

2018

BUDGET





2018

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

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Municipality of Monroeville

A Home Rule Charter Municipality

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2018 BUDGET MESSAGE

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RE: Transmittal of 2018 Budget and Budget Message

Dear Honorable Mayor, Municipal Council and Residents:

In accordance with Article XI, Section 1102 of the Monroeville Home Rule Charter, the proposed budget for the Year 2018 is hereby presented for review, discussion and action. Council is required by the Monroeville Home Rule Charter to publish a general summary of the budget as well as time and place of public hearings on the same. The two (2) public hearings will be held on Thursday, November 2, 2017, at 7:00 pm and Thursday, November 9, 2017, at 6:30 p.m. (Council Work Session) in Council Chambers. Copies are available at the Monroeville Public Library, at the Municipal Manager's office, and on the Monroeville website, www.monroeville.pa.us for public review.

Each year beginning in August, staff begins gathering and analyzing information for the ensuing year's operating budget. The 2018 General Budget, as prepared, reflects an increase of 6.5% from 2017 to 2018. The increase in the 2018 budget is related to both revenues and expenditures:

Revenues

Revenues for 2018 have increased due to:

1. **Trending increase in tax collection as compared to budget.** The past three (3) budget years of 2015, 2016 and 2017 revenues have appropriately been budgeted conservatively; however, through monitoring the budgets and audits of these years an average trend has developed revealing the following:

Tax	Budget	Collection	Increase
Real Estate	\$8,800,000	\$9,000,000	\$200,000
Earned Income	\$7,100,000	\$7,400,000 (Current& Deliq.)	\$300,000
Bus./Mercantile	\$7,000,000	\$7,700,000 (Current& Deliq.)	\$700,000

Adjustments to the revenue side of the 2018 Budget have been incorporated to reflect the above trend.

The approximate increase in revenues in the 2018 General Fund Budget of \$2,182,197 as compared to the 2017 budget is a significant increase, but it is mainly due to conservative budgeting the last three (3) years. This increase, among other factors, which will be discussed, are reasons why the fund balance of the General Fund has also increased. The second reason for the increase is the use of the General Fund Fund Balance for more spending on streets and roads (\$300,000) and also an additional transfer into the Public Safety Communication Fund (\$420,000) for the upgrade to Public Safety Communication Equipment. However, Council and the general public must recognize that certain expenditures are also continuing to increase and will weigh on the budget into the future. Specifically, Health Benefit premiums (7% increase), pension obligations and OPEB (Other Post-Employment Benefits) funding. Further, as mentioned in the Budget Message the last two (2) years, a significant expenditure that is continuing to be more problematic is the repair of an aging infrastructure (i.e. roads, bridges, storm sewers). These are long-term expenditures which are financed through the Capital Improvement Program (CIP). These long-term assets are in eager need of repair or replacement. This dilemma cannot be emphasized enough! These rising expenditures, along with maintaining staff levels, add to the fixed costs of the Municipality. The operating budget proposed spending level of \$33,519,914.69 for 2018 is summarized as follows:

ESTIMATED REVENUES

REVENUES	2018 Budget
GENERAL GOVERNMENT	-\$28,255,211.00
PUBLIC SAFETY	-\$530,550.00
PUBLIC WORKS	-\$115,409.00
HUMAN SERVICES	-\$745,829.00
PLANNING SERVICES	-\$136,500.00
TRANSFERS/INTEREST/FUND BAL.	-\$2,215,627.69
LIQUID FUELS	-\$860,788.00
CABLE TV FRANCHISE FEES	-\$660,000.00
TOTAL REVENUES	<u>-\$33,519,914.69</u>

PROPOSED EXPENDITURES

EXPENDITURES	2018 Budget
GENERAL GOVERNMENT	\$4,080,465.59
DEBT SERVICE	\$3,170,393.75
PUBLIC SAFETY	\$13,363,390.43
PUBLIC WORKS	\$7,470,240.08
HUMAN SERVICES	\$2,834,753.56
PLANNING SERVICES	\$565,848.92
MMA GASOLINE/SANITARY	
SEWAGE	\$74,000.00
TRANSFERS	\$1,720,000.00
CABLE TV EXPENDITURES	\$240,822.36
TOTAL EXPENDITURES	<u>\$33,519,914.69</u>

BUDGET DEVELOPMENT DISCUSSION AND ANALYSIS

Even though the Municipality of Monroeville and the vast majority of municipalities and cities across the Commonwealth have fiscal challenges, Council and Staff are taking steps to meet these challenges. The steps that Council and Staff will be taking to reduce expenditures and increase revenues are outlined in the ensuing Budget Message. Among many challenges facing Monroeville and other communities in the Pittsburgh area as well as the Commonwealth are rising costs.

A significant monetary event for 2017, as mentioned, is the continued increase in fund balance of the General Fund. This is due to three (3) reasons: 1) the collection efforts of the Tax Office with respect to auditing current and delinquent business tax; 2) unfilled positions in 2016 and 2017 due to retirement or resignation; and 3) keeping expenditures under control and within budget. However, it must be recognized that the unfilled positions in the previous two (2) years are beginning to be occupied in 2017 and eventually in 2018. This is another reason for the 2018 increase in expenditures (wages and benefits).

As mentioned above, the infrastructure of the Municipality (roads, storm water pipes, traffic lights, parks & recreation assets, vehicles, buildings, etc.) is aging. It is critical that these deteriorating assets of the Municipality are addressed in the very near future. The Municipality only paved 2.1 miles of roads in 2017. In order to stave-off deterioration of roads, the Municipality should pave seven (7) miles of roads per year. The deterioration of these capital items will only get more expensive as time passes. Also, the ill effects of this problem will result in decreased property values and population, and the overall quality of life in the Municipality. Since 2014 the Municipality developed the practice of transferring \$1,000,000 from the General Fund to the Capital Fund. This strategy will retire existing debt without having to incur new debt and enhance the Municipality's bond rating, **but the \$1 million transferred from the General Fund to the Capital Improvements Fund in the future will not prove adequate to address these needed capital improvements.** As a result, I am recommending that 2018 budget realize an additional \$300,000 transfer to be exclusively used for road repair, which will bring a total of \$800,000 toward this cost. This transfer will be from the new Investment Reserve Fund from where a portion of the fund balance will be transferred for a higher interest rate.

The aforementioned is an indicator that the Capital Improvement Program is in dire need of funding. That is why I am recommending to Council to seriously begin considering a 1 mill general property tax increase (\$2.3 million/year) to be used exclusively under ordinance for the Capital Improvement Fund. This will afford the community a steady stream of funds for roads, vehicles, traffic lights, buildings and parks/recreation maintenance.

Another continuing fiscal challenge of the Municipality is the legacy cost for retirees. These are in the form of pension obligations, retiree health benefits and life insurance costs. As employees retire, this expense continues to increase. The projections are for it to increase for the next ten (10) years before it levels-off and begins to decrease as those employees who do not have this benefit retire. A significant number of employees have retired in recent years, and in addition to pension commitments, they are also eligible for post-retirement health benefits. Currently, the Municipality pays health care

for 113 retirees and 126 active employees. This is evidenced with the increase in health benefit premium cost which will be discussed in the expenditure section.

REVENUE DISCUSSION

Budgeted revenue comparisons for 2018 and the previous year are presented in summary and in detailed form under other sections of this budget document. A summary comparing major revenue categories in the 2018 Budget versus the 2017 Budget is as follows:

REVENUES	2017 Budget	2018 Budget	% CHANGE	\$ CHANGE
GENERAL GOVERNMENT	-\$27,426,084.00	-\$28,255,211.00	3.0%	-\$829,127.00
PUBLIC SAFETY	-\$400,550.00	-\$530,550.00	32.5%	-\$130,000.00
PUBLIC WORKS	-\$115,609.00	-\$115,409.00	-0.2%	\$200.00
HUMAN SERVICES	-\$713,160.00	-\$745,829.00	4.6%	-\$32,669.00
PLANNING SERVICES	-\$128,500.00	-\$136,500.00	6.2%	-\$8,000.00
TRANSFERS	-\$1,206,112.08	-\$2,215,627.69	83.7%	-\$1,009,515.61
LIQUID FUELS	-\$817,703.00	-\$860,788.00	5.3%	-\$43,085.00
CABLE TV FRANCHISE FEES	-\$660,000.00	-\$660,000.00	0.0%	\$0.00
TOTAL REVENUES	<u>-\$31,467,718.08</u>	<u>-\$33,519,914.69</u>	<u>6.5%</u>	<u>-\$2,052,196.61</u>

The most significant components of current revenue continue to be taxes which include real estate, earned income tax, local services tax and business taxes (mercantile and business privilege). Together, these taxes will propose to account for \$24,665,500 or about 76% of the Municipality's revenue generated in 2018. In 2018, one mill of real estate tax should generate approximately \$2,213,500 in outstanding revenue. Usually, 97%-98% of real estate tax is collected. The proposed 2018 Budget maintains the current municipal earned income tax rate at 1.5%, the current business privilege tax rate at 4 mills with a 100% calculation basis, and the current municipal mercantile tax rate at 1.5 mills wholesale and 1.75 mills retail.

Revenue Assumptions

- **Real Estate Tax** - Under Pennsylvania state law, the last county-wide reassessment is the base year. Allegheny County's last county-wide reassessment was in 2013. All values represent the estimated base year market value of the property as of January 1, 2013, unless otherwise updated due to permits, appeals, corrections, flood loss or catastrophic loss. Base year methodology allows similar homes to have similar assessments until the next county-wide reassessment. The recent assessed valuation history (expressed in thousands) is as follows:
 - 2013 -- \$2,452,199
 - 2014 -- \$2,386,864
 - 2015 -- \$2,389,470
 - 2016 -- \$2,332,755
 - 2017 -- \$2,336,937
 - 2018 -- \$2,325,992 (September 1, 2017, for budget purposes)
 - Difference 2017 to 2018: -\$10,945

- **Real Estate Tax is proposed to remain at 4 mills** - The real estate tax will produce \$9 million in property tax revenue for 2018. This tax has been under-budgeted in recent years pursuant to the 2015 and 2016 audits. The under-budgeting is due to unclear trends in property assessment appeals. **2018 Budget: \$9 million. Projected budgeted increase: \$200,000.**
- **Earned Income Tax (EIT)** - Keystone Collections Group collects Earned Income Tax for the Allegheny County Southeast Tax Collection Committee in which the Municipality of Monroeville participates. This is the tax on residents' wages. This tax also has been under-budgeted in recent years due to the unclear economy. Since the local and national economy appears to be stabilizing this amount has been increased pursuant to recent years' collections. **2018 Budget: \$7.4 million. Projected budgeted increase: \$300,000**
- **Mercantile and Business Privilege Tax** - The Mercantile License Tax is for wholesale and retail vendors, or dealers in goods, wares, and merchandise, and operators of restaurants, and any other places where food or beverages are sold. All other persons doing business within the Municipality, primarily service providers, but not limited thereto, are subject to the Business Privilege Tax. These two (2) business taxes are self-assessing. Without audit procedures in place, there is no guarantee if and when a business will make payment or if the payment will be accurate. The economic climate nationally and locally impacts the decision when preparing the budget. With so many variables, determining future tax collections is challenging to gauge. Monroeville continues to be blessed with a strong business corridor within the Western Pennsylvania region. It must be noted that since the audit program was rejuvenated in September 2014, business tax collections have increased substantially. **2018 Budget: \$6,525,000. Projected budget increase: \$150,000**
- **Delinquent Business Privilege and Mercantile Taxes** – As mentioned, the Tax Office audits the gross revenues of businesses in the Municipality for these taxes. The Tax Office will continue to uncover delinquent and unfound Business Privilege and Mercantile taxes, which will prove equitable for all business owners in the Municipality. However, it must be noted as the delinquent and uncovered Business and Mercantile taxes are collected they will decrease and the current yearly collections will increase. The aggressive auditing and collection of Business and Mercantile tax is entering this phase: **2018 Budget: \$375,500. Projected budgeted decrease: \$64,500**
- **General Fund Reserve** – The 2018 Unassigned Fund Balance is estimated at \$9,836,371. This is an **estimated decrease** from the estimated 2017 fund balance of \$1,178,627. As mentioned, over the past two (2) years, the Fund Balance of the General Fund has grown healthier, but depending upon the number of new

employees hired and the plateau of increased Business Tax revenue in recent years, expenses *may* begin to catch-up and surpass revenues. In addition, unexpected funds will be expended from the Fund Balance for the Public Safety Communication upgrade (\$420,000) will contribute to this decrease.

- **Investment Reserve Fund** - This is a new fund in which monies that can be invested at a higher rate will be transferred from the General Fund. This will act as a “Rainy Day” fund for unexpected expenses. Initially, this fund will have \$3,067,621 transferred from the General Fund on January 1, 2018. This is the 10% amount of the fund balance under the Municipality’s reserve policy. Through 2018, the General Fund’s fund balance will be monitored to ascertain the amount of monies that can be kept in this fund.

EXPENDITURE DISCUSSION

Expenditure comparisons for 2018 and previous years are presented in summary and in detailed form under other sections of this budget document. A summary comparing major expenditure categories in the 2017 Budget versus the 2018 Budget is as follows:

EXPENDITURES	2017 Budget	2018 Budget	% CHANGE	\$ CHANGE
GENERAL GOVERNMENT	\$4,058,977.11	\$4,080,465.59	0.5%	\$21,488.48
DEBT SERVICE	\$3,170,393.75	\$3,170,393.75	0.0%	\$0.00
PUBLIC SAFETY	\$12,567,494.33	\$13,363,390.43	6.3%	\$795,896.10
PUBLIC WORKS	\$7,205,556.09	\$7,470,240.08	3.7%	\$264,683.99
HUMAN SERVICES	\$2,585,506.74	\$2,834,753.56	9.6%	\$249,246.82
PLANNING SERVICES	\$561,512.03	\$565,848.92	0.8%	\$4,336.89
MMA GASOLINE/SANITARY SEWAGE	\$72,000.00	\$74,000.00	2.8%	\$2,000.00
TRANSFERS	\$1,000,000.00	\$1,720,000.00	72.0%	\$720,000.00
CABLE TV EXPENDITURES	\$246,278.03	\$240,822.36	-2.2%	-\$5,455.67
TOTAL EXPENDITURES	<u>\$31,467,718.08</u>	<u>\$33,519,914.69</u>	<u>6.5%</u>	<u>\$2,052,196.61</u>

Some key areas of expenditures are as follows:

- **Health Benefit Premiums** – Health benefit premiums for employees and retirees will increase 7% in 2018 from our current carrier, Highmark. The health benefit plan is administered by Municipal Benefit Services (MBS) which is a consortium of over 225 municipalities primarily in western and central PA. The percent increase is slightly lower than last year (8%); however; as mentioned above, the reason for expenditures increasing is not the percentage increase alone, but also the filling of positions in 2017 through 2018 that had not been filled in 2015 and 2016. The absolute increase is significantly higher because those who have retired in 2017 and those scheduled to retire in 2018 will still receive post-

retirement health benefits while at the same time new health benefit premiums will be paid for new hires. **The health benefit premium increase equates to approximately \$343,000.**

- **Comprehensive Plan Update** - The Comprehensive Plan (CP) of a Municipality is the master plan of how the community will prosper. It is a vision of how the residents, elected bodies and staff want to see the community develop. It lays a plan for economic development, land use, traffic patterns, roads, housing and recreation to name just a few of its categories. The last update to Monroeville's Comprehensive Plan was in 2005. A sound policy is for municipalities to have the plan updated every ten (10) years at a minimum. A periodic update prevents the plan from becoming obsolete with respect to the developments in the community that are out-of-sync with the current CP, and also an update to a CP is less expensive to shoulder than a complete revision to the CP. The Municipality along with the neighboring communities of Wilkins Township and Churchill Borough applied for and received a \$50,000 matching grant from the Allegheny County Economic Development Department to complete a Joint-Comprehensive Plan. A Joint-Comprehensive Plan has advantages in that the municipalities share the Rt. 22 corridor and can plan for: land use, traffic patterns, and non-duplication of business types. These funds will pay for the consulting firm of Pashek and Associates who will guide the three (3) communities through the process, which is estimated to take a year to complete. **Monroeville's remaining share of the Joint-Comprehensive Plan: \$24,845.**
- **Right to Know Officer Assistant (Part-Time) - \$15,000** - This is a new part-time position created due to the increase in Right-To-Know (RTK) requests. Under Act 3 of 2008, The Right To Know Law, requests for municipal records has soared. The Municipality has received 164 RTK requests in 2015, 216 in 2016 and 176 so far in 2017. The Human Resources Director is also the Municipality's Right-to-Know (RTK) Officer. It has become increasingly difficult for the Human Resources Director to perform the main duties of his position with the significant increase in Right-to-Know requests. This position will assist the RTK officer in research and general administration of RTK requests. This addition will assure to keep the Municipality in timely compliance with the Right-to-Know Law and preserve transparency in our local government.
- **Receptionist (Part-Time) - \$10,000** - This is a needed position for when the current receptionist is on vacation or sick leave. Currently, when the receptionist is on vacation or sick leave the employees of the finance department cover for the receptionist, but during critical times during the month when time-sensitive financial documents have to be completed this becomes problematic. In addition, the current situation could produce labor contract issues. This is nominal expense for a needed position.
- **Additional Dispatcher - \$50,000** - As of the third (3rd.) quarter, Emergency Communications has seen an over-expenditure in over-time for public safety dispatchers of approximately \$15,000. The total cost of over-time for this line

item at this juncture is ~\$95,000. With this amount spent on over-time, it is apparent that another full-time dispatcher is needed.

- **Capital Expenses (CIP)** - The Capital Improvement Plan (CIP) is usually adopted before September 30th of the preceding year pursuant to the Home Rule Charter (HRC). The five (5) year CIP is still in revision due to developing diversified funding for its obligations. In the past, the CIP has been funded solely through bond issues which ostensibly add to the debt service (principle and interest payments). A fiscally sound governmental policy does not exceed a debt service of ten percent (10%) of the general fund; the debt service of the Municipality is approximately nine point seven percent (9.7%), the same as last year. Due to the high debt service, the Municipality has adopted a pay-as-you-go method to fund capital projects. As mentioned, \$1 million will be transferred from the General Fund each year into a separate Capital Improvement Fund to pay for capital undertakings. Until the debt service is reduced and an inflow of diversified funds can support the CIP, it will be on a year-to-year basis. As mentioned previously, I am recommending an additional \$300,000 from the new Investment Reserve Fund. This will allocate a total of \$800,000 for road repair in 2018.

The proposed 2018 capital items are as follows:

Program/Project	Amount
• 2018 Road Paving Program	\$ 800,000
• Green Light Go Grant Match (delayed from 2016)	\$ 50,000
• Vehicle Lease Payments	\$ 237,059
2018 Total	<u>\$1,087,059</u>

- The vehicles currently being leased are:
 - 2015 Seagrave Custom Pumper \$600,000
 - 2015 EVI / Metro Rescue Command Truck: \$500,000
 - Four (4 police vehicles) \$222,441
 - Four (6) Public Works Vehicles: \$510,773

Total Vehicle Assets Leased: \$1,833,214

These capital expenditures do not take into account the possible significant capital expenditures of the rehabilitation of Ramsey Road and Red Oak Court.

- **Public Safety Communication** - For the past several years, the Municipality has needed an upgrade to its public safety communication equipment for the police

and volunteer fire departments. This upgrade is needed to switch from VHF frequency to UHF frequency. This change has been needed since the early 2000's as police departments began to migrate to County 911 Public Safety Dispatch Centers. Allegheny County made the decision to move all of their public safety land mobile radio systems to UHF. This movement took place over the past fifteen (15) years with the Monroeville Police Department still being on the VHF band system. Since the Municipality of Monroeville has maintained its own Dispatch Center, it was not immediately necessary to change. However, with the end of the useful life of the current VHF land mobile radio equipment it is not cost effective to continue on that platform since other law enforcement agencies are on the UHF platform. The upgrade will replace and/or up-date all fixed base station transmitters, receivers, microwaves and repeaters on all three Ultra High Frequency (UHF) channels that are currently licensed to the Monroeville Fire Department. This will enable the Monroeville Police Department to directly communicate with the Monroeville Fire and EMS Departments. In addition, this will also enable the Monroeville Police Department to directly communicate with any other municipal police department in Allegheny County. The project includes up-grading our infrastructure so that public safety officials will have better land mobile radio coverage throughout the Municipality and Allegheny County. However, in addition to the cost effectiveness, moving to the UHF platform will also increase the safety of our police officers and provide them with land mobile radio compatibility with other public safety services in Allegheny County.

The estimated cost for this upgrade is \$1,120,000. This has prompted the Municipality to apply for a grant from The Redevelopment Authority of Allegheny County. The remaining funds will derive from the special Asset Seizure Fund and the Public Safety Communication Fund where money has been put aside for this project. Listed below is an estimated cost for the public safety communication equipment that needs purchased or replaced:

- \$600,000 - This would entail three (3) transmitter sites @ \$200,000 per site.
 - \$320,000 - Dispatch Consoles and upgrades for dispatch center.
 - \$200,000 – Police portable and mobile radios.
- **Funding for Other Post-Employment Benefits (OPEB)** - The Municipality wisely began setting aside funds in 2009 to address OPEB costs (retiree health and life insurance premiums), which are now disclosed in the Municipality's financial statements. The OPEB Trust Fund has a total reserve of approximately \$5.7 million. The actuarial Annual Required Contribution (ARC) to the OPEB Trust Fund for 2018 is approximately \$2.6 million. If the Trust Fund is not annually replenished pursuant to the OPEB Actuarial Valuation Report (AVR), it will greatly affect the ability of the OPEB Trust Fund to pay the obligations to retirees in the future; and in effect, means the obligations will have to emanate

from the General Fund at some future date. If prefunding is not an option, the General Fund will have to meet the OPEB obligation in the future through a common financial concept referred to as pay-as-you-go.

The Municipality has a policy of transferring \$1 million to the OPEB fund at the end of the second quarter each year (July 1st). Transfers will be made to the General Fund when the Municipality's investment advisor, Marquette and Associates, deems it advantageous pursuant to the stock market. This philosophy is to permit the OPEB fund to grow while the stock market is trending up.

- Minimum Municipal Obligation Payment (MMO)** - The Municipality has prepared actuarial valuations for its two (2) defined benefit pension plans: Uniformed (Police) and Non-Uniformed. These valuations are prepared every other year. Within these valuations, a calculation is prepared regarding the Municipality's contribution to the Pension Plans under Act 205 of 1984. For 2018, the contribution to the Police (Uniformed) Pension Plan is \$2,157,350 and the Non-Uniformed Pension Plan is \$1,216,477. This amount has been included within the 2018 Budget. The detail regarding the contribution is provided under the pension tab within the Budget.

General Fund: Fund Balance Analysis:

Outlined below is the fund balance analysis for the proposed 2018 budget. As mentioned above, the fund balance policy is 10%. The Government Finance Officers Association (GFOA) recommends a 20% fund balance to have a solid financial reserve and improve the Municipality's bond rating. This analysis shows that the Municipality meets that benchmark:

December 31, 2016 Unassigned	\$ 9,718,585
Revenues-Estimated- 2017	30,676,212
Expenditures-Estimated - 2017	29,379,799
2017 increase (Usage) of Fund Balance	1,296,413
December 31, 2017 Estimated Unassigned Fund Balance	<u>\$11,014,998</u>
10 % General Fund Reserve per Reserve Policy	3,067,621
Dec. 31, 2017 Unassigned Fund Balance minus Reserve Policy	<u>7,947,377</u>
Proposed 2018 Usage of Fund Balance	1,178,627
Total General Fund Balance - December 31, 2018	6,768,750
Total Unassigned General Fund Balance- December 31, 2018	\$ <u>9,836,371</u>

2017 ACCOMPLISHMENTS

MUNICIPAL MANAGER'S 2017 ACCOMPLISHMENTS:

- Hired a Director of Finance to fill the vacancy due to the resignation of the former Director of Finance.
- Hired a Zoning Officer/Planner to fill the vacancy in the Department of Community Development.
- Assisted the Municipal Solicitor to develop a Seismic Testing Ordinance to regulate seismic testing within the Municipality pursuant to a request to do such from an oil and gas company in the Municipality.
- Participated in the Joint Comprehensive Plan Steering Committee with Wilkins Township and Churchill Borough to offer insight and suggestions into the future development and management of the three (3) communities.
- Finalized and submitted to the Allegheny County Department of Elections the referendum questions pursuant to the Home Rule Ad Hoc Committee's recommended changes to the Home Rule Charter and approved by Municipal Council.
- Produced a recycling video with the assistance of Beard Productions and TV-15 to satisfy the public outreach requirement for the \$250,000 PA Department of Environmental Protection Recycling Program Grant through which the Municipality purchased a recycling truck.

FINANCE 2017 ACCOMPLISHMENTS:

- Completion of 2016 Comprehensive Annual Finance Report with submission to the Government Finance Officers Association for review.
- Preparation of the 2018 Budget.
- Worked closely with the Auditors i.e. Annual and the PA DCED for Highway Aid.
- Acted as the liaison between Police Pension and OPEB Committees.
- Facilitated earnings through bank investment vehicles for increased earnings on idle cash.

TAX OFFICE 2017 ACCOMPLISHMENTS:

- Implemented separate collection accounts for each tax type which substantially reduced the number of financial transactions to process, reconcile and distribute to other taxing authorities.
- Continued the success of the Business Tax Auditing Program generating an additional \$2,000,000.00 since the program commenced about two (2) years ago.

INFORMATION TECHNOLOGY DEPARTMENT 2017 ACCOMPLISHMENTS:

- Assisted in the purchase and configuration of 26 new smartphones for the police, including installing and configuring software to manage the distribution of applications to the phones.
- Created a website for Council to access Lists of Bills, Payroll documents, and supporting documentation for Council Meetings electronically.
- Implemented the conversion of our staffing software and server to a hosted service.
- Assisted with major upgrade of Police Computer Aided Dispatch and Report Management Software.
- Upgraded/Added the following computers:
 - 16 police desktop computers
 - 8 Council laptop computers
 - Upgraded computers with outdated Operating Systems except for those with custom software needs
- Replaced 7 network laser printers.
- Researched the feasibility of converting other software to be externally-hosted.

POLICE DEPARTMENT'S 2017 ACCOMPLISHMENTS:

- Continued the Department wide patrol rifle program that enables all officers to carry a patrol rifle while on duty. Continued twice a year firearms qualifications.
- Continued to instruct all Officers on the use of a tourniquet and hemostatic dressings for bleeding control.
- Purchased and equipped new police vehicles on the Ford Police Interceptor Utility platform.
- Provided and issued Naloxone (Narcan) to each Officer and continued using it in the field. Naloxone is used to counteract Opiate overdoses.
- Provide Community Safety programs using Patrol and Administrative staff.
- Conducted a "National Night Out" Program on August, 1, 2017.
- Continued using the FBI Auditorium building at the Monroeville Public Safety Training Center for large training sessions.
- Began the process of updating capital equipment (consoles) and computers in the Communication Center as well as the purchase of new UHF land mobile radio equipment.

- Continue the use of “Smart Phones” by all Officers for access to CHRIA information, PennDot photographs and as back-up communications.
- Increased minimum staffing on second shift (3PM to 11PM). Second shift handles 49% of the call volume.
- Hired three (3) Officers under Civil Service to increase the Department to 46 sworn Officers.
- Updated less lethal equipment including the training and issuing of “pepper spray” to all Officers.

BUILDING, ENGINEERING AND COMMUNITY DEVELOPMENT 2017 ACCOMPLISHMENTS:

- Continuation of Geographical Information System implementation to assist other Municipal Departments.
- Responded to 1,300 Pennsylvania One Calls for underground utility locations.
- Reviewed, issued and inspected 225 Building Permits.
- Reviewed, issued and inspected 45 Fire Code Permits.
- Performed 2,500 Building, Fire Protection and Occupancy related Inspections.
- Performed miscellaneous Engineering Inspections.
- Reviewed and issued 350 Zoning Permits
- Reviewed over 35 land development applications by staff for recommendations to the Planning Commission and Monroeville Council.
- Reviewed and action taken by the Monroeville Zoning Hearing Board on over 35 applications, including appeals, variances and interpretations.
- Issued 2,600 property maintenance violation letters.
- Initiated the fill project with Waste Management at the PSTC.
- Provided plan review and/or inspection on 23 Land Development projects.
- Provided technical assistance, construction layout, project management, utility coordination, and construction management for the Westmoreland Heritage Trail project including the parking lot and detention pond construction.
- Coordinated with the Pennsylvania Turnpike Commission regarding the upcoming widening and bridge replacement projects.
- Provided project scoping, plan review, coordination, and inspection for the PennDOT William Penn Highway Traffic Adaptive Project which runs from Route 48 to Wilkins Township. Negotiated the following additional improvements from PennDOT:
 - (81) new traffic signal heads worth roughly \$75,573.
 - (28) new radar detectors worth roughly \$224,000.
 - (3) new traffic controller cabinets worth roughly \$78,000.
 - Total estimated value of additional improvements \$377,573.
- Coordinated with Allegheny County and provided traffic signal functionality reviews/repairs on the resurfacing of Monroeville Boulevard and Stroschein Road.

- Coordinated with Target and provided traffic signal functionality reviews on the resurfacing of the Target parking lot and Old Stone Commons Drive.
- Coordinated with PennDOT and provided traffic signal functionality reviews/ repairs and striping revisions on the resurfacing of Northern Pike, Haymaker Road, and Mosside Boulevard.
- Assimilated information from third party bridge inspections and coordinated necessary repairs.
- Coordinated with PennDOT to revise signal plans, permit, and signage at the intersection of Broadway Boulevard and Haymaker Road to improve safety.
- Obtained a Green-Light Go grant for the replacement of the Northern Pike at West Patty Lane traffic signal in the amount of \$198,369.78.
- Replaced (462) traffic signal LED's as part of a previously-awarded Green-Light Go grant, a savings to the Municipality of \$38,602.
- Provided GeoPlan permitting software training to all applicable employees and maintained the GeoPlan permitting software.
- Converted 100 street lights to LED's as part of the Duquesne Light Company LED streetlight conversion program.
- Provided bid package development, bidding, project management, and construction inspection for the Dahlia & Garden City Drive Storm Sewer Lining Project paid for by a CITF Grant in the amount of \$200,000.
- Provided Traffic Signal system management, long-term planning and routine and emergency maintenance for the Municipality's (49) traffic signals.
- Coordinated with the PADEP Bureau of Abandoned Mine Reclamation on mine drainage issues on Winterberry Drive and McKinney Road.
- Provided project scoping, bid package development, bidding, project management, and construction inspection for the 2017 Paving Program with a bid amount of \$325,156.60.
- Provided project scoping, bid package development, bidding, project management, and construction inspection for the 2017 Crack Sealing Program with a bid amount of \$52,055.00.
- Provided project scoping, bid package development, bidding, project management, and construction inspection for the 2017 Fog Seal Program with a bid amount of \$67,138.56.
- Actively participated in the Turtle Creek Watershed Association including attending monthly Board meetings and staffing ALCOSAN Open House.
- Provided scoping, project management, construction management and construction inspection for the Library/Senior Center Growing Greener Grant which includes retrofitting of the Senior Center detention pond, installing pervious pavement at the library, and installing a rain garden at Cleveland Steward Elementary.
- Hosted LTAP classes on the following topics for Municipal staff and neighboring communities:
 - Traffic Sign Basics
 - Stormwater Facility Operation & Maintenance
 - Equipment & Worker Safety
 - Pavement Markings

- Salt & Snow Management
- Attended Dirt and Gravel Roads Program training to become eligible for future Dirt and Gravel Roads grant funding.
- Applied for an Automatic Red Light Enforcement (ARLE) Grant in the amount of \$201,000 to make the following improvements:
 - New uninterruptible power supplies at (4) intersections.
 - New pedestrian signals at (13) intersections.
 - Traffic signal cabinet replacements at (2) intersections.
 - Radar detection upgrades at (2) intersections.
- Issued and corrected addresses as necessary.
- Maintained the mapping aspect of the Alert Computer Aided Dispatch system.
- Coordinated with PennDOT to remove an unnecessary “no turn on red” sign at William Penn Highway and Mall Boulevard in order to improve traffic flow.
- Enrolled to participate in address verifications as part of Census 2020.
- Prepared and submitted the MS4 Notice of Intent.
- Prepared and submitted the MS4 Progress Report.
- Prepared and submitted the MS4 Pollutant Reduction Plan (PRP).
- Conducted public meetings on stormwater.
- Proposed, pursued and received grant funding, promoted, and performed the Valley Park “Woods for Waters” Riparian Buffer Tree Planting which planted 200 trees and created 1 acre or 1,300 feet of riparian buffer. Grant funding totaled \$7,467.
- Initiated Park-to-meadow conversion project development with Municipality, Gateway School District, the Turtle Creek Watershed Association, the Westmoreland Conservation District, the Allegheny County Conservation District and the Allegheny Watershed Alliance.

THE FOLLOWING LAND DEVELOPMENT PROJECTS WERE COMPLETED OR ARE UNDER CONSTRUCTION THIS YEAR:

- | | |
|------------------------------|-----------------------|
| ● Guardian Storage Facility | William Penn Highway |
| ● Holiday Inn Express | Monroeville Boulevard |
| ● Panda Express Restaurant | William Penn Highway |
| ● Starbuck’s/Sleep Number | William Penn Highway |
| ● Forbes Regional Hospital | McGinley Road |
| ● WHT Bike Trail Parking Lot | Saunders Station Road |
| ● BP/Imhurst Group | Technology Drive |
| ● Day Automotive Expansion | Golden Mile Highway |
| ● Healing Center | Mall Boulevard |

PUBLIC WORKS 2017 ACCOMPLISHMENTS:

REFUSE DEPARTMENT:

- Maintained Refuse pickup for 10,000 homes plus the dumpsters at all municipal parks, buildings and fire departments.

TRAFFIC SIGNALS, SIGNS AND MARKINGS:

- Continued maintenance of 42 signalized intersections.
- Assisted in the Penn Dot Adaptive program to improve traffic flow from #1 Cochran through Murrysville, and monitored and maintained adaptive equipment.
- Started replacing signal heads acquired through a state grant, all 18" X 16" pedestrian signals getting retrofitted with countdowns and various 12" signal heads being retrofitted including all left turn reds being replaced with the mandated red arrow.
- Construct, install and maintain over 2000 signs throughout Monroeville including over 600 stop signs, 500 street signs and over 1000 various regulatory and warning signs.
- Painted various crosswalks, turning arrows and vehicle stop bars at various signalized intersections. Painted stop bars and crosswalks at controlled intersections and painted all double yellow lines on Monroeville through streets meeting the mandated requirements.

VEHICLE MAINTENANCE:

1. Maintained the Municipal Fleet.
 - a. Garbage and Recycling Trucks 9
 - b. Fire Trucks 28
 - c. Ambulances 8
 - d. Public Works Vehicles 56
 - e. Busses 2
 - f. Police Vehicles 34
 - g. Tractors 6
 - h. Lawn Mowers 11
 - i. Motorcycles 2
 - j. Generators 2
 - k. Heavy Equipment 8

TOTAL 169

2. Updated and organized the vehicle lighting stock.
3. Updated and upgraded tools.
4. Attended Vehicle Maintenance Training.
5. Added new vendors to allow for more choices.
6. Purchased New Repair Manuals.

PUBLIC WORKS:

- Kept Municipal streets clean and safe during the Winter Season of 2016-2017. There were 19 overtime Snow and Ice call outs, 23 working days of snow removal with approximately 34 inches of snow.
- Cleaned 62 catch basins

- Maintained 17 trash racks.
- Cold patched numerous potholes over the winter season throughout the Municipality.
- Repaired 43 catch basins
- Milled and Patched
 - Cottonwood Drive - 28 ton
 - Heartwood Drive - 8 ton
 - Garden City Drive - 12 ton
 - Dahlia Drive - 20 ton
 - Kenmar Drive - 18 ton
 - Lincoln Avenue - 18 ton
 - Miller Highland Plan - 61 ton
- Repaired curbs and hot patched roads throughout the Municipality.
- Used a total of 265 ton of Asphalt.
- Prepared 8 roads for the 2107 resurfacing program.
- Installed 400' of 6" drain pipe and 400' of 4" French drain.
- Installed 240' of Storm Pipe throughout the Municipality.
- Maintained and completed needed repairs on all Municipal owned buildings.
- Built a retention pond at Saunders Station Road for the Heritage Trail Parking Lot.
- Helped and completed the Heritage Trail Project.
- Continued with recycling cardboard and newspaper and handing out recycling cans for free until Labor Day.
- Continued to offer Free chipping service to Monroeville Residents.

PARK MAINTENANCE:

- Continue to mow and trim 32 places per week.
- Continue to MoTrim the right-of-ways throughout the Municipality.
- Installed new safety surface materials at all the Municipal owned parks.
- Repaired and painted deck hockey court at Garden City, Overlook and Community pool.
- Painted and repaired all picnic tables, benches and bleachers.
- Installed 10 new picnic tables in the parks.
- Dug out and replaced Bellwood Park infield.
- Emptied recycling dumpsters 2 times a week.
- Repaired storm damage on resident property from the Municipal Parks.
- Christmas Tree Recycling
- Leaf recycling/yard waste for 2017.
- Cleaned and maintained 21 Municipal parks.
- Continued to herbicide spraying in parks and right-of-ways.
- Repaired sink-hole problem at Patton Park.
- Repairing wet spots in Parks.
- Continue to work with residential complaints about the parks.

COMMUNITY PARK AND BUILDING MAINTENANCE:

- Painted and remodeled Library Staff room and Kitchen.
- Ripped up and replaced carpeting in upstairs of Library.
- Ripped up, replaced and painted mystery room Library.
- Painted and rearranged Lobby of Senior Center.
- Removed rock and aluminum coated/sealed portion of Senior Center Roof.
- Patched and painted lobby of Police Station.

- Removed filing cabinets from dispatch and reinstalled them in Engineering Department.
- Removed Old TV and replaced in squad room and Chief Cole's office.
- Stripped and waxed floor in police squad room.
- Prefabbed walking trail bridge in parking lot.
- Installed bridge onto section of Heritage walking trail.
- Removed and replaced netting on 1-4 baseball fields.
- Prepped 8 on-deck areas for turf to be installed.
- Built police training window jump wall.
- Maintained Community Park for all the events.

RECREATION, PARKS AND HUMAN SERVICES 2017 ACCOMPLISHMENTS:

- Completed Phase III of Westmoreland Heritage Trail. Phase III travels from Trafford to Murrysville. 1.2 miles of the trail travel thru Monroeville. Also, completed construction of a parking lot at the bottom of Saunders Station Road.
- Tenth full "Summer Series" of free concerts offered on Sunday evenings from June 11th through August 20th at the Tall Trees Amphitheater. Total attendance at these 7 performances was approximately 5,000.
- Recreation Department special events continued to be popular offerings with "Easter Egg Hunts" (2000+ attendees) at the Monroeville Community Park and the Dog Park. "Snacks with Santa" was held at MVFD #4 and was well received (500 attendees). Similarly "Letters to Santa", now in its twelfth year also continues to grow. The "Holiday Light-Up" and "Give Us Your Best Shot" contests, judged by the Recreation and Parks Advisory Board, continue to be popular winter-season offerings. New this year was "Halloween Trail of Treats" replacing "Halloween Fun Night". This event encompassed more community participation and involvement.
- Park improvements were made at Bellwood, Evergreen and Heritage parks. Improvements included installation of safety mats under play equipment, replacement of rotted timbers, play equipment repair (where needed) and updated safety play mulch.
- Monroeville Summer Day Camp continued to grow exceedingly, as well as was able to offer camp to children for an additional week this summer. This provided for extended services to residents, as well as provided additional revenue to the Municipality.
- Non-municipal special events presented at the Monroeville Community Park this year included the Monroeville Jazz Festival, MBA All Star Day, Poor Yorick's Players, Atlantic Baseball Tournament, Sunrise School 5k, Keep the Pace 5K Run and Rhythm and Brews Concert.
- Partnerships in programming were developed, or continued, this year with area businesses and organizations, including: American Red Cross, Cindy Cohen Driving School, C.S. Kim Karate, Gia Visto Restaurant, Gymkhana Gymnastics, Integral Ballroom, Jump Start Sports, Loan Web USA, Move Yoga and Fitness, Maple Crest Golf Course, MEI-Travel, Monroeville Arts Council, Monroeville Historical Society, Xpert Fitness and Zumba Fitness.

- Sponsorships for special events, ranging from small in-kind contributions to thousands of dollars in cash support, were garnered this year from area businesses and organizations, including: Applebee's Bar & Grill; Andy Warhol Museum; Boston Market; Carnegie Museum; Carnegie Science Center; Cheesecake Factory; Chick-Fil-A; City Theatre; Cross Roads Preschool; Dave & Buster's of Pittsburgh; Giant Eagle Monroeville; Gordon Food Service; Great Clips; Lokay Lanes; Max & Erma's Restaurant; McDonald's; MedExpress; Moio's Italian Pastry Shop; Monroeville American Legion; Monroeville Rotary Club; Monroeville United Methodist Church; National Aviary; Panera Bread; Papa Rocks Pizza Pub; Par 2 Golf; PF Changs China Bistro; Phipps Conservatory; Pittsburgh CLO; Pittsburgh International Children's Theater; Pittsburgh Musical Theater; Pittsburgh Pirates; Pittsburgh Public Theatre; Pittsburgh Steelers; Pittsburgh Symphony; Pittsburgh Zoo & PPG Aquarium; Primanti Bros; Pugliano's Grill; Rene's Restaurant & Lounge; Representative Joseph Markosek; UPMC; Rivertowne Pour House; Senator John Heinz History Center; Sheetz; Spaghetti Warehouse; Subway; Super Cuts; TGI Friday's and UPMC.
- Other volunteer efforts included Jack Sedlak Memorial Clean-Up Day (500+), Trinity Christian School Day of Service at Monroeville Community Pool (30), Recreation Department special events (75), Recreation and Parks Advisory Board judged events (36), and Recreation Department leagues (125). Additionally, significant volunteer hours were invested at the Botanical Gardens in Monroeville Community Park (West).

SENIOR CENTER 2017 ACCOMPLISHMENTS:

- The Monroeville Senior Citizens Center has continued to prosper. An approximate attendance during the time period of January 2017 to July 31st of 2017 is 37,759. Total attendance for the year of 2016 was 61,483. Total attendance for the year of 2015 was 57,247.
- There are currently 6,039 members (as of July 31, 2017). 2016 - 5,454 members, 2015 - 4,808 members, 2014 - 4061 members, 2013 - 3,477 members, 2012 - 3077 members, 2011 - 2,323 members and 2010 - 1,916 members. Since January 2017, the center has added 585 members.
- As of July 31, 2017, 1,374 of our members use the fitness facility. 1,246 members in 2016 and 1,030 members in 2015 used the fitness facility. 128 members added since the Fitness Coordinator position was added in January 2017.
- The Monroeville Senior Citizens Center provides programs for seniors 50+ in the Monroeville and Pitcairn area, and continues to be the meeting place for several social clubs. On a regular basis the Senior Citizens Center continues to offer a variety of recreational activities such as social clubs, health and fitness programs, shuffleboard leagues, a variety of card clubs, computer club and classes, craft clubs, AARP drivers safety courses, billiards, trips and tours, dine around town program, singles group, instructional classes, monthly bingo, monthly movie day, monthly luncheon and monthly special events.
- Over the past two years, the department has destructed its full time staff. Two positions were added to help with the increase in attendance and programming at the center. We

added a Full-Time Program Coordinator in October 2014 and a Full Time Fitness Coordinator in February 2016. These two new positions have proven to be a valued addition to our staff as they have shown a significant increase in the programs we now offer and our increased attendance. A fulltime clerical employee and a public works custodial position were eliminated from the budget. The restructuring of the department also decreased the annual budget.

New Programs for 2016/2017:

Western Hoe Down Luncheon (Spring, Summer, Fall)	Evening Tai Chi Classes (Weekly)
Hot Topic, Hot Coffee Program (Monthly)	BallFit (Evening, Weekly)
30 Day New Year, New You Fitness Challenge (January)	CoreFit (Evening, Weekly)
7 Week Good Nutrition Challenge (Spring/Fall)	30Burn (Evening, Weekly)
Monthly Espresso Bike Challenges	TRX Fitness (Day/Evening, Weekly)
Soul Line Dancing (Weekly Day/Evening)	Quilting Instruction (4 wk. sessions)
National Humor Month (April Spec. Event, Weekly Activities)	Knitting Instruction (4 wk. sessions)
Adult Coloring Group	

Revenue:

Silver Sneakers Program: (2016) 21,810.75 (2015) \$19,303.50 (2014) \$14,464.75
 Profit as of June 2017: \$25,000

Silver & Fit Program: (2016)7,686.00 (2015) \$6,659.00 (2014) \$945.00
 Profit as of June 2017: \$8,000

2017 Senior Council Donation of \$10,000 to the municipal budget (Approved to give \$10,000 for 2018).

Forbes Regional Hospital Donation: \$15,000

New Center Fundraisers: Holiday Cookie Fundraiser, (Fall 2016, \$600), Will be held in fall 2017. Blaze Pizza and Max' N Erma Restaurant Fundraiser (Fall 2017)

MONROEVILLE PUBLIC LIBRARY 2017 ACCOMPLISHMENTS:

Numbers: In the first half of 2017, (comparing YTD June 30, 2016, to YTD June 30, 2017):

- Circulation increased by 14% (by 21,000 items).
- Door count increased 8% (by 5,900 visits).
- Program attendance increased by 72% (by 3,700 attendees).
- Increased outreach programming into the school district by more than 500%.
- Increased the number of early childhood venues serviced by 200%.

Programming:

- Created an ongoing science program series for adults (Science Adventures), working with local scientists to offer programs on topics such as astrobiology, climate change, precision genetic engineering, and quantum physics.
- Partnered with community organizations (Thomas Merton Center, Jewish Voice for Peace) to create and implement programs promoting public discussion on issues including immigration policy, refugees, and Islam.

- As part of the Community College of Allegheny County's *One College One Community* program, organized discussions of Ta-Nehisi Coates's book *Between the World and Me*.
- Revamped and expanded our summer program offerings, including the addition of Messy Monday, Exploration Tuesday, and Creativity Friday.
- After school teen program started with the help of AmeriCorps.
- Increased story times –in volume offered, in age groups catered to, and in attendance.
- Increased tween boy attendance at library programs (a hard-to-reach demographic).
- Increased participation in the Adult Summer Reading program (by 48%).
- STEM Girls Art Program
- Movie Makers Camp
- Space Camp
- Coding Camp
- Kids Code for ages 5-7 – offline and online line coding - Learning Scratch – ages 8-12
- Lunar New Year Party
- New Years' Eve Ball Drop Party
- Model Magic Program
- Terrarium Program
- Flower Program – Spring Bloom
- Mother-Daughter Tea and Craft
- Stepping Stone mosaic program
- Woodworking program
- Electronics Class
- Zentangle class established for adults
- Millennial Home Alone Party
- Fiber Art February – each week had a featured art – weaving, knitting, crochet.
- Minecraft @ the Library – 50
- Superhero Spectacular
- Best Friend Olympics – 58
- Third Annual Star Wars day attracted 142 attendees
- Silk Screening – 49
- Henna program – 90
- Walk the Solar System – 75 attendees
- Partnered with wildlife rescue league and Carnegie Natural History museum to offer animal programming – 135 attendees
- Intergenerational Book Club – 2nd planned for October 2017
- Toddler Drive-In Movie
- Josh and Gab Kid Konzert
- FanAddicts Program
- Library Luau
- Escape Library Event
- Kid Lit for Adults – increase in regular attendance
- Children's writing club
- Maps and Mysteries Program (cyphers)
- Increase in STEM programming for all ages
- Re-Make Learning Days: Building Birdhouses
- Upcoming "Reflections of Me" Diversity Curriculum.

Services:

- Loan Wifi Hotspots
- In-House Laptop loans – users can take the laptop to quiet study areas of the library
- Computer Classes started
- Increased offerings of one-on-one gadget classes.
- Patrons can print from mobile devices and laptops. In the library, or from home.
- Increased availability of homebound material delivery.

Community Visibility and Involvement:

- Increased marketing to let community know of activities, services, and materials available through the library.
- Working with Gateway School District to provide programs in all schools, programming to assist and educate parents, and providing cards and access to all students.
- Planned a community wide event for October 2017
- National Library week Events
- Increased involvement in Rotary and the Chamber

- Provide newsletter that highlights all monthly events. Circulation of newsletter has increased greatly.
- Participated in the following Community Events:
 - Touch-a-Truck
 - Babies R Us
 - National Night Out
 - Celebrate Monroeville
 - Trunk or Treat
 - Jazz Festival
- University Park – conducted baking soda and vinegar experiments with kindergarten classes
- CSE – monthly 3rd grade class visits – featuring different applications of science, engineering, and technology.
- Greater Works visited in-house for multiple events – Valentine’s Day Science and Earth Day Science.
- Ramsey Career Day
- Shared maker space equipment with high school librarian – expanding student opportunity.
- Increased outreach to Pitcairn Reading Room with STEM activities
- Worked with Boy scouts – they each earned a merit badge
- Worked with Girl scouts – they facilitated multiple events with the library and earned a silver metal
- Extended School Year Students came to tour the library and explore the Create Space
- Visited four (4) extended School Year High School classrooms for the first time
- Zombie Science at the Mall – 64
- Monroeville Career Fair at the Monroeville Convention Center – 473 attendees
- Mall Holiday Story Times
- Interactive Library Scavenger Hunt for Chamber of Commerce
- Writing Workshop with 3rd Grade at Evergreen
- Increased outreach to Gateway elementary special education department in the summer
- Participated in Gateway’s Kindergarten Introductory event.
- Began outreach to TenderCare

Physical Plant:

- Soft open of Yolanda’s Room (Grand Opening TBD)
- Teen area reconfigured and refurbished
- Staff lounge refinished, with great thanks to public works
- Gained 29 square feet of public use space in the Create Space by rearranging
- In children’s room – increased play to learn space with STEM Manipulatives
- The children’s collection now has many new and current materials and the room to display and showcase them.
- The children’s room features more displays, from which materials are checked out regularly
- Updated Children’s Room décor
- Increased number of patron computers
- Introduction of Smart boards for programming and display
- Division of Nonfiction into easy and juvenile sections (younger children and older children)
- Rainbow reading Nook by new children’s entrance

- New rug and preschool play/ story time area
- Updating of movie and audio visual shelving

Funding and Grants:

- Thanks to tremendous community support, finished raising the \$100,000 match for the elevator grant.
- Received Keystone Grant – \$100,000 for Elevator installation
- Continued in-house year-round book sale to fundraise
- Held several restaurant fundraisers for the pavilion/ backyard project
- \$2,500 for STEM programming from PPG
- \$500 for STEM programming from ACLA
- \$2,500 for Continuing Education from the State Department of Education
- NASA Grant - \$1,300 stipend, over \$500 in materials, plus continuing education for staff

Professional:

- Director and Assistant Director presented at the state library conference in October 2016
- Children's Assistant invited to present at the state library conference in October 2017
- Technology Librarian invited to present at a four-county professional development day
- Director served as the chair of the Librarian's Advisory Council (group composed of the 46 Allegheny County Library directors).
- The Director and Head of Reference and Instruction received a grant funded opportunity to attend the state wide Workforce Development conference.
- Technology Librarian received competitive spot in Pennsylvania Library Association Leadership Conference.
- Assistant Director attended the State Director's Institute.
- Provided staff development and continuing education opportunities in team building, customer service, and more.
- Increased staff involvement in Rotary and the Chamber. Library institutional seat on Rotary board.

TV-15 2017 ACCOMPLISHMENTS:

1. Increased production quality of meetings by improving audio and video quality in Council Chambers and on-air, specifically:
 - Replaced three (3) boom-mike microphones and stands with three (3) shotgun-style microphones.
 - Added transmitter packs to allow wireless connectivity.
 - Configured system for hardware changes and optimal efficiency.
2. Provided more monthly programs to keep residents informed of programs, activities, and events in the community by using photos and videos on social media and the two cable channels.

- Provided more monthly informational programs, such as:
 - “Monroeville On The Move” with Mayor Erosenko
 - Health Programs held by the Monroeville Public Library
 - “Fit for Duty” exercise programs
- Continued to video, photograph and promote programs, activities and events for:
 - Monroeville Recreation and Parks
 - Monroeville Public Library
 - Monroeville Senior Center
- Continued to provide photo and video documentation for Monroeville Police, Fire and EMS Departments.

2018 GOALS

MUNICIPAL MANAGER 2018 GOALS:

Goal #1: To update the 2018-2022 Five (5) Year Capital Improvement Program (CIP) to reflect the change in the Municipality's long-term financing of capital projects and services.

