



TOWN OF MCCANDLESS

PROPOSED 2022 BUDGET

INITIAL PRESENTATION FOR TOWN COUNCIL

October 15, 2021

**TOWN OF McCANDLESS
2022 PROPOSED BUDGET**

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Town of McCandless

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TO: TOWN COUNCIL

FROM: BOB GRIMM, TOWN MANAGER

SUBJECT: 2022 BUDGET NOTES AND NARRATIVE

DATE: OCTOBER 15, 2021

INTRODUCTION

In accordance with Section 1202 of the Town's Home Rule Charter, I am submitting the proposed 2022 Operating and Capital Improvement Budgets for Council's consideration and eventual approval.

While the impacts from the COVID-19 pandemic and the accompanying economic downturn are not as significant as we first anticipated, we continue to see signs of the slower economy and therefore we are cautious with revenue projections. In many ways the budget discussions this year were much different from last year because of the funding received from the American Rescue Plan Act (ARPA). Our budget plans to use these funds over the next 4-5 years in accordance with the guidance provided by the Treasury Department and recommendations from the Government Finance Officers Association. The funds will be used in combination to offset revenue reductions due to the pandemic and to fund stormwater infrastructure improvements. We are also taking cautious steps in proposing any expenses that will require ongoing financial commitment and not taking the ARPA funds into account with those decisions.

We have spent a great deal of time over the past two years looking at professional services contracts and hiring key staff members. We are working together to address council priorities, citizen needs and continued compliance with regulations we are obligated to follow. Staff works diligently each day to be faithful stewards of public funds that the residents and businesses entrust to us to use to provide services. I believe that this budget reflects this and will continue to provide superior service to the community. Below you will see a number of

highlights of this budget. Further into the document you will find more detail about each department.

OPERATIONAL BUDGET HIGHLIGHTS:

Revenues

Generally, the 2022 revenue projections are based on historical data and resulting trends that we are seeing. Input is provided by department heads on revenues that are derived from specific areas of the Town operation such as building inspection or fines. Below are notes and highlights on some of the larger revenues that are in the budget.

- There is NO real estate tax increase projected for 2022
- Major revenue sources (taxes) are shown to be 3% higher than 2021 but overall, revenues are flat.
- EIT has continued to perform stronger than what we would have anticipated at the beginning of the pandemic but appears to be remaining flat rather than showing increases.
- We're seeing a slight increase in Real Estate Tax due to updated assessments following transfers of property and resulting from new construction in the Town.
- Real Estate Transfer Tax remains strong after the pandemic shut down. However we are being cautious with this revenue in the event that interest rates rise and the market slows.
- Business Privilege Tax has been slow to return to pre-pandemic levels. We expect that the revenue in 2022 to reflect this.
- Planned use of ARPA funds- in part to offset revenue shortfalls and in part to fund storm water infrastructure improvements that address water quality.

Expenditures

While the majority of our expense involves personnel, there are ongoing costs of supplies, utilities and professional services which we see yearly and are adjusted based on historical data or anticipated need. However, there are some larger expenses that I have highlighted here. Other highlights will be noted in the individual department narratives.

- Purchase of Body Worn Cameras
- Purchase 2 marked police vehicles
- Purchase vehicle for building codes
- Updated phone system
- Updated website

- Includes funds to share in the cost of a study to look at operational and governance changes to the Ambulance Authority
- Strategic planning session for Council and Department Directors
- Additional funds added to legal fees in anticipation of the negotiation of the Collective Bargaining Agreement with the McCandless Police Officers Association during 2022.
- Planned restructuring in DPW with leadership as retirements occur to provide more focused efforts on storm water and buildings and grounds as well as the work they routinely do otherwise. With savings from that restructuring we are expecting to have funds remaining and available to apply toward a solution for grant writing/administration assistance.
- Several items noted as contingency items in the 2021 budget have been added into the 2022 because of revenues being stronger than had been forecasted.
- As we enter into a year in which we'll be engaged in collective bargaining with the Police Association, we'll need to pay particular attention to the sustainability of any agreement moving forward and be prepared to balance service levels with honoring those contract commitments.

Given the service nature of our work, the bulk of our expenditures are personnel related.

Below are some highlights of the General Fund Personnel costs that are included in this year's proposed budget.

- Per the McCandless Police Officers Association Collective Bargaining Agreement (CBA) – Police will receive a 3% increase in 2022 plus step increases for officers under 5 years and longevity payments (8% increase over prior year) for officers serving greater than 5 years following their anniversary dates.
- The Police Budget includes the addition of a previously unreplaced retired officer and replacement of an officer planning to retire in early 2022. An analyst is proposed to fill the vacancy created by Chief Hawk's promotion. This position would assist the Chief to facilitate scheduling, payroll, grant opportunities, and special events (i.e. National Night Out, Coffee with a Cop, Citizens Police Academy, etc.). This move frees up two officers from administrative functions, allowing to focus on other police duties and is more sustainable financially.
- Per the Teamsters CBA, Public Works Crew members will receive 3% increases in 2022.
- Public Works Budget includes addition of previously unreplaced 2020 Retiree to the Crew team.
- 2-3% performance review increase for non-union administrative staff
- For all Administration and Police departments 3.5% increase in Health Insurance Premiums.
- Teamsters Health Insurance increase is estimated at 3% consistent with MBS increases.

- Interns (\$20000) – Website and Public Engagement, discussed by TAC to work in Summer of 2022 within Town Administration. An additional intern for Customer Service coverage, cashiering for RET, PCT, and BPT payments, PCT routine follow-up with rental companies within Tax Administration. Also, social worker intern(s) in the Police Department. Also, a recreation intern that was discussed by AAC
- Includes the replacement of a full-time Fire Marshall and the elimination of the Part-time Fire Marshal.
- Includes the expansion of the Code Enforcement Officer from Part-time to Full-time including benefits.

CAPITAL IMPROVEMENT FUND

The 5- year Capital Improvements Plan is presented as part of the budget proposal here and outlines major purchases and projects planned between 2022 and 2026. These purchases and projects are evaluated annually and adjusted based on review with the department heads and engineers, if needed as to condition and need compared to other needs that have come up in any given year. Capital Planning for vehicles and equipment has proved to be more challenging this year due to supply chain and delivery issues so we have made some adjustments. Projects for 2022 include the following:

- Sidewalk projects funded by the Multi-Modal Grants
- Upgrades to Wall Park funded by a GEDF grant
- Upgrades to Devlin Park Tennis Court Funded by a CITF Grant and Capital Improvement Funds
- Work to start on Town Hall with priority being windows and HVAC system
- Annual Road Paving Program
- 10 Ton Dump Truck for Public Works
- Boom Mower for mowing along less populated and highly vegetated roads
- Storm water related projects and equipment:
 - North Meadows detention pond retrofit
 - Stream bank improvements in Wall Park
 - Councill Park Rain Garden
 - Purchase of a Remote Mower for detention ponds

**Fiscal Year 2022 Proposed Budget
Town of McCandless**

	General Fund	American Rescue Plan Fund	Transportation District Fund	Capital Improvements Project Fund	Assessment Fund	State Highway Aid Fund	TOTAL ALL FUNDS
REVENUE							
Tax Revenue	12,832,000	-	-	-	-	-	12,832,000
Non-Tax Revenue	1,884,945	3,060	2,500	15,000	4,100	1,000	1,910,605
Inter-Fund Transfers In	345,000	-	-	2,722,100	-	-	3,067,100
Assessments	7,900	-	124,650	-	-	-	132,550
Federal Revenue	-	1,475,470	-	-	-	-	1,475,470
State Revenue	754,500	-	-	989,660	-	836,400	2,580,560
Contributions from Prior Year Fund Balance	861,310	-	-	532,000	-	-	1,393,310
TOTAL REVENUE	\$ 16,685,655	\$ 1,478,530	\$ 127,150	\$ 4,258,760	\$ 4,100	\$ 837,400	\$ 23,391,595
EXPENDITURES							
General Government	\$ 2,270,655	\$ -	\$ -	\$ 914,660	\$ -	\$ -	\$ 3,185,315
Public Safety	8,104,815	-	-	-	-	-	8,104,815
Public Works	3,989,055	-	-	2,859,100	-	-	6,848,155
Culture and Recreation	839,130	-	-	485,000	-	-	1,324,130
Refunds	107,000	-	-	-	-	-	107,000
Inter-Fund Transfers Out	1,375,000	730,000	124,700	-	-	837,400	3,067,100
Contributions to Fund Balance	-	748,530	2,450	-	4,100	-	755,080
TOTAL EXPENDITURES	\$ 16,685,655	\$ 1,478,530	\$ 127,150	\$ 4,258,760	\$ 4,100	\$ 837,400	\$ 23,391,595
Projected Fund Balance 12/31/21	\$ 9,986,871	\$ 747,000	\$ 579,132	\$ 3,041,187	\$ 828,900	\$ -	\$ 15,183,090
Projected Fund Balance 12/31/22	\$ 9,125,561	\$ 1,495,530	\$ 581,582	\$ 2,509,187	\$ 833,000	\$ -	\$ 14,544,860

REVENUE

Some highlights of the budgeted 2022 revenues follow here. These revenues are broken into various categories based on the source of the revenue and state issued account codes. Some revenues are based on firm figures such as property assessments or the reimbursement based on wages. Revenues from other agencies such as the county sales tax (RAD), State Pension Aid and Foreign Fire Relief are based on funding formulas which are set by others and out of our control. Where it is appropriate, other revenues use historic collection rates to gauge the anticipated revenue for the year.

The Real Estate tax reflects a slight increase in assessed values due to improvements, new construction and assessment changes that occur following property sales. The 2022 budget does not reflect any change in millage. Real estate taxes are primarily collected from July 1 through September when payments are paid at a discount. Payments are received at face value until November 1 and at penalty thereafter, with liens subsequently filed. The total budgeted figure includes collections in current year, prior year and delinquent collections. The agreement with Maiello, Brungo and Maiello has resulted in a significant increase in delinquent tax collection.

Earned income Keystone Collections Group, collects both current and delinquent taxes on behalf of the Town which is a member community of the Allegheny North Tax Collection Committee. The total tax is one percent (1%) on earned income with the Town and School District each levying a tax at the rate of one-half percent (1/2%).

Realty Transfer Tax is assessed at one and one-half percent (1- 1/2 %) on the sale of the property within the town. The projected revenue is based on current and prior year collections and reflects the current real estate market and steady increases that we've seen in property values, while adjusting for large transactions of commercial property that occasionally occur.

The Business Privilege Tax is levied at the rate of 1 mill (\$1 per \$1000) on whole or gross volume of business transacted by the 1300 entities that operate within the boundaries of the Town of McCandless by any individual, partnership, limited partnership, association, firm or corporation during the prior year. An annual tax return is mailed by the Town and is to be returned with suitable documentation by May 15 of each year.

Licenses, Fees and Miscellaneous Permits include various licenses and permits the Town issues throughout the year. Included are: Business Licenses, Transient Vendor permits, Amusement/Mechanical Device Permits and Franchise Fees from the Cable companies (Comcast, Verizon and Consolidated). These revenues are based on current year collections and prior year averages as well trends that are seeing.

Fines are received throughout the year from the Courts for violations of ordinances, vehicle code violations and other code or penalties that may be imposed as a result of non-payment of tax. We have used historical and current year figures to project revenue for these categories.

Interest and Rents are based on our anticipated interest earnings given current investment rates and the rental agreements that are in place. We utilize various financial investments and institutions to maximize returns as much as possible. Given current rates, we continue to expect this revenue to remain lower than we'd like.

State Funding includes reimbursement for winter maintenance costs from PennDOT, the **Public Utility Realty Tax Act (PURTA)** distribution, Alcohol licenses, pension aid and Fire Relief fund. The figures budgeted are based on prior and current year collections or estimated figures received from the State. We continue to see these figures flat or slightly lower than based on the state revenues that this funding is distributed from.

Local Funding are based on the agreements in place with the North Allegheny School District for various services the town provides such as the Tax Collection costs, School Resource Officers and Crossing Guards as well as the historic and current figures for the regional asset district sales tax.

Charges and Fees include building permit, land development fees, charges for police services and community day revenues. The building permit revenues are based on current and prior year as well as anticipated construction that will come as a result of approved development plans. Subdivision and Land Development fees are based on anticipated plans that will come before the planning commission and council for consideration and approval during 2022. Recreation Fees are based on anticipated new residential construction permits being issued. Tax Collection cost is based on the wage increases and supplies expense. We have seen a decrease in police protection details due to the Cinemark theater no longer engaging officers.

Assessments, Contributions and Donations, Sale of Assets are based on prior years revenues as well as the anticipated sale of vehicles and equipment that are part of the scheduled replacement program.

Dividends are based on prior year collections for our Workers Compensation, Property and Liability and Medical Insurance premiums.

**General Fund Revenue
Town of McCandless
2022 Proposed Budget**

	Actual 2018	Actual 2019	Actual 2020	Adopted 2021 Budget	Projected Actual 2021	2022 Proposed Budget
REVENUES						
301-310 - Taxes						
Real Estate Tax	3,198,832	3,186,408	3,225,936	3,335,000	3,263,500	3,307,000
Earned Income Tax	5,820,925	6,312,527	6,024,514	5,750,000	6,000,000	6,000,000
Realty Transfer Tax	1,509,345	1,616,445	1,620,398	1,500,000	1,700,000	1,550,000
Local Services Tax	704,285	694,425	721,123	700,000	700,000	700,000
Business Privilege Tax	1,296,769	1,343,479	1,395,136	1,150,000	1,300,000	1,275,000
TOTAL Taxes	12,530,156	13,153,284	12,987,107	12,435,000	12,963,500	12,832,000
319 - Penalties and Interest on Delinquent Taxes						
Real Estate Tax	11,302	6,104	4,261	9,500	9,500	8,500
Business Privilege Tax	4,921	9,117	12,463	9,000	9,000	9,000
TOTAL Penalties and Interest on Delinquent Taxes	16,223	15,221	16,724	18,500	18,500	17,500
321-322 - Licenses and Permits						
Business Privilege Licenses	215	240	175	200	200	200
Transient Retailer Permits	4,890	6,835	970	3,000	2,500	3,000
Amusement Permits	225	225	200	250	250	225
Mechanical Device Permits	7,150	5,350	4,400	5,500	4,575	5,000
Cable Television Franchise Fee	336,738	278,102	379,055	351,500	363,900	350,000
Driveway Permits	1,950	750	750	1,000	1,000	1,000
Street Opening Permits	10,352	16,882	14,135	15,000	13,000	13,000
Telecommunications Right-of-Way Permits	900	900	900	900	900	900
TOTAL Licenses and Permits	362,420	309,285	400,585	377,350	386,325	373,325
331 - Fines						
Court Fines - Local Ordinances	9,822	5,313	2,658	8,000	5,000	5,000
Court Fines - Business Privilege Tax	100	-	100	1,000	-	-
Court Fines - Vehicle Code Violations	28,396	27,588	18,600	30,000	25,000	25,000
Court Fines - Code Violations	368	810	48	1,500	-	-
Court Fines - State Police	23,433	14,133	13,054	15,000	10,500	13,000
TOTAL Fines	62,120	47,844	34,460	55,500	40,500	43,000
341-342 - Interest and Rents						
Interest Earnings	36,957	62,995	22,308	25,000	22,400	22,000
Bus Shelter Rent	17,777	12,945	11,021	13,000	9,481	9,500
TOTAL Interest and Rents	54,734	75,940	33,329	38,000	31,881	31,500
351-353 Federal Funding						
Federal Capital and Operating Grants	-	-	251,047	-	-	-
TOTAL Federal Funding	-	-	251,047	-	-	-

**General Fund Revenue
Town of McCandless
2022 Proposed Budget**

	Actual 2018	Actual 2019	Actual 2020	Adopted 2021 Budget	Projected Actual 2021	2022 Proposed Budget
354-356 - State Funding						
Winter Maintenance	67,425	68,571	70,907	70,900	73,240	73,000
Severe Winter Maintenance	10,935	3,043	871	3,000	7,822	4,500
Traffic Control Grant	23,319	111,682	3,446	8,000	-	-
Recycling Grants	135,084	117,444	-	75,000	67,010	75,000
Public Utility Tax (PURTA)	13,027	11,307	12,904	12,000	12,912	12,900
Alcoholic Beverage Licenses	8,700	8,400	8,100	-	-	8,100
General Municipal Pension System State Aid	421,595	491,568	487,459	438,300	460,539	420,000
Foreign Fire Insurance State Aid	171,097	185,168	186,863	167,400	166,105	157,800
Act 13 Impact Fees	5,180	5,713	4,912	4,900	3,275	3,200
TOTAL State Funding	856,361	1,002,897	775,462	779,500	790,903	754,500
357-359 - Local Funding						
Stormwater Grant	-	2,000	-	-	-	-
CITF Grant	25,088	-	-	-	-	-
NASD School Crossing Guards	33,107	42,594	20,835	46,000	30,000	38,450
NASD School Zone Lights	1,002	784	1,245	1,000	1,200	1,200
Other School Contributions	-	281,905	125,595	159,125	115,000	210,000
Multi-Municipal Recreation Services	-	11,517	-	6,000	-	-
Ambulance Authority Vehicle Repairs	20,050	25,321	14,300	16,000	25,000	16,000
Ambulance Authority and VFC Fuel Reimbursements	49,545	54,017	33,854	56,875	50,000	51,350
MIDA Secretarial Expenses	-	-	-	100	100	100
Regional Asset District County Sales Tax	452,035	460,937	431,739	455,000	460,000	460,000
TOTAL Local Funding	580,827	879,075	627,569	740,100	681,300	777,100
361-367 - Charges and Fees						
Subdivision and Land Development Fees	12,175	18,112	18,256	12,000	18,500	15,000
Recreation Land Development Fees	1,200	1,200	4,000	23,600	2,400	2,000
Tax Collection Cost Reimbursements	71,008	88,589	74,611	77,250	72,000	81,145
Tax Certification Fees	22,330	24,925	44,084	30,000	40,000	35,000
Police Detail and Protective Services	137,833	172,102	172,102	132,000	48,000	65,000
Fire Protection	140,015	140,015	140,015	20,000	155,000	131,625
Building Permits	170,233	97,168	115,399	79,000	95,000	100,000
Property and Supply Sales	7,942	2,618	3,224	2,600	3,000	-
Trash Carts	1,303	1,114	1,664	1,200	1,000	-
Recreation Field Use	4,670	4,900	2,075	5,000	3,000	5,000
Participant Recreation Fees	15,120	8,165	-	10,000	-	-
Community Day Fees	7,883	13,766	-	12,000	2,500	12,000
Other Misc Charges and Fees	1,238	2,329	1,329	500	48	-
TOTAL Charges and Fees	592,950	575,002	576,758	405,150	440,448	446,770

