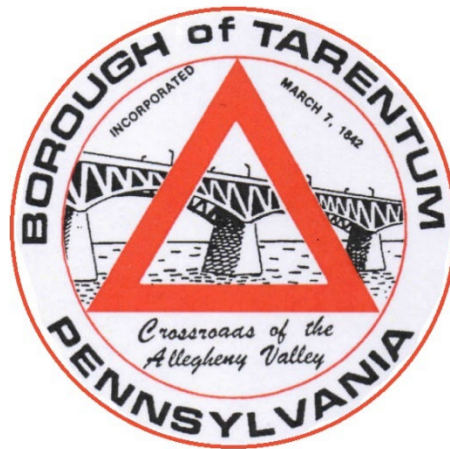


2024 Proposed Budget

Manager Narrative and Budget Overview



Presented to Borough Council on
Wednesday, November 8, 2023

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Letter to Council and Mayor

November 8, 2023

Municipal Council and Mayor Lang:

On behalf of the Borough staff, I am pleased to present the Draft 2024 Fiscal Budget. As in years past, this budget reflects our commitment to providing a broad range of services effectively and efficiently. Everything, from maintaining local roads, stormwater systems, and utilities to providing public safety, recreation, and other services, was evaluated during budget preparations. While faced with marginal population decline and the task of attempting to manage slight regression pressures effectively, the Borough continues to find itself properly balancing the diversity of perspectives and expectations for the type and range of services within our community. While difficult and, at times, emotionally driven, it is ultimately important to remember that this challenge is not unique to Tarentum Borough; it is a challenge that has been faced by many municipalities in Allegheny County, in the Commonwealth of Pennsylvania, and throughout the country.

The 2024 Budget prioritizes infrastructure maintenance and commitment to improving the Borough's long-term financial stability. In determining which projects to undertake, the Borough Council, the Mayor, and the staff had to balance several competing interests. I am pleased to report that the 2024 Budget incorporates no millage increase. 2024 marks the twentieth year the Borough has maintained a tax rate of 5.48 mills, which shall continue through 2024. However, with a review of the Borough's finances and rising material, health insurance, and new waste management contract, I recommend increasing the rates of waste services.

Additionally, Tarentum Borough is one of thirty-five municipalities in the state that operates its own electrical distribution system. Tarentum continues to purchase electricity on the wholesale market and deliver it at a retail rate to 2,500 customers. In doing so, the Borough utilizes surpluses from its power fund to subsidize general fund operations—however, our current contract for purchasing electricity ends in 2024. The supply costs will increase significantly, almost doubling, necessitating a rise in Borough electric rates. Due to this increase, I am recommending a five-year plan that will provide more price stability over the life of the supply contract. Despite the price increase, the Borough's electric distribution system enables us to implement several infrastructure and economic development projects that would otherwise be difficult to accomplish without it.

Some notes and highlights of the 2023 Budget are as follows.

Fund 01 GENERAL FUND

The General Fund is associated with ongoing or daily operations of the Borough.

- Real Estate Tax revenue is anticipated to remain steady based on property assessments by Allegheny County.

- Expenses have increased due to ongoing contractual obligations, inflation, and personnel costs; this will be partially offset by an increase from an interfund transfer and a decrease in demolition and community spending.
- Interest and principal payment amounts have shifted from the General Fund to the Water and Electric Funds.
- Waste Services expenditures are rising due to annual contractual increases.

Fund 04 CAPITAL FUND

The Capital Fund is associated with infrastructure and major equipment purchases. Some projects include, but are not limited to the following:

- Waterplant electrical and mechanical upgrades
- ADA ramp installations
- Traffic signal upgrade at Freeport and Grantham
- Records digitization and conversion
- Riverfront planning
- A complete list of projects can be found on page 26 of this document.

Fund 06 WATER FUND

The Water Fund is a proprietary fund associated with the Borough's water infrastructure collection, treatment, and maintenance.

- Several upgrades are necessary, including replacing several machines/pumps that are over thirty years old.
- A water rate increase will take effect on March 1st, 2024, to help offset necessary repairs.

Fund 07 ELECTRIC FUND

The Electric Fund is a proprietary fund associated with the Borough's maintenance of the electric grid infrastructure.

- The Borough's energy supply contract ends in 2024. A new four to five-year contract is under negotiation.
- The 2024 budget, as presented, recommends a price increase and the adoption of incremental annual increases to stabilize energy rate increases for residents.

Fund 08 SEWER FUND

The Sewer Fund is an independent fund associated with the Borough's combined sanitary sewer infrastructure maintenance.

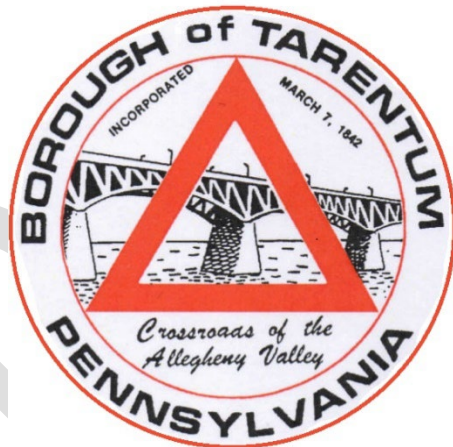
A budget represents one of the Borough's most fundamental policy documents and, as such, should be able to communicate a clear and transparent policy direction so that various constituents have the necessary information to engage themselves in their local government. As such, we commit to continuing to build the content and resources of this document in the future.

If you have any questions regarding the 2024 budget or have additional questions or concerns relative to any other matter, please do not hesitate to contact the office at (724) 224-1818. Thank you, and we look forward to another year of continuing progress and revitalization.

Sincerely,

Dwight Boddorf
Borough Manager

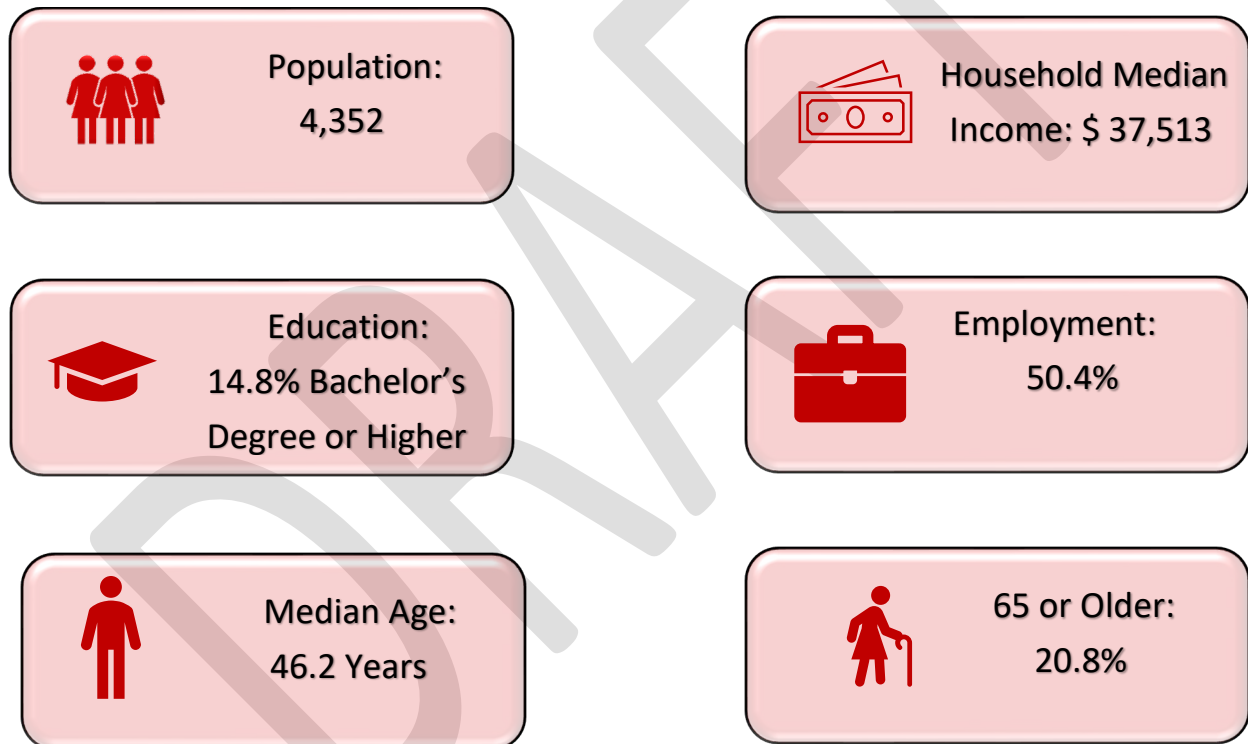
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Borough Overview

One of 130 municipalities in Allegheny County, Tarentum Borough is uniquely situated along the Allegheny River and is just south of the tri-county point of Allegheny, Armstrong, and Westmoreland Counties. The cornerstone of this thriving community starts with a beautiful riverfront park that features a stadium, a deck hockey court, a children's spray water park, and a covered amphitheater with outdoor seating, restrooms, and concessions. Furthermore, the Borough boasts riverfront parks, playgrounds, full-time police, fire and EMS services, and a thriving local business community.

