

# CRANBERRY TOWNSHIP

## 2013 BUDGET



CRANBERRY TOWNSHIP built for you.

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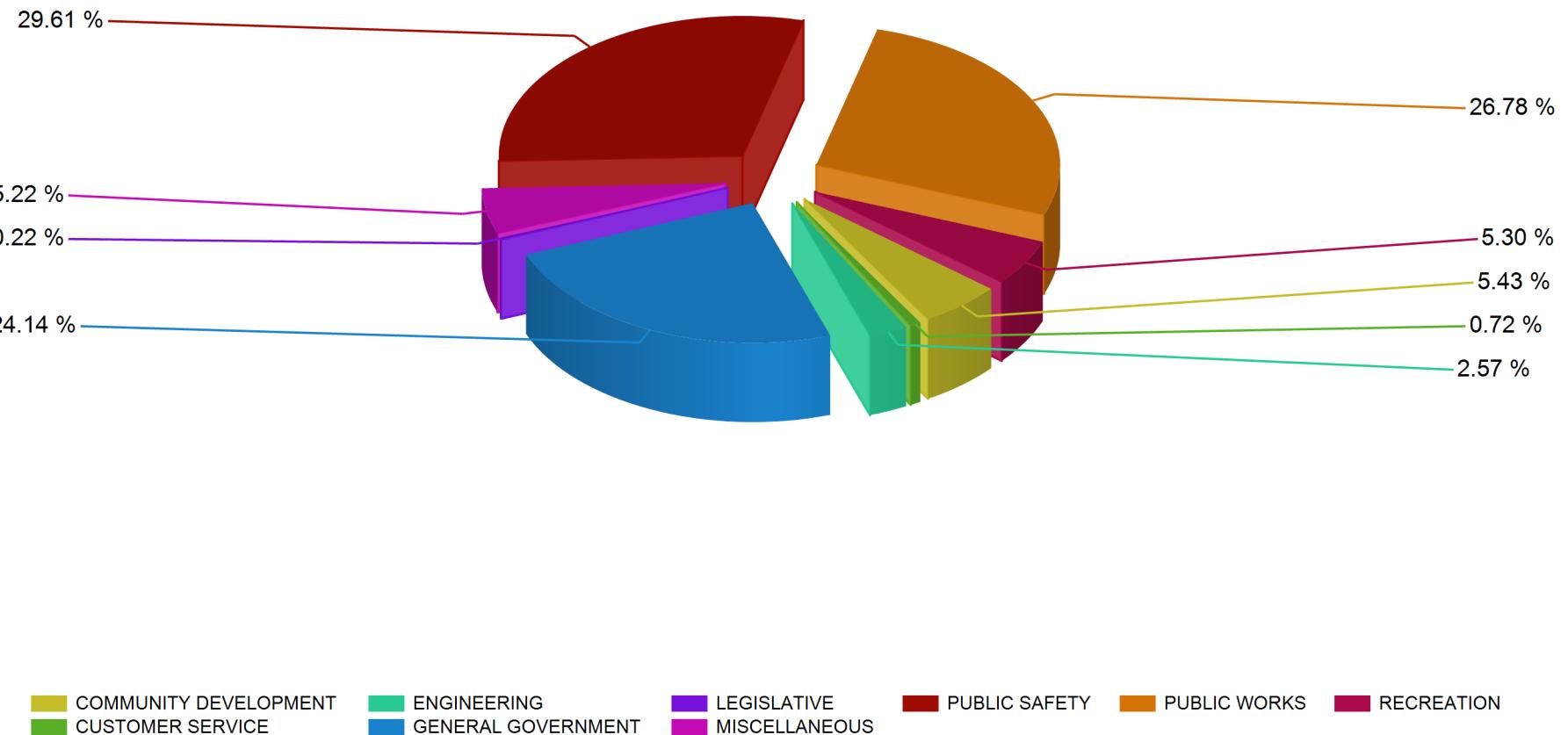
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## 2013 Proposed General Fund Expenditures





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### 2013 Proposed General Fund Revenue

DEPARTMENT	Cost Center	Department	2012 Revised Budget	2013 Budget
LEGISLATIVE	1200	Real Estate Tax	2,866,280	2,900,593
	1300	Act 511 Taxes	8,920,033	9,350,000
	1400	Licenses and Permits	380,000	400,000
	1500	Interest and Rent	57,344	59,359
	1600	Intergovernmental Revenues	736,500	867,150
	1700	Misc Revenues & Transfers	611,000	903,500
	<b>Total</b>		<b>13,571,157</b>	<b>14,480,602</b>
GENERAL GOVERNMENT	2200	Human Resources	38,000	50,000
	2600	Debt Service	136,103	136,103
	<b>Total</b>		<b>174,103</b>	<b>186,103</b>
COMMUNITY DEVELOPMENT	3100	Land Development	93,200	100,700
	3200	Code Enforcement	788,200	932,500
	<b>Total</b>		<b>881,400</b>	<b>1,033,200</b>
PUBLIC SAFETY	4116	Police Revenue	529,074	512,642
	<b>Total</b>		<b>529,074</b>	<b>512,642</b>
PUBLIC WORKS	5110	Snow Removal	30,000	20,000
	5120	Traffic Signals & Communic	10,400	12,830
	5133	Signs	500	500
	5160	Grounds Maintenance	24,000	32,000
	<b>Total</b>		<b>64,900</b>	<b>65,330</b>
RECREATION	6210	Park Operation	17,000	25,000
	6220	Park Early Childhood	165,000	167,000
	6230	Park Youth Programs	280,000	275,000
	6240	Park Adult Programs	57,000	62,500
	6250	Park Family Programs	5,000	6,500
	6260	Park Teen Programs	500	5,000



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### 2013 Proposed General Fund Revenue

DEPARTMENT	Cost Center	Department	2012 Revised Budget	2013 Budget
RECREATION	6270	Park Senior Programs	-	500
	6280	Park Community Events	-	-
	6290	Park Facility Maintenance	-	-
	6295	Park Special Program	-	-
	<b>Total</b>		<b>524,500</b>	<b>541,500</b>
<b>Total</b>			<b>15,745,134</b>	<b>16,819,377</b>

## 2013 General Fund Expenditures

DEPARTMENT	Cost Center	glor desc	2012 Revised Budget	2013 Budget
LEGISLATIVE	1100	Board of Supervisors	41,741	37,616
	<b>Total</b>		<b>41,741</b>	<b>37,616</b>
MISCELLANEOUS	1800	Misc Expenses & Transfers	900,000	900,000
	<b>Total</b>		<b>900,000</b>	<b>900,000</b>
GENERAL GOVERNMENT	2100	Executive	881,409	898,111
	2200	Human Resources	278,573	310,991
	2300	Information Technology	-	40,298
	2400	Finance	355,360	397,306
	2500	Communications	224,245	238,923
	2600	Debt Service	1,611,060	1,584,416
	2700	Tax Collection	275,585	333,228
	2800	Insurance	305,800	356,800
	<b>Total</b>		<b>3,932,032</b>	<b>4,160,073</b>
COMMUNITY DEVELOPMENT	3100	Land Development	302,332	306,507
	3200	Code Enforcement	417,062	453,038
	3300	Planning	175,878	176,388
	<b>Total</b>		<b>895,272</b>	<b>935,933</b>
CUSTOMER SERVICE	3400	Customer Service	119,425	124,505
	<b>Total</b>		<b>119,425</b>	<b>124,505</b>
PUBLIC SAFETY	4111	Police Department Support	1,397,536	1,437,094
	4112	Police Patrol	2,333,155	2,521,361
	4113	Police Traffic	336,611	364,665
	4114	Police Investigations	223,390	244,069
	4115	Police Fleet	192,000	227,000



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### 2013 General Fund Expenditures

DEPARTMENT	Cost Center	glor desc	2012 Revised Budget	2013 Budget
PUBLIC SAFETY	4120	Animal Service	19,100	19,100
	4130	Fire Police	5,000	5,000
	4140	Firing Range	12,000	12,000
	4150	Emergency Management	1,300	1,300
	4230	Fire Protection	240,868	247,981
	4310	Ambulance Operations	22,930	22,930
	<b>Total</b>		<b>4,783,890</b>	<b>5,102,500</b>
PUBLIC WORKS	5110	Snow Removal	499,014	502,638
	5120	Traffic Signals & Communic	323,550	335,001
	5131	Storm Water	260,335	267,345
	5132	Road Maintenance	1,096,978	1,136,875
	5133	Signs	210,906	188,626
	5140	Facility Maintenance	510,987	546,949
	5150	Fleet Maintenance	296,428	296,260
	5160	Grounds Maintenance	800,220	831,322
	5170	PW Administration	482,032	510,905
	<b>Total</b>		<b>4,480,450</b>	<b>4,615,921</b>
ENGINEERING	5210	Eng-Contract Administration	241,035	256,654
	5220	Eng-Plan Reviews & Inspection	115,559	107,171
	5240	Eng-Resident Support	69,051	79,742
	<b>Total</b>		<b>425,645</b>	<b>443,567</b>
RECREATION	6210	Park Operation	494,108	565,541
	6220	Park Early Childhood	137,267	90,519
	6230	Park Youth Programs	183,771	145,123
	6240	Park Adult Programs	56,633	64,005
	6250	Park Family Programs	7,000	4,713



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### 2013 General Fund Expenditures

DEPARTMENT	Cost Center	glor desc	2012 Revised Budget	2013 Budget
RECREATION	6260	Park Teen Programs	400	500
	6270	Park Senior Programs	5,000	2,250
	6280	Park Community Events	26,000	41,375
	6290	Park Facility Maintenance	6,500	-
	6295	Park Special Program	-	-
	<b>Total</b>		<b>916,679</b>	<b>914,026</b>
<b>Total</b>			<b>16,495,134</b>	<b>17,234,141</b>



## 2013 Annual Budget

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### 2013 Other Funds Summary

DEPARTMENT	Funds	glor desc	2012 Revenue	2012 Expenses	2013 Revenue	2013 Expenses
SPECIAL REVENUE FUNDS	2110	TIP East	586,713	5,403	13,200	200,000
	2111	TIP West	399,893	1,830,435	245,500	200,000
	2112	Recreation Fees	248,527	175,000	486,750	225,000
	2115	Storm Water Maintenance	24,270	-	80,050	-
	2116	TIP South East	260,478	-	370,500	450,000
	2310	Liquid Fuels	624,627	570,109	596,901	580,000
	2410	Library	346,675	536,191	357,978	346,110
	24204210	Fire Operations-Company	440,401	238,158	455,118	315,518
	24204220	Fire Operations-Brigade	(697)	134,799	-	161,600
	2610	Road Equipment	294,228	223,192	301,131	250,000
	2620	Public Buildings	346,152	340,000	354,278	340,000
ENTERPRISE FUNDS	6110	Water Revenue	5,436,178	4,027,803	5,670,233	6,211,283
	6210	Sewer Revenue	5,941,637	5,783,597	6,601,260	10,755,888
	6310	Solid Waste Operations	1,719,004	1,402,031	2,052,547	2,258,584
	64106810	Pool Operations	411,640	469,319	563,600	492,209
	64106820	Pool Maintenance	-	110,545	-	111,242
	64106830	Pool Concessions	109,720	110,522	107,000	95,424
	64106840	Pool Programs	687	19,696	55,000	21,506
	6510	Golf Course Revenue	2,081,217	2,121,340	2,242,555	2,242,041
CAPITAL PROJECTS	3100	Fire Capital	295,140	251,707	305,221	390,388
	34006401	Capital Revenue	940,056	-	835,400	-
	34006410	Capital Parks	-	111,213	-	1,522,600
	34006420	Capital Bldg & Grounds	-	106,991	-	90,000
	34006430	Capital General Service	-	800,525	-	1,051,606
	3700	2011 Bond Fund	34,554	2,256,966	20,000	4,350,000
<b>Total</b>			<b>20,541,102</b>	<b>21,625,543</b>	<b>21,714,222</b>	<b>32,660,999</b>

General Fund Revenue



## 2013 Annual Budget

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### Real Estate Tax Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10001200-3011	REAL ESTATE CURRENT	2,706,267	2,761,479	2,800,280	2,788,618	2,829,593
	<p>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, 2012 Butler County has determined Cranberry's taxable assessed value to be \$363,276,017. The Butler County Department of Property &amp; 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 13.00 mills in 2013 (8.03-general purposes, 2.12 fire, 1 public buildings, .85 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 2011 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.</p>					
10001200-3012	REAL ESTATE PRIOR YEAR	5,851	6,553	6,000	5,412	6,000
	Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2012 but collected in 2013)					
10001200-3014	REAL ESTATE DELINQUENT	54,520	84,356	50,000	47,187	50,000
	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 a Sheriff sale of the property.					
10001200-3015	REAL ESTATE INTERIM	11,901	20,745	10,000	14,681	15,000
	Interim tax billing for properties added to tax duplicate after January 2013.					
<b>Total</b>		<b>2,778,540</b>	<b>2,873,134</b>	<b>2,866,280</b>	<b>2,855,897</b>	<b>2,900,593</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Act 511 Taxes Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10001300-3120	REAL ESTATE TRANSFER TAX	981,877	1,005,541	1,000,000	1,179,210	1,000,000
	The realty or deed transfer tax is collected at the time of a real estate sale or transfer by the Butler County Recorder 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 (.5%).					
10001300-3130	EARNED INCOME TAX	4,860,290	5,339,727	5,040,033	4,574,336	5,350,000
	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.					
10001300-3140	BUSINESS PRIV/MERC	1,800,408	1,874,007	1,880,000	1,915,669	1,900,000
	The Township contracts with Berkheimer Tax Administrator for the collection of this tax. The Township serves as the Delinquent Collector. The tax is due on or before May 15 of each year. Business Privilege is a tax assessed to service providers. The Mercantile tax is assessed on the sale of goods. Both taxes are further classified by wholesale and retail sales. The rate is one mill (ie. \$1.00 tax on \$1,000 of receipts).					
10001300-3150	LOCAL SERVICE TAX	898,226	1,107,872	1,000,000	880,344	1,100,000
	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.					
<b>Total</b>		<b>8,540,801</b>	<b>9,327,148</b>	<b>8,920,033</b>	<b>8,549,560</b>	<b>9,350,000</b>



## 2013 Annual Budget

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### Licenses and Permits Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10001400-3210	BUSINESS LICENSES	378,527	395,302	380,000	311,306	400,000
	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 February 2012, expires in February 2022. 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.					
<b>Total</b>		<b>378,527</b>	<b>395,302</b>	<b>380,000</b>	<b>311,306</b>	<b>400,000</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Interest and Rent Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10001500-3410	INTEREST	38,088	14,913	15,000	6,990	15,000
	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.					
10001500-3421	TENANT RENT	42,738	42,019	42,344	34,753	44,359
	Cranberry Twp Chamber of Commerce \$15,555 Real Estate Tax Collector \$2,304 State Senator \$8,806 State Representative \$9,894 Butler County (Senior Center) \$7,800					
<b>Total</b>		<b>80,827</b>	<b>56,931</b>	<b>57,344</b>	<b>41,743</b>	<b>59,359</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Intergovernmental Revenues Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10001600-3551	STATE PENSION AID	491,696	683,985	490,000	565,025	550,000
	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.					
10001600-3552	FIREMANS RELIEF AID	221,249	366,502	220,000	213,716	214,000
	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.					
10001600-3555	LIQUOR LICENSES	9,300	9,000	9,000	9,900	9,900
	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 33 establishments with liquor licenses.					
10001600-3561	PUBLIC UTILITY TAX	18,313	17,129	17,500	17,897	17,850
	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.					
10001600-3563	DRILLING IMPACT FEE	-	-	-	-	75,400
	Township share of fees paid by gas drillers on their wells as per Act 13.					
<b>Total</b>		<b>740,558</b>	<b>1,076,616</b>	<b>736,500</b>	<b>806,539</b>	<b>867,150</b>



## 2013 Annual Budget

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### Misc Revenues & Transfers Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10001700-1612	FUEL INVENTORY	(37,218)	6,479	-	(17,982)	-
10001700-1613	FLEXIBLE SPENDING ACCT	5,628	(2,054)	-	781	-
10001700-3405	SISTER CITY PROGRAM	-	-	-	215	-
10001700-3422	ROOMS/FACILITY	3,125	4,450	1,000	4,750	3,500
	Fees for rental/use of Township facilities, other than parks and recreation facilities.					
10001700-3425	TOWER LEASES	6,998	6,526	7,000	5,419	7,000
	The Township has entered into numerous lease agreements with cellular phone providers for the installation of telecommunication towers on Township property. The Township collects varying amount of lease payments.					
10001700-3560	BUTLER CTY ART SALE	-	-	-	(106)	-
10001700-3562	ART SALE TAX	-	-	-	106	-
10001700-3651	SALE PUBLIC & ADMIN SVS	12,948	11,821	13,000	12,973	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.					
10001700-3855	DOG PARK DONATIONS	42,924	54,662	40,000	29,381	-
	The miscellaneous account is used to record infrequently occurring revenue or those not consistent with other sources of revenue.					
10001700-3858	CRNBY COMM CHEST DONA	(768)	(373)	-	441	-
10001700-3872	CONTRIBUTION & DONATION	200,000	200,000	200,000	200,000	200,000
	Contributions from Dick's Sporting Goods for the naming rights to Graham Park, "Dick's Sporting Goods Sportsplex" Expires in 2018.					
10001700-3910	SALE OF FIXED ASSETS	21,485	14,568	10,000	28,823	10,000
	From time to time the Township sells assets such as police cars either by auction or a direct sale.					
10001700-3922	TRANSFER FROM S&W	95,000	445,000	250,000	-	250,000
	Interfund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2013 is an \$250,000 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.					
10001700-3923	TRANSFER FROM SOLID WASTE	-	50,000	50,000	-	350,000
	Interfund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2013 is an \$50,000 transfer from the Solid Waste Fund to the General Fund. This is to help cover communication costs, as well as other administrative overhead costs.					
10001700-3950	REFUND PRIOR YR EXPEND	54,441	28,468	40,000	25,597	30,000
	At times the Township receives refunds of expenditures made in the prior year.					
<b>Total</b>		<b>404,562</b>	<b>819,548</b>	<b>611,000</b>	<b>290,398</b>	<b>903,500</b>



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### Human Resources Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002200-3868	REIMBMNT FOR INS	37,724	50,979	38,000	54,878	50,000
	Full time Township employees contribute a percentage of medical insurance premiums based on their salary.					
<b>Total</b>		<b>37,724</b>	<b>50,979</b>	<b>38,000</b>	<b>54,878</b>	<b>50,000</b>



## 2013 Annual Budget

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### Debt Service Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002600-3873	DEBT OFFSET PAYMENTS	102,362	174,513	136,103	107,031	136,103
	Payments from Athletic Associations for Graham Park debt. SVSA - 33,152 CTAA - 69,210.29 SVJFAC - 33,741					
10002600-3930	PROCEEDS LONG TERM DEBT	4,470,000	-	-	-	-
10002600-3931	BOND PREMIUM	50,388	-	-	-	-
<b>Total</b>		<b>4,622,750</b>	<b>174,513</b>	<b>136,103</b>	<b>107,031</b>	<b>136,103</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Land Development Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003100-3619	BOND RELEASE FEE	12,900	18,800	10,000	15,750	12,000
	All new developments are required to post financial security (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 security. 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 \$150 for requests related to sewer and water facilities, plus actual costs of engineer's inspection; and \$300 for requests related to roads/stormwater facilities, plus the actual costs of engineer's inspections.					
10003100-3620	LIQUOR LICENSE TRANSFER	1,000	300	500	1,000	500
	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 and the public hearing that is held. The fee is \$500 per application.					
10003100-3621	CONDITIONAL USE FEE	6,500	6,050	5,000	9,350	6,000
	Conditional Use Fees are charged for new Conditional Use 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.					
10003100-3622	ZONING HEARING BOARD FEE	1,750	5,300	2,000	275	1,500
	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 \$275 for residential applications and \$550 for non-residential applications and is intended to cover the cost associated with processing the application.					
10003100-3623	ORDINANCE ADMENTMENT FEE	-	500	500	-	500
	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 \$600 is charged to applicants and is intended to cover the costs associated with processing the application.					
10003100-3625	SITE PLAN SUBDIVISION REV	76,800	77,488	75,000	140,405	80,000
	Site plan and subdivision review fees are those charged for new land development applications with each new or revised application for development. Fees are required for land developments and the amount of the fee 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.					
10003100-3627	SALE CODES & ORDINANCES	245	275	200	136	200
	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.					
<b>Total</b>		<b>99,195</b>	<b>108,713</b>	<b>93,200</b>	<b>166,916</b>	<b>100,700</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Code Enforcement Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003200-3220	NON BUSINESS LICENSE	1,710	1,755	1,200	4,125	2,000
	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.					
10003200-3315	LOCAL ORDINANCE	-	-	-	500	-
10003200-3611	BUILDING PERMIT	723,245	807,023	685,000	1,326,175	800,000
	This category is for all non-residential building permit applications. Building Permits for non-residential uses include building/structure, electrical, mechanical and plumbing plan components. 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 .002 x estimated construction value.					
10003200-3612	ELECTRICAL PERMIT	6,260	6,679	5,000	7,260	6,000
	Administrative fee (\$20) charged for the review of all non-residential and residential electrical building permits.					
10003200-3613	FIRE BLDG PERMITS	21,355	16,269	13,000	19,678	16,000
	Permit fee charged for the review of fire protection building permit applications. 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.					
10003200-3614	FIRE PREVENTION PERMIT	8,175	4,945	7,500	5,825	7,500
	Permit fee charged for the review of fire prevention permit applications. Fire prevention permit applications include annual system testing and assembly occupancy inspections. Fees range from \$25 to \$100 per year.					
10003200-3615	SEPTIC SYST PERMIT	1,820	1,255	500	1,990	1,000
	Fee for on-lot septic permit applications which include the site testing, application review and permit approval.					
10003200-3616	SIGN PERMIT FEE	5,900	5,370	4,000	8,755	5,000
	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 \$150, for building signs \$100.00 and for panel replacements \$35.					
10003200-3617	GRADING PERMIT	2,400	2,500	2,000	4,050	3,000
	The Township reviews applications for grading permits to ensure compliance with the Township grading ordinance. The fee has been changed in 2012 to \$350 for any grading permit.					
10003200-3618	CERTIFICATE OF OCCUP	7,045	7,520	5,000	11,285	7,000
	A certificate of occupancy is issued after an inspection for all new homes and for all non-residential occupancies indicating compliance with Township Zoning regulations. This category includes the cost of the certificate of occupancy for each permit.					
10003200-3624	Appeals from provisions of the building code are reviewed by the Building and Fire Code Appeals Board as required by the state-wide building code. Application fees for building and fire code appeals are as follows: Residential - \$125 Commercial - \$250. Appeals in this category are very rare at this time, which is why \$0 is budgeted.					
10003200-3626	BDLG PLAN REVIEW	66,920	95,103	65,000	143,540	85,000



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Code Enforcement Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003200-3626	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 .002 x estimated construction value. 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.					
<b>Total</b>		<b>844,831</b>	<b>948,418</b>	<b>788,200</b>	<b>1,533,183</b>	<b>932,500</b>

## Police Operations Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004110-3220	NON BUSINESS LICENSE	5,650	-	-	-	-
	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.					
10004110-3311	STATE POLICE	22,763	-	-	-	-
	The Commonwealth of Pennsylvania distributes a portion of all fines collected by the State Police to every municipality in the Commonwealth twice per year.					
10004110-3312	CLERK OF COURTS	34,377	-	-	-	-
	Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.					
10004110-3313	MOTOR VEHICLE CODE	29,317	-	-	-	-
	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.					
10004110-3314	NON TRAFFIC VIOLATION	18,276	-	-	-	-
	The District Magistrate collects fines for criminal violations of the PA Crimes Code.					
10004110-3315	LOCAL ORDINANCE	410	-	-	-	-
	Fines collected by the District Magistrate for violations of Township ordinances.					
10004110-3510	FEDERAL GRANTS	147,356	-	-	-	-
10004110-3511	OTHER GRANTS	1,526	-	-	-	-
	Grants received thru Federal and State agencies. Grants from private companies.					
10004110-3641	SALE ACCIDENT REPORT	3,758	-	-	-	-
	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					
10004110-3642	FINGER PRINTS	1,290	-	-	-	-
	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.					
10004110-3643	FALSE ALARMS	11,175	-	-	-	-
	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.					
10004110-3644	SCHOOL GUARD REIMB	8,314	-	-	-	-
	The Seneca Valley School District reimburses the Township for one half of the cost of providing two school crossing guards.					



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Police Operations Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004110-3645	SPECIAL POLICE SVS	306,834	-	-	-	-
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.						
10004110-3646	RESTITUTION	18,249	-	-	-	-
Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.						
10004110-3647	Reimburse Police Salaries	76,988	-	-	-	-
Contracted police services. Represents collected reimbursable salaries for construction details, drug and DUI Task Force, etc.						
10004110-3951	REIMBURSEMENT OF EXPENSE	(84,956)	-	-	-	-
10004116-3220	NON BUSINESS LICENSE	-	4,900	3,500	3,530	3,500
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.						
10004116-3311	STATE POLICE	-	24,266	20,000	11,798	-
The Commonwealth of Pennsylvania distributes a portion of all fines collected by the State Police to every municipality in the Commonwealth twice per year. Effective September 2012 Senate Bill 237 cut this funding.						
10004116-3312	CLERK OF COURTS	-	32,362	30,000	23,760	25,000
Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.						
10004116-3313	MOTOR VEHICLE CODE	-	22,125	30,000	24,484	30,000
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.						
10004116-3314	NON TRAFFIC VOLIATION	-	14,170	18,000	16,221	18,000
The District Judge collects fines for criminal violations of the PA Crimes Code.						
10004116-3315	Fines collected by the District Judge for Township ordinance violations.					
10004116-3316	PARKING TICKETS	-	1,050	1,500	3,375	2,000
Fines collected from Township parking citations.						
10004116-3510	FEDERAL GRANTS	-	2,065	-	5,949	-
10004116-3641	SALE ACCIDENT REPORT	-	5,577	4,000	4,098	4,000
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.						
10004116-3642	FINGER PRINTS	-	1,965	1,500	1,940	1,700
Fee for fingerprinting nonresidents and for businesses located outside Cranberry \$35.00 for non-criminal issues. For business located in Cranberry \$10.						



