

2008

Budget



CRANBERRY
• TOWNSHIP •

2008 Cranberry Township Budget

Budget Message	3
Summary of Revenue	10
Legislative	11
Real Estate Tax	11
Act 511 Taxes	12
Licenses and Permits	14
Interest Earnings and Rent	15
Intergovernmental Revenue	17
Miscellaneous Revenue and Transfers	19
Community Development	20
Public Safety	25
Public Works	27
Parks and Recreation Programs	28
Summary of Expenditures	33
Legislative	34
Board of Supervisors	34
General Government	35
Executive	35
Human Resources	37
Information Technology	39
Finance	42
Communications	43
Debt Service	44
Insurance Expenses	47
Community Development	48
Public Safety	54
Police Operations	54
Animal Services	56
Fire Police	57
Firing Range	57
Emergency Management	58
Fire Operations	59
Ambulance/Rescue	59
Public Works	60

2008 Cranberry Township Budget

Snow Removal	60
Traffic Signal and Communications.....	61
Street Maintenance	64
Facility Maintenance.....	66
Fleet Maintenance.....	68
Parks Maintenance.....	70
Administration.....	72
Engineering	75
Recreation	80
Miscellaneous Expenses and Transfers.....	92
Summary of Other Funds.....	93
Special Revenue Funds	94
TIP East Fund	94
TIP West Fund	95
Recreation Fund.....	96
Developers' Contributions	97
State Liquid Funds	98
Library Fund	99
Fire Fund.....	100
Capital Projects Funds	104
Fire Capital.....	104
Sewer and Water Capital Fund	105
Township Transportation Improvement Program (TIP) FUND.....	106
Capital Improvement Fund	107
Capital Equipment Financing Fund	108
Enterprise Funds	109
Sewer and Water Funds.....	109
Solid Waste Fund	112
Swimming Pool.....	114
Golf Course	119

Budget Message

To: The Members of the Board of Supervisors, John Milius, Chuck Caputy, Dick Hadley, John Skorupan and Bruce Mazzoni, and other members of the community

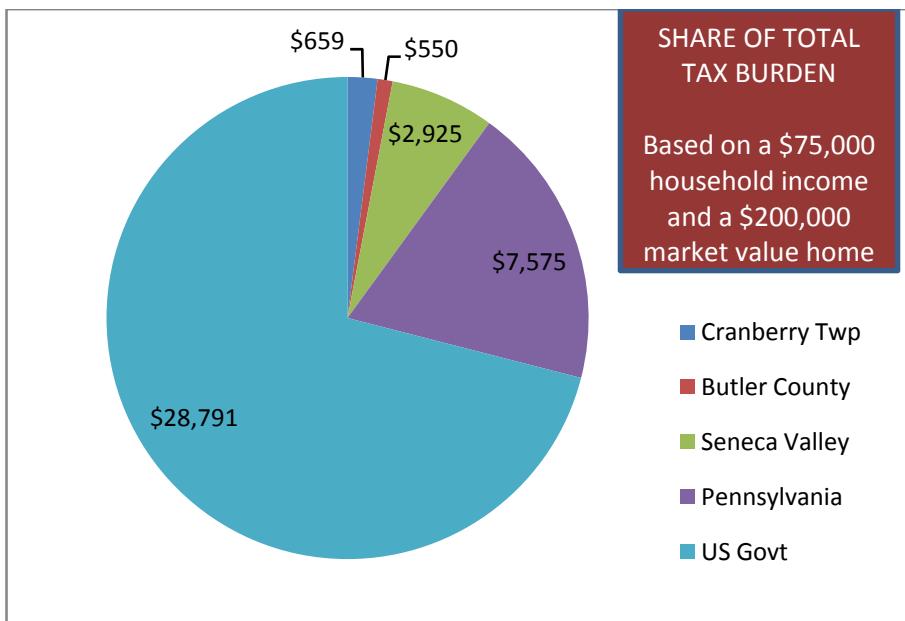
From: Jerry A. Andree, Township Manager

Date: November 13, 2007

On behalf of the entire management team, I am pleased to present to the Board of Supervisors a proposed 2008 Budget that continues the current programs of the Township and maintains current tax levies. We are continuing to take a smaller portion of the total tax burden that is placed on our residents, by the School District, County, Pennsylvania and the US Government. In regards to the local real estate tax, we are taking a lesser share than we did 5 years ago, as illustrated:

<u>Tax Year</u>	<u>Township Share of the Local Real Estate Tax</u>
1993	11¢
2003	9¢
2008	8¢

It is much more dramatic when the Township tax obligation is compared to the overall estimated tax burden of our residents as shown in the following exhibit:



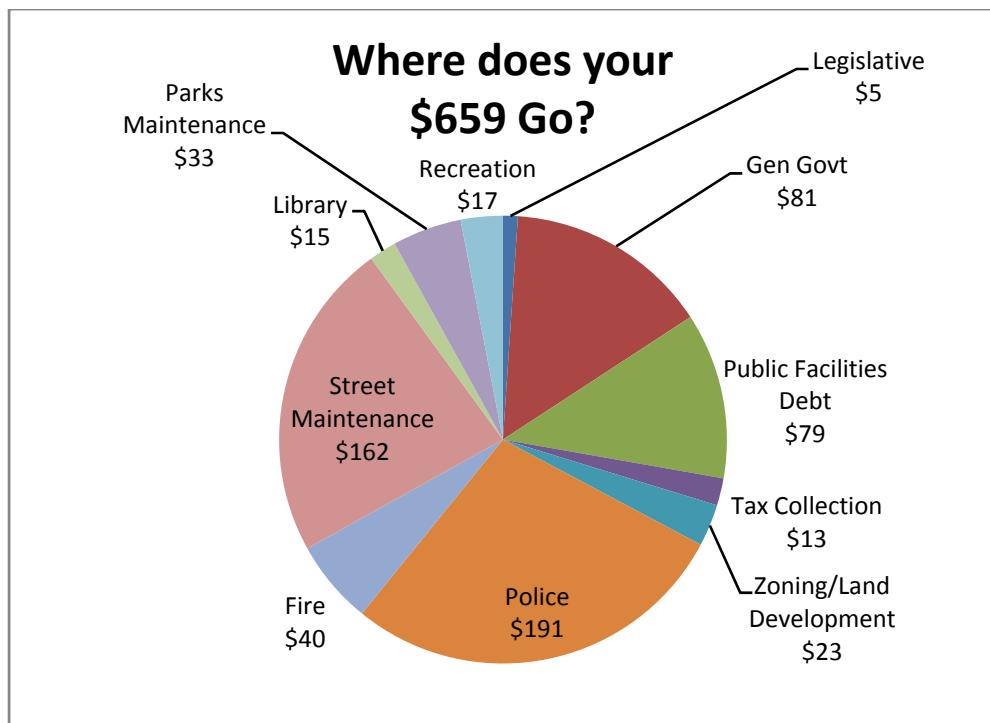
The following table illustrates in another manner that total tax burden:

TAXING AGENCY	TOTAL TAX BURDEN	PERCENTAGE
Butler County	\$550	1%
Cranberry Township	\$659	2%
Seneca Valley SD	\$2,925	7%
State of Pennsylvania	\$7,575	19%
United States Govt	\$28,791	71%
TOTALS	\$40,500	100%

Based on a household income of \$75,000 and a market value house of \$200,000

Information obtained from www.nowandfutures.com/taxes

Although Cranberry consumes one of the smallest parts of the total tax burden, the majority of services that our residents depend on everyday are provided by Cranberry. The average cost of providing these services for an average household is \$1.80 per day. To understand how the Township's uses that \$1.80 per household per day, the following chart illustrates approximately how that tax money is proposed to be used for 2008:



Legislative - \$5.00 Supports the governing body that passes the laws and resolutions governing the township and provides general policy direction.

Tax Collection - \$13 Represents the costs of collecting the real estate tax and the Act 511 taxes.

Library - \$15 Provides for the local support of the Cranberry Public Library and in turn for that investment earns nearly \$8 from the state as matching funds

Recreation - \$17 Supports the administration of the community's parks and recreation programs, community events and the operation of the Community Center

Zoning/Land Development - \$23 Provides for the overall management of land development, code enforcement and building code compliance.

Parks Maintenance - \$33 Provides for the maintenance of over 500 acres of active recreational areas, including Cranberry Community Park, North Boundary Park and Graham Park, serving over 300,000 visitors a year

Fire - \$40 Supports over 50 active professional volunteer firefighters, two fire stations and 11 pieces of fire apparatus, and saves the average household approximately \$67 a year in fire insurance premiums.

Public Facilities Debt Payment - \$79 Represents the annual "mortgage" payment on the Township debt to construct or renovate public facilities, including the Municipal Center, fire stations, public safety equipment and North Boundary Park

General Government - \$81 Covers the administrative costs of operating the local government, including insurances, human resources and public information.

Street Maintenance - \$162 Provides for the routine maintenance of the nearly 110 miles of local roads, including drainage, roadside maintenance, traffic signals, snow and ice control and fleet maintenance. This does not include the annual street resurfacing program, which is funded through the state's liquid fuel tax program.

Police - \$191 Supports a 24 hour local police agency with 28 full-time officers and includes specialized investigations, traffic and crime prevention.

When you consider this average household cost of \$659.00 is probably tax deductible on one's federal tax return, and with the \$75,000 income in the 28% tax bracket, the net cost of living in Cranberry Township is around \$474.00.

The 2008 Proposed budget continues the effort to convert 100% of the Township Budget to a Program Performance Budget. This effort was started in 2006 with a portion of the budget and will be fully implemented in the 2009 Budget by adding Activity Centers. We are now 95% complete with the transition to new financial/human resource software that provided us the opportunity to update the chart of accounts, a critical step in moving to a program performance concept. The chart now reflects Cost Centers which captures both the revenue and expenditures associated with that cost center. The challenge with presenting the 2008 Budget is that we are unable to compare the specific accounts with previous histories due to the dismantling of the previous chart of accounts. However, we are able to present the previous budget year totals for each cost center for comparison purposes.

The 2008 Budget continues a more descriptive nature of reporting the budget.

General Fund

This Fund supports the core services of the community, including administration, public safety, public works, parks and recreation, planning and community development and engineering functions and debt service. A few key points are as follows;

- Maintains the Real Estate Tax rate of 10.7 mils.
- Continues the significant short term funding to complete the most significant update to the Comprehensive Plan in preparation of full build-out.
- Converts the current Emergency and Municipal Services Tax (EMST) which is levied at \$30.00, to the Local Services Tax (LST) as required by the General Assembly, and increasing the rate to \$52.00. Even with this increase and as a result of new complex rules implemented by the General Assembly, will result in a projected \$300,000 reduction in revenue in this category.
- In anticipation of opening Graham Park in 2008, provides for 2 new full-time public works personnel to maintain this Park, which will consist of 12 plus playing fields and over 120 acres of grounds to maintain. Also provides for increases in the operating budgets to support the maintenance of this facility.

The most serious financial challenge facing the Township is the funding shortage of the street resurfacing program. There are two major components of this challenge, the significantly increasing costs of asphalt and the decreasing amount of state funds . From 2004 to 2007, asphalt prices have increased 50% from \$40.00 to \$60 per ton. In turn, local government's share has been slipping from 20% of the total liquid fuels tax collected by the state to 14% of that revenue. In 2007, the costs to resurface one mile of road was \$94,746.00, from \$46,600.00 in 2004. In attempting to maintain a responsible road resurfacing program, the current fiscal condition creates a deficit of \$40,000 per mile. If the State does not honor its original commitment to local government to assist in the maintenance of local roads by transferring our fair share of the liquid fuels tax, the Township is faced with increasing the General Fund tax rate from 2 to 5 mils to avoid a serious financial situation in 3-5 years, as a result of deteriorating roads due to delayed resurfacing.

Below is a review of the Project Revenue and the Projected Expenditures for 2008, which for the first time includes Operating Capital. As you can see, Revenue exceeds Expenditures.

The Fund Balance is an important component of any fund and is another factor to be used to monitor the ability of projected revenue to meet the projected operating expenses. The Fund Balance is also the most critical component in maintaining our excellent financial rating by Moody's Investor Services of A1. In addition, a Fund Balance accomplishes the following:

- Can be utilized to minimize fluctuations in service levels and the stability of government operations
- Can provide funding for one-time, unique opportunities
- Permits orderly adjustment in case of termination of revenue sources
- Provides emergency funds in the event of a disaster
- Reduces the need for short term borrowing, ie, tax anticipation note

The Fund Balance for 2008 clearly identifies two components, reserved/designated fund balance and the unreserved/undesignated fund balance. The reserved/designated fund balance has been created as an operating reserve pursuant to the Section 1508.1 of the Second Class Township Code, and a debt coverage reserve as required by a previous bond issue. The 2008 unreserved/ undesignated fund balance is slightly less than the Fund Balance on 12-31-06, due to the appropriate use of that fund balance for capital improvements in 2007 and is consistent with the good management practices. Below is the General Fund Fund Balance Analysis for 2008.

GENERAL FUND BALANCE ANALYSIS

December 31, 2006 Fund Balance	\$7,023,603.00
Estimated 2007 Revenue and Other Sources	\$13,418,505.00
Estimated 2007 Expenditures and Other Uses	\$14,522,960.00
Estimated 2007 Use of Fund Balance	<u>(\$1,104,455.00)</u>
December 31, 2007 Estimated Fund Balance	<u>\$ 5,919,148.00</u>

2008 Cranberry Township Budget

Reserves and Designations

Operating Reserve	\$630,000.00
-------------------	--------------

\$450,000.00

Debt Reserve

Total Reserves	\$1,080,000.00
----------------	----------------

2008 Budgeted Use of Fund Balance	\$955,000.00
-----------------------------------	--------------

Estimated December 31, 2008 Unrestricted Fund Balance	\$3,884,148.00
---	----------------

Summary of Revenue

General Fund-2008 Budget				
Revenue				
Department	Cost Center	2007 Budget	2008 Budget	
Legislative	1200 Real Estate Taxes	2,581,190	2,689,010	
	1300 Act 511 Taxes	7,278,890	7,600,000	
	1400 Licenses & Permits	250,500	282,000	
	1500 Interest & Rent	129,650	207,980	
	1600 Intergovernmental Revenue	664,200	699,082	
	1700 Misc. Revenue & Transfers	135,000	157,000	
	Total	11,039,430	11,635,072	
Community Development	3100 Land Development		137,500	
	3200 Code Enforcement		640,200	
	3300 Planning		1,100	
	Total	773,850	778,800	
Public Safety	4110 Police Operations	384,950	428,000	
	Total	384,950	428,000	
Public Works	5110 Snow Removal	25,000	20,000	
	Total	25,000	20,000	
Parks-Programs	6210 Operations		32,550	
	6220 Early Childhood Programs		155,400	
	6230 Youth Programs		299,700	
	6240 Adult Programs		44,000	
	6250 Family Programs		5,000	
	6260 Teen Programs		5,000	
	6270 Senior Programs			
	6280 Community Events		10,000	
	6290 Facility Maintenance			
	6295 Special Projects			-
	Total	509,550	551,650	
Total		12,732,780		13,413,522

Legislative

Real Estate Tax

Description:

The real estate tax is the second most important source of revenue for Cranberry Township. The 10.7 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 October 31, 2007 Butler County has determined Cranberry's taxable assessed valuation to be \$251,384,986.

The Butler County Department of Property and 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 75% of the 1969 value. The Board of Supervisors of Cranberry Township determines the millage rate, which is 14.2 mills in 2007. (10.7 – general purposes, 2.5 – fire, and 1 – library)

The real estate tax collector for Cranberry Township, Butler County, and the Seneca Valley School District, pursuant to the Second Class Township Code, is P. J. Lynd, an elected official who serves a four-year term, and is currently in his first year of his third term. The collection rate for 2006 was 98%. Delinquent property taxes are collected by the Butler County Tax Claim Bureau.

Township property taxes are billed on March 1st. A discount of 2% may be taken if the taxes are paid on or before April 30. 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.

Real Estate Cost Center 1200 Spreadsheets:

Real Estate Tax 1200	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3011	RET - Current Year Levy	\$ -	\$ -	\$ -	\$ -	\$ 2,631,010.00
3012	RET - Prior Years Levy	\$ -	\$ -	\$ -	\$ -	\$ 13,000.00
3013	RET - Delinquent from Tax C	\$ -	\$ -	\$ -	\$ -	\$ -
3014	RET - Delinquent from Tax C	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
3015	RET - Interim	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 2,689,010.00

Recommendation for 2008:

No change in millage.

Act 511 Taxes

Description:

Act 511, the Local Tax Enabling Act, permits the Township to levy non-real estate taxes. Included in these are the earned income tax, the emergency and municipal services tax, the real estate transfer tax, and the business privilege/mercantile tax.

Cost Center:

Act 511 Taxes Cost Center 1300 is organized into the accounts listed below.

- Per Capital Taxes- Account 3110

The Township eliminated this tax many years ago, however Berkheimer Associates still collects delinquent accounts.

- Real Estate Transfer Tax- Account 3120

The realty or deed transfer tax is collected at the time of a real estate sale by the Butler County Recorder of Deeds through the sale of deed transfer stamps. Of the 2 percent tax collected on the value of the sale, 1 percent is distributed to the Commonwealth of Pennsylvania. The remaining 1 percent is levied by the Township (.5%) and the Seneca Valley School District (.5%).

- Earned Income Tax- Account 3130

The Township's primary source of tax revenue is the earned income tax. It is a tax on gross wages, commissions, net profits, and other compensation earned by Cranberry Township residents. The tax rate is 1%, $\frac{1}{2}$ of which is shared with the Seneca Valley School District. The Township contracts with Berkheimer Associates for the collection of current and delinquent taxes.

- Business Privilege/Mercantile Tax- Account 3140

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). The tax is due on or before May 15 of each year.

Cranberry Township contracts with Berkheimer Associates for the collection of this tax. The Township serves as the delinquent collector.