Purpose: To communicate the long-term capital expenditures and financing thereof to the public and Council and Mayor.

- a. **Objective 1:** To delineate revenue (tax, grants, etc.) and expenditures from 2018-2022.
- b. **Objective 2:** To identify replacement or updates of capital assets of each Municipal Department and its associated cost.
- c. **Objective 3:** To present to Council the updated Five (5) Year Capital Improvement Program (CIP) pursuant to the Home Rule Charter at the September 2018 Council Meeting.

Goal #2: To increase transparency with the residents through communications.

Purpose: For the residents and public in general, to know and understand the operations, services and decisions of the municipality, which includes decisions of Council and Staff, so as to increase trust and confidence between municipal personnel, elected officials and the public.

- a. **Objective 1:** To disseminate information of municipal services and operations through a downloadable app. (application) for mobile devices that makes knowledge of municipal programs, services and legislation that affect the lives of residents and the public in general more convenient.
- b. **Objective 2:** To begin the centralization of a municipal complaints and suggestions through advanced technology software. This includes ascertaining the type of software best for the Municipality and its associated cost.
- c. **Objective 3:** To manipulate complaint and suggestion data in a coherent fashion to ascertain prevalent needs of the community.

Goal #3: To successfully negotiate a four (4) year Collective Bargaining Agreement with the Police Wage and Policy committee that is equitable for each.

- a. **Objective 1:** Schedule negotiation session early in 2018 in order to review similar bargaining agreement with like municipalities.
- b. **Objective 2:** To have framework of a settled agreement before either party files for Interest Arbitration.
- c. **Objective 3:** To develop wage and benefit comparison data to equitably compare like police departments across the Commonwealth.

FINANCE DEPARTMENT 2018 GOALS:

Goal #1: To evaluate the Finance Department internal controls and work processes to eliminate redundancy.

Purpose: To obtain an understanding of the existing operations and look for areas to streamline processes.

Goal #2: To reduce audit fees for 2018 and beyond.

Purpose: To cut expenditures for required services to assist the Municipality in the goal of maintaining a balanced budget.

- a) Objective 1: Negotiate a lower fee for the 2017 audit with existing auditors
- b) Objective 2: Issue an RFP for auditing services in the fall of 2018 to ensure the Municipality is getting a reasonable price for the service.

Goal #3: Work with the Municipal Manager to develop the CIP program relevant to the changing technical environment.

Purpose: To evaluate the immediate needs of the Municipality as a whole and allocate resources in the more effective way.

- a) Objective 1: Perform an asset inventory to determine actual assets on hand.
- b) Objective 2: Work with the Municipal Manager and the Department Heads to dispose of unnecessary assets and sell, if applicable
- c) Objective 3: Work with the Municipal Manager to establish guidelines for the CIP program.

Goal #4: Consider the Finance Department training and education needs

Purpose: Training is necessary for productivity.

- a) Objective 1: Ensure Finance Director obtains 40 hours of continuing education in 2018 to maintain Certified Public Accountant designation.
- b) Objective 2: Monitor and attend relevant Munis training sessions for the staff
- c) Objective 3: Monitor and attend relevant seminars for the Director and staff.

TAX OFFICE 2018 GOALS:

Goal #1: Implement an electronic process to compare information between Municipal Departments to capture the Monroeville business entities and residents as they move into Monroeville.

Goal #2: Continue to reduce the number of delinquent tax accounts.

Goal #3: Continue to educate the taxpayers about Monroeville Tax responsibilities.

HUMAN RESOURCES DEPARTMENT 2018 GOALS:

Goal #1: Complete process of updating the Employee Handbook and Safety Manual.

Purpose: To improve the handbook and delete outdated concepts and practices that are no longer viable.

- a. Objective 1: Continue with committee that includes members from each Municipal group.
- b. Objective 2: Distribute draft of Handbook to all employees for review.
- c. Objective 3: Insure that handbook is all inclusive and reflects accepted Human Resources practices.

Goal #2: Continue the practice of providing information directly to employees regarding items affecting Municipal employment such as healthcare and other benefits.

Purpose: To provide employees with timely and useful work related and non-work information.

- a. Objective 1: Keep employees better informed.
- b. Objective 2: Improve employee morale.
- c. Objective 3: Partner with other groups to provide information and/or host the sessions.

Goal #3: Continue to strive for a healthier and safer workplace.

Purpose: To provide a variety of tools so that employees can improve their health and safety in their respective jobs.

- a. Objective 1: Attempt to lower the number of both workers compensation claims and non-work related injury claims.
- b. Objective 2: Improving employee's health can have a direct effect on health insurance premiums.
- c. Objective 3: Improving employee safety can have a direct effect on lowering both the workers compensation insurance premium and property/liability insurance premium.

INFORMATION TECHNOLOGY DEPARTMENT 2018 GOALS:

Goal #1: To implement the conversion of our Tax Office software and server to a hosted service.

Purpose: We presently have an in-house server which houses the software for the Tax Office to use. This server has outdated hardware and an Operating System which is scheduled to no longer be supported by Microsoft in the near future.

- a. Objective 1: Getting quotes for external hosting and determining requirements.
- b. Objective 2: Assisting in the conversion process.
- c. Objective 3: Coordinating the move to the hosted service with RBA personnel.

Goal #2: To monitor and improve network efficiency.

Purpose: To monitor and determine if there are methods by which we could improve the performance of our network.

- a. Objective 1: Research software and service vendors to see which option would be best for our size and type of network.
- b. Objective 2: Purchase implement preferred system.

Goal #3: To research methods of improving network login security.

Purpose: We wish to improve login security and perhaps provide a single-sign-on option for our network users.

- a. Objective 1: Research software and service vendors to see which option would be best for our size and type of network.
- b. Objective 2: Purchase and implement preferred system.

POLICE DEPARTMENT 2018 GOALS:

Goal #1: Begin the PA Accreditation Process.

Purpose: To attain the PA Chief's Police Accreditation that shows that the Department is meeting State and National Police standards.

- a. Objective 1: Review the Policy Manual with Bargaining Unit Members.
- b. Objective 2: Hire a consulting group to update the manual as needed.
- c. Objective 3: Review all Accreditation Standards with Consultant.
- d. Objective 4: Have Consultant begin implementation procedures after consultation with Manager, Mayor and Council.
- e. Objective 5: Make application to the PA Chiefs of Police organization for Pennsylvania Accreditation.

Goal #2: Hire New Police Officers.

Purpose: To add new officers to replace retirements in 2015, 2016, 2017 and 2018 to maintain the minimum staffing levels of 46 sworn Officers.

- a. Objective 1: Review the Civil Service Ordinance to make sure it is up to date.
- b. Objective 2: Review the hiring requirements with Manager, Mayor and Council.
- c. Objective 3: Meet with and review all Civil Service requirements with the Civil Service Commission.
- d. Objective 4: Conduct written and oral testing per the Civil Service Ordinance.
- e. Objective 5: Hire Officers after background/polygraph examinations and certification of eligibility by the Civil Service Commission.

Goal #3: Complete a new UHF radio system (infrastructure, mobiles and portables).

Purpose: To upgrade our communication system and become compatible with all the other municipal police agencies in Allegheny County.

- a. Objective 1: Apply for a Grant from PA Representative Markosek's office.
- b. Objective 2: Review the UHF radio infrastructure for the entire Municipality. This includes Fire, EMS, Emergency Management, Public Works, as well as Police.
- c. Objective 3: Obtain additional tower sites.
- d. Objective 4: Obtain an additional UHF repeatable radio frequency.
- e. Objective 5: Purchase new mobiles, portables and base stations for the Police Department.
- f. Objective 6: Increase radio coverage throughout the Municipality for all of our public safety agencies.
- g. Objective 7: Purchase and place into service new microwave systems to negate the dependence on phone lines.
- h. Objective 8: Work with a vendor to properly engineer the radio system.

Goal #4: Completely Review the Information Services issues in the Department.

Purpose: To update our computer systems to make the computer system functional for police services.

- a. Objective 1: Desk Top Computers
- b. Objective 2: Lap Top/In Car Computers
- c. Objective 3: Dispatch Computers/Consoles
- d. Objective 4: In Car Cameras (WiFi video downloads)
- e. Objective 5: GPS/Mapping in vehicles
- f. Objective 6: Electronic Filing of Criminal/Vehicle Code Citations
- g. Objective 7: Public Safety (Police, Fire, EMS and Emergency Management) information service issues including records management and access to GIS emergency management data.

Goal #5: Begin the review process to place into service “Body Cameras”.

Purpose: “Body Cameras” are the future. Storage and dissemination of recorded information will be problematic and must be researched prior to implementation.

- a. **Objective 1:** Implementation will be dependent on the State of Pennsylvania rewriting laws governing the interception of video/audio communications.
- b. **Objective 2:** Research the storage of video/audio cost factor based on the current wiretap laws.
- c. **Objective 3:** Research the “Right to Know/Freedom of Information” laws covering video and audio interceptions for Police in Pennsylvania.
- d. **Objective 4:** Cooperate with the Allegheny County Chiefs of Police Association and the District Attorney’s Office in writing up-to-date policies on the use of both in car and body cameras.
- e. **Objective 5:** Use Bargaining Unit Representatives to assist with writing and with the implementing of policies on the use of in-car and body cameras.

Goal #6: Continue the use of “Smart Phones” by all Officers.

Purpose: Smart Phones will enable Officers to access NCIC/CLEAN information in a controlled manner and complying with Federal and State guidelines (CHRIA).

- a. **Objective 1:** Issuing all of the phones with proper controlling software.
- b. **Objective 2:** Loading software that will enable Officers to access surveillance cameras at key intersections in the Municipality.
- c. **Objective 3:** Cooperate with the Allegheny County District Attorney’s Office in the implementation of the intersection cameras throughout Allegheny County.

Goal #7: Re-evaluate the K-9 program.

Purpose: To evaluate the need and cost of adding K-9 teams to the Monroeville Police Department Patrol Division.

- a. **Objective 1:** Evaluate the need through incident reports.
- b. **Objective 2:** Re-evaluate the K-9 Policy.
- c. **Objective 3:** Evaluate the “costs” associated with K-9 teams (training, care and maintenance, staffing, shifts and vehicles).
- d. **Objective 4:** Evaluate the amount of K-9 teams required to give maximum coverage to the Municipality vs. costs.

BUILDING, ENGINEERING AND COMMUNITY DEVELOPMENT 2018 GOALS:

Goal #1: Complete Joint Comprehensive Plan.

Purpose: Update the Municipality’s 2005 Comprehensive Plan with a Joint Comprehensive Plan with the Townships of Wilkins and Churchill.

- a. **Objective 1:** Complete the draft version of the Comprehensive Plan and forward it to the Allegheny County Department of Economic Development for review.
- b. **Objective 2:** Conduct Public Hearings for the adoption of the Comprehensive Plan.
- c. **Objective 3:** Present the Comprehensive Plan to Municipal Council for consideration.

Goal #2: Complete update of the Monroeville Zoning Ordinance.

Purpose: The update of the Monroeville Zoning Ordinance has been an ongoing process and is nearing completion.

- a. Objective 1: Complete the draft version of the Monroeville Zoning Ordinance and forward it to the Allegheny County Department of Economic Development for review.
- b. Objective 2: Conduct Public Hearings for the adoption of the amended Monroeville Zoning Ordinance.
- c. Objective 3: Present the amended Monroeville Zoning Ordinance to Municipal Council for consideration.

Goal #3: Implementation of 2018 Municipal Capital Improvements.

Purpose: Implement various 2018 Municipal Capital Improvement Projects.

- a. Objective 1: Prepare public bid specifications.
- b. Objective 2: Provide project management for various improvements.
- c. Objective 3: Provide technical support for various improvements.

PUBLIC WORKS 2018 GOALS:

REFUSE DEPARTMENT:

- To maintain current level of service while trying to improve efficiency and customer relations.

TRAFFIC SIGNAL, SIGNS AND MARKINGS:

- Work with PennDOT for a smooth transition of a new Adaptive Traffic Flow project to be implemented from Rt. 22 heading West into Wilkins Township.
- Continue to perform preventive maintenance and repairs on Monroeville's 42 Signalized intersections, while updating signal heads and replacing bad traffic sensors/cameras with radar units.
- Applying for grants to reconstruct the intersections of Wyngate Drive at Monroeville Boulevard and Northern Pike at West Patty Lane.

VEHCILE MAINTENANCE:

- Continue to maintain the fleet.
- Continue to update the tools.
- Update and organize brake stock.
- Continue to attend training.
- Update vehicle record keeping.
- Improve shop layout.

PUBLIC WORKS:

- Repair landslide on lower Rosecrest Drive.
- Control sale at concession stands at baseball complex at Community Park to help fund repairs and maintenance.
- Purchase a new chipper.

RECREATION, PARKS AND HUMAN SERVICES 2018 GOALS:

Goal #1: On approval of Budget Funding, make needed updates to neighborhood parks and play areas.

Purpose: To provide a safe environment for our children to play.

- a. **Objective 1:** Beechwood Park – Rehab playground and play areas, as needed.
 - Drainage, Tennis Court and Fencing
- b. **Objective 2:** Evergreen Park – Rehab playground and play areas, as needed.
 - Play Equipment

Goal #2: Add revenue generating and physical enhancements to the community park.

Purpose: To provide additional funding for the park, by providing enhancements to facilities.

- a. **Objective 1:** Create a wedding venue at the amphitheater.
 - Venue large enough to accommodate a wedding up to 250 people.
 - Adequate parking for large event.
 - Increased park revenue.
 - Investigate seating options
 - Permanent/Semi-Permanent – Eagle Scout Project
 - Agreement with outside company willing to provide chairs
- b. **Objective 2:** Seek out businesses/organizations that are interested in partnering with the Recreation and Parks Department in providing enhancements to the parks and/or their facilities.
 - Example of some current partnerships include: Jump Start Sports, Gia Visto Restaurant, Integral Ballroom Dancing, Xpert Fitness, Cindy Cohen Driving School, UPMC East, Monroeville Arts Council and the Monroeville Historical Society.

Goal #3: Further develop the recreational brochure.

Purpose: To expand programs in an effort to meet the wants and needs of more people.

- a. **Objective 1:** Add new programming each quarter, focusing on current trends, and in response to the public's interest.
 - Children Activities – Instructional and/or Sports Fitness Related.
 - Adult Health and Fitness.
- b. **Objective 2:** Partner with local businesses/organizations in an effort to expand offerings.
 - Offer several daytime classes at the senior center for ages 50+.
 - Offer several evening classes at the senior center for ages 18+.
 - Find more businesses that are willing to work together with the Recreation and Parks Department in offering programs.
 - Eliminates the need to depend as heavily on school district facilities to hold programs.

SENIOR CENTER 2018 GOALS:

Goal #1: Expand Public Awareness.

Purpose: The goal of expanding public awareness is to improve knowledge about senior issues in the community, to increase and strengthen linkage among service groups, and to educate the community, service providers, seniors and their families. Providing information to a

larger portion of the population will enable individuals to make informed decisions regarding healthcare, housing options, legal and public assistance, health and wellness, social activities and transportation.

- a. Objective 1: Explore use of public social media, service radio, television, and print media for free advertisement of programs services and other information.
- b. Objective 2: Establish new avenues to make our web page more marketable to the community.
- c. Objective 3: Provide educational and other information to existing service clubs and organizations in an effort to promote the senior center and those programs and services available to seniors and their families.
- d. Objective 4: List, review and update promotional materials.
- e. Objective 5: Develop new ways to distribute promotional materials.
- f. Objective 6: Establish new procedures to welcome new members.

Goal #2: Develop New Programs and Services

Purpose: A wide range of services and programs are already offered by the senior center, but there is an ongoing need to increase existing programs and develop other programs based on the ever-changing needs of the aging population.

- a. Objective 1: Explore forming partnerships to help lower setup costs for current and future program demands.
- b. Objective 2: Establish and promote news programs and events.
- c. Objective 3: Expand evening programming.
- d. Objective 4: Develop programs that incorporate social and health/fitness members to interact within the center.

Goal #3: Strengthen Organization

Purpose: As the senior population within the Monroeville community continues to increase, so does the demands and pressures placed on leadership, staff, programs, and services. There is an ever-growing news to assess present and future trends within the local aging population, and how this will impact the Monroeville Senior Center with regard to staffing associated duties and responsibilities, funding arrangements, operational issues, community relationships and the use of technology.

- a. Objective 1: Identify types of volunteer opportunities within the senior center, recruit volunteers, develop and provide training.
- b. Objective 2: Benchmark other effective senior centers and/or other organization.
- c. Objective 3: Look for outsourcing opportunities to increase part time staffing to provide the best service for the center at a minimal cost.

Goal #4: Build Financial Foundation

Purpose: Due to the country's economical status, the demand for senior services has been increasing greatly; this increase is likely to continue. This poses a financial challenge to the senior center to continue to maintain and deliver current programs as well as develop new programs to meet seniors' changing needs. A stable financial base is a critical factor in any strategic plan for the senior center.

- a. Objective 1: Strengthen annual appeal for the Silver Sneaker and Silver&Fit Programs to increase revenue.
- b. Objective 2: Develop new fundraising events that augment operational funds.
- c. Objective 3: Look for grant funding to help fund part time staff to increase programming.

MONROEVILLE PUBLIC LIBRARY 2018 GOALS:

Goal #1: Continue to increase visibility and involvement in the community.

Purpose: To ensure that library programs, materials, and services benefit as many community members as possible.

- a. **Objective 1:** Reach out to families and children by providing story times in different locations – we have begun to do this with daycares and schools. We would like to offer this in additional locations.
- b. **Objective 2:** Increase technology instruction already in place to reach more senior living homes.
- c. **Objective 3:** Continue to work with the school district – teachers and administration - to ensure more students have access to the library. Get a library card – and online database and e-book capabilities – to every student.
- d. **Objective 4:** Work with other local groups to create additional programs that are community events. Some possibilities include: Book bingo, library mini-golf, a truck petting zoo, and family night at the library. A library Family FunFest is already scheduled for October 2017. We would like to continue and grow these community events.

Goal #2: Increase programming and outreach through the maker space to allow community members to learn and explore through creation.

Purpose: To provide opportunities for community members to explore new technologies and gain new skills through tactile creation.

- a. **Objective 1:** Build off of our acceptance into the NASA @ My Library program by continuing to offer STEM – especially Astronomy – learning opportunities for all ages.
- b. **Objective 2:** Continue to partner with Monroeville Arts Council, Monroeville Quasicks Robotics Team, the Monroeville Amateur Astronomers, and other experts in the community, on a variety of events centered on arts, science and technology.
- c. **Objective 3:** Work on outreach integration into local curriculum in school and after school programs. Incorporate state standards in learning opportunities to offer the highest quality programs.

Goal #3: Update the library's physical plant.

Purpose: To improve building accessibility for community members and energy efficient fixtures for those that need updated:

- a. **Objective 1:** Elevator
- b. **Objective 2:** Lobby
- c. **Objective 3:** Outdoor Space/Gazebo/Backyard
- d. **Objective 4:** Lighting
- e. **Objective 5:** Investigate options for Energy savings/sustainability

Goal #4: Complete a strategic planning project.

Purpose: To ensure that our continuing program, materials, and services are meeting the needs of our community members.

- a. **Objective 1:** Complete needs assessment through surveys and focus groups.
- b. **Objective 2:** Work with library staff, board and community stakeholders to create a roadmap for the future.

TV-15 DEPARTMENT 2018 GOALS:

Goal #1: To maintain and improve the TV Bulletin Board system.

Purpose: To provide residents with information on current events and activities throughout the Municipality during non-televised time slots.

- a. **Objective 1:** Replace or upgrade TV-15 Bulletin Board hardware and software.
- b. **Objective 2:** Receive training on new system.

Goal #2: To purchase a new media burning device.

Purpose: To increase the ability to reproduce all meetings and photographs.

- a. **Objective 1:** Research and purchase a new device.

Goal #3: To research the feasibility of upgrading the character generator device.

Purpose: To increase the ability to add text and “live crawls” to live broadcasts.

- a. **Objective 1:** Research and decide whether to purchase a new device.

BUDGET PREPARATION OBJECTIVES

Each year the municipal staff is asked to provide its best assessment of what funding allocations are necessary to adequately maintain services within Monroeville. In general, the annual budget is created from a zero-base and prior expenditure history as calculations are made to reflect the operating and capital project needs for the coming year by each department head. For 2018, staff has made a significant effort to present a plan that will enable the traditional services to be maintained.

FUNDS SUBJECT TO APPROPRIATION

The Municipality prepares budgets for five (5) funds:

GENERAL FUND- The General Fund is the General Operating Fund for the Municipality. It is used to account for all financial resources except those required to be accounted for in another fund.

STATE LIQUID FUELS FUND- The State Liquid Fuels Fund is used to account for the receipt and expenditure of the Municipality's share of the proceeds for the state liquid fuels tax. The fund is restricted for those expenditures that are mostly related to roads and their ancillary expenses. The Liquid Fuels Fund pays for municipal street lighting and road salt.

CONVENTION VISITOR'S BUREAU FUND- This fund accounts for revenues collected through the county for hotel and motel room rental and state gaming money. It is designated for payment of programs to stimulate the volume of conventions and visitors within the Municipality.

CAPITAL IMPROVEMENT FUND- The Capital Improvement Fund is used to account for the financial resources to fund the acquisition, construction or improvement of major capital assets. Source of funds – Transfer \$1 million from the General Fund.

BOND ISSUE FUNDS- These funds are proceeds for past Bond Issues (2007, 2010 and 2011). The funds are strictly expended for capital projects, equipment and vehicles.

The 2018 Budget is presented on an aggregate basis for these funds. Individual fund presentations for the State Liquid Fuels, Convention Visitor's Bureau, and Capital Improvement Funds are presented in the section entitled Special Funds.

2018 BUDGET AND FINANCIAL POLICIES

The 2018 General Operating Fund as proposed reflects compliance with the following budget policy statements. One of the continuing purposes served by formal acknowledgment of the budgetary policies is to reinforce to the public that the elected officials and staff of the Municipality are concerned about the financial health of the community and work towards that on an annual basis. Budget and financial policies for 2018 include:

REVENUES

1. It is the Municipality's policy to estimate revenues conservatively, but realistically.
2. The Municipality will fund current expenditures from current revenues whenever possible; use of fund balance for other than capital and nonrecurring expenditures will be clearly specified; leasing and intergovernmental revenue will be for capital or nonrecurring expenditures.
3. The use of debt financing has been suspended as of 2012.
4. The Municipality will establish all user fees in conjunction with the cost of service.
5. The Municipality will charge user fees for all quantifiable municipal services in an attempt to reduce tax financing to those less measurable public services except for those services expressly exempted by Council.
6. The Municipality may begin the Pollution Control and Flood Reduction Program in 2018. If so, the Municipality would create a new revenue fund which expenditures from the fund would strictly be used for Pollution and Flood Reduction (Stormwater Management).
7. Liquid Fuels Funds from the Commonwealth will be used exclusively for road salt and streets, except if the allocated amount for road salt is not used because of a mild winter, then the fund will be utilized for other appropriate expenditures under the Commonwealth Liquid Fuels Guidelines (vehicles, road materials, etc.).

EXPENDITURES

1. Program and activity expenditures are estimated at their true cost of operation.
2. The Municipality will develop its budget on a maintenance level basis by using Zero-Based Budgeting. That is, no expansion of existing service levels will be assumed unless authorized by Council or the Municipal Manager. Costs estimated at this level will be prepared to determine revenue needs. All efforts to reduce revenue needs will be made.

3. New, expanded or revised operations will be justified in terms of potential cost savings, productivity or efficiency enhancements or improved public service.
4. Municipal department heads will identify all potential cost savings and provide a discussion of the impact on service levels that will result from said savings.
5. The Municipality will update the Five (5) Year Capital Improvement Plan (CIP) in 2018. The operating budget will be prepared in coordination with the CIP. Future operating costs associated with capital improvements will be projected and included in the annual operating budget.

GENERAL/THE BUDGET DOCUMENT

1. The budget will reflect the Municipality's adherence to Act 205, the Municipal Pension Plan Funding Standard and Recovery Act.
2. The annual budget will adhere to all Commonwealth of Pennsylvania legislative as well as the Municipality of Monroeville's Home Rule Charter requirements.
3. The annual budget will have a budget message.
4. The budget will contain a narrative that outlines the revenue resources and expenditure programs which have been recommended. Special circumstances associated with each will be noted.
5. The budget document will include financial indicators such as revenues and expenditures per capita, tax burden and historical information concerning revenues and expenditures.
6. The budget will contain information which displays comparative data about revenues and expenditures, taxing capacity and taxable real property assessed value.
7. The budget will include standards for each program. These standards will be used to measure the effectiveness of the program.
8. All funds will be prepared on the modified accrual basis. Revenues and other financial resources are recognized when they become available and measurable in the current period. Expenditures are recognized when the liability is incurred.
9. The budget will be arranged on a program basis so as to facilitate an understanding of the true cost of municipal services.
10. The Municipality will engage in accounting practices that enable comparisons of budgeted and actual revenues and expenditures. The Municipal Council will receive reports about budgetary performance on a monthly basis.

CONCLUSION

I hereby transmit to the Mayor, Council and the Citizens a budget that provides for the needs of the community. I believe as you review the budget you will obtain a better understanding of the needs of the community for 2018. You will also find the information contained within provides a detailed breakdown of the Municipality's operations for the coming year. There is no real estate tax increase recommended in 2018, however, it is imperative that Council begin considering a tax increase for Capital Expenditures in the very near future.

As you know, adopting the municipal budget is the most important responsibility we fulfill each year. It is our most basic duty. Municipal government provides a wide-range of services that have a daily effect on the lives of our citizens -- police protection, trash pickup, snow removal, fire, EMS service, recreation, senior citizen center, library, workforce development and other services depend on our adoption of a responsible balanced budget that adequately fund each of these services.

Municipalities and cities across the country are struggling with ever rising costs and limited resources in which to pay for them. Monroeville is no different. Developing a budget is always a challenge in today's local government fiscal environment. It is as much an art as it is a science in understanding the necessities of our community and the most efficient means in which to deliver them. But Monroeville and I are fortunate to have a highly skilled and dedicated workforce. I would like to thank the Staff for their thought and effort in this document - it does not go unnoticed. I believe the volunteers on the Boards and Commissions, and the Mayor and Council create a strong team all focused on making Monroeville a better community and home.

Respectfully submitted,

MUNICIPALITY OF MONROEVILLE

**Timothy J. Little
Municipal Manager
October 10, 2017**

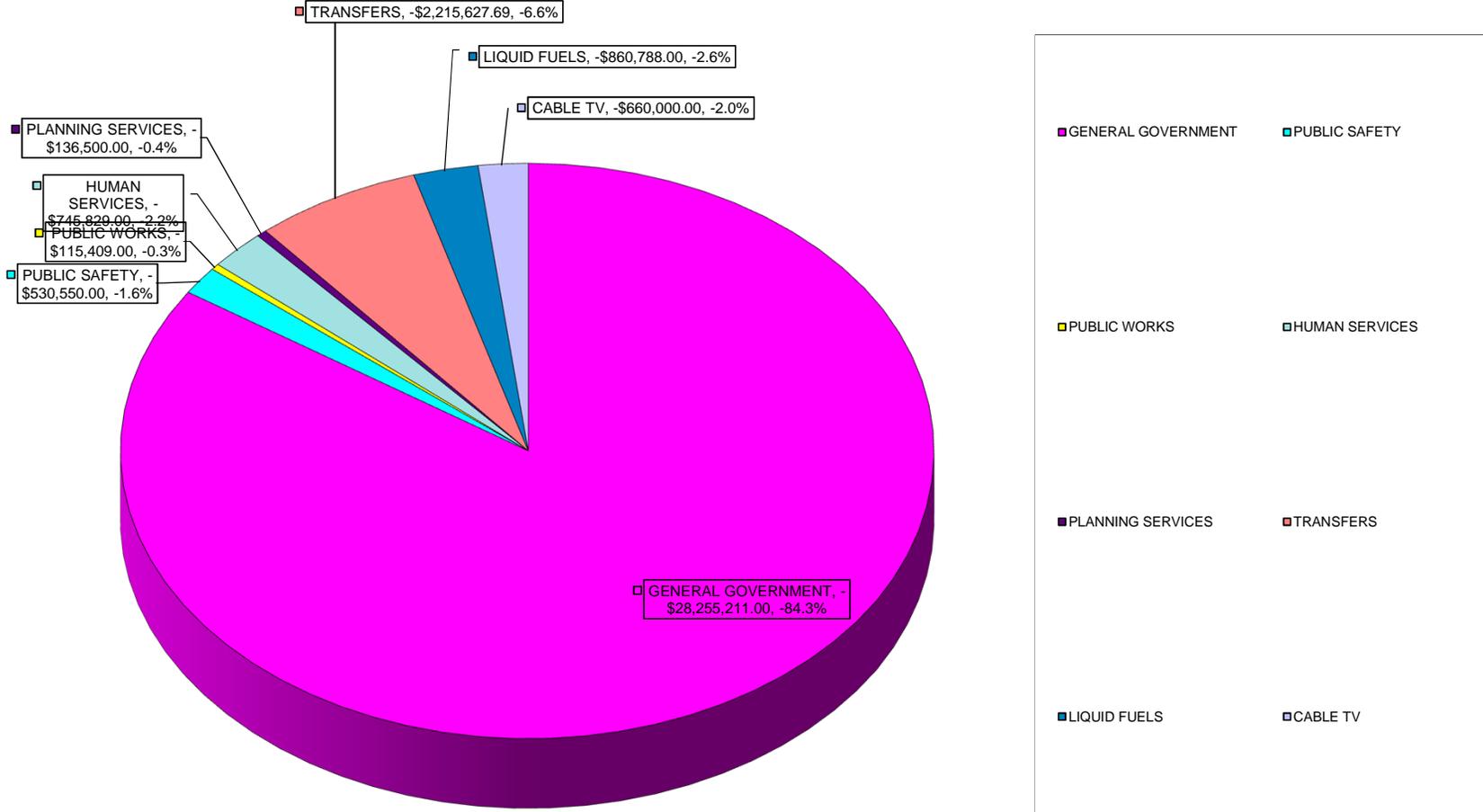


MUNICIPALITY OF MONROEVILLE 2018 BUDGET REVENUE SUMMARY

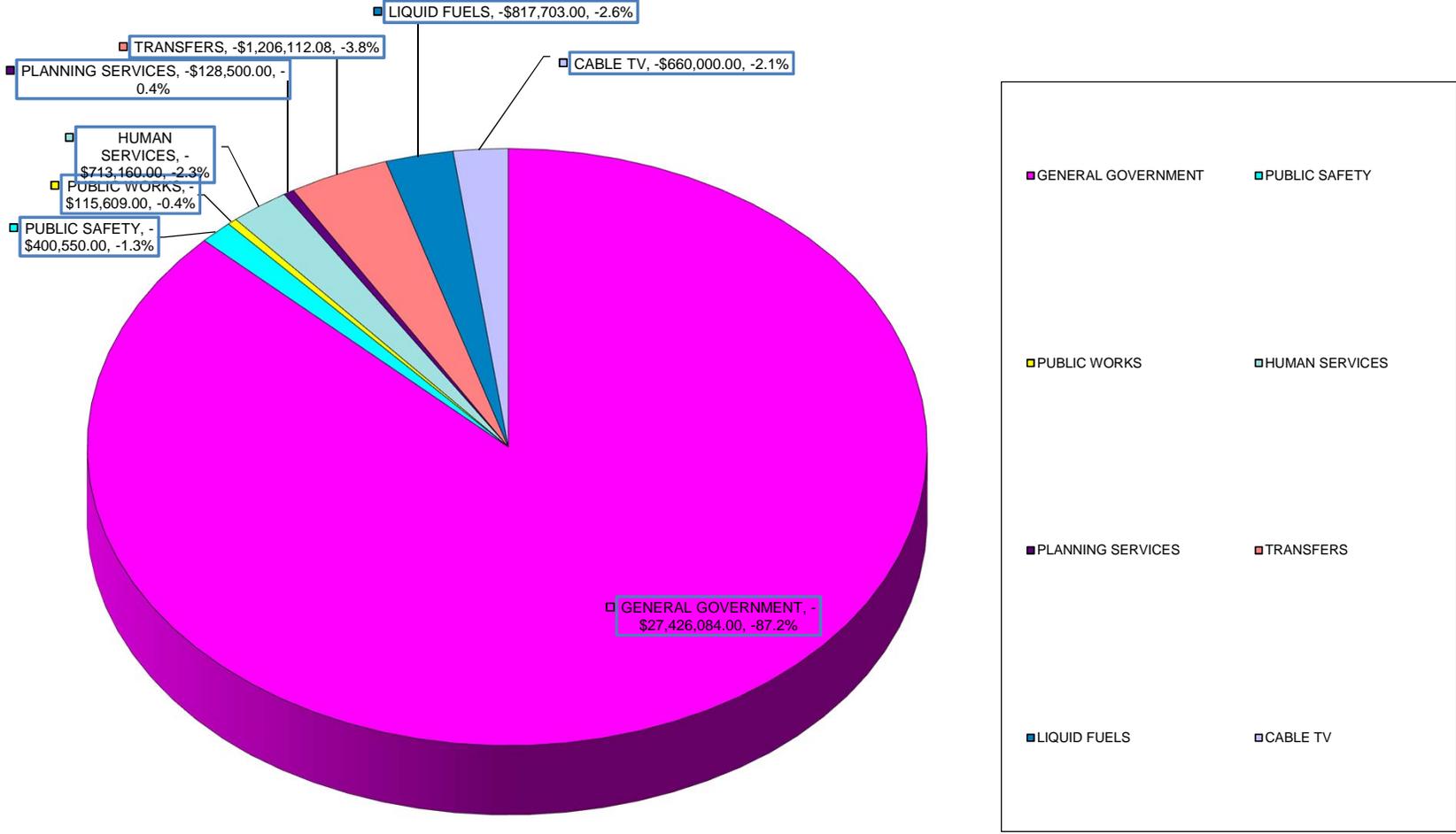


DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/2017	2017 REVISED BUDGET	2018 BUDGET	% CHANGE 2017-2018	\$ CHANGE 2017-2018
001-1100	MAYOR AND MUNICIPAL COUNCIL	-10,000.00	0.00	-10,000.00	0.00	-10,000.00	-10,000.00	0.00%	0.00
001-1200	MUNICIPAL MANAGER'S OFFICE	-200,422.72	-102,413.83	-179,153.76	-172,323.84	-177,500.00	-177,500.00	0.00%	0.00
001-1300	TAX COLLECTION	-24,668,583.53	-17,727,555.87	-18,029,840.14	-20,060,601.71	-16,830,800.00	-17,280,000.00	2.67%	449,200.00
001-1320	EARNED INCOME TAX	0.00	-7,412,659.78	-7,640,478.51	-4,057,441.32	-7,250,000.00	-7,550,000.00	4.14%	300,000.00
001-1500	FINANCE	-2,219,111.18	-3,953,120.39	-3,283,332.15	-3,605,050.98	-3,032,784.00	-3,237,711.00	6.76%	204,927.00
001-1600	HUMAN RESOURCES/INSURANCE	-35.70	-678.22	-1,550.00	-315.16	0.00	0.00	100.00%	0.00
001-2110	EMERGENCY COMMUNICATIONS	-52,700.00	-41,700.00	-43,700.00	-20,000.00	-25,500.00	-25,500.00	0.00%	0.00
001-2120	POLICE PATROL	-82,263.56	-88,888.68	-75,947.25	-66,709.10	-88,000.00	-173,000.00	96.59%	85,000.00
001-2130	CRIMINAL INVESTIGATION	0.00	0.00	0.00	0.00	0.00	-35,000.00	100.00%	35,000.00
001-2135	POLICE SUPPORT SERVICES	-28,828.00	-33,555.00	-31,835.00	-26,340.00	-31,550.00	-31,550.00	0.00%	0.00
001-2300	FIRE/BUILDING/CODE ENFORCEMENT	-202,042.89	-265,167.32	-215,751.56	-307,525.06	-225,000.00	-235,000.00	4.44%	10,000.00
001-2500	PUBLIC SAFETY TRAINING CENTER	-24,000.00	-25,303.87	-31,080.00	-22,500.00	-30,500.00	-30,500.00	0.00%	0.00
001-3210	SNOW & ICE CONTROL	-1,595.00	-108,985.06	-35,187.85	-36,243.46	-35,188.00	-35,188.00	0.00%	0.00
001-3340	RECYCLING	-17,000.55	-44,006.93	-25,861.95	-11,619.01	-22,121.00	-22,121.00	0.00%	0.00
001-3350	ANIMAL CONTROL	-1,080.00	-3,524.04	-856.68	-2,905.60	-1,000.00	-1,000.00	0.00%	0.00
001-3365	COMMUNITY PARK	-22,300.91	-14,359.52	-13,240.00	-18,050.00	-36,800.00	-36,600.00	-0.54%	-200.00
001-4500	RECREATION, PARKS & HUMAN SERV	0.00	0.00	-58.88	0.00	0.00	0.00	100.00%	0.00
001-4600	HUMAN SERVICES	-49,719.00	-27,138.93	-69,386.00	-46,985.00	-107,150.00	-106,650.00	-0.47%	-500.00
001-4700	LEISURE LEARNING	-104,564.65	-172,425.45	-121,859.68	-107,970.10	-113,600.00	-113,600.00	0.00%	0.00
001-4900	MONROEVILLE COMMUNITY POOL	-60,918.19	-71,315.10	-66,216.45	-57,670.26	-57,100.00	-59,600.00	4.38%	2,500.00
001-5100	COMMUNITY DEVELOPMENT	-131,226.00	-114,502.59	-90,310.57	-92,890.65	-128,500.00	-136,500.00	6.23%	8,000.00
001-6100	ENGINEERING	375.00	-9,515.00	-16,415.00	-16,265.00	-20,500.00	-20,500.00	0.00%	0.00
001-7100	SENIOR CITIZENS CENTER	-10,804.75	-25,581.00	-36,543.25	-39,469.75	-34,000.00	-37,000.00	8.82%	3,000.00
001-8100	MUNICIPAL LIBRARY	0.00	0.00	0.00	-42.30	0.00	0.00	100.00%	0.00
001-8200	LIBRARY ACLA	-217,450.16	-222,121.41	-223,310.16	-171,944.41	-223,281.00	-428,979.00	92.13%	205,698.00
001-8300	LIBRARY STATE AIDE	-186,832.02	-201,804.97	-270,340.04	-156,624.38	-178,029.00	0.00	-100.00%	-178,029.00
001-8400	INTEREST/TRANSFER	-119,382.97	-243.61	-8,890.02	-412,178.20	-1,206,112.08	-2,215,627.69	83.70%	1,009,515.61
001-9110	SANITARY SEWER LIENS	0.00	-125.00	0.00	0.00	0.00	0.00	100.00%	0.00
001-9200	LIQUID FUELS	0.00	0.00	0.00	0.00	-817,703.00	-860,788.00	5.27%	43,085.00
001-9801	CABLE TV	-640,963.35	-664,455.43	-658,413.40	-411,719.55	-660,000.00	-660,000.00	0.00%	0.00
Grand Total:		-29,051,450.13	-31,331,147.00	-31,179,558.30	-29,921,384.84	-31,342,718.08	-33,519,914.69	6.95%	2,177,196.61

2018 PROPOSED BUDGET REVENUES



2017 BUDGET REVENUES





2018

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

TAX COLLECTION

REVENUE: Real Estate Tax

The real estate tax is the most important source of revenue for the Municipality of Monroeville. In 2017, the current millage is 4 mills. Current real estate tax revenue will generate about 30 percent of the total general fund revenues. The tax is levied on commercial, residential and all other nonexempt real property. There are approximately 11,295 taxable properties in Monroeville. During 2001, every property in the county was given a new market value that determined the new assessment for each parcel. The revaluation program was necessary to correct inequities in the property assessment system. These inequities were the result of a 1997 court ruling requiring a full revaluation of all properties to ensure that all property owners pay their fair share of real estate taxes. Allegheny County had a court order to reassess all properties in the county by 2012. The County stated during the summer of 2011, and they would not be able to meet this deadline. Following various legal proceedings, the court ruling ultimately resulted in a requirement that Allegheny County reassess all properties in the County in 2013. There has been no significant increase in revenue from the real estate tax due to the reassessment. The current estimate of the 2018 assessed value is \$2,329,641,838.

The Real Estate Tax Collector for the Municipality and Gateway School District, per the Home Rule Charter, is elected.

The average rate of collection for the Real Estate Tax for the last five (5) years has remained about 97-98 percent of the levy. Approximately \$100,000 will be considered delinquent at the end of 2018.

In 2018, the Municipality will receive an estimated \$800,000 in proceeds from the Allegheny County Regional Asset District (ARAD) 1 percent sales tax. As mandated by law, two-thirds of those proceeds must be used to reduce municipal taxes.

In 2018, it is recommended that Real Estate Taxes for the Municipality continue to be due on the following payment schedule:

Discount	March 1 - April 30
Face	May 1 - June 30
Penalty	After June 30

Recommendation for 2018:

The real estate tax for 2018 is being held at 4 mills.

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

REVENUE: Earned Income Tax

The Municipality's second primary source of tax revenue is the Earned Income Tax (EIT). It is a tax on gross wages, salaries, commissions, net profits and other compensation earned by Monroeville Municipal Residents. EIT revenues are collected on a monthly basis.

In 2008, the Department of Community and Economic Development (DCED) undertook an Earned Income Tax Study which resulted in Act 32 of 2008. Act 32 reduced the 560 Earned Income Tax (EIT) collection entities across Pennsylvania to 69 Tax Collection Districts (TCD). The Municipality of Monroeville has been designated a member of the Allegheny County Southeast Tax Collection Committee (TCC). Each TCC has been tasked with the responsibility of hiring an Earned Income Tax Collector and the Allegheny County Southeast Tax Collection Committee has hired Keystone Collections Group to collect the Earned Income Tax. Earned Income Tax Collections by the TCC Tax Collector was mandatory for all Municipalities effective January 1, 2012.

Under Act 511, the Municipality is permitted to assess a one (1) percent tax on earned income, one-half of which is shared with the Gateway School District. As a Home Rule Municipality, Monroeville has the option of levying additional earned income tax under Act 62. Consequently, the Municipality from 1990-2017 imposed an additional 0.5 percent earned income tax increase.

Recommendation for 2018:

The Earned Income Tax rate continues at 0.5 percent levied under Act 511 and 0.5 percent levied under Act 62 for a total of one (1) percent.

ACT 511 TAXES

The Municipality relies on Act 511, the Local Tax Enabling Act and Act 62, the Home Rule and Optional Charters Act, to levy various non-real estate tax revenues. Currently, the Municipality levies the Earned Income Tax, the Mercantile and Business Privilege Tax, the Local Services Tax and the Realty Transfer Tax.

In 2017, it is projected that Act 511 taxes will raise an estimated \$15,300,000 in revenue for Monroeville. The revenue expected from these sources in 2018 without any change in tax rates amounts to approximately \$15,400,000. The 2018 revenue estimate is a conservative estimation of income from all Act 511 sources.

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

REVENUE: Mercantile Tax

The Mercantile Tax is imposed on gross receipts for all persons engaging in any wholesale, retail, restaurant activity or place of amusement. Businesses involved in manufacturing and agricultural activities qualify for exclusions. The rate is 2 mills on wholesale vendors and 2.5 mills on all others subject to the tax. Of this, a portion goes to the school district.

Recommendation for 2018:

No change in the mercantile tax is recommended for 2018.

REVENUE: Local Services Tax

The Local Services Tax (LST) is assessed on all individuals who work within the Municipality. This is a flat tax of \$52 per year after the first \$12,000 of earnings. This revenue source fluctuates with the number of individuals employed within the Municipality during the year. In 2018, approximately \$1,100,000 is expected to be raised from the current Local Service Tax. The Monroeville Tax Office has collected the local services tax on behalf of the Municipality. During 2007, the Gateway School District elected to receive \$5 of the \$52 assessment.

Recommendation for 2018:

The Local Services Tax rate of \$52 should be maintained for 2018.

REVENUE: Business Privilege Tax

The Business Privilege Tax is assessed on all persons engaging in any business rendering services from or attributable to a Monroeville office or place of business. The millage assessed is 4 mills on gross receipts collected by that business for services rendered.

Recommendation for 2018:

No change in the Business Privilege Tax is recommended for 2018.

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

REVENUE: Host Municipality Fees

Host Municipality Fees are \$1 per ton of refuse materials delivered to the landfill that is located within the Municipality.

Recommendation for 2018:

No change in the host municipality fee is recommended for 2018.

REVENUE: Mercantile Licenses

Mercantile licenses are charged to businesses engaging in a wholesale or retail trade, or dealer in goods, wares and merchandise, restaurants, etc. The annual fee is \$25.

Recommendation for 2018:

No change in the Mercantile License fee is recommended for 2018.

REVENUE: Business Privilege Licenses

Business Privilege Licenses are assessed to each person or business engaging in a service business in Monroeville. The annual license fee is \$25.

Recommendation for 2018:

No change in the Business Privilege License fee is recommended for 2018.

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

FINANCE AND PERSONNEL

REVENUE: Public Utilities Tax

The Public Utility Realty Tax (PURTA) is a tax collected by the state on tax-exempt property owned by public utilities and distributed back to the Municipality in which the property is located. The funds may be used for general municipal purposes. The magnitude of the tax rebate is related to the Municipality real estate tax rate as well as the dollar value of real estate taxes that are levied by the Municipality. Since the Municipality has no direct control over the amount of PURTA funds to be granted by the state, the actual value of PURTA in the immediately preceding year is used to set the next year's budget amount.

Recommendation for 2018:

The Municipality should budget the receipt of \$32,000 as its PURTA rebate.

REVENUE: Real Estate Transfer Tax

The Allegheny County Recorder of Deeds through the sale of deed transfer stamps collects the realty or deed transfer tax at the time of a real estate sale. Of the 2.5 percent tax collected on the value of the sale, 1 percent is distributed to the State. The remaining 1.5 percent is levied by the Municipality (1 percent) and Gateway School District (.5 percent). The total 1 percent tax levied by the Municipality has been made up of .5 percent authorized by Act 511 and .5 percent authorized by Act 62.

Recommendation for 2018:

The realty transfer tax rate should be maintained at 1 percent for 2018. In 2018, the Municipality should budget the receipt of \$900,000 for Real Estate Transfer Tax.

REVENUE: Regional Assets Tax

The Regional Assets Tax is an additional 1 percent sales tax imposed by the State of Pennsylvania under Act 77 of 1993.

Recommendation for 2018

The Municipality should budget the receipt of \$800,000 as its regional assets tax based on the amount received in 2017.

REVENUE: No Lien Letter Fees

No-lien letters are prepared for home sales to verify whether there are unrecorded municipal liens recorded against a property in the Municipality. The charge is \$30.

Recommendation for 2018:

The no lien letter fee should be maintained for 2018.

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

REVENUE: Police/General Employee Pension Act 205 Funds

On an annual basis, the Commonwealth of Pennsylvania allocates funds to be used for the support of the police and general employee pension systems. The source of funds is a state tax on casualty insurance written by companies located outside of Pennsylvania and held by Monroeville residents. The amount to be budgeted in any one year should generally be based on funds received the preceding year.

Recommendation for 2018:

Based upon the estimated receipt of \$804,935 in 2017, \$835,362 should be budgeted in 2018. The proposed distribution of the funds is reflected under the pension expenditure category in the appropriate departmental budgets. These funds in turn are distributed directly to the pension plans.

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

POLICE

REVENUE: Code Statute & Ordinance Violations

Violations of Pennsylvania Motor Vehicle Laws and/or Municipal Ordinances generate the revenues in this category. Fines and forfeitures are collected by the magistrate, the state and from various municipal departments for violations of municipal ordinances. These vary, of course, with the number, severity, and disposition of the violations.

REVENUE: Accident Reports

A fee of \$5 is charged to residents and \$15 is charged to nonresidents for each copy of an accident report that was provided.

REVENUE: Vendor Permits

Vendor permits are issued for soliciting. Application fee is \$10. Permit fees are \$10 per day, \$50 per week, \$200 per month or \$350 per year.

REVENUE: False Burglar Alarms

False Burglar Alarms are charged as follows, less than 4 alarms per calendar year are no charge, 4 to 10 alarms per calendar year are charged \$25.00 per alarm and 11 or more alarms per calendar year are charged \$50.00 per alarm.

Recommendation for 2018:

No charges are recommended to be increased for 2018.

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

BUILDING & FIRE PROTECTION

REVENUE: Building Permits

Building permits are issued by the building department with the permit fee based on the square footage of the building and its cost with the minimum fee of \$50. The revenue source is directly affected by the economic health of the building industry.

REVENUE: Occupancy Permits

At the time a home or business is occupied by a new owner, the building department issues an occupancy permit after conducting an inspection of the premises. This ensures that each building is in conformance with municipal ordinances. Permits begin at \$50 for a single-family home. Permit fees are dependent on the size, use and square footage of the structure.

REVENUE: Fire Official Permits

Fire code permits are issued under the fire protection code for fire hazard systems. Total fee ranges from \$75 to \$350 depending upon the hazard listed on the permit.

REVENUE: Single-Family Dwelling Inspection fee

Inspection of all single-family dwellings upon real estate transaction for life safety requirements with a fee of \$75.

REVENUE: Apartment Building Inspection Fee

Inspection of all apartment buildings upon tenant change with a fee of \$35.

REVENUE: Rental Inspection Fee

Inspection program of all apartment buildings upon tenant change with a fee of \$75.

Recommendation for 2018:

No fees are recommended to be increased for 2018.

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

SNOW AND ICE CONTROL

REVENUE: Snow/Ice Control - Pennsylvania

By agreement, the Municipality is usually reimbursed \$12,621.31 per year by the Commonwealth of Pennsylvania for winter snow and ice removal on 4.91 miles of state roads located within Monroeville. The reimbursement is calculated on the lane miles covered by the services provided. However, in 2014, PennDOT paved a Municipal section of Northern Pike through the PennDOT Agility Program, whereby the Public Works Department will continue to plow 4.91 miles of state roads, but the Municipality will not be reimbursed the annual revenue between 2014-2019 (\$63,310.60) for PennDOT paving the Municipal section of Northern Pike.

REVENUE: Snow/Ice Control - Allegheny County

By agreement, the Municipality is reimbursed by the County of Allegheny for winter snow and ice removal on county roads located within Monroeville. The reimbursement is calculated on the lane miles covered by the services provided.

Recommendation for 2018:

In 2018, the reimbursement is \$47,314.

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

COMMUNITY DEVELOPMENT

REVENUE: Sign Permits

Signs permits costs are a \$50.00 application fee plus \$2.00 per square foot for all signage. Temporary banners are a \$100.00 flat fee, good for 30 days.

REVENUE: Land Subdivision Fees

Subdivision Review Fees are \$2,000.00 and \$350.00 for fewer than five (5) lots. Subdivision Approval Fees are \$50.00 per lot.

REVENUE: Rezoning Application Fees

Rezoning application fees are \$1,500 plus \$50 per acre.

REVENUE: Conditional Use Fees

Conditional Use Review fees are \$1,000.00. Conditional Use Approval fees are \$800.00 plus \$0.05 per square foot area of a structure or the cubic yards of earth moved or \$1,000.00 for Conditional Use without a structure.

REVENUE: Site Plan Fees

Site Plan Review fees are \$2,000.00. Site Plan Approval fees are \$500.00 plus \$0.05 per square foot of the proposed structure or addition to the existing structure.

REVENUE: Zoning Hearing Board Fees

Fees for the Zoning Hearing Board vary from a minimum of \$100 for a Variance, \$300 for Special Exceptions to \$1,000 plus \$100 per acre for a Use Variance.

REVENUE: Fence Permits

Permits for fences are \$50.

REVENUE: Mechanical Device License Fee

Mechanical devices are a flat charge of \$200 each; music machines are a flat charge of \$100 each; and games of chance devices are \$400 each for the first three machines and \$500 for additional machines. This tax is paid by those businesses that operate any mechanical device including electronic games.

Recommendation for 2018:

Permit fees are not recommended to be increased for 2018.

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

ENGINEERING

REVENUE: Street Opening Permits

Street opening permits are issued when it is necessary to make a cut into a Municipal street or right-of-way. This is designed to cover the cost of inspection and to ensure that the street is restored once the work has been completed. The charge per permit is \$50 plus additional charges for special items.

REVENUE: Grading Permits

Grading permits vary in price based on the amount of earth moved. The Engineering Department issues permits when grading takes place in Monroeville. These permits are \$125 for the first 5,000 yards plus \$15 per each 1,000 yards thereafter. Small residential permits are \$50 plus \$150 cleanup bond.

