



Finance & Revenue Committee Meeting
November 12, 2025 @ 5:30 PM
This meeting is recorded for public record.

Committee Members:

Brian McGinnis, Chair
Nicole Scimone
Bryan Travis

Director of Finance & Revenue: Barbara Lioni
Borough Manager: Sean Metrick

Finance & Revenue Committee Meeting:

- I. Call to Order
- II. Announcements
 - A. The Borough will be collecting canned goods to benefit the West Chester Food Cupboard at Borough Hall during business hours. Please stop by to contribute. More information can be found on the Borough website.
 - B. Public Hearing on November 19, 2025 at 6:30 PM to adopt the 2026 Borough of West Chester Budget
- III. Comments
Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.
- IV. Reports
 - A. Director's report on monthly financials (attachment)
- V. Old Business
 - A. Approve October 2025 meeting minutes (attachment)
 - B. 2026 Budget Update (attachment)
- VI. New Business
 - A. Motion to approve purchasing requests (attachment):
 1. Butts Tickets for \$24,000
 2. Portnoff for \$10,366.16
 3. Univar Solutions for \$13,500.00
 4. Usalco for \$15,280.00

5. Munibilling for \$19,020.00

Issue: Review and recommend the approval of qualifying purchase orders

- B. Approve resolution for application to the DCED Local Share Account grant program, for Phase II of the Gay Street Closure Project (attachment)

Issue: Review and approve Resolution for Phase II of the Gay Street Closure Project

VII. Other Business

VIII. Adjournment

Visit www.west-chester.com for access to all attachments.

Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.

Borough of West Chester
Cash Position
October 31, 2025

A/C#	Description	Beginning Balance 10/1/2025	October Receipts	October Expenditures	Ending Balance 10/31/2025
01-10000	GF Truist Cash	1,808,237	399,180	2,031,091	176,326
01-10036	PLGIT EIT Pension Pay Down Cash	883,457	107,983	-	991,440
01-10037	Santander GF Cash	(712,466)	2,822,107	1,894,166	215,475
01-10044	Santander ARPA Cash	319,583	-	-	319,583
01-10040	PLGIT Pcard Cash	-	-	-	-
01-12000	PLGIT GF Cash	4,458,245	16,076	278,370	4,195,951
	Total General Fund	6,757,056	3,345,346	4,203,627	5,898,775
05-10045	Santander Fire Cash	401,883	5,022	143,761	263,144
05-10053	PLGIT Fire Reserve	759,762	177,798	-	937,560
	Total Fire Fund	1,161,645	182,820	143,761	1,200,704
10-10006	PLGIT Rec In Lieu Cash	105,000	356	-	105,356
	Total Recreation Fund	105,000	356	-	105,356
08-10038	Santander Sewer Cash	1,714,188	943,958	487,585	2,170,561
08-10052	PLGIT Sewer Cash Reserve	3,829,689	98,882	-	3,928,571
	Total Sewer Fund	5,543,877	1,042,840	487,585	6,099,132
09-10026	Truist Parking Cash	956,023	766	1,091	955,698
09-10039	Santander Parking Cash	1,126,890	656,333	815,732	967,491
09-10103	TD Parking Cash	100,090	3,710	13	103,787
09-10051	PLGIT Parking Cash Reserve	2,228,513	7,119	-	2,235,632
10-10012	PLGIT 2011 Bond	46,547	162	-	46,709
	Total Parking Fund	4,458,063	668,090	816,836	4,309,317
15-10015	BBT Highway Aid	248,931	11	7,238	241,704
	Total Highway Aid Fund	248,931	11	7,238	241,704
16-10034	Fulton SPF Cash	1,172,312	2,528	-	1,174,840
16-10054	PLGIT SPF Reserve	279,450	9,251	-	288,701
16-100-41	Santander SPF Cash	229,683	31,089	29,361	231,411
	Total Stream Protection Fund	1,681,445	42,868	29,361	1,694,952
18-120-03	BBT Capital Operating Investments	5,257,075	-	-	5,257,075
18-120-04	US Bank Capital Operating Investments	3,827,084	-	-	3,827,084
	Total Capital Operating Reserve Fund	9,084,159	-	-	9,084,159
30-100-31	PLGIT 2016 GOB Bond	40,635	140	-	40,775
	Total 2016 Bond Funds	40,635	140	-	40,775

**Borough of West Chester
Cash Position
October 31, 2025**

A/C#	Description	Beginning Balance 10/1/2025	October Receipts	October Expenditures	Ending Balance 10/31/2025
	Total-All Funds	29,080,811	5,282,471	5,688,408	28,674,874

**Due To/ Due From Balances
10/31/2025**

G/L A/C#	Description	DUE FROM	G/L A/C#	Description	DUE TO	Difference
01-13010	Due from Capital	165,442.95	10-23001	Due to GF	(165,442.95)	-
08-13010	Due from Capital	105,838.00	10-23008	Due to Sewer	(105,838.00)	-
		271,281			(271,281)	-

A/R Balances**10/31/2025**

	Amount Due
Aqua Sewer Receivables due- 60+ days	119,738
Sewer-Portnoff Collections Balance	322,465
Total Sewer A/R	<u>442,203</u>
C/Y Real Estate Taxes-due 12/31/2025	260,454
Real Estate Taxes- Portnoff Collections Balance	164,392
Total Real Estate Tax A/R	<u>424,846</u>
SPF-Munibilling Prior Balances	1,671,270
SPF-Portnoff Collections Balance	115,718
Total SPF AR balance	<u>1,786,988</u>
Rental Permits- prior years	<u>26,000</u>

Borough of West Chester

Budget to Actual Report-Variance Explanations

For the year ended October 31, 2025

Revenue Variances:

A. Administration:

- a. Business Privilege Tax: 01-31095-90: better than budget by \$66,174.00.
- b. P/Y Real Estate Taxes: 01-30125-90: better than budget by \$99,196.00.
- c. Interest Income: 01-34100-90: better than budget by \$102,223.00.
- d. State Aid: 01-35501-90: better than budget by \$98,000.00. MMO satisfied in September.
- e. Foreign Fire Ins Reimb: 01-35596-90: received \$139,095.87 for volunteer fire relief. Funds were passed through to WC Volunteer and Good Fellowship Ambulance in September.
- f. PA Municipal Health Refund: 0134304-90-: two payments received. Not expecting anything further for 2025. Better than budget by \$91,467.00.
- g. W/C Reimbursement is insurance proceeds for police officers o Worker's comp. No budget for 2025 because it is dependent upon Worker's comp claims within the PD. Reimbursement offsets police salary expense. Overbudget by \$81,498.00.
- h. Transfer from Capital Operating Reserve: 01-35415-90: will be completed by year end.
- i. Earned Income Tax: 01-31090-90: distributions should pick up by November as payroll returns were due by 10/31. Budget remaining at 10/31: \$918,004.00.

B. Police:

- a. Grant Revenue: 01-35500-40: better than budget by \$47,500.00. Body cameras grant was not budgeted for in 2025.
- b. DC Violations: 01-33104-40: projecting line item will not meet budget in 2025. Projecting \$70,000 revenue loss.

C. Housing:

- a. Violations: 01-33104-50: better than budget by \$72,343.00. Violations written by codes enforcement.
- b. Rental Permits: 01-36245-50: better than budget by \$31,958. Revenue includes past due balances collected from prior years.

D. Public Works:

- a. Street Openings revenue: 01-38026-80: better than budget by \$110,826.00.
Revenue comes from permits issued to Peco, Aqua and sidewalk.

E. Recreation:

- a. Special Event Fees: 01-34323-07: better than budget by \$38,195.00
- b. Turks Head: 01-34330-07: booked \$10,643.00. Revenue did not meet budget by \$5,357.00.
- c. Restaurant Festival: 01-34324-07: booked \$28,834.00. Revenue did not meet budget by \$16,166.00.
- d. Sponsorship Revenue: 01-36731-07: trailing budget by \$16,595.00

F. Fire:

- a. Budget for both revenue and expenses is based on a 5 year with surrounding townships: West Goshe, East Bradford, Birmingham, Thornbury and Westtown. Grant revenue was not budgeted for in this contract. \$50,000 is for fire truck expense.

G. Wastewater:

- a. Interest income: 08-34100-08: is better than budget by \$29,758.00.
- b. Grant Revenue: 08-35500-08: will not book anymore grant revenue for 2025 because Goose Creek Electrical Substation and Maple Alley capacity upgrade have been have been moved to 2026 budget.

H. Parking:

- a. Parking Garage Revenue: 09-363-23-09: projecting a revenue loss of \$193,000.00 for 2025.

I. Stream Protection:

- a. Stream Protection Revenue: 16-38015-16: better than budget by \$183,978.00.

Expense Variances:**A. Administration:**

- b. Capital Expense:01-43013-90: overbudget by \$59,241.00 due to payment made to Premier Concrete for High and Miner Project. This is a grant funded project.
- c. Transfer to Non-Uniform Plan: 01-44891: overbudget by \$148,771.00due to additional payments made to fund the pension liability with combination of state aid received and EIT .25 dedicated funds.
- d. Refunds: 01-48951-90: over budget due to pass through payments made to volunteer fire relief companies from foreign fire revenue received from Dept. of Auditor General.
- e. Legal Fees-Employment: 01-40430-90: over budget by \$39,897.00 for personnel-related expenses.
- f. Other Expense: 01-40133-90: overbudget by \$13,619.00 for temporary staffing services in the Finance Department. No longer using this service.
- g. Training: 01-45836-90: over budget due to not having enough funding in the 2025 budget for departmental training.
- h. HR Expense: 01-40123-90: over budget for expenses paid for HR consulting.
- i. Bank Fees: 01-40140-90: overbudget by \$16,315.00 due to processing costs for electronic payments.

B. Police:

- a. Salary Expense-O/T: 01-43825-40: overbudget by \$48,488.00. Expense is offset by \$58,195.00 in special event fees in Recreation and O/T reimbursement booked in 01-36235-40.
- b. Transfer to Police Pension: 01-44871-40: overbudget by \$304,195.00 due to additional payments made to fund the pension liability with combination of state aid received and EIT .25 dedicated funds.

C. Housing:

- a. Admin Expense: 01-40133-50: overbudget by \$23,594.00 for expenses paid to People Share for temporary staffing services. No longer using service.
- b. Zoning Hearing Expense: 01-41331-50: overbudget by \$39,680.00 for expenses paid to third parties- Wetzal Gagliardi and Yerkes.

D. Public Works:

- a. Salary Expense- O/T: 01-43825-80: over budget by \$17,832.00. Expense is partially offset by special event revenue of \$58,195.00 booked in Recreation Department.

- b. Vehicle Repair: 01-43720-80: projecting line item will be overbudget in 2025. Line-item accounts for all vehicle and equipment repairs for all departments except fire.

E. Recreation:

- a. Capital Expense: 01-43013-07: expense needs to be reclassified to 10-43013-07. 2025 capital budget is \$500,935.00.
- b. Turks Head Festival Expense: 01-45450-07: over budget by \$1,435.00.
- c. Restaurant Festival Expense: 01-45436-07: underbudget by \$6,721.00.

F. Parking:

- a. Parking Garage Maintenance Expense: 09-44545-09: overbudget by \$63,564.00. Line item includes expenses paid for Flash Parking and Windcave. These are payment processing expenses.
- b. Parking Meter Software Expense: 09-45758: over budget by \$45,142. Line items includes monthly Flowbird and IPS payment processing fees.

G. Liquid Fuels:

- a. Road Paving Expense: 15-49515-15: waiting for final invoice on paving project. 2025 MS999 needs to be completed to close out project expenses.

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90 - ADMINISTRATION

Revenue

Account Code	Account Title	Total Budget	Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
30000	CASH RESERVE	305,512	-	305,512	-	0%	-
30115	REAL ESTATE TAX REVENUE	6,180,098	33,874	6,034,582	145,516	2%	5,698,703
30125	LIENED REAL ESTATE TAX	110,000	8,510	209,196	(99,196)	-90%	79,409
31090	EARNED INCOME TAX	6,510,996	420,828	5,592,992	918,004	14%	5,352,417
31091	DEED TRANSFER TAX	530,000	65,360	570,290	(40,290)	-8%	452,434
31093	LOCAL SERVICES TAX	700,000	35,134	605,022	94,978	14%	571,997
31095	BUSINESS PRIVILEGE TAX	144,000	3,243	210,174	(66,174)	-46%	114,856
34100	INTEREST INCOME	100,000	22,908	202,223	(102,223)	-102%	363,519
34302	LIBRARY/BID MED. INS REIMB.	105,153	-	24,911	80,242	76%	23,842
34304	PA MUNCP HEALTH MED INS	200,000	-	291,467	(91,467)	-46%	248,526
35415	TRANSFER FROM CAP RESERVE	189,078	-	-	189,078	100%	-
35429	TRANSFER FROM SPF	242,632	-	242,632	-	0%	232,183
35442	TRF FROM OPEB	64,931	-	-	64,931	100%	-
35500	GRANT REVENUE	-	-	79,386	(79,386)	#DIV/0!	408,990
35501	STATE PENSION AID	995,170	-	1,093,170	(98,000)	-10%	1,044,398
35596	FOREIGN FIRE INS REIMB	-	-	139,096	(139,096)	#DIV/0!	134,773
38000	MISCELLANEOUS REVENUE	18,900	48,820	78,026	(59,126)	-313%	14,540
38001	PAYMENT IN LIEU TAXES	14,000	-	-	14,000	100%	990
38009	CERTIF FEES	45,000	6,700	56,106	(11,106)	-25%	62,487
38014	CELL TOWER/CABLE FRAN REV	245,000	3,360	174,325	70,675	29%	204,552
38019	W/C REIMBURSEMENT	-	14,852	81,498	(81,498)	#DIV/0!	3,500
38030	UCOMP REIMBURSEMENT	3,300	-	5,075	(1,775)	-54%	12,663
39208	TRF FROM SEWER FD	600,000	-	600,000	-	0%	500,000
39209	TRF FROM PARKING FD	2,132,100	-	2,003,178	128,922	6%	1,695,000
39298	TRF FROM FIRE	59,328	-	59,328	-	0%	57,600
Total Revenue		19,495,198	663,589	18,658,189	837,009	4%	17,277,379

**90 - ADMINISTRATION
EXPENSE**

Account Code	Account Title	Total Budget	Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
40110	SAL EXP- Mayor/Council	33,000	-	24,750	8,250	25%	21,588
40112	SAL EXP- ADMIN DEPT	430,774	29,463	309,424	121,350	28%	322,426
40121	OFFICE SUPPLIES	10,000	140	4,086	5,914	59%	3,018
40122	POSTAGE & PRINTING	25,000	13,232	25,185	(185)	-1%	18,939
40123	HR EXPENSE	41,900	27,954	47,604	(5,704)	-14%	(1,726)
40124	LEASE PAYMENTS	8,139	628	8,224	(85)	-1%	3,755
40131	FIDELITY BOND MGR/TREAS	1,800	-	-	1,800	100%	1,619
40133	ADMIN EXPENSE	2,500	900	16,119	(13,619)	-545%	29,370
40134	CODIFICATION	10,000	-	7,490	2,510	25%	-
40140	BANK FEES	15,000	2,320	31,315	(16,315)	-109%	21,226
40310	TAX COLLECTION FEES	13,000	-	9,380	3,620	28%	10,465
40332	QUALIFYING VOL TAX CREDIT	12,000	-	11,081	919	8%	-
40410	LEGAL FEES	130,000	5,815	66,137	63,863	49%	66,321
40430	LEGAL FEES-EMPLOYMT	30,000	-	69,897	(39,897)	-133%	113,623
40510	SAL EXP- FINANCE	267,699	19,871	203,264	64,435	24%	180,553
40931	UTILITIES	30,603	21,889	23,982	6,621	22%	65,336
40938	FIRE HYDRANTS	90,000	-	44,031	45,969	51%	52,418
41337	STENOGRAPHER EXPENSE	1,000	-	-	1,000	100%	425
42000	ADVERTISING	5,500	347	6,245	(745)	-14%	4,590
43013	CAPITAL EXPENSE	-	-	59,241	(59,241)	#DIV/0!	579,997
43031	FUEL EXPENSE	1,000	-	288	712	71%	891
43815	SAL EXP-BOROUGH MANAGER	169,223	13,080	131,303	37,920	22%	137,506
43822	SOFTWARE MAINT FEES	105,684	6,128	89,291	16,393	16%	106,660
43823	PAYROLL PROCESSING FEES	62,400	-	44,673	17,727	28%	44,563
44579	TRF TO FIRE	541,708	-	524,059	17,649	3%	524,059
44580	TRF TO SPF	60,695	-	60,695	-	0%	52,105
44891	TRF TO NU	297,543	-	446,314	(148,771)	-50%	430,192
44892	TRF TO LIQUID FUELS	44,196	-	44,196	-	0%	-
45311	BOARDS & COMMISSIONS EXP	10,000	-	1,314	8,686	87%	4,523
45650	LIBRARY ALLOCATION	110,000	-	73,333	36,667	33%	72,500
45657	AUDIT EXPENSE	50,000	3,000	62,000	(12,000)	-24%	51,075
45760	OFF SITE STORAGE	4,000	251	3,032	968	24%	2,513
45774	TRAINING/DUES	-	-	80	(80)	#DIV/0!	-
45836	TRAINING	789	889	13,517	(12,728)	-1613%	24,455
45837	Tuition Reimbursement	3,600	-	1,200	2,400	67%	2,400
47180	PRIN PYMT- 2014 ENERGY	48,000	-	48,000	-	0%	47,000
47181	PRINCIPAL PAYMENS-2016	250,000	-	-	250,000	100%	-
47182	PRIN PYMNT- 2016 STREAM	55,000	-	-	55,000	100%	-

90 - ADMINISTRATION

47184	PRIN PYMT- 2016 FIRE TK	120,000	-	-	120,000	100%	-
47230	INT EXP- 2016 Building	141,936	-	70,968	70,968	50%	75,068
47250	INT EXP- 2016 FIRE TRUCK	121,826	-	30,913	90,913	75%	33,213
47290	INT EXP- 2013 LIBRARY	-	-	-	-	#DIV/0!	563
47294	INT EXP- 2014 ENREGY	47,250	-	27,964	19,286	41%	23,998
47297	INT EXP- 2016 STREAM	55,983	-	27,991	27,992	50%	29,091
48600	INS EXPENSE-W/C/UNEMP	19,191	269	13,521	5,670	30%	(402,836)
48610	INSURANCE EXP	41,428	43	42,573	(1,145)	-3%	93,109
48700	INSURANCE EXP- MEDICAL	350,037	25,559	219,317	130,720	37%	279,550
48715	PENSION EXP-DEF CONTB	31,990	2,042	30,747	1,243	4%	29,641
48720	FICA EXPENSE	68,903	3,774	41,114	27,789	40%	40,129
48951	REFUNDS	-	-	139,096	(139,096)	#DIV/0!	134,773
48952	GOODFELLOWSHIP	167,510		86,763	80,747	48%	158,299
Total Expense		4,137,807	177,595	3,241,715	896,092	22%	3,488,982
NI/(NL)			485,995	15,416,475			

