

Cranberry Township

# 2014 Budget

CRANBERRY TOWNSHIP **built for you.**



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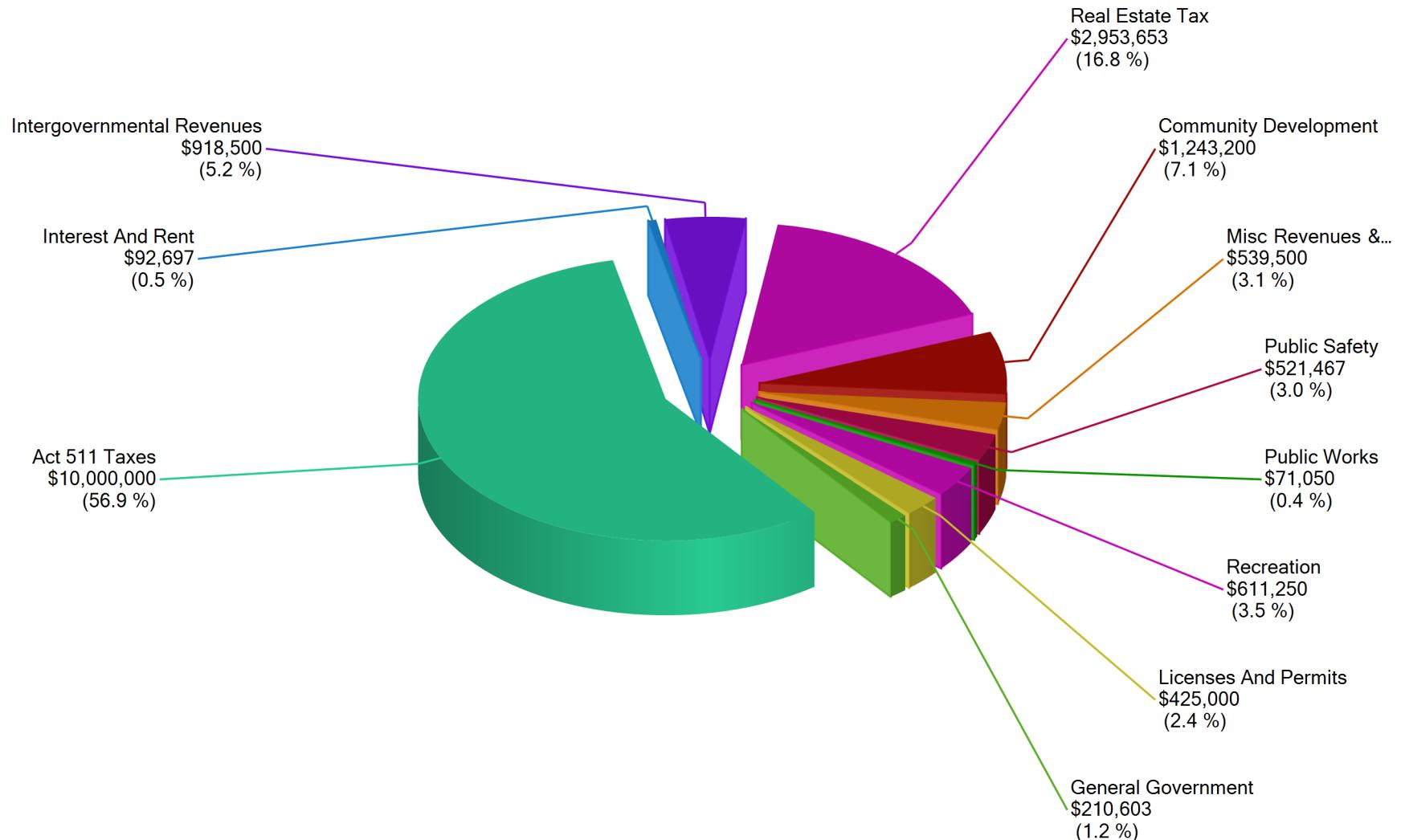
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2014 Proposed General Fund Revenues





## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

2014 Proposed General Fund Revenue of \$17,586,920

Department				
Cost Center	Description	2013 Revised Budget	2014 Budget	
LEGISLATIVE				
1200	Real Estate Tax	2,900,593	2,953,653	
1300	Act 511 Taxes	9,350,000	10,000,000	
1400	Licenses and Permits	400,000	425,000	
1500	Interest and Rent	59,359	92,697	
1600	Intergovernmental Revenues	867,150	918,500	
1700	Misc Revenues & Transfers	903,500	539,500	
		<b>LEGISLATIVE Total</b>	<b>14,480,602</b>	<b>14,929,350</b>
GENERAL GOVERNMENT				
2200	Human Resources	50,000	65,000	
2300	INFORMATION TECHNOLOGY	-	9,500	
2600	Debt Service	136,103	136,103	
		<b>GENERAL GOVERNMENT Total</b>	<b>186,103</b>	<b>210,603</b>
COMMUNITY DEVELOPMENT				
3100	Land Development	100,700	121,700	
3200	Code Enforcement	932,500	1,121,500	
		<b>COMMUNITY DEVELOPMENT Total</b>	<b>1,033,200</b>	<b>1,243,200</b>
PUBLIC SAFETY				
4116	Police Revenue	512,642	521,467	
		<b>PUBLIC SAFETY Total</b>	<b>512,642</b>	<b>521,467</b>
PUBLIC WORKS				
5110	Snow Removal	20,000	17,500	
5120	Traff, Sig, Signs, Comm	12,830	14,050	
5133	Signs	500	500	



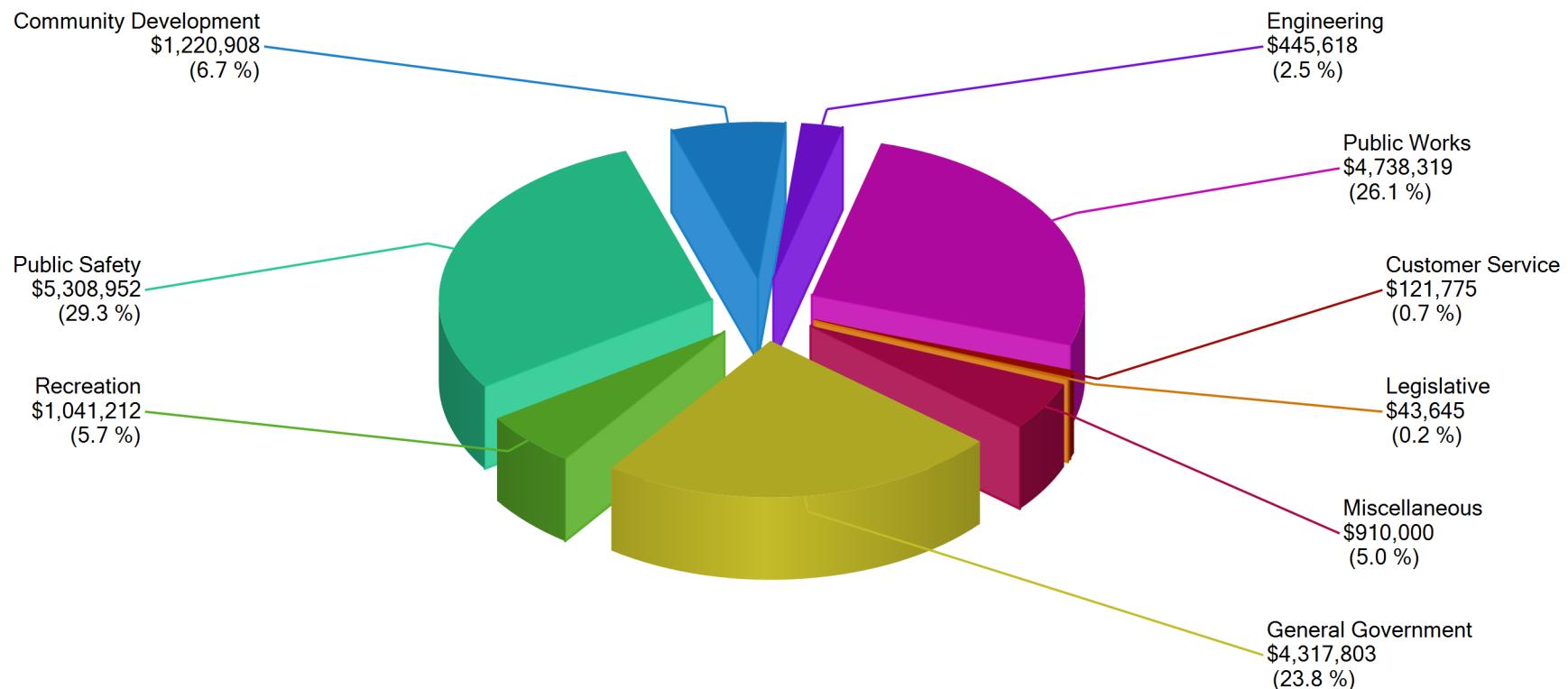
## 2014 Annual Budget

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2014 Proposed General Fund Revenue of \$17,586,920

Department			
Cost Center	Description	2013 Revised Budget	2014 Budget
5160	Grounds Maintenance	32,000	39,000
<i>PUBLIC WORKS Total</i>		<b>65,330</b>	<b>71,050</b>
RECREATION			
6210	Park Operation	25,000	23,000
6220	Park Early Childhood	167,000	182,500
6230	Park Youth Programs	275,000	308,100
6240	Park Adult Programs	62,500	83,000
6250	Park Family Programs	6,500	4,100
6260	Park Teen Programs	5,000	10,000
6270	Park Senior Programs	500	500
6280	Park Community Events	-	-
6290	Park Facility Maintenance	-	-
6295	Park Special Program	-	50
<i>RECREATION Total</i>		<b>541,500</b>	<b>611,250</b>
<b>General Fund Revenue Total</b>		<b>16,819,377</b>	<b>17,586,920</b>

2014 Proposed General Fund Expenses





## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

2014 General Fund Expenditures of \$18,148,233

Department			
Cost Center	Description	2013 Revised Budget	2014 Budget
<b>LEGISLATIVE</b>			
1100	Board of Supervisors	37,616	43,645
	<b><i>LEGISLATIVE Total</i></b>	<b><i>37,616</i></b>	<b><i>43,645</i></b>
<b>MISCELLANEOUS</b>			
1800	Misc Expenses & Transfers	1,120,000	910,000
	<b><i>MISCELLANEOUS Total</i></b>	<b><i>1,120,000</i></b>	<b><i>910,000</i></b>
<b>GENERAL GOVERNMENT</b>			
2100	Executive	898,111	945,756
2200	Human Resources	310,991	308,745
2300	Information Technology	40,298	49,787
2400	Finance	397,306	423,208
2500	Communications	238,923	242,087
2600	Debt Service	1,584,416	1,587,637
2700	Tax Collection	333,228	346,333
2800	Insurance	356,800	414,250
	<b><i>GENERAL GOVERNMENT Total</i></b>	<b><i>4,160,073</i></b>	<b><i>4,317,803</i></b>
<b>COMMUNITY DEVELOPMENT</b>			
3100	Land Development	306,507	317,866
3200	Code Enforcement	453,038	726,851
3300	Planning	176,388	176,191
	<b><i>COMMUNITY DEVELOPMENT Total</i></b>	<b><i>935,933</i></b>	<b><i>1,220,908</i></b>
<b>CUSTOMER SERVICE</b>			
3400	Customer Service	124,505	121,775
	<b><i>CUSTOMER SERVICE Total</i></b>	<b><i>124,505</i></b>	<b><i>121,775</i></b>



## 2014 Annual Budget

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2014 General Fund Expenditures of \$18,148,233

Department			
Cost Center	Description	2013 Revised Budget	2014 Budget
<b>PUBLIC SAFETY</b>			
4111	Police Department Support	1,437,094	1,524,156
4112	Police Patrol	2,521,361	2,587,488
4113	Police Traffic	364,665	381,881
4114	Police Investigations	244,069	266,551
4115	Police Fleet	227,000	227,000
4120	Animal Service	19,100	14,000
4130	Fire Police	5,000	5,000
4140	Firing Range	12,000	12,000
4150	Emergency Management	1,300	1,300
4230	Fire Protection	247,981	266,646
4310	Ambulance Operations	22,930	22,930
<i><b>PUBLIC SAFETY Total</b></i>		<b>5,102,500</b>	<b>5,308,952</b>
<b>PUBLIC WORKS</b>			
5110	Snow Removal	502,638	502,650
5120	Traff, Sig, Signs, Comm	335,001	534,871
5131	Storm Water	267,345	293,501
5132	Road Maintenance	1,136,875	1,172,145
5133	Signs	188,626	-
5140	Facility Maintenance	546,949	628,167
5150	Fleet Maintenance	296,260	285,059
5160	Grounds Maintenance	831,322	838,024
5170	PW Administration	510,905	483,902
<i><b>PUBLIC WORKS Total</b></i>		<b>4,615,921</b>	<b>4,738,319</b>
<b>ENGINEERING</b>			



## 2014 Annual Budget

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2014 General Fund Expenditures of \$18,148,233

Department			
Cost Center	Description	2013 Revised Budget	2014 Budget
5210	Eng-Contract Administration	256,654	255,011
5220	Eng-Plan Reviews & Inspection	107,171	110,270
5240	Eng-Resident Support	79,742	80,337
<i>ENGINEERING Total</i>		<b>443,567</b>	<b>445,618</b>
RECREATION			
6210	Park Operation	565,541	590,778
6220	Park Early Childhood	90,519	101,664
6230	Park Youth Programs	145,123	229,268
6240	Park Adult Programs	64,005	54,976
6250	Park Family Programs	4,713	4,497
6260	Park Teen Programs	500	1,077
6270	Park Senior Programs	2,250	250
6280	Park Community Events	41,375	44,683
6290	Park Facility Maintenance	-	14,019
6295	Park Special Program	-	-
<i>RECREATION Total</i>		<b>914,026</b>	<b>1,041,212</b>
<b>General Fund Expenses Total</b>		<b>17,454,141</b>	<b>18,148,233</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## 2014 Other Funds Summary

DEPARTMENT		Description	2013 Budgeted Revenue	2013 Budgeted Expenses	2014 Budgeted Revenue	2014 Budgeted Expenses
Funds						
SPECIAL REVENUE FUNDS						
2110	TIP East	13,200	200,000	88,270	100,000	
2111	TIP West	245,500	200,000	483,780	100,000	
2112	Recreation Fees	486,750	225,000	181,050	225,000	
2114	Developers Contribution	-	-	2,000	40,000	
2115	Storm Water Maintenance	-	-	60,005	-	
2116	TIP South East	370,500	450,000	500,100	350,000	
2310	Liquid Fuels	596,901	580,000	591,902	590,000	
2410	Library	357,978	346,110	363,872	363,872	
2420	Fire Operations-Company	455,118	477,118	462,025	500,949	
2610	Road Equipment	301,131	250,000	308,070	250,000	
2620	Public Buildings	354,278	340,000	361,862	340,000	
<b>SPECIAL REVENUE FUNDS Total</b>			<b>3,181,356</b>	<b>3,068,228</b>	<b>3,402,936</b>	<b>2,859,821</b>
CAPITAL PROJECTS						
3100	Fire Capital	305,221	450,388	309,820	491,888	
3400	Capital Revenue	1,055,400	2,884,206	757,500	2,752,995	
3700	2011 Bond Fund	20,000	4,465,000	5,000	2,300,000	
<b>CAPITAL PROJECTS Total</b>			<b>1,380,621</b>	<b>7,799,594</b>	<b>1,072,320</b>	<b>5,544,883</b>
ENTERPRISE FUNDS						
6110	Water Revenue	5,670,233	6,211,283	5,962,909	5,371,226	
6210	Sewer Revenue	6,601,260	10,755,888	7,687,151	7,872,033	
6310	Solid Waste Operations	2,052,547	2,258,584	2,064,175	2,044,884	
6410	Pool Operations	725,600	720,381	752,800	752,016	



## 2014 Annual Budget

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### 2014 Other Funds Summary

DEPARTMENT					
Funds	Description	2013 Budgeted Revenue	2013 Budgeted Expenses	2014 Budgeted Revenue	2014 Budgeted Expenses
6510	Golf Course Revenue	2,242,555	2,242,041	2,323,115	2,318,646
	<i>ENTERPRISE FUNDS Total</i>	<b>17,292,195</b>	<b>22,188,177</b>	<b>18,790,150</b>	<b>18,358,806</b>
	<b>Other Funds Total</b>	<b>21,854,172</b>	<b>33,055,999</b>	<b>23,265,406</b>	<b>26,763,510</b>

General Fund Revenue



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Real Estate Tax Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-1200-3011	REAL ESTATE CURRENT	2,761,479	2,814,915	2,829,593	2,867,646	2,879,653
<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 August 28, 2013 Butler County has determined Cranberry's taxable assessed value to be \$373,554,033. 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 2014 (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 will begin his fourth term in January of 2014. The collection rate for 2013 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>						
1000-1200-3012	REAL ESTATE PRIOR YEAR	6,553	5,412	6,000	11,497	9,000
<p>Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2013 but collected in 2014)</p>						
1000-1200-3014	REAL ESTATE DELINQUENT	63,603	30,018	50,000	37,351	50,000
<p>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.</p>						
1000-1200-3015	REAL ESTATE INTERIM	20,745	17,500	15,000	11,636	15,000
<p>Interim tax billing for properties added to tax duplicate after January 2014.</p>						
<b>Total</b>		<b>2,852,381</b>	<b>2,867,844</b>	<b>2,900,593</b>	<b>2,928,130</b>	<b>2,953,653</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Act 511 Taxes Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-1300-3120	REAL ESTATE TRANSFER TAX	985,798	1,351,590	1,000,000	1,105,730	1,100,000
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%).						
1000-1300-3130	EARNED INCOME TAX	5,416,666	5,893,655	5,350,000	5,102,596	5,700,000
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.						
1000-1300-3140	BUSINESS PRIV/MERC	1,874,007	1,956,646	1,900,000	2,339,017	2,000,000
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).						
1000-1300-3141	DELINQUENT MERC AND BP	-	-	-	-	50,000
Delinquent Business Privilege/Mercantile tax collected by the Tax Administrator for Cranberry Township.						
1000-1300-3150	LOCAL SERVICE TAX	1,144,431	1,122,304	1,100,000	992,528	1,150,000
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>9,420,903</b>	<b>10,324,193</b>	<b>9,350,000</b>	<b>9,539,871</b>	<b>10,000,000</b>



## 2014 Annual Budget

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### Licenses and Permits Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-1400-3210	BUSINESS LICENSES	395,302	429,972	400,000	338,275	425,000
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.						
	Total	395,302	429,972	400,000	338,275	425,000



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Interest and Rent Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-1500-3410	INTEREST	14,913	15,805	15,000	8,308	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.						
1000-1500-3421	TENANT RENT	42,019	40,847	44,359	31,038	77,697
LEASE RATE AT \$17 per sq.ft EXCEPT Sr. Center  Cranberry Twp. Chamber of Commerce \$15,555 Real Estate Tax Collector \$2,448 Cranberry Twp. EMS \$42,000 State Representative \$9,894  Butler County (Senior Center) \$7,800						
Total		56,931	56,653	59,359	39,346	92,697

## Intergovernmental Revenues Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-1600-3551	STATE PENSION AID	683,985	565,025	550,000	593,999	585,000
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.						
1000-1600-3552	FIREMANS RELIEF AID	366,502	213,716	214,000	244,821	225,000
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.						
1000-1600-3555	LIQUOR LICENSES	9,000	9,900	9,900	10,500	10,500
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 35 establishments with liquor licenses.						
1000-1600-3561	PUBLIC UTILITY TAX	17,129	17,897	17,850	18,827	18,000
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.						
1000-1600-3563	DRILLING IMPACT FEE	-	73,537	75,400	88,012	80,000
Township share of fees paid by gas drillers on their wells as per Act 13.						
<b>Total</b>		<b>1,076,616</b>	<b>880,076</b>	<b>867,150</b>	<b>956,159</b>	<b>918,500</b>

## Misc Revenues &amp; Transfers Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-1700-1612	FUEL INVENTORY	(24,260)	(29,892)	-	(15,749)	-
1000-1700-1613	FLEXIBLE SPENDING ACCT	(2,054)	343	-	12,356	-
1000-1700-3405	SISTER CITY PROGRAM	-	215	-	-	-
1000-1700-3422	ROOMS/FACILITY	4,450	4,825	3,500	250	3,500
Fees for rental/use of Township facilities, other than parks and recreation facilities.						
1000-1700-3425	TOWER LEASES	6,526	7,274	7,000	6,203	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.						
1000-1700-3511	OTHER GRANTS	-	-	-	20,000	-
1000-1700-3560	BUTLER CTY ART SALE	-	(106)	-	-	-
1000-1700-3562	ART SALE TAX	-	106	-	-	-
1000-1700-3651	SALE PUBLIC & ADMIN SVS	11,821	14,207	13,000	13,399	14,000
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.						
1000-1700-3855	DOG PARK DONATIONS	54,662	30,105	40,000	23,357	30,000
The miscellaneous account is used to record infrequently occurring revenue or those not consistent with other sources of revenue.						
1000-1700-3858	CRNBY COMM CHEST DONA	(373)	214	-	(924)	-
1000-1700-3872	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.						
1000-1700-3910	SALE OF FIXED ASSETS	14,568	56,301	10,000	9,940	10,000
From time to time the Township sells assets such as police cars either by auction or a direct sale.						
1000-1700-3922	TRANSFER FROM S&W	445,000	250,000	250,000	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.						
1000-1700-3923	TRANSFER FROM SOLID WASTE	252,136	50,000	350,000	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.						
1000-1700-3950	REFUND PRIOR YR EXPEND	28,468	25,597	30,000	13,967	25,000
At times the Township receives refunds of expenditures made in the prior year.						
<b>Total</b>		<b>990,945</b>	<b>609,189</b>	<b>903,500</b>	<b>882,800</b>	<b>539,500</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Human Resources Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2200-3868	REIMBMNT FOR INS	50,979	66,579	50,000	73,464	65,000
Full time Township employees contribute a percentage of medical insurance premiums based on their salary.						
	<b>Total</b>	<b>50,979</b>	<b>66,579</b>	<b>50,000</b>	<b>73,464</b>	<b>65,000</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Information Technology Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2331	NETWORK MANAGEMENT	-	-	-	-	9,500
	<b>Total</b>	-	-	-	-	<b>9,500</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Debt Service Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2600-3873	DEBT OFFSET PAYMENTS	140,772	140,772	136,103	-	136,103
Payments from Athletic Associations for Graham Park debt. SVSA - 33,152 CTAA - 69,210.29 SVJFAC - 33,741						
	Total	140,772	140,772	136,103	-	136,103

## Land Development Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-3100-3619	BOND RELEASE FEE	18,800	22,650	12,000	17,850	12,000
<p>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.</p>						
1000-3100-3620	LIQUOR LICENSE TRANSFER	300	2,000	500	500	500
<p>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.</p>						
1000-3100-3621	CONDITIONAL USE FEE	6,050	9,350	6,000	9,900	7,000
<p>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.</p>						
1000-3100-3622	ZONING HEARING BOARD FEE	5,300	275	1,500	2,375	1,500
<p>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.</p>						
1000-3100-3623	ORDINANCE ADMENTMENT FEE	500	-	500	-	500
<p>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.</p>						
1000-3100-3625	SITE PLAN SUBDIVISION REV	77,488	193,700	80,000	142,615	100,000
<p>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.</p>						
1000-3100-3627	SALE CODES & ORDINANCES	275	176	200	415	200
<p>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.</p>						
<b>Total</b>		<b>108,713</b>	<b>228,151</b>	<b>100,700</b>	<b>173,655</b>	<b>121,700</b>

