

Cranberry Township



2016 BUDGET

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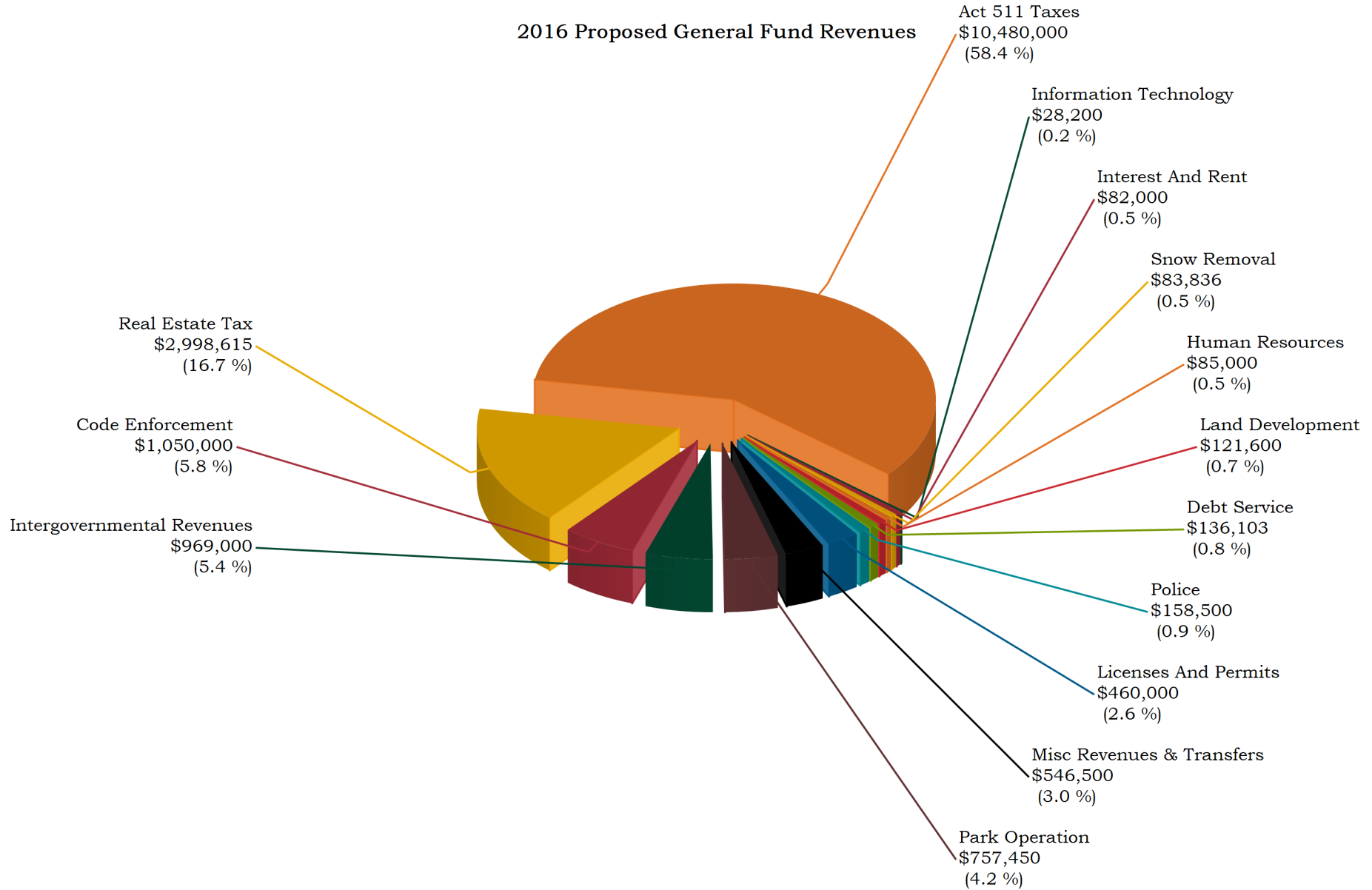
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Budget Summary

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2016 Proposed General Fund Revenues





2016 Annual Budget

2016 Proposed General Fund Revenue of \$18,634,933

Department/Cost Center	Description	2015 Revised Budget	2016 Budget
Legislative			
10001200	Real Estate Tax	2,998,615	3,091,357
10001300	Act 511 Taxes	10,480,000	11,055,000
10001400	Licenses And Permits	460,000	470,000
10001500	Interest And Rent	82,000	82,138
10001600	Intergovernmental Revenues	969,000	1,010,700
10001700	Misc Revenues & Transfers	546,500	540,400
Total		15,536,115	16,249,595
General Government			
10002200	Human Resources	85,000	78,550
10002331	Information Technology	28,200	34,935
10002600	Debt Service	136,103	136,103
Total		249,303	249,588
Community Development			
10003100	Land Development	121,600	130,100
10003200	Code Enforcement	1,050,000	919,000
Total		1,171,600	1,049,100
Public Safety			
10004116	Police	158,500	229,500
Total		158,500	229,500
Public Works			
10005110	Snow Removal	29,336	11,000
10005120	Traffic Signals & Communic	14,400	14,800
10005132	Road Maintenance	-	-
10005133	Signs	100	-
10005140	Facility Maintenance	-	-
10005150	Fleet Maintenance	-	-

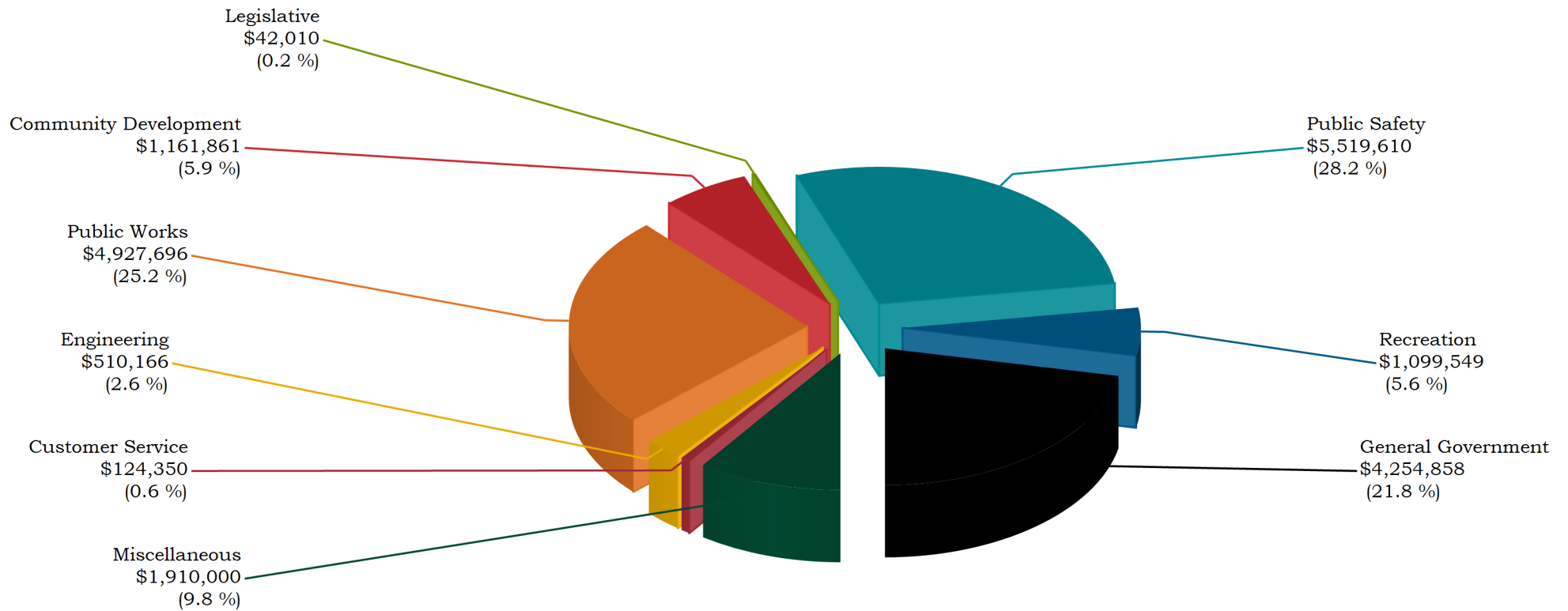


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2016 Proposed General Fund Revenue of \$18,634,933

Department/Cost Center	Description	2015 Revised Budget	2016 Budget
10005160	Grounds Maintenance	40,000	36,000
Total		83,836	61,800
Recreation			
10006210	Park Operation	23,000	26,750
10006220	Park Early Childhood	199,600	200,000
10006230	Park Youth Programs	369,700	379,000
10006240	Park Adult Programs	90,500	110,000
10006250	Park Family Programs	4,100	5,000
10006260	Park Teen Programs	20,000	23,400
10006270	Park Senior Programs	500	500
10006290	Park Facility Maintenance	50,000	50,000
10006295	Park Special Program	50	700
Total		757,450	795,350
General Fund Revenue Total		17,956,804	18,634,933

2016 Proposed General Fund Expenses





2016 Annual Budget

2016 General Fund Expenditures of \$19,466,023

Department/Cost Center	Description	2015 Revised Budget	2016 Budget
Legislative			
10001100	Board Of Supervisors	42,010	47,748
Total		42,010	47,748
Miscellaneous			
10001800	Misc Expenses & Transfers	1,910,000	1,375,000
Total		1,910,000	1,375,000
General Government			
10002100	Executive	819,562	834,367
10002200	Human Resources	334,021	326,318
10002311	Information Technology	75,055	103,504
10002400	Finance	440,238	455,351
10002500	Communications	249,173	286,836
10002600	Debt Service	1,580,022	1,580,165
10002700	Tax Collection	318,087	266,502
10002800	Insurance	438,700	417,000
Total		4,254,858	4,270,043
Community Development			
10003100	Land Development	356,710	308,553
10003200	Code Enforcement	572,348	559,050
10003300	Planning	232,803	217,328
Total		1,161,861	1,084,931
Customer Service			
10003400	Customer Service	124,350	127,549
Total		124,350	127,549
Public Safety			
10004111	Police Department Support	1,560,223	1,574,041
10004112	Police Patrol	2,839,373	3,260,286
10004113	Police Traffic	381,367	170,669

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2016 General Fund Expenditures of \$19,466,023

Department/Cost Center	Description	2015 Revised Budget	2016 Budget
10004114	Police Investigations	159,401	169,204
10004115	Police Fleet	230,000	188,500
10004120	Animal Service	14,000	14,000
10004130	Fire Police	5,500	5,500
10004140	Firing Range	12,000	12,000
10004150	Emergency Management	1,300	1,300
10004230	Fire Protection	295,946	300,976
10004310	Ambulance Operations	20,500	23,052
Total		5,519,610	5,719,528
Public Works			
10005110	Snow Removal	529,040	585,568
10005120	Traffic Signals & Communic	589,077	615,999
10005131	Storm Water	302,067	313,134
10005132	Road Maintenance	1,211,390	1,249,748
10005140	Facility Maintenance	647,975	689,956
10005150	Fleet Maintenance	293,304	301,590
10005160	Grounds Maintenance	861,875	892,529
10005170	Pw Administration	492,968	498,130
Total		4,927,696	5,146,654
Engineering			
10005210	Engineering	510,166	557,364
Total		510,166	557,364
Recreation			
10006210	Park Operation	625,493	649,042
10006220	Park Early Childhood	112,120	103,931
10006230	Park Youth Programs	221,203	227,468
10006240	Park Adult Programs	66,694	81,286
10006250	Park Family Programs	4,679	5,672



2016 Annual Budget

2016 General Fund Expenditures of \$19,466,023

Department/Cost Center	Description	2015 Revised Budget	2016 Budget
10006260	Park Teen Programs	2,078	2,313
10006270	Park Senior Programs	3,750	3,500
10006280	Park Community Events	46,127	45,784
10006290	Park Facility Maintenance	17,405	17,560
10006295	Park Special Program	-	650
Total		1,099,549	1,137,206
General Fund Expenses Total		19,550,100	19,466,023



2016 Annual Budget

2016 Other Funds Summary

Funds	Description	2015 Budgeted Revenue	2015 Budgeted Expenses	2016 Budgeted Revenue	2016 Budgeted Expenses
Special Revenue Funds					
2110	Tip East	764,252	2,450,000	398,000	1,403,000
2111	Tip West	276,638	50,000	84,441	-
2112	Recreation Fees	230,580	225,000	373,460	270,000
2114	Developers Contribution	-	-	-	-
2115	Storm Water Maintenance	-	-	-	-
2116	Tip Southeast	100	250,000	-	-
2310	Liquid Fuels	709,963	700,000	844,131	830,000
2410	Library	369,471	369,411	376,180	375,715
2420	Fire Operations	469,455	483,945	522,920	474,054
2610	Road Equipment Fund	312,700	242,600	317,400	373,634
2620	Public Buildings Fund	367,809	340,000	372,660	340,000
Total		3,500,968	5,110,956	3,289,192	4,066,403
Capital Projects					
3100	Fire Capital	314,450	711,888	364,650	269,824
3400	Capital Improvement	1,757,500	2,790,702	1,228,500	1,930,000
3800	2015 Bond Fund	-	-	85,000	9,692,528
3900	2015 Marshall Twp. Construction Fund	-	-	10,000	1,694,833
Total		2,071,950	3,502,590	1,688,150	13,587,185
Enterprise Funds					
6110	Water	5,875,256	5,421,529	6,491,003	5,653,825
6210	Sewer	7,703,250	9,175,485	7,975,395	9,617,422
6310	Solid Waste	2,168,456	2,161,771	2,297,042	2,234,690
6410	Swimming Pool	747,765	747,765	812,050	812,050
6510	Golf Course	2,269,490	2,269,490	2,176,755	2,279,482
Total		18,764,217	19,776,040	19,752,245	20,597,469
Other Funds Total		24,337,135	28,389,586	24,729,587	38,251,057

General Fund Revenue

2016 Annual Budget

Real Estate Tax Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-1200-3011	Current Year Levy	2,905,396	2,960,767	2,924,615	2,999,793	3,036,357
	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 September 30, 2015 Butler County has determined Cranberry's taxable assessed value to be \$385,843,490. The Butler County Department of Property & Revenue determines property market values and assesses property. Butler County has not reassessed property since 1969. The assessed valuation is the value used to generate the tax revenue and is based on 100% of the 1969 value. The Board of Supervisors of Cranberry Township determines the millage rate, which is 13.25 mills in 2016 (8.03-general purposes, 2.37 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 began his fourth term in January of 2014. The collection rate for 2015 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.					
1000-1200-3012	Prior Year Levy	11,497	4,081	9,000	2,881	5,000
	Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2015 but collected in 2016)					
1000-1200-3014	Delinquent Tax Claim	25,227	26,684	50,000	34,292	35,000
	Delinquent property tax collected by Butler County Tax Claim Bureau. After 12/31, the real estate tax collector turns all delinquent tax bills over to the Butler County Tax Claim Bureau. The property owner has approximately 2 years to pay the taxes plus penalty, or the Tax Claim Bureau will conduct a Sheriff sale of the property.					
1000-1200-3015	Interim Taxes	14,920	20,770	15,000	10,801	15,000
	Interim tax billing for properties added to tax duplicate after January 2016.					
	REAL ESTATE TAX Total	2,957,040	3,012,303	2,998,615	3,047,767	3,091,357

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Act 511 Taxes Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-1300-3120	Real Estate Transfer Tax	1,413,100	1,235,899	1,100,000	998,628	1,200,000
	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 Taxes	6,443,238	7,085,332	6,150,000	5,835,208	6,400,000
	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 Privilege/Merc	2,391,054	2,304,041	2,075,000	2,449,175	2,250,000
	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	-	2,164	5,000	-	5,000
	Delinquent Business Privilege/Mercantile tax collected by the Tax Administrator for Cranberry Township.					
1000-1300-3150	Local Service Tax	1,253,344	1,209,283	1,150,000	1,019,455	1,200,000
	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.					
1000-1300-3160	Other Taxes	-	22	-	11	-
	Act 511 Taxes Total	11,500,735	11,836,740	10,480,000	10,302,477	11,055,000

2016 Annual Budget

Licenses And Permits Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-1400-3210	Business Licenses And Permit	464,863	465,450	460,000	486,986	470,000
	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.					
	<i>Licenses and Permits Total</i>	<i>464,863</i>	<i>465,450</i>	<i>460,000</i>	<i>486,986</i>	<i>470,000</i>

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Interest And Rent Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-1500-3410	Interest	9,833	11,484	10,000	11,716	10,000
	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	42,985	78,591	72,000	62,576	72,138
	LEASE RATE AT \$18 per sq.ft for Chamber, State Rep., & Tax Collector Cranberry Twp. Chamber of Commerce \$9270 Real Estate Tax Collector \$2,592 (up to \$18/sq ft for 2016) Cranberry Twp. EMS \$42,000 State Representative \$10,476 Butler County (Senior Center) \$7,800					
	<i>Interest and Rent Total</i>	52,818	90,075	82,000	74,292	82,138

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Intergovernmental Revenues Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-1600-3551	State Pension Aid	593,999	623,501	610,000	631,254	625,000
	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	244,821	235,347	230,000	237,526	235,000
	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	10,500	11,100	10,500	11,700	11,700
	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	Pubic Utility Tax	18,827	20,329	18,500	19,399	19,000
	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 And Impact Fee	88,012	140,123	100,000	179,838	120,000
	Township share of fees paid by gas drillers on their wells as per Act 13.					
	<i>Intergovernmental Revenues Total</i>	<i>956,159</i>	<i>1,030,401</i>	<i>969,000</i>	<i>1,079,718</i>	<i>1,010,700</i>

2016 Annual Budget

Misc Revenues & Transfers Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-1700-1612	Fuel Inventory	(41,609)	(50,173)	-	4,926	-
1000-1700-1613	Fsa Inventory	16,498	(805)	-	(7,154)	-
1000-1700-3422	Rooms/Facility	250	1,500	-	1,500	1,500
	Fees for rental/use of Township facilities, other than parks and recreation facilities.					
1000-1700-3425	Tower Leases	6,839	9,926	7,500	23,318	9,900
	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.					
1000-1700-3464	Energy Rebates	-	13,495	-	25,550	-
1000-1700-3511	Other Grants	21,500	-	-	20,000	-
1000-1700-3651	Sale Public And Admin Svs	14,683	13,512	14,000	11,644	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	Miscellaneous	26,361	26,415	30,000	14,008	25,000
	The miscellaneous account is used to record infrequently occurring revenue or those not consistent with other sources of revenue.					
1000-1700-3856	Over/Short	-	105	-	(9)	-
1000-1700-3858	Community Chest Donations	(1,091)	(1,273)	-	1,199	-
1000-1700-3872	Contributions	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	19,595	62,256	20,000	26,159	20,000
	From time to time the Township sells assets such as police cars either by auction or a direct sale.					
1000-1700-3922	Transfer From Other Fund	250,000	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 2015 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	350,000	-	-	-	-
	Interfund operating transfers occur when monies are transferred primarily from one fund to another. No inter-fund transfer is planned for 2016 from the Solid Waste Fund to the General Fund.					
1000-1700-3925	Transfer From Water	-	69,627	-	-	-
1000-1700-3950	Refund Of Prior Year Exp	15,737	17,906	25,000	28,639	20,000
	At times the Township receives refunds of expenditures made in the prior year.					
	Misc Revenues & Transfers Total	878,764	612,490	546,500	599,779	540,400



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Human Resources Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2200-3868	Reimbursements Insurance	87,826	101,746	85,000	105,019	78,550
	Full time Township employees contribute a percentage of medical insurance premiums based on their salary.					
	<i>Human Resources Total</i>	<i>87,826</i>	<i>101,746</i>	<i>85,000</i>	<i>105,019</i>	<i>78,550</i>

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Information Technology Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2331-3684	Charge For Services	-	32,044	28,200	32,295	34,935
	<i>INFORMATION TECHNOLOGY Total</i>	-	<i>32,044</i>	<i>28,200</i>	<i>32,295</i>	<i>34,935</i>

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Debt Service Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2600-3873	Debt Offset Payments	107,031	141,936	136,103	81,674	136,103
	Payments from Athletic Associations for Graham Park debt. SVSA - 33,152 CTAA - 69,210.29 SVJFAC - 33,741					
	<i>Debt Service Total</i>	<i>107,031</i>	<i>141,936</i>	<i>136,103</i>	<i>81,674</i>	<i>136,103</i>

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Land Development Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-3100-3619	Bond Release Fee	23,800	23,850	12,000	18,900	20,000
	All new developments are required to post financial security (bonds) to guarantee the completion of improvements which are required by ordinance and established at the time of development approval. The Pennsylvania Municipalities Planning Code (MPC) establishes criteria for the posting and release of financial security. The MPC allows for full and partial releases of the financial security as work progresses in new developments. A bond release fee is charged each time that a developer requests a release of financial security from the Township. The fees are intended to cover Township costs associated with processing of a release request. Fees are charged to the development's escrow account. Fees are \$150 for requests related to sewer and water facilities, plus actual costs of engineer's inspection; and \$300 for requests related to roads/stormwater facilities, plus the actual costs of engineer's inspections.					
1000-3100-3620	Liquor License Transfer	500	2,000	500	-	500
	Pennsylvania law allows for the transfer of liquor licenses between communities within the same county. Each applicant for a license transfer is required to pay this application fee. The fee is intended to cover Township costs associated with the processing of the transfer request and the public hearing that is held. The fee is \$500 per application.					
1000-3100-3621	Conditional Use Fee	11,000	8,250	7,000	9,900	8,000
	Conditional Use Fees are charged for new Conditional Use applications when the use is classified as a "conditional use" within the zoning ordinance. Conditional use applications have additional administrative and review steps associated with their processing beyond those of a normal site plan/subdivision application. The fees are structured to cover the additional costs associated with processing conditional use applications. The fee is \$500 per application.					
1000-3100-3622	Zoning Hearing Board Fee	2,375	3,675	2,000	1,325	1,500
	Cranberry Township has a Zoning Hearing Board pursuant to the Pennsylvania Municipalities Planning Code and the Board is charged with hearing appeals of aggrieved parties from provisions of the zoning ordinance. A fee is charged for each case brought before the Zoning Hearing Board; the fee is \$275 for residential applications and \$550 for non-residential applications and is intended to cover the cost associated with processing the application.					
1000-3100-3625	Site Plan Subdivision Rev	163,075	105,378	100,000	95,470	100,000
	Site plan and subdivision review fees are those charged for new land development applications with each new or revised application for development. Fees are required for land developments and the amount of the fee is based on criteria which distinguish between size and complexity of projects. The fees are structured to cover Township costs associated with processing development applications. Fee amounts in this item do not include developer deposit accounts which are escrow accounts established for each development and which are intended to cover direct expenses of Township consultants for reviewing development applications. Fees in this category vary annually based on size, type and quantity of new and revised development applications received by the Township.					
1000-3100-3627	Sale Codes And Ordinances	445	55	100	40	100
	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.					
	Land Development Total	201,195	143,208	121,600	125,635	130,100

2016 Annual Budget

Code Enforcement Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-3200-3220	Nonbusiness Permits	3,060	2,755	2,500	4,180	3,000
	Nonresidential Business Licenses are actually for Nonresidential Zoning Approvals.					
1000-3200-3611	Building Permits	1,088,388	960,341	900,000	723,470	750,000
	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	6,960	7,100	6,500	6,940	6,500
	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 Building Permits	27,967	27,714	10,000	20,150	20,000
	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. This does not include the .002 that is collected.					
1000-3200-3614	Fire Prevention Permit	3,750	11,025	10,000	8,950	10,000
	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 System Permit	4,010	(575)	1,000	4,140	1,000
	Fee for on-lot septic permit applications which include the site testing, application review and permit approval.					
1000-3200-3616	Sign Permits	9,045	11,610	9,000	11,300	10,000
	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 Permits	4,200	4,200	4,000	2,800	3,500
	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 Occupancy	15,560	17,305	13,000	16,611	15,000
	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	Building Plan Review	209,131	68,144	94,000	182,132	100,000
	The building plan review fee is a fee that covers the cost of administering the building permit plan and Fire Prevention Building plan review process. This fee is calculated at .002 x estimated construction value. As well as the revenue from the 3rd party review actual costs.					
	Code Enforcement Total	1,372,071	1,109,619	1,050,000	980,673	919,000

2016 Annual Budget

Police Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4116-3220	Nonbusiness Permits	5,435	5,920	5,000	9,040	6,000
	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 \$25.00 per week.					
1000-4116-3311	State Police	15,613	15,395	-	6,581	5,000
	Local portion of fines collected by State Police.					
1000-4116-3312	Clerk Of Courts	26,012	20,126	20,000	22,406	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	24,865	19,117	25,000	15,782	18,000
	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	Nontraffic Violation	26,321	26,856	20,000	30,146	22,000
	Revenue related to fines for criminal violations of the PA Crimes Code. These monies are provided by District Court.					
1000-4116-3316	Parking Tickets	3,000	2,075	2,000	1,245	2,000
	Fines collected from Township parking citations.					
1000-4116-3510	Federal Grants	402	2,861	-	1,906	-
	Monies received through federal grant programs.					
1000-4116-3641	Accident Reports	6,003	4,394	5,000	956	2,500
	A fee of \$15 is charged for each copy of a reportable crash report, typically paid by insurance companies. All other reports are \$.25 per page.					
1000-4116-3642	Fingerprints	2,080	2,290	2,000	9,436	4,000
	Fee for fingerprinting nonresidents and for businesses located outside Cranberry \$50.00 for non-criminal issues. For business located in Cranberry \$10.					
1000-4116-3643	False Alarm	24,340	41,300	20,000	30,950	25,000
	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	1,727	1,830	2,000	7,171	5,000
	The Seneca Valley School District reimburses the Township for one half (1/2) of the cost of the school guard's salary.					
1000-4116-3645	Special Police Service	352,942	366,767	-	-	-
	Cranberry Township does not presently provide contracted police services to any neighboring communities.					
1000-4116-3646	Restitutions	13,367	37,521	7,500	24,917	20,000
	Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.					
1000-4116-3647	Reimburse Salaries	88,730	207,464	50,000	173,367	100,000