Tarentum By the Numbers



Sources

US Census Bureau:

https://data.census.gov/profile/Tarentum_borough,_Allegheny_County,_Pennsylvania?g=060XX00US4200376104

Borough Officials

Name	Title	Seat	Status	Contact
Bob Lang	Mayor	Mayor	Elected Official	blang@tarentumboro.com
Scott Dadowski	Council President	2nd Ward	Elected Official	sdadowski@tarentumboro.com
Lou Ann Homa	Council Vice-President	1st Ward	Elected Official	lhoma@tarentumboro.com
Kevin Bertocki		2nd Ward	Elected Official	kbertocki@tarentumboro.com
Brian Nolan		3rd Ward	Elected Official	bnolanr@tarentumboro.com
Carrie Fox		At-Large	Elected Official	cfox@tarentumboro.com
Raymond Kerr		1st Ward	Elected Official	rkerr@tarentumboro.com
Brian Snyder		3rd Ward	Elected Official	bsnyder@tarentumboro.com

Duties of the Mayor:

Pursuant to the Pennsylvania Borough Code, the Mayor shall have the duty to preserve order in the Borough, enforce the ordinances and regulations of the Borough, and perform any other duties as shall be vested in the Mayor's office by law or ordinance.

The Mayor shall sign papers, contracts, obligations, and documents as may be required by law.

Lastly, the Mayor may also collect any costs and fees received and pay the money into the treasury to report to the Council from time to time on the state of the Borough and to make recommendations to the Council on matters of borough concern.

Functions of Council:

The Borough Code places the general supervision of the affairs of the Borough in the hands of the Borough Council. As such, council members must assume many roles found in separate branches or levels of state and federal governments. Specifically, council members serve in legislative, executive, and administrative capacities.

Council serves as the legislative body of the Borough, setting policy, enacting ordinances and resolutions, adopting budgets, and levying taxes. Council members also represent the Borough and its concerns before other municipal governments, the state and federal governments, and private sector entities.

Council also performs executive functions, including preparation of the annual budget, proclaiming municipal events, hiring employees, and appointing members to borough authorities, boards, and commissions. Certain executive functions, such as representing the Borough at official functions, are often performed by the President of Council.

Council members also play a role in the administrative activities of municipal governments, overseeing day-to-day borough operations. In this capacity, council members provide for enforcing local laws and regulations, managing personnel, and purchasing equipment, materials, supplies, and services. Council members, as administrators, are actively involved in the financial management of the Borough and are responsible not only for the collection of monies earned through taxes, service charges, and grants but also for seeing that municipal funds are spent in accordance with approved municipal budgets.

A number of boroughs in Pennsylvania, including Tarentum, have hired a professional borough manager to direct operations on behalf of Borough Council.

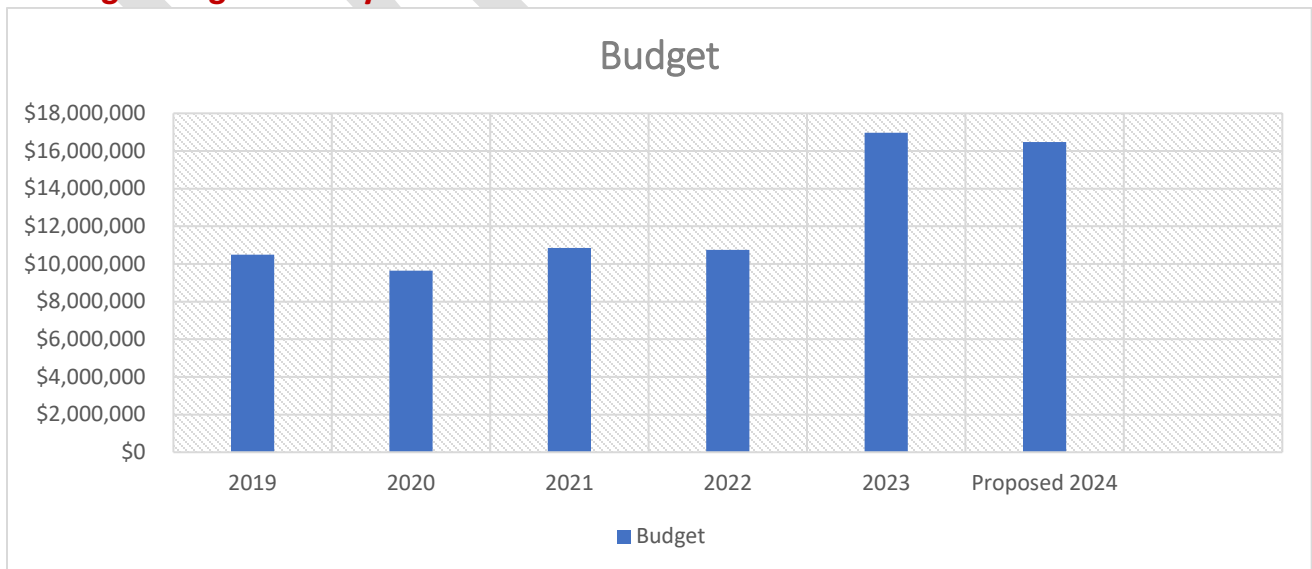
Council members also possess many other duties. Some examples are:

- Meet with residents to obtain input on borough programs and policies.
- Meet with other elected officials and borough staff on issues of general governance.
- Review technical reports from engineers, planners, and other professionals.
- Attend county and borough meetings and conferences.
- Participate in the inspection of problems or review of proposals identified by residents.
- Report on the status of local government affairs to concerned residents.

Professional Services

Name	Title	Firm
Eric Dee	Solicitor	Avilio Law Offices
Dan Schmitt	Engineer	Gibson-Thomas Engineering
Mark Turnley	Auditor	Mark Turnley and Associates
Dave Gusmar	Insurance Agent	Altany Insurance

Borough Budget History



Real Estate Tax History

The last millage increase for Tarentum Borough occurred in 2004 when the millage was set to the current rate of 5.48 mills. The millage rate of 5.48 mills equates to a tax liability of \$548 per \$100,000 of assessed real estate value. The 2024 proposed budget incorporates no increase.

Tax Breakdown

	Tarentum Borough ⁱ	Allegheny County	Highlands School District ¹	Total
Millage Rate	5.48 mills	4.73 mills	24.88 mills	35.09 mills
Percentage of Total Taxes	15.6%	13.5%	70.9%	100.00%
Average Residential Tax Bill	\$ 235	\$ 203	\$ 1,065	\$1,503
Average Residential Assessment: \$ 42,560 ²				
Average Commercial Tax Bill	\$ 834	\$ 720	\$ 3,788	\$5,342
Average Commercial Assessment: \$ 155,065 ³				
Average Industrial Tax Bill	\$ 1,120	\$ 966	\$ 5,082	\$7,168
Average Industrial Assessment: \$ 204,296 ⁴				

Currently, for every dollar (\$100.00) of real estate taxes paid by Borough residents, the following represents the distribution of the tax payment.

\$16.00	Tarentum Borough
\$ 13.00	Allegheny County
\$ 71.00	Highlands School District
\$ 100.00	Total

Financial Goals and Policies

The Borough of Tarentum has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely, and to plan the adequate funding of services. The Borough Council adopts financial management and budgetary policies to provide sound principles in planning the Borough's current and future needs.

The financial goals of the Borough of Tarentum are broad, fairly universal statements. These goals are stated as follows:

- To preserve the quality of life in the Borough through the proper financial management of its resources and to fund a sufficient level of municipal services required for the maintenance of the

Borough's infrastructure.

- To have the ability to withstand local and regional economic shocks, adjust to changes in our community's service requirements, and respond to changes in Federal, State, and County priorities and funding as they affect the Borough's residents.

The financial and budgeting policies that follow are proposed to meet these goals.

1. The Borough will maintain a balanced budget by paying for all current expenditures with current revenues and fund balance. The Borough will avoid budgetary procedures that balance current expenditures at the expense of future years, such as postponing expenditures, underestimating expenditures, overestimating revenues, or utilizing short-term borrowing as tax anticipation loans (TANs) to balance the budget.
2. The budget will provide adequate maintenance and repair of capital assets and orderly replacement.
3. The budget will provide adequate funding for all retirement plans and other employee benefits.
4. The Borough's Finance Officer will prepare monthly reports of revenues and expenditures for the Borough Council and Department Heads.
5. Enterprise funds, such as those for water and electric, must be self-supporting.
6. The Borough will seek state and federal funds that are available for operating and capital projects.
7. The Borough will encourage the delivery of services, in whole or in part, by other public and private organizations whenever and wherever greater efficiency and effectiveness can be expected.
8. The Borough will utilize technology and productivity advancements that will help reduce or avoid increasing personnel costs.
9. The Borough will seek arrangements to share services with other municipalities where cost reductions can be achieved and where the quality of service will not be endangered.