**General Fund Revenue
Town of McCandless
2022 Proposed Budget**

	Actual 2018	Actual 2019	Actual 2020	Adopted 2021 Budget	Projected Actual 2021	2022 Proposed Budget
383 - Assessments						
Street Lights	340	378	368	400	400	400
Storm Water Facility Maintenance	4,000	20,900	8,500	7,500	-	7,500
TOTAL Assessments	4,340	21,278	8,868	7,900	400	7,900
387 - Contributions and Donations						
Athletic Associations	26,788	72,500	-	-	-	-
Businesses	2,716	2,945	-	2,500	-	-
Program Donations	100	-	-	1,500	-	2,500
Police K-9 Donations	2,915	804	1,810	1,000	2,000	-
Community Day Donations	3,250	2,750	2,750	8,000	2,500	2,750
EG Channel	2,450	-	-	5,000	38,166	-
Heritage Center Bricks	1,000	50	-	-	-	-
General Heritage Center Donations	2,597	3,940	669	3,500	500	3,500
TOTAL Contributions and Donations	41,816	82,989	5,229	21,500	43,166	8,750
391 - Sale of Assets						
Small Equipment	588	1,896	54	-	7,015	-
Vehicles	54,202	38,700	17,299	5,000	30,500	15,000
TOTAL Sale of Assets	54,790	40,596	17,353	5,000	37,515	15,000
392 - Fund Transfers						
Transfer in from Special Revenue Fd - SLFRF Grant	-	-	-	-	730,000	345,000
TOTAL Fund Transfers	-	-	-	-	730,000	345,000
395 - Refunds of Prior Year Expenditures						
Workers Compensation Dividends	112,593	104,256	99,583	100,000	84,829	85,000
Property and Liability Trust Dividends	56,351	60,020	55,773	50,000	68,356	50,000
Workers Compensation Reimbursements	12,833	12,244	11,815	12,000	-	12,000
Insurance Reimbursements	3,328	34,165	72,321	24,500	38,000	25,000
Miscellaneous Refunds	1,968	560	103	-	-	-
TOTAL Refunds of Prior Year Expenditures	187,073	211,245	239,595	186,500	191,185	172,000
TOTAL Revenues	15,343,811	16,414,656	15,974,085	15,070,000	16,355,623	15,824,345

Town of McCandless
2022 Proposed Budget

10/15/2021
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Proposed

EXPENDITURES

General Government (400 - 409)

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
400 Town Council	47,195	39,923	26,142	69,800	55,900	94,765
401 Town Administration	427,271	448,926	523,175	570,905	433,850	509,065
402 Financial Administration	574,262	585,601	518,951	742,945	646,430	469,510
403 Tax Collection	328,238	314,256	316,921	356,510	358,320	375,550
406 Citizen Information	108,163	103,841	103,741	148,825	145,109	178,865
409 Buildings and Plant	198,501	294,085	278,090	341,400	312,050	642,900
Total General Government	1,683,630	1,786,632	1,767,020	2,230,385	1,951,659	2,270,655

Public Safety (410 - 419)

410 Police Protection	5,209,881	5,432,722	5,306,961	6,039,630	5,241,650	6,169,650
411 Fire Protection and Prevention	1,066,210	1,033,766	1,077,683	1,146,310	1,118,898	1,112,150
412 Ambulance	52,384	55,825	36,166	64,200	53,975	94,575
413 Code Enforcement	196,866	207,121	239,826	277,425	206,500	310,350
414 Planning and Zoning	329,549	267,934	294,072	330,480	243,358	336,740
419 School Crossing Guards	76,762	79,385	52,526	88,680	75,775	81,350
Total Public Safety	6,931,652	7,076,753	7,007,234	7,946,725	6,940,156	8,104,815

Public Works (421 - 449)

426 Recycling	138,809	153,828	184,313	63,400	59,550	46,850
430 Public Works Administration	1,369,662	1,459,307	1,473,015	2,032,575	1,988,417	2,161,085
431 Street Cleaning	12,929	18,006	12,818	6,300	5,100	-
432 Snow and Ice Control	581,556	616,667	604,150	587,350	535,500	622,815
433 Traffic Control Devices	290,640	291,002	253,292	367,730	294,350	387,540
436 Storm Sewers and Drains	143,456	43,122	84,303	68,300	72,550	71,110
437 Repair of Vehicles and Machinery	579,306	464,694	578,514	535,955	506,840	543,555
438 Maintenance and Repairs of Roads and Bridges	207,145	328,771	190,747	52,250	42,520	59,200
446 Storm Water Management and Flood Control	30,977	86,172	118,965	88,500	76,600	96,900
Total Public Works	3,354,480	3,461,569	3,500,117	3,802,360	3,581,427	3,989,055

Town of McCandless
2022 Proposed Budget

10/15/2021
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Proposed

EXPENDITURES

Culture and Recreation (451 - 457)

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
451 Culture	13,907	15,099	4,984	18,125	13,725	18,125
452 Participant Recreation	28,648	19,662	1,500	57,850	515	-
454 Parks	288,794	114,812	142,127	181,050	47,450	102,100
456 Library	665,626	677,600	689,814	641,905	641,905	641,905
457 Community Celebrations	80,910	62,034	1,248	80,600	33,600	77,000

Total Culture and Recreation

1,077,885 889,207 839,673 979,530 737,195 839,130

Refunds of Prior Year Revenues (491)

491 Tax Refunds	101,128	111,633	120,061	110,600	94,450	107,000
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Total Refunds of Prior Year Revenues

101,128 111,633 120,061 110,600 94,450 107,000

TOTAL EXPENDITURES

13,148,775 13,325,794 13,234,105 15,069,600 13,304,887 15,310,655

Transfers to Other Funds (492)

18 To Capital Improvements Fund	262,235	1,423,400	1,519,700	1,200,000	1,200,000	1,375,000
20 To Transportation District Fund	-	-	-	-	-	-

Total Transfers to Other Funds

262,235 1,423,400 1,519,700 1,200,000 1,200,000 1,375,000

TOTAL EXPENDITURES AND TRANSFERS

13,411,010 14,749,194 14,753,805 16,269,600 14,504,887 16,685,655

GENERAL GOVERNMENT

400 TOWN COUNCIL

The Budget for the Town Council reflects the costs associated with the Council performing its duties. Expenses include a stipend that the Council members receive for the time spent performing their duties, insurance coverage, supplies and IT expenses as well as memberships in professional organizations and attendance at conferences that provide educational and networking opportunities.

The Town Attorney Retainer reflects the per meeting fee and billing structure that applies legal fees to the various Town programs for which the legal work is done. Other legal fees are shown based upon anticipated use of the Attorney's services are noted in each departmental budget.

400 Town Council

- No Increase in Council Salaries for 2022
- Potential transition to iPads for 3 new Council Members instead of laptops (Ward 2, Ward 4 and Ward 5 or 6) (saves \$600/Council person versus going with laptops) (- \$1800)
- Twenty-five thousand dollars earmarked for a 2–5 year Strategic Planning for new Council in 2022.
- Council cell phones (4 add'l council members = $\$600 \times 4 = \2400)
- Court Reporter Services for Council \$1200
- Volunteer Reception in February 2022 (\$3500) includes dinner and appreciation gift
- Funding included for new council members to attend the Newly Elected Training Program with Local Government Academy. $3 \times \$650 = \$1,950$

General Government 400 Town Council	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	18,086	18,085	17,655	38,100	30,100	30,100
Supplies (200)	2,996	2,996	1,243	3,000	1,700	4,800
Other Services and Charges (300-400)	26,112	18,842	7,244	28,700	24,100	59,865
Total Town Council	47,195	39,923	26,142	69,800	55,900	94,765
Personal Services (100)						
110 Salaries	16,800	16,800	16,400	16,800	16,800	16,800
110 Town Attorney Retainer	-	-	-	20,000	12,000	12,000
190 Payroll Taxes	1,286	1,285	1,255	1,300	1,300	1,300
Total Personal Services (100)	18,086	18,085	17,655	38,100	30,100	30,100
Supplies (200)						
210 Office Supplies	165	34	63	100	-	100
240 General Operating Supplies	369	460	58	500	500	500
260 Office Equipment	2,463	2,502	1,122	2,400	1,200	4,200
Total Supplies (200)	2,996	2,996	1,243	3,000	1,700	4,800
Other Services and Charges (300-400)						
310 Services in Memorium	166	105	70	150	150	150
314 Town Attorney	2,224	827	-	1,200	1,200	2,400
312 Strategic Planning Services						25,000
321 Monthly Telephone Charges						4,200
340 Advertising	250	1,057	876	1,000	2,000	1,500
350 Insurance	1,395	-		1,400	1,400	1,465
420 Dues, Subscriptions and Publications	9,550	4,175	4,286	5,300	5,300	5,500
450 Contracted IT Services	625	143	-	-	-	-
460 Meetings, Seminars and Conferences	11,903	12,535	2,012	19,650	14,050	19,650
Total Other Services and Charges (300-400)	26,112	18,842	7,244	28,700	24,100	59,865
TOTAL TOWN COUNCIL	47,195	39,923	26,142	69,800	55,900	94,765

GENERAL GOVERNMENT

401 TOWN ADMINISTRATION OFFICES

The Town Manager, supported by the administrative staff oversees the daily municipal operations either directly or through supervisory personnel in each department. The daily work varies and may include issues such as land development, capital projects, office and construction equipment replacement and purchases, overall purchasing practices, salary and benefits, administration, contract negotiation and administration, personal and property insurances, building and vehicle maintenance. This work involves regular interaction with department heads, other staff members, professional consultants, vendors and the public.

A large portion of the Town Administration Department's time is taken up with providing support to the Town Council, preparation and follow-up associated with each of the meetings that occur during the month. Administration also is responsible for the coordination and preparation for special work such as the committee interviews and support for the Industrial Development Authority. There is also a significant amount of time working with the Department heads to address citizen concerns. Building and maintaining positive working relationships with other local, county and state officials to accomplish the goals of the Town continues to be a primary focus for the manager and staff.

Staff positions within the Manager's office is listed below.

Town Manager

Executive Services Coordinator

½ of Receptionist

401 Town Administration

- IT continuation of Windows 365/Adobe/Apps for Business
- IT investment of \$10,000 to continue updating old computers in a strategic replacement schedule to prevent mass upgrades in the future.
- Continuation of Optimus Risk Services for CBA mandated Safety Committee (\$9600)
- Adding a cell phone for the Executive Assistant for Emergency Management Services (\$720)
- Continuation of the PM Computing Customer Service Contract (\$3500/month)

- Employee Program investment of \$5000, Wellness events, Birthday and Anniversary celebrations, employee summer picnic, holiday festivities.
- \$30,000 first year investment of software upgrade carried over to 2022.

General Government
401 Town Administration

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	370,164	385,408	368,298	347,835	262,090	345,735
Supplies (200)	6,023	7,372	53,952	61,900	39,350	30,950
Other Services and Charges (300-400)	49,174	55,412	98,194	128,670	132,410	132,380
Contributions, Grants and Subsidies (500)	1,910	734	2,731	2,500	-	-
Capital Purchases (700)	-	-	-	30,000	-	-
Total Town Administration	427,271	448,926	523,175	570,905	433,850	509,065

Personal Services (100)

110	Salaries and Wages	223,798	238,487	227,778	201,550	182,360	207,210
110	Town Attorney Retainer	19,408	17,531	11,500	-	-	-
110	Part-Time Wages	454	-	-	10,800	8,175	20,000
180	Overtime	6,696	6,005	3,269	6,500	-	3,500
180	Vacation Transfer	4,660	-	-	-	-	-
180	Sick Leave Bonus	-	1,200	1,100	1,600	-	1,100
180	Deferred Compensation	6,989	2,727	2,527	4,510	1,830	2,750
190	Payroll Taxes	19,019	19,239	17,485	17,990	14,720	17,600
190	Workers Compensation Insurance	792	943	1,000	1,130	1,130	1,130
190	Health Insurance	53,441	65,948	68,061	64,950	41,616	53,880
190	Pension	33,114	32,087	33,284	35,115	9,210	35,500
190	Dental Insurance	826	-	1,193	2,160	1,730	1,730
190	Vision Insurance	256	310	149	320	320	335
190	Life Insurance	712	930	952	1,210	1,000	1,000

Total Personal Services (100)

370,164	385,408	368,298	347,835	262,090	345,735
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Supplies (200)

210	Office Supplies	3,146	3,655	2,596	3,500	3,500	3,500
210	Postage	382	365	182	400	400	400
230	Vehicle Fuel	549	233	313	700	250	250
240	Other Operating Supplies	260	558	-	800	200	0
260	Office Equipment	1,686	2,561	50,861	56,500	35,000	26,800

Total Supplies (200)

6,023	7,372	53,952	61,900	39,350	30,950
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<i>General Government</i>		Actual	Actual	Actual	Adopted	Projected	Proposed
<i>401 Town Administration</i>		2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Other Services and Charges (300-400)							
310	Professional Services	5,659	3,131	14,819	14,250	18,540	17,540
310	Legal Services	18,655	32,422	36,764	35,000	35,000	35,000
310	Pre-Employment Costs	-	2,093	-	400	0	0
320	Telephone	595	653	606	720	720	1,440
340	Advertising	4,317	1,504	876	1,750	1,750	2,000
370	Vehicle Maintenance	-	44	-	150	0	0
370	Equipment Maintenance and Repairs	117	31	117	200	200	200
420	Dues, Subscriptions and Publications	12,143	11,776	19,992	25,500	25,500	25,500
450	Contracted IT Services	4,728	268	19,441	42,000	42,000	42,000
460	Meetings, Seminars and Conferences	2,960	3,490	5,579	8,700	8,700	8,700
Total Other Services and Charges (300-400)		49,174	55,412	98,194	128,670	132,410	132,380
Contributions, Grants and Subsidies (500)							
530	Community Day	-	-	-	-	-	-
530	Increase in RAD Funds	1,910	734	2,731	2,500	-	-
Total Contributions, Grants and Subsidies (500)		1,910	734	2,731	2,500	-	-
Capital Purchases (700)							
740	Capital Purchases	-	-	-	30,000	-	-
Total Capital Purchases (700)		-	-	-	30,000	-	-
TOTAL TOWN ADMINISTRATION		427,271	448,923	523,175	570,905	433,850	509,065

GENERAL GOVERNMENT

402 FINANCIAL ADMINISTRATION

The Finance Department is responsible for oversight and daily operation of the fiscal operations of the Town. These functions include accounting, accounts payable, accounts receivable, investments, personnel administration, and payroll. Operating and capital budget development and purchasing oversight fall within the operation of the department. In addition, the department prepares the annual Financial Report in conjunction with the independent auditor. Under the current organizational structure, the Assistant Town Manager serves as the Finance Director with support from the staff listed below.

The proposed 2021 staffing is noted below:

Staff:

Assistant Manger

Personnel Assistant

Payroll/Accounting Officer

FT Finance Assistant

402 Financial Administration

- Includes annual independent audit contract with Maher Duessel \$29,930, ICMA retirement plan fees of \$25,000 per year, Mockenhaupt GASB 67 Audit \$3500
- Removes approx. \$250,000 General Insurance cost from 402 and moves to 409 Buildings and Grounds.
- Includes current annual software cost for Accufund of \$7,665 and \$1000 for Accufund customer service.
- \$37,500 first year investment of software upgrade carried over to 2022.

General Government 402 Financial Administration	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	264,535	248,615	221,846	369,180	312,195	351,435
Supplies (200)	8,117	6,466	2,719	6,500	5,200	5,200
Other Services and Charges (300-400)	301,609	330,520	294,386	329,765	329,035	75,375
Capital Purchases (700)	-	-	-	37,500	-	37,500
Total Financial Administration	574,262	585,601	518,951	742,945	646,430	469,510

Personal Services (100)

110 Salaries and Wages	182,657	185,094	171,760	249,000	231,825	242,650
110 Part-Time Wages	-	-	-	-	-	-
170 Vacation Accrual	-	-	-	-	-	-
180 Overtime	1,311	2,238	281	1,400	-	1,200
180 Sick Leave Bonus	300	1,000	1,300	1,800	-	1,100
180 Non-Hospitalization incentive	2,641	3,244	-	-	4,350	4,350
180 Deferred Compensation	3,443	3,102	1,564	3,800	2,320	2,430
190 Payroll Taxes	14,138	13,851	13,082	19,200	17,920	18,740
190 Workers Compensation Insurance	778	815	766	900	1,000	1,000
190 Health Insurance	48,218	33,564	25,283	76,400	39,590	64,220
190 Pension	8,429	5,614	6,118	12,480	11,705	12,260
190 Dental Insurance	670	(487)	1,375	2,300	2,100	2,100
190 Vision Insurance	262	162	-	400	385	385
190 Life Insurance	1,687	418	317	1,500	1,000	1,000

Total Personal Services (100)

264,535	248,615	221,846	369,180	312,195	351,435
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Supplies (200)

210 Office Supplies	3,114	2,579	1,254	3,000	2,500	3,000
210 Postage	1,384	1,340	1,165	1,300	1,200	1,200
240 Other Operating Supplies	98	520	-	1,200	500	-
260 Office Equipment	3,522	2,027	300	1,000	1,000	1,000

Total Supplies (200)

8,117	6,466	2,719	6,500	5,200	5,200
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<i>General Government</i>		Actual	Actual	Actual	Adopted	Projected	Proposed
402 Financial Administration		2018	2019	2020	Budget	Actual	Budget
Other Services and Charges (300-400)					2021	2021	2022
310	Professional Services	24,687	23,049	25,338	31,900	33,600	29,860
310	Auditing Services	34,729	32,615	25,862	29,200	22,400	25,000
310	Legal Services	2,182	2,490	-	2,000	2,000	2,000
310	Pre-Employment Costs	137	253	370	250	-	250
320	Monthly Telephone	-	361	867	1,350	1,320	1,350
340	Advertising	1,408	426	497	100	500	500
350	Insurance	228,053	258,989	233,365	249,600	252,300	-
370	Equipment Maintenance and Repairs	8,313	7,460	7,223	10,565	8,065	8,065
390	Bank Charges/Fees			-		6,000	2,500
420	Dues, Subscriptions and Publications	1,222	825	225	700	750	750
450	Contracted IT Services	-	3,566	525	-	1,000	1,000
460	Meetings, Seminars and Conferences	878	486	114	4,100	1,100	4,100
Total Other Services and Charges (300-400)		301,609	330,520	294,386	329,765	329,035	75,375
Capital Purchases (700)							
740	Computer Software	-	-	-	37,500		37,500
Total Capital Purchases (700)		-	-	-	37,500	-	37,500
TOTAL FINANCIAL ADMINISTRATION		574,262	585,601	518,951	742,945	646,430	469,510

GENERAL GOVERNMENT

403 TAX COLLECTION

The Town collects current real estate tax for the Town and the North Allegheny School District as well as Per Capita Tax on behalf of the School District. North Allegheny reimburses the Town for half of current collection costs, with the reimbursement recorded as revenue. The Tax office staff works year-round updating records due to changes in ownership and billing addresses, assessed value, applicable exemptions, delinquencies, refunds and blotter and invoice preparation.

