

# *Borough of Plum* **2020**



## *Adopted* *Annual Budget* *All Funds*

# *Introduction*



January 24, 2020

The Honorable Borough Mayor Harry Schlegel  
The Honorable Borough Council Member David Odom  
The Honorable Borough Council Member Ryan Delaney  
The Honorable Borough Council Member Paul Dern  
The Honorable Borough Council Member Michael Doyle  
The Honorable Borough Council Member Dan Hadley  
The Honorable Borough Council Member Michael Pastor  
The Honorable Borough Council Member David Vento

Dear Council Members and Mayor,

This 2020 Budget was approved in compliance with the Borough Code and budgetary laws of the state of Pennsylvania. The budget for the General and other Funds is balanced, and total \$19,010,230. This represents a 0.9% increase, or \$167,563 from the 2019 budget. It is balanced with the use of fund balance for the Street Improvement, Flood Mitigation, EMS, Capital Improvement and Liquid Fuels Funds.

Inherent in this budget is no real estate tax increase to the residents of the Borough of Plum. Total real estate tax millage is set at 4.78 mills, and is allocated to the General, Debt Service, Fire, Street Improvement, Capital Improvement, and Emergency Medical Services Funds.

Below is a brief summary of the Borough of Plum's adopted budgets by fund.

The General Fund budget is presented to you with a tax millage rate of 2.769 mills, and slightly below the 2019 rate of 2.775 mills. In preparation for revenue projections, we analyzed five years of historical trending, economic factors, operating expenditures, and other factors that influence revenues. The major revenues in this fund include Real Estate Tax and various Enabling Taxes, such as Earned Income, Local Services, and Deed Transfer. The revenue budget for the General Fund is \$13,363,676, an increase of 1.8% or \$242,283.

The projected unassigned fund balance at the end of calendar year 2019 is \$2.9M, or approximately 21.9% of budgeted expenditures. Our minimum level of unassigned fund balance according to the fund balance policy is 5% budgeted expenditures.

We anticipate real estate tax revenues to be approximately \$4.26M, and this represents 31.9% of total budgeted revenues. Local enabling taxes is comprised of earned income and local services taxes. It is budgeted at \$4.60M, or 32.2% of total revenues.

Cable TV franchise fees is projected to remain stable during times of new technologies providing a cheaper means to stream communications. This line item has historically provided a significant source of revenue for the borough.

Revenues are projected to increase by \$179,000 in the local enabling tax category. The budget includes higher revenues due to projections of a continued strong economy in 2020.

Since 2010, the regional asset district tax has increased by over 30% and is directly tied into the state of the economy. It is part of the 1% additional sales tax collected on eligible purchases by Allegheny County residents.

The General Fund budgeted expenditures is anticipated to increase by 1.4%, or approximately \$187,000. The increase is primarily driven by increases in the personnel related costs and municipal waste collection. The total proposed budget is \$13.31million, with the Public Safety department making up 39% or \$5.2 million.

The Borough received notification from our health insurance provider that rates will increase by 1.0% for 2020. The Borough will spend more than \$1.1 million for employee and retiree health care benefits during 2020. This is the second largest expenditure within the 2020 budget, following employee salaries and wages.

The employer funding requirement for the employee pension plans exceeds \$610,000 for 2020. This amount is net of any employee contributions and state pension fund aid.

The General Fund finances the operations of the General Government, Public Safety, Public Works, and Planning and Economic Development, Building and Recreation maintenance. Our top priority is to maintain the highest level of services to the residents of Plum, while mitigating our costs.

The Fire Fund budget is balanced at \$725,818 of expenditures, and .388 mills of Real Estate Tax revenue is used to support operations of the Borough's four Volunteer Fire Departments. A few of the larger expenses within this fund include municipal contributions, loan payments, worker's compensation, accident insurance, and hydrant and water service.

The Street Improvement Fund budget is balance at \$978,047 of expenditures and is financially supported by .489 mills of Real Estate Tax revenue. To balance the fund, we budgeted for drawing down approximately \$225,100 from fund balance. This fund includes project expenses associated with road construction, and debt service payments.

The Flood Mitigation Fund derives its revenue from fees paid by all property owners with a property containing any structure over 200 square feet. The flood mitigation fee provides a dedicated funding source to flood mitigation projects

which will be used in both a proactive and reactive fashion. Budgeted expenditures total \$872,910, and we will be using \$152,910 of fund balance to offset a budgeted deficit.

The Emergency Services Fund receives 6.799% of the 4.78 mills of real estate tax collections. This fund provides revenues to partially offset costs incurred by Plum's EMS. We budgeted to contribute \$505,141 towards capital project lease payments, fuel, and general operations

The Debt Service Fund budget is budgeted at \$686,450 of expenditures and is financially supported by .429 mills of Real Estate Tax revenue. This fund finances debt service payments associated with the Series 2014, 2015, and 2016 Series Bonds.

The Capital Improvement Fund is subsidized with an allocated share or .38 mills of the Real Estate Tax collections, proceeds from the sale of equipment, or grants. For the most part capital expenditures such as equipment and vehicles are purchased through a lease purchase agreement. Total capital equipment lease/purchases which includes prior year's commitments are budgeted at \$1,083,510. The Police department has requested for the purchase of three police vehicles, golf cart, speed traffic sign, MDT computers, and a mobile license plate reader. The Public Works department desires to purchase a two Ford F-150s, Ford F-550, hy-lift, and walk behind saw. The Recreation department wishes to contribute towards a dog park in conjunction with Allegheny County. Renton and Logans Ferry park phase I projects will be stated with long term plans of additional phases.

The Liquid Fuels Fund is balanced at \$850,000 of expenditures and is funded by receipt of Liquid Fuel revenues from the Commonwealth of Pennsylvania. This special revenue fund budget provides monies for road resurfacing.

We would like to thank the Council and the Finance Committee for their continued support in guidance during the budgeting process. Your decisions have been in the best interest of the Borough residents, and it is essential that we continue to work together. It is imperative to maintain a healthy fund balance in order to preserve the integrity of the Borough.

Very truly yours,

Borough of Plum



Michael Thomas  
Manager



Michael Whitico  
Finance Director



# Borough of Plum

## Overview

Plum Township which later reorganized as Plum Borough, was founded on December 18, 1788, and westward pioneers soon chose to settle in the region. William McJunkin, an Irish emigrant and one of the earliest settlers, came to Plum Borough and in 1790 was granted a tract of land he came to call "Greenfield." In the 19<sup>th</sup> century, Plum Borough was an agricultural gold mine for brave settlers who wished to emigrate from their East Coast homesteads. During the 20<sup>th</sup> century, Plum Borough emerged from being an agricultural suburb of the Steel City to become a vibrant residential community with a wondrously bright future. The historical development of Plum Borough was closely tied to industries which developed here including coal mining, aluminium powder manufacturing and gas and oil production.

Plum Borough, the second largest borough in Pennsylvania, was incorporated as Plum Township in 1788 and reincorporated as Plum Borough in 1956. Since that time, Plum has grown from a population of around 10,000 persons to 27,126 persons, according to the 2010 Census, in a largely undeveloped area encompassing 28.6 square miles.

Plum Borough continues to develop as one of the fastest growing municipalities in Pennsylvania. It is located in Allegheny County, approximately 13 miles east of the City of Pittsburgh. With the development of new residential neighbourhoods and the expansion of existing ones, Plum Borough's population will continue to grow into the 21<sup>st</sup> century. Although the population of Plum Borough is growing rapidly and expected to continue to grow in the future, there is plenty of land available for all purposes including residential, commercial, industrial and agricultural developments.

The legendary Oakmont Country Club is located in Plum Borough. The course has been consistently ranked as one of five best by Golf Digest's 100 Greatest Golf Courses in America. Their most recent ranking has the course at #5. Oakmont Country Club has hosted more combined USGA and PGA championships than any other course in the U.S.,

Government is by a seven-member Council and Mayor elected at large by the general public. Each Council member and the Mayor are elected for a term of four years and are vested with a wide range of policy-making powers. To assist the Council in formulation of policy, a variety of Committees and Boards have been established. These Committees and Boards are as follows:

- Civil Service Commission
- Zoning Hearing Board
- Planning Commission



- Construction Appeals Board
- Library Board
- Community Center Board
- Vacancy Board

The Council has the responsibility for all Borough legislative matters. Its functions include the enactment of ordinances and the adoption of resolutions, adopting the annual budget; setting salaries, fees, and levying taxes. The Borough Manager is directly responsible for handling the day-to-day operations.

The Borough provides the following services to the community:

- Police protection
- Maintenance of approximately 125 miles of borough roads
- Maintenance of four parks
- Planning, zoning, building inspection and code enforcement
- Financial support for four volunteer fire departments, library, community center, EMS & emergency management.

# **Borough of Plum**

## **2020 Approved Annual Budget**

### **Elected Officials**

Harry Schlegel - Mayor  
David Odom – Council President  
Ryan Delaney – Council Member  
Paul Dern – Council Member  
Michael Doyle – Council Member  
Dan Hadley – Council Member  
Michael Pastor – Council Member  
David Vento – Council Member

### **Appointed Officials**

Michael Thomas – Borough Manager

Bruce E. Dice - Solicitor

Lanny Conley – Chief of Police

### **Senior Staff**

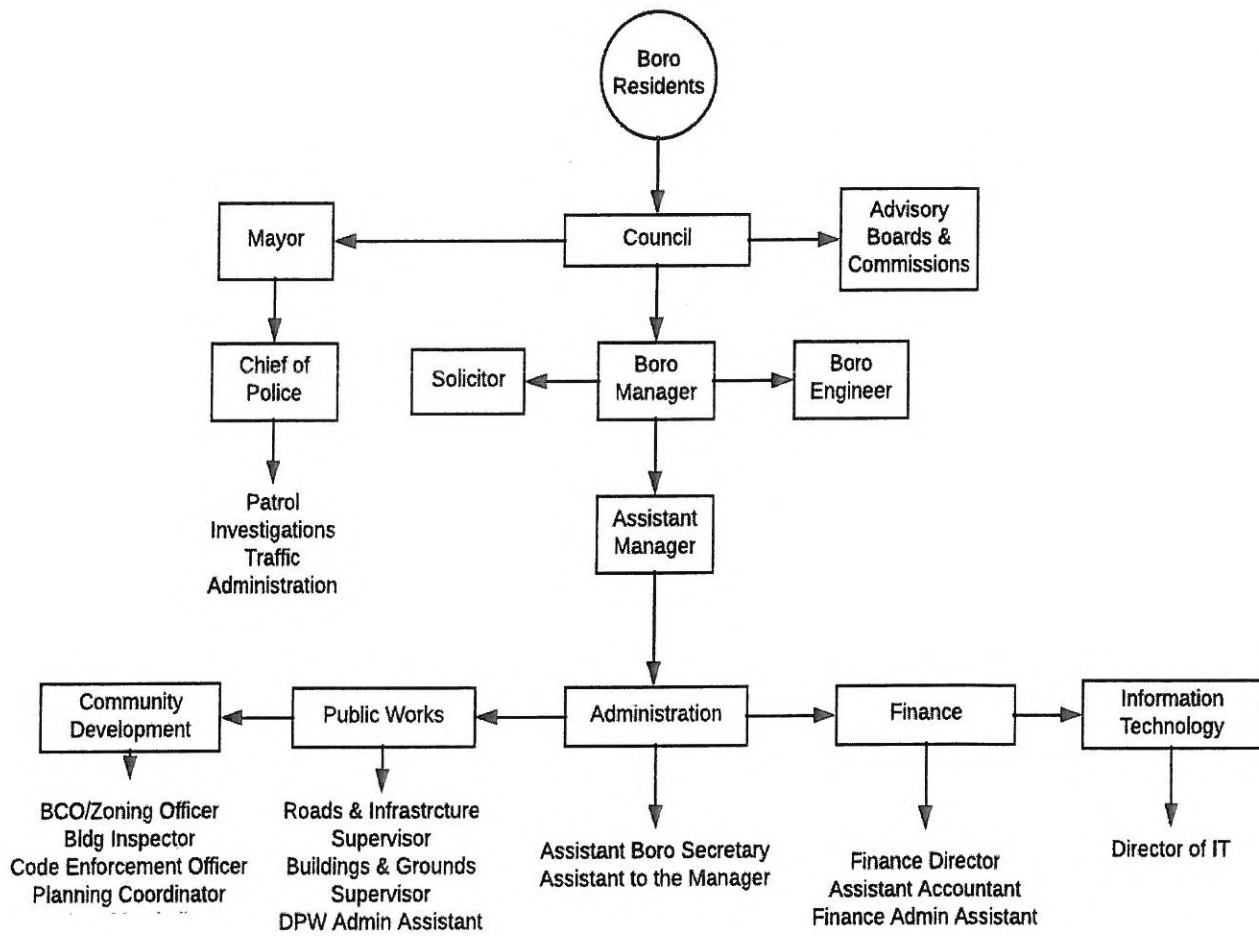
David Soboslay  
Michael Whitico  
Jason Muggli  
Mona Costanza  
Maria Gingery

Assistant Borough Manager  
Finance Director  
Information Technologies Coordinator  
Assistant to the Borough Manager  
Assistant Secretary



# *Staffing*



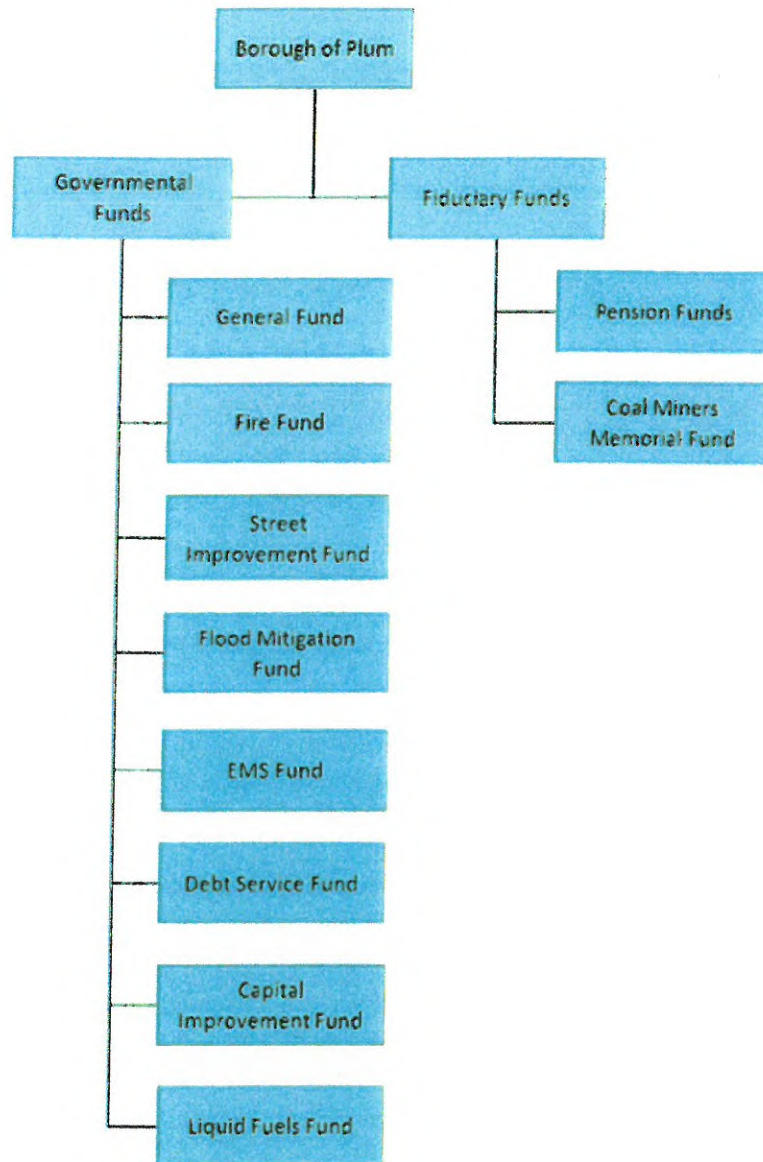


## BOROUGH OF PLUM

### FULL-TIME EQUIVALENT BOROUGH EMPLOYEES BY DEPARTMENT

DEPARTMENT	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Budgeted 2020</u>
<b>ADMINISTRATION</b>										
Manager's Office	4	5	5	5	5	5	5	5	5	5
Finance Office	2	2	2	2	2	2	2	3	3	3
<b>EARNED INCOME TAX</b>										
Supervisor	1	1	1	1	0	0	0	0	0	0
Clerks	1	1	1	1	0	0	0	0	0	0
<b>INFORMATION TECHNOLOGIES</b>										
IT Coordinator	1	1	1	1	1	1	1	1	1	1
<b>PUBLIC SAFETY</b>										
Police Chief	1	1	1	1	1	1	1	1	1	1
Lieutenant	1	1	1	1	1	1	1	1	1	1
Patrol & Traffic	21	22	22	22	21	23	23	23	23	24
Detectives	2	2	2	2	2	2	2	2	2	2
Dispatch	0	0	0	0	0	0	0	0	0	0
Administrative	2	2	2	2	2	2	2	2	2	2
<b>PLANNING and ZONING</b>										
Director/Manager	2	1	1	1	0	0	0	0	0	0
Asst. Planner BCO	0	0	0	0	0	0	0	0	1	1
Building Code Officer	0	0	0	0	1	1	1	1	1	1
Inspector	1	1	2	2	2	1	1	1	1	1
Administrative	1	1	1	1	1	1	1	1	1	1
<b>Recreation</b>										
Recreation Assistant	0	0	0	0	0	0	0	0	0	1
<b>PUBLIC WORKS</b>										
Director/Supervisors	1	1	2	2	2	2	2	2	2	2
Roads & Storm Water	16	14	14	16	16	18	21	22	20	19
Mechanics	2	2	2	2	2	3	2	2	2	2
Administrative	1	1	1	1	1	1	1	1	1	1
<b>TOTAL FTE'S</b>	<b>60</b>	<b>59</b>	<b>61</b>	<b>63</b>	<b>60</b>	<b>64</b>	<b>66</b>	<b>68</b>	<b>67</b>	<b>68</b>

# Borough of Plum Fund Structure





## Borough of Plum Fund Structure

**General Fund** - The General Fund is the Borough's primary operating fund and accounts for most of the financial resources of the government. Principal sources of revenues are real estate taxes, local enabling taxes, municipal services fees, and intergovernmental funding. This fund provides operating dollars for public safety, public works, municipal services, administration, parks and recreation, and information technology.

**Fire Fund** - The Fire Fund is subsidized with an allocated portion of real estate tax collections and state managed foreign fire insurance tax collections. The fund provides financial resources for fuel, tires, accident insurance, worker's compensation, hydrant and water service, and debt payments associated with the purchase of major equipment.

**Street Improvement Funds** - The Street Improvement Fund receives an allocated portion of the real estate tax collections to support various street improvements within the Borough of Plum. The fund potentially provides financial resources for road construction, guide rail replacement, or winter maintenance products.

**Flood Mitigation Fund** - The Flood Mitigation Fund derives its revenue from fees paid by all property owners with a property containing any structure over 200 square feet. The fee is based upon the type of structure that resides on the property. The Flood Mitigation Fee provides a dedicated funding source to flood mitigation projects which will be used in both a proactive and reactive fashion.

**Emergency Medical Services Fund** - The Emergency Services Fund receives an allocated portion of the real estate tax collections. This fund provides funding to partially offset costs incurred by the Borough's EMS.

**Debt Service Fund** - The Debt Service Fund receives an allocated portion of the real estate tax collections. This fund provides revenues to offset costs associated with the Series 2014, Series 2015, and Series 2016 bonds.

**Capital Improvement Fund** - The Emergency Services Fund receives an allocated portion of the real estate tax collections, and grants. This fund provides resources that are restricted, committed or assigned to expenditures for capital outlays.

**Liquid Fuels Fund** - Each year the Borough receives an allocation from the Commonwealth of Pennsylvania for the maintenance of the Borough's streets and roads. The funds are the Borough's proportionate share of the state levied gasoline tax. The share is based upon a formula which considers Plum's population and miles of improved roads. The use of the funds is restricted to maintenance, repair, construction of roads or streets, purchase of road machinery and road equipment (subject to limits) and repair of that equipment, traffic signs and signals, and up to \$1,000 per year for the purchase of computer hardware, software and related training. The borough typically uses these funds for road improvements which may include resurfacing, and seal coating.

## 2020 BUDGET SCHEDULE

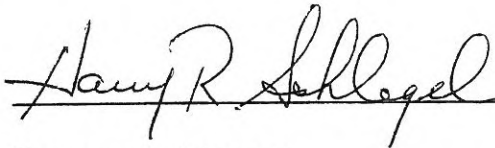
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|-------------------|--|
| September 3       | Budget instructions and schedule distributed   |
| October 1         | Department budgets and staffing changes submitted to Finance Director  |
| October 2-11      | Borough Manager reviews budget with Department heads, and recommends changes to ensure proper programming                      |
| October 15-18     | Presentation of preliminary budget to Finance Committee  |
| Oct. 19 – Nov. 3  | Review & revise preliminary budget with Finance Committee  |
| November 4        | Finance Director presents proposed budget to Council   |
| November 12       | Assistant Secretary advertises proposed budget and tax ordinance (Must be available for public inspection for a 10-day period) |
| Nov. 13 – Nov. 29 | Proposed budget is revised per directives by the Finance Committee   |
| December 2        | Submit revised budget to Council and take public comment   |
| December 3-31     | Adopt budget and tax ordinance (no later than December 31)   |

# Borough of Plum

## 2020 Adopted Budget

### Signature Approval Form

The attached 2020 Borough of Plum Budget documents have been formally approved by Council at the December 17, 2019 Council meeting. Staff is directed to manage the Borough within the limits as set forth within the 2020 adopted budgets.



Borough Mayor

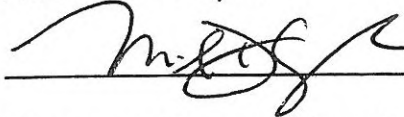
Harry Schlegel

12/17/19

Council President

Date

Michael Doyle



David J. Majernik 12/17/19

Finance Committee Chair

Date

David Majernik



12/17/19

Borough Manager

Date

Michael Thomas

**BOROUGH OF PLUM  
RESOLUTION NO. 869-19**

**A RESOLUTION OF THE BOROUGH OF PLUM  
RE-ENACTING AND FIXING THE REAL ESTATE  
TAX RATE AT 4.78 MILLS AND SETTING PENALTIES  
FOR THE YEAR 2020**

**BE IT ORDAINED AND ENACTED**, and it is hereby ordained and enacted by Council of the Borough of Plum, County of Allegheny, and Commonwealth of Pennsylvania, that a tax be, and the same is hereby, levied on all real property within the said Municipality subject to taxation for the Fiscal Year 2020, as follows:

**SECTION 1. TAX RATES:**

Tax Rate for General Purposes – the sum of 2.769 mills on each dollar of assessed valuation.

Tax Rate for Fire Protection Services – the sum of .388 mills on each dollar of assessed valuation.

Tax Rate for Street Improvements – the sum of .489 mills on each dollar of assessed valuation.

Tax Rate for Debt Service – the sum of .429 mills on each dollar of assessed valuation.

Tax Rate for Capital Improvement Fund – the sum of .380 mills on each dollar of assessed valuation.

Tax Emergency Medical Services – the sum of .325 mills on each dollar of assessed valuation.

**SECTION 2.** All taxpayers subject to payment of real estate taxes to the Borough shall be entitled to a discount of two (2%) percent from the amount of such tax upon making payment within two months after the date of the tax notice. All taxpayers who fail to make payment of such taxes for four (4) months after the date of the tax notice shall be charged a penalty of ten (10%) percent which penalty shall be added to the taxes by the Tax Collector and be collected by the Tax Collector.

**SECTION 3.** The rates of discount and penalties established by this section shall become

effective in 2020 and shall be effective for subsequent years unless changed by Resolution.

**SECTION 4.** The proper Borough Officials are hereby directed to file a copy of this Resolution with the Recorder of Deeds of Allegheny County, Pennsylvania.

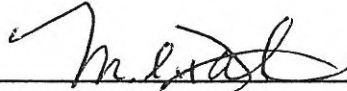
**ORDAINED AND ENACTED** into an Resolution this 17<sup>th</sup> day of December, 2019.