Budget Preparation and Adoption

The Borough of Tarentum establishes an Annual Budget following the process outlined below that integrates the requirements of Title 8 of the Pennsylvania Consolidated Statutes that govern Boroughs and Incorporated Towns, otherwise known as the Borough Code.

Budget Preparation

1. At regularly scheduled Council meetings and individual discussions, the Borough Manager and Finance Director gather data on goals and projects that will impact the budget for the upcoming year.
2. Previous budgets and departmental budget worksheets are distributed to the Chief of Police, Zoning and Code Enforcement, Public Works Director, and the Water Plant Director Officer to gather information on departmental needs and requests.
3. After the worksheets are collected, the Finance Director and Borough Manager compile both the requests of Staff and Council into an initial draft budget.
4. Borough Council reviews the initial draft budget and can request modifications until the Council

Workshop meeting on November 14th.

Proposed Budget

1. The Borough Manager and Finance Director prepare the Proposed Budget document, integrating any modifications requested by the Borough Council, for presentation at the Council Workshop Meeting that is held on November 14th.
2. After discussion and final review by Council, between the Workshop Meeting and Business Meeting, the Borough Council tentatively adopts the Proposed Budget and moves to advertise said budget in a locally circulated publication.

Advertisement Period

1. Per Chapter 13 of the Pennsylvania Borough Code, the Proposed Budget document is advertised for 14 days and becomes available for review by the public. The document is made available for review both in person at the Borough Offices and online at the Borough's official website, <http://www.tarentumboro.com>

Budget Adoption

1. After public input and direction from Council, the Borough Manager and Finance Director prepare the Final Budget for adoption.
2. The Final Budget for adoption is presented to the Borough Council at the first regular meeting of December for review and then formally adopted by ordinance.
3. The Final Adopted Budget is made available to the public via the Borough's website and Borough Offices.

Budget Management

1. Throughout the budget year, the Finance Director produces monthly reports tracking spending year to date to identify actual spending to that which was budgeted. These reports are shared with both Staff and Borough Council and made public for review by taxpayers and residents.
2. As deviations or exceptions are made within spending and/or projects are planned for the upcoming budget year, the Finance Director and Borough Manager make notes of adjustments that need to occur within the following year's budget to ensure accurate and conservative estimates are moving ahead.

Budget Timeline

Date	Event
9/15/2023	Distribution of the Previous Year's Budget to Staff and Council
10/3/2023	Initial Drafting of Budget
10/4/23 - 10/31/23	Staff and Department Reviews of Budget
10/11/2022	Council Meeting – Review of budget requirements and overview
11/8/2023	Council Workshop - Review of the draft budget
11/14/2023	Council Meeting – Regular Business and review the revised draft budget
11/14/2023	Council Business Meeting - Tentatively Adopt Budget
11/15/2023	Submit advertisement to Triblive for 14 days
11/16/2023	Budget Advertisement available in Triblive and on Borough Website
11/28/2023	Budget Advertisement available in Triblive and on Borough Website
12/13/2023	Adopt Final Budget
12/14/2023	Publish Final Budget

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2024 Budget at a Glance

Total Revenue: \$ 16,477,313.06

Total Expenditures: \$ 16,477,313.06

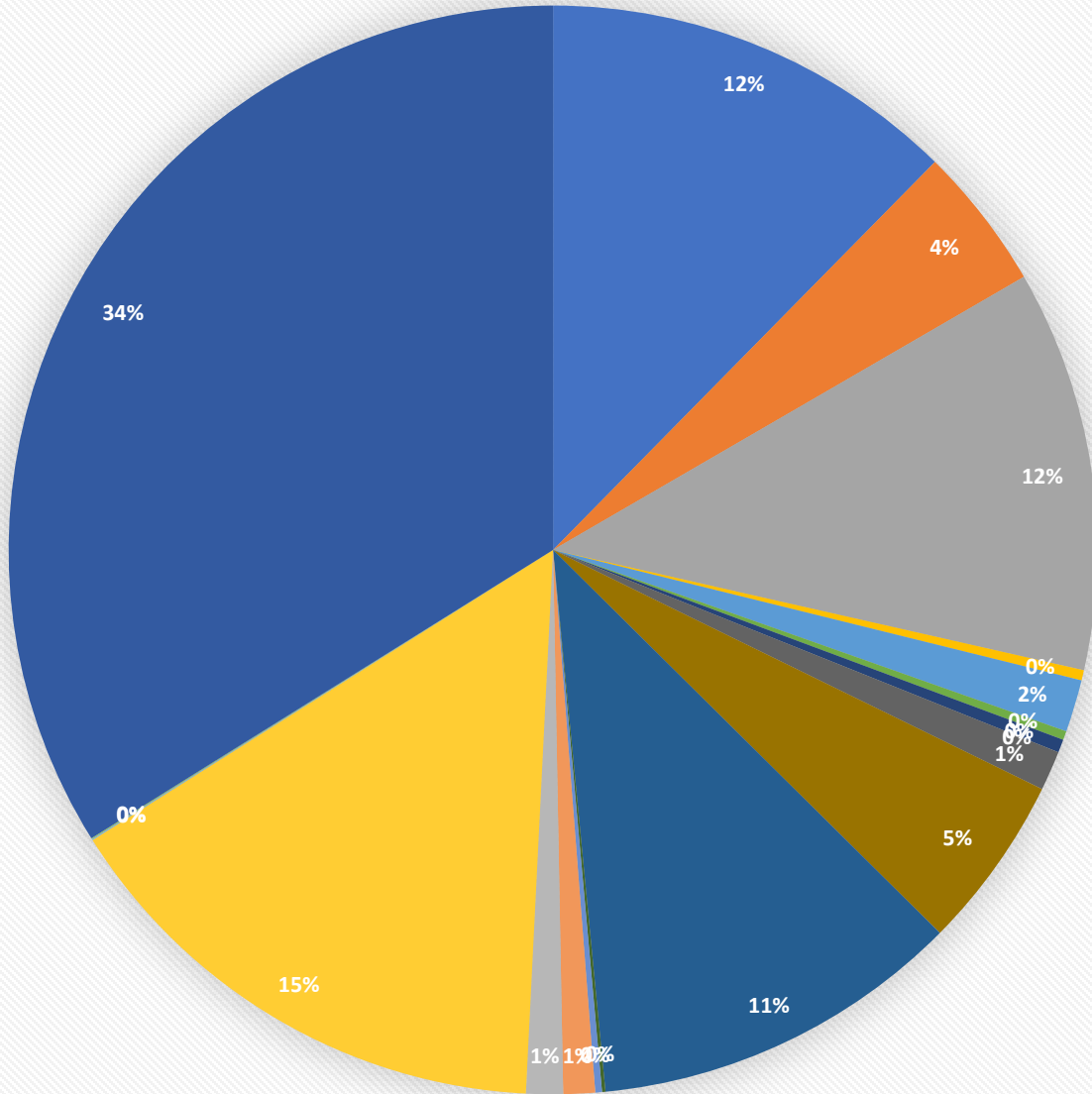
Fund #		Expenditures	Revenue	Difference
01	General Fund	\$ 4,296,147.13	\$ 4,296,147.13	0.00
05	Recreation Fund	\$ 24,800.34	\$ 24,800.34	0.00
06	Water Fund	\$ 2,028,240.69	\$ 2,028,240.70	0.00
07	Electric Fund	\$ 4,747,439.50	\$ 4,747,439.50	0.00
08	Sewer Fund	\$ 510,879.29	\$ 510,879.29	0.00
30	Cap. Reserve	\$ 4,698,891.11	\$ 4,698,891.11	0.00
35	Liquid Fuels Fund	\$ 166,273.00	\$ 166,273.00	0.00
60	Pension	\$ 4,000.00	\$ 4,000.00	0.00
Total		\$ 16,476,671.06	\$ 16,476,671.06	0.00

The entire budget is attached as Appendix A to this document.