2016 Annual Budget

Police Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
	Contracted police services. Represents collected reimbursable salaries for construction details, Drug Task Force, DUI Task Force, Seneca Valley School detail, etc.					
	POLICE Total	590,838	753,918	158,500	333,902	229,500

2016 Annual Budget

Public Works Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5110-3647	Reimburse Salaries	-	2,500	-	-	-
1000-5110-3661	Winter Service Agreement	27,879	18,889	27,836	12,551	10,000
	The Township offers winter services (snow plowing and spring street sweeping) to developments/developers which have private streets not yet accepted by the Township. developer elects to take this service, they are required to enter into an agreement at the beginning of each winter season; otherwise developers are required to provide the service on their own. The fee charged to the developer is based on the number of lane miles of road and is intended to cover the costs of the Township in providing the service. The fee is approximately \$4,100 per lane mile.					
1000-5110-3664	Salt Brine Sales	1,578	156	1,500	956	1,000
	Township manufacturers salt brine and makes available to Seven Fields Borough and Jackson Township for prewetting operations					
	<i>Snow Removal Total</i>	29,457	21,545	29,336	13,507	11,000
1000-5120-3647	Reimburse Salaries	146	-	-	-	-
1000-5120-3662	7 Fields/Adams Maint Agreemnt	14,050	14,400	14,400	14,800	14,800
	Marshall Twp. \$2050.00, Seven Fields \$7200.00, Adams Twp. \$4800.00					
	<i>Traffic Signals & Communic Total</i>	14,196	14,400	14,400	14,800	14,800
1000-5132-3647	Reimburse Salaries	-	751	-	-	-
	<i>ROAD MAINTENANCE Total</i>	-	751	-	-	-
1000-5133-3853	Sale Of Street Name Signs	980	75	100	-	-
	<i>SIGNS Total</i>	980	75	100	-	-
1000-5140-3647	Reimburse Salaries	-	61	-	-	-
	<i>Facility Maintenance Total</i>	-	61	-	-	-
1000-5150-3647	Reimburse Salaries	1,250	1,042	-	417	-
1000-5150-3648	Vehicle Equipment Usage	1,192	281	-	1,270	-
	<i>Fleet Maintenance Total</i>	2,442	1,323	-	1,687	-
1000-5160-3647	Reimburse Salaries	-	-	-	140	-
1000-5160-3663	Ballfield Light Reimb	52,876	16,132	40,000	38,807	36,000
	The Township bills the local athletic associations for electrical service for ballfield lights.					
	<i>Grounds Maintenance Total</i>	52,876	16,132	40,000	38,947	36,000
	Total	99,951	54,287	83,836	68,941	61,800

2016 Annual Budget

Parks and Recreation Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6210-3422	Rooms/Facility	8,378	34,120	7,500	17,673	7,500
1000-6210-3423	Shelters	10,355	14,319	13,000	13,340	13,000
	The Parks and Recreation Department offers six picnic shelters for private rentals throughout the year. 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....					
1000-6210-3647	Reimburse Salaries	-	-	-	320	-
1000-6210-3683	Vending Commissions	2,698	2,665	2,500	1,897	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	Sponsorship	-	-	-	3,550	3,500
	Donations for special events and programs					
1000-6210-3855	Miscellaneous	-	-	-	5	250
	Miscellaneous fees are collected as reimbursement for supplies and services rendered to the numerous initiatives of the Department. May also include 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	32	(10)	-	(13)	-
	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.					
	Park Operation Total	21,463	51,093	23,000	36,772	26,750
1000-6220-3681	Program Fees/Lessons	154,155	171,446	199,600	140,562	200,000
	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					
	Park Early Childhood Total	154,155	171,446	199,600	140,562	200,000
1000-6230-3681	Program Fees/Lessons	308,014	358,317	369,700	328,365	379,000
	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.					
	Increase due to dek hockey					
1000-6230-3852	Sponsorship	-	600	-	100	-
	Park Youth Programs Total	308,014	358,917	369,700	328,465	379,000
1000-6240-3681	Program Fees/Lessons	79,052	101,395	90,500	85,346	110,000
	Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics.					
	Park Adult Programs Total	79,052	101,395	90,500	85,346	110,000

2016 Annual Budget

Parks and Recreation Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6250-3681	Program Fees/Lessons	3,637	3,213	4,100	6,284	5,000
	Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Morning with Mr. Bunny, Milk and Cookies with Santa.					
	Park Family Programs Total	3,637	3,213	4,100	6,284	5,000
1000-6260-3681	Program Fees/Lessons	10,027	13,503	20,000	20,976	23,400
	Leadership Summer Camp and Teen Tennis. programs for ages 13-18 such as Babysitting Training, Teens					
	Park Teen Programs Total	10,027	13,503	20,000	20,976	23,400
1000-6270-3681	Program Fees/Lessons	120	-	500	-	500
	Senior Programs					
	Park Senior Programs Total	120	-	500	-	500
1000-6290-3426	Field Rental	-	39,863	50,000	67,002	50,000
	Park Facility Maintenance Total	-	39,863	50,000	67,002	50,000
1000-6295-3681	Program Fees/Lessons	582	32	50	843	700
	amusement tickets					
	Park Special Program Total	582	32	50	843	700
	Total	577,050	739,462	757,450	686,249	795,350

General Fund Expenses



2016 Annual Budget

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.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5



2016 Annual Budget

Board Of Supervisors Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-1100-4013	Salaries-Board/Comm	21,375	21,375	21,375	17,812	21,875
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 5 Supervisors						
1000-1100-4021	Social Security Tax	1,325	1,325	1,325	1,104	1,356
The employer share of FICA is based on 6.20% of all salary/ wages/overtime for all employees.						
1000-1100-4022	Medicare	310	310	310	258	317
The employer share of Medicare is based on 1.45% of all salary/wages/overtime for all employees.						
1000-1100-5004	Materials And Supplies	40	40	5,000	28	5,000
1000-1100-5355	Employee Career Devel	1,232	1,232	8,000	573	8,000
Expenses related to educational opportunities for the Board of Supervisors.						
1000-1100-5356	Employee Dues/Members	-	-	6,000	2,500	11,200
Expenses involved with memberships in PSATS, Butler COG, Pennsylvania Municipal League.						
Total		24,281	24,281	42,010	22,276	47,748



2016 Annual Budget

Department: Misc Expenses & Transfers

Description and Responsibilities:

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



2016 Annual Budget

Misc Expenses & Transfers Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-1800-5446	Misc Expense	14	14	-	1	-
1000-1800-6201	Transfer To Capital	750,000	750,000	1,750,000	1,750,000	1,225,000
1000-1800-6203	Transfer To Enterprise Fnd	425,848	425,848	160,000	160,000	150,000
Total		1,175,862	1,175,862	1,910,000	1,910,001	1,375,000



2016 Annual Budget

Department: Executive

Description and Responsibilities:

This cost center supports the activities of the Executive Management team of the Township. The Team includes the Township Manager, two Assistant Township Managers, Executive Assistant to the Township Manager and an Administrative Assistant. This Executive Management team is responsible for implementing the plans, budgets, capital plans and policies of the Board of Supervisors and for providing the expertise to assist the Board in their legislative functions.

2015 Accomplishments:

1. Assisted the operating departments in meeting their goals in both operations and in moving forward one of the Township's largest capital improvement programs in our history.
2. Maintained staffing levels and successfully implemented a recruitment process that attracted quality applicants and filled several key positions.
3. Continued implementation of the Cranberry Plan.
4. Continuing leadership roles in local government at both the county and state levels 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. Continuing to implement an Employee Wellness program to promote comprehensive employee health.
7. 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, Pittsburgh North Regional Chamber and the Butler County Chamber of Commerce.

2016 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. Continue our current partnerships and seek additional opportunities to further leverage our ability to deliver services and projects.
4. Continue to streamline and integrate all digital information and communications systems to assure the most efficient system possible.
5. Continue to offer a high quality health insurance program for our employees while avoiding the provisions of the Affordable Care Act Cadillac tax provisions.
6. Continue to review and enhance, where appropriate, our internal training to assure our employees are receiving the appropriate training.
7. Continue to support our employees by providing leadership development opportunities in their respective areas of responsibility.
8. Enhance our organization's ability to constantly reflect the needs of our residents and customers and be responsive to those needs through our services and programs.
9. 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.
10. Continue the development and implementation of a digital asset management.

2016 Budget Highlights:

1. Continue our business practices that earned the Township an Aa1 Rating by Moody's Investor Services.
2. Continue to support an aggressive risk management program in all areas of the Township.
3. Monitor and adjust communication strategies to effectively communicate with all segments of the community, focusing on enhancing our collaboration with the neighborhoods.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	6	6	5	4	4
Part Time	0	0	1	1	1

2016 Annual Budget

Executive Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2100-1611	Postage Inventory	10,953	10,953	-	338	-
1000-2100-4010	Salaries-Fulltime	337,183	337,183	331,303	269,993	318,122
4 full time employees J.Andree (70%), B.Bertoncello (70%), G. Moran (100%), D. McKee (70%)						
1000-2100-4012	Salaries-Part Time	15,841	15,841	-	6,013	25,646
1 part time reg (T.Corb) 30 hrs/wk @ \$16/hr						
1000-2100-4015	Overtime	1,973	1,973	4,000	1,328	4,000
Overtime for attendance at BOS meetings, etc.						
1000-2100-4021	Social Security Tax	20,507	20,507	20,789	16,987	21,562
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
1000-2100-4022	Medicare	5,065	5,065	4,862	4,029	5,043
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2100-4023	Workers Comp	1,000	1,000	926	845	905
Workers' Compensation insurance for all employees.						
1000-2100-4041	Pension Non Uniform	16,958	16,958	16,765	13,566	16,106
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	43,381	43,381	50,504	43,039	48,198
Medical insurance for all full time employees.						
1000-2100-4052	Vision Insurance	411	411	430	347	391
Vision insurance for all full time employees.						
1000-2100-4053	Dental Insurance	2,622	2,622	2,660	2,459	2,460
Dental insurance for all full time employees.						
1000-2100-4054	457 Contributions	31,937	31,937	30,624	30,418	30,352
The employer contribution to the 401 plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2100-4055	Disability Insurance	3,398	3,398	2,308	3,758	2,266
Long term disability insurance for all full time employees.						
1000-2100-4057	Life Insurance	1,835	1,835	1,891	1,169	1,816
Life insurance for all full time employees and certain part time employees.						
1000-2100-5001	Office Supplies	9,938	9,938	14,000	9,137	14,000
Office supplies for administration and other departments.						

2016 Annual Budget

Executive Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2100-5002	Subscriptions/Books	-	-	1,500	12	1,500
1000-2100-5004	Materials And Supplies	16,267	16,267	15,000	15,566	15,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management						
1000-2100-5111	Professional Services	2,450	2,450	55,000	7,926	55,000
Consulting Services Global Safety initiatives Document Management Twp Appraisal - Assets						
1000-2100-5133	Legal Services	42,992	42,992	65,000	41,951	65,000
Legal fees and claim deductibles for legal defense.						
1000-2100-5230	Information Tech Svs	122,902	122,902	125,000	125,000	130,000
Costs associated with IT support of administration.						
1000-2100-5312	Cell Phones	4,840	4,840	5,000	3,850	5,000
Cell phone reimbursement costs						
1000-2100-5332	Equipment Leases	9,525	9,525	15,000	8,757	15,000
Copy machine and postage meter lease/maintenance agreements.						
1000-2100-5353	Employee Meeting / Confer	11,969	11,969	13,000	5,583	13,000
1000-2100-5354	Employee Training	6,445	6,445	9,500	12,250	9,500
Typically for expenses incurred for conferences - (lodging, travel, reg. fees,) as well as other training.						
1000-2100-5356	Employee Dues/Members	11,617	11,617	4,500	4,403	4,500
APMM, ICMA, PELRAS and other professional type memberships and journals.						
1000-2100-5361	Postage And Shipping	17,649	17,649	18,000	14,203	18,000
Postage costs for various Township mailings.						
1000-2100-5363	Advertising	2,457	2,457	3,500	1,944	3,500
All legal advertising for the Board of Supervisors and employee recruitment						
1000-2100-5364	Fuel	3,260	3,260	5,000	1,355	5,000
Fuel for administrative fleet.						
1000-2100-5370	Minor Equipment/Furniture	1,719	1,719	3,500	-	3,500
Purchase of miscellaneous furniture and equipment.						
Total		757,092	757,092	819,562	646,227	834,367

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 and human resource information systems.

2015 Accomplishments:

1. Developed a DROP policy for Police Officers according to established guidelines.
2. The orientation program for new hires and seasonal employees was revised for 2015. Over 200 seasonal employees were hired and participated in the updated orientation.
3. Enrolled over 340 members (employee + family members) from a fully insured medical program to self-insured DVHT.
4. Revised the Police Hiring Manual. Received over 200 applicants during the recruiting period. Successfully hired 2 full-time Police Officers June 2015.
5. Completed one full year of electronic appraisals in Halogen, revised the program based on feedback and incorporated a policy for the program.

2016 Goals:

1. Implement new compensation program and train all management employees.
2. Develop and produce Workers' Compensation Administration Policy and Procedures book regarding steps to process a claim, procedures to regularly review claims and action steps needed on a claim when necessary by November 2016.
3. Set-up the ACA module in Munis for reporting use in 2016.
4. Implement Supervisory Training for Managers & Directors on relevant personnel topics.

2016 Budget Highlights:

1. Supervisor Training
2. Implementation of ACA in Munis
3. Implement new Compensation Program

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	3	4	4	4	4
Part Time	1	0	0	0	0

2016 Annual Budget

Human Resources Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2200-4010	Salaries-Fulltime	141,359	141,359	146,388	135,349	158,505
4 full time employees N. Stotler (60%), B. Donaldson (60%), S. Turner (60%), S Boron (60%)						
1000-2200-4015	Overtime	14	14	800	-	330
1000-2200-4021	Social Security Tax	8,638	8,638	9,097	8,238	9,848
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
1000-2200-4022	Medicare	2,020	2,020	2,127	1,927	2,303
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2200-4023	Workers Comp	318	318	405	369	413
Workers' Compensation insurance for all employees.						
1000-2200-4041	Pension Non Uniform	7,069	7,069	7,336	6,767	7,942
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	36,412	36,412	43,679	38,587	43,621
Medical insurance for all full time employees.						
1000-2200-4052	Vision Insurance	333	333	343	271	343
Vision insurance for all full time employees.						
1000-2200-4053	Dental Insurance	2,226	2,226	2,227	1,991	2,227
Dental insurance for all full time employees.						
1000-2200-4054	457 Contributions	7,069	7,069	7,336	6,124	7,942
The employer contribution to the 401 plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2200-4055	Disablity Insurance	365	365	381	259	413
Long term disability insurance for all full time employees.						
1000-2200-4057	Life Insurance	794	794	827	535	896
Life insurance for all full time and certain part time employees.						
1000-2200-5001	Office Supplies	900	900	1,200	1,459	1,200
1000-2200-5002	Subscriptions/Books	4,335	4,335	4,533	1,036	4,029
1000-2200-5004	Materials And Supplies	2,727	2,727	1,600	2,197	2,350
1000-2200-5111	Professional Services	658	658	31,150	17,600	6,500
1000-2200-5134	Other Services/Fees	9,190	9,190	12,213	10,019	13,077
1000-2200-5230	Information Tech Svs	48,216	48,216	50,000	50,000	51,500



2016 Annual Budget

Human Resources Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
IT costs associated with HR						
1000-2200-5352	Employee Milage Reimb	-	-	250	-	250
1000-2200-5354	Employee Training	1,929	1,929	7,900	4,663	7,900
1000-2200-5356	Employee Dues/Members	1,534	1,534	1,429	969	2,229
1000-2200-5358	On Boarding Program	3,936	3,936	2,800	1,973	2,500
Total		280,042	280,042	334,021	290,334	326,318

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.

2015 Accomplishments:

1. Munis Work Orders and Fixed Assets – Completed the migration from Hansen to Munis. Added the IT Department to the work order system and met all the goals for the Public Works department.
2. Storage and Server Upgrade – Purchased and installed new fiber channel storage solution for all Township business applications. Upgraded servers to work with the new storage, increased performance and provided additional capacity.
3. Parks & Recreation Software Update – The Parks & Rec software was transitioned from Class to ActiveNet to improve functionality for online and mobile access as well as internal operational improvements.

2016 Goals:

1. Police Scheduling Software – Implementation of scheduling software for automating management of police schedules and personnel.
2. Computer Upgrades – Continuation of project to increase performance of existing computers as well as rolling out the latest Microsoft operating system and Office productivity software.
3. Sensus Meter Reading Software – Implementation of Sensus software during the meter change-out project with integration to the Munis Utility Billing system.

2016 Budget Highlights:

1. Mobile Computing – Continued expansion of mobile computing efforts with tablets and laptops used in the field for a variety of operations.
2. K2 Software – This software is new to the budget and will be used to develop solutions to numerous paper business processes, which will be automated by providing web forms and workflows.
3. Office 365 – The Township network will be joining with Microsoft's Office 365 offering to provide a hybrid architecture to ensure Township staff has access to the latest technology while continuing to promote remote productivity.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	8	8	8	8	8
Part Time	0	0	1	1	1

2016 Annual Budget

Information Technology Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
10002311	Do-Computer Support	216,722	216,722	250,791	210,937	235,020
10002313	Do-Mobility	91,750	91,750	112,052	76,097	113,956
10002314	Do-Phone Sysytem	87,633	87,633	77,039	67,560	73,549
10002321	Gis	43,821	43,821	49,851	32,808	50,988
10002323	Gis/Gis System	80,690	80,690	103,605	81,562	109,372
10002331	No-Network Managment	194,780	194,780	205,412	188,788	210,620
10002333	No-Server Management	205,391	205,391	203,008	164,187	206,402
10002334	Inactive Network Storage	23,931	23,931	-	-	-
10002342	Sm-Program Support	467,369	467,369	454,297	420,471	462,097
10002361	It-Chargeback	(1,344,900)	(1,344,900)	(1,381,000)	(1,381,000)	(1,358,500)
Total		67,187	67,187	75,055	(138,592)	103,504



2016 Annual Budget

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.

2015 Accomplishments:

1. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
2. Successful audit for 2014.
3. Assisted with implementation of Munis fixed asset software.
4. Bond rating raised from Aa2 to Aa1.
5. Assisted in 2015 Bond Issue for Brush Creek Treatment Plant expansion.

2016 Goals:

1. Update Finance Department procedures and policies.
2. Continue to implement fixed asset software.

Staffing Levels	2012	2013	2014	2015	2016
Full Time	5	5	5	6	6
Part Time	1	1	1	0	0

2016 Annual Budget

Finance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2400-4010	Salaries-Fulltime	190,510	190,510	184,677	160,539	189,958
5 full-time employees V. Gleason (80%), B. Lang (60%), L. Coon (60%) K. Wokutch (60%), C. Koss (100% S&W and Solid Waste), L. Mackenstein (50%)						
1000-2400-4012	Salaries-Part Time	7,645	7,645	-	72	-
No part time position budgeted this year.						
1000-2400-4015	Overtime	1,135	1,135	510	69	510
1000-2400-4021	Social Security Tax	12,096	12,096	11,482	9,703	11,809
The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.						
1000-2400-4022	Medicare	2,829	2,829	2,685	2,269	2,762
The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.						
1000-2400-4023	Workers Comp	471	471	512	467	495
Workers' Compensation insurance for all employees.						
1000-2400-4041	Pension Non Uniform	9,583	9,583	9,260	8,034	9,523
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	49,847	49,847	52,209	47,887	53,084
Medical insurance for all full time employees.						
1000-2400-4052	Vision Insurance	420	420	398	354	398
Vision insurance for all full time employees.						
1000-2400-4053	Dental Insurance	2,673	2,673	2,520	2,519	2,520
Dental insurance for all full time employees.						
1000-2400-4054	457 Contributions	8,506	8,506	9,260	8,034	9,523
The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.						
1000-2400-4055	Disability Insurance	456	456	481	359	495
Long term disability insurance for all full time employees.						
1000-2400-4057	Life Insurance	997	997	1,044	740	1,074
Life insurance for all full time employees....						
1000-2400-5001	Office Supplies	2,460	2,460	2,500	1,819	2,500
1000-2400-5004	Materials And Supplies	27,723	27,723	22,000	16,949	24,000
Supplies/bank charges						
1000-2400-5112	Accounting And Auditing Svs	48,543	48,543	50,000	48,477	50,000



2016 Annual Budget

Finance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
Partial costs associated with annual audit.						
1000-2400-5230	Information Tech Svs	77,021	77,021	79,000	79,000	85,000
Costs associated with IT support of Finance.						
1000-2400-5312	Cell Phones	2,748	2,748	3,000	2,420	3,000
Cell phones for V. Gleason and B. Lang						
1000-2400-5353	Employee Meeting / Confer	16	16	500	-	500
1000-2400-5354	Employee Training	3,696	3,696	5,000	3,698	5,000
GFOA/MUNIS and misc. training.						
1000-2400-5356	Employee Dues/Members	525	525	700	375	700
GFOA & GFOA-PA dues						
1000-2400-5370	Minor Equipment/Furniture	1,325	1,325	2,500	646	2,500
Total		451,226	451,226	440,238	394,430	455,351



2016 Annual Budget

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.

2015 Accomplishments:

This year, the Communications Team continued to grow our communications with residents, business and key stakeholders through new email newsletters, increasing the usage of social media, Cranberry Connect alerts and video productions. The Communications team also completed a branding project to update the Township logo, create new logos for the Parks & Recreation department as well as update internal templates and business cards.

2016 Goals:

In 2016, the communications team will continue to enhance our communications efforts to improve customer service through all Township operations, with particular focus on the Waterpark, Parks & Recreation programming, Golf Course and Business Hub. The Township web site redesign will be completed along with the introduction of a new web site for the Parks & Recreation department. All new web sites will be mobile friendly and follow the new Township branding standards.

2016 Budget Highlights:

A full-time Communications staff member has been added to the budget. There is a need to have a single point of contact to coordinate the team's work as well as serve as a resource for departments on projects and day-to-day tasks. The team will continue to produce high quality written and digital communications that keep Township stakeholders informed including the Cranberry Today quarterly newsletter, Business Hub newsletter, marketing materials for all Township programs, increased video production, social media usage and an improved website.

Staffing Levels	2012	2013	2014	2015	2016
Full Time	0	0	0	0	1
Part Time	3	4	4	3	4

2016 Annual Budget

Communications Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2500-4010	Salaries-Fulltime	-	-	22,592	19,354	48,035
1000-2500-4012	Salaries-Part Time	66,132	66,132	73,676	61,122	93,193
4 part-time positions						
1000-2500-4015	Overtime	333	333	-	97	-
1000-2500-4021	Social Security Tax	4,109	4,109	5,968	4,952	8,756
1000-2500-4022	Medicare	964	964	1,395	1,158	2,048
1000-2500-4023	Workers Comp	192	192	266	243	367
1000-2500-4041	Pension Non Uniform	-	-	1,129	968	2,402
1000-2500-4051	Hospitalization	-	-	4,357	4,003	13,626
1000-2500-4052	Vision Insurance	-	-	32	28	107
1000-2500-4053	Dental Insurance	-	-	202	202	696
1000-2500-4054	457 Contributions	-	-	1,130	968	2,402
1000-2500-4055	Disablity Insurance	-	-	59	25	125
1000-2500-4057	Life Insurance	147	147	127	123	271
1000-2500-5002	Subscriptions/Books	822	822	500	391	563
This account will be used for various subscriptions.						
1000-2500-5004	Materials And Supplies	2,565	2,565	2,000	3,405	2,000
This account will be used for supplies.						
1000-2500-5111	Professional Services	45,566	45,566	42,200	36,886	31,200
This account will be used for professional services expenses related to the web site and branding efforts.						
1000-2500-5121	Repair Maint Equipment	-	-	-	-	23,405
1000-2500-5230	Information Tech Svs	58,290	58,290	48,000	48,000	-
1000-2500-5312	Cell Phones	2,596	2,596	2,640	2,420	2,640
This account is used for employee cell phone reimbursements.						
1000-2500-5353	Employee Meeting /Confer	-	-	1,000	-	-
This account will be used for employee conference and meeting expenses.						
1000-2500-5354	Employee Training	1,708	1,708	2,000	178	4,000
This account is used for employee training, conferences and certification expenses.						
1000-2500-5361	Postage And Shipping	17,113	17,113	11,600	7,008	10,600



2016 Annual Budget

Communications Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
This account will be used for postage and shipping expenses.						
1000-2500-5362	Printing	19,673	19,673	28,300	23,430	30,400
This account will be used for printing of publications.						
1000-2500-5371	Community Outreach	8,750	8,750	-	-	-
1000-2500-6124	Software	-	-	-	-	5,000
1000-2500-6125	Infrastructure	-	-	-	-	5,000
Total		228,960	228,960	249,173	214,961	286,836



2016 Annual Budget

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.

2016 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.)

Promissory Note (CTVFD Relief Assoc.)

Issued: 5/1/2015 Amount Issued: \$500,000 Term: 10 years Rate: 3.00% Purpose: Purchase of tower truck.