During 2021 the Town engaged Maiello, Brungo and Maiello to collect Real Estate delinquent taxes as it already had been doing for the School District. As of the preparation of this budget we are seeing the benefit in that MBM has collected \$50,000 in delinquent taxes thus far.

The Tax Office is also responsible for Business Privilege Tax Collection and the issuing of business licenses to businesses in the Town. This work includes - sending out annual tax returns for completion in February through May of each year, updating records and collection of delinquent accounts.

Current staff includes:

Tax Administrator

PT Tax Assistant

½ of the Receptionist

403 Tax Administration (RET, PCT, BPT)

- Includes costs of generating RET and BPT annual billings and returns.
- Includes collections commissions paid to Keystone for collection of EIT and LST and Commissions paid to Allegheny County for collection of RTT.
- Includes bonding costs for Tax Collector (\$16k)
- Annual Software Agreements for RET (\$8400) and BPT (\$2200) software plus customer service amounts for each (\$3500 total)
- Includes new software purchase estimates carried forward from 2021 (\$25,000)

General Government 403 Tax Collection	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	136,392	136,184	147,777	138,860	146,070	156,800
Supplies (200)	16,364	17,670	13,042	18,300	18,300	18,300
Other Services and Charges (300-400)	175,482	160,402	156,102	174,350	193,950	175,450
Capital Purchases (700)	-	-	-	25,000	-	25,000
Total Tax Collection	328,238	314,256	316,921	356,510	358,320	375,550

Personal Services (100)

110	Salaries and Wages	99,601	87,864	89,372	78,900	95,250	91,180
110	Part-Time Wages	13,711	15,813	22,159	22,800	13,600	27,000
180	Overtime	132	234	-	-	-	-
180	Deferred Compensation	-	577	668	790	690	910
190	Payroll Taxes	8,476	7,750	8,310	8,150	8,150	9,090
190	Workers Compensation Insurance	224	284	372	420	310	420
190	Health Insurance	10,466	19,364	21,189	21,650	21,880	22,800
190	Pension	3,276	4,007	4,401	5,100	4,710	4,560
190	Dental Insurance	261	-	1,065	750	1,300	500
190	Vision Insurance	68	90	41	100	10	140
190	Life Insurance	177	201	200	200	170	200

Total Personal Services (100)

136,392	136,184	147,777	138,860	146,070	156,800
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Supplies (200)

210	Office Supplies	705	308	40	1,700	1,700	1,700
210	Postage	12,010	13,398	10,516	13,800	13,800	13,800
240	Other Operating Supplies	2,353	3,730	2,486	2,800	2,800	2,800
260	Office Equipment	1,296	234	-	-	-	-

Total Supplies (200)

16,364	17,670	13,042	18,300	18,300	18,300
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<i>General Government</i>		Actual	Actual	Actual	Adopted	Projected	Proposed
403 Tax Collection		2018	2019	2020	Budget 2021	Actual 2021	Budget 2022
Other Services and Charges (300-400)							
310	Professional Services	125,486	136,173	127,763	125,700	148,950	134,800
310	Legal Services	3,186	1,430	1,227	4,000	2,500	4,000
340	Advertising	2,290	-	-	500	500	500
350	Tax Collector Bond	12,459	16,145	16,145	16,500	16,500	16,500
370	Equipment Maintenance and Repairs	19,181	1,138	10,354	11,600	11,600	11,600
380	Equipment Leasing	89	89	89	150	150	150
410	Enforcement Actions	6,720	-	-	8,750	8,000	750
420	Dues, Subscriptions and Publications	810	1,200	500	700	700	700
450	Contracted IT Services	4,482	2,929	-	3,500	3,500	3,500
460	Meetings, Seminars and Conferences	779	1,298	25	2,950	1,550	2,950
Total Other Services and Charges (300-400)		175,482	160,402	156,102	174,350	193,950	175,450
Capital Purchases (700)							
740	Computer Software	-	-	-	25,000	-	25,000
Total Capital Purchases (700)		-	-	-	25,000	-	25,000
TOTAL TAX COLLECTION		328,238	314,256	316,921	356,510	358,320	375,550

GENERAL GOVERNMENT

406 CITIZEN INFORMATION

This program area reflects the Town's effort to provide information to the community and engage the residents. To accomplish this, the Public Information Officer (PIO) uses the Town's website (www.townofmccandless.org), Facebook, Savvy Citizen, the Town Crier, McMail, the Town Calendar, McCandless & Me and the North Allegheny School District's Educational/Governmental (EG) channel broadcasts via cable television. Staff also produces a "welcome packet for new residents. During 2021 the Town added Instagram to its list of communications platforms.

Information is provided on upcoming meetings, events and other activities. The PIO also works with all departments to get information out to the public on Town operations and issues that may impact their day-to-day activities or in the event of an emergency. Staff also provides support for public engagement at events noted under Program 457 (Civic Events) or through separate smaller scale events such as coffees or listening sessions.

The administration of the Town's response to requests that are received in accordance with Pennsylvania's Right-to-Know Act fall under this budgetary program. The Public Information Officer works with Department Heads and the Town Attorney's office to ensure that all requests are processed in a timely manner and in accordance with the Act.

Staff for Citizen Information includes:

1 Public Information Officer

406 Citizen Information

- Includes costs of generating and posting Town Crier, Welcome Packets, Calendars, Trash/Recycling Handbook, McCandless and Me, Website, E-Newsletter, PEG-TV, etc.
- Includes Tent, Banner, and Table Skirt for Town Information at Town Events (\$1275)
- Includes new website design (\$25,000 – Software) to include Citizen Concerns Portal, Online Payments, menu redesign, etc.
- Includes attorney's fees for Right to Know requests (\$10,000)

Public Safety and Information 406 Citizen Information	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	65,230	54,644	71,545	80,725	80,829	83,890
Supplies (200)	9,525	8,636	5,680	12,200	13,680	38,375
Other Services and Charges (300-400)	33,408	40,561	26,516	55,900	50,600	56,600
Total Citizen Information	108,163	103,841	103,741	148,825	145,109	178,865

Personal Services (100)

110	Salaries and Wages	39,126	28,028	40,509	49,500	49,150	51,000
180	Deferred Compensation	-	476	481	495	490	510
190	Payroll Taxes	2,829	2,937	2,944	3,960	3,760	3,900
190	Workers Compensation Insurance	139	165	1,692	190	200	200
190	Health Insurance	20,693	21,003	23,115	23,620	23,940	24,860
190	Pension	1,944	1,788	2,012	2,475	2,460	2,550
190	Dental Insurance	275	-	596	275	514	550
190	Vision Insurance	85	90	41	70	160	160
190	Life Insurance	139	156	155	140	155	160
Total Personal Services (100)		65,230	54,644	71,545	80,725	80,829	83,890

Supplies (200)

210	Office Supplies	282	554	-	600	600	600
210	Postage	8,525	7,387	5,680	10,800	10,800	11,000
240	Other Operating Supplies	116	287	-	800	500	1,775
260	Office Equipment	602	408	-	-	1,780	25,000
Total Supplies (200)		9,525	8,636	5,680	12,200	13,680	38,375

Other Services and Charges (300-400)

310	Legal Services	6,235	13,019	10,148	10,000	10,000	10,000
340	Printing	17,424	15,523	10,809	17,500	13,000	19,000
420	Dues, Subscriptions and Publications	-	-	-	13,500	13,000	13,000
450	Web Site and Mobile Applications	7,299	12,019	5,459	7,100	7,100	7,100
450	EG Channel	2,450	-	-	5,000	5,000	5,000
460	Meetings, Seminars and Conferences	-	-	100	2,800	2,500	2,500
Total Other Services and Charges (300-400)		33,408	40,561	26,516	55,900	50,600	56,600

TOTAL CITIZEN INFORMATION

108,163	103,841	103,741	148,825	145,109	178,865
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GENERAL GOVERNMENT

409 BUILDINGS AND PLANT

The Buildings and Plant program outlines the expenditures anticipated for maintenance and operation of the Town's buildings and grounds. These include the Town Hall (Administration and Police), the Public Works building and the salt dome adjacent to the Public Works garage. Minor improvements are also included in this program. For 2022, costs for services that span multiple departments have been moved into this program. These include Information Technology services and property, liability and automobile insurances.

The development and maintenance of recreation facilities on Town property are presented separately under Program 454. Work is accomplished by a combination of DPW staff and outside contractors depending upon the nature of the work to be performed.

409 Building and Grounds

- Personnel Labor included in 430
- Includes replacement mics for Powers Room (\$1100)
- Includes Cleaning Services for all Town Buildings (\$3000/month)
- General Engineering Costs for Town Inquires
- Includes New IP Phone System service and Assets (\$18,000 and \$25,000 respectively)
- Moves \$268,200 in Town-wide Insurance from 402 to 409.
- Increased costs of General Electricity by 12% and Natural Gas by 15% based on anticipated fee estimates
- Includes \$5000 equipment rental for storms and unexpected events
- Includes Managed Security Services for Town IT function (\$50,400 or \$4200/month))
- Includes \$10,000 Server Investment for new software.

General Government 409 Buildings and Plant	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	8,321	57,245	35,872	-	-	-
Supplies (200)	19,137	17,022	31,661	23,800	24,400	24,600
Other Services and Charges (300-400)	171,042	219,818	210,557	307,600	287,650	583,300
Capital Purchases (700)	-	-	-	10,000	-	35,000
Total Buildings and Plant	198,501	294,085	278,090	341,400	312,050	642,900

Personal Services (100)

110 Salaries and Wages	7,381	50,555	31,733	-	-	-
190 Payroll Taxes	549	3,782	2,363	-	-	-
190 Pension	392	2,908	1,776	-	-	-

Total Personal Services (100)

8,321	57,245	35,872	-	-	-
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Supplies (200)

210 Office Supplies	4,238	5,895	7,401	9,500	9,500	9,500
230 Generator Fuel	-	-	404	400	900	1,000
230 Other Operating Supplies	6,609	1,111	23,856	10,000	10,000	10,000
260 Building Minor Equipment	-	5,755		1,500	500	2,500
260 Office Equipment	8,290	4,261		2,400	3,500	1,600

Total Supplies (200)

19,137	17,022	31,661	23,800	24,400	24,600
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Other Services and Charges (300-400)

310 Building Cleaning Services	31,480	31,449	34,484	48,000	36,000	37,200
310 Building Safety and Security Services	1,729	14,438	3,165	13,500	6,450	11,150
310 Engineering	5,550	28,590	19,464	20,000	45,000	30,000
310 Legal Services	-	-	18	-	-	-
320 Telephone and Internet	11,248	13,146	14,038	19,400	17,000	23,000
340 Advertising	-	65	-	-	-	-
350 Insurance						268,200
360 Utilities	43,439	46,994	40,049	52,000	51,500	58,950
370 Building and Grounds Maintenance and Repa	39,198	36,314	27,892	75,000	58,000	74,500
370 Office Equipment Maintenance and Repairs	8,633	12,625	3,359	15,000	9,600	11,000
380 Office Equipment Leasing	9,103	11,298	10,239	10,800	10,000	15,000
390 Fuel System Registration Fees					1,200	1,400
420 Dues, Subscriptions and Publications	2,388	1,800	1,190	2,000	2,000	2,000
430 Real Estate Taxes	299	308	313	500	500	500
450 Contracted IT Services	17,975	22,792	56,348	51,400	50,400	50,400

Total Other Services and Charges (300-400)

171,042	219,818	210,557	307,600	287,650	583,300
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<i>General Government</i>		Actual	Actual	Actual	Adopted	Projected	Proposed
<i>409 Buildings and Plant</i>		2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Capital Purchases (700)							
740	Computer Server	-	-	-	10,000	-	10,000
740	Phone System						25,000
Total Capital Purchases (700)		-	-	-	10,000	-	35,000
TOTAL BUILDINGS AND PLANT		198,501	294,085	278,090	341,400	312,050	642,900

PUBLIC SAFETY

410 POLICE PROTECTION

The Town of McCandless Police Department provides round the clock protection of the residents and business of the Town. The most visible aspect of their work comes in the routine patrol of the Town. The department conducts investigation of reported crimes and incidents, provides ongoing traffic law enforcement, juvenile services, and drug abuse law enforcement. When necessary, the work includes criminal apprehension. In addition, officers and staff have general daily interaction with residents, maintain records and coordinate animal control services. The department responds to approximately 1200 calls for service each month.

The Department works with the School District to provide school resource officers in the Intermediate High School and Senior High School as well as protection details and traffic control at larger scale school events. This work is reimbursed by the School District. The Department issues transient vendor permits and ensures compliance with those regulations. Residents can drop off expired medications at a drop off located in the Department. Officers can also accommodate requests for fingerprinting for residents.

Current staffing includes:

- Chief of Police,
- one Lieutenant,
- two patrol sergeants
- one K-9 Sergeant
- one detective sergeant
- one detective
- 2 School Resource officer
- 20 patrol officers
- two full-time administrative assistants

410 Police

- Includes the Uniform allowance provided by the Collective Bargaining Agreement (CBA) of \$1310/ officer and the cost of outfitting 2 new officers (\$45,000) (Itri and Corll Replacements)
- Replacements of AEDs, Tasers, Traffic signs and other Public Safety Equipment (\$36,350)
- Radio Replacement (\$3000)
- IT Costs for replacement of 6 Desktop Units (\$8910) for the Patrol Room per the PM Computing replacement schedule and the addition of 1 laptop (\$1870) for the CAD system in the Detective Unit.
- Carpet Replacement in the Detectives Unit (\$5500)
- Increased Attorneys Fees due to CBA renegotiation in 2022 (\$18,000)
- Costs related to patrol officer new recruits; recruitment tests, background checks, physicals (\$9400)
- SRT Team COG increased fee (\$8750)
- Officer Training and Seminar Costs including CPR and First Aid (\$21,000)
- Software Maintenance Costs for Central Square and All Traffic (\$13,275)
- Two replacement vehicles for high millage vehicles (greater than 75,000 miles) plus changeover fees, and accessories (\$89,050)
- Body Worn Cameras, partially paid for with grant funds if available (\$72,000)

Public Safety
410 Police Protection

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	4,615,513	4,952,365	4,808,531	5,551,530	4,870,520	5,613,270
Supplies (200)	150,191	141,662	128,054	225,140	166,975	182,830
Other Services and Charges (300-400)	198,747	241,884	127,948	190,960	139,255	212,500
Capital Purchases (700)	245,430	96,811	242,428	72,000	64,900	161,050
Total Police Protection	5,209,881	5,432,722	5,306,961	6,039,630	5,241,650	6,169,650

Personal Services (100)

110	Salaries and Wages	203,375	219,730	98,730	218,900	228,900	275,155
110	Part-Time Wages	8,377	18,830	2,952	-	-	-
110	Police Officer Wages	2,487,544	2,752,916	2,843,788	2,891,684	2,615,000	2,949,325
110	Police Officer-In-Charge Wages	15,057	15,712	19,734	14,000	18,700	15,000
110	Police Officer Holiday Wages	14,355	23,495	28,482	21,000	18,300	29,340
170	Vacation Accrual	-	-	-	-	-	-
170	Police Officer Longevity Pay	54,956	59,608	56,710	58,737	58,450	65,100
180	Administrative Staff Overtime	1,579	-	-	1,800	-	1,800
180	Police Officer Regular Overtime	139,075	145,233	116,215	155,100	83,300	155,100
180	Police Officer Holiday Overtime	25,052	32,081	33,178	29,600	28,800	32,000
180	Police Officer Education Overtime	14,684	17,691	18,003	18,000	15,900	20,000
180	Police Officer Outside Detail Overtime	120,497	114,194	37,512	132,400	27,000	65,000
180	Police Officer Task Force Overtime	18,983	25,263	7,053	25,000	9,400	25,750
180	Sick Leave Bonus	-	13,600	9,500	17,100	9,550	15,550
180	Non-Hospitalization Incentive	8,520	9,516	-	10,100	13,500	13,500
180	Deferred Compensation	415	1,315	2,760	4,525	4,100	4,745
190	Payroll Taxes	233,822	259,613	246,697	267,000	238,200	275,940
190	Worker's Compensation Insurance	163,754	205,279	228,344	209,925	226,400	233,305
190	Health Insurance	677,310	587,263	652,387	785,159	619,900	708,880
190	Pension	384,658	418,980	360,801	623,500	623,200	675,030
190	Dental Insurance	11,395	-	15,475	31,500	13,500	15,900
190	Vision Insurance	3,338	3,350	1,446	3,900	4,020	4,850
190	Life Insurance	10,528	8,161	7,073	11,900	3,900	10,900
190	Long Term Disability Insurance	18,239	20,536	21,692	20,700	10,500	21,100

