

2021

BUDGET





2021

MUNICIPALITY OF MONROEVILLE
2021 BUDGET

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Municipality of Monroeville

A Home Rule Charter Municipality

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2021 BUDGET MESSAGE

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RE: Transmittal of 2021 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 2021 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 the time and place of public hearings on the same. The two (2) public hearings will be held on Thursday, October 29, 2020, at 7:00 p.m. and Thursday November 5, 2020 at 6:30pm (during the Council Work Session, if conducted) 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 2021 General Budget, as prepared, is estimated at \$35,691,857. This reflects an increase of 1.14% from 2020 to 2021. Outlined below are the revenues, expenditures and detailed explanations of the highlights for public hearing discussion on the 2021 proposed budget:

2021 Budget Highlights

2021 Budgeted Revenue History:

1. The highest tax revenue incomes for the past four (4) budget years of 2017, 2018, 2019 and 2020 (est.) are listed below. The 2021 budgeted amounts are conservative due to unknown fluctuations in the business environment because of the COVID-19 pandemic. This is more prevalent with Business Privilege, Mercantile and Wage taxes (Red). As reported in the past years, an average trend has revealed the following:

Tax (Mil.)	2017	2018	2019	2020 (Est.)	Avg.	2021 (budget)
(Incl. Deliq.)						
Real Estate	9,037	8,720	9,103	9,100	8,953	9,100
Earned Income	7,723	7,698	7,959	7,400	7,695	7,400
Bus./Mercantile	7,825	8,357	8,941	7,505	8,374	4,620
Total	24,585	24,775	26,003	24,005	25,023	21,370

Listed below are the main highlights of the 2021 General Fund Budget:

- An estimated reduction in Business Privilege/Mercantile (\$2.885 mil.) and Earned Income (\$250K) taxes due to the COVID-19 pandemic.
- A non-transfer of \$1,000,000 to the OPEB Fund.
- \$663,000 for body and car cameras, and Mobile Data Terminals (MTDs) for the Police Department.
- \$100,000 for two (2) new police vehicles.
- Fund Balance (Reserve) used to balance the General Fund budget: \$4,261,884
- Construction of retaining wall for Old Ramsey Road: \$1 mil (PC&FR Fund)

The operating budget proposed appropriation spending level of \$35,691,857 for 2021 is summarized as follows:

ESTIMATED REVENUES

REVENUES	2021 Budget
GENERAL GOVERNMENT	\$25,870,235
PUBLIC SAFETY	\$550,500
PUBLIC WORKS	\$117,152
HUMAN SERVICES	\$610,168
PLANNING SERVICES	\$128,000
TRANSFERS/INTEREST/FUND BAL.	\$6,852,034
LIQUID FUELS	\$890,568
CABLE TV FRANCHISE FEES	\$673,200
TOTAL REVENUES	\$35,691,857

PROPOSED EXPENDITURES

EXPENDITURES	2021 Budget
GENERAL GOVERNMENT	\$4,297,050
DEBT SERVICE	\$3,380,933
PUBLIC SAFETY	\$13,233,815
PUBLIC WORKS	\$7,665,844
HUMAN SERVICES	\$2,663,376
PLANNING SERVICES	\$610,075
MMA GASOLINE/ SANITARY SEWAGE	\$75,480
TRANSFERS	\$3,528,060
CABLE TV EXPENDITURES	\$237,224
TOTAL EXPENDITURES	\$35,691,857

BUDGET DEVELOPMENT DISCUSSION AND ANALYSIS

Even though the Municipality of Monroeville, and the vast majority of municipalities and cities across the Commonwealth and nation, have normal fiscal challenges, the COVID-19 pandemic has presented fiscal abnormalities that stress the 2021 budget. However, the fiscal planning and conservative approach that Council and Staff have taken over the last few years make meeting these challenges less severe. But, it must be recognized that steps have to be taken to plan and operate in the fashion that the effects of the pandemic may affect the Municipality beyond 2021. These steps that Council and Staff have taken to reduce expenditures because of the pandemic are outlined in the forthwith Budget Message.

2020 Revenue

The significant monetary event for 2020 is the effect of the COVID-19 pandemic. Revenue projections indicated that the Municipality will incur a decrease in revenue in 2020, but not the decrease anticipated at the start of the pandemic as reported by other cities and counties across the nation. Revenue projection decrease for the Municipality of Monroeville for 2020 is ~\$1,000,000 (4%). This revenue reduction is mainly reflected in the delinquent Business/Mercantile tax which is the delinquent collections calculated on the gross receipts of Municipal businesses. The Municipal tax office has performed exemplary due diligence of municipal business delinquencies for this tax in recent years. Also, a \$250,000 estimated reduction (4%) in Earned Income tax is projected from this year's budgeted amount. In addition, it has to be mentioned that the pandemic has affected expenditures. The Municipal Five (5) Year Capital Improvement Program has been placed on-hold until Staff can ascertain the loss of revenue in 2020, and a more narrowly-projected loss of revenue for 2021.

2021 Revenue

Revenue decreases due to the pandemic vary across the county depending upon the tax structure. Several professional organizations and journals (National Tax Association, Brookings Institute, International City Managers Association et al) cite that cities and municipalities with less severe reductions will experience a 5.5% decrease in revenue while more severe reductions will be in the neighborhood of 9%. The hardest hit cities/municipalities will have a revenue decrease of 15% in taxes. The Municipality will have a projected 2021 revenue shortfall of \$3,135,000. (9%). This decrease is mainly due to the current Business/Mercantile tax, and to a lesser extent outlined in the 2021 budget, Earned Income Tax (Wage Tax), which is a 1% tax on income of the residents. This would be due to furloughed and permanently laid-off employees who reside in the Municipality. This projection was based on several factors: the shut-down of businesses during the early period of the pandemic, business closures, bankruptcy filings, business vacancies and the estimated furloughs of employees from businesses in the Municipality.

Capital Expenditures

The issue of ongoing significant capital expenditure of an aging infrastructure (i.e. roads, bridges, storm sewers) still needs addressed. These are long-term expenditures financed through the Five (5) Year Capital Improvement Program (CIP). It cannot be overemphasized that these long-term assets are in desperate need of repair or replacement. The CIP will frame infrastructure replacement over a five-year period. Due to the Municipality having a healthy fund balance, the strategy of pay-as-you-go for capital expenditures was adopted to retire existing debt without having to incur new debt. This strategy has proven effective for the Municipality's bond rating as evidenced by the Municipality maintaining Moody's Investor Service bond rating of Aa2 with a positive outlook. Continuing the strategy of not incurring new debt is recommended, but it has shortcomings: 1) it takes longer to complete capital projects/items, 2) the amount of capital projects/items performed is limited, and 3) major unforeseen capital expenditures will have to be supported by the fund balance of the general fund (Investment Reserve Fund). It must be noted that any substantial decrease in the debt service payment on bonds will not occur until 2024. In the meantime, the debt service per capita for Monroeville for 2021 will be \$303. The Government Finance Officers Association (GFOA) recommends \$400 or less. This indicator has not been less than \$400 in over fifteen (15) years. It should be noted that funding capital items and projects solely through a fund balance is not sound fiscal policy. At some point, a steady revenue stream will have to be addressed for capital items, or the other alternative is to significantly reduce expenditures in the form of services and/or personnel.

Staff had been developing the Five (5) Year Capital Improvement Plan (CIP) when the pandemic struck. As a result, the CIP has been put on hold. The reason for the arrest of the CIP is due to the pandemic creating a lack of clear knowledge of the reduction of revenue for 2020 and 2021. However, the resurgence of the development of the CIP will begin during the 2021 budgeting process. As the process moves along in 2020 and into 2021, Staff should have a sharper understanding of the revenue reduction and the expenditure side of the CIP.

Moreover, the adoption of the 2018 Pollution Control and Flood Reduction ordinance began a steady revenue stream to repair storm water pipes, retention ponds and their appurtenances. This new program has alleviated some of the financial stress in capital items, but there are other infrastructure and capital items that need replaced that do not have a steady revenue stream. These rising expenditures add to the fixed costs of the Municipality.

Employee Benefits

The 2021 budget is not any different as previous years with the continuing fiscal challenge of 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 nine (9) years before leveling-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 67 retirees and 142 active employees.

REVENUE DISCUSSION

Budgeted revenue comparisons for 2021 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 2020 Budget versus the 2021 Budget is as follows:

REVENUES	2020 Budget	2021 Budget	% CHANGE	\$ CHANGE
GENERAL GOVERNMENT	\$29,218,057	\$25,870,235	-11.46%	-\$3,347,822
PUBLIC SAFETY	\$551,850	\$550,500	-0.24%	-\$1,350
PUBLIC WORKS	\$121,663	\$117,152	-3.71%	-\$4,511
HUMAN SERVICES	\$680,229	\$610,168	-10.30%	-\$70,061
PLANNING SERVICES	\$128,000	\$128,000	0.00%	\$0
TRANSFERS	\$3,888,685	\$6,852,034	76.20%	\$2,963,348
LIQUID FUELS	\$855,435	\$890,568	4.11%	\$35,133
CABLE TV FRANCHISE FEES	\$660,000	\$673,200	2.00%	\$13,200
TOTAL REVENUES	\$36,103,919	\$35,691,857	-1.14%	-\$412,062

The most significant components of current revenue continue to be local 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 \$22,480,000 or about 62% of the Municipality's proposed revenue generation in 2021. The previous year, these taxes accounted for 72% of the General Fund budget, a 10% decrease. This is due to the projected revenue loss from the pandemic. This is a significant decrease mainly due to the projected loss revenue in Business and Mercantile tax as mentioned above. In 2021, one mill of real estate tax should generate approximately \$2,322,550 in outstanding revenue. Usually, 97%-98% of real estate tax is collected. The proposed 2021 Budget maintains the current municipal Earned Income Tax rate at 1.5 percent (.5 percent-Gateway School District), the current Business Privilege Tax rate at 4 mills with a 100 percent 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:

2015 -- \$2,389,470
 2016 -- \$2,332,755
 2017 -- \$2,336,937
 2018 -- \$2,325,992
 2019 -- \$2,315,311
 2020 -- \$2,315,655
 2021 -- \$2,322,550

(August 28, 2020, for budget purposes)

- Difference 2020 to 2021: +\$6,895

- **Real Estate Tax is proposed to remain at 4 mills.** The real estate tax will produce approximately \$9 million in property tax revenue for 2021. Although, unclear trends in property assessment appeals should offer fiscal prudence. It is projected as with most municipalities in PA that the pandemic should not significantly affect this revenue. **2021 Budget: \$9 million.**
- **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. Due to the pandemic this amount has been decreased because of resident furloughs and layoffs as compared to recent years' collections. **2021 Budget: \$7.4 million. Projected Budget Decrease: \$250,000**
- **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. However, this tax more than others has been very susceptible to the pandemic because of the lack of business transactions and business closures. **2021 Budget: \$4,220,000. Projected Budget Decrease: \$2,785,000.**
- **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. This delinquency tax will also be adversely affected by the pandemic: **2021 Budget: \$400,000. Projected budgeted decrease: \$100,000**

- **General Fund Reserve** – The 2021 Unassigned Fund Balance minus 10 % reserve policy is estimated at \$7,725,407. Over the past four (4) years, the Fund Balance of the General Fund has grown healthier; although, with the projected reduction in revenue due to the pandemic a significant portion of fund balance (\$4,261,884) will have to be used to make-up that reduction. This amount also includes transfers to the Capital Improvement Fund for capital projects.

- **Investment Reserve Fund**

Monies in this PA Local Government Investment Trust (PLGIT) fund are invested at a higher rate. This reserve mostly represents the General Fund’s “fund balance” and acts as a “Rainy Day” fund for unexpected expenses. This fund will have ~\$12 million January 1, 2021. This includes the 10% amount of the fund balance under the Municipality’s reserve policy. This fund will offset the loss in revenue from the pandemic in 2021. Through 2021, 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 2021 and the previous year are presented in summary and in detailed form under other sections of this budget document. A summary comparing major expenditure categories in the 2020 Budget versus the 2021 Budget are as follows:

EXPENDITURES	2020 Budget	2021 Budget	% CHANGE	\$ CHANGE
GENERAL GOVERNMENT	\$4,477,934	\$4,297,050	-4.04%	-\$180,884
DEBT SERVICE	\$3,377,172	\$3,380,933	0.11%	\$3,761
PUBLIC SAFETY	\$14,163,610	\$13,233,815	-6.56%	-\$929,795
PUBLIC WORKS	\$7,799,403	\$7,665,844	-1.71%	-\$133,559
HUMAN SERVICES	\$2,819,083	\$2,663,376	-5.52%	-\$155,707
PLANNING SERVICES	\$644,913	\$610,075	-5.40%	-\$34,838
MMA GASOLINE/ SANITARY SEWAGE	\$70,000	\$75,480	7.83%	\$5,480
TRANSFERS	\$2,500,000	\$3,528,060	41.12%	\$1,028,060
CABLE TV EXPENDITURES	\$251,804	\$237,224	-5.79%	-\$14,580
TOTAL EXPENDITURES	\$36,103,919	\$35,691,857	-1.14%	-\$412,062

Some key areas of expenditures are as follows:

- **Health Benefit Premiums** – Health and benefit premiums for employees and retirees will only increase .5% in 2021 from our two (2) current carriers, Highmark and UPMC. Dental and vision insurance will not have an increase in 2021. The medical percent is a decrease from 2020 (4%), and is significantly less than in previous years. The modest increase is probably due to the lack of employees producing health care claims because of the pandemic. Employees are given the option of which carrier to choose. Both health benefit plans will be administered by

Municipal Benefit Services (MBS) which is a consortium of over 300 municipalities, primarily in Western and Central PA. What Council and the public are required to know is that those who have retired in recent years and those scheduled to retire in 2021 will still receive post-retirement health benefits under the same pre-65 health benefits agreement, while at the same time new health benefit premiums will be paid for new hires. This accounts for the Municipality paying premiums (minus employee contributions) for medical, dental, vision and the contributions to retirement health savings for active employees in the amount of \$3,378,978, and for retired employees in the amount of \$1,633,563. These two (2) expenditures will only grow within the next eight (8) years. **The health benefit comprehensive cost is a decrease of \$136,138.**

- **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). As mentioned, the development of the five (5) year CIP has been paused due to the pandemic. 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 expenditures; the debt service of the Municipality is approximately 10.15% on non-capital expenditures. Due to the high debt service, the Municipality has adopted a pay-as-you-go method to fund capital projects. 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.

Listed below is the cost of the remaining leased vehicles from 2014. In the continuing philosophy of keeping debt low, the majority of the leases from 2014 have been retired and the only outstanding leases and balances are listed below:

- 2015 Seagrave Custom Pumper & 2015 EVI/Metro Rescue Command Truck- Balance:
2021 lease payment: \$120,890
2021 Balance: \$679,438

Other capital Items that will be purchased in 2021 through the above-mentioned Investment Reserve Fund are:

- **Two (2) police cruisers: \$100,000.** This includes new light bars and other equipment for the vehicles: ~\$50,000/vehicle.
- **Police body cameras, vehicle stationary cameras and vehicle mobile data terminals (MDT-computers): \$663,093.** This major capital expenditure has been contemplated for a few years. Staff believes this turn-key purchase is needed. Although, body cameras are not required by Commonwealth law yet; staff believes the legislation may be nearing. In addition, the Mobile Data Terminals (MDTs) for the police vehicles need replaced. This integrated package will be less expensive if purchased as a bundle. It will include a CAD (Computer

Aided Dispatch), Recorded Management System (RMS), Flex Mobile (vehicle integration), and body and vehicle cameras. This capital item became more affordable when the Public Safety Committee recommended its purchase and decided to delay until 2022 the purchase of an aerial ladder fire vehicle (\$1.5 mil) for #4 VFD.

- **2021 Road Resurfacing Program: \$1 mil.** In recent years, Council has increased the annual road resurfacing program to almost \$2 million, but due to expected loss in revenue due to the pandemic in 2021, the road program will be budgeted as a \$1 million transfer from the reserve fund to the Capital Improvement Fund.
- **Old Ramsey Road: \$1 mil.** (PC&FR Fund). This major capital expenditure will not be funded through the General Fund, but rather the Pollution Control and Flood Reduction Fund (AKA: MS4). This fund's revenue is derived from the fee that all property owners pay based on a multiple of an Equivalent Residential Unit of \$120 per year (as outlined in the following section). This project of constructing a retaining wall to support the road has been looming for years. Old Ramsey Road has been reduced to one-lane of traffic since 2016 due to the failure of its support structure. Portions of a retaining wall (150 ft.) were constructed in 2014 at a cost of \$425,000. At that time, the Municipality's consulting engineers projected that the remaining portion of the retaining wall will have to be constructed to keep the road open at some point in the future--that future point has arrived! This project can be paid from this fund because it affects the adjacent stream and the potential flood waters of the community.
- **Emergency Management Service (EMS): \$185,000.** This capital expenditure was introduced in late 2019 just before the previous year's budget was adopted. The EMS service, which operates mainly from #4 and #5 fire halls, needs to replace capital equipment (i.e. stretchers et al). This will be included into the 2021 budget, but is not known whether this will be an annual expense. This capital expense will be evaluated each year based on need and the availability of Municipal funds.

- **Pollution Control and Flood Reduction Fund**

This fund receives exclusive monies from the Pollution Control and Flood Reduction fee that began in 2019. The approximate revenues received from this fund will be \$3.8 million. The fee will be paid by all property owners in the Municipality depending upon the size of their impervious surface area, or that area in which rain fall does not penetrate. The fee will be based upon an Equivalent Residential Unit (ERU). An average ERU for a residential property is 2,385 sq. ft. One (1) ERU will be billed \$10/month or \$120/year. Larger impervious surface property owners will pay a fee pursuant to how many ERUs their property represents.

The funds will pay for the expenditures of upgrading the storm water system (pipes, retention ponds, inlets, etc.) in order to comply with the 1972 Clean Streams law. The budget for this fund is in the Special Revenue Fund section of the 2021 Budget. This fund will transfer the remaining 2018 “seed money” balance of \$500,000 to the General Fund, which assisted with the beginning expenses of the PC&FR Fund. The Government Finance Officers Association considers a fund of this nature a Special Revenue Fund, similar to the Liquid Fuels Fund.

- **Funding for Other Post-Employment Benefits (OPEB)** - The Municipality wisely began setting aside funds (\$5 million) 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 \$7 million. The actuarial Annual Required Contribution (ARC) to the OPEB Trust Fund for 2021 is \$3,292,614 with a Net OPEB Liability of \$40,024,405. 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. If this 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 from the General Fund when the Municipality’s investment advisor, Marquette and Associates, deems it advantageous pursuant to the stock market performance, and then repaying the General Fund when appropriate. Even though this only is approximately one-third of the necessary contribution (ARC) to the OPEB Fund, this philosophy is to permit the OPEB fund to grow while the stock market is trending-up, but beginning in 2020, due to previous stock market volatility and budgetary constraints, the General Fund did not make a transfer to the OPEB Fund. The 2021 General Fund Budget will also not have a \$1 million transfer to the OPEB Fund due to budgetary limitations. In addition, due to the OPEB Fund not being able to pay the General Fund back the true cost of retiree health benefit premiums through the years, and the continuing increase in liability (retiree health premiums) of the OPEB Fund, the amount owed to the General Fund has increased to \$4,383,660. In order to reduce some of this liability owed to the General Fund, and to mitigate a portion of the loss revenue due to the pandemic, the General Fund will see a \$1 million transfer from the OPEB Fund in 2021. It is anticipated that an additional \$1,000,000 transfer will be made to the General Fund, depending upon the loss of business tax revenue as evaluated on April 15, 2021. The remaining account payable will remain on the OPEB balance sheet until such time as the investment performance can sustain additional transfers.

It must be noted that a budget expenditure format change will show a \$1.6 million transfer to the OPEB Fund from the General fund for the following year’s (2021) retiree health premiums. In past years, the retiree health benefit premium

had been shown as an expense in each individual department's operating budget. Showing the total premium gives Council and the public a known total amount for this increasing outlay.

- 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 2021, the contribution to the Police (Uniformed) Pension Plan is \$2,547,632 and the Non-Uniformed Pension Plan is \$1,316,867. This amount has been included within the 2021 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 2021 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:

Fund Balance, December 31, 2019, Per CAFR	\$17,735,669
Revenues-Actual 9/30/2020	28,542,406
Estimated 4th Quarter Revenue	4,000,000
Total Revenue	<u>32,542,406</u>
Expenditures Actual 9/30/2019	30,536,543
Estimated 4th Quarter Expenditure	4,500,000
Total Expenditures	<u>35,036,543</u>
2020 Increase (Usage) of Fund Balance	(2,494,137)
December 31, 2020 Est. Unassigned Fund Balance	15,241,532
10 % General Fund Reserve per Reserve Policy	3,254,241
Dec. 31, 2020 Unassigned Fund Balance minus Reserve Policy	11,987,291
Proposed 2021 Usage of Fund Balance (Revised 12/22/2020)	4,261,884
Projected Unassigned General Fund Balance- December 31, 2021	\$7,725,407



2021

2020 ACCOMPLISHMENTS

MUNICIPAL MANAGER'S 2020 ACCOMPLISHMENTS:

- Kept Council/Mayor abreast of the beginning stages of the COVID-19 pandemic and its impact to Municipal operations including certain employees working from home, possible furloughing of employees with financial and service implications.
- Recommended to Council/Mayor certain cost-saving measures in order to mitigate the financial effects of the COVID-19 pandemic.
- Communicated to municipal employee expectations of changes in municipal operations due to the COVID-19 pandemic (social distancing, wearing masks, travel policy, etc.).
- Coordinated with the Senior Center and Library Director the closing of their facilities and their partial re-openings under various COVID-19 guidelines.
- Began a new Dept Head Staff Meeting format wherein the Manager will visit with each Department Head separately on a monthly basis to ensure the progress of department yearly goals and objectives. Collective Staff Meetings will be reduced to once per month.
- Continued to develop a Five (5) Year Capital Improvement Program ascertaining the long-term capital needs of the community and associated revenues. The pandemic arrested.
- Began the implementation of the Active Transportation Plan, which will result in the Municipality's initial Bicycle and Pedestrian trails. The pandemic arrested.
- Hired for the position of TV-15 Director due to a retirement for the coordination of the broadcast of Municipal meetings and also change in cable TV programing.
- Hired for the new position of Public Works Building Maintenance Supervisor to coincide with the restructuring of the Public Works Department.
- Hired/promoted to various positions to the new Pollution Control and Flood Reduction division of the Public Works Department.
- Coordinated with the Chief of Police and Civil Service commission the hiring of one (1) Police Officer due to a retirement.
- Completed the Clerical contract negotiations while successfully avoiding mediation.
- Sought and coordinated a hazardous and electronic waste event with the PA Resource Council (PRC) at the Nextier property (Old Westinghouse site) for residents to drop-off hazardous and hard-to-recycle items.
- Successfully developed, advertised, awarded and oversaw bids and installation for a roof replacement on the Municipal Building.

- Coordinated with the Turtle Creek Valley COG the finalization of a Community Development Block Grant of \$28,000 for the installation of automatic doors at the front entrance to the Municipal Building.
- Coordinated a security review assessment of the Municipal, Public Works, Library and Senior Citizen buildings with the Pa State Police to ascertain weaknesses in building security and appropriate solutions. The pandemic arrested the development of this project.
- Coordinated with the Chief of Police a meeting with employees on building security on what to do in the event of an active shooter or like violent event.
- Participated on the Bel-Aire Swimming Pool Committee to uncover different solutions to maintain aquatic activities in the Municipality due to the 2019 sale of the Bel-Aire Swimming Pool to the Pa Turnpike Commission.
- Along with the Engineering Department, reviewed PC&FR appeals to ascertain the nature and validity of PC&FR appeals pursuant to Ordinance 2689 of 2018.
- Along with the Finance Director and Department Heads, developed and coordinated the 2021 Budget to ensure sound fiscal policy within the Municipality.
- Along with the HR Director, reviewed and responded to four (4) union grievances.
- Worked on the Strategic Planning Committee of the Library to plan how the Library will convey future service to the community.
- Continuing to work with the IT Department to implement a 311 Software System where citizens can download an app to communicate with the Municipality with respect to complaints and suggestions.
- Worked with the Finance Director to review and procure a new accounting software package for a more efficient and less expensive accounting system.
- Continue to review the updates for the Municipal Employee Handbook.

FINANCE 2020 ACCOMPLISHMENTS:

- Completion of 2019 Comprehensive Annual Finance Report with submission to the Government Finance Officers Association and MSRB for Review.
- Preparation of the 2020 Budget.
- Worked closely with the Auditors i.e. Annual Audit, Pension Audits and the PA DCED for Highway Aid.

- Reduced audit time and questions from our Independent Annual Audit which reduces audit cost.
- Acted as the liaison between Police Pension and OPEB Committees.
- Facilitated earnings through bank investment vehicles for increased earnings on idle cash.
- Started Capital Improvement Program for 2019 through 2023, completion expected in 2020. Completion is moved to 2021 as a result of the COVID Pandemic

TAX OFFICE 2020 ACCOMPLISHMENTS:

- Continued the success of the business tax auditing program by performing audits to determine accuracy of Act 511 taxes due.
- Increased revenues while reducing the number of unpaid accounts generating an additional \$6,500,000.00 since the program commenced five (5) years ago.
- Shared information between Municipal Departments to capture the Monroeville business entities and residents as they move into Monroeville.
- Sent mailings to educate taxpayers about Monroeville Tax responsibilities.

INFORMATION TECHNOLOGY DEPARTMENT 2020 ACCOMPLISHMENTS:

- Recruited, hired and trained the new I.T. Support Specialist.
- Coordinated installation of new Internet circuits, firewalls and WiFi at Municipal and Public Works Buildings.
- Implemented antivirus and software distribution software upgrade across the Municipality.
- Instituted cybersecurity initiative, which includes weekly scans of our externally-facing servers.
- COVID-19-related technological support, including:
 - Supporting remote workers in accomplishing various tasks from home.
 - Developing new ways for people to accomplish usual tasks.
 - Assisting people with having remote meetings.
 - Purchased, installed and trained users on remote login and remote meeting software.

- Assisted with moving the technology from various offices to accomplish social distancing.
- Performed hardware refresh for Public Works, Parks and TV15 desktops.
- Assisted in Finance software evaluation and upgrade.
- Performed small internal rewiring projects.

POLICE DEPARTMENT'S 2020 ACCOMPLISHMENTS:

- Continued the Department wide patrol rifle program that enables all officers to carry a patrol rifle while on duty. Conducted quarterly firearms training.
- Continued to instruct all Officers on the use of a tourniquet and hemostatic dressings for bleeding control.
- Continue to provide 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 including the use of the newly created Confidential Administrative Assistant to the Chief of Police.
- Continued using the FBI Auditorium building at the Monroeville Public Safety Training Center for large training sessions.
- Continue to update and refine the newly purchased Motorola Land Mobile Radio network. Continue to stay up to date on equipment (consoles) and computers in the Communication Center.
- Maintained our UHF Motorola APX radio system for all public safety departments (police, fire and emergency medical services). This is UHF 3 channel land mobile radio system. The Police Department continues to be on the same platform as all other public safety agencies in Allegheny County.
- Maintain our cellular phone system using "Smart Phones" (I-Phone X) on the AT&T First Net public safety cellular network. This enables all Officers to access to CHRIA information, PennDot photographs and act as back-up communications.
- Maintain minimum staffing on second shift (3PM to 11PM). Second shift handles 49% of the call volume.
- Hired one (1) Officer during 2020 from our 2019 Civil Service list. This maintained our sworn complement of Officers to 47.
- Continued to train on less lethal equipment including O.C. "pepper" spray and 40 mm Foam Baton launchers.

- Continued to use ASAP through PASP/NCIC system. This enables alarm companies to send Burglar, Robbery, Hold-Up, Panic, Fire and Medical alarms directly to our Computer Aided Dispatch system without making a phone call to the Dispatch Center. We were the first Dispatch Center to have this system in Allegheny County. Decreased processing of alarm calls by over two (2) minutes.
- Began and completed the re-write of the Monroeville Police Policy and Procedure Manual using an on-line electronic feature that enables officers to view the Policy and Procedure Manual from any electronic device.
- Implemented our updated Policy and Procedure Manual with the assistance of the Police Bargaining Unit using Lexipol.
- Began the formal process of Accreditation through PLEAC using Lexipol and Power DMS for policy development and proof of compliance.

BUILDING, ENGINEERING AND COMMUNITY DEVELOPMENT 2020 ACCOMPLISHMENTS:

- Pennsylvania One-Call System:
 - As of September 1, 2019, responded to 1,164 Pennsylvania One Calls for underground utility locating.
- Land Development:
 - Provided plan review and/or inspection on 4 Land Development applications for recommendations to Planning Commission and Council as of September 1, 2020.
 - The following land development projects were completed or are under construction as of September 1, 2020.

▪ Penn Monroe Shops	William Penn Highway
▪ A & L Motors	William Penn Highway
▪ Evergreen Apartments	Evergreen Drive
▪ Sandy Hill Development	Logans Ferry Road
▪ UPMC East Emergency Room Expansion	Mossie Boulevard
▪ #1 Cochran Cadillac Showroom	William Penn Highway
- Mapping/Software:
 - Issued and corrected addresses as necessary.
 - Continued Geographical Information System maintenance and improvement to assist all departments.
 - Maintained the mapping aspect of the Alert Computer Aided Dispatch system.
 - Provided GeoPlan permitting software training to all applicable employees and maintained the GeoPlan permitting software.
- Road Resurfacing:
 - Provided project scoping, bid package development, bidding, project management, and construction inspection for the 2020 Paving Program with a bid amount of \$878,646.40 and an as-bid mileage of 4.0 miles.
 - Provided project scoping, bid package development, bidding, project management, and construction inspection for the 2020 Sealcoating Program with a bid amount of \$194,446.19 and an as-bid mileage of 6.48 miles.

- Provided project scoping, bid package development, bidding, project management, and construction inspection for the 2020 Fog Sealing Program with a bid amount of \$206,172.01 and an as-bid mileage of 6.5 miles.
- Traffic Signals/Road Safety:
 - Provided traffic signal system management, long-term planning and routine and emergency maintenance for the Municipality's 49 traffic signals.
 - Coordinated with PennDOT relative to the proposed 2019 William Penn Highway Betterment Project. The Engineering Department participated in scoping and identification of necessary/desired improvements as well as review of construction plans which will, as currently proposed, result in significant improvements to 3 traffic signals and complete replacement of 4 traffic signals totaling over \$1,000,000.00 in traffic signal improvements.
 - Commenced with the design for the replacement of the Monroeville Boulevard at Wyngate Drive traffic signal.
 - Commenced with the replacement of the Northern Pike at West Patty Lane traffic signal.
- Bridges:
 - Reviewed bridge inspection reports from third party bridge inspections, assimilated pertinent findings, and coordinated necessary repairs.
 - Coordinated with Allegheny County on the upcoming Abers Creek Road and Cavitt Road bridge reconstruction projects.
- Pollution Control and Flood Reduction Fee Program:
 - Implemented the Pollution Control & Flood Reduction Fee program and Ordinance as well as strategic planning relative to utilization of the fee.
 - Conducted Public Education & Outreach.
 - Conducted Public Involvement & Participation.
 - Conducted Illicit Discharge Elimination and Detection.
 - Inspected Construction Site Stormwater Runoff Controls including Erosion and Sedimentation (E&S) Controls.
 - Inspected Post-Construction Stormwater Management in new development.
 - Conducted Pollution Prevention/Good Housekeeping.
 - Actively participated in the Turtle Creek Watershed Association including serving as an Associate Director, attending monthly Board meetings and staffing ALCOSAN Open House.
 - Prepared and submitted the Municipal Separate Storm Sewer System (MS4) Progress Report.
 - Worked with consultants and PADEP relative to the Municipality's Pollutant Reduction Plan (PRP).
- Miscellaneous:
 - Performed numerous miscellaneous Engineering inspections.
 - As of September 1, 2019, reviewed, issued and inspected:
 - 140 Building Permits
 - 26 Fire Code Permits
 - 1078 Occupancy Permits
 - 214 Zoning Permits
 - Continued to perform building, fire protection & occupancy related inspections.
 - As of September 1, 2019, reviewed and action taken by the Monroeville Zoning Hearing Board on 14 applications including appeals, variances and interpretations.
 - As of September 1, 2019, issued 1,473 property maintenance violation letters.
 - Issued 26 Mechanical Device Permits.

- Converted 100 street lights to LED's as part of the Duquesne Light Company LED streetlight conversion program.

PUBLIC WORKS 2020 ACCOMPLISHMENTS:

- Performed winter maintenance on Municipal roads as well as certain PennDOT and Allegheny County roads as per written agreements.
- Performed road and right-of-way maintenance in preparation for the 2020 Road Resurfacing Program.
- Repaired curbs and road surfaces throughout the Municipality.
- Maintained and completed needed repairs on all Municipally owned buildings.
- Continued with cardboard and newspaper recycling.
- Continued to offer free tree limb chipping service to Monroeville Residents.
- Removed numerous trees from roadways due to various weather events.
- Maintain the traffic signal islands within the Municipality.
- Maintain the unimproved Municipal right-of-ways throughout the Municipality.
- Installed new safety surface materials at all the Municipally owned parks.
- Painted and repaired picnic tables, benches, bleachers as needed.
- Completed the Evergreen Park rehabilitation project that included the playground area, pavilion, restrooms and baseball field.
- Emptied recycling dumpsters on an as needed basis.
- Perform Christmas Tree Recycling.
- Perform leaf recycling/yard waste.
- Cleaned and maintained 21 Municipal parks.
- Continued to herbicide spraying in parks.
- Participated in the ECSR Recycle events at the Public Works Facility.
- Maintained the Municipal fleet that includes Public Works Department, Refuse Department, Police Department, Fire Department and various administrative vehicles.

RECREATION, PARKS AND HUMAN SERVICES 2020 ACCOMPLISHMENTS:

- Park improvements were made at Evergreen Park. Improvements included installation of new play equipment, safety mats under play equipment, replacement of rotted timbers and updated safety play mulch.
- In 2019, an Eagle Scout Project comprised of installing backless benches and stone base at the amphitheater by the stage provided for up close seating during performances. In 2020, additional backless benches were purchased and installed to allow for additional seating in this area.
- Due to Covid-19, Monroeville Recreation, as well as the rest of the world, needed to find new ways to reach and service our residents. In turn, we expanded usage of our Department's Facebook page by advertising more than usual upcoming programming, and including at-home as well as in-in-the-park activities and contests that could be enjoyed by the community.
- In-the-Park programming was expanded. Due to restrictions provided by the Governor in regards to inside facility usage, a number of programs were deemed homeless. The parks have been used to fill the gap that was created. Some of these classes have actually increased in size.
- Virtual classes have become a part of our program offerings. In cooperation with instructors, we have been able to offer classes that residents are now able to participate in and enjoy from the comfort of their homes.
- Non-municipal special events presented at Monroeville Community Park this year included the Atlantic Baseball Tournament, and The Monroeville Foundation Virtual Run/Walk.
- Partnerships in programming were developed, or continued, this year with area businesses and organizations, including: Alba Fitness, Cindy Cohen Driving School, C.S. Kim Karate, Gia Visto Restaurant, Gymkhana Gymnastics, Jump Start Sports, Learn 3 Ride, Lioness Fit Pittsburgh, Mad Science, Monroeville Arts Council, Monroeville Historical Society, The Crafty Shack and Xpert Fitness.
- Sponsorships for special events, ranging from small in-kind contributions to hundreds of dollars in cash support, were garnered this year from area businesses and organizations, including: Carnegie Museum; Carnegie Science Center; Cheesecake Factory; 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; Monroeville United Methodist Church; National Aviary; Panera Bread; Papa Rocks Pizza Pub; Par 2 Golf; Phipps Conservatory; Pittsburgh CLO; Pittsburgh Public Theatre; Pittsburgh Steelers; Pittsburgh Symphony; Pittsburgh Zoo & PPG Aquarium; Primanti Bros; Pugliano's Grill; Rene's Restaurant & Lounge; UPMC East; Senator John Heinz History Center; Sheetz; Subway and Super Cuts.

- Other volunteer efforts included Jack Sedlak Memorial Clean-Up Day (200+), Recreation and Parks Advisory Board judged events (10), and additionally, significant volunteer hours were invested at the Botanical Gardens in Monroeville Community Park (West).

SENIOR CENTER 2020 ACCOMPLISHMENTS:

- Throughout the COVID-19 pandemic and state shutdown, the Monroeville Senior Citizens Center has been trying to find new and creative ways to stay connected with the older adults in the community. The MSC has continued to provide vital services to keep the most vulnerable population safe during the COVID-19 pandemic.
- While the senior population is asked to stay home during this health crisis, the MSC has been helping seniors get connected to organizations that are providing food, most offering food deliveries, home delivered meals or grab and go meals. Even though the MSC doors were closed most of the year, the staff continue to educate seniors on services that were being provided outside of the MSC walls.
- Wellness checks are being done through phone calls. A simple “how are you doing” can brighten the life of an elder who has been isolated in their home, alone, for over six (6) months and counting. Social isolation takes its toll. Statistics shows social isolation in later life is associated with a 29% increase in chronic heart disease, 32% increase in stroke, decrease in cognitive function and rate of all-cause mortality 50% higher than socially integrated individuals.
- The shift to virtual programming at senior and community centers across the country has come out of necessity due to COVID-19. The MSC along with many other senior centers in our area have had to develop the concept of a “virtual senior center”. We have always said that the center was more than a building. It is a senior center without walls, but until COVID-19, we really hadn’t tested that claim.
- **A COVID-19 Operations Plan for Scaling Up Remote and Offsite Programs and Services** was developed. We are now offering a wide array of virtual programming via conference calls, virtual meeting platforms (such as Zoom), and livestreaming platforms, especially Facebook. This programming encompasses just about anything that was offered in person before from book clubs to cooking classes to support groups, fitness classes, health promotion programs and more. Offsite programming has also been developed and taking place at the Monroeville Community Park. We are now offering a variety of Silver Sneaker exercise classes, fall walking program and support group gathering at the park on a weekly basis.
- Virtual and offsite programming has enabled our center to continue operations and has also provided essential social connections for our members. While individuals report missing seeing their friends in person, they also report enjoying the convenience of taking part in classes from a distance. We will continue to build on what we have accomplished in a very short time due to the current COVID-19 situation.

