



2018
BUDGET



Township Manager's Budget Summary



WORKING TOGETHER, MOVING FORWARD

The 2018 Budget



CRANBERRY
• TOWNSHIP •
built for you

*Introductory Comments and Presentation on the Proposed 2018 Budget
to the Board of Supervisors on November 8, 2017*

*Respectfully submitted by Jerry Andree, Township Manager, assisted by Vanessa Gleason,
Director of Finance, and Bettelou Bertoncello and Dan Santoro, Assistant Township Managers*

2018 BUDGET HIGHLIGHTS

- The 2018 Budget continues the policies and practices that have consistently earned the Township high ratings by Moody's Investor Services, earning the highest possible rating of Aaa in 2017, including but not limited to the following:
 - Continues the Township's "decades old practice" of operating expenses not exceeding current operating revenue
 - All annual financial obligations met in the year it was due, no "kicking the can"



2018 BUDGET HIGHLIGHTS

- No employee legacy costs beyond what is mandated by the Commonwealth, only existing legacy cost is the mandated Police Defined Benefit Pension program which has earned its place in the highest class of funded retirement programs in the Commonwealth
- Township recognized for its infrastructure management programs for roads, sewers, water, stormwater systems, which includes funding current and future needs



2018 BUDGET HIGHLIGHTS

- Recognized for not using one time revenue sources to pay for recurring annual operating expenses
- Recognized for our “program centered budgeting” process that allow for effective cost control and benchmarking compared to industry standards
- Actively seeks and engage partners to accomplish Township goals
- Alignment with the Goals and Strategies of the Cranberry Plan



2018 BUDGET HIGHLIGHTS

- What does the proposed 2018 Budget accomplish?
 - Funds the components of the Fire Strategic Plan in collaboration with CTVFC
 - Funds the second year of the Police Staffing Plan to increase the total number of full-time police officers to 32
 - Continuing to fund all existing programs of the Township
 - Continues to implement strategies to contain our health care cost thru a self insured municipal trust, high deductible plans, using HSAs, and integrated

Wellness Programs



2018 BUDGET HIGHLIGHTS

- What does the proposed 2018 Budget accomplish ? continued:
 - Funds our continuing partnerships with community partners, such as CTCC for the 2018 Project of the Year, Disc Golf Course and Trails at North Boundary Park, and our Sports Association for continuing enhancements of our parks
 - Funds pavement surface management program to meet the Board's standard
 - Continued investment in technology including improved access to customer utility accounts and citizen initiated service requests



2018 BUDGET HIGHLIGHTS

- **Proposed 2018 Capital Expenditures include:**
 - Fire Station Upgrades and Fire Equipment replacements
 - Eastern portion of North Boundary Road reconstruction
 - Continuing expansion and upgrade of Brush Creek WPCF
 - Improvements to the Parks, including the Disc Golf Project
 - Fleet equipment replacement
 - Advance preliminary engineering on future road improvement projects
 - Radio system upgrade



2018 BUDGET HIGHLIGHTS

- Challenges facing the Township:
 - Solid Waste Management mandate and the diversion of state funding
 - MS4 and Stormwater Quality Standards mandate – no financial support
 - Rising costs of road maintenance materials exceeding revenue sources



2018 BUDGET HIGHLIGHTS

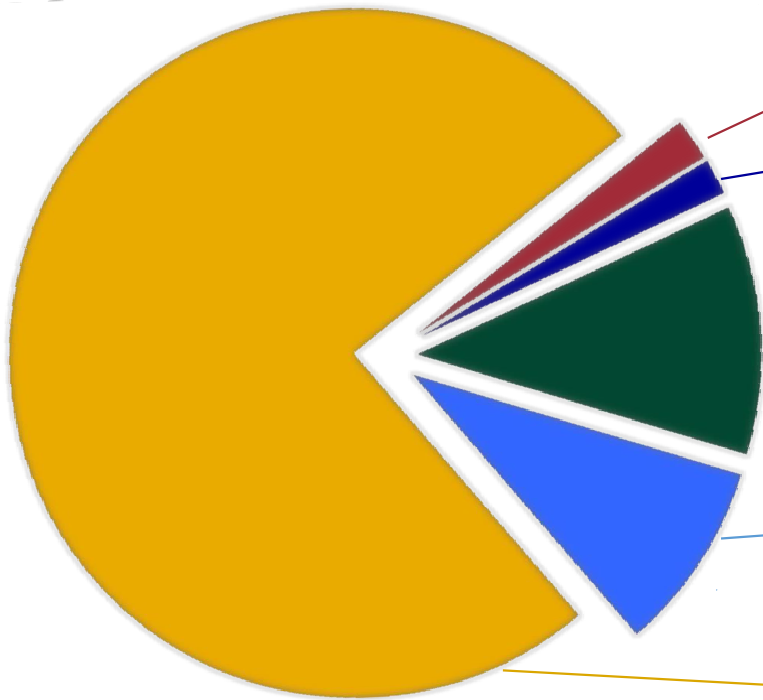
- How are we paying for the 2018 Proposed Budget?
 - All real estate tax levies remaining the same
 - Water and Sewer rates remain same, Sewer to be evaluated in 1st Quarter
 - Solid Waste Fees proposed to increase by .25 cents per month due to decrease in state revenue, but not until July 1
 - Continuing monitoring of fees and charges for specialized services to ensure costs are being covered



WHERE OUR FEDERAL, STATE AND LOCAL TAXES GO

Estimates Based upon the following:

\$94,000 Household Income and \$24,500 Assessed Value



(1) Cranberry Township
Real Estate Tax & .05% Earned Income
\$789
2%

(2) Butler County
Real Estate Tax
\$677
2%

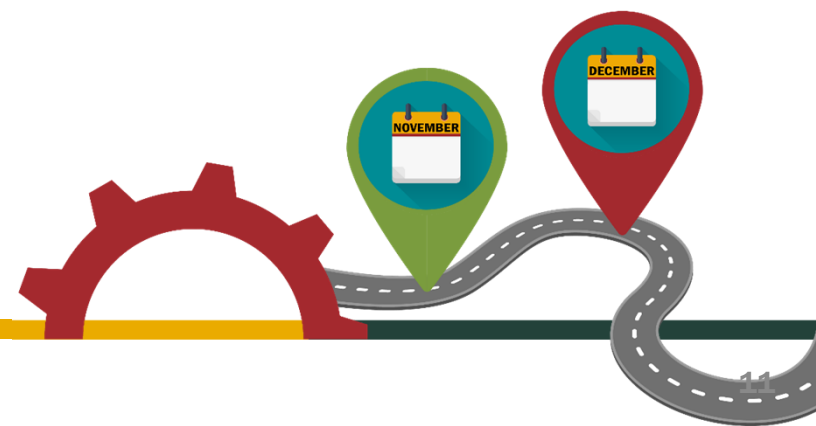
(3) State
Income Tax & Other State Taxes
\$4,654
12%

(4) Seneca Valley School District
Real Estate Tax & .05% Earned Income
\$3,448
9%

(5) Federal
Income Tax & Other Federal Taxes
\$29,820
75%

2018 BUDGET ADOPTION SCHEDULE

- November 8 and 9 - Board of Supervisors Review
- November 16 – Board of Supervisors considers Tentative Approval of 2018 Budget
- November 17 thru December 14 – Budget available for Public review
- December 14 – Board of Supervisors considers final adoption of 2018 Budget



MOVING FORWARD



Coming together is a beginning,
staying together is progress,
and working together is success.
~ Henry Ford

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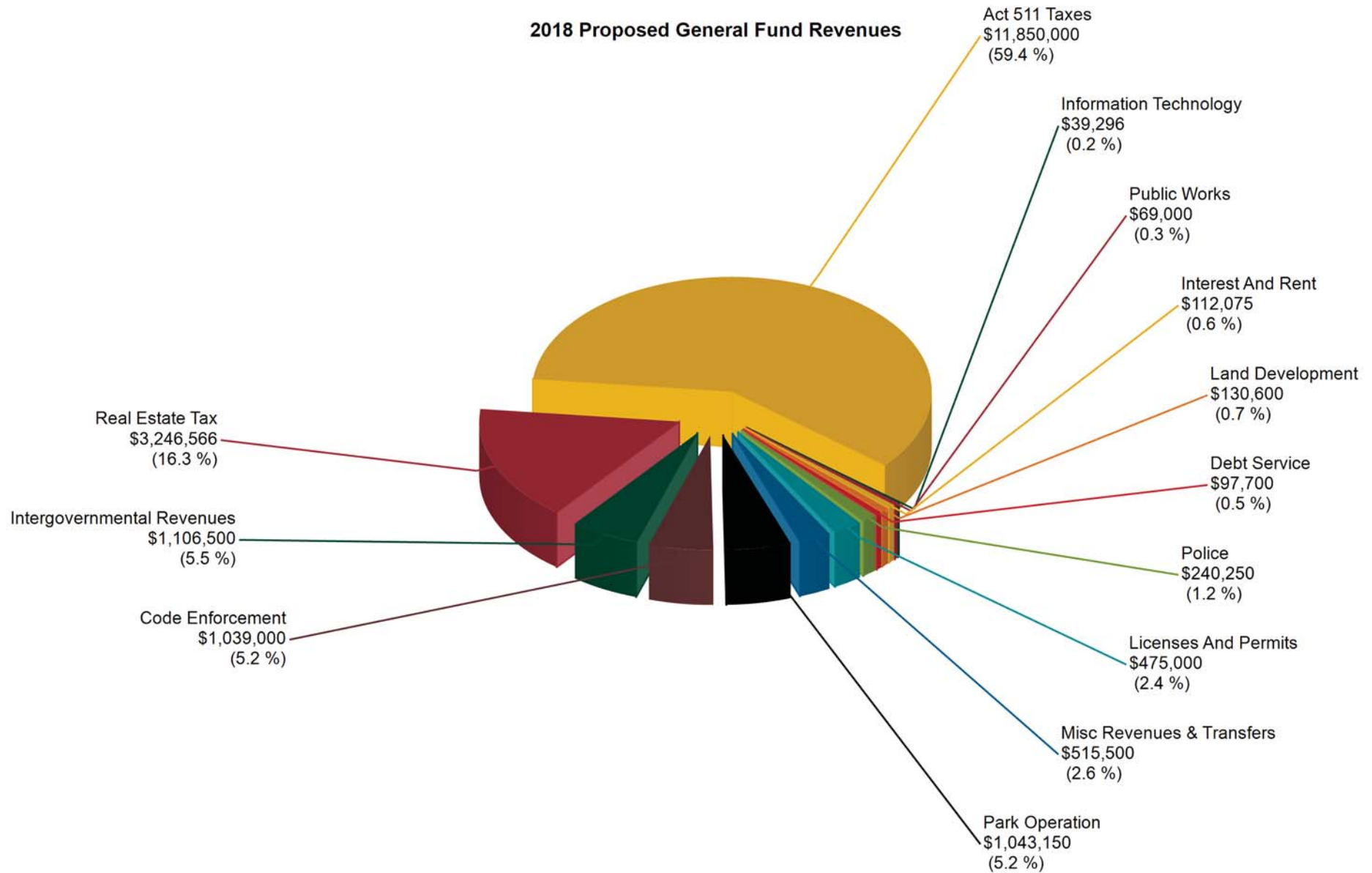
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Budget Summary

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2018 Proposed General Fund Revenues





2018 Annual Budget

2018 Proposed General Fund Revenue of \$19,964,637

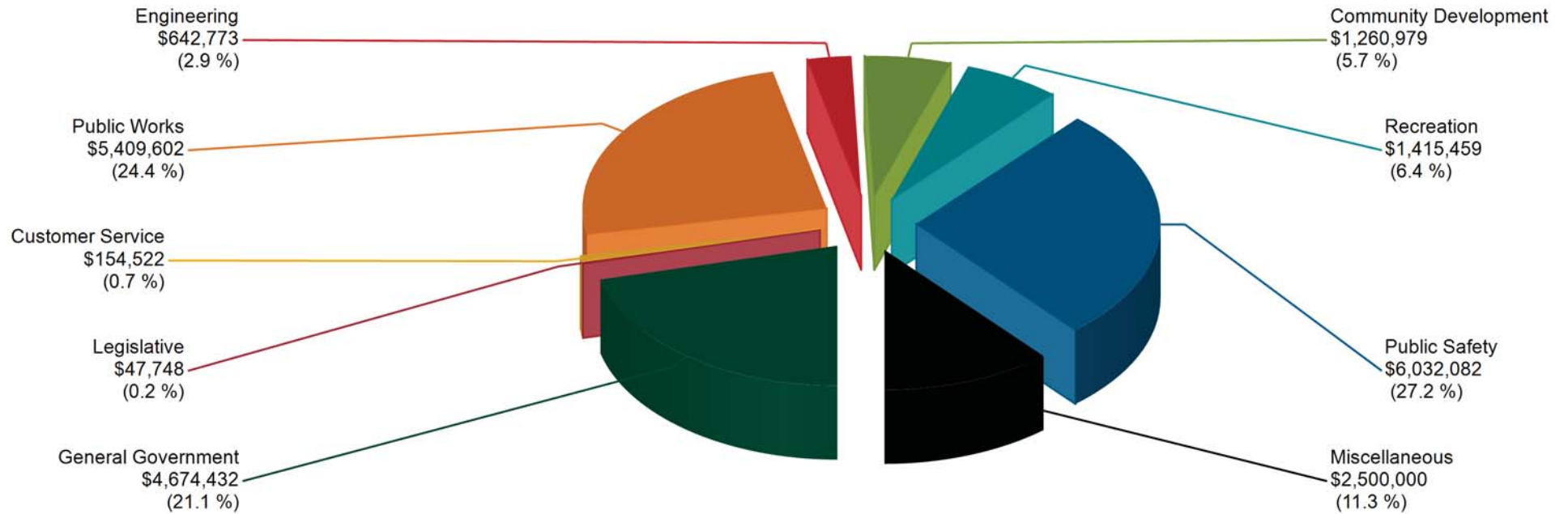
Department/Cost Center	Description	2017 Revised Budget	2018 Budget
Legislative			
10001200	Real Estate Tax	3,171,130	3,246,566
10001300	Act 511 Taxes	11,520,000	11,850,000
10001400	Licenses And Permits	475,000	475,000
10001500	Interest And Rent	106,931	112,075
10001600	Intergovernmental Revenues	1,111,300	1,106,500
10001700	Misc Revenues & Transfers	523,900	515,500
<i>Total</i>		<i>16,908,261</i>	<i>17,305,641</i>
General Government			
10002200	Human Resources	35,000	-
10002331	Information Technology	36,590	39,296
10002600	Debt Service	136,103	97,700
<i>Total</i>		<i>207,693</i>	<i>136,996</i>
Community Development			
10003100	Land Development	130,100	130,600
10003200	Code Enforcement	935,000	1,039,000
<i>Total</i>		<i>1,065,100</i>	<i>1,169,600</i>
Public Safety			
10004116	Police	231,000	240,250
<i>Total</i>		<i>231,000</i>	<i>240,250</i>
Public Works			
10005110	Snow Removal	10,800	15,500
10005120	Traffic Signals & Communic	15,244	15,500
10005132	Road Maintenance	-	-
10005150	Fleet Maintenance	-	-
10005160	Grounds Maintenance	38,000	38,000
<i>Total</i>		<i>64,044</i>	<i>69,000</i>



2018 Annual Budget

2018 Proposed General Fund Revenue of \$19,964,637

Department/Cost Center	Description	2017 Revised Budget	2018 Budget
Engineering			
10005240	Engineering	-	-
<i>Total</i>		-	-
Recreation			
10006210	Park Operation	33,250	28,450
10006220	Park Early Childhood	208,000	185,200
10006230	Park Youth Programs	410,000	462,500
10006240	Park Adult Programs	113,000	156,000
10006250	Park Family Programs	4,500	8,500
10006260	Park Teen Programs	25,000	30,000
10006270	Park Senior Programs	200	32,000
10006280	Park Community Events	2,500	3,500
10006290	Park Facility Maintenance	125,000	125,000
10006295	Park Special Program	8,000	12,000
<i>Total</i>		<i>929,450</i>	<i>1,043,150</i>
General Fund Revenue Total		19,405,548	19,964,637

2018 Proposed General Fund Expenses



2018 Annual Budget

2018 General Fund Expenditures of \$22,137,597

Department/Cost Center	Description	2017 Revised Budget	2018 Budget
Legislative			
10001100	Board Of Supervisors	47,748	47,748
10001700	Misc Revenues & Transfers	-	-
<i>Total</i>		<i>47,748</i>	<i>47,748</i>
Miscellaneous			
10001800	Misc Expenses & Transfers	4,500,000	2,500,000
<i>Total</i>		<i>4,500,000</i>	<i>2,500,000</i>
General Government			
10002100	Executive	851,713	927,290
10002200	Human Resources	392,687	382,868
10002311	Information Technology	159,694	163,592
10002400	Finance	463,163	468,724
10002500	Communications	295,558	305,965
10002600	Debt Service	1,721,971	1,727,363
10002700	Tax Collection	276,564	282,130
10002800	Insurance	412,000	416,500
<i>Total</i>		<i>4,573,350</i>	<i>4,674,432</i>
Community Development			
10003100	Land Development	311,939	365,336
10003200	Code Enforcement	572,662	674,845
10003300	Planning	221,449	220,798
<i>Total</i>		<i>1,106,050</i>	<i>1,260,979</i>
Customer Service			
10003400	Customer Service	149,321	154,522
<i>Total</i>		<i>149,321</i>	<i>154,522</i>
Public Safety			
10004111	Police Department Support	1,521,005	1,350,010
10004112	Police Patrol	3,417,039	3,241,747



2018 Annual Budget

2018 General Fund Expenditures of \$22,137,597

Department/Cost Center	Description	2017 Revised Budget	2018 Budget
10004113	Police Traffic	112,646	254,501
10004114	Police Investigations	275,213	407,272
10004115	Police Fleet	187,000	185,180
10004120	Animal Service	14,000	13,000
10004130	Fire Police	5,000	-
10004140	Firing Range	12,000	12,000
10004150	Emergency Management	1,300	-
10004230	Fire & Emergency Services	387,992	568,372
10004310	Ambulance Operations	23,000	-
Total		5,956,195	6,032,082
Public Works			
10005110	Snow Removal	599,325	609,755
10005120	Traffic Signals & Communic	646,477	634,109
10005131	Storm Water	328,464	366,425
10005132	Road Maintenance	1,296,978	1,282,134
10005140	Facility Maintenance	720,834	731,068
10005150	Fleet Maintenance	301,820	303,301
10005160	Grounds Maintenance	942,109	929,586
10005170	Pw Administration	542,907	553,224
Total		5,378,914	5,409,602
Engineering			
10005210	Engineering	627,514	642,773
Total		627,514	642,773
Recreation			
10006210	Park Operation	589,934	608,569
10006220	Park Early Childhood	106,473	137,592
10006230	Park Youth Programs	404,647	372,715
10006240	Park Adult Programs	91,882	91,366



2018 Annual Budget

2018 General Fund Expenditures of \$22,137,597

Department/Cost Center	Description	2017 Revised Budget	2018 Budget
10006250	Park Family Programs	39,158	40,155
10006260	Park Teen Programs	11,083	9,139
10006270	Park Senior Programs	3,500	11,750
10006280	Park Community Events	40,000	40,000
10006290	Park Facility Maintenance	66,542	67,173
10006295	Park Special Program	33,000	37,000
<i>Total</i>		<i>1,386,219</i>	<i>1,415,459</i>
General Fund Expenses Total		23,725,311	22,137,597



2018 Annual Budget

2018 Other Funds Summary

Funds	Description	2017 Budgeted Revenue	2017 Budgeted Expenses	2018 Budgeted Revenue	2018 Budgeted Expenses
Special Revenue Funds					
2110	Tip East	530,238	1,200,000	271,090	3,600,000
2111	Tip West	94,822	-	212,411	400,000
2112	Recreation Fees	451,970	270,000	296,135	270,000
2114	Developers Contribution	-	-	96,530	1,100,000
2115	Storm Water Maintenance	-		5,100	
2310	Liquid Fuels	897,158	925,000	946,497	975,000
2410	Library	393,760	385,648	396,861	396,681
2420	Fire Operations	549,044	496,722	563,890	483,371
2610	Road Equipment Fund	335,151	215,000	344,728	215,000
2620	Public Buildings Fund	393,760	340,000	396,060	340,000
Total		3,645,903	3,832,370	3,529,302	7,780,052
Capital Projects					
3100	Fire Capital	385,359	264,824	395,737	417,457
3400	Capital Improvement	4,507,000	3,499,000	2,510,000	2,366,560
3800	2015 Bond Fund	100,000	23,503,405	45,000	9,808,025
3810	2017 Bond Fund	-	-	20,000	7,832,166
3820	2017 Renovation Fund	-	-	10,000	2,000,000
3900	2015 Marshall Twp. Construction Fund	15,000	4,116,680	6,500	2,413,109
Total		5,007,359	31,383,909	2,987,237	24,837,317
Enterprise Funds					
6110	Water	6,714,302	6,970,303	7,261,686	6,332,806
6210	Sewer	8,488,641	11,696,881	9,160,743	11,231,294
6310	Solid Waste	2,376,820	2,364,097	2,450,225	2,487,707
6410	Swimming Pool	730,300	730,300	728,000	878,000