Total Personal Services (100)

4,615,513	4,952,365	4,808,531	5,551,530	4,870,520	5,613,270
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<i>Public Safety</i>		Actual	Actual	Actual	Adopted	Projected	Proposed
<i>410 Police Protection</i>		2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Supplies (200)							
210	Office Supplies	5,506	4,999	4,106	6,675	3,700	6,675
210	Postage	162	132	99	350	100	350
230	Vehicle Fuel	45,890	44,223	32,448	40,500	40,200	45,400
230	Uniform Allowance	45,770	40,215	39,487	63,990	50,000	45,000
240	Other Operating Supplies	24,854	14,903	16,433	23,700	19,700	22,000
250	Vehicle Parts		258				
260	Public Safety Equipment	5,816	23,551	25,830	42,350	22,200	36,350
260	Office Equipment	22,193	13,381	9,650	47,575	31,075	27,055
Total Supplies (200)		150,191	141,662	128,054	225,140	166,975	182,830
Other Services and Charges (300-400)							
310	Professional Services	16,923	18,859	13,941	17,610	17,610	18,000
310	Legal Services	75,761	114,221	31,505	35,000	35,000	53,000
310	Pre-Employment Costs	2,882	5,244	-	10,635	2,335	10,835
320	Telephone and Internet	13,520	15,882	11,966	16,800	13,500	18,400
330	Local Travel Expenses	1,577	1,967	547	2,100	1,500	2,000
340	Advertising	1,860	502	70	2,250	1,550	2,350
350	Insurance	29,395	30,542	34,146	35,840	35,840	35,840
370	Vehicle Maintenance	9,660	9,669	2,680	10,000	13,000	21,750
370	Equipment Maintenance and Repairs	20,217	14,666	19,156	27,000	2,500	10,500
380	Office Equipment Leasing	2,386	2,896	2,875	3,250	3,250	3,250
420	Dues, Subscriptions and Publications	12,944	13,763	4,205	6,475	2,870	5,475
450	Contracted IT Services	438	1,857	1,485	3,000	-	3,000
460	Meetings, Seminars and Conferences	11,184	11,815	5,372	21,000	10,300	28,100
Total Other Services and Charges (300-400)		198,747	241,884	127,948	190,960	139,255	212,500
Capital Purchases (700)							
740	Vehicles and Specialized Equipment	172,480	96,811	128,222	-	-	89,050
740	Public Safety Equipment	72,950	-	114,206	72,000	64,900	72,000
Total Capital Purchases (700)		245,430	96,811	242,428	72,000	64,900	161,050
TOTAL POLICE PROTECTION		5,209,881	5,432,722	5,306,961	6,039,630	5,241,650	6,169,650

PUBLIC SAFETY

411 FIRE PREVENTION AND PROTECTION

The Bureau of Fire Prevention and Protection is responsible for fire inspections, support of the Volunteer Fire Departments and fire prevention efforts. The Fire Marshal, who heads up the Bureau performs annual Fire Inspections of all buildings except single family residential, for compliance with existing fire code standards.

The Fire Marshal also conducts fire prevention programs in a variety of venues: schools, apartments/condominiums, department stores, institutions and neighborhood civic groups. The Town's three volunteer fire companies assist in these presentations. The Fire Marshal will assist proprietors and/or persons in charge of buildings to prepare and review a fire safety plan and evacuation procedures so that spontaneous actions taken in emergency situations are correct. The responsibility for the layout and placement of fire hydrants and address numbers in new developments also rests here.

When fires do occur in the Town, the Fire Marshal may also assist in the investigation of structural fires when the cause of a fire or explosion is deemed to be of a suspicious nature or results in loss of life, serious bodily injury, destruction or change to property.

The Fire Marshal also coordinates the Town's Volunteer Firefighter Recruitment, Retention and Recognition "Step Up" Program and develops training opportunities for the volunteer fire service. This budget also includes annual financial contributions to the Town's volunteer fire departments.

The department conducted 288 fire code inspections and 8 fire investigations in the past year as well as issuing 49 Fire Prevention permits.

Staffing Includes:

1 FT Fire Marshal

½ Administrative Assistant

411 Fire

- Includes the VFC Worker's Compensation (\$33,000) and Property & Liability (\$53,200) Insurance Policies.
- Includes Water Utility Bills for Public Hydrant Services (\$178,000)
- Includes the annual Volunteer Appreciation Banquet (Winter \$14,000)
- Includes the annual Family Volunteer Appreciation Outing (Summer \$5000)
- Includes Ongoing Annual Physicals for VFC (\$22,500)
- Includes Annual Assessments to each of the 3 Volunteer Fire Companies (\$162,500)
- Includes Transfer of State Aid to VFRA (Included in Revenue too)

Public Safety
411 Fire Protection and Prevention

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	83,252	89,437	118,640	131,960	114,760	132,300
Supplies (200)	25,411	16,220	13,422	21,650	20,403	18,400
Other Services and Charges (300-400)	290,472	240,667	266,153	273,600	269,983	273,650
Contributions, Grants and Subsidies (500)	667,075	687,442	679,468	719,100	713,752	687,800
Capital Purchases (700)	-	-	-	-	-	-
Total Fire Protection and Prevention	1,066,210	1,033,766	1,077,683	1,146,310	1,118,898	1,112,150

Personal Services (100)

110	Salaries and Wages	54,076	60,968	83,043	92,000	88,800	92,600
180	Overtime	192	201	-	1,400	-	1,400
180	Deferred Compensation	778	927	1,196	1,700	645	665
190	Payroll Taxes	3,990	4,686	6,100	7,400	6,760	7,065
190	Workers Compensation Insurance	130	158	186	160	-	-
190	Health Insurance	20,693	19,003	23,115	23,500	12,955	24,770
190	Pension	2,676	3,116	4,028	4,600	4,400	4,600
190	Dental Insurance	275	-	596	700	700	700
190	Vision Insurance	85	90	41	100	100	100
190	Life Insurance	357	290	334	400	400	400

Total Personal Services (100)

83,252	89,437	118,640	131,960	114,760	132,300
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Supplies (200)

210	Office Supplies	516	235	22	400	718	400
210	Postage	94	96	49	100	100	100
230	Vehicle Fuel	976	935	549	900	1,100	1,100
230	VFC Vehicle Fuel	10,099	10,674	8,267	12,000	9,820	11,100
230	Uniform Allowance	2,258	1,605	1,026	2,200	3,065	1,000
240	Other Operating Supplies	4,185	2,382	1,905	3,700	3,500	3,700
260	Office Equipment	7,283	292	1,604	2,350	2,100	1,000

Total Supplies (200)

25,411	16,220	13,422	21,650	20,403	18,400
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<i>Public Safety</i>		Actual	Actual	Actual	Adopted	Projected	Proposed
<i>411 Fire Protection and Prevention</i>		2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Other Services and Charges (300-400)							
310	VFC Audits	1,627	-	1,488	1,750	3,000	2,600
310	Legal Services	2,842	1,015	-	-	-	-
310	Pre Employment Costs	-	-	-	-	50	500
320	Telephone and Internet	978	1,101	1,092	1,200	1,200	1,500
340	Advertising	-	39	397	-	-	-
350	Insurance	49,919	49,782	50,603	52,000	51,385	53,200
350	VFC Workers Compensation Insurance	46,721	31,784	32,079	32,000	32,321	33,000
360	Public Fire Hydrant Services	181,521	153,131	176,682	178,500	177,200	178,000
370	Vehicle Maintenance	-	-	-	100	-	-
370	Equipment Maintenance	2,996	420	2,758	2,600	2,627	2,650
420	Dues, Subscriptions & Publications	1,252	490	769	950	850	850
460	Meetings, Seminars and Conferences	2,616	2,905	285	4,500	1,350	1,350
Total Other Services and Charges (300-400)		290,472	240,667	266,153	273,600	269,983	273,650
Contributions, Grants and Subsidies (500)							
530	VFC Programs	29,778	27,299	5,105	64,200	60,147	42,500
530	VFC Contributions	466,200	474,975	487,500	487,500	487,500	487,500
530	Foreign Fire Insurance	171,097	185,168	186,863	167,400	166,105	157,800
Total Contributions, Grants and Subsidies (500)		667,075	687,442	679,468	719,100	713,752	687,800
TOTAL FIRE PROTECTION AND PREVENTION		1,066,210	1,033,766	1,077,683	1,146,310	1,118,898	1,112,150

PUBLIC SAFETY

412 AMBULANCE

This budget reflects support services provided to the McCandless/Franklin Park Ambulance Authority. The Town provides vehicle fuel and performs maintenance on ambulance vehicles owned by the McCandless-Franklin Park Ambulance Authority. The Town also pays for landscape maintenance for the Ambulance Authority, and for Workers Compensation Insurance for volunteer clerical support. Included in this budget is the Town's share of the cost to study and produce a report, including recommendations for operational and governance changes to the Authority as well as provide insight into operational models to consider.

412 Ambulance Authority

- Keeps reimbursable agreement the same in 2022 for fuel, vehicle parts and repair services (income included in revenue budget)
- Adds line item for consulting fees to review operations and organizational structure of the Authority in 2022 (\$35,000)

Public Safety
412 Ambulance

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	2,604	3,164	3,176	3,325	3,200	3,325
Supplies (200)	49,780	52,661	32,990	60,875	50,775	56,250
Other Services and Charges (300-400)	-	-	-	-	-	35,000
Total Ambulance	52,384	55,825	36,166	64,200	53,975	94,575

Personal Services (100)

190 Volunteer EMT Workers Comp Insurance	2,604	3,164	3,176	3,325	3,200	3,325
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Total Personal Services (100)

2,604	3,164	3,176	3,325	3,200	3,325
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Supplies (200)

230 Vehicle Fuel	38,867	39,401	25,514	44,875	35,115	40,250
240 Other Operating Supplies	-	-	-	-	-	-
250 Vehicle Parts	10,913	13,260	7,477	16,000	15,660	16,000

Total Supplies (200)

49,780	52,661	32,990	60,875	50,775	56,250
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Other Services and Charges (300-400)

310 Consulting Fees	-	-	-	-	-	35,000
370 Grass Cutting	-	-	-	-	-	-

Total Other Services and Charges (300)

-	-	-	-	-	35,000
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TOTAL AMBULANCE

52,384	55,825	36,166	64,200	53,975	94,575
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PUBLIC SAFETY

413 CODE ENFORCEMENT

This program provides for the administration and enforcement of the building code and property maintenance code, enforcement of health, safety, and sanitation ordinances, including but not limited to garbage, rubbish, or junked vehicle ordinances, and construction plan reviews and inspection. The department activity for the past year included:

464 permits issued with a value of \$41,500,000 in construction.

922 building inspections conducted

400 code enforcement inspections conducted

Staffing includes:

1 FT Building Code Official

1 FT Code Enforcement Officer

½ Administrative Assistant

413 Building Inspections

- Includes the replacement of the Building Code Official's vehicle (\$38,000)
- Includes new software purchase estimates carried forward from 2021 (\$12,500)

Public Safety
413 Code Enforcement

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	186,009	193,062	229,129	243,005	192,350	237,600
Supplies (200)	2,666	2,226	5,664	5,150	2,400	4,150
Other Services and Charges (300-400)	8,191	11,833	5,033	16,770	11,750	18,100
Capital Purchases (700)	-	-	-	12,500	-	50,500
Total Code Enforcement	196,866	207,121	239,826	277,425	206,500	310,350

Personal Services (100)

110	Salaries and Wages	109,055	111,077	145,397	154,850	99,610	155,740
110	Part-Time Wages	24,115	26,425	-	-	24,890	-
180	Sick Leave Bonus	-	800	800	1,100	-	1,100
180	Deferred Compensation	1,227	1,798	1,964	3,070	1,780	2,750
190	Payroll Taxes	9,951	10,845	10,720	12,620	9,525	12,010
190	Workers Compensation Insurance	382	443	623	600	865	906
190	Health Insurance	34,411	35,089	59,883	60,720	49,730	55,900
190	Pension	5,370	5,808	7,153	7,740	4,830	7,785
190	Dental Insurance	395	-	1,661	1,075	860	900
190	Vision Insurance	171	180	114	225	-	239
190	Life Insurance	933	597	814	1,005	260	270

Total Personal Services (100)

186,009	193,062	229,129	243,005	192,350	237,600
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Supplies (200)

210	Office Supplies	610	195	419	1,150	-	250
210	Postage	296	179	796	500	400	500
230	Vehicle Fuel	1,662	1,717	913	1,900	1,000	1,900
230	Uniform Clothing			1,337	1,500	1,000	1,500
240	Other Operating Supplies	98	135	235	-	-	-
260	Office Equipment	-	-	1,965	100	-	-

Total Supplies (200)

2,666	2,226	5,664	5,150	2,400	4,150
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<i>Public Safety</i>		Actual	Actual	Actual	Adopted	Projected	Proposed
<i>413 Code Enforcement</i>		2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Other Services and Charges (300-400)							
310	Engineering	-	-	-	2,000	1,000	2,000
310	Legal Services	3,052	7,063	405	5,000	4,500	5,000
320	Telephone	599	506	606	700	650	1,600
340	Advertising	35	-	-	300	200	500
370	Vehicle Maintenance	-	-	9	200	-	-
370	Equipment Maintenance	1,300	1,400	1,400	1,470	1,400	1,450
410	Enforcement Actions	179	-	-	400	2,000	-
420	Dues, Subscriptions and Publications	1,044	722	1,104	2,200	-	2,950
450	Contracted IT Services	-	138	-	-	-	-
460	Meetings, Seminars and Conferences	1,982	2,004	1,509	4,500	2,000	4,600
Total Other Services and Charges (300-400)		8,191	11,833	5,033	16,770	11,750	18,100
Capital Purchases (700)							
740	Capital Outlay	-	-	-	12,500	-	50,500
Total Capital Purchases (700)		-	-	-	12,500	-	50,500
TOTAL CODE ENFORCEMENT		196,866	207,121	239,826	277,425	206,500	310,350

PUBLIC SAFETY

414 PLANNING AND ZONING

The Planning and Zoning department provides for the administration and enforcement of the Zoning Code, Grading Ordinance, Subdivision and Land Development Ordinances and other related regulations. This is accomplished through a combination of staff reviews and consultant reviews of site plans and land development applications. Site development inspections are accomplished through a combination of staff and consultants. The department also plays an integral role in the oversight of stormwater management ordinance and Federal Emergency Management Agency (FEMA) Flood Plain regulations through coordination of Town engineers with regard to land use and development as well as citizen inquiries and concerns.

The staff works with the Town Manager, Town Council, Planning Commission, Zoning Hearing Board, other agencies, authorities and associations in responding to inquiries and when necessary, drafting and recommending proposed amendments to existing ordinances. The Department will also provide regular reports and make recommendations for capital improvement projects related to transportation, flood control, wetlands, recreation facilities, and other improvements which will benefit the Town.

Staffing Includes:

1 FT Planning and Development Administrator

1 FT Administrative Assistant

414 Planning

- Consulting Service completion costs for the Zoning Ordinance amendment (\$65,000); includes printing and mailing costs (\$2000)
- Includes additional legal fees for final review of zoning ordinance amendment and for ongoing ZHB litigation \$7000
- Includes add'l funds for advertising due to rising costs with the Post-Gazette (\$4000).
- Includes new software purchase estimates carried forward from 2021 (\$12,500)

Public Safety
414 Planning and Zoning

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	168,433	182,120	210,129	188,120	160,605	180,270
Supplies (200)	6,033	3,129	6,121	12,400	1,300	5,400
Other Services and Charges (300-400)	155,083	82,685	77,822	117,460	81,453	138,570
Capital Purchases (700)	-	-	-	12,500	-	12,500
Total Planning and Zoning	329,549	267,934	294,072	330,480	243,358	336,740

Personal Services (100)

110	Salaries and Wages	131,802	144,160	166,420	127,550	118,265	127,215
110	Part-Time Wages	-	2,000	-	-	-	-
180	Overtime	1,822	629	1,196	2,200	-	1,200
180	Sick Leave Bonus	667	50	250	850	-	500
180	Administrative Staff Non-Hospitalization	-	-	-	-	4,500	4,500
180	Deferred Compensation	3,720	4,117	3,123	1,280	1,185	1,300
190	Payroll Taxes	10,439	11,031	12,885	10,100	9,135	9,880
190	Workers Compensation Insurance	371	428	473	500	470	500
190	Health Insurance	12,508	12,940	18,098	37,410	20,140	27,800
190	Pension	6,348	6,280	6,716	6,380	5,970	6,430
190	Dental Insurance	238	-	454	1,200	700	700
190	Vision Insurance	100	58	35	200	140	140
190	Life Insurance	418	427	479	450	100	105

Total Personal Services (100)

168,433	182,120	210,129	188,120	160,605	180,270
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Supplies (200)

210	Office Supplies	1,522	808	335	1,300	200	1,300
210	Postage	4,244	1,931	524	1,000	500	2,000
230	Vehicle Fuel	152	73	103	100	-	100
240	Other Operating Supplies	115	47	16	-	-	-
260	Office Equipment	-	270	5,144	10,000	600	2,000

Total Supplies (200)

6,033	3,129	6,121	12,400	1,300	5,400
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<i>Public Safety</i>		Actual	Actual	Actual	Adopted	Projected	Proposed
<i>414 Planning and Zoning</i>		2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Other Services and Charges (300-400)							
310	Professional Services	-	159	2,640	-	-	-
310	Consulting Services	70,403	13,696	-	50,000	30,000	65,000
310	Engineering	5,713	2,403	2,039	6,000	3,000	4,000
310	Legal Services	50,252	39,661	44,822	35,000	20,000	35,000
310	ZHB Expenses	19,064	23,068	19,691	18,860	20,850	23,860
310	Pre-Employment Physicals	-	-	84	-	-	-
320	Telephone	599	507	760	650	600	600
340	Advertising	3,758	315	6,167	350	4,000	4,300
370	Equipment Maintenance and Repairs	114	30	114	2,650	-	1,860
410	Enforcement Actions	31	-	-	200	-	200
420	Dues, Subscriptions and Publications	1,522	-	1,505	780	763	780
450	Contracted IT Services	-	200	-	-	-	-
460	Meetings, Seminars and Conferences	2,280	2,646	-	2,970	2,240	2,970
460	Planning Commission Expenses	1,347	-	-	-	-	-
Total Other Services and Charges (300-400)		155,083	82,685	77,822	117,460	81,453	138,570
Capital Purchases (700)							
740	Computer Software	-	-	-	12,500	-	12,500
Total Capital Purchases (700)		-	-	-	12,500	-	12,500
TOTAL PLANNING AND ZONING		329,548	267,934	294,072	330,480	243,358	336,740

PUBLIC SAFETY

419 SCHOOL CROSSING GUARDS

The school guard program provides protection of walking school children, assisting them in cross designated roadways to reach their bus stops during peak traffic hours. This program is under the direct supervision of the police department. There are currently Five (5) crossing guards positions identified to serve the Town and School District. The budget also reflects the expenses associated with the operation of the electronic safety signs in proximity to schools in the Town.

