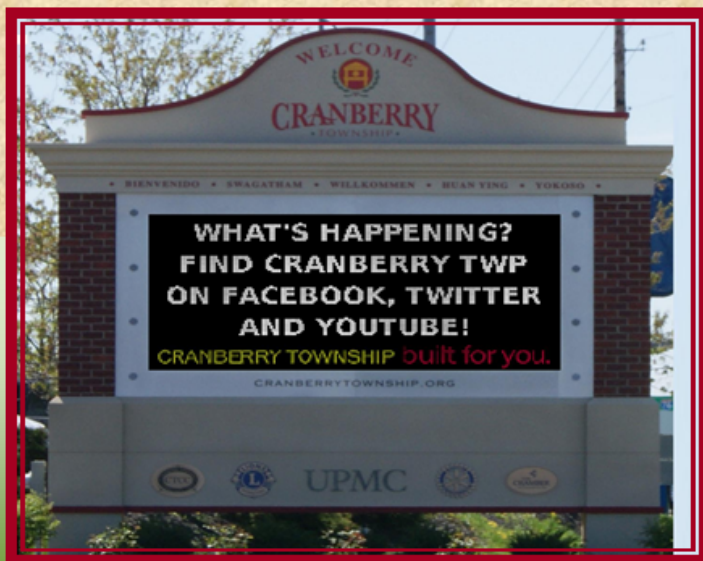


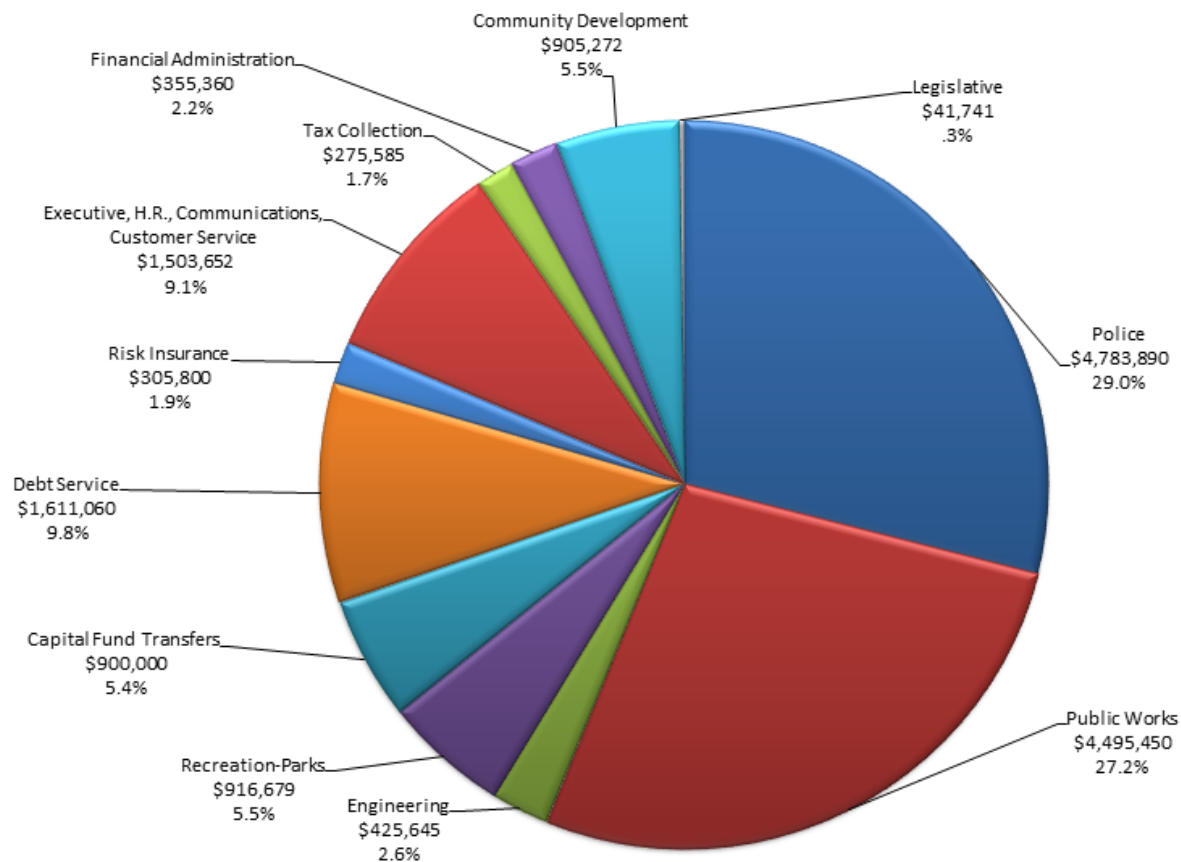


2012 Budget



What Does the General Fund Support?

2012 Proposed General Fund Expenditures of \$16,520,134



**General Fund-2012 Budget
Revenue**

Department		Cost Center	2011 Budget as Amended	2012 Budget
Legislative				
	1200	Real Estate Taxes	2,828,484	2,866,280
	1300	Act 511 Taxes	8,620,000	8,920,033
	1400	Licenses & Permits	350,000	380,000
	1500	Interest & Rent	71,285	57,344
	1600	Intergovernmental Revenue	920,186	736,500
	1700	Misc. Revenue & Transfers	794,000	611,000
Total			13,583,955	13,571,157
Human Resources				
	2200	Insurance Reimbursement	30,000	38,000
Total			30,000	38,000
Debt Service				
	2600	Debt Offset Payments	136,103	136,103
Total			136,103	136,103
Community Development				
	3100	Land Development	114,200	93,200
	3200	Code Enforcement	613,000	788,200
Total			727,200	881,400
Public Safety				
	4116	Police Operations	533,630	529,074
Total			533,630	529,074
Public Works				
	5110	Snow Removal	20,000	30,000

**General Fund-2012 Budget
Revenue**

Department		Cost Center	2011 Budget as Amended	2012 Budget	
	5120	Municipal Maint. Agreements	10,400		10,400
	5133	Street Signs	500		500
	5160	Ballfield Lighting Reimb.	24,000		24,000
Total			54,900		64,900
Recreation					
	6210	Operations	16,500		17,000
	6220	Early Childhood Programs	165,000		165,000
	6230	Youth Programs	265,000		280,000
	6240	Adult Programs	57,000		57,000
	6250	Family Programs	5,000		5,000
	6260	Teen Programs	500		500
	6270	Senior Programs	-		-
	6280	Community Events	8,000		-
	6290	Facility Maintenance	-		-
	6295	Special Projects	-		-
Total			517,000		524,500
Other Sources/Uses			2,291,000		750,000
Total			17,873,788		16,495,134

**General Fund-2012 Budget
Expenditures**

Department		Cost Center	2011 Budget as Amended	2012 Budget
Legislative				
	1100	Board of Supervisors	56,041	41,741
		Total	56,041	41,741
General Government				
	2100	Executive	877,788	881,409
	2200	Human Resources	267,175	278,573
	2300	Information Technology	-	-
	2400	Finance	339,865	355,360
	2500	Communications	209,827	224,245
	2600	Debt Service	1,577,247	1,611,060
	2700	Tax Collection	260,247	275,585
	2800	Insurance	279,000	305,800
		Total	3,811,149	3,932,032
Community Development				
	3100	Land Development	351,657	302,332
	3200	Code Enforcement	405,382	417,062
	3300	Planning	240,948	175,878
		Total	997,987	895,272
Customer Service				
	3400	Customer Service	119,521	119,425
		Total	119,521	119,425
Public Safety				
	4111	Department Support	1,547,705	1,397,536
	4112	Patrol	2,274,164	2,333,155
	4113	Traffic	344,101	336,611
	4114	Investigations	214,875	223,390
	4115	Fleet	155,000	192,000
	4120	Animal Services	19,100	19,100
	4130	Fire Police	4,000	5,000
	4140	Firing Range	11,000	12,000
	4150	Emergency Management	1,000	1,300
	4230	Fire Protection	283,317	240,868
	4310	Emergency Medical Services	21,800	22,930
		Total	4,876,062	4,783,890

General Fund-2012 Budget Expenditures

Department		Cost Center	2011 Budget as Amended		2012 Budget
Public Works					
	5110	Snow Removal	546,818		499,014
	5120	Traffic Signals & Maintenance	307,010		323,550
	5131	Storm Water	255,231		260,335
	5132	Road Maintenance	619,990		1,096,978
	5133	Signs	235,504		210,906
	5140	Facility Maintenance	500,615		510,987
	5150	Fleet Maintenance	290,669		296,428
	5160	Parks Maintenance	761,518		800,220
	5170	Administration	472,988		482,032
		Total	3,990,343		4,480,450
Engineering					
	5210	Contract Administration	264,608		241,035
	5220	Plan Review & Inspection	71,360		115,559
	5240	Resident Support	68,883		69,051
		Total	404,851		425,645
Recreation					
	6210	Operations	492,255		494,108
	6220	Early Childhood Programs	137,474		137,267
	6230	Youth Programs	173,912		183,771
	6240	Adult Programs	54,050		56,633
	6250	Family Programs	4,131		7,000
	6260	Teen Programs	426		400
	6270	Senior Programs	5,000		5,000
	6280	Community Events	26,000		26,000
	6290	Facility Maintenance	6,000		6,500
	6295	Special Projects	-		-
		Total	899,248		916,679
Miscellaneous					
	1800	Miscellaneous & Transfers	2,556,000		900,000
		Total	2,556,000		900,000
Total			17,711,202		16,495,134

Other Funds Summary-2012 Budget

Fund#	Description		2011 Budget as Amended		2012 Budget	
			Revenue	Expenditures	Revenue	Expenditures
Special Revenue Funds						
2110	TIP East Fund		\$ 208,000.00	\$ 580,000.00	\$ 5,000.00	\$ 150,000.00
2111	TIP West Fund		\$ 520,500.00	\$ 680,000.00	\$ 470,500.00	\$ 2,500,000.00
2112	Recreation Fees		\$ 99,000.00	\$ 175,000.00	\$ 80,100.00	\$ 175,000.00
2114	Developers's Contributions		\$ 605,800.00	\$ 460,000.00	\$ 461,500.00	\$ 78,000.00
2116	TIP Southeast		\$ -	\$ -	\$ 79,300.00	\$ -
2310	State Liquid Fuels		\$ 541,017.00	\$ 540,000.00	\$ 577,445.00	\$ 570,000.00
2410	Library		\$ 263,310.00	\$ 263,310.00	\$ 354,847.00	\$ 339,845.00
2420	Fire					
	4210 - Fire Operations-Company		\$ 391,769.00	\$ 253,269.00	\$ 450,483.00	\$ 307,765.00
	4220 - Fire Operations-Brigade			\$ 138,500.00		\$ 147,500.00
	Total		\$ 391,769.00	\$ 391,769.00	\$ 450,483.00	\$ 455,265.00
2610	Road Equipment Fund		\$ -	\$ -	\$ 297,018.00	\$ 258,750.00
2620	Public Buildings Fund		\$ -	\$ -	\$ 349,327.00	\$ 340,000.00
Capital Projects Funds						
3100	Fire Capital		\$ 263,460.00	\$ 161,888.00	\$ 302,618.00	\$ 211,888.00
3300	Township TIP		\$ 200.00	\$ 190,000.00	\$ -	\$ -
3400	Capital Improvement					
	6401 - Revenue		\$ 2,291,650.00		\$ 750,350.00	
	6410 - Parks			\$ 447,500.00		\$ 105,000.00
	6420 - Buildings & Grounds			\$ 239,500.00		\$ 141,000.00
	6430 - General Services			\$ 1,849,500.00		\$ 776,000.00
	Total		\$ 2,291,650.00	\$ 2,536,500.00	\$ 750,350.00	\$ 1,022,000.00
3700	2011 Bond Fund		\$ -	\$ -	\$ 3,000.00	\$ 4,500,000.00
Enterprise Funds						
6110	Water Operations		\$ 5,299,758.00	\$ 6,728,781.00	\$ 5,452,825.00	\$ 6,572,223.00
6210	Sewer Operations		\$ 6,165,492.00	\$ 7,143,894.00	\$ 6,331,208.00	\$ 7,133,837.00
6310	Solid Waste		\$ 1,798,175.00	\$ 2,059,852.00	\$ 1,861,400.00	\$ 1,827,274.00
6410	Swimming Pool					
	6810-Operations		\$ 526,700.00	\$ 461,830.00	\$ 549,600.00	\$ 475,014.00
	6820-Maintenance			\$ 91,765.00	\$ -	\$ 111,068.00
	6830-Concessions		\$ 105,000.00	\$ 82,334.00	\$ 105,000.00	\$ 91,769.00
	6840-Programs		\$ 50,000.00	\$ 43,852.00	\$ 50,000.00	\$ 25,729.00
	Total		\$ 681,700.00	\$ 679,781.00	\$ 704,600.00	\$ 703,580.00
6510	Golf Course		\$ 2,156,000.00	\$ 2,156,000.00	\$ 2,075,950.00	\$ 2,068,047.00
Grand Total			\$ 21,285,831.00	\$ 24,746,775.00	\$ 20,607,471.00	\$ 28,905,709.00



Real Estate Tax

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001200	3011	REAL ESTATE CURRENT	(2,653,330)	(2,706,267)	(2,753,484)	(2,714,304)	(2,800,280)

The real estate tax is the second most important source of revenue for Cranberry Township. The 8.03 mill real estate tax is levied on all commercial, residential and other non-exempt real property. The tax is determined by two factors the assessed value and the millage rate. As of Sept. 30, 2011 Butler County has determined Cranberry's taxable assessed value to be \$355,844,279.

The Butler County Department of Property & Revenue determines property market values and assesses property. Butler County has not reassessed property since 1969. The assessed valuation is the value used to generate the tax revenue and is based on 100% of the 1969 value. The Board of Supervisors of Cranberry Township determines the millage rate, which is 12.15 mills in 2012 (8.03-general purposes 2.12 fire, 1 road equipment and 1 library).

The real estate tax collector for Cranberry Township, Butler County and the Seneca Valley School District, pursuant to the Second Class Township Code, is P.J. Lynd, an elected official who serves a four year term, and is currently in his last year of his third term. The collection rate for 2010 was 98%. Delinquent property taxes are collected by the Butler County Tax Claim Bureau.

Township property taxes are billed March 1st. A discount of Taxes are due at face value if paid by June 30. A penalty of 10% is applied if paid between July 1 and February 1 of the following year.

2% may be taken if the taxes are paid on or before April 30.



Real Estate Tax

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001200	3012	REAL ESTATE PRIOR YEAR	(10,193)	(5,851)	(10,000)	(6,553)	(6,000)
		<i>Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2010 but collected in 2011)</i>					
10001200	3014	REAL ESTATE DELINQUENT	(56,814)	(54,520)	(50,000)	(76,575)	(50,000)
		<i>a Sheriff sale of the property. Delinquent property tax collected by Butler County Tax Claim Bureau. After 12/31, the real estate tax collector turns all delinquent tax bills over to the Butler County Tax Claim Bureau. The property owner has approximately 2 years to pay the taxes plus penalty, or the Tax Claim Bureau will conduct</i>					
10001200	3015	REAL ESTATE INTERIM	(9,922)	(11,901)	(15,000)	(4,997)	(10,000)
		<i>Interim tax billing for properties added to tax duplicate after January 2011.</i>					
Budget Total		Real Estate Tax	(2,730,260)	(2,778,540)	(2,828,484)	(2,802,430)	(2,866,280)



Act 511 Taxes

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001300	3120	REAL ESTATE TRANSFER TAX	(1,417,353)	(981,877)	(1,000,000)	(758,686)	(1,000,000)
		<i>The realty or deed transfer tax is collected at the time of of Deeds through the sale of deed transfer stamps. Of the 2% tax collected on the value of the sale/transfer, 1% is distributed to the Commonwealth of Pennsylvania. The remaining 1% is levied by the Township (.5%) and the Seneca Valley School District. a real estate sale or transfer by the Butler County Recorder</i>					
10001300	3130	EARNED INCOME TAX	(4,760,424)	(4,860,290)	(4,750,000)	(4,412,492)	(5,040,033)
		<i>Cranberry Township's primary source of tax revenue is the earned income tax. It is a tax on gross wages, net profits, and other compensation earned by Township residents. The tax is 1%, 1/2 of which is shared with the Seneca Valley School District. The Township contracts with Berkheimer Tax Administrator for the collection of current and delinquent taxes.</i>					



Act 511 Taxes

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001300	3140	BUSINESS PRIV/MERC	(2,071,369)	(1,800,408)	(1,880,000)	(1,826,974)	(1,880,000)
		<p><i>collection of this tax. The Township serves as the Delinquent Collector.</i></p> <p><i>The tax is due on or before May 15 of each year. Cranberry delinquent collector.</i></p> <p><i>Township contracts with Berkheimer Tax Administrator for the Business Privilege is a tax assessed to service providers.</i></p> <p><i>The Mercantile tax is assessed on the sale of goods. Both taxes are further classified by wholesale and retail sales.</i></p> <p><i>The rate is one mill (ie. \$1.00 tax on \$1,000 of receipts).</i></p>					
10001300	3150	LOCAL SERVICE TAX	(1,219,863)	(898,226)	(990,000)	(840,305)	(1,000,000)
		<p><i>The Local Services tax (LST) is assessed on all individuals who work within the Township. The Township imposes a \$52 tax with an exemption for individuals earning less than \$12,000 per year. This revenue source will fluctuate with the number of individuals employed in the Township and the \$12,000 exemption. Cranberry contracts with Berkheimer Tax Administrator for the collection of this tax.</i></p>					
Budget Total		Act 511 Taxes	(9,469,009)	(8,540,801)	(8,620,000)	(7,838,456)	(8,920,033)



Licenses and Permits

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001400	3210	BUSINESS LICENSES	(344,176)	(378,527)	(350,000)	(290,881)	(380,000)
<p><i>The cable contract fee, or franchise fee, is a percentage of sales revenue generated by Armstrong and Consolidated Communications who have non-exclusive contracts to utilize public right-of-ways to provide cable and internet services to our residents. Armstrong's agreement, executed in September 2005, expires in February 2012. Consolidated Communications agreement was executed July 2007 and expires in July 2015. The current franchise agreements provide for a 5% fee based on revenues generated on cable TV services only. Internet services revenues are excluded.</i></p>							
Budget Total Licenses and Permits			(344,176)	(378,527)	(350,000)	(290,881)	(380,000)



Interest and Rents

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001500	3410	INTEREST	(106,136)	(38,088)	(30,000)	(9,600)	(15,000)
		<i>The Township invests its available cash in various interest-bearing instruments and accounts. The types of investment options used generally include short and long-term investments with the Pennsylvania Local Government Trust (PLGIT). The amount earned each year fluctuates with the interest rate and the amount of cash available for investment. When interest rates are high, the Township enjoys favorable interest rates but as the prime rate falls, so do the rates on investments. Allowable investments are governed by the Second Class Township Code, and other laws of the Commonwealth.</i>					
10001500	3421	TENANT RENT	(43,294)	(42,738)	(41,285)	(33,497)	(42,344)
		<i>Cranberry Twp Chamber of Commerce \$14,640 (exp. TBD) Real Estate Tax Collector \$2,304 (exp. 12/31/13) State Senator \$8,288 (proposed to exp. 12/31/14) State Representative \$9,312 (proposed to exp. 11/30/12) Butler County (Senior Center) \$7,800</i>					
Budget Total		Interest and Rents	(149,431)	(80,827)	(71,285)	(43,097)	(57,344)



Intergovernmental Revenue

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001600	3551	STATE PENSION AID	(472,330)	(491,696)	(683,986)	(683,985)	(490,000)
<i>On an annual basis the Commonwealth of Pennsylvania allocates funds to be used for the support of the police & non-uniform pension programs. The source of funds is a state tax on casualty insurance written by companies located outside of Pennsylvania and the number of these policies owned by Cranberry Township residents. The amount to be budgeted in any one year should be based on assumptions regarding the State Aid Unit Value from the preceding year as well as the number of employees in both pension plans. The proposed distribution of the funds is reflected under the pension expenditure category in the appropriate departmental budget. These funds in turn are distributed directly to the pension plans.</i>							
10001600	3552	FIREMANS RELIEF AID	(196,568)	(221,249)	(210,000)	(366,502)	(220,000)
<i>The Township also receives funds from the Commonwealth of Pennsylvania for distribution to the Cranberry Township Volunteer Fire Company Relief Association. The amount of funding received is related to the amount of fire insurance held by Township residents which has been written by companies located outside of Pennsylvania. These funds in turn are distributed directly to the fire company's relief association. The budget typically reflects the actual amount received in the previous year.</i>							



Intergovernmental Revenue

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001600	3555	LIQUOR LICENSES	(8,700)	(9,300)	(8,700)	(9,000)	(9,000)
		<p><i>When the Pennsylvania Liquor Control Board issues a liquor license to an establishment within the Township, the municipality receives an annual licensing fee of \$300 from the Commonwealth. The Township currently has 29 establishments with liquor licenses.</i></p>					
10001600	3561	PUBLIC UTILITY TAX	(16,695)	(18,313)	(17,500)	0	(17,500)
		<p><i>The Public Utility Realty Tax (PURTA) is a tax collected by the Commonwealth of Pennsylvania on tax-exempt property owned by public utilities and distributed back to the Township in which the property is located. The funds may be used for general municipal purposes. The amount of the tax rebate is related to the Township's real estate tax rate as well as the dollar value of real estate taxes which are levied by the Township. Since the Township has no direct control over the amount of PURTA funds to be granted by the Commonwealth, the actual value of PURTA in the preceding year is typically used to set the next year's budget amount.</i></p>					
Budget Total		Intergovernmental Revenue	(694,293)	(740,558)	(920,186)	(1,059,487)	(736,500)



Misc Revenue and Transfers

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001700	3422	ROOMS/FACILITY	(525)	(3,125)	0	(1,650)	(1,000)
10001700	3425	TOWER LEASES	0	(6,998)	0	(4,720)	(7,000)
10001700	3540	STATE GRANTS	(664,461)	0	0	0	0
10001700	3651	SALE PUBLIC & ADMIN SVS	(12,960)	(12,948)	(14,000)	(9,895)	(13,000)

The Township provides certain material and administrative services to the public. Materials include copies of Township documents. Administrative services include such items as no-lien letters. This item represents revenue from the provision of these materials and services.



Misc Revenue and Transfers

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001700	3855	OTHER MISC REVENUE	(86,604)	(42,924)	(55,000)	(22,990)	(40,000)
		<i>The miscellaneous account is used to record infrequently occurring revenue or those not consistent with other sources of revenue.</i>					
10001700	3872	CONTRIBUTION & DONATION	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
		<i>rights to Graham Park, "Dick's Sporting Goods Sportsplex" Contributions from Dick's Sporting Goods for the naming Expires in 2018.</i>					
10001700	3910	SALE OF FIXED ASSETS	(1,617)	(21,485)	0	(10,568)	(10,000)
		<i>From time to time the Township sells assests such as police cars either by auction or a direct sale.</i>					
10001700	3922	TRANSFER FROM S&W	(95,000)	(95,000)	(445,000)	0	(250,000)
		<i>Interfund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2011 is an \$95,000 transfer from the Sewer and Water Operating funds to the General Fund. This is to cover utility, maintenance and communication costs, as well as other administrative overhead costs.</i>					



Misc Revenue and Transfers

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001700	3923	TRANSFER FROM SOLID WASTE	0	0	(50,000)	0	(50,000)
10001700	3950	REFUND PRIOR YR EXPEND	(32,333)	(54,441)	(30,000)	(28,468)	(40,000)
<i>At times the Township receives refunds of expenditures made in the prior year.</i>							
Budget Total	Misc Revenue and Transfers		(1,093,499)	(436,920)	(794,000)	(278,291)	(611,000)



Human Resources

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002200	3868	REIMBMNT FOR INS	(18,573)	(37,724)	(30,000)	(37,648)	(38,000)
Budget Total		Human Resources	(18,573)	(37,724)	(30,000)	(37,648)	(38,000)



Debt Services

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002600	3873	DEBT OFFSET PAYMENTS	(136,086)	(102,362)	(136,103)	(33,741)	(136,103)
		<i>Payments from Athletic Associations for Graham Park debt.</i>					
		SVSA - 33,152					
		CTAA - 69,210.29					
		SVJFAC - 33,741					
10002600	3930	PROCEEDS LONG TERM DEBT	0	(4,470,000)	0	0	0
10002600	3931	BOND PREMIUM	0	(50,388)	0	0	0
Budget Total		Debt Services	(136,086)	(4,622,750)	(136,103)	(33,741)	(136,103)

Land Development

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	3619	BOND RELEASE FEE	(13,250)	(12,900)	(7,500)	(9,250)	(10,000)
		<p><i>All new developments are required to post financial securities (bonds) to guarantee the completion of improvements which are required by ordinance and established at the time of development approval. The Pennsylvania Municipalities Planning Code (MPC) establishes criteria for the posting and release of financial securities. The MPC allows for full and partial releases of the financial security as work progresses in new developments. A bond release fee is charged each time that a developer requests a release of financial security from the Township. The fees are intended to cover Township costs associated with processing of a release request. Fees are charged to the development's escrow account. Fees are \$100 for requests related to sewer and water facilities, plus actual costs of engineer's inspection; and \$250 for requests related to roads/stormwater facilities, plus the actual costs of engineer's inspections.</i></p>					
10003100	3620	LIQUOR LICENSE TRANSFER	0	(1,000)	(500)	(300)	(500)
		<p><i>Pennsylvania law allows for the transfer of liquor licenses between communities within the same county. Each applicant for a license transfer is required to pay this application fee. The fee is intended to cover Township costs associated with the processing of the transfer request. The fee is \$500 per application.</i></p>					



Land Development

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	3621	CONDITIONAL USE FEE	(7,000)	(6,500)	(4,000)	(5,000)	(5,000)
		<i>Conditional Use Fees like site plan/subdivision review fees are charged for new development applications when the use is classified as a "conditional" use within the zoning ordinance. Conditional use applications have additional administrative and review steps associated with their processing beyond those of a normal site plan/subdivision application. The fees are structured to cover the additional costs associated with processing conditional use applications. The fee is \$500 per application.</i>					
10003100	3622	ZONING HEARING BOARD FEE	(1,500)	(1,750)	(1,500)	(4,750)	(2,000)
		<i>Cranberry Township has a Zoning Hearing Board pursuant to the Pennsylvania Municipalities Planning Code and the Board is charged with hearing appeals of aggrieved parties from provisions of the zoning ordinance. A fee is charged for each case brought before the Zoning Hearing Board; the fee is \$250 for residential applications and \$500 for non-residential applications and is intended to cover the cost associated with processing the application.</i>					



Land Development

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	3623	ORDINANCE ADMENTMENT FEE	0	0	(500)	(500)	(500)
		<i>Amendments to the Township zoning ordinance can be requested by individuals or companies interested in ordinance changes. Once accepted, a request for amendment will follow a standard review process. Typical amendments include requests to rezone property. A fee of \$500 is charged to applicants and is intended to cover the costs associated with processing the application.</i>					
10003100	3625	SITE PLAN SUBDIVISION REV	(92,070)	(76,800)	(100,000)	(62,063)	(75,000)
		<i>Site plan and subdivision review fees are those charged for new development applications with each new or revised application for development being required to pay a fee. The amount of the fees is based on criteria which distinguish between size and complexity of projects. The fees are structured to cover Township costs associated with processing development applications. Fee amounts in this item do not include developer deposit accounts which are escrow accounts established for each development and which are intended to cover direct expenses of Township consultants for reviewing development applications. Fees in this category vary annually based on size, type and quantity of new and revised development applications received by the Township.</i>					



Land Development

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	3627	SALE CODES & ORDINANCES	(495)	(245)	(200)	(245)	(200)
<i>The Township provides copies of certain public documents to the public. These documents can include copies of codes and ordinances or other public documents. This item represents the revenue received for the documents and is intended to cover reproduction costs.</i>							
Budget Total	Land Development		(114,315)	(99,195)	(114,200)	(82,108)	(93,200)



Code Enforcement

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003200	3220	NON BUSINESS LICENSE	(1,240)	(1,710)	(1,000)	(1,485)	(1,200)
		<i>Road opening permits are issued when it is necessary to "open cut" a Township road or right-of-way (typically utility companies). This is designed to cover the cost of inspection and to ensure that the road is restored once the work has been completed. The most recent Township fee resolution describes all permit fees.</i>					
10003200	3611	BUILDING PERMIT	(771,252)	(723,245)	(520,000)	(708,747)	(685,000)
		<i>All non-residential building permit applications require a plan review and approval for compliance with the Township's building codes. This review includes non-residential building/structure, electrical, mechanical and plumbing plan review(s). The building plan review fee is separate from the building permit fee and is intended to cover the costs of the plan review process only. Building permit fees are intended to cover application, inspection and processing costs of new structures. The fee is calculated at .0015 x estimated construction value.</i>					
10003200	3612	ELECTRICAL PERMIT	(5,120)	(6,260)	(5,000)	(6,059)	(5,000)
		<i>Permit fee charged for the administrative review of all non-residential and residential electrical building permits and the required inspections.</i>					



Code Enforcement

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003200	3613	FIRE BLDG PERMITS	(12,886)	(21,355)	(13,000)	(14,589)	(13,000)
		<i>Permit fee charged for the administrative review of the fire protection building permit application and the required inspections. Fire prevention building permit applications are \$150 and include the installation, enlargement, alteration and repair of sprinkler systems, fire detection systems, commercial exhaust suppression systems and related fire safety devices.</i>					
10003200	3614	FIRE PREVENTION PERMIT	(6,775)	(8,175)	(7,500)	(4,145)	(7,500)
		<i>Permit fee charged for the administrative review of fire prevention permit applications and the required Township inspections. Fire prevention permit applications include annual system testing and assembly occupancy inspections. Fees range from \$25 to \$100 per year.</i>					
10003200	3615	SEPTIC SYST PERMIT	(580)	(1,820)	(500)	(1,255)	(500)
		<i>Fee for on-lot septic permit applications which include the site testing, application review and permit approval.</i>					



Code Enforcement

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003200	3616	SIGN PERMIT FEE	(5,000)	(5,900)	(4,000)	(3,600)	(4,000)
		<i>The size and location of signs are regulated by the Township zoning ordinance. Fees charged for each sign application are intended to cover the costs associated with processing the application. Fees for monument signs are \$100, for building signs \$75.00 and for panel replacements \$25.</i>					
10003200	3617	GRADING PERMIT	(1,900)	(2,400)	(2,000)	(2,500)	(2,000)
		<i>The Township reviews applications for grading permits to ensure compliance with the Township grading ordinance. The fee is based on the size of the disturbance. For 0-5 acres disturbed the fee is \$200, for over 5 acres disturbed the fee is \$300.</i>					
10003200	3618	CERTIFICATE OF OCCUP	(5,420)	(7,045)	(5,000)	(6,525)	(5,000)
		<i>At the time a home or business is occupied by a new owner a certificate of occupancy is issued after an inspection indicating compliance with Township regulations.</i>					



Code Enforcement

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003200	3624	BOARD OF APPEALS FEE	0	0	0	0	0
		<i>Appeals from provisions of the building codes are reviewed by the Building Code Board of Appeals as required by the state-wide building code. Application fees for building and fire code appeals are as follows:</i> <i>Residential - \$125</i> <i>Commercial - \$250</i>					
10003200	3626	BDLG PLAN REVIEW	(92,823)	(66,920)	(55,000)	(71,217)	(65,000)
		<i>All non-residential building permit applications require a plan review and approval for compliance with the Township's building codes. This review includes non-residential building/structure, electrical, mechanical and plumbing plan review(s). The building plan review fee is separate from the building permit fee and is intended to cover the costs of the plan review process only. Building permit fees are intended to cover application, inspection and processing costs of new structures. This fee is calculated at .0015 x estimated construction value.</i> <i>This account correlates to 3200-5111. Fees in 3626 may exceed payments in 5211, but will not be less than those in 5211 as applicants pay for the Code.sys review.</i>					
Budget Total		Code Enforcement	(902,995)	(844,831)	(613,000)	(820,121)	(788,200)



Police Operations

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	3220	NON BUSINESS LICENSE	(2,990)	(5,650)	0	0	0
		<i>Permits issued by the Police Department pursuant to Chapter 13, Licenses, Permits and General Business Regulations of the Code of Ordinances. Fees are collected for soliciting or transient retail business. Fees are \$10 per day, \$60 per week or \$150 per month.</i>					
10004110	3311	STATE POLICE	(21,033)	(22,763)	0	0	0
		<i>The Commonwealth of Pennsylvania distributes a portion of all fines collected by the State Police to every municipality in the Commonwealth twice per year.</i>					
10004110	3312	CLERK OF COURTS	(25,607)	(34,377)	0	0	0
		<i>Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.</i>					