- Local Services Tax- Account 3150

The Local Services tax (LST) is assessed on all individuals who work within the Township. The State Legislature, in 2007, enacted major changes to this tax. The Township will be considering an ordinance to increase this tax to \$52 with an exemption for individuals earning less than \$12,000 per year. Even with an increase in the rate, the Township expects a decrease of \$300,000. This revenue source will fluctuate with the number of individuals employed within the Township and the \$12,000 exemption. Cranberry Township contracts with Berkheimer Associates for the collection of this tax.

Act 511 Cost Center 1300 Spreadsheet:

Act511 1300	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3110	Per Capita Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
3120	Real Estate Transfer Tax	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000.00
3130	Earned Income Taxes	\$ -	\$ -	\$ -	\$ -	\$ 4,400,000.00
3140	Business Privilege/Mercantil	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000.00
3150	Local Services Tax	\$ -	\$ -	\$ -	\$ -	\$ 400,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 7,600,000.00

Recommendation for 2008:

Increase in Local Services Tax to \$52.

Licenses and Permits

Description:

Licenses and Permits Cost Center 1400 is organized into the accounts listed below.

- Cable Franchise Fees (Business Licenses & Permits)

The cable contract fee, or franchise fee, is a percentage of sales revenue generated by Armstrong who has a non-exclusive contract to utilize public right-of-ways to provide cable and internet services to our residents. The current Agreement, executed in September 2005, expires in February 2012. The current franchise agreement provides for a 5% fee based on revenues generated on cable TV services only. Internet services revenues are excluded.

- Road Opening/Over Weight Vehicle Permits (Non-Business Licenses & Permits)

Road opening permits are issued when it is necessary to “open cut” a Township road or right-of-way (typically utility companies). This is designed to cover the cost of inspection and to ensure that the road is restored once the work has been completed. The most recent Township fee resolution describes all permit fees.

License and Permit Cost Center 1400 Spreadsheet:

Licences&Permit 1400	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3210	Business Licenses & Permits	\$ -	\$ -	\$ -	\$ -	\$ 280,000.00
3220	Non-Business License & Permits	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 282,000.00

Recommendation for 2008:

No change in any of the above

Interest Earnings and Rent

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 Investment 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.

Rent

The Township has multi-year leases with five (5) tenants for rent of office space in the Municipal Center.

• Cranberry Township Chamber of Commerce	7,210.00
Rental rate increase in '08 to \$14.00/sq.ft.	
Lease expires December 31, 2009	
• Real Estate Tax Collector	2,016.00
Rental rate increase in '08 to \$14.00/sq.ft.	
Lease expires December 31, 2009	
• Senator Orie	7,511.00
Rental Rate \$14.50/sq.ft.	
Increases to \$15.00/sq.ft. January 1, 2009	
Lease expires December 31, 2010	
• Representative Metcalfe	8,439.00
Rental Rate \$14.50/sq.ft.	
Lease expires November 30, 2008	
• Butler County for use of Senior/Teen Center	7,800.00

2008 Cranberry Township Budget

Interest and Rent Cost Center 1500:

Interest&Rent 1500	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 175,000.00
3420	Rents	\$ -	\$ -	\$ -	\$ -	\$ 32,980.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 207,980.00

Recommendation for 2008:

Budget should take into consideration the market for investments.

Intergovernmental Revenue

Description:

This group of revenues represents revenue the Township receives from various agencies of the Commonwealth of Pennsylvania.

Cost Center:

Intergovernmental Cost Center 1600 is organized into the accounts listed below.

- State Pension Aid- Account 3551

On an annual basis the Commonwealth of Pennsylvania allocates funds to be used for the support of the police and 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.

- Fireman's Relief Aid- Account 3552

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.

- Liquor Licenses- Account 3555

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 26 establishments with liquor licenses.

- Public Utility Realty Tax- Account 3561

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.

Intergovernmental Cost Center 1600 Spreadsheet:

Intergovernmental Revenue1600	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3551	State Pension Aid	\$ -	\$ -	\$ -	\$ -	\$ 455,282.00
3552	Firemans Relief Aid	\$ -	\$ -	\$ -	\$ -	\$ 220,000.00
3555	Liquor Licenses	\$ -	\$ -	\$ -	\$ -	\$ 7,800.00
3561	Public Utility Realty Tax	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 699,082.00

Miscellaneous Revenue and Transfers

Description:

The miscellaneous accounts are used to record infrequently occurring revenues or those not consistent with other sources of revenue.

Miscellaneous Revenue Cost Center 1700 is organized into the accounts listed below.

- Sale of Public and Administrative Services- Account 3651

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.

- Miscellaneous- Account 3855

The miscellaneous account is used to record infrequently occurring revenue or those not consistent with other sources of revenue.

- Interfund Operating Transfers- Account 3920

Interfund operating transfers occur when monies are transferred primarily from one fund to another. An interfund transfer planned for 2008 is an \$80,000 transfer from the Sewer and Water Funds to the General fund. This is to cover utility and maintenance costs for the Municipal Center as well as other administrative overhead costs.

Miscellaneous Revenue and Transfers Cost Center 1700 Spreadsheet:

Misc Rev&Trans1700	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3651	Sale of Public and Admin Sv	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00
3855	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00
3920	Interfund Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 157,000.00

Community Development

Description:

Community Development is organized into three Cost Cost Centers including Land Development Cost Center 3100; Code Enforcement Cost Center 3200; and Planning Cost Center 3300

Land Development Cost Center 3100

- Bond Release Fees- Account 3619

All new developments are required to post financial securities (Bonds) to guarantee the completion of improvements which are required by ordinance and established at the time of development approval. The Pennsylvania Municipalities Planning Code (MPC) establishes criteria for the posting and release of financial securities. The MPC allows for full and partial releases of the financial security as work progresses in new developments. A bond release fee is charged each time that a developer requests a release of financial security from the Township. The fees are intended to cover Township costs associated with processing of a release request. Fees are charged to the developments escrow account. Fees are \$100.00 for requests related to Sewer and Water facilities, plus actual costs of Engineer's inspections; and, \$250 for requests related to Storm Water/Roads facilities, plus actual costs of Engineer's inspections.

- Conditional Use Fee- Account 3621

Conditional Use Fees like site plan/subdivision review fees are those charged for new development applications when the use is classified as a "Conditional" use within the zoning ordinance. Conditional use applications have additional administrative and review steps associated with their processing beyond those of a normal site plan/subdivision applications. The fees are structured to cover the additional costs associated with processing conditional use applications. The fee is \$500 per application.

- Zoning Hearing Board Fee- Account 3622

Cranberry Township has a Zoning Hearing Board pursuant to the Pennsylvania Municipalities Planning Code and the Board is charged with hearing appeals of aggrieved parties from provisions of the zoning ordinance. A fee is charged for each case brought before the Zoning Hearing Board; the fee is \$250.00 for residential applications and \$500 for non residential applications and is intended to cover the cost to the Township associated with processing the application.

- Site Plan/Subdivision Review- Account 3625

Site plan and Subdivision review fees are those charged for new development applications with each new or revised application for development being required to pay a fee. The amount of the fees is based on criteria which distinguish between size and complexity of projects. The fees are structured to cover Township costs associated with processing development applications. Fee amounts in this item do not include developer deposit accounts which are escrow accounts established for each development and which are intended to cover direct expenses of Township consultants for reviewing development applications. Fees in this category vary annually based on the size, type and quantity of new and revised development applications received by the Township.

Land Development Cost Center 3100 Spreadsheet:

Land Development3100	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3619	Bond Release Fees	\$ -	\$ -	\$ -	\$ -	\$12,000.00
3621	Conditional Use Fee	\$ -	\$ -	\$ -	\$ -	\$4,000.00
3622	Zoning Hearing Board Fee	\$ -	\$ -	\$ -	\$ -	\$1,500.00
3625	Site Plan Subdivision Review	\$ -	\$ -	\$ -	\$ -	\$120,000.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 137,500.00

Code Enforcement Cost Center 3200

- Building Permits- Account 3611

All non residential building permit applications require a plan review and approval for compliance with the Township's building codes. This review includes non-residential building/structure, electrical, mechanical, and plumbing plan review(s). The building plan review fee is separate from the building permit fee and is intended to cover the costs of the plan review process only. Building permit fees are

intended to cover application, inspection and processing costs of new structures. The fee is calculated at .0015 x estimated construction value.

- Electrical Permits- Account 3621

Permit fee charged for the administrative review of all non-residential and residential electrical building permits and the required inspections.

- Fire Building Permits- Account 3613

Permit fee charged for the administrative review of the Fire Protection building permit applications and the required inspections. Fire Prevention building permit applications are \$150.00 and include the installation, enlargement, alteration and repair of sprinkler systems, fire detection systems, commercial exhaust suppression systems and related fire safety devices.

- Fire Prevention Permits- Account 3614

Permit fee charged for the administrative review of Fire Prevention permit applications and the required Township inspections. Fire Prevention permit applications include annual system testing and assembly occupancy inspections (ranging from \$25.00 to \$100.00 per year)

- Septic System Permits- Account 3615

Fee for on-lot septic permit applications which include the site testing, application review and permit approval.

- Sign Permits- Account 3616

The size and location of signs are regulated by the Township zoning ordinance. Fees charged for each sign application and intended to cover the costs associated with processing the application. Monument sign - \$100.00, building sign - \$75.00 and panel replacement - \$25.00

- Grading Permits- Account 3617

The Township reviews applications for grading permits to ensure compliance with the township grading ordinance. The fee is based on the size of the disturbance as follows:

1. 0-5 acres disturbed - \$200.00
2. Over 5 acres disturbed - \$300.00

- Certificate of Occupancy- Account 3618

At the time a home or business is occupied by a new owner a certificate of occupancy is issued after inspection indicating compliance with all Township regulations.

- Board of Appeals Fee- Account 3624

Appeals from provision of the building codes are reviewed by the Building code Board of Appeals as required by the state-wide building code. Application fees for building and fire code appeals are as follows:

1. Residential - \$125.00
2. Commercial - \$250.00

- Building Plan Review- Account 3626

All non-residential building permit applications require a plan review and approval for compliance with the Township's building codes. This review includes non-residential building/structure, electrical, mechanical, and plumbing plan review(s). The building plan review fee is separate from the building permit fee and is intended to cover the costs of the plan review process only. Building permit fees are intended to cover application, inspection and processing costs of new structures. This fee is calculated at .0015 x estimated construction value.

Code Enforcement Cost Center 3200 Spreadsheet:

Code Enforcement3200	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3611	Building Permits	\$ -	\$ -	\$ -	\$ -	\$530,000.00
3612	Electrical Permits	\$ -	\$ -	\$ -	\$ -	\$5,000.00
3613	Fire Building Permits	\$ -	\$ -	\$ -	\$ -	\$12,000.00
3614	Fire Prevention Permits	\$ -	\$ -	\$ -	\$ -	\$10,000.00
3615	Septic System Permits	\$ -	\$ -	\$ -	\$ -	\$1,500.00
3616	Sign Permits	\$ -	\$ -	\$ -	\$ -	\$4,500.00
3617	Grading Permit	\$ -	\$ -	\$ -	\$ -	\$4,500.00
3618	Certificate of Occupancy	\$ -	\$ -	\$ -	\$ -	\$2,700.00
3624	Board of Appeals Fee	\$ -	\$ -	\$ -	\$ -	\$0
3626	Building Plan Review	\$ -	\$ -	\$ -	\$ -	\$70,000.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 640,200.00

Planning Cost Center 3300

- Liquor License Transfer Fee

Pennsylvania law allow for the transfer of liquor licenses between communities within the same county. Each request for a license transfer is required to pay this application fee. The fee is intended to cover Township costs associated with the processing the transfer request. The fee is \$500.00 per application.

- Ordinance Amendment Fee

Amendments to the Township zoning ordinance can be requested by individuals or companies interested in ordinance changes. Once accepted, a request for amendment will follow a standard review process. Typical amendments included requests to rezone property. A fee \$500 fee is charged to applicants and is intended to cover the cost associated with processing the application.

- Sale of Codes and Ordinances

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 intended to cover reproduction costs.

Planning Cost Center 3300 Spreadsheet:

Planning3300	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3620	Liquor License Transfer Fee	\$ -	\$ -	\$ -	\$ -	\$500
3623	Ordinance Amendment Fee	\$ -	\$ -	\$ -	\$ -	\$0
3627	Sale of Codes and Ordinanc	\$ -	\$ -	\$ -	\$ -	\$600
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 1,100.00

Public Safety

Police Operations

Police Operations Cost Center 4110 is organized into the accounts listed below.

- Non-Business Licenses and Permits- Account 3220 (Soliciting Permits)

Permits issued by the Police Department pursuant to chapter 13, Licenses, Permits and General Business Regulations of the Code of Ordinances. Fees are collected for soliciting or transient retail business. Fees are \$10 per day, \$60 per week, or \$150 per month.

- State Police Violations- Account 3311

The Commonwealth of Pennsylvania distributes a portion of all fines collected by the State Police to every municipality in the Commonwealth twice per year.

- Court of Common Pleas- Account 3312

Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitutions.

- Violation of Vehicle Code- Account 3313

The Magisterial District Judges collect fines for violations of the PA Motor Vehicle Code. The typical revenue is 50% of the penalty portion of a traffic citation. Associated fees are usually more than the penalty portion of a traffic citation. The Township receives \$12.50 for a citation for failure to stop at a red signal.

- Non-Traffic- Account 3314

The District Judge collects fines for violations of the PA Crimes Code.

- Sale of Accident Reports- Account 3641

A fee of \$15.00 is charged for each copy of an accident report which is provided (typically to insurance companies) by the Cranberry Township Police Department.

- Fingerprinting- Account 3642

- Fees for finger printing services conducted by the Police Department.
- False Alarms- Account 3643

Fees of \$75.00, \$150, and \$175 per occurrence are charged for false alarms the police and/or fire department responds to, pursuant to the fee resolution.
- School Guard Reimbursement- Account 3644

The Seneca Valley School District reimburses the Township for one half of the cost of providing two school crossing guards.
- Special Police Services- Account 3645

Cranberry Township provides police services to Seven Fields Borough. The Borough pays eight percent of the adjusted police budget which includes manpower and equipment but excludes the cost of facilities and facility support.
- Restitutions/Miscellaneous- Account 3646

Restitution is received for such things as accidental damage to street signs or intentional destruction of township property.
- Reimbursement Police Salary- Account 3647

Fees charged to organizations for police services.

Police Operations Cost Center 4110 Spreadsheet:

Police Operations 4110	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3220	Non-Business License & Pe	\$ -	\$ -	\$ -	\$ 3,250.00	\$ 3,500.00
3311	State Police	\$ -	\$ -	\$ -	\$ 22,000.00	\$ 23,000.00
3312	Clerk Of Courts	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 32,000.00
3313	Motor Vehicle Code	\$ -	\$ -	\$ -	\$ 48,000.00	\$ 48,000.00
3314	Non-Traffic Violation	\$ -	\$ -	\$ -	\$ 22,000.00	\$ 23,000.00
3641	Sale of Accident Reports	\$ -	\$ -	\$ -	\$ 11,000.00	\$ 11,000.00
3642	Finger Prints	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
3643	False Alarms	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 26,000.00
3644	School Guard Reimbursement	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00
3645	Special Police Services	\$ -	\$ -	\$ -	\$ 212,000.00	\$ 215,000.00
3646	Restitutions	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00
3647	Reimb Police Salary	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 30,000.00
Total						\$ 428,000.00

Recommendation for 2008:

No change in any of the above.

Public Works

Snow Removal

Winter Service Agreements

The Township offers winter services (snow plowing & spring street sweeping) to development/developers which have private streets not yet accepted by the Township. This service is provided at the option of the developer. If the 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 service. The fee is approximately \$4,100 per lane mile.

SnowRemov5110	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3661	Winter Service Agreement	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
Total						\$ 20,000.00

Parks and Recreation Programs

Description:

Parks and Recreation Cost Center has reorganized its programming and service delivery into ten Cost Centers: Operations Cost Center 6210; Early Childhood Programs Cost Center 6220; Youth Programs Cost Center 6230; Adult Programs Cost Center 6240; Family Programs Cost Center 6250; Teen Programs Cost Center 6260; Senior Programs Cost Center 6270; Community Events Cost Center Cost Center 6280; Facility Maintenance Cost Center 6290; Special Projects Cost Center 6295

Combined, these Cost Centers reflect the wide range of commitments the Township has made to residents for delivery of a balanced selection of educational, recreational and quality of life programs. Individually, the Cost Centers detail where the funding is generated, and how it is expensed.

Each of the Cost Centers is assigned a share of the department overhead expenses including Customer Services, Program Planning and Development, Printing and Communications. Cost Centers are user driven. It is the policy of the Township to cover direct programming expenses through user fees with the exception of our Community Events Cost Center. All fees collected pay for instructors, materials and supplies. In addition, fees include a contribution toward the overhead costs.

Operations Cost Center 6210

Operations Cost Center 6210 includes expenses for management, core staff, communications and office overhead. It includes revenue streams for Shelter Rental Fees, Activity Room Rental Fees, Vending Machine Commissions, and reimbursements for Athletic Field Lighting and electrical usage associated to the scheduling by our partner Athletic Associations. However, most facilities and rooms are available to the community and its many non-profit organizations, free of charge.

- Rooms/Facility

The Parks and Recreation Department manages room rentals and reservations for the Municipal Center, year round. Rentals are offered on a first come-first served basis on a sliding scale basis for Residents, Non-Residents, Non-Profit/Family and Business. These fees are included annually in the Township Fee Resolution. Rental Agreements are issued giving exclusive use of the facility to the rental party for a specific day and

time. Rentals are recorded in the Culture/Recreation Revenue account and help offset operating expenses.

- **Shelters**

The Parks and Recreation Department offers five picnic shelters for private rental between the months of May through September. Rentals are offered on a first come-first served basis on a sliding scale basis for Residents, Non-Residents, Non-Profit/Family and Business. These fees are included annually in the Township Fee Resolution. Rental Agreements are issued giving exclusive use of the facility to the rental party for a specific day. Rentals are recorded in the Culture/Recreation Revenue account and help offset operating expenses.