40 - POLICE

Revenue

Account Code	Account Title	Total Budget	Actual	YTD Actual	Total Budget Variance	Percent Total Remaining	Prior Year Actual
33104	DISTRICT COURT VIOLATIONS	310,000	35,901	195,623	114,377	37%	230,406
34317	ALARM REVENUE	18,335	1,500	25,092	(6,757)	-37%	12,355
35500	GRANT REVENUE	-	-	47,500	(47,500)	#DIV/0!	-
36203	EBT POL PROT CONTRACT	1,828,454	-	1,828,454	0	0%	1,749,382
36235	POLICE SVCS OT REIMB	120,000	8,744	151,620	(31,620)	-26%	161,784
38002	RESTITUTION PYMTS	20,000	13,889	27,030	(7,030)	-35%	14,854
38017	POLICE RECORDS	6,700	510	7,869	(1,169)	-17%	8,671
Total Revenue		2,303,489	60,544	2,283,188	20,301	1%	2,177,451

Expense

Account Code	Account Title	Total Budget	Actual	YTD Actual	Total Budget Variance	Percent Total Remaining	Prior Year Actual
40121	OFFICE SUPPLIES	10,700	1,517	5,189	5,511	52%	4,922
40122	POSTAGE & PRINTING	6,420	1,945	4,994	1,426	22%	6,551
40124	LEASE PAYMENTS	108,480	13,078	123,094	(14,614)	-13%	46,737
40133	ADMIN EXPENSE	5,350	140	1,285	4,065	76%	1,711
40280	CIVIL SERVICE	25,000	-	14,664	10,336	41%	17,522
40931	UTILITIES	61,175	9,536	55,869	5,306	9%	68,959
41010	SAL EXP-LTS	535,369	41,458	456,108	79,261	15%	414,542
41012	SAL EXP-POLICE OFF	4,947,276	390,390	3,966,275	981,001	20%	4,071,644
41014	SALARY EXP-POL	819,320	54,148	582,198	237,122	29%	566,014
41023	SMALL EQUIPMENT	23,190	315	14,791	8,399	36%	9,303
41031	CONTRACT EXPENSES	105,866	37,893	70,482	35,384	33%	59,248
41032	CELL BLOCK	6,000	-	580	5,420	90%	-
41034	FALSE AREEST INSURANCE	25,579	10,525	25,579	0	0%	-
42010	UNIFORMS	75,000	5,190	38,015	36,985	49%	42,377
43013	CAPITAL EXPENSE	-	-	-	-	#DIV/0!	10,849
43031	FUEL EXPENSE	60,000	4,425	44,626	15,374	26%	49,919
43819	SAL EXP-POLICE CHIEF	187,076	14,455	159,489	27,587	15%	208,713
43822	SOFTWARE MAINT FEES	19,260	-	18,750	510	3%	38,762
43825	SALA EXP-OT	350,000	66,335	398,488	(48,488)	-14%	350,557
44571	TRF TO CAPITAL	100,544	-	-	100,544	100%	-
44871	TRF TO POLICE PENS	1,362,661	-	1,666,856	(304,195)	-22%	1,764,206
45300	DONATIONS EXPENSE	500	-	-	500	100%	250
45655	ARMORY	32,100	-	25,743	6,357	20%	26,003
45712	INFORMANT FEES	5,000	-	5,000	-	0%	3,000
45756	MEDICAL SERVICES	10,700	1,844	12,054	(1,354)	-13%	14,014
45760	OFF SITE STORAGE	1,605	131	720	885	55%	516
45762	MAYOR	6,955	139	2,542	4,413	63%	2,231

45772	UNIT	85,150	5,194	86,500	(1,350)	-2%	42,854
45774	TRAINING/DUES	64,200	4,613	50,383	13,817	22%	42,998
45800	SPCA	20,000	1,799	14,081	5,919	30%	13,097
45810	TRANSLATION	3,210	219	1,686	1,524	47%	1,200
45851	TRF TO OPEB	85,000	-	-	85,000	100%	-
48600	INS EXPENSE-W/C/UNEMP	408,360	95,475	378,733	29,627	7%	241,354
48610	INSURANCE EXP	96,935	15,169	96,034	901	1%	54,889
48700	INSURANCE EXP- MEDICAL	1,585,378	124,189	1,251,415	333,963	21%	1,330,285
48715	PENSION EXP-DEF CONTB	12,152	977	9,404	2,748	23%	7,691
48720	FICA EXPENSE	149,968	10,614	110,975	38,993	26%	111,376
48951	REFUNDS	-	-	650	(650)	#DIV/0!	1,025
Total Expense		11,401,479	911,714	9,693,254	1,708,225	15%	9,625,319
NI/(NL)			(851,169)	(7,410,065)			

50 - BUILDING & HOUSING

Revenue

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget	Percent Total	Prior Year Actual
					Variance	Budget Remaining	
33104	DISTRICT COURT VIOLATIONS	20,000	2,240	92,343	(72,343)	-362%	42,197
35507	ELECTRICAL PERMITS	40,000	3,669	52,293	(12,293)	-31%	46,906
36241	BUILDING PERMITS	600,000	33,217	414,015	185,985	31%	305,562
36242	ELECTRICAL PERMITS	35,000	-	(2,390)	37,390	107%	21,241
36243	PLUMBING PERMITS	50,000	1,958	28,882	21,118	42%	46,638
36244	ZONING HEARING BOARD	10,000	2,750	17,094	(7,094)	-71%	38,299
36245	RENTAL PERMITS	258,280	15,295	290,238	(31,958)	-12%	141,666
38007	LAND DEVELOPMENT FEES	2,000	-	2,077	(77)	-4%	3,687
Total Revenue		1,015,280	59,128	894,552	120,728	12%	646,196

EXPENSE

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget	Percent Total	Prior Year Actual
					Variance	Budget Remaining	
40121	OFFICE SUPPLIES	-	639	1,079	(1,079)	#DIV/0!	2,131
40122	POSTAGE & PRINTING	2,500	-	208	2,292	92%	157
40124	LEASE PAYMENTS	4,065	1,195	7,567	(3,502)	-86%	2,788
40133	ADMIN EXPENSE	-	-	23,594	(23,594)	#DIV/0!	-
40931	UTILITIES	4,000	668	5,975	(1,975)	-49%	3,178
41310	SAL EXP-HOUSING	512,560	34,051	289,541	223,019	44%	289,963
41331	ZONING HEARING	20,000	4,680	59,680	(39,680)	-198%	28,397
41332	ELECTRICAL INSPECTOR	15,000	-	9,167	5,833	39%	8,519
41333	MECHANICAL INSPECTOR	20,000	-	2,565	17,435	87%	7,531
41339	THIRD PARTY RENT INSP	65,000	-	-	65,000	100%	-
41340	3rd Party Consultation	240,000	3,551	66,603	173,397	72%	-
42010	UNIFORMS	-	-	652	(652)	#DIV/0!	-
42011	CONSULTANTS	-	-	4,203	(4,203)	#DIV/0!	2,039
43031	FUEL EXPENSE	3,000	89	1,199	1,801	60%	2,455
43612	DCED FILING FEES	3,000	-	-	3,000	100%	-
43822	SOFTWARE MAINT FEES	-	-	500	(500)	#DIV/0!	2,862
43825	SALA EXP-OT	1,500	-	1,137	363	24%	875
45716	LAND DEVELOPMENT	-	550	7,608	(7,608)	#DIV/0!	46,273
45760	OFF SITE STORAGE	3,500	301	3,537	(37)	-1%	2,428
45774	TRAINING/DUES	8,000	1,368	2,393	5,607	70%	2,687
45836	TRAINING	-	-	150	(150)	#DIV/0!	-
48600	INS EXPENSE-W/C/UNEMP	6,728	867	6,719	9	0%	7,153
48700	INSURANCE EXP- MEDICAL	201,605	13,987	88,519	113,086	56%	89,337
48715	PENSION EXP-DEF CONTB	25,628	1,703	15,256	10,372	40%	14,605
48720	FICA EXPENSE	39,326	2,605	22,237	17,089	43%	22,249
Total Expense		1,175,412	66,253	620,086	555,326	47%	535,627
NI/(NL)			(7,125)	274,467			

70 - IT

Expense

Code	Account Title	Total Budget	Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
40122	POSTAGE & PRINTING	-	-	52	(52)	#DIV/0!	39
40931	UTILITIES	2,700	983	3,439	(739)	-27%	1,588
43013	CAPITAL EXPENSE	-	-	(18,770)	18,770	#DIV/0!	-
43817	SALARY EXPENSE- IT	183,335	14,015	147,782	35,553	19%	149,358
43829	MICROSOFT	40,000	7,554	30,565	9,435	24%	26,700
44571	TRF TO CAPITAL	50,817	-	-	50,817	100%	-
45659	BACKUP & SUPP SVC	48,000	3,627	58,649	(10,649)	-22%	48,194
45722	LICENSES	6,000	205	4,375	1,625	27%	4,942
45766	PARTS	20,000	646	16,423	3,577	18%	10,862
45774	TRAINING/DUES	7,000	-	2,297	4,703	67%	3,284
45782	REMOTE ACCESS POINTS	4,000	195	2,418	1,582	40%	3,211
45792	SERVICES	6,000	-	4,282	1,718	29%	3,314
45798	SOFTWARE	8,000	-	7,156	844	11%	3,696
45802	ADVANCED THREAT	72,000	15,715	69,703	2,297	3%	51,449
45820	WEBSITE	25,000	-	24,615	385	2%	11,614
48600	INS EXPENSE-	2,753	-	2,288	465	17%	2,998
48700	INSURANCE EXP-	68,824	5,198	57,642	11,182	16%	58,567
48715	PENSION EXP-DEF CONTB	3,115	235	2,701	414	13%	2,718
48720	FICA EXPENSE	14,025	1,072	11,305	2,720	19%	11,426
Total Expense		561,569	49,446	426,922	134,647	24%	393,961
NI/(NL)			(49,446)	(426,922)			

80 - PUBLIC WORKS

Revenue

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
34318	DUMPSTER FEES	5,000	576	1,509	3,491	70%	2,069
34320	GRANT-RECYCLING	90,020	-	-	90,020	100%	-
35103	WINTER MAINTENANCE	33,000	-	-	33,000	100%	-
38000	MISCELLANEOUS	-	-	4,700	(4,700)	#DIV/0!	302
38005	RECYCLING REVENUE	10,000	805	13,296	(3,296)	-33%	8,136
38026	STREET OPENING REIMB	60,000	5,636	170,826	(110,826)	-185%	42,200
39120	TRASH BAG FEES	20,000	2,195	22,931	(2,931)	-15%	18,295
Total Revenue		218,020	9,211	213,261	4,759	2%	71,003

EXPENSE

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
40121	OFFICE SUPPLIES	2,000	255	1,536	464	23%	1,857
40122	POSTAGE & PRINTING	3,000	148	3,759	(759)	-25%	2,110
40124	LEASE PAYMENTS	59,013	5,291	54,423	4,590	8%	44,283
40133	ADMIN EXPENSE	5,500	-	834	4,666	85%	248
40920	MAT & SUPPLIES	25,000	3,755	(41,067)	66,067	264%	13,218
40931	UTILITIES	63,338	7,604	53,140	10,198	16%	206,543
40936	UTILITIES - STREET LIGHTS	110,000	19,680	111,861	(1,861)	-2%	-
40940	SERVICE CONTRACTS	115,000	11,405	91,940	23,060	20%	95,705
41400	LANDSCAPE	83,000	4,855	42,890	40,110	48%	43,711
42000	ADVERTISING	5,000	37	4,981	19	0%	4,569
42007	PROFESSIONAL FEES	-	-	468	(468)	#DIV/0!	-
42010	UNIFORMS	24,000	1,291	13,934	10,066	42%	15,764
42011	CONSULTANTS	117,000	12,276	123,656	(6,656)	-6%	68,186
42730	TRASH	240,000	33,526	190,814	49,186	20%	167,999
42732	RECYCLING	92,000	8,513	64,401	27,599	30%	72,488
43012	SAL EXP-PW	2,018,046	147,775	1,586,495	431,551	21%	1,526,155
43013	CAPITAL EXPENSE	15,000	-	-	15,000	100%	7,068
43031	FUEL EXPENSE	115,000	8,031	81,920	33,080	29%	91,201
43200	WINTER MAINTENANCE	92,673	-	98,529	(5,856)	-6%	-
43720	VEHICLE REPAIR	220,000	41,499	220,355	(355)	0%	204,369
43725	TOOLS	22,000	3,653	27,878	(5,878)	-27%	17,898
43800	ALLEYS	10,000	1,751	10,686	(686)	-7%	15,269
43825	SALA EXP-OT	50,000	9,707	67,832	(17,832)	-36%	69,145
44571	TRF TO CAPITAL	322,702	-	-	322,702	100%	-
45540	TREES	235,000	32,290	150,361	84,639	36%	195,510
45630	LIBRARY MAINT	15,000	6,266	20,893	(5,893)	-39%	8,821
45774	TRAINING/DUES	7,500	78	5,443	2,057	27%	5,510
45836	TRAINING	-	-	728	(728)	#DIV/0!	972
48600	INS EXPENSE-	176,966	984	103,481	73,485	42%	158,995
48610	INSURANCE EXP	60,061	15,920	92,388	(32,327)	-54%	102,000
48700	INSURANCE EXP-	729,696	47,791	549,254	180,442	25%	536,107

48715	PENSION EXP-DEF CONTB	47,032	3,321	38,700	8,332	18%	31,630
48720	FICA EXPENSE	158,206	12,047	126,556	31,650	20%	122,040
Total Expense		5,238,733	439,750	3,899,072	1,339,661	26%	3,829,367
NI/(NL)			(430,538)	(3,685,811)			

07 - PARKS REC & EVENTS

Revenue

Account Code	Account Title	Total Budget	Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
34323	SPECIAL EVENT APP FEE	20,000	18,246	58,195	(38,195)	-191%	54,673
34324	REST FESTIVAL REVENUE	45,000	145	28,834	16,166	36%	26,499
34325	POP UP EVENT REVENUE	2,000	-	234	1,766	88%	707
34330	TURKS HEAD FEST	16,000	-	10,643	5,357	33%	8,800
36731	SPONSORSHIP REVENUE	30,200	1,000	13,605	16,595	55%	44,820
36737	PARK RENTAL FEES	10,000	1,065	7,760	2,240	22%	6,457
36739	CLASS REVENUE	55,000	12,269	50,364	4,636	8%	48,753
Total Revenue		178,200	32,725	169,635	8,565	5%	190,709

EXPENSE

Account Code	Account Title	Total Budget	Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
40122	POSTAGE & PRINTING	-	-	(245)	245	#DIV/0!	118
40931	UTILITIES	-	603	2,853	(2,853)	#DIV/0!	2,446
42000	ADVERTISING	21,000	46	20,031	969	5%	10,102
43013	CAPITAL EXPENSE	63,832	914	247,974	(184,142)	-288%	21,409
43820	SAL EXP- RECREATION	175,078	13,203	142,655	32,423	19%	101,669
43822	SOFTWARE MAINT FEES	4,000	-	-	4,000	100%	3,295
44571	TRF TO CAPITAL	130,635	-	-	130,635	100%	-
45430	PARK MAINTENANCE	51,000	2,692	47,368	3,632	7%	25,023
45432	TRIPS/CLASS EXPENSE	76,000	8,442	59,253	16,747	22%	46,824
45436	REST FESTIVAL	39,000	16,684	32,279	6,721	17%	28,273
45438	REST FEST - SETUP/EQUIP	-	-	218	(218)	#DIV/0!	-
45450	TURKS HEAD FESTIVAL	19,500	-	20,935	(1,435)	-7%	18,709
45452	TOUCH TRUCK EVENT	4,000	-	2,818	1,182	30%	2,784
45457	HALLOWEEN PARADE	4,000	3,498	6,555	(2,555)	-64%	3,183
45480	SMALL EVENTS EXPENSE	16,500	400	9,253	7,247	44%	3,175
45485	PARADE EXP	-	-	-	-	#DIV/0!	535
45760	OFF SITE STORAGE	-	50	500	(500)	#DIV/0!	300
45774	TRAINING/DUES	4,000	-	1,506	2,494	62%	-
45836	TRAINING	-	-	-	-	#DIV/0!	450
48600	INS EXPENSE-W/C/UNEMP	-	97	2,816	(2,816)	#DIV/0!	2,968
48610	INSURANCE EXP	2,151	-	-	2,151	100%	-
48700	INSURANCE EXP- MEDICAL	68,348	3,686	40,771	27,577	40%	34,027
48715	PENSION EXP-DEF CONTB	2,750	227	2,606	144	5%	480
48720	FICA EXPENSE	13,393	1,010	10,913	2,480	19%	7,778
Total Expense		695,187	51,552	651,061	44,126	6%	313,549
NI/(NL)			(18,828)	(481,426)			

05 - FIRE

Revenue

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget	Percent Total	Prior Year Actual
					Variance	Budget Remaining	
30000	CASH RESERVE	36,249	-	36,249	-	0%	-
34100	INTEREST INCOME	31,500	1,862	22,717	8,783	28%	23,051
34317	ALARM REVENUE	-	-	280	(280)	#DIV/0!	1,500
35500	GRANT REVENUE	-	-	50,000	(50,000)	#DIV/0!	30,000
36202	CONTRACTED FIRE PROT REV	791,941	201,505	730,931	61,011	8%	766,585
39205	TRF FROM FIRE FUND	541,708	-	-	541,708	100%	-
Total Revenue		1,401,398	203,367	840,176	561,222	40%	821,136

Expense

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
40133	ADMIN EXPENSE	23,072	-	3,000	20,072	87%	1,000
40931	UTILITIES	93,740	5,500	56,405	37,335	40%	108,118
41110	OFFICER STIPENDS	10,609	-	-	10,609	100%	-
41120	EQUIP MAINT/REPAIR	36,565	-	30,179	6,386	17%	11,650
41121	EQUIP SMALL MAINT & REPL	-	130	9,243	(9,243)	#DIV/0!	637
41131	EQUIP RADIO MAINT - FIRE	-	149	314	(314)	#DIV/0!	372
41135	REPORTING FEES - FIRE	-	1,000	8,000	(8,000)	#DIV/0!	10,000
41150	ALLOC TO FIRE COMPANIES	336,600	75,000	330,000	6,600	2%	245,000
43013	CAPITAL EXPENSE	504,249	-	66,249	438,000	87%	341,998
43031	FUEL EXPENSE	38,938	2,248	27,093	11,845	30%	30,468
43720	VEHICLE REPAIR	156,000	34,154	130,853	25,147	16%	62,043
44573	TRF TO GF	59,328	-	-	59,328	100%	-
48600	INS EXPENSE-W/C/UNEMP	-	-	66,173	(66,173)	#DIV/0!	13,740
48610	INSURANCE EXP	142,297	16,888	127,166	15,131	11%	100,556
Total Expense		1,401,398	135,068	854,673	546,725	39%	925,582
NI/(NL)			68,299	(14,497)			

08 - SEWER

Revenue

Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget	Percent Total	Prior Year Actual
					Variance	Budget Remaining	
30000	CASH RESERVE	2,644,226	-	2,644,226	-	0%	-
34100	INTEREST INCOME	70,000	12,903	99,758	(29,758)	-43%	55,401
34332	SEWER REV-CCH/SARTOMER	160,000	-	172,840	(12,840)	-8%	159,322
35500	GRANT REVENUE	1,350,000	-	225,000	1,125,000	83%	71,100
36401	TAP IN FEES	25,575	-	-	25,575	100%	-
36412	MONTHLY SEWER BILLINGS	5,301,421	717,706	4,707,963	593,458	11%	4,963,682
36460	OUTSIDE HAULING REVENUE	410,000	-	190,266	219,734	54%	310,279
Total Revenue		9,961,222	730,610	8,040,053	1,921,169	19%	5,559,784

