



**TOWN OF FOREST HEIGHTS
FISCAL YEAR 2021-2022
SPECIAL COUNCIL PUBLIC PROPOSED BUDGET HEARING
JUNE 23, 2021 @ 6:30PM
VIRTUAL
DIAL-IN: 301-715-8592 MEETING ID: 818 0170 3438#**

AGENDA

1. Call to Order

2. Roll Call

Habeeb-Ullah Muhammad, Mayor	☐ Present	☐ Absent
Calvin Washington, Council President -- Ward I	☐ Present	☐ Absent
Robert Barnes, Councilman -- Ward I	☐ Present	☐ Absent
Clifton Atkinson, Councilman -- Ward II	☐ Present	☐ Absent
Theresa Brownson, Councilwoman -- Ward II	☐ Present	☐ Absent
Taunya Hines, Councilwoman -- Ward III	☐ Present	☐ Absent
Paula Noble, Councilwoman -- Ward III	☐ Present	☐ Absent

3. Business Items

a) Approval of Agenda

4. Hearing of the Public (2 minutes)

5. Motion to Adjourn

**Town of Forest Heights
Fiscal Year 2022 Budget Hearing
Monday, June 14, 2021, 6:30 PM
Meeting Minutes**

Call to Order: 6:30 PM

Roll Call: CM Washington, CM Barnes, CW Noble, CM Atkinson, CW Brownson, CW Hines, Mayor Muhammad present. Quorum established.

Approval of Agenda: Motion by CW Hines to approve the agenda; seconded by CM Washington; all in favor.

Public Period: None

Treasurer's Report/Reading of Proposed Budget by Line Item: The Town Treasurer addressed questions from CW Brownson. The budget was issued on May 30th to councilmembers via email. It is composed of department needs and revenue assessment, as well as the constant yield tax rate.

Revenue: 6000-Income Tax-\$240,000. 6001-Real Taxes-Noncommercial-\$953,441. 6100-Real Taxes-Commercial-\$51,333. 6123-Real Taxes-Rented Residential-\$94,691. 6003-Utility Taxes-\$57,000. 6005-Tangible Personal Property Tax-\$30,000. 6007-Interest/Penalty-Real Taxes-\$6,000. 6009-Town Services-Trash-\$187,935. Total: \$1,620,400.

Licenses and Permits: 6017-Rental Permits-\$3,000. 6027-Building Permits-\$5,000. 6076-Business Licenses-\$3,000. 6117-Vacancy Permits-\$3,500. 6115-Utility Fees-\$800. Total: \$15,300.

Federal, State and County Shared Revenue: 6008-GOCCP State Police Aid-\$67,637. 6020-GOCCP Grant-Other-\$101,013. 6031-Bond Bill-\$50,000. 6103-MNCPPC Project Open Space-\$26,000. 6124-MD Local Impact Grant-\$120,000. 6125-MD Bond Bill-Infrastructure-\$125,000. Total: \$489,650.

Special Trash Pick Up: 6022-Rebates Waste Disposal-\$7,996. 6024-Metal Pick Up-\$600. Total: \$8,596.

Cable TV: 6073-Comcast Franchise Fee-\$16,000. 6074-Verizon Franchise Fee-\$27,000. 6075-Verizon Peg Grant-\$17,500. Total: \$60,500.

Fines and Forfeitures: 6015-Park Fine/Vehicle Release-Acc Report-\$25,000. 6037-Speed Camera Fund-\$1,800,000. 6094-Speed Camera-Collections-\$400,000. 6077-Civil Citations-\$9,000. Total: \$2,234,000. CW Brownson proposed lowering the prospective revenue of 6015 based on COVID-19 to 15,000. CW Noble proposed that it should be \$10,000. 6015 amended to be \$12,500. Proposal of CW Noble to change 6077 to \$5,000.

Interest Income Revenue: 6018-Investment Interest Income-\$5,000 (Total)

Rental Income: 6019-Municipal Building Rental-\$3,000 (Total)

Other Revenues: 6021-Misc-\$1,000. 6038.1-Donations Unrestricted-\$500. 6038-Donations-Restricted-\$1,500. 6040-Newsletter Advertising-\$150. 6105-Utility Line Svc Program Rebate-\$1,900. 6070-Solar Energy-Municipal Building-\$4,600. 6120-Senior Exercise Class-\$400. Total: \$10,050.

Sale of Lane and Equipment: 6028-Sales of fixed assets-\$2,000 (Total).

Other Financing: 6111-Other Financing-Loan-\$311,190.19 (Total)

Fund Balance: 6999-Transfer from Fund Balance-\$1,267,116. 6085-Transfer from Unassigned fund Balance-\$1,110,152.00. Total: \$2,377,268.

Total/Gross Revenue: \$7,136,954.19 (subject to change following amendments)

Expenses:

Town Council: 7000-Salaries-18,500. 7001-Services Expenses-Council-\$1,000. 7370-Communications Expenses-\$3,000. 7002-Dues/Meetings/MML-\$20,000. 7228-FICA-\$1,290. 7229-Workers Comp-\$1,200. Total: \$44,990.

Proposal by CW Noble to introduce an ordinance to combine services expenses into salaries. Proposal to adjust salaries from FY 2020. Town Treasurer to make changes to go out with the updated emergency ordinance. Debate over the salary of the council and of the mayor. Resolution of the Treasurer to seek clarification with MML with regards to salary increases or decreases for the mayor and council via emergency ordinance.

Mayor: 7004-Salary-Mayor-\$10,000. 7006-Service Expenses-\$1,000. 7371-Communications Exp-\$500. 7007-Dues/Meeting/MML-\$3,500. 7005-Employee Appreciation-\$6,500. 7197-Event/Meeting Hospitality-\$1,000. 7230-FICA-Mayor-\$765. 7231 Workers Comp-Mayor-\$125. 7008-Election Expense-\$4,000. Total: \$27,390. Total Elected Official Expenses: \$72,380.

Administration Expenses:

Town Clerk: 7009-Salary-Town Clerk-\$58,427. 7011-Training-Town Clerk-\$2,500. 7012-Service Expenses-\$400. 7014-Dues/Meeting/MML-\$3,000. 7003-Codification-\$3,000. Total-67,327. Discussion: debate by CM Barnes and CW Brownson as to whether line item 7009 is too high as is the 6 percent increase. Town Treasurer explained that the formula is normally at 3 percent raise based on performance, not cost of living. It would depend on the evaluation of the employee. Evaluations are determined by the hiring date. Straw vote on 6 percent; (3 yes; 3 no; 1 abstain). Proposal to change the raise to 4 percent. Retirement and FICA will change. Treasurer to change items.

Town Administrator: 7013-Salary-Town Administrator-\$80,968. 7225-Service Expenses-\$1,000. 7226-Town Admin Dues/Meetings/Convention-\$3,500. Total: \$85,468.

Finance: 7016-Salary-Treasurer-\$71,974. 7275-Salary-Staff Accountant-\$30,000. 7018-Service Expenses-Treasurer-\$100. 7019-Insurance Fidelity-Treasurer-\$200. 7020-Training-\$3,000. 7021-Dues/Meeting/MML-\$1,500. 7022-Data Auto Syst Upkeep-\$1,000. 7023-Audit-Finance-\$25,000. Total: \$132,774. Discussion; CW Brownson expressed the desire to have centralized checking. Town Treasurer explained that they were working to have paperless purchase order systems.

Administrative: 7015-Salary-Admin Assistant-\$37,429. 7239-Overtime-Admin Assistant-\$500. 7127-FICA-\$21,367. 7128-Health Insurance-\$17,200. 7129-Retirement Fund-\$14,958. 7130-Worker's Comp Insurance-\$2,500. 7131-Life/Disability Insurance-\$3,600. 7132-Vehicle Repair-\$500. 7133-Fuel-\$300. 7224-Training-Admin Assistant-\$300. Total: \$98,954. **Total Administrative Expenses: \$384,223.** Subject to change. CW Brownson asked if the council could see the compensation package when approving full time staff.