## Code Enforcement Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-3200-3220	NON BUSINESS LICENSE	1,755	4,125	2,000	2,925	2,000
Nonresidential Business Licenses are actually for Nonresidential Zoning Approvals.						
1000-3200-3315	LOCAL ORDINANCE	-	1,003	-	-	-
1000-3200-3611	BUILDING PERMIT	807,023	1,400,101	800,000	1,055,176	900,000
This category is for all building permit applications. Building Permits include building/structure, electrical, mechanical and plumbing plan components. Building permit fees are intended to cover application, inspection and processing costs of new structures.						
1000-3200-3612	ELECTRICAL ADMIN FEE	6,679	7,920	6,000	6,420	6,000
Administrative fee (\$20) charged for the review of all non-residential and residential electrical building permits. We charge this administrative fee to cover the Department costs for administering the electrical review, approval and inspection process.						
1000-3200-3613	FIRE BLDG PERMITS	16,269	23,536	16,000	25,399	17,000
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.						
1000-3200-3614	FIRE PREVENTION PERMIT	4,945	9,325	7,500	2,700	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.						
1000-3200-3615	SEPTIC SYST PERMIT	1,255	2,670	1,000	1,940	1,000
Fee for on-lot septic permit applications which include the site testing, application review and permit approval.						
1000-3200-3616	SIGN PERMIT FEE	5,370	10,090	5,000	8,420	6,000
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.						
1000-3200-3617	GRADING PERMIT	2,500	4,050	3,000	4,200	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.						
1000-3200-3618	CERTIFICATE OF OCCUP	7,520	12,595	7,000	13,935	9,000
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.						
1000-3200-3626	BDLG PLAN REVIEW	95,103	149,533	85,000	136,839	170,000
The building plan review fee is a fee that covers the cost of administering the building permit plan review process. This fee is calculated at .002 x estimated construction value.						
<b>Total</b>		<b>948,418</b>	<b>1,624,948</b>	<b>932,500</b>	<b>1,257,954</b>	<b>1,121,500</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Police Operations Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4116-3220	NON BUSINESS LICENSE	4,900	3,530	3,500	4,975	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.						
1000-4116-3311	STATE POLICE	24,266	24,904	-	8,840	-
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.						
1000-4116-3312	CLERK OF COURTS	32,362	28,936	25,000	22,792	20,000
Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.						
1000-4116-3313	MOTOR VEHICLE CODE	22,125	28,785	30,000	20,368	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.						
1000-4116-3314	NON TRAFFIC VIOLATION	14,170	21,867	18,000	23,101	18,000
The District Judge collects fines for criminal violations of the PA Crimes Code.						
1000-4116-3316	PARKING TICKETS	1,050	3,675	2,000	2,475	2,000
Fines collected from Township parking citations.						
1000-4116-3510	FEDERAL GRANTS	2,065	5,949	-	-	-
Monies received through federal grant programs.						
1000-4116-3641	SALE ACCIDENT REPORT	5,577	5,628	4,000	5,301	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.						
1000-4116-3642	FINGER PRINTS	1,965	2,230	1,700	1,645	1,700
Fee for fingerprinting nonresidents and for businesses located outside Cranberry \$35.00 for non-criminal issues. For business located in Cranberry \$10.						
1000-4116-3643	FALSE ALARMS	8,271	10,350	10,000	10,415	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.						
1000-4116-3644	SCHOOL GUARD REIMB	8,141	4,327	8,000	1,727	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.						
1000-4116-3645	SPECIAL POLICE SVS	317,630	337,074	352,942	264,707	366,767
Cranberry Township provides contracted police service to Seven Fields Borough. The Borough and the Township approved an agreement in May 2009 defining the amount of money Seven Fields would pay for those services. The amount excludes the cost of facilities and facility support.						
1000-4116-3646	RESTITUTION	13,749	8,946	7,500	11,531	7,500
Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.						
1000-4116-3647	REIMBURSE SALARIES	58,436	74,622	50,000	76,950	50,000



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Police Operations Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Contracted police services. Represents collected reimbursable salaries for construction details, drug and DUI Task Force etc.						
	<b>Total</b>	<b>514,708</b>	<b>560,822</b>	<b>512,642</b>	<b>454,825</b>	<b>521,467</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Snow Removal Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5110-3661	WINTER SERV AGMNT	17,149	16,350	20,000	16,675	16,500
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.						
1000-5110-3664	SALT BRINE SALES	-	123	-	798	1,000
1000-5120-3647	REIMBURSE SALARIES	-	-	-	146	-
1000-5120-3662	7 FIELDS/ADAMS MAINT AGREEMNT	11,900	12,830	12,830	14,050	14,050
Marshall Twp. \$2050.00, Seven Fields \$7200.00, Adams Twp. \$4800.00						
1000-5132-3647	REIMBURSE SALARIES	-	326	-	-	-
1000-5133-3853	SALE OF STREET NAME SIGNS	1,450	1,300	500	955	500
1000-5150-3647	REIMBURSE SALARIES	-	316	-	610	-
1000-5150-3648	VEHICLE EQUIPMENT USEAGE	-	48	-	620	-
1000-5160-3663	BALLFIELD LIGHT REIMB	34,803	39,553	32,000	32,671	39,000
The Township bills the local athletic associations for electrical service for ballfield lights.						
<b>Total</b>		<b>65,302</b>	<b>70,846</b>	<b>65,330</b>	<b>66,526</b>	<b>71,050</b>

## Park Operation Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6210-3422	ROOM RENTAL	11,266	9,665	10,000	7,853	7,500
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.						
1000-6210-3423	SHELTERS	9,465	11,555	12,500	10,555	13,000
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.						
1000-6210-3683	VENDING COMMISSIONS	2,735	9,986	2,500	2,301	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.						
1000-6210-3852	CONTRIBUTIONS/DONATIONS	715	-	-	-	-
1000-6210-3855	MISCELLANEOUS	(3,856)	-	-	-	-
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.						
1000-6210-3856	OVER - SHORT	(17)	(32)	-	33	-
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.						
1000-6220-3681	PROGRAM FEES/LESSONS	183,948	154,730	167,000	145,700	182,500
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.						
Increase attributed to new preschool class sizes.						
Misc new programs and preschool planned expansion						
1000-6230-3681	PROGRAM FEES	297,510	266,548	275,000	290,694	308,100
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.						
1000-6240-3681	PROGRAM FEES	68,401	76,220	62,500	69,395	83,000
Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics.						
1000-6250-3681	PROGRAM FEES	5,011	3,372	6,500	1,694	4,100
Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Morning with Mr. Bunny, Milk and Cookies with Santa.						
1000-6260-3681	PROGRAM FEES/LESSONS	-	330	5,000	10,027	10,000
Leadership Summer Camp and Teen Tennis. programs for ages 13-18 such as Babysitting Training, Teens						
1000-6270-3681	PROGRAMS/LESSONS	209	149	500	120	500
Senior Programs						
1000-6295-3681	PROGRAM FEES/LESSONS	6,704	3,077	-	534	50



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Park Operation Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
	amusement tickets					
	<b>Total</b>	<b>582,091</b>	<b>535,600</b>	<b>541,500</b>	<b>538,905</b>	<b>611,250</b>

## General Fund Expenses

**Department: LEGISLATIVE****Description and Responsibilities:**

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

**2014 Budget Highlights:**

1. Based upon the 2010 Census, the annual salary per Supervisor is \$4,375.00.
2. In 2012 and 2013, Supervisor D. Root declined his annual salary.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5

## Legislative Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-1100-4013	SALARIES BOARD	20,495	17,000	17,000	14,167	23,010
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.						
1000-1100-4021	FICA	1,270	1,054	1,310	878	1,325
The employer share of FICA is based on 6.20% of all salary/ wages/overtime for all employees.						
1000-1100-4022	MEDICARE	297	246	306	205	310
The employer share of Medicare is based on 1.45% of all salary/wages/overtime for all employees.						
1000-1100-4051	HOSPITALIZATION	15,835	-	-	-	-
1000-1100-4052	VISION	134	-	-	-	-
1000-1100-4053	DENTAL	813	-	-	-	-
1000-1100-5004	MATERIALS/SUPPLIES	355	1,121	5,000	395	5,000
1000-1100-5353	EMPLOYEE MEETING	15	-	-	-	-
1000-1100-5355	EMPLOYEE CAREER DEVELOPMENT	2,955	282	8,000	1,142	8,000
Expenses related to educational opportunities for the Board of Supervisors.						
1000-1100-5356	DUES MEMBERSHIP	2,500	2,750	6,000	250	6,000
Expenses involved with memberships in PSATS, Butler COG						
<b>Total</b>		<b>44,670</b>	<b>22,453</b>	<b>37,616</b>	<b>17,037</b>	<b>43,645</b>



## Department: MISC EXPENSES & TRANSFERS

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Description and Responsibilities:

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

## Misc Expenses &amp; Transfers Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-1800-5446	MISC EXPENSE	4,715	-	-	-	-
1000-1800-6201	TRANSFER TO CAPITAL	2,291,000	750,000	970,000	970,000	750,000
1000-1800-6203	TRANSFER TO ENTERPRISE FND	476,447	532,086	150,000	150,000	160,000
	<b>Total</b>	<b>2,772,162</b>	<b>1,282,086</b>	<b>1,120,000</b>	<b>1,120,000</b>	<b>910,000</b>

**Department: EXECUTIVE**
**Description and Responsibilities:**

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

**2013 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 and completed recruiting efforts for a department head position.
3. Implemented the Cranberry Plan, while managing one of the most significant periods of private investment in the Township.
4. Continuing leadership roles in local government at both the county and state level and presented 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 changes that mitigated the financial impact of PA Act 13 of 2010, Cancer Presumption under Workers Compensation.
7. Continuing to implement an Employee Wellness program to promote comprehensive employee health.
8. 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 and the National Association of Office and Industrial Parks.

**2014 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. Implement new on-line employee evaluation system
4. Continue our current partnerships and seek additional opportunities to further leverage our ability to deliver services and projects.
5. Fully 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.
11. Continue to implement innovative communication strategies to show added value to being a part of Cranberry Township, working closely with the Pittsburgh North Regional Chamber of Commerce and the Butler County Tourism and Convention Bureau.
12. Complete the development and implementation of digital asset management.

**2014 Budget Highlights:**

1. Maintain current staffing levels throughout the organization
2. Continue to promote employee wellness and safety
3. Monitor and adjust communication strategies to effectively communicate with all segments of the community

Staffing Levels	2010	2011	2012	2013	2014
Full Time	5	5	5	5	5
Part Time	2	1	1	1	1

## Executive Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2100-1611	POSTAGE INVENTORY	8,358	7,527	-	(1,648)	-
1000-2100-4010	SALARIES FULL TIME	382,137	394,505	392,712	346,874	402,541
6 full time employees J.Andree (70%), B.Bertocello (70%), G. Moran (100%), D. McKee (70%), J. Trant (100%), new full-time (60%)						
1000-2100-4012	SALARIES PART TIME	9,835	19,935	5,000	3,480	31,000
Admin Assistant (Lyn Weller) 15.50/hr x 32hrs/wk x 52 wks = 26,000 Seasonal part-time or intern - 5,000						
1000-2100-4015	OVERTIME	9,814	2,464	4,000	1,898	4,000
Overtime for attendance at BOS meetings, etc.						
1000-2100-4021	SOCIAL SECURITY	24,413	25,142	24,907	21,310	26,959
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
1000-2100-4022	MEDICARE	6,099	6,301	5,825	5,009	6,305
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2100-4023	WORKERS COMP	1,204	1,039	1,002	871	1,093
Workers' Compensation insurance for all employees.						
1000-2100-4041	PENSION-NONUNIFORM	21,054	18,488	19,836	17,439	20,327
The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2100-4051	HOSPITALIZATION	39,683	52,078	56,253	48,144	57,812
Medical insurance for all full time employees.						
1000-2100-4052	VISION	367	461	502	429	517
Vision insurance for all full time employees.						
1000-2100-4053	DENTAL	2,593	2,850	3,310	3,109	3,310
Dental insurance for all full time employees.						
1000-2100-4054	ICMA CONTRIBUTION	32,053	38,496	32,936	30,626	33,795
The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2100-4055	DISABILITY INSURANCE	4,492	3,500	2,483	4,065	2,500
Long term disability insurance for all full time employees.						
1000-2100-4057	LIFE INSURANCE	1,377	1,758	2,143	1,904	2,195



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Executive Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Life insurance for all full time employees and certain part time employees.						
1000-2100-5001	OFFICE SUPPLIES	11,835	9,766	13,000	9,602	14,000
Office supplies for administration and other departments.						
1000-2100-5002	SUBSCRIPTIONS/BOOKS	19	37	1,500	249	1,500
1000-2100-5004	MATERIALS AND SUPPLIES	11,385	10,179	15,000	11,981	15,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management						
1000-2100-5111	PROFESSIONAL SVS	13,152	12,235	55,000	1,850	55,000
Consulting Services Global Safety initiatives Document Management Twp Appraisal - Assets						
1000-2100-5133	LEGAL SERVICE	41,937	55,154	65,000	34,776	65,000
Legal fees and claim deductibles for legal defense.						
1000-2100-5230	INFORMATION TECHNOLOGY	118,146	118,146	122,902	122,902	122,902
Costs associated with IT support of administration.						
1000-2100-5312	CELL PHONES	4,030	4,578	4,800	4,800	6,000
Cell phone reimbursement costs						
1000-2100-5332	EQUIPMENT RENT LEASE	8,336	9,565	15,000	8,469	15,000
Copy machine and postage meter lease/maintenance agreements.						
1000-2100-5353	EMPLOYEE MEETING	9,444	6,363	13,000	5,133	13,000
1000-2100-5354	EMPLOYEE TRAINING	7,242	8,787	10,000	11,401	10,500
Typically for expenses incurred for conferences - ( lodging, travel, reg. fees, ) as well as other training.						
1000-2100-5356	DUES MEMEBERSHIP	8,462	8,419	5,000	6,040	5,500
APMM, ICMA, PELRAS and other professional type memberships and journals.						
1000-2100-5361	POSTAGE/SHIPPING	13,396	12,796	15,000	17,727	18,000
Postage costs for various Township mailings.						
1000-2100-5363	ADVERTISING EXPENSES	2,487	841	3,500	1,148	3,500
All legal advertising for the Board of Supervisors and employee recruitment						

## Executive Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2100-5364	FUEL	4,441	4,077	5,000	2,858	5,000
	Fuel for administrative fleet.					
1000-2100-5370	MINOR EQUIPMENT/FURNTR	53	252	3,500	460	3,500
	Purchase of miscellaneous furniture and equipment.					
	<b>Total</b>	<b>797,844</b>	<b>835,738</b>	<b>898,111</b>	<b>722,903</b>	<b>945,756</b>



## Department: 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

### **2013 Accomplishments:**

1. Implemented performance review system in September 2013.
2. Implemented 54 policies and procedures.
3. Reformatted job descriptions and scored them according to competencies. Competencies are evaluated in the performance appraisal system.

### **2014 Goals:**

1. Update and refine current salaried position point factor system to accommodate the administrative growth in the salaried workforce. To be completed and implemented by June 1, 2014.
2. Oversee the design and implementation of a formal "On Boarding" program for all full-time, part-time and seasonal employees by January 2014.
3. Develop, post and implement a minimum of twelve (12) new policies and procedures to add to the current policy library of 54 policies.

### **2014 Budget Highlights:**

1. Updating of wage and salary program for Administration personnel in order to continue accurate and definitive salary levels.
2. Implementation of the onboarding process.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	3	3	3	4	4
Part Time	0	0	0	0	0

## 2014 Annual Budget

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## Human Resources Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2200-4010	SALARIES FULL TIME	106,143	109,103	135,691	110,486	138,014
4 full time employees D. Cibella (60%), B. Donaldson (60%), S. Turner (60%), new FT (60%)						
1000-2200-4012	SALARIES PART TIME	5,317	29,813	-	1,831	-
1000-2200-4015	OVERTIME	250	41	600	93	800
1000-2200-4021	SOCIAL SECURITY	7,185	8,766	8,433	6,861	8,577
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
1000-2200-4022	MEDICARE	1,680	2,050	1,972	1,604	2,006
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2200-4023	WORKERS COMP	331	341	340	295	348
Workers' Compensation insurance for all employees.						
1000-2200-4041	PENSION NON-UNIFORM	5,861	5,347	6,801	5,546	6,917
The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime of all full time employees.						
1000-2200-4051	HOSPITALIZATION	22,776	25,550	29,193	25,041	36,072
Medical insurance for all full time employees.						
1000-2200-4052	VISION	242	242	281	265	334
Vision insurance for all full time employees.						
1000-2200-4053	DENTAL	1,760	1,531	1,870	1,955	2,227
Dental insurance for all full time employees.						
1000-2200-4054	ICMA CONTRB	5,320	5,455	6,801	4,924	6,917
The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2200-4055	DISABILITY INSURANCE	274	284	354	310	360
Long term disability insurance for all full time employees.						
1000-2200-4057	LIFE INSURANCE	521	574	735	656	747
Life insurance for all full time and certain part time employees.						
1000-2200-5001	OFFICE SUPPLIES	651	1,150	1,200	656	1,200
1000-2200-5002	SUBSCRIPTIONS/BOOKS	4,803	4,645	4,497	3,537	4,533

## Human Resources Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2200-5004	MATERIALS AND SUPPLIES	1,774	1,741	1,000	1,883	1,300
1000-2200-5111	PROFESSIONAL SERVICES	39,417	34,633	50,000	26,194	29,150
1000-2200-5134	OTHER SERVICES	5,753	5,283	7,917	5,839	12,048
1000-2200-5230	INFORMATION TECH	46,350	46,350	48,216	48,216	48,216
IT costs associated with HR						
1000-2200-5352	EMPLOYEE MILAGE REIMB	-	-	250	-	250
1000-2200-5354	EMPLOYEE TRAINING	2,366	2,023	4,000	1,305	4,800
1000-2200-5356	EMP DUES AND MEMBERSHIP	560	715	840	440	1,479
1000-2200-5358	ON BOARDING PROGRAM	-	-	-	-	2,450
<b>Total</b>		<b>259,334</b>	<b>285,635</b>	<b>310,991</b>	<b>247,937</b>	<b>308,745</b>



## Department: INFORMATION TECHNOLOGY

### Description and Responsibilities:

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

### 2013 Accomplishments:

1. Fire Company RMS Software - Installation, configuration and deployment of a new records management system for the Fire Company.
2. Munis Permitting Implementation - Permitting and Code Enforcement was implemented in Munis as we transition away from the previous software.
3. Remote Site Connectivity - Several new remote network locations were brought online in 2013 including the Salt Brine building, Commonwealth Pump Station, Franklin Acres Station and Community Park.

### 2014 Goals:

1. Munis Work Orders - Implementation of work orders and service request module in Munis as well as conversion of all the old data into the system.
2. Content Management - Building new intranet portal for Township departments to centralize communications and storage of documents. These web sites will serve as the central location for departments to operate electronically.
3. Parks & Recreation Software Upgrade - Evaluate options for replacing or upgrading Class Software used by the Parks & Recreation department.

### 2014 Budget Highlights:

1. Munis Investment Assessment - This is a project to revisit Munis modules (Financials, HR/Payroll, Utility Billing) to improve processes and implement new functionality to make operations more efficient.
2. Codes Technology - This is a project to find a mobile computing solution for the Code Enforcement staff including outfitting their vehicles with computers and printers.
3. GIS Upgrades - Staff plans to update GIS technology and systems with the latest aerial photography, contour layers as well as further integrate data (addresses, businesses, GPS point data) with other Township systems including Munis, Police Records Management and Reporting systems.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	6	7	7	8	8
Part Time	2	1	1	1	1

## 2014 Annual Budget

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## Information Technology Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2300	CELL PHONES	-	-	-	(1)	-
1000-2311	COMPUTER SUPPORT	74,399	169,328	200,179	170,210	219,300
1000-2312	TERMINAL SERVICES	34,081	-	-	-	-
1000-2313	MOBILITY	64,364	86,857	104,732	68,710	85,006
1000-2314	PHONE SYSTEM	79,006	96,746	103,439	74,215	93,365
1000-2321	GIS	24,298	41,248	46,370	38,616	46,679
1000-2323	GIS SYSTEMS	54,127	86,907	95,379	74,162	100,260
1000-2331	NETWORK MANAGEMENT	97,822	133,168	137,306	118,266	168,293
1000-2332	SECURITY	24,336	-	-	-	-
1000-2333	SERVER MANAGEMENT	215,951	202,449	186,542	113,165	198,326
1000-2334	STORAGE AREA NETWORK (SAN)	240,556	60,079	50,750	13,240	51,401
1000-2335	COMMUNICATIONS	30,954	(1)	-	-	-
1000-2341	DATABASE MANAGEMENT	33,671	-	-	-	-
1000-2342	PROGRAM SUPPORT	297,261	400,528	460,501	393,639	432,057
1000-2361	IT CHARGEBACK	(1,292,857)	(1,344,898)	(1,344,900)	(1,344,900)	(1,344,900)
<b>Total</b>		<b>(22,032)</b>	<b>(67,589)</b>	<b>40,298</b>	<b>(280,677)</b>	<b>49,787</b>



## 2014 Annual Budget

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### Department: FINANCE

#### Description and Responsibilities:

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

#### 2013 Accomplishments:

1. Implemented other payment options for monthly sewer/water/trash customers.
2. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
3. Successful audit for 2012.
4. Assisted in implementation of Munis Permitting/Business License software.
5. Set up workflow to allow Customer Service to remove penalties.

#### 2014 Goals:

1. Update Finance Department procedures and policies.
2. Implement fixed asset software.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	5	5	5	5	5
Part Time	0	0	0	1	1

## Finance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2400-4010	SALARIES FULL TIME	138,695	142,832	148,746	125,344	158,025
5 full-time employees V. Gleason (80%), B. Lang (60%), L. Coon (60%) K. Wokutch (60%), C. Beers (100% S&W and Solid Waste)						
1000-2400-4012	SALARIES PART TIME	350	14,384	33,280	33,609	35,000
Part-time position to serve as business anaylist.						
1000-2400-4015	OVERTIME	868	1,612	360	1,699	400
1000-2400-4021	SOCIAL SECURITY	9,026	10,125	11,308	9,796	11,950
The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.						
1000-2400-4022	MEDICARE	2,111	2,368	2,645	2,291	2,800
The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.						
1000-2400-4023	WORKERS COMP	403	409	485	421	515
Workers' Compensation insurance for all employees.						
1000-2400-4041	PENSION NON-UNIFORM	7,647	6,967	7,455	6,289	7,920
The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.						
1000-2400-4051	HOSPITALIZATION	31,192	34,758	35,444	31,823	37,216
Medical insurance for all full time employees.						
1000-2400-4052	VISION	349	321	308	285	318
Vision insurance for all full time employees.						
1000-2400-4053	DENTAL	2,543	1,765	2,056	2,055	2,056
Dental insurance for all full time employees.						
1000-2400-4054	ICMA CONTRB	6,978	7,190	7,455	6,289	7,920
The employer contribution to the 457 plan based on 5% of salaries/wages/overtime for all full time employees.						
1000-2400-4055	DISABILITY INSURANCE	358	365	388	357	412
Long term disability insurance for all full time employees.						
1000-2400-4057	LIFE INSURANCE	681	694	805	743	855
Life insurance for all full time employees.						
1000-2400-5001	OFFICE SUPPLIES	2,605	2,197	2,500	1,364	2,500
1000-2400-5004	MATERIALS AND SUPPLIES	12,650	26,954	12,750	9,254	18,000

## Finance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Supplies/bank charges						
1000-2400-5112	ACCOUNTING AND AUDIT	38,000	40,000	45,000	45,500	50,000
Partial costs associated with annual audit.						
1000-2400-5230	INFORMATION TECH	74,040	74,040	77,021	77,021	77,021
Costs associated with IT support of Finance.						
1000-2400-5312	CELL PHONES	2,168	2,243	2,200	2,760	2,700
Cell phones for V. Gleason and B. Lang						
1000-2400-5353	EMPLOYEE MEETING	110	-	500	-	500
1000-2400-5354	EMPLOYEE TRAINING	4,049	3,146	5,000	819	5,000
GFOA/MUNIS and misc. training.						
1000-2400-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	1,000	-	1,000
1000-2400-5356	EMP DUES AND MEMBERSHIP	575	375	600	485	600
GFOA & GFOA-PA dues						
1000-2400-5370	MINOR EQUIPMENT/FURNITURE	-	-	-	2,985	500
<b>Total</b>		<b>335,398</b>	<b>372,744</b>	<b>397,306</b>	<b>361,190</b>	<b>423,208</b>



## Department: COMMUNICATIONS

### Description and Responsibilities:

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

### 2013 Accomplishments:

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

### 2014 Goals:

In 2014 the communications team will continue to enhance our communications efforts to improve customer service through all Township operations, with particular focus on the Waterpark, recreation programming, Golf Course and Business Hub. 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.

### 2014 Budget Highlights:

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

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	0	0	0
Part Time	2	3	3	3	4

## 2014 Annual Budget

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### Communications Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2500-4012	SALARIES PART TIME	66,455	55,205	81,588	55,176	83,314
4 part-time positions						
1000-2500-4015	OVERTIME	914	-	-	-	-
1000-2500-4021	SOCIAL SECURITY	4,177	3,423	5,058	3,421	5,165
1000-2500-4022	MEDICARE	977	801	1,183	800	1,208
1000-2500-4023	WORKERS COMP	170	183	204	177	210
1000-2500-4055	DISABILITY INSURANCE	-	8	-	-	-
1000-2500-4057	LIFE INSURANCE	92	85	100	121	150
1000-2500-5002	SUBSCRIPTIONS/BOOKS	-	168	500	89	500
1000-2500-5004	MATERIALS AND SUPPLIES	2,709	4,993	5,000	3,722	5,000
1000-2500-5111	PROFESSIONAL SERVICES	44,758	41,662	40,000	34,972	40,000
Chip Sargent web support Publication designs						
1000-2500-5230	INFROMATION TECH SVS	56,034	56,034	58,290	58,290	58,290
1000-2500-5312	CELL PHONES	720	740	750	2,200	2,000
Peter L. and Cindy M. cell phones						
1000-2500-5353	EMPLOYEE MEETING /CONFER	130	-	250	-	250
1000-2500-5354	EMPLOYEE TRAINING	1,121	1,847	1,000	131	1,000
1000-2500-5361	POSTAGE AND SHIPPING	9,493	8,836	10,000	5,895	10,000
1000-2500-5362	PRINTING	14,851	32,118	33,000	19,688	33,000
New resident guide CD's Printing of Cranberry Today Printing of Cranberry Today for Businesses (new for 2012)						
1000-2500-5370	MINOR EQUIPMENT/FURNITURE	-	170	500	-	500
1000-2500-5371	COMMUNITY OUTREACH	250	1,139	1,500	460	1,500
Total		202,851	207,410	238,923	185,142	242,087



## Department: DEBT SERVICE

### Description and Responsibilities:

The Debt Service cost center provides funds to make payments on the principal and interest of outstanding loans and the principal and interest on bonds.

## 2014 Annual Budget

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### 2014 Goals:

#### 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, C.T. EMS 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.)