Expense

Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
40121	OFFICE SUPPLIES	6,000	738	5,572	428	7%	3,349
40122	POSTAGE & PRINTING	-	255	654	(654)	#DIV/0!	2,144
40140	BANK FEES	-	-	70	(70)	#DIV/0!	249
40931	UTILITIES	-	(9)	48,446	(48,446)	#DIV/0!	7,986
40940	SERVICE CONTRACTS	11,880	490	10,186	1,694	14%	9,406
42007	PROFESSIONAL FEES	80,000	185	30,144	49,856	62%	105,324
42010	UNIFORMS	9,000	408	3,929	5,072	56%	3,951
42913	SAL EXPENSE-WW	1,114,621	83,420	897,702	216,919	19%	868,692
42922	LAB SUPPLIES	50,000	9,743	34,605	15,395	31%	29,610
42925	SANITARY SEWER	75,000	332	30,742	44,258	59%	-
42933	SLUDGE REMOVAL	960,000	99,733	676,636	283,364	30%	744,194
43013	CAPITAL EXPENSE	4,915,954	2,860	498,871	4,417,083	90%	482,840
43031	FUEL EXPENSE	10,000	439	5,243	4,757	48%	6,986
43825	SALA EXP-OT	32,000	1,219	11,273	20,727	65%	25,040
44573	TRF TO GF	600,000	-	600,000	-	0%	-
44579	TRF TO FIRE	22,000	-	-	22,000	100%	-
44891	TRF TO NU	80,108	-	-	80,108	100%	-
45689	Utilities	343,518	36,167	335,995	7,523	2%	314,491
45691	Utilties- Pump Stations	22,866	1,363	5,126	17,740	78%	4,985
45702	EQUIP - PUMPING STATIONS	30,000	379	14,846	15,154	51%	7,048
45705	Heating Oil	35,000	2,660	41,363	(6,363)	-18%	42,915
45708	GRIT REMOVAL	12,000	1,569	11,220	780	6%	8,913
45724	Pump Station Repairs	8,000	-	135	7,865	98%	1,048
45728	ALM SULFATE	270,000	13,530	106,679	163,321	60%	115,041
45730	CHLORINE	13,000	867	8,868	4,132	32%	9,446
45736	LIQUID BIO	2,000	629	2,049	(49)	-2%	691
45738	Equipment	70,000	7,923	57,271	12,729	18%	47,831
45740	POLYMER	25,000	1,579	7,841	17,159	69%	16,306
45744	SODA ASH	70,000	-	37,439	32,562	47%	36,716
45746	MAT & SUPPLIES-SODA ASH -	-	13,976	13,976	(13,976)	#DIV/0!	-

45748	SODIUM BI	6,000	-	2,049	3,951	66%	1,834
45750	SULPHUR DI	6,000	-	2,500	3,500	58%	3,158
45751	STATE APP FEES	13,000	-	12,829	171	1%	11,689
45774	TRAINING/DUES	10,000	250	3,827	6,173	62%	950
45778	Lab Professional Fees	32,000	1,832	21,746	10,254	32%	28,389
45794	Aqua Sewer Billing	132,000	-	-	132,000	100%	95,466
45822	Plant Repairs	120,000	9,358	69,140	50,860	42%	72,607
45826	Generator Maint	7,000	-	-	7,000	100%	(511)
45828	HVAC Maint	13,000	1,400	1,400	11,600	89%	-
45830	INSTRUMENTATION	5,000	1,440	3,463	1,538	31%	2,475
47115	EMERGENCY CONTINGENCY	30,000	18,584	18,584	11,416	38%	(22,019)
48600	INS EXPENSE-W/C/UNEMP	161,352	175	123,500	37,852	23%	69,045
48610	INSURANCE EXP	39,797	10,549	61,775	(21,978)	-55%	54,720
48700	INSURANCE EXP- MEDICAL	406,034	33,478	353,323	52,711	13%	299,125
48715	PENSION EXP-DEF CONTB	24,376	1,766	21,830	2,546	10%	18,092
48720	FICA EXPENSE	87,716	6,475	69,537	18,179	21%	68,371
Total Expense		9,961,222	365,761	4,262,385	5,698,837	57%	3,598,589
NI/(NL)			364,849	3,777,668			

09 - PARKING

Revenue

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
30000	CASH RESERVE	547,895	-	547,895	-	0%	-
33103	PARKING TICKET REVENUE	1,161,456	156,537	1,180,541	(19,085)	-2%	1,215,098
33104	DISTRICT COURT VIOLATIONS	146,000	10,862	121,130	24,870	17%	125,060
33110	DISTRICT COURT-CONSTABLE	50,000	5,315	38,500	11,500	23%	41,988
34100	INTEREST INCOME	50,000	7,241	41,790	8,210	16%	32,285
36321	PARKING METER REVENUE	1,950,000	180,990	1,629,757	320,243	16%	1,650,233
36322	PARKING PERMIT/LOT REVENUE	145,000	6,526	200,426	(55,426)	-38%	78,463
36323	PARKING GARAGE REVENUE	2,500,000	264,958	1,922,407	577,593	23%	1,279,919
36326	PARKING GARAGE LEASED	90,530	5,437	99,670	(9,140)	-10%	89,129
36736	SOLAR/EV REVENUE	8,500	1,404	12,356	(3,856)	-45%	-
Total Revenue		6,649,381	639,270	5,794,472	854,909	13%	4,512,174

Expense

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
40121	OFFICE SUPPLIES	6,000	-	6,275	(275)	-5%	6,778
40122	POSTAGE & PRINTING	14,000	352	19,682	(5,682)	-41%	8,940
40124	LEASE PAYMENTS	9,558	398	9,139	419	4%	15,961
40133	ADMIN EXPENSE	3,000	-	300	2,700	90%	1,166
40140	BANK FEES	250,000	21,177	246,633	3,367	1%	134,100
40430	LEGAL FEES-EMPLOYMT	20,000	-	10	19,991	100%	-
40616	CONSTABLE FEES	50,000	4,950	39,958	10,043	20%	53,213
40931	UTILITIES	75,231	8,240	46,254	28,977	39%	96,011
41313	SALARY EXPENSE-PARKING	690,730	47,174	484,289	206,441	30%	493,855
42007	PROFESSIONAL FEES	40,000	3,873	7,666	32,334	81%	1,017
42010	UNIFORMS	4,000	332	2,776	1,224	31%	3,350
43013	CAPITAL EXPENSE	1,012,896	186,635	391,396	621,500	61%	156,901
43031	FUEL EXPENSE	2,000	173	1,501	499	25%	1,091
43825	SALA EXP-OT	30,000	929	14,396	15,604	52%	32,999
43832	EV CHARGING EXP	4,000	-	2,480	1,520	38%	-
44518	WC BUS IMP DIST ALLOC	100,000	-	100,000	-	0%	-
44521	ENFORCEMENT SOFTWARE	42,000	2,744	45,056	(3,056)	-7%	42,080
44525	PARKING METER MAINT	20,000	-	2,694	17,306	87%	10,495
44545	PARKING GARAGE MAINT	145,000	13,286	208,564	(63,564)	-44%	94,310
44549	PARKING GARAGE MGMT	536,000	-	-	536,000	100%	-
44573	TRF TO GF	2,132,100	-	-	2,132,100	100%	-
44891	TRF TO NU	68,664	-	-	68,664	100%	-
44922	ARMORED CAR SERVICE	6,000	676	6,760	(760)	-13%	7,020
45758	PARKING METER SOFTWARE	138,000	54,071	183,142	(45,142)	-33%	84,315
45760	OFF SITE STORAGE	275	-	1,267	(992)	-361%	316
45774	TRAINING/DUES	18,000	1,020	1,881	16,119	90%	4,650
47140	PRIN PAYMENTS	525,000	-	-	525,000	100%	-
47291	INT EXP- 2012C FT	21,123	-	11,061	10,062	48%	11,461
47296	INT EXP- 2016 2010 REFUND	339,108	-	169,554	169,554	50%	173,654
47299	Interest Exp 2013 Bicentennial	20,906	-	10,453	10,453	50%	13,491

48600	INS EXPENSE-W/C/UNEMP	22,755	612	15,937	6,818	30%	14,617
48610	INSURANCE EXP	74,324	19,701	84,288	(9,964)	-13%	46,821
48700	INSURANCE EXP- MEDICAL	159,691	9,546	137,008	22,683	14%	175,332
48715	PENSION EXP-DEF CONTB	13,884	739	9,918	3,966	29%	11,328
48720	FICA EXPENSE	55,136	3,680	38,149	16,987	31%	40,304
Total Expense		6,649,381	380,308	2,298,487	4,350,894	65%	1,735,576
NI/(NL)			258,962	3,495,985			

15 - HIGHWAY AID

Revenue

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget	Percent Total	Prior Year Actual
					Variance	Budget Remaining	
34100	INTEREST INCOME	2,500	11	134	2,366	95%	127
36735	LIQUID FUELS	419,499	-	428,077	(8,578)	-2%	427,930
Total Revenue		421,999	11	428,211	(6,212)	-1%	428,057

Expense

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget	Percent Total	Prior Year Actual
					Variance	Budget Remaining	
40140	BANK FEES	-	1	208	(208)	#DIV/0!	231
40931	UTILITIES	-	536	5,183	(5,183)	#DIV/0!	-
43200	WINTER	50,000	-	2,263	47,737	95%	44,832
43331	TRAFFIC LIGHT MAINT	46,300	2,615	69,373	(23,073)	-50%	31,683
43333	TRAFFIC CONTROL	10,000	907	9,618	382	4%	13,237
43800	ALLEYS	15,699	3,200	3,200	12,499	80%	1,483
49515	ROAD PAVING	300,000	-	244,008	55,992	19%	322,878
Total Expense		421,999	7,260	333,854	88,145	21%	414,345
NI/(NL)			(7,249)	94,357			

16 - STREAM

Revenue

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
30000	CASH RESERVE	346,000	-	346,000	-	0%	-
34100	INTEREST INCOME	25,000	125	21,539	3,461	14%	37,505
35500	GRANT REVENUE	750,000	-	-	750,000	100%	-
38015	STREAM PROT	1,100,000	33,041	1,283,978	(183,978)	-17%	1,239,448
39205	TRF FROM GF FUND	60,695	-	60,695	-	0%	52,105
Total Revenue		2,281,695	33,165	1,712,211	569,484	25%	1,329,059

Expense

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total Budget Remaining	Prior Year Actual
40122	POSTAGE & PRINTING	-	1,240	28,337	(28,337)	#DIV/0!	20,582
40133	ADMIN EXPENSE	38,000	-	2,500	35,500	93%	-
40140	BANK FEES	-	-	840	(840)	#DIV/0!	620
40410	LEGAL FEES	75,000	-	11,819	63,181	84%	32,348
42007	PROFESSIONAL FEES	95,500	14,739	46,884	48,616	51%	38,024
43013	CAPITAL EXPENSE	1,561,000	4,884	371,775	1,189,225	76%	203,552
43620	STORMWATER	244,563	10,090	224,568	19,995	8%	17,793
44573	TRF TO GF	242,632	-	242,632	-	0%	232,183
45540	TREES	25,000	-	25,000	-	0%	17,504
Total Expense		2,281,695	30,953	954,355	1,327,340	58%	562,605
NI/(NL)			2,212	757,856			

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10015 - CASH-TRUIST HIGHWAY AID			
2379	SIGNAL SERVICE, INC.	10/8/2025	410.00
2380	TRAFFIC SAFETY STORE	10/14/2025	786.31
2381	LENNI ELECTRIC CORPORATION	10/20/2025	1,020.00
2382	NATIONAL HIGHWAY PRODUCTS, INC	10/20/2025	76.16
2383	PECO acct 5483214000	10/20/2025	536.35
2384	GUIDEMARK, INC	10/28/2025	3,200.00
2385	SIGNAL SERVICE, INC.	10/28/2025	1,185.00
	Total		<u><u>7,213.82</u></u>

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10037 - CASH- SANTANDER BANK GF			
017349	CRESTLINE SOFTWARE, LLC	10/2/2025	4,260.00
017350	GENTILEMAN, LLC	10/8/2025	1,050.00
017351	21st CENTURY MEDIA	10/8/2025	2,250.00
017352	ABILA	10/8/2025	934.22
017353	ACE HARDWARE OF WEST CHESTER	10/8/2025	21.75
017354	AMCHAR WHOLESALE, INC.	10/8/2025	2,248.20
017355	APPLE PRESS	10/8/2025	858.00
017356	ARCHITECHURAL CONCEPTS PC	10/8/2025	1,950.00
017357	BEST LINE EQUIPMENT	10/8/2025	1,373.65
017358	BRANDYWINE FLAGS	10/8/2025	1,130.00
017359	BRANDYWINE LEARNING CENTER LLC	10/8/2025	6,300.00
017360	CALLTOWER, INC	10/8/2025	6,156.44
017361	CC PUBLIC SAFETY TRAINING CAMP	10/8/2025	200.00
017362	CDW GOVERNMENT INC	10/8/2025	415.92
017363	CHESTER COUNTY SOLID WASTE AUT	10/8/2025	9,556.62
017364	COHEN LAW GROUP	10/8/2025	3,066.66
017365	GARNET FORD, INC.	10/8/2025	249.95
017366	GOSHEN SIGN PRODUCTS	10/8/2025	1,185.00
017367	HEIDELBERG MATERIALS NE LLC	10/8/2025	521.85
017368	IDI DATA	10/8/2025	76.00
017369	IMMACULATA ATHLETICS	10/8/2025	500.00
017370	IRON ROSE K9, INC.	10/8/2025	900.00
017371	MACMAIN LEINHAUSER	10/8/2025	13.80
017372	MAILLIE. LLP	10/8/2025	18,000.00
017373	MCDONALD UNIFORM COMPANY	10/8/2025	1,633.01
017374	NEW HOLLAND AUTO GROUP	10/8/2025	885.57
017375	Nexgen Automation, Inc.	10/8/2025	1,719.56
017376	OCCUPATIONAL HEALTH CENTER	10/8/2025	168.50
017377	PA DEPT OF LABOR & INDUSTRY-E	10/8/2025	90.17
017378	PENNONI ASSOCIATES, INC.	10/8/2025	2,234.75
017379	PERFECT SELF STORAGE	10/8/2025	301.00

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017380	REMINGTON & VERNICK ENGINEERS	10/8/2025	7,827.50
017381	SHERWIN-WILLIAMS CO	10/8/2025	941.25
017382	SIR SPEEDY #7103	10/8/2025	800.00
017383	STEVEN BUCHHOLZ TOOLS INC	10/8/2025	244.89
017384	SERVICE TIRE TRUCK CENTER, INC	10/8/2025	2,189.32
017385	US MUNICIPAL SUPPLY - KOP	10/8/2025	480.03
017386	WC DOWNTOWN FOUNDATION	10/8/2025	900.00
017387	WEST CHESTER OUTDOOR ADVERT	10/8/2025	1,600.00
017388	WM P MCGOVERN, INC.	10/8/2025	1,924.00
017389	YALE ELECTRIC SUPPLY CO	10/8/2025	189.16
017390	GENTILEMAN, LLC	10/14/2025	450.00
017391	10-8 EMERGENCY VEHICLE SERVICE	10/14/2025	314.94
017392	ACE HARDWARE OF WEST CHESTER	10/14/2025	121.26
017393	ALL EVENT PARTY RENTAL	10/14/2025	2,005.70
017394	ANDREW'S LAWN & LANDSCAPING	10/14/2025	4,855.00
017395	ASSOCIATED TRUCK PARTS	10/14/2025	35.90
017396	ATLANTIC HEAVY DUTY	10/14/2025	2,782.97
017397	AUTOZONE, INC.	10/14/2025	300.28
017398	FISHER AUTO PARTS	10/14/2025	111.38
017399	BIRL GIRL DESIGNS LLC	10/14/2025	320.00
017400	CDW GOVERNMENT INC	10/14/2025	11,809.54
017401	CHESTER COUNTY SOLID WASTE AUT	10/14/2025	4,019.69
017402	CRIMEWATCH TECHNOLOGIES INC	10/14/2025	4,920.00
017403	D&D AUTOWORKS	10/14/2025	20.00
017404	FRED BEANS FORD - WEST CHESTER	10/14/2025	278.13
017405	HOMELAND INDUSTRIAL SUPPLY	10/14/2025	369.00
017406	HORGAN TREE EXPERTS	10/14/2025	5,760.00
017407	I Q STUDIOS	10/14/2025	400.00
017408	LANGUAGE LINE SERVICES INC	10/14/2025	218.62
017409	LENNI ELECTRIC CORPORATION	10/14/2025	1,098.50
017410	NEW HOLLAND AUTO GROUP	10/14/2025	501.76
017411	OCCUPATIONAL HEALTH CENTER	10/14/2025	273.25

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017412	OFFICE BASICS, INC.	10/14/2025	270.00
017413	PA MUNICIPAL HEALTH - BENECON	10/14/2025	211,275.79
017414	PA STATE ASSOC OF BOROUGHES	10/14/2025	450.00
017415	PIPE XPRESS INC	10/14/2025	188.22
017416	PLATELOGIQ, LLC	10/14/2025	11,200.00
017417	RBC Wealth Management	10/14/2025	28,264.68
017418	RBC Wealth Management	10/14/2025	29,391.40
017419	RBC Wealth Management	10/14/2025	43,535.24
017420	ROBERTS OXYGEN, INC.	10/14/2025	1,291.00
017421	SIR SPEEDY #7103	10/14/2025	400.00
017422	BRANDYWINE VALLEY SPCA	10/14/2025	1,799.20
017423	US MUNICIPAL SUPPLY - KOP	10/14/2025	1,398.65
017424	WAYMAN FIRE PROTECTION INC	10/14/2025	500.00
017425	WB MASON C3107820	10/14/2025	1,066.99
017426	WEST BRADFORD TOWNSHIP	10/14/2025	37.36
017427	YALE ELECTRIC SUPPLY CO	10/14/2025	49.16
017428	DAN YARNALL	10/14/2025	750.00
017429	ACE HARDWARE OF WEST CHESTER	10/20/2025	13.47
017430	ARCHITECHURAL CONCEPTS PC	10/20/2025	1,150.00
017431	BAIRD & RUDOLPH TIRE CO,INC.	10/20/2025	1,484.80
017432	BATTAVIO HEATING COOLING	10/20/2025	200.00
017433	BFI King of Prussia - 4586	10/20/2025	5,972.58
017434	KEYSTONE PARTNERS, LLC	10/20/2025	25,672.50
017435	CHESTER COUNTY SOLID WASTE AUT	10/20/2025	8,758.99
017436	FEL - WEST CHESTER, PA #501	10/20/2025	20.15
017437	FRED BEANS FORD - WEST CHESTER	10/20/2025	199.95
017438	GROFF TRACTOR & EQUIPMENT	10/20/2025	2,639.30
017439	HILL ARCHIVE	10/20/2025	432.54
017440	NJ E-ZPASS	10/20/2025	109.57
017441	OFFICE BASICS, INC.	10/20/2025	113.78
017442	PENNSYLVANIA ONE CALL SYSTEM	10/20/2025	437.31
017443	PIPE XPRESS INC	10/20/2025	477.46

