

FY 2013 Town of Forest Heights
2nd Quarter Report
July 1, 2012 to December 31, 2012

Account ID	Account Description	JULY - DEC 2012	FY13 BUDGET	% of BUDGET
	REVENUES			
	TAXES			
6000	Income Taxes	\$ 74,545.06	\$ 114,755.00	64.96%
6001	Town Real Estate Taxes	\$ 618,391.16	\$ 957,104.00	64.61%
6003	Utility Taxes	\$ 13,998.38	\$ 26,000.00	53.84%
6005	Tangible Personal Property Taxes	\$ 5,374.14	\$ 11,760.00	45.70%
6007	Interest/Penalty-Town Real Estate Taxes	\$ 3,451.00	\$ 12,000.00	28.76%
6009	Town Services -Trash	\$ 72,930.00	\$ 145,860.00	50.00%
	Subtotals	\$ 788,689.74	\$ 1,267,479.00	62.23%
	LICENSES & PERMITS			
6017	Rental Permits	\$ 1,050.00	\$ 2,500.00	42.00%
6027	Building Permits	\$ 150.00	\$ 1,500.00	10.00%
6076	Occupancy Permits	\$ -	\$ 2,700.00	0.00%
	Subtotals	\$ 1,200.00	\$ 6,700.00	17.91%
	FEDERAL, STATE AND COUNTY SHARED REVENUES			
6008	GOCCP Grant-State Police Grant	\$ 11,577.50	\$ 23,155.00	50.00%
6020	GOCCP Grant-COPS	\$ -	\$ 8,000.00	0.00%
6023	Highway User Revenue	\$ 5,071.87	\$ 16,000.00	31.70%
6030	Parks & Planning Grant	\$ -	\$ 10,000.00	0.00%
6031	Bond Bill-Building Renovation /SB361/HB1397**	\$ -	\$ 44,950.00	0.00%
6033	Tree Releaf Grant	\$ -	\$ 20,000.00	0.00%
6041	Chesapeake Bay Trust Fund	\$ 49,500.00	\$ 55,000.00	90.00%
6050	Prince Georges County -CDBG	\$ -	\$ 25,000.00	0.00%
6051	MD Department on Aging	\$ -	\$ 40,000.00	0.00%
6052	MDDNR COMMUNITY PARKS	\$ -	\$ 20,000.00	0.00%
6079	319 Grant Dept of Environment	\$ -	\$ 1,091,700.00	0.00%
6080	NFWF Rolph Drive	\$ -	\$ 313,000.00	0.00%
6081	NFWF North Huron Drive	\$ -	\$ 450,000.00	0.00%
6082	NFWF Urban Small Waters	\$ -	\$ 75,000.00	0.00%
6084	PG County - Stormwater Maintenance	\$ -	\$ 300,000.00	0.00%
	Subtotals	\$ 66,149.37	\$ 2,491,805.00	2.65%

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	SPECIAL TRASH PICKUP			
6010	Disposal of Tires	\$ -	\$ 100.00	0.00%
6022	Rebates Waste Disposal	\$ 3,998.00	\$ 7,996.00	50.00%
6024	Town Services - Metal Pick-Up	\$ 35.00	\$ 300.00	11.67%
	Subtotals	\$ 4,033.00	\$ 8,396.00	48.03%
	CABLE TV			
6073	Comcast Franchise Fee	\$ 3,990.03	\$ 14,810.00	26.94%
6074	Verizon Franchise Fe	\$ 6,988.33	\$ 24,559.00	28.46%
6075	Verizon Peg Grant	\$ 4,244.59	\$ 14,400.00	29.48%
6083	Comcast Peg Grant	\$ -	\$ 6,000.00	0.00%
	Subtotals	\$ 15,222.95	\$ 59,769.00	25.47%
	FINES & FORFEITURES			
6014	Fines and Forfeitures	\$ -	\$ 3,000.00	0.00%
6015	Parking Fines & Vehicle Release/Accident Reports	\$ 9,625.00	\$ 8,000.00	120.31%
6016	Municipal Violations	\$ -	\$ 5,000.00	0.00%
6026	Grass Cutting	\$ -	\$ 900.00	0.00%
6037	Speed Camera	\$ 382,251.07	\$ 1,092,000.00	35.00%
6077	Civil Citations	\$ 1,000.00	\$ 4,000.00	25.00%
	Subtotals	\$ 392,876.07	\$ 1,112,900.00	35.30%
	REVENUES FROM INTEREST INCOME			
6018	Investment Interest Income	\$ 909.22	\$ 6,000.00	15.15%
	Subtotals	\$ 909.22	\$ 6,000.00	15.15%
	RENTAL INCOME			
6019	Municipal Building Rental	\$ 1,650.00	\$ 20,000.00	8.25%
	Subtotals	\$ 1,650.00	\$ 20,000.00	8.25%

