Current Budget: $258,955 |
| Line Item Name: Salaries | Request: $272,516 |
| Justification: | Recommended: $0 |
| Includes Salaries with a 2% COLA Increase and Christmas Bonuses for five (5) employees. | |

| | |
|---|---|
| Line Item: 10-4120-1215 | Current Budget: $500 |
| Line Item Name: Comp Time | Request: $500 |
| Justification: | Recommended: $0 |

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

| | |
|---|---|
| Line Item: 10-4120-1260 | Current Budget: $0 |
| Line Item Name: Part-Time | Request: $0 |
| Justification: | Recommended: $0 |

| Line Item: 10-4120-1810 | | | Current Budget: | $16,407 |
|---|---|---|---|---|
| Line Item Name: Fringe - SOC Tax | | | Request: | $16,927 |
| Justification: | | | Recommended: | $0 |
| Total Salaries: | $273,016 | 5 employees | | |
| SOC % | 6.20% | | | |
| | $16,927 | | | |

| Line Item: 10-4120-1811 | | | Current Budget: | $3,837 |
|---|---|---|---|---|
| Line Item Name: Fringe - MED Tax | | | Request: | $3,959 |
| Justification: | | | Recommended: | $0 |
| Total Salaries: | $273,016 | 5 employees | | |
| MED % | 1.45% | | | |
| | $3,959 | | | |

| Line Item: 10-4120-1820 | | | Current Budget: | $32,233 |
|---|---|---|---|---|
| Line Item Name: Fringe - ORBIT | | | Request: | $35,328 |
| Justification: | | | Recommended: | $0 |
| Total Salaries: | $273,016 | 5 employees | | |
| ORBIT % | 12.94% | | | |
| | $35,328 | | | |

| Line Item: 10-4120-1821 | | | Current Budget: | $13,232 |
|---|---|---|---|---|
| Line Item Name: Fringe - Prudential Supplement | | | Request: | $13,651 |
| Justification: | | | Recommended: | $0 |
| Total Salaries: | $273,016 | 5 employees | | |
| PRUDENTIAL % | 5.00% | (1.5% Employer Contribution + 3.5% Employer Match = 5%) | | |
| | $13,651 | | | |
| Not paid on part-time employees. | | | | |

| Line Item: 10-4120-1830 | Current Budget: | $33,034 |
|---|---|---|
| Line Item Name: Fringe - Health Insurance | Request: | $29,532 |
| Justification: | Recommended: | $0 |
| Includes Health Insurance cost for four (4) employees & five (5) employees Life Insurance. | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4120-1831 | | Current Budget: | $2,064 |
| Line Item Name: Fringe - Dental | | Request: | $1,876 |
| Justification: | | Recommended: | $0 |
| Includes Dental Insurance for four (4) employees. | | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4120-1832 | | Current Budget: | $2,400 |
| Line Item Name: Medical Debit Card | | Request: | $3,000 |
| Justification: | | Recommended: | $0 |
| Includes Medical Debit Cards cost for five (5) employees. | | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4120-1850 | | Current Budget: | $1,317 |
| Line Item Name: Unemployment Compensation | | Request: | $2,000 |
| Justification: | | Recommended: | $0 |

| | | | |
|---|---|---|---|
| Line Item: 10-4120-1990 | | Current Budget: | $39,845 |
| Line Item Name: Audit Services | | Request: | $40,000 |
| Justification: | | Recommended: | $0 |
| Cost to provide auditing services for the 2022 - 2023 fiscal year. | | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4120-1991 | | Current Budget: | $0 |
| Line Item Name: Professional Services | | Request: | $13,000 |
| Justification: | | Recommended: | $0 |
| LEADS associate - contracted labor - billed quarterly. | | | |

| | |
|---|---|
| Line Item: 10-4120-2000 | Current Budget: $4,000 |
| Line Item Name: Department Supplies | Request: $5,201 |
| Justification: | Recommended: $0 |

Includes office and general supplies, janitorial supplies, printing expense, small tools and equipment costing less than $5,000 and any other routine materials required for the operation of the department.

| | |
|---|---|
| Line Item: 10-4120-3000 | Current Budget: $3,000 |
| Line Item Name: Employee Appreciation | Request: $3,500 |
| Justification: | Recommended: $0 |

Annual Christmas Dinner. Food inflation costs.

| | |
|---|---|
| Line Item: 10-4120-3110 | Current Budget: $3,500 |
| Line Item Name: Travel and Training | Request: $5,000 |
| Justification: | Recommended: $0 |

Includes all estimated costs, including transportation, meals and lodging, for business travel connected with the department program or other Town business.

Includes Manager's travel over 50 miles.

| | |
|---|---|
| Line Item: 10-4120-3120 | Current Budget: $3,000 |
| Line Item Name: Manager's Travel Allowance | Request: $3,000 |
| Justification: | Recommended: $0 |

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

| | |
|---|---|
| Line Item: 10-4120-3250 | Current Budget: $4,000 |
| Line Item Name: Postage | Request: $4,200 |
| Justification: | Recommended: $0 |

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

| | | | |
|---|---|---|---|
| Line Item: 10-4120-3521 | | Current Budget: | $18,000 |
| Line Item Name: Banking Analysis Charges | | Request: | $30,000 |
| Justification: | | Recommended: | $0 |

Includes cost of corporate account analysis, corporate account discount, remote deposit charge, merchant discount charge, Basys processing fee, deposit slips & stop payment fees.

| | | | |
|---|---|---|---|
| Line Item: 10-4120-3540 | | Current Budget: | $4,000 |
| Line Item Name: Service and Maintenance Contracts | | Request: | $4,000 |
| Justification: | | Recommended: | $0 |

Includes costs of Postage Meter Maintenance, VRC and ACS Benefits. Postage Meter 4 x $318 = $1272 + 5% = $1356. VRC 7 x $50 = $350. ACS 12 x $169.85 = $2,038 + 5% = $2140

| | | | |
|---|---|---|---|
| Line Item: 10-4120-3700 | | Current Budget: | $3,000 |
| Line Item Name: Advertising - Legal | | Request: | $3,000 |
| Justification: | | Recommended: | $0 |

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

| | | | |
|---|---|---|---|
| Line Item: 10-4120-4310 | | Current Budget: | $2,000 |
| Line Item Name: Lease - Copier | | Request: | $1,500 |
| Justification: | | Recommended: | $0 |

Leased with Quality Office Equipment

Lease expires - June 2026

| | | | |
|---|---|---|---|
| Line Item: 10-4120-4510 | | Current Budget: | $9,698 |
| Line Item Name: Insurance: Property and Liability | | Request: | $7,980 |
| Justification: | | Recommended: | $0 |

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

| | | |
|---|---|---|
| Line Item: 10-4120-4910 | Current Budget: | $7,000 |
| Line Item Name: Dues and Subscriptions | Request: | $8,000 |
| Justification: | Recommended: | $0 |

| | |
|---|---|
| Annual Dues: ICMA/NCMMA | 600 + 900 |
| School of Gov't membership | 483.00 |
| Albemarle Commission | 800.00 |
| MW Chamber of Commerce | 300.00 |
| IIMC - CMC | 165.00 |
| League of Municipalities Membership | 4,445.00 |
| Clerk's Membership | 185 + 80 |
| Roanoke Beacon Subscription | 30.00 |

| | | |
|---|---|---|
| Line Item: 10-4120-4930 | Current Budget: | $5,250 |
| Line Item Name: DMV-Vehicle Tax - Administration | Request: | $7,250 |
| Justification: | Recommended: | $0 |

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

| | | |
|---|---|---|
| Line Item: 10-4120-4990 | Current Budget: | $1,000 |
| Line Item Name: Miscellaneous | Request: | $1,000 |
| Justification: | Recommended: | $0 |

# TAB 06

# Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-3744

# ***ATTORNEY DEPARTMENT 4150***

**Budget – 2023 – 2024**

Roanoke River Lighthouse
Plymouth, NC

## ATTORNEY DEPARTMENT

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-4150-1910 | SALE OF PROPERTY | $ - | $ - | $ 500.00 | $ 500.00 | $ - | $ - | $- |
| 10-4150-1920 | FORECLOSURES - LEGAL MATTERS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4150-1921 | FORECLOSURES - ZLS - LEGAL | $ - | $ - | $ 3,286.43 | $ 3,286.43 | $ - | $ - | $- |
| 10-4150-1922 | FORECLOSURES-MISC-LEGAL MATTER | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4150-1930 | FORECLOSURES-COUNTY EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4150-1940 | FORECLOSURES-MISC-LEGAL MATTER | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4150-1950 | CONDEMNATION - LEGAL MATTERS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4150-1951 | ZONING - LEGAL MATTERS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4150-1990 | COURT - LEGAL MATTERS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4150-6990 | CONTRACT-GENERAL-LEGAL MATTERS | $ 91,000.00 | $ 49,974.14 | $ 101,213.57 | $ 95,278.90 | $ 69,000.00 | $ - | $- |
| 10-4150-6991 | CONTRACT-EMPLOYMENT-LEGAL | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| | **TOTAL - ATTORNEY** | **$ 91,000.00** | **$ 49,974.14** | **$ 105,000.00** | **$ 99,065.33** | **$ 69,000.00** | $ - | $- |

**TOWN OF PLYMOUTH**
**2023-2024 BUDGET**
**LINE ITEM REQUEST FORM**

# 4150: ATTORNEY

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

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

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

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

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

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

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

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

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

| | | | |
|---|---|---|---|
| Line Item: 10-4150-6990 | | Current Budget: | $91,000 |
| Line Item Name: Contract - General - Legal Matters | | Request: | $69,000 |
| Justification: | | Recommended: | $0 |
| Per contract. | | | |

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

# TAB 07

**Town of Plymouth**

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

TELEPHONE: (252) 793-9101

FAX: (252) 793-3744


# ***IT DEPARTMENT***
# ***4210***

**Budget – 2023 – 2024**

Roanoke River Lighthouse
Plymouth, NC

## INFORMATION TECHNOLOGY DEPARTMENT

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-4210-2910 | SOFTWARE | $ 37,800.00 | $ 31,198.00 | $ 32,221.00 | $ 32,170.20 | $ 38,602.00 | $ - | $- |
| 10-4210-3210 | TELEPHONE | $ 26,600.00 | $ 16,766.35 | $ 25,579.93 | $ 25,579.93 | $ 27,500.00 | $ - | $- |
| 10-4210-3211 | INTERNET | $ 26,000.00 | $ 15,192.92 | $ 27,095.67 | $ 27,095.67 | $ 31,000.00 | $ - | $- |
| 10-4210-4400 | WEB PAGE | $ 2,100.00 | $ - | $ 1,064.40 | $ 989.45 | $ 2,163.00 | $ - | $- |
| 10-4210-5100 | EQUIPMENT PURCHASE | $ 14,040.00 | $ - | $ 28,100.00 | $ 27,879.00 | $ 35,330.00 | $ - | $- |
| 10-4210-6990 | CONTRACT SERVICE | $ 29,700.00 | $ 19,800.00 | $ 29,700.00 | $ 29,700.00 | $ 41,700.00 | $ - | $- |
| | **TOTAL - INFORMATION TECHNOLOGY** | **$ 136,240.00** | **$ 82,957.27** | **$ 143,761.00** | **$ 143,414.25** | **$ 176,295.00** | **$ -** | **$-** |

# TOWN OF PLYMOUTH
# 2023-2024 BUDGET
# LINE ITEM REQUEST FORM

## 4210: INFORMATION TECHNOLOGY

| | | | |
|---|---|---|---|
| Line Item: 10-4210-2910 | | Current Budget: | $37,800 |
| Line Item Name: Software | | Request: | $38,602 |
| Justification: | | Recommended: | $0 |
| | Department | | |
| Archiving | All | $ | 4,188.00 |
| KOFAX Power PDF 4.0 Advanced | Town Hall | | 236.00 |
| DCI - NC SBI - 6 months | PD | | 300.00 |
| DCI - NC SBI - 6 months | PD | | 300.00 |
| International Assoc (IACP Renewal) | PD | | 525.00 |
| SOUNDSIDE - Cost for having email addressses | All | | 5,989.20 |
| SOUNDSIDE - Watchguard (2 subscriptions) | PD | | 2,095.00 |
| SOUNDSIDE - Watchguard (3 subscriptions) | PW | | 1,525.00 |
| SOUNDSIDE - N-Able Patch | All | | 4,953.00 |
| SOUNDSIDE - Remote Desktop Subscription | Admin | | 400.00 |
| SOUNDSIDE - Meraki - License renewal | All | | 790.00 |
| SOUNDSIDE - Sangoma - Phone support | Town Hall | | 160.00 |
| SOUNDSIDE - Onsite/Offsite Backups - Monthly recovery testing | All | | 756.00 |
| SOUNDSIDE - Onsite/Offsite Backups | All | | 2,268.00 |
| Sirchie - Live Scan Finger Print Machine - Yearly Maint | PD | | 1,999.00 |
| Domain | All | | 80.00 |
| Southern Software - FMS | Town Hall | | 5,181.00 |
| Southern Software - Tax Conversion | Admin | | 1,900.00 |
| Southern Software - RMS Annual Support | PD | | 4,156.00 |
| Interplat - eCrash Enterprise Solution Software | PD | | 800.00 |

| Line Item: 10-4210-3210 | Current Budget: | $26,600 |
|---|---|---|
| Line Item Name: Telephone | Request: | $27,500 |
| Justification: | Recommended: | $0 |
| Century Link | TOP & Fire | 2,700.00 |
| Info Tech | Various | 1,640.00 |
| Soundside | ALL | 3,350.00 |
| US Cellular | Admin & PW | 10,320.00 |
| Verizon Wireless | Council, Mayor & PD | 7,850.00 |

| Line Item: 10-4210-3211 | Current Budget: | $26,000 |
|---|---|---|
| Line Item Name: Internet | Request: | $31,000 |
| Justification: | Recommended: | $0 |
| Mediacom | Fire | 1,291.00 |
| Verizon | PD | 9,100.00 |
| Century Link - Fiberoptics | ALL | 18,596.00 |
| Cellular services for routers | Cameras | 1,953.00 |
| US Cellular | Sewer | 60.00 |

| Line Item: 10-4210-4400 | Current Budget: | $2,100 |
|---|---|---|
| Line Item Name: Web Page | Request: | $2,163 |
| Justification: | Recommended: | $0 |
| Annual Fee for Town's website. | | |

| Line Item: 10-4210-5100 | Current Budget: | $14,040 |
|---|---|---|
| Line Item Name: Equipment Purchase | Request: | $35,330 |
| Justification: | Recommended: | $0 |
| 4 Laptops for vehicles | PD | 15,001.00 |
| Server | Town Hall | 20,329.00 |

| Line Item: 10-4210-6990 | Current Budget: | $29,700 |
|---|---|---|
| Line Item Name: Contract Service | Request: | $41,700 |
| Justification: | Recommended: | $0 |
| Soundside Group | | |
| Rekor | | |