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017444	REIT LUBRICANTS CO	10/20/2025	1,379.98
017445	ROBERT E. LITTLE INC	10/20/2025	126.30
017446	VERIZON 842448578-00001	10/20/2025	410.68
017447	WB MASON C2657532	10/20/2025	296.24
017448	WB MASON C3107820	10/20/2025	937.06
017449	OGREEN BROWN	10/28/2025	84.00
017450	21st CENTURY MEDIA	10/28/2025	346.76
017451	ACE HARDWARE OF WEST CHESTER	10/28/2025	354.60
017452	ALL EVENT PARTY RENTAL	10/28/2025	11,735.45
017453	ASSOCIATED TRUCK PARTS	10/28/2025	921.71
017454	ATLANTIC HEAVY DUTY	10/28/2025	1,754.25
017455	FISHER AUTO PARTS	10/28/2025	43.96
017456	BUCKLEY,BRION,MCGUIRE,MORRIS	10/28/2025	5,815.00
017457	COMMUNICATIONS DEPLOYMENT	10/28/2025	1,833.21
017458	CDW GOVERNMENT INC	10/28/2025	2,411.28
017459	CHESTER COUNTY SOLID WASTE AUT	10/28/2025	4,867.12
017460	CODY COMPUTER SERVICES, INC.	10/28/2025	18,536.57
017461	D&D AUTOWORKS	10/28/2025	49.95
017462	DELAWARE CO COMMUNITY COLLEGE	10/28/2025	3,922.00
017463	EHRlich 1359462	10/28/2025	175.63
017464	GLASGOW INC	10/28/2025	871.32
017465	GOLDEN EQUIPMENT CO, INC	10/28/2025	1,330.37
017466	GOSHEN SIGN PRODUCTS	10/28/2025	135.00
017467	HORGAN TREE EXPERTS	10/28/2025	10,720.00
017468	I Q STUDIOS	10/28/2025	400.00
017469	IN-FLEET TRUCK SERVICE	10/28/2025	3,921.78
017470	INTERSTATE BATTERIES	10/28/2025	98.45
017471	INTL PARKING & MOBILITY INST	10/28/2025	1,020.00
017472	LEADSONLINE LLC	10/28/2025	3,085.00
017473	MAILLIE. LLP	10/28/2025	3,000.00
017474	MANOS FAMILY PRACTICE	10/28/2025	125.00
017475	MENDENHALL'S REFRIGERANT RECVY	10/28/2025	2,540.00

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017476	MCDONALD UNIFORM COMPANY	10/28/2025	2,391.18
017477	NEW HOLLAND AUTO GROUP	10/28/2025	253.54
017478	OFFICE BASICS, INC.	10/28/2025	133.02
017479	OTIS ELEVATOR CO	10/28/2025	560.76
017481	POSM SOFTWARE LLC	10/28/2025	2,500.00
017482	ROBERT E. LITTLE INC	10/28/2025	164.87
017483	REMINGTON & VERNICK ENGINEERS	10/28/2025	7,000.00
017484	SERVICE TIRE TRUCK CENTER, INC	10/28/2025	2,385.24
017485	TPS GRAPHICS	10/28/2025	110.00
017486	TRAVELERS	10/28/2025	43.00
017487	US MUNICIPAL SUPPLY - KOP	10/28/2025	576.43
017488	WINDLES WATER WORKS INC	10/28/2025	81.00
017489	YALE ELECTRIC SUPPLY CO	10/28/2025	429.61
017490	SANDRA GRASSIE	10/31/2025	250.00
AUTO 100825-01	AMERICAN UNITED LIFE INS CO	10/8/2025	6,399.23
AUTO 100825-02	CINTAS (19892321 POLICE)	10/8/2025	170.99
AUTO 100825-03	CINTAS (21395723 PUBLIC WORKS)	10/8/2025	645.42
AUTO 100825-04	NAPA DOWNINGTOWN	10/8/2025	503.82
AUTO 100825-05	PECO group acct 1669154111	10/8/2025	33,788.34
AUTO 100825-06	PITNEY BOWES - PURCHASE POWER	10/8/2025	500.00
AUTO 100825-07	SPECTROTEL	10/8/2025	92.26
AUTO 100825-08	VERIZON 550-028-687-0001-46	10/8/2025	94.29
AUTO 100825-09	VERIZON CONNECT #100000100806	10/8/2025	567.00
AUTO 100825-10	VISION BENEFITS OF AMERICA	10/8/2025	920.40
AUTO 102325-01	CINTAS (21395723 PUBLIC WORKS)	10/23/2025	645.42
AUTO 102325-02	NAPA DOWNINGTOWN	10/23/2025	919.13
AUTO 102325-03	T-MOBILE USA - acct 973101227	10/23/2025	1,532.23
AUTO 102325-04	VERIZON CONNECT #100000100806	10/23/2025	574.46
AUTO 103125-01	CINTAS (19892321 POLICE)	10/31/2025	182.68
AUTO 103125-02	NAPA DOWNINGTOWN	10/31/2025	93.99
AUTO 103125-03	ROTHWELL DOCUMENT SOLUTIONS	10/31/2025	866.05

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Total			<u>656,485.81</u>

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10038 - CASH-SANTANDER BANK SEWER			
12369	ACE HARDWARE OF WEST CHESTER	10/8/2025	264.36
12370	AUTOZONE, INC.	10/8/2025	377.98
12371	BATTAVIO HEATING COOLING	10/8/2025	9,292.02
12372	CALLTOWER, INC	10/8/2025	121.06
12373	CES - CITY ELECTRIC SUPPLY	10/8/2025	89.35
12374	CHARLES BLOSENSKI DISPOSAL CO.	10/8/2025	330.00
12375	CHESTER COUNTY SOLID WASTE AUT	10/8/2025	504.05
12376	COLLIFLOWER, INC	10/8/2025	62.00
12377	CUSTOM ENVIRONMENTAL TECHNOLOG	10/8/2025	1,578.70
12378	EAGLE POWER KUBOTA	10/8/2025	21.03
12379	EUROFINS ENVIRONMENT TESTING	10/8/2025	618.00
12380	HACH COMPANY	10/8/2025	103.56
12381	HOMELAND INDUSTRIAL SUPPLY	10/8/2025	1,265.39
12382	INTERSTATE BATTERIES	10/8/2025	154.45
12383	KELLY INDUSTRIAL SUPPLY	10/8/2025	74.84
12384	MARYLAND BIOCHEMICAL COMPANY	10/8/2025	798.98
12385	MCGOVERN ENVIRONMENT LLC	10/8/2025	86,631.28
12386	MCMASTER-CARR SUPPLY COMPANY	10/8/2025	79.61
12387	Nexgen Automation, Inc.	10/8/2025	1,400.00
12388	PENNONI ASSOCIATES, INC.	10/8/2025	3,044.75
12389	SC PIPELINE PLASTICS, INC.	10/8/2025	919.05
12390	WARREN REYBURN	10/8/2025	39.00
12391	TIFCO INDUSTRIES	10/8/2025	776.00
12392	USA BLUE BOOK	10/8/2025	3,243.10
12393	USALCO	10/8/2025	13,976.24
12394	Hajoca Corporation	10/8/2025	116.65
12395	ZEP SALES & SERVICE	10/8/2025	477.39
12396	ACE HARDWARE OF WEST CHESTER	10/14/2025	161.79
12397	BOWMELL CENTRAL PENN CHEMICALS	10/14/2025	753.50
12398	CES - CITY ELECTRIC SUPPLY	10/14/2025	48.46
12399	EAGLE POWER KUBOTA	10/14/2025	25.22

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12400	ENVIRONMENTAL RESOURCE ASSOC	10/14/2025	2,071.08
12401	EUROFINS ENVIRONMENT TESTING	10/14/2025	262.00
12403	KEEN COMPRESSED GAS CO. INC.	10/14/2025	68.00
12404	LAKESIDE EQUIPMENT CORPORATION	10/14/2025	5,643.00
12405	PA MUNICIPAL HEALTH - BENECON	10/14/2025	30,413.63
12406	RBC Wealth Management	10/14/2025	1,491.54
12407	RBC Wealth Management	10/14/2025	1,491.54
12408	RBC Wealth Management	10/14/2025	2,285.21
12409	USA BLUE BOOK	10/14/2025	1,312.17
12410	Hiddleson & Nelson	10/20/2025	103.75
12411	ACE HARDWARE OF WEST CHESTER	10/20/2025	195.67
12412	BATTAVIO HEATING COOLING	10/20/2025	155.00
12413	CES - CITY ELECTRIC SUPPLY	10/20/2025	139.34
12414	PIPE XPRESS INC	10/20/2025	163.42
12415	Hiddleson & Nelson	10/28/2025	26.06
12416	ACE HARDWARE OF WEST CHESTER	10/28/2025	67.78
12417	B & E OIL SERVICES INC	10/28/2025	125.00
12418	BATTAVIO HEATING COOLING	10/28/2025	9,292.02
12419	COMMUNICATIONS DEPLOYMENT	10/28/2025	130.58
12420	CES - CITY ELECTRIC SUPPLY	10/28/2025	33.00
12421	CHARLES BLOSENSKI DISPOSAL CO.	10/28/2025	330.00
12422	CHESTER COUNTY SOLID WASTE AUT	10/28/2025	404.60
12423	EHRlich 1350622	10/28/2025	490.35
12424	EUROFINS ENVIRONMENT TESTING	10/28/2025	727.50
12425	GRAINGER acct 851582031	10/28/2025	343.15
12426	HACH COMPANY	10/28/2025	1,265.22
12427	KEEN COMPRESSED GAS CO. INC.	10/28/2025	439.00
12428	MAIN LINE CONCRETE & SUPPLY IN	10/28/2025	227.52
12429	MARYLAND BIOCHEMICAL COMPANY	10/28/2025	629.11
12430	MCGOVERN ENVIRONMENT LLC	10/28/2025	7,405.19
12431	MCMaster-CARR SUPPLY COMPANY	10/28/2025	346.67
12432	NORTH EAST TECHNICAL SALES	10/28/2025	426.41

Check Register
10/31/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
12433	OFFICE BASICS, INC.	10/28/2025	724.55
12434	PAONE ELECTRIC LLC	10/28/2025	5,030.00
12435	PENDERGAST SAFETY EQUIPMENT	10/28/2025	168.93
12436	PETROLEUM TRADERS CORP.	10/28/2025	2,660.00
12437	SC PIPELINE PLASTICS, INC.	10/28/2025	408.56
12438	UNIVAR SOLUTIONS USA INC.	10/28/2025	867.00
12439	USALCO	10/28/2025	13,529.99
12440	WINDLES WATER WORKS INC	10/28/2025	216.00
AUTO 100825-11	AMERICAN UNITED LIFE INS CO	10/8/2025	767.29
AUTO 100825-12	PECO group acct 1669154111	10/8/2025	32,747.84
AUTO 100825-13	VISION BENEFITS OF AMERICA	10/8/2025	129.48
AUTO 102325-05	NAPA DOWNINGTOWN	10/23/2025	18.25
AUTO 102325-07	T-MOBILE USA - acct 973101227	10/23/2025	510.42
AUTO 103125-04	FEDEX acct 6440-7025-5	10/31/2025	13.75
AUTO 103125-05	NEW HORIZON COMMUNICATIONS	10/31/2025	1,353.26
AUTO 103125-06	ROTHWELL DOCUMENT SOLUTIONS	10/31/2025	241.30
	Total		<u>255,238.94</u>

Check Register
10/31/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
10039 - CASH-SANTANDER PARKING TICKET			
8965	REBEKAH ADAMS	10/8/2025	16.00
8966	ACE HARDWARE OF WEST CHESTER	10/8/2025	46.95
8967	BERKSHIRE SYSTEMS GROUP, INC.	10/8/2025	14,980.00
8968	BUTTS TICKET COMPANY	10/8/2025	11,707.05
8969	CALLTOWER, INC	10/8/2025	201.77
8970	DAVE COX JR	10/8/2025	825.00
8971	CPS CONSTRUCTION GROUP	10/8/2025	167,700.00
8972	FLASHPARKING, INC.	10/8/2025	2,459.22
8973	STEVE FORCE	10/8/2025	550.00
8974	LESLIE HENRY	10/8/2025	137.50
8975	GLENN MARKLEY	10/8/2025	550.00
8976	Nexgen Automation, Inc.	10/8/2025	530.00
8977	O'DONNELL & NACCARATO	10/8/2025	3,955.00
8978	T2 SYSTEMS, INC.	10/8/2025	1,492.50
8979	BUTTS TICKET COMPANY	10/14/2025	455.00
8980	Eastern Armored Services, Inc.	10/14/2025	676.00
8981	STEVE FORCE	10/14/2025	550.00
8982	GRAINGER acct 851582031	10/14/2025	214.19
8983	LESLIE HENRY	10/14/2025	82.50
8984	GLENN MARKLEY	10/14/2025	550.00
8985	OTIS ELEVATOR CO	10/14/2025	2,164.24
8986	PA MUNICIPAL HEALTH - BENECON	10/14/2025	9,594.63
8987	RBC Wealth Management	10/14/2025	996.60
8988	RBC Wealth Management	10/14/2025	935.74
8989	RBC Wealth Management	10/14/2025	1,330.10
8990	BUTTS TICKET COMPANY	10/20/2025	15,089.30
8991	OTIS ELEVATOR CO	10/20/2025	1,537.50
8992	COMMUNICATIONS DEPLOYMENT	10/28/2025	1,004.55
8993	DAVE COX JR	10/28/2025	1,100.00
8994	GOSHEN SIGN PRODUCTS	10/28/2025	65.00
8995	IPS GROUP, INC	10/28/2025	10,158.83

**Check Register
10/31/2025**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
8996	OTIS ELEVATOR CO	10/28/2025	3,444.69
AUTO 100825-14	AMERICAN UNITED LIFE INS CO	10/8/2025	285.40
AUTO 100825-15	CINTAS (21452567 PARKING)	10/8/2025	166.12
AUTO 100825-16	PECO group acct 1669154111	10/8/2025	4,524.47
AUTO 100825-17	REPUBLIC SERVICES #319	10/8/2025	3,362.06
AUTO 100825-18	VISION BENEFITS OF AMERICA	10/8/2025	15.60
AUTO 102325-08	CINTAS (21452567 PARKING)	10/23/2025	166.12
AUTO 102325-10	T-MOBILE USA - acct 973101227	10/23/2025	273.28
AUTO 102325-11	WINDCAVE INC.	10/23/2025	2,829.24
AUTO 103125-08	NEW HORIZON COMMUNICATIONS	10/31/2025	2,320.40
	Total		<u><u>269,042.55</u></u>

**Check Register
10/31/2025**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
10041 - CASH-SANTANDER BANK SPF			
7297	PENNONI ASSOCIATES, INC.	10/8/2025	3,768.25
7298	REMINGTON & VERNICK ENGINEERS	10/8/2025	10,750.25
7299	REMINGTON & VERNICK ENGINEERS	10/20/2025	3,989.00
7300	WILDLAWN - ARCHEWILD	10/28/2025	9,613.00
7301	CENTER forWATERSHED PROTECTION	10/28/2025	1,240.00
	Total		<u>29,360.50</u>

Check Register
10/31/2025

<u>Check Number</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
10045 - CASH-SANTANDER BANK FIRE FUND			
1608	FAME FIRE CO.	10/8/2025	25,000.00
1609	FIRST WEST CHESTER FIRE CO.	10/8/2025	25,000.00
1610	GLICK FIRE EQUIPMENT CO.,INC.	10/8/2025	2,982.14
1611	GOOD WILL FIRE COMPANY	10/8/2025	25,000.00
1612	Justin McClure WCFD Reporting	10/8/2025	1,000.00
1613	PHOENIX FIRE LLC	10/8/2025	3,000.00
1614	SERVICE TIRE TRUCK CENTER, INC	10/8/2025	473.78
1615	TONY'S EMERGENCY SERVICES	10/8/2025	9,375.00
1616	GLICK FIRE EQUIPMENT CO.,INC.	10/14/2025	496.23
1617	LUCKY SIGN SHOP	10/20/2025	1,266.70
1618	SERVICE TIRE TRUCK CENTER, INC	10/20/2025	1,671.40
1619	BANGHART'S	10/28/2025	200.00
1620	GLOBAL ARFF SERVICES	10/28/2025	5,060.02
1621	GRAINGER acct 858748874	10/28/2025	25.20
1622	O'ROURKE & SONS INC.	10/28/2025	7,000.00
1623	SERVICE TIRE TRUCK CENTER, INC	10/28/2025	2,628.68
AUTO 100825-19	PECO group acct 1669154111	10/8/2025	3,553.94
AUTO 102325-12	AT&T MOBILITY #287321500167	10/23/2025	150.92
AUTO 102325-14	T-MOBILE USA - acct 973101227	10/23/2025	220.44
AUTO 103125-09	NEW HORIZON COMMUNICATIONS	10/31/2025	134.38
	Total		<u>114,238.83</u>

AGENDA

Finance & Revenue Committee of Borough Council

Date: Wednesday, October 8, 2025 @ 5:30 PM

Committee Members: Brian McGinnis, Chair
Nicole Scimone
Bryan Travis

Staff: Barbara Lioni, Director of Finance & Revenue
Sean Metrick, Borough Manager

- I. Call to order
- II. Announcements
- III. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
(Please be advised that all public comments have a 5-minute time limit.)
- IV. Reports
 - A. Director's report on monthly financials (attachment)
 - B. Finance/Administration Department 2026 preliminary budget (attachment)-**reported that budget in balance. Good Fellowship Ambulance contribution to be discussed at Work Session after Borough Manager's preliminary budget presentation.**
- V. Old business
 - A. Approve September 2025 meeting minutes (attachment)-**Approved 3-0**
- VI. New business
 - A. Motion to approve purchasing requests (attachment): **Approved 3-0**
 - a. All Event Party Rentals for \$12,185.45
 - b. Butts Tickets for \$40,000.00
 - c. USALCO for \$15,280.00
 - d. Cody for \$18,536.57
 - e. Horgan Tree Experts for \$10,720
- VII. Other business
- VIII. Adjournment

Visit www.west-chester.com to view and download attachments.

Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.