ATTEST:

BOROUGH OF PLUM



Secretary



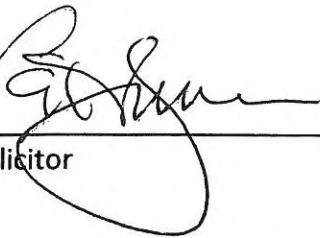
President of Council

**EXAMINED AND APPROVED**, this 17<sup>th</sup> day of December, 2019.



Mayor

APPROVED AS TO FORM:



Solicitor

*Supplemental  
Information*



**BOROUGH OF PLUM**

FUND BALANCES, GOVERNMENTAL FUNDS

LAST TEN AUDITED FISCAL YEARS  
{Accrual Basis of Accounting}

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
General Fund									
Reserved	\$ 160,484	\$ 105,394	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved	214,861	558,806	-	-	-	-	-	-	-
Nonspendable	-	-	-	83,765	254,534	313,706	214,453	152,071	76,747
Restricted	-	-	-	-	-	-	-	-	-
Committed	-	-	-	-	-	-	-	-	-
Assigned	-	-	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Unassigned	-	-	754,589	1,445,714	1,254,975	679,793	1,461,106	1,634,356	2,523,663
Total general fund	\$ 375,345	\$ 664,200	\$ 1,154,589	\$ 1,929,479	\$ 1,909,509	\$ 1,393,499	\$ 2,075,559	\$ 2,186,427	\$ 3,000,410
All Other Governmental Funds									
Reserved	\$ 144,098	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nonspendable	-	-	-	-	-	-	-	-	-
Restricted	-	-	10,525,677	6,507,670	5,531,665	2,310,573	1,452,745	1,271,312	1,728,493
Committed	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	287,799	606,359	-
Unassigned	-	-	-	-	335,000	780,725	(1,468)	-	-
Unreserved reported in:									
2010 bond fund	-	10,159,644	-	-	-	-	-	-	-
Street improvement	-	-	-	-	-	-	-	-	-
Special revenue funds	321,415	587,175	-	-	-	-	-	-	-
Debt service funds	-	-	-	-	-	-	-	-	-
Capital projects fund	195,753	431,630	-	-	-	-	-	-	-
Total all other governmental funds	\$ 661,266	\$ 11,178,449	\$ 10,525,677	\$ 6,507,670	\$ 5,866,665	\$ 3,091,298	\$ 1,739,076	\$ 1,877,671	\$ 1,728,493
Total Fund Balance - Governmental Funds	<u>\$ 1,036,611</u>	<u>\$ 11,842,649</u>	<u>\$ 11,680,266</u>	<u>\$ 8,437,149</u>	<u>\$ 7,776,174</u>	<u>\$ 4,484,797</u>	<u>\$ 3,814,635</u>	<u>\$ 4,064,098</u>	<u>\$ 4,728,903</u>



**BOROUGH OF PLUM**

CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS

LAST TEN AUDITED FISCAL YEARS

(Accrual Basis of Accounting)

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Revenues</b>									
Taxes	\$ 9,226,239	\$ 9,345,089	\$ 9,014,186	\$ 9,887,367	\$ 10,420,248	\$ 10,442,452	\$ 10,426,820	\$ 10,610,039	\$ 12,173,506
Licenses and Permits	492,208	593,794	618,609	645,358	713,241	720,915	728,982	805,391	826,381
Fines and Forfeits	80,713	80,999	84,002	78,121	59,089	61,404	63,308	59,113	58,828
Interest, Rents and Royalties	5,217	1,591	8,596	6,951	7,823	17,358	19,561	21,183	28,732
Intergovernmental	1,435,167	1,624,884	2,244,222	1,490,412	1,867,497	1,428,205	1,637,980	1,721,848	1,731,562
Charges for Services	1,630,400	1,756,688	1,704,669	1,821,418	1,703,722	1,711,668	2,421,038	2,518,024	2,605,820
Miscellaneous	39,336	59,395	47,798	136,002	64,436	106,633	37,423	283,848	68,504
<b>Total Revenues</b>	<b>\$ 12,909,280</b>	<b>\$ 13,462,440</b>	<b>\$ 13,722,082</b>	<b>\$ 14,065,629</b>	<b>\$ 14,836,056</b>	<b>\$ 14,488,635</b>	<b>\$ 15,335,112</b>	<b>\$ 16,019,446</b>	<b>\$ 17,493,333</b>
<b>Expenditures</b>									
Current									
General Government	\$ 1,243,004	\$ 1,448,629	\$ 1,456,032	\$ 1,511,674	\$ 1,652,615	\$ 1,648,324	\$ 1,593,104	\$ 1,642,814	\$ 1,686,019
Public Safety	4,883,121	5,007,564	5,299,936	5,221,190	5,466,014	5,480,601	5,654,183	5,653,973	7,190,189
Public Works	5,315,026	4,797,892	4,962,081	5,015,653	4,903,416	5,569,730	4,669,823	6,228,900	6,398,319
Culture and Recreation	163,936	209,662	180,511	368,523	400,439	439,307	484,588	599,217	628,078
Capital Outlay	947,597	843,384	897,688	4,436,048	7,055,755	3,912,429	2,975,888	1,559,401	1,099,875
Debt Service									
Principal	771,452	790,440	887,783	798,138	702,834	840,557	980,762	1,145,608	1,215,077
Issuance Costs	-	294,088	-	-	120,296	117,495	131,736	142,869	-
Interest	141,880	238,998	534,497	498,630	471,735	635,544	625,319	574,689	559,024
<b>Total Expenditures</b>	<b>\$ 13,466,016</b>	<b>\$ 13,630,657</b>	<b>\$ 14,218,528</b>	<b>\$ 17,849,856</b>	<b>\$ 20,773,104</b>	<b>\$ 18,643,987</b>	<b>\$ 17,115,403</b>	<b>\$ 17,547,471</b>	<b>\$ 18,776,581</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>\$ (556,736)</b>	<b>\$ (168,217)</b>	<b>\$ (496,446)</b>	<b>\$ (3,784,227)</b>	<b>\$ (5,937,048)</b>	<b>\$ (4,155,352)</b>	<b>\$ (1,780,291)</b>	<b>\$ (1,528,025)</b>	<b>\$ (1,283,248)</b>
<b>Other Financing Sources (Uses)</b>									
Proceeds from Capital Lease	\$ 694,583	\$ 96,798	\$ 334,063	\$ 541,110	\$ 355,777	\$ 586,564	\$ 669,917	\$ 988,894	\$ 1,075,679
Proceeds from Issuance of Loan	-	-	-	-	-	-	-	-	824,000
Proceeds from Bond Payable	-	11,120,000	-	75,000	5,040,000	5,305,000	6,065,000	5,830,000	-
Refunded Bonds Escrow Agent	-	-	-	(75,000)	(119,704)	(5,027,589)	(5,520,855)	(5,095,859)	-
Refund of Prior Years (Rev.)/Exp.	-	-	-	-	-	-	(4,899)	-	-
Bond Discount	-	(242,543)	-	-	-	-	(111,715)	-	-
Proceeds of Capital Asset Disposition	-	-	-	-	-	-	12,681	54,453	48,374
Transfers In	258	65,353	-	-	545,000	846,250	105,000	480,000	30,000
Trasnfers Out	(258)	(65,353)	-	-	(545,000)	(846,250)	(105,000)	(480,000)	(30,000)
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 694,583</b>	<b>\$ 10,974,255</b>	<b>\$ 334,063</b>	<b>\$ 541,110</b>	<b>\$ 5,276,073</b>	<b>\$ 863,975</b>	<b>\$ 1,110,129</b>	<b>\$ 1,777,488</b>	<b>\$ 1,948,053</b>
<b>Net Change In Fund Balance</b>	<b>\$ 137,847</b>	<b>\$ 10,806,038</b>	<b>\$ (162,383)</b>	<b>\$ (3,243,117)</b>	<b>\$ (660,975)</b>	<b>\$ (3,291,377)</b>	<b>\$ (670,162)</b>	<b>\$ 249,463</b>	<b>\$ 664,805</b>
<b>Fund Balance</b>									
Beginning of Year	\$ 898,764	\$ 1,036,611	\$ 11,842,649	\$ 11,680,266	\$ 8,437,149	\$ 7,776,174	\$ 4,484,797	\$ 3,814,635	\$ 4,064,098
End of Year	\$ 1,036,611	\$ 11,842,649	\$ 11,680,266	\$ 8,437,149	\$ 7,776,174	\$ 4,484,797	\$ 3,814,635	\$ 4,064,098	\$ 4,728,903

**BOROUGH OF PLUM**

**NET POSITION BY COMPONENT**

LAST TEN AUDITED FISCAL YEARS  
{Accrual Basis of Accounting}

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Governmental activities										
Net invested in capital assets	\$ 459,508	\$ 400,870	\$ 850,461	\$ 1,379,923	\$ 1,255,590	\$ 1,244,697	\$ 1,316,725	\$ 1,566,778	\$ 1,259,559	\$ 889,166
Restricted	1,251,896	1,225,742	788,582	1,154,565	1,347,703	958,057	1,478,936	992,335	1,376,515	1,615,959
Unrestricted	(287,616)	60,486	489,173	498,038	558,315	194,602	(4,699,610)	(4,794,012)	(5,320,748)	(8,249,219)
Total Net Position	\$ 1,423,788	\$ 1,687,098	\$ 2,128,216	\$ 3,032,526	\$ 3,161,608	\$ 2,397,356	\$ (1,903,949)	\$ (2,234,899)	\$ (2,684,674)	\$ (5,744,094)



**2020**  
*Approved*  
*Budgets*  
*All Funds*



**Borough of Plum  
2020 Approved Budgets - All Funds**

	Funds							
	General	Fire	Street Improvement	Flood Mitigation	EMS	Debt Service	Capital Improvement	Liquid Fuels
Estimated Prior Year Carryforward	\$ 3,392,894	\$ 296,731	\$ 453,561	\$ 267,560	\$ 43,895	\$ 50,063	\$ 323,970	\$ 117,216
Revenues	13,363,676	752,318	752,911	720,000	500,328	690,457	825,029	842,443
Expenditures	13,307,654	725,818	978,047	872,910	505,141	686,450	1,083,510	850,700
<b>Annual Surplus/(Deficit)</b>	<b>\$ 56,022</b>	<b>\$ 26,500</b>	<b>\$ (225,136)</b>	<b>\$ (152,910)</b>	<b>\$ (4,813)</b>	<b>\$ 4,007</b>	<b>\$ (258,481)</b>	<b>\$ (8,257)</b>
<b>Estimated Fund Balance Carry Forward</b>	<b>\$ 3,448,916</b>	<b>\$ 323,231</b>	<b>\$ 228,425</b>	<b>\$ 114,650</b>	<b>\$ 39,082</b>	<b>\$ 54,070</b>	<b>\$ 65,489</b>	<b>\$ 108,959</b>



*Borough of Plum*  
*2020*

*General Fund*

*Operating Budget*





## Borough of Plum 2020 Budget - General Fund

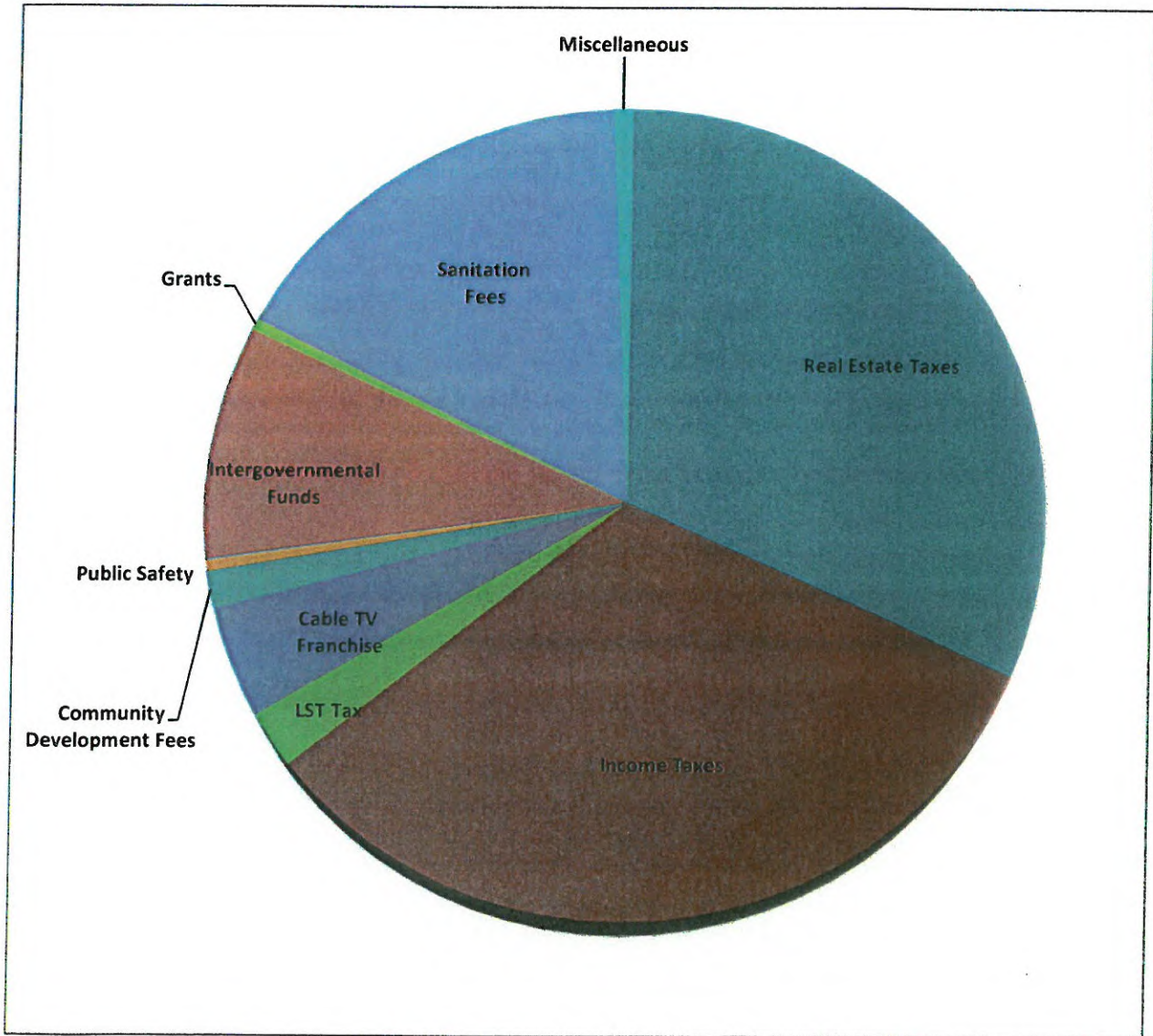
	<i>FY 16</i>	<i>FY 17</i>	<i>FY 18</i>	<i>FY 19</i>	<i>FY 20</i>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Adopted</i>	<i>Adopted</i>
				<i>Budget</i>	<i>Budget</i>
<b>Revenues:</b>					
Real Estate taxes	\$ 3,586,249	\$ 3,906,843	\$ 4,188,395	\$ 4,234,256	\$ 4,262,906
Local Enabling Taxes	4,335,251	4,456,278	4,509,535	4,425,000	4,604,000
Licenses and Permits	796,025	826,284	795,030	751,200	782,700
Fines and Forfeits	59,113	58,828	60,455	60,000	60,000
Interest Earnings/Rent	2,601	5,380	7,137	2,000	7,500
Intergovernmental Revenues	1,371,416	1,265,372	1,357,979	1,306,023	1,303,231
Municipal Services	1,797,304	1,881,664	2,073,470	2,236,914	2,246,339
Other	108,177	94,078	122,931	106,000	97,000
<b>Total Revenues</b>	<b>\$ 12,056,136</b>	<b>\$ 12,494,727</b>	<b>\$ 13,114,932</b>	<b>\$ 13,121,393</b>	<b>\$ 13,363,676</b>
<b>Expenses:</b>					
Administration	\$ 1,078,483	\$ 1,116,308	\$ 1,241,660	\$ 1,267,679	\$ 1,307,615
Earned Income Tax	-	-	-	-	-
Property Tax	75,574	79,491	84,254	81,356	89,080
Information Technologies	189,026	189,720	172,863	199,844	212,674
Borough Building	335,152	324,879	328,128	369,378	392,475
Police	4,545,954	4,591,942	4,787,931	5,203,142	5,185,058
Planning & Zoning	503,210	505,420	524,412	567,800	613,797
Emergency Medical	165,051	-	-	-	-
Emergency Management	11	179	131	400	2,400
Municipal Services	1,838,962	1,998,479	2,031,952	2,069,689	2,113,044
Public Works Administration	364,161	368,183	388,006	412,003	425,300
Public Works	865,244	966,457	1,128,704	1,067,712	1,028,060
Winter Maintenance - Snow Removal	133,185	223,239	326,850	339,950	388,806
Traffic Control Devices	342,250	324,766	315,268	358,200	358,300
Public Works Maintenance	457,122	387,090	360,681	458,273	449,420
Recreation	418,776	386,418	462,076	509,564	490,155
Community Support	180,441	205,840	270,389	215,545	251,470
Fund Transfers	465,000	-	300,000	-	-
<b>Total Expenditures</b>	<b>\$ 11,957,602</b>	<b>\$ 11,668,411</b>	<b>\$ 12,723,305</b>	<b>\$ 13,120,535</b>	<b>\$ 13,307,654</b>
<b>Annual Surplus/(Deficit)</b>	<b>\$ 98,534</b>	<b>\$ 826,316</b>	<b>\$ 391,627</b>	<b>\$ 858</b>	<b>\$ 56,022</b>
Fund Balance Beginning of Year	2,075,559	2,174,093	3,000,409	3,392,036	3,392,894
<b>Fund Balance End of Year</b>	<b>\$ 2,174,093</b>	<b>\$ 3,000,409</b>	<b>\$ 3,392,036</b>	<b>\$ 3,392,894</b>	<b>\$ 3,448,916</b>



**Borough of Plum  
General Fund  
2020 Budgeted Revenues**

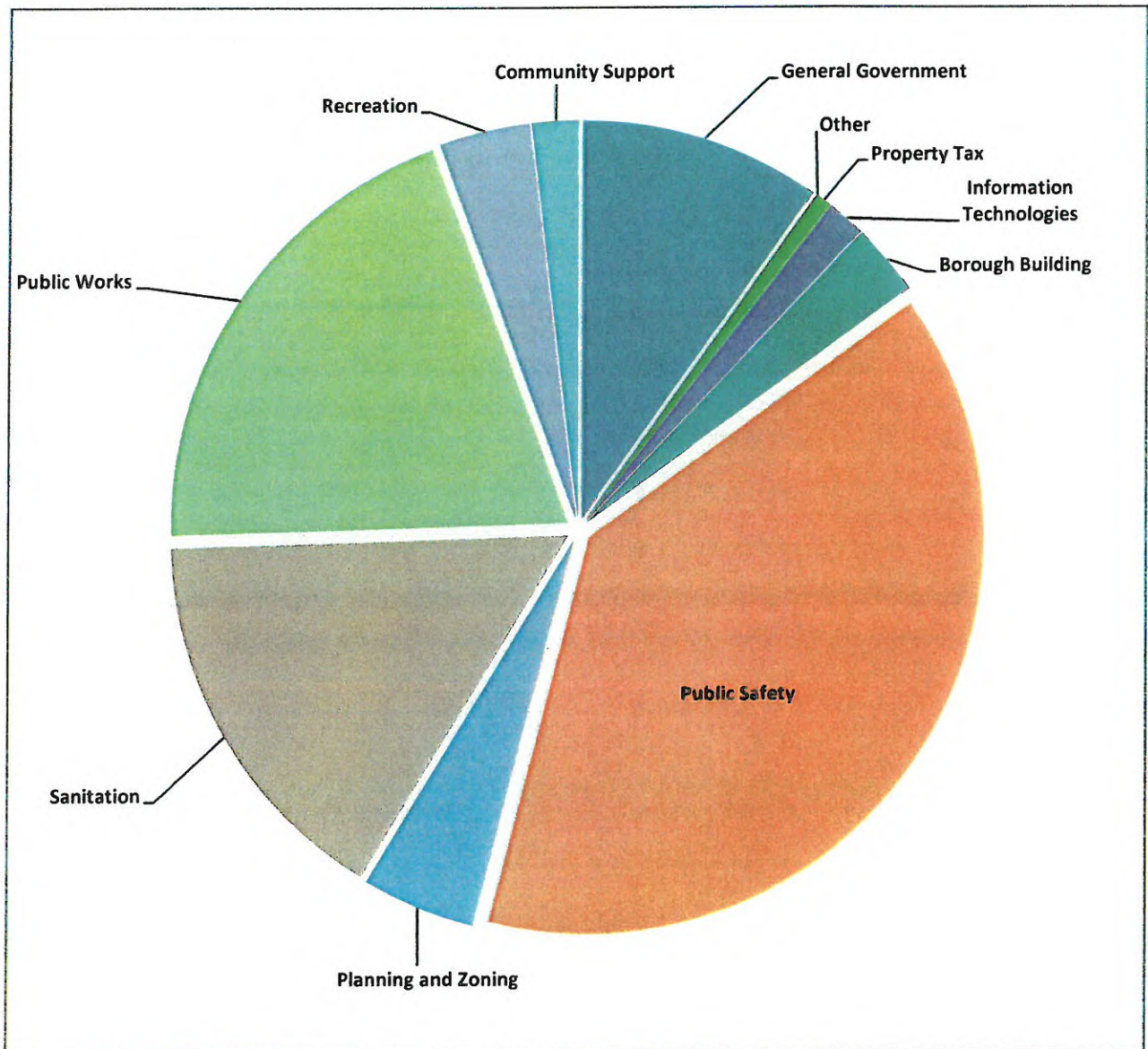
Real Estate Taxes	\$	4,262,906	31.90%
Income Taxes		4,299,000	32.17%
LST Tax		305,000	2.28%
Cable TV Franchise		590,000	4.41%
Community Development Fees		192,700	1.44%
Public Safety		60,000	0.45%
Interest Earnings/Rent		7,500	0.06%
Intergovernmental Funds		1,243,331	9.30%
Grants		59,900	0.45%
Refuse Fees		2,246,339	16.81%
Miscellaneous		97,000	0.73%

**\$ 13,363,676**



## Borough of Plum General Fund 2020 Budgeted Expenditures

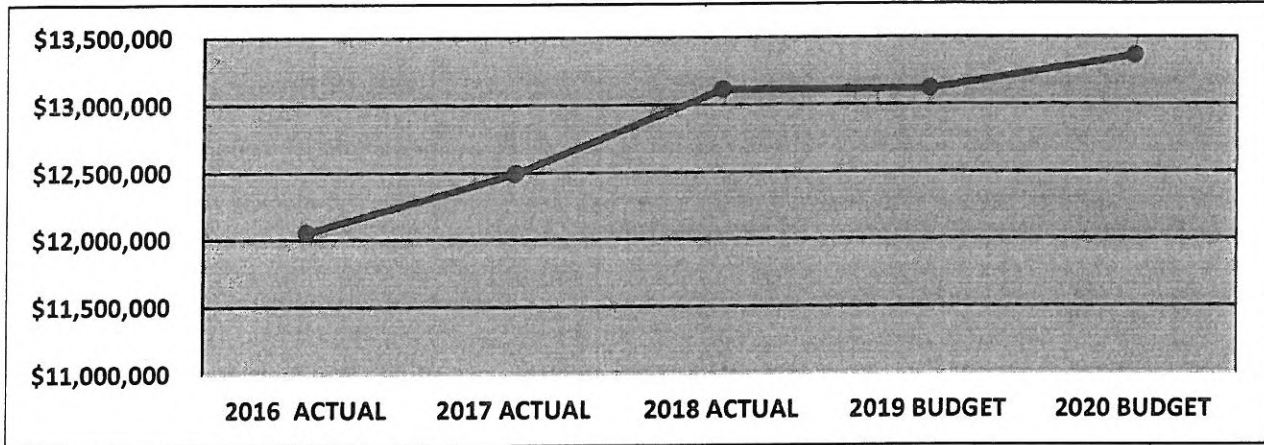
General Government	\$ 1,307,615	9.83%
Other	2,400	0.02%
Property Tax	89,080	0.67%
Information Technologies	212,674	1.60%
Borough Building	392,475	2.95%
Public Safety	5,185,058	38.96%
Planning and Zoning	613,797	4.61%
Sanitation	2,113,044	15.88%
Public Works	2,649,886	19.91%
Recreation	490,155	3.68%
Community Support	251,470	1.89%
	<b><u>\$ 13,307,654</u></b>	



**GENERAL FUND**  
**2016 THRU 2020**

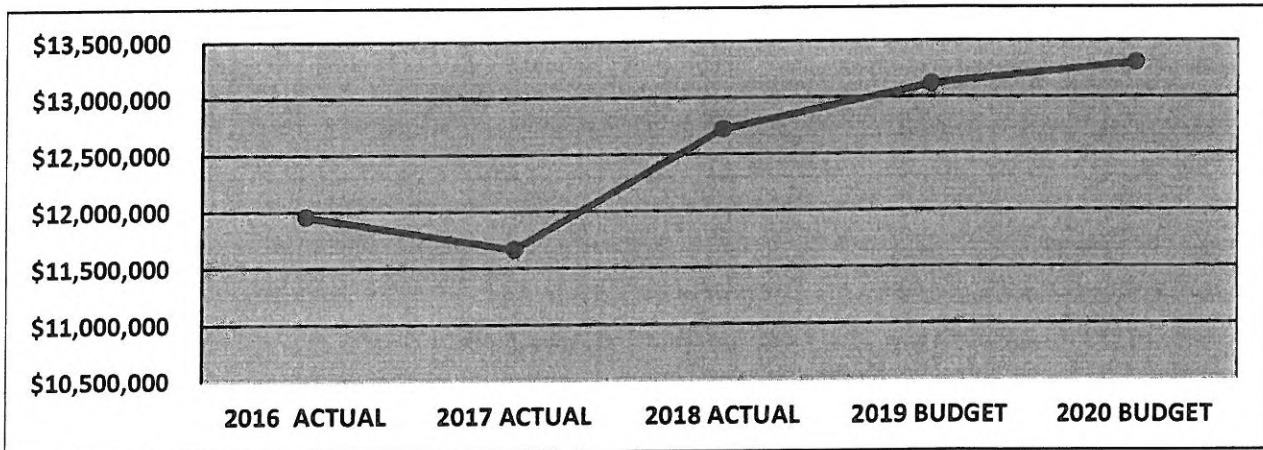
**REVENUES**

<b>2016 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2020 BUDGET</b>
\$ 12,056,135	\$ 12,494,727	\$ 13,114,932	\$ 13,121,393	\$ 13,363,676



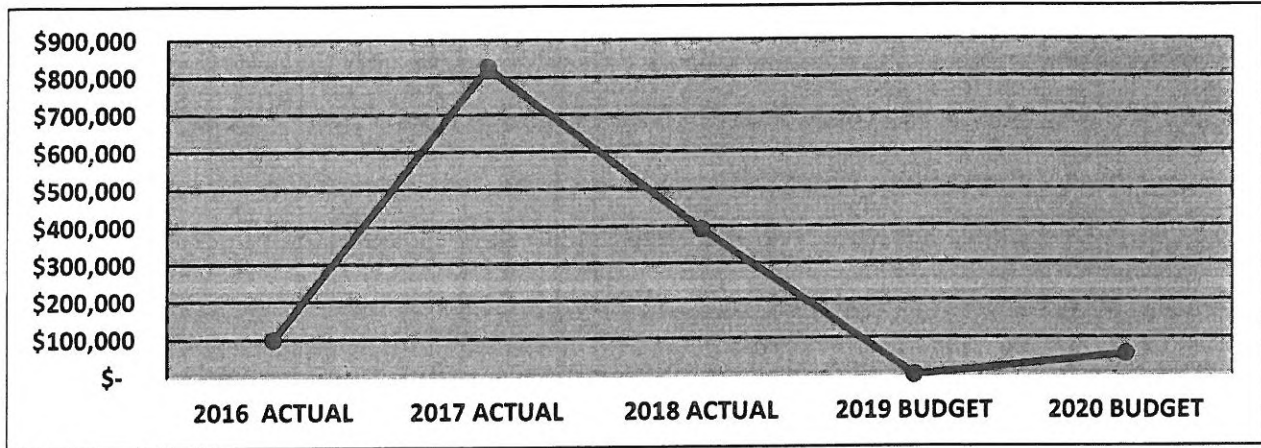
**EXPENDITURES**

<b>2016 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2020 BUDGET</b>
\$ 11,957,602	\$ 11,668,411	\$ 12,723,305	\$ 13,120,535	\$ 13,307,654



**Surplus/Deficit**

<b>2016 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>	<b>2019 BUDGET</b>	<b>2020 BUDGET</b>
\$ 98,533	\$ 826,316	\$ 391,627	\$ 858	\$ 56,022



*Borough of Plum*  
*2020*

*General Fund*

*Revenue Budget*





# Borough of Plum

## REVENUES:

Account No.	Description	2016	2017	2018	2019	2020
		Audited	Audited	Audited	Adopted Budget	Adopted Budget
<b>301 - Real Estate Property Taxes</b>						
01-00-301-100	Current Year Real Estate Taxes	\$ 3,399,220	\$ 3,759,582	\$ 3,993,257	\$ 4,057,768	\$ 4,083,327
01-00-301-200	Prior Year Real Estate Taxes	77,891	48,631	98,609	76,634	78,204
01-00-301-300	Delinquent Real Estate Taxes	72,481	66,750	61,016	66,183	63,721
01-00-301-400	Penalty & Interest Real Estate	36,657	31,880	35,513	33,671	37,654
		<b>3,586,249</b>	<b>3,906,843</b>	<b>4,188,395</b>	<b>4,234,256</b>	<b>4,262,906</b>
<b>310 - Act 511 and LST Taxes</b>						
01-00-310-100	Deed Transfer Tax	307,453	347,586	338,171	315,000	360,000
01-00-310-210	Earned Income Tax	3,638,428	3,681,520	3,800,037	3,725,000	3,874,000
01-00-310-230	Delinquent Earned Income Tax	63,500	128,400	74,800	75,000	65,000
01-00-310-250	EIT Penalty and Interest	-	-	-	-	-
01-00-310-260	EIT Delinquent Collection Fees	-	-	-	-	-
01-00-310-270	LST Collection Fees	-	-	-	-	-
01-00-310-900	Local Services Tax	325,870	298,772	296,527	310,000	305,000
		<b>4,335,251</b>	<b>4,456,278</b>	<b>4,509,535</b>	<b>4,425,000</b>	<b>4,604,000</b>
<b>320 - Licenses and Permits</b>						
01-00-320-200	Cable TV Franchise	600,934	624,603	601,396	577,000	590,000
01-00-320-300	Highway Occupancy	1,760	4,195	16,988	5,000	6,000
01-00-320-400	Subdivision/Land Dev Fees	34,860	47,338	19,764	18,000	25,000
01-00-320-500	Zoning Hearing Fees	4,500	5,290	1,750	3,800	4,000
01-00-320-600	Building Permits	102,099	89,614	94,888	92,000	105,000
01-00-320-601	State Bldg Permit Surcharge	271	112	56	100	100
01-00-320-602	Zoning Certificates	1,450	1,300	1,300	1,000	1,300
01-00-320-603	Occupancy Inspections	41,395	44,415	55,820	48,000	45,000
01-00-320-604	Commercial Occupancy Permits	1,650	1,650	1,100	1,500	1,500
01-00-320-800	Sign Permits	3,412	3,180	1,042	1,500	1,500
01-00-320-900	Grading Permits	2,914	4,532	506	3,000	3,000
01-00-320-925	Alarm Fees	780	55	420	300	300
		<b>796,025</b>	<b>826,284</b>	<b>795,030</b>	<b>751,200</b>	<b>782,700</b>

# Borough of Plum

## REVENUES:

Account No.	Description	2016	2017	2018	2019	2020
		Audited	Audited	Audited	Adopted Budget	Adopted Budget
<b>330 - Fines and Violations</b>						
01-00-330-100	Motor Vehicle Codes	16,882	15,205	18,455	16,500	17,500
01-00-330-200	Ordinance Violations	4,682	13,165	6,170	7,500	7,500
01-00-330-300	Other Fines	37,549	30,458	35,830	36,000	35,000
01-00-330-400	Canine Contributions	-	-	-	-	-
		<b>59,113</b>	<b>58,828</b>	<b>60,455</b>	<b>60,000</b>	<b>60,000</b>
<b>340 - Interest and Rents</b>						
01-00-340-100	Interest Earnings	2,601	5,380	7,137	2,000	7,500
01-00-342-200	Rent	-	-	-	-	-
<b>350 - Intergovernmental Revenues</b>						
01-00-350-100	Public Utility Realty	8,356	7,823	8,244	8,000	8,000
01-00-350-150	Marcellus Impact Fee	11,424	11,204	15,448	13,000	18,000
01-00-350-200	Liquor License	5,550	5,800	6,700	6,000	6,000
01-00-350-355	Recreation Grant	-	-	-	-	-
01-00-350-450	DUI Grant Reimbursement	25,007	22,689	25,818	35,600	36,000
01-00-350-500	Contracted Snow Removal	106,600	103,167	133,594	109,439	109,439
01-00-350-550	Municipal Authority Fuel Reimb.	18,095	15,122	10,095	10,698	9,345
01-00-350-600	School District Share - EIT	-	-	-	-	-
01-00-350-650	School District Share - Security	193,693	77,026	77,844	-	-
01-00-350-700	School District Shr Sch Guard	35,498	28,671	29,724	39,072	11,723
01-00-350-750	DARE Grant Reimbursement	-	-	-	-	-
01-00-350-755	Grants	-	-	-	30,000	-
01-00-350-800	State Pension Funds	358,267	394,590	416,910	444,714	475,824
01-00-350-850	Recycling Grant	24,475	25,581	45,568	24,500	23,900
01-00-350-900	Regional Assets District	584,451	573,699	588,034	585,000	605,000
		<b>1,371,416</b>	<b>1,265,372</b>	<b>1,357,979</b>	<b>1,306,023</b>	<b>1,303,231</b>

# Borough of Plum

## REVENUES:

Account No.	Description	2016	2017	2018	2019	2020
		Audited	Audited	Audited	Adopted Budget	Adopted Budget
<b>360 - Charges for Services</b>						
01-00-364-100	Municipal Services - Current	1,794,975	1,877,587	2,066,622	2,233,614	2,244,039
01-00-364-200	Municipal Services - Delinquent	1,323	2,456	3,718	2,000	1,500
01-00-364-300	Municipal Services - Penalties	170	185	205	200	200
01-00-364-350	Municipal Services - Interest	409	677	1,871	600	300
01-00-364-500	Court Costs	427	759	1,054	500	300
		<b>1,797,304</b>	<b>1,881,664</b>	<b>2,073,470</b>	<b>2,236,914</b>	<b>2,246,339</b>
<b>370 - Charges for Services</b>						
01-00-370-100	Recreation Fees	4,153	7,536	7,011	7,000	6,000
01-00-370-200	Sale of Maps/Publications	5,961	6,481	5,282	6,000	6,000
01-00-370-300	Miscellaneous	60,567	50,809	81,474	65,000	60,000
01-00-370-350	Purchasing Card Rebates	17,270	17,695	18,564	17,000	14,000
01-00-370-400	Lien Letter Fees	10,860	11,460	10,600	11,000	11,000
		<b>98,811</b>	<b>93,981</b>	<b>122,931</b>	<b>106,000</b>	<b>97,000</b>
<b>380 - Special Contributions</b>						
01-00-387-100	Contr From Private Sources	-	-	-	-	-
<b>390 - Interfund Operating Transfers</b>						
01-00-392-000	Operating Transfer - Cap Equip	-	-	-	-	-
01-00-399-999	Cancelled Prior Year Expenses	9,366	97	-	-	-
	<b>TOTAL REVENUES</b>	<b>\$ 12,056,136</b>	<b>\$ 12,494,727</b>	<b>\$ 13,114,932</b>	<b>\$ 13,121,393</b>	<b>\$ 13,363,676</b>



# GENERAL FUND REVENUES

## REAL ESTATE TAXES

The primary funding source for general government operations in most Pennsylvania municipalities is the Real Estate (or Property) Tax. This is true for the reason that it is a stable revenue source, and because of the ease of collecting the tax. It is assessed on all commercial, residential and other non-exempt real estate, and is the product of two factors: the assessed value of a property and the millage rate.