- **Fee for Services**

Under agreements with our Athletic Associations, Cranberry Township is reimbursed for the electrical cost associated with Field Lighting and Concession Stand operations at Community Park. Reimbursement for this expense is calculated by using the Penn Power monthly bills for the exact charges per association. Field lighting is refined through a detailed report of lighting scheduled through our equipment scheduler, Musco Lighting. These funds are reported in the Culture/Recreation Revenue account and applied to the utility service account.

- **Vending Commissions**

The Parks and Recreation Department has service agreements for soft drink and snack vending agreements as a convenience to our customers. All vending commissions are included in the Culture/Recreation Revenue account and help offset operating expenses.

- **Miscellaneous**

Miscellaneous fees are collected for a variety of services that were not anticipated during budget preparation. These could include grants, gifts or donations for specific or non-specific support of our programs.

- **Over Short**

Over Short is a tool to record cashier errors in handling cash either through giving incorrect change or 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.

2008 Cranberry Township Budget

Operations Cost Center 6210 Spreadsheet:

RecreationOperations 6210	Year - 2	Year - 1	Actual	Forecast	Budget
	2005	2006	2007	2007	2008
Rooms/Facility	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
Shelters	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
Fees for Services	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00
Program Fees	\$ -	\$ -	\$ -	\$ -	
Vending Commissions	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Over/Short	\$ -	\$ -	\$ -	\$ -	\$ 50.00
Total	\$ -	\$ -	\$ -	\$ -	\$ 32,550.00

Early Childhood Programs Cost Center 6220

The Early Childhood Cost Center 6220 consists of programs for ages 0-6. These programs consist of craft classes, movement classes, music classes and our preschool program.

Early Childhood Programs Cost Center 6220 Spreadsheet:

EarlyChild Programs 6220	Year - 2	Year - 1	Actual	Forecast	Budget
	2005	2006	2007	2007	2008
Program Fees	\$ -	\$ -	\$ -	\$ -	\$ 155,400.00
Total	\$ -	\$ -	\$ -	\$ -	\$ 155,400.00

Youth Programs Cost Center 6230

The Youth Program Cost Center 6230 consists of programs for ages 6-12. These programs include Camp Cranberry, After School Kids Club and our Youth Basketball League. We also offer a variety of art classes.

Youth Programs Cost Center 6230 Spreadsheet:

Youth 6230	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3681	Program Fees	\$ -	\$ -	\$ -	\$ -	\$ 299,700.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 299,700.00

Adult Programs Cost Center 6240

Adult programs represented in this cost center are split into three categories: lifetime learning, fitness & wellness and organized athletics.

Adult Programs Cost Center 6240 Spreadsheet:

Adult 6240	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3681	Program Fees	\$ -	\$ -	\$ -	\$ -	\$ 44,000.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 44,000.00

Family Programs Cost Center 6250

Family Programs Cost Center 6250 typically consists of one-time programs such as Morning with Mr. Bunny, Brunch with Santa, and Friday Night Flicks.

Family Programs Cost Center 6250 Spreadsheet:

Family 6250	Year - 2	Year - 1	Actual	Forecast	Budget
	2005	2006	2007	2007	2008
Program Fees	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00

Teen Programs Cost Center 6260

Teen Programs Cost Center 6260 consists of programs for ages 13-18. These programs include Babysitter's Training, Teen Leadership Summer Camp, Teen Dodgeball Tournaments, and Teen Tennis.

Teen Programs Cost Center 6260 Spreadsheet:

Teen 6260	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3681	Program Fees	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 5,000.00

Community Events Cost Center 6280

Community Events Cost Center 6280 includes Community Day, Light-Up Night and similar quality of life programs. The Township contribution to these programs includes planning, administration, labor, public safety and facility maintenance. For Community Day, the Township purchases a fireworks display. For Light-Up Night, the Township provides visits with Santa and small treats to make the night special for children and their parents. While sponsors, contributions and donations are sought to offset expenses, most of the budgeted items are Township expenses.

Community Events Cost Center 6280 Spreadsheet:

Community Events 6280	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
	Program Sponsorships	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 10,000.00

As noted earlier, the Township offers a variety of recreational, educational and personal enrichment programs and services. We believe these programs and services are part of the quality of life fabric that makes Cranberry Township a desirable place to live.

Summary of Expenditures

General Fund-2008 Budget Expenditures				
Department	Cost Center	2007 Budget	2008 Budget	
Legislative				
	1100 Board of Supervisors	92,807	91,987	
	Total	92,807	91,987	
General Government				
	2100 Executive	707,880	741,861	
	2200 Human Resources	178,864	227,415	
	2300 Information Technology	-	-	
	2400 Finance	250,125	316,095	
	2500 Communications	133,500	165,793	
	2600 Debt Service	1,349,592	1,359,946	
	2700 Tax Collection	220,317	258,425	
	2800 Insurance	232,450	235,000	
	Total	3,072,728	3,304,535	
Community Development				
	3100 Land Development		255,462	
	3200 Code Enforcement		310,367	
	3300 Planning		415,418	
	3400 Customer Service		65,275	
	Total	1,163,042	1,046,522	
Public Safety				
	4110 Police Operations	3,554,832	3,646,789	
	4120 Animal Services		17,000	
	4130 Fire Police		2,000	
	4140 Firing Range		9,000	
	4150 Emergency Management	1,500	1,000	
	4230 Fire Protection	251,620	271,059	
	4310 Ambulance Operations	2,532	2,405	
	Total	3,810,484	3,949,253	
Public Works				
	5110 Snow Removal	374,575	364,614	
	5120 Traffic Signals & Communications	180,585	177,888	
	5130 Street Maintenance	1,070,668	1,094,629	
	5140 Facility Maintenance	465,453	410,637	
	5150 Fleet Maintenance		273,540	
	5160 Parks Maintenance	463,137	654,157	
	5170 Administration	686,795	381,116	
	Total	3,241,213	3,356,581	
Engineering				
	5210 Contract Administration		308,760	
	5220 Plan Review & Inspection		96,422	
	5230 GIS		103,885	
	5240 Resident Support		67,261	
	Total	396,410	576,328	
Parks - Programs				
	6210 Operations		279,487	
	6220 Early Childhood Programs		162,151	
	6230 Youth Programs		286,095	
	6240 Adult Programs		57,255	
	6250 Family Programs		23,605	
	6260 Teen Programs		21,181	
	6270 Senior Programs		19,568	
	6280 Community Events		51,768	
	6290 Facility Maintenance		8,000	
	6295 Special Projects		7,228	
	Total	889,100	916,338	
Miscellaneous				
	1800 Miscellaneous & Transfers	2,161,400	1,015,000	
	Total	2,161,400	1,015,000	
Total		14,827,184		14,256,544

Legislative

Board of Supervisors

Department Description:

This budget supports the five elected members of the Board of Supervisors. Supervisor compensation is based upon the Second Class Township Code, which establishes salary and benefits. Based upon the 2000 Census the annual salary is \$4,125.00. In addition, funds are included to provide health insurance as regulated in the Township Code. This budget also supports continuing education and fees of various legislative organizations.

Staffing Levels:

Legislative Personnel	2004	2005	2006	2007	2008
Elected Supervisors - Part-Time	5	5	5	5	5

Legislative Cost Center 1100:

Board of Supervisors 1100	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4013	Salaries - Boards and Comm	\$ -	\$ -	\$ -	\$ -	\$ 20,625.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 1,279.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 300.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 34,225.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 393.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 2,565.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	
5002	Subscriptions/Books	\$ -	\$ -	\$ -	\$ -	
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
5005	Cleaning Supplies	\$ -	\$ -	\$ -	\$ -	
5355	Employee - Career Develop	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 14,600.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 91,987.00

General Government

Executive

Department Description:

This budget item 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 the Public Engagement Coordinator. Also, as a result of restructuring last year, the planning function was given increased importance by creating the executive position of Chief Strategic Planning Officer. This executive management team is responsible for implementing the plans and policies of the Board of Supervisors and for providing the necessary expertise to assist the Board in their legislative functions.

2008 Goals:

Oversee the continued implementation of program performance budgeting across all department functions. This team will also focus on the completing the Cranberry Plan to assure the operations of the Township are in alignment with the vision of the Board of Supervisors.

Staffing Levels:

Executive Personnel	2004	2005	2006	2007	2008
No. of Full-Time Employees	4	4	4	4	5
No. of Part-Time Employees	1	1	1	1	2

Executive Cost Center 2100 Spreadsheet:

Account	Description	Year - 2	Year - 1	Actual	Forecast	Budget
Executive 2100		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 308,807.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 47,167.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 22,448.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 5,208.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 1,244.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 15,600.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 18,168.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 438.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 2,758.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 15,600.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 3,402.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 812.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 27,000.00
5002	Subscriptions/Books	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 24,500.00
5005	Cleaning Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	
5124	Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	
5132	Janitorial Services	\$ -	\$ -	\$ -	\$ -	
5133	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 73,509.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	\$ 11,000.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5332	Equipment Leases / Rental	\$ -	\$ -	\$ -	\$ -	\$ 13,000.00
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
5352	Employee - Mileage Reimbu	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5353	Employee - Meeting/Confere	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00
5354	Employee - Training Expens	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00
5361	Postage and Shipping	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
5363	Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
6122	Vehicles					
6123	Furniture & Fixtures					\$ 3,500.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ 741,861.00

2008 Budget Impact Items:

There are no proposed significant changes in this cost category, beside some reallocation of costs, such as IT costs associated with Customer Services from Executive to Community Development, as well as the telephone costs have been allocated to the area in which is incurring the costs.

2007 Achievements:

The achievements associated with the Executive team is directly attributable to the result of the operating departments of the Township. Cranberry Township is blessed to have employees that are passionate about their mission and public service. The executive team is their support team in providing the kinds of resources to do their jobs. This includes maintaining and providing a management information system that meets their needs, the equipment and appropriate levels of resources to meet the need they have been asked to meet.

Human Resources**Department Description:**

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

2008 Goals:

- Implement Leadership Training for Second-Tier management personnel.
- Complete Administrative Policy Manual.
- Assure Safety Committees apply for and receive state certification.
- Assure all necessary Agrezzo H.R. functional modules are implemented and loaded with current, required operational data.

Staffing Levels:

Human Resources Personnel	2004	2005	2006	2007	2008
No. of Full-Time Employees	2	2	2	2	2
No. of Part-Time Employees	0	1	1	1	1

2008 Budget Impact Items:

- Implementation of leadership training for all Second-Tier Managers and Supervisors; total \$20,000.
- Summer employee hire at \$10.00/hour – 693 hours (\$6,930). Furniture (desk and chair for summer employee and computer/telephone - \$2,000.00; total \$9,000.00.

Human Resources Cost Center 2200:

Human Resources 2200	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	\$ 2,008.00
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 64,490.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 43,056.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 500.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 7,128.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 1,667.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 398.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 3,249.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 12,458.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 158.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,026.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 3,249.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 200.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 169.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,650.00
5002	Subscriptions/Books	\$ -	\$ -	\$ -	\$ -	\$ 5,426.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
5007	Safety Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,857.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 24,092.00
5134	Other Operating Services	\$ -	\$ -	\$ -	\$ -	\$ 220.00
5136	Administrative Fees	\$ -	\$ -	\$ -	\$ -	\$ 10,314.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 39,414.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5352	Employee - Mileage Reimbu	\$ -	\$ -	\$ -	\$ -	\$ 244.00
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 550.00
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 227,415.00

2007 Achievements:

- Recruited, interviewed and filled 12 positions during the year; 6 full-time and 6 part-time.
- Implemented Leadership Training for 13 "First-Tier" Directors/Managers.
- Along with Management Negotiating Committee, bargained successfully a 3 year labor agreement with the Utility Workers of America, Local 540 representing Sewer and Water workers.
- Worked with broker to develop new approaches to medical insurance design (deductibles, reimbursements, Flexible Spending Accounts) which has a projected 2007 savings for Administration and Sewer and Water employees of \$45,000.
- Provided for sexual harassment training for all township employees.

Information Technology

Department Description:

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

IT is organized into 4 major areas of responsibility:

- Desktop Services: PC, telecom, and desktop software related operations.
- Network Services: Account, Server, and Infrastructure related operations.
- Enterprise Applications: Major centralized database application development and operation.
- Project Management: New implementations, often spanning the above three sections.

2008 Goals:

These major goals represent progress via implementation of updates or new systems:

- PC Replacement – Reinstatement of the PC Replacement Program
- Windows Vista Implementation – New operating system installation on new PCs to improve productivity, security, and many capabilities.
- Server Virtualization – Decreases server maintenance and operations costs while providing greater use of resources and server uptime.
- Server Replacement – Upgrading server hardware on several machines over 5 years old.
- Storage Expansion – Implementation of new storage to the Storage Area Network to accommodate greater demands for space, performance and reliability
- Utility Billing Software Implementation – Improve upon the financial and customer service capabilities for sewer, water, and trash service. This initiative will also closely connect billing to operations, such that duplication of effort and data are eliminated in areas such as work management, customer information, and service information.
- Police Vehicle Data Connectivity – Implement new CAD system through Butler County for dispatch of calls directly to laptops in police vehicles

Staffing Levels:

Information Technology Personnel	2004	2005	2006	2007	2008
No. of Full-Time Employees	4	4	4	4	3
No. of Part-Time Employees	1	1	2	2	2

Information Technology Cost Center 2300 Spreadsheet:

Information Technology 2300	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 159,126.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 48,654.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 2,200.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 13,019.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 1,759.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 728.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 10,499.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 26,157.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 323.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,957.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 10,499.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 494.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 552.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 46,500.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ 338,949.24
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ (977,360.24)
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	\$ 400.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 3,504.00
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
5355	Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ -
6124	Software	\$ -	\$ -	\$ -	\$ -	\$ 77,200.00
6125	Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ 182,840.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 0.00

2008 Budget Impact Items:

The major impacts to the 2008 IT budget are from three areas:

- Hardware upgrades to aging equipment
- New hardware and software purchases and maintenance
- New project initiatives

Hardware upgrades are needed to replace aging equipment. In particular, computers are approaching six years old and a replacement plan will be put in place to regularly replace computers in the future. Many servers are 5+ years old and those must be replaced with new hardware as the cost of maintaining old and unreliable hardware grows exponentially.

New purchases are needed to provide storage for the continual growth of digital documents, additional servers and other needs. Server virtualization software is needed to greater utilize the server hardware that we currently own. This software will also provide better performance, greater reliability and more room for servers. We will also be looking to upgrade to the full Office SharePoint server for collaboration with team members when working on projects.

New projects such as the completion of the Agresso Business World implementation (Payroll functionality), Utility Billing software, Hansen and GIS software upgrades and upgrades to all Microsoft products make up the project initiatives portion of the IT budget.

2007 Achievements:

- **Agresso Financials Implementation (Procurement & HR)**
This project consisted of migrating the Township's current financial system, MUNIS, to the new Agresso Business World product. Working with the financial department, data was converted and imported into Agresso. All business processes were reviewed and redesigned to better meet the needs of the Township. Data for HR was migrated into Agresso as well and many new fields and reports were created to meet demands of the HR department.
- **Terminal Server Upgrades for Thin Clients**
Three new terminal servers were installed to significantly improve the performance of thin clients. These upgrades allow for additional thin client devices to be used while suffering very little performance loss. These new machines are about 10 times more powerful than their predecessors.
- **Microsoft Office 2007**
Installation of the latest Office Productivity suite offered by Microsoft was completed. Users were provided with hands-on training to learn the new capabilities of this heavily used software.
- **Parks and Recreation Field Technology**
IT updated software, implemented time-and-attendance tracking hardware, and replaced aging cash handling and card processing equipment that has reached its end-of-life in the harsh environment presented by an outdoor facility.

- **Database Server Upgrades**

To improve performance and reliability for most of the Township's most critical software applications, we replaced aging database servers with new equipment while also upgrading to the latest version of Microsoft SQL Server. Redundant servers were configured to provide failover capabilities and to accommodate many new database applications, such as Agresso Business World, Blackberry Enterprise Server, Windows SharePoint Services, etc.

Finance

Department Description:

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.

2007 Achievements

- Implemented accounts payable and general ledger portion of new financial management software
- Began process of converting departments to a Program Performance budget. (Parks and Recreation, Engineering, Community Development, etc)

2008 Goals:

- Implement new utility billing system for sewer, water, and trash
- Implement payroll and accounts receivable portion of the new financial management software
- Convert remaining departments to a Program Performance budget

Staffing Levels:

Financial Administration Personnel	2004	2005	2006	2007	2008
No. of Full-Time Employees	5	5	5	5	5
No. of Part-Time Employees	0	0	0	0	0

Finance 2400 Cost Center:

Finance 2400	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 106,196.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 6,646.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 1,554.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 371.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 5,360.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 24,302.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 303.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,967.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 5,360.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 329.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5112	Accounting & Auditing Serv	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
5134	Other Operating Services	\$ -	\$ -	\$ -	\$ -	
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 119,507.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
5354	Employee - Training Expens	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 500.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 316,095.00

2008 Budget Impact Items:

- Software maintenance costs (maintaining two systems temporarily)

Communications

Department Description:

This budget supports the two part-time employees with primary roles of communications and special events, including a director of communications and an administrative assistant. These positions are responsible for preparing all publications, documents and the websites that support Township operations and Township initiatives. For 2008, one of the part time positions is a result of converting from a consultant to a part-time employee status and the other part-time person was moved from the Executive budget to Communications where the majority of that work is performed.

Staffing Levels:

Communications Personnel	2004	2005	2006	2007	2008
No. of Full-Time Employees					
No. of Part-Time Employees					2

Communications Cost Center 2500 Spreadsheet:

Communications25 00	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 48,000.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 4,836.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 1,131.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 270.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 44,500.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 32,056.00
5361	Postage and Shipping	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 24,000.00
5311	Telephone Service					\$ 500.00
5352	Employee-Mileage reim.					\$ 500.00
5354	Employee-Training-Conf.					\$ 2,500.00
5445	Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 165,793.00

Debt Service

Department Description:

This area represents the Township's annual obligation for the payment of principal and interest on long term debt.