2018 Annual Budget

Funds	Description	2017 Budgeted Revenue	2017 Budgeted Expenses	2018 Budgeted Revenue	2018 Budgeted Expenses
6510	Golf Course	2,332,121	2,332,121	2,330,690	2,330,690
<i>Total</i>		<i>20,642,184</i>	<i>24,093,702</i>	<i>21,931,344</i>	<i>23,260,497</i>
Other Funds Total		29,295,446	59,309,981	28,447,883	55,877,866

General Fund Revenue



2018 Annual Budget

Real Estate Tax Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-1200-3011	Current Year Levy	3,013,542	3,097,570	3,116,130	3,136,971	3,190,066
	<p>The real estate tax is the second most important source of revenue for Cranberry Township. The 8.03 mill real estate tax is levied on all commercial, residential and other non- exempt real property. The tax is determined by two factors the assessed value and the millage rate. As of September 27, 2017. Butler County has determined Cranberry's taxable assessed value to be \$405,376,302. The Butler County Department of Property & Revenue determines property market values and assesses property. Butler County has not reassessed property since 1969. The assessed valuation is the value used to generate the tax revenue and is based on 100% of the 1969 value. The Board of Supervisors of Cranberry Township determines the millage rate, which is 13.25 mills in 2016 (8.03-general purposes, 2.37 fire, 1 public buildings, .85 road equipment and 1 library). The real estate tax collector for Cranberry Township, Butler County and the Seneca Valley School District, pursuant to the Second Class Township Code, is P.J. Lynd, an elected official who serves a four year term, and began his fifth term in January of 2018. The collection rate for 2017 was 98%. Delinquent property taxes are collected by the Butler County Tax Claim Bureau. Township property taxes are billed March 1st. A discount of Taxes are due at face value if paid by June 30. A penalty of 10% is applied if paid between July 1 and February 1 of the following year. 2% may be taken if the taxes are paid on or before April 30.</p>					
1000-1200-3012	Prior Year Levy	2,881	5,360	5,000	6,381	5,500
	Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2017 but collected in 2018)					
1000-1200-3014	Delinquent Tax Claim	22,439	42,778	35,000	35,519	35,000
	Delinquent property tax collected by Butler County Tax Claim Bureau. After 12/31, the real estate tax collector turns all delinquent tax bills over to the Butler County Tax Claim Bureau. The property owner has approximately 2 years to pay the taxes plus penalty, or the Tax Claim Bureau will conduct a Sheriff sale of the property.					
1000-1200-3015	Interim Taxes	14,983	14,856	15,000	20,515	16,000
	Interim tax billing for properties added to tax duplicate after January 2018.					
	REAL ESTATE TAX Total	3,053,845	3,160,563	3,171,130	3,199,386	3,246,566



2018 Annual Budget

Act 511 Taxes Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-1300-3120	Real Estate Transfer Tax	1,263,943	1,319,040	1,200,000	1,378,520	1,250,000
	The realty or deed transfer tax is collected at the time of a real estate sale or transfer by the Butler County Recorder of Deeds through the sale of deed transfer stamps. Of the 2% tax collected on the value of the sale/transfer, 1% is distributed to the Commonwealth of Pennsylvania. The remaining 1% is levied by the Township (.5%) and the Seneca Valley School District (.5%).					
1000-1300-3130	Earned Income Taxes	7,044,433	7,194,350	6,720,000	6,207,539	6,900,000
	Cranberry Township's primary source of tax revenue is the earned income tax. It is a tax on gross wages, net profits, and other compensation earned by Township residents. The tax is 1%, 1/2 of which is shared with the Seneca Valley School District. The Township contracts with Berkheimer Tax Administrator for the collection of current and delinquent taxes.					
1000-1300-3140	Business Privilege/Merc	2,485,120	2,826,272	2,400,000	2,618,049	2,500,000
	The Township contracts with Berkheimer Tax Administrator for the collection of this tax. The Township serves as the Delinquent Collector. The tax is due on or before May 15 of each year. Business Privilege is a tax assessed to service providers. The Mercantile tax is assessed on the sale of goods. Both taxes are further classified by wholesale and retail sales. The rate is one mill (ie. \$1.00 tax on \$1,000 of receipts).					
1000-1300-3150	Local Service Tax	1,275,714	1,236,812	1,200,000	1,045,057	1,200,000
	The Local Services tax (LST) is assessed on all individuals who work within the Township. The Township imposes a \$52 tax with an exemption for individuals earning less than \$12,000 per year. This revenue source will fluctuate with the number of individuals employed in the Township and the \$12,000 exemption. Cranberry contracts with Berkheimer Tax Administrator for the collection of this tax.					
1000-1300-3160	Other Taxes	11	6	-	57	-
	Act 511 Taxes Total	12,069,220	12,576,481	11,520,000	11,249,223	11,850,000



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Licenses And Permits Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-1400-3210	Business Licenses And Permit	489,822	493,002	475,000	510,749	475,000
	The cable contract fee, or franchise fee, is a percentage of sales revenue generated by Armstrong and Consolidated Communications who have non-exclusive contracts to utilize public right-of-ways to provide cable and internet services to our residents. Armstrong's agreement, executed in February 2012, expires in February 2022. Consolidated Communications agreement was executed July 2015 and expires in July 2023. The current franchise agreements provide for a 5% fee based on revenues generated on cable TV services only. Internet services revenues are excluded.					
	<i>Licenses and Permits Total</i>	<i>489,822</i>	<i>493,002</i>	<i>475,000</i>	<i>510,749</i>	<i>475,000</i>



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Interest And Rent Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-1500-3410	Interest	16,731	37,233	30,000	46,478	35,000
	The Township invests its available cash in various interest- bearing instruments and accounts. The types of investment options used generally include short and long-term investments with the Pennsylvania Local Government Trust (PLGIT). The amount earned each year fluctuates with the interest rate and the amount of cash available for investment. When interest rates are high, the Township enjoys favorable interest rates but as the prime rate falls, so do the rates on investments. Allowable investments are governed by the Second Class Township Code, and other laws of the Commonwealth.					
1000-1500-3421	Tenant Rent	72,095	75,315	76,931	68,446	77,075
	Includes CCR lease rate. Incorporates \$1/sq.ft rate increase for RE Tax Collector. 2018 LEASE RATE AT \$19/ sq.ft for Tax Collector, Chamber & State Rep, and \$22/sq.ft for CCR Real Estate Tax Collector \$2,736 Pgh. North Regional Chamber \$9,785 State Representative \$11,058 CCR \$3,696 Cranberry Twp. EMS \$42,000 (\$3500/mo) Butler County (Senior Center) \$7,800 (annual)					
	Interest and Rent Total	88,826	112,548	106,931	114,923	112,075

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Intergovernmental Revenues Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-1600-3551	State Pension Aid	631,254	721,817	675,000	743,297	710,000
	On an annual basis the Commonwealth of Pennsylvania allocates funds to be used for the support of the police & non-uniform pension programs. The source of funds is a state tax on casualty insurance written by companies located outside of Pennsylvania and the number of these policies owned by Cranberry Township residents. The amount to be budgeted in any one year should be based on assumptions regarding the State Aid Unit Value from the preceding year as well as the number of employees in both pension plans. The proposed distribution of the funds is reflected under the pension expenditure category in the appropriate departmental budget. These funds in turn are distributed directly to the pension plans.					
1000-1600-3552	Firemans Relief Aid	237,526	239,487	238,000	226,311	225,000
	The Township also receives funds from the Commonwealth of Pennsylvania for distribution to the Cranberry Township Volunteer Fire Company Relief Association. The amount of funding received is related to the amount of fire insurance held by Township residents which has been written by companies located outside of Pennsylvania. These funds in turn are distributed directly to the fire company's relief association. The budget typically reflects the actual amount received in the previous year.					
1000-1600-3555	Liquor Licenses	11,700	12,300	12,300	-	13,500
	When the Pennsylvania Liquor Control Board issues a liquor license to an establishment within the Township, the municipality receives an annual licensing fee of \$300 from the Commonwealth. The Township currently has 45 establishments with liquor licenses.					
1000-1600-3561	Public Utility Tax	19,399	22,448	21,000	18,274	18,000
	The Public Utility Realty Tax (PURTA) is a tax collected by the Commonwealth of Pennsylvania on tax-exempt property owned by public utilities and distributed back to the Township in which the property is located. The funds may be used for general municipal purposes. The amount of the tax rebate is related to the Township's real estate tax rate as well as the dollar value of real estate taxes which are levied by the Township. Since the Township has no direct control over the amount of PURTA funds to be granted by the Commonwealth, the actual value of PURTA in the preceding year is typically used to set the next year's budget amount.					
1000-1600-3563	Act 13	179,838	168,161	165,000	145,460	140,000
	Township share of fees paid by gas drillers on their wells as per Act 13.					
	<i>Intergovernmental Revenues Total</i>	<i>1,079,718</i>	<i>1,164,213</i>	<i>1,111,300</i>	<i>1,133,342</i>	<i>1,106,500</i>

2018 Annual Budget

Misc Revenues & Transfers Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-1700-1612	Fuel Inventory	(56,594)	3,383	-	(4,876)	-
1000-1700-1613	Fsa Inventory	4,767	(9,751)	-	(3,905)	-
1000-1700-3422	Rooms/Facility	1,500	-	-	-	-
	Fees for rental/use of Township facilities, other than parks and recreation facilities.					
1000-1700-3425	Tower Leases	25,227	11,836	9,900	8,716	13,000
	The Township has entered into numerous lease agreements with cellular phone providers for the installation of telecommunication towers on Township property. The Township collects varying amount of lease payments.					
1000-1700-3464	Energy Rebates	46,032	62,884	-	6,735	-
1000-1700-3511	Other Grants	20,000	-	-	(15,141)	-
1000-1700-3651	Sale Public And Admin Svs	12,815	12,703	14,000	11,009	10,000
	The Township provides certain material and administrative services to the public. Materials include copies of Township documents. Administrative services include such items as no-lien letters. This item represents revenue from the provision of these materials and services.					
1000-1700-3671	Fees For Services	-	-	-	342	-
1000-1700-3855	Miscellaneous	14,079	17,968	10,000	11,395	7,500
	The miscellaneous account is used to record infrequently occurring revenue or those not consistent with other sources of revenue.					
1000-1700-3856	Over/Short	(9)	10	-	3	-
1000-1700-3858	Community Chest Donations	1,059	404	-	(1,508)	-
1000-1700-3872	Contributions	200,000	-	200,000	200,000	200,000
	Contributions from Dick's Sporting Goods for the naming rights to Graham Park, "Dick's Sporting Goods Sportsplex" Expires in 2018.					
1000-1700-3910	Sale Of Fixed Assets	36,393	39,513	20,000	3,809	10,000
	From time to time the Township sells assets such as police cars either by auction or a direct sale.					
1000-1700-3922	Transfer From Other Fund	250,000	250,000	250,000	-	250,000
	Interfund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2017 is an \$250,000 transfer from the Sewer and Water Operating funds to the General Fund. This is to cover utility, maintenance and communication costs, as well as other administrative overhead costs.					
1000-1700-3925	Transfer From Water	69,417	-	-	-	-
1000-1700-3950	Refund Of Prior Year Exp	28,639	35,722	20,000	43,127	25,000
	At times the Township receives refunds of expenditures made in the prior year.					
	Misc Revenues & Transfers Total	653,325	424,671	523,900	259,705	515,500



2018 Annual Budget

Human Resources Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2200-3868	Reimbursements Insurance	145,917	73,651	35,000	15,987	-
	Full time Township employees contribute a percentage of medical insurance premiums based on their salary.					
	<i>Human Resources Total</i>	<i>145,917</i>	<i>73,651</i>	<i>35,000</i>	<i>15,987</i>	<i>-</i>



2018 Annual Budget

Information Technology Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2331-3684	Charge For Services	35,565	37,194	36,590	33,697	39,296
	<i>INFORMATION TECHNOLOGY Total</i>	<i>35,565</i>	<i>37,194</i>	<i>36,590</i>	<i>33,697</i>	<i>39,296</i>



2018 Annual Budget

Debt Service Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2600-3873	Debt Offset Payments	108,157	76,873	136,103	16,271	97,700
	Payments from Athletic Associations for Graham Park debt. SVSA - "0" ; CTAA 64762 ; SVJFAC 16870 ; SVLA - 16070					
	<i>Debt Service Total</i>	<i>108,157</i>	<i>76,873</i>	<i>136,103</i>	<i>16,271</i>	<i>97,700</i>

2018 Annual Budget

Land Development Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-3100-3619	Bond Release Fee	28,950	24,300	20,000	22,650	22,000
	All new developments are required to post financial security (bonds) to guarantee the completion of improvements which are required by ordinance and established at the time of development approval. The Pennsylvania Municipalities Planning Code (MPC) establishes criteria for the posting and release of financial security. The MPC allows for full and partial releases of the financial security as work progresses in new developments. A bond release fee is charged each time that a developer requests a release of financial security from the Township. The fees are intended to cover Township costs associated with processing of a release request. Fees are charged to the development's escrow account. Fees are \$150 for requests related to sewer and water facilities, plus actual costs of engineer's inspection; and \$300 for requests related to roads/stormwater facilities, plus the actual costs of engineer's inspections.					
1000-3100-3620	Liquor License Transfer	-	500	500	1,000	500
	Pennsylvania law allows for the transfer of liquor licenses between communities within the same county. Each applicant for a license transfer is required to pay this application fee. The fee is intended to cover Township costs associated with the processing of the transfer request and the public hearing that is held. The fee is \$500 per application.					
1000-3100-3621	Conditional Use Fee	11,000	10,455	8,000	4,950	7,000
	Conditional Use Fees are charged for new Conditional Use applications when the use is classified as a "conditional use" within the zoning ordinance. Conditional use applications have additional administrative and review steps associated with their processing beyond those of a normal site plan/subdivision application. The fees are structured to cover the additional costs associated with processing conditional use applications. The fee is \$550 per application.					
1000-3100-3622	Zoning Hearing Board Fee	1,325	550	1,500	-	1,000
	Cranberry Township has a Zoning Hearing Board pursuant to the Pennsylvania Municipalities Planning Code and the Board is charged with hearing appeals of aggrieved parties from provisions of the zoning ordinance. A fee is charged for each case brought before the Zoning Hearing Board; the fee is \$275 for residential applications and \$550 for non-residential applications and is intended to cover the cost associated with processing the application.					
1000-3100-3625	Site Plan Subdivision Rev	100,470	207,331	100,000	117,020	100,000
	Site plan and subdivision review fees are those charged for new land development applications with each new or revised application for development. Fees are required for land developments and the amount of the fee is based on criteria which distinguish between size and complexity of projects. The fees are structured to cover Township costs associated with processing development applications. Fee amounts in this item do not include developer deposit accounts which are escrow accounts established for each development and which are intended to cover direct expenses of Township consultants for reviewing development applications. Fees in this category vary based on size, type and quantity of new and revised development applications received by the Township.					
1000-3100-3627	Sale Codes And Ordinances	70	80	100	80	100
	The Township provides copies of certain public documents to the public. These documents can include copies of codes and ordinances or other public documents. This item represents the revenue received for the documents and is intended to cover reproduction costs.					
	Land Development Total	141,815	243,216	130,100	145,700	130,600

2018 Annual Budget

Code Enforcement Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-3200-3220	Nonbusiness Permits	4,380	3,500	3,000	2,330	3,000
	Non-residential Business Licenses are actually for Non-residential Zoning Approvals.					
1000-3200-3315	Local Ordinance	-	5,000	-	-	-
1000-3200-3611	Building Permits	848,572	1,002,057	750,000	1,230,631	850,000
	This category is for all building permit applications. Building Permits include building/structure, electrical, mechanical and plumbing plan components. Building permit fees are intended to cover application, inspection and processing costs of new structures.					
1000-3200-3612	Electrical Admin Fee	7,660	7,125	6,500	6,000	6,500
	Administrative fee (\$20) charged for the review of all non-residential and residential electrical building permits. We charge this administrative fee to cover the Department costs for administering the electrical review, approval and inspection process.					
1000-3200-3613	Fire Building Permits	22,700	23,250	20,000	14,900	20,000
	Permit fee charged for the review of fire protection installation permit applications. Fire prevention installation permit applications are \$150 and include the installation, enlargement, alteration and repair of sprinkler systems, fire detection systems, commercial exhaust suppression systems and related fire safety devices. This amount does not include the .002 review fee that is collected.					
1000-3200-3614	Fire Prevention Permit	10,375	14,650	11,000	17,775	15,000
	Fee charged for the review of fire prevention licenses. Fire prevention licenses include annual system testing and assembly occupancy inspections. Fees range from \$35 to \$150 per year.					
1000-3200-3615	Septic System Permit	4,140	1,275	1,000	6,415	1,000
	Fee for on-lot septic permit applications which include the site testing, application review and permit approval.					
1000-3200-3616	Sign Permits	12,250	14,500	10,000	10,850	10,000
	The size and location of signs are regulated by the Township zoning ordinance. Fees charged for each sign application are intended to cover the costs associated with processing the application. Fees for monument signs are \$150, for building signs \$150.00 and for panel replacements \$50.					
1000-3200-3617	Grading Permits	3,850	4,550	3,500	3,150	3,500
	The Township reviews applications for grading permits to ensure compliance with the Township grading ordinance. The fee is \$350 for any grading permit.					
1000-3200-3618	Certificate Of Occupancy	18,311	18,210	15,000	15,455	15,000
	A certificate of occupancy is issued after a final inspection for all construction and zoning permits. Occupancy indicates compliance with State-wide Building Code and Township Zoning regulations. This category includes the cost of the certificate of occupancy for each permit.					
1000-3200-3626	Building Plan Review	202,476	214,985	115,000	117,141	115,000
	The building plan review fee is a fee that covers the cost of administering the Building Permit plan and Fire Prevention Building plan review process. This fee is calculated at .002 x estimated construction value. This amount includes revenue from the 3rd party review actual costs.					
	Code Enforcement Total	1,134,714	1,309,102	935,000	1,424,647	1,039,000

2018 Annual Budget

Police Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4116-3220	Nonbusiness Permits	9,565	5,675	6,000	5,760	6,000
	Permits issued by the Police Department pursuant to Chapter 13, Licenses, Permits and General Business Regulations of the Code of Ordinances. Fees are collected for soliciting. Fees are \$35 per week.					
1000-4116-3311	State Police	15,293	13,454	5,000	8,628	7,500
	Local portion of fines collected by State Police.					
1000-4116-3312	Clerk Of Courts	23,727	29,757	20,000	25,951	25,000
	Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.					
1000-4116-3313	Motor Vehicle Code	17,023	25,536	18,000	29,723	21,500
	The Magisterial District Judge collects fines for violations of the PA Motor Vehicle Code. The typical revenue is 50% of the penalty portion of the traffic citation. Associated fees are usually more than the penalty portion of a traffic citation.					
1000-4116-3314	Nontraffic Violation	31,478	32,089	23,000	23,400	23,000
	Revenue related to fines for criminal violations of the PA Crimes Code. These monies are provided by District Court.					
1000-4116-3316	Parking Tickets	2,495	4,200	3,500	5,389	4,000
	Fines collected from Township parking citations.					
1000-4116-3510	Federal Grants	1,906	3,253	-	3,878	3,000
	Monies received through federal grant programs.					
1000-4116-3641	Accident Reports	1,107	3,604	2,500	4,453	3,250
	A fee of \$15 is charged for each copy of a reportable crash report, typically paid by insurance companies. All other reports are \$.25 per page.					
1000-4116-3642	Fingerprints	9,676	6,993	3,000	2,820	3,000
	Fee for fingerprinting nonresidents and for businesses located outside Cranberry \$50.00 for non-criminal issues. For business located in Cranberry \$10.					
1000-4116-3643	False Alarm	36,600	28,825	25,000	26,350	25,000
	Fees of \$75, \$150, \$175 per occurrence are charged for false alarms that the police respond to. Pursuant to the false alarm ordinance and the most current fee resolution.					
1000-4116-3644	School Guard Reimb	7,171	4,123	5,000	4,239	4,000
	The Seneca Valley School District reimburses the Township for one half (1/2) of the cost of the school guard's salary.					
1000-4116-3646	Restitutions	27,488	33,105	20,000	14,396	15,000
	Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.					
1000-4116-3647	Reimburse Salaries	176,742	100,480	100,000	93,989	100,000
	Contracted police services. Represents collected reimbursable salaries for construction details, Drug Task Force, DUI Task Force, Seneca Valley School detail, etc.					
	POLICE Total	360,268	291,094	231,000	248,975	240,250