# TAB 08

**Town of Plymouth**
124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-3744

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

**Budget – 2023 – 2024**

Roanoke River Lighthouse
Plymouth, NC

## BUILDING AND GROUNDS DEPARTMENT

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-4260-1210 | SALARIES | $ 64,884.00 | $ 37,692.00 | $ 64,248.00 | $ 57,897.90 | $ 66,170.00 | $ - | $- |
| 10-4260-1215 | COMP TIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4260-1220 | SALARIES - OVERTIME | $ - | $ - | $ - | $ - | $ 500.00 | $ - | $- |
| 10-4260-1260 | SALARIES - PART-TIME | $ 9,017.00 | $ 822.03 | $ 4,420.00 | $ 5,395.92 | $ 13,525.00 | $ - | $- |
| 10-4260-1810 | FRINGE - SOC TAX | $ 4,581.00 | $ 2,683.71 | $ 4,257.00 | $ 4,007.41 | $ 4,972.00 | $ - | $- |
| 10-4260-1811 | FRINGE - MED TAX | $ 1,072.00 | $ 627.67 | $ 996.00 | $ 937.27 | $ 1,163.00 | $ - | $- |
| 10-4260-1820 | FRINGE - ORBIT RETIREMENT | $ 7,442.00 | $ 3,398.14 | $ 7,369.00 | $ 3,982.65 | $ 8,627.00 | $ - | $- |
| 10-4260-1821 | FRINGE - PRUDENTIAL SUPPLEMENT | $ 3,244.00 | $ 856.35 | $ 3,212.00 | $ 849.47 | $ 3,334.00 | $ - | $- |
| 10-4260-1830 | FRINGE - HEALTH INSURANCE | $ 16,468.00 | $ 10,919.92 | $ 14,971.00 | $ 12,893.56 | $ 14,722.00 | $ - | $- |
| 10-4260-1831 | FRINGE - DENTAL INSURANCE | $ 1,032.00 | $ 547.12 | $ 938.00 | $ 820.68 | $ 938.00 | $ - | $- |
| 10-4260-1832 | FRINGE - MEDICAL DEBIT CARD | $ 1,200.00 | $ 757.45 | $ 1,200.00 | $ 723.41 | $ 1,200.00 | $ - | $- |
| 10-4260-2000 | DEPARTMENT SUPPLIES | $ 4,750.00 | $ 3,263.37 | $ 8,000.00 | $ 4,235.95 | $ 5,000.00 | $ - | $- |
| 10-4260-2100 | COVID | $ - | $ - | $ 27,942.12 | $ 26,154.00 | $ - | $ - | $- |
| 10-4260-2120 | UNIFORMS | $ 750.00 | $ 240.00 | $ 757.00 | $ 757.00 | $ 400.00 | $ - | $- |
| 10-4260-3110 | TRAVEL & TRAINING | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4260-3310 | UTILITIES ELECTRIC | $ 30,000.00 | $ 13,553.48 | $ 24,000.00 | $ 22,356.64 | $ 30,000.00 | $ - | $- |
| 10-4260-3510 | MAINT.BLDG & GROUNDS | $ 29,237.50 | $ 8,439.90 | $ 25,282.00 | $ 24,776.34 | $ 30,000.00 | $ - | $- |
| 10-4260-3511 | MAINT. PUBLIC WORKS SHOP | $ 1,500.00 | $ 634.50 | $ 1,500.00 | $ 1,526.05 | $ 1,500.00 | $ - | $- |
| 10-4260-3512 | MAINT. TOWN HALL | $ 5,000.00 | $ 4,495.22 | $ 5,000.00 | $ 3,518.64 | $ 75,000.00 | $ - | $- |
| 10-4260-3513 | MAINT. POLICE DEPT | $ 2,000.00 | $ 618.25 | $ 6,343.00 | $ 1,162.90 | $ 15,000.00 | $ - | $- |
| 10-4260-3514 | MAINT. WWTP | $ 1,500.00 | $ 804.15 | $ 1,500.00 | $ 1,539.20 | $ 1,500.00 | $ - | $- |
| 10-4260-3515 | MAINT. WTP | $ 1,500.00 | $ 260.71 | $ 1,000.00 | $ 98.53 | $ 1,500.00 | $ - | $- |
| 10-4260-3516 | MAINT. FIRE DEPT | $ - | $ - | $ - | $ - | $ 15,000.00 | $ - | $- |
| 10-4260-3540 | SERV & MAINT CONTRACT | $ 1,000.00 | $ 589.22 | $ 1,000.00 | $ 888.03 | $ 1,000.00 | $ - | $- |
| 10-4260-4510 | INSURANCE-PROPERTY/LIABILITY | $ 62,807.00 | $ 47,239.43 | $ 62,839.73 | $ 62,839.73 | $ 84,661.00 | $ - | $- |
| 10-4260-4910 | DUES & SUBSCRIPTIONS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4260-5100 | CAPITAL OUTLAY - OFFICE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4260-5200 | CAPITAL OUTLAY - WILSON ST PARK | $ 762.50 | $ 762.50 | $ 35,450.00 | $ 34,887.50 | $ - | $ - | $- |
| 10-4260-5500 | CAPITAL OUTLAY - OTHER | $ - | $ - | $ 17,550.00 | $ 16,319.00 | $ - | $ - | $- |
| 10-4260-5700 | CAPITAL OUTLAY- LAND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4260-5800 | CAPITAL OUTLAY - BUILDING | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4260-6990 | CONTRACT SERVICES | $ 20,000.00 | $ 11,977.00 | $ 20,532.00 | $ 20,532.00 | $ 25,000.00 | $ - | $- |
| 10-4260-6992 | TRANSFER TO CAMA FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4260-7100 | PRINCIPAL - LAND & MUNICIPAL BUILDING | $ 12,500.00 | $ 12,500.00 | $ 12,500.00 | $ 12,500.00 | $ 12,500.00 | $ - | $- |
| 10-4260-7110 | INTEREST - LAND & MUNICIPAL BUILDING | $ 3,929.00 | $ 3,925.30 | $ 4,490.00 | $ 4,503.46 | $ 2,814.00 | $ - | $- |
| | **TOTAL - BUILDING & GROUNDS** | **$ 286,176.00** | **$ 167,607.42** | **$ 357,296.85** | **$ 326,103.24** | **$ 416,026.00** | $ - | $- |

**TOWN OF PLYMOUTH**
**2023-2024 BUDGET**
**LINE ITEM REQUEST FORM**

# 4260: BUILDING & GROUNDS

| | | | |
|---|---|---|---|
| Line Item: 10-4260-1210 | | Current Budget: | $64,884 |
| Line Item Name: Salaries | | Request: | $66,170 |
| Justification: | | Recommended: | $0 |

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

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

| | | | |
|---|---|---|---|
| Line Item: 10-4260-1220 | | Current Budget: | $0 |
| Line Item Name: Overtime Salaries | | Request: | $500 |
| Justification: | | Recommended: | $0 |

Bear Festival trash removal - 2 employees.

| | | | |
|---|---|---|---|
| Line Item: 10-4260-1260 | | Current Budget: | $9,017 |
| Line Item Name: Part-Time | | Request: | $13,525 |
| Justification: | | Recommended: | $0 |

Salary for one (1) part time employee - Maritime Museum - half is refunded by the WCWW (Washington County Waterways)

| | | | |
|---|---|---|---|
| Line Item: 10-4260-1810 | | Current Budget: | $4,581 |
| Line Item Name: Fringe - SOC Tax | | Request: | $4,972 |
| Justification: | | Recommended: | $0 |
| Total Salaries | $80,195 | | |
| SOC % | 6.20% | | |
| | $4,972 | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4260-1811 | | Current Budget: | $1,072 |
| Line Item Name: Fringe - MED Tax | | Request: | $1,163 |
| Justification: | | Recommended: | $0 |
| Total Salaries | $80,195 | | |
| MED % | 1.45% | | |
| | $1,163 | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4260-1820 | | Current Budget: | $7,442 |
| Line Item Name: Fringe - ORBIT | | Request: | $8,627 |
| Justification: | | Recommended: | $0 |
| Total Salaries | $ 66,670 | | |
| ORBIT % | 12.94% | | |
| | $ 8,627 | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4260-1821 | | Current Budget: | $3,244 |
| Line Item Name: Fringe - Prudential Supplement | | Request: | $3,334 |
| Justification: | | Recommended: | $0 |
| Total Salaries | $ 66,670 | | |
| PRUDENTIAL % | 5% (1.5% Employer Contribution + 3.5% Employer Match = 5%) | | |
| | $ 3,334 | | |

| | | |
|---|---|---|
| Line Item: 10-4260-1830 | Current Budget: | $16,468 |
| Line Item Name: Fringe - Health Insurance | Request: | $14,722 |
| Justification: | Recommended: | $0 |
| Includes Health Insurance cost for two (2) employees. | | |

| Line Item: 10-4260-1831 | Current Budget: | $1,032 |
|---|---|---|
| Line Item Name: Fringe - Dental | Request: | $938 |
| Justification: | Recommended: | $0 |

Includes Dental Insurance for two (2) employees.

| Line Item: 10-4260-1832 | Current Budget: | $1,200 |
|---|---|---|
| Line Item Name: Medical Debit Card | Request: | $1,200 |
| Justification: | Recommended: | $0 |

Includes Medical Debit Cards cost for two (2) employees.

| Line Item: 10-4260-2000 | Current Budget: | $4,750 |
|---|---|---|
| Line Item Name: Department Supplies | Request: | $5,000 |
| Justification: | Recommended: | $0 |

Janitorial supplies for Town Hall & PW Shop, small tools, trash bags, etc.

| Line Item: 10-4260-2100 | Current Budget: | $0 |
|---|---|---|
| Line Item Name: Covid | Request: | $0 |
| Justification: | Recommended: | $0 |

| Line Item: 10-4260-2120 | Current Budget: | $750 |
|---|---|---|
| Line Item Name: Uniforms | Request: | $400 |
| Justification: | Recommended: | $0 |

Replacement uniform for one (1) employee & boots for two (2) employees.

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

| | |
|---|---|
| Line Item: 10-4260-3310 | Current Budget: $30,000 |
| Line Item Name: Utilities & Electric | Request: $30,000 |
| Justification: | Recommended: $0 |

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: $29,238 |
| Line Item Name: Maint - Building & Grounds | Request: $30,000 |
| Justification: | Recommended: $0 |

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

| | |
|---|---|
| Line Item: 10-4260-3511 | Current Budget: $1,500 |
| Line Item Name: Maint - Public Works Shop | Request: $1,500 |
| Justification: | Recommended: $0 |

General maintenance.

| | |
|---|---|
| Line Item: 10-4260-3512 | Current Budget: $5,000 |
| Line Item Name: Maint - Town Hall | Request: $75,000 |
| Justification: | Recommended: $0 |

General maintenance & repairs. Update lobby bathroom (ADA compliant) for proposed NC DMV services, file cabinets, new window in hall bathroom, clean skylights, table & desk chairs, office chair, ceiling tile replacement, repair leaking windows, front office outside door, monitor stand, repair leaking roof & replace carpets.

| Line Item: 10-4260-3513 | Current Budget: | $2,000 |
|---|---|---|
| Line Item Name: Maint - Police Dept | Request: | $15,000 |
| Justification: | Recommended: | $0 |

General maintenance & repairs, painting & new carpet for council room & blinds.

| Line Item: 10-4260-3514 | Current Budget: | $1,500 |
|---|---|---|
| Line Item Name: Maint - Wastewater Treatment Plant | Request: | $1,500 |
| Justification: | Recommended: | $0 |

General maintenance & repairs.

| Line Item: 10-4260-3515 | Current Budget: | $1,500 |
|---|---|---|
| Line Item Name: Maint - Water Treatment Plant | Request: | $1,500 |
| Justification: | Recommended: | $0 |

General maintenance & repairs.

| Line Item: 10-4260-3516 | Current Budget: | $0 |
|---|---|---|
| Line Item Name: Maint - Fire Dept | Request: | $15,000 |
| Justification: | Recommended: | $0 |

General maintenance & repairs on Fire Dept. Building is rusting & roof has been leaking. Roof has recently been patched , but will need to be replaced soon. Repair driveway.

| Line Item: 10-4260-3540 | Current Budget: | $1,000 |
|---|---|---|
| Line Item Name: Service and Maintenance Contracts | Request: | $1,000 |
| Justification: | Recommended: | $0 |

ADS Security contract (Town Hall camera).

| | | | |
|---|---|---|---|
| Line Item: 10-4260-4510 | | Current Budget: | $62,807 |
| Line Item Name: Insurance: Property and Liability | | Request: | $84,661 |
| Justification: | | Recommended: | $0 |

Includes insurance on real and personal property (flood).

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

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

| | | | |
|---|---|---|---|
| Line Item: 10-4260-5200 | | Current Budget: | $763 |
| Line Item Name: Capital Outlay - Wilson St. Park | | Request: | $0 |
| Justification: | | Recommended: | $0 |

| | | | |
|---|---|---|---|
| Line Item: 10-4260-5500 | | Current Budget: | $0 |
| Line Item Name: Capital Outlay - Other | | Request: | $0 |
| Justification: | | Recommen | $0 |

Two (2) Town of Plymouth signs.

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

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

| | | | |
|---|---|---|---|
| Line Item: 10-4260-6990 | | Current Budget: | $20,000 |
| Line Item Name: Contract Services | | Request: | $25,000 |
| Justification: | | Recommended: | $0 |

Cleaning service Town Hall, Police Dept., Fire Dept. & Public Works.

| | | | |
|---|---|---|---|
| Line Item: 10-4260-7100 | | Current Budget: | $12,500 |
| Line Item Name: Principal - Land & Municipal Bldg | | Request: | $12,500 |
| Justification: | | Recommended: | $0 |

Principle.

| | | | |
|---|---|---|---|
| Line Item: 10-4260-7110 | | Current Budget: | $3,929 |
| Line Item Name: Interest - Land & Municipal Bldg | | Request: | $2,814 |
| Justification: | | Recommended: | $0 |

Interest.

# TAB 09

# Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-3744

# ***POLICE DEPARTMENT***

# ***4310***

**Budget – 2023 – 2024**

Roanoke River Lighthouse
Plymouth, NC

## POLICE DEPARTMENT

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-4310-1210 | SALARIES | $ 448,285.00 | $ 249,215.67 | $ 533,449.00 | $ 346,464.21 | $ 626,775.00 | $ - | $- |
| 10-4310-1215 | COMP TIME | $ 75,000.00 | $ 45,715.97 | $ 15,000.00 | $ 74,873.04 | $ 15,000.00 | $ - | $- |
| 10-4310-1220 | SALARIES - OVERTIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4310-1240 | SUPPLEMENTAL RETIREMENT | $ 11,639.00 | $ 6,714.75 | $ 11,639.00 | $ 11,638.90 | $ 11,639.00 | $ - | $- |
| 10-4310-1260 | SALARIES - PART-TIME | $ 54,110.00 | $ 31,258.57 | $ 35,721.00 | $ 56,464.31 | $ 38,505.00 | $ - | $- |
| 10-4310-1810 | FRINGE - SOC TAX | $ 36,502.00 | $ 20,208.57 | $ 34,136.00 | $ 29,738.28 | $ 42,899.00 | $ - | $- |
| 10-4310-1811 | FRINGE - MED TAX | $ 8,537.00 | $ 4,726.04 | $ 7,983.00 | $ 6,954.92 | $ 10,033.00 | $ - | $- |
| 10-4310-1820 | FRINGE - ORBIT RETIRMENT | $ 64,358.06 | $ 17,943.97 | $ 66,090.00 | $ 36,979.86 | $ 45,457.81 | $ - | $- |
| 10-4310-1821 | FRINGE - PRUDENTIAL SUPPLEMENT | $ 22,414.00 | $ 13,944.80 | $ 27,529.00 | $ 20,575.62 | $ 32,089.00 | $ - | $- |
| 10-4310-1830 | FRINGE - HEALTH INSURANCE | $ 82,010.00 | $ 42,898.67 | $ 104,798.00 | $ 53,979.29 | $ 51,488.81 | $ - | $- |
| 10-4310-1831 | FRINGE - DENTAL INSURANCE | $ 4,690.00 | $ 2,071.24 | $ 6,565.00 | $ 3,126.40 | $ 6,097.00 | $ - | $- |
| 10-4310-1832 | FRINGE - MEDICAL DEBIT CARDS | $ 6,000.00 | $ 2,831.25 | $ 8,400.00 | $ 3,480.45 | $ 7,800.00 | $ - | $- |
| 10-4310-2000 | DEPARTMENT SUPPLIES | $ 10,595.54 | $ 8,253.21 | $ 9,433.05 | $ 6,610.16 | $ 7,150.00 | $ - | $- |
| 10-4310-2100 | CLEANING SUPPLIES | $ 1,000.00 | $ 177.97 | $ 1,380.00 | $ 794.42 | $ 1,000.00 | $ - | $- |
| 10-4310-2120 | UNIFORMS | $ 11,035.00 | $ 6,855.67 | $ 9,191.00 | $ 6,281.44 | $ 17,958.00 | $ - | $- |
| 10-4310-2121 | TESTING - NEW HIRES | $ 4,965.00 | $ 3,250.00 | $ 7,000.00 | $ 2,990.00 | $ 3,080.00 | $ - | $- |
| 10-4310-3110 | TRAVEL & TRAINING | $ 4,498.00 | $ 2,371.39 | $ 3,145.36 | $ 1,124.74 | $ 4,500.00 | $ - | $- |
| 10-4310-3540 | SERV & MAINT CONTRACT | $ 1,550.00 | $ 705.53 | $ 1,517.13 | $ 1,199.16 | $ 1,794.00 | $ - | $- |
| 10-4310-4310 | LEASE - COPIER | $ 2,500.00 | $ 1,264.95 | $ 2,940.00 | $ 2,232.37 | $ 2,000.00 | $ - | $- |
| 10-4310-4510 | INSURANCE-PROPERTY/LIABILITY | $ 30,295.46 | $ 30,295.46 | $ 43,131.05 | $ 43,130.51 | $ 32,631.00 | $ - | $- |
| 10-4310-4910 | DUES & SUBSCRIPTIONS | $ 375.00 | $ 100.00 | $ 497.00 | $ 481.00 | $ 375.00 | $ - | $- |
| 10-4310-4920 | SPECIAL EVENTS | $ - | $ - | $ - | $ - | $ 5,000.00 | $ - | $- |
| 10-4310-5100 | CAPITAL OUTLAY - OFFICE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4310-5400 | CAPITAL OUTLAY VEHICLE PURCHAS | $ 46,521.64 | $ 45,282.39 | $ - | $ - | $ - | $ - | $- |
| 10-4310-5500 | CAPITAL OUTLAY - OTHER EQUIPMENT | $ 3,600.63 | $ 3,550.00 | $ 37,900.00 | $ 35,019.80 | $ - | $ - | $- |
| 10-4310-6990 | UNDERCOVER OPERATIONS | $ - | $ - | $ 2,104.46 | $ 372.92 | $ 1,000.00 | $ - | $- |
| | **TOTAL - POLICE DEPARTMENT** | **$ 930,481.33** | **$ 539,636.07** | **$ 969,549.05** | **$ 744,511.80** | **$ 964,271.62** | $ - | $- |

**TOWN OF PLYMOUTH**
**2023-2024 BUDGET**
**LINE ITEM REQUEST FORM**

## 4310: POLICE DEPARTMENT

| | |
|---|---|
| Line Item: 10-4310-1210 | Current Budget: $448,285 |
| Line Item Name: Salaries | Request: $626,775 |
| Justification: | Recommended: $0 |

Includes salaries with a 2% COLA Increase & Christmas bonus for thirteen (13) employees.