- **Communications Plan for Remote and Offsite Programs and Services** was also developed. Staff developed press releases, letters to council members, letters to staff and volunteers, letters to members, social media posts, infographics and signage. We have always taught computer courses, but now we realize we were teaching the wrong things to keep people connected to one another. As we move forward, we will be adding hybrid programming (in-person and live feeds), we will focus on smaller cohorts, and make it special to be a part of smaller discussion groups. We will continue to focus on the purpose of bringing people together, due to COVID, we now see how we do it may change but the purpose never will.
- A new **COVID-19 Operation Plan** was developed to ensure the safety of the employees and visiting members. New policies and procedures were established for building entry, social distancing, hygiene protocols, daily employee operations, and cleaning/disinfecting. A COVID-19 Reopening Policy Manual and Health Screening/Waiver were both made for visiting members. Per State guidance, all senior centers in the state of PA must develop a written control plan outlining how its facility will comply with the mandatory safety standards for operation in the COVID-19 reopening period. The MSC director worked with your state and local leaders as well as the local board of health to learn what safety standards are required for senior centers.
- **Communication Plan for Onsite Programming** was developed for the re-opening of the center after COVID-19 closure. Staff developed press releases, letters to council members, letters to staff and volunteers, letters to members, social media posts, infographics and signage.
- Senior Centers were among the first to close their doors, as the effects of COVID-19 on elders could be life threatening. And they will probably be among the last to re-open. But that is the building, not the people who work in them. The staff of Monroeville Senior Center is working hard every day to meet the needs of elders in the community, not just within the walls of the center, but now outside.

MONROEVILLE PUBLIC LIBRARY 2020 ACCOMPLISHMENTS:

2020 Accomplishments: Highlights

- Library Return on Investment in 2019 was **\$4.82**. For every dollar invested in the library, at least \$4.82 in services was returned to the community. This is a **27%** increase on return on investment since 2015.
- Began planning the 2021 Pennsylvania Library Association Conferences, which will bring 700+ into Monroeville for four days.
- Keystone Grant application.

COVID-19 Response:

- Continued providing virtual services after the initial shut-down, including electronic resources, virtual instruction for devices, and reference and research assistance.
- Transitioned programming into an online format after the initial shut-down. Developed a social media following and offered dozens of virtual children's and family programs.

- Coached presenters through use of Zoom.
- Developed re-opening plans, procedures and standards.
- Identified and installed safety measures.
- Developed and deployed remote computer assistance for the Monroeville Public Library and for the County Libraries.
- Instituted phone call contacts with vulnerable patrons during virus library closure. Four (4) staff members contacted approximately 250 patrons.
- Deployed and set-up “contact-less” pickup procedures. Process was overseen with only 3 staff members. 8,000 items were handled by 3 people in 3 weeks.
- Developed multiple plans of phased re-openings (including man-hour estimates and staff duty redistribution).
- Prepared for a safe and steady reopening.
 - Physical barriers
 - Software for making appointments
 - Software for remotely helping on computers
 - PPE procurement
 - Cleaning procedures
 - Cleaning product procurement
 - Trained staff on new duties and procedures
- After being closed for 10 weeks, we came back with 1/3 of our staff and are still offering more services now than some libraries who maintained staff through the quarantine.
- Increased collection expenditure (by transferring money, not spending more) into digital content at a time when it was needed the most.
- Increased books-by-mail when most needed by vulnerable patrons.
- Instituted Book Bundles, allowing families to get curated collections for their ages and interests – preselected and prepared for contact-less pick-up.
- Continued increased social media presence during the pandemic, providing information, resources and engagement.
- Worked with Channel 15 to create “What to Expect When You Visit the Library” (2,500 views on Facebook/YouTube).
- Assisted Senior Center with technology to help with their reopening plans.
- Continued assistance with e-resources, reference and research, and technology assistance remotely instead of in-person.

- Partnered with AmeriCorps service organization to provide a virtual afterschool program (focusing on homework assistance, mental health and stress management).

Professional Development:

- Several staff members received grants to attend Welcoming America Conference in Pittsburgh.
- Circulation Supervisor was trained as a community engagement facilitator for the Office of Commonwealth Libraries.
- Workshops: fundraising, revitalizing volunteer programs, day of giving, book displays.
- Head of Adult Services and Assistant Director participated in the College and Career Day at the Arlington Academy for the 3rd year in a row.
- Director, Assistant Director, and Head of Children's Services were all chosen to speak at the Pennsylvania Library Association Conference in 2020.
- Assistant Director presented at Allegheny County Summer Reading Training.
- Sent staff representatives to PaLA and PLA.
- Community Engagement Facilitator training: Office of Commonwealth Libraries.
- Assistant to the Director presented customer service training for Community Library of Allegheny Valley.
- Assistant to the Director serves on ACLA Circulation Advisory Group.

Programs: (All in-person programs were pre-COVID in late 2019 and early 2020)

- Book Walks (some alone, some in the parks with the Parks and Rec Department).
- English Conversation Family Group
- Lunar New Year
- Holi Celebration
- Daily Teen Afterschool program
- Partnership with Music for Life of Pittsburgh to bring drum circles to the community.
- Robot Petting Zoo
- Partnered with Monroeville Senior Center for Documentaries & Discussion programming
- Partnered with neighboring library to promote current events discussion group
- Created Film Club bundles for Beatty Pointe to show documentaries and offer discussion questions
- Library Salad: Weekly video resulting in over 18,000 views on Facebook
- Book clubs and writing groups (in-person and virtual)
- Organized online fitness programs (Balance for Seniors)
- Organized multi-generational programming in coordination with community partners (e.g. Pittsburgh Zoo & PPG Aquarium, Humane Animal Wildlife Rescue League)
- Online Rock and Pop Discussion group
- Personal Growth series
- Science Adventures series
- 2019 New Year's Eve Ball Drop: record-setting 341 attendees
- Illustrator Classes
- Glowforge Classes
- Spanish Language Introduction Learning Group
- Programs for Caregivers
- Online Health Talks in partnership with UPMC
- Ask the Clergy series
- Yoga

Technology:

- Installed new computers through the county system.

- Extended Wifi into the parking lot so that community members could access internet during library closure and continuing for those patrons more comfortable accessing internet from lot.
- Added Gateway yearbooks to the Power Library site. The collection is one of 11 from across the state.
<https://digitalarchives.powerlibrary.org/papd/isladora/object/papd%3Apmnr-acy>

Fundraising:

- Staff participation in the Friends of the Monroeville Public Library Super Hero Virtual Run fundraiser (committee member and liaison participation).
- Love Your Library monthlong fundraiser (donation appeal, online store, raffle baskets).
- Library Giving Day.
- #Giving Day Now (produced volunteer video for social media).

General:

- Prepared new training materials: circulation staff training guide, new hire onboarding guide.
- During first week of shut-down, organized much in the building, including shelved materials and storage areas.
- Created a safety manual for the staff including floor plans with fire extinguishers and exits marked.

Community Outreach (All In-person outreach was pre-COVID in late 2019 and early 2020).

- Instituted phone call contacts with circulation staff during virus library closure. Four staff members contacted approximately 250 community members to check on regular patrons and those we could identify as being home alone and particularly isolated.
- Partnered with ACLA and Pitt to bring on board a social work intern.
- Social work intern created a community resource guide.
- Partnered with Monroeville Parks and Rec and PittCares.
- Library was named a census hub by the US Census Bureau. A Census Hub is a publicly accessible place where community members can go to ask questions, receive assistance completing the census questionnaire, and gather resources along with providing technology to complete the 2020 Census.
- Worked the ACLA and the University of Pittsburgh to have a social worker intern in the library and in the community.
- Expanded partnerships with the school district by adding new classrooms to support and sponsor.
- Chamber of Commerce partnership (Ambassador Committee member, serving on Board of Directors, Golf Outing volunteer, Book Club liaison, fundraising).
- Served as a field trip location for Evergreen Elementary and Propel School Pitcairn.
- Provide outreach to schools:
 - o Evergreen Elementary
 - o Cleveland Steward Elementary
 - o Ramsey Elementary
 - o University Park Elementary
 - o Moss Side Middle School
 - o Gateway Middle School
 - o Gateway High School
 - o Spectrum Charter School
 - o Crossroads Preschool
 - o Tender care preschool
 - o MUM preschool
 - o Divine Mercy Academy Catholic School
 - o Various homeschooling groups and organizations
- Partnering with Parks and Rec to provide Halloween community book walk.
- Expos attended:

- Vegan Expo
- Halloween at the Mall
- Healthy for the Holidays (Library booth First Place winner; awarded \$500)
- Community events attended:
 - Menorah Lighting by Chabad Jewish Center
 - Trunk-or-Treat
- Toys for Pittsburgh Tikes donation center

TV-15 2020 ACCOMPLISHMENTS:

- Revamped Programming & TV Schedule
 - Acquired 891 Shows (1062 total pieces of content) totaling over 435 hours. Launched August 3rd
 - Enacted stricter guidelines on when we schedule programs and how we promote them
- Increased Digital Footprint
 - Launched Department independent Facebook page
 - Streamlined and organized content on previously established Municipal YouTube page
- Increased In-House Production Volume
 - Produced 17 departmental and/or inter-departmental videos/shows
- Better Workflow Efficiency
 - Broadened our digital based workflow for easier distribution among people and platforms
 - Less physical media assets used, less time spent copying, editing, distributing and archiving
 - Greater utilization of current equipment for meetings. Switcher and studio cameras
 - Greater utilization of current equipment for day-to-day operations. Server, computers and files
- Previous TV-15 Producer acquired Adobe Premiere Pro Editing Software

2021 GOALS

MUNICIPAL MANAGER 2021 GOALS:

Goal #1: To update the 2021-2025 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 2021-2025.
- 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 before the September 2021 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 continue the centralization of 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 Refuse Employees Bargaining Unit which will be integrated into the Public Works Union that is equitable for each.

- a. **Objective 1:** To continue negotiation sessions in 2021 in order to review similar Bargaining Agreements with like Municipalities.
- b. **Objective 2:** To have framework of a settled agreement that makes for the more efficient use of personnel in Refuse and Public Works.
- c. **Objective 3:** To settle a combined Collective Bargaining Agreement before either party files for mediation.
- d. **Objective 4:** To develop wage and benefit comparison data to equitably compare like Refuse/Public Works employees across the Commonwealth.

Goal #4: To successfully assist with the Monroeville Foundation to have a wide-range of activities for residents at the third annual CommUNITY DAY and to diversify the music for the 18th annual Monroeville Jazz Festival to make each destination points for Southwestern PA.

- a. Objective 1: Call other communities that have similar events to inquire what vendors and/or brokers they utilize to have “destination point” events or entertainment.
- b. Objective 2: Inquire with craft vendors to diversify the Monroeville Jazz Festival to broaden the event to have a craft show with the jazz music to attract a wider range of patrons.

Goal #5: To initiate the process of evaluating different economic development consultants for 2022, which will assist the Municipality to narrow the type, quantity and quality of businesses to attract to Monroeville.

- a. Objective 1: Discuss with different retail strategy consultants their success in PA/Pittsburgh area with other retail markets; what are their quantitative results and cost.
- b. Objective 2: How will the Economic Development consultants arrive at conclusions to diversify the retail in industry base?
- c. Objective 3: Setting long and short-term growth projections for attracting business and viable workforce.
- d. Objective 4: Develop a strategy on how Monroeville will benefit and detract from its proximity to the City of Pittsburgh.
- e. Objective 5: Determine the effects of the filing of Chapter 11 bankruptcy by CBL, Inc., parent company of the Monroeville mall and what is the future of the Mall.

FINANCE DEPARTMENT 2021 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.

- a. Objective 1: Evaluate each position of the Finance Department and consider adjustments to the staff duties to increase efficiencies.

Goal #2: To reduce audit fees for 2022 and beyond.

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

- a. Objective 1: Issue an RFP for auditing services in the fall of 2021 to ensure the Municipality is receiving 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 a 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 2021 to maintain Certified Public Accountant designation.
- b. **Objective 2:** Monitor and attend relevant seminars for the Director and staff.

Goal #5: Implement change in finance software providers to facilitate approximately \$35,000 per year cost savings.

Purpose: To improve financial reporting and daily processing.

- a. **Objective 1:** Moved to a cloud-based system to provide a more secure workspace.
- b. **Objective 2:** Provide ease of processing for the staff.
- c. **Objective 3:** Change the accounting chart of accounts to utilize the Commonwealth of Pennsylvania preferred categories.

TAX OFFICE 2021 GOALS:

Goal #1: Maintain equity among all taxpayers.

Purpose: Continue to educate taxpayers about Monroeville tax responsibilities.

- a. **Objective 1:** Advertise tax types with dates due in local media throughout the year.
- b. **Objective 2:** Keep the web site pages up-to-date.
- c. **Objective 3:** Network with Municipal Departments to share data.

Goal #2: Reduce the number of delinquent tax accounts.

Purpose: Continue to increase revenues while reducing the number of unpaid accounts.

- a. **Objective 1:** Correspond with unpaid accounts through both email and mail to initiate compliance with tax codes.
- b. **Objective 2:** Perform audits to determine accuracy of Act 511 taxes due.
- c. **Objective 3:** Amicably resolve unpaid amounts due to vague areas of the tax code.

HUMAN RESOURCES DEPARTMENT 2021 GOALS:

Goal #1: Work with the Municipal Manager to complete the 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:** Distribute draft of Handbook to all employees for review.
- b. **Objective 3:** Insure that the handbook is all inclusive and reflects accepted Human Resources practices.

Goal #2: 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 the property/liability insurance premium.

Goal #3: Provide information directly to employees regarding items affecting Municipal employees such as healthcare, wellness and safety.

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.

INFORMATION TECHNOLOGY DEPARTMENT 2021 GOALS:

Goal 1: Implement rewiring of computer cabling at Public Works building.

Goal 2: Continue to monitor and advance cybersecurity efforts

Goal 3: Continue to provide support for all of the Municipality's technology.

POLICE DEPARTMENT 2021 GOALS:

Goal #1: Continue the PA Accreditation Process

Purpose: To attain the PA Chiefs of 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: Continue with Lexipol to update the Manual as needed.
- c. Objective 3: Review all Accreditation Standards with Lexipol and Power DMS.
- d. Objective 4: Work with Lexipol and Power DMS to combine PLEAC Standards with proof of compliance for Accreditation.
- e. Objective 5: Finish PA Chiefs of Police (PLEAC) Accreditation.

Goal #2: Hire New Officers

Purpose: To add new officers to replace retirements in 2018, 2019 and 2020 to maintain the minimum staffing levels of 48 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 and Municipal 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 list by the Civil Service Commission.

Goal #3: Maintain the 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:** Obtain additional tower sites if needed (including receivers).
- b. **Objective #2:** Obtain an additional UHF repeatable radio frequency.
- c. **Objective #3:** Increase radio coverage throughout the Municipality for all of our public safety agencies.
- d. **Objective #4:** Maintain microwave systems to completely delete the dependence on phone lines.
- e. **Objective #5:** Continue to work with our Motorola vendor to properly engineer the radio system.

Goal #4: Continue to define the roles and responsibilities of the Police Department Information Services person.

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/Cellular "Smart" Phones.
- 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 services issues including records management and access to GIS emergency management data.

Goal #5: Finalize the review process to place into service Body Cameras and replace the existing In-Car Camera System that is over its useful life of 5 years.

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 has been made more cost effective by 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 the implementing of policies on the use of in-car and body cameras.

Goal #6: Continue the use of "Smart Phones" by all Monroeville 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 2021 GOALS:

Goal #1: Continued Implementation of the Pollution Control and Flood Reduction Program.

Purpose: Implement the Municipality's Pollution Control and Flood Reduction Program.

Goal #2: Complete the 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 2021 Municipal Capital Improvements.

Purpose: Implement various 2021 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 2021 GOALS:

Goal #1: Continue to implement a system to collect, track and verify work flow within the Public Works Department.

Goal #2: Continue to implement a Geographical Information System into the Public Works Department.

Goal #3: Continue to implement advanced technology within the Vehicle Maintenance Department.

Goal #4: Prepare a master plan to upgrade the aging Public Works Facility.

Goal #5: Implement better security measures at the Public Works Facility.

RECREATION, PARKS AND HUMAN SERVICES 2021 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:** Valley Park – Secure Funding!
 - o Development, Parking, Bridge, etc.
- b. **Objective 2:** Patton Park – Rehab playground and play areas as needed.
 - o Wood Chips, Borders, Play Equipment
- c. **Objective 3:** Monroeville Community Park – Open Field Plan.
 - o Destination Playground, Fields, Splash Pad, Parking

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.
 - o Venue large enough to accommodate a wedding up to 250 people.
 - o Adequate parking for large event.
 - o Increased park revenue.
 - Investigate seating options
 - Agreement with outside company willing to provide chairs
- b. **Objective 2:** Install permanent electrical access in the parking lot between the amphitheater and the soccer fields.
 - o Would create permanent electrical access in the parking lot for special events often requested.
 - Would eliminate extra work for public works (set-up/tear-down).
- c. **Objective 3:** 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.
 - o Example of some current partnerships include: Jump Start Sports, Gia Visto Restaurant, Xpert Fitness, Cindy Cohen Driving School, C.S. Kim Karate, UPMC East, Monroeville Arts Council and the Monroeville Historical Society.
- d. **Objective 4:** Amphitheater Equipment Upgrade.
 - o Some equipment is starting to fail and is reaching the end of its usage.
 - Subwoofer, Wireless Microphones and Amplifier

Goal #3: Further develop the recreational brochure.

Purpose: To provide year-round opportunities for wholesome recreation experiences that relate to the leisure needs and desires of our residents.

- a. **Objective 1:** Add new programming each quarter, focusing on current trends, and in response to the public's interest.
 - o Children Activities – Instructional and/or Sports Fitness Related.
 - o Adult Health and Fitness.
- b. **Objective 2:** Partner with local businesses/organizations in an effort to expand offerings.
 - o Offer several daytime classes at the Senior Center for ages 50+.
 - o Offer several evening classes at the Senior Center for ages 18+.
 - o 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 2021 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:** Establish communications plan for scaling up remote programs and services.
- b. **Objective 2:** Explore use of public social media, service radio, television, and print media for free advertisement of programs services and other information.
- 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:** Establish operations plan for scaling up remote/offsite program and services.
- b. **Objective 2:** Explore forming partnerships to help lower setup costs for current and future program demands.
- c. **Objective 3:** Establish and promote news, programs and events.

- 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 need 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 organizations.
- 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 economic 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 Program 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.

Mission Statement: "Active Lifestyles of Older Adults"...

To promote the enjoyment, well-being, dignity and independence of older adults age 50 and older by providing programs and services to meet their present and future needs.

MONROEVILLE PUBLIC LIBRARY 2021 GOALS:

Goal #1: Bring the Library back up to Community-Expected Standards

- a. Objective 1: Return to full staffing
- b. Objective 2: Increase evening hours
- c. Objective 3: Reinstate weekend hours
- d. Objective 4: Institute programs that will increase circulation and bring it back up to normal levels
- e. Objective 5: Increase program offerings (virtual, and when appropriate, in person)
- f. Objective 6: Integrate contactless pickup into normal library operations (continuing this popular service beyond COVID).

Goal # 2: Plan and implement the 2021 Pennsylvania Library Association Conference in Monroeville.

Purpose: The event will bring people from across the state into Monroeville, bringing visibility to Monroeville as well as income to hotels, restaurants, and local businesses.

- a. Objective 1: Work with the State Library Association to plan programming.
- b. Objective 2: Work with the local area businesses to plan outings and restaurant visits.
- c. Objective 3: Work with the local small businesses to bring their products into the conference store.

Goal #3: 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 community locations.
- c. Objective 3: Further develop our Teen Afterschool program, with emphasis on activities and projects that will encourage teens' social development and community service.
- d. Objective 4: Work with other local groups to create additional programs that are community events. Some possibilities include: Book bingo, a truck petting zoo, and family night at the library. The third annual Library FunFest was held in August 2019. We would like to continue and grow these community-wide events.
- e. Objective 5: Grow current outreach initiatives with the School District, in addition to reaching out to private schools and homeschooling groups. The ultimate goal is to provide a library card to every student.

Goal #4: 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: Lobby
- b. Objective 2: HVAC
- c. Objective 3: Lighting – Indoor and Outdoor
- d. Objective 4: Investigate options for Energy savings/sustainability
- e. Objective 5: Bathroom Updates
- f. Objective 6: Outdoor Space/Gazebo/Backyard

Goal #5: Continue community needs assessment with the Harwood Turning Outward Initiative and the Library's Strategic Plan.

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

- a. Objective 1: Work with library staff, board and community stakeholders to gather information, align programs with community needs, and disseminate public knowledge.

TV-15 DEPARTMENT 2021 GOALS:

Goal #1: Produce More Interdepartmental Content.

Purpose: Monroeville is a great community. It has entities that provide many important and helpful services to its people. It has desirable amenities for its people and those that surround it to enjoy. It's attractive to businesses, families and individuals in that it has a booming business district, burgeoning outdoor activity appeal, good schools, entertainment, a rich history and much more. The TV Department wants to do more to help promote, entertain and inform those people about the aspects of what makes this community great. The TV Department has the capability, knowledge and means to do much more. It's ready to be unleashed!

- a. **Objective 1:** Promotional, Interesting, Entertaining and Informative.
- b. **Objective 2:** Collaborations with Police, Fire, Recreation & Parks, Public Works, Animal Control, Library, Senior Center, etc.
- c. **Objective 3:** Collaborations with related entities: Monroeville Foundation, Visit Monroeville and others.

Goal #2: Produce In-House Shows and Content

Purpose: See above.

- a. **Objective 1:** Mayor's Show, Monroeville in a Moment.
- b. **Objective 2:** Introduce New IP's.

Goal #3: Continued Integration into a Digital Media/Social Media World

Purpose: The television as a medium has obviously changed. Putting our content in other areas ensures it gets seen by those who consume media in different ways.

- a. **Objective 1:** Garner a stronger footprint and greater presence on Facebook; Same with YouTube.
- b. **Objective 2:** Evaluate to see if crossing over into other platforms is viable.

Goal #4: Equipment Upgrades/Replacements/Acquisitions

Purpose: Some of our equipment needs updated or replaced due to being outdated, unsupported or working insufficiently. Other equipment needs are required to accomplish some of the other goals mentioned on this page.

- a. **Objective 1:** Upgrade TV's in Council Chambers; LTS Cameras in Council Chambers; Monitors in the Control Room and the Municipal Bulletin Board.
- b. **Objective 2:** Replace Wireless Microphones in Council Chambers; Eng Camera Platforms.
- c. **Objective 3:** Acquire complimentary cameras (Drone, GoPro, Osmo); Mobile Wireless Microphone Kit.

Goal #5: Staffing/Workflow

Purpose: More synergy between TV Manager and Production Assistant. Exchange knowledge so that with a department of 2 employees that the duties of one are understood by the other. Ensuring assignments can get covered as responsibilities and roles of the department change as noted above. Need more part-time camera operators to cover live public meeting broadcasts.

- a. **Objective 1:** Better established roles and responsibilities among staff. Ensure some duties interchangeable.
- b. **Objective 2:** Hire 1 or 2 new part-time camera operators.

Goal #6: Organization

Purpose: To gain a better understanding of what assets we have and where they are housed.

- a. **Objective 1:** Complete evaluation of digital and physical assets. Decide what gets discarded and best method to do it. Decide what is kept and establish the best way for storing those assets moving forward.

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 prior expenditure history as calculations are made to reflect the operating and capital project needs for the coming year by each department head. For 2021, Staff has made a significant effort to present a plan that will enable the traditional services to be maintained considering the effects of the COVID-19 Pandemic.

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.

POLLUTION CONTROL AND FLOOD REDUCTION FUND- This fund that receives exclusive monies (~\$3.8 mil) from the Pollution Control and Flood Reduction fee. The revenues received are paid by all property owners in the Municipality depending upon the size of their impervious surface area. The fee is based upon an Equivalent Residential Unit (ERU) of 2,385 sq. ft. One (1) ERU will be billed \$10/month or \$120/year. Larger impervious surface property owners will pay a fee pursuant to how many ERUs their property represents.

The 2021 Budget is presented on an aggregate basis for these funds excluding the PC&FR Fund. Individual fund presentations for the State Liquid Fuels, Convention Visitor's Bureau, Capital Improvement and the Pollution Control and Flood Protection Funds are presented in the section entitled Special Funds.

2021 BUDGET AND FINANCIAL POLICIES

The 2021 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 2021 include:

REVENUES

1. It is the Municipality's policy to estimate revenues conservatively, but realistically. The COVID-19 pandemic had made revenue estimation problematic.
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. 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. New, expanded or revised operations will be justified in terms of potential cost savings, productivity or efficiency enhancements or improved public service.
3. 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.
4. The Municipality will update the Five (5) Year Capital Improvement Plan (CIP) in 2021. 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 2021. 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 2021; 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. The year 2020 has been a notably unusual year for the Municipality due to the COVID-19 pandemic. This is reflected in the different aspects of the aforementioned budget message; particularly estimating revenues for the coming year. The Municipality will feel the effects of the pandemic for years to come. However, Monroeville and I are fortunate to have a highly skilled and dedicated workforce that will adapt to this change and render decisions accordingly. 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 13, 2020
(Revised Pursuant to Budget Hearings.)

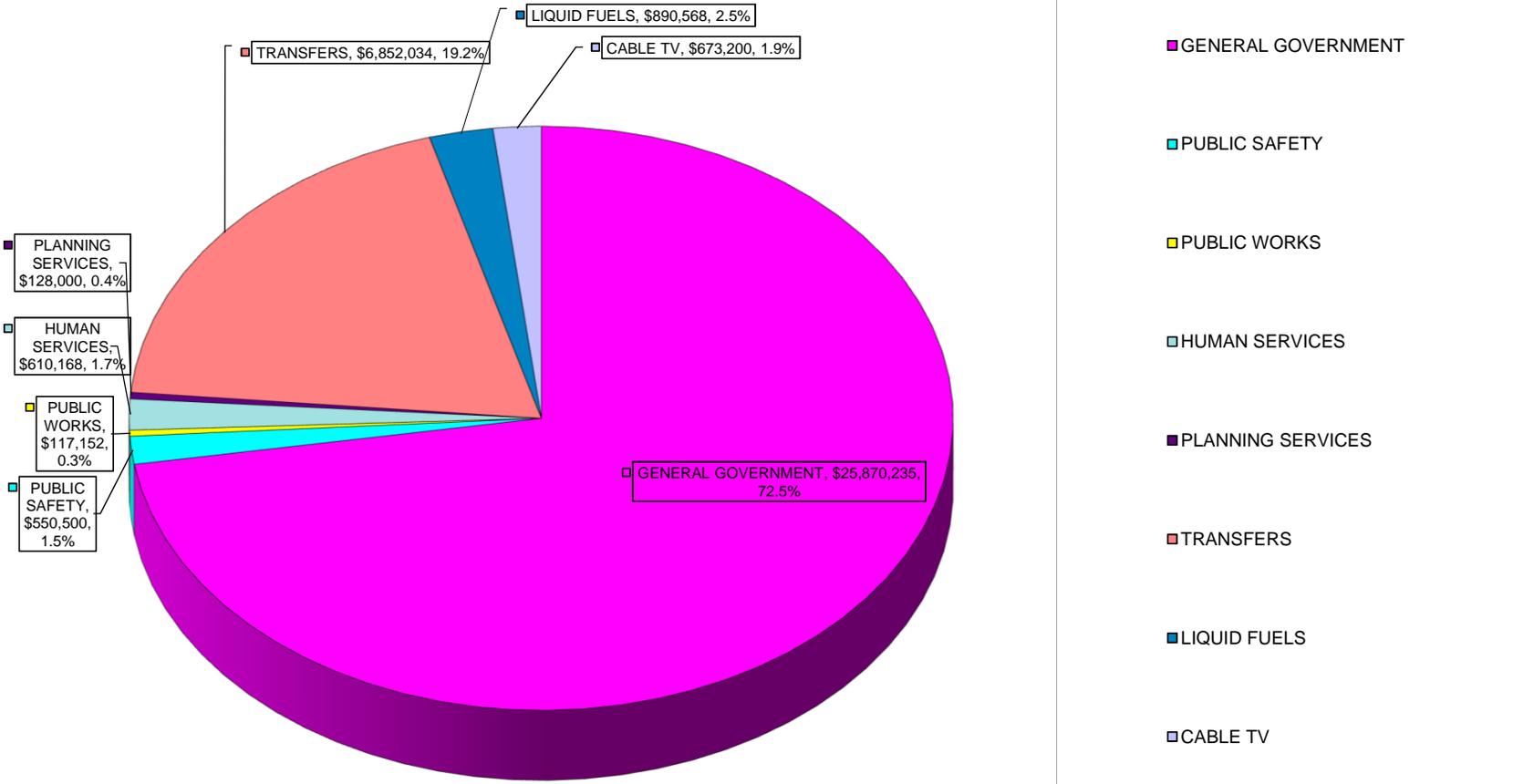


MUNICIPALITY OF MONROEVILLE 2021 BUDGET REVENUE SUMMARY

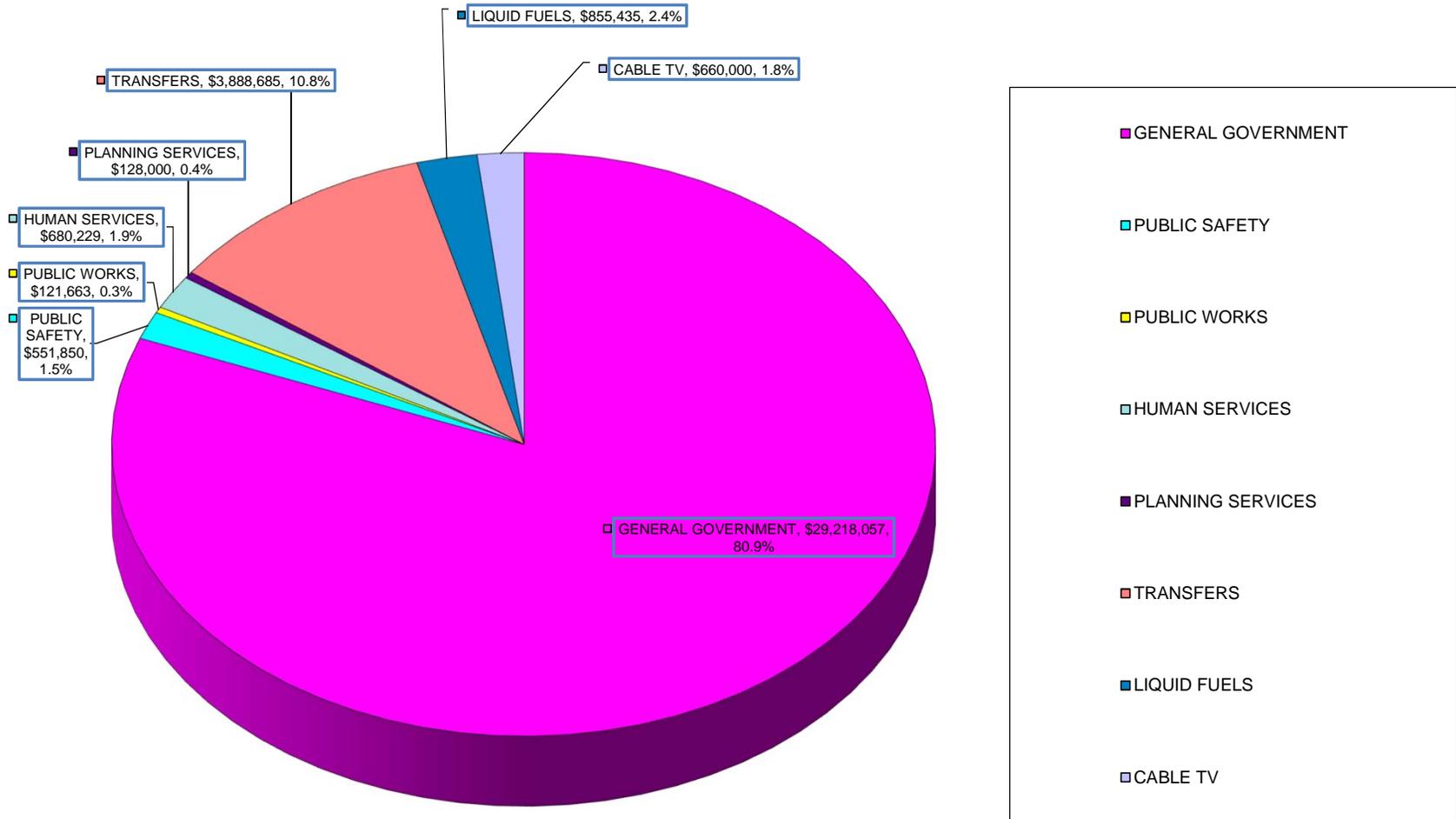


DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/2020	2020 REVISED BUDGET	2021 BUDGET	% CHANGE 2020-2021	\$ CHANGE 2020-2021
001-1100	MAYOR AND MUNICIPAL COUNCIL	0.00	-12,500.00	0.00	-12,500.00	-10,000.00	-12,500.00	25.00%	2,500.00
001-1200	MUNICIPAL MANAGER'S OFFICE	-172,323.84	-161,297.48	-133,861.59	-131,262.00	-133,000.00	-103,000.00	-22.56%	-30,000.00
001-1300	TAX COLLECTION	-18,169,060.85	-18,728,924.26	-19,305,389.87	-17,837,375.67	-17,912,500.00	-14,987,500.00	-16.33%	-2,925,000.00
001-1320	EARNED INCOME TAX	-7,723,159.18	-7,694,001.26	-8,003,239.77	-7,019,199.12	-7,800,000.00	-7,553,000.00	-3.17%	-247,000.00
001-1500	FINANCE	-4,146,682.18	-4,020,514.99	-3,965,922.52	-4,119,729.20	-3,362,557.00	-3,214,235.16	-4.41%	-148,321.84
001-1600	HUMAN RESOURCES/INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	100.00%	0.00
001-2110	EMERGENCY COMMUNICATIONS	-24,000.00	-27,350.00	-29,500.00	-22,000.00	-24,000.00	-24,000.00	0.00%	0.00
001-2120	POLICE PATROL	-77,723.60	-258,371.35	-277,082.82	-518,166.16	-196,000.00	-195,000.00	-0.51%	-1,000.00
001-2130	CRIMINAL INVESTIGATION	0.00	-81,975.38	-95,098.66	-64,446.36	-35,000.00	-35,000.00	0.00%	0.00
001-2135	POLICE SUPPORT SERVICES	-26,690.00	-28,300.00	-26,280.00	-18,785.00	-31,850.00	-31,500.00	-1.10%	-350.00
001-2300	FIRE/BUILDING/CODE ENFORCEMENT	-315,633.25	-290,658.93	-383,660.99	-280,239.32	-235,000.00	-235,000.00	0.00%	0.00
001-2500	PUBLIC SAFETY TRAINING CENTER	-34,500.00	-27,760.29	-18,116.20	-18,300.00	-30,000.00	-30,000.00	0.00%	0.00
001-3210	SNOW & ICE CONTROL	-36,243.46	-37,330.81	-55,912.52	-40,075.27	-55,912.52	-52,896.76	-5.39%	-3,015.76
001-3340	RECYCLING	-78,176.07	-37,681.42	-30,331.71	-168.00	-23,900.00	-22,745.00	-4.83%	-1,155.00
001-3350	ANIMAL CONTROL	-2,905.60	-1,765.00	-1,928.92	-2,270.04	-1,000.00	-1,000.00	0.00%	0.00
001-3365	COMMUNITY PARK	-18,580.00	-17,347.41	-6,053.67	-2,131.50	-20,350.00	-20,010.00	-1.67%	-340.00
001-4500	RECREATION, PARKS & HUMAN SERV	0.00	0.00	0.00	0.00	0.00	0.00	100.00%	0.00
001-4600	HUMAN SERVICES	-71,179.41	-60,073.00	-76,429.00	-48,267.00	-40,100.00	-40,480.00	0.95%	380.00
001-4700	LEISURE LEARNING	-110,611.10	-111,053.75	-123,062.00	-20,911.00	-111,000.00	-111,000.00	0.00%	0.00
001-5100	COMMUNITY DEVELOPMENT	-76,644.61	-179,949.05	-120,952.70	-100,131.96	-128,000.00	-128,000.00	0.00%	0.00
001-6100	ENGINEERING	-16,325.00	-22,870.00	-16,725.00	-20,834.00	-20,500.00	-20,500.00	0.00%	0.00
001-6110	TRAFFIC SIGNALS	0.00	0.00	0.00	0.00	0.00	0.00	100.00%	0.00
001-7100	SENIOR CITIZENS CENTER	-43,248.00	-42,261.00	-57,879.75	-23,922.29	-55,500.00	-49,980.00	-9.95%	-5,520.00
001-8100	MUNICIPAL LIBRARY	-42.30	0.00	0.00	0.00	0.00	0.00	100.00%	0.00
001-8200	LIBRARY ACLA	-237,212.46	-509,830.60	-478,613.02	-318,344.00	-473,629.00	-408,707.92	-13.71%	-64,921.08
001-8400	INTEREST/TRANSFER	-43,056.65	-89,737.47	-199,429.36	-205,134.70	-3,879,885.47	-6,852,033.59	76.60%	2,972,148.12
001-9110	SANITARY SEWER LIENS	0.00	0.00	0.00	0.00	0.00	0.00	100.00%	0.00
001-9200	LIQUID FUELS	0.00	0.00	0.00	0.00	-855,435.00	-890,568.12	4.11%	35,133.12
001-9801	CABLE TV	-661,183.12	-630,140.32	-622,724.78	-528,934.11	-660,000.00	-673,200.00	2.00%	13,200.00
Grand Total:		-32,085,180.68	-33,071,693.77	-34,028,194.85	-31,353,126.70	-36,095,118.99	-35,691,856.55	-1.12 %	-403,262.44

2021 PROPOSED BUDGET REVENUES



2020 BUDGET REVENUES





2021

**MUNICIPALITY OF MONROEVILLE
2021 BUDGET**

TAX COLLECTION

REVENUE: Real Estate Tax

The real estate tax is the most important source of revenue for the Municipality of Monroeville. In 2021, 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 2020 assessed value is \$2,322,550.

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 2020.

In 2021, 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 2021, 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 2021:

The real estate tax for 2021 is being held at 4 mills.

**MUNICIPALITY OF MONROEVILLE
2021 BUDGET**

REVENUE: Earned Income Tax

The Municipality's third 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 1990-2018 imposed an additional 0.5 percent earned income tax increase.

Recommendation for 2021:

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 2021, it is projected that Act 511 taxes will raise an estimated \$14,333,000 in revenue for Monroeville. The revenue expected from these sources in 2021 without any change in tax rates amounts to approximately \$16,500,000. The 2021 revenue estimate is a conservative estimation of income from all Act 511 sources.

**MUNICIPALITY OF MONROEVILLE
2021 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 2021:

No change in the mercantile tax is recommended for 2021.

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 unless earnings are under \$12,000. This revenue source fluctuates with the number of individuals employed within the Municipality during the year. In 2021, 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 2021:

The Local Services Tax rate of \$52 should be maintained for 2021.

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 2021:

No change in the Business Privilege Tax is recommended for 2021.

**MUNICIPALITY OF MONROEVILLE
2021 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 2021:

No change in the host municipality fee is recommended for 2021.

