

**Town of Forest Heights
Fiscal Year 2020 Budget Hearing
Thursday, June 13, 2019
6:30 PM
Meeting Minutes**

Call to Order: - 6:42 PM

Roll Call: CM Barnes, CM Kennedy II, CW Hines, CM Washington present CW Noble arrive at 6:46p.m.; CW Mann, Mayor Muhammad absent.

Moment of Silence:

Pledge of Allegiance:

Approval of Agenda: Motion by CW Hines to approve the agenda; seconded by CM Barnes. Motion by CW Hines to approve the agenda as amended to June 13 from June 7; seconded by CM Barnes. All in favor

Treasurer's Report/Reading of the Proposed Budget by Line Item: Line Item 6000- Income Taxes: \$210,300. Line Item 6001-Town Real Estate Taxes-Noncommercial \$936,668. 6100 Town Real Estate Taxes-Commercial: \$63,128. 6123 Real Taxes-Rent and Residential (new tax class): \$99,894. 6003 Utility Taxes: \$60,000. 6005 Tangible Personal Property Taxes: \$16,000. 6007 Interest/Penalty- Real Estate Tax: \$8,000. 6009 Town Trash Services: \$164,149. **Total Tax Revenue plus trash services equals \$1,558,139.**

Licenses and Permits

6017 Rental Permits: \$3000. 6027 Building Permits: \$3500. 6076- Business Licenses: \$2400. 6117- Vacancy Permits: \$2000. 6113 Utility Permits: \$2000. 6115 - Utility Fees: \$800 **Total \$13,700.**

Federal, State and County Shared Revenue

6008- GOCCP State Police Grant: 49,412. 6023- Highway User Revenue: 105,373. 6121 Highway Transportation Grant: 0. 6030-Park and Planning Grant: \$10,000. 6031-Bond Bill: \$50,000. 6103 MNCPPC Project Open Space Grant: \$15,950. 6104: MD Community Parks and Playground Grant: \$2,000. 6109: MD State Highway Administration- Safe Routes to School Grant: \$211,000. 6122: DHCD-Circuit Rider Program \$45,240. 6124- MD Local Impact Grant \$120,000. 6125 MD Bond Bill-Safe Routes to School. \$125,000. **Total \$751,985.**

Special Trash Pick-Up

6022 Rebate Waste Disposal: \$7996. 6024-Disposal of Metal Items- \$600. Total. \$8596

Cable TV Fees

6073 Comcast Franchise Fee: \$16,000. 6074- Verizon Franchise Fee: \$25,000. 6075: Verizon Public Education Grant: \$16500. **Total \$57,500.**

Fines and Forfeitures

6015- Parking Fines: \$40,000. 6037- Speed Camera Enforcement: \$1,240,000. 6094: Speed Camera Fund-Collections: \$240,000. 6077-Civil Citations \$10,000. **Total \$1,530,000.**

Interest Income Revenue: 6018- Investment: \$25,000. **Rental Income Revenue:** 6019- Municipal Building Revenue: \$10,000.

Other Revenue

6021-Misceallaneous \$1,500. 6038- Donations (Restricted): \$2,500. 6040 Newsletter Advertising: \$400. 6105- Utility Line Service Program Rebate: \$2,000. 6070-Solar Energy: \$4,000. 6114- Bid Documents: \$600. 6116-Senior Programs \$100. 6120 Senior Exercise Program \$1,000. Total **\$12,100.**

Sale of Land and Equipment:

6028 Sale of fixed assets: \$4,500.

Other Financing

6111- Loan for Street Improvements: \$1,000,000.

Transfer

6999- Transfers from fund balance: \$277,268. 6085-Unassigned \$1,861,608. Total \$213,8,876.

Total Budget Revenue is \$7,107,396.

Expenditures

Town Council: 7000-Salaries: \$16,800. 700-Service Expenses: \$1000. 7370-Communication Expense: \$3,000. 7002: Dues, Meetings/Conventions: \$11,000. 7228-FICA: \$1,290. 7229. \$90. Total **\$33,180.**

Mayor: 7004-Salary \$10,000. 7006-Service Expense \$2,000. 7371-Communications Expense \$50. 7007- Dues, Meetings/Conventions \$4,000. 7005-Employee Appreciation: \$1,500. 7197-Event/Meeting Hospitality. \$1,500.