Recommendation for 2018:

No fees are recommended to be increased for 2018.

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

REVENUE: Interest Earnings

The Municipality invests its cash in various interest-bearing instruments and accounts. These include regular savings accounts, cash consolidation investment accounts and certificates of deposit. The amount earned each year fluctuates with the interest rate and the amount of cash available for investment. When interest rates are high, the Municipality enjoys favorable interest rates but as the prime rate falls, so do the rates on investments. This year rates have ranged from .75 to 1.00 percent depending on the amount and duration of the investment.

Recommendation for 2018:

In 2018, the General Fund will gain at least a one percent (1%) return with idle funds placed in Huntington Bank's MMAX Account for a higher yield which is FDIC insured. Also, the Municipality will utilize PLGIT'S Prime Fund currently at 1.6% return.

REVENUE: OPEB Fund

During 2006, the Municipal Council authorized the investment of the Other Post Employment Fund (OPEB). The 2017 Budget reflects reimbursement from the OPEB Fund for retiree benefit payments made from the General Fund in the amount of \$1,000,000.

USE OF FUND BALANCE:

The fund balance has a tentative budget usage of \$1,178,627.

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

STATE LIQUID FUELS

REVENUE: State Liquid Fuels

Each year the Municipality receives an allocation from the Commonwealth of Pennsylvania for the maintenance of the Municipality's streets and roads. The funds are the Municipality's proportionate share of the state levied gasoline tax. The share is based upon a formula which takes into account Monroeville's population (28,383) and miles (98.28) of improved roads. The use of the funds is restricted to street lighting, snow removal supplies, street maintenance supplies and the purchase of certain equipment.

Recommendation for 2018:

The 2018 budgeted amount of \$860,788.00 reflects the amount that has already been indicated by the Pennsylvania Department of Transportation to be used for budgetary purposes.

CABLE TV FRANCHISE FEES

REVENUE: Cable TV Franchise Fees

The Cable TV franchise fee is a percentage of sales revenue generated by the local Cable TV Companies.

Recommendations for 2018:

The franchise fee shall again remain at 5% of gross revenue for Verizon and Comcast for 2018.



2018

DEPARTMENT OF RECREATION, PARKS AND HUMAN SERVICES 2018

Please note: N/I denotes No Increase

Nonresident surcharge of \$10.00 on all recreation programs

(Pitcairn residents excluded from surcharge on programs held in Gateway School District facilities)

SWIM PROGRAMS

<u>Adult Swim Programs</u>	<u>2017</u>	<u>2018</u>
POWW Program.....	\$50.00	\$50.00
Adult Instruction.....	\$50.00	\$50.00
Water Aerobics.....	\$50.00	\$50.00

Swim Instruction

Adaptive Aquatics (disabled youth, ages 6 years+).....	\$45.00	\$45.00
Parent Child Aquatics (age 4 months - 1 year w/parent)		
Six Sessions.....	\$45.00	\$45.00
Eight Sessions.....	\$50.00	\$50.00
Preschool Swim (ages 4 - 5 years)		
Six Sessions.....	\$45.00	\$45.00
Eight Sessions.....	\$50.00	\$50.00
Learn to Swim (Levels I - VI)		
Six Sessions.....	\$50.00	\$50.00
Eight Sessions.....	\$55.00	\$55.00
Scuba Diving.....	**	**

**Fees set by Diving School, may vary from provided figures

Recreational Swim (Walk-in)

Youth/Senior (ages 3 - 17, 65+).....	\$5.00	\$5.00
Adult (ages 18 - 64).....	\$6.00	\$6.00
Family.....	\$13.00	\$13.00

MONROEVILLE COMMUNITY POOL SEASON PASS RATES

<u>Descriptions</u>	<u>2017</u>	<u>2018</u>
Family of 2 - resident.....	\$190.00	\$200.00
Family of 2 - nonresident.....	\$240.00	\$250.00
Family of 3 - resident.....	\$205.00	\$215.00
Family of 3 - nonresident.....	\$260.00	\$270.00
Family of 4 - resident.....	\$225.00	\$235.00
Family of 4 - nonresident.....	\$295.00	\$305.00

Family of 5+ (No more than 8) - resident.....	\$240.00	\$250.00
Family of 5+ (No more than 8) - nonresident.....	\$315.00	\$325.00
Nanny (18+ years, bought in conjunction with family pass).....	\$90.00	\$100.00

MONROEVILLE COMMUNITY POOL SEASON PASS RATES (continued)

Individual (ages 13+ years) - resident.....	\$120.00	\$130.00
Individual (ages 13+ years) - nonresident.....	\$150.00	\$160.00
Individual (ages 13+ years) - resident, disabled.....	\$45.00	\$55.00
Senior, Individual (ages 65+ years) - resident.....	\$50.00	\$60.00
Senior, Individual (ages 65+ years) - nonresident.....	\$75.00	\$85.00
Senior, Family of 2 (ages 65+ years) - resident.....	\$75.00	\$85.00
Senior, Family of 2 (ages 65+ years) - nonresident.....	\$110.00	\$120.00
Half-Season Discount - 2nd Monday in July.....	**	**
Pre-Season Discount - January 1 - April 30 (Resident Pass Only).....	**	**
Pass replacement fee.....	\$10.00	\$10.00

MONROEVILLE COMMUNITY POOL DAILY ADMISSION CHARGES

Adult - resident.....	\$6.00	\$6.00
Adult - nonresident.....	\$8.00	\$8.00
Youth/Senior - resident.....	\$4.00	\$4.00
Youth/Senior - nonresident.....	\$7.00	\$7.00

OTHER MONROEVILLE COMMUNITY POOL FEES*

Birthday Parties (up to 10 children, includes use of Party Room).....	\$125.00	\$125.00
Each child above the initial 10 children.....	\$10.00	\$10.00
Facility Rental (excluding Concession & Party Room) 8:00 -11:00 PM		
Resident - 75 people or less.....	\$225.00	\$225.00
Nonresident - 75 people or less.....	\$350.00	\$350.00
Up-Charge - per group of 1-25 additional people.....	\$45.00	\$45.00
Additional Hour (11:00 PM -12:00 AM).....	\$60.00	\$60.00
Concession Stand or Party Room Rental.....	\$30.00	\$30.00

Sand Volleyball Court in Conjunction with Pavilion Rental		
Daylight Hours.....	No Additional Charge	No Add'l Charge
Under the Lights (until 11:00 PM).....	25.00	25.00

RECREATION PROGRAM FEES

<u>Adult/Teen Programs:</u>	<u>2017</u>	<u>2018</u>
Adult Acting (6 Weeks).....	One Day per Week	**
Adult Sign Language (6 Weeks).....	One Day per Week	**
Adventure Boot Camp (4 Weeks).....	Varies with Class	**

Aerobics (6 Weeks).....	Varies with Class	**	**
Arts & Crafts Programs.....	Various Classes	**	**
Basic Math Review (6 Weeks).....	One Day per Week	**	**
Cardio Kick Boxing (6 Weeks).....	Two Day per Week	\$93.00	\$93.00
Cardio Kick Boxing (12 Weeks).....	Three Days per We	**	**
Ceramics.....	One Time	**	**
Crochet (3 Weeks).....	One Day per Week	**	**
Dance (6 Weeks).....	One Day per Week	**	**
Dog Agility (6 Weeks).....	One Day per Week	\$125.00	\$125.00
Dog Obedience (6 Weeks).....	One Day per Week	\$125.00	\$125.00
Drivers Education - Theory Only (6 Weeks).....	One Day per Week	\$150.00	\$150.00
Drivers Education - Theory & On-the-Road (6 Weeks).....	One Day per Week	\$470.00	\$470.00
Exercise Ball Program (with equipment).....	One Day per Week	**	**
Exercise Tubing Program (with equipment).....	One Day per Week	**	**
Fencing (8 Weeks).....	One Day per Week	**	**
Golf (6 Weeks).....	One Day per Week	**	**
High School Study Skills (4 Weeks).....	One Day per Week	**	**
SAT Prep (6 Weeks).....	One Day per Week	\$90.00	\$90.00
Skiing/Snowboarding (5 Weeks).....	One Day per Week	**	**
Snowshoe by Moonlight.....	Per Hike	**	**
Social Recreation Programs.....	Various Classes	**	**
Swing Dance (6 Weeks).....	One Day per Week	**	**
Tai Chi (6 Weeks).....	One Day per Week	\$42.00	\$42.00
Teen/Youth Sign Language (6 Weeks).....	One Day per Week	**	**
Tennis (6 Weeks).....	One Day per Week	\$60.00	\$60.00
Trips & Tours.....	Per Trip	**	**
Volleyball	One Day per Week	\$5.00 per	\$5.00 per
Yoga (6 Weeks).....	One Day per Week	\$50.00	\$50.00
Zumba (6 Weeks).....	One Day per Week	\$27.00	\$27.00
Clinics (Rollerblading, Bicycle, Skateboarding - 6 Weeks).....	One Day per Week	**	**
Beginner Fly Tying (6 Weeks)	One Day per Week	\$30.00	\$30.00
Just Once Piano By Ear (6 Weeks)	One Time	\$25.00	\$25.00
Pilates (6 Weeks)	One Day per Week	\$50.00	\$50.00

Youth Programs:

Camp Chipewee - resident.....	Per Day	\$13.00	\$13.00
Camp Chipewee - nonresident.....	Per Day	\$25.00	\$25.00
Ceramics.....	One Time	**	**
Cheerleading Program (6 Weeks).....	One Day per Week	**	**
Children Cooking Classes.....	Varies with Class	50.00	50.00
Children Dance Classes (6 Weeks).....	Varies with Class	**	**
Clinics (Basketball, Softball, Deck Hockey - 6 Weeks).....	One Day per Week	**	**
Clinics (Rollerblading, Bicycle, Skateboarding - 6 Weeks).....	One Day per Week	**	**
Computer Explorers Program (4 Weeks).....	One Day per Week	**	**
Day Camp - (Full Day, no field trips or camp shirts).....	Five Days per Weel	\$115.00	\$125.00
Day Camps (Full Day).....	Five Days per Weel	\$135.00	\$145.00
Day Camps (Full Day + Friday Swim Lesson).....	Five Days per Weel	\$140.00	\$150.00

Golf (Beginner).....	One Day per Week	55.00	55.00
Kids Against Drugs (6 Weeks).....	One Day per Week	54.00	54.00
Kindermusik (15 Weeks).....	One Day per Week	N/I**	N/I**
Music Camps.....	Varies with Class	**	**
Musical Theater Workshop	Varies with Class	**	**
One/Two Session Workshop	One/Two Day	**	**
Safety Town.....	Five Days per Week	\$60.00	\$60.00
Science Programs.....	One Day per Week	**	**
Skiing (5 Weeks).....	One Day per Week	**	**
Snag Golf (6 Weeks).....	One Day per Week	**	**
Sport Camps (1 Week).....	Five Days per Week	**	**
Sports Camp (2 Weeks).....	Five Days per Week	**	**
Tennis (6 Weeks).....	One Day per Week	**	**
Volleyball (5 Weeks).....	One Day per Week	**	**

Red Cross/Heart Assoc Certification Courses:

AHA Heart Saver CPR.....	30 Hour Course	**	**
Baby-Sitting.....	8 Hour Course	**	**
Guard Start.....	6 Hour Course	**	**
Lifeguard Certification.....	30 Hour Course	**	**

Sports Leagues:

Basketball - Grades 1 through 12.....	12 to 13 Weeks	\$70.00	\$70.00
Competitive Basketball - Grades 5 through 8.....	12 to 13 Weeks	\$80.00	\$80.00
Girls Softball - 9 Year Old and Up			
Slowpitch League.....	12 to 14 Weeks	\$70.00***	\$70.00***
Fastpitch League.....	14 to 16 Weeks	\$80.00***	\$80.00***
Deck Hockey	12 to 13 Weeks	\$75.00**	\$75.00**

Other Charges:

Late Registration Surcharge.....	<u>10.00</u>	<u>10.00</u>
Nonresident Surcharge.....	10.00	10.00

(Pitcairn residents excluded from surcharge on programs held in Gateway School District facilities)

Processing Fee (cancellation/transfer applies to all recreation & park fees).....	<u>10</u>	<u>10</u>
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** Price determined by instructor fee and material costs, may vary from provided figure.

Certification course fees reflect current Red Cross rates, may vary from provided figure.

Trips & Tour charges based on entry fees, food and transportation costs.

*** Family Discount of \$5.00 for each additional child enrolled in these programs, excluding first enrollee.

PLAYING FIELD & COURT PERMIT FEES*

Playing Fields & Volleyball Courts

Organized League Play (non-specific teams - 12 weeks).....	\$150.00	\$150.00
Resident Teams - Baseball/Softball & Travel Soccer Fields (12 Weeks).....	\$75.00	\$75.00
Resident Teams - In-House Soccer Fields (12 Weeks).....	\$75.00	\$75.00

All-Resident Youth Teams per participant.....	N/C	N/C
Nonresident on Teams - Up-Charge Per Individual.....	\$15.00	\$15.00
Full-Day Use (9:00 AM - 9:00 PM, non-lighted field/court) - Resident.....	\$75.00	\$75.00
Full-Day Use (9:00 AM - 9:00 PM, non-lighted field/court) - Nonresident.....	\$115.00	\$115.00
Playing Fields/Courts under Lights Per Hour	\$50.00	\$50.00
Volleyball Courts under Lights (per season permit).....	\$85.00	\$85.00
Single-Use Field Permit (Limit 3 per year).....	\$50.00	\$50.00
Single-Use Court Permit (Limit 3 per year).....	\$50.00	\$50.00
MCP West (Baseball/Softball Fields) - Resident Rates		
One Field - Full Day (includes lights).....	\$500.00	\$500.00
Two Fields - Full Day (includes lights).....	\$575.00	\$575.00
Three Fields - Full Day (includes lights).....	\$650.00	\$650.00
Four Fields - Full Day (includes lights).....	\$725.00	\$725.00
Five Fields - Full Day (includes lights).....	\$800.00	\$800.00
Tournaments (Soccer Fields) - Resident Rates		
Travel Field - Full Day (includes lights).....	\$250.00	\$250.00
In-House Fields - Full Day (per field).....	\$125.00	\$125.00
MCP West (Baseball/Softball Fields) - Nonresident Rates		
One Field - Full Day (includes lights).....	\$700.00	\$700.00
Two Fields - Full Day (includes lights).....	\$775.00	\$775.00
Three Fields - Full Day (includes lights).....	\$850.00	\$850.00
Four Fields - Full Day (includes lights).....	\$925.00	\$925.00
Five Fields - Full Day (includes lights).....	\$1,000.00	\$1,000.00
Tournaments (Soccer Fields) - Nonresident Rates		
Travel Field - Full Day (includes lights).....	\$325	\$325.00
In-House Fields - Full Day (per field).....	75.00	75.00
Tennis Courts		
Per Season (12 Weeks).....	20.00	20.00
Single Use (per hour).....	2.00	2.00

Please Note: All playing field and court permits are issued for two-hour time period, unless otherwise noted.

FACILITY PERMIT FEES*

Facility Permit Fees are refundable if cancelled no less than 60 days prior to event date - Cancellation Fees apply.

	<u>2017</u>	<u>2018</u>
Standard Pavilion (maximum 100 person).....	\$80.00	\$80.00
Nonresident.....	\$115.00	\$115.00
Large Pavilion (maximum 125 person).....	\$100.00	\$100.00
Nonresident.....	\$145.00	\$145.00
Extra-Large Pavilion (maximum 250 person).....	\$165.00	\$165.00
Nonresident.....	\$240.00	\$240.00
Amphitheater		
2-5 Hours - Resident.....	\$120.00	\$120.00
2-5 Hours - Nonresident.....	\$230.00	\$230.00

5-10 Hours - Resident.....	\$220.00	\$220.00
5-10 Hours - Nonresident.....	\$430.00	\$430.00
Amphitheater - Wedding Ceremony		
2-Hour Ceremony - Resident.....	\$150.00	\$150.00
2-Hour Ceremony - Nonresident.....	\$260.00	\$260.00
Beer/Wine Permit.....	\$50.00	\$50.00
Wedding Gazebo		
1-Hour Photo Session - Resident.....	\$40.00	\$40.00
1-Hour Photo Session - Nonresident.....	\$55.00	\$55.00
2-Hour Ceremony - Resident.....	\$90.00	\$90.00
2-Hour Ceremony - Nonresident.....	\$130.00	\$130.00
Concession Stand - Day Rental (Community Park East).....	N/I	N/I
Concession Stand - Day Rental (Community Park West).....	N/I	N/I
Concession Stand - Seasonal Use (Community Park West), % of Gross.....	N/I	N/I
Beer/Wine Permit.....	\$50.00	\$50.00
Security Deposit (refunded if all permit conditions met)		
Standard Pavilion.....	\$80.00	\$80.00
Large Pavilion.....	\$80.00	\$80.00
Extra-Large Pavilion.....	\$80.00	\$80.00
Amphitheater.....	\$300.00	\$300.00
Wedding Gazebo (ceremony only).....	\$90.00	\$90.00
**Monroeville Foundation Fee for Security Deposit Refund Donation (10% will be based on 100% or 50% of Refund Donation)	10%	10%

*Department programs & functions have priority over all other uses.

PARK RESIDENCE

	<u>2017</u>	<u>2018</u>
Hawkeye Park House Rental****	\$400.00	\$400.00
****Discounted rate for performing Park Host responsibilities		



MUNICIPALITY OF MONROEVILLE 2018 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/2017	2017 REVISED BUDGET	2018 BUDGET
MAYOR AND MUNICIPAL COUNCIL							
001-1100	000313 CONTRIBUTIONS-CVB FIREWORK	-10,000.00	0.00	-10,000.00	0.00	-10,000.00	-10,000.00
	TOTAL	-10,000.00	0.00	-10,000.00	0.00	-10,000.00	-10,000.00
MUNICIPAL MANAGER'S OFFICE							
001-1200	000308 JACK SEDLAK MEMORIAL CLEAN-	-2,770.52	-2,413.83	-3,153.76	-2,323.84	-2,500.00	-2,500.00
001-1200	000347 SPECIAL EVENTS	0.00	0.00	-1,000.00	0.00	0.00	0.00
001-1200	000413 MFA CONTRIBUTION	-197,652.20	-100,000.00	-175,000.00	-170,000.00	-175,000.00	-175,000.00
	TOTAL	-200,422.72	-102,413.83	-179,153.76	-172,323.84	-177,500.00	-177,500.00
TAX COLLECTION							
001-1300	000001 CURR REAL ESTATE TAX	-9,048,090.19	-8,967,967.88	-8,931,595.23	-8,888,992.49	-8,800,000.00	-9,000,000.00
001-1300	000002 DEL REAL ESTATE TAX	0.00	-130,039.44	-127,522.78	-139,472.99	0.00	-100,000.00
001-1300	000003 LIENED REAL ESTATE	-53,910.40	-41,941.66	0.00	0.00	0.00	0.00
001-1300	000004 KEYSTONE DEL EIT	0.00	0.00	0.00	0.00	0.00	0.00
001-1300	000005 TAX OFF CURRENT EIT	-30,516.40	1.10	0.00	0.00	0.00	0.00
001-1300	000006 TAX OFFICE DEL EIT	-456.48	-359.80	-317.82	-118.50	0.00	0.00
001-1300	000007 MERCANTILE TAX	-2,824,782.02	-3,031,934.48	-3,210,153.88	-3,528,172.21	-3,150,000.00	-3,300,000.00
001-1300	000008 DEL MERCANTILE TAX	-50,578.38	-242,969.61	-407,638.37	-350,972.95	-60,000.00	-70,500.00
001-1300	000009 KEYSTONE CURR EIT	-7,874,984.18	0.00	0.00	-2,200,178.04	0.00	0.00
001-1300	000010 CURR BUSINESS PRIV TAX	-2,951,680.58	-3,191,035.30	-3,415,029.40	-3,293,191.71	-3,225,000.00	-3,225,000.00
001-1300	000013 DEL BUSINESS PRIV TAX	-214,497.70	-807,619.36	-610,326.28	-542,159.83	-375,000.00	-300,000.00
001-1300	000014 DEL LST	-351,489.67	0.00	-28,882.77	-20,642.06	-20,000.00	-20,000.00
001-1300	000015 BERKHEIMER DEL EIT	0.00	0.00	0.00	0.00	0.00	0.00
001-1300	000017 COSTS RECOVERED BY TAX OFF	-1,043.96	-29,232.96	-16,793.80	-13,072.43	0.00	-60,000.00
001-1300	000021 LOCAL SERVICES TAX	-793,252.88	-1,162,458.17	-1,178,314.09	-974,839.46	-1,100,000.00	-1,100,000.00
001-1300	000025 COSTS RECOVERED BY TAX OFF	0.00	0.00	0.00	-2,740.53	0.00	-5,000.00
001-1300	000040 HOST MUNICIPALITY FEES	-382,176.34	0.00	7,252.27	0.00	0.00	0.00
001-1300	000101 MERCANTILE LICENSE	-20,114.48	-18,049.00	-19,075.16	-19,251.35	-19,000.00	-19,000.00
001-1300	000122 TAX CERTIFICATION	0.00	0.00	0.00	0.00	0.00	0.00
001-1300	000123 BUSINESS PRIVILEGE LICENSE	-35,575.70	-38,185.80	-38,925.28	-39,285.36	-37,000.00	-37,000.00
001-1300	000124 DEL MERCANTILE LICENSE	55.38	-3,383.05	-1,650.00	-2,330.00	-800.00	-500.00
001-1300	000125 DEL BUSINESS PRIV LICENSE	-1,876.23	-11,210.19	-9,012.97	-8,139.66	-4,000.00	-3,000.00
001-1300	000307 PSD COMMISSIONS	-19,120.32	-36,109.27	-29,723.58	-27,565.14	-25,000.00	-25,000.00
001-1300	000349 TRADE SHOW	-14,493.00	-15,061.00	-12,131.00	-9,477.00	-15,000.00	-15,000.00
	TOTAL	-24,668,583.53	-17,727,555.87	-18,029,840.14	-20,060,601.71	-16,830,800.00	-17,280,000.00
EARNED INCOME TAX							
001-1320	000009 KEYSTONE CURR EIT	0.00	-7,412,659.78	-7,640,478.51	-4,057,441.32	-7,100,000.00	-7,400,000.00
001-1320	000022 KEYSTONE DELINQUENT	0.00	0.00	0.00	0.00	-150,000.00	-150,000.00
	TOTAL	0.00	-7,412,659.78	-7,640,478.51	-4,057,441.32	-7,250,000.00	-7,550,000.00



MUNICIPALITY OF MONROEVILLE 2018 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/2017	2017 REVISED BUDGET	2018 BUDGET	
FINANCE								
001-1500	000004	PUBLIC UTILITIES TAX	-25,949.50	-28,569.30	-29,079.59	-28,116.90	-32,000.00	-32,000.00
001-1500	000011	REAL EST TRANSFER TAX	-890,023.46	-1,094,740.43	-961,826.93	-1,207,977.80	-850,000.00	-900,000.00
001-1500	000018	REGIONAL ASSETS TAX	-693,330.44	-717,596.33	-797,060.45	-873,644.32	-700,000.00	-800,000.00
001-1500	000023	TAX OFFICE TRANSFER-RAD(LIB)	0.00	0.00	0.00	0.00	0.00	0.00
001-1500	000024	ACT 205 FUNDING	0.00	-729,190.95	-804,934.90	-835,362.11	-804,935.00	-835,362.00
001-1500	000040	HOST MUNICIPALITY FEES	0.00	-410,735.50	-412,224.54	-421,918.28	-400,000.00	-410,000.00
001-1500	000121	NO LIEN LETTERS	-16,020.00	-17,550.00	-19,080.00	-15,210.00	-18,000.00	-18,000.00
001-1500	000301	BUILDING RENTALS	0.00	0.00	0.00	-17,600.00	-16,200.00	-16,200.00
001-1500	000307	MAPS, COPIES, BOND ISSUE REF	-17,545.27	-29,379.70	-48,497.95	-11,758.55	-12,000.00	-15,000.00
001-1500	000413	OTHER ST GRANTS-FIRE RELIEF	-575,107.80	-920,264.03	-197,649.07	-178,923.00	-197,649.00	-197,649.00
001-1500	000613	GAS ROYALTIES	-1,134.71	-5,094.15	-1,467.21	-3,267.08	-2,000.00	-2,000.00
001-1500	000614	ACT 13 IMPACT FEES	0.00	0.00	-11,511.51	-11,272.94	0.00	-11,500.00
		TOTAL	-2,219,111.18	-3,953,120.39	-3,283,332.15	-3,605,050.98	-3,032,784.00	-3,237,711.00
HUMAN RESOURCES/INSURANCE								
001-1600	000307	HEALTHCARE CONTRIBUTIONS	-35.70	-678.22	-1,550.00	-315.16	0.00	0.00
		TOTAL	-35.70	-678.22	-1,550.00	-315.16	0.00	0.00
EMERGENCY COMMUNICATIONS								
001-2110	000307	RENT/DISPATCHING SERVE	-52,700.00	-41,700.00	-43,700.00	-20,000.00	-25,500.00	-25,500.00
		TOTAL	-52,700.00	-41,700.00	-43,700.00	-20,000.00	-25,500.00	-25,500.00
POLICE PATROL								
001-2120	000201	CODE STAT & ORD VIOLATION	-67,498.56	-74,128.68	-62,642.25	-54,444.10	-75,000.00	-75,000.00
001-2120	000306	ACCIDENT REPORTS	-14,765.00	-14,760.00	-13,305.00	-12,265.00	-13,000.00	-13,000.00
001-2120	000413	OTHER STATE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
001-2120	000421	OVERTIME REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	-85,000.00
		TOTAL	-82,263.56	-88,888.68	-75,947.25	-66,709.10	-88,000.00	-173,000.00
CRIMINAL INVESTIGATION								
001-2130	000421	OVERTIME REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	-35,000.00
		TOTAL	0.00	0.00	0.00	0.00	0.00	-35,000.00
POLICE SUPPORT SERVICES								
001-2135	000102	VENDOR PERMIT	-3,650.00	-11,030.00	-8,710.00	-6,200.00	-9,000.00	-9,000.00
001-2135	000106	BURGLAR ALARM PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
001-2135	000205	FALSE BURGLAR ALARMS	-8,628.00	-5,975.00	-4,475.00	-3,090.00	-6,000.00	-6,000.00
001-2135	000206	FALSE ALARM PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
001-2135	000401	STATE LIQUOR CONTROL TRANS	-16,550.00	-16,550.00	-18,650.00	-17,050.00	-16,550.00	-16,550.00
		TOTAL	-28,828.00	-33,555.00	-31,835.00	-26,340.00	-31,550.00	-31,550.00



MUNICIPALITY OF MONROEVILLE 2018 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/2017	2017 REVISED BUDGET	2018 BUDGET	
<u>FIRE/BUILDING/CODE ENFORCEMENT</u>								
001-2300	000108	BUILDING PERMITS	-88,332.35	-140,558.02	-113,348.80	-192,577.75	-100,000.00	-110,000.00
001-2300	000110	OCCUPANCY PERMITS	-33,517.93	-45,774.30	-28,549.76	-34,873.34	-40,000.00	-40,000.00
001-2300	000118	FIRE OFFICIAL PERMITS	-6,375.00	-4,775.00	-5,330.00	-4,625.00	-6,000.00	-6,000.00
001-2300	000120	OTHER LICENSES, PERMITS, ETC	-1,750.00	-2,475.00	-1,525.00	-1,100.00	-1,000.00	-1,000.00
001-2300	000204	FALSE FIRE ALARMS	-2,500.00	-1,600.00	-3,500.00	-2,650.00	-1,500.00	-1,500.00
001-2300	000307	MISCELLANEOUS	-2,952.61	-500.00	-17.00	-763.97	-500.00	-500.00
001-2300	000404	REAL ESTATE TRANS INSP	-25,305.00	-34,085.00	-26,440.00	-28,605.00	-30,000.00	-30,000.00
001-2300	000405	APARTMENT INSPECTION	-35,935.00	-34,650.00	-34,016.00	-37,935.00	-42,000.00	-42,000.00
001-2300	000407	RENTAL PROPERTY INSPECTION	-5,375.00	-750.00	-3,025.00	-4,395.00	-4,000.00	-4,000.00
		TOTAL	-202,042.89	-265,167.32	-215,751.56	-307,525.06	-225,000.00	-235,000.00
<u>PUBLIC SAFETY TRAINING CENTER</u>								
001-2500	000307	FIRE TRAINING CTR	-24,000.00	-25,303.87	-31,080.00	-22,500.00	-30,000.00	-30,000.00
001-2500	000308	TRAINING TUITION	0.00	0.00	0.00	0.00	-500.00	-500.00
		TOTAL	-24,000.00	-25,303.87	-31,080.00	-22,500.00	-30,500.00	-30,500.00
<u>SNOW & ICE CONTROL</u>								
001-3210	000408	SNOW REMOVAL - PENN DOT	-1,595.00	0.00	0.00	0.00	0.00	0.00
001-3210	000409	SNOW REMOVAL - COUNTY	0.00	-108,985.06	-35,187.85	-36,243.46	-35,188.00	-35,188.00
		TOTAL	-1,595.00	-108,985.06	-35,187.85	-36,243.46	-35,188.00	-35,188.00
<u>RECYCLING</u>								
001-3340	000413	RECYCLING GRANT	-4,334.96	-39,363.68	-20,368.98	-775.55	-19,621.00	-19,621.00
001-3340	000449	RECYCLING CANS & NEWSPAPER	-12,665.59	-4,643.25	-4,856.97	-10,736.46	-2,000.00	-2,000.00
001-3340	000450	RECYCLING CAN PURCHASES	0.00	0.00	-636.00	-107.00	-500.00	-500.00
		TOTAL	-17,000.55	-44,006.93	-25,861.95	-11,619.01	-22,121.00	-22,121.00
<u>ANIMAL CONTROL</u>								
001-3350	000402	KENNEL FEE	-1,080.00	-1,882.80	-856.68	-2,209.48	-1,000.00	-1,000.00
001-3350	000416	Pitcairn Kennel Fee	0.00	-1,641.24	0.00	-696.12	0.00	0.00
		TOTAL	-1,080.00	-3,524.04	-856.68	-2,905.60	-1,000.00	-1,000.00
<u>COMMUNITY PARK</u>								
001-3365	000302	PAVILION RENTALS PARKS	-25,015.00	-26,955.00	-28,775.00	-31,175.00	-26,000.00	-26,000.00
001-3365	000343	TENNIS PERMITS	-10.00	0.00	0.00	0.00	0.00	0.00
001-3365	000344	BEER PERMITS	-4,586.00	-3,675.00	-4,810.00	-4,550.00	-4,100.00	-4,100.00
001-3365	000351	BALL FIELD RENTAL	0.00	-2,300.00	0.00	0.00	-4,500.00	-4,500.00
001-3365	000354	VOLLEYBALL COURT RENTALS	-310.00	-180.00	-40.00	-20.00	-100.00	-100.00
001-3365	000357	WEDDING CEREMONIES	-1,795.00	-545.00	-1,850.00	-880.00	-1,600.00	-1,400.00
001-3365	000358	WEDDING PHOTO SHOOTS	-490.00	-420.00	-475.00	-650.00	-500.00	-500.00
001-3365	000359	PAVILION SECURITY DEPOSIT	15,185.00	20,828.00	22,710.00	19,225.00	0.00	0.00
001-3365	000613	GAS ROYALTIES	-5,279.91	-1,112.52	0.00	0.00	0.00	0.00
		TOTAL	-22,300.91	-14,359.52	-13,240.00	-18,050.00	-36,800.00	-36,600.00



MUNICIPALITY OF MONROEVILLE 2018 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/2017	2017 REVISED BUDGET	2018 BUDGET
RECREATION, PARKS & HUMAN SEI							
001-4500	000307 MISC SALES	0.00	0.00	-58.88	0.00	0.00	0.00
	TOTAL	0.00	0.00	-58.88	0.00	0.00	0.00
HUMAN SERVICES							
001-4600	000301 HAWKEYE HOUSE RENT	-3,075.00	-1,500.00	-750.00	-1,505.00	-4,500.00	-4,500.00
001-4600	000302 PAVILION RENTALS-PARKS	-48,060.00	-53,793.00	-57,310.00	-53,745.00	-30,000.00	-30,000.00
001-4600	000303 BALL FIELD-TENNIS W/ PICNIC RE	0.00	0.00	0.00	0.00	0.00	0.00
001-4600	000307 MISCELLANEOUS SALES	0.00	0.00	-20,000.00	0.00	0.00	0.00
001-4600	000344 BEER PERMITS	-3,675.00	-3,725.00	-3,525.00	-3,740.00	-3,800.00	-3,800.00
001-4600	000351 BALL FIELD RENTAL	-1,475.00	-75.00	0.00	0.00	0.00	0.00
001-4600	000354 VOLLEYBALL COURT RENTALS	-110.00	-90.00	-70.00	-30.00	0.00	0.00
001-4600	000355 BASEBALL FIELD RENTALS	-140.00	-200.00	-200.00	-40.00	0.00	0.00
001-4600	000359 PAVILION SECURITY DEPOSIT	12,845.00	15,330.00	15,680.00	15,650.00	0.00	0.00
001-4600	000380 CAMP CHIPEWEE	-5,429.00	-4,458.00	-2,911.00	-2,637.00	-3,500.00	-3,000.00
001-4600	000604 GIFTS GRANTS & PLEDGES	-600.00	21,372.07	-300.00	-938.00	-65,350.00	-65,350.00
	TOTAL	-49,719.00	-27,138.93	-69,386.00	-46,985.00	-107,150.00	-106,650.00
LEISURE LEARNING							
001-4700	000307 MERCHANDISE FOR SALE	-6,249.27	-59,201.12	-7,508.30	-4,784.33	-4,500.00	-4,500.00
001-4700	000308 RECREATION PROG - REGIST	-80,005.38	-95,882.33	-101,241.38	-88,845.77	-90,000.00	-90,000.00
001-4700	000309 BASKETBALL	-10,835.00	-10,747.00	-7,385.00	-8,120.00	-11,500.00	-11,500.00
001-4700	000310 SOFTBALL	-5,865.00	-5,365.00	-4,145.00	-4,465.00	-6,000.00	-6,000.00
001-4700	000353 PROGRAM NON RESIDENT FEE	-1,610.00	-1,230.00	-1,580.00	-1,755.00	-1,600.00	-1,600.00
	TOTAL	-104,564.65	-172,425.45	-121,859.68	-107,970.10	-113,600.00	-113,600.00
MONROEVILLE COMMUNITY POOL							
001-4900	000303 BIRTHDAY PARTIES	-1,655.00	-3,685.00	-3,371.00	-3,324.00	0.00	-2,500.00
001-4900	000307 MISCELLANEOUS SALES	-32.00	-353.00	-139.25	-52.00	-100.00	-100.00
001-4900	000315 RESIDENT SEASON FAM PASSES	-14,640.00	-13,219.00	-12,062.50	-11,716.00	-12,500.00	-12,500.00
001-4900	000316 NON-RES SEASON FAM PASS	-3,413.00	-1,322.00	-1,662.00	-2,487.00	-2,000.00	-2,000.00
001-4900	000317 HALF SEASON RES FAM PASS	-375.00	-310.00	-216.00	-561.00	-200.00	-200.00
001-4900	000319 ADULT SEASON PASSES	-3,307.00	-2,232.00	-1,622.00	-1,590.00	-2,000.00	-2,000.00
001-4900	000325 PASS REPLACEMENT	0.00	0.00	0.00	-82.61	0.00	0.00
001-4900	000331 RESIDENT DAILY ADMISSION	-11,377.00	-16,819.00	-16,735.00	-13,660.00	-14,000.00	-14,000.00
001-4900	000332 ADULT NON-RESIDENT	-290.00	-572.00	-300.00	-420.00	-300.00	-300.00
001-4900	000336 NON RESIDENT DAILY ADMISSION	-7,725.00	-12,218.00	-11,184.00	-7,124.00	-8,500.00	-8,500.00
001-4900	000340 CONCESSION SALES	-12,759.04	-15,374.35	-14,253.60	-13,340.87	-13,500.00	-13,500.00
001-4900	000345 GROUP RENTALS	-5,340.15	-5,087.75	-4,671.10	-3,312.78	-4,000.00	-4,000.00
001-4900	000347 SPECIAL EVENTS	-5.00	-123.00	0.00	0.00	0.00	0.00
001-4900	000413 OTHER STATE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	-60,918.19	-71,315.10	-66,216.45	-57,670.26	-57,100.00	-59,600.00



MUNICIPALITY OF MONROEVILLE 2018 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/2017	2017 REVISED BUDGET	2018 BUDGET	
COMMUNITY DEVELOPMENT								
001-5100	000012	MECHANICAL DEVICE TAX	-59,300.00	-55,150.00	-51,700.00	-44,650.00	-55,000.00	-55,000.00
001-5100	000109	SIGN PERMIT	-26,275.78	-23,134.61	-20,734.49	-13,828.17	-25,000.00	-25,000.00
001-5100	000111	LAND SUBDIVISION	-1,450.00	-2,750.00	-950.00	-2,650.00	-1,000.00	-1,000.00
001-5100	000112	REZONING FEES	-8,234.45	-2,600.00	0.00	-13,028.50	-2,000.00	-2,000.00
001-5100	000113	CONDITIONAL USE FEES	-15,111.45	-6,574.55	-3,330.65	-22,504.00	-4,000.00	-4,000.00
001-5100	000114	SITE PLAN	-16,517.35	-12,927.48	-6,421.00	-28,325.10	-10,000.00	-10,000.00
001-5100	000115	ZONING HEARING BD APPLICATIC	-21,700.00	-17,600.00	-14,300.00	-11,100.00	-12,000.00	-12,000.00
001-5100	000120	OTHER LICENSES & PERMITS	-1,060.00	-2,118.16	-1,001.16	-750.00	-500.00	-500.00
001-5100	000131	FENCE PERMIT	-1,690.00	-2,420.00	-2,200.00	-1,750.00	-1,500.00	-1,500.00
001-5100	000133	ZONING PERMITS	-2,412.35	-2,456.66	-2,250.00	-1,400.00	-2,500.00	-2,500.00
001-5100	000307	STREETSCAPE	-475.00	-311.00	-210.00	-100.00	0.00	0.00
001-5100	000400	DEVELOPERS' REVIEW FEES	23,000.38	13,539.87	12,786.73	47,195.12	-15,000.00	-15,000.00
001-5100	000413	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
001-5100	000421	OVERTIME REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	-8,000.00
		TOTAL	-131,226.00	-114,502.59	-90,310.57	-92,890.65	-128,500.00	-136,500.00
ENGINEERING								
001-6100	000116	STREET OPENING PERMITS	375.00	-8,040.00	-16,240.00	-16,140.00	-20,000.00	-20,000.00
001-6100	000117	GRADING PERMITS	0.00	-1,475.00	-175.00	-125.00	-500.00	-500.00
		TOTAL	375.00	-9,515.00	-16,415.00	-16,265.00	-20,500.00	-20,500.00
SENIOR CITIZENS CENTER								
001-7100	000403	SILVER SNEAKER	-10,633.75	-19,318.00	-21,202.25	-22,074.75	-18,000.00	-20,000.00
001-7100	000414	Senior Council Reimbursement	0.00	0.00	-8,000.00	-10,000.00	-10,000.00	-10,000.00
001-7100	000415	SILVER AND FIT (UPMC)	-171.00	-6,263.00	-7,341.00	-7,395.00	-6,000.00	-7,000.00
		TOTAL	-10,804.75	-25,581.00	-36,543.25	-39,469.75	-34,000.00	-37,000.00
MUNICIPAL LIBRARY								
001-8100	000307	GEN FD REIMB FOR SALARIES	0.00	0.00	0.00	-42.30	0.00	0.00
001-8100	000413	STATE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	0.00	0.00	0.00	-42.30	0.00	0.00
LIBRARY ACLA								
001-8200	000018	LIBRARY REGIONAL ASSETS	-217,424.00	-222,043.00	-223,110.00	-171,807.00	-223,281.00	-241,979.00
001-8200	000307	MISCELLANEOUS	-26.16	-78.41	-200.16	-137.41	0.00	-187,000.00
001-8200	000413	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	-217,450.16	-222,121.41	-223,310.16	-171,944.41	-223,281.00	-428,979.00



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET REVENUE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/2017</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>	
LIBRARY STATE AIDE								
001-8300	000017	GAMING REVENUE	-23,551.00	-24,731.00	-24,385.00	-17,407.00	-23,541.00	0.00
001-8300	000202	LIBRARY FINES	-25,611.36	-30,535.34	-22,517.84	-8,667.40	-24,000.00	0.00
001-8300	000301	MEETING RENTALS	-2,420.50	-3,143.00	-3,002.59	-2,264.31	-4,000.00	0.00
001-8300	000307	MISCELLANEOUS	-784.92	-4,058.97	-5,813.50	-5,611.09	-2,000.00	0.00
001-8300	000308	LOST MATERIALS	-2,403.35	-2,842.06	-3,084.61	-1,438.29	-3,000.00	0.00
001-8300	000311	LOST MATERIALS	-13,000.25	-13,941.33	-13,710.05	-7,828.54	-10,000.00	0.00
001-8300	000348	BOOK SALES	-943.30	-896.31	-6,135.08	-3,523.21	0.00	0.00
001-8300	000413	LIBRARY STATE AIDE	-102,488.00	-102,488.00	-104,333.00	-104,333.00	-102,488.00	0.00
001-8300	000604	GIFTS GRANTS & PLEDGES	-15,629.34	-19,168.96	-87,358.37	-5,551.54	-9,000.00	0.00
		TOTAL	-186,832.02	-201,804.97	-270,340.04	-156,624.38	-178,029.00	0.00
INTEREST/TRANSFER								
001-8400	000501	INTEREST/TRANSFERS/FUNDBAL	-119,382.97	-243.61	-8,890.02	-12,178.20	-5,000.00	-37,000.00
001-8400	000502	OPEB RETIREE PAYMENT	0.00	0.00	0.00	-400,000.00	-700,000.00	-1,000,000.00
001-8400	000701	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	-501,112.08	-1,178,627.69
001-8400	000702	USE OF OPEB GF CASH	0.00	0.00	0.00	0.00	0.00	0.00
001-8400	000710	COMMUNITY COMPLEX FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	-119,382.97	-243.61	-8,890.02	-412,178.20	-1,206,112.08	-2,215,627.69
SANITARY SEWER LIENS								
001-9110	000105	SEWER TAP LIENS	0.00	-125.00	0.00	0.00	0.00	0.00
		TOTAL	0.00	-125.00	0.00	0.00	0.00	0.00
LIQUID FUELS								
001-9200	000406	STATE LIQUID FUELS TAX	0.00	0.00	0.00	0.00	-817,703.00	-860,788.00
		TOTAL	0.00	0.00	0.00	0.00	-817,703.00	-860,788.00
CABLE TV								
001-9801	000129	CATC FRANCHISE FEES	-640,963.35	-664,455.43	-658,413.40	-411,719.55	-660,000.00	-660,000.00
		TOTAL	-640,963.35	-664,455.43	-658,413.40	-411,719.55	-660,000.00	-660,000.00
		Grand Total:	-29,051,450.13	-31,331,147.00	-31,179,558.30	-29,921,384.84	-31,342,718.08	-33,519,914.69



2018



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE SUMMARY



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/2017</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>	<u>% CHANGE 2017-2018</u>	<u>\$ CHANGE 2017-2018</u>
001-1100	MAYOR AND MUNICIPAL COUNCIL	110,404.85	98,866.52	119,153.96	157,549.43	175,292.20	158,258.75	-9.72%	17,033.45
001-1200	MUNICIPAL MANAGER'S OFFICE	355,940.96	385,147.46	405,323.89	402,142.29	448,234.80	599,978.92	33.85%	-151,744.12
001-1300	TAX COLLECTION	485,148.81	408,520.31	443,884.64	501,933.50	446,817.42	557,158.28	24.69%	-110,340.86
001-1310	TAX TRANSFERS - REFUNDS	359,137.22	122,417.84	136,755.34	71,785.22	182,000.00	105,000.00	-42.31%	77,000.00
001-1320	EARNED INCOME TAX	0.00	202,578.58	187,563.26	136,607.12	77,500.00	77,500.00	0.00%	0.00
001-1400	GENERAL LEGAL SERVICES	252,009.00	301,154.34	259,884.55	156,723.93	222,000.00	222,000.00	0.00%	0.00
001-1500	FINANCE	522,078.70	621,034.74	750,535.65	666,355.06	682,894.63	691,912.76	1.32%	-9,018.13
001-1530	INFORMATION SYSTEMS	380,210.93	340,714.44	295,250.59	289,848.26	394,238.06	321,656.88	-18.41%	72,581.18
001-1600	HUMAN RESOURCES/INSURANCE	1,152,885.09	1,112,059.97	1,204,279.52	1,182,345.35	1,430,000.00	1,347,000.00	-5.80%	83,000.00
001-1700	DEBT SERVICE	3,172,472.50	3,183,934.22	3,182,555.00	3,161,145.00	3,170,393.75	3,170,393.75	0.00%	0.00
001-2105	POLICE ADMINISTRATION	191,228.14	291,319.45	356,846.70	356,510.06	380,088.55	437,798.59	15.18%	-57,710.04
001-2110	EMERGENCY COMMUNICATIONS	833,526.06	832,286.63	836,185.43	834,620.90	909,144.44	874,631.12	-3.80%	34,513.32
001-2120	POLICE PATROL	7,653,767.11	7,469,726.72	7,718,556.06	7,701,799.01	8,702,774.74	9,127,136.61	4.88%	-424,361.87
001-2130	CRIMINAL INVESTIGATION	639,227.68	964,118.73	1,096,259.70	1,179,490.21	1,140,213.38	1,356,583.76	18.98%	-216,370.38
001-2135	POLICE SUPPORT SERVICES	94,251.01	77,579.89	128,906.16	120,824.73	135,822.29	149,566.60	10.12%	-13,744.31
001-2140	POLICE TRAINING	85,406.30	15,421.55	20,967.47	29,093.02	36,000.00	36,500.00	1.39%	-500.00
001-2150	POLICE COMMUNITY SAFETY	273,742.12	207,832.68	265,135.65	112,820.54	56,382.64	128,325.56	127.60%	-71,942.92
001-2160	SCHOOL CROSSING GUARDS	79,445.02	30,968.20	22,692.22	39,493.58	54,372.36	31,759.84	-41.59%	22,612.52
001-2200	FIRE SUPPRESSION	420,725.84	417,413.29	409,834.70	341,716.33	384,149.00	397,449.00	3.46%	-13,300.00
001-2300	FIRE/BUILDING/CODE ENFORCEMENT	214,455.94	225,918.14	252,192.96	242,541.11	262,840.41	273,729.84	4.14%	-10,889.43
001-2350	BUILDING INSP/FIRE SERVICES	288,307.35	301,584.71	275,882.73	312,400.35	322,661.09	405,709.51	25.74%	-83,048.42
001-2400	AMBULANCE SERVICE	79,539.72	62,233.56	70,903.17	55,344.53	78,200.00	87,200.00	11.51%	-9,000.00
001-2500	PUBLIC SAFETY TRAINING CENTER	76,030.88	749,253.28	31,229.70	34,720.06	57,000.00	57,000.00	0.00%	0.00
001-3200	SUPERINTENDENT OF PUBLIC WORKS	250,725.64	214,670.64	287,733.98	265,084.91	291,252.91	334,546.76	14.86%	-43,293.85
001-3210	SNOW & ICE CONTROL	45,324.25	81,600.14	85,295.05	437,905.28	653,495.00	652,495.00	-0.15%	1,000.00
001-3220	STORM SEWER MAINTENANCE	114,472.91	119,673.30	137,601.93	128,093.20	143,608.22	156,802.93	9.19%	-13,194.71
001-3240	STREET LIGHTING	5,914.66	181,789.47	9,036.90	209,419.40	310,000.00	310,000.00	0.00%	0.00
001-3250	STREET MAINTENANCE	601,697.71	600,996.57	678,383.68	658,700.34	706,529.01	818,683.48	15.87%	-112,154.47
001-3260	PARKS MAINTENANCE	822,935.44	874,857.24	917,199.16	862,302.37	932,863.24	986,174.60	5.71%	-53,311.36
001-3270	TRAFFIC SIGNALS, SIGNS & MARK	507,046.36	558,262.32	563,161.59	543,802.72	557,924.82	593,759.88	6.42%	-35,835.06
001-3320	REFUSE COLLECTION	1,016,758.11	992,229.62	982,022.52	953,224.88	1,053,638.78	989,450.96	-6.09%	64,187.82