2018 Annual Budget

Public Works Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5110-3661	Winter Service Agreement	15,643	22,413	10,000	19,546	15,000
	The Township offers winter services (snow plowing and spring street sweeping) to developments/developers which have private streets not yet accepted by the Township. developer elects to take this service, they are required to enter into an agreement at the beginning of each winter season; otherwise developers are required to provide the service on their own. The fee charged to the developer is based on the number of lane miles of road and is intended to cover the costs of the Township in providing the service. The fee is approximately \$4,100 per lane mile.					
1000-5110-3664	Salt Brine Sales	991	720	800	944	500
	Township manufacturers salt brine and makes available to Seven Fields Borough, Lancaster Twp and Jackson Township for prewetting operations					
	<i>Snow Removal Total</i>	<i>16,634</i>	<i>23,133</i>	<i>10,800</i>	<i>20,490</i>	<i>15,500</i>
1000-5120-3662	7 Fields/Adams Maint Agreemnt	14,800	15,100	15,244	-	15,500
	Fees received from our Inter-Municipal Partners for Traffic Signal Operations; 3% increase over 2017					
	<i>Traffic Signals & Communic Total</i>	<i>14,800</i>	<i>15,100</i>	<i>15,244</i>	<i>-</i>	<i>15,500</i>
1000-5132-3647	Reimburse Salaries	-	60	-	879	-
	<i>ROAD MAINTENANCE Total</i>	<i>-</i>	<i>60</i>	<i>-</i>	<i>879</i>	<i>-</i>
1000-5150-3647	Reimburse Salaries	917	396	-	-	-
1000-5150-3648	Vehicle Equipment Useage	1,270	1,102	-	1,890	-
	<i>Fleet Maintenance Total</i>	<i>2,187</i>	<i>1,497</i>	<i>-</i>	<i>1,890</i>	<i>-</i>
1000-5160-3647	Reimburse Salaries	140	-	-	-	-
1000-5160-3663	Ballfield Light Reimb	38,807	45,327	38,000	42,828	38,000
	The Township bills the local athletic associations for electrical service for ballfield lights.					
	<i>Grounds Maintenance Total</i>	<i>38,947</i>	<i>45,327</i>	<i>38,000</i>	<i>42,828</i>	<i>38,000</i>
	Total	72,568	85,117	64,044	66,087	69,000



2018 Annual Budget

Engineering Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5240-3628	Floodplain Permit App Fee	-	100	-	-	-
	<i>ENGINEERING Total</i>	-	100	-	-	-

2018 Annual Budget

Parks and Recreation Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6210-3422	Rooms/Facility	17,906	9,166	7,500	6,114	7,000
1000-6210-3423	Shelters	13,340	16,252	14,500	16,283	16,000
	The Parks and Recreation Department offers six picnic shelters for private rentals throughout the year. Rentals are offered on a first-come first-served basis on a sliding scale for residents, non- residents, non-profit/family and business. Fees can be found in the most recent Township fee resolution. Rental agreements are issued giving exclusive use of the facility to the rental party for a specific day....					
1000-6210-3610	Alcohol Permit	-	1,831	1,750	3,350	3,250
1000-6210-3647	Reimburse Salaries	400	160	-	-	-
1000-6210-3681	Program Fees/Lessons	-	(1)	-	-	-
1000-6210-3683	Vending Commissions	2,217	2,555	2,500	504	1,000
	The Parks and Recreation Department has service agreements for soft drink and snack vending as a convenience to our customers. The Township realizes a small commission on vending machines.					
1000-6210-3852	Sponsorship	3,550	5,150	6,500	500	-
	All donations going to specific program					
1000-6210-3855	Miscellaneous	5	1,070	500	1,217	1,200
	Miscellaneous fees are collected as reimbursement for supplies and services rendered to the numerous initiatives of the Department. May also include a variety of services that were not anticipated during the budget process. These could include grants, gifts or donations for specific or non-specific support of our programs.					
1000-6210-3856	Over/Short	(13)	-	-	7	-
	Over/short is a tool to record cashier errors in handling cash either through giving incorrect change or making an incorrect key entry. An over/short report acknowledges the differences and records them. This aids in the recognition of potential problems and assists staff in reducing errors.					
	Park Operation Total	37,406	36,183	33,250	27,975	28,450
1000-6220-3681	Program Fees/Lessons	175,475	222,924	208,000	218,882	185,200
	The Early Childhood Cost Center 6220 consists of revenue from programs for ages 0-6 such as craft classes, music classes and our preschool program. Decrease is attributed to removing Pee-Wee Camp from this cost center and adding it to Youth. Misc new programs and preschool planned expansion					
	Park Early Childhood Total	175,475	222,924	208,000	218,882	185,200
1000-6230-3681	Program Fees/Lessons	343,856	395,265	410,000	384,136	460,000
	The Youth Program Cost Center 6230 consists of revenue from programs for ages 6-12 including Camp Cranberry, After School Kids Club and our Youth Basketball League.					
	Increase due to new programs associated with Phase 2					
1000-6230-3852	Sponsorship	100	-	-	500	2,500
	Park Youth Programs Total	343,956	395,265	410,000	384,636	462,500
1000-6240-3681	Program Fees/Lessons	99,087	109,300	113,000	98,091	156,000



2018 Annual Budget

Parks and Recreation Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
	Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics. Increase due to new programs at Phase 2 of Graham					
	Park Adult Programs Total	99,087	109,300	113,000	98,091	156,000
1000-6250-3681	Program Fees/Lessons	8,430	5,753	4,500	1,615	6,000
	Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Holiday Programs. Increase due to increased pet programs					
1000-6250-3852	Sponsorship	-	-	-	-	2,500
	Park Family Programs Total	8,430	5,753	4,500	1,615	8,500
1000-6260-3681	Program Fees/Lessons	21,746	23,996	25,000	22,853	30,000
	Leadership Summer Camp and Teen Tennis. Programs for ages 13-18 such as Babysitting Training.					
	Park Teen Programs Total	21,746	23,996	25,000	22,853	30,000
1000-6270-3681	Program Fees/Lessons	-	-	200	330	32,000
	Senior programs, holiday bingo, pickleball programs. Increase based on anticipated pickleball, bocce and horseshoe programs.					
	Park Senior Programs Total	-	-	200	330	32,000
1000-6280-3681	Program Fees/Lessons	-	-	-	1,510	-
	Concert Sponsorships Community Days Light-up Night - events township does for "no" revenue					
1000-6280-3852	Sponsorship	-	-	2,500	-	3,500
	Park Community Events Total	-	-	2,500	1,510	3,500
1000-6290-3426	Field Rental	69,260	97,853	125,000	96,278	125,000
	Decrease based on North Catholic decline in field use. Should be offset by Phase 2 of Graham Park.					
	Park Facility Maintenance Total	69,260	97,853	125,000	96,278	125,000
1000-6295-3681	Program Fees/Lessons	909	901	8,000	795	12,000
	Amusement tickets, Cultural Diversity and other community services.					
1000-6295-3853	Sale Of Street Name Signs	-	-	-	408	-
	Park Special Program Total	909	901	8,000	1,203	12,000
	Total	756,268	892,175	929,450	853,372	1,043,150

General Fund Expenses



2018 Annual Budget

Department: Legislative

Description and Responsibilities:

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

Staffing Levels	2014	2015	2016	2017	2018
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5



2018 Annual Budget

Board Of Supervisors Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-1100-4013	Salaries-Board/Comm	22,074	22,074	21,875	19,140	21,875
Compensation for the Township Board of Supervisors as per the Second Class Township Code. Compensation is calculated at an annual salary of \$4,375 for 5 Supervisors						
1000-1100-4021	Social Security Tax	1,368	1,368	1,356	1,187	1,356
The employer share of FICA is based on 6.20% of all salary/ wages/overtime for all employees.						
1000-1100-4022	Medicare	320	320	317	278	317
The employer share of Medicare is based on 1.45% of all salary/wages/overtime for all employees.						
1000-1100-5004	Materials And Supplies	-	-	5,000	-	5,000
1000-1100-5355	Employee Career Devel	2,024	2,024	8,000	1,662	8,000
Expenses related to educational opportunities for the Board of Supervisors.						
1000-1100-5356	Employee Dues/Members	7,679	7,679	11,200	7,679	11,200
Expenses involved with memberships in PSATS, Butler COG, Pennsylvania Municipal League.						
Total		33,466	33,466	47,748	29,946	47,748



2018 Annual Budget

Misc Revenues & Transfers Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-1700-5003	Prior Year Refund Of Revenue	7,257	7,257	-	-	-
Total		7,257	7,257	-	-	-



2018 Annual Budget

Department: Misc Expenses & Transfers

Description and Responsibilities:

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



2018 Annual Budget

Misc Expenses & Transfers Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-1800-6201	Transfer To Capital	4,425,000	4,425,000	4,500,000	-	2,500,000
1000-1800-6203	Transfer To Enterprise Fnd	320,000	320,000	-	-	-
Total		4,745,000	4,745,000	4,500,000	-	2,500,000

Department: Executive

Description and Responsibilities:

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

2017 Accomplishments:

1. Assisted the operating departments in meeting their operational goals and in moving forward one of the Township's largest capital improvement programs in our history.
2. Maintained staffing levels and successfully implemented a recruitment process that attracted quality applicants and filled several key positions.
3. Continued implementation of the Cranberry Plan.
4. Continuing leadership roles in local government at both the county and state levels and presented at local, state and national educational events.
5. Managed a comprehensive process that resulted in fewer employee injuries and lost time due to injuries.
6. Continuing to implement an Employee Wellness program to promote comprehensive employee health.
7. Continued productive partnership efforts with other regional related organizations such as the Southwestern Pennsylvania Commission, Butler County, Butler County CDC, Butler County Housing and Redevelopment Authorities, Carnegie Mellon University, Butler County Community College, PennDot, Butler COG, Butler County Tax Collection Committee, Cranberry Township Community Chest, Pittsburgh North Regional Chamber and the Butler County Chamber of Commerce.

2018 Goals:

1. Continue to implement the Capital Improvement Program, while maintaining excellence in all operating areas.
2. Continue to implement recommendations of the Cranberry Plan.
3. Continue our current partnerships and seek additional opportunities to further leverage our ability to deliver services and projects.
4. Continue to streamline and integrate all digital information and communications systems to assure the most efficient system possible.
5. Continue to offer a high quality health insurance program for our employees while avoiding the provisions of the Affordable Care Act Cadillac tax provisions.
6. Continue to review and enhance, where appropriate, our internal training to assure our employees are receiving the appropriate training.
7. Continue to support our employees by providing leadership development opportunities in their respective areas of responsibility.
8. Enhance our organization's ability to constantly reflect the needs of our residents and customers and be responsive to those needs through our services and programs.
9. Continue to implement innovative communication strategies to show added value to being a part of Cranberry Township, working closely with the Pittsburgh North Regional Chamber of Commerce and the Butler County Tourism and Convention Bureau.
10. Continue the development and implementation of a digital asset management.

2018 Budget Highlights:

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

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	5	4	4	4	4
Part Time	1	1	1	1	1

2018 Annual Budget

Executive Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2100-1611	Postage Inventory	13,038	13,038	-	(5,875)	-
1000-2100-4010	Salaries-Fulltime	322,353	322,353	324,875	293,009	343,769
4 full time employees J.Andree (70%), B.Bertoncello (70%), G. Moran (100%), D. Santoro (70%)						
1000-2100-4012	Salaries-Part Time	24,692	24,692	26,682	23,838	26,682
1 part time reg (T.Corb) 30 hrs/wk @ \$16/hr						
1000-2100-4015	Overtime	1,129	1,129	4,000	637	4,000
Overtime for attendance at BOS meetings, etc.						
1000-2100-4021	Social Security Tax	19,595	19,595	21,735	18,076	23,216
The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.						
1000-2100-4022	Medicare	4,898	4,898	5,083	4,478	5,429
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2100-4023	Workers Comp	731	731	1,108	871	1,071
Workers' Compensation insurance for all employees.						
1000-2100-4041	Pension Non Uniform	16,174	16,174	16,194	14,682	17,388
The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2100-4051	Hospitalization	47,369	47,369	49,133	42,670	48,871
Medical insurance for all full time employees.						
1000-2100-4052	Vision Insurance	378	378	391	323	382
Vision insurance for all full time employees.						
1000-2100-4053	Dental Insurance	2,459	2,459	2,460	1,967	2,280
Dental insurance for all full time employees.						
1000-2100-4054	457 Contributions	35,498	35,498	30,454	32,057	32,423
The employer contribution to the 401 plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2100-4055	Disability Insurance	3,200	3,200	2,271	3,744	2,318
Long term disability insurance for all full time employees.						
1000-2100-4057	Life Insurance	1,361	1,361	1,827	1,111	1,961
Life insurance for all full time employees and certain part time employees.						
1000-2100-5001	Office Supplies	10,979	10,979	14,000	8,847	14,000
Office supplies for administration and other departments.						



2018 Annual Budget

Executive Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2100-5002	Subscriptions/Books	127	127	1,500	-	1,500
1000-2100-5004	Materials And Supplies	22,036	22,036	16,000	10,016	56,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management. Includes \$40,000 for 2018 PML Conference Host expenses to be offset by sponsorship revenues.						
1000-2100-5111	Professional Services	19,533	19,533	55,000	6,176	58,000
Consulting services, global safety initiatives, document management. Twp appraisal of assets.						
1000-2100-5133	Legal Services	51,540	51,540	65,000	40,527	65,000
Legal fees and claim deductibles for legal defense.						
1000-2100-5230	Information Tech Svs	130,000	130,000	133,000	133,000	140,000
Costs associated with IT support of administration.						
1000-2100-5312	Cell Phones	4,450	4,450	5,000	3,755	5,000
Cell phone reimbursement costs						
1000-2100-5332	Equipment Leases	9,019	9,019	15,000	8,499	15,000
Copy machine and postage meter lease/maintenance agreements.						
1000-2100-5353	Employee Meeting /Confer	8,557	8,557	13,000	5,607	13,000
1000-2100-5354	Employee Training	13,470	13,470	12,000	7,756	12,000
Typically for expenses incurred for conferences - (lodging, travel, reg. fees,) as well as other training.						
1000-2100-5356	Employee Dues/Members	11,947	11,947	6,000	3,850	7,000
APMM, ICMA, PELRAS and other professional type memberships and journals.						
1000-2100-5361	Postage And Shipping	18,926	18,926	18,000	12,212	19,000
Postage costs for various Township mailings.						
1000-2100-5363	Advertising	1,764	1,764	3,500	2,170	3,500
All legal advertising for the Board of Supervisors and employee recruitment						
1000-2100-5364	Fuel	1,088	1,088	5,000	1,307	3,500
Fuel for administrative fleet.						
1000-2100-5370	Minor Equipment/Furniture	1,061	1,061	3,500	2,531	5,000
Purchase of miscellaneous furniture and equipment.						
Total		797,373	797,373	851,713	677,839	927,290

Department: Human Resources

Description and Responsibilities:

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

2017 Accomplishments:

1. Submitted comprehensive wellness recommendations.
2. Continued to implement compensation recommendations.
3. Completed the Right to Know Policy and Operational Procedures.
4. Successfully negotiated the Police Contract.
5. Successfully negotiated the Teamsters Contract.
6. Initiated electronic time keeping program.
7. Reduced workers' compensation liability.
8. Successfully hired 205 employees as of October 24, 2017.
9. Zero loss time for first quarter of 2017.
10. Continued process of revising employee evaluation system.
11. Revised orientation training materials.
12. Implemented Microsoft training for administrative employees.

2018 Goals:

1. Bargain 2018 Utility Worker's Contract.
2. Provide education on consumerism in healthcare and managing your HSA.
3. Provide training on conducting effective evaluations.
4. Revise the personnel appraisal system.
5. Implement Wellness Recommendations.
7. Continue Power DMS records management for policies and training.
8. Implement KRONOS timekeeping and payroll practices for all hourly employees.

2018 Budget Highlights:

1. Revise employee evaluation system.
2. Bargain 2018 Utility Workers' Contract.
3. Implement KRONOS timekeeping and payroll practices for all hourly employees.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0

2018 Annual Budget

Human Resources Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2200-4010	Salaries-Fulltime	209,460	209,460	178,240	149,070	175,703
4 full time employees N. Stotler (60%), M.Steveson (60%), S. Turner (60%), S Boron (60%)						
1000-2200-4015	Overtime	70	70	600	636	600
1000-2200-4021	Social Security Tax	12,625	12,625	10,158	8,992	10,931
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
1000-2200-4022	Medicare	2,953	2,953	2,376	2,103	2,556
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2200-4023	Workers Comp	334	334	518	407	504
Workers' Compensation insurance for all employees.						
1000-2200-4041	Pension Non Uniform	10,476	10,476	8,192	7,485	8,815
The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime of all full time employees.						
1000-2200-4051	Hospitalization	38,987	38,987	45,991	36,332	38,783
Medical insurance for all full time employees.						
1000-2200-4052	Vision Insurance	219	219	343	237	290
Vision insurance for all full time employees.						
1000-2200-4053	Dental Insurance	1,781	1,781	2,227	1,590	1,719
Dental insurance for all full time employees.						
1000-2200-4054	457 Contributions	8,187	8,187	8,192	7,485	8,815
The employer contribution to the 401 plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2200-4055	Disability Insurance	320	320	426	294	458
Long term disability insurance for all full time employees.						
1000-2200-4057	Life Insurance	659	659	924	605	994
Life insurance for all full time and certain part time employees.						
1000-2200-5001	Office Supplies	917	917	1,500	817	1,500
General Office Supplies						
1000-2200-5002	Subscriptions/Books	3,905	3,905	5,300	2,915	4,150
Human Resources manuals for administration of wages and benefits. Legal research and anlaysis materials.						
1000-2200-5004	Materials And Supplies	3,571	3,571	17,000	10,064	10,300
Employee outreach and education efforts, including health fair, service awards and acknowldgements. Posters and forms necessary for notice to employees for processing wages and benefits.						



2018 Annual Budget

Human Resources Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2200-5111	Professional Services	17,181	17,181	25,000	2,937	21,500
Employee training for new human resources technology and processes; required training on personnel matters and professional services for compensation study and review.						
1000-2200-5134	Other Services/Fees	11,684	11,684	3,500	4,074	20,000
Employee wellness initiatives, health education and wellness program development.						
1000-2200-5136	Administrative Fees	-	-	6,000	4,053	5,000
Flexible Spending Account (FSA) and Medical Deductible Reimbursement Account fees and reimbursements						
1000-2200-5230	Information Tech Svs	51,500	51,500	55,000	55,000	57,000
IT costs associated with HR						
1000-2200-5352	Employee Milage Reimb	-	-	300	-	100
Mileage						
1000-2200-5354	Employee Training	13,173	13,173	11,000	7,681	6,900
Human resource training on relevant legal issues such as wage and hour compliance, anti discrimination rules, update on employment laws abd ADA compliance.						
1000-2200-5356	Employee Dues/Members	505	505	1,900	1,622	200
Maintain various certifications and memberships, including continuing legal education requirements.						
1000-2200-5358	On Boarding Program	1,826	1,826	6,500	2,039	6,050
Orientation program for new, summer and seasonal hires.						
1000-2200-5370	Minor Equipment/Furniture	-	-	1,500	768	-
Total		390,332	390,332	392,687	307,209	382,868

Department: Information Technology**Description and Responsibilities:**

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

2017 Accomplishments:

1. Sensus Meter Reading Project - The network communications and software implementation for the meter reading project were completed successfully. The Sensus software integration with the utility billing system was successful with very few issues.
2. PowerDMS Software - The rollout of software was completed for managing HR and departmental policies and procedures utilizing a system to track employee review, testing and training on content. Single sign-on capabilities were also added.
3. Do Not Knock Web Application - A web application was created for the "Do Not Knock" registry to manage the list on a yearly basis by only allowing valid addresses to be used and notifying residents when the list will be overturned.

2018 Goals:

1. Office 365 Deployment - Implementation of Microsoft's Office 365 Productivity Suite to provide staff with access to cloud-based software solutions including e-mail, SharePoint, OneDrive for Business, Skype for Business, Planner and other applications.
2. Enterprise Resource Planning (ERP) System Upgrades - Upgrading our Munis ERP servers and software to version 2018.1 which will introduce new features and functionality to staff in the areas of work orders, asset management, mobile applications, HTML 5 programs and reporting.
3. Agenda.Net Software Upgrade - Upgrade to our Agenda.Net application for managing meeting agenda creation for the Board of Supervisor and Planning Commission meetings.

2018 Budget Highlights:

1. SharePoint Migration Tool - Purchase of software to help automate the migration of files from network drives to SharePoint. This tool will be used in our project to move content to Office 365 and configure tools such as metadata and search for document storage and retrieval.
2. SQL Server Upgrade - Replacement of SQL Server hardware and upgrading to the latest version from Microsoft. These servers host our ERP system databases among several other critical business applications.
3. Storage Addition - Purchase of additional network attached storage devices to allow for recording of video as well as storing of backup data.