Police Operations

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	3313	MOTOR VEHICLE CODE	(55,042)	(29,317)	0	0	0
		<i>The Magisterial District Judge collects fines for violations of the PA Motor Vehicle Code. The typical revenue is 50% of the penalty portion of a traffic citation. Associated fees are usually more than the penalty portion of a traffic citation.</i>					
10004110	3314	NON TRAFFIC VIOLATION	(20,972)	(18,276)	0	0	0
		<i>The District Magistrate collects fines for criminal violations of the PA Crimes Code.</i>					
10004110	3315	LOCAL ORDINANCE	0	(410)	0	0	0
		<i>Fines collected by the District Magistrate for violations of Township ordinances.</i>					
10004110	3510	FEDERAL GRANTS	(15,240)	(147,356)	0	0	0



Police Operations

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	3511	OTHER GRANTS	0	(1,526)	0	0	0
		<i>Grants received thru Federal and State agencies. Grants from private companies.</i>					
10004110	3641	SALE ACCIDENT REPORT	(11,665)	(3,758)	0	0	0
		<i>accident report and \$.25 cent per page for a non-reportable accident, which is provided (typically by insurance companies to the Police Department. Revenue has dropped significantly in 2010 because of the lower fees government agencies can charge under the Right to Know Law. A fee of \$15 is charged for each copy of a reportable</i>					
10004110	3642	FINGER PRINTS	(1,060)	(1,290)	0	0	0
		<i>Fee for fingerprinting nonresidents for noncriminal issues, i.e. employment and adoption, \$10.00 for businesses located in the Township, \$35.00 to nonresidents. Non-resident fee increased in 2010 due to other PD's charging their residents more than Cranberry was charging non-residents.</i>					



Police Operations

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	3643	FALSE ALARMS	(23,969)	(11,175)	0	(225)	0
		<i>Fees of \$75, \$150, \$175 per occurrence are charged for false alarms that the police and/or fire department respond to. Pursuant to the false alarm ordinance and most current fee resolution.</i>					
10004110	3644	SCHOOL GUARD REIMB	(5,951)	(8,314)	0	0	0
		<i>The Seneca Valley School District reimburses the Township for one half of the cost of providing two school crossing guards.</i>					
10004110	3645	SPECIAL POLICE SVS	(299,597)	(306,834)	0	0	0
		<i>Cranberry Township provides police services to Seven Fields Borough. The Borough pays 8% of the adjusted Township police budge which includes manpower and equipment but excludes the cost of facilities and facility support.</i>					
10004110	3646	RESTITUTION	(14,976)	(18,249)	0	0	0
		<i>Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.</i>					



			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	3647	Reimburse Police Salaries	(54,667)	(76,988)	0	0	0
		Contracted police services. Represents collected reimbursable salaries for construction details, drug and DUI Task Force, etc.					
10004110	3951	REIMBURSEMENT OF EXPENSE	0	84,956	0	0	0
Budget Total		Police Operations	(552,768)	(601,326)	0	(225)	0



Police Revenue

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004116	3220	NON BUSINESS LICENSE	0	0	(3,500)	(4,660)	(3,500)
		<i>Permits issued by the Police Department pursuant to Chapter 13, Licenses, Permits and General Business Regulations of the Code of Ordinances. Fees are collected for soliciting. Fees are \$10 per day, \$60 per week, or \$150 per month.</i>					
10004116	3311	STATE POLICE	0	0	(23,000)	(12,386)	(20,000)
		<i>The Commonwealth of Pennsylvania distributes a portion of all fines collected by the State Police to every municipality in the Commonwealth twice per year.</i>					
10004116	3312	CLERK OF COURTS	0	0	(32,000)	(25,579)	(30,000)
		<i>Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.</i>					



Police Revenue

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004116	3313	MOTOR VEHICLE CODE	0	0	(48,000)	(16,566)	(30,000)
		<i>The Magisterial District Judge collects fines for violations of the PA Motor Vehicle Code. The typical revenue is 50% of the penalty portion of the traffic citation. Associated fees are usually more than the penalty portion of a traffic citation.</i>					
10004116	3314	NON TRAFFIC VOLIATION	0	0	(23,000)	(10,039)	(18,000)
		<i>The District Judge collects fines for criminal violations of the PA Crimes Code.</i>					
10004116	3315	LOCAL ORDINANCE	0	0	0	0	0
		<i>Fines collected by the District Judge for Township ordinance violations.</i>					
10004116	3316	PARKING TICKETS	0	0	0	(975)	(1,500)
		<i>Fines collected from Township parking citations.</i>					



Police Revenue

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004116	3511	OTHER GRANTS	0	0	0	0	0
10004116	3641	SALE ACCIDENT REPORT	0	0	(6,000)	(3,253)	(4,000)
		<i>A fee of \$15 is charged for each copy of a reportable crash report, typically to insurance companies. All other reports are \$.25 per page.</i>					
10004116	3642	FINGER PRINTS	0	0	(1,000)	(1,510)	(1,500)
		<i>Fee for fingerprinting nonresidents and for businesses located outside Cranberry \$35.00 for non-criminal issues. For business located in Cranberry \$10.</i>					
10004116	3643	FALSE ALARMS	0	0	(24,000)	(3,700)	(18,000)
		<i>Fees of \$75, \$150, \$175 per occurrence are charged for false alarms that the police respond to. Pursuant to the false alarm ordinance and the most current fee resolution.</i>					



Police Revenue

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004116	3644	SCHOOL GUARD REIMB	0	0	(8,000)	(8,141)	(8,000)
		<i>The Seneca Valley School District reimburses the Township for one half of the cost of the school guards salary. In the summer of 2011 the Rowan school guard retired. The Township was unable to fill the position resulting in going from 1 to 2 guards for the 2011-2012 school year.</i>					
10004116	3645	SPECIAL POLICE SVS	0	0	(317,630)	(238,223)	(337,074)
		<i>Cranberry Township provides police service to Seven Fields Borough. The Borough pays 7.5% of the adjusted Township police budget which includes manpower and equipment but excludes the cost of facilities and facility support.</i>					
10004116	3646	RESTITUTION	0	0	(7,500)	(8,638)	(7,500)
		<i>Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.</i>					
10004116	3647	Reimburse Police Salaries	0	0	(40,000)	(53,953)	(50,000)
		<i>Contracted police services. Represents collected reimbursable salaries for construction details, drug and DUI Task Force etc.</i>					



Police Revenue

Revenue

2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
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Budget Total	Police Revenue	0	0	(533,630)	(387,622)	(529,074)
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PW Snow Removal

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005110	3661	WINTER SERV AGMNT	(21,546)	(19,400)	(20,000)	0	(30,000)
<i>The Township offers winter services (snow plowing and spring street sweeping) to developments/developers which have private streets not yet accepted by the Township.</i>							
10005110	3951	REIMBURSEMENT OF EXPENSE	0	(84,956)	0	0	0
Budget Total PW Snow Removal			(21,546)	(104,356)	(20,000)	0	(30,000)



PW Traffic Signals & Communications

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005120	3662	7 FIELDS/ADAMS MAINT AGREEMNT	0	0	(10,400)	(6,300)	(10,400)
Budget Total PW Traffic Signals & Communications			0	0	(10,400)	(6,300)	(10,400)



PW Street Maintenance

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005130	3853	SALE OF STREET NAME SIGNS	(2,800)	(750)	0	(750)	0
Budget Total		PW Street Maintenance	(2,800)	(750)	0	(750)	0



PW Street Maintenance

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005133	3853	SALE OF STREET NAME SIGNS	0	0	(500)	(25)	(500)
Budget Total		PW Street Maintenance	0	0	(500)	(25)	(500)



PW Parks Maintenance

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005160	3663	BALLFIELD LIGHT REIMB	0	0	(24,000)	(34,803)	(24,000)
Budget Total		PW Parks Maintenance	0	0	(24,000)	(34,803)	(24,000)



P&R Operations

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006210	3422	ROOM RENTAL	(10,113)	(5,195)	(6,000)	(10,661)	(6,000)
		<i>The Parks and Recreation Department manages room rentals and reservations for the Municipal Center, year round. Rentals are offered on a first-come first-served basis on a sliding scale for residents, non-residents, non-profit/family and business. These fees are included annually in the Township fee resolution. Rental agreements are issued giving exclusive use of the facility to the rental party for a specific day and time.</i>					
10006210	3423	SHELTERS	(9,285)	(8,370)	(8,000)	(9,550)	(8,500)
		<i>The Parks and Recreation Department offers five picnic shelters for private rental between the months of May through September. Rentals are offered on a first-come first-served basis on a sliding scale for residents, non-residents, non-profit/family and business. Fees can be found in the most recent Township fee resolution. Rental agreements are issued giving exclusive use of the facility to the rental party for a specific day.</i>					
10006210	3683	VENDING COMMISSIONS	(2,731)	(2,913)	(2,000)	(2,096)	(2,500)
		<i>The Parks and Recreation Department has service agreements for soft drink and snack vending as a convenience to our customers. The Township realizes a small commission on vending machines.</i>					



P&R Operations

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006210	3684	CHARGE FOR SERVICES	0	0	0	0	0
<i>Reimbursement for Field Light Electrical Service was incorrectly budgeted to this account in 2010. The correct account is 6290-Facility Maintenance -Fees for Services.</i>							
10006210	3852	CONTRIBUTIONS/DONATIONS	0	0	0	(715)	0
10006210	3855	MISCELLANEOUS	(13,868)	(5)	(500)	(5)	0
<i>Miscellaneous fees are collected for a variety of services that were not anticipated during the budget process. These could include grants, gifts or donations for specific or non-specific support of our programs.</i>							



P&R Operations

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006210	3856	OVER - SHORT	(9)	44	0	13	0
<i>Over/short is a tool to record cashier errors in handling cash either through giving incorrect change or making an incorrect key entry. An over/short report acknowledges the differences and records them. This aids in the recognition of potential problems and assists staff in reducing errors.</i>							
Budget Total	P&R Operations		(36,005)	(16,439)	(16,500)	(23,014)	(17,000)



P&R Early Childhood Programs

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006220	3681	PROGRAMS/LESSONS	(164,179)	(156,275)	(165,000)	(158,686)	(165,000)
<i>The Early Childhood Cost Center 6220 consists of revenue from programs for ages 0-6 such as craft classes, music classes and our preschool program.</i>							
Budget Total	P&R Early Childhood Programs		(164,179)	(156,275)	(165,000)	(158,686)	(165,000)



P&R Youth Programs

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006230	3681	PROGRAM FEES/LESSONS	(244,682)	(274,008)	(265,000)	(283,269)	(280,000)
<i>The Youth Program Cost Center 6230 consists of revenue from programs for ages 6-12 including Camp Cranberry, After School Kids Club and our Youth Basketball League.</i>							
Budget Total P&R Youth Programs			(244,682)	(274,008)	(265,000)	(283,269)	(280,000)



P&R Adult Programs

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006240	3681	PROGRAMS/LESSONS	(58,543)	(62,089)	(57,000)	(60,694)	(57,000)
<i>Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics.</i>							
Budget Total P&R Adult Programs			(58,543)	(62,089)	(57,000)	(60,694)	(57,000)



P&R Family Programs

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006250	3681	PROGRAMS/LESSONS	(3,128)	(3,064)	(5,000)	(2,012)	(5,000)
<i>Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Morning with Mr. Bunny, Milk and Cookies with Santa and Friday Night Flicks.</i>							
Budget Total	P&R Family Programs		(3,128)	(3,064)	(5,000)	(2,012)	(5,000)



P&R Teen Programs

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006260	3681	PROGRAM FEES/LESSONS	0	(90)	(500)	0	(500)
<i>Leadership Summer Camp and Teen Tennis. programs for ages 13-18 such as Babysitting Training, Teen Teen Programs Cost Center 6260 consists for revenue from</i>							
Budget Total	P&R Teen Programs		0	(90)	(500)	0	(500)



P&R Senior Programs

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006270	3681	PROGRAMS/LESSONS	(235)	0	0	(209)	0
Budget Total		P&R Senior Programs	(235)	0	0	(209)	0



P&R Community Events

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006280	3681	PROGRAM FEES/LESSONS	(5,000)	0	(8,000)	0	0
10006280	3852	CONTRIBUTIONS/DONATIONS	0	(2,000)	0	0	0
Budget Total		P&R Community Events	(5,000)	(2,000)	(8,000)	0	0



P&R Facility Maintenance

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006290	3671	FEEES FOR SERVICES	(3,447)	(23,903)	0	0	0
<i>Reimbursement for field lighting from Athletic Associations.</i>							
Budget Total	P&R Facility Maintenance		(3,447)	(23,903)	0	0	0



P&R Special Projects

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006295	3681	PROGRAMS	(2,116)	1,123	0	(6,641)	0
<p><i>Cranberry Cup Registrations and Discount Ski Tickets sold through the PA Park and Recreation Society. These funds are returned to the host non-profit.</i></p> <p><i>Special Projects Cost Center 6295 will change from year to year and include park improvement projects in partnership with the public in general and various organizations specific to each project. Most recently, these included the</i></p>							
Budget Total P&R Special Projects			(2,116)	1,123	0	(6,641)	0
Grand Total:			(19,002,285)	(21,885,405)	(15,582,788)	(16,158,458)	(15,745,134)

Department: **LEGISLATIVE**

Description and Responsibilities

This budget supports the five elected members of the Board of Supervisors. Supervisor compensation is based upon the Second Class Township Code, which establishes salary and benefits. Based upon the 2010 Census the annual salary is \$4,375.00. This budget also supports continuing education and fees of various legislative organizations.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees					
No. of Part Time Employees	5	5	5	5	5



Board of Supervisors

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001100	4013	SALARIES BOARD	22,172	20,969	20,625	17,359	21,125
		<i>Compensation for the Township Board of Supervisors as per the Second Class Township Code. Compensation is calculated at an annual salary of \$4,125 for 3 Supervisors and \$4,375 for 2 Supervisors.</i>					
10001100	4021	FICA	1,375	1,255	1,279	1,076	1,310
		<i>The employer share of FICA is based on 6.20% of all salary/wages/overtime for all employees.</i>					
10001100	4022	MEDICARE	321	293	299	251	306
		<i>The employer share of Medicare is based on 1.45% of all salary/wages/overtime for all employees.</i>					
10001100	4051	HOSPITALIZATION	25,301	14,256	14,771	14,440	0
10001100	4052	VISION	265	146	148	123	0



Board of Supervisors

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001100	4053	DENTAL	1,706	1,071	919	736	0
10001100	5004	MATERIALS/SUPPLIES	1,331	179	5,000	355	5,000
10001100	5355	EMPLOYEE CAREER DEVELOPMENT	2,540	3,958	8,000	2,955	8,000
		<i>Expenses related to educational opportunities for the Board of Supervisors.</i>					
10001100	5356	DUES & MEMEBERSHIP	0	250	5,000	2,500	6,000
		<i>Expenses involved with memberships in PSATS, Butler COG</i>					
Budget Total	Board of Supervisors		55,010	42,377	56,041	39,796	41,741
Grand Total:			55,010	42,377	56,041	39,796	41,741



Department: **MISC EXPENSE AND TRANSFERS**

Description and Responsibilities

This Cost Center includes miscellaneous expenditures as well as permanent transfers from the General Fund to other funds.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	0	0	0	0	0
No. of Part Time Employees	0	0	0	0	0



Misc Expense and Transfers

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10001800	5446	MISC EXPENSE	10,960	5,567	20,000	843	0
10001800	6201	TRANSFER TO CAPITAL	994,387	2,165,000	2,291,000	0	750,000
10001800	6203	TRANSFER TO ENTERPRISE FND	245,000	517,853	245,000	0	150,000
Budget Total		Misc Expense and Transfers	1,250,347	2,688,420	2,556,000	843	900,000



Department: **EXECUTIVE**

Description and Responsibilities

This budget item supports the activities of the executive management team of the Township. The Team includes the Township Manager, two Assistant Township Managers, Chief Strategic Planning Officer, Executive Assistant to the Township Manager and Administrative Assistant. This executive management team is responsible for implementing the plans and policies of the Board of Supervisors and for providing the necessary expertise to assist the Board in their legislative functions.

2011 Accomplishments

1. Successfully converted utility billing from a quarterly to a monthly billing.
2. Changed Laurelwood apartments from a multi-meter to a single meter making one entity (landlord) responsible for all sewer and water usage.
3. Approved a major bond refinancing resulting in significant savings to the Township.

2012 Goals

1. Continued focus on the implementation of the Cranberry Plan and sustainability projects as well as completion of the Parks & Recreation master planning process.
2. Maintain focus on the Township's objectives of efficiency, customer service, employee safety and wellness and employee communication.
3. Work diligently with the Butler County Tax Collection Committee to monitor implementation of Act 32.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	5	5	5	5	6
No. of Part Time Employees	1	2	1	1	0



Executive

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002100	4010	SALARIES FULL TIME	369,582	253,649	378,285	319,149	382,160
		<i>5 full time employees</i>					
		<i>J.Andree (70%), B.Bertoncello (70%), G. Moran (100%),</i>					
		<i>D. McKee (70%), J. Trant (100%)</i>					
		<i>1 part time employee - L. Mackenstein (100%)</i>					
10002100	4012	SALARIES PART TIME	41,586	17,672	21,632	9,835	15,000
		<i>1 part time employee - 32 hrs/week (100%)</i>					
10002100	4015	OVERTIME	2,068	2,293	3,200	6,515	4,000
		<i>Overtime for attendance at BOS meetings, etc.</i>					
10002100	4021	SOCIAL SECURITY	24,579	24,016	24,995	21,162	24,872
		<i>The employer share of FICA is based on 6.2% of salaries/</i>					
		<i>wages/overtime for all employees.</i>					
10002100	4022	MEDICARE	5,921	5,842	5,850	5,046	5,817
		<i>The employer share of Medicare is based on 1.45% of salaries</i>					
		<i>wages/overtime for all employees.</i>					



Executive

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002100	4023	WORKERS COMP	1,273	1,379	1,400	1,204	1,175
		<i>Workers' Compensation insurance for all employees.</i>					
10002100	4041	PENSION-NONUNIFORM	16,694	17,182	18,914	16,089	19,307
		<i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i>					
10002100	4051	HOSPITALIZATION	48,361	52,852	57,785	34,088	57,014
		<i>Medical insurance for all full time employees.</i>					
10002100	4052	VISION	505	517	551	336	544
		<i>Vision insurance for all full time employees.</i>					
10002100	4053	DENTAL	3,405	3,402	3,355	2,388	3,667
		<i>Dental insurance for all full time employees.</i>					



Executive

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002100	4054	ICMA CONTRIBUTION	39,666	30,509	18,914	26,816	19,307
		<i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>					
10002100	4055	DISABILITY INSURANCE	4,098	3,816	4,200	3,827	4,200
		<i>Long term disability insurance for all full time employees.</i>					
10002100	4057	LIFE INSURANCE	1,884	2,408	1,861	1,265	1,900
		<i>Life insurance for all full time employees and certain part time employees.</i>					
10002100	5001	OFFICE SUPPLIES	10,563	11,018	12,000	10,036	13,000
		<i>Office supplies for administration and other departments.</i>					
10002100	5002	SUBSCRIPTIONS/BOOKS	17	169	1,500	19	1,500



Executive

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002100	5004	MATERIALS/SUPPLIES	13,306	14,510	15,000	10,311	15,000
		<i>Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management</i>					
10002100	5111	PROFESSIONAL SVS	6,475	20,671	55,000	13,012	55,000
		<i>Consulting Services</i>					
10002100	5133	LEGAL SERVICE	79,848	43,969	65,000	32,589	65,000
		<i>claim deductibles for legal defense.</i>					
10002100	5230	INFORMATION TECHNOLOGY	98,789	117,404	118,146	0	118,146
		<i>Costs associated with IT support of administration.</i>					
10002100	5311	TELEPHONE	12,881	48	0	0	0
		<i>Included under Information Technology</i>					



Executive

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002100	5312	CELL PHONES	2,703	4,195	4,000	2,775	4,800
		<i>Cell phone reimbursement costs</i>					
10002100	5332	EQUIPMENT RENT LEASE	8,659	6,955	13,000	6,126	15,000
		<i>Copy machine and postage meter lease/maintenance agreements.</i>					
10002100	5351	EMPLOYEE RECRUTING	370	10	0	0	0
		<i>Included under Advertising Expenses</i>					
10002100	5352	EMPLOYEE MILAGE REIMB	25	7	0	0	0
10002100	5353	EMPLOYEE MEETING	5,146	13,180	12,000	8,449	13,000



Executive

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002100	5354	EMPLOYEE TRAINING	3,086	6,259	10,000	7,114	10,000
		<i>Training & conference expenses for registration, lodging, mileage, etc</i>					
10002100	5355	EMPLOYEE CAREER DEVELOPMENT	6,633	(30)	0	0	0
		<i>Tuition reimbursements</i>					
10002100	5356	DUES & MEMEBERSHIP	13,052	6,741	4,700	3,677	5,000
		<i>APMM, ICMA, PELRAS and other professional type memberships and journals.</i>					
10002100	5361	POSTAGE/SHIPPING	13,925	14,346	15,000	10,812	15,000
		<i>Postage costs for various Township mailings.</i>					
10002100	5363	ADVERTISING EXPENSES	1,376	1,127	3,500	1,891	3,500
		<i>All legal advertising for the Board of Supervisors and employee recruitment</i>					



Executive

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002100	5364	FUEL	2,624	3,378	4,500	3,847	5,000
<i>Fuel for administrative fleet.</i>							
10002100	5370	MINOR EQUIPMENT/FURNTR	0	75	3,500	53	3,500
<i>Purchase of miscellaneous furniture and equipment.</i>							
Budget Total Executive			839,099	679,569	877,788	558,430	881,409

Department: **HUMAN RESOURCES**

Description and Responsibilities

As administrative activity which provides services to management and employees in the business areas of personnel recruiting, employment, group benefits – marketing and administration, wellness programs, wage and salary administration, health & safety, employee relations, EEO, labor relations/negotiations, policy administration, employee communications, training and organizational development, performance measurement, human resource information systems.

2011 Accomplishments

1. Completed selection of new performance review system.
2. Progressed on administration policy & procedures manuals.
3. Initiated external audit of salary administration program to ascertain if data is accurate.

2012 Goals

1. Establish updated compensation evaluation system.
2. Implement new job description program.
3. Implement new performance appraisal program.

2012 Budget Highlights

1. Implement software based performance appraisal program.
2. All administration job descriptions to be reconfigured to highlight job competencies.
3. Hire part-time, regular employee to assist in summer hire program as well as other human resource programs.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	3	3	3	3	3
No. of Part Time Employees					1



Human Resources

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002200	4010	SALARIES FULL TIME	103,827	99,992	105,309	88,488	110,936
		<i>3 full time employees</i>					
		<i>D. Cibella (60%), B. Donaldson (60%), S. Turner (60%)</i>					
10002200	4012	SALARIES PART TIME	0	0	7,500	5,317	17,971
10002200	4015	OVERTIME	188	377	0	250	330
10002200	4021	SOCIAL SECURITY	6,592	6,657	6,998	5,982	8,013
		<i>The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.</i>					
10002200	4022	MEDICARE	1,542	1,557	1,637	1,399	1,874
		<i>The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.</i>					



Human Resources

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002200	4023	WORKERS COMP	362	417	385	331	385
		<i>Workers' Compensation insurance for all employees.</i>					
10002200	4041	PENSION NON-UNIFORM	5,038	5,187	5,265	4,479	5,563
		<i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime of all full time employees.</i>					
10002200	4051	HOSPITALIZATION	23,796	23,845	25,640	20,715	23,746
		<i>Medical insurance for all full time employees.</i>					
10002200	4052	VISION	238	242	266	222	243
		<i>Vision insurance for all full time employees.</i>					
10002200	4053	DENTAL	1,561	1,654	1,654	1,621	1,670
		<i>Dental insurance for all full time employees.</i>					



Human Resources

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002200	4054	ICMA CONTRB	4,808	5,192	5,265	4,437	5,563
		<i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>					
10002200	4055	DISABILITY INSURANCE	259	288	274	251	289
		<i>Long term disability insurance for all full time employees.</i>					
10002200	4057	LIFE INSURANCE	493	546	518	478	547
		<i>Life insurance for all full time and certain part time employees.</i>					
10002200	5001	OFFICE SUPPLIES	562	1,389	1,400	683	1,100
10002200	5002	SUBSCRIPTIONS/BOOKS	1,896	2,887	1,965	3,808	4,122



Human Resources

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002200	5004	MATERIALS & SUPPLIES	2,989	1,511	735	1,114	1,000
10002200	5111	PROFESSIONAL SERVICES	26,808	29,598	41,500	37,557	38,500
		<i>Leadership Train.-Solutions 21 \$21,000.00</i>					
		<i>Specialty Train.-Rich Wilson \$4,000.00</i>					
		<i>Customer Svc. Train.-Scott Brown \$3,500.00</i>					
		<i>Employ. Assessments-Rich Wilson \$1,200.00</i>					
		<i>Revising Job Descriptions \$5,800.00</i>					
		<i>DISC Profiles \$3,000.00</i>					
10002200	5134	OTHER SERVICES	6,893	9,648	10,400	3,426	5,792



Human Resources

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002200	5136	ADMISTRATIVE FEES	0	0	0	0	0
		<i>Flexible Spending Account (FSA) and Medical Deductible Reimbursement Account fees and reimbursements</i>					
10002200	5230	INFORMATION TECH	37,582	47,403	46,350	0	46,350
		<i>IT costs associated with HR</i>					
10002200	5311	TELEPHONE SERVICES	1,139	0	0	0	0
10002200	5352	EMPLOYEE MILAGE REIMB	11	22	244	0	244
10002200	5354	EMPLOYEE TRAINING	3,189	5,052	3,200	2,354	3,750



Human Resources

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002200	5355	EMPLOYEE CAREER DEVELOPMENT	0	2	0	0	0
10002200	5356	EMP DUES & MEMBERSHIP	545	695	670	560	585
10002200	5370	MINOR EQUIP & FURN	453	0	0	0	0
Budget Total		Human Resources	230,771	244,162	267,175	183,473	278,573

Department: **INFORMATION TECHNOLOGY**

Description and Responsibilities

The Information Technology (IT) Department retains complete budgetary responsibility for all centrally managed and department specific technology equipment, software, and initiatives. This includes everything from PCs, thin clients, servers, GIS systems, web hosting, phones, software, communication equipment, business continuity, and training, to systems for fuel management, fingerprint recognition, meter reading, SCADA and physical access control systems.

2011 Accomplishments

1. Utility Billing Software Upgrade and Conversion to Monthly Billing – Upgraded from “Classic UB” to “UB CIS” in the Munis software system to provide additional functionality and online capabilities. Worked closely with the “Monthly Billing” team to successfully switch the Township billing processes.
2. Client and Server Software Version Upgrades – Deployed client software packages such as Windows 7 and Office 2010 while also upgrading backend software systems including Exchange 2010, SharePoint 2010, SQL 2008 R2 and Windows Server 2008 R2 across the majority of servers
3. Agenda.Net – Installation, configuration and rollout of Agenda.Net software to staff, board members and public. The project included the software deployment as well as laptops for staff/board members and a new wireless network. SharePoint business processes have been built to manage the development of agenda documents.

2012 Goals

1. Munis conversion from Hansen – Implementation of Munis software to replace all Hansen functionality including Land Development, Permitting, Code Enforcement, Business Licenses, Service Requests, Work Orders, Fleet and Asset Management while offering new online functionality and providing a central ERP system for staff
2. HR Software Implementations – Management of software projects to successfully implement time and attendance through Munis, online employee appraisals through Halogen eAppraisals and policy management through PowerDMS
3. Document Management System – Completion of the configuration and implementation of a document management system for all Township department files. This system will correspond with the Pennsylvania Record and Disposition Schedule.

2012 Budget Highlights

1. Data on the network has been nearly doubling every year for the past 3 years. In 2012, additional storage will be needed to run many critical applications as well as to perform backups of the data and servers on the network.
2. The IT department will be converting the Waterpark to PCs and touch screens to better support the point of sale applications
3. Public safety demands for technology and IT support continue to increase each year. The IT department will be investing in technology upgrades for all public safety vehicles (Police and Fire) as well as dedicating a large percentage of staff time to supporting the technology and staff in these departments.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	4	6*	7	7	8*
No. of Part Time Employees	2	2	1	1	0

*The increase in IT staff to 6 full-time employees in 2009 is due to the GIS cost center moving to the IT department resulting in two positions moving from Engineering to IT. The change in staffing number for 2012 is due to a proposed promotion of the part-time IT Support Technician position to full-time.

Information Technology

Cost Center	Program and Activities	2010 Budget	2011 Budget	2012 Request
Desktop Operations				
2311	Computer Support	\$ 68,878.24	\$ 60,465.00	\$ 190,338.00
2312	Terminal Services	\$ 28,593.00	\$ 38,754.00	\$ -
2313	Mobility	\$ 68,375.00	\$ 65,667.00	\$ 91,331.00
2314	Phone System	\$ 87,159.00	\$ 86,926.00	\$ 91,671.00
2315	Helpdesk / User Support	\$ 81,626.00	\$ 87,810.00	\$ -
2316	Printing	\$ 4,876.00	\$ 6,408.00	\$ -
	Sub Total	\$ 339,507.24	\$ 346,030.00	\$ 373,340.00
GIS				
2320	GPS	\$ 32,742.00	\$ 23,404.00	\$ 45,414.00
2322	Mapping	\$ 35,302.00	\$ 25,448.00	\$ -
2323	GIS Systems	\$ 49,915.00	\$ 55,142.00	\$ 94,059.00
	Sub Total	\$ 117,959.00	\$ 103,994.00	\$ 139,473.00
Network Operations				
2331	Network Management	\$ 94,063.00	\$ 102,813.00	\$ 116,558.00
2332	Security	\$ 24,750.00	\$ 22,214.00	\$ -
2333	Server Management	\$ 131,904.00	\$ 192,146.00	\$ 209,314.00
2334	Storage Area Network (SAN)	\$ 63,922.00	\$ 38,279.00	\$ 59,227.00
2335	Communications	\$ 36,601.00	\$ 36,396.00	\$ -
2336	Internet	\$ 20,185.00	\$ 26,618.00	\$ -
	Sub Total	\$ 371,425.00	\$ 418,466.00	\$ 385,099.00
Systems Management				
2341	Database Management	\$ 37,904.00	\$ 39,411.00	\$ -
2342	Program Support	\$ 277,001.00	\$ 265,808.00	\$ 446,986.00
2343	Business Analysis	\$ 60,021.00	\$ 47,348.00	\$ -
	Sub Total	\$ 374,926.00	\$ 352,567.00	\$ 446,986.00
Projects and Development				
2351	Project and Development	\$ 29,246.00	\$ 39,442.00	\$ -
2352	Development	\$ 21,987.00	\$ 32,358.00	\$ -
	Sub Total	\$ 51,233.00	\$ 71,800.00	\$ -
	Total	\$ 1,240,856.00	\$ 1,292,857.00	\$ 1,344,898.00
IT Chargeback				
2361	Chargeback	\$ 1,255,050.00	\$ 1,292,857.00	\$ 1,344,898.00
	Sub Total	\$ (1,240,856.00)	\$ (1,292,857.00)	\$ (1,344,898.00)
	Total	0.00	0.00	0.00



Department: **FINANCE**

Description and Responsibilities

The finance Department is responsible for the overall financial management of the Township. The department supplies support services to all other Township departments consisting of accounting, payroll, accounts payable, accounts receivable, budget preparation, cash management, financial reporting, and billing for selected services including sewer, water, trash, and fees for false alarms.

2011 Accomplishments

1. Successful implementation of monthly billing for sewer, water and trash services.
2. Installed major utility billing software update.
3. Successful refinance of Series B of 2001 and Series of 2006.

2012 Goals

1. Update Finance Department procedures and policies.
2. Implement fixed asset software.
3. Implementation of Citizen Self-Service with bill payment options.