## Debt Service Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2600-5414	GO SERIES 2010	310,000	65,000	171,194	171,194	168,794
Portion of principal and interest for 2001 Series C bonds. (PW Center, tower fire truck, PS expansion, Graham Park acquisition)						
1000-2600-5416	GO SERIES A 2003	361,810	422,153	658,500	658,499	655,570
Portion of principal and interest payments for 96/98 bonds refinanced in 2003. (North Boundary Park, pumper truck, Powell Road, renovations to municipal center)						
1000-2600-5417	GO SERIES B 2003	60,000	(1)	-	-	-
1000-2600-5420	2008 GO BONDS	5,000	-	-	-	-
1000-2600-5427	GO SERIES 2011	-	9,275	254,918	254,917	254,769
Portion of principal and interest for new money received from Series 2011 bond issue.						
1000-2600-5428	2012 BOND PAYMENTS	-	320,000	496,804	496,804	505,504
Principal and interest payments for Series 2012 bond issue.						
1000-2600-5430	PAYING AGENT	3,100	3,100	3,000	4,100	3,000
Annual fees for 2003, 2010, 2011, and 2012 bonds.						
1000-2600-5434	INTEREST EXPENSE	679,228	653,826	-	-	-
<b>Total</b>		<b>1,419,137</b>	<b>1,473,353</b>	<b>1,584,416</b>	<b>1,585,513</b>	<b>1,587,637</b>



## Department: TAX COLLECTION

### Description and Responsibilities:

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

### 2013 Accomplishments:

1. Township Tax Administrator collected \$208,000 in MBP taxes to date.  
( \$200,000 delinquent and \$8,000 current forwarded to Berkheimer)
2. Continued work with Butler County Tax Collection Committee to successfully implement and monitor the new ACT 32 EIT collection process.

### 2014 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.

### 2014 Budget Highlights:

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

Staffing Levels	2010	2011	2012	2013	2014
Full Time	1	1	1	1	1
Part Time	1	1	1	1	1

## 2014 Annual Budget

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## 2014 Annual Budget

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## Tax Collection Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2700-4010	SALARIES FULL TIME	50,050	50,180	52,087	42,839	52,868
1 employee - J. Lichina						
1000-2700-4012	SALARIES-PART TIME	35,135	35,000	35,000	29,615	35,500
Real Estate Tax Collector compensation per Res. 2009-04						
1000-2700-4015	OVERTIME	337	-	-	-	300
1000-2700-4021	SOCIAL SECURITY	5,424	5,342	5,399	4,430	5,479
The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.						
1000-2700-4022	MEDICARE	1,268	1,249	1,263	1,036	1,281
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.						
1000-2700-4023	WORKERS COMP	247	134	130	113	133
Workers' Compensation costs for all employees with the exception of the Real Estate Tax Collector.						
1000-2700-4041	PENSION NON-UNIFORM	2,735	2,567	2,604	2,142	2,643
The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.						
1000-2700-4051	HOSPITALIZATION	13,812	16,855	16,711	15,901	17,547
Medical insurance costs for full time employees						
1000-2700-4052	VISION	134	134	135	125	139
Vision insurance costs for full time employees.						
1000-2700-4053	DENTAL	978	850	928	1,122	928
Dental insurance costs for full time employees.						
1000-2700-4054	ICMA CONTRB	2,519	2,546	2,604	2,142	2,643
The 457 contribution is based on 5% of all salaries/wages/overtime for full time employees.						
1000-2700-4055	DISABILITY INSURANCE	129	132	136	123	137
Long term disability insurance for all full time employees.						
1000-2700-4057	LIFE INSURANCE	247	251	281	255	285
Life insurance costs for full time and certain part time employees.						
1000-2700-5001	OFFICE SUPPLIES	179	236	500	286	500
1000-2700-5004	GENERAL OPER EXP	15,037	8,717	15,000	9,546	15,000



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Tax Collection Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
3200 County processing fee for RE Tax collector, 300 RE Tax Collector postage - reminders, 7800 BCTCC Cost Allocation - Cran Twp, 3700 Act 32 & other misc mailings						
1000-2700-5111	PROFESSIONAL SERVICES	-	-	50,000	194	50,000
MuniServices Auditing Commissions @ 30% collections received						
1000-2700-5230	INFORMATION TECH	3,989	3,989	4,150	4,150	4,150
Costs associated with IT support of Tax Collection.						
1000-2700-5343	INSURANCE BOND	-	-	2,000	-	2,000
Twp share for elected RE collector						
1000-2700-5352	EMPLOYEE MILAGE REIMB	-	-	400	-	400
1000-2700-5354	EMPLOYEE TRAINING	357	210	1,400	1,030	1,400
3 Conferences Twp. Tax Admin (3 x 425) 1 State Conference for RE Tax Collector not to exceed 125						
1000-2700-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	1,200	-	1,200
Potential tuition reimbursement for Twp Tax Administrator						
1000-2700-5356	EMP DUES AND MEMBERSHIP	-	40	150	40	150
10 LITA (Local Income Tax Assoc.) 60 PEITOAC (Pa. Earned Income Tax) 50 PBPMTCA (Pa. Bus. Priv. Merc.)						
1000-2700-5452	COMM-BUS PREV/MERC	38,373	39,644	39,900	44,863	42,000
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Business Privilege/Mercantile Tax						
1000-2700-5453	COMM-LOCAL SERVICE TAX	23,265	21,815	21,000	20,727	24,150
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Local Services Tax						
1000-2700-5454	COMM-EARNED INCOME	77,426	90,074	80,250	81,387	85,500
1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax						
Total		271,643	279,966	333,228	262,064	346,333



## Department: 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.

## 2014 Annual Budget

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### 2013 Accomplishments:

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

### 2014 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.



## 2014 Annual Budget

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### Insurance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-2800-4024	UNEMPLOYMENT COMP	118,326	120,396	125,000	147,863	150,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
1000-2800-4043	PENSION ADMINSTRATIVE	27,571	29,638	28,800	20,429	32,250
LeTort Non-Uniform Trustee/Investment fees @1500/mo = 18,000, Qualified Plan Service Fee @498/mo=6000 Mockenhaupt Police Actuarial services @ 875/qtr= 3500, COLA's 10@ 175ea = 1750, Misc Plan Doc & Actuarial Services @ 3000						
1000-2800-4056	EMP ASSISTANCE PROG	3,402	3,402	4,000	3,217	-
Employee Assistance Program - MOVED TO HR BUDGET						
1000-2800-5341	INSURANCE PREMIUM	156,101	189,634	199,000	220,361	232,000
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)						
Total		305,401	343,070	356,800	391,869	414,250

**Department: 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.

**2013 Accomplishments:**

1. Streetscape enhancements continue to become more visible on our main roads.
2. Cranberry Crossroads West construction was started.
3. The Apartments at Cranberry Woods were approved and construction was started. Note that all building permits for all four structures were obtained and all fees were paid.
4. Construction valuation continued to be high. The numbers to date are yet to be confirmed.
5. Saw strong growth in Multi-family development.
6. Cardinal Wuerl North Catholic High School was under construction throughout the year with occupancy anticipated in 2014.
7. Began using Munis in March of 2013 for all development and building permit related activities.
8. Revised Park Place master.
9. Construction of single family homes remained steady.

**2014 Goals:**

1. Continue to implement Munis for Fire Prevention and the Business Hub.
2. Continue work on rezoning to CCD overlays of various parcels.
3. Work on new land development for Cranberry Springs/UPMC/Pittsburgh Penguins.
4. Wrap up approvals for the revised Park Place and begin issuing permits.
5. Continue advancing the Property Maintenance program.

**2014 Budget Highlights:**

1. DCD Staffing is complete (pending the official hiring of a Codes Officer.)
2. A part time Administrative Assistant has been hired to assist the Codes group.
4. Considerable land development and construction activities are expected for 2014.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	7	6	7.5	8	4
Part Time	2	3	0	0	0

## Land Development Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-3100-4010	SALARIES FULL TIME	135,088	109,315	116,790	95,869	121,867
1000-3100-4012	SALARIES PART TIME	-	8,991	10,400	9,448	10,400
1000-3100-4013	SAL BOARD AND COMMISSIONS	3,010	2,023	6,400	2,205	5,425
PAC salaries (\$35 X 22 meetings = \$3,850) ZHB salaries (\$35 X 9 meetings= \$1,575)						
1000-3100-4015	OVERTIME	529	1,041	750	1,335	1,200
1000-3100-4021	SOCIAL SECURITY	8,778	7,059	8,329	6,203	8,647
1000-3100-4022	MEDICARE	2,053	1,651	1,948	1,451	2,022
1000-3100-4023	WORKERS COMP	719	348	361	314	385
1000-3100-4041	PENSION NON-UNIFORM	7,558	5,242	5,877	4,858	6,133
1000-3100-4051	HOSPITALIZATION	39,276	21,459	23,503	20,603	26,399
1000-3100-4052	VISION	399	233	227	220	255
1000-3100-4053	DENTAL	2,738	1,406	1,460	1,559	1,625
1000-3100-4054	ICMA CONTRB	6,242	5,480	5,877	4,819	6,133
1000-3100-4055	DISABILITY INSURANCE	870	281	306	280	319
1000-3100-4057	LIFE INSURANCE	855	533	635	596	662
1000-3100-5001	OFFICE SUPPLIES	5,358	2,580	3,000	2,000	3,000
This category is for office supplies for DCD and includes toner expenses.						
1000-3100-5002	SUBSCRIPTIONS/BOOKS	10	249	750	279	500
1000-3100-5004	MATERIALS AND SUPPLIES	203	14	750	19	500
1000-3100-5007	SAFETY SUPPLIES	297	271	500	87	500
This category is used for the purchase of any supplies directly related to employee safety. It may include contributions to needs of TASC.						
1000-3100-5111	PROFESSIONAL SERVICES	7,912	22,397	20,000	4,031	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.						
1000-3100-5133	LEGAL SERVICES	64,636	42,459	30,000	20,282	30,000
1000-3100-5134	OTHER SERVICES/FEES	95	244	500	256	-
This account is for recording fees for plans where there is no Developer's Deposit account.						

## Land Development Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-3100-5230	INFORMATION TECH	46,522	44,213	48,394	48,394	48,394
1000-3100-5312	CELL PHONES	425	370	1,100	-	-
This account is no longer being used. All DCD cell phones are in 3200.						
1000-3100-5353	EMPLOYEE MEETING	244	268	500	281	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.						
1000-3100-5354	EMPLOYEE TRAINING	1,124	2,829	2,500	350	2,500
This account is for employee training sessions and includes the annual PPA Conference.						
1000-3100-5356	EMP DUES AND MEMBERSHIP	525	838	1,000	694	1,000
This account covers dues and memberships such as APA and PPA.						
1000-3100-5357	CLOTHING	-	-	150	145	-
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.						
1000-3100-5362	PRINTING	279	3,747	1,500	877	1,500
This account is for DCD Printing needs.						
1000-3100-5363	ADVERTISING	10,106	8,434	7,000	5,584	7,000
1000-3100-5370	MINOR EQUIP AND FURN	-	329	500	261	5,500
\$5000 added to this account for 2014 for possible codes campus renovations.						
1000-3100-5371	COMMUNITY OUTREACH	-	-	5,500	4,217	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.						
Total		345,851	294,301	306,507	237,516	317,866



## Department: 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.

### 2013 Accomplishments:

Issued 400 + permits with a value of \$127,817,298.00 and performed 4,195 inspections.

### 2014 Goals:

1. Complete Staffing with last open vacancy being filled (probably in late 2013).
2. Continue to manage high workload and begin to process building permit reviews internally, rather than sending them out for 3rd party review.

### 2014 Budget Highlights:

1. Complete MUNIS for Fire Prevention permits.
2. Continue to issue large number of residential and non-residential permits and perform accurate and complete inspections.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	0	0	4
Part Time	0	0	0	0	1

## 2014 Annual Budget

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## Code Enforcement Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-3200-4010	SALARIES FULL TIME	188,220	213,424	239,858	190,973	281,466
1000-3200-4012	SALARIES PART TIME	-	-	-	-	23,276
1000-3200-4015	OVERTIME	1,404	4,577	4,000	9,920	7,000
1000-3200-4021	SOCIAL SECURITY	12,306	13,974	15,163	12,211	19,238
1000-3200-4022	MEDICARE	2,878	3,268	3,546	2,856	4,500
1000-3200-4023	WORKERS COMP	1,381	1,148	1,316	1,143	1,638
1000-3200-4041	PENSION-NONUNIFORM	10,847	10,290	12,228	10,008	14,351
1000-3200-4051	HOSPITALIZATION	37,818	43,692	53,113	49,285	84,483
1000-3200-4052	VISION	435	500	560	479	695
1000-3200-4053	DENTAL INSURANCE	3,211	2,979	3,825	3,495	4,614
1000-3200-4054	ICMA CONTRIBUTION	9,457	10,258	12,228	9,350	14,351
1000-3200-4055	DISABILITY INSURANCE	423	509	636	535	746
1000-3200-4057	LIFE INSURANCE	805	969	1,321	1,116	1,549
1000-3200-5002	SUBSCRIPTIONS/BOOKS	206	708	2,200	2,710	1,000

This category is for all subscriptions and books for the Codes Group. Must budget an extra \$2100+/- 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. The next code book upgrade is due in 2015.

1000-3200-5004	MATERIALS/SUPPLIES	572	826	1,500	581	1,500
1000-3200-5110	THIRD PARTY SERVICES	-	-	-	-	170,000
This expense account is for 3rd party construction plan reviews. It is new for 2014. This account will be offsetting with 3200-3626 mostly. We will see how this settles out after a year or two of data is collected. 3626 may end up slightly higher than this total.						
1000-3200-5111	PROFESSIONAL SVS	33,973	77,965	40,000	61,665	30,000
This account is for 3rd party inspection services and any other professional services received, including copier lease/maintenance agreements. This also includes \$125 for a DCB year end report and \$500 for background checks.						
1000-3200-5133	LEGAL SERVICE	347	-	-	140	-
ZHB or BCFAB legal services						
1000-3200-5230	INFORMATION TECHNOLOGY	46,522	46,522	48,394	48,394	48,394
1000-3200-5312	CELL PHONES	2,762	3,132	2,100	3,670	5,800

## Code Enforcement Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
This category is for cell phone reimbursement for all DCD phones. Director - phone, data and 2 year replacement (\$110 + \$200 alternating) Manager - phone, data and 2 year replacement (\$110 + \$200 alternating) Building Inspectors - phone and 2 year replacement (\$60 per employee + \$200 alternating)						
1000-3200-5354	EMPLOYEE TRAINING	3,332	2,679	4,000	555	5,000
1000-3200-5356	DUES AND MEMBERSHIP	1,749	125	1,500	145	1,500
This category is for all dues and memberships associated with the Code Group.						
1000-3200-5357	CLOTHING	400	135	300	-	300
This account is for the purchase of safety boots for each Code Officer and consists of \$150 per person, once every 3 years.						
1000-3200-5362	PRINTING	654	911	750	555	750
1000-3200-5363	ADVERTISING EXPENSES	562	1,104	1,500	6,395	1,500
This account is for advertising of hearings for the Zoning Hearing Board and Building and Fire Code Appeals Board.						
1000-3200-5364	FUEL	2,115	3,286	3,000	3,159	3,200
<b>Total</b>		<b>362,379</b>	<b>442,982</b>	<b>453,038</b>	<b>419,341</b>	<b>726,851</b>

**Description and Responsibilities:**

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.

**2013 Accomplishments:**

1. Township ordinance amendments updates.
2. Comprehensive signage/wayfinding program updates.
3. Updates to the Recreation Fee Program.
4. Continued implementation of the Township bike and pedestrian plan.

**2014 Goals:**

1. Updates to the Township code of ordinances, including the sign ordinance.
2. Continued implementation of the Cranberry Plan through planning studies for the Route 19 corridor and a comprehensive wayfinding plan.
3. Completion of the 2014 Cranberry Plan update.

**2014 Budget Highlights:**

1. Township's sign ordinance update will continue.
2. Continue the Township's signage/wayfinding program.
3. Complete The Cranberry Plan Update.

## Planning Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-3300-4010	SALARIES FULL TIME	35,515	60,412	63,391	50,352	64,076
1000-3300-4012	SALARIES PART TIME	8,108	320	-	-	-
1000-3300-4013	SALARIES BOARD	-	817	3,100	1,015	3,100
1000-3300-4015	OVERTIME	43	73	100	71	100
1000-3300-4021	SOCIAL SECURITY	2,759	4,478	4,126	3,507	4,168
1000-3300-4022	MEDICARE	645	1,047	965	820	975
1000-3300-4023	WORKERS COMP	249	149	158	137	161
1000-3300-4041	PENSION-NONUNIFORM	1,963	2,764	3,172	2,521	3,206
1000-3300-4051	HOSPITALIZATION	6,311	6,065	6,520	5,122	6,972
1000-3300-4052	VISION	66	140	98	143	160
1000-3300-4053	DENTAL	434	926	578	1,054	1,054
1000-3300-4054	ICMA CONTRIBUTION	1,606	2,966	3,172	2,521	3,206
1000-3300-4055	DISABILITY INSURANCE	92	149	165	154	167
1000-3300-4057	LIFE INSURANCE	175	283	343	323	346
1000-3300-5001	OFFICE SUPPLIES	209	-	500	204	500
1000-3300-5002	SUBSCRIPTIONS/BOOKS	931	527	500	450	500
1000-3300-5004	MATERIALS/SUPPLIES	-	962	1,000	177	1,000
1000-3300-5111	PROFESSIONAL SERVICES	158,817	66,458	75,000	20,962	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						
1000-3300-5353	EMPLOYEE MEETING	1,559	1,475	1,000	1,670	1,500
1000-3300-5354	EMPLOYEE TRAINING	6,327	5,517	7,500	6,992	7,500
1000-3300-5356	DUES AND MEMBERSHIP	3,160	2,277	1,500	2,039	1,500
1000-3300-5361	POSTAGE AND SHIPPING	3,307	683	1,000	300	1,000
1000-3300-5362	PRINTING	2,451	2,660	2,000	-	-
Community Survey Printing - \$3,000						



## 2014 Annual Budget

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### Planning Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-3300-5363	ADVERTISING	40	460	500	-	-
	<b>Total</b>	<b>234,767</b>	<b>161,608</b>	<b>176,388</b>	<b>100,537</b>	<b>176,191</b>



## Department: CUSTOMER SERVICE

### Description and Responsibilities:

The Customer Service Center (CSC) is responsible for acting as the primary interface between the public and various departments of the Township to answer 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.

### 2013 Accomplishments:

1. The CSC averages over 130 calls answered per day and receives an average of 176 customers through our doors daily. We also sold over 17,000 trash stickers, processed over 1,000 lien letters, over 600 permits, scheduled over 8,200 inspections, 1,400 service requests, 2,000 work orders, and processed over 110,000 utility billing transactions through Tyler Cashiering, First National Bank Lockbox, or Munis Payment Entry totaling over twelve million dollars in charges.
2. The CSC has worked on or has been involved in many projects throughout the year including: lockbox payment processing efficiency, communication with customers via online bill view and bill pay by credit card or e-check, efficient penalty adjustments through Customer Service and software conversion projects involving many other departments: permits and code enforcement, property master including property transfers, location master, the lien letter process, flat item inventory including a cart comparison between Hansen and Munis, business license, pending customer process, security deposits, work orders, service orders and service requests.

### 2014 Goals:

1. Continue to expand web based solutions and automated service options enabling customers to conduct most business 24/7.
2. Continue success with the Collection Connection Program.
3. Continue to explore options for HHW and electronic recycling under the new Covered Device Recycling Act in conjunction with the Collection Connection program.
4. Continue to migrate towards utilizing Munis/Tyler programs for all aspects of business.

### 2014 Budget Highlights:

No increase for 2014.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	3	3	3	3	3
Part Time	3	3	3	3	3

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

## Customer Service Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-3400-4010	SALARIES FULL TIME	73,061	31,691	33,166	27,510	34,153
1000-3400-4012	SALARIES PART TIME	14,059	15,209	14,178	24,406	10,852
1000-3400-4015	OVERTIME	31	273	500	176	300
1000-3400-4021	SOCIAL SECURITY	5,564	2,929	3,387	3,187	3,117
1000-3400-4022	MEDICARE	1,301	685	792	745	729
1000-3400-4023	WORKERS COMP	129	124	156	136	141
1000-3400-4041	PENSION-NONUNIFORM	1,703	1,553	1,658	1,382	1,708
1000-3400-4051	HOSPITALIZATION	6,138	866	6,709	2,695	7,045
1000-3400-4052	VISION	88	65	66	61	68
1000-3400-4053	DENTAL	492	146	398	240	400
1000-3400-4054	ICMA CONTRIBUTION	3,469	1,592	1,658	1,382	1,708
1000-3400-4055	DISABILITY INSURANCE	85	82	87	78	89
1000-3400-4057	LIFE INSURANCE	201	193	180	204	200
1000-3400-5001	OFFICE SUPPLIES	1,011	1,015	1,250	739	1,000
1000-3400-5002	SUBSCRIPTIONS/BOOKS	-	-	250	-	200
1000-3400-5004	MATERIALS AND SUPPLIES	263	121	350	114	350
1000-3400-5005	CLEANING SUPPLIES	-	-	250	-	200
1000-3400-5007	SAFETY SUPPLIES	243	66	250	250	250
1000-3400-5111	PROFESSIONAL SVS	1,808	322	500	-	500
1000-3400-5121	REPAIR MAINTENANCE EQUIPMENT	-	-	250	-	250
1000-3400-5230	INFORMATION TECHNOLOGY	47,892	47,892	49,820	49,820	49,820
1000-3400-5312	CELL PHONES	533	1,056	1,300	1,100	1,320
1000-3400-5351	EMPLOYEE RECRUTING	-	48	250	104	250
1000-3400-5354	EMPLOYEE TRAINING/CONF	-	1,990	6,000	-	6,000
1000-3400-5356	DUES AND MEMBERSHIP	663	284	350	715	375
1000-3400-5370	MINOR EQUIPMENT/FURNITURE	-	214	750	-	750



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Total	158,735	108,415	124,505	115,043	121,775
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## Department: 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. 3 full time administrative staff and the Public Safety Director serve the department.

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.

### 2013 Accomplishments:

1. Purchased new Glock semi-automatic weapons for all officers.
2. Continued updating and modifying department policy and procedures.
3. Continued working to achieve certification as an accredited department.
4. Upgraded the PD video monitoring system and incorporated it into the Township system.
5. Had 6 officers trained in responding to active school shootings.
6. Worked with Seneca Valley to provide more of a police presence in the school and completed a police service contract for reimbursed police services.
7. Worked with the IT department to have an IT employee trained in law enforcement computer forensics.

### 2014 Goals:

1. Purchase new portable radios for the officers and mobile radios for the police vehicles. Continued from 2013.
2. Continue updating and modifying department policy and procedures.
3. Continue the process of receiving certification through the Pennsylvania Law Enforcement Accreditation Program.
4. Purchase license identification software and equipment.
5. Begin a phased in upgrade of the in-car video system.