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

### Police Operations Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004116-3643	FALSE ALARMS	-	8,271	18,000	8,400	10,000
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.						
10004116-3644	SCHOOL GUARD REIMB	-	8,141	8,000	-	8,000
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.						
10004116-3645	SPECIAL POLICE SVS	-	317,630	337,074	252,806	352,942
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.						
10004116-3646	RESTITUTION	-	13,749	7,500	6,812	7,500
Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.						
10004116-3647	REIMBURSE SALARIES	-	58,436	50,000	61,931	50,000
Contracted police services. Represents collected reimbursable salaries for construction details, drug and DUI Task Force etc.						
<b>Total</b>		<b>601,326</b>	<b>514,708</b>	<b>529,074</b>	<b>425,103</b>	<b>512,642</b>



## 2013 Annual Budget

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## Snow Removal Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005110-3661	WINTER SERV AGMNT	19,400	17,149	30,000	6,193	20,000
The Township offers winter services (snow plowing and spring street sweeping) to developments/developers which have private streets not yet accepted by the Township. developer elects to take this service, they are required to enter into an agreement at the beginning of each winter season; otherwise developers are required to provide the service on their own. The fee charged to the developer is based on the number of lane miles of road and is intended to cover the costs of the Township in providing the service. The fee is approximately \$4,100 per lane mile.						
10005110-3951	REIMBURSEMENT OF EXPENSE	84,956	-	-	-	-
10005120-3662	7 FIELDS/ADAMS MAINT AGREEMNT	-	11,900	10,400	12,830	12,830
10005130-3853	SALE OF STREET NAME SIGNS	750	-	-	-	-
10005133-3853	SALE OF STREET NAME SIGNS	-	1,450	500	400	500
10005150-3647	REIMBURSE SALARIES	-	-	-	316	-
10005150-3648	VEHICLE EQUIPMENT USEAGE	-	-	-	34	-
10005160-3663	BALLFIELD LIGHT REIMB	-	34,803	24,000	39,553	32,000
The Township bills the local athletic associations for electrical service for ballfield lights.						
<b>Total</b>		<b>105,106</b>	<b>65,302</b>	<b>64,900</b>	<b>59,326</b>	<b>65,330</b>

## Park Operation Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006210-3422	ROOM RENTAL	5,195	11,266	6,000	8,440	10,000
	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.					
10006210-3423	SHELTERS	8,370	9,465	8,500	11,555	12,500
	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.					
10006210-3681	PROGRAM	20,962	-	-	-	-
10006210-3683	VENDING COMMISSIONS	2,913	2,735	2,500	9,335	2,500
	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.					
10006210-3852	CONTRIBUTIONS/DONATIONS	-	715	-	-	-
10006210-3855	MISCELLANEOUS	5	5	-	-	-
	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.					
10006210-3856	OVER - SHORT	(44)	(17)	-	(36)	-
	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.					
10006220-3681	PROGRAM FEES/LESSONS	156,275	183,948	165,000	137,074	-
	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.					
10006230-3681	PROGRAM FEES	274,008	297,510	280,000	243,771	-
	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.					
10006240-3681	PROGRAM FEES	62,089	68,401	57,000	64,585	-
	Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics.					
10006250-3681	PROGRAM FEES	3,064	5,011	5,000	1,765	-
	Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Morning with Mr. Bunny, Milk and Cookies with Santa.					
10006260-3681	PROGRAM FEES/LESSONS	90	-	500	-	5,000
	Leadership Summer Camp and Teen Tennis. programs for ages 13-18 such as Babysitting Training, Teens					



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Park Operation Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006270-3681	PROGRAMS/LESSONS	-	209	-	149	500
	Senior Programs					
10006280-3681	Concert Sponsorships Community Days Light-up Night - events township does for "no" revenue					
10006280-3852	CONTRIBUTIONS/DONATIONS	2,000	-	-	-	-
10006290-3671	FEES FOR SERVICES	23,903	-	-	-	-
	Reimbursement for field lighting from Athletic Associations.					
10006295-3681	PROGRAM FEES/LESSONS	(1,123)	6,704	-	3,097	-
	Cranberry Cup Registrations and Discount Ski Tickets sold through the PA Park and Recreation Society. These funds are returned to the host non-profit. 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					
<b>Total</b>		<b>557,706</b>	<b>585,952</b>	<b>524,500</b>	<b>479,736</b>	<b>541,500</b>

## General Fund Expenses



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: 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. In 2012 and 2013 Supervisor D. Root declined his annual salary.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Legislative Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10001100-4013	SALARIES BOARD	20,969	20,495	21,125	14,167	17,000
	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 2 Supervisors and \$4,375 for 2 Supervisors. In 2013 Supervisor D. Root declined his annual salary.					
10001100-4021	FICA	1,255	1,270	1,310	878	1,310
	The employer share of FICA is based on 6.20% of all salary/ wages/overtime for all employees.					
10001100-4022	MEDICARE	293	297	306	205	306
	The employer share of Medicare is based on 1.45% of all salary/wages/overtime for all employees.					
10001100-4051	HOSPITALIZATION	14,256	15,835	-	-	-
10001100-4052	VISION	146	134	-	-	-
10001100-4053	DENTAL	1,071	813	-	-	-
10001100-5004	MATERIALS/SUPPLIES	179	355	5,000	1,021	5,000
10001100-5353	EMPLOYEE MEETING	-	15	-	-	-
10001100-5355	EMPLOYEE CAREER DEVELOPMENT	3,958	2,955	8,000	282	8,000
	Expenses related to educational opportunities for the Board of Supervisors.					
10001100-5356	DUES MEMBERSHIP	250	2,500	6,000	2,750	6,000
	Expenses involved with memberships in PSATS, Butler COG					
<b>Total</b>		<b>42,377</b>	<b>44,670</b>	<b>41,741</b>	<b>19,303</b>	<b>37,616</b>



## Program: MISC EXPENSES & TRANSFERS

### Description and Responsibilities:

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

## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Misc Expenses & Transfers Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10001800-5446	MISC EXPENSE	5,567	843	-	-	-
10001800-6201	TRANSFER TO CAPITAL	2,165,000	2,291,000	750,000	-	750,000
10001800-6203	TRANSFER TO ENTERPRISE FND	517,853	323,750	150,000	-	150,000
<b>Total</b>		<b>2,688,420</b>	<b>2,615,593</b>	<b>900,000</b>	<b>-</b>	<b>900,000</b>

Program: 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 expertise to assist the Board in their legislative functions.

2012 Accomplishments:

1. Assisted the operating departments in meeting their goals in both operations and the Township's largest capital improvement program in our history.
2. Maintained staffing levels and initiated recruiting efforts for a department head position.
3. Implemented the Cranberry Plan, while managing the most significant period of private investment in the Township.
4. Continuing leadership roles in local government and presenting at local, state and national educational events.
5. Managed a comprehensive process that resulted in fewer employee injuries and lost time due to injuries.
6. Successfully implemented the first year of Act 32 of 2008, consolidating earned income tax collection under a new County Wide Agency.
7. Successfully implemented changes that mitigated the financial impact of PA Act 13 of 2010, Cancer Presumption under Workers Compensation.
8. Successfully implemented an Employee Wellness program to promote comprehensive employee health.
9. Continued productive partnership efforts with other regional related organizations such as the Southwestern Pennsylvania Commission, Butler County, Butler County CDC, Butler County Housing and Redevelopment Authorities, Carnegie Mellon University, Butler County Community College, PennDot, Butler COG, Butler County Tax Collection Committee, Cranberry Township Community Chest, The Chamber of Commerce, Butler County Chamber of Commerce, National Association of Office and Industrial Parks and was the lead agency in the creation of the SV Municipal Partners program.

2013 Goals:

1. Continue to implement the Capital Improvement Program, while maintaining excellence in all operating areas.
2. Continue to implement recommendations of the Cranberry Plan.
3. Conclude the recruitment process for a department head.
4. Continue our current partnerships and seek additional opportunities to further leverage our ability to deliver services and projects.
5. Implement enhanced tax auditing procedures to assure compliance.
6. Continue to streamline and integrate all digital information and communications systems to assure the most efficient system possible.
7. Continue our employee wellness programs as the right thing to do for our employees and for the best approach to managing future health care costs.
8. Review and enhance, where appropriate, our internal training to assure our employees are receiving the appropriate training and delivered efficiently.
9. Assist and support our employees in being leaders in our organization and in their respective areas of labor.
10. Continue to find better ways to communicate with all components of our organization and community in a timely and efficient manner.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	5	5	5	6	6
Part Time	2	1	1	1	0



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Executive Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002100-1611	POSTAGE INVENTORY	(1,534)	4,946	-	4,299	-
10002100-4010	SALARIES FULL TIME	253,649	382,137	382,160	340,356	392,712
6 full time employees J.Andree (70%), B.Bertoncello (70%), G. Moran (100%), D. McKee (70%), J. Trant (100%), new full-time (60%)						
10002100-4012	SALARIES PART TIME	17,672	9,835	15,000	19,935	5,000
Seasonal part-time or intern.						
10002100-4015	OVERTIME	2,293	9,814	4,000	2,224	4,000
Overtime for attendance at BOS meetings, etc.						
10002100-4021	SOCIAL SECURITY	24,016	24,413	24,872	22,771	24,907
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
10002100-4022	MEDICARE	5,842	6,099	5,817	5,528	5,825
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
10002100-4023	WORKERS COMP	1,379	1,204	1,175	1,039	1,002
Workers' Compensation insurance for all employees.						
10002100-4041	PENSION-NONUNIFORM	17,182	21,054	19,307	13,943	19,836
The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.						
10002100-4051	HOSPITALIZATION	52,852	39,683	57,014	47,488	56,253
Medical insurance for all full time employees.						
10002100-4052	VISION	517	367	544	423	502
Vision insurance for all full time employees.						
10002100-4053	DENTAL	3,402	2,593	3,667	2,850	3,310
Dental insurance for all full time employees.						
10002100-4054	ICMA CONTRIBUTION	30,509	32,053	19,307	26,377	32,936
The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.						
10002100-4055	DISABILITY INSURANCE	3,735	4,492	4,200	2,661	2,483
Long term disability insurance for all full time employees.						

## Executive Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002100-4057	LIFE INSURANCE	2,259	1,377	1,900	1,608	2,143
Life insurance for all full time employees and certain part time employees.						
10002100-5001	OFFICE SUPPLIES	11,018	11,835	13,000	9,697	13,000
Office supplies for administration and other departments.						
10002100-5002	SUBSCRIPTIONS/BOOKS	169	19	1,500	37	1,500
10002100-5004	MATERIALS AND SUPPLIES	14,510	11,385	15,000	8,216	15,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management						
10002100-5111	PROFESSIONAL SVS	20,671	13,152	55,000	7,737	55,000
Consulting Services Global Safety initiatives Document Management Twp Appraisal - Assets						
10002100-5133	LEGAL SERVICE	43,969	41,937	65,000	35,515	65,000
Legal fees and claim deductibles for legal defense.						
10002100-5230	INFORMATION TECHNOLOGY	117,404	118,146	118,146	118,146	122,902
Costs associated with IT support of administration.						
10002100-5311	TELEPHONE	48	-	-	-	-
Included under Information Technology						
10002100-5312	CELL PHONES	4,195	4,030	4,800	2,976	4,800
Cell phone reimbursement costs						
10002100-5332	EQUIPMENT RENT LEASE	6,955	8,336	15,000	8,053	15,000
Copy machine and postage meter lease/maintenance agreements.						
10002100-5351	EMPLOYEE RECRUTING	10	-	-	-	-
Included under Advertising Expenses						
10002100-5352	EMPLOYEE MILAGE REIMB	7	-	-	-	-
10002100-5353	EMPLOYEE MEETING	13,180	9,444	13,000	5,531	13,000
10002100-5354	EMPLOYEE TRAINING	6,259	7,242	10,000	8,787	10,000
Typically for expenses incurred for conferences - (lodging, travel, reg. fees, ) as well as other training.						



## 2013 Annual Budget

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## Executive Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002100-5355	EMPLOYEE CAREER DEVELOPMENT Tuition reimbursements	(30)	-	-	-	-
10002100-5356	DUES MEMEBERSHIP APMM, ICMA, PELRAS and other professional type memberships and journals.	6,741	8,462	5,000	3,850	5,000
10002100-5361	POSTAGE/SHIPPING Postage costs for various Township mailings.	14,346	13,396	15,000	10,744	15,000
10002100-5363	ADVERTISING EXPENSES All legal advertising for the Board of Supervisors and employee recruitment	1,127	2,487	3,500	661	3,500
10002100-5364	FUEL Fuel for administrative fleet.	3,378	4,441	5,000	3,727	5,000
10002100-5370	MINOR EQUIPMENT/FURNTR Purchase of miscellaneous furniture and equipment.	75	53	3,500	252	3,500
<b>Total</b>		<b>677,805</b>	<b>794,432</b>	<b>881,409</b>	<b>715,430</b>	<b>898,111</b>

Program: HUMAN RESOURCES
Description and Responsibilities:

An 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

2012 Accomplishments:

1. Completed first phase of Employee Policies & Procedures (55 policies) and distributed them to appropriate groups.
2. Completed new job description format containing job competencies for the positions.
3. Completed updates and certain revisions to Employee Non-Uniform Pension Plan and ICMA Salary Deferral Plan.

2013 Goals:

1. Complete and distribute second phase of Employee Policies & Procedures.
2. Develop, document and implement revised Compensation Evaluation System.
3. Develop and implement Munis "Time & Attendance" program.

2013 Budget Highlights:

1. Implementation of Comprehensive Leadership Training program which addresses the relationship of training vs. Township goals and the measurement of the effectiveness of the training in assisting in accomplishing those goals.
2. Provide Administrative/Clerical training classes.
3. Implement computerized Performance Review program.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	3	3	3	3	4
Part Time	0	0	0	1	0



## 2013 Annual Budget

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### Human Resources Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002200-4010	SALARIES FULL TIME	99,992	106,143	110,936	94,322	135,691
	4 full time employees D. Cibella (60%), B. Donaldson (60%), S. Turner (60%), new FT (60%)					
10002200-4012	SALARIES PART TIME	-	5,317	17,971	25,484	-
10002200-4015	OVERTIME	377	250	330	41	600
10002200-4021	SOCIAL SECURITY	6,657	7,185	8,013	7,599	8,433
	The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.					
10002200-4022	MEDICARE	1,557	1,680	1,874	1,777	1,972
	The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.					
10002200-4023	WORKERS COMP	417	331	385	341	340
	Workers' Compensation insurance for all employees.					
10002200-4041	PENSION NON-UNIFORM	5,187	5,861	5,563	4,018	6,801
	The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime of all full time employees.					
10002200-4051	HOSPITALIZATION	23,845	22,776	23,746	23,628	29,193
	Medical insurance for all full time employees.					
10002200-4052	VISION	242	242	243	222	281
	Vision insurance for all full time employees.					
10002200-4053	DENTAL	1,654	1,760	1,670	1,531	1,870
	Dental insurance for all full time employees.					
10002200-4054	ICMA CONTRB	5,192	5,320	5,563	4,716	6,801
	The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.					
10002200-4055	DISABILITY INSURANCE	266	274	289	260	354
	Long term disability insurance for all full time employees.					
10002200-4057	LIFE INSURANCE	505	521	547	527	735
	Life insurance for all full time and certain part time employees.					
10002200-5001	OFFICE SUPPLIES	1,389	651	1,100	844	1,200
	General Office Supplies					

## Human Resources Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002200-5002	SUBSCRIPTIONS/BOOKS	2,887	4,803	4,122	2,750	4,497
10002200-5004	MATERIALS AND SUPPLIES	1,511	1,774	1,000	545	1,000
10002200-5111	PROFESSIONAL SERVICES	29,598	39,417	38,500	30,680	50,000
10002200-5134	OTHER SERVICES	9,648	5,753	5,792	4,885	7,917
10002200-5136	Flexible Spending Account (FSA) and Medical Deductible Reimbursement Account fees and reimbursements					
10002200-5230	INFORMATION TECH	47,403	46,350	46,350	46,350	48,216
	IT costs associated with HR					
10002200-5352	EMPLOYEE MILAGE REIMB	22	-	244	-	250
10002200-5354	EMPLOYEE TRAINING	5,052	2,366	3,750	1,999	4,000
10002200-5355	EMPLOYEE CAREER DEVELOPMENT	2	-	-	-	-
10002200-5356	EMP DUES AND MEMBERSHIP	695	560	585	590	840
<b>Total</b>		<b>244,099</b>	<b>259,334</b>	<b>278,573</b>	<b>253,105</b>	<b>310,991</b>



## Program: 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.

### 2012 Accomplishments:

1. Phone System Upgrade - Replaced legacy phone system with new Mitel IP phone system. Over 300 phones were installed as well as new software packages for unified communications, collaboration, automatic call distribution and unified messaging.
2. Security System Upgrade - The Ccure security software was upgraded to the latest version (9000) and all hardware components were upgraded as well. The new software version will allow for integration with our video software package and connections to IP cameras.
3. GIS Software Enhancements - The GIS web application called Property Finder was upgrading to the latest Flex technology. The software now loads much faster and provides new functionality. Internal GIS viewers were created for specific staff operations.

### 2013 Goals:

1. SharePoint Upgrade - The Township intranet web sites are built on SharePoint 2010 and will be upgraded to SharePoint 2013. A new structure will be put into place for organizing content and additional search functionality will be added for locating information.
2. Munis Module Implementations - Permitting and Work Order modules will be fully implemented as we transition away from the previous software system.
3. Fire Company RMS Software - Installation, configuration and deployment of a new records management system for the Fire Company.

### 2013 Budget Highlights:

1. Fire Vehicle Mobile Computing - Vehicles will be outfitted with ruggedized computers and tablet PCs to provide remote connectivity to the Fire Company RMS software
2. Firewall - The township network perimeter firewall is scheduled to be replaced in 2013. This firewall provides security to and from the Internet as well as VPN connectivity to users and remote sites.
3. Remote Site Connectivity - Several new remote network locations will be brought online in 2013 including the Salt Brine building, Commonwealth Pump Station, Franklin Acres Station and Community Park

Staffing Levels	2009	2010	2011	2012	2013
Full Time	6	7	7	8	8
Part Time	2	1	1	0	0



## 2013 Annual Budget

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### Information Technology Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002300	CELL PHONES	(3,645)	-	-	-	-
10002311	COMPUTER SUPPORT	75,697	74,399	190,338	150,666	200,179
10002312	TERMINAL SERVICES	23,977	34,081	-	-	-
10002313	MOBILITY	45,864	64,364	91,332	77,438	104,732
10002314	PHONE SYSTEM	78,055	79,006	91,671	78,236	103,439
10002321	GIS	27,138	24,298	45,414	37,499	46,370
10002323	GIS SYSTEMS	39,533	54,127	94,059	77,777	95,379
10002331	NETWORK MANAGEMENT	129,433	97,822	116,558	98,226	137,305
10002332	SECURITY	24,622	24,336	-	-	-
10002333	SERVER MANAGEMENT	174,316	215,951	209,314	179,109	186,541
10002334	STORAGE AREA NETWORK (SAN)	60,584	38,420	59,227	26,286	50,750
10002335	COMMUNICATIONS	28,984	30,954	-	(1)	-
10002341	DATABASE MANAGEMENT	32,067	33,671	-	-	-
10002342	PROGRAM SUPPORT	249,513	297,261	446,986	371,113	460,500
10002361	IT CHARGEBACK	(1,255,050)	(1,292,857)	(1,344,898)	(1,344,898)	(1,344,900)
<b>Total</b>		<b>(268,912)</b>	<b>(224,168)</b>	<b>-</b>	<b>(248,550)</b>	<b>40,295</b>

Program: FINANCEDescription 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.

2012 Accomplishments:

1. Successful refinance of GO Bonds Series 2008 and Series B of 2003. Realized savings of \$934,000. Maintained excellent bond rating from Moody's of Aa2.
2. Soon to implement other payment options for monthly sewer/water/trash customers. Chart of water usage to appear on Nov. 1 bills.
3. Implemented General Billing module of MUNIS financial software.
4. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
5. Successful audit for 2011.

2013 Goals:

1. Update Finance Department procedures and policies.
2. Implement fixed asset software.
3. Implement performance measures for business activities.

2013 Budget Highlights:

1. Adding part-time employee to assist in analysis of business activities and budget monitoring.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	5	5	5	5	5
Part Time	0	0	0	0	1



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Finance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002400-4010	SALARIES FULL TIME	125,888	138,695	144,379	123,585	148,746
5 full-time employees V. Gleason (80%), B. Lang (60%), L. Coon (60%) K. Wokutch (60%), C. Beers (100% S& W and Solid Waste)						
10002400-4012	SALARIES PART TIME	6,940	350	12,000	8,229	33,280
Part-time position to serve as business anaylist.						
10002400-4015	OVERTIME	97	868	240	1,567	360
10002400-4021	SOCIAL SECURITY	9,085	9,026	9,710	8,557	11,308
The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.						
10002400-4022	MEDICARE	2,125	2,111	2,271	2,001	2,645
The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.						
10002400-4023	WORKERS COMP	516	403	462	409	485
Workers' Compensation insurance for all employees.						
10002400-4041	PENSION NON-UNIFORM	6,838	7,647	7,231	5,222	7,455
The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.						
10002400-4051	HOSPITALIZATION	37,449	31,192	32,844	31,341	35,444
Medical insurance for all full time employees.						
10002400-4052	VISION	349	349	308	296	308
Vision insurance for all full time employees.						
10002400-4053	DENTAL	2,390	2,543	2,056	1,765	2,056
Dental insurance for all full time employees.						
10002400-4054	ICMA CONTRB	6,730	6,978	7,231	6,225	7,455
The employer contribution to the 457 plan based on 5% of salaries/wages/overtime for all full time employees.						
10002400-4055	DISABILITY INSURANCE	346	358	376	334	388
Long term disability insurance for all full time employees.						
10002400-4057	LIFE INSURANCE	658	681	712	636	805
Life insurance for all full time employees.						
10002400-5001	OFFICE SUPPLIES	2,735	2,605	2,000	1,724	2,500



## 2013 Annual Budget

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### Finance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002400-5004	MATERIALS AND SUPPLIES	12,226	12,650	10,000	12,801	12,750
	Supplies/bank charges					
10002400-5112	ACCOUNTING AND AUDIT	37,897	38,000	40,000	40,000	45,000
	Partial costs associated with annual audit.					
10002400-5230	INFORMATION TECH	74,884	74,040	74,040	74,040	77,021
	Costs associated with IT support of Finance.					
10002400-5312	CELL PHONES	2,116	2,168	2,200	1,836	2,200
	Cell phones for V. Gleason and B. Lang					
10002400-5353	EMPLOYEE MEETING	1,016	110	800	-	500
10002400-5354	EMPLOYEE TRAINING	87	4,049	5,000	3,146	5,000
	GFOA/MUNIS and misc. training.					
10002400-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	1,000	-	1,000
10002400-5356	EMP DUES AND MEMBERSHIP	375	575	500	375	600
	GFOA & GFOA-PA dues					
<b>Total</b>		<b>330,746</b>	<b>335,398</b>	<b>355,360</b>	<b>324,089</b>	<b>397,306</b>



## Program: 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 Golf Course.

### 2012 Accomplishments:

This year, the Communications Team continued to grow our communications with residents, business and key stakeholders through new email newsletters, the new Cranberry Business Hub website, the new business newsletter, and the Cranberry radio.

### 2013 Goals:

In 2013 the communications team will continue to enhance our communications efforts to improve customer service through all Township operations, with particular focus on the Waterpark and Golf Course. The team will also work to expand our outreach to the business community and regularly communicate with residents and businesses about ongoing Township and community projects.

### 2013 Budget Highlights:

Continue to produce high quality written and digital communications that keep Township stakeholders informed.

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## 2013 Annual Budget

Staffing Levels	2009	2010	2011	2012	2013
Full Time	0	0	0	0	0
Part Time	2	3	3	3	4



## 2013 Annual Budget

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### Communications Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002500-4012	SALARIES PART TIME 4 part-time positions	55,796	66,455	70,928	46,542	81,588
10002500-4015	OVERTIME	478	914	300	-	-
10002500-4021	SOCIAL SECURITY	3,489	4,177	4,398	2,886	5,058
10002500-4022	MEDICARE	816	977	1,028	675	1,183
10002500-4023	WORKERS COMP	215	170	207	183	204
10002500-4055	DISABILITY INSURANCE	-	-	-	8	-
10002500-4057	LIFE INSURANCE	92	92	100	77	100
10002500-5002	SUBSCRIPTIONS/BOOKS	-	-	500	168	500
10002500-5004	MATERIALS AND SUPPLIES	2,113	2,709	5,000	4,490	5,000
10002500-5111	PROFESSIONAL SERVICES Chip Sargent web support Publication designs	44,619	44,758	40,000	37,595	40,000
10002500-5230	INFROMATION TECH SVS	60,689	56,034	56,034	56,034	58,290
10002500-5312	CELL PHONES Peter L. and Cindy M. cell phones	680	720	750	300	750
10002500-5353	EMPLOYEE MEETING /CONFER	62	130	500	-	250
10002500-5354	EMPLOYEE TRAINING	1,057	1,121	2,000	252	1,000
10002500-5361	POSTAGE AND SHIPPING	8,201	9,493	9,000	6,688	10,000
10002500-5362	PRINTING New resident guide CD's Printing of Cranberry Today Printing of Cranberry Today for Businesses (new for 2012)	25,199	14,851	32,000	32,118	33,000
10002500-5370	MINOR EQUIPMENT/FURNITURE	-	-	500	170	500
10002500-5371	COMMUNITY OUTREACH	-	250	1,000	939	1,500
<b>Total</b>		<b>203,507</b>	<b>202,851</b>	<b>224,245</b>	<b>189,124</b>	<b>238,923</b>

**Program: DEBT SERVICE****Description and Responsibilities:**

Promissory Note (CTVFD Relief Assoc.)

Issued: 10/1/2008 Amount Issued: \$447,796 Term: 10 years Rate: 3.00% Purpose: Purchase of fire rescue truck.

## General Obligation Bonds, Series 2010

Issued: 11/8/2010 Amount Issued: \$4,470,000 Term: 12 years

Rate: 0.5-3% Purpose: refinance 2001 C (PW Center, tower fire truck, Public Safety expansion, Graham Farm Acquisition)

## General Obligation Bonds, Series A of 2003

Issued: 6/5/2003 Amount Issued: \$7,885,000 Term: 14 years

Rate: 1.9-3.95% Purpose: refinance 98/96 issues (North Boundary Park, pumper truck, Powell Road, renovation to mun. center)

## General Obligation Bonds, Series 2011

Issued: 10/5/2011 Amount Issued: \$37,405,000 Term: 20 years

Rate: 0.3-4.27% Purpose: refinance 2001 B (upgrade of BCTP), refinance 2006 (construction of CHGC), interceptor, waterline, mun. ctr. renovations, PS training facility, CVAS facility, etc.

## General Obligation Bonds, Series 2012

Issued: 3/27/2012 Amount Issued: \$11,855,000 Term: 14 years

Rate: 0.3-2.75% Purpose: refinance Series B 2003 (complete PS expansion/park development), refinance Series 2008 (Graham Park construction, municipal center alterations.)



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Debt Service Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002600-5414	GO SERIES 2010	90,000	411,414	164,254	164,254	171,194
Portion of principal and interest for 2001 Series C bonds. (PW Center, tower fire truck, PS expansion, Graham Park acquisition)						
10002600-5416	GO SERIES A 2003	519,135	658,083	709,460	709,460	658,500
Portion of principal and interest payments for 96/98 bonds refinanced in 2003. (North Boundary Park, pumper truck, Powell Road, renovations to municipal center)						
10002600-5417	GO SERIES B 2003	55,000	109,055	106,985	23,493	-
10002600-5420	2008 GO BONDS	10,000	390,183	395,033	-	-
10002600-5427	GO SERIES 2011	-	-	229,328	229,328	254,918
Portion of principal and interest for new money received from Series 2011 bond issue.						
10002600-5428	2012 BOND PAYMENTS	-	-	-	477,321	496,804
Principal and interest payments for Series 2012 bond issue.						
10002600-5430	PAYING AGENT	6,000	3,100	6,000	3,100	3,000
Annual fees for 2003, 2010, 2011, and 2012 bonds.						
10002600-5431	DISC REFUND BOND	68,592	-	-	-	-
10002600-5432	PAYMENTS ESCROW	4,451,796	-	-	-	-
10002600-5434	INTEREST EXPENSE	700,774	-	-	-	-
<b>Total</b>		<b>5,901,296</b>	<b>1,571,834</b>	<b>1,611,060</b>	<b>1,606,955</b>	<b>1,584,416</b>



## 2013 Annual Budget

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### Program: 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.

#### 2012 Accomplishments:

1. Township Tax Administrator collected \$86,000 in MBP taxes to date.  
( \$50,000 delinquent and \$36,000 current forwarded to Berkheimer)
2. Worked with Butler County Tax Collection Committee to successfully implement the new ACT 32 EIT collection process.