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 2021:

No change in the Mercantile License fee is recommended for 2021.

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 2021:

No change in the Business Privilege License fee is recommended for 2021.

**MUNICIPALITY OF MONROEVILLE
2021 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 2021:

The Municipality should budget the receipt of \$29,000 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 2021:

The realty transfer tax rate should be maintained at 1 percent for 2021. In 2021, the Municipality should budget the receipt of \$800,000 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. 25% of the tax collected by the state goes to municipal governments based on a formula weighted to help distressed communities. The proceeds are used to assist in shifting the tax burden away from property taxes and for municipal functions such as road repair and police protection.

Recommendation for 2021

The Municipality should budget the receipt of \$870,000 as its regional assets tax based on the amount received in 2020.

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 2021:

The no lien letter fee should be maintained for 2021.

**MUNICIPALITY OF MONROEVILLE
2021 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 2 percent 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 2021:

Based upon the estimated receipt of \$876,442 in 2020, \$876,442 should be budgeted in 2021. 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
2021 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 2021:

No charges are recommended to be increased for 2021.

MUNICIPALITY OF MONROEVILLE
2021 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 2021:

No fees are recommended to be increased for 2021.

MUNICIPALITY OF MONROEVILLE
2021 BUDGET

SNOW AND ICE CONTROL

REVENUE: Snow/Ice Control - Pennsylvania

By agreement, the Municipality is usually reimbursed \$17,005 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.

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 2021:

In 2021, the reimbursement is \$47,314.

MUNICIPALITY OF MONROEVILLE
2021 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 2021:

Permit fees are not recommended to be increased for 2021.

MUNICIPALITY OF MONROEVILLE
2021 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 2021:

No fees are recommended to be increased for 2021.

**MUNICIPALITY OF MONROEVILLE
2021 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 .2 to .16 percent depending on the amount and duration of the investment.

Recommendation for 2021:

In 2021, the General Fund will gain at least a one percent (.2%) 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 .16% return.

REVENUE: OPEB Fund

During 2006, the Municipal Council authorized the investment of the Other Post Employment Fund (OPEB). The 2021 Budget reflects reimbursement from the OPEB Fund for retiree benefit payments made to the General Fund in the amount of \$1,000,000.

USE OF FUND BALANCE:

The fund balance has a tentative budget usage of \$5,909,693.

**MUNICIPALITY OF MONROEVILLE
2021 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 2021:

The 2021 budgeted amount of \$871,331 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 2021:

The franchise fee shall again remain at 5% of gross revenue for Verizon and Comcast for 2021.



2021

**DEPARTMENT OF RECREATION, PARKS AND HUMAN SERVICE
2021**

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>\$2,020</u>	<u>\$2,021</u>
POWW Program.....	\$50	\$50
Adult Instruction.....	\$50	\$50
Water Aerobics.....	\$50	\$50
 <u>Swim Instruction</u>		
Adaptive Aquatics (disabled youth, ages 6 years+).....		
Six Sessions - once a week for 6 weeks	\$45	\$45
Five Sessions - Summer - Everyday for 1 week	\$45	\$47
Parent Child Aquatics (age 4 months - 1 year w/parent)		
Six Sessions.....	\$45	\$45
Eight Sessions.....	\$50	\$60
Preschool Swim (ages 4 - 5 years)		
Six Sessions.....	\$45	\$45
Eight Sessions.....	\$50	\$60
Learn to Swim (Levels I - VI)		
Six Sessions.....	\$50	\$50
Eight Sessions.....	\$55	\$65
Scuba Diving.....	**	**

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

Recreational Swim (Walk-in)

Youth/Senior (ages 3 - 17, 65+).....	\$6	\$6
Adult (ages 18 - 64).....	\$7	\$7
Family.....	\$14	\$14

RECREATION PROGRAM FEES

<u>Adult/Teen Programs:</u>	<u>\$2,020</u>	<u>\$2,021</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	\$93
Cardio Kick Boxing (12 Weeks).....	Three Days per Week	**	**
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	\$125
Dog Obedience (6 Weeks).....	One Day per Week	\$125	\$125
Drivers Education - Online Theory Only (6 Weeks).....	One Day per Week	\$150	**
Drivers Education - Behind the Wheel Instruction Only (6 Weeks).....	One Day per Week	\$470	**
Drivers Education - Testing Only	One Day per Week	**	**
Drivers Education - Theory+Testing+Behind the Wheel	One Day per Week	**	**
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	\$90
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	\$42
Teen/Youth Sign Language (6 Weeks).....	One Day per Week	**	**
Tennis (6 Weeks).....	One Day per Week	\$60	\$60
Trips & Tours.....	Per Trip	**	**
Volleyball	One Day per Week	\$5.00 per	\$5.00 per
Yoga (6 Weeks).....	One Day per Week	\$50	\$50
Zumba (6 Weeks).....	One Day per Week	\$27	\$27
Clinics (Rollerblading, Bicycle, Skateboarding - 6 Weeks).....	One Day per Week	**	**
Beginner Fly Tying (6 Weeks)	One Day per Week	\$30	\$35
Just Once Piano By Ear (6 Weeks)	One Time	\$25	\$25
Pilates (6 Weeks)	One Day per Week	\$50	\$50

Youth Programs:

Camp Chipewee - resident.....	Per Day	\$13	\$15
Camp Chipewee - nonresident.....	Per Day	\$25	\$27
Ceramics.....	One Time	**	**
Cheerleading Program (6 Weeks).....	One Day per Week	**	**
Children Cooking Classes.....	Varies with Class	\$50	\$50
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 Week	\$140	\$140
Day Camps (Full Day).....	Five Days per Week	\$160	\$160

Day Camps (Full Day + Friday Swim Lesson).....	Five Days per Week	\$165	\$165
Golf (Beginner).....	One Day per Week	\$55	\$55
Kids Against Drugs (6 Weeks).....	One Day per Week	\$54	\$54
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	\$60
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	\$75	\$75
Competitive Basketball - Grades 5 through 8.....	12 to 13 Weeks	\$85	\$85
Girls Softball - 9 Year Old and Up			
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.....		\$15	\$15
Nonresident Surcharge.....		\$10	\$10
(Pitcairn residents excluded from surcharge on programs held in Gateway School District facilities)			
Processing Fee (cancellation/transfer applies to all recreation & park fees).....		\$15	\$15

** 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 FEE

Playing Fields & Volleyball Court

Organized League Play (non-specific teams - 12 weeks).....	\$175	\$200
Resident Teams - Baseball/Softball & Travel Soccer Fields (12 Weeks).....	\$100	\$125
Resident Teams - In-House Soccer Fields (12 Weeks).....	\$100	\$125
All-Resident Youth Teams per participant.....	N/C	N/C

Nonresident on Teams - Up-Charge Per Individual.....	\$20	\$25
Full-Day Use (9:00 AM - 9:00 PM, non-lighted field/court) - Resident.....	\$100	\$125
Full-Day Use (9:00 AM - 9:00 PM, non-lighted field/court) - Nonresident.....	\$125	\$150
Playing Fields/Courts under Lights Per Hour	\$75	\$100
Volleyball Courts under Lights (per season permit).....	\$85	\$85
Single-Use Field Permit (Limit 3 per year).....	\$75	\$100
Single-Use Court Permit (Limit 3 per year).....	\$75	\$100
MCP West (Baseball/Softball Fields) - Resident Rate		
One Field - Full Day (includes lights).....	\$525	\$550
Two Fields - Full Day (includes lights).....	\$600	\$625
Three Fields - Full Day (includes lights).....	\$675	\$700
Four Fields - Full Day (includes lights).....	\$750	\$775
Five Fields - Full Day (includes lights).....	\$825	\$850
Tournaments (Soccer Fields) - Resident Rate:		
Travel Field - Full Day (includes lights).....	\$275	\$300
In-House Fields - Full Day (per field).....	\$150	\$200
MCP West (Baseball/Softball Fields) - Nonresident Rate		
One Field - Full Day (includes lights).....	\$725	\$750
Two Fields - Full Day (includes lights).....	\$800	\$825
Three Fields - Full Day (includes lights).....	\$875	\$900
Four Fields - Full Day (includes lights).....	\$950	\$975
Five Fields - Full Day (includes lights).....	\$1,025	\$1,050
Tournaments (Soccer Fields) - Nonresident Rate:		
Travel Field - Full Day (includes lights).....	\$350	\$375
In-House Fields - Full Day (per field).....	\$100	\$125
Tennis Courts		
Per Season (12 Weeks).....	\$20	\$20
Single Use (per hour).....	\$2	\$2

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>\$2,020</u>	<u>\$2,021</u>
Standard Pavilion (maximum 100 person).....	\$110	\$110
Nonresident.....	\$125	\$125
Large Pavilion (maximum 125 person).....	\$110	\$110
Nonresident.....	\$155	\$155
Extra-Large Pavilion (maximum 250 person).....	\$175	\$175
Nonresident.....	\$250	\$250
Amphitheater		
2-5 Hours - Resident.....	\$130	\$130
2-5 Hours - Nonresident.....	\$240	\$240
5-10 Hours - Resident.....	\$230	\$230
5-10 Hours - Nonresident.....	\$440	\$440
Amphitheater - Wedding Ceremony		

2-Hour Ceremony - Resident.....	\$160	\$160
2-Hour Ceremony - Nonresident.....	\$270	\$270
Beer/Wine Permit.....	\$55	\$55
Wedding Gazebo		
1-Hour Photo Session - Resident.....	\$50	\$50
1-Hour Photo Session - Nonresident.....	\$65	\$65
2-Hour Ceremony - Resident.....	\$100	\$100
2-Hour Ceremony - Nonresident.....	\$140	\$140
Concession Stand - Day Rental (Community Park East).....	N/	N/
Concession Stand - Day Rental (Community Park West).....	N/	N/
Concession Stand - Seasonal Use (Community Park West), % of Gross.....	N/	N/
Beer/Wine Permit.....	\$50	\$50
Security Deposit (refunded if all permit conditions met		
Standard Pavilion.....	\$80	\$80
Large Pavilion.....	\$80	\$80
Extra-Large Pavilion.....	\$80	\$80
Amphitheater.....	\$300	\$300
Wedding Gazebo (ceremony only).....	\$90	\$90
**Monroeville Foundation Fee for Security Deposit Refund Donatic	\$0	\$0

(10% will be based on 100% or 50% of Refund Donation)

*Department programs & functions have priority over all other uses

PARK RESIDENC

	<u>\$2,020</u>	<u>\$2,021</u>
Hawkeye Park House Rental***	\$400	\$400
****Discounted rate for performing Park Host responsibility		



2021



MUNICIPALITY OF MONROEVILLE 2021 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/2020	2020 REVISED BUDGET	2021 BUDGET	
MAYOR AND MUNICIPAL COUNCIL								
001-1100	000313	CONTRIBUTIONS-CVB FIREWORK	0.00	-12,500.00	0.00	-12,500.00	-10,000.00	-12,500.00
		TOTAL	0.00	-12,500.00	0.00	-12,500.00	-10,000.00	-12,500.00
MUNICIPAL MANAGER'S OFFICE								
001-1200	000308	JACK SEDLAK MEMORIAL CLEAN-	-2,323.84	-2,977.08	-3,646.10	-6,262.00	-3,000.00	-3,000.00
001-1200	000347	SPECIAL EVENTS	0.00	-8,320.40	-215.49	0.00	0.00	0.00
001-1200	000413	MFA CONTRIBUTION	-170,000.00	-150,000.00	-130,000.00	-125,000.00	-130,000.00	-100,000.00
		TOTAL	-172,323.84	-161,297.48	-133,861.59	-131,262.00	-133,000.00	-103,000.00
TAX COLLECTION								
001-1300	000001	CURR REAL ESTATE TAX	-8,910,438.09	-8,969,563.70	-9,032,337.56	-8,934,783.28	-9,000,000.00	-9,000,000.00
001-1300	000002	DEL REAL ESTATE TAX	-140,146.79	-153,918.37	-122,820.04	-148,055.89	-100,000.00	-100,000.00
001-1300	000003	LIENED REAL ESTATE	0.00	0.00	0.00	0.00	0.00	0.00
001-1300	000006	TAX OFFICE DEL EIT	-118.50	0.00	0.00	0.00	0.00	0.00
001-1300	000007	MERCANTILE TAX	-3,532,243.73	-3,726,175.93	-3,796,060.14	-3,857,976.61	-3,700,000.00	-2,220,000.00
001-1300	000008	DEL MERCANTILE TAX	-357,522.74	-301,661.28	-838,579.58	-217,048.88	-100,000.00	-100,000.00
001-1300	000010	CURR BUSINESS PRIV TAX	-3,296,120.48	-3,433,081.75	-3,574,554.49	-3,252,908.66	-3,305,000.00	-2,000,000.00
001-1300	000013	DEL BUSINESS PRIV TAX	-638,818.54	-795,919.80	-676,915.96	-414,364.02	-400,000.00	-300,000.00
001-1300	000014	DEL LST	-22,664.97	-59,981.03	-25,562.85	-13,712.96	-20,000.00	-10,000.00
001-1300	000017	COSTS RECOVERED BY TAX OFFI	-13,007.28	-549.02	740.83	-11,044.30	-75,000.00	-76,500.00
001-1300	000021	LOCAL SERVICES TAX	-1,143,308.16	-1,140,028.54	-1,118,044.53	-895,112.14	-1,100,000.00	-1,100,000.00
001-1300	000025	COSTS OF COLLECTIONS	-4,403.11	-37,455.99	-20,189.30	-1,935.95	-20,000.00	-12,000.00
001-1300	000101	MERCANTILE LICENSE	-19,426.35	-18,625.00	-17,100.00	-16,570.00	-16,500.00	-12,375.00
001-1300	000123	BUSINESS PRIVILEGE LICENSE	-39,510.36	-40,980.00	-39,840.00	-35,572.89	-37,500.00	-28,125.00
001-1300	000124	DEL MERCANTILE LICENSE	-2,390.00	-1,843.24	-1,481.76	-1,912.11	-500.00	-500.00
001-1300	000125	DEL BUSINESS PRIV LICENSE	-8,614.66	-7,844.89	-7,761.00	-8,411.32	-3,000.00	-3,000.00
001-1300	000307	PSD COMMISSIONS	-28,702.09	-30,042.72	-23,234.49	-25,523.66	-20,000.00	-15,000.00
001-1300	000349	TRADE SHOW	-11,625.00	-11,253.00	-11,649.00	-2,443.00	-15,000.00	-10,000.00
		TOTAL	-18,169,060.85	-18,728,924.26	-19,305,389.87	-17,837,375.67	-17,912,500.00	-14,987,500.00
EARNED INCOME TAX								
001-1320	000009	KEYSTONE CURR EIT	-7,723,159.18	-7,607,290.39	-7,926,639.77	-6,819,799.12	-7,650,000.00	-7,400,000.00
001-1320	000022	KEYSTONE DELINQUENT	0.00	-86,710.87	-76,600.00	-199,400.00	-150,000.00	-153,000.00
		TOTAL	-7,723,159.18	-7,694,001.26	-8,003,239.77	-7,019,199.12	-7,800,000.00	-7,553,000.00



MUNICIPALITY OF MONROEVILLE 2021 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/2020	2020 REVISED BUDGET	2021 BUDGET	
FINANCE								
001-1500	000004	PUBLIC UTILITIES TAX	-28,116.90	-28,850.34	-25,384.40	-28,799.80	-30,000.00	-29,000.00
001-1500	000011	REAL EST TRANSFER TAX	-1,599,437.27	-1,509,159.01	-1,241,346.93	-1,327,722.96	-800,000.00	-800,000.00
001-1500	000018	REGIONAL ASSETS TAX	-920,700.32	-998,374.80	-1,052,329.46	-1,040,271.08	-950,000.00	-870,000.00
001-1500	000024	ACT 205 FUNDING	-835,362.11	-833,821.15	-957,533.32	-876,442.32	-957,533.00	-876,442.00
001-1500	000040	HOST MUNICIPALITY FEES	-522,504.34	-433,884.14	-459,040.96	-596,395.01	-400,000.00	-418,200.00
001-1500	000121	NO LIEN LETTERS	-15,840.00	-16,785.00	-17,580.00	-20,760.00	-15,000.00	-15,000.00
001-1500	000301	BUILDING RENTALS	-19,500.00	-19,225.00	-18,425.00	-17,875.00	-19,000.00	-16,524.00
001-1500	000307	MAPS, COPIES, BOND ISSUE REF	-11,082.41	-443.10	-2,543.85	-22,339.28	-2,500.00	-10,000.00
001-1500	000413	OTHER ST GRANTS-FIRE RELIEF	-178,923.00	-162,057.70	-171,524.25	-172,405.80	-171,524.00	-165,299.16
001-1500	000613	GAS ROYALTIES	-3,942.89	-2,395.29	-2,871.75	-1,934.56	-2,000.00	-2,040.00
001-1500	000614	ACT 13 IMPACT FEES	-11,272.94	-15,519.46	-17,342.60	-14,783.39	-15,000.00	-11,730.00
		TOTAL	-4,146,682.18	-4,020,514.99	-3,965,922.52	-4,119,729.20	-3,362,557.00	-3,214,235.16
HUMAN RESOURCES/INSURANCE								
001-1600	000307	HEALTHCARE CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
EMERGENCY COMMUNICATIONS								
001-2110	000307	RENT/DISPATCHING SERVE	-24,000.00	-27,350.00	-29,500.00	-22,000.00	-24,000.00	-24,000.00
		TOTAL	-24,000.00	-27,350.00	-29,500.00	-22,000.00	-24,000.00	-24,000.00
POLICE PATROL								
001-2120	000201	CODE STAT & ORD VIOLATION	-64,243.60	-51,489.42	-41,483.73	-52,692.31	-50,000.00	-50,000.00
001-2120	000306	ACCIDENT REPORTS	-13,480.00	-12,565.00	-13,475.00	-10,225.00	-11,000.00	-10,000.00
001-2120	000413	OTHER GRANTS AND CONTRIBUT	0.00	-14,142.93	-33,808.72	-234,666.97	0.00	0.00
001-2120	000421	OVERTIME REIMBURSEMENT	0.00	-180,174.00	-188,315.37	-220,581.88	-135,000.00	-135,000.00
		TOTAL	-77,723.60	-258,371.35	-277,082.82	-518,166.16	-196,000.00	-195,000.00
CRIMINAL INVESTIGATION								
001-2130	000421	OVERTIME REIMBURSEMENT	0.00	-81,975.38	-95,098.66	-64,446.36	-35,000.00	-35,000.00
		TOTAL	0.00	-81,975.38	-95,098.66	-64,446.36	-35,000.00	-35,000.00
POLICE SUPPORT SERVICES								
001-2135	000102	VENDOR PERMIT	-6,200.00	-9,375.00	-7,680.00	-2,560.00	-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	-3,440.00	-2,075.00	-3,100.00	-875.00	-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	-17,050.00	-16,850.00	-15,500.00	-15,350.00	-16,850.00	-16,500.00
		TOTAL	-26,690.00	-28,300.00	-26,280.00	-18,785.00	-31,850.00	-31,500.00



MUNICIPALITY OF MONROEVILLE 2021 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/2020	2020 REVISED BUDGET	2021 BUDGET	
<u>FIRE/BUILDING/CODE ENFORCEMENT</u>								
001-2300	000108	BUILDING PERMITS	-194,386.83	-166,215.19	-242,253.39	-164,877.84	-110,000.00	-110,000.00
001-2300	000110	OCCUPANCY PERMITS	-35,682.98	-37,987.80	-44,118.25	-22,048.28	-40,000.00	-40,000.00
001-2300	000118	FIRE OFFICIAL PERMITS	-5,550.00	-10,177.75	-11,129.95	-8,363.20	-6,000.00	-6,000.00
001-2300	000120	OTHER LICENSES, PERMITS, ETC	-1,500.00	-1,250.00	-1,250.00	-50.00	-1,000.00	-1,000.00
001-2300	000201	CODE STATUTE & ORD VIOLATION	-40.27	-236.43	-542.20	0.00	0.00	0.00
001-2300	000204	FALSE FIRE ALARMS	-2,650.00	-6,000.00	-3,500.00	-2,000.00	-1,500.00	-1,500.00
001-2300	000307	MISCELLANEOUS	-968.17	-1,981.76	-392.20	0.00	-500.00	-500.00
001-2300	000404	REAL ESTATE TRANS INSP	-30,405.00	-30,205.00	-28,660.00	-33,225.00	-30,000.00	-30,000.00
001-2300	000405	APARTMENT INSPECTION	-39,755.00	-33,305.00	-48,265.00	-45,850.00	-42,000.00	-42,000.00
001-2300	000407	RENTAL PROPERTY INSPECTION	-4,695.00	-3,300.00	-3,550.00	-3,825.00	-4,000.00	-4,000.00
		TOTAL	-315,633.25	-290,658.93	-383,660.99	-280,239.32	-235,000.00	-235,000.00
<u>PUBLIC SAFETY TRAINING CENTER</u>								
001-2500	000307	FIRE TRAINING CTR	-34,500.00	-27,760.29	-18,116.20	-18,300.00	-30,000.00	-30,000.00
001-2500	000308	TRAINING TUITION	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	-34,500.00	-27,760.29	-18,116.20	-18,300.00	-30,000.00	-30,000.00
<u>SNOW & ICE CONTROL</u>								
001-3210	000408	SNOW REMOVAL - PENN DOT	0.00	0.00	-17,004.57	0.00	-17,004.57	-17,005.00
001-3210	000409	SNOW REMOVAL - COUNTY	-36,243.46	-37,330.81	-38,907.95	-40,075.27	-38,907.95	-35,891.76
		TOTAL	-36,243.46	-37,330.81	-55,912.52	-40,075.27	-55,912.52	-52,896.76
<u>RECYCLING</u>								
001-3340	000413	RECYCLING GRANT	-64,215.36	-35,208.00	-26,870.00	-6.00	-21,400.00	-20,195.00
001-3340	000449	RECYCLING CANS & NEWSPAPER	-13,853.71	-2,473.42	-3,095.71	-132.00	-2,000.00	-2,040.00
001-3340	000450	RECYCLING CAN PURCHASES	-107.00	0.00	-366.00	-30.00	-500.00	-510.00
		TOTAL	-78,176.07	-37,681.42	-30,331.71	-168.00	-23,900.00	-22,745.00
<u>ANIMAL CONTROL</u>								
001-3350	000402	KENNEL FEE	-2,209.48	-890.00	-1,928.92	-700.00	-1,000.00	-1,000.00
001-3350	000416	Pitcairn Kennel Fee	-696.12	-875.00	0.00	-1,570.04	0.00	0.00
		TOTAL	-2,905.60	-1,765.00	-1,928.92	-2,270.04	-1,000.00	-1,000.00



MUNICIPALITY OF MONROEVILLE 2021 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/2020	2020 REVISED BUDGET	2021 BUDGET	
COMMUNITY PARK								
001-3365	000210	REFUNDS	0.00	0.00	0.00	33,710.00	0.00	0.00
001-3365	000302	PAVILION RENTALS PARKS	-31,605.00	-9,847.41	2,421.33	-30,406.50	-8,000.00	-8,160.00
001-3365	000343	TENNIS PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
001-3365	000344	BEER PERMITS	-4,650.00	-6,750.00	-7,000.00	-4,225.00	-5,500.00	-5,000.00
001-3365	000351	BALL FIELD RENTAL	0.00	0.00	-40.00	0.00	-5,000.00	-5,000.00
001-3365	000354	VOLLEYBALL COURT RENTALS	-20.00	0.00	0.00	0.00	0.00	0.00
001-3365	000357	WEDDING CEREMONIES	-880.00	-970.00	-680.00	-880.00	-1,400.00	-1,400.00
001-3365	000358	WEDDING PHOTO SHOOTS	-650.00	-230.00	-375.00	-330.00	-450.00	-450.00
001-3365	000359	PAVILION SECURITY DEPOSIT	19,225.00	450.00	-380.00	0.00	0.00	0.00
001-3365	000613	GAS ROYALTIES	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	-18,580.00	-17,347.41	-6,053.67	-2,131.50	-20,350.00	-20,010.00
RECREATION, PARKS & HUMAN SER								
001-4500	000307	MISC SALES	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
HUMAN SERVICES								
001-4600	000210	REFUNDS	0.00	0.00	0.00	22,573.00	0.00	0.00
001-4600	000301	HAWKEYE HOUSE RENT	-1,505.00	-1,125.00	0.00	-3,600.00	-4,800.00	-4,800.00
001-4600	000302	PAVILION RENTALS-PARKS	-54,735.00	-41,245.00	-57,445.00	-53,193.00	-19,000.00	-19,380.00
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	-10,000.00	0.00	0.00	-27.00	0.00	0.00
001-4600	000344	BEER PERMITS	-3,890.00	-3,385.00	-3,950.00	-3,770.00	-3,800.00	-3,800.00
001-4600	000351	BALL FIELD RENTAL	0.00	0.00	-2,650.00	0.00	0.00	0.00
001-4600	000354	VOLLEYBALL COURT RENTALS	-30.00	0.00	0.00	0.00	0.00	0.00
001-4600	000359	PAVILION SECURITY DEPOSIT	15,650.00	0.00	-220.00	0.00	0.00	0.00
001-4600	000380	CAMP CHIPEWEE	-2,637.00	-3,743.00	-1,864.00	0.00	-2,500.00	-2,500.00
001-4600	000604	GIFTS GRANTS & PLEDGES	-14,032.41	-10,575.00	-10,300.00	-10,250.00	-10,000.00	-10,000.00
		TOTAL	-71,179.41	-60,073.00	-76,429.00	-48,267.00	-40,100.00	-40,480.00
LEISURE LEARNING								
001-4700	000210	REFUNDS	0.00	0.00	0.00	9,394.00	0.00	0.00
001-4700	000307	MERCHANDISE FOR SALE	-4,784.33	-4,007.00	-4,073.00	-968.00	-4,500.00	-4,500.00
001-4700	000308	RECREATION PROG - REGIST	-91,276.77	-94,818.75	-103,161.00	-19,991.00	-90,000.00	-90,000.00
001-4700	000309	BASKETBALL	-8,270.00	-7,581.00	-8,838.00	-5,465.00	-10,000.00	-10,000.00
001-4700	000310	SOFTBALL	-4,465.00	-3,280.00	-4,035.00	-3,351.00	-4,500.00	-4,500.00
001-4700	000353	PROGRAM NON RESIDENT FEE	-1,815.00	-1,367.00	-2,955.00	-530.00	-2,000.00	-2,000.00
		TOTAL	-110,611.10	-111,053.75	-123,062.00	-20,911.00	-111,000.00	-111,000.00



MUNICIPALITY OF MONROEVILLE 2021 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/2020	2020 REVISED BUDGET	2021 BUDGET	
COMMUNITY DEVELOPMENT								
001-5100	000012	MECHANICAL DEVICE TAX	-44,650.00	-49,450.00	-44,543.56	-29,900.00	-46,500.00	-46,500.00
001-5100	000109	SIGN PERMIT	-13,950.17	-17,490.00	-25,336.72	-15,589.76	-25,000.00	-25,000.00
001-5100	000111	LAND SUBDIVISION	-2,800.00	-6,950.00	-350.00	-100.00	-1,000.00	-1,000.00
001-5100	000112	REZONING FEES	-13,028.50	-4,490.00	-1,900.00	0.00	-2,000.00	-2,000.00
001-5100	000113	CONDITIONAL USE FEES	-22,504.00	-24,273.75	-3,998.00	-1,000.00	-4,000.00	-4,000.00
001-5100	000114	SITE PLAN	-28,325.10	-28,255.05	-7,924.00	-7,681.40	-10,000.00	-10,000.00
001-5100	000115	ZONING HEARING BD APPLICATIC	-11,200.00	-7,250.00	-7,450.00	-30,390.80	-12,000.00	-12,000.00
001-5100	000120	OTHER LICENSES & PERMITS	-800.00	-900.00	-7,392.50	-5,650.00	-500.00	-500.00
001-5100	000131	FENCE PERMIT	-1,800.00	-2,050.00	-1,800.00	-2,700.00	-1,500.00	-1,500.00
001-5100	000133	ZONING PERMITS	-1,700.00	-3,140.00	-5,325.20	-2,180.00	-2,500.00	-2,500.00
001-5100	000307	STREETSCAPE	-110.00	-250.25	-2,332.72	-1,290.00	0.00	0.00
001-5100	000400	DEVELOPERS' REVIEW FEES	64,223.16	-35,450.00	-12,600.00	-3,650.00	-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	-8,000.00	-8,000.00
		TOTAL	-76,644.61	-179,949.05	-120,952.70	-100,131.96	-128,000.00	-128,000.00
ENGINEERING								
001-6100	000116	STREET OPENING PERMITS	-16,200.00	-22,745.00	-16,600.00	-20,032.00	-20,000.00	-20,000.00
001-6100	000117	GRADING PERMITS	-125.00	-125.00	-125.00	-750.00	-500.00	-500.00
001-6100	000413	GRANTS	0.00	0.00	0.00	-52.00	0.00	0.00
		TOTAL	-16,325.00	-22,870.00	-16,725.00	-20,834.00	-20,500.00	-20,500.00
TRAFFIC SIGNALS								
001-6110	000413	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
SENIOR CITIZENS CENTER								
001-7100	000403	SILVER SNEAKER	-24,392.00	-32,643.00	-57,468.75	-23,922.29	-45,000.00	-30,600.00
001-7100	000414	Senior Council Reimbursement	-10,000.00	-3,000.00	0.00	0.00	-10,000.00	-12,240.00
001-7100	000415	SILVER AND FIT (UPMC)	-8,856.00	-6,618.00	-411.00	0.00	-500.00	-7,140.00
		TOTAL	-43,248.00	-42,261.00	-57,879.75	-23,922.29	-55,500.00	-49,980.00
MUNICIPAL LIBRARY								
001-8100	000307	GEN FD REIMB FOR SALARIES	-42.30	0.00	0.00	0.00	0.00	0.00
001-8100	000311	LOST MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
001-8100	000413	STATE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	-42.30	0.00	0.00	0.00	0.00	0.00



MUNICIPALITY OF MONROEVILLE
2021 BUDGET REVENUE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/2020	2020 REVISED BUDGET	2021 BUDGET	
LIBRARY ACLA								
001-8200	000017	GAMING REVENUE	0.00	-26,417.00	-28,307.00	-7,899.00	-30,939.00	-27,135.00
001-8200	000018	LIBRARY REGIONAL ASSETS	-236,979.00	-240,535.00	-264,234.00	-173,970.00	-277,446.00	-267,897.00
001-8200	000202	LIBRARY FINES	0.00	-20,687.21	-11,640.70	-1,824.00	0.00	0.00
001-8200	000301	MEETING RENTALS	0.00	-2,395.50	-1,245.00	-350.00	-2,000.00	-1,200.00
001-8200	000307	MISCELLANEOUS	-233.46	-219,795.89	-24,513.94	-14,021.00	-17,911.00	-19,013.00
001-8200	000308	LOST MATERIALS	0.00	0.00	-20,207.57	-3,386.00	-4,000.00	-4,000.00
001-8200	000348	BOOK SALES	0.00	0.00	-13,972.20	-2,983.00	-7,000.00	-7,000.00
001-8200	000413	GRANTS	0.00	0.00	-104,333.00	-113,911.00	-113,932.00	-47,462.92
001-8200	000604	GIFTS GRANTS & PLEDGES	0.00	0.00	-10,159.61	0.00	-20,401.00	-35,000.00
		TOTAL	-237,212.46	-509,830.60	-478,613.02	-318,344.00	-473,629.00	-408,707.92
INTEREST/TRANSFER								
001-8400	000501	INTEREST/TRANSFERS/FUNDBAL	-43,056.65	-89,737.47	-199,429.36	-205,043.60	-90,000.00	-90,000.00
001-8400	000504	CREDIT CARD FEES	0.00	0.00	0.00	-91.10	0.00	-150.00
001-8400	000701	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	-3,289,885.47	-4,261,883.59
001-8400	000702	PAYMENT FROM OPEB TRUST	0.00	0.00	0.00	0.00	0.00	-2,000,000.00
001-8400	000709	PCFR REIMBURSEMENT	0.00	0.00	0.00	0.00	-500,000.00	-500,000.00
		TOTAL	-43,056.65	-89,737.47	-199,429.36	-205,134.70	-3,879,885.47	-6,852,033.59
SANITARY SEWER LIENS								
001-9110	000105	SEWER TAP LIENS	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	0.00	0.00	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	-855,435.00	-890,568.12
		TOTAL	0.00	0.00	0.00	0.00	-855,435.00	-890,568.12
CABLE TV								
001-9801	000129	CATC FRANCHISE FEES	-661,183.12	-630,140.32	-622,724.78	-528,934.11	-660,000.00	-673,200.00
		TOTAL	-661,183.12	-630,140.32	-622,724.78	-528,934.11	-660,000.00	-673,200.00
		Grand Total:	-32,085,180.68	-33,071,693.77	-34,028,194.85	-31,353,126.70	-36,095,118.99	-35,691,856.55



2021



MUNICIPALITY OF MONROEVILLE 2021 BUDGET EXPENDITURE SUMMARY



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/2020</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>	<u>% CHANGE 2020-2021</u>	<u>\$ CHANGE 2020-2021</u>
001-1100	MAYOR AND MUNICIPAL COUNCIL	158,677.47	179,189.92	158,002.98	108,790.12	160,583.75	109,199.75	-32.00%	51,384.00
001-1200	MUNICIPAL MANAGER'S OFFICE	360,036.16	502,267.51	410,554.42	472,002.17	682,073.53	514,635.78	-24.55%	167,437.75
001-1300	TAX COLLECTION	409,173.00	466,481.53	445,886.93	495,129.66	602,707.09	584,024.96	-3.10%	18,682.13
001-1310	TAX TRANSFERS - REFUNDS	72,489.25	456,226.77	143,419.75	62,584.13	87,800.00	94,860.00	8.04%	-7,060.00
001-1320	EARNED INCOME TAX	179,075.16	191,466.99	189,111.45	160,445.88	0.00	194,050.00	100.00%	-194,050.00
001-1400	GENERAL LEGAL SERVICES	218,911.58	245,246.34	332,499.33	322,660.52	302,200.00	303,200.00	0.33%	-1,000.00
001-1500	FINANCE	674,747.36	664,071.36	656,494.41	485,691.22	627,199.55	532,309.94	-15.13%	94,889.61
001-1530	INFORMATION SYSTEMS	327,878.80	314,937.12	306,933.47	298,369.18	413,869.65	308,269.32	-25.52%	105,600.33
001-1600	HUMAN RESOURCES/INSURANCE	1,209,052.14	1,220,926.20	1,315,773.59	1,374,747.96	1,601,500.00	1,656,500.00	3.43%	-55,000.00
001-1700	DEBT SERVICE	3,161,145.00	3,167,682.50	3,168,987.50	3,172,887.50	3,174,387.00	3,176,386.00	0.06%	-1,999.00
001-2105	POLICE ADMINISTRATION	336,610.62	407,532.66	399,936.74	358,905.37	730,191.79	405,867.44	-44.42%	324,324.35
001-2110	EMERGENCY COMMUNICATIONS	881,511.53	962,299.80	999,222.25	912,033.00	1,085,779.79	1,102,492.27	1.54%	-16,712.48
001-2120	POLICE PATROL	7,783,067.09	8,912,058.10	8,570,266.53	8,378,174.37	9,472,005.09	8,919,840.37	-5.83%	552,164.72
001-2130	CRIMINAL INVESTIGATION	1,105,809.99	1,316,363.48	1,160,008.52	1,104,098.89	1,285,170.45	1,203,439.10	-6.36%	81,731.35
001-2135	POLICE SUPPORT SERVICES	76,913.24	118,351.99	103,892.88	177,045.68	186,842.74	214,613.11	14.86%	-27,770.37
001-2160	SCHOOL CROSSING GUARDS	21,874.96	25,631.98	24,992.73	19,692.85	29,848.32	35,810.40	19.97%	-5,962.08
001-2200	FIRE SUPPRESSION	357,678.09	364,562.59	426,073.35	356,439.14	414,000.00	413,000.00	-0.24%	1,000.00
001-2300	FIRE/BUILDING/CODE ENFORCEMENT	252,341.66	268,063.94	290,111.98	242,177.25	283,220.63	281,681.72	-0.54%	1,538.91
001-2350	BUILDING INSP/FIRE SERVICES	273,147.85	337,254.34	324,169.94	325,589.86	380,050.91	328,570.42	-13.55%	51,480.49
001-2400	AMBULANCE SERVICE	58,765.46	77,723.59	86,755.38	238,260.72	243,800.00	265,000.00	8.70%	-21,200.00
001-2500	PUBLIC SAFETY TRAINING CENTER	38,155.97	38,114.58	40,633.73	34,792.98	60,500.00	63,500.00	4.96%	-3,000.00
001-3200	SUPERINTENDENT OF PUBLIC WORKS	235,558.70	272,753.39	244,118.08	259,497.93	313,980.49	258,143.17	-17.78%	55,837.32
001-3210	SNOW & ICE CONTROL	96,793.05	37,901.01	77,898.62	353,358.44	625,435.00	652,495.00	4.33%	-27,060.00
001-3240	STREET LIGHTING	-1,335.12	17,564.18	23,718.45	242,475.78	310,000.00	310,000.00	0.00%	0.00
001-3250	STREET MAINTENANCE	681,142.82	686,501.08	822,202.90	787,842.88	1,032,438.91	973,393.83	-5.72%	59,045.08
001-3260	PARKS MAINTENANCE	882,484.10	858,622.93	885,323.48	802,970.47	1,047,073.76	986,601.43	-5.78%	60,472.33
001-3270	SIGNS & MARKINGS	577,935.99	693,914.01	604,878.82	364,749.95	444,236.23	417,641.20	-5.99%	26,595.03
001-3320	REFUSE COLLECTION	1,014,850.63	1,002,159.03	1,016,742.43	822,110.05	967,635.00	981,392.61	1.42%	-13,757.61
001-3330	VEHICLE EQUIPMENT MAINT	750,167.51	788,835.93	905,400.90	830,293.06	1,019,724.01	985,406.77	-3.37%	34,317.24
001-3340	RECYCLING	211,660.39	227,816.62	192,719.85	179,799.96	227,782.71	218,084.02	-4.26%	9,698.69
001-3350	ANIMAL CONTROL	131,008.68	133,567.77	131,441.79	115,167.53	137,185.78	135,826.97	-0.99%	1,358.81