General Obligation Bonds, Series 2015

Issued: 9/1/2015 Amount Issued: \$32,000,000 Term: 20 years

Rate: 3% - 5% Purpose: Expansion of Brush Creek Waste Water Treatment Plant

2016 Annual Budget

Debt Service Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2600-5414	Go Series 2010	80,000	80,000	167,544	167,544	165,994
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	425,152	425,152	656,070	656,066	614,303
Portion of principal and interest payments for 96/98 bonds refinanced in 2003. (North Boundary Park, pumper truck, Powell Road, renovations to municipal center)						
1000-2600-5427	Go Series 2011	75,999	75,999	253,744	259,242	298,419
Portion of principal and interest for new money received from Series 2011 bond issue.						
1000-2600-5428	2012 Bond Payments	140,289	140,289	499,664	499,664	498,449
Principal and interest payments for Series 2012 bond issue.						
1000-2600-5430	Paying Agent	2,600	2,600	3,000	2,050	3,000
Annual fees for 2003, 2010, 2011, and 2012 bonds.						
1000-2600-5434	Interest Expense	780,866	780,866	-	-	-
Total		1,504,906	1,504,906	1,580,022	1,584,566	1,580,165



2016 Annual Budget

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 a portion of a full time finance position whose major duties include researching and reporting on all new businesses to be added to the Business Privilege-Mercantile 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.

2015 Accomplishments:

1. Collected \$200,000 in delinquent Business Privilege-Mercantile tax.
2. Continue to work with Butler County Tax Committee to successfully implement and monitor the new ACT 32 EIT collection process.

2016 Goals:

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

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	1	1	0	0	0
Part Time	1	1	1	1	1

2016 Annual Budget

Tax Collection Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2700-4010	Salaries-Fulltime	-	-	22,024	19,392	22,654
L. Mackenstein (50%)						
1000-2700-4012	Salaries-Part Time	35,188	35,188	35,800	30,496	35,500
Real Estate Tax Collector compensation per Res. 2013-05						
1000-2700-4015	Overtime	-	-	150	-	150
1000-2700-4021	Social Security Tax	2,182	2,182	3,576	3,055	3,615
The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.						
1000-2700-4022	Medicare	510	510	837	715	845
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.						
1000-2700-4023	Workers Comp	122	122	61	56	59
Workers' Compensation costs for all employees with the exception of the Real EstateTax Collector.						
1000-2700-4041	Pension Non Uniform	-	-	1,109	970	1,140
The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.						
1000-2700-4051	Hospitalization	-	-	10,077	9,231	10,125
Medical insurance costs for full time employees						
1000-2700-4052	Vision Insurance	-	-	72	64	72
Vision insurance costs for full time employees.						
1000-2700-4053	Dental Insurance	(71)	(71)	464	436	464
Dental insurance costs for full time employees.						
1000-2700-4054	457 Contributions	-	-	1,109	970	1,140
The 401 contribution is based on 5% of all salaries/wages/ overtime for full time employees.						
1000-2700-4055	Disability Insurance	-	-	58	-	59
Long term disability insurance for all full time employees.						
1000-2700-4057	Life Insurance	-	-	125	-	129
Life insurance costs for full time and certain part time employees.						
1000-2700-5001	Office Supplies	-	-	300	-	-
1000-2700-5004	Materials And Supplies	11,565	11,565	12,000	6,165	12,000
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						
1000-2700-5230	Information Tech Svs	4,150	4,150	5,000	5,000	6,000

2016 Annual Budget

Tax Collection Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
Costs associated with IT support of Tax Collection.						
1000-2700-5343	Bonds	2,676	2,676	2,700	-	2,700
Twp share for elected RE collector						
1000-2700-5352	Employee Milage Reimb	-	-	250	-	250
1000-2700-5354	Employee Training	195	195	500	200	500
Tax administrator training.						
1000-2700-5355	Employee Career Devel	-	-	500	-	500
Education reimbursement.						
1000-2700-5356	Employee Dues/Members	-	-	150	-	150
10 LITA (Local Income Tax Assoc.) 60 PEITOAC (Pa. Earned Income Tax) 50 PBPMTC (Pa. Bus. Priv. Merc.)						
1000-2700-5452	Business Privilege/Merc	48,385	48,385	43,575	51,061	47,250
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	Local Service Tax Exp	25,223	25,223	24,150	20,499	25,200
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Local Services Tax						
1000-2700-5454	Earned Income Tax Exp	109,459	109,459	94,500	88,201	96,000
1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax						
1000-2700-5455	Refund Of Act 511 Taxes	59,000	59,000	59,000	59,000	-
Total		298,584	298,584	318,087	295,510	266,502



2016 Annual Budget

Department: Insurance

Description and Responsibilities:

This cost center 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.

2015 Accomplishments:

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

2016 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.

2016 Annual Budget

Insurance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-2800-4024	Unemployment Comp	87,227	87,227	150,000	91,473	120,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
1000-2800-4043	Pension Adminstration	32,025	32,025	35,700	25,883	36,000
LeTort Non-Uniform Trustee Plan Services/Investment fees @ 2200/mo = 26400 Mockenhaupt Police Actuarial services @ 1200/qtr= 4800, misc benefit calcs, DROP & plan services 4800						
1000-2800-4056	Employee Assistance Pro	4,902	4,902	5,000	-	5,000
Employee Assistance Program - MOVED TO HR BUDGET						
1000-2800-5341	Insurance Premiums	225,793	225,793	248,000	238,648	256,000
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		349,947	349,947	438,700	356,004	417,000

Department: Land Development**Description and Responsibilities:**

"Land Development" (cost center 3100) falls under Planning & Development Services 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.

2015 Accomplishments:

1. Revised the Zoning and Subdivision & Land Development Ordinances regarding Floodplain Management.
2. Revised the Zoning Ordinance revising the existing Conditional Use standards for Vehicle Sales, Rental, and Service; revising the definitions of Office, Business or Professional and Personal Services; and revising the existing definition of Kennel, replacing Methadone Facility with Controlled Substance Dispensation Facility.
3. Solidified sidewalk maintenance and responsibilities.
4. Began the process of scanning in older plans/files that are occupying needed space in our file room.
5. The Department re-naming and issuance of new titles is complete.

2016 Goals:

1. Continue to revise the entire sign portion of the Zoning Ordinance and create a sign manual. We are anticipating this should be up and running in 2016.
2. Conduct a review and analysis of our CCD Ordinance and move forward with updates.
3. Revise the Shopping Center requirements.
4. Find solutions for the bonding of private improvements.

2016 Budget Highlights:

1. Vacant position of Land Development Specialist has been filled.
2. Considerable developmental growth is anticipated to continue.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	0	4	4	3	3
Part Time	0	0	0	0	0

2016 Annual Budget

Land Development Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-3100-4010	Salaries-Fulltime	110,764	110,764	119,121	98,069	117,096
1000-3100-4012	Salaries-Part Time	13,683	13,683	19,264	8,926	12,853
1000-3100-4013	Salaries-Board/Comm	4,827	4,827	4,000	1,089	4,000
PAC salaries (\$35 X 22 meetings = \$3,850) ZHB salaries (\$35 X 9 meetings= \$1,575)						
1000-3100-4015	Overtime	847	847	1,000	723	1,000
1000-3100-4021	Social Security Tax	7,841	7,841	8,610	6,598	8,485
1000-3100-4022	Medicare	1,834	1,834	2,013	1,543	1,984
1000-3100-4023	Workers Comp	352	352	395	360	367
1000-3100-4041	Pension Non Uniform	5,564	5,564	5,981	4,939	5,880
1000-3100-4051	Hospitalization	24,322	24,322	36,433	23,123	27,880
1000-3100-4052	Vision Insurance	221	221	285	178	222
1000-3100-4053	Dental Insurance	1,392	1,392	1,842	1,208	1,337
1000-3100-4054	457 Contributions	5,544	5,544	5,981	4,792	5,880
1000-3100-4055	Disablity Insurance	284	284	311	195	306
1000-3100-4057	Life Insurance	663	663	674	411	663
1000-3100-5001	Office Supplies	2,169	2,169	3,000	2,570	3,000
This category is for office supplies for PDS and includes toner expenses.						
1000-3100-5002	Subscriptions/Books	623	623	500	348	500
1000-3100-5004	Materials And Supplies	357	357	1,000	-	750
1000-3100-5007	Safety Supplies	479	479	500	146	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	21,171	21,171	20,000	15,954	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	50,587	50,587	55,000	9,224	20,000
1000-3100-5134	Other Services/Fees	575	575	3,700	1,706	3,700
This account is for recording fees (\$300) for plans where there is no Developer's Deposit account. New for 2015 is \$3400 for the "scanning project". We estimate scanning 2000 sheets at \$1.67 per sheet with Accu-Copy.						
1000-3100-5230	Information Tech Svs	48,394	48,394	49,000	49,000	50,000
1000-3100-5312	Cell Phones	392	392	-	880	-

2016 Annual Budget

Land Development Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
This account is no longer being used. All PDS cell phones are in 3200.						
1000-3100-5353	Employee Meeting /Confer	1,187	1,187	600	1,732	1,500
This category is for food/refreshments for employee/development/training meetings.						
1000-3100-5354	Employee Training	528	528	2,000	3,394	3,500
This account is for employee training sessions and includes the annual PPA Conference.						
1000-3100-5356	Employee Dues/Members	1,139	1,139	1,500	949	1,500
This account covers dues and memberships such as APA and PPA.						
1000-3100-5357	Clothing	-	-	-	-	150
This category is for employee boots for 1 staff member. Boots are purchased once every 3 years. Last purchase in 2015, next will be 2018. (this was revised due to new hire in 2015)						
1000-3100-5362	Printing	1,685	1,685	1,000	185	1,000
This account is for DCD Printing needs.						
1000-3100-5363	Advertising	7,690	7,690	7,000	6,835	7,000
1000-3100-5370	Minor Equipment/Furniture	230	230	500	5,787	1,000
1000-3100-5371	Community Outreach	545	545	5,500	1,613	6,500
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. \$1,500 for Green Team - new for 2016.						
Total		315,889	315,889	356,710	252,479	308,553

Department: Code Enforcement**Description and Responsibilities:**

"Code Enforcement (Administration)" (cost center 3200) falls under Planning & Development Services which is responsible for Township code enforcement/administration functions. 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. The Department provides administrative and support staff to the Zoning Hearing Board and Building & Fire Code Appeals Board. The Code Enforcement (Administration) Group functions as the primary contact with the non-residential and residential community as they relate to these services.

2015 Accomplishments:

1. Issued 514 permits with a value of \$81 million and performed 6862 inspections as of October 1.
2. Continued to grow MUNIS for Fire Prevention Licensing.
3. Led the UPMC/Pittsburgh Penguins facility through to completion and occupancy.
4. Maintained strong growth in Multi-family development.
5. Completion of The Haven at Cranberry Woods.
6. The newest Code Administrator acquired certification in two minor commercial designations.

2016 Goals:

1. Continue to manage high workload and begin to process building permit reviews internally, rather than sending them out for 3rd party review.
2. Continue Code Enforcement activities with regard to sidewalk maintenance.
3. Implement Fire Prevention licensing in MUNIS.

2016 Budget Highlights:

1. Continue to issue large number of residential and non-residential permits and perform accurate and complete inspections.
2. Control overtime costs.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	4	4	4	4	4
Part Time	0	0	1	1	1

2016 Annual Budget

Code Enforcement Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-3200-4010	Salaries-Fulltime	243,626	243,626	218,075	194,324	224,277
1000-3200-4012	Salaries-Part Time	-	-	22,761	9,263	22,080
1000-3200-4015	Overtime	7,071	7,071	6,500	4,054	6,500
1000-3200-4021	Social Security Tax	15,096	15,096	15,307	11,859	15,649
1000-3200-4022	Medicare	3,531	3,531	3,580	2,773	3,660
1000-3200-4023	Workers Comp	1,499	1,499	1,461	1,333	1,410
1000-3200-4041	Pension Non Uniform	12,259	12,259	11,206	10,338	11,516
1000-3200-4051	Hospitalization	68,134	68,134	71,182	64,733	71,475
1000-3200-4052	Vision Insurance	574	574	529	466	525
1000-3200-4053	Dental Insurance	3,824	3,824	3,434	3,407	3,404
1000-3200-4054	457 Contributions	11,920	11,920	11,206	9,886	11,516
1000-3200-4055	Disablity Insurance	627	627	583	455	599
1000-3200-4057	Life Insurance	1,366	1,366	1,264	939	1,299
1000-3200-5002	Subscriptions/Books	569	569	3,100	2,702	6,000
This category is for all subscriptions and books for the Codes Group. Must budget an extra \$2300+/- 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. This amount is higher for 2016 because of the possible UCC code update.						
1000-3200-5004	Materials And Supplies	254	254	1,000	456	1,000
cameras and other field equipment						
1000-3200-5110	Third Party Inspections	32,029	32,029	30,000	16,810	20,000
This expense account is for 3rd party inspection services. 10-1-14 - note that this account description was fixed. The account history is incorrect in terms of projections. It was fixed for 2015.						
1000-3200-5111	Professional Services	98,304	98,304	3,500	76,229	3,500
Copier fees, Septic reviews and building permit refunds.The history is incorrect as we changed use of this account in 2014 for the 2015 budget.						
1000-3200-5115	3Rd Party Building Plan Review	17,990	17,990	100,000	70,770	85,000
This is account is for the cost of 3rd party building plan review. This was created in 2014 for the 2015 budget.						
1000-3200-5133	Legal Services	280	280	-	140	500
ZHB or BCFAB legal services						
1000-3200-5230	Information Tech Svs	48,394	48,394	49,000	49,000	50,000
1000-3200-5312	Cell Phones	4,256	4,256	6,110	4,050	7,440

2016 Annual Budget

Code Enforcement Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
This category is for cell phone reimbursement for all PDS phones. Director - phone, data and 2 year replacement (\$110 + \$200 alternating) Manager(s) (2) - phone, data and 2 year replacement (\$110 + \$200 alternating) Building Inspectors - phone and 2 year replacement (\$60 per employee + \$200 alternating) Land Development Specialist - data and 2 year replacement (\$110 + \$200 alternating)						
1000-3200-5354	Employee Training	4,162	4,162	6,000	3,476	6,000
test						
1000-3200-5356	Employee Dues/Members	290	290	1,000	-	500
This category is for all dues and memberships associated with the Code Group.						
1000-3200-5357	Clothing	285	285	300	181	450
This account is for the purchase of safety boots for each Code Officer and consists of \$150 per person, once every 2 years for field inspectors (2) and once every 3 years for others (2).						
1000-3200-5362	Printing	298	298	750	978	750
1000-3200-5363	Advertising	748	748	1,500	451	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	3,141	3,141	3,000	1,702	2,500
Total		580,528	580,528	572,348	540,774	559,050

Department: Planning**Description and Responsibilities:**

"Planning" cost center (cost center 3300) falls under Planning & Development Services and provides for the short- and long-term planning for the Township's future as well as providing for Economic Development through the Business Hub. 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.

2015 Accomplishments:

1. The Economic Development Specialist has been fully integrated into Planning & Development Services with a continued following of economic trends with our businesses.
2. The Planning Specialist has completed 1 year of employment focusing on several projects instituting pedestrian access within our community.
3. Assessed and filled in missing links in the current pedestrian network (sidewalk at Powell Road, sidewalk at Commonwealth/Pennwood, trail segment in Thorn Hill Industrial Park connecting from Marshall Twp to Cranberry Township (AKA Brush Creek Trail)) .

2016 Goals:

1. Continue management of Economic Development and relations with our business community.
2. Continue our Comprehensive Plan update with the completion in 2016.
3. Conduct a Redevelopment Plan and analysis for future development in the core of the Township.
4. Continue with advancements of our bike and pedestrian awareness including amenities, programs and public input.
5. Partnering with Parks & Rec in studying dog friendliness within Cranberry Township Parks.

2016 Budget Highlights:

1. Complete the update and implementation of the Comprehensive Plan.
2. Continue to promote strong focus on economic development with residents and businesses.
3. Continue to assess and complete missing links in the current bike and pedestrian access throughout the township.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	0	0	0	1	1
Part Time	0	0	0	1	1

2016 Annual Budget

Planning Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-3300-4010	Salaries-Fulltime	39,248	39,248	80,609	69,703	83,452
1000-3300-4012	Salaries-Part Time	34,895	34,895	34,954	34,479	33,874
1000-3300-4013	Salaries-Board/Comm	1,824	1,824	3,100	347	3,100
1000-3300-4015	Overtime	41	41	-	66	50
1000-3300-4021	Social Security Tax	4,652	4,652	7,168	6,759	7,339
1000-3300-4022	Medicare	1,088	1,088	1,676	1,581	1,716
1000-3300-4023	Workers Comp	147	147	311	284	300
1000-3300-4041	Pension Non Uniform	1,965	1,965	4,032	3,491	4,175
1000-3300-4051	Hospitalization	6,912	6,912	16,556	14,002	16,076
1000-3300-4052	Vision Insurance	74	74	140	115	132
1000-3300-4053	Dental Insurance	367	367	810	814	751
1000-3300-4054	457 Contributions	1,337	1,337	4,032	3,156	4,175
1000-3300-4055	Disablity Insurance	103	103	210	130	217
1000-3300-4057	Life Insurance	265	265	455	305	471
1000-3300-5002	Subscriptions/Books	-	-	500	20	500
1000-3300-5004	Materials And Supplies	-	-	-	58	-
All PDS materials and supplies are in 3100.						
1000-3300-5111	Professional Services	34,826	34,826	65,000	44,208	45,000
Redevelopment Plan (including Superblock and Town Center) - 2016						
1000-3300-5353	Employee Meeting /Confer	468	468	1,500	34	1,000
1000-3300-5354	Employee Training	3,298	3,298	7,500	6,035	7,500
APA Conference/ training for Chelsea and Kathleen. 2015 this account was tagged for Disney training.						
1000-3300-5356	Employee Dues/Members	1,534	1,534	1,500	315	1,500
1000-3300-5361	Postage And Shipping	358	358	500	1,131	500
Miscellaneous mailings and shipping. See 3100-5371 for Business List mailings.						
1000-3300-5362	Printing	-	-	1,500	-	2,500
Comp. Plan update printing in 2016.						
1000-3300-5363	Advertising	-	-	750	-	3,000
Business Matters advertising - monthly fee						



2016 Annual Budget

Planning Expenses

	Total	133,401	133,401	232,803	187,031	217,328
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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 permit applications, customer service requests, work order requests, lien letter requests, deed transfer information, and collects payment for many types of services.

2015 Accomplishments:

1. The CSC averages over 22,000 calls per year and 90 calls answered per day. We also average 200 customers through our doors daily. We sold over 18,000 trash stickers, processed over 900 lien letters, over 1,000 building (all types) and zoning permits, scheduled over 8,000 building inspections, 1,700 service requests, 2,000 work orders, and processed over 100,000 transactions through Tyler Cashiering, First National Bank and Fiserv Lockbox, or Munis Payment Entry totaling over Fourteen Million dollars in charges.
2. The CSC has worked on or has been involved in many projects throughout the year including: workplace safety, improved communication and efficiency with the sewer and water division, cash handling and loss prevention projects, and software conversion projects including a pending customer process for utility billing on move in and move outs, a simpler security deposit and application processing for new tenants, service order processing for sewer water and trash related assets, and work order processing for all other departments. Also continue to work on the final piece of the Hansen and Munis conversion of trash, recycling, and yard cart inventory and cart change order requests.

2016 Goals:

1. Self-service accessibility. Continue to expand interactive solutions and automated options enabling customers to conduct most business 24/7.
2. Work towards a service level and response time call average of over 95%.
3. Continued success with the new contract holder in the Collection Connection Program.
4. Continue to explore options for HHW and electronic recycling under the Covered Device Recycling Act in conjunction with the Collection Connection program.
5. Continue to migrate towards utilizing Munis/Tyler programs for all aspects of business.

2016 Budget Highlights:

No cost increase for 2016

Staffing Levels	2012	2013	2014	2015	2016
Full Time	3	3	3	3	3
Part Time	3	3	3	3	3

2016 Annual Budget

Customer Service Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-3400-4010	Salaries-Fulltime	34,099	34,099	35,796	30,952	36,510
1000-3400-4012	Salaries-Part Time	20,146	20,146	10,242	13,863	10,530
1000-3400-4015	Overtime	19	19	300	34	300
1000-3400-4021	Social Security Tax	3,311	3,311	3,163	2,737	3,193
1000-3400-4022	Medicare	774	774	740	640	747
1000-3400-4023	Workers Comp	129	129	151	138	146
1000-3400-4041	Pension Non Uniform	1,706	1,706	1,790	1,549	1,826
1000-3400-4051	Hospitalization	7,040	7,040	7,644	7,017	8,042
1000-3400-4052	Vision Insurance	67	67	70	62	68
1000-3400-4053	Dental Insurance	398	398	399	398	399
1000-3400-4054	457 Contributions	1,706	1,706	1,790	1,549	1,826
1000-3400-4055	Disablity Insurance	87	87	93	65	95
1000-3400-4057	Life Insurance	239	239	202	168	197
1000-3400-5001	Office Supplies	985	985	1,000	977	1,200
1000-3400-5002	Subscriptions/Books	-	-	200	-	200
1000-3400-5004	Materials And Supplies	100	100	350	165	350
1000-3400-5005	Cleaning Supplies	-	-	200	-	200
1000-3400-5007	Safety Supplies	250	250	250	54	250
1000-3400-5111	Professional Services	398	398	500	-	500
1000-3400-5121	Repair Maint Equipment	-	-	250	-	250
1000-3400-5230	Information Tech Svs	49,820	49,820	50,000	50,000	51,500
1000-3400-5312	Cell Phones	1,520	1,520	1,520	1,210	1,520
1000-3400-5351	Employee Recruiting	10	10	250	-	250
1000-3400-5354	Employee Training	-	-	6,000	5,069	6,000
1000-3400-5356	Employee Dues/Members	42	42	700	340	700
1000-3400-5370	Minor Equipment/Furniture	69	69	750	80	750
Total		122,915	122,915	124,350	117,067	127,549



2016 Annual Budget

Department: Police Department Support

Description and Responsibilities:

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

2016 Goals:

1. Hire additional part time clerical staff to man the reception area during hours not covered by current staff.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	3	5	6	6	6
Part Time	2	2	2	2	2

2016 Annual Budget

Police Department Support Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4111-4010	Salaries-Fulltime	228,567	228,567	235,560	206,958	245,204
Salaries for the Public Safety Director, Supervisor Police Administrative Services, 2 clerks.						
1000-4111-4011	Salaries-Uniform	183,415	183,415	184,198	167,078	186,244
Salaries for the Chief and 1 Sergeant's.						
1000-4111-4012	Salaries-Part Time	19,000	19,000	20,943	13,779	29,716
One half the cost of the school guard is reimbursed by Seneca Valley School District. Salaries for 2 part-time clerks and 1 school guard.						
1000-4111-4015	Overtime	716	716	9,000	1,083	9,000
Costs related to arrest processing for serious crimes, assist with fingerprinting, and main the front desk during vacations.						
1000-4111-4016	Overtime Uniform	12,360	12,360	8,500	10,238	9,000
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	27,397	27,397	28,502	24,779	29,809
The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4111-4022	Medicare	6,407	6,407	6,666	5,795	6,972
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4111-4023	Workers Comp	12,543	12,543	15,768	14,384	15,317
Workers' Compensation insurance for employees.						
1000-4111-4032	Longevity	6,105	6,105	6,723	6,835	7,263
Cost for the Chief and Sergeant's. Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4111-4033	Court And Hearing Pay	-	-	500	-	500
Costs for the Sergeant's. Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4111-4034	Holiday Pay	3,218	3,218	3,282	2,691	3,364
Holiday pay costs for the Sergeant's per the Collective Bargaining Agreement.						
1000-4111-4041	Pension Non Uniform	11,464	11,464	11,878	10,402	12,210
Pension contributions for non-uniform employees. Director of Public Safety and 3 clerical positions.						
1000-4111-4042	Pension Uniform	519,984	519,984	524,928	524,928	505,824
Uniform pension contributions as per the latest MMO.						
1000-4111-4051	Hospitalization	78,618	78,618	94,938	87,228	100,180
Medical insurance costs for full time employees.						
1000-4111-4052	Vision Insurance	758	758	708	628	708



2016 Annual Budget

Police Department Support Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
Vision Insurance costs for full time employees.						
1000-4111-4053	Dental Insurance	4,376	4,376	4,378	4,376	4,378
Dental insurance costs for full time employees.						
1000-4111-4054	457 Contributions	11,464	11,464	11,878	10,402	12,210
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	1,041	1,041	1,141	769	1,173
Long term disability insurance costs for full time employees.						
1000-4111-4057	Life Insurance	1,836	1,836	1,832	1,265	1,869
Life Insurance costs for full time employees.						
1000-4111-5001	Office Supplies	2,651	2,651	3,800	3,456	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	26,659	26,659	20,000	4,662	17,000
Costs associated with miscellaneous supplies such as vehicle towing, film processing, flares, batteries, evidence packaging, and radios.						
1000-4111-5007	Safety Supplies	2,741	2,741	3,000	-	3,000
Costs associated with purchase of health and safety supplies.						
1000-4111-5111	Professional Services	16,024	16,024	28,000	22,172	23,000
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.						
1000-4111-5116	Fitness Center	-	-	-	-	4,000
Cost associated with repair, maintenance and purchase of fitness center equipment						
1000-4111-5121	Repair Maint Equipment	1,181	1,181	5,000	38	5,000
Costs associated with the repair and maintenance of equipment. Examples are radios, sirens, and emergency light systems.						
1000-4111-5133	Legal Services	30,700	30,700	25,000	23,296	25,000
Costs associated with attorney fees.						
1000-4111-5134	Other Services/Fees	1,242	1,242	2,000	-	2,000
Costs associated for unforeseen expenses typically for travel expenses related to investigations and warrant service.						
1000-4111-5230	Information Tech Svs	230,518	230,518	231,000	231,000	238,000
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
1000-4111-5312	Cell Phones	8,609	8,609	10,000	7,620	10,000
Costs associated with cellular phone service. Covers CDMA (digital) connectivity to the police vehicles as well as cell phones for the Director, Chief, Sergeants and Detectives.						