Borough of West Chester 2026 Preliminary Budget Adopted 10/15/2025

Summary of Changes Made since 10/15/2025 Adoption of Preliminary Budget:

Department	G/L		Revenue	Expense
GF-Admin	01-30115-90	Real Estate Tax Revenue	12,688	
GF-Admin	01-40045-90	Good Fellowship Ambulance		130,705
GF-Admin	01-40745-90	Software Expense		45,935
GF-Admin	01-40649-90	Human Resource Expense		6,501
GF-Police	01-49210-90	Transfer to Capital		(35,000)
GF-Police	01-42010-40	Uniform Expense		15,000
GF-Housing	01-36136-50	Rental Reinspection Revenue	(123,500)	
GF-Housing	01-36245-50	Licenses/Permits- Rental	(37,000)	
GF-Public Works	01-45630-80	Library Maintenance Expense		15,000
GF-Public Works	01-43720-80	Equipment Repair Expense		15,000
GF-Public Works	01-45430-80	Park Maintenance		(2,953)
GF-Public Works	01-49210-80	Transfer to Capital		(330,000)
GF-Recreation	01-49210-07	Transfer to Capital		(8,000)
		Total	<u>(147,812)</u>	<u>(147,812)</u>
WasteWater	08-29600-08	Fund Balance	26,284	
WasteWater	08-48700-08	Insurance Expense-Medical		1,034
WasteWater	08-48330-08	NU Defined Contb Expense		1,250
WasteWater	08-45728-08	Alum Sulfate Expense		24,000
		Total	<u>26,284</u>	<u>26,284</u>
Parking	09-36323-09	Parking Garage Revenue	(600,000)	
Parking	09-44545-09	Parking Garage Maint. Expense		85,000
Parking	09-44549-09	Parking Garage Mgmt Expense		(600,000)
Parking	09-43013-09	Capital Expense		(85,000)
		Total	<u>(600,000)</u>	<u>(600,000)</u>
Capital	10-29600-10	Fund Balance-Hoopes Park		(27,000)
Capital	10-35410-10	Trf from GF		(373,000)
Capital	10-43013-10	Capital Expense-Police	(35,000)	
Capital	10-43013-10	Capital Expense-Rec	(35,000)	
Capital	10-43013-10	Capital Expense- PW	(330,000)	
		Total	<u>(400,000)</u>	<u>(400,000)</u>
Liquid Fuels	15-36735-15	Liquid Fuels Revenue	(15,844)	
Liquid Fuels	15-49515	Road Paving Project		(15,844)
		Total	<u>(15,844)</u>	<u>(15,844)</u>
		Total	<u>(1,137,372)</u>	<u>(1,137,372)</u>

SUMMARY BY FUND:

FUND	Department	REVENUES	EXPENSES	VARIANCE
General	Administration	20,059,129	4,364,607	15,694,522
General	Police	2,402,703	12,083,612	(9,680,909)
General	Housing	911,000	1,003,530	(92,530)
General	IT	-	616,498	(616,498)
General	Public Works	261,000	5,299,423	(5,038,423)
General	Recreation	181,000	447,161	(266,161)
		<u>23,814,832</u>	<u>23,814,832</u>	<u>0</u>
Fire	Fire	<u>1,411,727</u>	<u>1,411,727</u>	<u>-</u>
Sewer	Waste Water	<u>8,911,974</u>	<u>8,911,974</u>	<u>(0)</u>
Parking	Parking	<u>5,794,600</u>	<u>5,794,600</u>	<u>(0)</u>
Capital	Capital	<u>2,732,414</u>	<u>2,732,414</u>	<u>-</u>
Liquid Fuels	Liquid Fuels	<u>413,506</u>	<u>413,506</u>	<u>-</u>
Stream Protection	Stream Protection	<u>1,517,105</u>	<u>1,517,105</u>	<u>-</u>
Total		<u><u>44,596,158</u></u>	<u><u>44,596,158</u></u>	<u><u>(0)</u></u>

Adminstration

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	30110	90	Real Estate Tax Revenue-CY Levy	6,065,098	6,229,440	164,342	6,180,098	49,342	1%
01	30120	90	Real Estate Tax Revenue-PY Levy	105,000	110,000	5,000	110,000	-	0%
01	31020	90	Earned Income Tax	6,600,000	6,706,325	106,325	6,510,996	195,329	3%
01	31010	90	Real Estate Transfer Tax	650,000	630,000	(20,000)	530,000	100,000	19%
01	31050	90	Local Services Tax	700,000	700,000	-	700,000	-	0%
01	31030	90	Business Privilege Tax	150,000	140,000	(10,000)	144,000	(4,000)	-3%
01	34100	90	Interest Income	180,000	145,000	(35,000)	100,000	45,000	45%
01	36561	90	Library/BID Medical Ins. Reimbursement	105,153	100,487	(4,666)	105,153	(4,666)	-4%
01	36562	90	PHMIC Refund	145,704	275,000	129,296	200,000	75,000	38%
01	35505	90	Gen Mun Pension-State Aid	1,133,172	1,191,169	57,997	995,170	195,999	20%
01	38902	90	Misc Revenue	18,900	20,000	1,100	18,900	1,100	6%
01	35600	90	Payment in Lieu of Taxes	14,000	14,000	-	14,000	-	0%
01	36165	90	Certification Fees	65,484	67,000	1,516	45,000	22,000	49%
01	32180	90	Cell Tower/Cable Franchise Revenue	252,000	250,000	(2,000)	245,000	5,000	2%
01	38030	90	Ucomp Reimbursement	5,075	3,000	(2,075)	3,300	(300)	-9%
TOTAL OPERATING REVENUE				16,189,586	16,581,421	391,835	15,901,617	679,804	4%

TRANSFERS IN

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	39208	90	Trf from Sewer Fund	600,000	600,000	-	600,000	-	0%
01	39209	90	Trf from Parking Fund	2,132,100	2,217,384	85,284	2,132,100	85,284	4%
01	39218	90	Trf from Capital Operating Fund	189,078	143,646	(45,432)	189,078	(45,432)	-24%
01	39216	90	Trf from Stream Protection Fund	242,632	262,815	20,183	242,632	20,183	8%
01	39217	90	Trf from OPEB	64,931	192,755	127,824	64,931	127,824	197%
01	39205	90	Trf from Fire Fund	59,328	61,108	1,780	59,328	1,780	3%
TOTAL TRANSFERS IN				3,288,069	3,477,708	189,639	3,288,069	189,639	6%

TOTAL REVENUE

TOTAL REVENUE				19,477,655	20,059,129	581,474	19,189,686	869,443	5%
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EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	40005	90	Salary Expense- Mayor/Council	33,000	33,000	-	33,000	-	0%
01	40612	90	Salary Expense- Administration	420,704	458,030	37,326	430,774	27,256	6%
01	40212	90	Salary Expense- Finance	245,283	271,986	26,703	267,699	4,287	2%
01	40110	90	Salary Expense- Borough Manager	157,715	176,391	18,676	169,223	7,168	4%
01	48400	90	WC Insurance Expense	19,191	9,151	(10,040)	19,191	(10,040)	-52%
01	48330	90	NU Defined Contribution Expense	25,141	33,249	8,108	31,990	1,259	4%

Administration

01	48700	90	Insurance Expense- Medical	250,461	358,445	107,984	350,037	8,408	2%
01	48110	90	FICA Expense	53,473	71,865	18,392	68,903	2,962	4%
TOTAL SALARY EXPENSE				1,204,968	1,412,116	207,149	1,370,817	41,299	3%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	40621	90	Office Supplies Expense	5,919	6,000	81	10,000	(4,000)	-40%
01	40124	90	Postage and Printing Expense	20,266	23,500	3,234	25,000	(1,500)	-6%
01	40649	90	Human Resource Dept. Expense	29,476	22,500	(6,976)	41,900	(19,400)	-46%
01	40124	90	Lease Expense	12,171	5,130	(7,041)	8,139	(3,009)	-37%
01	48660	90	Fidelity Bond Expense-Mgr/Treas	1,619	1,700	81	1,800	(100)	-6%
01	40133	90	Admin Expense	22,307	4,000	(18,307)	2,500	1,500	60%
01	40550	90	Codification Expense	11,236	12,000	764	10,000	2,000	20%
01	40639	90	Bank Fees	36,603	16,050	(20,553)	15,000	1,050	7%
01	40345	90	Collection Fees-Berkheimer	8,112	13,000	4,888	13,000	-	0%
01	40349	90	Qualifying Volunteer Tax Credit Expense	12,000	12,000	-	12,000	-	0%
01	40431	90	Legal Fees	91,437	124,000	32,563	130,000	(6,000)	-5%
01	40449	90	Legal Fees- Employment	100,000	60,000	(40,000)	30,000	30,000	100%
01	40931	90	Utilities Expense	51,661	50,000	(1,661)	30,603	19,397	63%
01	40936	90	Fire Hydrants Expense	81,046	83,000	1,954	90,000	(7,000)	-8%
01	40685	90	Stenographer Expense	425	1,200	775	1,000	200	20%
01	40634	90	Advertising Expense	8,157	8,000	(157)	5,500	2,500	45%
01	43031	90	Fuel Expense	432	-	(432)	1,000	(1,000)	-100%
01	40745	90	Software Expense	123,343	132,132	8,789	105,684	26,448	25%
01	40245	90	Payroll Processing Expense	66,666	68,000	1,334	62,400	5,600	9%
01	40150	90	Boards and Commissions Expense	5,000	10,000	5,000	10,000	-	0%
01	40049	90	Library Allocation	110,000	110,000	-	110,000	-	0%
01	40231	90	Audit Expense	60,000	60,000	-	50,000	10,000	20%
01	40686	90	Off Site Storage Expense	2,529	4,100	1,571	4,000	100	3%
01	40646	90	Training Expense	15,000	30,320	15,320	789	29,531	3743%
01	40654	90	Tuition Reimbursement Expense	1,800	3,600	1,800	3,600	-	0%
01	47121	90	Principal -2014 Energy	47,000	49,000	2,000	48,000	1,000	2%
01	47122	90	Principal -2016 Building	250,000	260,000	10,000	250,000	10,000	4%
01	47123	90	Principal -2016 Stream Protection	55,000	60,000	5,000	55,000	5,000	9%
01	47124	90	Principal -2016 Fire Truck	120,000	125,000	5,000	120,000	5,000	4%
01	47222	90	Interest Expense- 2016 Building	141,936	131,936	(10,000)	141,936	(10,000)	-7%
01	47223	90	Interest Expense- 2016 Fire Truck	121,826	57,026	(64,800)	121,826	(64,800)	-53%
01	47220	90	Interest Expense- 2014 Energy	47,250	42,885	(4,365)	47,250	(4,365)	-9%
01	47225	90	Interest Expense- 2016 Stream Protection	55,983	53,783	(2,201)	55,983	(2,201)	-4%
01	48610	90	Liab/Cas/Auto Insurance Expense	41,428	55,000	13,572	41,428	13,572	33%
01	40045	90	Good Fellowship Ambulance Co Alloc	167,510	298,215	130,705	167,510	130,705	78%
TOTAL OPERATING EXPENSES				1,925,138	1,993,077	67,939	1,822,848	170,229	9%

Adminstration

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	49265	90	Trf to NonUniform Pension Fund	297,543	232,321	(65,222)	297,543	(65,222)	-22%
01	49210	90	Trf to Capital	-	115,000	115,000	-	115,000	#DIV/0!
01	49205	90	Trf to Fire Fund	541,708	559,987	18,279	541,708	18,279	3%
01	49216	90	Trf to Stream Protection	60,695	52,105	(8,590)	60,695	(8,590)	-14%
TOTAL TRANSFERS OUT				899,946	959,413	59,467	899,946	59,467	7%
TOTAL EXPENSE				4,030,052	4,364,607	334,556	4,093,611	270,996	7%

POLICE DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	33112	40	Ordinance Violations	239,584	280,000	40,416	310,000	(30,000)	-9.7%
01	36213	40	Alarm Revenue	29,370	30,000	630	18,335	11,665	63.6%
01	35810	40	EBT Police Protection Contract	1,828,454	1,911,053	82,599	1,828,454	82,599	4.5%
01	36210	40	Police Services O/T Reimb	155,922	155,920	(2)	120,000	35,920	29.9%
01	38002	40	Restitution Payments	16,676	16,670	(6)	20,000	(3,330)	-16.7%
01	36211	40	Police Records	9,059	9,060	1	6,700	2,360	35.2%
TOTAL OPERATING REVENUE				2,279,065	2,402,703	123,638	2,303,489	99,214	4%

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	41010	40	Salary Expenses- LTS	559,788	561,699	1,911	535,369	26,330	5%
01	41012	40	Salary Expenses- Police Officers	4,801,365	5,451,894	650,529	4,947,276	504,618	10%
01	41014	40	Salary Expense- Dispatch/Pol. Admin	714,180	881,232	167,052	819,320	61,912	8%
01	41015	40	Salary Expense- Police Chief	195,870	195,619	(251)	187,076	8,543	5%
01	41018	40	Salary Expense- OT	445,606	372,500	(73,106)	350,000	22,500	6%
01	48400	40	WC Insurance Expense	408,360	374,177	(34,183)	408,360	(34,183)	-8%
01	48700	40	Insurance Expense- Medical	1,511,817	1,551,378	39,561	1,585,378	(34,000)	-2%
01	48330	40	NU Defined Contribution Expense	9,929	13,663	3,734	12,152	1,511	12%
01	48110	40	FICA Expense	141,673	162,849	21,176	149,964	12,885	9%
TOTAL SALARY EXPENSE				8,788,588	9,565,011	776,423	8,994,895	570,116	6%

OPERATING EXPENSES

Fund	G/L Code	Dept	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	40121	40	Office Supplies Expense	4,048	5,000	952	10,700	(5,700)	-53%
01	40122	40	Postage and Printing Expense	4,558	6,062	1,504	6,420	(358)	-6%
01	40133	40	Admin Expense	1,158	3,000	1,842	5,350	(2,350)	-44%
01	40280	40	Civil Service	18,049	20,000	1,951	25,000	(5,000)	-20%
01	40931	40	Utilities Expense	59,941	56,776	(3,165)	61,175	(4,399)	-7%
01	41023	40	Small Equipment Expense	24,868	23,000	(1,868)	23,190	(190)	-1%
01	40124	40	Lease Expense	142,741	159,500	16,759	108,480	51,020	47%
01	41031	40	Contract Expenses	46,408	116,453	70,045	105,866	10,587	10%
01	41032	40	Cell Block Expense	870	2,000	1,130	6,000	(4,000)	-67%

POLICE DEPARTMENT

01	41033	40	False Arrest Insurance Expense	15,054	27,625	12,571	25,579	2,046	8%
01	42010	40	Uniform Expense	32,762	65,000	32,238	75,000	(10,000)	-13%
01	43031	40	Fuel Expense	54,077	58,000	3,923	60,000	(2,000)	-3%
01	43822	40	Software Expense	28,125	20,500	(7,625)	19,260	1,240	6%
01	45300	40	Donations Expense	-	500	500	500	-	0%
01	45655	40	Armory Expense	35,242	33,700	(1,542)	32,100	1,600	5%
01	45712	40	Informant Fees	5,000	5,000	-	5,000	-	0%
01	45756	40	Medical Services Expense	11,059	11,770	711	10,700	1,070	10%
01	45760	40	Off Site Storage Expense	784	-	(784)	1,605	(1,605)	-100%
01	45762	40	Mayor's Expense	3,407	5,000	1,593	6,955	(1,955)	-28%
01	45772	40	Unit Expenses	94,247	92,250	(1,997)	85,150	7,100	8%
01	45774	40	Training Expense	59,856	70,000	10,144	64,200	5,800	9%
01	45800	40	SPCA Expense	13,831	15,000	1,169	20,000	(5,000)	-25%
01	45810	40	Translation Expense	2,065	2,500	435	3,210	(710)	-22%
01	48620	40	Liab/Cas/Auto Insurance Expense	96,935	95,064	(1,871)	96,935	(1,871)	-2%
TOTAL OPERATING EXPENSES				755,085	893,699	138,614	858,375	35,324	4%

TRANSFERS OUT

Fund	G/L Code	Dept	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	49210	40	Trf to Capital	77,081	115,000	37,919	77,081	37,919	49%
01	49260	40	Trf to Pension-Police Pens MMO	1,362,661	1,424,902	62,241	1,362,661	62,241	5%
01	49217	40	Trf to OPEB	85,000	85,000	-	85,000	-	0%
TOTAL TRANSFERS OUT				1,524,742	1,624,902	100,160	1,524,742	100,160	7%
TOTAL EXPENSES				11,068,415	12,083,612	1,015,197	11,378,012	705,600	6%

HOUSING DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	33112	50	Ordinance Violations	103,396	70,000	(33,396)	20,000	50,000	250%
01	36242	50	Licenses/Permits-Electrical	57,789	30,000	(27,789)	40,000	(10,000)	-25%
01	36241	50	Licenses/Permits-Building	315,537	300,000	(15,537)	600,000	(300,000)	-50%
01	32176	50	Licenses/Permits-Mechanical	-	60,000	60,000	35,000	25,000	71%
01	36243	50	Licenses/Permits- Plumbing	36,480	20,000	(16,480)	50,000	(30,000)	-60%
01	36134	50	Zoning Hearing Board Review Fees	34,613	40,000	5,387	10,000	30,000	300%
01	36135	50	Zoning Site Inspections	-	3,000	3,000	-	3,000	#DIV/0!
01	32178	50	Land Development Reimb.	3,040	-	(3,040)	2,000	(2,000)	-100%
01	36245	50	Licenses/Permits- Rental	299,547	388,000	88,453	258,280	129,720	50%
TOTAL OPERATING REVENUE				850,402	911,000	60,598	1,015,280	(104,280)	-10%

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	40612	50	Salary Expense- Housing	332,158	517,024	184,866	512,560	4,464	1%
01	40618	50	Salary Expense- O/T	1,690	1,500	(190)	1,500	-	0%
01	48400	50	WC Insurance Expense	6,728	5,484	(1,244)	6,728	(1,244)	-18%
01	48700	50	Insurance Expense- Medical	96,638	205,447	108,809	201,605	3,842	2%
01	48330	50	NU Defined Contribution Expense	16,035	25,851	9,816	25,628	223	1%
01	48110	50	FICA Expense	25,539	39,667	14,128	39,326	341	1%
TOTAL SALARY EXPENSE				478,788	794,972	316,184	787,347	7,625	1%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	40122	50	Postage and Printing Expense	312	3,000	2,688	2,500	500	20%
01	40124	50	Lease Expense	7,169	9,558	2,389	4,065	5,493	135%
01	43612	50	DCED Filing Fees	3,000	3,000	-	3,000	-	0%
01	40931	50	Utilities Expense	6,651	4,000	(2,651)	4,000	-	0%
01	41331	50	Zoning Hearing Expense	78,627	50,000	(28,627)	20,000	30,000	150%
01	41331	50	Electrical Inspector Fees	13,750	15,000	1,250	15,000	-	0%
01	41333	50	Mechanical Inspector Fees	3,848	20,000	16,152	20,000	-	0%
01	41339	50	Third Party Rental Inspection Expense	-	-	-	65,000	(65,000)	-100%

HOUSING DEPARTMENT

01	41340 50	Other Third Party Inspection Expense	89,993	75,000	(14,993)	240,000	(165,000)	-69%
01	43031 50	Fuel Expense	1,375	1,500	125	3,000	(1,500)	-50%
01	45716 50	Land Development Expense	10,586	-	(10,586)	-	-	#DIV/0!
01	45760 50	Off Site Storage Expense	5,418	3,500	(1,918)	3,500	-	0%
01	45774 50	Training Expense	1,763	24,000	22,237	8,000	16,000	200%
TOTAL OPERATING EXPENSES			222,492	208,558	(13,934)	388,065	(179,507)	-46%
TOTAL EXPENSES			701,280	1,003,530	302,250	1,175,412	(171,882)	-15%

IT DEPARTMENT

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	40712	70	Salary Expense- IT	183,335	189,476	6,141	183,335	6,141	3%
01	48400	70	WC Insurance Expense	2,753	1,922	(831)	2,753	(831)	-30%
01	48330	70	NU Defined Contribution Expense	2,993	3,212	219	3,115	97	3%
01	48700	70	Insurance Expense- Medical	70,634	70,280	(354)	68,824	1,456	2%
01	48110	70	FICA Expense	14,025	14,495	470	14,025	470	3%
TOTAL SALARY EXPENSE				273,740	279,384	5,644	272,052	7,332	3%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	45659	70	Backup/ Support Service Expense	44,103	54,000	9,897	48,000	6,000	13%
01	40931	70	Utilities Expense	3,078	2,700	(378)	2,700	-	0%
01	45722	70	Licenses Expense	6,255	-	(6,255)	6,000	(6,000)	-100%
01	45766	70	Parts Expense	22,163	30,000	7,837	20,000	10,000	50%
01	45782	70	Remote Access Points Expense	3,334	4,000	666	4,000	-	0%
01	45792	70	Services Expense	8,465	-	(8,465)	6,000	(6,000)	-100%
01	45798	70	Software Expense	10,734	24,000	13,266	8,000	16,000	200%
01	45802	70	Advanced Threat Expense	80,982	80,000	(982)	72,000	8,000	11%
01	45820	70	Website Expense	24,615	25,000	385	25,000	-	0%
01	45774	70	Training Expense	3,446	10,000	6,554	7,000	3,000	43%
01	43829	70	Microsoft Expense	30,047	45,000	14,953	40,000	5,000	13%
TOTAL OPERATING EXPENSES				237,222	274,700	37,478	238,700	36,000	15%