2012 Highlights

1. Adding part-time employee to assist with fixed asset software implementation.
2. As in all departments, increase in medical insurance costs.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	5	5	5	5	5
No. of Part Time Employees	1	0	0	0	1



Finance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002400	4010	SALARIES FULL TIME	132,663	125,888	137,409	115,826	144,379
		<i>5 full-time employees</i>					
		<i>V. Gleason (80%), B. Lang (60%), L. Coon (60%)</i>					
		<i>K. Wokutch (60%), C. Beers (100% S&W and Solid Waste)</i>					
10002400	4012	SALARIES PART TIME	0	6,940	0	35	12,000
		<i>Part-time position to assist with fixed asset project.</i>					
10002400	4015	OVERTIME	166	97	100	558	240
10002400	4021	SOCIAL SECURITY	8,456	9,085	8,520	7,477	9,710
		<i>The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.</i>					
10002400	4022	MEDICARE	1,978	2,125	1,992	1,749	2,271
		<i>The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.</i>					



Finance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002400	4023	WORKERS COMP	449	516	469	403	462
		<i>Workers' Compensation insurance for all employees.</i>					
10002400	4041	PENSION NON-UNIFORM	6,642	6,838	6,870	5,844	7,231
		<i>The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.</i>					
10002400	4051	HOSPITALIZATION	31,044	37,449	40,087	28,496	32,844
		<i>Medical insurance for all full time employees.</i>					
10002400	4052	VISION	344	349	385	320	308
		<i>Vision insurance for all full time employees.</i>					
10002400	4053	DENTAL	2,282	2,390	2,390	2,342	2,056
		<i>Dental insurance for all full time employees.</i>					



Finance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002400	4054	ICMA CONTRB	6,549	6,730	6,870	5,819	7,231
		<i>The employer contribution to the 457 plan based on 5% of salaries/wages/overtime for all full time employees.</i>					
10002400	4055	DISABILITY INSURANCE	333	374	357	328	376
		<i>Long term disability insurance for all full time employees.</i>					
10002400	4057	LIFE INSURANCE	634	711	676	623	712
		<i>Life insurance for all full time employees.</i>					
10002400	5001	OFFICE SUPPLIES	2,641	2,735	2,000	1,778	2,000
10002400	5004	MATERIALS & SUPPLIES	9,566	12,226	10,000	8,577	10,000
		<i>supplies/bank charges</i>					



Finance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002400	5112	ACCOUNTING & AUDIT	37,635	37,897	38,000	38,000	40,000
		<i>Partial costs associated with annual audit.</i>					
10002400	5230	INFORMATION TECH	98,004	74,884	74,040	0	74,040
		<i>Costs associated with IT support of Finance.</i>					
10002400	5311	TELEPHONE SERVICES	2,563	0	0	0	0
10002400	5312	CELL PHONES	0	2,116	2,200	1,771	2,200
10002400	5353	EMPLOYEE MEETING	421	1,016	1,000	110	800



Finance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002400	5354	EMPLOYEE TRAINING	4,783	87	5,000	4,049	5,000
10002400	5355	EMPLOYEE CAREER DEVELOPMENT <i>GFOA/MUNIS and misc. training.</i>	826	0	1,000	0	1,000
10002400	5356	EMP DUES & MEMBERSHIP <i>GFOA & GFOA-PA dues</i>	475	375	500	475	500
Budget Total		Finance	348,455	330,827	339,865	224,582	355,360



Department: **COMMUNICATIONS**

Description and Responsibilities

This budget supports the primary roles of communications and special events, including Staff Writers and Communications Specialists. The positions are responsible for preparing all publications, documents, websites and other media communications that support Township operations and Township initiatives, including Township Administration, Parks and Recreation, Public Safety, Collection Connection, Brush Creek Waste Water Treatment Plant and Cranberry Highlands.

2011 Accomplishments

1. Increased use of social media and Township webpage to communicate regularly with residents and businesses.
2. Support enhanced communications with the neighborhood associations.
3. Revitalize Collection Connection public image with a focus on increasing recycling volumes.
4. Township website design upgrade.

2012 Goals

1. Work with the business community to enhance communications with businesses and their employees.
2. Implement updated resident notification system.
3. Continued expansion of online Township services.
4. Improve use of all of 911 for Police services.
5. Promote volunteerism in the Township.

2012 Budget Highlights

1. Update of new resident package and other printed and digital materials to provide current information and integrate the Township's Built for You public image.
2. Continued implementation of the Municipal Center facelift to enhance customer experience and better communicate Township information to visitors.

<u>Staffing Levels</u>	2008	2009	2010	2011	2012
No. of Full Time Employees					
No. of Part Time Employees		2	3	3	3



Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002500	4012	SALARIES PART TIME	83,958	55,796	57,961	54,699	70,928
10002500	4015	OVERTIME	81	478	0	209	300
10002500	4021	SOCIAL SECURITY	5,221	3,489	3,594	3,404	4,398
10002500	4022	MEDICARE	1,221	816	840	796	1,028
10002500	4023	WORKERS COMP	291	215	198	170	207



Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002500	4055	DISABILITY INSURANCE	0	17	0	0	0
10002500	4057	LIFE INSURANCE	123	103	100	85	100
10002500	5002	SUBSCRIPTIONS/BOOKS	0	0	0	0	500
10002500	5004	MATERIALS AND SUPPLIES	1,150	2,113	2,500	2,647	5,000
10002500	5111	PROFESSIONAL SERVICES	32,943	44,619	48,000	38,195	40,000



Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002500	5230	INFROMATION TECH SVS	47,413	60,689	56,034	0	56,034
10002500	5311	TELEPHONES	854	0	0	0	0
10002500	5312	CELL PHONES	677	680	600	300	750
10002500	5352	EMPLOYEE MILAGE REIMB	39	0	0	0	0
10002500	5353	EMPLOYEE MEETING /CONFER	0	62	500	130	500



Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002500	5354	EMPLOYEE TRAINING	1,583	1,057	2,500	1,022	2,000
10002500	5361	POSTAGE & SHIPPING	8,376	8,201	9,000	7,467	9,000
10002500	5362	PRINTING	20,373	25,199	27,000	14,851	32,000
		<i>New resident guide CD's</i>					
		<i>Printing of Cranberry Today</i>					
		<i>Printing of Cranberry Today for Businesses (new for 2012)</i>					
10002500	5370	MINOR EQUIPMENT/FURNITURE	0	0	0	0	500
10002500	5371	COMMUNITY OUTREACH	0	0	1,000	250	1,000
Budget Total	Communications		204,303	203,535	209,827	124,225	224,245

Long Term Debt - Cranberry Township

Name of Issue	Date of Issue	Amount of Issue	Term of Issue	Interest Rate	Purpose of Issue
General Obligation Bonds, Series 2010	11/8/2010	4,470,000	12 years	0.5-3%	Refinance 2001 C (PW Center, tower fire truck, Public Safety expansion, Graham Farm Acquisition)
General Obligation Bonds, Series A of 2003	6/5/2003	7,885,000	14 years	1.9-3.95%	Refinance 98/96 issues (North Boundary Park, pumper truck, Powell Road, renovation to mun. center)
General Obligation Bonds, Series B of 2003	6/5/2003	1,535,000	23 years	2.0-4.55%	Complete Public Safety expansion, park development
General Obligation Bonds, Series 2008	5/15/2008	9,995,000	17 years	3.0-4.0%	Graham Park construction, municipal center alterations
General Obligation Bonds, Series 2011	10/5/2011	37,405,000	20 years	0.3-4.27%	Refinance 2001 B (upgrade of BCTP), refinance 2006 (construction of CHGC), interceptor, waterline, mun. ctr. renovations, PS training facility, CVAS facility, etc.



Debt Services

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002600	5414	GO SERIES 2010	425,805	90,000	411,414	50,707	164,254
		<i>Portion of principal and interest for 2001 Series C bonds. (PW Center, tower fire truck, PS expansion, Graham Park acquisition)</i>					
10002600	5415	GO SERIES 2003	498,249	0	0	0	0
10002600	5416	GO SERIES A 2003	321,851	519,135	658,095	658,083	709,460
		<i>Portion of principal and interest payments for 96/98 bonds refinanced in 2003. (North Boundary Park, pumper truck, Powell Road, renovations to municipal center)</i>					
10002600	5417	GO SERIES B 2003	107,599	55,000	109,055	109,055	106,985
		<i>Principal and interst payments for 2003 Series B bonds. (PS expansion, Graham Park development)</i>					



Debt Services

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002600	5420	2008 GO BONDS	390,186	10,000	390,183	390,183	395,033
		<i>Principal and interest payments for GO Bonds Series 2008. (Graham Park construction, municipal center alterations)</i>					
10002600	5427	GO SERIES 2011	0	0	0	0	229,328
10002600	5430	PAYING AGENT	6,900	6,000	8,500	2,950	6,000
		<i>Annual fees for 2001, 2003, 2006, and 2008 bonds.</i>					
10002600	5434	INTEREST EXPENSE	8,794	700,774	0	0	0
Budget Total	Debt Services		1,759,385	1,380,908	1,577,247	1,210,977	1,611,060



Department: **TAX COLLECTION**

Description and Responsibilities

This program provides for the collection of Real Estate and Act 511 Taxes as levied by the Township. It encompasses the compensation and minor expenses of the Elected Real Estate Tax Collector as well as the commissions paid to Berkheimer, the appointed collector of Act 511 taxes. It also supports the full-time Tax Administrator position whose major duties include the identification, collection and reporting of delinquent Mercantile Business Privilege taxes; researching and reporting on all new businesses to be added to the tax roles, as well as tracking and monitoring collections and assisting in resolving taxpayer reporting and compliance questions and concerns. In addition, the elected tax collector is paid from this account and is reflected as a part-time employee.

2011 Accomplishments

1. In preparation of Act 32 implementation, coordinated with Berkheimer representatives to set up Earned Income Tax (EIT) accounts for all Mercantile Business Privilege (MBP) accounts.
2. Mailed Act 32 information to all businesses and residents of Cranberry Township as part of the educational aspect of the new EIT collection process.
3. Township collected nearly \$65,000 in MBP taxes to date. (\$45,000 delinquent and \$20,000 current forwarded to Berkheimer.)

2012 Goals

1. Monitor EIT collection under Act 32 relative to business participation, timely receipts and in amounts expected in comparison to prior years.
2. Continue to research and add more rental income accounts for future MBP billings.
3. Improve compliance through education, information and enforcement.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	1	1	1	1	1
No. of Part Time Employees	1	1	1	1	1



Tax Collection

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002700	4010	SALARIES FULL TIME	47,393	48,346	50,565	42,270	52,037
		<i>1 employee - J. Lichina</i>					
10002700	4012	SALARIES-PART TIME	35,269	35,000	35,000	29,750	35,000
		<i>Real Estate Tax Collector compensation per Res. 2009-04</i>					
10002700	4015	OVERTIME	187	106	0	0	0
10002700	4021	SOCIAL SECURITY	5,292	5,307	5,217	4,560	5,396
		<i>The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.</i>					
10002700	4022	MEDICARE	1,238	1,241	1,220	1,066	1,262
		<i>The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.</i>					



Tax Collection

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002700	4023	WORKERS COMP	162	186	287	247	152
		<i>Workers' Compensation costs for all employees with the exception of the Real Estate Tax Collector.</i>					
10002700	4041	PENSION NON-UNIFORM	2,403	2,474	2,457	2,090	2,602
		<i>The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.</i>					
10002700	4051	HOSPITALIZATION	13,525	14,255	16,963	12,640	15,711
		<i>Medical insurance costs for full time employees</i>					
10002700	4052	VISION	132	134	148	123	135
		<i>Vision insurance costs for full time employees.</i>					
10002700	4053	DENTAL	867	919	919	901	928
		<i>Dental insurance costs for full time employees.</i>					



Tax Collection

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002700	4054	ICMA CONTRB	2,385	2,427	2,457	2,113	2,602
		<i>The 457 contribution is based on 5% of all salaries/wages/ overtime for full time employees.</i>					
10002700	4055	DISABILITY INSURANCE	121	134	131	118	135
		<i>Long term disability insurance for all full time employees.</i>					
10002700	4057	LIFE INSURANCE	229	255	249	226	256
		<i>Life insurance costs for full time and certain part time employees.</i>					
10002700	5001	OFFICE SUPPLIES	279	262	500	179	500
10002700	5004	GENERAL OPER EXP	2,580	5,188	6,000	11,230	15,000
		<i>Butler County processing of real estate bills Act 32 BCTCC cost allocation & misc educational mailings</i>					



Tax Collection

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002700	5230	INFORMATION TECH	6,843	7,354	3,989	0	3,989
<i>Costs associated with IT support of Tax Collection.</i>							
10002700	5311	TELEPHONE SERVICES	285	0	0	0	0
10002700	5343	INSURANCE BOND	0	1,802	1,900	0	2,000
10002700	5352	EMPLOYEE MILAGE REIMB	224	469	350	0	400
10002700	5354	EMPLOYEE TRAINING	934	714	1,400	357	1,400



Tax Collection

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002700	5355	EMPLOYEE CAREER DEVELOPMENT	233	401	1,200	0	1,200
10002700	5356	EMP DUES & MEMBERSHIP	100	50	150	0	150
10002700	5452	COMM-BUS PREV/MERC	41,699	36,975	39,480	38,045	39,480
		<i>2.1% commission rate to Berkheimer</i>					
		<i>Commission rate of 2.1% of collections paid to Berkheimer</i>					
		<i>Tax Administrator - Business Privilege/Mercantile Tax</i>					
10002700	5453	COMM-LOCAL SERVICE TAX	19,634	20,704	20,790	17,764	21,000
		<i>2.1% commission rate to Berkheimer</i>					
		<i>Commission rate of 2.1% of collections paid to Berkheimer</i>					
		<i>Tax Administrator - Local Services Tax</i>					



Tax Collection

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002700	5454	COMM-EARNED INCOME	68,615	69,427	68,875	65,071	74,250
<i>1.5 % commission rate to Berkheimer</i>							
<i>Commission rate of 1.5% of collections paid to Berkheimer</i>							
<i>Tax Administrator per BCTCD- Earned Income Tax</i>							
Budget Total	Tax Collection		250,628	254,131	260,247	228,752	275,585



Department: **INSURANCE EXPENSE**

Description and Responsibilities

This program includes the majority of insurance expenses related to protecting the Township's assets and business practices and operations. Also included are Management/Investment services for the Non-uniformed Pension plan and actuarial services for the Police pension plan.

2011 Accomplishments

1. Reduced insurance premium costs by working with broker to obtain competitive package proposals.

2012 Goals

1. Continue to protect Township assets by maintaining competitively priced and comprehensive insurance coverages.
2. Reduce losses with increased safety committee involvement and risk management practices.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees					
No. of Part Time Employees					



Insurance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10002800	4024	UNEMPLOYMENT COMP	65,064	79,398	80,000	118,326	96,000
		<i>PSATS Unemployment Group Trust 1% of first \$8000 per employe</i>					
10002800	4043	PENSION ADMINSTRATIVE	19,652	26,905	22,000	21,790	28,800
		<i>LeTort investment management fees for non-uniform plan</i>					
		<i>LeTort administrative services for non-uniform plan</i>					
10002800	4056	EMP ASSISTANCE PROG	3,390	3,393	4,000	3,119	4,000
		<i>Employee Assistance Program</i>					
10002800	5341	INSURANCE PREMIUM	118,070	129,337	173,000	156,101	177,000
		<i>Gen Twp liability package, umbrella, fiduciary, trea. bond</i>					
		<i>2/3 public officials, employmt practices, pollution liab.</i>					
Budget Total		Insurance	206,176	239,032	279,000	299,335	305,800



Department: **COMMUNITY DEVELOPMENT**

Description and Responsibilities

The Department of Community Development is responsible for the overall planning, land development and code enforcement functions of the Township. Operations include managing day to day requests and functions related to land development, zoning, subdivisions, plan review, permit issuance (building, sign, fire, grading, etc.) property maintenance and inspections related to permit issuance. The Department provides administrative and staff support to the Planning Advisory Commission, Zoning Hearing Board and Building & Fire Code Appeals Board in addition to the development related activities of the Board of Supervisors. The Department functions as the primary contact with the development, business and residential community as they relate to these services. The Department is comprised of 3 cost centers: 3100 - Land Development, 3200 Code Enforcement, 3300 - Planning.

2011 Accomplishments

1. Saw the Streetscape Enhancement Ordinance put into effect with new approvals
2. Cranberry Crossroads approval was issued with a total of 200,809 square feet of development space in a mixed use development that includes business office, retail, restaurant and other uses
3. Completed TND Corridor Rezoning on Route 228 which will allow for mixed use developments in Cranberry Woods and elsewhere.
4. Issued permits to construct for several large office buildings, including Cranberry Business Park 300 and Pennwood Commons II

2012 Goals

1. Improve efficiency by implementing MUNIS for all DCD functions
2. Issue permits for grading and construction for the Cranberry Promenade
3. Continue work on Rezoning to TND Overlays of various parcels
4. Work on new approvals to reinvent Park Place
5. Work on new land developments for Cranberry Woods full build-out
6. Issue building permits for Cranberry Crossroads Development
7. Continue advancing the Property Maintenance program

2012 Budget Highlights

1. All Community Development staff are now in place
2. More accurate budget projections based on previous history
3. Purchase of ICC Code Books for code change in 2012

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	7	7	6	7.5	8
No. of Part Time Employees	2	2	3	0	0



Land Development

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	4010	SALARIES FULL TIME	133,803	125,943	135,803	112,462	108,154
10003100	4012	SALARIES PART TIME	3,373	0	0	0	10,400
10003100	4013	SAL BOARD & COMMISSIONS	2,632	3,598	6,400	3,010	6,400
10003100	4015	OVERTIME	530	839	1,500	493	725
10003100	4021	SOCIAL SECURITY	9,097	8,492	8,817	7,325	7,792



Land Development

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	4022	MEDICARE	2,127	1,986	2,062	1,714	1,822
10003100	4023	WORKERS COMP	839	715	836	719	393
10003100	4041	PENSION NON-UNIFORM	5,494	4,110	6,790	5,776	5,444
10003100	4051	HOSPITALIZATION	19,218	19,410	30,657	36,947	29,902
10003100	4052	VISION	221	199	312	365	269



Land Development

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	4053	DENTAL	1,530	1,345	1,780	2,518	1,846
10003100	4054	ICMA CONTRB	6,705	6,445	6,790	5,109	5,444
10003100	4055	DISABILITY INSURANCE	200	222	320	820	283
10003100	4057	LIFE INSURANCE	383	421	668	760	536
10003100	5001	OFFICE SUPPLIES	2,224	2,848	5,000	3,146	3,000



Land Development

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	5002	SUBSCRIPTIONS/BOOKS	643	327	1,000	0	1,000
10003100	5004	MATERIALS & SUPPLIES	653	509	1,000	140	1,000
10003100	5007	SAFETY SUPPLIES	150	276	500	297	500
10003100	5111	PROFESSIONAL SERVICES	13,896	21,521	20,000	7,346	27,500
		<i>\$8500 for annual update of Ordinances Amount includes codification contract renewal and Ordinance updates as well as copier lease/maintenance agreement and Planning Consultant fees</i>					
10003100	5123	R&M FACILITY MAINT	0	0	0	0	0



Land Development

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	5133	LEGAL SERVICES	28,388	30,008	63,000	52,348	30,000
10003100	5134	OTHER SERVICES/FEES	816	368	500	45	500
10003100	5230	INFORMATION TECH	0	63,551	46,522	0	46,522
10003100	5311	TELEPHONE SERVICES	3,418	0	0	0	0
10003100	5312	CELL PHONES	1,314	1,170	1,100	395	1,100



Land Development

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	5353	EMPLOYEE MEETING	374	415	300	195	300
10003100	5354	EMPLOYEE TRAINING	0	2,399	2,000	1,263	2,500
10003100	5355	EMPLOYEE CAREER DEVELOPMENT	5,512	421	0	0	0
10003100	5356	EMP DUES & MEMBERSHIP	0	(700)	1,000	525	1,000
10003100	5357	CLOTHING	0	150	0	0	0



Land Development

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003100	5362	PRINTING	112	1,272	1,500	279	1,500
10003100	5363	LEGAL ADVERTISING	3,572	12,374	5,000	8,854	6,000
10003100	5370	MINOR EQUIP & FURN	0	0	500	0	500
Budget Total		Land Development	247,221	310,633	351,657	252,852	302,332



Code Enforcement

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003200	4010	SALARIES FULL TIME	100,563	114,281	194,880	155,597	205,209
10003200	4012	SALARIES PART TIME	28,657	0	0	0	0
10003200	4015	OVERTIME	1,483	3,170	2,000	1,163	4,275
10003200	4021	SOCIAL SECURITY	8,414	7,950	12,082	10,134	12,988
10003200	4022	MEDICARE	1,968	1,859	2,826	2,370	3,038



Code Enforcement

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003200	4023	WORKERS COMP	1,635	1,633	1,605	1,381	1,298
10003200	4041	PENSION-NONUNIFORM	7,007	7,214	9,744	8,289	10,474
10003200	4051	HOSPITALIZATION	27,679	32,518	63,964	34,470	53,367
10003200	4052	VISION	292	400	583	391	453
10003200	4053	DENTAL INSURANCE	2,643	2,803	3,617	2,907	3,438



Code Enforcement

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003200	4054	ICMA CONTRIBUTION	5,110	5,433	9,744	7,814	10,474
10003200	4055	DISABILITY INSURANCE	354	409	506	383	545
10003200	4057	LIFE INSURANCE	726	763	959	729	1,031
10003200	5002	SUBSCRIPTIONS/BOOKS	333	1,764	500	41	5,700
Will need over \$5000 for new code books for manadated code change							
10003200	5004	MATERIALS/SUPPLIES	1,337	1,111	1,500	572	1,500



Code Enforcement

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003200	5111	PROFESSIONAL SVS	18,953	40,074	40,000	35,947	40,000
<i>A large part of this account is off-setting with Code.sys</i>							
<i>The remainder is copier lease/maintenance agreement and Dan Baker fees for septic which are off-setting</i>							
10003200	5123	R&M FACILITY MAINT	0	0	0	0	0
10003200	5133	LEGAL SERVICE	2,860	1,712	2,000	347	2,000
10003200	5230	INFORMATION TECHNOLOGY	0	63,551	46,522	0	46,522
10003200	5312	CELL PHONES	0	1,548	2,100	2,182	2,100



Code Enforcement

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003200	5354	EMPLOYEE TRAINING	0	50	3,000	2,793	6,000
10003200	5355	EMPLOYEE CAREER DEVELOPMENT	4,516	1,493	0	0	0
10003200	5356	DUES & MEMEBERSHIP	1,421	450	1,500	1,749	1,500
10003200	5357	CLOTHING	0	0	750	400	150
10003200	5362	PRINTING	628	256	500	535	500



Code Enforcement

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003200	5363	ADVERTISING EXPENSES	170	4,749	1,500	562	1,500
10003200	5364	FUEL	3,297	2,108	3,000	1,872	3,000
Budget Total		Code Enforcement	220,045	297,301	405,382	272,626	417,062



Planning

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003300	4010	SALARIES FULL TIME	49,376	42,547	35,265	29,518	57,918
10003300	4012	SALARIES PART TIME	0	19,141	0	7,173	0
10003300	4013	SALARIES BOARD	0	0	3,100	0	3,100
10003300	4015	OVERTIME	42	62	0	41	50
10003300	4021	SOCIAL SECURITY	3,148	4,008	2,379	2,316	3,786



Planning

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003300	4022	MEDICARE	736	937	557	542	885
10003300	4023	WORKERS COMP	499	574	290	249	169
10003300	4041	PENSION-NONUNIFORM	2,988	3,077	1,763	1,500	2,898
10003300	4051	HOSPITALIZATION	13,485	11,294	15,945	5,702	10,245
10003300	4052	VISION	149	122	185	60	105



Planning

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003300	4053	DENTAL	949	857	935	399	638
10003300	4054	ICMA CONTRIBUTION	2,431	1,769	1,763	1,306	2,898
10003300	4055	DISABILITY INSURANCE	132	141	92	84	151
10003300	4057	LIFE INSURANCE	250	268	174	161	285
10003300	5001	OFFICE SUPPLIES	623	258	1,000	209	500



Planning

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003300	5002	SUBSCRIPTIONS/BOOKS	504	405	1,000	852	500
10003300	5004	MATERIALS/SUPPLIES	242	344	1,000	0	1,000
10003300	5111	PROFESSIONAL SVS	8,061	60,611	160,000	149,223	75,000
		<i>Wayfinding Signage Plan</i>					
		<i>Benchmarking Survey - ICMA 3,000 hshlds</i>					
		<i>Economic Development Strategic Plan</i>					
		<i>Rt. 19 Corridor Plan</i>					
10003300	5133	LEGAL SERVICE	0	340	0	0	2,000
10003300	5230	INFORMATION TECHNOLOGY	134,820	0	0	0	0



Planning

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003300	5353	EMPLOYEE MEETING	2,231	2,254	2,500	1,115	2,000
10003300	5354	EMPLOYEE TRAINING	969	5,337	6,000	5,585	7,500
10003300	5355	EMPLOYEE CAREER DEVELOPMENT	2,799	0	0	0	0
10003300	5356	DUES & MEMEBERSHIP	3,635	4,044	4,000	2,385	2,000
10003300	5361	POSTAGE & SHIPPING	128	548	500	30	500



Planning

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003300	5362	PRINTING	8,781	1,025	1,500	0	1,500
10003300	5363	ADVERTISING EXPENSES	844	142	500	40	250
10003300	5364	FUEL	0	33	500	0	0
Budget Total		Planning	237,822	160,137	240,948	208,488	175,878



Department: **CUSTOMER SERVICE**

Description and Responsibilities

The Customer Service Center (CSC) is responsible for acting as the primary interface between the public and various departments of the Township to answer basic questions, schedule services, and resolve issues. The CSC processes new utility (sewer, water, and/or trash) service applications, building and use permit applications, customer service requests, lien letter requests, deed transfer information, and collects payment for services.

2011 Accomplishments

1. The CSC sold over 16,000 trash stickers, processed over 900 lien letters, over 800 building (all types) and zoning permits, scheduled over 6,500 inspections, 1,700 service requests, 1,800 work orders, and processed over 47,000 utility billing transactions totaling over Ten Million dollars in charges.
2. The CSC has worked on or has been involved in many projects throughout the year including: water quality process, Laurelwood billing, monthly billing, lockbox payment processing, parking tickets, business list, recycling programs/give-a-ways, private recycling events, Tyler Cashiering software, Customer Self Service – utility billing, Customer Self Service – non emergency, telephone hardware/software, and software conversion projects: central property, business license, fire prevention, service orders, permits and code enforcement, flat item inventory, pending customer process, security deposits, work orders, and service requests.

2012 Goals

1. Continue to expand web based solutions and automated service options from the website enabling customers to conduct most business 24/7.
2. Continued success with the Collection Connection Program and expand options for e-waste and HHW.
3. Continue to migrate towards utilizing Munis/Tyler programs for all aspects of business.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	3	3	3	3	3
No. of Part Time Employees	3	3	3	3	2



Customer Service

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003400	4010	SALARIES FULL TIME	32,006	35,706	30,600	60,665	31,927
10003400	4012	SALARIES PART TIME	12,525	13,444	13,240	11,943	13,764
10003400	4015	OVERTIME	3	0	500	0	500
10003400	4021	SOCIAL SECURITY	2,761	3,227	2,718	4,625	2,833
10003400	4022	MEDICARE	646	755	636	1,082	663



Customer Service

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003400	4023	WORKERS COMP	141	162	150	129	140
10003400	4041	PENSION-NONUNIFORM	1,454	1,497	1,530	1,301	1,596
10003400	4051	HOSPITALIZATION	6,828	7,986	8,361	7,152	5,959
10003400	4052	VISION	82	83	91	83	66
10003400	4053	DENTAL	511	542	542	533	399



Customer Service

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003400	4054	ICMA CONTRIBUTION	1,521	1,860	1,530	2,878	1,596
10003400	4055	DISABILITY INSURANCE	75	86	80	79	83
10003400	4057	LIFE INSURANCE	189	210	151	186	157
10003400	5001	OFFICE SUPPLIES	1,581	1,047	1,500	946	1,500
10003400	5002	SUBSCRIPTIONS/BOOKS	17	0	250	0	250



Customer Service

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003400	5004	MATERIALS AND SUPPLIES	76	136	500	263	500
10003400	5005	CLEANING SUPPLIES	0	0	250	0	250
10003400	5007	SAFETY SUPPLIES	0	230	250	190	250
10003400	5111	PROFESSIONAL SVS	272	0	250	1,808	500
10003400	5121	R&M EQUIPMENT	0	0	500	0	500



Customer Service

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003400	5230	INFORMATION TECHNOLOGY	32,425	47,610	47,892	0	47,892
10003400	5311	TELEPHONES	1,709	0	0	0	0
10003400	5312	CELL PHONES	0	0	0	357	0
10003400	5351	EMPLOYEE RECRUTING	0	0	250	0	250
10003400	5354	EMPLOYEE TRAINING/CONF	87	3,879	6,500	0	6,500



Customer Service

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10003400	5356	DUES & MEMEBERSHIP	0	0	250	0	350
10003400	5370	MINOR EQUIPMENT/FURNITURE	0	0	1,000	0	1,000
Budget Total		Customer Service	94,909	118,460	119,521	94,219	119,425

Department: **PUBLIC SAFETY/POLICE OPERATIONS**

Description and Responsibilities

The Police Department provides law enforcement protection for the Township and Seven Fields Borough (under contract). The 28 officers in the department perform patrol, traffic, investigative, community relations and education, training, and management functions. Of the 28 sworn officers, 24 work patrol or traffic. Two perform management and support functions and two are detectives.

The department supervises the school crossing guard and provides for animal control services through contract with a private service (Triangle Pet).

The Director of Public Safety manages the Police Department and supervises the Fire Company Administrative Assistant. The Director also coordinates with the leadership of the Cranberry Township Volunteer Fire Company and the Cranberry Township Emergency Medical Service. The Director provides administrative and budgetary support to the Emergency Management Coordinator.

2011 Accomplishments

1. Implemented the Taser program and provided training to all the officers.
2. Continued working with Seneca Valley to implement the security upgrades to school facilities and complete security assessments at all of the Districts buildings.
3. Began modifying and updating the departments policy and procedures with the goal of obtaining certification through The Pennsylvania Law Enforcement Accreditation Program.
4. Implemented an on-line document management program to disseminate and track law enforcement bulletins, directives, memos and policy.