Staffing Levels	2014	2015	2016	2017	2018
Full Time	8	8	8	8	9
Part Time	1	1	1	1	0



2018 Annual Budget

Information Technology Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
10002311	Do-Computer Support	254,151	254,151	271,756	221,741	292,809
10002313	Do-Mobility	95,300	95,300	106,110	77,188	94,195
10002314	Do-Phone Sysytem	93,071	93,071	80,581	69,857	82,155
10002321	Gis	40,492	40,492	44,372	35,173	45,349
10002323	Gis/Gis System	86,615	86,615	115,732	84,082	111,412
10002331	No-Network Managment	198,636	198,636	191,647	141,425	199,587
10002333	No-Server Management	209,702	209,702	201,927	167,973	195,415
10002342	Sm-Program Support	480,958	480,958	537,569	473,657	575,670
10002361	It-Chargeback	(1,358,500)	(1,358,500)	(1,390,000)	(1,390,000)	(1,433,000)
Total		100,425	100,425	159,694	(118,904)	163,592



2018 Annual Budget

Department: Finance

Description and Responsibilities:

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

2017 Accomplishments:

1. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
2. Successful audit for 2016.
3. Successfully completed 70% of the meter replacement project.
4. Bond rating raised from Aa1 to Aaa.
5. Assisted in 2017 Bond Issue for completion of Brush Creek Treatment Plant expansion and other Township building renovations.

2018 Goals:

1. Continue to update Finance Department procedures and policies.
2. Continue to implement fixed asset software.
3. Complete remaining 30% of the meter replacement project.
4. Move to bill for sewer and water in gallons and revise bill format.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	5	6	6	6	6
Part Time	1	0	0	0	0



2018 Annual Budget

Finance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2400-4010	Salaries-Fulltime	190,142	190,142	197,923	171,390	203,643
5 full-time employees V. Gleason (80%), B. Lang (60%), L. Coon (60%) K. Wokutch (60%), C. Koss (100% S&W and Solid Waste), L. Mackenstein (50%)						
1000-2400-4012	Salaries-Part Time	-	-	-	-	1,500
Intern for the month of January 2018						
1000-2400-4015	Overtime	1,682	1,682	1,500	378	1,510
1000-2400-4021	Social Security Tax	11,658	11,658	12,303	10,445	12,657
The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.						
1000-2400-4022	Medicare	2,727	2,727	2,877	2,443	2,960
The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.						
1000-2400-4023	Workers Comp	400	400	627	493	584
Workers' Compensation insurance for all employees.						
1000-2400-4041	Pension Non Uniform	9,591	9,591	9,922	8,588	10,208
The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.						
1000-2400-4051	Hospitalization	41,676	41,676	54,336	36,597	52,368
Medical insurance for all full time employees.						
1000-2400-4052	Vision Insurance	386	386	398	354	387
Vision insurance for all full time employees.						
1000-2400-4053	Dental Insurance	1,962	1,962	2,520	1,654	2,317
Dental insurance for all full time employees.						
1000-2400-4054	457 Contributions	9,591	9,591	9,922	8,588	10,208
The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.						
1000-2400-4055	Disability Insurance	380	380	516	359	531
Long term disability insurance for all full time employees.						
1000-2400-4057	Life Insurance	782	782	1,119	739	1,151
Life insurance for all full time employees....						
1000-2400-5001	Office Supplies	2,993	2,993	2,500	2,592	2,500
1000-2400-5004	Materials And Supplies	14,741	14,741	20,000	26,886	20,000
Supplies/bank charges						
1000-2400-5112	Accounting And Auditing Svs	48,998	48,998	50,000	49,477	50,000



2018 Annual Budget

Finance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
Partial costs associated with annual audit.						
1000-2400-5230	Information Tech Svs	85,000	85,000	85,000	85,000	87,500
Costs associated with IT support of Finance.						
1000-2400-5312	Cell Phones	2,760	2,760	3,000	2,530	3,000
Cell phones for V. Gleason and B. Lang						
1000-2400-5353	Employee Meeting /Confer	-	-	500	-	-
1000-2400-5354	Employee Training	374	374	5,000	349	5,000
GFOA/MUNIS and misc. training.						
1000-2400-5356	Employee Dues/Members	525	525	700	375	700
GFOA & GFOA-PA dues						
1000-2400-5370	Minor Equipment/Furniture	-	-	2,500	-	-
Total		426,367	426,367	463,163	409,238	468,724



2018 Annual Budget

Department: Communications

Description and Responsibilities:

This budget supports the primary roles of communications and special events across all Township departments. The Communications Team maintains responsibility for all Township web sites, social media accounts and other forms of communications such as the community sign, digital signage, Cranberry Today newsletter and e-mail blasts. The Communications Team support all departments in their needs for presentations, brochures, posters, videos, writing and other various tasks.

2017 Accomplishments:

1. Continued to grow our communication efforts with residents, businesses and key stakeholders.
2. Developed the Neighborhood Block Party program, including the purchase of a trailer, which was used almost every weekend during the summer and fall months.
3. Development of the Cranberry Today and Cranberry Business Hub newsletter in-house.
4. Cost savings and elimination of a part-time position allowed for the creation of a new full-time Communications Specialist position.

2018 Goals:

1. Focus on creating a marketing calendar for tracking all events throughout the year. This will allow the team to be more proactive in working with departments, particularly on recurring needs.
2. Redesign the Cranberry Today and Business Hub newsletters with an updated look and feel.
3. Continue to revamp all web site content to ensure ease of use and accuracy of information.

2018 Budget Highlights:

1. Full-time Communications Specialist position has been added to the budget with no overall budget increase.
2. Focus on adding a mobile app for the Township as well as improving our alerting system.
3. Continue to produce high quality written and digital communications that keep Township stakeholders informed including the Cranberry Today quarterly newsletter, Business hub newsletter, marketing materials for all Township programs, increased video production, social media usage and an improved website.

Staffing Levels	2014	2015	2016	2017	2018
Full Time	0	0	1	1	2
Part Time	4	3	4	4	3

2018 Annual Budget

Communications Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2500-4010	Salaries-Fulltime	41,009	41,009	35,862	40,516	63,104
1000-2500-4012	Salaries-Part Time	75,295	75,295	88,621	70,967	77,938
4 part-time positions						
1000-2500-4015	Overtime	11	11	-	19	500
1000-2500-4021	Social Security Tax	7,203	7,203	7,718	6,879	8,776
1000-2500-4022	Medicare	1,685	1,685	1,805	1,609	2,052
1000-2500-4023	Workers Comp	297	297	394	310	405
1000-2500-4041	Pension Non Uniform	1,878	1,878	1,793	2,027	3,180
1000-2500-4051	Hospitalization	1,007	1,007	11,436	11,577	14,432
1000-2500-4052	Vision Insurance	111	111	79	81	110
1000-2500-4053	Dental Insurance	588	588	510	456	622
1000-2500-4054	457 Contributions	587	587	1,793	1,535	3,180
1000-2500-4055	Disablity Insurance	88	88	93	73	165
1000-2500-4057	Life Insurance	260	260	202	228	359
1000-2500-5002	Subscriptions/Books	661	661	2,942	1,757	4,742
This account will be used for various subscriptions.						
1000-2500-5004	Materials And Supplies	17,541	17,541	5,000	6,107	10,000
This account will be used for supplies.						
1000-2500-5111	Professional Services	27,297	27,297	41,200	22,434	12,000
This account will be used for professional services expenses related to the web site and branding efforts.						
1000-2500-5121	Repair Maint Equipment	15,224	15,224	29,810	30,193	35,100
1000-2500-5312	Cell Phones	4,600	4,600	6,900	5,405	6,900
This account is used for employee cell phone reimbursements.						
1000-2500-5354	Employee Training	3,405	3,405	6,000	367	4,000
This account is used for employee training, conferences and certification expenses.						
1000-2500-5361	Postage And Shipping	4,987	4,987	10,600	10,206	10,600
This account will be used for postage and shipping expenses.						
1000-2500-5362	Printing	20,120	20,120	27,800	22,147	27,800
This account will be used for printing of publications.						



2018 Annual Budget

Communications Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2500-6124	Software	-	-	15,000	-	20,000
1000-2500-6125	Infrastructure	2,797	2,797	-	-	-
Total		226,649	226,649	295,558	234,889	305,965



2018 Annual Budget

Department: Debt Service

Description and Responsibilities:

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

2018 Budget Highlights:

Promissory Note (CTVFD Relief Assoc.)

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

General Obligation Bonds, Series 2010

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

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

General Obligation Bonds, Series 2011

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

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

General Obligation Bonds, Series 2012

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

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

Promissory Note (CTVFD Relief Assoc.)

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

General Obligation Bonds, Series 2015

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

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

General Obligation Bonds, Series 2017 A

Issued: 10/31/2017 Amount Issued: \$7,930,000 Term: 20 Years Rate: 2%-3% Purpose: Completion of BCSTP

General Obligation Bonds, Series 2017 B

Issued: 10/31/2017 Amount Issued: \$2,020,000 Term: 14 Years Rate: 2%-2.625% Purpose: Renovations to Fire Stations



2018 Annual Budget

Debt Service Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2600-5414	Go Series 2010	165,994	165,994	165,094	165,094	171,488
Portion of principal and interest for 2010 GO Series bonds. (PW Center, tower fire truck, PS expansion, Graham Park acquisition)						
1000-2600-5416	Go Series A 2003	614,299	614,299	-	-	-
Portion of principal and interest payments for 96/98 bonds refinanced in 2003. (North Boundary Park, pumper truck, Powell Road, renovations to municipal center)						
1000-2600-5427	Go Series 2011	298,419	298,419	296,845	296,845	297,243
Portion of principal and interest for new money received from Series 2011 bond issue.						
1000-2600-5428	2012 Go Series	498,449	498,449	1,257,032	1,257,031	1,255,432
Principal and interest payments for Series 2012 bond issue.						
1000-2600-5430	Paying Agent	3,150	3,150	3,000	2,550	3,200
Annual fees for 2010, 2011, 2012, 2015 and 2017 bonds.						
Total		1,580,311	1,580,311	1,721,971	1,721,520	1,727,363



2018 Annual Budget

Department: Tax Collection

Description and Responsibilities:

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

2017 Accomplishments:

1. Implemented a process with Berkheimer for collecting delinquent taxes on a routine basis.
2. Continue to work with Butler County Tax Committee to successfully implement and monitor the ACT 32 EIT collection process.

2018 Goals:

1. Work with BCTCC and others to implement Act 172 VSC Program.
2. Improve compliance through education, enforcement and business audits.
3. Continue to monitor EIT collections compliance under Act 32.
4. Continue to monitor and ensure collection of delinquent Act 511 taxes.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	0	0	0	0	0
Part Time	1	1	1	1	1

2018 Annual Budget

Tax Collection Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2700-4010	Salaries-Fulltime	21,743	21,743	23,265	20,064	23,933
L. Mackenstein (50%)						
1000-2700-4012	Salaries-Part Time	36,239	36,239	36,400	31,494	36,400
Real Estate Tax Collector compensation per Res. 2013-05						
1000-2700-4015	Overtime	1,249	1,249	150	130	150
1000-2700-4021	Social Security Tax	3,617	3,617	3,653	3,170	3,750
The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.						
1000-2700-4022	Medicare	846	846	854	741	877
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.						
1000-2700-4023	Workers Comp	48	48	74	58	69
Workers' Compensation costs for all employees with the exception of the Real EstateTax Collector.						
1000-2700-4041	Pension Non Uniform	1,150	1,150	1,171	1,010	1,204
The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.						
1000-2700-4051	Hospitalization	9,915	9,915	10,397	9,065	10,047
Medical insurance costs for full time employees						
1000-2700-4052	Vision Insurance	69	69	72	64	70
Vision insurance costs for full time employees.						
1000-2700-4053	Dental Insurance	464	464	464	391	427
Dental insurance costs for full time employees.						
1000-2700-4054	457 Contributions	1,150	1,150	1,171	1,010	1,204
The 401 contribution is based on 5% of all salaries/wages/ overtime for full time employees.						
1000-2700-4055	Disability Insurance	45	45	61	42	63
Long term disability insurance for all full time employees.						
1000-2700-4057	Life Insurance	93	93	132	88	136
Life insurance costs for full time and certain part time employees.						
1000-2700-5004	Materials And Supplies	7,741	7,741	12,000	7,708	12,000
3200 County processing fee for RE Tax collector, 300 RE Tax Collector postage - reminders, 7800 BCTCC Cost Allocation - Cran Twp and other misc mailings.						
1000-2700-5230	Information Tech Svs	6,000	6,000	7,000	7,000	7,000
Costs associated with IT support of Tax Collection.						

2018 Annual Budget

Tax Collection Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2700-5343	Bonds	-	-	2,700	-	2,700
Twp share for elected RE collector						
1000-2700-5352	Employee Milage Reimb	-	-	250	-	250
1000-2700-5354	Employee Training	189	189	500	172	500
Tax administrator training.						
1000-2700-5356	Employee Dues/Members	-	-	150	-	150
10 LITA (Local Income Tax Assoc.) 60 PEITOAC (Pa. Earned Income Tax) 50 PBPMTCA (Pa. Bus. Priv. Merc.)						
1000-2700-5452	Business Privilege/Merc	59,135	59,135	50,400	54,299	52,500
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Business Privilege/Mercantile Tax						
1000-2700-5453	Local Service Tax Exp	24,899	24,899	25,200	20,863	25,200
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Local Services Tax						
1000-2700-5454	Earned Income Tax Exp	109,657	109,657	100,500	92,306	103,500
1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax						
Total		284,248	284,248	276,564	249,675	282,130



2018 Annual Budget

Department: Insurance

Description and Responsibilities:

This cost center includes the majority of insurance expenses related to protecting the Township's assets and business practices and operations. Also included are unemployment compensation fees, as well as Management/Investment services for the Non-uniformed Pension Plan and actuarial type services for the Police Pension Plan.

2017 Accomplishments:

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

2018 Goals:

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

2018 Annual Budget

Insurance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-2800-4024	Unemployment Comp	90,586	90,586	120,000	97,280	120,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
1000-2800-4043	Pension Adminstration	31,713	31,713	36,000	37,032	38,000
LeTort Non-Uniform Trustee Plan Services/Investment fees @ 2475/mo = 29700 Mockenhaupt Police Actuarial services @ 1500/qtr= 6000, misc benefit calcs, DROP & plan services 3200						
1000-2800-5341	Insurance Premiums	235,262	235,262	256,000	252,951	258,500
Includes: Gen Twp Package - prop., liab., auto, IM, umbrella, Public Officials & Employ Prac.- Volunteer Ins., Treas Bond, Fiduciary Cov, Pollution Liab (Vol Fire, Golf, S/W, Law Enf Liab. covered elsewhere)						
Total		357,561	357,561	412,000	387,262	416,500



2018 Annual Budget

Department: Land Development

Description and Responsibilities:

"Land Development" (cost center 3100) falls under Planning & Development Services which is responsible for all land development functions of the Township. Operations include managing day to day requests and functions related to land development, zoning, subdivisions and development plan review. The Department provides administrative and staff support to the Planning Advisory Commission, Zoning Hearing Board in addition to the development related activities of the Board of Supervisors. The Department functions as the primary contact with the development, business and residential community as they relate to these services. The Department is comprised of 3 cost centers: 3100 - Land Development, 3200 Code Enforcement, 3300 - Planning.

2017 Accomplishments:

1. In the process of revising the Shopping Center Ordinance.
2. Revised the Lighting portion of the Zoning Ordinance.
3. In the process of adopting the International Property Maintenance Code to replace the "Property Code"
4. Continued the process of scanning in older plans/files that are occupying needed space in our file room.
5. Processed 13 Land Developments, 17 Conditional Uses, 1 Tentative PRD, 3 Final PRDs, 6 subdivisions and 5 lot line revisions.
6. Worked with Developers on extensive projects such as The Village of Cranberry Woods, Cranberry Springs and getting Park Place Phases 3 and 5 underway.
7. Saw Construction Valuation hit \$124,000,000 + by September.
8. In the process of revising the Sign Ordinance.

2018 Goals:

1. Conduct a full analysis of the effectiveness of the CCD portion of the Zoning Ordinance.
2. Implement strategies related to the completion of the Redevelopment Plan.
3. Examine Short term Rentals.

2018 Budget Highlights:

1. Considerable developmental growth is anticipated to continue.

Staffing Levels	2014	2015	2016	2017	2018
Full Time	2	3	3	3	3
Part Time	1	0	0	0	0

2018 Annual Budget

Land Development Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-3100-4010	Salaries-Fulltime	139,724	139,724	119,514	164,357	155,589
1000-3100-4012	Salaries-Part Time	4,856	4,856	20,072	-	20,285
1000-3100-4013	Salaries-Board/Comm	1,439	1,439	4,000	676	1,500
PAC salaries (\$35 X 22 meetings = \$3,850) ZHB salaries (\$35 X 9 meetings= \$1,575) *Note that our amount budgeted is lower than the formula based upon account history.						
1000-3100-4015	Overtime	808	808	3,500	647	2,300
Note a change for 2017: Land Development Specialist will be changed to hourly and will now qualify for OT for nightly meetings.						
1000-3100-4021	Social Security Tax	8,973	8,973	8,685	9,907	11,047
1000-3100-4022	Medicare	2,098	2,098	2,031	2,317	2,583
1000-3100-4023	Workers Comp	297	297	451	355	666
1000-3100-4041	Pension Non Uniform	7,027	7,027	6,001	8,250	7,894
1000-3100-4051	Hospitalization	27,343	27,343	28,436	27,274	47,994
1000-3100-4052	Vision Insurance	187	187	222	197	354
1000-3100-4053	Dental Insurance	1,492	1,492	1,337	1,059	2,178
1000-3100-4054	457 Contributions	6,494	6,494	6,001	8,250	7,894
1000-3100-4055	Disablity Insurance	230	230	312	218	411
1000-3100-4057	Life Insurance	484	484	677	458	891
1000-3100-5001	Office Supplies	2,005	2,005	3,000	1,436	3,000
This category is for office supplies for Planning and Development Services and includes toner expenses.						
1000-3100-5002	Subscriptions/Books	538	538	500	561	600
1000-3100-5004	Materials And Supplies	(48)	(48)	750	11	750
1000-3100-5007	Safety Supplies	343	343	500	86	500
This category is used for the purchase of any supplies directly related to employee safety. It may include contributions to needs of The Administrative Safety Committee (TASC).						
1000-3100-5111	Professional Services	9,774	9,774	20,000	7,138	15,000
Amount includes \$1200 codification contract renewal and \$8500 for annual update of Ordinances. Amount includes codification contract renewal and Ordinance updates as well as copier lease/maintenance agreement and Planning Consultant fees. This account also includes employment background checks and drug testing.						
1000-3100-5133	Legal Services	7,968	7,968	15,000	409	10,000
1000-3100-5134	Other Services/Fees	2,871	2,871	3,700	2,374	6,000
This account is for recording fees (\$300) for plans where there is no Developer's Deposit account. \$5700 (annually) for the "scanning project" that was begun in 2015. We estimate scanning 2000 sheets at \$1.67 per sheet with Accu-Copy.						
1000-3100-5230	Information Tech Svs	50,000	50,000	50,000	50,000	51,500



2018 Annual Budget

Land Development Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-3100-5312	Cell Phones	1,380	1,380	-	-	-
This account is no longer being used. All Planning and Development Services cell phones are in account 3200.						
1000-3100-5353	Employee Meeting /Confer	1,758	1,758	2,000	1,121	2,000
This category is for food/refreshments for employee/development/training meetings.						
1000-3100-5354	Employee Training	1,667	1,667	3,500	1,543	3,500
This account is for employee training sessions and includes the annual PPA Conference.						
1000-3100-5356	Employee Dues/Members	1,236	1,236	-	-	-
All APA/PPA dues have been moved to 3300-5356						
1000-3100-5361	Postage And Shipping	-	-	500	-	500
1000-3100-5362	Printing	-	-	250	363	400
This account is for Planning and Development Services printing needs.						
1000-3100-5363	Advertising	5,966	5,966	7,000	4,019	7,000
1000-3100-5370	Minor Equipment/Furniture	453	453	2,500	514	1,000
1000-3100-5371	Community Outreach	3,012	3,012	1,500	1,980	2,000
\$2,000 for Green Team - was new in 2016. Business Hub expenses moved to 3300-5361 and 5362.						
Total		290,371	290,371	311,939	295,519	365,336



2018 Annual Budget

Department: Code Enforcement

Description and Responsibilities:

"Code Enforcement (Administration)" (cost center 3200) falls under Planning & Development Services which is responsible for Township code enforcement/administration functions. Operations in this cost center include managing day to day requests and functions related to zoning, plan review, permit issuance (building, sign, fire, grading, etc.) property maintenance and inspections. The Department provides administrative and support staff to the Zoning Hearing Board and Building & Fire Code Appeals Board. The Code Enforcement (Administration) Group functions as the primary contact with the non-residential and residential community as they relate to these services.

2017 Accomplishments:

As of October 1, 2017;

1. Issued 402 permits with a value of \$124+ million and performed 8,870 inspections.
2. Continued to grow MUNIS for Fire Prevention Licensing.
3. Code Administrator trainee passed all exams and is fully certified.
4. Maintained strong growth in Multi-family development.
5. The Manager of Code Administration was changed to Manager of Development & Code Services with new job responsibilities.
6. A Code Administrator was promoted to Assistant Manager of Development & Code Services and given new job responsibilities.

2018 Goals:

1. Continue to manage high workload and have staff (including 3rd party) assigned as appropriate.
2. Continue to grow and refine all Fire Prevention processes. Assure that annual permits for fire systems are properly recorded.
2. Continue Code Enforcement activities with regard to sidewalk maintenance.
3. Implement the International Property Maintenance Code (if approved)
4. Examine Rental Registry options.
5. Examine occupancy permits for new residential tenants for multi-family, single family and annual inspections of apartment buildings.