#### 2013 Goals:

1. Identify additional rental income accounts for future MBP billings.
2. Improve compliance through education, enforcement and business audits.
3. Continue to monitor EIT collections compliance under Act 32.

#### 2013 Budget Highlights:

Added Professional Services line item - \$50,000 Auditing of MBP tax returns to insure accuracy and compliance.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	1	1	1	1	1
Part Time	1	1	1	1	1



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Tax Collection Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002700-4010	SALARIES FULL TIME 1 employee - J. Lichina	48,346	50,050	52,037	42,790	52,087
10002700-4012	SALARIES-PART TIME Real Estate Tax Collector compensation per Res. 2009-04	35,000	35,135	35,000	29,615	35,000
10002700-4015	OVERTIME	106	337	-	-	-
10002700-4021	SOCIAL SECURITY The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.	5,307	5,424	5,396	4,561	5,399
10002700-4022	MEDICARE The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.	1,241	1,268	1,262	1,067	1,263
10002700-4023	WORKERS COMP Workers' Compensation costs for all employees with the exception of the Real Estate Tax Collector.	186	247	152	134	130
10002700-4041	PENSION NON-UNIFORM The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.	2,474	2,735	2,602	1,879	2,604
10002700-4051	HOSPITALIZATION Medical insurance costs for full time employees	14,255	13,812	15,711	14,365	16,711
10002700-4052	VISION Vision insurance costs for full time employees.	134	134	135	123	135
10002700-4053	DENTAL Dental insurance costs for full time employees.	919	978	928	850	928
10002700-4054	ICMA CONTRB The 457 contribution is based on 5% of all salaries/wages/ overtime for full time employees.	2,427	2,519	2,602	2,177	2,604
10002700-4055	DISABILITY INSURANCE Long term disability insurance for all full time employees.	124	129	135	121	136
10002700-4057	LIFE INSURANCE Life insurance costs for full time and certain part time employees.	236	247	256	230	281
10002700-5001	OFFICE SUPPLIES	262	179	500	174	500



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Tax Collection Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002700-5004	GENERAL OPER EXP 3200 County processing fee for RE Tax collector 250 RE Tax Collector postage - reminders 5600 BCTCC Cost Allocation - Cran Twp 5950 Act 32 & other misc mailings Butler County processing of real estate bills Act 32 BCTCC cost allocation & misc educational mailings	5,188	15,037	15,000	8,492	15,000
10002700-5111	PROFESSIONAL SERVICES	-	-	-	-	50,000
10002700-5230	INFORMATION TECH Costs associated with IT support of Tax Collection.	7,354	3,989	3,989	3,989	4,150
10002700-5343	INSURANCE BOND Twp share for elected RE collector	1,802	-	2,000	-	2,000
10002700-5352	EMPLOYEE MILAGE REIMB	469	-	400	-	400
10002700-5354	EMPLOYEE TRAINING 3 Conferences Twp. Tax Admin (3 x 425) 1 State Conference for RE Tax Collector not to exceed 125	714	357	1,400	85	1,400
10002700-5355	EMPLOYEE CAREER DEVELOPMENT Potential tuition reimbursement for Twp Tax Administrator	401	-	1,200	-	1,200
10002700-5356	EMP DUES AND MEMBERSHIP 10 LITA (Local Income Tax Assoc.) 60 PEITOAC (Pa. Earned Income Tax) 50 PBPMTCA (Pa. Bus. Priv. Merc.)	50	-	150	40	150
10002700-5452	COMM-BUS PREV/MERC 2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Business Privilege/Mercantile Tax	36,975	38,373	39,480	39,194	39,900
10002700-5453	COMM-LOCAL SERVICE TAX 2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Local Services Tax	20,704	23,265	21,000	17,681	21,000
10002700-5454	COMM-EARNED INCOME 1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax	69,427	77,426	74,250	73,178	80,250
<b>Total</b>		<b>254,102</b>	<b>271,643</b>	<b>275,585</b>	<b>240,745</b>	<b>333,228</b>



Program: INSURANCE

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 unemployment compensation fees, as well as Management/Investment services for the Non-uniformed Pension Plan and actuarial type services for the Police Pension Plan.

2012 Accomplishments:

Contained insurance premiums by working diligently with broker to obtain competitive package proposals.

2013 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.

2013 Budget Highlights:

Unemployment Compensation rate increase for 2013.



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Insurance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10002800-4024	UNEMPLOYMENT COMP	79,398	118,326	96,000	120,396	125,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
10002800-4043	PENSION ADMINSTRATIVE	26,905	27,571	28,800	21,086	28,800
Mockenhaupt \$8600 Actuarial Services 820/qtr COLA Calcs 8 x 175 Benefit calcs 1 x 250 Misc NU plan doc/SPD & Actuarial valuation LeTort investment management fees for non-uniform plan LeTort administrative services for non-uniform plan LeTort Trust (Non-Unif. Plan Expenses) \$20200 Investmt manag. Services 1200/mo. Qual. Plan Services 481/mo						
10002800-4056	EMP ASSISTANCE PROG	3,393	3,402	4,000	3,119	4,000
Employee Assistance Program						
10002800-5341	INSURANCE PREMIUM	129,337	156,101	177,000	189,564	199,000
Includes: Gen Twp Package - prop., liab., auto, IM, umbrella      Public Officials & Employ Prac. - 2/3      Pollution Liability - 2/3 Volunteer Ins., Treas Bond, Fiduciary Cov Vol Fire, Golf, S/W, Law Enf Liab. covered elsewhere      Gen Twp liability package, umbrella, fiduciary, trea. bond 2/3 public officials, employmt practices, pollution liab.						
<b>Total</b>		<b>239,032</b>	<b>305,401</b>	<b>305,800</b>	<b>334,165</b>	<b>356,800</b>

Program: LAND DEVELOPMENT
Description and Responsibilities:

"Land Development" (cost center 3100) falls under the Department of Community Development which is responsible for all land development functions of the Township. Operations include managing day to day requests and functions related to land development, zoning, subdivisions and development plan review. The Department provides administrative and staff support to the Planning Advisory Commission, Zoning Hearing 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.

2012 Accomplishments:

1. Saw Streetscape Enhancements starting to become visible on our main roads.
2. Cranberry Crossroads was constructed and many spaces/buildings were occupied.
3. Completed a revamp of the TND Ordinance (now the CCD Ordinance) and approved technical Ordinance updates with regard to CCD's
4. Set a record with construction valuation (yet to be confirmed).
5. Saw continued interest in Multi-family development (Davis PRD)
6. Cardinal Wuerl North Catholic High School was approved and construction started.
7. Created and advanced the Business Hub as an economic development tool.
8. Created and implemented the bike and pedestrian plan.

2013 Goals:

1. Improve efficiency by implementing MUNIS for all DCD functions
2. Continue the advancement and growth of the Business Hub for economic development
3. Continue work on Rezoning to CCD Overlays of various parcels
4. Work on new approvals to reinvent Park Place
5. Work on new land developments for Cranberry Woods full buildout, including a major residential CCD Development
6. Work on new land developments for The Village of Cranberry Woods
7. Continue advancing the Property Maintenance program

2013 Budget Highlights:

1. All Community Development staff are now in place (one interim budget-year change took place)
2. More accurate budget projections based on previous history
3. More accurate projections for training/seminars/conferences

Staffing Levels	2009	2010	2011	2012	2013
Full Time	7	6	7.5	8	4
Part Time	2	3	0	0	0

## Land Development Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003100-4010	SALARIES FULL TIME	125,943	135,088	108,154	94,059	116,790
10003100-4012	SALARIES PART TIME	-	-	10,400	8,991	10,400
10003100-4013	SAL BOARD AND COMMISSIONS	3,598	3,010	6,400	2,023	6,400
	PAC salaries (\$35/ meeting) ZHB salaries (\$35/meeting)					
10003100-4015	OVERTIME	839	529	725	929	750
10003100-4021	SOCIAL SECURITY	8,492	8,778	7,792	6,133	8,329
10003100-4022	MEDICARE	1,986	2,053	1,822	1,434	1,948
10003100-4023	WORKERS COMP	715	719	393	348	361
10003100-4041	PENSION NON-UNIFORM	4,110	7,558	5,444	3,932	5,877
10003100-4051	HOSPITALIZATION	19,410	39,276	29,902	19,683	23,503
10003100-4052	VISION	199	399	269	213	227
10003100-4053	DENTAL	1,345	2,738	1,846	1,406	1,460
10003100-4054	ICMA CONTRB	6,445	6,242	5,444	4,744	5,877
10003100-4055	DISABILITY INSURANCE	205	870	283	257	306
10003100-4057	LIFE INSURANCE	389	855	536	489	635
10003100-5001	OFFICE SUPPLIES	2,848	5,358	3,000	2,100	3,000
	This category is for office supplies for DCD and includes toner expenses.					
10003100-5002	SUBSCRIPTIONS/BOOKS	327	10	1,000	249	750
10003100-5004	MATERIALS AND SUPPLIES	509	203	1,000	14	750
10003100-5007	SAFETY SUPPLIES	276	297	500	271	500
	This category is used for the purchase of any supplies directly related to employee safety. It may include contributions to needs of TASC.					
10003100-5111	PROFESSIONAL SERVICES	21,521	7,912	27,500	21,648	20,000
	Amount includes \$1200 codification contract renewal and \$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. This account also includes employment background checks and drug testing.					
10003100-5123	copier maintenance/lease This is being 0'd out for 2011 because all copiers are under maintenance agreements					
10003100-5133	LEGAL SERVICES	30,008	64,636	30,000	32,454	30,000



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Land Development Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003100-5134	OTHER SERVICES/FEES	368	95	500	244	500
This account is for recording fees for plans where there is no Developer's Deposit account.						
10003100-5230	INFORMATION TECH	63,551	46,522	46,522	46,522	48,394
10003100-5312						
10003100-5312	CELL PHONES	1,170	425	1,100	210	1,100
	This category is for the Department Director cell/data plan.					
10003100-5353						
10003100-5353	EMPLOYEE MEETING	415	244	300	268	500
	This category is for food/refreshments for employee/development/training meetings. Note: this amount has been adjusted up for 2013 anticipating additional training sessions for the PAC.					
10003100-5354						
10003100-5354	EMPLOYEE TRAINING	2,399	1,124	2,500	3,593	2,500
	This account is for employee training sessions and includes the annual PPA Conference.					
10003100-5355						
10003100-5355	EMPLOYEE CAREER DEVELOPMENT	421	-	-	-	-
	this is being left at 0 because no one is in school.					
10003100-5356						
10003100-5356	EMP DUES AND MEMBERSHIP	(700)	525	1,000	838	1,000
	This account covers dues and memberships such as APA and PPA.					
10003100-5357						
10003100-5357	CLOTHING	150	-	-	-	150
	This category is for employee boots for 1 staff member. Boots are purchased once every 3 years. Last purchase in 2010, due again in 2013.					
10003100-5362						
10003100-5362	PRINTING	1,272	279	1,500	2,483	1,500
	This account is for DCD Printing needs.					
10003100-5363	ADVERTISING	12,374	10,106	6,000	7,922	7,000
10003100-5370	MINOR EQUIP AND FURN	-	-	500	329	500
10003100-5371						
10003100-5371	COMMUNITY OUTREACH	-	-	-	-	5,500
	This account is for the Business Hub and it consists of \$1,500 for postage, \$1,500 for community outreach and \$2,500 for printing.					
<b>Total</b>		<b>310,584</b>	<b>345,851</b>	<b>302,332</b>	<b>263,782</b>	<b>306,507</b>



## Program: CODE ENFORCEMENT

### Description and Responsibilities:

"Code Enforcement" (cost center 3200) falls under the Department of Community Development which is responsible for the overall planning, land development and code enforcement functions of the Township. Operations in this cost center include managing day to day requests and functions related to zoning, 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 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.

### 2012 Accomplishments:

Issued 560+ permits with a value of \$145,478,684 and performed 5,554 inspections.

### 2013 Goals:

Complete Staffing with last open vacancy being filled. Continue to manage high workload and begin to process building permit reviews internally, rather than sending them out for 3rd party review.

### 2013 Budget Highlights:

1. Improve efficiency by implementing MUNIS for all DCD functions

Staffing Levels	2009	2010	2011	2012	2013
Full Time	0	0	0	0	4
Part Time	0	0	0	0	0

## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

## Code Enforcement Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003200-4010	SALARIES FULL TIME	114,281	188,220	205,209	177,346	239,858
10003200-4015	OVERTIME	3,170	1,404	4,275	3,969	4,000
10003200-4021	SOCIAL SECURITY	7,950	12,306	12,988	11,715	15,163
10003200-4022	MEDICARE	1,859	2,878	3,038	2,739	3,546
10003200-4023	WORKERS COMP	1,633	1,381	1,298	1,148	1,316
10003200-4041	PENSION-NONUNIFORM	7,214	10,847	10,474	7,564	12,228
10003200-4051	HOSPITALIZATION	32,518	37,818	53,367	38,574	53,113
10003200-4052	VISION	400	435	453	454	560
10003200-4053	DENTAL INSURANCE	2,803	3,211	3,438	2,979	3,825
10003200-4054	ICMA CONTRIBUTION	5,433	9,457	10,474	8,976	12,228
10003200-4055	DISABILITY INSURANCE	373	423	545	461	636
10003200-4057	LIFE INSURANCE	703	805	1,031	877	1,321
10003200-5001	OFFICE SUPPLIES	1,486	-	-	-	-
10003200-5002	SUBSCRIPTIONS/BOOKS	1,764	206	5,700	708	2,200
	This category is for all subscriptions and books for the Codes Group. Must budget an extra \$1500+/- for renewal of the NFPA Codes in odd number years and need to budget \$5,700+/- for purchase of code books every 3 years starting in 2010 when the State approves such updates.					
10003200-5004	MATERIALS/SUPPLIES	1,111	572	1,500	653	1,500
10003200-5111	PROFESSIONAL SVS	40,074	33,973	40,000	65,346	40,000
	A large part of this account is off-setting with Code.sys The remainder is copier lease/maintenance agreement and Dan Baker fees for septic which are off-setting.					
10003200-5123	copier maint./lease this is being 0'd out for 2011 because all copiers are under maintenance agreements					
10003200-5133	LEGAL SERVICE	1,712	347	2,000	-	-
	ZHB or BCFAB legal services					
10003200-5230	INFORMATION TECHNOLOGY	63,551	46,522	46,522	46,522	48,394
10003200-5312	CELL PHONES	1,548	2,762	2,100	2,668	2,100
	This category is for cell phone reimbursement for the Codes Group.					
10003200-5354	EMPLOYEE TRAINING	50	3,332	6,000	2,359	4,000

## Code Enforcement Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003200-5355	EMPLOYEE CAREER DEVELOPMENT	1,493	-	-	-	-
	college reimbursement					
10003200-5356	DUES AND MEMBERSHIP	450	1,749	1,500	125	1,500
	This category is for all dues and memberships associated with the Code Group.					
10003200-5357	CLOTHING	-	400	150	135	300
	This account is for the purchase of safety boots for each Code Officer and consists of \$150 per person, once every 3 years.					
10003200-5362	PRINTING	256	654	500	745	750
10003200-5363	ADVERTISING EXPENSES	4,749	562	1,500	1,104	1,500
	This account is for advertising of hearings for the Zoning Hearing Board and Building and Fire Code Appeals Board.					
10003200-5364	FUEL	2,108	2,115	3,000	2,593	3,000
<b>Total</b>		<b>298,690</b>	<b>362,379</b>	<b>417,062</b>	<b>379,761</b>	<b>453,038</b>

Program: PLANNINGDescription and Responsibilities:

The Department of Community Development is responsible for the overall planning, land development and code enforcement functions of the Township. The planning cost center provides for the short- and long-term planning for the Township's future. Management of the Township Code of Ordinances is also a key function. This includes monitoring key ordinance issues and drafting revisions to Township ordinances when needed.

2012 Accomplishments:

This year's planning accomplishments include the completion of the Township Comprehensive Recreation and Open Space Plan, Park Master Plans for Graham Park Phase 2 and the Lindner Tract at Community Park, and a comprehensive update of the Township's form-based zoning code. This year also included several other Township ordinance amendments, as well as the start to a comprehensive signage/wayfinding program. Implementation of the Township bike and pedestrian plan also began this year.

2013 Goals:

Goals for this cost center include continued updates to the Township code of ordinances, including the sign ordinance, and continued implementation of the Cranberry Plan through planning studies for the Route 19 corridor and a comprehensive wayfinding plan.

2013 Budget Highlights:

In 2013, the Township's sign ordinance will be updated, we will continue the Township's signage/wayfinding program, and complete a master plan for the Route 19 Corridor.



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Planning Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003300-4010	SALARIES FULL TIME	42,547	35,515	57,918	51,447	63,391
10003300-4012	SALARIES PART TIME	19,141	8,108	-	320	-
10003300-4013	SALARIES BOARD	-	-	3,100	817	3,100
10003300-4015	OVERTIME	62	43	50	66	100
10003300-4021	SOCIAL SECURITY	4,008	2,759	3,786	3,928	4,126
10003300-4022	MEDICARE	937	645	885	919	965
10003300-4023	WORKERS COMP	574	249	169	149	158
10003300-4041	PENSION-NONUNIFORM	3,077	1,963	2,898	2,093	3,172
10003300-4051	HOSPITALIZATION	11,294	6,311	10,245	5,648	6,520
10003300-4052	VISION	122	66	105	127	98
10003300-4053	DENTAL	857	434	638	926	578
10003300-4054	ICMA CONTRIBUTION	1,769	1,606	2,898	2,576	3,172
10003300-4055	DISABILITY INSURANCE	130	92	151	137	165
10003300-4057	LIFE INSURANCE	247	175	285	260	343
10003300-5001	OFFICE SUPPLIES	258	209	500	-	500
10003300-5002	SUBSCRIPTIONS/BOOKS	405	931	500	527	500
10003300-5004	MATERIALS/SUPPLIES	344	-	1,000	387	1,000
10003300-5111	PROFESSIONAL SERVICES	60,611	158,817	75,000	50,068	75,000
	Wayfinding/signage Plan / Route 19 Corridor Master Plan and Implementation / Zoning ordinance updates / North Boundary Park Phase 2 Master Plan / Recreation Fee Ordinance Update / Cranberry Plan Update					
10003300-5133	LEGAL SERVICE	340	-	2,000	-	-
10003300-5353	EMPLOYEE MEETING	2,254	1,559	2,000	1,282	1,000
10003300-5354	EMPLOYEE TRAINING	5,337	6,327	7,500	5,418	7,500
10003300-5356	DUES AND MEMBERSHIP	4,044	3,160	2,000	1,617	1,500
10003300-5361	POSTAGE AND SHIPPING	548	3,307	500	670	1,000

## Planning Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003300-5362	PRINTING	1,025	2,451	1,500	2,660	2,000
	Community Survey Printing - \$3,000					
10003300-5363	ADVERTISING	142	40	250	210	500
10003300-5364	FUEL	33	-	-	-	-
<b>Total</b>		<b>160,105</b>	<b>234,767</b>	<b>175,878</b>	<b>132,253</b>	<b>176,388</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: 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 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, work order requests, lien letter requests, deed transfer information, and collects payment for services.

#### 2012 Accomplishments:

1. The CSC averages over 130 calls answered per day. We also sold over 17,000 trash stickers, processed over 1,000 lien letters, over 900 building (all types) and zoning permits, scheduled over 6,500 inspections, 1,300 service requests, 2,000 work orders, and processed over 109,000 utility billing transactions through Tyler Cashiering, First National Bank Lockbox, or Munis Payment Entry totaling over Ten Million dollars in charges.
2. The CSC has worked on or has been involved in many projects throughout the year including:, monthly billing, lockbox payment processing, Tyler Cashiering software, Customer Self Service - utility billing including online bill view and bill pay by credit card or e-check, telephone software system reporting, and software conversion projects: central property, dashboards, business license, fire prevention, service orders, permits and code enforcement, flat item inventory including a cart comparison between Hansen and Munis, lien letter process, pending customer process, security deposits, work orders, and service requests.

#### 2013 Goals:

1. Continue to expand web based solutions and automated service options from the website enabling customers to conduct most business 24/7.
2. Continue to explore/expand payment options for services.
3. Continued success with the Collection Connection Program.
4. Integrate the new Covered Device Recycling Act into the Collection Connection program and continue to explore options for HHW.
5. Continue to migrate towards utilizing Munis/Tyler programs for all aspects of business.

#### 2013 Budget Highlights:

No increase for 2013.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	3	3	3	3	3
Part Time	3	3	3	3	3

## Customer Service Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003400-4010	SALARIES FULL TIME	35,706	73,061	31,927	27,177	33,166
10003400-4012	SALARIES PART TIME	13,444	14,059	13,764	12,523	14,178
10003400-4015	OVERTIME	-	31	500	270	500
10003400-4021	SOCIAL SECURITY	3,227	5,564	2,833	2,492	3,387
10003400-4022	MEDICARE	755	1,301	663	582	792
10003400-4023	WORKERS COMP	162	129	140	124	156
10003400-4041	PENSION-NONUNIFORM	1,497	1,703	1,596	1,153	1,658
10003400-4051	HOSPITALIZATION	7,986	6,138	5,959	1,935	6,709
10003400-4052	VISION	83	88	66	60	66
10003400-4053	DENTAL	542	492	399	226	398
10003400-4054	ICMA CONTRIBUTION	1,860	3,469	1,596	1,366	1,658
10003400-4055	DISABILITY INSURANCE	77	85	83	75	87
10003400-4057	LIFE INSURANCE	194	201	157	176	180
10003400-5001	OFFICE SUPPLIES	1,047	1,011	1,500	997	1,250
10003400-5002	SUBSCRIPTIONS/BOOKS	-	-	250	-	250
10003400-5004	MATERIALS AND SUPPLIES	136	263	500	79	350
10003400-5005	CLEANING SUPPLIES	-	-	250	-	250
10003400-5007	SAFETY SUPPLIES	230	243	250	66	250
10003400-5111	PROFESSIONAL SVS	-	1,808	500	322	500
10003400-5121	REPAIR MAINTENANCE EQUIPMENT	-	-	500	-	250
10003400-5230	INFORMATION TECHNOLOGY	47,610	47,892	47,892	47,892	49,820
10003400-5312	CELL PHONES	-	533	-	850	1,300
10003400-5351	EMPLOYEE RECRUTING	-	-	250	48	250
10003400-5354	EMPLOYEE TRAINING/CONF	3,879	-	6,500	1,990	6,000
10003400-5356	DUES AND MEMBERSHIP	-	663	350	284	350



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Customer Service Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10003400-5370	MINOR EQUIPMENT/FURNITURE	-	-	1,000	-	750
<b>Total</b>		<b>118,436</b>	<b>158,735</b>	<b>119,425</b>	<b>100,685</b>	<b>124,505</b>

**Program: PUBLIC SAFETY****Description and Responsibilities:**

The Police Department provides law enforcement protection for the Township and Seven Fields (contracted). 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. 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.

The Police Department has 3 full time and 2 part time administrative staff members.

The Director of Public Safety manages the Police Department and supervises the Fire Company Administrative Assistant. The Director 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.

**2012 Accomplishments:**

1. Purchased, equipped and trained officers with patrol rifles.
2. Completed the public safety training facility.
3. Continued updating and modifying department policy and procedures.

**2013 Goals:**

1. Purchase new portable radios for the officers and mobile radios for the police vehicles.
2. Purchase new firearms for the officers.
3. Complete the updating and modifying department policy and procedures.
4. Continue the process of receiving certification through the Pennsylvania Law Enforcement Accreditation Program.

**2013 Budget Highlights:**

The major impacts to the 2013 budget are cost increases in personnel, uniform pension plan, and health insurance.



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

### Police Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004110-4010	SALARIES FULL TIME J. Schueler, R. Hawk, L. lowry, B. Wyzkoski	187,482	-	-	-	-
10004110-4011	SALARIES UNIFORM Lt, Sgt, 6 Corporals, and 20 patrol officers	1,910,966	-	-	-	-
10004110-4012	SALARIES PART TIME P. Kaufman, Dave August- school guards One half of cost is reimbursed by SVSD E. Windhorst, C. Jacky- Clerical	36,935	-	-	-	-
10004110-4015	OVERTIME Usually related to arrest processing for serious crimes or to man the desk during vacations.	1,312	-	-	-	-
10004110-4016	OVERTIME UNIFORM Meet minimum staffing of at least 3 officers. Late calls and arrests.	168,048	-	-	-	-
10004110-4021	SOCIAL SECURITY The employeer share of FICA is based on 6.2% of all salary/ wages/overtime of all employees.	151,178	-	-	-	-
10004110-4022	MEDICARE The employeer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.	35,356	-	-	-	-
10004110-4023	WORKERS COMP Workers' Compensation insurance for all employees.	144,059	-	-	-	-
10004110-4032	LONGEVITY Longevity payments to uniformed employees as per the most current Collective Bargaining Agreement.	29,791	-	-	-	-
10004110-4033	COURT/HEARING Overtime required by court appearances. 3 hours minimum dictated for all off-duty court appearances.	31,476	-	-	-	-
10004110-4034	HOLIDAYS Holiday pay for uniformed employees as per the most current Collective Bargaining Agreement.	46,660	-	-	-	-
10004110-4041	PENSION NON-UNIFORM Non-uniform employees as per the most current Collective Bargaining Agreement.	10,167	-	-	-	-
10004110-4042	PENSION UNIFORM Uniform pension contributions as per the 2009 MMO, Resolution 2009-44.	382,807	-	-	-	-

## Police Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004110-4051	HOSPITALIZATION Medical Insurance costs for all full time employees.	396,752	-	-	-	-
10004110-4052	VISION Vision insurance costs for all full time employees.	3,894	-	-	-	-
10004110-4053	DENTAL Dental insurance costs for all full time employees.	26,341	-	-	-	-
10004110-4054	ICMA CONTRB Contibution to 457 Plan is based on 5% of salary/wages/ overtime of all full time non-uniform employees.	10,059	-	-	-	-
10004110-4055	DISABILITY INSURANCE Long term disability insurance costs for all full time employees.	5,346	-	-	-	-
10004110-4057	LIFE INSURANCE Life insurance costs for all full time employees.	7,753	-	-	-	-
10004110-5001	OFFICE SUPPLIES Toners, print cartridges, pens, paper, file folders, misc. office supplies.	3,672	-	-	-	-
10004110-5004	MATERIALS & SUPPLIES Lab work, vehicle towing, film processing, flares, batteries, evidence packaging, and misc. expenses. 20,000 was moved from phones. This is now being paid from the IT budget. We will be using this money to purchase items that were planned in 2011. Radios, firearms.	21,029	-	-	-	-
10004110-5007	Added in 2010. Used for materials and supplies to support the Township Safety Program.					
10004110-5111	PROFESSIONAL SERVICES Vehicle and ENRAD calibrations, office equipment maintenance, including the fuming hood. Drug and alcohol testing for DUI.	29,044	-	-	-	-
10004110-5121	R&M EQUIPMENT Pays for radio, siren, and emergency light system maintenance not performed by Township mechanics.	50,886	-	-	-	-
10004110-5122	R&M VEHICLES Car washing fees, cleaning materials, and misc. supplies. Repair and maintenance of police vehicles.	26,873	-	-	-	-
10004110-5133	LEGAL SERVICES Police related litigation.	21,493	-	-	-	-

## Police Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004110-5230	INFORMATION TECH Costs associated with IT support of the Police Department.	221,358	-	-	-	-
10004110-5311	Telephone expenses.					
10004110-5312	CELL PHONES Covers CDMA (digital) connectivity to the cars as well as the cell phones.	8,711	-	-	-	-
10004110-5341	INSURANCE PREMIUM Law enforcement liability insurance.	24,495	-	-	-	-
10004110-5353	EMPLOYEE MEETING Covers local conferences and seminars registration fees.	30	-	-	-	-
10004110-5354	EMPLOYEE TRAINING Covers cost for employee training.	6,802	(319)	-	-	-
10004110-5355	EMPLOYEE CAREER DEVELOPMENT Tuition reimbursement for approved higher education leading to a certification or degree. 2 employees have indicated they would be furthering their education in 2010.	740	-	-	-	-
10004110-5356	EMP DUES & MEMBERSHIP 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.	1,145	-	-	-	-
10004110-5357	CLOTHING Funds \$600.00 per year for officers per the Collective Bargaining Agreement. Funds replacement of protective vest every 5 years. 7 vests in 2010, 5 replacement, 2 new hires. Possibility of 2 or 3 retirements in 2010, requiring the purchase of new uniforms.	27,236	-	-	-	-
10004110-5362	PRINTING	1,018	-	-	-	-
10004110-5364	FUEL Police fleet fuel.	58,816	-	-	-	-
10004110-5370	MINOR EQUIP & FURN Purchase/replace minor equipment as needed.	2,485	-	-	-	-
10004110-5371	COMMUNITY OUTREACH Community projects, crime prevention. Purchase of flyers and brochures used in crime prevention programs.	1,282	-	-	-	-

## Police Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004110-6122	VEHICLES	46,103	-	-	-	-
	Repalce 2 police vehicles (Crown Victorias and equipment)					
<b>Total</b>		<b>4,139,598</b>	<b>(319)</b>	<b>-</b>	<b>-</b>	<b>-</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: POLICE DEPARTMENT SUPPORT

#### Description and Responsibilities:

The Police Department Support cost center consist of the Director, Lieutenant, Sergeant and Administrative staff which provide support to the Public Safety department.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	4	5	5	5	5
Part Time	3	2	2	2	2



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Police Department Support Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004111-4010	SALARIES-FULLTIME	2,273	208,175	213,541	185,439	215,892
	Salaries for the Public Safety Director, Supervisor Police Administrative Services, 2 clerks.					
10004111-4011	SALARIES-UNIFORM	2,579	160,406	163,657	152,112	171,949
	Salaries for the Lieutenant and Sergeant.					
10004111-4012	SALARIES-PART TIME	336	31,916	50,462	18,431	27,212
	One half the cost of the school guard is reimbursed by SVSD. Salaries for 2 part-time clerks and 1 school guard.					
10004111-4015	OVERTIME	20	1,322	2,000	267	2,000
	Costs related to arrest processing for serious crimes, assist with fingerprinting, and man the front desk during vacations.					
10004111-4016	OVERTIME UNIFORM	-	8,765	7,000	4,714	7,000
	Costs for the Support Services Commander (Sergeant) to provide community programs, call-outs for serious crimes and firearms training.					
10004111-4021	SOCIAL SECURITY TAX	390	26,294	27,522	23,080	26,773
	The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.					
10004111-4022	MEDICARE	91	6,150	6,437	5,398	6,261
	The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.					
10004111-4023	WORKERS COMP	-	9,354	13,691	12,110	13,014
	Workers' Compensation insurance for employees.					
10004111-4032	LONGEVITY	-	4,009	4,375	4,641	4,633
	Cost for the Lieutenant and Sergeant. Longevity payments to uniformed employees as per the Collective Bargaining Agreement.					
10004111-4033	COURT AND HEARING PAY	-	-	500	-	500
	Costs for the Sergeant. Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.					
10004111-4034	HOLIDAY PAY	516	2,636	2,865	1,896	3,132
	Holiday pay costs for the Sergeant per the Collective Bargaining Agreement.					
10004111-4041	PENSION NON UNIFORM	-	11,624	10,777	7,783	10,895
	Pension contributions for non-uniform employees. Director of Public Safety and 3 clerical positions.					
10004111-4042	PENSION UNIFORM	-	579,814	428,352	428,352	448,616
	Uniform pension contributions as per the latest MMO.					