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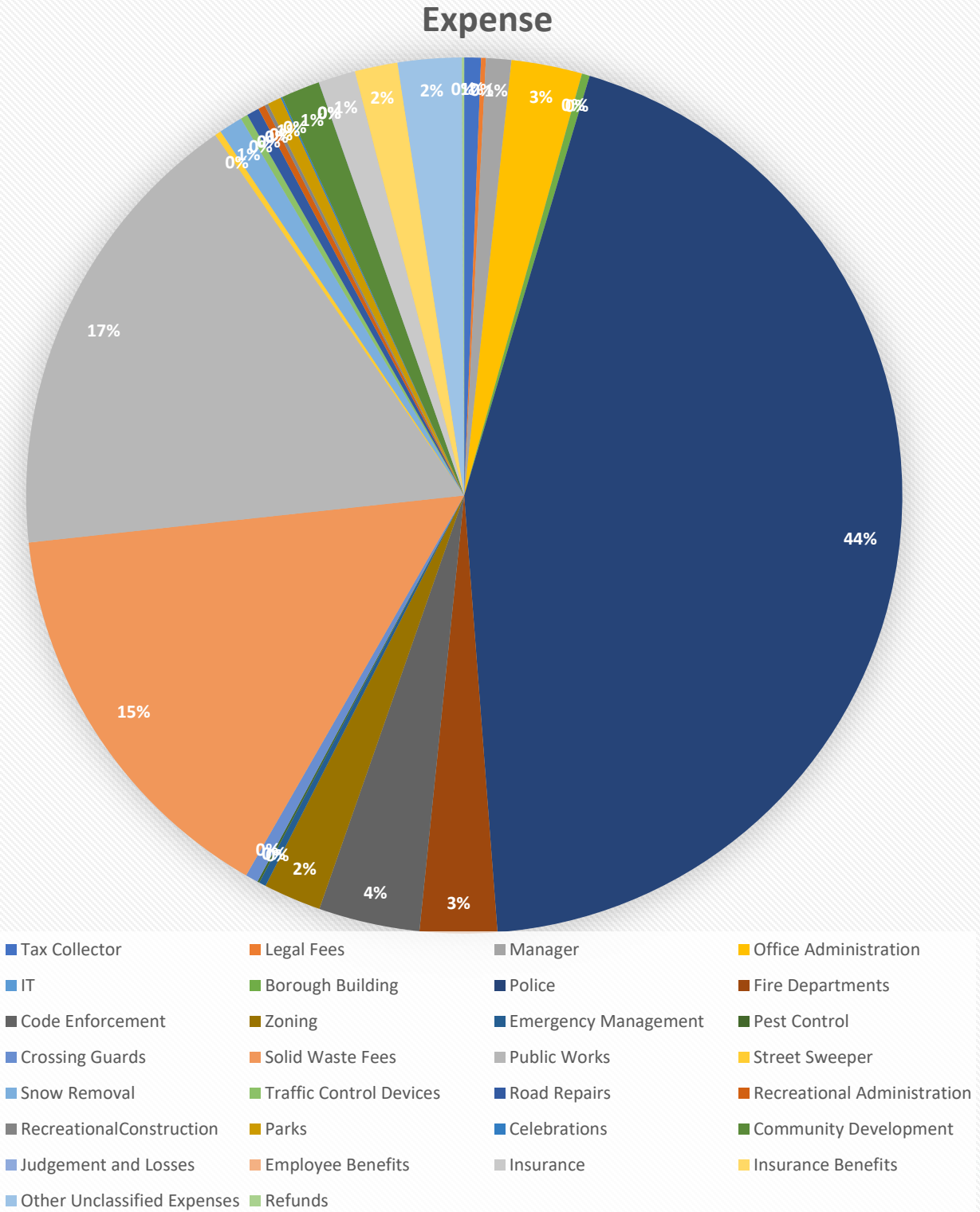
General Fund Revenue Chart

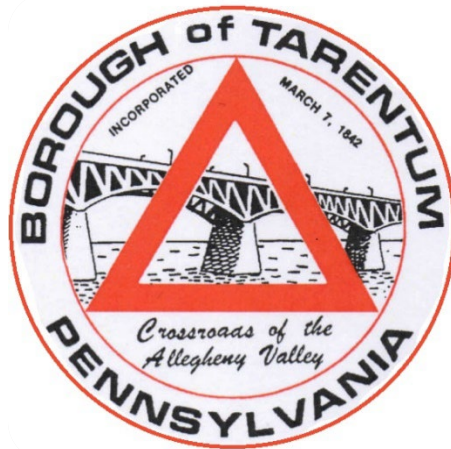
Revenue



- Property Taxes
- Penalties & Interest
- Fines
- State Shared Revenue
- General Government
- Sanitation
- Interfund Transfers
- Sales Tax
- Business Licenses & Permits
- Interest Earnings
- Intergovernmental Services
- Public Safety
- Recreational Revenues
- Local Enabling Tax
- Non-Business Licenses & Permits
- Rents & Royalties
- PILOT
- Highways & Streets
- Other Revenues

General Fund Expense Chart





Services, Programs, and Operations Overview

Within any organization, several programs or operations are not well-known outside those departments. Municipal government is no different. While line items exist on the budget, they often are insufficient in explaining the major services, programs, and operations that exist within the Borough. The following information is being presented alongside the budget to help the public understand what those line items' budgets pay for.

Note: this document provides a general overview and does not include every service or program the Borough provides.

Police Department

Police Patrol Services

Program Mission: *To provide public safety, emergency response, and crime deterrence.*

Program Description: This program directs, regulates, instructs, and supports the operations of the Police Department in meeting the operational and strategic goals of the Borough in the area of Patrol Services. The program provides management accountability over all Patrol Services functions, including Traffic and Foot Details, Enforcement, and Training.

Police Community Services

Program Mission: *To provide community education, coordination, crime prevention, and youth services.*

Program Description: This program directs, regulates, instructs, and supports the operations of the Police Department in meeting the goals of the Borough in the area of Community Services. The program provides management accountability over all Community Services functions, including programs and special events, school crossing guards, parking and code enforcement, and equipment & fleet coordination.

Police Support Services

Program Mission: *To provide public safety, emergency response, and crime deterrence by providing support services such as investigations, records, and administration.*

Program Description: This program directs, regulates, instructs, and supports the operations of the Police Department in meeting the operational and strategic goals of the Borough in the area of Support Services. The program provides management accountability over all Support Services functions, including the Investigations Section, Administrative Support, and Records Support. This includes liaison with local, state, and federal investigative agencies and the County Major Crime and Drug Task Forces.

2023 Program Accomplishments

- Completed shared service agreement with Brackenridge. Tarentum Borough now provides police coverage in Tarentum and Brackenridge Boroughs.
- Aligned Tarentum and Brackenridge policing ordinances to ensure consistency while policing.
- Provided over 200 instances of community services, such as changing tires, jumping batteries, and assisting with medical emergencies.
- Upgraded several pieces of technology, including cameras and servers.

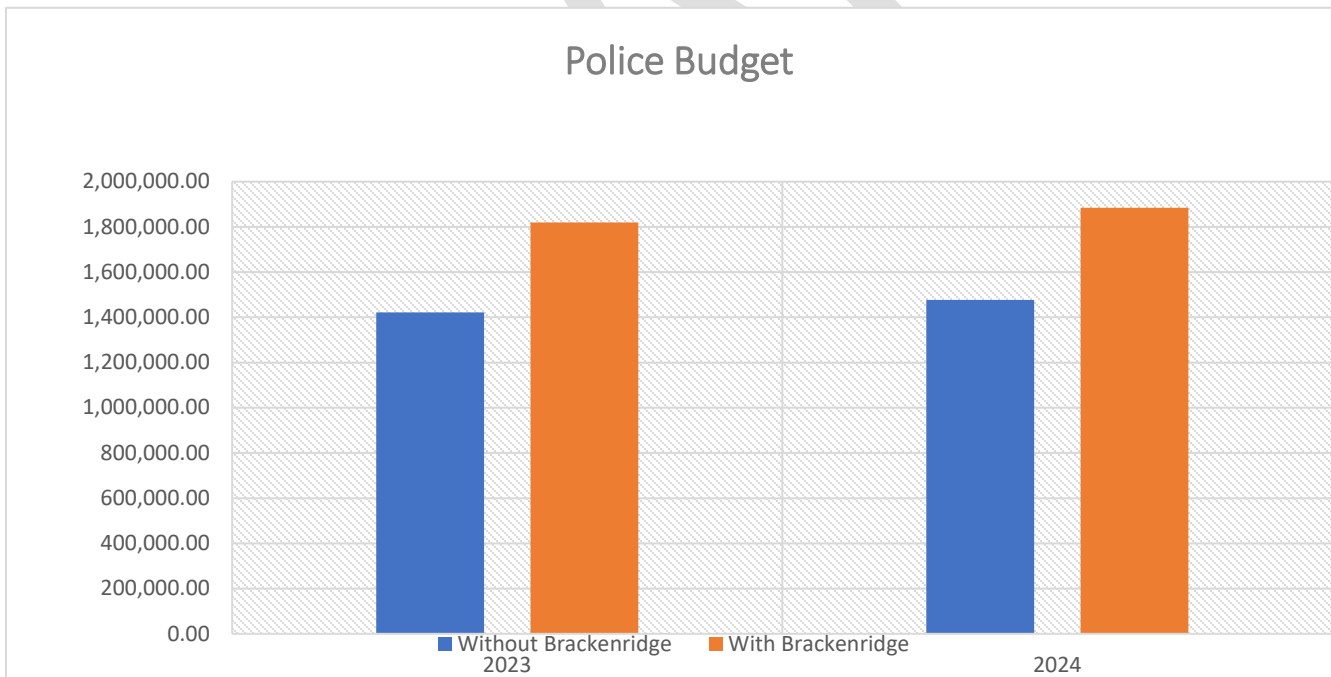
2024 Objectives

- Standardized equipment for all officers and vehicles, including newly acquired Brackenridge vehicles.
- Add additional sections of Tarentum and Brackenridge Boroughs to the current camera system.
- Update web presence and forms for ease of use.
- Continue to align the Tarentum and Brackenridge ordinance for consistency in policing between the two communities.