| | |
|---|---|
| Line Item: 10-4310-1215 | Current Budget: $75,000 |
| Line Item Name: Comp Time | Request: $15,000 |
| Justification: | Recommended: $0 |

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

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

Includes supplemental retirement for one (1) former employee.

| Line Item: 10-4310-1260 | Current Budget: | $54,110 |
|---|---|---|
| Line Item Name: Part-Time | Request: | $38,505 |
| Justification: | Recommended: | $0 |

Includes salary with a 2% COLA Increase & Christmas bonus for one (1) part-time employee - $20505. Also includes Auxiliary Officers hours as needed - $18 for up to 1000 hours - $18,000.

| Line Item: 10-4310-1810 | Current Budget: | $36,502 |
|---|---|---|
| Line Item Name: Fringe - SOC Tax | Request: | $42,899 |
| Justification: | Recommended: | $0 |

| | |
|---|---|
| Total Salaries | $691,919 |
| SOC % | 6.20% |
| | $42,899 |

| Line Item: 10-4310-1811 | Current Budget: | $8,537 |
|---|---|---|
| Line Item Name: Fringe - MED Tax | Request: | $10,033 |
| Justification: | Recommended: | $0 |

| | |
|---|---|
| Total Salaries | $691,919 |
| MED % | 1.45% |
| | $10,033 |

| Line Item: 10-4310-1820 | Current Budget: | $64,358 |
|---|---|---|
| Line Item Name: Fringe - ORBIT | Request: | $89,659 |
| Justification: | Recommended: | $0 |

| | | | |
|---|---|---|---|
| Total Salaries - Law | $ 601,203 | Total Salaries - General | $ 40,573 |
| ORBIT % | 14.04% | ORBIT % | 12.94% |
| | $ 84,409 | | $ 5,250 |

| Line Item: 10-4310-1821 | Current Budget: | $22,414 |
|---|---|---|
| Line Item Name: Fringe - Prudential Supplement | Request: | $32,089 |
| Justification: | Recommended: | $0 |

| | | |
|---|---|---|
| Total Salaries | $ 641,775 | Law - 5% Employer contribution per NCGS 143-166.50e |
| PRUDENTIAL % | 5% | General employee - 1.5% Employer contribution |
| | $ 32,089 | + 3.5% Employer match = 5% |

| | |
|---|---|
| Line Item: 10-4310-1830 | Current Budget: $82,010 |
| Line Item Name: Fringe - Health Insurance | Request: $95,690 |
| Justification: | Recommended: $0 |

Includes Health Insurance cost for thirteen (13) employees.

| | |
|---|---|
| Line Item: 10-4310-1831 | Current Budget: $4,690 |
| Line Item Name: Fringe - Dental Insurance | Request: $6,097 |
| Justification: | Recommended: $0 |

Includes Dental Insurance for thirteen (13) employees.

| | |
|---|---|
| Line Item: 10-4310-1832 | Current Budget: $6,000 |
| Line Item Name: Medical Debit Card | Request: $7,800 |
| Justification: | Recommended: $0 |

Includes Medical Debit Cards cost for thirteen (13) employees.

| | |
|---|---|
| Line Item: 10-4310-2000 | Current Budget: $10,596 |
| Line Item Name: Department Supplies | Request: $7,150 |
| Justification: | Recommended: $0 |

Office supplies for the office & patrol officers, paper, pens, toner cartridges, note pads, desk calendars, labels, crime tape, white out, tape, packing tape, sticky notes, envelopes, file folders, ink pads, pencils, highlighters, markers, address labels, sharpies, staples, prong fasteners, mini clips, paper clips, batteries, fax paper, legal pads, steno pads, staplers, thumb drives, evidence flags, evidence bags, American flags, dry eraser markers, memo pads - $7,000. Security device for DCIN new authentication methods: yubikey Touch ID Biometrics machine - $150.

| | |
|---|---|
| Line Item: 10-4310-2100 | Current Budget: $1,000 |
| Line Item Name: Cleaning Supplies | Request: $1,000 |
| Justification: | Recommended: $0 |

Cleaning supplies for office & patrol vehicles: paper towels, toilet paper, trash bags, bleach, disinfectant spray, glass cleaner, gloves, masks, germ-x, dish soap, hand soap, mop head, neutralizer, broom, armorall, tire cleaner, furniture cleaner,air freshener - $1000.

| | |
|---|---|
| Line Item: 10-4310-2120 | Current Budget: $11,035 |
| Line Item Name: Uniforms | Request: $17,958 |
| Justification: | Recommended: $0 |

Funding to replace uniforms for 14 police department personnel. Personnel are issued 3 short sleeve shirts, 3 long sleeve shirts, 3 pairs of pants and 2 pairs of shoes a year. Due to normal use, wear and tear uniforms only last about a year. Shoes only last for approximately 6 months - $13,308. Three Outercarrier for bullet proof vests for the three openings within the police department - $4,650.

| | |
|---|---|
| Line Item: 10-4310-2121 | Current Budget: $4,965 |
| Line Item Name: Testing - New Hires | Request: $3,080 |
| Justification: | Recommended: $0 |

Fees for Pre-Employment: Drug Testing, Physical and Psychological Evaluation required for certification of officers for Criminal Justice Training Standards. Four (4) Psychological Evaluations. Four (4) Drug Testing. Four (4) Physicals (F1 and F2 forms).

| | |
|---|---|
| Line Item: 10-4310-3110 | Current Budget: $4,498 |
| Line Item Name: Travel and Training | Request: $4,500 |
| Justification: | Recommended: $0 |

Ammunition for state mandated annual requalification for officers. Ammuninition for the Glock Pistol. Two Thousand (2000) rounds per year to qualify. TMJ Brass Case Ammo. 40 Cal 180 gr. JHP for duty use. Ammunition for the AR15 Rifles. Fifteen Hundred (1500) rounds; half of the ammo is used for state annual requalification. 5.56MM 55 GR.

| | |
|---|---|
| Line Item: 10-4310-3540 | Current Budget: $1,550 |
| Line Item Name: Service and Maintenance Contracts | Request: $1,794 |
| Justification: | Recommended: $0 |

LeBlue and Vital Records Control (VRC). LeBlue 12 x 87.55 = $1,050.60 VRC 7 x $50 = $350
Cavanaugh McDonald Consulting $365

| | |
|---|---|
| Line Item: 10-4310-4310 | Current Budget: $2,500 |
| Line Item Name: Lease - Copier | Request: $2,000 |
| Justification: | Recommended: $0 |

Leased with Quality Office Equipment

Lease expires - June 2026

| | |
|---|---|
| Line Item: 10-4310-4510 | Current Budget: $30,295 |
| Line Item Name: Insurance: Property and Liability | Request: $32,631 |
| Justification: | Recommended: $0 |

Includes insurance on real and personal property (flood).

| | |
|---|---|
| Line Item: 10-4310-4910 | Current Budget: $375 |
| Line Item Name: Dues and Subscriptions | Request: $375 |
| Justification: | Recommended: $0 |

One (1) yearly membership fee for the NC Association of Chief of Police ($200). One (1) Yearly membership for NCPEA Plymouth Police Department ($75). One (1) Yearly membership for NC Police Executives Association ($100).

| | |
|---|---|
| Line Item: 10-4310-4920 | Current Budget: $0 |
| Line Item Name: Special Events | Request: $5,000 |
| Justification: | Recommended: $0 |

Community events - National Night Out - $2,000 & Faith & Blue Weekend - $3,000.

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

| Line Item: 10-4310-5400 | Current Budget: | $46,522 |
|---|---|---|
| Line Item Name: Capital Outlay - Vehicle Purchase | Request: | $0 |
| Justification: | Recommended: | $0 |

| Line Item: 10-4310-5500 | Current Budget: | $3,601 |
|---|---|---|
| Line Item Name: Capital Outlay - Other Equipment | Request: | $0 |
| Justification: | Recommended: | $0 |

| Line Item: 10-4310-6990 | Current Budget: | $0 |
|---|---|---|
| Line Item Name: Undercover Operations | Request: | $1,000 |
| Justification: | Recommended: | $0 |

To continue to work drug infested areas within the Town of Plymouth.

# TAB 10

**Town of Plymouth**
124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-3744

# ***FIRE DEPARTMENT***
# ***4340***

**Budget – 2023 – 2024**

Roanoke River Lighthouse
Plymouth, NC

## FIRE DEPARTMENT

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-4340-1820 | FIREMEN'S PENSION FUND | $ 13,000.00 | $ 10,943.59 | $ 13,000.00 | $ 4,930.00 | $ 16,000.00 | $ - | $- |
| 10-4340-1833 | FRINGE - INSURANCE - ACCIDENT | $ 2,603.00 | $ 2,603.00 | $ 2,763.00 | $ 2,763.00 | $ 2,700.00 | $ - | $- |
| 10-4340-2000 | DEPARTMENT SUPPLIES | $ 3,000.00 | $ 236.77 | $ 3,745.00 | $ 3,415.68 | $ 3,000.00 | $ - | $- |
| 10-4340-2120 | DRESS UNIFORMS | $ 1,000.00 | $ - | $ 1,787.57 | $ 793.42 | $ 1,000.00 | $ - | $- |
| 10-4340-2121 | FIREFIGHTER GEAR | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4340-3110 | TRAVEL & TRAINING | $ - | $ - | $ - | $ - | $ 1,000.00 | $ - | $- |
| 10-4340-3120 | FIRE CALL COMPENSATION | $ 20,000.00 | $ 20,000.00 | $ 20,000.00 | $ 19,992.18 | $ 20,000.00 | $ - | $- |
| 10-4340-3310 | UTILITIES | $ 4,500.00 | $ 2,184.47 | $ 4,436.00 | $ 3,736.97 | $ 4,500.00 | $ - | $- |
| 10-4340-3320 | NATURAL GAS | $ 1,900.00 | $ 644.30 | $ 1,870.00 | $ 1,425.67 | $ 2,500.00 | $ - | $- |
| 10-4340-3510 | MAINT. & REP. FACILITY | $ 2,500.00 | $ 1,480.88 | $ 3,971.54 | $ 1,710.65 | $ - | $ - | $- |
| 10-4340-3520 | M&R EQUIP. | $ 2,400.00 | $ 1,310.00 | $ 2,428.46 | $ 2,088.46 | $ 2,400.00 | $ - | $- |
| 10-4340-3530 | MAINT. & REPAIR TRUCKS | $ 12,000.00 | $ 2,724.97 | $ 11,437.43 | $ 11,277.15 | $ 13,000.00 | $ - | $- |
| 10-4340-3535 | ANNUAL MAINTENANCE EQUIP/VEHIC | $ 17,400.00 | $ 14,197.95 | $ 16,927.73 | $ 14,602.35 | $ 25,000.00 | $ - | $- |
| 10-4340-3540 | SERV & MAINT CONTRACTS | $ 700.00 | $ 690.00 | $ 1,353.00 | $ 598.00 | $ 850.00 | $ - | $- |
| 10-4340-4310 | LEASE - COPIER | $ 1,200.00 | $ 605.96 | $ 1,153.00 | $ 1,086.78 | $ 1,000.00 | $ - | $- |
| 10-4340-4510 | INSURANCE-PROPERTY/LIABILITY | $ 6,357.00 | $ 6,000.00 | $ 5,676.00 | $ 5,676.00 | $ 2,368.00 | $ - | $- |
| 10-4340-4990 | MISCELLANEOUS | $ 2,092.00 | $ 1,938.96 | $ 5,102.27 | $ 1,368.66 | $ 2,100.00 | $ - | $- |
| 10-4340-5000 | SPECIAL APPROPRIATION - CAPITAL IMPROVEMENTS | $ 45,000.00 | $ 22,052.62 | $ - | $ - | $ - | $ - | $- |
| 10-4340-5100 | CAPITAL OUTLAY - OFFICE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4340-5400 | CAPITAL OUTLAY - VEHICLE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4340-5500 | CAPITAL OUTLAY - EQUIP | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4340-5700 | CAPITAL OUTLAY - LAND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4340-7000 | GRANT - STATE FIRE MARSHAL | $ 60,000.00 | $ 57,325.36 | $ 67,398.00 | $ 56,628.20 | $ 60,000.00 | $ - | $- |
| 10-4340-7100 | PRINCIPAL -FIRE TRUCKS | $ 55,000.00 | $ 55,000.00 | $ 55,000.00 | $ 55,000.00 | $ 55,000.00 | $ - | $- |
| 10-4340-7200 | INTEREST - FIRE TRUCKS | $ 3,779.00 | $ 3,768.14 | $ 5,038.00 | $ 5,031.10 | $ 2,519.00 | $ - | $- |
| | **TOTAL - FIRE DEPARTMENT** | **$ 254,431.00** | **$ 203,706.97** | **$ 223,087.00** | **$ 192,124.27** | **$ 214,937.00** | $ - | $- |

**TOWN OF PLYMOUTH**
**2023-2024 BUDGET**
**LINE ITEM REQUEST FORM**

## 4340: FIRE DEPARTMENT

| | | |
|---|---|---|
| Line Item: 10-4340-1820 | Current Budget: | $13,000 |
| Line Item Name: Fireman's Pension Fund | Request: | $16,000 |
| Justification: | Recommended: | $0 |

Cost to cover 48 Firemen for their Pension Fund ($10 per month) and 48 Firemen & 8 Junior Fireman for Insurance ($12 per year) - normal dues.

Additional Cost - Unfunded Pension Fund - buy backs.

| | | |
|---|---|---|
| Line Item: 10-4340-1833 | Current Budget: | $2,603 |
| Line Item Name: Insurance - Accident | Request: | $2,700 |
| Justification: | Recommended: | $0 |

Premium due - per Agent.

| | | |
|---|---|---|
| Line Item: 10-4340-2000 | Current Budget: | $3,000 |
| Line Item Name: Department Supplies | Request: | $3,000 |
| Justification: | Recommended: | $0 |

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: | $1,000 |
| Line Item Name: Dress Uniforms | Request: | $1,000 |
| Justification: | Recommended: | $0 |

Includes the cost of dress uniforms.

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

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

| | |
|---|---|
| Line Item: 10-4340-3110 | Current Budget: $0 |
| Line Item Name: Travel and Training | Request: $1,000 |
| Justification: | Recommended: $0 |

Includes all estimated costs, including transportation, meals and lodging for business travel connected with the department program or other Town business. Three members traveling to Raleigh for Fire Expo.

| | |
|---|---|
| Line Item: 10-4340-3120 | Current Budget: $20,000 |
| Line Item Name: Fire Call Compensation | Request: $20,000 |
| Justification: | Recommended: $0 |

Fire call response compensation.

| | |
|---|---|
| Line Item: 10-4340-3310 | Current Budget: $4,500 |
| Line Item Name: Utilities | Request: $4,500 |
| Justification: | Recommended: $0 |

Includes the cost of electricity.

| | |
|---|---|
| Line Item: 10-4340-3320 | Current Budget: $1,900 |
| Line Item Name: Natural Gas | Request: $2,500 |
| Justification: | Recommended: $0 |

Includes the cost of increased use of natural gas or other related expenses.

| | |
|---|---|
| Line Item: 10-4340-3510 | Current Budget: $2,500 |
| Line Item Name: Maint & Repair - Facility | Request: $0 |
| Justification: | Recommended: $0 |

This is being taken care of through B&G 10-4260-3516.

| | |
|---|---|
| Line Item: 10-4340-3520 | Current Budget: $2,400 |
| Line Item Name: Maint & Repair - Equipment | Request: $2,400 |
| Justification: | Recommended: $0 |

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

| | |
|---|---|
| Line Item: 10-4340-3530 | Current Budget: $12,000 |
| Line Item Name: Maint & Repair - Trucks | Request: $13,000 |
| Justification: | Recommended: $0 |

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

| | |
|---|---|
| Line Item: 10-4340-3535 | Current Budget: $17,400 |
| Line Item Name: Annual Maintenance Equip/Vehicle | Request: $25,000 |
| Justification: | Recommended: $0 |

Oil Changes, Hose Testing.

| | |
|---|---|
| Line Item: 10-4340-3540 | Current Budget: $700 |
| Line Item Name: Serv & Maint Contracts | Request: $850 |
| Justification: | Recommended: $0 |

Active911 - communication system.

| | | | |
|---|---|---|---|
| Line Item: 10-4340-4310 | | Current Budget: | $1,200 |
| Line Item Name: Lease - Copier | | Request: | $1,000 |
| Justification: | | Recommended: | $0 |

Leased with Quality Office Equipment

Lease expires - June 2026

| | | | |
|---|---|---|---|
| Line Item: 10-4340-4510 | | Current Budget: | $6,357 |
| Line Item Name: Insurance: Property and Liability | | Request: | $2,368 |
| Justification: | | Recommended: | $0 |

Property and Liability Insurance.