With the continued development potential of the Borough's residential and commercial markets, the growth of this source of revenue should advance well into the next decade. The Borough of Plum relies heavily on property tax collections to provide financial stabilization.

The year 2020 budget does not include a Real Estate Tax increase. Real Estate Tax Millage associated with the General Fund will be 2.769 mils.

The current assessed value of all taxable property in the Borough is \$1,592,120,036 according to the County Tax Assessment Office.

**301-100 Current Year Real Estate Taxes** **\$4,083,327**

The General Fund Real Estate Tax for 2020 is 2.769 mils or **\$0.2769 per \$100.00 of assessed valuation (0.02769%)**.

Traditionally the Borough has had a 94% collection rate. Additional revenue will result from properties being added after tax bills are issued. Tax bills are typically issued during July, and most taxes are paid between August and September. The Borough will realize minimal amounts of real estate tax earnings associated with new construction, which was completed in 2019.

**300-200 Prior Year Estate Tax** **\$78,204**

We estimate that the Borough Tax Collector will collect about \$78,204 in prior year Real Estate Taxes during 2020. This estimate is based on the amount of Real Estate Taxes still due to the borough FY 2019.

**300-300 Delinquent Real Estate Taxes** **\$63,721**

The Borough estimates that about \$63,721 in Delinquent Real Estate Taxes will be collected in 2020. The estimate is based upon past collections and current outstanding Real Estate Taxes.

**300-400 Penalty & Interest Real Estate Taxes** **\$37,654**

The Borough estimates that about \$37,654 in Penalty & Interest on delinquent Real Estate Taxes will be collected in 2020. This is based upon past collections and current outstanding Real Estate Taxes.

**Total** **\$4,262,906**

## LOCAL ENABLING TAXES

In 1965, the Pennsylvania State Legislature passed Act 511 which permits local governments to operate revenue through avenues other than real estate tax levy. As amended, it provides local government units with the ability to collect numerous taxes on residents, businesses and workers within the Borough. Taxes available include the Local Services Tax, Per Capita Tax, Occupation Tax, Occupational Privilege Tax, Earned Income Tax and Realty Transfer Tax. ----- Borough assesses several of these taxes.

In 2009, the State Legislature adopted Act 32 modifying the methodology of collection for this type of taxation in order to ensure that it is fully collected by those municipalities who employ it. The Borough presently employs three of these methods of taxation: Earned Income Tax, Real Estate Transfer Tax, and Local Services Tax.

Local Enabling Taxes represent 34.5% of the revenue for the General Fund, the majority coming from Earned Income Taxes.

**310-100 Deed Transfer Tax** **\$360,000**

The current Real Estate Transfer Tax is 1% of the property sales price as established in Ordinance 744. It is collected by the County through deed stamps, is a 2 ½% tax of which 1% is sent to the state, 1% to the Borough, and ½% to the School District.

**310-210 Earned Income Tax - Current Year** **\$3,874,000**

The Borough currently imposes a 1/2% Earned Income Tax which yields approximately \$3.75M on a yearly basis. It is a tax on gross wages, salaries, commissions and other earned compensation accrued by Plum residents. Dividends, interest, alimony, pension and other forms of non-earned income are not taxed. This tax has been a stable source of revenues over the years.

**310-230 Delinquent Earned Income Tax** **\$65,000**

The Borough estimates that about \$65,000 in Delinquent Earned Income Taxes will be collected in 2020. This is based upon past collections and current outstanding Earned Income Taxes.

**310-900 Local Services Tax** **\$305,000**

The Borough levies a Local Services Tax of \$52 on individuals working in the Borough of Plum and earning \$12,000 or greater. We estimate that \$305,000 will be collected during 2020.

**Total** **\$4,604,000**

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## LICENSES AND PERMITS

The Borough requires the issuance of licenses and permits for various activities, primarily relating to construction and public health. The requirement for zoning and building permits allows the Borough to effectively track construction. Generally, permits are a means of control to assure that all borough regulations and ordinances are upheld and to protect the public welfare.

### **320-200 Cable Franchise Fees** **\$590,000**

The Cable Franchise Fee is collected from Comcast and Verizon Cable Companies under authorization of the Cable Act of 1984 and 1992.

### **320-300 Highway Occupancy** **\$6,000**

This fee is paid by developers, utilities and property owners who are making cuts into the Borough streets and right-of-ways. The purpose of the permit is to ensure that all streets and right-of-ways are restored to Borough standards. Fees are charged to cover the costs of permit issuance and inspection by the Borough staff.

### **320-400 Subdivision/ Land Development Fees** **\$25,000**

These fees are paid by property owners and developers to cover costs incurred by the Borough for property subdivision, site plan, conditional use and zoning change requests. Fees cover costs incurred by the Borough, including legal advertising, mailings, and staff time. All costs incurred for engineering review are billed directly to the applicant. Fees are set by Ordinance #893-15 and are based on the size of the project and increase with the size of the project.

### **320-500 Zoning Hearing Fees** **\$4,000**

These fees are paid by property owners to cover costs incurred by the Borough for zoning variance and special use applications. Fees may or may not cover costs incurred by the Borough, including legal fees, legal advertising, stenographic fees, certified mailings, and staff time. Residential fees are \$250 and commercial fees are \$400 as adopted by Ordinance #893-15.

### **320-600 Building Permits/Occupancy** **\$105,000**

Building permit fees are also established by Ordinance #893-15 and are based upon the type of structure being built. Several different fee structures are present for residential and non-residential structures. Approximately 800 building and occupancy permits are issued annually.

### **320-601 State Building Permit Surcharge** **\$100**

The Pennsylvania Uniform Construction Code mandates that every municipality collect a fee of \$4.00 per building permit which is then forwarded to the state. There are certain building permits that this does not apply to including accessory structures and occupancy permits.



**320-602 Zoning Certificates** **\$1,300**

Zoning Certificates are issued for accessory structures, such as sheds, that are 200 square feet or less. The fee for this certificate covers administrative costs as well as inspection costs.

**320-603 Occupancy Inspections** **\$45,000**

Residential occupancy inspections are completed on a five year cycle for apartments and two year cycle for homes that are rented. The purpose of the inspection is to ensure that the rental units meet the adopted codes and are safe for the residents living in the structures.

**320-604 Commercial Occupancy Permits** **\$1,500**

Commercial occupancy permits are issued for all commercial properties to verify occupancies.

**320-800 Sign Permits** **\$1,500**

Sign permits are issued for all new commercial sign installations and the replacement of existing signs. Fees are charged at the rate of \$2.00 per square foot, with a minimum charge of \$50.00.

**320-900 Grading Permits** **\$3,000**

Grading permits are required for all earth moving activities in excess of 250 cubic yards and/or 6 feet in depth. Grading permits are typically issued for all new developments as well as all gas well installations in the Borough.

**320-925 Alarm Fees** **\$300**

Alarm fees are charged for newly installed systems, and fees associated with multiple security false alarms responded to by Borough police.

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**Total** **\$782,700**

## FINES AND VIOLATIONS

Revenues generated from fines and forfeits are generally linked to levels of enforcement of ordinances, and fines collected by the state within the boundaries of the Borough.

**330-100 Motor Vehicle Code Violation** **\$17,500**

The Borough maintains a regular program of speed enforcement in order to minimize safety problems on Borough roadways.

**330-200 Ordinance Violations** **\$7,500**

Various ordinances are enforced, and we expect to receive \$7,500 in ordinance violation penalties in 2020.

**330-300 Other Fines** **\$35,000**

Act 81 of 1976 (75 Pa. CSA 6505) authorizes payments to municipalities of one-half the revenues received from State Police actions. The majority of these funds are a result of fines collected by the State within the boundaries of the Borough. The State submits these fines to the Borough twice a year.

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**Total** **\$60,000**

## INTEREST AND RENTS

The Borough Policy Manual stipulates what types of investments the Borough can make with municipal cash reserves. These approved investments include secured investments such as Treasury Bills, Short-term obligations of the U.S Government, Deposit accounts, Bankers Acceptance, Obligations of the Commonwealth of Pennsylvania, and Notes, normal checking accounts. The Borough has General Fund accounts with PLGIT and Standard Bank.

**340-100 Interest Earnings** **\$7,500**

Interest earnings on secured investments as identified under the Borough Policy Manual.

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**Total** **\$7,500**

# INTERGOVERNMENTAL FUNDS

Each year, the Borough receives grants as well as intergovernmental funding from various types of sources. In addition, this category is used for pass-through revenues that go to special funds, such as pension funds.

Grant funds are generally restricted to separate fund accounts, and require significant administrative support to use within state and federal guidelines.

<b>350-100 Public Utility Realty</b>	<b>\$8,000</b>
These are the revenues that the Borough receives for public utility real estate that is not subject to local Real Estate Taxes.	
<b>350-150 Marcellus Impact Fee</b>	<b>\$18,000</b>
The Borough receives funding from the state for fees collected from Marcellus shale drilling.	
<b>350-200 Liquor License</b>	<b>\$6,000</b>
The Borough receives funding from the state for a portion of annual retail liquor and malt beverage license fees collected by the Pennsylvania Liquor Control Board.	
<b>350-450 DUI Grant Reimbursement</b>	<b>\$36,000</b>
The Borough receives DUI reimbursement from the state equal to expenditures for its program costs and other participating municipalities.	
<b>350-500 Contracted Snow Removal</b>	<b>\$109,439</b>
These are funds the Borough receives from the Commonwealth, Allegheny County, and the School District under winter services programs.	
<b>350-550 EMS/Municipal Auth. - Fuel Reimbursement</b>	<b>\$9,345</b>
These are funds the Borough receives from the Plum's EMS and Municipal Authority under fuel reimbursement programs.	
<b>350-650 School District Share - Security</b>	<b>\$0</b>
These are funds the Borough receives from the Plum School District for their agreed upon share of expenditures for two School Resource Officers.	

**350-700 School District Share – School Guards** **\$11,723**

Currently the cost of the crossing guards is shared with the Plum School District. Reimbursements will be received for 50% after the end of each calendar month throughout the school year. The School Districts payment will be used to offset cost/wages paid by the Borough.

**350-755 Grants** **\$0**

The Borough typically recognizes revenues from various sources of grant funds.

**350-800 State Pension Funds** **\$475,824**

In accordance with the Municipal Pension Plan Funding and Recovery Act (Act 205 of 1984), the Borough receives funding from the state for police and non-uniformed pension costs.

**350-850 Recycling Grant** **\$23,900**

Section 902 grants are awarded by Pennsylvania Department of Environmental Protection to assist municipalities with their recycling efforts.

**350-900 Regional Assets District** **\$605,000**

Under a formula in Act 77, Allegheny County and its municipalities receive one-half of the County sales tax. A portion of which is received by the Borough.

**Total** **\$1,303,231**

# MUNICIPAL SERVICES

The Plum Municipal Authority is responsible for the monthly billing of refuse fees. On a monthly basis, the Borough receives Municipal Services fee collections from the Plum Municipal Authority. The monthly fees are based upon actual contractual expenditures incurred by the Borough under its refuse collection agreement. Fees are established by ordinance, and are revised on a periodic basis by resolution of the Borough Council.

**364-100 Municipal Services - Current** **\$2,244,039**

These Municipal Services fees are paid by property owners on a monthly basis, and collected by the Plum Municipal Authority.

**364-200 Municipal Services - Delinquent** **\$1,500**

Delinquent Municipal Services fees are aggressively collected and credited to this revenue account.

**364-300 Municipal Services - Penalties** **\$200**

Penalties are charged to property owners who are delinquent on their monthly Municipal Services payments.

**364-350 Municipal Services - Interest** **\$300**

Interest is charged to property owners who are delinquent on their monthly Municipal Services payments.

**364-500 Court Costs** **\$300**

Court costs associated with collecting delinquent Municipal Services revenues will be directly charged to the delinquent party.

**Total** **\$2,246,339**

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# MISCELLANEOUS REVENUES

**370-100 Recreation Fees** **\$6,000**

The Borough charges royalty fees for gas wells located within the Borough's parks and assigns user fees for rental of fields and pavilions.

**370-200 Sale of Maps/Publications** **\$6,000**

Fees are charged for the purchase of zoning maps, street maps and the Unified Development Ordinance.

**370-300 Miscellaneous** **\$60,000**

Miscellaneous revenues not specifically identifiable to a budgeted line item are credited to this account.

**370-350 Purchasing Card Rebates** **\$14,000**

Rebates are earned which are based on total purchasing card usage over a twelve month period.

**370-400 Lien Letter Fees** **\$11,000**

New home buyers are charged a fee associated with requesting for information associated with potential liens on property by the Borough.

**Total** **\$97,000**

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**Total Revenues** **\$13,363,676**

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*Borough of Plum*  
*2020*

*General Fund*

*Expenditure Budget*





## **Department: Administration - {Dept. No. 400}**

### Description and Responsibilities:

This Administration department supports the activities of the administrative team of the Borough. The Team includes Borough Manager, Assistant Borough Manager, Finance Director, Solicitor, Engineer, Assistant Borough Secretary, Assistant to the Manager, Associate Accountant, Assistant to the Finance Director, and Receptionist. The team is responsible for implementing and funding the plans and policies of the electorate, the Borough of Plum Council. The Council consists of seven (7) members elected at large, and is responsible for adoption of the annual budget, the appointment of the Municipal Manager and other officials as deemed necessary, creation and appointment of boards and commissions, and other duties specified in the Borough code.

### 2019 Accomplishments

1. Expanded the use and subscription of the Savvy Citizen App to enhance public communication
2. Implement smart ID badges for employees and council members
3. Deployed Edmunds Employee Self Service Portal for employees
4. Complete redesign/rebuild and launch of the Borough website
5. Deployed the IssueTrak cloud-based platform which greatly expanded access out of the building
6. Expanded BoroTV (BTV) programming
7. Expanded new community events programs (existing events were greatly expanded and added new-S'More Xmas)
8. Sold Bonds for the Borough Building project
9. Assembled design/management team for the Borough Building project

### 2020 Goals

1. Continue to expand use of existing technological systems.
  - a. Implement auto scheduling software and employee app for DPW
  - b. Implement use of Issue Trak for HR and Administrative processes.
    - i. Short-term disability
    - ii. Police Heart and Lung
    - iii. New Employee Hires
    - iv. Employee Separation
  - c. Continue to advance/improve Borough website

2. Update Borough policies (annually)
  - a. Revise and adopt updated personnel policy manual
  - b. Revise and adopt updated job descriptions.
  - c. Revise and adopt departmental operational policy manuals.
3. Expand the development of the Community Center.
  - a. Secure a developer/partner for the development of the existing municipal property
  - b. Complete final design for the new town and municipal centers

2020 Budget Highlights

1. Breaking ground on new Borough building/community Center

Staffing Levels

	2016	2017	2018	2019	2020
No. of Full Time Employees	7	7	8	8	8
No. of Part Time Employees	0	0	0	0	0

**Borough of Plum  
2020 Budget - General Fund**

01-00-400-000	Administration	FY 20 Detail	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Budget
01-00-400-050	Mayor <i>The Mayor is paid an annual salary of \$600/yr.</i>		\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
01-00-400-051	Council <i>Each Council member is paid an annual salary of \$300/yr.</i>		2,100	2,100	2,100	2,100	2,100
01-00-400-052	Council - Telephone/Air Card <i>Council member telephone, air card or stipend.</i>		3,318	2,387	3,973	2,400	2,400
01-00-400-053	Independent Audit <i>Annual required independent audit</i>		25,164	28,537	22,621	23,000	23,000
01-00-400-100	Salaries <i>Eight full-time employees</i>		517,981	539,240	606,140	619,986	639,018
01-00-400-101	Employee Recognition Program <i>Used to recognize exemplary employee performance and team building exercises.</i>		1,357	1,483	3,327	5,000	5,000
01-00-400-102	Sick Time Benefits <i>Clerical staff can be compensated at 100% of unused sick time if requested.</i>		0	0	0	0	0
01-00-400-103	Part-Time Help <i>Receptionist and Admin. Floater</i>		0	10,883	0	0	0
01-00-400-115	Minor Equipment <i>The purchase of minor equipment associated with daily operations.</i>		0	116	72	500	500
01-00-400-119	Professional Services <i>Outside services provided to the borough</i>		14,294	22,700	25,626	20,360	39,700
	Big Daddy Wildlife @ \$650/mo.	7,800					
	Principal Financial Group pension admin. @ 850/Qtr.	3,400					
	GASB 75 OPEB Valuation - Every two years	-					
	Marketing - \$1,800/Mo.	21,840					
	IC Workplace @ \$30/mo. & \$300 Misc.	660					
	Other services @ \$500/mo.	6,000					
01-00-400-130	Contract Maintenance <i>Maintenance/lease agreements on minor office equipment</i>		7,860	8,321	9,945	9,900	9,600
	LEAF - Copier lease \$800/mo.	9,600					
	Other	-					
01-00-400-133	Insurance Deductibles <i>Deductibles not covered through Borough insurance coverage.</i>		8,919	40,060	0	10,000	10,000

**Borough of Plum**  
**2020 Budget - General Fund**

01-00-400-000	Administration	FY 20 Detail	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Budget
01-00-400-154	Life Insurance/LTD <i>Life insurance ,ADD and LTD for all full-time administrative staff. Hartford Group</i>		4,760	3,668	5,317	5,795	5,961
01-00-400-156	Health & Hospitalization <i>Medical insurance for all full-time employees.</i>		90,916	91,838	108,423	109,639	96,168
01-00-400-157	Vision <i>Vision insurance for all full-time employees.</i>		634	605	695	780	780
01-00-400-160	Pension <i>The employer contribution is based on 10% of salaries/wages for all full-time administrative employees or \$150 /wk. if represented.</i>		54,540	56,569	61,444	66,151	68,394
01-00-400-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages for all administrative staff.</i>		38,656	42,004	45,202	47,428	48,885
01-00-400-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		3,858	4,005	3,173	2,416	2,416
01-00-400-163	Worker's Compensation <i>Worker's compensation for administrative staff.</i>		1,087	888	790	768	752
01-00-400-210	Office Supplies <i>Office supplies for administration.</i>		6,313	5,871	3,805	6,500	6,500
01-00-400-231	Vehicle Fuel - Gasoline <i>Fuel for administrative vehicles</i>		2,111	2,507	5,959	3,118	2,368
01-00-400-254	Miscellaneous Software <i>Miscellaneous software purchases.</i>		0	496	0	0	0
01-00-400-275	Tires/Parts/Inspections/Towing <i>Tires, parts, inspections and towing for administrative vehicles</i>		2,071	3,597	942	2,855	2,855
01-00-400-300	Miscellaneous <i>Miscellaneous expenditures of the borough.</i>		19,053	9,321	13,641	15,000	15,000
01-00-400-313	Engineering <i>General engineering services.</i>		37,476	20,069	23,302	23,333	23,333
	Codification	3,333					
	Miscellaneous	20,000					

**Borough of Plum  
2020 Budget - General Fund**

<b>01-00-400-000</b>	<b>Administration</b>	<b>FY 20 Detail</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Budget</b>	<b>FY 20 Budget</b>
01-00-400-314	Solicitor - General <i>Legal fees for monthly solicitor and outside legal counsel.</i>		116,837	122,462	180,357	140,000	159,400
	Bruce E. Dice @ \$10,000/month & \$10,000 other	130,000					
	Clerical contract	-					
	Police contract	-					
	Public Works contract	5,000					
	Franchise Fee Negotiation	4,400					
	Other	20,000					
01-00-400-315	Contracted Services <i>Services provided by outside contractors.</i>		22,824	257	11,139	11,500	11,500
	Vehicle Repairs	1,500					
	Solid Waste Ordinance Revision	10,000					
01-00-400-321	Telephone <i>Telephone expenses</i>		2,962	4,629	5,329	6,000	6,000
01-00-400-323	Internet <i>Internet expenses</i>		1,000	944	939	1,100	1,200
01-00-400-325	Postage <i>Postage for administrative mailings.</i>		2,923	1,860	2,293	2,500	2,500
01-00-400-340	Printing & Advertising <i>Printing and all legal notices for the Borough.</i>		12,581	14,274	9,858	15,000	14,000
01-00-400-341	Media <i>Video recording of Council meetings @\$800/mo. On the agenda presentation @ \$2,500/mo. In Plum Magazine</i>	9,600 30,000 7,500	9,000	13,800	26,525	47,100	47,100
01-00-400-353	Bonding <i>Bonding of key administrative staff</i>	-	6,074	5,738	6,075	6,000	6,500
01-00-400-410	Judgments and Damages <i>Judgments and damages from suits against the Borough</i>	-	-	-	-	-	-

**Borough of Plum  
2020 Budget - General Fund**

01-00-400-000	Administration	FY 20 Detail	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Budget
01-00-400-420	Dues & Tuition		30,384	29,753	31,163	37,230	34,390
	<i>Professional memberships ,seminars, and tuitions</i>						
	ALOM conference - Three @ \$1,000 each	3,000					
	Allegheny County Boroughs Association	575					
	Allegheny County Mayor's Association	30					
	Allegheny County S. E. Tax Collections	-					
	Association of Mayors of Boroughs Dues	100					
	PPA/APMM Dues	330					
	BMI License Community Center	350					
	Department of RE - Notary Fee	60					
	GFOA Annual Conferences	2,750					
	GFOA Membership	400					
	GFOA PA conference - one attendees	900					
	ICMA Annual Conference	2,000					
	ICMA Membership	1,200					
	International League of Cities	1,000					
	Managers' Annual Meeting	300					
	PA Borough Council Association Dues	25					
	PA Association of Municipalities Administrators Dues	65					
	PA Association of Municipalities Administrators Conference	1,000					
	PA Managers Conference	1,000					
	PA Mayors Association	60					
	PA Municipal League	7,500					
	PA Resources Council	600					
	PELRAS conference - three attendees	1,725					
	PELRAS membership	450					
	Plum Chamber of Commerce - Dues	150					
	Rotary Dues/Meetings	1,700					
	Scholarship	250					
	Turtle Creek COG Membership/Sponsorship	4,600					
	Turtle Creek COG Training	800					
	UCC/ICC Training and Certifications	200					
	Western PA Managers Association - Dues	70					
	Westmoreland COG	200					
	Other	1,000					
01-00-400-740	Major Equipment		11,472	5,342	0	0	0
	<i>The purchase/lease of major equipment.</i>						

**Borough of Plum  
2020 Budget - General Fund**

<b>01-00-400-000</b>	<b>Administration</b>	<b>FY 20 Detail</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Budget</b>	<b>FY 20 Budget</b>
01-00-400-745	Interest Expense-TAN <i>Interest expense on TAN and interfund borrowings \$2.5M Tax Anticipation Note</i>		10,880	12,545	12,017	15,000	12,000
01-00-400-750	Computer Equipment/Support <i>Computer related purchases and IT support</i>		8,478	6,839	8,868	8,620	7,695
	Savvy Citizen	4,500					
	Leighronix	995					
	PC Refresh: Maria	700					
	Other	1,500					
	<b>Budget Total Administration</b>		<b>\$ 1,078,483</b>	<b>\$ 1,116,308</b>	<b>\$ 1,241,660</b>	<b>\$ 1,267,679</b>	<b>\$ 1,307,615</b>
			<b>Percentage Increase over 2019 Budget</b>				<b>3.15%</b>



**Department: PROPERTY TAX - {Dept. No. 405}**

Description and Responsibilities:

The Property Tax Collector is an elected position, and provides for the collection of Current Year, Prior Year, and Delinquent Real Estate Taxes levied by the Borough. It is the most important source of revenue for the Borough. Expenditures encompass the commission, tax refunds, and minor expenses of the elected Real Estate Tax Collector.