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
01	49210	70	Trf to Capital	50,817	62,414	11,597	50,817	11,597	23%
TOTAL TRANSFERS OUT				50,817	62,414	11,597	50,817	11,597	23%

TOTAL EXPENSES

561,779	616,498	54,719	561,569	54,929	10%
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PW DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	36481	80	Dumpster Fees	1,156	5,000	3,844	5,000	-	0%
01	35500	80	Grant Revenue- Recycling	-	60,000	60,000	-	60,000	#DIV/0!
01	35510	80	Winter Maintenance	33,000	33,000	-	33,000	-	0%
01	36451	80	Recycling Revenue	16,967	10,000	(6,967)	10,000	-	0%
01	32280	80	Street Opening/Sidewalk Permits	165,130	125,000	(40,130)	60,000	65,000	108%
01	36482	80	Trash Bag Fees	28,943	28,000	(943)	20,000	8,000	40%
TOTAL OPERATING REVENUE				245,196	261,000	15,804	128,000	133,000	104%

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	43012	80	Salary Expense- PW	1,943,769	2,030,035	86,266	2,018,046	11,989	1%
01	43018	80	Salary Expense- O/T	78,597	50,000	(28,597)	50,000	-	0%
01	48400	80	WC Insurance Expense	176,966	183,137	6,171	176,966	6,171	3%
01	48700	80	Insurance Expense- Medical	667,012	733,961	66,949	729,696	4,265	1%
01	48330	80	NU Defined Contribution Expense	42,982	42,342	(640)	47,032	(4,690)	-10%
01	48110	80	FICA Expense	154,711	159,123	4,412	158,206	917	1%
TOTAL SALARY EXPENSE				3,064,037	3,198,597	134,560	3,179,946	18,651	1%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	40121	80	Office Supplies Expense	1,921	2,000	79	2,000	-	0%
01	40122	80	Postage and Printing Expense	2,025	3,000	975	3,000	-	0%
01	40124	80	Lease Expense	65,721	63,332	(2,389)	59,013	4,319	7%
01	40133	80	Admin Expense	1,251	5,500	4,249	5,500	-	0%
01	40920	80	Materials and Supplies Expense	24,555	22,000	(2,555)	25,000	(3,000)	-12%
01	40931	80	Utilities Expense	87,845	67,000	(20,845)	63,337	3,663	6%
01	43400	80	Street Lighting Utility Expense	108,476	108,486	10	110,000	(1,514)	-1%
01	40940	80	Repair/Maint Buildings Expense	110,405	130,000	19,595	115,000	15,000	13%

PW DEPARTMENT

01	41400	80	Landscape Maintenance Expense	46,223	76,000	29,777	83,000	(7,000)	-8%
01	42000	80	Advertising Expense	7,075	-	(7,075)	5,000	(5,000)	-100%
01	42010	80	Uniform Expense	20,468	21,000	532	24,000	(3,000)	-13%
01	42011	80	Consultants Expense	102,790	90,000	(12,790)	117,000	(27,000)	-23%
01	42730	80	Trash Expense	218,605	232,000	13,395	240,000	(8,000)	-3%
01	42732	80	Recycling Expense	76,671	81,000	4,329	92,000	(11,000)	-12%
01	43031	80	Fuel Expense	106,896	110,000	3,104	115,000	(5,000)	-4%
01	43720	80	Equipment Repair Expense	240,223	255,000	14,777	220,000	35,000	16%
01	43725	80	Tools Expense	34,812	23,100	(11,712)	22,000	1,100	5%
01	43800	80	Alleys Expense	9,758	10,000	242	10,000	-	0%
01	45430	80	Park Maintenance	-	47,047	47,047	-	47,047	#DIV/0!
01	45540	80	Tree Expense	169,107	225,000	55,893	235,000	(10,000)	-4%
01	45630	80	Library Maintenance Expense	18,883	30,000	11,117	15,000	15,000	100%
01	45774	80	Training Expense	3,935	7,500	3,565	7,500	-	0%
01	48610	80	Liab/Cas/Auto Insurance Expense	60,061	92,360	32,299	60,061	32,299	54%
TOTAL OPERATING EXPENSES				1,517,706	1,701,325	183,620	1,628,411	72,914	4%

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025 Projected	2026 Actuals	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	49210	80	Trf to Capital	322,702	399,500	76,798	322,702	76,798	24%
TOTAL TRANSFERS OUT				322,702	399,500	76,798	322,702	76,798	24%
TOTAL EXPENSES				4,904,445	5,299,423	394,978	5,131,059	168,364	3%

RECREATION DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	36732	07	Special Event Fee	45,367	50,000	4,633	20,000	30,000	150%
01	36733	07	Rest. Festival Revenue	23,464	30,000	6,536	45,000	(15,000)	-33%
01	34325	07	Small Event Revenue	234	-	(234)	2,000	(2,000)	
01	36734	07	Turks Head Fest. Revenue	10,643	11,000	357	16,000	(5,000)	-31%
01	36731	07	Sponsorship Revenue	8,050	30,000	21,950	30,200	(200)	-1%
01	36738	07	Park Rental Fees	3,405	7,000	3,595	10,000	(3,000)	-30%
01	36739	07	Trip and Class Revenue	48,747	53,000	4,253	55,000	(2,000)	-4%
TOTAL OPERATING REVENUE				139,910	181,000	41,090	178,200	2,800	2%

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	43820	07	Salary Expense- Recreation	174,373	180,673	6,300	175,078	5,595	3%
01	48400	07	WC Insurance Expense	2,151	1,922	(229)	2,151	(229)	-11%
01	48700	07	Insurance Expense- Medical	49,924	50,191	267	68,348	(18,157)	-27%
01	48330	07	NU Defined Contribution Expense	2,888	3,053	165	2,750	303	11%
01	48110	07	FICA Expense	13,340	13,821	482	13,393	428	3%
TOTAL SALARY EXPENSE				242,676	249,661	6,986	261,720	(12,059)	-5%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance
01	42000	07	Advertising Expense	21,000	21,000	-	21,000	-	0%
01	45798	07	Software Expense	-	6,500	6,500	4,000	2,500	63%
01	45430	07	Park Maintenance Expense	38,099	-	(38,099)	51,000	(51,000)	-100%
01	45432	07	Trip and Class Expense	71,842	53,000	(18,842)	76,000	(23,000)	-30%
01	45436	07	Restaurant Festival Expense	39,000	40,000	1,000	39,000	1,000	3%
01	45450	07	Turks Head Festival Expense	31,403	20,000	(11,403)	19,500	500	3%
01	45452	07	Touch Truck Event Expense	3,552	5,000	1,448	4,000	1,000	25%
01	45457	07	Halloween Parade Expense	4,586	6,000	1,414	4,000	2,000	50%
01	45458	07	250 America Event Expense	-	20,000	20,000	-	20,000	#DIV/0!
01	45480	07	Small Event Expense	12,866	22,000	9,134	16,500	5,500	33%

RECREATION DEPARTMENT

01	45774	07	Training Expense	2,259	4,000	1,741	4,000	-	0%
TOTAL OPERATING EXPENSE				224,607	197,500	(27,107)	239,000	(41,500)	-17%

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
01	49210	07	Trf to Capital	130,635	-	(130,635)	130,635	(130,635)	-100%
TOTAL TRANSFERS OUT				130,635	-	(130,635)	130,635	(130,635)	-100%
TOTAL EXPENSE				597,918	447,161	(150,756)	631,355	(184,194)	-29%

FIRE DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
05	34100	05	Interest Income	29,490	33,075	3,585	31,500	1,575	5%
05	36202	05	Contracted Fire Protection Revenue	791,491	818,665	27,174	791,941	26,724	3%
TOTAL OPERATING REVENUE				820,981	851,740	30,759	823,441	28,299	3%

TRANSFERS

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
05	39201	05	Transfer from GF	541,708	559,987	18,279	541,708	18,279	3%
TOTAL TRANSFERS				541,708	559,987	18,279	541,708	18,279	3%

TOTAL REVENUE

1,362,689	1,411,727	49,038	1,365,149	46,578	3%
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OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
05	40133	05	Admin Expense	13,500	23,764	10,264	23,072	692	3%
05	40931	05	Utilities	60,289	97,490	37,201	93,740	3,750	4%
05	41110	05	Officer Stipends	10,609	10,927	318	10,609	318	3%
05	41120	05	Equipment Maintenance and Repair	58,739	37,662	(21,077)	36,565	1,097	3%
05	41150	05	Allocation to Fire Companies	336,600	343,332	6,732	336,600	6,732	2%
05	43031	05	Fuel Expense	33,548	40,495	6,947	38,938	1,557	4%
05	43720	05	Vehicle Repairs	142,362	162,240	19,878	156,000	6,240	4%
05	48610	05	Insurance Expense	142,297	147,989	5,692	142,297	5,692	4%
TOTAL OPERATING EXPENSE				797,944	863,899	65,955	837,821	26,078	3%

CAPITAL EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
05	43013	05	Capital Expense	66,218	486,720	420,502	468,000	18,720	4%
TOTAL CAPITAL EXPENSE				66,218	486,720	420,502	468,000	18,720	4%

TRANSFERS

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
05	49201	05	Trf to GF	59,328	61,108	1,780	59,328	1,780	3%
TOTAL TRANSFERS				59,328	61,108	1,780	59,328	1,780	3%

FIRE DEPARTMENT

TOTAL EXPENSE

out of balance by:

923,490	1,411,727	488,237	1,365,149	46,578	3%
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WW DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
08	29600	08	Fund Balance	-	1,969,968	1,969,968	-	1,969,968	#DIV/0!
08	34100	08	Interest Income	121,818	90,000	(31,818)	70,000	20,000	29%
08	34332	08	Sewer Revenue- CCH/Sartomer	145,839	200,000	54,161	160,000	40,000	25%
08	35701	08	Grant Revenue	225,000	900,000	675,000	-	900,000	#DIV/0!
08	36401	08	Sewer Revenue- Tap In Fees	-	25,000	25,000	-	25,000	#DIV/0!
08	37811	08	Sewer Revenue- Residential/Commercial	5,581,837	5,317,006	(264,831)	5,301,421	15,585	0%
08	36460	08	Outside Hauling Revenue	285,399	410,000	124,601	410,000	-	0%
TOTAL OPERATING REVENUE				6,359,893	8,911,974	2,552,081	5,941,421	2,970,553	50%

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
08	42913	08	Salary Expense- WW	1,093,333	1,170,596	77,263	1,114,621	55,975	5%
08	41018	08	Salary Expense- O/T	11,483	20,000	8,517	32,000	(12,000)	-38%
08	48400	08	WC Insurance Expense	161,352	75,818	(85,534)	161,352	(85,534)	-53%
08	48700	08	Insurance Expense- Medical	429,338	436,026	6,688	406,034	29,992	7%
08	48330	08	NU Defined Contribution Expense	24,210	27,652	3,442	24,376	3,276	13%
08	48110	08	FICA Expense	84,518	91,081	6,562	87,716	3,365	4%
TOTAL SALARY EXPENSE				1,804,234	1,821,172	16,938	1,826,099	(4,927)	0%

OPERATING EXPENSES

FUND	G/L CODE	DEPT	Account Name	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
08	40121	08	Office Supplies Expense	5,997	7,000	1,003	6,000	1,000	17%
08	40940	08	Service Contracts Expense	13,072	11,500	(1,572)	11,880	(380)	-3%
08	42007	08	Engineering Fees	42,828	80,000	37,172	80,000	-	0%
08	42010	08	Uniform Expense	4,755	9,000	4,245	9,000	-	0%
08	42922	08	Lab Supplies Expense	33,278	50,000	16,722	50,000	-	0%
08	42925	08	Sewer Maintenance Inflow and Infiltration Program Expense	45,614	75,000	29,386	75,000	-	0%
08	42933	08	Sludge Removal Expense	809,032	980,000	170,968	960,000	20,000	2%
08	43031	08	Fuel Expense	6,514	10,000	3,486	10,000	-	0%
08	40931	08	Utilities Expense	385,778	405,400	19,622	343,518	61,882	18%
08	45691	08	Utilities Expense- Pump Stations	22,448	30,600	8,152	22,866	7,734	34%
08	45705	08	Equipment Expense- Pumping Stations	21,700	30,000	8,300	30,000	-	0%
08	45702	08	Heating Oil Expense	58,054	43,000	(15,054)	35,000	8,000	23%
08	45708	08	Grit Removal Expense	13,286	42,550	29,264	12,000	30,550	255%
08	45724	08	Pump Station Repairs Expense	203	8,000	7,797	8,000	-	0%
08	45728	08	Alum Sulfate Expense	139,723	360,000	220,277	270,000	90,000	33%
08	45730	08	Chlorine Expense	12,002	13,000	998	13,000	-	0%
08	45736	08	Liquid Bio Expense	2,129	3,000	871	2,000	1,000	50%
08	45738	08	Equipment Expense- Pumping Stations	60,783	70,000	9,217	70,000	-	0%
08	45740	08	Polymer Expense	9,394	10,000	606	25,000	(15,000)	-60%

WW DEPARTMENT

08	45744	08	Soda Ash Expense	56,158	60,000	3,842	70,000	(10,000)	-14%
08	45748	08	Sodium Bi Expense	3,074	6,000	2,926	6,000	-	0%
08	45750	08	Sulphur Di Expense	3,750	5,000	1,250	6,000	(1,000)	-17%
08	45751	08	State Application Fees	12,032	13,000	968	13,000	-	0%
08	45778	08	Lab Professional Fees	22,567	34,000	11,433	32,000	2,000	6%
08	45794	08	Aqua Sewer Billing Expense	-	-	-	132,000	(132,000)	-100%
08	45822	08	Plant Repairs	80,705	120,000	39,295	120,000	-	0%
08	45826	08	Generator Maintenance Expense	-	6,000	6,000	7,000	(1,000)	-14%
08	45828	08	HVAC Maintenance Expense	-	10,000	10,000	13,000	(3,000)	-23%
08	45830	08	Instrumentation Expense	3,034	7,500	4,466	5,000	2,500	50%
08	45774	08	Training Expense	4,901	10,000	5,099	10,000	-	0%
08	47115	08	Emergency Contingency Expense	20,000	30,000	10,000	30,000	-	0%
08	48620	08	Liab/Cas/Auto Insurance Expense	39,797	112,704	72,907	39,797	72,907	183%
TOTAL OPERATING EXPENSE				1,932,608	2,652,254	719,646	2,517,061	135,193	5%

CAPITAL EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
08	43013	08	Capital Expense	394,080	3,776,000	3,381,920	918,153	2,857,847	311%
TOTAL CAPITAL EXPENSE				394,080	3,776,000	3,381,920	918,153	2,857,847	311%

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
08	49201	08	Trf GF	600,000	600,000	-	600,000	-	0%
08	49265	08	Trf Pension-NU MMO	80,108	62,548	(17,560)	80,108	(17,560)	-22%
TOTAL TRANSFERS OUT				680,108	662,548	(17,560)	680,108	(17,560)	-3%

TOTAL EXPENSE

4,811,030	8,911,974	4,100,944	5,941,421	2,970,553	50%
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out of balance by:

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PARKING DEPARTMENT

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
			Name	Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
09	29600	09	Fund Balance	110,999	-	(110,999)	110,999	(110,999)	-100%
09	33114	09	Parking Ticket Revenue	1,346,446	1,200,000	(146,446)	1,161,456	38,544	3%
09	33112	09	Ordinance Violations	150,779	150,000	(779)	146,000	4,000	3%
09	33110	09	Server Fee Revenue-Constables	45,617	45,600	(17)	50,000	(4,400)	-9%
09	34100	09	Interest Income	41,902	35,000	(6,902)	50,000	(15,000)	-30%
09	36321	09	Parking Meter Revenue	1,873,034	2,028,000	154,966	1,950,000	78,000	4%
09	36311	09	Parking Permit Revenue	275,099	200,000	(75,099)	145,000	55,000	38%
09	36324	09	Parking Garage Revenue-Net	2,205,695	2,000,000	(205,695)	2,500,000	(500,000)	-20%
09	36325	09	Parking Garage Leased Space Revenue	122,485	122,000	(485)	90,530	31,470	35%
09	38900	09	Solar/EV Charging Revenue	14,136	14,000	(136)	8,500	5,500	65%
TOTAL OPERATING REVENUE				6,186,192	5,794,600	(391,592)	6,212,485	(417,885)	-7%

EXPENSE

SALARY EXPENSE

FUND	G/L CODE	DEPT	Account	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
			Name	Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
09	44512	09	Salary Expense- Parking	585,048	692,248	107,200	690,730	1,518	0%
09	44518	09	Salary Expense- O/T	18,734	30,000	11,266	30,000	-	0%
09	48400	09	WC Insurance Expense	22,755	8,189	(14,566)	22,755	(14,566)	-64%
09	48700	90	Insurance Expense- Medical	176,143	167,655	(8,488)	159,691	7,964	5%
09	48330	09	NU Defined Contribution Expense	11,461	12,853	1,392	13,884	(1,031)	-7%
09	48110	09	FICA Expense	46,189	55,252	9,063	55,136	116	0%
TOTAL SALARY EXPENSE				860,330	966,197	105,866	972,196	(5,999)	-1%

OPERATING EXPENSE

FUND	G/L CODE	DEPT	Account	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
			Name	Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
09	40121	09	Office Supplies Expene	9,413	7,000	(2,413)	6,000	1,000	17%
09	40122	09	Postage Expense	26,257	20,000	(6,257)	14,000	6,000	43%
09	40124	09	Lease Payments	14,358	4,779	(9,579)	9,558	(4,779)	-50%
09	40133	09	Admin Expense	450	3,000	2,550	3,000	-	0%
09	40139	09	Bank Fees	311,591	310,000	(1,591)	250,000	60,000	24%
09	40400	09	Legal Expense	14	10,000	9,986	20,000	(10,000)	-50%
09	40616	09	Server Fee Expense-Constables	42,653	60,000	17,347	50,000	10,000	20%
09	40931	09	Utilities Expense	53,035	55,553	2,518	75,231	(19,678)	-26%