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Police Department Support Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004111-4051	HOSPITALIZATION Medical Insurance costs for full time employees.	-	81,031	79,571	78,340	85,571
10004111-4052	VISION INSURANCE Vision Insurance costs for full time employees.	-	736	739	674	739
10004111-4053	DENTAL INSURANCE Dental Insurance costs for full time employees.	-	5,241	4,973	4,557	4,973
10004111-4054	457 CONTRIBUTIONS Contribution to the 457 Plan is based on 5% of salary/wages/ overtime for all full time non-uniformed employees.	115	10,475	10,777	9,285	10,895
10004111-4055	DISABILITY INSURANCE Long term disability insurance costs for full time employees.	-	953	1,023	885	1,052
10004111-4057	LIFE INSURANCE Life Insurance costs for full time employees.	-	1,579	1,552	1,418	1,669
10004111-5001	OFFICE SUPPLIES Costs associated with the purchase of office supplies, such as toners, print cartridges, pens, paper, file folders, misc. office supplies.	-	2,723	3,800	3,480	3,800
10004111-5004	MATERIALS AND SUPPLIES Costs associated with miscellaneous supplies. Such as, vehicle towing, film processing, flares, batteries, evidence packaging, radios.	-	5,495	20,000	13,935	20,000
10004111-5007	SAFETY SUPPLIES Costs associated with purchase of safety supplies. Such as materials, supplies, and equipment. Cost center added 2011 to support the Township safety program.	-	1,268	3,000	309	3,000
10004111-5111	PROFESSIONAL SERVICES Costs associated with specialized services provided by outside individuals. Examples include maintenance of the fuming hood, x-ray machine, and metal detector, drug and alcohol testing, vehicle and ENRAD calibration. Hir13 is for the police hiring process in 2013. The eligibility list is over two years old. Estimated cost is \$8000.00.	763	12,319	24,000	18,065	32,000
10004111-5121	REPAIR MAINTENANCE EQUIPMENT Costs associated with the repair and maintenance of equipment. Examples are radios, sirens, and emergency light systems.	-	4,361	5,000	2,084	5,000
10004111-5133	LEGAL SERVICES Costs associated with attorney fees. 2 law suits filed are still pending against the PD. A law firm has put the Township on notice that a possible suit will be filed for the incident where Cpl Hahn was injured and the suspect died.	-	41,238	25,000	10,848	25,000

## Police Department Support Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004111-5134	OTHER SERVICES/FEES	-	-	1,500	108	1,500
Costs associated for unforeseen expenses typically for travel expenses related to investigations and warrant service. Added in 2012.						
10004111-5230	INFROMATION TECH SVS	-	221,597	221,597	221,597	230,518
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
10004111-5312	CELL PHONES	424	7,714	14,000	6,078	14,000
Costs associated with cellular phone service. Covers CDMA (digital) connectivity to the police vehicles as well cell phones for the Director, Lt., Sgt., and detectives.						
10004111-5341	INSURANCE PREMIUMS	-	25,296	27,825	27,791	29,000
Costs associated with law enforcement liability insurance. 2 law suits filed are still pending against the PD. A law firm has put the Township on notice that a possible suit will be filed for the incident where Cpl Hahn was injured and the suspect died.						
10004111-5353	EMPLOYEE MEETING /CONFER	-	675	1,000	1,097	1,000
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
10004111-5354	EMPLOYEE TRAINING	-	920	1,000	1,333	1,200
Costs associated with employee training and conferences.						
10004111-5355	College tuition reimbursement. None projected in 2013.					
10004111-5356	EMPLOYEE DUES/MEMBERS	-	1,100	1,400	875	1,400
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, Maglocen membership.						
10004111-5357	CLOTHING	540	2,026	1,600	1,849	1,900
Costs associated with clothing reimbursements and uniforms (2 officers). Funds \$700.00 per year for officers per the current Collective Bargaining Agreement. Funds replacement of protective vest every 5 years. No vests in 2013. Funds uniforms for administrative staff (\$500.00)						
10004111-5362	PRINTING	-	523	1,000	671	1,000
Costs associated for printing for major projects such as hiring and police reports.						
10004111-5370	MINOR EQUIPMENT/FURNITURE	-	4,535	8,000	290	16,000
Costs associated with minor equipment purchases and repairs. In 2013 the department will be replacing the officers issued firearms. The firearms are reaching their life expectancy and the trade in value remains high. Estimated replacement cost for 29 firearms is \$8000.00.						
10004111-5371	COMMUNITY OUTREACH	-	782	8,000	1,076	8,000
Costs associated with crime prevention programs, community projects, purchase of flyers and brocures.						
<b>Total</b>		<b>8,047</b>	<b>1,483,052</b>	<b>1,397,536</b>	<b>1,250,868</b>	<b>1,437,094</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: POLICE PATROL

#### Description and Responsibilities:

The Police Patrol cost center provides law enforcement protection for the Township and Seven Fields (contracted.) We have 20 patrol officers.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	20	20	20	20	20
Part Time	0	0	0	0	0

## Police Patrol Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004112-4011	SALARIES-UNIFORM Salary for 20 officers.	51,437	1,466,225	1,517,306	1,415,868	1,670,105
10004112-4016	OVERTIME UNIFORM Meet minimum staffing of at least 3 officers. Late calls and arrests.	370	111,737	90,000	79,093	90,000
10004112-4021	SOCIAL SECURITY TAX The employeer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.	4,481	101,053	107,306	94,352	117,083
10004112-4022	MEDICARE The employeer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.	1,048	23,634	25,096	22,066	27,382
10004112-4023	WORKERS COMP Workers' Compensation insurance for employees.	-	83,594	82,540	73,008	83,639
10004112-4032	LONGEVITY Longevity payments to uniformed employees as per the Collective Bargaining Agreement.	-	18,328	23,979	23,614	23,221
10004112-4033	COURT AND HEARING PAY Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.	-	22,283	44,400	20,403	44,400
10004112-4034	HOLIDAY PAY Holiday pay for uniformed employees as per the Collective Bargaining Agreement.	10,383	48,990	55,055	31,791	60,717
10004112-4042	Uniform pension contributions as per the latest MMO.					
10004112-4051	HOSPITALIZATION Medical Insurance costs for full time employees.	-	289,641	303,050	283,522	326,081
10004112-4052	VISION INSURANCE Vision Insurance costs for full time employees.	-	2,740	2,764	2,466	2,764
10004112-4053	DENTAL INSURANCE Dental Insurance costs for full time employees.	-	19,911	18,893	16,849	18,893
10004112-4055	DISABILITY INSURANCE Long term disability insurance costs for full time employees.	-	3,662	4,500	3,336	4,910

## Police Patrol Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004112-4057	LIFE INSURANCE Life Insurance costs for full time employees.	-	5,146	5,166	4,633	5,166
10004112-5353	EMPLOYEE MEETING /CONFER Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.	-	26	800	-	800
10004112-5354	EMPLOYEE TRAINING Costs associated with employee training and conferences.	-	3,548	11,100	4,454	10,000
10004112-5355	EMPLOYEE CAREER DEVELOPMENT College tuition reimbursement. One officer is expected to utilize the benefit in 2013 (Berg).	-	-	10,000	-	5,000
10004112-5356	EMPLOYEE DUES/MEMBERS 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.	-	65	200	85	200
10004112-5357	CLOTHING Funds the purchase of uniforms and equipment for new hires. There are 2 officers eligible to retire in 2013. One officer retired in 2012 that will need replaced and a possibility of one medical retirement. It cost approx. \$3500.00 to outfit a new officer. Funds replace protective vest every 5 years. There are 6 officers that will need protectives vests in 2013. Est. cost is \$900.00 per vest. Funds \$700.00 per year per officers for clothing allowance per the Collective Bargaining Agreement.	10,260	7,611	31,000	17,430	31,000
<b>Total</b>		<b>77,979</b>	<b>2,208,194</b>	<b>2,333,155</b>	<b>2,092,971</b>	<b>2,521,361</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: POLICE TRAFFIC

#### Description and Responsibilities:

The Police Traffic cost center provides traffic enforcement to the Township and Seven Fields (contracted.) We have 4 Traffic officers.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Police Traffic Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004113-4011	SALARIES-UNIFORM Salary for 4 officers.	8,027	225,995	224,870	215,017	245,914
10004113-4016	OVERTIME UNIFORM Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.	-	14,339	18,000	11,947	16,000
10004113-4021	SOCIAL SECURITY TAX The emploeeer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.	713	15,600	16,306	14,932	17,677
10004113-4022	MEDICARE The employeer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.	167	3,648	3,814	3,492	4,134
10004113-4023	WORKERS COMP Workers' Compensation insurance for employees.	-	12,962	12,545	11,096	12,628
10004113-4032	LONGEVITY Longevity payments to uniformed employees as per the Collective Bargaining Agreement.	-	2,148	3,027	2,722	3,284
10004113-4033	COURT AND HEARING PAY Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement	138	5,774	9,000	8,194	11,000
10004113-4034	HOLIDAY PAY Holiday pay for uniformed employees as per the Collective Bargaining Agreement.	1,842	6,705	8,160	5,125	8,919
10004113-4042	Uniform pension contibutions as per the latest MMO.					
10004113-4051	HOSPITALIZATION Medical Insurance costs for full time employees.	-	28,238	30,391	25,841	32,391
10004113-4052	VISION INSURANCE Vision Insurance costs for full time employees.	-	274	270	246	405
10004113-4053	DENTAL INSURANCE Dental Insurance costs for full time employees.	-	1,956	1,856	1,701	2,784
10004113-4055	DISABILITY INSURANCE Long term disability insurance costs for full time employees.	-	552	684	506	741



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Police Traffic Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004113-4057	LIFE INSURANCE Life Insurance costs for full time employees.	-	738	738	677	738
10004113-5353	EMPLOYEE MEETING /CONFER Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.	-	-	200	-	200
10004113-5354	EMPLOYEE TRAINING Costs associated with employee training and conferences.	-	339	3,000	-	3,000
10004113-5355	College tuition reimbursement. None expected in 2013.					
10004113-5356	EMPLOYEE DUES/MEMBERS 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.	-	49	250	-	250
10004113-5357	CLOTHING Costs associated with clothing reimbursement and uniforms. Funds \$700.00 per year for officers per the Collective Bargaining Agreement (4 officers). Funds replacement of protective vests every 5 years, estimated cost \$900.00 per vest. (2 in 2013).	1,620	1,010	3,500	2,400	4,600
<b>Total</b>		<b>12,506</b>	<b>320,328</b>	<b>336,611</b>	<b>303,896</b>	<b>364,665</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: POLICE INVESTIGATIONS

#### Description and Responsibilities:

The Police Investigations cost center provides investigative services to the Township and Seven Fields (contracted.) We currently have 2 detectives.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Police Investigations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004114-4011	SALARIES-UNIFORM Salary for 2 officers.	4,936	151,377	151,143	145,457	157,416
10004114-4016	OVERTIME UNIFORM Late calls, arrests, and investigations.	151	17,872	15,000	17,040	15,000
10004114-4021	SOCIAL SECURITY TAX The emploeeer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.	425	11,057	10,816	10,590	11,250
10004114-4022	MEDICARE The employeer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.	99	2,586	2,530	2,477	2,631
10004114-4023	WORKERS COMP Workers' Compensation insurance for employees.	-	8,438	8,320	7,359	8,036
10004114-4032	LONGEVITY Longevity payments to uniformed employees as per the Collective Bargaining Agreement.	-	3,652	1,827	4,060	2,035
10004114-4033	COURT ANDHEARING PAY Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.	-	1,783	1,000	1,357	1,000
10004114-4034	HOLIDAY PAY Holiday pay for uniformed employees as per the Collective Bargaining agreement.	746	3,735	5,484	2,796	5,995
10004114-4042	Uniform pension contibutions as per the latest MMO.					
10004114-4051	HOSPITALIZATION Medical Insurance costs for full time employees.	-	20,911	20,789	23,707	31,391
10004114-4052	VISION INSURANCE Vision Insurance costs for full time employees.	-	198	199	223	270
10004114-4053	DENTAL INSURANCE Dental Insurance costs for full time employees.	-	1,329	1,261	1,602	1,856
10004114-4055	DISABILITY INSURANCE Long term disability insurance costs for full time employees.	-	374	454	340	472



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Police Investigations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004114-4057	LIFE INSURANCE Life Insurance costs for full time employees.	-	492	492	451	492
10004114-5312	CELL PHONES Costs associated with cellular phone service.	-	1,122	1,050	1,160	1,400
10004114-5353	EMPLOYEE MEETING /CONFER Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.	-	-	100	-	100
10004114-5354	EMPLOYEE TRAINING Costs associated with employee training and conferences.	-	1,000	1,125	1,326	2,225
10004114-5355	College tuition reimbursement. None expected in 2013.					
10004114-5356	EMPLOYEE DUES/MEMBERS 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.	-	-	200	-	200
10004114-5357	CLOTHING Costs associated with clothing reimbursement and uniforms. Funds \$700.00 per year for officers per the current Collective Bargaining Agreement (2 officers). Funds replacement of protective vest every 5 years. One in 2013.	1,080	120	1,600	1,600	2,300
<b>Total</b>		<b>7,438</b>	<b>226,044</b>	<b>223,390</b>	<b>221,543</b>	<b>244,069</b>



## Program: POLICE FLEET

### Description and Responsibilities:

The Police Fleet cost center pays for vehicle maintenance, fuel and vehicle replacement.

## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

## Police Fleet Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004115-5122	R M VEHICLES	-	41,649	32,000	24,165	32,000
Car washing fees, sirens and emergency light system, maintenance not performed by Public Works, parts and supplies.						
10004115-5364	FUEL	-	93,960	70,000	77,902	85,000
Police fuel. Fuel costs continue to rise.						
10004115-6122	FLEET REPLACEMENT	-	53,835	90,000	88,652	110,000
Replace police vehicles and equipment. (2 sedans-1 marked, 1 unmarked-detective and 1 Expedition)						
<b>Total</b>		-	<b>189,444</b>	<b>192,000</b>	<b>190,719</b>	<b>227,000</b>



## Program: ANIMAL SERVICE

### Description and Responsibilities:

Pays for animal control services provided by Animal Control Services under contract.

## 2013 Annual Budget

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## 2013 Annual Budget

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### Animal Service Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004120-5111	PROFESSIONAL SERVICES	13,500	13,640	19,100	9,890	19,100
	Pays for animal control services provided by Animal Control Services under contract.					
<b>Total</b>		<b>13,500</b>	<b>13,640</b>	<b>19,100</b>	<b>9,890</b>	<b>19,100</b>



## Program: FIRE POLICE

### Description and Responsibilities:

This cost center pays for uniforms and supplies for the Cranberry Township Volunteer Fire Company Fire Police. There are currently 11 fire police.

### 2012 Accomplishments:

Maintained a high number of volunteer fire police.

### 2013 Goals:

Continue recruitment and retention efforts for the Fire Police .

## 2013 Annual Budget

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## 2013 Annual Budget

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### Fire Police Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004130-5004	MATERIALS AND SUPPLIES	3,766	3,911	5,000	3,529	5,000
	Pays for uniforms and supplies for the Fire Police. Current membership is 11 fire police officers.					
<b>Total</b>		<b>3,766</b>	<b>3,911</b>	<b>5,000</b>	<b>3,529</b>	<b>5,000</b>



## Program: 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, range equipment and safety equipment.

### 2012 Accomplishments:

1. Conducted 3 firearms trainings.
2. Trained and equipped all officers with patrol rifles.

### 2013 Goals:

1. Continue firearms training for the officers and keep firearms instructors up to date on their certifications.

### 2013 Budget Highlights:

No cost increase for 2013.

## 2013 Annual Budget

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## Firing Range Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004140-5004	MATERIALS AND SUPPLIES	9,928	10,755	12,000	10,659	12,000
	Includes ammunition for three yearly trainings, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies, and targeting systems.					
<b>Total</b>		<b>9,928</b>	<b>10,755</b>	<b>12,000</b>	<b>10,659</b>	<b>12,000</b>



## Program: EMERGENCY MANAGEMENT

### Description and Responsibilities:

This cost center funds materials, supplies, equipment, and expenses related to the operation of emergency radios and phones for the Emergency Operations Center. The Emergency Management function is staffed by volunteers.

### 2012 Accomplishments:

1. Kept the Emergency Operations Center up to date.
2. Representatives attended all Butler County Emergency Management trainings.

### 2013 Goals:

1. Keep the Emergency Operations Center up to date.
2. Attend Butler County Emergency Management trainings.
3. Review and update Cranberry Township's Implementation of the Butler County Emergency Operations Plan (done biyearly, see Resolution No. 2011-59).

### 2013 Budget Highlights:

No change.

## 2013 Annual Budget

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## Emergency Management Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004150-5004	MATERIALS AND SUPPLIES	11	90	300	-	300
	Materials and supplies for the Emergency Operations Center.					
10004150-5370	MINOR EQUIPMENT	490	1,141	1,000	-	1,000
	Pays expenses related to the operation of emergency radios and the Emergency Operations Center.					
<b>Total</b>		<b>501</b>	<b>1,231</b>	<b>1,300</b>	<b>-</b>	<b>1,300</b>



## Program: FIRE PROTECTION

### Description and Responsibilities:

This cost center funds the workers' compensation premium for the Fire Company volunteers, the cost of IT service, and equipment lease rentals for West View Water (2 hydrants) and receives the transfer of intergovernmental aid to volunteer fire departments (Relief Association).

## 2013 Annual Budget

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## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Fire Protection Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004230-4023	WORKERS COMP Volunteer Fire Company insurance premium.	17,354	21,935	30,422	26,909	33,535
10004230-5220	ITRAGOV GENERAL SVS Transfer of intergovernmental aid to volunteer fire dept. (Relief Assoc.)	221,249	366,502	210,000	213,716	214,000
10004230-5230	INFORMATION TECH Cost of IT support from the Township.	48,664	47,371	-	-	-
10004230-5332	EQUIP LEASE/RENTAL 2 hydrants @ 223 ea. (rental from West View Water)	443	446	446	446	446
<b>Total</b>		<b>287,710</b>	<b>436,253</b>	<b>240,868</b>	<b>241,071</b>	<b>247,981</b>



## Program: AMBULANCE OPERATIONS

### 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 vaccinations for new members, and contributes toward their fuel cost.

### 2012 Accomplishments:

1. Worked with Cranberry Township Emergency Medical Service to plan and design a new facility to house their operations.
2. Worked with Cranberry Township Emergency Medical Service to implement a 5 year service agreement for the Township.
3. The Director of Public Safety participated in the 5 year strategic plan for the Cranberry Township Emergency Medical Service.
4. The Director of Public Safety participated in an interview panel for the hiring of 3 new staff members.

### 2013 Goals:

1. Complete the construction of a new building to house the ambulance service.
2. Continue working with the management staff of Cranberry Township Emergency Medical Service to foster a cooperative working relationship.
3. Continue support from Township departments to assist the ambulance service in their mission.

### 2013 Budget Highlights:

Continue contributing funds for fuel for the Cranberry Township Ambulance Service. No cost increase for 2013.

## 2013 Annual Budget

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## 2013 Annual Budget

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### Ambulance Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10004310-4023	WORKERS COMP	1,838	1,548	2,430	2,149	2,430
Workers' Compensation insurance costs for volunteers.						
10004310-5134	OTHER SERVICES/FEES	-	-	500	-	500
Pays for mandatory hepatitis testing for new volunteer positions.						
10004310-5364	FUEL	16,781	22,056	20,000	22,705	20,000
Provides fuel assistance to the Cranberry Township EMS.						
<b>Total</b>		<b>18,618</b>	<b>23,605</b>	<b>22,930</b>	<b>24,855</b>	<b>22,930</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: SNOW REMOVAL

#### Description and Responsibilities:

The Public Works Department performs snow removal and de-icing on over 119.5 centerline miles of Township roads including over 295 cul-de-sacs and all Township parking lots.

#### 2012 Accomplishments:

1. Maximized rock salt purchasing through SHACOG to fill storage facility at 6200 tons for upcoming season at previous year price.
2. Added one snow route (for a total of 13) which reduced our route coverage time.
3. Utilized bulk purchasing arrangements through SHACOG and COSTARS to mitigate delivery and price risk.
4. Implemented salt brine production technology with the goal of reducing the amount of road salt used.

#### 2013 Goals:

1. Continue to utilize salt blowers for stock piling material in storage barn.
2. Utilize route and material software and hardware to increase route and operator efficiency.

#### 2013 Budget Highlights:

1. 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.
2. Increase operational 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.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	12	12	13	14	23
Part Time	0	0	0	0	0



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Snow Removal Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005110-4010	SALARIES FULL TIME	62,475	43,956	52,000	10,740	50,000
10005110-4012	SALARIES PART TIME	391	-	-	-	-
10005110-4015	OVERTIME	75,174	51,301	50,000	47,413	51,750
10005110-4021	SOCIAL SECURITY	8,871	6,156	6,324	3,741	6,308
10005110-4022	MEDICARE	2,075	1,440	1,479	875	1,475
10005110-4041	PENSION NON UNIFORM	-	-	-	-	5,087
10005110-4054	457 CONTRIBUTIONS	6,365	4,763	5,100	2,908	5,087
10005110-5004	MATERIALS AND SUPPLIES	30,793	16,394	25,500	18,321	26,392
	Cost associated with miscellaneous expense. Computer repairs and replacement of automatic controls.					
10005110-5111	PROFESSIONAL SERVICES	33,842	14,648	5,000	9,195	10,000
	Monthly svc fee for GPS tracking snow routes, equip repair outsourcing					
10005110-5121	REPAIR MAINTENANCE EQUIPMENT	20,622	18,470	10,000	8,747	10,350
	Costs associated with repair and maintenance of equipment.					
10005110-5323	WATER	-	-	-	36	-
10005110-5354	EMPLOYEE TRAINING	-	-	3,000	-	3,105
	Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.					
10005110-5365	SALT AND ANTI SKID	335,961	387,269	340,611	204,620	333,084
	Cost for Rock Salt and antiskid for Winter Maintenance					
<b>Total</b>		<b>576,568</b>	<b>544,396</b>	<b>499,014</b>	<b>306,595</b>	<b>502,638</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: TRAFFIC SIGNALS & COMMUNIC

#### Description and Responsibilities:

The Traffic Signal and Communication Division operates and maintains 38 existing signals and has 2 new in construction. Also maintained are 2 sets of School Zone/ Bus Flashers and any other electrically operated warning device located in the Township. This Department also manages the logistics of 20 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 through intermunicipal signal agreements

#### 2012 Accomplishments:

1. Fiber optic cable extended at Franklin/228 to LongTree Way interconnecting additional 1 signal.
2. Fiber optic cable extended 1.5 miles along Freedom Rd to Haine Fire Station interconnecting additional 3 signals.
3. Designed and installed Ethernet radio communication maintaining radio communication along 228 corridor for ramp and Crossroads project.