2019 Accomplishments

1. Total of Current Year, Prior Year, and Delinquent real estate tax collections ended the year at 100% of budget.

2020 Goals

1. Aggressively collect Prior Year (billed in/for 2019 but collected in 2020) and Delinquent Real Estate Taxes.

2020 Budget Highlights

1. Maintain current staffing levels.

Staffing Levels

	2015	2016	2017	2019	2020
No. of Full Time Employees	1	1	1	1	1
No. of Part Time employees	1	1	1	1	1

**Borough of Plum  
2020 Budget - General Fund**

<b>01-00-405-000</b>	<b>Property Tax</b>	<b>FY 20 Detail</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Budget</b>	<b>FY 20 Budget</b>	
01-00-405-100	Commission <i>Property Tax Collector real estate tax commissions.</i>		\$42,126	\$44,488	\$42,330	\$42,500	\$42,500	
01-00-405-103	Supplies <i>Office Supplies</i>		1,257	3,146	1,505	4,000	2,500	
01-00-405-104	Property Tax Refunds <i>Refunds to taxpayers.</i>		8,628	4,903	4,344	5,515	8,689	
01-00-405-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of commission paid to Tax Collector.</i>		3,223	3,301	3,136	3,251	3,251	
01-00-405-230	Rent - Real Estate Tax Office <i>Rental of Real Estate office space @ \$350 per month</i>		4,200	4,200	4,200	4,200	4,200	
01-00-405-300	Miscellaneous <i>Miscellaneous expenses</i>		12,847	16,030	21,205	3,000	500	
01-00-405-305	Liens <i>Liens against delinquent property owners</i>		0	0	0	15,000	20,000	
01-00-405-311	Auditing Services <i>Annual required independent audit</i>		2,440	2,570	2,640	2,640	2,640	
01-00-405-325	Postage <i>Tax bill mailings</i>		0	0	0	0	1,800	
01-00-405-340	Printing <i>Tax bill printing</i>		0	0	0	0	1,000	
01-00-405-353	Bonding <i>Bonding of Real Estate Tax Collector</i>		853	853	853	1,000	1,000	
01-00-405-750	Computer Related <i>Hardware and software purchases</i>		0	0	4,041	250	1,000	
	<b>Budget Total Property Tax</b>		<b>\$75,574</b>	<b>\$79,491</b>	<b>\$84,254</b>	<b>\$81,356</b>	<b>\$89,080</b>	
			<b>Percentage Increase over 2019 Budget</b>					<b>9.49%</b>

## **Department: Information Technologies - {Dept. No. 407}**

### Description and Responsibilities:

The Information Technology (IT) Department provides supports for all IT services for the Borough of Plum, Plum EMS, Renton VFD and the Plum Community Center. The Borough utilizes the services of a full-time Information Technology Specialist. This position will provide support for infrastructure, servers and desktop computers, software, business continuity, communication, and overall IT training for staff.

### 2019 Accomplishments

1. Migrated 95% of computers to Windows 10.
2. Migrated from Office 365 Business to Office 365 Government cloud due to a CJIS (Criminal Justice Information Systems) compliance requirement.
3. Replace the end-of-life Police Car dash cameras with new equipment offering full HD, near-360-degree views around each police car.
4. Installation of security cameras at the PSCC.
5. Continue to review the environment and make enhancements, patches, or changes as needed to ensure availability of the systems.
6. Grow the SavvyCitizen user count by 100% from January thru December by attending Borough events and “advertising” the app
7. Start a Facebook group titled “Plum Residents Helping Residents” after the July 2019 flooding, allowing residents to work together and communicate with each other in times of need.
8. Continue to work with ZeddIT solutions on the Accela implementation (Geoplan replacement for Planning)
9. Migrate from Symantec Anti-Virus to WebRoot EndPoint solution across the entire computing environment.
10. Upgrade the diesel fuel system from card/pin to a cardless/pinless system.

### 2020 Goals

1. Upgrade the following servers: FILE1, INFORMANT (from Windows Server 2008 R2 to Windows Server 2016)
2. Decommission Geoplan
3. Deploy bodycams to police officers.

4. Deploy new computer to the Evidence room
5. Evaluate replacement Wi-Fi infrastructure and replacement of wired core hp procurve switches at Borough building. Possibly looking at Ubiquiti gear.
6. Deploy AT&T FirstNet throughout the police department (moving from AT&T and/or Verizon).

2020 Budget Highlights

1. Continue levels of service to all departments to ensure smooth operations.

Staffing Levels

	2016	2017	2018	2019	2020
No. of Full Time Employees	1	1	1	1	1
No. of Part Time Employees	0	0	0	0	0

**Borough of Plum  
2020 Budget - General Fund**

01-00-407-000	Information Technologies	FY 20 Detail	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Budget
01-00-407-100	Salaries <i>1 full-time employee</i>		\$ 73,724	\$ 77,283	\$ 82,006	\$ 85,151	\$ 89,408
01-00-407-102	Sick Time Benefits <i>Administrative staff can be compensated at 100% of unused sick time if requested.</i>		-	-	-	-	-
01-00-407-115	Minor Equipment <i>The purchase of minor equipment associated with daily operations.</i>		-	-	-	-	-
01-00-407-119	Professional Services <i>Outside services provided to the borough</i>		4,575	6,439	2,163	5,000	2,000
	Other	2,000					
01-00-407-130	Contract Maintenance <i>Maintenance/lease agreements and software licenses.</i>		38,246	54,155	36,764	64,706	71,411
	Edmunds Yearly Maintenance	12,500					
	HP Maintenance - Borough Bldg.	2,000					
	HP Maintenance - Al Franci Bldg.	1,700					
	HP Maintenance - DPW Bldg.	2,300					
	HP Maintenance - Senior Ctr Bldg.	500					
	Website - Civic Plus (formerly Virtual Towns and Schools)	1,995					
	IaaS Server Hosting (5 hosted Virtual Machines @ MSA Datacenter)	14,400					
	SonicWALL Maintenance	800					
	Webroot EndPoint Protection	2,860					
	Issue Trak Hosted Solution - Maintenance	4,100					
	ManageEngine - Maintenance	2,275					
	Time Clock MTS Maintenance	50					
	VMWare vCenter Production Support 1 Yr.	1,256					
	Veeam Backup Maintenance/Support	-					
	Office 365 GCC (Government Cloud) (Office Suite, SharePoint, Exchange, Teams, OneDrive)	17,424					
	MITEL IP Telephone system (3genusa) maintenance	2,000					
	Brivo Key Fob System (Al Franci Bldg.)	1,250					
	JotForm Annual Renewal	190					
	Windows Volume Licensing (Software Assurance)	811					
	Placeholder for unplanned maintenance	3,000					

**Borough of Plum  
2020 Budget - General Fund**

01-00-407-000	Information Technologies	FY 20 Detail	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Budget
01-00-407-154	Life Insurance/LTD <i>Life insurance and LTD for all full-time administrative staff. Mutual of Omaha</i>		664	533	727	796	833
01-00-407-156	Health & Hospitalization <i>Medical insurance for all full-time employees.</i>		19,042	19,861	20,723	20,472	20,460
01-00-407-157	Vision <i>Vision insurance for all full-time employees.</i>		142	139	139	146	146
01-00-407-160	Pension <i>The employer contribution is based on 10% of salaries/wages for all full-time administrative employees.</i>		7,336	7,709	8,188	8,515	8,941
01-00-407-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages for all administrative staff.</i>		5,497	5,782	6,149	6,514	6,840
01-00-407-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		538	458	381	302	302
01-00-407-163	Worker's Compensation <i>Worker's compensation for IT staff.</i>		156	127	113	113	113
01-00-407-210	Office Supplies <i>Office supplies for administration.</i>		279	148	127	300	300
01-00-407-252	Miscellaneous Upgrades <i>Unexpected hardware upgrades to existing equipment</i>		-	-	-	1,000	1,000
01-00-407-253	Miscellaneous Wiring <i>Unexpected wiring for existing equipment</i>		-	315	129	1,000	1,000
01-00-407-254	Miscellaneous Software <i>Miscellaneous Software Purchases</i>		5,390	7,151	2,195	559	500
	EaseUS Todo Workstation	-					
	Nero Burning Rom Upgrade	-					
	Placeholder for unplanned software purchases (all Dept's)	500					

**Borough of Plum  
2020 Budget - General Fund**

01-00-407-000	Information Technologies	FY 20 Detail	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Budget
01-00-407-255	Website Security		100	580	683	600	300
	<i>Borough Website Security</i>						
	SSL Certificate (mdm.plumboro.com)	150					
	SSL Certificate (gis.plumboro.com)	150					
	iPower web hosting for www.plumboro.com	-					
01-00-407-300	Miscellaneous		581	39	20	500	500
	<i>Miscellaneous expenditures of the borough.</i>	500					
01-00-407-321	Telephone		1,729	1,360	2,048	1,300	1,600
	<i>Telephone expenses</i>	1,600					
01-00-407-323	Internet		111	105	104	120	120
	<i>Internet expense</i>						
01-00-407-420	Dues & Tuition		-	-	-	-	-
	<i>Professional memberships ,seminars, and tuitions</i>						
	Continuing Education	-					
	Microsoft Developer Network MSDN Access	-					
01-00-407-740	Major Equipment		-	-	-	-	3,600
	<i>The purchase/Lease of major equipment.</i>						
	<i>Sonicwall NSA220 replacement (end of life in 2020), replace with Sonicwall TZ350. Includes Sr. Center, DPW, GIS</i>	3600					
01-00-407-750	Computer Equipment/Support		30,916	7,536	10,204	2,750	3,300
	<i>Computer related purchases and IT support</i>						
	Mobile Phone cases (all departments)	300					
	Placeholder for unplanned equipment purchases/support, including failed hardware (all Dept's)	3,000					
	<b>Budget Total Information Technologies</b>		<b>\$189,026</b>	<b>\$189,720</b>	<b>\$172,863</b>	<b>\$199,844</b>	<b>\$212,674</b>
			<b>Percentage Increase over 2019 Budget</b>				<b>6.42%</b>

## Department: Borough Buildings - {Dept. No. 409}

### Description and Responsibilities:

This department supports general expenditures associated with the Borough buildings such as: janitorial services, insurance, utilities, and maintenance.

### 2019 Accomplishments

1. Provided the maintenance to all borough facilities, including landscaping, lawn service and general maintenance.
2. Stayed on track with all Borough maintenance programs. This helped save the borough money by heading off any big ticketed items.

### 2020 Goals

1. Continue existing maintenance programs for all borough facilities.
2. Update the landscaping layout at all borough facilities.
3. Maintain the interiors and exteriors up to borough standards.
4. Continue performing quarterly safety checks at all borough facilities.

### 2020 Budget Highlights

1. Maintain funding levels for maintenance to facilities.

### Staffing Levels

	2016	2017	2018	2019	2020
No. of Full Time Employees	0	0	0	0	0
No. of Part Time Employees	0	1	1	1	1



**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-409-000	Borough Building	Detail	Actual	Actual	Actual	Budget	Budget
01-00-409-100	Janitorial Services <i>Janitorial expenses</i>		\$0	\$0	\$0	\$0	\$0
01-00-409-101	Part Time Help <i>Part time janitorial expenses</i>		19,024	16,976	11,976	24,228	24,955
01-00-409-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages for all administrative staff.</i>		1,404	1,305	960	1,853	1,909
01-00-409-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		538	600	419	302	302
01-00-409-163	Worker's Compensation <i>Worker's compensation for part time staff.</i>		0	0	1,167	1,296	1,351
01-00-409-133	Insurance <i>Insurance coverage for the Borough.</i>		162,827	162,511	172,477	182,600	193,719
	Commercial Auto Policy	68,250					
	Equipment Breakdown	1,481					
	Fidelity Bond	840					
	Fire Property	31,681					
	Flood Protection	5,000					
	General Liability	20,903					
	Inland Marine	12,953					
	Public Officers Liability	21,561					
	Steam Boiler/IT Equipment	1,874					
	Umbrella	13,331					
	VFD Supplemental	13,845					
	Other	2,000					
01-00-409-211	General <i>Miscellaneous for all borough buildings.</i>		660	1,257	1,196	2,000	2,000
01-00-409-226	Supplies <i>General cleaning supplies for all borough buildings.</i>		18,278	19,579	21,274	20,000	22,000

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-409-000	Borough Building	Detail	Actual	Actual	Actual	Budget	Budget
01-00-409-315	Contracted Services		-	-	-	800	800
	<i>Outside provided services</i>						
	EMS/VFD Building Alarm Services	400					
	Public Works Building Alarm Services	400					
	Other	0					
01-00-409-321	Telephone		0	0	0	0	0
	<i>Telephone services for all borough buildings.</i>						
01-00-409-361	Electricity		31,595	34,935	31,585	38,000	37,000
	<i>Electric services for all borough buildings.</i>						
01-00-409-362	Gas		6,856	8,784	8,592	11,000	11,000
	<i>Natural gas services for all borough buildings.</i>						
01-00-409-366	Water		7,571	7,484	10,698	8,000	9,400
	<i>Water services for all borough buildings and parks</i>						
01-00-409-367	Sewage		6,552	6,009	8,109	6,500	6,500
	<i>Sewage services for all borough buildings.</i>						
01-00-409-368	Flood Mitigation Fee		1,995	1,810	1,818	2,000	2,000
	<i>Borough enacted flood mitigation fee</i>						
01-00-409-373	Maintenance Repair of Buildings		22,804	15,123	25,000	22,029	24,039
	<i>Maintenance/repairs to borough buildings {PW Facility not incl}.</i>						
	Generator Maintenance Agreement	1,500					
	HVAC Maintenance Agreement	1,575					
	General	17,500					
	Back Flow Test	420					
	Building Repairs	0					
	Landscaping	0					
	Pesticide	360					
	Iron City	2,054					
	ABCO Fire Extinguisher Maint.	630					

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-409-000	Borough Building	Detail	Actual	Actual	Actual	Budget	Budget
01-00-409-375	Maintenance to Public Works Facility		18,886	16,623	14,693	25,880	30,760
	<i>Maintenance/repairs to PW Facility.</i>						
	ABCO Fire Extinguisher Maintenance	2,100					
	Air Compressor Maintenance	800					
	Annual Generator Maintenance Agreement	1,500					
	Annual Lift Inspections	800					
	Back Flow Test	400					
	Building Inspections	1,700					
	Building Repairs	5,000					
	Garage Door Maintenance	2,500					
	General	9,000					
	HVAC Maintenance Agreement	2,860					
	Oil Separator Tank Maintenance Agreement	3,000					
	Pesticide	250					
	Steam Jenny Maintenance	850					
01-00-409-376	Maintenance to EMS/VFD Facility		17,097	16,424	7,852	14,890	15,740
	<i>Maintenance/repairs to EMS/VFD Facility.</i>						
	ABCO Fire Extinguisher Maintenance	1,650					
	Back Flow Test	420					
	Bldg. Inspection	1,440					
	Garage Door Maintenance	1,000					
	General Expense	8,500					
	Generator Maintenance Agreement	430					
	HVAC Maintenance Agreement	1,000					
	Oil Separator Maintenance	1,000					
	Pesticide	300					
01-00-409-450	Dog Catcher		4,210	4,370	4,580	5,000	5,000
	<i>Dog Catcher costs.</i>						
01-00-409-600	Special Projects		7,679	3,315	948	3,000	4,000
	<i>Miscellaneous projects at the borough.</i>						

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20	
01-00-409-000	Borough Building	Detail	Actual	Actual	Actual	Budget	Budget	
01-00-409-740	Major Equipment <i>The purchase/Lease of major equipment.</i>		7,176	7,774	4,784	0	0	
	<b>Budget Total Borough Building</b>		<b>\$335,152</b>	<b>\$324,879</b>	<b>\$328,128</b>	<b>\$369,378</b>	<b>\$392,475</b>	
			Percentage Increase over 2019 Budget					6.25%

## **Department: Police - {Dept. No. 410}**

### Description and Responsibilities:

This Police Department provides law enforcement protection for the Borough of Plum. The 27 officers in the department perform patrol, traffic, investigate, community relations and education, training and management functions. It also includes protection of rights of persons and property, preservation of the public peace, enforcement of laws of the state and ordinance of the Borough, apprehension and arrest of criminals, accident investigation, and administration of rescue and lifesaving services.

### 2019 Accomplishments

1. Purchased and deployed three (3) new vehicles within the police fleet to replace older vehicles which were in mechanical decline.
2. Completed an evaluation of pilot electronic ticketing program within the Traffic Safety Division to evaluate its value to the department and possibility for expansion.
3. Continued revising the department policy manual to meet accreditation standards.
4. Completed the purchase and distribution of the departments' ballistic proof vests for each officer.
5. Completed the purchase / lease and distribution of the departments' new mobile video camera system for 15 of the departments police units.
6. Hired one new patrol officer to replace a retired patrol officer.
7. Purchased / leased new smart phones for patrol division.
8. Revised department uniform and equipment policy to include exterior body armor carrier, utility trousers, spring / fall jacket and ball cap.

### 2020 Goals

1. Continue revising the department policy manual to meet accreditation standards.
2. Complete implementation of the departments' computerized scheduling software to include payroll and call out processes.
3. Implement imaging capabilities to the police records management system.
4. Expand the e-ticketing solution within the Patrol Division.
5. Implementation of police body cameras for all police officers and create departmental policy for said cameras.
6. Purchase / lease three (3) new vehicles to replace older vehicles within the police fleet.
7. Conduct a complete inventory/audit of the police evidence room.

8. Hire one additional patrol officer.
9. Deploy new smart phones to patrol division and revise departmental policy.
10. Fill vacancy of administrative police department position.
11. Promote one officer from the patrol division to the rank of detective.
12. Purchase / lease and deploy new MDT computers to patrol fleet.
13. Purchase a standard department issued firearm for each officer.
14. Purchase one additional ATS Speed Display Sign.

2020 Budget Highlights

1. Funding for the lease of three (3) new vehicles.
2. Funding for the lease of new MDT computers for the department patrol fleet.
3. Funding for purchasing of a standard issue department firearm.
4. Fund for the purchase and service of an additional ATS speed display sign.
5. Funding for Asst. Police Chief position.
6. Funding of third detective position.

Staffing Levels

	2016	2016	2017	2019	2020
No. of Full Time Employees	25 Police, 2 Detectives, 3 Civilian Admin., 10 Crossing Guards	21 Police, 2 Detectives, 1 SRO, 1 Traffic, LT, 3 Civilian Admin., 10 Crossing Guards	21 Patrol, 2 Detectives, 1 SRO, 1 Traffic, LT, 3 Civilian Admin., 10 Crossing Guards	21 Patrol, 2 Detectives, 1 Traffic, 1 SRO, LT, 3 Civilian Admin., 10 Crossing Guards	21 Patrol Officers, 3 Detectives, 1 Traffic Officer, 1 Asst. Chief, 3 Civilian Admin., 2 Crossing Guards
No. of Part Time Employees	0	0	1	1	4

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-410-000	Police	Detail	Actual	Actual	Actual	Budget	Budget
01-00-410-100	Police Salaries <i>Lt., 6 Sgt., 16 Patrol, 2 Det., 1 Traffic.</i>		\$ 1,922,554	\$ 2,010,554	\$ 2,116,376	\$ 2,277,491	\$ 2,338,769
01-00-410-101	Holiday Overtime <i>Officer overtime for working a holiday.</i>		80,851	83,184	92,347	82,763	95,659
01-00-410-102	Sick Time Benefits <i>Paid benefit for all uniformed sick days accumulated over 100 days @ 75% rate, and clerical at 100%.</i>		43,329	47,173	50,430	53,777	48,873
01-00-410-132	School Guard Wages <i>Wages associated with School Guards.</i>		60,086	50,619	54,250	65,947	19,314
01-00-410-137	Police Admin. Overtime <i>Overtime for the Clerk</i>		0	0	0	0	0
01-00-410-140	Police Admin Salaries <i>Police Chief/Secretary/Clerk/Pt. Time Clerk</i>		220,862	231,065	237,834	246,129	242,167
01-00-410-141	Longevity <i>Longevity payments to uniformed employees as per the most current CBA.</i>		45,856	50,009	53,309	56,413	53,309
01-00-410-142	Holiday Pay <i>All full-time police officers are entitled to 12 paid holidays per the most current CBA.</i>		82,056	89,734	96,201	101,122	103,820
01-00-410-143	Court Time <i>Overtime required by court appearance. 3 hour minimum at first rate shift, if off-duty.</i>		40,991	43,717	60,242	56,327	63,757
01-00-410-144	Police Overtime <i>Overtime due to not meeting shift requirements.</i>		145,401	138,095	120,515	119,383	123,649
01-00-410-146	DUI Task Force Expense <i>Expenses associate with DUI taskforce.</i>		1,173	0	356	5,600	6,000
01-00-410-147	DUI - Other Govt. Agencies  <i>DUI expense reimbursements to other taskforce agencies.</i>		30,472	13,100	27,624	30,000	30,000

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-410-000	Police	Detail	Actual	Actual	Actual	Budget	Budget
01-00-410-148	DUI Task Force Plum		0	0	0	0	0
01-00-410-154	Life Insurance/LTD <i>Life insurance and LTD for all full-time staff. Mutual of Omaha</i>		13,355	11,258	14,164	14,988	15,099
01-00-410-155	Health & Hospitalization (Retirees) <i>Medical insurance for retired uninformed employees</i>		102,048	82,374	79,878	85,602	116,879
01-00-410-156	Health & Hospitalization <i>Medical insurance for all full-time employees.</i>		421,506	439,707	473,153	457,924	456,408
01-00-410-157	Vision <i>Vision insurance for all full-time employees.</i>		3,457	3,369	3,434	3,439	3,462
01-00-410-158	Pension - Admin <i>The employer contribution is based on 10% of salaries/wages for all full-time administrative employees.</i>		4,525	4,888	5,098	5,302	5,567
01-00-410-159	Pension - Uniformed <i>The employer contribution is based on actuarial valuation.</i>		627,380	634,344	651,357	786,801	733,014
01-00-410-160	Pension - Teamsters <i>The employer contribution is based a contribution of \$142/wk. for represented employees.</i>		6,160	6,656	6,928	7,376	7,819
01-00-410-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages for all staff.</i>		205,319	213,121	222,231	235,569	237,866
01-00-410-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		19,994	16,120	13,484	11,583	9,634
01-00-410-163	Worker's Compensation <i>Worker's compensation for employees.</i>		138,374	120,660	117,485	116,945	115,079
01-00-410-164	Police Liability <i>Police liability insurance. Professional Policy</i>		45,857	59,830	65,412	69,000	73,479
			73,479				



**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-410-000	Police	Detail	Actual	Actual	Actual	Budget	Budget
01-00-410-210	Office Supplies <i>Office supplies for police department.</i>		1,261	2,265	1,768	2,500	2,500
01-00-410-211	General <i>General expenditures.</i>		6,983	4,079	2,272	4,000	4,000
	Office furniture replacement	1,000					
	Other	3,000					
01-00-410-220	Telephones  <i>Covers digital connectivity to the cars as well as the cell phones.</i>		26,119	25,377	27,627	26,400	32,100
	AT&T (Squad Phones and Police Car Internet Connection)	18,000					
	Verizon	3,900					
	Firstnet (GPS police cars)	5,400					
	Comcast	4,800					
01-00-410-231	Fuel <i>Fuel for police vehicles</i>		50,606	62,778	74,926	82,938	59,357
01-00-410-237	Uniform Supplies		3,868	2,060	273	31,500	7,500
	Ballistic Vest Replacement	6,000					
	Miscellaneous uniform supplies.	1,500					
01-00-410-238	Uniform Allowance		25,186	23,474	22,667	23,600	22,775
	Annual CBA uniform allowance of \$825/police/yr.	22,275					
	Uniforms School Guards	500					
01-00-410-239	Ammunition		9,967	8,262	7,586	8,500	26,500
	Ammunition	7,000					
	Firearms	18,000					
	Taser Expenses	1,500					

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-410-000	Police	Detail	Actual	Actual	Actual	Budget	Budget
01-00-410-240	Training and Membership		5,897	6,556	3,192	10,100	11,680
	<i>Training and membership expenses.</i>						
	Allegheny County chief dues	75					
	Tourniquet Application Training	2,000					
	Field Training Officer	450					
	First Aid Certification	2,200					
	General Training	3,000					
	International Association of Chiefs	150					
	Miscellaneous Dues	400					
	Narcotic Officers Association	200					
	NASRO membership dues	40					
	Defensive Tactics Instructor	450					
	PA Accreditation Conference	150					
	PA Chief Police Association dues	150					
	PA DUI Conference	1,500					
	PELRAS conference	575					
	Vascar Training - New Officers	250					
	Western PA Chief of Polices dues	90					
01-00-410-260	Minor Equipment		906	4,215	2,171	11,050	5,050
	<i>The purchase of minor equipment less than \$5,000.</i>						
	Emergency Hammer Seatbelt Cutter	550					
	Radar Gun	1,500					
	Other Equipment	3,000					
01-00-410-275	Tires		16,614	14,439	13,071	20,000	20,000
	<i>Tires for police vehicles.</i>						
01-00-410-300	Miscellaneous		0	0	0	0	0
	<i>Other</i>						

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-410-000	Police	Detail	Actual	Actual	Actual	Budget	Budget
01-00-410-310	Professional Services		11,276	10,937	12,646	19,753	19,753
	<i>Third party services.</i>						
	Equipment calibrations	5,000					
	Bio hazard clean-up services	1,500					
	Prisoner transports	1,500					
	Online Investigation Tool (TLO)	1,320					
	Codification	3,333					
	Vehicle Cleaning	4,600					
	Shredding	500					
	Other services	2,000					
01-00-410-315	Contracted Services		8,321	7,856	8,457	8,400	9,000
	<i>Copier Leasing and Copies</i>						
	LEAF - 3 Copiers leased @ \$750/mo.	9,000					
01-00-410-325	Postage		1,326	1,110	1,080	1,200	1,200
	<i>Postage for police mailings.</i>						
01-00-410-327	Maintenance/Repair to Radio		586	42	1,111	1,500	1,500
	<i>Maint./Repairs to radio system.</i>						
01-00-410-328	Internet Service		1,332	1,259	1,253	1,320	1,320
	<i>Internet Service for police staff @ \$110mo.</i>						
01-00-410-330	Canine		126	177	32	0	0
	<i>Expenses associated with maintaining K-9.</i>						
01-00-410-340	Printing		1,591	1,015	1,124	1,750	1,750
	<i>Printing costs for police reports and hiring's.</i>						
01-00-410-374	Maintenance/Repair		8,385	8,716	16,115	14,000	14,000
	<i>Maintenance of vehicles and parts performed by borough.</i>						
01-00-410-451	Contract Maintenance		6,860	13,922	8,004	14,000	14,000
	<i>Contracted maintenance performed by third party.</i>						
01-00-410-530	Civil Service Commission		2,419	0	0	2,000	2,000
	<i>Use of the Civil Service Commission - hiring process.</i>						

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-410-000	Police	Detail	Actual	Actual	Actual	Budget	Budget
01-00-410-580	Seizure & Forfeiture Expense <i>Federally funded expenses</i>		0	0	0	0	0
01-00-410-740	Major Equipment <i>The purchase/Lease of major equipment.</i>		79,203	19,884	0	0	0
		-					
		-					
01-00-410-741	Computer Equipment/Support <i>Computer related purchases and IT support</i>		15,516	23,942	20,448	29,150	29,450
	ATS Speed Sign App Suite - Yearly Support	6,000					
	PC Refresh: Judy, Mark, Janis, Bobby, new LT	3,500					
	E - Ticketing Annual Subscription Fee	2,400					
	E - Ticketing Hardware Package	1,300					
	Informant Records Mgmt. System Support	8,000					
	LPR Data Line {Every Other Year}	-					
	VCS Scheduling Software Annual Support	1,750					
	Power DMS Policy Mgmt. Software Annual License	2,500					
	VCS Web - Annual Support	1,000					
	MCSAP printer	400					
	Evidence Flash drives (per IT)	100					
	Other	2,500					
01-00-410-745	Grant <i>Grant related reimbursable expenses.</i>		0	0	0	0	0
<b>Budget Total Police</b>			<b>\$4,545,954</b>	<b>\$4,591,942</b>	<b>\$4,787,931</b>	<b>\$5,203,142</b>	<b>\$5,185,058</b>
<b>Percentage Increase over 2019 Budget</b>							<b>-0.35%</b>

## **Department: Community Development - {Dept. No. 414}**

### Description and Responsibilities:

The Department of Community Development is responsible for the overall planning, land development and code enforcement functions of the Borough. Daily operation include zoning, subdivisions, plan review, managing day to day functions related to land development, permit issuance (building, sign, grading, etc.), inspections related to permits, and property maintenance. The Department provides administrative support to the Zoning Hearing Board and Planning Commission.

### 2019 Accomplishments

1. The Accela Project implementation was completed in December and the software is scheduled to “go live” in mid-January 2020.
2. A GPS system was purchased and will assist the department in locating and mapping stormwater facilities.
3. The department’s webpage was updated to include ordinance information, meeting information, and all the applications needed for permits, variances, subdivisions, etc.
4. A new employee was hired mid-year, as scheduled, and helped the department with permitting issues.
5. Worked with residents and businesses on permitting issues: 988 permits which included 43 new single-family homes. Revenue for the year totaled \$261,650.

### 2020 Budget Highlights

1. \$35,000 has been approved for the demolition of blighted and abandoned structures. This also includes asbestos surveys and any needed asbestos remediation.
2. Funds have been approved for further development of GIS / GPS software that will provide information to be shared across all departments.
3. The Borough renewed its contract with a third-party inspection agency for building inspection services.