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	OTHER REVEUES						
6021	Miscellaneous	\$	295.85	\$	-		
6038.1	Donations - Unrestricted	\$	400.00	\$	-		
6038	Donations - Restricted	\$	-	\$	-		
6039	Yard Sale	\$	485.00	\$	600.00		80.83%
6040	Newsletter Advertising	\$	540.00	\$	800.00		67.50%
6070	Solar Energy	\$	810.00	\$	2,500.00		32.40%
	Subtotals	\$	2,530.85	\$	3,900.00		64.89%
	SALE OF LAND & EQUIPMENT						
6028	Sale of Fixed Assets	\$	-	\$	100.00		0.00%
	Subtotals	\$	-	\$	100.00		0.00%
	TRANSFERS						
6999	Transfer from Fund Balance	\$	-	\$	386,851.54		0.00%
	Subtotal	\$	-	\$	386,851.54		
	Total Revenues	\$	1,273,261.20	\$	5,363,900.54		

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	EXPENSES						
	<u>ELECTED OFFICIALS</u>						
	CITY COUNCIL						
7000	Salary - Council		\$ 7,499.88		\$ 15,000.00		50.00%
7001	Service Expense - Council		\$ 3,065.76		\$ 8,500.00		36.07%
7002	Dues/Meetings/Convention - Council		\$ 1,757.96		\$ 6,000.00		29.30%
7228	FICA - Council		\$ 573.74		\$ 1,147.50		50.00%
7229	Workers Comp - Council		\$ -		\$ 1,800.00		0.00%
	Subtotal		\$ 12,897.34		\$ 32,447.50		39.75%
	MAYOR						
7004	Salary - Mayor		\$ 2,499.96		\$ 5,000.00		50.00%
7006	Service Expense - Mayor		\$ 4,576.49		\$ 5,500.00		83.21%
7007	Dues/Meetings/Convention-Mayor		\$ 3,041.50		\$ 4,500.00		67.59%
7005	Employee Appreciation - Mayor		\$ -		\$ 1,500.00		0.00%
7197	Event/Meeting Hospitality		\$ 616.42		\$ 5,000.00		12.33%
7230	FICA - Mayor		\$ 223.13		\$ 382.50		58.33%
7231	Workers Comp - Mayor		\$ -		\$ 300.00		0.00%
7008	Election Expenses		\$ -		\$ 2,400.00		0.00%
	Subtotal		\$ 10,957.50		\$ 24,582.50		44.57%
	Total Elected Officials		\$ 23,854.84		\$ 57,030.00		41.83%
	<u>TOWN ADMINISTRATION</u>						
	TOWN CLERK						
7009	Salary - Town Clerk		\$ 22,019.41		\$ 44,290.00		49.72%
7011	Training - Town Clerk		\$ 160.48		\$ 1,500.00		10.70%
7012	Town Clerk Service Expenses		\$ 1,003.16		\$ 2,000.00		50.16%
7014	Town Clerk Dues/Meeting/Convention		\$ 1,487.00		\$ 2,500.00		59.48%
7003	Codification		\$ -		\$ 3,000.00		0.00%
	Subtotal		\$ 24,670.05		\$ 53,290.00		46.29%