Total Non-Department Expenses: 7025-Legal Services-\$60,000. 7227-Newsletter Expenses-\$10,000. 7029-General Liability Insurance-\$74,000. 7033-Webmaster-\$5,700. 7036-Legal Notices-\$2,000. 7038-Copier-Administration-\$14,000. 7039-Postage-Administration-\$1,500. 7040-Internet Account Web Page Service-\$4,600. 7041-Office Supplies-Admin-\$9,000. 7042-Service Contracts-\$2,700. 7044-Utilities-Municipal Building-\$7,500. 7045-Telephone-Municipal Building-\$10,000. 7047-ADP Payroll Service Expense-\$5,000. 7048-Association Dues-\$3,500. 7050-Bank Services Charges-\$1,700. 7193-Cellular Phones-\$2,700. 7198-Office Equipment-\$7,500. 7353-I-Net Dues-\$5,300. 7264-Special Contract Services-\$34,000. 7265-Marketing-\$10,000. 7257-Community Events-\$3,000. Total: \$273,700.

Total Public Safety: 7055-Salary-Police Clerk-\$41,200. 7200-Salary-Police Chief-\$93,730. 7057-Salary-Police Officer-\$53,045. 7060-Salary-Police Officer-\$51,500. 7061-Salary-Police Corporal-\$54,636. 7062-Salary-Police Officer-\$51,500. 7054-Salary-Police Lieutenant-\$71,288. 7269-Salary-Police Office-\$51,500. 7065-Overtime-Police-\$50,000. 7056-Salary-Code Enforcement-\$43,677. 7220-Salary-Code Enforcement-\$40,000. 7165-Overtime-Code Enforcement-\$3,000. 7167-Workers Compensation-\$66,140. 7168-Health Insurance-\$65,000. 7169-Life/Disability Insurance-\$7,000. 7170-Retirement-\$43,000. 7171-FICA-\$54,500. 7066-New Uniform Issue-Police-\$15,000. 7375-Debt Service-Police Equipment-\$63,000. 7068-Gasoline Expense-\$35,000. 7069-Vehicle/Equipment Repair-\$31,000. 7070-Office Supplies-Police-\$9,000. 7372-Supplies-CEO-\$13,000. 7073-Communication Equipment-\$22,000. 7074-Law Enforcement Equipment Capital-\$17,000. 7373-Law Enforcement Equipment-Supplies-\$8,000. 7075-Training Dues/Meetings/PD-\$10,000. 7374-Training/Dues/Meetings/CEO-\$3,000. 7076-Supplies and Misc.-\$16,000. 7077-Mobile Data Computers-\$12,000. 7175-Surveillance Cameras-\$10,000. 7084-Telephone-Police Department-\$8,000. 7201-Debt Service-New Police Vehicle-\$64,000. 7176-Police MOU/Attorney Fee-\$7,000. 7203-Communication Equipment-\$6,000. 7204-Weapons-\$10,000. 7205-Recruitment Expense-\$4,000. 7206-Substance and Physical Testing-\$3,000. 7376-Canine Expense-\$13,000. 7207-Neighborhood Watch-\$9,000. Total: \$1,334,852. Discussion: The Town Treasurer noted that the Code Enforcement and Police Clerk were outside of the pay scale approved for the police. Captain Jones noted that most of the salaries listed currently are not correct and they are not getting a massive pay raise. The gap is much smaller. In response to a question from CW Brownson, police are paid through a general fund. Neighborhood Watch received additional funding because the police department is planning different community events. The police department has also applied for grants to have a social worker, among other community outreach projects.

5-minute recess.

Public Works Total:

Public Works Administration: 7085-Salary-Crewman 1-\$35,000. 7086-Salary-Custodian-\$14,331. 7088-Salary-Crewman 1-\$33,500. 7235-Salary-PW Director-\$62,625. 7276-Salary-PW Lead-\$37,180. 7087-Salar-Crewman III (P/T)-\$14,882. 7277-Salary-Crewman/Seasonal (P/T)- \$14,882. 7090-Overtime-Public Works-\$2,500. 7098-Uniform Replacement-\$5,000. 7101-Telephone Public Works-\$3,500. 7102-Health Insurance-\$22,000. 7103-FICA-\$16,500. 7104-Retirement-\$10,248. 7105-Workers Compensation-\$17,000. 7106-Life/Disability Insurance-\$2,400. 7260-Substance Testing-\$500. 7160-Office Supplies and equipment-\$2,000. 7242-Training/Dues/Meeting Convention-\$5,000. Total: \$299,048. Discussion regarding adding a lead position to Public Works staff. Proposal to eliminate line item 7277. Proposal to change uniforms to \$8,000. Proposal to change the amount allocated for signs and paint to \$10,000.

Public Works-Building Maintenance: 7093-Supplies/Misc.-\$4,000. 7096-Janitorial Supplies-\$4,500. 7097-Small Equipment/Building Maintenance-\$7,000. 7095-Extermination-\$2,500. Total: \$18,000.

Public Works Fleet Maintenance: 7092-Vehicle Maintenance-\$12,000. 7094-Gasoline Expense-\$6,000. 7320-Large Equipment Capital Expense-\$28,000. Total: \$46,000.

Public Works Park Maintenance: 7089-Equipment/Supplies-\$10,000. 7263-Public Area Maintenance-\$42,000. Total: \$52,000.

Public Works Street Maintenance: 7099-Street Signs and Paint-\$8,000. 7377-Large Equipment-\$2,000. 7243-Street Maintenance-\$20,000. 8008-Snow/Tree Removal-\$20,000. Total: \$50,000. **Total Public Works: \$465,0408.** Discussion; subject to change.

Total Speed Camera Expenses: 7300-Administrative Fee-\$600.000. 7401-Salary-Admin Clerk-\$41,200. 7301-Salary-Ombudsman-\$15,000. 7402-Salary-Lieutenant-\$73,427.00. 7403-Salary-Corporal-\$53,045. 7404-Salary-Officer 1-\$50,000. 7405-Salary-Officer 2-\$51,500. 7420-Salary-Officer 3-\$50,000. 7421-Salary-Officer 4-\$50,000. 7423-Salary-Officer 5-\$50,000. 7302-Overtime-\$30,000. 7305-FICA-\$34,361.66. 7399-Retirement-\$26,950.32. 7398-Worker's Compensation-\$45,000. 7304-Benefits-\$0. 7406-Life Insurance-\$5,000. 7407-Health Insurance-\$44,000. 7408-Uniforms-\$15,000. 7409-Gasoline-\$10,000. 7410-Vehicle Repair-\$7,000. 7411-Office Supplies-\$10,000. 7412-Communication Equipment-\$10,000. 7413-Law Enforcement Equipment-Capital-\$48,000. 7414-Trining/Dues/Meeting/Conv-\$5,000. 7424-Copier-\$2,500. 7416-Mobile Data-\$2,500. 7417-Telephone-\$6,880. 7418-Weapons and Ammunition-\$6,000. 7419-Substance Abuse Training-\$2,000. 7216-Attorney Fees-\$9,000. 7210-Computers/Software-\$5,000. 7214-Other-\$20,000. Total: \$1,383,363.98. Discussion; subject to change including retirement and FICA.

Total State Revenue: 7311-State Revenue (Total)-\$200,000.

Total Allowed Speed Camera Expenditure: 7013-Travel and Meetings-\$500. 7309-Programs for Safety-\$1,000. 7308-Office Supplies/Equipment-\$500. 7212-Surveillance Cameras-\$12,000. 7208-IT/Software-\$1,200. Total: \$15,200.

Total Street Highway Admin Expenses: 8000-Street Repair Project-\$400,000 (Total)

Total Trash Services: 8001-Goode Trash-\$187,935. 8002-Refuse Disposal Fees-\$1,600. 8102-Municipal Public Dumpster-\$7,000. Total-\$196,535.