2012 Goals

1. Purchase, equip, and train all department officers on patrol rifles.
2. Continue the process of receiving certification through The Pennsylvania Law Enforcement Accreditation Program.
3. Continue updating and modify department policy and procedures.
4. Explore different crime mapping solutions that are accessible by the public.
5. Completion of the public safety training facility

2012 Budget Highlights

1. The major impacts to the 2012 budget are cost increases in personnel, uniform pension plans, and health insurance.
2. Three vehicles need to be purchased and equipped to replace aging units.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	28 police 1 director 2 administrative	28 police 1 director 3 administrative	28 police 1 director 3 administrative	28 police 1 director 3 administrative	28 police 1 director 3 administrative
No. of Part Time Employees	3	2	2	2	2



Police Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	4010	SALARIES FULL TIME <i>J. Schueler, R. Hawk, L. lowry, B. Wyzkoski</i>	200,428	187,482	0	0	0
10004110	4011	SALARIES UNIFORM <i>Lt, Sgt, 6 Corporals, and 20 patrol officers</i>	1,987,455	1,910,966	0	0	0
10004110	4012	SALARIES PART TIME <i>P. Kaufman, Dave August- school guards One half of cost is reimbursed by SVSD E. Windhorst, C. Jacky- Clerical</i>	34,617	36,935	0	0	0
10004110	4015	OVERTIME <i>Usually related to arrest processing for serious crimes or to man the desk during vacations.</i>	777	1,312	0	0	0
10004110	4016	OVERTIME UNIFORM <i>Meet minimum staffing of at least 3 officers. Late calls and arrests.</i>	163,652	168,048	0	0	0



Police Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	4021	SOCIAL SECURITY	157,790	151,178	0	0	0
		<i>The employer share of FICA is based on 6.2% of all salary/ wages/overtime of all employees.</i>					
10004110	4022	MEDICARE	36,902	35,356	0	0	0
		<i>The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.</i>					
10004110	4023	WORKERS COMP	124,150	144,059	0	0	0
		<i>Workers' Compensation insurance for all employees.</i>					
10004110	4032	LONGEVITY	29,120	29,791	0	0	0
		<i>Longevity payments to uniformed employees as per the most current Collective Bargaining Agreement.</i>					
10004110	4033	COURT/HEARING	48,251	31,476	0	0	0
		<i>Overtime required by court appearances. 3 hours minimum dictated for all off-duty court appearances.</i>					



Police Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	4034	HOLIDAYS	82,970	46,660	0	0	0
		<i>Holiday pay for uniformed employees as per the most current Collective Bargaining Agreement.</i>					
10004110	4041	PENSION NON-UNIFORM	9,875	10,167	0	0	0
		<i>Non-uniform employees as per the most current Collective Bargaining Agreement.</i>					
10004110	4042	PENSION UNIFORM	274,389	382,807	0	0	0
		<i>Uniform pension contributions as per the 2009 MMO, Resolution 2009-44.</i>					
10004110	4051	HOSPITALIZATION	347,714	396,752	0	0	0
		<i>Medical Insurance costs for all full time employees.</i>					
10004110	4052	VISION	3,763	3,894	0	0	0
		<i>Vision insurance costs for all full time employees.</i>					



Police Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	4053	DENTAL	24,546	26,341	0	0	0
		<i>Dental insurance costs for all full time employees.</i>					
10004110	4054	ICMA CONTRB	9,834	10,059	0	0	0
		<i>Contribution to 457 Plan is based on 5% of salary/wages/ overtime of all full time non-uniform employees.</i>					
10004110	4055	DISABILITY INSURANCE	5,030	5,768	0	0	0
		<i>Long term disability insurance costs for all full time employees.</i>					
10004110	4057	LIFE INSURANCE	7,907	8,412	0	0	0
		<i>Life insurance costs for all full time employees.</i>					
10004110	5001	OFFICE SUPPLIES	3,365	3,672	0	0	0
		<i>Toners, print cartridges, pens, paper, file folders, misc. office supplies.</i>					



Police Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	5004	MATERIALS & SUPPLIES	8,341	21,029	0	0	0
		<i>Lab work, vehicle towing, film processing, flares, batteries, evidence packaging, and misc. expenses. the IT budget. We will be using this money to purchase items that were planned in 2011. Radios, firearms.</i>					
10004110	5007	SAFETY SUPPLIES	0	0	0	0	0
		<i>Added in 2010. Used for materials and supplies to support the Township Safety Program.</i>					
10004110	5111	PROFESSIONAL SERVICES	7,742	29,044	0	0	0
		<i>Vehicle and ENRAD calibrations, office equipment maintenance, including the fuming hood. Drug and alcohol testing for DUI.</i>					
10004110	5121	R&M EQUIPMENT	15,393	50,886	0	0	0
		<i>Pays for radio, siren, and emergency light system maintenance not performed by Township mechanics.</i>					



Police Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	5122	R&M VEHICLES	28,612	26,873	0	0	0
<i>Car washing fees, cleaning materials, and misc. supplies. Repair and maintenance of police vehicles.</i>							
10004110	5133	LEGAL SERVICES	1,955	21,493	0	0	0
<i>Police related litigation.</i>							
10004110	5230	INFORMATION TECH	197,636	221,358	0	0	0
<i>Costs associated with IT support of the Police Department.</i>							
10004110	5311	TELEPHONE SERVICES	17,929	0	0	0	0
<i>Telephone expenses.</i>							
10004110	5312	CELL PHONES	9,147	8,711	0	0	0
<i>Covers CDMA (digital) connectivity to the cars as well as the cell phones.</i>							



Police Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	5313	INTERNET	0	0	0	0	0
10004110	5341	INSURANCE PREMIUM	21,757	24,495	0	0	0
		<i>Law enforcement liability insurance.</i>					
10004110	5353	EMPLOYEE MEETING	487	30	0	0	0
		<i>Covers local conferences and seminars registration fees.</i>					
10004110	5354	EMPLOYEE TRAINING	3,477	6,802	0	(319)	0
		<i>Covers cost for employee training.</i>					
10004110	5355	EMPLOYEE CAREER DEVELOPMENT	0	740	0	0	0
		<i>Tuition reimbursement for approved higher education leading to a certification or degree. 2 employees have indicted they would be furthering their educaion in 2010.</i>					



Police Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	5356	EMP DUES & MEMBERSHIP	1,520	1,145	0	0	0
<i>Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.</i>							
10004110	5357	CLOTHING & UNIFORMS	5,355	27,236	0	0	0
<i>Funds \$600.00 per year for officers per the Collective Bargaining Agreement. Funds replacement of protective vest every 5 years. 7 vets in 2010, 5 replacement, 2 new hires. Possibility of 2 or 3 retirements in 2010, requiring the purchase of new uniforms.</i>							
10004110	5362	PRINTING	64	509	0	0	0
<i>Printing costs for major projects (hiring) and police reports</i>							
10004110	5364	FUEL	60,838	58,816	0	0	0
<i>Police fleet fuel.</i>							



Police Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004110	5370	MINOR EQUIP & FURN <i>Purchase/replace minor equipment as needed.</i>	6,802	2,485	0	0	0
10004110	5371	COMMUNITY OUTREACH <i>Community projects, crime prevention. Purchase of flyers and brochures used in crime prevention programs.</i>	8,082	1,282	0	0	0
10004110	6020	FURNITURE LESS THAN 5000	0	0	0	0	0
10004110	6122	VEHICLES <i>Repalce 2 police vehicles (Crown Victorias and equipment)</i>	84,837	46,103	0	0	0
10004110	6123	FURNITURE & FIXTURES	0	0	0	0	0
Budget Total		Police Operations	4,032,509	4,140,170	0	(319)	0



Police Department Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004111	4010	SALARIES-FULLTIME	0	2,273	208,853	174,225	213,541
		<i>Salaries for the Public Safety Director, Supervisor Police Administrative Services, 2 clerks.</i>					
10004111	4011	SALARIES-UNIFORM	0	2,579	161,772	134,567	163,657
		<i>Salaries for the Lieutenant and Sergeant.</i>					
10004111	4012	SALARIES-PART TIME	0	336	49,043	27,307	50,462
		<i>One half the cost of the school guard is reimbursed by SVSD. Salaries for 2 part-time clerks and 1 school guard. Summer 2011 Rowan School guard retired. The Twp. was unable to fill the position.</i>					
10004111	4015	OVERTIME	0	20	2,000	1,300	2,000
		<i>Costs related to arrest processing for serious crimes, assist with fingerprinting, and main the front desk during vacations.</i>					



Police Department Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004111	4016	OVERTIME UNIFORM	0	0	2,000	7,897	7,000
		<i>Costs for the Support Services Commander (Sergeant) to provide community programs, call-outs for serious crimes and firearms training.</i>					
10004111	4021	SOCIAL SECURITY TAX	0	390	26,720	22,055	27,522
		<i>The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.</i>					
10004111	4022	MEDICARE	0	91	6,249	5,159	6,437
		<i>The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.</i>					
10004111	4023	WORKERS COMP	0	0	10,875	9,354	13,691
		<i>Workers' Compensation insurance for employees.</i>					



Police Department Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004111	4032	LONGEVITY	0	0	3,930	4,009	4,375
		<i>Cost for the Lieutenant and Sergeant. Longevity payments to uniformed employees as per the Collective Bargaining Agreement.</i>					
10004111	4033	COURT & HEARING PAY	0	0	500	0	500
		<i>Costs for the Sergeant. Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.</i>					
10004111	4034	HOLIDAY PAY	0	516	2,865	1,490	2,865
		<i>Holiday pay costs for the Sergeant per the Collective Bargaining Agreement.</i>					
10004111	4041	PENSION NON UNIFORM	0	0	10,442	8,882	10,777
		<i>Pension contributions for non-uniform employees. Director of Public Safety and 3 clerical positions.</i>					



Police Department Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004111	4042	PENSION UNIFORM	0	0	579,814	381,814	428,352
		<i>Uniform pension contributions as per the latest MMO.</i>					
10004111	4051	HOSPITALIZATION	0	0	88,107	73,946	79,571
		<i>Medical Insurance costs for full time employees.</i>					
10004111	4052	VISION INSURANCE	0	0	809	674	739
		<i>Vision Insurance costs for full time employees.</i>					
10004111	4053	DENTAL INSURANCE	0	0	4,925	4,826	4,973
		<i>Dental Insurance costs for full time employees.</i>					
10004111	4054	457 CONTRIBUTIONS	0	115	10,442	8,776	10,777
		<i>Contribution to the 457 Plan is based on 5% of salary/wages/ overtime for all full time non-uniformed employees.</i>					



Police Department Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004111	4055	DISABILITY INSURANCE	0	0	959	874	1,023
		<i>Long term disability insurance costs for full time employees.</i>					
10004111	4057	LIFE INSURANCE	0	0	1,953	1,448	1,552
		<i>Life Insurance costs for full time employees.</i>					
10004111	5001	OFFICE SUPPLIES	0	0	3,800	2,123	3,800
		<i>Costs associated with the purchase of office supplies. Such as toners, print cartridges, pens, paper, file folders, misc. office supplies.</i>					
10004111	5004	MATERIALS AND SUPPLIES	0	0	20,000	4,591	20,000
		<i>Costs associated with miscellaneous supplies. Such as, vehicle towing, film processing, flares, batteries, evidence packaging, radios.</i>					



Police Department Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004111	5007	SAFETY SUPPLIES	0	0	7,300	1,215	3,000
		<i>Costs associated with purchase of safety supplies. Such as materials, supplies, and equipment. Program added 2011 to support the Township safety program.</i>					
10004111	5111	PROFESSIONAL SERVICES	0	763	24,000	7,368	24,000
		<i>Costs associated with specialized services provided by outside individuals. Examples include maintenance of the of fuming hood, x-ray machine, and metal detector, drug and alcohol testing, vehicle and ENRAD calibration.</i>					
10004111	5121	R&M EQUIPMENT	0	0	5,000	1,837	5,000
		<i>Costs associated with the repair and maintenance of equipment. Examples are radios, sirens, and emergency light systems.</i>					
10004111	5133	LEGAL SERVICES	0	0	25,000	34,350	25,000
		<i>Costs associated with attorney fees.</i>					



Police Department Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004111	5134	OTHER SERVICES/FEES	0	0	0	0	1,500
		<i>Costs associated for unforeseen expensives typically for travel expenses related to investigations and warrant service. Added in 2012.</i>					
10004111	5230	INFROMATION TECH SVS	0	0	221,597	0	221,597
		<i>Cost associated with computer technology. IT use only. IT will chargeback to departments.</i>					
10004111	5312	CELL PHONES	0	424	14,950	5,757	14,000
		<i>Costs associated with cellular phone service. Covers CDMA (digital) connectivity to the police vehicles as well cell phones for the Director, Lt.</i>					
10004111	5341	INSURANCE PREMIUMS	0	0	30,000	25,296	27,825
		<i>Costs associated with law enforcement liability insurance.</i>					



Police Department Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004111	5353	EMPLOYEE MEETING /CONFER	0	0	100	675	1,000
		<i>Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.</i>					
10004111	5354	EMPLOYEE TRAINING	0	0	500	705	1,000
		<i>Costs associated with employee training and conferences.</i>					
10004111	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0	0
		<i>College tuition reimbursement.</i>					
10004111	5356	EMPLOYEE DUES/MEMBERS	0	0	1,200	1,050	1,400
		<i>Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law, Magloclen membership.</i>					



Police Department Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004111	5357	CLOTHING	0	540	3,000	1,947	1,600
		<i>Costs associated with clothing reimbursements and uniforms. Funds \$600.00 per year for officers per the current Collective Bargaining Agreement. The amount is expected to increase with the new agreement for 2011 (est. \$800.00). Funds replacement of protective vest every 5 years. None for 2012. Funds uniforms for administrative staff (\$500.00)</i>					
10004111	5362	PRINTING	0	0	1,000	523	1,000
		<i>Costs associated for printing for major projects such as hiring and police reports.</i>					
10004111	5370	MINOR EQUIPMENT/FURNITURE	0	0	8,000	4,197	8,000
		<i>Costs associated with minor equipment purchase and repair.</i>					



Police Department Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004111	5371	COMMUNITY OUTREACH	0	0	10,000	782	8,000
<i>Costs associated with crime prevention programs, community projects, purchase of flyers and brochures.</i>							
10004111	6020	FURNITURE LESS THAN 5000	0	0	0	0	0
10004111	6123	FUNITURE AND FIXTURES	0	0	0	0	0
Budget Total Police Department Support			0	8,047	1,547,705	961,019	1,397,536



Police Patrol

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004112	4011	SALARIES-UNIFORM	0	51,437	1,444,020	1,240,186	1,517,306
		<i>Salary for 20 officers.</i>					
10004112	4016	OVERTIME UNIFORM	0	370	88,800	102,674	90,000
		<i>Meet minimum staffing of at least 3 officers. Late calls and arrests.</i>					
10004112	4021	SOCIAL SECURITY TAX	0	4,481	102,471	84,799	107,306
		<i>The employee share of FICA is based on 6.2% of all salary/wages/overtime for employees.</i>					
10004112	4022	MEDICARE	0	1,048	23,965	19,832	25,096
		<i>The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.</i>					
10004112	4023	WORKERS COMP	0	0	97,182	83,594	82,540
		<i>Workers' Compensation insurance for employees.</i>					



Police Patrol

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004112	4032	LONGEVITY	0	0	19,022	18,328	23,979
		<i>Longevity payments to uniformed employees as per the Collective Bargaining Agreement.</i>					
10004112	4033	COURT & HEARING PAY	0	0	47,000	17,868	44,400
		<i>Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.</i>					
10004112	4034	HOLIDAY PAY	0	10,383	53,904	24,624	55,055
		<i>Holiday pay for uniformed employees as per the Collective Bargaining Agreement.</i>					
10004112	4042	PENSION UNIFORM	0	0	0	0	0
		<i>Uniform pension contributions as per the latest MMO.</i>					
10004112	4051	HOSPITALIZATION	0	0	315,725	261,219	303,050
		<i>Medical Insurance costs for full time employees.</i>					



Police Patrol

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004112	4052	VISION INSURANCE	0	0	3,027	2,511	2,764
		<i>Vision Insurance costs for full time employees.</i>					
10004112	4053	DENTAL INSURANCE	0	0	18,121	18,337	18,893
		<i>Dental Insurance costs for full time employees.</i>					
10004112	4055	DISABILITY INSURANCE	0	0	3,755	3,353	4,500
		<i>Long term disability insurance costs for full time employees.</i>					
10004112	4057	LIFE INSURANCE	0	0	9,072	4,715	5,166
		<i>Life Insurance costs for full time employees.</i>					
10004112	5353	EMPLOYEE MEETING /CONFER	0	0	800	26	800
		<i>Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.</i>					



Police Patrol

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004112	5354	EMPLOYEE TRAINING	0	0	11,100	3,548	11,100
		<i>Costs associated with employee training and conferences.</i>					
10004112	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	5,000	0	10,000
		<i>College tuition reimbursement.</i>					
		<i>2 officers 2012.</i>					
10004112	5356	EMPLOYEE DUES/MEMBERS	0	0	200	25	200
		<i>Costs associated with dues and memberships.</i>					
		<i>Pays for membership in professional associations and for</i>					
		<i>publications dealing with police and police management</i>					
		<i>issues. Includes Gould's Crime's Code and Vehicle Law.</i>					



Police Patrol

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004112	5357	CLOTHING	0	10,260	31,000	7,611	31,000
		<i>Funds the purchase of uniforms and equipment for new hires. There are 3 officers eligible to retire in 2012. It cost approx. \$2500.00 to outfit a new officer. Funds replace protective vest every 5 years. No replacements in 2012. Funds \$600.00 per year for officers per the Collective Bargaining Agreement. It is expected to increase from \$600.00 to \$800.00 in 2012.</i>					
Budget Total		Police Patrol	0	77,979	2,274,164	1,893,251	2,333,155



Police Traffic

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004113	4011	SALARIES-UNIFORM	0	8,027	218,291	189,395	224,870
		<i>Salary for 4 officers.</i>					
10004113	4016	OVERTIME UNIFORM	0	0	18,000	12,726	18,000
		<i>Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.</i>					
10004113	4021	SOCIAL SECURITY TAX	0	713	15,724	13,005	16,306
		<i>The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.</i>					
10004113	4022	MEDICARE	0	167	3,716	3,041	3,814
		<i>The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.</i>					
10004113	4023	WORKERS COMP	0	0	15,069	12,962	12,545
		<i>Workers' Compensation insurance for employees.</i>					

Police Traffic

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004113	4032	LONGEVITY	0	0	2,148	2,148	3,027
		<i>Longevity payments to uniformed employees as per the Collective Bargaining Agreement.</i>					
10004113	4033	COURT & HEARING PAY	0	138	9,690	4,994	9,000
		<i>Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement</i>					
10004113	4034	HOLIDAY PAY	0	1,842	8,159	3,455	8,160
		<i>Holiday pay for uniformed employees as per the Collective Bargaining Agreement.</i>					
10004113	4042	PENSION UNIFORM	0	0	0	0	0
		<i>Uniform pension contributions as per the latest MMO.</i>					
10004113	4051	HOSPITALIZATION	0	0	37,216	25,321	30,391
		<i>Medical Insurance costs for full time employees.</i>					



Police Traffic

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004113	4052	VISION INSURANCE	0	0	366	252	270
		<i>Vision Insurance costs for full time employees.</i>					
10004113	4053	DENTAL INSURANCE	0	0	2,168	1,801	1,856
		<i>Dental Insurance costs for full time employees.</i>					
10004113	4055	DISABILITY INSURANCE	0	0	568	506	684
		<i>Long term disability insurance costs for full time employees.</i>					
10004113	4057	LIFE INSURANCE	0	0	1,296	677	738
		<i>Life Insurance costs for full time employees.</i>					
10004113	5353	EMPLOYEE MEETING /CONFER	0	0	140	0	200
		<i>Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.</i>					



Police Traffic

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004113	5354	EMPLOYEE TRAINING	0	0	2,250	339	3,000
<i>Costs associated with employee training and conferences.</i>							
10004113	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	5,000	0	0
<i>College tuition reimbursement.</i>							
10004113	5356	EMPLOYEE DUES/MEMBERS	0	0	200	49	250
<i>Costs associated with dues and memberships.</i>							
<i>Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.</i>							



Police Traffic

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004113	5357	CLOTHING	0	1,620	4,100	1,010	3,500
<i>Costs associated with clothing reimbursement and uniforms. Funds \$600.00 per year for officers per the Collective Bargaining Agreement. The amount is expected to increase with the new ageement in 2011 (est. \$800.00). 4 officers. Funds replacement of protective vests every 5 years (none 2012).</i>							
Budget Total Police Traffic			0	12,506	344,101	271,681	336,611



Police Investigations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004114	4011	SALARIES-UNIFORM	0	4,936	146,719	127,009	151,143
		<i>Salary for 2 officers.</i>					
10004114	4016	OVERTIME UNIFORM	0	151	11,000	15,659	15,000
		<i>Late calls, arrests, and investigations.</i>					
10004114	4021	SOCIAL SECURITY TAX	0	425	10,343	9,255	10,816
		<i>The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.</i>					
10004114	4022	MEDICARE	0	99	2,419	2,164	2,530
		<i>The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.</i>					
10004114	4023	WORKERS COMP	0	0	9,809	8,438	8,320
		<i>Workers' Compensation insurance for employees.</i>					



Police Investigations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004114	4032	LONGEVITY	0	0	3,617	3,652	1,827
		<i>Longevity payments to uniformed employees as per the Collective Bargaining Agreement.</i>					
10004114	4033	COURT & HEARING PAY	0	0	0	1,168	1,000
		<i>Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.</i>					
10004114	4034	HOLIDAY PAY	0	746	5,484	2,049	5,484
		<i>Holiday pay for uniformed employees as per the Collective Bargaining agreement.</i>					
10004114	4042	PENSION UNIFORM	0	0	0	0	0
		<i>Uniform pension contributions as per the latest MMO.</i>					
10004114	4051	HOSPITALIZATION	0	0	18,674	18,627	20,789
		<i>Medical Insurance costs for full time employees.</i>					



Police Investigations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004114	4052	VISION INSURANCE	0	0	218	182	199
		<i>Vision Insurance costs for full time employees.</i>					
10004114	4053	DENTAL INSURANCE	0	0	1,248	1,224	1,261
		<i>Dental Insurance costs for full time employees.</i>					
10004114	4055	DISABILITY INSURANCE	0	0	405	343	454
		<i>Long term disability insurance costs for full time employees.</i>					
10004114	4057	LIFE INSURANCE	0	0	864	451	492
		<i>Life Insurance costs for full time employees.</i>					
10004114	5312	CELL PHONES	0	0	1,050	890	1,050
		<i>Costs associated with cellular phone service.</i>					



Police Investigations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004114	5353	EMPLOYEE MEETING /CONFER <i>Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.</i>	0	0	100	0	100
10004114	5354	EMPLOYEE TRAINING <i>Costs associated with employee training and conferences.</i>	0	0	1,125	875	1,125
10004114	5355	EMPLOYEE CAREER DEVELOPMENT <i>College tuition reimbursement.</i>	0	0	0	0	0
10004114	5356	EMPLOYEE DUES/MEMBERS <i>Costs associated with dues and memberships. Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.</i>	0	0	200	0	200



Police Investigations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004114	5357	CLOTHING	0	1,080	1,600	120	1,600
<i>Costs associated with clothing reimbursement and uniforms.</i>							
<i>Funds \$600.00 per year for officers per the current</i>							
<i>Collective Bargaining Agreement. The amount is expected</i>							
<i>increase with the new agreement in 2011 (est. \$800.00).</i>							
<i>Funds replacement of protective vest every 5 years. None for</i>							
<i>2012.</i>							
Budget Total	Police Investigations		0	7,438	214,875	192,105	223,390

Police Fleet

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004115	5122	R&M VEHICLES	0	0	30,000	33,912	32,000
		<i>Car washing fees, sirens and emergency light system, maintenance not performed by Public Works, parts and supplies.</i>					
10004115	5364	FUEL	0	0	65,000	80,442	70,000
		<i>Police fuel.</i>					
10004115	6122	FLEET REPLACEMENT	0	0	60,000	858	90,000
		<i>Replace police vehicles and equipment. (2 sedans-1 marked, 1 unmarked and 1 Explorer)</i>					
Budget Total	Police Fleet		0	0	155,000	115,212	192,000



Department: **ANIMAL SERVICES**

Description and Responsibilities

Private entities are contracted to control pet populations in the Township and to respond to resident complaints about domestic animals. The service is also tasked with capturing pets running at large. The service employed also collects money from the Commonwealth for disposing of abandoned domestic animals. The claims are then forwarded directly to the Township.

2012 Budget Highlights

In 2008 entered into a five year contract.

Staffing Levels

<u>Staffing Levels</u>	2008	2009	2010	2011	2012
No. of Full Time Employees					
No. of Part Time Employees					



Animal Services

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004120	5111	PROFESSIONAL SERVICES	15,180	13,500	19,100	11,435	19,100
<i>Pays for animal control services provided by Triangle Pet under contract.</i>							
Budget Total		Animal Services	15,180	13,500	19,100	11,435	19,100



Fire Police

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004130	5004	MATERIALS & SUPPLIES	1,999	3,766	4,000	2,084	5,000
<i>Pays for uniforms and supplies for the Fire Police.</i>							
<i>The Fire Police have seen a steady increase in membership.</i>							
<i>Late 2011 3 additional members have joined for a total of 11 new members.</i>							
Budget Total	Fire Police		1,999	3,766	4,000	2,084	5,000



Department: **FIRING RANGE**

Description and Responsibilities

This cost center provides for ammunition and equipment to operate the Police Weapons Training Program. Funds are used to purchase bullets, targets, weapon cleaning supplies, construction materials, and range equipment. Officers have 3 firearms trainings per year.

2012 Goals

1. Continue providing quality and innovative training.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees					
No. of Part Time Employees					



Firing Range

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004140	5004	MATERIALS & SUPPLIES	9,818	9,928	11,000	10,209	12,000
<i>Includes ammunition for three yearly trainings, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies, and targeting systems.</i>							
Budget Total		Firing Range	9,818	9,928	11,000	10,209	12,000



Department: **EMERGENCY MANAGEMENT**

Description and Responsibilities

This cost center funds the materials, supplies, equipment, and expenses related to the operation of emergency radios for the Emergency Operations Center.

Staffing Levels

This is staffed by three volunteers.



Emergency Management

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004150	5004	MATERIALS & SUPPLIES	248	11	300	90	300
<i>Materials and supplies for the Emergency Operations Center.</i>							
10004150	5370	MINOR EQUIPMENT	58	490	700	1,141	1,000
<i>Pays expenses related to the operation of emergency radios and the Emergency Operations Center.</i>							
Budget Total	Emergency Management		306	501	1,000	1,231	1,300



Fire Protection

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004230	4023	WORKERS COMP	15,342	17,354	25,500	21,935	30,422
		<i>Volunteer Fire Company insurance premium.</i>					
10004230	5220	ITRAGOV GENERAL SVS	196,568	221,249	210,000	366,502	210,000
		<i>Transfer of intergovernmental aid to volunteer fire dept. (Relief Assoc.)</i>					
10004230	5230	INFORMATION TECH	47,664	48,664	47,371	0	0
		<i>Cost of IT support from the Township.</i>					
10004230	5332	EQUIP LEASE/RENTAL	0	443	446	446	446
		<i>2 hydrants @ 223 ea. (rental from West View Water)</i>					
Budget Total		Fire Protection	259,574	287,710	283,317	388,882	240,868



Department: **Emergency Medical Service**

Description and Responsibilities

Cranberry Township Emergency Medical Service is a non-profit corporation that provides emergency medical services and medical transportation services to the ill and injured in Cranberry Township. This cost center pays for the Workers Compensation premiums for volunteer members, costs of hepatitis testing and vaccination for new volunteer members and contributes toward their fuel costs.

2011 Accomplishments

1. The hiring of a new executive director.
2. The creation and filling of a deputy director position.
3. Hiring of an additional 2 full time staff personnel.
4. Purchased a new ambulance to replace an aging unit.

2012 Goals

1. Continue working with Cranberry EMS management on future long-term plans for facilities.
2. Continue working with Cranberry EMS through their participation in the Public Safety Health & Safety Committee and the Cranberry Township Public Safety Committee.
3. Increasing revenue streams.
4. Aggressively pursuing grants.
5. Purchase of a new ambulance.



Emergency Medical Services

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10004310	4023	WORKERS COMP	1,639	1,838	1,800	1,548	2,430
		<i>Workers' Compension insurance costs for volunteers.</i>					
10004310	5134	OTHER SERVICES/FEES	0	0	0	0	500
		<i>Pays for mandatory hepatitis testing for new volunteer positions.</i>					
10004310	5364	FUEL	14,189	16,781	20,000	21,713	20,000
		<i>Provides fuel assistance to the Cranberry Township EMS.</i>					
Budget Total		Emergency Medical Services	15,828	18,618	21,800	23,261	22,930



Department: **WINTER MAINTENANCE – SNOW REMOVAL**

Description and Responsibilities

The Public Works Operations Department performs snow removal and de-icing operations on over 117.5 centerline miles of Township roads including over 290 cul-de-sacs and all Township facilities parking lots.

2011 Accomplishments

1. Maximized rock salt purchasing through SHACOG to fill storage facility at 6200 tons for upcoming season at previous year price.
2. Utilized bulk purchasing arrangements through SHACOG and COSTARS to mitigate delivery and price risk.
3. Reduced 12 man coverage to 8 man coverage in order to spread staff out over a longer period of time.

2012 Goals

1. Utilize salt blowers for stock piling material in storage barn.
2. Utilize Auto Vehicle Locating (AVL) technology to increase operator efficiency.
3. Install salt shed lean-to to maximize outside storage space.

2012 Budget Highlights

1. Introduce the use of brine as a pre-wetting agent that is constantly being applied regardless of temperatures.
2. Township entered into two winter maintenance material contracts this year as a result of the expired contract through the SHACOG with Cargill. The Township entered agreements through the Commonwealths DGS Costars and SHACOG. Township is obligated to purchase a minimum of 800 tons from North American Salt at \$60.00 to meet the 80 % of the estimate of 1000 tons and may purchase up to 125% of the estimate, or 1,125 tons. The Township is also obligated to to purchase a minimum of 3,250 tons from North American Salt at \$ 61.93 to meet the 60 % of the DGS Costars agreement.
3. Auto Vehicle Locating (AVL) technology will increase operationl efficiencies by reducing the amount of times operators address routes during shift in labor, provide real time tracking of lane miles and material used and reduce plow down time after route was salted-allowing for longer reaction time of material. Communication with operator and the public will be improved, as pinpointing of problems can be addressed in the field with realtime locating of operators.

Routes & Drivers

	2008	2009	2010	2011	2012
No. of Snow Routes	12	12	12	13	14
# of Drivers	13	16	19	21	23
# CDL Drivers	13	16	16	17	18



PW Snow Removal

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005110	4010	SALARIES FULL TIME	34,759	62,475	53,700	42,778	52,000
10005110	4012	SALARIES PART TIME	0	391	0	0	0
10005110	4015	OVERTIME	70,165	75,174	50,000	46,577	50,000
10005110	4021	SOCIAL SECURITY	6,728	8,871	6,429	5,777	6,324
10005110	4022	MEDICARE	1,585	2,075	1,504	1,351	1,479



PW Snow Removal

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005110	4054	ICMA CONTRB	5,009	6,365	5,185	4,468	5,100
10005110	5004	MATERIALS & SUPPLIES	23,492	30,793	25,000	3,980	25,500
		<i>Computer repairs and replacement of automatic controls</i>					
10005110	5111	PROFESSIONAL SERVICES	0	33,842	5,000	12,477	5,000
		<i>AVL monthly svc fee, equip repair outsourcing</i>					
10005110	5121	R&M EQUIPMENT	5,552	20,622	10,000	6,960	10,000
10005110	5354	EMPLOYEE TRAINING	0	0	0	0	3,000



PW Snow Removal

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005110	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	3,000	0	0
10005110	5365	SALT AND ANTI SKID	256,579	335,961	387,000	387,269	340,611
		<i>Winter maintenance material stock of rock salt and anti skid material</i>					
Budget Total		PW Snow Removal	403,869	576,568	546,818	511,636	499,014

Department: **TRAFFIC AND COMMUNICATIONS**

Description and Responsibilities

The Traffic Signal and Communication Division operates and maintains 35 existing signals and has 2 new in construction. Also maintained are 3 sets of School Zone/ Bus Flashers and any other electrically operated warning device located in the Township. This Department also manages the logistics of 15 miles of Fiber Optic underground cabling, Broadband Wireless networks and 2 way radio systems in daily use by Township infrastructure. This division maintains signals in Seven Fields Borough, Adams Township and Marshall Township in Allegheny County.

2011 Accomplishments

1. Completed a system wide traffic signal retiming along 228, Rt19, Freedom Road with a SINC-UP SPC grant.
2. Installed additional 1.5 miles of fiber optic cable along Rochester Road.
3. Completed installation of first two context sensitive traffic signal intersections

2012 Goals

1. Increase use of non-invasive detection technologies at existing intersections
2. Focus on replacing Uninterrupted Power Supplies at additional key intersections

2012 Budget Highlights

1. Educate and certify full time laborer to IMSA Level II, Traffic Signal Technician.
2. Update technical testing capabilities on existing equipment.
3. High efficiency energy goals will continue to require capital efforts.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	1	1	2	2	2
No. of Part Time Employees	0	0	0	0	0



PW Traffic Signals & Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005120	4010	SALARIES FULL TIME	52,409	81,463	92,758	82,364	101,319
10005120	4012	SALARIES PART TIME	12,708	11,263	0	659	0
10005120	4015	OVERTIME	22,286	22,157	12,000	17,126	7,700
10005120	4021	SOCIAL SECURITY	5,302	7,346	5,750	6,416	6,760
10005120	4022	MEDICARE	1,240	1,718	1,344	1,500	1,581



PW Traffic Signals & Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005120	4023	WORKERS COMP	4,919	7,656	5,196	4,470	5,309
10005120	4041	PENSION NON-UNIFORM	4,203	6,316	4,882	4,153	5,451
10005120	4051	HOSPITALIZATION	13,296	26,931	22,446	25,541	31,422
10005120	4052	VISION	132	213	217	246	270
10005120	4053	DENTAL	867	1,608	1,248	1,801	1,856



PW Traffic Signals & Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005120	4054	ICMA CONTRB	3,717	4,133	4,638	4,971	5,451
10005120	4055	DISABILITY INSURANCE	132	224	254	231	283
10005120	4057	LIFE INSURANCE	126	213	277	220	268
10005120	5001	OFFICE SUPPLIES	49	192	500	146	0
10005120	5004	MATERIALS AND SUPPLIES	28,520	45,771	65,000	46,380	86,630
<i>Signal and communication supplies</i>							

PW Traffic Signals & Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005120	5007	SAFETY EQUIP	455	1,686	2,000	238	1,500
10005120	5111	PROFESSIONAL SERVICES	(149)	15,462	7,500	8,790	7,500
		<i>Technical contrators such as Advanced Data; FCIS.</i>					
10005120	5114	ENGINEERING & ARCHITECT SV	0	0	1,750	0	1,750
		<i>New traffic initiatives require additional engineering</i>					
10005120	5121	R&M EQUIPMENT	2,870	2,766	5,000	4,081	5,000
		<i>Electronic equipment repairs not covered by warranties</i>					
10005120	5122	R&M VEHICLES	0	0	2,000	0	2,000
		<i>Annual Hydraulic inspection and associated testing</i>					



PW Traffic Signals & Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005120	5123	R&M FACILITY MAINT <i>TOC facility maintenance and repairs</i>	50	613	1,500	454	1,750
10005120	5124	MAINTENANCE CONTRACT <i>Contracted Services - Fiber locating</i>	10,827	10,490	12,000	7,666	12,000
10005120	5132	JANITORIAL SERVICES	0	0	500	0	500
10005120	5134	OTHER SERVICES	0	0	0	0	0
10005120	5311	TELEPHONES	0	0	0	0	0



PW Traffic Signals & Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005120	5312	CELL PHONES	514	982	2,000	657	2,000
10005120	5321	ELECTRICITY	23,702	24,334	20,000	18,156	22,000
<i>Energy costs associated with traffic signal devices</i>							
10005120	5354	EMPLOYEE TRAINING	0	628	500	3,367	3,000
10005120	5355	EMPLOYEE CAREER DEVELOPMENT	2,375	0	4,500	0	0
10005120	5356	EMPLOYEE DUES/MEMBERS	183	526	250	80	500
<i>Additional Staff Certifications</i>							



PW Traffic Signals & Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005120	5357	CLOTHING <i>uniforms</i>	0	232	750	150	0
10005120	5361	POSTAGE & SHIPPING <i>Postage and shipping expenses related to electronic repairs</i>	0	66	250	77	250
10005120	5364	FUEL	1,238	1,925	2,500	4,455	1,500
10005120	5366	ROAD MAINTENANCE SUPPLY <i>Two vehicles designated for traffic work</i>	(18,786)	(11,504)	11,000	0	0
10005120	5367	SIGNS <i>Replacement overhead signage for traffic</i>	668	1,389	16,000	0	7,500



PW Traffic Signals & Communications

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005120	5370	FURNITURE & FIXTURES	0	175	500	0	500
Budget Total PW Traffic Signals & Communications			173,856	266,974	307,010	244,397	323,550

Department: **STREETS MAINTENANCE**

Description and Responsibilities

Construct capital projects, initiate repairs to roads, storm systems and signs on the township 117.5 centerline miles of roads.