Administration

Town Clerk 7009-Salary \$53,015. 7011-Training: \$2,500. 7012- Service Expenses: \$400. 7014-Dues, Meetings, Conventions: \$3000. 7003-Codificaion of Charter/Town Ordinance: \$5000. Total **\$62,953.**

Town Administrator: 7013- Salary- \$76,385. 7225-Service Expenses; \$1,000. 7226-Dues, Meetings and Conventions. \$3,500. **Total \$80,885.**

Finance

7016 (inaudible) 7018-Service Expenses \$100 7019- Insurance Fidelity: \$200. 7020- Training. \$2,000. 702- Dues, Meetings, Conventions: \$2,900. 7022- Data Auto System Upkeep: \$500. 7023-Auditor: \$14,000. **Total \$86,300.**

Administration

7005 Salary: Administrative Assistant. \$34,280. 7239- Administrative Assistant-Overtime: \$1,000. 7127-FICA \$17,000. 7128-Health Insurance: \$19,650. 7129-Retirement: \$13,960. 7130-Workers Comp Insurance:1,000. 7131-Life/Disability Insurance 3000. 7132-Vehicle Repair \$8,000. 7133-Fuel: \$100. **Total Administrative expenses \$324,620.**

Non-Department Expenses:

7025-Legal Services: \$ 35000. 7227-Newsletter Expense: \$3,000. 7029-General Liability Insurance: \$42,354. 7233-Salary-Webmaster: \$3,600. 7036- Legal Notices- \$3,200. 7038-Copier-Administration: \$11,500. 7039- Postage: \$600. 7040- Internet Web Page Service: \$4,500. 7041- Office Supplies-Administration: \$7,000. 7042-Service/Contracts: \$4,500. 7044-Utilities-Municipal Building: \$7,000. 7045-Telephone-Administration: \$10,000. 7047- ADP Payroll Service Expense: \$6,800. 7048-Association Dues: \$3,000. 7050- Bank Service Charges: \$1,700. 7193- Cellular Phones: \$1,200. 7198 -Office Equipment and Furniture: \$1,000. 7353- I-NET Expense/Dues: \$5,300. 7264-Special Contract Services: \$8,000. 7265-Marketing: \$7,000. 7257-Community Events: \$2,500. **Total \$238,654.**

Public Safety

7054-Salary-PFC 1- \$42,000. 7055-Salary-Police Clerk-\$42,436. 7200-Salary-Police Chief: \$61,800. 7057-Salary- PFC 2: \$42,000. 7060-Salary- PFC 3: \$42,000. 7061-Salary- Corporal 2: \$45,895. 7062-Salary-Corporal 3: \$44,558. 7262-Salary- Lieutenant: \$47,272. 7065-Police Overtime: \$63,000. 7056-Salary-Code Enforcement: \$41,200. 7165-Overtime-Code Enforcement: \$3,000. 7167-Worker's Compensation- \$51,140. 7168- Health Insurance: \$59,000. 7169-Life/Disability Insurance: \$6,300. 7170- Retirement: \$31,500. 7171-FICA \$40,150. 7066-New Uniform: \$12,700. 7068-Gasoline Expense: \$35,000. 7069- Vehicle/Equipment Repair: \$22,000. 7070-Office Supplies: \$7,500. 7373-Supplies-Code Enforcement Officer: \$5,000. 7073- Communication Equipment: \$8,000. 7074-Law Enforcement Equipment: \$23,100. 7075-Training. Dues, Meetings, Conventions: \$15,000. 7076-Supplies and MISC Expense: \$10,000. 7077-Mobile Data Computers: \$9,500. 7175-Surveillance Cameras: \$10,000. 7084-Telephone: \$3,600. 7375- Service-Police Equipment: \$12,819. 7201-Debt Service-New Police Vehicle: \$7,500. 7176-Attorney Fee: \$7000. 7203- Communication Equipment: \$12,000. 7204- Weapons (Firearms & Ammunition) \$5,100. 7205-Recruitment Expense-Police: \$2,000. 7206- Substance and Physical Testing: \$3,000. 7376-K9 Expense: \$10,000. 7207-Neighborhood Watch-\$7,500. **Total \$948,970.**; discussion. CW Hines noted that the Neighborhood Watch budget changed drastically. The money was used for National Night Out and Forest Heights Day. The Neighborhood Watch has come back and is working to reinstate its programs.

Public Works-Administration

7085- Salary-Crewman2 : \$32,035.7086-Salary- Custodian: \$18,760. 7088-Crewman 3: \$35,125 723-Salary Public Works Director 59080. 7087- Salary-Part Time Employee- \$14,040. 7107-Part Time-Seasonal: \$5,200. 7090-Overtime: \$3,000. 7098- Uniform: \$1,300. 7101-Cell Phones: \$1,200. 7102- Health Insurance: \$17,000. 7103- FICA: \$11,720. 7282-Unemployment Compensation: \$4,000. 7104- Retirement: \$8,800. 7105-Workers Compensation: \$14,000. 7106-Life/Disability Insurance: \$4,700. 7260- Substance and Physical Testing: \$500. 7160- Supplies and Miscellaneous Expense: \$2,000. 7242- Dues, Meetings \$500. **Total \$233,040.**

Public Works Building Maintenance

7093- Supplies/Misc.: \$2,000. 7096-Janitorial Supplies: \$4,000. 7097-Small Equipment/PW Building Maintenance/Replacement: \$7,000. 7095- Extermination: \$3,000. **Total \$16,000.**

Public Works Fleet Maintenance

7092-Vehicle Maintenance: 7000. 7094-Gasoline Expense \$4,500. 7320- Large Equipment: \$40,000. **Total \$51,500.**

Public Works- Park/Public Area Maintenance

7089-Park/Public Area-Supplies Equipment: 12,000 7263-Public Area Maintenance: 30,000. Total 42,000

Public Works-Street Maintenance

7099-Street Signs and Paint: \$7,000. 7085-Large Equipment-Capital Expenditures: \$3000. 7243-Street Maintenance: \$40,000. 8008-Snow Removal/Tree Removal: \$7,000. Total: \$80,000

Total Public Works \$422,550. Discussion on changing infrastructure budget for Town due to increased need for repair.