Staffing Levels

	2016	2017	2018	2019	2020
No. of Full Time Employees	4	4	3	4	4
No. of Part Time Employees	2	2	0	0	0

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-414-000	Planning & Zoning	Detail	Actual	Actual	Actual	Budget	Budget
01-00-414-100	Salaries <i>4 full-time</i>		\$144,658	\$145,483	\$150,996	\$199,187	\$203,946
01-00-414-101	Stenographer - ZHB <i>Stenographer for Zoning Hearing Board meetings</i>		1,577	3,564	2,334	2,250	2,250
01-00-414-102	Sick Time Benefits <i>Administrative staff can be compensated at 100% of unused sick time if requested.</i>		0	0	0	644	824
01-00-414-103	Part-Time Help <i>Part-time employee in the Planning Department</i>		0	0	0	0	0
01-00-414-144	Overtime <i>Staff overtime</i>		3,216	1,808	3,175	2,500	2,500
01-00-414-154	Life Insurance/LTD <i>Life insurance and LTD for all full-time administrative staff. Mutual of Omaha</i>	1,740	1,412	1,111	1,466	2,012	1,994
01-00-414-155	Health & Hospitalization - Retirees <i>Medical insurance for all retired employees.</i>		5,345	4,152	0	0	0
01-00-414-156	Health & Hospitalization <i>Medical insurance for all full-time employees.</i>		54,979	55,251	57,677	78,895	75,151
01-00-414-157	Vision <i>Vision insurance for all full-time employees.</i>		476	442	418	584	584
01-00-414-160	Pension <i>The employer contribution is based on 10% of salaries/wages for all full-time administrative employees or \$150/wk. if represented.</i>		18,514	17,156	18,077	18,612	23,927
01-00-414-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages for all administrative staff.</i>		12,324	10,802	11,448	15,380	15,759
01-00-414-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		2,208	1,293	1,143	1,510	1,208
01-00-414-163	Worker's Compensation <i>Worker's compensation for administrative staff.</i>		908	683	454	2,364	363

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-414-000	Planning & Zoning	Detail	Actual	Actual	Actual	Budget	Budget
01-00-414-210	Office Supplies <i>Office supplies for administration.</i>		1,313	1,864	1,312	2,000	1,500
01-00-414-231	Vehicle Fuel - Gasoline <i>Fuel for planning vehicles</i>		2,886	3,350	3,358	3,595	2,663
01-00-414-260	Minor Equipment <i>The purchase of minor equipment less than \$5,000.</i>		17	0	0	500	500
01-00-414-275	Tires/Parts/Inspections/Towing <i>Tires, parts, inspections and towing for Planning vehicles</i>		1,944	1,759	1,389	2,370	2,670
	Parts	800					
	Inspections	270					
	Contracted Services	0					
	Tires	1,600					
01-00-414-300	Miscellaneous <i>Miscellaneous expenditures</i>		2,696	1,349	2,100	1,500	1,500
01-00-414-303	Refunds of Fees <i>Miscellaneous refund of fees received</i>		0	0	29,261	2,000	2,000
01-00-414-305	Economic Development <i>Miscellaneous economic development expenditures</i>		0	735	0	1,000	1,000
01-00-414-312	Traffic Impact Analysis <i>Traffic impact study.</i>		0	15,800	0	0	0
01-00-414-313	Consulting Engineering <i>General and Traffic engineering services.</i>		30,108	56,062	47,885	35,000	42,000
01-00-414-314	Legal Services <i>Legal fees for outside legal counsel.</i>		10,000	10,000	10,987	11,000	11,000
01-00-414-315	Contracted Services <i>Services provided by outside contractors.</i>		165,223	64,734	48,205	43,333	36,833
	Permitting Software	10,000					
	Codification	3,333					
	GPS - MS4 Storm Sewer Locator	12,000					
	Title Search	3,500					
	Asbestos Removal	3,000					
	Other	5,000					



**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-414-000	Planning & Zoning	Detail	Actual	Actual	Actual	Budget	Budget
01-00-414-316	Building Inspection Services <i>Services provided by outside contractor.</i>		0	57,693	66,194	62,500	85,000
01-00-414-317	Copier Contract <i>Copier Lease - Leaf (\$500/mo.)</i>	6,000	0	7,476	6,267	5,604	6,000
01-00-414-321	Telephone <i>Telephone expenses</i>		1,878	3,415	3,348	4,500	5,500
01-00-414-323	Internet <i>Internet Services</i>		555	525	522	600	700
01-00-414-325	Postage <i>Postage for mailings.</i>		1,291	1,040	1,062	1,800	1,500
01-00-414-340	Printing & Advertising <i>Printing and advertising legal notices for the Borough pertaining to the Planning and Zoning department.</i>		4,146	11,889	5,904	6,000	6,000
01-00-414-374	Vehicle Maintenance <i>Maintenance of vehicles performed by contractor.</i>		1,790	994	1,031	1,000	1,000
01-00-414-410	Demolition <i>Demolition of buildings and grass cutting.</i>		29,101	1,575	43,502	35,000	40,000
01-00-414-420	Dues & Tuition		681	645	1,639	6,385	6,385
	Accela User Group - Annual	2,000					
	International Code Council ICC - Dues	300					
	Miscellaneous Dues/Seminars	1,000					
	PennBOC Dues - Four Staff @ \$85/Yr.	85					
	UCC Recertification's	1,200					
	UCC Training/ICC Recertification's	1,800					
01-00-414-740	Major Equipment <i>The purchase/lease of major equipment.</i>		0	0	0	0	0

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
		Detail	Actual	Actual	Actual	Budget	Budget
<b>01-00-414-000</b>	<b>Planning &amp; Zoning</b>						
01-00-414-741	Computer Equipment/Support		3,964	22,770	3,258	18,175	31,540
	<i>Computer related purchases and IT support</i>						
	Accela Annual Support	18,140					
	GIS Maintenance	10,000					
	Laserfiche	1,500					
	PC Refresh: Sam Prokopik PC	900					
	Other	1,000					
	<b>Budget Total Planning &amp; Zoning</b>		<b>\$503,210</b>	<b>\$505,420</b>	<b>\$524,412</b>	<b>\$567,800</b>	<b>\$613,797</b>
			<b>Percentage Increase over 2019 Budget</b>				<b>8.10%</b>

**Department: Emergency Management - {Dept. No. 416}**

Description and Responsibilities:

Emergency Management is a comprehensive, integrated program of mitigation, preparedness, response and recovery, for emergencies/disasters of any kind. The Borough of Plum provides communication services for the Emergency Management Coordinator and Assistant Coordinator to assist them with coordinating activities during emergency situations.

2019 Accomplishments

1. Continued to enhance their preparedness for emergencies or disasters of any kind.

2020 Goals

1. Provide financial and personnel support for emergency management needs within the Borough of Plum and adjoining municipalities.

2020 Budget Highlights

1. Continue to support Emergency Management through subsidies for materials and supplies.

Staffing Levels

	2016	2017	2018	2019	2020
No. of Full Time Employees	0	0	0	0	0
No. of Part Time Employees	0	0	0	0	0

**Borough of Plum  
2020 Budget - General Fund**

		FY 16	FY 17	FY 18	FY 19	FY 20
01-00-416-000	Emergency Management	Actual	Actual	Actual	Budget	Budget
01-00-416-210	Materials and Supplies <i>Materials and supplies.</i>	\$ 11	\$ 179	\$ 131	\$ 400	\$ 2,400
01-00-416-321	Telephone <i>Telephone expenses</i>	0	0	0	0	0
<b>Budget Total Emergency Management</b>		<b>\$11</b>	<b>\$179</b>	<b>\$131</b>	<b>\$400</b>	<b>\$2,400</b>
<b>Percentage Increase over 2019 Budget</b>						<b>500.00%</b>

**Department: Sanitation - {Dept. No. 427}**

Description and Responsibilities:

Sanitation or refuse collection is subcontracted to Republic Services who provides garbage and recycling pick-up five days a week at the curb. Recyclable materials are to be placed in a special recycling container which is provided by Republic Services and can be obtained free of charge from the contractor.

2019 Accomplishments

1. Continued to work with Republic Services which is a private refuse collection company to provide efficient and friendly services to the residents of Plum borough.

2020 Goals

1. Maintain open communications with Republic Services to insure efficient and reliable sanitation collection services.

2020 Budget Highlights

1. Increased households by 40 from projected new housing construction.

Staffing Levels

	2016	2017	2018	2019	2020
No. of Full Time Employees	0	0	0	0	0
No. of Part Time Employees	0	0	0	0	0

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
		Detail	Actual	Actual	Actual	Budget	Budget
<b>01-00-427-000</b>	<b>Sanitation</b>						
01-00-427-366	Contracted Collection Services <i>Third party sanitation collection services</i>		\$1,722,319	\$1,889,349	\$1,920,295	\$1,960,859	\$1,997,214
01-00-427-850	Trash Containers		116,643	109,130	111,657	108,830	115,830
	Lease payment 4 of 5 and extra containers	108,830					
	Replacement Trash Containers	7,000					
	<b>Budget Total Sanitation</b>		<b>\$1,838,962</b>	<b>\$1,998,479</b>	<b>\$2,031,952</b>	<b>\$2,069,689</b>	<b>\$2,113,044</b>
<b>Percentage Increase over 2019 Budget</b>							<b>2.09%</b>

**Department: Public Works Administration - {Dept. No. 430}**

Description and Responsibilities:

Public Work Administration is responsible for the management and oversight of all Public Works operations including roadways, storm sewers, parks maintenance, vehicle maintenance and replacement, and facilities maintenance.

2019 Accomplishments

1. Continued to maintain communication with the public and other Borough departments to ensure timely responses to issues brought forward by other Borough staff and residents.
2. Reviewed and identified the most cost-effective suppliers and made sure we were receiving the most adequate services.
3. Created a filing system that will help with locating records needed for future inquiries.

2020 Goals

1. Improve on being better communicators with the public, as well as addressing issues as they arise.
2. Be more proactive rather than reactive when dealing with matters on an ongoing basis.
3. Enhance the in-house vehicle maintenance programs so our overall contracted expenditures remain as low as possible.

2020 Budget Highlights

1. Maintain funding levels for appropriate staffing and consulting needs.

Staffing Levels

	2016	2017	2018	2019	2020
No. of Full Time Employees	3	3	3	3	3
No. of Part Time Employees	0	0	0	0	0

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-430-000	Public Works Administration	Detail	Actual	Actual	Actual	Budget	Budget
01-00-430-100	Salaries <i>3 full-time employees</i>		\$185,309	\$189,556	\$197,171	\$204,758	\$211,682
01-00-430-102	Sick Time Benefits		0	0	0	0	0
01-00-430-130	Contracted Services <i>Maintenance/lease agreements on minor office equipment</i>		6,016	2,388	2,704	2,780	2,780
	LEAF - 1 Copier leases \$190/mo.	2,280					
	Other	500					
01-00-430-154	Life Insurance/LTD <i>Life insurance and LTD for all full-time administrative staff. Mutual of Omaha</i>		1,778	1,422	1,890	2,049	2,112
01-00-430-155	Health & Hospitalization - Retirees <i>Medical insurance for retired employees.</i>		0	0	0	0	0
01-00-430-156	Health & Hospitalization <i>Medical insurance for all full-time employees.</i>		54,832	55,136	57,588	56,808	56,844
01-00-430-157	Vision <i>Vision insurance for all full-time employees.</i>		427	418	418	438	438
01-00-430-160	Pension <i>The employer contribution is based on 10% of salaries/wages for all full-time administrative employees.</i>		18,439	18,936	19,688	20,476	21,168
01-00-430-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages for all administrative staff.</i>		13,762	14,142	14,717	15,665	16,194
01-00-430-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		1,613	1,375	1,143	906	906
01-00-430-163	Worker's Compensation <i>Worker's compensation for Public Works employees.</i>		52,411	52,793	61,279	67,014	69,477
01-00-430-200	Materials and Supplies <i>Materials and supplies for administration.</i>		135	700	47	750	750
01-00-430-210	Office Supplies <i>Office supplies for administration.</i>		927	738	311	1,200	1,000
01-00-430-231	Vehicle Fuel - Gasoline <i>Fuel for PW admin. vehicles</i>		5,901	6,981	8,261	9,314	6,654



**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20	
01-00-430-000	Public Works Administration	Detail	Actual	Actual	Actual	Budget	Budget	
01-00-430-260	Minor Equipment <i>The purchase of minor equipment less than \$5,000.</i>		0	0	0	0	0	
01-00-430-275	Tires/Parts/Inspections		1,937	3,661	3,074	5,820	8,320	
	Tires	1,600						
	Parts	2,500						
	Inspections	220						
	Contracted Services	4,000						
01-00-430-300	General Expenses		1,100	755	1,034	4,875	3,500	
	<i>Miscellaneous expenditures.</i>	3,500						
01-00-430-313	Engineering <i>General engineering services</i>		4,156	2,465	3,609	10,000	10,000	
01-00-430-321	Telephone <i>Telephone expenses</i>		3,341	3,996	4,280	4,500	4,400	
01-00-430-323	Internet <i>Internet expenses</i>		1,379	2,039	2,099	2,100	2,700	
01-00-430-325	Postage <i>Postage for administrative mailings.</i>		0	10	0	50	50	
01-00-430-420	Dues & Seminars <i>Professional memberships ,seminars, and tuitions</i>		663	957	606	1,825	1,325	
	APWA Dues	175						
	Recreation & Parks Society Dues	150						
	Various {Mechanics/Administration/Maintenance staffs}	1,000						
01-00-430-740	Major/Lease Equipment <i>Purchase/Lease Major Equipment</i>		7,441	7,440	7,441	0	0	
01-00-430-741	Computer Equipment/Support <i>Computer related purchases and IT support</i>		2,594	2,275	646	675	5,000	
	PC Refresh: N/a for 2020	-						
	POSS Software	5,000						
	<b>Budget Total Public Works Administration</b>		<b>\$364,161</b>	<b>\$368,183</b>	<b>\$388,006</b>	<b>\$412,003</b>	<b>\$425,300</b>	
			<b>Percentage Increase over 2019 Budget</b>					<b>3.23%</b>

## **Department: Public Works - {Dept. No. 431}**

### Description and Responsibilities:

The Borough provides maintenance services to over 120 miles of municipal roads. The Public Works Department is responsible for road and storm sewer system maintenance and repair. This includes but is not limited to pothole patching, crack sealing, berm repairs, roadside mowing, storm sewer maintenance and repairs, installation of new storm sewer systems, road paving maintenance of all Borough facilities and fleet maintenance. Snow and ice removal are another responsibility of the department and involves the salting and plowing of Borough streets, as well as state and county roads under contract with Allegheny County and Penn DOT.

### 2019 Accomplishments

1. Continued annual programs including asphalt repairs, right of way mowing, crack sealing, roadside vegetation control, and curbside leaf pickup.
2. Completed Short St. stormwater project.
3. Completed East Oakmont stormwater project phase 1
4. Repaired over 100 inlets and replaced several hundred feet of pipe prior to the start of the 2019 paving contract.
5. Completed the Holiday Park Rt. 286 stormwater project.
6. Tahoe Dr. emergency stormwater project engineered and completed.

### 2020 Goals

1. Continue asphalt repairs, right of way mowing, roadside vegetation control and the curbside leaf pickup program.
2. Start the East Oakmont stormwater project phase 2, put out for bids.
3. Start inlet repairs and pipe replacement prior to the 2020 paving project.
4. Complete engineering for Holiday Park area stormwater project and put out for bid phase 1.
5. Increase staffing levels. As the Borough continues to grow it puts an increasing demand on this department for services.

### 2020 Budget Highlights

1. Maintain the highest level of service to the residents of Plum Borough.
2. Continue with the aggressive paving program.
3. Various stormwater projects.

Staffing Levels

	2016	2017	2018	2019	2020
No. of Full Time Employees	16	21	19	19	19
No. of Part Time Employees	0	0	0	0	0

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-431-000	Public Works	Detail	Actual	Actual	Actual	Budget	Budget
01-00-431-100	Salaries - Highway <i>19 full-time employees</i>		\$394,888	\$507,191	\$607,011	\$587,192	\$558,061
01-00-431-102	Sick Time Benefits <i>All unused sick days can be sold back at one hundred percent (100%) of employee regular rate of pay.</i>		0	0	0	11,614	8,820
01-00-431-103	Overtime <i>Overtime worked by public works employees covered under the CBA.</i>		52,794	20,248	29,772	42,721	33,141
01-00-431-154	Life Insurance/LTD <i>Life insurance and LTD for all full-time PW employees. Mutual of Omaha</i>		3,337	2,982	4,798	4,937	4,707
01-00-431-155	Health & Hospitalization - Retirees <i>Medical insurance for all full-time employees.</i>		27,856	22,340	10,126	17,399	17,856
01-00-431-156	Health & Hospitalization <i>Medical insurance for all full-time employees.</i>		94,415	95,941	166,247	153,518	147,855
01-00-431-157	Dental and Vision <i>Dental and vision insurance for all full-time employees.</i>		7,726	9,478	10,576	8,206	7,829
01-00-431-160	Pension <i>The employer contribution is based on CBA for all full-time employees or \$194/wk.</i>		54,054	75,382	80,651	93,676	94,833
01-00-431-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages.</i>		31,819	37,712	46,820	49,082	45,981
01-00-431-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		4,958	3,939	221	3,167	2,777
01-00-431-200	Materials and Supplies <i>Materials and supplies for public works.</i>		5,846	4,365	4,594	4,500	4,500
01-00-431-237	Radio System <i>Communication system expenses.</i>		6,810	8,464	8,144	1,000	0
01-00-431-238	Uniform Supplies <i>Uniform costs.</i>		12,702	16,827	16,378	14,000	16,500
01-00-431-240	Safety Equipment and Supplies <i>Safety related items.</i>		6,546	7,137	7,463	5,000	7,500

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-431-000	Public Works	Detail	Actual	Actual	Actual	Budget	Budget
01-00-431-244	Storm Sewers and Drains <i>Repairs to storm sewers and drains.</i>		0	0	0	0	0
01-00-431-245	Maintenance/Repair Streets <i>Maintenance/repairs of borough streets.</i>		0	0	0	0	0
01-00-431-260	Small Tools - Infrastructure <i>Purchase of miscellaneous small tools.</i>		3,792	2,215	4,963	4,000	4,000
01-00-431-261	Minor Equipment <i>Minor equipment purchases under \$5,000.</i>		3,900	2,520	3,715	5,000	5,000
01-00-431-262	Small Tools - Buildings/Grounds <i>Purchase of miscellaneous small tools.</i>		0	258	870	3,500	4,500
01-00-431-321	Telephone/GPS <i>Telephone and GPS expenses</i>		8,400	14,965	15,309	21,000	21,000
01-00-431-384	Contracted Services - General <i>Outside contracted services.</i>		5,058	9,416	6,518	5,200	5,200
	PA One Call	1,200					
	Random Drug Testing	2,000					
	Other	2,000					
01-00-431-385	Rent of Machinery and Equipment <i>Rental of Public Works equipment.</i>		15,565	13,820	10,351	17,000	17,000
	Equipment Rental - General	4,000					
	Crack Sealing	5,000					
	Street Sweeping	8,000					
01-00-431-386	Right of Way Trimming <i>Trimming of Borough right of ways.</i>		275	0	0	5,000	10,000
01-00-431-387	Roadside Vegetation Control <i>Vegetation control for guiderrails</i>		2,921	0	0	5,000	5,000
01-00-431-388	Crack Sealing <i>Roadway crack sealing.</i>		7,538	5,770	5,968	6,000	6,000

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
		Detail	Actual	Actual	Actual	Budget	Budget
<b>01-00-431-000</b>	<b>Public Works</b>						
01-00-431-740	Major/Lease Equipment <i>Purchase/Lease Major Equipment</i>		114,044	105,487	88,209	0	0
	<b>Budget Total Public Works</b>		<b>\$865,244</b>	<b>\$966,457</b>	<b>\$1,128,704</b>	<b>\$1,067,712</b>	<b>\$1,028,060</b>
<b>Percentage Increase over 2019 Budget</b>							<b>-3.71%</b>

## **Department: Winter Maintenance Snow Removal - {Dept. No. 432}**

### Description and Responsibilities:

The Borough established a cost center to track expenditures for snow removal products along with parts and equipment for snow removal equipment. Standard salt application and abrasives are utilized to ensure that all primary and secondary roadways are passable and in a safe condition for vehicular traffic.

### 2019 Accomplishments

1. Provided an efficient and effective winter maintenance service.
2. Researched and utilized new equipment and technology such as the replacement of steel tire chains with titanium composition chains. These products have a life of 2 to 3 times that of steel chains.
3. Implemented the previously developed Snow and Ice Control Plan.
4. Updated all snow routes to coincide with the two-shift operation according to the collective bargaining agreement.

### 2020 Goals

1. Review and adjust winter storm tactics, including the continued utilization of anti-skid materials, personnel scheduling, and pro-active storm system monitoring.
2. Continue to purchase updated snow removal equipment.
3. Pro-actively assure adequate supplies of salt and anti-skid materials throughout the winter season.

### 2020 Budget Highlights

1. Purchase of snow removal materials and equipment to properly maintain Borough roadways.

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-432-000	Winter Maintenance - Snow Removal	Detail	Actual	Actual	Actual	Budget	Budget
01-00-432-245	Snow Removal		\$ 113,019	\$ 211,826	\$ 312,092	\$ 316,950	\$ 370,806
	<i>For bulk salt and anti-skid purchases</i>						
	Salt - 4,500 Tons @ \$82.24/Ton	361,856					
	Anti Skid - 500 Tons 3B @ \$17.90/Ton	8,950					
01-00-432-250	Snow Removal Parts/Equipment		19,386	9,843	11,881	20,000	15,000
	<i>Vehicle equipment repair related to winter maintenance.</i>						
01-00-432-300	Miscellaneous Snow Removal Repairs		780	1,570	2,877	3,000	3,000
	Damages to private property resulting from winter snow removal						
	<b>Budget Total Winter Maintenance Snow Removal</b>		<b>\$133,185</b>	<b>\$223,239</b>	<b>\$326,850</b>	<b>\$339,950</b>	<b>\$388,806</b>
			<b>Percentage Increase over 2019 Budget</b>				<b>14.37%</b>



## **Department: Traffic Control and Street Lighting - {Dept. No. 434}**

### Description and Responsibilities:

The Borough provides funds to cover the expenses of street lighting throughout the Borough to assist traffic movements at night and provide safety for pedestrians. The Borough locates street lighting at intersections and other dangerous areas as determined by Borough Council. Expenditures are for maintenance and repair, along with electricity.

### 2019 Accomplishments

1. Efficiently replaced nonfunctioning street lighting equipment, and traffic control devices.
2. Continued the program of repairing and replacing traffic control and street signs with compliance with PADOT and MUTCD requirements.
3. Completed pavement marking for major intersections and school zones.
4. Completed a line painting program via a SHACOG contracted service.
5. Installed signs on all stop signs at intersections where traffic in all directions do not stop in order to comply with new Penn DOT requirements.

### 2020 Goals

1. Maintain the high level of quick response time in repairing street lighting and traffic control devices.
2. Continue guiderail replacement, street and traffic sign upgrades, line painting, and pavement marking programs.

### 2020 Budget Highlights

1. Provide funding for continuation of above-mentioned programs.

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-434-000	Traffic Control Devices	Detail	Actual	Actual	Actual	Budget	Budget
01-00-434-245	Traffic Control Devices <i>Traffic control devices consist of parts, materials and outside contracts to maintain traffic signals including electricity.</i>		23,953	10,677	25,931	28,000	27,800
	Electricity for Intersection Lights	10,800					
	Intersection Light Repairs	16,000					
	Other	1,000					
01-00-434-246	Signage <i>Traffic control signage on Borough roadways.</i>		13,256	12,436	7,296	15,000	15,000
01-00-434-247	Intersection Line and Arrow Painting <i>Traffic control line and arrow painting on Borough roadways.</i>		15,670	11,188	-	17,000	17,000
01-00-434-248	Street Line Painting <i>Traffic control street line painting on Borough roadways.</i>		14,110	13,642	-	17,000	17,000
01-00-434-249	School Zone Lights and Crosswalks <i>Traffic control for school zones.</i>		1,581	791	476	1,600	1,600
01-00-434-361	Street Light Electricity <i>Electricity for borough's street lights.</i>		273,680	276,032	281,565	279,600	279,900
	<b>Budget Total Traffic Control</b>		<b>\$342,250</b>	<b>\$324,766</b>	<b>\$315,268</b>	<b>\$358,200</b>	<b>\$358,300</b>
			<b>Percentage Increase over 2019 Budget</b>				<b>0.03%</b>

## **Department: Public Works Maintenance - {Dept. No. 439}**

### Description and Responsibilities:

The Borough provides the service of three full-time mechanics to provide the necessary maintenance and repairs on all Borough vehicles and equipment. A program of routine maintenance as well as limited repair is undertaken as well as contracting with large-service providers for major repair jobs.

### 2019 Accomplishments

1. Continue the maintenance process on all vehicles and equipment. This allowed for less breakdowns and a cost savings when compared to previous budget years.
2. Purchased some additional equipment to make the job more efficient for the mechanics.
3. The mechanics saved the borough money by performing more work in-house.

### 2020 Goals

1. Create a policy and procedures manual for the department.
2. Enhance personnel skill levels through training.
3. Research for ways to be more efficient in maintaining and repairing vehicles and equipment.
4. Maintain our fleet turnover manual.
5. Continue with the amount of in-house work that is being performed.

### 2020 Budget Highlights

1. Maintain funding levels for all aspects of the fleet maintenance due to additional maintenance responsibilities. In addition to community growth, and the increase in the number and type of repairs for police and public works fleets.

Staffing Levels

	2016	2017	2018	2019	2020
No. of Full Time Employees	2	2	2	2	2
No. of Part Time Employees	0	0	0	0	0

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-439-000	Public Works Maintenance	Detail	Actual	Actual	Actual	Budget	Budget
01-00-439-100	Salaries - Maintenance <i>2 full-time employees</i>		\$153,231	\$87,837	\$97,130	\$112,340	\$122,554
01-00-439-102	Sick Time Benefits <i>All unused sick days can be sold back at one hundred percent (100%) of employee regular rate of pay.</i>		0	0	0	0	942
01-00-439-103	Overtime <i>Overtime worked by public works employees covered under the CBA.</i>		5,071	1,823	1,900	4,340	3,472
01-00-439-130	Contract Maintenance Support <i>Maintenance support</i>		0	0	0	4,600	4,600
	Three Rivers Power Fluid - Lift Maintenance and Inspections	2,500					
	Other	2,100					
01-00-439-154	Life Insurance/LTD <i>Life insurance and LTD for all full-time mechanics. Mutual of Omaha</i>		873	436	688	846	894
01-00-439-156	Health & Hospitalization <i>Medical insurance for all full-time employees.</i>		34,810	42,278	21,991	25,609	25,369
01-00-439-157	Dental and Vision <i>Dental and vision insurance for all full-time employees.</i>		1,560	1,235	1,208	1,610	1,633
01-00-439-160	Pension <i>The employer contribution is based on CBA for all full-time employees or \$194/wk.</i>		16,286	12,376	11,676	19,502	20,674
01-00-439-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages.</i>		11,589	6,951	7,357	8,926	9,641
01-00-439-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		1,075	1,822	762	604	604
01-00-439-250	Vehicle Parts <i>Vehicle parts for borough's fleet.</i>		27,539	28,144	28,526	36,000	31,000

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20	
01-00-439-000	Public Works Maintenance	Detail	Actual	Actual	Actual	Budget	Budget	
01-00-439-251	Equipment Parts <i>Parts for the borough's miscellaneous equipment.</i>		30,378	24,380	29,642	31,000	28,000	
01-00-439-260	Small Tools <i>Purchase of miscellaneous small tools.</i>		5,536	4,569	2,907	5,200	5,200	
	Employee Tool Allowance @ \$600/each	1,200						
	Other	4,000						
01-00-439-300	General Expenses <i>Miscellaneous expenditures.</i>		8,587	10,118	10,197	11,000	11,000	
01-00-439-321	Internet <i>Internet expenses</i>		239	251	174	300	260	
01-00-439-330	Fuel <i>Fuel for Public Works vehicles.</i>		67,458	75,754	96,637	118,746	106,927	
01-00-439-331	Lubricants <i>Lubricants for borough vehicles.</i>		5,814	8,034	5,064	12,650	12,650	
01-00-439-375	Tires <i>Tires for borough vehicles and equipment</i>		29,708	33,760	32,989	40,000	42,000	
	Vehicles	30,000						
	Equipment	12,000						
01-00-439-384	Contracted Maintenance Repairs <i>Outside contracted services vehicles and equipment</i>		57,368	47,322	11,833	25,000	22,000	
	Vehicles	18,000						
	Equipment	4,000						
	<b>Budget Total Public Works Maintenance</b>		<b>\$457,122</b>	<b>\$387,090</b>	<b>\$360,681</b>	<b>\$458,273</b>	<b>\$449,420</b>	
			<b>Percentage Increase over 2019 Budget</b>					<b>-1.93%</b>

## **Department: Recreation - {Dept. No. 452}**

### Description and Responsibilities:

The Borough is responsible for the maintenance and improvements to Larry Mills Park, Renton Community Park, Plum Athletic Complex and Logan Ferry Community Park. Responsibilities include grass cutting, playgrounds, ball fields, restrooms, and miscellaneous park maintenance.