2011 Accomplishments

1. Comprehensive Resurfacing Program was completed prior to July 1st
2. Worked with paving contractor to complete over 147 basin repairs as part of the resurfacing program.
3. Windsor Ct - Repaired culvert crossing
4. Graham Park Football - Completed the overflow parking lot.
5. Graham Park Pond - Completed the construction.
6. Graham Park Maint. area - Completed the construction of the parking lot expansion
7. Garvin Rd and Dutilh Rd - Double sealed

2012 Goals

1. Calculate resurfacing program estimates for earlier bid and construction program.
2. Prepare list of roads for crack sealing program
3. GPS and calculate Retroreflectivity for remaining 25% of township
4. Complete the sign inventory for the township roads

2012 Budget Highlights

1. Utility costs are expected to be lower through winter months.
2. Diesel and gasoline prices remain a volatile commodity.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	8	8	8	8	8
No. of Part Time Employees	0	0	0	0	2



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005130	4010	SALARIES FULL TIME	370,768	358,546	0	0	0
10005130	4012	SALARIES PART TIME	0	0	0	0	0
10005130	4015	OVERTIME	9,458	14,327	0	19	0
10005130	4021	SOCIAL SECURITY	24,808	24,270	0	1,734	0
10005130	4022	MEDICARE	5,802	5,676	0	405	0



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005130	4023	WORKERS COMP	21,379	24,424	0	0	0
10005130	4041	PENSION NON-UNIFORM	19,962	20,431	0	0	0
10005130	4051	HOSPITALIZATION	83,930	98,956	0	0	0
10005130	4052	VISION	920	934	0	0	0
10005130	4053	DENTAL	5,824	6,173	0	0	0



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005130	4054	ICMA CONTRB	19,057	18,653	0	1,322	0
10005130	4055	DISABILITY INSURANCE	1,002	1,126	0	0	0
10005130	4057	LIFE INSURANCE	957	1,078	0	0	0
10005130	5001	OFFICE SUPPLIES	67	646	0	0	0
10005130	5004	MATERIALS AND SUPPLIES	13,204	16,728	0	862	0
<i>misc traffic supplies (cones, markers, etc.), landscape supplies, truck tools and supplies, radio related supplies</i>							



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005130	5007	SAFETY EQUIP	1,524	1,254	0	0	0
		<i>safety training supplies</i>					
10005130	5111	PROFESSIONAL SERVICES	150,961	93,715	0	0	0
		<i>traffic control, inspection services (resurfacing pgm), 228 island services</i>					
10005130	5121	R&M EQUIPMENT	16,570	36,081	0	223	0
		<i>repairs to streets related equipment</i>					
10005130	5230	INFROMATION TECH SVS	30,627	0	0	0	0
10005130	5311	TELEPHONES	1,994	0	0	0	0



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005130	5312	CELL PHONES	516	1,204	0	0	0
		<i>cell phone reimbursements</i>					
10005130	5332	EQUIP LEASE/RENTAL	27,816	13,694	0	0	0
		<i>equipment rental for various pcs of equipment for streets and property related projects</i>					
10005130	5355	EMPLOYEE CAREER DEVELOPMENT	175	545	0	0	0
		<i>training for streets employees</i>					
10005130	5357	CLOTHING	0	815	0	0	0
		<i>contracted uniform service</i>					
10005130	5366	ROAD MAINTENANCE SUPPLY	365,585	408,121	0	0	0
		<i>Roadway repair and maintenance projects</i>					



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005130	5367	SIGNS	17,193	20,171	0	0	0
<i>street sign and regulatory sign replacments and hardware</i>							
10005130	5370	MINOR EQUIP & FURN	1,609	1,110	0	0	0
10005130	6122	FLEET REPLACEMENT	0	0	0	0	0
Budget Total PW Street Maintenance			1,191,708	1,168,677	0	4,564	0



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005131	4010	SALARIES FULL TIME	0	3,031	120,582	103,614	140,923
10005131	4012	SALARIES PART TIME	0	0	0	0	0
10005131	4015	OVERTIME	0	0	0	0	1,000
10005131	4021	SOCIAL SECURITY	0	196	7,476	5,670	9,334
10005131	4022	MEDICARE	0	46	1,748	1,326	2,183



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005131	4023	WORKERS COMP	0	0	6,866	5,906	7,331
10005131	4041	PENSION NON-UNIFORM	0	0	6,346	5,398	7,527
10005131	4051	HOSPITALIZATION	0	0	31,321	24,225	27,870
10005131	4052	VISION	0	0	300	250	274
10005131	4053	DENTAL	0	0	1,767	1,732	1,784



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005131	4054	ICMA CONTRB	0	152	6,029	4,385	7,527
10005131	4055	DISABILITY INSURANCE	0	0	340	310	391
10005131	4057	LIFE INSURANCE	0	0	686	296	370
10005131	5001	OFFICE SUPPLIES	0	0	200	0	0
10005131	5004	MATERIALS AND SUPPLIES	0	0	2,500	2,824	2,550



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005131	5007	SAFETY EQUIP	0	0	500	209	500
10005131	5111	PROFESSIONAL SERVICES	0	0	20,000	38,076	13,361
10005131	5121	R&M EQUIPMENT	0	0	7,000	1,267	2,000
10005131	5230	INFROMATION TECH SVS	0	0	0	0	0
10005131	5311	TELEPHONES	0	0	0	0	0



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005131	5312	CELL PHONES	0	0	400	387	400
10005131	5332	EQUIP LEASE/RENTAL	0	0	3,150	6,230	3,000
10005131	5354	EMPLOYEE TRAINING	0	0	0	0	500
10005131	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	800	385	0
10005131	5357	CLOTHING	0	0	720	0	0



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005131	5366	ROAD MAINTENANCE SUPPLY	0	0	35,000	134,139	30,000
10005131	5367	SIGNS	0	0	500	63	510
10005131	5370	MINOR EQUIP & FURN	0	0	1,000	926	1,000
10005131	6122	FLEET REPLACEMENT	0	0	0	0	0
Budget Total		PW Street Maintenance	0	3,424	255,231	337,617	260,335



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005132	4010	SALARIES FULL TIME	0	5,767	250,143	226,289	259,673
10005132	4012	SALARIES PART TIME	0	0	0	0	0
10005132	4015	OVERTIME	0	0	0	4,830	16,555
10005132	4021	SOCIAL SECURITY	0	373	15,509	14,644	14,753
10005132	4022	MEDICARE	0	87	3,627	3,425	3,450



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005132	4023	WORKERS COMP	0	0	14,244	12,252	16,023
10005132	4041	PENSION NON-UNIFORM	0	0	11,278	9,593	11,311
10005132	4051	HOSPITALIZATION	0	0	55,429	49,479	62,153
10005132	4052	VISION	0	0	528	539	590
10005132	4053	DENTAL	0	0	3,179	3,900	4,019



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005132	4054	ICMA CONTRB	0	372	10,714	11,288	16,411
10005132	4055	DISABILITY INSURANCE	0	0	604	669	853
10005132	4057	LIFE INSURANCE	0	0	1,220	761	987
10005132	5001	OFFICE SUPPLIES	0	0	650	0	500
10005132	5004	MATERIALS AND SUPPLIES	0	0	6,500	13,498	10,000



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005132	5007	SAFETY EQUIP	0	0	1,625	1,279	1,500
10005132	5111	PROFESSIONAL SERVICES	0	9,995	30,000	113,737	50,000
		<i>Inspections, flagging, concrete work, tree work</i>					
10005132	5121	R&M EQUIPMENT	0	0	22,750	17,031	21,000
		<i>Repair and maintenance of road construction equipment</i>					
10005132	5230	INFROMATION TECH SVS	0	0	0	0	0
10005132	5311	TELEPHONES	0	0	0	0	0



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005132	5312	CELL PHONES	0	0	1,300	1,632	1,700
10005132	5332	EQUIP LEASE/RENTAL	0	0	10,250	2,782	10,000
10005132	5354	EMPLOYEE TRAINING	0	0	0	0	600
10005132	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	600	385	0
10005132	5357	CLOTHING	0	0	2,340	185	1,500



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005132	5366	ROAD MAINTENANCE SUPPLY	0	0	172,250	107,616	140,000
10005132	5367	SIGNS	0	0	2,000	0	0
10005132	5370	MINOR EQUIP & FURN	0	0	3,250	5,654	3,400
10005132	6117	ROAD RESURFACING	0	0	0	0	450,000
10005132	6122	FLEET REPLACEMENT	0	0	0	0	0
Budget Total		PW Street Maintenance	0	16,594	619,990	601,468	1,096,978



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005133	4010	SALARIES FULL TIME	0	2,211	99,383	83,424	111,480
10005133	4012	SALARIES PART TIME	0	0	0	657	0
10005133	4015	OVERTIME	0	0	0	0	1,000
10005133	4021	SOCIAL SECURITY	0	152	6,162	5,231	7,389
10005133	4022	MEDICARE	0	35	1,440	1,223	1,728



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005133	4023	WORKERS COMP	0	0	5,660	4,869	5,803
10005133	4041	PENSION NON-UNIFORM	0	0	5,231	4,450	5,959
10005133	4051	HOSPITALIZATION	0	0	28,409	21,752	25,167
10005133	4052	VISION	0	0	258	215	235
10005133	4053	DENTAL	0	0	1,570	1,570	1,618



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005133	4054	ICMA CONTRB	0	118	4,970	4,037	5,959
10005133	4055	DISABILITY INSURANCE	0	0	280	252	310
10005133	4057	LIFE INSURANCE	0	0	566	241	293
10005133	5001	OFFICE SUPPLIES	0	0	150	0	0
10005133	5004	MATERIALS AND SUPPLIES	0	0	1,500	1,684	1,500



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005133	5007	SAFETY EQUIP	0	0	375	572	400
10005133	5111	PROFESSIONAL SERVICES	0	0	8,000	382	2,000
10005133	5121	R&M EQUIPMENT	0	0	5,250	1,214	2,000
10005133	5230	INFROMATION TECH SVS	0	0	0	0	0
10005133	5311	TELEPHONES	0	0	0	0	0



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005133	5312	CELL PHONES	0	0	300	0	300
10005133	5332	EQUIP LEASE/RENTAL	0	0	2,360	0	1,000
10005133	5354	EMPLOYEE TRAINING	0	0	0	0	1,000
10005133	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	2,600	385	0
10005133	5357	CLOTHING	0	0	540	0	0



PW Street Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005133	5366	ROAD MAINTENANCE SUPPLY	0	0	39,750	0	15,000
10005133	5367	SIGNS	0	0	20,000	26,943	20,000
10005133	5370	MINOR EQUIP & FURN	0	0	750	1,888	765
10005133	6122	FLEET REPLACEMENT	0	0	0	0	0
Budget Total		PW Street Maintenance	0	2,516	235,504	160,989	210,906

Department: **FACILITY MAINTENANCE**

Description and Responsibilities

Facilities Management is responsible for the management and maintenance of all Municipal buildings, grounds and equipment (with the exception of parks maintenance). This activity includes development and administration of all contracts and services related to Township facilities.

2011 Accomplishments

1. Remodeled both the men's and Ladies rest-rooms in the Sr. Center. Replaced flooring with donated ceramic tile from Westinghouse.
2. Installed access control systems on the soccer concession stands at both Graham and North Boundary Park and Football Press box.
3. Installed zone control system for Parks and Recreation to accommodate the renovations and new design.
4. Designed, built and installed new ceramic tile counter top for the tenant men's room.
5. Repaired several cracks in the bottom of the pool for plastering and again for painting. Removed existing paint from the locker rooms, showers, and kitchen in preparation of new epoxy paint. Repainted all prepped floors including the playground public rest-rooms. Locker rooms were done with a concrete stain for ease of maintenance.

2012 Goals

1. Shorten outstanding service request and work order completion times with addition of full time employee.
2. Design and build sink countertops for the remaining public restrooms.
3. Complete the heat pump install at Turf grass and BCTP.
4. Install new access control systems in the Baseball and football concessions at Graham Park to allow accountability with auditing.
5. Install counters with sink and cabinets for an employee lunch room in Parks and Recreation.
6. Design, build and install custom storage units for the rear of the newly purchased Police vehicles

2012 Budget Highlights

1. Continue to reduce reliability on contracted PM services with addition of new facilities employee.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	3	3	2	3	3
No. of Part Time Employees	1	0	0	2	2



PW Facility Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005140	4010	SALARIES FULL TIME	88,448	90,589	141,490	115,605	156,665
10005140	4012	SALARIES PART TIME	12,793	23,510	0	7,182	2,000
10005140	4015	OVERTIME	3,926	600	2,000	2,502	3,000
10005140	4021	SOCIAL SECURITY	6,880	7,455	8,846	7,904	10,770
10005140	4022	MEDICARE	1,609	1,743	2,078	1,848	2,519



PW Facility Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005140	4023	WORKERS COMP	6,294	5,104	8,768	7,542	10,770
10005140	4041	PENSION NON-UNIFORM	5,877	4,010	8,010	6,814	8,295
10005140	4051	HOSPITALIZATION	7,394	9,889	44,143	18,671	21,794
10005140	4052	VISION	212	215	420	321	384
10005140	4053	DENTAL	1,310	1,470	2,613	2,330	2,652



PW Facility Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005140	4054	ICMA CONTRB	4,570	4,545	7,124	5,164	8,295
10005140	4055	DISABILITY INSURANCE	199	225	391	332	431
10005140	4057	LIFE INSURANCE	303	344	742	407	512
10005140	5001	OFFICE SUPPLIES	0	28	50	0	0
10005140	5004	MATERIALS & SUPPLIES	27,280	47,737	15,000	32,345	10,000
		<i>equipment repair parts and supplies</i>					



PW Facility Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005140	5005	CLEANING SUPPLIES	17,230	17,696	6,000	12,203	6,000
10005140	5007	SAFETY EQUIP	768	803	1,500	644	1,500
		<i>life safety supplies and materials</i>					
10005140	5111	PROFESSIONAL SERVICES	35,938	35,844	4,000	34,425	32,000
		<i>services under signed contract</i>					
10005140	5123	R&M FACILITY MAINT	23,042	4,452	4,000	5,099	4,000
		<i>materials and supplies over \$500 for repair and maintenance</i>					
10005140	5124	MAINTENANCE CONTRACT	37,554	24,384	18,000	12,169	15,000
		<i>services provided under a signed contract agreement</i>					



PW Facility Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005140	5132	JANITORIAL SERVICES	69,949	62,725	53,485	67,708	67,000
		<i>Cleaning services provided through the bidding process</i>					
10005140	5230	INFORMATION TECH	9,872	0	0	0	0
10005140	5311	TELEPHONES	570	0	0	0	0
10005140	5312	CELL PHONES	210	1,641	1,700	1,260	1,700
10005140	5321	ELECTRICITY	97,135	107,423	100,005	87,678	99,000
		<i>Electrical billing for municipal building and complex</i>					



PW Facility Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005140	5322	NATURAL GAS	40,153	30,426	50,000	34,682	31,000
		<i>natural gas heating and domestic hot water for municipal complex</i>					
10005140	5323	WATER	8,941	8,350	8,000	4,457	7,000
10005140	5324	SEWER	2,781	3,217	2,900	2,381	2,900
10005140	5325	TRASH SERVICE	3,002	861	1,500	913	1,000
10005140	5332	EQUIPMENT LEASES	0	0	0	0	0



PW Facility Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005140	5352	EMPLOYEE MILAGE REIMB	0	0	50	0	0
10005140	5354	EMPLOYEE TRAINING	0	50	0	991	1,500
10005140	5355	EMPLOYEE CAREER DEVELOPMENT	175	0	3,000	0	0
10005140	5357	CLOTHING	0	179	1,800	90	0
		<i>uniform contracted service</i>					
10005140	5364	FUEL	1,725	2,353	2,000	3,645	2,800



PW Facility Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005140	5370	MINOR EQUIPMENT/FURNITURE	1,556	1,189	500	867	500
10005140	6123	FURNITURE & FIXTURES	0	0	500	0	0
Budget Total		PW Facility Maintenance	517,697	499,058	500,615	478,182	510,987



Department: **FLEET MAINTENANCE**

Description and Responsibilities

Fleet operations provide service to all vehicles and equipment of the Township.

2011 Accomplishments

1. Maintained routine vehicle detailing program.
2. Implemented a part time (40hrs/wk) mechanic to assist with light mechanical issues
3. Placed Chevy Tahoe (1st unit) into service for the PD.
4. Maintained crack seal machine for the COG.
5. Replaced water pump, crank pulley, and belts of Bobcat 334 excavator.
6. Adjusted to higher demand at remote locations like Graham Park for service calls.

2012 Goals

1. Fully develop finer parameters for vehicle replacement plan by department.
2. Utilize Municibid (internet auctions) for used equipment retirement.
3. Incorporate Auto Vehicle Locating equipment usage for preventative maintenance and fuel usage.

2012 Budget Highlights

1. Researching equipment information for salt brine pretreatment application for winter maintenance.
2. Cat M318 Excavator had electrical / hydraulic overhaul.
3. GPS snow plow tracking demo of software & equipment.
4. Vehicles/Equipment purchased:

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	3	3	3	3	3
No. of Part Time Employees	0	0	0	.5	.5



PW Fleet Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005150	4010	SALARIES-FULLTIME	90,196	96,919	90,828	82,233	101,160
10005150	4012	SALARIES-PART TIME	0	1,990	6,000	22,733	16,530
10005150	4015	OVERTIME	1,689	1,157	3,000	723	6,930
10005150	4021	SOCIAL SECURITY TAX	4,268	6,492	5,632	6,774	7,912
10005150	4022	MEDICARE	998	1,518	1,317	1,584	1,850



PW Fleet Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005150	4023	WORKERS COMP	4,843	5,533	5,172	4,449	5,330
10005150	4041	PENSION NON UNIFORM	4,522	4,629	4,780	4,066	5,404
10005150	4051	HOSPITALIZATION	16,172	18,150	21,014	17,914	20,681
10005150	4052	VISION INSURANCE	197	199	220	183	200
10005150	4053	DENTAL INSURANCE	1,227	1,301	1,300	1,275	1,313



PW Fleet Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005150	4054	457 CONTRIBUTIONS	3,207	4,826	4,541	4,071	5,404
10005150	4055	DISABILITY INSURANCE	223	259	256	231	281
10005150	4056	EMPLOYEE ASSISTANCE PRO	0	0	0	0	0
10005150	4057	LIFE INSURANCE	213	247	517	221	266
10005150	5001	OFFICE SUPPLIES	8	76	500	0	510



PW Fleet Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005150	5002	SUBSCRIPTIONS/BOOKS	0	0	3,500	0	1,000
10005150	5004	MATERIALS AND SUPPLIES	7,370	4,185	13,500	2,183	7,500
10005150	5007	SAFETY SUPPLIES	235	313	3,125	1,677	2,500
		<i>Safety supplies for shop mechanics</i>					
10005150	5111	PROFESSIONAL SERVICES	8,009	10,725	35,000	5,494	25,000
10005150	5121	R&M EQUIPMENT	1,833	338	0	174	0



PW Fleet Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005150	5122	R&M VEHICLES	42,002	55,250	81,000	28,320	77,000
10005150	5312	CELL PHONES	301	516	500	387	510
10005150	5354	EMPLOYEE TRAINING	100	550	4,000	419	4,080
10005150	5356	EMPLOYEE DUES/MEMBERS	0	34	600	0	612
10005150	5357	CLOTHING	0	189	1,367	300	1,395



PW Fleet Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005150	5370	MINOR EQUIPMENT/FURNITURE	7,276	1,391	3,000	6,874	3,060
Budget Total		PW Fleet Maintenance	194,891	216,786	290,669	192,285	296,428



Division: GROUNDS MAINTENANCE

Description and Responsibilities

The Grounds Maintenance Division has the primary responsibility of maintaining the athletic playing fields, facilities, common area turf, and landscape material at the Township's Community Park, North Boundary Park, and Graham Park. Additional areas of maintenance include all pool grounds and facilities, street planting islands, the Municipal Building grounds, and numerous satellite properties throughout Cranberry Township. Operations consist of mowing, irrigation maintenance and repair, pesticide and fertilizer applications, trail maintenance, tree and shrub pruning and removal, aerification and cultivation of turf, and playground maintenance and repair.

2011 Accomplishments

1. Implemented athletic field closure policy and webpage.
2. Designed, published, and instituted an aggressive agronomic program for all athletic field turf.
3. Worked closely with Athletic Association volunteers to build a partnership based on the shared interest of athletic field preservation and improvement.
4. Addition of Grounds Maintenance Manager has improved efficiency of Teamster staff by removing the burden of administration, planning, and purchasing.
5. All full-time employees are licensed by the Department of Agriculture to apply pesticides in at least one category.

2012 Goals

1. Grow the agronomic program outward from athletic field surfaces to include increased management of common area turf.
2. Improve manual irrigation program on North Boundary Park soccer and Community Park baseball fields in order to provide better playing surfaces in the summer months.
3. Adjust and improve the irrigation system at Graham Park based on recommendations by Irrigation Consultants.
4. Streamline the mowing operations at all parks and satellites by adding appropriate equipment and reducing travel.
5. Establish a consistent topdressing program to amend the athletic field soils to a higher performing mix.
6. Establish a funded program for preventive tree maintenance.

2012 Budget Highlights

1. Reduce installation contracting costs of ornamental mulch.
2. Fleet of leased utility carts has improved ability of seasonal staff to operate and travel more efficiently.
3. New dedicated sprayer to increase efficiency of spraying operations across all parks.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	5	5	6	6	6
No. of Part Time/Seasonal Employees	10	16	10	20	22



PW Grounds Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005160	4010	SALARIES FULL TIME	220,188	229,723	180,921	168,055	213,825
10005160	4012	SALARIES PART TIME	120,132	114,368	155,200	127,558	156,240
10005160	4015	OVERTIME	25,261	16,591	0	14,650	11,935
10005160	4021	SOCIAL SECURITY	23,279	22,983	20,840	19,621	23,684
10005160	4022	MEDICARE	5,419	5,375	4,874	4,589	5,539



PW Grounds Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005160	4023	WORKERS COMP	19,035	22,765	18,698	16,084	11,526
10005160	4041	PENSION NON-UNIFORM	12,175	13,735	9,522	8,100	11,288
10005160	4051	HOSPITALIZATION	31,755	44,110	45,020	30,041	29,213
10005160	4052	VISION	460	467	406	316	346
10005160	4053	DENTAL	3,223	3,416	2,459	2,335	2,429



PW Grounds Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005160	4054	ICMA CONTRB	8,551	15,485	9,046	8,002	11,288
10005160	4055	DISABILITY INSURANCE	587	681	507	489	586
10005160	4057	LIFE INSURANCE	558	651	1,025	569	671
10005160	5004	MATERIALS AND SUPPLIES	226,732	46,894	40,000	150,259	45,000
		<i>sports facilities,repairs to park structures and grounds including playgrounds</i>					
10005160	5005	CLEANING SUPPLIES	4,281	5,729	6,000	6,482	5,150
		<i>janitorial and cleaning supplies for all parks including toiletries, disenfectants, paper products, trash liners</i>					



PW Grounds Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005160	5006	AGRICULTURAL SUPPLIES	71,489	99,855	107,000	85,093	104,000
		<i>Turf grass and grounds agricultural supplies</i>					
10005160	5007	SAFETY EQUIP	1,177	1,225	4,000	2,892	2,000
		<i>gloves, hearing protection, eye protection, hard hats, vests first aid supplies</i>					
10005160	5111	PROFESSIONAL SERVICES	26,097	28,276	20,000	46,892	43,500
		<i>contracts and services with a signed contract</i>					
10005160	5121	R&M EQUIPMENT	18,215	16,207	20,000	26,736	20,000
		<i>Parts and repairs for all parks maint power equipment</i>					
10005160	5123	R&M FACILITY MAINT	1,967	5,109	14,000	8,772	9,000
		<i>Repairs to parks structures and facilities including restrooms, storage buildings, offices, grounds</i>					



PW Grounds Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005160	5124	MAINTENANCE CONTRACT	5,045	2,508	3,500	1,186	1,500
<i>Contracted services for repairs and maintenance on parks</i>							
10005160	5311	TELEPHONES	332	0	0	0	0
10005160	5312	CELL PHONES	430	1,032	2,000	1,115	1,500
10005160	5321	ELECTRICITY	63,120	63,738	47,000	58,747	47,000
10005160	5323	WATER	6,731	5,210	10,000	8,060	10,000



PW Grounds Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005160	5324	SEWER	3,266	3,477	3,500	3,555	3,500
10005160	5325	TRASH SERVICE	13,902	189	14,000	0	1,500
10005160	5332	EQUIP LEASE/RENTAL	19,251	6,319	7,500	16,898	7,500
		<i>rental equipment for maint, const and traffic control</i>					
10005160	5354	EMPLOYEE TRAINING	0	60	3,500	1,922	3,000
10005160	5355	EMPLOYEE CAREER DEVELOPMENT	115	509	0	0	0



PW Grounds Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005160	5357	CLOTHING	0	566	3,500	0	2,500
10005160	5364	FUEL	10,473	0	0	0	0
10005160	5370	MINOR EQUIP & FURN	5,042	8,307	7,500	12,637	15,000
		<i>equipment less than \$4,000</i>					
Budget Total	PW Grounds Maintenance		948,288	785,560	761,518	831,656	800,220
Grand Total:			948,288	785,560	761,518	831,656	800,220



Department: **PUBLIC WORKS ADMINISTRATION**

Description and Responsibilities

Provides oversight and asset management for all Public Works operations including Sewer and Water Field Operations, Sewage Treatment Plant Operations, Parks maintenance, Fleet Maintenance, Streets maintenance, Traffic Signals and Communications, Facilities maintenance and Pretreatment Operations.

2011 Accomplishments

1. Departmental safety incentive program proved to be effective with a continued reduction in loss time accidents across the Department.
2. Electric pooling procurement program showed a strong savings for 2011.
3. Natural gas procurement yielded marginal savings as gas did not fluctuate as much in 2011.

2012 Goals

1. Develop more regular safety incentive meetings through the program vendor to encourage safety awareness.
2. Electric contract procurement

2012 Budget Highlights

1. Diesel and unleaded fuel fluctuations in 2011 are expected again for 2012 and accounted for respectively.
2. Uniform clothing allowance has been consolidated in the Admin budget for Teamsters – reduced to 0 in other cost centers.
3. Training for Teamsters has been consolidated in the Admin budget and reduced to 0 in other cost centers as well.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	3	3	3	4	4
No. of Part Time Employees	2	2	1	0	0



PW Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005170	4010	SALARIES FULL TIME	127,824	122,721	71,513	82,436	75,106
10005170	4012	SALARIES PART TIME	5,657	6,073	0	0	0
10005170	4015	OVERTIME	142	0	0	285	500
10005170	4021	SOCIAL SECURITY	11,625	8,721	4,434	5,276	4,657
10005170	4022	MEDICARE	2,719	2,040	1,037	1,234	1,089



PW Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005170	4023	WORKERS COMP	5,757	6,616	245	211	2,302
10005170	4041	PENSION NON-UNIFORM	6,269	6,454	3,576	3,042	3,755
10005170	4051	HOSPITALIZATION	25,004	27,243	18,463	13,020	14,030
10005170	4052	VISION	254	269	185	151	169
10005170	4053	DENTAL	1,311	1,688	1,149	818	862



PW Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005170	4054	ICMA CONTRB	8,139	5,367	3,576	3,367	3,755
10005170	4055	DISABILITY INSURANCE	266	361	188	174	195
10005170	4057	LIFE INSURANCE	522	701	380	331	370
10005170	5001	OFFICE SUPPLIES	2,555	1,753	2,500	1,241	2,500
10005170	5004	MATERIALS & SUPPLIES	3,682	5,597	4,000	2,181	4,000



PW Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005170	5005	CLEANING SUPPLIES	2,483	3,614	13,500	232	8,000
10005170	5006	AGRICULTURAL SUPPLIES	586	0	0	0	0
10005170	5007	SAFETY EQUIP	4,118	1,527	6,500	2,774	6,500
10005170	5111	PROFESSIONAL SERVICES	15,860	11,054	37,000	12,088	31,000
10005170	5121	R&M EQUIPMENT	0	16	1,000	0	1,000



PW Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005170	5122	R&M VEHICLES	0	27	0	0	0
10005170	5123	R&M FACILITY MAINT	4,424	5,386	4,500	4,041	4,500
10005170	5124	MAINTENANCE CONTRACTS	7,567	4,898	35,000	1,208	30,000
		<i>signed contracted services split with s&w</i>					
10005170	5132	JANITORIAL SERVICES	7,684	5,781	24,000	4,096	20,000
10005170	5230	INFORMATION TECH	53,076	110,514	123,842	0	123,842



PW Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005170	5311	TELEPHONE SERVICES	4,685	0	0	0	0
10005170	5312	CELL PHONES	1,962	2,112	2,000	1,076	3,000
10005170	5321	ELECTRICITY	16,852	18,504	18,000	21,340	20,000
10005170	5322	NATURAL GAS	16,180	15,719	18,000	10,981	18,000
10005170	5323	WATER	745	680	1,200	682	1,200



PW Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005170	5324	SEWER	1,015	804	1,200	791	1,200
10005170	5325	TRASH SERVICE	2,327	646	2,200	33	2,200
10005170	5332	EQUIPMENT LEASES	0	0	0	0	0
10005170	5353	EMPLOYEE MEETING /CONFER	627	1,041	3,000	1,511	3,000
10005170	5354	EMPLOYEE TRAINING	730	3,437	4,200	3,350	4,200



PW Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005170	5355	EMPLOYEE CAREER DEVELOPMENT	1,777	0	0	0	0
10005170	5356	EMP DUES & MEMBERSHIP	312	361	1,100	785	1,100
10005170	5357	CLOTHING & UNIFORMS	11,103	6,934	0	9,813	9,500
10005170	5364	FUEL	59,325	52,428	65,000	80,827	80,000
10005170	5370	MINOR EQUIP & FURN	0	0	500	70	500
Budget Total		PW Administration	415,164	441,083	472,988	269,464	482,032

Department: **ENGINEERING**

Description and Responsibilities

The Engineering Department provides engineering support to all Township departments. The Department provides support in plan design, preparation, bids, specifications and construction management for new Township assets and infrastructure. The department oversees the construction of all township infrastructures. The Department is responsible for managing and coordinating all consulting engineering services provided to the Township as well as managing federal and state permit requirements of the Township. The Department includes the Township Engineer, which oversees the technical design reviews and bond releases for all proposed developments within the township.

5210 - Contract Administration Cost Center-This cost center is associated with all planning/design/construction management of projects associated with the engineering department.

5220 - Plan Review and Inspection Cost Center-This cost center is associated with engineering activities associated with the land development process.

5240 - Resident Support Cost Center-This cost center is associated with customer service support to Cranberry Township residents with regards to storm water, traffic and sewer issues.

2011 Accomplishments

1. Managed the reconstruction of Freedom Road (Haldeman Drive to Bucks Road)
2. Completed the Freedom Road Pedestrian Corridor and Waterline Upgrade.
3. Completed construction of Franklin Road/Peters Road Signal
4. Completed the bid process and began the 18-month construction of the Commonwealth Pump Station
5. Managed the layout and the ongoing purchase multiple easements for the Interceptor 1 upgrade project

2012 Goals

1. Complete Construction of the Commonwealth Pump Station-This project includes the upgrade of the current pump station that feeds the Cranberry Township water system.
2. Manage and Construct Graham Park to Powell Road Pedestrian Project Northwest Connector-This 2500 foot roadway will be constructed under the management of the engineering department
3. Executive Drive Waterline-This 5000 foot 24" waterline will be designed/constructed under the management of the engineering department
4. Route 228 Transportation Planning-The engineering department is managing a corridor wide design and implementation of 228 improvements as it relates to 1-79 and adjacent land uses.
5. Interceptor 1 Construction-This project will include the upgrade of the main sewer pipeline in Cranberry Township to meet current and future demands.
6. Public Safety Training Facility-The engineering department will manage the design and construction of this classroom facility that will serve all branches of the Cranberry Township Public Safety Family.
7. The engineering department will manage the design of the current open space in the Municipal Center into a finished occupied space.