### 2014 Budget Highlights:

The major impacts to the 2014 budget are cost increases in personnel, pension plan, and health insurance.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	0	28	28
Part Time	0	0	0	0	0

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Police Operations Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4110-5354	EMPLOYEE TRAINING	(319)	-	-	-	-
Covers cost for employee training.						
	<b>Total</b>	<b>(319)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Department: POLICE DEPARTMENT SUPPORT

### 2014 Annual Budget

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#### 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	2010	2011	2012	2013	2014
Full Time	4	5	5	6	6
Part Time	3	2	2	2	2

## Police Department Support Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4111-4010	SALARIES-FULLTIME	208,175	214,342	215,892	185,625	228,290
Salaries for the Public Safety Director, Supervisor Police Administrative Services, 2 clerks.						
1000-4111-4011	SALARIES-UNIFORM	160,406	175,726	171,949	148,905	178,774
Salaries for the Lieutenant and Sergeant.						
1000-4111-4012	SALARIES-PART TIME	31,916	22,254	27,212	18,897	20,096
One half the cost of the school guard is reimbursed by SVSD. Salaries for 2 part-time clerks and 1 school guard.						
1000-4111-4015	OVERTIME	1,322	267	2,000	224	2,000
Costs related to arrest processing for serious crimes, assist with fingerprinting, and main the front desk during vacations.						
1000-4111-4016	OVERTIME UNIFORM	8,765	6,616	7,000	7,304	7,000
Costs for the Support Services Commander (Sergeant) to provide community programs, call-outs for serious crimes and firearms training.						
1000-4111-4021	SOCIAL SECURITY TAX	26,294	26,706	26,773	22,412	27,600
The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4111-4022	MEDICARE	6,150	6,246	6,261	5,242	6,455
The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4111-4023	WORKERS COMP	9,354	12,110	13,014	11,308	13,708
Workers' Compensation insurance for employees.						
1000-4111-4032	LONGEVITY	4,009	4,641	4,633	5,161	5,813
Cost for the Lieutenant and Sergeant. Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4111-4033	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.						
1000-4111-4034	HOLIDAY PAY	2,636	3,124	3,132	1,898	3,194
Holiday pay costs for the Sergeant per the Collective Bargaining Agreement.						
1000-4111-4041	PENSION NON UNIFORM	11,624	10,399	10,895	9,292	11,510
Pension contributions for non-uniform employees. Director of Public Safety and 3 clerical positions.						
1000-4111-4042	PENSION UNIFORM	579,814	428,352	448,616	448,616	519,984
Uniform pension contributions as per the latest MMO.						
1000-4111-4051	HOSPITALIZATION	81,031	84,859	85,571	70,577	81,798



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Police Department Support Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Medical Insurance costs for full time employees.						
1000-4111-4052	VISION INSURANCE	736	730	739	684	688
Vision Insurance costs for full time employees.						
1000-4111-4053	DENTAL INSURANCE	5,241	4,557	4,973	4,227	4,378
Dental Insurance costs for full time employees.						
1000-4111-4054	457 CONTRIBUTIONS	10,475	10,730	10,895	9,292	11,510
Contribution to the 457 Plan is based on 5% of salary/wages/ overtime for all full time non-uniformed employees.						
1000-4111-4055	DISABILITY INSURANCE	953	966	1,052	940	1,105
Long term disability insurance costs for full time employees.						
1000-4111-4057	LIFE INSURANCE	1,579	1,546	1,669	1,599	1,735
Life Insurance costs for full time employees.						
1000-4111-5001	OFFICE SUPPLIES	2,723	3,721	3,800	2,837	3,800
Costs associated with the purchase of office supplies, such as toners, print cartridges, pens, paper, file folders, misc. office supplies.						
1000-4111-5004	MATERIALS AND SUPPLIES	5,495	15,809	20,000	5,191	20,000
Costs associated with miscellaneous supplies. Such as, vehicle towing, film processing, flares, batteries, evidence packaging, radios.						
1000-4111-5007	SAFETY SUPPLIES	1,268	1,958	3,000	2,557	3,000
Costs associated with purchase of safety supplies. Such as materials, supplies, and equipment. Cost center added 2011 to support the Township safety program.						
1000-4111-5111	PROFESSIONAL SERVICES	12,319	19,719	32,000	5,304	32,000
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. Hir14 is for the police hiring process in 2014. The eligibility list is over two years old. Estimated cost is \$8000.00.						
1000-4111-5121	REPAIR MAINTENANCE EQUIPMENT	4,361	3,272	5,000	2,007	5,000
Costs associated with the repair and maintenance of equipment. Examples are radios, sirens, and emergency light systems.						
1000-4111-5133	LEGAL SERVICES	41,238	11,031	25,000	7,140	25,000
Costs associated with attorney fees.						
1000-4111-5134	OTHER SERVICES/FEES	-	108	1,500	2,924	1,500
Costs associated for unforeseen expenses typically for travel expenses related to investigations and warrant service. Added in 2012.						
1000-4111-5230	INFROMATION TECH SVS	221,597	221,597	230,518	230,518	230,518



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Police Department Support Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
1000-4111-5312	CELL PHONES	7,714	8,041	14,000	6,487	12,500
Costs associated with cellular phone service. Covers CDMA (digital) connectivity to the police vehicles as well as cell phones for the Director, Lt., Sgt., and detectives.						
1000-4111-5341	INSURANCE PREMIUMS	25,296	27,791	29,000	30,134	34,000
Costs associated with law enforcement liability insurance.						
1000-4111-5353	EMPLOYEE MEETING /CONFER	675	1,097	1,000	534	1,000
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4111-5354	EMPLOYEE TRAINING	920	2,050	1,200	2,115	1,600
Costs associated with employee training and conferences.						
1000-4111-5356	EMPLOYEE DUES/MEMBERS	1,100	1,000	1,400	885	1,100
Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law, Magloclen membership.						
1000-4111-5357	CLOTHING	2,026	1,849	1,900	1,456	2,000
Costs associated with clothing reimbursements and uniforms (2 officers). Funds \$700.00 per year for officers per the current Collective Bargaining Agreement which expires 2013 (additional funding maybe required for the new contract). Funds replacement of protective vest every 5 years. No vests in 2014. Funds uniforms for administrative staff (\$500.00)						
1000-4111-5362	PRINTING	523	872	1,000	134	1,000
Costs associated for printing for major projects such as hiring and police reports.						
1000-4111-5370	MINOR EQUIPMENT/FURNITURE	4,535	290	16,000	669	16,000
Costs associated with minor equipment purchases and repairs.						
1000-4111-5371	COMMUNITY OUTREACH	782	1,521	8,000	300	8,000
Costs associated with crime prevention programs, community projects, purchase of flyers and brocures.						
Total		1,483,052	1,335,894	1,437,094	1,253,396	1,524,156



## Department: 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.

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Staffing Levels	2010	2011	2012	2013	2014
Full Time	20	20	20	20	20
Part Time	0	0	0	0	0

## Police Patrol Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4112-4011	SALARIES-UNIFORM	1,584,604	1,547,509	1,670,105	1,465,400	1,736,082
Salary for 20 officers.						
1000-4112-4016	OVERTIME UNIFORM	111,737	101,429	90,000	122,844	100,000
Meet minimum staffing of at least 3 officers. Late calls and arrests.						
1000-4112-4021	SOCIAL SECURITY TAX	101,053	111,884	117,083	99,831	121,761
The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4112-4022	MEDICARE	23,634	26,171	27,382	23,347	28,476
The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4112-4023	WORKERS COMP	83,594	73,008	83,639	72,674	87,689
Workers' Compensation insurance for employees.						
1000-4112-4032	LONGEVITY	18,328	23,614	23,221	22,363	31,524
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4033	COURT AND HEARING PAY	22,283	22,457	44,400	22,274	34,000
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4112-4034	HOLIDAY PAY	48,990	53,465	60,717	32,876	61,890
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4051	HOSPITALIZATION	289,641	307,820	326,081	249,283	307,673
Medical Insurance costs for full time employees.						
1000-4112-4052	VISION INSURANCE	2,740	2,684	2,764	2,492	2,773
Vision Insurance costs for full time employees.						
1000-4112-4053	DENTAL INSURANCE	19,911	16,849	18,893	18,292	18,298
Dental Insurance costs for full time employees.						
1000-4112-4055	DISABILITY INSURANCE	3,662	3,631	4,910	3,781	5,106
Long term disability insurance costs for full time employees.						
1000-4112-4057	LIFE INSURANCE	5,146	5,043	5,166	5,198	5,166
Life Insurance costs for full time employees.						
1000-4112-5353	EMPLOYEE MEETING /CONFER	26	-	800	-	800

## Police Patrol Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4112-5354	EMPLOYEE TRAINING	3,548	4,454	10,000	1,059	10,000
Costs associated with employee training and conferences.						
1000-4112-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	5,000	-	5,000
College tuition reimbursement. Two officers are expected to utilize the benefit in 2014 (Kobestik,R Evanson).						
1000-4112-5356	EMPLOYEE DUES/MEMBERS	65	85	200	115	250
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.						
1000-4112-5357	CLOTHING	7,611	20,287	31,000	18,391	31,000
Funds the purchase of uniforms and equipment for new hires. There are 2 officers eligible to retire in 2014 and a possibility of one medical retirement. It cost approx. \$3700.00 to outfit a new officer (\$11,100.00). Funds replace protective vest every 5 years. There are 4 officers that will need protective vests in 2014. Est. cost is \$900.00 per vest (\$3600.00). Funds \$700.00 per year per officers (20) for clothing allowance per the Collective Bargaining Agreement which expires in 2013 (estimated increase to \$800.00 in 2014 \$16,000.00).						
Total		2,326,573	2,320,390	2,521,361	2,160,220	2,587,488



## Department: 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.

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Staffing Levels	2010	2011	2012	2013	2014
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0

## Police Traffic Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4113-4011	SALARIES-UNIFORM	225,995	252,503	245,914	184,231	255,800
Salary for 4 officers.						
1000-4113-4016	OVERTIME UNIFORM	14,339	14,273	16,000	7,396	16,000
Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.						
1000-4113-4021	SOCIAL SECURITY TAX	15,600	17,663	17,677	12,417	18,204
The emploee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4113-4022	MEDICARE	3,648	4,131	4,134	2,904	4,257
The emploee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4113-4023	WORKERS COMP	12,962	11,096	12,628	10,972	13,110
Workers' Compensation insurance for employees.						
1000-4113-4032	LONGEVITY	2,148	2,722	3,284	1,832	4,718
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4113-4033	COURT AND HEARING PAY	5,774	9,312	11,000	4,980	11,000
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement						
1000-4113-4034	HOLIDAY PAY	6,705	9,060	8,919	4,466	9,097
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4113-4051	HOSPITALIZATION	28,238	28,183	32,391	28,624	38,243
Medical Insurance costs for full time employees.						
1000-4113-4052	VISION INSURANCE	274	269	405	250	417
Vision Insurance costs for full time employees.						
1000-4113-4053	DENTAL INSURANCE	1,956	1,701	2,784	1,855	2,784
Dental Insurance costs for full time employees.						
1000-4113-4055	DISABILITY INSURANCE	552	552	741	558	763
Long term disability insurance costs for full time employees.						
1000-4113-4057	LIFE INSURANCE	738	738	738	743	738
Life Insurance costs for full time employees.						
1000-4113-5353	EMPLOYEE MEETING /CONFER	-	-	200	-	200

## Police Traffic Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4113-5354	EMPLOYEE TRAINING	339	-	3,000	139	3,000
Costs associated with employee training and conferences.						
1000-4113-5356	EMPLOYEE DUES/MEMBERS	49	-	250	-	250
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.						
1000-4113-5357	CLOTHING	1,010	2,400	4,600	2,100	3,300
Costs associated with clothing reimbursement and uniforms. Funds \$700.00 per year for officers per the Collective Bargaining Agreement (4 officers) which expires in 2013 (estimated increase to \$800.00 in 2014 \$2,400.00). Funds replacement of protective vests every 5 years, estimated cost \$900.00 per vest. (1 in 2013).						
<b>Total</b>		<b>320,328</b>	<b>354,601</b>	<b>364,665</b>	<b>263,467</b>	<b>381,881</b>



## Department: 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.

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Staffing Levels	2010	2011	2012	2013	2014
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0

## Police Investigations Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4114-4011	SALARIES-UNIFORM	151,377	167,280	157,416	88,708	163,744
Salary for 2 officers.						
1000-4114-4016	OVERTIME UNIFORM	17,872	23,434	15,000	28,815	25,000
Late calls, arrests, and investigations.						
1000-4114-4021	SOCIAL SECURITY TAX	11,057	12,467	11,250	7,780	11,700
The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4114-4022	MEDICARE	2,586	2,916	2,631	1,819	2,736
The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4114-4023	WORKERS COMP	8,438	7,359	8,036	6,982	8,426
Workers' Compensation insurance for employees.						
1000-4114-4032	LONGEVITY	3,652	4,060	2,035	4,211	2,856
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4114-4033	COURT ANDHEARING PAY	1,783	1,800	1,000	1,233	1,000
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4114-4034	HOLIDAY PAY	3,735	4,677	5,995	2,769	6,114
Holiday pay for uniformed employees as per the Collective Bargaining agreement.						
1000-4114-4051	HOSPITALIZATION	20,911	26,113	31,391	31,663	35,093
Medical Insurance costs for full time employees.						
1000-4114-4052	VISION INSURANCE	198	245	270	250	278
Vision Insurance costs for full time employees.						
1000-4114-4053	DENTAL INSURANCE	1,329	1,602	1,856	1,855	1,856
Dental Insurance costs for full time employees.						
1000-4114-4055	DISABILITY INSURANCE	374	371	472	379	491
Long term disability insurance costs for full time employees.						
1000-4114-4057	LIFE INSURANCE	492	492	492	495	492
Life Insurance costs for full time employees.						
1000-4114-5312	CELL PHONES	1,122	1,334	1,400	2,200	2,640



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Police Investigations Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Costs associated with cellular phone service.						
1000-4114-5353	EMPLOYEE MEETING /CONFER	-	-	100	-	100
Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4114-5354	EMPLOYEE TRAINING	1,000	1,326	2,225	80	2,225
Costs associated with employee training and conferences.						
1000-4114-5356	EMPLOYEE DUES/MEMBERS	-	-	200	-	200
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.						
1000-4114-5357	CLOTHING	120	1,600	2,300	1,425	1,600
Costs associated with clothing reimbursement and uniforms. Funds \$700.00 per year for officer clothing allowance per the current Collective Bargaining Agreement which expires in 2013 (estimated increase to \$800.00 in 2014 \$1600.00) (2 officers). Funds replacement of protective vest every 5 years (\$900.00). None in 2014.						
Total		226,044	257,075	244,069	180,665	266,551



## Department: POLICE FLEET

### Description and Responsibilities:

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

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### 2013 Accomplishments:

Purchased 3 vehicles.

### 2014 Goals:

Replace 3 vehicles.

## Police Fleet Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4115-5122	R M VEHICLES	41,649	27,890	32,000	27,994	32,000
Car washing fees, sirens and emergency light system, maintenance not performed by Public Works, parts and supplies.						
1000-4115-5364	FUEL	93,960	91,621	85,000	74,215	85,000
Police fuel. Fuel costs continue to rise.						
1000-4115-6122	FLEET REPLACEMENT	53,835	88,652	110,000	97,263	110,000
Replace police vehicles and equipment. (3 marked sedans)						
Total		189,444	208,162	227,000	199,472	227,000



## Department: ANIMAL SERVICE

### Description and Responsibilities:

Pays for contracted animal control services provided by Animal Control Services. The contract expires November 16, 2016 but can be cancelled with a 30 day notice.

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Animal Service Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4120-5111	PROFESSIONAL SERVICES	13,640	11,890	19,100	10,000	14,000
Pays for animal control services provided by Animal Control Services under contract. Contract expires November 16, 2016 or it can be terminated with a 30 days notice. \$1,000.00 per month.						
	Total	13,640	11,890	19,100	10,000	14,000



## Department: FIRE POLICE

### Description and Responsibilities:

This cost center pays for uniforms and supplies for the Cranberry Township Volunteer Fire Comany Fire Police. There are currently 10 fire police.

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### 2013 Accomplishments:

Maintained a high number of volunteer fire police.

### 2014 Goals:

Continue recruitment and retention efforts for the Fire Police .



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Fire Police Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4130-5004	MATERIALS AND SUPPLIES	3,911	4,857	5,000	1,948	5,000
Pays for uniforms and supplies for the Fire Police. Current membership is 10 fire police officers.						
	Total	3,911	4,857	5,000	1,948	5,000



## Department: FIRING RANGE

### Description and Responsibilities:

This cost center provides for ammunition and equipment to operate the Police Weapons Training Program. Funds are used to purchase bullets, targets, weapon cleaning supplies, construction materials, range equipment and safety equipment.

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### 2013 Accomplishments:

1. Conducted 3 firearms trainings.
2. Equipped all officers with new Glock semi automatics.

### 2014 Goals:

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

### 2014 Budget Highlights:

No cost increase for 2014.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Firing Range Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4140-5004	MATERIALS AND SUPPLIES	10,755	10,920	12,000	1,959	12,000
Includes ammunition for three yearly trainings, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies, and targeting systems.						
	Total	10,755	10,920	12,000	1,959	12,000



## Department: 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.

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### 2013 Accomplishments:

1. Maintained current Emergency Operations Center contact lists and operational checklists.
2. Representatives attended the required Butler County Emergency Management trainings.
3. Jeff Schueler and Mark Nanna completed the required training to be certified at the professional level for Local Emergency Management Coordinators by PA Emergency Management . This is the highest certification level.
4. Participated in a regional table top drill sponsored by Region 13 for the Pyrotechnics Convention.
5. Assisted Butler County EMA in the incident command center during the Pyrotechnics Convention at Coopers Lake.
6. Reviewed and updated the Cranberry Township Emergency Operations Plan. The plan was adopted by the Board of Supervisors.

### 2014 Goals:

1. Continue to maintain up to date Emergency Operations Center contact lists and operational checklists.
2. Attend Butler County Emergency Management trainings.
3. Continue working with Butler County EMA on issues that effect the Township and County.

### 2014 Budget Highlights:

No change.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Emergency Management Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4150-5004	MATERIALS AND SUPPLIES	90	444	300	265	300
Materials and supplies for the Emergency Operations Center.						
1000-4150-5370	MINOR EQUIPMENT	1,141	81	1,000	477	1,000
Pays expenses related to the operation of emergency radios and the Emergency Operations Center.						
	Total	1,231	524	1,300	741	1,300



## Department: 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).

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

## Fire Protection Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4230-4023	WORKERS COMP	21,935	26,909	33,535	35,422	41,200
Volunteer Fire Company insurance premium.						
1000-4230-5220	ITRAGOV GENERAL SVS	366,502	213,716	214,000	244,821	225,000
Transfer of intergovernmental aid to volunteer fire dept. (Relief Assoc.)						
1000-4230-5230	INFORMATION TECH	47,371	-	-	-	-
Cost of IT support from the Township.						
1000-4230-5332	EQUIP LEASE/RENTAL	446	446	446	446	446
2 hydrants @ 223 ea. (rental from West View Water)						
Total		436,253	241,071	247,981	280,689	266,646



## Department: AMBULANCE OPERATIONS

### 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

#### **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 volunteers, and contributes toward their fuel cost.

#### **2013 Accomplishments:**

1. Worked with Cranberry Township Emergency Medical Service to plan, design, and construct a new facility to house their operations.
2. Completed a 5 year service agreement for Cranberry Township Emergency Medical Service to provide EMS service to the community.
3. The Director of Public Safety continued to participate in the strategic planning for the Cranberry Township Emergency Medical Service.
4. The Director of Public Safety participated in two interview panels for the hiring of new staff members.

#### **2014 Goals:**

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

#### **2014 Budget Highlights:**

Continue contributing funds for fuel for the Cranberry Township Emergency Medical Service. No cost increase for 2014.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	0	11	18
Part Time	0	0	0	29	34



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Ambulance Operations Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-4310-4023	WORKERS COMP	1,548	2,149	2,430	2,111	2,430
Workers' Compensation insurance costs for volunteers.						
1000-4310-5134	OTHER SERVICES/FEES	-	-	500	-	500
Pays for mandatory hepatitis testing for new volunteer positions.						
1000-4310-5364	FUEL	22,056	23,090	20,000	17,472	20,000
Provides fuel assistance to the Cranberry Township EMS.						
Total		23,605	25,240	22,930	19,584	22,930

Department: SNOW REMOVALDescription and Responsibilities:

The Public Works Department performs snow removal and de-icing on over 125 centerline miles of Township roads including over 295 cul-de-sacs and all Township parking lots.

2013 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.

2014 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.
3. Continue with two (2) salt spreader demo's - both are capable of carrying over 450 gallons of salt brine onboard.

2014 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	2010	2011	2012	2013	2014
Full Time	12	12	13	14	14
Part Time	0	0	0	0	0



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Snow Removal Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5110-4010	SALARIES FULL TIME	43,956	16,333	50,000	41,550	45,000
1000-5110-4015	OVERTIME	51,301	71,227	51,750	57,147	55,000
1000-5110-4021	SOCIAL SECURITY	6,156	5,622	6,308	6,305	6,200
1000-5110-4022	MEDICARE	1,440	1,315	1,475	1,475	1,450
1000-5110-4041	PENSION NON UNIFORM	-	1,390	5,087	4,935	5,000
1000-5110-4054	457 CONTRIBUTIONS	4,763	4,301	5,087	4,840	5,000
1000-5110-5004	MATERIALS AND SUPPLIES	16,394	29,393	26,392	15,245	71,000
Cost associated with winter maintenance equipment and miscellaneous expense. Computer repairs and replacement of automatic controls.						
1000-5110-5111	PROFESSIONAL SERVICES	14,648	17,137	10,000	20,839	20,000
Monthly svc fee for GPS tracking snow routes, equip repair outsourcing						
1000-5110-5121	REPAIR MAINTENANCE EQUIPMENT	18,470	11,226	10,350	17,163	14,000
Costs associated with repair and maintenance of equipment.						
1000-5110-5323	WATER	-	143	-	280	-
1000-5110-5354	EMPLOYEE TRAINING	-	-	3,105	-	3,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.						
1000-5110-5365	SALT AND ANTI SKID	387,269	261,230	333,084	208,560	57,000
Cost for Rock Salt and antiskid for Winter Maintenance						
1000-5110-6121	EQUIPMENT	-	-	-	-	220,000
Payment for two new Mack trucks						
Total		544,396	419,317	502,638	378,340	502,650



Department: TRAFF.SIG.SIGNS.COMM

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Description and Responsibilities:

The Traffic Signal and Communication Division operates and maintains 41 existing signals and has several new in construction and planning. Also maintained are 2 sets of School Zone/ Bus Flashers and other electrically operated warning devices located throughout the Township. This Division 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. New responsibilities include maintenance of all road sign infrastructure.

### 2013 Accomplishments:

1. Added three new signals to the network (Long Tree Way, Ehrman Road and Commonwealth)
2. Designed and installed a temporary traffic signal for Graham School Rd at Rochester Rd.
3. Designed and installed electric and communication for the Community Park and Kids Castle playground.

### 2014 Goals:

1. Develop platform for future adaptive signal module.
2. Develop and maintain our partnership with Carnegie Mellon University and Traffic 21.

### 2014 Budget Highlights:

1. Road sign infrastructure responsibility required funding shift from Streets to Traffic budget.
2. Continue to utilize seasonal staff to complete the annual Preventative Maintenance program.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	2	2	2	2	2
Part Time	0	0	1	1	1

## Traff, Sig, Signs, Comm Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5120-4010	SALARIES FULL TIME	97,863	101,672	101,142	92,446	238,787
Seasonal employee to assist with routine field maintenance labor.						
1000-5120-4012	SALARIES PART TIME	659	-	8,420	7,533	8,500
1000-5120-4015	OVERTIME	18,910	16,307	15,000	16,177	15,000
1000-5120-4021	SOCIAL SECURITY	7,511	7,469	7,241	7,328	16,282
1000-5120-4022	MEDICARE	1,756	1,747	1,693	1,714	3,808
1000-5120-4023	WORKERS COMP	4,470	4,696	4,699	4,083	10,717
1000-5120-4041	PENSION NON-UNIFORM	5,434	5,396	5,431	5,437	12,709
1000-5120-4051	HOSPITALIZATION	27,984	33,491	33,422	30,859	63,041
1000-5120-4052	VISION	269	262	270	249	520
1000-5120-4053	DENTAL	1,956	1,701	1,856	1,855	3,474
1000-5120-4054	457 CONTRIBUTIONS	5,828	5,857	5,431	5,437	12,709
1000-5120-4055	DISABILITY INSURANCE	252	263	291	250	661
1000-5120-4057	LIFE INSURANCE	240	254	605	262	1,373
1000-5120-5001	OFFICE SUPPLIES	146	-	-	198	-
1000-5120-5004	MATERIALS AND SUPPLIES	60,612	71,232	80,000	58,694	75,000
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						
1000-5120-5007	SAFETY EQUIP	238	586	1,500	1,676	1,500
Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jacket						
1000-5120-5111	PROFESSIONAL SERVICES	12,944	5,242	7,500	2,445	7,000
Technical contractors such as Advanced Data; FCIS.						
1000-5120-5121	REPAIR MAINTENANCE EQUIPMENT	6,284	1,193	5,000	1,936	4,000
Electronic equipment repairs not covered by warranties.						
1000-5120-5122	R M VEHICLES	-	-	2,000	-	1,500
Annual Hydraulic inspection and associated testing						
1000-5120-5123	R M FACILITY MAINT	454	107	1,500	-	1,500



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Traff, Sig, Signs, Comm Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
TOC facility maintenance and repairs						
1000-5120-5124	MAINTENANCE CONTRACT	9,339	7,121	12,000	6,524	8,000
Contracted Services - Fiber locating						
1000-5120-5311	TELEPHONES	-	-	-	52	-
TOC dial tone services to operate traffic network						
1000-5120-5312	CELL PHONES	867	360	2,500	1,300	2,040
Crew Leader and 1 staff						
1000-5120-5321	ELECTRICITY	23,464	24,979	25,000	19,732	25,000
Energy costs associated with traffic signal devices Additional Signals installed						
1000-5120-5354	EMPLOYEE TRAINING	3,367	1,726	3,000	2,336	4,000
technical Training/ Certification Maintenance						
1000-5120-5356	EMPLOYEE DUES/MEMBERS	160	353	500	-	500
1000-5120-5357	CLOTHING	150	-	-	-	-
annual uniform per employee allocated for two FT employees						
1000-5120-5361	POSTAGE AND SHIPPING	140	36	250	43	250
Postage and shipping expenses related to electronic repairs						
1000-5120-5364	FUEL	5,086	5,629	6,000	3,592	6,000
1000-5120-5367	SIGNS	-	6,526	2,500	-	10,000
Township wide sign maintenance.						
1000-5120-5370	FURNITURE AND FIXTURES	-	291	250	975	1,000
Total		296,381	304,495	335,001	273,137	534,871



## Department: STORM WATER

### Description and Responsibilities:

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

## 2014 Annual Budget

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### 2013 Accomplishments:

1. Completed basin repairs in advance of paving contract.
2. Completed over 175 basins this year.

### 2014 Goals:

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

### 2014 Budget Highlights:

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

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	2	2	2
Part Time	0	0	0	0	1

## Storm Water Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5131-4010	SALARIES FULL TIME	124,832	138,094	140,689	97,264	149,103
1000-5131-4012	SALARIES PART TIME	-	-	-	-	10,240
One part-time seasonal at \$10/hr, 32hrs/wk, 32weeks. working with the catch basin crew as a laborer						
1000-5131-4015	OVERTIME	-	970	1,500	41	1,500
1000-5131-4021	SOCIAL SECURITY	7,034	8,926	9,301	6,184	9,841
1000-5131-4022	MEDICARE	1,645	2,088	2,175	1,447	2,302
1000-5131-4023	WORKERS COMP	5,906	6,484	6,452	5,606	6,674
1000-5131-4041	PENSION NON-UNIFORM	7,064	7,383	7,501	4,865	7,936
1000-5131-4051	HOSPITALIZATION	27,492	27,941	30,263	23,528	29,583
1000-5131-4052	VISION	272	258	274	252	282
1000-5131-4053	DENTAL	1,880	1,635	1,785	1,784	1,784
1000-5131-4054	ICMA CONTRB	5,440	6,911	7,501	4,865	7,936
1000-5131-4055	DISABILITY INSURANCE	339	369	402	342	413
1000-5131-4057	LIFE INSURANCE	324	351	835	360	857
1000-5131-5004	MATERIALS AND SUPPLIES	2,824	1,375	2,639	593	2,700
Materials and Supplies for Storm water						
1000-5131-5007	SAFETY EQUIP	209	92	517	650	530
Safety Equipment such as vests, gloves, glasses						
1000-5131-5111	PROFESSIONAL SERVICES	38,076	17,310	13,828	20,102	20,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Including basin cleaning, equip repairs outsourced						
1000-5131-5121	REPAIR MAINTENANCE EQUIPMENT	1,330	4,342	2,070	568	2,100
Maint. and Repair of Equipment						
1000-5131-5312	CELL PHONES	387	-	414	-	720
Crew Leader (Manipole) cell phone						
1000-5131-5332	EQUIP LEASE/RENTAL	6,230	623	3,105	-	2,000
Costs associated with leasing of equipment. Rental of equipment needed and not currently in fleet						

## Storm Water Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5131-5354	EMPLOYEE TRAINING	-	-	517	-	-
1000-5131-5355	EMPLOYEE CAREER DEVELOPMENT	385	-	-	-	-
1000-5131-5366	ROAD MAINTENANCE SUPPLIES	98,647	114,622	31,050	62,353	35,000
Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.						
1000-5131-5367	SIGNS	63	-	527	1,547	-
Reduced amount by \$527... zero'd out the account. Costs associated with the purchase of street signs and hardware.						
1000-5131-5370	MINOR EQUIP AND FURN	926	160	4,000	299	2,000
new equipment needed for finishing concrete during concrete basin repairs. Costs associated with the purchase of minor equipment and furniture.						
<b>Total</b>		<b>331,307</b>	<b>339,933</b>	<b>267,345</b>	<b>232,649</b>	<b>293,501</b>



## Department: ROAD MAINTENANCE

### Description and Responsibilities:

Construct capital projects, initiate repairs to roads, storm systems on over 125 centerline miles of township roads.

## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### 2013 Accomplishments:

1. Comprehensive Resurfacing Program was completed prior to the end of September 2013.
2. Glen Rape (Phase 1) - base repairs and drainage improvements were completed prior to being resurfaced.
3. Graham Park Dr. - Installed over 11,000 feet of french drain pipe prior to Full Depth Reclamation (FDR) and resurfacing was completed. Also constructed two additional parking areas near the soccer complex.
4. Implemented a new procedure for piling salt inside the shed utilizing a belt driven thrower which is loaded directly from a truck.
5. Public Safety Training building - layout and elevation established prior to paving the work area and parking lot. Work included storm sewer installation, base installation, and conduit installation for fiber connectivity to the building.
6. North Boundary Park - constructed a road widening project near the soccer complex which created 40 additional parking spots.
7. Completed Township-wide line painting program.
8. Graham School Rd - upgraded all under drains, storm ditches, widened for super curves, and completed road base repairs prior to getting resurfaced. This was done in advance of the closing of the bridge on Powell Rd.
9. Hunters Creek Walking Trail - installed over 1,400 feet of walking trail through the woods from Hunter Dr to the Graham Park Dr round-a-bout.
10. Mars Rd - prior to resurfacing we improved drainage along the edge of the road and installed two foundations for electronic speed signs, after resurfacing we completed backfilling behind the curb addressing all affected driveways.

### 2014 Goals:

1. Calculate resurfacing program estimates for earlier bid and construction program.
2. Prepare list of roads for crack sealing program
3. Complete all catch basin repairs and road base repairs prior to the resurfacing program.

### 2014 Budget Highlights:

1. Freshcorn Rd - road improvements will occur between Glen Rape Rd and Kingston Dr.
2. Resurfacing program completed prior to the end of August.
3. Include seasonal employees within the Streets division. Employees will be utilized on various construction projects, as well as, pot hole and crack seal maintenance.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	8	8	8	8	8
Part Time	0	0	0	0	2

## Road Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5132-4010	SALARIES FULL TIME	272,485	292,930	296,550	263,305	315,463
1000-5132-4012	SALARIES PART TIME	-	-	-	-	5,240
One (1) seasonal employee @ \$10/hr, 32 hrs/wk, 32 weeks from Mar-Nov						
1000-5132-4015	OVERTIME	5,516	6,377	6,000	3,527	6,000
1000-5132-4021	SOCIAL SECURITY	17,677	19,192	20,394	16,936	21,630
1000-5132-4022	MEDICARE	4,134	4,488	4,769	3,961	5,058
1000-5132-4023	WORKERS COMP	12,252	14,173	13,500	11,730	14,018
1000-5132-4041	PENSION NON-UNIFORM	12,554	11,160	15,630	13,342	16,601
1000-5132-4051	HOSPITALIZATION	54,153	68,250	68,556	48,308	58,412
1000-5132-4052	VISION	588	574	590	545	608
1000-5132-4053	DENTAL	4,235	3,682	4,018	4,017	4,018
1000-5132-4054	ICMA CONTRB	13,626	14,903	15,630	13,342	16,601
1000-5132-4055	DISABILITY INSURANCE	731	767	838	736	863
1000-5132-4057	LIFE INSURANCE	830	866	1,700	917	1,793
1000-5132-5001	OFFICE SUPPLIES	-	303	500	-	500
Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.						
1000-5132-5004	MATERIALS AND SUPPLIES	16,239	9,946	10,000	5,332	10,000
Cost associated with miscellaneous expenses: Materials and Supplies						
1000-5132-5007	SAFETY EQUIP	1,279	1,218	1,500	1,875	1,500
Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.						
1000-5132-5111	PROFESSIONAL SERVICES	133,982	119,520	50,000	65,698	53,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Inspections, flagging, concrete work, tree work						
1000-5132-5121	REPAIR MAINTENANCE EQUIPMENT	19,081	12,468	20,000	17,298	17,000
Costs associated with repair and maintenance of equipment. Repair and maintenance of road construction equipment						
1000-5132-5312	CELL PHONES	2,252	900	1,700	3,200	3,840
Streets Mgr and 3 Crew Leaders						

## Road Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5132-5332	EQUIP LEASE/RENTAL	2,782	5,753	10,000	3,140	7,000
Costs associated with leasing of equipment.						
1000-5132-5354	EMPLOYEE TRAINING	-	150	1,000	149	1,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.						
1000-5132-5355	EMPLOYEE CAREER DEVELOPMENT	385	-	-	-	-
1000-5132-5357	CLOTHING	185	583	-	-	-
Costs associated clothing reimbursements and uniforms.						
1000-5132-5366	ROAD MAINTENANCE SUPPLIES	115,834	231,037	142,000	107,818	160,000
Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.						
1000-5132-5367	SIGNS	-	677	-	-	-
Costs associated with the purchase of street signs and hardware.						
1000-5132-5370	MINOR EQUIP AND FURN	5,654	1,268	2,000	4,770	2,000
Costs associated with the purchase of minor equipment and furniture.						
1000-5132-6117	ROAD RESURFACING	-	424,626	450,000	541,763	450,000
Asphalt costs associated with the resurfacing program						
<b>Total</b>		<b>696,453</b>	<b>1,245,809</b>	<b>1,136,875</b>	<b>1,131,709</b>	<b>1,172,145</b>



## Department: FACILITY MAINTENANCE

### 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

#### 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.

#### 2013 Accomplishments:

1. Completed Mechanics Office design and build.
2. Contracted new cash handling room at pool.
3. Installed new access control system at pool, partial install at Treatment Plant.
4. Installed new rooftop unit at Haine Fire Station.
5. Completed library renovations with new flooring and shelving.
6. Converted two hot water tanks at the PD to one single instantaneous.
7. Johnson School House scrap/painting. Repaired frames.
8. Installed new walk in refrigerator and freezer at pool.

#### 2014 Goals:

1. Complete access control at Treatment Plant.
2. Upgrade power unit for the cardboard compactor.
3. Replace exterior doors at Public Works.

#### 2014 Budget Highlights:

1. Housekeeping contracts are now separate contracts.
2. Utility costs continue to be evaluated for maximized efficiency - low flow water fixtures, LED lights and eliminate incandescents and metal halide lighting.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	2	2	3	3	3
Part Time	0	0	0	2	2

## Facility Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5140-4010	SALARIES FULL TIME	141,742	170,678	166,692	140,404	178,056
1000-5140-4012	SALARIES PART TIME	8,218	3,611	8,420	10,701	11,000
part time seasonal help to perform labor tasks ie: roof and gutter cleaning, minor painting and unskilled work.						
1000-5140-4015	OVERTIME	2,850	2,930	3,000	3,801	3,000
allowance for call in on weekends and after normal hours snow removal and emergency calls						
1000-5140-4021	SOCIAL SECURITY	9,702	11,445	11,397	9,686	12,134
1000-5140-4022	MEDICARE	2,269	2,676	2,665	2,265	2,838
1000-5140-4023	WORKERS COMP	7,542	9,526	7,582	6,588	7,904
1000-5140-4041	PENSION NON-UNIFORM	8,916	8,234	8,782	7,210	9,365
1000-5140-4051	HOSPITALIZATION	20,471	21,337	23,443	20,552	38,060
1000-5140-4052	VISION	353	386	384	355	395
1000-5140-4053	DENTAL	2,551	2,430	2,652	2,651	2,652
1000-5140-4054	ICMA CONTRB	6,487	8,565	8,782	7,210	9,365
1000-5140-4055	DISABILITY INSURANCE	364	405	471	390	487
1000-5140-4057	LIFE INSURANCE	447	490	979	521	1,011
1000-5140-5001	OFFICE SUPPLIES	-	-	-	-	250
papers, pens, pencils, planners						
1000-5140-5004	MATERIALS AND SUPPLIES	37,508	23,627	17,000	30,579	24,000
This account will supply parts and materials to perform in house maintenance and repairs. Plumbing, electrical, carpentry, painting and plastering.						
1000-5140-5005	CLEANING SUPPLIES	14,920	13,696	13,000	17,404	14,000
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 .						
1000-5140-5007	SAFETY EQUIP	644	389	800	969	500
Safety supplies for Facilities respirators, rubber gloves, safety glasses ect. .						
1000-5140-5111	PROFESSIONAL SERVICES	45,638	47,549	30,000	27,167	25,000
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.						

## Facility Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5140-5123	R M FACILITY MAINT	7,152	17,681	12,000	8,077	15,000
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 forexample the painting of the interior walls to the new color standard. This allows for the additional buildout of the Parks and Recreation / Pre school area.						
1000-5140-5124	MAINTENANCE CONTRACT	18,170	1,341	5,000	2,358	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						
1000-5140-5132	JANITORIAL SERVICES	79,883	77,902	65,000	97,225	105,000
The Municipal building was bid out as its own contract to increase the level of cleaning. Wages were dictated to insure a better qualityu of cleaner.						
1000-5140-5312	CELL PHONES	1,886	2,014	1,800	2,060	2,400
Facilities Mgr and 1 staff member.cell phone reimbursement for Facilityes Mngr. and maintenance techs. increased by \$528 for new hire cell phone						
1000-5140-5321	ELECTRICITY	107,904	101,485	100,000	81,736	101,000
\$100.005 Electrical billing for municipal building and complex Based on actual billing and estimated amounts for Sept., Oct, Nov, Dec.						
1000-5140-5322	NATURAL GAS	41,466	33,853	40,000	25,763	35,000
current actual billing natural gas heating and domestic hot water for municipal complex plus a 5% allowance for price fluctuation.						
1000-5140-5323	WATER	5,268	7,072	7,000	4,316	9,000
water service for the 228 Traffic islands, Dutihl islands, and the Municipal building.						
1000-5140-5324	SEWER	2,892	3,077	2,900	3,082	3,500
based on actual budget amount plus a 15% increase.						
1000-5140-5325	TRASH SERVICE	913	234	1,200	204	500
*does not include the cardboard recycling compactor. * trash and recycling service through Waste Mgmt.						
1000-5140-5332	EQUIPMENT LEASES	-	-	-	153	3,000
1000-5140-5352	EMPLOYEE MILAGE REIMB	-	-	-	-	250
reimbursement for expenses related to ongoing education credits for job related studies.						
1000-5140-5354	EMPLOYEE TRAINING	991	1,521	1,500	672	1,500



## 2014 Annual Budget

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### Facility Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Employee training and certification classes						
1000-5140-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	-	-	2,000
allowance for employee training and career development. Security camera / DVR recorder training \$3,000						
1000-5140-5357	CLOTHING	90	-	-	-	-
Uniform allowance Facilities \$15. p/wk = \$ 2800 allowance for boots \$600 uniform contracted service Increase due to addition of new hire Facility Tech.						
1000-5140-5364	FUEL	4,388	4,357	4,000	3,126	2,500
Gasoline and diesel fuel for the Facilities sprinter van and Explorer.						
1000-5140-5370	MINOR EQUIPMENT/FURNITURE	1,265	1,684	500	642	2,500
specialty tool and equipment purchases necessary to perform maintenance and repairs that would other wise 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 necess and will reduce even further dependence on outside contracts						
Total		582,892	580,195	546,949	517,868	628,167

**Department: FLEET MAINTENANCE****Description and Responsibilities:**

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

**2013 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. Fleet Mechanics placed 3 new police vehicles into service after installing all major safety/computer equipment.
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.

**2014 Goals:**

1. Develop finer parameters for the Township wide vehicle replacement program. Also, continue to study the feasibility of utilizing a lease program.
2. Utilize online auctioning for vehicle and equipment disposal.

**2014 Budget Highlights:**

1. Research fleet management software
2. Fuel will continue to be a volatile commodity.
3. Pilot a vehicle leasing program for fleet replacement for sewer/water meter readers.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	3	3	3	3	3
Part Time	0	0	1	1	1

## Fleet Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5150-4010	SALARIES-FULLTIME	97,636	90,598	94,489	84,382	102,364
1000-5150-4012	SALARIES-PART TIME	26,324	32,215	16,840	18,018	13,824
One part-time seasonal at \$13.50/hr, 32hrs/wk, for 32 weeks from Mar-Nov. This position will assist with Fleet maint and any other project assigned.						
1000-5150-4015	OVERTIME	735	1,259	3,000	2,493	3,000
1000-5150-4021	SOCIAL SECURITY TAX	7,985	7,847	7,288	6,654	7,820
1000-5150-4022	MEDICARE	1,868	1,835	1,704	1,556	1,829
1000-5150-4023	WORKERS COMP	4,449	4,714	4,410	3,832	4,653
1000-5150-4041	PENSION NON UNIFORM	5,321	5,313	5,060	4,333	5,465
1000-5150-4051	HOSPITALIZATION	19,524	22,095	28,861	23,949	29,025
1000-5150-4052	VISION INSURANCE	199	207	243	225	250
1000-5150-4053	DENTAL INSURANCE	1,384	1,243	1,670	1,670	1,670
1000-5150-4054	457 CONTRIBUTIONS	4,838	3,970	5,060	4,104	5,465
1000-5150-4055	DISABILITY INSURANCE	252	237	272	235	284
1000-5150-4057	LIFE INSURANCE	241	225	563	248	590
1000-5150-5001	OFFICE SUPPLIES	-	1,445	500	249	500
Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.						
1000-5150-5002	SUBSCRIPTIONS/BOOKS	175	135	1,000	-	1,000
\$1000 Professional Fleet Management Certification \$2500 - 2 empl cert by IMSA (International Municipal Signal Association) working toward level 3 certification						
1000-5150-5004	MATERIALS AND SUPPLIES	2,303	4,557	7,500	1,917	7,500
Cost associated with miscellaneous expense.						
1000-5150-5007	SAFETY SUPPLIES	1,692	801	2,500	2,947	2,500
Costs associated with the purchase of safety materials.						
1000-5150-5111	PROFESSIONAL SERVICES	8,497	6,679	26,000	9,337	26,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.						
1000-5150-5121	REPAIR MAINTENANCE EQUIPMENT	355	299	-	59	-
1000-5150-5122	R M VEHICLES	40,748	42,982	80,000	46,436	62,000



## 2014 Annual Budget

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## Fleet Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Costs associated with repair and maintenance of vehicles. Testing and parts for work completed on all twp vehicles with inhouse labor and resources.						
1000-5150-5312	CELL PHONES	387	-	500	600	720
Crew Leader Mechanic						
1000-5150-5354	EMPLOYEE TRAINING	419	2,199	3,000	2,254	3,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside souces.						
1000-5150-5356	EMPLOYEE DUES/MEMBERS	-	-	600	-	600
Costs associated with dues and memberships.						
1000-5150-5357	CLOTHING	300	149	-	-	-
Costs associated clothing reimbursements and uniforms						
1000-5150-5370	MINOR EQUIPMENT/FURNITURE	7,157	2,334	5,200	860	5,000
Cost for the purchase of minor equipment and furniture.						
Total		232,788	233,339	296,260	216,356	285,059



## Department: GROUNDS MAINTENANCE

### 2014 Annual Budget

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#### **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.

#### **2013 Accomplishments:**

1. Significant construction responsibilities including the Kid's Castle playground, complete structural replacement at the Lion's shelter, and the Community Park North pavilion.
2. Wide range of restoration projects including the sewer interceptor through Graham Park, the resurfacing of Graham Park Drive, the parking expansion at North Boundary, and the regrading of Park Road berms.
3. Expanded the preventive and corrective tree pruning and removal program with emphasis at Community Park during this season.
4. Reduced the amount of synthetic fertilizer used on athletic fields by 28% while maintaining quality through the use of an organic supplement.
5. Reduced the amount of equipment downtime and repair expenditures with an equipment lifecycle analysis and replacement plan.
6. Design of Graham Park pump house is complete and ready for construction.

#### **2014 Goals:**

1. Further streamline mowing operations at all parks by continuing to right-size equipment through planned replacement.
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 to target high maintenance landscaped areas for replacement with low maintenance alternatives for a categorical savings in labor dollars.

#### **2014 Budget Highlights:**

1. Continued funding for tree maintenance will reduce hazards for all park visitors.
2. Planned preventive facility repairs and upgrades project a positive image across all parks while reducing the labor needed for reactionary resolutions.
3. Proactive repairs to the Graham Park irrigation system will mitigate untimely failures.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	5	6	6	6	6
Part Time	16	10	20	21	21

## Grounds Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5160-4010	SALARIES FULL TIME	200,446	221,354	225,573	187,946	239,079
1000-5160-4012	SALARIES PART TIME	138,001	171,004	159,975	191,673	170,000

Seasonal labor: 12 FT March 1 through November 30. 4 FT (summer only) May through August.

1000-5160-4015	OVERTIME	14,671	10,117	12,400	14,522	13,000
1000-5160-4021	SOCIAL SECURITY	22,361	25,465	24,324	24,647	25,481
1000-5160-4022	MEDICARE	5,230	5,955	5,689	5,764	5,959
1000-5160-4023	WORKERS COMP	16,084	10,195	10,743	9,335	11,100
1000-5160-4041	PENSION NON-UNIFORM	10,600	11,039	11,857	9,943	12,551
1000-5160-4051	HOSPITALIZATION	30,151	27,874	31,823	25,580	33,509
1000-5160-4052	VISION	344	344	346	320	356
1000-5160-4053	DENTAL	2,538	2,225	2,430	2,428	2,430
1000-5160-4054	ICMA CONTRB	9,614	11,350	11,857	9,943	12,551
1000-5160-4055	DISABILITY INSURANCE	534	561	635	565	653
1000-5160-4057	LIFE INSURANCE	620	658	1,320	723	1,355
1000-5160-5004	MATERIALS AND SUPPLIES	80,079	36,406	45,000	42,139	38,000

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, HR costs associated to seasonal labor, and miscellaneous hardware and supplies.

1000-5160-5005	CLEANING SUPPLIES	6,532	9,151	7,000	7,832	8,000
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.						
1000-5160-5006	AGRICULTURAL SUPPLIES	110,937	91,334	104,000	86,096	94,000
All products related to turf and landscape plant maintenance programs: fertilizer, herbicide, fungicide, calcium, magnesium, seed, and spray adjuvants.						
1000-5160-5007	SAFETY EQUIP	2,892	2,489	3,000	2,897	3,000
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE. Sustained funding is attributable to an increase in spray operations and in-house tree work which require additional, specific PPE.						
1000-5160-5111	PROFESSIONAL SERVICES	60,481	47,756	45,000	36,522	44,000
Work performed through contracted service providers includes: Geese Police, aquatic management for Graham Park pond, painting, mulch blower services, fence repairs, design and production of signage, grease trap cleaning, arborist services, electrical installation and repairs.						



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### Grounds Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5160-5121	REPAIR MAINTENANCE EQUIPMENT	30,515	26,114	25,000	18,552	18,000
Parts and repairs for all parks power equipment. Reduced funding over the last two years is attributable to improvements in equipment replacement practices.						
1000-5160-5123	R M FACILITY MAINT	10,969	9,426	10,000	7,886	9,000
Repairs to parks structures and facilities including restrooms, storage buildings, shelters, amphitheatre, dog park, batting cages.						
1000-5160-5124	MAINTENANCE CONTRACT	1,186	5,664	4,000	-	1,000
Contracted services for repairs and maintenance on parks buildings and grounds including extermination, routine cleaning, mechanical maintenance.						
1000-5160-5312	CELL PHONES	1,662	2,190	1,500	1,900	3,000
Grounds Mgr and 2 Crew LeadersReimbursement of manager and crew leaders for cell phones.						
1000-5160-5321	ELECTRICITY	71,589	59,234	43,000	45,936	60,000
All electric in parks that is NOT reimbursed through athletic associations. Account history shows a significant rise in electric usage as more events, more amenities, and more winter/extended facilities usage are added.						
1000-5160-5323	WATER	9,104	6,442	10,350	4,535	5,000
All water for facilities and supplemental irrigation throughout the parks.						
1000-5160-5324	SEWER	4,105	3,274	4,000	3,641	3,500
Sanitary sewer service for all park facilities.						
1000-5160-5325	TRASH SERVICE	-	-	1,000	-	500
Trash removal service for special projects within parks.						
1000-5160-5332	EQUIP LEASE/RENTAL	19,048	7,477	9,000	8,247	8,000
56% of account is dedicated to 5 leased carts through 2015. Additional rentals throughout the season will include: stump grinder, wood chipper, and various landscape attachments.						
1000-5160-5354	EMPLOYEE TRAINING	2,462	1,791	3,000	2,782	3,000
Continuing education for pesticide application and pool chemical handling licensing.						
1000-5160-5357	CLOTHING	-	1,618	2,500	1,768	2,000
primarily t-shirts for seasonal and FT employees.						
1000-5160-5370	MINOR EQUIP AND FURN	14,863	14,650	15,000	14,177	10,000
Small equipment like string trimmers, backpack blowers, and push mowers. Replacement of aging Vicon spreader and a cab enclosure for the Gator 855D so it can be used during the winter.						
Total		877,616	823,161	831,322	768,298	838,024



## Department: PUBLIC WORKS ADMINISTRATION

### **Description and Responsibilities:**

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

### **2013 Accomplishments:**

1. Maintained "0" lost time accidents in all divisions.
2. Implemented monthly safety training program throughout year.
3. Successfully piloted tree ROW clearing program.

### **2014 Goals:**

1. Electric and natural gas program review.
2. Maintain high attention to safety program.
3. Evaluate wash bay automation and spray pad for public works vehicles and equipment.