Worker's Compensation.

| | | | |
|---|---|---|---|
| Line Item: 10-4340-4990 | | Current Budget: | $2,092 |
| Line Item Name: Miscellaneous | | Request: | $2,100 |
| Justification: | | Recommended: | $0 |

Public training outings that include briefing for schools, lanyards & supplies for community training.

| | | | |
|---|---|---|---|
| Line Item: 10-4340-5000 | | Current Budget: | $45,000 |
| Line Item Name: Special Appropriation - Capital Improvements | | Request: | $0 |
| Justification: | | Recommended: | $0 |

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

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

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

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

| | | | |
|---|---|---|---|
| Line Item: 10-4340-7000 | | Current Budget: | $60,000 |
| Line Item Name: Grant - State Fire Marshall | | Request: | $60,000 |
| Justification: | | Recommended: | $0 |
| All gear this year - 13 coats, 13 pants, 15 helmets &15 boots. | | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4340-7100 | | Current Budget: | $55,000 |
| Line Item Name: Principal - Fire Trucks | | Request: | $55,000 |
| Justification: | | Recommended: | $0 |
| Final Payment - February 2025 - Southern Bank | Principle. | | |

| | |
|---|---|
| Line Item: 10-4340-7200 | Current Budget: $3,779 |
| Line Item Name: Interest - Fire Trucks | Request: $2,519 |
| Justification: | Recommended: $0 |

Final Payment - February 2025 - Southern Bank Interest.

# TAB 11

**Town of Plymouth**
124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-3744


# ***STREET DEPARTMENT***
# ***4510***

**Budget – 2023 – 2024**

Roanoke River Lighthouse
Plymouth, NC

## STREET DEPARTMENT

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-4510-1210 | SALARIES | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1215 | COMP TIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1220 | SALARIES - OVERTIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1810 | FRINGE - SOC TAX | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1811 | FRINGE - MED TAX | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1820 | FRINGE - ORBIT RETIREMENT | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1821 | FRINGE - PRUDENTIAL SUPPLEMENT | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1830 | FRINGE - HEALTH INSURANCE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1831 | FRINGE - DENTAL INSURANCE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1832 | FRINGE - MEDICAL DEBIT CARDS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1890 | MERIT PAY | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-1991 | PROFESSIONAL SERVICES | $ 13,432.32 | $ 9,932.32 | $ 50,000.00 | $ 32,862.04 | $ 2,206.00 | $ - | $- |
| 10-4510-2000 | DEPT SUPPLIES | $ 1,408.42 | $ 997.49 | $ 1,196.00 | $ 1,229.64 | $ 1,500.00 | $ - | $- |
| 10-4510-2001 | SUPPLIES - SIGNS & FIXTURES | $ 1,567.68 | $ 414.35 | $ 7,600.00 | $ 6,448.94 | $ 2,500.00 | $ - | $- |
| 10-4510-2002 | DECORATIVE STREET LIGHTS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-2120 | UNIFORMS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-3110 | TRAVEL AND TRAINING | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-3310 | UTILITIES - STREET LIGHTS | $ 126,000.00 | $ 65,314.35 | $ 131,000.00 | $ 128,884.02 | $ 132,000.00 | $ - | $- |
| 10-4510-3535 | CHRISTMAS DECORATIONS | $ 3,000.00 | $ 2,964.98 | $ 6,604.00 | $ 1,071.65 | $ 3,500.00 | $ - | $- |
| 10-4510-3540 | MAINT & REP SIDEWALKS | $ 13,200.00 | $ 4,928.00 | $ 25,000.00 | $ 22,013.63 | $ 25,000.00 | $ - | $- |
| 10-4510-3560 | MAINT. REPAIR STREETS | $ 116,852.47 | $ 116,852.47 | $ 141,000.00 | $ 137,416.53 | $ 82,000.00 | $ - | $- |
| 10-4510-3580 | TREE REMOVAL | $ 2,000.00 | $ 500.00 | $ 2,500.00 | $ 1,500.00 | $ 2,000.00 | $ - | $- |
| 10-4510-3590 | MAINT - RAILROADS | $ 6,000.00 | $ - | $ 5,670.00 | $ 4,482.00 | $ 6,000.00 | $ - | $- |
| 10-4510-4510 | INSURANCE-PROPERTY/LIABILITY | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-5100 | CAPITAL OUTLAY - OFFICE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-5400 | CAPITAL OUTLAY - VEHICLE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-5500 | CAPITAL OUTLAY - EQUIPMENT | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-5990 | CAPITAL OUTLAY - STREET LIGHTS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-7100 | PRINCIPAL - PAVING MACHINE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-7120 | PRINCIPAL - TRACK LOADER | $ 16,121.40 | $ 16,121.40 | $ 15,399.00 | $ 15,398.65 | $ - | $ - | $- |
| 10-4510-7200 | INTEREST - PAVING MACHINE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4510-7220 | INTEREST - TRACK LOADER | $ 928.71 | $ 928.71 | $ 1,650.00 | $ 1,650.46 | $ - | $ - | $- |
| | **TOTAL - STREET MAINTENANCE** | **$ 300,511.00** | **$ 218,954.07** | **$ 387,619.00** | **$ 352,957.56** | **$ 256,706.00** | **$ -** | **$-** |

**TOWN OF PLYMOUTH**
**2023-2024 BUDGET**
**LINE ITEM REQUEST FORM**

## 4510: STREET DEPARTMENT

| | | | |
|---|---|---|---|
| Line Item: 10-4510-1991 | | Current Budget: | $13,432 |
| Line Item Name: Professional Services | | Request: | $2,206 |
| Justification: | | Recommended: | $0 |
| Allison Platt - streetscape & river front design | | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4510-2000 | | Current Budget: | $1,408 |
| Line Item Name: Department Supplies | | Request: | $1,500 |
| Justification: | | Recommended: | $0 |
| Department supplies; small parts, tools, etc. | | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4510-2001 | | Current Budget: | $1,568 |
| Line Item Name: Supplies - Signs & Fixtures | | Request: | $2,500 |
| Justification: | | Recommended: | $0 |
| Road signs, street signs & fixtures, sign posts. | | | |

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

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

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

| | |
|---|---|
| Line Item: 10-4510-3310 | Current Budget: $126,000 |
| Line Item Name: Utilities - Street Lights | Request: $132,000 |
| Justification: | Recommended: $0 |
| Streetlight electricity. | |

| | |
|---|---|
| Line Item: 10-4510-3535 | Current Budget: $3,000 |
| Line Item Name: Christmas Decorations | Request: $3,500 |
| Justification: | Recommended: $0 |
| Christmas tree extension, new bows for streetlights. | |

| | |
|---|---|
| Line Item: 10-4510-3540 | Current Budget: $13,200 |
| Line Item Name: Maint & Repair - Sidewalks | Request: $25,000 |
| Justification: | Recommended: $0 |
| Labor and materials for replacement of sidewalks. | |

| | |
|---|---|
| Line Item: 10-4510-3560 | Current Budget: $116,852 |
| Line Item Name: Maint & Repair - Streets | Request: $82,000 |
| Justification: | Recommended: $0 |
| Paving & patching of Town streets. | |

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

| | |
|---|---|
| Line Item: 10-4510-3580 | Current Budget: $2,000 |
| Line Item Name: Tree Removal | Request: $2,000 |
| Justification: | Recommended: $0 |
| Removal of hazardous trees from Town's right-of-way. | |

| | |
|---|---|
| Line Item: 10-4510-3590 | Current Budget: $6,000 |
| Line Item Name: Maint - Railroads | Request: $6,000 |
| Justification: | Recommended: $0 |
| RR crossing Maintenance. | |

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

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

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

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

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

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

| Line Item: 10-4510-7120 | Current Budget: | $16,121 |
|---|---|---|
| Line Item Name: Principal - Track Loader | Request: | $0 |
| Justification: | Recommended: | $0 |

TRACK LOADER Principle.

PAID IN FULL

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

| Line Item: 10-4510-7220 | Current Budget: | $929 |
|---|---|---|
| Line Item Name: Interest - Track Loader | Request: | $0 |
| Justification: | Recommended: | $0 |

PAID IN FULL

# TAB 12

**Town of Plymouth**
124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-3744


# ***FLEET MAINTENANCE DEPARTMENT 4540***

**Budget – 2023 – 2024**

Roanoke River Lighthouse
Plymouth, NC

## FLEET MAINTENANCE DEPARTMENT

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-4540-1210 | SALARIES | $ 43,321.00 | $ 25,401.38 | $ 42,477.00 | $ 42,583.80 | $ 47,272.00 | $ - | $- |
| 10-4540-1215 | COMP TIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4540-1220 | SALARIES - OVERTIME | $ 2,000.00 | $ - | $ 2,000.00 | $ 121.68 | $ 1,000.00 | $ - | $- |
| 10-4540-1810 | FRINGE - SOC TAX | $ 2,810.00 | $ 1,466.55 | $ 2,758.00 | $ 2,460.04 | $ 2,993.00 | $ - | $- |
| 10-4540-1811 | FRINGE - MED TAX | $ 657.00 | $ 342.96 | $ 645.00 | $ 575.41 | $ 700.00 | $ - | $- |
| 10-4540-1820 | FRINGE - ORBIT RETIREMENT | $ 5,198.00 | $ 3,093.84 | $ 5,102.00 | $ 4,898.34 | $ 6,246.00 | $ - | $- |
| 10-4540-1821 | FRINGE - PRUDENTIAL SUPPLEMENT | $ 2,266.00 | $ 376.55 | $ 2,234.00 | $ 636.18 | $ 2,414.00 | $ - | $- |
| 10-4540-1830 | FRINGE - HEALTH INSURANCE | $ 8,234.00 | $ 5,459.96 | $ 7,486.00 | $ 7,485.60 | $ 7,361.00 | $ - | $- |
| 10-4540-1831 | FRINGE - DENTAL INSURANCE | $ 516.00 | $ 273.56 | $ 469.00 | $ 468.96 | $ 469.00 | $ - | $- |
| 10-4540-1832 | FRINGE - MEDICAL DEBIT CARD | $ 600.00 | $ 378.73 | $ 600.00 | $ 436.06 | $ 600.00 | $ - | $- |
| 10-4540-2000 | DEPT SUPPLIES | $ 7,000.00 | $ 5,873.08 | $ 7,000.00 | $ 5,608.77 | $ 7,000.00 | $ - | $- |
| 10-4540-2120 | UNIFORMS | $ 200.00 | $ 140.00 | $ 150.00 | $ 115.00 | $ 250.00 | $ - | $- |
| 10-4540-2511 | AUTOMOBILE GAS | $ 90,000.00 | $ 50,389.30 | $ 95,524.00 | $ 95,523.28 | $ 110,000.00 | $ - | $- |
| 10-4540-3110 | TRAVEL & TRAINING | $ 500.00 | $ - | $ 500.00 | $ - | $ 250.00 | $ - | $- |
| 10-4540-3520 | M & R EQUIP (STREETS) | $ 12,000.00 | $ 10,237.61 | $ 15,000.00 | $ 14,460.31 | $ 12,000.00 | $ - | $- |
| 10-4540-3521 | M & R EQUIP (SANITATION) | $ 6,500.00 | $ 4,264.98 | $ 4,656.61 | $ 4,656.61 | $ 6,500.00 | $ - | $- |
| 10-4540-3522 | M & R EQUIP (WATER/SEWER) | $ 10,000.00 | $ 6,686.12 | $ 12,843.39 | $ 9,835.62 | $ 10,000.00 | $ - | $- |
| 10-4540-3530 | M & R TRUCKS (STREETS) | $ 7,500.00 | $ 5,416.26 | $ 7,500.00 | $ 4,760.26 | $ 7,500.00 | $ - | $- |
| 10-4540-3531 | M & R TRUCKS (SANITATION) | $ 6,000.00 | $ 2,303.66 | $ 8,000.00 | $ 7,791.21 | $ 20,000.00 | $ - | $- |
| 10-4540-3532 | M & R TRUCKS (WATER/SEWER) | $ 8,000.00 | $ 7,605.07 | $ 8,000.00 | $ 7,891.39 | $ 8,000.00 | $ - | $- |
| 10-4540-3533 | M & R STREET SWEEPER | $ 6,000.00 | $ 2,934.16 | $ 4,000.00 | $ 2,000.27 | $ 6,000.00 | $ - | $- |
| 10-4540-3534 | M & R POLICE VEHICLES | $ 33,000.00 | $ 31,268.47 | $ 31,476.00 | $ 18,542.79 | $ 33,000.00 | $ - | $- |
| 10-4540-3535 | M & R VEHICLES (TOWN) | $ 5,500.00 | $ 2,781.76 | $ 2,619.00 | $ 2,600.01 | $ 5,500.00 | $ - | $- |
| 10-4540-3540 | SERV & MAINT CONTRACT | $ - | $ - | $ 881.00 | $ 823.20 | $ 1,600.00 | $ - | $- |
| 10-4540-4510 | INSURANCE-PROPERTY/LIABILITY | $ 2,710.00 | $ 2,710.00 | $ 4,423.48 | $ 4,423.48 | $ 1,737.00 | $ - | $- |
| 10-4540-4520 | INSURANCE - AUTOMOBILE | $ 6,424.00 | $ - | $ 17,146.00 | $ 5,736.48 | $ 23,505.00 | $ - | $- |
| 10-4540-5100 | CAPITAL OUTLAY | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4540-5400 | CAPITAL OUTLAY - VEHICLE | $ - | $ - | $ - | $ - | $ 85,500.00 | $ - | $- |
| 10-4540-5500 | CAPITAL OUTLAY - EQUIPMENT | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4540-6992 | TRANSFER TO CAMA FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| | **TOTAL - FLEET MAINTENANCE** | **$ 266,936.00** | **$ 169,404.00** | **$ 283,490.48** | **$ 244,434.75** | **$ 407,397.00** | **$ -** | **$-** |

**TOWN OF PLYMOUTH**
**2023-2024 BUDGET**
**LINE ITEM REQUEST FORM**

# 4540: FLEET DEPARTMENT

| | | | |
|---|---|---|---|
| Line Item: 10-4540-1210 | | Current Budget: | $43,321 |
| Line Item Name: Salaries | | Request: | $47,272 |
| Justification: | | Recommended: | $0 |

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

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

| | | | |
|---|---|---|---|
| Line Item: 10-4540-1220 | | Current Budget: | $2,000 |
| Line Item Name: Overtime Salaries | | Request: | $1,000 |
| Justification: | | Recommended: | $0 |

After hours call out.

| | | | |
|---|---|---|---|
| Line Item: 10-4540-1810 | | Current Budget: | $2,810 |
| Line Item Name: Fringe - SOC Tax | | Request: | $2,993 |
| Justification: | | Recommended: | $0 |

| | |
|---|---|
| Total Salaries | $48,272 |
| SOC % | 6.20% |
| | $2,993 |

| | | | |
|---|---|---|---|
| Line Item: 10-4540-1811 | | Current Budget: | $657 |
| Line Item Name: Fringe - MED Tax | | Request: | $700 |
| Justification: | | Recommended: | |
| Total Salaries | $48,272 | | |
| MED % | 1.45% | | |
| | $700 | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4540-1820 | | Current Budget: | $5,198 |
| Line Item Name: Fringe - ORBIT | | Request: | $6,246 |
| Justification: | | Recommended: | $0 |
| Total Salaries | $ 48,272 | | |
| ORBIT % | 12.94% | | |
| | $ 6,246 | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4540-1821 | | Current Budget: | $2,266 |
| Line Item Name: Fringe - Prudential Supplement | | Request: | $2,414 |
| Justification: | | Recommended: | $0 |
| Total Salaries | $ 48,272 | | |
| PRUDENTIAL % | 5% (1.5% Employer Contribution + 3.5% Employer Match = 5%) | | |
| | $ 2,414 | | |

| | | |
|---|---|---|
| Line Item: 10-4540-1830 | Current Budget: | $8,234 |
| Line Item Name: Fringe - Health Insurance | Request: | $7,361 |
| Justification: | Recommended: | $0 |
| Includes Health Insurance cost for one (1) employee. | | |

| | | |
|---|---|---|
| Line Item: 10-4540-1831 | Current Budget: | $516 |
| Line Item Name: Fringe - Dental | Request: | $469 |
| Justification: | Recommended: | $0 |
| Includes Dental Insurance cost for one (1) employee. | | |

| | |
|---|---|
| Line Item: 10-4540-1832 | Current Budget: $600 |
| Line Item Name: Medical Debit Card | Request: $600 |
| Justification: | Recommended: $0 |
| Includes Medical Debit Card cost for one (1) employee. | |

| | |
|---|---|
| Line Item: 10-4540-2000 | Current Budget: $7,000 |
| Line Item Name: Department Supplies | Request: $7,000 |
| Justification: | Recommended: $0 |
| Small parts, small tools, air compressor, transmission fluid changer machine, etc. | |

| | |
|---|---|
| Line Item: 10-4540-2120 | Current Budget: $200 |
| Line Item Name: Uniforms | Request: $250 |
| Justification: | Recommended: $0 |
| Uniforms for one (1) employee - Boots. | |

| | |
|---|---|
| Line Item: 10-4540-2511 | Current Budget: $90,000 |
| Line Item Name: Automobile Gas (all departments) | Request: $110,000 |
| Justification: | Recommended: $0 |
| Increase in price of fuel & increase in size of vehicles. | |

| | |
|---|---|
| Line Item: 10-4540-3110 | Current Budget: $500 |
| Line Item Name: Travel and Training | Request: $250 |
| Justification: | Recommended: $0 |
| Mechanic Classes - ASC Certification. | |

| | | | |
|---|---|---|---|
| Line Item: 10-4540-3520 | | Current Budget: | $12,000 |
| Line Item Name: M & R Equip (STREETS) | | Request: | $12,000 |
| Justification: | | Recommended: | $0 |

