

APPENDIX 1 – SAMPLE FEE RESOLUTION

See following pages.

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BOROUGH OF DORMONT

RESOLUTION 21-2009 (revised February 1, 2010) BOROUGH FEES

A RESOLUTION OF THE BOROUGH OF DORMONT IN THE COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING THE SCHEDULE OF FEES ASSOCIATED WITH BOROUGH SERVICES, PERMITS, AND LICENSES FOR THE YEAR 2010.

WHEREAS, the various ordinances and codes of the Borough of Dormont require that fees be established from time to time by the Dormont Borough Council for services, permits and licenses; and

WHEREAS, such fees shall be set at a rate at which the administrative costs of providing such services, permits and licenses are paid through the assessment of such fees;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Dormont, Allegheny County Pennsylvania, in meeting assembled, and it is hereby resolved by the authority of the same, that the following schedule of fees are hereby adopted.

Item and Fee Schedule

Alarm Permits

Burglar	\$ 50.00
Fire	\$ 50.00

Amusement Fees

- (a) **Fees - Permanent Amusements.** Fees for licenses required for permanent amusements are hereby fixed as follows:
- (1) The conducting of any establishment for the exhibition of theatrical, dramatic or other permanent entertainment shall be Three Hundred Seventy-five Dollars (\$375.00) per year, payable annually in advance.
 - (2) The conducting of permanent dancing school shall be Seventy-five Dollars (\$75.00) per year, payable annually in advance.

Item and Fee Schedule

- (3) Public dancing conducted in connection with the furnishing of refreshments in public eating and drinking establishments shall be Three Hundred Seventy-five Dollars (\$375.00) per year or fraction thereof, payable monthly in advance.

- (b) **Fees - Amusements Other Than Permanent:** Fees for licenses required for exhibition which are not of a permanent nature shall be payable in advance as follows:
- (1) For any opera or concert Twenty-five Dollars (\$25.00) for each performance.
 - (2) For each and every circus, menagerie or exhibition of fete of horsemanship or any combination of the same, the sum of One Hundred Seventy-five (\$175.00) for each period of time not exceeding twenty-four hours.

Item and Fee Schedule

- (3) For any public ball or public dance the sum of Twenty-five Dollars (\$25.00) for each such ball or dance.
 - (4) For any other public exhibition, show or performance of a temporary nature coming within this article and not specifically included in this section, Twenty-five Dollars (\$25.00) for each exhibition or performance.
- (c) **Fees - Certain Games and Music Devices:**
 Fees for licenses for certain games and music devices shall be paid annually in advance and no license hereunder shall be issued until the license fee therefore shall have been paid to the Borough Office in the amount herein fixed as follows:
- (1) Pool and Billiard Rooms: For each pool or billiard table, One Hundred Dollars (\$100.00) per year.
 - (2) Bowling Alleys: For each alley, Four dollars (\$5.00) per month or Fifty-five dollars (\$55.00) per year.
 - (3) Music Boxes: For each music box, music machine or music device, Ninety-five Dollars (\$120.00) per year.
 - (4) Amusement Devices: For each amusement device, machine or instrumentality (except those specifically prohibited by Section 15.18, as amended by Ordinance No. 1269, Section 1) operated by the insertion or tendering of a coin, metal disc or other token, Seven Hundred Fifty Dollars (\$750.00) per year per device.

Antique Fair (per space)	\$	25.00
Block Party		no fee / notification required
Borough Street Map	\$	2.50

Item and Fee Schedule

Building and Sign Permits (Residential):

NOTE:

ALL BUILDING PERMITS HAVE A \$4.00 ADDITIONAL FEE FOR UNIFORM CONSTRUCTION CODE ADMINISTRATION.

