

Borough of Carlisle
53 W. South Street
Carlisle, PA 17013
P: 717-249-4422

**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
April 13, 2023**

Councilor Stuby called the Council Meeting to order at 7:00 p.m. and led the Moment of Silence and Pledge of Allegiance.

Present at the meeting: Councilors Hicks, Mellen, Perry, Stuby, Deputy Mayor Landis and Mayor Shultz. Also present were: Borough Manager Armstrong, Assistant Borough Manger Snyder, Police Chief Landis, Water Resources Director Malarich, Water Sustainable Community and Economic Planning Director Woolston, Finance Director Juday, Parks & Recreation Director Crouse, Human Resource/Risk Management Manager Berrier, Fire Chief O'Donnell, Public Information Coordinator Taylor, Dickinson College Student Ambassador Fisher-Henson and Borough Secretary Stone.

Student Ambassador Powers was not present at the meeting.

Borough Council voted 6-0 to approve Councilor Hick's participation in the Council meeting via Zoom. (Landis/Stuby)

PRESENTATIONS

Finance Director Richard Juday provided a first quarter fiscal status update. The presentation is attached to these minutes.

Discussion was held regarding participatory budgeting of the Borough's CDBG funds and how the funds are allocated. Borough Manager Armstrong explained the Redevelopment Authority receives applications from agencies that are interested in receiving assistance from the County or Borough. Those requests are vetted at the staff level. Manager Armstrong remarked that Council has the ability at any time to reprogram unexpended CDBG funds within the HUD guideline regulations from prior years when the need arises. A draft of the program year is then presented at a public hearing for Council's review of the proposed expenditures and to receive public comment.

Deputy Mayor Landis commented that CDBG monies are directed to certain areas in the community and introducing participatory budgeting may be more impactful to those receiving funds. Councilor Stuby noted he envisioned a portion of participatory budgeting monies coming from the general fund. Mayor Shultz compared the premise to Outside Agency funding where a certain amount of funds are designated to allow the public to provide input on how the funds are being utilized.

Councilor Crampsie inquired if council will receive information on system options and cost information from the research on the parking meters kiosk system. Mr. Juday responded that research is underway and staff will inform council of the findings.

CITIZENS TO BE HEARD

Mr. Mitch Shiles, 614 West Louthier Street, Carlisle, Pennsylvania, spoke to Council in support of the purposed bike lane on Noble Boulevard and the Bedford Street plan. He remarked that concrete dividers on Noble Boulevard are a better option. Mr. Shiles inquired as to the length of the diagonal parking spaces recommended for Bedford Street. Water Resources Director Malarich noted the parking spaces will be approximately 20 feet in length.

CONSENT AGENDA

Deputy Mayor Landis made a motion and was seconded by Councilor Mellen to approve the Consent Agenda. Council unanimously voted 7-0 to approve the Consent Agenda, which consisted of the following items.

A. Minutes:

Council Meeting Minutes 03/09/2023

Strategic Planning Meeting Minutes 3/11/2023

B. Approval of Bills and Investment Transactions:

Expenditures as of March 31, 2023

General Fund \$ 1,225,698

Water Fund \$ 1,464,920

Stormwater Fund \$ 75,924

Sewer Fund \$ 434,832

Solid Waste Fund \$ 67,405

Capital Project Fund \$ 69,618

Parking Fund \$ 17,757

C. Public Safety:

1. *Borough Council may approve a Special Events Application and associated West Chapel Avenue Parking Lot Application for the 3rd annual Earth Day Celebration to be held on Saturday April 22, 2023 from 1 pm to 4 pm.*
2. *Borough Council may approve a Special Events Application and street closure as well as lifting of the Sidewalk Ordinance for the annual Amani Festival to be held on Saturday, May 6, 2023, from 6:00 a.m. to 6:00 p.m. The event is to take place on the first two blocks of West High St and the first block of North and South Pitt Streets. Approval shall be contingent upon the applicant receiving PennDOT approval; receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle and PennDOT as additional insureds; and, reimbursing the Borough of Carlisle 100% of the variable costs and 10% of the fixed costs incurred by the Borough.*