2016 Annual Budget

Police Department Support Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4111-5341	Insurance Premiums	24,004	24,004	30,000	28,846	31,000
Costs associated with law enforcement liability insurance.						
1000-4111-5353	Employee Meeting / Confer	442	442	1,000	480	1,000
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4111-5354	Employee Training	1,810	1,810	2,000	742	2,000
Costs associated with employee training and conferences.						
1000-4111-5356	Employee Dues/Members	1,090	1,090	1,300	1,451	1,500
Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Crime's Code and Vehicle Law, Magloclen membership.						
1000-4111-5357	Clothing	1,599	1,599	2,800	1,947	2,800
Costs associated with clothing reimbursements per the Collective Bargaining Agreement, which expires in 2016, for 2 officers at \$700.00 per officer. Funds uniforms for the administrative clerical staff (\$500.00). Funds replacement of protective vest every 5 years with an estimated cost of \$900.00 per vest.						
1000-4111-5362	Printing	404	404	1,000	450	1,000
Costs associated for printing for major projects such as hiring and police reports.						
1000-4111-5370	Minor Equipment/Furniture	13,258	13,258	15,000	838	15,000
Costs associated with minor equipment purchases and repairs.						
1000-4111-5371	Community Outreach	-	-	8,000	2,113	8,000
Costs associated with crime prevention programs, community projects, purchase of flyers and brochures.						
Total		1,492,202	1,492,202	1,560,223	1,422,729	1,574,041



2016 Annual Budget

Department: Police Patrol

Description and Responsibilities:

The Police Patrol cost center provides law enforcement protection for the Township. It includes one (1) Patrol Sergeant, four (4) Police Corporals and eighteen (18) Patrol Officers.

2015 Accomplishments:

1. Promoted one officer to Patrol Sergeant
2. Hired two (2) officers to replace officers that retired.

2016 Goals:

1. Identify, develop and train officers from this patrol group to specialize in traffic enforcement and criminal investigations.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	20	20	20	20	24
Part Time	0	0	0	0	0

2016 Annual Budget

Police Patrol Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4112-4011	Salaries-Uniform	1,801,622	1,801,622	1,808,080	1,544,770	2,097,272
Salary for 20 officers.						
1000-4112-4016	Overtime Uniform	220,443	220,443	145,600	116,681	158,400
Meet minimum staffing of at least 3 officers. Late calls and arrests.						
1000-4112-4021	Social Security Tax	128,675	128,675	127,141	102,890	149,177
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4112-4022	Medicare	30,286	30,286	29,735	24,063	34,888
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4112-4023	Workers Comp	80,237	80,237	102,176	93,207	112,856
Workers' Compensation insurance for employees.						
1000-4112-4032	Longevity	32,870	32,870	30,931	29,039	41,483
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4033	Court And Hearing Pay	32,528	32,528	34,000	24,446	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	51,443	51,443	66,046	44,198	108,924
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4051	Hospitalization	284,809	284,809	415,978	325,246	449,552
Medical Insurance costs for full time employees.						
1000-4112-4052	Vision Insurance	2,741	2,741	3,071	2,474	3,132
Vision Insurance costs for full time employees.						
1000-4112-4053	Dental Insurance	17,982	17,982	19,821	17,959	19,892
Dental Insurance costs for full time employees.						
1000-4112-4055	Disablity Insurance	4,304	4,304	5,332	3,258	6,256
Long term disability insurance costs for full time employees.						
1000-4112-4057	Life Insurance	5,875	5,875	5,412	4,155	5,904
Life Insurance costs for full time employees.						
1000-4112-5353	Employee Meeting / Confer	247	247	800	-	800
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4112-5354	Employee Training	4,672	4,672	10,000	2,120	8,000



2016 Annual Budget

Police Patrol Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
Costs associated with employee training and conferences.						
1000-4112-5356	Employee Dues/Members	85	85	250	40	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	17,304	17,304	35,000	22,801	29,500
Funds \$700.00 per year per officer for clothing allowance per the Collective Bargaining Agreement which expires in 2016. Funds the replacement of protective bulletproof vest every five (5) years at an estimated cost of \$900.00 per vest. Funds the purchase of uniforms and equipment for new hires, both full-time and part-time.						
Total		2,716,122	2,716,122	2,839,373	2,357,347	3,260,286



2016 Annual Budget

Department: Police Traffic

Description and Responsibilities:

The Police Traffic cost center provides funding to support the Traffic Enforcement Unit.

2015 Accomplishments:

1. There are currently two (2) officers assigned to the Traffic Unit.

2016 Goals:

1. Identify, develop and train additional officers to participate in this unit.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	4	4	4	4	1
Part Time	0	0	0	0	0

2016 Annual Budget

Police Traffic Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4113-4011	Salaries-Uniform	253,075	253,075	242,692	302,453	91,159
Salary for 4 officers.						
1000-4113-4016	Overtime Uniform	21,721	21,721	20,800	21,429	20,000
Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.						
1000-4113-4021	Social Security Tax	15,873	15,873	17,257	20,699	6,531
The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4113-4022	Medicare	3,712	3,712	4,036	4,841	1,528
The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4113-4023	Workers Comp	11,996	11,996	13,689	12,487	4,941
Workers' Compensation insurance for employees.						
1000-4113-4032	Longevity	4,372	4,372	6,170	6,967	2,824
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4113-4033	Court And Hearing Pay	6,179	6,179	10,000	6,383	10,000
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4113-4034	Holiday Pay	9,013	9,013	8,673	12,152	3,364
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4113-4051	Hospitalization	34,293	34,293	48,495	51,596	23,881
Medical Insurance costs for full time employees.						
1000-4113-4052	Vision Insurance	277	277	354	369	143
Vision Insurance costs for full time employees.						
1000-4113-4053	Dental Insurance	1,855	1,855	2,189	2,520	928
Dental Insurance costs for full time employees.						
1000-4113-4055	Disablity Insurance	597	597	724	306	274
Long term disability insurance costs for full time employees.						
1000-4113-4057	Life Insurance	799	799	738	376	246
Life Insurance costs for full time employees.						
1000-4113-5353	Employee Meeting / Confer	83	83	200	-	200
Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4113-5354	Employee Training	-	-	3,000	89	3,000



2016 Annual Budget

Police Traffic Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
Costs associated with employee training and conferences.						
1000-4113-5356	Employee Dues/Members	-	-	250	150	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	2,405	2,405	2,100	2,800	1,400
Costs associated with clothing reimbursement and uniforms. Funds \$700.00 per year for officers per the Collective Bargaining Agreement (2 officers) which expires in 2016. Funds replacement of protective vests every 5 years, estimated cost \$900.00 per vest.						
Total		366,250	366,250	381,367	445,619	170,669



2016 Annual Budget

Department: Police Investigations

Description and Responsibilities:

The Police Investigations cost center provides investigative services to the Township.

2015 Accomplishments:

1. There is currently one (1) Detective Sergeant working investigations.

2016 Goals:

1. Develop and train at least one member of current staff to assist the Detective Sergeant with a large investigative caseload.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	2	2	2	2	1
Part Time	0	0	0	0	0

2016 Annual Budget

Police Investigations Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4114-4011	Salaries-Uniform	81,640	81,640	85,757	79,930	91,159
Salary for 1 officer.						
1000-4114-4016	Overtime Uniform	28,716	28,716	25,000	18,918	20,000
Late calls, arrests, and investigations.						
1000-4114-4021	Social Security Tax	4,586	4,586	6,113	6,749	6,580
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4114-4022	Medicare	1,073	1,073	1,430	1,578	1,539
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4114-4023	Workers Comp	7,710	7,710	4,913	4,482	4,978
Workers' Compensation insurance for employees.						
1000-4114-4032	Longevity	1,380	1,380	1,629	1,662	1,928
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4114-4033	Court And Hearing Pay	1,826	1,826	1,000	7,139	7,000
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4114-4034	Holiday Pay	786	786	3,217	1,682	5,046
Holiday pay for uniformed employees as per the Collective Bargaining agreement.						
1000-4114-4051	Hospitalization	23,138	23,138	22,104	20,249	23,881
Medical Insurance costs for full time employees.						
1000-4114-4052	Vision Insurance	185	185	143	127	143
Vision Insurance costs for full time employees.						
1000-4114-4053	Dental Insurance	1,314	1,314	928	928	928
Dental Insurance costs for full time employees.						
1000-4114-4055	Disablity Insurance	285	285	256	157	276
Long term disability insurance costs for full time employees.						
1000-4114-4057	Life Insurance	376	376	246	188	246
Life Insurance costs for full time employees.						
1000-4114-5312	Cell Phones	1,386	1,386	2,640	1,210	2,000
Costs associated with cellular phone service.						
1000-4114-5353	Employee Meeting /Confer	-	-	100	-	100



2016 Annual Budget

Police Investigations Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4114-5354	Employee Training	104	104	2,225	325	2,500
Costs associated with employee training and conferences.						
1000-4114-5356	Employee Dues/Members	130	130	200	205	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	1,198	1,198	1,500	780	700
Costs associated with clothing reimbursement and uniforms. Funds \$700.00 per year for officers (two officers) clothing allowance per the current Collective Bargaining Agreement which expires in 2016. Funds replacement of protective vest every 5 years (\$900.00).						
Total		155,833	155,833	159,401	146,309	169,204



2016 Annual Budget

Department: Police Fleet

Description and Responsibilities:

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

2015 Accomplishments:

1. Purchased one (1) SUV and two (2) sedans to replace aging patrol cars.

2016 Goals:

1. Replace two (2) police vehicles that meet requirements for replacement.

2016 Budget Highlights:

1. The Police Department is expecting to purchase two (2) vehicles to replace vehicles in the fleet.

2016 Annual Budget

Police Fleet Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4115-5122	Repair Maint Vehicles	32,180	32,180	30,000	27,360	30,000
Car washing fees, sirens and emergency light system repairs, maintenance not performed by Public Works, parts and supplies.						
1000-4115-5364	Fuel	85,322	85,322	85,000	41,751	75,000
Cost for police fuel.						
1000-4115-6122	Fleet Replacement	103,270	103,270	115,000	113,678	83,500
Funding used to replace police vehicles and equipment.						
Total		220,772	220,772	230,000	182,789	188,500



2016 Annual Budget

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.



2016 Annual Budget

Animal Service Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4120-5111	Professional Services	12,050	12,050	14,000	10,000	14,000
Pays for animal control services provided by Animal Control Services under contract which expires November 16, 2016.						
Total		12,050	12,050	14,000	10,000	14,000



2016 Annual Budget

Department: Fire Police

Description and Responsibilities:

This cost center pays for uniforms and supplies for the Cranberry Township Volunteer Fire Company Fire Police.

2015 Accomplishments:

1. There are nine (9) members of the Fire Police.

2016 Goals:

1. Continue recruitment and retention efforts for the Fire Police.



2016 Annual Budget

Fire Police Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4130-5004	Materials And Supplies	4,923	4,923	5,500	4,006	5,500
Pays for uniforms and supplies for the Fire Police. Current membership is 10 fire police officers.						
Total		4,923	4,923	5,500	4,006	5,500



2016 Annual Budget

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.

2015 Accomplishments:

1. Conducted 3 firearms trainings.

2016 Goals:

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

2016 Budget Highlights:

1. No cost increase expected in 2016.

2016 Annual Budget

Firing Range Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4140-5004	Materials And Supplies	11,189	11,189	12,000	10,778	12,000
Includes ammunition for three yearly trainings, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies, and targeting systems.						
Total		11,189	11,189	12,000	10,778	12,000



2016 Annual Budget

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.

2015 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 obtained his professional level of certification for emergency management from PEMA. There are three levels, basic, advanced and professional. Mark Nanna completed his professional level training and is awaiting his certification.
4. Jeff Schueler attended two trainings for Marcellus wellsite emergencies.
5. Mark Nanna and Jeff Schueler attended training for PEMA's new software program Previstar, designed for county and local emergency management agencies to utilize for their emergency plans. The Cranberry EMA team is working to migrate the current emergency plan to Previstar.
5. Township staff worked with the Department of Homeland Security and Township departments to review security measures for the new water treatment complex.

2016 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.
4. Keep the Emergency Management Coordinator updated on issues that effect the department.

2016 Budget Highlights:

No change.

2016 Annual Budget

Emergency Management Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4150-5004	Materials And Supplies	300	300	300	48	300
Materials and supplies for the Emergency Operations Center.						
1000-4150-5370	Minor Equipment/Furniture	931	931	1,000	-	1,000
Pays expenses related to the operation of emergency radios and the Emergency Operations Center.						
Total		1,231	1,231	1,300	48	1,300



2016 Annual Budget

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).

2016 Annual Budget

Fire Protection Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4230-4023	Workers Comp	40,443	40,443	40,500	34,544	40,500
Volunteer Fire Company insurance premium.						
1000-4230-5220	General Services Intragov	235,347	235,347	230,000	237,526	235,000
Transfer of intergovernmental aid to volunteer fire dept. (Relief Assoc.)						
1000-4230-5230	Information Tech Svs	-	-	25,000	25,000	25,000
Cost of IT support from the Township.						
1000-4230-5332	Equipment Leases	446	446	446	476	476
2 hydrants @ 238 ea. (rental from West View Water)						
Total		276,236	276,236	295,946	297,546	300,976



2016 Annual Budget

Department: Ambulance Operations

Description and Responsibilities:

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

2015 Accomplishments:

1. The Director of Public Safety continued to participate in the strategic planning for the Cranberry Township Emergency Medical Service.
2. Continued a close working relationship Cranberry Township Emergency Medical Service.
3. The service has conducted several joint training with the fire company to foster relationships.

2016 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.
3. Continue participating on the Strategic Planning Committee.

2016 Budget Highlights:

Continue contributing funds for fuel for the Cranberry Township Emergency Medical Service. No cost increase for 2016.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	0	11	18	18	18
Part Time	0	29	34	34	34



2016 Annual Budget

Ambulance Operations Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-4310-4023	Workers Comp	2,223	2,223	-	2,328	2,552
Workers' Compension 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	19,841	19,841	20,000	15,387	20,000
Provides fuel assistance to the Cranberry Township EMS.						
Total		22,064	22,064	20,500	17,715	23,052

Department: Snow Removal**Description and Responsibilities:**

The Public Works Department performs snow removal and de-icing on over 125 centerline miles of Township roads including over 300 cul-de-sacs and all Township parking lots, public trails and sidewalks.

2015 Accomplishments:

1. Continued utilizing rock salt purchasing contracts.
2. Implemented salt brine production technology with the goal of reducing the amount of road salt used.
3. Managed use of anti-skid more frequently for ice storms.
4. Continued with our inter-municipal sales agreements for salt brine and blend products.

2016 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. Introduce cross training of management staff for coverage of storms.
4. Introduce anti-icing technology prior to the winter storm event.

2016 Budget Highlights:

1. Increased rock salt prices are reflected in material budget line.
2. Winter service agreement revenue has increased.
3. Additional FT employee is reflected from the Traffic Division that will be utilized for winter maintenance operations.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	14	14	14	15	15
Part Time	0	0	0	0	0

2016 Annual Budget

Snow Removal Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5110-4010	Salaries-Fulltime	57,866	57,866	45,000	69,006	50,000
1000-5110-4015	Overtime	86,634	86,634	50,000	95,796	50,000
1000-5110-4021	Social Security Tax	9,138	9,138	6,000	9,996	6,200
1000-5110-4022	Medicare	2,137	2,137	1,500	2,338	1,450
1000-5110-4041	Pension Non Uniform	7,225	7,225	5,500	8,240	5,000
1000-5110-4054	457 Contributions	7,093	7,093	5,500	8,240	5,000
1000-5110-5004	Materials And Supplies	13,881	13,881	30,000	9,836	30,000
Cost associated with winter maintenance equipment and miscellaneous expense.						
1000-5110-5111	Professional Services	15,741	15,741	15,000	14,547	15,000
Monthly svc fee for GPS tracking snow routes, equip repair outsourcing						
1000-5110-5121	Repair Maint Equipment	16,921	16,921	12,000	11,636	12,000
Costs associated with repair and maintenance of equipment.						
1000-5110-5323	Water	310	310	-	291	-
1000-5110-5354	Employee Training	365	365	3,000	-	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 Skids	522,206	522,206	355,540	420,730	397,918
Cost for Rock Salt and antiskid for Winter Maintenance						
1000-5110-6121	Equipment	94,540	94,540	-	9,913	10,000
Purchase a second anti-icing unit for winter maint.						
Total		834,057	834,057	529,040	660,569	585,568

Department: Traff,Sig,Signs,Comm**Description and Responsibilities:**

The Traffic Signal division undertakes the operational and maintenance responsibility of Township owned traffic signals, warning flashers, school zones and street signs. Also maintained by this division is 24 hour communications infrastructure such as fiber optics, broadband radio and 2-way radio communication equipment. We also maintain electrical infrastructure related to power metering, energy efficiency, street lights and building power systems. Currently we also maintain inter-municipal traffic signal maintenance agreements with Seven Fields Borough, Adams Township and Marshall Township.

2015 Accomplishments:

1. Utilized grant funding to refine the Township traffic signal timing plans.
2. Designed and installed an updated non-invasive detection platform on Freedom Rd to allow for adaptive signal operations.
3. Added one full-time employee to the technical staff.
4. Designed a broadband communications platform for the water meter radio read program.

2016 Goals:

1. Incorporate adaptive traffic signal operation to our traffic system.
2. Expand the signal and street sign preventative program.
3. Additional staff training including IMSA Level 1, flagger training and education related to sign and signals

2016 Budget Highlights:

1. Add one part-time seasonal employee to assist the department with preventative maintenance duties.
2. Update the wall display in the Traffic Operations Center.
3. Expand the non-invasive detection platform.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	2	2	2	3	3
Part Time	0	1	1	1	1

2016 Annual Budget

Traffic Signals & Communic Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5120-4010	Salaries-Fulltime	224,718	224,718	289,169	228,167	302,338
Seasonal employee to assist with routine field maintenance labor.						
1000-5120-4012	Salaries-Part Time	12,882	12,882	-	948	8,000
1 Seasonal March to November						
1000-5120-4015	Overtime	19,602	19,602	15,000	11,421	12,000
Staff changes from Labor to Salary						
1000-5120-4021	Social Security Tax	15,934	15,934	19,260	14,436	20,198
1000-5120-4022	Medicare	3,727	3,727	4,588	3,376	4,724
1000-5120-4023	Workers Comp	9,806	9,806	14,469	13,199	14,034
1000-5120-4041	Pension Non Uniform	12,195	12,195	15,401	11,974	15,868
1000-5120-4051	Hospitalization	58,575	58,575	96,538	70,739	83,241
1000-5120-4052	Vision Insurance	519	519	664	488	664
1000-5120-4053	Dental Insurance	3,473	3,473	4,309	3,473	4,309
1000-5120-4054	457 Contributions	12,195	12,195	15,401	11,016	15,868
1000-5120-4055	Disablity Insurance	603	603	801	498	825
1000-5120-4057	Life Insurance	660	660	1,737	587	1,790
1000-5120-5001	Office Supplies	75	75	200	381	500
1000-5120-5004	Materials And Supplies	53,534	53,534	50,000	27,144	53,000
Signal and communication supplies \$40,000.00-Radio Communication expenses \$5,000.00- Fiber Optic Expenses Additional \$5,000 Sig Mtc						
1000-5120-5007	Safety Supplies	953	953	1,000	1,055	1,100
Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jacket						
1000-5120-5111	Professional Services	3,344	3,344	2,500	5,189	5,500
Technical contractors for assort project work ; DPW Fleet Lighting, Security Video; Muni Electrical Work						
1000-5120-5121	Repair Maint Equipment	2,857	2,857	2,500	3,756	4,000
Electronic equipment repairs not covered by warranties. PTZ Cameras; UPS						
1000-5120-5122	Repair Maint Vehicles	-	-	1,000	-	500
Annual Hydraulic inspection and associated testing						
1000-5120-5123	Repair Maint Facility Maint	-	-	1,000	83	500
TOC facility maintenance and repairs; Video Wall repairs						

2016 Annual Budget

Traffic Signals & Communic Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5120-5124	Maintenance Contracts	5,541	5,541	8,000	9,353	16,500
Contracted Services - Fiber locating; Community Park Musco Warranty (8000.00)2016/(8000.00)2017						
1000-5120-5312	Cell Phones	1,642	1,642	2,040	1,683	2,040
Manager and 1 Staff						
1000-5120-5321	Electricity	28,952	28,952	25,000	29,102	30,000
Energy costs associated with traffic signal devices ;Additional Signals installed; Includes Luminaries and street lights						
1000-5120-5354	Employee Training	149	149	2,500	1,894	2,500
Technical Training/ Certification Maintenance; IMSA, ITE						
1000-5120-5356	Employee Dues/Members	556	556	500	213	500
1000-5120-5357	Clothing	-	-	250	103	250
seasonal tshirts						
1000-5120-5361	Postage And Shipping	82	82	250	109	250
Postage and shipping expenses related to electronic repairs						
1000-5120-5364	Fuel	3,697	3,697	4,000	2,884	3,500
1000-5120-5367	Signs	8,030	8,030	10,000	8,583	10,500
Township wide sign maintenance.						
1000-5120-5370	Minor Equipment/Furniture	1,543	1,543	1,000	-	1,000
Total		485,843	485,843	589,077	461,854	615,999



2016 Annual Budget

Department: Storm Water

Description and Responsibilities:

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

2015 Accomplishments:

1. Completed basin repairs in advance of paving contract.
2. Completed over 150 basins this year.
3. Implemented repair and maintenance tracking for basins as part of Ms4 program.

2016 Goals:

1. Complete basin repairs in advance of paving contract being let.
2. Increase use of seasonal labor for basin and storm line repairs.
3. MS4 seasonal labor use increase for mapping and inspections.

2016 Budget Highlights:

1. MS4 program goals of mapping and inspections with seasonal labor.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	0	2	2	2	2
Part Time	0	0	1	4	0

2016 Annual Budget

Storm Water Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5131-4010	Salaries-Fulltime	117,449	117,449	153,175	118,260	157,393
1000-5131-4015	Overtime	193	193	500	32	300
1000-5131-4021	Social Security Tax	7,305	7,305	10,094	7,139	10,355
1000-5131-4022	Medicare	1,709	1,709	2,361	1,670	2,422
1000-5131-4023	Workers Comp	6,107	6,107	7,631	6,961	7,371
1000-5131-4041	Pension Non Uniform	5,879	5,879	8,140	5,912	8,351
1000-5131-4051	Hospitalization	27,350	27,350	37,440	35,484	42,640
1000-5131-4052	Vision Insurance	281	281	290	257	290
1000-5131-4053	Dental Insurance	1,784	1,784	1,785	1,784	1,785
1000-5131-4054	457 Contributions	5,879	5,879	8,140	5,912	8,351
1000-5131-4055	Disablity Insurance	387	387	423	279	434
1000-5131-4057	Life Insurance	424	424	918	288	942
1000-5131-5004	Materials And Supplies	2,050	2,050	2,000	1,732	2,800
Materials and Supplies for Storm water						
1000-5131-5007	Safety Supplies	172	172	250	149	100
Safety Equipment such as vests, gloves, glasses						
1000-5131-5111	Professional Services	7,545	7,545	10,000	31,435	13,000
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 Maint Equipment	510	510	1,000	790	600
Maint. and Repair of Equipment						
1000-5131-5312	Cell Phones	-	-	720	-	-
Crew Leader (Manipole) cell phone						
1000-5131-5332	Equipment Leases	175	175	500	-	-
Costs associated with leasing of equipment. Rental of equipment needed and not currently in fleet						
1000-5131-5366	Road Maintenance Supplies	86,413	86,413	55,700	98,846	55,000
Costs associated with the purchase of materials for road maintenance. Such as m-tops, stone, pipe and asphalt.						
1000-5131-5367	Signs	4,240	4,240	-	(3,748)	-
1000-5131-5370	Minor Equipment/Furniture	188	188	1,000	856	1,000
new equipment needed for finishing road repair paving projects, and various other construction projects. A new plate compactor, cordless tools with replacement batteries, additional steel plates needed for road crossings.						



2016 Annual Budget

Storm Water Expenses

	Total	276,040	276,040	302,067	314,038	313,134
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Department: Road Maintenance
Description and Responsibilities:

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

2015 Accomplishments:

1. Completed Glen Rape (Phase 3) – 3,200 ft of roadway was widened, FDR process, resurfaced, and landscaping has been completed.
2. Constructed new walking trail along Commonwealth Dr to connect Cranberry Township to Marshall Township.
3. Widened 800 ft section of Unionville Rd from the intersection of Glen Eden towards Graham School Rd. This project included the installation of a new 18" storm sewer system with 8 new catch basins and French drains.
4. Completed Township-wide line painting program.
5. Corrected a storm water run-off concern on Marshall Rd just north of Goehring Rd.
6. Replace 750ft of 15" storm sewer line along Woodmont Dr.
7. Base repair work in advance of resurfacing program completed.
8. Constructed a new Township spoils site at 227 Glen Rape Rd.

2016 Goals:

1. Prepare list of roads for crack sealing program.
2. Complete all catch basin repairs and road base repairs prior to the resurfacing program.
3. Utilize seasonal labor for construction related projects.
4. Complete review and equipment recommendation for Divisions patching operations.