2018 Budget Highlights:

1. Continue to issue large number of residential and non-residential permits.
2. Perform accurate and complete inspections.
3. Enforce the IPMC and continue the fight against blight.
4. One additional full time position was added in late 2017 which will focus on Fire Prevention and Property Maintenance.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	4	4	4	4	5
Part Time	1	1	1	1	1

2018 Annual Budget

Code Enforcement Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-3200-4010	Salaries-Fulltime	212,772	212,772	235,602	167,252	303,405
1000-3200-4012	Salaries-Part Time	15,548	15,548	25,122	18,995	25,844
1000-3200-4015	Overtime	4,308	4,308	5,200	4,420	6,900
1000-3200-4021	Social Security Tax	13,819	13,819	16,490	11,369	20,841
1000-3200-4022	Medicare	3,232	3,232	3,857	2,659	4,874
1000-3200-4023	Workers Comp	1,139	1,139	1,788	1,406	2,041
1000-3200-4041	Pension Non Uniform	10,854	10,854	12,043	8,583	15,515
1000-3200-4051	Hospitalization	70,070	70,070	73,254	63,995	90,836
1000-3200-4052	Vision Insurance	454	454	525	467	653
1000-3200-4053	Dental Insurance	3,192	3,192	3,404	2,897	4,014
1000-3200-4054	457 Contributions	10,823	10,823	12,043	8,583	15,515
1000-3200-4055	Disablity Insurance	521	521	526	495	807
1000-3200-4057	Life Insurance	1,075	1,075	1,358	1,065	1,750
1000-3200-5002	Subscriptions/Books	148	148	3,000	2,625	3,000
This category is for all subscriptions and books for the Codes Group. Must budget an extra \$2300+/- for renewal of the NFPA Codes in odd number years and need to budget \$5,700+/- for purchase of code books every 3 years starting in 2010 when the State approves such updates.* Note that the amount budgeted is less than the formula because the full formula does not always apply based upon when the State approves new code versions.						
1000-3200-5004	Materials And Supplies	354	354	1,000	196	1,000
This account is for cameras and other field equipment.						
1000-3200-5110	Third Party Inspections	21,940	21,940	20,000	32,450	21,000
This expense account is for 3rd party building inspection services.						
1000-3200-5111	Professional Services	2,489	2,489	3,000	3,250	3,000
Copier fees, Septic reviews and building permit refunds.						
1000-3200-5115	3Rd Party Building Plan Review	97,941	97,941	85,000	93,387	85,000
This is account is for the cost of 3rd party building plan review.						
1000-3200-5133	Legal Services	140	140	500	-	500
This account is for Zoning Hearing Board or Building and Fire Code Appeals Board legal services.						
1000-3200-5230	Information Tech Svs	50,000	50,000	50,000	50,000	51,500
1000-3200-5312	Cell Phones	5,600	5,600	7,000	7,645	7,000

2018 Annual Budget

Code Enforcement Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
This category is for cell phone reimbursement for all Planning and Development Services cell phones. Director - phone, data (\$115), Manager(s) (3) - phone, data (\$115), Building Inspectors - phone (\$60 per employee), Land Development Specialist - data and phone (\$115), Planning Specialist - data and phone (\$115)						
1000-3200-5354	Employee Training	1,869	1,869	4,000	2,297	4,000
Note that in 2016 PCCA did not do usual training and thus our usage was low.						
1000-3200-5355	Employee Career Devel	-	-	3,000	562	1,500
Tuition reimbursement for 1 staff member.						
1000-3200-5356	Employee Dues/Members	124	124	500	305	500
This category is for all dues and memberships associated with the Code Group.						
1000-3200-5357	Clothing	150	150	450	-	600
This account is for the purchase of safety boots for each Code Administrator and consists of \$150 per person, once every 2 years for field inspectors (3) and once every 3 years for others (2).						
1000-3200-5362	Printing	544	544	750	685	750
1000-3200-5363	Advertising	146	146	750	-	500
This account is for advertising of hearings for the Zoning Hearing Board and Building and Fire Code Appeals Board.						
1000-3200-5364	Fuel	1,741	1,741	2,500	1,679	2,000
Total		530,994	530,994	572,662	487,269	674,845

Department: Planning

Description and Responsibilities:

"Planning" cost center (cost center 3300) falls under Planning & Development Services and provides for the short- and long-term planning for the Township's future as well as providing for Economic Development through the Business Hub. Management of the Township Code of Ordinances is also a key function. This includes monitoring key ordinance issues and drafting revisions to Township ordinances when needed.

2017 Accomplishments:

1. Created a Redevelopment Plan with Economic Development strategies.
2. Promoted sustainability initiatives for employees and residents.
3. Worked with the Community Connections Action Committee to assess missing pedestrian links in the Township. Several key missing links were built.
4. Continued to implement strategies from the Comp. Plan.
5. Participated in the Transit Planning being done by SPC.
6. Conducted the annual survey of 1,000+ businesses.
7. Completed a residential unit study and created a database for tracking purposes.
8. Completed the Commodore Perry Regional Trail plan.
9. Continued coordination of regional efforts with Planners In Action group.
10. Assisted Parks & Recreation with comprehensive planning efforts.
11. Assisted Cranberry Highland Golf Course landscaping revisions.

2018 Goals:

1. Continue management of Economic Development and relations with our business community.
2. Continue to complete and monitor Comprehensive Plan strategies.
3. Implement strategies from the Redevelopment Plan.
4. Revise the Bike and Pedestrian Plan.
5. Continue to manage the Green Team, and green infrastructure, environmental stewardship and community health.
6. Examine best practices for changes in our landscaping requirements and change ordinances as necessary.
7. Find a replacement for our Planning Specialist (she resigned in late 2017).

2018 Budget Highlights:

1. Consider updating the Market Profile.
2. Continue to promote strong focus on economic development with residents and businesses.
3. Continue to assess and manage missing links in the current bike and pedestrian Plan.
4. Consider doing a comprehensive study of the Zoning Ordinance.
5. Study and recommend changes to the Preferred Growth Scenario.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	0	1	1	1	1
Part Time	0	1	1	1	1

2018 Annual Budget

Planning Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-3300-4010	Salaries-Fulltime	82,760	82,760	85,674	81,889	80,679
1000-3300-4012	Salaries-Part Time	40,210	40,210	38,308	49,022	39,198
1000-3300-4013	Salaries-Board/Comm	452	452	-	235	-
1000-3300-4015	Overtime	73	73	100	148	200
1000-3300-4021	Social Security Tax	7,537	7,537	7,690	8,058	7,445
1000-3300-4022	Medicare	1,763	1,763	1,798	1,885	1,741
1000-3300-4023	Workers Comp	242	242	363	285	337
1000-3300-4041	Pension Non Uniform	4,142	4,142	4,286	4,102	4,044
1000-3300-4051	Hospitalization	15,759	15,759	16,355	14,043	24,603
1000-3300-4052	Vision Insurance	128	128	132	92	188
1000-3300-4053	Dental Insurance	828	828	751	719	1,153
1000-3300-4054	457 Contributions	4,079	4,079	4,286	4,102	4,044
1000-3300-4055	Disablity Insurance	148	148	223	133	210
1000-3300-4057	Life Insurance	346	346	483	315	456
1000-3300-5002	Subscriptions/Books	17	17	500	56	500
1000-3300-5004	Materials And Supplies	110	110	-	-	-
All PDS materials and supplies are in 3100.						
1000-3300-5111	Professional Services	45,611	45,611	45,000	22,006	45,000
Planning projects for 2018 include the Preferred Growth Scenario update (\$10K), Market Profile update (\$15K), Bike and Ped Plan update (\$10K), and \$10K for additional planning efforts.						
1000-3300-5312	Cell Phones	805	805	-	-	-
All cell phones for Planning and Development Services are in 3200-5312.						
1000-3300-5353	Employee Meeting /Confer	962	962	1,000	28	1,000
This account is for food/refreshments at educational functions, realtors forum, Developer/Builder forums and other similar events.						
1000-3300-5354	Employee Training	2,303	2,303	7,500	2,517	5,000
APA Conference registration/transportation and training for Business and Economic Development Manager and Planning Specialist.						
1000-3300-5356	Employee Dues/Members	-	-	3,000	662	2,000
Dues for all APA/PPA memberships for all staff.						
1000-3300-5361	Postage And Shipping	1,097	1,097	1,500	541	1,500
Miscellaneous mailings and shipping, including the Business List mailings.						



2018 Annual Budget

Planning Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-3300-5362	Printing	3,025	3,025	500	346	500
Business Survey printing and any other printing for Planning purposes.						
1000-3300-5363	Advertising	525	525	2,000	-	1,000
Business Hub promotion and advertising.						
Total		212,921	212,921	221,449	191,184	220,798

Department: Customer Service**Description and Responsibilities:**

The Customer Service Center (CSC) is responsible for acting as the primary interface between the public and various departments of the Township to answer questions, schedule services, and resolve issues. The CSC processes sewer, water, and/or trash utility service applications to customers requesting new service, changing service or stopping service. The CSC also processes building permit applications, service order requests, work order requests, lien letter requests, deed transfer information, schedules building inspections, and collects payment for many types of services.

2017 Accomplishments:

1. The CSC averages over 23,000 calls per year and 91 calls answered per day. We also average 180 customers through our doors daily. We sold over 18,000 trash stickers, processed over 950 lien letters, over 1,000 building (all types) and zoning permits, scheduled over 7,000 building inspections, 2,000 service orders, 2,000 work orders, and processed over 100,000 transactions through Tyler Cashiering, First National Bank and Fiserv Lockbox, or Munis Payment Entry totaling over Sixteen Million dollars in charges.
2. The CSC has worked on or has been involved in many projects throughout the year including: meter replacement program, improved communication and efficiency with both the finance department and public works sewer and water division, enhanced cash handling processes and procedures, and loss prevention awareness projects.

2018 Goals:

1. Self-service accessibility. Continue to empower and educate our customers with self-service tools and solutions.
2. Work towards a phone call service level and response time call average of over 95%.
3. Continue to establish an outstanding working relationship with the contract holder in the Collection Connection Program.
4. Continue to provide support for the Meter Replacement Program.
5. Continue to assist with scanning of residential property file documents (working to optimize space in the file room).

2018 Budget Highlights:

1. Continue to educate residents about the benefits of the new water meters, including an online self service option.
2. Increase customer's overall awareness of daily water use and water consumption.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	3	3	4	4	4
Part Time	3	3	2	2	2

2018 Annual Budget

Customer Service Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-3400-4010	Salaries-Fulltime	38,532	38,532	47,573	40,784	48,620
1000-3400-4012	Salaries-Part Time	14,806	14,806	11,583	9,980	12,516
1000-3400-4015	Overtime	-	-	300	-	-
1000-3400-4021	Social Security Tax	3,206	3,206	3,668	2,997	3,790
1000-3400-4022	Medicare	750	750	858	701	886
1000-3400-4023	Workers Comp	118	118	190	149	182
1000-3400-4041	Pension Non Uniform	1,927	1,927	2,379	2,039	2,431
1000-3400-4051	Hospitalization	9,217	9,217	13,356	11,162	14,959
1000-3400-4052	Vision Insurance	73	73	103	94	121
1000-3400-4053	Dental Insurance	417	417	631	531	717
1000-3400-4054	457 Contributions	1,845	1,845	2,379	1,886	2,431
1000-3400-4055	Disability Insurance	78	78	124	86	126
1000-3400-4057	Life Insurance	195	195	257	201	263
1000-3400-5001	Office Supplies	1,120	1,120	1,400	810	1,400
1000-3400-5002	Subscriptions/Books	-	-	200	-	200
1000-3400-5004	Materials And Supplies	265	265	350	-	350
1000-3400-5005	Cleaning Supplies	-	-	200	-	200
1000-3400-5007	Safety Supplies	246	246	250	48	250
1000-3400-5111	Professional Services	-	-	500	-	500
1000-3400-5121	Repair Maint Equipment	-	-	250	42	250
1000-3400-5230	Information Tech Svs	51,500	51,500	53,000	53,000	54,500
1000-3400-5312	Cell Phones	1,380	1,380	1,320	1,265	1,380
1000-3400-5351	Employee Recruiting	-	-	250	-	250
1000-3400-5354	Employee Training	-	-	6,000	1,178	6,000
1000-3400-5356	Employee Dues/Members	687	687	700	341	700
1000-3400-5370	Minor Equipment/Furniture	750	750	1,500	687	1,500
Total		127,112	127,112	149,321	127,981	154,522



2018 Annual Budget

Department: Police Department Support

Description and Responsibilities:

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

2017 Accomplishments:

1. Implemented new soliciting procedures and a no-knock program.

Staffing Levels	2014	2015	2016	2017	2018
Full Time	6	6	6	6	6
Part Time	2	2	2	1	0

2018 Annual Budget

Police Department Support Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4111-4010	Salaries-Fulltime	244,826	244,826	224,372	215,191	145,882
Salaries for the Supervisor Police Administrative Services and 2 Police Clerks.						
1000-4111-4011	Salaries-Uniform	195,748	195,748	198,020	172,923	202,535
Salaries for the Chief of Police and the Support Services Commander (Sergeant).						
1000-4111-4012	Salaries-Part Time	8,059	8,059	8,731	6,452	8,983
Salaries for one (1) school crossing guard. One half the cost for this position is reimbursed by Seneca Valley School District.						
1000-4111-4015	Overtime	660	660	750	599	750
Costs related to arrest processing for serious crimes, fingerprinting and staffing the front desk during vacations.						
1000-4111-4016	Overtime Uniform	12,402	12,402	10,000	12,137	7,850
Costs for the Support Services Commander (Sergeant) to provide community programs, call-outs for serious crimes and firearms training.						
1000-4111-4021	Social Security Tax	28,594	28,594	28,358	25,278	23,617
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4111-4022	Medicare	6,687	6,687	6,632	5,912	5,523
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4111-4023	Workers Comp	12,376	12,376	18,057	14,201	12,038
Workers' Compensation insurance for employees.						
1000-4111-4032	Longevity	7,504	7,504	8,218	8,167	8,405
Longevity costs for the Chief, Sergeants and uniformed employees as per the Collective Bargaining Agreement.						
1000-4111-4033	Court And Hearing Pay	-	-	500	-	-
Costs for the Sergeants. Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4111-4034	Holiday Pay	3,314	3,314	3,448	2,810	3,517
Holiday pay costs for two (2) Sergeants per the Collective Bargaining Agreement.						
1000-4111-4041	Pension Non Uniform	12,274	12,274	11,319	10,790	7,394
Pension contributions for non-uniform employees which includes the Police Administrator and two (2) clerical positions.						
1000-4111-4042	Pension Uniform	526,038	526,038	485,049	485,049	445,032
Uniform pension contributions as per the latest MMO.						
1000-4111-4051	Hospitalization	97,311	97,311	100,610	89,986	75,674
Medical insurance costs for full time employees to include the Chief of Police, Police Administrator, Support Services Commander (Sergeant) and two (2) clerical positions.						
1000-4111-4052	Vision Insurance	685	685	708	640	549



2018 Annual Budget

Police Department Support Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
Vision Insurance costs for full time employees.						
1000-4111-4053	Dental Insurance	4,376	4,376	4,378	3,761	3,174
Dental insurance costs for full time employees.						
1000-4111-4054	457 Contributions	12,274	12,274	11,319	8,659	7,394
Contribution to the 457 Plan is based on 5% of salary/wages/ overtime for all full time non-uniformed employees.						
1000-4111-4055	Disability Insurance	871	871	1,167	796	967
Long term disability insurance costs for full time employees.						
1000-4111-4057	Life Insurance	1,410	1,410	1,769	1,277	1,326
Life Insurance costs for full time employees.						
1000-4111-5001	Office Supplies	2,702	2,702	3,800	2,620	3,800
Costs associated with the purchase of office supplies such as toners, print cartridges, pens, paper, file folders, misc. office supplies.						
1000-4111-5004	Materials And Supplies	9,369	9,369	17,000	6,712	17,000
Costs associated with miscellaneous supplies such as vehicle towing, flares, batteries, evidence packaging and radios.						
1000-4111-5007	Safety Supplies	474	474	3,000	850	3,000
Costs associated with purchase of health and safety supplies.						
1000-4111-5111	Professional Services	30,183	30,183	23,000	20,111	23,000
Costs associated with specialized services provided by outside businesses. Examples include maintenance of the fuming hood and metal detector, drug and alcohol testing as well as vehicle, ENRAD and stopwatch calibration.						
1000-4111-5116	Fitness Center	3,602	3,602	4,000	2,721	4,000
Cost associated with repair, maintenance and purchase of fitness center equipment						
1000-4111-5121	Repair Maint Equipment	734	734	4,000	65	4,000
Costs associated with the repair and maintenance of equipment. Examples are radios, sirens and emergency light systems.						
1000-4111-5133	Legal Services	67,453	67,453	30,000	10,569	25,000
Costs associated with attorney fees.						
1000-4111-5134	Other Services/Fees	110	110	2,000	-	2,000
Costs associated for unforeseen expensives typically for travel expenses related to investigations and warrant service.						
1000-4111-5230	Information Tech Svs	238,000	238,000	240,000	240,000	245,000
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
1000-4111-5312	Cell Phones	8,534	8,534	11,500	10,525	11,500
Costs associated with cellular phone service in the police vehicles as well as cellular phones for the Chief of Police, Support Services Sergeant and Patrol Sergeant.						



2018 Annual Budget

Police Department Support Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4111-5341	Insurance Premiums	28,845	28,845	31,000	54,973	10,500
Costs associated with law enforcement liability insurance.						
1000-4111-5353	Employee Meeting /Confer	557	557	1,000	397	1,000
Costs associated for Township and employee expenses for conducting or attending meetings in- house or off site.						
1000-4111-5354	Employee Training	2,173	2,173	2,500	2,645	3,500
Costs associated with employee training and conferences.						
1000-4111-5356	Employee Dues/Members	1,195	1,195	1,500	1,580	1,700
Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Crime's Code, Vehicle Law and Maglocen membership.						
1000-4111-5357	Clothing	2,336	2,336	2,300	1,823	2,700
Costs associated with clothing reimbursements per the Collective Bargaining Agreement for 2 officers (Chief of Police and Support Services Commander at \$900.00 per officer). Funds uniforms for the administrative clerical staff (\$900.00). Funds replacement of protective vest every 5 years with an estimated cost of \$900.00 per vest.						
1000-4111-5362	Printing	902	902	1,000	1,432	1,700
Costs associated for printing for major projects such as hiring and police reports.						
1000-4111-5370	Minor Equipment/Furniture	13,701	13,701	15,000	33,080	25,000
Costs associated with minor equipment purchases and repairs.						
1000-4111-5371	Community Outreach	2,169	2,169	5,000	3,900	5,000
Costs associated with crime prevention programs, community projects, purchase of flyers and brochures.						
Total		1,588,448	1,588,448	1,521,005	1,458,630	1,350,010



2018 Annual Budget

Department: Police Patrol

Description and Responsibilities:

The Police Patrol cost center provides law enforcement protection for the Township. It includes one (1) Patrol Sergeant, four (4) Police Corporals and twenty(20) Patrol Officers.