### 2019 Accomplishments

1. Installed new dugouts and backstops at Plum Creek Park.
2. Plum Soccer Tournament, Summerfest, Octoberfest, Christmas at Plum Creek to name a few of the events that were held.
3. Installed new asphalt areas near the bleachers at Plum Creek park.
4. Maintained a great turf program throughout all the fields.
5. Annual kid's trout fishing program.
6. Installed a new ADA walkway with new walls and landscaping at Larry Mills Park.

### 2020 Goals

1. Repair and paint pavilions at the Plum Sports Complex.
2. Move forward with our turf program and continue building better facilities for our children.
3. Build our recreation department.
4. Coordinate to have a borough sponsored softball tournament at Plum Creek Park and Renton Field.
5. Laser grade and install infield mix at Renton Ballfield.
6. Repair the walking path around the Plum midget football/Lacrosse field.
7. Assisting Holiday Park Elementary with their PTA Color Run.
8. Install more poured in place at Larry Mills Playground
9. Repair the bocce court at Larry Mills Park.
10. Complete daily walkthroughs of all park fields and facilities.
11. Fence repairs at Renton Ballfield and Plum Creek park.

## 2020 Budget Highlights

1. Funding for improved playing surfaces at all athletic fields
  2. Funding for regular maintenance at all Borough parks.
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**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-452-000	Recreation	Detail	Actual	Actual	Actual	Budget	Budget
01-00-452-100	Salaries - Parks & Recreation <i>Allocated FT public works &amp; 1 Admin. employees wages</i>		\$175,039	\$159,530	\$205,052	\$227,800	\$214,885
01-00-452-102	Sick Time Benefits <i>All unused sick days can be sold back at one hundred percent (100%) of employee regular rate of pay.</i>		0	0	0	0	0
01-00-452-103	Overtime <i>Overtime worked by public works employees covered under the CBA.</i>		0	0	0	2,000	2,000
01-00-452-115	Part Time Summer Help <i>Six (6) Summer laborers</i>		35,328	33,907	13,835	31,680	31,680
01-00-452-154	Life Insurance/LTD <i>Life insurance and LTD for full-time employees. Mutual of Omaha</i>		1,216	995	1,501	1,688	1,637
01-00-452-156	Health & Hospitalization <i>Medical insurance for full-time employees.</i>		50,948	44,728	63,376	62,252	67,477
01-00-452-157	Dental and Vision <i>Dental and vision insurance for full-time employees.</i>		2,486	2,160	2,847	3,192	2,816
01-00-452-160	Pension <i>The employer contribution is based on CBA for all full-time employees or \$194/wk.</i>		25,547	23,648	33,136	37,074	33,439
01-00-452-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages .</i>		16,093	14,797	16,745	19,850	18,862
01-00-452-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		2,746	3,292	4,547	2,103	2,234
01-00-452-163	Worker's Compensation <i>Worker's Compensation for Admin. Staff</i>		0	0	0	0	25
01-00-452-211	General Expenses - Parks <i>Miscellaneous supplies for borough owned parks.</i>		-	3,067	5,429	15,000	10,000

**Borough of Plum  
2020 Budget - General Fund**

		<b>FY 20</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
<b>01-00-452-000</b>	<b>Recreation</b>	<b>Detail</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
01-00-452-212	Small Tools - Parks <i>Small tool specifically for borough owned parks.</i>		-	2,840	2,941	4,000	4,000
01-00-452-215	General Expenses - Larry Mills Park <i>Material and supplies, facility repairs, restroom maintenance, and major upgrade/repairs to borough owned parks.</i>		22,514	21,038	31,036	23,375	22,000
	Playground materials		-				
	Miscellaneous		8,000				
	SOD replacement on fields		-				
	Turf Program		14,000				
01-00-452-216	General Expenses - Renton Park <i>Material and supplies, facility repairs, restroom maintenance, and major upgrade/repairs to borough owned parks.</i>		1,003	1,173	1,599	1,500	1,500
	Miscellaneous		1,500				
01-00-452-217	General Expenses - Renton Ball Field <i>Material and supplies, facility repairs, restroom maintenance, and major upgrade/repairs to borough owned parks.</i>		569	6,885	1,748	5,500	11,300
	Infield Mix		2,800				
	Fence Repairs		3,000				
	Miscellaneous		4,000				
	Turf Program		1,500				
01-00-452-218	General Expenses - Borough Baseball Fields <i>Material and supplies, facility repairs, restroom maintenance, and major upgrade/repairs to borough owned baseball fields.</i>		38,097	16,629	25,816	20,875	19,500
	Infield Mix		8,000				
	Fence Repairs		2,000				
	Utilities		1,500				
	Miscellaneous		3,000				
	Turf Program		5,000				

**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-452-000	Recreation	Detail	Actual	Actual	Actual	Budget	Budget
01-00-452-219	General Expenses - Logan Ferry Park <i>Material and supplies, facility repairs, restroom maintenance, and major upgrade/repairs to borough owned parks.</i>		1,300	976	2,537	3,000	1,000
	Miscellaneous	1,000					
	Playground Equipment	-					
01-00-452-220	General Expenses - Borough Football Field <i>Material and supplies, facility repairs, restroom maintenance, and major upgrade/repairs to borough owned parks.</i>		8,755	3,089	5,473	6,875	5,000
	Turf Program	2,000					
	Fencing Repairs	-					
	Track Repairs	1,500					
	Miscellaneous	1,500					
01-00-452-321	Communication Services <i>Internet service for security cameras.</i>		1,290	1,318	1,301	1,300	1,300
01-00-452-361	Electricity <i>Electricity costs at borough owned parks.</i>		8,981	8,518	8,309	9,000	9,000
01-00-452-451	Contracted Services - Recreation <i>Contracted services performed at borough parks.</i>		0	0	0	0	0
01-00-452-454	Contracted Services - Larry Mills Park <i>Contracted services performed at the Larry Mills Park.</i>		6,699	14,971	20,854	4,000	4,000
	Miscellaneous	4,000					
01-00-452-455	Contracted Services - Renton Park <i>Contracted services performed at Renton Park.</i>		0	0	776	1,500	1,500
	Miscellaneous	1,500					
01-00-452-456	Contracted Services - Renton Ball Field <i>Contracted services performed at Renton Ball Field.</i>		740	1,720	1,156	4,000	3,000
	Miscellaneous	3,000					

**Borough of Plum  
2020 Budget - General Fund**

		<b>FY 20</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	
<b>01-00-452-000</b>	<b>Recreation</b>	<b>Detail</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	
01-00-452-457	Contracted Services - Borough Baseball Fields		16,635	20,302	11,672	18,500	18,500	
	<i>Contracted services performed at Borough Baseball Fields.</i>							
	Fence/Gate Repairs	5,000						
	Port-a-John Rental	3,000						
	In-Field Repairs	5,000						
	Miscellaneous	5,500						
01-00-452-458	Contracted Services - Logans Ferry Park		0	0	0	1,500	1,500	
	<i>Contracted services performed at Logan Ferry Park.</i>							
	Basketball Court Painting	-						
	Miscellaneous	1,500						
01-00-452-459	Contracted Services - Borough Football Fields		2,790	835	390	2,000	2,000	
	<i>Contracted services performed at Borough Football Fields</i>							
	Miscellaneous	2,000						
01-00-452-740	Purchase/Lease Major Equipment		0	0	0	0	0	
	<i>Purchase/Lease Major Equipment</i>							
	<b>Budget Total Recreation</b>		<b>\$418,776</b>	<b>\$386,418</b>	<b>\$462,076</b>	<b>\$509,564</b>	<b>\$490,155</b>	
			<b>Percentage Increase over 2019 Budget</b>					<b>-3.81%</b>

## **Department: Community Support - {Dept. No. 458}**

### Description and Responsibilities:

The Borough provides subsidies to the Community Center, Community Library and Community Days. The Community Center and Library operate as independent organizations, which are governed by a Board of Directors.

Plum Borough Community Library - The library occupies a 10,000+ square foot building which includes resources and seating for adults, young adults, a separate children's room and community meeting room. The library houses over 40,000 items, including print material, audio books, periodicals, and movies, as well as access to public computers. Their mission is to provide the residents of Plum Borough with free and equal access to all library materials and services.

Plum Borough Community Center – The Community Center was established in 1980 to serve the seniors in the Plum community. The Center is the only place to go for all social service information and currently serves about 100 seniors per day. Services include information and referral, benefits counseling, hot lunches or home delivered meals, education, wellness, fitness and recreational programs.

Plum Community Days – The Plum Community Festival is a free fun-filled time with live entertainment, fireworks, food, games and attracts over 11,000 attendees from Plum, Penn Hills and the Monroeville areas.

### 2019 Accomplishments

1. Community Center
  - a. Achieved 100% success in Allegheny County's Tier II participation goals.
  - b. The Community Center offered Saturday morning fitness classes.
  - c. The Center improved their newsletter and rebranded with a new logo.
2. Community Library
  - a. Updated non-fiction books in both the children's and adult sections to provide timely and relevant information.
  - b. Achieved Silver Star status with the PA Forward Star Library Program.
  - c. Continued collaboration with the schools and with Plum Community Center to provide partnerships in programming to serve multiple populations.
  - d. Continued to be a relevant venue for educational, recreational, and social activities in the community.
3. Community Activities
  - a. SummerFest (formerly Plum Community Festival) is a three-day event filled with fun, food and entertainment.

- b. Aided both pre and post event. This included preparing the park grounds with mowing, electrical and plumbing repairs; access road and parking areas maintenance; installing safety fencing; sanitation supplies; and tent set-up.
- c. Other events include Trout Fishing, Summer Movies in the Park, FallFest, Christmas at Plum Creek

### 2020 Goals

1. Community Center
  - a. Develop a comprehensive volunteer recruitment and engagement plan.
  - b. Outreach and partner with Plum School District to offer meaningful community service opportunities.
  - c. Conduct an Advisory Board retreat that includes Plum resident's participation that focuses on new program development and develop a better understanding of what future older adults will desire in the center.
  - d. Continue to work to increase partnerships and collaboration in the community to host at least four new programs that engage participants in key target areas: seniors, young boomers, and young families.
2. Community Library
  - a. Provide more programs for young individuals from grades five and up.
  - b. Achieve Silver Star status with the PA Forward Star Library Program.
  - c. Continue collaboration with the schools and with Plum Community Center to provide partnerships in programming to serve multiple populations.
3. Community Activities
  - a. To continue to bring the community together, and fill both stages with a variety of entertainment to attract young and old.

### 2020 Budget Highlights

1. The Community Center is budgeting for a 5.5% decrease in expenditures, 9.1% decrease in revenues, and a deficit of (\$17,238) is projected.
2. Minimal changes occurred with the 2020 Library budget when compared to 2019. Funding to the library remains consistent with the 2019 amount of \$95,620.
3. Borough contributions towards Community Activities for 2020 are budgeted at \$61,500, which represent an increase of \$35,000.

**Borough of Plum  
2020 Budget - General Fund**

		<b>FY 20</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
<b>01-00-458-000</b>	<b>Community Support</b>	<b>Detail</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
01-00-458-311	Auditing Community Center <i>Annual required independent audit</i>		\$0	\$3,606	\$2,908	\$7,000	\$5,500
01-00-458-321	Telephone <i>Telephone expenses at Community Center</i>		1,855	2,133	2,170	1,900	2,500
01-00-458-323	Internet <i>Internet expenses at Community Center</i>		1,069	1,359	1,382	1,400	1,600
01-00-458-540	Community Center Stipend <i>Borough contributions made to the Community Center.</i>		50,000	50,000	60,000	70,000	70,000
01-00-458-541	Community Center Bldg. Maintenance <i>Maintenance costs at the Community Center.</i>		9,754	13,201	15,550	8,125	7,750
	HVAC	2,000					
	Landscaping	2,500					
	Abco Fire Maintenance	600					
	Insect Control	250					
	Miscellaneous	2,400					
01-00-458-543	Library <i>Borough contributions made to the community library.</i>		95,620	95,620	95,620	95,620	95,620
01-00-458-544	Community Activities <i>Borough contributions made to community activities.</i>		22,143	24,406	25,369	26,500	61,500
	Summerfest Fireworks	10,000					
	Summerfest Electrical	11,200					
	Summerfest Other	4,000					
	Trout Stocking	2,300					
	Fallfest	4,000					
	Fallfest Electrical	2,000					
	Winterfest	8,000					
	Winterfest Electrical	6,000					
	Movies	4,000					
	Marketing Items	5,000					
	Miscellaneous	5,000					

**Borough of Plum  
2020 Budget - General Fund**

		<b>FY 20</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	
<b>01-00-458-000</b>	<b>Community Support</b>	<b>Detail</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	
01-00-458-545	Other Community Support							
	<i>Other Borough contributions towards community.</i>		0	15,515	67,390	5,000	7,000	
	Soccer Tournament	5,000						
	Other	2,000						
	<b>Budget Total Community Support</b>		<b>\$180,441</b>	<b>\$205,840</b>	<b>\$270,389</b>	<b>\$215,545</b>	<b>\$251,470</b>	
			<b>Percentage Increase over 2019 Budget</b>					<b>16.67%</b>



**Borough of Plum  
2020 Budget - General Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
01-00-492-000	Transfers	Detail	Actual	Actual	Actual	Budget	Budget
01-00-492-300	Transfer To Fire Fund <i>Transfer from the General Fund to maintain a positive fund balance in the Fire Fund.</i>		\$ -	\$ -	\$ -	\$ -	\$ -
01-00-492-301	Transfer To Debt Service Fund <i>Transfer from the General Fund to the Debt Service Fund.</i>		15,000	0	0	0	0
01-00-492-302	Transfer To Street Improvement Fund <i>Transfer from the General Fund to the Street Improvement Fund.</i>		0	0	0	0	0
01-00-492-303	Transfer To Capital Improvement Fund <i>Transfer from the General Fund to the Capital Improvement Fund.</i>		450,000	0	300,000	0	0
	<b>Budget Total Traffic Control</b>		<b>\$465,000</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>
			<b>Percentage Increase over 2019 Budget</b>				<b>0.00%</b>

*Borough of Plum*  
*2020*

*Other Funds*

*Budgets*



## **Fire Fund**

### Description and Responsibilities:

The Fire Fund receives 8.117% of the 4.78 mills of real estate tax collections to support various volunteer fire companies within the Borough of Plum. The fund provides financial resources for fuel, tires, accident insurance, worker's compensation, hydrant and water service, and debt payments associated with the purchase of major equipment.

### 2019 Accomplishments

1. The Borough funded fire truck loans for three of four volunteer fire companies.
  - a. Paid interest expense pertaining to VFD loans and bond in the amount of \$55,119.
  - b. Paid principal payments pertaining to VFD loans and bond in the amount of \$190,286.

### 2020 Goals

1. Timely payment of monthly Volunteer Fire Department subsidies.
2. Develop a plan to maintain fund balance for the long term.
3. Provide VFD's with updated fund projections to assist them with planning for apparatus replacements.

### 2020 Budget Highlights

1. Loan and bond interest expense in the amount of \$50,332.
2. Loan and bond principal payments in the amount of \$165,553.
3. Provide VFD subsidy payments totaling 165,500.

## 2020 Budget - Fire Protection Fund

03-00-411-00		FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Budget
Account No.	Description					
	Prior Year Carryforward	\$ 113,042	\$ 146,710	\$ 244,816	\$ 296,573	\$ 296,731
03-00-301-100	Current Year Real Estate	490,948	556,377	562,633	555,805	572,155
03-00-301-200	Prior Years Real Estate	11,197	7,196	13,968	25,193	10,958
03-00-301-300	Delinquent Years Real Estate	10,471	9,894	8,643	6,566	8,929
03-00-301-400	Penalty and Interest Real Estate	5,296	4,705	5,031	6,331	5,276
03-00-340-100	Interest	-	-	-	-	-
03-00-355-080	Other Contribution	15,000	15,000	15,000	15,000	15,000
03-00-355-070	Foreign Fire Insurance	154,440	141,172	129,116	139,918	140,000
03-00-392-010	Transfer From General Fund	-	-	-	-	-
	<b>Available Funds</b>	<b>\$ 800,394</b>	<b>\$ 881,054</b>	<b>\$ 979,207</b>	<b>\$ 1,045,386</b>	<b>\$ 1,049,049</b>
03-00-411-133	Insurance <i>Vehicle insurance reimbursements.</i>	\$ -	\$ 7,583	\$ 4,212	\$ 6,000	\$ 9,239
03-00-411-232	Fuel <i>Fuel for all fire department vehicles.</i>	5,427	5,690	4,917	5,000	6,000
03-00-411-251	Tires <i>Tires for fire department vehicles.</i>	3,564	11,117	5,458	10,000	11,125
03-00-411-300	Miscellaneous	-	13,799	690	500	1,000
03-00-411-310	Training	-	-	-	-	-
03-00-411-320	Property Tax Refund	1,163	572	610	1,600	1,218
03-00-411-330	Transfer to Debt Service Fund	15,000	15,000	15,000	15,000	15,000
03-00-411-352	Accident Insurance <i>Fire department insurance.</i>	34,177	34,177	34,328	34,328	35,000
03-00-411-354	Workers Compensation <i>Workers compensation for fire department volunteers</i>	48,702	43,782	43,386	56,000	56,451
03-00-411-363	Hydrant and Water Service	71,109	70,421	69,429	69,400	69,400
03-00-411-520	Loan Principal Payment <i>Loans for the purchase of fire department vehicles.</i>	106,097	82,740	138,794	165,290	140,553

## 2020 Budget - Fire Protection Fund

03-00-411-00		FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Budget
<b>Account No.</b>	<b>Description</b>					
03-00-411-521	General Obligation Bond Principal - Series 2013 <i>Principal payment on 2013 Bonds</i>	25,000	-	-	-	-
03-00-411-522	General Obligation Bond Principal - Series 2016 <i>Principal payment on 2016 Bonds</i>	-	25,000	25,000	25,000	25,000
03-00-411-540	Municipal Contribution <i>General contributions to fire departments.</i>	165,500	165,500	165,500	165,500	165,500
03-00-411-541	Foreign Fire Insurance <i>Fire department insurance.</i>	154,440	141,172	129,116	139,918	140,000
03-00-411-740	Major Equipment <i>Purchase of fire department equipment.</i>	-	-	-	-	-
03-00-411-742	Interest Expense Loans <i>Loans for the purchase of fire department vehicles.</i>	12,167	8,848	35,825	45,188	40,994
03-00-411-743	General Obligation Bond Interest - Series 2013 <i>Interest payments on 2013 Bonds</i>	5,794	-	-	-	-
03-00-411-744	General Obligation Bond Interest - Series 2016 <i>Interest payments on 2016 Bonds</i>	5,544	10,837	10,369	9,931	9,338
	<b>Expenditures</b>	<b>\$ 653,684</b>	<b>\$ 636,238</b>	<b>\$ 682,634</b>	<b>\$ 748,655</b>	<b>\$ 725,818</b>
	<b>Annual Surplus/(Deficit)</b>	<b>\$ 33,668</b>	<b>\$ 98,106</b>	<b>\$ 51,757</b>	<b>\$ 158</b>	<b>\$ 26,500</b>
	<b>Fund Balance</b>	<b>\$ 146,710</b>	<b>\$ 244,816</b>	<b>\$ 296,573</b>	<b>\$ 296,731</b>	<b>\$ 323,231</b>

## **Street Improvement Fund**

### Description and Responsibilities:

The Street Improvement Fund receives 10.23% of the 4.78 mills of real estate tax collections to support various street improvements within the Borough of Plum. The fund potentially provides financial resources for road construction, guide rail replacement, or winter maintenance products.

### 2019 Accomplishments

1. The timely payment of bond obligations.
2. Funded road construction totaling \$245,000 and paved approximately eight miles of roads.

### 2020 Goals

1. Continue to improve the roads through selected paving of the most deteriorated roadways.
2. Fund the timely payments associated with the Borough's outstanding bonds.

### 2020 Budget Highlights

1. Maintain fund balance of approximately \$228,000.
  2. Allocated \$300,000 for new paving projects associated with Borough owned streets.
-

**Borough of Plum  
2020 Budget - Street Improvement Fund**

		<b>FY 20</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
		<b>Detail</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>
<b>04-00-000-00</b>							
<b>Account No.</b>	<b>Description</b>						
	Prior Year Carryforward	\$	428,159	\$ 215,860	\$ 262,362	\$ 430,977	\$ 453,561
04-00-301-100	Current Year Real Estate		836,055	1,020,973	931,956	872,425	721,097
04-00-301-200	Prior Years Real Estate		19,048	13,205	23,221	39,544	13,811
04-00-301-300	Delinquent Years Real Estate		17,812	18,157	14,369	10,308	11,253
04-00-301-400	Penalty and Interest Real Estate		9,009	8,633	8,363	9,936	6,650
04-00-340-100	Interest		320	42	186	600	100
04-00-392-010	Transfer From General Fund		-	-	-	-	-
04-00-393-000	Other		-	-	-	-	-
	<b>Available Funds</b>	<b>\$</b>	<b>1,310,403</b>	<b>\$ 1,276,870</b>	<b>\$ 1,240,457</b>	<b>\$ 1,363,790</b>	<b>\$ 1,206,472</b>
04-00-431-100	Salaries - Highway <i>Allocation of varying full-time PW admin. employees</i>	\$	127,500	\$ 158,542	\$ 184,394	\$ 182,600	\$ 186,079
04-00-431-102	Sick Time Benefits <i>All unused sick days can be sold back at one hundred percent (100%) of employee regular rate of pay.</i>		-	-	-	-	-
04-00-431-103	Overtime <i>Overtime worked by public works employees covered under the CBA.</i>		-	-	-	-	-
04-00-431-154	Life Insurance/LTD <i>Allocated life insurance and LTD for PW employees. Mutual of Omaha</i>		943	1,022	1,304	1,318	1,368
04-00-431-156	Health & Hospitalization <i>Allocated medical insurance for PW employees.</i>		35,012	47,263	53,148	47,748	47,051
04-00-431-157	Dental and Vision <i>Allocated dental and vision insurance PW employees.</i>		1,749	2,171	2,444	2,512	2,618
04-00-431-160	Pension <i>The employer contribution is based on CBA for all full-time employees or \$194/wk.</i>		19,490	23,741	28,607	30,045	31,851



**Borough of Plum  
2020 Budget - Street Improvement Fund**

		<b>FY 20 Detail</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Estimated</b>	<b>FY 20 Budget</b>
<b>04-00-000-00</b>							
<b>Account No.</b>	<b>Description</b>						
04-00-431-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages.</i>		9,754	12,129	14,106	13,969	14,235
04-00-431-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		1,876	1,780	1,942	812	926
04-00-431-163	Worker's Compensation <i>Allocated worker's compensation for public works employees.</i>		11,232	11,848	13,757	12,286	12,523
04-00-432-245	Winter Maintenance Services <i>For bulk salt and anti-skid purchases Salt - 0 Tons @ \$69.29/Ton</i>		81,924	0	0	0	0
04-00-439-300	Miscellaneous		-	-	-	-	500
04-00-439-313	Engineering		-	-	-	-	40,000
04-00-439-350	Property Tax Refunds		1,979	1,050	1,014	2,500	1,911
04-00-439-720	Storm Water Study <i>Study of the borough's storm water system.</i>		-	-	-	-	50,000
04-00-439-723	Road Construction <i>Improvements to the roadways.</i>		327,235	404,082	220,171	355,990	300,000
	Paving - Prior Year Projects	100,000					
	Paving - Current Year Projects	200,000					
04-00-439-724	Road Maintenance <i>General roadway maintenance.</i>		-	40,292	43,174	25,000	45,000
04-00-439-727	Guide Rail Replacement		24,640	160	16,120	6,000	15,000
04-00-439-728	Drainage		-	-	-	-	-

**Borough of Plum  
2020 Budget - Street Improvement Fund**

		<b>FY 20 Detail</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Estimated</b>	<b>FY 20 Budget</b>
<b>04-00-000-00</b>							
<b>Account No.</b>	<b>Description</b>						
04-00-439-729	Storm Water Projects						
	<i>Storm water system repairs/maintenance.</i>						
	Various Projects (In-house)		-				
	Contracted		222,718	82,102	-	-	-
		-					
04-00-439-745	Interest Expense/Bank Fee		31	458	898	1,229	1,000
04-00-471-100	Series 2010B Bonds Interest Payment		-	-	-	-	-
04-00-471-200	Series 2010B Bonds Principal Payment		-	-	-	-	-
04-00-472-100	Series 2010A Bonds Principal Payment		-	-	-	-	-
04-00-472-200	Series 2010A Bonds Interest Payment		-	-	-	-	-
04-00-473-100	Series 2013 Bond Interest Payment		17,293	267	88	-	-
04-00-473-200	Series 2013 Bond Principal Payment		5,845	9,185	10,020	-	-
04-00-474-100	Series 2014 Bonds Interest Payment		91,741	81,365	32,458	24,766	27,366
04-00-474-200	Series 2014 Bonds Principal Payment		8,225	18,601	67,508	75,200	72,600
04-00-475-100	Series A 2015 Bonds Interest Payment		23,963	43,800	88,588	88,588	88,588
04-00-475-200	Series A 2015 Bonds Principal Payment		64,625	44,788	-	-	-
04-00-476-100	Series A 2016 Bonds Interest Payment		16,768	25,271	25,164	27,141	26,906
04-00-476-200	Series A 2016 Bonds Principal Payment		-	4,591	4,575	12,525	12,525
	<b>Expenditures</b>		<b>\$ 1,094,543</b>	<b>\$ 1,014,508</b>	<b>\$ 809,480</b>	<b>\$ 910,229</b>	<b>\$ 978,047</b>
	<b>Annual Surplus/(Deficit)</b>		<b>\$ (212,299)</b>	<b>\$ 46,502</b>	<b>\$ 168,615</b>	<b>\$ 22,584</b>	<b>\$ (225,136)</b>
	<b>Fund Balance</b>		<b>\$ 215,860</b>	<b>\$ 262,362</b>	<b>\$ 430,977</b>	<b>\$ 453,561</b>	<b>\$ 228,425</b>

## **Flood Mitigation Fund**

### Description and Responsibilities:

The Flood Mitigation Fund derives its revenue from fees paid by all property owners with a property containing any structure over 200 square feet. The fee is based upon the type of structure that resides on the property. The Flood Mitigation Fee provides a dedicated funding source to flood mitigation projects which will be used in both a proactive and reactive fashion.

### 2019 Accomplishments

1. Repaired over 90 storm water inlets to assist us in conforming to MS-4 standards.
2. Installed over 2000 feet of piping due to structural failure of antiquated storm water systems.
3. Worked with the engineering firm and prepared for the Short Street slide repair project that will be completed in 2020.
4. Began engineering for Holiday Park stormwater projects.
5. Acquired all necessary easements for Holiday Park stormwater project.
6. Completed phase 1 of the East Oakmont stormwater project.
7. Completed the Holiday Park Rt.286 stormwater project.
8. Public Works staff completed miscellaneous projects as deemed necessary.

### 2020 Goals

1. As an ongoing responsibility, the Public Works department will correct storm water issues that do not require outside contractor assistance.
2. Upgrade the Borough retention ponds to DEP specifications.
3. Get the East Oakmont stormwater project phase 2 out for bid.
4. Get Holiday Park stormwater project phase 1 out for bid.