Valuation of Work		Fee
100.00 to	500.99	20.00
501.00 to	1,000.99	25.00
1,001.00 to	2,000.99	30.00
2,001.00 to	4,000.00	35.00
4,001.00 to	6,000.00	40.00
6,001.00 to	8,000.99	45.00
8,001.00 to	10,000.99	55.00
10,001.00 to	12,000.99	65.00
12,001.00 to	15,000.99	75.00
15,001.00 to	20,000.99	85.00
20,001.00 to	25,000.99	95.00
25,001.00 to	30,000.99	105.00
30,001.00 to	35,000.99	115.00
35,001.00 to	40,000.99	125.00
40,001.00 to	45,000.99	135.00
45,001.00 to	50,000.99	150.00
50,001.00 to	100,000.99	add
	\$5.00 per \$1,000.00 estimated cost	
100,001.00 to	250,000.99	add
	\$7.50 per \$1,000.00 estimated cost	
Over	250,001.00	add
	\$10.00 per \$1,000.00 estimated cost	

Building Official Review/Inspection/Plan Review
 \$50.00/hr. (1 Hour Minimum)
 (No Inspection Charge for Roof Permits)

SEE ATTACHED BIU FEE SCHEDULE FOR COMMERCIAL RATES (JUNE 1, 2009)

Business Parking Permits \$ 50.00/monthly

Certified Mail Fee \$ 8.00

Code Books - Borough of Dormont \$150.00

Community Room or Meeting Room Rental

(Borough Bldg. lower level)
 \$ 25.00/hour Residents
 \$ 35.00/hour Non-Residents
 (+\$75 refundable cleaning deposit)

Craft Show

\$40.00 Early Bird Registration Fee
 \$50.00 Registration Fee
 \$75.00 Late Registration Fee

Farmers Market \$25.00 / week / Vendor
 One week free if (6) weeks confirmed in advance

Fire Reports \$ 20.00

Item and Fee Schedule

Grading Permits

Volume of material (cubic yards)	Fee
Not more than 100	\$ 35.00
More than 100, but not more than 300	\$ 40.00
More than 300, but not more than 500	\$ 45.00
More than 500, but not more than 1,000	\$ 50.00
More than 1,000, but not more than 10,000	\$ 50.00
plus \$3.00 for each additional for each additional 1,000 cubic yards or portion thereof above 1,000 cubic yards	
More than 10,000, but not more than 100,000	\$ 80.00
plus \$1.00 for each 1,000 cubic yards or portion thereof above 1,000 cubic yards	
More than 100,000	\$ 170.00
plus \$.50 for each 1,000 cubic yards or portion thereof above 100,000 cubic yards, except that no fee shall be more than \$600.00	

Gymnasium Rental

\$ 35.00/hour Residents
\$ 50.00/hour Non-Residents
(\$75 security deposit)

Leaf Bags	\$.50/bag
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Meter Rates	\$.75/hour .25/20 min
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No Lien Letters

Sewage	\$ 20.00
Garbage	\$ 20.00
Municipal	\$ 20.00
Standard 3 Lien Letters	\$ 40.00
1 Day or Less – Additional	\$ 10.00
2 Days – Additional	\$ 5.00
EIT Certification	\$ 10.00

NSF Checks	\$ 35.00
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Occupancy Permits

RESIDENTIAL (<i>Two Units or Less</i>)	\$100.00
STORE FRONT RENTALS	see BIU Pricing
COMMERCIAL (<i>Including three or more residential units</i>).....	see BIU Pricing

Pavilions

Large Pavilion

\$ 100.00	RESIDENT
\$ 150.00	NONRESIDENT

Day pass for pool available at \$2.00 per person on day of rental
(+ \$50.00 refundable cleaning deposit)

Small Pavilion

\$ 50.00	RESIDENT
\$ 75.00	NONRESIDENT
(+ \$50.00 refundable cleaning deposit)	

Item and Fee Schedule

Planning Commission

Commercial	\$ 300.00 + Admin. Fees
Residential	\$ 175.00 + Admin. Fees

Police Fee Schedule

State Accident Report	\$ 15.00
All Other Reports	\$ 5.00/first page + 2.00/additional page
Fingerprinting	\$ 10.00/person
Booting Fee	\$100.00
Meter Temporary permit	\$ 5.00/day/meter