2012 Budget Highlights

1. A factor in the budget continues to be the cost of liquid fuels. The current trend of construction costs in the asphalt industry consistently rises faster than the trend of state funding to the liquid fuels program.
2. Land Development reviews continue to be a major factor in the engineering department as the staff provides technical reviews for the process.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	6	4	4	4	4
No. of Part Time Employees	1	1	2	1	2



Eng Contract Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005210	4010	SALARIES FULL TIME	47,224	49,192	53,733	46,751	55,108
10005210	4012	SALARIES PART TIME	4,570	0	6,400	2,463	13,250
10005210	4015	OVERTIME	0	0	0	0	125
10005210	4021	SOCIAL SECURITY	3,441	3,377	3,331	3,160	4,246
10005210	4022	MEDICARE	805	804	779	752	993



Eng Contract Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005210	4023	WORKERS COMP	747	863	183	157	361
10005210	4041	PENSION NON-UNIFORM	2,562	2,638	2,686	2,285	2,762
10005210	4051	HOSPITALIZATION	11,169	13,228	13,951	11,897	12,921
10005210	4052	VISION	119	121	133	111	122
10005210	4053	DENTAL	780	827	827	811	835



Eng Contract Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005210	4054	ICMA CONTRB	2,426	2,628	2,686	2,337	2,762
10005210	4055	DISABILITY INSURANCE	132	146	140	127	144
10005210	4057	LIFE INSURANCE	251	279	264	243	272
10005210	5001	OFFICE SUPPLIES	0	1,054	600	338	600
		<i>This includes office supplies for Engineering Department operations.</i>					
10005210	5004	MATERIALS & SUPPLIES	1,105	717	1,000	904	3,500
		<i>This line item is for miscellaneous equipment necessary for the Engineering Department operations. The 2012 budget includes the replacement of a faulty traffic counter that is necessary for engineering studies.</i>					



Eng Contract Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005210	5007	SAFETY SUPPLIES	0	382	500	319	500
		<i>This line item is for miscellaneous safety supplies for the Engineering Department.</i>					
10005210	5111	PROFESSIONAL SERVICES	66,874	36,103	113,995	68,218	81,640
		<i>This line item accounts for professional services that the Engineering Department will manage throughout the year. This line item includes such services as surveying, traffic studies, aerial photography, and engineering design contracts.</i>					
10005210	5133	LEGAL SERVICES	0	79	500	4,080	1,000
		<i>This line item includes legal consulting fees.</i>					
10005210	5134	OTHER SERVICES	0	127	1,750	0	0



Eng Contract Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005210	5230	INFORMATION TECH	60,796	52,642	51,256	0	51,256
		<i>Costs associated with IT support for Engineering Department operations.</i>					
10005210	5311	TELEPHONE SERVICES	1,424	0	1,424	0	0
10005210	5312	CELL PHONES	1,651	2,583	2,920	2,404	2,628
		<i>This line item includes cell phone reimbursement costs.</i>					
10005210	5354	EMPLOYEE TRAINING	0	847	5,000	1,325	4,500
		<i>This line item includes various employee training.</i>					
10005210	5355	EMPLOYEE CAREER DEVELOPMENT	360	90	0	0	0



Eng Contract Administration

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005210	5356	EMP DUES & MEMBERSHIP	812	535	550	786	510
		<i>This line item includes membership dues to professional societies.</i>					
10005210	5364	FUEL	1,288	2,903	0	0	0
		<i>This line item is for fuel for the administrative fleet vehicles.</i>					
10005210	6123	FURNITURE & FIXTURES	0	0	0	0	1,000
		<i>This line item includes furnishings and fixtures for the Engineering Department.</i>					
Budget Total		Eng Contract Administration	208,536	172,164	264,608	149,468	241,035



Eng Plan & Review Inspections

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005220	4010	SALARIES FULL TIME	38,377	38,705	42,933	37,592	44,191
10005220	4012	SALAIRES - PART TIME	12,506	3,665	0	1,550	26,250
10005220	4015	OVERTIME	240	0	0	0	0
10005220	4021	SOCIAL SECURITY	4,952	2,786	2,662	2,382	4,367
10005220	4022	MEDICARE	1,158	680	623	582	1,021



Eng Plan & Review Inspections

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005220	4023	WORKERS COMP	327	376	146	126	320
10005220	4041	PENSION NON-UNIFORM	2,006	2,065	2,147	1,826	2,210
10005220	4051	HOSPITALIZATION	9,137	9,966	9,739	8,321	9,020
10005220	4052	VISION	93	94	89	74	81
10005220	4053	DENTAL	607	643	551	540	557



Eng Plan & Review Inspections

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005220	4054	ICMA CONTRB	3,000	2,098	2,147	1,880	2,210
10005220	4055	DISABILITY INSURANCE	123	136	112	102	115
10005220	4057	LIFE INSURANCE	234	259	211	198	217
10005220	5004	MATERIALS & SUPPLIES	5	(350)	0	0	0
10005220	5007	SAFETY EQUIP	42	0	0	0	0



Eng Plan & Review Inspections

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005220	5111	PROFESSIONAL SERVICES	7,732	2,771	10,000	40,199	25,000
		<i>This line item includes various specialized review professional services necessary to support the land development review process.</i>					
10005220	5114	ENGINEERING & ARCHITECT SV	748	0	0	0	0
10005220	5133	LEGAL SERVICES	0	0	0	0	0
10005220	5230	INFORMATION TECH	0	0	0	0	0
10005220	5311	TELEPHONE SERVICES	0	0	0	0	0



Eng Plan & Review Inspections

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005220	5312	CELL PHONES	145	0	0	0	0
10005220	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0	0
10005220	5356	EMP DUES & MEMBERSHIP	308	0	0	0	0
10005220	5364	FUEL	0	0	0	0	0
10005220	5370	MINOR EQUIP & FURN	0	0	0	0	0
Budget Total	Eng Plan & Review Inspections		81,740	63,895	71,360	95,373	115,559



Eng Resident Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005240	4010	SALARIES FULL TIME	40,661	39,185	42,276	36,839	43,316
10005240	4012	SALARIES PART TIME	0	0	0	0	0
10005240	4015	OVERTIME	0	0	0	0	75
10005240	4021	SOCIAL SECURITY	2,498	2,555	3,018	2,263	2,690
10005240	4022	MEDICARE	584	619	706	548	629



Eng Resident Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005240	4023	WORKERS COMP	328	377	166	143	279
10005240	4041	PENSION NON-UNIFORM	2,006	2,065	2,114	1,798	2,170
10005240	4051	HOSPITALIZATION	7,018	7,613	10,478	9,100	9,704
10005240	4052	VISION	73	74	96	80	88
10005240	4053	DENTAL	477	505	597	585	603



Eng Resident Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005240	4054	ICMA CONTRB	1,913	2,071	2,114	1,842	2,170
10005240	4055	DISABILITY INSURANCE	86	96	110	100	113
10005240	4057	LIFE INSURANCE	165	183	208	190	214
10005240	5001	OFFICE SUPPLIES	0	0	0	0	0
10005240	5004	MATERIALS & SUPPLIES	55	0	0	0	0



Eng Resident Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005240	5111	PROFESSIONAL SERVICES	532	4,454	5,000	0	5,000
<i>This line item includes professional services that are utilized in the customer service to resident inquiries.</i>							
10005240	5133	LEGAL SERVICES	0	0	0	0	0
10005240	5230	INFORMATION TECH	0	0	0	0	0
10005240	5311	TELEPHONE SERVICES	0	0	0	0	0
10005240	5312	CELL PHONES	0	0	0	0	0



Eng Resident Support

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10005240	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0	0
10005240	5356	EMP DUES & MEMBERSHIP	0	0	0	0	0
10005240	5364	FUEL	169	0	2,000	1,602	2,000
		<i>This line item includes fuel for the administrative fleet.</i>					
10005240	6123	FURNITURE & FIXTURES	0	0	0	0	0
Budget Total	Eng Resident Support		56,563	59,798	68,883	55,091	69,051
Grand Total:			346,839	295,857	404,851	299,932	425,645

Department: **PARKS AND RECREATION**

Description and Responsibilities

The Cranberry Township Department of Parks & Recreation creates Community through People, Parks and Programs. Our services strengthen our community's image and sense of place through parks, recreational facilities, programs and events for our residents. We foster human development through programs that promote social, intellectual, physical and emotional well-being. Ultimately, Parks and Recreation facilitate community problem solving through programmed and self-facilitated opportunities.

2011 Accomplishments

1. Exceeded projected revenues and reduced expenses while offering programs and services at a high quality level.
2. Little Linguists initiative expanded language program enrollment and revenue four fold.
3. Assisted the Cranberry Township Community Chest with management and operation of its Community Days event in Community Park.
4. Introduced Snapology Lego programs with robotics, solar energy and problem solving inventors club.

2012 Goals

1. Maintain a high level of programs and services, but continue to control expenses.
2. Improve communication and outreach to customers to promote and evaluate programs through social network.
3. Develop new programming and opportunities for the community.

2012 Budget Highlights

1. This budget is projecting increases in participation and revenue.
2. This budget projects an increase of less than three percent for full-time and full-time/part time staff.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	3.5	3.5	3.5	3.5	3.5
No. of Part Time Employees	86	86	85	85	85

*One full time employee split between the Swimming Pool and Parks and Recreation.



P&R Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006210	4010	SALARIES FULL TIME	119,525	170,893	182,075	150,083	187,009
<i>3.5 Full Time Employees</i>							
<i>M. Diehl, C.Border (50%) , P. Kovach, K.Yocum</i>							
10006210	4012	SALARIES PART TIME	33,633	69,319	73,349	59,407	81,309
<i>Customer Service, Site Supervisors, Play Center Staff</i>							
10006210	4015	OVERTIME	0	297	0	865	1,000
10006210	4021	SOCIAL SECURITY	9,591	15,539	15,836	13,360	16,698
10006210	4022	MEDICARE	2,273	3,673	3,704	3,124	3,905



P&R Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006210	4023	WORKERS COMP	8,749	14,363	13,760	11,836	7,349
10006210	4041	PENSION NON-UNIFORM	5,702	8,955	9,104	7,744	9,400
10006210	4051	HOSPITALIZATION	11,266	39,670	45,698	21,660	36,215
10006210	4052	VISION	195	329	440	366	472
10006210	4053	DENTAL	744	2,397	2,627	2,575	3,248



P&R Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006210	4054	ICMA CONTRB	5,921	8,920	9,104	7,546	9,400
10006210	4055	DISABILITY INSURANCE	286	488	473	425	489
10006210	4057	LIFE INSURANCE	605	936	896	921	925
10006210	5001	OFFICE SUPPLIES	3,657	4,140	4,000	3,328	4,000
10006210	5004	MATERIALS & SUPPLIES	14,437	14,282	18,000	16,537	20,000

Materials and Supplies includes Credit/Debit Card Charges.



P&R Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006210	5111	PROFESSIONAL SERVICES	6,171	4,179	5,000	3,571	5,000
<i>Debit Card and Credit Card Charges were budgeted to this account in 2010. The Correct account for these charges is 6210-5004</i>							
10006210	5230	INFORMATION TECH	81,064	72,663	72,689	0	72,689
10006210	5311	TELEPHONE SERVICES	4,467	0	0	0	0
10006210	5312	CELL PHONES	1,784	2,390	3,000	2,056	3,000
10006210	5351	EMP RECRUITING	0	0	1,000	0	1,000



P&R Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006210	5354	EMPLOYEE TRAINING	748	1,202	1,500	2,100	1,000
10006210	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	1,000	0	1,000
10006210	5356	EMP DUES & MEMBERSHIP	980	658	1,000	865	1,000
10006210	5362	PRINTING	12,186	21,060	25,000	16,055	25,000
		<i>Printing and Distribution of Recreation Program Guides.</i>					
10006210	5364	FUEL	250	166	500	331	500



P&R Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006210	5370	MINOR EQUIPMENT/FURNITURE	351	1,578	2,500	1,380	2,500
<i>Replacement tables, chairs as needed for Activity Rooms.</i>							
Budget Total P&R Operations			324,585	458,098	492,255	326,136	494,108



P&R Early Childhood Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006220	4010	SALARIES-FULLTIME	3,853	0	0	0	0
10006220	4012	SALARIES-PART TIME	78,802	70,671	91,300	64,174	88,000
10006220	4015	OVERTIME	27	0	0	0	0
10006220	4021	SOCIAL SECURITY TAX	5,128	4,382	5,661	3,914	5,456
10006220	4022	MEDICARE	1,199	1,025	1,324	930	1,276



P&R Early Childhood Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006220	4023	WORKERS COMP	5,027	2,093	4,939	4,248	4,285
10006220	4041	PENSION NON UNIFORM	202	0	0	0	0
10006220	4051	HOSPITALIZATION	7	0	0	0	0
10006220	4052	VISION INSURANCE	13	0	0	0	0
10006220	4054	457 CONTRIBUTIONS	193	0	0	0	0



P&R Early Childhood Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006220	4055	DISABILITY INSURANCE	10	1	0	0	0
10006220	4057	LIFE INSURANCE	25	2	0	0	0
10006220	5004	MATERIALS/SUPPLIES	9,295	12,501	12,000	8,864	12,000
<i>Materials and Supplies needed to operate all Early Childhood Programs including the Preschools.</i>							
10006220	5111	PROFESSIONAL SERVICES	22,170	24,134	21,000	39,232	25,000
10006220	5351	EMPLOYEE RECRUTING	0	0	250	0	250



P&R Early Childhood Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006220	5354	EMPLOYEE TRAINING	0	0	500	0	500
10006220	5356	EMPLOYEE DUES/MEMBERS	0	0	500	0	500
10006220	5362	PRINTING	1,615	0	0	0	0
Budget Total		P&R Early Childhood Programs	127,566	114,808	137,474	121,362	137,267



P&R Youth Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006230	4010	SALARIES-FULLTIME	25,984	(461)	0	0	0
10006230	4012	SALARIES-PART TIME	100,744	92,581	105,000	104,927	110,000
10006230	4015	OVERTIME	337	948	1,000	1,236	0
10006230	4021	SOCIAL SECURITY TAX	7,919	5,817	6,510	6,582	6,820



P&R Youth Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006230	4022	MEDICARE	1,852	1,360	1,522	1,539	1,595
10006230	4023	WORKERS COMP	8,662	6,207	5,680	4,886	5,356
10006230	4041	PENSION NON UNIFORM	1,301	0	0	0	0
10006230	4051	HOSPITALIZATION	7,072	0	0	0	0



P&R Youth Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006230	4052	VISION INSURANCE	93	71	0	0	0
10006230	4053	DENTAL INSURANCE	520	0	0	0	0
10006230	4054	457 CONTRIBUTIONS	1,280	0	0	8	0
10006230	4055	DISABILITY INSURANCE	65	6	0	0	0
10006230	4057	LIFE INSURANCE	136	117	0	0	0



P&R Youth Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006230	5004	MATERIALS/SUPPLIES	19,909	19,947	25,000	28,867	30,000
		<i>All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming</i>					
10006230	5111	PROFESSIONAL SERVICES	22,816	24,281	27,000	31,597	30,000
10006230	5312	CELL PHONES	0	0	500	0	0
10006230	5354	EMPLOYEE TRAINING	0	0	1,200	0	0
10006230	5357	CLOTHING	(180)	(224)	500	(397)	0



P&R Youth Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006230	5362	PRINTING	1,615	0	0	0	0
Budget Total P&R Youth Programs			200,126	150,651	173,912	179,245	183,771



P&R Adult Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006240	4010	SALARIES-FULLTIME	7,705	(240)	0	0	0
10006240	4012	SALARIES-PART TIME	52,572	46,896	42,500	40,710	45,000
10006240	4015	OVERTIME	8	85	0	0	0
10006240	4021	SOCIAL SECURITY TAX	3,735	2,928	2,635	2,524	2,790
10006240	4022	MEDICARE	873	685	616	590	652



P&R Adult Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006240	4023	WORKERS COMP	2,288	3,189	2,299	1,978	2,191
10006240	4041	PENSION NON UNIFORM	385	0	0	0	0
10006240	4051	HOSPITALIZATION	1,184	0	0	0	0
10006240	4052	VISION INSURANCE	27	0	0	0	0
10006240	4053	DENTAL INSURANCE	87	0	0	0	0



P&R Adult Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006240	4054	457 CONTRIBUTIONS	375	0	0	0	0
10006240	4055	DISABILITY INSURANCE	19	3	0	0	0
10006240	4057	LIFE INSURANCE	49	4	0	0	0
10006240	5004	MATERIALS/SUPPLIES	2,439	2,581	5,000	3,945	5,000
		<i>Materials and Supplies for Aerobics Program, Tennis other Adult Programs</i>					
10006240	5111	PROFESSIONAL SERVICES	2,560	1,207	0	320	0



P&R Adult Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006240	5351	EMPLOYEE RECRUTING	0	0	250	0	250
10006240	5354	EMPLOYEE TRAINING	0	0	500	0	500
10006240	5355	EMPLOYEE CAREER DEVEL	159	0	0	0	0
10006240	5356	EMPLOYEE DUES/MEMBERS	0	99	250	0	250
10006240	5362	PRINTING	1,615	0	0	0	0
Budget Total	P&R Adult Programs		76,079	57,437	54,050	50,067	56,633



P&R Family Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006250	4010	SALARIES-FULLTIME	7,705	(240)	0	0	0
10006250	4012	SALARIES-PART TIME	3,915	1,193	1,000	25	0
10006250	4015	OVERTIME	8	0	0	0	0
10006250	4021	SOCIAL SECURITY TAX	719	74	62	2	0



P&R Family Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006250	4022	MEDICARE	168	17	15	0	0
10006250	4023	WORKERS COMP	765	512	54	46	0
10006250	4041	PENSION NON UNIFORM	385	0	0	0	0
10006250	4051	HOSPITALIZATION	1,184	0	0	0	0



P&R Family Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006250	4052	VISION INSURANCE	27	0	0	0	0
10006250	4053	DENTAL INSURANCE	87	0	0	0	0
10006250	4054	457 CONTRIBUTIONS	374	0	0	0	0
10006250	4055	DISABILITY INSURANCE	19	2	0	0	0
10006250	4057	LIFE INSURANCE	43	4	0	0	0



P&R Family Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006250	5004	MATERIALS/SUPPLIES	4,190	5,417	2,000	1,601	5,500
		<i>Spookapalooza and Milk & Cookies with Santa.</i>					
		<i>Event supplies and refreshments for Morning with Mr. Bunny,</i>					
		<i>Lighting material and supplies to decorate for Light-up</i>					
		<i>night</i>					
		<i>Strings of lights and replacement decorations for Municipal</i>					
		<i>Center Grounds.</i>					
10006250	5111	PROFESSIONAL SERVICES	646	1,845	1,000	0	1,500
		<i>Payment for Santa, Mrs. Claus, Storytellers for Halloween</i>					
		<i>and other seasonal characters.</i>					
10006250	5362	PRINTING	1,615	0	0	0	0
Budget Total	P&R Family Programs		21,849	8,824	4,131	1,674	7,000



P&R Teen Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006260	4010	SALARIES-FULLTIME	3,656	(44)	0	0	0
10006260	4012	SALARIES-PART TIME	3,915	0	200	0	0
10006260	4015	OVERTIME	8	0	0	0	0
10006260	4021	SOCIAL SECURITY TAX	478	0	12	0	0
10006260	4022	MEDICARE	112	0	3	0	0



P&R Teen Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006260	4023	WORKERS COMP	492	511	11	9	0
10006260	4041	PENSION NON UNIFORM	184	0	0	0	0
10006260	4051	HOSPITALIZATION	1,178	0	0	0	0
10006260	4052	VISION INSURANCE	13	0	0	0	0
10006260	4053	DENTAL INSURANCE	87	0	0	0	0



P&R Teen Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006260	4054	457 CONTRIBUTIONS	181	0	0	0	0
10006260	4055	DISABILITY INSURANCE	9	1	0	0	0
10006260	4057	LIFE INSURANCE	24	2	0	0	0
10006260	5004	MATERIALS/SUPPLIES	0	0	200	0	400
10006260	5111	PROFESSIONAL SERVICES	0	240	0	0	0
Budget Total		P&R Teen Programs	10,336	710	426	9	400



P&R Senior Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006270	4012	SALARIES-PART TIME	3,915	0	0	0	0
10006270	4021	SOCIAL SECURITY TAX	243	0	0	0	0
10006270	4022	MEDICARE	57	0	0	0	0
10006270	4023	WORKERS COMP	269	0	0	0	0
10006270	4055	DISABILITY INSURANCE	0	0	0	0	0



P&R Senior Programs

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006270	4057	LIFE INSURANCE	6	5	0	0	0
10006270	5004	MATERIALS/SUPPLIES	62	68	0	70	0
10006270	5111	PROFESSIONAL SERVICES	3,000	3,000	5,000	2,000	5,000
10006270	5362	PRINTING	0	0	0	0	0
10006270	5370	MINOR EQUIPMENT/FURNITURE	0	0	0	0	0
Budget Total		P&R Senior Programs	7,552	3,073	5,000	2,070	5,000



P&R Community Events

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006280	4010	SALARIES-FULLTIME	7,712	(240)	0	0	0
10006280	4012	SALARIES-PART TIME	7,831	0	0	0	0
10006280	4021	SOCIAL SECURITY TAX	961	0	0	0	0
10006280	4022	MEDICARE	225	0	0	0	0
10006280	4023	WORKERS COMP	916	0	0	0	0



P&R Community Events

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006280	4041	PENSION NON UNIFORM	385	0	0	0	0
10006280	4051	HOSPITALIZATION	1,184	0	0	0	0
10006280	4052	VISION INSURANCE	27	0	0	0	0
10006280	4053	DENTAL INSURANCE	87	0	0	0	0
10006280	4054	457 CONTRIBUTIONS	374	0	0	0	0



P&R Community Events

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006280	4055	DISABILITY INSURANCE	19	3	0	0	0
10006280	4057	LIFE INSURANCE	49	4	0	0	0
10006280	5004	MATERIALS AND SUPPLIES	11,458	3,864	5,000	11,472	5,000
		<i>Materials and Supplies for Community Day Programming and Summer Concert Series</i>					
10006280	5111	PROFESSIONAL SERVICES	17,496	14,725	21,000	17,569	21,000
		<i>Concert Series Entertainment Community Day Fireworks</i>					
10006280	5134	OTHER OPERATING SVS	0	30,015	0	806	0



P&R Community Events

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006280	5362	PRINTING	28	0	0	0	0
Budget Total P&R Community Events			48,752	48,371	26,000	29,847	26,000



P&R Facility Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006290	5004	MATERIALS AND SUPPLIES	0	0	2,000	157	2,500
		<i>Materials and Supplies need to complete minor improvements to Parks and Recreation Offices and Activity Rooms</i>					
10006290	5111	PROFESSIONAL SERVICES	3,300	3,300	4,000	0	4,000
Budget Total	P&R Facility Maintenance		3,300	3,300	6,000	157	6,500



P&R Special Projects

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
10006295	5004	MATERIALS/SUPPLIES	46	214	0	224	0
<i>Copyright License for Broadcast Music and concerts</i>							
Budget Total P&R Special Projects			46	214	0	224	0
Grand Total:			16,057,136	18,477,435	17,711,202	12,895,408	16,495,134



TIP East Fund

Description of Fund:

Transportation Impact Fees were authorized by the Pennsylvania General Assembly in 1990 as a tool for municipal government to fund transportation infrastructure necessitated as the result of new growth and development. Transportation districts meeting certain criteria must be established pursuant to the act. Fees paid by new development in each district can only be earmarked for transportation projects identified in the adopted transportation capital improvements plan. The program adopted by Cranberry Township has three transportation districts (Eastern, Western and Southeastern Districts). The TIP East Fund is established for the Eastern Transportation District and represents the revenue received from new development in this district and expenditures for identified transportation projects in the same district.



Tip East

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
21108510	3410	INTEREST EARNING <i>Interest earnings on investments.</i>	(92,049)	(27,076)	(15,000)	(4,060)	(5,000)
21108510	3855	MISCELLANEOUS REV	0	0	0	0	0
21108510	3872	CONTRIBUTIONS <i>Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.</i>	(446,677)	(89,856)	(193,000)	(203,299)	0
21108510	3921	TRANSFER FROM GEN FUND	0	0	0	0	0
21108510	3922	TRANSFER FROM OTHER <i>Annual payment for trash carts from Solid Waste Fund.</i>	0	(45,386)	(155,000)	0	0
Budget Total Tip East			(538,726)	(162,318)	(363,000)	(207,359)	(5,000)



Tip East

Revenue

	2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
Grand Total:	(538,726)	(162,318)	(363,000)	(207,359)	(5,000)



Tip East

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
21108510	5004	MATERIALS & SUPPLIES	5,084	7,742	0	1,345	0
21108510	5111	PROFESSIONAL SERVICES	148,323	208,446	0	10,902	0
21108510	6125	INFRASTRUCTURE	325,083	386,016	580,000	(19,912)	150,000
<i>Rt. 228 overpass design</i>							
Budget Total		Tip East	478,490	602,204	580,000	(7,665)	150,000
Grand Total:			478,490	602,204	580,000	(7,665)	150,000

TIP West Fund

Description of Fund:

Transportation Impact Fees were authorized by the Pennsylvania General Assembly in 1990 as a tool for municipal government to fund transportation infrastructure necessitated as the result of new growth and development. Transportation districts meeting certain criteria must be established pursuant to the act. Fees paid by new development in each district can only be earmarked for transportation projects identified in the adopted transportation capital improvements plan. The program adopted by Cranberry Township has three transportation districts (Eastern, Western and Southeastern Districts). The TIP West Fund is established for the Western Transportation District and represents the revenue received from new development in this district and expenditures for identified transportation projects in the same district.



Tip West

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
21118520	3410	INTEREST EARNING	(3,073)	(533)	(500)	(3,035)	(3,500)
		<i>Interest earned on investments.</i>					
21118520	3872	CONTRIBUTIONS	(332,255)	(666,538)	(520,000)	(258,998)	(467,000)
		<i>Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.</i>					
21118520	3922	TRANSFER FROM OTHER	0	0	0	0	0
Budget Total Tip West			(335,328)	(667,071)	(520,500)	(262,033)	(470,500)
Grand Total:			(335,328)	(667,071)	(520,500)	(262,033)	(470,500)



Tip West

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
21118520	5004	MATERIALS & SUPPLIES	181	0	0	0	0
21118520	5114	ENGINEERING & ARCHITECT SV	166,631	124,707	0	65,502	0
21118520	6125	INFRASTRUCTURE	4,167	90,300	680,000	0	2,500,000
<i>Northwest Connector</i>							
Budget Total		Tip West	170,979	215,007	680,000	65,502	2,500,000
Grand Total:			170,979	215,007	680,000	65,502	2,500,000



Recreation Fees Fund

Description of Fund:

Recreation Fees-in-lieu are enabled by state law and allow municipalities to require the dedication of recreational land with each new development or the payment of a fee in lieu of land dedication. This fund was established to handle recreation fee revenue and expenditures pursuant to this program. Fees collected under this program can only be used for recreation purposes as identified by the law.



Recreation Fees

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
21128530	3410	INTEREST EARNING	(733)	(176)	(200)	(116)	(100)
		<i>Interest earned on investments.</i>					
21128530	3854	TRANSFER FROM GEN FUND	0	0	0	0	0
21128530	3872	CONTRIBUTIONS	(87,047)	(139,096)	(98,800)	(145,999)	(80,000)
		<i>Fees paid by developments in lieu of recreational land dedication.</i>					
Budget Total		Recreation Fees	(87,780)	(139,272)	(99,000)	(146,115)	(80,100)
Grand Total:			(87,780)	(139,272)	(99,000)	(146,115)	(80,100)



Recreation Fees

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
21128530	5416	GO SERIES A 2003	0	0	175,000	175,000	175,000
Budget Total Recreation Fees			0	0	175,000	175,000	175,000
Grand Total:			0	0	175,000	175,000	175,000

Developers' Contributions

Description of Fund:

This fund was established to hold developers' contributions for specific transportation projects



Developers Contributions

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
21148540	3410	INTEREST	(21,565)	(5,666)	(20,000)	(1,186)	(2,500)
21148540	3855	MISC REVENUE	0	(45,386)	(155,000)	0	0
21148540	3872	CONTRIBUTIONS	(97,752)	(509,220)	(75,000)	(336,447)	(459,000)
Budget Total		Developers Contributions	(119,317)	(560,272)	(250,000)	(337,633)	(461,500)
Grand Total:			(119,317)	(560,272)	(250,000)	(337,633)	(461,500)



Developers Contributions

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
21148540	5446	MISC EXPENDITURES	1,078	1,290	0	558	0
21148540	5447	MISCELLANEOUS REFUNDS	0	0	0	0	0
21148540	6111	RIGHT OF WAY PURCHASE	0	0	0	0	0
21148540	6125	INFRASTRUCTURE	0	176,073	8,000	110,857	78,000
		<i>Rt. 19/Ehrman Road traffic signal</i>					
21148540	6202	INTERFUND TRANSFERS	0	0	0	0	0
Budget Total	Developers Contributions		1,078	177,363	8,000	111,415	78,000
Grand Total:			1,078	177,363	8,000	111,415	78,000

TIP Southeast Fund

Description of Fund:

Transportation Impact Fees were authorized by the Pennsylvania General Assembly in 1990 as a tool for municipal government to fund transportation infrastructure necessitated as the result of new growth and development. Transportation districts meeting certain criteria must be established pursuant to the act. Fees paid by new development in each district can only be earmarked for transportation projects identified in the adopted transportation capital improvements plan. The program adopted by Cranberry Township has three transportation districts (Eastern, Western and Southeastern Districts). The TIP Southeast Fund is established for the Southeastern Transportation District, which was created in November 2011, and represents the revenue received from new development in this district and expenditures for identified transportation projects in the same district.



TIP Southeast

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
21168590	3410	INTEREST EARNING	0	0	0	0	(100)
21168590	3855	MISCELLANEOUS REV	0	0	0	0	0
21168590	3872	CONTRIBUTIONS	0	0	0	0	(79,200)
21168590	3921	TRANSFER FROM GEN FUND	0	0	0	0	0
21168590	3922	TRANSFER FROM OTHER	0	0	0	0	0
Budget Total		TIP Southeast	0	0	0	0	(79,300)
Grand Total:			0	0	0	0	(79,300)



TIP Southeast

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
21168590	5004	MATERIALS & SUPPLIES	0	0	0	0	0
21168590	5111	PROFESSIONAL SERVICES	0	0	0	0	0
21168590	6125	INFRASTRUCTURE	0	0	0	0	0
Budget Total		TIP Southeast	0	0	0	0	0
Grand Total:			0	0	0	0	0



State Liquid Fuels Fund

Description of Fund:

Each year the Township receives an allocation from the Commonwealth of Pennsylvania for the maintenance of the Township's streets and roads. The funds are the Township's proportionate share of the Commonwealth's levied gasoline tax. The share is based upon a formula which takes into account Cranberry's population and miles of improved roads. The use of these funds is restricted. Cranberry Township uses these funds for the annual street resurfacing program.



State Liquid Fuels

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
23108550	3410	INTEREST	(1,238)	(277)	(300)	(104)	(100)
<i>Interest earnings on investments.</i>							
23108550	3553	LIQUID FUELS TAX	(562,824)	(541,070)	(540,717)	(557,626)	(577,345)
<i>Liquid fuels allocation (534,837) and turnback maintenance (5,880)</i>							
Budget Total State Liquid Fuels			(564,062)	(541,347)	(541,017)	(557,730)	(577,445)
Grand Total:			(564,062)	(541,347)	(541,017)	(557,730)	(577,445)



State Liquid Fuels

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
23108550	5366	CONTRACTED MAINTENANCE	554,183	565,000	540,000	530,000	570,000
<i>Annual contracted road resurfacing projects.</i>							
23108550	5447	REFUND FROM GENERAL FUND	0	0	0	0	0
23108550	6117	ROAD RESURFACING	0	0	0	0	0
Budget Total State Liquid Fuels			554,183	565,000	540,000	530,000	570,000
Grand Total:			554,183	565,000	540,000	530,000	570,000



Library Fund

Description of Fund:

Cranberry Township supports the Cranberry Public Library with 1 mil of real estate tax annually. Telephone, electric, and janitorial expenses are paid directly from this fund, as well as a direct cash contribution to the library. The Library operates as an independent organization, governed by a seven member Board of Directors appointed to three-year terms by the Board of Supervisors.