2016 Budget Highlights:

1. Resurfacing base repairs to be completed prior to resurfacing.
2. Include seasonal employees within the Streets division. Employees will be utilized on various construction projects, as well as, pot hole and crack seal maintenance.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	8	4	8	8	8
Part Time	2	0	2	2	2

2016 Annual Budget

Road Maintenance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5132-4010	Salaries-Fulltime	342,625	342,625	324,205	261,928	333,166
1000-5132-4012	Salaries-Part Time	4,140	4,140	10,610	-	8,000
Two (2) seasonal employees Mar-Nov						
1000-5132-4015	Overtime	3,905	3,905	5,000	3,602	5,000
1000-5132-4021	Social Security Tax	21,931	21,931	22,171	16,150	22,727
1000-5132-4022	Medicare	5,129	5,129	5,185	3,777	5,315
1000-5132-4023	Workers Comp	12,827	12,827	16,032	14,625	15,491
1000-5132-4041	Pension Non Uniform	17,324	17,324	17,038	13,274	17,486
1000-5132-4051	Hospitalization	54,153	54,153	72,425	69,128	81,431
1000-5132-4052	Vision Insurance	606	606	626	594	626
1000-5132-4053	Dental Insurance	4,017	4,017	4,019	4,110	4,019
1000-5132-4054	457 Contributions	17,324	17,324	17,038	13,274	17,486
1000-5132-4055	Disablity Insurance	820	820	886	594	909
1000-5132-4057	Life Insurance	1,067	1,067	1,922	730	1,972
1000-5132-5001	Office Supplies	-	-	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	3,166	3,166	10,250	14,062	12,000
Cost associated with miscellaneous expenses: Materials and Supplies						
1000-5132-5007	Safety Supplies	856	856	1,538	584	500
Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.						
1000-5132-5111	Professional Services	16,116	16,116	54,325	63,383	58,000
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 Maint Equipment	14,720	14,720	17,425	15,331	20,000
Costs associated with repair and maintenance of equipment. Repair and maintenance of road construction equipment						
Cost breakdown as follows: Standard repair maint \$17,500 CAT 924 Loader repair est \$30,000 (includes machining all pin/bushing areas, re-bushing all pivot point locations and install new pins. the original pins/bushings are worn out and need replaced before the loader boom seizes up and doesn't function. this has been postponed with the intention of replacing this loader but now it's getting critical to the functionality of the loader						
1000-5132-5312	Cell Phones	3,684	3,684	3,120	3,340	3,120
Streets Mgr and 2 Crew Leaders						

2016 Annual Budget

Road Maintenance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5132-5332	Equipment Leases	3,379	3,379	10,000	7,295	10,000
Costs associated with leasing of equipment.						
1000-5132-5354	Employee Training	-	-	1,025	94	-
1000-5132-5366	Road Maintenance Supplies	171,509	171,509	164,000	128,307	180,000
Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.						
1000-5132-5367	Signs	427	427	-	(115)	-
1000-5132-5370	Minor Equipment/Furniture	2,018	2,018	2,050	6,796	2,500
Costs associated with the purchase of minor equipment and furniture.						
1000-5132-6117	Paving	451,075	451,075	450,000	376,812	450,000
Asphalt costs associated with the resurfacing program						
Total		1,152,819	1,152,819	1,211,390	1,017,672	1,249,748

Department: Facility Maintenance

Description and Responsibilities:

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

2015 Accomplishments:

1. Worked with contractors on the Municipal building renovations.
2. Replaced HVAC units at the Headworks and Clubhouse Proshop in-house.
3. Painted frames, repaired lettering and hung building signs on Public Works.
4. Renovated skate park equipment. Painted and replaced broken ramps.
5. Installed central de-humidification system in parks aroebics room.
6. Installed new doors on Admin CSR offices and upgraded access control.
7. Installed frequency drive on Council Chambers HVAC to control air flow, humidity and reduce utilities.
8. Installed air conditioning at the waterpark party, cash counting and first aid rooms, installed swimming suit dryers in both locker rooms.
6. Installed storm/ice guards on the training center outdoor heat pumps.
7. Repaired dry wall from lighting upgrade at Park Station.
8. Replaced Park station sprinkler main valve and replaced corroded main drain piping.
- Installed snow melt tubing at the Municipal building for future.

9.

2016 Goals:

1. Replace exterior doors at Public Works.
2. Improve security access at off-site water tanks.
3. Install keypad access to all off site IT storage closets.
4. Complete the install of the sidewalk snow melt system.
5. Install new non-slip tile floor at the water park party room.

2016 Budget Highlights:

1. Renew housekeeping contracts.
2. Utilize building automation reporting to show utility usage and reduction efforts.
3. Maintain the new EMS facility.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	3	3	3	3	3
Part Time	2	2	2	4	2

2016 Annual Budget

Facility Maintenance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5140-4010	Salaries-Fulltime	164,390	164,390	197,018	173,502	202,178
Figure is based on actual projected expense.						
1000-5140-4012	Salaries-Part Time	15,278	15,278	11,000	18,657	11,500
part time seasonal help to perform labor tasks ie: roof and gutter cleaning, minor painting and unskilled work.						
1000-5140-4015	Overtime	5,372	5,372	6,000	4,499	5,500
Allowance for call in on weekends and after normal hours snow removal and building emergency calls.						
1000-5140-4021	Social Security Tax	11,415	11,415	13,334	11,836	13,654
Figure is based on projected actual expense.						
1000-5140-4022	Medicare	2,669	2,669	3,119	2,768	3,193
Figure is based on projected actual expense.						
1000-5140-4023	Workers Comp	7,232	7,232	9,715	8,862	9,376
Based on projected actual expense.						
1000-5140-4041	Pension Non Uniform	8,485	8,485	10,332	8,905	10,590
Figure is based on projected actual expenses.						
1000-5140-4051	Hospitalization	43,888	43,888	47,737	52,678	61,393
Figure is based on projected actual expense.						
1000-5140-4052	Vision Insurance	394	394	421	457	421
Figure based on prior two years actual expense.						
1000-5140-4053	Dental Insurance	2,651	2,651	2,745	2,790	2,745
Figure is based on actual expenses from prior two years.						
1000-5140-4054	457 Contributions	8,485	8,485	10,332	8,806	10,590
figure is based on the actual expense from the past three years.						
1000-5140-4055	Disability Insurance	458	458	537	356	551
Figure is based on projected actual expense.						
1000-5140-4057	Life Insurance	627	627	1,165	454	1,195
Figure is based on projected actual expense.						
1000-5140-5001	Office Supplies	154	154	250	-	-
papers, pens, pencils, planners						
1000-5140-5004	Materials And Supplies	20,858	20,858	20,000	22,819	21,000

2016 Annual Budget

Facility Maintenance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
This account will supply parts and materials to perform in house maintenance and repairs. Plumbing, electrical, carpentry, patch and painting, With the addition of preschool and the library expansion additional supplies may be necessary for upkeep. Preventive maintenance supplies may also be purchased for the Ambulance and Training center buildings.						
1000-5140-5005	Cleaning Supplies	11,880	11,880	11,000	9,636	11,500
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 . Account shows an increase to cover the addition of the new preschool area.						
1000-5140-5007	Safety Supplies	376	376	500	170	500
Safety supplies for Facilities, respirators, safety glasses, gloves						
1000-5140-5111	Professional Services	27,053	27,053	25,000	26,150	20,000
Account allows for window cleaning, security camera and access control repair, carpet cleaning extraction, fire alarm and sprinkler inspection, fire extinguisher / ansul system inspection and certification, rest-room deodorizers, painting, plumbing and electrical services not done in-house, services under signed contract Emergency Generator maint - Automatic door maintenance, First aid cabinets. Services not under signed contract including roof. Account has been reduced to reflect the renovations done on the building.						
1000-5140-5123	Repair Maint Facility Maint	11,884	11,884	10,000	17,364	10,000
Materials and supplies over \$500 for repair and maintenance, heat humidifer replacement, heat exchangers, large blower motors, liebert server room a/c. This allows for the additional buildout of the Parks and Recreation / Pre school area.						
1000-5140-5124	Maintenance Contracts	-	-	3,000	-	5,000
This account allows for contacted services that are under signed agreements. Fire/burg/panic monitoring \$900 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 , garage door maintenance and insp. 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	126,874	126,874	101,000	93,454	128,500
The Municipal building will be bid out as its own contract to increase the level of cleaning. The existing contract will expire on 12/31/2016 and is being bid now for a new contract. Figures are based on the current contract now in place. Wages were dictated to insure a better quality of cleaner. Contract includes labor, equipment and all necessary cleaning chemicals / disinfectants required to meet contract specifications.						
1000-5140-5312	Cell Phones	2,388	2,388	3,120	3,060	3,120
Facilities Mgr and 1 staff member.cell phone reimbursement for Facilities Mgr. and maintenance techs. increased by \$528 for new hire cell phone						
1000-5140-5321	Electricity	111,880	111,880	101,000	87,670	101,000
\$100.005 Electrical service for municipal building and complex Based on actual billing and estimates. Account should start to show a reduction with the replacement of the rooftop HVAC units. New units were specified with a higher SEER rating to increase efficiency. The addition of building automation will also reduce utility use.						
1000-5140-5322	Natural Gas	42,230	42,230	36,750	31,538	38,550
Figures based on current projected actual billing of natural gas for heating and domestic hot water. municipal complex plus a 5% allowance for price fluctuation.						
1000-5140-5323	Water	4,517	4,517	7,000	5,102	5,195
Figure is based on prior years actual expense of \$4,516 plus 15% for rate increase.						
1000-5140-5324	Sewer	4,352	4,352	3,500	3,058	5,005
Figures are based on prior year actual expense of \$4,352 plus a 15% for rate increase.						

2016 Annual Budget

Facility Maintenance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5140-5325	Trash	390	390	500	-	500
Municipal building trash and recycling service through Vogel.* *does not include the cardboard recycling compactor						
1000-5140-5332	Equipment Leases	38	38	2,500	144	500
Allowance for leasing and rental of equipment not used regularly or presently owned by the township.						
1000-5140-5352	Employee Milage Reimb	-	-	200	-	-
Reimbursement for expenses related to ongoing education credits for job related studies.						
1000-5140-5354	Employee Training	929	929	2,000	-	1,000
Employee training and certification classes for Metasys (building automation)						
1000-5140-5357	Clothing	-	-	1,500	103	200
Uniform and boot allowance.						
1000-5140-5364	Fuel	3,558	3,558	3,700	1,792	3,500
Gasoline and diesel fuel for the Facilities sprinter, chevy van and Expidition..						
1000-5140-5370	Minor Equipment/Furniture	2,224	2,224	2,000	2,509	2,000
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.						
1000-5140-6123	Funiture And Fixtures	-	-	-	52	-
Total		642,930	642,930	647,975	599,191	689,956

Department: Fleet Maintenance**Description and Responsibilities:**

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

2015 Accomplishments:

1. Performed a detailed analysis and established finer parameters for the Township wide vehicle replacement program. Continued to study the feasibility of utilizing a lease program.
2. Utilized online auctioning for vehicle and equipment disposal.
3. Training provided for new diagnostic software for Cummins engines.
4. Utilized part time mechanic for light preventative maintenance tasks.
5. Maintained the COG's crack sealing unit throughout the rental season.
6. Instituted undercarriage spray bar in wash bay for larger trucks.

2016 Goals:

1. Institute vehicle leasing program for S&W meter reading, several administration vehicles and evaluate light equipment leasing for mowers and medium carts.
2. Train mechanics on Tier 4 emission standards and monitor impact on vehicles and equipment.
3. Install and utilize wash off pad for mowers and trucks.
4. Investigate the feasibility of out-sourcing the PD up-fits for increased cost savings and greater efficiency.

2016 Budget Highlights:

1. Tier 4 emissions training for all mechanics.
2. Fuel will continue to be a volatile commodity.
3. Vehicle leasing is expected to have an impact on R&M budgets in general. This will be monitored throughout 2016.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	3	3	3	3	3
Part Time	5	1.5	1	1	1

2016 Annual Budget

Fleet Maintenance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5150-4010	Salaries-Fulltime	103,425	103,425	107,426	96,739	113,019
1000-5150-4012	Salaries-Part Time	6,328	6,328	16,840	15,937	16,840
One part-time seasonal at \$14.00/hr, 40hrs/wk, for 32 weeks from Mar-Nov. This position will assist with Fleet maint and any other project assigned. This salary for this position will be split 3 ways: Water, Sewer, Streets each sharing 33.33%						
1000-5150-4015	Overtime	2,375	2,375	3,200	3,111	3,500
1000-5150-4021	Social Security Tax	7,049	7,049	8,134	7,047	8,481
1000-5150-4022	Medicare	1,648	1,648	1,902	1,648	1,983
1000-5150-4023	Workers Comp	4,258	4,258	5,418	4,942	5,351
1000-5150-4041	Pension Non Uniform	5,240	5,240	5,718	4,917	5,997
1000-5150-4051	Hospitalization	28,770	28,770	36,359	33,365	39,436
1000-5150-4052	Vision Insurance	249	249	257	229	257
1000-5150-4053	Dental Insurance	1,670	1,670	1,670	1,531	1,670
1000-5150-4054	457 Contributions	5,240	5,240	5,718	4,917	5,997
1000-5150-4055	Disablity Insurance	264	264	297	197	312
1000-5150-4057	Life Insurance	289	289	645	203	677
1000-5150-5001	Office Supplies	-	-	500	-	-
Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.						
1000-5150-5004	Materials And Supplies	4,049	4,049	4,000	4,866	4,000
Cost associated with lubricants, tools and parts.						
1000-5150-5007	Safety Supplies	329	329	3,000	364	1,000
Costs associated with the purchase of safety materials.						
1000-5150-5111	Professional Services	45,991	45,991	25,000	18,551	26,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.						
1000-5150-5121	Repair Maint Equipment	83	83	-	235	-
1000-5150-5122	Repair Maint Vehicles	60,951	60,951	60,000	41,534	62,000
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	708	708	720	660	720
Crew Leader Mechanic						



2016 Annual Budget

Fleet Maintenance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5150-5354	Employee Training	64	64	3,000	60	1,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.						
1000-5150-5356	Employee Dues/Members	224	224	500	188	250
Costs associated with dues and memberships.						
1000-5150-5370	Minor Equipment/Furniture	4,969	4,969	3,000	5,386	3,100
Cost for the purchase of minor equipment for the shop.						
Total		284,173	284,173	293,304	246,626	301,590

Department: Grounds Maintenance**Description and Responsibilities:**

Grounds Maintenance Division has the primary responsibility of maintaining athletic fields, general turfgrass, and landscape material along with buildings, playgrounds, and all permanent amenities at the Township's three parks. Additional areas of maintenance include all Waterpark grounds and facilities, street planting islands, the Municipal Building grounds, and 15 satellite properties throughout Cranberry Township. 48% of operations consist of mowing, pesticide and fertilizer applications, cultivation of turfgrass and landscape plantings. 52% of operations are maintenance and repair of playgrounds, restroom and concession buildings, garbage and litter removal, and service for special events.

2015 Accomplishments:

1. Renovation of Vet's ball field.
2. Construction of Bike Fix-It stations in North Boundary and Graham Parks.
3. Pitching mound reconstruction at Graham Park fields I and J
4. Replacement of plumbing fixtures at North Boundary park restrooms.
5. Landscaping of outdoor library reading room.
6. Site work and landscaping for Graham Park Indian Village at the roundabout.

2016 Goals:

1. Landscape and facility improvements associated to the Waterpark rehab.
2. Landscape and construction associated to the Miracle Field playground.
3. Irrigation controller upgrade at Graham Park.
4. Lion's Shelter roof replacement.
5. Laser grading of Community Park softball fields.
6. Implementation of comprehensive equipment replacement program.

2016 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 upgrades to the Graham Park irrigation control system will mitigate untimely failures.
4. The ability to laser grade fields in-house will raise the quality of volunteer maintained sports surfaces.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	6	6	6	6	6
Part Time	22	21	21	14	14

2016 Annual Budget

Grounds Maintenance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5160-4010	Salaries-Fulltime	236,127	236,127	245,708	203,409	252,494
1000-5160-4012	Salaries-Part Time	173,484	173,484	175,000	163,692	180,250
Seasonal labor: 12 FT March1 through November 30. 4 FT (summer only) May through August.						
1000-5160-4015	Overtime	11,329	11,329	13,500	9,494	12,500
OT for grounds personnel not including snow removal.						
1000-5160-4021	Social Security Tax	26,342	26,342	25,892	23,014	26,313
1000-5160-4022	Medicare	6,160	6,160	6,055	5,382	6,154
1000-5160-4023	Workers Comp	10,157	10,157	12,624	11,516	12,215
1000-5160-4041	Pension Non Uniform	12,225	12,225	12,882	10,547	13,221
1000-5160-4051	Hospitalization	30,942	30,942	39,913	43,765	55,196
1000-5160-4052	Vision Insurance	355	355	367	389	367
1000-5160-4053	Dental Insurance	2,428	2,428	2,429	2,335	2,429
1000-5160-4054	457 Contributions	12,225	12,225	12,882	10,547	13,221
1000-5160-4055	Disablity Insurance	620	620	670	450	688
1000-5160-4057	Life Insurance	831	831	1,453	570	1,491
1000-5160-5004	Materials And Supplies	45,787	45,787	38,000	32,707	37,000
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	7,167	7,167	8,000	8,275	8,000
Janitorial and cleaning supplies for all parks including toiletries, disenfectants, paper products, trash liners.						
1000-5160-5006	Agricultural Supplies	82,326	82,326	83,500	78,797	82,500
All products related to turf and landscape plant maintenance programs: fertilizer, herbicide, fungicide, calcium, magnesium, seed, and spray adjuvants.						
1000-5160-5007	Safety Supplies	1,195	1,195	3,000	1,424	3,000
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE.						
1000-5160-5111	Professional Services	44,197	44,197	44,000	45,642	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.						
1000-5160-5121	Repair Maint Equipment	25,321	25,321	20,000	18,334	20,000
Parts and repairs for all parks power equipment.						
1000-5160-5123	Repair Maint Facility Maint	11,780	11,780	11,000	9,824	11,000

2016 Annual Budget

Grounds Maintenance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
Repairs to parks structures and facilities including restrooms, storage buildings, shelters, amphitheatre, dog park, batting cages and site amenities.						
1000-5160-5124	Maintenance Contracts	-	-	1,000	-	1,000
Contracted services for repairs and maintenance on parks buildings and grounds including extermination, routine cleaning, mechanical maintenance.						
1000-5160-5312	Cell Phones	2,468	2,468	3,000	2,090	3,090
Reimbursement of manager and 2 crew leaders for cell phones.						
1000-5160-5321	Electricity	73,751	73,751	60,000	64,357	66,400
All electric in parks that is NOT reimbursed through athletic associations.						
1000-5160-5323	Water	4,319	4,319	8,000	6,485	7,000
All water for facilities in parks.						
1000-5160-5324	Sewer	4,051	4,051	3,500	4,122	3,500
Sanitary sewer service for all park facilities.						
1000-5160-5325	Trash	-	-	500	420	500
Trash removal service for special projects within parks.						
1000-5160-5332	Equipment Leases	5,484	5,484	8,000	6,597	8,000
Cart lease and landscape implements like chipper, stump grinder, and high lifts.						
1000-5160-5354	Employee Training	1,990	1,990	2,000	1,950	2,000
Continuing education for pesticide application and pool chemical handling licensing.						
1000-5160-5357	Clothing	1,485	1,485	2,000	1,317	2,000
T-shirts and jackets for seasonal and FT employees.						
1000-5160-5370	Minor Equipment/Furniture	11,279	11,279	17,000	15,438	17,000
Small equipment like string trimmers, backpack blowers, and push mowers. Includes attachments for the Ventracs and other power units for snow removal.						
Total		845,825	845,825	861,875	782,887	892,529

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.

2015 Accomplishments:

1. Maintained "0" lost time accidents in all divisions.
2. Utility rebate program proved successful for electric related improvements.
3. Street tree pruning program developed and implemented.

2016 Goals:

1. Continue street tree pruning initiative.
2. Maintain high attention to safety program and zero loss time accidents.
3. Initiate updates and improvements to public works main facility.

2016 Budget Highlights:

1. Street tree pruning program from PW Admin.
2. Housekeeping contract will be new for 2016

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0



2016 Annual Budget

Pw Administration Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5170-4010	Salaries-Fulltime	70,779	70,779	104,937	90,448	106,721
1000-5170-4012	Salaries-Part Time	9,257	9,257	-	-	-
1000-5170-4015	Overtime	-	-	500	380	500
1000-5170-4021	Social Security Tax	4,826	4,826	6,507	5,480	6,617
1000-5170-4022	Medicare	1,129	1,129	1,522	1,281	1,547
1000-5170-4023	Workers Comp	1,975	1,975	3,477	3,172	3,313
1000-5170-4041	Pension Non Uniform	3,999	3,999	5,247	4,964	5,336
1000-5170-4051	Hospitalization	21,484	21,484	25,844	12,714	18,359
1000-5170-4052	Vision Insurance	173	173	213	159	213
1000-5170-4053	Dental Insurance	1,028	1,028	1,029	862	1,029
1000-5170-4054	457 Contributions	3,999	3,999	5,247	4,512	5,336
1000-5170-4055	Disablty Insurance	204	204	273	151	277
1000-5170-4057	Life Insurance	444	444	592	311	602
1000-5170-5001	Office Supplies	1,661	1,661	3,500	1,694	3,500
1000-5170-5004	Materials And Supplies	7,949	7,949	4,000	5,327	5,000
1000-5170-5005	Cleaning Supplies	1,287	1,287	2,500	2,777	2,500
1000-5170-5007	Safety Supplies	2,306	2,306	6,500	611	6,500
1000-5170-5111	Professional Services	13,980	13,980	15,000	13,391	18,000
1000-5170-5121	Repair Maint Equipment	-	-	-	17	-
1000-5170-5123	Repair Maint Facility Maint	2,580	2,580	6,000	1,567	6,000
1000-5170-5124	Maintenance Contracts	-	-	5,000	-	4,000
signed contracted services split with s&w Fairbanks scales \$1160 Penn Power em gen power \$700 Penn Fence \$286 Intertech \$163 Schindler Elevator \$350 Housekeeping \$5628 Day Porter \$1170						
1000-5170-5132	Janitorial Services	5,525	5,525	10,000	5,993	7,000
1000-5170-5230	Information Tech Svs	128,827	128,827	129,000	129,000	133,000
1000-5170-5312	Cell Phones	1,880	1,880	1,680	1,740	1,680
Director cell reimbursement						
1000-5170-5321	Electricity	23,496	23,496	22,000	18,912	25,000
1000-5170-5322	Natural Gas	901	901	11,000	21,988	11,000
1000-5170-5323	Water	1,415	1,415	1,500	1,251	1,500



2016 Annual Budget

Pw Administration Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5170-5324	Sewer	1,307	1,307	1,200	1,011	1,400
1000-5170-5353	Employee Meeting / Confer	639	639	3,000	771	3,000
1000-5170-5354	Employee Training	2,868	2,868	3,500	2,118	3,500
1000-5170-5356	Employee Dues/Members	359	359	700	359	700
1000-5170-5357	Clothing	9,834	9,834	9,500	8,663	10,000
1000-5170-5364	Fuel	94,644	94,644	92,000	57,184	95,000
1000-5170-5370	Minor Equipment/Furniture	1,474	1,474	10,000	7,386	10,000
Office renovation to Public Works admin.						
Total		422,227	422,227	492,968	406,196	498,130

Department: Engineering Contract Administration**Description and Responsibilities:**

The Engineering Department provides support in plan design, preparation of 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.

2015 Accomplishments:

1. Completed the design, specifications, and bid documents for the BCWPCF upgrade.
2. North Boundary Waterpark-Successfully bid and constructed 30% of the project in 2015.
3. Municipal Center-Completed construction of the project in 2015.
4. Reconstructed the intersection of Unionville Road from Graham School Road to Glen Eden Road as part of a safety and drainage project.
5. Completed the trail from Graham Park to Powell Road.
6. Completed preliminary design of the MSA Thru Way.
7. Completed design of the intersection of Valley Forge Drive and Freedom Road.

2016 Goals:

1. Brush Creek Water Pollution Control Facility- Successfully bid and begin construction in 2016.
2. North Boundary Waterpark Upgrade- Complete construction in 2016.
3. Resurfacing Program-Manage and construct the contract within budget and on time.
4. MSA Thruway Project- Complete final design.
5. Construct roundabout intersection improvements at the intersection of North Boundary Road and Marshall Road.
6. Construct intersection improvements at Valley Forge Drive and Freedom Road.

2016 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	2012	2013	2014	2015	2016
Full Time	4	5	5	5	5
Part Time	2	3	3	3	2

2016 Annual Budget

Engineering Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5210-4010	Salaries-Fulltime	65,012	65,012	67,423	58,428	68,768
1000-5210-4012	Salaries-Part Time	10,737	10,737	17,783	14,566	18,024
1000-5210-4015	Overtime	-	-	125	12	125
1000-5210-4021	Social Security Tax	4,500	4,500	5,291	4,358	5,389
1000-5210-4022	Medicare	1,053	1,053	1,237	1,019	1,260
1000-5210-4023	Workers Comp	438	438	545	497	530
1000-5210-4041	Pension Non Uniform	3,250	3,250	3,377	2,922	3,445
1000-5210-4051	Hospitalization	15,374	15,374	18,590	17,068	18,911
1000-5210-4052	Vision Insurance	139	139	143	127	143
1000-5210-4053	Dental Insurance	928	928	928	928	928
1000-5210-4054	457 Contributions	3,250	3,250	3,377	2,922	3,445
1000-5210-4055	Disablty Insurance	167	167	176	111	179
1000-5210-4057	Life Insurance	382	382	381	240	389
1000-5210-5001	Office Supplies	332	332	800	469	800
This includes office supplies for Engineering Department operations.						
1000-5210-5004	Materials And Supplies	2,194	2,194	3,500	2,096	3,950
This line item is for miscellaneous equipment necessary for the Engineering Department operations. A focus of this line item in the 2016 budget is a portable stand for the traffic counter to eliminate the need for exisitng signage to attach.						
1000-5210-5007	Safety Supplies	240	240	740	340	1,000
This line item is for miscellaneous safety supplies for the Engineering Department. Additionally, this line item provides support for the Health and Safety Committee.						
1000-5210-5111	Professional Services	54,041	54,041	77,500	52,868	73,500
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, and engineering design contracts. Highlights of this line item include engineering for Full Depth Replacement Paving, PennDOT ECMS Support, and the design of Freshcorn Road and Woodlawn Road.						
1000-5210-5133	Legal Services	368	368	1,000	1,350	1,000
This line item includes legal consulting fees.						
1000-5210-5134	Other Services/Fees	-	-	300	44	300
1000-5210-5230	Information Tech Svs	53,319	53,319	54,000	54,000	55,500
Costs associated with IT support for Engineering Department operations.						
1000-5210-5312	Cell Phones	4,680	4,680	4,940	4,490	4,940
This line item includes cell phone reimbursement costs.						