2017 Accomplishments:

1. Hired two (2) police officers.

2018 Goals:

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

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	20	20	24	25	25
Part Time	0	0	0	0	0

2018 Annual Budget

Police Patrol Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4112-4011	Salaries-Uniform	1,897,278	1,897,278	2,213,415	1,728,359	2,142,078
Salaries for the Patrol Sergeant, four (4) Corporals and twenty (20) officers.						
1000-4112-4016	Overtime Uniform	152,630	152,630	120,000	130,033	130,000
Meet minimum staffing of at least 3 officers. Late calls and arrests.						
1000-4112-4021	Social Security Tax	129,727	129,727	156,668	120,670	152,052
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4112-4022	Medicare	30,475	30,475	36,640	28,221	35,561
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4112-4023	Workers Comp	91,187	91,187	144,087	113,314	126,442
Workers' Compensation insurance for employees.						
1000-4112-4032	Longevity	38,552	38,552	37,289	32,840	35,927
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4033	Court And Hearing Pay	48,952	48,952	35,000	38,084	35,000
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4112-4034	Holiday Pay	50,020	50,020	111,200	43,327	109,444
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4051	Hospitalization	372,467	372,467	470,475	323,553	381,159
Medical Insurance costs for full time employees.						
1000-4112-4052	Vision Insurance	2,499	2,499	3,275	2,565	3,256
Vision Insurance costs for full time employees.						
1000-4112-4053	Dental Insurance	16,984	16,984	20,820	15,347	18,852
Dental Insurance costs for full time employees.						
1000-4112-4055	Disability Insurance	3,546	3,546	6,570	3,464	6,376
Long term disability insurance costs for full time employees.						
1000-4112-4057	Life Insurance	4,463	4,463	6,150	4,463	6,150
Life Insurance costs for full time employees.						
1000-4112-5353	Employee Meeting /Confer	-	-	800	-	800
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4112-5354	Employee Training	9,264	9,264	17,000	14,575	17,000

2018 Annual Budget

Police Patrol Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
Costs associated with employee training and conferences.						
1000-4112-5355	Employee Career Devel	-	-	5,000	-	-
College tuition reimbursement - Patrol						
1000-4112-5356	Employee Dues/Members	-	-	250	225	250
Costs associated with dues and memberships. Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.						
1000-4112-5357	Clothing	31,946	31,946	32,400	26,054	41,400
Funds \$900.00 per year per officer for clothing allowance per the Collective Bargaining Agreement which expires at the end of 2020. Funds the replacement of protective bulletproof vest every five (5) years at an estimated cost of \$900.00 per vest. Funds the purchase of uniforms and equipment for new hires, both full-time and part-time.						
Total		2,879,989	2,879,989	3,417,039	2,625,096	3,241,747



2018 Annual Budget

Department: Police Traffic

Description and Responsibilities:

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

2017 Accomplishments:

1. One (1) officer working in Traffic Enforcement Unit.

2018 Goals:

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

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	4	4	1	1	2
Part Time	0	0	0	0	0

2018 Annual Budget

Police Traffic Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4113-4011	Salaries-Uniform	100,435	100,435	64,532	18,468	161,381
Salaries for 2 Traffic Officers.						
1000-4113-4016	Overtime Uniform	7,871	7,871	7,500	1,961	13,200
Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.						
1000-4113-4021	Social Security Tax	6,826	6,826	4,620	1,322	11,436
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4113-4022	Medicare	1,596	1,596	1,080	309	2,674
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4113-4023	Workers Comp	3,992	3,992	4,249	3,342	9,509
Workers' Compensation insurance for employees.						
1000-4113-4032	Longevity	2,824	2,824	-	-	1,312
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4113-4033	Court And Hearing Pay	809	809	2,000	386	-
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4113-4034	Holiday Pay	3,441	3,441	3,381	1,250	8,552
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4113-4051	Hospitalization	22,939	22,939	20,923	-	39,730
Medical Insurance costs for full time employees.						
1000-4113-4052	Vision Insurance	368	368	143	144	278
Vision Insurance costs for full time employees.						
1000-4113-4053	Dental Insurance	2,356	2,356	928	1,063	1,708
Dental Insurance costs for full time employees.						
1000-4113-4055	Disability Insurance	179	179	194	-	479
Long term disability insurance costs for full time employees.						
1000-4113-4057	Life Insurance	205	205	246	-	492
Life Insurance costs for full time employees.						
1000-4113-5353	Employee Meeting /Confer	-	-	200	-	200
Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4113-5354	Employee Training	-	-	1,500	-	1,500

2018 Annual Budget

Police Traffic Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
Costs associated with employee training and conferences.						
1000-4113-5356	Employee Dues/Members	-	-	250	-	250
Costs associated with dues and memberships. Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.						
1000-4113-5357	Clothing	1,680	1,680	900	-	1,800
Costs associated with clothing reimbursement and uniforms for members of the Traffic Unit. Funds \$900.00 per year for officers per the Collective Bargaining Agreement which expires in 2020. Funds replacement of protective vests every 5 years, estimated cost \$900.00 per vest.						
Total		155,522	155,522	112,646	28,244	254,501



2018 Annual Budget

Department: Police Investigations

Description and Responsibilities:

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

2017 Accomplishments:

1. Promoted one (1) Patrolman to Detective.

2018 Goals:

1. Promote one (1) officer from current patrol staff to the position of Detective.

Staffing Levels	2014	2015	2016	2017	2018
Full Time	2	2	1	2	3
Part Time	0	0	0	0	0

2018 Annual Budget

Police Investigations Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4114-4011	Salaries-Uniform	92,507	92,507	159,880	109,515	257,078
Salaries for the Detective Sergeant and two (2) detectives.						
1000-4114-4016	Overtime Uniform	21,778	21,778	20,000	31,184	19,800
Late calls, arrests, and investigations.						
1000-4114-4021	Social Security Tax	7,416	7,416	11,399	9,054	18,260
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4114-4022	Medicare	1,761	1,761	2,666	2,118	4,270
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4114-4023	Workers Comp	4,022	4,022	10,483	8,244	15,185
Workers' Compensation insurance for employees.						
1000-4114-4032	Longevity	1,928	1,928	2,216	2,195	3,809
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4114-4033	Court And Hearing Pay	3,764	3,764	5,500	3,006	-
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4114-4034	Holiday Pay	2,160	2,160	8,553	3,073	13,828
Holiday pay for uniformed employees as per the Collective Bargaining agreement.						
1000-4114-4051	Hospitalization	22,867	22,867	44,804	18,879	60,760
Medical Insurance costs for full time employees.						
1000-4114-4052	Vision Insurance	139	139	286	127	417
Vision Insurance costs for full time employees.						
1000-4114-4053	Dental Insurance	928	928	1,856	782	2,562
Dental Insurance costs for full time employees.						
1000-4114-4055	Disability Insurance	179	179	478	166	765
Long term disability insurance costs for full time employees.						
1000-4114-4057	Life Insurance	205	205	492	188	738
Life Insurance costs for full time employees.						
1000-4114-5312	Cell Phones	1,380	1,380	2,000	1,865	2,500
Costs associated with cellular phone service.						
1000-4114-5353	Employee Meeting /Confer	-	-	100	-	100



2018 Annual Budget

Police Investigations Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
Costs associated with Township and employee expenses for conducting or attending meetings in-house or off site.						
1000-4114-5354	Employee Training	1,925	1,925	2,500	2,044	2,500
Costs associated with employee training and conferences.						
1000-4114-5356	Employee Dues/Members	-	-	200	-	200
Costs associated with dues and memberships. Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.						
1000-4114-5357	Clothing	888	888	1,800	775	4,500
Costs associated with clothing reimbursement and uniforms. Funds \$900.00 per year for officers (2 officers) clothing allowance per the current Collective Bargaining Agreement which expires in 2020. Funds replacement of protective vest every 5 years (\$900.00).						
Total		163,847	163,847	275,213	193,217	407,272



2018 Annual Budget

Department: Police Fleet

Description and Responsibilities:

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

2017 Accomplishments:

1. Purchased one (1) SUV and one (1) sedan to replace aging patrol cars.

2018 Goals:

1. Replace two (2) marked police sedans that meet requirements for replacement. Purchase one (1) unmarked vehicle for Police Investigations.

2018 Budget Highlights:

1. Two (2) police sedans meet the requirements for replacement in 2018.



2018 Annual Budget

Police Fleet Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4115-5122	Repair Maint Vehicles	38,272	38,272	30,500	30,677	32,000
Car washing fees, sirens and emergency light system repairs, maintenance not performed by Public Works, parts and supplies.						
1000-4115-5364	Fuel	35,269	35,269	70,000	38,627	60,000
Cost for police fuel.						
1000-4115-6122	Fleet Replacement	71,332	71,332	86,500	81,753	93,180
Funding used to replace police vehicles and equipment. Fleet replacement is determined by a point system utilized by Public Works. It is projected that two (2) marked police sedans will be replaced in 2018. Additionally, one (1) unmarked police unit will be added to the fleet to be utilized by detectives.						
Total		144,873	144,873	187,000	151,056	185,180



2018 Annual Budget

Department: Animal Service

Description and Responsibilities:

1. Pays for contracted animal control provided by Animal Control Services.

2018 Budget Highlights:

1. No cost increase expected in 2018.



2018 Annual Budget

Animal Service Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4120-5111	Professional Services	12,000	12,000	14,000	9,000	13,000
Pays for animal control services provided by Animal Control Services.						
	Total	12,000	12,000	14,000	9,000	13,000



2018 Annual Budget

Department: Fire & Emergency Services

Description and Responsibilities:

The Department of Fire and Emergency Services is responsible for the coordination of fire protection, and emergency management planning and preparedness, in addition to serving as liaison to Cranberry EMS. The department primarily provides support services to the volunteer fire department, fire police, emergency management coordinator, and emergency medical services.

2017 Accomplishments:

1. Established the Fire Risk Reduction Coordinator role, recruited and hired a new fire Administrative Assistant/Recruiter for the volunteer fire department, and developed the Fire Prevention Administrator/EMA position in conjunction with Planning and Development Services.
2. Updated and executed the 2017 services agreement with the Cranberry Township VFC ("CTVFC"), participated in the specification process for the CTVFC's fire apparatus replacement plan, and led the design process for the 2018 Park Fire Station and Haine Fire Station renovations.
3. Mark Nanna named as the Emergency Management Coordinator ("EMAC") for Cranberry Township. Updated the Cranberry Township Emergency Operations Plan and adopted the Butler County Emergency Operations Plan; EMAC attended quarterly training sessions at Butler EOC and acquired over 40 hours of continuing education in emergency management.
4. The Fire Police currently have nine (9) certified Fire Police Officers following the recent addition of two (2) new officers. The Fire Police have completed nearly 200 hours of continuing education and training. Coursework for CY 2017 included Emergency Vehicle Operations, Basic Fire Police, and Advanced Fire Police certification programs.
5. The Fire Risk Reduction Coordinator developed an initial template for the Standard of Response Cover for the CTVFC as outlined in the Strategic Plan initiative.
6. Established first Traffic Incident Management Training roadway network in Commonwealth in partnership with Cranberry Police Department.

2018 Goals:

1. Facilitate the transition of radio communications for all public safety agencies to the new 800 mghz countywide radio network; ensure EOC communication interoperability with new system.
2. Advance the development of the Standard of Response Cover for CTVFC; increase data analysis of service delivery.
3. Oversee the completion of the Park and Haine Fire Station expansion and renovation projects.
4. Fire Police members to complete the following courses in CY 2018: Basic Fire Police, Advanced Fire Police, Introduction to the Fire Service, and VFIS Traffic Incident Management Training. Increase training for Fire Police to 300 hours of combined continuing education.
5. 2018 Emergency Management Training Exercise

2018 Budget Highlights:

1. Design new recruitment campaigns for volunteer firefighters per the Strategic Plan.
2. Increase support services for CTVFC through Department Director, Administrative Assistant, and Fire Risk Reduction Coordinator.
3. Advancement of the Standard of Response Cover per the Strategic Plan.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	0	0	0	0	3
Part Time	0	0	0	0	0

2018 Annual Budget

Fire Police Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4130-5004	Materials And Supplies	5,103	5,103	5,000	3,527	-
Pays for uniforms and supplies for the Fire Police. Current membership is seven (7) fire police officers.						
1000-4150-5004	Materials And Supplies	-	-	300	-	-
Materials and supplies for the Emergency Operations Center.						
1000-4150-5370	Minor Equipment/Furniture	201	201	1,000	2,243	-
Pays expenses related to the operation of emergency radios and the Emergency Operations Center.						
Total		5,304	5,304	6,300	5,769	-
GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4230-4010	Salaries-Fulltime	-	-	49,167	19,744	152,790
1000-4230-4015	Overtime	-	-	-	57	1,000
1000-4230-4021	Social Security Tax	-	-	3,049	1,179	9,535
1000-4230-4022	Medicare	-	-	713	276	2,230
1000-4230-4023	Workers Comp	34,799	34,799	40,156	37,119	42,500
Worker's compensation insurance costs for Fire Company(\$40,000) and Ambulance (\$2,500) volunteers.						
1000-4230-4041	Pension Non Uniform	-	-	2,459	990	7,689
1000-4230-4051	Hospitalization	-	-	19,226	7,218	40,188
1000-4230-4052	Vision Insurance	-	-	132	46	278
1000-4230-4053	Dental Insurance	-	-	929	284	1,706
1000-4230-4054	457 Contributions	-	-	2,459	990	7,689
1000-4230-4055	Disability Insurance	-	-	128	-	400
1000-4230-4057	Life Insurance	-	-	278	-	867
1000-4230-5001	Office Supplies	-	-	1,000	23	2,000
1000-4230-5004	Materials And Supplies	-	-	1,000	1,539	9,000
DFES, Fire Police, EMA						
1000-4230-5111	Professional Services	-	-	1,000	43	3,500
DFES, EMA						
1000-4230-5220	General Services Intragov	239,487	239,487	238,000	226,311	225,000
Transfer of intergovernmental aid to Volunteer Fire Compnay. (Relief Assoc.)						
1000-4230-5230	Information Tech Svs	25,000	25,000	25,000	25,000	28,500

2018 Annual Budget

Fire Police Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
Cost of IT support from the Township.						
1000-4230-5312	Cell Phones	-	-	1,320	455	3,000
1000-4230-5332	Equipment Leases	535	535	476	535	500
2 hydrants @ 238 ea. (rental from West View Water)						
1000-4230-5354	Employee Training	-	-	1,500	920	5,000
1000-4230-5364	Fuel	-	-	-	-	20,000
1000-4230-5370	Minor Equipment/Furniture	-	-	-	-	5,000
Total		299,822	299,822	387,992	322,730	568,372
GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4310-4023	Workers Comp	2,062	2,062	2,500	1,966	-
Workers' Compension insurance costs for volunteers.						
1000-4310-5134	Other Services/Fees	-	-	500	-	-
Pays for mandatory hepatitis testing for new volunteer positions.						
1000-4310-5364	Fuel	15,106	15,106	20,000	13,977	-
Provides fuel assistance to the Cranberry Township EMS.						
Total		17,168	17,168	23,000	15,943	-



2018 Annual Budget

Department: Firing Range

Description and Responsibilities:

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

2017 Accomplishments:

1. Conducted three (3) firearms trainings.

2018 Goals:

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

2018 Budget Highlights:

1. No cost increase expected in 2018.

2018 Annual Budget

Firing Range Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-4140-5004	Materials And Supplies	11,770	11,770	12,000	10,516	12,000
Includes ammunition for three yearly training, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies and targeting systems.						
Total		11,770	11,770	12,000	10,516	12,000

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

The Public Works Department performs snow removal and deicing on over 132 center line miles of Township roads, over 320 cul-de-sacs, all Township parking lots, public trails and sidewalks. We not only manufacture salt brine for use on our own township roads, we manufacture and sell salt brine to neighboring communities that do not have the infrastructure to manufacture it themselves.

2017 Accomplishments:

1. Continued utilizing SHACOG and COSTARS rock salt purchasing contracts.
2. Increased the usage of salt brine with the goal of reducing the amount of road salt used.
3. Managed use of anti-skid more frequently for ice storms.
4. Continued with our inter-municipal sales agreements for salt brine and blend products.
5. \$100,000 under budget with a full salt shed at the end of winter.

2018 Goals:

1. Continue to utilize high efficient salt blowers for stock piling material in storage barn.
2. Utilize route and material software and hardware to increase route and operator efficiency.
3. Continue cross training of management staff for coverage of storms.
4. Continue anti-icing technology prior to the winter storm event.

2018 Budget Highlights:

1. Utilizing dual source supply contract with both SHACOG and COSTARS.
2. Winter service agreement revenue has increased.
3. 2 new employees for Streets & Grounds divisions trained for winter maintenance.
4. Evaluate snow routes and implement wing plows on trucks where appropriate with the goal of reducing route times per event.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	14	15	15	16	17
Part Time	0	0	0	0	0

2018 Annual Budget

Snow Removal Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5110-4010	Salaries-Fulltime	46,061	46,061	50,000	39,450	39,450
1000-5110-4015	Overtime	61,396	61,396	50,000	27,071	60,000
1000-5110-4021	Social Security Tax	6,495	6,495	6,200	4,029	5,855
1000-5110-4022	Medicare	1,519	1,519	1,450	942	1,370
1000-5110-4041	Pension Non Uniform	5,373	5,373	5,000	3,326	4,900
1000-5110-4054	457 Contributions	5,329	5,329	5,000	3,316	4,900
1000-5110-5004	Materials And Supplies	11,768	11,768	30,750	5,508	31,520
Cost associated with winter maintenance equipment and miscellaneous expense.						
1000-5110-5111	Professional Services	9,768	9,768	15,375	2,434	15,760
Monthly svc fee for GPS tracking snow routes, equip repair outsourcing						
1000-5110-5121	Repair Maint Equipment	12,036	12,036	12,300	12,942	13,000
Costs associated with repair and maintenance of equipment.						
1000-5110-5323	Water	446	446	-	375	-
1000-5110-5354	Employee Training	226	226	3,000	-	3,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.						
1000-5110-5365	Salt And Anti Skids	300,655	300,655	410,000	258,715	410,000
Cost for Rock Salt and antiskid for Winter Maintenance						
1000-5110-6121	Equipment	-	-	10,250	-	20,000
plow blades, plows, parts and components to keep the snow fighting equipment in working order.						
Total		461,072	461,072	599,325	358,109	609,755



2018 Annual Budget

Department: Traff.Sig.Signs.Comm

Description and Responsibilities:

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

2017 Accomplishments:

1. Installed non-invasive detection for the complete RT 19 corridor for all north and south approaches.
2. Updated the communications platform to allow for traffic signal data exchange with Penn DOT's central office in Harrisburg.
3. Added an additional 5 signals to the coordinated signal platform.

2018 Goals:

1. Engineer and engage traffic responsive operations on multiple corridors Township-wide.
2. Refine adaptive traffic signal operations for the Rt 19 and RT 228 corridors.

2018 Budget Highlights:

1. Provide continued advanced traffic services to maintain efficient operations.
2. Maintain a pro-active position in traffic technology for fiscally responsible improvements.

Staffing Levels	2014	2015	2016	2017	2018
Full Time	2	3	3	3	3
Part Time	1	1	1	1	1

2018 Annual Budget

Traffic Signals & Communic Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5120-4010	Salaries-Fulltime	282,657	282,657	300,422	252,268	314,133
1000-5120-4012	Salaries-Part Time	-	-	8,420	-	-
1 Seasonal						
1000-5120-4015	Overtime	7,577	7,577	12,000	7,018	8,000
1000-5120-4021	Social Security Tax	17,447	17,447	20,079	15,649	20,073
1000-5120-4022	Medicare	4,080	4,080	4,696	3,660	4,694
1000-5120-4023	Workers Comp	11,339	11,339	16,951	13,331	15,704
1000-5120-4041	Pension Non Uniform	14,509	14,509	15,772	12,964	16,188
1000-5120-4051	Hospitalization	94,395	94,395	102,581	85,387	88,589
1000-5120-4052	Vision Insurance	529	529	633	499	504
1000-5120-4053	Dental Insurance	4,060	4,060	4,012	3,303	3,008
1000-5120-4054	457 Contributions	13,887	13,887	15,772	12,834	16,188
1000-5120-4055	Disablity Insurance	578	578	820	544	842
1000-5120-4057	Life Insurance	743	743	1,779	699	1,826
1000-5120-5001	Office Supplies	604	604	500	747	500
1000-5120-5004	Materials And Supplies	78,370	78,370	60,000	11,475	60,000
Signal and communication supplies for maintenance and repairs						
1000-5120-5007	Safety Supplies	556	556	1,500	598	1,500
Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jackets.						
1000-5120-5111	Professional Services	9,449	9,449	6,000	13,856	5,000
Technical labor for project assistance						
1000-5120-5121	Repair Maint Equipment	3,841	3,841	5,000	5,246	6,000
Electronic equipment repairs not covered by warranties. PTZ Cameras; UPS						
1000-5120-5122	Repair Maint Vehicles	-	-	500	-	500
Annual Hydraulic inspection and associated testing						
1000-5120-5123	Repair Maint Facility Maint	-	-	1,000	-	1,000
TOC facility maintenance and repairs;						
1000-5120-5124	Maintenance Contracts	8,353	8,353	13,000	8,267	13,000
Contracted Services - Fiber locating; Community Park						



2018 Annual Budget

Traffic Signals & Communic Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5120-5312	Cell Phones	2,100	2,100	2,040	1,925	2,760
Traffic Division Cell Phones- Add Shane for On Call purposes at Level II						
1000-5120-5321	Electricity	35,527	35,527	30,000	33,594	31,000
Energy costs associated with traffic signal devices ;Additional Signals installed; Includes Luminaries and street lights						
1000-5120-5354	Employee Training	2,830	2,830	3,000	4,174	3,000
Technical Training/ Certification Maintenance; IMSA, ITE						
1000-5120-5356	Employee Dues/Members	628	628	500	323	500
1000-5120-5357	Clothing	83	83	250	224	350
seasonal t shirts						
1000-5120-5361	Postage And Shipping	116	116	250	-	250
Postage and shipping expenses related to electronic repairs						
1000-5120-5364	Fuel	1,775	1,775	3,500	1,938	3,500
Increased Fuel Costs						
1000-5120-5367	Signs	15,061	15,061	15,000	10,065	15,000
Infrastructure maintenance, replacement signs.						
1000-5120-5370	Minor Equipment/Furniture	-	-	500	-	500
Total		611,095	611,095	646,477	500,586	634,109



2018 Annual Budget

Department: Storm Water

Description and Responsibilities:

Storm water basin maintenance and repair. Priorities are those in anticipation of the annual resurfacing program, as well as, the MS4 Program recommendations.

2017 Accomplishments:

1. Completed basin repairs in advance of paving contract.
2. Completed over 120 basin repairs/replacements this year.
3. Implemented repair and maintenance tracking for basins as part of MS4 program.

2018 Goals:

1. Complete basin repairs in advance of paving contract being let.
2. Create a video inspection program to capture pipe condition prior to the paving program. MS4 program benefits as well.