#### 2013 Goals:

1. New signal addition at Ehrman Road at 19 to the communications platform
2. New signal addition at Victory Road at 19 to the communications platform

#### 2013 Budget Highlights:

1. Increase data sharing capabilities with our traffic partners.
2. Utilize seasonal staff to complete the annual Preventative Maintenance program.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	2	2	2	2	2
Part Time	0	0	0	0	1



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Traffic Signals & Communic Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005120-4010	SALARIES FULL TIME	81,463	97,863	101,319	85,791	101,142
	Seasonal employee to assist with routine field maintenance labor.					
10005120-4012	SALARIES PART TIME	11,263	659	-	-	8,420
10005120-4015	OVERTIME	22,157	18,910	7,700	14,587	15,000
10005120-4021	SOCIAL SECURITY	7,346	7,511	6,760	6,358	7,241
10005120-4022	MEDICARE	1,718	1,756	1,581	1,487	1,693
10005120-4023	WORKERS COMP	7,656	4,470	5,309	4,696	4,699
10005120-4041	PENSION NON-UNIFORM	6,316	5,434	5,451	3,937	5,431
10005120-4051	HOSPITALIZATION	26,931	27,984	31,422	29,833	33,422
10005120-4052	VISION	213	269	270	240	270
10005120-4053	DENTAL	1,608	1,956	1,856	1,701	1,856
10005120-4054	457 CONTRIBUTIONS	4,133	5,828	5,451	4,984	5,431
10005120-4055	DISABILITY INSURANCE	213	252	283	242	291
10005120-4057	LIFE INSURANCE	202	240	268	233	605
10005120-5001	OFFICE SUPPLIES	192	146	-	-	-
10005120-5004	MATERIALS AND SUPPLIES	45,771	60,612	86,630	52,993	80,000
	Signal and communication supplies \$45,000.00- Signal Maintenance Supplies; \$15,000.00- Radio Communication expenses \$15,000.00- Fiber Optic Expenses Additional \$10,000 Sig Mtc					
10005120-5007	SAFETY EQUIP	1,686	238	1,500	252	1,500
	Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jacket					
10005120-5111	PROFESSIONAL SERVICES	15,462	12,944	7,500	3,432	7,500
	Technical contractors such as Advanced Data; FCIS.					
10005120-5114	ENGINEERING AND ARCHITECT SV	-	-	1,750	-	-
10005120-5121	REPAIR MAINTENANCE EQUIPMENT	2,766	6,284	5,000	819	5,000
	Electronic equipment repairs not covered by warranties.					



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Traffic Signals & Communic Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005120-5122	R M VEHICLES	-	-	2,000	-	2,000
	Annual Hydraulic inspection and associated testing					
10005120-5123	R M FACILITY MAINT	613	454	1,750	107	1,500
	TOC facility maintenance and repairs					
10005120-5124	MAINTENANCE CONTRACT	10,490	9,339	12,000	6,364	12,000
	Contracted Services - Fiber locating					
10005120-5132	JANITORIAL SERVICES	-	-	500	-	-
10005120-5311	TOC dial tone services to operate traffic network					
10005120-5312	CELL PHONES	982	867	2,000	-	2,500
10005120-5321	ELECTRICITY	24,334	23,464	22,000	19,830	25,000
	Energy costs associated with traffic signal devices					
	Additional Signals installed					
10005120-5354	EMPLOYEE TRAINING	628	3,367	3,000	1,726	3,000
	technical Training/ Certification Maintenance					
10005120-5356	EMPLOYEE DUES/MEMBERS	526	160	500	353	500
10005120-5357	CLOTHING	232	150	-	-	-
	annual uniform per employee allocated for two FT employees					
10005120-5361	POSTAGE AND SHIPPING	66	140	250	36	250
	Postage and shipping expenses related to electronic repairs					
10005120-5364	FUEL	1,925	5,086	1,500	4,845	6,000
10005120-5366	ROAD MAINTENANCE SUPPLY	(11,504)	-	-	-	-
10005120-5367	SIGNS	1,389	-	7,500	-	2,500
	Replacement overhead signage					
10005120-5370	FURNITURE AND FIXTURES	175	-	500	-	250
<b>Total</b>		<b>266,952</b>	<b>296,381</b>	<b>323,550</b>	<b>244,845</b>	<b>335,001</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: STORM WATER

#### Description and Responsibilities:

Storm water basin maintenance and repair. Priorities are those in anticipation of the annual resurfacing program.

#### 2012 Accomplishments:

1. Program was nominated for PSATS "Better Mousetrap" Award in 2012.
2. Completed over 200 basins this year.

#### 2013 Goals:

1. Complete basin repairs in advance of paving contract being let.

#### 2013 Budget Highlights:

1. Bulk purchasing of grates and tops from SHACOG to secure lower prices continues to benefit this program.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	0	0	0	0	2
Part Time	0	0	0	0	0

## Storm Water Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005131-4010	SALARIES FULL TIME	3,031	124,832	140,923	117,075	140,689
10005131-4015	OVERTIME	-	-	1,000	970	1,500
10005131-4021	SOCIAL SECURITY	196	7,034	9,334	7,580	9,301
10005131-4022	MEDICARE	46	1,645	2,183	1,773	2,175
10005131-4023	WORKERS COMP	-	5,906	7,331	6,484	6,452
10005131-4041	PENSION NON-UNIFORM	-	7,064	7,527	5,436	7,501
10005131-4051	HOSPITALIZATION	-	27,492	27,870	25,270	30,263
10005131-4052	VISION	-	272	274	237	274
10005131-4053	DENTAL	-	1,880	1,784	1,635	1,785
10005131-4054	ICMA CONTRB	152	5,440	7,527	5,873	7,501
10005131-4055	DISABILITY INSURANCE	-	339	391	339	402
10005131-4057	LIFE INSURANCE	-	324	370	323	835
10005131-5004	MATERIALS AND SUPPLIES	-	2,824	2,550	1,368	2,639
	Materials and Supplies for Storm water					
10005131-5007	SAFETY EQUIP	-	209	500	55	517
	Safety Equipment					
10005131-5111	PROFESSIONAL SERVICES	-	38,076	13,361	12,991	13,828
	Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Including basin cleaning, equip repairs outsourced					
10005131-5121	REPAIR MAINTENANCE EQUIPMENT	-	1,330	2,000	4,129	2,070
	Maint. and Repair of Equipment					
10005131-5312	CELL PHONES	-	387	400	-	414
10005131-5332	EQUIP LEASE/RENTAL	-	6,230	3,000	448	3,105
	Costs associated with leasing of equipment. Rental of equipment needed and not currently in fleet					
10005131-5354	EMPLOYEE TRAINING	-	-	500	-	517
	Employee Training					

## Storm Water Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005131-5355	EMPLOYEE CAREER DEVELOPMENT	-	385	-	-	-
10005131-5366	ROAD MAINTENANCE SUPPLY	-	98,647	30,000	111,346	31,050
	Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.					
10005131-5367	SIGNS	-	63	510	-	527
	Costs associated with the purchase of street signs and hardware.					
10005131-5370	MINOR EQUIP AND FURN	-	926	1,000	160	4,000
	Costs associated with the purchase of minor equipment and furniture.					
<b>Total</b>		<b>3,424</b>	<b>331,307</b>	<b>260,335</b>	<b>303,489</b>	<b>267,345</b>

Program: ROAD MAINTENANCE
Description and Responsibilities:

Construct capital projects, initiate repairs to roads, storm systems and signs on over 119.5 centerline miles of township roads.

2012 Accomplishments:

1. Comprehensive Resurfacing Program was completed prior to the end of June..
2. Vandivort Dr - base repairs and drainage improvements were completed prior to resurfacing.
3. Graham Park Maint area - Completed the construction of the parking lot expansion.
4. Constructed new foundation work and plumbing needed for the new salt brine building.
5. Public Safety Training building - layout and elevation established prior to construction beginning.
6. Completed Township-wide line painting program
7. Hope, Garvin Rd, and Old Route 19 - Double sealed
8. Graham School Rd - upgraded all under drains, storm ditches, widened for super curves, and completed road base repairs in preparation of resurfacing the entire road.

2013 Goals:

1. Calculate resurfacing program estimates for earlier bid and construction program.
2. Prepare list of roads for crack sealing program
3. Maintain all township owned signs.
4. Complete all road base repairs prior to the resurfacing program

2013 Budget Highlights:

1. Graham School Rd and Mars Rd to be resurfaced as part of the overall resurfacing program.
2. Resurfacing program completed prior to the end of July.
3. Resurfacing program to include additional roads for double sealing in order to maximize out funding.
4. Utility costs are expected to be lower through winter months.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	8	8	8	8	4
Part Time	0	0	0	2	0



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Road Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005132-4010	SALARIES FULL TIME	5,767	272,485	259,673	248,982	296,550
10005132-4012						
10005132-4015	OVERTIME	-	5,516	16,555	6,071	6,000
10005132-4021	SOCIAL SECURITY	373	17,677	14,753	16,380	20,394
10005132-4022	MEDICARE	87	4,134	3,450	3,831	4,769
10005132-4023	WORKERS COMP	-	12,252	16,023	14,173	13,500
10005132-4041	PENSION NON-UNIFORM	-	12,554	11,311	8,169	15,630
10005132-4051	HOSPITALIZATION	-	54,153	62,153	62,359	68,556
10005132-4052	VISION	-	588	590	526	590
10005132-4053	DENTAL	-	4,235	4,019	3,682	4,018
10005132-4054	ICMA CONTRB	372	13,626	16,411	12,718	15,630
10005132-4055	DISABILITY INSURANCE	-	731	853	704	838
10005132-4057	LIFE INSURANCE	-	830	987	794	1,700
10005132-5001	OFFICE SUPPLIES	-	-	500	259	500
	Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.					
10005132-5004	MATERIALS AND SUPPLIES	-	16,239	10,000	2,193	10,000
	Cost associated with miscellaneous expenses: Materials and Supplies					
10005132-5007	SAFETY EQUIP	-	1,279	1,500	1,144	1,500
	Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.					
10005132-5111	PROFESSIONAL SERVICES	9,995	133,982	50,000	68,092	50,000
	Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Inspections, flagging, concrete work, tree work					
10005132-5121	REPAIR MAINTENANCE EQUIPMENT	-	19,081	21,000	9,480	20,000
	Costs associated with repair and maintenance of equipment. Repair and maintenance of road construction equipment					
10005132-5312	CELL PHONES	-	2,252	1,700	825	1,700



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Road Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005132-5332	EQUIP LEASE/RENTAL Costs associated with leasing of equipment.	-	2,782	10,000	5,753	10,000
10005132-5354	EMPLOYEE TRAINING Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.	-	-	600	150	1,000
10005132-5355	EMPLOYEE CAREER DEVELOPMENT	-	385	-	-	-
10005132-5357	CLOTHING Costs associated clothing reimbursements and uniforms.	-	185	1,500	433	-
10005132-5366	ROAD MAINTENANCE SUPPLIES Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.	-	115,834	140,000	198,592	142,000
10005132-5367	SIGNS Costs associated with the purchase of street signs and hardware.	-	-	-	677	-
10005132-5370	MINOR EQUIP AND FURN Costs associated with the purchase of minor equipment and furniture.	-	5,654	3,400	1,268	2,000
10005132-6117	ROAD RESURFACING	-	-	450,000	413,376	450,000
<b>Total</b>		<b>16,594</b>	<b>696,453</b>	<b>1,096,978</b>	<b>1,080,628</b>	<b>1,136,875</b>

Program: SIGNSDescription and Responsibilities:

Street and Regulatory sign replacement and maintenance program.

2012 Accomplishments:

1. Street name sign replacement program complete.
2. Began gps and retroreflective inventory of regulatory signs.

2013 Goals:

1. Complete regulatory street sign inventory.

2013 Budget Highlights:

Reduced over all sign maintenance budget significantly as program becomes more geared toward regulatory sign maintenance.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	0	0	0	0	2
Part Time	0	0	0	0	0



## 2013 Annual Budget

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## Signs Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005133-4010	SALARIES FULL TIME	2,211	100,498	111,480	92,915	112,581
10005133-4012	SALARIES PART TIME	-	657	-	-	-
10005133-4015	OVERTIME	-	-	1,000	-	-
10005133-4021	SOCIAL SECURITY	152	6,324	7,389	5,939	7,443
10005133-4022	MEDICARE	35	1,479	1,728	1,389	1,741
10005133-4023	WORKERS COMP	-	4,869	5,803	5,133	5,162
10005133-4041	PENSION NON-UNIFORM	-	5,823	5,959	4,304	6,002
10005133-4051	HOSPITALIZATION	-	24,336	25,167	22,744	26,952
10005133-4052	VISION	-	234	235	189	235
10005133-4053	DENTAL	-	1,705	1,618	1,483	1,618
10005133-4054	ICMA CONTRB	118	4,886	5,959	4,622	6,002
10005133-4055	DISABILITY INSURANCE	-	275	310	266	322
10005133-4057	LIFE INSURANCE	-	263	293	254	668
10005133-5004	MATERIALS AND SUPPLIES	-	1,932	1,500	759	1,500
	Cost associated with miscellaneous expense.					
10005133-5007	SAFETY EQUIP	-	572	400	2,756	400
	Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.					
10005133-5111	PROFESSIONAL SERVICES	-	2,182	2,000	-	2,000
	Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.					
10005133-5121	REPAIR MAINTENANCE EQUIPMENT	-	1,277	2,000	692	2,000
	Costs associated with repair and maintenance of equipment.					
10005133-5312	CELL PHONES	-	-	300	-	300
10005133-5332	EQUIP LEASE/RENTAL	-	-	1,000	-	1,000
	Costs associated with leasing of equipment.					
10005133-5354	EMPLOYEE TRAINING	-	-	1,000	-	1,000
	Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.					

## Signs Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005133-5355	EMPLOYEE CAREER DEVELOPMENT	-	385	-	-	-
	Employee Training and Certification					
10005133-5366	ROAD MAINTENANCE SUPPLY	-	-	15,000	1,071	1,000
	Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.					
10005133-5367	SIGNS	-	27,499	20,000	8,933	10,000
	Costs associated with the purchase of street signs and hardware.					
10005133-5370	MINOR EQUIP AND FURN	-	1,982	765	550	700
	Costs associated with the purchase of minor equipment and furniture					
<b>Total</b>		<b>2,516</b>	<b>187,176</b>	<b>210,906</b>	<b>153,998</b>	<b>188,626</b>

Program: 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.

2012 Accomplishments:

1. Shortened outstanding service request and work order completion times with addition of full time employee.
2. Completed club house facility serving station.
3. Completed heat pump install at Old DPW garage.
4. Installed new access control systems at all sports concession facilities at Graham Park and the pool location.
5. Designed and installed 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 Tahoes. Also completed construction and installation of new gun rack at police armory.

2013 Goals:

1. Replace three rooftop hvac units for library, codes and admin.
2. Complete painting of the interior and exterior of the Municipal Building .
3. Complete repair and painting of bulkheads and walls with the new paint colors and also finish the outside EFIS from the front doors around the Public Safety side to the rear automatic doors.

2013 Budget Highlights:

1. Reduce one cycle of carpet cleaning.
2. Manage new housekeeping contract.
3. Utilize part time seasonal labor to assist with preventative maintenance activities.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	3	2	3	3	3
Part Time	0	0	0	2	2



## 2013 Annual Budget

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### Facility Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005140-4010	SALARIES FULL TIME	90,589	141,742	156,665	140,626	166,692
10005140-4012	SALARIES PART TIME	23,510	8,218	2,000	2,775	8,420
part time seasonal help to perform labor tasks ie: roof and gutter cleaning, minor painting and unskilled work.						
10005140-4015	OVERTIME	600	2,850	3,000	2,564	3,000
	allowance for snow removal and emergency calls					
10005140-4021	SOCIAL SECURITY	7,455	9,702	10,770	9,450	11,397
10005140-4022	MEDICARE	1,743	2,269	2,519	2,210	2,665
10005140-4023	WORKERS COMP	5,104	7,542	10,770	9,526	7,582
10005140-4041	PENSION NON-UNIFORM	4,010	8,916	8,295	5,991	8,782
10005140-4051	HOSPITALIZATION	9,889	20,471	21,794	19,305	23,443
10005140-4052	VISION	215	353	384	344	384
10005140-4053	DENTAL	1,470	2,551	2,652	2,430	2,652
10005140-4054	ICMA CONTRB	4,545	6,487	8,295	7,151	8,782
10005140-4055	DISABILITY INSURANCE	208	364	431	372	471
10005140-4057	LIFE INSURANCE	318	447	512	450	979
10005140-5001	OFFICE SUPPLIES	28	-	-	-	-
	papers, pens, pencils, planners					
10005140-5004	MATERIALS AND SUPPLIES	47,737	37,508	10,000	16,985	17,000
	paints and painting supplies, drywall repair, greases, oils and misc. lubricants. concrete repair, sidewalk ice melter landscape mulch, flower plantings, lawn and shrub fertilizer access control and camera replacement parts parts and supplies for items under \$500. examples include hvac filters, fan belts, small motors, thermostats, Freon(TM) control parts Electrical parts; wall plugs, cover plates, wire nuts fuses, lighting sockets, wire, tapes					
	Plumbing; rest-room faucets, commode and urinal flush valves, traps, waterless urinal cartridges, hot & cold faucet stems, silicone sealers and caulk					
	fluorescent tubes and metal halide bulb replacement \$18,000 administrative projects \$5,000 parks & rec projects \$7000 general building maintenance supplies					
10005140-5005	EQUIPMENT REPAIR PARTS AND SUPPLIES	17,696	14,920	6,000	10,395	13,000
	CLEANING SUPPLIES					
	Disposable paper products, hand towels, roll towels, toilet paper, trash liners, hand soaps restroom and kitchen supplies Departments included golf course, turf grass, fire stations Parks, Plant .					

## Facility Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005140-5007	SAFETY EQUIP	803	644	1,500	352	800
	Safety supplies for Facilities respirators, rubber gloves, safety glasses ect. Account shows a reduction of \$700 from 2012 because of equipment necessary for additional employee at time of hire was purchased.					
10005140-5111	PROFESSIONAL SERVICES	35,844	45,638	32,000	43,733	30,000
	repairs, window cleaning, security camera and access control repair, carpet cleaning extraction, fire alarm and sprinkler inspection, fire extinguisher inspection and certification, rest-room deodorizers, painting, plumbing and electrical services not done in-house, services under signed contract Emergency Generator maint - Automatic Doors services not under signed contract including roof. One cycle of carpet cleaning service for the common areas has been eliminated at a reduction of \$2,000.					
10005140-5123	R M FACILITY MAINT	4,452	7,152	4,000	16,415	12,000
	Materials and supplies over \$500 for repair and maintenance .ie air conditioning compressor replacements, heat humidifier replacement. JLG rental for awning cleaning, heat exchangers, large blower motors, liebert server room a/c. There is still work that needs completed in the common areas of the building foreexample the painting of the exterior walls to the new color standard.					
	This account showed an increase in 2012 from several unbudgeted projects charged ie: Council Chambers lighting and ceiling tile replacement @ \$6,282, Sprinkler system compressor @ \$700					
10005140-5124	MAINTENANCE CONTRACT	24,384	18,170	15,000	640	5,000
	Guardian Protection fire/burg. monitoring \$985 licencing, staffing examples: elevator pm and state inspections,\$4200 emergency generator maintenance, \$1,800 pest control service, \$1,188 automatic door maintenance agreement \$1,100 Verdin tower clock maintenance, \$750 HVAC \$9,000 services provided under a signed contract agreement that are unable to be done through in-house staff due to specialty tools or equipment, inspections required by state and federal code, Access Control repairs \$4,000					
10005140-5132	JANITORIAL SERVICES	62,725	79,883	67,000	62,645	65,000
	Due to several problems with the current cleaning contractor the contract will be re-bid for FY 2013. Based on the past level of service provided and wages franchisee's were paid, we expect this account to show an increase to meet an acceptable level of service.					
10005140-5230	software security agreement as required by Software House for the access control / security camera system. \$3,500 split between Municipal 70% = \$2,450 PWOC 20% = \$700 Fire Station 5% each = \$175 ea.					
10005140-5312	CELL PHONES	1,641	1,886	1,700	1,405	1,800
	cell phone reimbursement for Facilityes Mngr. and maintenance techs. increased by \$528 for new hire cell phone					
10005140-5321	ELECTRICITY	107,423	107,904	99,000	78,598	100,000
	\$100.005 Electrical billing for municipal building and complex Based on actual billing and estimated amounts for Sept., Oct, Nov, Dec.					
10005140-5322	NATURAL GAS	30,426	41,466	31,000	27,849	40,000
	current actual billing natural gas heating and domestic hot water for municipal complex					



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Facility Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005140-5323	WATER	8,350	5,268	7,000	6,402	7,000
228 Islands - \$3,400 Dutilh / rotary island- \$1,320. \$8000 Municipal bldg. water \$4,070 Rochester school house \$40						
10005140-5324	SEWER	3,217	2,892	2,900	2,552	2,900
Based on actual billing for three quarters \$2,107 fourth quarter estimated at \$720.						
10005140-5325	TRASH SERVICE	861	913	1,000	234	1,200
*does not include the cardboard recycling compactor. * trash and recycling service through Waste Mgmt. Several additional pickups have occurred due to an overflow of trash. An increase in costs is expected.						
10005140-5352	reimbursement for expenses related to ongoing education credits for job related studies.					
10005140-5354	EMPLOYEE TRAINING	50	991	1,500	1,367	1,500
Employee training and certification classes						
10005140-5355	allowance for employee training and career development. Security camera / DVR recorder training \$3,000					
10005140-5357	CLOTHING	179	90	-	-	-
Uniform allowance Facilities \$15. p/wk = \$ 2800 allowance for boots \$600 uniform contracted service Increase due to addition of new hire Facility Tech.						
10005140-5364	FUEL	2,353	4,388	2,800	3,794	4,000
Gasoline and diesel fuel for the Facilities sprinter van and Explorer.						
10005140-5370	MINOR EQUIPMENT/FURNITURE	1,189	1,265	500	610	500
specialty tool and equipment purchases necessary to perform maintenance and repairs that would otherwise need to be done through an outside contractor at a greater expense. only tools or equipment that will be used regularly will be purchased. New hire Facility Tech specializes in carpentry / building trades. power tools to perform work inhouse will be necessary and will reduce even further dependence on outside contracts						
10005140-6123	File cabinet and book shelf for facility manager to organize his office space. existing was pulled from the old storage and has two broken drawers.					
<b>Total</b>		<b>499,016</b>	<b>582,892</b>	<b>510,987</b>	<b>477,169</b>	<b>546,949</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: FLEET MAINTENANCE

#### Description and Responsibilities:

Fleet operations provides service and support to all Township vehicles and equipment.

#### 2012 Accomplishments:

1. Vehicle detailing program was maintained as staffing was available throughout the year.
2. Part time and seasonal mechanics assisted with light preventative maintenance tasks.
3. Serviced the COG's crack sealing unit throughout the rental season.
4. Adjusted to higher service demands at remote locations such as Graham Park and North Boundary Park.

#### 2013 Goals:

1. Develop finer parameters for the Township wide vehicle replacement program.
2. Utilize online auctioning for vehicle and equipment disposal.

#### 2013 Budget Highlights:

1. Research and recommend fleet management software
2. Fuel will continue to be a volatile commodity.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	3	3	3	3	3
Part Time	0	0	.5	.5	1.5



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Fleet Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005150-4010	SALARIES-FULLTIME	96,919	97,636	101,160	76,241	94,489
10005150-4012	SALARIES-PART TIME	1,990	26,324	16,530	29,428	16,840
10005150-4015	OVERTIME	1,157	735	6,930	1,070	3,000
10005150-4021	SOCIAL SECURITY TAX	6,492	7,985	7,912	6,755	7,288
10005150-4022	MEDICARE	1,518	1,868	1,850	1,580	1,704
10005150-4023	WORKERS COMP	5,533	4,449	5,330	4,714	4,410
10005150-4041	PENSION NON UNIFORM	4,629	5,321	5,404	3,903	5,060
10005150-4051	HOSPITALIZATION	18,150	19,524	20,681	19,701	28,861
10005150-4052	VISION INSURANCE	199	199	200	187	243
10005150-4053	DENTAL INSURANCE	1,301	1,384	1,313	1,243	1,670
10005150-4054	457 CONTRIBUTIONS	4,826	4,838	5,404	3,450	5,060
10005150-4055	DISABILITY INSURANCE	240	252	281	216	272
10005150-4057	LIFE INSURANCE	229	241	266	205	563
10005150-5001	OFFICE SUPPLIES	76	-	510	1,445	500
	Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.					
10005150-5002	SUBSCRIPTIONS/BOOKS	-	175	1,000	135	1,000
	\$1000 Professional Fleet Management Certification \$2500 - 2 empl cert by IMSA (International Municipal Signal Association) working toward level 3 certification					
10005150-5004	MATERIALS AND SUPPLIES	4,185	2,303	7,500	3,858	7,500
	Cost associated with miscellaneous expense.					
10005150-5007	SAFETY SUPPLIES	313	1,692	2,500	625	2,500
	Costs associated with the purchase of safety materials.					
10005150-5111	PROFESSIONAL SERVICES	10,725	8,497	25,000	4,008	26,000
	Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.					
10005150-5121	REPAIR MAINTENANCE EQUIPMENT	338	355	-	151	-



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Fleet Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005150-5122	R M VEHICLES	55,250	40,748	77,000	29,297	80,000
Costs associated with repair and maintenance of vehicles. Testing and parts for work completed on all twp vehicles with inhouse labor and resources.						
10005150-5312	CELL PHONES	516	387	510	-	500
10005150-5354	EMPLOYEE TRAINING	550	419	4,080	2,199	3,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside souces.						
10005150-5356	EMPLOYEE DUES/MEMBERS	34	-	612	-	600
Costs associated with dues and memberships.						
10005150-5357	CLOTHING	189	300	1,395	149	-
Costs associated clothing reimbursements and uniforms						
10005150-5370	MINOR EQUIPMENT/FURNITURE	1,391	7,157	3,060	1,465	5,200
Cost for the purchase of minor equipment and furniture.						
<b>Total</b>		<b>216,750</b>	<b>232,788</b>	<b>296,428</b>	<b>192,026</b>	<b>296,260</b>

**Program: GROUNDS MAINTENANCE****Description and Responsibilities:**

Grounds Maintenance Division has the primary responsibility of maintaining athletic 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.

**2012 Accomplishments:**

1. Drafted and implemented and Athletic Field Use Policy in concurrence with partner athletic associations.
2. Instituted preventive and corrective tree pruning and removal program with emphasis at Community Park during this season.
3. Established soil amendment program on Graham Park athletic fields to increase soil organic content for better playability.
4. Executed manual irrigation plan for Community Park fields with excellent results.
5. Completed renovation of Route 228 planting islands.
6. Installed automatic irrigation to Graham Park field K.

**2013 Goals:**

1. Streamline mowing operations at all parks by adding appropriate equipment and reducing travel.
2. Expand in-house and contracted tree pruning and removal program to mitigate liability and improve aesthetics.
3. Add pump station to Graham Park irrigation system.
4. Continue expansion of turf management program into common areas to improve passive recreation areas.
5. Expand manual irrigation plan to North Boundary Park soccer fields.

**2013 Budget Highlights:**

1. Continued funding for tree maintenance will reduce hazards for all park visitors.
2. Addition of critical small equipment will improve efficiency of grounds staff.
3. Proactive and preventive facility repairs and upgrades project a positive image across all parks.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	5	6	6	6	6
Part Time	16	10	20	21	21



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Grounds Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005160-4010	SALARIES FULL TIME	229,723	200,446	213,825	186,774	225,573
10005160-4012	SALARIES PART TIME	114,368	138,001	156,240	153,978	159,975
Seasonal labor: 10 FT and 2 PT April 1 through November 30. 5 FT (summer only) May through August.						
10005160-4015	OVERTIME	16,591	14,671	11,935	10,035	12,400
10005160-4021	SOCIAL SECURITY	22,983	22,361	23,684	22,206	24,324
10005160-4022	MEDICARE	5,375	5,230	5,539	5,193	5,689
10005160-4023	WORKERS COMP	22,765	16,084	11,526	10,195	10,743
10005160-4041	PENSION NON-UNIFORM	13,735	10,600	11,288	8,152	11,857
10005160-4051	HOSPITALIZATION	44,110	30,151	29,213	24,978	31,823
10005160-4052	VISION	467	344	346	316	346
10005160-4053	DENTAL	3,416	2,538	2,429	2,225	2,430
10005160-4054	ICMA CONTRB	15,485	9,614	11,288	9,709	11,857
10005160-4055	DISABILITY INSURANCE	632	534	586	515	635
10005160-4057	LIFE INSURANCE	604	620	671	604	1,320
10005160-5004	MATERIALS AND SUPPLIES	46,894	80,079	45,000	34,050	45,000
Includes electrical supplies, irrigation maintenance and repair parts, woodcarpet for playgrounds, landscape plants and mulch, soil, stone, building supplies, materials for trails and lots in parks, fence repair parts, topdressing for athletic fields, HR costs associated to seasonal labor, and miscellaneous hardware and supplies.						
10005160-5005	CLEANING SUPPLIES	5,729	6,532	5,150	8,993	7,000
Janitorial and cleaning supplies for all parks including toiletries, disinfectants, paper products, trash liners. A steep increase in the volume of dog waste disposal bags, Community Days facility use, and visitor use during baseball tournament season account for the needed increase.						
10005160-5006	AGRICULTURAL SUPPLIES	99,855	110,937	104,000	85,980	104,000
All products related to turf and landscape plant maintenance programs: fertilizer, herbicide, fungicide, calcium, magnesium, seed, and spray adjuvants.						
10005160-5007	SAFETY EQUIP	1,225	2,892	2,000	2,489	3,000
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE. Additional funding is attributable to an increase in spray operations and in-house tree work which require additional, specific PPE.						