2016 Annual Budget

Engineering Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5210-5354	Employee Training	2,632	2,632	3,700	1,222	4,500
This line item includes various employee training.						
1000-5210-5356	Employee Dues/Members	307	307	550	708	550
This line item includes membership dues to professional societies.						
1000-5210-5364	Fuel	-	-	-	10	2,800
This line item is for fuel for the administrative fleet vehicles.						
Total		223,343	223,343	266,406	220,796	270,376



2016 Annual Budget

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.

2015 Accomplishments:

1. Provided design review to support all land development applications.
2. Ensured that all land developments meet Cranberry Township standards.

2016 Goals:

1. Provide accurate and timely reviews to support land development process.

2016 Budget Highlights:

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

2016 Annual Budget

Engineering Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5220-4010	Salaries-Fulltime	54,743	54,743	57,156	50,174	57,672
1000-5220-4012	Salaries-Part Time	32,212	32,212	26,350	28,616	27,073
1000-5220-4021	Social Security Tax	5,151	5,151	5,177	4,663	5,254
1000-5220-4022	Medicare	1,204	1,204	1,211	1,090	1,229
1000-5220-4023	Workers Comp	467	467	585	534	570
1000-5220-4041	Pension Non Uniform	2,737	2,737	2,858	2,509	2,884
1000-5220-4051	Hospitalization	11,435	11,435	13,587	12,473	13,728
1000-5220-4052	Vision Insurance	97	97	100	89	100
1000-5220-4053	Dental Insurance	649	649	650	649	650
1000-5220-4054	457 Contributions	2,737	2,737	2,858	2,509	2,884
1000-5220-4055	Disablity Insurance	139	139	149	103	150
1000-5220-4057	Life Insurance	356	356	322	247	325
1000-5220-5004	Materials And Supplies	-	-	-	35	-
1000-5220-5111	Professional Services	195	195	5,000	1,604	5,000
This line item includes various specialized review professional services necessary to support the land development review process.						
Total		112,123	112,123	116,003	105,295	117,519



2016 Annual Budget

Department: Engineering - Stormwater

Description and Responsibilities:

Stormwater cost center supports the Township's MS4 Program, FEMA Floodplain Compliance, engineering support of the Township's stormwater infrastructure, and the support of the Township's Act 167 compliant stormwater ordinance.

2015 Accomplishments:

1. Successful submission of renewal of MS4 Permit.
2. Established Operations and Maintenance Manual for operations staff for the safe and efficient maintenance of Township vehicles and facilities.
3. Managed customer service requests through the extended rain season of 2015.
4. Implemented and managed inspection and repair of Township stormwater facilities.
5. Tested over 75 Township stormwater outfalls for compliance with the MS4 program.
6. Inspected every active land development project for active compliance with stormwater and erosion control approvals.

2016 Goals:

1. Continue to keep the Cranberry Township MS4 program in compliance with permit regulations.
2. Provide timely and accurate responses to resident stormwater concerns.
3. Update current stormwater model to a GIS based model.

2016 Budget Highlights:

1. Continue Stormwater Stenciling Program.
2. Public Outreach materials.
3. Prepare a comprehensive engineering stormwater review analysis of Brush Creek.

2016 Annual Budget

Engineering Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-5240-4010	Salaries-Fulltime	52,812	52,812	55,077	47,223	55,808
1000-5240-4015	Overtime	-	-	75	7	75
1000-5240-4021	Social Security Tax	3,098	3,098	3,419	2,768	3,465
1000-5240-4022	Medicare	724	724	800	647	810
1000-5240-4023	Workers Comp	273	273	348	317	331
1000-5240-4041	Pension Non Uniform	2,641	2,641	2,758	2,362	2,794
1000-5240-4051	Hospitalization	12,266	12,266	14,465	13,281	14,629
1000-5240-4052	Vision Insurance	104	104	107	95	107
1000-5240-4053	Dental Insurance	696	696	696	696	696
1000-5240-4054	457 Contributions	2,641	2,641	2,758	2,362	2,794
1000-5240-4055	Disablity Insurance	135	135	143	110	145
1000-5240-4057	Life Insurance	293	293	311	229	315
1000-5240-5001	Office Supplies	-	-	-	-	100
1000-5240-5004	Materials And Supplies	-	-	5,000	259	400
1000-5240-5111	Professional Services	8,153	8,153	14,000	5,825	57,500
This line item includes professional services that are utilized in the support of stormwater in Cranberry Township. There is a large increase in this item this year due to additional resources that are needed as a part of the new MS4 Permit revisions.						
1000-5240-5133	Legal Services	-	-	-	-	1,000
This item supports legal services relating to stormwater						
1000-5240-5230	Information Tech Svs	-	-	25,000	25,000	26,000
1000-5240-5354	Employee Training	-	-	-	-	2,500
This line item relates to training of employees with regards to the latest stormwater regulations and permit requirements.						
1000-5240-5364	Fuel	1,954	1,954	2,800	1,098	-
This line item includes fuel for the administrative fleet. This line item was compared against past fuel consumption by the department.						
Total		85,790	85,790	127,757	102,280	169,469

Department: Parks & Recreation Operations**Description and Responsibilities:**

This cost center is the administrative/operations core of the department, which also encompasses our Guest services staff. This is considered to be the heart of the department with the other cost centers extensions of this center.

2015 Accomplishments:

1. Improved program and facility management as well as community service and relations through staff and procedural development.
2. Name change from Parks & Recreation and Community Service back to Parks & Recreation while assisting in the management and development of new Department brand.
3. Continued to coordinate Township initiatives including: Cultural Diversity, Special Needs, Cranberry Art Network and non profit assistance as well as assisting in the development of new Township initiatives, such as additional Special Needs and Creative Yard Group.
4. Broke ground on several new projects, such as Waterpark renovations, Miracle League Playground & Resurfacing project as well as assisting in the completion of Municipal Center renovations and indoor and outdoor pickle ball courts.
5. Continued to closely monitor expenses.

2016 Goals:

1. Continue to improve programs, facilities, community relationships and customer service through staff development with intentions of maximizing the potential of staff and facilities.
2. Increased and enhanced programming.
3. Implementation and management of new software for the entire operation.
4. Develop and coordinate the most efficient management for the newly renovated Waterpark to maximize its potential for the community.

2016 Budget Highlights:

1. Continue to develop a NEW departmental identity and brand through continued building renovations, departmental structure and employee development while continuing to grow and enhance programs as well as program marketing.
2. Develop best management practices to fully maximize the potential of the new Community Center, Dek Hockey Rink and Waterpark

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	3.5	3.5	4.5	4.5	4.5
Part Time	17	17	17	17	17

2016 Annual Budget

Park Operation Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6210-4010	Salaries-Fulltime	223,844	223,844	235,311	210,621	249,469
5 Full Time Employees - Geis, Hutner(90%) , P. Kovach, J. Mental, Murphy (50%)						
1000-6210-4012	Salaries-Part Time	102,073	102,073	111,654	89,320	113,285
Customer Service, Site Supervisors, Play Center Staff						
1000-6210-4015	Overtime	1,661	1,661	500	3,610	2,500
Overtime associated with Special Events & Holidays						
1000-6210-4021	Social Security Tax	20,355	20,355	21,935	18,585	24,135
1000-6210-4022	Medicare	4,760	4,760	5,130	4,347	5,644
1000-6210-4023	Workers Comp	12,810	12,810	15,863	14,471	17,179
1000-6210-4041	Pension Non Uniform	11,024	11,024	12,107	11,034	13,801
1000-6210-4051	Hospitalization	26,874	26,874	39,868	29,425	44,508
1000-6210-4052	Vision Insurance	527	527	589	378	640
1000-6210-4053	Dental Insurance	3,386	3,386	3,879	3,580	4,045
1000-6210-4054	457 Contributions	11,129	11,129	12,107	10,712	13,801
1000-6210-4055	Disablity Insurance	576	576	630	439	718
1000-6210-4057	Life Insurance	1,586	1,586	13,660	1,150	1,557
1000-6210-5001	Office Supplies	2,314	2,314	4,000	1,829	4,000
1000-6210-5004	Materials And Supplies	20,825	20,825	20,000	23,332	42,000
Materials and Supplies includes Credit/Debit Card Charges.						
1000-6210-5111	Professional Services	5,456	5,456	11,000	10,147	11,000
Copier maintainance, HR Screenings - laminating maintainance. gym floor recoat, gym equipment safety inspections						
1000-6210-5230	Information Tech Svs	75,615	75,615	76,000	76,000	56,000
1000-6210-5312	Cell Phones	3,313	3,313	4,260	3,355	4,260
1000-6210-5351	Employee Recruiting	166	166	500	30	500
1000-6210-5354	Employee Training	4,969	4,969	7,000	6,434	8,500
3 Employees to PRPS Conference Additional training as needed Director to NRPA Conference						
1000-6210-5355	Employee Career Devel	-	-	500	-	500

2016 Annual Budget

Park Operation Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
Training and certifications for staff						
1000-6210-5356	Employee Dues/Members	723	723	1,000	710	1,000
1000-6210-5362	Printing	24,285	24,285	19,000	22,757	24,500
Printing and Distribution of Recreation Program Guides.						
1000-6210-5363	Advertising	-	-	2,000	-	2,000
1000-6210-5364	Fuel	849	849	1,000	621	1,000
1000-6210-5370	Minor Equipment/Furniture	1,941	1,941	6,000	5,278	2,500
Replace furniture and fixtures as needed						
Total		561,060	561,060	625,493	548,164	649,042



2016 Annual Budget

Department: Parks & Recreation Early Childhood Programs

Description and Responsibilities:

This cost center encompasses programs for children up to age 5. Our preschool being the anchor for this center. Also offered are a variety of dance, gym and art classes for this age.

2015 Accomplishments:

1. Identified best practices and most efficient use of preschool rooms in maximizing their potential through added programs.

2016 Goals:

1. To maximize attendance in the preschool classes.
2. Focus on ancillary complimentary programs stemming from our preschool success to maximize opportunities for our participants in these early childhood programs.
3. Continue to evaluate and enhance our marketing efforts.

2016 Budget Highlights:

1. Continue quality employee training - while maintaining a high level of teaching to increase revenues and increasing number of participants while controlling expenses.
2. Increased attention to early childhood programs to compliment our successful Preschool Program.

Staffing Levels	2012	2013	2014	2015	2016
Full Time	0	0	0	0	0
Part Time	10	10	10	10	10

2016 Annual Budget

Park Early Childhood Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6220-4012	Salaries-Part Time	65,137	65,137	76,661	60,932	77,000
1000-6220-4015	Overtime	-	-	-	98	-
1000-6220-4021	Social Security Tax	4,038	4,038	4,753	3,784	4,572
1000-6220-4022	Medicare	945	945	1,112	885	1,059
1000-6220-4023	Workers Comp	2,535	2,535	3,594	3,279	3,300
1000-6220-5004	Materials And Supplies	7,656	7,656	8,000	10,321	8,000
Materials and Supplies needed to operate all Early Childhood Programs including the Preschools.						
1000-6220-5111	Professional Services	17,442	17,442	18,000	8,315	10,000
Preschool Dance Toddler time						
Total		97,752	97,752	112,120	87,613	103,931



2016 Annual Budget

Department: Parks & Recreation Youth Programs

Description and Responsibilities:

This cost center is for our youth programming. This would encompass children 6-12 years of age. Our anchor program here is the Summer Camp Program. We also have several solid sports programs.

2015 Accomplishments:

1. Increased programs and revenues for this age bracket by maximizing attendance in Summer Camp and significantly increasing participation in Volleyball and Dek Hockey.
2. Reached significant revenue heights in Summer Camps while servicing well over 1400 registrants this past summer.

2016 Goals:

1. Continue to increase our program and participation numbers in current Summer Camp as well as complimentary other themed camps.
2. Continue to emphasizing expense management.
3. Maximize potential through significantly increasing the numbers in our Dek Hockey League for this age group.

2016 Budget Highlights:

1. We are adjusting the management of our youth sports league in order to enhance marketing to maximize numbers in all sports programs.
2. Maintaining numbers in camps while managing expense levels to optimize efficiency.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	0	0	0	0	0
Part Time	45	45	45	45	45



2016 Annual Budget

Park Youth Programs Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6230-4012	Salaries-Part Time	96,095	96,095	116,793	103,993	122,000
1000-6230-4015	Overtime	8	8	-	15	-
1000-6230-4021	Social Security Tax	5,958	5,958	7,241	6,448	8,040
1000-6230-4022	Medicare	1,393	1,393	1,694	1,508	1,933
1000-6230-4023	Workers Comp	5,134	5,134	5,475	4,994	5,495
1000-6230-5004	Materials And Supplies	14,254	14,254	25,000	18,853	25,000
All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming						
1000-6230-5111	Professional Services	83,204	83,204	65,000	53,841	65,000
Camp Van Bus Transportation - Field Trips Family Resource Center Tuition Guest Speakers - Camp Cranberry (Camp Field Trips); Misc Programs (Snapology, High tech...etc)						
Total		206,046	206,046	221,203	189,653	227,468

Department: Parks & Recreation Adult Programs**Description and Responsibilities:**

This cost center is for all adult programming and leagues. While most of areas focuses on fitness and sports, we have expanded to other areas such as art and self defense.

2015 Accomplishments:

1. Managed efficient use of all facilities for fitness program enhancement while working through building renovation shortfalls.
2. Opened new fitness room while adding additional fitness programs.
3. Tennis courts have been updated to include pickleball courts.
4. Enhanced the tennis and dek hockey opportunities that will support significant growth in 2016.

2016 Goals:

1. Continue to maximize programs and efficient use of the community center through building enhancements.
2. Continue to research new trends while getting a pulse on our growing community in developing new adult programs.
3. Continue to develop partnerships with organizations such as the Pens and YMCA to increase adult program opportunities.

2016 Budget Highlights:

1. Better management of fitness programs to maximize revenue potential.
2. Increase participation in existing sports and fitness programs and look to develop new programs.
3. Continue to look to increase use and awareness of the fitness centers while also trying to increase other fitness programs in our parks. All tying into a "Healthy Cranberry."

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	0	0	0	0	0
Part Time	12	12	12	12	12



2016 Annual Budget

Park Adult Programs Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6240-4012	Salaries-Part Time	35,728	35,728	41,119	45,463	52,500
1000-6240-4021	Social Security Tax	2,217	2,217	2,550	2,819	3,128
1000-6240-4022	Medicare	518	518	597	659	731
1000-6240-4023	Workers Comp	1,449	1,449	1,928	1,759	2,227
1000-6240-5004	Materials And Supplies	1,567	1,567	3,000	3,255	5,000
Materials and Supplies for Aerobics Program, Tennis other Adult Programs						
1000-6240-5111	Professional Services	19,893	19,893	17,500	17,083	17,700
Dance has switched to pro services; additional adult sports programs						
Eliminated Les Mills						
Total		61,372	61,372	66,694	71,038	81,286



2016 Annual Budget

Department: Parks & Recreation Family Programs

Description and Responsibilities:

This cost center is for our family based programs.

2015 Accomplishments:

1. Improved management of community family programs including holiday programs.
2. Focused on efficient use of staff to minimize expenses associated with family programs.

2016 Goals:

1. Continuing to develop new family programs.
2. Enhance existing programs.
3. Develop partnerships and volunteers based to enhance current family programs without increasing expense.

2016 Budget Highlights:

1. Concerted effort to continue to decrease expenses through donation of goods and services.
2. Continue to increase revenue through soliciting sponsorships and services while decreasing the expense associated with those services.

Staffing Levels	2012	2013	2014	2015	2016
Full Time	0	0	0	0	0
Part Time	1	1	1	1	1

2016 Annual Budget

Park Family Programs Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6250-4012	Salaries-Part Time	1,152	1,152	2,000	77	2,000
1000-6250-4021	Social Security Tax	71	71	128	5	125
1000-6250-4022	Medicare	17	17	30	1	30
1000-6250-4023	Workers Comp	71	71	96	88	92
1000-6250-5004	Materials And Supplies	3,374	3,374	1,500	4,455	2,500
holiday themed events, other than 1st night.						
1000-6250-5111	Professional Services	-	-	925	4,182	925
Payment for Christmas characters; Storytellers for Halloween and other seasonal characters.						
Total		4,686	4,686	4,679	8,808	5,672



2016 Annual Budget

Department: Parks & Recreation Teen Programs

Description and Responsibilities:

This cost center is dedicated to offer a wide range of programs to service the broad interests of teenagers.

2015 Accomplishments:

1. Continued partnership with the Library Teen Committee to support all programs and offer cooperative programs.
2. Maximized quality and efficiency of Summer Teen CIT Camp.

2016 Goals:

1. Continue to promote and enhance the CIT program.
2. Train additional staff to increase the successful Safe Sitter program.
3. Continue to coordinate efforts with the Library to expand our programs offered to teens.
4. Bolster teen participation in our sports programs.

2016 Budget Highlights:

1. Grow teen participation in all youth sports programs while supporting the youth athletic associations teen sports programs. Share all marketing with all partners to maximize communication of teen opportunities.
2. Look to partner with the new Pens complex to add new opportunities for teens.



2016 Annual Budget

Park Teen Programs Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6260-4012	Salaries-Part Time	172	172	515	38	750
1000-6260-4021	Social Security Tax	11	11	32	2	30
1000-6260-4022	Medicare	2	2	7	1	8
1000-6260-4023	Workers Comp	20	20	24	22	25
1000-6260-5004	Materials And Supplies	1,321	1,321	1,500	2,183	1,500
1000-6260-5111	Professional Services	-	-	-	2,468	-
Total		1,526	1,526	2,078	4,713	2,313



2016 Annual Budget

Department: Parks & Recreation Senior Programs

Description and Responsibilities:

This cost center is for our Senior Community. We will maintain communications with the Senior Center as well as offer programs to enrich their lives.

2015 Accomplishments:

1. Continued to enhance our support of our associated Senior Center through our enhanced shared facility use procedures.
2. Continued to evaluated programs and procedures to compliment Senior Center offerings.

2016 Goals:

1. Continue to provide services to our senior community.

2016 Budget Highlights:

1. Enhance cooperative senior programs.
2. Market current programs that may be inclusive to the senior population.



2016 Annual Budget

Park Senior Programs Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6270-5004	Materials And Supplies	24	24	250	141	250
1000-6270-5111	Professional Services	3,000	3,000	3,500	3,000	3,250
Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer						
	Total	3,024	3,024	3,750	3,141	3,500



2016 Annual Budget

Department: Parks & Recreation Community Events

Description and Responsibilities:

This cost center is to assist with Community Days, Concerts in the Park and events that we sponsor for the Township. Also encompassing the Santa's First Stop event.

2015 Accomplishments:

1. Developed new sponsorships for several community events.
2. Developed consistent procedures for management of community special events.
3. Enhanced all holiday associated special events through partnership with the Library.

2016 Goals:

1. Continue to provide services to the community while improving the management of personnel for all special events.
2. Improve the efficiency of scheduling personnel for special events while decreasing the need for overtime.
3. Evaluating each event to continue to improve upon the event, keeping them fresh.

2016 Budget Highlights:

1. Campaign for partnerships with community organizations and businesses to increase sponsorship and decrease expenses through volunteer programs.
2. Maximize schedule management to decrease overtime needs for special event management.

2016 Annual Budget

Park Community Events Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6280-4012	Salaries-Part Time	725	725	1,000	2,087	1,800
First Night Staffing; concert series						
1000-6280-4012	Salaries-Part Time	725	725	1,000	2,087	1,800
Payroll associated with Community Days						
1000-6280-4021	Social Security Tax	45	45	64	129	79
1000-6280-4022	Medicare	11	11	15	30	26
1000-6280-4023	Workers Comp	126	126	48	44	79
1000-6280-5004	Materials And Supplies	9,059	9,059	17,000	25,390	17,000
Community Days - First Night - Concert in the Park						
1000-6280-5111	Professional Services	28,250	28,250	27,000	10,115	25,000
12000 is just for fireworks, Santa - 1st night; for Concerts in Park series						
Total		38,941	38,941	46,127	39,882	45,784

Department: Parks & Recreation Facility Maintenance**Description and Responsibilities:**

This cost center will manage facility and field use during evening and weekend hours. Staff will also assist with field and facility management. This position may provide program support for the numerous 5K's and other park event rentals.

2015 Accomplishments:

1. Set foundation for policy management of group use of park facilities.
2. Continued a strong communication campaign through all-association meetings.
3. Continued to develop and gain support for new field use procedures.
4. Developed new procedures to maximized the use of fields and facilities.

2016 Goals:

1. Work through the transition and management of new facility and field procedures for all users.
2. Maximize communications between DPW, Parks & Recreation, special events and youth associations as it pertains to field and facility use.

2016 Budget Highlights:

1. Increase revenue through new field use procedures through field rental fees.
2. Continue with efforts to implement new software to assist with field management.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time	0	0	0	0	0
Part Time	0	0	2	2	1

2016 Annual Budget

Park Facility Maintenance Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6290-4012	Salaries-Part Time	6,085	6,085	15,000	-	15,000
this is NEW positon to monitor sports and fields						
1000-6290-4021	Social Security Tax	377	377	957	-	930
1000-6290-4022	Medicare	88	88	224	-	218
1000-6290-4023	Workers Comp	482	482	724	660	662
1000-6290-5004	Materials And Supplies	-	-	500	150	750
Increase To include cell charges for ATM						
1000-6290-5111	Professional Services	3,500	3,500	-	-	-
Total		10,532	10,532	17,405	810	17,560



2016 Annual Budget

Department: Parks & Recreation Special Projects

Description and Responsibilities:

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

2015 Accomplishments:

1. Continued amusement park ticket program.
2. Continued to initiate Community Service relationships while maintaining management of associated groups partnering with the Department. These groups consist of Cultural Diversity, Cranberry Arts Network, Special Needs, History, Yarn Bombers, youth athletic associations and non profit support.
3. Supported the first Cranberry Food & Fold Festival

2016 Goals:

1. Continue growing programs and opportunities through Community Services.
2. Enhance communications and management of all our partner groups and increase assistance with their marketing efforts.

2016 Budget Highlights:

1. Assist in the management of partner association special events.
2. Enhance the new Food & Folk Festival
3. Maximize opportunities for partner organizations to promote their efforts.
3. Continue to add more special needs programs.
4. Continue to assist in increasing cultural and art exhibitions.



2016 Annual Budget

Park Special Program Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
1000-6295-5004	Materials And Supplies	704	704	-	-	-
1000-6295-5368	Cost Of Goods	-	-	-	-	650
Total		704	704	-	-	650

Special Revenue Funds



2016 Annual Budget

Fund Name: Tip East

Fund Description:

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.

2016 Annual Budget

Tip East Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2110-8510-3872	Contributions	97,494	112,419	759,252	242,724	388,000
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.					
2110-8510-3410	Interest	12,808	17,195	5,000	10,721	10,000
	Interest earnings on investments.					
2110-8510-3855	Miscellaneous	-	24,972	-	-	-
	Total	110,302	154,585	764,252	253,445	398,000



2016 Annual Budget

Tip East Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2110-8510-6125	Infrastructure	3,136	3,136	2,450,000	79,248	1,153,000
	North Boundary and Marshall roundabout. Route 228 Additional Lane (East Bound) (100% reimburseable)					
2110-8510-5004	Materials And Supplies	4,560	4,560	-	1,864	-
2110-8510-5111	Professional Services	-	-	-	17,500	250,000
	MSA Thru-Way Final Design					
	Total	7,695	7,695	2,450,000	98,612	1,403,000



2016 Annual Budget

Fund Name: Tip West

Fund Description:

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.

2016 Annual Budget

Tip West Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2111-8520-3872	Contributions	196,828	280,262	276,538	268,152	84,341
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
2111-8520-3410	Interest	6	32	100	80	100
	Interest earned on investments.					
	Total	196,834	280,294	276,638	268,232	84,441



2016 Annual Budget

Tip West Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2111-8520-5114	Engineering And Architect Sv	69,354	69,354	-	68,791	-
2111-8520-6125	Infrastructure	-	-	50,000	-	-
	Adaptive traffic signal system - Route 19 - TIP funded					
	Total	69,354	69,354	50,000	68,791	-



2016 Annual Budget

Fund Name: Recreation Fees

Fund Description:

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.



2016 Annual Budget

Recreation Fees Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2112-8530-3872	Contributions	468,011	231,527	230,280	328,956	373,160
	Fees paid by developments in lieu of recreational land dedication.					
2112-8530-3410	Interest	126	422	300	176	300
	Interest earned on investments.					
	Total	468,137	231,949	230,580	329,132	373,460



2016 Annual Budget

Recreation Fees Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2112-8530-5416	Go Series A 2003	225,000	225,000	225,000	225,000	270,000
	Portion of principal and interest for Series A 2003 bond issue.					
	Total	225,000	225,000	225,000	225,000	270,000



2016 Annual Budget

Fund Name: Developers Contribution

Fund Description:

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



2016 Annual Budget

Developers Contribution Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2114-8540-3872	Contributions	34,363	20,825	-	7,116	-
2114-8540-3410	Interest	2,555	9,087	-	6,000	-
	Total	36,918	29,912	-	13,116	-



2016 Annual Budget

Developers Contribution Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2114-8540-6125	Infrastructure	51,285	51,285	-	36,309	-
2114-8540-5446	Misc Expense	2,035	2,035	-	741	-
	Total	53,320	53,320	-	37,050	-

Fund Name: Storm Water Maintenance**Fund Description:**

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.