Debt service allocations for 2007 include the 2001B, 2001C, 2003, 2003A, 2003B, and the 2006 bond issues; as well as a PEMA Loan, a PENNVEST Loan, and two taxable notes. Some debt service payments are allocated to other funds. The following spreadsheet shows the obligations paid from the general fund.

Debt Service Cost Center 2600:

Debt Service 2600	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
5412	Guar Rev Bonds Series 200	\$ -	\$ -	\$ -	\$ -	\$ -
5413	GO Series B 2001	\$ -	\$ -	\$ -	\$ -	\$ -
5414	GO Series C 2001	\$ -	\$ -	\$ -	\$ -	\$ 425,168.00
5415	GO Series 2003	\$ -	\$ -	\$ -	\$ -	\$ 493,655.00
5416	GO Series A 2003	\$ -	\$ -	\$ -	\$ -	\$ 323,370.00
5417	GO Series B 2003	\$ -	\$ -	\$ -	\$ -	\$ 109,253.00
5418	Taxable Note Graham Prop	\$ -	\$ -	\$ -	\$ -	\$ -
5419	Taxable Note Linder Propert	\$ -	\$ -	\$ -	\$ -	\$ -
5421	Guar Rev Bonds Series 200	\$ -	\$ -	\$ -	\$ -	\$ -
5422	GO Series B 2001	\$ -	\$ -	\$ -	\$ -	\$ -
5423	GO Series C 2001	\$ -	\$ -	\$ -	\$ -	\$ -
5424	GO Series 2003	\$ -	\$ -	\$ -	\$ -	\$ -
5425	GO Series A 2003	\$ -	\$ -	\$ -	\$ -	\$ -
5426	GO Series B 2003	\$ -	\$ -	\$ -	\$ -	\$ -
5430	Paying Agent	\$ -	\$ -	\$ -	\$ -	\$ 8,500.00
5431	Disc. Refunding Bonds	\$ -	\$ -	\$ -	\$ -	\$ -
5432	Payments Escrow Agents	\$ -	\$ -	\$ -	\$ -	\$ -
5433	Disc on GO Bonds	\$ -	\$ -	\$ -	\$ -	\$ -
5434	Interest on Expense	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 1,359,946.00

Tax Collection

Description:

This program provides for the collection of Real Estate and Act 511 Taxes as levied by the Township.

It encompasses the compensation and minor expenses of the elected Real Estate Tax collector as well as the commissions paid to Berkheimer, the appointed collector of Act 511 taxes.

It also supports the full time Tax Administrator position whose major duties include the identification, collection and reporting of delinquent Mercantile Business Privilege taxes; researching and reporting on all new businesses to be added to the tax roles, as well as tracking and monitoring collections and assisting in resolving taxpayer reporting and compliance questions and concerns.

2008 Goals:

- Improve compliance through education, information and enforcement
- Increased emphasis and focus on identifying and capturing delinquent EIT
- Enhance information sharing and communications within the organization as well as with associated collectors

Staffing Levels:

Tax Collection Personnel	2004	2005	2006	2007	2008
No. of Full-Time Employees	1	1	1	1	1
No. of Part-Time Employees	1	1	1	1	1

Tax Collection Cost Center 2700:

Tax Collection2700	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ -
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 46,372.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 5,045.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 166.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 2,319.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 11,923.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 131.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 855.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 2,319.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 144.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 4,725.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 5,176.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	\$ 600.00
5343	Bonds	\$ -	\$ -	\$ -	\$ -	\$ 1,900.00
5352	Employee - Mileage Reimbu	\$ -	\$ -	\$ -	\$ -	\$ 300.00
5353	Employee - Meeting Expens	\$ -	\$ -	\$ -	\$ -	
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ 1,700.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 150.00
5451	Real Estate	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
5452	Business Privilege Mercantl	\$ -	\$ -	\$ -	\$ -	\$ 33,600.00
5453	EMS	\$ -	\$ -	\$ -	\$ -	\$ 8,400.00
5454	Earned Income	\$ -	\$ -	\$ -	\$ -	\$ 60,900.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 258,425.00

2008 Budget Impact Items:

- **Recommendation for 2008** – consider increase in LST rate from \$30.00 to \$52.00 due to change in legislation. Revenues expected to decrease due to \$12,000 exemption

2007 Achievements:

- Township collected nearly \$100,000 in delinquent MBP taxes
- Utilized District Court as final step for either failure to file or failure to pay delinquent MBP taxes. All 12 court cases filed with the District Magistrate received favorable judgments totaling approx. \$53,000

Insurance Expenses**Department Description:**

This program includes the majority of insurance expenses related to protecting the Township's assets and business practices and operations. Also included are Management/Investment service fees for the Non-uniformed Pension Plan, as well as the UPMC Employee Assistance Program (EAP) expenses.

2008 Goals:

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

Insurance Cost Center 2800:

Insurance 2800	Year - 2		Year - 1		Actual		Forecast		Budget	
	2005		2006		2007		2007		2008	
	\$	-	\$	-	\$	-	\$	-	\$	-
Unemployment Compensation	\$	-	\$	-	\$	-	\$	-	\$	46,000.00
Pensions - Administration	\$	-	\$	-	\$	-	\$	-	\$	22,000.00
Employee Assistance Program	\$	-	\$	-	\$	-	\$	-	\$	4,000.00
Insurance Premiums	\$	-	\$	-	\$	-	\$	-	\$	163,000.00
Claims Expense (Deductible)	\$	-	\$	-	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-	\$	-	\$	235,000.00

2008 Budget Impact Items:

- None

2007 Achievements:

- Reduced pension plan expenses due to change in Trustee and consolidation of fees.

Community Development

Department Description:

The Department of Community Development is responsible for the overall planning, land development and code enforcement functions of the Township. Operations include managing day to day requests and functions related to land development, zoning, subdivisions, plan review, permit issuance (building, sign, fire, grading, etc.), property maintenance and inspections related to permit issuance. The Department provides the administration and staff support to the Planning Advisory Commission, Zoning Hearing Board and Building Code Appeals Board in addition to the development related activities of the Board of Supervisors. The Department functions as the primary contact with the development, business and residential community relative to these services.

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

Cost Centers:

The 2008 Budget process will further define costs and revenues into "Cost Centers" that will make program based budgeting a reality. The Department has been divided into 4 main areas of activity, which are; Land Development (Cost Center 3100), Code Enforcement (Cost Center 3200), and Planning (Cost Center 3300). Customer Service (Cost Center 3400) By dividing all costs and revenues into each of the Centers proportionately, we will be able to further analyze and attribute costs and revenues to their appropriate place as part of our continuing overall analysis.

2008 Goals:

- Completion of the update for the Comprehensive Plan.
- Completion of the Form Based Code Zoning Ordinance which will replace the current ordinance.
- Facilitate the Planning Advisory Commission review of the zoning along the Route 228 corridor for recommendations to the Board of Supervisors

- Continue the implementation of the Brush Creek Smart Growth plan by completing the proposed Towne Center zoning for recommendations to the Planning Advisory Commission and Board of Supervisors.
- Complete the implementation of the new Utility Billing software.
- Continue working on the Local Update of Census Addresses Program in preparation for Census 2010.

Staffing Levels:

Community Development	2004	2005	2006	2007	2008
No. of Full-Time Employees	9	9	9	9	10
No. of Part-Time Employees	5	5	6	6	5

- Director of Community Development – full time
- Supervisor of Code Administration – full time
- Administrative Assistant – full time
- Community Planner – full time (2)
- Code Administrator – full time (2)
- Code Administrator – part time – (2)
- Full time CSR (2)
- Part time CSR (3)
- Supervisor of CSR – full time

2008 Budget Impact Items:

- Anticipated costs with the update of the filing system.

2008 Cranberry Township Budget

Land Development Cost Center 3100 Spreadsheet:

Land Development3100	Description	Year - 2	Year - 1	Actual	Forecast	Budget
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 101,273.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 3,961.00
4013	Salaries - Boards and Commissions	\$ -	\$ -	\$ -	\$ -	\$ 6,400.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 7,169.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 1,677.00
4041	Pensions - Non Uniform Employees	\$ -	\$ -	\$ -	\$ -	\$ 5,264.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 17,300.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 232.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,319.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 5,264.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 326.00
4057	Life Insurance					\$ 277.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$3,000.00
5004	Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$4,400.00
5111	Professional Services - Contracted	\$ -	\$ -	\$ -	\$ -	\$65,000.00
5114	Engineering & Architectural Services	\$ -	\$ -	\$ -	\$ -	\$0
5133	Legal Services	\$ -	\$ -	\$ -	\$ -	\$15,000.00
5230	Information Technology Services - Intr	\$ -	\$ -	\$ -	\$ -	
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$2,100.00
5355	Employee - Career Development	\$ -	\$ -	\$ -	\$ -	
5356	Employee - Dues & Memberships	\$ -	\$ -	\$ -	\$ -	
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$4,500.00
5363	Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$7,000.00
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$0.00
6110	Property	\$ -	\$ -	\$ -	\$ -	\$0
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 255,462.00

Code Enforcement Cost Center 3200 Spreadsheet:

Code Enforcement3200	Description	Year - 2	Year - 1	Actual	Forecast	Budget
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 119,247.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 59,297.00
4013	Salaries - Boards and Comm	\$ -	\$ -	\$ -	\$ -	
4015	Overtime	\$ -	\$ -	\$ -	\$ -	
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 11,070.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 2,589.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 1,488.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 5,962.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 15,385.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 356.00
4053	Dental					\$ 1,867.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 5,962.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	
4057	Life Insurance					\$ 313.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5004	Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ 4,400.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
5114	Engineering & Architectural	\$ -	\$ -	\$ -	\$ -	\$ 0
5133	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 59,331.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 1,600.00
5355	Employee - Career Develop	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 0
5363	Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ 0
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
6110	Property	\$ -	\$ -	\$ -	\$ -	\$ 0
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 310,367.00

2008 Cranberry Township Budget

Planning Cost Center 3300 Spreadsheet:

Planning3300	Description	Year - 2	Year - 1	Actual	Forecast	Budget
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 57,299.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	
4013	Salaries - Boards and Comn	\$ -	\$ -	\$ -	\$ -	\$ 3,100.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 3,745.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 876.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 477.00
4041	Pensions - Non Uniform Emr	\$ -	\$ -	\$ -	\$ -	\$ 2,865.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 7,354.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 103.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 505.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 2,865.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 178.00
4057	Life Insurance					\$ 151.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
5004	Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 296,500.00
5114	Engineering & Architectural	\$ -	\$ -	\$ -	\$ -	\$ 0
5133	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 0
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5363	Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ 0
6110	Property	\$ -	\$ -	\$ -	\$ -	\$ 0
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 415,418.00

Customer Service Cost Center 3400 Spreadsheet

Customer Service3400	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 27,520.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 11,962.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 2,448.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 572.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 329.00
4041	Pensions - Non Uniform Emp	\$ -	\$ -	\$ -	\$ -	\$ 1,376.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 6,263.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 82.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 490.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 1,376.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 85.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 72.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 3,900.00
5002	Subscriptions/Books	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5111	Professional Services - Contr	\$ -	\$ -	\$ -	\$ -	\$ 700.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -
5354	Employee - Training / Confer	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5355	Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
5356	Employee - Dues & Members	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 65,275.00

2007 Achievements/Activity:

- Completion of the approval process for a number of major developments: Park Place revised TND, Westinghouse, BelleVue Park TND, Graham Park, etc.
- Major developments which began construction in 2007 include: Westinghouse, Orchard Park, Redmond Place, Tractor Supply, BelleVue Park, Graham Park, Freedom Square, Freedom Village, etc.
- 374 building permits have been issued for \$56 million in estimated construction value through September 2007
- \$376,000 in impact fees and \$49,000 in recreation fees have been collected through September 2007
- Forty-six (46) new land development/subdivision applications have been reviewed and processed through September 2007
- Re-staffed most of the Department due to attrition
- Processed over 1000 lien letters, over 1800 service requests, over 2100 work orders, over 37000 utility billing receipts, and sold over 8500 trash stickers.

Public Safety

Police Operations

Department Description:

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

The department supervises school crossing guards and provides for animal control services through contract with a private service.

Officers are dispatched by the Butler County 9-1-1 Center.

The Director of Public Safety manages the Police Department and supervises the Fire Company Administrative Assistant. The Director also coordinates with the leadership of the Cranberry Township Volunteer Ambulance Corps and serves as an elected member of the Ambulance Board. The Director provides administrative and budgetary support to the Emergency Management Coordinator.

2008 Goals:

- Automate evidence recording procedures using bar coding when available.
- Obtain and use new computer forensic software.
- Increase traffic enforcement activities.
- Implement a truck weighing program to supplement truck inspection efforts.
- Increase the tempo of investigations.
- Expand the traffic section to better deal with citizen issues.
- Implement a new computer aided dispatching capability as soon as Butler 9-1-1 obtains the software and licensing.

2008 Cranberry Township Budget

Staffing Levels:

Public Safety- Police	2004	2005	2006	2007	2008
No. of Full-Time Police	24	24	28	28	28
No. of Full-Time Admin	2	2	2	3	3
No. of Part-Time Admin	3	4	4	3	3
Public Safety Director	1	1	1	1	1

Police Operations Cost Center 4110:

Police Operations 4110	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 100,296.00
4011	Salaries - Uniform	\$ -	\$ -	\$ -	\$ -	\$ 1,792,449.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 43,347.00
4015	Overtime	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 2,000.00
4016	Uniform Overtime	\$ -	\$ -	\$ -	\$ 120,000.00	\$ 120,000.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 136,934.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 32,025.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 120,370.00
4032	Other Salaries - Longevity A	\$ -	\$ -	\$ -	\$ -	\$ 32,255.00
4033	Other Salaries - Court & HR	\$ -	\$ -	\$ -	\$ 56,000.00	\$ 57,000.00
4034	Other Salaries - Holiday Pay	\$ -	\$ -	\$ -	\$ -	\$ 132,768.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 5,115.00
4042	Pensions - Uniform Employee	\$ -	\$ -	\$ -	\$ -	\$ 271,197.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 315,466.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 3,440.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 21,042.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 9,379.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 5,685.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 5,691.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 18,000.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5122	R&M - Vehicles	\$ -	\$ -	\$ -	\$ 19,000.00	\$ 21,000.00
5133	Legal Services	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 163,859.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 16,000.00
5341	Insurance Premiums	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 27,171.00
5353	Employee - Meeting Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5354	Employee - Training / Conference	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
5355	Employee - Career Development	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 10,000.00
5356	Employee - Dues & Membership	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 30,000.00
5362	Printing	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
5364	Fuel	\$ -	\$ -	\$ -	\$ 57,000.00	\$ 58,000.00
5370	Minor Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
5371	Community Outreach	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
6020	Furniture less than \$5000	\$ -	\$ -	\$ -	\$ 26,000.00	\$ 24,000.00
6122	Vehicles	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 76,000.00
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ 914,250.00	\$ 3,716,789.00

2008 Budget Impact Items:

The major impacts to the 2008 police budget are from personnel, insurance, and gasoline expenses. Discretionary items that can be controlled by the Department are not increasing by more than the rate of inflation. Major upgrades to the department's equipment were completed last year, but collision investigation equipment needs to be updated further, office furnishing need to be purchased for the reports center and three vehicles need to be purchased and equipped.

2007 Achievements:

- Trained and certified two additional officers to inspect trucks.
- Certified an additional collision investigator.
- Updated equipment to conduct collision investigations.
- Updated operational policies.
- Implemented LiveScan, computer-based fingerprinting technology using grant money and support from Butler County to become a regional booking activity.
- Updated mobile computing capability using high speed air cards
- Participated in the state-wide aggressive driving program.
- Initiated a child safety seat inspection program.

Animal Services**Department Description:**

Private entities are hired to control the pet population in the Township and to respond to resident complaints about domestic animals. The service is also tasked with capturing pets running at large.

The service employed also collects money from the Commonwealth for disposing of abandoned domestic animals. They place claims with the Commonwealth, and that money is paid directly to the Township.

Animal Services Cost Center 4120:

Animal Services 4120	Description	Year - 2	Year - 1	Actual	Forecast	Budget
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 17,000.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 17,000.00

Fire Police

Description:

The fire police are volunteer member of the Cranberry Township Volunteer Fire Company. The fire police provide traffic control for the Fire Company and the Police Department.

The funds are used to purchase equipment and supplies to support their operations. Examples are flashlights, traffic vests, uniforms, and traffic cones.

Fire Police Cost Center 4130:

Fire Police4130	Description	Year - 2	Year - 1	Actual	Forecast	Budget
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 2,000.00

Firing Range

Description:

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

Firing Range Cost Center 4140:

Firing Range4140	Description	Year - 2	Year - 1	Actual	Forecast	Budget
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 9,000.00

Emergency Management

Department Description:

Coordinates Emergency Management Activities for the Township and operates the Emergency Management Operations Center.

2008 Goals:

- Maintain checklists and continue to discuss emergency response activities with public safety personnel
- Continue the Volunteer involvement in this operation, recognizing that police and fire personnel are needed to assist with the administrative workload and to ensure required training is conducted.

Emergency Management Cost Center 4150:

Emergency Mgmt4150	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 300.00
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ 700.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 1,000.00

2008 Budget Impact Items:

There are no significant budget impacts. Budget for 2008 is being reduced because office, administrative, and communications improvements have been completed.

2007 Achievements:

- Published additional emergency management checklists.
- Completed required National Incident Management System training.
- Participated in a hostage response exercise at Seneca Valley High School.

Fire Operations

Description of Fund:

This fund covers Township general fund expenses for fire protection services. This budget program accounts for the following:

- Payment of worker's compensation insurance for Cranberry Volunteer Fire Company as mandated by the Commonwealth of Pa.
- Payment of a portion of the Volunteer Fire Company IT expenses.
- Rental for 2 West View Water Authority fire hydrants on Commonwealth Drive.
- Transfer or pass through account for intergovernmental aid to the Cranberry Volunteer Fire Relief Association.