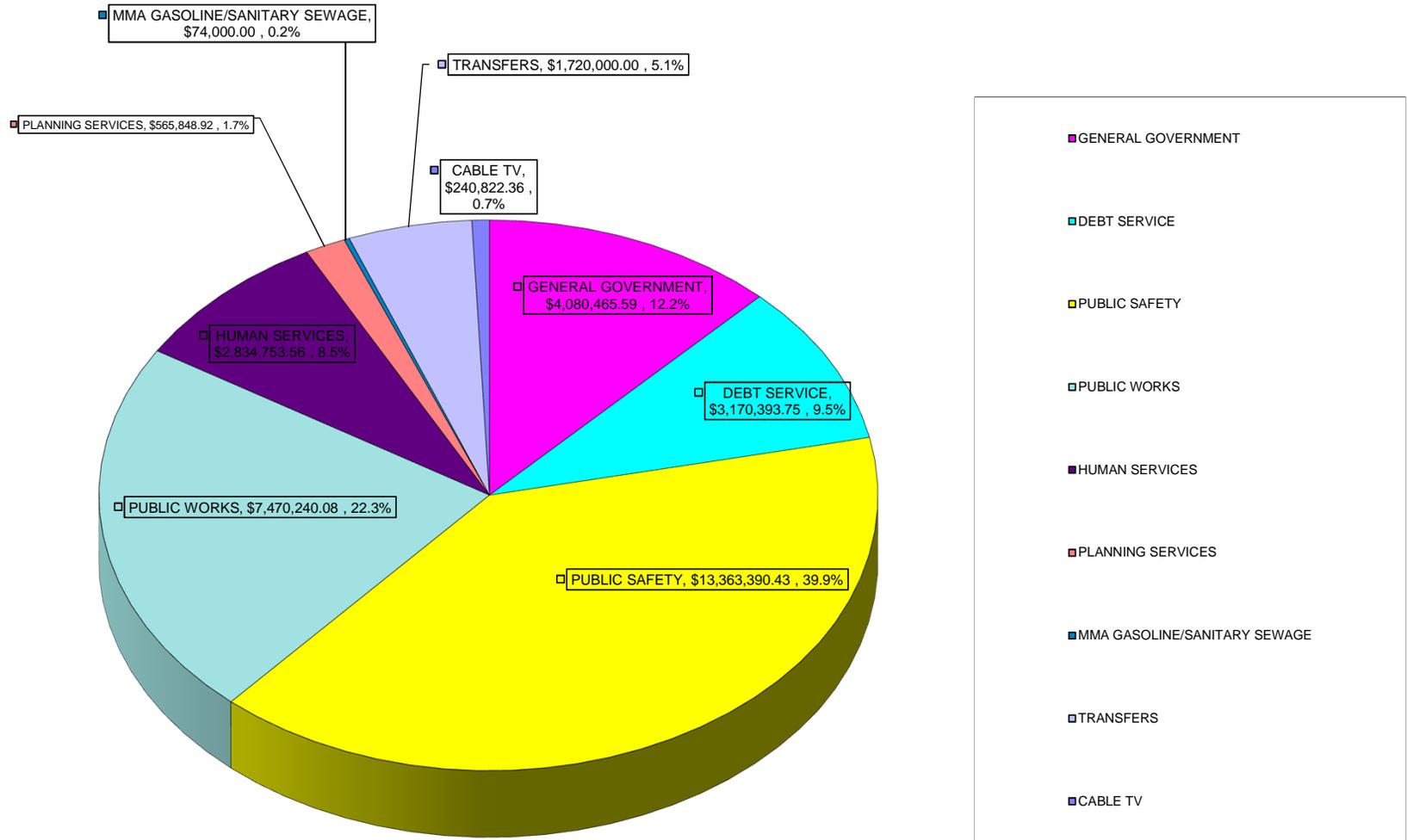


MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE SUMMARY

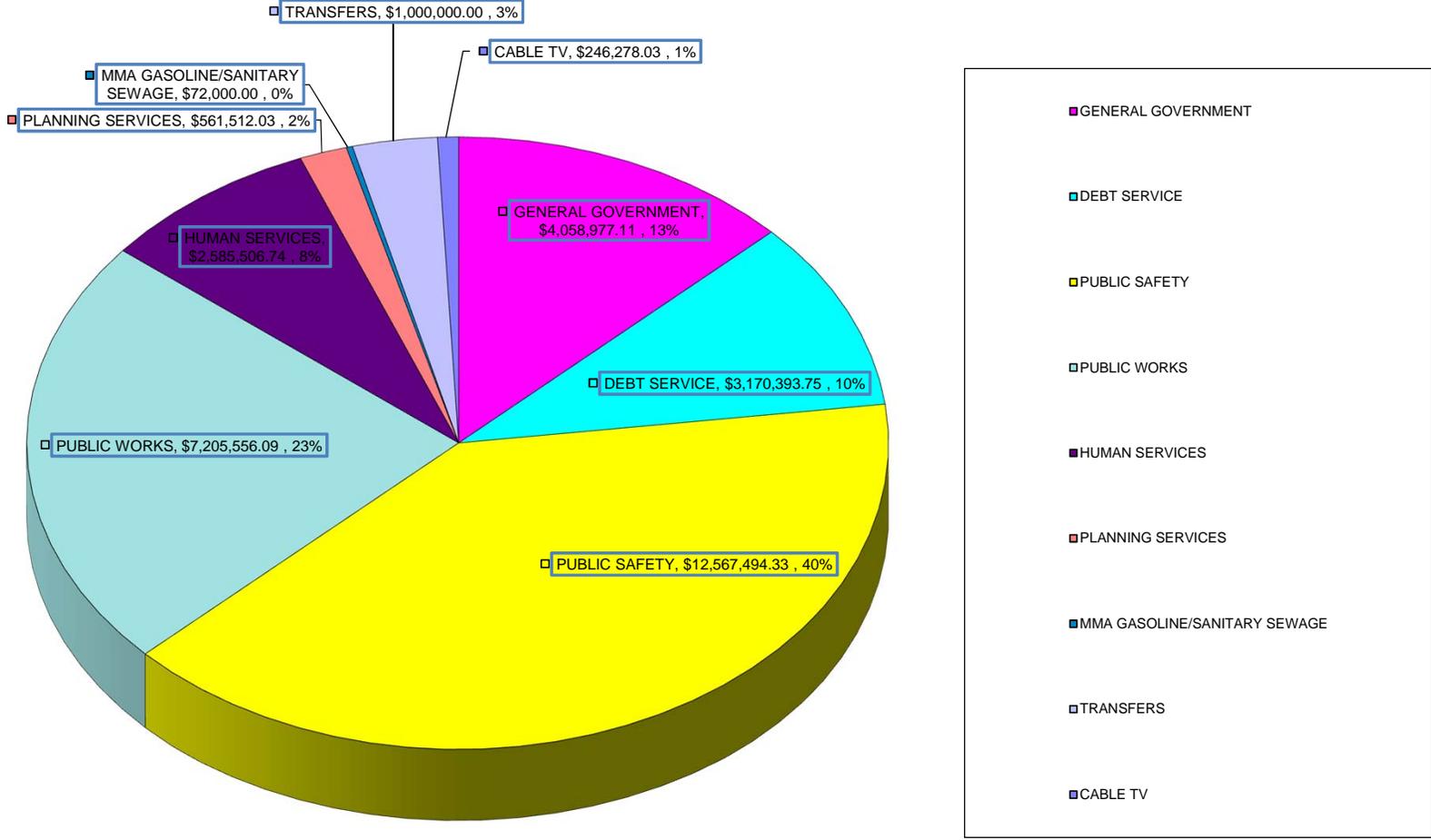


<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/2017</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>	<u>% CHANGE 2017-2018</u>	<u>\$ CHANGE 2017-2018</u>
001-3330	VEHICULAR EQUIPMENT MAINT	631,830.93	665,009.13	752,646.50	687,766.95	830,783.10	853,940.92	2.79%	-23,157.82
001-3340	RECYCLING	223,061.41	206,862.56	198,686.99	197,263.15	229,845.10	242,491.52	5.50%	-12,646.42
001-3350	ANIMAL CONTROL	118,272.81	115,406.35	122,868.63	122,963.48	127,491.22	129,753.18	1.77%	-2,261.96
001-3360	BUILDING MAINTENANCE	537,786.51	607,028.61	628,168.89	596,402.40	661,975.35	672,181.33	1.54%	-10,205.98
001-3365	COMMUNITY PARK	362,575.41	380,861.10	406,305.08	397,639.98	424,699.33	448,945.84	5.71%	-24,246.51
001-4500	RECREATION, PARKS & HUMAN SERV	275,029.36	280,979.93	285,833.59	273,821.53	295,588.83	311,621.08	5.42%	-16,032.25
001-4600	HUMAN SERVICES	22,381.47	88,303.52	60,237.73	74,613.80	115,062.50	115,062.50	0.00%	0.00
001-4700	LEISURE LEARNING	100,289.71	92,505.35	106,534.13	85,806.25	106,327.50	106,327.50	0.00%	0.00
001-4900	MONROEVILLE COMMUNITY POOL	67,149.28	72,694.18	84,238.35	71,733.49	87,240.00	87,240.00	0.00%	0.00
001-5100	COMMUNITY DEVELOPMENT	274,374.03	242,868.81	421,060.50	411,220.60	501,198.93	503,598.12	0.48%	-2,399.19
001-5200	PLANNING COMMISSION	13,840.52	362.30	172.69	120.18	13,350.00	13,350.00	0.00%	0.00
001-5300	ZONING HEARING BOARD	42,298.27	29,609.16	38,492.33	21,090.74	46,963.10	48,900.80	4.13%	-1,937.70
001-6100	ENGINEERING	165,212.09	148,216.42	216,959.56	257,828.45	281,605.44	281,013.68	-0.21%	591.76
001-7100	SENIOR CITIZENS CENTER	403,533.45	426,957.96	425,466.18	473,597.41	467,636.55	588,245.56	25.79%	-120,609.01
001-8100	MUNICIPAL LIBRARY	875,287.20	994,267.97	1,043,925.89	1,055,280.25	1,112,341.36	1,197,277.92	7.64%	-84,936.56
001-8200	LIBRARY ACLA	210,448.23	204,884.09	226,855.07	170,005.31	223,281.00	428,979.00	92.13%	-205,698.00
001-8300	LIBRARY STATE AIDE	165,811.66	197,746.97	181,556.67	122,663.39	178,029.00	0.00	-100.00%	178,029.00
001-8400	INTEREST/TRANSFER	0.00	0.00	0.00	1,000,000.00	1,000,000.00	1,720,000.00	72.00%	-720,000.00
001-9100	MON. MUNICIPAL AUTHORITY	99,891.93	78,594.06	57,950.19	53,412.23	72,000.00	74,000.00	2.78%	-2,000.00
001-9801	CABLE TV	221,085.56	211,362.79	219,386.00	209,668.52	246,278.03	240,822.36	-2.22%	5,455.67
Grand Total:		25,894,976.14	27,090,685.81	27,608,558.83	28,429,240.80	31,420,028.08	33,519,914.69	6.68 %	-2,099,886.61

2018 PROPOSED BUDGET EXPENDITURES



2017 BUDGET EXPENDITURES





**MUNICIPALITY OF MONROEVILLE
2018 SUMMARY OF APPROPRIATION BY CHARACTER**



DEPT	DESCRIPTION	TOTAL 2018 BUDGET	FIXED SALARY COSTS	FIXED BENEFIT COSTS	FIXED CONTRACT COSTS	REMAINING FLEXIBLE FUNDS
1100	MAYOR AND MUNICIPAL COUNCIL	\$ 158,259	\$ 104,959	\$ -	\$ 15,800	\$ 37,500
1200	MUNICIPAL MANAGER'S OFFICE	\$ 599,979	\$ 288,071	\$ 223,108	\$ 69,700	\$ 19,100
1300	TAX COLLECTION	\$ 557,158	\$ 295,627	\$ 171,381	\$ 65,000	\$ 25,150
1310	TAX TRANSFERS - REFUNDS	\$ 105,000	\$ -	\$ -	\$ -	\$ 105,000
1320	EARNED INCOME TAX	\$ 77,500	\$ -	\$ -	\$ -	\$ 77,500
1400	GENERAL LEGAL SERVICES	\$ 222,000	\$ -	\$ -	\$ 222,000	\$ -
1500	FINANCE	\$ 691,913	\$ 314,597	\$ 228,696	\$ 112,600	\$ 36,020
1530	INFORMATION SYSTEMS	\$ 321,657	\$ 144,259	\$ 59,398	\$ 109,100	\$ 8,900
1600	HUMAN RESOURCES/INSURANCE	\$ 1,347,000	\$ -	\$ 860,000	\$ 465,000	\$ 22,000
1700	DEBT SERVICE	\$ 3,170,394	\$ -	\$ -	\$ -	\$ 3,170,394
TOTAL GENERAL GOVERNMENT		\$ 7,250,859	\$ 1,147,513	\$ 1,542,583	\$ 1,059,200	\$ 3,501,564
2105	POLICE ADMINISTRATION	\$ 437,799	\$ 197,379	\$ 184,503	\$ 46,991	\$ 8,925
2110	EMERGENCY COMMUNICATIONS	\$ 874,631	\$ 532,690	\$ 233,241	\$ 87,000	\$ 21,700
2120	POLICE PATROL	\$ 9,127,137	\$ 4,826,680	\$ 3,815,806	\$ 180,000	\$ 304,650
2130	CRIMINAL INVESTIGATION	\$ 1,356,584	\$ 682,169	\$ 634,215	\$ 12,500	\$ 27,700
2135	POLICE SUPPORT SERVICES	\$ 149,567	\$ 62,995	\$ 80,271	\$ 3,000	\$ 3,300
2140	POLICE TRAINING	\$ 36,500	\$ -	\$ -	\$ 500	\$ 36,000
2150	POLICE COMMUNITY SAFETY	\$ 128,326	\$ -	\$ 126,726	\$ -	\$ 1,600
2160	SCHOOL CROSSING GUARDS	\$ 31,760	\$ 30,670	\$ 290	\$ -	\$ 800
2200	FIRE SUPPRESSION	\$ 397,449	\$ -	\$ -	\$ 41,500	\$ 355,949
2300	FIRE/BUILDING/CODE ENFORCEMENT	\$ 273,730	\$ 167,715	\$ 85,680	\$ 10,860	\$ 9,475
2350	BUILDING INSP/FIRE SERVICES	\$ 405,710	\$ 192,624	\$ 202,331	\$ 2,300	\$ 8,455
2400	AMBULANCE SERVICE	\$ 87,200	\$ -	\$ -	\$ 3,000	\$ 84,200
2500	PUBLIC SAFETY TRAINING CENTER	\$ 57,000	\$ -	\$ -	\$ 46,000	\$ 11,000
TOTAL PUBLIC SAFETY		\$ 13,363,390	\$ 6,692,922	\$ 5,363,063	\$ 433,651	\$ 873,754
3200	SUPERINTENDENT OF PUBLIC WORKS	\$ 334,547	\$ 171,903	\$ 144,479	\$ 10,650	\$ 7,515
3210	SNOW & ICE CONTROL	\$ 652,495	\$ 86,120	\$ -	\$ -	\$ 566,375
3220	STORM SEWER MAINTENANCE	\$ 156,803	\$ 72,018	\$ 60,895	\$ -	\$ 23,890
3240	STREET LIGHTING	\$ 310,000	\$ -	\$ -	\$ 310,000	\$ -
3250	STREET MAINTENANCE	\$ 818,683	\$ 434,626	\$ 309,607	\$ 1,000	\$ 73,450
3260	PARKS MAINTENANCE	\$ 986,175	\$ 588,447	\$ 319,378	\$ 2,400	\$ 75,950
3270	TRAFFIC SIGNALS, SIGNS & MARK	\$ 593,760	\$ 312,039	\$ 163,871	\$ 28,750	\$ 89,100
3320	REFUSE COLLECTION	\$ 989,451	\$ 616,915	\$ 213,846	\$ 97,000	\$ 61,690
3330	VEHICULAR EQUIPMENT MAINT	\$ 853,941	\$ 395,713	\$ 200,528	\$ 3,000	\$ 254,700
3340	RECYCLING	\$ 242,492	\$ 145,990	\$ 68,957	\$ -	\$ 27,545
3350	ANIMAL CONTROL	\$ 129,753	\$ 83,741	\$ 38,187	\$ 2,100	\$ 5,725
3360	BUILDING MAINTENANCE	\$ 672,181	\$ 287,033	\$ 150,120	\$ 152,500	\$ 82,528
3365	COMMUNITY PARK	\$ 448,946	\$ 229,165	\$ 133,931	\$ 48,300	\$ 37,550
6100	ENGINEERING	\$ 281,014	\$ 149,465	\$ 88,369	\$ 27,600	\$ 15,580
TOTAL PUBLIC WORKS		\$ 7,470,240	\$ 3,573,175	\$ 1,892,167	\$ 683,300	\$ 1,321,598
4500	RECREATION, PARKS & HUMAN SERV	\$ 311,621	\$ 174,537	\$ 77,547	\$ 20,550	\$ 38,987
4600	HUMAN SERVICES	\$ 115,063	\$ 26,913	\$ -	\$ -	\$ 88,150
4700	LEISURE LEARNING	\$ 106,328	\$ 37,678	\$ -	\$ 35,000	\$ 33,650
4900	MONROEVILLE COMMUNITY POOL	\$ 87,240	\$ 43,060	\$ -	\$ 11,900	\$ 32,280
7100	SENIOR CITIZENS CENTER	\$ 588,246	\$ 265,791	\$ 238,050	\$ 52,500	\$ 31,905
8100	MUNICIPAL LIBRARY	\$ 1,197,278	\$ 712,703	\$ 322,575	\$ 158,000	\$ 4,000
8200	LIBRARY ACLA	\$ 428,979	\$ -	\$ -	\$ 95,356	\$ 333,623
8300	LIBRARY STATE AIDE	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HUMAN SERVICES		\$ 2,834,754	\$ 1,260,681	\$ 638,172	\$ 373,306	\$ 562,595
5100	COMMUNITY DEVELOPMENT	\$ 503,598	\$ 250,303	\$ 205,630	\$ 38,000	\$ 9,665
5200	PLANNING COMMISSION	\$ 13,350	\$ -	\$ -	\$ 13,000	\$ 350
5300	ZONING HEARING BOARD	\$ 48,901	\$ 7,751	\$ -	\$ 41,000	\$ 150
TOTAL PLANNING SERVICES		\$ 565,849	\$ 258,054	\$ 205,630	\$ 92,000	\$ 10,165
8400	OPEB-CIP	\$ 1,720,000	\$ -	\$ -	\$ -	\$ 1,720,000
9100	MMA Gasoline	\$ 74,000	\$ -	\$ -	\$ -	\$ 74,000
9801	CABLE TV	\$ 240,822	\$ 145,488	\$ 60,584	\$ 8,200	\$ 26,550
TOTAL GENERAL FUND		\$ 2,034,822	\$ 145,488	\$ 60,584	\$ 8,200	\$ 1,820,550
2018 BUDGET TOTALS		\$ 33,519,915	\$ 13,077,833	\$ 9,702,199	\$ 2,649,657	\$ 8,090,226

*FIXED CONTRACT COSTS include telephone, maintenance agreements, utilities, auditing, legal, engineering, stenographer, tipping fees and debt service.

**REMAINING FLEXIBLE FUNDS include all miscellaneous supplies and capital costs.



2018

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 1100 **Department Name:** Mayor and Council

Department Description:

The Mayor and Council constitute the governing body of the Municipality. The Council enacts legislation, votes on other matters, attends meetings and hearings and, in general, does those things necessary to help protect the health, safety and welfare of the community. The Mayor, the only official elected at large, is the recognized leader of the community and while having only tie-breaking voting responsibility, presides at meetings and carries out functions outlined in the Home Rule Charter.

This budget supports a program of receipt and disbursement of information both within the Municipality and the State, which aids the Mayor and Council in their decision-making and policy roles.

This department also provides for hiring of part-time summer employees. These employees assist public works with summer maintenance activities and assist other departments with general clerical activities.

Department Standards:

- Council meets regularly, two (2) times per month i.e. Citizen's Night/Work Session and the regular business meeting, for the purpose of enacting municipal legislation and other official business for Monroeville.

- Elected officials attend various information and ceremonial meetings, as well as, interacting with residents on numerous occasions.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
MAYOR AND MUNICIPAL COUNCIL							
001-1100	001100 SAL OF REGULAR EMPLOYEES	26,500.00	24,225.00	25,712.50	25,500.00	25,500.00	25,500.00
001-1100	001300 SALARIES & WAGES OF TEMP EMPLC	22,818.00	20,896.00	29,360.00	73,445.00	86,400.00	72,000.00
001-1100	002110 COUNCIL AWARDS	0.00	300.00	0.00	0.00	100.00	100.00
001-1100	002206 TRAVELING EXPENSES	44.39	0.00	0.00	0.00	100.00	100.00
001-1100	002280 SEMINAR EXPENSES	4,515.00	4,939.00	4,542.00	5,733.00	5,000.00	5,500.00
001-1100	002304 PRINTING	37.23	12.41	0.00	0.00	0.00	0.00
001-1100	002410 SOCIAL SECURITY CONTRIBUTIONS	3,772.83	3,451.73	4,213.05	7,417.06	4,192.20	7,458.75
001-1100	002503 TELEPHONE & TELEGRAPH	16,225.64	14,579.63	14,826.04	15,220.86	15,800.00	15,800.00
001-1100	002903 DUES & MEMBERSHIPS	11,957.75	13,494.75	14,303.86	15,516.00	14,000.00	15,500.00
001-1100	003101 GENERAL OFFICE SUPPLIES	895.34	974.54	366.01	528.22	300.00	450.00
001-1100	003102 MAGAZINES MAPS BOOKS & RECORI	80.00	80.00	80.00	53.98	100.00	100.00
001-1100	003206 FOOD	358.67	605.46	750.50	935.31	600.00	750.00
001-1100	003301 GIFTS GRANTS & MEMORIALS	23,200.00	15,308.00	25,000.00	13,200.00	23,200.00	15,000.00
	TOTAL	110,404.85	98,866.52	119,153.96	157,549.43	175,292.20	158,258.75

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 1200 **Department Name:** Municipal Manager

Department Description:

The Municipal Manager is the Chief Administrative Officer of Monroeville and is responsible to the Mayor and Council for the administration of all municipal affairs per the Monroeville Home Rule Charter. The Manager, in conjunction with the staff control the overall operation of the Municipality and its administrative functions.

The Manager's department provides for the funding of strategic planning and operational leadership for the elected officials and department heads to better communicate and align the needs and interests of the residents – speaking through elected officials – and the department services provided.

The department also provides funding for Emergency Management activities and an Employee Safety Committee. Disaster training programs are conducted on an as-needed basis. The Employee Safety Committee meets on a monthly basis to review whether the Safety Manual is being implemented for improved worker safety.

Department Standards:

- Ongoing responsibilities designated to the Municipal Manager's office include: annual budget preparation, general fiscal management, administration of all departments, and provision of regular status reports to Council on department projects, resident concerns and complaints, and personnel problems or needs.
- The Municipal Manager is also responsible for the hiring and firing of all municipal employees. Job descriptions are used to determine job requirements.
- Information is provided to the public through various means including Cable TV on a regular basis.
- All resident inquiries and concerns are responded to in a timely manner through the Municipal Manager's Office.
- The Municipal Manager leads and/or administers significant projects and programs as assigned by Council.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/17	2017 REVISED BUDGET	2018 BUDGET
MUNICIPAL MANAGER'S OFFICE							
001-1200	001100 SAL OF REGULAR EMPLOYEES	175,377.49	201,742.51	217,123.86	192,157.23	237,577.60	249,691.00
001-1200	001300 SALARIES & WAGES OF TEMP EMPLC	0.00	0.00	0.00	0.00	0.00	15,000.00
001-1200	001400 OVERTIME PAY	1,012.88	0.00	0.00	0.00	0.00	0.00
001-1200	001500 SICK DAY BUY BACK	450.00	575.00	725.00	475.00	75.00	975.00
001-1200	001900 LONGEVITY PAY	2,580.82	1,500.00	1,950.00	2,025.00	3,000.00	3,000.00
001-1200	002110 CODE/CORP ENERGY/AW DINNER	9,306.50	10,915.23	8,274.25	2,035.39	4,850.00	4,850.00
001-1200	002111 STENOGRAPHIC SERVICES	13,726.51	186.40	0.00	4,100.00	0.00	49,200.00
001-1200	002205 CAR ALLOWANCES	350.00	0.00	0.00	0.00	0.00	0.00
001-1200	002206 TRAVELING EXPENSES	342.29	581.21	535.49	1,592.67	1,592.67	600.00
001-1200	002280 SEMINAR EXPENSES	1,751.02	1,561.50	2,288.72	2,810.51	2,810.51	3,300.00
001-1200	002301 ADVERTISING SERVICES	13,869.42	19,523.48	12,012.69	14,353.31	17,000.00	17,000.00
001-1200	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	52,513.53	0.00	63,922.32	67,021.44
001-1200	002407 HOSPITALIZATION & HEALTH INSUR	89,168.18	78,254.07	28,489.52	106,927.98	41,259.56	42,364.28
001-1200	002409 EMPLOYEES' PENSION INSURANCE	25,593.69	37,248.97	53,936.51	55,792.94	43,505.20	39,241.00
001-1200	002410 SOCIAL SECURITY CONTRIBUTIONS	13,586.29	19,296.91	13,193.50	11,492.42	18,409.92	19,405.00
001-1200	002413 EMPLOYEES' LIFE INSURANCE	632.83	967.08	802.35	703.78	985.20	985.20
001-1200	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	73,496.00
001-1200	002503 TELEPHONE & TELEGRAPH	4,024.27	3,912.92	4,005.22	3,781.15	3,500.00	3,500.00
001-1200	002610 OFFICE EQUIP REPAIR & MAINT	295.31	1,910.67	5,036.00	0.00	2,500.00	2,500.00
001-1200	002903 DUES & MEMBERSHIPS	543.00	1,428.00	1,124.00	1,258.60	1,200.00	1,300.00
001-1200	003101 GENERAL OFFICE SUPPLIES	1,978.19	4,180.27	2,262.88	1,988.21	2,500.00	2,500.00
001-1200	003102 MAGAZINES MAPS BOOKS & RECORN	1,087.21	691.74	445.62	237.00	1,000.00	1,000.00
001-1200	003206 FOOD	18.00	331.35	103.00	69.96	200.00	200.00
001-1200	003212 MEDICAL SUPPLIES	150.35	340.15	352.75	192.14	350.00	350.00
001-1200	005308 OFFICE FURNITURE & EQUIP	0.00	0.00	0.00	0.00	1,496.82	2,000.00
001-1200	005900 SAFETY COMMITTEE	96.71	0.00	149.00	149.00	200.00	200.00
001-1200	005901 EMERGENCY MANAGEMENT	0.00	0.00	0.00	0.00	300.00	300.00
	TOTAL	355,940.96	385,147.46	405,323.89	402,142.29	448,234.80	599,978.92

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 1300 **Department Name:** Tax Collection

Department Description:

This budget provides for all revenue and expenses incurred in collection of current and delinquent real estate tax, mercantile tax and license, local services tax, business privilege tax and license, and trade show licenses of the Municipality. The Real Estate Tax Collector is elected by the people for a four (4) year term. Appointed municipal employees or an appointed outside agency collects all other taxes.

Department Standards:

- Collection of current and delinquent real estate tax, mercantile tax, local services tax, business tax, business licenses and trade show licenses of the Municipality.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
TAX COLLECTION							
001-1300	001100 SAL OF REGULAR EMPLOYEES	142,784.54	174,889.83	181,937.87	241,830.31	230,089.60	266,851.00
001-1300	001300 SAL OF TEMPORARY EMPLOYEES	320.00	0.00	0.00	0.00	0.00	0.00
001-1300	001400 OVERTIME PAY	999.39	47.60	74.88	0.00	2,000.00	1,000.00
001-1300	001500 SICK DAY BUY BACK	684.38	432.81	900.00	900.00	432.82	900.00
001-1300	001900 LONGEVITY PAY	4,875.00	5,100.00	5,325.00	5,550.00	5,550.00	5,775.00
001-1300	002103 LEGAL & STENOGRAPHIC SERVICES	167.00	3,053.50	-3,912.11	21,498.23	22,000.00	15,000.00
001-1300	002110 DEL TAX COLL COMM/CONSULTANT	165,036.26	39,811.65	40,240.67	37,389.61	46,000.00	46,000.00
001-1300	002203 POSTAGE	19,188.43	8,002.72	9,275.20	6,824.61	11,000.00	11,000.00
001-1300	002206 TRAVELING EXPENSES	0.00	1,201.87	1,861.68	1,639.10	3,000.00	3,000.00
001-1300	002280 SEMINAR EXPENSES	0.00	300.00	300.00	400.00	350.00	350.00
001-1300	002304 PRINTING	6,924.41	2,629.66	3,612.04	2,150.77	5,000.00	4,000.00
001-1300	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	10,205.15	0.00	5,628.00	5,628.00
001-1300	002407 HOSPITALIZATION & HEALTH INSUR	82,357.25	82,706.88	91,491.49	100,021.88	105,129.44	106,520.24
001-1300	002409 EMPLOYEES' PENSION INSURANCE	21,588.12	33,064.03	49,641.02	51,764.98	52,321.59	52,322.00
001-1300	002410 SOCIAL SECURITY CONTRIBUTIONS	16,906.35	19,326.66	19,783.23	18,534.97	20,450.17	21,101.00
001-1300	002413 EMPLOYEES' LIFE INSURANCE	935.74	1,083.72	1,065.60	976.80	1,065.80	1,283.04
001-1300	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	5,628.00
001-1300	002503 TELEPHONE & TELEGRAPH	3,067.20	3,370.88	3,171.15	2,874.26	4,000.00	4,000.00
001-1300	002610 OFFICE EQUIPMENT REPAIRS & MAI	2,882.99	2,770.00	0.00	0.00	2,500.00	2,500.00
001-1300	002730 CONTRACT SERVICE FEES	15,380.20	29,320.20	26,826.82	8,102.61	-74,000.00	0.00
001-1300	002903 DUES & MEMBERSHIPS	0.00	140.00	90.00	90.00	300.00	300.00
001-1300	003101 GENERAL OFFICE SUPPLIES	1,051.55	1,038.64	1,673.96	1,045.38	2,000.00	2,000.00
001-1300	005308 OFFICE FURNITURE & EQUIPMENT	0.00	229.66	320.99	339.99	2,000.00	2,000.00
	TOTAL	485,148.81	408,520.31	443,884.64	501,933.50	446,817.42	557,158.28

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 1310 **Department Name:** Tax Refunds

Department Description:

The Municipality is required at various times to make refunds for various reasons to the taxpayers of Monroeville. The tax collection refund account provides for this requirement.

Department Standards:

- Throughout the year, the Municipality is responsible for making refunds of real estate tax, mercantile tax, business privilege tax and local services tax overpayments.
- Refunds of municipal real estate tax overpayments are usually issued within thirty (30) days for duplicate payments or when assessment changes occur after receiving official notification from the appropriate authority.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
TAX TRANSFERS - REFUNDS							
001-1310	008201 REAL ESTATE TAX REFUNDS	352,017.37	115,145.73	124,120.53	68,977.30	125,000.00	75,000.00
001-1310	008205 BUSINESS TAX REFUNDS	1,457.62	3,736.22	7,855.94	2,807.92	50,000.00	25,000.00
001-1310	008210 LST REFUNDS	5,662.23	3,535.89	4,778.87	0.00	7,000.00	5,000.00
	TOTAL	359,137.22	122,417.84	136,755.34	71,785.22	182,000.00	105,000.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 1320 **Department Name:** Earned Income Tax

Department Description:

The Municipality of Monroeville has been designated a member of the Allegheny County Southeast Tax Collection Committee (TCC). Each TCC has been tasked with the responsibility of hiring an Earned Income Tax Collector and the Allegheny County Southeast Tax Collection Committee has hired Keystone Collections Group to collect the Earned Income Tax. Earned Income Tax Collections by the TCC Tax Collector was mandatory for all Municipalities effective January 1, 2012.

The Municipality receives revenue from the outside collector net of expenses incurred including refunds to the taxpayers of Monroeville.

Department Standards:

- Collection of current and delinquent earned income tax of the Municipality.
- Throughout the year, the collector reports the revenue collected, refunds issued, and costs of collections for the residents of Monroeville.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
EARNED INCOME TAX							
001-1320	002110 MISC OUTSIDE PERSONAL SERVICES	0.00	110,999.63	109,602.73	85,125.75	0.00	0.00
001-1320	002203 POSTAGE	0.00	-1,631.20	0.00	0.00	0.00	0.00
001-1320	002207 KEYSTONE ADV COSTS/POSTAGE	0.00	17,080.86	4,330.64	2,449.15	3,500.00	3,500.00
001-1320	008206 EIT REFUNDS	0.00	76,129.29	73,629.89	49,032.22	74,000.00	74,000.00
	TOTAL	0.00	202,578.58	187,563.26	136,607.12	77,500.00	77,500.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 1400 **Department Name:** General Legal Services

Department Description:

The legal services program provides for the retention of the services of qualified attorneys, court stenographers, when necessary, and independent collection and lien agencies.

Department Standards:

- Serve as Chief Legal Officer of the Municipality.
- Represent the Municipality in all legal matters.
- Furnish legal advice to Council, the Mayor and the Manager on matters of all municipal business.
- Represent all Boards and Commissions except those requiring special legal counsel.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
GENERAL LEGAL SERVICES							
001-1400	002103 LEGAL & STENOGRAPHIC SERVICES	2,611.97	2,812.54	0.00	0.00	2,000.00	2,000.00
001-1400	002105 LEGAL RETAINING FEES	212,893.82	216,350.69	212,284.87	150,280.41	200,000.00	200,000.00
001-1400	002110 OUTSIDE LEGAL SERVICES	36,503.21	81,991.11	47,599.68	6,443.52	20,000.00	20,000.00
	TOTAL	252,009.00	301,154.34	259,884.55	156,723.93	222,000.00	222,000.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 1500 **Department Name:** Finance Department

Department Description:

The Finance Office is responsible for the receipt and accounting for monies received by the Municipality and the accounting involved with the payment of all bills of the Municipality.

The Personnel Administration program provides for the review of policies, procedures, and enforcement activities of all human resource functions.

Department Standards:

- Prepare monthly and annual financial statements comparing actual revenue and expenditure totals to budgeted totals on a monthly and year-to-date basis.
- Prepare monthly disbursement report for Council's approval, which lists vendor name, amount of purchase and complete description of goods and services purchased.
- Ensure formal procedures pertaining to the purchase of goods and services by the Municipality are followed.
- Prepare payroll on a biweekly basis. Report all required payroll information to the appropriate agencies.
- Provide support to the Municipal Manager in the budgeting process through preparation and distribution of guidelines and work papers to department heads; compiling historical demographic and financial data for purposes of trend analysis and forecasting; preparation of graphic comparative financial information for inclusion in the budget document; preparation of the financial portion of budget document.
- Invest all idle municipal funds in interest-bearing accounts.
- Provide staff assistance to outside auditors.
- Ensure all debt service payments are made in accordance with their due dates.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>	
FINANCE								
001-1500	001100	SAL OF REGULAR EMPLOYEES	331,972.07	339,902.49	350,267.07	309,640.12	292,947.20	283,005.00
001-1500	001300	SALARIES & WAGES OF TEMP EMPLC	0.00	0.00	0.00	0.00	0.00	0.00
001-1500	001400	OVERTIME PAY	3,972.08	5,003.08	2,328.39	2,821.63	4,000.00	4,000.00
001-1500	001500	SICK DAY BUY BACK	1,634.38	625.00	1,081.26	1,046.88	625.00	546.88
001-1500	001900	LONGEVITY PAY	5,693.84	5,250.00	5,475.00	5,700.00	4,200.00	4,425.00
001-1500	002110	BANK FEES/AUDITOR	49,042.74	58,905.27	64,423.02	45,227.17	56,500.00	40,000.00
001-1500	002203	POSTAGE	7,921.09	4,988.06	16,339.72	18,689.46	15,000.00	18,000.00
001-1500	002206	TRAVELING EXPENSES	163.72	5,138.82	4,574.27	723.28	2,000.00	4,000.00
001-1500	002280	SEMINAR EXPENSES	597.00	4,028.25	470.00	580.00	2,000.00	2,000.00
001-1500	002400	OPEB ANNUAL REQ CONTRIB	0.00	0.00	30,691.83	0.00	35,908.80	53,843.88
001-1500	002407	HOSPITALIZATION & HEALTH INSUR	42,079.59	92,747.44	96,124.76	109,436.88	92,731.00	91,565.20
001-1500	002409	EMPLOYEES' PENSION INSURANCE	28,804.16	41,350.04	62,071.28	64,766.22	65,402.00	39,241.00
001-1500	002410	SOCIAL SECURITY CONTRIBUTIONS	25,836.87	26,299.09	26,724.67	23,004.04	23,170.31	22,620.00
001-1500	002413	EMPLOYEES' LIFE INSURANCE	1,719.34	1,942.94	1,839.58	1,643.88	1,576.80	1,576.80
001-1500	002414	RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	42,469.00
001-1500	002503	TELEPHONE & TELEGRAPH	2,403.65	2,748.47	2,265.09	2,053.03	3,000.00	2,600.00
001-1500	002610	OFFICE EQUIP REPAIRS & MAINT	7,314.23	8,006.26	6,133.73	409.00	500.00	500.00
001-1500	002730	CONTRACT SERVICE FEES	3,483.00	15,476.86	68,978.39	70,839.17	72,563.52	70,000.00
001-1500	002903	DUES & MEMBERSHIPS	442.00	295.00	260.00	909.00	1,520.00	1,520.00
001-1500	003101	GENERAL OFFICE SUPPLIES	8,998.94	8,327.67	10,487.59	8,865.30	9,250.00	10,000.00
		TOTAL	522,078.70	621,034.74	750,535.65	666,355.06	682,894.63	691,912.76

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 1530 **Department Name:** Information Systems

Department Description:

This department provides for all aspects of information and technology management for the Municipality of Monroeville and Monroeville Police. The Municipality utilizes the services of a full-time Director/Network Administrator, and a full-time Information Systems Technician serving as a Systems Administrator/Web Developer.

Department Standards:

- Responds to technology service requests; provides support for equipment and software acquisition through research, recommendations and order tracking; installs new computer hardware and software; researches information related to problems with hardware and software; and provides asset management for computer hardware and software purchases.

- Responsible for the administration of the computer network which includes maintaining security and data integrity; the maintenance of servers for storage of data; ensuring the backup of data in a timely manner; and providing access to the network by users. In addition, this department supports the Municipality's e-mail system and access to the Intranet and Internet by Municipal employees.

- Provides support and assistance to the users of telephone equipment, as well as maintenance and wiring services for communication purposes. In addition, support is provided in assisting with the acquisition of new systems and software. This area is also responsible for the coordination of the Municipality's communication activities between the Municipality and other service providers.

- Responsible for the administration and maintenance of existing systems, i.e., financial reporting, payroll, police CAD/RMS, permit system, recreation registration system, service requests, and numerous other applications for the various departments.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
INFORMATION SYSTEMS							
001-1530	001100 SAL OF REGULAR EMPLOYEES	133,675.10	120,925.60	123,291.46	116,947.65	125,257.60	130,852.00
001-1530	001400 OVERTIME PAY	372.03	0.00	0.00	0.00	0.00	0.00
001-1530	001500 SICK DAY BUY BACK	0.00	0.00	400.00	400.00	0.00	400.00
001-1530	001900 LONGEVITY PAY	4,050.00	2,325.00	2,475.00	2,625.00	2,625.00	2,775.00
001-1530	002110 DATA PROCESSING CONSULTANTS	68,250.00	63,058.00	21,000.00	0.00	41,600.00	41,600.00
001-1530	002206 TRAVELING EXPENSES	0.00	199.26	0.00	0.00	200.00	200.00
001-1530	002280 SEMINAR EXPENSES	1,428.08	1,492.03	1,118.00	0.00	0.00	1,500.00
001-1530	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	0.00	0.00	0.00	0.00
001-1530	002407 HOSPITALIZATION & HEALTH INSUR	44,921.40	34,607.22	29,249.99	32,229.30	31,878.84	32,704.08
001-1530	002409 EMPLOYEES' PENSION INSURANCE	21,588.12	16,532.02	24,820.51	25,882.49	26,160.80	26,161.00
001-1530	002410 SOCIAL SECURITY CONTRIBUTIONS	10,290.08	9,172.01	9,397.71	8,917.93	9,783.02	10,232.00
001-1530	002413 EMPLOYEES' LIFE INSURANCE	471.12	434.88	434.88	398.64	532.80	532.80
001-1530	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-1530	002503 TELEPHONE & TELEGRAPH	2,378.00	2,125.23	2,250.55	2,045.22	2,500.00	2,500.00
001-1530	002610 OFFICE EQUIP REPAIR & MAINT	579.74	1,200.00	0.00	1,200.00	1,200.00	1,200.00
001-1530	002730 CONTRACT SERVICE FEES	88,780.91	82,543.90	26,811.52	34,146.83	60,000.00	65,000.00
001-1530	003101 GENERAL OFFICE SUPPLIES	3,426.35	6,099.29	9,109.29	7,483.75	7,500.00	6,000.00
001-1530	003105 COMPUTERS AND SERVERS	0.00	0.00	44,891.68	57,571.45	85,000.00	0.00
	TOTAL	380,210.93	340,714.44	295,250.59	289,848.26	394,238.06	321,656.88

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 1600 **Department Name:** Human Resources/
General Insurance

Department Description:

The function of this department is to provide insurance protection for the Municipality and its personnel, property and equipment including worker's compensation coverage. The Municipality maintains worker's compensation through HARIE, SWIF and UPMC Workpartners. The Municipality maintains liability and property insurance coverage through CNA Insurance and various subsidiaries.

Department Standards:

- Oversee Health Benefits – Municipal Benefits Services (MBS)
- Oversee Worker's Compensation and Short-Term Disability programs.
- Oversee and manage all insurance claims.
- Human Resources
- Advertise, screen, test and interview all potential new employees.
- Administer grievances, employee issues and personnel queries.
- Maintain job descriptions, employee handbook and employee information.
- Maintain safety committee and policies.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>	
<u>HUMAN RESOURCES/INSURANCE</u>								
001-1600	002401	LIABILITY & PROPERTY DAMAGE	370,572.64	377,319.05	411,310.92	432,662.25	425,000.00	465,000.00
001-1600	002405	WORKMENS COMPENSATION INS	410,967.56	418,499.00	433,009.00	385,907.34	540,000.00	420,000.00
001-1600	002408	UNEMPLOYMENT INSURANCE	8,358.19	4,995.82	6,428.20	13,779.92	40,000.00	20,000.00
001-1600	002411	MISCELLANEOUS INSURANCE	0.00	0.00	169.00	0.00	5,000.00	22,000.00
001-1600	002500	DEDUCT/HIGHMARK REIMB	362,986.70	311,246.10	353,362.40	349,995.84	420,000.00	420,000.00
	TOTAL	1,152,885.09	1,112,059.97	1,204,279.52	1,182,345.35	1,430,000.00	1,347,000.00	

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

Department Number: 1700 **Department Name:** Debt Service

Department Description:

This department provides for the payment of the Municipality's bonded indebtedness for general fund purposes.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>	
<u>DEBT SERVICE</u>								
001-1700	007101	RETIRE OF OUTSTANDING BONDS	2,355,000.00	2,485,000.00	2,595,000.00	2,665,000.00	2,665,000.00	2,665,000.00
001-1700	007201	INTEREST ON OUTSTANDING BONDS	815,412.50	696,874.22	585,265.00	493,550.00	502,393.75	502,393.75
001-1700	007301	COMMISSIONS TO PAYING AGENT	2,060.00	2,060.00	2,290.00	2,595.00	3,000.00	3,000.00
		TOTAL	3,172,472.50	3,183,934.22	3,182,555.00	3,161,145.00	3,170,393.75	3,170,393.75

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2105 **Department Name:** Police Administration

Department Description:

This department provides for the administration of the police function in Monroeville and is the cost center in the budget responsible for the performance of the police department and the results obtained.

Department Standards:

- Executive responsibilities include a commitment to provide a positive departmental direction in a proactive concept.
- To provide an effective and efficient administration.
- To maintain a positive organizational environment.
- To maintain defined professional standards resulting in a high expectation level of public service.
- Acceptance of self-responsibility by members of the organization and a willingness to be held to high standards of accountability as individuals.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<u>POLICE ADMINISTRATION</u>							
001-2105	001100 SAL OF REGULAR EMPLOYEES	73,445.24	173,113.96	177,259.29	162,955.93	177,016.40	176,883.00
001-2105	001500 SICK DAY BUY BACK	1,260.94	1,150.00	1,000.00	1,000.00	1,150.00	1,000.00
001-2105	001900 LONGEVITY PAY	3,653.01	3,860.70	4,073.49	4,253.28	4,143.22	4,433.07
001-2105	001901 ARBITRATION AWARD	0.00	0.00	0.00	1,250.00	0.00	1,750.00
001-2105	002110 ARBITRATION/CIVIL SERVICE	300.00	396.50	1,879.16	0.00	2,000.00	2,000.00
001-2105	002206 TRAVELING EXPENSE	0.00	53.55	1,000.00	173.76	1,000.00	1,000.00
001-2105	002280 SEMINAR EXPENSES	902.68	0.00	1,000.00	350.00	1,000.00	1,000.00
001-2105	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	39,629.87	0.00	40,403.16	41,952.72
001-2105	002401 LIABILITY & PROPERTY INSURANCE	0.00	0.00	5,791.44	20,677.16	0.00	21,491.40
001-2105	002407 HOSPITALIZATION & HEALTH INSUR	34,878.88	24,158.98	33,400.68	68,343.78	34,904.80	35,277.40
001-2105	002409 EMPLOYEES' PENSION INSURANCE	64,053.32	67,979.63	72,840.15	72,001.70	74,241.28	61,021.00
001-2105	002410 SOCIAL SECURITY CONTRIBUTIONS	4,563.57	12,893.10	13,309.55	13,347.56	14,017.69	15,063.00
001-2105	002413 EMPLOYEES' LIFE INSURANCE	548.60	1,113.34	1,062.00	973.50	1,062.00	1,062.00
001-2105	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	45,190.00
001-2105	002503 TELEPHONE & TELEGRAPH	1,610.00	1,400.66	1,725.30	1,953.59	3,500.00	3,500.00
001-2105	002610 OFFICE EQUIP REPAIR & MAINT	739.59	965.25	391.98	177.69	800.00	800.00
001-2105	002730 CONTRACT SERVICE FEES	0.00	0.00	0.00	5,800.36	20,000.00	20,000.00
001-2105	002903 DUES & MEMBERSHIPS	350.00	460.00	500.00	385.00	700.00	700.00
001-2105	003101 GENERAL OFFICE SUPPLIES	481.40	637.08	404.78	784.12	1,000.00	1,000.00
001-2105	003206 FOOD	179.52	107.94	0.00	496.91	500.00	500.00
001-2105	003214 GASOLINE OIL & LUBRICANTS	3,622.82	1,710.16	1,540.90	1,337.63	1,800.00	1,325.00
001-2105	003220 WEARING APPAREL	638.57	1,318.60	38.11	248.09	850.00	850.00
	TOTAL	191,228.14	291,319.45	356,846.70	356,510.06	380,088.55	437,798.59

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2110 **Department Name:** Emergency Communications

Department Description:

The Monroeville Emergency Communications program continues as a municipal responsibility for service delivery. Monroeville considered the costs versus the benefits of county service delivery versus municipal service delivery and reached the conclusion that municipal service delivery was most appropriate for Monroeville. Monroeville provides dispatch services for the Borough of Pitcairn Police Department, in addition to police, fire and emergency medical services in Monroeville.

Department Standards:

- To provide for a positive, professional and correct response to emergency calls for service from the public.

Department Notes:

- The department reflects one working supervisor, seven full-time telecommunications officers and four part-time telecommunications officers.
- Monroeville based emergency dispatch permits the continuation of simultaneous computer call entry to police and fire units in the field for more rapid response and deployment.
- The Police Record Management system, requests for police records, monitoring prisoners and routine civilian office traffic are additional duties that are handled by the Emergency Communications Center.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
EMERGENCY COMMUNICATIONS							
001-2110	001100 SAL OF REGULAR EMPLOYEES	405,920.00	378,255.91	396,394.89	389,240.25	404,830.40	425,027.00
001-2110	001300 SALARIES & WAGES OF TEMP EMPLC	45,900.97	37,246.59	23,412.62	12,537.83	44,000.00	22,000.00
001-2110	001400 OVERTIME	92,814.00	96,574.32	101,709.49	116,579.42	80,000.00	40,000.00
001-2110	001500 SICK DAY BUY BACK	850.00	750.00	150.00	150.00	0.00	150.00
001-2110	001900 LONGEVITY PAY	4,221.16	5,510.13	2,325.00	2,400.00	2,400.00	3,750.00
001-2110	002110 DRUG TESTING/PHYSICALS	1,130.12	620.00	136.50	285.00	2,000.00	2,000.00
001-2110	002206 TRAVEL EXPENSES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
001-2110	002280 SEMINAR EXPENSES	818.06	675.00	680.00	730.00	1,000.00	1,000.00
001-2110	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	0.00	0.00	0.00	0.00
001-2110	002407 HOSPITALIZATION & HEALTH	124,535.24	144,731.24	124,880.33	119,982.97	131,696.37	126,662.76
001-2110	002409 EMPLOYEES PENSION	57,608.32	66,168.07	74,481.53	77,647.47	104,643.18	104,643.00
001-2110	002410 SOCIAL SECURITY CONTRIBUTION	42,225.71	39,050.02	39,339.50	39,111.49	40,639.13	41,763.00
001-2110	002413 EMPLOYEES LIFE INS	1,819.87	1,880.40	1,897.19	1,683.48	1,935.36	1,935.36
001-2110	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-2110	002503 TELEPHONE & TELEGRAPH	22,966.31	24,757.72	26,641.81	25,491.69	30,000.00	30,000.00
001-2110	002608 RADIO EQUIP REPAIR & MAINT	7,324.10	7,901.53	9,847.79	582.95	8,000.00	8,000.00
001-2110	002610 OFFICE EQUIPMENT REPAIRS & MAI	339.98	283.14	299.39	376.49	2,000.00	2,000.00
001-2110	002613 BUILD EQUIP REPAIRS & MAINT	14.83	0.00	0.00	0.00	500.00	500.00
001-2110	002730 CONTRACT SERVICE FEES	20,300.27	18,008.54	26,704.12	42,177.33	45,000.00	55,000.00
001-2110	002903 DUES AND MEMBERSHIPS	236.80	1,088.00	367.00	500.00	500.00	500.00
001-2110	003101 GENERAL OFFICE SUPPLIES	1,007.51	792.25	1,019.50	1,992.55	2,000.00	3,000.00
001-2110	003220 WEARING APPAREL	1,596.33	642.35	2,942.77	1,727.98	3,500.00	2,200.00
001-2110	005308 OFFICE FURNITURE & EQUIP	1,896.48	7,351.42	2,956.00	1,424.00	2,500.00	2,500.00
	TOTAL	833,526.06	832,286.63	836,185.43	834,620.90	909,144.44	874,631.12

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2120 **Department Name:** Patrol Division

Department Description:

The basic responsibilities of the Municipality of Monroeville Police Department are prevention of crime, regulation of traffic, protection of rights of persons and property, preservation of the public peace, enforcement of laws of the state and ordinances of the Municipality, apprehension and arrest of criminals, accident investigation, and administration of rescue and lifesaving services. Police services also include the presentation of educational programs, search for missing children and adults, traffic surveys, escorts to banks for persons carrying large sums of money, checking of businesses and vacant homes, and providing general assistance and information to local citizens and nonresidents.

Patrols are carried out by the car assigned to a particular area and are done when the area car or cars are not tied up with calls for assistance. Patrols are done on a random basis throughout the area but may be done on a directed basis if a situation or condition warrants and if the administration so orders.

Department Standards:

- Police service will be provided twenty-four (24) hours per day, seven (7) days per week.
- A minimum of five (5) officers will be on duty on all shifts.
- All officer activity is logged daily and compiled monthly.
- All officers will be tested annually for firearms proficiency in handguns, shotguns and rifles.
- Home vacancy checks will be performed for any resident upon request.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/17	2017 REVISED BUDGET	2018 BUDGET
POLICE PATROL							
001-2120	001100 SAL OF REG EMPLOYEES	3,952,473.54	3,581,917.05	3,682,998.26	3,514,135.56	4,061,482.00	3,856,067.24
001-2120	001400 OVERTIME PAY	484,979.88	394,694.85	490,687.81	486,108.26	600,000.00	550,000.00
001-2120	001450 OVERTIME REIMBURSEMENT	-213,515.50	-287,568.04	-269,357.45	-182,525.08	-85,000.00	0.00
001-2120	001500 SICK DAY BUY BACK	14,425.00	5,600.00	4,900.00	4,900.00	6,400.00	3,300.00
001-2120	001900 LONGEVITY PAY	58,251.80	48,752.67	42,963.90	53,500.62	43,881.98	54,386.01
001-2120	001901 ARBITRATION AWARD	0.00	0.00	0.00	46,250.00	0.00	64,750.00
001-2120	002110 ACTUARIAL/ARBIT/CIVIL SERVICE	8,757.35	1,209.15	23,198.52	-1,898.22	20,000.00	20,000.00
001-2120	002203 POSTAGE	37.40	18.07	65.98	79.40	500.00	500.00
001-2120	002206 TRAVELING EXPENSES	444.91	0.00	601.29	0.00	2,500.00	2,500.00
001-2120	002280 SEMINAR EXPENSES	330.00	587.00	2,442.00	930.00	4,000.00	4,000.00
001-2120	002304 PRINTING	1,261.80	1,252.11	1,638.25	2,000.00	2,000.00	2,000.00
001-2120	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	407,827.52	0.00	444,485.52	530,796.96
001-2120	002407 HOSPITALIZATION & HEALTH INSUR	816,708.48	882,682.06	721,260.73	1,206,212.79	829,081.16	810,845.68
001-2120	002409 EMPLOYEES' PENSION INSURANCE	1,773,045.53	2,179,509.88	1,978,478.85	1,954,058.20	1,984,426.00	1,869,703.00
001-2120	002410 SOCIAL SECURITY CONTRIBUTIONS	335,800.42	301,433.17	311,346.00	307,986.71	360,988.00	362,927.00
001-2120	002413 EMPLOYEES' LIFE INSURANCE	27,116.41	25,894.20	24,954.64	22,672.67	26,830.08	26,247.72
001-2120	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	578,213.00
001-2120	002503 TELEPHONE & TELEGRAPH	55,681.47	56,892.50	65,404.11	70,081.36	100,000.00	100,000.00
001-2120	002608 RADIO EQUIP REPAIR & MAINT	0.00	3,177.00	0.00	861.36	10,000.00	10,000.00
001-2120	002610 OFFICE EQUIP REPAIRS & MAINT	630.00	1,047.68	0.00	62.88	1,000.00	1,000.00
001-2120	002611 AUTOMOBILE REPAIR & MAINT	13,816.30	19,974.19	12,506.12	19,394.73	20,000.00	20,000.00
001-2120	002613 MISC EQUIP REPAIR & MAINT	26.09	749.40	59.73	314.32	500.00	500.00
001-2120	002730 SERVICE CONTRACTS	54,263.32	62,010.16	42,834.89	45,301.63	60,000.00	60,000.00
001-2120	002903 DUES & MEMBERSHIPS	712.00	615.00	852.00	400.00	1,000.00	1,000.00
001-2120	002910 MISC OTHER OPERATING EXPENSES	6,720.00	0.00	0.00	0.00	0.00	0.00
001-2120	003101 GENERAL OFFICE SUPPLIES	10,009.96	11,483.18	13,457.57	11,673.76	12,000.00	12,000.00
001-2120	003102 MAGAZINES MAPS BOOKS & RECOR	1,136.17	530.43	236.23	1,200.00	1,200.00	1,200.00
001-2120	003204 CLEANING & SANITATION SUPPLIES	96.00	0.00	163.01	159.81	1,500.00	1,500.00
001-2120	003206 FOOD	154.02	459.59	425.99	500.00	500.00	500.00
001-2120	003212 MEDICAL SUPPLIES	80.75	293.30	312.43	265.17	2,000.00	2,000.00
001-2120	003213 HARDWARE	0.00	0.00	385.70	60.43	1,000.00	1,000.00
001-2120	003214 GASOLINE OIL & LUBRICANTS	124,858.52	76,674.56	56,045.28	52,394.43	65,000.00	54,000.00
001-2120	003215 MOTOR VEHICLE PARTS	33,136.79	38,828.65	31,303.77	27,765.00	34,000.00	34,000.00
001-2120	003216 PAINTS & PAINTING SUPPLIES	0.00	0.00	262.79	72.94	500.00	500.00
001-2120	003220 WEARING APPAREL	51,280.25	27,106.87	29,817.16	22,796.35	28,000.00	28,700.00
001-2120	003226 TIRES	11,676.01	14,618.55	14,473.12	11,083.99	15,000.00	15,000.00
001-2120	005308 OFFICE FURNITURE & EQUIPMENT	368.49	195.59	1,183.51	1,200.00	2,000.00	2,000.00
001-2120	005310 MISC EQUIPMENT & K9	14,393.14	8,884.94	17,704.50	1,799.94	25,000.00	25,000.00
001-2120	005311 RADIO & COMMUNICATION EQUIP	0.00	1,244.38	0.00	0.00	1,000.00	1,000.00
001-2120	005314 WEAPONS & PROTECTIVE EQUIP	14,610.81	8,958.58	7,121.85	20,000.00	20,000.00	20,000.00
	TOTAL	7,653,767.11	7,469,726.72	7,718,556.06	7,701,799.01	8,702,774.74	9,127,136.61

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2130 **Department Name:** Criminal Investigation Division

Department Description:

The Municipality provides the services of detectives to perform more detailed investigation of criminal and related police activities. The criminal investigation program is divided into general investigation and narcotic/vice investigations.