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	TOWN ADMINISTRATOR						
7013	Salary-Town Administrator	\$	35,999.99	\$	72,000.00		50.00%
7225	Town Administrator Service Expenses	\$	554.73	\$	700.00		79.25%
7226	Town Administrator Dues/Meetings/Convention	\$	1,378.06	\$	1,800.00		76.56%
	Subtotal	\$	37,932.78	\$	74,500.00		50.92%
	FINANCE						
7016	Salary- Treasurer	\$	29,961.21	\$	60,000.00		49.94%
7018	Treasurer Service Expense	\$	502.11	\$	1,500.00		33.47%
7019	Insurance-Fidelity (Treasurer)	\$	-	\$	200.00		0.00%
7020	Training - Treasurer	\$	483.95	\$	1,600.00		30.25%
7021	Treasurer Dues/Meetings/Conventions	\$	672.00	\$	1,500.00		44.80%
7022	Data Auto System/ Upkeep-Treasurer	\$	-	\$	300.00		0.00%
7023	Auditing - Treasurer	\$	14,000.00	\$	28,000.00		50.00%
	Subtotal	\$	45,619.27	\$	93,100.00		49.00%
	ADMINISTRATIVE						
7015	Office Assistant	\$	16,566.55	\$	32,168.00		51.50%
7239	Overtime - Office Assistance	\$	1,016.34	\$	3,000.00		33.88%
7127	FICA	\$	10,488.05	\$	16,367.79		64.08%
7128	Health Insurance	\$	9,955.51	\$	18,000.00		55.31%
7129	Retirement Fund	\$	6,333.77	\$	12,715.00		49.81%
7130	Workmen's Compensation Insurance	\$	822.96	\$	1,444.00		56.99%
7131	Life/Disability Insurance	\$	1,528.87	\$	3,500.00		43.68%
7024	Notary Expenses	\$	-	\$	50.00		0.00%
7132	Vehicle Repair	\$	2,082.34	\$	3,000.00		69.41%
7133	Fuel	\$	911.59	\$	2,400.00		37.98%
7224	Training - Administration	\$	192.00	\$	1,000.00		19.20%
	Subtotal	\$	49,897.98	\$	93,644.79		53.28%
	Total Administration	\$	158,120.08	\$	314,534.79		50.27%

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	GENERAL - NON DEPARTMENTAL						
7025	Legal Services		\$ 35,737.00		\$ 50,000.00		71.47%
7227	Newsletter Expense		\$ 1,081.00		\$ 4,000.00		27.03%
7029	General Liability Insurance (LGIT)		\$ 6,413.08		\$ 20,000.00		32.07%
7032	Unemployment Compensation		\$ 5,160.00		\$ 9,000.00		57.33%
7034	Contract - Temp Employees		\$ 7,052.50		\$ 10,000.00		70.53%
7232	Communications Specialist		\$ 8,534.00		\$ 17,680.00		48.27%
7233	Instructor		\$ 11,650.00		\$ 15,600.00		74.68%
7035	Publications & Subscriptions		\$ 237.64		\$ 500.00		47.53%
7036	Legal Notices		\$ 909.50		\$ 5,000.00		18.19%
7037	Personnel Recruitment Ads		\$ -		\$ 500.00		0.00%
7038	Copier - Administration		\$ 2,824.70		\$ 5,000.00		56.49%
7039	Postage - Administration		\$ 109.05		\$ 3,000.00		3.64%
7040	Internet Acc & Web Page Service		\$ 6,624.04		\$ 10,000.00		66.24%
7041	Office Supplies		\$ 2,587.11		\$ 12,000.00		21.56%
7042	Service Contracts		\$ 754.00		\$ 3,000.00		25.13%
7044	Utilities -Municipal Building		\$ 3,405.81		\$ 8,000.00		42.57%
7045	Telephone-Municipal Building		\$ 2,117.94		\$ 6,000.00		35.30%
7046	Community Room/Upgrade & Maint		\$ 2,400.00		\$ 5,500.00		43.64%
7047	ADP - Payroll Service Charge		\$ 2,787.78		\$ 6,000.00		46.46%
7048	MML Dues		\$ 2,276.14		\$ 3,000.00		75.87%
7049	National League of Cities Dues		\$ 686.00		\$ 2,000.00		34.30%
7050	Bank Service Charges		\$ 281.29		\$ 700.00		40.18%
7053	Grant Writer		\$ -		\$ 5,500.00		0.00%
7193	Celluar Phones		\$ 1,546.30		\$ 5,400.00		28.64%
7198	Office Equipment		\$ 812.99		\$ 5,000.00		16.26%
	Total Non Departmental		\$ 105,987.87		\$ 212,380.00		49.90%