Includes cost of maintaining and repairing loader/backhoe, compressor, mosquito sprayer, utility trailer, tractors, bush-hog, weed eaters and mowers. 2 new weed eaters - $600, 1-side arm deck & mower for sidemount - $6,800.

| | | | |
|---|---|---|---|
| Line Item: 10-4540-3521 | | Current Budget: | $6,500 |
| Line Item Name: M & R Equip (SANITATION) | | Request: | $6,500 |
| Justification: | | Recommended: | $0 |

Trailer, Loader tractor, Tire replacement. Replacement cylinder @ $2,340.00 for Kubota Tractor.

| | | | |
|---|---|---|---|
| Line Item: 10-4540-3522 | | Current Budget: | $10,000 |
| Line Item Name: M & R Equip (WATER/SEWER) | | Request: | $10,000 |
| Justification: | | Recommended: | $0 |

Includes cost of Maintenance of equipment & repairs, loader/backhoe, portable pumps, tires, Water Plant & Waste Water Plant mowers & tractor, weed eater, sewer jetter machine. New 14" cutoff saw @ $1,027.22.

| | | | |
|---|---|---|---|
| Line Item: 10-4540-3530 | | Current Budget: | $7,500 |
| Line Item Name: M & R Trucks (STREETS) | | Request: | $7,500 |
| Justification: | | Recommended: | $0 |

Maintenance & repair of one (1) mini-dump & two (2) pickup trucks. Two (2) antennas & two (2) two way radios $850.00.

| | | | |
|---|---|---|---|
| Line Item: 10-4540-3531 | | Current Budget: | $6,000 |
| Line Item Name: M & R Trucks (SANITATION) | | Request: | $20,000 |
| Justification: | | Recommended: | $0 |

Maintenance of equipment & repairs, tires. Two (2) antennas & two (2) two way radios $ 850.00.

| Line Item: 10-4540-3532 | Current Budget: | $8,000 |
|---|---|---|
| Line Item Name: M & R Trucks (WATER/SEWER) | Request: | $8,000 |
| Justification: | Recommended: | $0 |

Maintenance of equipment & repairs. Two (2) two way radios & two (2) antennas @ $850.00.

| Line Item: 10-4540-3533 | Current Budget: | $6,000 |
|---|---|---|
| Line Item Name: M & R Street Sweeper | Request: | $6,000 |
| Justification: | Recommended: | $0 |

Maintenance of street sweeper.

| Line Item: 10-4540-3534 | Current Budget: | $33,000 |
|---|---|---|
| Line Item Name: M & R Police Vehicles | Request: | $33,000 |
| Justification: | Recommended: | $0 |

Normal maintenance of vehicles.

| Line Item: 10-4540-3535 | Current Budget: | $5,500 |
|---|---|---|
| Line Item Name: M & R Vehicles (TOWN) | Request: | $5,500 |
| Justification: | Recommended: | $0 |

Normal maintenance & repairs of PW Director's, Mechanic's & Code Enforcement's vehicles. One (1) antenna and one (1) two way radio @ $ 425.00.

| Line Item: 10-4540-3540 | Current Budget: | $0 |
|---|---|---|
| Line Item Name: Service and Maintenance Contracts | Request: | $1,600 |
| Justification: | Recommended: | $0 |

1 year of Identifix for troubleshooting vehicles.

| | |
|---|---|
| Line Item: 10-4540-4510 | Current Budget: $2,710 |
| Line Item Name: Insurance: Property and Liability | Request: $1,737 |
| Justification: | Recommended: $0 |

Includes insurance on real and personal property (flood).

| | |
|---|---|
| Line Item: 10-4540-4520 | Current Budget: $6,424 |
| Line Item Name: Insurance - Automobile | Request: $23,505 |
| Justification: | Recommended: $0 |

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

| | |
|---|---|
| Line Item: 10-4540-5400 | Current Budget: $0 |
| Line Item Name: Capital Outlay - Vehicle | Request: $85,500 |
| Justification: | Recommended: $0 |

Replace sewer truck, F250 - $58,200, replace water treatment plant Ford Ranger with SUV - $27,000.

| | |
|---|---|
| Line Item: 10-4540-5500 | Current Budget: $0 |
| Line Item Name: Capital Outlay - Equipment | Request: $0 |
| Justification: | Recommended: $0 |

Replace zero turn mower.

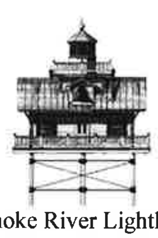
# TAB 13

# Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-3744

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

**Budget – 2023 – 2024**



Roanoke River Lighthouse
Plymouth, NC

## PLANNING AND ZONING DEPARTMENT

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-4910-1210 | SALARIES | $ 43,140.00 | $ 25,008.00 | $ 41,173.28 | $ 40,514.40 | $ 43,997.00 | $ - | $- |
| 10-4910-1215 | COMP TIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4910-1220 | SALARIES - OVERTIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4910-1810 | FRINGE - SOC TAX | $ 2,674.00 | $ 1,550.55 | $ 2,552.63 | $ 2,511.78 | $ 2,728.00 | $ - | $- |
| 10-4910-1811 | FRINGE - MED TAX | $ 626.00 | $ 362.55 | $ 596.99 | $ 587.44 | $ 638.00 | $ - | $- |
| 10-4910-1820 | FRINGE - ORBIT RETIREMENT | $ 5,254.00 | $ 3,045.99 | $ 4,597.00 | $ 4,471.51 | $ 5,693.00 | $ - | $- |
| 10-4910-1821 | FRINGE - PRUDENTIAL SUPPLEMENT | $ 2,157.00 | $ 1,235.40 | $ 2,043.66 | $ 2,010.72 | $ 2,200.00 | $ - | $- |
| 10-4910-1830 | FRINGE - HEALTH INSURANCE | $ 8,234.00 | $ 5,459.96 | $ 7,486.00 | $ 7,485.60 | $ 7,361.00 | $ - | $- |
| 10-4910-1831 | FRINGE - DENTAL INSURANCE | $ 516.00 | $ 273.56 | $ 469.00 | $ 468.96 | $ 469.00 | $ - | $- |
| 10-4910-1832 | FRINGE - MEDICAL DEBIT CARD | $ 600.00 | $ 378.73 | $ 600.00 | $ 436.06 | $ 600.00 | $ - | $- |
| 10-4910-2000 | DEPARTMENT SUPPLIES | $ 750.00 | $ 718.98 | $ 769.07 | $ 769.07 | $ 1,000.00 | $ - | $- |
| 10-4910-2120 | UNIFORMS | $ 300.00 | $ 274.84 | $ 625.00 | $ 606.00 | $ 500.00 | $ - | $- |
| 10-4910-3110 | TRAVEL AND TRAINING | $ 1,063.00 | $ 694.00 | $ 1,200.00 | $ 1,195.26 | $ 3,500.00 | $ - | $- |
| 10-4910-3111 | SMALL TOWN MAIN STREET | $ 1,000.00 | $ - | $ 425.00 | $ 425.00 | $ 4,000.00 | $ - | $- |
| 10-4910-3540 | SERV & MAINT CONTRACT | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4910-3700 | ADVERTISE-ZONING TEX CHG | $ - | $ - | $ - | $ - | $ 250.00 | $ - | $- |
| 10-4910-3701 | ADVERTISE-BOARD OF ADJUSTMENT | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-4910-4510 | INSURANCE-PROPERTY/LIABILITY | $ 1,442.00 | $ 376.15 | $ 1,344.00 | $ 1,344.00 | $ 3,726.00 | $ - | $- |
| 10-4910-4910 | DUES & SUBSCRIPTIONS | $ 100.00 | $ 40.00 | $ 100.00 | $ 40.00 | $ 200.00 | $ - | $- |
| 10-4910-4990 | CODE VIOLATIONS | $ 4,000.00 | $ 1,440.00 | $ 2,339.68 | $ 2,321.07 | $ 5,000.00 | $ - | $- |
| 10-4910-4991 | DEMOLITION | $ 42,000.00 | $ 28,276.00 | $ 67,600.00 | $ 67,600.00 | $ 25,000.00 | $ - | $- |
| 10-4910-4992 | ENGINEERING | $ 2,500.00 | $ - | $ - | $ - | $ 12,000.00 | $ - | $- |
| 10-4910-6990 | CONTRACT SERVICES | $ 15,000.00 | $ 11,198.75 | $ 21,489.11 | $ 21,489.11 | $ 18,900.00 | $ - | $- |
| | **TOTAL - PLANNING & ZONING** | **$ 131,356.00** | **$ 80,333.46** | **$ 155,410.42** | **$ 154,275.98** | **$ 137,762.00** | **$ -** | **$-** |

# TOWN OF PLYMOUTH
# 2023-2024 BUDGET
# LINE ITEM REQUEST FORM

## 4910 Planning & Zoning

| | |
|---|---|
| Line Item: 10-4910-1210 | Current Budget: $43,140 |
| Line Item Name: Salaries | Request: $43,997 |
| Justification: | Recommended: $0 |

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

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

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

| | |
|---|---|
| Line Item: 10-4910-1810 | Current Budget: $2,674 |
| Line Item Name: Fringe - SOC Tax | Request: $2,728 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Total Salaries | $43,997 |
| SOC % | 6.20% |
| | $2,728 |

| | |
|---|---|
| Line Item: 10-4910-1811 | Current Budget: $626 |
| Line Item Name: Fringe - MED Tax | Request: $638 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Total Salaries | $43,997 |
| MED % | 1.45% |
| | $638 |

| | |
|---|---|
| Line Item: 10-4910-1820 | Current Budget: $5,254 |
| Line Item Name: Fringe - ORBIT | Request: $5,693 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Total Salaries | $ 43,997 |
| ORBIT % | 12.94% |
| | $ 5,693 |

| | |
|---|---|
| Line Item: 10-4910-1821 | Current Budget: $2,157 |
| Line Item Name: Fringe - Prudential Supplement | Request: $2,200 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Total Salaries | $ 43,997 |
| PRUDENTIAL % | 5% (1.5% Employer Contribution + 3.5% Employer Match = 5%) |
| | $ 2,200 |

| | |
|---|---|
| Line Item: 10-4910-1830 | Current Budget: $8,234 |
| Line Item Name: Fringe - Health Insurance | Request: $7,361 |
| Justification: | Recommended: $0 |

Includes Health Insurance cost for one (1) employee.

| | |
|---|---|
| Line Item: 10-4910-1831 | Current Budget: $516 |
| Line Item Name: Fringe - Dental | Request: $469 |
| Justification: | Recommended: $0 |

Includes Dental Insurance cost for one (1) employee.

| | | | |
|---|---|---|---|
| Line Item: 10-4910-1832 | | Current Budget: | $600 |
| Line Item Name: Medical Debit Card | | Request: | $600 |
| Justification: | | Recommended: | $0 |
| Includes Medical Debit Card cost for one (1) employee. | | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4910-2000 | | Current Budget: | $750 |
| Line Item Name: Department Supplies | | Request: | $1,000 |
| Justification: | | Recommended: | $0 |
| Office supplies. | | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4910-2120 | | Current Budget: | $300 |
| Line Item Name: Uniforms | | Request: | $500 |
| Justification: | | Recommended: | $0 |
| Uniform for one (1) employee. | | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4910-3110 | | Current Budget: | $1,063 |
| Line Item Name: Travel and Training | | Request: | $3,500 |
| Justification: | | Recommended: | $0 |
| Code enforcement & additional planning & zoning training. | | | |

| | | | |
|---|---|---|---|
| Line Item: 10-4910-3111 | | Current Budget: | $1,000 |
| Line Item Name: Small Town Main Street | | Request: | $4,000 |
| Justification: | | Recommended: | $0 |
| Annual Dues & Travel and Training. | | | |

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

| | | |
|---|---|---|
| Line Item: 10-4910-3700 | Current Budget: | $0 |
| Line Item Name: Advertise - Zoning Text Amendments | Request: | $250 |
| Justification: | Recommended: | $0 |
| Notify the public of code violations. | | |

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

| | | |
|---|---|---|
| Line Item: 10-4910-4510 | Current Budget: | $1,442 |
| Line Item Name: Insurance: Property and Liability | Request: | $3,726 |
| Justification: | Recommended: | $0 |
| Includes insurance on real and personal property (flood). | | |

| | | |
|---|---|---|
| Line Item: 10-4910-4910 | Current Budget: | $100 |
| Line Item Name: Dues & Subscriptions | Request: | $200 |
| Justification: | Recommended: | $0 |
| NCAHCO | | |

| | |
|---|---|
| Line Item: 10-4910-4990 | Current Budget: $4,000 |
| Line Item Name: Code Violations | Request: $5,000 |
| Justification: | Recommended: $0 |
| Grass cutting/move outs. | |

| | |
|---|---|
| Line Item: 10-4910-4991 | Current Budget: $42,000 |
| Line Item Name: Demolition | Request: $25,000 |
| Justification: | Recommended: $0 |
| 2 properties @ $12,500 per building. | |

| | |
|---|---|
| Line Item: 10-4910-4992 | Current Budget: $2,500 |
| Line Item Name: Engineering | Request: $12,000 |
| Justification: | Recommended: $0 |
| Cost for structural engineer @ $1,000 per building. | |

| | |
|---|---|
| Line Item: 10-4910-6990 | Current Budget: $15,000 |
| Line Item Name: Contract Services | Request: $18,900 |
| Justification: | Recommended: $0 |
| Mid-East Commission & Albemarle Commission. GONotify - Mobile notification. | |

# TAB 14

**Town of Plymouth**
124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962
TELEPHONE: (252) 793-9101
FAX: (252) 793-3744

# ***SPECIAL APPROPRIATIONS DEPARTMENT 6100***

**Budget – 2023 – 2024**

Roanoke River Lighthouse
Plymouth, NC

## SPECIAL APPROPRIATIONS DEPARTMENT

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 10-6100-2200 | TRANSFER OPEN AIR - FUND 22 | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-6100-2300 | TRANSFER TO FUND 21 | $ - | $ - | $ - | $ - | $ 6,406.00 | $ - | $- |
| 10-6100-2400 | TRANSFER TO FUND 24 | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-6100-3600 | TRANSFER TO FUND 36 | $ - | $ - | $ 7,500.00 | $ - | $ - | $ - | $- |
| 10-6100-4000 | PLYMOUTH PROMOTION | $ 20,000.00 | $ 11,185.88 | $ 20,000.00 | $ 5,075.00 | $ 20,000.00 | $ - | $- |
| 10-6100-6980 | CHAMBER OF COMMERCE REIM. | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 10-6100-6990 | PORT O PLYMOUTH MUSEUM CURATOR | $ 12,400.00 | $ 7,233.31 | $ 12,400.00 | $ 12,399.96 | $ 12,400.00 | $ - | $- |
| 10-6100-9400 | CHRISTMAS PARADE | $ 2,500.00 | $ 650.00 | $ 2,500.00 | $ 1,611.00 | $ 2,500.00 | $ - | $- |
| 10-6100-9910 | TOWN MATCH-CAMA GRANT - PUMP OUT | $ - | $ - | $ - | $ - | $ 5,000.00 | $ - | $- |
| 10-6100-9960 | RECREATION FUND | $ 5,000.00 | $ - | $ - | $ - | $ 5,000.00 | $ - | $- |
| 10-6100-9970 | CONTINGENCY | $ 80,100.00 | $ 5,000.00 | $ - | $ - | $ - | $ - | $- |
| | **TOTAL - SPECIAL APPROPRIATIONS** | **$ 120,000.00** | **$ 24,069.19** | **$ 42,400.00** | **$ 19,085.96** | **$ 51,306.00** | **$ -** | **$-** |

## TOTAL EXPENSES - REVENUE OVER/UNDER EXPENSES - GENERAL FUND

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL - ALL EXPENSES - GENERAL FUND | $ 3,023,463.33 | $ 1,846,390.58 | $ 3,182,081.15 | $ 2,755,013.53 | $ 3,255,394.81 | $ - | $ - |
| REVENUES OVER/UNDER EXPENSES - GENERAL FUND | $ - | $ 113,824.27 | $ - | $ 98,223.05 | $ - | $ - | $ - |

**TOWN OF PLYMOUTH**
**2023-2024 BUDGET**
**LINE ITEM REQUEST FORM**

# 6100: SPECIAL APPROPRIATIONS

| | | | |
|---|---|---|---|
| Line Item: 10-6100-2300 | | Current Budget: | $0 |
| Line Item Name: Transfer to Fund 21 | | Request: | $6,406 |
| Justification: | | Recommended: | $0 |

Streetscape

| | | | |
|---|---|---|---|
| Line Item: 10-6100-4000 | | Current Budget: | $20,000 |
| Line Item Name: Plymouth Promotion | | Request: | $20,000 |
| Justification: | | Recommended: | $0 |

Funds generated from $5.00 tag fee designated for promotional purposes. Bear Fest - $10,000, Discover Washington County - $750.

| | | | |
|---|---|---|---|
| Line Item: 10-6100-6990 | | Current Budget: | $12,400 |
| Line Item Name: Port of Plymouth Museum Curator | | Request: | $12,400 |
| Justification: | | Recommended: | $0 |

Annual contribution.

| | | | |
|---|---|---|---|
| Line Item: 10-6100-9400 | | Current Budget: | $2,500 |
| Line Item Name: Christmas Parade | | Request: | $2,500 |
| Justification: | | Recommended: | $0 |