The North Allegheny School District reimburses the Town for 50% of the costs associated with this program. That reimbursement is noted in under Local Funding in the revenue section of the Budget.

Current staffing Includes:

4 PT crossing guards

1 alternate/substitute guard

419 Crossing Guards

- Reduces the number of crossing guards budgeted from 6 to 5. We currently have 4 employed and assigned to routes and searching for a 5th to serve as an alternate or sub if one of the 4 is unavailable.
- NASD reimburses the Town for 50% of the salary costs.
- Includes the Electricity Costs for School Crossing signals
- Includes Safety Uniform Allowance of \$300/guard and appreciation lunch each year.

Public Safety
419 School Crossing Guards

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	72,680	75,873	49,838	83,860	71,110	76,900
Supplies (200)	1,398	717	110	1,900	1,900	1,500
Other Services and Charges (300-400)	2,684	2,795	2,578	2,920	2,765	2,950
Total School Crossing Guards	76,762	79,385	52,526	88,680	75,775	81,350

Personal Services (100)

110 Wages	63,207	65,694	42,069	73,000	61,220	66,600
190 Payroll Taxes	4,835	5,026	2,571	5,660	4,690	5,100
190 Workers Compensation Insurance	4,638	5,153	5,198	5,200	5,200	5,200

Total Personal Services (100)

72,680	75,873	49,838	83,860	71,110	76,900
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Supplies (200)

230 Uniform Allowance	1,398	717	110	1,600	1,600	1,250
240 Operating Supplies	-	-	-	300	300	250

Total Supplies (200)

1,398	717	110	1,900	1,900	1,500
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Other Services and Charges (300-400)

310 Professional Services	-	58	-	120	-	-
350 Insurance	340	370	-	-	-	-
360 Electricity	2,344	2,367	2,578	2,600	2,600	2,700
370 School Zone Signal Repairs	-	-	-	-	-	-
460 Meetings, Seminars and Conferences	-	-	-	200	165	250

Total Other Services and Charges (300-400)

2,684	2,795	2,578	2,920	2,765	2,950
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TOTAL SCHOOL CROSSING GUARDS

76,762	79,385	52,526	88,680	75,775	81,350
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PUBLIC WORKS

426 RECYCLING

The 2022 budget reflects the continuation of the fully automated contracted trash, recycling and yard waste curbside collection for all one- and two-family housing units and “pay as you use” bulk collection waste. This is the first year of a new contract with Waste Management to provide the curbside collection for trash, recycling and yard waste. The new contract calls for Waste Management to manage the replacement of trash, recycling and yard cart, so that expense is no longer in the budget. However, we have included expense for a glass drop off program once the new contract begins.

This division/program of the Public Works Department will continue to operate a curbside leaf collection using three leaf vacuum trucks, and two tow-behind units and Town trucks, and a street sweeper to pick up leaves at curbside or in bags on streets where vacuums are unsafe to use. The Department will continue to offer up to 25 bags to residents on streets where bags are collected. Costs are also included to participate in a composting operation undertaken jointly by the Town, Allegheny County, the North Hills COG and other North Hills communities since the fall of 1991. On-lot composting of leaves is also strongly encouraged.

426 Recycling

- New Waste Management Contract alleviates Residential Cart Purchases (savings of \$22,500)
- Provides for new arrangement for glass recycling services in 2022 (\$4000)
- Provides for Leaf Truck fuel and supplies and equipment rental for storm debris recycling

Public Works 426 Recycling	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	114,451	102,500	105,260	-	-	-
Supplies (200)	19,671	26,710	42,070	35,300	33,150	11,050
Other Services and Charges (300-400)	4,687	24,618	36,983	28,100	26,400	35,800
Total Recycling	138,809	153,828	184,313	63,400	59,550	46,850
Personal Services (100)						
110 Salaries and Wages	5,922	15,015	4,274	-	-	-
110 Laborer Wages	95,669	77,021	89,002	-	-	-
110 Laborer Overtime	-	-	-	-	-	-
180 Deferred Compensation	-	-	-	-	-	-
190 Payroll Taxes	7,665	6,171	6,863	-	-	-
190 Pension	5,195	4,292	5,121	-	-	-
Total Personal Services (100)	114,451	102,500	105,260	-	-	-
Supplies (200)						
210 Office Supplies	-	-	-	-	-	-
210 Postage	2,372	1,725	1,657	2,200	1,800	1,800
230 Vehicle Fuel	7,406	6,890	4,497	7,500	7,000	7,500
240 Other Operating Supplies	9,893	18,095	31,434	25,300	24,100	1,500
260 Office Equipment	-	-	4,367	-	-	-
260 Tools	-	-	114	300	250	250
Total Supplies (200)	19,671	26,710	42,070	35,300	33,150	11,050
Other Services and Charges (300-400)						
310 Professional Services	1,798	22,835	35,750	25,000	26,400	32,000
310 Legal Services	148	-	-	-	-	-
340 Advertising	-	-	-	-	-	-
350 Printing	1,050	1,233	1,233	1,500	-	-
370 Office Equipment Maintenance and Repairs	-	-	-	-	-	-
380 Equipment Leasing	200	-	-	-	-	3,800
420 Dues, Subscriptions and Publications	550	550	-	600	-	-
460 Meetings, Seminars and Conferences	941	-	-	1,000	-	-
Total Other Services and Charges (300-400)	4,687	24,618	36,983	28,100	26,400	35,800
TOTAL RECYCLING	138,809	153,828	184,313	63,400	59,550	46,850

PUBLIC WORKS

430 PUBLIC WORKS ADMINISTRATION

The Public Works Department is responsible for the maintenance of roads, storm sewers and traffic control devices throughout the Town. In addition, the Department is responsible for other support operational functions, including vehicle maintenance, parks and buildings maintenance, street cleaning, recycling, leaf and yard waste collection, snow and ice control and installation of traffic control markings and devices which are more fully addressed in separate programs. New facility construction and reconstruction of old facilities is presented in the Capital Improvements Fund (Fund 18). Replacement vehicles and equipment are also noted in the Capital Improvement budget.

The Public Works Budget is divided into various divisions such as snow control, traffic, vehicle maintenance, road maintenance, storm water and parks that will note expenses related to those functions. Staffing costs for some of the more specialized work such as vehicle maintenance and traffic control remain with those programs, otherwise all payroll and benefit costs have been moved to this division of Public Works.

Over the course of the year, we expect some of the leadership to retire. As that occurs, we are working on a plan to provide more focused efforts on storm water, buildings and grounds and the road work/ construction the department routinely performs.

Current staffing under this program includes;

Public Works Superintendent

Public Works Administrative Assistant

2 Foremen

Assistant Foreman/Storm Water Manager

17 operators/laborers.

430 Public Works Administration

- Provides for the general operations of the Department of Public Works; including the salaries, health insurance benefits, general operating supplies and uniforms for most of the Crew and Administration.

- Includes Pre-employment physicals and CDL testing for new hire and possible retiree replacements. (\$5800)
- Includes additional legal fees for Union Contract pre-work (\$5000) negotiation scheduled for 2023.

Public Works 430 Public Works Administration	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	1,062,691	1,294,945	1,276,635	1,936,540	1,870,741	2,077,715
Supplies (200)	33,962	17,834	36,216	37,650	27,100	33,400
Other Services and Charges (300-400)	56,027	35,702	32,512	50,385	29,576	49,970
Capital Purchases (700)	216,982	110,826	127,652	8,000	61,000	-
Total Public Works Administration	1,369,662	1,459,307	1,473,015	2,032,575	1,988,417	2,161,085

Personal Services (100)

110	Salaries and Wages	342,275	351,422	369,451	446,130	396,265	380,225
110	Laborer Wages	253,166	429,390	342,850	836,470	834,315	970,000
180	Overtime	772	193	-	-	-	-
180	PDO Transfers to 457 Plan	(481)	5,889	8,172	13,000	14,100	30,300
180	Sick Leave Bonus	-	300	550	800	-	550
180	Non-Hospitalization Incentive	5,750	-	-	-	-	-
180	Deferred Compensation	5,657	6,350	6,413	8,700	6,030	5,030
190	Payroll Taxes	46,213	57,598	54,323	98,065	102,640	105,560
190	Workers Compensation Insurance	79,456	83,728	102,518	101,300	100,990	106,300
190	Health Insurance	291,131	317,534	347,459	349,600	328,453	390,690
190	Pension	31,277	38,006	37,854	72,505	77,978	79,090
190	Dental Insurance	914	-	2,726	2,950	2,950	2,950
190	Vision Insurance	391	380	148	430	430	430
190	Life Insurance	6,170	4,155	4,171	6,590	6,590	6,590

Total Personal Services (100)

1,062,691	1,294,945	1,276,635	1,936,540	1,870,741	2,077,715
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Supplies (200)

210	Office Supplies	2,500	2,822	1,719	5,750	3,400	3,900
210	Street Maps	-	-	106	-	-	-
210	Postage	488	399	373	600	500	500
230	Uniform Allowance	3,842	3,771	5,023	7,000	5,700	7,000
240	Other Operating Supplies	4,017	3,987	1,134	4,000	2,400	2,500
260	Office Equipment	10,444	3,542	26,200	12,300	8,600	9,000
260	Tools	12,671	3,313	1,661	8,000	6,500	10,500

Total Supplies (200)

33,962	17,834	36,216	37,650	27,100	33,400
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Other Services and Charges (300-400)

310	Professional Services	43	-	-	-	-	-
310	Engineering	-	199	(1,523)	1,500	-	1,500
310	Legal Services	24,270	7,265	6,850	11,500	-	9,000
310	Pre-Employment Costs & CDL Testing	650	2,420	1,060	4,500	1,200	5,800
320	Telephone - Monthly Charges	3,076	2,853	3,066	2,900	3,900	2,900

Public Works		Actual	Actual	Actual	Adopted	Projected	Proposed
430 Public Works Administration		2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
320	Radio Tower Lease	4,476	4,476	4,476	5,000	4,476	5,000
340	Advertising	1,291	420	803	1,200	1,500	1,500
370	Vehicle Maintenance	-	-	141	-	-	-
370	Office Equipment Maintenance and Repairs	1,600	664	105	2,500	1,200	2,500
380	Equipment Leasing	10,295	7,528	7,892	8,000	8,000	8,200
390	PA One Call Fees	1,649	1,646	1,474	1,700	1,500	1,750
420	Dues, Subscriptions and Publications	491	471	630	815	300	820
440	Uniform Cleaning Services	8,086	6,972	7,038	9,270	7,500	8,500
450	Contracted IT Services	-	408	500	500	-	-
460	Meetings, Seminars and Conferences	100	380	-	1,000	-	2,500
Total Other Services and Charges (300-400)		56,027	35,702	32,512	50,385	29,576	49,970
Capital Purchases (700)							
740	Vehicles	193,930	18,670	27,269	8,000	-	-
740	Machinery	23,052	92,156	100,383	-	61,000	-
Total Capital Purchases (700)		216,982	110,826	127,652	8,000	61,000	-
TOTAL PUBLIC WORKS ADMINISTRATION		1,369,662	1,459,307	1,473,015	2,032,575	1,988,417	2,161,085

Public Works 431 Street Cleaning	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	10,273	12,823	10,515	-	-	-
Supplies (200)	2,656	5,183	2,303	6,300	5,100	-
Capital Purchases (700)	-	-	-	-	-	-
Total Street Cleaning	12,929	18,006	12,818	6,300	5,100	-
Personal Services (100)						
110 Wages	9,063	11,305	9,272	-	-	-
190 Payroll Taxes	681	848	696	-	-	-
190 Pension	529	670	547	-	-	-
Total Personal Services (100)	10,273	12,823	10,515	-	-	-
Supplies (200)						
230 Vehicle Fuel	2,656	2,899	2,069	3,300	2,600	-
230 Uniform Allowance	-	466	234	-	-	-
240 Other Operating Supplies	-	1,797	-	2,500	2,500	-
260 Tools	-	21	-	500	-	-
Total Supplies (200)	2,656	5,183	2,303	6,300	5,100	-
TOTAL STREET CLEANING	12,929	18,006	12,818	6,300	5,100	-

PUBLIC WORKS

432 SNOW AND ICE CONTROL

The snow and ice control program/division within Public Works provides for the winter maintenance (salting and plowing of snow) on the 110.1 miles of Town roads and 20.12 miles of state-owned roads. This State road mileage encompasses all State roads in the Town with the exception of Route 19 and McKnight Road but does include their ramps. The Public Works Department also offers plowing to approximately 18 miles of private roads in times of heavy snowfall (6"+ accumulation) upon request of all adjacent property owners.

There is no anticipated change in the policy for snow and ice control within the Town. The Town's goal is as follows:

- Bare pavement maintenance will be provided whenever possible on all contracted state roads, Town roads and roads in new developments that will become Town roads (after these same roads are paved and houses are occupied by residents).
- Fire department entrances and ambulance authority entrances shall be salted and/or plowed when work is accomplished in each snow and ice control route.
- Private roads (non-Town roads having two or more residences) shall be plowed after the above services are performed, whenever six inches (6") or more of snow is accumulated. Due to the nature of these private roads, plowing will be done only at the request of residents along these roads. This service is not extended to developments of congregate housing.

The budget is based on the average number of snowfalls during a winter season. The Town obtains its annual allocations of road salt for our snow and ice control from two different sources, the North Hills COG joint Salt Bids and the Pennsylvania COSTARS program budgets are based on the per ton cost of salt in each contract.

432 Snow Removal

- Provides for the overtime anticipated in the coming snow season based on historical averages (\$65,780)
- Includes monies for Salt and Anti-Skid to treat roads within the Town. (\$520,000 and 10,000) respectively.

Information on the number of callouts for service is obtained from our records and snowfall totals are obtained from the National Weather Service. Please see the chart on the following page.

SNOW AND ICE CONTROL SUMMARY
WINTER TOTALS

Winter Season	Times Out	Salting	Plowing	Miscellaneous	Snowfall	Salt Tons	Brine Gal	Calcium	Anti-Skid
1978-1979	73	45	17	11					
1979-1980									
1980-1981	50	39	11	0					
1981-1982									
1982-1983	38	26	4	8					
1983-1984	79	61	8	10					
1984-1985	81	45	26	10					
1985-1986	69	50	10	9					
1986-1987	41	23	8	10					
1987-1988	53	45	3	5					
1988-1989	48	36	2	10					
1989-1990	69	39	12	18					
1990-1991	55	27	3	25					
1991-1992	52	31	10	11					
1992-1993	69	32	16	21					
1993-1994	86	50	22	14					
1994-1995	29	19	3	7					
1995-1996	95	60	15	20	74.5				
1996-1997	50	34	1	15	29.9				
1997-1998	32	28	2	2	24.2				
1998-1999	49	28	13	8	39.2				
1999-2000	40	26	3	11	27.1	5328	6329	0	0
2000-2001	62	47	2	13	27.9	6256		14	0
2001-2002	28	25	3	0	25.7	3850	3695	0	0
2002-2003	75	52	12	11	64.25	8928	10960	0	0
2003-2004	70	34	9	27	54.25	8361	4322	285	462
2004-2005	63	39	4	20	47	6841	5663	362	7
2005-2006	45	42	2	1	33.25	4417	1808	4	0
2006-2007	62	56	4	2	41.25	7129	5955	32	0
2007-2008	58	49	5	4	40.75	7486	4366	115	535
2008-2009	59	47	3	9	39.25	6023	99	151	279
2009-2010	68	41	10	17	86.75	6634	41531	11	2
2010-2011	71	61	6	4	55.25	6141	59580	4	114
2011-2012	29	24	1	4	27.25	3850	18630	0	206
2012-2013	65	47	6	12	61.5	7664	49620	0	12
2013-2014	68	50	13	5	70.5	9717	31912	230	282
2014-2015	67	43	24	0	62.5	11593	77830	873	74
2015-2016	41	38	3	0	31.75	6420	23650	391	72
2016-2017	43	39	4	0	33.25	5730	42111	479	0
2017-2018	59	38	21	0	62.25	7975	45232	680	48
2018-2019	46	38	8	0	33	6175	24451	674	0
2019-2020	36	33	2	1	17.5	3733	3580	0	0
2020-2021	45	38	7	2	58	5449	53390	216	190
10 Year Average	50	39	9	2	46	6831	37041	354	88
20 Year Average	55	42	7	6	47	6706	25419	225	114
30 Year Average	55	40	8	8	39	4857	17157	151	76

Public Works		Actual	Actual	Actual	Adopted	Projected	Proposed
432 Snow and Ice Control		2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Personal Services (100)		172,442	190,855	127,399	59,850	66,500	75,415
Supplies (200)		408,670	425,812	476,751	522,000	469,000	544,200
Other Services & Charges (300-400)		444	-	-	500	-	3,200
Capital Purchases (700)		-	-	-	5,000	-	-
Total Snow and Ice Control		581,556	616,667	604,150	587,350	535,500	622,815
Personal Services (100)							
110	Salaries and Wages	88,796	108,993	52,056	-	-	-
180	Overtime	64,864	65,788	61,452	52,500	58,000	65,780
180	Deferred Compensation	1	6	6	-	-	-
190	Payroll Taxes	11,614	9,906	8,496	4,200	4,440	5,030
190	Pension	7,167	6,162	5,388	3,150	4,060	4,605
Total Personal Services (100)		172,442	190,855	127,399	59,850	66,500	75,415
Supplies (200)							
220	Cinders and Calcium	8,756	9,636	-	12,000	4,000	10,000
240	Rock Salt	399,914	416,010	476,751	500,000	465,000	520,000
250	Anti-Skid	-	-	-	10,000	-	10,000
260	Tools	-	166	-	-	-	4,200
Total Supplies (200)		408,670	425,812	476,751	522,000	469,000	544,200
Other Services & Charges (300-400)							
340	Advertising	23	-	-	-	-	-
370	Repairs to Private Property	421	-	-	500	-	3,200
Total Other Services & Charges (300-400)		444	-	-	500	-	3,200
Capital Purchases (700)							
740	Salt Spreaders	-	-	-	5,000	-	-
Total Capital Purchases (700)		-	-	-	5,000	-	-
TOTAL SNOW AND ICE CONTROL		581,556	616,666	604,150	587,350	535,500	622,815

PUBLIC WORKS

433 TRAFFIC CONTROL DIVISION

The Traffic Control Division provides for the continued in-house installation and maintenance of traffic control signage and devices throughout the Town. Currently Town staff maintains over 4,000 advisory, regulatory, and street name signs and twenty-nine (29) signalized intersections in the Town, each of which has its own separate permit. Each of these permits requires specific signage and pavement markings. Five School Zone Speed Limits flashing light systems with time- based controls, One Solar Powered Pedestrian Crossing system with time- based controls located at Perry Highway and Hillvue Lane, One Solar Powered Pedestrian Crossing system with manually activated controls located at Cumberland Road and Pannier Road. The staff also performs traffic signal preventive maintenance and prepares inspection reports that are submitted to PennDOT. Private contractors are currently used to perform more advanced repairs.