Department Standards:

- Investigation capabilities will be provided on an "as needed" basis in coordination with state, county and federal agencies on major crimes.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
CRIMINAL INVESTIGATION							
001-2130	001100 SAL OF REGULAR EMPLOYEES	272,420.64	514,468.05	534,218.73	562,187.61	538,330.00	542,583.40
001-2130	001400 OVERTIME PAY	28,086.83	70,359.19	83,087.15	121,829.59	65,000.00	80,000.00
001-2130	001450 OVERTIME REIMBURSEMENT	0.00	-23,995.08	-50,680.11	-76,176.68	-35,000.00	0.00
001-2130	001500 SICK DAY BUY BACK	2,100.00	1,700.00	2,000.00	2,000.00	1,700.00	2,000.00
001-2130	001900 LONGEVITY PAY	8,215.20	7,050.92	7,544.88	5,344.29	7,532.64	6,706.56
001-2130	001901 ARBITRATION AWARD	0.00	0.00	0.00	6,250.00	0.00	8,750.00
001-2130	002110 DRUG TESTING/PHYSICALS	0.00	63.50	127.00	0.00	500.00	500.00
001-2130	002206 TRAVELING EXPENSES	0.00	0.00	78.75	1,115.23	2,000.00	2,000.00
001-2130	002280 SEMINAR EXPENSES	155.00	0.00	0.00	2,000.00	2,000.00	2,000.00
001-2130	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	115,367.85	0.00	132,380.28	138,606.12
001-2130	002407 HOSPITALIZATION & HEALTH INSUR	54,971.06	94,869.56	97,573.67	237,955.92	101,667.40	101,487.12
001-2130	002409 EMPLOYEES' PENSION INSURANCE	223,635.44	240,032.11	242,908.44	243,230.56	245,153.41	239,706.00
001-2130	002410 SOCIAL SECURITY CONTRIBUTIONS	23,330.71	43,260.80	45,750.08	53,098.51	46,999.09	50,879.00
001-2130	002413 EMPLOYEES' LIFE INSURANCE	2,263.04	3,720.82	3,635.28	3,720.85	3,700.56	3,700.56
001-2130	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	150,715.00
001-2130	002503 TELEPHONE & TELEGRAPH	4,730.45	3,676.64	4,996.95	6,069.95	12,000.00	12,000.00
001-2130	002610 OFFICE EQUIP REPAIR & MAINT	387.50	509.10	272.10	0.00	1,000.00	1,000.00
001-2130	002903 DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	500.00	500.00
001-2130	003101 GENERAL OFFICE SUPPLIES	501.05	518.99	553.10	1,045.65	1,000.00	1,500.00
001-2130	003206 FOOD	0.00	36.99	6.58	310.54	500.00	500.00
001-2130	003214 GASOLINE OIL & LUBRICANTS	16,083.19	2,137.67	5,324.34	4,277.33	6,500.00	4,950.00
001-2130	003215 MOTOR VEHICLE PARTS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
001-2130	003220 WEARING APPAREL	1,747.57	3,787.47	2,894.91	5,230.86	3,750.00	3,500.00
001-2130	005399 SPECIAL SEIZURE EXPENDITURES	600.00	1,922.00	600.00	0.00	2,000.00	2,000.00
	TOTAL	639,227.68	964,118.73	1,096,259.70	1,179,490.21	1,140,213.38	1,356,583.76

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2135 **Department Name:** Support Services

Department Description:

The support service program emphasizes accountability for police support services. Many essential and necessary functions, which support the patrol and investigative service units, are the purpose of this department. This department provides the cost center for police fleet maintenance.

Department Standards:

- Police vehicles will be maintained according to a schedule that ensures high performance, safety and cost effectiveness with replacement scheduled for every 100,000 miles.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<u>POLICE SUPPORT SERVICES</u>							
001-2135	001100 SAL OF REGULAR EMPLOYEES	49,931.10	49,994.56	53,576.77	49,453.22	53,331.20	55,203.20
001-2135	001400 OVERTIME PAY	0.00	0.00	0.00	0.00	3,000.00	1,000.00
001-2135	001500 SICK DAY BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00
001-2135	001900 LONGEVITY PAY	1,350.00	1,425.00	1,500.00	1,575.00	1,575.00	1,650.00
001-2135	002110 DRUG TESTING/PHSYCIALS	0.00	127.00	0.00	0.00	0.00	0.00
001-2135	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	39,731.23	0.00	42,422.40	28,140.00
001-2135	002407 HOSPITALIZATION & HEALTH INSUR	24,856.92	7,251.79	11,888.18	47,576.17	11,113.24	10,367.56
001-2135	002409 EMPLOYEES' PENSION INSURANCE	7,196.03	8,266.01	12,410.26	12,941.24	13,080.40	13,080.00
001-2135	002410 SOCIAL SECURITY CONTRIBUTIONS	4,738.44	4,708.60	4,938.33	4,560.56	4,490.93	5,142.00
001-2135	002413 EMPLOYEES' LIFE INSURANCE	609.12	627.24	609.12	509.40	609.12	543.84
001-2135	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	28,140.00
001-2135	002503 TELEPHONE & TELEGRAPH	1,565.08	1,801.15	2,094.15	2,052.70	3,000.00	3,000.00
001-2135	002610 OFFICE EQUIP REPAIR & MAINT	360.00	360.00	0.00	0.00	500.00	500.00
001-2135	003101 GENERAL OFFICE SUPPLIES	79.53	445.80	216.60	419.16	500.00	1,000.00
001-2135	003214 GASOLINE OIL & LUBRICANTS	3,564.79	2,572.74	1,941.52	1,737.28	2,200.00	1,800.00
	TOTAL	94,251.01	77,579.89	128,906.16	120,824.73	135,822.29	149,566.60

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

Department Number: 2140 **Department Name:** Police Training Division

Department Description:

No Officers assigned.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
POLICE TRAINING							
001-2140	001100 SAL OF REGULAR EMPLOYEES	59,090.65	0.00	0.00	0.00	0.00	0.00
001-2140	001400 OVERTIME PAY	1,224.74	0.00	0.00	0.00	0.00	0.00
001-2140	001500 SICK DAY BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00
001-2140	001900 LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00	0.00
001-2140	001901 ARBITRATION AWARD	0.00	0.00	0.00	0.00	0.00	0.00
001-2140	002110 DRUG TESTING/PHYSICALS	0.00	0.00	0.00	0.00	0.00	0.00
001-2140	002206 TRAVELING EXPENSE	174.38	0.00	0.00	0.00	0.00	0.00
001-2140	002280 SEMINAR EXPENSES	1,205.00	0.00	0.00	0.00	0.00	0.00
001-2140	002407 HOSPITALIZATION & HEALTH INSUR	13,294.77	0.00	0.00	0.00	0.00	0.00
001-2140	002409 EMPLOYEES' PENSION INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-2140	002410 SOCIAL SECURITY CONTRIBUTIONS	4,547.37	0.00	0.00	0.00	0.00	0.00
001-2140	002413 EMPLOYEES' LIFE INSURANCE	359.38	0.00	0.00	0.00	0.00	0.00
001-2140	002503 TELEPHONE & TELEGRAPH	239.28	250.68	271.58	252.67	500.00	500.00
001-2140	002730 SERVICE CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00
001-2140	002903 MEMBERSHIP DUES	40.00	0.00	0.00	0.00	0.00	0.00
001-2140	003101 GENERAL OFFICE SUPPLIES	120.33	503.44	521.15	140.33	500.00	1,000.00
001-2140	003102 MAGAZINES MAPS BOOKS & RECORI	0.00	0.00	0.00	0.00	0.00	0.00
001-2140	003214 GASOLINE OIL & LUBRICANTS	540.85	1,269.50	19.59	12.55	0.00	0.00
001-2140	003220 WEARING APPAREL	0.00	0.00	0.00	0.00	0.00	0.00
001-2140	005308 OFFICE FURNITURE & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
001-2140	005314 WEAPONS & PROTECTIVE EQUIP	4,569.55	13,397.93	20,155.15	28,687.47	35,000.00	35,000.00
	TOTAL	85,406.30	15,421.55	20,967.47	29,093.02	36,000.00	36,500.00

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

Department Number: 2150

Department Name: Community Safety Division

Department Description:

No Officers assigned.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<u>POLICE COMMUNITY SAFETY</u>							
001-2150	001100 SAL OF REGULAR EMPLOYEES	134,683.26	108,665.36	109,695.10	4,932.48	0.00	0.00
001-2150	001400 OVERTIME PAY	10,657.01	9,684.36	10,076.04	321.97	0.00	0.00
001-2150	001450 OVERTIME REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00
001-2150	001500 SICK DAY BUY BACK	600.00	800.00	0.00	0.00	0.00	0.00
001-2150	001900 LONGEVITY PAY	1,745.73	1,866.42	1,991.01	0.00	0.00	0.00
001-2150	001901 ARBITRATION AWARD	0.00	0.00	0.00	1,250.00	0.00	0.00
001-2150	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	46,370.85	0.00	55,721.52	59,395.44
001-2150	002407 HOSPITALIZATION & HEALTH INSUR	18,852.87	27,475.47	35,519.21	55,145.02	0.00	0.00
001-2150	002409 EMPLOYEES' PENSION INSURANCE	89,454.18	47,583.42	48,299.69	47,941.11	0.00	0.00
001-2150	002410 SOCIAL SECURITY CONTRIBUTIONS	11,769.97	9,018.23	9,661.74	1,190.49	0.00	0.00
001-2150	002413 EMPLOYEES' LIFE INSURANCE	1,060.07	877.20	877.20	239.36	261.12	261.12
001-2150	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	67,069.00
001-2150	002503 TELEPHONE & TELEGRAPH	1,827.24	1,400.66	1,449.14	1,326.68	0.00	0.00
001-2150	002903 DUES & MEMBERSHIPS	40.00	40.00	40.00	0.00	0.00	0.00
001-2150	003101 GENERAL OFFICE SUPPIES	206.34	381.72	331.93	13.69	0.00	1,000.00
001-2150	003214 GASOLINE OIL & LUBRICANTS	1,450.65	39.84	550.92	459.74	400.00	600.00
001-2150	003220 WEARING APPAREL	1,394.80	0.00	272.82	0.00	0.00	0.00
	TOTAL	273,742.12	207,832.68	265,135.65	112,820.54	56,382.64	128,325.56

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2160 **Department Name:** School Crossing Guards

Department Description:

The Municipality, in conjunction with the Gateway School District, provides school crossing guard services at heavily traveled intersections in the Municipality. Both the School District and the Municipality must concur on the provision or elimination of school crossing guard posts. The purpose of the school crossing guard program is to enhance safety at heavily traveled intersections.

This account provides funding for the school crossing guard salaries, applicable fringe benefits and uniform allowance. Fifty percent of the cost of the school guard is reimbursed by the Gateway School District.

Department Standards:

- School crossing guards are to be at their post in the morning prior to the beginning of the school day and in the afternoon following the close of the school day whenever school is open.
- New school crossing guards will be trained by the Monroeville Police Department for safety issues. Prior to the beginning of each school year, crossing guards will receive any necessary in-service training to ensure adherence to proper procedures or special discussions and appropriate on-the-job conduct. Thereafter, in-service training may be held at any time deemed necessary by the Chief of Police.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>	
SCHOOL CROSSING GUARDS								
001-2160	001300	SALARIES & WAGES OF TEMP EMPLC	71,461.42	24,508.08	18,074.58	35,931.68	49,496.00	28,490.40
001-2160	002410	SOCIAL SECURITY CONTRIBUTIONS	5,277.58	4,592.73	3,191.42	2,748.77	3,786.44	2,179.52
001-2160	002413	EMPLOYEES' LIFE INSURANCE	324.96	314.08	241.60	193.28	289.92	289.92
001-2160	002503	TELEPHONE EXPENSE	1,160.00	896.00	777.80	300.00	0.00	0.00
001-2160	003220	WEARING APPAREL	1,221.06	657.31	406.82	319.85	800.00	800.00
		TOTAL	79,445.02	30,968.20	22,692.22	39,493.58	54,372.36	31,759.84

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2200 **Department Name:** Fire Suppression

Department Description:

Fire suppression services are provided to the Municipality by five volunteer fire departments. The Municipality currently has an agreement for support of the fire companies in effect. The Municipality has agreed to the purchase of necessary equipment on a regular replacement cycle as well as the provision of fuel and lubricants, maintenance activities, tires, fire equipment vehicles and a subsidy per each fire company.

Department Standards:

- The Monroeville Volunteer Fire Department agrees to provide fire suppression and emergency rescue services for the Municipality of Monroeville. The provision of this service shall include adequate staffing of equipment and personnel at fires, hazardous conditions and life threatening emergencies; proper and reasonable proficiency levels for volunteer fire companies; rapid and appropriate response to emergency calls; and cooperation with the other members and departments of the Municipality's public safety organization. The term "proper", "reasonable" and "adequate", as they refer to the quality and level of service delivery shall, relate to local standards of comparison for volunteer fire companies in communities of similar size, population and incident experience.

- The Monroeville Volunteer Fire Department shall provide a public fire education and prevention program. The Municipal Manager and the Monroeville Fire Chiefs Committee shall periodically review the program agenda and objectives.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
FIRE SUPPRESSION							
001-2200	002110 HOSE TESTING	17,469.85	10,000.00	14,240.00	15,865.80	14,000.00	14,000.00
001-2200	002225 FIRE SUPPRESSION EXPENSE	0.00	0.00	17,264.97	0.00	0.00	0.00
001-2200	002503 TELEPHONE & TELEGRAPH	1,804.30	1,857.38	1,946.93	1,793.42	4,000.00	4,000.00
001-2200	002504 WATER	1,276.95	953.93	1,193.86	889.61	1,500.00	1,500.00
001-2200	002608 RADIO EQUIP REPAIR & MAINT	2,647.79	14,911.67	5,056.97	1,898.60	8,000.00	8,000.00
001-2200	002611 AUTOMOBILE REPAIRS & MAINT	27,281.49	29,100.62	28,225.89	21,442.21	50,000.00	50,000.00
001-2200	002730 CONTRACT SERVICE FEES	19,397.63	19,477.14	9,420.78	11,191.16	22,000.00	22,000.00
001-2200	003214 GASOLINE OIL & LUBRICANTS	43,006.96	27,944.56	22,069.76	19,939.11	27,000.00	40,300.00
001-2200	003215 MOTOR VEHICLE PARTS	46,838.03	59,643.34	43,330.91	39,428.08	45,000.00	45,000.00
001-2200	003226 TIRES	14,000.00	14,000.00	12,435.56	12,345.34	14,000.00	14,000.00
001-2200	005303 FIRE RELIEF ASSOC	246,561.47	236,346.03	254,649.07	216,923.00	197,649.00	197,649.00
001-2200	005311 RADIO & COMMUNICATION EQUIP	441.37	3,178.62	0.00	0.00	1,000.00	1,000.00
	TOTAL	420,725.84	417,413.29	409,834.70	341,716.33	384,149.00	397,449.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2300 **Department Name:** Building, Engineering and
Community Development

Department Description:

The objective of the Department of Building, Engineering and Community Development is to coordinate and manage the work of municipal inspectors, officials and the municipal consulting engineers for the inspection of buildings, review of plans, community development projects and coordination with municipal public safety and emergency service providers.

Department Standards:

- All applications for building, occupancy and fire protection will be processed in a timely manner. The plan examiners will ensure that all required information is submitted prior to processing applications for permits.
- All site plans are reviewed for fire and building safety with recommendations generated to the Planning Commission and Municipal Council.
- Review and issue permits for land disturbance projects.
- Manages traffic signal maintenance program.
- Review and inspection of all municipal roads.
- Inspection program of all single-family dwellings upon real estate transaction for life safety requirements.
- Inspection program of all apartment buildings upon tenant change.
- Inspection program of all rented single-family dwellings upon tenant changes.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<u>FIRE/BUILDING/CODE ENFORCEMENT</u>							
001-2300	001100 SAL OF REGULAR EMPLOYEES	139,102.27	138,260.24	148,276.28	136,528.40	147,971.20	152,422.00
001-2300	001400 OVERTIME PAY	0.00	99.14	148.70	0.00	0.00	0.00
001-2300	001500 SICK DAY BUY BACK	375.00	350.00	0.00	0.00	350.00	0.00
001-2300	001900 LONGEVITY PAY	3,075.00	3,150.00	3,225.00	3,300.00	3,300.00	3,375.00
001-2300	002110 DRUG TESTING/PHYSICAL	67.50	0.00	0.00	0.00	0.00	0.00
001-2300	002206 TRAVELING EXPENSE	452.28	430.58	58.00	38.00	528.95	600.00
001-2300	002280 SEMINAR EXPENSES	784.42	880.52	495.00	20.00	1,000.00	1,000.00
001-2300	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	8,484.10	0.00	5,628.00	5,628.00
001-2300	002407 HOSPITALIZATION & HEALTH INSUR	31,732.15	41,759.27	39,991.83	52,885.91	46,936.72	47,632.12
001-2300	002409 EMPLOYEES' PENSION INSURANCE	14,392.08	16,532.02	24,820.51	25,882.49	26,160.80	26,161.00
001-2300	002410 SOCIAL SECURITY CONTRIBUTIONS	10,641.21	10,584.44	11,296.07	10,361.76	11,599.02	11,918.00
001-2300	002413 EMPLOYEES' LIFE INSURANCE	565.44	548.48	541.97	488.40	630.72	630.72
001-2300	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	5,628.00
001-2300	002503 TELEPHONE & TELEGRAPH	2,151.96	2,049.42	2,083.67	2,730.13	2,400.00	2,400.00
001-2300	002610 OFFICE EQUIPMENT REPAIRS & MAI	2,651.14	2,739.20	2,645.40	2,295.67	2,700.00	2,700.00
001-2300	002611 AUTOMOBILE REPAIRS & MAINT	10.00	216.95	9.00	9.00	300.00	300.00
001-2300	002730 CONTRACT SERVICE FEES	3,753.00	3,469.50	4,939.55	5,083.71	8,460.00	8,460.00
001-2300	002903 DUES & MEMBERSHIP	290.00	400.00	400.00	0.00	500.00	500.00
001-2300	003101 GENERAL OFFICE SUPPLIES	1,777.83	2,278.03	1,887.25	1,493.09	1,900.00	1,900.00
001-2300	003102 MAGAZINES MAPS BOOKS & RECOR	1,428.80	1,255.50	1,979.56	654.25	1,500.00	1,500.00
001-2300	003214 GASOLINE OIL & LUBRICANTS	835.96	548.55	552.69	530.49	500.00	500.00
001-2300	003220 WEARING APPAREL	369.90	366.30	358.38	239.81	375.00	375.00
001-2300	003226 TIRES	0.00	0.00	0.00	0.00	100.00	100.00
	TOTAL	214,455.94	225,918.14	252,192.96	242,541.11	262,840.41	273,729.84

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2350 **Department Name:** Building Inspection/
Fire Prevention

Department Description:

The objective of the Department of Building Inspection/Fire Prevention is to provide for the inspection of buildings and fire prevention services.

Department Standards:

- Normal fire inspections of all structures, other than single-family residential will be conducted annually. All complaints will be responded to within twenty-four (24) hours.
- All new and altered structures are inspected until all work is completed and an Occupancy Permit is issued.
- This department will process building safety complaints in a timely manner. All required notifications and enforcement will be processed by the department personnel.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<i>BUILDING INSP/FIRE SERVICES</i>							
001-2350	001100 SALARIES OF REGULAR EMPLOYEES	176,741.53	181,007.90	175,879.65	143,978.63	187,491.20	172,453.00
001-2350	001400 OVERTIME	3,999.26	24,002.50	3,543.83	2,826.14	700.00	3,500.00
001-2350	001500 SICK DAY BUY BACK	0.00	0.00	200.00	0.00	0.00	368.75
001-2350	001900 LONGEVITY PAY	2,700.00	3,150.00	4,479.86	4,517.47	3,450.00	2,400.00
001-2350	002110 PROPERTY MAINT	0.00	0.00	0.00	63.50	0.00	0.00
001-2350	002206 TRAVELING EXPENSE	224.50	231.00	885.56	1,225.62	1,225.62	1,500.00
001-2350	002280 SEMINAR EXPENSES	1,858.95	1,473.55	2,566.00	2,746.12	2,750.00	2,750.00
001-2350	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	25,068.55	0.00	18,266.64	51,124.68
001-2350	002407 HOSPITALIZATION & HEALTH INSUR	54,156.53	41,912.26	5,355.98	100,370.02	47,142.40	55,418.88
001-2350	002409 EMPLOYEES' PENSION INSURANCE	21,588.12	24,798.03	37,230.76	38,863.74	39,241.19	39,241.00
001-2350	002410 SOCIAL SECURITY CONTRIBUTION	15,128.65	17,185.57	14,003.49	11,456.66	14,679.68	13,902.00
001-2350	002413 EMPLOYEES' LIFE INSURANCE	789.36	825.60	779.40	832.00	789.36	985.20
001-2350	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	55,561.00
001-2350	002503 TELEPHONE & TELEGRAPH	2,379.65	2,146.20	2,156.74	1,659.06	2,300.00	2,300.00
001-2350	002611 AUTOMOBILE REPAIRS & MAINTENAN	32.00	142.95	27.00	0.00	350.00	350.00
001-2350	002903 DUES & MEMBERSHIP	415.00	440.00	450.00	330.00	450.00	450.00
001-2350	003101 GENERAL OFFICE SUPPLIES	52.70	243.48	196.50	188.40	300.00	300.00
001-2350	003102 MAGAZINES, MAPS AND BOOKS	0.00	80.50	338.00	337.20	350.00	350.00
001-2350	003214 GASOLINE, OIL AND LUBRICANTS	7,151.41	1,744.94	1,622.01	1,923.89	1,800.00	1,380.00
001-2350	003215 MOTOR VEHICLE PARTS	0.00	996.00	0.00	0.00	100.00	100.00
001-2350	003220 WEARING APPAREL	1,089.69	1,204.23	1,099.40	1,081.90	1,125.00	1,125.00
001-2350	003226 TIRES	0.00	0.00	0.00	0.00	150.00	150.00
	TOTAL	288,307.35	301,584.71	275,882.73	312,400.35	322,661.09	405,709.51

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2400 **Department Name:** Ambulance Service

Department Description:

The Municipality, in conjunction with the volunteer fire companies, provides the services of eight fully equipped ambulances. An agreement regarding the provision of ambulance services currently is in effect which dictates the provision of an ambulance subsidy as well as some additional costs for maintenance and gasoline.

Department Standards:

- The Monroeville Volunteer Fire Departments agree to provide emergency medical service for the Municipality of Monroeville through Monroeville EMS. The provision of this service shall include adequate staffing of equipment and personnel; proper and reasonable proficiency levels for volunteer fire companies; rapid and appropriate response to emergency calls; and cooperation with the other members and departments of the Municipality's public safety organization. The terms "proper", "reasonable" and "adequate" as they refer to the quality and level of service delivery shall relate to local standards of comparison for volunteer fire companies in communities of similar size, population and incident experience.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
AMBULANCE SERVICE							
001-2400	002611 AUTOMOBILE REPAIR & MAINT	1,700.00	1,700.00	1,212.33	1,700.00	1,700.00	1,700.00
001-2400	002730 CONTRACT SERVICE FEES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
001-2400	003214 GASOLINE OIL & LUBRICANTS	28,191.98	14,172.09	15,245.48	13,702.87	16,000.00	25,000.00
001-2400	003215 MOTOR VEHICLE PARTS	7,015.73	12,938.11	3,500.36	9,720.00	10,000.00	10,000.00
001-2400	003226 TIRES	3,401.51	3,500.00	2,368.81	4,406.40	4,500.00	4,500.00
001-2400	003228 ELECTRONIC PARTS	1,010.45	1,902.28	0.00	0.00	3,000.00	3,000.00
001-2400	005306 MEDICAL EQUIP	3,220.05	3,021.08	3,576.19	815.26	5,000.00	5,000.00
001-2400	005307 AMBULANCE CONTRIBUTIONS	35,000.00	25,000.00	45,000.00	25,000.00	35,000.00	35,000.00
	TOTAL	79,539.72	62,233.56	70,903.17	55,344.53	78,200.00	87,200.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 2500 **Department Name:** Public Safety Training Center

Department Description:

On April 30, 2005 the Monroeville Public Safety Training Center (MPSTC) was officially dedicated and opened for business. The MPSTC is a cooperative effort involving many different municipal departments. The advisory board consists of the five volunteer fire chiefs and the police chief. Information pertaining to the operation, scheduling, regulations, and contact persons can be obtained through the web site at www.monroeville.pa.us/MPSTC.

The MPSTC currently has the following training facilities:

1. Seventy-five person classroom building with storage and offices.
2. Four-bay garage facility for training and storage.
3. Paved emergency vehicle operators course (EVOC).
4. Four-story fire/repelling training tower.
5. Two-story controlled burn building.
6. An outdoor NRA approved pistol/shotgun/rifle Firearms Range.
7. A two-story Tactical Building with a computer generated firearms simulator.
8. A one-story, 240 seat auditorium style classroom building.

October of 2008, a pistol and rifle firing range for the police department was completed. June of 2008 a "Skid Car" system was purchased and placed into service, allowing the officers advanced training in crash-avoidance and other driving skills. November of 2010, the Public Safety Training Center Tactical Building was opened which provides for in-door tactical training. In 2015, an auditorium style seating classroom building was opened. This building has a seating capacity of 240.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<u>PUBLIC SAFETY TRAINING CENTER</u>							
001-2500	002110 CABLE/SECURITY	583.32	307.91	258.00	258.00	2,000.00	2,000.00
001-2500	002501 NATURAL GAS	6,250.29	4,826.48	4,429.58	4,061.98	9,000.00	9,000.00
001-2500	002502 ELECTRICITY	6,836.55	9,062.41	9,118.74	8,147.49	15,000.00	15,000.00
001-2500	002503 TELEPHONE	4,484.38	4,864.59	9,057.39	8,422.99	10,000.00	10,000.00
001-2500	002504 WATER	3,990.32	4,951.78	5,723.21	6,124.09	10,000.00	10,000.00
001-2500	002601 BUILDING REPAIR & MAINT	35,768.43	56.14	112.07	3,000.00	3,000.00	3,000.00
001-2500	002615 FBI TRAINING CENTER	18,000.00	721,751.00	0.00	0.00	0.00	0.00
001-2500	002616 STORMWATER MITIGATION FEE	0.00	0.00	0.00	0.00	0.00	0.00
001-2500	003101 GEN OFFICE SUPPLIES	84.59	2,426.24	586.36	2,329.91	3,000.00	3,000.00
001-2500	003204 CLEANING & SANITATION SUPPLIE	33.00	1,006.73	1,944.35	2,000.00	2,000.00	2,000.00
001-2500	003211 LUMBER AND WOOD	0.00	0.00	0.00	0.00	1,500.00	1,500.00
001-2500	003216 PAINTS AND PAINTING SUPPLIES	0.00	0.00	0.00	375.60	1,500.00	1,500.00
	TOTAL	76,030.88	749,253.28	31,229.70	34,720.06	57,000.00	57,000.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3200 **Department Name:** Superintendent of Public Works

Department Description:

The Superintendent of Public Works assumes responsibility for street, storm sewer, parks maintenance, refuse collection, vehicular equipment maintenance and replacement, recycling, animal control and building and property maintenance. The services of a full-time Superintendent as well as an Office Manager are provided for in this budget.

Department Standards:

- The Superintendent for review by the Municipal Manager and Council will prepare a monthly report of significant activities and accomplishments.
- The Superintendent will work in conjunction with the Engineer to plan and implement the work performed by employees in regards to the annual road improvement program.
- Innumerable reports for recycling, refuse, vehicular equipment and animal control must be compiled, analyzed and computed before they are submitted to the Department of Waste Management; Allegheny County Health Department; Department of Environmental Resources; Bureau of Motor Vehicles; Department of Labor and Industry; State Game Commission; and the State Dog Warden.
- A strict schedule of vacation days must be maintained for the refuse crews. It is essential that there is a pool of employees to draw on for vacation and unexpected sick days.
- Preparation of public works budget for submittal to Manager's office for approval.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<u>SUPERINTENDENT OF PUBLIC WORKS</u>							
001-3200	001100 SALARIES OF REGULAR EMPLOYEES	139,979.01	142,152.33	157,066.63	139,930.00	151,652.80	156,187.00
001-3200	001400 OVERTIME PAY	415.16	0.00	32.98	561.23	0.00	0.00
001-3200	001500 SICK DAY BUY BACK	500.00	500.00	500.00	500.00	500.00	500.00
001-3200	001900 LONGEVITY PAY	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
001-3200	002110 DRUG TESTING/PHYSICALS	63.50	157.00	54.33	58.00	150.00	150.00
001-3200	002206 TRAVELING EXPENSES	0.00	0.00	0.00	279.30	0.00	0.00
001-3200	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	50,971.00	0.00	52,083.12	42,376.68
001-3200	002407 HOSPITALIZATION & HEALTH INSUR	66,277.95	30,462.80	29,867.93	75,669.60	28,982.16	29,676.36
001-3200	002409 EMPLOYEES' PENSION INSURANCE	14,392.08	16,532.02	24,820.51	25,882.49	26,160.80	26,181.00
001-3200	002410 SOCIAL SECURITY CONTRIBUTIONS	10,766.15	10,908.94	12,054.83	10,779.00	11,869.19	12,216.00
001-3200	002413 EMPLOYEES' LIFE INSURANCE	767.76	767.76	694.32	587.94	669.84	630.72
001-3200	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	45,614.00
001-3200	002503 TELEPHONE & TELEGRAPH	8,144.74	2,989.98	3,094.49	3,198.22	10,500.00	10,500.00
001-3200	002610 OFFICE EQUIP REPAIR & MAINT	1,753.17	2,333.37	1,917.84	1,910.19	2,000.00	2,000.00
001-3200	003101 GENERAL OFFICE SUPPLIES	1,010.51	1,102.63	1,154.97	152.47	1,310.00	1,500.00
001-3200	003214 GASOLINE OIL & LUBRICANTS	3,326.62	3,392.82	2,151.20	2,576.47	2,000.00	3,640.00
001-3200	003220 WEARING APPAREL	328.99	370.99	352.95	0.00	375.00	375.00
	TOTAL	250,725.64	214,670.64	287,733.98	265,084.91	291,252.91	334,546.76

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3210 **Department Name:** Snow and Ice Control

Department Description:

The Municipality provides snow and ice control and removal services for over 110 miles of municipal streets. Police reports on road conditions during late night and early morning hours are used as the basis for call-outs.

Due to the hilly terrain and high level of service expected, public works may apply more salt than standard. With the addition of a brine maker, public works expects to reduce the amount of salt used to clear icy and snowy roads. Certain state and county roads are cleared and treated by municipal forces under intergovernmental agreements to improve road accessibility and the need to maintain one standard throughout the community.

Department Standards:

- Fourteen truck routes are utilized averaging slightly over 12 miles per area.
- Hills, intersections, main streets, school bus routes and stops, and the hospital receive first priority and then the remainder of the route area is attended to.
- For temperatures above 15° F, salt will be applied; less than 15° F requires the application of anti-skid materials since salt becomes less effective for melting snow and ice at lower temperatures.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<u>SNOW & ICE CONTROL</u>							
001-3210	001400 OVERTIME PAY	61,026.52	70,182.36	61,627.17	26,074.23	80,000.00	80,000.00
001-3210	002410 SOCIAL SECURITY CONTRIBUTIONS	4,617.11	5,266.66	4,652.16	1,936.84	6,120.00	6,120.00
001-3210	003206 FOOD	4,499.24	4,776.12	3,651.09	2,230.00	6,000.00	5,000.00
001-3210	003213 HARDWARE	7,672.92	1,375.00	1,375.00	1,092.03	1,375.00	1,375.00
001-3210	003223 SNOW REMOVAL MATERIALS	-32,491.54	0.00	13,989.63	406,572.18	560,000.00	560,000.00
	TOTAL	45,324.25	81,600.14	85,295.05	437,905.28	653,495.00	652,495.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3220 **Department Name:** Storm Sewer Maintenance

Department Description:

The Municipality provides maintenance services for all storm sewers located on public rights-of-way. This includes catch basin cleaning as well as rebuilding where necessary. The Municipality completes storm sewer rebuilding and new construction to aid in the direction of storm water to proper watercourses or channels.

Department Standards:

- Storm sewers are replaced along roadways, which are included in the annual road-paving program.
- Repairs to storm sewers are also made on an as-needed basis.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
STORM SEWER MAINTENANCE							
001-3220	001100 SALARIES OF REGULAR EMPLOYEES	56,314.21	57,045.79	59,372.20	56,815.36	59,571.20	61,360.00
001-3220	001400 OVERTIME PAY	3,577.36	4,855.56	3,950.12	4,025.26	4,000.00	4,500.00
001-3220	001500 SICK DAY BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00
001-3220	001900 LONGEVITY PAY	780.00	845.00	910.00	975.00	975.00	1,040.00
001-3220	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	10,205.15	0.00	11,256.00	11,256.00
001-3220	002407 HOSPITALIZATION & HEALTH INSUR	23,445.25	24,356.77	22,084.64	36,374.06	24,535.80	24,926.04
001-3220	002409 EMPLOYEES' PENSION INSURANCE	7,196.04	8,266.01	12,410.26	12,941.24	13,080.40	13,080.00
001-3220	002410 SOCIAL SECURITY CONTRIBUTIONS	4,524.81	4,672.43	4,762.22	4,570.50	4,937.78	5,117.85
001-3220	002413 EMPLOYEES' LIFE INSURANCE	469.68	465.78	470.15	429.27	377.04	377.04
001-3220	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	11,256.00
001-3220	002604 STORM SEWER REPAIR & MAINT	2,686.69	1,951.31	4,000.00	2,357.10	4,000.00	4,000.00
001-3220	002704 RENT OF MACH & MECH EQUIP	975.00	1,226.06	1,031.20	1,099.32	1,500.00	1,500.00
001-3220	003205 CONCRETE & CLAY PRODUCTS	3,000.00	3,000.00	3,000.00	2,329.67	3,000.00	3,000.00
001-3220	003213 HARDWARE	268.24	0.00	190.97	67.77	500.00	500.00
001-3220	003214 GASOLINE OIL & LUBRICANTS	235.87	4,225.59	2,860.05	1,329.65	3,500.00	2,515.00
001-3220	003217 PLUMBING & SEWAGE SUPPLIES	410.12	0.00	991.23	0.00	1,000.00	1,000.00
001-3220	003220 WEARING APPAREL	485.11	375.00	375.00	295.96	375.00	375.00
001-3220	003224 STORM SEWER MATERIALS	10,104.53	8,388.00	10,988.74	4,483.04	11,000.00	11,000.00
	TOTAL	114,472.91	119,673.30	137,601.93	128,093.20	143,608.22	156,802.93

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3240 **Department Name:** Street Lighting

Department Description:

The Municipality provides funds to cover the expenses of street lighting throughout the Municipality on public roadways. The Municipality locates streetlights at intersections and other dangerous areas as determined by Municipal Council.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<u>STREET LIGHTING</u>							
001-3240	002502 ELECTRICITY	5,914.66	181,789.47	9,036.90	209,419.40	310,000.00	310,000.00
	TOTAL	5,914.66	181,789.47	9,036.90	209,419.40	310,000.00	310,000.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3250 **Department Name:** Street Maintenance

Department Description:

The Municipality provides maintenance services in terms of repair and limited rebuilding to approximately 108 miles of municipal streets.

The Public Works Road Department is responsible for roadwork such as pothole repair, cutting berms and islands.

Department Standards:

- The primary goal for the Public Works Department at all times is to ensure Monroeville residents have the safest, most attractive community by constantly having employees maintain the roads, rights-of-ways, sewer systems and, at times, joins the police and fire companies to correct unsafe conditions.
- The Municipality provides for the complete sweeping and cleaning of all streets twice per year, once in the spring and once in the fall.
- Annually, a road pothole patching and crack-sealing program is conducted.
- Mowing of municipal-owned rights-of-ways occur approximately every 15 to 20 days.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<u>STREET MAINTENANCE</u>							
001-3250	001100 SALARIES OF REGULAR EMPLOYEES	319,536.93	317,232.58	360,673.67	331,766.60	360,630.40	371,446.40
001-3250	001400 OVERTIME PAY	7,399.58	15,396.00	13,152.08	18,594.61	24,000.00	24,500.00
001-3250	001500 SICK DAY BUY BACK	0.00	1,000.00	500.00	500.00	500.00	500.00
001-3250	001900 LONGEVITY PAY	8,645.00	11,077.96	8,125.00	10,226.37	8,515.00	6,630.00
001-3250	002110 DRUG TESTING/PHYSICAL	437.50	276.00	413.83	322.17	500.00	500.00
001-3250	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	12,427.23	0.00	14,282.40	39,863.88
001-3250	002407 HOSPITALIZATION & HEALTH INSUR	127,353.25	123,196.05	125,815.70	153,227.27	120,587.52	131,906.92
001-3250	002409 EMPLOYEES' PENSION INSURANCE	35,980.20	41,330.04	66,612.06	64,706.22	78,482.39	91,563.00
001-3250	002410 SOCIAL SECURITY CONTRIBUTIONS	25,230.70	25,907.86	29,296.02	27,236.63	30,178.34	31,550.00
001-3250	002413 EMPLOYEES' LIFE INSURANCE	1,485.69	1,582.99	1,644.36	1,554.27	1,752.96	1,973.28
001-3250	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	44,300.00
001-3250	002503 TELEPHONE & TELEGRAPH	239.28	250.68	271.58	252.67	500.00	500.00
001-3250	002613 MISC EQUIP REPAIR & MAINT	350.00	0.00	276.49	0.00	350.00	350.00
001-3250	002704 RENT OF MACH & MECH EQUIP	975.00	25.95	0.00	1,000.00	1,000.00	1,000.00
001-3250	003101 GENERAL OFFICE SUPPLIES	1.46	2.72	1.68	12.45	50.00	50.00
001-3250	003201 AGRICULTURAL SUPPLIES	5,000.00	3,436.28	2,732.17	4,999.91	5,000.00	5,000.00
001-3250	003202 ASPHALT & ASPHALT PRODUCTS	23,072.20	31,126.60	23,823.07	20,650.06	21,050.00	20,000.00
001-3250	003205 CONCRETE & CLAY PRODUCTS	7,500.00	5,966.51	10,000.00	8,748.89	9,600.00	10,000.00
001-3250	003213 HARDWARE	2,057.21	1,399.20	1,849.53	1,827.12	2,000.00	2,000.00
001-3250	003214 GASOLINE OIL & LUBRICANTS	28,497.35	12,528.79	12,219.14	10,056.44	15,900.00	23,000.00
001-3250	003219 STRUCT STEEL IRON & REL METALS	5,933.73	7,307.50	6,114.61	500.00	8,850.00	9,500.00
001-3250	003220 WEARING APPAREL	1,962.37	1,874.03	2,221.04	2,351.62	2,500.00	2,250.00
001-3250	003227 HAND TOOLS	40.26	78.83	214.42	167.04	300.00	300.00
	TOTAL	601,697.71	600,996.57	678,383.68	658,700.34	706,529.01	818,683.48

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3260 **Department Name:** Parks Maintenance

Department Description:

This department is responsible for the maintenance and improvement of the neighborhood walk-in parks and conservancy preserves in the Municipality. The department is revised to reflect all neighborhood parks and undeveloped conservancy lands excluding the Monroeville Community Park properties. Parks maintenance employees mow/trim approximately 240 acres of open areas on a weekly basis throughout the growing season. Additionally, parks staff maintain 11 baseball fields, 8 soccer fields, 11 restroom buildings, 9 picnic pavilions, 16 children's play areas, 16 tennis courts, 18 basketball courts, 6 deck hockey courts, 7 volleyball courts and 21+ hiking trails in the neighborhood parks. Mowing and general maintenance activities take place in 21 developed and undeveloped parks plus 19 separate landscaped areas in Monroeville.

Department Standards:

- Mowing of municipal owned park lands and other public properties occur approximately every 7 to 10 days.
- Maintain park amenities such as drinking fountains, park benches, small shed structures, etc.
- Install minor play equipment and maintain all play apparatus.
- Tree planting and basic care.
- Custodial care of parks and restrooms, including dumpster collection.
- Spring start-up of the municipal swimming pool and other park facilities.
- Assist public works department with snow removal.
- Ball field maintenance and preparation.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/17	2017 REVISED BUDGET	2018 BUDGET
PARKS MAINTENANCE							
001-3260	001100 SALARIES OF REGULAR EMPLOYEES	458,902.93	467,026.74	483,591.41	441,403.43	486,636.80	504,171.00
001-3260	001400 OVERTIME PAY	24,253.77	26,584.24	23,690.41	18,726.38	31,500.00	31,500.00
001-3260	001500 SICK DAYS BUY BACK	200.00	500.00	450.00	450.00	500.00	450.00
001-3260	001900 LONGEVITY PAY	10,080.00	12,434.25	10,795.00	11,223.29	11,250.00	9,755.00
001-3260	002110 DRUG TESTING/PHYSICAL	522.60	918.50	377.50	440.50	700.00	700.00
001-3260	002280 SEMINAR EXPENSE	0.00	0.00	0.00	200.00	400.00	400.00
001-3260	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	27,218.92	0.00	17,398.20	18,462.00
001-3260	002407 HOSPITALIZATION & HEALTH INSUR	165,622.36	182,579.02	152,277.76	180,052.64	166,116.48	173,399.04
001-3260	002409 EMPLOYEES' PENSION INSURANCE	57,568.32	74,394.08	116,303.65	116,420.63	104,643.20	104,643.00
001-3260	002410 SOCIAL SECURITY CONTRIBUTIONS	37,735.86	38,820.44	39,487.26	35,309.94	40,604.00	42,571.00
001-3260	002413 EMPLOYEES' LIFE INSURANCE	1,877.71	1,988.42	1,957.70	1,748.85	2,014.56	2,014.56
001-3260	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	20,859.00
001-3260	002503 TELEPHONE & TELEGRAPH	749.70	796.10	779.67	1,003.31	1,000.00	1,000.00
001-3260	002504 WATER	326.91	282.59	292.98	243.36	700.00	700.00
001-3260	002606 RECREATION EQUIP RPR MAINT	225.00	250.00	0.00	250.00	250.00	250.00
001-3260	002613 MISC EQUIP RPR & MAINT	643.92	2,000.00	1,445.09	2,000.00	2,000.00	2,000.00
001-3260	002702 RENT OF PORTA JOHNS	5,890.00	6,500.00	8,420.00	8,000.00	8,000.00	8,000.00
001-3260	002704 RENT OF MACH & MECH EQUIP	1,812.60	2,000.00	370.00	600.00	2,000.00	2,000.00
001-3260	002911 TREE MAINTENANCE	0.00	350.00	0.00	350.00	350.00	350.00
001-3260	003101 GENERAL OFFICE SUPPLIES	17.55	150.00	9.82	36.97	150.00	150.00
001-3260	003201 AGRICULTURAL SUPPLIES	8,396.80	15,500.00	15,500.00	15,050.42	15,500.00	15,500.00
001-3260	003203 CHEMICALS	344.07	350.00	846.87	82.38	850.00	850.00
001-3260	003204 CLEANING & SANITATION SUPPLIES	2,000.00	3,500.00	2,731.42	1,250.53	3,500.00	3,500.00
001-3260	003211 LUMBER WOOD PRODUCT & INSULAT	135.54	950.00	36.57	817.86	950.00	950.00
001-3260	003213 HARDWARE	3,705.60	2,352.57	3,641.06	2,904.02	3,800.00	3,800.00
001-3260	003214 GASOLINE OIL & LUBRICANTS	34,854.84	26,180.88	18,127.52	16,305.50	22,000.00	28,250.00
001-3260	003216 PAINTS & PAINTING SUPPLIES	372.83	800.00	479.76	794.37	900.00	900.00
001-3260	003217 PLUMBING & SEWAGE SUPPLIES	246.06	500.00	0.00	0.00	0.00	0.00
001-3260	003220 WEARING APPAREL	2,835.07	2,724.46	2,991.42	2,147.71	3,100.00	3,000.00
001-3260	003227 HAND TOOLS	0.00	424.95	263.96	54.54	550.00	550.00
001-3260	005301 AGRICULTURAL EQUIP	3,615.40	4,000.00	5,113.41	4,435.74	5,500.00	5,500.00
	TOTAL	822,935.44	874,857.24	917,199.16	862,302.37	932,863.24	986,174.60

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3270 **Department Name:** Traffic Signals, Signs,
And Markings

Department Description:

The Municipality provides the services of a full-time technician who is responsible for the maintenance and general repair of the forty (40) traffic signals located throughout the Municipality. In addition, repair of Municipality-owned radio equipment is provided on a limited basis, as is other electronic equipment.

The public works sign crew makes installs and replaces missing or damaged signs. In addition, the sign crew paints lines designating parking spaces in parking lots at various municipal buildings and other municipal facilities. This department also does road line painting for all municipal streets throughout the Municipality. Also, special event signs are made for all municipal parades, etc.

Department Standards:

- All municipal traffic signals are maintained on an as-needed basis.
- This department installs all new police vehicle radio equipment.



MUNICIPALITY OF MONROEVILLE

2018 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/17	2017 REVISED BUDGET	2018 BUDGET
TRAFFIC SIGNALS, SIGNS & MARK							
001-3270	001100 SALARIES OF REGULAR EMP	269,118.12	250,948.53	259,538.61	241,929.80	262,121.60	269,984.00
001-3270	001400 OVERTIME PAY	5,004.25	5,698.39	6,260.37	12,224.32	14,500.00	14,500.00
001-3270	001500 SICK DAY BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00
001-3270	001900 LONGEVITY PAY	4,300.00	4,570.00	4,840.00	5,110.00	5,110.00	5,380.00
001-3270	002110 DRUG TESTING/PHYSICAL	256.50	63.50	91.14	105.50	250.00	250.00
001-3270	002206 TRAVEL EXPENSE	1,087.82	2,134.30	1,923.74	2,113.86	2,500.00	2,500.00
001-3270	002280 SEMINAR	545.00	702.70	550.00	750.00	750.00	750.00
001-3270	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	10,205.15	0.00	11,256.00	11,256.00
001-3270	002407 HOSPITALIZATION & HEALTH	102,989.67	104,714.09	76,581.24	97,241.77	86,717.16	88,040.88
001-3270	002409 EMPLOYEES PENSION INSURANCE	28,784.16	33,064.03	49,641.02	51,764.98	52,321.59	52,322.00
001-3270	002410 SOCIAL SECURITY CONTRIBUTION	20,742.95	19,410.02	20,069.62	19,250.13	21,552.47	22,175.00
001-3270	002413 EMPLOYEES LIFE INSURANCE	960.96	872.54	886.60	805.90	996.00	996.00
001-3270	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	11,256.00
001-3270	002502 ELECTRICITY	8,662.70	70,216.06	70,130.64	62,307.56	24,000.00	24,000.00
001-3270	002503 TELEPHONE & TELEGRAPH	1,705.15	1,715.21	1,794.37	1,748.81	4,500.00	4,500.00
001-3270	002505 TRAFFIC SIGNAL INTERNET	0.00	0.00	0.00	2,543.48	2,700.00	5,400.00
001-3270	002609 TRAFFIC SIGNAL REPAIR & MAINT	6,798.69	8,500.00	8,500.00	8,540.63	10,000.00	10,000.00
001-3270	002610 OFFICE EQUIPMENT REPAIRS & MAI	0.00	0.00	250.00	21.39	250.00	250.00
001-3270	002903 DUES AND MEMBERSHIPS	155.00	85.00	100.00	0.00	300.00	300.00
001-3270	002910 MISC OTHER OPERATING SERV	0.00	900.00	1,665.38	0.00	0.00	10,000.00
001-3270	003101 GENERAL OFFICE SUPPLIES	5.84	10.92	6.69	77.52	100.00	100.00
001-3270	003213 HARDWARE	1,594.19	2,000.00	580.62	340.74	2,000.00	2,000.00
001-3270	003214 GASOLINE OIL & LUBRICANTS	17,561.42	8,427.84	6,990.84	5,167.55	8,000.00	9,800.00
001-3270	003216 PAINTS & PAINTING SUPPLIES	11,503.27	13,812.92	12,936.47	3,176.37	6,975.29	15,000.00
001-3270	003220 WEARING APPAREL	978.90	1,478.72	1,498.74	1,409.53	1,600.00	1,600.00
001-3270	003222 SIGNS	15,076.27	17,937.55	18,035.86	21,164.38	28,024.71	20,000.00
001-3270	003227 HAND TOOLS	215.50	0.00	375.79	310.50	400.00	400.00
001-3270	003228 ELECTRONIC PARTS	6,000.00	8,000.00	7,866.45	3,099.00	8,000.00	8,000.00
001-3270	003230 ELECTRICAL SUPPLIES	3,000.00	3,000.00	1,842.25	2,599.00	3,000.00	3,000.00
	TOTAL	507,046.36	558,262.32	563,161.59	543,802.72	557,924.82	593,759.88

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3320 **Department Name:** Refuse Collection & Disposal

Department Description:

Refuse is collected on a weekly basis (except holidays) from approximately 10,000 homes with Municipality-owned refuse trucks. Curbside collection is made of all wastes and trash placed at the curbside after 6 p.m. the evening preceding collection day. No auto parts, building materials, rocks or earth are picked up. Tree branches, lumber and carpeting must be no longer than 4 feet with a maximum weight of 35 pounds, bundled and tied together. Paint cans should be distinctly marked and set aside from the remainder of the refuse.

Department Standards:

- Garbage and trash is collected on a weekly basis from approximately 10,000 homes with Municipality-owned refuse trucks.
- The collection of solid waste from single-family residences and multi-family dwellings that are primarily composed of individually owned units would occur on a weekly basis.
- Routes are divided into three areas with a three-man crew collecting approximately 1,000 tons of refuse monthly.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>	
REFUSE COLLECTION								
001-3320	001100	SALARIES OF REGULAR EMPLOYEES	473,401.26	471,974.82	485,472.24	450,785.95	498,430.40	484,400.80
001-3320	001300	SALARIES & WAGES OF TEMP EMPLC	72,053.70	71,105.19	54,166.95	67,353.20	65,000.00	65,000.00
001-3320	001400	OVERTIME PAY	20,206.43	17,377.84	20,371.25	21,323.01	21,000.00	21,000.00
001-3320	001500	SICK DAY BUY BACK	600.00	906.25	550.00	550.00	906.26	450.00
001-3320	001900	LONGEVITY PAY	2,730.00	2,167.08	1,430.00	1,495.00	2,145.00	1,560.00
001-3320	002110	DRUG TESTING/PHYSICAL	668.00	2,308.50	728.33	643.00	2,000.00	2,000.00
001-3320	002400	OPEB ANNUAL REQ CONTRIB	0.00	0.00	0.00	0.00	0.00	0.00
001-3320	002407	HOSPITALIZATION & HEALTH INSUR	177,968.38	175,423.27	141,666.55	133,659.09	154,837.64	133,420.16
001-3320	002409	EMPLOYEES' PENSION INSURANCE	64,784.36	74,600.07	111,712.30	116,782.82	117,723.60	78,482.00
001-3320	002410	SOCIAL SECURITY CONTRIBUTIONS	44,266.87	43,336.31	42,859.37	41,268.61	45,001.88	44,504.00
001-3320	002413	EMPLOYEES' LIFE INSURANCE	1,952.92	2,001.24	1,937.46	1,751.80	1,944.00	1,944.00
001-3320	002414	RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-3320	002912	DUMPING FEES	96,017.35	93,341.19	89,778.60	89,139.18	105,000.00	95,000.00
001-3320	003101	GENERAL OFFICE SUPPLIES	0.00	49.49	0.00	0.00	150.00	150.00
001-3320	003213	HARDWARE	111.38	499.63	113.48	234.45	500.00	500.00
001-3320	003214	GASOLINE OIL & LUBRICANTS	55,096.63	30,655.25	25,466.21	22,662.92	31,000.00	52,540.00
001-3320	003220	WEARING APPAREL	6,900.83	6,483.49	5,769.78	5,575.85	8,000.00	8,500.00
		TOTAL	1,016,758.11	992,229.62	982,022.52	953,224.88	1,053,638.78	989,450.96

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3330 **Department Name:** Vehicular Equipment
Maintenance

Department Description:

The Municipality provides the service of four (4) full-time mechanics to aid in the repair of 140 municipal vehicles. A program of routine maintenance as well as limited repair is undertaken as well as contracting with large-service garages for major repair jobs. A complete system of vehicle maintenance has been established including all fire department equipment. The Municipality also inspects all vehicles.