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

| | |
|---|---|
| Line Item: 10-6100-9910 | Current Budget: $0 |
| Line Item Name: Town Match Cama Grant - Pump Out | Request: $5,000 |
| Justification: | Recommended: $0 |
| DOT - Pump Out | |

| | |
|---|---|
| Line Item: 10-6100-9960 | Current Budget: $5,000 |
| Line Item Name: Recreation Fund | Request: $5,000 |
| Justification: | Recommended: $0 |
| Set aside for rescreation fund. | |

| | |
|---|---|
| Line Item: 10-6100-9970 | Current Budget: $83,580 |
| Line Item Name: Contingency | Request: $0 |
| Justification: | Recommended: $0 |

# TAB 15

# Town of Plymouth

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


# ***WATER DEPARTMENT***

**Budget – 2023 - 2024**

Roanoke River Lighthouse
Plymouth, NC

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| | | **WATER FUND - 61** | | | | | | |
| 61-1400-3000 | CONTRIBUTION TO PENSION | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-3500-3000 | FEMA "REIMBURSEMENT" | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-3712-1000 | WATER - REVENUE | $ 1,075,000.00 | $ 595,170.48 | $ 880,000.00 | $ 912,046.22 | $ 1,070,000.00 | $ - | $- |
| 61-3712-1400 | NEW ACCOUNT FEES - REVENUE | $ 5,000.00 | $ 2,195.00 | $ 8,000.00 | $ 3,250.00 | $ 5,000.00 | $ - | $- |
| 61-3712-1500 | RECONNECT FEE - REVENUE | $ 15,000.00 | $ 8,165.00 | $ 15,000.00 | $ 27,526.01 | $ 15,000.00 | $ - | $- |
| 61-3712-1600 | PENALTY - REVENUE | $ 38,000.00 | $ 62,450.08 | $ 34,500.00 | $ 63,092.67 | $ 35,000.00 | $ - | $- |
| 61-3712-1700 | Return Check Fee | $ - | $ 425.00 | $ - | $ 575.00 | $ - | $ - | $- |
| 61-3712-3000 | WATER TAP CONNECTIONS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-3831-4910 | INTEREST ON INVESTMENTS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-3835-8200 | SALES OF FIXED ASSETS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-3839-1000 | MISCELLANEOUS REVENUES | $ - | $ 5.65 | $ - | $ 9.00 | $ - | $ - | $- |
| 61-3839-1001 | LEASE INCOME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-3850-0000 | PENSION EXP/(REV) | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-3986-9810 | REIMBURSEMENT - GENERAL FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-3986-9862 | REIMBURSEMENT - SEWER | $ 376,875.00 | $ 219,843.75 | $ 372,669.00 | $ 372,669.00 | $ 404,839.50 | $ - | $- |
| 61-3986-9866 | REIMBURSEMENT - SANITATION | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-3986-9867 | REIMBURSEMENT - STORMWATER | $ 26,381.00 | $ 15,388.94 | $ 26,078.00 | $ 26,078.04 | $ 32,387.16 | $ - | $- |
| 61-3991-1000 | FUND BALANCE APPROP. | $ - | $ - | $ 77,150.70 | $ - | $ - | $ - | $- |
| **TOTAL - REVENUES - WATER FUND** | | **$ 1,536,256.00** | **$ 903,643.90** | **$ 1,413,397.70** | **$ 1,405,245.94** | **$ 1,562,226.66** | **$ -** | **$ -** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 61-7100-1210 | SALARIES | $ 506,273.00 | $ 296,606.25 | $ 474,965.94 | $ 473,034.59 | $ 536,866.00 | $ - | $- |
| 61-7100-1215 | COMP TIME | $ - | $ - | $ - | $ 11.48 | $ - | $ - | $- |
| 61-7100-1216 | SALARIES - ON-CALL | $ 3,900.00 | $ 2,325.00 | $ 3,900.00 | $ 3,675.00 | $ 3,900.00 | $ - | $- |
| 61-7100-1220 | SALARIES - OVERTIME | $ 18,000.00 | $ 8,779.59 | $ 18,000.00 | $ 20,256.01 | $ 18,000.00 | $ - | $- |
| 61-7100-1260 | SALARIES - PART-TIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-7100-1810 | FRINGE - SOC TAX | $ 32,747.00 | $ 18,257.74 | $ 32,090.00 | $ 29,878.65 | $ 34,644.00 | $ - | $- |
| 61-7100-1811 | FRINGE - MED TAX | $ 7,659.00 | $ 4,325.71 | $ 7,505.00 | $ 6,987.89 | $ 8,102.00 | $ - | $- |
| 61-7100-1820 | FRINGE - ORBIT RETIREMENT | $ 60,581.00 | $ 34,282.01 | $ 59,366.00 | $ 54,040.19 | $ 72,304.00 | $ - | $- |
| 61-7100-1821 | FRINGE - PRUDENTIAL SUPPLEMENT | $ 26,409.00 | $ 9,284.16 | $ 25,879.00 | $ 15,306.64 | $ 27,938.00 | $ - | $- |
| 61-7100-1830 | FRINGE - HEALTH INSURANCE | $ 90,673.00 | $ 59,509.66 | $ 89,827.00 | $ 80,302.92 | $ 81,058.00 | $ - | $- |
| 61-7100-1831 | FRINGE - DENTAL INSURANCE | $ 6,191.00 | $ 3,243.64 | $ 5,628.00 | $ 5,158.56 | $ 5,651.00 | $ - | $- |
| 61-7100-1832 | FRINGE - MEDICAL DEBIT CARDS | $ 6,600.00 | $ 4,206.32 | $ 7,200.00 | $ 4,725.96 | $ 7,200.00 | $ - | $- |
| 61-7100-1850 | UNEMPLOYMENT COMPENSATION | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-7100-1991 | PROFESSIONAL SERVICES | $ - | $ - | $ 15,556.00 | $ 15,303.75 | $ - | $ - | $- |
| 61-7100-2000 | DEPT. SUPPLIES | $ 12,000.00 | $ 5,970.52 | $ 11,350.34 | $ 9,779.04 | $ 13,762.81 | $ - | $- |
| 61-7100-2016 | DEPRECATION EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-7100-2020 | WTP CHEMICALS | $ 70,000.00 | $ 42,358.86 | $ 61,031.36 | $ 59,568.87 | $ 85,000.00 | $ - | $- |
| 61-7100-2040 | WTP - LAB ANALYSIS | $ 13,000.00 | $ 6,803.40 | $ 12,000.00 | $ 11,662.45 | $ 14,000.00 | $ - | $- |
| 61-7100-2120 | UNIFORMS | $ 2,000.00 | $ 1,447.00 | $ 1,699.00 | $ 1,611.11 | $ 3,500.00 | $ - | $- |
| 61-7100-2400 | M&R LINES, HYDRANT & METERS | $ 35,000.00 | $ 21,255.18 | $ 32,893.94 | $ 32,893.94 | $ 50,000.00 | $ - | $- |
| 61-7100-3110 | TRAVEL & TRAINING | $ 4,000.00 | $ 239.70 | $ 1,818.11 | $ 1,818.11 | $ 4,000.00 | $ - | $- |
| 61-7100-3250 | POSTAGE | $ 8,500.00 | $ 5,165.01 | $ 8,611.00 | $ 8,610.35 | $ 10,000.00 | $ - | $- |
| 61-7100-3310 | WT-UTILITIES ELECTRIC | $ 45,000.00 | $ 22,881.88 | $ 45,000.00 | $ 44,935.06 | $ 45,000.00 | $ - | $- |
| 61-7100-3410 | WATER MAILING NOTICES | $ - | $ - | $ - | $ - | | $ - | $- |
| 61-7100-3520 | MAINT & REPAIR - WTP EQUIP | $ 27,500.00 | $ 5,202.18 | $ 27,347.78 | $ 26,176.95 | $ 35,000.00 | $ - | $- |
| 61-7100-3525 | MAINT & REPAIR WATER TANK | $ 28,000.00 | $ 27,778.00 | $ 28,000.00 | $ 27,879.93 | $ 31,000.00 | $ - | $- |
| 61-7100-3540 | MAINT & SERV - CONTRACT(S) | $ 8,000.00 | $ 6,131.00 | $ 8,000.00 | $ 6,835.00 | $ 8,000.00 | $ - | $- |
| 61-7100-3560 | MAINT & REPAIR UTILITY CUTS | $ 3,000.00 | $ 1,430.00 | $ 1,830.00 | $ 1,830.00 | $ 3,500.00 | $ - | $- |
| 61-7100-3700 | ADVERTISING - PUBLIC NOTICES | $ 1,000.00 | $ 37.50 | $ 1,000.00 | $ 710.26 | $ 750.00 | $ - | $- |
| 61-7100-4310 | LEASE - COPIER | $ 4,200.00 | $ 2,282.85 | $ 4,200.00 | $ 4,029.95 | $ 3,700.00 | $ - | $- |
| 61-7100-4510 | INSURANCE | $ 40,242.00 | $ 29,242.00 | $ 31,117.70 | $ 31,117.70 | $ 21,353.00 | $ - | $- |
| 61-7100-4910 | DUES, PERMITS & SUBSCRIPTIONS | $ 5,000.00 | $ 1,807.50 | $ 3,889.00 | $ 3,445.00 | $ 5,000.00 | $ - | $- |
| 61-7100-4920 | BAD DEBT EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-7100-4921 | COURT FEES | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-7100-5100 | CAPITAL OUTLAY | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-7100-5400 | CAPITAL OUTLAY - VEHICLE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-7100-5500 | CAPITAL OUTLAY - EQUIPMENT | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-7100-6990 | CONTRACT SERVICE | $ - | $ - | $ - | $ - | $ 3,900.00 | $ - | $- |
| 61-7100-7110 | PRINCIPAL - DRINKING WATER - H-SRF-W-98-0702 | $ 66,965.00 | $ - | $ 66,965.00 | $ 66,965.45 | $ 66,965.00 | $ - | $- |
| 61-7100-7120 | PRINCIPAL - BACKHOE | $ 23,106.00 | $ - | $ 21,929.87 | $ 21,929.87 | $ - | $ - | $- |
| 61-7100-7130 | PRINCIPAL - WATER SYSTEM - H-SRP-D-17-0144 | $ 8,174.00 | $ - | $ 8,174.00 | $ 6,504.70 | $ 8,174.00 | $ - | $- |
| 61-7100-7210 | INTEREST - DRINKING WATER - H-SRF-W-98-0702 | $ 7,688.00 | $ 3,843.82 | $ 9,610.00 | $ 9,609.54 | $ 5,766.00 | $ - | $- |
| 61-7100-7220 | INTEREST - BACKHOE | $ 1,144.00 | $ - | $ 2,319.03 | $ 2,319.03 | $ - | $ - | $- |
| 61-7100-7230 | INTEREST - WATER SYSTEM - H-SRP-D-17-0144 | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-7100-8980 | FUND BALANCE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-7100-9910 | CONTIGENCY | $ 53,704.00 | $ - | $ - | $ - | $ - | $ - | $- |
| **TOTAL - OPERATIONAL EXPENSES - WATER FUND** | | **$ 1,226,256.00** | **$ 624,696.48** | **$ 1,128,703.07** | **$ 1,088,913.95** | **$ 1,214,033.81** | $ - | $- |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 61-9860-9810 | TRANSFER TO GENERAL FUND | $ 310,000.00 | $ 176,039.99 | $ 284,694.63 | $ 284,694.63 | $ 348,192.85 | $ - | $- |
| 61-9860-9826 | AIA - WATER MAPPING | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-9860-9828 | TRANSFER TO CAMA FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-9860-9862 | TRANSFER TO SEWER FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-9860-9866 | TRANSFER TO SANITATION FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 61-9860-9867 | TRANSFER TO STORMWATER FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| | **TOTAL - TRANSFER WATER FUND** | **$ 310,000.00** | **$ 176,039.99** | **$ 284,694.63** | **$ 284,694.63** | **$ 348,192.85** | **$ -** | **$-** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **TOTAL - ALL EXPENSES - WATER DEPARTMENT** | **$1,536,256.00** | **$800,736.47** | **$1,413,397.70** | **$1,373,608.58** | **$1,562,226.66** | **$0.00** | **$0.00** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **REVENUES OVER/UNDER EXPENSES - WATER FUND** | **$ -** | **$ 102,907.43** | **$ -** | **$ 31,637.36** | **$ -** | **$ -** | **$ -** |

**TOWN OF PLYMOUTH**
**2023-2024 BUDGET**
**LINE ITEM REQUEST FORM**

# FUND 61: WATER DEPARTMENT

| | |
|---|---|
| Line Item: 61-7100-1210 | Current Budget: $506,273 |
| Line Item Name: Salaries | Request: $536,866 |
| Justification: | Recommended: $0 |

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

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

| | |
|---|---|
| Line Item: 61-7100-1216 | Current Budget: $3,900 |
| Line Item Name: On-Call | Request: $3,900 |
| Justification: | Recommended: $0 |

$75.00 per on-call weekend for two (2) people.

| | |
|---|---|
| Line Item: 61-7100-1220 | Current Budget: $18,000 |
| Line Item Name: Overtime Salaries | Request: $18,000 |
| Justification: | Recommended: $0 |

After hour repairs for water/sewer.

| | | | |
|---|---|---|---|
| Line Item: 61-7100-1810 | | Current Budget: | $32,747 |
| Line Item Name: Fringe - SOC Tax | | Request: | $34,644 |
| Justification: | | Recommended: | $0 |
| Total Salaries | $558,766 | | |
| SOC % | 6.20% | | |
| | $34,644 | | |

| | | | |
|---|---|---|---|
| Line Item: 61-7100-1811 | | Current Budget: | $7,659 |
| Line Item Name: Fringe - MED Tax | | Request: | $8,102 |
| Justification: | | Recommended: | $0 |
| Total Salaries | $558,766 | | |
| MED % | 1.45% | | |
| | $8,102 | | |

| | | | |
|---|---|---|---|
| Line Item: 61-7100-1820 | | Current Budget: | $60,581 |
| Line Item Name: Fringe - ORBIT | | Request: | $72,304 |
| Justification: | | Recommended: | $0 |
| Total Salaries | $ 558,766 | | |
| ORBIT % | 12.94% | | |
| | $ 72,304 | | |

| | | | |
|---|---|---|---|
| Line Item: 61-7100-1821 | | Current Budget: | $26,409 |
| Line Item Name: Fringe - Prudential Supplement | | Request: | $27,938 |
| Justification: | | Recommended: | $0 |
| Total Salaries | $ 558,766 | | |
| PRUDENTIAL % | 5% (1.5% Employer Contribution + 3.5% Employer Match = 5%) | | |
| | $ 27,938 | | |

| | | |
|---|---|---|
| Line Item: 61-7100-1830 | Current Budget: | $90,673 |
| Line Item Name: Fringe - Health Insurance | Request: | $81,058 |
| Justification: | Recommended: | $0 |

Includes Health Insurance cost for eleven (11) employees & twelve (12) employees Life Insurance.

| Line Item: 61-7100-1831 | Current Budget: | $6,191 |
|---|---|---|
| Line Item Name: Fringe - Dental | Request: | $5,651 |
| Justification: | Recommended: | $0 |

Includes Dental Insurance cost for twelve (12) employees.

| Line Item: 61-7100-1832 | Current Budget: | $6,600 |
|---|---|---|
| Line Item Name: Medical Debit Card | Request: | $7,200 |
| Justification: | Recommended: | $0 |

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: | Recommended: | $0 |

| Line Item: 61-7100-1991 | Current Budget: | $0 |
|---|---|---|
| Line Item Name: Professional Services | Request: | $0 |
| Justification: | Recommended: | $0 |

Temp services for front desk - customer service.

| Line Item: 61-7100-2000 | Current Budget: | $12,000 |
|---|---|---|
| Line Item Name: Department Supplies | Request: | $13,763 |
| Justification: | Recommended: | $0 |

Tools, gloves, safety vests, glasses, etc.

| | |
|---|---|
| Line Item: 61-7100-2020 | Current Budget: $70,000 |
| Line Item Name: WTP - Chemicals | Request: $85,000 |
| Justification: | Recommended: $0 |

Salt, chlorine & ammonia. Chemical cost increase, ammonia + $0.84 per gallon.

| | |
|---|---|
| Line Item: 61-7100-2040 | Current Budget: $13,000 |
| Line Item Name: WTP - Lab Analysis | Request: $14,000 |
| Justification: | Recommended: $0 |

Laboratory costs & supplies (bottles, sampling packets) for monthly water samples.
Hach - $4,390.20
Sampling for contaminants (PFAS)

| | |
|---|---|
| Line Item: 61-7100-2120 | Current Budget: $2,000 |
| Line Item Name: Uniforms | Request: $3,500 |
| Justification: | Recommended: $0 |

Uniform for new hire, plus replacement uniforms & boots.

| | |
|---|---|
| Line Item: 61-7100-2400 | Current Budget: $35,000 |
| Line Item Name: M & R Lines, Hydrant & Meters | Request: $50,000 |
| Justification: | Recommended: $0 |

Repair, replacement of water lines, fire hydrants, valves, meters & backflow preventers. Purchase of two 6" Hydra stop valves - $15,000.

| | |
|---|---|
| Line Item: 61-7100-3110 | Current Budget: $4,000 |
| Line Item Name: Travel and Training | Request: $4,000 |
| Justification: | Recommended: $0 |

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

| Line Item: 61-7100-3250 | Current Budget: | $8,500 |
|---|---|---|
| Line Item Name: Postage | Request: | $10,000 |
| Justification: | Recommended: | $0 |

Monthly Utility Billing.