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	PUBLIC SAFETY						
7054	Police Chief	\$	26,884.71	\$	51,767.00		51.93%
7055	Police Clerk	\$	17,084.02	\$	34,488.00		49.54%
7200	Police Lieutenant	\$	9,096.25	\$	47,436.00		19.18%
7057	Sargent	\$	17,606.21	\$	43,350.00		40.61%
7059	Police Pvt First Class	\$	19,783.50	\$	39,783.00		49.73%
7061	Private 1	\$	18,821.71	\$	37,941.00		49.61%
7172	Reserve Officer	\$	-	\$	2,000.00		0.00%
7065	Police Overtime	\$	3,597.25	\$	12,000.00		29.98%
7056	Code Enforcement Officer	\$	17,756.50	\$	37,710.00		47.09%
7165	Code Enforcement Officer Overtime	\$	51.00	\$	1,500.00		3.40%
7240	Code Enforcement Training	\$	-	\$	2,000.00		0.00%
7167	Workers Compensation	\$	28,921.48	\$	62,141.13		46.54%
7168	Health Insurance	\$	16,580.66	\$	38,400.00		43.18%
7169	Life/Disability Insurance	\$	2,076.83	\$	3,925.00		52.91%
7234	Liability Insurance Allowance	\$	-	\$	1,500.00		0.00%
7170	Retirement	\$	8,768.93	\$	20,545.00		42.68%
7171	FICA	\$	11,927.15	\$	26,195.00		45.53%
7066	New Uniform Issue-Police	\$	2,243.03	\$	4,000.00		56.08%
7068	Gasoline Expenses-Police	\$	11,309.02	\$	25,000.00		45.24%
7069	Vehicle/ Equipment Repair	\$	7,976.88	\$	10,000.00		79.77%
7070	Office Supplies	\$	1,578.24	\$	2,500.00		63.13%
7073	Communication Equipment (cell phones)	\$	1,762.89	\$	5,000.00		35.26%
7074	Law Enforcement Equipment	\$	230.00	\$	4,500.00		5.11%
7075	MPTC Training Courses	\$	217.00	\$	8,000.00		2.71%
7076	Supplies & Miscellaneous Expenses	\$	451.36	\$	3,000.00		15.05%
7077	Mobile Data Computers	\$	1,889.20	\$	3,000.00		62.97%
7078	Crime Prevention	\$	-	\$	2,000.00		0.00%
7175	Survelliance Camera	\$	3,792.00	\$	25,000.00		15.17%
7080	Postage	\$	199.75	\$	1,000.00		19.98%
7081	Copier	\$	-	\$	1,000.00		0.00%
7083	Training/Meetings/Conventions	\$	919.00	\$	4,000.00		22.98%
7084	Telephone - Police	\$	1,429.84	\$	3,500.00		40.85%
7201	Debt Service New Police Vehicle	\$	31,520.00	\$	32,500.00		96.98%
7176	Police MOU /Attorney Fee	\$	6,291.12	\$	25,000.00		25.16%
7203	Communication Equipment	\$	812.37	\$	1,800.00		45.13%
7204	Service Weapons (Firearms & Ammunition)	\$	1,186.00	\$	3,000.00		39.53%
7205	Recruitment Expenses	\$	200.00	\$	500.00		40.00%
7206	Substance and Physical Testing	\$	-	\$	1,500.00		0.00%
7207	Neighborhood Watch Program	\$	877.59	\$	2,000.00		43.88%
7241	Community Policing	\$	-	\$	8,000.00		0.00%
	Total Public Safety	\$	273,841.49	\$	638,481.13		42.89%