## Grounds Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005160-5111	PROFESSIONAL SERVICES	28,276	60,481	43,500	34,904	45,000
	Work performed through contracted service providers includes: Geese Police, aquatic management for Graham Park pond, painting, mulch blower services, aerification of athletic fields, fence repairs, design and production of signage, grease trap cleaning, significant increase in arborist services, electrical installation and repairs.					
10005160-5121	REPAIR MAINTENANCE EQUIPMENT	16,207	30,515	20,000	25,535	25,000
	Parts and repairs for all parks power equipment. Budget history reflects significant overages in previous and current year due to large repairs on aging equipment.					
10005160-5123	R M FACILITY MAINT	5,109	10,969	9,000	6,047	10,000
	Repairs to parks structures and facilities including restrooms, storage buildings, shelters, amphitheatre. Increases are needed for Lion's shelter foundation repairs and Jaycee shelter roofing.					
10005160-5124	MAINTENANCE CONTRACT	2,508	1,186	1,500	5,652	4,000
	Contracted services for repairs and maintenance on parks buildings and grounds including extermination, routine cleaning, mechanical maintenance. Increases aer a result of HVAC items at Graham Park that are no longer covered by warranty.					
10005160-5311	office phone at Graham Park office					
10005160-5312	CELL PHONES	1,032	1,662	1,500	1,366	1,500
	Reimbursement of manager and crew leaders for cell phones.					
10005160-5321	ELECTRICITY	63,738	71,589	47,000	45,063	43,000
	All electric in parks that is NOT reimbursed through athletic associations. Account history shows that about 61% of total electric costs are payable through this account.					
10005160-5323	WATER	5,210	9,104	10,000	6,371	10,350
	All water for facilities and supplemental irrigation throughout the parks.					
10005160-5324	SEWER	3,477	4,105	3,500	3,195	4,000
	Sanitary sewer service for all park facilities. Last two years have exceeded budget amount. Attributable to higher volume of facility usage.					
10005160-5325	TRASH SERVICE	189	-	1,500	-	1,000
	Trash removal service for special projects within parks.					
10005160-5332	EQUIP LEASE/RENTAL	6,319	19,048	7,500	7,477	9,000
	56% of account is dedicated to 5 leased carts through 2015. Additional rentals throughout the season will include: stump grinder, JLG lift for facility and tree work, wood chipper, dingo, trencher attachment.					
10005160-5354	EMPLOYEE TRAINING	60	2,462	3,000	1,435	3,000
	Continuing education for pesticide application and pool chemical handling licensing. 2013 will include certification course for CPSI.					



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Grounds Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005160-5355	EMPLOYEE CAREER DEVELOPMENT	509	-	-	-	-
10005160-5357	CLOTHING	566	-	2,500	1,618	2,500
	primarily t-shirts for seasonal and FT employees.					
10005160-5370	MINOR EQUIP AND FURN	8,307	14,863	15,000	14,650	15,000
	small equipment like string trimmers, backpack blowers, and push mowers. 2013 will include a towed turbine blower for leaf removal and trail maintenance, dual axle trailer for Graham Park, and small capacity topdresser for athletic fields.					
<b>Total</b>		<b>785,465</b>	<b>877,616</b>	<b>800,220</b>	<b>719,705</b>	<b>831,322</b>



## Program: 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.

### 2012 Accomplishments:

1. Maintained "0" lost time accidents in all divisions.

### 2013 Goals:

1. Evaluate long term energy contracts for electric and natural gas with pending rate increases slated for 2015 and commodities at 10 year lows.
2. Maintain high attention to safety program.

### 2013 Budget Highlights:

1. Reduce dependency on maintenance contracts moving work inhouse.
2. Reduced janitorial service contract amount.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	3	3	4	4	4
Part Time	2	1	0	0	0

## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### PW Administration Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005170-4010	SALARIES FULL TIME	122,721	99,506	75,106	82,645	79,106
10005170-4012	SALARIES PART TIME	6,073	-	-	-	-
10005170-4015	OVERTIME	-	285	500	137	500
10005170-4021	SOCIAL SECURITY	8,721	6,388	4,657	5,304	4,905
10005170-4022	MEDICARE	2,040	1,494	1,089	1,240	1,147
10005170-4023	WORKERS COMP	6,616	211	2,302	2,036	2,088
10005170-4041	PENSION NON-UNIFORM	6,454	3,981	3,755	2,712	3,955
10005170-4051	HOSPITALIZATION	27,243	14,025	14,030	14,245	18,858
10005170-4052	VISION	269	165	169	146	169
10005170-4053	DENTAL	1,688	890	862	713	862
10005170-4054	ICMA CONTRB	5,367	4,221	3,755	3,901	3,955
10005170-4055	DISABILITY INSURANCE	333	190	195	175	206
10005170-4057	LIFE INSURANCE	649	361	370	333	427
10005170-5001	OFFICE SUPPLIES	1,753	1,934	2,500	2,757	3,500
10005170-5004	MATERIALS AND SUPPLIES	5,597	3,040	4,000	5,354	4,500
10005170-5005	CLEANING SUPPLIES	3,614	556	8,000	2,014	4,000
10005170-5007	SAFETY EQUIP	1,527	3,054	6,500	745	6,500
10005170-5111	PROFESSIONAL SERVICES	11,054	18,937	31,000	12,637	31,000
10005170-5121	REPAIR MAINTENANCE EQUIPMENT	16	-	1,000	-	1,000
10005170-5122	R M VEHICLES	27	-	-	-	-
10005170-5123	RM FACILITY MAINT	5,386	4,652	4,500	5,435	6,000
10005170-5124	MAINTENANCE CONTRACTS	4,898	1,208	30,000	-	7,000
	signed contracted services split with s& w Fairbanks scales \$1160 Penn Power em gen power \$700 Penn Fence \$286 Intertech \$163 Schindler Elevator \$950 Access Control software \$350 Housekeeping \$5628 Day Porter \$1170					
10005170-5132	JANITORIAL SERVICES	5,781	5,226	20,000	5,645	34,000
10005170-5230	INFORMATION TECH	110,514	123,842	123,842	123,842	128,827



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### PW Administration Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005170-5312	CELL PHONES	2,112	1,257	3,000	1,135	3,000
10005170-5321	ELECTRICITY	18,504	24,587	20,000	18,336	22,000
10005170-5322	NATURAL GAS	15,719	16,257	18,000	9,180	18,000
10005170-5323	WATER	680	855	1,200	585	1,200
10005170-5324	SEWER	804	984	1,200	652	1,200
10005170-5325	TRASH SERVICE	646	33	2,200	-	2,200
10005170-5353	EMPLOYEE MEETING /CONFER	1,041	1,711	3,000	1,284	3,000
10005170-5354	EMPLOYEE TRAINING	3,437	3,350	4,200	4,954	4,200
10005170-5356	EMP DUES AND MEMBERSHIP	361	964	1,100	314	1,100
10005170-5357	CLOTHING AND UNIFORMS	6,934	11,020	9,500	7,366	9,500
10005170-5364	FUEL	52,428	89,915	80,000	76,555	94,000
10005170-5370	MINOR EQUIP AND FURN	-	190	500	-	9,000
	Office renovation to Public Works admin.					
<b>Total</b>		<b>441,003</b>	<b>445,288</b>	<b>482,032</b>	<b>392,379</b>	<b>510,905</b>

**Program: ENGINEERING CONTRACT ADMINISTRATION****Description and Responsibilities:**

The Engineering Dept. provides support in plan design, preparation, bids, specifications and construction management for new Township assets and infrastructure. The township engineer oversees the technical design reviews and bond releases for all proposed developments within the township, the construction of all township infrastructure, managing and coordinating all outside consulting engineering services, and federal and state permit requirements. The contract administration cost center is associated with all planning/design/construction management of engineering projects.

**2012 Accomplishments:**

1. Completed Construction of the Commonwealth Pump Station-Project included upgrade of the current pump station that feeds the Cranberry Twp water system.
2. Route 228 Transportation Planning/Construction- Managing a corridor wide design and implementation of 228 improvements as it relates to 1-79 and adjacent land uses. Projects completed in 2012 include the construction of Cranberry Springs Drive between Mars Rd and Rt 228, construction of additional lanes on Rt 228, resignalization of intersections of Rt 228 with Cranberry Woods Drive and Franklin Rd, and two new signals.
3. Interceptor 1 Construction-Includes the upgrade of the main sewer pipeline in Cranberry Twp to meet current and future demands. Approximately 4,000 feet were constructed in 2012.
4. Public Safety Training Facility-Managed the design/construction of this classroom facility.
5. Northwest Connector-Managed the construction of this 2,000 foot collector roadway that connects Heights Dr. to Rt. 19.
6. Scout Memorial Plaza-Managed and coordinated the construction of the Scout Memorial Plaza in Graham Park.
7. Ehrman Road and Route 19 Intersection Upgrades- Managed the design, permitting, and approximately 50% of the construction of this intersection upgrade which includes addition of turning lanes and signalization. Construction will be completed in 2013.

**2013 Goals:**

1. Emergency Medical Service Building Design and Construction-Manage the design and construction of a new structure to house the Cranberry Twp Emergency Medical Service group.
2. Interceptor 1 Construction-Manage the completion of the construction of the Interceptor Parallel Sewer.
3. Executive Drive Water Transmission Line- Manage the construction of this 24" main water transmission line that is necessary for the operation of the Cranberry Twp water network.
4. Route 228 Transportation Planning/Construction-Managing corridor-wide improvements related to Rt 228 and adjacent land uses. Projects scheduled for 2013 include the resignalization of Rt 228 and Franklin Rd, the realignment of the intersections of Mars Rd and Old Mars Crider Rd with Franklin Rd, and the design of a Thru Way from Cranberry Woods Dr. to Cranberry Springs Drive under Rt. 228.
5. Brush Creek Water Pollution Control Facility Upgrade- Managing the design of a planned facility upgrade to the existing sewer treatment facility along Powell Rd.

**2013 Budget Highlights:**

1. The current trend of construction costs in the asphalt industry consistently rises faster than the trend of state funding to the liquid fuels program.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	4	4	4	4	5
Part Time	1	2	1	2	3



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Eng-Contract Administration Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005210-4010	SALARIES FULL TIME	49,192	53,973	55,108	48,605	63,610
10005210-4012	SALARIES PART TIME	-	3,703	13,250	12,551	12,801
10005210-4015	OVERTIME	-	-	125	-	125
10005210-4021	SOCIAL SECURITY	3,377	3,706	4,246	4,005	4,745
10005210-4022	MEDICARE	804	882	993	937	1,110
10005210-4023	WORKERS COMP	863	157	361	319	435
10005210-4041	PENSION NON-UNIFORM	2,638	2,990	2,762	1,995	3,187
10005210-4051	HOSPITALIZATION	13,228	12,093	12,921	12,750	15,492
10005210-4052	VISION	121	121	122	112	135
10005210-4053	DENTAL	827	880	835	773	928
10005210-4054	ICMA CONTRB	2,628	2,698	2,762	2,430	3,187
10005210-4055	DISABILITY INSURANCE	135	139	144	133	166
10005210-4057	LIFE INSURANCE	258	266	272	268	344
10005210-5001	OFFICE SUPPLIES	1,054	485	600	585	600
	This includes office supplies for Engineering Department operations.					
10005210-5004	MATERIALS AND SUPPLIES	717	929	3,500	2,516	3,700
	This line item is for miscellaneous equipment necessary for the Engineering Department operations. A focus of this line item in the 2013 budget is for a traffic counter.					
10005210-5007	SAFETY SUPPLIES	382	319	500	165	500
	This line item is for miscellaneous safety supplies for the Engineering Department.					
10005210-5111	PROFESSIONAL SERVICES	36,103	73,376	81,640	34,547	80,000
	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. Highlights of this line item include environmental permitting for township projects and architectural services for the design of township projects.					
10005210-5133	LEGAL SERVICES	79	4,979	1,000	907	1,000
	This line item includes legal consulting fees.					
10005210-5134	OTHER SERVICES	127	-	-	280	280



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Eng-Contract Administration Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005210-5230	INFORMATION TECH	52,642	51,256	51,256	51,256	53,319
Costs associated with IT support for Engineering Department operations.						
10005210-5312	CELL PHONES	2,583	3,163	2,628	2,931	5,140
This line item includes cell phone reimbursement costs.						
10005210-5354	EMPLOYEE TRAINING	847	1,325	4,500	2,203	5,300
This line item includes various employee training.						
10005210-5355	EMPLOYEE CAREER DEVELOPMENT	90	-	-	-	-
10005210-5356	EMP DUES AND MEMBERSHIP	535	786	510	307	550
This line item includes membership dues to professional societies.						
10005210-5364	FUEL	2,903	-	-	-	-
This line item is for fuel for the administrative fleet vehicles.						
10005210-6123	FURNITURE AND FIXTURES	-	-	1,000	-	-
This line item includes furnishings and fixtures for the Engineering Department.						
<b>Total</b>		<b>172,132</b>	<b>218,227</b>	<b>241,035</b>	<b>180,576</b>	<b>256,654</b>



## Program: ENGINEERING PLAN REVIEW & INSPECTION

### Description and Responsibilities:

Plan Review and Inspection cost center is associated with engineering activities associated with the land development process.

### 2013 Budget Highlights:

Land Development reviews continue to be a major factor as the staff provides technical reviews for the process.

## 2013 Annual Budget

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## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Eng-Plan Reviews & Inspection Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005220-4010	SALARIES FULL TIME	38,705	43,313	44,191	39,824	53,044
10005220-4012	SALAIRES - PART TIME	3,665	5,270	26,250	21,496	24,905
10005220-4021	SOCIAL SECURITY	2,786	2,966	4,367	3,861	4,833
10005220-4022	MEDICARE	680	722	1,021	903	1,130
10005220-4023	WORKERS COMP	376	126	320	283	494
10005220-4041	PENSION NON-UNIFORM	2,065	2,390	2,210	1,596	2,652
10005220-4051	HOSPITALIZATION	9,966	8,450	9,020	9,182	11,292
10005220-4052	VISION	94	81	81	75	95
10005220-4053	DENTAL	643	587	557	472	650
10005220-4054	ICMA CONTRB	2,098	2,166	2,210	1,991	2,652
10005220-4055	DISABILITY INSURANCE	126	112	115	110	138
10005220-4057	LIFE INSURANCE	240	220	217	251	286
10005220-5004	MATERIALS & SUPPLIES	(350)	-	-	-	-
10005220-5111	PROFESSIONAL SERVICES	2,771	40,381	25,000	998	5,000
	This line item includes various specialized review professional services necessary to support the land development review process.					
<b>Total</b>		<b>63,866</b>	<b>106,783</b>	<b>115,559</b>	<b>81,044</b>	<b>107,171</b>



## Program: ENGINEERING RESIDENT SUPPORT

### Description and Responsibilities:

Resident Support cost center is associated with resident customer service support with regards to storm water, traffic and sewer issues.

## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Eng-Resident Support Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10005240-4010	SALARIES FULL TIME	39,185	42,532	43,316	38,635	51,703
10005240-4015	OVERTIME	-	-	75	-	75
10005240-4021	SOCIAL SECURITY	2,555	2,621	2,690	2,451	3,210
10005240-4022	MEDICARE	619	634	629	573	751
10005240-4023	WORKERS COMP	377	143	279	247	288
10005240-4041	PENSION NON-UNIFORM	2,065	2,353	2,170	1,567	2,589
10005240-4051	HOSPITALIZATION	7,613	9,192	9,704	9,641	12,025
10005240-4052	VISION	74	87	88	81	101
10005240-4053	DENTAL	505	636	603	607	696
10005240-4054	ICMA CONTRB	2,071	2,127	2,170	1,932	2,589
10005240-4055	DISABILITY INSURANCE	89	109	113	106	135
10005240-4057	LIFE INSURANCE	170	207	214	202	280
10005240-5004	MATERIALS & SUPPLIES	-	-	-	64	-
10005240-5111	PROFESSIONAL SERVICES	4,454	2,301	5,000	-	2,500
	This line item includes professional services that are utilized in the customer service to resident inquiries.					
10005240-5364	FUEL	-	2,011	2,000	2,853	2,800
	This line item includes fuel for the administrative fleet. This line item was compared against past fuel consumption by the department.					
<b>Total</b>		<b>59,777</b>	<b>64,952</b>	<b>69,051</b>	<b>58,958</b>	<b>79,742</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: PARKS & RECREATION OPERATIONS

#### Description and Responsibilities:

The entire administration of the Parks & Rec division fall into this area. It includes the front office staff ( Guest service). This also is where operating expenses for the dept as well are accounted for.

#### 2012 Accomplishments:

Maintained a high level of programs & services and continued to control expenses.

#### 2013 Goals:

to successfully promote our NEW program schedule as well as maintain the highest level of customer service.

#### 2013 Budget Highlights:

NEW program guide, launching Jan & Sept of 2013. Adding on of 10 NEW types of programs

Staffing Levels	2009	2010	2011	2012	2013
Full Time	3.5	3.5	3.5	3.5	3.5
Part Time	17	17	17	17	17



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Park Operation Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006210-4010	SALARIES FULL TIME	170,893	184,070	187,009	90,206	192,141
3.5 Full Time Employees - Director, manager (50%) , P. Kovach, J. Mental						
10006210-4012	SALARIES PART TIME	69,319	69,082	81,309	81,750	133,652
Customer Service, Site Supervisors, Play Center Staff						
10006210-4015	OVERTIME	297	865	1,000	229	500
10006210-4021	SOCIAL SECURITY	15,539	16,180	16,698	10,853	20,200
10006210-4022	MEDICARE	3,673	3,784	3,905	2,538	4,724
10006210-4023	WORKERS COMP	14,363	11,836	7,349	6,500	13,588
10006210-4041	PENSION NON-UNIFORM	8,955	10,134	9,400	6,789	9,607
10006210-4051	HOSPITALIZATION	39,670	27,744	36,215	15,218	37,950
10006210-4052	VISION	329	406	472	286	472
10006210-4053	DENTAL	2,397	2,864	3,248	1,966	3,248
10006210-4054	ICMA CONTRB	8,920	9,246	9,400	4,562	9,607
10006210-4055	DISABILITY INSURANCE	459	464	489	172	500
10006210-4057	LIFE INSURANCE	886	1,005	925	441	1,037
10006210-5001	OFFICE SUPPLIES	4,140	3,668	4,000	4,125	4,000
10006210-5004	MATERIALS & SUPPLIES	14,282	18,255	20,000	13,146	18,000
Materials and Supplies includes Credit/Debit Card Charges.						
10006210-5111	PROFESSIONAL SERVICES	4,179	4,287	5,000	3,848	4,200
Copier maintainance, HR Screenings - laminating maintainance.						
10006210-5230	INFORMATION TECH	72,663	72,689	72,689	72,689	75,615
10006210-5312	CELL PHONES	2,390	2,570	3,000	1,123	3,000
10006210-5351	EMP RECRUITING	-	-	1,000	2,654	1,000
10006210-5354	EMPLOYEE TRAINING	1,202	2,100	1,000	73	4,000



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Park Operation Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006210-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	1,000	-	500
	Training and certifications for staff					
10006210-5356	EMP DUES & MEMBERSHIP	658	865	1,000	1,085	1,000
10006210-5362	PRINTING	21,060	24,229	25,000	16,027	24,500
	Printing and Distribution of Recreation Program Guides.					
10006210-5364	FUEL	166	385	500	321	500
10006210-5370	MINOR EQUIPMENT/FURNITURE	1,578	1,380	2,500	685	2,000
	Replacement tables, chairs as needed for Activity Rooms.					
10006210-9999	CLOSED EXPENDITURE ACCT	(75)	-	-	-	-
<b>Total</b>		<b>457,944</b>	<b>468,108</b>	<b>494,108</b>	<b>337,284</b>	<b>565,541</b>

Program: PARKS & RECREATION EARLY CHILDHOOD PROGRAMSDescription and Responsibilities:

This encompasses our Pre School program as well as a variety of programs for early development such as dancing and gym classes.

2012 Accomplishments:

Preschool program was 98% full this year!

2013 Goals:

To add on to the current offerings in preschool by adding a class. Monitor wait lists more closely in a timely fashion. Plan further ahead to bulk purchase supplies and cut operating costs with this measure

2013 Budget Highlights:

Adding 1 additional child per room - to increase revenues - still maintain high level of teaching and acceptable child ratio

Staffing Levels	2009	2010	2011	2012	2013
Full Time	0	0	0	0	0
Part Time	10	10	10	10	10



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Park Early Childhood Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006220-4012	SALARIES PART TIME	70,671	76,522	88,000	63,335	59,040
10006220-4021	SOCIAL SECURITY	4,382	4,679	5,456	3,927	3,660
10006220-4022	MEDICARE	1,025	1,109	1,276	918	856
10006220-4023	WORKERS COMP	2,093	4,248	4,285	3,790	2,463
10006220-5004	MATERIALS AND SUPPLIES	12,501	10,233	12,000	6,894	9,500
Materials and Supplies needed to operate all Early Childhood Programs including the Preschools.						
10006220-5111	PROFESSIONAL SERVICES	24,134	39,618	25,000	19,252	15,000
Preschool Field Trips Dance ToddlerTime						
10006220-5351	EMPLOYEE RECRUTING	-	-	250	-	-
10006220-5354	EMPLOYEE TRAINING	-	-	500	-	-
10006220-5356	EMPLOYEE DUES/MEMBERS	-	-	500	-	-
<b>Total</b>		<b>114,805</b>	<b>136,410</b>	<b>137,267</b>	<b>98,117</b>	<b>90,519</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Program: PARKS & RECREATION YOUTH PROGRAMS

#### Description and Responsibilities:

This is largely our summer camp program and youth sports.

#### 2012 Accomplishments:

Over 1400 children participated in our camp program this past summer.

#### 2013 Goals:

Increase our program numbers and continue to maintain a high level of service to our guests.

#### 2013 Budget Highlights:

We are adding NFL youth football as well as a few other NEW youth programs

Staffing Levels	2009	2010	2011	2012	2013
Full Time	0	0	0	0	0
Part Time	45	45	45	45	45



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Park Youth Programs Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006230-4010	SALARIES-FULLTIME	(461)	-	-	-	-
10006230-4012	SALARIES PART TIME	92,581	111,696	110,000	94,121	71,340
10006230-4015	OVERTIME	948	1,236	-	441	350
10006230-4021	SOCIAL SECURITY	5,817	7,002	6,820	5,910	4,423
10006230-4022	MEDICARE	1,360	1,638	1,595	1,382	1,034
10006230-4023	WORKERS COMP	6,207	4,886	5,356	4,737	2,976
10006230-4052	VISION INSURANCE	71	-	-	-	-
10006230-4054	457 CONTRIBUTIONS	-	8	-	-	-
10006230-4057	LIFE INSURANCE	106	-	-	-	-
10006230-5004	MATERIALS AND SUPPLIES	19,947	30,909	30,000	20,640	25,000
	All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming					
10006230-5111	PROFESSIONAL SERVICES	24,281	32,827	30,000	53,188	40,000
	Camp Van Bus Transportation - Field Trips Family Resource Center Tuition Guest Speakers - Camp Cranberry (Camp Field Trips)					
10006230-5357	CLOTHING	(224)	(397)	-	(216)	-
<b>Total</b>		<b>150,633</b>	<b>189,804</b>	<b>183,771</b>	<b>180,205</b>	<b>145,123</b>



### Program: PARKS & RECREATION ADULT PROGRAMS

#### Description and Responsibilities:

Provide programs for adults in our community.

### 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

#### 2012 Accomplishments:

Ran very successful Volleyball league as well as a diverse aerobics program.

#### 2013 Goals:

Develop new and more diverse programming to attract a broader segment of the community.

#### 2013 Budget Highlights:

Increase sales thru targeted marketing.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	0	0	0	0	0
Part Time	12	12	12	12	12



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Park Adult Programs Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006240-4010	SALARIES-FULLTIME	(240)	-	-	-	-
10006240-4012	SALARIES PART TIME	46,896	46,139	45,000	41,489	53,213
10006240-4015	OVERTIME	85	-	-	-	-
10006240-4021	SOCIAL SECURITY	2,928	2,861	2,790	2,572	3,300
10006240-4022	MEDICARE	685	669	652	602	772
10006240-4023	WORKERS COMP	3,189	1,978	2,191	1,938	2,220
10006240-5004	MATERIALS AND SUPPLIES	2,581	4,007	5,000	3,907	3,500
	Materials and Supplies for Aerobics Program, Tennis other Adult Programs					
10006240-5111	PROFESSIONAL SERVICES	1,207	320	-	750	1,000
10006240-5351	EMPLOYEE RECRUTING	-	-	250	-	-
10006240-5354	EMPLOYEE TRAINING	-	-	500	-	-
10006240-5356	EMPLOYEE DUES/MEMBERS	99	-	250	-	-
<b>Total</b>		<b>57,430</b>	<b>55,973</b>	<b>56,633</b>	<b>51,259</b>	<b>64,005</b>



### Program: PARKS & RECREATION FAMILY PROGRAMS

#### Description and Responsibilities:

Develop and execute programs that are family based.

### 2013 Annual Budget

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#### 2013 Goals:

Working to develop more family activities.

#### 2013 Budget Highlights:

Working on a Friday family night promotion.

Staffing Levels	2009	2010	2011	2012	2013
Full Time	0	0	0	0	0
Part Time	1	1	1	1	1



## 2013 Annual Budget

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### Park Family Programs Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006250-4010	SALARIES-FULLTIME	(240)	-	-	-	-
10006250-4012	SALARIES PART TIME	1,193	306	-	2,081	1,800
10006250-4015	OVERTIME	-	-	-	144	-
10006250-4021	SOCIAL SECURITY	74	19	-	138	112
10006250-4022	MEDICARE	17	4	-	32	26
10006250-4023	WORKERS COMP	512	46	-	-	75
10006250-5004	MATERIALS AND SUPPLIES	5,417	4,615	5,500	1,086	1,500
	Spookapalooza and Milk & Cookies with Santa. Event supplies and refreshments for Morning with Mr. Bunny, Lighting material and supplies to decorate for Light-up night Strings of lights and replacement decorations for Municipal Center Grounds.					
10006250-5111	PROFESSIONAL SERVICES	1,845	-	1,500	1,000	1,200
	Payment for Santa, Mrs. Claus, Storytellers for Halloween and other seasonal characters.					
<b>Total</b>		<b>8,819</b>	<b>4,992</b>	<b>7,000</b>	<b>4,481</b>	<b>4,713</b>



## Program: PARKS & RECREATION TEEN PROGRAMS

### Description and Responsibilities:

Offer sports programs as well as educational programs for our Teens.

## 2013 Annual Budget

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### 2013 Goals:

Offering a teen safety course, sports, and other activities.