The employees in this program make signs in our shop in order to respond rapidly and efficiently to complaints of damaged, outdated, missing or vandalized signs. The Town continues a program of sign replacement based on its road program schedule and when needed as a result of damage or vandalism.

The Town will continue to out-source line striping of roads, crosswalks, parking lots, and VASCAR lines in 2022. The Engineering line item contains costs for the required scheduled maintenance and upgrade work on any traffic signals that are not capital in nature.

Staffing:

2 Traffic Control Technicians

433 Traffic Signals

- Provides for the labor and benefits for 2 crew members to manage the 39+ traffic apparatus within the Town.
- Includes sign making materials for roads and locations within the Town (\$26,500)
- Includes Traffic Signal Parts and contract dollars for maintenance of oldest signals within the Town. (\$45,000)
- Includes Street Marking Services for Crosswalk, School Crossings etc. (\$60,000)
- Includes Electricity for Traffic Signals throughout Town (\$23,500)

Public Works		Actual	Actual	Actual	Adopted	Projected	Proposed
433 Traffic Control Devices		2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Personal Services (100)		146,166	214,188	183,597	209,530	187,730	219,040
Supplies (200)		19,374	19,903	17,558	30,600	30,120	54,350
Other Services and Charges (300-400)		125,100	56,911	52,137	127,600	76,500	114,150
Total Traffic Control Devices		290,640	291,002	253,292	367,730	294,350	387,540
Personal Services (100)							
110	Wages	93,487	144,969	121,742	142,200	122,110	147,260
180	Overtime	442	482	224	500	-	-
180	PDO Transfers to 457 Plan	-	1,804	1,690	3,000	5,210	3,000
190	Payroll Taxes	7,414	14,251	9,236	11,100	9,340	11,270
190	Workers Compensation Insurance	9,505	11,612	11,586	11,330	12,000	12,770
190	Health Insurance	29,487	30,228	31,921	32,400	30,120	34,020
190	Pension Contributions	5,412	10,549	6,885	8,600	8,550	10,310
190	Life Insurance	419	294	311	400	400	410
Total Personal Services (100)		146,166	214,188	183,597	209,530	187,730	219,040
Supplies (200)							
230	Vehicle Fuel	1,096	1,194	773	1,100	1,220	1,350
240	Operating Supplies	17,936	17,215	16,003	26,500	26,000	28,000
260	Office Equipment	331	92	-	-	-	-
260	Tools	11	1,402	782	3,000	1,000	2,500
260	Traffic Signal Parts					1,900	22,500
Total Supplies (200)		19,374	19,903	17,558	30,600	30,120	54,350
Other Services and Charges (300-400)							
310	Street Marking Services	69,690	12,164	-	75,000	38,000	60,000
310	Engineering	1,648	16,430	7,943	5,000	1,500	5,000
320	Telephone - Monthly Charges	576	480	-	600	-	650
340	Advertising	224	-	-	-	-	-
360	Electricity	19,944	20,485	21,686	22,000	22,000	23,500
370	Traffic Signal Maintenance and Repairs	33,018	7,353	22,508	25,000	15,000	25,000
Total Other Services and Charges (300-400)		125,100	56,911	52,137	127,600	76,500	114,150
TOTAL TRAFFIC CONTROL DEVICES		290,640	291,002	253,292	367,730	294,350	387,540

PUBLIC WORKS

HIGHWAYS, ROADS AND STREETS

436 STORM SEWERS AND DRAINS

Throughout the year the Town performs maintenance on storm water and drainage facilities that are part of the streets based on regular inspection of the facilities. The public works staff also makes adjustments to catch basins and short stretches of pipe repair often associated with our road paving program. Substantial lengths of storm pipe and inlets, outlet structures, energy dissipation and other stormwater or management techniques are replaced, lined by contractor or repaired under the Fund 18 Capital Budget.

436 Storm Sewers

- Includes increment labor for Crew Operators during the Stormwater Drainage Improvement Work per the CBA. (\$59,000)
- Includes materials to perform internal maintenance work on the Stormwater System throughout the year.

Public Works		Actual	Actual	Actual	Adopted	Projected	Proposed
436 Storm Sewers and Drains		2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Personal Services (100)		137,841	39,724	78,375	59,500	59,850	59,610
Supplies (200)		1,991	3	-	5,700	5,200	6,000
Other Services and Charges (300-400)		3,624	3,395	5,928	3,100	7,500	5,500
Total Storm Sewers and Drains		143,456	43,122	84,303	68,300	72,550	71,110
Personal Services (100)							
110	Wages	121,562	27,471	36,050	52,200	52,200	52,000
180	Overtime	46	-	-	-	-	-
190	Payroll Taxes	9,136	7,014	24,315	4,200	4,000	3,970
190	Pension Contributions	7,097	5,239	18,010	3,100	3,650	3,640
Total Personal Services (100)		137,841	39,724	78,375	59,500	59,850	59,610
Supplies (200)							
240	Operating Supplies	1,991	3	-	5,700	5,200	6,000
Total Supplies (200)		1,991	3	-	5,700	5,200	6,000
Other Services and Charges (300-400)							
310	Engineering	673	3,339	3,781	3,000	7,500	5,500
310	Legal Services	913	56	222	100	-	-
340	Advertising	2,038	-	-	-	-	-
370	Materials	-	-	1,925	-	-	-
Total Other Services and Charges (300-400)		3,624	3,395	5,928	3,100	7,500	5,500
TOTAL STORM SEWERS AND DRAINS		143,456	43,122	84,303	68,300	72,550	71,110

PUBLIC WORKS

437 REPAIRS OF VEHICLES AND MACHINERY

The vehicle maintenance division is responsible for the maintenance and inspection of fifty-nine (59) pieces of major equipment (police vehicles, public works trucks, excavating and other equipment, leaf vacuum trucks, street sweeper and administrative vehicles) and numerous minor pieces of equipment. Work duties include operation of supply yard equipment and inclusion in snow and ice control operations. Continuance of in-house maintenance provides an immediate internal response to vehicle and equipment problems and failures as well as routine, scheduled maintenance capability which extends the life of the equipment. Emergency repairs undertaken during snow and ice control efforts permit that operation to continue during that critical period. Major repairs, such as chassis or frame straightening and work requiring equipment not available in the Town garage are accomplished by an outside service provider. The Town also performs routine maintenance on McCandless Franklin Park Ambulance Authority equipment.

Staffing Includes:

2 mechanics

1 lead mechanic

Except for fuel consumption all Town related vehicle activity is charged here. Vehicle Fuel assumes that fuel prices remain steady in 2022.

437 Repairs of Vehicles and Machinery

- Provides for the labor and benefits for 3 crew members to manage the fleet operations within the Town.
- Includes the Vehicle Part costs to maintain Town Vehicles and Equipment (\$122,000) costs are expected to rise in 2022 with supply chain demands.
- This Department is responsible for managing the Fuel Pumps for the Town.
- Budget includes costs to repair Insurance claims on vehicles or other extensive repair jobs (i.e. collisions, \$12,500)

Public Works		Actual	Actual	Actual	Adopted	Projected	Proposed
437	Repairs of Vehicles and Machinery	2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Personal Services (100)		272,050	291,858	303,760	318,355	291,890	314,605
Supplies (200)		293,166	167,466	151,354	191,000	181,750	206,350
Other Services and Charges (300-400)		14,090	5,370	39,120	26,600	16,200	22,600
Capital Purchases (700)		-	-	84,280	-	17,000	-
Total Repairs of Vehicles and Machinery		579,306	464,694	578,514	535,955	506,840	543,555
Personal Services (100)							
110	Wages	188,191	201,046	206,798	215,900	199,370	212,200
180	Overtime	46	-	66	200	-	-
180	PDO Transfers to 457 Plan	-	745	1,241	2,600	1,350	1,400
190	Payroll Taxes	14,345	15,127	15,538	17,200	15,350	16,340
190	Workers Compensation Insurance	14,394	17,535	20,006	20,400	20,400	20,400
190	Health Insurance	43,957	45,448	47,868	48,700	43,060	51,135
190	Pension	10,714	11,621	11,917	12,955	11,960	12,730
190	Life Insurance	403	337	325	400	400	400
Total Personal Services (100)		272,050	291,858	303,760	318,355	291,890	314,605
Supplies (200)							
220	Sanitation Supplies						200
230	Vehicle Fuel	127,585	46,425	35,849	67,500	57,650	69,650
240	Operating Supplies	1,837	2,423	630	4,000	3,500	4,000
250	Vehicle Parts	158,742	117,159	112,552	115,000	116,500	122,000
250	Machinery Parts	417	519	1,883	2,000	1,650	2,000
260	Office Equipment	1,985	687	-	1,000	1,000	1,000
260	Tools and Equipment	2,600	254	440	1,500	1,450	7,500
Total Supplies (200)		293,166	167,466	151,354	191,000	181,750	206,350
Other Services and Charges (300-400)							
310	Professional Services	739	15	308	1,600	100	1,600
370	Equipment Maintenance and Repairs	13,351	5,355	36,817	23,000	14,100	15,000
370	Office Equipment Maintenance and Repairs	-	-	1,995	2,000	2,000	6,000
Total Other Services and Charges (300-400)		14,090	5,370	39,120	26,600	16,200	22,600
Capital Purchases (700)							
740	Capital Purchases	-	-	84,280	-	17,000	-
Total Capital Purchases (700)		-	-	84,280	-	17,000	-
TOTAL REPAIRS OF VEHICLES AND MACHINERY		579,306	464,694	578,514	535,955	506,840	543,555

PUBLIC WORKS

438 MAINTENANCE AND REPAIRS OF ROADS AND BRIDGES

All maintenance and improvements on Town roads and bridges not related to specific Capital Improvement Projects is performed in this Public Works division/program. Maintenance includes pothole patching, minor incidental repaving and milling along with roadside trimming. Capital construction projects such as the Town's road paving and drainage improvement programs are presented in Fund 18, the Capital Improvement Projects Fund.

There are currently ten lane miles of trimming being addressed as well as ongoing response to new areas of overgrowth. Guiderail is replaced yearly under contract. Any shoulder repair is accomplished on an as needed basis using stockpiled milled asphalt. The current policy of curbing streets in the Town reduces shoulder repair to a nominal level. In-house labor, equipment rental and small contract assistance supports the program.

438 Maintenance of Roads and Bridges

- Includes materials to perform small maintenance jobs on the Roads throughout the year; including potholes (\$18,000), landscaping (\$5000), Line Striping and Guiderail repairs (\$15,000).

Public Works		Actual	Actual	Actual	Adopted	Projected	Proposed
438	Maint and Repairs of Roads/Bridges	2018	2019	2020	Budget	Actual	Budget
					2021	2021	2022
Personal Services (100)		194,499	303,421	163,796	-	-	-
Supplies (200)		7,214	8,535	6,521	27,500	26,920	32,700
Other Services and Charges (300-400)		5,432	16,815	20,430	24,750	15,600	26,500
Total Maint and Repairs of Roads/Bridges		207,145	328,771	190,747	52,250	42,520	59,200
Personal Services (100)							
110	Wages	171,882	268,664	141,666	-	-	-
180	Overtime	-	-	3,012	-	-	-
190	Payroll Taxes	12,945	20,078	10,778	-	-	-
190	Pension Contributions	9,672	14,679	8,341	-	-	-
Total Personal Services (100)		194,499	303,421	163,796	-	-	-
Supplies (200)							
240	Operating Supplies	7,214	8,535	6,481	25,000	24,420	28,200
260	Tools	-	-	40	2,500	2,500	4,500
Total Supplies (200)		7,214	8,535	6,521	27,500	26,920	32,700
Other Services and Charges (300-400)							
310	Engineering	1,905	10,309	2,532	3,000	4,100	5,000
310	Legal Services	402	-	-	-	-	-
340	Advertising	-	225	-	250	-	500
370	Repair Services	1,325	4,520	16,683	15,000	10,000	18,500
370	Roadside Spraying	-	-	-	5,000	-	-
384	Equipment Rental	1,800	1,761	1,215	1,500	1,500	2,500
Total Other Services and Charges (300-400)		5,432	16,815	20,430	24,750	15,600	26,500
TOTAL MAINT AND REPAIRS OF ROADS/BRIDGES		207,145	328,771	190,747	52,250	42,520	59,200

PUBLIC WORKS

OTHER SERVICES

446 STORMWATER MANAGEMENT AND FLOOD CONTROL

The Town owns over 60 public stormwater management facilities. They vary in age and size, but each plays a critical role in stormwater control in the Town. Each facility requires regular inspection and maintenance which is performed by Town staff. We continue to actively participate in stormwater management on a regional basis through the North Hills Council of Governments (NHCOG). That group has recently completed the update of the Pine Creek Watershed Implementation Plan and is working on coordinating release rates for ponds and a COG-Wide stormwater study for the Pine Creek Watershed. This work is expected to continue into 2022.

The Town will continue in its efforts to inspect, maintain and updating facilities with the help of its town engineer. Engineering contains the costs associated with primarily MS-4 inventory work, mapping and monitoring to meet more stringent MS-4 permitting guidelines, preparation specifications for the update of facilities, and troubleshooting that are not considered capital in nature.

Street Sweeping costs have been moved to this program as it is directly related to our compliance with the MS4 permit. Spring sweeping occurs at strategic times during year. Sweeping will begin at winter's end, (approximately April 1), again in late summer to contribute toward water quality in streams, and finally in late fall to clean off catch basins of leaves and debris. Street sweeping will also occur following significant storm events. Also included here is a volunteer stream/roadside cleanup in the spring and fall.

In addition, there are funds budgeted in the Capital Improvement Plan to expand our efforts in flood control and for MS4 compliance.

446 Environmental (MS4)

- Includes the costs of the Street Sweeper operations in 2022
- Includes Engineering Inspection costs for MS4 and other maintenance design projects related to MS4 (\$70,000)
- Includes money for detention facility maintenance (\$6000)
- Includes Public Education dollars (\$2500) per MS4 guidelines

<i>Public Works</i>		Actual	Actual	Actual	Adopted	Projected	Proposed
446	Storm Water Mgmt and Flood Control	2018	2019	2020	Budget 2021	Actual 2021	Budget 2022
Personal Services (100)		1,957	6,426	31,800	-	-	-
Supplies (200)		-	-	1,560	4,500	4,300	10,200
Other Services and Charges (300-400)		29,020	79,746	85,605	84,000	72,300	86,700
Total Storm Water Mgmt and Flood Control		30,977	86,172	118,965	88,500	76,600	96,900
Personal Services (100)							
110 Laborer Wages		1,725	5,672	28,056	-	-	-
190 Payroll Taxes		131	420	2,086	-	-	-
190 Pension		101	334	1,658	-	-	-
Total Personal Services (100)		1,957	6,426	31,800	-	-	-
Supplies (200)							
240 Operating Supplies		-	-	1,560	2,500	4,300	10,200
260 Educational Equipment		-	-	-	2,000	-	-
Total Supplies (200)		-	-	1,560	4,500	4,300	10,200
Other Services and Charges (300-400)							
310 TMDL Engineering and Legal		79	64	-	-	-	-
310 Professional Services		758	-	-	2,000	1,800	2,200
310 Engineering		27,226	71,869	78,718	70,000	70,000	70,000
310 Legal Services		297	-	1,785	5,000	-	5,000
340 Advertising		150	419	-	500	-	500
360 MS4/PRP Education		-	200	-	-	-	2,500
370 Detention Facility Maintenance		500	6,695	5,102	6,000	-	6,000
460 Meetings, Seminars and Conferences		10	500	-	500	500	500
Total Other Services and Charges (300-400)		29,020	79,746	85,605	84,000	72,300	86,700
TOTAL STORM WATER MGMT AND FLOOD CONTROL		30,977	86,172	118,965	88,500	76,600	96,900

CULTURE AND RECREATION

451 CULTURE

The McCandless/Northern Allegheny Heritage Center is a unique program of the Town providing a historical perspective on our community. Approximately twenty dedicated volunteers serve as staff of the Heritage Center, coordinated by our Public Information Officer. A consultant occasionally assists the Town regarding preservation and display of the collection.