Department Standards:

- The vehicle maintenance division consists of four mechanics that service and maintains approximately 195 pieces of equipment such as diesel engines, heavy equipment transmissions, hydraulic systems, fire apparatus pumps, gasoline engines, automotive equipment including automobiles and light-duty trucks and related systems.

- Maintenance records will be kept in a computer database.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/17	2017 REVISED BUDGET	2018 BUDGET
VEHICULAR EQUIPMENT MAINT							
001-3330	001100 SALARIES OF REGULAR EMPLOYEES	241,392.56	243,872.89	317,217.09	290,602.58	332,550.40	345,467.00
001-3330	001400 OVERTIME PAY	10,427.47	7,908.14	9,185.00	9,352.46	17,100.00	17,100.00
001-3330	001500 SICK DAY BUY BACK	0.00	0.00	150.00	150.00	0.00	150.00
001-3330	001900 LONGEVITY PAY	3,835.00	4,095.00	4,355.00	4,615.00	4,615.00	4,875.00
001-3330	002110 OIL REC/DRUG TEST	1,091.50	2,500.00	2,500.00	67.50	2,500.00	2,500.00
001-3330	002206 TRAVELING EXPENSES	0.00	0.00	0.00	565.27	300.00	300.00
001-3330	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	12,471.90	0.00	13,801.20	14,799.96
001-3330	002407 HOSPITALIZATION & HEALTH INSUR	100,992.46	92,265.89	86,854.31	115,311.80	102,077.20	103,188.88
001-3330	002409 EMPLOYEES' PENSION INSURANCE	28,784.16	33,064.03	49,661.02	51,764.98	65,402.00	65,402.00
001-3330	002410 SOCIAL SECURITY CONTRIBUTIONS	19,190.39	19,154.61	24,527.14	20,922.87	27,101.30	28,121.00
001-3330	002413 EMPLOYEES' LIFE INSURANCE	1,018.56	1,003.46	1,108.27	1,043.24	1,236.00	1,138.08
001-3330	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	15,999.00
001-3330	002503 TELEPHONE & TELEGRAPH	489.82	449.72	452.96	410.59	500.00	500.00
001-3330	002608 RADIO EQUIP REPAIR & MAINT	2,104.68	2,500.00	406.45	56.56	2,500.00	2,500.00
001-3330	002611 AUTOMOBILE REPAIR & MAINT	12,000.00	21,521.44	12,000.00	9,594.98	12,000.00	12,000.00
001-3330	002613 EQUIPMENT REPAIR & MAINT	2,000.00	3,000.00	3,000.00	714.89	3,000.00	3,000.00
001-3330	002805 EDUCATION BENEFITS	0.00	0.00	0.00	319.99	2,000.00	2,000.00
001-3330	002905 LAUNDRY TAILORING & DRY CLEANI	2,254.27	2,377.00	2,284.56	1,936.89	2,500.00	2,500.00
001-3330	002910 MISC OTHER OPERATING SVCS	0.00	11,500.00	11,213.06	10,793.72	11,500.00	11,500.00
001-3330	003101 GENERAL OFFICE SUPPLIES	8.55	85.87	131.48	16.84	150.00	150.00
001-3330	003204 CLEANING & SANITATION SUPPLIES	460.00	500.00	247.56	81.71	500.00	500.00
001-3330	003213 HARDWARE	2,500.00	2,500.00	2,500.00	1,208.39	2,500.00	2,500.00
001-3330	003214 GASOLINE OIL & LUBRICANTS	6,215.17	5,668.85	5,849.25	4,979.16	7,100.00	1,900.00
001-3330	003215 MOTOR VEHICLE PARTS	134,759.80	140,000.00	136,693.87	114,315.46	140,000.00	140,000.00
001-3330	003220 WEARING APPAREL	1,875.21	2,250.23	1,862.33	1,603.95	3,350.00	3,350.00
001-3330	003226 TIRES	55,000.00	60,792.00	60,000.00	36,328.90	60,000.00	60,000.00
001-3330	003227 HAND TOOLS	1,432.13	2,000.00	1,975.25	1,117.35	2,000.00	2,000.00
001-3330	003613 MISC. EQUIPMENT REPAIR & MAINT	0.00	0.00	0.00	4,065.33	4,500.00	4,500.00
001-3330	005313 GARAGE EQUIP & TOOLS	3,999.20	6,000.00	6,000.00	5,826.54	10,000.00	6,000.00
	TOTAL	631,830.93	665,009.13	752,646.50	687,766.95	830,783.10	853,940.92

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3340 **Department Name:** Recycling

Department Description:

The Municipality of Monroeville picks up materials on a biweekly basis on the same day as garbage collection by a special recycling truck. Materials are to be placed in a special recycling container which can be obtained free of charge at the Monroeville Public Works Building. Glass (clear and colored), aluminum cans, tin/steel cans, and plastic bottles with a No. 1 or No. 7 on the bottom may be recycled. New in 2016, the Municipality started newspaper and cardboard curbside pick up.

The leaf-recycling program occurs the second week of October through approximately the first week of December. Leaves must be set-aside in biodegradable bags. Leaves will be picked up on the same day as the regular garbage pickup schedule. Leaves are then transported to the Municipal leaf recycling facility located at the public works building.

Department Standards:

- Two (2) municipal employees are assigned to collect recyclable items on a biweekly basis from approximately 10,000 homes in Monroeville.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
RECYCLING							
001-3340	001100 SALARIES OF REGULAR EMP	114,246.60	109,323.50	118,301.12	107,880.72	119,142.40	122,720.00
001-3340	001400 OVERTIME PAY	7,472.91	6,388.62	3,863.52	5,821.59	11,300.00	11,300.00
001-3340	001500 SICK DAY BUY BACK	100.00	0.00	0.00	0.00	0.00	100.00
001-3340	001900 LONGEVITY PAY	1,365.00	1,170.00	1,300.00	1,105.00	1,430.00	1,495.00
001-3340	002110 RECYCLING CONSULTANT	2,221.20	105.50	58.34	0.00	0.00	0.00
001-3340	002407 HOSPITALIZATION & HEALTH	42,766.00	40,187.02	29,083.36	38,748.27	36,003.60	42,433.12
001-3340	002409 EMPLOYEES PENSION INSURANCE	14,392.08	16,532.02	24,820.51	25,882.49	26,160.80	26,161.00
001-3340	002410 SOCIAL SECURITY CONTRIBUTION	9,674.11	9,268.11	10,106.12	8,669.85	10,155.90	10,375.00
001-3340	002413 EMPLOYEES LIFE INSURANCE	349.15	338.97	354.49	336.66	362.40	362.40
001-3340	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-3340	003101 GENERAL OFFICE SUPPLIES	139.18	202.91	7.95	90.87	240.00	240.00
001-3340	003213 HARDWARE	9,725.00	13,200.00	1,458.42	0.00	13,200.00	13,200.00
001-3340	003214 GASOLINE OIL & LUBRICANTS	19,973.91	9,487.46	8,593.74	7,927.70	11,000.00	13,130.00
001-3340	003220 WEARING APPAREL	636.27	658.45	739.42	800.00	850.00	975.00
	TOTAL	223,061.41	206,862.56	198,686.99	197,263.15	229,845.10	242,491.52

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3350 **Department Name:** Animal Control

Department Description:

The Municipality provides the services of a full-time animal control officer in order to effectively deal with problems and complaints arising from animals throughout the Municipality.

Department Standards:

- The officer is on call for an emergency after normal working hours.
- Animal control receives a myriad of calls ranging from stray dogs, lost cats and dead animals.
- Stray animals are brought to a clean, sanitary shelter where they are cared for and offered for adoption, if not claimed by the owner.
- Calls are also received for distress or cruelty to animals.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
ANIMAL CONTROL							
001-3350	001100 SALARIES OF REGULAR EMP	56,160.41	56,951.59	59,326.88	54,966.40	59,571.20	61,360.00
001-3350	001400 OVERTIME PAY	16,414.10	13,406.75	16,608.71	17,341.75	14,000.00	15,000.00
001-3350	001500 SICK DAY BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00
001-3350	001900 LONGEVITY PAY	1,170.00	1,235.00	1,300.00	1,365.00	1,365.00	1,430.00
001-3350	002110 DRUG TESTING/PHYSICAL	0.00	2,986.20	50.00	0.00	100.00	100.00
001-3350	002280 SEMINAR EXPENSES	0.00	89.50	180.00	334.59	500.00	500.00
001-3350	002407 HOSPITALIZATION & HEALTH	19,264.43	20,725.61	20,535.54	24,600.00	24,535.80	24,926.04
001-3350	002409 PENSION INSURANCE	7,196.03	8,266.01	12,410.26	12,941.24	13,080.40	13,080.00
001-3350	002410 SOCIAL SECURITY CONTRIBUTION	5,545.87	5,369.53	5,756.08	5,478.50	5,732.62	5,950.94
001-3350	002413 EMPLOYEES LIFE INSURANCE	181.20	181.20	181.20	166.10	181.20	181.20
001-3350	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-3350	002503 TELEPHONE & TELEGRAPH	1,128.79	1,073.17	1,102.99	995.64	2,000.00	2,000.00
001-3350	002610 OFFICE EQUIPMENT REPAIRS & MAI	2,190.00	933.25	681.09	1,000.00	1,000.00	1,000.00
001-3350	003101 GENERAL OFFICE SUPPLIES	5.84	35.74	202.29	48.07	200.00	200.00
001-3350	003208 INSTITUTIONAL SUPPLIES	883.44	0.00	1,000.00	1,000.00	1,000.00	1,000.00
001-3350	003212 MEDICAL SUPPLIES	0.00	0.00	500.00	500.00	500.00	500.00
001-3350	003213 HARDWARE	1,387.36	0.00	220.45	250.00	250.00	250.00
001-3350	003214 GASOLINE OIL & LUBRICANTS	6,370.35	3,777.80	2,438.16	1,851.20	3,000.00	1,800.00
001-3350	003220 WEARING APPAREL	374.99	375.00	374.98	124.99	475.00	475.00
	TOTAL	118,272.81	115,406.35	122,868.63	122,963.48	127,491.22	129,753.18

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3360 **Department Name:** Building and Property
Maintenance

Department Description:

The use of municipal buildings and surrounding grounds by the public requires maintenance and repair to maintain a standard of clean, functional and safe use. Scheduling of public use of building areas dictates the need to coordinate maintenance activities to ensure full, safe use of the structures.

Monroeville Historical Society, Incorporated is an independent volunteer organization whose purpose is "to unite into one organization all persons in helping to collect, preserve and protect elements of historic significance deemed of value to future citizens." Particular municipal properties designated as "historical" are the Old Stone Church, McGinley House, McCully Log Cabin and municipal monuments, where weddings, instruction programs, tours and organization meetings are held. Maintenance within these buildings is included within this department.

The Municipality provides support services for civic activities such as parades, community festivals and service to community facilities.

Department Standards:

- A maintenance crew of two employees and a working foreman makes repairs in the various municipal buildings and the municipal pool.
- Maintains a safe and reasonable work environment for municipal employees.
- Maintains a public meeting facility for municipal residents, Council, Boards and Commissions.
- Maintains a site for the public to interact on a daily basis regarding public services, problems, etc.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/17	2017 REVISED BUDGET	2018 BUDGET
BUILDING MAINTENANCE							
001-3360	001100 SALARIES REGULAR EMPLOYEES	202,543.75	236,778.93	242,327.70	224,212.96	242,590.40	249,870.40
001-3360	001400 OVERTIME PAY	6,028.33	6,103.07	9,650.82	11,167.02	12,150.00	12,150.00
001-3360	001500 SICK DAY BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00
001-3360	001900 LONGEVITY PAY	3,705.00	3,835.00	4,095.00	4,355.00	4,355.00	4,615.00
001-3360	002110 WINDOW MAINT	1,401.56	732.79	335.99	176.17	0.00	0.00
001-3360	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	0.00	0.00	0.00	0.00
001-3360	002407 HOSPITALIZATION & HEALTH	71,006.31	100,874.05	85,081.14	96,993.91	94,924.56	96,642.72
001-3360	002409 EMPLOYEES' PENSION INSURANCE	28,784.16	33,064.03	49,641.02	51,764.98	52,321.59	52,322.00
001-3360	002410 SOCIAL SECURITY CONTRIBUTION	16,252.57	18,849.10	19,001.45	17,736.09	19,820.80	20,397.61
001-3360	002413 EMPLOYEES' LIFE INSURANCE	1,155.19	1,254.66	1,237.60	1,132.89	1,155.00	1,155.60
001-3360	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-3360	002501 NATURAL GAS	21,467.56	17,441.28	13,863.65	10,000.38	28,000.00	28,000.00
001-3360	002502 ELECTRICITY	95,214.47	92,146.63	98,531.96	87,049.41	100,000.00	100,000.00
001-3360	002503 TELEPHONE & TELEGRAPH	1,953.90	1,949.33	2,032.76	2,196.10	2,500.00	2,500.00
001-3360	002504 WATER	18,616.41	20,088.31	21,035.82	18,867.91	22,000.00	22,000.00
001-3360	002601 BUILDING REPAIR & MAINT	10,019.26	15,000.00	14,329.72	15,189.84	15,208.00	15,208.00
001-3360	002612 BUILDING EQUIP REPAIR & MAINT	9,965.80	15,000.00	18,363.64	12,229.85	15,000.00	15,000.00
001-3360	002613 MISC EQUIP REPAIR & MAINT	5,000.00	5,000.00	5,087.52	4,753.29	5,000.00	5,000.00
001-3360	002614 CLEANING SERVICE	5,632.96	7,080.24	8,673.16	8,244.58	10,000.00	10,000.00
001-3360	002616 STORMWATER MITIGATION FEE	0.00	0.00	0.00	0.00	0.00	0.00
001-3360	003101 GENERAL OFFICE SUPPLIES	19.55	26.94	99.88	59.48	100.00	100.00
001-3360	003201 AGRICULTURAL SUPPLIES	638.65	651.60	710.00	700.00	700.00	700.00
001-3360	003203 CHEMICALS	831.79	833.04	2,000.00	1,739.21	2,000.00	2,000.00
001-3360	003204 CLEANING & SANITATION SUPPLIES	12,665.73	12,652.38	12,958.91	12,579.65	13,000.00	13,000.00
001-3360	003206 HISTORICAL SOCIETY	526.35	855.06	1,013.73	720.05	1,500.00	1,500.00
001-3360	003211 LUMBER WOOD & INSUL MAT	315.20	51.61	500.00	123.15	500.00	500.00
001-3360	003213 HARDWARE	2,000.00	1,999.73	1,991.95	1,994.33	2,000.00	2,000.00
001-3360	003214 GASOLINE OIL & LUBRICANTS	13,373.60	6,663.63	5,569.03	4,557.89	7,000.00	7,370.00
001-3360	003216 PAINTS & PAINTING SUPPLIES	474.43	748.98	1,001.78	248.80	1,000.00	1,000.00
001-3360	003217 PLUMBING & SEWAGE SUPPLIES	3,114.21	2,091.42	3,500.00	2,522.80	3,500.00	3,500.00
001-3360	003220 WEARING APPAREL	1,499.98	1,532.64	1,686.40	1,286.66	1,850.00	1,850.00
001-3360	003227 HAND TOOLS	166.52	300.00	300.00	300.00	300.00	300.00
001-3360	003230 ELECTRICAL SUPPLIES	3,413.27	3,424.16	3,548.26	3,500.00	3,500.00	3,500.00
	TOTAL	537,786.51	607,028.61	628,168.89	596,402.40	661,975.35	672,181.33

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 3365 **Department Name:** Monroeville Community Park

Department Description:

Monroeville Park has expanded significantly to become Monroeville Community Park and encompass an east campus and west campus with Tilbrook Road as the dividing line. The existing 66-acre, Monroeville Park, which was originally part of the Rush Farm, has been incorporated with the new 125-acre, community park which was originally the Bohinski Farm with portions of the Madjerich Farm and Krusey property added to form the Monroeville Community Park Complex.

The Monroeville Community Park-West Campus opened in 2006. It added fourteen soccer fields, five baseball/softball fields, four restrooms, four tennis courts, two basketball courts, two volleyball courts, one hiking trail, four play areas, gardens and four new picnic shelters to the existing soccer field, baseball field, picnic shelter and court areas at the Monroeville Community Park-East Campus. In 2015, a fifth picnic shelter was constructed in the Community Park-West with funds acquired through UPMC.

This department will consolidate the municipal costs associated with maintaining and operating the Monroeville Community Park Campuses.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
COMMUNITY PARK							
001-3365	001100 SALARIES OF REGULAR EMPLOYEES	175,300.88	178,202.01	184,005.03	174,001.60	185,577.60	194,085.00
001-3365	001400 OVERTIME	18,502.09	22,377.78	24,607.81	23,928.50	14,500.00	14,500.00
001-3365	001500 SICK DAY BUY BACK	450.00	200.00	0.00	0.00	200.00	0.00
001-3365	001900 LONGEVITY PAY	3,775.00	3,905.00	4,035.00	4,165.00	4,165.00	4,295.00
001-3365	002110 DRUG TESTING/PHYSICAL	62.00	240.50	193.33	120.33	300.00	300.00
001-3365	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	10,205.15	0.00	11,256.00	11,256.00
001-3365	002407 HOSPITALIZATION & HEALTH	67,742.87	72,970.87	62,652.70	80,948.78	69,916.92	71,500.08
001-3365	002409 EMPLOYEES PENSION	21,588.12	24,798.03	37,230.76	38,823.74	39,241.19	39,241.00
001-3365	002410 SOCIAL SECURITY CONTRIBUTIONS	14,742.66	15,222.26	15,795.55	14,974.90	15,639.86	16,285.00
001-3365	002413 EMPLOYEES LIFE INS	659.44	662.46	654.79	608.96	677.76	677.76
001-3365	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	11,256.00
001-3365	002502 ELECTRICITY	19,730.19	21,756.39	24,435.47	24,302.09	35,000.00	35,000.00
001-3365	002503 TELEPHONE	1,850.75	1,810.22	2,099.96	1,943.12	3,000.00	3,000.00
001-3365	002504 WATER	6,139.88	6,868.00	8,434.69	7,946.49	10,000.00	10,000.00
001-3365	002610 OFFICE EQUIPMENT REPAIRS & MAI	0.00	12.52	268.43	243.81	300.00	300.00
001-3365	002613 BUILD EQUIP REPAIRS & MAINT	-55.49	1,237.82	1,285.75	1,450.89	1,500.00	1,500.00
001-3365	002616 STORMWATER MITIGATION FEE	0.00	0.00	0.00	0.00	0.00	0.00
001-3365	002702 RENT OF PORTA JOHNS	1,200.00	1,500.00	1,357.50	932.50	1,500.00	1,500.00
001-3365	002704 RENT MACH & MECH EQUIP	0.00	143.73	1,000.00	1,000.00	1,000.00	1,000.00
001-3365	002911 TREE MAINTENANCE	0.00	0.00	956.69	0.00	1,000.00	1,000.00
001-3365	003101 GEN OFFICE SUPPLIES	67.62	6.83	84.16	1.24	100.00	100.00
001-3365	003201 AGRICULTURAL SUPPLIES	3,336.68	6,000.00	5,817.48	3,327.15	6,000.00	6,000.00
001-3365	003204 CLEANING & SANITATION SUPPLIE	4,156.47	3,213.45	6,140.84	5,990.35	6,000.00	6,000.00
001-3365	003213 HARDWARE	376.78	489.81	500.00	452.48	500.00	500.00
001-3365	003214 GASOLINE, OIL AND LUBRICANTS	5,394.36	8,726.82	5,389.86	5,175.07	7,000.00	9,800.00
001-3365	003216 PAINTS AND PAINTING SUPPLIES	998.72	0.00	996.97	256.82	1,000.00	1,000.00
001-3365	003217 PLUMBING AND SEWAGE SUPPLIES	0.00	194.51	336.00	325.00	325.00	325.00
001-3365	003218 RECREATIONAL SUPPLIES	0.00	1,683.83	1,000.00	1,000.00	1,000.00	1,000.00
001-3365	003220 WEARING APPAREL	1,097.73	1,117.10	1,124.93	807.93	1,600.00	1,125.00
001-3365	003222 SIGNS	0.00	0.00	0.00	0.00	100.00	100.00
001-3365	003227 HAND TOOLS	258.57	62.90	279.78	300.00	300.00	300.00
001-3365	003230 ELECTRICAL SUPPLIES	1,778.11	438.74	1,983.44	752.63	2,000.00	2,000.00
001-3365	005301 COMM PK FLOWERS	436.50	500.00	-66.99	360.60	500.00	500.00
001-3365	005310 MISC EQUIPMENT	12,985.48	6,519.52	3,500.00	3,500.00	3,500.00	3,500.00
	TOTAL	362,575.41	380,861.10	406,305.08	397,639.98	424,699.33	448,945.84

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 4500 **Department Name:** Recreation, Parks and Human Services Administration

Department Descriptions:

This department is responsible for the administration of parks, for the provision of special events, recreation, leisure and human service programs in various public buildings and park facilities throughout the Municipality. This department is also responsible for the planning of parks, park facilities and features for approximately 920 acres of parklands.

This department is responsible for the overall planning, promotion, scheduling and delivery of recreational programs and services. Department personnel issue use permits for park facilities such as athletic fields and picnic pavilion rentals and recruit volunteers for various events and projects. The department works with community organizations and the private sector in the planning, funding and implementation of various programs and special events.

Department Standards:

- Issue permits for playing fields and picnic pavilions.
- Recruit volunteers and solicit donations to support special events and program offerings.
- Plan for, improve, renovate and develop park facilities and features as needed.
- Work with Park Hosts to ensure secure and safe park sites.
- Research and apply for grants to assist in underwriting programs and park improvements.
- Work with the Recreation and Parks Advisory Board to plan future development needs, recreational program and park offerings.
- Prepare a comprehensive, program of recreation offerings including the following program areas: arts; performing arts; crafts; new arts; literary programs; self-development programs; aquatics; outdoor recreation; fitness and wellness; social recreation; volunteer services; travel and tourism; sports, games, and athletics; and day camps.
- Work with youth sports organizations to provide playing fields, program promotion, and other related services to help them succeed in their mission.
- Develop and distribute a quarterly activities guide of municipal recreation and parks programs, services and events.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
RECREATION, PARKS & HUMAN SEI							
001-4500	001100 SALARIES OF REGULAR EMPLOYEES	146,967.67	150,083.66	158,164.41	147,060.77	158,745.60	158,267.00
001-4500	001400 OVERTIME PAY	0.00	0.00	0.00	0.00	0.00	0.00
001-4500	001500 SICK DAY BUY BACK	350.00	171.88	0.00	0.00	171.88	0.00
001-4500	001900 LONGEVITY PAY	3,600.00	3,825.00	4,050.00	4,231.85	4,275.00	2,775.00
001-4500	002105 RECEPTION & ENTERTAINMENT	400.00	380.00	400.00	400.00	450.00	450.00
001-4500	002110 PARKS HOST PAYMENTS	12,015.96	12,015.96	10,749.49	10,060.00	12,500.00	12,500.00
001-4500	002203 POSTAGE	9,190.94	9,483.23	9,238.21	9,481.73	9,690.00	9,690.00
001-4500	002280 SEMINAR EXPENSES	0.00	548.00	0.00	6.30	832.00	1,000.00
001-4500	002301 ADVERTISING SERVICES	0.00	0.00	0.00	0.00	100.00	100.00
001-4500	002304 PRINTING	0.00	31.22	59.00	0.00	500.00	250.00
001-4500	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	0.00	0.00	0.00	0.00
001-4500	002407 HOSPITALIZATION & HEALTH INSUR	32,906.60	30,388.94	17,960.77	21,373.49	19,987.60	37,457.92
001-4500	002409 EMPLOYEES' PENSION INSURANCE	21,588.12	24,798.03	37,230.76	38,823.74	39,241.19	39,241.00
001-4500	002410 SOCIAL SECURITY CONTRIBUTIONS	13,481.96	13,755.34	14,164.11	13,503.67	12,580.32	13,495.00
001-4500	002413 EMPLOYEES' LIFE INSURANCE	750.24	804.60	751.03	797.40	750.24	848.16
001-4500	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-4500	002503 TELEPHONE & TELEGRAPH	3,607.44	3,495.37	3,569.03	2,818.22	4,000.00	4,000.00
001-4500	002610 OFFICE EQUIP REPAIR & MAINT	3,781.39	4,810.86	3,736.88	3,313.98	4,047.00	4,047.00
001-4500	002730 CONTRACT SERVICE FEES	3,271.68	3,364.93	3,120.83	0.00	3,500.00	3,500.00
001-4500	002903 DUES & MEMBERSHIP	220.00	220.00	230.00	275.00	300.00	300.00
001-4500	003101 GENERAL OFFICE SUPPLIES	5,224.23	4,925.73	4,566.71	4,125.52	4,668.00	4,500.00
001-4500	003102 MAGAZINES MAPS BOOKS & RECORD	17,053.72	17,374.75	17,369.99	17,407.67	18,000.00	18,000.00
001-4500	003214 GASOLINE OIL & LUBRICANTS	344.41	162.43	122.37	142.19	200.00	150.00
001-4500	003220 WEARING APPAREL	275.00	340.00	350.00	0.00	750.00	750.00
001-4500	005308 OFFICE FURNITURE & EQUIP	0.00	0.00	0.00	0.00	300.00	300.00
	TOTAL	275,029.36	280,979.93	285,833.59	273,821.53	295,588.83	311,621.08

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 4600 **Department Name:** Human Services

Department Description:

The Recreation, Parks, and Human Services Department provide a diverse offering of special events, community service programs and recreational opportunities for the citizens of Monroeville. These programs are largely offered free of charge.

Camp Chipewee: a six-week summer day camp for physically and mentally challenged individuals.

Summer Parks Program: places trained leaders in neighborhood parks during the summer months to offer programs, activities, and special events daily to Monroeville's youth.

Special Events: Tall Trees Summer Series, Halloween Fun Night, Easter Egg Hunt, Doggie Easter Egg Hunt, Community Clean-up Day, Letters to Santa, Holiday Light-Up Contest, Snacks with Santa and Give Us Your Best Shot Photo Contest.

Department Standards:

- Summer parks program places trained leaders in the neighborhood parks during the summer months to offer programs, activities, and special events to Monroeville's youth daily throughout the week.
- Camp Chipewee offers one of the few day camp programs for young people with disabilities in Allegheny County. This Camp has been existence for the past 40 plus years.
- Offer quality special events and human service programs of interest to Monroeville residents.
- Provide volunteer opportunities through the Monroeville Volunteers in Parks (MVP) Program, where resident's interests are matched with park system needs in such areas as trail construction, planting and maintaining flower beds, and litter removal.
- Work with various Monroeville scout troops and community organizations on Eagle Scout and other community projects.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
HUMAN SERVICES							
001-4600	001300 SALARIES & WAGES OF TEMP EMPLC	6,045.88	8,054.00	8,772.00	6,248.50	7,000.00	25,000.00
001-4600	002410 SOCIAL SECURITY CONTRIBUTIONS	462.50	616.14	671.00	478.00	1,912.50	1,912.50
001-4600	003212 MEDICAL SUPPLIES	248.84	250.00	249.99	0.00	250.00	250.00
001-4600	003218 RECREATIONAL SUPPLIES	833.40	539.42	9,309.89	18,228.42	19,000.00	1,000.00
001-4600	003301 SPECIAL EVENTS	13,457.95	24,138.18	22,780.45	19,813.72	29,900.00	19,900.00
001-4600	003302 CAMP CHIPEWEE	1,246.82	939.32	1,481.32	1,172.08	1,500.00	1,500.00
001-4600	003304 EAGLE SCOUTS	86.08	0.00	0.00	337.13	500.00	500.00
001-4600	003306 GRANT MONIES EXPENDITURES	0.00	53,766.46	16,973.08	28,335.95	55,000.00	65,000.00
	TOTAL	22,381.47	88,303.52	60,237.73	74,613.80	115,062.50	115,062.50

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 4700 **Department Name:** Leisure Learning

Department Description:

Leisure Learning programs provide meaningful learning opportunities by bringing together interested participants with skilled instructors. Similarly, various recreation programs provide youth and adults the opportunity to participate in active, athletic offerings. Offerings run the full spectrum of opportunities from adult exercise classes taught by qualified leaders, to youth leagues in such disciplines as basketball, and softball, which are primarily run through the efforts of volunteers.

Instructional, fitness, sports leagues, leisure programs, and day camps are offered for youth, teens, and adults on a cost-recovery basis.

Instructional Programs: Ballet, Tap, Ceramics, Swimming, Karate, Arts and Crafts, Gymnastics, Drivers Education, CPR Instruction, Music, Snowshoeing, Music Theatre Workshops, First Aid, Women's Self-Defense, Youth and Adult Scrapbooking, Baton Twirling, Italian Language, Adult Water Coloring, Babysitting Certification, Pet First Aid Workshops, Hand Gun Safety, Children Safety Workshops, Dog Obedience, Kayaking, Rock Climbing, Pumpkin Decorating, Belly Dancing, Ballroom Dancing, Hair Styling, College Funding, Cartooning, Scout Swim Badge, Adaptive Programs, Basket Weaving, Piano, Cake Decorating and Candy Making, Sewing, Calligraphy, Home Interior Design, Rug Braiding and Homeownership Workshops.

Health and Fitness Programs: Tennis, Zumba, Volleyball, Hula Hooping, Adaptive Fitness Fun, Pilates, Tai Chi, Water Kickboxing, Cardio-Kickboxing and Yoga.

Youth and Adult Sports Leagues: Basketball, Tennis, Bocce, Basketball and Softball.

After School Programs: SAT Prep, Mad Science Programs, Snapology, HS Study Skills, and Math Enrichment Programs.

Day Camps: Touch the Earth Day, Safety Town, Drama, Guitar, Music, So Long Summer, Ceramics, Bike, Skateboard, Volleyball and Tennis, Teddy Bear Picnic, Digging for Dinosaurs, First Day of Summer Fun, Games, Fun in the Sun, So Long Summer, Summer Escape, Wood Fairies and Friends, and Gymkhana Gymnastics.

Department Standards:

- Process registrations for program offerings.
- Provide meaningful leisure, fitness and educational programs throughout the year.
- Organize youth sports leagues to provide an opportunity to learn teamwork, develop self-confidence and athletic ability.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
LEISURE LEARNING							
001-4700	001300 SALARIES & WAGES OF TEMP EMPLC	29,694.17	33,995.63	32,313.89	32,104.60	35,000.00	35,000.00
001-4700	002110 CONSULTANTS	37,139.91	27,983.34	41,179.96	30,933.73	35,000.00	35,000.00
001-4700	002410 SOCIAL SECURITY CONTRIBUTIONS	2,271.67	2,600.67	2,493.99	2,456.01	2,677.50	2,677.50
001-4700	002702 RENT OF BUILD STRUC OR ROOMS	4,500.00	3,420.00	3,490.00	0.00	6,000.00	6,000.00
001-4700	002903 MAGAZINES,MAPS,BOOKS,REC	25.00	25.00	52.00	0.00	0.00	0.00
001-4700	002909 BASKETBALL	12,117.76	7,328.94	11,225.45	5,295.00	12,000.00	12,000.00
001-4700	002910 SOFTBALL	6,932.90	7,468.85	5,978.92	7,696.06	7,500.00	7,500.00
001-4700	003212 MEDICAL SUPPLIES	149.31	150.00	95.86	0.00	150.00	150.00
001-4700	003218 RECREATIONAL SUPPLIES	1,138.80	1,922.92	1,493.93	753.85	2,000.00	2,000.00
001-4700	003220 WEARING APPAREL	466.60	579.00	679.13	0.00	1,000.00	1,000.00
001-4700	003221 MERCHANDISE FOR RESALE	5,853.59	7,031.00	7,531.00	6,567.00	5,000.00	5,000.00
	TOTAL	100,289.71	92,505.35	106,534.13	85,806.25	106,327.50	106,327.50

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 4900 **Department Name:** Monroeville Community Pool

Department Description:

This account provides for the operation of the Monroeville Community Pool as a self-supporting entity. Any surplus is put back into the facility in replacements or improvements. Any deficit is made up from the general fund. The pool operates daily from Memorial Day weekend to Labor Day weekend.

In addition to daily pool admissions, this all-inclusive aquatic center includes instructional programs, concession operations, facility rentals and special events.

Facility Rental includes: Pavilion, party room, pool rentals for private parties
And birthday parties complete with a lunch meal and cake.

Special Events include: Charity Volleyball Tournament, Family Cookouts, and Jr. Lifeguard Days, Customer Appreciation Week, Dog Swim and Dive in Movies.

Department Standards:

- Manage the Monroeville Community Pool and Recreation Area to provide public access to daily swimming, group instruction and other related-recreation activities
- Issue permits for facility.
- Offer quality special events of interest to pool patrons.
- Manage pool chemistry and water testing.
- Operate food concession and vending machines with selection of interest to pool patrons.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>	
MONROEVILLE COMMUNITY POOL								
001-4900	001300	SALARIES OF TEMPORARY EMPLOYE	34,587.05	41,019.40	45,246.02	40,671.74	40,000.00	40,000.00
001-4900	002110	MISC OUTSIDE PERSONAL SERVICES	200.00	200.00	200.00	200.00	200.00	200.00
001-4900	002280	SEMINAR EXPENSES	305.00	0.00	384.00	0.00	550.00	550.00
001-4900	002304	PRINTING & TYPESETTING	0.00	0.00	0.00	0.00	150.00	150.00
001-4900	002410	SOCIAL SECURITY CONTRIBUTIONS	2,645.87	3,138.03	3,461.32	3,111.40	3,060.00	3,060.00
001-4900	002502	ELECTRICITY	4,217.73	3,900.01	3,854.82	3,561.61	6,000.00	6,000.00
001-4900	002503	TELEPHONE & TELEGRAPH	882.61	912.42	952.22	887.68	1,000.00	1,000.00
001-4900	002504	WATER	2,641.71	2,292.78	2,123.18	3,224.52	3,200.00	3,200.00
001-4900	002607	MUNI POOL REPAIR & MAINT	966.55	0.00	1,449.44	767.65	1,400.00	1,400.00
001-4900	002613	MISC EQUIP REPAIR & MAINT	49.98	446.35	1,123.52	285.00	1,150.00	1,150.00
001-4900	002730	CONTRACT SERVICE FEES	998.00	980.85	1,245.12	986.00	1,500.00	1,500.00
001-4900	003101	GENERAL OFFICE SUPPLIES	28.09	29.81	83.46	12.77	100.00	100.00
001-4900	003201	AGRICULTURAL SUPPLIES	217.65	0.00	232.00	90.00	250.00	250.00
001-4900	003203	CHEMICALS	3,825.30	4,986.69	5,176.30	4,624.38	5,500.00	5,500.00
001-4900	003204	CLEANING & SANITATION SUPPLIES	480.85	392.90	747.00	620.98	1,000.00	1,000.00
001-4900	003205	CONCRETE & CLAY PRODUCTS	180.00	0.00	387.16	0.00	540.00	540.00
001-4900	003206	FOOD FOR RESALE	8,379.04	10,480.87	10,968.60	8,798.08	12,500.00	12,500.00
001-4900	003207	FUEL	2,883.36	2,868.71	2,319.61	2,036.04	3,500.00	3,500.00
001-4900	003211	LUMBER WOOD PROD & INSULAT MA	0.00	0.00	0.00	0.00	100.00	100.00
001-4900	003212	MEDICAL SUPPLIES	0.00	0.00	0.00	0.00	50.00	50.00
001-4900	003216	PAINTS & PAINT SUPPLIES	2,326.00	752.39	2,500.00	939.00	3,000.00	3,000.00
001-4900	003217	PLUMBING & SEWAGE SUPPLIES	0.00	45.30	251.42	0.00	375.00	375.00
001-4900	003218	RECREATIONAL SUPPLIES	36.71	83.09	158.20	158.38	215.00	215.00
001-4900	003220	WEARING APPAREL	318.00	90.00	397.50	405.00	525.00	525.00
001-4900	003222	SIGNS	0.00	0.00	0.00	0.00	100.00	100.00
001-4900	003227	HAND TOOLS	0.00	0.00	0.00	0.00	0.00	0.00
001-4900	003230	ELECTRICAL SUPPLIES	52.86	74.58	0.00	38.97	275.00	275.00
001-4900	005310	MISC EQUIP	926.92	0.00	977.46	314.29	1,000.00	1,000.00
		TOTAL	67,149.28	72,694.18	84,238.35	71,733.49	87,240.00	87,240.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 5100 **Department Name:** Community Development

Department Descriptions:

The Community Development Department is responsible for guiding all land development within the Municipality of Monroeville; advocating sound land use planning practice while adhering to requirements established in the Monroeville Zoning Ordinance No. 1443, as amended, and the Monroeville Subdivision and Land Development Ordinance, Ordinance No. 2525, as amended, and other municipal ordinances. This Department reviews and advertises all applications and presents those applications for action before Council, Planning Commission and the Zoning Hearing Board. The Department coordinates the review of all land development applications with the applicable Board or Commission, Building Department, Engineering Department, Traffic Consultant, Chiefs of the Fire Departments, Municipal Authority and the Pennsylvania Department of Transportation.

Department Standards:

- Application fees and review fees are charged for all land development applications, including site plans, conditional uses, subdivisions, rezonings and other amendment requests that appear before the Planning Commission and Council for their review and action. Fee schedules, application deadlines for meetings and a requirement checklist are available to all applicants.
- Hearings are held before the Monroeville Zoning Hearing Board for variances to the strict interpretation of the Monroeville Zoning Ordinance No. 1443, as amended, special exceptions, and appeals to the decision of the Zoning Officer. Deadlines for meetings and a requirement checklist are available to all applicants.
- Zoning permits for all new structures, additions, signs, fences, storage sheds, swimming pools, accessory structures and temporary structures are processed and approved by this department.
- Fees are charged for all land development applications, review of land development applications, zoning permits and zoning occupancy permits. The fee schedule is reviewed and updated on a regular basis.
- Property maintenance and property complaints will be processed by this department in a timely manner. All required notifications and enforcement will be processed by the department personnel.
- The DEP Certified Inspectors employed by this department will enforce all landfill regulations through daily inspection. All complaints will immediately be investigated.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
COMMUNITY DEVELOPMENT							
001-5100	001100 SALARIES OF REGULAR EMPLOYEES	150,231.30	135,873.23	214,753.42	194,047.00	215,820.80	225,139.00
001-5100	001400 OVERTIME PAY	10,103.41	9,644.57	5,604.70	3,879.42	9,000.00	5,000.00
001-5100	001450 OVERTIME REIMBURSEMENT	-9,193.15	-8,263.51	-6,150.56	-7,209.65	-8,000.00	0.00
001-5100	001500 SICK DAY BUY BACK	0.00	0.00	618.75	868.75	0.00	0.00
001-5100	001900 LONGEVITY PAY	3,750.00	4,080.82	3,300.00	1,875.00	3,525.00	1,950.00
001-5100	002110 CONSULTANTS/CONTRACTORS	9,455.06	16,626.06	18,605.78	54,713.06	54,000.00	36,000.00
001-5100	002206 TRAVELING EXPENSE	0.00	0.00	0.00	490.49	600.00	1,000.00
001-5100	002280 SEMINAR EXPENSES	420.00	0.00	929.94	1,276.15	1,400.00	1,000.00
001-5100	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	55,131.32	0.00	60,789.36	71,279.88
001-5100	002407 HOSPITALIZATION & HEALTH INSUR	65,902.01	48,006.83	77,161.34	111,357.80	84,267.28	43,094.80
001-5100	002409 EMPLOYEES' PENSION INSURANCE	21,588.12	16,532.02	24,840.51	25,902.49	52,321.60	13,080.00
001-5100	002410 SOCIAL SECURITY CONTRIBUTIONS	13,069.38	11,206.14	16,537.52	15,330.45	17,468.45	18,214.00
001-5100	002413 EMPLOYEES' LIFE INSURANCE	951.60	916.20	1,243.32	1,120.50	1,261.44	1,261.44
001-5100	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	76,914.00
001-5100	002503 TELEPHONE & TELEGRAPH	2,400.29	1,905.78	1,827.59	1,659.06	2,000.00	2,000.00
001-5100	002610 OFFICE EQUIP REPAIR & MAINT	2,767.22	3,046.70	2,645.40	2,467.92	2,700.00	2,700.00
001-5100	002611 AUTOMOBILE REPAIR & MAINT	134.00	66.00	940.00	19.00	120.00	120.00
001-5100	002903 DUES & MEMBERSHIPS	100.00	0.00	90.00	100.00	100.00	100.00
001-5100	003101 GENERAL OFFICE SUPPLIES	789.49	919.96	974.45	1,021.65	1,000.00	1,000.00
001-5100	003214 GASOLINE OIL & LUBRICANTS	1,382.37	1,933.01	1,275.24	1,545.05	1,600.00	2,520.00
001-5100	003220 WEARING APPAREL	522.93	375.00	731.78	756.46	1,125.00	1,125.00
001-5100	003226 TIRES	0.00	0.00	0.00	0.00	100.00	100.00
	TOTAL	274,374.03	242,868.81	421,060.50	411,220.60	501,198.93	503,598.12

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 5200 **Department Name:** Planning Commission

Department Description:

The Planning Commission is a seven (7) member board comprised of volunteers from each ward in the Municipality of Monroeville. This citizen board meets the third Wednesday of every month. Their duties include the review of all land development applications and the forwarding of recommendations to Monroeville Council on each proposed project.

Department Standards:

- The Community Development Department assists the Planning Commission, in addition to the Municipal Engineer, and from time to time, the Municipal Traffic Consultant and Municipal Solicitor.
- Professional stenographic services are provided for all Planning Commission meetings that include the preparation of monthly minutes and the occasional transcript.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>	
<u>PLANNING COMMISSION</u>								
001-5200	002103	LEGAL & STENOGRAPHIC SERVICES	13,646.48	186.40	0.00	102.50	13,000.00	13,000.00
001-5200	002903	DUES & MEMBERSHIP	100.00	150.00	150.00	0.00	200.00	200.00
001-5200	003101	GENERAL OFFICE SUPPLIES	94.04	25.90	22.69	17.68	150.00	150.00
		TOTAL	13,840.52	362.30	172.69	120.18	13,350.00	13,350.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 5300 **Department Name:** Zoning Hearing Board

Department Description:

The Zoning Hearing Board is a three (3) member board comprised of volunteers from each ward in the Municipality of Monroeville. No ward may have more than one member on the Board. This citizen board meets the first Wednesday of every month. A quasi-judicial board, this group has jurisdiction to hear the following: (1) substantive challenges to the validity of any land use ordinance, except curative amendments; (2) procedural challenges to a land use ordinance; (3) appeals from the determination of the Zoning Officer; (4) appeals from a determination by the Municipal Engineer or Zoning Officer with respect to the administration of any flood plain or flood hazard ordinance or such provisions within a land use ordinance; (5) applications for variances; (6) applications for special exceptions; (7) appeals from the determination of any officer or agency charges with the administration of any transfers of development rights or performance density provisions of the zoning ordinance; (8) appeals from the Zoning Officer's determination for a preliminary opinion under Section 916.2; and (9) appeals from the determination of the Zoning Officer or Municipal Engineer.

Department Standards:

- The Monroeville Zoning Officer serves as the lead staff person assisting the Zoning Hearing Board.
- At the Zoning Hearing Board's direction, a solicitor is appointed to provide legal advice, assisting the Board at each meeting and represent them in any appeal to their decisions.
- Professional stenographic services are provided for all Zoning Hearing Board meetings that include the preparation of monthly minutes and the occasional transcript.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
ZONING HEARING BOARD							
001-5300	001300 SALARIES OF TEMPORARY EMPLOYE	6,150.00	5,130.00	5,520.00	7,200.00	5,400.00	7,200.00
001-5300	002103 STENOGRAPHIC SERVICES	13,698.99	186.41	147.50	0.00	13,000.00	13,000.00
001-5300	002110 LEGAL SERVICES	11,648.43	16,144.08	24,103.11	11,421.54	20,000.00	20,000.00
001-5300	002301 ADVERTISING SERVICES	10,274.88	7,730.32	8,228.80	1,900.10	8,000.00	8,000.00
001-5300	002410 SOCIAL SECURITY CONTRIBUTIONS	504.90	392.45	422.28	550.80	413.10	550.80
001-5300	003101 GENERAL OFFICE SUPPLIES	21.07	25.90	70.64	18.30	150.00	150.00
	TOTAL	42,298.27	29,609.16	38,492.33	21,090.74	46,963.10	48,900.80

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 6100 **Department Name:** Engineering

Department Description:

The Municipality contracts with Engineering Consultants who are responsible for assisting the Engineering Department with any review or design of municipal facilities. A full-time Staff Engineer and Engineering Inspector are also provided within the engineering services department. This department is responsible for maintaining the Geographic Information System (GIS) for the Municipality.

Department Standards:

- Provide technical support to all Municipal Departments, Commissions, Boards and Agencies as deemed necessary.
- Develop construction plans, specifications and documents for various municipal capital improvement projects including but not limited to, retaining walls, storm sewers, park improvements, storm water management, etc.
- Provide written engineering reports and attend Council, Planning Commission and other special meetings.
- Maintain official municipal map, including GIS, roadways, easements and rights-of-ways, zoning and wards.
- Review and issue permits for street openings.
- Responsible for marking any municipal underground utilities for the PA One-Call Service.
- Development and inspection of the municipal paving program.
- Inspection of new public storm sewers.
- Inspection of new municipal roadways.
- Inspection of new storm water detention facilities.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
ENGINEERING							
001-6100	001100 SALARIES OF REGULAR EMPLOYEES	63,796.48	68,114.79	91,623.50	117,052.85	126,859.20	130,642.00
001-6100	001400 OVERTIME PAY	7,784.00	9,608.65	13,024.65	18,113.79	7,000.00	7,000.00
001-6100	001500 SICK DAY BUY BACK	359.38	0.00	0.00	0.00	0.00	0.00
001-6100	001900 LONGEVITY PAY	900.00	975.00	1,050.00	1,125.00	1,125.00	1,200.00
001-6100	002102 ARCHITECTURAL & ENGINEERING	48,621.26	9,665.87	37,488.18	32,523.25	40,000.00	25,000.00
001-6100	002110 PA ONE CALL	546.75	979.51	967.78	987.70	1,000.00	1,000.00
001-6100	002206 TRAVELING EXPENSES	952.73	573.64	1,451.34	2,345.43	2,345.43	2,000.00
001-6100	002280 SEMINAR EXPENSES	545.00	0.00	999.00	630.00	1,000.00	1,000.00
001-6100	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	10,205.15	0.00	5,628.00	5,628.00
001-6100	002407 HOSPITALIZATION & HEALTH INSUR	24,802.13	24,613.20	28,327.42	55,213.61	49,127.92	50,418.88
001-6100	002409 EMPLOYEES' PENSION INSURANCE	7,196.03	8,266.01	12,430.26	12,941.24	26,160.80	26,161.00
001-6100	002410 SOCIAL SECURITY CONTRIBUTIONS	5,386.52	5,848.46	7,825.53	10,033.80	10,326.29	10,623.00
001-6100	002413 EMPLOYEES' LIFE INSURANCE	354.48	354.48	391.10	488.40	532.80	532.80
001-6100	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	5,628.00
001-6100	002503 TELEPHONE & TELEGRAPH	1,325.80	1,323.85	1,376.43	1,395.94	1,600.00	1,600.00
001-6100	002610 OFFICE EQUIP REPAIR & MAINT	166.95	11,732.96	5,800.00	1,375.17	4,000.00	4,000.00
001-6100	002611 AUTOMOBILE REPAIRS & MAINT	0.00	0.00	85.27	0.00	100.00	100.00
001-6100	003101 GENERAL OFFICE SUPPLIES	1,869.28	1,487.12	1,829.13	438.14	2,400.00	2,400.00
001-6100	003214 GASOLINE OIL & LUBRICANTS	0.00	1,000.94	1,205.01	2,323.66	1,300.00	2,180.00
001-6100	003215 MOTOR VEHICLE PARTS	0.00	0.00	0.00	0.00	0.00	0.00
001-6100	003220 WEARING APPAREL	375.00	750.00	733.11	664.08	750.00	750.00
001-6100	003226 TIRES	0.00	0.00	0.00	0.00	100.00	100.00
001-6100	005302 ENGINEERING & SCIENTIFIC EQUIP	230.30	2,921.94	146.70	176.39	250.00	3,050.00
	TOTAL	165,212.09	148,216.42	216,959.56	257,828.45	281,605.44	281,013.68

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 7100 **Department Name:** Senior Citizens Center

Department Description:

The Monroeville Senior Citizens Center, built in 1980, has become the hub of activity for Monroeville and Pitcairn seniors. The center provides daily activities, services, and programs for adults 50 years of age and older. The center also serves as an informational bureau for seniors often referring them to other agencies. The Senior Center is owned by the Municipality of Monroeville and operated by the Monroeville Council of Senior Citizens, incorporated under an agreement with the Municipality. The center has over 5,000 members. On average the center has approximately 6,000 visits per month with an average of 72,000 visits per year.

The center offers a variety of weekly and monthly activities: Social clubs, Wii bowling league, shuffleboard leagues, card groups, Mon Jongg group, dominos group, health and wellness programs, arts and craft clubs, monthly craft classes, monthly bingo and luncheon, movies days, instructional classes, computer classes, trips and tours and monthly special events. Services also offered to seniors include health services, health screenings, counseling services, income tax assistance and drivers training classes. Free bus transportation is offered to Monroeville and Pitcairn seniors for regularly scheduled club meetings, special events and monthly shopping trips.

The center also has a fitness center, which is open Monday – Thursday 8am – 8pm and Fridays, 8am – 4:30pm. The facility features a great line of senior friendly cardio and strength training equipment including Precor treadmills, Precor AMT total body cross trainers, Espresso virtual reality recumbent bikes, Precor upright bikes, Scifit recumbent steppers, Precor recumbent elliptical, rowing machine and the Star Trac Human sport strength training system. The use of this room is free to all Monroeville/Pitcairn residents 65 years of age or older. Membership packages are available to adults who are 50-64 years and nonresident's ages 60+.

The center offers a variety of health and fitness programs. The center is a certified site for both Silver Sneakers and Silver&Fit. Classes are offered daily, which include Silver Sneakers CLASSIC, Silver Sneakers CIRCUIT, Silver Sneakers YOGA, Silver Sneakers Stability, Silver Sneaker Boom Muscle, Mind, and Move classes, and the Silver&Fit Experience. The center also offers total fitness aerobics, interval training classes, yoga, line dancing, balance classes, strength training classes, TRX Suspension Training, Step Aerobics, Core Fit, Pilates, Tai Chi, monthly fitness clinics, nutrition talk, nutritional counseling, and personal training.