### 2013 Budget Highlights:

We do not have staff dedicated to this center. The programming we are currently planning is using staff that work in Youth cost center.



## 2013 Annual Budget

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### Park Teen Programs Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006260-4010	SALARIES-FULLTIME	(44)	-	-	-	-
10006260-4023	WORKERS COMP	511	9	-	-	-
10006260-5004	MATERIALS AND SUPPLIES	-	-	400	505	500
10006260-5111	PROFESSIONAL SERVICES	240	-	-	-	-
<b>Total</b>		<b>707</b>	<b>9</b>	<b>400</b>	<b>505</b>	<b>500</b>



## Program: PARKS & RECREATION SENIOR PROGRAMS

### Description and Responsibilities:

Maintain communications with the Senior Center as well as offer programs to enrich their lives. We partner with UPMC for Wellness sessions monthly.

### 2012 Accomplishments:

Successful walking program.

### 2013 Goals:

Continue to provide services to our senior community.

### 2013 Budget Highlights:

We do not have dedicated staff for this cost center. Administrative staff handle programs with this group.

## 2013 Annual Budget

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## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Park Senior Programs Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006270-4022	MEDICARE	-	-	-	-	-
10006270-4057	LIFE INSURANCE	5	-	-	-	-
10006270-5004	MATERIALS/SUPPLIES	68	70	-	154	250
10006270-5111	PROFESSIONAL SERVICES	3,000	3,046	5,000	3,000	2,000
	Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer					
<b>Total</b>		<b>3,072</b>	<b>3,116</b>	<b>5,000</b>	<b>3,154</b>	<b>2,250</b>



## Program: PARKS & RECREATION COMMUNITY EVENTS

### Description and Responsibilities:

This is to assist with Community Days, Concerts in the Park, events that we sponsor for the Township.

### 2012 Accomplishments:

Local sponsorships increased the number of free concerts from 3 to 8.

### 2013 Goals:

Continue to provide services to the Community.

### 2013 Budget Highlights:

We do not have dedicated staff payroll for this center. This center is a section for the "community" events that we sponsor.

## 2013 Annual Budget

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## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Park Community Events Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006280-4010	SALARIES-FULLTIME	(240)	-	-	-	-
10006280-4012	SALARIES-PART TIME	-	-	-	17	-
10006280-4021	SOCIAL SECURITY TAX	-	-	-	1	-
10006280-4022	MEDICARE	-	-	-	-	-
10006280-5004	MATERIALS AND SUPPLIES	3,864	11,472	5,000	15,459	19,500
	Community Days - First Night - Concert in the Park					
10006280-5111	PROFESSIONAL SERVICES	14,725	17,569	21,000	19,600	21,000
	Concert Series Entertainment Community Day Fireworks					
10006280-5134	OTHER OPERATING SVS	30,015	806	-	865	875
	Golf Cart Rentals - Community days					
<b>Total</b>		<b>48,364</b>	<b>29,847</b>	<b>26,000</b>	<b>35,942</b>	<b>41,375</b>



## Program: PARKS & RECREATION FACILITY MAINTENANCE

### Description and Responsibilities:

We did not use this cost center.

## 2013 Annual Budget

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### 2012 Accomplishments:

Nothing posted to this section.



## 2013 Annual Budget

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### Park Facility Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006290-5004	MATERIALS AND SUPPLIES	-	497	2,500	-	-
Materials and Supplies need to complete minor improvements to Parks and Recreation Offices and Activity Rooms						
10006290-5111	PROFESSIONAL SERVICES	3,300	3,300	4,000	-	-
Concerts in the park - bands						
<b>Total</b>		<b>3,300</b>	<b>3,797</b>	<b>6,500</b>	<b>-</b>	<b>-</b>



### Program: PARKS & RECREATION SPECIAL PROJECTS

#### Description and Responsibilities:

Special projects in the past have included the skate park and associated community donations.

#### 2013 Goals:

Reach out more to the community to obtain support for special projects.

#### 2013 Budget Highlights:

We do not have any dedicated staff for this center. Administration handles this area.

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## 2013 Annual Budget

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### Park Special Program Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
10006295-4012	SALARIES PART TIME	-	-	-	55	-
10006295-4021	SOCIAL SECURITY	-	-	-	3	-
10006295-4022	MEDICARE	-	-	-	1	-
10006295-5004	MATERIALS AND SUPPLIES	214	224	-	-	-
	Copyright License for Broadcast Music and concerts					
<b>Total</b>		<b>214</b>	<b>224</b>	-	<b>59</b>	-

## Other Funds Financial Information

**Fund: TIP East**Description and Responsibilities:

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.



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## TIP East Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21108510-3410	INTEREST EARNING	(29,893)	(19,753)	(5,000)	(7,043)	(7,200)
	Interest earnings on investments.					
21108510-3550	INTERGOVERNMENTAL REVENUE	(33,854)	(275,028)	-	-	-
21108510-3872	CONTRIBUTIONS	(89,856)	(240,251)	-	(579,670)	(6,000)
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.					
<b>Total</b>		<b>(153,603)</b>	<b>(535,032)</b>	<b>(5,000)</b>	<b>(586,713)</b>	<b>(13,200)</b>

## TIP East Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21108510-5004	MATERIALS & SUPPLIES	7,742	4,321	-	649	-
21108510-5111	PROFESSIONAL SERVICES	208,446	10,971	-	101	-
21108510-6125	INFRASTRUCTURE	611,712	29,420	150,000	63,645	200,000
<b>Total</b>		<b>827,900</b>	<b>44,712</b>	<b>150,000</b>	<b>64,395</b>	<b>200,000</b>



## Fund: TIP West

Description and Responsibilities:

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.



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### TIP West Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21118520-3410	INTEREST EARNING	(533)	(3,056)	(3,500)	(1,435)	(3,500)
	Interest earned on investments.					
21118520-3872	CONTRIBUTIONS	(666,538)	(280,160)	(467,000)	(398,458)	(242,000)
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
<b>Total</b>		<b>(667,071)</b>	<b>(283,216)</b>	<b>(470,500)</b>	<b>(399,893)</b>	<b>(245,500)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## TIP West Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21118520-5004	MATERIALS & SUPPLIES	-	-	-	786	-
21118520-5114	ENGINEERING & ARCHITECT SV	124,707	86,108	-	76,096	-
21118520-6125	INFRASTRUCTURE	90,300	-	2,500,000	1,777,877	200,000
21118520-9999	CLOSED EXPENDITURE ACCT	(100)	-	-	-	-
<b>Total</b>		<b>214,907</b>	<b>86,108</b>	<b>2,500,000</b>	<b>1,854,759</b>	<b>200,000</b>



**Fund: Rec Fees-In-Lieu**

Description and Responsibilities:

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.



## 2013 Annual Budget

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### Recreation Fees Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21128530-3410	INTEREST EARNING	(176)	(135)	(100)	(78)	(100)
	Interest earned on investments.					
21128530-3872	CONTRIBUTIONS	(139,096)	(187,649)	(80,000)	(248,449)	(486,650)
	Fees paid by developments in lieu of recreational land dedication.					
<b>Total</b>		<b>(139,272)</b>	<b>(187,784)</b>	<b>(80,100)</b>	<b>(248,527)</b>	<b>(486,750)</b>

## Recreation Fees Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21128530-5416	GO SERIES A 2003	-	175,000	175,000	175,000	225,000
Portion of principal and interest for Series A 2003 bond issue.						
<b>Total</b>		-	<b>175,000</b>	<b>175,000</b>	<b>175,000</b>	<b>225,000</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Fund: Developers' Contributions

#### Description and Responsibilities:

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



## 2013 Annual Budget

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### Developers Contribution Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21148540-3410	INTEREST	(8,483)	(4,250)	(2,500)	(1,238)	-
21148540-3855	MISC REVENUE	-	-	(155,000)	-	-
21148540-3872	CONTRIBUTIONS	(509,220)	(739,955)	(459,000)	(303,883)	-
<b>Total</b>		<b>(517,703)</b>	<b>(744,205)</b>	<b>(616,500)</b>	<b>(305,121)</b>	<b>-</b>

## Developers Contribution Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21148540-5446	MISC EXPENDITURES	1,290	1,608	-	927	-
21148540-6125	INFRASTRUCTURE	176,073	125,898	78,000	9,498	-
<b>Total</b>		<b>177,363</b>	<b>127,506</b>	<b>78,000</b>	<b>10,425</b>	<b>-</b>



**Fund: Storm Water Maintenance**

Description and Responsibilities:

The purpose of this fund is to collect developer funds for the maintenance of all new stormwater collection systems that are installed in State right-of-way. The State has transferred the maintenance responsibility of all new stormwater collection systems installed in the State right-of-way to the Township.



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Storm Water Maintenance Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21158515-3410	INTEREST	-	-	-	(3)	(50)
21158515-3872	CONTRIBUTIONS	-	-	-	(24,267)	(80,000)
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>(24,270)</b>	<b>(80,050)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Storm Water Maintenance Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
<b>Total</b>		-	-	-	-	-

**Fund: TIP Southeast**Description and Responsibilities:

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.



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### TIP South East Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21168590-3410	INTEREST EARNING	-	-	(100)	-	(100)
	Interest earned on investments.					
21168590-3872	CONTRIBUTIONS	-	-	(79,200)	(260,478)	(370,400)
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
<b>Total</b>		-	-	(79,300)	(260,478)	(370,500)



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### TIP South East Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
21168590-6125	INFRASTRUCTURE	-	-	-	-	450,000
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450,000</b>

**Fund: State Liquid Fuels**Description and Responsibilities:

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.



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Liquid Fuels Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
23108550-3410	INTEREST	(277)	(129)	(100)	(84)	(100)
	Interest earnings on investments.					
23108550-3553	LIQUID FUELS TAX	(541,070)	(557,626)	(577,345)	(624,543)	(596,801)
	Liquid fuels allocation (555,921) and turnback maintenance (5,880)					
<b>Total</b>		<b>(541,347)</b>	<b>(557,755)</b>	<b>(577,445)</b>	<b>(624,627)</b>	<b>(596,901)</b>

## Liquid Fuels Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
23108550-5366	CONTRACTED MAINTENANCE	565,000	530,000	570,000	570,109	580,000
Annual contracted road resurfacing projects.						
<b>Total</b>		<b>565,000</b>	<b>530,000</b>	<b>570,000</b>	<b>570,109</b>	<b>580,000</b>

**Fund: Library**Description and Responsibilities:

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.



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Library Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
24106100-3011	REAL ESTATE CURRENT 1 mill @ 363,276 (97% collection)	(250,907)	(255,621)	(348,747)	(344,297)	(352,378)
24106100-3012	REAL ESTATE PRIOR YEAR Prior year taxes collected by the tax collector. (billed for/in 2012 but collected in 2013)	(547)	(612)	(1,000)	(505)	(1,000)
24106100-3014	REAL ESTATE DELINQUENT Delinquent property tax collected by Butler county Tax Claim Bureau.	(5,092)	(5,941)	(3,000)	-	(3,000)
24106100-3015	REAL ESTATE INTERIM Interim tax billing for properties added to the tax duplicate after January 2013.	(1,112)	(1,938)	(2,000)	(1,828)	(1,500)
24106100-3410	INTEREST INCOME Interest income on investments.	(189)	(93)	(100)	(44)	(100)
24106100-3681	PROGRAM FEES/LESSONS	-	-	-	(756)	-
24106100-3869	REIMB LIBRARY PAYROLL	(302,830)	(349,619)	-	(268,856)	-
<b>Total</b>		<b>(560,676)</b>	<b>(613,823)</b>	<b>(354,847)</b>	<b>(616,287)</b>	<b>(357,978)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Library Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
24106100-4010	SALARIES-FULLTIME	223,788	233,885	-	215,978	-
24106100-4012	SALARIES-PART TIME	74,126	67,951	-	50,926	-
24106100-4021	SOCIAL SECURITY TAX	18,471	18,714	-	16,548	-
24106100-4022	MEDICARE	4,320	4,377	-	3,870	-
24106100-4059	403B	8,856	9,285	-	8,458	-
24106100-5132	JANITORIAL SERVICE	838	590	-	590	-
	Includes the daily cleaning of the library as well as carpet and windows on a quarterly basis.					
24106100-5321	ELECTRICITY	19,567	17,300	20,000	13,257	21,000
24106100-5445	CONTRIBUTIONS	236,592	263,310	319,845	226,564	325,110
	May 2013 (108,370), August 2013 (108,370), November 2013 (108,370)					
24106100-6115	BUILDING IMPROVEMENTS	200	-	-	-	-
<b>Total</b>		<b>586,758</b>	<b>615,412</b>	<b>339,845</b>	<b>536,191</b>	<b>346,110</b>

**Fund: FIRE OPERATIONS-COMPANY & BRIGADE**Description and Responsibilities:

This Fund receives 1.27 mil of 2.12 mil of real estate tax. This fund provides financial resources to support the operational needs of the Company and Brigade. The Fire Company has 49 volunteer Brigade members providing fire protection, rescue services, community relations, educational training, and day-to-day management. The Fire Company has an additional 17 volunteer Company members, 30 women provide support functions in the Ladies Auxiliary, 5 junior firemen, 11 Fire Policemen, and one full-time Fire Company Administrative Assistant. Dispatched by Butler County 9-1-1 Center, the Fire Company operates and maintains two stations; Haine Station (the administrative center) on Haine School Road and Park Station on US Rt. 19. The Fire Company possess 13 vehicles: one aerial, three engines, one rescue, one brush truck, two squads, three incident command vehicles, and two fire police vehicles.



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Fire Operations-Company Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
24204210-3011	REAL ESTATE CURRENT 1.27 mills @ \$363,276 (97% collection)	(374,658)	(381,700)	(442,883)	(437,252)	(447,518)
24204210-3012	REAL ESTATE PRIOR YEAR Prior year real estate tax collected by the tax collector (billed in/for 2012 but collected in 2013)	(816)	(914)	(1,000)	(755)	(1,000)
24204210-3014	REAL ESTATE DELINQUENT Delinquent property tax collected by Butler County Tax Claim Bureau.	(7,604)	(8,871)	(3,500)	-	(3,500)
24204210-3015	REAL ESTATE INTERIM Interim tax billing for properties added to tax duplicate after January 2013.	(1,660)	(2,893)	(3,000)	(2,322)	(3,000)
24204210-3410	INTEREST INCOME Interest on investments.	(247)	(145)	(100)	(72)	(100)
24204210-3910	SALE OF FIXED ASSETS	-	(4,480)	-	-	-
24204210-3950	REFUND PRIOR YR EXP	(1,287)	-	-	-	-
24204220-3852	CONTRIBUTIONS/DONATIONS	(5,000)	4,275	-	697	-
<b>Total</b>		<b>(391,271)</b>	<b>(394,728)</b>	<b>(450,483)</b>	<b>(439,704)</b>	<b>(455,118)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Fire Operations-Company Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
24204210-4010	SALARIES FULL TIME Salary for Aministrative Assistant, M. Nanna	40,344	41,582	42,922	38,075	45,066
24204210-4021	SOCIAL SECURITY The employeer share of FICA is based on 6.2% of salary.	2,476	2,548	2,661	2,334	2,794
24204210-4022	MEDICARE The employeer share of Medicare is based on 1.45% of salary.	579	596	623	546	654
24204210-4023	WORKERS COMP Workers' Compensation Insurance costs for employees.	154	138	125	111	113
24204210-4041	PENSION NON-UNIFORM Non-uniform pension contribution is based on 5% of salary.	2,043	2,321	2,146	1,550	2,253
24204210-4051	HOSPITALIZATION Medical Insurance costs.	15,083	14,905	15,711	14,326	16,711
24204210-4052	VISION Vision insurance costs.	134	134	135	123	135
24204210-4053	DENTAL Dental Insurance costs.	919	978	928	850	928
24204210-4054	ICMA CONTRB Contibution to 457 Plan based on 5% of salary for full time employees.	2,019	2,079	2,146	1,904	2,253
24204210-4055	DISABILITY INSURANCE Long term disability insurance for full time employees.	104	107	112	107	117
24204210-4057	LIFE INSURANCE Life insurance costs for full time employees.	199	204	211	204	243
24204210-5001	OFFICE SUPPLIES General office supplioes, cartridges, paper, folders, etc. for 2 stations. Increase due to cost of inflation.	2,728	2,630	3,000	2,927	3,500

## Fire Operations-Company Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
24204210-5004	MATERIALS & SUPPLIES	7,019	11,173	12,600	12,346	12,600
	Various supplies for two stations. Photography, supplies and replacing expendable items.					
24204210-5005	CLEANING SUPPLIES	1,148	1,227	1,500	1,579	2,000
	General cleaning supplies for 2 stations. Paper towels. Toilet tissue. Increased costs of supplies.					
24204210-5111	PROFESSIONAL SERVICES	10,411	10,660	9,000	14,558	9,200
	Contracted services for pest control, overhead bay doors, sprinkler testing and preventative maintenance. Increase due to cost of inflation.					
24204210-5112	ACCOUNTING & AUDITING SVS	3,815	-	5,250	2,915	5,513
	Professional audit of company funds. Increased audit fees.					
24204210-5121	REPAIR MAINTENANCE EQUIPMENT	903	6,904	8,300	6,526	8,300
	Maintenance of pagers, portable radios, mobile radios, and base stations. Maintenance of fire apparatus, inspections, body repairs, tune-ups/tires. No increase.					
24204210-5122	R&M VEHICLES	-	22	-	56	-
24204210-5123	R&M FACILITY MAINT	10,563	18,081	18,100	17,272	18,100
	Maintenance of both stations including general repairs, contracted maint. items including HVAC, alarm systems, sprinkler system, etc. No increase.					
24204210-5132	JANITORIAL SERVICES	358	4,299	4,500	3,570	4,500
	Janitorial service for two fire stations. No increase.					
24204210-5134	OTHER OPERATING SVS	5,607	7,396	5,000	4,964	5,000
	Operating expenses not covered by specific expenditure items. Program to promote fire safety in schools and through out the township at special events. No increase.					
24204210-5230	INFORMATION TECH	-	-	47,371	47,371	45,848
	Computer equipment software upgrades services for two stations.					
24204210-5312	CELL PHONES	2,553	1,121	1,800	1,007	1,890
	Cell phone service for the Fire Administrative Assistant, Chief and Assistant Chief Data plans for cell phones to increase mobile communication.					
24204210-5321	ELECTRICITY	27,872	25,368	27,783	16,261	29,172
	Electric service for two stations. Increase in cost of living.					

## Fire Operations-Company Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
24204210-5322	NATURAL GAS Gas service for two fire stations. Increase in cost of living.	3,116	3,762	6,505	2,243	6,830
24204210-5323	WATER Water service for two stations plus quarterly sprinkler charge at the Park Station. Increase in cost of living.	2,433	3,012	2,481	2,194	2,605
24204210-5324	SEWER Sewer service for two stations. Increase in cost of living.	552	805	1,212	673	1,273
24204210-5325	TRASH SERVICE Trash collection at two stations including dumpster service. Increase in cost of living.	336	54	1,543	-	1,620
24204210-5332	EQUIPMENT LEASES Service and maintenance of copying machines at three locations. Hydrant rental (two). Increase due to additional copier at the new training facility.	2,762	3,481	3,700	2,302	4,800
24204210-5341	INSURANCE PREMIUM Insurance for Fire Company. Twp will make adjustments as needed	20,661	21,119	24,400	20,621	22,000
24204210-5351	EMPLOYEE RECRUTING Physicals for new members. Recruiting materials, retention program, newspaper ads, information packets/flyers. Increased membership.	23,924	23,981	26,000	3,936	28,000
24204210-5353	EMPLOYEE MEETING Annual awards dinner for entire company. Present company awards to members. Increased costs of food and increased award items.	11,983	11,283	14,000	1,270	15,000
24204210-5357	CLOTHING & UNIFORMS Purchase and maintain dress uniforms.	8,052	7,847	9,000	6,191	9,000
24204210-5371	COMMUNITY OUTREACH Safety materials and hand outs for safety programs. Programs for businesses, pre-school, organizations. Increase due cost of inflation.	4,943	7,028	7,000	7,249	7,500
24204220-5004	MATERIALS AND SUPPLIES Minor equipment and supplies. Increase due to cost of inflation.	27,833	19,105	22,500	18,867	25,600
24204220-5121	REPAIR MAINTENANCE EQUIPMENT Radio and pager repair and maintenance. Hose, ladder, aerial and pump testing. We have relocated \$12,500 from account 2420-4220-5134 to this account to properly expense the testing of equipment.	4,451	12,480	8,000	7,539	23,000

## Fire Operations-Company Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
24204220-5122	R&M VEHICLES	30,930	45,106	32,000	36,923	34,000
	Repair/maintenance fire vehicles and pumps. Parts and labor costs have gone up for fixing fire trucks.					
24204220-5134	OTHER SERVICES	34,183	30,268	35,000	28,572	18,000
	Replacement/testing of expendable items as per National Fire Protection Assoc., air compressor, self contained breathing app. (SCBA) testing. We have relocated \$12,500 from this account to 2420-4220-5121 and \$4,500 to account 2420-4220-5357. This change is make accountability more efficient.					
24204220-5354	EMPLOYEE TRAINING	22,790	24,899	30,000	22,643	30,000
	Outside training classes/conferences. Fire department are being required by the state and feds to have all interior firefighters certified to FF I and FF II status to apply for future grants.					
24204220-5356	EMPLOYEE DUES/MEMBERS	2,199	2,478	2,500	1,284	3,000
	Fees for membership in professional organizations. Increase due to inflation.					
24204220-5357	CLOTHING	5,207	1,556	5,500	2,670	10,000
	Replace damaged bunker gear, boots, gloves, and hoods. We have relocated \$4,500 to this account from 2420-4220-5134 to capture the true cost of this account.					
24204220-5364	FUEL	9,356	15,380	12,000	16,300	18,000
	Fuel for fire vehicles. Increase due to the high cost of fuel.					
<b>Total</b>		<b>352,743</b>	<b>388,117</b>	<b>455,265</b>	<b>372,957</b>	<b>477,118</b>



**Fund: Road Equipment**

Description and Responsibilities:

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



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Road Equipment Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
26106110-3011	CURRENT YEAR LEVY .85 mill @ \$363,276 (97% collection)	-	-	(296,418)	(292,655)	(299,521)
26106110-3012	PRIOR YEAR LEVY Prior year real estate tax collected by the tax collector. (billed in/for 2012 but collected in 2013)	-	-	-	-	(180)
26106110-3014	DELINQENT TAX CLAIM Delinquent property tax collected by Butler County Tax Claim Bureau.	-	-	-	-	(180)
26106110-3015	INTERIM TAXES Interim tax billing for properties added to tax duplicate after January 2013.	-	-	(500)	(1,554)	(1,200)
26106110-3410	INTEREST Interest earnings on investments.	-	-	(100)	(19)	(50)
<b>Total</b>		-	-	<b>(297,018)</b>	<b>(294,228)</b>	<b>(301,131)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Road Equipment Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
26106110-6121	EQUIPMENT	-	-	258,750	223,192	250,000
<b>Total</b>		<b>-</b>	<b>-</b>	<b>258,750</b>	<b>223,192</b>	<b>250,000</b>



**Fund: Public Buildings**

Description and Responsibilities:

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.



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Public Buildings Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
26206111-3011	CURRENT YEAR LEVY 1 mill @ \$363,276 (97% collection)	-	-	(348,727)	(344,297)	(352,378)
26206111-3012	PRIOR YEAR LEVY Prior year real estate tax collected by the tax collector. (billed in/for 2012 but collected in 2013)	-	-	-	-	(200)
26206111-3014	DELINQENT TAX CLAIM Delinquent property tax collected by Butler County Tax Claim Bureau.	-	-	-	-	(200)
26206111-3015	INTERIM TAXES Interim tax billing for properties added to tax duplicate after January 2013.	-	-	(500)	(1,828)	(1,500)
26206111-3410	INTEREST Interest earnings on investments.	-	-	(100)	(27)	-
<b>Total</b>		-	-	(349,327)	(346,152)	(354,278)



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

### Public Buildings Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
26206111-5414	GO SERIES 2010 Portion of principal and interest for 2010 bond issue.	-	-	245,000	245,000	245,000
26206111-5427	GO SERIES 2011 Portion of principal and interest for 2011 bond issue.	-	-	95,000	95,000	95,000
<b>Total</b>		-	-	<b>340,000</b>	<b>340,000</b>	<b>340,000</b>



**Fund: Fire Capital**

Description and Responsibilities:

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



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Fire Capital Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
31008570-3011	REAL ESTATE CURRENT .85 mill @ 363,276 (97% collection)	(250,907)	(255,621)	(296,418)	(292,655)	(299,521)
31008570-3012	REAL ESTATE PRIOR YEAR Prior year real estate tax collected by the tax collector. (billed in/for 2012 but collected in 2013).	(547)	(612)	(1,000)	(505)	(1,000)
31008570-3014	REAL ESTATE DELINQUENT Delinquent property tax collected by Butler County Tax Claim Bureau.	(5,092)	(5,941)	(3,000)	-	(3,000)
31008570-3015	REAL ESTATE INTERIM Interim tax billing for properties added to tax duplicate after January 2013.	(1,112)	(1,938)	(2,000)	(1,554)	(1,200)
31008570-3410	INTEREST EARNING Interest on investments.	(322)	(178)	(200)	(426)	(500)
<b>Total</b>		<b>(257,979)</b>	<b>(264,290)</b>	<b>(302,618)</b>	<b>(295,140)</b>	<b>(305,221)</b>

## Fire Capital Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
31008570-5410	2008 PROMISSORY NOTE	43,903	46,029	51,888	47,563	51,888
Annual payment to CTVFC Relief Association for new rescue truck loan.						
31008570-5411	PEMA LOAN	12,308	10,182	-	-	-
31008570-5414 GO SERIES 2010 Partial bond payment for Quint.						
31008570-5416	GO SERIES A 2003	50,000	50,000	-	-	-
31008570-5427 GO SERIES 2011 Portion of principal and interest for 2011 bond issue. (Public Safety Training Facility)						
31008570-5446	MISC EXPENSE	-	-	10,000	23,765	10,000
31008570-6122	VEHICLES	-	-	-	30,378	178,500
<b>Total</b>		<b>106,211</b>	<b>156,211</b>	<b>211,888</b>	<b>251,707</b>	<b>390,388</b>



**Fund: Capital Improvement**

Description and Responsibilities:

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 Revenue Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
34006401-3410	INTEREST INCOME	(269)	(444)	(350)	(380)	(400)
34006401-3540	INTERGOVERNMENTAL GRANT	(509,497)	-	-	-	-
34006401-3852	DONATIONS	-	(27,500)	-	(2,500)	(85,000)
34006401-3855	MISCELLANEOUS REVENUE	-	-	-	-	-
	Reimb. for traffic signal software (IPD Grant) Reimb. for handicap ramps (DCED Grant) Reimb. for rear sliding doors (DCED Grant)					
34006401-3921	TRANS FROM GENERAL FUND	(2,165,000)	(2,291,000)	(750,000)	-	(750,000)
34006401-3930	PROCEEDS FROM BONDS	-	-	-	(934,377)	-
34006401-3950	REFUND OF PRIOR YEAR EXP	-	-	-	(2,799)	-
34006430-3511	OTHER GRANTS	-	(65,210)	-	-	-
<b>Total</b>		<b>(2,674,766)</b>	<b>(2,384,155)</b>	<b>(750,350)</b>	<b>(940,056)</b>	<b>(835,400)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Capital Parks Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
34006410-5004	MATERIALS AND SUPPLIES	-	-	-	10,849	-
34006410-5111	GRAHAM PARK DEVELOP	-	9,550	-	-	-
34006410-5134	OTHER SERVICES	-	-	15,000	-	-
34006410-6112	LAND IMPROVEMENTS	-	113,562	75,000	127,484	617,200
34006410-6121	EQUIPMENT	56,348	1,027	15,000	14,996	905,400
34006420-6123	FUNITURE AND FIXTURES	283,097	289,465	141,000	106,991	90,000
34006430-5111	PROFESSIONAL SERVICES	460,857	53,194	45,000	32,888	150,000
	Planning Grant					
34006430-6117	ROAD RESURFACING	228,321	531,300	-	-	-
34006430-6121	EQUIPMENT	13,428	130,954	150,000	47,297	7,500
	GC Equipment					
34006430-6122	FLEET REPLACEMENT	93,098	348,334	111,000	135,040	71,000
	Code vehicle replacement PW Admin and Parks Vehicle (2) Admin. Impala replacements					
34006430-6125	INFRASTRUCTURE	702,471	41,378	470,000	571,012	823,106
	Rt. 19/Ehrman Road traffic signal SPC grant match-signal timing Rt. 228/Freedom SPC grant match - signal timing Rt. 19 SPC grant match - pedestrian heads MUNIS Project GC Street Trees Glen Rape Road Reconstruction Trail from Powell to Graham Park Graham Park Maint. bldg. and site improvement Document Management Ccure Upgrade and video storage					
34006430-9999	CLOSED EXPENDITURE ACCT	(12,256)	-	-	-	-
<b>Total</b>		<b>1,825,363</b>	<b>1,518,764</b>	<b>1,022,000</b>	<b>1,046,557</b>	<b>2,664,206</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Fund: 2011 Bond Fund

#### Description and Responsibilities:

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.