PARKING DEPARTMENT

09	42007	09	Professional Fees	5,690	60,000	54,310	40,000	20,000	50%
09	42010	09	Uniform Expense	4,508	4,000	(508)	4,000	-	0%
09	43031	09	Fuel Expense	1,825	1,800	(25)	2,000	(200)	-10%
09	43832	09	EV Charging Expense	3,720	4,000	280	4,000	-	0%
09	44518	09	WC BID Allocation Expense	100,000	100,000	-	100,000	-	0%
09	44521	09	Enforcement Software Expense	24,613	42,000	17,387	42,000	-	0%
09	44525	09	Parking Meter Maintenance Expense	3,913	20,000	16,087	20,000	-	0%
09	44545	09	Parking Garage Maintenance Expense	186,455	230,000	43,545	145,000	85,000	59%
09	44549	09	Parking Garage Management Expense	-	-	-	536,000	(536,000)	-100%
09	44922	09	Armored Car Service Expense	8,112	8,200	88	6,000	2,200	37%
09	45758	09	Parking Meter Software Expense	175,663	154,000	(21,663)	138,000	16,000	12%
09	45760	09	Off Site Storage Expense	1,900	-	(1,900)	275	(275)	-100%
09	45774	09	Training Expense	15,000	18,000	3,000	18,000	-	0%
09	48620	09	Liab/Cas/Auto Insurance Expense	74,324	62,313	(12,011)	74,324	(12,011)	-16%
09	47110	09	Principal Payments	525,000	550,000	25,000	525,000	25,000	5%
09	47291	09	Int Expense- 2011 Chestnut	21,123	20,873	(251)	21,123	(251)	-1%
09	47296	09	Int Expense- 2016 2010 Refund	339,108	330,708	(8,401)	339,108	(8,401)	-2%
09	47299	09	Int Expense- 2013 Bicentennial	20,906	14,375	(6,531)	20,906	(6,531)	-31%
TOTAL OPERATING EXPENSE				1,969,631	2,090,600	120,969	2,463,525	(372,925)	-15%

CAPITAL EXPENSE

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
09	43013	09	Capital Expense	291,717	466,807	175,090	576,000	(109,193)	-19%
TOTAL CAPITAL EXPENSE				291,717	466,807	175,090	576,000	(109,193)	-19%

TRANSFERS OUT

FUND	G/L CODE	DEPT	Account Name	2025 Projected Actuals	2026 Budget	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
09	49201	09	Trf to GF	2,060,000	2,217,384	157,384	2,132,100	85,284	4%
09	49265	09	Trf to Pension-NU MMO	59,913	53,613	(6,300)	68,664	(15,051)	-22%
TOTAL TRANSFERS				2,119,913	2,270,997	151,084	2,200,764	70,233	3%

TOTAL EXPENSE

5,241,591	5,794,600	553,009	6,212,485	(417,885)	-7%
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out of balance by:

(0)

CAPITAL FUND-GF

OPERATING REVENUE

FUND	G/L CODE	DEPT	Account Name	2026 Budget	2025 Budget	Variance	Inc/Dec over P/Y
10	29600	10	Rec in Lieu Cash Reserve	95,000	95,000	-	0%
10	29600	10	Cash Reserve-Gay Street	318,596	-	318,596	#DIV/0!
10	29600	10	Cash Reserve- Hoopes Park	58,000	-	58,000	
10	35500	10	Grant Revenue- Body Cameras	125,000	125,000	-	0%
10	35500	10	Grant Revenue- Hoopes Park	-	277,300	(277,300)	-100%
10	35500	10	Grant Revenue- Chester County Gay Street	677,798	677,798	-	0%
10	35500	10	Grant Revenue- Chester County Gay Street II	425,000	-	425,000	#DIV/0!
10	35500	10	Grant Revenue- VPP Rec Plan	-	38,000	(38,000)	-100%
10	35500	10	Grant Revenue- Bus shelter	12,500	12,500	-	0%
10	29600	10	Grant Revenue- ARPA West Chester Borough	328,606	262,000	66,606	25%
10	35500	10	Grant Revenue- PADEP Recycle Truck	-	200,000	(200,000)	-100%
10	35410	10	Trf from GF	691,914	581,235	110,679	19%
TOTAL OPERATING REVENUE				2,732,414	2,268,833	463,581	20%

CAPITAL EXPENSE

FUND	G/L CODE	DEPT	Account Name	2026 Budget	2025 Budget	Variance	Inc/Dec over P/Y
10	43013	10	Capital Expense-Police	240,000	242,081	(2,081)	-0.008596
10	43013	10	Capital Expense-Rec	153,000	500,935	(347,935)	-0.694571
10	43013	10	Capital Expense-IT	62,414	50,817	11,597	0.2282156
10	43013	90	Capital Expense- Admin	115,000	-	115,000	#DIV/0!
10	43013	10	Capital Expense-PW	2,162,000	1,475,000	687,000	0.4657627
TOTAL CAPITAL EXPENSE				2,732,414	2,268,833	463,581	20%

out of balance by: -

LIQUID FUELS

REVENUE

Fund	G/L Code	Dept	Account Name	2025		2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance	Inc/Dec
15	34100	15	Interest Income	-		1,200	1,200	2,500	(1,300)	-52%
15	36735	15	Liquid Fuels Revenue	428,077		412,306	(15,771)	419,499	(7,193)	-2%
TOTAL REVENUE				428,077		413,506	(14,571)	421,999	(8,493)	-2%

EXPENSES

OPERATING EXPENSES

Fund	G/L Code	Dept	Account Name	2025		2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
				Projected	Actuals	Budget	Variance	Budget	Variance	Inc/Dec
15	43200	15	Winter Maintenance	3,395		50,000	46,605	50,000	-	0%
15	43331	15	Traffic Light Maintenance	62,108		46,300	(15,808)	46,300	-	0%
15	43333	15	Traffic Control Devices	9,318		10,000	682	10,000	-	0%
15	43800	15	Road Maintenance	-		-	-	15,699	(15,699)	-100%
15	49515	15	Road Paving Project	275,000		307,206	32,206	300,000	7,206	2%
TOTAL OPERATING EXPENSES				349,821		413,506	63,685	421,999	(8,493)	-2%

out of balance by: -

STREAM PROTECTION

OPERATING REVENUE

FUND	G/L CODE	Dept	Account Name	2025 Projected	2026 Actuals	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
16	34100	16	Interest Income	35,271	40,000	4,729	25,000	15,000	60%
16	35500	16	Grant Revenue	750,000	225,000	(525,000)	750,000	(525,000)	-70%
16	38015	16	Stream Protection Revenue	1,245,000	1,200,000	(45,000)	1,100,000	100,000	9%
TOTAL OPERATING REVENUE				2,030,271	1,465,000	(565,271)	1,875,000	(410,000)	-22%

TRANSFERS IN

FUND	G/L CODE	Dept	Account Name	2025 Projected	2026 Actuals	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
16	39216	16	Trf from GF	60,695	52,105	(8,590)	60,695	(8,590)	-14%
TOTAL TRANSFERS IN				60,695	52,105	(8,590)	60,695	(8,590)	-14%

TOTAL REVENUE

2,090,966	1,517,105	(573,861)	1,935,695	(418,590)	-22%
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EXPENSE

OPERATING EXPENSE

Fund	G/L Code	Dept	Account Name	2025 Projected	2026 Actuals	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
16	40133	16	Admin Expense	45,025	37,000	(8,025)	38,000	(1,000)	-3%
16	42007	16	Professional Fees	40,045	93,000	52,955	95,500	(2,500)	-3%
16	45540	16	Tree Planting	25,000	25,000	-	25,000	-	0%
16	40410	16	Legal	15,000	75,000	60,000	75,000	-	0%
16	43620	16	Stormwater Maintenance	220,000	274,290	54,290	244,563	29,727	12%
TOTAL OPERATING EXPENSE				345,070	504,290	159,220	478,063	26,227	5%

CAPITAL EXPENSE

Fund	G/L Code	Dept	Account Name	2025 Projected	2026 Actuals	Proj vs. Budget Variance	2025 Budget	YoY Budget Variance	YoY Budget Inc/Dec
16	43013	16	Capital Expense	366,892	750,000	383,108	1,215,000	(465,000)	-38%
TOTAL CAPITAL EXPENSE				366,892	750,000	383,108	1,215,000	(465,000)	-38%

TRANSFERS OUT

Account	2025	2026	Proj vs. Budget	2025	YoY Budget	YoY Budget
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STREAM PROTECTION

Fund	G/L Code	Dept	Name	Projected Actuals	Budget	Variance	Budget	Variance	Inc/Dec
16	49201	16	Trf to GF	242,632	262,815	20,183	242,632	20,183	8%
TOTAL TRANSFERS OUT				242,632	262,815	20,183	242,632	20,183	8%
TOTAL EXPENSE				954,594	1,517,105	562,511	1,935,695	(418,590)	-22%

out of balance by:

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2026 Capital Projects by Department:

Dept	Project Description	Total Budget	Grant/Cash Reserve	Net Capital Expense
Police	Body Cams/Mobile Video Recoding Systems	145,000	125,000	20,000
Police	Vehicle Upfitting (4 vehicles)	95,000	-	95,000
	Total	240,000	125,000	115,000
Admin	Accounting Software Upgrade	115,000	-	115,000
	Total	115,000	-	115,000
IT	Workstations	20,000	-	20,000
IT	Cameras	15,000	-	15,000
IT	Council Chamber Audio	12,414	-	12,414
IT	Servers	15,000	-	15,000
	Total	62,414	-	62,414
Public Works	Gay Street-Phase I	1,844,000	1,750,000	94,000
Public Works	Gay Street Intersection Repair	135,000	-	135,000
Public Works	South High Street Streetscape	75,000	-	75,000
Public Works	Borough Hall HVAC	73,000	-	73,000
Public Works	Bus Shelter	25,000	12,500	12,500
Public Works	Big Belly replacements	10,000	-	10,000
	Total	2,162,000	1,762,500	399,500
Recreation	JOG Splashpad Phase 1	118,000	110,000	8,000
Recreation	JOG Splashpad Phase 2	15,000	15,000	-
Recreation	Hoopes Park Rennovations	20,000	20,000	-
	Total	153,000	145,000	8,000
WasteWater	Goose Creek Electrical Substaion- 2025	1,000,000	1,000,000	-

Dept	Project Description	Total Budget	Grant/Cash Reserve	Net Capital Expense
WasteWater	Goose Creek Electrical Substaion- 2026	1,200,000	900,000	300,000
WasteWater	Goose Creek Sludge Dewatering System	200,000	200,000	-
WasteWater	Goose Creek Digester Gate	30,000		30,000
WasteWater	College Ave Pump Station Pump backup	52,000	-	52,000
WasteWater	New St Pump Staion Pump backup	32,000	-	32,000
WasteWater	Taylor Run- replace driveway	150,000	-	150,000
WasteWater	Technology upgadres to both plants	20,000	-	20,000
WasteWater	Capacity Upgrade-Maple Alley-2025	1,092,000	1,092,000	-
	Total	3,776,000	3,192,000	584,000
Parking	Chestnut Garage Solar Inverter	65,000	-	65,000
Parking	Camera Upgrades for garages	84,000	-	84,000
Parking	Wayfinding signage	20,000	-	20,000
Parking	Elevator upgrades	197,807	-	197,807
Parking	Lot paving	100,000		100,000
	Total	466,807	-	466,807
Stream Protection	Brick sewer relining	400,000	-	400,000
Stream Protection	Taylor Run Restoration	350,000	225,000	125,000
	Total	750,000	225,000	525,000

GF Capital Expense (Admin/PW/Police/Rec)

Grant/Cash	2,032,500	Cap Exp	2,732,414
Trf from GF	699,914		
Total Revenue	2,732,414	Total Expense	2,732,414

BOROUGH OF WEST CHESTER



PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

TOTAL AMOUNT TO BE PAID:

Reference (select one) [] Quote [] SOW [] SA State Contract

SHIP TO:

BOROUGH OF WEST CHESTER
ATTENTION:
401 EAST GAY STREET
WEST CHESTER, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # _____

P.O. RECEIVED _____

MAT. RECEIVED _____

P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

	Yes	No	Notes
Budget Approval			
Budget Available			
Support Complete			
Exempt Support			

Processing Initials _____



October 15, 2025

Based off COSTARS 33 Contract

Quote #323289

Net30 terms

Sales Quote - Borough of West Chester			
Contact : Ramsey Reiner			
Flowbird CWT S5 Pay by Plate			
(Accepts credit card only)			
Includes:			
Solar Power Operation w/Autonomous Battery			
Credit/Debit Card Reader			
Modem and Antenna Kit			
Personalized Software Including Programming and Testing			
Instructional Graphics and Personalized Rate Plate			
Multi Lingual Button			
Increment and Max Buttons for Credit Card Payments			
Credit Card Software and WebOffice License Fees			
9" full color touchscreen display			
Limited One Year Warranty			
	QUANTITY	Price/Unit	TOTAL
Strada S5 Touch Pay by Plate	3	\$7,900	\$23,700
Shipping & Installation	3	\$445	\$1,335
TOTAL	3	\$8,345	\$25,035
Alternate Options	QUANTITY	Price/Unit	TOTAL
No Coins	3	-\$200	-\$600
NFC (Tap to Pay)	3	\$450	\$1,350
No Printer	3	-\$200	-\$600
5% kiosk discount with FB app	3	-\$395	-\$1,185
TOTAL with options	3	\$8,000	\$24,000

* Site prep not included

BOS Management Fees

myParkfolio Back-Office Software Management System

Monthly Fees/Unit Yearly Total/Unit

Includes:

\$75 (includes EMV gateway) **\$900**

2 way wireless connectivity

Wireless airtime fees

On-line access to hosted secure server

Processing and storage of all transactions, maintenance, alarms, & statistic.

Database space

PCI Level 1 Certified real-time credit card authorization account set-up and management

Secure user rights management

Point to point Credit Card Encryption

Back Office Options:

Rate Download Module

inc.

inc.

Validation/Discount Code System

\$10

\$120

Please send questions to:

Mitchell Butts

Butts Ticket Systems

484-832-6342

Mitch@ButtsTicket.com

151 Hood Rd. Cochranville, PA 19330

BOROUGH OF WEST CHESTER



PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

TOTAL AMOUNT TO BE PAID:

Reference (select one) [] Quote [] SOW [] SA State Contract

SHIP TO:

BOROUGH OF WEST CHESTER
ATTENTION:
401 EAST GAY STREET
WEST CHESTER, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Authorized Department Manager Date

_____ Sean _____
Sean Metrick, Borough Manager Date

Account # _____ P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

	Yes	No	Notes
Budget Approval			
Budget Available			
Support Complete			
Exempt Support			

Processing Initials _____



USALCO

www.usalco.com
Phone: 800-453-2586
Email: orders@usalco.com

Quote #: Q-14888-2
Date: 2/18/2025, 1:04 PM
Effective Date: 4/1/2025

Bill To
West Chester PA (Borough Of)
401 E. Gay St.
West Chester, PA 19380
US

SALESPERSON	PAYMENT TERMS
Thomas Dobson tdobson@usalco.com	Net 30

WAREHOUSE	PRODUCT CODE	PRODUCT NAME	PRODUCT TYPE	FREIGHT TERM	LEAD TIME	UNIT PRICE	ADDITIONAL SURCHARGE	QTY	UOM
BT	DELPAC 1000	DELPAC 1000 - CARGO TANK	TT	Prepaid	3-5 Bus Days	\$3.3056	\$0.0000	22.50	GAL
Ship To Address: Taylor Run WWTP; 795 Downingtown Pike; West Chester, PA 19380									

***Please note that Additional Surcharge will appear as separate line item on invoice.

Terms & Conditions

This order quotation is subject, and its acceptance is expressly limited, to the terms stated on its face and USALCO's Standard Terms and Conditions, attached and also posted at <https://www.usalco.com/stcs/> which are hereby incorporated herein by reference. Unless otherwise specifically accepted by USALCO in writing, any additional or different terms, whether or not materially different, set forth in any communication from Buyer to USALCO are hereby objected to and rejected.

Signature: _____

Effective Date: ____/____/____

Name (Print): _____

Title: _____

Please sign and email to Thomas Dobson at tdobson@usalco.com

BOROUGH OF WEST CHESTER



PURCHASE ORDER REQUEST

TO:

FROM:

SUB: PURCHASE ORDER REQUEST

DATE:

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor

Contact

Address

Phone

Email

Fax

Justification

TOTAL AMOUNT TO BE PAID:

Reference (select one) [] Quote [] SOW [] SA State Contract

SHIP TO:

BOROUGH OF WEST CHESTER
ATTENTION:
401 EAST GAY STREET
WEST CHESTER, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # _____

P.O. RECEIVED _____

MAT. RECEIVED _____

P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

	Yes	No	Notes
Budget Approval			
Budget Available			
Support Complete			
Exempt Support			

Processing Initials _____



2700 Horizon Drive
 Suite 100
 King of Prussia, PA 19406

Invoice

Date	Invoice #
4/22/2025	2406

Bill To
Borough of West Chester 401 East Gay Street West Chester, PA 19380

P.O. No.	Terms	Project
	30 days	

Item	Quantity	Description	Rate	Amount
NOD	214	Notices of Delinquency - Tax/Sewer	40.00	8,560.00
Postage	214	Postage -Tax/Sewer	8.44	1,806.16
			Total	\$10,366.16

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Michael Findley

SUB: PURCHASE ORDER REQUEST

DATE: 8/28/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Univar Solutions USA Inc.

Contact Vicki Meakim

Address 532 East Emaus St.
Middletown, PA 17057

Phone (215) 337-5403

Email www.univar.com

Fax (215) 337-6290

Justification

For a truckload of soda ash to treat the Taylor Run WWTP that is under contract.
32 tons @ \$508.38/ton

TOTAL AMOUNT TO BE PAID:	\$ 16,268.16
---------------------------------	---------------------

Reference (select one) Quote SOW SA State Contract

SHIP TO:

Taylor Run WWTP
795 Downingtown Pike
West Chester, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

included

QUOTATION NUMBER

April 1, 2025 Contract

PAYMENT TERMS

net 30 days

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Michael Findley

Digitally signed by Michael Findley
DN: cn=Michael Findley, o=Wastewater,
ou=Borough of West Chester,
email=mfindley@west-chester.com, c=US
Date: 2025.08.28 10:04:23 -04'00'

8/28/2025

Authorized Department Manager

Date

Sean

Sean Metrick, Borough Manager

Date

Account # 08-45746/08

P.O. RECEIVED _____

MAT. RECEIVED _____

P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval Yes No

Notes

Budget Available Yes No

Support Complete Yes No

Exempt Support Yes No

Processing Initials _____

AGREEMENT

THIS AGREEMENT for services entered into this 20th day of March, 2025, by and between Univar Solutions USA LLC with an address of 200 Dean Sievers Place, Morrisville, PA 19067 ("Contractor") and the BOROUGH OF WEST CHESTER, a Home Rule municipality with its principal office at 401 East Gay Street, West Chester, Pennsylvania 19380 (hereinafter called the "Borough").

WHEREAS, the Borough has requested Contractor to supply and deliver soda ash to the Goose Creek and Taylor Run Wastewater Treatment Plants; and

WHEREAS, Contractor is qualified to and has agreed to perform such services as are more particularly described in the bidding documents for \$508.38 per ton.

NOW, THEREFORE, the parties hereto, intending to be legally bound, hereby agree as follows:

1. **Services.**

A. Contractor will perform the services described in the Proposal which is attached to this Agreement (the "Services"). These Services shall be performed in accordance with the terms of this Agreement and the Proposal and in accordance with all regulatory requirements in effect. The scope of the Services to be performed by Contractor may be modified from time to time by an addendum to this Agreement agreed to in writing by Contractor and the Borough. Under no circumstances shall Contractor subcontract any of the Services hereunder without the prior written consent of the Borough, which consent may be withheld in the Borough's sole discretion. If the terms of this Agreement and the Proposal are inconsistent, the terms of this Agreement shall control.

B. The Contractor represents and warrants to the Borough that it is under no contractual or other restrictions or obligations which are inconsistent with the execution of this Agreement, or which will interfere with the performance of its duties.