Fire Operations Cost Center 4230:

Account	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 13,955.00
5220	General Services - Intragovt	\$ -	\$ -	\$ -	\$ -	\$ 220,000.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 36,679.00
5334	Hydrant Rental	\$ -	\$ -	\$ -	\$ -	\$ 425.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 271,059.00

Ambulance/Rescue

Description:

Township general fund expenses for Ambulance/Rescue Services. This budget program accounts for the payment of worker's compensation insurance by the Township for the *volunteers only* of the Cranberry Ambulance Corps as mandated by the Commonwealth of Pennsylvania.

Ambulance/Rescue Cost Center 4210:

Ambulance Rescue 4210	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 2,405.00
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 2,405.00

2008 Budget Impact Items:

There are no changes. The only expenses paid by the Township will be for worker's compensation insurance.

Public Works

Snow Removal

Department Description:

The Public Works Department performs snow removal and de-icing operations on 110.15 centerline miles of township roads including over 236 cul-de-sacs and all facilities parking lots.

Operational Goals:

- Install and program automated spreaders in all the remaining snow removal vehicles capable utilizing of the technology.
- Set and manage the salt and anti skid application rates.
- Increase education of operators in snow removal operations from 8 to 16 hours.
- Promote and work to reinstitute snow plow painting program.

Snow Removal Cost Center 5110:

SnowRemov5110	Description	Year - 2	Year - 1	Actual	Forecast	Budget
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 4,712.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 1,102.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
5354	Employee - Training / Confer	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ -
5365	Salt and Anti-skid	\$ -	\$ -	\$ -	\$ -	\$ 240,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 364,614.00

2008 Budget Impact Items:

New Rock Salt Contract Awarded to Cargill resulted in an increase of \$ 4 per ton over previous contract. In addition to a cost per ton increase, the new contract also allows for a fuel surcharge due to the volatile petroleum market.

Both of these may result in the Township paying more for winter maintenance material and costs in 2008.

2007 Achievements:

- Awarded the continuing Salt Storage Excellence Award from the Salt Institute of America
- Our Snow and Ice Control Plan was featured in the Salt Institutes magazine and October issue of the APWA magazine.
- Finished construction n of the concrete containment system for the magnesium chloride tank.

Traffic Signal and Communications

Department Description:

The Traffic Signal and Communications Division performs maintenance operations on 33- traffic signals, 2- school zones flasher and all other electronic traffic control devises; as well as, over 10 miles of fiber optic plant utilized for Township communications and traffic control. The Division also assists in all electrical issues with the Township's facilities.

2008 Goals:

- Evaluate previous years storm damage expenses in an effort to better plan operational expenses
- Update coordination plan running all 23 intersections and or convert to traffic responsive
- Complete the upgrade and fulfill the preemption system (remove balance of the sonic driven intersections and upgrade to sonem
- Design Fiber Optic plan for Freedom Road to provide additional connectivity to additional traffic signals and Haine Fire Station
- Rochester Road Fiber Optic Initiative to provide coordination from Haine School to Rt 19 and provide data connectivity to Graham Park
- Develop staffing plan to complement existing staff.

Staffing Levels:

Public Works Personnel- Traffic Signals and Communication	2004	2005	2006	2007	2008
No. of Full-Time Employees	1	1	1	1	1
No. of Part-Time Employees	0	0	0	0	0

Traffic Signals and Communications Cost Center 5120:

Traffic Signals/Communicat ions5120	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 44,974.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 3,532.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 826.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 3,156.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 2,849.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 11,856.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 118.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 770.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 2,849.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 139.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 119.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 300.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00
5007	Safety Supplies	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00
5124	Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ 17,500.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 600.00
5321	Electricity	\$ -	\$ -	\$ -	\$ -	\$ 21,000.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5366	Road Maintenance Supplies	\$ -	\$ -	\$ -	\$ -	
5367	Signs	\$ -	\$ -	\$ -	\$ -	\$ 800.00
6110	Property	\$ -	\$ -	\$ -	\$ -	
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 177,888.00

2008 Budget Impact Items:

- Material costs will remain a fluid item in 2008.
- Electric cost increases will be minimal due to use of high efficient LED replacement bulbs. Pedestrian Signal Heads with older incandescent lighting to be retrofitted as necessary and able to further take advantage of substantial cost savings.

2007 Achievements:

- Participated in the National Transportation Operations Coalition Traffic Signal Report Card.
- Executed formal agreement with Seven Fields and Adams Township for traffic signal cooperation within the three communities. System slated to be operational by early 2008.
- Oversaw the installation of Cranberry Townships 33rd Traffic Signal at Rt 19 and American Way at the new Shoppes of Cranberry.
- Completed the Traffic Signal Upgrade at Rt19/ Rochester RD, Wisconsin Ave. This signal includes the 1st Video Detection Technology in the Township as well as in Penn DOT District 10.
- Completed a Fiber Optic Backbone Design Upgrade and Installation as made necessary by the signal work on Rt19. This project increased the fiber count from the Municipal Building and allowed for connectivity between the Traffic and Data networks.
- Data collection from the Closed Loop Traffic Control System was upgraded to allow Traffic Counts from 24 System Loops on 3 Traffic Zones from 12 loops on 1 Traffic Zone.
- Signal upgrades are also underway at the Freedom/Haine School- La Porte Dr as part of the Freedom Square Project and Freedom and Powell as part of the Freedom Village Project.
- Preliminary Fiber Optic Backbone work was started in the New Graham Park. This fiber work will eventually allow for direct Voice and Data Connectivity to the Park Facilities as well as provide a vital secure communications link to the Brush Creek Treatment Plant and the Cranberry Highlands Golf Course.

Street Maintenance

Description:

Implement repairs to roads, storm system and signs on the townships 110.15 miles of roads.

2008 Goals:

- Develop long range, sustainable roadway resurfacing program for the entire system.
- Further develop and enhance catch basin repair program in advance of resurfacing program.

Staffing Levels:

Public Works Personnel-Street Maintenance	2004	2005	2006	2007	2008
No. of Full-Time Employees	7	8	8	8	8
No. of Part-Time Employees	0	0	0	1	0

2008 Budget Impact Items:

- Resurfacing program
- Continued rising diesel and gasoline prices

Street Maintenance Cost Center 5130:

Street Maintenance5130	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 377,439.00
4011	Salaries - Uniform	\$ -	\$ -	\$ -	\$ -	
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 24,332.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 5,690.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 21,740.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 19,622.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 84,148.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 910.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 5,626.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 19,622.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,170.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 992.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5007	Safety Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 77,700.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ 27,800.00
5122	R&M - Vehicles	\$ -	\$ -	\$ -	\$ -	
5230	Information Technology	\$ -	\$ -	\$ -	\$ -	\$ 28,019.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 800.00
5332	Equipment Leases / Rental	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 7,144.00
5366	Road Maintenance Supplies	\$ -	\$ -	\$ -	\$ -	\$ 276,000.00
5367	Signs	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
6121	Machinery	\$ -	\$ -	\$ -	\$ -	\$ 30,875.00
6122	Vehicles	\$ -	\$ -	\$ -	\$ -	\$ 58,000.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 1,124,629.00

2007 Achievements:

- Completed extensive signing, grading, catch basin work on Graham School Rd, alleviating flooding problems and sight distance concerns for motorists.
- Catch basin repair work completed on roadways in anticipation of roadway resurfacing program
- Installed Magnesium Chloride tanks on several more trucks to assist in winter maintenance
- Roadside mowing and street sweeping programs were again successfully completed
- Fernway area received major storm pipe rehabilitation to drain ponding water

- Pipe crossing stream replaced along Parkwood Drive. Extensive project with oversize pipe completed.
- Resurfacing program completed nearly 7 miles of roadway around the Township. Restoration behind curbs and along roadways completed.

Facility Maintenance

Department Description:

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, administration and management of all contracts and services related to the facilities and ensuring they are performed to established goals and specifications.

2008 Goals:

- Landscape and cosmetically improve the area of the Public Works building on the park side. Improvements to be considered are plantings, etc.
- Continue to monitor and improve utility efficiencies at all Township facilities.
- Work towards maximum scheduling efficiencies for all Township facilities through automated programming of locking mechanisms and other accessibility options.

Staffing Levels:

Public Works Personnel-Facility Maintenance	2004	2005	2006	2007	2008
No. of Full-Time Employees	2	2	2	2	2
No. of Part-Time Employees	0	1	1	1	0

Facility Maintenance Cost Center 5140:

Facility Maintenance5140	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 82,473.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 5,715.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 1,337.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 5,106.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 4,434.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 13,588.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 119.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 770.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 4,434.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 271.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 230.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 50.00
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	
5005	Cleaning Supplies	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
5123	R&M - Facility maintenance	\$ -	\$ -	\$ -	\$ -	\$ 33,450.00
5124	Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ 24,920.00
5132	Janitorial Services	\$ -	\$ -	\$ -	\$ -	\$ 56,030.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 3,230.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 1,320.00
5321	Electricity	\$ -	\$ -	\$ -	\$ -	\$ 96,800.00
5322	Natural Gas	\$ -	\$ -	\$ -	\$ -	\$ 42,400.00
5323	Water	\$ -	\$ -	\$ -	\$ -	\$ 9,300.00
5324	Sewer	\$ -	\$ -	\$ -	\$ -	\$ 4,200.00
5325	Trash Service	\$ -	\$ -	\$ -	\$ -	\$ 2,680.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ 1,230.00
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ 350.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 410,637.00

2008 Budget Impact Items:

- Moderate utility increases.
- Continue high efficient urinal installations at multiple municipal facilities
- Install high bay lighting in the gymnasium

2007 Achievements

- Completed Township facilities thermal image scan to detect sources of heat loss. Results analyzed for greater energy savings to the Township.
- Diesel fuel tanks have been converted to an Ultra Low Sulfur Type (ULSD) as required by EPA. Lower emissions has been the goal of this mandate.

The new fuel type required greater preventative maintenance on a quarterly basis and regular filter changes at the pumps.

- Resolved temperature imbalance at the golf course clubhouse by installing fans and heating grills where necessary.
- Multiple HVAC upgrades and replacements occurred at various Township buildings. The use of heat / motion sensors for larger areas is being instituted to cut down on the entire area being addressed. This not only reduced unneeded wear on the units, but reduced utility use.
- Ten additional accounts were added to the bulk electric generation contract with First Energy. This account addition resulted in savings to the overall account as a result of the reduction in POLR rates.
- Security measures at various plant and building locations have been upgraded and added where necessary.
- The Johnson House received a major facelift and repainting this year. Minor repairs to rotted wood around the front porch and windows were made.
- All Township facilities (building, grounds, parks, etc.) have had formal inspection procedures developed for basic safety checks to be completed at least annually. Fire drills have been conducted at various buildings to ensure public awareness of exits, proper functioning doors and staff roles during such events.
- Waterless urinals were installed at the Township Municipal Building. Average savings anticipated include 40,000 gallons per year per urinal or \$390 per year.

Fleet Maintenance

Description:

Fleet operations provide preventative maintenance and repair on all Township vehicles and equipment.

2008 Goals:

- Develop an advanced user-friendly interface for more efficient data entry and retrieval of managed assets.
- Develop superior data communication between service and fuel entries to ensure all vehicles continue to receive the highest level of service attention.

Staffing Levels:

Public Works Personnel-Fleet Maintenance	2004	2005	2006	2007	2008
No. of Full-Time Employees	2	2	2	3	3
No. of Part-Time Employees	0	0	1	0	0

2008 Budget Impact Items:

- Escalating costs associated with petroleum based products may see a substantial cost increase.
- Shipping costs on ordered items for delivery saw a slight increase in 2007. Costs associated with transporting goods are expected to continue to increase.

Fleet Maintenance Cost Center 5150 :

Fleet Maintenance 5150	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 82,370.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 3,900.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 5,349.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 1,251.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 4,780.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 4,314.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 17,341.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 196.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,175.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 4,314.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 255.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 217.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,750.00
5002	Subscriptions/Books	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
5007	Safety Supplies	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	
5122	R&M - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ 80,710.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 1,339.00
5321	Electricity	\$ -	\$ -	\$ -	\$ -	
5322	Natural Gas	\$ -	\$ -	\$ -	\$ -	
5323	Water	\$ -	\$ -	\$ -	\$ -	
5324	Sewer	\$ -	\$ -	\$ -	\$ -	
5325	Trash Service	\$ -	\$ -	\$ -	\$ -	
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 600.00
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 2,679.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 273,540.00

Parks Maintenance

Department Description:

The Parks Division conducts maintenance operations on Cranberry's Community Park and North Boundary Park. Operation includes turf maintenance, playground, pool, planting islands, and grass cutting.

2008 Goals:

- To provide a safe playing surface on ball fields, playground equipment and grounds.
- To apply herbicides, fertilizer and seeds to encourage a healthy plant growth.
- Develop a detailed tracking program of all park facilities for maintenance and materials used at those facilities.

Staffing Levels:

Public Works Personnel- Parks Maintenance	2004	2005	2006	2007	2008
No of Full-Time Employees	2	3	3	3	5
No. of Part-Time Employees	9	9	10	10	13

2008 Budget Impact Items:

- The addition of Graham Park to the Township's maintenance and improvement program for parks and recreation will be a primary change to the overall parks budget.

Parks Maintenance Cost Center:

Parks Maintenance5160	Description	Year - 2		Year - 1		Actual	Forecast	Budget
		2005	2006	2006	2007			
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,090.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,650.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,895.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,878.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,928.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,307.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 517.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,061.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,928.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 592.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 502.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,200.00
5005	Cleaning Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,700.00
5006	Agricultural Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,250.00
5123	R&M - Facility maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00
5124	Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480.00
5321	Electricity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,750.00
5323	Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,000.00
5324	Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
5325	Trash Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,300.00
5332	Equipment Leases / Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00
5355	Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,450.00
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,679.00
6110	Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ 654,157.00					

2007 Achievements:

- The best way to demonstrate the achievements of parks maintenance is to see healthy playing surfaces and well maintained parks. Township's playing fields are used everyday from April to the end of October, and often from 7:30am to 10:30pm. Non organized sports groups often use the fields in off seasons. Our sports association partners provide recreational opportunities to thousands of our youth in soccer, football, baseball, softball, cheerleading and dance. These organizations use every inch of available space within our parks. Demand for Township facilities was further increased with the change in policy by Seneca Valley which adopted new revenue generating policies with the installation of artificial turf. Teams previously using school district facilities have been bumped by revenue generating programs and/or are unable to pay newly established fees. Many of

these programs have moved their activity to community resources. Despite this intense activity, the parks were maintained in excellent condition throughout 2007.

- Maintained a high quality and level attention to the overall turf grass management program at all park facilities.
- Worked closely with Cranberry Township Athletic Association on multiple facility improvements.

Administration

Department Description:

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, Facilities maintenance and Pretreatment maintenance.

2008 Goals:

- To conduct preventive maintenance on vehicles to reduce the number of unexpected repairs and increase fuel economy.
- Hire part time data entry clerk to assist in the entry/completion of work orders so mechanics can be more productive on mechanical tasks and spend less time on data entry.
- Evaluate maximum efficiencies through Hansen asset tracking, adjusting and making changes where necessary. Special attention is going to be given to current data input mechanisms used in the fleet division.

Staffing Levels:

Public Works Personnel-Administration	2004	2005	2006	2007	2008
No. of Full-Time Employees	5	5	5	6	6
No. of Part-Time Employees	1	2	2	1	2

2008 Budget Impact Items:

- Asphalt costs are exceeding the Liquid Fuels funding stream. Stone and plastic pipe cost continue to increase.
- Vehicle and equipment replacement.

2008 Cranberry Township Budget

- Increased cost of diesel fuel and gasoline
- Utilities for the entire Public Works facility are more concentrated in the Administrative cost center and thus reflect a greater budget for these items.

Administration Cost Center 5170:

Administration 5170	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 150,061.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 25,705.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 10,154.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 2,375.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 7,385.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 7,503.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 21,132.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 274.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,706.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 7,503.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 465.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 395.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 3,600.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	
5005	Cleaning Supplies	\$ -	\$ -	\$ -	\$ -	
5007	Safety Supplies	\$ -	\$ -	\$ -		\$ 500.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 26,000.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	
5122	R&M - Vehicles	\$ -	\$ -	\$ -	\$ -	
5123	R&M - Facility maintenance	\$ -	\$ -	\$ -	\$ -	
5134	Other Operating Services	\$ -	\$ -	\$ -	\$ -	
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 56,858.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00
5321	Electricity	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
5322	Natural Gas	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
5323	Water	\$ -	\$ -	\$ -	\$ -	\$ 1,900.00
5324	Sewer	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5325	Trash Service	\$ -	\$ -	\$ -	\$ -	\$ 2,800.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ -
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ 500.00
6110	Property	\$ -	\$ -	\$ -	\$ -	
6121	Machinery	\$ -	\$ -	\$ -	\$ -	
6122	Vehicles	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 381,116.00

2007 Achievements:

Successfully transitioned from older version of Hansen asset management to newer version.

2007 Achievements:

- Smaller vehicles for the Volunteer Fire Companies were entered into the Township's overall fleet maintenance program. Absorption of 5-6 vehicles insures their timely preventative maintenance and service on a regular basis.

Engineering

Department Description:

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

Cost Centers:

The 2008 Budget process will further define Engineering Department costs into 4 main areas of activities that are described in the following Cost Centers:

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

5220 Plan Review and Inspection Cost Center-This cost center is associated with engineering activities associated with the land development process. This would include general engineering, traffic, stormwater and sewer and water plan reviews and bond release activities.

5230 GIS Cost Center- This cost center is associated with the operation and maintenance of the township's Geographic Information Center. Additionally, all activities associated with GPS data gathering is performed under this cost center.

5240 Resident Support Cost Center-This cost center is associated with customer service support to Cranberry Township Residents. This would include engineering support with regards to stormwater, traffic, sewer, and water issues.

2008 Goals:

- Continue to manage the design and construction of the following projects for recommendation to the Board:
 - Graham Park
 - Northwest Connector
 - Ehrman Road Extension
 - Odor Control System for the Brush Creek Treatment Plant
- Prepare a strategic Geographic Information System (GIS) Plan for recommendation and approval and begin implementation.