2018 Budget Highlights:

1. MS4 program goals of storm sewer mapping and inspections.
2. Following MS4 program mandates, increase in mowing and maintenance of facilities will impact this budget.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	2	2	2	2	2
Part Time	1	4	0	0	0

2018 Annual Budget

Storm Water Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5131-4010	Salaries-Fulltime	141,786	141,786	156,781	125,046	171,489
1000-5131-4015	Overtime	508	508	1,000	2,218	2,000
1000-5131-4021	Social Security Tax	8,625	8,625	10,317	7,727	11,168
1000-5131-4022	Medicare	2,017	2,017	2,413	1,807	2,612
1000-5131-4023	Workers Comp	5,956	5,956	8,927	7,020	8,738
1000-5131-4041	Pension Non Uniform	7,113	7,113	8,320	6,363	9,007
1000-5131-4051	Hospitalization	38,400	38,400	43,250	35,401	40,273
1000-5131-4052	Vision Insurance	282	282	268	263	288
1000-5131-4053	Dental Insurance	1,665	1,665	1,606	1,353	1,648
1000-5131-4054	457 Contributions	6,789	6,789	8,320	6,357	9,007
1000-5131-4055	Disability Insurance	304	304	433	285	468
1000-5131-4057	Life Insurance	315	315	939	295	1,016
1000-5131-5004	Materials And Supplies	899	899	2,870	285	2,941
Materials and Supplies for Storm water						
1000-5131-5007	Safety Supplies	41	41	500	171	500
Safety Equipment such as vests, gloves, glasses						
1000-5131-5111	Professional Services	14,206	14,206	20,000	28,531	30,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Including basin cleaning, equip repairs outsourced						
1000-5131-5121	Repair Maint Equipment	747	747	1,000	1,507	1,250
Maint. and Repair of Equipment						
1000-5131-5312	Cell Phones	-	-	720	-	720
Crew Leader cell phone						
1000-5131-5332	Equipment Leases	1,125	1,125	500	-	1,000
Costs associated with leasing of equipment. Rental of equipment needed and not currently in fleet						
1000-5131-5354	Employee Training	-	-	-	30	-
1000-5131-5366	Road Maintenance Supplies	100,568	100,568	58,000	67,502	70,000
Costs associated with the purchase of materials for road maintenance. Such as m-tops, stone, pipe and asphalt.						
1000-5131-5370	Minor Equipment/Furniture	46	46	2,300	1,650	2,300



2018 Annual Budget

Storm Water Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
new equipment/tools needed for finishing road repair paving projects, and various other construction projects.						
Total		331,392	331,392	328,464	293,812	366,425

Department: Road Maintenance**Description and Responsibilities:**

Construct capital projects and initiate repairs to roads on over 132 center line miles of township roads.

2017 Accomplishments:

1. Roadsoft - Managed the software package while implementing the updated Paser ratings for every road segment in the Township.
2. Road Resurfacing Program - Managed this program while implementing various preventative maintenance processes: crack sealing, micro surfacing, chip sealing, and paving.
3. Burke Rd - Installed 3,600 ft of french drain pipe, changed out 3 road crossing pipes, and installed several basins to improve drainage.
4. Franklin Rd dump site - Managed construction of spoil material dump site while assisting with Graham Park Phase 2 project - hauling spoil material from park to dump site.
5. Replaced 275 feet of failed storm sewer pipe along Old Rt 19.
6. Managed the ROW mowing operation to keep the vegetation from interfering with intersection line of sight concerns.
7. Block Party Trailer - Managed the construction of the trailer plus the on-time delivery and pick up per the event schedule.
8. Dover Dr culvert rehab - Managed the rehabilitation of this arch span culvert pipe. Guniting application of concrete instead of R&R.
9. Linder parking lot expansion - Increased the parking capacity and assisted with installation of new lighting for the parking lot.

2018 Goals:

1. Prepare list of roads for crack sealing, seal coating, micro sealing and paving program.
2. Complete all catch basin repairs and road base repairs prior to the resurfacing program.
3. Continue with Paser Rating system and fine tuning Roadsoft software package.

2018 Budget Highlights:

1. Increase in material costs for road repairs will continue to impact this budget.
2. Evaluate road resurfacing program for increased focus on preventative maintenance versus paving scenarios.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	8	8	8	8	9
Part Time	2	2	2	0	0

2018 Annual Budget

Road Maintenance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5132-4010	Salaries-Fulltime	315,778	315,778	335,871	265,704	379,900
1000-5132-4012	Salaries-Part Time	-	-	16,840	-	-
Two (2) seasonal employees Mar-Nov						
1000-5132-4015	Overtime	7,661	7,661	16,555	7,984	10,000
1000-5132-4021	Social Security Tax	19,706	19,706	22,894	16,705	26,589
1000-5132-4022	Medicare	4,609	4,609	5,354	3,907	6,218
1000-5132-4023	Workers Comp	12,517	12,517	18,965	14,915	19,558
1000-5132-4041	Pension Non Uniform	16,170	16,170	17,621	13,684	20,063
1000-5132-4051	Hospitalization	76,496	76,496	84,861	65,521	81,285
1000-5132-4052	Vision Insurance	622	622	632	573	711
1000-5132-4053	Dental Insurance	3,991	3,991	3,960	3,259	4,241
1000-5132-4054	457 Contributions	15,745	15,745	17,621	13,448	20,063
1000-5132-4055	Disablity Insurance	655	655	916	606	1,043
1000-5132-4057	Life Insurance	809	809	1,988	748	2,263
1000-5132-5001	Office Supplies	30	30	3,000	-	3,075
Costs associated with the purchase of offices supplies and mailing out resident notices about road construction and paving projects.						
1000-5132-5004	Materials And Supplies	2,787	2,787	13,000	5,111	13,000
Cost associated with miscellaneous expenses: Materials and Supplies						
1000-5132-5007	Safety Supplies	510	510	1,000	672	1,100
Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.						
1000-5132-5111	Professional Services	84,428	84,428	65,000	52,044	66,625
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Inspections, flagging, concrete work, tree work						
1000-5132-5121	Repair Maint Equipment	7,177	7,177	25,000	8,148	20,000
Costs associated with repair and maintenance of equipment. Repair and maintenance of road construction equipment						
1000-5132-5312	Cell Phones	3,360	3,360	2,400	2,860	2,400
Streets Mgr and 2 Crew Leaders						
1000-5132-5332	Equipment Leases	10,008	10,008	10,000	12,241	15,000
Costs associated with leasing of equipment.						



2018 Annual Budget

Road Maintenance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5132-5354	Employee Training	264	264	1,000	-	1,000
1000-5132-5366	Road Maintenance Supplies	121,885	121,885	180,000	95,921	135,000
Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.						
1000-5132-5370	Minor Equipment/Furniture	899	899	2,500	2,565	3,000
Costs associated with the purchase of minor equipment and furniture.						
1000-5132-6117	Paving	485,444	485,444	450,000	385,453	450,000
Asphalt costs associated with the resurfacing program						
Total		1,191,551	1,191,551	1,296,978	972,071	1,282,134

Department: Facility Maintenance

Description and Responsibilities:

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

2017 Accomplishments:

1. Replaced HVAC rooftop equipment at the Brushcreek Treatment Plant.
2. Installed new man door with steel doors and frames and installed new wash bay garage doors at the PW Operations Center.
3. Installed new fuel pump and dispenser at the Public Works fueling station.
4. Continued installation of access control at several locations in Administration and reassigned doors.
5. Installed Fuel Force components at Graham Park maintenance facility.
6. Installed air conditioned make air unit for the Water Park concessions.
7. Installed stainless steel drain inserts and a quartz epoxy floor in the water park shower rooms.
8. Replaced 130 gallon electric hot water take at the pool.
9. Installed back up HVAC system for the server room in the municipal building.

2018 Goals:

1. Replace exterior doors at Public Works.
2. Improve security access at off-site water tanks.
3. Install fuel pump dispensers on the remaining five fuel stations.
4. Exterior renovations/window replacement to the Johnson School House.
5. Replace in-floor heat boiler at Graham Park maintenance building.
6. Renovations of the Parks staff offices to create two separate spaces.
7. Work with engineering to develop HVAC and mechanical specifications on the Community Park fire station addition.
8. Install quartz epoxy floor coating at both mens and womens locker rooms at the waterpark.
9. Install floor drains on the top three floors of the smoke training tower to reduce excess water from collecting on the floors during fire fighter training.

2018 Budget Highlights:

1. Continue to provide excellent customer service in a timely manner staying within budgetary guidelines.
2. Continue to reduce dependency on contracted services to reduce expense while providing a better quality of service.
3. Evaluate submittals for treatment plant/Rt 19 fire station with maintenance and operation of components a priority focus.

Staffing Levels	2014	2015	2016	2017	2018
Full Time	3	3	3	3	3
Part Time	2	4	2	2	2

2018 Annual Budget

Facility Maintenance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5140-4010	Salaries-Fulltime	209,204	209,204	203,745	185,005	209,290
1000-5140-4012	Salaries-Part Time	16,459	16,459	20,000	3,096	18,000
part time seasonal help to perform labor tasks ie: roof and gutter cleaning, minor painting and unskilled work.						
1000-5140-4015	Overtime	3,465	3,465	6,000	3,565	4,000
Allowance for call in on weekends and after normal hours snow removal and building emergency calls. Figure has been reduced with the Manager on Call which provides for the assistance from other departments for after hour emergency calls.						
1000-5140-4021	Social Security Tax	13,780	13,780	13,751	11,519	14,426
1000-5140-4022	Medicare	3,223	3,223	3,216	2,694	3,374
1000-5140-4023	Workers Comp	7,576	7,576	11,476	9,025	10,457
1000-5140-4041	Pension Non Uniform	10,645	10,645	10,668	9,428	10,715
1000-5140-4051	Hospitalization	60,230	60,230	66,846	55,310	56,495
1000-5140-4052	Vision Insurance	393	393	421	361	395
1000-5140-4053	Dental Insurance	2,668	2,668	2,685	2,185	2,386
1000-5140-4054	457 Contributions	10,420	10,420	10,668	9,310	10,715
1000-5140-4055	Disablity Insurance	397	397	555	370	557
1000-5140-4057	Life Insurance	509	509	1,203	474	1,208
1000-5140-5001	Office Supplies	-	-	-	-	150
papers, pens, pencils, planners						
1000-5140-5004	Materials And Supplies	26,427	26,427	20,000	13,483	10,000
This account will be used to purchase materials and supplies for the repair, maintenance and upkeep of the building, mechanical equipment and grounds. HVAC filters, belts, motors. Lighting, plumbing, electrical and misc. consumable supplies.						
1000-5140-5005	Cleaning Supplies	19,668	19,668	12,500	13,475	15,000
Disposable paper products, hand towels, roll towels, toilet paper, trash liners, hand soaps restroom and kitchen supplies Departments included pre-school, golf course, turf grass, fire stations Parks, Plant . This year urinal floor mats to help with sanitation will be added.						
1000-5140-5007	Safety Supplies	779	779	750	374	300
Safety supplies for Facilities, safety glasses, rubber gloves						
1000-5140-5111	Professional Services	41,539	41,539	32,000	40,004	37,000
this account shows an decrease due to services previously charged to this account will now be covered under contracted services. Only specialized services or services not on a signed contract will be charged to this account.						
1000-5140-5123	Repair Maint Facility Maint	40,609	40,609	20,000	22,059	20,000
Costs associated with building repairs and maintenance not under contracted or professional services.						
1000-5140-5124	Maintenance Contracts	580	580	-	-	15,000

2018 Annual Budget

Facility Maintenance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
This account shows an increase due to services previously charged to account 5111 will now be charged here. All services under a signed contract will be charged to this account.						
1000-5140-5132	Janitorial Services	99,569	99,569	131,700	90,737	135,000
This account allows for nightly cleaning six nights per/ week and day porter services Mon. thru Friday, six hours per/day. Allowance for a contract increase and overtime for special event cleaning ie: Santa's First Stop, Farkleberry, Senior Expo.						
1000-5140-5312	Cell Phones	3,120	3,120	3,120	2,860	3,120
Facilities Mgr and 2 staff member.cell phone reimbursement for Facilityies Mngr. and maintenance techs.						
1000-5140-5321	Electricity	120,057	120,057	101,000	86,599	101,000
Electrical service for municipal building and complex						
1000-5140-5322	Natural Gas	29,710	29,710	32,900	27,085	32,900
Figures based on current projected actual billing of natural gas for heating and domestic hot water.						
1000-5140-5323	Water	5,383	5,383	4,730	4,704	4,730
Figure is based on actual billing plus a projected amount for the final quarter						
1000-5140-5324	Sewer	4,439	4,439	3,900	4,450	4,600
Figures are based on actual expense plus a projected amount for the last quarter.						
1000-5140-5325	Trash	-	-	-	-	1,600
This account shows an increase due to additional services for the cardboard compactor during the holiday season. Rotations are increased from one to two pulls per/week from November to February						
1000-5140-5332	Equipment Leases	824	824	-	2,952	1,500
Allowance for leasing and rental of equipment not used regularly or presently owned by the township.						
1000-5140-5352	Employee Milage Reimb	-	-	-	-	150
Reimbursement for expenses related to ongoing education credits for job related studies.						
1000-5140-5354	Employee Training	424	424	2,500	1,415	3,000
Employee training and certification classes to retain required certifications.						
1000-5140-5357	Clothing	60	60	400	295	500
Uniform and boot allowance.						
1000-5140-5364	Fuel	7,614	7,614	2,100	1,831	2,000
Gasoline and diesel fuel for the Facilities sprinter, chevy van and Tahoe. Based on actual use.						
1000-5140-5370	Minor Equipment/Furniture	2,049	2,049	2,000	1,080	1,500
Total		741,820	741,820	720,834	605,745	731,068



2018 Annual Budget

Department: Fleet Maintenance

Description and Responsibilities:

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

2017 Accomplishments:

1. Continued utilizing Munis along with our Fleet Replacement Program to perform a detailed analysis for the Township wide vehicle replacement program.
2. Continued to utilize online auctioning (Municibid) for vehicle and equipment disposal.
3. On-going training provided for new diagnostic software for Cummins engines.
4. Maintained the COG's crack sealing unit throughout the rental season.
5. Upgraded undercarriage spray bar in wash bay for larger trucks utilizing the larger 2" water line for higher pressure and the salt neutralizing solution.
6. Assigned two Jeep Liberty's (second life) to the meter reading division while eliminating 2 older vehicles from the fleet.
7. Continued out-sourcing the Police Department up-fits for new pursuit vehicles to Ibis-Tek.
8. Began handling all fire department fleet repairs in house when appropriate.

2018 Goals:

1. Continue to "right-size" the fleet through detailed analysis of the Fleet Replacement Program - eliminate three vehicles from Sewer/Water meter reading program.
2. Continue with updates/training of mechanics on Tier 4 emission standards and monitor impact on vehicles and equipment.
3. Work with Engineering to install and utilize wash off pad for mowers and trucks.
4. Graham Park fueling station added to enable preventive maintenance to be included into the Munis work order system.
5. Utilize Munis to improve the fleet PM work order system.

2018 Budget Highlights:

1. Study the effects of Tier 4 emissions on new diesel trucks and heavy equipment.
2. Study the effects of utilizing "second life" options for many current vehicles to show reduced downtime by eliminating older unsound vehicles from the fleet.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	3	3	3	3	3
Part Time	1	1	1	0	0

2018 Annual Budget

Fleet Maintenance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5150-4010	Salaries-Fulltime	114,599	114,599	116,094	101,687	119,680
1000-5150-4012	Salaries-Part Time	-	-	-	51	-
1000-5150-4015	Overtime	3,373	3,373	6,930	2,112	4,000
1000-5150-4021	Social Security Tax	7,149	7,149	8,672	6,294	7,923
1000-5150-4022	Medicare	1,672	1,672	2,028	1,472	1,853
1000-5150-4023	Workers Comp	4,324	4,324	6,658	5,236	6,096
1000-5150-4041	Pension Non Uniform	5,824	5,824	6,151	5,125	6,275
1000-5150-4051	Hospitalization	37,697	37,697	42,394	36,388	35,984
1000-5150-4052	Vision Insurance	249	249	257	229	250
1000-5150-4053	Dental Insurance	1,670	1,670	1,670	1,408	1,537
1000-5150-4054	457 Contributions	5,824	5,824	6,151	5,125	6,275
1000-5150-4055	Disability Insurance	223	223	320	211	326
1000-5150-4057	Life Insurance	231	231	-	219	707
1000-5150-5001	Office Supplies	-	-	1,500	-	2,500
Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.						
1000-5150-5002	Subscriptions/Books	-	-	1,375	-	1,375
1000-5150-5004	Materials And Supplies	4,205	4,205	4,000	1,521	13,500
Cost associated with lubricants, tools and parts.						
1000-5150-5007	Safety Supplies	492	492	1,000	232	1,200
Costs associated with the purchase of safety materials.						
1000-5150-5111	Professional Services	22,646	22,646	26,650	8,537	26,650
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.						
1000-5150-5121	Repair Maint Equipment	408	408	-	276	-
1000-5150-5122	Repair Maint Vehicles	54,980	54,980	64,000	27,159	61,200
Costs associated with repair and maintenance of vehicles. Testing and parts for work completed on all twp vehicles with inhouse labor and resources.						
1000-5150-5312	Cell Phones	720	720	720	660	720
Crew Leader Mechanic						



2018 Annual Budget

Fleet Maintenance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5150-5354	Employee Training	64	64	1,000	275	1,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.						
1000-5150-5356	Employee Dues/Members	-	-	250	124	250
Costs associated with dues and memberships.						
1000-5150-5370	Minor Equipment/Furniture	268	268	4,000	950	4,000
Cost for the purchase of minor equipment for the shop.						
Total		266,619	266,619	301,820	205,289	303,301



2018 Annual Budget

Department: Grounds Maintenance

Description and Responsibilities:

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

2017 Accomplishments:

1. Renovation and laser leveling of Field J in-house.
2. Installation of 2 batting cage structures at Graham Park.
3. Excavation, grading and landscape installation of bioretention area at Graham Park football.
4. Installation of 500+ linear feet of drainage in lower dog park.
5. Establish swale and ditch drainage at Com Park North property to abate lacrosse field water issues.

2018 Goals:

1. Upgrades to dog park entry area and shade structure additions.
2. Laser leveling and renovation of ball fields in-house.
3. Irrigation controller upgrade at Graham Park.
4. Site work and landscaping associated with CTCC project.
5. Playground installation at North Boundary Park.
6. Implementation of comprehensive equipment replacement program.

2018 Budget Highlights:

1. Funding for a structured tree maintenance plan will reduce hazards for all park visitors.
2. Planned preventive facility repairs and upgrades project a positive image across all parks while reducing the labor needed for reactionary resolutions.
3. Proactive upgrades to the Graham Park irrigation control system will mitigate untimely failures.
4. The ability to laser grade fields in-house will raise the quality of volunteer maintained sports surfaces.
5. Planned replacement and right-sizing of grounds equipment will improve efficiency and minimize downtime.