Recreation Center Rental

M – F between 8am – 5pm	\$250.00 – 4 hrs. (minimum time)
	\$50.00 / per additional hour
	Includes use of meeting equipment, to include per rental agreement
	+ \$100.00 setup/cleaning fee

Evenings & weekends – no equipment provided	\$300.00 - Residents
	\$350.00 – Non Residents
	+\$100.00 refundable cleaning fee

Recreation Fees

Summer Day Camp	\$ 125.00/week (9am-4pm)
	\$ 225.00/week for 2 siblings
	15.00/week/early drop off (8-9am)
	15.00/week/late pick up (4-5pm)

Child Pool Pass must be purchased for summer campers.

Recycling Bins	\$ 6.00
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Residential Parking Permits	\$ 10.00/per year
	\$ 5.00 visitor pass

Sanitary Sewer Certificate	\$ 25.00
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Sewer Rental Fees (Dormont)	\$ 3.50/1,000 gallons
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Sewer Tap-In Fees	\$150.00
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Signs, Temporary	\$.50 sq. ft. / \$10.00 minimum
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Solicitation Permits	\$ 10.00/day
	30.00/week
	75.00/month
	250.00/year

Item and Fee Schedule

Solid Waste Fees

\$ 160.00/year if paid in full by February 28 or
 \$ 170.00/\$85 due February 28
 \$85 due April 30

Street Fair

	Dormont Residents & Businesses	Non-Residents & Businesses
Early Bird Registration	\$40.00	\$75.00
Registration Fee	\$50.00	\$85.00
Late Registration Fee	\$75.00	\$100.00

Street Opening Fees*

Street	\$ 50.00
Sidewalk	\$ 30.00
Plus \$.50/foot for each foot over 50 ft.	

Subdivision & Land Development

Books	\$ 20.00
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Subdivision Fees

Minimum	\$ 300.00 plus 30.00/lot
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Swimming Pool Rates

*Family Pass: Maximum 5 passes, 2 adult limit, children 18 and under. \$10 each additional child.

Passes – Dormont & KO Families

Resident Child (ages 3-12)	\$ 60.00
Resident Adult (ages 13-64)	\$ 80.00
Resident Senior (65+)	\$ 50.00
Resident Family	\$ 150.00

Non-Resident Single	\$ 130.00
Non-Resident Family	\$ 275.00
Non-Resident Senior (65+)	\$ 75.00

<u>Lost Passes</u>	June – full price
	July – 2/3 price
	Aug. – 1/3 price

Daily Rates

Junior (ages 3-18)/Seniors (65+)	\$ 4.00
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Item and Fee Schedule

Adult (ages 19-64)	\$ 5.50
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<u>After 6PM:</u>	\$ 2.50
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Preschool Swim Lessons

Dormont Resident:	\$25.00 for complete course \$40.00 for two children
Non-Resident:	\$35.00 for complete course \$60.00 for two children

Swim Lessons

Dormont Resident	Levels 1, 2 and 3 \$35/ session or \$20/ week
	Levels 4, 5, 6 and 7 \$45/ session or \$25/ week

*\$5 discount for Dormont Resident Families only
if more than one child per family is enrolled*

Tax Certification	\$ 30.00
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Tenant Registration	\$ 10.00/unit
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Xerox Copies	\$ 2.00/page
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Zoning Books	available online at no cost
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Zoning Hearing Board

Commercial	\$ 450.00 + Adm. Exp.
Residential	350.00 + Adm. Exp.

Zoning Map	\$ 2.00
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Zoning Official Review/Inspection	\$ 50.00/ visit
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Said fees shall be effective February 1, 2010, unless otherwise noted, and shall remain in force until otherwise amended by the Borough Council.