Total Capital Improvement: 8016-Storm Drain Repair/Reconstruct-\$15,000. 8042-Debt Service-Street Improvement-\$118,000. Total: \$133,000.

Total Municipal Building Expense: 7194-Network System-IT System/Phones-\$36,000. 7046-\$2,000. 7256-Commuity Room Rental Services-\$2,000. 7223-General Building Repair and Maintenance-\$25,000. 8038-Modoc Building-\$1,000,000. Total: \$1,065,000. Discussion; the expenses at Modoc Ln are for the police station. The payment is partial, expected completion is FY 2023.

Total Street Lighting Expense: 8006-Street Lighting-\$42,000 (Total)

Total Special Programs Expense: 8044-Senior Exercise Program-\$6,500. 8030-Youth Programs-\$1,000. 7350-Healthy Heights Program-\$17,000. 8045-Community Garden-\$1,500. 8046-Community Gathering Space-\$6,500. Total: \$32,500. Discussion; proposal to increase funds for youth program to \$5,000 and to add a line item for the 18-59 group for \$5,000. The Town Clerk stated that the Healthy Heights Coordinator takes care of all age's groups. Proposal by CW Hines to invest in machines such as popcorn or snow cone makers. Proposal to send funds to local schools to supplement free lunch program in the amount of \$350 to each elementary school. Proposal to add Senior plus funding by \$5,000.

Restricted Funding: 7259-MNCPPC Gathering Space-\$26,000. 8999-Contribution to Rainy Day Fund-\$3,000. Total: \$29,000.

Fund Balance: \$1,110,152.21 (Total)

Total Expense: \$7,136.954.19

Discussion; CM Barnes proposed that the council raise be limited to the incoming council members. CM Washington stated that they voted for a raise previously and needed a retro pay. Resolution by the Town Treasurer to send updates for review prior to the Town Meeting on Wednesday, June 16,2021. CW Brownson thanked the other members for voting for her to fill the Ward II seat.

Meeting Adjourned: 10:49 PM

Town of Forest Heights
Fiscal Year 2022
Budget Worksheet

Revenue	Jul '18 - Jun 19	Jul '19 - Jun 20	YTD Jul '20 - Apr 21	Adjusted Budget FY 2021	Proposed FY 2022 Budget	Notes
4000 · Taxes						
6000 · Income Tax	248,376.48	265,644.86	191,497.11	180,700.00	240,000.00	
6001 · Real Taxes - Noncommercial	1,008,394.11	936,468.30	964,032.93	796,800.00	953,441.00	
6100 · Real Taxes - Commercial	50,721.30	50,378.93	47,840.89	43,300.00	51,333.00	
6123 · Real Taxes - Rented Residential	0.00	114,816.60	114,219.92	93,300.00	94,691.00	
6003 · Utility Taxes	59,217.60	56,982.40	56,982.40	56,000.00	57,000.00	
6005 · Tangible Personal Property Tax	15,040.45	22,188.12	30,330.70	18,000.00	30,000.00	
6007 · Interest/Penalty - Real Taxes	6,861.18	9,665.58	3,837.73	6,000.00	6,000.00	
6009 · Town Services - Trash	165,728.64	164,149.00	140,951.25	187,935.00	187,935.00	
Total 4000 · Taxes	1,554,339.76	1,620,133.79	1,549,692.93	1,382,035.00	1,620,400.00	
4010 · Licenses and Permits						
6017 · Rental Permits	2,925.00	1,575.00	1,525.00	3,000.00	3,000.00	
6027 · Building Permits	5,446.72	5,409.91	1,975.43	5,000.00	5,000.00	
6076 · Business Licenses	3,528.97	3,346.00	1,441.40	2,000.00	3,000.00	
6117 · Vacancy Permits	1,000.00	1,575.00	3,075.00	2,000.00	3,500.00	
6113 · Utility Street Cut Permits	0.00	0.00	0.00	2,000.00	0.00	
6115 · Utility Fees	0.00	0.00	300.00	800.00	800.00	
Total 4010 · Licenses and Permits	12,900.69	11,905.91	8,316.83	14,800.00	15,300.00	
4020 · Fed, State and Co Shared Rev						
6008 · GOCCP State Police Aid	45,198.00	54,413.00	58,898.00	59,359.00	67,637.00	
6020 · GOCCP Grant - Other	0.00	0.00	6,749.92	13,500.00	0.00	
6023 · Highway User Revenue	21,231.71	97,575.77	43,636.20	81,530.00	101,013.00	
6121 · Highway Transportation Grant	62,767.95	0.00	0.00	0.00	0.00	
6030 · Parks and Planning Grant	10,000.00	0.00	0.00	0.00	0.00	
6031 · Bond Bill - Bldg Renovation	0.00	50,000.00	0.00	0.00	50,000.00	
6041 · Chesapeake Bay Trust Fund	1,250.00	0.00	0.00	0.00	0.00	
6102 · MD Smart Energy Grant	13,845.00	0.00	0.00	0.00	0.00	
6103 · M-NCPPC Project Open Space	0.00	5,597.50	0.00	13,950.00	26,000.00	
6104 · MD Parks & Playgrounds	0.00	22,000.00	0.00	22,000.00	0.00	
6109 · MD SHA - Safe Routes to School	0.00	183,892.07	16,557.93	211,000.00	0.00	
6118 · PG County - Local Impact Grant	70,000.00	0.00	0.00	0.00	0.00	
6122 · MD DHCD Circuit Rider Program	45,250.20	44,749.80	0.00	0.00	0.00	
6124 · MD Local Impact Grant	0.00	95,811.50	120,000.00	120,000.00	120,000.00	
6125 · MD Bond Bill - Infrastructure	0.00	0.00	111,496.13	125,000.00	125,000.00	
6126 · MD Dept of Planning Census Grant	0.00	27,792.20	31,207.80	35,000.00	0.00	
6127 · PG Co Cares Act Grant	0.00	22,303.22	134,240.78	136,355.00	0.00	
Total 4020 · Fed, State and Co Shared Rev	269,542.86	604,135.06	522,786.76	817,694.00	489,650.00	