Library

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24106100	3011	REAL ESTATE CURRENT <i>1 mill @ 355,844 (98% collection)</i>	(245,963)	(250,907)	(257,110)	(251,658)	(348,747)
24106100	3012	REAL ESTATE PRIOR YEAR <i>Prior year taxes collected by the tax collector. (billed for/in 2011 but collected in 2012)</i>	(953)	(547)	(1,000)	(612)	(1,000)
24106100	3014	REAL ESTATE DELINQUENT <i>Delinquent property tax collected by Butler county Tax Claim Bureau.</i>	(5,370)	0	(3,000)	0	(3,000)
24106100	3015	REAL ESTATE INTERIM <i>Interim tax billing for properties added to the tax duplicate after January 2012.</i>	(927)	(1,112)	(2,000)	(467)	(2,000)
24106100	3410	INTEREST INCOME <i>Interest income on investments.</i>	(1,143)	(189)	(200)	(69)	(100)



Library

Revenue

		2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
Budget Total	Library	(254,355)	(252,754)	(263,310)	(252,806)	(354,847)
Grand Total:		(254,355)	(252,754)	(263,310)	(252,806)	(354,847)



Library

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24106100	4010	SALARIES-FULLTIME	221,473	223,788	0	197,434	0
24106100	4012	SALARIES-PART TIME	62,174	74,126	0	59,996	0
24106100	4021	SOCIAL SECURITY TAX	17,586	18,471	0	15,961	0
24106100	4022	MEDICARE	4,113	4,320	0	3,733	0
24106100	4059	403B	6,814	8,856	0	7,857	0



Library

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24106100	5132	JANITORIAL SERVICE	3,780	838	3,000	0	0
<i>Includes the daily cleaning of the library as well as carpet and windows on a quarterly basis.</i>							
24106100	5230	INFROMATION TECH SVS	0	0	0	0	0
24106100	5311	TELEPHONE SERVICES	13	0	0	0	0
24106100	5321	ELECTRICITY	16,993	19,567	20,000	13,668	20,000



Library

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24106100	5445	CONTRIBUTIONS	237,891	236,592	240,310	175,540	319,845
	May 2012	106,615					
	August 2012	106,615					
	November 2012	106,615					
24106100	6115	BUILDING IMPROVEMENTS	9,000	200	0	0	0
24106100	6123	FURNITURE & FIXTURES	0	0	0	0	0
Budget Total Library			579,837	586,758	263,310	474,189	339,845
Grand Total:			579,837	586,758	263,310	474,189	339,845



Department: **FIRE OPERATIONS – COMPANY AND BRIGADE**

Description and Responsibilities

This fund receives 1.12 mils of the 2.12 mils of real estate tax dedicated to support the Cranberry Township Volunteer Fire Company. This fund provides the financial resources to support the operational needs of the Company. The Fire Company has 52 volunteer Brigade members who provide fire protection, rescue services, community relations, educational training, and day-to-day management operations for the Township. There are an additional 30 members who belong to the company side who serve in support functions and an additional 27 ladies that assist in support functions. The Fire Company responds with other fire companies in surrounding communities as part of our mutual aid agreements. The Fire Company has 7 volunteers who serve as Fire Policemen (3 new members pending October 2011). They respond to incidents to assist the Fire Company and the Police Department. One full-time Fire Company Administrative Assistant is employed by the Township to coordinate the daily activities of the Fire Company and to assist the volunteers with the administrative duties. The Fire Company is dispatched by the Butler County 9-1-1 Center. The Fire Company operates and maintains two stations. Haine Station, the administrative center, is located on Haine School Road. The Park Station is located on Route 19. The Fire Company possesses 11 major fire vehicles: One aerial, three engines, one rescue, one brush truck, two squads, and three incident command vehicles.

2011 Accomplishments

1. Recruited 15 new members
2. Certified 4 members at the Fire Fighter 1 level (2 more pending in October 2011)
3. 50% of active members are now certified at the Fire Fighter 1 level
4. Certified 4 members at the Fire Officer 1 level
5. 2 members attending local level training class in Lewistown in November 2011.
6. Increased in-house state certification training programs. (BVRA, BVRO, BVRT, Structure Burn, and Vehicle Fire classes)
7. 10 members certified as Basic Vehicle Rescue Technicians.
8. Successfully completed smooth transition of leadership of the brigade to new Chief.

2012 Goals

1. Implement retention programs and incentives for members to attain Fire Fighter 1 certification
2. Implement retention programs and incentives for members to attain Fire Fighter 2 certification
3. Encourage members to pursue state and pro-board certifications
4. Continue to aggressively recruitment and retain members by partnering with the township
5. Continue building capital fund.
6. Increase the number of state certified classes conducted in house.
7. Completion of the Public Safety Training Classroom.

2012 Budget Highlights

1. Proposed a modest 2.9% increase in the budget

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	1	1	1	1	1
No. of Part Time Employees					



Fire Operations Company

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	3011	REAL ESTATE CURRENT <i>1.27 mills @ \$355,844 (98% collection)</i>	(367,277)	(374,658)	(383,951)	(375,783)	(442,883)
24204210	3012	REAL ESTATE PRIOR YEAR <i>Prior year real estate tax collected by the tax collector (billed in/for 2011 but collected in 2012)</i>	(1,429)	(816)	(1,000)	(914)	(1,000)
24204210	3014	REAL ESTATE DELINQUENT <i>Delinquent property tax collected by Butler County Tax Claim Bureau.</i>	(8,055)	0	(3,500)	0	(3,500)
24204210	3015	REAL ESTATE INTERIM <i>Interim tax billing for properties added to tax duplicate after January 2012.</i>	(1,384)	(1,660)	(3,000)	(697)	(3,000)
24204210	3410	INTEREST INCOME <i>Interest on investments.</i>	(1,653)	(247)	(318)	(121)	(100)



Fire Operations Company

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	3510	FEDERAL GRANTS	0	0	0	0	0
24204210	3950	REFUND PRIOR YR EXP	0	(1,287)	0	0	0
Budget Total Fire Operations Company			(379,799)	(378,667)	(391,769)	(377,514)	(450,483)
Grand Total:			(379,799)	(378,667)	(391,769)	(377,514)	(450,483)



Fire Operations Company

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	4010	SALARIES FULL TIME	39,508	40,344	41,712	34,564	42,922
		<i>Salary for Administrative Assistant, M. Nanna</i>					
24204210	4021	SOCIAL SECURITY	2,483	2,476	2,586	2,113	2,661
		<i>The employee share of FICA is based on 6.2% of salary.</i>					
24204210	4022	MEDICARE	581	579	605	494	623
		<i>The employee share of Medicare is based on 1.45% of salary.</i>					
24204210	4023	WORKERS COMP	134	154	160	138	125
		<i>Workers' Compensation Insurance costs for employees.</i>					
24204210	4041	PENSION NON-UNIFORM	1,984	2,043	2,085	1,774	2,146
		<i>Non-uniform pension contribution is based on 5% of salary.</i>					



Fire Operations Company

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	4051	HOSPITALIZATION	13,591	15,083	16,963	13,112	15,711
		<i>Medical Insurance costs.</i>					
24204210	4052	VISION	132	134	148	123	135
		<i>Vision insurance costs.</i>					
24204210	4053	DENTAL	867	919	919	901	928
		<i>Dental Insurance costs.</i>					
24204210	4054	ICMA CONTRB	1,975	2,019	2,085	1,728	2,146
		<i>Contribution to 457 Plan based on 5% of salary for full time employees.</i>					
24204210	4055	DISABILITY INSURANCE	100	112	108	98	112
		<i>Long term disability insurance for full time employees.</i>					



Fire Operations Company

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	4057	LIFE INSURANCE	189	214	205	187	211
		<i>Life insurance costs for full time employees.</i>					
24204210	5001	OFFICE SUPPLIES	2,447	2,728	3,000	2,335	3,000
		<i>General office supplies, cartridges, paper, folders, etc. for 2 stations.</i>					
24204210	5004	MATERIALS & SUPPLIES	9,135	7,019	12,600	6,310	12,600
		<i>Day to day fire operations NFPA teating on apparatus, ladders, tower Maintenance and testing of SCBA compressor. Maintenance and testing of SCBA faceplates. Photo record of fire calls, training and company functions. Discs for digital cameras. Annual awards and membership meeting.</i>					
24204210	5005	CLEANING SUPPLIES	205	1,148	1,250	1,227	1,500
		<i>General cleaning supplies for 2 stations. Paper towels. Toilet tissue.</i>					



Fire Operations Company

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	5007	SAFETY	0	0	0	0	0
24204210	5111	PROFESSIONAL SERVICES	11,271	10,411	9,000	9,048	9,000
		<i>Contracted services for pest control, overhead bay doors, Sprinkler testing, preventative maintenance.</i>					
24204210	5112	ACCOUNTING & AUDITING SVS	4,780	3,815	5,000	0	5,250
		<i>Professional audit of company funds.</i>					
24204210	5121	R&M EQUIPMENT	683	903	8,300	1,104	8,300
		<i>Maintennance of pagers, portable radios, mobile radios, and base stations. Maintenance of fire appartatus, inspections, body repairs, tune-ups/tires.</i>					
24204210	5122	R&M VEHICLES	0	0	0	13	0



Fire Operations Company

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	5123	R&M FACILITY MAINT	14,423	10,563	18,100	16,737	18,100
		<i>Maintenance of both stations including general repairs, contracted maint. items including HVAC, alarm systems, sprinkler system, etc.</i>					
24204210	5132	JANITORIAL SERVICES	4,080	358	4,500	3,583	4,500
		<i>Janitorial service for two fire stations.</i>					
24204210	5134	OTHER OPERATING SVS	3,920	5,607	5,000	4,665	5,000
		<i>Operating expenses not covered by specific expenditure items. Program to promote fire safety in schools and through out the township at special events.</i>					
24204210	5230	INFORMATION TECH	0	0	0	0	47,371
		<i>Computer equipment software upgrades services for two stations.</i>					
24204210	5311	TELEPHONE SERVICES	3,317	0	0	0	0



Fire Operations Company

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	5312	CELL PHONES	2,232	2,553	1,200	882	1,800
		<i>Cell phone service Fire administrative assistant phones to increase mobile communication</i>					
24204210	5321	ELECTRICITY	24,951	27,872	26,460	19,195	27,783
		<i>Electric service for two stations.</i>					
24204210	5322	NATURAL GAS	3,862	3,116	6,195	3,070	6,505
		<i>Gas service for two fire stations.</i>					
24204210	5323	WATER	2,572	2,433	2,363	2,384	2,481
		<i>Water service for two stations plus quarterly sprinkler charge at the Park Station.</i>					
24204210	5324	SEWER	757	552	1,155	652	1,212
		<i>Sewer service for two stations.</i>					



Fire Operations Company

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	5325	TRASH SERVICE	1,339	336	1,470	54	1,543
		<i>Trash collection at two stations including dumpster service.</i>					
24204210	5332	EQUIPMENT LEASES	3,545	2,762	3,700	2,796	3,700
		<i>Service and maintenance of copying machines at two stations. Hydrant rental (two).</i>					
24204210	5341	INSURANCE PREMIUM	20,197	20,661	24,400	21,002	24,400
		<i>Insurance for Fire Company.</i>					
24204210	5351	EMPLOYEE RECRUTING	21,658	23,924	25,000	8,995	26,000
		<i>Phyicals for new members. Recruiting materials, retention program, newspaper ads, infor. packets/flyers.</i>					
24204210	5353	EMPLOYEE MEETING	12,284	11,983	12,000	8,475	14,000
		<i>Annual awards dinner for entire company. Present company awards to members.</i>					



Fire Operations Company

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	5355	EMP CAREER DEVELP	0	0	0	0	0
24204210	5356	EMP DUES & MEMBERSHIP	0	0	0	0	0
24204210	5357	CLOTHING & UNIFORMS	6,358	8,052	8,000	4,122	9,000
		<i>Purchase and maintain dress uniforms.</i>					
24204210	5364	FUEL	0	0	0	0	0
24204210	5370	MINOR EQUIP & FURN	0	0	0	0	0



Fire Operations Company

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
24204210	5371	COMMUNITY OUTREACH	6,206	4,943	7,000	6,889	7,000
		<i>Safety materials and hand outs for safety programs. Programs for businesses, pre-school, organizations.</i>					
24204210	6115	BUILDING IMPROVEMENTS	0	0	0	0	0
24204210	6123	FURNITURE & FIXTURES	0	0	0	0	0
Budget Total	Fire Operations Company		221,764	215,818	253,269	178,768	307,765
Grand Total:			221,764	215,818	253,269	178,768	307,765



Road Equipment Fund

Description of Fund:

The Road Equipment Fund is a special revenue fund dedicated solely for the purchase of road equipment. .85 mils of real estate tax supports this fund.



Road Equipment

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
26106110	3011	CURRENT YEAR LEVY <i>.85 mill @ \$355,844 (98% collection)</i>	0	0	0	0	(296,418)
26106110	3012	PRIOR YEAR LEVY <i>Prior year real estate tax collected by the tax collector. (billed in/for 2011 but collected in 2012)</i>	0	0	0	0	0
26106110	3014	DELINQENT TAX CLAIM <i>Delinquent property tax collected by Butler County Tax Claim Bureau.</i>	0	0	0	0	0
26106110	3015	INTERIM TAXES <i>Interim tax billing for properties added to tax duplicate after January 2012.</i>	0	0	0	0	(500)
26106110	3410	INTEREST <i>Interest earnings on investments.</i>	0	0	0	0	(100)



Road Equipment

Revenue

		2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
Budget Total	Road Equipment	0	0	0	0	(297,018)
Grand Total:		0	0	0	0	(297,018)



Road Equipment

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
26106110	6121	EQUIPMENT	0	0	0	0	258,750
		<i>Replace 334 mini excavator and trailer</i>					
		<i>Replace CAT 318M</i>					
		<i>550 dump truck</i>					
Budget Total Road Equipment			0	0	0	0	258,750
Grand Total:			0	0	0	0	258,750



Public Buildings Fund

Description of Fund:

The Public Buildings Fund is a special revenue fund dedicating solely for the acquisition of public facilities and the associated debt. 1 mil of real estate tax supports the fund.



Public Buildings

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
26206111	3011	CURRENT YEAR LEVY <i>1 mill @ \$355,844 (98% collection)</i>	0	0	0	0	(348,727)
26206111	3012	PRIOR YEAR LEVY <i>Prior year real estate tax collected by the tax collector. (billed in/for 2011 but collected in 2012)</i>	0	0	0	0	0
26206111	3014	DELINQENT TAX CLAIM <i>Delinquent property tax collected by Butler County Tax Claim Bureau.</i>	0	0	0	0	0
26206111	3015	INTERIM TAXES <i>Interim tax billing for properties added to tax duplicate after January 2012.</i>	0	0	0	0	(500)
26206111	3410	INTEREST <i>Interest earnings on investments.</i>	0	0	0	0	(100)



Public Buildings

Revenue

		2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
Budget Total	Public Buildings	0	0	0	0	(349,327)
Grand Total:		0	0	0	0	(349,327)



Public Buildings

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
26206111	5343	2011 GO BONDS	0	0	0	0	0
26206111	5414	GO SERIES 2010	0	0	0	0	245,000
26206111	5427	GO SERIES 2011	0	0	0	0	95,000
Budget Total		Public Buildings	0	0	0	0	340,000
Grand Total:			0	0	0	0	340,000



Fire Capital

Description of Fund:

The Fire Capital Fund receives .85 mil of the 2.12 real estate tax mills dedicated to support the Cranberry Township Volunteer Fire Company. This .85 mil is earmarked to support capital needs in support of the fire service.



Fire Capital

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
31008570	3011	REAL ESTATE CURRENT <i>.85 mill @ 355,844 (98% collection)</i>	(245,963)	(250,907)	(257,110)	(251,658)	(296,418)
31008570	3012	REAL ESTATE PRIOR YEAR <i>Prior year real estate tax collected by the tax collector. (billed in/for 2011 but collected in 2012).</i>	(953)	(547)	(1,000)	(612)	(1,000)
31008570	3014	REAL ESTATE DELINQUENT <i>Delinquent property tax collected by Butler County Tax Claim Bureau.</i>	(5,370)	0	(3,000)	0	(3,000)
31008570	3015	REAL ESTATE INTERIM <i>Interim tax billing for properties added to tax duplicate after January 2012.</i>	(927)	(1,112)	(2,000)	(467)	(2,000)
31008570	3410	INTEREST EARNING <i>Interest on investments.</i>	(1,922)	(322)	(350)	(166)	(200)



Fire Capital

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
31008570	3855	MISCELLANEOUS REV	(47,000)	0	0	0	0
31008570	3930	PROCEEDS GO BOND	0	0	0	0	0
Budget Total Fire Capital			(302,134)	(252,887)	(263,460)	(252,903)	(302,618)
Grand Total:			(302,134)	(252,887)	(263,460)	(252,903)	(302,618)



Fire Capital

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
31008570	5123	R&M FACILITY MAINT	29,321	0	0	0	0
31008570	5410	2008 PROMISSORY NOTE	47,563	56,211	51,888	51,887	51,888
<i>Annual payment to CTVFC Relief Association for new rescue truck loan.</i>							
31008570	5411	PEMA LOAN	0	0	0	0	0
31008570	5414	GO SERIES 2010	40,000	0	50,000	0	50,000
<i>Partial bond payment for Quint.</i>							
31008570	5415	GO SERIES 2003	70,000	0	0	0	0



Fire Capital

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
31008570	5416	GO SERIES A 2003 <i>Partial bond payment for pumper.</i>	0	50,000	50,000	50,000	0
31008570	5427	GO SERIES 2011	0	0	0	0	100,000
31008570	5434	INTEREST EXPENSE	0	0	0	0	0
31008570	5446	MISC EXPENSE	0	0	10,000	0	0
31008570	5451	REFUND PRIOR YEAR	0	0	0	0	10,000



Fire Capital

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
31008570	6114	BUILDING	0	0	0	0	0
31008570	6122	VEHICLES	0	0	0	0	0
Budget Total		Fire Capital	186,884	106,211	161,888	101,887	211,888
Grand Total:			186,884	106,211	161,888	101,887	211,888



Capital Improvement Fund

Description of Fund:

The Capital Improvement Fund was established to fund general purpose capital improvements for the Township. This fund is solely financed by the fund balance generated by the General Fund.



Capital Improvement Revenue

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
34006401	3410	INTEREST INCOME	(1,126)	(269)	(350)	(378)	(350)
34006401	3852	DONATIONS	0	0	0	0	0
34006401	3855	MISCELLANEOUS REVENUE	(15,090)	(367,253)	0	(142,244)	0
		<i>Reimb. for traffic signal software (IPD Grant)</i>					
		<i>Reimb. for handicap ramps (DCED Grant)</i>					
		<i>Reimb. for rear sliding doors (DCED Grant)</i>					
34006401	3921	TRANS FROM GENERAL FUND	(980,000)	(2,165,000)	(2,291,000)	0	(750,000)
Budget Total		Capital Improvement Revenue	(996,216)	(2,532,522)	(2,291,350)	(142,622)	(750,350)
Grand Total:			(996,216)	(2,532,522)	(2,291,350)	(142,622)	(750,350)



Capital Improvement Parks

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
34006410	5004	MATERIALS AND SUPPLIES	31,365	0	0	0	0
34006410	5111	GRAHAM PARK DEVELOP	277,931	0	0	9,550	0
34006410	5134	OTHER SERVICES	0	0	0	0	15,000
		<i>CLASS software upgrades</i>					
34006410	5321	ELECTRICITY	427	0	0	0	0
34006410	5332	EQUIPMENT LEASES	0	0	0	0	0



Capital Improvement Parks

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
34006410	5363	ADVERTISING	0	0	0	0	0
34006410	5418	DEBT SERVICE	0	0	0	0	0
34006410	5419	TAXABLE NOTE LINDER PROPTY	99,866	0	0	0	0
34006410	6111	PARK LAND ACQUISITION	0	0	0	0	0
34006410	6112	PARK DEVELOP & IMPROVE	214	0	165,000	83,406	75,000
		<i>Pool Repairs/Spray Pad</i>					
		<i>Graham Park Fuel Tanks</i>					



Capital Improvement Parks

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
34006410	6121	EQUIPMENT <i>Heavy duty gator</i>	0	56,348	0	1,027	15,000
34006410	6122	FLEET REPLACEMENT <i>Public Works Vehicles</i>	0	0	0	0	0
Budget Total		Capital Improvement Parks	409,803	56,348	165,000	93,983	105,000



Capital Improvement Building & Grounds

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
34006420	6123	FURNITURE AND FIXTURES	56,976	283,097	239,500	276,634	141,000
		<i>Municipal Center roof repairs (including 3 HVAC units)</i>					
		<i>Storage system (files, servers, databases)</i>					
		<i>Digital Cameras (police security)</i>					
		<i>Salt brine tank building</i>					
		<i>Salt shed shingles</i>					
Budget Total		Capital Improvement Building & Grounds	56,976	283,097	239,500	276,634	141,000



Capital Improvement General Services

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
34006430	4021	SOCIAL SECURITY EXPENDITURE	0	0	0	0	0
34006430	5111	PROFESSIONAL SERVICES	65,086	407,176	170,000	77,211	45,000
		<i>Planning Grant</i>					
34006430	6117	ROAD RESURFACING	0	228,321	516,000	409,581	0
34006430	6121	EQUIPMENT	0	13,428	184,000	17,452	150,000
		<i>GC Equipment</i>					
34006430	6122	FLEET REPLACEMENT	281,192	93,098	282,500	380,206	111,000
		<i>Code vehicle replacement</i>					
		<i>PW Admin and Parks Vehicle</i>					
		<i>(2) Admin. Impala replacements</i>					



Capital Improvement General Services

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
34006430	6125	INFRASTRUCTURE	0	702,471	697,000	171,958	470,000
		<i>Rt. 19/Ehrman Road traffic signal</i>					
		<i>SPC grant match-signal timing Rt. 228/Freedom</i>					
		<i>SPC grant match - signal timing Rt. 19</i>					
		<i>SPC grant match - pedestrian heads</i>					
		<i>MUNIS Project</i>					
		<i>GC Street Trees</i>					
		<i>Glen Rape Road Reconstruction</i>					
		<i>Trail from Powell to Graham Park</i>					
		<i>Graham Park Maint. bldg. and site improvement</i>					
		<i>Document Management</i>					
		<i>Ccure Upgrade and video storage</i>					
	Budget Total	Capital Improvement General Services	346,279	1,444,493	1,849,500	1,056,409	776,000
Grand Total:			870,033	2,067,035	2,254,000	1,703,661	1,022,000

2011 Bond fund

Description of Fund:

The 2011 Bond Fund is a capital fund that holds the proceeds from the issuance of series 2011 GO Bonds. Expenses from this fund will be for the capital projects established at the time of bond issuance.



2011 Bond

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
37006520	3410	INTEREST EARNINGS	0	0	0	(53)	(3,000)
37006520	3530	BOND REVENUE	0	0	0	0	0
Budget Total		2011 Bond	0	0	0	(53)	(3,000)
Grand Total:			0	0	0	(53)	(3,000)



2011 Bond

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
37006520	5411	BOND ISSUANCE	0	0	0	0	0
37006520	5427	GO SERIES 2011	0	0	0	0	0
37006520	5430	BOND DISCOUNTS	0	0	0	0	0
37006520	5431	BOND ISSUANCE COST	0	0	0	0	0
37006520	6112	LAND IMPROVEMENTS	0	0	0	0	0



2011 Bond

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
37006520	6115	BUILDING IMPROVEMENTS	0	0	0	0	1,350,000
		<i>Public Safety Training Building</i>					
37006520	6125	INFRASTRUCTURE	0	0	0	0	3,150,000
		<i>Parallel Interceptor #1</i>					
37006520	6201	TRANSFER TO CAPITAL	0	0	0	0	0
37006520	6203	TRANSFER TO ENTERPRISE FND	0	0	0	0	0
Budget Total	2011 Bond		0	0	0	0	4,500,000

2012 Budget - 2011 Bond

E



2011 Bond

Expense

	2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
Grand Total:	0	0	0	0	4,500,000



Department: **SEWER & WATER FIELD OPERATIONS**

Description and Responsibilities

Performs preventative and reactive maintenance on Township owned sanitary sewer collection and water distribution systems along with meter reading and customer service relevant to sanitary sewer and water

2011 Accomplishments

1. Maintained a less than 10% unaccountable water loss
2. Staff expedited flushing program with minimal overtime and no property damage.
3. Verified a second round of water leak detection proved beneficial in water purchase cost avoidance.
4. Decreased valve, valve box, curb box and manhole maintenance & repair time by utilization of Valve Maintenance Trailer.
5. Implemented monthly meter reading.

2012 Goals

1. Maintain a less than 10% unaccountable water loss
2. Initiate main line valve operating program.
3. Test, repair and/or replace malfunctioning 1½ inch water meters.
4. Test approximately 30 meters that are 2" or larger in size.
5. Plan, prepare and budget for remote meter reading in 2013

2012 Budget Highlights

1. Leak detection program
2. Large meter testing program takes place in Spring 2012

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	11	11	11	11	11
No. of Part Time Employees	3	3	3	3	3



Department: **WASTEWATER TREATMENT PLANT**

Description and Responsibilities

The Wastewater Treatment Plant is responsible for protecting the Brush Creek watershed by treating the wastewater from Cranberry, and portions of Marshall and New Sewickley Townships. It is also responsible for maintaining safe drinking water storage and water pressure.

2011 Accomplishments

Reduced loss time accidents.

1. Successfully rerated treatment plant for higher organic load limit
2. Installed new generator at Franklin Acres lift station
3. Rebuilt Auxiliary lift station mechanical bar screen
4. Replaced belt filter press conveyor
5. Replaced dry potassium permanganate feed system with liquid calcium carbonate for odor control treatment at lift stations
6. Evaluated side stream load of belt filter press effluent and flow equalization strategy

2012 Goals

1. Enhance skill based safety training.
2. Start- up of new water booster station
3. Coordination and process adaptation for parallel interceptor to plant
4. Internet connection for FAPS SCADA monitoring
5. Repainting Secondary clarifier structural steel

2012 Budget Highlights

1. Evaluate and recoat Post ATAD tank structural steel
2. North tank mixer for THM reduction
3. SCADA remote viewing via IPAD or similar technology

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	11	12	12	12	12
No. of Part Time Employees	2	2	2	2	2



Department: **PRE-TREATMENT**

Description and Responsibilities

Mitigation of undesired discharges to the sanitary sewer system, including but not limited to toxic substances, FOG (fats, oil and grease), and stormwater.

2011 Accomplishments

1. Maintained schedule of quarterly inspections at facilities under permit, issued 17 new permits.
2. Worked with the Sewer and Water Field crews initiating a comprehensive I & I Program.
3. Expanded the public outreach and education program.
4. Developed an individualized tracking system for each permitted user. Identifying which users were in need of an enhanced educational outreach.

2012 Goals

1. Complete issuance and maintain re-issuance of permits to Cranberry Township FOG facilities. Decrease inspections based upon facility compliance, focusing our attention on where the most positive impact can be made.
2. Continue to contribute Industrial Pretreatment and I & I information to local media.
3. Seek opportunities to demonstrate to school children public education materials regarding the importance of program and introduce new educational efforts and enforcement activities on commercial facilities to further reduce FOG and other organic loading discharges.
4. Continue working with S & Water, utilizing the I & I Migration plan to help direct the program. CCTV data of sanitary lines for defects and determine locations for area wide inspections to alleviate storm water to enter the sanitary sewer system from private property.
5. Work with representatives from MTMSA to begin issuing permits to Marshall Township FOG facilities.
6. Continue to work with the Planning, and Engineering Department to ensure that all facilities proposing to build or occupy buildings in Cranberry Township are fully aware up front of all the requirements of the FOG program.
7. Develop and distribute User specific BMPs (Best Management Practice) educational flyers for users within the Cranberry Township System: Dentists offices, Car Washes, Pet Grooming, etc.

2012 Budget Highlights

1. Pre-Treatment Division's focus on inflow and infiltration will continue to be evidenced in this year's budget.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	1	1	1	2	2
No. of Part Time Employees	0	0	1	0	0



Sewer Fund Summary

Sewer Fund Revenue	2011 Budget	2011 YTD	2012 Budget
Revenue			
Business Licenses & Permit (PFOG)	\$0	\$26,954	\$25,000
Interest Income	\$20,000	\$600	\$7,000
Sewer Meter Revenue	\$5,123,872	\$4,802,926	\$5,277,588
Tap Fees	\$400,000	\$403,605	\$400,000
Marshall Twp. Debt	\$56,620	\$42,465	\$56,620
Marshall Twp. Revenue	\$485,000	\$514,011	\$500,000
New Sewickley Twp. Revenue	\$20,000	\$18,649	\$20,000
Application Fees	\$5,000	\$3,705	\$5,000
Misc. Income	\$25,000	\$4,955	\$5,000
Penalties	\$30,000	\$34,885	\$35,000
Charge for Services	\$0	\$0	\$0
Total Revenue	\$6,165,492	\$5,852,756	\$6,331,208
Use of Fund Balance	\$798,402	\$225,408	\$804,629
Total Available	\$6,963,894	\$6,078,164	\$7,135,837
Sewer Fund Expenditures	2011 Budget	2011 YTD	2012 Budget
Programs			
Treatment Plant	\$2,429,280	\$1,946,722	\$2,434,579
Collection Sys. Maintenance	\$199,606	\$82,642	\$173,091
New Development Inspection	\$47,383	\$34,776	\$50,250
Service Requests	\$135,650	\$76,779	\$134,864
System Support	\$1,041,017	\$622,789	\$1,091,007
Billing	\$71,619	\$55,045	\$83,438
Lift Stations	\$150,784	\$125,077	\$145,057
Debt	\$1,924,555	\$479,770	\$2,073,926
Transfers To General Fund	\$87,000	\$0	\$150,000
Capital Projects	\$877,000	\$327,709	\$797,625
Total Expenditure	\$6,963,894	\$3,751,309	\$7,133,837

Sewer Fund				
Cost Center	Program and Activities	2011 Budget	2011 YTD	2012 Budget
Treatment Plant				
5511	Operations	\$1,260,698	\$1,058,054	\$ 1,280,885.00
5512	Maintenance	\$381,564	\$310,174	\$ 370,800.00
5513	Bio Solids	\$410,816	\$319,611	\$ 418,803.00
5514	Odor	\$189,135	\$136,053	\$ 186,515.00
5515	Industrial Pretreatment	\$187,067	\$122,830	\$ 177,576.00
	Sub Total	\$2,429,280	\$1,946,722	\$ 2,434,579.00
	Percent of Total Fund	40%	57%	38%
Collection System Maintenance				
5522	Infiltration & Inflow	\$165,829	\$56,951	\$ 139,002.00
5523	PA One Call	\$33,777	\$25,691	\$ 34,089.00
	Sub Total	\$199,606	\$82,642	\$173,091
	Percent of Total Fund	3%	2%	3%
New Development Inspection				
5533	Inspections	\$47,383	\$34,776	\$ 50,250.00
	Sub Total	\$47,383	\$34,776	\$50,250
	Percent of Total Fund	1%	1%	1%
Service Requests				
5524	Sewer Clog / Odor	\$135,650	\$76,779	\$ 134,864.00
	Sub Total	\$135,650	\$76,779	\$134,864
	Percent of Total Fund	2%	2%	2%
System Support				
5551	Vehicle Maintenance	\$79,802	\$59,454	\$ 79,629.00
5552	Administration	\$455,009	\$367,260	\$ 491,636.00
5554	Facility Maintenance	\$69,516	\$53,198	\$ 72,157.00
5555	Training	\$98,814	\$69,867	\$ 95,603.00
5556	Information Technology	\$100,815	\$0	\$ 113,825.00
5558	Operations Engineering	\$237,061	\$73,010	\$ 238,157.00
	Sub Total	\$1,041,017	\$622,789	\$1,091,007
	Percent of Total Fund	17%	18%	17%

Sewer Fund cont.				
Cost Center	Program and Activities	2011 Budget	2011 YTD	2012 Budget
Billing				
5561	Account Management	\$60,015	\$50,901	\$ 72,316.00
5562	Sewer Flow Meter Readings	\$11,604	\$4,144	\$ 11,122.00
	Sub Total	\$71,619	\$55,045	\$83,438
	Percent of Total Fund	1%	2%	1%
Lift Stations				
5571	Operations & Maintenance	\$150,784	\$125,077	\$ 145,057.00
	Sub Total	\$150,784	\$125,077	\$145,057
	Percent of Total Fund	2%	4%	2%
Debt				
5582	Principal Payment	\$1,924,555	\$479,770	\$ 2,073,926.00
	Sub Total	\$1,924,555	\$479,770	\$2,073,926
	Percent of Total Fund	32%	14%	33%
Transfers To General Fund				
5592	Transfers To General Fund	\$87,000	\$0	\$ 150,000
	Sub Total	\$87,000	\$0	\$150,000
	Percent of Total Fund	1%	0%	2%
Total Operations		\$6,086,894	\$3,423,600	\$6,336,212
Capital Projects				
5595	Capital Projects	\$877,000	\$327,709	\$ 797,625
	Sub Total	\$877,000	\$327,709	\$797,625
	Percent of Total Fund	13%	9%	11%
Total Sewer Fund		\$6,963,894	\$3,751,309	\$7,133,837