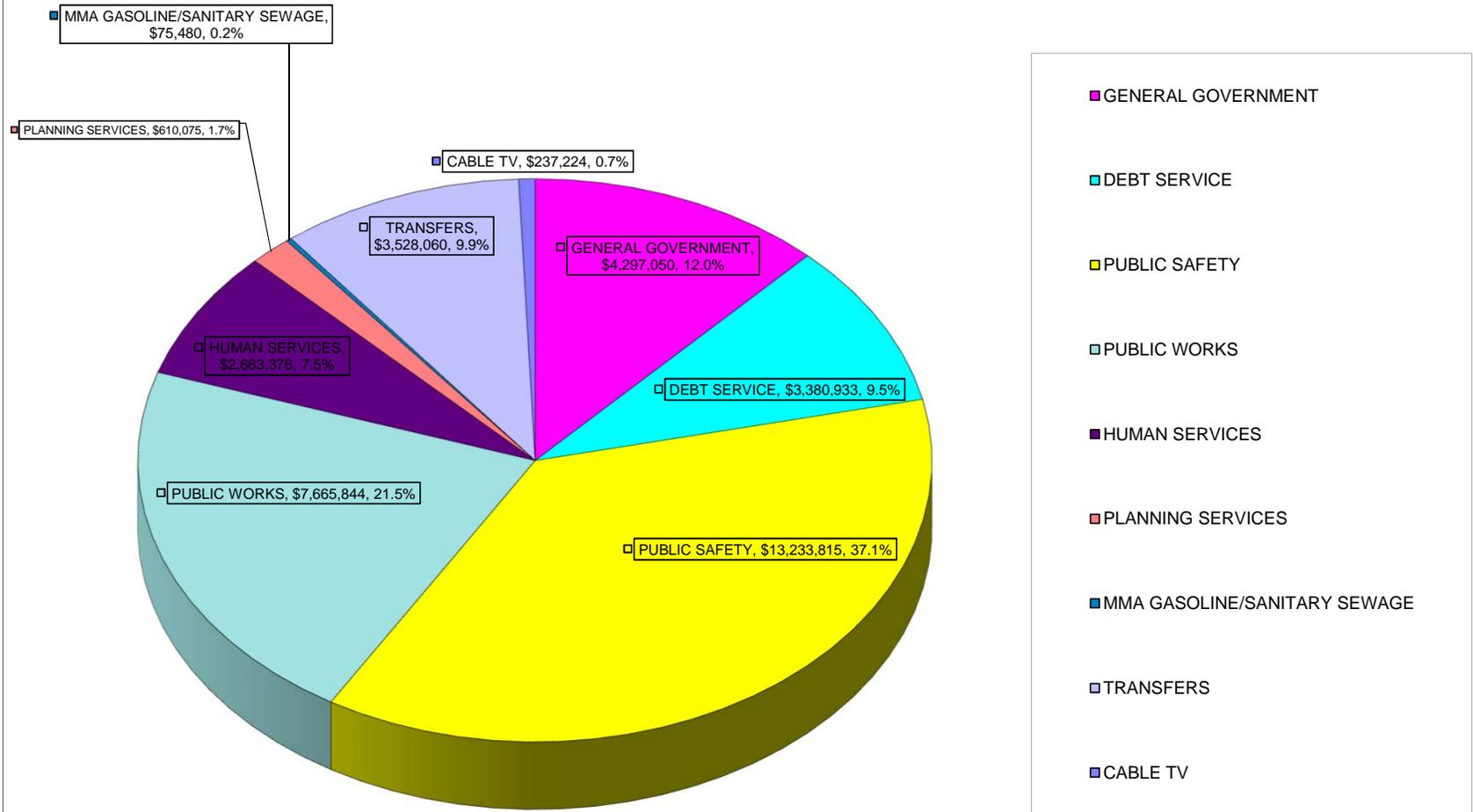


MUNICIPALITY OF MONROEVILLE 2021 BUDGET EXPENDITURE SUMMARY

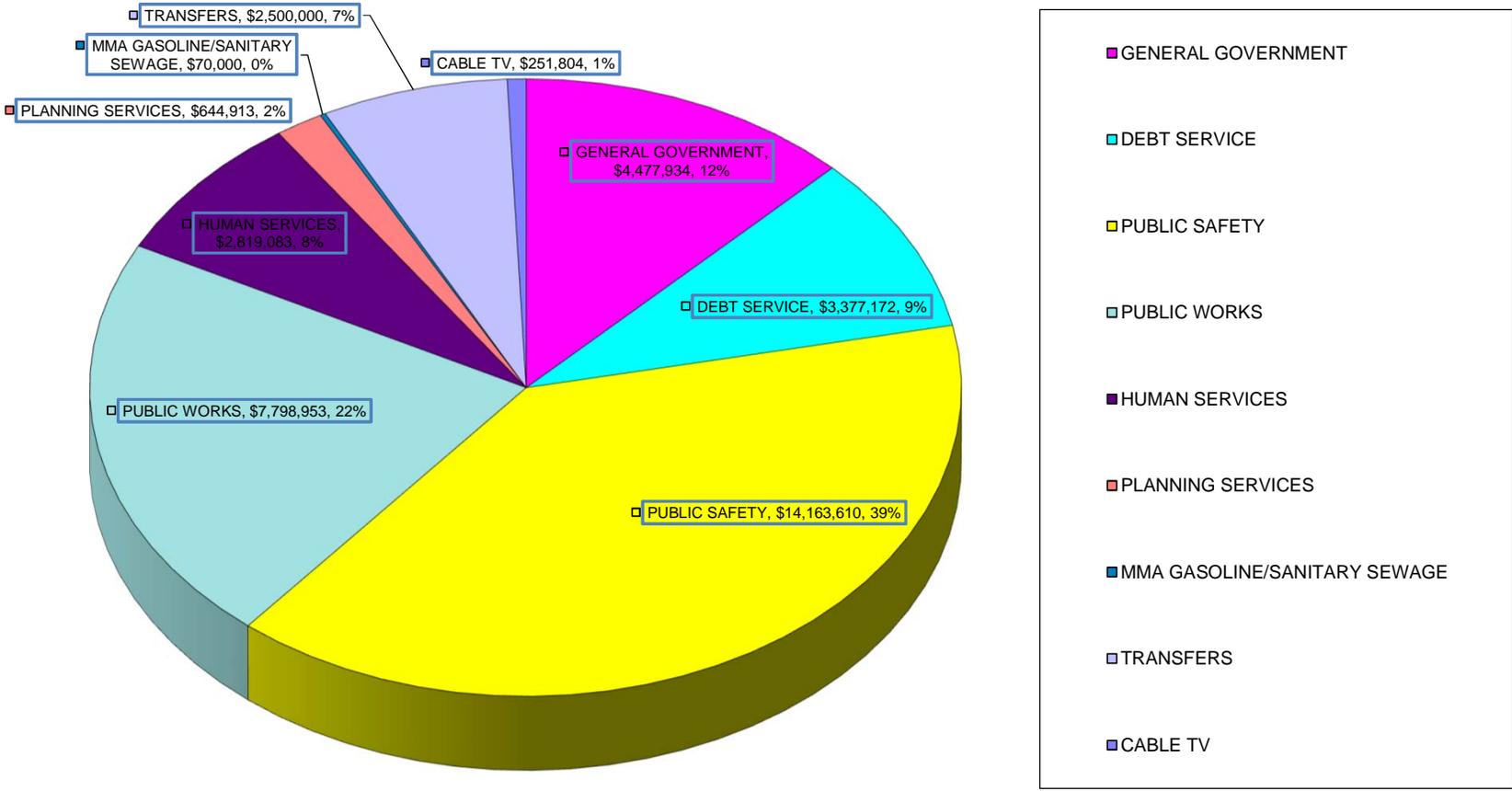


<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/2020</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>	<u>% CHANGE 2020-2021</u>	<u>\$ CHANGE 2020-2021</u>
001-3360	BUILDING MAINTENANCE	640,219.28	638,402.79	730,192.65	646,185.73	868,341.58	942,341.94	8.52%	-74,000.36
001-3365	COMMUNITY PARK	413,808.33	420,176.68	444,785.97	361,107.59	472,009.26	464,146.72	-1.67%	7,862.54
001-4500	RECREATION, PARKS & HUMAN SERV	292,459.99	299,417.92	297,468.90	260,658.54	319,882.28	297,447.66	-7.01%	22,434.62
001-4600	HUMAN SERVICES	103,687.15	99,168.16	140,824.94	4,386.60	50,062.50	50,062.50	0.00%	0.00
001-4700	LEISURE LEARNING	92,599.97	88,658.62	107,781.51	31,068.71	101,327.50	102,327.50	0.99%	-1,000.00
001-5100	COMMUNITY DEVELOPMENT	369,566.53	461,968.37	400,978.05	396,818.72	583,631.40	549,761.93	-5.80%	33,869.47
001-5200	PLANNING COMMISSION	120.39	198.06	558.61	11.97	13,350.00	13,350.00	0.00%	0.00
001-5300	ZONING HEARING BOARD	22,995.90	19,772.03	29,731.15	14,773.23	47,931.95	46,963.10	-2.02%	968.85
001-6100	ENGINEERING	269,745.85	306,925.03	558,803.85	348,482.67	334,110.19	340,369.98	1.87%	-6,259.79
001-6110	TRAFFIC SIGNALS	0.00	0.00	27,883.00	185,255.13	202,785.34	204,547.07	0.87%	-1,761.73
001-7100	SENIOR CITIZENS CENTER	440,860.85	512,453.74	504,936.47	387,066.75	595,005.91	528,947.10	-11.10%	66,058.81
001-8100	MUNICIPAL LIBRARY	1,118,086.83	1,200,497.56	1,177,411.71	825,540.35	1,279,174.77	1,275,883.28	-0.26%	3,291.49
001-8200	LIBRARY ACLA	278,243.91	554,629.36	600,996.01	276,373.00	473,630.00	408,707.92	-13.71%	64,922.08
001-8400	INTEREST/TRANSFER	0.00	2,097,677.97	1,000,000.00	1,000,000.00	2,500,000.00	3,528,060.00	41.12%	-1,028,060.00
001-9100	MON. MUNICIPAL AUTHORITY	65,382.57	70,016.83	75,564.16	42,836.03	70,000.00	75,480.00	7.83%	-5,480.00
001-9801	CABLE TV	221,696.04	213,186.54	237,199.81	230,983.57	251,804.13	237,224.27	-5.79%	14,579.86
Grand Total:		26,866,802.72	31,939,238.90	30,793,289.97	28,870,333.09	36,112,268.99	35,691,856.55	-1.16 %	420,412.44

2021 PROPOSED BUDGET EXPENDITURES



2020 BUDGET EXPENDITURES





**MUNICIPALITY OF MONROEVILLE
2021 SUMMARY OF APPROPRIATION BY CHARACTER**



DEPT	DESCRIPTION	TOTAL 2021 BUDGET	FIXED SALARY COSTS	FIXED BENEFIT COSTS	FIXED CONTRACT COSTS	REMAINING FLEXIBLE FUNDS
1100	MAYOR AND MUNICIPAL COUNCIL	\$ 109,200	\$ 52,959	\$ -	\$ 16,116	\$ 40,125
1200	MUNICIPAL MANAGER'S OFFICE	\$ 514,636	\$ 353,549	\$ 120,351	\$ 24,635	\$ 16,100
1300	TAX COLLECTION	\$ 584,025	\$ 315,308	\$ 150,896	\$ 91,120	\$ 26,700
1310	TAX TRANSFERS - REFUNDS	\$ 94,860	\$ -	\$ -	\$ -	\$ 94,860
1320	EARNED INCOME TAX	\$ 194,050	\$ -	\$ -	\$ 115,000	\$ 79,050
1400	GENERAL LEGAL SERVICES	\$ 303,200	\$ -	\$ -	\$ 303,200	\$ -
1500	FINANCE	\$ 532,310	\$ 287,004	\$ 120,392	\$ 71,420	\$ 53,494
1530	INFORMATION SYSTEMS	\$ 308,269	\$ 146,777	\$ 48,592	\$ 77,700	\$ 35,200
1600	HUMAN RESOURCES/INSURANCE	\$ 1,656,500	\$ -	\$ 1,075,000	\$ 561,500	\$ 20,000
1700	DEBT SERVICE	\$ 3,176,386	\$ -	\$ -	\$ -	\$ 3,176,386
TOTAL GENERAL GOVERNMENT		\$ 7,473,436	\$ 1,155,597	\$ 1,515,233	\$ 1,260,691	\$ 3,541,915
2105	POLICE ADMINISTRATION	\$ 405,867	\$ 218,421	\$ 104,174	\$ 65,421	\$ 17,852
2110	EMERGENCY COMMUNICATIONS	\$ 1,102,492	\$ 728,328	\$ 228,288	\$ 127,040	\$ 18,836
2120	POLICE PATROL	\$ 8,919,840	\$ 5,179,773	\$ 3,192,098	\$ 205,000	\$ 342,969
2130	CRIMINAL INVESTIGATION	\$ 1,203,439	\$ 785,260	\$ 384,457	\$ 12,500	\$ 21,222
2135	POLICE SUPPORT SERVICES	\$ 214,613	\$ 129,200	\$ 79,077	\$ 3,000	\$ 3,336
2160	SCHOOL CROSSING GUARDS	\$ 35,810	\$ 34,448	\$ 362	\$ -	\$ 1,000
2200	FIRE SUPPRESSION	\$ 413,000	\$ -	\$ -	\$ 42,500	\$ 370,500
2300	FIRE/BUILDING/CODE ENFORCEMENT	\$ 281,682	\$ 142,805	\$ 68,242	\$ 39,660	\$ 30,975
2350	BUILDING INSP/FIRE SERVICES	\$ 328,570	\$ 221,463	\$ 96,325	\$ 2,300	\$ 8,483
2400	AMBULANCE SERVICE	\$ 265,000	\$ -	\$ -	\$ -	\$ 265,000
2500	PUBLIC SAFETY TRAINING CENTER	\$ 63,500	\$ -	\$ -	\$ 49,000	\$ 14,500
TOTAL PUBLIC SAFETY		\$ 13,233,815	\$ 7,439,697	\$ 4,153,024	\$ 546,421	\$ 1,094,672
3200	SUPERINTENDENT OF PUBLIC WORKS	\$ 258,143	\$ 168,858	\$ 59,957	\$ 10,653	\$ 18,675
3210	SNOW & ICE CONTROL	\$ 652,495	\$ 86,120	\$ -	\$ -	\$ 566,375
3240	STREET LIGHTING	\$ 310,000	\$ -	\$ -	\$ 310,000	\$ -
3250	STREET MAINTENANCE	\$ 973,394	\$ 649,514	\$ 255,520	\$ 1,010	\$ 67,350
3260	PARKS MAINTENANCE	\$ 986,601	\$ 630,834	\$ 258,703	\$ 2,914	\$ 94,150
3270	SIGNS & MARKINGS	\$ 417,641	\$ 239,529	\$ 113,182	\$ 455	\$ 64,475
3320	REFUSE COLLECTION	\$ 981,393	\$ 560,272	\$ 263,380	\$ 96,500	\$ 61,241
3330	VEHICLE EQUIPMENT MAINT	\$ 985,407	\$ 454,152	\$ 192,305	\$ 6,500	\$ 332,450
3340	RECYCLING	\$ 218,084	\$ 134,309	\$ 61,860	\$ -	\$ 21,915
3350	ANIMAL CONTROL	\$ 135,827	\$ 88,795	\$ 38,807	\$ 2,100	\$ 6,125
3360	BUILDING MAINTENANCE	\$ 942,342	\$ 380,856	\$ 160,286	\$ 163,400	\$ 237,800
3365	COMMUNITY PARK	\$ 464,147	\$ 259,977	\$ 116,514	\$ 48,306	\$ 39,350
6100	ENGINEERING	\$ 340,370	\$ 192,826	\$ 102,594	\$ 33,200	\$ 11,750
6110	TRAFFIC SIGNALS	\$ 204,547	\$ 71,090	\$ 22,057	\$ 30,000	\$ 81,400
TOTAL PUBLIC WORKS		\$ 7,870,391	\$ 3,917,132	\$ 1,645,165	\$ 705,038	\$ 1,603,056
4500	RECREATION, PARKS & HUMAN SERV	\$ 297,448	\$ 188,849	\$ 74,469	\$ 20,880	\$ 13,250
4600	HUMAN SERVICES	\$ 50,063	\$ 9,913	\$ -	\$ -	\$ 40,150
4700	LEISURE LEARNING	\$ 102,328	\$ 37,678	\$ -	\$ 35,000	\$ 29,650
7100	SENIOR CITIZENS CENTER	\$ 528,947	\$ 303,058	\$ 123,614	\$ 57,800	\$ 44,475
8100	MUNICIPAL LIBRARY	\$ 1,275,883	\$ 747,868	\$ 355,016	\$ 159,000	\$ 14,000
8200	LIBRARY ACLA	\$ 408,708	\$ -	\$ -	\$ 110,000	\$ 298,708
TOTAL HUMAN SERVICES		\$ 2,663,376	\$ 1,287,364	\$ 553,099	\$ 382,680	\$ 440,233
5100	COMMUNITY DEVELOPMENT	\$ 549,762	\$ 266,796	\$ 118,821	\$ 142,000	\$ 22,145
5200	PLANNING COMMISSION	\$ 13,350	\$ -	\$ -	\$ 13,000	\$ 350
5300	ZONING HEARING BOARD	\$ 46,963	\$ 5,813	\$ -	\$ 41,000	\$ 150
TOTAL PLANNING SERVICES		\$ 610,075	\$ 272,609	\$ 118,821	\$ 196,000	\$ 22,645
8400	OPEB-CIP	\$ 3,528,060	\$ -	\$ -	\$ -	\$ 3,528,060
9100	MMA Gasoline	\$ 75,480	\$ -	\$ -	\$ -	\$ 75,480
9801	CABLE TV	\$ 237,224	\$ 135,918	\$ 61,862	\$ 10,244	\$ 29,200
TOTAL GENERAL FUND		\$ 3,840,764	\$ 135,918	\$ 61,862	\$ 10,244	\$ 3,632,740
2021 BUDGET TOTALS		\$ 35,691,857	\$ 14,208,319	\$ 8,047,203	\$ 3,101,074	\$ 10,335,261

*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.



2021

**MUNICIPALITY OF MONROEVILLE
2021 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 a 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 their 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
MAYOR AND MUNICIPAL COUNCIL							
001-1100	001100 SAL OF REGULAR EMPLOYEES	25,508.13	25,920.53	25,651.70	25,510.91	25,500.00	25,500.00
001-1100	001300 SALARIES & WAGES OF TEMP EMPLC	73,765.00	81,569.51	74,116.07	20,983.75	72,000.00	20,000.00
001-1100	002110 COUNCIL AWARDS	0.00	65.85	0.00	0.00	200.00	200.00
001-1100	002206 TRAVELING EXPENSES	0.00	2,880.00	3,280.00	0.00	3,000.00	3,000.00
001-1100	002280 SEMINAR EXPENSES	5,733.00	2,510.00	3,322.18	2,773.04	5,500.00	5,500.00
001-1100	002304 PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
001-1100	002410 SOCIAL SECURITY CONTRIBUTIONS	7,442.16	8,162.27	7,632.77	3,544.71	7,458.75	7,458.75
001-1100	002503 TELEPHONE & TELEGRAPH	15,938.69	15,988.23	15,907.59	13,711.12	16,000.00	16,116.00
001-1100	002903 DUES & MEMBERSHIPS	15,516.00	10,946.89	9,128.00	9,848.00	12,000.00	12,000.00
001-1100	003101 GENERAL OFFICE SUPPLIES	529.32	661.58	642.97	393.97	700.00	700.00
001-1100	003102 MAGAZINES MAPS BOOKS & RECORI	53.98	160.00	160.00	80.00	125.00	125.00
001-1100	003206 FOOD	991.19	825.06	961.70	744.62	900.00	900.00
001-1100	003301 GIFTS GRANTS & MEMORIALS	13,200.00	29,500.00	17,200.00	31,200.00	17,200.00	17,700.00
	TOTAL	158,677.47	179,189.92	158,002.98	108,790.12	160,583.75	109,199.75

**MUNICIPALITY OF MONROEVILLE
2021 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, our municipal website and Facebook on a regular basis, along with being able to view our monthly meetings on YouTube the day after the meeting.
- 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
MUNICIPAL MANAGER'S OFFICE							
001-1200	001100 SAL OF REGULAR EMPLOYEES	209,192.79	250,380.84	261,137.29	254,188.25	405,182.00	323,818.14
001-1200	001300 SALARIES & WAGES OF TEMP EMPLC	0.00	0.00	0.00	0.00	0.00	0.00
001-1200	001400 OVERTIME PAY	0.00	0.00	0.00	0.00	0.00	0.00
001-1200	001500 SICK DAY BUY BACK	325.00	975.00	975.00	975.00	975.00	841.50
001-1200	001900 LONGEVITY PAY	2,025.00	3,600.00	3,675.00	0.00	3,750.00	3,825.00
001-1200	002110 CODE/CORP ENERGY/AW DINNER	2,035.39	1,777.88	2,079.17	0.00	0.00	0.00
001-1200	002111 STENOGRAPHIC SERVICES	4,100.00	52,756.04	0.00	0.00	0.00	0.00
001-1200	002205 CAR ALLOWANCES	0.00	0.00	0.00	0.00	0.00	0.00
001-1200	002206 TRAVELING EXPENSES	1,592.67	2,352.53	3,345.61	79.60	600.00	600.00
001-1200	002280 SEMINAR EXPENSES	2,810.51	1,541.25	1,536.05	-465.00	3,600.00	3,600.00
001-1200	002301 ADVERTISING SERVICES	17,092.99	16,559.31	14,909.59	6,943.35	15,000.00	15,000.00
001-1200	002400 OPEB ANNUAL REQ CONTRIB	0.00	52,637.04	0.00	0.00	0.00	0.00
001-1200	002407 HOSPITALIZATION & HEALTH INSUR	41,884.75	43,281.78	43,280.58	60,826.23	73,119.32	70,253.01
001-1200	002409 EMPLOYEES' PENSION INSURANCE	56,702.75	43,492.51	45,656.06	53,394.54	42,297.41	49,228.67
001-1200	002410 SOCIAL SECURITY CONTRIBUTIONS	12,455.68	19,118.93	19,933.30	19,010.81	31,358.00	25,064.70
001-1200	002413 EMPLOYEES' LIFE INSURANCE	767.76	707.80	652.32	724.80	869.76	869.76
001-1200	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	65,190.99	70,757.04	0.00
001-1200	002503 TELEPHONE & TELEGRAPH	4,139.10	4,304.94	4,117.46	4,339.54	3,000.00	3,570.00
001-1200	002610 OFFICE EQUIP REPAIR & MAINT	0.00	72.00	0.00	0.00	100.00	1,000.00
001-1200	002730 CONTRACT SERVICE FEES	0.00	0.00	0.00	1,041.86	21,065.00	6,065.00
001-1200	002903 DUES & MEMBERSHIPS	1,258.60	1,560.00	2,571.36	2,751.53	2,500.00	2,800.00
001-1200	003101 GENERAL OFFICE SUPPLIES	2,024.71	4,152.73	4,784.52	1,948.42	5,000.00	5,000.00
001-1200	003102 MAGAZINES MAPS BOOKS & RECORE	237.00	399.00	420.00	648.16	800.00	800.00
001-1200	003206 FOOD	69.96	146.17	535.18	50.00	200.00	400.00
001-1200	003212 MEDICAL SUPPLIES	262.50	260.63	320.10	294.11	250.00	250.00
001-1200	005308 OFFICE FURNITURE & EQUIP	910.00	2,042.13	214.98	59.98	1,500.00	1,500.00
001-1200	005900 SAFETY COMMITTEE	149.00	149.00	149.00	0.00	150.00	150.00
001-1200	005901 EMERGENCY MANAGEMENT	0.00	0.00	261.85	0.00	0.00	0.00
	TOTAL	360,036.16	502,267.51	410,554.42	472,002.17	682,073.53	514,635.78

**MUNICIPALITY OF MONROEVILLE
2021 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. 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
TAX COLLECTION							
001-1300	001100 SAL OF REGULAR EMPLOYEES	138,303.44	195,950.07	167,975.54	227,369.76	250,453.00	285,883.00
001-1300	001300 SAL OF TEMPORARY EMPLOYEES	0.00	0.00	0.00	0.00	29,835.00	0.00
001-1300	001400 OVERTIME PAY	0.00	52.40	148.34	0.00	0.00	0.00
001-1300	001500 SICK DAY BUY BACK	600.00	650.00	450.00	450.00	650.00	612.00
001-1300	001900 LONGEVITY PAY	5,550.00	5,775.00	6,000.00	0.00	6,225.00	6,450.00
001-1300	002103 LEGAL & STENOGRAPHIC SERVICES	24,745.59	16,269.43	6,009.70	6,804.87	10,000.00	10,000.00
001-1300	002110 DEL TAX COLL COMM/CONSULTANT	40,422.11	44,868.85	41,659.55	43,855.84	46,000.00	46,920.00
001-1300	002203 POSTAGE	8,185.19	9,336.46	11,471.25	9,525.00	12,000.00	14,000.00
001-1300	002206 TRAVELING EXPENSES	1,639.10	1,149.40	970.35	0.00	3,000.00	3,000.00
001-1300	002280 SEMINAR EXPENSES	400.00	300.00	150.00	0.00	400.00	400.00
001-1300	002304 PRINTING	3,206.33	5,902.18	2,805.49	4,352.92	4,000.00	4,000.00
001-1300	002400 OPEB ANNUAL REQ CONTRIB	0.00	4,420.10	0.00	0.00	0.00	0.00
001-1300	002407 HOSPITALIZATION & HEALTH INSUR	83,461.69	85,667.83	96,767.32	85,051.40	100,289.94	100,798.06
001-1300	002409 EMPLOYEES' PENSION INSURANCE	51,764.98	51,862.80	54,314.78	49,228.67	56,396.55	49,228.67
001-1300	002410 SOCIAL SECURITY CONTRIBUTIONS	19,899.60	20,327.13	20,929.24	16,729.87	21,968.00	22,363.47
001-1300	002413 EMPLOYEES' LIFE INSURANCE	1,065.60	902.40	869.76	724.80	869.76	869.76
001-1300	002414 RETIREE HEALTH INSURANCE	0.00	10,000.00	0.00	14,226.92	16,719.84	0.00
001-1300	002503 TELEPHONE & TELEGRAPH	3,288.80	3,306.20	3,315.69	3,993.68	3,600.00	3,600.00
001-1300	002610 OFFICE EQUIPMENT REPAIRS & MAI	0.00	0.00	0.00	0.00	2,000.00	2,000.00
001-1300	002730 CONTRACT SERVICE FEES	24,170.61	6,973.60	30,991.29	31,996.95	35,000.00	30,600.00
001-1300	002903 DUES & MEMBERSHIPS	90.00	90.00	90.00	0.00	300.00	300.00
001-1300	003101 GENERAL OFFICE SUPPLIES	1,119.97	1,889.60	968.63	651.94	2,000.00	2,000.00
001-1300	005308 OFFICE FURNITURE & EQUIPMENT	1,259.99	788.08	0.00	167.04	1,000.00	1,000.00
	TOTAL	409,173.00	466,481.53	445,886.93	495,129.66	602,707.09	584,024.96

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
TAX TRANSFERS - REFUNDS							
001-1310	008201 REAL ESTATE TAX REFUNDS	69,681.33	449,782.17	112,971.17	53,051.40	80,000.00	76,500.00
001-1310	008205 BUSINESS TAX REFUNDS	2,807.92	6,444.60	30,448.58	9,532.73	5,000.00	15,300.00
001-1310	008210 LST REFUNDS	0.00	0.00	0.00	0.00	2,800.00	3,060.00
	TOTAL	72,489.25	456,226.77	143,419.75	62,584.13	87,800.00	94,860.00

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
EARNED INCOME TAX							
001-1320	002110 MISC OUTSIDE PERSONAL SERVICES	100,169.84	111,147.97	113,656.38	89,994.68	0.00	115,000.00
001-1320	002203 POSTAGE	387.69	2,296.42	2,558.20	2,571.06	0.00	0.00
001-1320	002207 KEYSTONE ADV COSTS/POSTAGE	2,497.64	3,607.59	0.00	0.00	0.00	3,570.00
001-1320	008206 EIT REFUNDS	76,019.99	74,415.01	72,896.87	67,880.14	0.00	75,480.00
	TOTAL	179,075.16	191,466.99	189,111.45	160,445.88	0.00	194,050.00

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
GENERAL LEGAL SERVICES							
001-1400	002103 STENOGRAPHIC SERVICES	0.00	0.00	54,256.32	51,227.00	51,200.00	52,200.00
001-1400	002105 LEGAL RETAINING FEES	212,412.56	231,395.00	259,590.00	256,017.62	231,000.00	231,000.00
001-1400	002110 OUTSIDE LEGAL SERVICES	6,499.02	13,851.34	18,653.01	15,415.90	20,000.00	20,000.00
	TOTAL	218,911.58	245,246.34	332,499.33	322,660.52	302,200.00	303,200.00

**MUNICIPALITY OF MONROEVILLE
2021 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 for the payment of all bills of the Municipality.

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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
FINANCE							
001-1500	001100 SAL OF REGULAR EMPLOYEES	338,872.72	290,047.47	307,075.13	206,171.05	252,948.00	261,331.20
001-1500	001300 SALARIES & WAGES OF TEMP EMPLC	0.00	12,313.15	320.36	0.00	0.00	0.00
001-1500	001400 OVERTIME PAY	3,030.22	123.17	580.72	0.00	2,000.00	2,040.00
001-1500	001500 SICK DAY BUY BACK	1,150.00	151.57	20.38	20.38	0.00	204.00
001-1500	001900 LONGEVITY PAY	5,700.00	4,800.00	6,341.50	0.00	2,550.00	3,075.00
001-1500	002101 AUDITING & ACCOUNTING SERVICES	0.00	26,002.25	23,852.25	28,032.25	27,000.00	27,132.00
001-1500	002110 BANK FEES/PENALTIES	50,525.74	23,443.92	24,584.24	12,166.08	23,000.00	18,360.00
001-1500	002203 POSTAGE	23,415.44	22,500.64	768.76	7,590.71	5,000.00	5,000.00
001-1500	002206 TRAVELING EXPENSES	723.28	3,012.29	3,906.78	1,099.02	6,000.00	7,140.00
001-1500	002280 SEMINAR EXPENSES	580.00	2,595.52	3,575.34	226.00	5,000.00	4,080.00
001-1500	002400 OPEB ANNUAL REQ CONTRIB	0.00	42,287.70	0.00	0.00	0.00	0.00
001-1500	002407 HOSPITALIZATION & HEALTH INSUR	75,485.65	91,793.76	94,702.87	63,909.93	77,593.64	70,293.76
001-1500	002409 EMPLOYEES' PENSION INSURANCE	64,766.22	38,897.06	68,205.09	49,228.67	70,495.70	49,228.67
001-1500	002410 SOCIAL SECURITY CONTRIBUTIONS	26,411.82	23,098.23	24,285.14	16,196.66	19,699.00	20,353.55
001-1500	002413 EMPLOYEES' LIFE INSURANCE	1,801.56	1,182.58	1,032.84	724.80	960.36	869.76
001-1500	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	40,151.71	51,052.85	0.00
001-1500	002503 TELEPHONE & TELEGRAPH	2,349.12	2,833.95	2,842.08	3,423.11	2,900.00	3,060.00
001-1500	002610 OFFICE EQUIP REPAIRS & MAINT	409.00	339.00	0.00	0.00	500.00	510.00
001-1500	002730 CONTRACT SERVICE FEES	68,806.78	71,466.99	85,665.33	48,788.95	72,000.00	50,000.00
001-1500	002903 DUES & MEMBERSHIPS	1,009.00	1,185.00	1,215.00	1,884.00	1,500.00	1,632.00
001-1500	003101 GENERAL OFFICE SUPPLIES	9,710.81	5,997.11	7,520.60	6,077.90	7,000.00	8,000.00
	TOTAL	674,747.36	664,071.36	656,494.41	485,691.22	627,199.55	532,309.94

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
INFORMATION SYSTEMS							
001-1530	001100 SAL OF REGULAR EMPLOYEES	127,125.85	130,950.82	134,863.09	123,749.92	156,852.16	134,846.40
001-1530	001400 OVERTIME PAY	0.00	0.00	0.00	300.00	300.00	0.00
001-1530	001500 SICK DAY BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00
001-1530	001900 LONGEVITY PAY	2,625.00	2,775.00	2,925.00	480.82	3,000.00	1,500.00
001-1530	002110 DATA PROCESSING CONSULTANTS	0.00	18,675.45	0.00	146.00	146.00	0.00
001-1530	002206 TRAVELING EXPENSES	0.00	0.00	1,373.12	0.00	0.00	4,000.00
001-1530	002280 SEMINAR EXPENSES	0.00	80.00	950.00	0.00	0.00	2,000.00
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	31,952.23	32,408.37	35,746.28	31,366.72	83,376.78	35,850.37
001-1530	002409 EMPLOYEES' PENSION INSURANCE	25,882.49	25,931.40	27,157.39	12,327.17	28,198.27	12,307.17
001-1530	002410 SOCIAL SECURITY CONTRIBUTIONS	9,653.43	9,950.55	10,434.01	9,259.47	14,464.00	10,430.50
001-1530	002413 EMPLOYEES' LIFE INSURANCE	434.88	434.88	434.88	416.76	706.68	434.88
001-1530	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	1,924.87	6,347.92	0.00
001-1530	002503 TELEPHONE & TELEGRAPH	2,276.74	2,368.16	2,484.78	2,626.79	2,773.60	2,700.00
001-1530	002610 OFFICE EQUIP REPAIR & MAINT	1,200.00	0.00	238.50	493.64	1,071.61	1,200.00
001-1530	002730 CONTRACT SERVICE FEES	44,190.83	70,145.52	74,136.63	85,336.04	86,281.14	75,000.00
001-1530	003101 GENERAL OFFICE SUPPLIES	10,617.60	12,586.14	9,554.80	13,460.79	13,871.30	8,000.00
001-1530	003105 COMPUTERS AND SERVERS	71,919.75	8,630.83	6,634.99	16,480.19	16,480.19	20,000.00
	TOTAL	327,878.80	314,937.12	306,933.47	298,369.18	413,869.65	308,269.32

**MUNICIPALITY OF MONROEVILLE
2021 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 ENCOVA and UPMC Workpartners. The Municipality maintains liability and property insurance coverage through CNA Insurance, VFIS 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>	
<u>HUMAN RESOURCES/INSURANCE</u>								
001-1600	002401	LIABILITY & PROPERTY DAMAGE	432,665.68	473,257.21	484,034.97	442,761.82	561,500.00	561,500.00
001-1600	002405	WORKMENS COMPENSATION INS	399,028.34	367,729.27	437,667.00	394,982.00	508,000.00	508,000.00
001-1600	002408	UNEMPLOYMENT INSURANCE	14,086.47	3,609.31	3,753.17	129,536.12	20,000.00	75,000.00
001-1600	002411	MISCELLANEOUS INSURANCE	0.00	0.00	0.00	1,356.00	20,000.00	20,000.00
001-1600	002500	DEDUCT/HIGHMARK REIMB	363,271.65	376,330.41	390,318.45	406,112.02	492,000.00	492,000.00
	TOTAL	1,209,052.14	1,220,926.20	1,315,773.59	1,374,747.96	1,601,500.00	1,656,500.00	

MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>	
<u>DEBT SERVICE</u>								
001-1700	007101	RETIRE OF OUTSTANDING BONDS	2,665,000.00	2,735,000.00	2,830,000.00	2,930,000.00	2,930,000.00	3,020,000.00
001-1700	007201	INTEREST ON OUTSTANDING BONDS	493,550.00	430,662.50	337,487.50	241,387.50	241,387.00	154,886.00
001-1700	007301	COMMISSIONS TO PAYING AGENT	2,595.00	2,020.00	1,500.00	1,500.00	3,000.00	1,500.00
		TOTAL	3,161,145.00	3,167,682.50	3,168,987.50	3,172,887.50	3,174,387.00	3,176,386.00

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
POLICE ADMINISTRATION							
001-2105	001100 SAL OF REGULAR EMPLOYEES	176,651.50	184,479.53	193,313.73	158,341.53	318,438.00	196,300.80
001-2105	001400 OVERTIME PAY	0.00	294.01	979.62	964.10	2,000.00	0.00
001-2105	001500 SICK DAY BUY BACK	1,356.25	1,350.00	1,400.00	1,400.00	1,350.00	1,384.14
001-2105	001900 LONGEVITY PAY	4,253.28	4,433.07	4,719.62	0.00	4,687.86	5,312.42
001-2105	001901 ARBITRATION AWARD	1,250.00	0.00	0.00	0.00	0.00	0.00
001-2105	002110 ARBITRATION/CIVIL SERVICE	0.00	4,187.82	13,823.77	49.75	10,000.00	10,000.00
001-2105	002206 TRAVELING EXPENSE	173.76	425.00	1,394.10	0.00	3,000.00	3,000.00
001-2105	002280 SEMINAR EXPENSES	350.00	1,942.57	950.00	0.00	2,000.00	2,000.00
001-2105	002400 OPEB ANNUAL REQ CONTRIB	0.00	32,948.67	0.00	0.00	0.00	0.00
001-2105	002401 LIABILITY & PROPERTY INSURANCE	22,468.11	20,616.75	25,823.00	19,367.25	20,000.00	21,921.23
001-2105	002407 HOSPITALIZATION & HEALTH INSUR	28,867.91	28,583.61	35,676.04	30,003.26	91,448.48	35,649.95
001-2105	002409 EMPLOYEES' PENSION INSURANCE	73,012.55	78,441.08	80,869.95	79,820.67	67,372.05	67,690.47
001-2105	002410 SOCIAL SECURITY CONTRIBUTIONS	13,841.01	14,264.09	15,043.27	12,882.67	25,000.00	15,423.41
001-2105	002413 EMPLOYEES' LIFE INSURANCE	1,062.00	871.60	833.52	694.60	1,667.04	833.52
001-2105	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	34,003.78	133,728.36	0.00
001-2105	002503 TELEPHONE & TELEGRAPH	2,233.72	2,715.56	2,547.16	2,377.91	3,500.00	3,500.00
001-2105	002610 OFFICE EQUIP REPAIR & MAINT	177.69	0.00	0.00	1,000.00	1,000.00	1,000.00
001-2105	002730 CONTRACT SERVICE FEES	5,800.36	27,746.00	15,618.00	14,323.00	30,000.00	30,000.00
001-2105	002903 DUES & MEMBERSHIPS	535.00	850.00	420.00	484.00	1,000.00	1,000.00
001-2105	003100 COMMUNITY OUTREACH	0.00	0.00	399.30	731.82	4,000.00	2,000.00
001-2105	003101 GENERAL OFFICE SUPPLIES	982.46	959.12	998.23	657.47	1,000.00	1,000.00
001-2105	003206 FOOD	496.91	483.48	468.89	482.80	500.00	500.00
001-2105	003214 GASOLINE OIL & LUBRICANTS	1,609.27	1,663.36	1,935.97	980.91	1,800.00	1,351.50
001-2105	003220 WEARING APPAREL	1,488.84	277.34	2,722.57	339.85	1,700.00	1,000.00
001-2105	005901 EMERGENCY MANAGEMENT	0.00	0.00	0.00	0.00	5,000.00	5,000.00
	TOTAL	336,610.62	407,532.66	399,936.74	358,905.37	730,191.79	405,867.44

**MUNICIPALITY OF MONROEVILLE
2021 BUDGET**

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

Department Description:

The Monroeville Emergency Communications Center (MECC) continues as a municipal responsibility for service delivery. Monroeville considered the benefits of county service delivery versus municipal service delivery and reached the conclusion that municipal service delivery was most appropriate for Monroeville. MECC provides full Dispatch services for Police, Fire and Emergency Medical Services throughout the Municipality.