Town of Forest Heights
Fiscal Year 2022
Budget Worksheet

	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Apr 21	FY 2021	FY 2022 Budget	Notes
4030 · Special Trash Pick-up						
6022 · Rebates Waste Disposal	7,996.00	7,996.00	5,997.00	7,996.00	7,996.00	
6024 · Metal Pick Up	947.43	794.14	401.36	600.00	600.00	
Total 4030 · Special Trash Pick-up	8,943.43	8,790.14	6,398.36	8,596.00	8,596.00	
4040 · Cable TV						
6073 · Comcast Franchise Fee	15,684.15	15,437.35	11,751.05	16,000.00	16,000.00	
6074 · Verizon Franchise Fee	28,415.05	28,265.51	13,569.15	25,000.00	27,000.00	
6075 · Verizon Peg Grant	18,072.00	17,976.86	8,629.97	16,500.00	17,500.00	
Total 4040 · Cable TV	62,171.20	61,679.72	33,950.17	57,500.00	60,500.00	
4050 · Fines & Forfeitures						
6015 · Park Fine/Vehicle Rel/Acc Report	52,730.00	24,070.00	4,846.06	30,000.00	12,500.00	
6037 · Speed Camera Fund	844,824.90	731,892.20	1,597,513.65	1,392,460.00	1,800,000.00	
6094 · Speed Camera - Collections	399,123.06	351,092.27	299,917.98	300,000.00	400,000.00	
6077 · Civil Citations	12,822.05	16,331.58	2,277.33	9,000.00	5,000.00	
Total 4050 · Fines & Forfeitures	1,309,500.01	1,123,386.05	1,904,555.02	1,731,460.00	2,217,500.00	
4060 · Interest Income Revenue						
6018 · Investment Interest Income	31,377.16	24,127.89	3,983.05	6,000.00	5,000.00	
Total 4060 · Interest Income Revenue	31,377.16	24,127.89	3,983.05	6,000.00	5,000.00	
4070 · Rental Income						
6019 · Municipal Building Rental	10,395.00	4,065.00	0.00	3,000.00	3,000.00	
Total 4070 · Rental Income	10,395.00	4,065.00	0.00	3,000.00	3,000.00	
4080 · Other Revenues						
6021 · Miscellaneous	1,536.51	720.61	2,792.47	500.00	1,000.00	
6038.1 · Donations - Unrestricted	3,000.00	3,550.00	200.00	500.00	500.00	
6038 · Donations - Restricted	0.00	2,260.00	1,000.00	0.00	1,500.00	
6040 · Newsletter Advertising	165.00	0.00	0.00	150.00	150.00	
6105 · Utility Line Svc Program Rebate	1,986.34	1,693.58	2,025.56	1,750.00	1,900.00	
6070 · Solar Energy - Municipal Bldg	4,615.58	4,421.68	4,007.83	4,600.00	4,600.00	
6112 · LGIT Grants	5,000.00	1,636.00	0.00	0.00	0.00	
6114 · Bid Documents	75.00	0.00	0.00	150.00	0.00	
6120 · Senior Exercise Class	1,098.59	696.53	0.00	500.00	400.00	
Total 4080 · Other Revenues	17,477.02	14,978.40	10,025.86	8,150.00	10,050.00	
4090 · Sale of Land & Equipment						
6028 · Sales of fixed assets	0.00	19,562.50	0.00	2,000.00	2,000.00	
6086 · Loss on Scrapped Assets	-6,751.09	0.00	0.00	0.00	0.00	
6090 · Contributed Assets and Equip.	4,995.00	0.00	0.00	0.00	0.00	
Total 4090 · Sale of Land & Equipment	-1,756.09	19,562.50	0.00	2,000.00	2,000.00	
5010 · Other Financing						
6111 · Other Financing - Loan	0.00	146,386.75	0.00	853,613.25	311,190.19	
Total 5010 · Other Financing	0.00	146,386.75	0.00	853,613.25	311,190.19	

Town of Forest Heights
Fiscal Year 2022
Budget Worksheet

	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Apr 21	FY 2021	FY 2022 Budget	Notes
5000 • Fund Balance (R)						
6999 • Transfer From Fund Balance	0.00	0.00	0.00	1,054,731.25	1,456,892.00	
6085 • Trans - Unassigned Fund Balance	0.00	0.00	0.00	1,322,536.75	920,376.00	
Total 5000 • Fund Balance (R)	0.00	0.00	0.00	2,377,268.00	2,377,268.00	
Total Revenue	3,274,891.04	3,639,151.21	4,039,708.98	7,262,116.25	7,120,454.19	
Gross Revenue	3,274,891.04	3,639,151.21	4,039,708.98	7,262,116.25	7,120,454.19	
Expense						
9000 • Total Elected Official Expenses						
9001 • Town Council						
7000 • Salaries-Council	16,799.76	16,799.76	13,999.80	18,500.00	18,450.00	
7001 • Service Expenses-Council	1,320.00	784.94	15.18	1,000.00	1,000.00	
7370 • Communications Exp - Council	0.00	2,252.86	1,758.85	3,000.00	3,000.00	
7002 • Dues/Meetings/MML Conv-Council	9,406.69	1,331.40	2,015.60	19,000.00	20,000.00	
7228 • FICA-Council	1,285.20	1,285.20	1,072.18	1,290.00	1,412.00	
7229 • Workers Comp-Council	161.33	168.01	454.05	1,175.00	1,200.00	
Total 9001 • Town Council	28,972.98	22,622.17	19,315.66	43,965.00	45,062.00	
9002 • Mayor						
7004 • Salary-Mayor	9,999.96	9,999.96	8,333.30	10,000.00	10,000.00	
7006 • Service Expenses-Mayor	233.09	407.89	578.00	1,000.00	1,000.00	
7371 • Communications Exp - Mayor	0.00	416.28	312.21	500.00	500.00	
7007 • Dues/Meeting/MML Conv-Mayor	1,875.60	160.00	416.28	3,000.00	3,500.00	
7005 • Employee Appreciation-Mayor	4,586.38	6,580.77	4,246.67	4,500.00	6,500.00	
7197 • Event/Meeting Hospitality	620.05	497.96	0.00	900.00	1,000.00	
7230 • FICA - Mayor	765.00	765.00	573.75	765.00	765.00	
7231 • Workers Comp - Mayor	53.78	78.34	75.69	215.00	125.00	
7008 • Election Expense	2,709.37	2,899.69	2,905.20	4,000.00	4,000.00	
Total 9002 • Mayor	20,843.23	21,805.89	17,441.10	24,880.00	27,390.00	
Total 9000 • Total Elected Official Expenses	49,816.21	44,428.06	36,756.76	68,845.00	72,452.00	
9005 • Total Administration Expenses						
9006 • Town Clerk						
7009 • Salary-Town Clerk	49,462.53	52,466.33	44,044.90	55,120.00	57,325.00	
7011 • Training - Town Clerk	1,295.37	402.66	1,052.00	2,500.00	2,500.00	
7012 • Service Expenses - Town Clerk	224.03	0.00	0.00	400.00	400.00	
7014 • Dues/Meeting/MML Con-Town Clerk	2,272.80	2,563.12	410.00	3,000.00	3,000.00	
7003 • Codification	2,860.31	995.00	1,110.00	3,000.00	3,000.00	
Total 9006 • Town Clerk	56,115.04	56,427.11	46,616.90	64,020.00	66,225.00	
9007 • Town Administrator						
7013 • Salary - Town Administrator	73,196.31	75,991.64	61,095.80	76,385.00	79,441.00	
7225 • Town Administrator Service Exp	1,049.02	57.95	16.19	1,000.00	1,000.00	
7226 • Town Admin Dues/Meetings/Conv	1,876.60	200.00	0.00	3,500.00	3,500.00	
Total 9007 • Town Administrator	76,121.93	76,249.59	61,111.99	80,885.00	83,941.00	