Water Fund Summary

Water Fund Revenue	2011 Budget	2011 YTD	2012 Budget
Revenue			
Interest Income	\$15,000	\$400	\$7,000
Lease Revenue	\$119,000	\$127,227	\$125,000
Charge for Services	\$2,400	\$2,000	\$2,400
Water Meter Revenue	\$4,495,358	\$4,226,830	\$4,620,425
Deduct Meter Charges	\$12,000	\$7,669	\$12,000
Tap Fees	\$400,000	\$400,998	\$400,000
Application Fees	\$5,000	\$3,445	\$5,000
Fire Line Charges	\$200,000	\$214,308	\$220,000
Penalties	\$25,000	\$27,039	\$30,000
Waterline Extensions	\$6,000	\$6,120	\$6,000
Misc. Income	\$20,000	\$23,392	\$25,000
Total Revenue	\$5,299,758	\$5,039,428	\$5,452,825
Use of Fund Balance	\$1,309,023	\$0	\$1,119,398
Total Available	\$6,608,781	\$5,039,428	\$6,572,223
Water Fund Expenditures	2011 Budget	2011 YTD	2012 Budget
Programs			
Distribution Sys. Maintenance	\$431,870	\$361,330	\$447,690
Service Requests	\$106,346	\$85,930	\$102,144
Pump Stations and Tanks	\$153,490	\$115,452	\$140,063
New Development Inspection	\$51,034	\$37,227	\$50,475
System Support	\$834,649	\$545,236	\$889,322
Billing	\$374,392	\$229,411	\$337,533
Water Purchase	\$2,600,000	\$1,855,000	\$2,400,000
Debt	\$0	\$0	\$63,871
Transfers To General Fund	\$58,000	\$0	\$100,000
Capital Projects	\$1,999,000	\$268,859	\$2,041,125
Total Expenditures	\$6,608,781	\$3,498,445	\$6,572,223

Water Fund				
Cost Center	Program and Activities	2011 Budget	2011 YTD	2012 Budget Request
<i>Distribution System Maintenance</i>				
5411	Pipe Line Maintenance	\$158,605	\$162,210	\$171,827
5412	Leak Check Program	\$31,934	\$28,788	\$32,627
5413	Water Quality	\$39,194	\$30,417	\$37,382
5414	Meter Testing Program	\$16,450	\$527	\$16,210
5415	PA One Call	\$33,893	\$27,204	\$35,064
5416	Hydrant Maintenance / Valve Maintenance	\$101,163	\$69,518	\$101,721
5417	Flushing Program	\$50,631	\$42,666	\$52,859
	Sub Total	\$431,870	\$361,330	\$447,690
	Percent of Total Fund	7%	10%	7%
<i>Service Requests</i>				
5421	Meter Service	\$43,741	\$38,604	\$44,059
5422	Service Requests	\$28,086	\$20,536	\$28,400
5424	Water Tap	\$34,519	\$26,790	\$29,685
	Sub Total	\$106,346	\$85,930	\$102,144
	Percent of Total Fund	2%	2%	2%
<i>Pump Stations and Tanks</i>				
5431	Operations & Maintenance	\$153,490	\$115,452	\$140,063
	Sub Total	\$153,490	\$115,452	\$140,063
	Percent of Total Fund	2%	3%	2%
<i>New Development Inspection</i>				
5443	Inspections	\$51,034	\$37,227	\$50,475
	Sub Total	\$51,034	\$37,227	\$50,475
	Percent of Total Fund	1%	1%	1%

Water Fund cont.				
Cost Center	Program and Activities	2011 Budget	2011 YTD	2012 Budget Request
System Support				
5451	Vehicle Maintenance	\$69,801	\$54,391	\$70,930
5452	Administration	\$429,286	\$403,624	\$463,662
5453	Training	\$59,369	\$35,402	\$59,623
5455	Information Technology	\$100,815	\$0	\$113,825
5456	Facility Maintenance	\$66,817	\$49,664	\$73,123
5458	Operations Engineering	\$108,561	\$2,155	\$108,159
	Sub Total	\$834,649	\$545,236	\$889,322
	Percent of Total Fund	13%	16%	14%
Billing				
5461	Account Management	\$113,715	\$49,289	\$74,386
5462	Meter Reading	\$71,962	\$54,652	\$73,192
5463	Customer Service	\$188,715	\$125,470	\$189,955
	Sub Total	\$374,392	\$229,411	\$337,533
	Percent of Total Fund	6%	7%	5%
Water Purchase				
5471	Water Purchase	\$2,600,000	\$1,855,000	\$2,400,000
	Sub Total	\$2,600,000	\$1,855,000	\$2,400,000
	Percent of Total Fund	39%	53%	37%
Debt				
5481	Debt Service	\$0	\$0	\$63,871
	Sub Total	\$0	\$0	\$63,871
	Percent of Total Fund	0%	0%	1%
Transfers To General Fund				
5492	Transfers To General Fund	\$58,000	\$0	\$100,000
	Sub Total	\$58,000	\$0	\$100,000
	Percent of Total Fund	1%	\$0	2%
	Total Operations	\$4,609,781	\$3,229,586	\$4,531,098
Capital Projects				
5495	Capital Projects	\$ 1,999,000	\$ 268,859	\$ 2,041,125
	Sub Total	\$1,999,000	\$268,859	\$2,041,125
	Percent of Total Fund	30%	8%	31%
	Total Water Fund	\$6,608,781	\$3,498,445	\$6,572,223

Solid Waste Fund

Description of Fund:

This Fund operates as an Enterprise Fund, and was created in November 2004, to coincide with the implementation of Cranberry's municipal solid waste residential curbside collection program, known as the Collection Connection. The Township implemented that program in response to the Department of Environmental Protection requirement to provide for a curbside leaf collection program. Prior to the Collection Connection, residents were able to contract with any one of four haulers that served the Township, and we offered very limited recycling opportunities and had no curbside collection of leaf waste. After nearly a year of study and public input, the Township implemented an innovative bundled service that was competitively bid by the private sector that provided the following services, volume based garbage disposal, unlimited weekly co-mingled recycling for nearly all recyclables, and weekly unlimited yard waste collection from April through the first of December, plus curbside collection of Christmas trees.

This Fund receives the monthly fees that are collected by the Township for this service, as well as all grants and performance incentives earned through our recycling efforts. The fees and grants collected are used to pay the costs associated with this program. This Fund also supports the entire municipal solid waste program provided by the Township to serve all the residents of the Township.

The Collection Connection program service provider's contract was advertised for public bid according to the Municipal codes of Pennsylvania for an additional five years. Three competitive bids were received and the contract was awarded to Waste Management. The contract will be enforce from November 1, 2009 to October 31, 2014.

The 2012 rates are being held the same as 2011 in response to favorable public bidding pricing received in 2009, even though the budget needs to absorb increase costs to purchase carts and to pay the contractor. The General Assembly reauthorized the recycling fee that is paid at the landfill on trash that is deposited however, they diverted most of those fees to other state needs, providing a much reduced revenue back to the communities. The Township is implementing recycling initiatives to increase participation rates and indirectly result in higher "rebates" from the state to offset those losses and to cover the cost of special collections and environmental events.

<u>Service</u>	<u>2009 Monthly Rates</u>	<u>2010 Monthly Rates</u>	<u>2011Monthly Rates</u>	<u>2012 Monthly Rates</u>
96 gal cart	\$16.82	\$16.82	\$16.82	\$16.82
64 gal cart	\$16.16	\$16.16	\$16.16	\$16.16
38 gal cart	\$15.64	\$15.64	\$15.64	\$15.64
Bag service	\$13.87	\$13.87	\$13.87	\$13.87



Solid Waste

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
63107010	3410	INTEREST EARNING <i>Interest earnings on investments.</i>	(4,068)	(1,060)	(1,000)	(322)	(400)
63107010	3540	GRANTS <i>Performance Grant awarded by DEP.</i>	(222,167)	(228,307)	(110,000)	(176,726)	(130,000)
63107010	3570	LOCAL GRANTS	0	0	0	0	0
63107010	3671	FEES FOR SERVICES <i>Revenue from quarterly payments from solid waste customers.</i>	(1,598,770)	(1,646,782)	(1,645,175)	(1,246,269)	(1,686,600)
63107010	3809	PENALTIES <i>Penalty collections from customers who pay late.</i>	(13,545)	(12,182)	(12,000)	(10,775)	(9,400)



			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
63107010	3855	MISCELLANEOUS REV	(31,453)	(36,608)	(30,000)	(29,910)	(35,000)
		Sale of craft bags and bag tags.					
Budget Total		Solid Waste	(1,870,003)	(1,924,939)	(1,798,175)	(1,464,001)	(1,861,400)
Grand Total:			(1,870,003)	(1,924,939)	(1,798,175)	(1,464,001)	(1,861,400)



Solid Waste

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
63107010	4010	SALARIES FULL TIME	73,675	72,538	80,249	50,850	82,521
		<i>7 full time employees</i>					
		<i>C. Beers (30%), D. McVeigh (20%), L. Meeder (30%)</i>					
		<i>J. Kratsas (5%), L. Engle (30%), J. Iannarelli (30%)</i>					
		<i>N. Sikora (30%)</i>					
63107010	4012	SALAIRES - PART TIME	15,618	42,683	39,071	33,786	44,888
		<i>6 part-time employees</i>					
		<i>N. Hamilton (30%), D. Phelan (30%), M. Dawson (30%)</i>					
		<i>P. Longini (20%), C. Marzock (20%), J. Boren (20%)</i>					
63107010	4015	OVERTIME	64	233	0	1,121	160
63107010	4021	SOCIAL SECURITY	6,016	7,521	7,398	5,379	7,909
		<i>The employer share of FICA based on 6.2% of salaries/</i>					
		<i>wages/overtime for all employees.</i>					



Solid Waste

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
63107010	4022	MEDICARE	1,407	1,762	1,730	1,261	1,850
<i>The employer share of Medicare based on 1.45% of salaries/ wages/overtime for all employees.</i>							
63107010	4023	WORKERS COMPENSATION	301	346	1,133	975	482
<i>Workers' Compensation insurance for all employees.</i>							
63107010	4041	PENSION NON UNIFORM	3,689	3,798	4,012	3,413	4,134
<i>The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.</i>							
63107010	4051	HOSPITALIZATION	18,471	19,719	22,882	18,629	19,051
<i>Medical insurance for all full time employees.</i>							
63107010	4052	VISION	211	214	235	204	193
<i>Vision insurance for all full time employees.</i>							



Solid Waste

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
63107010	4053	DENTAL	1,350	1,431	1,431	1,437	1,266
		<i>Dental insurance for all full-time employees.</i>					
63107010	4054	ICMA CONTRB	3,907	3,803	4,012	2,408	4,134
		<i>The employer contribution to the 457 plan based on 5% of salaries/wages/overtime for all full time employees.</i>					
63107010	4055	DISABILITY INSURANCE	197	202	209	196	216
		<i>Long term disability insurance for all full time employees.</i>					
63107010	4057	LIFE INSURANCE	430	477	587	450	406
		<i>Life insurance for all full time employees and certain part time employees.</i>					
63107010	5004	MATERIALS & SUPPLIES	4,095	36,308	8,000	31,296	8,000
		<i>Purchase of craft bags and bag tags.</i>					



Solid Waste

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
63107010	5111	PROFESSIONAL SERVICES	1,385,665	1,305,892	1,386,960	1,029,782	1,459,100
<i>Monthly payments to Waste Management for contracted trash service.</i>							
63107010	5113	MANAGEMENT CONSULTING	11,020	0	5,000	0	5,000
<i>Consulting on solid waste contract matters.</i>							
63107010	5230	INFORMATION TECH	0	0	64,643	0	90,664
63107010	5354	EMPL TRAINING	846	1,307	2,000	949	2,000
<i>Conferences and workshops.</i>							
63107010	5356	EMPL DUES/MEMBERSHIP	125	125	300	0	300



Solid Waste

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
63107010	5361	POSTAGE / SHIPPING	7,093	6,166	7,000	6,512	7,000
<i>Postage costs for mailing quarterly solid waste service bills.</i>							
63107010	5362	PRINTING	17,606	8,118	10,000	11,720	10,000
<i>Printing costs associated with solid waste program brochures and bills.</i>							
63107010	5363	LEGAL ADVERTISING	2,024	8,088	3,000	9,603	3,000
63107010	5434	INTEREST EXPENSE	6,891	5,632	0	0	0
63107010	6010	ASSETS LESS \$5000	0	0	50,000	26,922	25,000
<i>Annual cart replacement costs.</i>							



Solid Waste

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
63107010	6116	ASSESTS OVER 5,000	0	0	0	24,824	0
63107010	6122	FLEET REPLACEMENT	0	(1)	0	0	0
63107010	6123	FUNITURE AND FIXTURES	0	0	0	0	0
63107010	6124	SOFTWARE	0	0	0	0	0
63107010	6181	DEBT PRINCIPAL	0	0	310,000	0	0
<i>Debt payment for original cart purchase.</i>							



Solid Waste

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
63107010	6204	TRANSFER TO GEN FUND	0	0	50,000	0	50,000
Budget Total Solid Waste			1,560,702	1,526,363	2,059,852	1,261,718	1,827,274
Grand Total:			1,560,702	1,526,363	2,059,852	1,261,718	1,827,274



Department: **WATERPARK FUND**

Description and Responsibilities

The Cranberry Township Community Waterpark is a dynamic facility responding to the changing needs of the community. This facility is family friendly with zero depth entry, lap pool, diving well, slides, sand play, spray pad, sand volleyball, full concession, locker rooms, and much more. Programming ranges from American Red Cross Learn to Swim, to scuba and water aerobics, night swims and the popular after season Puppy Plunge. Public swim sessions average more than 65,000 swimmers per season.

2011 Accomplishments

1. Exceeded total revenue projections in both daily admission and membership sales.
2. Improved staff training procedures resulting in better daily operations.
3. Completed facility improvements for 2011 season including replacing the plaster finish in the dive well and restoration of floors in locker rooms.

2012 Goals

1. Continue cost savings practices implemented over the past seasons.
2. Increase membership sales
3. Increase programming through private and semi-private instruction enrollment.

2012 Budget Highlights

1. This budget targets higher membership sales as a cost savings to residents who are frequent pool visitors.
2. Learn to Swim programming will be offered in both private and semi-private classes in response to customer feedback with anticipated increased participation.
3. Concession Menus and pricing based on customer surveys will result in improved concession returns.

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	0.5	0.5	0.5	0.5	.5
No. of Part Time Employees	100	100	100	100	100

*One full time employee split between the Swimming Pool and Parks and Recreation.



Swimming Pool Operations

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106810	3410	INTEREST EARNING	(697)	(154)	(200)	(46)	(100)
		<i>Interest income on investments.</i>					
64106810	3422	ROOMS/FACILITY RENTAL	(320)	(1,980)	(1,500)	(1,386)	(1,500)
		<i>Birthday Party Rentals</i>					
		<i>Deck Rentals have been included in this amount</i>					
64106810	3685	MEMBERSHIP	(214,875)	(201,307)	(225,000)	(256,115)	(247,000)
		<i>Individual and Family Memberships for the Community Waterpark.</i>					
64106810	3691	ADMISSIONS	(126,077)	(172,629)	(150,000)	(165,428)	(150,000)
		<i>Daily admission fees for the Community Watepark.</i>					
64106810	3855	MISCELLANEOUS REV	(197)	(306)	0	(2,069)	(1,000)



Swimming Pool Operations

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106810	3921	TRANSFER FROM GEN FUND	(150,000)	(303,153)	(150,000)	0	(150,000)
<i>Transfer from General Fund to cover debt service payment.</i>							
Budget Total	Swimming Pool Operations		(492,166)	(679,529)	(526,700)	(425,045)	(549,600)



Swimming Pool Concessions

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106830	3692	CONCESSIONS	(86,425)	(102,937)	(105,000)	(103,232)	(105,000)
Budget Total			(86,425)	(102,937)	(105,000)	(103,232)	(105,000)
Swimming Pool Concessions							



Swimming Pool Program

Revenue

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106840	3681	PROGRAMS/LESSONS	(45,198)	(38,977)	(50,000)	(48,680)	(50,000)
<i>Swim program due to the opportunity to register for private, or semi-private lessons next season. This was added following a Customer Satisfaction Survey at the end of the 2010 season.</i>							
Budget Total Swimming Pool Program			(45,198)	(38,977)	(50,000)	(48,680)	(50,000)
Grand Total:			(860,215)	(1,227,534)	(681,700)	(680,188)	(704,600)



Swimming Pool Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106810	4010	SALARIES FULL TIME	24,807	22,848	25,289	20,480	25,805
		<i>Chris Border (50%)</i>					
		<i>0.5 Full Time Employee</i>					
64106810	4012	SALARIES PART TIME	121,827	147,343	140,000	170,219	153,000
		<i>Operational Managers, Lifeguards and Guest Relations</i>					
64106810	4015	OVERTIME	3,110	3,875	3,000	1,429	1,500
64106810	4021	SOCIAL SECURITY	9,164	10,744	8,680	12,276	11,303
64106810	4022	MEDICARE	2,174	2,544	2,030	2,871	2,644



Swimming Pool Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106810	4023	WORKERS COMPENSATION	8,801	9,302	7,573	6,514	8,878
<i>Workers' Compensation insurance for all employees.</i>							
64106810	4041	PENSION NON UNIFORM	1,239	1,262	1,264	1,075	1,290
64106810	4051	HOSPITALIZATION	6,795	7,294	8,482	6,341	7,855
64106810	4052	VISION	66	67	74	62	67
64106810	4053	DENTAL	434	460	460	450	464



Swimming Pool Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106810	4054	ICMA CONTRB	1,220	1,229	1,264	1,024	1,290
64106810	4055	DISABILITY INSURANCE	62	64	66	59	67
64106810	4057	LIFE INSURANCE	118	122	124	112	127
64106810	5004	MATERIALS & SUPPLIES	3,669	9,279	7,500	12,777	9,000
64106810	5123	R&M FACILITY MAINT	897	5,063	1,000	2,432	2,000



Swimming Pool Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106810	5230	INFORMATION TECH	27,199	26,471	25,224	0	25,224
64106810	5311	TELEPHONE	1,426	0	0	0	0
64106810	5312	CELL PHONES	0	0	0	0	0
64106810	5321	ELECTRICITY	28,975	28,452	30,000	27,881	29,000
64106810	5323	WATER	15,877	13,387	17,000	12,280	14,500



Swimming Pool Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106810	5324	SEWER	21,528	8,398	18,000	10,376	11,500
64106810	5325	TRASH REMOVAL	1,206	0	2,000	0	2,000
64106810	5351	EMPLOYEE RECRUITING	3,666	3,866	4,000	5,336	5,500
		<i>Drug Screening and Clearances for Waterpark Employees</i>					
64106810	5357	EMPL CLOTHING/UNIFORMS	(555)	(21)	0	2,041	500
64106810	5361	POSTAGE / SHIPPING	298	5	0	20	0



Swimming Pool Operations

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106810	5362	PRINTING	1,327	190	0	1,943	1,500
64106810	5370	MINOR EQUIP/FURNITURE	8,816	1,990	5,000	6,279	5,000
64106810	5416	GO SERIES A 2003	0	0	150,000	150,000	150,000
64106810	5434	INTEREST EXPENSE	69,409	65,296	0	0	0
64106810	6123	FURNITURE & FIXTURES	0	1,561	3,800	4,375	5,000
Budget Total		Swimming Pool Operations	363,554	371,090	461,830	458,652	475,014



Swimming Pool Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106820	4010	SALARIES-FULLTIME	0	0	0	0	0
64106820	4012	SALARIES-PART TIME	19,474	22,959	25,000	29,217	28,000
64106820	4015	OVERTIME	624	2,206	500	639	500
64106820	4021	SOCIAL SECURITY TAX	1,246	1,560	1,550	1,851	1,767
64106820	4022	MEDICARE	291	365	363	433	413



Swimming Pool Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106820	4023	WORKERS COMP	1,537	1,501	1,352	1,163	1,388
64106820	4041	PENSION NON UNIFORM	0	0	0	0	0
64106820	4051	HOSPITALIZATION	0	0	0	0	0
64106820	4052	VISION INSURANCE	0	0	0	0	0
64106820	4053	DENTAL INSURANCE	0	0	0	0	0



Swimming Pool Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106820	4054	457 CONTRIBUTIONS	0	0	0	0	0
64106820	4055	DISABILITY INSURANCE	0	0	0	0	0
64106820	4057	LIFE INSURANCE	0	0	0	0	0
64106820	5004	MATERIALS AND SUPPLIES	16,012	19,880	15,000	23,892	18,000
		<i>addition to odd hardware for minor repairs</i>					
64106820	5005	CLEANING SUPPLIES	0	0	0	0	0



Swimming Pool Maintenance

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106820	5008	CHEMICALS	20,555	30,860	32,000	41,544	38,000
		<i>Changes in water quality management rules have lead to greater use of chemicals for wate treatment.</i>					
64106820	5111	PROFESSIONAL SERVICES	38,684	20,341	15,000	18,202	18,000
		<i>summer start-up as well as winterizing at the end of season.</i>					
64106820	5121	R&M EQUIPMENT	995	4,019	1,000	5,863	5,000
64106820	5364	FUEL	0	0	0	0	0
Budget Total		Swimming Pool Maintenance	99,418	103,689	91,765	122,804	111,068



Swimming Pool Concessions

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106830	4010	SALARIES-FULLTIME	0	0	0	0	0
64106830	4012	SALARIES PART TIME	19,286	28,670	24,000	34,502	32,000
<i>31.5 hours per day for 90 days (99 days in season less 10% for inclement weather)</i>							
<i>Average \$7.50 per hour for wages</i>							
64106830	4015	OVERTIME	976	223	500	805	500
64106830	4021	SOCIAL SECURITY TAX	1,256	1,791	1,488	2,189	2,015
64106830	4022	MEDICARE	294	419	348	512	471



Swimming Pool Concessions

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106830	4023	WORKERS COMP	1,838	1,296	1,298	1,117	1,583
64106830	4041	PENSION NON UNIFORM	0	0	0	0	0
64106830	4051	HOSPITALIZATION	0	0	0	0	0
64106830	4052	VISION INSURANCE	0	0	0	0	0
64106830	4053	DENTAL INSURANCE	0	0	0	0	0



Swimming Pool Concessions

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106830	4054	457 CONTRIBUTIONS	0	0	0	0	0
64106830	4055	DISABILITY INSURANCE	0	0	0	0	0
64106830	4057	LIFE INSURANCE	0	0	0	0	0
64106830	5005	CLEANING SUPPLIES	83	0	0	0	0
		<i>under the Maintenance Cost Center</i>					
64106830	5111	PROFESSIONAL SERVICES	1,732	1,886	1,000	1,765	1,500



Swimming Pool Concessions

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106830	5121	R&M EQUIPMENT	102	501	500	347	500
64106830	5354	EMPLOYEE TRAINING	0	0	200	0	200
64106830	5368	COST OF GOODS	36,995	57,258	48,000	45,896	48,000
64106830	6123	FUNITURE AND FIXTURES	0	0	5,000	0	5,000
		<i>ago. We will begin replacing equipment that has not performed well over the past season including food warmers, pizza ovens, table top coolers, etc.</i>					
Budget Total		Swimming Pool Concessions	62,561	92,045	82,334	87,133	91,769



Swimming Pool Program

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106840	4010	SALARIES-FULLTIME	0	0	0	0	0
64106840	4012	SALARIES-PART TIME	10,441	10,654	35,250	13,389	17,000
		<i>programs. Payback will be included in fees charged.</i>					
64106840	4015	OVERTIME	305	0	0	76	200
64106840	4021	SOCIAL SECURITY TAX	666	661	2,185	478	1,252



Swimming Pool Program

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106840	4022	MEDICARE	156	154	511	112	293
64106840	4023	WORKERS COMP	850	898	1,906	1,639	984
64106840	4041	PENSION NON UNIFORM	0	0	0	0	0
64106840	4051	HOSPITALIZATION	0	0	0	0	0
64106840	4052	VISION INSURANCE	0	0	0	0	0



Swimming Pool Program

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106840	4053	DENTAL INSURANCE	0	0	0	0	0
64106840	4054	457 CONTRIBUTIONS	0	0	0	0	0
64106840	4055	DISABILITY INSURANCE	0	0	0	0	0
64106840	4057	LIFE INSURANCE	0	0	0	0	0
64106840	5004	MATERIALS & SUPPLIES	3,441	1,919	3,000	7,283	4,000
<i>Learn to Swim Program</i>							



Swimming Pool Program

Expense

			2009 ACTUAL	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YTD	2012 DEPT REQUEST
64106840	5111	PROFESSIONAL SERVICES	1,781	1,524	1,000	0	1,000
64106840	5351	EMPLOYEE RECRUTING	0	0	0	0	0
64106840	5354	EMPLOYEE TRAINING	0	840	0	280	1,000
Budget Total Swimming Pool Program			19,420	20,933	43,852	30,820	25,729
Grand Total:			562,593	605,968	679,781	704,235	703,580



Department: **GOLF COURSE FUND**

Description and Responsibilities

The Golf Course Fund is operated as an Enterprise Fund, which means the course operates in a manner where fees and charges are sufficient to meet current operating expenses. Fees and charges include golf fees, retail sales (merchandise, food & beverage), golf instruction and banquet/meeting revenue.

2011 Accomplishments

1. Started to square tees. 60% of all tees completed.
2. Added waste bunker between holes 11 and 16.
3. Landscaping updated around the clubhouse and pavilion.
4. Maintained and brought the course through one of the most extreme heat stress summers.
5. Added A/V screens and projectors in the banquet room.
6. Established online surveys for daily fee players, outings and banquets.
7. Projecting increased golf outing revenue by 10% and banquet revenue by 37% over 2010.

2012 Goals

1. 32,500 rounds of golf. This will generate \$60,000-\$70,000 more revenue.
2. Finish squaring tees.
3. Install 2 drinking fountains on the golf course to replace the water jugs.
4. Make online tee times available to the public.
5. Complete banquet operation analysis to maximize efficacy and profitability.

2012 Budget Highlights

1. Continue aggressive marketing program and specials.
2. Develop and implement a Business Meeting Plan.
3. Amend and implement our marketing plan to include advertising and social media initiatives for business meetings

Staffing Levels

	2008	2009	2010	2011	2012
No. of Full Time Employees	7	7	7	7	7
No. of Part Time Employees	50	45	40	40	40

Golf Course Fund Summary

Golf Course	2011 Budget	2011 YTD	% From Adj.	2012 Request
Revenue				
Greens Fees	\$ 1,123,000.00	\$ 932,012.00	83.0%	\$ 1,082,702.00
Cart Rental Fees	\$ 265,000.00	\$ 189,017.00	71.3%	\$ 242,748.00
Range Fees	\$ 23,000.00	\$ 18,887.00	82.1%	\$ 23,000.00
Golf Club Rental	\$ 5,500.00	\$ 4,098.00	74.5%	\$ 5,500.00
Misc Revenue	\$ 2,250.00	\$ 8,779.00	390.2%	\$ 3,750.00
Merchandise	\$ 150,000.00	\$ 94,050.00	62.7%	\$ 125,000.00
Golf Instruction	\$ 35,000.00	\$ 25,646.00	73.3%	\$ 42,000.00
Handicap Services	\$ 4,500.00	\$ 4,425.00	98.3%	\$ 4,500.00
Grille Food Sales	\$ 115,250.00	\$ 86,766.00	75.3%	\$ 115,250.00
Alcohol Sales	\$ 160,000.00	\$ 142,001.00	88.8%	\$ 195,000.00
Catered Food	\$ 150,000.00	\$ 149,038.00	99.4%	\$ 200,000.00
Room Rental	\$ 14,000.00	\$ 13,750.00	98.2%	\$ 20,000.00
Sponsorship	\$ 12,000.00	\$ 6,596.00	55.0%	\$ 15,000.00
Interest	\$ 1,500.00	\$ 115.00	7.7%	\$ 1,500.00
Transfer from General Fund	\$ 95,000.00	\$ -	0.0%	\$ -
Total Golf Course Fund	\$ 2,156,000.00	\$ 1,675,180.00	77.7%	\$ 2,075,950.00
Golf Course Fund	2011 Budget	2011 YTD	% From Adj.	2012 Request
Programs				
Golf Operations	\$ 351,974.00	\$ 296,448.00	84.2%	\$ 305,117.00
Food & Beverage Operations	\$ 200,527.00	\$ 304,078.00	151.6%	\$ 358,574.00
System Support	\$ 397,654.00	\$ 294,471.00	74.1%	\$ 348,343.00
Turfgrass Management	\$ 473,353.00	\$ 481,290.00	101.7%	\$ 484,739.00
Equipment Maintenance	\$ 103,254.00	\$ 85,995.00	83.3%	\$ 104,793.00
Debt Service	\$ 629,238.00	\$ 629,238.00	100.0%	\$ 466,481.00
Capital Program	\$ -	\$ 51,204.00		\$ -
Total Golf Course Fund	\$ 2,156,000.00	\$ 2,142,724.00	99.4%	\$ 2,068,047.00

Golf Course Expenditures Detailed

Golf Course Fund

Cost Center	Program and Activities	2011 Budget	2011 YTD	2012 Request
	<i>Golf Operations</i>			
6311	Golf Shop Services	\$ 53,751.00	\$ 81,582.00	\$ 51,260.00
6312	Outside Services	\$ 27,551.00	\$ 40,388.00	\$ 62,436.00
6313	Carts	\$ 95,340.00	\$ 23,567.00	\$ 51,603.00
6314	Range	\$ 10,219.00	\$ 12,705.00	\$ 10,656.00
6315	Merchandise	\$ 76,350.00	\$ 96,224.00	\$ 70,013.00
6316	Lessons	\$ 25,501.00	\$ 24,106.00	\$ 33,599.00
6317	Golf Outings	\$ 63,262.00	\$ 17,876.00	\$ 25,550.00
	Sub Total	\$ 351,974.00	\$ 296,448.00	\$ 305,117.00
	Percent of Total Fund			14.75%
	<i>Food & Beverage Operations</i>			
6331	Grille	\$ 111,482.00	\$ 129,072.00	\$ 124,572.00
6332	Kitchen	\$ 6,733.00	\$ 4,075.00	\$ 20,506.00
6333	Banquet Facility	\$ 82,312.00	\$ 170,931.00	\$ 213,496.00
	Sub Total	\$ 200,527.00	\$ 304,078.00	\$ 358,574.00
	Percent of Total Fund			17.34%
	<i>System Support</i>			
6341	Facility Maintenance	\$ 51,608.00	\$ 54,973.00	\$ 46,739.00
6342	Adminitration	\$ 295,584.00	\$ 193,566.00	\$ 255,085.00
6344	Training	\$ 17,318.00	\$ 10,138.00	\$ 12,660.00
6345	Infrastructure	\$ 15,394.00	\$ 9,126.00	\$ 13,859.00
6346	Vehicle Maintenance	\$ 17,750.00	\$ 26,668.00	\$ 20,000.00
	Sub Total	\$ 397,654.00	\$ 294,471.00	\$ 348,343.00
	Percent of Total Fund			16.84%
	<i>Turfgrass Management</i>			
6361	Greens Maintenance	\$ 127,259.00	\$ 110,663.00	\$ 128,512.00
6362	Tees Maintenance	\$ 55,913.00	\$ 67,498.00	\$ 59,617.00
6363	Fairways Maintenance	\$ 102,641.00	\$ 103,498.00	\$ 104,111.00
6364	Rough Maintenance	\$ 120,398.00	\$ 137,504.00	\$ 122,500.00
6365	Bunker Maintenance	\$ 35,871.00	\$ 41,813.00	\$ 40,420.00
6366	Irrigation/Pond Maintenance	\$ 31,271.00	\$ 20,314.00	\$ 29,579.00
	Sub Total	\$ 473,353.00	\$ 481,290.00	\$ 484,739.00
	Percent of Total Fund			23.44%

Golf Course Expenditures Detailed

Golf Course Fund

Cost Center	Program and Activities	2011 Budget	2011 YTD	2012 Request
	<i>Equipment Maintenance</i>			
6381	Equipment Repair	\$ 65,702.00	\$ 56,275.00	\$ 66,574.00
6382	Equipment PMI	\$ 37,552.00	\$ 29,720.00	\$ 38,219.00
	Sub Total	\$ 103,254.00	\$ 85,995.00	\$ 104,793.00
	Percent of Total Fund			5.07%
	<i>Debt Service</i>			
6391		\$ 364,238.00	\$ 364,238.00	\$ 276,481.00
6392		\$ 265,000.00	\$ 265,000.00	\$ 190,000.00
	Sub Total	\$ 629,238.00	\$ 629,238.00	\$ 466,481.00
	Percent of Total Fund			22.56%
	<i>Capital Program</i>			
6395		\$ -	\$ 51,204.00	\$ -
		\$ -		\$ -
	Sub Total	\$ -	\$ 51,204.00	
	Percent of Total Fund			0.00%
	Total Golf Course Fund	\$ 2,156,000.00	\$ 2,142,724.00	\$ 2,068,047.00
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
	Sub Total	\$ -	\$ -	\$ -
	Percent of Total Fund			
	Total Golf Course Fund			\$2,068,047.00