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	PUBLIC WORKS DEPARTMENT						
	ADMINISTRATION						
7107	Part-Time Seasonal	\$	12,811.81	\$	15,000.00		85.41%
7085	Crewman II	\$	4,139.25	\$	25,131.00		16.47%
7086	Crewman I	\$	12,424.00	\$	21,840.00		56.89%
7087	PW Lead	\$	1,666.19	\$	29,211.00		5.70%
7088	Maintenance/Bldg Keeper	\$	7,404.88	\$	14,321.00		51.71%
7235	PW Supervisor	\$	10,769.22	\$	45,760.00		23.53%
7090	Overtime	\$	554.05	\$	6,000.00		9.23%
7098	Uniform Replacement	\$	2,289.24	\$	2,500.00		91.57%
7101	Telephone	\$	106.95	\$	300.00		35.65%
7102	Health Insurance	\$	3,679.61	\$	19,200.00		19.16%
7103	FICA	\$	3,869.74	\$	12,030.62		32.17%
7104	Retirement	\$	1,838.30	\$	7,680.00		23.94%
7105	Workers Comp	\$	11,403.56	\$	20,916.00		54.52%
7106	Life/Disability Insurance	\$	539.93	\$	1,800.00		30.00%
7242	PW Training	\$	51.98	\$	2,500.00		2.08%
	Subtotal	\$	73,548.71	\$	224,189.62		32.81%
	BUILDING MAINTENANCE						
7093	Supplies/Misc.	\$	2,300.32	\$	7,000.00		32.86%
7096	Janitorial Supplies	\$	618.40	\$	3,000.00		20.61%
7097	Sm Equipment/PW Bldg Maint-Replacement	\$	1,222.95	\$	25,000.00		4.89%
7095	Exterminating	\$	397.50	\$	3,000.00		13.25%
	Subtotal	\$	4,539.17	\$	38,000.00		11.95%
	FLEET MAINTENANCE						
7092	Vehicle Maintenance	\$	1,866.12	\$	3,500.00		53.32%
7094	Fuel	\$	3,152.42	\$	7,000.00		45.03%
7100	New Truck Purchase	\$	-	\$	15,000.00		0.00%
	Subtotal	\$	5,018.54	\$	25,500.00		19.68%
	PARK MAINTENANCE						
7089	Park Maintenance/Supplies	\$	236.59	\$	3,000.00		7.89%
	Subtotal	\$	236.59	\$	3,000.00		7.89%

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	STREET MAINTENANCE			
7099	Street Signs and Street Painting	\$ 3,686.15	\$ 8,000.00	46.08%
8008	Snow/Tree Removal	\$ 3,000.00	\$ 15,000.00	20.00%
	Subtotal	\$ 6,686.15	\$ 23,000.00	29.07%
	Total Public Works Department	\$ 90,029.16	\$ 313,689.62	28.70%
9055	SPEED CAMERA			
7300	Direct Cost Administration (OptoTraffic/Admin FH)	\$ 154,481.57	\$ 493,000.00	31.34%
7301	Direct Cost Salaries **	\$ 18,961.74	\$ 37,710.00	50.28%
7302	Direct Cost Overtime/Police	\$ 1,535.79	\$ 3,000.00	51.19%
7304	Direct Cost Officer Court time	\$ -	\$ 3,000.00	0.00%
7305	Direct Cost Officer Benefits (FICA/Medical etc)	\$ -	\$ 2,885.00	0.00%
7306	Direct Cost Training	\$ -	\$ 1,000.00	0.00%
7215	Direct Cost Cell Phone	\$ -	\$ 300.00	0.00%
7216	Direct Cost Attorney Fees	\$ 5,472.00	\$ 25,000.00	21.89%
7210	Direct Cost Computer Software	\$ -	\$ 3,500.00	0.00%
7217	Direct Cost Street Signs/Crosswalk Painting	\$ 72.46	\$ 1,000.00	7.25%
7214	Direct Cost Other	\$ 3,700.00	\$ 75,000.00	4.93%
	Total Direct Speed Camera Cost	\$ 184,223.56	\$ 645,395.00	28.54%
7311	STATE REVENUE after 10% of budget	\$ -	\$ 92,330.00	0.00%
	ALLOWABLE EXPENSES			
7310	Travel and Meeting	\$ -	\$ 500.00	0.00%
7309	Public Safety Programs	\$ -	\$ 5,000.00	0.00%
7307	Printing and Copying	\$ -	\$ 2,000.00	0.00%
7308	Office Supplies/Equipment	\$ 95.38	\$ 2,000.00	4.77%
7208	IT/Software	\$ 1,800.00	\$ 2,000.00	90.00%
	Total	\$ 1,895.38	\$ 11,500.00	16.48%
	STREET HWY ADMINISTRATION			
8000	Street Repair Project	\$ 275,251.35	\$ 1,091,700.00	25.21%
	Total	\$ 275,251.35	\$ 1,091,700.00	25.21%