### **2014 Budget Highlights:**

1. Housekeeping contracts broken down by building.
2. Uniform contract renewal.
3. Evaluation of the operation facility, related to space utilization for equipment and personnel to the administration

Staffing Levels	2010	2011	2012	2013	2014
Full Time	3	3	4	4	4
Part Time	2	1	0	0	0

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## 2014 Annual Budget

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## PW Administration Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5170-4010	SALARIES FULL TIME	99,506	97,159	79,106	60,258	100,540
1000-5170-4012	SALARIES PART TIME	-	-	-	3,839	-
1000-5170-4015	OVERTIME	285	137	500	-	500
1000-5170-4021	SOCIAL SECURITY	6,388	6,183	4,905	4,535	6,233
1000-5170-4022	MEDICARE	1,494	1,446	1,147	1,061	1,458
1000-5170-4023	WORKERS COMP	211	2,036	2,088	1,814	2,158
1000-5170-4041	PENSION NON-UNIFORM	3,981	3,685	3,955	3,817	5,027
1000-5170-4051	HOSPITALIZATION	14,025	16,086	18,858	17,573	22,992
1000-5170-4052	VISION	165	160	169	156	207
1000-5170-4053	DENTAL	890	713	862	890	1,029
1000-5170-4054	ICMA CONTRB	4,221	4,356	3,955	3,477	5,027
1000-5170-4055	DISABILITY INSURANCE	190	191	206	185	261
1000-5170-4057	LIFE INSURANCE	361	364	427	387	543
1000-5170-5001	OFFICE SUPPLIES	1,934	3,015	3,500	2,412	3,500
1000-5170-5004	MATERIALS AND SUPPLIES	3,040	5,502	4,500	3,521	3,500
1000-5170-5005	CLEANING SUPPLIES	556	2,466	4,000	1,840	3,500
1000-5170-5007	SAFETY EQUIP	3,054	1,497	6,500	2,082	6,500
1000-5170-5111	PROFESSIONAL SERVICES	18,937	14,991	31,000	12,888	15,000
1000-5170-5121	REPAIR MAINTENANCE EQUIPMENT	-	-	1,000	-	-
1000-5170-5122	R M VEHICLES	-	-	-	13	-
1000-5170-5123	RM FACILITY MAINT	4,652	6,137	6,000	4,699	6,000
1000-5170-5124	MAINTENANCE CONTRACTS	1,208	838	7,000	435	5,000
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						
1000-5170-5132	JANITORIAL SERVICES	5,226	6,787	34,000	4,215	14,000
1000-5170-5230	INFORMATION TECH	123,842	123,842	128,827	128,827	128,827



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### PW Administration Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5170-5312	CELL PHONES	1,257	1,396	3,000	1,400	2,000
Director cell reimbursement						
1000-5170-5321	ELECTRICITY	24,587	22,242	22,000	18,059	20,000
1000-5170-5322	NATURAL GAS	16,257	9,933	18,000	1,688	12,000
1000-5170-5323	WATER	855	684	1,200	1,079	1,200
1000-5170-5324	SEWER	984	763	1,200	883	1,000
1000-5170-5325	TRASH SERVICE	33	-	2,200	-	-
1000-5170-5353	EMPLOYEE MEETING /CONFER	1,711	1,540	3,000	265	3,000
1000-5170-5354	EMPLOYEE TRAINING	3,350	4,989	4,200	2,424	3,500
1000-5170-5356	EMP DUES AND MEMBERSHIP	964	513	1,100	169	700
1000-5170-5357	CLOTHING AND UNIFORMS	11,020	8,452	9,500	7,713	8,700
1000-5170-5364	FUEL	89,915	89,625	94,000	84,879	90,000
1000-5170-5370	MINOR EQUIP AND FURN	190	-	9,000	585	10,000
Office renovation to Public Works admin.						
Total		445,288	437,727	510,905	378,068	483,902

**Department: 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.

**2013 Accomplishments:**

1. Completed Construction of the Interceptor 1 Project
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. In 2013, the main focus of this effort was the traffic analysis, structural analysis, and environmental analysis of the future MSA Thruway Project.
3. Completed Ambulance Building Construction-This building will house the Cranberry Township Emergency Medical Service.
4. Completed Executive Drive 24" Waterline and Sidewalk.
5. Kid's Castle- Collaborative effort was managed by the Engineering department to complete Kid's Castle playground.
6. Brush Creek Water Pollution Control Facility Upgrade-The engineering department has managed consultant selection and process selection.
7. Completed Ehrman Road Signal project.

**2014 Goals:**

1. Brush Creek Water Pollution Control Facility- Select the process, complete final design and prepare bid documents.
2. North Boundary Waterpark Upgrade- Complete preliminary/final design and to begin construction in the fall of 2014.
3. Municipal Center Upgrade- Design and construct this project.
4. Resurfacing Program-The Engineering Department will bid and manage construction of this project.
5. MSA Thruway Project- Complete preliminary and final design.

**2014 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	2010	2011	2012	2013	2014
Full Time	4	4	4	4	5
Part Time	1	2	1	2	3



## 2014 Annual Budget

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### Eng-Contract Administration Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5210-4010	SALARIES FULL TIME	53,973	56,768	63,610	52,793	65,196
1000-5210-4012	SALARIES PART TIME	3,703	13,835	12,801	7,663	17,535
1000-5210-4015	OVERTIME	-	-	125	-	125
1000-5210-4021	SOCIAL SECURITY	3,706	4,599	4,745	3,604	5,137
1000-5210-4022	MEDICARE	882	1,075	1,110	843	1,201
1000-5210-4023	WORKERS COMP	157	319	435	378	479
1000-5210-4041	PENSION NON-UNIFORM	2,990	2,651	3,187	2,640	3,266
1000-5210-4051	HOSPITALIZATION	12,093	13,904	15,492	13,019	16,267
1000-5210-4052	VISION	121	123	135	125	139
1000-5210-4053	DENTAL	880	773	928	928	928
1000-5210-4054	ICMA CONTRB	2,698	2,785	3,187	2,600	3,266
1000-5210-4055	DISABILITY INSURANCE	139	147	166	151	170
1000-5210-4057	LIFE INSURANCE	266	295	344	329	353
1000-5210-5001	OFFICE SUPPLIES	485	585	600	463	750
This includes office supplies for Engineering Department operations.						
1000-5210-5004	MATERIALS AND SUPPLIES	929	2,767	3,700	2,499	3,650
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.						
1000-5210-5007	SAFETY SUPPLIES	319	461	500	316	240
This line item is for miscellaneous safety supplies for the Engineering Department.						
1000-5210-5111	PROFESSIONAL SERVICES	73,376	54,047	80,000	40,570	72,500
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.						
1000-5210-5133	LEGAL SERVICES	4,979	907	1,000	-	1,000
This line item includes legal consulting fees.						
1000-5210-5134	OTHER SERVICES	-	280	280	-	300
1000-5210-5230	INFORMATION TECH	51,256	51,256	53,319	53,319	53,319



## 2014 Annual Budget

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### Eng-Contract Administration Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Costs associated with IT support for Engineering Department operations.						
1000-5210-5312	CELL PHONES	3,163	3,894	5,140	4,500	4,940
This line item includes cell phone reimbursement costs.						
1000-5210-5354	EMPLOYEE TRAINING	1,325	3,267	5,300	2,538	3,700
This line item includes various employee training.						
1000-5210-5356	EMP DUES AND MEMBERSHIP	786	608	550	407	550
This line item includes membership dues to professional societies.						
Total		218,227	215,347	256,654	189,685	255,011



## Department: ENGINEERING PLAN REVIEW & INSPECTION

### Description and Responsibilities:

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

## 2014 Annual Budget

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### 2014 Budget Highlights:

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

## Eng-Plan Reviews &amp; Inspection Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5220-4010	SALARIES FULL TIME	43,313	46,426	53,044	44,136	54,531
1000-5220-4012	SALAIRES - PART TIME	5,270	25,667	24,905	23,149	25,604
1000-5220-4021	SOCIAL SECURITY	2,966	4,520	4,833	4,010	4,968
1000-5220-4022	MEDICARE	722	1,057	1,130	938	1,162
1000-5220-4023	WORKERS COMP	126	283	494	429	510
1000-5220-4041	PENSION NON-UNIFORM	2,390	2,105	2,652	2,207	2,727
1000-5220-4051	HOSPITALIZATION	8,450	10,025	11,292	9,773	11,857
1000-5220-4052	VISION	81	83	95	87	98
1000-5220-4053	DENTAL	587	472	650	649	650
1000-5220-4054	ICMA CONTRB	2,166	2,268	2,652	2,167	2,727
1000-5220-4055	DISABILITY INSURANCE	112	121	138	126	142
1000-5220-4057	LIFE INSURANCE	220	276	286	310	294
1000-5220-5004	MATERIALS & SUPPLIES	-	(140)	-	-	-
1000-5220-5111	PROFESSIONAL SERVICES	40,381	1,819	5,000	460	5,000
This line item includes various specialized review professional services necessary to support the land development review process.						
1000-5220-5312	CELL PHONES	-	-	-	600	-
<b>Total</b>		<b>106,783</b>	<b>94,983</b>	<b>107,171</b>	<b>89,042</b>	<b>110,270</b>



## Department: 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.

## 2014 Annual Budget

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## Eng-Resident Support Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-5240-4010	SALARIES FULL TIME	42,532	45,204	51,703	42,876	52,955
1000-5240-4015	OVERTIME	-	-	75	-	75
1000-5240-4021	SOCIAL SECURITY	2,621	2,849	3,210	2,520	3,288
1000-5240-4022	MEDICARE	634	666	751	589	769
1000-5240-4023	WORKERS COMP	143	247	288	250	298
1000-5240-4041	PENSION NON-UNIFORM	2,353	2,079	2,589	2,144	2,651
1000-5240-4051	HOSPITALIZATION	9,192	10,538	12,025	10,347	12,626
1000-5240-4052	VISION	87	90	101	94	104
1000-5240-4053	DENTAL	636	607	696	696	696
1000-5240-4054	ICMA CONTRB	2,127	2,207	2,589	2,104	2,651
1000-5240-4055	DISABILITY INSURANCE	109	117	135	123	138
1000-5240-4057	LIFE INSURANCE	207	222	280	255	286
1000-5240-5004	MATERIALS & SUPPLIES	-	64	-	-	-
1000-5240-5111	PROFESSIONAL SERVICES	2,301	-	2,500	-	1,000
This line item includes professional services that are utilized in the customer service to resident inquiries.						
1000-5240-5364	FUEL	2,011	3,467	2,800	3,455	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>64,952</b>	<b>68,357</b>	<b>79,742</b>	<b>65,452</b>	<b>80,337</b>



## Department: PARKS & RECREATION OPERATIONS

### 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

#### Description and Responsibilities:

Provides administrative operation to include all full time staff for the Parks & Rec division. It also encompasses the front office staff (Guest service). This would be considered the heart of the Department with the other cost centers as the various outreaches.

#### 2013 Accomplishments:

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

#### 2014 Goals:

To improve programs, facilities, community relationships and customer service through staff enhancement.

#### 2014 Budget Highlights:

Developing NEW departmental identity through building renovations, departmental structure and employee development while continuing to grow and enhance programs as well as program marketing.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	3.5	3.5	3.5	3.5	4.5
Part Time	17	17	17	17	17

## Park Operation Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6210-4010	SALARIES FULL TIME	184,070	98,207	192,141	118,892	233,453
3.5 Full Time Employees - Director, manager (50%) , P. Kovach, J. Mental						
1000-6210-4012	SALARIES PART TIME	69,082	102,579	133,652	77,892	114,765
Customer Service, Site Supervisors, Play Center Staff						
1000-6210-4015	OVERTIME	865	373	500	814	500
1000-6210-4021	SOCIAL SECURITY	16,180	12,641	20,200	12,168	21,590
1000-6210-4022	MEDICARE	3,784	2,956	4,724	2,846	5,049
1000-6210-4023	WORKERS COMP	11,836	6,500	13,588	11,807	14,000
1000-6210-4041	PENSION NON-UNIFORM	10,134	8,953	9,607	5,913	11,673
1000-6210-4051	HOSPITALIZATION	27,744	14,710	37,950	8,643	31,465
1000-6210-4052	VISION	406	280	472	376	622
1000-6210-4053	DENTAL	2,864	1,734	3,248	2,745	4,045
1000-6210-4054	ICMA CONTRB	9,246	4,840	9,607	2,644	11,673
1000-6210-4055	DISABILITY INSURANCE	464	182	500	327	607
1000-6210-4057	LIFE INSURANCE	1,005	469	1,037	773	1,261
1000-6210-5001	OFFICE SUPPLIES	3,668	4,180	4,000	2,689	4,000
1000-6210-5004	MATERIALS & SUPPLIES	18,255	15,131	18,000	15,800	18,000
Materials and Supplies includes Credit/Debit Card Charges.						
1000-6210-5111	PROFESSIONAL SERVICES	4,287	4,267	4,200	3,459	4,200
Copier maintainance, HR Screenings - laminating maintainance.						
1000-6210-5230	INFORMATION TECH	72,689	72,689	75,615	75,615	75,615
1000-6210-5312	CELL PHONES	2,570	1,850	3,000	1,527	4,260
1000-6210-5351	EMP RECRUITING	-	2,820	1,000	40	1,000
1000-6210-5354	EMPLOYEE TRAINING	2,100	914	4,000	4,788	4,500
3 Employees to PRPS Conference						



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Park Operation Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6210-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	500	-	500
Training and certifications for staff						
1000-6210-5356	EMP DUES & MEMBERSHIP	865	1,085	1,000	1,475	1,000
1000-6210-5362	PRINTING	24,229	16,027	24,500	18,360	24,500
Printing and Distribution of Recreation Program Guides.						
1000-6210-5364	FUEL	385	321	500	483	500
1000-6210-5370	MINOR EQUIPMENT/FURNITURE	1,380	512	2,000	530	2,000
Replacement tables, chairs as needed for Activity Rooms.						
		<b>Total</b>	<b>468,108</b>	<b>374,221</b>	<b>565,541</b>	<b>370,604</b>
						<b>590,778</b>

Department: 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.

2013 Accomplishments:

Preschool revenue numbers are increased from previous years.

2014 Goals:

Goals will be set and based on building renovations.

2014 Budget Highlights:

Additional employee Training - still maintain high level of teaching to increase revenues and increasing number of participants

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	0	0	0
Part Time	10	10	10	10	10



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Park Early Childhood Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6220-4012	SALARIES PART TIME	76,522	74,585	59,040	53,766	65,856
1000-6220-4015	OVERTIME	-	-	-	-	500
1000-6220-4021	SOCIAL SECURITY	4,679	4,624	3,660	3,333	4,083
1000-6220-4022	MEDICARE	1,109	1,082	856	780	955
1000-6220-4023	WORKERS COMP	4,248	3,790	2,463	2,140	2,770
1000-6220-5004	MATERIALS AND SUPPLIES	10,233	7,700	9,500	5,395	9,500
Materials and Supplies needed to operate all Early Childhood Programs including the Preschools.						
1000-6220-5111	PROFESSIONAL SERVICES	39,618	20,572	15,000	15,838	18,000
Preschool Dance ToddlerTime						
	Total	136,410	112,354	90,519	81,252	101,664



## Department: PARKS & RECREATION YOUTH PROGRAMS

### Description and Responsibilities:

This is largely our summer camp program and youth sports.

## 2014 Annual Budget

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### 2013 Accomplishments:

Increase revenues in programs while maintaining high level of service. Over 1400 children participated in our camp program this past summer.

### 2014 Goals:

Continue to increase our program and participation numbers while emphasizing expense management.

### 2014 Budget Highlights:

We are considering adding new youth programs and increasing the scope of the summer camp.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	0	0	0
Part Time	45	45	45	45	45

## Park Youth Programs Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6230-4012	SALARIES PART TIME	223,392	201,799	142,680	215,042	133,447
1000-6230-4015	OVERTIME	1,236	441	350	5	-
1000-6230-4021	SOCIAL SECURITY	14,004	12,661	8,846	13,333	8,275
1000-6230-4022	MEDICARE	3,275	2,961	2,068	3,118	1,935
1000-6230-4023	WORKERS COMP	4,886	4,737	2,976	2,586	5,611
1000-6230-4054	457 CONTRIBUTIONS	8	-	-	-	-
1000-6230-5004	MATERIALS AND SUPPLIES	30,909	21,615	25,000	10,496	25,000
All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming						
1000-6230-5111	PROFESSIONAL SERVICES	65,654	111,311	80,000	126,195	55,000
1000-6230-5354	EMPLOYEE TRAINING	-	-	-	216	-
1000-6230-5357	CLOTHING	(397)	(216)	-	-	-
<b>Total</b>		<b>342,966</b>	<b>355,310</b>	<b>261,920</b>	<b>370,992</b>	<b>229,268</b>



## Department: PARKS & RECREATION ADULT PROGRAMS

### Description and Responsibilities:

Provide programs for adults in our community.

### 2014 Annual Budget

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### 2013 Accomplishments:

Continued to enhance an already successful adult volleyball and fitness program as shown through increased participation and revenue numbers.

### 2014 Goals:

Research new trends while getting a pulse on our growing community in developing new adult programs. Goals will be influenced by 2014 renovations.

### 2014 Budget Highlights:

Continue to increase revenue in fitness programs.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	0	0	0
Part Time	12	12	12	12	12



## 2014 Annual Budget

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## Park Adult Programs Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6240-4012	SALARIES PART TIME	46,139	46,231	53,213	32,670	37,661
1000-6240-4021	SOCIAL SECURITY	2,861	2,866	3,300	2,026	2,335
1000-6240-4022	MEDICARE	1,338	1,341	1,544	948	546
1000-6240-4023	WORKERS COMP	1,978	1,938	2,220	1,929	1,584
1000-6240-5004	MATERIALS AND SUPPLIES	4,007	4,070	3,500	1,945	3,000
Materials and Supplies for Aerobics Program, Tennis other Adult Programs						
1000-6240-5111	PROFESSIONAL SERVICES	320	625	1,000	9,674	9,850
Dance has switched to pro services; Aerobics Les Mills License						
1000-6240-5354	EMPLOYEE TRAINING	-	-	-	30	-
Total		56,642	57,071	64,777	49,220	54,976



## Department: PARKS & RECREATION FAMILY PROGRAMS

### Description and Responsibilities:

Develop and execute programs that are family based.

## 2014 Annual Budget

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### 2013 Accomplishments:

Improved management of community family programs including Spookapaluza, First Night as well as other family programs.

### 2014 Goals:

Continuing to develop new family programs while enhancing existing programs.

### 2014 Budget Highlights:

Conserted effort to decrease expenses through donation of goods and services.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	0	0	0
Part Time	1	1	1	1	1

## Park Family Programs Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6250-4012	SALARIES PART TIME	613	11,238	3,600	3,782	1,852
1000-6250-4015	OVERTIME	-	144	-	-	-
1000-6250-4021	SOCIAL SECURITY	38	715	224	234	115
1000-6250-4022	MEDICARE	9	167	52	55	27
1000-6250-4023	WORKERS COMP	46	-	75	65	78
1000-6250-5004	MATERIALS AND SUPPLIES	4,615	1,961	1,500	1,319	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.						
1000-6250-5111	PROFESSIONAL SERVICES	-	1,000	1,200	-	925
Payment for Christmas characters; Storytellers for Halloween and other seasonal characters.						
		<b>Total</b>	<b>5,321</b>	<b>15,224</b>	<b>6,651</b>	<b>5,455</b>
						<b>4,497</b>



## Department: PARKS & RECREATION TEEN PROGRAMS

### Description and Responsibilities:

Offer a wide range of programs to service the broad interests of teenagers.

## 2014 Annual Budget

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### 2013 Accomplishments:

1. Enhanced relationship with library teen committee in offering cooperative programs.

### 2014 Goals:

1. Expand the teen leadership program.
2. Continue to be successful with the Safe Sitter program.
3. Continue to coordinate efforts with the library to expand our programs offered to teens.

### 2014 Budget Highlights:

1. By expanding the aforementioned programs, we will increase revenue.

## Park Teen Programs Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6260-4012	SALARIES PART TIME	-	24	-	1,070	515
1000-6260-4021	SOCIAL SECURITY	-	1	-	66	32
1000-6260-4022	MEDICARE	-	-	-	16	8
1000-6260-4023	WORKERS COMP	9	-	-	-	22
1000-6260-5004	MATERIALS AND SUPPLIES	-	781	500	910	500
<b>Total</b>		<b>9</b>	<b>807</b>	<b>500</b>	<b>2,063</b>	<b>1,077</b>



## Department: 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.

### 2014 Annual Budget

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### 2013 Accomplishments:

Successful walking program.

### 2014 Goals:

Continue to provide services to our senior community.

### 2014 Budget Highlights:

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



## 2014 Annual Budget

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### Park Senior Programs Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6270-4012	SALARIES-PART TIME	-	-	-	60	-
1000-6270-4021	SOCIAL SECURITY	-	-	-	4	-
1000-6270-4022	MEDICARE	-	-	-	1	-
1000-6270-5004	MATERIALS/SUPPLIES	70	154	250	40	250
1000-6270-5111	PROFESSIONAL SERVICES	3,046	3,000	2,000	3,000	-
Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer						
	<b>Total</b>	<b>3,116</b>	<b>3,154</b>	<b>2,250</b>	<b>3,105</b>	<b>250</b>



## Department: PARKS & RECREATION COMMUNITY EVENTS

### 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

#### Description and Responsibilities:

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

#### 2013 Accomplishments:

Improved management of concerts in the park as related to expenses.

#### 2014 Goals:

Continue to provide services to the Community while improving the management of personal for all special events. This will be done through the scheduling of personnel for special events and decreasing the need for overtime.

#### 2014 Budget Highlights:

Managing personnel and overtime should provide for significant cost savings for all special events.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

## Park Community Events Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6280-4012	SALARIES-PART TIME	-	17	-	1,196	3,293
First Night Staffing; concert series						
1000-6280-4021	SOCIAL SECURITY TAX	-	1	-	74	204
1000-6280-4022	MEDICARE	-	-	-	17	48
1000-6280-4023	WORKERS COMP	-	-	-	-	138
1000-6280-5004	MATERIALS AND SUPPLIES	11,472	15,459	19,500	16,192	17,000
Community Days - First Night - Concert in the Park						
1000-6280-5111	PROFESSIONAL SERVICES	17,569	19,600	21,000	12,746	24,000
12000 is just for fireworks, Santa - 1st night; for Concerts in Park series						
1000-6280-5134	OTHER OPERATING SVS	806	865	875	-	-
Total		29,847	35,942	41,375	30,225	44,683

Department: PARKS & RECREATION FACILITY MAINTENANCE**Description and Responsibilities:**

Manage facility and field use during evening and weekend hours. Act as a 'liaison' with youth athletic associations while assisting them with their scheduling. This position may possibly encumber some lost and found management.

**2013 Accomplishments:**

This is a new cost center for 2014, therefore no prior accomplishments exist.

**2014 Goals:**

Develop manageable relationship with youth sports associations.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0	0	0	0	0
Part Time	0	0	0	0	2

## Park Facility Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6290-4012	SALARIES-PART TIME	-	-	-	-	12,533
this is NEW positon to monitor fields - 7 days a week - 42 weeks per year..						
1000-6290-4021	SOCIAL SECURITY TAX	-	-	-	-	777
1000-6290-4022	MEDICARE	-	-	-	-	182
1000-6290-4023	WORKERS COMP	-	-	-	-	527
1000-6290-5004	MATERIALS AND SUPPLIES	497	-	-	-	-
1000-6290-5111	PROFESSIONAL SERVICES	3,300	3,300	-	-	-
<b>Total</b>		<b>3,797</b>	<b>3,300</b>	<b>-</b>	<b>-</b>	<b>14,019</b>



## Department: PARKS & RECREATION SPECIAL PROJECTS

### **Description and Responsibilities:**

This cost center encompasses the better use of current parks, facilities and ammenities through programming. It also now includes new community service items such as amusement park tickets, trips and tours.

### **2013 Accomplishments:**

Implemented new amusement park ticket program.

### **2014 Goals:**

Continue to reach out to the community to obtain support for special projects.

### **2014 Budget Highlights:**

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

## 2014 Annual Budget

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## 2014 Annual Budget

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### Park Special Program Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
1000-6295-4012	SALARIES PART TIME	-	55	-	-	-
1000-6295-4021	SOCIAL SECURITY	-	3	-	-	-
1000-6295-4022	MEDICARE	-	1	-	-	-
1000-6295-5004	MATERIALS AND SUPPLIES	224	-	-	-	-
<b>Total</b>		<b>224</b>	<b>59</b>	<b>-</b>	<b>-</b>	<b>-</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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### TIP East Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2110-8510-3410	INTEREST EARNING	(19,753)	(18,026)	(7,200)	(5,382)	(5,000)
2110-8510-3550	INTERGOVERNMENTAL REVENUE	(275,028)	-	-	-	-
2110-8510-3872	CONTRIBUTIONS	(240,251)	(580,858)	(6,000)	(93,891)	(83,270)
	<b>Total</b>	<b>(535,032)</b>	<b>(598,884)</b>	<b>(13,200)</b>	<b>(99,273)</b>	<b>(88,270)</b>

## TIP East Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2110-8510-5004	MATERIALS & SUPPLIES	4,321	3,258	-	839	-
2110-8510-5111	PROFESSIONAL SERVICES	10,971	101	-	-	-
2110-8510-5447	REFUNDS	-	-	-	10,493	-
2110-8510-6125	INFRASTRUCTURE	29,420	63,645	200,000	27,363	100,000
<b>Total</b>		<b>44,712</b>	<b>67,004</b>	<b>200,000</b>	<b>38,694</b>	<b>100,000</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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### TIP West Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2111-8520-3410	INTEREST EARNING	(3,056)	(2,733)	(3,500)	(3)	(500)
2111-8520-3872	CONTRIBUTIONS	(280,160)	(400,835)	(242,000)	(195,414)	(483,280)
	<b>Total</b>	<b>(283,216)</b>	<b>(403,568)</b>	<b>(245,500)</b>	<b>(195,417)</b>	<b>(483,780)</b>

## TIP West Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2111-8520-5004	MATERIALS & SUPPLIES	-	786	-	-	-
2111-8520-5114	ENGINEERING & ARCHITECT SV	86,108	81,146	-	36,451	-
2111-8520-6125	INFRASTRUCTURE	-	1,794,655	200,000	14,837	100,000
<b>Total</b>		<b>86,108</b>	<b>1,876,587</b>	<b>200,000</b>	<b>51,288</b>	<b>100,000</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.