D. Public Works:

1. *Borough Council may authorize the reduction in the financial security posted by 1003 South Hanover, LLC. for the 7-Eleven Convenience Store Land Development Plan, in the amount of Five Hundred Thirty-One Thousand Two Hundred Forty-Seven Dollars (\$531,247.00) to reflect work completed to date on the project.*
2. *Borough Council may authorize the full release of the financial security posted by Builder Services Group, Inc. for on-site improvements in the Land Development Plan for Northside Village on Lot 4 of the Former IAC Site, in the amount of Thirty-Two Thousand Nine Hundred Thirty Dollars (\$32,930.00) to reflect completion of the project.*
3. *Borough Council may authorize the full release of the financial security posted by Goodman Carlisle LLC for its warehouse and distribution development off Allen Road, in the amount of Five Thousand Sixty Dollars (\$5,060.00) to reflect completion of the project.*
4. *Borough Council may authorize execution of a temporary construction easement agreement with Harry and Agnes Lockley and Dickinson Green Townhome Association granting the Borough access onto private property to address and alleviate stormwater runoff originating from White Birch Lane.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

None.

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report:

Councilor Crampsie brought forth a proclamation that recognized April 28th as Workers Memorial Day. The proclamation honors those who have suffered injury, hardship, or lost their lives while on the job or in the line of duty. Councilor Crampsie remarked the Borough has been fortunate to have great staff and the importance of continuing safety training for employees.

REPORTS FROM COMMITTEES

A. ERCP:

1. Borough Council voted 7-0 to appoint Michael Shanaman to a partial term as an "alternate" on the Human Relations Commission. The term will become effective immediately and will expire on February 29, 2024. (Landis/Mellen)

B. Parks & Recreation:

1. Borough Council may enact an ordinance authorizing the lease for portions of the Stuart Community Center. (Mellen/Shultz)
2. Borough Council voted 7-0 to approve a lease and a stipulation against liens agreement between the Borough of Carlisle and D. G. Foundations Learning Park, LLC, to lease a portion of the second floor and courtyard at the Stuart Community Center for the purpose of a childcare facility and amended the motion to include a change in paragraph 7 of the lease to state the lesser shall provide adequate space heating and cooling for the lessee. (Mellen/Shultz)
3. Cumberland Youth Cycling Development Pump Track Approvals:
 - a. Borough Council voted 7-0 to reject all bids received on February 28, 2023 by the Cumberland Youth Cycling Development for the Valley Meadows Bicycle Pump Track. (Mellen/Shultz)
 - b. Borough Council voted 7-0 to approve Cumberland Youth Cycling Development's revised project scope and design for the Valley Meadows Bicycle Pump Track based on the satisfactory review and approval by the Borough Solicitor. (Mellen/Shultz)
 - c. Borough Council voted 7-0 to approve Cumberland Youth Cycling Development's use of the Keystone Purchasing Network (KPN) for engaging services for the Valley Meadows Bicycle Pump Track. (Mellen/Shultz)
4. Borough Council voted 7-0 to authorize the Carlisle Kiwanis Club to enter into a contract with Safety Turf, Inc. to furnish and install a poured-in-place (PIP) playground surface at the Fort LeTort playground at LeTort Park. The Carlisle Kiwanis Club has provided the necessary documents to show proof of sufficient funds to pay contractors and all labor and materials necessary for the project.

Mr. Michael Cornfield, President of the Kiwanis Club announced that sufficient funds have been raised to complete the entire project including the cost for the demolition equipment, rebuild, and Poured-in-Place rubber surfacing. He explained the rubber surfacing provides an additional level of accessibility for people with disabilities. The maintenance of the rubber product, will also be a cost savings to the borough over time.