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### 2011 Bond Fund Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
37006520-3410	INTEREST EARNINGS	-	(43,585)	(3,000)	(34,554)	(20,000)
37006520-3922	TRANSFER FROM SEWER	-	(25,440)	-	-	-
37006520-3930	PROCEEDS LONG TERM DEBT	-	(3,340,000)	-	-	-
37006520-3931	BOND PREMIUM	-	(262,723)	-	-	-
<b>Total</b>		<b>-</b>	<b>(3,671,748)</b>	<b>(3,000)</b>	<b>(34,554)</b>	<b>(20,000)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### 2011 Bond Fund Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
37006520-5112	ACCOUNTING & AUDITING SVS	-	2,195	-	1,846	-
37006520-5431	BOND ISSUANCE COST	-	28,163	-	-	-
37006520-6115	BUILDING IMPROVEMENTS	-	5,698	1,350,000	1,073,597	1,650,000
37006520-6125	INFRASTRUCTURE	-	-	3,150,000	2,252,055	2,700,000
<b>Total</b>		<b>-</b>	<b>36,055</b>	<b>4,500,000</b>	<b>3,327,498</b>	<b>4,350,000</b>



**Fund: Water**

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.

## Water Revenue Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
61105401	Water Revenue	(3,232,014)	(5,414,369)	(5,446,825)	(5,535,497)	(5,664,233)
61105495	Water Operations	(7,575)	(6,664)	(6,000)	(5,749)	(6,000)
<b>Total</b>		<b>(3,239,589)</b>	<b>(5,421,033)</b>	<b>(5,452,825)</b>	<b>(5,541,246)</b>	<b>(5,670,233)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Water Capital Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
61105401	Water Revenue	-	359	-	1,542	-
61105411	DSM Pipe Line Maint	168,561	193,874	171,827	149,357	172,581
61105412	DSM Leak Check Program	28,949	30,769	32,627	28,772	32,751
61105413	DSM Water Quality	42,313	37,385	37,382	29,808	38,364
61105414	DSM Meter Testing	1,306	617	16,210	730	2,250
61105415	DSM PA One Call	25,531	32,999	35,064	21,128	31,703
61105416	DSM Hydrant & Valve Maint	87,982	95,525	101,721	81,533	103,995
61105417	DSM Flushing Program	51,360	51,063	52,859	26,622	54,570
61105421	SR Meter Services/Construction	37,821	46,070	44,059	21,290	44,201
61105422	SR Service Requests	14,831	24,829	28,400	14,008	30,935
61105423	CELL PHONES	98	-	-	-	-
61105424	SR Water Tap	31,775	32,423	29,685	21,621	36,409
61105425	ASSETS LESS \$5000	91	-	-	-	-
61105431	PST Operations & Maint	173,255	145,490	140,063	187,190	142,556
61105441	CELL PHONES	106	-	-	-	-
61105442	ASSETS LESS \$5000	180	-	-	-	-
61105443	INSPECTIONS	33,525	45,490	50,475	33,300	49,334
61105451	SSA Vehicle Maint	78,337	67,019	70,930	54,090	69,586
61105452	SSA Administration/SCADA	864,233	1,003,111	463,662	370,464	490,212
61105453	SSA Training	24,589	42,319	59,623	26,401	59,020
61105454	ASSETS LESS \$5000	3,039	-	-	-	-
	METAL DETECTORS					
61105455	SSA Information Tech / GIS	101,061	100,815	113,825	113,825	104,873
61105456	SSA Facility Maintenance	50,016	66,520	73,123	56,953	53,672



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Water Capital Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
61105457	ASSETS LESS \$5000 equipment for water tanks and pump station	-	213	-	125	-
61105458	SSA Operations Engineering	3,391	2,754	108,159	60,439	133,787
61105461	WBG Account Mangement	62,593	63,963	74,386	64,019	80,933
61105462	WBG Meter Reading	62,144	66,283	73,192	37,440	71,813
61105463	WBG Customer Svcs	163,645	156,592	189,955	133,703	194,680
61105471	WP Water Purchase	2,428,186	2,439,545	2,400,000	2,229,538	2,484,000
61105481	Debt - Penn Vest	-	-	63,871	63,871	69,807
61105492	Transfer to Gen Fund	38,000	188,561	100,000	-	100,000
61105493	TRANSFER TO SEWER	(238,487)	47,564	-	-	-
61105495	Water Operations	111,397	192,667	2,041,125	1,786,166	1,559,250
61105610	WATER CAPITAL	-	359	-	-	-
<b>Total</b>		<b>4,449,826</b>	<b>5,175,178</b>	<b>6,572,223</b>	<b>5,613,936</b>	<b>6,211,282</b>



**Fund: Sewer**

Description and Responsibilities:

Responsible for protecting the Brush Creek watershed by treating the wastewater from Cranberry, and portions of Marshall and New Sewickley Townships. Also for maintaining safe drinking water storage and water pressure.



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Sewer Revenue Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
62105501	Sewer Revenue	(5,554,094)	(6,431,227)	(6,331,208)	(5,941,637)	(6,601,260)
<b>Total</b>		<b>(5,554,094)</b>	<b>(6,431,227)</b>	<b>(6,331,208)</b>	<b>(5,941,637)</b>	<b>(6,601,260)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Sewer Revenue Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
62105501	Sewer Revenue	1,375	202	-	3,482	-
62105511	TP Operations	1,259,101	1,341,269	1,280,885	1,215,284	1,297,960
62105512	TP Maintenance	1,951,871	1,986,800	370,800	467,681	379,814
62105513	TP Bio-Solids	388,100	364,326	418,803	290,050	422,579
62105514	TP Odor	192,614	157,020	186,515	125,470	189,356
62105515	TP Industrial Pretreatment	105,909	148,694	177,576	140,104	204,955
62105521	ASSETS LESS \$5000	213	1,215	-	-	-
	CONFINED SPACE MONITOR LOCATOR METAL DETECTORS PUMPS, GENERATORS, LIGHTING & COMPRESSORS					
62105522	CSM Infiltration and Inflow	152,855	152,411	139,002	64,993	174,255
62105523	CSM PA One Call	25,945	30,429	34,089	20,828	31,402
62105524	CSM SEWER CLOG/ODOR	154,173	118,417	134,864	67,541	138,679
62105531	ASSETS LESS \$5000	110	8	-	-	-
62105532	ASSETS LESS \$5000	102	-	-	-	-
62105533	INSPECTIONS	37,336	41,349	50,250	24,269	62,283
62105541	ASSETS LESS \$5000	7	-	-	-	-
62105542	ASSETS LESS \$5000	113	-	-	507	-
62105551	SSA Vehicle Maintenance	84,576	70,424	79,629	55,955	78,987
62105552	SSA Administration	510,023	554,559	491,636	306,312	519,915
62105553	ASSETS LESS \$5000	44	-	-	5,511	-
62105554	SSA Facility Maintenance	41,253	69,791	72,157	61,301	80,221
62105555	SSA Training	46,342	83,810	95,603	75,241	95,837
62105556	SSA Information Tech	-	-	113,825	113,825	104,873
62105557	ASSETS LESS \$5000	39	-	-	511	-
	replacement antennas or radio equipment					
62105558	SSA Operations Engineering	195,345	155,436	238,157	103,036	290,480



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Sewer Revenue Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
62105561	SBG Account Management	58,144	63,695	72,316	62,509	80,935
62105562	SBG Sewer Flow Meter Read	5,456	5,136	11,122	6,724	11,263
62105571	LS Operations & Maintenance	147,056	148,108	145,057	150,746	157,040
62105581	Bond Interest	1,129,141	1,137,731	-	-	-
62105582	Principal Payment	-	-	2,073,926	2,073,926	2,087,657
62105590	Transfer to Other	(1,724,995)	-	-	-	-
62105592	Transfer to General Fund	57,000	267,000	150,000	-	150,000
62105595	Sewer Operations	255,870	239,237	797,625	363,735	4,197,396
<b>Total</b>		<b>5,075,120</b>	<b>7,137,065</b>	<b>7,133,837</b>	<b>5,799,540</b>	<b>10,755,887</b>

**Fund: Solid Waste**
Description and Responsibilities:

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 contact 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 2013 rates are being held the same as 2012 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.

Service	2010 Rates	2011 Rates	2012 Rates	2013 Rates
96 gal	\$16.82	\$16.82	\$16.82	\$16.82
64 gal	\$16.16	\$16.16	\$16.16	\$16.16
35 gal	\$15.64	\$15.64	\$15.64	\$15.64
Bag Svs	\$13.87	\$13.87	\$13.87	\$13.87



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Solid Waste Operations Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
63107010-3410	INTEREST EARNING Interest earnings on investments.	(1,060)	(350)	(400)	(637)	(600)
63107010-3540	GRANTS Performance Grant awarded by DEP.	(228,307)	(176,726)	(130,000)	(138,833)	(130,000)
63107010-3671	FEES FOR SERVICES Revenue from quarterly payments from solid waste customers.	(1,646,782)	(1,385,994)	(1,686,600)	(1,542,198)	(1,876,947)
63107010-3809	PENALTIES Penalty collections from customers who pay late.	(12,182)	(12,508)	(9,400)	(15,455)	(15,000)
63107010-3855	MISCELLANEOUS REV Sale of craft bags and bag tags.	(36,608)	(34,531)	(35,000)	(26,804)	(30,000)
63107010-3950	REFUND OF PRIOR YEAR EXP	-	(3,685)	-	-	-
<b>Total</b>		<b>(1,924,939)</b>	<b>(1,613,794)</b>	<b>(1,861,400)</b>	<b>(1,723,926)</b>	<b>(2,052,547)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Solid Waste Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
63107010-4010	SALARIES FULL TIME	72,538	65,314	82,521	66,920	84,868
7 full time employees C. Beers (30%), D. McVeigh (20%), L Meeder (30%) J. Kratsas (5%), L. Engle (30%), J. Iannarelli (30%) N. Sikora (30%)						
63107010-4012	SALARIES - PART TIME	42,683	40,078	44,888	46,476	77,593
6 part-time employees N. Hamilton (30%), D. Phelan (30%), M. Dawson (30%) P. Longini (20%), C. Marzock (20%), J. Boren (20%)						
63107010-4015	OVERTIME	233	1,882	160	1,276	1,500
63107010-4021	SOCIAL SECURITY	7,521	6,498	7,909	7,378	10,072
The employer share of FICA based on 6.2% of salaries/ wages/overtime for all employees.						
63107010-4022	MEDICARE	1,762	1,524	1,850	1,726	2,356
The employer share of Medicare based on 1.45% of salaries/ wages/overtime for all employees.						
63107010-4023	WORKERS COMPENSATION	346	975	482	426	600
Workers' Compensation insurance for all employees.						
63107010-4041	PENSION NON UNIFORM	3,798	4,466	4,134	2,986	4,255
The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.						
63107010-4051	HOSPITALIZATION	19,719	20,198	19,051	19,458	20,800
Medical insurance for all full time employees.						
63107010-4052	VISION	214	220	193	177	193
Vision insurance for all full time employees.						
63107010-4053	DENTAL	1,431	1,551	1,266	1,089	1,266
Dental insurance for all full-time employees.						
63107010-4054	ICMA CONTRB	3,803	2,926	4,134	3,593	4,255
The employer contribution to the 457 plan based on 5% of salaries/wages/overtime for all full time employees.						
63107010-4055	DISABILITY INSURANCE	202	213	216	193	221
Long term disability insurance for all full time employees.						
63107010-4057	LIFE INSURANCE	477	489	406	441	460
Life insurance for all full time employees and certain part time employees.						

## Solid Waste Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
63107010-5004	MATERIALS & SUPPLIES	36,308	40,152	8,000	25,290	8,000
	Purchase of craft bags and bag tags.					
63107010-5111	PROFESSIONAL SERVICES	1,305,892	1,378,868	1,459,100	1,091,944	1,517,971
	Monthly payments to Waste Management for contracted trash service.					
63107010-5113	MANAGEMENT CONSULTING	-	-	5,000	-	5,000
	Consulting on solid waste contract matters.					
63107010-5230	INFORMATION TECH	-	64,643	90,664	90,664	70,674
63107010-5354	EMPL TRAINING	1,307	1,270	2,000	746	2,000
	Conferences and workshops.					
63107010-5356	EMPL DUES/MEMBERSHIP	125	-	300	525	500
63107010-5361	POSTAGE AND SHIPPING	6,166	8,804	7,000	12,782	13,000
	Postage costs for mailing quarterly solid waste service bills.					
63107010-5362	PRINTING	8,118	13,510	10,000	13,189	13,000
	Printing costs associated with solid waste program brochures and bills.					
63107010-5363	LEGAL ADVERTISING	8,088	11,760	3,000	10,416	10,000
63107010-5434	INTEREST EXPENSE	5,632	-	-	-	-
63107010-5447	REFUNDS PRIOR YEAR	-	-	-	276	-
63107010-6010	ASSETS LESS \$5000	-	26,922	25,000	-	60,000
	Annual cart replacement costs.					
63107010-6116	ASSESTS OVER 5,000	-	213,111	-	4,336	-
63107010-6122	FLEET REPLACEMENT	(1)	-	-	-	-
63107010-6181	Debt payment for original cart purchase.					
63107010-6182	DEPRECIATION EXPENSE	80,048	-	-	-	-
63107010-6204	TRANSFER TO GEN FUND	-	50,000	50,000	-	350,000
<b>Total</b>		<b>1,606,411</b>	<b>1,955,374</b>	<b>1,827,274</b>	<b>1,402,307</b>	<b>2,258,584</b>

**Fund: Swimming Pool**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.



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Pool Operations Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
64106810-3410	INTEREST EARNING Interest income on investments.	(154)	(61)	(100)	(33)	(50)
64106810-3422	ROOMS/FACILITY Birthday Party Rentals Deck Rentals have been included in this amount	(1,980)	(1,187)	(1,500)	(1,394)	(1,500)
64106810-3685	MEMBERSHIP Individual and Family Memberships for the Community Waterpark.	(201,307)	(255,845)	(247,000)	(243,544)	(247,000)
64106810-3691	ADMISSIONS This is Daily admission fees for the Community Waterpark.	(172,629)	(165,538)	(150,000)	(167,673)	(165,000)
64106810-3855	MISCELLANEOUS REV	(306)	(2,079)	(1,000)	(390)	(50)
64106810-3856	OVER SHORT	23	312	-	56	-
64106810-3921	TRANSFER FROM GEN FUND Transfer from General Fund to cover debt service payment.	(303,153)	(302,697)	(150,000)	-	(150,000)
64106830-3681	PROGRAM FEES/LESSONS	-	-	-	(1,963)	-
64106830-3692	CONCESSIONS	(102,937)	(103,232)	(105,000)	(109,720)	(107,000)
64106840-3681	PROGRAM FEES We are expecting increased participation in our Learn to 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.	(38,977)	(48,680)	(50,000)	(56,696)	(55,000)
<b>Total</b>		<b>(821,420)</b>	<b>(879,008)</b>	<b>(704,600)</b>	<b>(581,358)</b>	<b>(725,600)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Pool Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
64106810-4010	SALARIES FULL TIME	22,848	25,968	25,805	23,072	25,313
	Aquatic Mgr. (50%) 0.5 Full Time Employee					
64106810-4012	SALARIES PART TIME	147,343	172,352	153,000	165,612	163,663
	Operational Managers, Lifeguards and Guest Relations					
64106810-4015	OVERTIME	3,875	1,430	1,500	1,858	1,500
64106810-4021	SOCIAL SECURITY	10,744	12,666	11,303	11,868	10,932
64106810-4022	MEDICARE	2,544	2,962	2,644	2,776	2,557
64106810-4023	WORKERS COMPENSATION	9,302	6,514	8,878	7,853	7,355
	Workers' Compensation insurance for all employees.					
64106810-4041	PENSION NON UNIFORM	1,262	1,407	1,290	932	1,266
64106810-4051	HOSPITALIZATION	7,294	6,921	7,855	6,850	8,355
64106810-4052	VISION	67	67	67	62	67
64106810-4053	DENTAL	460	489	464	425	464
64106810-4054	ICMA CONTRB	1,229	1,229	1,290	1,274	1,300
64106810-4055	DISABILITY INSURANCE	64	64	67	43	67
64106810-4057	LIFE INSURANCE	122	122	127	81	130
64106810-5004	MATERIALS & SUPPLIES	9,279	13,214	9,000	10,169	9,000
64106810-5123	R&M FACILITY MAINT	5,063	2,432	2,000	18	1,000
64106810-5230	INFORMATION TECH	26,471	25,224	25,224	25,224	26,240
64106810-5321	ELECTRICITY	28,452	29,754	29,000	22,082	29,000
64106810-5323	WATER	13,387	16,830	14,500	13,676	17,000
64106810-5324	SEWER	8,398	12,020	11,500	13,905	18,000
64106810-5325	TRASH REMOVAL	-	-	2,000	-	-
64106810-5351	EMPLOYEE RECRUITING	3,866	5,724	5,500	5,720	6,000
	Drug Screening and Clearances for Waterpark Employees					



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Pool Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
64106810-5357	EMPL CLOTHING/UNIFORMS	(21)	1,651	500	459	500
64106810-5361	POSTAGE AND SHIPPING	5	20	-	2	-
64106810-5362	PRINTING	190	1,943	1,500	1,036	1,000
64106810-5363	ADVERTISING	-	-	-	-	1,500
64106810-5370	MINOR EQUIP/FURNITURE	1,990	6,279	5,000	-	5,000
64106810-5416	GO SERIES A 2003	-	-	150,000	150,000	150,000
	Portion of principal and interest for Series A 2003 bond issue.					
64106810-5434	INTEREST EXPENSE	65,296	57,359	-	-	-
64106810-5446	MISC EXPENSE	-	10,020	-	-	-
64106810-6123	FURNITURE & FIXTURES	1,561	4,375	5,000	4,323	5,000
64106810-6182	DEPRECIATION EXPENSE	96,880	90,274	-	-	-
64106810-6206	TRANSFER TO SEWER	-	99,201	-	-	-
64106820-4012	SALARIES-PART TIME	22,959	29,233	28,000	28,397	26,150
64106820-4015	OVERTIME	2,206	639	500	1,407	1,500
64106820-4021	SOCIAL SECURITY TAX	1,560	1,852	1,767	1,848	1,621
64106820-4022	MEDICARE	365	433	413	432	380
64106820-4023	WORKERS COMP	1,501	1,163	1,388	1,228	1,091
64106820-5004	MATERIALS AND SUPPLIES	19,880	26,246	18,000	17,695	15,000
	This line item is removing all cleaning supplies and putting them in a cleaning item for accounting purposes					
64106820-5005	CLEANING SUPPLIES	-	-	-	-	2,000
64106820-5008	CHEMICALS	30,860	41,544	38,000	40,658	40,000
	Changes in water quality management rules have lead to greater use of chemicals for water treatment. PPG Blue Chlorine Tablets for water purification					
64106820-5111	PROFESSIONAL SERVICES	20,341	18,847	18,000	17,265	22,000
	This includes services needed to clean and prep the pool for summer start-up as well as winterizing at the end of season.					
64106820-5121	REPAIR MAINTENANCE EQUIPMENT	4,019	5,906	5,000	1,616	1,500



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Pool Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
64106830-4012	SALARIES PART TIME	28,670	34,502	32,000	38,905	36,150
	31.5 hours per day for 90 days (99 days in season less 10% for inclement weather) Average \$7.50 per hour for wages					
64106830-4015	OVERTIME	223	805	500	640	500
64106830-4021	SOCIAL SECURITY TAX	1,791	2,189	2,015	2,452	2,241
64106830-4022	MEDICARE	419	512	471	573	525
64106830-4023	WORKERS COMP	1,296	1,117	1,583	1,400	1,508
64106830-5005	CLEANING SUPPLIES	-	-	-	-	1,500
	Cleaning supplies previously purchased and mis coded in past					
64106830-5111	PROFESSIONAL SERVICES	1,886	1,765	1,500	1,029	1,000
64106830-5121	REPAIR MAINTENANCE EQUIPMENT	501	347	500	1,965	1,000
64106830-5354	EMPLOYEE TRAINING	-	-	200	1,217	500
64106830-5368	COST OF GOODS	57,258	45,896	48,000	58,500	48,000
64106830-6123	FURNITURE AND FIXTURES	-	-	5,000	3,842	2,500
	Most of the concession equipment was purchased used 14 years ago. We will begin replacing equipment that has not performed well over the past season including food warmers, pizza ovens, table top coolers, etc.					
64106840-4012	SALARIES PART TIME	10,654	13,389	17,000	15,841	15,000
	Wages will be higher due to private and semi-private lesson programs. Payback will be included in fees charged.					
64106840-4015	OVERTIME	-	76	200	275	250
64106840-4021	SOCIAL SECURITY	1,321	956	2,504	1,998	930
64106840-4022	MEDICARE	154	112	293	234	-
64106840-4023	WORKERS COMP	898	1,639	984	870	626
64106840-5004	MATERIALS & SUPPLIES	1,919	7,283	4,000	1,909	1,500
	New kickboards and related teaching tools are needed for our Learn to Swim Program					
64106840-5111	PROFESSIONAL SERVICES	1,524	337	1,000	1,945	2,000
64106840-5351	EMPLOYEE RECRUITING	-	-	-	-	200



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Pool Operations Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
64106840-5354	EMPLOYEE TRAINING	840	280	1,000	808	1,000
<b>Total</b>		<b>681,015</b>	<b>845,580</b>	<b>704,832</b>	<b>714,266</b>	<b>720,381</b>

**Fund: Golf Course**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 the current operating expenses. Fees and charges include golf fee, retail sales, golf instruction, and banquet/meeting revenue.

**Accomplishments**

1. CHGC has produced record sales and total revenue over the last 12 months.
2. CHGC has set record sales grill food sales, grill alcohol sales, banquet food sales, banquet alcohol sales, and room rental fees.
3. Revised the MUNIS budget to match golf revenues with expenses. This allowed the golf course management team to review the fiscal affairs of the golf course on a daily, weekly, and monthly basis.
4. Kronos Time Clock system was installed for the CHGC Maintenance staff. The time clock has become a big management tool to schedule and monitor employee hours. Overtime has been reduced to an all-time record low.

**Goals**

1. 32,500 rounds of golf.
2. Make online tee times available to the public
3. Roll out a new Customer Loyalty program complete with individual customer loyalty cards and comprehensive email program.
4. Equip the beverage cart with a credit card processor.
5. Finish squaring all of the tees on the golf course.
6. Install the water fountains on the back nine

**Budget Highlights**

1. An increase of \$1.00 on all green fees. We will continue to offer Sr, Jr, and early bird specials. We will continue to participate in The BCTC "2 for 1" program.
2. Develop and implement a comprehensive Business Meeting initiative
3. Amend and implement our marketing plan to include a greater presence in social media.



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Golf Course Revenue

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
65106301	Golf Course Revenue	(1,758,749)	(1,680,633)	(1,112,952)	(1,079,680)	(1,106,855)
65106313	GO Carts	(262,203)	(210,426)	(242,748)	(225,542)	(235,000)
65106314	GO Range	(22,666)	(19,413)	(23,000)	(17,948)	(25,000)
65106315	Go Merchandise	(125,641)	(103,627)	(125,000)	(136,206)	(145,000)
65106316	GO Lessons	-	-	(42,000)	(29,381)	(35,000)
65106331	FB Grille	(11,432)	(12,664)	(199,550)	(229,910)	(250,000)
65106332	FB Kitchen	-	-	(25,700)	(7,263)	(18,700)
65106333	FB Banquet Facility	(13,320)	(20,100)	(305,000)	(371,068)	(427,000)
<b>Total</b>		<b>(2,194,011)</b>	<b>(2,046,862)</b>	<b>(2,075,950)</b>	<b>(2,096,997)</b>	<b>(2,242,555)</b>



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Golf Course Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
65106301	Golf Course Revenue	462,575	592,541	-	-	-
65106311	GO Golf Shop Services	61,792	91,651	51,260	43,609	59,238
65106312	GO Outside Services	26,077	41,329	62,436	41,474	62,153
65106313	GO Carts	28,905	24,159	51,603	19,472	33,788
65106314	GO Range	14,708	12,728	10,656	15,127	17,913
65106315	Go Merchandise	110,921	91,119	70,013	120,731	87,037
65106316	GO Lessons	24,679	24,106	33,599	28,210	35,448
65106317	GO Golf Outings	64,213	22,127	-	(428)	-
65106331	FB Grille	145,198	139,064	124,572	151,791	162,762
65106332	FB Kitchen	16,058	4,181	20,506	12,678	19,667
65106333	FB Banquet Facility	98,159	205,724	239,046	232,569	296,051
65106341	SSA Facility Maintenance	73,187	42,999	46,739	45,006	51,160
65106342	SSA Administration	268,165	262,509	255,085	253,252	305,913
65106344	SSA Training	11,000	11,594	12,660	7,372	13,069
65106345	SSA Infrastructure	16,628	10,209	13,859	13,135	12,407
65106346	SSA Vechicle Mainteance	23,438	31,300	20,000	24,045	21,500
65106361	TM Greens Maintenance	108,004	120,130	128,512	109,781	129,943
65106362	TM Tees Maintenance	72,538	73,167	59,617	55,220	60,945
65106363	TM Fairways Maintenance	97,619	109,322	104,111	97,122	105,492
65106364	TM Rough Maintenance	137,771	149,281	122,500	110,947	125,374
65106365	TM Bunker Maintenance	68,443	45,231	40,420	36,273	38,459
65106366	TM Irrigation	22,649	23,879	29,579	24,194	29,925
65106381	EM Equipment Repair	58,924	70,241	66,574	47,897	67,414
65106382	EM PMI	40,314	36,420	38,219	29,573	40,383
65106391	Interest Payment	398,881	419,634	276,481	277,352	276,000



## 2013 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Golf Course Expenses

GL Code	Description	2010 Actual	2011 Actual	2012 Adjusted Budget	2012 Year to Date	2013 Requested Budget
65106392	Principal Payment	-	-	190,000	189,400	190,000
65106395	CAPITAL EXPENSE	27,009	-	-	135,386	-
<b>Total</b>		<b>2,477,857</b>	<b>2,654,643</b>	<b>2,068,047</b>	<b>2,121,186</b>	<b>2,242,041</b>