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

Electricity for five (5) wells, public works shop and WTP.

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

| Line Item: 61-7100-3520 | Current Budget: | $27,500 |
|---|---|---|
| Line Item Name: Maint & Repair - WTP Equipment | Request: | $35,000 |
| Justification: | Recommended: | $0 |

Repair of six (6) wells, raw water storage tank, pumps, water softner tanks, etc. Well # 5 needs communication upgrade - $ 6,500.

| Line Item: 61-7100-3525 | Current Budget: | $28,000 |
|---|---|---|
| Line Item Name: Maint & Repair - Water Tank | Request: | $31,000 |
| Justification: | Recommended: | $0 |

Contract with American Tank Maint for maintenance and repair of 0.25 MG elevated storage tank at WTP and 0.5 MG elevated storage tank on East Main Street. Includes washout and inspection of interior, exterior painting and unplanned repairs.

| | | |
|---|---|---|
| Line Item: 61-7100-3540 | Current Budget: | $8,000 |
| Line Item Name: Service and Maintenance Contracts | Request: | $8,000 |
| Justification: | Recommended: | $0 |

Hach - yearly service contract.

| | | |
|---|---|---|
| Line Item: 61-7100-3560 | Current Budget: | $3,000 |
| Line Item Name: Maint & Repair - Utility Cuts | Request: | $3,500 |
| Justification: | Recommended: | $0 |

Rock, sand and top soil used to repair water leaks. Price incrase on ABC stone.

| | | |
|---|---|---|
| Line Item: 61-7100-3700 | Current Budget: | $1,000 |
| Line Item Name: Advertising - Public Notices | Request: | $750 |
| Justification: | Recommended: | $0 |

| | | |
|---|---|---|
| Line Item: 61-7100-4310 | Current Budget: | $4,200 |
| Line Item Name: Lease - Copier | Request: | $3,700 |
| Justification: | Recommended: | $0 |

Leased with Quality Office Equipment.

Lease expires - June 2026.

| | | |
|---|---|---|
| Line Item: 61-7100-4510 | Current Budget: | $29,242 |
| Line Item Name: Insurance: Property & Liability | Request: | $21,353 |
| Justification: | Recommended: | $0 |

Property, Liability & Workman's Comp.

| | | | |
|---|---|---|---|
| Line Item: 61-7100-4910 | | Current Budget: | $5,000 |
| Line Item Name: Dues, Permits & Subscriptions | | Request: | $5,000 |
| Justification: | | Recommended: | $0 |

NCDENR Water System License, NCRWA, Permits & water certification dues.

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

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

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

*Request to be funded through ARP funds.*
225 Water Meters.

| | | | |
|---|---|---|---|
| Line Item: 61-7100-6990 | | Current Budget: | $0 |
| Line Item Name: Contract Services | | Request: | $3,900 |
| Justification: | | Recommended: | $0 |

GONotify - Mobile notification.

| Line Item: 61-7100-7110 | Current Budget: | $66,965 |
|---|---|---|
| Line Item Name: Principal - Drinking Water | Request: | $66,965 |
| Justification: | Recommended: | $0 |

Safe Water Loan - H-SRF-W-98-0702 Drinking Water Principle.

Paid in full - May 2026

| Line Item: 61-7100-7120 | Current Budget: | $23,106 |
|---|---|---|
| Line Item Name: Principal - Backhoe | Request: | $0 |
| Justification: | Recommended: | $0 |

Paid in full - May 2023

| Line Item: 61-7100-7130 | Current Budget: | $8,174 |
|---|---|---|
| Line Item Name: Principal - Water System | Request: | $8,174 |
| Justification: | Recommended: | $0 |

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

| Line Item: 61-7100-7210 | Current Budget: | $7,688 |
|---|---|---|
| Line Item Name: Interest - Drinking Water | Request: | $5,766 |
| Justification: | Recommended: | $0 |

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

Paid in full - May 2026

| Line Item: 61-7100-7220 | Current Budget: | $1,144 |
|---|---|---|
| Line Item Name: Interest - Backhoe | Request: | $0 |
| Justification: | Recommended: | $0 |

Paid in full - May 2023

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

| Line Item: 61-7100-9910 | Current Budget: | $64,704 |
|---|---|---|
| Line Item Name: Contingency | Request: | $0 |
| Justification: | Recommended: | $0 |

# TAB 16

# Town of Plymouth

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


# ***SEWER DEPARTMENT***

**Budget – 2023 - 2024**

Roanoke River Lighthouse
Plymouth, NC

## SEWER FUND - 62

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 62-3325-3510 | SALES TAX REFUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-3500-3000 | "FEMA REIMBURSEMENT" | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-3713-1000 | SEWER - REVENUE | $ 1,200,000.00 | $ 658,440.54 | $ 949,000.00 | $ 998,528.75 | $ 1,191,000.00 | $ - | $- |
| 62-3713-3000 | SEWER TAP CONNECTION | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-3831-4910 | INTEREST ON INVESTMENTS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-3835-8200 | SALE OF FIXED ASSETS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-3839-1000 | MISCELLANEOUS REVENUE | $ 97,550.00 | $ 97,550.00 | $ - | $ - | $ - | $ - | $- |
| 62-3986-9810 | REIMBURESEMENT - GENERAL FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-3986-9861 | REIMBURSEMENT - WATER | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-3986-9866 | REIMBURSEMENT - SANITATION | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-3986-9867 | REIMBURSEMENT - STORM WATER | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-3991-1000 | FUND BALANCE APPROP | $ - | $ - | $ 60,103.40 | $ - | $ - | $ - | $- |
| **TOTAL - REVENUES - SEWER DEPARTMENT** | | **$ 1,297,550.00** | **$ 755,990.54** | **$ 1,009,103.40** | **$ 998,528.75** | **$ 1,191,000.00** | **$ -** | **$ -** |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 62-7120-2000 | DEPARTMENTAL SUPPLIES | $ 12,000.00 | $ 4,224.90 | $ 10,677.86 | $ 9,432.53 | $ 10,575.75 | $ - | $- |
| 62-7120-2001 | GENERATOR INSTALLATION | $ - | $ - | $ 23,338.50 | $ 20,677.13 | $ - | $ - | $- |
| 62-7120-2015 | SLUDGE DISPOSAL | $ 50,000.00 | $ 28,554.58 | $ 35,950.00 | $ 35,764.93 | $ 60,000.00 | $ - | $- |
| 62-7120-2016 | DEPRECATION EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-7120-2020 | WWTP - CHEMICALS | $ 1,500.00 | $ - | $ 1,500.00 | $ - | $ 1,500.00 | $ - | $- |
| 62-7120-2040 | WWTP - LAB ANALYSIS | $ 10,500.00 | $ 4,212.89 | $ 10,500.00 | $ 9,002.01 | $ 10,500.00 | $ - | $- |
| 62-7120-2400 | M & R SEWER LINES | $ 26,000.00 | $ 4,634.79 | $ 22,043.50 | $ 6,171.87 | $ 26,000.00 | $ - | $- |
| 62-7120-3110 | TRAVEL & TRAINING | $ 4,000.00 | $ 242.05 | $ 4,000.00 | $ 1,781.14 | $ 4,000.00 | $ - | $- |
| 62-7120-3310 | UTILITIES ELECTRIC | $ 55,000.00 | $ 31,618.72 | $ 59,593.54 | $ 59,593.54 | $ 55,000.00 | $ - | $- |
| 62-7120-3520 | MAINT. & REPAIR EQUIPMENT | $ 25,000.00 | $ 9,645.54 | $ 20,000.00 | $ 20,323.34 | $ 35,000.00 | $ - | $- |
| 62-7120-3540 | SERV & MAINT CONTRACT | $ - | $ - | $ - | $ - | $ 3,500.00 | $ - | $- |
| 62-7120-3550 | M & R LIFT STATIONS | $ 84,000.00 | $ 29,368.02 | $ 123,823.69 | $ 84,484.18 | $ 84,000.00 | $ - | $- |
| 62-7120-4320 | LEASE EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-7120-4510 | INSURANCE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-7120-4910 | DUES, PERMITS, & SUBSCRIPTIONS | $ 7,500.00 | $ 2,387.02 | $ 7,000.00 | $ 4,605.00 | $ 7,500.00 | $ - | $- |
| 62-7120-4920 | BAD DEBT EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-7120-5100 | CAPITAL OUTLAY | $ 10,000.00 | $ 8,500.00 | $ - | $ - | $ 10,000.00 | $ - | $- |
| 62-7120-5500 | CAPITAL OUTLAY - EQUIPMENT | $ 97,550.00 | $ 5,250.00 | $ 14,176.31 | $ 4,849.00 | $ - | $ - | $- |
| 62-7120-6990 | CONTRACT SERVICE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-7120-7100 | PRINCIPAL - 201 FACILITY | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-7120-7110 | CLOSING COST - WWTP - CS370500-05 | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-7120-7120 | PRINCIPAL - WWTP - CS370500-05 | $ 77,125.00 | $ - | $ 77,125.00 | $ 77,125.00 | $ 77,125.00 | $ - | $- |
| 62-7120-7200 | INTEREST - 201 FACILITY | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-7120-9910 | CONTINGENCY | $ 150,500.00 | $ - | $ - | $ - | $ 80,266.90 | $ - | $- |
| **TOTAL - OPERATIONAL EXPENSES - SEWER FUND** | | **$ 610,675.00** | **$ 128,638.51** | **$ 409,728.40** | **$ 333,809.67** | **$ 464,967.65** | $ - | $- |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 62-9860-9810 | TRANSFER TO GENERAL FUND | $ 310,000.00 | $ 168,720.81 | $ 226,706.00 | $ 226,706.04 | $ 321,192.85 | $ - | $- |
| 62-9860-9861 | TRANSFER TO WATER FUND | $ 376,875.00 | $ 219,843.75 | $ 372,669.00 | $ 372,669.00 | $ 404,839.50 | $ - | $- |
| 62-9860-9866 | TRANSFER TO SANITATION FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 62-9860-9867 | TRANSFER TO STORMWATER FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| **TOTAL - TRANSFERS - SEWER FUND** | | $ 686,875.00 | $ 388,564.56 | $ 599,375.00 | $ 599,375.04 | $ 726,032.35 | $ - | $- |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **TOTAL ALL EXPENSES - SEWER FUND** | **$ 1,297,550.00** | **$ 517,203.07** | **$ 1,009,103.40** | **$ 933,184.71** | **$ 1,191,000.00** | $ - | $ - |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **REVENUES OVER/UNDER EXPENSES - SEWER FUND** | $ - | **$ 238,787.47** | $ - | **$ 65,344.04** | $ - | $ - | $ - |

**TOWN OF PLYMOUTH**
**2023-2024 BUDGET**
**LINE ITEM REQUEST FORM**

# FUND 62: SEWER DEPARTMENT

| | | | |
|---|---|---|---|
| Line Item: 62-7120-2000 | | Current Budget: | $12,000 |
| Line Item Name: Department Supplies | | Request: | $10,576 |
| Justification: | | Recommended: | $0 |

Department supplies, small parts, tools, etc.

| | | | |
|---|---|---|---|
| Line Item: 62-7120-2001 | | Current Budget: | $0 |
| Line Item Name: Generator Installation | | Request: | $0 |
| Justification: | | Recommended: | $0 |

| | | | |
|---|---|---|---|
| Line Item: 62-7120-2015 | | Current Budget: | $50,000 |
| Line Item Name: Sludge Disposal | | Request: | $60,000 |
| Justification: | | Recommended: | $0 |

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: | | Recommended: | $0 |

| | |
|---|---|
| Line Item: 62-7120-2020 | Current Budget: $1,500 |
| Line Item Name: WWT - Chemicals | Request: $1,500 |
| Justification: | Recommended: $0 |

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: | Recommended: $0 |

Weekly sample testing.

| | |
|---|---|
| Line Item: 62-7120-2400 | Current Budget: $26,000 |
| Line Item Name: M & R - Sewer Lines | Request: $26,000 |
| Justification: | Recommended: $0 |

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

| | |
|---|---|
| Line Item: 62-7120-3110 | Current Budget: $4,000 |
| Line Item Name: Travel and Training | Request: $4,000 |
| Justification: | Recommended: $0 |

Collections & Wastewater Certifications and CEU's

| | |
|---|---|
| Line Item: 62-7120-3310 | Current Budget: $55,000 |
| Line Item Name: Utilities & Electric | Request: $55,000 |
| Justification: | Recommended: $0 |

Electricity to run WWTP and lift stations.

| | |
|---|---|
| Line Item: 62-7120-3520 | Current Budget: $25,000 |
| Line Item Name: Maint & Repair - Equipment | Request: $35,000 |
| Justification: | Recommended: $0 |

Digester blowers & motors, pumps, etc. Replacement of new cut off valve for RAS pump # 1. Removal of old & installation of new Gorman Rupp rotating assembly.

| | |
|---|---|
| Line Item: 62-7120-3540 | Current Budget: $0 |
| Line Item Name: Service and Maintenance Contracts | Request: $3,500 |
| Justification: | Recommended: $0 |

Annual service & maintenance inspection on new trash auger.

| | |
|---|---|
| Line Item: 62-7120-3550 | Current Budget: $84,000 |
| Line Item Name: Maint & Repair - Lift Stations | Request: $84,000 |
| Justification: | Recommended: $0 |

This includes normal operations and maintenance activities for seventeen (17) pump stations and purchasing grease blocks and bio kleen.

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

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

| | | | |
|---|---|---|---|
| Line Item: 62-7120-4910 | | Current Budget: | $7,500 |
| Line Item Name: Dues and Subscriptions | | Request: | $7,500 |
| Justification: | | Recommended: | $0 |

Wastewater permit & Certification dues.

| | | | |
|---|---|---|---|
| Line Item: 62-7120-5100 | | Current Budget: | $10,000 |
| Line Item Name: Capital Outlay | | Request: | $10,000 |
| Justification: | | Recommended: | $0 |

Crush concrete for WWTP Road.

| | | | |
|---|---|---|---|
| Line Item: 62-7120-5500 | | Current Budget: | $97,550 |
| Line Item Name: Capital Outlay - Equipment | | Request: | $0 |
| Justification: | | Recommended: | $0 |

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

| | | | |
|---|---|---|---|
| Line Item: 62-7120-7100 | | Current Budget: | $0 |
| Line Item Name: Principal - 201 Facility | | Request: | $0 |
| Justification: | | Recommended: | $0 |

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

| | |
|---|---|
| Line Item: 62-7120-7120 | Current Budget: $77,125 |
| Line Item Name: Principal - WWTP - CS370500-05 | Request: $77,125 |
| Justification: | Recommended: $0 |
| WWTP Project - CS370500-05 Principle. | |

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

| | |
|---|---|
| Line Item: 62-7120-9910 | Current Budget: $150,500 |
| Line Item Name: Contingency | Request: $80,267 |
| Justification: | Recommended: $0 |