Ms. Tamela Trussell, a resident of Carlisle, expressed concern over the installation of the PIP product. She noted that she only recently learned of the use of this product or would have expressed her concern sooner. Ms. Trussell remarked that the EPA and Consumer Product Safety Commission no longer support the safety claims of artificial turf and that it is unregulated. She stated that there are extremely hazardous chemicals the CDC has cited as the seventh most prevalent exposure for youth of lead poisoning. Additional concerns she had were chemicals that could be absorbed into the product as well as shedding of micro plastics into streams. Ms. Trussell recommended wood planking be installed to provided handicap accessibility.

Discussion was held among Council regarding if an alternative to the PIP could be considered and how that would affect the timeline for completion of the playground. Mr. Cornfield remarked that a contractor is in place to start on May 1, 2023. If an alternative material would be considered, it would increase the expense considerably and delay the delivery of the playground equipment. This would result in having to rent a storage facility large enough to hold the three trailers of equipment.

Council took into consideration the costs of an alternative product, the uncertainty if wood planking is ADA compliant, and the lack of evidence from the studies that warrant chemical concern. Following these discussions there was consensus among council to move forward with the installation of PIP product.

C. Public Safety:

1. Borough Council, by a roll call vote of 7-0, amended the Code of the Borough of Carlisle, adopted by Ordinance #2032, and thereafter amended, with respect to Chapter 244, Vehicles and Traffic, to add one on-street handicapped parking space located at 131 East Louther Street and remove five on-street handicapped parking spaces individually located at 512 North Pitt Street, 149 East Louther Street, 45 East South Street, 170 East North Street and 147 North Bedford Street. (Shultz/Hicks)
2. Borough Council voted 7-0 to approve a Special Events Application by Downtown Carlisle Association to lift the sidewalk ordinance and allow all downtown merchants in the C1 district to hold Sidewalk Sales Days. The events are to occur on May 13, June 10 and July 8, 2023 from 9:00 a.m. to 9:00 p.m. Approval is subject to receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured. (Shultz/Hicks)
3. Borough Council voted 7-0 to approve a Special Events Application and street closure for an End of the School Year Block Party and Movie Night on June 3, 2023 from 3:00 – 10:00 p.m. The event is to take place at Memorial Park and on the 100 block of West Penn Street. Approval shall be contingent upon the receipt of a valid Certificate of Insurance form naming the Borough of Carlisle as an additional insured and the applicant reimbursing the Borough 100% of the variable and 10% of the fixed costs associated with this event. (Shultz/Hicks)

4. Borough Council voted 6-0-1, with an abstention from Councilor Perry, to approve a Special Events Application for the Hope Station Juneteenth Celebration to be held on June 17, 2023. The event is to take place on the first block of West High Street from 12 Noon – 5 p.m. Approval is contingent upon Penn DOT approval, the receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured and the applicant reimbursing the Borough 100% of the variable and 10% of the fixed costs associated with these events. (Shultz/Hicks)
5. Borough Council voted 7-0 to approve the purchase of two 2023 Ford Police Interceptor Utility Hybrid vehicles through the Commonwealth of Pennsylvania's cooperative purchasing program (COSTARS) vendor, New Holland Auto group. (Shultz/Hicks)