Town of Forest Heights
Fiscal Year 2022
Budget Worksheet

	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Apr 21	FY 2021	FY 2022 Budget	Notes
9008 · Finance						
7016 · Salary - Treasurer	65,919.88	68,434.00	54,302.15	67,900.00	70,616.00	
7275 · Salary - Staff Accountant (P/T)	0.00	0.00	0.00	0.00	30,000.00	
7018 · Service Expenses - Treasurer	311.70	0.00	0.00	100.00	100.00	
7019 · Insurance Fidelity - Treasurer	187.67	187.67	187.66	200.00	200.00	
7020 · Training - Treasurer	0.00	0.00	45.00	2,000.00	3,000.00	
7021 · Dues/Meeting/ MML Con-Treasurer	40.00	215.00	40.00	1,000.00	1,500.00	
7022 · Data Auto Syst Upkeep-Treasurer	113.30	349.21	1,133.49	1,500.00	1,000.00	
7023 · Audit - Finance	14,000.00	14,000.00	0.00	20,000.00	25,000.00	
Total 9008 · Finance	80,572.55	83,185.88	55,708.30	92,700.00	131,416.00	
9009 · Administrative						
7015 · Salary - Administrative Asst	34,231.00	35,886.07	28,476.64	35,310.00	36,723.00	
7239 · Overtime - Administrative Asst	2,113.11	420.24	0.00	500.00	500.00	
7271 · Hazardous Duty Pay-Admin	0.00	422.00	1,766.00	1,800.00	0.00	
7127 · FICA	16,559.73	18,964.12	14,112.61	19,500.00	21,007.00	
7128 · Health Insurance	20,135.54	18,345.81	12,899.85	17,520.00	17,200.00	
7129 · Retirement Fund	13,432.92	13,985.96	11,021.28	14,200.00	14,677.00	
7130 · Worker's Comp Insurance	797.41	1,767.37	1,052.06	1,500.00	3,200.00	
7131 · Life/Disability Insurance	2,873.12	3,233.31	2,921.15	3,500.00	3,600.00	
7032 · Unemployment Compensation	5,648.16	0.00	0.00	0.00	0.00	
7132 · Vehicle Repair	700.00	1,249.43	161.90	200.00	500.00	
7133 · Fuel	235.15	246.82	41.16	400.00	300.00	
7224 · Training-Administrative Assist	129.00	269.08	0.00	0.00	300.00	
Total 9009 · Administrative	96,855.14	94,790.21	72,452.65	94,430.00	98,007.00	
Total 9005 · Total Administration Expenses	309,664.66	310,652.79	235,889.84	332,035.00	379,589.00	
9010 · Total Non-Depart Expenses						
7025 · Legal Services	85,483.73	88,322.00	33,865.56	70,000.00	60,000.00	
7026 · FICA Expense	0.00	0.00	0.00	0.00	0.00	
7227 · Newsletter Expense	1,731.57	1,610.34	2,872.61	3,500.00	10,000.00	
7029 · General Liability Insurance	43,299.67	46,151.67	45,950.66	59,000.00	74,000.00	
7033 · Webmaster	0.00	0.00	0.00	1,000.00	5,700.00	
7036 · Legal Notices	912.21	782.94	458.84	2,000.00	2,000.00	
7038 · Copier- Administration	11,184.38	15,737.84	12,120.52	14,500.00	14,000.00	
7039 · Postage - Administration	689.46	1,048.75	459.15	1,000.00	1,500.00	
7040 · Internet Acc Web Page Service	4,484.96	4,285.96	4,009.96	4,600.00	4,600.00	
7041 · Office Supplies - Admin	5,430.87	8,234.83	6,882.76	7,500.00	9,000.00	
7042 · Service Contracts	3,274.12	2,623.92	1,930.43	4,000.00	2,700.00	
7044 · Utilities-Municipal Building	6,757.32	7,348.82	5,724.29	7,500.00	7,500.00	
7045 · Telephone - Municipal Building	12,237.50	9,600.00	4,787.49	6,000.00	10,000.00	
7047 · ADP Payroll Service Expense	6,589.47	6,422.61	5,048.33	6,500.00	5,000.00	
7048 · Association Dues	2,424.27	3,566.22	2,357.63	3,000.00	3,500.00	
7050 · Bank Service Charges	1,551.48	1,402.56	527.52	1,700.00	1,700.00	

Town of Forest Heights
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	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Apr 21	FY 2021	FY 2022 Budget	Notes
7193 · Cellular Phones	1,562.74	2,434.77	2,417.87	1,700.00	2,700.00	
7198 · Office Equipment	1,549.97	417.00	3,381.39	6,000.00	7,500.00	
7353 · I-Net Dues	4,740.88	4,767.00	25.94	5,300.00	5,300.00	
7264 · Special Contract Services	27,295.11	29,540.59	29,053.67	34,000.00	34,000.00	
7265 · Marketing	2,427.85	8,374.92	7,266.60	9,000.00	10,000.00	
7257 · Community Events	1,872.80	2,282.39	2,146.88	2,500.00	3,000.00	
Total 9010 · Total Non-Dept Expenses	225,500.36	244,955.13	171,288.10	250,300.00	273,700.00	
9015 · Total Public Safety						
7055 · Salary - Police Clerk	42,496.39	35,972.87	32,670.47	40,000.00	41,600.00	
7200 · Salary - Police Chief	15,384.60	61,939.92	60,590.74	78,700.00	93,730.00	
7057 · Salary - Police Office	43,625.06	43,194.86	42,028.22	48,100.00	53,045.00	
7058 · Salary - Police Officer	8,660.73	0.00	0.00	0.00	0.00	
7059 · Salary - Police Officer	48,126.82	0.00	0.00	0.00	0.00	
7060 · Salary - Police Officer	41,835.00	36,950.97	39,312.27	46,700.00	51,500.00	
7061 · Salary - Police Corporal	46,407.34	48,113.43	45,869.88	50,100.00	54,636.00	
7062 · Salary - Police Corporal	0.00	44,255.69	46,091.20	50,100.00	54,636.00	
7262 · Salary - Police Officer	50,917.30	25,096.14	28,718.45	46,700.00	51,500.00	
7054 · Salary - Police Lieutenant	41,588.80	43,545.74	30,133.90	46,700.00	71,288.00	
7269 · Salary - Police Officer	0.00	12,880.94	33,663.98	46,700.00	51,500.00	
7270 · Salary - Police Officer	0.00	11,038.03	33,166.73	46,700.00	51,500.00	
7065 · Overtime - Police	54,700.01	30,729.60	23,342.64	40,000.00	50,000.00	
7273 · Hazardous Duty Pay-PS	0.00	0.00	18,096.65	18,000.00	0.00	
7056 · Salary- Code Enforcement Off	40,651.75	42,036.32	33,017.40	41,205.00	42,853.00	
7220 · Salary - Code Enforcement-Off	883.50	0.00	2,712.77	9,760.00	40,000.00	
7165 · Overtime - Code Enforcement	0.00	783.97	1,719.76	2,500.00	3,000.00	
7167 · Workers Compensation	57,119.50	56,109.50	38,657.85	66,140.00	66,140.00	
7168 · Health Insurance	45,429.56	50,186.70	48,561.57	70,000.00	68,240.00	
7169 · Life/Disability Insurance	4,887.58	5,352.00	5,358.35	7,300.00	7,000.00	
7170 · Retirement	24,824.31	26,900.40	23,747.43	37,350.00	42,648.00	
7171 · FICA	33,815.29	33,250.16	32,279.49	47,600.00	54,373.00	
7066 · New Uniform Issue - Police	12,752.06	9,578.81	27,017.97	23,500.00	15,000.00	
7375 · Debt Service - Police Equipment	0.00	21,889.20	14,500.00	15,000.00	63,000.00	
7068 · Gasoline Expense-Police	26,411.52	22,403.07	22,894.48	30,000.00	35,000.00	
7069 · Vehicle/Equipment Repair	23,509.55	30,292.50	31,311.11	23,000.00	31,000.00	
7070 · Office Supplies - Police	8,208.02	3,985.36	9,004.59	7,500.00	9,000.00	
7372 · Supplies - CEO	0.00	4,319.65	4,768.67	8,000.00	13,000.00	
7073 · Communication Equip - Service	5,396.08	5,670.56	7,689.98	7,500.00	22,000.00	
7074 · Law Enforcement Equip - Capital	970.70	107,621.14	36,741.69	35,000.00	17,000.00	
7373 · Law Enforcement Equip-Supplies	0.00	3,682.08	12,976.00	5,000.00	8,000.00	
7075 · Training/Dues/Meetings/Conv-PD	10,891.24	8,841.80	1,686.70	10,000.00	10,000.00	
7374 · Training/Dues/Meetings/Conv-CEO	0.00	102.12	30.00	2,000.00	3,000.00	
7076 · Supplies & Miscellaneous Exp	11,828.68	4,406.50	22,161.13	9,000.00	16,000.00	

Town of Forest Heights
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Budget Worksheet