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.
- Monitor Intersection Video Camera System that is part of the Allegheny County District Attorney's Countywide Video Camera and License Plate Recognition System.



MUNICIPALITY OF MONROEVILLE 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
EMERGENCY COMMUNICATIONS							
001-2110	001100 SAL OF REGULAR EMPLOYEES	423,053.25	478,958.40	491,525.23	399,820.90	497,723.00	504,150.40
001-2110	001300 SALARIES & WAGES OF TEMP EMPLC	12,248.55	1,290.92	11,987.24	18,354.00	57,180.00	88,720.00
001-2110	001400 OVERTIME	123,414.80	100,245.90	115,800.97	123,811.66	80,000.00	81,600.00
001-2110	001500 SICK DAY BUY BACK	0.00	275.00	112.50	112.50	250.00	0.00
001-2110	001900 LONGEVITY PAY	2,400.00	3,375.00	3,300.00	745.07	3,975.00	2,100.00
001-2110	002110 DRUG TESTING/PHYSICALS	285.00	0.00	474.00	487.75	2,000.00	2,040.00
001-2110	002206 TRAVEL EXPENSES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
001-2110	002280 SEMINAR EXPENSES	730.00	0.00	39.59	744.00	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	118,799.32	138,760.06	136,831.43	114,384.61	147,281.90	127,873.92
001-2110	002409 EMPLOYEES PENSION	77,647.47	103,745.59	108,649.55	98,497.35	112,793.09	98,457.35
001-2110	002410 SOCIAL SECURITY CONTRIBUTION	42,142.67	43,658.69	46,532.55	40,623.86	49,024.00	51,757.64
001-2110	002413 EMPLOYEES LIFE INS	1,844.76	1,974.02	1,938.84	1,576.44	1,956.96	1,956.96
001-2110	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	5,214.38	195.84	0.00
001-2110	002503 TELEPHONE & TELEGRAPH	27,976.47	28,453.93	25,461.61	25,077.74	35,000.00	35,000.00
001-2110	002608 RADIO EQUIP REPAIR & MAINT	2,699.24	6,695.19	8,000.00	3,591.13	5,000.00	5,000.00
001-2110	002610 OFFICE EQUIPMENT REPAIRS & MAI	445.29	1,942.36	2,000.00	2,000.70	2,000.00	2,000.00
001-2110	002613 BUILD EQUIP REPAIRS & MAINT	0.00	500.00	500.00	1,000.00	1,000.00	1,000.00
001-2110	002730 CONTRACT SERVICE FEES	42,177.33	43,588.19	38,126.52	71,153.99	80,000.00	90,000.00
001-2110	002903 DUES AND MEMBERSHIPS	500.00	0.00	0.00	0.00	500.00	500.00
001-2110	003101 GENERAL OFFICE SUPPLIES	1,995.40	2,074.32	2,982.77	1,800.22	2,000.00	3,000.00
001-2110	003220 WEARING APPAREL	1,727.98	2,605.71	2,396.81	1,513.08	2,400.00	1,836.00
001-2110	005308 OFFICE FURNITURE & EQUIP	1,424.00	4,156.52	2,562.64	1,523.62	2,500.00	2,500.00
	TOTAL	881,511.53	962,299.80	999,222.25	912,033.00	1,085,779.79	1,102,492.27

**MUNICIPALITY OF MONROEVILLE
2021 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.



MUNICIPALITY OF MONROEVILLE 2021 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/20	2020 REVISED BUDGET	2021 BUDGET	
POLICE PATROL								
001-2120	001100	PATROLMAN SALARIES	3,837,139.07	3,993,526.49	3,950,993.72	3,526,194.45	4,215,968.00	4,204,865.60
001-2120	001400	OVERTIME PAY	560,355.04	607,699.42	594,330.68	373,089.57	550,000.00	561,000.00
001-2120	001450	OVERTIME REIMBURSEMENT	-167,431.51	-12,833.99	7,715.99	0.00	0.00	0.00
001-2120	001500	SICK DAY BUY BACK	5,700.00	8,700.00	6,075.00	3,925.00	5,200.00	2,958.00
001-2120	001900	LONGEVITY PAY	53,500.62	53,162.98	49,459.07	5,872.57	44,535.75	43,066.21
001-2120	001901	ARBITRATION AWARD	46,250.00	63,000.00	0.00	0.00	0.00	0.00
001-2120	002110	ACTUARIAL/ARBIT/CIVIL SERVICE	-7,373.22	-2,665.77	1,740.00	0.00	20,000.00	20,000.00
001-2120	002203	POSTAGE	79.40	177.35	28.75	285.85	500.00	500.00
001-2120	002206	TRAVELING EXPENSES	495.03	113.27	0.00	0.00	1,491.92	2,500.00
001-2120	002280	SEMINAR EXPENSES	3,184.92	1,280.00	3,538.00	1,225.00	4,000.00	4,000.00
001-2120	002304	PRINTING	2,000.00	1,135.40	1,281.43	819.80	2,000.00	2,000.00
001-2120	002400	OPEB ANNUAL REQ CONTRIB	0.00	416,875.27	0.00	0.00	0.00	0.00
001-2120	002407	HOSPITALIZATION & HEALTH INSUR	809,224.28	829,633.95	900,976.37	782,672.86	869,745.88	952,123.09
001-2120	002409	EMPLOYEES' PENSION INSURANCE	1,964,162.38	2,227,562.09	2,217,906.75	2,370,657.33	2,024,370.55	2,215,332.00
001-2120	002410	SOCIAL SECURITY CONTRIBUTIONS	332,454.23	345,592.43	340,604.04	289,518.71	368,378.00	367,883.28
001-2120	002413	EMPLOYEES' LIFE INSURANCE	24,724.23	24,271.26	23,650.25	20,844.04	22,846.30	24,643.20
001-2120	002414	RETIREE HEALTH INSURANCE	0.00	0.00	0.00	633,276.47	807,960.61	0.00
001-2120	002503	TELEPHONE & TELEGRAPH	81,582.09	78,562.38	86,042.07	65,579.49	100,000.00	100,000.00
001-2120	002608	RADIO EQUIP REPAIR & MAINT	861.36	5,681.89	10,000.00	5,939.66	10,000.00	10,000.00
001-2120	002610	OFFICE EQUIP REPAIRS & MAINT	900.35	786.03	890.99	1,837.83	2,000.00	2,000.00
001-2120	002611	AUTOMOBILE REPAIR & MAINT	21,790.61	19,965.68	19,650.71	24,994.77	25,000.00	20,400.00
001-2120	002613	MISC EQUIP REPAIR & MAINT	410.06	327.64	227.00	368.20	500.00	510.00
001-2120	002730	SERVICE CONTRACTS	46,582.74	68,245.42	81,727.35	71,150.43	80,000.00	85,000.00
001-2120	002903	DUES & MEMBERSHIPS	400.00	400.00	35.00	510.00	1,000.00	1,000.00
001-2120	002910	MISC OTHER OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
001-2120	003101	GENERAL OFFICE SUPPLIES	11,742.13	10,821.61	16,148.85	11,899.93	12,000.00	12,000.00
001-2120	003102	MAGAZINES MAPS BOOKS & RECORD	1,200.00	1,200.00	1,193.90	313.80	1,000.00	1,000.00
001-2120	003204	CLEANING & SANITATION SUPPLIES	159.81	766.55	0.00	528.40	1,500.00	5,000.00
001-2120	003206	FOOD	500.00	500.00	700.13	500.00	500.00	1,000.00
001-2120	003212	MEDICAL SUPPLIES	296.76	1,056.09	325.94	387.60	2,000.00	2,000.00
001-2120	003213	HARDWARE	60.43	0.00	0.00	0.00	1,000.00	1,000.00
001-2120	003214	GASOLINE OIL & LUBRICANTS	63,114.81	66,306.34	76,596.56	48,768.85	75,000.00	55,080.00
001-2120	003215	MOTOR VEHICLE PARTS	29,768.47	24,264.66	38,335.17	39,403.38	41,508.08	39,178.99
001-2120	003216	PAINTS & PAINTING SUPPLIES	72.94	0.00	0.00	347.12	500.00	500.00
001-2120	003220	WEARING APPAREL	23,804.83	29,558.87	46,167.59	31,238.71	50,000.00	50,000.00
001-2120	003226	TIRES	12,310.29	12,265.15	14,771.54	15,030.73	15,000.00	15,300.00
001-2120	005308	OFFICE FURNITURE & EQUIPMENT	1,200.00	5,503.84	1,949.08	475.16	2,000.00	2,000.00
001-2120	005310	MISC EQUIPMENT & K9	1,844.94	16,986.70	17,906.28	14,133.80	23,500.00	25,000.00
001-2120	005311	RADIO & COMMUNICATION EQUIP	0.00	0.00	64.99	0.00	1,000.00	1,000.00
001-2120	005314	WEAPONS & PROTECTIVE EQUIP	20,000.00	11,629.10	59,233.33	36,384.86	90,000.00	90,000.00
		TOTAL	7,783,067.09	8,912,058.10	8,570,266.53	8,378,174.37	9,472,005.09	8,919,840.37

**MUNICIPALITY OF MONROEVILLE
2021 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.

- A minimum of five (5) Detectives are assigned to this Division.



**MUNICIPALITY OF MONROEVILLE
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
CRIMINAL INVESTIGATION							
001-2130	001100 SAL OF REGULAR EMPLOYEES	610,658.79	567,550.63	500,476.51	463,030.27	553,401.00	592,648.00
001-2130	001400 OVERTIME PAY	133,230.95	127,490.56	171,464.54	116,578.33	125,000.00	125,000.00
001-2130	001450 OVERTIME REIMBURSEMENT	-82,581.76	21,006.89	0.00	0.00	0.00	0.00
001-2130	001500 SICK DAY BUY BACK	2,937.50	1,950.00	1,450.00	1,450.00	2,900.00	2,996.76
001-2130	001900 LONGEVITY PAY	5,344.29	6,706.56	7,447.17	0.00	7,754.46	9,024.48
001-2130	001901 ARBITRATION AWARD	6,250.00	10,500.00	0.00	0.00	0.00	0.00
001-2130	002110 DRUG TESTING/PHYSICALS	72.67	121.50	0.00	0.00	500.00	500.00
001-2130	002206 TRAVELING EXPENSES	1,129.23	20.40	16.10	0.00	2,000.00	2,000.00
001-2130	002280 SEMINAR EXPENSES	2,000.00	590.00	199.00	875.00	2,000.00	2,000.00
001-2130	002400 OPEB ANNUAL REQ CONTRIB	0.00	108,857.94	0.00	0.00	0.00	0.00
001-2130	002407 HOSPITALIZATION & HEALTH INSUR	104,837.60	128,067.88	121,880.15	74,218.74	74,650.02	104,460.72
001-2130	002409 EMPLOYEES' PENSION INSURANCE	243,230.56	270,250.89	284,384.53	280,441.53	266,364.55	276,916.30
001-2130	002410 SOCIAL SECURITY CONTRIBUTIONS	55,822.98	51,970.24	50,146.66	45,238.70	52,747.00	55,590.44
001-2130	002413 EMPLOYEES' LIFE INSURANCE	4,043.17	3,322.80	2,943.87	2,460.89	2,875.04	3,080.40
001-2130	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	101,489.21	164,378.38	0.00
001-2130	002503 TELEPHONE & TELEGRAPH	7,017.95	6,878.30	5,832.89	4,018.52	12,000.00	12,000.00
001-2130	002610 OFFICE EQUIP REPAIR & MAINT	0.00	109.36	936.23	999.78	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	1,048.93	1,514.51	1,516.11	1,297.50	1,500.00	2,000.00
001-2130	003206 FOOD	357.16	198.21	132.70	71.16	500.00	500.00
001-2130	003214 GASOLINE OIL & LUBRICANTS	5,118.61	6,482.87	7,618.33	5,086.99	7,100.00	5,202.00
001-2130	003215 MOTOR VEHICLE PARTS	0.00	0.00	0.00	0.00	1,000.00	1,020.00
001-2130	003220 WEARING APPAREL	5,291.36	2,773.94	3,563.73	6,842.27	5,000.00	5,000.00
001-2130	005399 SPECIAL SEIZURE EXPENDITURES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	TOTAL	1,105,809.99	1,316,363.48	1,160,008.52	1,104,098.89	1,285,170.45	1,203,439.10

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
<u>POLICE SUPPORT SERVICES</u>							
001-2135	001100 SAL OF REGULAR EMPLOYEES	53,752.98	55,353.55	64,620.78	92,099.12	116,688.00	118,144.00
001-2135	001400 OVERTIME PAY	0.00	0.00	0.00	338.64	0.00	0.00
001-2135	001500 SICK DAY BUY BACK	0.00	0.00	200.00	0.00	0.00	0.00
001-2135	001900 LONGEVITY PAY	1,575.00	1,650.00	1,725.00	0.00	1,800.00	1,875.00
001-2135	002110 DRUG TESTING/PHSYCIALS	0.00	0.00	0.00	0.00	0.00	0.00
001-2135	002400 OPEB ANNUAL REQ CONTRIB	0.00	22,100.48	0.00	0.00	0.00	0.00
001-2135	002407 HOSPITALIZATION & HEALTH INSUR	-1,713.11	15,926.24	12,457.41	33,274.40	10,362.64	54,027.44
001-2135	002409 EMPLOYEES' PENSION INSURANCE	12,941.24	12,965.70	13,578.69	24,634.34	14,099.14	24,614.34
001-2135	002410 SOCIAL SECURITY CONTRIBUTIONS	4,949.16	5,077.07	5,781.70	7,406.14	9,064.00	9,181.45
001-2135	002413 EMPLOYEES' LIFE INSURANCE	554.72	271.84	235.56	362.40	217.44	434.88
001-2135	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	14,964.73	27,311.52	0.00
001-2135	002503 TELEPHONE & TELEGRAPH	2,271.62	2,485.71	2,486.59	2,582.61	3,000.00	3,000.00
001-2135	002610 OFFICE EQUIP REPAIR & MAINT	0.00	0.00	0.00	0.00	500.00	500.00
001-2135	003101 GENERAL OFFICE SUPPLIES	485.68	399.89	363.79	59.20	1,000.00	1,000.00
001-2135	003214 GASOLINE OIL & LUBRICANTS	2,095.95	2,121.51	2,443.36	1,324.10	2,800.00	1,836.00
	TOTAL	76,913.24	118,351.99	103,892.88	177,045.68	186,842.74	214,613.11

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>	
SCHOOL CROSSING GUARDS								
001-2160	001300	SALARIES & WAGES OF TEMP EMPLC	17,979.50	20,505.98	20,085.13	17,014.25	25,600.00	32,000.00
001-2160	002410	SOCIAL SECURITY CONTRIBUTIONS	3,026.75	3,445.91	3,446.73	1,301.63	1,958.40	2,448.00
001-2160	002413	EMPLOYEES' LIFE INSURANCE	217.44	271.80	259.72	126.84	289.92	362.40
001-2160	002503	TELEPHONE EXPENSE	331.42	301.44	381.43	180.00	1,000.00	0.00
001-2160	003220	WEARING APPAREL	319.85	1,106.85	819.72	1,070.13	1,000.00	1,000.00
		TOTAL	21,874.96	25,631.98	24,992.73	19,692.85	29,848.32	35,810.40

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
FIRE SUPPRESSION							
001-2200	002110 HOSE TESTING	15,865.80	14,000.00	14,000.00	15,725.00	15,725.00	15,000.00
001-2200	002225 FIRE SUPPRESSION EXPENSE	0.00	20,640.00	15,350.00	0.00	0.00	0.00
001-2200	002503 TELEPHONE & TELEGRAPH	1,956.85	2,032.53	2,115.87	2,128.10	4,000.00	4,000.00
001-2200	002504 WATER	955.01	1,091.90	1,065.60	806.82	1,500.00	1,500.00
001-2200	002608 RADIO EQUIP REPAIR & MAINT	1,898.60	233.25	2,386.21	0.00	7,275.00	5,000.00
001-2200	002611 AUTOMOBILE REPAIRS & MAINT	25,677.36	17,700.78	60,636.49	8,475.88	20,000.00	40,000.00
001-2200	002730 CONTRACT SERVICE FEES	11,191.16	12,961.88	13,361.97	7,086.30	22,000.00	22,000.00
001-2200	003214 GASOLINE OIL & LUBRICANTS	24,777.85	31,824.23	32,597.28	25,079.10	31,000.00	35,000.00
001-2200	003215 MOTOR VEHICLE PARTS	45,602.46	43,996.94	62,434.40	76,380.45	85,000.00	62,000.00
001-2200	003226 TIRES	12,830.00	10,523.38	12,601.28	10,351.69	14,000.00	14,000.00
001-2200	005303 FIRE RELIEF ASSOC	216,923.00	209,557.70	181,024.25	172,405.80	165,000.00	165,000.00
001-2200	005305 VFD ALLOTMENT	0.00	0.00	28,500.00	38,000.00	47,500.00	47,500.00
001-2200	005311 RADIO & COMMUNICATION EQUIP	0.00	0.00	0.00	0.00	1,000.00	2,000.00
	TOTAL	357,678.09	364,562.59	426,073.35	356,439.14	414,000.00	413,000.00

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
<u>FIRE/BUILDING/CODE ENFORCEMENT</u>							
001-2300	001100 SAL OF REGULAR EMPLOYEES	148,394.18	153,286.52	167,345.36	132,933.12	128,452.00	131,272.54
001-2300	001400 OVERTIME PAY	0.00	25.30	30.52	127.29	0.00	0.00
001-2300	001500 SICK DAY BUY BACK	400.00	0.00	200.00	200.00	0.00	408.00
001-2300	001900 LONGEVITY PAY	3,300.00	3,375.00	3,786.58	0.00	1,005.00	1,005.00
001-2300	002110 CONSULTANTS	0.00	0.00	0.00	0.00	0.00	21,000.00
001-2300	002206 TRAVELING EXPENSE	38.00	242.75	471.08	0.00	1,000.00	1,000.00
001-2300	002280 SEMINAR EXPENSES	20.00	895.00	90.00	0.00	0.00	1,000.00
001-2300	002400 OPEB ANNUAL REQ CONTRIB	0.00	4,420.10	0.00	0.00	0.00	0.00
001-2300	002407 HOSPITALIZATION & HEALTH INSUR	46,040.16	48,441.21	57,723.93	43,599.54	44,800.83	43,264.43
001-2300	002409 EMPLOYEES' PENSION INSURANCE	25,882.49	25,931.40	27,177.39	24,614.34	28,198.27	24,614.34
001-2300	002410 SOCIAL SECURITY CONTRIBUTIONS	11,282.76	11,604.03	12,636.44	9,836.18	9,903.00	10,119.29
001-2300	002413 EMPLOYEES' LIFE INSURANCE	532.80	451.20	271.80	344.28	218.16	363.12
001-2300	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	13,920.50	16,932.12	0.00
001-2300	002503 TELEPHONE & TELEGRAPH	3,085.34	3,569.93	2,130.98	2,044.80	2,400.00	2,400.00
001-2300	002610 OFFICE EQUIPMENT REPAIRS & MAI	2,666.93	2,247.72	2,234.81	1,952.29	2,700.00	2,700.00
001-2300	002611 AUTOMOBILE REPAIRS & MAINT	9.00	0.00	0.00	0.00	300.00	300.00
001-2300	002730 CONTRACT SERVICE FEES	7,376.66	8,406.98	10,703.33	9,869.69	11,460.00	16,260.00
001-2300	002903 DUES & MEMBERSHIP	100.00	400.00	549.70	145.00	500.00	500.00
001-2300	002904 DCED PA UC FEES	0.00	0.00	0.00	598.50	1,000.00	1,000.00
001-2300	003101 GENERAL OFFICE SUPPLIES	1,542.83	1,874.17	2,007.60	1,483.84	1,900.00	1,900.00
001-2300	003102 MAGAZINES MAPS BOOKS & RECORD	654.25	1,942.57	660.40	-89.80	1,500.00	1,500.00
001-2300	003214 GASOLINE OIL & LUBRICANTS	641.26	575.06	659.33	222.68	600.00	600.00
001-2300	003220 WEARING APPAREL	375.00	375.00	1,432.73	375.00	251.25	375.00
001-2300	003226 TIRES	0.00	0.00	0.00	0.00	100.00	100.00
001-2300	205059 DEMO CONDEMNED PROPERTIES	0.00	0.00	0.00	0.00	30,000.00	20,000.00
	TOTAL	252,341.66	268,063.94	290,111.98	242,177.25	283,220.63	281,681.72

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
BUILDING INSP/FIRE SERVICES							
001-2350	001100 SALARIES OF REGULAR EMPLOYEES	158,201.51	174,180.83	189,344.65	157,279.95	194,917.00	198,815.13
001-2350	001400 OVERTIME	2,919.85	2,429.62	3,500.38	848.57	3,500.00	3,500.00
001-2350	001500 SICK DAY BUY BACK	353.13	250.00	350.00	350.00	250.00	360.06
001-2350	001900 LONGEVITY PAY	4,517.47	2,400.00	2,625.00	0.00	2,850.00	3,075.00
001-2350	002110 PROPERTY MAINT	63.50	46.00	51.00	0.00	0.00	0.00
001-2350	002206 TRAVELING EXPENSE	1,225.62	98.27	0.00	0.00	1,500.00	1,500.00
001-2350	002280 SEMINAR EXPENSES	2,746.12	2,724.00	2,415.35	544.00	2,750.00	2,750.00
001-2350	002400 OPEB ANNUAL REQ CONTRIB	0.00	40,152.10	0.00	0.00	0.00	0.00
001-2350	002407 HOSPITALIZATION & HEALTH INSUR	44,669.34	55,458.78	63,882.40	55,908.82	58,418.88	58,751.47
001-2350	002409 EMPLOYEES' PENSION INSURANCE	38,863.74	38,897.10	40,736.08	36,921.50	28,198.27	36,921.50
001-2350	002410 SOCIAL SECURITY CONTRIBUTION	12,573.64	13,520.66	14,777.16	11,942.99	15,416.00	15,712.34
001-2350	002413 EMPLOYEES' LIFE INSURANCE	914.10	707.80	652.32	543.60	652.32	652.32
001-2350	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	54,762.18	64,273.44	0.00
001-2350	002503 TELEPHONE & TELEGRAPH	1,855.00	2,399.88	2,461.42	2,377.91	2,300.00	2,300.00
001-2350	002611 AUTOMOBILE REPAIRS & MAINTENAN	0.00	9.00	0.00	0.00	350.00	350.00
001-2350	002903 DUES & MEMBERSHIP	330.00	415.00	220.00	175.00	450.00	450.00
001-2350	003101 GENERAL OFFICE SUPPLIES	189.44	269.89	405.80	74.83	300.00	300.00
001-2350	003102 MAGAZINES, MAPS AND BOOKS	337.20	163.95	347.93	346.45	350.00	350.00
001-2350	003214 GASOLINE, OIL AND LUBRICANTS	2,306.29	2,011.66	2,400.45	2,525.08	2,200.00	1,407.60
001-2350	003215 MOTOR VEHICLE PARTS	0.00	0.00	0.00	0.00	100.00	100.00
001-2350	003220 WEARING APPAREL	1,081.90	1,119.80	0.00	988.98	1,125.00	1,125.00
001-2350	003226 TIRES	0.00	0.00	0.00	0.00	150.00	150.00
	TOTAL	273,147.85	337,254.34	324,169.94	325,589.86	380,050.91	328,570.42

**MUNICIPALITY OF MONROEVILLE
2021 BUDGET**

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

Department Description:

The Municipality, in conjunction with the volunteer fire companies, provides the services of nine (9) 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 according to the Pennsylvania Department of Health Standards for advanced life support ambulances.



**MUNICIPALITY OF MONROEVILLE
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
AMBULANCE SERVICE							
001-2400	002409 EMPLOYEES' PENSION INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-2400	002611 AUTOMOBILE REPAIR & MAINT	1,700.00	1,700.00	2,700.00	2,000.00	2,800.00	22,000.00
001-2400	002730 CONTRACT SERVICE FEES	0.00	0.00	0.00	0.00	0.00	0.00
001-2400	003214 GASOLINE OIL & LUBRICANTS	17,123.80	26,523.59	26,673.11	17,692.18	21,000.00	26,000.00
001-2400	003215 MOTOR VEHICLE PARTS	9,720.00	10,000.00	20,213.88	29,520.62	33,250.00	20,000.00
001-2400	003226 TIRES	4,406.40	4,500.00	4,500.00	3,000.00	3,000.00	5,000.00
001-2400	003228 ELECTRONIC PARTS	0.00	0.00	736.97	1,047.92	2,000.00	2,000.00
001-2400	005306 MEDICAL EQUIP	815.26	0.00	1,931.42	0.00	0.00	5,000.00
001-2400	005307 AMBULANCE CONTRIBUTIONS	25,000.00	35,000.00	30,000.00	185,000.00	181,750.00	185,000.00
	TOTAL	58,765.46	77,723.59	86,755.38	238,260.72	243,800.00	265,000.00

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
<u>PUBLIC SAFETY TRAINING CENTER</u>							
001-2500	002110 CABLE/SECURITY	258.00	258.00	260.58	263.16	2,000.00	2,000.00
001-2500	002501 NATURAL GAS	5,207.89	4,610.99	4,673.26	3,783.69	9,000.00	9,000.00
001-2500	002502 ELECTRICITY	8,945.76	10,825.43	11,775.67	10,133.45	15,000.00	15,000.00
001-2500	002503 TELEPHONE	8,910.96	10,091.63	10,716.66	11,792.85	13,000.00	13,000.00
001-2500	002504 WATER	6,338.12	5,649.28	5,200.77	5,959.76	10,000.00	10,000.00
001-2500	002601 BUILDING REPAIR & MAINT	3,000.00	2,605.11	3,961.33	3,268.00	4,000.00	5,000.00
001-2500	002615 FBI TRAINING CENTER	0.00	0.00	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	2,401.68	1,762.32	1,243.75	-2,122.12	2,000.00	3,000.00
001-2500	003204 CLEANING & SANITATION SUPPLIE	2,000.00	1,944.00	1,599.96	1,714.19	2,000.00	3,000.00
001-2500	003211 LUMBER AND WOOD	717.96	320.74	1,201.75	0.00	1,500.00	1,500.00
001-2500	003216 PAINTS AND PAINTING SUPPLIES	375.60	47.08	0.00	0.00	2,000.00	2,000.00
	TOTAL	38,155.97	38,114.58	40,633.73	34,792.98	60,500.00	63,500.00

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
<u>SUPERINTENDENT OF PUBLIC WOR</u>							
001-3200	001100 SALARIES OF REGULAR EMPLOYEES	152,088.35	156,648.89	157,843.72	119,617.68	148,242.00	151,195.20
001-3200	001400 OVERTIME PAY	863.44	1,556.11	648.46	611.94	800.00	2,000.00
001-3200	001500 SICK DAY BUY BACK	700.00	0.00	7.19	7.19	0.00	714.00
001-3200	001900 LONGEVITY PAY	3,000.00	3,000.00	4,294.52	0.00	3,000.00	3,000.00
001-3200	002110 DRUG TESTING/PHYSICALS	58.00	95.75	150.25	0.00	0.00	153.00
001-3200	002206 TRAVELING EXPENSES	279.30	0.00	0.00	0.00	0.00	1,000.00
001-3200	002280 SEMINAR EXPENSES	0.00	0.00	0.00	1,013.00	1,050.00	10,000.00
001-3200	002400 OPEB ANNUAL REQ CONTRIB	0.00	33,281.63	0.00	0.00	0.00	0.00
001-3200	002407 HOSPITALIZATION & HEALTH INSUR	30,389.86	29,811.28	28,661.34	29,275.67	34,722.22	34,907.82
001-3200	002409 EMPLOYEES' PENSION INSURANCE	25,882.49	25,931.40	27,157.39	24,614.34	28,198.27	24,614.34
001-3200	002410 SOCIAL SECURITY CONTRIBUTIONS	11,736.18	12,089.79	12,176.58	8,952.07	11,723.00	11,948.93
001-3200	002413 EMPLOYEES' LIFE INSURANCE	640.50	467.52	434.88	362.40	434.88	434.88
001-3200	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	59,591.18	71,385.12	0.00
001-3200	002503 TELEPHONE & TELEGRAPH	3,566.58	3,065.81	4,188.77	3,290.10	5,500.00	10,500.00
001-3200	002610 OFFICE EQUIP REPAIR & MAINT	2,121.32	2,017.60	1,864.00	6,735.60	2,000.00	2,000.00
001-3200	003101 GENERAL OFFICE SUPPLIES	740.71	588.99	2,362.66	2,839.79	2,750.00	1,500.00
001-3200	003214 GASOLINE OIL & LUBRICANTS	3,125.01	3,834.23	4,006.32	2,586.97	3,800.00	3,800.00
001-3200	003220 WEARING APPAREL	366.96	364.39	322.00	0.00	375.00	375.00
	TOTAL	235,558.70	272,753.39	244,118.08	259,497.93	313,980.49	258,143.17

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
<u>SNOW & ICE CONTROL</u>							
001-3210	001400 OVERTIME PAY	26,716.04	14,717.94	20,456.82	0.00	56,000.00	80,000.00
001-3210	002410 SOCIAL SECURITY CONTRIBUTIONS	1,985.70	1,091.80	1,515.33	0.00	3,060.00	6,120.00
001-3210	003206 FOOD	2,655.00	4,568.14	3,199.82	420.00	2,300.00	5,000.00
001-3210	003213 HARDWARE	1,375.00	1,346.54	1,223.00	3,133.36	4,075.00	1,375.00
001-3210	003223 SNOW REMOVAL MATERIALS	64,061.31	16,176.59	51,503.65	349,805.08	560,000.00	560,000.00
	TOTAL	96,793.05	37,901.01	77,898.62	353,358.44	625,435.00	652,495.00

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
<u>STREET LIGHTING</u>							
001-3240	002502 ELECTRICITY	-1,335.12	17,564.18	23,718.45	242,475.78	310,000.00	310,000.00
	TOTAL	-1,335.12	17,564.18	23,718.45	242,475.78	310,000.00	310,000.00

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/20	2020 REVISED BUDGET	2021 BUDGET	
STREET MAINTENANCE								
001-3250	001100	SALARIES OF REGULAR EMPLOYEES	360,798.98	371,539.88	451,912.05	418,061.32	526,011.00	527,529.60
001-3250	001400	OVERTIME PAY	22,217.17	52,228.32	44,286.11	32,481.71	65,000.00	65,000.00
001-3250	001500	SICK DAY BUY BACK	900.00	500.00	409.38	409.38	50.00	918.00
001-3250	001900	LONGEVITY PAY	10,226.37	6,565.00	6,800.00	0.00	8,125.00	9,975.00
001-3250	002110	DRUG TESTING/PHYSICAL	322.17	515.66	808.84	463.25	500.00	510.00
001-3250	002206	TRAVELING EXPENSES	0.00	0.00	0.00	0.00	100.00	100.00
001-3250	002280	SEMINAR EXPENSES	0.00	0.00	0.00	1,000.00	1,000.00	500.00
001-3250	002400	OPEB ANNUAL REQ CONTRIB	0.00	31,308.14	0.00	0.00	0.00	0.00
001-3250	002407	HOSPITALIZATION & HEALTH INSUR	136,223.71	154,809.72	141,850.16	142,164.10	169,058.66	167,883.61
001-3250	002409	EMPLOYEES' PENSION INSURANCE	64,706.22	90,759.89	81,472.16	86,150.18	112,793.09	86,150.18
001-3250	002410	SOCIAL SECURITY CONTRIBUTIONS	29,781.39	32,671.38	38,310.24	34,741.38	40,875.00	46,091.60
001-3250	002413	EMPLOYEES' LIFE INSURANCE	1,703.61	1,195.41	1,275.85	1,238.20	1,449.60	1,485.84
001-3250	002414	RETIREE HEALTH INSURANCE	0.00	0.00	0.00	30,487.69	36,226.56	0.00
001-3250	002503	TELEPHONE & TELEGRAPH	275.65	304.06	690.28	820.17	500.00	500.00
001-3250	002610	OFFICE EQUIPMENT REPAIRS & MAI	0.00	0.00	0.00	0.00	100.00	100.00
001-3250	002613	MISC EQUIP REPAIR & MAINT	350.00	29.42	77.86	644.68	650.00	350.00
001-3250	002704	RENT OF MACH & MECH EQUIP	1,000.00	668.94	756.96	0.00	1,000.00	1,000.00
001-3250	003101	GENERAL OFFICE SUPPLIES	14.30	14.99	48.10	27.99	50.00	50.00
001-3250	003201	AGRICULTURAL SUPPLIES	4,999.91	5,000.00	5,876.20	4,176.90	5,625.00	5,000.00
001-3250	003202	ASPHALT & ASPHALT PRODUCTS	20,921.09	-101,304.99	11,550.81	17,403.28	29,700.00	30,000.00
001-3250	003205	CONCRETE & CLAY PRODUCTS	8,935.76	8,673.86	2,650.51	0.99	3,000.00	5,000.00
001-3250	003211	LUMBER WOOD PROD & INSULAT MA	0.00	0.00	0.00	39.99	250.00	250.00
001-3250	003213	HARDWARE	2,000.00	909.51	2,000.00	545.60	2,000.00	2,000.00
001-3250	003214	GASOLINE OIL & LUBRICANTS	12,525.85	18,415.56	19,266.76	13,636.40	17,500.00	17,500.00
001-3250	003219	STRUCT STEEL IRON & REL METALS	500.00	9,500.00	8,082.33	0.00	5,000.00	500.00
001-3250	003220	WEARING APPAREL	2,440.64	2,196.33	2,378.43	2,680.12	3,875.00	3,000.00
001-3250	003222	SIGNS STREET TRAFFIC ETC	0.00	0.00	0.00	439.98	1,000.00	1,000.00
001-3250	003227	HAND TOOLS	300.00	0.00	1,699.87	229.57	1,000.00	1,000.00
		TOTAL	681,142.82	686,501.08	822,202.90	787,842.88	1,032,438.91	973,393.83

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
PARKS MAINTENANCE							
001-3260	001100 SALARIES OF REGULAR EMPLOYEES	483,198.32	454,201.67	465,289.55	427,299.85	526,011.00	527,529.60
001-3260	001400 OVERTIME PAY	25,936.80	39,902.50	30,701.69	19,250.09	50,000.00	50,000.00
001-3260	001500 SICK DAYS BUY BACK	200.00	3.13	912.50	912.50	0.00	204.00
001-3260	001900 LONGEVITY PAY	11,223.29	10,022.54	9,325.76	266.23	9,235.00	7,575.00
001-3260	002110 DRUG TESTING/PHYSICAL	512.17	783.00	1,155.69	569.09	0.00	714.00
001-3260	002280 SEMINAR EXPENSE	200.00	10.00	170.00	1,000.00	1,000.00	1,000.00
001-3260	002400 OPEB ANNUAL REQ CONTRIB	0.00	14,499.61	0.00	0.00	0.00	0.00
001-3260	002407 HOSPITALIZATION & HEALTH INSUR	140,926.85	131,129.49	157,633.60	144,277.70	188,016.66	158,760.14
001-3260	002409 EMPLOYEES' PENSION INSURANCE	116,420.63	103,725.59	108,629.55	98,457.35	112,793.09	98,457.35
001-3260	002410 SOCIAL SECURITY CONTRIBUTIONS	39,048.02	37,158.21	37,901.70	33,728.00	44,677.00	45,525.50
001-3260	002413 EMPLOYEES' LIFE INSURANCE	1,916.73	1,445.24	1,363.42	1,281.39	1,485.84	1,485.84
001-3260	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	18,113.28	18,505.17	0.00
001-3260	002503 TELEPHONE & TELEGRAPH	1,112.76	1,272.20	1,078.28	963.44	1,500.00	1,500.00
001-3260	002504 WATER	290.59	292.21	374.97	420.40	700.00	700.00
001-3260	002606 RECREATION EQUIP RPR MAINT	250.00	249.91	250.00	10,574.52	20,000.00	20,000.00
001-3260	002613 MISC EQUIP RPR & MAINT	2,000.00	2,204.34	2,000.00	2,000.00	2,000.00	2,000.00
001-3260	002702 RENT OF PORTA JOHNS	8,000.00	8,000.00	8,000.00	7,315.00	8,000.00	8,000.00
001-3260	002704 RENT OF MACH & MECH EQUIP	600.00	900.93	0.00	0.00	2,000.00	2,000.00
001-3260	002911 TREE MAINTENANCE	350.00	0.00	75.29	0.00	350.00	350.00
001-3260	003101 GENERAL OFFICE SUPPLIES	37.03	0.83	150.67	43.29	150.00	150.00
001-3260	003201 AGRICULTURAL SUPPLIES	15,050.42	11,779.94	17,500.00	11,762.55	14,625.00	15,500.00
001-3260	003203 CHEMICALS	82.38	850.00	850.00	49.73	850.00	850.00
001-3260	003204 CLEANING & SANITATION SUPPLIES	2,720.73	2,934.47	3,396.87	1,712.92	3,500.00	3,500.00
001-3260	003211 LUMBER WOOD PRODUCT & INSULAT	817.86	298.13	950.00	190.50	950.00	950.00
001-3260	003213 HARDWARE	3,258.79	3,777.98	3,747.00	1,660.31	3,800.00	3,800.00
001-3260	003214 GASOLINE OIL & LUBRICANTS	20,116.36	23,628.50	24,417.29	13,752.48	22,000.00	22,000.00
001-3260	003216 PAINTS & PAINTING SUPPLIES	794.37	693.85	735.11	1,767.36	5,000.00	5,000.00
001-3260	003217 PLUMBING & SEWAGE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
001-3260	003220 WEARING APPAREL	2,929.72	2,931.22	2,664.54	2,982.06	3,875.00	3,000.00
001-3260	003227 HAND TOOLS	54.54	356.89	550.00	506.05	550.00	550.00
001-3260	005301 AGRICULTURAL EQUIP	4,435.74	5,570.55	5,500.00	2,114.38	5,500.00	5,500.00
	TOTAL	882,484.10	858,622.93	885,323.48	802,970.47	1,047,073.76	986,601.43

**MUNICIPALITY OF MONROEVILLE
2021 BUDGET**

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

Department Description:

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 signs are maintained on an as-needed basis.