AMENDED this _____ day of _____, 2010

ATTEST:

BOROUGH OF DORMONT

 Gino Rizza
 Manager

 Kimberly Lusardi
 Council President

APPENDIX 2 – INTERNAL CONTROL QUESTIONNAIRE

See following pages.

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Appendix B. Internal Control Questionnaire

To help evaluate the municipality's system of internal control over cash receipts and disbursements, the auditor should complete or have a responsible municipal official complete this questionnaire.

1. List the petty cash funds:

Location	Amount	Custodian
_____	_____	_____

- | | Yes | No |
|--|--------------------------|--------------------------|
| 2. Is the responsibility for each petty cash fund vested in only one person? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are personal loans from the petty cash fund prohibited? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are reimbursements from the petty cash fund made only on the basis of proper documentation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the petty cash fund reconciled periodically by someone other than the custodian? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. List the bank accounts maintained, the authorized check signatures, employee who prepares checks and the person who reconciles the account. | <input type="checkbox"/> | <input type="checkbox"/> |

Bank	Authorized Signature	Employee Who Prepares Checks	Person Who Reconciles Account
A. _____	_____	_____	_____
B. _____	_____	_____	_____

- | | Yes | No |
|---|--------------------------|--------------------------|
| 7. Are all disbursements, except those from petty cash, made by check? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are all checks prenumbered and accounted for? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are unused checks properly controlled? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are voided checks mutilated and held available for subsequent inspection? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is the practice of making checks out to "cash" or "bearer" prohibited? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is there an enforced rule against signing checks in advance? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are checks prepared by a person other than those who approve invoices? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are supporting documents presented with the checks when submitted for signature? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are supporting documents cancelled (stamped) to prevent reuse? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. After being signed, are checks mailed or distributed by employees other than those who prepare checks and vouchers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are receipts of currency and checks listed in detail by the person who opens the mail? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are the listed mail receipts compared with the accounting records by an independent person? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the incoming mail opened by someone other than a person who has access to the accounting records? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Are cash receipts deposited daily? | <input type="checkbox"/> | <input type="checkbox"/> |

	Yes	No
21. Does a person other than the person who prepares the bank deposit make the deposit?	<input type="checkbox"/>	<input type="checkbox"/>
22. Are bank stamped duplicate deposit tickets compared with the cash receipts journal?	<input type="checkbox"/>	<input type="checkbox"/>
23. Are prenumbered receipt forms in use?	<input type="checkbox"/>	<input type="checkbox"/>
24. Are the receipt forms accounted for and safeguarded?	<input type="checkbox"/>	<input type="checkbox"/>
25. Are the accounting records kept up to date and balanced monthly?	<input type="checkbox"/>	<input type="checkbox"/>
26. The records have been posted through_____.		
27. Are all employees who are responsible for receipt or disbursement of funds covered by a fidelity bond?	<input type="checkbox"/>	<input type="checkbox"/>
On the last page of questionnaire list persons bonded and amount of bonds.		
28. Are names placed on the payroll only on the basis of proper (written) authorization?	<input type="checkbox"/>	<input type="checkbox"/>
29. Are written authorizations required for all changes in pay rates?	<input type="checkbox"/>	<input type="checkbox"/>
30. Are bank accounts reconciled by someone other than the person(s) who prepared the checks?	<input type="checkbox"/>	<input type="checkbox"/>
31. Are bank reconciliations prepared monthly?	<input type="checkbox"/>	<input type="checkbox"/>
32. Are long outstanding checks properly followed up?	<input type="checkbox"/>	<input type="checkbox"/>
33. Is special approval required for high dollar value purchases?	<input type="checkbox"/>	<input type="checkbox"/>
34. Who authorizes the investment of agency funds?	<input type="checkbox"/>	<input type="checkbox"/>

35. Who is responsible for making investments?		

36. Are investment documents periodically inspected and reconciled to the accounting records?	<input type="checkbox"/>	<input type="checkbox"/>
37. Is a detailed investment register maintained?	<input type="checkbox"/>	<input type="checkbox"/>

The above questions were answered by:

Signature	Title	Date
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APPENDIX 3 – VEHICLE FLEET

See following pages.