Notes on Tarentum and Brackenridge Shared Policing

Borough officials from Brackenridge and Tarentum entered an intergovernmental agreement on 08/01/2023 for shared Police Services between the two communities. The contract encompasses various policing services, from patrols and investigations to training and community initiatives aligned underneath Tarentum Borough. Brackenridge will reimburse Tarentum monthly for the cost of three officers for an initial contract length of five years. By leveraging the Brackenridge officer's knowledge and resources, Tarentum and Brackenridge will reap the benefits of increased efficiencies, streamlined services, and enhanced law enforcement capabilities.

2024 Police Budget:



Cost Per Officer

2023: \$142,207.36

2024: \$144,965.96

Difference: 1.8% increase in cost per officer

Code Enforcement

Subdivision & Land Development

Program Mission: *To assure compliance with subdivision, land development, and stormwater management ordinances.*

Program Description: This program administers the Borough of Tarentum's Subdivision & Land Development Ordinance and Stormwater Management Ordinance by reviewing plans for development and redevelopment. Borough Planning Commission recommendations, Allegheny County Planning Commission recommendations, and staff recommendations are presented to the Tarentum Borough Council for appropriate actions.

Code Enforcement, Public Safety, & Permits

Program Mission: *To assure compliance with building and property maintenance codes.*

Program Description: This program provides for public health, safety, and welfare by administering Borough and State codes. This includes many ordinances, including building and property maintenance codes, zoning, stormwater, and other local ordinances. These codes regulate the use and maintenance of public and private properties and any structures thereon. Administration includes response and investigation of complaints, plan review and issuance of permits, inspections of construction in progress, issuance of certificates of occupancy, issuance of violation notices, and citations and coordination of rental inspections.

2023 Program Accomplishments

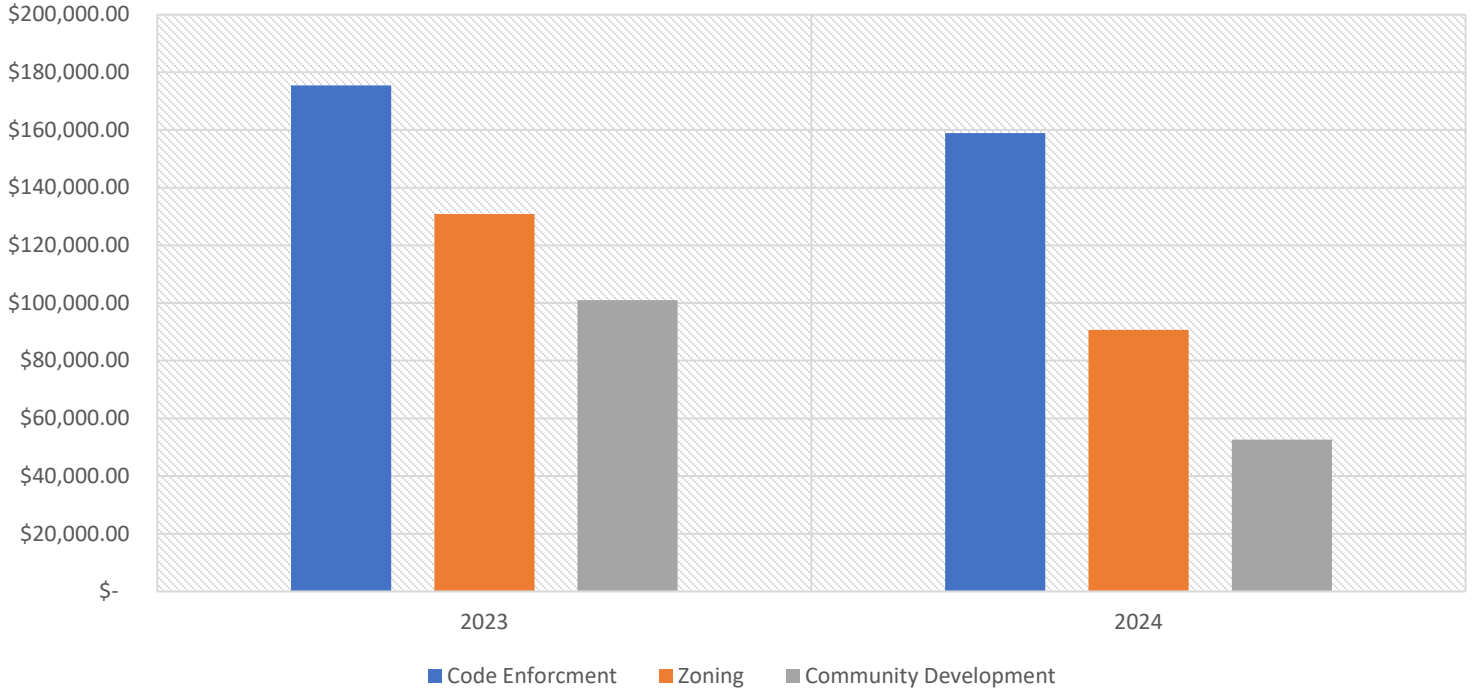
- Continued with the Omnibus demolitions plan
- Continued with and promoted the Vacant Property Program
- Increased enforcement and prosecution
- Encouraged business development by building relationships with residents and business owners, encouraging them and informing them of programs to assist with business development
- Redesigned several forms for consistency and ease of use
- Façade improvement
- Improvement in fee collection

2024 Objectives

- Continue with the Omnibus demolitions plan
- Review and update zoning ordinances
- Review and update the official Borough zoning map
- Update web presence and forms for ease of use
- Vacant property cleanup
- Police radio for code enforcement installation

2024 Code Enforcement Budget:

Code, Zoning, Development



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Engineering and Public Works

MS4 Stormwater Maintenance

Program Mission: *To comply with the Department of Environmental Protection Agency's Municipal Separate Storm Sewer System (MS) Program requirements by ensuring the stormwater system functions properly.*

Program Description: This program provides drainage systems to convey stormwater runoff from the streets of the Borough. Work activities include the replacement of storm sewer pipes and inlets and cleaning grates, collection boxes, and storm sewer pipes to ensure the proper performance of all stormwater facilities.

Engineering Services

Program Mission: *Plan and implement all capital projects and develop strategies to improve operating efficiencies and infrastructure preservation.*

Program Description: This program provides capital improvement planning, engineering, surveying, project plan and bid document preparation, inspections, document management, and project management services to all areas of the Borough. This function is contracted out to Gibson-Thomas Engineering.

Property Maintenance

Program Mission: *To maintain Borough buildings in excellent condition.*

Program Description: This program provides maintenance, repair, and custodial services to Borough buildings. In addition, this program includes the surveillance and treatment of mosquito breeding areas in Borough parks and other properties.

Street Maintenance

Program Mission: *To improve the condition of Borough streets and alleys.*

Program Description: This program provides roadway maintenance for the streets and alleys in the Borough. Maintenance includes utility cut restorations, winter damage restorations, stabilization of sinkholes, crack sealing, and pothole repairs. All activities within the program support the Community Goals of improving the image of the Borough and providing a safe community environment.

Street Signs and Markings

Program Mission: *To provide clear and appealing road signage to assist traffic flow and safety.*

Program Description: This program involves the fabrication, installation, and maintenance of traffic signs, street name signs, pavement, and temporary signs and barricades for regulatory, warning, and traffic guide purposes. This program focuses on standardizing signs in type, size, and lettering to improve the Borough's aesthetics while meeting PennDOT's requirements.

Street Cleaning

Program Mission: *To maintain streets free of debris and litter and provide a clean Central Business District area.*

Program Description: This program focuses on community aesthetics and reducing debris load to creeks and streams by performing routine and preventative maintenance in the Central Business District and cleaning Borough streets and parking lots via a vacuum sweeper.

Snow and Ice Control

Program Mission: *To treat and plow streets and alleys and clear public sidewalks following winter precipitation events.*

Program Description: This program provides salting, plowing, and snow removal of streets and alleys as needed during the winter to provide for safe and efficient traffic movement following winter precipitation. This program also includes the clearing and de-icing of sidewalks, driveways, and parking lots on Borough-owned property and emergency services stations.

Fleet Maintenance

Program Mission: *To have Borough vehicles available and functional when needed by employees.*

Program Description: This program provides maintenance and repairs to Borough vehicles, including state inspections, preventative maintenance, and emergency repairs to the fleet. In addition, it also provides maintenance and repairs to all of the Borough's small equipment, such as pumps, saws, and more.