D. Public Works:

1. Borough Council voted 7-0 to award the unit price construction contract for the 2023 Curb and Pedestrian Ramp Rehabilitation Project to the lowest responsive bidder, Porter Construction, LLC. of Mount Holly Springs, Pennsylvania, in the amount of One Hundred Eighty-One Thousand Twenty-Eight dollars (\$181,028.00). Borough Council may also authorize any contract change orders needing prompt action in an amount not to exceed five thousand dollars (\$5,000) each, to be approved at the discretion of the Borough Manager and brought before Council for retroactive approval. (Perry/Stuby)
2. Borough Council voted 7-0 to award the unit price construction contract for the 2023 Street Milling and Paving Project to the lowest responsive bidder, Pennsy Supply, Inc of Harrisburg Pennsylvania, in the amount of Two Hundred Seventy-Eight thousand, Five Hundred and Three Dollars and Thirty Cents (\$278,503.30). (Perry/Stuby)
3. Borough Council voted 7-0 to approve a unit price construction contract with Asphalt Maintenance Solutions, LLC. of Center Valley, Pennsylvania for the 2023 Street Maintenance Program, in the amount of \$9.39 per square yard of applied surface, under the CapCOG 2023 Ultra-thin Bonded Wearing Course Application Contract. (Perry/Stuby)
4. Borough Council voted 7-0 to approve a unit price construction contract with Asphalt Maintenance Solutions, LLC. of Center Valley, Pennsylvania for the 2023 Street Maintenance Program, in the amount of \$3.54 per square yard of applied surface, under the CapCOG 2023 Microsurfacing Contract. (Perry/Stuby)
5. Borough Council voted 7-0 to award the Ridge Street Pumping Station Improvements General Construction Contract to the lowest responsive bidder, PSI Pumping Solutions, Inc. of York Springs, PA, for the lump sum amount of Four Hundred Forty-Two Thousand, Eight Hundred Dollars (\$442,800.00) and the Ridge Street Pumping Station Improvements Electrical Construction Contract to the lowest responsive bidder, WY Electric, LLC. of Littlestown, PA, for the lump sum amount of Two Hundred Twenty-Six Thousand, Three Hundred Dollars (\$226,300.00), pending receipt of the required bonds and insurances for the project. (Perry/Stuby)

Furthermore, Borough Council voted 7-0 to authorize any contract change order needing prompt action in an amount not to exceed Ten thousand dollars (\$10,000) each, to be approved at the discretion of the Borough Manager and brought before Council for retroactive approval. (Perry/Stuby)

E. Sustainability & Community Planning:

1. Borough Council voted 7-0 to waive all requirements of the Borough’s subdivision and land development ordinance associated with the 90-day conditional approval deadline for Hamilton Commons LLP that expired on August 4, 2022, and extend the land development plan deadline to June 8, 2023.

NEW BUSINESS

No new business was heard.

REPORTS FROM COUNCIL MEMBERS & STAFF

Dickinson College Student Ambassador Fisher-Henson provide the following updates:

- ✓ Various events were held in April such as the “Let’s Talk Climate” event, a forum to discuss Ukraine-Russia War” and “Take Back the Night” to end sexual violence and support survivors.
- ✓ Dickinson will partner with Palmer’s Sneakers and Apparel to offer Dickinson gear in their store and host a pop-up shop on campus on May 5.
- ✓ Dickinson’s Class of 2023 will celebrate Commencement on Sunday, May 21, at 10 AM on the John Dickinson Campus.

Councilor Mellen communicated that the fence pickets at Fort LeTort will be available for pickup at the end of April.

Councilor Crampsie noted that with the warmer weather more pedestrians and bicyclists are out in town. He asked for motorists to be cautious of their surroundings when driving through town. He recognized that the new Parks & Recreation schedule is available with many opportunities and that the Parks & Recreation staff is doing a great job.

ADJOURNMENT

There being no further business or public comment, the meeting adjourned at 8:14 p.m.

Sean M. Shultz, Mayor

Joyce E. Stone, Borough Secretary

Borough of Carlisle Financial Update

1st Quarter 2023

Enterprise Funds

Utility Accounts

Active Past Due Utility Accounts

QTR 1 (Active) Aged Accounts					
	2019	2020	2021	2022	2023
Aged Accounts	\$ 192,086	\$ 203,052	\$ 227,757	\$ 271,013	\$ 119,872
At Lien Threshold (\$436)	10	13	79	124	55
Breakout (Lien Threshold)					
Commercial	1	-	5	6	15
Fireprotect	-	1	1	1	-
Industrial	-	-	1	-	1
Public	1	6	3	1	2
Rental	8	5	41	61	113
Residential	1	1	28	55	159

- Downward trend in total past due utility balances.
- Termination notification process was temporarily halted from December through February due to programming changes and staffing resources. This change temporarily increased the number of accounts with balances.