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City of McKeesport
Public Works
Vehicle Fleet

Vehicle		Vehicle Description	Vin #	City
Vehicle #	Year			Department
20	1986	GMC Dump Truck	1GDJK34MXGS518155	Street
85	1988	Chevrolet Pick-Up	GCGD34JXGF331053	PW
86	1988	Chevrolet Pick-Up	GCGD34JOGF424907	PW
26	1989	Buick Lesabre	1G4HP54C1KH523141	Garage
13	1990	Eager Trailer	112TBN17LA036262	Street
17	1990	Haulette Trailer	16YN0110LM00913	Street
16	1991	Ford Truck	2FDKF37H8MCA84048	Parks
18	1991	GMC Dump Truck	1GDM7HIJ7MJ521358	Street
19	1991	GMC Dump Truck	1GDM7HIJIMJ521453	Street
22	1992	1992 Flatbed Trailer	1YB32153XN1B1T563	Street
33	1994	Chevy Pick-Up Truck	1GCGK24K3RE181904	Traffic
23	1995	Chevy S-10 Truck	1GCDT1Z1SK121229	Street
24	1995	Chevy Dump Truck	1GBKC34FXSJ107039	Street
47	1995	Triple Trailer	100406030960230	Street
73	1995	GMC / Top Kick	1GDP7H1J25J503358	Street
27	1997	Ford Pick-Up Truck	1FDHF25HOVEC12561	Traffic
28	1997	Ford Pick-Up Truck F-250	1FDHF25H9VEC12560	Sewer
29	1997	Chevy Truck	1GBJC34ROVF036351	Traffic
30	1997	Chevy Truck	1GBJC34R8VF028479	Parks
31	1997	Chevy Dump Truck	1GBJC34R7VF029283	Parks
79	1997	Chevrolet 1/2 Ton Pick-Up	1GCEK14W8VZ237276	PW
80	1997	Chevrolet 1/2 Ton Pick-Up	1GCEK14W2VZ108451	PW
32	1998	Ford F150 Truck	1FT2F172NC03195	Street
48	1998	Ford Ranger	1FTYR10C8WUC43386	Recreation
71	1998	Chevrolet Pick-Up	1GCHK34R6WZ179561	Street
1	2000	GMC 10 Ton	1GDP7H1C2YJ505945	Street
8	2000	Ford F-350	1FTSW30S9YEA48069	Parks
9	2000	Ford F-350	1FTSW30S5YEA48070	Parks
7	2001	Ford F-350	1FDS31S71EC60419	Parks
77	2001	Chevrolet Tracker	2CNBJ634616941206	PW
3	2003	Ford (4x4) 5 Ton	1FDAF57F63EB03694	Street
76	2003	Ford Expedition	1FMPU16W13LC36367	PW
4	2004	Freightliner 6 Ton	1FVACWCS44HM41122	Recycling
10	2005	Ford F-50 Truck	1FDAF57P65EA62298	Street
58	2005	Carry on Trailer	4YMUL10125V076933	Street
68	2007	2007 Ford Pick-Up	1FTWF31P97EB12931	Street

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APPENDIX 4 – IT HARDWARE INVENTORY

See following pages.

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City of McKeesport
 Police Department
 IT Hardware Inventory

Location	Desktops	Laptops	Modem	Router	Wireless Router	Server	Switch	UPS
Room 205	3	1						
Room 207	1	1	1	1	1	3	1	2
Forensics	1							
Narcotics	3							
Weed & Seed	1						2	
Fire Department	2	1						
Traffic / Juvenile	2							
Chiefs Office	3							
Bureau	6							
Patrol	6							
Extra	4							
Totals	32	3	1	1	1	3	3	2