Costs associated with coordination and ongoing operation of the Heritage Center are budgeted here. The FDPC's goal is to hold regular programs and hold fundraising events to build a capital reserve and offset operating expense. Funds have been included to assist with the fundraising activities. While this effort has slowed somewhat as a result of the Pandemic, efforts continue to creatively fundraise and provide programming to the community.

451 Museum

- Provides for the ongoing operations of the Town's Heritage Center Museum including utilities, operating supplies, and general maintenance (\$18,125)

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Culture and Recreation 451 Culture	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	4,357	5,246	2,252	-	-	-
Supplies (200)	1,672	3,089	370	3,500	2,350	3,500
Other Services and Charges (300-400)	7,878	6,764	2,362	14,625	11,375	14,625
Total Culture	13,907	15,099	4,984	18,125	13,725	18,125
Personal Services (100)						
110 Salaries and Wages	3,886	4,673	2,005	-	-	-
190 Payroll Taxes	278	341	147	-	-	-
190 Pension	193	232	100	-	-	-
Total Personal Services (100)	4,357	5,246	2,252	-	-	-
Supplies (200)						
210 Office Supplies	669	872	314	1,200	1,200	1,200
210 Postage	10	4	10	200	50	200
240 Other Operating Supplies	993	2,213	46	2,100	1,100	2,100
260 Office Equipment	-	-	-	-	-	-
Total Supplies (200)	1,672	3,089	370	3,500	2,350	3,500
Other Services and Charges (300-400)						
310 Building Cleaning Services	2,640	1,980	-	2,700	2,700	2,700
310 Building Safety and Security Services	318	318	318	400	400	400
310 Legal Services	-	315	-	500	500	500
310 Consulting	-	-	-	500	-	800
320 Telephone	1,294	-	-	500	500	500
340 Advertising	74	-	-	2,200	1,000	2,200
340 Printing	626	-	-	-	-	-
360 Utilities	2,556	3,651	1,852	5,250	4,000	5,250
370 Buildings/Grounds Maintenance and Repa	143	190	192	1,000	1,000	1,000
420 Dues, Subscriptions and Publications	150	75	-	75	75	75
450 Contracted IT Services	-	-	-	300	200	200
460 Meetings, Seminars and Conferences	77	235	-	1,200	1,000	1,000
Total Other Services and Charges (300-400)	7,878	6,764	2,362	14,625	11,375	14,625
TOTAL CULTURE	13,907	15,099	4,984	18,125	13,725	18,125

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<i>Culture and Recreation</i> 452 Participant Recreation	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Projected 2022
Personal Services (100)	18,371	14,508	1,500	18,750	515	-
Supplies (200)	3,814	307	-	32,500	-	-
Other Services and Charges (300-400)	6,463	4,847	-	6,600	-	-
Total Participant Recreation	28,648	19,662	1,500	57,850	515	-
Personal Services (100)						
110 Part Time Wages	16,000	12,205	-	16,000	-	-
190 Payroll Taxes	1,224	934	-	1,250	-	-
190 Workers Compensation Insurance	1,147	1,369	1,500	1,500	515	-
Total Personal Services (100)	18,371	14,508	1,500	18,750	515	-
Supplies (200)						
240 Operating Supplies	-	-	-	22,500	-	-
260 Recreational Supplies	3,814	307	-	10,000	-	-
Total Supplies (200)	3,814	307	-	32,500	-	-
Other Services and Charges (300-400)						
310 Legal Services	-	-	-	-	-	-
330 Local Travel	397	385	-	400	-	-
350 Insurance	6,066	4,462	-	6,200	-	-
Total Other Services and Charges (300-400)	6,463	4,847	-	6,600	-	-
TOTAL PARTICIPANT RECREATION	28,648	19,662	1,500	57,850	515	-

CULTURE AND RECREATION

454 PARKS

The Public Works Department maintains approximately 200 acres of passive and active recreational areas. Public Works full time and seasonal staff work daily during the spring, summer and fall to care for existing recreational facilities including ball fields, soccer fields, tennis courts, sand volleyball courts and play areas. Funds are budgeted for up to 2 Summer workers to provide additional manpower during the construction season as well as one full-time laborer.

Maintenance and Repair Services on all recreation facilities will continue during 2022.

A number of larger projects can be found in the Capital Improvement Budget.

Staffing:

2 Seasonal Laborers

454 Parks

- Includes 2 PT summer support positions again for the summer of 2022 for mowing, etc.
- Includes Recreation, Ball Field, Park Apparatus and Maintenance Supply costs for the Town's Parks, Fields and Trails. (\$21,000)
- Includes the utility costs for the Town's Recreational Facilities (\$6500) and general repairs for plumbing and electrical systems.(\$9500)
- Provides for the repairs to the parking lot at Wall Park (\$24,000)
- Includes various repairs to the pavilions in all parks (\$11,000)
- Includes new software purchase estimates carried forward from 2021 (\$10,000)

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Culture & Recreation 454 Parks		Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)		100,210	72,095	95,672	97,200	15,000	16,200
Supplies (200)		15,923	6,394	5,946	21,700	17,250	24,100
Other Services and Charges (300-400)		69,461	33,524	40,510	49,650	15,200	51,800
Contributions, Grants and Subsidies (500)		103,200	2,799	-	-	-	-
Capital Purchases (700)		-	-	-	12,500	-	10,000
Total Parks		288,794	114,812	142,127	181,050	47,450	102,100
Personal Services (100)							
110	Wages	88,501	63,817	84,535	70,100	-	-
110	Part-Time Wages	-	-	-	16,200	15,000	16,200
190	Payroll Taxes	6,648	4,769	6,277	6,700	-	-
190	Pension	5,061	3,509	4,860	4,200	-	-
Total Personal Services (100)		100,210	72,095	95,672	97,200	15,000	16,200
Supplies (200)							
210	Postage	-	-	-	-	-	-
220	Park Maintenance Supplies	-	-	547	1,700	1,500	1,600
240	Recreational Supplies	15,923	6,394	5,399	19,500	15,250	21,000
260	Tools	-	-	-	500	500	1,500
Total Supplies (200)		15,923	6,394	5,946	21,700	17,250	24,100
Other Services and Charges (300-400)							
310	Engineering	13,060	-	-	-	-	-
310	Legal Services	456	-	-	-	-	-
340	Advertising	405	90	-	500	500	800
360	Utilities	5,077	6,306	4,360	6,450	3,900	6,500
370	Maintenance and Repair Services	47,838	27,128	36,150	41,500	10,800	44,500
380	Equipment Rental	2,425	-	-	1,000	-	-
420	Dues, Subscriptions and Publications	200	-	-	100	-	-
460	Meetings, Seminars and Conferences	-	-	-	100	-	-
Total Other Services and Charges (300-400)		69,461	33,524	40,510	49,650	15,200	51,800

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<i>Culture & Recreation</i> 454 Parks	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Contributions, Grants and Subsidies (500)						
520 Contributions	103,200	2,799	-	-	-	-
Total Contributions, Grants and Subsidies (500)	103,200	2,799	-	-	-	-
Capital Purchases (700)						
740 Computer Software	-	-	-	12,500	-	10,000
Total Capital Purchases (700)	-	-	-	12,500	-	10,000
TOTAL PARKS	288,794	114,812	142,127	181,050	47,450	102,100

CULTURE AND RECREATION

456 LIBRARY

The Town is one of five communities supporting the Northland Public Library which operates as a multi-municipal authority. The other communities that support Northland are Bradford Woods Borough, Franklin Park Borough, Marshall Township and Ross Township Each community is represented on the Authority. The Library undertakes special activities and services which include:

- | | |
|---------------------------------------|------------------------------------|
| -Reference service | -Adult lectures and discussions |
| -Summer reading programs for all ages | -Interlibrary loan books and films |
| -Film series | -Teen collections & programs |
| -Preschool story hours | -Homebound library services |
| -Computer accessibility | -Book Mobile service |
| -Semi-annual used book sale | -Computer classes |
| -Computer, internet and WiFi access | -Workforce Development |

There are also special collections at the Library which include:

- Large print books for adults
- Business newspapers, magazines and online resources
- Audio and video recordings in various formats
- Downloadable e-books, music, magazines and videos, streaming music and videos
- Online tools for language learning & ESL, genealogy, auto repair and more: use in the library or from home
- Northland Historical Image Collection
- American Girl Dolls, Board Games, Take Home Science Boxes, Video Games, Themed Backpacks, WiFi Hotspots and Virtual Reality Headsets

Municipal support for the library is calculated using a formula based upon circulation The payment from each municipality shall be percentage obtained by adding:

1) the ratio each municipality's population bears to the total of the population of all participating municipalities multiplied by .20;

2) the ratio each municipality's assessed valuation bears to the total of the assessed valuation of all participating municipalities multiplied by .20;

3) the ratio each municipality's circulation and usage bears to the total of the circulation and usage of all participating municipalities multiplied by .60

456 Library

- The Library requested \$675,445 for 2022, a 5.2% increase from 2021. The Budget Committee has requested we maintain 2021's funding level at \$641,905 for 2022 which is a 7% reduction from 2020's allocation.

Town of McCandless
2022 Proposed Budget

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<i>Culture & Recreation</i> 456 Library	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Other Services and Charges (300)	74	-	-	-	-	-
Contributions, Grants and Subsidies (500)	665,552	677,600	689,814	641,905	641,905	641,905
Total Library	665,626	677,600	689,814	641,905	641,905	641,905
Other Services and Charges (300-400)						
310 Legal Services	74	-	-	-	-	-
Total Other Services and Charges (300-400)	74	-	-	-	-	-
Contributions, Grants and Subsidies (500)						
530 Contributions	665,552	677,600	689,814	641,905	641,905	641,905
Total Contributions, Grants and Subsidies (500)	665,552	677,600	689,814	641,905	641,905	641,905
TOTAL LIBRARY	665,626	677,600	689,814	641,905	641,905	641,905

CULTURE AND RECREATION

457 COMMUNITY EVENTS

This program includes funds for a number of events to bring the community together and provide interaction with Town Elected Officials and Staff. These events include an annual community day, the police department's national night out, and other smaller events such as a winter festival and spring event, This budget program also includes funds to support the Activities Advisory Committee activities and programs.

457 Community Events

- Includes limited overtime for weekend duties for town staff (mainly public works crew members and patrol officers) (\$11,975)
- Provides for Community Day Expenses as well as limited National Night Out, Winterfest, and Spring Event costs for 2022 (Refreshments, shuttle services, Entertainment, Advertising, Equipment Rental, etc.) (\$47,000)
- The Activities Advisory Committee will receive \$18,000 for planned events and/or intern assistance, Halloween event, a spring Treasures in the Trunk event, welcome packet contributions, etc.

Town of McCandless
2022 Proposed Budget

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Culture & Recreation 457 Community Celebrations	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Personal Services (100)	41,880	30,468	-	38,000	-	11,975
Supplies (200)	16,236	8,912	10	15,700	10,200	33,500
Other Services and Charges (300-400)	22,794	22,654	1,238	26,900	23,400	31,525
Total Community Celebrations	80,910	62,034	1,248	80,600	33,600	77,000
Personal Services (100)						
110 Salaries and Wages	34,186	16,882	-	-	-	-
180 Overtime	2,798	10,473	-	33,500	-	10,800
190 Payroll Taxes	2,776	2,049	-	2,600	-	825
190 Pension	2,120	1,064	-	1,900	-	350
Total Personal Services (100)	41,880	30,468	-	38,000	-	11,975
Supplies (200)						
220 Food & Beverage					3,000	4,000
230 Uniform/Clothing					1,500	1,500
230 Postage	294	176	10	200	-	-
230 Fuel	-	-	-	-	-	-
240 Operating Supplies	15,942	8,736	-	15,500	4,200	26,500
250 General Maintenance Supplies					1,500	1,500
Total Supplies (200)	16,236	8,912	10	15,700	10,200	33,500
Other Services and Charges (300-400)						
310 Professional Services	14,320	14,101	875	16,000	15,000	20,625
340 Advertising	1,618	2,530	-	3,000	3,000	3,000
380 Equipment Rental	6,545	5,817	-	7,900	5,000	7,500
390 Licensing Fees					400	400
460 Meetings, Seminars and Conferences	311	206	363	-	-	-
Total Other Services and Charges (300-400)	22,794	22,654	1,238	26,900	23,400	31,525
TOTAL COMMUNITY CELEBRATIONS	80,910	62,034	1,248	80,600	33,600	77,000

Town of McCandless
2022 Proposed Budget

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491 Refunds of Prior Year Revenues	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Refunds of Prior Year Revenues(491)						
Property Tax Refunds	118	-	1,747	3,600	1,500	1,500
Earned Income Tax Refunds	99,206	105,522	104,170	100,000	90,000	100,000
Business Privilege Tax Refunds	449	4,566	12,778	5,000	1,750	4,000
Local Services Tax Refunds	1,355	1,545	1,366	2,000	1,200	1,500
TOTAL REFUNDS OF PRIOR YEAR REVENUES	101,128	111,633	120,061	110,600	94,450	107,000
TOTAL EXPENDITURES	13,148,774	13,325,794	13,234,105	15,069,600	13,304,887	15,310,655

Town of McCandless
2022 Proposed Budget

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492 Transfers to Other Funds	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022
Transfers to Other Funds						
Transfer to Capital Improvement Fund	262,235	1,423,400	1,519,700	1,200,000	1,200,000	1,375,000
Transfer to Transportation District Fund	-	-	-	-	-	-
Total Transfers to Other Funds	262,235	1,423,400	1,519,700	1,200,000	1,200,000	1,375,000
TOTAL EXPENDITURES AND TRANSFERS	13,411,009	14,749,194	14,753,805	16,269,600	14,504,887	16,685,655
REVENUE LESS EXPENDITURES	1,804,712	1,237,931	361,345	(1,199,600)	1,850,736	(861,310)

Fiscal Year 2022 Proposed Budget
Special Revenue Funds - American Rescue Plan (ARP) Funds
Town of McCandless

	Amended Budget 2021	Projected Actual 2021	Proposed Budget 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026
REVENUES							
Non-Tax Revenue							
Interest Earnings	\$ 1,530	\$ 1,530	\$ 3,060	\$ 3,000	\$ 1,500	\$ -	\$ -
Federal Grants and Entitlements							
American Rescue Plan	1,475,470	1,475,470	1,475,470	-	-	-	-
Total Grants and Entitlements	1,475,470	1,475,470	1,475,470	-	-	-	-
TOTAL REVENUES	1,477,000	1,477,000	1,478,530	3,000	1,500	-	-
EXPENDITURES							
Interfund Transfers Out							
General Fund	730,000	730,000	345,000	385,000	-	-	-
Capital Improvements Projects Fund	-	-	385,000	350,000	385,000	380,030	-
TOTAL EXPENDITURES	730,000	730,000	730,000	735,000	385,000	380,030	-
FUND BALANCE, JANUARY 1	-	-	747,000	1,495,530	763,530	380,030	-
FUND BALANCE, DECEMBER 31	747,000	747,000	1,495,530	763,530	380,030	-	-

American Rescue Plan Funds

Town of McCandless

CYS 2021-2026

		2021	2022	2023	2024	2025	Totals
General Fund							
	Transfer from ARP Fund	730,000	345,000	385,000	-	-	1,460,000
	Town-Wide						-
Multi	Software		107,500	97,500			205,000
	Public Safety Equip						-
410	License Plate Reader	15,000					15,000
410	Traffic Signs	3,700					3,700
410	Taser replacements	15,000					15,000
410	Lexipol	31,200					31,200
410	Patrol Vehicles (2/year)		89,050	96,000			185,050
410	Body-Worn Cameras		72,000				72,000
							-
	Building and Zoning						-
413	Replacement Vehicle		38,000				38,000
414	Zoning Ordinance		65,000				65,000
							-
	Public Works Equipment						-
430	Zero Turn	13,500					13,500
430	Pressure Washer	5,000					5,000
430	Hammer	7,500					7,500
430	Fork Lift	15,000					15,000
430	Milling Attachment	20,000					20,000
430	Truck Radios			45,000			45,000
							-
	Transfer to CIP						-
409	Windows		275,000				275,000
409	HVAC			449,050			449,050
							-
Total		125,900	646,550	687,550	-	-	1,460,000
Capital Improvements Project Fund							
	Transfer from ARP Fund	-	385,000	350,000	385,000	380,030	1,500,030
430	Remote Mower		54,000				
446	Storm Water Detention Facilities		30,000	30,000	30,000	30,000	120,000
446	Pine Creek Flood Mgmt Plan Construction			295,030			295,030
446	North Meadows		70,000				70,000
446	Gerty's Run			200,000		200,000	400,000
446	Rinaman Road				200,000		200,000
446	Lowries Run (Wall Park)		200,000				200,000
446	PRP Best PMP:Potter Park				70,000		70,000
446	D Councill Park (rain garden)		115,000				115,000
446	Inlet Filter Inserts (PRP)		22,500	7,500			30,000
Total		-	437,500	532,530	300,000	230,000	1,500,030
Remaining		604,100	(354,050)	(485,080)	85,000	150,030	-

Special Funds

15 Transportation District Fund

In 1992, the Town of McCandless created a Transportation Partnership District under the Transportation Partnership Act of 1985, as amended in 1986. Under this legislation, state, local and federal funds allocated through the state may be spent to establish infrastructure for new and existing development.