Staffing Levels:

Engineering Personnel	2004	2005	2006	2007	2008
No. of Full-Time Employees	6	6	7	6	6
No. of Part-Time Employees	5	7	4	5	1

Contract Administration Cost Center 5210:

Contract Admin5210	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 69,764.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 29,212.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 500.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 6,168.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 1,443.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 825.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 3,513.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 15,383.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 186.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,198.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 3,513.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 794.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 183.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 16,100.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 55,600.00
5133	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 88,153.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 2,075.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ 7,000.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 1,650.00
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ -
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 308,760.00

Plan Review and Inspection Cost Center 5220:

PlanReview and Inspection5220	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 52,034.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 2,070.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 3,354.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 784.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 450.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 2,602.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 10,788.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 127.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 813.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 2,602.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 161.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 137.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
5133	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	
5364	Fuel	\$ -	\$ -	\$ -	\$ -	
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 96,422.00

2008 Cranberry Township Budget

GIS Cost Center 5230:

GIS5230	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 64,067.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 1,656.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 4,075.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 953.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 547.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 3,203.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 14,904.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 165.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,070.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 3,203.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 199.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 168.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5133	Legal Services	\$ -	\$ -	\$ -	\$ -	
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 525.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 150.00
5364	Fuel	\$ -	\$ -	\$ -	\$ -	
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 103,885.00

Resident Support Cost Center 5240:

Resident Support5240	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 42,908.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 1,656.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 2,763.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 646.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 371.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 2,145.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 8,635.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 103.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 643.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 2,145.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 133.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 113.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
5133	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 67,261.00

Budget Impact Items:

There are no anticipated significant budget impact items for the 2007 engineering budget.

2007 Achievements:

- Construction Management of the Graham Park rough grading construction
- Managed Graham Park Design
- Managed Dog Park Design
- Managed award and administration 12 competitive bids
- Construction management for Brush Creek Water Pollution Control Facility Odor Control System
- Managed the design and rehab of Sanitary Sewer interceptor No. 11
- GIS system inventory completed in 2007
- GIS Models completed for sanitary sewer and water systems

Recreation

Department Description:

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

2008 Goals:

- Complete capital projects including Graham Park Phase One, Dog Park and Department renovations in Municipal Center.
- Expand and enhance Sharepoint sites.
- Expand and enhance Web Site to provide more information through user friendly links.

Staffing Levels:

Recreation	2004	2005	2006	2007	2008
No. of Full-Time Employees	3.5	3.5	3.5	3.5	3.5
No. of Part-Time Employees	61	67	82	85	86

Operations

Operations Cost Center 6210 includes expenses for management, core staff, communications and office overhead. Services include Shelter Rentals, Activity Room Rentals, Athletic Field scheduling in association with our partner Athletic Associations and others in the community. It also provides an additional outlet especially during evening and weekend hours for residents to purchase garbage tags or be directed to other Township services.

Operations Cost Center 6210

Operations6210	RecreationOperations 6210	Year - 2	Year - 1	Actual	Forecast	Budget
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 87,316.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 50,237.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 8,528.00
	Medicare					\$ 1,995.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 7,620.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 4,366.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 4,874.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 135.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 291.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 4,366.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 271.00
	Life Insurance					\$ 230.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 11,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5123	R&M - Facility maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 66,908.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5354	Employee - Training / Confer	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5355	Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
5362	Printing	\$ -	\$ -	\$ -	\$ -	
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ 650.00
5370	Minor Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
6115	Building Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 279,487.00

Early Childhood Programs

The Early Childhood Cost Center 6220 consists of programs for ages 0-6. These programs consist of craft classes, movement classes, music classes and our preschool program. Wages for teachers and aides, plus materials, supplies and administrative overhead expenses are included.

Early Childhood Programs Cost Center 6220:

EarlyChild Programs 6220	Year - 2	Year - 1	Actual	Forecast	Budget
	2005	2006	2007	2007	2008
Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 8,433.00
Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 97,115.00
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
FICA	\$ -	\$ -	\$ -	\$ -	\$ 6,544.00
Medicare	\$ -	\$ -	\$ -	\$ -	\$ 1,530.00
Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 5,847.00
Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 422.00
Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 1,763.00
Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 27.00
457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 422.00
Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 26.00
Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 22.00
Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00
Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ -
Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ 250.00
Employee - Training / Confer	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ -
Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 150.00
Postage and Shipping	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00
Minor Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment less than \$5000	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ 162,151.00

Youth Programs

The Youth Program Cost Center 6230 consists of programs for ages 6-12. These programs include Camp Cranberry, After School Kids Club and our Youth Basketball League. We also offer a variety of art classes. Wages for instructors and aides, plus materials, supplies and administrative overhead expenses are included.

Youth Programs Cost Center 6230:

Youth 6230	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 29,620.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 154,164.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 11,395.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 2,665.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 10,181.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 1,481.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 7,991.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 105.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 642.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 1,481.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 92.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 78.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ 1,600.00
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5355	Employee - Career Developr	\$ -	\$ -	\$ -	\$ -	\$ -
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00
5370	Minor Equipment	\$ -	\$ -	\$ -	\$ -	
6010	Equipment less than \$5000	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 286,095.00

Adult Programs

Adult programs represented in this cost center are split into three categories: lifetime learning, fitness & wellness and organized athletics. Wages for instructors and aides, plus materials, supplies and administrative overhead expenses are included.

Adult Programs Cost Center 6240:

Adult 6240	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 8,433.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 35,224.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 2,707.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 633.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 2,419.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 422.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 1,763.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 27.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 129.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 26.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 22.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ 250.00
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5355	Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ -
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 100.00
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00
5370	Minor Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
6010	Equipment less than \$5000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 57,255.00

Family Programs

Family Programs Cost Center 6250 typically consists of one-time programs such as Morning with Mr. Bunny, Brunch with Santa, and Friday Night Flicks. Wages for staff plus materials and supplies, performers and administrative overhead expenses are included.

Family Programs Cost Center 6250:

Family 6250	Year - 2	Year - 1	Actual	Forecast	Budget
	2005	2006	2007	2007	2008
Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 8,433.00
Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 5,874.00
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
FICA	\$ -	\$ -	\$ -	\$ -	\$ 887.00
Medicare	\$ -	\$ -	\$ -	\$ -	\$ 207.00
Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 793.00
Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 422.00
Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 1,763.00
Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 27.00
Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 129.00
457 Contribution					\$ 422.00
Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 26.00
Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 22.00
Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -
Employee - Training / Confer	\$ -	\$ -	\$ -	\$ -	\$ -
Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ -
Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00
Minor Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment less than \$5000	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ 23,605.00

Teen Programs

Teen Programs Cost Center 6260 consists of programs for ages 13-18. These programs include Babysitter's Training, Teen Leadership Summer Camp, Teen Dodgeball Tournaments, and Teen Tennis. Wages for instructors and staff, training materials, and administrative overhead expenses are included.

Teen Programs Cost Center 6260:

Teen 6260	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 8,433.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 4,174.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 782.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 183.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 698.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 422.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 1,763.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 27.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 129.00
4054	457 Contribution					\$ 422.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 26.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 22.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ -
5355	Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ -
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ -
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00
5370	Minor Equipment	\$ -	\$ -	\$ -	\$ -	
6010	Equipment less than \$5000	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 21,181.00

Senior Programs

Senior Programs Cost Center 6270 supports the Lutheran Services program with internet connections, senior gardens, and Cranberry Township Senior Club Outings. Administrative overhead and operational expenses, internet service fees, garden supplies and payments to vendors in support of senior outings are included.

Senior Programs Cost Center 6270:

Senior 6270	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 6,034.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 3,294.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 578.00
4022	Medicare					\$ 135.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 517.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 301.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 1,166.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 21.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 86.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 301.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 19.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 16.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -
5354	Employee - Training / Confer	\$ -	\$ -	\$ -	\$ -	\$ -
5355	Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ -
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ -
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00
5370	Minor Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
6010	Equipment less than \$5000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 19,568.00

Community Events

Community Events Cost Center 6280 includes Community Day, Light-Up Night and similar quality of life programs. The Township contribution to these programs includes wages for administrative overhead, planning, administration, labor, public safety and facility maintenance. For Community Day, the Township purchases a fireworks display. For Light-Up Night, the Township provides visits with Santa and small treats to make the night special for children and their parents. While sponsors, contributions and donations are sought to off-set expenses, most of the budgeted items are Township expenses.

Community Events Cost Center 6280:

Community Events 6280	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 6,034.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 4,794.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 500.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 671.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 157.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 600.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 302.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 1,166.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 21.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 86.00
4054	457 Contribution					\$ 302.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 19.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 16.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
5134	Other Operating Services	\$ -	\$ -	\$ -	\$ -	\$ -
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ -
5355	Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ -
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ -
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00
5370	Minor Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 51,768.00

Facility Maintenance

Facility Maintenance Cost Center 6290 is separately listed to reflect the unique costs of maintaining the Gym Floor and Community Center. The gym floor is refinished every year. And, the Community Center classrooms and Senior/Teen Center require above average, routine maintenance due to heavy use.

Facility Maintenance Cost Center 6290:

Facility Main6290	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ -
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ -
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ -
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ -
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ -
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ -
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	
5321	Electricity	\$ -	\$ -	\$ -	\$ -	
5322	Natural Gas	\$ -	\$ -	\$ -	\$ -	
5324	Sewer	\$ -	\$ -	\$ -	\$ -	
5325	Trash Service	\$ -	\$ -	\$ -	\$ -	
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	
5355	Employee - Career Develop	\$ -	\$ -	\$ -	\$ -	
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	
5362	Printing	\$ -	\$ -	\$ -	\$ -	
5364	Fuel	\$ -	\$ -	\$ -	\$ -	
5370	Minor Equipment	\$ -	\$ -	\$ -	\$ -	
6010	Equipment less than \$5000	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 8,000.00

Special Projects

Special Projects Cost Center 6295 has been included this year. This Cost Center will change from year to year and include projects such as the Dog Park, Skate Park, or Municipal Center Landscaping and Gardens. Each of these is a community based initiative that is completed because substantial public support and financing is committed. As an agent of change in the community, the Township often accepts a leadership role and will provide some funding, technical assistance and coordination to getting the project completed. Grants, donations and contributions are primary sources of revenue for this Cost Center. Administrative overhead and operational expenses are included.

Special Projects Cost Center 6295:

Special Projects 6295	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 1,889.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 2,414.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 267.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 62.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 238.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 95.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 50.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 7.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 95.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 6.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ 5.00
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ -
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ -
5355	Employee - Career Developm	\$ -	\$ -	\$ -	\$ -	\$ -
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ -
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00
5370	Minor Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 7,228.00

2008 Budget Impact Items:

- Community Day expansion of program and activities.
- Expansion of Park Facilities including Dog Park and Practice Fields in Community Park.
- Phase One development of Graham Park.
- Potential impact on services and programs due to Seneca Valley School District work stoppage and delay in the end of the 2007-08 School year.

- Addition of one Part-Time, Regular- Program Support position.

2007 Achievements:

- Reviewed, modified and implemented appropriate changes to our business practices including procedural changes integral to program support, customer information and work assignments. Empowered Customer Service staff to complete daily cash reports for daily reconciliation. Continuous review of internal policies on refunds, cancellations, and program status. Centralized office supply orders and distribution. Added operational control codes to better manage office copier. Reviewed Cash Handling and Cash Management processes with outside consultant.
- Implemented best practices for room scheduling and utilization. Township programming is scheduled first. Developed a specific user report for non-profits using Township facilities. Able to view all room users including those in Microsoft Outlook.
- Review our services and programs to insure we remain complementary, comprehensive and competitive in our market.
- Created Sharepoint communications for staff information, scheduling and reference. Four sites have been developed for department use including Waterpark, Parks and Recreation, Preschool and Facilities.
- Expanded web site communications for program participants and parents.
- Increased program participation in our core Youth and Early Childhood programs by an average 20 %. Summer Camps increased in total enrollment from 1,933 to 2,487.
- Installed additional shrubbery to Municipal Center landscape with grants from Walmart and the Women's Club of Cranberry Township to provide a buffer between Rochester Road and Commerce Park Drive.
- Provided a successful eight show concert series at Community Park Amphitheater plus six Friday Lunchtime concerts at the Municipal Center Amphitheater. Total sponsorship for the concerts from the community was \$8,000.
- Supported the efforts of a Dog Park Committee that has raised over \$67,000 for construction of the park with the commitment of the Rotary Club of Cranberry Township pledging \$45,000.
- Continuing development of grant and sponsorship opportunities to offset the costs of building Graham Park.

Miscellaneous Expenses and Transfers

The miscellaneous account is used to record infrequently occurring expenditures or those not consistent with other types of expenditures.

Miscellaneous and Transfers Cost Center 1800:

Misc Expense and Transfers	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
5446	Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00
6201	Trans to Capital	\$ -	\$ -	\$ -	\$ -	\$ 710,000.00
6202	Trans to Twp TIP	\$ -	\$ -	\$ -	\$ -	\$ -
6203	Trans to Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ 245,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 1,015,000.00

Summary of Other Funds

Fund#	Description	2007 Budget		2008 Budget	
		Revenue	Expenditures	Revenue	Expenditures
Special Revenue Funds					
2110	TIP East Fund			\$ 700,000.00	\$ 500,000.00
2111	TIP West Fund			\$ 410,000.00	\$ 250,000.00
2112	Recreation Fees			\$ 76,500.00	\$ -
2114	Developers's Contributions			\$ 50,000.00	\$ 50,000.00
2310	State Liquid Fuels			\$ 592,017.00	\$ 592,017.00
2410	Library			\$ 258,357.00	\$ 255,300.00
2420	Fire				
4210 -	Fire Operations-Company			\$ 388,036.00	\$ 256,536.00
4220 -	Fire Operations-Brigade				\$ 131,500.00
	Total			\$ 388,036.00	\$ 388,036.00
Capital Projects Funds					
3100	Fire Capital			\$ 261,366.00	\$ 261,366.00
3200	Sewer and Water Capital				
5610 -	Water Capital			\$ 215,000.00	\$ 200,000.00
5620 -	Sewer Capital			\$ 215,000.00	\$ 200,000.00
	Total			\$ 430,000.00	\$ 400,000.00
3300	Township TIP			\$ 2,000.00	\$ 200,000.00
3400	Capital Improvement				
6401 -	Revenue			\$ 745,000.00	
6410 -	Parks				\$ 450,000.00
6420 -	Buildings & Grounds				\$ 490,000.00
6430 -	General Services				\$ 45,000.00
	Total			\$ 745,000.00	\$ 985,000.00
3500	Capital Financing			\$ 1,000.00	\$ 300,000.00
Enterprise Funds					
6110	Water Operations			\$ 4,028,150.00	\$ 3,936,766.00
6210	Sewer Operations			\$ 5,414,960.00	\$ 5,370,676.00
6310	Solid Waste			\$ 1,765,747.00	\$ 1,764,765.00
6410	Swimming Pool				
6810-Operations				\$ 549,800.00	\$ 454,066.00
6820-Maintenance					\$ 100,293.00
6830-Concessions				\$ 120,000.00	\$ 117,110.00
6840-Programs				\$ 40,000.00	\$ 38,331.00
	Total			\$ 709,800.00	\$ 709,800.00
6510	Golf Course			\$ 2,127,875.00	\$ 2,127,875.00

Special Revenue Funds

TIP East Fund

Description of Fund:

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

Tip East Cost Center 2110:

TIP East	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
3872	Contributions	\$ -	\$ -	\$ -	\$ -	\$ 600,000.00
	Total Revenue					\$ 700,000.00
6125	Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00
TOTAL	Expenses	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00

TIP West Fund

Description of Fund:

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

Tip West Cost Center 2111:

TIP West	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
3872	Contributions	\$ -	\$ -	\$ -	\$ -	\$ 400,000.00
	Total Revenue					\$ 410,000.00
6125	Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
TOTAL	Expenses	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00

Recreation Fund

Description of Fund:

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

Recreation Fees Cost Center 2112:

Recreation Fees	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
3872	Contributions	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
TOTAL REVENUE						\$ 76,500.00
6125	Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -

Developers' Contributions

Description of Fund:

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

Developers' Contributions Cost Center 2114:

Developers' Contributions	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
3872	Contributions	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
	Total Revenue					\$ 50,000.00
6125	Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
TOTAL	Expenses	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00

State Liquid Funds

Description of Fund:

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

State Liquid Funds Cost Center 2310:

State Liquid Fuels	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
3553	Liquid Fuels	\$ -	\$ -	\$ -	\$ -	\$ 577,017.00
	Total Revenue					\$ 592,017.00
6117	Paving	\$ -	\$ -	\$ -	\$ -	\$ 592,017.00
TOTAL	Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 592,017.00

Library Fund

Description of Fund:

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

It is anticipated that the fund balance will grow to assist with future capital needs.

Library Fund Cost Center 2410:

Library	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3011	RET - Current Year Levy	\$ -	\$ -	\$ -	\$ -	\$ 246,357.00
3012	RET - Prior Years Levy	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
3014	RET - Delinquent from Tax C	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
3015	RET - Interim	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00
	Total Revenue					\$ 258,357.00
5132	Janitorial Services	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	\$ 650.00
5321	Electricity	\$ -	\$ -	\$ -	\$ -	\$ 23,000.00
5445	Contributions	\$ -	\$ -	\$ -	\$ -	\$ 227,650.00
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 255,300.00

Fire Fund

Description of Fund:

This fund receives 1.5 mils of the 2.5 mils of real estate tax dedicated to support the Cranberry Township Volunteer Fire Company. This fund provides the financial resources to support the operational needs of the Company.

The Fire Company has 59 volunteer firefighters who provide fire protection, rescue services, community relations, educational training, and day-to-day management operations for the Township. The Fire Company responds with other fire companies in surrounding communities as part of our mutual aid agreements.

Of the 59 volunteer firefighters, 55 Firefighters have received the Fundamental Certification, 32 Firefighters are certified as Firefighter I, and 13 firefighters are certified as Firefighter II. Additionally, two firefighters are state certified instructor and 11 firefighters are apprentice instructors.

The Fire Company also has four volunteers who serve as Fire Policemen. They respond to incidents in the Township to assist the Fire Company and the Police Department.

One full-time Fire Company Administrative Assistant is employed by the Township to coordinate the daily activities of the Fire Company and to assist the volunteers with the administrative duties.