	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Apr 21	FY 2021	FY 2022 Budget	Notes
7077 · Mobile Data Computers	3,201.02	7,493.86	6,888.84	12,000.00	12,000.00	
7175 · Surveillance Cameras	1,887.65	3,229.84	2,769.93	5,000.00	10,000.00	
7084 · Telephone - Police Department	1,600.00	3,600.00	2,720.00	3,600.00	8,000.00	
7201 · Debt Service-New Police Vehicle	2,859.91	84,529.60	66,547.65	52,000.00	64,000.00	
7176 · Police MOU/Attorney Fee	7,676.00	3,323.50	11,134.00	7,000.00	7,000.00	
7203 · Communication Equipment	0.00	5,987.35	2,033.40	3,000.00	6,000.00	
7204 · Weapons (Firearms & Ammunition)	2,555.40	1,880.87	2,253.76	9,600.00	10,000.00	
7205 · Recruitment Expense	2,371.83	3,061.50	2,265.00	4,000.00	4,000.00	
7206 · Substance and Physical Testing	1,176.50	1,883.50	762.00	2,250.00	3,000.00	
7290 · Parking Collection Fee	0.00	0.00	0.00	1,000.00	0.00	
7376 · Canine Expense	0.00	10,934.18	6,306.45	5,800.00	13,000.00	
7207 · Neighborhood Watch	3,231.08	1,971.20	0.00	2,000.00	9,000.00	
Total 9015 · Total Public Safety	727,880.78	959,025.43	914,203.10	1,123,105.00	1,337,189.00	
9020 · Total Public Works Expenses						
9021 · Public Works - Administration						
7085 · Salary - Crewman 1	30,803.62	32,184.82	25,584.28	32,035.00	33,317.00	
7086 · Salary - Custodian	9,781.89	10,614.67	4,949.50	13,520.00	14,061.00	
7088 · Salary - Crewman 1	33,891.76	34,241.73	28,493.47	34,215.00	35,584.00	
7235 · Salary - PW Director	55,787.92	58,081.56	47,197.12	59,080.00	61,444.00	
7276 · Salary - PW Lead	0.00	0.00	0.00	0.00	37,180.00	
7087 · Salary - Crewman III (P/T)	0.00	9,232.25	10,334.14	14,040.00	14,602.00	
7272 · Hazardous Duty Pay-PW	0.00	0.00	3,438.00	4,000.00	0.00	
7090 · Overtime - Public Works	3,363.40	1,894.58	1,379.20	2,000.00	2,500.00	
7098 · Uniform Replacement	336.29	1,652.89	1,144.89	1,500.00	8,000.00	
7101 · Telephone - Public Works	1,246.39	1,302.60	1,818.57	2,200.00	3,500.00	
7102 · Health Insurance	17,686.94	16,473.20	13,940.79	16,044.00	25,240.00	
7103 · FICA	10,233.47	11,313.56	9,004.17	12,700.00	16,500.00	
7104 · Retirement	7,419.74	7,729.31	6,513.03	8,800.00	10,248.00	
7105 · Workers Compensation	10,923.98	16,211.68	13,845.07	17,000.00	21,500.00	
7106 · Life/Disability Insurance	1,989.85	1,698.32	1,572.75	2,000.00	2,400.00	
7260 · Substance Testing	0.00	195.00	0.00	500.00	500.00	
7160 · Office Supplies and Equipment	223.88	166.27	351.76	2,000.00	2,000.00	
7242 · Training/Dues/Meetings/Conv	75.00	111.23	2,036.17	4,000.00	5,000.00	
Total 9021 · Public Works - Administration	183,764.13	203,103.67	171,602.91	225,634.00	293,576.00	
9022 · Public Works - Bldg Maintenance						
7093 · Supplies/Miscellaneous	1,504.80	2,533.78	3,468.98	4,000.00	4,000.00	
7096 · Janitorial Supplies	2,916.54	1,425.39	2,451.41	4,500.00	4,500.00	
7097 · Sm Equipment/PW Bldg Maint-Repl	4,927.11	3,350.85	6,104.43	7,000.00	7,000.00	
7095 · Exterminating	2,340.49	845.37	845.37	1,200.00	2,500.00	
Total 9022 · Public Works - Bldg Maintenance	11,688.94	8,155.39	12,870.19	16,700.00	18,000.00	

Town of Forest Heights
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Budget Worksheet

	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Apr 21	FY 2021	FY 2022 Budget	Notes
9023 · Public Works - Fleet Maint						
7092 · Vehicle Maintenance	4,610.34	5,343.17	8,094.04	12,000.00	12,000.00	
7094 · Gasoline Expense	4,840.13	4,433.54	4,694.29	4,500.00	6,000.00	
7320 · Large Equipment - Capital Exp	0.00	0.00	39,985.00	40,000.00	28,000.00	
Total 9023 · Public Works - Fleet Maint	9,450.47	9,776.71	52,773.33	56,500.00	46,000.00	
9024 · Public Works - Park Maint						
7089 · Equipment/Supplies - Park Maint	5,852.46	10,707.09	472.99	12,000.00	10,000.00	
7263 · Public Area Maintenance	31,397.54	26,626.82	15,430.42	25,000.00	42,000.00	
Total 9024 · Public Works - Park Maint	37,250.00	37,333.91	15,903.41	37,000.00	52,000.00	
9025 · Public Works - Street Maint						
7099 · Street Signs & Paint	2,766.97	8,076.12	1,534.01	8,000.00	10,000.00	
7377 · Large Equipment - Capital Exp	0.00	0.00	0.00	2,000.00	2,000.00	
7243 · Street Maintenance	4,251.80	14,337.75	14,998.72	9,000.00	20,000.00	
8008 · Snow Removal/Tree Removal	20,139.74	6,153.00	14,387.65	20,000.00	20,000.00	
Total 9025 · Public Works - Street Maint	27,158.51	28,566.87	30,920.38	39,000.00	52,000.00	
Total 9020 · Total Public Works Expenses	269,312.05	286,936.55	284,070.22	374,834.00	461,576.00	
9055 · Total Speed Camera Expenses						
7300 · Administrative Fee	322,672.58	300,060.25	331,587.93	552,635.00	600,000.00	
7401 · Salary - Admin Clerk	0.00	0.00	24,903.74	26,700.00	41,600.00	
7378 · Salary-Auto Enforcement Officer	0.00	46,426.09	0.00	0.00	0.00	
7301 · Salary - Ombudsman	11,500.00	14,176.75	11,480.00	15,000.00	15,000.00	
7402 · Salary - Lieutenant	0.00	0.00	31,732.25	41,200.00	73,427.00	
7403 · Salary - Corporal	0.00	0.00	43,484.78	50,100.00	53,045.00	
7404 · Salary - Officer 1	0.00	0.00	38,952.46	46,700.00	50,000.00	
7405 · Salary - Officer 2	0.00	0.00	13,085.44	46,700.00	51,500.00	
7420 · Salary - Officer 3	0.00	0.00	0.00	0.00	50,000.00	
7421 · Salary - Officer 4	0.00	0.00	0.00	0.00	50,000.00	
7423 · Salary - Officer 5	0.00	0.00	0.00	0.00	50,000.00	
7302 · Overtime	0.00	2,322.83	7,289.88	30,000.00	30,000.00	
7305 · FICA	0.00	4,813.82	12,785.66	19,700.00	35,540.00	
7399 · Retirement	0.00	2,924.94	8,692.96	14,500.00	26,975.00	
7398 · Worker's Compensation	0.00	6,385.10	11,300.28	31,500.00	45,000.00	
7304 · Benefits	0.00	6,866.52	0.00	0.00	0.00	
7406 · Life Insurance	0.00	0.00	2,078.29	3,300.00	5,000.00	
7407 · Health Insurance	0.00	0.00	20,241.46	32,100.00	50,480.00	
7408 · Uniforms	0.00	0.00	13,544.60	15,000.00	15,000.00	
7409 · Gasoline	0.00	0.00	9,010.26	10,000.00	10,000.00	
7410 · Vehicel Repair	0.00	0.00	3,411.61	7,000.00	7,000.00	
7411 · Office Supplies	0.00	0.00	11,652.87	20,000.00	10,000.00	
7412 · Communication Equipment	0.00	0.00	816.80	3,300.00	10,000.00	
7413 · Law Enforcement Equip-Capital	0.00	0.00	214,000.87	296,000.00	48,000.00	
7414 · Training/Dues/Meetings/Conv	0.00	0.00	899.00	5,000.00	5,000.00	