2016 Annual Budget

Storm Water Maintenance Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2115-8515-3872	Contributions	-	525	-	-	-
2115-8515-3410	Interest	6	4	-	5	-
	Total	6	529	-	5	-



2016 Annual Budget

Fund Name: Tip Southeast

Fund Description:

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.



2016 Annual Budget

Tip Southeast Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2116-8590-3872	Contributions	347,304	29,940	-	-	-
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
2116-8590-3410	Interest	62	68	100	62	-
	Interest earned on investments.					
	Total	347,366	30,008	100	62	-

2016 Annual Budget

Tip Southeast Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2116-8590-6125	Infrastructure	-	-	250,000	-	-
	Route 228 underpass design.					
2116-8590-5111	Professional Services	86,325	86,325	-	86,557	-
	Total	86,325	86,325	250,000	86,557	-



2016 Annual Budget

Fund Name: Liquid Fuels

Fund Description:

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.

2016 Annual Budget

Liquid Fuels Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2310-8550-3410	Interest	76	110	100	142	150
	Interest earnings on investments.					
2310-8550-3553	Liquid Fuels	614,492	666,161	709,863	742,687	843,981
	Liquid fuels allocation (838,101) and turnback maintenance (5,880)					
	Total	614,568	666,272	709,963	742,829	844,131



2016 Annual Budget

Liquid Fuels Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2310-8550-5366	Road Maintenance Supplies	590,000	590,000	700,000	700,000	830,000
	Annual contracted road resurfacing projects.					
	Total	590,000	590,000	700,000	700,000	830,000



2016 Annual Budget

Fund Name: Library

Fund Description:

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.

2016 Annual Budget

Library Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2410-6100-3011	Current Year Levy	358,778	366,532	364,211	369,675	370,410
	1 mill @ \$385,843 (96% collection)					
2410-6100-3014	Delinquent Tax Claim	3,141	3,323	3,000	-	3,000
	Delinquent property tax collected by Butler county Tax Claim Bureau.					
2410-6100-3410	Interest	63	75	60	68	70
	Interest income on investments.					
2410-6100-3015	Interim Taxes	1,858	2,587	1,000	1,830	1,500
	Interim tax billing for properties added to the tax duplicate after January 2016.					
2410-6100-3012	Prior Year Levy	1,432	508	1,200	359	1,200
	Prior year taxes collected by the tax collector. (billed for/in 2015 but collected in 2016)					
2410-6100-3869	Reimb Library Payroll	341,437	390,662	-	304,531	-
	Total	706,708	763,687	369,471	676,462	376,180



2016 Annual Budget

Library Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2410-6100-4059	403B	7,773	7,773	-	7,373	-
2410-6100-5445	Contributions	342,872	342,872	348,411	232,274	355,715
	May 2016 (118,572) August 2016 (118,572), November 2016 (118,572)					
2410-6100-5321	Electricity	19,617	19,617	21,000	16,379	20,000
2410-6100-4022	Medicare	4,742	4,742	-	4,379	-
2410-6100-4010	Salaries-Fulltime	268,083	268,083	-	248,553	-
2410-6100-4012	Salaries-Part Time	58,910	58,910	-	53,460	-
2410-6100-4021	Social Security Tax	20,274	20,274	-	18,725	-
	Total	722,270	722,270	369,411	581,143	375,715



2016 Annual Budget

Fund Name: Fire Operations

Fund Description:

This Fund receives 1.395 mil of 2.37 mil of real estate tax. This fund provides financial resources to support the operational needs of the Company and Brigade. The Fire Company has 50 volunteer Brigade members providing fire protection, rescue services, community relations, educational training, and day-to-day management. The Fire Company has an additional 24 volunteer Company members, 28 women provide support functions in the Ladies Auxiliary, 8 junior firemen, 8 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 on Haine School Road and Park Station (the administrative center) on US Rt. 19. The Fire Company also operates and maintains the training complex at 1000 Maintenance Building Drive. The Fire Company possess 14 vehicles: two aerials, three engines, one rescue, one brush truck, two squads, three incident command vehicles, and two fire police vehicles.



2016 Annual Budget

Fire Operations-Company And Brigade Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2420-4210-3011	Current Year Levy	455,643	464,400	462,355	470,573	516,720
	1.395 mills @ \$385,843 (96% collection)					
2420-4210-3014	Delinquent Tax Claim	3,990	4,220	3,000	-	3,000
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2420-4210-3410	Interest	101	80	100	99	100
	Interest on investments.					
2420-4210-3015	Interim Taxes	2,360	3,285	2,500	2,324	2,500
	Interim tax billing for properties added to tax duplicate after January 2016.					
2420-4210-3012	Prior Year Levy	1,818	645	1,500	456	600
	Prior year real estate tax collected by the tax collector (billed in/for 2015 but collected in 2016)					
2420-4210-3950	Refund Of Prior Year Exp	251	-	-	-	-
	Total	464,163	472,630	469,455	473,451	522,920

2016 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2420-4210-4054	457 Contributions	2,306	2,306	2,385	2,076	2,451
	Contribution to 457 Plan based on 5% of salary for full time employees.					
2420-4210-5112	Accounting And Auditing Svs	2,850	2,850	-	2,350	-
	Professional audit of company funds. Increased audit fees.					
2420-4210-5312	Cell Phones	1,320	1,320	1,985	1,210	2,045
	Cell phone service for the Fire Administrative Assistant, Chief and Assistant Chief.					
2420-4210-5005	Cleaning Supplies	1,763	1,763	2,200	2,065	2,200
	Cleaning supplies for two stations and the public safety training facility					
2420-4210-5357	Clothing	10,654	10,654	8,100	8,157	7,000
	Uniforms for new members and maintain uniforms for existing members.					
2420-4210-5371	Community Outreach	7,279	7,279	7,500	7,500	7,500
	Fire safety and education events throughout the year.					
2420-4210-4053	Dental Insurance	928	928	928	928	928
	Dental Insurance costs.					
2420-4210-4055	Disability Insurance	120	120	124	87	127
	Long term disability insurance for full time employees.					
2420-4210-5321	Electricity	23,080	23,080	32,775	21,764	33,758
	Electric service for two fire stations and the public safety training facility.					
2420-4210-5353	Employee Meeting /Confer	14,165	14,165	15,000	13,578	15,000
	Annual awards dinner and meeting for the fire company					
2420-4210-5351	Employee Recruiting	24,557	24,557	30,000	11,004	30,000
	Recruiting materials and incentive to maintain membership point system.					
2420-4210-5332	Equipment Leases	4,912	4,912	4,800	3,942	5,000
	Service and maintenance of copying machines at two fire stations and the public safety training facility					
2420-4210-4051	Hospitalization	17,945	17,945	20,154	18,511	20,249
	Medical Insurance costs.					
2420-4210-5230	Information Tech Svs	45,848	45,848	25,000	25,000	30,000

2016 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
	Information technology services for the Fire Company.					
2420-4210-5341	Insurance Premiums	22,010	22,010	29,280	25,016	-
	Insurance for Fire Company.					
2420-4210-5132	Janitorial Services	5,115	5,115	4,500	4,185	4,750
	Janitorial service for two fire stations and the public safety training facility.					
2420-4210-4057	Life Insurance	261	261	269	179	277
	Life insurance costs for full time employees.					
2420-4210-5004	Materials And Supplies	10,202	10,202	11,000	9,955	14,000
	Supplies for two fire stations and the public safety training facility.					
2420-4210-4022	Medicare	616	616	692	561	711
	The employer share of Medicare is based on 1.45% of salary.					
2420-4210-5322	Natural Gas	3,710	3,710	7,673	2,334	7,903
	Gas service for fire stations.					
2420-4210-5001	Office Supplies	3,326	3,326	4,000	4,000	4,000
	Offices supplies for two fire stations plus public safety training facility, printer cartridges, paper, folder, etc. as well all other expendable items.					
2420-4210-5134	Other Services/Fees	3,197	3,197	5,000	2,954	5,000
	Operating expenses not covered by specific expenditure items.					
2420-4210-4041	Pension Non Uniform	2,306	2,306	2,385	2,076	2,451
	Non-uniform pension contribution is based on 5% of salary.					
2420-4210-5111	Professional Services	12,019	12,019	10,500	9,116	10,500
	Contracted services for pest control, overhead bay doors, sprinkler testing, and preventive maintenance.					
2420-4210-5121	Repair Maint Equipment	7,287	7,287	8,000	5,651	6,000
	Repair and maintenance of minor equipment.					
2420-4210-5123	Repair Maint Facility Maint	17,888	17,888	20,000	19,532	25,000
	Maintenance of two fire stations and the public safety training facility.					
2420-4210-4010	Salaries-Fulltime	46,124	46,124	47,687	41,520	49,025
	Salary for Administrative Assistant, M. Nanna					

2016 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2420-4210-5324	Sewer	772	772	1,430	602	1,473
	Sewer service for two fire stations and the public safety training facility.					
2420-4210-4021	Social Security Tax	2,634	2,634	2,957	2,398	3,039
	The employee share of FICA is based on 6.2% of salary.					
2420-4210-5325	Trash	-	-	1,820	-	1,875
	Waste/trash removal from two fire stations and public safety training facility (3 dumpsters).					
2420-4210-4052	Vision Insurance	139	139	143	127	143
	Vision insurance costs.					
2420-4210-5323	Water	2,395	2,395	2,926	1,983	3,014
	Water service for two fire stations and the public safety training facility.					
2420-4210-4023	Workers Comp	107	107	132	120	135
	Workers' Compensation Insurance costs for employees.					
	<i>Fire Operations-Company Total</i>	297,836	297,836	311,345	250,479	295,554
2420-4220-5357	Clothing	8,469	8,469	8,000	7,681	8,000
	Replace damaged bunker gear, boots, gloves, and hoods.					
2420-4220-5356	Employee Dues/Members	2,729	2,729	3,000	2,460	3,000
	Fees for membership in professional organizations.					
2420-4220-5354	Employee Training	27,211	27,211	30,000	24,840	30,000
	Outside training classes/conferences.					
2420-4220-5364	Fuel	15,914	15,914	18,000	6,885	18,000
	Fuel for fire vehicles.					
2420-4220-5004	Materials And Supplies	14,352	14,352	27,600	26,308	25,000
	Minor equipment and supplies for the fire fighting side of the fire company.					
2420-4220-5134	Other Services/Fees	11,659	11,659	18,000	12,100	16,500
	Replacement and testing of expendable items as per National Fire Protection Association, air compressor, self contained breathing apparatus (SCBA) testing.					
2420-4220-5121	Repair Maint Equipment	19,301	19,301	23,000	15,317	23,000
	Radio and pager repair and maintenance. Hose, ladder, aerial and pump testing maintenance on generators on vehicles					

2016 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2420-4220-5122	Repair Maint Vehicles	49,466	49,466	45,000	37,881	55,000
	Cost center covers the maintenance of fire vehicles (state inspection, aerial device maintenance, oil changes, pump services).					
	<i>Fire Operations-Brigade Total</i>	<i>149,100</i>	<i>149,100</i>	<i>172,600</i>	<i>133,472</i>	<i>178,500</i>
	Total	446,936	446,936	483,945	383,952	474,054



2016 Annual Budget

Fund Name: Road Equipment Fund

Fund Description:

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.

2016 Annual Budget

Road Equipment Fund Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2610-6110-3011	Current Year Levy	304,963	310,824	309,450	314,624	314,850
	.85 mill @ \$385,843 (96% collection)					
2610-6110-3014	Delinquent Tax Claim	2,670	2,825	200	-	500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2610-6110-3410	Interest	55	34	50	62	50
	Interest earnings on investments.					
2610-6110-3015	Interim Taxes	1,579	2,199	1,500	1,555	1,500
	Interim tax billing for properties added to tax duplicate after January 2016.					
2610-6110-3012	Prior Year Levy	1,217	432	1,500	305	500
	Prior year real estate tax collected by the tax collector. (billed in/for 2015 but collected in 2016)					
	Total	310,484	316,314	312,700	316,547	317,400



2016 Annual Budget

Road Equipment Fund Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2610-6110-6121	Equipment	314,924	314,924	242,600	248,705	373,634
	Front End Loader-\$112,000 10 Ton Dump Truck-\$161,634 Medium Duty Truck-\$45,000 (Catch Basin Crew) Facility Vehicle-\$30,000 Grounds Vehicle-\$25,000					
	Total	314,924	314,924	242,600	248,705	373,634



2016 Annual Budget

Fund Name: Public Buildings Fund

Fund Description:

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.

2016 Annual Budget

Public Buildings Fund Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2620-6111-3011	Current Year Levy	358,778	365,673	364,059	370,533	370,410
	1 mill @ \$385,843 (96% collection)					
2620-6111-3014	Delinquent Tax Claim	3,141	3,323	200	-	200
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2620-6111-3410	Interest	47	45	50	65	50
	Interest earnings on investments.					
2620-6111-3015	Interim Taxes	1,858	2,587	2,000	1,830	1,500
	Interim tax billing for properties added to tax duplicate after January 2016.					
2620-6111-3012	Prior Year Levy	1,432	508	1,500	359	500
	Prior year real estate tax collected by the tax collector. (billed in/for 2015 but collected in 2016)					
	Total	365,255	372,137	367,809	372,787	372,660



2016 Annual Budget

Public Buildings Fund Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
2620-6111-5414	Go Series 2010	245,000	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	95,000	95,000
	Portion of principal and interest for 2011 bond issue.					
	Total	340,000	340,000	340,000	340,000	340,000

Capital Project Funds



2016 Annual Budget

Fund Name: Fire Capital

Fund Description:

The Fire Capital Fund receives .975 mil of the 2.37 real estate tax mills dedicated to support the Cranberry Township Volunteer Fire Company. This .975 mil is earmarked to support capital needs in support of the fire service.

2016 Annual Budget

Fire Capital Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
3100-8570-3011	Current Year Levy	304,963	310,824	309,450	314,955	361,150
	.975 mill @ 385,843 (96% collection)					
3100-8570-3014	Delinquent Tax Claim	2,670	2,825	500	-	500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
3100-8570-3410	Interest	1,444	1,431	1,500	2,315	1,000
	Interest on investments.					
3100-8570-3015	Interim Taxes	1,579	2,199	1,500	1,555	1,500
	Interim tax billing for properties added to tax duplicate after January 2016.					
3100-8570-3012	Prior Year Levy	1,217	432	1,500	305	500
	Prior year real estate tax collected by the tax collector. (billed in/for 2015 but collected in 2016).					
	Total	311,873	317,711	314,450	319,131	364,650

2016 Annual Budget

Fire Capital Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
3100-8570-5410	2008 Promissory Note	45,628	45,628	51,888	51,887	51,888
	Annual payment to CTVFC Relief Association for new rescue truck loan.					
3100-8570-5409	2015 Promissory Note	-	-	-	38,624	57,936
3100-8570-5411	Bond Issuance	6,259	6,259	-	-	-
3100-8570-6122	Fleet Replacement	-	-	500,000	553,672	-
	Partial payment for L21.					
3100-8570-5414	Go Series 2010	50,000	50,000	50,000	50,000	50,000
	Partial bond payment for Quint.					
3100-8570-5427	Go Series 2011	100,000	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	13,895	13,895	10,000	374	10,000
3100-8570-5123	Repair Maint Facility Maint	2,651	2,651	-	-	-
	Total	218,434	218,434	711,888	794,558	269,824



2016 Annual Budget

Fund Name: Capital Improvement

Fund Description:

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.

2016 Annual Budget

Capital Improvement Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
3400-6401-3410	Interest	4,149	4,627	2,500	3,748	3,500
3400-6401-3950	Refund Of Prior Year Exp	-	45,291	-	-	-
3400-6401-3906	Sale Of Property	-	157,500	-	-	-
3400-6401-3852	Sponsorship	5,000	15,000	5,000	62,671	-
3400-6401-3540	State Grants	-	230,183	-	-	-
3400-6401-3921	Transfer From Gen Fund	970,000	750,000	1,750,000	1,750,000	1,225,000
	Total	979,149	1,202,601	1,757,500	1,816,419	1,228,500

2016 Annual Budget

Capital Improvement Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
3400-6401-6203	Transfer To Enterprise Fnd	11,287	11,287	-	-	-
	Capital Revenue Total	11,287	11,287	-	-	-
3400-6410-6121	Equipment	106,842	106,842	-	-	-
3400-6410-6112	Land Improvements	349,781	349,781	1,338,000	930,228	770,000
	Graham Park Phase 2 Design Pool Renovations					
3400-6410-5111	Professional Services	-	-	-	-	100,000
	Graham Park Phase 2 Design					
	Capital Parks Total	456,622	456,622	1,338,000	930,228	870,000
3400-6420-6123	Furniture And Fixtures	602,960	602,960	584,500	470,685	-
3400-6420-5111	Professional Services	17,060	17,060	-	-	-
	Capital Bldg & Grounds Total	620,020	620,020	584,500	470,685	-
3400-6430-6121	Equipment	-	-	21,000	-	-
3400-6430-6125	Infrastructure	168,654	168,654	847,202	712,935	680,000
	Freedom Road-Valley Forge Intersection Improvements - \$200,000 PADOT Reimbursement for Poles (Rt. 228 Ramp) - \$300,000 Freshcorn Road Signal Improvements - \$180,000					
3400-6430-6117	Paving	-	-	-	-	380,000
	General Resurfacing - \$300,000 Fresh Corn Road (Full Depth Reclamation) - \$80,000					
3400-6430-5111	Professional Services	151,115	151,115	-	22,114	-
	Capital General Service Total	319,769	319,769	868,202	735,049	1,060,000
	Total	1,407,698	1,407,698	2,790,702	2,135,962	1,930,000



2016 Annual Budget

Fund Name: 2015 Bond Fund

Fund Description:

The 2015 Bond Fund is a capital fund that holds the proceeds from the issuance of series 2015 GO Bonds. Expenses from this fund will be used for upgrades to the Brush Creek Waste Water Treatment Plant.



2016 Annual Budget

2015 Bond Fund Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
3800-6530-3530	Bond Revenue	-	-	-	35,051,600	-
3800-6530-3410	Interest	-	-	-	32,135	85,000
	Total	-	-	-	35,083,735	85,000

2016 Annual Budget

2015 Bond Fund Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
3800-6530-5117	Investment Fees	-	-	-	-	5,000
3800-6530-5004	Materials And Supplies	-	-	-	4,637	-
	2015 Bond Total	-	-	-	4,637	5,000
3800-6540-6114	Building	-	-	-	-	7,700,327
	General Construction Total	-	-	-	-	7,700,327
3800-6545-6114	Building	-	-	-	-	189,157
	HVAC Total	-	-	-	-	189,157
3800-6555-6114	Building	-	-	-	-	33,406
	Plumbing Total	-	-	-	-	33,406
3800-6560-6114	Building	-	-	-	-	1,219,414
	Electrical Total	-	-	-	-	1,219,414
3800-6565-6114	Building	-	-	-	-	375,004
	Inspection and Testing Total	-	-	-	-	375,004
3800-6570-6114	Building	-	-	-	-	170,220
	Project Manager Total	-	-	-	-	170,220
	Total	-	-	-	4,637	9,692,528



2016 Annual Budget

Fund Name: 2015 Marshall Twp. Construction Fund

Fund Description:

The 2015 Marshall Township Construction Fund is a capital fund that holds the proceeds of Marshall Township's contribution to the expansion of the Brush Creek Waste Water Treatment Plant.



2016 Annual Budget

2015 Marshall Twp. Construction Fund Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
3900-6530-3410	Interest	-	-	-	-	10,000
	Total	-	-	-	-	10,000



2016 Annual Budget

2015 Marshall Twp. Construction Fund Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
3900-6540-6114	Building	-	-	-	-	1,347,173
	<i>General Construction Total</i>	-	-	-	-	1,347,173
3900-6545-6114	Building	-	-	-	-	33,093
	<i>HVAC Total</i>	-	-	-	-	33,093
3900-6555-6114	Building	-	-	-	-	5,844
	<i>Plumbing Total</i>	-	-	-	-	5,844
3900-6560-6114	Building	-	-	-	-	213,336
	<i>Electrical Total</i>	-	-	-	-	213,336
3900-6565-6114	Building	-	-	-	-	65,607
	<i>Inspection and Testing Total</i>	-	-	-	-	65,607
3900-6570-6114	Building	-	-	-	-	29,780
	<i>Project Manager Total</i>	-	-	-	-	29,780
	Total	-	-	-	-	1,694,833

Enterprise Funds



2016 Annual Budget

Fund Name: Water

Fund Description:

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.

Department: Sewer And Water Field Operations**Description and Responsibilities:**

Sewer and Water Field Operations perform preventative maintenance on Township owned sanitary sewer collection and water distribution systems. Duties also include meter reading and customer service relevant to sanitary sewer and water.

2015 Accomplishments:

1. Maintained a less than 10% unaccountable water loss.
2. Located, provided visibility and gathered GPS coordinates on over 95% of the water service curb boxes and main line valves.
3. Located, provided visibility and gathered GPS coordinates on over 95% of the sanitary sewer manholes.
4. Started the Meter Replacement and Reading Technology program.
5. Provided training to Sewer and Water personnel for GIS mapping software and laptop closing procedures of One-Calls requests.

2016 Goals:

1. Train Sewer & Water personnel on searching for Munis service orders, inspections and work orders from laptops.
2. Complete 75% of the non-residential meter change-outs and installing new reading technology with in-house personnel.

2016 Budget Highlights:

1. Meter replacement program.
2. Leak detection program.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time Staff	11	11	11	11	11
Part Time Staff	3	3	3	3	2

2016 Annual Budget

Sewer And Water Field Operations Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6110-5401-3805	Application Fee	4,320	4,085	5,000	3,760	5,000
6110-5401-3684	Charge For Services	4,986	3,370	3,000	4,000	-
6110-5401-3806	Fire Lines	251,927	260,065	250,000	249,016	250,000
6110-5401-3410	Interest	8,654	7,757	9,000	10,132	9,000
6110-5401-3802	Meter Revenue	4,523,328	4,250,716	4,606,256	4,665,154	5,467,003
6110-5401-3855	Miscellaneous	69,144	58,073	50,000	40,524	50,000
6110-5401-3809	Penalties	36,987	40,744	35,000	49,774	45,000
6110-5401-3950	Refund Of Prior Year Exp	3,680	2,159	2,000	-	2,000
6110-5401-3647	Reimburse Salaries	2,974	556	-	1,332	-
6110-5401-3803	Sale Of Meters	11,723	5,398	15,000	2,206	3,000
6110-5401-3804	Tap In Fees	959,421	524,062	750,000	495,236	500,000
6110-5401-3425	Tower Leases	174,854	163,326	150,000	178,514	160,000
6110-5495-3001	Contributed Capital	-	363,310	-	-	-
6110-5495-3854	Waterline Extensions	1,207	-	-	-	-
	Total	6,053,205	5,683,619	5,875,256	5,699,648	6,491,003

2016 Annual Budget

Sewer And Water Field Operations Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
61105401	Water Revenue	15,707	15,707	-	23	-
61105411	Dsm Pipe Line Maint	228,901	228,901	195,347	176,212	192,166
61105412	Dsm Leak Check Program	36,451	36,451	38,556	35,894	39,601
61105413	Dsm Water Quality	35,584	35,584	39,048	30,869	41,076
61105414	Dsm Meter Testing	594	594	-	176	-
61105415	Dsm Pa One Call	33,052	33,052	37,006	32,100	39,023
61105416	Dsm Hydrant & Valve Maint	133,938	133,938	119,827	116,797	123,114
61105417	Dsm Flushing Program	54,121	54,121	61,100	56,103	65,874
61105421	Sr Meter Services/Construction	47,311	47,311	51,046	45,756	51,048
61105422	Sr Service Requests	26,945	26,945	29,057	25,393	30,599
61105424	Sr Water Tap	35,355	35,355	41,767	33,338	44,090
61105431	Pst Operations & Maint	164,754	164,754	164,860	138,339	169,198
61105443	Inspections	50,139	50,139	74,159	63,494	77,545
61105451	Ssa Vehicle Maint	76,258	76,258	80,041	75,541	86,070
61105452	Ssa Administration/Scada	1,066,608	1,066,608	536,770	471,605	539,300
61105453	Ssa Training	47,027	47,027	63,393	46,288	66,377
61105455	Ssa Information Tech / Gis	104,873	104,873	108,000	108,000	110,500
61105456	Ssa Facility Maintenance	65,445	65,445	81,816	76,733	86,902
61105458	Ssa Operations Engineering	106,806	106,806	144,047	212,220	147,984
61105461	Wbg Account Mangement	72,419	72,419	80,859	69,654	82,802
61105462	Wbg Meter Reading	70,254	70,254	90,560	67,784	99,926
61105463	Wbg Customer Svs	188,516	188,516	205,653	187,664	219,916
61105471	Wp Water Purchase	2,398,480	2,398,480	2,600,000	2,407,185	2,600,000
61105481	Debt Series 2011	-	-	69,417	69,417	70,714
61105492	Transfer To Gen Fund	169,627	169,627	100,000	100,000	100,000
61105493	Transfer To Sewer	2,736	2,736	-	-	-



2016 Annual Budget

Sewer And Water Field Operations Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
61105495	Water Capital	52,841	52,841	409,200	341,535	570,000
	Total	5,284,739	5,284,739	5,421,529	4,988,120	5,653,825



2016 Annual Budget

Fund Name: Sewer

Fund Description:

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.



2016 Annual Budget

Department: Sewer Treatment Plant

Description and Responsibilities:

The Brush Creek Wastewater Treatment Plant is responsible for protecting the Brush Creek watershed by treating the wastewater from Cranberry, and portions of Marshall and New Sewickley Townships. The Wastewater Treatment Plant staff is also responsible for maintaining safe drinking water storage and water pressure. The Industrial Pretreatment Program regulates all wastewater discharged into the wastewater collection system.