The Fire Company is dispatched by the Butler County 9-1-1 Center.

The Fire Company operates and maintains two stations. Haine Station, the administrative center, is located on Haine School Road. Park Station is located on Route 19.

Fire Company possesses 11 major fire vehicles: One aerial, three engines, one rescue, one brush truck, two squads, and three incident command vehicles.

2008 Goals:

- Complete the purchase of a new rescue vehicle to replace the 1992 KME Rescue that has reached the end of its life expectancy.
- Continue attending state accredited training programs to maintain the professionalism of volunteer firefighters.
- Retain existing volunteer firefighters, while adding to the total number of volunteer firefighters.
- Increase training using the new training complex.

2008 Cranberry Township Budget

- Conduct more joint training with mutual aid fire companies at the training complex.
- Sustain ISO rating at Level 4 while continuing to improve services and response to the public.

Fire Operations- Company Cost Center 4210:

Fire Operations4210	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3011	RET - Current Year Levy	\$ -	\$ -	\$ -	\$ -	\$369,536.00
3012	RET - Prior Years Levy	\$ -	\$ -	\$ -	\$ -	
3013	RET - Delinquent from Tax C	\$ -	\$ -	\$ -	\$ -	\$2,000.00
3014	RET - Delinquent from Tax C	\$ -	\$ -	\$ -	\$ -	\$3,500.00
3015	RET - Interim	\$ -	\$ -	\$ -	\$ -	\$3,000.00
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$10,000.00
3510	Federal Capital & Operating	\$ -	\$ -	\$ -	\$ -	
3855	Miscellaneous	\$ -	\$ -	\$ -	\$ -	
3930	Proceeds of General Long-T	\$ -	\$ -	\$ -	\$ -	
3950	Refunds of Prior-Years Expe	\$ -	\$ -	\$ -	\$ -	
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$388,036.00
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$38,105.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$2,363.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$553.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$2,111.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$1,905.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$11,923.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$131.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$855.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$1,905.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$118.00
4057	Life Insurance	\$ -	\$ -	\$ -	\$ -	\$100.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$3,000.00
5002	Subscriptions/Books	\$ -	\$ -	\$ -	\$ -	
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$13,500.00
5005	Cleaning Supplies	\$ -	\$ -	\$ -	\$ -	\$1,500.00
5007	Safety Supplies	\$ -	\$ -	\$ -	\$ -	
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$7,300.00
5112	Accounting & Auditing Servi	\$ -	\$ -	\$ -	\$ -	\$5,000.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$8,500.00
5122	R&M - Vehicles	\$ -	\$ -	\$ -	\$ -	
5123	R&M - Facility maintenance	\$ -	\$ -	\$ -	\$ -	\$19,000.00
5132	Janitorial Services	\$ -	\$ -	\$ -	\$ -	\$4,000.00
5134	Other Operating Services	\$ -	\$ -	\$ -	\$ -	\$7,700.00
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$2,546.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	\$7,350.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$4,000.00
5321	Electricity	\$ -	\$ -	\$ -	\$ -	\$24,000.00
5322	Natural Gas	\$ -	\$ -	\$ -	\$ -	\$5,556.00
5323	Water	\$ -	\$ -	\$ -	\$ -	\$2,550.00
5324	Sewer	\$ -	\$ -	\$ -	\$ -	\$1,550.00
5325	Trash Serivce	\$ -	\$ -	\$ -	\$ -	\$1,215.00
5332	Equipment Leases / Rental	\$ -	\$ -	\$ -	\$ -	\$3,700.00
5341	Insurance Premiums	\$ -	\$ -	\$ -	\$ -	\$24,000.00
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$24,000.00
5352	Employee - Mileage Reimbu	\$ -	\$ -	\$ -	\$ -	
5353	Employee - Meeting Expens	\$ -	\$ -	\$ -	\$ -	\$12,000.00
5354	Employee - Training / Confer	\$ -	\$ -	\$ -	\$ -	
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	\$10,000.00
5364	Fuel	\$ -	\$ -	\$ -	\$ -	
5371	Community Outreach	\$ -	\$ -	\$ -	\$ -	\$4,500.00
6110	Property	\$ -	\$ -	\$ -	\$ -	
6114	Building	\$ -	\$ -	\$ -	\$ -	
6115	Building Improvements	\$ -	\$ -	\$ -	\$ -	
6122	Vehicles	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$256,536.00

2008 Cranberry Township Budget

Fire Operations- Brigade Cost Center 4220:

Fire Brigade	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	
5002	Subscriptions/Books	\$ -	\$ -	\$ -	\$ -	
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 22,500.00
5005	Cleaning Supplies	\$ -	\$ -	\$ -	\$ -	
5007	Safety Supplies	\$ -	\$ -	\$ -	\$ -	
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	
5112	Accounting & Auditing Servi	\$ -	\$ -	\$ -	\$ -	
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00
5122	R&M - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
5123	R&M - Facility maintenance	\$ -	\$ -	\$ -	\$ -	
5124	Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	
5132	Janitorial Services	\$ -	\$ -	\$ -	\$ -	
5134	Other Operating Services	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	
5332	Equipment Leases / Rental	\$ -	\$ -	\$ -	\$ -	
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	
5352	Employee - Mileage Reimbu	\$ -	\$ -	\$ -	\$ -	
5353	Employee - Meeting Expens	\$ -	\$ -	\$ -	\$ -	
5354	Employee - Training / Confel	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
5356	Employee - Dues & Member	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 5,500.00
5361	Postage and Shipping	\$ -	\$ -	\$ -	\$ -	
5362	Printing	\$ -	\$ -	\$ -	\$ -	
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
5371	Community Outreach	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 131,500.00

2008 Budget Impact Items:

Total budget for 2008 is being increased by \$ 542,000. Almost all of that is for the new rescue truck that is being purchased.

2007 Achievements:

- Fire Training Tower and Smoke Maze Room were accepted by the Township after all discrepancies were corrected.
- Eight Firefighter I and seven Firefighter II certifications were earned by members.
- Township firefighters progressed from 10% of them being Firefighter I qualified under the State Certification Program to 50% of them being qualified.
- Fire education program was presented to 70 organizations.

- Completed parking and driveway modifications at Haine Fire Station in cooperation with the contractor at Freedom Square.
- The Relief Association provided funds to replace the Protective Clothing (Bunker Gear) for all 59 firefighters.
- New rescue truck was designed, specifications were prepared, and bids were solicited.

Capital Projects Funds

Fire Capital

Description of Fund:

The Fire Capital Fund receives one mill of the 2.5 dedicated real estate taxes to support the Cranberry Township Volunteer Fire Company. This one mill is earmarked to support large capital needs in support of the fire service. In 2008 the Fire Company anticipates purchasing a new rescue truck to replace the truck that is beyond its useful life. The cost is anticipated to be in excess of \$525,000. The Fire Company will pay \$80,000 for the generator and the rescue tool out of Relief Association funds.

Fire Capital Cost Center 3100

Fire Capital	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3011	RET - Current Year Levy	\$ -	\$ -	\$ -	\$ -	\$ 246,358.00
3012	RET - Prior Years Levy	\$ -	\$ -	\$ -	\$ -	
3013	RET - Delinquent from Tax C	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
3014	RET - Delinquent from Tax C	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
3015	RET - Interim	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
3410	Interest Earnings					\$ 7,000.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 261,366.00
5411	PEMA Loan	\$ -	\$ -	\$ -	\$ -	\$ 4,248.00
5414	GO Series C 2001	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00
5415	GO Series 2003	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00
5416	GO Series A 2003	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
5446	Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	
6114	Building	\$ -	\$ -	\$ -	\$ -	
6122	Vehicles					\$ 147,118.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 261,366.00

Sewer and Water Capital Fund

Description of Fund:

The Sewer and Water Capital Fund is funded from the fund balances from the Sewer and Water (operational) Funds. This fund was established to provide for capital improvement needs of the sewer and water systems.

Sewer Capital Cost Center 5620:

Sewer Capital	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
3922	Transfer from Other Funds	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
	Total Revenue					\$ 215,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
6125	Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 200,000.00

Water Capital Cost Center 5610:

Water Capital	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
3922	Transfer from Other Funds	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
	Total Revenue					\$ 215,000.00
5111	Professional Services - Contracted					\$ 100,000.00
6125	Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 200,000.00

Township Transportation Improvement Program (TIP) FUND

Description of Fund:

The Township TIP Fund was created to reserve township funds for transportation impact fee improvement projects that require a direct contribution from the Township. There is a requirement in state law that requires the municipality to contribute funds in certain cases where impact fees are being used.

TIP Fund Cost Center 3300:

Township TIP	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
3872	Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
3921	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenue					\$ 2,000.00
6125	Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
TOTAL	Expenses	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00

Capital Improvement Fund

Description of Fund:

The Capital Improvement Fund was established to fund general purpose capital improvements for the Township. Typically this fund is financed by the fund balance from the General Fund.

Capital Improvement Revenue Cost Center 6401:

Capital Improvements Revenue6401	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
3872	Contributions	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
3921	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 710,000.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 745,000.00

Capital Improvement Parks Cost Center 6410:

Capital Improvements Parks 6410	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
		\$ -	\$ -	\$ -	\$ -	\$ -
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
5419	Taxable Note Linder Property					\$ 100,000.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 450,000.00

Capital Improvement Buildings and Grounds Cost Center 6420:

Capital Improvements Bldg-Grounds6420	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
TOTAL Revenue		\$ -				
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	
6122	Vehicles	\$ -	\$ -	\$ -	\$ -	\$ 490,000.00
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 490,000.00

Capital Improvement General Services Cost Center 6430:

Capital Improvements General Services 6430	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ -
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00
5134	Other Operating Services	\$ -	\$ -	\$ -	\$ -	
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 45,000.00

Capital Equipment Financing Fund

Description of Fund:

In 2005, the Board of Supervisors created the Capital Equipment Financing Fund. The purpose of the Fund is to address the fiscal impact of major equipment purchases, through an internal financing program. The Fund received its initial funding from the General Fund, and may receive additional transfers from the General Fund from time to time to supplement this financing program.

Capital Financing Cost Center 3500:

Capital Financing	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
3921	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
3922	Transfer from Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenue					\$ 1,000.00
6121	Machinery	\$ -	\$ -	\$ -	\$ -	\$ -
6122	Vehicles	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
6124	Software	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
6125	Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	Expenses	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00

Enterprise Funds

Sewer and Water Funds

Description of Fund:

Conducts maintenance and operations on all Township infrastructure such as sewer collection & lift stations, water transmission & pumping station, water storage and sewage treatment.

Sewer and Water Operations Cost Centers 6210 and 6110:

Sewer & Water Revenue				
2008				
Watr Revenue				
Department	Cost Center	Description	2007 Forecast	2008 Budget
Water				
	3410	Interest Earnings	\$60,000.00	\$ 65,000.00
		Lease Revenue	\$70,000.00	\$ 85,000.00
	3802	Meter Revenue	\$3,179,050.00	\$ 3,352,150.00
	3803	Sale of Meters	\$13,000.00	\$ 15,000.00
	3804	Tap In Fees	\$350,000.00	\$ 370,000.00
	3805	Application Fee	\$6,000.00	\$ 6,000.00
	3806	Fire Line Charges	\$110,000.00	\$ 113,000.00
	3809	Penalties	\$20,000.00	\$ 22,000.00
	TOTAL		\$ 3,808,050.00	\$ 4,028,150.00
Sewer Revenue				
Department	Cost Center	Description	2007 Forecast	2008 Budget
Sewer				
	3410	Interest Earnings	\$ 80,000.00	\$ 90,000.00
	3802	Meter Revenue	\$ 4,430,713.00	\$ 4,572,340.00
		MTMSA Debt Service	\$ 56,620.00	\$ 56,620.00
		MTMSA Metered Service	\$ 280,000.00	\$ 290,000.00
		NSTMA Metered Service	\$ 19,000.00	\$ 20,000.00
	3804	Tap In Fees	\$ 350,000.00	\$ 360,000.00
	3805	Application Fee	\$ 6,000.00	\$ 6,000.00
	3809	Penalties	\$ 30,000.00	\$ 20,000.00
	TOTAL		\$ 5,254,340.00	\$ 5,414,960.00

2008 Cranberry Township Budget

Sewer and Water - 2008 Budget				
Expenditures				
Department	Cost Center	Description	2007 Budget	2008 Budget
WATER				
	5410	Distribution System Maintenance		
	5411	Pipe Line Maintenance	\$142,521.58	178,179.70
	5412	Leak Check Program	\$20,903.94	19,107.91
	5413	Water Quality	\$17,163.04	41,690.55
	5414	Meter Testing	\$13,162.70	8,819.93
	5415	Pa One Call	\$43,971.51	23,329.83
	5416	Hydrant and Valve Maintenance	\$82,136.54	45,999.77
	5417	Flushing Program	\$58,354.06	44,539.38
		Distribution System Maintenance Subtotal	\$378,213.37	361,667.07
	5420	Service Requests		
	5421	Meter Services	\$29,761.90	29,910.35
	5422	Service Requests	\$38,166.35	13,333.56
	5423	Construction Meter Service	\$5,172.56	5,307.80
	5424	Water Tap	\$34,735.59	30,325.98
	5425	Existing Structure Inspections	\$2,187.85	2,206.29
		Service Requests Subtotal	\$110,024.24	81,083.98
	5430	Pump Stations and Tanks		
	5431	PST - Operations and Maintenance	\$178,261.64	193,334.73
		Pump Stations and Tanks Subtotal	\$178,261.64	193,334.73
	5440	New Development Inspeciton		
	5441	New Structure Inspections	\$19,991.01	18,136.70
	5442	New Development Inspeciton	\$2,897.41	4,705.25
		New Development Inspeciton Subtotal	\$22,888.42	22,841.95
	5450	System Support and Administration		
	5451	Vehicle Maintenance	\$54,795.09	61,669.27
	5452	Administration	\$317,202.95	255,821.68
	5453	Training	\$19,556.67	34,378.30
	5454	GIS Water Model	\$50,091.00	23,613.63
	5455	Information Technology	\$43,936.14	36,638.00
	5456	Facility Maintenance	\$34,968.23	14,512.44
	5457	SCADA Water	\$8,513.59	6,250.00
	5458	Operations Engineering	\$95,382.00	85,155.91
		System Support and Administration Subtotal	\$624,445.66	518,039.23
	5460	Billing		
	5461	Account Management	\$90,808.26	73,655.11
	5462	Meter Reading	\$56,298.71	56,422.64
	5463	Customer Service	\$72,347.55	166,627.57
		Billing Subtotal	\$219,454.52	296,705.32
	5470	Water Purchase		
	5471	Water Purchase	\$2,200,000.00	2,200,000.00
		Water Purchase Subtotal	\$2,200,000.00	2,200,000.00
	5480	Debt		
	5481	Debt PennVest	\$31,094.00	31,094.00
		Debt Subtotal	\$31,094.00	31,094.00
	5490	Transfer		
	5491	Transfer to Capital	\$30,000.00	200,000.00
	5492	Transfer to General Fund	\$0.00	32,000.00
		Transfer Total	\$30,000.00	232,000.00
		Water Subtotal	3,794,381.85	3,936,766.28

2008 Cranberry Township Budget

SEWER				
	5510	Treatment Plant		
	5511	TP Operations	\$1,124,455.09	898,696.11
	5512	TP Maintenance	\$233,935.01	350,493.92
	5513	Biosolids	\$347,468.16	351,627.57
	5514	Odor	\$148,389.34	198,671.68
	5515	Industrial PreTreatment	\$111,143.95	97,000.58
		Treatment Plant Subtotal	\$1,965,391.55	1,896,489.86
	5520	Collection System Maintenance		
	5521	Pipe Line Maintenance	\$115,988.81	138,289.20
	5522	Inflow and Infiltration	\$110,503.24	135,580.03
	5523	Pa One Call	\$42,421.51	24,778.22
		Collection System Maintenance Subtotal	\$268,913.55	298,647.45
	5530	New Development Inspection		
	5531	New Structure Inspections	\$23,380.43	23,235.38
	5532	New Development Inspeciton	\$2,587.41	1,099.80
		New Development Inspection Subtotal	\$25,967.85	24,335.18
	5540	Service Requests		
	5541	Existing Structure Inspections	\$2,704.12	3,197.76
	5542	Sewer Clog	\$17,091.32	14,049.12
		Service Requests Subtotal	\$19,795.44	17,246.88
	5550	System Support and Administration		
	5551	Vehicle Maintenance	\$55,211.89	67,689.96
	5552	Administration	\$377,079.45	346,475.30
	5553	GIS Sewer Model	\$86,216.00	53,513.63
	5554	Facility Maintenance	\$34,197.23	7,215.25
	5555	Training	\$27,239.66	38,717.39
	5556	Information Technology	\$43,936.14	36,638.00
	5557	SCADA Sewer	\$9,268.12	5,250.00
	5558	Operations Engineering	\$82,012.00	178,155.91
		System Support and Administration Subtotal	\$715,160.49	733,655.44
	5560	Billing		
	5561	Account Management	\$83,849.30	66,107.38
	5562	Sewer Flow Meter Reading	\$9,166.98	15,396.54
		Billing Subtotal	\$93,016.28	81,503.92
	5570	Lift Stations		
	5571	LS - Operations and Maintenance	\$151,646.26	182,521.91
		Lift Stations Subtotal	\$151,646.26	182,521.91
	5580	Debt		
	5581	Bond Interest	\$1,085,875.00	1,058,275.00
	5582	Principal Payment	\$800,000.00	830,000.00
		Debt Subtotal	\$1,885,875.00	1,888,275.00
	5590	Transfer		
	5591	Transfer to Capital		200,000.00
	5592	Transfer to General Fund		48,000.00
		Transfer Subtotal	\$125,000.00	248,000.00
		Sewer Subtotal	\$5,250,766.39	\$5,370,675.64
WATER AND SEWER TOTAL			\$9,045,148.24	\$9,307,441.92

Solid Waste Fund

Description of Fund:

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

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

2008 Goals:

- Enhance opportunities for more residents living in multi-family dwellings to recycle.
- Provide expanded opportunities for residents to recycle cardboard.
- Hold a House Hold Hazardous Waste collection day in the Township
- Hold a free of charge electronic collection day
- Implement program enhancements as funded in a DEP grant received in 2007 to improve the recycling component.