Town of Forest Heights
Fiscal Year 2022
Budget Worksheet

	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Apr 21	FY 2021	FY 2022 Budget	Notes
7415 · Supplies	0.00	0.00	4,695.33	7,000.00	5,000.00	
7424 · Copier	0.00	0.00	0.00	0.00	2,500.00	
7416 · Mobile Data	0.00	0.00	0.00	2,500.00	2,500.00	
7417 · Telephone	0.00	0.00	289.57	2,500.00	6,880.00	
7418 · Weapons and Ammunition	0.00	0.00	743.02	4,600.00	6,000.00	
7419 · Substance Abuse Training	0.00	0.00	597.50	1,500.00	2,000.00	
7216 · Attorney Fees	6,954.00	1,064.00	10,051.00	15,000.00	9,000.00	
7210 · Computers/Software	0.00	600.00	8,855.29	7,000.00	5,000.00	
7214 · Other	3,000.00	3,000.00	4,500.00	12,000.00	20,000.00	
Total 9055 · Total Speed Camera Expenses	344,126.58	388,640.30	840,682.85	1,318,535.00	1,391,447.00	
9060 · Total State Revenue	204,144.00	16,659.00	0.00	175,000.00	200,000.00	
7311 · State Revenue	204,144.00	16,659.00	0.00	175,000.00	200,000.00	
Total 9060 · Total State Revenue						
9065 · Total Allowed Speed Camera Expenditure						
7013 · Travel and Meetings	0.00	0.00	0.00	500.00	500.00	
7309 · Programs for Safety	0.00	0.00	0.00	1,000.00	1,000.00	
7308 · Office Supplies/Equipment	0.00	0.00	0.00	500.00	500.00	
7212 · Surveillance Cameras	0.00	0.00	0.00	12,000.00	12,000.00	
7208 · IT/Software	0.00	0.00	0.00	1,200.00	1,200.00	
Total 9065 · Total Allowed Expenditure	0.00	0.00	0.00	15,200.00	15,200.00	
9075 · Total Street Hwy Admin Expenses	0.00	133,373.00	285,000.00	595,182.00	556,190.19	
8000 · Street Repair Project	0.00	133,373.00	285,000.00	595,182.00	556,190.19	
Total 9075 · Total Street Hwy Admin Expenses						
9030 · Total Trash Services	164,148.55	164,148.60	140,951.25	187,935.00	187,935.00	
8001 · Goode Trash	67.16	521.77	211.20	1,600.00	1,600.00	
8002 · Refuse Disposal Fees	4,620.00	6,160.00	4,235.00	5,775.00	7,000.00	
8102 · Municipal Public Dumpster	168,835.71	170,830.37	145,397.45	195,310.00	196,535.00	
Total 9030 · Total Trash Services						
9040 · Total Capital Improvement	0.00	8,156.05	0.00	15,000.00	0.00	
8012 · Sust Design Serv - Consult Eng	0.00	80,335.22	384,512.10	300,000.00	0.00	
8018 · North Huron St Reconstruction	13,290.00	0.00	0.00	15,000.00	15,000.00	
8016 · Storm Drain Repair/Reconstruct	0.00	0.00	0.00	0.00	0.00	
8034 · Rolph Drive Project	33,005.06	99,010.26	115,433.74	117,500.00	118,000.00	
8042 · Debt Service - Street Improveme	46,295.06	187,501.53	499,945.84	447,500.00	133,000.00	
Total 9040 · Total Capital Improvement						
9045 · Total Municipal Bldg Expense	10,495.00	27,944.38	24,546.40	23,650.00	36,000.00	
7194 · Network System-IT System/Phones	2,133.92	2,673.27	0.00	450.00	2,000.00	
7046 · Community Room-Upgrade/Maint	2,100.00	689.00	0.00	2,000.00	2,000.00	
7256 · Community Rm Rental Services	1,908.00	1,908.00	0.00	0.00	0.00	
7196 · Furniture	600.00	79,517.96	10,564.31	16,500.00	25,000.00	
7223 · General Building Repair & Maint	106.85	9,143.98	29,444.80	385,000.00	1,000,000.00	
8038 · Modoc Building						

Town of Forest Heights
Fiscal Year 2022
Budget Worksheet

	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Apr 21	FY 2021	FY 2022 Budget	Notes
Total 9045 · Total Municipal Bldg Expense	17,343.77	121,876.59	64,555.51	427,600.00	1,065,000.00	
9035 · Total Street Lighting Expense						
8006 · Street Lighting	35,665.92	35,057.30	26,366.37	42,000.00	42,000.00	
Total 9035 · Total Street Lighting Expense	35,665.92	35,057.30	26,366.37	42,000.00	42,000.00	
9050 · Total Special Programs Expense						
8010 · Forest Heights Day	10,730.91	12,476.35	0.00	0.00	0.00	
7245 · 1856 Club					5,000.00	
8028 · Plus 60 Senior Program	1,924.07	2,645.93	0.00	1,000.00	5,000.00	
8044 · Senior Exercise Program	4,429.70	3,939.44	3,400.06	6,500.00	6,500.00	
8030 · Youth Programs	3,882.22	4,541.34	642.23	1,000.00	5,000.00	
7246 · Healthy Lunch Program					700.00	
8032 · Economic Development Business	0.00	0.00	0.00	500.00	0.00	
7350 · Healthy Heights Program	1,348.11	14,134.44	13,431.29	17,000.00	17,000.00	
8033 · Forest Heights Oxon Hill CDC	0.00	0.00	0.00	750.00	0.00	
8045 · Community Garden	4,322.98	823.14	44.12	500.00	1,500.00	
8046 · Community Gathering Space	2,174.28	417.42	605.24	5,000.00	6,500.00	
Total 9050 · Total Special Programs Expense	28,812.27	38,978.06	18,122.94	32,250.00	47,200.00	
9070 · Restricted Funding						
8023 · Chesapeake Bay Trust	1,240.58	0.00	0.00	0.00	0.00	
7259 · M-NCPPC POS - Gathering Space	1,515.00	4,096.00	0.00	7,504.00	26,000.00	
7261 · MD Parks&Playgrounds-Gathering	0.00	325.50	25,589.76	21,674.50	0.00	
7266 · M-NCPPC POS - Comm Garden	1,506.65	0.00	0.00	2,350.00	0.00	
8041 · MD SHA Safe Routes to School	0.00	183,892.07	27,107.93	211,000.00	0.00	
7379 · MD Bond Bill - SRTS	0.00	0.00	125,000.00	125,000.00	0.00	
8047 · MD DHCD Circuit Rider Program	45,250.20	45,249.88	0.00	0.00	0.00	
8048 · MD Dept of Planning Census Gran	0.00	27,792.20	38,342.87	35,000.00	0.00	
8049 · PG Co - Cares Act Expenditures	0.00	22,303.22	133,651.06	136,355.00	0.00	
8999 · Contribution to Rainy Day Fund	0.00	0.00	0.00	3,000.00	3,000.00	
Total 9070 · Restricted Funding	49,512.43	283,658.87	349,691.62	541,883.50	29,000.00	
9090 · Fund Balance (E)	0.00	0.00	0.00	1,322,536.75	920,376.00	
9999 · Unassigned Fund Balance (E)	0.00	0.00	0.00	1,322,536.75	920,376.00	
Total 9090 · Fund Balance (E)	2,476,909.80	3,222,572.98	3,871,970.60	7,262,116.25	7,120,454.19	
Total Expense	797,981.24	416,578.23	167,738.38	0.00	0.00	
Net Ordinary Income						

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

**AN EMERGENCY ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN
OF FOREST HEIGHTS, MARYLAND TO APPROVE AND ADOPT
THE FISCAL YEAR 2022 BUDGET**

Introduced By: Mayor Muhammad

ENACTED: June 23, 2021

WHEREAS, Section § 5-205(b) of the LG Article of Md. Ann. Code, authorizes a municipality to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants except that a municipality: (i) may not spend money if the money was not appropriated at the time of the annual levy, (ii) may spend money only for the purpose for which the money was appropriated, and (iii) may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