2023 Program Accomplishments

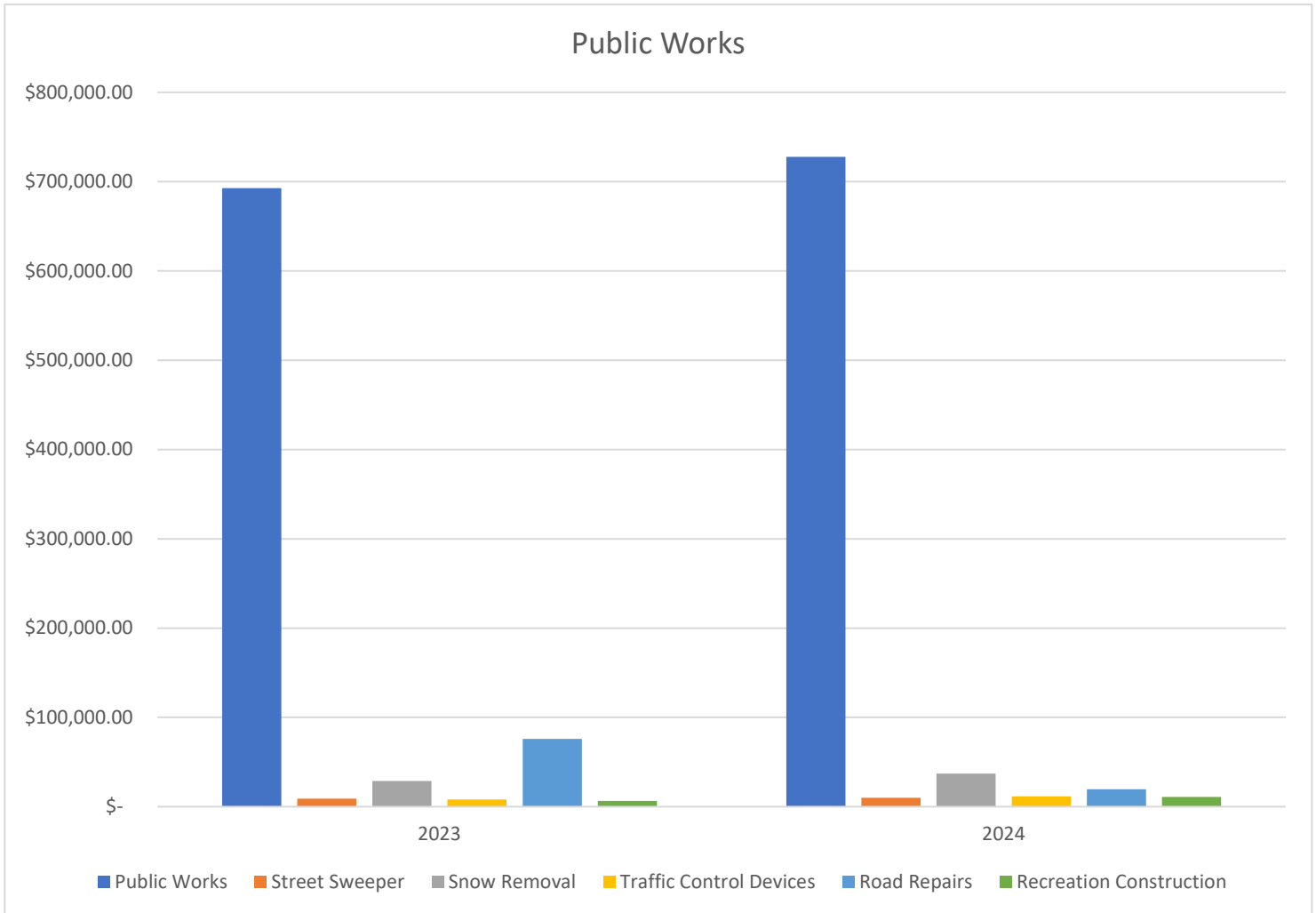
- Observed and inspected MS4 outfalls
- Completed milling and paving of 1st Avenue
- Completed paving of six other alleys/roads.
- Continued Borough-wide cleaning and maintenance activities
- Assisted with the setup of Night Markets
- Tree trimming for business districts
- Replaced a vehicle necessary for sustaining operations

2024 Program Objectives

- Tree trimming
- Paving portions of 3rd Avenue and 7th Avenues, 600 block of Renoff Alley, and Fentzel Alley
- Pole replacement for 15 poles
- Curb and crosswalk painting
- Creation of a road evaluation program to assess existing conditions of roads and assign priority maintenance and paving

2024 Public Works Budget:

Public Works



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Parks and Recreation

Parks Operations & Maintenance

Program Mission: *To provide safe and enjoyable recreational facilities and programs.*

Program Description: This program provides parks, open spaces, and recreation opportunities to enhance residents' quality of life. Maintenance services include park facility and equipment maintenance, inspecting playgrounds for safety issues, athletic field maintenance, tree maintenance, and snow removal.

Spray Park

Program Mission: *To provide a safe, operation-efficient, and enjoyable outdoor spray park.*

Program Description: This program operates an outdoor spray park that provides opportunities for friends, neighbors, and families of the Tarentum Borough to interact with one another during an enjoyable aquatic experience.

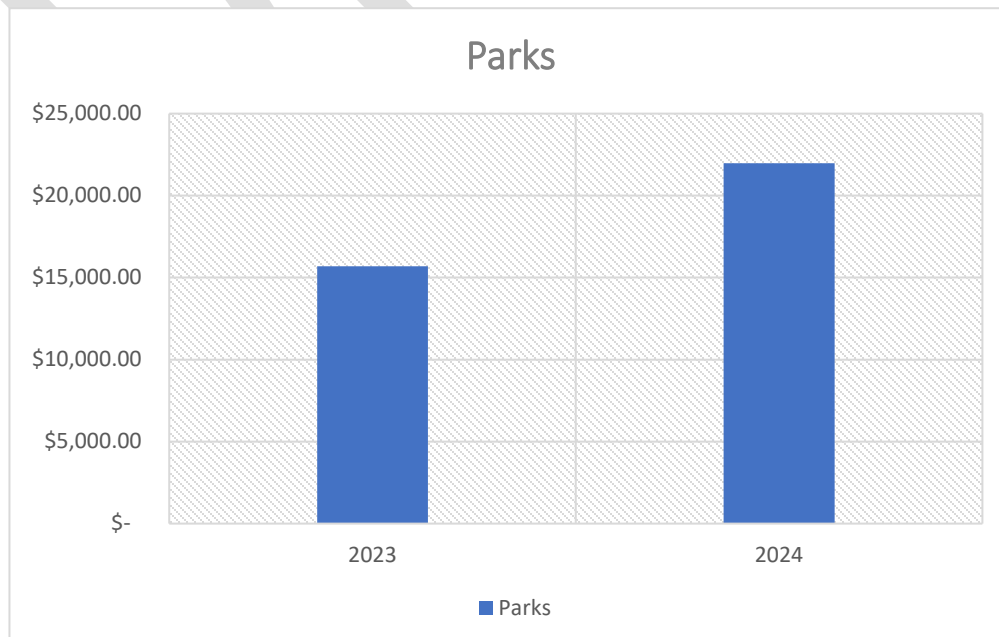
2023 Program Accomplishments

- Continued Park cleaning and maintenance activities
- Renovated Hebe fountain in the park
- Painted and updated benches and snack shack
- Repaired spray park manifold

2024 Program Objectives

- Repair park signs
- Clean debris on the riverfront
- Start long-term park plan

2024 Parks Budget:



Administration Division

General Management

Program Mission: *To oversee all aspects of the Borough's operations and policies and develop strategies to assure the future success of the Borough's organization.*

Program Description: The Office of the Borough Manager is the chief executive officer for all non-police programs. The Manager is responsible for transforming the guidelines established by the Borough Council into policies, procedures, and measurable action plans. The Borough Manager also serves as Secretary of the Borough. The Borough Manager communicates with the Borough Council and the citizens, other municipalities, customers, and employees.

Financial Management

Program Mission: *Assure fiscal accountability for Borough operations and meet all adopted fiscal management policies.*

Program Description: This program provides budgeting and fiscal management services to the Borough and the Tarentum Recreation Board. This program is charged with maintaining an appropriate accounting system, monitoring the cash management functions, budget preparation, and monitoring and providing all treasury services. Financial reporting to management and external agencies is performed through this activity.

Customer Service

Program Mission: *To meet the needs of our customers by providing accurate information in a timely and courteous manner.*

Program Description: This program provides customer satisfaction through trained staff to offer knowledgeable, professional, and courteous service. Support is provided to Borough operating departments through clerical assistance, preparation of service requests, telephone inquiries, mail processing, accounts payable disbursements, central storage for office supplies, and office records retention and disposition. This program also provides online payment support for online users.