# TAB 17

# Town of Plymouth

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

# ***SANITATION DEPARTMENT***

**Budget – 2023 - 2024**

Roanoke River Lighthouse
Plymouth, NC

## SANITATION FUND - 66

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 66-3230-1000 | SOLID WASTE DISPOSAL TAX | $ 2,500.00 | $ 1,186.43 | $ 2,500.00 | $ 2,488.24 | $ 2,500.00 | $ - | $- |
| 66-3500-3000 | FEMA "REIMBURSEMENT" | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-3740-3000 | GARBAGE - REVENUE | $ 379,000.00 | $ 219,335.14 | $ 365,000.00 | $ 366,662.15 | $ 418,000.00 | $ - | $- |
| 66-3740-3500 | LANDFILL - REVENUE | $ 215,000.00 | $ 122,559.71 | $ 215,000.00 | $ 212,107.29 | $ 252,000.00 | $ - | $- |
| 66-3740-3501 | RESTRUCTURED-LANDFILL REVENUES | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-3831-4910 | INTEREST ON INVESTMENTS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-3835-8200 | SALE OF FIXED ASSETS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-3839-1000 | MISCELLANEOUS REVENUES | $ - | $ 1.57 | $ - | $ - | $ - | $ - | $- |
| 66-3839-1001 | LEASE INCOME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-3850-0000 | PENSION EXP/(REV) | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-3986-9810 | REIMBURSEMENT - GENERAL FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-3986-9861 | REIMBURSEMENT - WATER | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-3986-9862 | REIMBURSEMENT - SEWER | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-3991-1000 | FUND BALANCE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| | **TOTAL - REVENUES - SANITATION** | **$ 596,500.00** | **$ 343,082.85** | **$ 582,500.00** | **$ 581,257.68** | **$ 672,500.00** | **$ -** | **$ -** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 66-7400-1210 | SALARIES | $ 65,521.00 | $ 38,064.00 | $ 64,248.00 | $ 64,248.00 | $ 66,819.00 | $ - | $- |
| 66-7400-1215 | COMP TIME | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-1220 | OVERTIME SALARIES | $ 300.00 | $ - | $ 300.00 | $ 514.08 | $ 300.00 | $ - | $- |
| 66-7400-1810 | FRINGE - SOC TAX | $ 4,081.00 | $ 2,326.05 | $ 4,002.00 | $ 3,956.58 | $ 4,161.00 | $ - | $- |
| 66-7400-1811 | FRINGE - MED TAX | $ 954.00 | $ 544.05 | $ 936.00 | $ 925.37 | $ 973.00 | $ - | $- |
| 66-7400-1820 | FRINGE - ORBIT RETIREMENT | $ 7,550.00 | $ 4,636.08 | $ 7,404.00 | $ 7,428.06 | $ 8,685.00 | $ - | $- |
| 66-7400-1821 | FRINGE - PRUDENTIAL SUPPLEMENT | $ 3,291.00 | $ 1,410.90 | $ 3,227.00 | $ 2,282.43 | $ 3,356.00 | $ - | $- |
| 66-7400-1830 | FRINGE - HEALTH INSURANCE | $ 16,468.00 | $ 10,919.92 | $ 14,972.00 | $ 14,971.20 | $ 14,722.00 | $ - | $- |
| 66-7400-1831 | FRINGE - DENTAL INSURANCE | $ 1,032.00 | $ 547.12 | $ 938.00 | $ 937.92 | $ 938.00 | $ - | $- |
| 66-7400-1832 | FRINGE - MEDICAL DEBIT CARDS | $ 1,200.00 | $ 757.45 | $ 1,200.00 | $ 872.11 | $ 1,200.00 | $ - | $- |
| 66-7400-2000 | DEPARTMENT SUPPLIES | $ 1,000.00 | $ 617.63 | $ 1,000.00 | $ 833.85 | $ 1,000.00 | $ - | $- |
| 66-7400-2016 | DEPRECIATION EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-2120 | UNIFORMS | $ 500.00 | $ - | $ 338.00 | $ 230.00 | $ 400.00 | $ - | $- |
| 66-7400-3110 | TRAVEL AND TRAINING | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-3540 | SERV & MAINT CONTRACT | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-3550 | MAINT & REPAIR DRAINAGE - SW | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-3700 | ADVERTISING | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-4510 | INSURANCE | $ 9,060.00 | $ 8,844.90 | $ 8,089.00 | $ 8,089.00 | $ 4,889.00 | $ - | $- |
| 66-7400-4920 | BAD DEBT EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-4990 | MISCELLANEOUS | $ 5,000.00 | $ - | $ 7,500.00 | $ 7,292.19 | $ 5,000.00 | $ - | $- |
| 66-7400-5100 | CAPITAL OUTLAY | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-5500 | CAPITAL OUTLAY - EQUIPMENT | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-6990 | CONTRACT - SANITATION | $ 138,500.00 | $ 90,335.50 | $ 140,641.74 | $ 140,641.74 | $ 151,000.00 | $ - | $- |
| 66-7400-6991 | CONTRACT - RECYCLING COST | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-6992 | CONTRACT - DUMPSTERS COST | $ 7,563.00 | $ 3,547.18 | $ 9,644.10 | $ 9,633.45 | $ 8,161.00 | $ - | $- |
| 66-7400-6993 | LANDFILL AVAILABILITY-WASH. CO | $ 61,500.00 | $ 29,836.80 | $ 62,660.00 | $ 59,673.60 | $ 60,000.00 | $ - | $- |
| 66-7400-6994 | REGIONAL LANDFILL COST | $ 73,500.00 | $ 20,603.81 | $ 73,500.00 | $ 60,970.16 | $ 65,000.00 | $ - | $- |
| 66-7400-6995 | WASHINGTON COUNTY YARD DEBRIS | $ 38,000.00 | $ 20,094.50 | $ 38,613.16 | $ 29,197.05 | $ 36,000.00 | $ - | $- |
| 66-7400-7110 | PRINCIPAL - LEAF VAC | $ - | $ - | $ 13,707.00 | $ 13,707.14 | $ - | $ - | $- |
| 66-7400-7120 | PRINCIPAL - NEW EQUIPMENT - SF | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-7130 | PRINCIPAL - NEW EQUIPMENT - SW | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-7400-7210 | INTEREST - LEAF VAC | $ - | $ - | $ 1,101.00 | $ 1,100.82 | $ - | $ - | $- |
| 66-7400-9910 | CONTINGENCY | $ 2,480.00 | $ - | $ - | $ - | $ 1,546.05 | $ - | $- |
| **TOTAL - OPERATION EXPENSES - SANITATION FUND** | | **$ 437,500.00** | **$ 233,085.89** | **$ 454,021.00** | **$ 427,504.75** | **$ 434,150.05** | $ - | $- |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 66-9860-9810 | TRANSFER TO GENERAL FUND - SF | $ 159,000.00 | $ 94,637.93 | $ 128,479.00 | $ 128,478.96 | $ 238,349.95 | $ - | $- |
| 66-9860-9861 | TRANSFER TO WATER FUND - SF | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-9860-9862 | TRANSFER TO SEWER FUND - SF | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-9860-9910 | TRANSFER TO GENERAL FUND - SW | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 66-9860-9961 | TRANSFER TO WATER FUND - SW | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| | **TOTAL - TRANSFERS - SANITATION FUND** | **$ 159,000.00** | **$ 94,637.93** | **$ 128,479.00** | **$ 128,478.96** | **$ 238,349.95** | **$ -** | **$-** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **TOTAL - ALL EXPENSES - SANITATION** | **$ 596,500.00** | **$ 327,723.82** | **$ 582,500.00** | **$ 555,983.71** | **$ 672,500.00** | **$ -** | **$ -** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **REVENUES OVER/UNDER EXPENSES - SANITATION FUND** | **$ -** | **$ 15,359.03** | **$ -** | **$ 25,273.97** | **$ -** | **$ -** | **$ -** |

# TOWN OF PLYMOUTH
# 2023-2024 BUDGET
# LINE ITEM REQUEST FORM

## FUND 66: SANITATION DEPARTMENT

| | |
|---|---|
| Line Item: 66-7400-1210 | Current Budget: $65,521 |
| Line Item Name: Salaries | Request: $66,819 |
| Justification: | Recommended: $0 |

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

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

| | |
|---|---|
| Line Item: 66-7400-1220 | Current Budget: $300 |
| Line Item Name: Overtime Salaries | Request: $300 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Line Item: 66-7400-1810 | Current Budget: $4,081 |
| Line Item Name: Fringe - SOC Tax | Request: $4,161 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Total Salaries | $67,119 |
| SOC % | 6.20% |
| | $4,161 |

| | |
|---|---|
| Line Item: 66-7400-1811 | Current Budget: $954 |
| Line Item Name: Fringe - MED Tax | Request: $973 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Total Salaries | $67,119 |
| MED % | 1.45% |
| | $973 |

| | |
|---|---|
| Line Item: 66-7400-1820 | Current Budget: $7,550 |
| Line Item Name: Fringe - ORBIT | Request: $8,685 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Total Salaries | $ 67,119 |
| ORBIT % | 12.94% |
| | $ 8,685 |

| | |
|---|---|
| Line Item: 66-7400-1821 | Current Budget: $3,291 |
| Line Item Name: Fringe - Prudential Supplement | Request: $3,356 |
| Justification: | Recommended: $0 |

| | | |
|---|---|---|
| Total Salaries | $ 67,119 | |
| PRUDENTIAL % | 5% | (1.5% Employer Contribution + 3.5% Employer Match = 5%) |
| | $ 3,356 | |

| | |
|---|---|
| Line Item: 66-7400-1830 | Current Budget: $16,468 |
| Line Item Name: Fringe - Health Insurance | Request: $14,722 |
| Justification: | Recommended: $0 |

Includes Health Insurance cost for two (2) employees.

| | |
|---|---|
| Line Item: 66-7400-1831 | Current Budget: $1,032 |
| Line Item Name: Fringe - Dental | Request: $938 |
| Justification: | Recommended: $0 |

Includes Dental Insurance cost for two (2) employees.

| | | |
|---|---|---|
| Line Item: 66-7400-1832 | Current Budget: | $1,200 |
| Line Item Name: Medical Debit Card | Request: | $1,200 |
| Justification: | Recommended: | $0 |

Includes Medical Debit Cards cost for two (2) employees.

| | | |
|---|---|---|
| Line Item: 66-7400-2000 | Current Budget: | $1,000 |
| Line Item Name: Department Supplies | Request: | $1,000 |
| Justification: | Recommended: | $0 |

Gloves, rakes, shovels, pitch fork, etc.

| | | |
|---|---|---|
| Line Item: 66-7400-2120 | Current Budget: | $500 |
| Line Item Name: Uniforms | Request: | $400 |
| Justification: | Recommended: | $0 |

Replacement uniforms & boots for two (2) employees.

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

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

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

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

| Line Item: 66-7400-4510 | Current Budget: | $9,060 |
|---|---|---|
| Line Item Name: Insurance: Property and Liability | Request: | $4,889 |
| Justification: | Recommended: | $0 |
| Includes insurance on real and personal property. | | |

| Line Item: 66-7400-4990 | Current Budget: | $5,000 |
|---|---|---|
| Line Item Name: Miscellaneous | Request: | $5,000 |
| Justification: | Recommended: | $0 |
| One (1) time town clean up cost (dumpsters). | | |

| Line Item: 66-7400-5100 | Current Budget: | $0 |
|---|---|---|
| Line Item Name: Capital Outlay | Request: | $0 |
| Justification: | Recommended: | $0 |

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

| | |
|---|---|
| Line Item: 66-7400-6990 | Current Budget: $138,500 |
| Line Item Name: Contract - Sanitation | Request: $151,000 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Line Item: 66-7400-6991 | Current Budget: $0 |
| Line Item Name: Contract - Recycling Cost | Request: $0 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Line Item: 66-7400-6992 | Current Budget: $7,563 |
| Line Item Name: Contract - Dumpsters Cost | Request: $8,161 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Line Item: 66-7400-6993 | Current Budget: $61,500 |
| Line Item Name: Contract - Landfill Availability - Wash Co | Request: $60,000 |
| Justification: | Recommended: $0 |

Washington County Sanitation - Landfill Availability Fee.

| | | | |
|---|---|---|---|
| Line Item: 66-7400-6994 | | Current Budget: | $73,500 |
| Line Item Name: Regional Landfill Cost | | Request: | $65,000 |
| Justification: | | Recommended: | $0 |

Cost to Dispose Residential Garbage at Bertie County Regional Landfill.

| | | | |
|---|---|---|---|
| Line Item: 66-7400-6995 | | Current Budget: | $38,000 |
| Line Item Name: Washington County Yard Debris | | Request: | $36,000 |
| Justification: | | Recommended: | $0 |

Cost to Dispose of Yard Debris at Washington County Landfill

| | | | |
|---|---|---|---|
| Line Item: 66-7400-7110 | | Current Budget: | $0 |
| Line Item Name: Principal - Leaf Vac | | Request: | $0 |
| Justification: | | Recommended: | $0 |

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

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

| | |
|---|---|
| Line Item: 66-7400-7210 | Current Budget: $0 |
| Line Item Name: Interest - Leaf Vac | Request: $0 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Line Item: 66-7400-9910 | Current Budget: $2,480 |
| Line Item Name: Contingency | Request: $1,546 |
| Justification: | Recommended: $0 |

# TAB 18

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

# ***STORMWATER DEPARTMENT***

**Budget – 2023 - 2024**

Roanoke River Lighthouse
Plymouth, NC

## STORMWATER FUND - 67

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2022- 2023 BUDGET | FY 2022- 2023 ACTUAL | FY 2021 - 2022 BUDGET | FY 2021 - 2022 ACTUAL | FY 2023 - 2024 REQUESTED | FY 2023 - 2024 RECOMMENDED | FY 2023 - 2024 APPROVED |
|---|---|---|---|---|---|---|---|---|
| 67-3750-1000 | STORM WATER - REVENUE | $ 53,000.00 | $ 32,238.94 | $ 50,000.00 | $ 56,841.80 | $ 53,000.00 | $ - | $- |
| 67-3750-1001 | STORM WATER - TAX REVENUE | $ 57,000.00 | $ 5,857.23 | $ 60,000.00 | $ 53,220.16 | $ 57,000.00 | $ - | $- |
| 67-3831-4910 | INTEREST ON INVESTMENTS | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-3839-1000 | MISCELLANEOUS REVENUES | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-3986-9810 | REIMBURSEMENT - GENERAL FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-3986-9861 | REIMBURSEMENT - WATER | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-3986-9862 | REIMBURSEMENT - SEWER | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-3986-9866 | REIMBURSEMENT - SANITATION | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-3991-1000 | FUND BALANCE APPROP | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| **TOTAL - REVENUES - STORMWATER FUND** | | **$ 110,000.00** | **$ 38,096.17** | **$ 110,000.00** | **$ 110,061.96** | **$ 110,000.00** | $ - | $ - |
| 67-7500-1800 | ENGINEERING FEES | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-7500-2000 | DEPARTMENT SUPPLIES | $ 5,500.00 | $ 235.98 | $ 5,000.00 | $ 4,604.67 | $ 500.00 | $ - | $- |
| 67-7500-2016 | DEPRECIATION EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-7500-3550 | MAINT & REPAIR DRAINAGE | $ 7,500.00 | $ 140.45 | $ 6,000.00 | $ 140.45 | $ 15,513.68 | $ - | $- |
| 67-7500-3580 | TREE REMOVAL | $ - | $ - | $ 1,500.00 | $ - | $ - | $ - | $- |
| 67-7500-4320 | LEASE EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-7500-3570 | MOSQUITO CONTROL | | | | | $ 4,500.00 | | |
| 67-7500-4910 | DUES, PERMITS, & SUBSCRIPTIONS | $ 120.00 | $ 70.00 | $ 120.00 | $ 78.00 | $ 120.00 | $ - | $- |
| 67-7500-4920 | BAD DEBT EXPENSE | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-7500-5100 | CAPITAL OUTLAY | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-7500-7120 | PRINCIPAL - NEW EQUIPMENT | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-7500-9910 | CONTINGENCY | $ 9,563.00 | $ - | $ - | $ - | $ 5,500.00 | $ - | $- |
| **TOTAL - OPERATIONAL COST - STORMWATER FUND** | | **$ 22,683.00** | **$ 446.43** | **$ 12,620.00** | **$ 4,823.12** | **$ 26,133.68** | $ - | $- |
| 67-9860-9810 | TRANSFER TO GENERAL FUND | $ 60,936.00 | $ 35,546.56 | $ 71,302.00 | $ 71,301.96 | $ 51,479.16 | $ - | $- |
| 67-9860-9861 | TRANSFER TO WATER FUND | $ 26,381.00 | $ 15,388.94 | $ 26,078.00 | $ 26,078.04 | $ 32,387.16 | $ - | $- |
| 67-9860-9862 | TRANSFER TO SEWER FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| 67-9860-9866 | TRANSFER TO SANITATION FUND | $ - | $ - | $ - | $ - | $ - | $ - | $- |
| **TOTAL - TRANSFERS - STORMWATER FUND** | | **$ 87,317.00** | **$ 50,935.50** | **$ 97,380.00** | **$ 97,380.00** | **$ 83,866.32** | $ - | $ - |
| **TOTAL - ALL EXPENSES - STORMWATER FUND** | | **$ 110,000.00** | **$ 51,381.93** | **$ 110,000.00** | **$ 102,203.12** | **$ 110,000.00** | $ - | $ - |
| **REVENUES OVER/UNDER EXPENSES - STORMWATER FUND** | | $ - | $ (13,285.76) | $ - | $ 7,858.84 | $ - | $ - | $ - |

# TOWN OF PLYMOUTH
# 2023-2024 BUDGET
# LINE ITEM REQUEST FORM

## FUND 67: STORMWATER DEPARTMENT

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

| | | | |
|---|---|---|---|
| Line Item: 67-7500-2000 | | Current Budget: | $5,500 |
| Line Item Name: Department Supplies | | Request: | $500 |
| Justification: | | Recommended: | $0 |

Various supplies.

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

| | | | |
|---|---|---|---|
| Line Item: 67-7500-3550 | | Current Budget: | $7,500 |
| Line Item Name: Maint & Repair - Drainage | | Request: | $15,514 |
| Justification: | | Recommended: | $0 |

Drainage pipe, driveways tiles, cement & rip rap stone.

| | |
|---|---|
| Line Item: 67-7500-3570<br>Line Item Name: Mosquito Control | Current Budget: $0<br>Request: $4,500 |
| Justification:<br><br>Two (2) barrels of mosquito spray. | Recommended: $0 |

| | |
|---|---|
| Line Item: 67-7500-3580<br>Line Item Name: Tree Removal | Current Budget: $0<br>Request: $0 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Line Item: 67-7500-4320<br>Line Item Name: Lease Expense | Current Budget: $0<br>Request: $0 |
| Justification: | Recommended: $0 |

| | |
|---|---|
| Line Item: 67-7500-4910<br>Line Item Name: Dues, Permits and Subscriptions | Current Budget: $120<br>Request: $120 |
| Justification:<br><br>Mosquito sprayer permit fee. | Recommended: $0 |

| | |
|---|---|
| Line Item: 67-7500-5100<br>Line Item Name: Capital Outlay | Current Budget: $0<br>Request: $0 |
| Justification: | Recommended: $0 |

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

| | | | |
|---|---|---|---|
| Line Item: 67-7500-9910 | | Current Budget: | $9,563 |
| Line Item Name: Contingency | | Request: | $5,500 |
| Justification: | | Recommended: | $0 |