Speed Camera

7300-Administrative Fee-Speed Camera Contractor \$160,000. 7301- Salary-Ombudsman \$15,000. 7378-Salary-Automated Enforcement Officers: \$175,675. 7302-Overtime-\$20,000 7305 FICA-12,400. 7399-Retirement: \$11,745. 7398-Compensation: \$23,315.00 7304-Benefits 12,400 (would like to consider a change). 7216-Attorney Fee-15,000. 7210-Computers.Software 2000. 7217-Street Signs/Crosswalk Painting: \$10,000. 7214-Other: \$5,000. **Total: 764,535.00**
Discussion and explanation of proposed new speed camera use by Chief of Police. Chart is the goal for 24-hour policing, including the use of the mobile "Dragon" speed camera. Established need to bring more full-time officers to meet speed camera requirements.

Total State Revenue: 7311-state Revenue: \$175,000.

Total Allowed Expenditures: 7310-Travel and Meetings: \$500. 7309-Programs for Safety-\$1,000. 7308-Office Supplies and Equipment: \$500. 7212-Surveillance Cameras: \$12,000. 7208-IT/Software: \$1,200. **Total \$15,200.**

Total Street Hwy Admin Expenses:8000-\$802,154.

Total Trash Services: 8001-Goode Trash-164,149.00. 8002-Refuse Disposal Fees: \$600. 8102: Municipal Public Dumpster: \$6,160. **Total Trash Services: \$170,909.**

Total Capital Improvement:

8012- Consult Engineer: \$20,000. 8018 226401. 8016 15000. 8042 143240. Total 404641.

Municipal Building Expense: 7194-Network System-IT System/Phones \$15,000. 7046-Community Room Upgrade: \$6,480. 7256- Community Room Rental Services: \$3,000. 7196- Furniture: \$1,500. 7223-General Building Repair and Maintenance-\$87,000. 8038-Modoc Building: 300,000. Total: 412,980. Discussion on IT systems.

Street Lighting: 8006-\$42,000.

Total Special Program Expenses: 8010-Forest Heights Day: \$12,000. 8028: Plus 60 Senior Program: \$3,000. 8044-Senior Exercise Program: \$5,280. 8030- Youth Programs: \$4,000. 8032-Economic Development-Business: \$500. 7350-Healthy Heights Program: \$11045. 8033- Forest Heights-Oxon Hill CDC: \$1,500. 8045- Community Garden: \$2,000. 8046-Community Gathering Space- \$5,000. **Total: \$44,325.00.** Increase in Healthy Heights increase explained on want for program manager for Healthy Heights and youth programs.

Restricted Funding: 7259-MNCPPC Gathering Space: \$11,600. 7261- MD Parks and Playgrounds- Gathering Space: \$22,000. 7266-MNCPPC-Community Garden: \$2,350. 8041-MD SHA Safe Routes to School-\$211,000. 7379- MD Bond Bill- Safe Routes to School: \$125,000. 8047- MD DHCD Circuit Rider Program: \$45,250. 7380- MD Local Impact Grant: \$120,000. 8999- Rainy Day Fund: \$3,000. **Total: \$420,200.**

Total Fund Balance/ 9999-Unassigned Fund Balance: \$1,861,608.

Total Expenses: \$7,107,396.

Discussion: First Time CDC has received funding. Reminder of restrictions on CDC spending in regard to donations. Mr. Robinson explained that the Town is working to renew its relationship with the FH-OH CDC. Discussion about designated donation to the CDC for the building of a new bike trail. Attorney Best noted that the CDC is required to have 1 official from the Town to sit on the governing body. Resolution to check on status of CDC bylaws.

Public Period: Mrs. Lynn Smith-Barnes noted how the Town does not commute with PGCMA to warrant the dues and membership line items for PGCMA exclusively on the budget. Attorney Best mentioned that one did not have to be an elected official to attend and build a relation with these organizations. Appointed citizen volunteers could also attend. She also mentioned Fios offered livestreaming services.

Mr. Elijah Alvarado asked why the K9 program was killed in the past. CM Washington answered that the program was expensive for the Town at the time.

Discussion: Discussion to change Line Item 7002 and on increasing council salary from \$2800 to \$5000.

No vote on budget.

Meeting Adjourned: 9:35 PM