MUNICIPALITY OF MONROEVILLE 2021 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/20	2020 REVISED BUDGET	2021 BUDGET
SIGNS & MARKINGS							
001-3270	001100 SALARIES OF REGULAR EMP	262,940.60	315,623.97	256,769.00	153,019.20	193,232.00	193,232.00
001-3270	001400 OVERTIME PAY	15,342.11	22,022.25	17,489.22	11,848.50	17,000.00	25,000.00
001-3270	001500 SICK DAY BUY BACK	0.00	53.13	37.50	37.50	225.00	0.00
001-3270	001900 LONGEVITY PAY	5,110.00	7,394.47	7,067.63	0.00	3,705.00	4,275.00
001-3270	002110 DRUG TESTING/PHYSICAL	105.50	168.72	535.27	400.75	250.00	255.00
001-3270	002206 TRAVEL EXPENSE	2,113.86	1,843.78	2,498.86	0.00	0.00	2,550.00
001-3270	002280 SEMINAR	750.00	646.39	750.00	0.00	0.00	4,000.00
001-3270	002400 OPEB ANNUAL REQ CONTRIB	0.00	8,840.20	0.00	0.00	0.00	0.00
001-3270	002407 HOSPITALIZATION & HEALTH	86,513.51	90,471.59	89,171.69	63,500.68	75,265.74	75,717.31
001-3270	002409 EMPLOYEES PENSION INSURANCE	51,764.98	51,862.80	54,314.78	36,921.50	42,297.41	36,921.50
001-3270	002410 SOCIAL SECURITY CONTRIBUTION	21,065.08	26,281.97	20,000.83	12,081.39	17,898.00	17,021.79
001-3270	002413 EMPLOYEES LIFE INSURANCE	880.74	921.18	707.94	453.00	543.60	543.60
001-3270	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	27,986.27	23,694.48	0.00
001-3270	002502 ELECTRICITY	68,662.53	68,197.32	56,057.84	55.07	100.00	100.00
001-3270	002503 TELEPHONE & TELEGRAPH	1,940.12	2,067.01	1,745.82	0.00	100.00	100.00
001-3270	002505 TRAFFIC SIGNAL INTERNET	2,543.48	2,537.40	2,578.68	0.00	0.00	0.00
001-3270	002609 TRAFFIC SIGNAL REPAIR & MAINT	5,472.75	49,105.58	24,947.94	0.00	0.00	0.00
001-3270	002610 OFFICE EQUIPMENT REPAIRS & MAI	21.39	0.00	189.55	103.06	250.00	250.00
001-3270	002613 MISC EQUIP REPAIR & MAINT	0.00	0.00	0.00	589.96	600.00	250.00
001-3270	002903 DUES AND MEMBERSHIPS	100.00	270.00	207.52	0.00	0.00	0.00
001-3270	002910 MISC OTHER OPERATING SERV	0.00	2,245.00	5,368.03	0.00	0.00	0.00
001-3270	003101 GENERAL OFFICE SUPPLIES	77.56	11.24	99.96	84.18	100.00	100.00
001-3270	003213 HARDWARE	340.74	377.67	2,000.00	2,586.97	2,625.00	2,000.00
001-3270	003214 GASOLINE OIL & LUBRICANTS	6,365.24	8,578.33	8,932.31	6,698.22	8,700.00	8,700.00
001-3270	003216 PAINTS & PAINTING SUPPLIES	6,031.36	10,366.82	19,700.87	21,677.15	24,650.00	20,000.00
001-3270	003220 WEARING APPAREL	1,445.49	1,516.87	1,499.91	1,188.75	1,500.00	1,125.00
001-3270	003222 SIGNS	27,408.35	17,560.64	20,848.64	25,068.62	31,000.00	25,000.00
001-3270	003227 HAND TOOLS	355.40	80.72	400.00	449.18	500.00	500.00
001-3270	003228 ELECTRONIC PARTS	7,585.20	4,850.00	8,141.49	0.00	0.00	0.00
001-3270	003230 ELECTRICAL SUPPLIES	3,000.00	18.96	2,817.54	0.00	0.00	0.00
	TOTAL	577,935.99	693,914.01	604,878.82	364,749.95	444,236.23	417,641.20

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>	
REFUSE COLLECTION								
001-3320	001100	SALARIES OF REGULAR EMPLOYEES	486,126.46	484,685.38	463,093.39	364,652.20	468,874.00	453,668.80
001-3320	001300	SALARIES & WAGES OF TEMP EMPLC	74,932.65	83,465.55	72,489.65	41,049.20	67,613.50	48,219.75
001-3320	001400	OVERTIME PAY	21,380.73	20,378.81	27,029.59	21,380.17	18,000.00	18,000.00
001-3320	001500	SICK DAY BUY BACK	600.00	100.00	277.25	250.00	0.00	612.00
001-3320	001900	LONGEVITY PAY	1,495.00	1,560.00	1,727.40	0.00	0.00	0.00
001-3320	002110	DRUG TESTING/PHYSICAL	643.00	1,323.44	2,917.45	1,450.25	1,500.00	1,500.00
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	133,287.24	142,767.26	144,923.80	121,668.93	171,240.95	163,291.64
001-3320	002409	EMPLOYEES' PENSION INSURANCE	116,802.82	77,834.19	122,308.24	98,577.35	56,396.55	98,457.35
001-3320	002410	SOCIAL SECURITY CONTRIBUTIONS	44,584.76	44,390.49	42,017.55	31,735.37	42,416.00	39,771.47
001-3320	002413	EMPLOYEES' LIFE INSURANCE	1,898.70	1,676.89	1,430.68	1,316.72	1,630.80	1,630.80
001-3320	002414	RETIREE HEALTH INSURANCE	0.00	0.00	0.00	9,578.74	313.20	0.00
001-3320	002912	DUMPING FEES	97,453.25	97,088.98	90,228.58	96,443.44	95,000.00	95,000.00
001-3320	003101	GENERAL OFFICE SUPPLIES	0.00	0.00	146.07	4.96	150.00	150.00
001-3320	003213	HARDWARE	264.42	149.71	397.85	267.63	500.00	500.00
001-3320	003214	GASOLINE OIL & LUBRICANTS	28,250.14	39,865.76	40,387.27	28,052.07	37,000.00	53,590.80
001-3320	003220	WEARING APPAREL	7,131.46	6,872.57	7,367.66	5,683.02	7,000.00	7,000.00
		TOTAL	1,014,850.63	1,002,159.03	1,016,742.43	822,110.05	967,635.00	981,392.61

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/20	2020 REVISED BUDGET	2021 BUDGET
VEHICLE EQUIPMENT MAINT							
001-3330	001100 SALARIES OF REGULAR EMPLOYEES	315,160.78	324,017.79	317,831.50	281,079.38	402,542.00	397,654.40
001-3330	001400 OVERTIME PAY	11,203.12	15,955.80	33,955.92	22,523.18	20,000.00	20,000.00
001-3330	001500 SICK DAY BUY BACK	500.00	225.00	500.00	500.00	0.00	510.00
001-3330	001900 LONGEVITY PAY	4,615.00	4,875.00	2,730.00	0.00	2,860.00	3,750.00
001-3330	002110 OIL REC/DRUG TEST	162.00	226.74	879.75	773.50	1,000.00	1,000.00
001-3330	002206 TRAVELING EXPENSES	565.27	0.00	0.00	0.00	300.00	300.00
001-3330	002400 OPEB ANNUAL REQ CONTRIB	0.00	11,623.54	0.00	0.00	0.00	0.00
001-3330	002407 HOSPITALIZATION & HEALTH INSUR	101,503.71	103,599.70	95,452.92	89,732.59	128,956.00	129,645.65
001-3330	002409 EMPLOYEES' PENSION INSURANCE	51,764.98	64,828.49	67,953.47	61,555.84	42,297.41	61,535.84
001-3330	002410 SOCIAL SECURITY CONTRIBUTIONS	22,996.19	24,651.16	26,282.56	22,528.29	32,543.00	32,237.44
001-3330	002413 EMPLOYEES' LIFE INSURANCE	1,138.08	976.39	881.07	789.45	1,123.44	1,123.44
001-3330	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	14,009.91	16,802.16	0.00
001-3330	002503 TELEPHONE & TELEGRAPH	469.81	472.38	473.64	570.47	500.00	500.00
001-3330	002608 RADIO EQUIP REPAIR & MAINT	859.37	0.00	3,367.67	2,227.94	3,500.00	2,500.00
001-3330	002611 AUTOMOBILE REPAIR & MAINT	11,404.92	8,690.55	12,000.00	18,563.90	22,000.00	15,000.00
001-3330	002613 EQUIPMENT REPAIR & MAINT	2,515.22	2,560.50	3,000.00	4,745.71	6,000.00	6,000.00
001-3330	002730 CONTRACT SERVICE FEES	0.00	0.00	0.00	3,625.92	4,200.00	5,000.00
001-3330	002805 EDUCATION BENEFITS	319.99	109.97	12,657.49	98.50	99.00	4,000.00
001-3330	002905 LAUNDRY TAILORING & DRY CLEANI	2,230.91	2,446.77	2,506.43	4,014.45	4,826.00	3,750.00
001-3330	002910 MISC (GPS) OPERATING SVCS	11,500.00	10,546.00	11,448.00	15,770.87	17,400.00	15,000.00
001-3330	003101 GENERAL OFFICE SUPPLIES	16.90	150.00	149.94	150.00	150.00	150.00
001-3330	003204 CLEANING & SANITATION SUPPLIES	81.71	0.00	231.56	233.00	500.00	500.00
001-3330	003213 HARDWARE	1,404.10	2,344.76	2,466.59	1,887.08	2,250.00	3,500.00
001-3330	003214 GASOLINE OIL & LUBRICANTS	6,964.96	5,056.20	5,621.69	3,128.77	4,900.00	4,900.00
001-3330	003215 MOTOR VEHICLE PARTS	137,207.98	135,879.45	198,977.27	196,460.36	207,900.00	180,000.00
001-3330	003220 WEARING APPAREL	1,896.57	2,038.00	3,070.63	2,495.43	3,975.00	3,350.00
001-3330	003226 TIRES	47,321.32	55,497.02	62,533.82	56,344.01	64,600.00	65,000.00
001-3330	003227 HAND TOOLS	1,864.62	1,991.54	27,000.00	2,231.08	3,500.00	3,500.00
001-3330	003613 MISC. EQUIPMENT REPAIR & MAINT	4,500.00	4,500.00	4,500.00	8,317.49	9,000.00	9,000.00
001-3330	005313 GARAGE EQUIP & TOOLS	10,000.00	5,573.18	8,928.98	15,935.94	16,000.00	16,000.00
	TOTAL	750,167.51	788,835.93	905,400.90	830,293.06	1,019,724.01	985,406.77

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
RECYCLING							
001-3340	001100 SALARIES OF REGULAR EMP	117,567.31	123,992.97	108,886.52	97,610.96	127,670.40	117,332.80
001-3340	001400 OVERTIME PAY	6,931.54	8,499.22	4,141.41	3,456.15	8,000.00	8,000.00
001-3340	001500 SICK DAY BUY BACK	0.00	0.00	28.13	28.13	0.00	0.00
001-3340	001900 LONGEVITY PAY	1,105.00	1,170.00	0.00	0.00	780.00	0.00
001-3340	002110 RECYCLING CONSULTANT	109.66	304.25	168.25	297.75	0.00	0.00
001-3340	002407 HOSPITALIZATION & HEALTH	38,452.65	35,130.62	32,141.21	33,685.95	31,060.64	36,883.52
001-3340	002409 EMPLOYEES PENSION INSURANCE	25,882.49	25,931.40	27,157.39	24,614.34	28,198.27	24,614.34
001-3340	002410 SOCIAL SECURITY CONTRIBUTION	9,479.52	10,504.53	6,783.53	7,508.31	9,796.00	8,975.96
001-3340	002413 EMPLOYEES LIFE INSURANCE	366.86	363.19	349.11	314.41	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	90.93	0.45	1,166.92	0.83	240.00	240.00
001-3340	003213 HARDWARE	975.00	13,014.80	2,755.73	7,615.00	12,950.00	13,200.00
001-3340	003214 GASOLINE OIL & LUBRICANTS	9,868.68	8,194.67	8,246.65	3,918.13	7,500.00	7,500.00
001-3340	003220 WEARING APPAREL	830.75	710.52	895.00	750.00	1,225.00	975.00
	TOTAL	211,660.39	227,816.62	192,719.85	179,799.96	227,782.71	218,084.02

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
ANIMAL CONTROL							
001-3350	001100 SALARIES OF REGULAR EMP	59,742.32	61,527.06	61,545.33	50,555.54	63,835.20	63,835.20
001-3350	001400 OVERTIME PAY	19,082.94	19,707.38	17,879.93	20,591.81	17,000.00	17,000.00
001-3350	001500 SICK DAY BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00
001-3350	001900 LONGEVITY PAY	1,365.00	1,430.00	1,300.00	0.00	1,495.00	1,650.00
001-3350	002110 DRUG TESTING/PHYSICAL	55.06	71.00	193.98	58.34	0.00	100.00
001-3350	002280 SEMINAR EXPENSES	500.00	0.00	25.00	0.00	500.00	500.00
001-3350	002407 HOSPITALIZATION & HEALTH	24,407.49	25,435.93	25,420.60	22,071.69	26,151.98	26,318.28
001-3350	002409 PENSION INSURANCE	12,941.24	12,965.70	13,578.69	12,307.17	14,099.14	12,307.17
001-3350	002410 SOCIAL SECURITY CONTRIBUTION	5,968.11	6,131.90	5,962.72	5,257.22	6,298.26	6,310.12
001-3350	002413 EMPLOYEES LIFE INSURANCE	181.20	181.20	176.06	151.00	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	1,109.37	1,151.21	1,243.70	1,390.64	2,000.00	2,000.00
001-3350	002610 OFFICE EQUIPMENT REPAIRS & MAI	1,000.00	207.99	354.97	66.49	875.00	1,000.00
001-3350	003101 GENERAL OFFICE SUPPLIES	200.00	149.20	205.16	195.18	200.00	200.00
001-3350	003208 INSTITUTIONAL SUPPLIES	1,000.00	1,000.00	709.62	433.44	1,000.00	1,000.00
001-3350	003212 MEDICAL SUPPLIES	500.00	500.00	0.00	90.00	500.00	500.00
001-3350	003213 HARDWARE	250.00	367.93	0.00	51.96	250.00	250.00
001-3350	003214 GASOLINE OIL & LUBRICANTS	2,230.96	2,266.27	2,471.03	1,563.55	2,300.00	2,300.00
001-3350	003220 WEARING APPAREL	474.99	475.00	375.00	383.50	500.00	375.00
	TOTAL	131,008.68	133,567.77	131,441.79	115,167.53	137,185.78	135,826.97

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/20	2020 REVISED BUDGET	2021 BUDGET
BUILDING MAINTENANCE							
001-3360	001100 SALARIES REGULAR EMPLOYEES	243,721.17	250,335.36	241,028.12	214,558.27	256,797.00	327,267.20
001-3360	001400 OVERTIME PAY	13,863.09	20,685.47	14,806.90	18,345.95	25,000.00	25,000.00
001-3360	001500 SICK DAY BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00
001-3360	001900 LONGEVITY PAY	4,355.00	4,615.00	4,030.00	1,504.44	4,875.00	3,300.00
001-3360	002110 WINDOW MAINT	176.17	547.97	626.04	774.12	400.00	400.00
001-3360	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	0.00	0.00	0.00	0.00
001-3360	002407 HOSPITALIZATION & HEALTH	95,116.65	87,671.27	95,259.84	74,794.72	101,386.51	110,115.44
001-3360	002409 EMPLOYEES' PENSION INSURANCE	51,764.98	51,862.80	54,314.78	49,228.67	56,396.55	49,228.67
001-3360	002410 SOCIAL SECURITY CONTRIBUTION	19,401.24	20,125.71	17,433.56	17,119.36	21,865.00	25,288.39
001-3360	002413 EMPLOYEES' LIFE INSURANCE	1,237.35	817.23	724.80	652.32	724.80	942.24
001-3360	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	154.08	528.72	0.00
001-3360	002501 NATURAL GAS	13,294.34	19,151.51	16,376.06	16,130.25	28,000.00	28,000.00
001-3360	002502 ELECTRICITY	95,423.16	77,966.02	73,257.47	61,650.66	99,500.00	100,000.00
001-3360	002503 TELEPHONE & TELEGRAPH	2,446.31	3,245.39	3,370.96	3,159.21	5,000.00	5,000.00
001-3360	002504 WATER	21,219.45	22,514.58	22,301.53	18,432.53	30,000.00	30,000.00
001-3360	002601 BUILDING REPAIR & MAINT	15,222.49	15,224.84	17,004.44	23,908.30	50,500.00	50,000.00
001-3360	002612 BUILDING EQUIP REPAIR & MAINT	14,631.04	14,918.66	15,000.00	6,119.17	20,000.00	20,000.00
001-3360	002613 MISC EQUIP REPAIR & MAINT	5,000.00	5,000.00	9,298.14	2,243.07	5,000.00	5,000.00
001-3360	002614 CLEANING SERVICE	10,000.00	9,046.30	7,603.85	7,447.77	9,550.00	10,000.00
001-3360	002616 STORMWATER MITIGATION FEE	0.00	0.00	102,165.00	102,135.60	102,018.00	102,000.00
001-3360	003101 GENERAL OFFICE SUPPLIES	59.67	26.16	99.81	29.79	100.00	100.00
001-3360	003201 AGRICULTURAL SUPPLIES	700.00	997.15	700.00	252.15	5,000.00	5,000.00
001-3360	003203 CHEMICALS	1,739.21	2,000.00	1,945.00	0.00	0.00	2,000.00
001-3360	003204 CLEANING & SANITATION SUPPLIES	12,694.34	12,014.02	12,854.99	13,188.37	15,000.00	13,000.00
001-3360	003206 HISTORICAL SOCIETY	1,436.61	730.83	1,500.00	699.48	5,000.00	5,000.00
001-3360	003211 LUMBER WOOD & INSUL MAT	428.22	500.00	500.00	348.10	500.00	500.00
001-3360	003213 HARDWARE	2,000.00	2,000.00	1,939.32	745.37	1,375.00	2,000.00
001-3360	003214 GASOLINE OIL & LUBRICANTS	5,621.18	6,640.17	6,725.03	3,198.32	6,200.00	6,200.00
001-3360	003216 PAINTS & PAINTING SUPPLIES	248.80	984.80	717.22	733.64	5,000.00	5,000.00
001-3360	003217 PLUMBING & SEWAGE SUPPLIES	3,054.16	3,438.73	3,189.77	1,112.29	3,500.00	3,500.00
001-3360	003220 WEARING APPAREL	1,564.65	1,665.42	1,489.21	1,493.26	2,125.00	1,500.00
001-3360	003227 HAND TOOLS	300.00	300.00	303.35	1,065.69	2,000.00	2,000.00
001-3360	003230 ELECTRICAL SUPPLIES	3,500.00	3,377.40	3,627.46	4,960.78	5,000.00	5,000.00
	TOTAL	640,219.28	638,402.79	730,192.65	646,185.73	868,341.58	942,341.94

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/20	2020 REVISED BUDGET	2021 BUDGET
COMMUNITY PARK							
001-3365	001100 SALARIES OF REGULAR EMPLOYEES	189,135.08	194,789.21	205,168.77	157,495.10	203,382.00	202,404.80
001-3365	001400 OVERTIME	26,202.01	32,115.13	25,058.09	23,690.71	35,000.00	35,000.00
001-3365	001500 SICK DAY BUY BACK	50.00	0.00	0.00	0.00	0.00	51.00
001-3365	001900 LONGEVITY PAY	4,165.00	4,295.00	4,716.52	0.00	3,970.00	4,050.00
001-3365	002110 DRUG TESTING/PHYSICAL	120.33	143.50	200.00	425.66	0.00	306.00
001-3365	002400 OPEB ANNUAL REQ CONTRIB	0.00	8,840.19	0.00	0.00	0.00	0.00
001-3365	002407 HOSPITALIZATION & HEALTH	69,962.52	56,710.38	69,077.94	63,457.85	75,380.65	79,012.29
001-3365	002409 EMPLOYEES PENSION	38,823.74	38,897.10	40,736.08	36,921.50	42,297.41	36,921.50
001-3365	002410 SOCIAL SECURITY CONTRIBUTIONS	16,286.59	17,225.78	17,373.57	13,336.47	18,505.00	18,471.29
001-3365	002413 EMPLOYEES LIFE INS	665.44	596.16	586.05	468.65	579.84	579.84
001-3365	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	14,324.70	5,544.36	0.00
001-3365	002502 ELECTRICITY	25,383.21	23,476.91	27,195.85	20,134.98	35,000.00	35,000.00
001-3365	002503 TELEPHONE	2,163.56	1,786.26	1,790.53	2,094.35	3,000.00	3,000.00
001-3365	002504 WATER	8,656.00	7,033.71	6,817.02	5,849.75	10,000.00	10,000.00
001-3365	002610 OFFICE EQUIPMENT REPAIRS & MAI	243.81	300.00	299.92	0.00	300.00	300.00
001-3365	002613 BUILD EQUIP REPAIRS & MAINT	1,450.89	1,500.00	1,388.59	2,434.65	5,000.00	5,000.00
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	1,352.50	1,067.50	1,324.00	912.00	1,200.00	1,200.00
001-3365	002704 RENT MACH & MECH EQUIP	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
001-3365	002911 TREE MAINTENANCE	927.00	1,000.00	736.58	500.00	1,000.00	1,000.00
001-3365	003101 GEN OFFICE SUPPLIES	1.43	1.50	0.58	18.76	100.00	100.00
001-3365	003201 AGRICULTURAL SUPPLIES	5,995.51	6,000.00	6,000.00	2,622.68	5,750.00	6,000.00
001-3365	003204 CLEANING & SANITATION SUPPLIE	5,990.35	6,000.00	4,142.26	5,771.95	6,000.00	6,000.00
001-3365	003213 HARDWARE	452.48	510.66	500.00	115.17	1,000.00	1,000.00
001-3365	003214 GASOLINE, OIL AND LUBRICANTS	6,418.06	8,288.51	8,595.26	4,625.96	7,900.00	7,900.00
001-3365	003216 PAINTS AND PAINTING SUPPLIES	999.90	74.14	1,975.00	684.14	1,000.00	1,000.00
001-3365	003217 PLUMBING AND SEWAGE SUPPLIES	325.00	111.78	172.05	99.15	325.00	325.00
001-3365	003218 RECREATIONAL SUPPLIES	1,000.00	810.88	1,000.00	474.96	1,000.00	1,000.00
001-3365	003220 WEARING APPAREL	1,124.69	1,307.50	1,260.61	1,125.00	1,375.00	1,125.00
001-3365	003222 SIGNS	0.00	0.00	0.00	0.00	100.00	100.00
001-3365	003227 HAND TOOLS	300.00	294.88	300.00	175.70	300.00	300.00
001-3365	003230 ELECTRICAL SUPPLIES	752.63	2,000.00	1,446.33	388.80	2,000.00	2,000.00
001-3365	005301 COMM PK FLOWERS	360.60	500.00	500.00	0.00	500.00	500.00
001-3365	005310 MISC EQUIPMENT	3,500.00	3,500.00	16,424.37	2,958.95	3,500.00	3,500.00
	TOTAL	413,808.33	420,176.68	444,785.97	361,107.59	472,009.26	464,146.72

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
RECREATION, PARKS & HUMAN SER							
001-4500	001100 SALARIES OF REGULAR EMPLOYEES	159,132.97	158,714.45	149,031.69	131,898.20	164,653.00	171,038.40
001-4500	001400 OVERTIME PAY	0.00	0.00	0.00	0.00	0.00	0.00
001-4500	001500 SICK DAY BUY BACK	415.63	403.13	350.00	350.00	400.00	423.30
001-4500	001900 LONGEVITY PAY	4,231.85	2,775.00	2,850.00	0.00	2,925.00	3,000.00
001-4500	002105 RECEPTION & ENTERTAINMENT	332.19	372.36	0.00	0.00	450.00	450.00
001-4500	002110 PARKS HOST PAYMENTS	10,060.00	10,143.53	10,845.44	8,399.75	12,500.00	12,750.00
001-4500	002203 POSTAGE	9,481.73	9,600.00	9,914.70	9,900.00	11,724.00	0.00
001-4500	002280 SEMINAR EXPENSES	6.30	0.00	75.00	0.00	1,000.00	500.00
001-4500	002301 ADVERTISING SERVICES	0.00	0.00	133.66	0.00	100.00	100.00
001-4500	002304 PRINTING	0.00	0.00	240.24	76.98	100.00	100.00
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	22,048.41	30,733.44	34,490.34	31,145.95	36,687.71	36,895.06
001-4500	002409 EMPLOYEES' PENSION INSURANCE	38,823.74	38,897.10	40,756.08	36,921.50	42,297.41	36,921.50
001-4500	002410 SOCIAL SECURITY CONTRIBUTIONS	14,525.60	13,905.64	12,705.94	10,841.98	12,850.00	14,387.08
001-4500	002413 EMPLOYEES' LIFE INSURANCE	868.08	684.96	597.96	543.60	652.32	652.32
001-4500	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	163.20	195.84	0.00
001-4500	002503 TELEPHONE & TELEGRAPH	3,160.27	2,497.48	2,561.20	2,922.66	0.00	4,080.00
001-4500	002610 OFFICE EQUIP REPAIR & MAINT	3,614.12	4,084.86	4,456.80	5,225.91	4,047.00	4,200.00
001-4500	002730 CONTRACT SERVICE FEES	3,214.45	3,310.88	3,410.21	0.00	3,500.00	3,500.00
001-4500	002903 DUES & MEMBERSHIP	275.00	275.00	375.00	385.00	400.00	400.00
001-4500	003101 GENERAL OFFICE SUPPLIES	4,690.78	3,954.76	4,486.70	1,752.83	4,500.00	4,500.00
001-4500	003102 MAGAZINES MAPS BOOKS & RECORD	17,407.67	17,720.13	19,754.37	19,727.39	19,600.00	2,500.00
001-4500	003214 GASOLINE OIL & LUBRICANTS	171.20	209.20	241.12	103.59	250.00	250.00
001-4500	003220 WEARING APPAREL	0.00	0.00	0.00	0.00	750.00	500.00
001-4500	005308 OFFICE FURNITURE & EQUIP	0.00	1,136.00	192.45	300.00	300.00	300.00
	TOTAL	292,459.99	299,417.92	297,468.90	260,658.54	319,882.28	297,447.66

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
HUMAN SERVICES							
001-4600	001300 SALARIES & WAGES OF TEMP EMPLC	6,248.50	5,747.50	7,748.50	400.00	25,000.00	8,000.00
001-4600	002110 CONSULTANTS	0.00	0.00	0.00	0.00	0.00	0.00
001-4600	002410 SOCIAL SECURITY CONTRIBUTIONS	478.00	439.68	513.20	30.60	1,912.50	1,912.50
001-4600	003212 MEDICAL SUPPLIES	243.31	250.00	233.79	0.00	250.00	250.00
001-4600	003218 RECREATIONAL SUPPLIES	18,506.11	12,304.45	13,737.77	0.00	1,000.00	18,000.00
001-4600	003301 SPECIAL EVENTS	22,694.67	19,588.42	20,626.37	3,922.50	19,900.00	19,900.00
001-4600	003302 CAMP CHIPEWEE	1,490.75	1,486.39	1,007.31	0.00	1,500.00	1,500.00
001-4600	003304 EAGLE SCOUTS	337.13	0.00	0.00	33.50	500.00	500.00
001-4600	003306 GRANT MONIES EXPENDITURES	53,688.68	59,351.72	96,958.00	0.00	0.00	0.00
	TOTAL	103,687.15	99,168.16	140,824.94	4,386.60	50,062.50	50,062.50

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
LEISURE LEARNING							
001-4700	001300 SALARIES & WAGES OF TEMP EMPLC	32,368.60	33,088.76	38,644.71	3,400.00	35,000.00	35,000.00
001-4700	002110 CONSULTANTS	32,718.03	29,607.49	37,872.23	17,735.90	35,000.00	35,000.00
001-4700	002410 SOCIAL SECURITY CONTRIBUTIONS	2,476.20	2,531.35	2,915.73	260.16	2,677.50	2,677.50
001-4700	002702 RENT OF BUILD STRUC OR ROOMS	540.00	1,155.00	1,450.00	1,110.00	4,000.00	4,000.00
001-4700	002903 MAGAZINES,MAPS,BOOKS,REC	0.00	0.00	0.00	0.00	0.00	0.00
001-4700	002909 BASKETBALL	7,747.82	8,759.00	12,040.05	3,272.00	10,000.00	11,000.00
001-4700	002910 SOFTBALL	7,696.06	6,243.75	7,153.35	3,484.75	6,500.00	6,500.00
001-4700	003212 MEDICAL SUPPLIES	97.33	146.60	140.28	0.00	150.00	150.00
001-4700	003218 RECREATIONAL SUPPLIES	1,751.60	1,330.67	1,995.16	883.90	2,000.00	2,000.00
001-4700	003220 WEARING APPAREL	637.33	1,000.00	1,000.00	0.00	1,000.00	1,000.00
001-4700	003221 MERCHANDISE FOR RESALE	6,567.00	4,796.00	4,570.00	922.00	5,000.00	5,000.00
	TOTAL	92,599.97	88,658.62	107,781.51	31,068.71	101,327.50	102,327.50

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
COMMUNITY DEVELOPMENT							
001-5100	001100 SALARIES OF REGULAR EMPLOYEES	211,622.57	225,748.68	219,453.62	180,246.61	235,539.00	242,661.84
001-5100	001400 OVERTIME PAY	4,127.51	4,849.78	1,540.59	0.00	3,000.00	3,000.00
001-5100	001450 OVERTIME REIMBURSEMENT	-7,209.65	0.00	0.00	0.00	0.00	0.00
001-5100	001500 SICK DAY BUY BACK	500.00	200.81	453.13	453.13	0.00	0.00
001-5100	001900 LONGEVITY PAY	1,875.00	1,950.00	2,025.00	0.00	2,100.00	2,175.00
001-5100	002110 CONSULTANTS	53,293.06	86,443.28	49,064.38	38,706.61	120,000.00	120,000.00
001-5100	002203 POSTAGE	0.00	0.00	12,917.11	7,888.85	12,000.00	12,000.00
001-5100	002206 TRAVELING EXPENSE	490.49	996.00	939.00	125.00	1,000.00	1,000.00
001-5100	002280 SEMINAR EXPENSES	1,276.15	986.95	2,175.68	672.63	1,000.00	1,000.00
001-5100	002400 OPEB ANNUAL REQ CONTRIB	0.00	55,981.52	0.00	0.00	0.00	0.00
001-5100	002407 HOSPITALIZATION & HEALTH INSUR	51,276.91	43,477.70	30,848.63	55,974.25	45,147.41	68,722.14
001-5100	002409 EMPLOYEES' PENSION INSURANCE	25,902.49	12,965.70	54,334.78	49,228.67	56,396.55	49,228.67
001-5100	002410 SOCIAL SECURITY CONTRIBUTIONS	16,699.89	17,987.49	17,277.96	13,588.87	18,409.00	18,959.52
001-5100	002413 EMPLOYEES' LIFE INSURANCE	1,225.62	935.04	833.52	724.80	869.76	869.76
001-5100	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	42,217.36	58,024.68	0.00
001-5100	002503 TELEPHONE & TELEGRAPH	1,855.00	1,457.01	1,731.40	1,723.75	2,000.00	2,000.00
001-5100	002610 OFFICE EQUIP REPAIR & MAINT	2,839.19	2,883.29	2,163.58	1,952.18	2,700.00	2,700.00
001-5100	002611 AUTOMOBILE REPAIR & MAINT	19.00	0.00	0.00	0.00	120.00	120.00
001-5100	002730 CONTRACT SERVICE FEES	0.00	0.00	0.00	0.00	20,000.00	20,000.00
001-5100	002903 DUES & MEMBERSHIPS	100.00	188.00	95.00	30.00	100.00	100.00
001-5100	003101 GENERAL OFFICE SUPPLIES	1,026.17	931.87	761.31	317.40	1,000.00	1,000.00
001-5100	003214 GASOLINE OIL & LUBRICANTS	1,879.98	2,915.34	3,240.94	1,904.61	3,000.00	3,000.00
001-5100	003220 WEARING APPAREL	767.15	1,069.91	1,122.42	1,064.00	1,125.00	1,125.00
001-5100	003226 TIRES	0.00	0.00	0.00	0.00	100.00	100.00
	TOTAL	369,566.53	461,968.37	400,978.05	396,818.72	583,631.40	549,761.93

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
PLANNING COMMISSION							
001-5200	002103 LEGAL & STENOGRAPHIC SERVICES	102.50	0.00	362.89	0.00	13,000.00	13,000.00
001-5200	002903 DUES & MEMBERSHIP	0.00	180.00	180.00	0.00	200.00	200.00
001-5200	003101 GENERAL OFFICE SUPPLIES	17.89	18.06	15.72	11.97	150.00	150.00
	TOTAL	120.39	198.06	558.61	11.97	13,350.00	13,350.00

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
ZONING HEARING BOARD							
001-5300	001300 SALARIES OF TEMPORARY EMPLOYE	7,156.95	5,582.36	5,432.12	2,850.00	6,300.00	5,400.00
001-5300	002103 STENOGRAPHIC SERVICES	0.00	0.00	0.00	0.00	13,000.00	13,000.00
001-5300	002110 LEGAL SERVICES	13,221.54	10,800.00	19,961.90	9,216.00	20,000.00	20,000.00
001-5300	002301 ADVERTISING SERVICES	2,051.30	2,883.65	3,880.40	2,383.90	8,000.00	8,000.00
001-5300	002410 SOCIAL SECURITY CONTRIBUTIONS	547.51	427.23	415.74	309.96	481.95	413.10
001-5300	003101 GENERAL OFFICE SUPPLIES	18.60	78.79	40.99	13.37	150.00	150.00
	TOTAL	22,995.90	19,772.03	29,731.15	14,773.23	47,931.95	46,963.10

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
ENGINEERING							
001-6100	001100 SALARIES OF REGULAR EMPLOYEES	127,223.48	131,656.19	207,273.34	165,958.29	155,602.00	158,721.06
001-6100	001400 OVERTIME PAY	18,285.37	24,298.05	31,083.31	0.00	0.00	20,000.00
001-6100	001500 SICK DAY BUY BACK	696.88	523.44	800.00	800.00	500.00	710.94
001-6100	001900 LONGEVITY PAY	1,125.00	1,200.00	1,275.00	0.00	1,725.00	1,162.50
001-6100	002102 ARCHITECTURAL & ENGINEERING	36,846.65	24,572.95	28,885.42	26,293.12	30,000.00	30,000.00
001-6100	002110 OUTSIDE PERSONAL SERVICES	1,158.96	1,296.44	1,432.62	1,320.52	27,508.30	1,300.00
001-6100	002206 TRAVELING EXPENSES	2,345.43	28.07	2,468.07	96.60	96.60	2,000.00
001-6100	002280 SEMINAR EXPENSES	630.00	205.00	740.00	250.00	500.00	500.00
001-6100	002400 OPEB ANNUAL REQ CONTRIB	0.00	4,420.10	0.00	0.00	0.00	0.00
001-6100	002407 HOSPITALIZATION & HEALTH INSUR	49,142.15	48,519.64	72,548.81	65,645.76	64,355.40	65,129.29
001-6100	002409 EMPLOYEES' PENSION INSURANCE	12,941.24	25,931.40	27,197.39	36,921.50	28,198.27	36,921.50
001-6100	002410 SOCIAL SECURITY CONTRIBUTIONS	10,856.33	11,639.30	17,787.34	12,221.90	11,630.00	12,231.09
001-6100	002413 EMPLOYEES' LIFE INSURANCE	532.80	451.20	716.40	543.60	543.60	543.60
001-6100	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	4,860.35	5,605.92	0.00
001-6100	002503 TELEPHONE & TELEGRAPH	1,555.84	2,189.05	3,211.02	3,290.19	1,900.00	1,900.00
001-6100	002610 OFFICE EQUIP REPAIR & MAINT	1,580.21	1,843.05	0.00	0.00	0.00	2,000.00
001-6100	002611 AUTOMOBILE REPAIRS & MAINT	0.00	0.00	0.00	0.00	500.00	500.00
001-6100	002903 DUES & MEMBERSHIP	0.00	0.00	0.00	55.00	175.00	175.00
001-6100	003101 GENERAL OFFICE SUPPLIES	782.66	1,708.61	398.29	293.29	1,300.00	1,300.00
001-6100	003214 GASOLINE OIL & LUBRICANTS	2,827.38	2,040.74	2,268.64	2,690.43	2,500.00	2,500.00
001-6100	003215 MOTOR VEHICLE PARTS	0.00	0.00	0.00	0.00	0.00	0.00
001-6100	003220 WEARING APPAREL	1,039.08	753.65	1,123.43	554.89	1,125.00	1,125.00
001-6100	003226 TIRES	0.00	0.00	0.00	0.00	150.00	150.00
001-6100	005302 ENGINEERING & SCIENTIFIC EQUIP	176.39	2,122.28	2,067.60	195.10	195.10	1,500.00
001-6100	005320 GRANT EXPENDITURES	0.00	21,525.87	157,527.17	26,492.13	0.00	0.00
	TOTAL	269,745.85	306,925.03	558,803.85	348,482.67	334,110.19	340,369.98

**MUNICIPALITY OF MONROEVILLE
2021 BUDGET**

Department Number: 6110 **Department Name:** Traffic Signals

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.

Department Standards:

- All municipal traffic signals are maintained on an as-needed basis.