Solid Waste Cost Center 6310:

The 2008 proposed budget was developed by projecting the increase in customer for 2008 from historical growth that occurred in 2007, the percentage of cart sizes and the tag sales information. The contractual obligation plus a slit increase for expenses totaling a 2 to 3 percent increase. The fuel cost adjustment was calculated for 2007 and found not to impact the rate in 2008.

2008 Cranberry Township Budget

Solid Waste Operations	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
3410	Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00
3540	State Capital & Operating Grants	\$ -	\$ -	\$ -	\$ -	\$ 165,000.00
3570	Local Government Units Capital & Operating Grants	\$ -	\$ -	\$ -	\$ -	\$ 130,000.00
3671	Fees for Services	\$ -	\$ -	\$ -	\$ -	\$ 1,437,747.00
3809	Penalties	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
3855	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 1,765,747.00
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 81,978.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 24,359.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 8,103.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 453.00
4041	Pensions - Non Uniform Employees	\$ -	\$ -	\$ -	\$ -	\$ 4,099.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 16,489.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 214.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 1,318.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 4,099.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 254.00
4057	Life Insurance					\$ 215.00
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 61,000.00
5111	Professional Services - Contracted	\$ -	\$ -	\$ -	\$ -	\$ 1,299,756.00
5113	Management Consulting					\$ 5,000.00
5230	Information Technology Services - Intragov'tl	\$ -	\$ -	\$ -	\$ -	\$ -
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	
5354	Employee - Training Expense	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
5356	Employee - Dues & Memberships	\$ -	\$ -	\$ -	\$ -	\$ 350.00
5361	Postage and Shipping	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
5363	Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00
6010	Equipment less than \$5000	\$ -	\$ -	\$ -	\$ -	
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00
6124	Software	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00
6181	Debt Escrow	\$ -	\$ -	\$ -	\$ -	\$ 91,078.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 1,764,765.00

2008 Budget Impact Items:

The 2008 Rates are being adjusted pursuant to the current five year contract that provides for a modest increase in each year and fuel costs adjustments and an adjustment to cover operating needs. The new monthly rates for 2007 are as follows and reflect a 5% increase:

	11/04-12/05	1/06-12/06	1/07-12/07	1/08-12/08
96 Gal	\$13.50	14.15	14.86	15.36 (+.50)
64 Gal	\$12.95	13.57	14.25	14.72 (.47)
38 Gal	\$12.50	13.10	13.76	14.21 (.45)
Bag Service	\$11.67	11.92	12.18	12.44 (.26)

The rates continue to reflect the desire to have a fund balance of approximately \$200,000 at the end of the current five year contract, which expires in October 2009. The initial cart acquisition was financed over a 10 year period. The Fund Balance can then be used to assist in the phased-in replacement of those carts near the end of their estimated useful life of 10 years.

Swimming Pool

Description of Fund:

The Cranberry Community Waterpark is a dynamic facility responding to the changing needs of the community. This facility is family friendly with zero depth entry, lap pool, diving well, slides, sand play, spray pad, sand volleyball, full concession, locker rooms, and much more. Programming ranges from American Red Cross Learn to Swim lessons to scuba, and water aerobics to night swims. Popular after season programs are dog swims and fishing. Public swims average more than 70,000 swimmers per season.

2008 Goals:

- Reduce staff costs in slow times by providing swimmers to staffing charts for all Managers and Coordinators.
- Increasing income through adjustments in daily admission fees and concession menu pricing. Fees have not kept pace with the cost of staffing, products and utilities, and are necessary to remain operationally solvent.
- Eliminate programs that have had historically low participation, i.e. Dawn Patrol.
- Improve Concession Coordinator and Customer Service training in Class Software Point of Sale and Inventory Management.

Staffing Levels:

Swimming Pool Personnel	2004	2005	2006	2007	2008
Full-Time	0.5	0.5	0.5	0.5	0.5
Part-Time	90	95	100	100	100

2008 Cranberry Township Budget

Swimming Pool Operations Cost Center 6810:

Swimming Pool Operations 6810	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2006	2007	2008	2008	2009
3422	Rooms/Facility	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
3424	Decks	\$ -	\$ -	\$ -	\$ -	\$ 500.00
3410	Interest Earnings					\$ 8,000.00
3685	Memberships	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
3691	Admissions	\$ -	\$ -	\$ -	\$ -	\$ 140,000.00
3855	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 300.00
3856	Over/Short	\$ -	\$ -	\$ -	\$ -	\$ -
3920	Interfund Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 549,800.00
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 6,667.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 148,463.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 9,963.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 2,330.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 8,902.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 333.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 1,243.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 20.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 86.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 333.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 21.00
4057	Life Insurance					\$ 18.00
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00
5123	R&M - Facility maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
5230	Information Technology Serv	\$ -	\$ -	\$ -	\$ -	\$ 25,687.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
5321	Electricity	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
5323	Water	\$ -	\$ -	\$ -	\$ -	\$ 17,000.00
5324	Sewer	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00
5325	Trash Service	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5361	Postage and Shipping	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5362	Printing	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
5416	GO Series A 2003					\$ 150,000.00
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ 11,000.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 454,066.00

2008 Cranberry Township Budget

Swimming Pool Maintenance Cost Center 6820:

Swimming Pool Maintenance	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2005	2006	2007	2007	2008
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 4,780.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 30,510.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 500.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 2,188.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 512.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 1,955.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 239.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 1,193.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 13.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 86.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 239.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 15.00
4057	Life Insurance					\$ 13.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5002	Subscriptions/Books	\$ -	\$ -	\$ -	\$ -	\$ -
5004	Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
5005	Cleaning Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
5008	Chemicals	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
5321	Electricity	\$ -	\$ -	\$ -	\$ -	\$ -
5322	Natural Gas	\$ -	\$ -	\$ -	\$ -	\$ -
5323	Water	\$ -	\$ -	\$ -	\$ -	\$ -
5324	Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
5325	Trash Service	\$ -	\$ -	\$ -	\$ -	\$ -
5354	Employee - Training / Confe	\$ -	\$ -	\$ -	\$ -	\$ -
5357	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -
5364	Fuel	\$ -	\$ -	\$ -	\$ -	\$ 50.00
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 100,293.00

2008 Cranberry Township Budget

Swimming Pool Concessions Cost Center 6830:

Swimming Pool Concessions	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2006	2007	2008	2008	2009
3692	Concessions	\$ -	\$ -	\$ -	\$ -	\$ 120,000.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 120,000.00
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 4,780.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 36,135.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 500.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 2,537.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 593.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 2,267.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 239.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 1,193.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 13.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 86.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 239.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 15.00
4057	Life Insurance					\$ 13.00
5001	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5005	Cleaning Supplies	\$ -	\$ -	\$ -	\$ -	\$ 200.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 300.00
5121	R&M - Equipment	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5311	Telephone Services	\$ -	\$ -	\$ -	\$ -	\$ -
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
5321	Electricity	\$ -	\$ -	\$ -	\$ -	\$ -
5322	Natural Gas	\$ -	\$ -	\$ -	\$ -	\$ -
5323	Water	\$ -	\$ -	\$ -	\$ -	\$ -
5324	Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
5325	Trash Serivce	\$ -	\$ -	\$ -	\$ -	\$ -
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ -
5354	Employee - Training Expens	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5368	Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -	\$ 67,000.00
6115	Building Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
6123	Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 117,110.00

2008 Cranberry Township Budget

Swimming Pool Programs Cost Center 6840:

Swimming Pool Programs	Description	Year - 2	Year - 1	Actual	Forecast	Budget
		2006	2007	2008	2008	2009
3681	Program Fees	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00
TOTAL Revenue		\$ -	\$ -	\$ -	\$ -	\$ 40,000.00
4010	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ 6,669.00
4012	Salaries - Part Time	\$ -	\$ -	\$ -	\$ -	\$ 20,080.00
4015	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 500.00
4021	FICA	\$ -	\$ -	\$ -	\$ -	\$ 1,658.00
4022	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 388.00
4023	Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ 1,482.00
4041	Pensions - Non Uniform Em	\$ -	\$ -	\$ -	\$ -	\$ 333.00
4051	Hospitalization	\$ -	\$ -	\$ -	\$ -	\$ 1,243.00
4052	Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 20.00
4053	Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ 86.00
4054	457 Contribution	\$ -	\$ -	\$ -	\$ -	\$ 333.00
4055	Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ 21.00
4057	Life Insurance					\$ 18.00
5004	Other Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
5111	Professional Services - Cont	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
5312	Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
5351	Employee Recruiting	\$ -	\$ -	\$ -	\$ -	\$ 500.00
5354	Employee - Training Expens	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
TOTAL Expense		\$ -	\$ -	\$ -	\$ -	\$ 38,331.00

2008 Budget Impact Items:

- Increases in Daily Admission and Concession Menu prices to reflect growth in costs. This will be the first increase in Daily Admissions since 2003.
- Potential season delays due to Seneca Valley work stoppage and the impact it will have on staffing and attendance.
- Increase in fees payable to the American Red Cross for Swim Lesson enrollment.

2007 Achievements:

- Reduced Management Overhead expenses through better use of technology and IT support;
- Revised pool programs and services with an emphasis on the sun decks and swim lessons to reflect new community opportunities.
- Increased Waterpark memberships income by 3.6% percent;
- Touched up pool paint job from 2006 under company warranty for product. The work potentially extended the life of the Marcite finish by 15 years. The recommended refinish life of the Marcite was seven years, and our pool has been in service for eleven summers.

Golf Course

Description of Department:

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.

In just five years, Cranberry Highlands has established itself as one of the best public golf courses in Western Pennsylvania.

2008 Goals:

- Reduce the weekend gap (actual players/booked players) by 3% or about 15-20 golfers per weekend.
- Increase Cranberry Township resident rounds by 10%.
- Have all clubhouse employees (grill, pro shop, outside services) participate in customer service training.

Staffing Levels:

Golf Course Personnel	2004	2005	2006	2007	2008
Full-Time	8	6.75	6	7	7
Part-Time	62	63	51	50	50

Golf Course Cost Center 6510:

Golf Course	2006 Actual	2007 Budget	2007 YTD	2008 Request
Revenue				
Greens Fees	3701	\$ 1,057,118.00	\$ 1,108,000.00	\$ 1,102,493.00
Cart Rental Fees	3702	\$ 271,761.00	\$ 290,000.00	\$ 273,022.00
Range Fees	3703	\$ 16,494.00	\$ 18,000.00	\$ 21,120.00
Golf Club Rental	3704	\$ 3,945.00	\$ 4,000.00	\$ 5,815.00
Misc Revenue		\$ 445.53	\$ 500.00	\$ -
Merchandise	3705/3706	\$ 96,960.00	\$ 100,000.00	\$ 104,659.00
Golf Instruction	3681	\$ 30,670.00	\$ 32,000.00	\$ 26,425.00
Handicap Services	3707	\$ 3,975.00	\$ 4,000.00	\$ 4,248.00
Grille Food Sales	3709/3709	\$ 86,315.00	\$ 95,000.00	\$ 99,275.00
Alcohol Sales	3711	\$ 135,959.00	\$ 135,000.00	\$ 140,950.00
Catered Food	3710	\$ 116,553.00	\$ 120,000.00	\$ 123,500.00
Room Rental	3422	\$ 7,727.00	\$ 8,000.00	\$ 8,213.00
Sponsorship	3852	\$ 7,650.00	\$ -	\$ 250.00
Interest		\$ 20,203.00	\$ 20,000.00	\$ 20,000.00
Transfer from General Fund		\$ 95,000.00	\$ 95,000.00	\$ 95,000.00
Total Golf Course Fund		\$ 1,950,775.53	\$ 2,029,500.00	\$ 2,024,970.00
				\$ 2,127,875.00

Golf Course Cost Center 6510:

6510 Golf Course Fund				
	Program	Cost Center	2007 Budget	2008 Budget
6310	Golf Operations			
	6311	Golf Shop Services	\$ 39,741.59	\$ 44,564.76
	6312	Outside Services	\$ 30,516.55	\$ 30,493.79
	6313	Carts	\$ 82,842.74	\$ 94,693.04
	6314	Range	\$ 13,905.14	\$ 12,555.78
	6315	Merchandise	\$ 77,421.96	\$ 86,149.68
	6316	Lessons	\$ 15,241.55	\$ 18,409.39
	6317	Golf Outings	\$ 83,000.25	\$ 79,179.57
	Sub Total		\$ 342,669.78	\$ 366,046.01
	Percent of Total Fund		18.60%	17.20%
6330	Food & Beverage Operations			
	6331	Grill	\$ 98,880.94	\$ 112,918.70
	6332	Kitchen	\$ 10,233.63	\$ 9,681.00
	6333	Banquet Facility	\$ 57,495.15	\$ 60,902.53
			\$ -	\$ -
			\$ -	\$ -
	Sub Total		\$ 166,609.72	\$ 183,502.23
	Percent of Total Fund		9.05%	8.62%
6340	System Support			
	6341	Facility Maintenance	\$ 70,920.55	\$ 70,465.63
	6342	Administration	\$ 205,911.32	\$ 220,551.81
	6343	Information Technology	\$ 32,117.00	\$ 38,766.00
	6344	Training	\$ 11,616.67	\$ 16,278.47
	6345	Infrastructure	\$ 17,345.52	\$ 15,386.19
	6346	Vehicle Maintenance	\$ 20,000.00	\$ 22,000.00
	Sub Total		\$ 357,911.06	\$ 383,448.10
	Percent of Total Fund		19.43%	18.02%
6360	Turfgrass Management			
	6361	Greens Maintenance	\$ 122,373.51	\$ 123,206.50
	6362	Tees Maintenance	\$ 53,901.07	\$ 57,844.50
	6363	Fairways Maintenance	\$ 89,917.41	\$ 95,777.45
	6364	Rough Maintenance	\$ 108,041.45	\$ 109,939.86
	6365	Bunker Maintenance	\$ 41,878.25	\$ 43,663.18
	6366	Irrigation/Pond Maintenance	\$ 45,530.99	\$ 46,073.76
	Sub Total		\$ 461,642.68	\$ 476,505.25
	Percent of Total Fund		25.06%	22.39%
6380	Equipment Maintenance			
	6381	Equipment Repair	\$ 53,336.74	\$ 58,754.00
	6382	Equipment PMI	\$ 33,603.89	\$ 33,118.24
		\$ -	\$ -	\$ -
	Sub Total		\$ 86,940.63	\$ 91,872.24
	Percent of Total Fund		4.72%	4.32%
6390	Debt Service			
	6391	Interest Payment	\$ 396,197.00	\$ 391,500.00
	6392	Principle Payment	\$ 30,000.00	\$ 235,000.00
	Sub Total		\$ 426,197.00	\$ 626,500.00
	Percent of Total Fund		23.14%	29.44%
	Capital Program			
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
	Sub Total		\$ -	\$ -
	Percent of Total Fund			
	Total Golf Course Fund		\$ 1,841,970.87	\$ 2,127,873.83

2008 Budget Impact Items:

- **Purchasing of 80 new golf carts for 2008.** The lease on our current fleet expires at the end of 2007. We are purchasing the fleet and service through the township bid process. The choice to purchase this time instead of lease is based on the return we will show by purchasing. This return will be realized through a trade-in after 4-5 years.
- **Debt Service:** In 2007, the debt service was refinanced for a one-time reduction. In 2008 the debt service increases by over \$200,000 to \$626,500. As other operating expenses increase, this item will need to be reviewed for possible refinancing on a long term basis for the life of the bond.
- **Establish a Golf Operations Admin Assistant position.** This part time, seasonal position will support the golf operation on many fronts. Support at the front desk with tee time and golf lesson calls, qualifying and capturing golf outing/banquet leads and operations support. The goal of the position is to greatly reduce the no-show percentage of golfers and golf lessons by establishing our booking policies with them. Reducing the number of no-shows or short-shows by 8 players per week May-September will grow the facility's revenue by over \$9,000. Much of the same on a smaller scale will occur with our golf instruction program. The position will free-up the time of our pro shop clerks as well as Craig Walker and Jon Shuster. This will allow them to spend more time with customers face to face. The position will pay \$8.00/hour at 35 hours per week for 30 weeks (\$8,400 in gross payroll).
- **Increase non-resident greens fees** by \$2.00 on weekends and \$1.00 on weekdays. Non-residents play 80% of our rounds. This will grow our green fee revenue by \$18,000-\$22,000.
- The course rented a tent on four occasions when we needed to feed an outing and the banquet room was reserved for a non-golf function. These situations will continue to occur and once a banquet is booked, it restricts our ability to sell a small outing or another banquet without spending money on tent rental. We are currently exploring the costs of a pavilion behind the clubhouse. This will greatly increase our flexibility and ability to maximize the facility when booking events.
- In June 2008, Cranberry Highlands will host the West Penn Golf Association Junior Championship and the Tri-State PGA Amateur Championship. Both of these events will increase the exposure of the facility to the golfing public.

2007 Achievements:

- Greens fees, our largest revenue source, is on pace to increase by 5% over 2006. Other revenue increases over 2006 are: merchandise 10%, range 24%, grill food 14%, grill beverage 6%, catered food 10%.
- In 2007, CHGC experienced its highest number of banquet guests (estimated 3,375 by 12/31/2007). Through October 6, 2007 the banquet facility has hosted 20 Saturday evening events over a 23 week period which began in May. 16 of those events were wedding receptions. CHGC will eclipse 2006's gross revenue total establishing a new standard.
- Cranberry Highlands hosted a Golf Channel Junior Drive, Chip and Putt competition and a Golf Channel Amateur tournament in June. Over 250 junior golfers age 7-14 competed from around the region.
- The golf course continues to be the subject of rave reviews from golfers and industry insiders. Dave Barber and his staff continue to upgrade the course within the parameters of the budget. Much needed tee space has been added to holes #13 and #1.
- Cranberry Highlands celebrated its 5-year anniversary in August 2007.