### 2020 Budget Highlights

1. Begin engineering for various stormwater projects
  2. Continue to comply with DEP MS4 program for storm water discharges and monitoring.
  3. Complete various stormwater projects including East Oakmont and Holiday Park area.
-

**Borough of Plum  
2020 Budget - Flood Mitigation Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
		Detail	Actual	Actual	Actual	Estimated	Budget
<b>05-00-000-00</b>							
<b>Account No.</b>	<b>Description</b>						
	Prior Year Carryforward		\$ (1,468)	\$ 109,594	\$ 265,167	\$ 268,276	\$ 267,560
05-00-383-100	Flood Mitigation Fee		699,746	698,678	711,362	715,000	720,000
	<b>Available Funds</b>		<b>\$ 698,278</b>	<b>\$ 808,272</b>	<b>\$ 976,529</b>	<b>\$ 983,276</b>	<b>\$ 987,560</b>
05-00-431-100	Salaries - Highway <i>Allocation of varying full-time PW admin. employees</i>		\$ 207,676	\$ 219,560	\$ 231,270	\$ 209,061	\$ 211,697
05-00-431-102	Sick Time Benefits <i>All unused sick days can be sold back at one hundred percent (100%) of employee regular rate of pay.</i>		-	-	-	-	-
05-00-431-103	Overtime <i>Overtime worked by public works employees covered under the CBA.</i>		-	-	-	-	-
05-00-431-154	Life Insurance/LTD <i>Allocated Life insurance and LTD for PW employees. Mutual of Omaha</i>		1,486	1,429	1,555	1,543	1,560
05-00-431-156	Health & Hospitalization <i>Allocated medical insurance for PW employees.</i>		58,524	64,712	60,963	52,986	52,385
05-00-431-157	Dental and Vision <i>Allocated dental and vision insurance PW employees.</i>		2,859	3,006	2,916	2,952	2,986
05-00-431-160	Pension <i>The employer contribution is based on CBA for all full-time employees or \$194/wk.</i>		29,710	32,905	38,351	34,226	36,280
05-00-431-161	FICA/Medicare <i>The employer share of FICA/Medicare is based on 7.65% of salaries/wages.</i>		15,887	16,796	17,692	15,993	16,195
05-00-431-162	Unemployment Compensation <i>The employer contribution is 3.02% of the first \$10,000 earned for all personnel.</i>		2,635	2,206	2,290	926	1,060
05-00-431-163	Worker's Compensation <i>Allocated worker's compensation for public works employees.</i>		15,779	14,627	16,985	13,995	14,247
05-00-446-200	Materials and Supplies <i>Materials and supplies for storm projects.</i>		115,918	115,366	149,032	170,000	170,000

**Borough of Plum  
2020 Budget - Flood Mitigation Fund**

		FY 20	FY 16	FY 17	FY 18	FY 19	FY 20
05-00-000-00		Detail	Actual	Actual	Actual	Estimated	Budget
<b>Account No.</b>	<b>Description</b>						
05-00-446-245	Maintenance/Repair Streets <i>Maintenance/repairs of streets from storm water projects</i>		25,498	23,752	43,192	58,000	50,000
05-00-446-300	Miscellaneous <i>Miscellaneous expenses</i>		1,581	2,500	2,887	1,000	2,500
05-00-446-310	Professional Services <i>Third party services.</i>		-	2,852	-	-	5,000
05-00-446-313	Engineering		61,868	38,147	73,700	98,000	103,000
	General Engineering	30,000					
	Route 286 Boring	3,000					
	Oakmont East Design Phase I & II	50,000					
	MS-4 Permitting	20,000					
05-00-446-318	Inlet Jetting Jetting of inlets		-	-	-	2,000	6,000
05-00-446-319	Inspections Inspection of inlets/ponds/piping		-	-	-	-	-
05-00-446-384	Contracted Services		48,965	5,247	67,420	55,034	200,000
		-					
		-					
	Other - To Be Determined	200,000					
05-00-446-745	Interest Expense - Short Term Loan		298	-	-	-	-
	<b>Expenditures</b>		<b>\$ 588,684</b>	<b>\$ 543,105</b>	<b>\$ 708,253</b>	<b>\$ 715,716</b>	<b>\$ 872,910</b>
	<b>Annual Surplus/(Deficit)</b>		<b>\$ 111,062</b>	<b>\$ 155,573</b>	<b>\$ 3,109</b>	<b>\$ (716)</b>	<b>\$ (152,910)</b>
	<b>Fund Balance</b>		<b>\$ 109,594</b>	<b>\$ 265,167</b>	<b>\$ 268,276</b>	<b>\$ 267,560</b>	<b>\$ 114,650</b>

## **Emergency Medical Services Fund**

### Description and Responsibilities:

The Emergency Services Fund receives 6.799% of the 4.78 mills of real estate tax collections. This fund provides revenues to partially offset costs incurred by Plum's EMS. The mission of Plum EMS is to provide emergency ambulance service to the Borough of Plum and has been since 1991. Plum EMS presently has 50 full-time, part-time, and casual employees and operates four ambulances, a wheelchair van, a squad/command vehicle and a supervisor's vehicle.

### 2019 Accomplishments

1. The Borough continued to provide funding to reduce the reliance on the yearly subscription drive.

### 2020 Goals

1. Provide administrative and financial assistance to the Borough's EMS.

### 2020 Budget Highlights

1. Allocate a portion of real estate tax collections to the EMS to fund the following:
  - a. Fuel
  - b. Copier Lease
  - c. EMS Stipend
  - d. Capital Leases

**Borough of Plum  
2020 Budget - EMS Fund**

		<b>FY 20 Detail</b>	<b>FY 16 Actual</b>	<b>FY 17 Actual</b>	<b>FY 18 Actual</b>	<b>FY 19 Estimated</b>	<b>FY 20 Budget</b>
<b>06-00-000-00</b>							
<b>Account No.</b>	<b>Description</b>						
	Prior Year Carryforward	\$ -	\$ -	\$ 17,194	\$ 29,961	\$ 43,895	
06-00-301-100	Current Year Real Estate	-	498,647	487,217	479,893	479,251	
06-00-301-200	Prior Years Real Estate	-	6,232	12,049	21,816	9,179	
06-00-301-300	Delinquent Years Real Estate	-	8,568	7,532	5,654	7,479	
06-00-301-400	Penalty and Interest Real Estate	-	4,074	4,355	5,458	4,419	
06-00-340-100	Interest	-	-	5	-	-	
06-00-393-000	Other	-	-	-	-	-	
	<b>Available Funds</b>	\$ -	\$ 517,521	\$ 528,352	\$ 542,782	\$ 544,223	
06-00-415-232	Fuel - Gas	\$ -	\$ 13,688	\$ 19,972	\$ 22,000	\$ 23,440	
06-00-415-234	Fuel - Diesel	-	-	7,305	5,000	2,736	
06-00-415-300	Property Tax Refunds	-	496	529	1,400	1,020	
06-00-415-320	Copier Lease	-	1,187	1,568	1,600	1,620	
06-00-415-330	Transfer to Debt Service Fund	-	15,000	15,000	15,000	15,000	
06-00-415-540	Emergency Medical Services	-	420,000	405,000	405,000	405,000	
	<i>Allocation of yearly real estate taxes to EMS</i>						
06-00-415-740	Capital Equipment	-	49,800	48,787	48,669	55,825	
	Radio Lease Pymt. Year 4 of 5	\$ 14,526					
	CPR Devices Lease Pymt. Year 4 of 5	6,550					
	Stretchers Lease Pymt. Year 4 of 5	34,749					
06-00-415-745	Interest on Short Term Borrowing	-	156	230	218	500	
	<b>Expenditures</b>	\$ -	\$ 500,327	\$ 498,391	\$ 498,887	\$ 505,141	
	<b>Annual Surplus/(Deficit)</b>	\$ -	\$ 17,194	\$ 12,767	\$ 13,934	\$ (4,813)	
	<b>Fund Balance</b>	\$ -	\$ 17,194	\$ 29,961	\$ 43,895	\$ 39,082	

## **Debt Service Improvement Fund**

### Description and Responsibilities:

The Debt Service Fund receives 8.975% of the 4.78 mills of real estate tax collections. This fund provides revenues to offset costs associated with the Series 2014, Series 2015, and Series 2016 bonds.

### 2019 Accomplishments

1. The timely payment of debt obligations.

### 2020 Goals

1. Fund the timely payments associated with the Borough's outstanding bonds.

### 2020 Budget Highlights

1. Incur interest and principal expenditures in the amount of \$687,104.
-



**Borough of Plum  
2020 Budget - Debt Service Fund**

		<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
<b>23-00-000-00</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>
<b>Account No.</b>	<b>Description</b>					
	Prior Year Carryforward	\$ 30,909	\$ 78,427	\$ 107,940	\$ 76,644	\$ 50,063
23-00-301-100	Current Year Real Estate	667,419	662,485	596,429	592,363	632,634
23-00-301-200	Prior Years Real Estate	15,295	8,568	14,832	26,751	12,116
23-00-301-300	Delinquent Years Real Estate	14,303	11,868	9,178	7,022	9,873
23-00-301-400	Penalty and Interest Real Estate	7,233	5,516	5,341	6,757	5,834
23-00-340-100	Interest	-	-	-	-	-
23-00-387-100	Contribution From Private Sources	-	15,000	-	-	-
23-00-387-100	Miscellaneous	360	-	-	-	-
23-00-392-010	Transfer From General Fund	15,000	-	-	-	-
23-00-392-020	Transfer From Fire Fund	15,000	15,000	15,000	15,000	15,000
23-00-392-030	Transfer From EMS Fund	-	-	15,000	15,000	15,000
	<b>Available Funds</b>	<b>\$ 765,519</b>	<b>\$ 796,864</b>	<b>\$ 763,720</b>	<b>\$ 739,537</b>	<b>\$ 740,520</b>
23-00-471-000	Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -
23-00-471-150	General Obligation Bond Interest - Series B of 2010	-	-	-	-	-
23-00-471-200	Small Borrowing Interest	387	1,383	1,798	2,719	1,500
23-00-471-225	General Obligation Bond Interest - Series 2014	62,053	71,729	114,186	109,378	97,078
23-00-471-250	General Obligation Bond Interest - Series 2013	86,260	1,333	437	-	-
23-00-471-260	General Obligation Bond Interest - Series A 2015	164,849	142,012	95,324	95,325	95,325
23-00-471-270	General Obligation Bond Interest - Series B 2015	22,012	20,409	18,469	17,794	17,119
23-00-471-280	General Obligation Bond Interest - Series 2016	58,637	138,542	138,317	135,378	134,207
23-00-471-300	Miscellaneous	-	-	-	-	-
23-00-471-350	Property Tax Refunds	1,589	681	648	1,605	1,346
23-00-472-200	General Obligation Bond Principal - Series B of 2010	-	-	-	-	-
23-00-472-250	General Obligation Bond Principal - Series 2014	26,775	16,399	237,492	244,800	257,400
23-00-472-260	General Obligation Bond Principal - Series A 2015	210,375	145,212	-	-	-
23-00-472-270	General Obligation Bond Principal - Series B 2015	-	95,000	20,000	20,000	20,000
23-00-472-280	General Obligation Bond Principal - Series 2016	25,000	10,409	10,425	62,475	62,475
23-00-472-300	General Obligation Bond Principal - Series 2013	29,155	45,815	49,980	-	-
23-00-492-301	Transfer to Capital Improvements Fund	-	-	-	-	-
	<b>Expenditures</b>	<b>\$ 687,092</b>	<b>\$ 688,924</b>	<b>\$ 687,076</b>	<b>\$ 689,474</b>	<b>\$ 686,450</b>
	<b>Annual Surplus/(Deficit)</b>	<b>\$ 47,518</b>	<b>\$ 29,513</b>	<b>\$ (31,296)</b>	<b>\$ (26,581)</b>	<b>\$ 4,007</b>
	<b>Fund Balance</b>	<b>\$ 78,427</b>	<b>\$ 107,940</b>	<b>\$ 76,644</b>	<b>\$ 50,063</b>	<b>\$ 54,070</b>

**BOROUGH OF PLUM  
2020 BUDGET**

**STATEMENT OF ANNUAL DEBT SERVICE  
REQUIREMENT BY SERIES**

**SERIES OF 2014 REMAINING**                      **\$ 4,545,000.00**

Total Amount of Issue - \$5,305,000.00

Purpose - Partial advance refunding of the Series 2010B Bonds

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
2020	\$ 330,000.00	\$ 124,443.76	\$ 454,443.76
2021	335,000.00	117,793.76	452,793.76
2022	345,000.00	110,562.51	455,562.51
2023	350,000.00	102,525.01	452,525.01
2024	355,000.00	93,709.38	448,709.38
2025	370,000.00	84,193.75	454,193.75
2026	380,000.00	73,637.50	453,637.50
2027	390,000.00	62,087.50	452,087.50
2028	400,000.00	49,737.50	449,737.50
2029	415,000.00	34,737.50	449,737.50
2030-2031	875,000.00	219,855.01	1,094,855.01
	<b>\$ 4,545,000.00</b>	<b>\$ 1,073,283.18</b>	<b>\$ 5,618,283.18</b>

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**BOROUGH OF PLUM  
2020 BUDGET**

**STATEMENT OF ANNUAL DEBT SERVICE  
REQUIREMENT BY SERIES**

***SERIES A OF 2015 REMAINING***                      **\$ 5,035,000.00**

Total Amount of Issue - \$5,515,000

Purpose - Partial advance refunding of the Series 2010B Bonds

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
2020	\$ -	\$ 183,912.50	\$ 183,912.50
2021	-	183,912.50	183,912.50
2022	-	183,912.50	183,912.50
2023	15,000.00	183,678.13	198,678.13
2024	25,000.00	183,053.13	208,053.13
2025	25,000.00	182,271.88	207,271.88
2026	25,000.00	181,490.63	206,490.63
2027	25,000.00	180,709.38	205,709.38
2028	30,000.00	174,768.75	204,768.75
2029	30,000.00	179,068.75	209,068.75
2029-2040	4,860,000.00	1,443,146.88	6,303,146.88
	<b>\$ 5,035,000.00</b>	<b>\$ 3,259,925.03</b>	<b>\$ 8,294,925.03</b>

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**BOROUGH OF PLUM  
2020 BUDGET**

**STATEMENT OF ANNUAL DEBT SERVICE  
REQUIREMENT BY SERIES**

***SERIES B OF 2015 REMAINING***                      **\$ 415,000.00**

Total Amount of Issue - \$550,000.00

Purpose - Partial advance refunding of the Series 2010B Bonds

<b>YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
2020	\$ 20,000.00	\$ 17,118.76	\$ 37,118.76
2021	20,000.00	16,443.76	36,443.76
2022	20,000.00	15,768.76	35,768.76
2023	10,000.00	15,262.51	25,262.51
2024	-	15,093.76	15,093.76
2025	-	15,093.76	15,093.76
2026	-	15,093.76	15,093.76
2027	-	15,093.76	15,093.76
2028	-	15,093.76	15,093.76
2029	-	15,093.76	15,093.76
2030-2032	345,000.00	36,421.89	381,421.89
	<b>\$ 415,000.00</b>	<b>\$ 191,578.24</b>	<b>\$ 606,578.24</b>

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## 2020 DEBT SERVICE PAYMENTS

The details of the bond issuances are the following:

<u>Issue</u>	<u>Purpose</u>		<u>Total</u>	<u>Funds</u>		
				<u>Debt</u>	<u>Street Improv.</u>	<u>Fire</u>
Series of 2014	Advance refunding of Series 2010	Principal	\$ 330,000.00	\$ 257,400.00	\$ 72,600.00	\$ -
		Interest	124,443.76	97,077.76	27,366.00	-
Series A of 2015	Advance refunding of Series 2010	Principal	-	-	-	-
		Interest	183,912.50	95,324.50	88,588.00	-
Series B of 2015	Advance refunding of Series 2010	Principal	20,000.00	20,000.00	-	-
		Interest	17,118.76	17,118.76	-	-
Series of 2016	Advance refunding of Series 2013	Principal	100,000.00	62,475.00	12,525.00	25,000.00
		Interest	170,450.00	134,206.71	26,905.79	9,337.50
			<u>\$ 945,925.02</u>	<u>\$ 683,602.73</u>	<u>\$ 227,984.79</u>	<u>\$ 34,337.50</u>

## **Capital Improvement Fund**

### Description and Responsibilities:

The Capital Improvement Fund receives 7.95% of the 4.78 mills of real estate tax collections. This fund was created in 2017 to subsidize capital projects outside of the General Fund.

### 2019 Accomplishments

1. Entered into lease/purchase agreements for the following capital assets.
  - a. Administration Department Ford Explorer
  - b. Three police vehicles
  - c. Planning Vehicle - Ford Edge
  - d. Public Works
    - i. Leaf Vacuum
    - ii. Peterbilt Truck
  - e. Parks
    - i. Top Dresser
    - ii. Ford F-150
2. Completed the Edgemoor/Commerce Park Storm Water Project

### 2020 Goals

1. Sale retired vehicles with an estimated value totaling \$30,000.
2. Fund the leasing cost of all new capital equipment purchased in 2020.
3. Contribute \$110,000 towards a Dog Park
4. Renton Park Phase I Rehabilitation
5. Logans Ferry Park Rehabilitation

### 2020 Budget Highlights

1. Continue to subsidize all capital projects outside of the General Fund.

**Borough of Plum**  
**2020 Budget - Capital Improvement Fund**

30-00-000-00		FY 20 Detail	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Budget
<b>Account No.</b>	<b>Description</b>						
	Prior Year Carryforward		\$ 287,799	\$ 606,360	\$ 498,957	\$ 616,131	\$ 323,970
30-00-301-100	Current Year Real Estate Taxes		-	377,339	377,006	372,432	560,383
30-00-301-200	Prior Years Real Estate Taxes		-	4,822	9,360	16,881	10,733
30-00-301-300	Delinquent Years Real Estate Taxes		-	6,660	5,791	4,400	8,745
30-00-301-400	Penalty and Interest Real Estate Taxes		-	3,152	3,371	4,241	5,168
30-00-340-100	Interest		154	2,174	1,774	2,111	-
30-00-350-755	Grants		3,525	83,480	19,520	-	225,000
30-00-370-300	Miscellaneous		-	-	-	-	-
30-00-391-100	Sale of General Fixed Assets		54,453	48,374	72,881	12,000	15,000
30-00-392-010	Transfer From Debt Service Fund		-	-	-	-	-
30-00-392-020	Transfer From General Fund		450,000	-	300,000	-	-
30-00-392-030	Transfer From Developer's Escrow		190,651	-	-	-	-
	<b>Available Funds</b>		<b>\$ 986,582</b>	<b>\$ 1,132,361</b>	<b>\$ 1,288,660</b>	<b>\$ 1,028,196</b>	<b>\$ 1,148,999</b>
30-00-400-300	Property Tax Refunds		\$ -	\$ 383	\$ 409	\$ 1,000	\$ 816
30-00-400-740	Administration - Capital Equipment/Improvements						
	2018 Ford Explorer - VFG - Lease pymt. 3 of 5	7,748	-	-	8,223	7,748	14,448
	2020 Ford Edge - VFG - Lease pymt. 1 of 5	6,700					
30-00-407-740	IT - Capital Equipment/Improvements				18,401	-	-
30-00-409-740	Buildings - Capital Equipment/Improvements						
30-00-410-740	Police - Capital Equipment/Improvements						
	2018 Ford Explorers/Three (3) - VFG - Lease pymt. 3 of 3	37,179	87,101	108,109	110,618	127,000	163,327
	2019 Ford Explorers/Three (3) - VFG - Lease pymt. 2 of 3	38,826					
	In Car and Body Cameras -VFG - Lease pymt. Pymt. 2 of 5	14,367					
	2020 Ford Explorers/Three (3) - VFG - Lease pymt. 1 of 3	53,000					
	All Traffic Speed Solution Sign	5,200					
	Golf Cart VFG - Lease pymt. 1 of 5	2,100					
	MDT Computer Replacements - VFG - Lease pymt. Pymt. 1 of 5	9,400					
	Mobile License Plate Readers - VFG - Lease pymt. Pymt. 1 of 5	3,255					
30-00-414-740	Planning - Capital Equipment/Improvements						
	2017 Ford Edge & F-150 - Lease Pymt. 4 of 5	12,225	-	12,700	18,799	18,324	18,324
	2018 Ford Edge - Lease Pymt. 3 of 5	6,099					
	Storm Sewer Locator	-					



**Borough of Plum**  
**2020 Budget - Capital Improvement Fund**

	FY 20 Detail	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Budget	
<b>30-00-000-00</b>							
30-00-431-740	Public Works - Capital Equipment/Improvements		166,923	316,475	362,674	386,510	346,839
	Ford F550 Service Truck - 5 yr. Lease Pymt. 5 of 5	26,468					
	Case 580 SNWT Backhoe - 5 yr. Lease Pymt. 5 of 5	17,678					
	24" Asphalt Milling Head for Bobcat - 5 yr. Lease Pymt. 5 of 5	3,523					
	F550 Cabin Chassis & Flatbed - 5 yr. Lease Pymt. 4 of 5	13,218					
	Tandem Peterbilt Model 265 - 5 yr. Lease Pymt. 4 of 5	92,177					
	Model 365 Dump Truck - 5 yr. Lease Pymt. 4 of 5	↓					
	Bobcat Skid Loader - Lease Pymt. 4 of 5	10,912					
	Case Backhoe - Lease Pymt. 4 of 5	17,636					
	Leaf Vacuum - Lease Pymt. 3 of 5	12,825					
	Single Axle Peterbilt - Lease Pymt. 3 of 5	49,460					
	Ford F-550 Flatbed - Lease Pymt. 2 of 5	15,022					
	Ford F-150 - Lease Pymt. 1 of 5	9,320					
	Ford F-150 W/Liftgate - Lease Pymt. 1 of 5	7,920					
	Ford F-550 Flatbed - Lease Pymt. 1 of 5	22,680					
	Volvo Hy-lift - Lease Pymt. 1 of 5	40,000					
	Walk Behind Saw w/ Core Cut 20" Blade	8,000					
30-00-452-740	Borough Parks & Muni. Center - Capital Equipment/Improvements		126,163	84,844	106,070	68,689	166,734
	Toro Groundmaster 4300-D (parks) - Lease Pymt. 5 of 5	18,700					
	Toro Turf Aerator 687 (parks) - Lease Pymt. 5 of 5	↓					
	Aerator with Seed Box (parks) - Lease Pymt. 5 of 5	↓					
	2 Kifco E110 Water Reels (parks) - Lease Pymt. 5 of 5	↓					
	Toro Stand on Spreader / sprayer (parks) - Lease Pymt. 5 of 5	↓					
	Massey Ferguson Tractor Mower - Lease Pymt. 5 of 5	22,069					
	Zero turn mower (parks) - Lease Pymt. 4 of 5	7,730					
	Toro HDX Workman (parks) - Lease Pymt. 4 of 5	↓					
	Top Dresser Parks - Lease Pymt. 3 of 5	2,285					
	2018 Ford F-150 Lawn Crew - Lease Pymt. 3 of 5	5,950					
	Renovations Fields 7 & 8	-					
	Dog Park	110,000					
30-00-472-300	Miscellaneous		35	110,893	47,335	94,955	373,022
	Renton Park Phase I	113,996					
	Logans Ferry Park Phase I	259,026					
30-00-472-740	Capital Equipment/Improvements		-	-	-	-	-
	<b>Expenditures</b>		<b>\$ 380,222</b>	<b>\$ 633,404</b>	<b>\$ 672,529</b>	<b>\$ 704,226</b>	<b>\$ 1,083,510</b>
	<b>Annual Surplus/(Deficit)</b>		<b>\$ 127,910</b>	<b>\$ (107,403)</b>	<b>\$ 117,174</b>	<b>\$ (292,161)</b>	<b>\$ (258,481)</b>
	<b>Fund Balance</b>		<b>\$ 606,360</b>	<b>\$ 498,957</b>	<b>\$ 616,131</b>	<b>\$ 323,970</b>	<b>\$ 65,489</b>

*Borough of Plum*  
*2020*

*Departmental*  
*Capital Requests*





# Borough of Plum

## CAPITAL BUDGET REQUEST FORM

### Budget Year 2020

Requestor: Lanny Conley

Requesting Department: Police Department

Project Title: Police Vehicles

#### Project Description and Justification

*(Complete Details of Estimate Form)*

<b>A. Project Justification:</b>	<i>Describe the key concepts and principles that serve as the foundation for the proposal and alternatives considered, including the "do nothing" option. Include cost/benefit analysis.</i>
<p>The police department has the need to lease three (3) new patrol vehicles in 2020. All of the vehicles that are scheduled for replacement have excessive mileage or will be in need of numerous repairs. Police vehicles which reach this age of service begin to experience routine and major mechanical issues which will make them more costly to maintain and operate than the leasing of new vehicles.</p>	
<b>B. Budget Impact:</b>	<i>Describe the identifying budget impact and complete the matrix in the Details of Estimate Form for costs to support the project.</i>
<p>The acquisition of these vehicles will be accomplished through a three (3) year lease agreement rather than an outright purchase. This will spread the total costs over a more manageable time frame of three years. The cost per vehicle can only be estimated at this time. However, due to the new changes to the 2020 Ford Police Interceptor Utility (Explorer) the preliminary estimates have increased pricing of approximately 16% over last years' replaced model.</p>	

SOURCES OF FUNDING	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund						\$ -
Grant						-
Capital Improvement Fund	53,000	53,000	53,000			159,000
Total Sources of Funding	\$ 53,000	\$ 53,000	\$ 53,000	\$ -	\$ -	\$ 159,000
EXPENDITURES						
Capital Expenditures:						
Major Equipment	53,000	53,000	53,000			\$ 159,000
Minor Equipment						-
Computer Hardware/Software						-
Shop Equipment						-
Miscellaneous Equipment						-
Contingency						-
Total Capital Expenditures	\$ 53,000	\$ 53,000	\$ 53,000	\$ -	\$ -	\$ 159,000
Operating Budget Impact:						
(Detail by line item)						\$ -
						-
						-
						-
						-
						-
						-
						-
Total Operating Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# Borough of Plum

## CAPITAL BUDGET REQUEST FORM

### Budget Year 2020

Requestor: Lanny Conley

Requesting Department: Police Department

Project Title: Golf Cart

Project Description and Justification <i>(Complete Details of Estimate Form)</i>	
<b>A. Project Justification:</b>	<i>Describe the key concepts and principles that serve as the foundation for the proposal and alternatives considered, including the "do nothing" option. Include cost/benefit analysis.</i>
The police department would like to purchase / lease a fully equipped golf cart to use for presenting traffic safety educational programs at the Plum High School as well as other for other patrol functions during large scale community events such as Summer Fest and Christmas at Plum Creek Park.	
<b>B. Budget Impact:</b>	<i>Describe the identifying budget impact and complete the matrix in the Details of Estimate Form for costs to support the project.</i>
The acquisition of this equipment would be completed through a five (5) year lease agreement rather than an outright purchase. This would spread the cost over a five (5) year period.	

SOURCES OF FUNDING	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund	2,100	2,100	2,100	2,100	2,100	\$ 10,500
Grant						-
Capital Improvement Fund						-
Total Sources of Funding	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 10,500
EXPENDITURES						
Capital Expenditures:						
Major Equipment	2,100	2,100	2,100	2,100	2,100	10,500
Minor Equipment						-
Computer Hardware/Software						-
Shop Equipment						-
Miscellaneous Equipment						-
Contingency						-
Total Capital Expenditures	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 10,500
Operating Budget Impact:						
(Detail by line item)						
						\$ -
						-
						-
						-
						-
						-
						-
Total Operating Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# Borough of Plum

## CAPITAL BUDGET REQUEST FORM

### Budget Year 2020

Requestor: Lanny Conley

Requesting Department: Police Department

Project Title: ATS Speed Display Sign

#### Project Description and Justification

*(Complete Details of Estimate Form)*

**A. Project Justification:**

*Describe the key concepts and principles that serve as the foundation for the proposal and alternatives considered, including the "do nothing" option. Include cost/benefit analysis.*

The police department would like to purchase an additional speed display sign. With the numerous speeding complaints the department receives an additional unit would provide extra coverage throughout the borough and provide the essential data as to what type of traffic enforcement is needed in the particular area the device is being deployed.

**B. Budget Impact:**

*Describe the identifying budget impact and complete the matrix in the Details of Estimate Form for costs to support the project.*

The purchase of this device would be a one time purchase and would only impact the 2020 budget.