MUNICIPALITY OF MONROEVILLE 2021 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/20	2020 REVISED BUDGET	2021 BUDGET
TRAFFIC SIGNALS							
001-6110	001100 SALARIES OF REGULAR EMP	0.00	0.00	21,720.00	48,286.56	59,259.20	61,038.43
001-6110	001400 OVERTIME PAY	0.00	0.00	2,031.91	3,668.19	5,000.00	5,000.00
001-6110	001500 SICK DAY BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00
001-6110	001900 LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00	0.00
001-6110	002110 MISC OUTSIDE PERSONAL SER	0.00	0.00	0.00	150.00	250.00	1,500.00
001-6110	002206 TRAVELING EXPENSES	0.00	0.00	0.00	0.00	0.00	2,500.00
001-6110	002280 SEMINAR EXPENSE	0.00	0.00	0.00	0.00	1,000.00	1,000.00
001-6110	002400 OPEB ANNUAL REQ CONTRIB	0.00	0.00	0.00	0.00	0.00	0.00
001-6110	002407 HOSPITALIZATION & HEALTH	0.00	0.00	2,047.22	8,155.61	9,481.56	9,532.09
001-6110	002409 EMPLOYEES PENSION INS	0.00	0.00	0.00	12,307.17	14,099.14	12,307.17
001-6110	002410 SOCIAL SECURITY CONT	0.00	0.00	1,791.50	3,914.32	4,578.00	5,051.94
001-6110	002413 EMPLOYEES LIFE INS	0.00	0.00	72.48	181.20	217.44	217.44
001-6110	002414 RETIREE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
001-6110	002502 ELECTRICITY	0.00	0.00	0.00	43,095.54	24,000.00	24,000.00
001-6110	002503 TELEPHONE	0.00	0.00	0.00	1,596.44	4,500.00	4,500.00
001-6110	002505 TRAFFIC SIGNAL INTERNET	0.00	0.00	0.00	2,615.88	5,400.00	5,400.00
001-6110	002608 RADIO EQUIPMENT REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00	0.00
001-6110	002609 TRAFFIC SIGNAL REPAIR	0.00	0.00	0.00	37,622.13	42,500.00	40,000.00
001-6110	002610 OFFICE EQUIPMENT REPAIRS & MAI	0.00	0.00	0.00	0.00	325.00	450.00
001-6110	002611 AUTOMOBILE REPAIRS & MAINT	0.00	0.00	0.00	0.00	0.00	0.00
001-6110	002704 RENT MACH & MECH EQUIP	0.00	0.00	0.00	0.00	1,000.00	1,000.00
001-6110	002903 DUES & MEMBERSHIP	0.00	0.00	0.00	0.00	175.00	175.00
001-6110	002910 MISC OTHER OPERATING SERV	0.00	0.00	0.00	576.83	1,000.00	1,000.00
001-6110	003101 GENERAL OFFICE SUPPLIES	0.00	0.00	0.00	35.99	500.00	500.00
001-6110	003213 HARDWARE	0.00	0.00	0.00	2,409.36	3,000.00	3,000.00
001-6110	003214 GASOLINE OIL & LUBRICANTS	0.00	0.00	0.00	0.00	2,500.00	2,500.00
001-6110	003216 PAINTS & PAINTING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
001-6110	003220 WEARING APPAREL	0.00	0.00	0.00	448.99	500.00	375.00
001-6110	003222 STREET SIGNS	0.00	0.00	0.00	0.00	0.00	0.00
001-6110	003227 HAND TOOLS	0.00	0.00	0.00	3,468.01	3,500.00	500.00
001-6110	003228 ELECTRONIC PARTS	0.00	0.00	219.89	15,158.58	17,000.00	20,000.00
001-6110	003230 ELECTRICAL SUPPLIES	0.00	0.00	0.00	1,564.33	3,000.00	3,000.00
001-6110	005320 GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	0.00	0.00	27,883.00	185,255.13	202,785.34	204,547.07

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 BUDGET EXPENDITURE DETAIL



DEPT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL TO 9/30/20	2020 REVISED BUDGET	2021 BUDGET	
SENIOR CITIZENS CENTER								
001-7100	001100	SALARIES OF REGULAR EMPLOYEES	211,545.16	211,398.85	222,280.08	153,956.27	230,277.00	230,277.00
001-7100	001300	SALARIES & WAGES OF TEMP EMPLC	19,381.73	20,855.71	33,832.92	6,654.00	39,000.00	39,000.00
001-7100	001400	OVERTIME PAY	3,727.93	8,386.34	5,627.83	64.65	8,000.00	8,000.00
001-7100	001500	SICK DAY BUY BACK	575.00	950.00	903.13	903.13	950.00	950.00
001-7100	001900	LONGEVITY PAY	6,860.07	2,940.00	3,155.00	0.00	3,295.00	3,295.00
001-7100	002110	PK HOSTS/MAGAZINE	0.00	0.00	100.50	87.00	0.00	0.00
001-7100	002206	TRAVELING EXPENSES	0.00	1,178.10	322.57	0.00	1,000.00	1,000.00
001-7100	002280	SEMINAR EXPENSES	331.70	250.00	934.00	225.00	1,000.00	1,000.00
001-7100	002400	OPEB ANNUAL REQ CONTRIB	0.00	43,746.71	0.00	0.00	0.00	0.00
001-7100	002407	HOSPITALIZATION & HEALTH INSUR	59,313.69	72,563.49	74,358.25	61,952.19	85,859.08	85,859.08
001-7100	002409	EMPLOYEES' PENSION INSURANCE	51,764.98	51,862.80	54,314.78	36,921.50	56,396.55	36,921.50
001-7100	002410	SOCIAL SECURITY CONTRIBUTIONS	17,614.09	17,954.95	19,071.87	9,727.35	21,536.00	21,536.00
001-7100	002413	EMPLOYEES' LIFE INSURANCE	1,221.04	898.05	832.10	604.00	833.52	833.52
001-7100	002414	RETIREE HEALTH INSURANCE	0.00	0.00	0.00	40,286.17	46,583.76	0.00
001-7100	002501	NATURAL GAS	4,956.03	6,024.06	5,607.04	5,038.58	10,000.00	10,000.00
001-7100	002502	ELECTRICITY	18,605.65	18,972.19	21,121.09	17,694.55	18,000.00	18,000.00
001-7100	002503	TELEPHONE & TELEGRAPH	1,845.02	1,003.91	1,097.50	1,094.47	2,800.00	2,800.00
001-7100	002504	WATER	3,129.62	3,529.14	3,607.46	1,704.84	5,000.00	5,000.00
001-7100	002601	BUILDING REPAIR & MAINT	3,999.44	3,856.22	3,925.37	4,108.39	4,000.00	4,000.00
001-7100	002610	OFFICE EQUIP REPAIR & MAINT	460.39	0.00	0.00	0.00	500.00	500.00
001-7100	002612	BUILDING EQUIP REPAIR & MAINT	5,976.24	9,942.26	17,435.16	13,372.97	18,000.00	18,000.00
001-7100	002616	STORMWATER MITIGATION FEE	0.00	0.00	0.00	0.00	0.00	0.00
001-7100	002730	CONTRACT SERVICE FEES	16,751.15	19,519.94	21,269.32	19,860.33	22,000.00	22,000.00
001-7100	002903	DUES & MEMBERSHIPS	15.00	15.00	165.00	490.00	500.00	500.00
001-7100	003101	GENERAL OFFICE SUPPLIES	4,974.02	6,015.28	5,806.08	4,971.21	6,000.00	6,000.00
001-7100	003201	AGRICULTURAL SUPPLIES	491.48	547.95	416.15	557.59	1,500.00	1,500.00
001-7100	003204	CLEANING & SANITATION SUPPLIES	5,000.00	5,500.00	6,993.38	6,071.89	9,000.00	9,000.00
001-7100	003212	MEDICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
001-7100	003214	GASOLINE, OIL AND LUBRICANTS	946.42	878.27	885.89	620.77	1,600.00	1,600.00
001-7100	003216	PAINTS & PAINTING SUPPLIES	500.00	82.31	0.00	0.00	0.00	0.00
001-7100	003220	WEARING APPAREL	375.00	373.96	374.00	99.90	375.00	375.00
001-7100	005308	OFFICE FURNITURE & EQUIPMENT	500.00	3,208.25	500.00	0.00	1,000.00	1,000.00
		TOTAL	440,860.85	512,453.74	504,936.47	387,066.75	595,005.91	528,947.10

**MUNICIPALITY OF MONROEVILLE
2021 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 facilitates information, discovery and connections. We do this to inspire a growing, connected community where all have the opportunity to create, achieve and contribute. The Library encourages lifelong learning, exploration and creation among residents of all ages 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, family events, science presentations and more – offered onsite and off. The library has a significant collection of over 95,000 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 laser cutter, a Silhouette Cutter, Makey Makeys, Raspberry Pis, Finch Robots, large format printer, 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. 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 <http://www.monroevillelibrary.org>. 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 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>	
MUNICIPAL LIBRARY								
001-8100	001100	SALARIES OF REGULAR EMPLOYEES	431,136.09	443,113.16	449,688.12	319,090.49	475,758.00	485,262.96
001-8100	001300	SALARIES OF TEMPORARY EMPLOYE	181,708.87	186,416.90	201,971.84	57,421.76	219,153.04	198,760.00
001-8100	001400	OVERTIME PAY	0.00	269.44	181.85	0.00	500.00	500.00
001-8100	001500	SICK DAY BUY BACK	2,500.01	3,169.63	1,275.00	1,275.00	2,950.00	2,950.00
001-8100	001900	LONGEVITY PAY	3,900.00	3,575.00	4,160.00	0.00	4,810.00	4,810.00
001-8100	002110	MISC OUTSIDE PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
001-8100	002400	OPEB ANNUAL REQ CONTRIB	0.00	7,271.01	0.00	0.00	0.00	0.00
001-8100	002407	HOSPITALIZATION & HEALTH INSUR	168,930.59	199,251.33	187,546.99	158,008.91	189,161.36	217,643.72
001-8100	002409	EMPLOYEES' PENSION INSURANCE	129,452.45	142,682.69	122,208.24	135,398.85	140,991.37	135,378.85
001-8100	002410	SOCIAL SECURITY CONTRIBUTIONS	46,569.99	47,451.47	48,873.40	27,575.78	53,793.00	55,584.55
001-8100	002413	EMPLOYEES' LIFE INSURANCE	2,545.94	2,088.78	1,917.70	1,540.20	2,391.84	1,993.20
001-8100	002414	RETIREE HEALTH INSURANCE	0.00	0.00	0.00	5,177.89	11,666.16	0.00
001-8100	002501	NATURAL GAS	17,775.38	19,419.23	16,109.51	15,756.74	21,000.00	21,000.00
001-8100	002502	ELECTRICITY	61,817.47	66,146.37	55,411.60	53,023.05	65,000.00	60,000.00
001-8100	002503	TELEPHONE & TELEGRAPH	2,682.52	4,287.46	5,086.21	5,042.41	5,000.00	5,000.00
001-8100	002504	WATER	2,836.14	2,518.11	2,585.05	1,152.39	3,000.00	3,000.00
001-8100	002601	BUILDING REPAIR & MAINT	4,313.48	1,555.74	13,973.53	13,452.56	14,000.00	14,000.00
001-8100	002612	BUILDING EQUIP REPAIR & MAINT	0.00	0.00	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	61,917.61	71,280.94	66,422.56	31,623.76	70,000.00	70,000.00
001-8100	003101	GENERAL OFFICE SUPPLIES	0.29	0.30	0.11	0.56	0.00	0.00
001-8100	003204	CLEANING & SANITATION SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		1,118,086.83	1,200,497.56	1,177,411.71	825,540.35	1,279,174.77	1,275,883.28	

**MUNICIPALITY OF MONROEVILLE
2021 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. Additionally, the Library receives funds from the PA Library Subsidy, donations from individual contributors, and income from fundraisers, including book sales. This funding is utilized to pay for materials, programs, continuing education, capital improvements and additional operating expenses.



MUNICIPALITY OF MONROEVILLE 2021 BUDGET EXPENDITURE DETAIL



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
LIBRARY ACLA							
001-8200	002110 MISC OUTSIDE PERSONAL SERVICES	65,215.00	40,659.41	0.00	0.00	0.00	0.00
001-8200	002206 TRAVEL EXPENSES	0.00	8,016.52	5,126.67	5,785.00	9,000.00	5,000.00
001-8200	002280 SEMINAR EXPENSES	0.00	9,447.84	15,585.13	2,671.00	10,000.00	5,000.00
001-8200	002304 PRINTING	0.00	0.00	16,880.65	6,024.00	20,000.00	10,000.00
001-8200	002503 TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00
001-8200	002504 WATER	0.00	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	0.00	13,856.73	14,635.48	23,353.00	28,000.00	25,000.00
001-8200	002730 CONTRACT SERVICE FEES	0.00	103,141.90	110,590.31	96,034.00	98,356.00	110,000.00
001-8200	002810 MISC INDEMNITIES	0.00	0.00	0.00	3,195.00	0.00	0.00
001-8200	002903 DUES AND MEMBERSHIPS	0.00	4,849.69	4,122.39	1,221.00	4,000.00	2,500.00
001-8200	002904 PROGRAM EXPENSES	29,143.23	42,933.37	33,892.37	10,840.00	33,000.00	23,000.00
001-8200	003101 GEN OFFICE SUPPLIES	0.00	29,410.81	23,562.00	13,438.00	25,000.00	15,000.00
001-8200	003102 MAGAZINES,BOOKS,RECORDS	66,477.44	0.00	0.00	0.00	0.00	0.00
001-8200	003103 ELECTRONIC RESOURCES	9,615.77	0.00	0.00	0.00	0.00	0.00
001-8200	003204 CLEANING & SANITATION SUPPLIE	0.00	0.00	0.00	0.00	0.00	0.00
001-8200	003217 PRINTING AND PRINTING SUPPLIES	0.00	7,237.42	0.00	0.00	0.00	0.00
001-8200	005210 MISC IMPROVEMENTS	0.00	0.00	114,194.98	713.00	3,000.00	3,000.00
001-8200	005305 LIB BOOKS AND EQUIPMENT	107,792.47	280,686.46	225,920.62	107,795.00	218,274.00	205,207.92
001-8200	005308 OFFICE FURNITURE & EQUIP	0.00	14,389.21	36,485.41	5,304.00	25,000.00	5,000.00
	TOTAL	278,243.91	554,629.36	600,996.01	276,373.00	473,630.00	408,707.92

MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
<u>INTEREST/TRANSFER</u>							
001-8400	002110 INTEREST/TRANSFERS	0.00	0.00	1,000,000.00	1,000,000.00	2,500,000.00	1,883,890.00
001-8400	008101 TRANSFERS	0.00	2,097,677.97	0.00	0.00	0.00	0.00
001-8400	008106 TRANSFER TO PCFR FUND	0.00	0.00	0.00	0.00	0.00	0.00
001-8400	008840 TRANSFER to OPEB	0.00	0.00	0.00	0.00	0.00	1,644,170.00
	TOTAL	0.00	2,097,677.97	1,000,000.00	1,000,000.00	2,500,000.00	3,528,060.00

MUNICIPALITY OF MONROEVILLE
2021 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
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
MON. MUNICIPAL AUTHORITY							
001-9100	003214 GASOLINE, OIL AND LUBRICANTS	65,382.57	70,016.83	75,564.16	42,836.03	70,000.00	75,480.00
	TOTAL	65,382.57	70,016.83	75,564.16	42,836.03	70,000.00	75,480.00

**MUNICIPALITY OF MONROEVILLE
2021 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. All Municipality of Monroeville televised meetings now can be viewed on our YouTube channel "gavel to gavel".

The TV-15 Department produces the following show:

- "Monroeville At Your Service" with the Municipal Manager.

Television Funding:

- The Television Department operates on the Cable Franchise Fees.



**MUNICIPALITY OF MONROEVILLE
2021 BUDGET EXPENDITURE DETAIL**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/20</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>
CABLE TV							
001-9801	001100 SALARIES OF REGULAR EMPLOYEES	116,749.71	119,099.12	123,333.25	128,771.13	126,672.00	116,313.60
001-9801	001300 SALARIES - TEMP EMP	2,889.62	3,049.92	2,648.73	781.83	2,817.75	2,817.75
001-9801	001400 OVERTIME	4,377.64	5,155.04	5,059.60	2,105.89	5,000.00	5,100.00
001-9801	001500 SICK DAY BUY BACK	850.00	300.00	0.00	0.00	300.00	867.00
001-9801	001900 LONGEVITY PAY	2,625.00	2,700.00	2,775.00	0.00	2,850.00	1,425.00
001-9801	002110 MISC OUTSIDE PERSONAL SERVICES	4,950.00	5,934.00	1,105.00	5,505.19	8,000.00	8,000.00
001-9801	002280 SEMINAR EXPENSES	0.00	0.00	0.00	0.00	640.00	650.00
001-9801	002407 HOSPITALIZATION & HEALTH	33,484.86	32,103.90	33,160.60	39,878.59	35,652.23	36,812.69
001-9801	002408 HEALTH CARE CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
001-9801	002409 EMPLOYEES PENSION	25,882.49	25,931.40	27,157.39	24,634.34	28,198.27	24,614.34
001-9801	002410 FICA EXPENSE	10,326.16	10,444.37	10,707.73	10,356.56	10,529.00	9,395.01
001-9801	002413 EMPLOYEES LIFE INS	434.88	434.88	434.88	471.12	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	1,355.81	1,568.98	1,587.62	1,878.15	2,200.00	2,244.00
001-9801	002611 AUTOMOBILE REPAIRS & MAINT	38.00	286.64	164.45	105.34	1,200.00	1,200.00
001-9801	002903 DUES AND MEMBERSHIPS	0.00	0.00	0.00	0.00	100.00	650.00
001-9801	002910 MISC OTHER OPERATING SERVICES	1,502.73	0.00	0.00	0.00	400.00	1,400.00
001-9801	003101 GEN OFFICE SUPPLIES	607.96	508.60	1,200.36	681.64	1,600.00	1,600.00
001-9801	003210 FILM & PHOTO SUPPLIES	1,312.51	572.99	1,118.16	1,966.52	4,200.00	3,200.00
001-9801	003213 HARDWARE	0.00	0.00	0.00	118.82	300.00	300.00
001-9801	003214 GASOLINE, OIL AND LUBRICANTS	827.86	850.79	932.94	1,571.93	1,700.00	1,700.00
001-9801	003215 MOTOR VEHICLE PARTS	0.00	0.00	25.00	0.00	1,200.00	1,200.00
001-9801	003220 WEARING APPAREL	801.00	945.00	877.79	1,117.36	1,300.00	1,300.00
001-9801	003226 TIRES	120.00	912.16	120.00	63.80	800.00	800.00
001-9801	003228 ELECTRONIC PARTS	313.95	125.73	619.90	0.00	700.00	700.00
001-9801	003230 ELECTRICAL SUPPLIES	438.62	129.06	753.91	0.00	1,400.00	1,400.00
001-9801	005308 OFFICE FURNITURE & EQUIP	99.99	87.99	0.00	0.00	300.00	300.00
001-9801	005310 CABLE TV EQUIP	11,470.46	1,884.50	19,848.14	8,845.90	9,130.00	7,000.00
001-9801	005311 RADIO & COMMUNICATION EQUIP	236.79	161.47	3,569.36	2,129.46	4,180.00	5,800.00
	TOTAL	221,696.04	213,186.54	237,199.81	230,983.57	251,804.13	237,224.27
	Grand Total:	26,866,802.72	31,939,238.90	30,793,289.97	28,870,333.09	36,112,268.99	35,691,856.55

**MUNICIPALITY OF MONROEVILLE
2021 BUDGET**



2021

**MUNICIPALITY OF MONROEVILLE
2021 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 2021 include Series 2015 and 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 2021 Proposed Status</u>
1. Debt service should not exceed 10% of non-capital expenditures (General Fund)	8.69%
2. Per capita net debt of \$400 is desirable (Population -28,386)	\$303

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
2021 BUDGET**

STATEMENT OF ANNUAL DEBT SERVICE REQUIREMENTS

PERIOD ENDING	2015 DEBT SERVICE	2017 DEBT SERVICE	ANNUAL TOTALS
<i>CALL DATE:</i>	<i>6/1/2020</i>	<i>Non-callable</i>	
12/31/2021	622,238	2,552,650	3,174,888
12/31/2022	621,138	2,302,800	2,923,938
12/31/2023	619,481	-	619,481
12/31/2024	616,900	-	616,900
12/31/2025	622,875	-	622,875
12/31/2026	622,688	-	622,688
TOTALS	<u>\$ 3,725,319</u>	<u>\$ 4,855,450</u>	<u>\$ 8,580,769</u>

**MUNICIPALITY OF MONROEVILLE
2021 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. **2021 Allocation: \$876,442**

**MUNICIPALITY OF MONROEVILLE
2021
BUDGET**

ACT 205 PENSION CONTRIBUTIONS

ACT 205 Contributions to Police Pension Fund	\$ 2,547,632
ACT 205 Contributions to General Employees' Pension Fund	<u>1,316,867</u>
TOTAL ACT 205 PENSION FUNDING REQUIREMENT	<u>3,864,499</u>
ESTIMATED PA STATE FUNDING	876,442
*AMOUNT DUE FROM GENERAL FUND BUDGET	<u><u>\$ 2,988,057</u></u>

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

**MUNICIPALITY OF MONROEVILLE
2021 BUDGET**

CAPITAL PROJECTS

The 2021 general capital budget totals \$2,564,700. The available funding for the 2021 capital budget is comprised of the following allocation:

<u>Source</u>	<u>Amount</u>	<u>% of Funding</u>
General Fund	\$ 1,863,600	72.66%
Capital Project Fund	<u>701,100</u>	<u>27.34%</u>
Total	<u>\$ 2,564,700</u>	<u>100.00%</u>

MUNICIPALITY OF MONROEVILLE
2021 BUDGET



2021

MUNICIPALITY OF MONROEVILLE
2021 BUDGET



2021

MUNICIPALITY OF MONROEVILLE
2021 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. **2020 Allocation: \$871,331**

**MUNICIPALITY OF MONROEVILLE
2021
BUDGET**

LIQUID FUELS FUND

ESTIMATED RECEIPTS:

Beginning Balance 01/01/2021	\$ 21,411
2021 Allocation	871,331
Anticipated Interest/Fund Balance	<u>8,500</u>
AVAILABLE FOR APPROPRIATION	<u>901,242</u>

RECOMMENDED EXPENDITURES:

Street Lighting	310,000
Snow Removal Materials	<u>550,000</u>
TOTAL RECOMMENDED EXPENDITURES	<u>860,000</u>

ESTIMATED BALANCE 12/31/2021	<u><u>\$ 41,242</u></u>
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MUNICIPALITY OF MONROEVILLE
2021 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: **2021 Allocation \$172,405**

MUNICIPALITY OF MONROEVILLE
2021

VFD RELIEF ASSOCIATION

REVENUES

VFD Relief Association \$ 172,405

TOTAL REVENUES

\$ 172,405

EXPENDITURES

Transfers to VFD Relief Association \$ 172,405

TOTAL EXPENDITURES

\$ 172,405

**MUNICIPALITY OF MONROEVILLE
2021 BUDGET**

FUND #: 220

Fund Name: Pollution Control/Flood Reduction (PCFR)

Fund Description:

The Municipality has determined this to be a Special Revenue fund in accordance with Government Accounting Standards Board Statement No.34 Government Finance Officers Association practices. The revenues derived from this fund are committed to cover the expenditures of the Pollution Control and Flood Reduction activities.

The fees will be billed to all property owners in the Municipality depending upon the size of their impervious surface area. The fee is based upon an Equivalent Residential Unit (ERU). An average ERU for a residential property is 2,385 sq. ft. One (1) ERU be assessed at \$120 per year. Larger impervious surface property owners will pay a fee pursuant to how many ERUs their property represents.

The PCFR fund will pay for the expenditures of upgrading the storm water system (pipes, retention ponds, inlets, etc.) in order to comply with the 1972 Clean Streams law. An initial \$1,000,000 transfer was made from the General fund to the Pollution Control and Flood Reduction fund as “start-up” monies for personnel, equipment, projects, etc. When the fee revenue is has accumulated, a transfer of \$1,000,000 will be returned to the General Fund. The budget for this newly created fund is in the Special Revenue Fund section of the 2020 Budget.



**MUNICIPALITY OF MONROEVILLE
2021 BUDGET DETAIL FOR
POLLUTION CONTROL/FLOOD REDUCTION**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/2020</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>	
REVENUE								
POLLUTION CTRL/FLOOD REDUCTION								
220-4000	000060	STORMWATER FEES	0.00	0.00	-3,322,514.57	-3,363,081.85	-3,233,956.00	-3,233,956.00
220-4000	000501	INTEREST/TRANSFERS	0.00	0.00	0.00	0.00	-2,000.00	-2,000.00
		TOTAL	0.00	0.00	-3,322,514.57	-3,363,081.85	-3,235,956.00	-3,235,956.00
PCFR TRANSFERS								
220-8400	000701	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	-542,136.02	-500,178.00
220-8400	000703	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL	0.00	0.00	0.00	0.00	-542,136.02	-500,178.00
REVENUE Total:			0.00	0.00	-3,322,514.57	-3,363,081.85	-3,778,092.02	-3,736,134.00

EXPENDITURE								
PCFR FINANCE LEGAL								
220-1500	002101	AUDIT AND ACCOUNTING	0.00	0.00	65,233.92	85,277.24	90,000.00	65,000.00
220-1500	002103	LEGAL & STENOGRAPHIC SERVIC	0.00	0.00	13,286.39	1,641.00	16,000.00	41,000.00
220-1500	002110	MISC OUTSIDE PERSONAL SERVI	0.00	0.00	199.25	168.00	0.00	0.00
		TOTAL	0.00	0.00	78,719.56	87,086.24	106,000.00	106,000.00
POLLUTION CTRL/FLOOD REDUCTION								
220-4000	001100	SALARIES OF REGULAR EMPLOY	0.00	0.00	301,855.53	391,935.14	544,946.00	0.00
220-4000	001400	OVERTIME	0.00	0.00	61,991.60	47,785.22	60,000.00	60,000.00
220-4000	001500	SICK DAY BUY BACK	0.00	0.00	0.00	120.32	800.00	800.00
220-4000	001900	LONGEVITY PAY	0.00	0.00	2,930.00	0.00	4,545.00	4,545.00
220-4000	002101	AUDIT AND ACCOUNTING	0.00	0.00	0.00	0.00	0.00	572,036.24
220-4000	002102	ARCHITECTURAL & ENGINEERINC	0.00	0.00	246,138.14	136,696.18	120,000.00	120,000.00
220-4000	002103	LEGAL & STENOGRAPHIC SERVIC	0.00	0.00	0.00	0.00	0.00	0.00
220-4000	002110	MISC OUTSIDE PERSONAL SERVI	0.00	0.00	0.00	53.75	500.00	500.00
220-4000	002113	DATABASE & MAPPING	0.00	0.00	3,792.63	2,113.83	5,000.00	5,000.00
220-4000	002206	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	1,250.00	2,000.00
220-4000	002280	SEMINAR EXPENSES	0.00	0.00	0.00	864.00	1,000.00	1,000.00
220-4000	002400	OPEB ANNUAL REQ CONTRIB	0.00	0.00	0.00	0.00	0.00	0.00
220-4000	002407	HOSPITALIZATION & HEALTH	0.00	0.00	85,255.42	133,378.82	169,213.29	169,213.29
220-4000	002409	EMPLOYEES PENSION	0.00	0.00	60.00	100,704.65	42,297.41	98,457.35
220-4000	002410	SOCIAL SECURITY CONTRIBUTIO	0.00	0.00	26,202.24	32,601.88	44,714.00	44,607.80
220-4000	002413	EMPLOYEES LIFE INS	0.00	0.00	936.20	1,268.40	1,666.32	1,666.32
220-4000	002414	RETIREE HEALTH INSURANCE	0.00	0.00	0.00	4,963.54	5,508.00	5,508.00
220-4000	002502	ELECTRICITY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
220-4000	002503	TELEPHONE	0.00	0.00	0.00	892.84	1,600.00	1,600.00
220-4000	002604	STORM SEWER REPAIR	0.00	0.00	71,077.63	679.86	299,500.00	300,000.00
220-4000	002610	OFFICE EQUIPMENT REPAIRS & M	0.00	0.00	0.00	0.00	500.00	2,000.00
220-4000	002611	AUTOMOBILE REPAIRS & MAINT	0.00	0.00	0.00	9,141.50	9,500.00	5,000.00
220-4000	002613	EQUIP REPAIRS & MAINT	0.00	0.00	0.00	3,481.16	5,000.00	5,000.00
220-4000	002704	RENT MACH & MECH EQUIP	0.00	0.00	0.00	0.00	31,000.00	35,000.00
220-4000	003101	GEN OFFICE SUPPLIES	0.00	0.00	0.00	200.00	200.00	200.00



**MUNICIPALITY OF MONROEVILLE
2021 BUDGET DETAIL FOR
POLLUTION CONTROL/FLOOD REDUCTION**



<u>DEPT</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL TO 9/30/2020</u>	<u>2020 REVISED BUDGET</u>	<u>2021 BUDGET</u>	
<u>POLLUTION CTRL/FLOOD REDUCTION</u>								
220-4000	003201	AGRICULTURAL SUPPLIES	0.00	0.00	0.00	3,507.37	6,000.00	6,000.00
220-4000	003202	ASPHALT & ASPHALT PRODUCTS	0.00	0.00	0.00	6,339.20	15,000.00	15,000.00
220-4000	003205	CONCRETE & CLAY PRODUCTS	0.00	0.00	0.00	18,061.88	35,000.00	35,000.00
220-4000	003213	HARDWARE	0.00	0.00	0.00	931.68	2,000.00	2,000.00
220-4000	003214	GASOLINE, OIL AND LUBRICANTS	0.00	0.00	840.88	6,940.14	16,000.00	16,000.00
220-4000	003215	MOTOR VEHICLE PARTS	0.00	0.00	0.00	72.95	5,000.00	5,000.00
220-4000	003219	STRUCT STEEL IRON & REL M	0.00	0.00	0.00	29,252.78	33,000.00	33,000.00
220-4000	003220	WEARING APPAREL	0.00	0.00	1,589.81	4,005.39	4,125.00	3,000.00
220-4000	003224	STORM SEWER MATERIALS	0.00	0.00	49,976.01	71,884.29	119,625.00	120,000.00
220-4000	003226	TIRES	0.00	0.00	0.00	978.00	1,500.00	1,500.00
220-4000	003227	HAND TOOLS	0.00	0.00	0.00	1,588.23	2,000.00	500.00
		TOTAL	0.00	0.00	852,646.09	1,010,443.00	1,588,990.02	1,672,134.00
<u>PCFR CAPITAL IMPROVEMENTS</u>								
220-4100	405004	CIP PROJECTS	0.00	0.00	0.00	98,739.84	500,000.00	500,000.00
220-4100	405005	VEHICLES & EQUIPMENT	0.00	0.00	903,567.52	236,838.93	883,102.00	758,000.00
220-4100	405006	FACILITY AND OFFICE EQUIP	0.00	0.00	65,554.45	28,281.24	200,000.00	200,000.00
		TOTAL	0.00	0.00	969,121.97	363,860.01	1,583,102.00	1,458,000.00
<u>PCFR TRANSFERS</u>								
220-8400	008101	TRANSFERS	0.00	0.00	0.00	0.00	500,000.00	500,000.00
		TOTAL	0.00	0.00	0.00	0.00	500,000.00	500,000.00
EXPENDITURE Total:			0.00	0.00	1,900,487.62	1,461,389.25	3,778,092.02	3,736,134.00

MUNICIPALITY OF MONROEVILLE
HOME RULE CHARTER
2021 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.

2021 Organizational Structure for Monroeville Municipal Government

Boards, Commissions, Authorities, and Committees (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
Personnel Board	Monroeville Municipal Authority	OPEB Committee
Recreation and Parks Advisory Board	Planning Commission	Police Pension Committee
Library Board	Uniform Construction Code Appeals Board	Zoning Board

Mayor and Council (Elected)

Municipal Tax Collector (Elected and Appointed)

Municipal Solicitor

Human Resources

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;
- Pollution Control and Flood Reduction

Public Safety

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

Information Technology

- Computer Network Servers,
- Desktops, Laptops;
- Telecommunications
- Phone System
- Websites
- Social Media

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

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

- 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;

Cable TV

- Broadcast Cable Channel
- Video and Photo work for Public Safety

THE MUNICIPALITY OF MONROEVILLE

SUMMARY OF 2021 AUTHORIZED POSITIONS BY DEPARTMENT

DEPT #	DESCRIPTION	FULL-TIME POSITIONS		PART-TIME POSITIONS		ELECTED OFFICIALS		TOTAL POSITIONS
		2020	2021	2020	2021	2020	2021	2021
GENERAL GOVERNMENT								
1100	Mayor & Council	0	0	5	8	8	8	16
1200	Manager's Office	3	4	0	0	0	0	4
1300	Tax Collection	4	4	0	0	1	1	5
1500	Finance Office	5	4	0	0	0	0	4
1530	Information Systems	2	2	0	0	0	0	2
TOTAL GENERAL GOVERNMENT		14	14	5	8	9	9	31
PUBLIC SAFETY								
2105	Police Administration	3	2	0	0	0	0	2
2110	Emergency Communications	9	9	1	4	0	0	13
2120	Patrol & Traffic	40	37	0	0	0	0	37
2130	Incident Investigation	5	3	0	0	0	0	3
2135	Support Services & Records	1	2	0	0	0	0	2
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	4	4	0	0	4
2300	Fire, Building, & Code Enforcement	5	5	0	0	0	0	5
TOTAL PUBLIC SAFETY		63	58	5	8	0	0	66
PUBLIC WORKS								
3200	Superintendent of Public Works	2	2	0	0	0	0	2
3210	Snow & Ice Control	0	0	0	0	0	0	0
3250	Street Maintenance	8	8	0	0	0	0	6
3260	Parks Maintenance	8	8	0	0	0	0	8
3270	Traffic Signals, Signs and Markings	3	3	0	0	0	0	3
3320	Refuse Collection	9	9	5	5	0	0	13
3330	Vehicular Equipment	6	6	0	0	0	0	6
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
220	Polution Control / Stormwater	8	8	0	0	0	0	8
TOTAL PUBLIC WORKS		54	54	5	5	0	0	56
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	3	3	0	0	0	0	3
6110	Traffic Signals1	1	1	0	0	0	0	1
7100	Senior Citizens	4	4	4	4	0	0	8
8100	Public Library	11	11	19	19	0	0	30
9801	TV 15	2	2	3	3	0	0	5
TOTAL HUMAN SERVICES		28	28	66	66	0	0	94
TOTAL AUTHORIZED POSITIONS		159	154	81	87	9	9	247

MUNICIPALITY OF MONROEVILLE
MUNICIPAL OFFICERS AND NONUNION EMPLOYEES

MUNICIPALITY OF MONROEVILLE
MUNICIPAL OFFICERS AND NONUNION EMPLOYEES

<u>GRADE</u>	<u>POSITION</u>	2021		2021		2021	
		<u>MINIMUM</u>		<u>MIDPOINT</u>		<u>MAXIMUM</u>	
Grade 11	<i>Municipal Manager</i>	\$ 92,698		\$ 127,506		\$ 147,000	
Grade 10	<i>Chief of Police (Per Agreement)</i>	\$ 78,871		\$ 108,486		\$ 138,100	
Grade 9	<i>Dir. of Public Works and Engineering Deputy Director of Public Works and Engineering Dir. of Human Resources Director of Finance</i>	\$ 68,889		\$ 94,757		\$ 120,625	
Grade 7	<i>Dir of Inf. Systems & Technology</i>	\$ 56,444		\$ 77,642		\$ 98,835	
Grade 6	<i>Public Works Supervisor Director of Senior Citizens Library Director</i>	\$ 49,475		\$ 68,054		\$ 86,631	
Grade 5	<i>Public Works Foreman Asst. Tax Collector Community Planner/Zoning Officer Television Producer Building Official Business Tax Auditor Emergency Communications Disp Supervisor Building Inspector Engineering Inspector Code Enforcement Officer Traffic Signal Technician GIS Coordinator</i>	\$ 45,392		\$ 62,436		\$ 79,479	
Grade 4	<i>Sports and Athletic Coordinator Recreation Program and Special Events Coordinator</i>	\$ 41,642		\$ 57,280		\$ 72,915	
Grade 3	<i>Public Wks Office Manager Personnel and Finance Secretary Municipal Manager's Secretary Police chief Secretary</i>	\$ 36,971		\$ 50,854		\$ 66,808	
Grade 2	<i>Information Systems Support Tech Senior Citizens Fitness Coordinator Senior Citizens Program Coordinator</i>	\$ 31,786		\$ 46,976		\$ 62,400	

MUNICIPALITY OF MONROEVILLE

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

PART TIME NON-UNION EMPLOYEES

Part-Time Hourly Rate		2020
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, 2019 - December 31, 2021

Classification	2018	2019	2020	2021	2019
		3.00%	2.75%	3%	Current ANNUAL
Chief	\$ 62.94	\$ 64.83	\$ 66.61	\$ 68.61	\$ 134,846.40
Lieutenant	\$ 53.38	\$ 58.98	\$ 60.60	\$ 62.42	\$ 122,678.40
Sergeant	\$ 52.38	\$ 56.95	\$ 58.52	\$ 60.27	\$ 118,456.00
Corporal	\$ 51.38	\$ 54.92	\$ 56.43	\$ 58.12	\$ 114,233.60
Detective or Patrolmen					
Step F	\$ 50.38	\$ 51.89	53.32	\$ 54.92	\$ 107,931.20
Step E	\$ 45.34	\$ 46.70	47.99	\$ 49.43	\$ 97,138.08
Step D-1	\$ 42.82	\$ 44.11	45.32	\$ 46.68	\$ 91,741.52
Step D	\$ 40.30	\$ 41.51	42.66	\$ 43.94	\$ 86,344.96
Step C-1	\$ 37.79	\$ 38.92	39.99	\$ 41.19	\$ 80,948.40
Step C	\$ 35.27	\$ 36.32	37.32	\$ 38.44	\$ 75,551.84
Step B	\$ 30.23	\$ 31.13	31.99	\$ 32.95	\$ 64,758.72
Step A	\$ 25.00	\$ 25.00	25.00	\$ 25.00	\$ 52,000.00
*Shift Differential		\$ 0.85	\$ 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

January 1, 2020 - December 31, 2023
2020 Salaries

JOB DESCRIPTIONS	3.00%	Annual	3.00%	Annual	3.00%	Annual	3.00%	Annual
	2020	1/1/2020-12/31/2020	2021	1/1/2021-12/31/2021	2022	1/1/2022-12/31/2022	2023	1/1/2023-12/31/2023
Mechanic/Journeyman	\$33.24	\$69,139.20	\$34.24	\$71,219.20	\$35.27	\$73,361.60	\$36.33	\$75,566.40
Operator II	\$31.83	\$66,206.40	\$32.78	\$68,182.40	\$33.76	\$70,220.80	\$34.77	\$72,321.60
Operator I	\$30.99	\$64,459.20	\$31.92	\$66,393.60	\$32.88	\$68,390.40	\$33.87	\$70,449.60
Animal Control Officer	\$30.99	\$64,459.20	\$31.92	\$66,393.60	\$32.88	\$68,390.40	\$33.87	\$70,449.60
General Maintenance	\$30.99	\$64,459.20	\$31.92	\$66,393.60	\$32.88	\$68,390.40	\$33.87	\$70,449.60
Custodian	\$30.99	\$64,459.20	\$31.92	\$66,393.60	\$32.88	\$68,390.40	\$33.87	\$70,449.60
Heavy Equipment Repair	\$36.00	\$74,880.00	\$37.08	\$77,126.40	\$38.19	\$79,435.20	\$39.34	\$81,827.20
MS4 Light Equipment Operator I	\$30.99	\$64,459.20	\$31.92	\$66,393.60	\$32.88	\$68,390.40	\$33.87	\$70,449.60
MS4 Heavy Equipment Operator II	\$31.83	\$66,206.40	\$32.78	\$68,182.40	\$33.76	\$70,220.80	\$34.77	\$72,321.60
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.
During the 2nd contract year of employment under this contract.
During the 3rd contract year of employment under this contract.
During the 4th contract year of employment under this contract.
During the 5th contract year of employment under this contract.