## 2014 Annual Budget

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### Recreation Fees Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2112-8530-3410	INTEREST EARNING	(135)	(123)	(100)	(105)	(100)
2112-8530-3872	CONTRIBUTIONS	(187,649)	(257,782)	(486,650)	(462,878)	(180,950)
	<b>Total</b>	<b>(187,784)</b>	<b>(257,905)</b>	<b>(486,750)</b>	<b>(462,983)</b>	<b>(181,050)</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Recreation Fees Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
<b>2112-8530-5416</b>	GO SERIES A 2003	175,000	175,000	225,000	225,000	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>225,000</b>	<b>225,000</b>	<b>225,000</b>



## 2014 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.



## 2014 Annual Budget

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### Developers Contribution Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2114-8540-3410	INTEREST	(4,250)	(4,322)	-	(2,539)	(2,000)
2114-8540-3872	CONTRIBUTIONS	(739,955)	(305,587)	-	(34,088)	-
	<b>Total</b>	<b>(744,205)</b>	<b>(309,909)</b>	<b>-</b>	<b>(36,627)</b>	<b>(2,000)</b>

## Developers Contribution Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2114-8540-5446	MISC EXPENDITURES	1,608	1,298	-	2,050	-
2114-8540-6125	INFRASTRUCTURE	125,898	442,782	-	509,169	40,000
<b>Total</b>		<b>127,506</b>	<b>444,081</b>	-	<b>511,219</b>	<b>40,000</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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Storm Water Maintenance Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2115-8515-3410	INTEREST	-	(5)	-	(5)	(5)
2115-8515-3872	CONTRIBUTIONS	-	(24,267)	-	-	(60,000)
	<b>Total</b>	<b>-</b>	<b>(24,272)</b>	<b>-</b>	<b>(5)</b>	<b>(60,005)</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Storm Water Maintenance Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### TIP South East Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2116-8590-3410	INTEREST EARNING	-	(1)	(100)	(53)	(100)
2116-8590-3872	CONTRIBUTIONS	-	(260,478)	(370,400)	(347,304)	(500,000)
	<b>Total</b>	<b>-</b>	<b>(260,479)</b>	<b>(370,500)</b>	<b>(347,357)</b>	<b>(500,100)</b>

## TIP South East Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2116-8590-5111	PROFESSIONAL SERVICES	-	22,793	-	144,925	-
2116-8590-6125	INFRASTRUCTURE	-	-	450,000	23,118	350,000
<b>Total</b>		<b>-</b>	<b>22,793</b>	<b>450,000</b>	<b>168,043</b>	<b>350,000</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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Liquid Fuels Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2310-8550-3410	INTEREST	(129)	(138)	(100)	(72)	(100)
2310-8550-3553	LIQUID FUELS TAX	(557,626)	(624,543)	(596,801)	(614,492)	(591,802)
	<b>Total</b>	<b>(557,755)</b>	<b>(624,681)</b>	<b>(596,901)</b>	<b>(614,564)</b>	<b>(591,902)</b>

## Liquid Fuels Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2310-8550-5366	CONTRACTED MAINTENANCE	530,000	570,109	580,000	606,430	590,000
Annual contracted road resurfacing projects.						
<b>Total</b>		<b>530,000</b>	<b>570,109</b>	<b>580,000</b>	<b>606,430</b>	<b>590,000</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

**Fund: Library**

**Description and Responsibilities:**

Cranberry Township supports the Cranberry Public Library with 1 mil of real estate tax annually. Electric service is 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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Library Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2410-6100-3011	REAL ESTATE CURRENT	(255,621)	(347,572)	(352,378)	(354,077)	(358,612)
2410-6100-3012	REAL ESTATE PRIOR YEAR	(612)	(505)	(1,000)	(1,432)	(1,200)
2410-6100-3014	REAL ESTATE DELINQUENT	(5,941)	(3,738)	(3,000)	-	(3,000)
2410-6100-3015	REAL ESTATE INTERIM	(1,938)	(2,179)	(1,500)	(1,449)	(1,000)
2410-6100-3410	INTEREST INCOME	(93)	(83)	(100)	(50)	(60)
2410-6100-3681	PROGRAM FEES/LESSONS	-	(756)	-	(36)	-
2410-6100-3869	REIMB LIBRARY PAYROLL	(349,619)	(319,848)	-	(289,061)	-
<b>Total</b>		<b>(613,823)</b>	<b>(674,682)</b>	<b>(357,978)</b>	<b>(646,105)</b>	<b>(363,872)</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Library Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2410-6100-4010	SALARIES-FULLTIME	233,885	255,697	-	208,077	-
2410-6100-4012	SALARIES-PART TIME	67,951	59,740	-	52,196	-
2410-6100-4021	SOCIAL SECURITY TAX	18,714	19,557	-	16,137	-
2410-6100-4022	MEDICARE	4,377	4,574	-	3,774	-
2410-6100-4059	403B	9,285	1,032	-	7,225	-
2410-6100-5132	JANITORIAL SERVICE	590	590	-	-	-
Includes the daily cleaning of the library as well as carpet and windows on a quarterly basis.						
2410-6100-5321	ELECTRICITY	17,300	17,232	21,000	15,835	21,000
2410-6100-5445	CONTRIBUTIONS	263,310	339,846	325,110	188,073	342,872
May 2014 (114,290), August 2014 (114,290), November 2014 (114,290)						
<b>Total</b>		<b>615,412</b>	<b>698,268</b>	<b>346,110</b>	<b>491,317</b>	<b>363,872</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 47 volunteer Brigade members providing fire protection, rescue services, community relations, educational training, and day-to-day management. The Fire Company has an additional 40 volunteer Company members, 26 women provide support functions in the Ladies Auxiliary, 12 junior firemen, 10 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 also operates and maintains the training complex at 1000 Maintenance Building Drive. 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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Fire Operations-Company Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2420-4210-3011	REAL ESTATE CURRENT	(381,700)	(441,412)	(447,518)	(449,672)	(455,425)
2420-4210-3012	REAL ESTATE PRIOR YEAR	(914)	(755)	(1,000)	(1,818)	(1,500)
2420-4210-3014	REAL ESTATE DELINQUENT	(8,871)	(4,747)	(3,500)	-	(3,000)
2420-4210-3015	REAL ESTATE INTERIM	(2,893)	(2,768)	(3,000)	(1,840)	(2,000)
2420-4210-3410	INTEREST INCOME	(145)	(109)	(100)	(86)	(100)
2420-4210-3910	SALE OF FIXED ASSETS	(4,480)	-	-	-	-
2420-4210-3950	REFUND PRIOR YR EXP	-	-	-	(251)	-
2420-4220-3852	CONTRIBUTIONS/DONATIONS	4,275	697	-	-	-
<b>Total</b>		<b>(394,728)</b>	<b>(449,093)</b>	<b>(455,118)</b>	<b>(453,668)</b>	<b>(462,025)</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Fire Operations-Company Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2420-4210-4010	SALARIES FULL TIME	41,582	43,544	45,066	37,308	46,330
	Salary for Aministrative Assistant, M. Nanna					
2420-4210-4021	SOCIAL SECURITY	2,548	2,651	2,794	2,136	2,872
	The employeer share of FICA is based on 6.2% of salary.					
2420-4210-4022	MEDICARE	596	620	654	500	672
	The employeer share of Medicare is based on 1.45% of salary.					
2420-4210-4023	WORKERS COMP	138	111	113	98	117
	Workers' Compensation Insurance costs for employees.					
2420-4210-4041	PENSION NON-UNIFORM	2,321	2,044	2,253	1,865	2,316
	Non-uniform pension contribution is based on 5% of salary.					
2420-4210-4051	HOSPITALIZATION	14,905	15,765	16,711	15,951	17,546
	Medical Insurance costs.					
2420-4210-4052	VISION	134	134	135	125	139
	Vision insurance costs.					
2420-4210-4053	DENTAL	978	850	928	928	928
	Dental Insurance costs.					
2420-4210-4054	ICMA CONTRB	2,079	2,177	2,253	1,865	2,316
	Contibution to 457 Plan based on 5% of salary for full time employees.					
2420-4210-4055	DISABILITY INSURANCE	107	116	117	105	121
	Long term disability insurance for full time employees.					
2420-4210-4057	LIFE INSURANCE	204	223	243	220	250
	Life insurance costs for full time employees.					
2420-4210-5001	OFFICE SUPPLIES	2,630	2,927	3,500	3,047	4,000
	General office supplioes, cartridges, paper, folders, etc. for 2 stations. Increase due to cost of inflation.					
2420-4210-5004	MATERIALS & SUPPLIES	11,173	10,539	12,600	9,797	12,600



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Fire Operations-Company Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Various supplies for two stations. Photography, supplies and replacing expendable items.						
2420-4210-5005	CLEANING SUPPLIES	1,227	1,620	2,000	2,024	2,200
General cleaning supplies for 2 stations. Paper towels. Toilet tissue. Increased costs of supplies.						
2420-4210-5111	PROFESSIONAL SERVICES	10,660	14,867	9,200	13,005	10,500
Contracted services for pest control, overhead bay doors, sprinkler testing and preventative maintenance. Increase due to cost of inflation.						
2420-4210-5112	ACCOUNTING & AUDITING SVS	-	5,505	5,513	-	-
Professional audit of company funds. Increased audit fees.						
2420-4210-5121	REPAIR MAINTENANCE EQUIPMENT	6,904	9,001	8,300	2,275	8,500
Maintenance of pagers, portable radios, mobile radios, and base stations. Maintenance of fire apparatus, inspections, body repairs, tune-ups/tires. No increase.						
2420-4210-5122	R&M VEHICLES	22	56	-	33	-
2420-4210-5123	R&M FACILITY MAINT	18,081	18,993	18,100	16,649	20,100
Maintenance of both stations including general repairs, contracted maint. items including HVAC, alarm systems, sprinkler system, etc. No increase.						
2420-4210-5132	JANITORIAL SERVICES	4,299	4,301	4,500	3,255	4,500
Janitorial service for two fire stations. No increase.						
2420-4210-5134	OTHER OPERATING SVS	7,396	4,964	5,000	2,316	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.						
2420-4210-5230	INFORMATION TECH	-	47,371	45,848	45,848	45,848
Computer equipment software upgrades services for two stations.						
2420-4210-5312	CELL PHONES	1,121	1,188	1,890	3,212	1,890
Cell phone service for the Fire Administrative Assistant, Chief and Assistant Chief Data plans for cell phones to increase mobile communication.						
2420-4210-5321	ELECTRICITY	25,368	22,486	29,172	20,406	31,214
Electric service for two stations. Increase in cost of living.						
2420-4210-5322	NATURAL GAS	3,762	2,877	6,830	2,578	7,308
Gas service for two fire stations. Increase in cost of living.						
2420-4210-5323	WATER	3,012	2,562	2,605	1,787	2,787



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Fire Operations-Company Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
Water service for two stations plus quarterly sprinkler charge at the Park Station. Increase in cost of living.						
2420-4210-5324	SEWER	805	718	1,273	382	1,362
Sewer service for two stations. Increase in cost of living.						
2420-4210-5325	TRASH SERVICE	54	-	1,620	267	1,733
Trash collection at two stations including dumpster service. Increase in cost of living.						
2420-4210-5332	EQUIPMENT LEASES	3,481	3,437	4,800	4,020	4,800
Service and maintenance of copying machines at three locations. Hydrant rental (two). Increase due to additional copier at the new training facility.						
2420-4210-5341	INSURANCE PREMIUM	21,119	20,691	22,000	21,478	24,400
Insurance for Fire Company. Twp will make adjustments as needed						
2420-4210-5351	EMPLOYEE RECRUTING	23,981	20,666	28,000	9,586	30,000
Phyicals for new members. Recruiting materials, retention program, newspaper ads, information packets/flyers. Increased membership.						
2420-4210-5353	EMPLOYEE MEETING	11,283	6,798	15,000	10,829	15,000
Annual awards dinner for entire company. Present company awards to members. Increased costs of food and increased award items.						
2420-4210-5356	EMP DUES & MEMBERSHIP	-	29	-	-	-
2420-4210-5357	CLOTHING & UNIFORMS	7,847	6,970	9,000	5,506	10,000
Purchase and maintain dress uniforms.						
2420-4210-5371	COMMUNITY OUTREACH	7,028	7,249	7,500	7,442	7,500
Safety materials and hand outs for safety programs. Programs for businesses, pre-school, organizations. Increase due cost of inflation.						
2420-4220-5004	MATERIALS AND SUPPLIES	19,105	20,502	25,600	22,827	27,600
Minor equipment and supplies. Increase due to cost of inflation.						
2420-4220-5121	REPAIR MAINTENANCE EQUIPMENT	12,480	7,910	23,000	20,330	23,000
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.						
2420-4220-5122	R&M VEHICLES	45,106	41,989	34,000	50,455	45,000
Repair/maintenance fire vehicles and pumps. Parts and labor costs have gone up for fixing fire trucks.						
2420-4220-5134	OTHER SERVICES	30,268	28,912	18,000	13,921	18,000



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Fire Operations-Company Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
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 to make accountability more efficient.						
2420-4220-5354	EMPLOYEE TRAINING	24,899	26,781	30,000	21,089	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.						
2420-4220-5356	EMPLOYEE DUES/MEMBERS	2,478	1,479	3,000	2,886	3,000
Fees for membership in professional organizations. Increase due to inflation.						
2420-4220-5357	CLOTHING	1,556	3,259	10,000	8,707	11,500
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.						
2420-4220-5364	FUEL	15,380	19,137	18,000	14,671	18,000
Fuel for fire vehicles. Increase due to the high cost of fuel.						
<b>Total</b>		<b>388,117</b>	<b>434,018</b>	<b>477,118</b>	<b>401,730</b>	<b>500,949</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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Road Equipment Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2610-6110-3011	CURRENT YEAR LEVY	-	(295,439)	(299,521)	(300,967)	(304,820)
2610-6110-3012	PRIOR YEAR LEVY	-	-	(180)	(1,217)	(1,500)
2610-6110-3014	DELINQENT TAX CLAIM	-	(3,177)	(180)	-	(200)
2610-6110-3015	INTERIM TAXES	-	(1,852)	(1,200)	(1,232)	(1,500)
2610-6110-3410	INTEREST	-	(32)	(50)	(42)	(50)
2610-6110-3924	TRANSFER FROM SEWER	-	(45,249)	-	-	-
2610-6110-3925	TRANSFER FROM WATER	-	(45,249)	-	-	-
<b>Total</b>		<b>-</b>	<b>(390,998)</b>	<b>(301,131)</b>	<b>(303,458)</b>	<b>(308,070)</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Road Equipment Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2610-6110-6121	EQUIPMENT	-	313,690	250,000	64,232	250,000
<b>Total</b>		<b>-</b>	<b>313,690</b>	<b>250,000</b>	<b>64,232</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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Public Buildings Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2620-6111-3011	CURRENT YEAR LEVY	-	(347,572)	(352,378)	(354,077)	(358,612)
2620-6111-3012	PRIOR YEAR LEVY	-	-	(200)	(1,432)	(1,500)
2620-6111-3014	DELINQENT TAX CLAIM	-	(3,738)	(200)	-	(200)
2620-6111-3015	INTERIM TAXES	-	(2,179)	(1,500)	(1,449)	(1,500)
2620-6111-3410	INTEREST	-	(49)	-	(34)	(50)
<b>Total</b>		-	<b>(353,538)</b>	<b>(354,278)</b>	<b>(356,992)</b>	<b>(361,862)</b>

## Public Buildings Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
2620-6111-5414	GO SERIES 2010	-	245,000	245,000	245,000	245,000
Portion of principal and interest for 2010 bond issue.						
2620-6111-5427	GO SERIES 2011	-	-	95,000	95,000	95,000
Portion of principal and interest for 2011 bond issue.						
2620-6111-6203	TRANSFER TO GOLF COURSE	-	95,000	-	-	-
<b>Total</b>		<b>-</b>	<b>340,000</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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Fire Capital Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
3100-8570-3011	REAL ESTATE CURRENT	(255,621)	(295,439)	(299,521)	(300,967)	(304,820)
3100-8570-3012	REAL ESTATE PRIOR YEAR	(612)	(505)	(1,000)	(1,217)	(1,500)
3100-8570-3014	REAL ESTATE DELINQUENT	(5,941)	(3,177)	(3,000)	-	(500)
3100-8570-3015	REAL ESTATE INTERIM	(1,938)	(1,852)	(1,200)	(1,232)	(1,500)
3100-8570-3410	INTEREST EARNING	(178)	(458)	(500)	(1,429)	(1,500)
<b>Total</b>		<b>(264,290)</b>	<b>(301,431)</b>	<b>(305,221)</b>	<b>(304,845)</b>	<b>(309,820)</b>

## Fire Capital Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
3100-8570-5123	R&M FACILITY MAINT	-	-	60,000	502	-
3100-8570-5410	2008 PROMISSORY NOTE	46,029	39,352	51,888	51,887	51,888
Annual payment to CTVFC Relief Association for new rescue truck loan.						
3100-8570-5411	PEMA LOAN	10,182	8,211	-	-	-
3100-8570-5414	GO SERIES 2010	50,000	50,000	50,000	50,000	50,000
Partial bond payment for Quint.						
3100-8570-5416	GO SERIES A 2003	50,000	-	-	-	-
3100-8570-5427	GO SERIES 2011	-	100,000	100,000	100,000	100,000
Portion of principal and interest for 2011 bond issue. (Public Safety Training Facility)						
3100-8570-5446	MISC EXPENSE	-	26,369	10,000	39,001	10,000
3100-8570-6122	VEHICLES	-	30,378	178,500	25,950	280,000
<b>Total</b>		<b>156,211</b>	<b>254,310</b>	<b>450,388</b>	<b>267,340</b>	<b>491,888</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

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
3400-6401-3410	INTEREST INCOME	(444)	(1,422)	(400)	(3,250)	(2,500)
3400-6401-3540	INTERGOVERNMENTAL GRANT	-	(509,735)	-	-	-
3400-6401-3852	DONATIONS	(27,500)	(5,000)	(85,000)	(2,500)	(5,000)
3400-6401-3855	MISCELLANEOUS REVENUE	-	-	-	-	-
3400-6401-3921	TRANS FROM GENERAL FUND	(2,291,000)	(750,000)	(970,000)	(970,000)	(750,000)
3400-6401-3922	TRANSFER FROM 2008 BOND	-	(138,532)	-	-	-
3400-6401-3930	PROCEEDS FROM BONDS	-	(11,855,000)	-	-	-
3400-6401-3950	REFUND OF PRIOR YEAR EXP	-	(2,799)	-	-	-
3400-6410-3570	LOCAL GOV GRANTS	-	(6,000)	-	-	-
3400-6410-3931	BOND PREMIUM	-	(893,076)	-	-	-
3400-6430-3511	OTHER GRANTS	(65,210)	-	-	-	-
<b>Total</b>		<b>(2,384,155)</b>	<b>(14,161,564)</b>	<b>(1,055,400)</b>	<b>(975,750)</b>	<b>(757,500)</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Capital Parks Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
3400-6410-5004	MATERIALS AND SUPPLIES	-	10,849	-	-	-
3400-6410-5111	GRAHAM PARK DEVELOP	9,550	-	-	-	-
3400-6410-5431	DISC REFUNDING BONDS	-	125,357	-	-	-
3400-6410-5432	PAYMENTS ESCROW AGENTS	-	11,688,342	-	-	-
3400-6410-6112	LAND IMPROVEMENTS	113,562	145,292	817,200	1,379,456	827,500
3400-6410-6121	EQUIPMENT	1,027	14,996	905,400	112,222	65,000
3400-6420-6123	FUNITURE AND FIXTURES	289,465	121,186	110,000	(65,397)	1,105,000
3400-6430-5111	PROFESSIONAL SERVICES	53,194	60,863	150,000	27,032	160,495
Planning Grant						
3400-6430-6117	ROAD RESURFACING	531,300	-	-	-	-
3400-6430-6121	EQUIPMENT	130,954	52,792	7,500	6,275	-
GC Equipment						
3400-6430-6122	FLEET REPLACEMENT	348,334	135,040	71,000	54,893	-
Code vehicle replacement PW Admin and Parks Vehicle (2) Admin. Impala replacements						
3400-6430-6125	INFRASTRUCTURE	41,378	1,379,052	823,106	141,089	595,000
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						
<b>Total</b>		<b>1,518,764</b>	<b>13,733,770</b>	<b>2,884,206</b>	<b>1,655,569</b>	<b>2,752,995</b>



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.



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### 2011 Bond Fund Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
3700-6520-3410	INTEREST EARNINGS	(43,585)	(34,727)	(20,000)	(512)	(5,000)
3700-6520-3530	BOND REVENUE	(10,000,000)	-	-	-	-
	<b>Total</b>	<b>(10,043,585)</b>	<b>(34,727)</b>	<b>(20,000)</b>	<b>(512)</b>	<b>(5,000)</b>



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### 2011 Bond Fund Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
3700-6520-5112	ACCOUNTING & AUDITING SVS	2,195	1,846	-	-	-
3700-6520-5431	BOND ISSUANCE COST	-	59,096	-	-	-
3700-6520-6115	BUILDING IMPROVEMENTS	5,698	1,293,683	1,765,000	1,588,197	2,300,000
3700-6520-6125	INFRASTRUCTURE	-	-	2,700,000	801,723	-
<b>Total</b>		<b>7,892</b>	<b>1,354,625</b>	<b>4,465,000</b>	<b>2,389,921</b>	<b>2,300,000</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.

**Program: SEWER & WATER FIELD OPERATIONS**

**Description and Responsibilities**

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

**2013 Accomplishments**

1. Maintained a less than 10% unaccountable water loss
2. Expedited flushing program with minimal overtime and no property damage
3. Conducted two rounds of water leak detection resulting in water cost avoidance
4. Decreased valve, valve box and curb box maintenance & repair time by utilization of *Valve Maintenance Trailer*
5. Implemented the use of laptops in crew leader vehicles for expediting “One-Calls”, increasing data transfer time and the use of GIS mapping software
6. Completed forty-seven (47) miles of sanitary sewer right-of-way clearing with in-house personnel

**2014 Goals**

1. Maintain a less than 10% unaccountable water loss
2. Initiate *Main Line Valve Operating Program*
3. Initiate *Smoke/Dye Testing Program* from pilot program to an annual program
4. Test, repair and/or replace malfunctioning water meters
5. Implement laptops in additional S&W field maintenance vehicles, train S&W field personnel on the use of the GIS mapping software, close out PA One-Calls, service requests and work orders

**2014 Budget Highlights**

1. Leak detection program
2. Train and implement the use of laptops for PA One-Calls, service requests and work orders

<u>Staffing Levels</u>	2010	2011	2012	2013	2014
Full Time	11	11	11	11	11
Part Time	3	3	3	3	3



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Water Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6110-5401	Water Revenue	(5,414,369)	(6,031,663)	(5,664,233)	(5,629,428)	(5,962,909)
6110-5495	Water Operations	(6,664)	(5,888)	(6,000)	(1,207)	-
	<b>Total</b>	<b>(5,421,033)</b>	<b>(6,037,551)</b>	<b>(5,670,233)</b>	<b>(5,630,635)</b>	<b>(5,962,909)</b>

## Water Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
<b>6110-5401</b>	Water Revenue	359	1,542	-	61,102	-
<b>6110-5411</b>	DSM Pipe Line Maint	193,874	174,024	172,581	143,715	183,037
<b>6110-5412</b>	DSM Leak Check Program	30,769	30,188	32,751	34,139	36,602
<b>6110-5413</b>	DSM Water Quality	37,385	37,574	38,364	38,262	38,790
<b>6110-5414</b>	DSM Meter Testing	617	809	2,250	440	-
<b>6110-5415</b>	DSM PA One Call	32,999	24,769	31,703	24,515	34,112
<b>6110-5416</b>	DSM Hydrant & Valve Maint	95,525	101,442	103,995	93,332	114,066
<b>6110-5417</b>	DSM Flushing Program	51,063	31,628	54,570	43,313	57,874
<b>6110-5421</b>	SR Meter Services/Construction	46,070	25,196	44,201	35,035	48,271
<b>6110-5422</b>	SR Service Requests	24,829	16,378	30,935	20,827	26,656
<b>6110-5424</b>	SR Water Tap	32,423	25,224	36,409	28,354	39,712
<b>6110-5431</b>	PST Operations & Maint	145,490	227,873	142,557	148,308	155,369
<b>6110-5443</b>	INSPECTIONS	45,490	41,256	49,334	40,099	52,982
<b>6110-5451</b>	SSA Vehicle Maint	67,019	64,430	69,586	66,567	73,324
<b>6110-5452</b>	SSA Administration/SCADA	1,003,111	1,009,137	490,212	445,424	521,965
<b>6110-5453</b>	SSA Training	42,319	32,111	59,020	36,707	61,518
<b>6110-5454</b>	ASSETS LESS \$5000	-	-	-	4,991	-
<b>METAL DETECTORS</b>						
<b>6110-5455</b>	SSA Information Tech / GIS	100,815	113,825	104,873	104,873	104,873
<b>6110-5456</b>	SSA Facility Maintenance	66,520	68,468	53,672	54,424	77,842
<b>6110-5457</b>	ASSETS LESS \$5000	213	125	-	-	-
equipment for water tanks and pump station						
<b>6110-5458</b>	SSA Operations Engineering	2,754	71,885	133,787	68,112	139,948
<b>6110-5461</b>	WBG Account Mangement	63,963	77,808	80,933	62,439	77,791
<b>6110-5462</b>	WBG Meter Reading	66,283	44,155	71,813	63,303	75,870

## Water Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6110-5463	WBG Customer Svcs	156,592	161,907	194,680	155,265	200,997
6110-5471	WP Water Purchase	2,439,545	2,618,376	2,484,000	2,122,686	2,600,000
6110-5481	Debt - Penn Vest	-	57,871	69,807	69,807	69,627
6110-5492	Transfer to Gen Fund	178,000	93,228	100,000	100,000	100,000
6110-5494	TRANSFER TO ROAD EQUIPMENT	-	45,249	-	-	-
6110-5495	Water Operations	192,667	217,313	1,559,250	1,627,403	480,000
6110-5610	WATER CAPITAL	359	-	-	-	-
<b>Total</b>		<b>5,117,053</b>	<b>5,413,792</b>	<b>6,211,283</b>	<b>5,693,442</b>	<b>5,371,226</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.