Billing Cycle Walkthrough (1 Billing)					
	Initial Balance	Balance Owed After Due Date	Courtesy Reminder	13-Day Shut-Off Notice	Termination
Aged Accounts	\$ 863,592	\$ 168,630	\$ 36,055	\$ 12,255	\$ 8,711
Breakout (Lien Threshold)					
Commercial	121	24	10	5	4
Industrial	30	2	1	1	-
Public	19	-	-	-	-
Rental	282	55	19	9	6
Residential	1,034	340	72	31	11
Total Accounts	1,486	421	102	46	21

- Utility Billing Assistance Programs remain available.
- Recent Billing Cycle Walkthrough shows the impact that various steps in the collection process have.

Water Fund

Water Fund 1st Quarter Activity						
Type	2018 1st QTR	2019 1st QTR	2020 1st QTR	2021 1st QTR	2022 1st QTR	2023 1st QTR
Expense						
Salaries, Wages, & Benefits	\$ 297,729	\$ 279,065	\$ 263,004	\$ 273,064	\$ 281,698	\$ 394,802
Supplies, Services & Utilities	198,547	201,665	176,166	201,997	219,522	221,186
Transfers Out	246,473	213,903	145,334	143,558	148,026	169,833
Capital Expenditures	30,600	9,970	44,460	-	138,200	1,935,043
Debt Service	32,971	9,931	110,453	151,810	76,172	186,797
Total Expense	\$ 806,321	\$ 714,535	\$ 739,417	\$ 770,428	\$ 863,618	\$ 2,907,660
Expense as % of Budget	20%	18%	19%	18%	20%	28%
Revenue						
Charges for Services	\$ 385,029	\$ 337,986	\$ 221,849	\$ 321,058	\$ 433,825	\$ 439,715
Other Revenue	86,031	47,362	39,515	51,696	194,106	78,349
Interest & Rents	51,748	66,246	83,903	47,744	40,611	57,857
Transfers In	3,234	4,835	6,626	4,719	6,594	-
Total Revenue	\$ 526,043	\$ 456,429	\$ 351,892	\$ 425,217	\$ 675,136	\$ 575,921
Revenue as % of Budget	12%	10%	7%	9%	15%	12%
Net Gain / (Loss)	\$ (280,278)	\$ (258,106)	\$ (387,525)	\$ (345,212)	\$ (188,482)	\$ (2,331,739)

Expenditures:

- Actual Expenses at 28% of Budget. Elevated due to progress made and costs pertaining to Capital Projects.

Revenues:

- Actual Revenue at 12% of Budget. **Performance is consistent with prior years** reflecting that revenue is recorded in the year in which it is earned. Charges for Services will increase as the year progresses.
- Decrease in Other Revenues specifically related to elevated tapping fees in 2022 for Construction Projects that joined the Borough's water system.