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	TRASH SERVICES			
8001	Goode Trash Contract	\$ 73,185.93	\$ 145,860.00	50.18%
8002	Refuse Disposal Fees	\$ 1,537.86	\$ 2,000.00	76.89%
8102	Goode Trash Contract Muncipal Bldg Dumpster	\$ 850.00	\$ 6,000.00	14.17%
	Total Contracted Trash Expenses	\$ 75,573.79	\$ 153,860.00	49.12%
	CAPITAL IMPROVEMENTS			
8018	North Huron Street Reconstruction	\$ -	\$ 750,000.00	0.00%
8019	New Sidewalk Design	\$ -	\$ 100,000.00	0.00%
8016	Stormdrain Repair/Reconstruction	\$ 12,900.00	\$ 45,000.00	28.67%
8020	Annexation Study/Survey	\$ 3,200.00	\$ 15,000.00	21.33%
8034	Rolph Drive Project	\$ 25,151.16	\$ 313,000.00	8.04%
	Total	\$ 41,251.16	\$ 1,223,000.00	3.37%
	MUNICIPAL BLDG EXPENSE			
7194	Network System - IT System/Phones	\$ 224.20	\$ 25,000.00	0.90%
7195	Computer Room	\$ 1,014.65	\$ 5,000.00	20.29%
7196	Furniture	\$ -	\$ 4,000.00	0.00%
7223	General Building Repair & Maintenance	\$ 47.54	\$ 275,000.00	0.02%
	Total	\$ 1,286.39	\$ 309,000.00	0.42%
9035	STREET LIGHTING			
8006	Street Lighting Expenses	\$ 18,279.24	\$ 35,000.00	52.23%
	Total	\$ 18,279.24	\$ 35,000.00	52.23%
	Special Program Expense			
8009	Tree Releaf Grant	\$ -	\$ 20,000.00	
8010	Parks and Planning	\$ 5,642.06	\$ 10,000.00	56.42%
8028	Plus 60 Senior Program	\$ 1,020.34	\$ 36,000.00	2.83%
8029	Tutoring	\$ -	\$ 500.00	0.00%
8030	Youth Programs	\$ 1,539.01	\$ 5,000.00	30.78%
8031	Sustainable Forest Heights Planning	\$ -	\$ 9,000.00	0.00%
8032	Economic Development Business	\$ -	\$ 500.00	0.00%
8033	Forest Heights Sustainability CDC	\$ 19,678.47	\$ 30,000.00	65.59%
8035	Grants - Oxon Hill /Glass Manor Volunteer Fire Depts	\$ 500.00	\$ 5,000.00	10.00%
	Total	\$ 28,379.88	\$ 116,000.00	24.47%

FY 2013 Town of Forest Heights
2nd Quarter Report
July 1, 2012 to December 31, 2012

Account ID	Account Description	JULY- DEC 2012	FY13 BUDGET	% of BUDGET
	Grants - Restricted Funding			
8023	Chesapeake Bay Trust Grant	\$ 55,000.00	\$ 55,000.00	100.00%
7236	NFWF Urban Small Waters	\$ 1,385.00	\$ 75,000.00	1.85%
7237	MDDNR - Parks	\$ -	\$ 20,000.00	0.00%
	Total	\$ 56,385.00	\$ 150,000.00	37.59%
	Total Expenditures	\$ 1,334,359.19	\$ 5,363,900.54	24.88%
	Excess (Deficit) of Revenues over Expenditures	\$ (61,097.99)		
Notes:				
	1. December 2012 real estate tax payment received 1/10/13 from PG County - \$329,935.38.			
	2. Funds awarded by PG Co. for Stormwater Management not yet received - \$300,000.			
	3. Funds awarded by NFWF for Rolph Drive Project, not yet received - \$200,000.			