Following extensive planning efforts, five projects were planned within a Three-Phase District Improvement Project. Phase I consisted of the reconstruction and signalization of the intersection at Duncan Avenue and Babcock Boulevard, the reconstruction of the Cumberland Road and Babcock Boulevard intersection and the extension and attachment of Duncan Avenue (East) to McKnight Road. Phase II included the widening and signalization of the McKnight Road and new Duncan East intersection. Phase III provided for the construction of Duncan Avenue (West) as a local access road from McKnight Road approximately one-half mile through property along McKnight Road from the North Allegheny School District property to just north of the Perrymont Road intersection.

Transfers of annual assessments will be made to the Capital Improvements Fund annually to fund capital projects in that district. There are no planned projects for the 2022 fiscal year, however if funding becomes available to undertake the larger Babcock Boulevard connectivity project a budget amendment can be done to include moneys from this fund.

Fiscal Year 2022 Proposed Budget
Special Revenue Funds - Transportation District Fund
Town of McCandless

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Adopted Budget 2021</u>	<u>Projected Actual 2021</u>	<u>Proposed Budget 2022</u>	<u>Projected 2023</u>	<u>Projected 2024</u>	<u>Projected 2025</u>	<u>Projected 2026</u>
REVENUES										
Non-Tax Revenue										
Interest Earnings	\$ 6,389	\$ 11,645	\$ 6,989	\$ 2,500	\$ 5,432	\$ 2,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Assessments										
Assessments	118,252	118,251	118,250	118,250	118,250	118,250	118,250	118,250	118,250	118,250
LERTA	6,414	-	6,414	6,400	6,400	6,400	6,400	6,400	6,400	6,400
Total Assessments	124,666	118,251	124,664	124,650	124,650	124,650	124,650	124,650	124,650	124,650
Interfund Transfers In										
General Fund	62,330	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	<u>193,385</u>	<u>129,896</u>	<u>131,653</u>	<u>127,150</u>	<u>130,082</u>	<u>127,150</u>	<u>129,150</u>	<u>129,150</u>	<u>129,150</u>	<u>129,150</u>
EXPENDITURES										
Public Works										
Engineering	255	-	-	-	-	-	-	-	-	-
Legal Services	2,500	-	-	-	-	-	-	-	-	-
Road Construction	-	-	-	-	-	-	-	-	-	-
Total Public Works	2,755	-	-	-	-	-	-	-	-	-
Interfund Transfers Out										
Capital Improvements Projects Fund	-	124,700	124,700	124,700	124,700	124,700	124,700	124,700	124,700	124,700
TOTAL EXPENDITURES	<u>2,755</u>	<u>124,700</u>	<u>124,700</u>	<u>124,700</u>	<u>124,700</u>	<u>124,700</u>	<u>124,700</u>	<u>124,700</u>	<u>124,700</u>	<u>124,700</u>
FUND BALANCE, JANUARY 1	370,971	561,601	566,797	573,750	573,750	579,132	581,582	586,032	590,482	594,932
FUND BALANCE, DECEMBER 31	561,601	566,797	573,750	576,200	579,132	581,582	586,032	590,482	594,932	599,382

Special Funds

18 Capital Improvements Fund

The Capital Improvements Fund (CIF) provides funding for major projects, equipment purchases and infrastructure improvements that have longer expected useful life compared to more maintenance-oriented projects and purchases paid from the Town's general operating budget. Funding for the Capital Improvement program comes first from a transfer from the General Fund calculated from the prior year's annual revenue in excess of expenditures, then reserves, interest earnings and state or federal government funding received.

Facilities and projects that may be included in this program include construction or replacement of storm water drainage and management systems, milling and repaving or rebuilding of Town roads, purchases of land for public purposes, installation of recreation facilities, and major renovation and construction of Town owned buildings and structures. The purchases of large pieces of equipment with a longer useful life will also be purchased here rather than the General Fund. As in other years, the program is prepared by the staff with assistance from its consulting engineers.

The Town's Home Rule Charter requires the submission of a proposed five-year spending plans for Capital Improvement funds. Annually, a significant portion of the CIF is devoted to the resurfacing and reconstruction of Town roads. Other projects and purchases are reviewed on an ongoing basis with input from Department Directors and the Town Engineer. Projects are added as needed and then prioritized by year. We are finding that some of this planning is becoming more difficult due to supply chain issues and resulting extended delivery times. As a result, we are shifting these recommended projects/purchases to arrive at as consistent a funding plan as possible from year to year.

Last year, we noted a concern about the ability to sustain the funding for the CIF. That funding expectation has been extended due to the receipt of the ARPA funds and better than expected revenues during the pandemic but a long-range solution is still needed, especially if we plan to address flooding issues in addition to MS4 compliance while continuing to fund other capital projects as we have done in the past. We will be watching the discussions occurring at the state level as they relate to the proposed changes to the tax structure that impacts the Liquid Fuels Funding we receive and that pays for 2/3 of the annual road program.

The remaining Committed Fund Balance is held for future capital construction projects planned in the 5-year Capital Budget.

Fiscal Year 2022 Proposed Budget
Capital Projects Fund
Town of McCandless

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed 2022 Budget	Projected 2023	Projected 2024	Projected 2025	Projected 2026
REVENUES										
Non-Tax Revenue										
Interest Earnings	\$ 46,294	\$ 45,530	\$ 28,347	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Donations	-	50,000	-	-	-	-	-	-	-	-
Grant Revenue										
Multi Modal - Sidewalk Study	-	-	-	324,800	-	395,935	-	-	-	-
Multi Modal - Grubbs Sidewalks	-	-	15,077	223,000	20,000	243,725	-	-	-	-
GDEF - Wall Park	-	-	-	-	-	250,000	-	-	-	-
CITF - Devlin Tennis Courts	-	-	-	-	-	100,000	-	-	-	-
Total Grants	-	-	15,077	547,800	20,000	989,660	-	-	-	-
Interfund Transfers In										
General Fund	199,905	1,423,400	1,519,700	1,200,000	1,200,000	1,375,000	2,549,050	1,000,000	1,000,000	1,000,000
American Recovery Plan - SRF	-	-	-	-	-	385,000	350,000	385,000	380,030	-
Transportation District Fund	-	124,700	124,664	124,700	124,700	124,700	124,700	124,700	124,700	124,700
State Highway Aid Fund	922,797	940,755	913,337	826,715	826,715	837,400	858,600	893,800	938,000	983,300
Total Interfund Transfers In	1,122,702	2,488,855	2,557,701	2,151,415	2,151,415	2,722,100	3,882,350	2,403,500	2,442,730	2,108,000
TOTAL REVENUES	1,168,996	2,584,385	2,601,125	2,714,215	2,186,415	3,726,760	3,902,350	2,423,500	2,462,730	2,128,000
EXPENDITURES										
General Government										
Other Administration Projects	-	-	10,063	324,800	-	395,935	150,000	100,000	-	-
Building and Plant	-	50,464	29,341	323,200	45,000	518,725	525,000	200,000	250,000	100,000
Total General Government	-	50,464	39,404	648,000	45,000	914,660	675,000	300,000	250,000	100,000
Public Works										
General Administration	-	-	-	215,000	215,000	383,000	665,000	247,000	252,000	252,000
Snow Removal	-	-	-	-	-	73,600	-	-	-	-
Traffic Control Devices	24,576	1,097,822	-	20,000	-	20,000	125,000	-	-	-
Storm Sewers and Drains	670,046	559,046	572,040	1,000,000	550,000	685,000	2,100,000	750,000	300,000	-
Roads and Bridges	1,802,310	1,888,991	1,818,837	1,065,000	980,000	1,200,000	1,000,000	1,500,000	1,500,000	1,500,000
Storm Water Managemet & Flood Control	129,650	275,135	6,923	337,500	10,000	497,500	537,500	300,000	230,000	30,000
Total Public Works	2,626,582	3,820,993	2,397,800	2,637,500	1,755,000	2,859,100	4,427,500	2,797,000	2,282,000	1,782,000
Culture and Recreation										
Culture	-	-	-	-	-	-	-	-	-	-
Parks	39,257	108,282	13,687	630,000	87,500	485,000	20,000	-	150,000	200,000
Total Culture and Recreation	39,257	108,282	13,687	630,000	87,500	485,000	20,000	-	150,000	200,000
TOTAL EXPENDITURES	2,665,839	3,979,740	2,450,891	3,915,500	1,887,500	4,258,760	5,122,500	3,097,000	2,682,000	2,082,000
FUND BALANCE, JANUARY 1	5,484,236	3,987,393	2,592,038	2,742,272	2,742,272	3,041,187	2,509,187	1,289,037	615,537	396,267
FUND BALANCE, DECEMBER 31	3,987,393	2,592,038	2,742,272	1,540,987	3,041,187	2,509,187	1,289,037	615,537	396,267	442,267

5 Year Capital Improvements Program							
Town of McCandless							
FY 2022-2026							
Classification	Project Name	Description	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
General Government							
Other Administration Projects							
	Gateway Signs	Ingomar Rd (Museum)	-	50,000	-	-	-
	Sidewalks	Multi-Modal grant	395,935	100,000	100,000	-	-
Building and Plant							
	Sidewalks	Multi-Modal grant	243,725	-	-		
	Town Hall Improvements	HVAC, Boiler, and Window Upgrades	275,000	525,000	200,000	250,000	100,000
		General Government Subtotal	914,660	675,000	300,000	250,000	100,000
Public Works							
General Administration							
	Large Equipment	Dump Trucks, Loaders, Leaf Vacuum	383,000	665,000	247,000	252,000	252,000
Snow Removal							
	Plow/Spreader/Pretreaters		73,600	-	-	-	-
Traffic Control Devices							
	Traffic Cameras		20,000	-	-	-	-
	Corridor Improvements	Pine Creek Intersection	-	-	-	-	-
	Signal Upgrades	ARLE Grant	-	-	-	-	-
	Signal Upgrades (ARLE Grant applied for)	Hazlett Road and Thompson Run Road	-	125,000	-	-	-
Storm Sewers and Drains							
	Stormwater Drainage Improvements		600,000	600,000	300,000	300,000	-
	Culvert	at Town Square	-	-	-		
	Culvert	Winchester	-	-	450,000		
	Culvert Lining	at Brittany Place	-	-	-		
	Design of Culvert	at Blazier Dr & Ingomar Rd	85,000	-	-		
	Construction of Culvert	at Blazier & Ingomar	-	1,500,000	-		
Maintenance & Repairs of Town Roads							
	Resurfacing and Reconstruction of Town Roads	Various Locations	1,200,000	1,000,000	1,500,000	1,500,000	1,500,000
Storm Water Management and Flood Control							
	Storm Water Detention Facilities	Add'l Bid for 4 facilities in 2020	30,000	30,000	30,000	30,000	30,000
	Pine Creek Flood Mgmt	Pond and Preserve	60,000				
	Pine Creek Flood Mgmt Construction	Pond and Preserve		300,000			
	Engineering		-	-	-	-	-
	PRP Best PMP: Stream Bank Restoration	North Meadows	70,000				
	PRP Best PMP: Stream Bank Restoration	Gerty's Run	-	200,000	-	200,000	-
	PRP Best PMP: Stream Bank Restoration	Rinaman Road	-	-	200,000	-	-
	PRP Best PMP: Stream Bank Restoration	Lowries Run (Wall Park)	200,000	-	-	-	-
	PRP Best PMP: Potter Park	Stormwater Improvements	-		70,000		
	Rain Garden	David Council Park	115,000	-	-	-	-
	Inlet Filter Inserts (PRP)	15 planned	22,500	7,500	-	-	-
		Public Works Subtotal	2,859,100	4,427,500	2,797,000	2,282,000	1,782,000
Parks & Recreation							
Parks							
	Tennis Courts	Devlin Park Resurfacing	200,000	-	-		
	Public Project	Wall Park Deck Hockey Replacement		20,000			
	Playground Equipment	Pontiac Park (Ave - Fill site)	-	-		150,000	
	Trails	Harmony Trail Segment (Rachel Carson Trail)	-	-	-	-	200,000
	Wall Park	State Grant Program	250,000				
	Cameras for Parks		35,000				
		Parks & Rec Subtotal	485,000	20,000	-	150,000	200,000
		Grand Total	4,258,760	5,122,500	3,097,000	2,682,000	2,082,000

**5 Year Vehicle, Equipment and Software Purchases
Town of McCandless
FY 2022-2026**

2022			
Description	Department	General Fund	Capital Improvements Fund
Vehicles			
Police Replacements (2)	410	89,050	
Vehicle Replacement	413	38,000	
Replace 3108	430		175,000
Subtotal		127,050	175,000
Equipment			
Body Worn Cameras	410	72,000	
Pre-treaters (2)	432	-	48,600
Plow/Spreader	432	-	25,000
RC Mower	430		54,000
Boom Mower	430		154,000
Traffic Cameras	433		20,000
Safety Cameras for Parks	454		35,000
Subtotal		72,000	336,600
Computers and Hardware			
Finance x3	402	37,500	
Tax x2	403	25,000	
Server	409	10,000	
Building & Code Enforcement	413	12,500	
Planning	414	12,500	
Parks	454	10,000	
Subtotal		107,500	-
Grand Totals		306,550	511,600

**5 Year Vehicle, Equipment and Software Purchases
Town of McCandless
FY 2022-2026**

2023			
Description	Department	General Fund	Capital Improvements Fund
Vehicles			
Police Replacements (2)	410	70,000	
Leaf Vacuum Truck	430		230,000
Replace 3109	430		235,000
Subtotal		70,000	465,000
Equipment			
855 loader - new	430	-	200,000
Subtotal		-	200,000
Computers and Hardware			
Finance x3	402	37,500	
Tax x2	403	25,000	
Server	409	-	
Building & Code Enforcement	413	12,500	
Planning	414	12,500	
Parks	454	10,000	
Subtotal		97,500	-
Grand Totals		167,500	665,000

**5 Year Vehicle, Equipment and Software Purchases
Town of McCandless
FY 2022-2026**

2024			
Description	Department	General Fund	Capital Improvements Fund
Vehicles			
Police Replacements (2)	410	70,000	
Replace Dump Truck	430		220,000
Subtotal		70,000	220,000
Equipment			
Plow/Spreader	432		27,000
Subtotal		-	27,000
Computers and Hardware			
Vehicle Peripherals	410	26,000	
Subtotal		26,000	-
Grand Totals		96,000	247,000

**5 Year Vehicle, Equipment and Software Purchases
Town of McCandless
FY 2022-2026**

2025			
Description	Department	General Fund	Capital Improvements Fund
Vehicles			
Police Replacements	410	110,000	
Replace Dump Truck	430		225,000
Subtotal		110,000	225,000
Equipment			
Plow/Spreader	432		27,000
Subtotal		-	27,000
Computers and Hardware			
Vehicle Peripherals (Radios)	430	45,000	
Subtotal		45,000	-
Grand Totals		155,000	252,000

**5 Year Vehicle, Equipment and Software Purchases
Town of McCandless
FY 2022-2026**

2026			
Description	Department	General Fund	Capital Improvements Fund
Vehicles			
Police Replacements (2)	410	110,000	
Replace Dump Truck	430		225,000
Subtotal		110,000	225,000
Equipment			
Plow/Spreader	432		27,000
Subtotal		-	27,000
Computers and Hardware			
Subtotal		-	-
Grand Totals		110,000	252,000

Special Funds

19 Street, Water and Sewer Assessment Fund

Fund 19 serves to advance costs to projects which provide initial water, sewer, sidewalk or street infrastructure to existing properties within the Town. The funds are returned by assessments levied against the properties benefited. Should the State invoice the Town for prior work done on Route 19, we will include the expenditure in a budget amendment and then take necessary action to create the assessment district.

Fiscal Year 2022 Proposed Budget
Special Revenue Funds - Street, Water, and Sewer Assessment Fund
Town of McCandless

	Actual 2018	Actual 2019	Actual 2020	Adopted Budget 2021	Projected Actual 2021	Proposed Budget 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026
REVENUES										
Non-Tax Revenue										
Interest Earnings	\$ 12,275	\$ 18,042	\$ 12,955	\$ 2,000	\$ 4,071	\$ 4,100	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Assessments										
Water Districts	-	-	-	-	-	-	-	-	-	-
Sidewalk Districts	-	-	-	38,500	-	-	-	-	-	-
Total Assessments	-	-	-	38,500	-	-	-	-	-	-
TOTAL REVENUES	<u>12,275</u>	<u>18,042</u>	<u>12,955</u>	<u>40,500</u>	<u>4,071</u>	<u>4,100</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
EXPENDITURES										
Public Works										
Engineering	-	-	-	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-	-	-	-
Street and Sidewalk District	-	-	-	391,000	-	-	-	-	-	-
Total Public Works	-	-	-	391,000	-	-	-	-	-	-
Interfund Transfers Out										
Capital Improvements Projects Fund	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>391,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE, JANUARY 1	781,556	793,831	811,873	803,831	824,829	828,900	833,000	838,000	843,000	848,000
FUND BALANCE, DECEMBER 31	793,831	811,873	824,829	453,331	828,900	833,000	838,000	843,000	848,000	853,000

* Restricted for possible future use with PA DOT \$391,000

Special Funds

35 State Highway Aid Fund

Each year, the Town receives an allocation from the Commonwealth for road and drainage maintenance and construction and public works equipment. This is based upon miles of road and population and a standard distribution formula employed by the state. The funds come in two parts, one based upon dedicated Town roads and two, the former state roads that had been accepted by the Town as part of the state's Turnback program. The funds are derived from the state tax on gasoline. The funds are used to pay for a portion of the Town's road paving program for 2022.

Proposed 2022 Budget	Projected 2023	Projected 2024	Projected 2025	Projected 2026
\$ 1,000	\$ 2,000	\$ 4,000	\$ 5,000	\$ 5,000
809,600	829,800	863,000	906,200	951,500
26,800	26,800	26,800	26,800	26,800
836,400	856,600	889,800	933,000	978,300
837,400	858,600	893,800	938,000	983,300
837,400	858,600	893,800	938,000	983,300
837,400	858,600	893,800	938,000	983,300
-	-	-	-	-
-	-	-	-	-