2015 Accomplishments:

1. Wastewater Treatment Plant accomplishments included reviewing processes and equipment as it relates to the basis of design study and plant upgrade.
2. Industrial Pretreatment accomplishments included pretreatment program modifications to prepare for the EPA program mandate in conjunction with the sewer plant upgrade.

2016 Goals:

1. Wastewater Treatment Plant 2016 main focus will be to maintain NPDES compliance during plant expansion.
2. Continue to modify the Industrial Pretreatment program in anticipation of the program becoming mandated by EPA.

2016 Budget Highlights:

Treatment Plant Budget Highlights:

1. Lab deionized water system.
2. Lab dish washer.
3. Engineering for new FAPS lift station.
4. Repainting WRPS force main in wet well.

Industrial Pretreatment Budget highlights:

1. Sampling equipment.
2. Educational Outreach.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time Staff	12	12	12	12	13
Part Time Staff	2	2	2	2	5

2016 Annual Budget

Sewer Treatment Plant Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6210-5501-3805	Application Fee	4,380	4,175	5,000	3,797	5,000
6210-5501-3210	Business Licenses And Permit	32,475	32,995	30,000	30,913	31,000
6210-5501-3684	Charge For Services	(18)	-	-	-	-
6210-5501-3808	Ebill Auto Pay Credit	(5,386)	(8,849)	10,500	(16,449)	(15,000)
6210-5501-3410	Interest	7,017	4,711	7,500	6,115	7,000
6210-5501-3580	Local Gov Payments	56,620	70,775	56,620	28,310	56,620
6210-5501-3802	Meter Revenue	5,170,744	6,063,700	6,202,630	5,634,168	6,515,775
6210-5501-3855	Miscellaneous	12,011	6,338	6,000	222,035	-
6210-5501-3810	Mtmsa Meter Rev	494,785	456,121	575,000	527,755	580,000
6210-5501-3811	Nstwp Meter Revenue	16,955	17,084	20,000	36,577	25,000
6210-5501-3809	Penalties	40,880	47,200	40,000	42,544	45,000
6210-5501-3950	Refund Of Prior Year Exp	3,680	-	-	-	-
6210-5501-3647	Reimburse Salaries	-	836	-	-	-
6210-5501-3804	Tap In Fees	1,341,249	695,516	750,000	707,570	725,000
6210-5501-3922	Transfer From Other Fund	28,193	2,736	-	-	-
6210-5595-3001	Contributed Capital	-	92,532	-	-	-
	Total	7,203,585	7,485,869	7,703,250	7,223,335	7,975,395

2016 Annual Budget

Sewer Treatment Plant Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
62105501	Sewer Revenue	13,153	13,153	-	133	-
62105511	Tp Operations	1,490,444	1,490,444	1,488,077	1,259,397	1,496,185
62105512	Tp Maintenance	1,786,256	1,786,256	406,360	310,152	426,814
62105513	Tp Bio-Solids	450,687	450,687	449,049	414,909	478,472
62105514	Tp Odor	133,868	133,868	177,960	133,783	175,538
62105515	Tp Industrial Pretreatment	175,690	175,690	160,146	102,549	162,685
62105522	Csm Infiltration And Inflow	88,237	88,237	200,102	69,929	201,640
62105523	Csm Pa One Call	32,288	32,288	36,606	31,554	39,232
62105524	Csm Sewer Clog Odor	116,309	116,309	157,703	121,897	162,420
62105533	Inspections	46,377	46,377	72,610	61,217	75,303
62105551	Ssa Vehicle Mainteance	82,184	82,184	85,493	76,764	89,822
62105552	Ssa Administration	433,027	433,027	562,191	422,507	586,163
62105554	Ssa Facility Maintenance	68,071	68,071	82,817	77,867	87,201
62105555	Ssa Training	99,674	99,674	104,431	87,798	110,768
62105556	Ssa Information Tech	104,873	104,873	108,000	108,000	110,500
62105558	Ssa Operations Engineering	123,820	123,820	313,138	110,651	320,903
62105561	Sbg Account Management	74,924	74,924	79,858	67,713	84,127
62105562	Sbg Sewer Flow Meter Read	5,832	5,832	11,048	5,581	11,719
62105571	Ls Operations & Maintenance	151,160	151,160	249,924	154,091	199,396
62105581	Bond Interest	889	889	-	-	-
62105582	Principal Payment	882,786	882,786	2,088,872	2,088,872	4,506,534
62105592	Transfer To General Fund	150,000	150,000	150,000	150,000	150,000
62105595	Sewer Capital	117,526	117,526	2,191,100	1,639,131	142,000
	Total	6,628,073	6,628,073	9,175,485	7,494,495	9,617,422



2016 Annual Budget

Fund Name: Solid Waste

Fund Description:

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 this 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.

Department: Solid Waste Operations
Description and Responsibilities:

The "Collection Connection" is Cranberry Township's Municipal Solid Waste Program. It is a comprehensive residential MSW collection program, collecting trash, recycling and yard waste. The program is funded by user rates and Pa recycling performance grants. The Service is provided by a contracted hauling company through the public bidding process. Bids are renewed every 5 years and the service is refined to meet current needs and advancing technologies. Cranberry also owns and inventories all of the collection carts which are distributed and maintained by the contracted hauler. Cranberry Township bills the Collection Connection customers combining this service with the sewer and water bills. The fund is self-sustaining; all costs are covered by the fees and grants.

2015 Accomplishments:

1. Two electronic recycling events were held at the Public Works Facility.
2. Distributed Collection Connection brochures during Community Days to heighten awareness of our programs.
3. Rain Barrel education provided in conjunction with Haine Elementary School.
4. Exercised environmental stewardship with the use of CNG powered collection trucks.
5. Event Rack Recycling units provided to residents for use during parties and large events.
6. Established a valued relationship with the Program Manager from Vogel Disposal.
7. Provided event recycling for Community Days.

2016 Goals:

1. Continue to provide awareness to the Community about our Collection Connection Program.
2. Continue to promote electronic and household waste disposal programs.
3. Maintain relationship with Haine Elementary in reference to rain barrel education.
4. Expand Event Recycling Rack inventory to provide increased availability to our residents.
5. Continue to utilize the Program Manager to best serve our residents.

2016 Budget Highlights:

1. Rate increase of trash collection services in January and July of 2016.
2. Purchase of new collection carts.
3. Purchase of additional event recycling racks.

<u>Service Levels</u>	2012	2013	2014	2015	2016
96 Gallon	\$16.82	\$16.82	\$18.32	\$8.32	\$20.32
64 Gallon	\$16.16	\$16.16	\$17.66	\$17.66	\$19.66
36 Gallon	\$15.64	\$15.64	\$17.14	\$17.14	\$18.39
Bag Service	\$13.87	\$13.87	\$15.37	\$15.37	\$15.77

2016 Annual Budget

Solid Waste Operations Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6310-7010-3671	Fees For Services	1,701,241	1,758,297	2,022,956	1,748,453	2,151,942
	Revenue from quarterly payments from solid waste customers.					
6310-7010-3410	Interest	1,671	83	500	88	100
	Interest earnings on investments.					
6310-7010-3855	Miscellaneous	29,879	31,320	30,000	30,779	30,000
	Sale of craft bags and bag tags.					
6310-7010-3809	Penalties	15,895	15,320	15,000	15,130	15,000
	Penalty collections from customers who pay late.					
6310-7010-3540	State Grants	110,698	106,937	100,000	-	100,000
	Performance Grant awarded by DEP.					
	Total	1,859,385	1,911,957	2,168,456	1,794,450	2,297,042

2016 Annual Budget

Solid Waste Operations Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6310-7010-4054	457 Contributions	4,367	4,367	4,938	4,332	4,875
	The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.					
6310-7010-5363	Advertising	10,164	10,164	8,000	2,270	5,000
6310-7010-4053	Dental Insurance	1,088	1,088	1,330	1,329	1,313
	Dental insurance for all full-time employees.					
6310-7010-6182	Depreciation	77,853	77,853	-	-	-
6310-7010-4055	Disability Insurance	220	220	257	170	254
	Long term disability insurance for all full time employees.					
6310-7010-5356	Employee Dues/Members	125	125	500	125	500
6310-7010-5354	Employee Training	351	351	2,000	178	500
	Conferences and workshops.					
6310-7010-6010	Equip Less Than 5,000	60,864	60,864	65,000	54,223	70,000
	Annual cart replacement costs.					
6310-7010-4051	Hospitalization	21,415	21,415	25,771	24,964	27,429
	Medical insurance for all full time employees.					
6310-7010-5230	Information Tech Svs	70,674	70,674	71,000	71,000	73,000
6310-7010-4057	Life Insurance	580	580	557	421	539
	Life insurance for all full time employees and certain part time employees.					
6310-7010-5004	Materials And Supplies	22,696	22,696	8,000	6,023	-
	Purchase of craft bags and bag tags.					
6310-7010-4022	Medicare	1,855	1,855	2,123	1,796	2,059
	The employer share of Medicare based on 1.45% of salaries/ wages/overtime for all employees.					
6310-7010-4015	Overtime	824	824	1,000	636	250
6310-7010-4041	Pension Non Uniform	4,367	4,367	4,938	4,332	4,875
	The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.					
6310-7010-5361	Postage And Shipping	16,320	16,320	15,000	11,412	16,000
	Postage costs for mailing quarterly solid waste service bills.					

2016 Annual Budget

Solid Waste Operations Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6310-7010-5362	Printing	7,235	7,235	8,000	3,769	8,000
	Printing costs associated with solid waste program brochures and bills.					
6310-7010-5111	Professional Services	1,592,211	1,592,211	1,793,274	1,495,056	1,874,235
	Monthly payments to Vogel for contracted trash service.					
6310-7010-5449	Refund Current Year	-	-	-	190	-
6310-7010-5447	Refunds	-	-	-	1,367	-
6310-7010-4010	Salaries-Fulltime	86,098	86,098	98,505	86,046	97,253
	Portion oif 7 full time employees.					
6310-7010-4012	Salaries-Part Time	43,065	43,065	41,760	39,860	39,113
	Portion of 6 part-time employees.					
6310-7010-4021	Social Security Tax	7,931	7,931	9,082	7,680	8,802
	The employer share of FICA based on 6.2% of salaries/ wages/overtime for all employees.					
6310-7010-4052	Vision Insurance	199	199	216	191	210
	Vision insurance for all full time employees.					
6310-7010-4023	Workers Comp	421	421	520	474	483
	Workers' Compensation insurance for all employees.					
	Total	2,030,921	2,030,921	2,161,771	1,817,846	2,234,690



2016 Annual Budget

Fund Name: SWIMMING POOL

Fund Description:

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.

Department: 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.

2015 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.
2. Continue to improve staff training procedures resulting in better daily operations while establishing new cross training with staff.
3. Supported the initiation of the significant pool renovation proposal development and contract selection. Also, continue to provide project oversight through initial pool renovation work.
4. Continued to maintain cash handling procedures with all staff leading to excellent audit reports.

2016 Goals:

1. Implement new software for operations at the Waterpark.
2. Continue marketing campaign to meet or exceed 2015 membership sales.
3. Enhance training to maximize the customer experience through superior customer service.
4. Continue to coordinate programs to maximize customer service and revenue while managing expenses.
4. Prepare management, staff and facility for upcoming season with new pool enhancements from renovations

2016 Budget Highlights:

1. Develop the safest and most efficient management procedures in relation to the pool enhancements.
2. Continue to manage all aquatic programs to maximize revenue and minimize expenses.
3. Develop innovative marketing campaign to maximize pool use and revenues in all accounts.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time Staff	.5	.5	1	1.5	.75
Part Time Staff	0	0	1	0	0
Seasonal Staff	100	110	105	105	105

2016 Annual Budget

Pool Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6410-6810-3691	Admissions	134,972	170,598	179,315	231,618	238,000
	This is Daily admission fees for the Community Waterpark.					
6410-6810-3410	Interest	45	58	50	105	50
	Interest income on investments.					
6410-6810-3685	Memberships	232,608	215,725	232,000	206,950	225,000
	Individual and Family Memberships for the Community Waterpark.					
6410-6810-3855	Miscellaneous	624	78	300	777	1,000
	Locker and Hut Merchandise Revenue					
6410-6810-3856	Over/Short	(87)	15	-	(3)	-
6410-6810-3422	Rooms/Facility	1,870	2,570	3,000	3,220	3,000
	Party Rentals, Deck Rentals, private rentals have been included in this amount					
6410-6810-3921	Transfer From Gen Fund	407,158	311,957	150,000	160,000	150,000
	Transfer from General Fund to cover debt service payment.					
6410-6810-3922	Transfer From Other Fund	61,409	11,287	-	-	-
	Pool Operations Total	838,599	712,288	564,665	602,667	617,050
6410-6830-3692	Concessions	92,866	99,595	110,000	125,418	127,000
6410-6830-3681	Program Fees/Lessons	3,017	3,092	-	3,441	3,000
	Revenue associated to concessions from party rentals					
	Pool Concessions Total	95,883	102,688	110,000	128,859	130,000
6410-6840-3681	Program Fees/Lessons	68,055	67,543	73,100	59,378	65,000
	We are expecting increased participation in our Learn to Swim program.					
	Pool Programs Total	68,055	67,543	73,100	59,378	65,000
	Total	1,002,537	882,519	747,765	790,904	812,050

2016 Annual Budget

Pool Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6410-6810-4054	457 Contributions	344	344	1,286	1,229	1,300
6410-6810-5363	Advertising	207	207	1,000	1,176	3,000
	newspaper ad, water bill insert					
6410-6810-5312	Cell Phones	200	200	900	-	900
	50% of manager, with data, 12 months pool manager 4 mo t/t only @ 60 per month					
6410-6810-5357	Clothing	971	971	1,000	989	3,500
	Manager shirts - green, 3 per staff member. to include head guards.					
6410-6810-4053	Dental Insurance	271	271	259	464	259
6410-6810-6182	Depreciation	99,741	99,741	-	-	-
6410-6810-6183	Depreciation Expense New	652	652	-	-	-
6410-6810-4055	Disablity Insurance	48	48	50	52	50
6410-6810-5321	Electricity	30,749	30,749	42,500	28,165	32,000
	we have been advised on a rate increase by electric company					
6410-6810-5351	Employee Recruiting	5,187	5,187	5,500	7,643	9,500
	Drug Screening and Clearances for Waterpark Employees and advertising					
6410-6810-6123	Funiture And Fixtures	6,419	6,419	6,000	5,894	8,000
	sunbrellas and garbage cans					
6410-6810-5416	Go Series A 2003	-	-	150,000	150,000	150,000
	Portion of principal and interest for Series A 2003 bond issue.					
6410-6810-4051	Hospitalization	5,219	5,219	5,272	9,013	5,394
6410-6810-5230	Information Tech Svs	26,240	26,240	27,000	27,000	27,000
	\$11,000 increase due to credit charges to offset expense of new Active software					
6410-6810-5434	Interest Expense	39,038	39,038	-	-	-
6410-6810-4057	Life Insurance	104	104	100	106	100
6410-6810-5004	Materials And Supplies	6,955	6,955	8,000	5,243	12,000
	facility bathroom supplies, first aid, office supplies, membership cards, toner, safety rope					

2016 Annual Budget

Pool Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6410-6810-4022	Medicare	2,420	2,420	3,127	2,585	3,438
6410-6810-5370	Minor Equipment/Furniture	3,841	3,841	1,000	536	3,000
	table for lifeguard, AED trainer, buoys, fan for guard room					
6410-6810-4015	Overtime	548	548	500	205	250
6410-6810-4041	Pension Non Uniform	1,001	1,001	1,286	1,465	1,300
6410-6810-5362	Printing	1,058	1,058	1,500	1,115	4,000
	replacing old and damaged signage					
6410-6810-5123	Repair Maint Facility Maint	5,883	5,883	2,000	1,502	2,000
	misc. facility enhancements					
6410-6810-4010	Salaries-Fulltime	18,937	18,937	25,332	24,576	26,542
	program director (50%) 0.5 Full Time Employee, activity coordinator/pool manager (50%) full time employee					
6410-6810-4012	Salaries-Part Time	147,366	147,366	185,120	154,169	205,000
	Operational Managers, Lifeguards and Guest Relations					
6410-6810-5324	Sewer	13,556	13,556	12,000	5,957	12,000
6410-6810-4021	Social Security Tax	10,360	10,360	13,373	11,054	14,700
6410-6810-4052	Vision Insurance	46	46	38	64	38
6410-6810-5323	Water	12,813	12,813	19,000	11,703	18,500
6410-6810-4023	Workers Comp	8,346	8,346	10,112	9,224	11,115
	Workers' Compensation insurance for all employees.					
	Pool Operations Total	448,519	448,519	523,255	461,130	554,886
6410-6820-5008	Chemicals	16,203	16,203	25,000	17,959	28,000
6410-6820-5005	Cleaning Supplies	969	969	750	986	1,500
6410-6820-5004	Materials And Supplies	4,009	4,009	12,000	4,131	12,000
	Pressure Washer; Hose; Repairs for Max; 3-Clocks Replacement; misc. items based on renovation unknowns					

2016 Annual Budget

Pool Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6410-6820-4022	Medicare	345	345	513	344	525
6410-6820-4015	Overtime	-	-	-	99	-
6410-6820-5111	Professional Services	13,398	13,398	15,000	9,338	17,856
	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. pestco					
6410-6820-5121	Repair Maint Equipment	5,025	5,025	4,500	2,467	8,000
	painting misc, structures including slide, fence and other associated metal features					
6410-6820-4012	Salaries-Part Time	23,851	23,851	35,377	23,630	35,000
6410-6820-4021	Social Security Tax	1,477	1,477	2,193	1,471	2,233
6410-6820-4023	Workers Comp	1,394	1,394	1,659	1,513	1,688
	<i>Pool Maintenance Total</i>	66,670	66,670	96,992	61,939	106,802
6410-6830-5005	Cleaning Supplies	3	3	500	32	500
	Cleaning supplies previously purchased					
6410-6830-5368	Cost Of Goods	42,758	42,758	48,000	57,935	63,000
	Food and cooking supplies					
6410-6830-6123	Furniture And Fixtures	22	22	2,500	-	8,000
	Continued replacement of mature equipment and grease mats					
6410-6830-4022	Medicare	322	322	580	480	627
6410-6830-4015	Overtime	-	-	-	93	-
6410-6830-5111	Professional Services	1,022	1,022	2,500	1,704	2,500
	hood inspection and cleaning. Fire and ansul inspections, towel service, food licence, unifirst, steaming the floor.					
6410-6830-5121	Repair Maint Equipment	469	469	750	602	2,750
6410-6830-4012	Salaries-Part Time	22,227	22,227	40,000	33,026	42,040
	Estimated hours with perfect weather - 15% weather impact + additional h9ours for software training					
6410-6830-4021	Social Security Tax	1,378	1,378	2,480	2,053	2,682
6410-6830-4023	Workers Comp	1,582	1,582	1,875	1,710	2,028
	<i>Pool Concessions Total</i>	69,784	69,784	99,185	97,636	124,127
6410-6840-5354	Employee Training	686	686	1,500	270	1,500

2016 Annual Budget

Pool Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
	Safe Serve Certification, CPO certification, WSIT certification LGIT certification					
6410-6840-5004	Materials And Supplies	572	572	998	1,312	3,000
	noodles, sand toys, volley balls, rescue tubes, life guard umbrellas					
6410-6840-4022	Medicare	233	233	295	215	248
6410-6840-5111	Professional Services	690	690	3,000	-	3,000
	scuba program - instructor					
6410-6840-4012	Salaries-Part Time	16,095	16,095	20,327	14,797	16,625
	Wages based on averages associated to success of expected revenue.					
6410-6840-4021	Social Security Tax	998	998	1,260	917	1,060
6410-6840-4023	Workers Comp	1,061	1,061	953	869	802
	<i>Pool Programs Total</i>	20,335	20,335	28,333	18,380	26,235
	Total	605,309	605,309	747,765	639,084	812,050



2016 Annual Budget

Fund Name: GOLF COURSE

Fund Description:

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.

Department: 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.

2015 Accomplishments:

1. New Starter Hut has been opened to better serve our outing and daily play customers.
2. A new Tent Pad was constructed to increase our outing capacity.
3. Implemented on course beverage cart credit card sales.
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.
6. Developed an operational comprehensive plan which has been submitted to the Board for approval.

2016 Goals:

1. 30,500 rounds of golf.
2. Finish squaring tees.
3. Utilize a timber consultant to develop a woodland management plan.
4. Fix drainage in bunkers and add sand.
5. Explore a "no cost" option for the golf cart GPS monitors.

2016 Budget Highlights:

1. Develop new and revised outing packages, VIP packages and US Open packages.
2. Amend and implement our marketing plan to include advertising and social media initiatives based on a 12 month calendar.

<u>Staffing Levels</u>	2012	2013	2014	2015	2016
Full Time Staff	7	7	8	8	8
Part Time Staff	1	1	1	1	0
	40	40	43	41	40



2016 Annual Budget

Golf Course Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6510-6301-3704	Club Rentals	3,655	4,623	5,000	4,475	5,000
6510-6301-3905	Gas Rights	-	-	-	935,025	-
6510-6301-3701	Green Fees	1,079,097	1,026,515	1,120,000	1,123,237	1,100,000
6510-6301-3707	Handicapp Services	5,025	5,400	6,000	6,475	6,500
6510-6301-3410	Interest	176	77	(250)	129	75
6510-6301-3717	Merchant Service Revenue	-	50,692	-	-	-
6510-6301-3855	Miscellaneous	1,697	3,126	3,000	5,345	6,000
6510-6301-3856	Over/Short	(19)	127	-	96	-
6510-6301-3681	Program Fees/Lessons	329	-	-	-	-
6510-6301-3950	Refund Of Prior Year Exp	140,917	28	-	-	-
6510-6301-3852	Sponsorship	12,080	14,513	15,000	15,035	13,180
6510-6301-3921	Transfer From Gen Fund	444,278	113,891	-	-	-
6510-6301-3926	Transfer From Public Bldg Fund	-	95,000	-	-	-
6510-6313-3702	Carts	224,581	211,490	225,000	219,596	215,000
6510-6313-3852	Sponsorship	-	700	9,000	1,350	2,000
6510-6314-3703	Range Fees	20,157	17,298	20,000	19,022	20,000
6510-6315-3706	Hard Goods	79,449	87,987	110,000	92,630	90,000
6510-6315-3705	Soft Goods	25,714	24,429	35,000	31,171	35,000
6510-6316-3682	Clinics/Programs	14,617	14,755	20,000	17,250	20,000
6510-6316-3681	Program Fees/Lessons	14,731	18,887	25,000	17,837	20,000
6510-6331-3711	Alcohol Sales	135,926	131,527	140,000	174,864	145,000
6510-6331-3709	Food Sales Non Tax	11,352	8,789	12,000	130	500
6510-6331-3708	Food Sales Tax	78,497	68,769	85,000	61,544	75,000
6510-6332-3714	Camp Cranberry Food	7,167	9,935	10,000	8,275	9,000
6510-6332-3713	Menu Food	6,215	2,174	6,500	11,869	12,000
6510-6333-3711	Alcohol Sales	61,688	85,114	105,740	88,313	90,000
6510-6333-3710	Cartered Food Taxable	235,718	268,030	275,000	255,072	270,000



2016 Annual Budget

Golf Course Revenue

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
6510-6333-3712	Catered Food Nontax	8,303	17,862	17,500	19,270	17,500
6510-6333-3422	Rooms/Facility	21,150	27,887	25,000	21,080	25,000
	Total	2,632,500	2,309,626	2,269,490	3,129,090	2,176,755

2016 Annual Budget

Golf Course Expenses

GL Code	Description	2013 Actual	2014 Actual	2015 Adjusted Budget	2015 Year to Date	2016 Requested Budget
65106301	Golf Course Revenue	483,560	483,560	-	-	-
65106311	Go Golf Shop Services	67,116	67,116	63,433	69,456	102,018
65106312	Go Outside Services	31,985	31,985	44,699	38,524	56,431
65106313	Go Carts	64,271	64,271	71,835	65,979	71,702
65106314	Go Range	9,530	9,530	6,100	1,005	10,494
65106315	Go Merchandise	109,656	109,656	99,130	117,991	79,675
65106316	Go Lessons	31,781	31,781	31,091	20,324	30,149
65106331	Fb Grille	148,097	148,097	152,414	155,365	162,193
65106332	Fb Kitchen	15,747	15,747	20,379	14,365	21,272
65106333	Fb Banquet Facility	267,673	267,673	269,322	255,581	276,657
65106341	Facility Maintenance	68,588	68,588	65,734	63,693	71,000
65106342	Administration	315,636	315,636	350,617	296,744	201,175
65106344	Training	11,633	11,633	13,709	11,284	5,115
65106345	Infrastructure	16,999	16,999	12,601	12,830	10,000
65106346	Vehicle Maintenance	27,676	27,676	22,500	18,673	25,000
65106361	Tm Greens Maintenance	117,821	117,821	132,492	111,179	129,837
65106362	Tm Tees Maintenance	60,168	60,168	60,648	65,019	86,195
65106363	Tm Fairways Maintenance	98,502	98,502	105,237	107,050	123,546
65106364	Tm Rough Maintenance	106,713	106,713	125,591	103,025	157,648
65106365	Tm Bunker Maintenance	37,543	37,543	36,491	39,911	65,272
65106366	Tm Irrigation	26,001	26,001	28,363	23,628	51,469
65106381	Em Equipment Repair	55,763	55,763	55,615	52,347	122,409
65106382	Em Pmi	39,429	39,429	38,289	29,267	-
65106391	Interest Payment	290,259	290,259	293,200	293,200	250,225
65106392	Principal Payment	-	-	170,000	170,000	170,000
65106395	Capital Expenses	78,364	78,364	-	219,379	-
	Total	2,580,512	2,580,512	2,269,490	2,355,818	2,279,482