Stormwater Fund

Stormwater Fund 1st Quarter Activity						
Type	2018 1st QTR	2019 1st QTR	2020 1st QTR	2021 1st QTR	2022 1st QTR	2023 1st QTR
Expense						
Salaries, Wages, & Benefits	\$ -	\$ 58,468	\$ 91,623	\$ 65,788	\$ 113,342	\$ 118,991
Supplies, Services & Utilities	-	13,686	20,486	26,644	27,470	27,699
Transfers Out	-	47,924	140,140	141,206	154,194	169,833
Capital Expenditures	-	-	75,009	2,593	12,172	20,140
Debt Service	-	-	-	478	19,943	19,152
Total Expense	\$ -	\$ 120,079	\$ 327,258	\$ 236,709	\$ 327,121	\$ 355,814
Expense as % of Budget			25%	15%	23%	12%
Revenue						
Charges for Services	\$ -	\$ -	\$ 153,345	\$ 125,230	\$ 164,753	\$ 168,814
Interest & Rents	-	115	1,345	122	369	5,667
Other Revenue	-	-	-	81	679	158
Total Revenue	\$ -	\$ 115	\$ 154,690	\$ 125,433	\$ 165,801	\$ 174,639
Revenue as % of Budget			9%	6%	7%	8%
Net Gain / (Loss)	\$ -	\$ (119,964)	\$ (172,568)	\$ (111,276)	\$ (161,320)	\$ (181,175)

Expenditures:

- Actual Expenses at 12% of Budget. **Performance is consistent with prior years**, with current year budget anticipating additional capital expenditures later in the year.

Revenues

- Actual Revenue at 8% of Budget. **Performance is consistent with prior years** reflecting that revenue is recorded in the year in which it is earned. Charges for services will increase as the year progresses.

Sewer Fund

Type	Sewer Fund 1st Quarter Activity					
	2018 1st QTR	2019 1st QTR	2020 1st QTR	2021 1st QTR	2022 1st QTR	2023 1st QTR
Expense						
Salaries, Wages, & Benefits	\$ 460,698	\$ 429,772	\$ 449,189	\$ 401,251	\$ 450,222	\$ 504,866
Supplies, Services & Utilities	272,866	264,239	225,350	245,025	241,408	226,044
Transfers Out	221,832	196,238	141,161	140,276	154,620	169,833
Capital Expenditures	66,981	355,486	52,950	357,033	163,153	89,639
Debt Service	58,831	32,437	125,305	168,539	244,206	306,489
Total Expense	\$ 1,081,207	\$ 1,278,172	\$ 993,954	\$ 1,312,123	\$ 1,253,609	\$ 1,296,870
Expense as % of Budget	19%	23%	18%	23%	22%	10%
Revenue						
Charges for Services	\$ 770,369	\$ 553,133	\$ 239,747	\$ 638,125	\$ 426,091	\$ 347,508
Other Revenue	47,041	45,548	250,281	73,103	210,180	43,637
Intergovernmental	-	105,611	-	-	-	51,588
Interest & Rents	21,705	37,554	39,389	1,027	2,359	20,223
Total Revenue	\$ 839,115	\$ 741,845	\$ 529,417	\$ 712,254	\$ 638,630	\$ 462,956
Revenue as % of Budget	11%	8%	7%	10%	9%	6%
Net Gain / (Loss)	\$ (242,092)	\$ (536,328)	\$ (464,538)	\$ (599,869)	\$ (614,979)	\$ (833,914)

Expenditures:

- Actual Expenses at 10% of Budget. Decrease compared to prior years due to timing of Capital Projects.

Revenues:

- Actual Revenue at 6% of Budget. **Performance is slightly lower than prior years**, based on change in billing method for Carlisle Barracks. In the past they were billed on an estimated basis and adjusted after the fact, now they are billed based on actual usage.
- Decrease in Other Revenues specifically related to elevated tapping fees in 2022 for Construction Projects that joined the Borough's sewer system.