Department Standards:

- * During the course of the year, the Senior Citizens Executive Director and staff provide enjoyable, worthwhile programs for seniors.
- * Programs are planned to attract adults who are 50 years of age and older.
- * A bi-monthly newsletter is provided which lists all activities offered, along with important information pertaining to older adults.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/17	2017 REVISED BUDGET	2018 BUDGET
SENIOR CITIZENS CENTER							
001-7100	001100 SALARIES OF REGULAR EMPLOYEES	212,733.02	216,224.01	213,423.30	195,147.97	201,385.60	223,913.00
001-7100	001300 SALARIES & WAGES OF TEMP EMPLC	16,458.30	26,656.70	14,075.95	17,971.00	13,250.00	15,372.00
001-7100	001400 OVERTIME PAY	2,160.66	3,904.62	4,635.42	3,589.52	5,500.00	4,000.00
001-7100	001500 SICK DAY BUY BACK	1,000.00	800.00	1,450.00	1,450.00	600.00	1,250.00
001-7100	001900 LONGEVITY PAY	6,826.30	5,610.00	5,894.99	6,860.07	4,285.00	3,460.00
001-7100	002110 PK HOSTS/MAGAZINE	73.00	0.00	135.00	0.00	200.00	200.00
001-7100	002206 TRAVELING EXPENSES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
001-7100	002280 SEMINAR EXPENSES	0.00	123.50	190.00	245.00	600.00	1,000.00
001-7100	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	25,068.55	0.00	29,147.16	55,701.60
001-7100	002407 HOSPITALIZATION & HEALTH INSUR	65,645.90	67,615.09	35,177.04	115,513.33	65,229.52	66,624.76
001-7100	002409 EMPLOYEES' PENSION INSURANCE	28,784.16	33,064.03	49,661.02	51,764.98	52,321.60	52,322.00
001-7100	002410 SOCIAL SECURITY CONTRIBUTIONS	17,908.43	18,940.88	17,841.79	16,332.46	17,115.39	17,796.00
001-7100	002413 EMPLOYEES' LIFE INSURANCE	1,011.24	993.12	1,185.50	1,118.94	1,127.28	1,225.20
001-7100	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	62,176.00
001-7100	002501 NATURAL GAS	6,610.47	6,049.87	5,509.47	3,763.15	8,000.00	8,000.00
001-7100	002502 ELECTRICITY	16,101.24	17,264.77	18,809.59	17,349.57	18,000.00	18,000.00
001-7100	002503 TELEPHONE & TELEGRAPH	1,388.80	2,377.56	2,749.05	1,761.66	2,800.00	2,800.00
001-7100	002504 WATER	1,601.30	1,959.46	2,399.90	2,875.18	4,000.00	4,000.00
001-7100	002601 BUILDING REPAIR & MAINT	2,637.11	4,033.91	3,978.87	3,880.45	4,000.00	4,000.00
001-7100	002610 OFFICE EQUIP REPAIR & MAINT	461.82	500.00	499.80	424.39	500.00	500.00
001-7100	002612 BUILDING EQUIP REPAIR & MAINT	996.94	922.78	714.64	5,976.24	6,000.00	10,000.00
001-7100	002616 STORMWATER MITIGATION FEE	0.00	0.00	0.00	0.00	0.00	0.00
001-7100	002730 CONTRACT SERVICE FEES	4,601.08	5,337.09	5,442.59	16,012.67	16,500.00	19,500.00
001-7100	002903 DUES & MEMBERSHIPS	75.00	75.00	60.00	15.00	200.00	500.00
001-7100	003101 GENERAL OFFICE SUPPLIES	6,234.61	5,985.17	7,759.69	3,917.03	7,000.00	6,000.00
001-7100	003201 AGRICULTURAL SUPPLIES	604.44	288.07	321.65	491.48	500.00	500.00
001-7100	003204 CLEANING & SANITATION SUPPLIES	4,481.72	4,961.61	5,220.85	5,000.00	5,000.00	5,500.00
001-7100	003212 MEDICAL SUPPLIES	0.00	56.55	100.00	0.00	0.00	0.00
001-7100	003214 GASOLINE, OIL AND LUBRICANTS	3,196.96	1,553.67	1,563.64	762.32	2,000.00	1,530.00
001-7100	003216 PAINTS & PAINTING SUPPLIES	404.06	486.08	500.00	500.00	500.00	500.00
001-7100	003220 WEARING APPAREL	1,036.89	723.57	598.19	375.00	375.00	375.00
001-7100	005308 OFFICE FURNITURE & EQUIPMENT	500.00	450.85	499.69	500.00	500.00	500.00
	TOTAL	403,533.45	426,957.96	425,466.18	473,597.41	467,636.55	588,245.56

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 8100

Department Name: Library

Department Description:

The Monroeville Public Library is ideally situated within the Gateway School District Campus, which includes the Gateway High School, Moss Side Middle School, and Dr. Cleveland Steward Jr. Elementary School. The purpose of the Library is to meet the informational, educational, technological, and recreational needs of the community by providing a variety of materials, services, and programs; and by maintaining an up-to-date, easily accessible, and useful collection of books, audiovisual media, periodicals, e-resources, and other materials. A Board of Directors is responsible for administering the Library; the Municipal Council appoints its members for three-year terms.

The Library encourages independent lifelong learning, exploration, and creation among all community residents -- from preschool youngsters to senior adults -- through the provision of special events, services, and resources. These include hands-on technology programs, book groups, games and crafts, travelogues and lectures, children's events, science presentations, and more, offered both onsite and off. The Library also has a significant collection of over 120,000 books, periodicals, pamphlets, maps, audiobooks, music CDs, DVDs and Blu-rays, and online access to e-books, e-audio, e-video, electronic periodicals, and more.

Department Standards:

- Special collections in the Library include an all-ages MakerSpace, job/career and college preparation centers, a teen room, a parenting collection, a business/financial reference section, new reader/literacy materials, local history and municipal materials. There are public access computer workstations in the Reference, Teen, and Children's departments for Internet browsing and word processing. The MakerSpace includes 3-D printers, a Silhouette Cutter, Makey Makeys, Raspberry Pis, Finch Robots, and design software Adobe Creative Suite, iMovie, and Garageband.
- The Library is fully automated and operates its own computer network which was integrated in 2011 with the countywide library catalog and electronic information network <eiNetwork> for library management and Internet access including wireless access. The Library has 27 public access computer workstations as well as a Website on the World Wide Web. Address: <http://www.monroevillelibrary.org> Electronic databases, which include the content of books, audiobooks, movies, music, newspapers, and magazines, as well as reference services, are available 24/7 through the website. In addition to the Library website, news and information on Library programs are available on Facebook (search Monroeville Public Library) and Twitter (search monpublib).
- Story hours for all ages, teen gaming activities, family activity events, travel programs, adult and teen book groups, an annual astronomy star party, technology/science-based activities and all-ages crafts, and a variety of programs of special interest to adults including health information, local history, theater groups, and musical concerts are held throughout the year.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
MUNICIPAL LIBRARY							
001-8100	001100 SALARIES OF REGULAR EMPLOYEES	393,271.84	384,243.74	426,900.32	394,852.84	397,945.60	446,389.00
001-8100	001300 SALARIES OF TEMPORARY EMPLOYE	159,235.89	173,091.92	182,894.45	166,742.51	230,430.84	208,100.00
001-8100	001500 SICK DAY BUY BACK	2,175.00	1,868.75	3,350.00	2,850.00	1,968.75	2,850.00
001-8100	001900 LONGEVITY PAY	6,904.78	7,237.08	5,313.26	3,900.00	3,900.00	4,290.00
001-8100	002110 MISC OUTSIDE PERSONAL SERVICES	0.00	2,500.00	0.00	0.00	0.00	0.00
001-8100	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	0.00	0.00	8,040.00	9,258.00
001-8100	002407 HOSPITALIZATION & HEALTH INSUR	118,511.79	120,587.86	94,767.22	170,803.24	115,451.40	156,414.88
001-8100	002409 EMPLOYEES' PENSION INSURANCE	71,960.40	82,699.42	124,142.55	129,452.45	130,804.00	143,884.00
001-8100	002410 SOCIAL SECURITY CONTRIBUTIONS	46,250.13	47,865.95	46,931.45	42,692.54	49,323.01	51,074.00
001-8100	002413 EMPLOYEES' LIFE INSURANCE	2,195.94	2,252.12	2,250.50	2,332.52	2,477.76	2,561.04
001-8100	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	10,457.00
001-8100	002501 NATURAL GAS	16,615.63	13,645.71	10,871.35	14,254.08	20,000.00	20,000.00
001-8100	002502 ELECTRICITY	55,087.33	53,766.57	53,939.85	58,133.23	60,000.00	50,000.00
001-8100	002503 TELEPHONE & TELEGRAPH	477.82	4,816.51	3,578.33	2,428.38	5,000.00	5,000.00
001-8100	002504 WATER	135.98	2,017.31	2,146.51	2,695.07	3,000.00	3,000.00
001-8100	002601 BUILDING REPAIR & MAINT	1,925.02	2,682.02	4,449.40	4,313.48	5,000.00	4,000.00
001-8100	002612 BUILDING EQUIP REPAIR & MAINT	0.00	2,473.90	0.00	0.00	0.00	0.00
001-8100	002616 STORMWATER MITIGATION FEE	0.00	0.00	0.00	0.00	0.00	0.00
001-8100	002730 CONTRACT SERVICE FEES	489.56	89,657.31	82,374.18	59,829.66	79,000.00	80,000.00
001-8100	003101 GENERAL OFFICE SUPPLIES	39.38	26.94	16.52	0.25	0.00	0.00
001-8100	003204 CLEANING & SANITATION SUPPLIES	10.71	2,834.86	0.00	0.00	0.00	0.00
	TOTAL	875,287.20	994,267.97	1,043,925.89	1,055,280.25	1,112,341.36	1,197,277.92

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

Department Number: 8200 **Department Name:** Library-ACLA

Department Description:

The Library receives funding through the Allegheny County Library Association (ACLA) from the Regional Asset District tax. This funding has been utilized to pay for capital improvements, a portion of personnel costs, and for the purchase of books, electronic resources, and audiovisual materials.



**MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
LIBRARY ACLA							
001-8200	002110 MISC OUTSIDE PERSONAL SERVICES	44,117.99	56,622.88	12,879.24	20,075.00	22,500.00	35,356.00
001-8200	002206 TRAVEL EXPENSES	1,943.21	0.00	0.00	0.00	0.00	9,000.00
001-8200	002280 SEMINAR EXPENSES	119.90	0.00	0.00	0.00	0.00	10,000.00
001-8200	002304 PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
001-8200	002503 TELEPHONE	3,309.54	0.00	0.00	0.00	0.00	0.00
001-8200	002504 WATER	1,269.52	0.00	0.00	0.00	0.00	0.00
001-8200	002601 BUILDING REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00	0.00
001-8200	002612 BUILDING EQUIP REPAIR & MAINT	1,692.39	0.00	44.59	0.00	0.00	28,000.00
001-8200	002730 CONTRACT SERVICE FEES	19,795.76	0.00	0.00	0.00	0.00	60,000.00
001-8200	002903 DUES AND MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00	3,000.00
001-8200	002904 PROGRAM EXPENSES	1,007.66	0.00	23,779.93	19,553.64	18,000.00	25,000.00
001-8200	003101 GEN OFFICE SUPPLIES	13,637.42	3,421.78	0.00	0.00	0.00	28,000.00
001-8200	003102 MAGAZINES,BOOKS,RECORDS	33,544.26	48,060.31	68,422.08	43,682.60	63,340.00	0.00
001-8200	003103 ELECTRONIC RESOURCES	866.95	0.00	0.00	9,615.77	0.00	0.00
001-8200	003204 CLEANING & SANITATION SUPPLIE	779.95	0.00	0.00	0.00	0.00	0.00
001-8200	003217 PRINTING AND PRINTING SUPPLIES	2,756.79	880.23	0.00	0.00	0.00	15,000.00
001-8200	005210 MISC IMPROVEMENTS	11,296.04	0.00	0.00	0.00	0.00	5,000.00
001-8200	005305 LIB BOOKS AND EQUIPMENT	63,595.20	91,000.04	121,729.23	77,078.30	119,441.00	189,623.00
001-8200	005308 OFFICE FURNITURE & EQUIP	10,715.65	4,898.85	0.00	0.00	0.00	21,000.00
	TOTAL	210,448.23	204,884.09	226,855.07	170,005.31	223,281.00	428,979.00

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

Department Number: 8300 **Department Name:** Library-Donations/
State Aid

Department Description:

Additionally, the Library receives funds from the PA Library Subsidy and donations from contributors. These funds have been utilized to purchase books and to cover other operating expenses.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
LIBRARY STATE AIDE							
001-8300	002110 MISC OUTSIDE PERSONAL SERVICES	11,276.28	4,370.00	0.00	0.00	0.00	0.00
001-8300	002203 POSTAGE	3,709.55	0.00	0.00	0.00	0.00	0.00
001-8300	002206 TRAVEL EXPENSES	1,024.95	8,205.45	17,492.40	7,680.88	8,500.00	0.00
001-8300	002280 SEMINAR EXPENSES	335.00	8,387.20	8,303.36	9,769.55	5,500.00	0.00
001-8300	002302 BOOK BINDING	0.00	0.00	0.00	0.00	0.00	0.00
001-8300	002304 PRINTING	0.00	0.00	8,074.23	12,665.13	15,000.00	0.00
001-8300	002503 TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00
001-8300	002504 WATER	262.19	0.00	0.00	0.00	0.00	0.00
001-8300	002601 BUILDING REPAIR & MAINT	1,227.59	1,327.43	0.00	1,290.14	0.00	0.00
001-8300	002612 BUILDING EQUIP REPAIR & MAINT	495.68	33,652.45	63,257.53	296.63	28,000.00	0.00
001-8300	002730 CONTRACT SERVICE FEES	38,788.90	194.36	11,937.00	45,878.00	59,029.00	0.00
001-8300	002903 DUES AND MEMBERSHIPS	1,584.88	2,615.24	2,102.69	2,525.97	3,000.00	0.00
001-8300	002904 PROGRAM EXPENSES	6,902.51	14,450.14	910.82	3,711.03	5,000.00	0.00
001-8300	003101 GEN OFFICE SUPPLIES	14,200.23	32,496.77	28,275.42	15,474.39	23,000.00	0.00
001-8300	003102 MAGAZINES,BOOKS,RECORDS	30,957.37	29,030.43	0.00	3,793.84	0.00	0.00
001-8300	003204 CLEANING & SANITATION SUPPLIE	1,554.69	0.00	0.00	0.00	0.00	0.00
001-8300	003208 INSTITUTIONAL SUPPLIES	0.00	0.00	0.00	1,653.19	0.00	0.00
001-8300	003217 PLUMBING AND SEWAGE SUPPLIES	145.49	10,439.17	0.00	0.00	0.00	0.00
001-8300	005210 MISC IMPROVEMENTS	1,038.62	50.96	16,804.78	3,418.66	10,000.00	0.00
001-8300	005305 LIB BOOKS & EQUIPMENT	49,531.18	45,143.03	0.00	0.00	0.00	0.00
001-8300	005308 OFFICE FURNITURE & EQUIP	2,776.55	7,384.34	24,398.44	14,505.98	21,000.00	0.00
	TOTAL	165,811.66	197,746.97	181,556.67	122,663.39	178,029.00	0.00

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

Department Number: 8400 **Department Name:** INTEREST/TRANSFERS

Department Description:

This budget code allows for processing of Interest and Transfers. The \$1,000,000 transfer in more recent years has been from the General Fund to the Capital Improvement Fund.



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
INTEREST/TRANSFER							
001-8400	002110 INTEREST/TRANSFERS	0.00	0.00	0.00	1,000,000.00	1,000,000.00	1,720,000.00
	TOTAL	0.00	0.00	0.00	1,000,000.00	1,000,000.00	1,720,000.00

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

Department Number: 9100

Department Name: Monroeville Municipal
Authority

Department Description:

Effective with the transfer of the sanitary sewer system to the Monroeville Municipal Authority on August 1, 2002, the function of this department is to provide for payment of gas charges in lieu of the Municipality of Monroeville paying for hydrant charges to the Municipal Authority.



MUNICIPALITY OF MONROEVILLE
2018 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 ACTUAL TO 9/30/17</u>	<u>2017 REVISED BUDGET</u>	<u>2018 BUDGET</u>
<u>MON. MUNICIPAL AUTHORITY</u>							
001-9100 003214	GASOLINE, OIL AND LUBRICANTS	99,891.93	78,594.06	57,950.19	53,412.23	72,000.00	74,000.00
	TOTAL	99,891.93	78,594.06	57,950.19	53,412.23	72,000.00	74,000.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

Department Number: 9801

Department Name: Cable TV - Municipal
TV Production

Department Description:

The Municipality of Monroeville operates the local government channel TV-15. Viewers can enjoy live municipal meetings, local events, and other services provided by the Municipality. In addition, State Representatives, Senators and Armed Services have programs televised on TV-15. The department documents accident scenes and fires for the Police and Fire Departments. They also assist the Code Enforcement, Engineering and the Public Works Departments through the use of video and photography. Various other projects include collaboration with the Senior Citizens' Center, the Monroeville Public Library and the Monroeville Parks and Recreation Department. The TV-15 Department ensures that the televised bulletin board is updated daily, which includes all local municipal programs and activities. The TV-15 daily schedule of programs is available on the Monroeville website.

In addition, the TV-15 Department produces the following shows:

- "Monroeville on the Move" with the Mayor
- "Monroeville At Your Service" with the Municipal Manager



MUNICIPALITY OF MONROEVILLE 2018 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL TO 9/30/17	2017 REVISED BUDGET	2018 BUDGET
CABLE TV							
001-9801	001100 SALARIES OF REGULAR EMPLOYEES	109,373.45	110,770.91	115,337.48	107,414.02	116,417.60	119,912.00
001-9801	001300 SALARIES - TEMP EMP	3,195.37	1,834.56	1,751.85	2,572.01	10,307.88	6,373.00
001-9801	001400 OVERTIME	3,829.13	3,951.76	3,746.40	3,963.72	6,500.00	4,500.00
001-9801	001500 SICK DAY BUY BACK	750.00	950.00	950.00	950.00	950.00	950.00
001-9801	001900 LONGEVITY PAY	2,400.00	2,475.00	2,550.00	2,625.00	2,625.00	2,700.00
001-9801	002110 MISC OUTSIDE PERSONAL SERVICES	4,491.58	9,686.29	962.69	4,950.00	6,000.00	6,000.00
001-9801	002280 SEMINAR EXPENSES	0.00	0.00	0.00	0.00	640.00	640.00
001-9801	002407 HOSPITALIZATION & HEALTH	32,935.51	30,677.40	29,731.56	32,871.32	34,034.08	33,988.48
001-9801	002408 HEALTH CARE CONTRIBUTIONS	-2,212.60	-2,459.11	0.00	0.00	0.00	0.00
001-9801	002409 EMPLOYEES PENSION	14,392.08	16,532.02	24,820.50	25,882.49	26,160.80	26,161.00
001-9801	002410 FICA EXPENSE	9,739.70	9,783.94	10,113.57	9,512.12	10,530.79	11,053.00
001-9801	002413 EMPLOYEES LIFE INS	434.88	453.00	434.88	398.64	434.88	434.88
001-9801	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-9801	002503 TELEPHONE	1,813.96	1,770.12	1,803.17	1,225.87	2,200.00	2,200.00
001-9801	002611 AUTOMOBILE REPAIRS & MAINT	10.00	760.14	18.00	38.00	1,200.00	1,200.00
001-9801	002903 DUES AND MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00	100.00
001-9801	002910 MISC OTHER OPERATING SERVICES	25,160.00	11,675.00	1,855.98	1,502.73	1,764.00	0.00
001-9801	003101 GEN OFFICE SUPPLIES	630.49	788.53	688.89	606.64	1,300.00	1,300.00
001-9801	003210 FILM & PHOTO SUPPLIES	572.46	932.28	2,030.41	1,089.69	3,400.00	3,300.00
001-9801	003213 HARDWARE	36.98	13.70	0.00	0.00	100.00	300.00
001-9801	003214 GASOLINE, OIL AND LUBRICANTS	1,916.53	3,603.15	1,186.06	685.45	2,000.00	1,700.00
001-9801	003215 MOTOR VEHICLE PARTS	800.46	0.00	0.00	0.00	1,200.00	1,200.00
001-9801	003220 WEARING APPAREL	694.45	752.00	700.00	801.00	1,000.00	1,200.00
001-9801	003226 TIRES	591.84	60.00	162.95	120.00	800.00	1,200.00
001-9801	003228 ELECTRONIC PARTS	94.86	285.00	311.97	313.95	1,300.00	1,300.00
001-9801	003230 ELECTRICAL SUPPLIES	119.96	0.00	289.34	438.62	1,400.00	1,200.00
001-9801	005308 OFFICE FURNITURE & EQUIP	1,164.00	0.00	145.95	0.00	300.00	150.00
001-9801	005310 CABLE TV EQUIP	4,139.02	3,455.10	17,840.16	11,470.46	8,185.00	9,920.00
001-9801	005311 RADIO & COMMUNICATION EQUIP	4,011.45	2,612.00	1,954.19	236.79	5,528.00	1,840.00
	TOTAL	221,085.56	211,362.79	219,386.00	209,668.52	246,278.03	240,822.36
	Grand Total:	25,894,976.14	27,090,685.81	27,608,558.83	28,429,240.80	31,420,028.08	33,519,914.69

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**



2018

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

DEBT SERVICE

This area represents the Municipality's annual obligation for the payment of principal and interest on long term debt.

Debt service allocations for 2018 include the 2011, 2015 and the Series 2017 bond issues. Trustee's agent fees related to the Bond Issues are also budgeted.

The Municipality, as illustrated below, has a cautionary position in relation to total debt service expenditures. The debt financing opportunities open to the Municipality will be directly associated with our ability to continuously present such circumstances to those in the municipal credit market.

DEBT EVALUATION CRITERIA

<u>Criteria</u>	<u>Monroeville's Municipality 2018 Proposed Status</u>
1. Debt service should not exceed 10% of non-capital expenditures (General Fund)	9.71%
2. Per capita net debt of \$400 is desirable (population -28,386)	\$637.12

Source: "Evaluating Your City's Credit Position", Management Information Service Report, Volume 12, Number 6, June, 1980, International City Management Association, Washington, D.C.

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

STATEMENT OF ANNUAL DEBT SERVICE REQUIREMENTS

PERIOD ENDING	2011 REM OUT DEBT SERVICE	2015 DEBT SERVICE	2017 DEBT SERVICE	ANNUAL TOTALS
<i>CALL DATE:</i>	<i>6/1/2016</i>	<i>6/1/2020</i>	<i>Noncallable</i>	
12/31/2017	\$ 472,268.75	\$ 1,716,437.50	\$ 98,562.50	\$ 2,287,268.75
12/31/2018	\$ 474,250.00	\$ 2,384,087.50	\$ 307,325.00	\$ 3,165,662.50
12/31/2019	\$ 248,675.00	\$ 2,072,587.50	\$ 846,225.00	\$ 3,167,487.50
12/31/2020	\$ -	\$ 620,762.50	\$ 2,550,625.00	\$ 3,171,387.50
12/31/2021	\$ -	\$ 622,237.50	\$ 2,552,650.00	\$ 3,174,887.50
12/31/2022	\$ -	\$ 621,137.50	\$ 2,302,800.00	\$ 2,923,937.50
12/31/2023	\$ -	\$ 619,481.25	\$ -	\$ 619,481.25
12/31/2024	\$ -	\$ 616,900.00	\$ -	\$ 616,900.00
12/31/2025	\$ -	\$ 622,875.00	\$ -	\$ 622,875.00
12/31/2026	\$ -	\$ 622,687.50	\$ -	\$ 622,687.50
TOTALS	<u>\$ 1,195,193.75</u>	<u>\$10,519,193.75</u>	<u>\$ 8,658,187.50</u>	<u>\$ 20,372,575.00</u>

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

POLICE AND GENERAL EMPLOYEE PENSIONS

Act 205 mandates that the Municipality develop budgets for the police and municipal employee pension funds on an annual basis. The Municipality's funding responsibility in reference to Act 205 is represented in this allocation area. The funds the Municipality receives from the Commonwealth substantially decrease the contribution the Municipality will make to both funds. **2018 Allocation: \$835,362**

**MUNICIPALITY OF MONROEVILLE
2018
BUDGET**

ACT 205 PENSION CONTRIBUTIONS

ACT 205 Contributions to Police Pension Fund	\$ 2,157,350.00
ACT 205 Contributions to General Employees' Pension Fund	<u>1,216,477.00</u>
TOTAL ACT 205 PENSION FUNDING REQUIREMENT	<u><u>\$ 3,373,827.00</u></u>
ESTIMATED PA STATE FUNDING	<u>\$ 835,062.00</u>
*AMOUNT DUE FROM GENERAL FUND BUDGET	<u><u>\$ 2,538,765.00</u></u>

**Funding is budgeted under all applicable departments within the general operating budget.*

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

CAPITAL PROJECTS

The 2017 general capital budget totals \$1,000,000. The available funding for the 2018 capital budget is comprised of general fund allocation:

<u>Source</u>	<u>Amount</u>	<u>Percent of Funding</u>
• General Fund	\$1,300,000	55.4%
• Total remaining accrued bond issue funds:	<u>\$1,046,952</u>	<u>44.6%</u>
<u>TOTAL</u>	<u>\$2,346,952</u>	<u>100.00%</u>

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**



2018

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**



2018

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

Department Number: 9200

Department Name: State Liquid Fuels

Department Description:

The Municipality receives from the state monies from tax on gasoline. The number of miles of municipal roads accepted by Municipality determines the amount.

This special revenue fund budget provides for the use of state road funds for the construction and maintenance of approved roadways. The revenues for this fund are provided by the state from the Liquid Fuels Tax. **2018 Allocation: \$860,788**

**MUNICIPALITY OF MONROEVILLE
2018
BUDGET**

LIQUID FUELS FUND

ESTIMATED RECEIPTS

Beginning Balance 01/01/2018	\$ 10,000.00
2018 Allocation	\$ 860,788.00
Anticipated Interest/Fund Balance	\$ <u> -</u>

AVAILABLE FOR APPROPRIATION

\$ 870,788.00

RECOMMENDED EXPENDITURES

Street Lighting	\$ 310,000.00
Snow Removal Materials	\$ <u>550,000.00</u>

TOTAL RECOMMENDED EXPENDITURES

\$ 860,000.00

ESTIMATED BALANCE 12/31/2018

\$ 10,788.00

MUNICIPALITY OF MONROEVILLE
2018 BUDGET

Department Number: 2200 **Department Name:** VFD Relief Association

Department Description:

The Municipality receives funds from the Commonwealth of Pennsylvania for distribution to the five volunteer fire departments' relief association funds. The amount of funding received is related to the amount of fire insurance held by Municipal residents, which has been written by companies located outside of Pennsylvania. The funds are divided equally among the Municipality's five fire departments. These funds in turn are distributed directly to the fire associations: **2018 Allocation \$197,649**

MUNICIPALITY OF MONROEVILLE
2018
BUDGET

VFD RELIEF ASSOCIATION

REVENUES

VFD Relief Association \$ 178,923.00

TOTAL REVENUES \$ 178,923.00

EXPENDITURES

Transfers to VFD Relief Association \$ 178,923.00

TOTAL EXPENDITURES \$ 178,923.00

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**



2018

MUNICIPALITY OF MONROEVILLE
HOME RULE CHARTER
2018 BUDGET AND FISCAL MATTERS

Fiscal Year

The fiscal year of the Municipality of Monroeville shall begin on the first day of January and end on the last day of December of each year unless changed by Council or by law.

Submission of Budget and Budget Message

At least forty-five (45) days prior to the beginning of each fiscal year, the Manager shall submit to the Council a proposed budget for the ensuing fiscal year and an accompanying message.

Budget Message

The Manager's message shall explain the budget both in fiscal terms and in terms of programs. It shall outline the proposed financial policies of the Municipality for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures and revenues, together with the reasons for such changes, summarize the Municipality's debt position, and include such other material as the Manager deems desirable.

Budget

The Budget shall provide a complete financial plan of all municipal funds and activities for the ensuing fiscal year and except as required by the Home Rule Charter, shall be in such form as the Manager deems desirable or the Council may require. In organizing the budget, the Manager shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. The budget shall contain, among other things, the following:

- A general summary of its contents;
- In detail, all estimated income indicating the existing and proposed tax levies, as well as other assessments, fees and charges;
- All proposed expenditures, including debt service, for the ensuing fiscal year;
- The number of proposed employees in every job classification;
- Comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures of the preceding fiscal year;

- Proposed expenditures during the ensuing fiscal year, detailed by offices, departments and agencies, in terms of their respective work programs and the methods of financing such expenditures;
- Proposed capital expenditures during the ensuing fiscal year, detailed by offices, departments and agencies when practicable and the proposed method of financing each such capital expenditure. The total of proposed expenditures shall not exceed the total of estimated income.

Public Record

The annual budget message, proposed budget and adopted budget shall be a public record and shall be available for public inspection after submission and prior to adoption and after adoption during regular business hours.

Publication

(a) The Council shall publish within a period of eight (8) days of receipt from the Municipal Manager, in one or more newspapers of general circulation in the Municipality, a general summary of the budget and a notice that the proposed budget is available for public view, also stating:

- The times and places where copies of the budget and the message are available to the public and;
- The times and places of the required public hearings on the budget and such other public hearings as the Council may decide to hold.

(b) Public Hearings: The Council shall hold a minimum of two (2) public hearings on the budget at which time residents of the Municipality may express their views on the proposed budget. The first such hearing shall not be less than fourteen (14) days nor more than twenty-one (21) days after the date of publication. The second public hearing shall not be less than seven (7) days nor more than fourteen (14) days after the first hearing.

Amendment of Budget

The Council may amend the budget by ordinance during the fiscal year for which the budget was adopted; provided however, that such amendment shall not result in expenditures exceeding the estimated income determined as of the time of the amendment.

Adoption of Budget

The Council shall adopt the budget as presented if amended, by ordinance on or before the thirty-first (31st) day of the twelfth (12th) month of the fiscal year currently ending. If it fails to adopt the budget by this date, the amounts

appropriated for current operation of the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it are pro-rated accordingly, until such time as the Council adopts a budget for the ensuing fiscal year. Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.

Payment of Funds

No payment of any funds of the Municipality shall be made unless provided for in the budget and specifically approved by the Council; provided however, that payroll and utility expenditures may be made at the direction of the Manager where based upon a prior ordinance or contract. All checks or drafts of the Municipality shall be signed by the Manager and shall be counter-signed by the Mayor. Disbursements of payroll checks or drafts containing imprinted signatures of the proper municipal officials or bank officials shall be permitted in connection with use of data processing equipment when contracted for with banking institutions; and machine imprinted signatures of the proper municipal officials may be used for disbursement of municipal checks or drafts provided such imprinting machines are designed for operation only by authorized personnel.

Capital Program

It is the intent of this Charter that the Council adopts long range plans and objectives to provide for the orderly growth of the Municipality. Plans and objectives shall be prepared for public review in the form of the Annual Capital Program Report. Such other capital expenditures for equipment with a useful life of less than two (2) years shall be part of the operating budget.

(a) *Submission to Council:* The Manager shall prepare and submit to the Council, a five-year (5) capital program at least three (3) months prior to the final date for submission of the budget.

(b) *Contents:* The capital program shall include:

- A clear general summary of its contents;
- A list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years next ensuing with appropriate supporting information as to the necessity for such improvements;
- Projects which will result in major additions or changes to the Municipality, such as recreation and sanitation facilities or Roadways, shall be included in the program;
- Such other capital expenditures for equipment with a useful life of more than two (2) years;
- Cost estimates, methods of financing and recommended time schedules for each such improvement;

- The estimated annual cost of operating and maintaining the facilities to be constructed or acquired;
- The estimated annual amortization costs.

(c) *Publication and Council Action on Capital Program*

- **Publication:** The Council shall publish the proposed Capital Program immediately upon its receipt from the Manager.
- **Public Hearings:** The Council shall hold a minimum of one (1) public hearing on the proposed capital program, at which time residents of the Municipality may express their views on the proposed capital program. The public hearing shall be not less than twenty-one (21) days or more than thirty (30) days after the date of publication.
- **Method of Publication and Notice of Hearings:** The Council shall publish in one or more newspapers of general circulation in the Municipality, a general summary of the Capital Program, and a notice stating:
 1. The times and places where copies of a summary of the Capital Program are available to the public and;
 2. The times and places where a complete copy of the Capital Program along with accompanying maps, charts, reports, and other data are available for inspection by the public and;
 3. The time and place of the required public hearing on the Capital Program and such other public hearings as the Council may decide to hold.
- **Adoption:** The Council, by resolution, shall adopt the Capital Program with or without amendment, after the public hearing and on or before the last day of the ninth (9th) month of the current fiscal year.
- The above information may be revised and extended each year with regard to capital improvements still pending or in the process of construction or acquisition. Council shall annually issue a public report on the status of the Capital Program, to be given prior to the adoption of the annual budget.

Independent Audit

Appointment and Term: The Mayor with the advice and consent of Council shall appoint an independent auditor who shall be a certified public accountant or firm

of certified public accountants, who shall have no personal interest, direct or indirect, in the fiscal affairs of the Municipality or any of its officers.

The auditor shall be appointed for a term not to exceed three (3) years provided that the designation for any particular fiscal year shall be made no later than thirty (30) days after the beginning of the fiscal year.

Power and Duties of the Auditors

(a) The auditors shall audit, settle and adjust the accounts of all Municipal officers and other officers and persons receiving and disbursing or authorizing the disbursement of the monies of the Municipality during the preceding fiscal year.

(b) The auditors shall complete their audit settlement and adjustment and file copies thereof with the Municipal Manager and the Department of Community Affairs and the Pennsylvania Department of Transportation not later than ninety (90) days after the end of the fiscal year. Said report shall also show a complete statement of the financial conditions of the Municipality, with the character and value thereof and the date of maturity of the respective forms of funded debt thereof.

(c) The amount of any balance or shortage, or of any expenditure of a kind or made in a manner prohibited or unauthorized by law, which causes financial loss to the Municipality, shall be a surcharge against any officer against whom such balance or shortage shall appear, or who by vote, act, neglect has permitted or approved such expenditure.

(d) The auditors shall cancel all orders and vouchers presented to them which they find have been paid by writing or stamping the word "audited" on the face thereof.

(e) The auditors shall within ten (10) days after completion of their audit, publish by advertisement in at least one (1) newspaper of general circulation in the Municipality, a concise financial statement of municipal fiscal matters such as to comply with the provisions of all Acts of the General Assembly relative thereto.

(f) It shall be lawful for the Municipality or any taxpayer thereof, on its behalf, or any officer whose account is settled or audited to appeal from the settlement or audit, as shown on the auditor's report, to the Court of Common Pleas of the County, not later than sixty (60) days from date of publication referred to in the preceding paragraph.

(g) Any balance, in any report of the auditors, against any officer of the Municipality, shall constitute a surcharge and, unless appeal is taken as heretofore provided, the auditors shall cause same to be entered in the office of the Prothonotary as a judgment against such officer in favor of the Municipality.

(h) Judgments entered by the auditors or the court, after hearing an appeal, may be enforced by appropriate proceedings, by the party prevailing.

Fidelity Bonds

Before entering upon the duties of their respective offices or positions, the Municipal Manager and the Tax Collector, as well as any other officer, agent or employee of the Municipality as Council may determine, shall execute and file with the Municipality corporate surety bonds in such sums as shall be fixed by the Council. Each bond shall be joint and several, with one or more corporate sureties which shall be surety companies authorized to do business in the Commonwealth of Pennsylvania and duly licensed by the Insurance Commissioner of said Commonwealth.

Each bond shall be conditioned upon the faithful discharge by the officer, the clerks, assistants and appointees of all trusts confided in them by virtue of their office, upon the faithful execution of all duties required of them by virtue of their office, upon the just and faithful accounting or payment over, according to law, of all monies and all balances thereof paid to, received or held by virtue of the office and upon the delivery to the successor or successors in office of all books, papers, documents or other official things held in right of the office. All such bonds and sureties thereon, before being accepted by the Municipality, shall be determined by Council and the premium thereof shall be paid by the Municipality. Such bonds may provide for one or more additional obliges in the event that the officer bonded is acting in a dual or similar capacity with other political subdivisions or governmental or quasi-governmental entities.

2018 Organizational Structure for Monroeville Municipal Government

Boards and Commissions (Appointed)

Cable Television
Advisory Board

Civil Service
Commission

Convention Visitor's Bureau
of Greater Monroeville

Ethics Board

Human Needs &
Resources Advisory Board

Human Relations
Commission

Library Board

Monroeville Municipal
Authority

OPEB Committee

Personnel Board

Planning Commission

Police Pension
Commission

Recreation and Parks
Advisory Board

Uniform Construction
Code Appeals Board

Zoning Board

**Mayor and Council
(Elected)**

Municipal Solicitor

**Municipal Tax Collector
(Elected and Appointed)**

Municipal Engineer

**Municipal Manager
(Appointed)**

Finance

- Accounting;
- Purchasing;
- Budget Control;
- Revenue Collection;

Engineering and Community Development

- Planning Permits;
- Zoning Permits;
- Building Inspection;
- Traffic Planning;
- Citizen Complaints;
- Ordinances & Code Inspections.

Public Works

- Snow/Ice Control;
- Street Maintenance;
- Municipal Vehicle Maintenance;
- Park Maintenance;
- Refuse Collection;

Public Safety

- Police Protection;
- Emergency Communications;
- Emergency Management;
- Fire Suppression;
- Ambulance Services.

Information Technology

Cable TV

Senior Citizen Services *(at least 50 years old)*

- Senior Center;
- Activities; Clubs;
- Trips;
- Luncheons;
- Fitness facility
- Silver Sneakers-Certified Site

Recreation and Parks

- Recreational Classes and Programs;
- Summer Concert Series.
- Pavilion and Gazebo Rentals
- Special Events

Library Services

- Reference and Research Assistance
- Books, Music and DVDs
- Educational and Cultural Programs for All Ages
- Public Access Computers and Internet
- Meeting and Collaborative Study Space
- Online Reference Databases and eBooks

THE MUNICIPALITY OF MONROEVILLE

SUMMARY OF 2018 AUTHORIZED POSITIONS BY DEPARTMENT

DEPT #	DESCRIPTION	FULL-TIME POSITIONS		PART-TIME POSITIONS		ELECTED OFFICIALS		TOTAL POSITIONS
		2017	2018	2017	2018	2017	2018	2018
GENERAL GOVERNMENT								
1100	Mayor & Council	0	0	24	24	8	8	32
1200	Manager's Office	3	3	0	0	0	0	3
1300	Tax Collection	4	4	0	0	1	1	5
1500	Finance Office	5	5	0	0	0	0	5
1530	Information Systems	2	2	0	0	0	0	2
TOTAL GENERAL GOVERNMENT		<u>14</u>	<u>14</u>	<u>24</u>	<u>24</u>	<u>9</u>	<u>9</u>	<u>47</u>
PUBLIC SAFETY								
2105	Police Chief	2	2	0	0	0	0	2
2110	Emergency Communications	8	8	2	3	0	0	11
2120	Patrol & Traffic	40	41	0	0	0	0	41
2130	Incident Investigation	5	5	0	0	0	0	5
2135	Support Services & Records	1	1	0	0	0	0	1
2140	Police Training	0	0	0	0	0	0	0
2150	Community Safety	0	0	0	0	0	0	0
2160	School Crossing Guards	0	0	6	4	0	0	4
2300	Fire, Building, & Code Enforcement	5	5	0	0	0	0	5
TOTAL PUBLIC SAFETY		<u>61</u>	<u>62</u>	<u>8</u>	<u>7</u>	<u>0</u>	<u>0</u>	<u>69</u>
PUBLIC WORKS					0			
3200	Superintendent of Public Works	2	2	0	0	0	0	2
3210	Snow & Ice Control	0	0	0	0	0	0	0
3220	Storm Sewer Maintenance	1	1	0	0	0	0	1
3250	Street Maintenance	6	6	0	0	0	0	6
3260	Parks Maintenance	8	8	0	0	0	0	8
3270	Traffic Signals, Signs and Markings	4	4	0	0	0	0	4
3320	Refuse Collection	9	9	4	4	0	0	13
3330	Vehicular Equipment	5	5	0	0	0	0	5
3340	Recycling	2	2	0	0	0	0	2
3360	Building & Property Maintenance	4	4	0	0	0	0	4
3350	Animal Control	1	1	0	0	0	0	1
3365	Community Park	3	3	0	0	0	0	3
TOTAL PUBLIC WORKS		<u>45</u>	<u>45</u>	<u>4</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>49</u>
HUMAN SERVICES								
4500	Recreation and Parks	3	3	0	0	0	0	3
4600	Human Service Program	0	0	9	9	0	0	9
4700	Leisure Learning	0	0	11	11	0	0	11
4900	Monroeville Community Pool	0	0	16	16	0	0	16
5100	Planning & Zoning	4	4	0	0	0	0	4
5300	Appeal Board Service	0	0	4	4	0	0	4
6100	Engineering	1	2	0	0	0	0	2
7100	Senior Citizens	4	4	5	2	0	0	6
8100	Public Library	11	11	13	17	0	0	28
9801	TV 15	2	2	4	4	0	0	6
TOTAL HUMAN SERVICES		<u>25</u>	<u>26</u>	<u>62</u>	<u>63</u>	<u>0</u>	<u>0</u>	<u>89</u>
TOTAL AUTHORIZED POSITIONS		<u>145</u>	<u>147</u>	<u>98</u>	<u>98</u>	<u>9</u>	<u>9</u>	<u>254</u>

MUNICIPALITY OF MONROEVILLE
MUNICIPAL OFFICERS AND NONUNION EMPLOYEES

MUNICIPALITY OF MONROEVILLE
MUNICIPAL OFFICERS AND NONUNION EMPLOYEES

<u>GRADE</u>	<u>POSITION</u>	2018	2018	2018
		<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Grade 11	<i>Municipal Manager</i>	\$ 88,284	\$ 121,434	\$ 140,000
Grade 10	<i>Chief of Police (Per Agreement)</i>	\$ 78,871	\$ 108,486	\$ 138,100
Grade 9	<i>Director of Finance</i> <i>Assistant Chief of Police (Per agreement)</i> <i>Superintendent of Public Works</i> <i>Dir. of Building , Engineering and</i> <i>Dir. of Human Resources</i>	\$ 65,609	\$ 90,245	\$ 114,881
Grade 7	<i>Dir of Inf. Systems & Technology</i> <i>Dir of Recreation & Parks</i>	\$ 53,756	\$ 73,945	\$ 94,129
Grade 6	<i>Director of Senior Citizens</i> <i>Library Director</i> <i>Sr Foreman/Asst. Super of Public Works</i>	\$ 47,119	\$ 64,813	\$ 82,506
Grade 5	<i>Television Producer</i> <i>Asst. Tax Collector</i> <i>Staff Engineer</i> <i>Public Works Foreman</i> <i>Community Planner/Zoning Officer</i> <i>Emergency Communications Disp Supervisor</i> <i>Building Official</i> <i>Building Inspector</i> <i>Code Enforcement Officer</i>	\$ 43,230	\$ 59,463	\$ 75,694
Grade 4	<i>Recreation Program and Special Events</i> <i>Coordinator</i> <i>Sports and Athletic Coordinator</i>	\$ 39,659	\$ 54,552	\$ 69,443
Grade 3	<i>Municipal Manager's Secretary</i> <i>Senior Citizens Program Coordinator</i>	\$ 33,610	\$ 46,231	\$ 58,849
Grade 2	<i>Public Wks Office Manager</i> <i>Personnel and Finance Secretary</i> <i>Information Systems Support Tech</i>	\$ 28,896	\$ 42,705	\$ 54,349

MUNICIPALITY OF MONROEVILLE

**MUNICIPAL OFFICERS AND NONUNION EMPLOYEES
MUNICIPALITY OF MONROEVILLE**

PART TIME NON-UNION EMPLOYEES

Part-Time Hourly Rate		2017
School Crossing Guard	\$	13.45
Camera Operator	\$	11.05
General Summer Employees	\$	10.00
Recreation Level I	\$	8.00
Recreation Level II	\$	8.25
Recreation Level III	\$	8.50
Recreation Level IV	\$	8.75
Recreation Level V	\$	10.00
Recreation Level VI	\$	10.50
Recreation Level VII	\$	11.50
<i>Recreation Level VIII</i>	\$	12.00
Recreation Level IX	\$	14.00
Recreation Level X	\$	16.00
Recreation Level XI	\$	16.00

MUNICIPALITY OF MONROEVILLE

POLICE DEPARTMENT COLLECTIVE BARGAINING UNION

January 1, 2015-December 31, 2018

2018 Salaries

Classification	2015	2016	2016	2017	2018	2018
	0.00%	1/1-4/6/2016	4/7/2016-12/31/2016			Current ANNUAL
Chief	\$ 58.80	\$ 59.33	\$ 59.33	\$ 59.33	\$ 59.33	\$ 123,406.40
Lieutenant	\$ 52.37	\$ 52.37	\$ 52.37	\$ 53.37	\$ 53.37	\$ 111,009.60
Sergeant	\$ 51.37	\$ 51.37	\$ 51.37	\$ 52.37	\$ 52.37	\$ 108,929.60
Corporal	\$ 50.37	\$ 50.37	\$ 50.37	\$ 51.37	\$ 51.37	\$ 106,849.60
Detective or Patrolmen						
Step F	\$ 49.37	49.37	\$ 49.37	\$ 50.37	\$ 50.37	\$ 104,769.60
Step E	\$ 44.43	44.43	\$ 44.43	\$ 45.33	\$ 45.33	\$ 94,286.40
Step D-1			\$ 42.81	\$ 42.81	\$ 42.81	\$ 89,044.80
Step D	\$ 39.50	39.50	\$ 39.50	\$ 40.30	\$ 40.30	\$ 83,824.00
Step C-1			\$ 37.03	\$ 37.78	\$ 37.78	\$ 78,582.40
Step C	\$ 34.56	34.56	\$ 34.56	\$ 35.26	\$ 35.26	\$ 73,340.80
Step B	\$ 29.62	29.62	\$ 29.62	\$ 30.22	\$ 30.22	\$ 62,857.60
Step A	\$ 25.00	25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 52,000.00
*Shift Differential	\$ 0.70	\$ 0.70	0.70	\$ 0.85	\$ 0.85	

*Shift Differential is paid when Police Personnel are scheduled to work prior to 7:00 a.m. or after 3:00 p.m.

MUNICIPALITY OF MONROEVILLE

SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL #668

PUBLIC WORKS EMPLOYEE COLLECTIVE BARGAINING AGREEMENT

SEPTEMBER 1, 2015 THROUGH DECEMBER 31, 2019
2018 Salaries

	3.00%	Annual 9/1/15-12/31/2016	2.00% 2017	Annual 1/1/2017	3.00% 2018	Annual 1/1/2018	2.00% 2019	Annual 1/1/2019
Mechanic/Journeyman	\$30.11	\$62,628.80	\$30.71	\$63,881.38	\$31.63	\$65,797.82	\$32.27	\$67,113.77
Operator II	\$28.83	\$59,966.40	\$27.44	\$57,075.20	\$27.99	\$58,219.20	\$27.99	\$58,219.20
Operator I	\$28.08	\$58,406.40	\$26.72	\$55,577.60	\$27.26	\$56,700.80	\$27.26	\$56,700.80
Animal Control Officer	\$28.08	\$58,406.40	\$26.72	\$55,577.60	\$27.26	\$56,700.80	\$27.26	\$56,700.80
General Maintenance	\$28.08	\$58,406.40	\$26.72	\$55,577.60	\$27.26	\$56,700.80	\$27.26	\$56,700.80
Custodian	\$28.08	\$58,406.40	\$26.72	\$55,577.60	\$27.26	\$56,700.80	\$27.26	\$56,700.80
Heavy Equipment Repair	\$32.61	\$67,828.80	\$21.04	\$43,763.20	\$31.66	\$65,852.80	\$31.66	\$65,852.80
Snow Removal **	\$0.30		\$0.30		\$0.30		\$0.30	
Temporary Crew Leader ***	\$1.00		\$1.00		\$1.00		\$1.00	
Utility Rate *****	\$1.00		\$1.00		\$1.00		\$1.00	
Pesticide Spraying Rate (parks)****	\$1.00		\$1.00		\$1.00		\$1.00	
Pesticide Spraying Rate (streets)****	\$2.00		\$2.00		\$2.00		\$2.00	

** Rate effective while driving snow removal route during normal duty hours.

***Additional hourly rate while working as a crew leader. Temporary Crew Leader shall be rotated among qualified candidates on a fair and equitable basis.

****Employees receiving spraying rate must be certified rate applies only to time spraying work is being performed by a certified employee.

*****All Laborers with a CDL License will receive the Operator I rate. All Laborers without a CDL will receive General Maintenance rate.

*****Employee will receive the Utility rate when performing the following tasks: Cement finishing, carpentry, tree pruning (in bucket), signal repair, finish bricklaying (above a catch basis repair), and other tasks that are mutually agreed upon. Employees will also receive the Journeyman rate for the following: Electric and plumbing duties that require inspection by an outside agency whether inspected or not.