2. **Contractor's Responsibility.**

The responsibilities of the Contractor under this Agreement are as follows:

A. The Services will be performed on behalf of and solely for the exclusive use of the Borough and for no others. The Services performed by Contractor shall be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession and field in the same locale acting under similar circumstances and conditions.

B. The Contractor shall be and remain liable in accordance with applicable law for all damages to the Borough caused by the Contractor's negligent performance of any of the Services furnished under this Agreement or furnishing services contrary to the terms of this Agreement.

3. **Compensation.**

A. The Borough shall compensate Contractor in accordance with the rates set forth in the Proposal. Unless the Borough in good faith disputes any item on an invoice, the Borough agrees to pay Contractor's invoices within thirty (30) days of the invoice date, but no earlier than ten (10) days after the next meeting of Borough Council of the Borough of West Chester (the "Borough Council"), provided that the invoice is delivered at least ten (10) days prior to the date Borough Council meets to approve any unpaid invoices; otherwise, the invoice will be paid within ten (10) days of the next meeting of Borough Council. If Contractor determines at any time prior to the completion of its Services that the amount of its estimate for such Services will be exceeded, Contractor shall notify the Borough in writing the cause of such excess cost and of its best estimate to complete the remaining Services. The Borough shall have the right upon receipt of such estimate to: (1) increase the Contractor budget by the negotiated amount; (2) insist on completion of the Services for the price and scope originally outlined on the Appendix; or (3) agree with Contractor for a reduction in the scope of Services remaining to be performed under the Proposal, so that the total amount to be paid for the Services shall approximate the original estimate.

B. In the event that the Borough disputes any invoice submitted by Contractor it will, prior to the scheduled payment date of such invoice, advise Contractor in writing of the dispute and the cause of such dispute with a suggested resolution of the dispute if one is available.

4. **Disputes.**

All controversies or claims arising out of or related to this Agreement, or breach thereof, shall be filed in the Court of Common Pleas of Chester County, Pennsylvania. The prevailing party shall be entitled to recover its reasonable attorney fees and costs. Neither party will be responsible to the other for punitive or consequential damages including, but not limited to, loss of profit, loss of investment or business interruption.

5. **Indemnification and Insurance.**

A. Contractor, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough, and its officers, supervisors, employees, attorneys, successors and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorneys' fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or part, any negligent act, error, omission or willful misconduct on part of Contractor, its agents, employees or subcontractors in connection Contractor's performance of the services pursuant to this Agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Contractor, its agents, employees or subcontractors (hereinafter "Acts and/or Omissions"). These obligations contained within this Section shall survive the termination of this Agreement. Notwithstanding anything to the contrary as may be contained above, the Contractor shall reimburse the Borough for

reasonable attorney's fees/costs of suit that it incurs in defending any suits or claims attributable (as determined by a Court of competent jurisdiction) to any Acts and/or Omissions.

B. Throughout the life of this Agreement, the Contractor shall pay for and maintain in full force and effect with an insurance company(ies) admitted by the Pennsylvania Insurance Commissioner to do business in the Commonwealth of Pennsylvania and rated not less than A in Best Insurance Key rating Guide, the following policies of insurance:

- (i) Commercial general liability insurance, including property damage liability and personal injury liability of not less than \$1,000,000 for each occurrence and a \$2,000,000 minimum aggregate amount.
- (ii) Owned, hired, and non-owned Automobile bodily injury liability insurance of not less than \$500,000 for each person; \$1,000,000 each occurrence or Combined Single Limit, Bodily Injury and Property Damage of \$1,000,000, each occurrence.
- (iii) Workers' Compensation insurance for the Contractor's employees. Coverage must be in accordance with statutory requirements, including Employers Liability of not less than \$500,000; Bodily Injury for each employee of not less than \$500,000; Bodily Injury for each accident of not less than \$500,000 and Disease for each Employee of not less than \$500,000.
- (iv) Professional liability insurance covering damages to the Borough and others resulting from errors or omissions of Contractor of not less than \$2,000,000.
- (v) Umbrella Liability Insurance at a minimum limit of \$1,000,000 on a following form basis, excess of the General Liability, Automobile Liability and Employers Liability coverages. Umbrella Policies shall spell out the primary coverage to which the excess coverage shall apply.

C. All policies of commercial general liability insurance required hereunder shall name the Borough, its officers, supervisors and employees as additional insured's. Specifically, Contractor commercial general liability insurance policy shall name the Borough, its officers, agents, supervisors, elected officials and employees as an additional insured under ISO endorsement CG 20 26 07 04 or non-ISO equivalent. A copy of ISO endorsement CG 20 26 0704 is attached hereto as Exhibit "A." The Contractor's CGL insurance policy shall also afford coverage for "bodily injury" or "property damage" arising out of the "products- completed operations hazard."

D. Certificates of insurance shall state that coverage shall not be cancelled by either party except after thirty (30) days' prior written notice by U.S. certified mail, return receipt requested, to the Borough.

E. Regardless of the minimum insurance requirements herein, the Contractor shall agree to commit the Contractor's full policy limits and these minimum requirements shall not restrict the Contractor's liability or coverage limit obligations.

F. The Contractor shall furnish the Borough with certificates of insurances and the requisite endorsements for all required insurance, prior to the Borough's execution of the Agreement and the start of work.

G. All Contractor's employing mechanical digging devices or requiring blasting must procure and maintain underground and/or blasting liability insurance (XCU) for the period of time work is in progress. Limits shall be the same as required under Public Liability and Property Damage herein being specified.

H. All policies, except for Employers Liability, shall name the Borough of West Chester and their officers, agents and employees as additional insureds on a primary and noncontributory basis, including for completed operations. All policies, except for Employers Liability, shall provide a waiver of subrogation in favor of the additional insured parties, and be on a "Per Project Basis".

I. Upon notification of receipt by the Borough of a notice of cancellation, major change, modification or reduction in coverage, the Contractor shall immediately, after the effective date of a new or renewal policy, file with the Borough a copy of the required new or renewal policy and certificates for such insurance and list the Borough as additional insureds.

J. If at any time during the term of this Agreement, or any extension thereof, the Contractor fails to maintain the required insurance in full force and effect, all work under this Agreement shall be discontinued immediately, and all payments due or that may become due to the Contractor shall be withheld until acceptable replacement coverage notice is received by the Borough. Any failure to maintain the required insurance shall be sufficient cause for the Borough to terminate this Agreement.

K. If the Contractor should subcontract all or any portion of the work to be performed under this Agreement, the Contractor shall cover the subcontractor and require each subcontractor to adhere to all subparagraphs of this Insurance section, written evidence of which shall be provided to the Borough prior to commencement of work by the subcontractor. Similarly, any cancellation, lapse, reduction or change of subcontractors' insurance shall have the same impact as described above.

6. **Schedule.**

Contractor will perform the services in a manner consistent with the standard of care stated in paragraph No. 2 above and in the time period set forth in the specifications.

7. **Assignment.**

Contractor will not delegate, assign, sublet or transfer any of its obligations or interests in this Agreement without the prior written consent of the Borough.

8. **Independent Status.**

Contractor shall serve as an independent contractor to the Borough and not as its agent or employee. Should it be determined appropriate or necessary to rely on subcontractors, Contractor shall obtain written consent from the Borough. The Borough shall assign a representative authorized to act on the Borough's behalf with respect to the Services to be performed pursuant to this Agreement. The Borough or such authorized representative shall render decisions in a reasonably timely manner after alternative courses of action are presented in reasonable detail pertaining to Contractor's Services to avoid unreasonable delay in the orderly and sequential progress of Contractor's Services.

9. **Termination.**

This Agreement may be terminated in whole or in part, in writing by either party subject to the terms, definitions, conditions and remedies as set forth herein.

(1) Definitions.

- (a) Termination: To immediately discontinue rendering services hereunder.
- (b) Fault: Substantial failure of either party to fulfill its obligations under the Agreement as determined by a court of competent jurisdiction, if requested by the terminated party.
- (c) Convenience: At will of terminating party without fault of the terminated party, and without justification.

(2) Right to Terminate.

- (a) Fault of Contractor: The Borough may terminate this Agreement upon failure of Contractor to perform its obligations under the Agreement.
- (b) Fault of the Borough: Contractor may terminate this Agreement upon failure of the Borough to perform its obligations under the Agreement.
- (c) Convenience of the Borough: The Borough may terminate this Agreement at its convenience. Contractor may not terminate the Agreement for its convenience.

(3) Remedies upon Termination.

In the event of termination hereunder, the following rights and remedies shall apply:

- (a) Fault of Contractor: If termination is caused by the fault of the Contractor, then:

- (i) Subject to offset for costs incurred by the Borough to complete the scope of work as set forth in Section 3(a)(iii) below, including the costs of reasonable attorneys' fees and engineering fees, the Borough shall pay Contractor for all services and expenses rendered to the date of termination in accordance with compensation terms in the Agreement.
 - (ii) The Borough shall not pay anticipated profits or other penalties or damages.
 - (iii) Contractor shall pay the Borough all reasonable/necessary costs incurred by the Borough to complete Contractor's scope of work. Such costs may include the cost incurred by the Borough of employing another Contractor to complete such work, provided Contractor was given notice of any alleged fault and a reasonable opportunity to cure such alleged fault.
- (b) Fault of the Borough: If termination is caused by the fault of the Borough, then:
 - (i) The Borough shall pay Contractor for all authorized services and expenses rendered by Contractor to date of the termination.
 - (ii) The Borough shall not pay for anticipated profits or other penalties or damages.
- (c) Convenience of the Borough: In the event of termination for convenience by the Borough, then:
 - (i) The Borough shall pay Contractor for authorized services and expenses to date of termination, including the pro rata share of any fixed fee(s) to that date.
 - (ii) The Borough shall not pay for anticipated profits or other penalties or damages.
- (4) Termination of Contractor for Default Reversed.
 - (a) If, after termination for failure of Contractor to fulfill contractual obligations, it is determined by a court of competent jurisdiction or the Borough that the Contractor had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the Borough. In such event, payments to the Contractor shall be made as provided in Paragraph 3(c) of this clause.
- (5) Notice Requirements.

- (a) No termination for fault or convenience shall take place hereunder by either party, unless:
 - (i) An opportunity for consultation is afforded between the parties prior to sending the notice of termination; and
 - (ii) A notice of termination is sent to the other party in writing, at least ten (10) calendar days prior to the effective date of termination, by certified mail, return receipt requested. The termination shall be effective upon receipt of the certified mail.

(6) Obligations upon Termination.

- (a) Up for on receipt of a termination action for fault or convenience as set the above, the Contractor shall:
 - (i) Promptly discontinue all affected work (unless notice directs otherwise); and
 - (ii) Deliver or otherwise make available to the Borough all data, drawings, specifications, reports, estimates, summaries, and such other information and material as may have been accumulated by the Contractor in performing this Agreement whether completed or in process and all digital documents need to be updated to their latest software revision.
 - (iii) The Borough may take over the work and/or may award another party an Agreement to complete the work hereunder.
 - (iv) Contractor shall be prohibited from disclosing any information pertaining to the Project, including, but not limited to the name of the Borough and the name of the Project, in Contractor's advertisement and/or public relations materials without the prior written consent of the Borough.

10. **Applicable Law.**

This Agreement and all questions relating to its validity, interpretation, performance and enforcement, shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, notwithstanding any conflict-of-laws doctrines of such state or any other jurisdiction to the contrary.

11. **Nondiscrimination.**

Contractor shall comply with all applicable provisions of state and federal constitutions, laws, regulations and judicial orders pertaining to nondiscrimination and equal employment opportunity.

12. **Notices.**

All notices or other communications required or permitted hereunder shall be in writing and shall be deemed given and received, when delivered personally, or the day after sent by an express overnight delivery service, or three (3) days after posting when sent by certified United States mail, postage prepaid, addressed as follows:

If to Contractor:	Attn: Victoria Meakim
	Univar Solutions USA LLC
	68 Shelbourne Road
	Richboro, PA 18954
If to the Borough:	401 E. Gay Street
	West Chester, Pennsylvania 19380
	Attn: Sean Metrick, Borough Manager

Any party may alter the address to which communications or copies are to be sent by giving notice of such change of address in conformity with the provisions of this subsection for the giving of notice.

13. **Miscellaneous.**

A. Regardless of where the services of the Contractor and its subcontractors under this Agreement are actually performed, they shall be deemed to be performed in West Chester, Chester County, Pennsylvania.

B. The Contractor agrees to abide by the terms of the Pennsylvania Right to Know Act (the "Act") with respect to documents prepared under this Agreement that are in the possession of the Contractor. The Contractor further acknowledges that any documents or work product produced by Contractor under this Agreement may be subject to public disclosure as required under the Act and that Contractor hereby agrees work with the Borough to timely produce any such documents as required under the Act. The Contractor agrees to indemnify and hold the Borough harmless for any penalties or damages incurred by the Borough that are related to the Contractor's failure to abide by the terms of this paragraph. The terms of this paragraph shall survive termination of the Agreement.

C. All work product of the Contractor for this project, including work product created in electronic format, are instruments of service for this project only and shall become the property of the Borough whether the project is completed or not. The parties hereto do not intend, nor will any clause of this Agreement be interpreted, to grant to any third party any benefits or rights under this Agreement. Any reuse of Contractor work product for any purpose other than that specifically intended in this Agreement, including providing a copy of any Contractor work product to a third party not specifically identified herein, will be at the Borough's sole risk and without financial liability or legal expense to Contractor.

D. Neither the Borough nor Contractor shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other or the other's employees and agents.

E. In the event the Borough retains the services of counsel in connection with the enforcement of any rights under this Agreement, whether or not legal proceedings are instituted and whether or not the Borough formally declares default, the Borough shall be entitled to collect from Contractor all of its reasonable counsel fees and costs incurred.

F. In the event any provision of this Agreement shall be invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties hereto. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of subsequent breach of the same by the other party.

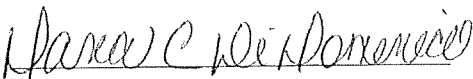
G. This Agreement is to be binding on the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than the Borough and Contractor.

H. The parties acknowledge that this Agreement constitutes the entire Agreement between them and supersedes all prior representations, warranties, agreements and understandings, whether verbal or written, between the parties with respect to its subject matter.

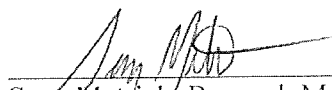
I. Unless stated otherwise in this Agreement, this Agreement may not be modified except in writing signed by both parties.

J. The headings to this Agreement are for convenience and reference purposes only and shall not constitute a part of the Agreement.

ATTEST:



BOROUGH OF WEST CHESTER

BY: 
Sean Metrick, Borough Manager

ATTEST/WITNESS:


Ileana Caballero, Municipal Specialist

CONTRACTOR Univar Solutions USA LLC

By: 
Name: Victoria Meakim, Municipal Specialist

Borough of West Chester - Tax - 2026 Subscription

Quote created: August 21, 2025 Reference: 20250821-094844318

Borough of West Chester - Tax

401 E Gay St
West Chester, Pennsylvania 19380

Barbara Lioni

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Comments

MuniBilling helps you handle every aspect of your customer billing process, from the collection of usage data, managing property & ownership information, generating bills, processing payments, assessing late fees, and producing collection notices.

*** THIS IS A QUOTE - NOT AN INVOICE ***

Once you approve the quote, you will be sent an updated agreement.
This quote is for a 1-year contract for up to 4300 parcels.

Convenience Fees for processing online credit card payments will be provided at the following tiered rates to your customers:

Charge Amount Fee
\$0.01 - \$50.00 \$1.49
\$50.01 - \$100.00 \$2.94
\$100.01 - \$150.00 \$4.39
\$150.01 - \$200.00 \$5.84
Over \$200.00 2.99%

The Echeck/ACH Fee is \$1.00 per transaction.

Convenience fees can be passed directly to your customers. If there are any chargebacks or returned checks, you are also charged these fees.

Bill Printing is \$.31 per page printed (one side). Quantity will be based on printed pages. Postage is extra. We will use the best mailing rate we are able to receive. A minimum fee may apply if printing is less than 200 pages.



Products & Services

Software as a Service (SaaS)

1 x \$1,395.00 / month Monthly
for 1 year

Licensed user access to the MuniBilling SaaS platform includes customer support, maintenance updates, and tailored client success consulting.

Payment starts: January 1, 2026

Electronic Payment as a Service (EPaaS)

[EPaaS](#)
[Statement of](#)
[Work](#)

1 x \$130.00 / month Monthly
for 1 year

Electronic payments are processed which supports real-time and scheduled autopay transactions

Payment starts: January 1, 2026

Bill Print as a Service (BPaaS)

[BPaaS](#)
[Statement of](#)
[Work](#)

1 x \$60.00 / month Monthly
for 1 year

Bill printing and mailing services are provided via MuniBilling's preferred commercial vendor at \$0.31 per printed page (postage not included).

Payment starts: January 1, 2026

Due now \$0.00

Future Payments Summary

Software as a Service (SaaS)	\$1,395.00 / month starting on January 1, 2026 for 12 payments
Electronic Payment as a Service (EPaaS)	\$130.00 / month starting on January 1, 2026 for 12 payments
Bill Print as a Service (BPaaS)	\$60.00 / month starting on January 1, 2026 for 12 payments

This quote expires on November 19, 2025

Purchase Terms and Conditions

This proposal is subject to your acceptance of the terms and conditions outlined in MuniBilling's standard Software Subscription Agreement, which defines the rights, responsibilities, and expectations for both parties.

[Master Service Agreement](#)

The Master Service Agreement (MSA) outlines the overarching terms and conditions governing our services, detailing responsibilities, service standards, and limitations.

[MSA Terms and Billing Information](#)

MSA terms include billing schedules, invoicing details, and tailored contract provisions to meet client needs, with clear requirements for payment dates and remittance.

[Contract Information](#)

Contract details outline terms, deliverables, and timelines, with designated contacts and stakeholders to ensure seamless operations, issue escalation, and accurate invoice processing.

[Implementation Statement of Work](#)

The Implementation Statement of Work defines the professional services provided to onboard new clients, including timeline, deliverables, and client responsibilities.

[Client Service and Support Statement of Work](#)

The Client Service and Support Statement of Work details frontline support services for MuniBilling end users, addressing all application-related inquiries and assistance.

Questions? Contact me



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MuniBilling

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RESOLUTION NO. _____

**BOROUGH OF WEST CHESTER
CHESTER COUNTY, PENNSYLVANIA**

**A Resolution Authorizing Application
to the 2025 DCED Local Share Account Fund
(Statewide) Program for the Gay Street Closure
– Phase II Project**

Be it RESOLVED, that the Borough of West Chester of Chester County, PA hereby requests Local Share Account grant funding of \$975,000 from the Pennsylvania Department of Community and Economic Development, to be used for the Gay Street Closure – Phase II Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Sean Metrick, Borough Manager and Secretary, as the official(s) to execute all documents and agreements, between the Borough of West Chester and the Pennsylvania Department of Community and Economic Development, to facilitate and assist in obtaining the requested grant.

I, Sean Metrick, duly qualified Secretary of the Borough of West Chester, Chester County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough of West Chester’s Borough Council at a regular meeting held November 19th 2025, and said Resolution has been recorded in the Minutes of the Borough of West Chester and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of West Chester, this 19th day of November, 2025.

West Chester Borough

Name of Applicant

Chester County, PA

County

Sean Metrick, Borough Manager and Secretary