Collection Service

Program Mission: *Generate and collect utility bills.*

Program Description: This program is responsible for meter reading, generating customer utility bills, and ensuring accuracy in preparing those bills. Approximately 3,000 bills are printed and mailed each month. Services billed include electricity, water, and refuse. This program is also responsible for disconnection service notices and utilizing a collection agency when needed.

Employee Relations

Program Mission: *Build and institute Human Resources policies, practices, and programs leading to the success of our co-workers, enabling the Borough to achieve its vision and mission.*

Program Description: This function aims to partner with uniformed and non-uniform employees and unions to deliver products and services, adding value to achieve the Borough's goals and objectives by maximizing its Human Resources. Human Resources leads and manages recruitment/selection, organization development, benefits, safety, policy administration, and labor relations, resulting in a high-performance work organization.

IT Technical Support

Program Mission: *To assure the reliability of computer hardware and software, providing users with the necessary information, as well as cybersecurity and safeguarding of data.*

Program Description: This program provides all Borough employees with computer hardware, software, and support. (Allegheny County provides support for software used by the Police Department.) Support includes installing and troubleshooting hardware and software, training, and ensuring high system performance and security levels. Up and Running Computer provides most of the IT Technical Support and is supplemented by Tarentum Borough administrative staff.

2023 Program Accomplishments

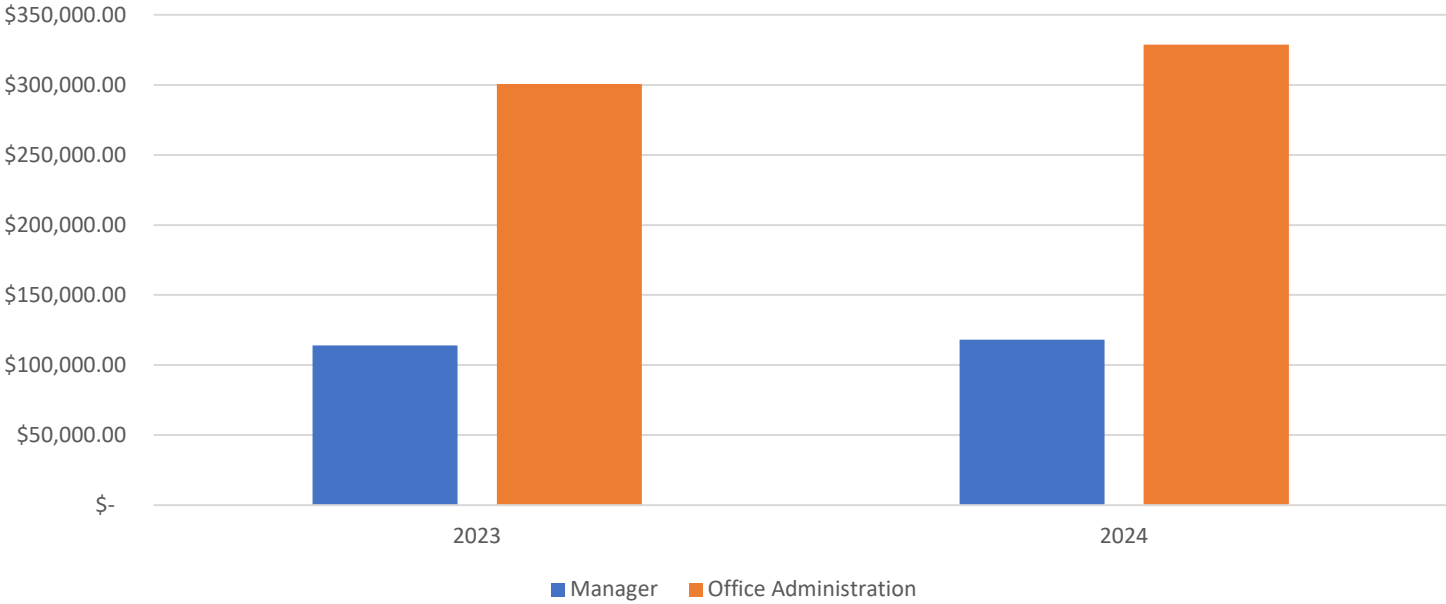
- Updated the Borough's website and enhanced its online customer portal and social media presence.
- Several security measures include dual-factor authentication, email security, firewalls, etc.
- Created a shared administrative position between general administration and code enforcement to maximize specific functions within respective departments.
- Completed review of all accounts of electric, water, and refuse for accuracy in billing

2024 Program Objectives

- Secure a new energy contract to provide electric utility rate stability
- Update Borough's GIS maps for both water and electric utilities
- Complete update to Borough's comprehensive electric ordinance project
- Initiate a records digitization and conversion project
- Continue cost savings measures
- Continue implementation of the Borough's long-range multi-municipal plan

2024 Administration Budget:

Office Admin Pay & Benefits
(Includes IT, Postage, Phone, Etc.)



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Electric Fund

Distribution System Operation & Maintenance

Program Mission: *To provide safe, reliable electric service to Borough customers.*

Program Description: This program operates and maintains the Electric Distribution System, serving over 2,500 residential, commercial, and industrial customers. This program aims to proactively predict and prevent system failures while delivering customers safe, reliable electric energy. This program also provides for traffic signal maintenance.

Management Support Services

Program Mission: *To provide management oversight and strategic planning services for electric operations to assure competitive rates.*

Program Description: Procurement of power and administration of power supply contracts is a primary concern of this program. In addition, this program reimburses the General Fund for the financial, accounting, billing, collections, and human resources support of the Administration. Interfund transfers and debt service area budgeted into this program.

2023 Program Accomplishments

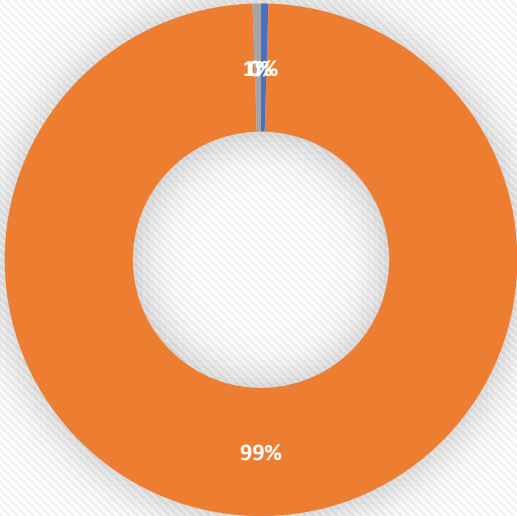
- Utilized Sensus system to predict localized outages by monitoring single and group meter outage alerts from Sensus for increased reliability
- Ordered a new bucket truck to work on electric infrastructure reliably
- Repaired several lines due to storm damage in a timely manner
- Completed several pole replacement projects
- Replaced and repaired electric meters

2024 Program Objectives

- Refine the use of the Sensus system to predict localized outages by monitoring single and group meter outage alerts from Sensus for increased reliability
- Increase staff training for all staff involved with the electrical system
- Continue to seek innovative ways to improve reliability and customer satisfaction
- Pole replacement for 15 poles
- Meter replacement
- Upgrade to traffic light at Freeport & Grantham

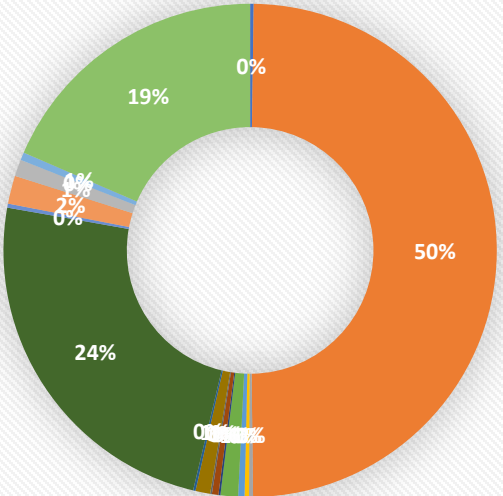
2024 Electric Fund Revenue vs. Expense:

Revenue



- Pole Attachment
- Metered Sales
- Carryover

Expense



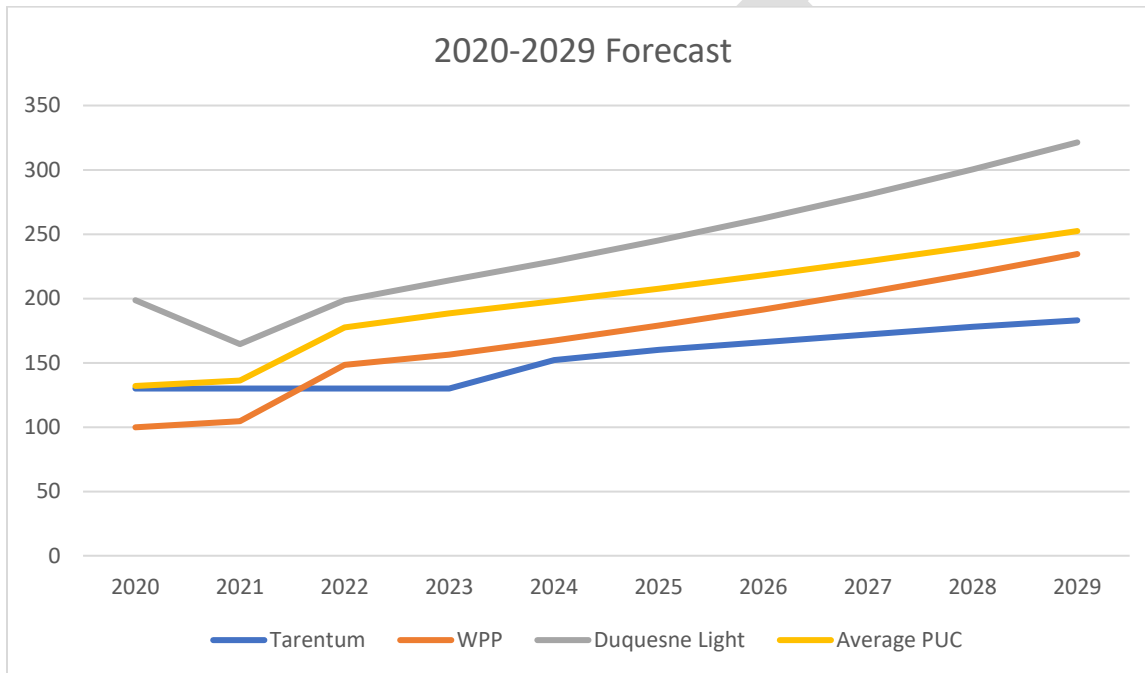
- | | | | |
|-----------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------|
| ■ Council | ■ Mayor | ■ Auditing | ■ Legal Fees |
| ■ Manager | ■ Office Administration | ■ Building | ■ Public Works |
| ■ Fire Department | ■ Street Lighting | ■ Traffic Lights | ■ Electric |
| ■ Community Development | ■ Debt Principal | ■ Debt Interest | ■ Judgement and Losses |
| ■ Insurance | ■ Interfund Transfer | | |

Electric 5-year cost forecasts:

The 2020-2029 electric forecast is based on historical data from the PUC and PMEA on energy prices from around the state, including West Penn Power, Duquesne Light, and the state average.

***Note:** Although prices fluctuate from year to year, the following is the average 10 (2014-2024) year percentage increase in prices.

- West Penn Power: 7%
- Duquesne Light: 7%
- Average PUC: 5%



Recommendation

In order to create a stable energy pricing strategy in Tarentum, it is recommended to adjust prices annually from a 3 to 5 percent increase instead of a 17 – 30 percent increase every five years or contract renewals.

Water Fund

Treatment System Operation & Maintenance

Program Mission: *To provide safe, reliable water service to Borough customers.*

Program Description: This program operates and maintains the water treatment system, serving over 2,500 residential, commercial, and industrial customers. The goal of this program is to treat water for potability safely.

Distribution System Operation & Maintenance

Program Mission: *To provide safe, reliable water service to Borough customers.*

Program Description: This program operates and maintains the Water Distribution System, serving over 2,500 residential, commercial, and industrial customers. This program aims to proactively predict and prevent system failures while delivering safe, reliable water to customers.

Management Support Services

Program Mission: To provide management oversight and strategic planning services for water treatment operations.

Program Description: Procurement of chemicals and chemical testing is the primary concern of this program.

2023 Program Accomplishments

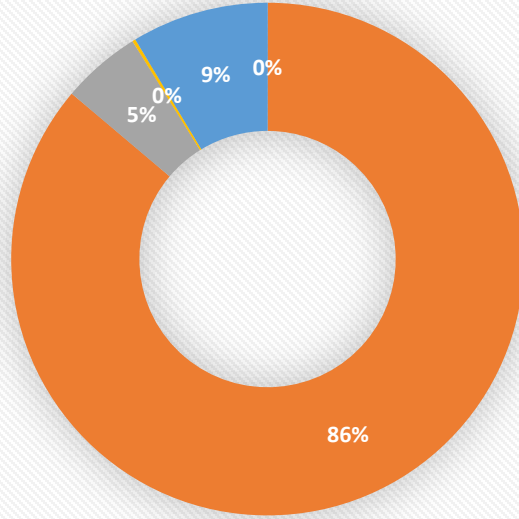
- Conducted leak detection prevention
- Continued reduction in water usage per month
- Monitor contemporary trends in water distribution and treatment

2024 Program Objectives

- Replacement of machinery, equipment, and pumps to improve the reliability and safety of drinking water
- Continue to seek innovative ways to improve reliability and customer satisfaction
- Increase water line maintenance
- Explore dredging retrofit for cost savings
- Purchase vehicle for operations at the water plant and pumphouse

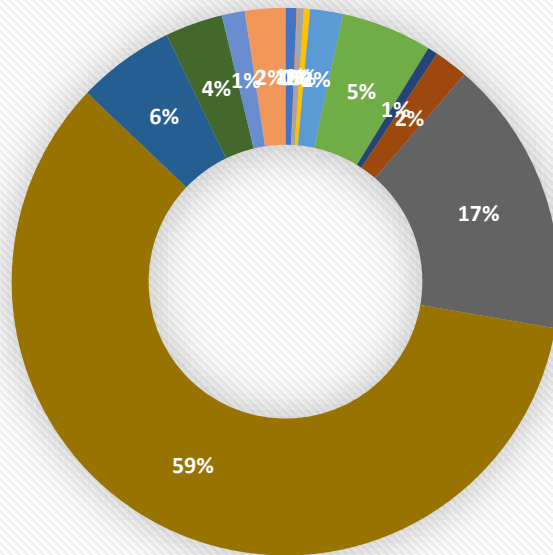
2024 Water Fund Revenue vs. Expense:

Revenue



- Interest
- Metered Sales
- Carryover
- Insurance Reimbursement
- Interfund Transfer

Expense



- Council
- Mayor
- Auditing
- Legal Fees
- Manager
- Office Administration
- Building
- Public Works
- Distribution
- Water Plant
- Debt Principal
- Debt Interest
- East Deer Discount
- Insurance

List of Grants and Projects

Water Treatment Mechanical and Upgrade Project

Upgrade and replacement of multiple pieces of equipment necessary for water treatment

Estimated cost: \$1,351,992.50

Borough Match: \$351,992.50

Funding Source: Local Share Account Fund and Capital Reserves

Water Treatment Electrical Upgrade Project

Upgrade and replacement of multiple pieces of equipment necessary for water treatment

Estimated cost: \$452,152.00

Borough Match: N/A project fully grant-funded

Funding Source: GEDTF

ARLE Grant Freeport & Grantham

Estimated cost: \$319,700.00

Borough Match: N/A project fully grant-funded

Funding Source: ARLE Grant

LSA Grant GIS Mapping

Estimated cost: \$93,750.00

Borough Match: \$7,500.00

Funding Source: Local Share Account Fund and Capital Reserves

CDBG Year 50 ADA

Estimated cost: \$232,435

Borough Match: \$46,585

Funding Source: CDBG Year 50

CDBG Year 50 Tripak

Estimated cost: \$93,700

Borough Match: \$26,700

Funding Source: CDBG Year 49

Laruse Boulevard Water Line Replacement

Estimated cost: \$300,000.00

Borough Match: TBD

Funding Source: RK Mellon Foundation

Omnibus Demolition Project

Borough's multi-year demolition project that started in 2019

Borough Match: \$50,000.00

Funding Source: General Fund and Act 152

List of Grants and Projects-Continued

Riverfront Development Planning

Estimated cost: \$40,000.00

Borough Match: \$20,000.00

Funding Source: Boating Facility Grant and Capital Reserves

Corbet Street Renovation Project

Redevelopment of 215 Corbet after building demolition

Estimated cost: \$20,000

Borough Match: N/A

Funding Source: General Fund (Community Development General Construction)

Business Façade Improvement

Five grants to businesses for façade improvement. Carryover funding from 2023.

Estimated cost: \$25,000

Borough Match: None, but there is a \$500 match from recipients

Funding Source: Electric Fund

Paving Project

Paving of 5 alleys/roads

Estimated cost: \$85,000

Borough Match: N/A

Funding Source: Liquid Fuels

Vehicle Replacement

Vehicle for Water Plant

Estimated cost: \$22,600

Model: Ford Maverick

Funding Source: Water Fund

Electric Ordinance Update

Estimated cost: \$20,000.00

Borough Match:

Funding Source: Electric Fund

Records Digitization and Conversion Project

Estimated cost: \$10,000.00

Borough Match: \$5,000.00

Funding Source: Historical & Archival Records Care Grant and Capital Reserves

List of Grants and Projects-Continued

Dumpster Day (April & September)

Estimated cost: \$3,500.00

Borough Match:

Funding Source: General Fund (Sanitation)

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2024 Proposed Budget (Appendix A)

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