APPENDIX B

JOB CLASSIFICATIONS FOR NEW HIRES

During the 1st contract year of employment under this contract.	80% of the hourly rate
During the 2nd contract year of employment under this contract.	85% of the hourly rate
During the 3rd contract year of employment under this contract.	90% of the hourly rate
During the 4th contract year of employment under this contract.	95% of the hourly rate
During the 5th contract year of employment under this contract.	100% of the hourly rate

MUNICIPALITY OF MONROEVILLE

SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL #668
AND MUNICIPAL CLERICAL WORKERS (MCW) COLLECTIVE BARGAINING AGREEMENT
CLASSIFICATIONS

JANUARY 1, 2015 THROUGH DECEMBER 31, 2019

Classification	2018 Salaries									
	2.00% 2015	Annual 2015	3.00% 2016	Annual 2016	2.50% 2017	Annual 2017	3.00% 2018	Annual 2018	2.00% 2019	Annual 2019
TV-15 Production Assistant	\$22.61	\$ 47,028.80	\$23.29	\$ 48,443.20	\$23.87	\$ 49,649.60	\$24.59	\$51,147.20	\$25.08	\$2166.4
Data Systems Operator	\$22.61	\$ 47,028.80	\$23.29	\$ 48,443.20	\$23.87	\$ 49,649.60	\$24.59	\$51,147.20	\$25.08	\$2166.4
Police Records Clerk II	\$22.61	\$ 47,028.80	\$23.29	\$ 48,443.20	\$23.87	\$ 49,649.60	\$24.59	\$51,147.20	\$25.08	\$2166.4
General Clerk II-Receptionist/Switchboard	\$22.61	\$ 47,028.80	\$23.29	\$ 48,443.20	\$23.87	\$ 49,649.60	\$24.59	\$51,147.20	\$25.08	\$2166.4
Tax Clerks III	\$23.28	\$ 48,422.40	\$23.98	\$ 49,878.40	\$24.58	\$ 51,126.40	\$25.32	52665.6	\$25.83	53705.6
Building/Engineering Secretary	\$23.28	\$ 48,422.40	\$23.98	\$ 49,878.40	\$24.58	\$ 51,126.40	\$25.32	52665.6	\$25.83	53705.6
Parks and Recreation Secretary	\$23.28	\$ 48,422.40	\$23.98	\$ 49,878.40	\$24.58	\$ 51,126.40	\$25.32	52665.6	\$25.83	53705.6
Planning Secretary	\$23.28	\$ 48,422.40	\$23.98	\$ 49,878.40	\$24.58	\$ 51,126.40	\$25.32	52665.6	\$25.83	53705.6
Police Secretary	\$23.28	\$ 48,422.40	\$23.98	\$ 49,878.40	\$24.58	\$ 51,126.40	\$25.32	52665.6	\$25.83	53705.6
Police Vehicle Maint Clerk	\$24.41	\$ 50,772.80	\$25.14	\$ 52,291.20	\$25.77	\$ 53,601.60	\$26.54	55203.2	\$27.07	\$56,305.60
Accounts Payable Clerk	\$24.41	\$ 50,772.80	\$25.14	\$ 52,291.20	\$25.77	\$ 53,601.60	\$26.54	55203.2	\$27.07	\$56,305.60
TCO	\$23.67	\$ 49,233.60	\$24.38	\$ 50,710.61	\$24.99	\$ 51,979.20	\$25.74	53539.2	\$26.25	\$54,600.00

TITLE

**Part-Time TCO	\$17.19	\$ 35,755.20	\$17.71	\$ 36,836.80	\$18.15	\$ 37,752.00	\$18.69	\$38,875.20	\$19.07	\$39,665.60
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**Shift Differential is paid at \$.75 per hour when TCO's are scheduled to work prior to 6:30 a.m. and after 2:30 p.m.
 During the 2nd contract year of employment under this contract. 85% of the hourly rate
 During the 3rd contract year of employment under this contract. 90% of the hourly rate
 During the 4th contract year of employment under this contract. 95% of the hourly rate
 During the 5th contract year of employment under this contract. 100% of the hourly rate

MUNICIPALITY OF MONROEVILLE

REFUSE COLLECTION DIVISION COLLECTIVE BARGAINING AGREEMENT

June 1, 2015 Until December 31, 2019

2018 Salaries

	3.00% 6/1/2015 - 12/31/2016	Annual Salary	2.00% 2017	Annual 2017 Salary	3.00% 2018	Annual 2018 Salary	2.00% 2019	Annual 2019 Salary
<i>Refuse Collector</i>	\$26.11	\$54,308.80	\$26.63	\$55,394.98	\$27.43	\$57,056.83	\$27.98	\$58,197.96
<i>Collector-Driver</i>	\$27.83	\$57,886.40	\$28.39	\$59,044.13	\$29.24	\$60,815.45	\$29.82	\$62,031.76

New Hires/ Part-time after 6/01/2003 to 12/31/2019

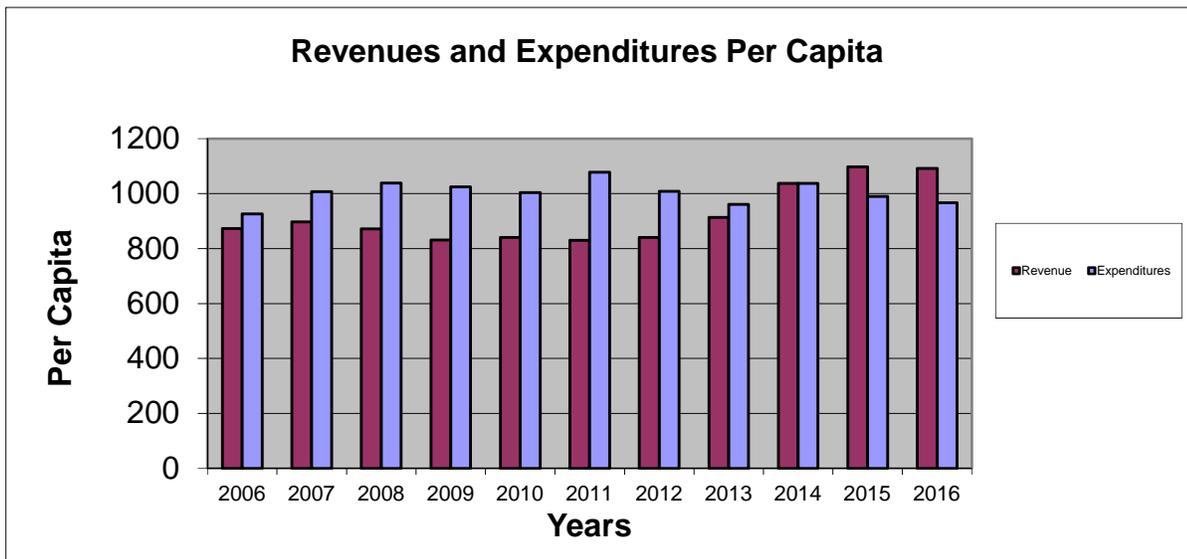
During the 1st contract year of employment under this contract.	80% of the hourly rate
During the 2nd contract year of employment under this contract.	85% of the hourly rate
During the 3rd contract year of employment under this contract.	90% of the hourly rate
During the 4th contract year of employment under this contract.	95% of the hourly rate
During the 5th contract year of employment under this contract.	100% of the hourly rate

MUNICIPALITY OF MONROEVILLE
Revenues and Expenditure Per Capita
General Government Funds
(In Thousands)
2005-2017

Year	Revenues	Revenues Per Capita	Expenditures	Expenditures Per Capita
2005	\$ 24,766	844	\$ 33,492	1141
2006	\$ 25,611	873	\$ 27,167	926
2007	\$ 26,329	897	\$ 29,558	1007
2008	\$ 25,604	872	\$ 30,474	1038
2009	\$ 24,381	831	\$ 30,051	1024
2010	\$ 23,849	813	\$ 28,500	971
2011	\$ 23,554	830	\$ 30,593	1078
2012	\$ 23,846	840	\$ 28,613	1008
2013*	\$ 25,927	913	\$ 27,291	961
2014	\$ 29,437	1037	\$ 29,437	1037
2015	\$ 31,141	1097	\$ 28,120	990
2016	\$ 30,970	1091	\$ 27,425	966
2017*	\$ 29,649	1030	\$ 29,076	1,024

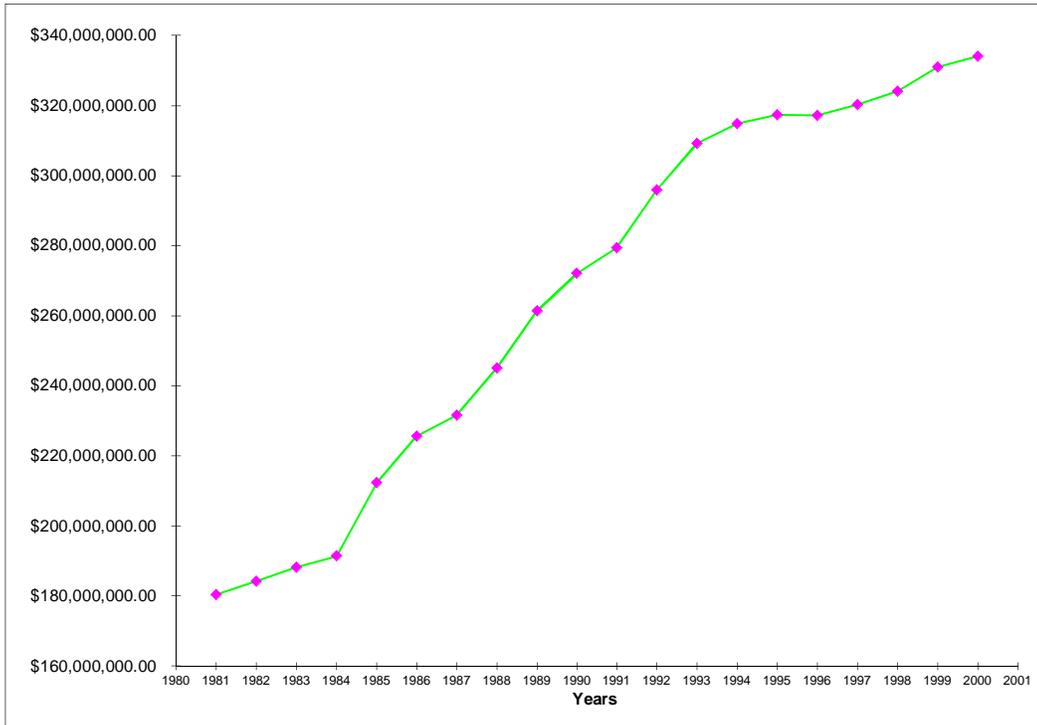
*2017 values represents year end estimates

Population from 2010 census: 28,386



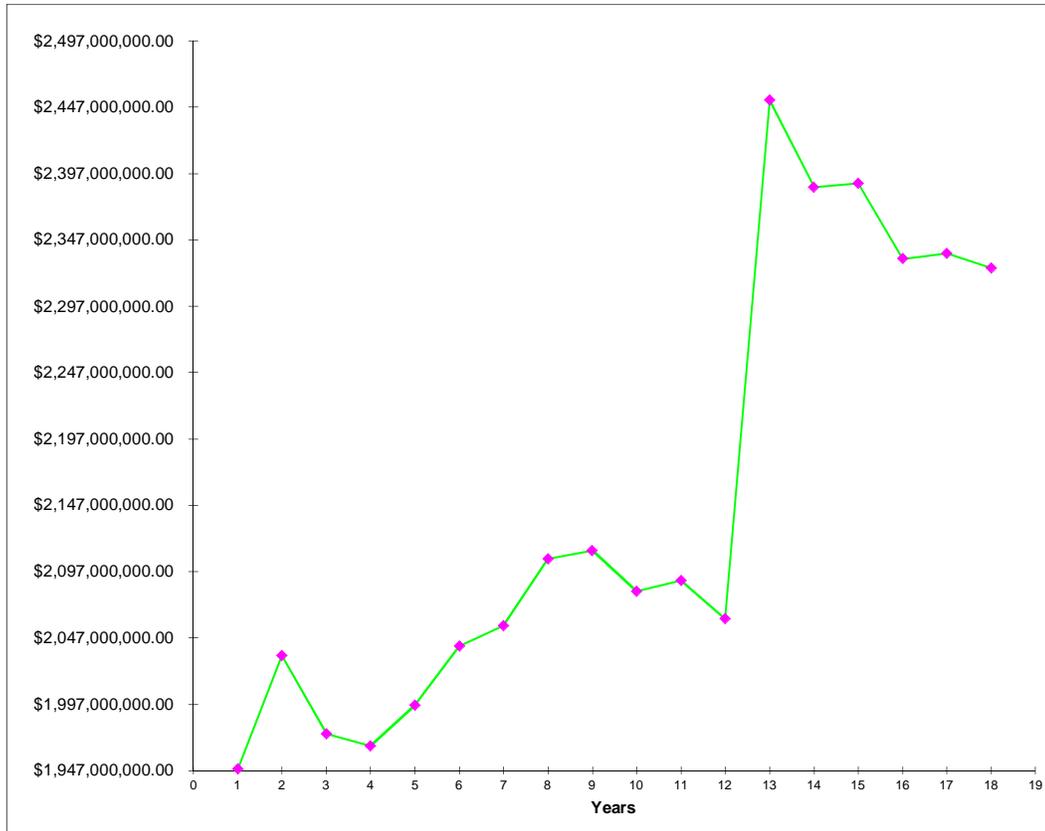
Municipality of Monroeville

Assessed Valuation of Real Estate Property Prior to County Re-Assessment



1980	\$ 181,956,695.00
1981	\$ 180,421,645.00
1982	\$ 184,243,370.00
1983	\$ 188,247,835.00
1984	\$ 191,369,665.00
1985	\$ 212,259,655.00
1986	\$ 225,558,000.00
1987	\$ 231,539,000.00
1988	\$ 245,111,000.00
1989	\$ 261,332,000.00
1990	\$ 272,148,000.00
1991	\$ 279,376,000.00
1992	\$ 295,939,000.00
1993	\$ 309,210,000.00
1994	\$ 314,764,000.00
1995	\$ 317,355,000.00
1996	\$ 317,192,397.00
1997	\$ 320,255,870.00
1998	\$ 324,134,035.00
1999	\$ 331,073,635.00
2000	\$ 334,008,245.00

Assessed Valuation of Real Estate Property After County Re-Assessment



2001	\$ 1,948,323,000.00
2002	\$ 2,033,591,000.00
2003	\$ 1,974,718,000.00
2004	\$ 1,965,717,000.00
2005	\$ 1,996,151,387.00
2006	\$ 2,041,057,000.00
2007	\$ 2,056,310,416.00
2008	\$ 2,106,674,420.00
2009	\$ 2,113,014,680.00
2010	\$ 2,081,963,220.00
2011	\$ 2,090,138,420.00
2012	\$ 2,061,651,395.00
2013	\$ 2,452,199,000.00
2014	\$ 2,386,864,000.00
2015	\$ 2,389,470,000.00
2016	\$ 2,332,755,000.00
2017	\$ 2,336,937,000.00
2018*	\$ 2,325,992,000.00

* Estimated

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

GLOSSARY

ACTIVITY	A specific and distinguishable line of work performed by one or more organizational components of a government for the purpose of accomplishing a function for which the government is responsible.
ACTIVITY CLASSIFICATION	Expenditure classification according to the specific lines of work performed by organizational units.
ALLOCATION	A part of a lump-sum appropriation which is designated for an expenditure by specific organizational units and/or for specific purposes, activities, or objects.
ANNUAL OPERATING BUDGET	A plan of financial operation approved by the Municipal Council embodying an estimate of proposed expenditures for a given fiscal year and the proposed means of financing them.
APPROPRIATION	A legal authorization granted by Municipal Council to make expenditures and to incur obligations for specific purposes. A general fund appropriation is limited in amount and as to the budget year when it may be expended.
ASSESSED VALUATION	A valuation set upon real estate or other property by a government as a basis for levying taxes.
BUDGET	See ANNUAL OPERATING BUDGET .
CAPITAL OUTLAY	This account includes land, buildings, bridges, streets and sewers, sidewalks and equipment of all kind expected to have a remaining life of more than one year; are fixed assets when defined as items of more or less permanent property necessary to the operation of the Municipality; must not be consumed or materially reduced in value in their use; must have a unit cost of \$5,000.00 or more.

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

CAPITAL PROGRAM	A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.
COMMODITIES	This account includes expenses for supplies, small tools, materials, and repair parts for equipment used by the Municipality in its various activities.
CONTRACTUAL SERVICE	This account includes expenses for services resulting from a contract performed for the Municipality by individuals and business concerns, as distinguished from such work and services performed by employees on the Municipality's payroll, as long as the services do not result in a permanent asset.
DEBT SERVICE	The payment of general long-term debt principal and interest incurred by the Municipality.
DEFICIT	The excess of expenditures over revenues during an accounting period.
EXPENDITURES	Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.
FISCAL YEAR	The 12 month period between January 1st and December 31st to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.
FUNCTION	A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible. For example, public safety is a function.
FUND	A fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources, together with all related liabilities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

accordance with special regulations, restrictions, or limitations.

FUND TYPE	In governmental accounting, all funds are classified into eight generic fund types: General, Special Revenue, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust and Agency.
GENERAL FUND	The fund used to account for all financial resources except those required to be accounted for in another fund. The General Fund is supported by taxes and fees.
GENERAL OBLIGATIONS BONDS	Bonds for the payment of which the full faith and credit of the issuing government are pledged.
NON-GOVERNMENTAL DISBURSEMENT	This account includes transfers to other refunds.
OBJECT OF EXPENDITURE	This term applies to the article purchased or the service obtained, as distinguished from the results obtained from expenditures.
OBJECT CLASS	Expenditure classification according to the types of items purchased or services obtained; for example, personnel services, contractual services, and commodities.
OBLIGATION BONDS	See GENERAL OBLIGATION BONDS .
OPERATING EXPENSE	Expenses which are directly related to the fund's primary service activities.
PERSONNEL SERVICES	This account includes salaries and wages of employees on the Municipality's regular or temporary payroll.
PROGRAM	A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the Municipality is responsible.
REVENUES	Increases in governmental fund type net current assets from other than expenditure refunds and transfers.
SHORT TERM DEBT	Debt with a maturity of five years or less after the date of issuance; for example, tax anticipation notes and bond issue notes

**MUNICIPALITY OF MONROEVILLE
2018 BUDGET**

SUBFUNCTION	A grouping of related activities within a particular government function. For example, "police" is a sub function of the function "public safety".
SURPLUS	The excess of revenues over expenditures during an accounting period.
TAX RATE	The amount of tax stated in terms of a unit of the tax base.
TRADITIONAL BUDGET APPROACH	A budget which emphasizes input by organizational units and by objects of expenditure within each organizational unit. To the extent that the organizational unit is concerned with a single program, this approach automatically tends to become a program type budget.
WORK PROGRAM	A plan of work proposed to be done during a particular period by the administrative agency in carrying out its assigned activities.

THE ABOVE DEFINITIONS WERE BASED ON THOSE FOUND IN THE FOLLOWING SOURCES:

1. Municipal Finance Officers Association of the United States and Canada, Governmental Accounting, Auditing, and Financial Reporting, Chicago, Illinois, 1980.
2. Sample of the Phoenix, Arizona Glossary for 1982.
3. Sample of the Metropolitan Sanitary District of Chicago, 1987.
4. Municipality of Monroeville's Chart of Accounts, January 1979 revised edition.
5. MFOA-"A Manual of Techniques for Preparation, Consideration, Adoption, and Administration of Operating Budgets", Lennox L. Novak and Kathryn W. Killim, Chicago, Ill., 1974.

**COMPREHENSIVE ANNUAL
FINANCIAL REPORT
(CAFR) TABLES**

STATISTICAL SECTION

This part of the Municipality of Monroeville's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Municipality's overall financial health.

CONTENTS

SCHEDULE

FINANCIAL TRENDS

These schedules contain trend information to help the reader understand how the Municipality's financial performance and well-being has changed over time.

1 - 4

REVENUE CAPACITY

These schedules contain information to help the reader assess the factors affecting the Municipality's ability to generate its property and earned income taxes.

5 - 11

DEBT CAPACITY

These schedules present information to help the reader assess the affordability of the Municipality's current levels of outstanding debt and the Municipality's ability to issue additional debt in the future.

12 - 15

DEMOGRAPHIC AND ECONOMIC INFORMATION

These schedules offer demographic and economic indicators to help the reader understand the environment within which the Municipality's financial activities take place and to help make comparisons over time and with other governments.

16 - 17

OPERATING INFORMATION

These schedules contain information about the Municipality's operations and resources to help the reader understand how the Municipality's financial information relates to the services the Municipality provides and the activities it performs.

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MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 1 NET POSITION BY COMPONENT

LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Governmental activities										
Net investment in capital assets	\$ 15,421,743	\$ 16,086,923	\$ 13,131,214	\$ 12,882,141	\$ 12,222,938	\$ 12,662,869	\$ 11,340,030	\$ 9,896,434	\$ 11,599,579	\$ 12,309,761
Restricted	1,610,088	746,777	3,241,041	2,378,790	1,520,031	1,556,364	2,308,578	2,813,073	1,593,548	1,364,788
Unrestricted	21,046,065	18,245,114	12,989,219	10,361,982	7,685,328	2,745,547	(500,253)	340,127	(7,950,258)	(7,684,003)
Total primary government	<u>\$ 38,077,896</u>	<u>\$ 35,078,814</u>	<u>\$ 29,361,474</u>	<u>\$ 25,622,913</u>	<u>\$ 21,428,297</u>	<u>\$ 16,964,780</u>	<u>\$ 13,148,355</u>	<u>\$ 13,049,634</u>	<u>\$ 5,242,869</u>	<u>\$ 5,990,546</u>

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 2 CHANGES IN NET POSITION

LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Expenses										
Governmental activities:										
General government	\$ 4,629,282	\$ 5,002,245	\$ 4,897,989	\$ 4,450,812	\$ 4,467,088	\$ 3,908,079	\$ 3,612,604	\$ 3,986,984	\$ 4,360,921	\$ 4,234,236
Public Safety	11,155,631	11,869,307	12,765,461	12,107,364	12,269,528	12,389,336	13,054,982	13,300,436	13,219,654	14,034,917
Public Works-Sanitation	1,089,181	1,215,876	1,354,005	1,224,237	1,226,083	1,390,827	1,464,269	1,660,992	1,431,181	1,528,363
Public Works-Highway	4,001,421	4,672,102	4,394,628	4,362,680	4,603,845	4,152,939	4,385,065	4,556,704	5,217,301	5,089,016
Culture-Recreation	3,954,582	4,148,448	4,643,491	4,240,035	4,216,561	4,541,643	4,660,442	4,717,192	4,928,151	5,290,431
Conservation and Development	472,610	471,400	558,044	493,397	384,315	347,004	390,481	382,799	296,709	529,993
Interest On Long-Term Debt	789,849	1,049,339	1,014,769	632,435	907,153	767,255	842,305	778,352	675,103	607,209
Total primary government	\$ 26,092,556	\$ 28,428,717	\$ 29,628,387	\$ 27,510,960	\$ 28,074,573	\$ 27,497,083	\$ 28,410,148	\$ 29,383,459	\$ 30,129,020	\$ 31,314,165
Program Revenues										
Charges for services:										
General government	\$ 200,337	\$ 226,166	\$ 49,259	\$ 241,921	\$ 244,349	\$ 169,097	\$ 117,920	\$ 150,589	\$ 116,779	\$ 116,780
Public Safety	394,608	298,938	451,374	650,163	357,872	464,056	347,975	316,947	386,487	327,306
Public Works-Sanitation	458,966	436,386	387,118	410,478	422,577	422,739	399,786	395,767	415,504	410,465
Public Works-Highway	42,059	44,146	45,665	34,293	50,348	3,100	82,340	8,713	111,516	36,702
Culture-Recreation	1,044,232	1,023,343	1,083,003	1,088,545	881,160	962,343	958,986	931,875	1,033,519	1,025,915
Conservation and Development	84,191	37,493	60,509	42,042	16,262	39,802	44,109	71,550	68,868	55,420
Operating and Capital grants and contributions	1,987,577	1,716,251	2,009,815	1,727,350	1,857,513	1,482,568	1,395,759	1,541,730	2,756,770	2,486,866
Total primary government	\$ 4,211,970	\$ 3,782,723	\$ 4,086,743	\$ 4,194,792	\$ 3,830,081	\$ 3,543,705	\$ 3,346,875	\$ 3,417,171	\$ 4,889,443	\$ 4,459,454
Total primary government net expense	\$ 21,880,586	\$ 24,645,994	\$ 25,541,644	\$ 23,316,168	\$ 24,244,492	\$ 23,953,378	\$ 25,063,273	\$ 25,966,288	\$ 25,239,577	\$ 26,854,711
General Revs. and Other Changes in Net Position										
Governmental activities:										
Taxes										
Property taxes, Levied for Gen. Purp.	\$ 4,589,476	\$ 4,288,709	\$ 4,223,321	\$ 4,518,932	\$ 4,505,976	\$ 4,329,435	\$ 5,588,103	\$ 8,874,636	\$ 9,033,775	\$ 9,013,001
Earned Income Taxes	6,494,824	6,599,696	6,166,700	6,105,290	6,574,335	6,655,847	6,951,532	7,711,011	7,482,578	7,485,167
Business Privilege & Mercantile Tax	6,393,655	7,058,347	6,426,641	6,214,921	6,228,096	5,971,721	5,791,646	6,114,606	7,340,650	7,705,324
Other Taxes, Levied for Gen. Purp.	3,557,251	2,588,588	2,635,771	2,577,780	2,437,058	2,559,194	2,618,451	2,830,807	3,026,410	3,012,278
Grants, Subsidies & Contrib. Not Restricted	51,662	49,419	150,091	51,542	44,744	187,430	168,568	252,955	177,634	261,035
Investment Earnings	1,203,292	909,950	194,868	109,000	69,852	89,188	78,489	60,000	46,756	70,370
Miscellaneous	493	152,203	26,912	142	189,815	142,903	50,059	23,552	-	55,213
Total primary government	\$ 22,290,653	\$ 21,646,912	\$ 19,824,304	\$ 19,577,607	\$ 20,049,876	\$ 19,935,718	\$ 21,246,848	\$ 25,867,567	\$ 27,107,803	\$ 27,602,388
Change in Net Position	\$ 410,067	\$ (2,999,082)	\$ (5,717,340)	\$ (3,738,561)	\$ (4,194,616)	\$ (4,017,660)	\$ (3,816,425)	\$ (98,721)	\$ 1,868,226	\$ 747,677

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 3 FUND BALANCES, GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
General Fund										
Reserved	\$ 7,284,355	\$ 7,707,894	\$ 5,563,195	\$ 2,376,072	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved	10,717,076	9,690,043	7,122,455	6,921,926	-	-	-	-	-	-
Nonspendable	-	-	-	-	947	-	-	-	58,075	52,215
Restricted	-	-	-	-	121,102	121,118	121,130	-	-	-
Committed	-	-	-	-	82,788	82,793	101,296	270,297	155,231	137,970
Assigned	-	-	-	-	1,795,704	897,742	544,053	540,403	585,862	652,802
Unassigned	-	-	-	-	4,787,610	4,291,310	3,173,774	5,141,934	7,175,221	9,718,585
Total general fund	<u>\$ 18,001,431</u>	<u>\$ 17,397,937</u>	<u>\$ 12,685,650</u>	<u>\$ 9,297,998</u>	<u>\$ 6,788,151</u>	<u>\$ 5,392,963</u>	<u>\$ 3,940,253</u>	<u>\$ 5,952,634</u>	<u>\$ 7,974,389</u>	<u>\$ 10,561,572</u>
All Other Governmental Funds										
Reserved	\$ 8,413,715	\$ 4,230,068	\$ 3,157,624	\$ 2,378,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	-	-	-	-	5,914,962	4,269,024	2,187,448	2,813,073	1,593,548	1,364,788
Committed	-	-	-	-	152,313	152,352	152,388	1,005,452	1,168,316	1,584,386
Assigned	-	-	-	-	912,991	-	-	-	-	-
Unassigned	-	-	-	-	-	-	(49,288)	(82,300)	(82,300)	(361,818)
Unreserved reported in:										
Special revenue funds	867,522	935,873	1,135,962	1,409,839	-	-	-	-	-	-
Total all other governmental funds	<u>\$ 9,281,237</u>	<u>\$ 5,165,941</u>	<u>\$ 4,293,586</u>	<u>\$ 3,788,629</u>	<u>\$ 6,980,266</u>	<u>\$ 4,421,376</u>	<u>\$ 2,290,548</u>	<u>\$ 3,736,225</u>	<u>\$ 2,679,564</u>	<u>\$ 2,587,356</u>

The fund balances for 2011 through 2016 reflect the implementation of GASB Statement No. 54.

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 4 CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS (MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Revenues:										
Taxes	\$ 20,861,746	\$ 20,861,100	\$ 19,912,623	\$ 19,493,285	\$ 19,603,842	\$ 19,931,384	\$ 20,919,961	\$ 25,529,862	\$ 26,728,752	\$ 27,219,766
Licenses and Permits	1,176,854	1,078,265	1,226,120	1,479,195	1,152,875	1,405,533	1,303,052	1,224,666	1,337,641	1,287,561
Fines and Forfeits	158,759	146,335	141,657	138,978	165,288	113,091	105,145	104,238	112,239	93,135
Interest, Rents and Royalties	1,203,292	909,950	194,868	109,000	69,852	89,188	78,489	60,000	46,756	70,370
Intergovernmental	1,987,942	1,708,639	2,132,506	1,713,741	1,654,837	1,626,110	1,526,646	1,794,685	2,915,157	2,660,342
Charges for Services	888,780	841,872	746,513	849,269	848,729	542,513	542,919	546,537	682,793	611,892
Miscellaneous	51,790	57,634	26,912	65,293	58,911	138,991	61,311	23,552	19,247	100,222
Total revenues	26,329,163	25,603,795	24,381,199	23,848,761	23,554,334	23,846,810	24,537,523	29,283,540	31,842,585	32,023,288
Expenditures										
Current:										
General Government	3,978,115	3,739,361	4,244,860	4,097,552	3,779,253	3,129,183	2,894,708	3,141,640	3,634,801	3,233,365
Public Safety	10,566,677	10,310,515	11,687,888	11,311,872	11,200,645	10,075,158	10,935,158	10,944,470	12,362,846	11,609,201
Public Works-Sanitation	1,014,532	1,081,621	1,248,905	1,123,879	1,129,688	1,162,073	1,229,431	1,227,277	1,192,073	1,180,830
Public Works-Highways	2,941,222	3,055,005	3,255,015	3,359,170	3,356,701	2,839,927	2,855,834	2,941,291	3,313,521	3,364,611
Culture-Recreation	3,559,372	3,440,371	4,018,069	3,584,252	3,623,311	3,545,275	3,526,226	3,548,821	3,889,441	3,971,196
Conservation and Development	461,409	460,014	545,414	483,943	372,497	300,871	350,041	336,779	274,320	460,931
Insurance Premiums	951,513	767,909	1,006,736	1,050,703	1,164,949	1,175,072	955,570	1,152,885	1,112,060	1,204,279
Capital outlays	3,885,834	5,106,678	1,481,708	1,478,691	3,086,750	3,206,754	2,226,467	697,866	2,711,390	1,029,697
Debt Service:										
Principal	1,460,000	1,515,000	1,585,000	1,400,000	1,955,000	2,355,000	2,290,000	2,355,000	2,675,899	2,895,617
Interest	739,807	997,711	977,246	609,954	924,207	823,828	884,055	817,472	712,362	621,136
Total Expenditures	29,558,481	30,474,185	30,050,841	28,500,016	30,593,001	28,613,141	28,147,490	27,163,501	31,879,161	29,570,863
Excess of revenues over (under) expenditures	(3,229,318)	(4,870,390)	(5,669,642)	(4,651,255)	(7,038,667)	(4,766,331)	(3,609,967)	2,120,039	(36,576)	2,452,425
Other Financing Sources (Uses):										
Issuance of Debt	7,590,000	-	-	-	7,450,000	-	-	1,338,019	533,533	-
Issuance of Refunding Debt	-	-	-	18,470,000	-	8,445,000	-	-	9,655,000	-
(Discount) on Bonds Issued	(38,829)	-	-	-	-	-	-	-	-	-
Bond premium on bonds issued	-	-	-	816,850	86,457	186,144	-	-	292,671	-
Payment to Refunded Bond Escrow Agent	-	-	-	(18,572,754)	-	(7,866,691)	-	-	(9,479,534)	-
Sale of Capital Assets	-	151,600	85,000	44,550	184,000	47,800	26,429	-	-	42,550
Transfers In	160,555	172,358	228,019	639,980	-	610,354	-	1,119,000	1,301,870	1,000,000
Transfers Out	(160,555)	(172,358)	(228,019)	(639,980)	-	(610,354)	-	(1,119,000)	(1,301,870)	(1,000,000)
Total Other Financing Sources (Uses)	7,551,171	151,600	85,000	758,646	7,720,457	812,253	26,429	1,338,019	1,001,670	42,550
Net Changes in fund balances	\$ 4,321,853	\$ (4,718,790)	\$ (5,584,642)	\$ (3,892,609)	\$ 681,790	\$ (3,954,078)	\$ (3,583,538)	\$ 3,458,058	\$ 965,094	\$ 2,494,975
Debt service as a percentage of noncapital expenditures	8.57%	9.91%	9.05%	7.46%	10.51%	12.63%	12.25%	11.87%	11.59%	12.18%

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 5

ASSESSED VALUE AND ACTUAL VALUE OF TAXABLE PROPERTY

LAST TEN FISCAL YEARS
(AMOUNTS EXPRESSED IN THOUSANDS)

Fiscal Year	Residential Property	Commercial Property	Tax Exempt Property	Total Taxable Assessed Value	Taxable Assessed Value as a Percentage of Actual Taxable Value	Total Direct Tax Rate
2006	1,237,043	804,014	350,279	2,041,057	100%	2.20
2007	1,274,100	833,549	365,157	2,107,649	100%	2.20
2008	1,274,100	833,549	364,204	2,107,649	100%	2.20
2009	1,274,380	834,823	365,247	2,109,203	100%	2.20
2010	1,111,696	978,442	365,311	2,090,138	100%	2.20
2011	1,110,808	978,442	364,161	2,089,250	100%	2.20
2012	1,074,681	987,487	371,034	2,062,168	100%	2.20
2013	1,317,872	1,210,661	535,054	2,528,533	100%	2.43
2014	1,302,867	1,077,997	585,232	2,380,864	100%	4.00
2015	1,287,862	1,043,436	565,280	2,331,298	100%	4.00
2016	1,290,977	1,045,960	571,109	2,336,937	100%	4.00

Source: Allegheny County Assessment Office

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 6 DIRECT AND OVERLAPPING PROPERTY TAX RATES

LAST TEN FISCAL YEARS
(AMOUNTS EXPRESSED IN THOUSANDS)

Fiscal Year	Municipality of Monroeville		County of Allegheny		Gateway School District		Total
	Total Basic Tax Millage	Total Millage	Total Basic Tax Millage	Total Millage	Total Basic Tax Millage	Total Millage	
2007	2.20	2.20	4.69	4.69	19.41	19.41	26.30
2008	2.20	2.20	4.69	4.69	19.41	19.41	26.30
2009	2.20	2.20	4.69	4.69	19.41	19.41	26.30
2010	2.20	2.20	4.69	4.69	21.02	21.02	27.91
2011	2.20	2.20	4.69	4.69	21.02	21.02	27.91
2012	2.20	2.20	4.73	4.73	21.85	21.85	28.78
2013	2.431	2.431	4.73	4.73	18.89	18.89	26.051
2014	4.00	4.00	4.73	4.73	18.89	18.89	27.62
2015	4.00	4.00	4.73	4.73	19.33	19.33	28.06
2016	4.00	4.00	4.73	4.73	19.33	19.33	28.06

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 7 PRINCIPAL PROPERTY TAX PAYERS

CURRENT YEAR AND TEN YEARS AGO

Taxpayer	2016			2006		
	Taxable Assessed Valuation	Rank	Percentage of Total Municipal Taxable Assessed Value	Taxable Assessed Valuation	Rank	Percentage of Total Municipal Taxable Assessed Value
CBL Monroeville Partners	\$ 132,852,600	1	5.68%			
PZ Miracle Mile	40,249,500	2	1.72%			
Anne V. Lewis	38,050,000	3	1.63%			
ER Partners LP	16,956,700	4	0.73%			
WPP/WEN LLC	15,307,100	5	0.66%			
Monroeville SCLP	14,800,000	6	0.63%	17,481,700	7	0.86%
Jamison Lane	14,515,600	7	0.62%			
M&M Hotel Poxford	14,093,900	8	0.60%			
LSR EFR - Rebound LLC	13,800,000	9	0.59%			
HTA Monroeville LLC - Healthcare	13,500,000	10	0.58%			
Eagle Ridge Apartments				18,293,800	5	0.90%
Soffer, Donald				159,144,200	1	7.80%
L&M Associates				49,222,500	2	2.41%
Westinghouse Electric Corporation				42,000,000	3	2.06%
Pittsburgh Miracle Mile Town and Country				32,992,000	4	1.62%
Cochran RELP				17,909,900	6	0.88%
Terra Capital Associates				15,549,400	8	0.76%
Walnut Capital				14,856,300	9	0.73%
Boscov's Department Store				14,000,000	10	0.69%
	<u>\$314,125,400</u>		<u>13.44%</u>	<u>\$381,449,800</u>		<u>18.71%</u>

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 8 PROPERTY TAX LEVIES AND COLLECTIONS

LAST TEN FISCAL YEARS

Fiscal Year	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections In Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2007	4,614,311	4,497,058	97.46%	42,659	4,539,717	98.38%
2008	4,636,828	4,261,429	91.90%	83,455	4,344,884	93.70%
2009	4,640,247	4,306,685	92.81%	88,388	4,395,073	94.72%
2010	4,543,586	4,430,544	97.51%	80,318	4,510,862	99.28%
2011	4,598,305	4,430,816	96.36%	57,739	4,488,555	97.61%
2012	4,535,633	4,354,895	96.02%	61,532	4,416,427	97.37%
2013	6,080,073	5,919,603	97.36%	53,910	5,973,513	98.25%
2014	9,441,987	9,147,587	96.88%	56,835	9,204,422	97.48%
2015	9,325,192	8,967,968	96.17%	41,213	9,009,181	96.61%
2016	9,347,748	9,013,001	96.42%	-	9,013,001	96.42%

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 9

TAXABLE EARNED INCOME AND TAX COLLECTED

LAST TEN FISCAL YEARS

<u>Fiscal Year</u>	<u>Taxable Earned Income</u>	<u>Tax Collected</u>
2007	428,132,467	6,421,987
2008	436,665,000	6,549,975
2009	433,874,933	6,508,124
2010	407,019,333	6,105,290
2011	428,503,600	6,427,554
2012	455,003,289	6,825,049
2013	463,677,400	6,955,161
2014	514,067,400	7,711,011
2015	498,838,533	7,482,578
2016	499,011,133	7,485,167

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 10

DIRECT AND OVERLAPPING EARNED INCOME TAX RATES

LAST TEN FISCAL YEARS

<u>Fiscal Year</u>	<u>Municipality Direct rate</u>	<u>Gateway School District Direct rate</u>
2007	1%	0.50%
2008	1%	0.50%
2009	1%	0.50%
2010	1%	0.50%
2011	1%	0.50%
2012	1%	0.50%
2013	1%	0.50%
2014	1%	0.50%
2015	1%	0.50%
2016	1%	0.50%

Source: Keystone Collections Group

The Municipality of Monroeville may change the direct tax rate by a vote of Municipal Council.

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 11

EARNED INCOME TAX FILERS AND LIABILITY BY INCOME LEVEL

CURRENT LEVEL

Income Level	2007 Number of filers	2008 Number of filers	2009 Number of filers	2010 Number of filers	2011 Number of filers	2012 Number of filers	2013 Number of filers	2014 Number of filers	2015 Number of filers	2016 Number of filers
\$100,001-and higher	530	679	439	209	333	912	466	519	1,025	21
\$70,001-\$100,000	744	1,043	744	307	466	1,180	642	2,457	2,576	1,015
\$50,001-70,000	1,176	1,433	1,030	435	643	1,605	889	1,805	2,511	4,062
\$30,001-50,000	1,752	2,147	1,458	540	849	2,204	1,199	1,278	1,158	2,186
\$10,001-30,000	2,265	2,710	1,697	565	1,118	2,835	1,492	2,002	2,042	1,228
\$10,000 and lower	2,284	2,787	1,957	387	907	2,846	1,759	3,577	4,175	3,559

TOTAL 8,751 10,799 7,325 2,443 4,316 11,582 6,447 11,638 13,487 12,071

Income Level	2007 Percentage of Total Taxpayers	2008 Percentage of Total Taxpayers	2009 Percentage of Total Taxpayers	2010 Percentage of Total Taxpayers	2011 Percentage of Total Taxpayers	2012 Percentage of Total Taxpayers	2013 Percentage of Total Taxpayers	2014 Percentage of Total Taxpayers	2015 Percentage of Total Taxpayers	2016 Percentage of Total
\$100,001-and higher	6.06%	6.29%	5.99%	8.56%	7.72%	7.88%	7.23%	4.46%	7.60%	0.17%
\$70,001-\$100,000	8.50%	9.66%	10.16%	12.57%	10.80%	10.19%	9.96%	21.11%	19.10%	8.41%
\$50,001-70,000	13.44%	13.27%	14.06%	17.81%	14.90%	13.86%	13.79%	15.51%	18.62%	33.65%
\$30,001-50,000	20.02%	19.88%	19.90%	22.10%	19.67%	19.03%	18.60%	10.98%	8.59%	18.11%
\$10,001-30,000	25.88%	25.09%	23.17%	23.13%	25.90%	24.48%	23.14%	17.20%	15.14%	10.17%
\$10,000 and lower	26.10%	25.81%	26.72%	15.84%	21.02%	24.57%	27.28%	30.74%	30.96%	29.48%

TOTAL 100.00% 100.00% 100.00% 100.01% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%

Income Level	2007 Percentage of Total Income	2008 Percentage of Total Income	2009 Percentage of Total Income	2010 Percentage of Total Income	2011 Percentage of Total Income	2012 Percentage of Total Income	2013 Percentage of Total Income	2014 Percentage of Total Income	2015 Percentage of Total Income	2016 Percentage of Total Income
\$100,001-and higher	26.25%	25.84%	18.88%	26.45%	28.55%	30.01%	27.56%	28.05%	28.50%	3.65%
\$70,001-\$100,000	17.91%	20.13%	21.30%	21.84%	20.36%	19.93%	20.59%	19.02%	19.52%	28.57%
\$50,001-70,000	20.19%	19.65%	20.90%	22.08%	19.97%	19.21%	20.28%	20.12%	19.95%	48.47%
\$30,001-50,000	20.12%	19.69%	19.70%	18.60%	17.75%	17.67%	18.34%	18.84%	17.98%	12.85%
\$10,001-30,000	12.91%	12.30%	11.26%	9.54%	11.33%	11.10%	11.26%	11.38%	11.28%	4.11%
\$10,000 and lower	2.62%	2.39%	7.98%	1.49%	2.05%	2.07%	1.96%	2.94%	2.63%	2.35%

TOTAL 100% 100% 100% 100.00% 100.00% 100.00% 100% 100% 100% 100%

The Municipality is legally prohibited from disclosing individual payers.

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 12 RATIOS OF OUTSTANDING DEBT BY TYPE

LAST TEN FISCAL YEARS

Fiscal Year	Governmental Activities**			Percentage of Personal Income*	Per Capita*
	General Obligation Bond ***	Capital Leases Payable	Total Primary Government		
2007	29,010,000	-	29,010,000	6.78%	988.45
2008	27,495,000	-	27,495,000	6.30%	936.83
2009	25,910,000	-	25,910,000	5.97%	882.82
2010	24,715,000	-	24,715,000	6.07%	870.68
2011	30,911,882	-	30,911,882	7.21%	1,088.98
2012	29,482,302	-	29,482,302	6.48%	1,038.62
2013	27,020,931	-	27,020,931	5.83%	951.91
2014	24,494,560	1,338,019	25,832,579	4.76%	910.05
2015	22,436,347	1,680,653	24,117,000	4.50%	849.61
2016	19,726,528	1,380,036	21,106,564	3.95%	743.56

* See Schedule 16 for personal income and population data for the Municipality.
These ratios are calculated using personal income and population for the prior calendar year.

**Details regarding the Municipality's outstanding debt can be found in the Note 6 in the current financial statements.

*** Presented net of original issuance discounts, premiums and adjustments, where applicable.

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 13 RATIOS OF GENERAL BONDED DEBT OUTSTANDING

LAST TEN FISCAL YEARS
(AMOUNTS EXPRESSED IN THOUSANDS, EXCEPT PER CAPITA)

Fiscal Year	General Bonded Debt Outstanding	Percentage of Actual Taxable Value** of Property	Per Capita*
	General Obligation Bond ***		
2007	29,010	1.38%	988.45
2008	27,495	1.30%	936.83
2009	25,910	1.23%	882.82
2010	24,715	1.18%	870.68
2011	30,912	1.48%	1,088.99
2012	29,482	1.43%	1,038.61
2013	27,021	1.07%	951.91
2014	24,494	1.03%	862.89
2015	22,436	0.96%	790.39
2016	19,726	0.84%	694.92

Details regarding the Municipality's outstanding debt can be found in the Note 6 to the current financial statements.

* Population data can be found in Schedule 16

**See Schedule 5 for the Municipality's property value data.

*** Presented net of original issuance discounts, premiums and adjustments, where applicable.

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 14 DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

December 31, 2016
(AMOUNTS EXPRESSED IN THOUSANDS)

<u>Governmental Unit</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable*</u>	<u>Estimated Share of Overlapping** Debt</u>
Debt repaid with property taxes			
Municipality of Monroeville	21,106	100.0%	\$ 21,106
Other debt			
Gateway School District	45,535	97.81% a	44,538
Allegheny County	925,492	3.08% a	28,505
Subtotal-overlapping debt			<u>73,043</u>
Total direct and overlapping debt			<u><u>\$ 94,149</u></u>

*For debt repaid with property taxes, the percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of another governmental unit's taxable assessed value that is within the Municipality's boundaries and dividing it by each unit's total taxable assessed value.

**Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the Municipality. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the Municipality. This process recognizes that, when considering the Municipality's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt of each overlapping government.

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 15

LEGAL DEBT MARGIN INFORMATION

LAST TEN FISCAL YEARS
(AMOUNTS EXPRESSED IN THOUSANDS)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Debt Limit	\$ 57,924	\$ 60,864	\$ 61,620	\$ 56,444	\$ 54,717	\$ 57,183	\$ 58,320	\$ 63,836	\$ 70,534	\$ 75,503
Total net debt applicable to limit	29,010	27,495	25,910	24,715	30,210	28,730	26,440	24,085	21,920	19,325
Legal debt margin	\$ 28,914	\$ 33,369	\$ 35,710	\$ 31,729	\$ 24,507	\$ 28,453	\$ 31,880	\$ 39,751	\$ 48,614	\$ 56,178
Total net debt applicable to the limit as a percentage of debt limit	50.08%	45.17%	42.05%	43.79%	55.21%	50.24%	45.34%	37.73%	31.08%	25.60%

The non-electoral debt limit is set forth in the Pennsylvania Local Government Unit Debt Act and is defined as the average net revenues for the three most recent years multiplied by the debt limit percentage (250%).

The Pennsylvania "Local Government Unit Debt Act" utilizes Gross Bonds outstanding and excludes Capital Leases in the calculation of the legal debt margin

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 16 DEMOGRAPHIC AND ECONOMIC STATISTICS

SCHEDULE 16

LAST TEN CALENDAR YEARS

<u>Year</u>	<u>(1) Population</u>	<u>Personal Income (thousands of dollars)</u>	<u>Per Capita Personal Income</u>	<u>Median Age (3)</u>	<u>School Enrollment (4)</u>	<u>Unemployment Rate (2)</u>
2007	29,349	\$ 428,132,467	\$ 39,605	43	4,257	4.40%
2008	29,349	\$ 436,665,000	\$ 40,318	43	4,125	5.00%
2009	29,349	\$ 433,874,933	\$ 41,044	43	4,053	4.90%
2010	28,386	\$ 407,019,333	\$ 41,782	43	3,966	7.20%
2011	28,386	\$ 428,503,600	\$ 42,534	43	3,825	7.10%
2012	28,386	\$ 455,003,289	\$ 43,300	43	3,761	7.30%
2013	28,386	\$ 463,677,400	\$ 44,080	43	3,548	5.60%
2014	28,386	\$ 514,067,400	\$ 44,873	45	3,492	4.65%
2015	28,386	\$ 498,838,533	\$ 45,681	45	3,379	3.80%
2016	28,386	\$ 499,011,133	\$ 46,503	45	3,336	4.70%

Data Sources:

- (1) Bureau of Census-Partial Statistics for 2010 Census released by Bureau of Census during 2011
- (2) Department of Labor
- (3) Allegheny County Planning Department
- (4) Gateway School District

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 17 PRINCIPAL EMPLOYERS

CURRENT YEAR AND TEN YEARS AGO

Employer	2016			2006		
	Employees	Rank	Percentage of Total Municipal Employment	Employees	Rank	Percentage of Total Municipal Employment
Forbes Regional/West Penn Hospital	1,526	1	0.76%	1,401	1	0.70%
Procare Pharmacy	1,368	2	0.68%			
UPMC	1,258	3	0.63%			
Bechtel Plant Machinery Inc.	864	4	0.43%			
Gateway School District	566	5	0.28%	797	3	0.40%
Respironics	488	6	0.24%			
SDLC Partners LP	423	7	0.21%			
Lash Group	386	8	0.19%			
Community College of Allegheny County	347	9	0.17%	418	6	0.21%
Bayada Home Health	337	10	0.17%			
Three Rivers Administrative Services				573	4	0.29%
Cochran Pontiac Incorporated				443	5	0.22%
Westinghouse Electric Co.				1,353	2	0.68%
Giant Eagle Markets #60				338	8	0.17%
Lazarus/Macy's				364	7	0.18%
HealthSouth of Pittsburgh, Inc.				310	9	0.16%
PPG				295	10	0.15%
	<u>7,563</u>		<u>3.78%</u>	<u>6,292</u>		<u>3.15%</u>

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 18

FULL-TIME EQUIVALENT MUNICIPAL EMPLOYEES BY FUNCTION/PROGRAM

<u>FUNCTION/PROGRAM</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
GENERAL GOVERNMENT										
Mayor & Council	-	-	-	-	-	-	-	-	-	-
Manager's Office	4	4	4	4	3	3	3	4	4	4
Tax Collection	5	5	5	5	5	5	4	4	4	4
Finance Office	5	4	4	4	4	4	4	5	5	5
Data Processing	3	3	3	3	3	3	2	2	2	2
PUBLIC SAFETY										
Police Chief	2	2	2	2	2	2	2	2	2	2
Emergency Communications	8	8	8	8	8	8	8	7	8	8
Patrol & Traffic	40	40	40	39	40	42	42	39	37	37
Incident Investigation	6	6	6	6	5	5	5	5	5	5
Support Services & Records	4	3	3	1	1	1	1	1	1	1
Police Training	1	1	1	1	1	-	-	-	-	-
Community Safety	3	3	4	3	2	2	2	1	1	1
School Crossing Guards	-	-	-	-	-	-	-	-	-	-
Fire, Building, & Code Enforcement	5	5	5	5	5	5	5	5	6	5
PUBLIC WORKS										
Superintendent of Public Works	2	2	2	2	2	2	2	2	2	2
Snow & Ice Control	-	-	-	-	-	-	-	-	-	-
Storm Sewer Maintenance	1	1	1	1	1	1	1	1	1	1
Street Maintenance	9	9	9	9	8	8	5	6	6	6
Parks Maintenance	7	7	7	7	6	6	8	7	8	8
Traffic Signals, Signs and Markings	4	4	4	4	4	4	5	4	4	4
Superintendent of Special Services	-	-	-	-	-	-	-	-	-	-
Sanitary Sewer Maintenance	-	-	-	-	-	-	-	-	-	-
Refuse Collection	9	9	9	9	9	9	9	9	9	9
Vehicular Equipment	5	5	5	5	4	4	4	4	5	5
Recycling	2	2	2	2	2	2	2	2	2	2
Animal Control	1	1	1	1	1	1	1	1	1	1
Community Park	3	3	3	3	3	3	3	3	3	3
Building & Property Maintenance	5	5	5	5	3	3	3	4	4	4
HUMAN SERVICES										
Recreation and Parks	4	4	4	3	3	3	3	3	3	3
Human Service Program	-	-	-	-	-	-	-	-	-	-
Leisure Learning	-	-	-	-	-	-	-	-	-	-
Monroeville Community Pool	-	-	-	-	-	-	-	-	-	-
Planning & Zoning	4	4	4	2	2	4	4	3	3	3
Appeal Board Service	-	-	-	-	-	-	-	-	-	-
Engineering	1	1	1	1	1	1	1	1	1	1
Electronic Equipment	-	-	-	-	-	-	-	-	-	-
Senior Citizens	4	4	4	4	4	4	4	4	5	5
Public Library	11	11	11	11	11	11	10	10	10	10
TV 15	2	2	2	2	2	2	2	2	2	2
TOTAL	<u>160</u>	<u>158</u>	<u>159</u>	<u>152</u>	<u>145</u>	<u>148</u>	<u>145</u>	<u>141</u>	<u>144</u>	<u>143</u>

Data source: Municipality of Monroeville payroll department

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 19

OPERATING INDICATORS BY FUNCTION/PROGRAM

LAST TEN FISCAL YEARS

<u>FUNCTION/PROGRAM</u>	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
POLICE										
Physical arrests	479	521	363	280	314	255	374	469	613	548
Incidents	18,689	23,891	18,188	16,614	15,425	15,531	15,354	16,535	16,854	15,982
Traffic violations/Citations	1,456	1,299	1,266	2,013	1,580	1,758	1,653	3,535	1,629	1,016
FIRE										
Emergency Response	4,067	5,180	5,141	5,777	5,387	5,224	7,028	5,392	6,078	6,769
INSPECTIONS										
	4,205	4,684	4,780	4,780	6,083	6,100	7,539	8,324	8,152	7,580
PUBLIC WORKS										
Recyclables collected (tons per year)	551.2	656.7	535.1	530.4	641.4	695.3	738.8	654.1	749.7	801.3
OTHER PUBLIC WORKS										
Street Resurfacing (miles)	3.0	8.5	4.3	4.3	9.0	17.9	22.8	1.2	1.0	10.0
PARKS AND RECREATION										
Program Participants	3,370	2,408	1,701	1,644	2,093	5,858	6,283	4,262	3,823	3,645
Pavilion Rentals	362	385	434	453	466	486	533	638	692	710
Pool Admissions	3,612	4,320	3,736	5,331	5,431	5,569	7,922	6,743	6,922	6,953
LIBRARY										
Items in Collection	120,267	123,765	123,146	119,514	120,048	122,771	124,312	123,498	115,686	99,334
Total Circulation	219,967	224,066	233,405	222,519	244,321	297,941	308,614	290,750	306,014	315,368

Sources: Various Municipal Departments

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 20 CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM LAST TEN FISCAL YEARS

<u>FUNCTION/PROGRAM</u>	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
POLICE										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	7	7	7	7	7	7	7	7	7	7
FIRE STATIONS										
OTHER PUBLIC WORKS										
Miles of streets	108	108	108	108	108	108	108	108	108	108
Number of street lights	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440
CULTURE AND RECREATION										
Parks	22	22	22	22	22	22	22	22	22	22
Park acreage	820	820	820	820	820	820	820	820	820	820
Swimming pools	1	1	1	1	1	1	1	1	1	1
Tennis courts	20	20	20	20	20	20	21	21	21	21
Basketball courts	21	21	21	21	21	21	20	20	20	20
Soccer fields	22	22	22	22	22	22	22	22	22	22
Ball fields	16	16	16	16	16	16	17	17	17	17
Picnic pavilions	13	13	13	13	13	13	13	13	13	13
Comfort stations	15	15	15	15	15	15	15	15	15	15
Play equipment areas	21	21	21	21	21	21	24	24	24	24
Walk/Jog paths (paved)	10	10	10	10	10	10	10	10	10	10
Historical sites	4	4	4	4	4	4	4	4	4	4

SOURCE: Various Municipal Departments