Solid Waste Fund

Solid Waste Fund 1st Quarter Activity						
Type	2018 1st QTR	2019 1st QTR	2020 1st QTR	2021 1st QTR	2022 1st QTR	2023 1st QTR
Expense						
Salaries, Wages, & Benefits	\$ 3,853	\$ 9,189	\$ 9,543	\$ 8,680	\$ 6,324	\$ -
Supplies, Services & Utilities	116,246	120,898	2,213	273,500	277,326	504,697
Transfers Out	6,686	5,862	5,606	5,648	6,168	-
Capital Expenditures	-	6,053	2,185	-	-	-
Debt Service	5	2	2	1,245	1,123	-
Total Expense	\$ 126,791	\$ 142,003	\$ 19,548	\$ 289,074	\$ 290,941	\$ 504,697
Expense as % of Budget	16%	18%	1%	21%	20%	26%
Revenue						
Charges for Services	\$ 190,982	\$ 228,727	\$ 430,018	\$ 356,285	\$ 352,356	\$ 494,120
Licenses & Permits	-	2,400	-	4,000	1,800	-
Other Revenue	630	961	135	2,994	1,986	-
Interest & Rents	439	920	1,552	36	17	588
Total Revenue	\$ 192,051	\$ 233,008	\$ 431,706	\$ 363,315	\$ 356,160	\$ 494,709
Revenue as % of Budget	25%	28%	35%	28%	28%	25%
Net Gain / (Loss)	\$ 65,259	\$ 91,005	\$ 412,157	\$ 74,241	\$ 65,219	\$ (9,988)

Expenditures:

- This fund now only reflects activity pertaining to collecting and turning over Trash & Recycling collection fees.
- Served approximately 5,983 residential dwelling units with an additional 6,630 Tags sold for the 1st Quarter.

Revenues

- **Performance is as expected**, derived primarily from quarterly trash service charges and sales of trash tags.
- The difference between collections and expenses is primarily attributed to the buyback of expired trash tags and bags under the 2022 program.

Parking Fund

Parking Fund 1st Quarter Activity							
Type	2018 1st QTR	2019 1st QTR	2020 1st QTR	2021 1st QTR	2022 1st QTR	2023 1st QTR	
Expense							
Supplies, Services & Utilities	\$ 126,725	\$ 127,967	\$ 136,592	\$ 40,545	\$ 41,934	\$ 15,141	
Salaries, Wages, & Benefits	32,433	34,669	28,175	24,011	25,937	30,456	
Transfers Out	6,686	12,112	11,856	11,898	12,418	21,229	
Debt Service	3,193	562	12,711	14,037	3,182	8,079	
Total Expense	\$ 169,036	\$ 175,311	\$ 189,333	\$ 90,491	\$ 83,470	\$ 74,904	
Expense as % of Budget	28%	28%	30%	14%	12%	11%	
Revenue							
Charges for Services	\$ 156,213	\$ 138,697	\$ 129,934	\$ 95,191	\$ 121,951	\$ 127,668	
Fines & Forfeits	20,352	38,086	27,607	20,566	16,111	32,427	
Interest & Rents	2,388	4,935	4,510	69	114	742	
Other Revenue	817	118	8,257	10,843	13,133	5,095	
Total Revenue	\$ 179,770	\$ 181,837	\$ 170,308	\$ 126,669	\$ 151,308	\$ 165,932	
Revenue as % of Budget	28%	25%	24%	17%	22%	24%	
Net Gain / (Loss)	\$ 10,733	\$ 6,526	\$ (19,025)	\$ 36,178	\$ 67,838	\$ 91,028	

Expenditures:

- Actual Expenses are 11% of Budget. **Performance is consistent with prior years.**
- Supplies, Service, & Utilities is lower due to timing of payments to Outside Agencies/Partners.

Revenues:

- Actual Revenues are 24% of Budget. **Performance is consistent with Prior years.**
- Parking Meter evaluation is ongoing as our meters approach the end of their useful life.