SOURCES OF FUNDING	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund	5,000					\$ 5,000
Grant						-
Capital Improvement Fund						-
Total Sources of Funding	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
EXPENDITURES						
Capital Expenditures:						
Major Equipment	5,000					5,000
Minor Equipment						-
Computer Hardware/Software						-
Shop Equipment						-
Miscellaneous Equipment						-
Contingency						-
Total Capital Expenditures	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Operating Budget Impact:						
(Detail by line item)						\$ -
						-
						-
						-
						-
						-
						-
Total Operating Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# Borough of Plum

## CAPITAL BUDGET REQUEST FORM

### Budget Year 2020

Requestor: Jason Muggli / Lanny Conley

Requesting Department: Police

Project Title: Police Car MDT Computer Replacement

Project Description and Justification <i>(Complete Details of Estimate Form)</i>	
<b>A. Project Justification:</b>	<i>Describe the key concepts and principles that serve as the foundation for the proposal and alternatives considered, including the "do nothing" option. Include cost/benefit analysis.</i>
The computers in each patrol car have approached end-of-life and must be replaced to ensure reliability for police officers. Chief and the IT department met with solution providers and Brite offers the solution that best fits our needs.	
<b>B. Budget Impact:</b>	<i>Describe the identifying budget impact and complete the matrix in the Details of Estimate Form for costs to support the project.</i>

SOURCES OF FUNDING	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund						\$ -
Grant						-
Capital Improvement Fund	9,408	9,408	9,408	9,408	9,408	47,040
Total Sources of Funding	\$ 9,408	\$ 9,408	\$ 9,408	\$ 9,408	\$ 9,408	\$ 47,040
EXPENDITURES						
Capital Expenditures:						
Major Equipment	9,408	9,408	9,408	9,408	9,408	\$ 47,039
Minor Equipment						-
Computer Hardware/Software						-
Shop Equipment						-
Miscellaneous Equipment						-
Contingency						-
Total Capital Expenditures	\$ 9,408	\$ 9,408	\$ 9,408	\$ 9,408	\$ 9,408	\$ 47,039
Operating Budget Impact:						
(Detail by line item)						
						\$ -
						-
						-
						-
						-
						-
						-
Total Operating Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# Borough of Plum

## CAPITAL BUDGET REQUEST FORM

### Budget Year 2020

Requestor: Jason Muggli / Lanny Conley

Requesting Department: Police

Project Title: LPR (License Plate Recognition) device for Traffic Officer Car

#### Project Description and Justification (Complete Details of Estimate Form)

<b>A. Project Justification:</b>	<i>Describe the key concepts and principles that serve as the foundation for the proposal and alternatives considered, including the "do nothing" option. Include cost/benefit analysis</i>
<p>The Police department would benefit from a license plate reader system that automatically scans license plates of cars as it passes by. This will improve efficiency of the Traffic officer as he currently has to stop his car and manually input license plate data into his MDT terminal. The new solution will automatically scan and audibly alert him without the need to stop and manually type plate numbers.</p>	
<b>B. Budget Impact:</b>	<i>Describe the identifying budget impact and complete the matrix in the Details of Estimate Form for costs to support the project.</i>

SOURCES OF FUNDING	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund						\$ -
Grant						-
Capital Improvement Fund	3,225	3,225	3,225	3,225	3,225	16,125
<b>Total Sources of Funding</b>	<b>\$ 3,225</b>	<b>\$ 3,225</b>	<b>\$ 3,225</b>	<b>\$ 3,225</b>	<b>\$ 3,225</b>	<b>\$ 16,125</b>
EXPENDITURES						
Capital Expenditures:						
Major Equipment	3,255	3,255	3,255	3,255	3,255	\$ 16,275
Minor Equipment						-
Computer Hardware/Software						-
Shop Equipment						-
Miscellaneous Equipment						-
Contingency						-
<b>Total Capital Expenditures</b>	<b>\$ 3,255</b>	<b>\$ 3,255</b>	<b>\$ 3,255</b>	<b>\$ 3,255</b>	<b>\$ 3,255</b>	<b>\$ 16,275</b>
Operating Budget Impact:						
(Detail by line item)						\$ -
						-
						-
						-
						-
						-
<b>Total Operating Savings</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





# Borough of Plum

## CAPITAL BUDGET REQUEST FORM

### Budget Year 2020

Requestor: Bill Binnie

Requesting Department: Public Works

Project Title: Ford F-150

Project Description and Justification <i>(Complete Details of Estimate Form)</i>	
<b>A. Project Justification:</b>	<i>Describe the key concepts and principles that serve as the foundation for the proposal and alternatives considered, including the "do nothing" option. Include cost/benefit analysis.</i>
<p>The Ford F-150 will replace the 2013 Ford F-150 used by Public Works Supervisor. It has approximately 113,000 miles on the vehicle and the frame and body is rusting out.</p>	
<b>B. Budget Impact:</b>	<i>Describe the identifying budget impact and complete the matrix in the Details of Estimate Form for costs to support the project.</i>
<p>This will be a five year lease that will be funded by the Capital Improvements Fund.</p>	

SOURCES OF FUNDING	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund						\$ -
Grant						-
Capital Improvement Fund	9,320	9,320	9,320	9,320	9,320	46,600
Total Sources of Funding	\$ 9,320	\$ 9,320	\$ 9,320	\$ 9,320	\$ 9,320	\$ 46,600
EXPENDITURES						
Capital Expenditures:						
Major Equipment						\$ -
Minor Equipment	9,320	9,320	9,320	9,320	9,320	46,600
Computer Hardware/Software						-
Shop Equipment						-
Miscellaneous Equipment						-
Contingency						-
Total Capital Expenditures	\$ 9,320	\$ 9,320	\$ 9,320	\$ 9,320	\$ 9,320	\$ 46,600
Operating Budget Impact:						
(Detail by line item)						
						\$ -
						-
						-
						-
						-
						-
						-
Total Operating Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# Borough of Plum

## CAPITAL BUDGET REQUEST FORM

### Budget Year 2020

Requestor: B Binnie

Requesting Department: PWD

Project Title: Ford f-150 with lift gate

#### Project Description and Justification

*(Complete Details of Estimate Form)*

**A. Project Justification:**

*Describe the key concepts and principles that serve as the foundation for the proposal and alternatives considered, including the "do nothing" option. Include cost/benefit analysis.*

The purchase of the 2020 Ford f-150 will be utilized by the parks department. This will free up a larger pickup better suited for public works department

**B. Budget Impact:**

*Describe the identifying budget impact and complete the matrix in the Details of Estimate Form for costs to support the project*

This will impact the budget for 5 year lease purchase option

SOURCES OF FUNDING	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund						\$ -
Grant						-
Capital Improvement Fund	7,920	7,920	7,920	7,920	7,920	39,600
Total Sources of Funding	\$ 7,920	\$ 7,920	\$ 7,920	\$ 7,920	\$ 7,920	\$ 39,600
<b>EXPENDITURES</b>						
<b>Capital Expenditures:</b>						
Major Equipment	7,920	7,920	7,920	7,920	7,920	39,600
Minor Equipment						-
Computer Hardware/Software						-
Shop Equipment						-
Miscellaneous Equipment						-
Contingency						-
Total Capital Expenditures	\$ 7,920	\$ 7,920	\$ 7,920	\$ 7,920	\$ 7,920	\$ 39,600
<b>Operating Budget Impact:</b>						
<b>(Detail by line item)</b>						
						\$ -
						-
						-
						-
						-
						-
Total Operating Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# Borough of Plum

## CAPITAL BUDGET REQUEST FORM

### Budget Year 2020

Requestor: B Binnie

Requesting Department: PWD

Project Title: Ford F-550 dump truck with plow and salter

Project Description and Justification <i>(Complete Details of Estimate Form)</i>	
<b>A. Project Justification:</b>	<i>Describe the key concepts and principles that serve as the foundation for the proposal and alternatives considered including the "do nothing" option. Include cost/benefit analysis.</i>
This will replace the 2008 Ford F-550 that is currently in poor condition. It will be utilized for snow removal as well as in other times of the year for public works construction jobs.	
<b>B. Budget Impact:</b>	<i>Describe the identifying budget impact and complete the matrix in the Details of Estimate Form for costs to support the project.</i>
This will impact the budget for 5 years under the lease purchase plan	

SOURCES OF FUNDING	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund						\$ -
Grant						-
Capital Improvement Fund	22,680	22,680	22,680	22,680	22,680	113,400
Total Sources of Funding	\$ 22,680	\$ 22,680	\$ 22,680	\$ 22,680	\$ 22,680	\$ 113,400
EXPENDITURES						
Capital Expenditures:						
Major Equipment	22,680	22,680	22,680	22,680	22,680	113,400
Minor Equipment						-
Computer Hardware/Software						-
Shop Equipment						-
Miscellaneous Equipment						-
Contingency						-
Total Capital Expenditures	\$ 22,680	\$ 22,680	\$ 22,680	\$ 22,680	\$ 22,680	\$ 113,400
Operating Budget Impact:						
(Detail by line item)						
						\$ -
						-
						-
						-
						-
						-
						-
Total Operating Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# Borough of Plum

## CAPITAL BUDGET REQUEST FORM

### Budget Year 2020

Requestor: B Binnie

Requesting Department: PWD

Project Title: Volvo L70H Wheel loader

#### Project Description and Justification

*(Complete Details of Estimate Form)*

<b>A. Project Justification:</b>	<i>Describe the key concepts and principles that serve as the foundation for the proposal and alternatives considered, including the "do nothing" option. Include cost/benefit analysis</i>
This will replace the 2005 Caterpillar wheel loader that is in very poor condition due to the corrosive condition that it operates within.	
<b>B. Budget Impact:</b>	<i>Describe the identifying budget impact and complete the matrix in the Details of Estimate Form for costs to support the project.</i>
This will impact the budget for 5 years under the lease purchase plan	

SOURCES OF FUNDING	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund						\$ -
Grant						-
Capital Improvement Fund	40,000	40,000	40,000	40,000	40,000	200,000
<b>Total Sources of Funding</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 200,000</b>
EXPENDITURES						
Capital Expenditures:						
Major Equipment	40,000	40,000	40,000	40,000	40,000	200,000
Minor Equipment						-
Computer Hardware/Software						-
Shop Equipment						-
Miscellaneous Equipment						-
Contingency						-
<b>Total Capital Expenditures</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 200,000</b>
Operating Budget Impact:						
(Detail by line item)						\$ -
						-
						-
						-
						-
						-
						-
<b>Total Operating Savings</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# Borough of Plum

## CAPITAL BUDGET REQUEST FORM

### Budget Year 2020

Requestor: Joe Fischetti

Requesting Department: Public Works

Project Title: Walk Behind Saw

Project Description and Justification <i>(Complete Details of Estimate Form)</i>	
<b>A. Project Justification:</b>	<i>Describe the key concepts and principles that serve as the foundation for the proposal and alternatives considered, including the "do nothing" option. Include cost/benefit analysis.</i>
The new walk behind saw is used to cut open the roadways for our pipe crews. The old saw is having mechanical problems and is setting our pipe crews back.	
<b>B. Budget Impact:</b>	<i>Describe the identifying budget impact and complete the matrix in the Details of Estimate Form for costs to support the project.</i>
This purchase will be a one-time purchase in the amount of \$8000.	

SOURCES OF FUNDING	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General Fund						\$ -
Grant						-
Capital Improvement Fund	8,000					8,000
<b>Total Sources of Funding</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000</b>
EXPENDITURES						
Capital Expenditures:						
Major Equipment						\$ -
Minor Equipment	8,000					8,000
Computer Hardware/Software						-
Shop Equipment						-
Miscellaneous Equipment						-
Contingency						-
<b>Total Capital Expenditures</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000</b>
Operating Budget Impact:						
(Detail by line item)						\$ -
						-
						-
						-
						-
						-
<b>Total Operating Savings</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **State Liquid Fuels Fund**

### Description and Responsibilities:

Each year the Borough receives an allocation from the Commonwealth of Pennsylvania for the maintenance of the Borough's streets and roads. The funds are the Borough's proportionate share of the state levied gasoline tax. The share is based upon a formula which considers Plum's population and miles of improved roads. The use of the funds is restricted to maintenance, repair, construction of roads or streets, purchase of road machinery and road equipment (subject to limits) and repair of that equipment, traffic signs and signals, and up to \$1,000 per year for the purchase of computer hardware, software and related training. The borough typically uses these funds for road improvements which may include resurfacing, and seal coating.

### 2019 Accomplishments

1. Expended \$645,000 on road re-surfacing.

### 2020 Goals

1. Continue to improve the roads through selected paving of the most deteriorated roadways.

### 2020 Budget Highlights

1. Budgeted for roadway improvements at \$850,000.

**Borough of Plum  
2020 Budget - Liquid Fuels Fund**

		<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
<b>35-00-000-00</b>		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>
<b>Account No.</b>	<b>Description</b>					
	Prior Year Carryforward	\$ 532,494	\$ 63,324	\$ 84,151	\$ 86,916	\$ 117,216
35-00-340-100	Interest	3,108	6,136	13,239	15,332	7,000
35-00-350-755	Intergovernmental Revenues	-	-	-	-	-
35-00-355-020	State Liquid Fuels Allocation	776,918	815,237	854,124	875,634	835,443
35-00-355-141	Other Reimbursement	-	-	-	-	-
	<b>Available Funds</b>	<b>\$ 1,312,520</b>	<b>\$ 884,697</b>	<b>\$ 951,514</b>	<b>\$ 977,882</b>	<b>\$ 959,659</b>
35-00-430-300	Miscellaneous <i>Miscellaneous expenses.</i>	\$ -	\$ 546	\$ 598	\$ 666	\$ 700
35-00-432-245	Winter Maintenance Services <i>For bulk salt and anti-skid purchases</i>	136,986	-	-	-	-
35-00-437-245	Storm Sewers and Drains <i>Repairs on storm sewers and drains.</i>	-	-	-	-	-
35-00-438-720	Annual Overlay <i>Annual contracted road resurfacing projects.</i>	1,030,386	800,000	864,000	860,000	850,000
35-00-438-740	Major/Lease Equipment <i>Purchase/Lease Major Equipment</i>	81,824	-	-	-	-
	<b>Expenditures</b>	<b>\$ 1,249,196</b>	<b>\$ 800,546</b>	<b>\$ 864,598</b>	<b>\$ 860,666</b>	<b>\$ 850,700</b>
	<b>Annual Surplus/(Deficit)</b>	<b>\$ (469,170)</b>	<b>\$ 20,827</b>	<b>\$ 2,765</b>	<b>\$ 30,300</b>	<b>\$ (8,257)</b>
	<b>Fund Balance</b>	<b>\$ 63,324</b>	<b>\$ 84,151</b>	<b>\$ 86,916</b>	<b>\$ 117,216</b>	<b>\$ 108,959</b>

*Borough of Plum*  
**2020**

*Community Support*

*Budgets*







October 4, 2019

Plum Borough Council  
4575 New Texas Road  
Plum, PA 15239

Gentlemen,

Enclosed please find the reports of our actual revenues and expenditures for the 2018-19 year and our budget for the 2019-20 year, as requested. I hope that you find everything in order and that you will continue to provide the financial support and services that we have depended on in the past.

The Plum Community Center Board, staff and member of the center are grateful for the support offered by the Boro. Our success is directly linked to the significant in-kind maintenance, computer services and the annual grant support from the Boro. Our partnership with the Boro enables best use of the expanded center and allows us to offer exciting new programming, attractive to Plum's adult population. We continue to provide valuable services to our community, a breakdown of some of these accomplishments as well as goals for the future are attached. We are asking that you maintain your support at level of \$70,000 for the 2020 budget.

We would like to thank you and the Boro staff for the services you provide to the Community Center. The building is well maintained, and the grounds are groomed, trimmed and plowed and we know how much effort goes into supporting our work. We are pleased to be able to host community meetings, candidate's forums, the Boro's family movies, as well as providing a polling site for the community. We will also continue to use the money you provide to us to purchase computers, supplement cleaning services in order to provide the best possible place for Plum residents to remain healthy, active and involved in the community.

Once again, thank you for your dedication to our Center and the residents of Plum. Please do not hesitate to contact me for additional information.

Sincerely,

A handwritten signature in cursive script that reads "Karen Hochberg".

Karen Hochberg  
Executive Director



## 2020 Plum Boro Budget Submission

The Plum Senior Center was established in 1980 to serve seniors in the Plum community. The center will celebrate our 40<sup>th</sup> Anniversary in May 2020. The PCC remains a focal point Senior Center for Allegheny County Area Agency on Aging. The Center continues to be a go to place for all social service information and currently serves an average of about 72 seniors per day.

Services include **information and referral, benefits counseling, hot lunches, educational, wellness, fitness and recreational programs, volunteer opportunities, and entertainment** which features a local **country band** performance each week. Special offerings include **Farmer's Market Coupon** distribution, **AARP Volunteer Income Tax preparation, medical insurance counseling,** access to **Neighborhood Legal Services, transportation registration and safe driving** classes. The **Caring Circle**, a support group for caregivers and the **Stroke and Brain Injury** support group meet regularly at the Center as well as an **Alcoholics Anonymous** group.

The **Meals on Wheels** program is one of the most vital services the Center provides and in 2014 we formed a collaborative of providers called **Meals on Wheels of Greater Pittsburgh**, which serves all of Allegheny County with the help of foundations as well as the Allegheny County Area on Aging. Plum's Rotary plays a big part in helping deliver the meals to the homebound, as do dozens of other volunteers, making the service available to all who need it. The Center continues to participate in the State's new **Community Health Choices** which expanded meal clients. We are participating in a study to determine the viability of continuing in the program.

The PCC Board voted to close the Plum Café. The Café was covering expenses but not labor costs. The center increased daily congregant meal participation and will save 8-10K. We continue to use the kitchen for special programs.

The center saw an increase in rental revenue this past year due to a consistent Sunday program. This consumer will no longer rent the facility after October 2019 they have found a church to rent. This will decrease rental revenue by \$11,000 in 2020. We will develop marketing materials to grow rental revenue. The Fitness Center serves as office for WestArm Physical Therapy and remains open for general use. WestArm is helping the center with rental income and convenience of service to center participants recovering from surgery. We have a collaborative working relationship with WestArm.

We continue to allow low cost rent to AA, both the Republican and Democratic Committees and free use of the building for Plum Chamber, Plum Rotary events as well as Boro events.

The PCC Fitness program has greatly expanded during the last year. We have hired two new instructors. We expanded our Yoga offerings to include: Mommy and Me Family Yoga on Thursday mornings which brings in young families. We offer Tuesday and Thursday evening mat yoga classes to a younger demographic. The Tai Chi class still has strong attendance on Wednesday evenings.

## PCC Grant Request for 2020

We are requesting no increase in our Boro Grant for 2020. The PCC requests that the Boro grant be \$70,000 for the coming year.

The board, staff and member of the center are grateful for the support offered by the Boro. Our success is directly linked to the significant in-kind maintenance, computer services and the annual grant support from the Boro. Our partnership with the Boro enables best use of the expanded center and allows us to offer new programming, attractive to Plum's adult population. Currently, evening programs are offered 2 or 3 nights per week, better utilizing our facility and attracting many new comers. The Center continues to grow in opportunities to live healthy, continue learning and give back to the community.

### Plum Community Center Accomplishments July 2018-June 2019

- Earlene Wolf retired and we promoted Sam Lamorte to Program Coordinator.
- PCC achieved 100% of Allegheny County Tier II participation goals
- The center began offering Saturday morning fitness classes.
- The center improved our newsletter and rebranded with a new logo

PCC by the numbers (July 2017-June 2018)

<b>PCC By the Numbers</b>	<b>July 2017- June 2018</b>	<b>July 2018 June 2019</b>
Average daily attendance	70	71
Unduplicated visits	1160	1289
New Consumers	272	321
Total programs and activities	251	274
Total participants in programs and activities	16,558	19204
Total Home Delivered meals	12,381	12814
Average Daily Units	35	48
Volunteer Hours	8681	9143
Total unduplicated volunteers	164	175

### PCC Goals for 2020

- Develop a comprehensive volunteer recruitment and engagement plan. It is essential for the center to attract multi-generational volunteers. We will understand better how to attract and engage new volunteers.
- Outreach and partner with Plum School District to offer meaningful community service opportunities.
- Conduct an Advisory Board retreat that includes Plum resident participation that focuses on new program development, and develop a better understanding of what future older adults will desire in the center
- Continue to work to increase partnerships and collaborations in the community to host at least four new programs that engage participants in key target areas: seniors, young boomers, and young families.

- Develop marketing materials to promote center rentals. (PCC will lose revenue from Living Word Church moving to a new facility)
- Develop comprehensive marketing plan that will include expanding use of targeted emails and expanding social media.
- Continue to adjust center hours to include early morning and 2-3 evening offerings. Expand information and referral services once per week from 5:30 to 7:30 PM.

## **PCC Capital Expenditures 2020**

### **Awning Replacements**

The awnings on the center are over 15 years old they have become worn and need replaced. Cost of new awning and structure is \$5000.00

Industrial garbage disposal in the kitchen near the dishwasher

PLUM SENIOR COMMUNITY CENTER  
BUDGET HIGHLIGHTS  
FOR YEAR END JUNE 30, 2019

	ACTUAL EXPENSES 2017-18	PROJECTED BUDGET 2018-19	ACTUAL 2018-19	PROJECTED BUDGET 2019-20
<b>PROJECTED REVENUES:</b>				
(1) Grant Revenues	\$ 236,464.00	\$ 243,386.00	\$ 276,253.00	\$ 256,800.00
Fundraising Events	\$ 9,709.00	\$ 16,534.00	\$ 11,413.00	\$ 9,000.00
Program Revenues	\$ 13,227.00	\$ 13,227.00	\$ (140.00)	\$ 2,800.00
(2) Contributions	\$ 16,822.00	\$ 14,364.00	\$ 2,946.00	\$ 12,000.00
Program Income	\$ 16,838.00	\$ 19,200.00	\$ 18,809.00	\$ 17,400.00
Other Revenues	\$ 25,132.00	\$ 25,132.00	\$ 29,767.00	\$ 10,000.00
<b>TOTAL REVENUES</b>	<b>\$ 318,192.00</b>	<b>\$ 331,843.00</b>	<b>\$ 339,048.00</b>	<b>\$ 308,000.00</b>
<b>PROJECTED EXPENSES:</b>				
(3) Staff Expense	\$ 229,459.00	\$ 239,270.00	\$ 255,887.00	\$ 227,000.00
Support Services	\$ 10,405.00	\$ 7,500.00	\$ 7,274.00	\$ 7,500.00
Insurance	\$ 18,822.00	\$ 19,500.00	\$ 10,940.00	\$ 11,130.00
Equipment	\$ 9,099.00	\$ 10,500.00	\$ 9,279.00	\$ 10,500.00
Repair & Maintenance	\$ 3,992.00	\$ 11,000.00	\$ 5,793.00	\$ 11,488.00
Supplies	\$ 14,673.00	\$ 14,500.00	\$ 8,866.00	\$ 8,545.00
Telephone & Internet	\$ 1,290.00	\$ 1,474.00	\$ 1,433.00	\$ 1,345.00
Utilities	\$ 23,384.00	\$ 25,722.00	\$ 25,518.00	\$ 24,730.00
Vehicle Expense	\$ 916.00	\$ 1,100.00	\$ 1,638.00	\$ 2,000.00
(4) Other Expenses	\$ 7,289.00	\$ 7,289.00	\$ 17,456.00	\$ 21,000.00
<b>TOTAL EXPENSES</b>	<b>\$ 319,329.00</b>	<b>\$ 337,855.00</b>	<b>\$ 344,084.00</b>	<b>\$ 325,238.00</b>
<b>Balance</b>	<b>\$ (1,137.00)</b>	<b>\$ (6,012.00)</b>	<b>\$ (5,036.00)</b>	<b>\$ (17,238.00)</b>

- (1) Grant revenue includes \$70,000 allocation from Plum Boro  
(2) Annual appeal for 2018-19 will take place Nov. 2019  
(3) Includes vacation and severance payout for 2 long-term employees  
(4) All other expenses, postage, legal fees, programs, advertising, etc.



# PLUM BOROUGH COMMUNITY LIBRARY

445 Center New Texas Road  
Pittsburgh Pennsylvania 15239  
412-798-READ  
Fax: 412-798-9245  
www.plumlibrary.org

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September 18, 2019

Plum Borough Council and Mayor  
4575 New Texas Road  
Plum, PA 15239

Dear Borough Officials,

Thank you for your continuing financial support of the Plum Community Library. The library trustees and staff are truly appreciative of the Borough's commitment to maintaining quality library service within the Borough. Municipal funding is a vital part of the library's operating budget. We are again asking for your consideration as you prepare the Borough budget for 2020.

As you know, the library's funding sources also include allotments from the State and from the Allegheny Regional Asset District (RAD). Other income is generated by the library through our annual mailing campaign, fundraisers, and library fees and fines.

The required \$5.00 per capita expenditure of locally allotted funds in Plum is \$135,630, based on our population of 27,126. This amount excludes State and RAD funding. The Borough's contribution of \$ 95,620 amounts to \$3.52 per capita.

We are appealing to the Borough for a yearly increase in library support, as was allotted in past years, to eventually secure the required municipal funding. We also face the necessity of replacing our roof in 2020, which will drain the reserve funds that have been prudently set aside over the years.

We recognize the challenges before you as you prepare the Borough budget, and we appreciate your consideration of our request. Please do not hesitate to contact me or any Board member for any additional information.

Sincerely,



Marilyn Klingensmith  
Library Director



# PLUM BOROUGH COMMUNITY LIBRARY

445 Center New Texas Road  
Pittsburgh Pennsylvania 15239  
412-798-READ  
Fax: 412-798-9245  
www.plumlibrary.org



September 18, 2019

Michael G. Whitico  
Finance Director  
Borough of Plum  
4575 New Texas Road  
Plum, PA 15239

Dear Mr. Whitico,

Thank you for your letter regarding the 2020 Borough budget and your request for information about the library. We sincerely appreciate the support of the Borough in the operation of the Plum Community Library. Following is information pertaining to the items requested.

## 1. Description of the library

The library occupies a 10,000 + square foot building located adjacent to the Plum Senior Community Center. Public areas include resources and seating for adults, a young adult area, a separate children's room, and a community meeting room. There is also a covered patio area and a fenced play yard. Staff areas include two offices, a workroom, a storage room and a lunchroom. A separate room houses the Allegheny Foothills Historical Society, in which residents can receive help with genealogy research, or simply connect to the past. The library houses over 44,000 items, including print material, audio books, music, periodicals, movies, and access to eResources, as well as ten computers and five ipads for public use.

## 2. What the library provides to the residents of Plum

This is our mission:

To provide the residents of Plum Borough with free and equal access to all library materials and services;

To provide patrons with information that meets their personal, educational, professional and recreational needs;

To promote for individuals of all ages an appreciation of reading and lifelong learning;

To provide special programs designed to foster interest in cultural and social aspects of daily life;

To promote “partnerships in learning” with other community organizations such as public and private schools, businesses and special interest groups.

3. 2019 accomplishments

- Updated non-fiction books in both the children’s and adult sections to provide timely and relevant information
- Achieved Silver Star status with the PA Forward Star Library Program
- Continued collaboration with the schools and with Plum Community Center
- Continued to be a relevant venue for educational, recreational, and social activities in the community

4. 2020 goals

- Provide more programs for teens/tweens grades 5 and up
- Achieve Gold Star status with the PA Forward Star Library Program
- Continue collaboration with the schools and with Plum Community Center to provide partnerships in programming to serve multiple populations
- Continue to be a relevant venue for educational, recreational, and social activities in the community

5. 2019 budget highlights – have been advised that we need to replace our roof in 2020

Enclosed are the 2019 budget and a copy of the letter to Council. Please let me know if additional information is needed.

Sincerely,



Marilyn Klingensmith  
Library Director

## Plum Community Library Budget 2019

### Income

Plum Borough	\$ 95,620
State	37,175
RAD	99,855
Fines & Fees	13,000
Fundraising	20,000
Donations	6,000
Gaming	15,294
Wachter Foundation	5,000
Jack Buncher Foundation	<u>4,000</u>
Total	\$295,944

### Expenses

Payroll	\$178,000
Insurance & Bonds	7,000
Maintenance & Repair	10,000
Utilities - Gas	2,500
Utilities - Electric	17,000
Utilities - Water & Sewage	800
Utilities - Telephone	3,600
Postage	400
PR & Marketing	2,500
Audit	3,900
Equipment Leasing	6,000
Supplies	5,000
Programs	5,000
Continuing Education	200
Printing	200
Miscellaneous Expense	100
Fundraising	2,700
Material Acquisitions	37,744
Travel	800
Fees	3,500
FF & E	2,000
Wachter Foundation	5,000
Reserve	<u>2,000</u>
Total	\$295,944