**Program: WASTEWATER TREATMENT PLANT**
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 Accomplishments

1. Start- up of new water booster station
2. New hire for plant staff
3. Replaced heat exchanger for sludge handling (carbon) odor scrubbers
4. Evaluated, repaired and recoated all ATAD reactor tanks
5. Swimming pool chlorination modifications

2014 Goals

1. Evaluation, monitoring and possible process adaptations for wet weather flows as a result of the new parallel interceptor to plant
2. Review processes and equipment as it relates to the basis of design study and plant upgrade

2014 Budget Highlights

1. New maintenance vehicle for outside lift stations and water storage tanks maintenance
2. Electrical switch gear replacement
3. Actuated gate for North water storage tank

Staffing Levels	2010	2011	2012	2013	2014
Full Time	12	12	12	12	12
Part Time	2	2	2	2	2

**Program: PRE-TREATMENT**
Description and Responsibilities:

Mitigation of harmful discharges to the sanitary sewer system, including: toxic substances, FOG (fats, oil and grease), and stormwater.

2013 Accomplishments

1. Surveyed all Dentist offices located in Cranberry Township
2. Focused heavily on educational outreach: Cranberry Township Water Works campaign, CommunityDays.
3. Continued developing Inflow and Infiltration program into a structured program
4. Integrated I & I information into existing maps
5. Completed summer manhole evaluation program
6. Transitioned Industrial Pretreatment information to Munis
7. Conducted collection system pollutant monitoring

2014 Goals

1. Modify FOG facility inspection process to maximize user compliance.
2. Identify and permit, previously unpermitted Users.
3. Utilize educational outreach to distribute Pretreatment Program materials to customers
4. Review CCTV data of sanitary lines for defects and determine locations for area wide inspections to alleviate I & I.
5. Utilize part-time employees to conduct system evaluation and inspection program
6. Review Sewer system flow data to help establish priority areas for CCTV work.
7. Further explore removing private lateral I & I options, highlight cost benefits to both the user and the Township.
8. Update Industrial Pretreatment Ordinance for EPA compliance

<u>Staffing Levels</u>	2010	2011	2012	2013	2014
Full Time	1	1	1	1	1
Part Time	1	1	0	2	2



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Sewer Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6210-5501	Sewer Revenue	(7,599,411)	(6,502,633)	(6,601,260)	(6,869,437)	(7,687,151)
	<b>Total</b>	<b>(7,599,411)</b>	<b>(6,502,633)</b>	<b>(6,601,260)</b>	<b>(6,869,437)</b>	<b>(7,687,151)</b>

## Sewer Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6210-5501	Sewer Revenue	202	3,482	-	64,137	-
6210-5511	TP Operations	1,341,269	1,462,140	1,297,961	1,126,120	1,430,153
6210-5512	TP Maintenance	1,986,800	2,157,251	379,815	314,921	394,362
6210-5513	TP Bio-Solids	364,326	344,706	422,579	352,560	438,447
6210-5514	TP Odor	157,020	139,429	189,356	109,837	185,713
6210-5515	TP Industrial Pretreatment	148,694	160,519	204,955	132,633	144,807
6210-5521	ASSETS LESS \$5000	1,215	-	-	1,148	-

## CONFINED SPACE MONITOR LOCATOR METAL DETECTORS PUMPS, GENERATORS, LIGHTING &amp; COMPRESSORS

6210-5522	CSM Infiltration and Inflow	152,411	75,854	174,255	102,939	181,390
6210-5523	CSM PA One Call	30,429	24,381	31,402	24,647	33,811
6210-5524	CSM SEWER CLOG/ODOR	118,417	76,629	138,679	105,955	150,661
6210-5531	ASSETS LESS \$5000	8	23	-	-	-
6210-5533	INSPECTIONS	41,349	30,154	62,283	28,941	52,881
6210-5542	ASSETS LESS \$5000	-	625	-	-	-
6210-5551	SSA Vehicle Maintenance	70,424	66,210	78,987	69,904	82,323
6210-5552	SSA Administration	554,559	365,974	519,915	374,075	550,147
6210-5553	ASSETS LESS \$5000	-	7,055	-	7,476	-
6210-5554	SSA Facility Maintenance	69,791	73,568	80,221	54,702	85,744
6210-5555	SSA Training	83,810	89,680	95,837	81,007	99,453
6210-5556	SSA Information Tech	-	113,825	104,873	104,873	104,873
6210-5557	ASSETS LESS \$5000	-	511	-	-	-

## replacement antennas or radio equipment

6210-5558	SSA Operations Engineering	155,436	122,938	290,480	123,742	303,302
6210-5561	SBG Account Management	63,695	76,292	80,935	62,416	76,990
6210-5562	SBG Sewer Flow Meter Read	5,136	7,561	11,263	5,061	10,540



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Sewer Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6210-5571	LS Operations & Maintenance	148,108	172,937	157,040	172,379	174,650
6210-5581	Bond Interest	657,961	106,707	-	-	-
6210-5582	Principal Payment	-	849,926	2,087,657	2,087,657	2,091,786
6210-5592	Transfer to General Fund	267,000	333,781	150,000	150,000	150,000
6210-5595	Sewer Operations	239,237	221,101	4,197,396	2,443,683	1,130,000
<b>Total</b>		<b>6,657,295</b>	<b>7,083,261</b>	<b>10,755,888</b>	<b>8,100,813</b>	<b>7,872,033</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 contract was advertised for public bid according to the Municipal codes of Pennsylvania for an additional five years. Three competitive bids were received and the contract was awarded to Waste Management. The contract will be enforce from November 1, 2009 to October 31, 2014.

The 2014 rates are being held the same as 2013. Continued growth and adding more customers has offset the increases from the contractual obligation and increased the cost of operations and cart purchases. Cranberry Township is also utilizing recycling performance grants money to upgrade and purchase recycling containers for our parks system, these upgrades will emphasize environmental awareness and demonstrate to the public the commitment of Cranberry Township's environmental stewardship.

Service	2011 Rates	2012 Rates	2013 Rates	2014 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

## Solid Waste Operations Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6310-7010-3410	INTEREST EARNING	(350)	(686)	(600)	(1,656)	(1,000)
6310-7010-3540	GRANTS	(176,726)	(138,833)	(130,000)	(110,698)	(110,000)
6310-7010-3671	FEES FOR SERVICES	(1,643,619)	(1,695,124)	(1,876,947)	(1,644,542)	(1,907,175)
6310-7010-3809	PENALTIES	(12,508)	(16,687)	(15,000)	(14,460)	(16,000)
6310-7010-3855	MISCELLANEOUS REV	(34,779)	(31,025)	(30,000)	(25,343)	(30,000)
6310-7010-3950	REFUND OF PRIOR YEAR EXP	(3,685)	-	-	-	-
<b>Total</b>		<b>(1,871,667)</b>	<b>(1,882,355)</b>	<b>(2,052,547)</b>	<b>(1,796,699)</b>	<b>(2,064,175)</b>

## Solid Waste Operations Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6310-7010-4010	SALARIES FULL TIME	65,314	82,516	84,868	70,607	87,462
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%)						
6310-7010-4012	SALAIRES - PART TIME	40,078	56,151	77,593	39,289	50,000
6 part-time employees N. Hamilton (30%), D. Phelan (30%), M. Dawson (30%) P. Longini (20%), C. Marzock (20%), J. Boren (20%)						
6310-7010-4015	OVERTIME	1,882	1,279	1,500	648	1,000
6310-7010-4021	SOCIAL SECURITY	6,498	8,660	10,072	6,733	8,703
The employer share of FICA based on 6.2% of salaries/ wages/overtime for all employees.						
6310-7010-4022	MEDICARE	1,524	2,026	2,356	1,575	2,035
The employer share of Medicare based on 1.45% of salaries/ wages/overtime for all employees.						
6310-7010-4023	WORKERS COMPENSATION	975	426	600	521	460
Workers' Compensation insurance for all employees.						
6310-7010-4041	PENSION NON UNIFORM	4,466	4,014	4,255	3,560	4,385
The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.						
6310-7010-4051	HOSPITALIZATION	20,198	21,098	20,800	19,286	21,203
Medical insurance for all full time employees.						
6310-7010-4052	VISION	220	193	193	179	200
Vision insurance for all full time employees.						
6310-7010-4053	DENTAL	1,551	1,089	1,266	1,163	1,267
Dental insurance for all full-time employees.						
6310-7010-4054	ICMA CONTRB	2,926	4,166	4,255	3,560	4,385
The employer contribution to the 457 plan based on 5% of salaries/wages/overtime for all full time employees.						
6310-7010-4055	DISABILITY INSURANCE	213	210	221	199	228
Long term disability insurance for all full time employees.						
6310-7010-4057	LIFE INSURANCE	489	482	460	503	474
Life insurance for all full time employees and certain part time employees.						



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Solid Waste Operations Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6310-7010-5004	MATERIALS & SUPPLIES	40,152	36,374	8,000	23,000	8,000
Purchase of craft bags and bag tags.						
6310-7010-5111	PROFESSIONAL SERVICES	1,378,868	1,456,682	1,517,971	1,132,834	1,563,908
Monthly payments to Waste Management for contracted trash service.						
6310-7010-5113	MANAGEMENT CONSULTING	-	-	5,000	-	20,000
Consulting on solid waste contract matters.						
6310-7010-5230	INFORMATION TECH	64,643	90,664	70,674	70,674	70,674
6310-7010-5354	EMPL TRAINING	1,270	746	2,000	-	2,000
Conferences and workshops.						
6310-7010-5356	EMPL DUES/MEMBERSHIP	-	525	500	125	500
6310-7010-5361	POSTAGE AND SHIPPING	8,804	15,082	13,000	12,130	15,000
Postage costs for mailing quarterly solid waste service bills.						
6310-7010-5362	PRINTING	13,510	15,497	13,000	4,512	13,000
Printing costs associated with solid waste program brochures and bills.						
6310-7010-5363	LEGAL ADVERTISING	11,760	11,666	10,000	4,140	10,000
6310-7010-5447	REFUNDS PRIOR YEAR	-	276	-	-	-
6310-7010-6010	ASSETS LESS \$5000	2,522	1,400	60,000	19,519	160,000
Annual cart replacement costs.						
6310-7010-6116	ASSESTS OVER 5,000	10,975	4,336	-	-	-
6310-7010-6182	DEPRECIATION EXPENSE	86,085	86,085	-	-	-
6310-7010-6204	TRANSFER TO GEN FUND	252,136	50,000	350,000	350,000	-
<b>Total</b>		<b>2,017,059</b>	<b>1,951,643</b>	<b>2,258,584</b>	<b>1,764,758</b>	<b>2,044,884</b>

**Fund: Swimming Pool**
**Description and Responsibilities:**

The Swimming Pool Fund is operated as an Enterprise Fund, which means the pool operates in a manner where fees and charges are sufficient to meet current operating expenses. Fees and charges include daily admissions, season memberships, swim lessons and various types of parties.

**2013 Accomplishments**

1. The staff managed a poor weather season by maximizing revenue and managing expenses to maximize profit /loss margin. The pool finished with a positive revenue gain although experiencing greater than 75% below average temperatures and increased precipitation levels.
2. Continue to improve staff training procedures resulting in better daily operations while establishing new cross training with staff.
3. Completed facility improvements for 2013 season including a new cash room, spray pad surface and chlorinator.
4. Improved cash handling procedures with all staff leading to excellent audit reports.

**2014 Goals**

1. Continue to develop operating procedures to meet or exceed 2013 actuals.
2. Continue marketing campaign to meet or exceed 2013 membership sales.
3. Continue to coordinate programs to maximize customer service and revenue while managing expenses.
4. Prepare management and facility for upcoming renovations - Fall of 2014

**2014 Budget Highlights**

1. Build upon existing management model of the pool to accomplish revenues as outlined while managing expenses to minimize variables such as weather.
2. Continue to manage all aquatic programs to maximize revenue and minimize expenses.
3. Continue in house promotions on tables, menus and white board specials to maximize concession revenue on a "per person" basis.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	0.5	0.5	0.5	0.5	1
Part Time	0	0	0	2	1
Seasonal	100	100	100	110	105

## Pool Operations Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6410-6810-3410	INTEREST EARNING	(61)	(66)	(50)	(29)	(50)
6410-6810-3422	ROOMS/FACILITY	(1,187)	(1,394)	(1,500)	(1,870)	(3,000)
6410-6810-3685	MEMBERSHIP	(255,845)	(238,979)	(247,000)	(239,138)	(240,000)
6410-6810-3691	ADMISSIONS	(165,538)	(167,673)	(165,000)	(134,972)	(167,000)
6410-6810-3855	MISCELLANEOUS REV	(2,079)	(395)	(50)	(609)	(250)
6410-6810-3856	OVER SHORT	312	56	-	87	-
6410-6810-3921	TRANSFER FROM GEN FUND	(302,697)	(656,232)	(150,000)	(150,000)	(160,000)
6410-6830-3681	PROGRAM FEES/LESSONS	-	(1,963)	-	(3,017)	-
6410-6830-3692	CONCESSIONS	(103,232)	(109,720)	(107,000)	(92,871)	(110,000)
6410-6840-3681	PROGRAM FEES	(48,680)	(56,696)	(55,000)	(67,983)	(72,500)
<b>Total</b>		<b>(879,008)</b>	<b>(1,233,063)</b>	<b>(725,600)</b>	<b>(690,402)</b>	<b>(752,800)</b>

## Pool Operations Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6410-6810-4010	SALARIES FULL TIME	25,968	24,096	25,313	-	25,725
Aquatic Mgr. (50%) 0.5 Full Time Employee						
6410-6810-4012	SALARIES PART TIME	172,352	166,449	163,663	170,766	191,180
Operational Managers, Lifeguards and Guest Relations						
6410-6810-4015	OVERTIME	1,430	1,858	1,500	227	500
6410-6810-4021	SOCIAL SECURITY	12,666	11,982	10,932	11,634	13,448
6410-6810-4022	MEDICARE	2,962	2,802	2,557	2,721	3,145
6410-6810-4023	WORKERS COMPENSATION	6,514	7,853	7,355	6,391	9,121
Workers' Compensation insurance for all employees.						
6410-6810-4041	PENSION NON UNIFORM	1,407	1,229	1,266	-	1,286
6410-6810-4051	HOSPITALIZATION	6,921	7,476	8,355	1,241	3,855
6410-6810-4052	VISION	67	67	67	11	70
6410-6810-4053	DENTAL	489	425	464	116	464
6410-6810-4054	ICMA CONTRB	1,229	1,274	1,300	-	1,286
6410-6810-4055	DISABILITY INSURANCE	64	43	67	-	67
6410-6810-4057	LIFE INSURANCE	122	81	130	-	139
6410-6810-5004	MATERIALS & SUPPLIES	13,214	10,204	9,000	6,690	8,000
6410-6810-5123	R&M FACILITY MAINT	2,432	18	1,000	-	1,000
6410-6810-5230	INFORMATION TECH	25,224	25,224	26,240	26,240	26,240
6410-6810-5312	CELL PHONES	-	-	-	360	1,860
50% of manager, with data, 12 months 4 months of 3 coordinators/ 2 MODs - T/T only \$60.00						
6410-6810-5321	ELECTRICITY	29,754	23,848	29,000	25,569	29,000
6410-6810-5323	WATER	16,830	13,676	17,000	11,421	19,100



## 2014 Annual Budget

CRANBERRY TOWNSHIP built for you.

## Pool Operations Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
used 2012 actual consumption report and applying current rates						
3,370,000 gal water - 5.67 per thousand gallons = 19107.90						
6410-6810-5324	SEWER	12,020	13,905	18,000	4,918	10,000
used consumption report from 2012						
3,370,000 total water usage 1,989,000 credit from usage meter at pool						
1,381,000 to be charge sewage 7.16 ( per 1000 gal) = \$9887.96						
6410-6810-5351	EMPLOYEE RECRUITING	5,724	5,720	6,000	4,050	5,250
Drug Screening and Clearances for Waterpark Employees						
6410-6810-5357	EMPL CLOTHING/UNIFORMS	1,651	459	500	363	1,500
orange T shirt purchase w/ logo for ALL staff - upon hiring. Additioal shirts are up to them Manager shirts - green, 3 per staff member. to include head guards.						
6410-6810-5361	POSTAGE AND SHIPPING	20	2	-	108	-
6410-6810-5362	PRINTING	1,943	1,640	1,000	1,157	1,500
1000 - new Front red sign replacement and normal repair on the rest of signage is the balance						
6410-6810-5363	ADVERTISING	-	-	1,500	1,525	1,000
6410-6810-5370	MINOR EQUIP/FURNITURE	6,279	-	5,000	-	3,000
10 lounge chairs						
6410-6810-5416	GO SERIES A 2003	-	(150,000)	150,000	150,000	150,000
Portion of principal and interest for Series A 2003 bond issue.						
6410-6810-5434	INTEREST EXPENSE	57,359	177,544	-	-	-
6410-6810-6123	FURNITURE & FIXTURES	4,375	4,323	5,000	3,925	6,000
suit dryer for each bathroom						
6410-6810-6182	DEPRECIATION EXPENSE	90,274	180,548	-	-	-
6410-6820-4012	SALARIES-PART TIME	29,233	28,397	26,150	31,715	36,208
6410-6820-4015	OVERTIME	639	1,407	1,500	-	-
6410-6820-4021	SOCIAL SECURITY TAX	1,852	1,848	1,621	934	2,245



## 2014 Annual Budget

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## Pool Operations Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6410-6820-4022	MEDICARE	433	432	380	218	525
6410-6820-4023	WORKERS COMP	1,163	1,228	1,091	948	1,523
6410-6820-5004	MATERIALS AND SUPPLIES	26,246	20,077	15,000	9,095	12,000
12-Stantions; 1-Ladder; Pressure Washer; Hose; Repairs for Max; 3-Clocks Replacement; Leaf Blower; Drill; 2- Pop-up Tents						
6410-6820-5005	CLEANING SUPPLIES	-	-	2,000	605	750
6410-6820-5008	CHEMICALS	41,544	40,658	40,000	13,860	30,000
6410-6820-5111	PROFESSIONAL SERVICES	18,847	21,790	22,000	13,757	15,000
This includes services needed to clean and prep the pool for summer start-up as well as winterizing at the end of season and gel coating slide						
6410-6820-5121	REPAIR MAINTENANCE EQUIPMENT	5,906	1,616	1,500	4,805	3,500
6410-6830-4012	SALARIES PART TIME	34,502	38,905	36,150	35,346	41,108
31.5 hours per day for 90 days (99 days in season less 10% for inclement weather) Average \$7.50 per hour for wages						
6410-6830-4015	OVERTIME	805	640	500	-	200
6410-6830-4021	SOCIAL SECURITY TAX	2,189	2,452	2,241	2,192	2,549
6410-6830-4022	MEDICARE	512	573	525	513	596
6410-6830-4023	WORKERS COMP	1,117	1,400	1,508	1,310	1,729
6410-6830-5005	CLEANING SUPPLIES	-	-	1,500	114	500
Cleaning supplies previously purchased and mis coded in past						
6410-6830-5111	PROFESSIONAL SERVICES	1,765	1,029	1,000	1,913	2,500
hood inspection and cleaning. Fire and ansul inspections, towel service, food licence, unifirst, steaming the floor.						
6410-6830-5121	REPAIR MAINTENANCE EQUIPMENT	347	1,965	1,000	391	750
6410-6830-5354	EMPLOYEE TRAINING	-	1,217	500	-	-
6410-6830-5368	COST OF GOODS	45,896	57,797	48,000	43,846	48,000
6410-6830-6123	FUNITURE AND FIXTURES	-	3,842	2,500	1,073	1,500
Continued replacement of mature equipment; grease mats; faucets; prep fridge; cheese machine						
6410-6840-4012	SALARIES PART TIME	26,778	31,681	30,000	35,989	27,577
6410-6840-4015	OVERTIME	76	275	250	-	250



## 2014 Annual Budget

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## Pool Operations Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6410-6840-4021	SOCIAL SECURITY	956	1,998	1,860	2,231	1,710
6410-6840-4022	MEDICARE	112	234	-	261	400
6410-6840-4023	WORKERS COMP	1,639	870	626	544	1,160
6410-6840-5004	MATERIALS & SUPPLIES	7,283	2,059	1,500	1,254	1,000
	10 new rescue tubes, noodles, sand toys, volley balls					
6410-6840-5111	PROFESSIONAL SERVICES	337	1,945	2,000	2,510	3,000
	scuba program - instructor					
6410-6840-5351	EMPLOYEE RECRUTING	-	-	200	-	-
6410-6840-5354	EMPLOYEE TRAINING	280	808	1,000	627	2,000
	conference in FL for National Drowning Prevention Alliance , Safe Serve Certification, CPO certification, WSIT certification					
<b>Total</b>		<b>749,748</b>	<b>799,889</b>	<b>736,311</b>	<b>635,482</b>	<b>752,016</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 current operating expenses. Fees and charges include golf fees, retail sales (merchandise, food & beverage), golf instruction and banquet/meeting revenue.

**2013 Accomplishments**

1. New fleet of carts featuring the Visage GPS system and Viper tournament package.
2. CHGC outing business produced a record year in the number of outing golfers and total outing revenue.
3. New customer loyalty program.
4. Enhanced use of PSK including tee time confirmations, tee time reminders, and “thank you” e-mails.
5. Evaluated, updated and reviewed aspects of clubhouse to include banquets, outings, golf rates, Visage and advertising.

**2014 Goals**

1. 30,500 rounds of golf.
2. Finish squaring tees.
3. Add new tee to #4 and #16
4. Fix drainage in bunkers and add sand.
5. Have the ability to process credit cards on the on course beverage cart.

**2014 Budget Highlights**

1. Maintaining our current weekday rates and decreasing our weekend rates.
2. Develop and implement a Visage advertising and sponsor plan.
3. Amend and implement our marketing plan to include advertising and social media initiatives for business meetings.

Staffing Levels	2010	2011	2012	2013	2014
Full Time	7	7	7	7	8
Part Time	40	40	40	40	43

## Golf Course Revenue

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6510-6301	Golf Course Revenue	(1,680,633)	(1,330,906)	(1,106,855)	(1,086,629)	(1,146,415)
6510-6313	GO Carts	(210,426)	(232,583)	(235,000)	(220,709)	(263,000)
6510-6314	GO Range	(19,413)	(17,948)	(25,000)	(20,157)	(25,000)
6510-6315	Go Merchandise	(103,627)	(139,542)	(145,000)	(103,262)	(145,000)
6510-6316	GO Lessons	-	(29,381)	(35,000)	(29,298)	(45,000)
6510-6331	FB Grille	(12,664)	(233,069)	(250,000)	(224,614)	(250,000)
6510-6332	FB Kitchen	-	(7,263)	(18,700)	(13,362)	(18,700)
6510-6333	FB Banquet Facility	(20,100)	(403,184)	(427,000)	(292,397)	(430,000)
<b>Total</b>		<b>(2,046,862)</b>	<b>(2,393,875)</b>	<b>(2,242,555)</b>	<b>(1,990,428)</b>	<b>(2,323,115)</b>

## Golf Course Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
<b>6510-6301</b>	Golf Course Revenue	592,541	471,933	-	-	-
<b>6510-6311</b>	GO Golf Shop Services	91,651	48,664	59,238	47,522	61,143
<b>6510-6312</b>	GO Outside Services	41,329	42,269	62,153	35,955	51,528
<b>6510-6313</b>	GO Carts	24,159	19,736	33,788	18,211	76,082
<b>6510-6314</b>	GO Range	12,728	15,236	17,913	12,703	22,738
<b>6510-6315</b>	Go Merchandise	91,119	131,967	87,037	87,206	86,955
<b>6510-6316</b>	GO Lessons	24,106	29,622	35,448	29,049	41,421
<b>6510-6317</b>	GO Golf Outings	22,127	(268)	-	-	-
<b>6510-6331</b>	FB Grille	139,064	156,109	162,762	144,198	162,871
<b>6510-6332</b>	FB Kitchen	4,181	13,378	19,667	22,170	19,902
<b>6510-6333</b>	FB Banquet Facility	205,724	259,831	296,051	203,164	289,266
<b>6510-6341</b>	SSA Facility Maintenance	42,999	51,271	51,160	48,442	65,760
<b>6510-6342</b>	SSA Administration	262,509	283,631	305,913	269,284	336,441
<b>6510-6344</b>	SSA Training	11,594	8,887	13,069	9,443	13,200
<b>6510-6345</b>	SSA Infrastructure	10,209	13,636	12,407	12,343	12,479
<b>6510-6346</b>	SSA Vechicle Mainteance	31,300	25,475	21,500	25,655	25,000
<b>6510-6361</b>	TM Greens Maintenance	120,130	117,943	129,943	118,138	133,625
<b>6510-6362</b>	TM Tees Maintenance	73,167	58,284	60,945	58,749	60,463
<b>6510-6363</b>	TM Fairways Maintenance	109,322	101,052	105,492	88,355	106,958
<b>6510-6364</b>	TM Rough Maintenance	149,281	119,189	125,374	98,127	126,536
<b>6510-6365</b>	TM Bunker Maintenance	45,231	38,047	38,459	37,412	37,007
<b>6510-6366</b>	TM Irrigation	23,879	26,978	29,925	21,909	27,838
<b>6510-6381</b>	EM Equipment Repair	70,241	65,249	67,414	49,791	58,464
<b>6510-6382</b>	EM PMI	36,420	36,397	40,383	24,591	39,769
<b>6510-6391</b>	Interest Payment	419,634	294,382	276,000	276,000	293,200



## 2014 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

### Golf Course Expenses

GL Code	Description	2011 Actual	2012 Actual	2013 Adjusted Budget	2013 Year to Date	2014 Requested Budget
6510-6392	Principal Payment	-	-	190,000	190,000	170,000
6510-6395	CAPITAL EXPENSE	-	33,727	-	364,937	-
<b>Total</b>		<b>2,654,643</b>	<b>2,462,624</b>	<b>2,242,041</b>	<b>2,293,353</b>	<b>2,318,646</b>