General Fund

General Fund

General Fund 1st Quarter Activity						
Type	2018 1st QTR	2019 1st QTR	2020 1st QTR	2021 1st QTR	2022 1st QTR	2023 1st QTR
Expense						
Salaries, Wages, & Benefits	\$ 1,638,028	\$ 1,706,441	\$ 1,641,611	\$ 1,634,443	\$ 1,558,009	\$ 2,062,930
Supplies, Services & Utilities	734,535	687,498	679,322	683,859	823,082	767,246
Debt Service	21,666	4,147	84,157	74,832	425,350	46,236
Total Expense	\$ 2,394,228	\$ 2,398,086	\$ 2,405,090	\$ 2,393,133	\$ 2,806,441	\$ 2,876,412
Expense as % of Budget	19%	19%	18%	18%	20%	17%
Revenue						
Real Property Taxes	\$ 703,418	\$ 550,354	\$ 694,046	\$ 637,001	\$ 597,262	\$ 573,204
Other Local Taxes	589,097	769,616	670,278	605,021	509,517	450,740
Transfers In	506,200	511,145	468,697	444,610	482,013	530,727
Licenses & Permits	149,277	109,330	147,491	130,524	263,321	254,231
Other Revenue	128,526	84,616	113,245	43,370	117,364	57,037
Charges for Services	42,877	38,879	42,572	11,610	33,841	38,219
Interest & Rents	53,086	109,988	43,266	22,843	26,476	27,769
Fines & Forfeits	28,068	19,666	33,262	14,462	13,138	21,125
Intergovernmental	10,812	8,130	8,426	-	6,300	-
Total Revenue	\$ 2,211,361	\$ 2,201,724	\$ 2,221,285	\$ 1,909,442	\$ 2,049,233	\$ 1,953,052
Revenue as % of Budget	18%	17%	17%	15%	16%	13%
Net Gain / (Loss)	\$ (182,867)	\$ (196,362)	\$ (183,804)	\$ (483,691)	\$ (757,207)	\$ (923,361)

Expenditures:

- Actual Expenses at 17% of Budget. **Performance is consistent with prior years.**
- Debt Service has decreased; related to the one-time payment made on the Tax Increment Financing District made in 2022.

Revenues

- Actual Revenue at 13% of Budget. **Performance is consistent with prior years.**
- Licenses & Permits is recognizing revenue from the start of the Rental Inspection Program. **Building Permit Revenue is slightly reduced** compared to 2022.
- Property Tax Revenue collection began in March and will increase rapidly over the next couple of months. As such a Net Loss in the first quarter, is to be expected.

Summary

Type	Borough 1st Quarter Activity					
	General 1st QTR	Water 1st QTR	Stormwater 1st QTR	Sewer 1st QTR	Solid Waste 1st QTR	Parking 1st QTR
Expense						
Salaries, Wages, & Benefits	\$ 2,062,930	\$ 394,802	\$ 118,991	\$ 504,866	\$ -	\$ 30,456
Supplies, Services & Utilities	767,246	221,186	27,699	226,044	504,697	15,141
Transfers Out	-	169,833	169,833	169,833	-	21,229
Capital Expenditures	-	1,935,043	20,140	89,639	-	-
Debt Service	46,236	186,797	19,152	306,489	-	8,079
Total Expense	\$ 2,876,412	\$ 2,907,660	\$ 355,814	\$ 1,296,870	\$ 504,697	\$ 74,904
Expense as % of Budget	17%	28%	12%	10%	26%	11%
Revenue						
Real Property Taxes	\$ 573,204	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services	38,219	439,715	168,814	347,508	494,120	127,668
Other Revenue	57,037	78,349	158	43,637	-	5,095
Interest & Rents	27,769	57,857	5,667	20,223	588	742
Transfers In	530,727	-	-	-	-	-
Other Local Taxes	450,740	-	-	-	-	-
Licenses & Permits	254,231	-	-	-	-	-
Fines & Forfeits	21,125	-	-	-	-	32,427
Intergovernmental	-	-	-	51,588	-	-
Total Revenue	\$ 1,953,052	\$ 575,921	\$ 174,639	\$ 462,956	\$ 494,708	\$ 165,932
Revenue as % of Budget	13%	12%	8%	6%	25%	24%
Net Gain / (Loss)	\$ (923,361)	\$ (2,331,739)	\$ (181,175)	\$ (833,914)	\$ (9,988)	\$ 91,028