80% of the hourly rate
85% of the hourly rate
90% of the hourly rate
95% of the hourly rate
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, 2020 THROUGH DECEMBER 31, 2023

2019 Salaries

Classification	2.00% 2019	Annual 2019	3.00% 2020	Annual 2020	2.50% 2021	Annual 2021	3.00% 2022	Annual 2022	2.50% 2023	Annual 2023
TV-15 Production Assistant	\$25.08	\$ 52,166.40	\$25.83	\$ 53,726.40	\$26.48	\$ 55,078.40	\$27.27	\$56,721.60	\$27.95	\$58,136.00
Data Systems Operator	\$25.08	\$ 52,166.40	\$25.83	\$ 53,726.40	\$26.48	\$ 55,078.40	\$27.27	\$56,721.60	\$27.95	\$58,136.00
Police Records Clerk II	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -
General Clerk II-Recptionist/Switchboard	\$25.08	\$ 52,166.40	\$25.83	\$ 53,726.40	\$26.48	\$ 55,078.40	\$27.27	\$56,721.60	\$27.95	\$58,136.00
Tax Clerks III	\$25.84	\$ 53,747.20	\$26.62	\$ 55,369.60	\$27.29	\$ 56,763.20	\$28.11	\$58,468.80	\$28.81	\$59,924.80
Building/Engineering Secretary	\$25.84	\$ 53,747.20	\$26.62	\$ 55,369.60	\$27.29	\$ 56,763.20	\$28.11	\$58,468.80	\$28.81	\$59,924.80
Parks and Recreation Secretary	\$25.84	\$ 53,747.20	\$26.62	\$ 55,369.60	\$27.29	\$ 56,763.20	\$28.11	\$58,468.80	\$28.81	\$59,924.80
Planning Secretary	\$25.84	\$ 53,747.20	\$26.62	\$ 55,369.60	\$27.29	\$ 56,763.20	\$28.11	\$58,468.80	\$28.81	\$59,924.80
Police Secretary	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -
Police Vehicle Maint Clerk	\$27.07	\$ 56,305.60	\$27.88	\$ 57,990.40	\$28.58	\$ 59,446.40	\$29.44	\$61,235.20	\$30.18	\$62,774.40
Accounts Payable Clerk	\$27.07	\$ 56,305.60	\$27.88	\$ 57,990.40	\$28.58	\$ 59,446.40	\$29.44	\$61,235.20	\$30.18	\$62,774.40
TCO	\$26.25	\$ 54,600.00	\$27.04	\$ 56,243.20	\$27.71	\$ 59,446.40	\$28.54	\$59,363.20	\$29.25	\$60,840.00

TITLE

**Part-Time TCO

\$19.06

\$19.63

\$20.12

\$20.72

\$21.24

**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

2019 Salaries

	3.00% 6/1/2015 - 12/31/2016	Annual Salary	2.00% 2017	Annual 2017 Salary	2.00% 2018	Annual 2018 Salary	2.00% 2019	Annual 2019 Salary
<i>Refuse Collector</i>	\$26.11	\$54,308.80	\$26.63	\$55,394.98	\$27.16	\$56,502.88	\$27.71	\$57,632.93
<i>Collector-Driver</i>	\$27.83	\$57,886.40	\$28.39	\$59,044.13	\$28.95	\$60,225.01	\$29.53	\$61,429.51

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

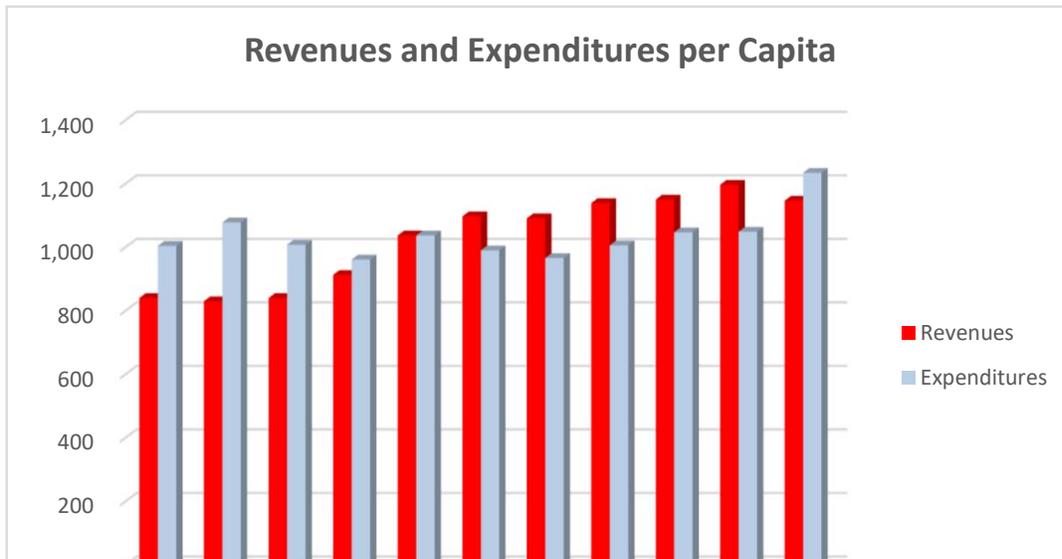
During the 1st contract year of employment under this contract.	80% of the hourly rate
During the 2nd contract year of employment under this contract.	85% of the hourly rate
During the 3rd contract year of employment under this contract.	90% of the hourly rate
During the 4th contract year of employment 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)
2010-2020

Year	Revenues	Revenues Per Capita	Expenditures	Expenditures Per Capita
2010	\$ 23,849	\$ 813	\$ 28,500	\$ 971
2011	\$ 23,554	\$ 830	\$ 30,593	\$ 1,078
2012	\$ 23,846	\$ 840	\$ 28,613	\$ 1,008
2013	\$ 25,927	\$ 913	\$ 27,291	\$ 961
2014	\$ 29,437	\$ 1,037	\$ 29,437	\$ 1,037
2015	\$ 31,141	\$ 1,097	\$ 28,120	\$ 990
2016	\$ 30,970	\$ 1,091	\$ 27,425	\$ 966
2017	\$ 32,345	\$ 1,139	\$ 28,559	\$ 1,006
2018	\$ 32,647	\$ 1,150	\$ 29,707	\$ 1,047
2019	\$ 33,971	\$ 1,197	\$ 30,921	\$ 1,049
2020*	\$ 32,542	\$ 1,146	\$ 35,036	\$ 1,234

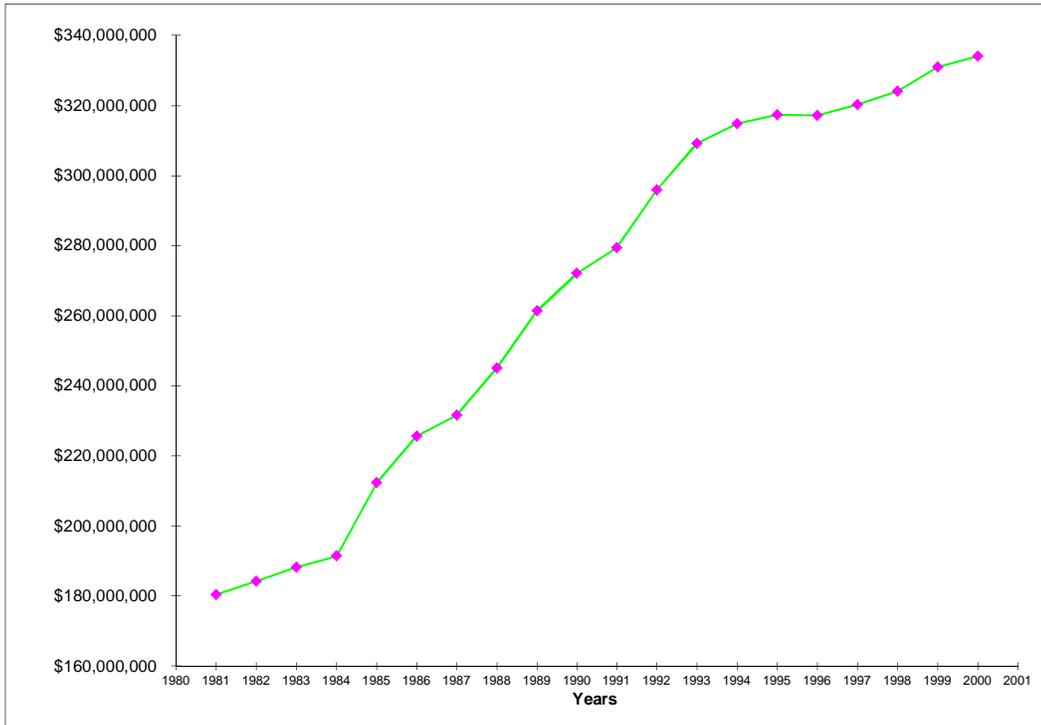
*2020 values represent year end estimates

Population from 2010 census: 28,386



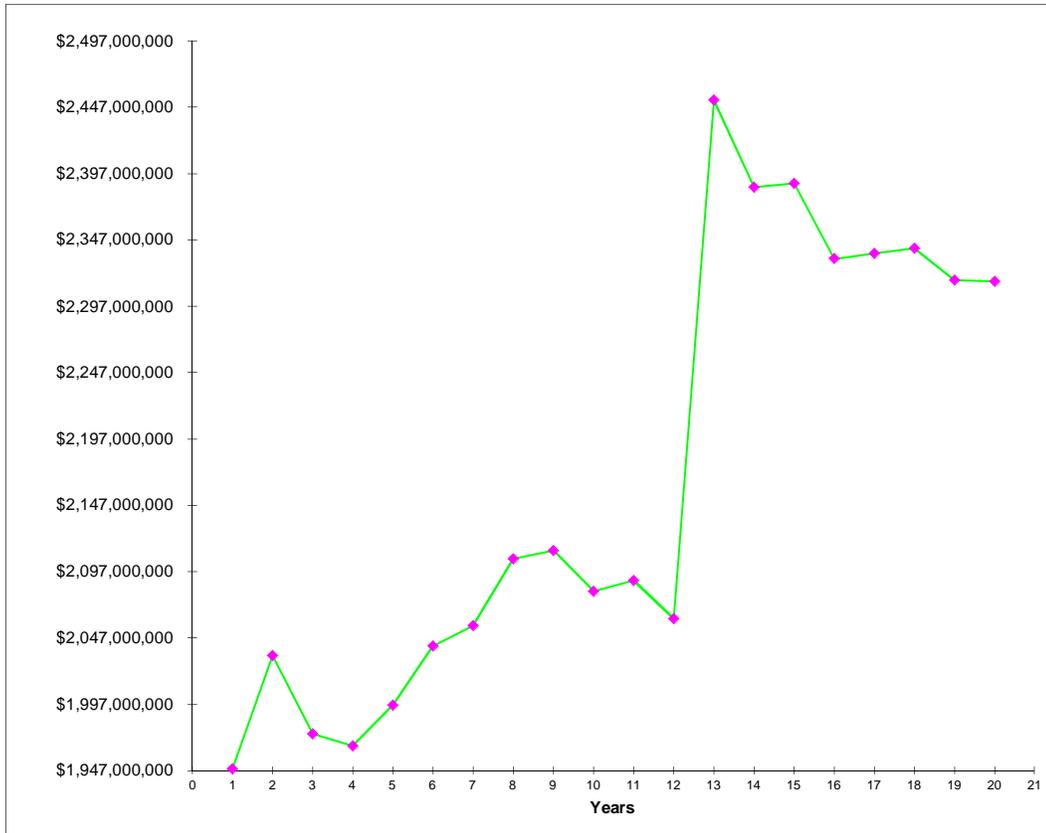
Municipality of Monroeville

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



1980	\$	181,956,695
1981	\$	180,421,645
1982	\$	184,243,370
1983	\$	188,247,835
1984	\$	191,369,665
1985	\$	212,259,655
1986	\$	225,558,000
1987	\$	231,539,000
1988	\$	245,111,000
1989	\$	261,332,000
1990	\$	272,148,000
1991	\$	279,376,000
1992	\$	295,939,000
1993	\$	309,210,000
1994	\$	314,764,000
1995	\$	317,355,000
1996	\$	317,192,397
1997	\$	320,255,870
1998	\$	324,134,035
1999	\$	331,073,635
2000	\$	334,008,245

Assessed Valuation of Real Estate Property After County Re-Assessment



2001	\$	1,948,323,000
2002	\$	2,033,591,000
2003	\$	1,974,718,000
2004	\$	1,965,717,000
2005	\$	1,996,151,387
2006	\$	2,041,057,000
2007	\$	2,056,310,416
2008	\$	2,106,674,420
2009	\$	2,113,014,680
2010	\$	2,081,963,220
2011	\$	2,090,138,420
2012	\$	2,061,651,395
2013	\$	2,452,199,000
2014	\$	2,386,864,000
2015	\$	2,389,470,000
2016	\$	2,332,755,000
2017	\$	2,336,937,000
2018	\$	2,340,711,168
2019	\$	2,316,781,413
2020*	\$	2,315,655,000

* Estimated

**MUNICIPALITY OF MONROEVILLE
2021 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
2021 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
2021 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
2021 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.

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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)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Governmental activities										
Invested in Capital Assets net of Related Debt	\$ 12,882,141	\$ 12,222,938	\$ 12,662,869	\$ 11,340,030	\$ 9,896,434	\$ 11,599,579	\$ 12,309,761	\$ 13,310,559	\$ 14,622,837	\$ 16,555,654
Restricted	2,378,790	1,520,031	1,556,364	2,308,578	2,813,073	1,593,548	1,364,788	288,569	764,254	867,354
Unrestricted	10,361,982	7,685,328	2,745,547	(500,253)	340,127	(7,950,258)	(7,684,003)	(6,866,770)	(29,301,616)	(29,880,298)
Total primary government	<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>	<u>\$ 6,732,358</u>	<u>\$ (13,914,525)</u>	<u>\$ (12,457,290)</u>

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 2 CHANGES IN NET POSITION

LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Expenses										
Governmental activities:										
General government	\$ 4,450,812	\$ 4,467,088	\$ 3,908,079	\$ 3,612,604	\$ 3,986,984	\$ 4,360,921	\$ 4,234,236	\$ 4,464,086	\$ 4,332,927	\$ 5,083,931
Public Safety	12,107,364	12,269,528	12,389,336	13,054,982	13,300,436	13,219,654	14,034,917	14,886,812	16,690,271	16,432,694
Public Works-Sanitation	1,224,237	1,226,083	1,390,827	1,464,269	1,660,992	1,431,181	1,528,363	1,610,152	1,445,974	1,560,068
Public Works-Highway	4,362,680	4,603,845	4,152,939	4,385,065	4,556,704	5,217,301	5,089,016	5,090,065	6,673,563	6,297,802
Public Works-Other	-	-	-	-	-	-	-	-	-	956,285
Culture-Recreation	4,240,035	4,216,561	4,541,643	4,660,442	4,717,192	4,928,151	5,290,431	5,479,581	5,344,164	5,777,818
Conservation and Development	493,397	384,315	347,004	390,481	382,799	296,709	529,993	479,846	522,105	511,076
Interest On Long-Term Debt	632,435	907,153	767,255	842,305	778,352	675,103	607,209	522,580	426,648	306,322
Total primary government	\$ 27,510,960	\$ 28,074,573	\$ 27,497,083	\$ 28,410,148	\$ 29,383,459	\$ 30,129,020	\$ 31,314,165	\$ 32,533,122	\$ 35,435,652	\$ 36,925,996
Program Revenues										
Charges for services:										
General government	\$ 241,921	\$ 244,349	\$ 169,097	\$ 117,920	\$ 150,589	\$ 116,779	\$ 116,780	\$ 75,803	\$ 70,876	\$ 66,353
Public Safety	650,163	357,872	464,056	347,975	316,947	386,487	327,306	431,322	660,841	792,268
Public Works-Sanitation	410,478	422,577	422,739	399,786	395,767	415,504	410,465	438,630	436,357	462,503
Public Works-Highway	34,293	50,348	3,100	82,340	8,713	111,516	36,702	37,470	78,078	71,768
Public Works-Other	-	-	-	-	-	-	-	-	-	3,322,515
Culture-Recreation	1,088,545	881,160	962,343	958,986	931,875	1,033,519	1,025,915	1,004,888	969,116	1,037,286
Conservation and Development	42,042	16,262	39,802	44,109	71,550	68,868	55,420	48,804	153,370	93,134
Operating and Capital grants and contributions	1,727,350	1,857,513	1,482,568	1,395,759	1,541,730	2,756,770	2,486,866	2,531,345	2,686,931	2,527,548
Total primary government	\$ 4,194,792	\$ 3,830,081	\$ 3,543,705	\$ 3,346,875	\$ 3,417,171	\$ 4,889,443	\$ 4,459,454	\$ 4,568,262	\$ 5,055,569	\$ 8,373,375
Total primary government net expense	\$ 23,316,168	\$ 24,244,492	\$ 23,953,378	\$ 25,063,273	\$ 25,966,288	\$ 25,239,577	\$ 26,854,711	\$ 27,964,860	\$ 30,380,083	\$ 28,552,621
General Revs. and Other Changes in Net Position										
Governmental activities:										
Taxes										
Property taxes, Levied for Gen. Purp.	\$ 4,518,932	\$ 4,505,976	\$ 4,329,435	\$ 5,588,103	\$ 8,874,636	\$ 9,033,775	\$ 9,013,001	\$ 9,037,409	\$ 8,720,156	\$ 9,102,782
Earned Income Taxes	6,105,290	6,574,335	6,655,847	6,951,532	7,711,011	7,482,578	7,485,167	7,633,309	7,698,026	7,959,132
Business Privilege & Mercantile Tax	6,214,921	6,228,096	5,971,721	5,791,646	6,114,606	7,340,650	7,705,324	7,909,899	8,357,693	8,941,293
Other Taxes, Levied for Gen. Purp.	2,577,780	2,437,058	2,559,194	2,618,451	2,830,807	3,026,410	3,012,278	3,731,887	3,756,994	3,482,227
Grants, Subsidies & Contrib. Not Restricted	51,542	44,744	187,430	168,568	252,955	177,634	261,035	246,440	223,719	188,228
Investment Earnings	109,000	69,852	89,188	78,489	60,000	46,756	70,370	76,825	149,257	253,478
Miscellaneous	142	189,815	142,903	50,059	23,552	-	55,213	70,903	65,073	82,716
Total primary government	\$ 19,577,607	\$ 20,049,876	\$ 19,935,718	\$ 21,246,848	\$ 25,867,567	\$ 27,107,803	\$ 27,602,388	\$ 28,706,672	\$ 28,970,918	\$ 30,009,856
Change in Net Position										
Total primary government	\$ (3,738,561)	\$ (4,194,616)	\$ (4,017,660)	\$ (3,816,425)	\$ (98,721)	\$ 1,868,226	\$ 747,677	\$ 741,812	\$ (1,409,165)	\$ 1,457,235

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 3
FUND BALANCES, GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
General Fund										
Reserved	\$ 2,376,072	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved	6,921,926	-	-	-	-	-	-	-	-	-
Nonspendable	-	947	-	-	-	58,075	52,215	54,750	57,412	135,011
Restricted	-	121,102	121,118	121,130	-	-	-	-	-	-
Committed	-	82,788	82,793	101,296	270,297	155,231	137,970	94,597	73,960	22,810
Assigned	-	1,795,704	897,742	544,053	540,403	585,862	652,802	700,263	655,451	533,068
Unassigned	-	4,787,610	4,291,310	3,173,774	5,141,934	7,175,221	9,718,585	13,497,133	14,410,769	17,735,669
Total general fund	<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>	<u>\$ 14,346,743</u>	<u>\$ 15,197,592</u>	<u>\$ 18,426,558</u>
All Other Governmental Funds										
Reserved	\$ 2,378,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	-	5,914,962	4,269,024	2,187,448	2,813,073	1,593,548	1,364,788	288,569	764,254	867,354
Committed	-	152,313	152,352	152,388	1,005,452	1,168,316	1,584,386	1,968,024	445,652	1,684,278
Assigned	-	912,991	-	-	-	-	(279,518)	-	216,574	-
Unassigned	-	-	-	(49,288)	(82,300)	(82,300)	(82,300)	-	-	(1,072,682)
Unreserved reported in: Special revenue funds	1,409,839	-	-	-	-	-	-	-	-	-
Total all other governmental funds	<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>	<u>\$ 2,256,593</u>	<u>\$ 1,426,480</u>	<u>\$ 1,478,950</u>

The fund balances for 2011 through 2019 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)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Revenues:										
Taxes	\$ 19,493,285	\$ 19,603,842	\$ 19,931,384	\$ 20,919,961	\$ 25,529,862	\$ 26,728,752	\$ 27,219,766	\$ 28,273,021	\$ 28,407,971	\$ 29,396,049
Licenses and Permits	1,479,195	1,152,875	1,405,533	1,303,052	1,224,666	1,337,641	1,267,561	1,371,775	1,433,261	1,474,294
Fines and Forfeits	138,978	165,288	113,091	105,145	104,238	112,239	93,135	94,475	94,395	93,533
Interest, Rents and Royalties	109,000	69,852	89,188	78,489	60,000	46,756	70,370	124,267	198,228	304,275
Intergovernmental	1,713,741	1,654,837	1,626,110	1,526,646	1,794,685	2,915,157	2,660,342	2,714,228	2,872,294	2,687,421
Charges for Services	849,269	848,729	542,513	542,919	546,537	682,793	611,892	570,667	840,982	4,278,000
Miscellaneous	65,293	58,911	138,991	61,311	23,552	19,247	100,222	43,558	46,126	10,159
Total revenues	23,848,761	23,554,334	23,846,810	24,537,523	29,283,540	31,842,585	32,023,288	33,191,991	33,893,257	38,243,731
Expenditures										
Current:										
General Government	4,097,552	3,779,253	3,129,183	2,894,708	3,141,640	3,634,801	3,233,365	3,287,649	3,434,700	3,822,230
Public Safety	11,311,872	11,200,645	10,075,158	10,935,158	10,944,470	12,362,846	11,609,201	11,652,960	13,122,661	12,592,177
Public Works-Sanitation	1,123,879	1,129,688	1,162,073	1,229,431	1,227,277	1,192,521	1,180,830	1,226,511	1,229,976	1,212,927
Public Works-Highways	3,359,170	3,356,701	2,839,927	2,855,834	2,941,291	3,313,521	3,364,611	3,366,360	3,604,313	3,463,552
Public Works-Other	-	-	-	-	-	-	-	-	-	852,647
Culture-Recreation	3,584,252	3,623,311	3,545,275	3,526,226	3,548,821	3,889,441	3,971,196	4,063,899	4,327,154	4,489,565
Conservation and Development	483,943	372,497	300,871	350,041	336,779	274,320	460,931	393,628	480,674	432,170
Insurance Premiums	1,050,703	1,164,949	1,175,072	955,570	1,152,885	1,112,060	1,204,279	1,209,074	1,220,926	1,315,774
Capital outlays	1,478,691	3,086,750	3,206,754	2,226,467	697,866	2,711,390	1,029,697	1,421,327	3,031,336	3,421,326
Debt Service:										
Principal	1,400,000	1,955,000	2,355,000	2,290,000	2,355,000	2,675,899	2,895,617	2,968,415	2,972,059	3,033,299
Interest	609,954	924,207	823,828	884,055	817,472	712,362	621,136	526,538	457,054	358,547
Total Expenditures	28,500,016	30,593,001	28,613,141	28,147,490	27,163,501	31,879,161	29,570,863	30,116,361	33,880,853	34,994,214
Excess of revenues over (under) expenditures	(4,651,255)	(7,038,667)	(4,766,331)	(3,609,967)	2,120,039	(36,576)	2,452,425	3,075,630	12,404	3,249,517
Other Financing Sources (Uses):										
Issuance of Debt	-	7,450,000	-	-	1,338,019	9,655,000	-	-	-	-
Issuance of Refunding Debt	18,470,000	-	8,445,000	-	-	-	-	7,885,000	-	-
(Discount) on Bonds Issued	-	-	-	-	-	-	-	-	-	-
Bond premium in bonds issued	816,850	86,457	186,144	-	-	292,671	-	303,672	-	-
Payment to Refunded Bond Escrow Agent	(18,572,754)	-	(7,866,691)	-	-	(9,479,534)	-	(7,833,354)	-	-
Capital lease	-	-	-	-	-	533,533	-	-	-	-
Sale of Capital Assets	44,550	184,000	47,800	26,429	-	-	42,550	23,460	8,332	31,919
Transfers In	639,980	-	610,354	-	1,119,000	1,301,870	1,000,000	2,679,509	2,287,379	1,000,000
Transfers Out	(639,980)	-	(610,354)	-	(1,119,000)	(1,301,870)	(1,000,000)	(2,679,509)	(2,287,379)	(1,000,000)
Total Other Financing Sources (Uses)	758,646	7,720,457	812,253	26,429	1,338,019	1,001,670	42,550	378,778	8,332	31,919
Net Changes in fund balances	\$ (3,892,609)	\$ 681,790	\$ (3,954,078)	\$ (3,583,538)	\$ 3,458,058	\$ 965,094	\$ 2,494,975	\$ 3,454,408	\$ 20,736	\$ 3,281,436
Debt service as a percentage of noncapital expenditures	7.46%	10.51%	12.63%	12.25%	11.87%	11.59%	12.18%	12.11%	10.48%	10.15%

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
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
2017	1,294,847	1,049,065	403,552	2,343,912	100%	4.00
2018	1,305,389	990,536	498,536	2,295,925	100%	4.00
2019	1,306,930	985,929	498,286	2,292,859	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	
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	2.43	2.43	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	18.89	18.89	27.62
2016	4.00	4.00	4.73	4.73	18.89	18.89	27.62
2017	4.00	4.00	4.73	4.73	19.33	19.33	28.06
2018	4.00	4.00	4.73	4.73	19.33	19.33	28.06
2019	4.00	4.00	4.73	4.73	19.87	19.87	28.60

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 7 PRINCIPAL PROPERTY TAX PAYERS

CURRENT YEAR AND TEN YEARS AGO

Taxpayer	2019			2009		
	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	\$ 94,137,700	1	4.11%	161,580,500	1	7.66%
PZ Miracle Mile	64,749,900	2	2.82%	37,772,800	3	1.79%
Anne V. Lewis	37,073,300	3	1.62%	19,415,100	4	0.92%
ER Partners LP	16,956,700	4	0.74%			
WPP/WEN LLC	15,307,100	5	0.67%			
Monroeville SCLP	14,800,000	6	0.65%	17,481,700	7	0.83%
Jamison Lane	14,707,300	7	0.64%			
LSR EFR - Rebound LLC	13,800,000	8	0.60%			
HTA Monroeville LLC - Healthcare	13,500,000	9	0.59%			
Walnut Capital	13,375,500	10	0.58%	15,582,500	9	0.74%
OFEWLP				17,000,000	8	0.81%
Westinghouse Electric Corporation				42,000,000	2	1.99%
Pittsburgh Miracle Mile Town and Country						
Cochran RELP				17,774,100	6	0.84%
L&M Associates						
Eagle Ridge Apartments				18,293,800	5	0.87%
Monroeville Dept. Investor				14,000,000	10	0.66%
	<u>\$ 298,407,500</u>		<u>13.01%</u>	<u>\$ 360,900,500</u>		<u>17.11%</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
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%	140,145	9,153,146	97.92%
2017	9,207,522	8,897,264	96.63%	141,429	9,038,693	98.17%
2018	9,272,972	8,993,367	96.98%	122,819	9,116,186	98.31%
2019	9,225,316	9,032,338	97.91%	-	9,032,338	97.91%

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>
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
2017	485,356,967	7,633,309
2018	442,339,787	7,698,026
2019	530,608,800	7,959,132

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>
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%
2017	1%	0.50%
2018	1%	0.50%
2019	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	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	2017 Number of filers	2018 Number of filers
\$100,001-and higher	209	333	912	466	519	1,025	21	13	8
\$70,001-\$100,000	307	466	1,180	642	2,457	2,576	1,015	974	889
\$50,001-70,000	435	643	1,605	889	1,805	2,511	4,062	3,820	3,535
\$30,001-50,000	540	849	2,204	1,199	1,278	1,158	2,186	1,967	1,717
\$10,001-30,000	565	1,118	2,835	1,492	2,002	2,042	1,228	1,133	954
\$10,000 and lower	387	907	2,846	1,759	3,577	4,175	3,559	3,207	2,545
TOTAL	2,443	4,316	11,582	6,447	11,638	13,487	12,071	11,114	9,648

Income Level	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 Taxpayers	2017 Percentage of Total Taxpayers	2018 Percentage of Total Taxpayers
\$100,001-and higher	8.56%	7.72%	7.88%	7.23%	4.46%	7.60%	0.17%	0.12%	0.08%
\$70,001-\$100,000	12.57%	10.80%	10.19%	9.96%	21.11%	19.10%	8.41%	8.76%	9.21%
\$50,001-70,000	17.81%	14.90%	13.86%	13.79%	15.51%	18.62%	33.65%	34.37%	36.64%
\$30,001-50,000	22.10%	19.67%	19.03%	18.60%	10.98%	8.59%	18.11%	17.70%	17.80%
\$10,001-30,000	23.13%	25.90%	24.48%	23.14%	17.20%	15.14%	10.17%	10.19%	9.89%
\$10,000 and lower	15.84%	21.02%	24.57%	27.28%	30.74%	30.96%	29.48%	28.86%	26.38%
TOTAL	100.01%	100.00%							

Income Level	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	2017 Percentage of Total Income	2018 Percentage of Total Income
\$100,001-and higher	26.45%	28.55%	30.01%	27.56%	28.05%	28.50%	3.65%	3.65%	3.65%
\$70,001-\$100,000	21.84%	20.36%	19.93%	20.59%	19.02%	19.52%	28.57%	28.57%	28.57%
\$50,001-70,000	22.08%	19.97%	19.21%	20.28%	20.12%	19.95%	48.47%	48.47%	48.47%
\$30,001-50,000	18.60%	17.75%	17.67%	18.34%	18.09%	17.98%	12.85%	12.85%	12.85%
\$10,001-30,000	9.54%	11.33%	11.10%	11.26%	10.81%	11.28%	4.11%	4.11%	4.11%
\$10,000 and lower	1.49%	2.05%	2.07%	1.96%	1.89%	2.63%	2.35%	2.35%	2.35%
TOTAL	100.00%	100.00%	100.00%	100%	98%	100%	100%	100%	100%

The Municipality is legally prohibited from disclosing individual payers.

Keystone Collections Group does not finish processing 2019 returns until October 2020 therefore 2019 final information is not available and not presented. 2019 final number to be included in 2020 table.

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		
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
2017	17,265,207	1,076,621	18,341,828	3.56%	646.16
2018	14,443,675	839,562	15,283,237	2.98%	538.41
2019	11,527,874	636,263	12,164,137	2.17%	428.53

* 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 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)

Fiscal Year	General Bonded Debt Outstanding* General Obligation Bond ***	Percentage of Actual Taxable Value** of Property	Per Capita*
2010	24,715	1.18%	871
2011	30,912	1.48%	1,089
2012	29,482	1.43%	1,039
2013	27,021	1.07%	952
2014	24,494	1.03%	863
2015	22,436	0.96%	790
2016	19,726	0.84%	695
2017	17,265	0.74%	608
2018	14,443	0.63%	538
2019	11,527	0.50%	429

Details regarding the Municipality's outstanding debt can be found in the Note 6 in 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, 2019
(AMOUNTS EXPRESSED IN THOUSANDS)

Governmental Unit	Debt *** Outstanding	Estimated Percentage Applicable*		Estimated Share of Overlapping** Debt
Debt repaid with property taxes				
Municipality of Monroeville	11,527	100.0%	\$	11,527
Other debt				
Gateway School District	43,290	97.81%	a	42,342
Allegheny County	891,515	3.96%	a	35,304
Subtotal-overlapping debt				77,646
Total direct and overlapping debt			\$	89,173

*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)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Debt Limit	\$ 56,444	\$ 54,717	\$ 57,183	\$ 58,320	\$ 63,836	\$ 70,534	\$ 75,503	\$ 81,097	\$ 83,317	\$ 85,062
Total net debt applicable to limit	24,715	30,210	28,730	26,440	24,085	21,920	19,325	16,720	13,985	11,155
Legal debt margin	\$ 31,729	\$ 24,507	\$ 28,453	\$ 31,880	\$ 39,751	\$ 48,614	\$ 56,178	\$ 64,377	\$ 69,332	\$ 73,907
Total net debt applicable to the limit as a percentage of debt limit	43.79%	55.21%	50.24%	45.34%	37.73%	31.08%	25.60%	20.62%	16.79%	13.11%

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>
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%
2017	28,386	\$ 485,356,967	\$ 43,671	45	3,292	4.20%
2018	28,386	\$ 442,339,787	\$ 45,847	45	3,273	3.70%
2019	28,386	\$ 530,608,800	\$ 47,371	45	3,435	3.70%

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	2019			2009		
	Employees	Rank	Percentage of Total Municipal Employment	Employees	Rank	Percentage of Total Municipal Employment
Forbes Regional/West Penn Hospital	1,749	1	7.98%	1,315	2	0.66%
UPMC	1,382	2	6.30%	-	n/a	n/a
Procure Pharmacy	1,174	3	5.35%	-	n/a	n/a
Bechtel Plant Machinery Inc.	960	4	4.38%	837	3	0.42%
Gateway School District	576	5	2.63%	654	4	0.33%
Respiroincs	541	6	2.47%	-	n/a	n/a
Cochran Pontiac Incorporated	374	7	1.71%	354	5	0.18%
Community College of Allegheny County	325	8	1.48%	321	6	0.16%
Lash Group LLC	265	9	1.21%	-	n/a	n/a
Compunetics	239	10	1.09%	310	7	0.16%
Westinghouse Electric Co.				1,846	1	0.92%
PPG				269	8	0.13%
Lazarus/Macy's				245	9	0.12%
Giant Eagle Markets				236	10	0.12%
	7,585		34.60%	6,387		3.20%
Total Employees in Municipality	21,924					

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 18

FULL-TIME EQUIVALENT MUNICIPAL EMPLOYEES BY FUNCTION/PROGRAM

<u>FUNCTION/PROGRAM</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
GENERAL GOVERNMENT										
Manager's Office	4	3	3	3	4	4	4	3	3	4
Tax Collection	5	5	5	4	4	4	4	4	4	4
Finance Office	4	4	4	4	5	5	5	5	5	4
Information Technology	3	3	3	2	2	2	2	1	1	2
PUBLIC SAFETY										
Police Chief	2	2	2	2	2	2	2	2	2	2
Emergency Communications	8	8	8	8	7	8	8	9	9	9
Patrol & Traffic	39	40	42	42	39	37	37	39	39	40
Incident Investigation	6	5	5	5	5	5	5	5	5	5
Support Services & Records	1	1	1	1	1	1	1	1	1	2
Police Training	1	1	0	0	0	0	0	0	0	0
Community Safety	3	2	2	2	1	1	1	0	0	0
Fire, Building, & Code Enforcement	5	5	5	5	5	6	5	4	4	4
PUBLIC WORKS										
Superintendent of Public Works	2	2	2	2	2	2	2	2	2	2
Storm Sewer Maintenance	1	1	1	1	1	1	1	1	1	8
Street Maintenance	9	8	8	5	6	6	6	5	5	8
Parks Maintenance	7	6	6	8	7	8	8	8	8	8
Signs and Markings	4	4	4	5	4	4	4	4	4	3
Refuse Collection	9	9	9	9	9	9	9	9	9	9
Vehicular Equipment	5	4	4	4	4	5	5	5	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	3	3	3	4	4	4	4	4	4
HUMAN SERVICES										
Recreation and Parks	3	3	3	3	3	3	3	3	3	3
Planning & Zoning	2	2	4	4	3	3	3	4	4	4
Engineering	1	1	1	1	1	1	1	2	2	2
Traffic Signals	0	0	0	0	0	0	0	0	0	1
Senior Citizens	4	4	4	4	4	5	5	4	4	4
Public Library	11	11	11	10	10	10	10	11	11	11
TV 15	2	2	2	2	2	2	2	2	2	2
TOTAL	<u>152</u>	<u>145</u>	<u>148</u>	<u>145</u>	<u>141</u>	<u>144</u>	<u>143</u>	<u>143</u>	<u>143</u>	<u>156</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>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
POLICE										
Physical arrests	280	314	255	374	469	613	548	641	380	507
Incidents	16,614	15,425	15,531	15,354	16,535	16,854	15,982	16,051	16,201	16,831
Traffic violations/Citations	2,013	1,580	1,758	1,653	3,535	1,629	1,016	1,883	1,000	749
FIRE										
Emergency Response	5,777	5,387	5,224	7,028	5,392	6,078	6,769	7,616	8,194	8,967
INSPECTIONS	4,780	6,083	6,100	7,539	8,324	8,152	7,580	7,151	7,430	7,820
PUBLIC WORKS										
Recyclables collected (tons per year)	530.4	641.4	695.3	738.8	654.1	749.7	801.3	929.7	995.0	899.0
OTHER PUBLIC WORKS										
Street Resurfacing (miles)	4.3	9.0	17.9	22.8	1.2	1.0	10.0	7.0	29.0	22.0
PARKS AND RECREATION										
Program Participants	1,644	2,093	5,858	6,283	4,262	3,823	3,645	5,656	5,400	2,157
Pavilion Rentals	453	466	486	533	638	692	710	545	680	504
Pool Admissions	5,331	5,431	5,569	7,922	6,743	6,922	6,953	7,654	7,176	6,950
LIBRARY										
Items in Collection	119,514	120,048	122,771	124,312	123,498	115,686	99,334	91,564	91,183	91,467
Total Circulation	222,519	244,321	297,941	308,614	290,750	306,014	315,368	372,542	375,777	402,646

Sources: Various Municipal Departments

MUNICIPALITY OF MONROEVILLE, PENNSYLVANIA

SCHEDULE 20

CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM

LAST TEN FISCAL YEARS

<u>FUNCTION/PROGRAM</u>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
POLICE										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	7	7	7	7	7	7	7	7	7	7
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	21	21	21	21	21	21	20
Basketball courts	21	21	21	20	20	20	20	20	20	19
Soccer fields	22	22	22	22	22	22	22	22	22	22
Ball fields	16	16	16	17	17	17	17	17	17	17
Pickleball courts	-	-	-	-	-	-	-	-	-	6
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	24	24	24	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