WHEREAS, Section 33-45 of the Town Charter was amended on October 21, 2015 by Charter Amendment Resolution No. 01-15 changing the form of approval of the budget by resolution to ordinance; and

WHEREAS, pursuant to Section 20.5 of the Town Code, the Town Treasurer is directed to prepare under the supervision of the Mayor and to submit through the Mayor quarterly financial reports to the Town Council in writing, due within 15 days of the first day of January, April, July, and October, whereby the reports shall provide estimates of the revenues and expenses in the categories provided in the budget resolution [ordinance] effective for the three months preceding the issuance of the quarterly report and for the year-to-date, showing the variances of those items to the budgeted amounts, and furthermore, the quarterly report is to include a statement of the estimated assets and liabilities of the Town as of the last day of the quarter being reported; and

WHEREAS, Section 33-12 of the Town Charter authorizes in cases, as determined by Council, that the procedural requirement stated in said Section for passing ordinances in the regular course of business may be suspended by the affirmative votes of five members of the Council and that an emergency ordinance shall become effective on the date specified in the ordinance, and a summary of each ordinance shall be published at least twice in the "Forest Heights News," the town newsletter or in a newspaper or newspapers having general circulation in the municipality; and

WHEREAS, the Mayor and Council finds that due to the fast approaching new fiscal year and the fact that the executive budget was recently submitted to the Council, and that there

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

is limited time and/or it is otherwise impractical to schedule additional special sessions in June to allow for a budget ordinance to be passed in the regular course of business at two separate meetings; therefore, the Council finds that it is efficient, more cost effective and in the best interests of the Town to waive the procedural requirements and pass the budget ordinance on first reader as an emergency measure.

SECTION 1.

NOW THEREFORE BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, that the Fiscal Year 2022 Budget for the Town of Forest Heights is hereby approved by the Mayor and Town Council of the Town of Forest Heights, Maryland such that the sums and amounts appropriated are hereby adopted for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022, to defray expenses and operations costs for the Town of Forest Heights as follows:

REVENUES

GENERAL FUND REVENUES

Town Real Estate Taxes - Noncommercial	\$953,441.00
Town Real Estate Taxes - Commercial	\$51,333.00
Town Real Estate Taxes – Rented Residential	\$94,691.00
Income Taxes	\$240,000.00
Other Taxes	\$93,000.00
Trash Fee	\$187,935.00
INTERGOVERNMENT	\$489,650.00
LICENSES & PERMITS	\$15,300.00
TOWN SERVICES	\$8,596.00
SPEED CAMERA	\$2,200,000.00
OTHER REVENUES	\$98,050.00
OTHER FINANCING	\$311,190.19
FUND BALANCE	\$2,377,268.00
TOTAL BUDGETED REVENUES	\$7,120,454.19

EXPENDITURES

GENERAL GOVERNMENT	\$72,452.00
ADMINISTRATION	\$379,589.00

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
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NON-DEPARTMENTAL	\$273,700.00
PUBLIC SAFETY	\$1,337,189.00
PUBLIC WORKS	\$461,576.00
SPEED CAMERA	
Direct Speed Camera Cost	\$1,391,447.00
State Revenue	\$200,000.00
Allowable Expenses	\$15,200.00
STREET IMPROVEMENTS	\$556,190.19
TRASH SERVICES EXPENSE	\$196,535.00
CAPITAL IMPROVEMENTS	\$133,000.00
MUNICIPAL BUILDING EXPENSE	\$1,065,000.00
STREET LIGHTING EXPENSE	\$42,000.00
TOTAL SPECIAL PROGRAM EXPENSE	\$47,200.00
GRANTS – RESTRICTED FUNDING	\$29,000.00
FUND BALANCE	\$920,376.00
 TOTAL BUDGETED EXPENDITURES	 \$7,120,454.19

SECTION 2.

AND BE IT FURTHER ORDAINED AND ENACTED, that if any section or part of a section of this Ordinance shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Ordinance nor the context in which such section or part of section so held invalid shall appear, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or part of section to which such holding shall directly apply.

SECTION 3.

AND BE IT FURTHER ORDAINED AND ENACTED, that this Emergency Ordinance shall take effect immediately upon its enactment, having been passed by the required yeas and nays of the Mayor and Council of the Town of Forest Heights.

SECTION 4.

AND BE IT FURTHER ORDAINED AND ENACTED, that upon passage, the Town Clerk shall cause to be published a fair summary of this Emergency Ordinance at least twice in the town newsletter or a newspaper having general circulation within the Town of Forest Heights, and that this Ordinance shall not be codified or otherwise published in the Town Ordinance Code.

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

SECTION 5.

AND BE IT FURTHER ORDAINED AND ENACTED, that Resolution 30-20 establishing the Fiscal Year 2022 Tax Rates on May 19, 2021 and waste removal fees as approved on May 19, 2021 are hereby reapproved and ratified as stated below provided that any inconsistencies in any prior legislation shall be controlled by this Emergency Ordinance:

Noncommercial Real Property	\$.5076	per \$100.00 of assessed valuation;
Commercial Real Property	\$.5878	per \$100.00 of assessed valuation;
Rented Residential Real Property	\$.5076	per \$100.00 of assessed valuation;
Business Personal Property	\$ 1.75	per \$100.00 of assessed valuation;
Public Utility Property	\$ 2.00	per \$100.00 of assessed valuation;
Waste Removal	\$ 201.00	per household/flat fee.

SECTION 6.

AND BE IT FURTHER ORDAINED AND ENACTED, that notwithstanding this emergency budget ordinance, the FY 2022 Budget may be presented and discussed in further detail by enumerating additional sub-categories or detailed items pertaining to either revenues or expenditures as deemed necessary and expedient by the Town Council (the "Detailed Budget"). Although not considered incorporated by reference or formally part of this FY 2022 Emergency Budget Ordinance, the Detailed Budget, unless subsequently modified, shall reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Council at the Town meeting wherein the FY 2022 Budget was approved.

SECTION 7.

AND BE IT FURTHER ORDAINED AND ENACTED, that all budget amendments transferring monies between major revenue funds, line items, classifications and/or major appropriations as reflected in this FY 2022 Emergency Budget Ordinance shall be submitted to the Council for approval, from time to time, by ordinance. Minor budget changes or amendments, however, occurring within certain specified sub-categories or the various detailed items not reflected herein above but shown in the Detailed Budget shall be approved from time to time by the Mayor subject to review by the Town Council pursuant to the requirements of Section 20.5 (Preparation of the quarterly financial report).

HAVING BEEN INTRODUCED at a Public Meeting of The Mayor and Council of the Town of Forest Heights held on the 14th day of June 2021, at 6:30 o'clock p.m., in the Municipal Building in Forest Heights, Maryland;

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

AND HAVING BEEN READ as an emergency ordinance and passed by a yea and nay vote of the Mayor and Council of the Town of Forest Heights with the affirmative votes of at least five (5) of the members of the legislative body including the Mayor on this 23rd day of June, 2021, at ____ o'clock p.m., in the Municipal Building in Forest Heights, Maryland as indicated below.

PASSED this 23rd day of June 2021.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
BARNES	_____
HINES	_____
BROWNSON	_____
ATKINSON	_____
NOBLE	_____
WASHINGTON	_____

I HEREBY CERTIFY that the above Emergency Resolution __ - 21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the 23rd day of June 2021.

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

**MAYOR AND COUNCIL
THE TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE NO. 02 - 21**

CERTIFICATION

I HEREBY CERTIFY that upon the approval of the requisite five (5) affirmative votes and following its passage, a summary of this Emergency Ordinance No. 02-21 has been published at least twice in the town newsletter or a newspaper having general circulation in the Town of Forest Heights.

Date: _____, 2021

Sherletta Hawkins, Town Clerk