Staffing Levels	2014	2015	2016	2017	2018
Full Time	6	6	6	6	6
Part Time	21	14	14	16	15

2018 Annual Budget

Grounds Maintenance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5160-4010	Salaries-Fulltime	243,595	243,595	246,017	206,541	250,443
1000-5160-4012	Salaries-Part Time	172,468	172,468	180,250	166,952	181,000
Seasonal labor: 12 FT March1 through November 30. 4 FT (summer only) May through August.						
1000-5160-4015	Overtime	11,699	11,699	11,935	12,327	12,000
OT for grounds personnel not including snow removal.						
1000-5160-4021	Social Security Tax	26,142	26,142	25,911	23,562	27,097
1000-5160-4022	Medicare	6,114	6,114	6,060	5,510	6,337
1000-5160-4023	Workers Comp	9,870	9,870	14,384	11,312	13,010
1000-5160-4041	Pension Non Uniform	12,589	12,589	12,898	10,800	12,832
1000-5160-4051	Hospitalization	52,552	52,552	63,393	39,744	41,890
1000-5160-4052	Vision Insurance	319	319	408	272	396
1000-5160-4053	Dental Insurance	2,140	2,140	2,429	1,499	2,235
1000-5160-4054	457 Contributions	11,835	11,835	12,898	10,110	12,832
1000-5160-4055	Disablity Insurance	496	496	671	438	667
1000-5160-4057	Life Insurance	631	631	1,455	560	1,447
1000-5160-5004	Materials And Supplies	25,906	25,906	42,000	47,297	42,000
Includes electrical supplies, irrigation maintenance and repair parts, woodcarpet for playgrounds, landscape plants and mulch, soil, stone, building supplies, materials for trails and lots in parks, fence repair parts, HR costs associated to seasonal labor, and miscellaneous hardware and supplies.						
1000-5160-5005	Cleaning Supplies	7,473	7,473	8,000	7,134	8,000
Janitorial and cleaning supplies for all parks including toiletries, disenfectants, paper products, trash liners.						
1000-5160-5006	Agricultural Supplies	94,542	94,542	94,000	85,655	94,000
All products related to turf and landscape plant maintenance programs: fertilizer, herbicide, fungicide, calcium, magnesium, seed, and spray adjuvants.						
1000-5160-5007	Safety Supplies	773	773	2,000	497	2,000
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE.						
1000-5160-5111	Professional Services	50,960	50,960	50,000	55,290	55,000
Work performed through contracted service providers includes: wildlife management, aquatic management for Graham Park pond, vegetation control at islands, mulch blower services, fence repairs, design and production of signage, grease trap cleaning, arborist services, mowing of township satellite properties.						
1000-5160-5121	Repair Maint Equipment	24,737	24,737	22,000	31,704	22,000
Parts and repairs for all parks power equipment.						
1000-5160-5123	Repair Maint Facility Maint	13,031	13,031	13,000	13,193	13,000

2018 Annual Budget

Grounds Maintenance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
Repairs to parks structures and facilities including restrooms, storage buildings, shelters, amphitheatre, dog park, batting cages and site amenities.						
1000-5160-5312	Cell Phones	2,400	2,400	2,400	2,320	2,400
Reimbursement of manager and 2 crew leaders for cell phones.						
1000-5160-5321	Electricity	82,900	82,900	85,000	56,682	82,000
All electric in parks that is NOT reimbursed through athletic associations.						
1000-5160-5323	Water	7,985	7,985	7,000	5,382	7,000
All water for facilities in parks.						
1000-5160-5324	Sewer	5,905	5,905	4,500	5,369	4,500
Sanitary sewer service for all park facilities.						
1000-5160-5325	Trash	-	-	500	-	500
Trash removal service for special projects within parks.						
1000-5160-5332	Equipment Leases	10,297	10,297	10,000	10,698	12,000
Cart lease and landscape implements like chipper, stump grinder, and high lifts.						
1000-5160-5354	Employee Training	2,734	2,734	4,000	1,856	4,000
Continuing education for pesticide application and pool chemical handling licensing.						
1000-5160-5357	Clothing	797	797	2,000	2,692	2,000
T-shirts and jackets for seasonal and FT employees.						
1000-5160-5370	Minor Equipment/Furniture	18,063	18,063	17,000	12,194	17,000
Small equipment like string trimmers, backpack blowers, and push mowers. Includes attachments for the Ventrac and other power units for snow removal.						
Total		898,954	898,954	942,109	827,591	929,586



2018 Annual Budget

Department: Public Works Administration

Description and Responsibilities:

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

2017 Accomplishments:

1. Evaluated administrative electrical backup options.
2. Expanded the street tree pruning program.
3. Rt 228 spraying contract was a success financially and increased safety of workforce.

2018 Goals:

1. Evaluate contracted mowing for additional sites to be included.
2. Safety training and continued management of safety program and initiatives remains a high priority.

2018 Budget Highlights:

1. Contracted services will continue to be an area where we see savings in equipment maintenance and labor.
2. Public Works wash bay improvements and office improvements.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0

2018 Annual Budget

Pw Administration Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5170-4010	Salaries-Fulltime	106,662	106,662	110,206	96,757	114,070
1000-5170-4015	Overtime	-	-	1,000	-	500
1000-5170-4021	Social Security Tax	6,607	6,607	6,833	5,759	7,072
1000-5170-4022	Medicare	1,545	1,545	1,598	1,347	1,654
1000-5170-4023	Workers Comp	2,677	2,677	4,169	3,279	3,912
1000-5170-4041	Pension Non Uniform	5,333	5,333	5,510	4,838	5,704
1000-5170-4051	Hospitalization	18,774	18,774	28,352	21,030	26,262
1000-5170-4052	Vision Insurance	173	173	213	159	207
1000-5170-4053	Dental Insurance	862	862	1,327	978	1,219
1000-5170-4054	457 Contributions	4,740	4,740	5,510	4,838	5,704
1000-5170-4055	Disability Insurance	169	169	287	159	297
1000-5170-4057	Life Insurance	349	349	622	329	643
1000-5170-5001	Office Supplies	2,025	2,025	3,500	2,169	2,100
1000-5170-5004	Materials And Supplies	24,833	24,833	7,500	15,050	15,000
1000-5170-5005	Cleaning Supplies	3,510	3,510	2,500	2,796	3,000
1000-5170-5007	Safety Supplies	670	670	6,500	545	6,500
1000-5170-5111	Professional Services	40,168	40,168	40,000	22,385	60,000
1000-5170-5123	Repair Maint Facility Maint	3,802	3,802	7,500	2,686	7,500
1000-5170-5124	Maintenance Contracts	1,925	1,925	4,000	-	4,000
1000-5170-5132	Janitorial Services	5,525	5,525	7,000	4,250	7,000
1000-5170-5133	Legal Services	-	-	-	425	500
1000-5170-5230	Information Tech Svs	133,000	133,000	135,000	135,000	139,000
1000-5170-5312	Cell Phones	1,680	1,680	1,680	1,540	1,680
Director cell reimbursement						
1000-5170-5321	Electricity	22,290	22,290	25,000	18,454	25,000
1000-5170-5322	Natural Gas	13,794	13,794	11,000	9,846	11,000
1000-5170-5323	Water	1,472	1,472	1,500	1,689	1,500
1000-5170-5324	Sewer	1,129	1,129	1,400	1,532	1,500
1000-5170-5353	Employee Meeting /Confer	1,513	1,513	4,000	509	4,000



2018 Annual Budget

Pw Administration Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5170-5354	Employee Training	2,307	2,307	3,500	2,219	3,500
1000-5170-5355	Employee Career Devel	-	-	-	-	7,500
1000-5170-5356	Employee Dues/Members	389	389	700	445	700
1000-5170-5357	Clothing	10,995	10,995	10,000	9,485	10,000
1000-5170-5364	Fuel	50,804	50,804	95,000	45,111	65,000
1000-5170-5370	Minor Equipment/Furniture	779	779	10,000	395	10,000
Office renovation to Public Works admin.						
Total		470,502	470,502	542,907	416,002	553,224

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

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

2017 Accomplishments:

1. Completed the second year of the three year BCWPCF construction project.
2. Completed Graham Park Phase 2 construction project.
3. Completed Rowan Road sidewalk connection construction project.
4. Completed the Sinc Up resignalization of Township signal infrastructure.
5. Completed the design of upgrades to the Park and Haine fire stations
6. Completed design of MSA thruway
7. Completed construction of the McDonald Drive stormwater system upgrade.
8. Completed North design of the Route 19/Rochester Road intersection.

2018 Goals:

1. Brush Creek Water Pollution Control Facility- Successfully manage year three of construction.
2. Complete construction of North Boundary Road Phase 2.
3. Begin construction of MSA thruway.
4. Construct Route 19/Rochester Road intersection upgrades.
5. Construct Brandt Drive roundabout at Executive Drive.
6. Construct North Boundary Park Disc Golf Course.
7. Construct North Boundary Park playground improvements.
8. Construct Park and Haine fire station improvements.

2018 Budget Highlights:

1. The current trend of construction costs in the asphalt industry consistently rises faster than the trend of state funding to the liquid fuels program.
2. 2018 will highlight a transportation and parks projects.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	5	5	5	7	7
Part Time	3	3	2	1	1

2018 Annual Budget

Engineering Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5210-4010	Salaries-Fulltime	73,961	73,961	100,217	71,302	102,620
1000-5210-4012	Salaries-Part Time	10,606	10,606	9,000	4,158	9,000
1000-5210-4015	Overtime	75	75	225	15	225
1000-5210-4021	Social Security Tax	4,939	4,939	6,785	4,415	6,934
1000-5210-4022	Medicare	1,155	1,155	1,587	1,032	1,622
1000-5210-4023	Workers Comp	428	428	793	624	730
1000-5210-4041	Pension Non Uniform	3,683	3,683	5,022	3,565	5,124
1000-5210-4051	Hospitalization	20,468	20,468	28,232	22,694	25,027
1000-5210-4052	Vision Insurance	146	146	207	152	202
1000-5210-4053	Dental Insurance	1,036	1,036	1,346	1,134	1,238
1000-5210-4054	457 Contributions	3,486	3,486	5,022	3,444	5,142
1000-5210-4055	Disability Insurance	157	157	261	182	267
1000-5210-4057	Life Insurance	331	331	566	375	580
1000-5210-5001	Office Supplies	853	853	800	553	900
1000-5210-5004	Materials And Supplies	4,279	4,279	4,000	7,150	2,450
1000-5210-5007	Safety Supplies	880	880	1,000	295	800
1000-5210-5111	Professional Services	67,253	67,253	45,000	20,443	53,000
This line item accounts for professional services that the Engineering Department will manage throughout the year. This line item includes such services as surveying, traffic studies, and engineering design contracts. Highlights of this line item include survey work necessary for permitting and traffic analysis of the existing system.						
1000-5210-5133	Legal Services	144	144	1,000	-	1,000
This line item includes legal consulting fees.						
1000-5210-5230	Information Tech Svs	55,500	55,500	56,000	56,000	58,000
Costs associated with IT support for Engineering Department operations.						
1000-5210-5312	Cell Phones	5,095	5,095	5,000	5,830	5,800
This line item includes cell phone reimbursement costs for 6 employee phones.						
1000-5210-5354	Employee Training	1,513	1,513	4,500	1,200	4,500
This line item includes various employee training.						
1000-5210-5356	Employee Dues/Members	623	623	650	255	750
This line item includes membership dues to professional societies.						
1000-5210-5364	Fuel	-	-	2,800	-	2,500



2018 Annual Budget

Engineering Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
This line item is for fuel for the administrative fleet vehicles.						
1000-5210-6123	Furniture And Fixtures	-	-	1,000	-	1,000
This line item includes furnishings and fixtures for the Engineering Department.						
Total		256,611	256,611	281,013	204,819	289,411



2018 Annual Budget

Department: Engineering Plan Review & Inspection

Description and Responsibilities:

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

2017 Accomplishments:

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

2018 Goals:

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

2018 Budget Highlights:

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

2018 Annual Budget

Engineering Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5220-4010	Salaries-Fulltime	83,968	83,968	113,153	113,411	116,207
1000-5220-4012	Salaries-Part Time	22,236	22,236	-	-	-
1000-5220-4021	Social Security Tax	6,285	6,285	7,015	6,724	7,205
1000-5220-4022	Medicare	1,470	1,470	1,641	1,573	1,685
1000-5220-4023	Workers Comp	461	461	883	694	820
1000-5220-4041	Pension Non Uniform	4,387	4,387	5,658	5,671	5,810
1000-5220-4051	Hospitalization	18,465	18,465	29,670	25,907	28,656
1000-5220-4052	Vision Insurance	97	97	207	89	202
1000-5220-4053	Dental Insurance	881	881	1,346	1,134	1,238
1000-5220-4054	457 Contributions	2,892	2,892	5,658	5,380	5,810
1000-5220-4055	Disability Insurance	159	159	294	205	302
1000-5220-4057	Life Insurance	350	350	638	423	655
1000-5220-5111	Professional Services	9,696	9,696	5,000	1,448	5,000
This line item includes various specialized review professional services necessary to support the land development review process.						
1000-5220-5312	Cell Phones	575	575	-	1,265	-
Total		151,922	151,922	171,163	163,924	173,590



2018 Annual Budget

Department: Engineering - Stormwater

Description and Responsibilities:

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

2017 Accomplishments:

1. Successful submission of renewal of MS4 Pollution Reduction Plan.
2. Continued to meet the requirements of the MS4 Permit and reporting requirements.
3. Managed customer service requests through 2017.
4. Implemented and managed inspection and repair of Township stormwater facilities.
5. Constructed the McDonald Drive Stormwater Improvements Project.
6. Inspected every active land development project for active compliance with stormwater and erosion control approvals.

2018 Goals:

1. Continue to keep the Cranberry Township MS4 program in compliance with permit regulations.
2. Provide timely and accurate responses to resident stormwater concerns.
3. Update current stormwater model to a GIS based model.
4. Manage construction of year 1 Pollution Reduction Plan Improvements.

2018 Budget Highlights:

1. Continue Stormwater Stenciling Program.
2. Public Outreach materials.
3. DEP permit requirements continue to require more and more staff time and funding. Currently staff is moving forward initiatives to meet new requirements for Pollution Reduction Plans for Brush Creek, outfall management, and review of private BMP's throughout the township.

2018 Annual Budget

Engineering Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-5240-4010	Salaries-Fulltime	55,444	55,444	57,216	49,847	58,735
1000-5240-4015	Overtime	-	-	75	-	75
1000-5240-4021	Social Security Tax	3,205	3,205	3,552	2,875	3,646
1000-5240-4022	Medicare	750	750	831	672	853
1000-5240-4023	Workers Comp	267	267	413	325	383
1000-5240-4041	Pension Non Uniform	2,773	2,773	2,865	2,492	2,940
1000-5240-4051	Hospitalization	14,345	14,345	14,996	13,106	14,470
1000-5240-4052	Vision Insurance	162	162	107	222	104
1000-5240-4053	Dental Insurance	696	696	696	587	641
1000-5240-4054	457 Contributions	2,773	2,773	2,865	2,492	2,940
1000-5240-4055	Disability Insurance	111	111	149	105	153
1000-5240-4057	Life Insurance	229	229	323	215	332
1000-5240-5004	Materials And Supplies	576	576	750	101	1,000
This line item is for supplies to support various MS4 public education and outreach supplies such as the stenciling program						
1000-5240-5111	Professional Services	28,368	28,368	60,000	8,091	60,000
This line item includes professional services that are utilized in the support of stormwater in Cranberry Township. The main budget factor in this line item for 2018 is the professional service related to the new Pollution Reduction Plan component of the MS4 Program						
1000-5240-5133	Legal Services	-	-	1,000	-	1,000
This item supports legal services relating to stormwater						
1000-5240-5230	Information Tech Svs	26,000	26,000	26,000	26,000	29,000
1000-5240-5354	Employee Training	100	100	2,500	304	2,500
This line item relates to training of employees with regards to the latest stormwater regulations and permit requirements.						
1000-5240-5364	Fuel	1,205	1,205	1,000	959	1,000
This line item includes fuel for the administrative fleet. This line item was compared against past fuel consumption by the department.						
Total		137,002	137,002	175,338	108,393	179,772



2018 Annual Budget

Department: Parks & Recreation Operations

Description and Responsibilities:

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

2017 Accomplishments:

1. Refined program, staff and facility through the development of several new S.O.P.'s, that included emergency management for programs.
2. Continue to manage over 1.5 million in transactions while maximizing the customer service experience through audits, procedural development and secret shopper programs.
3. Further enhanced Township initiatives including: Cultural Diversity, Special Needs, Cranberry Art Network and non profit assistance as well as assisting in the development of new Township initiatives through new programs, workshops and presentations.
4. Completed the Graham Park Phase 2 Sports Courts Project of the Year and developed the 2018 projects that includes a Disc Golf Course, new playground and field enhancements at North Boundary Park.
5. Worked towards renewing contracts for sponsorship and capital projects with Dick's Sporting Goods and all of our youth sports associations.

2018 Goals:

1. Improve facility management as well as the customer service experience for evening and weekends with the addition of the new full-time staff. This will provide a new Township presence at outdoor programs on evening and weekends.
2. Will continue to increase and enhance programs guided by the Cranberry Plan.
3. Maximize the use and efficiency of the Department's new software, to include added field management component.
4. Facilitate the restructuring of the Department through cross-trained Coordinators, enabling positions to substitute responsibilities.

2018 Budget Highlights:

1. Build upon the successful programming by maximizing the potential of the new facilities in Graham Park Phase 2 as well as North Boundary enhancements, highlighted by the surge in pickleball programs.
2. Utilizing the new position to develop best management practices to efficiently coordinate the field, facility and community special events through policy enhancement and oversight.
3. Renew sponsorship and capital agreements for continued enhancements with the youth athletic associations and Dicks Sporting Goods.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	4.5	4.5	4.5	5.25	5.5
Part Time	17	17	17	17	17



2018 Annual Budget

Park Operation Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6210-4010	Salaries-Fulltime	251,185	251,185	188,483	156,942	196,642
5 Full Time Employees - Geis, Hutner(75%) , P. Kovach, J. Mental, Murphy (50%)						
1000-6210-4012	Salaries-Part Time	108,420	108,420	117,789	109,900	122,269
Customer Service, Site Supervisors, Play Center Staff						
1000-6210-4015	Overtime	6,593	6,593	2,500	1,727	1,800
Overtime associated with Special Events & Holidays						
1000-6210-4021	Social Security Tax	22,375	22,375	18,989	16,425	19,797
1000-6210-4022	Medicare	5,233	5,233	4,441	3,841	4,630
1000-6210-4023	Workers Comp	13,880	13,880	16,431	12,922	15,489
1000-6210-4041	Pension Non Uniform	12,889	12,889	9,425	7,924	9,832
1000-6210-4051	Hospitalization	36,714	36,714	31,000	20,846	26,575
1000-6210-4052	Vision Insurance	551	551	251	414	405
1000-6210-4053	Dental Insurance	3,580	3,580	2,137	2,470	2,428
1000-6210-4054	457 Contributions	14,389	14,389	9,425	7,924	9,832
1000-6210-4055	Disablity Insurance	499	499	490	326	511
1000-6210-4057	Life Insurance	1,286	1,286	1,063	906	1,109
1000-6210-5001	Office Supplies	2,156	2,156	4,000	2,881	4,000
1000-6210-5004	Materials And Supplies	63,734	63,734	57,000	55,962	62,000
Materials and Supplies includes Credit/Debit Card Charges. Other supplies						
1000-6210-5111	Professional Services	12,062	12,062	12,000	7,869	12,000
Copier maintainance, HR Screenings - laminating maintainance. gym floor recoat, gym equipment safety inspections						
1000-6210-5230	Information Tech Svs	56,000	56,000	68,000	68,000	70,000
IT defined amount						
1000-6210-5312	Cell Phones	3,067	3,067	4,260	2,809	4,500
1000-6210-5351	Employee Recruiting	562	562	500	16	500
1000-6210-5354	Employee Training	8,711	8,711	10,000	9,105	12,500
Four employees attending OPRA Conference. Director attending NRPA Conference. And additional training as needed.						
1000-6210-5355	Employee Career Devel	-	-	500	-	500



2018 Annual Budget

Park Operation Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
Training and certifications for staff						
1000-6210-5356	Employee Dues/Members	1,130	1,130	1,000	613	1,000
1000-6210-5362	Printing	25,167	25,167	25,500	24,517	25,500
Printing and Distribution of 3 Recreation Program Guides.						
1000-6210-5363	Advertising	1,067	1,067	1,500	1,200	1,500
1000-6210-5364	Fuel	256	256	750	343	750
1000-6210-5370	Minor Equipment/Furniture	3,325	3,325	2,500	1,152	2,500
Replace furniture and fixtures as needed						
Total		654,831	654,831	589,934	517,033	608,569



2018 Annual Budget

Department: Parks & Recreation Early Childhood Programs

Description and Responsibilities:

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

2017 Accomplishments:

1. Continued to increase programs, particularly for the early ages in both preschool and summer camp.
2. Adding new wellness and tumbling programs that are anticipated to be significant.
3. Doubled the size of our youth basketball and deck hockey in the early childhood category.

2018 Goals:

1. Better utilize our preschool program success by marketing new programs to this age group.
2. Enhance staff training to continue positive development in programs.
3. Develop, practice and evaluate new emergency management policies with our preschool.
4. Continue to supplement our youth sports programs with early childhood components.

2018 Budget Highlights:

1. Continue quality employee training - while maintaining a high level of teaching to increase revenues and increasing number of participants while controlling expenses.
2. Utilize our successful preschool programs to maximize marketing efforts to increase participation in associated new programs.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	0	0	0	0	0
Part Time	10	10	10	10	10

2018 Annual Budget

Park Early Childhood Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6220-4010	Salaries-Fulltime	165	165	8,611	7,434	10,269
1000-6220-4012	Salaries-Part Time	91,591	91,591	62,317	83,280	81,304
1000-6220-4021	Social Security Tax	5,689	5,689	4,398	5,613	5,678
1000-6220-4022	Medicare	1,330	1,330	1,028	1,313	1,328
1000-6220-4023	Workers Comp	2,666	2,666	3,805	2,992	4,442
1000-6220-4041	Pension Non Uniform	8	8	431	372	513
1000-6220-4051	Hospitalization	-	-	1,424	1,250	1,352
1000-6220-4052	Vision Insurance	-	-	28	11	13
1000-6220-4053	Dental Insurance	-	-	-	56	-
1000-6220-4054	457 Contributions	8	8	4,310	372	58
1000-6220-4055	Disability Insurance	-	-	22	15	27
1000-6220-4057	Life Insurance	-	-	49	32	58
1000-6220-5004	Materials And Supplies	12,623	12,623	8,500	13,878	14,000
Materials and Supplies needed to operate all Early Childhood Programs including the Preschools. Increase due to additional programs and credit card fees.						
1000-6220-5111	Professional Services	15,207	15,207	10,500	18,573	17,500
Preschool Dance Toddler time. Adding new tumbling programs						
1000-6220-5351	Employee Recruiting	104	104	300	-	300
Eagle Ads						
1000-6220-5354	Employee Training	-	-	-	730	-
1000-6220-5362	Printing	662	662	750	310	750
Preschool brochures and advertisements						
1000-6220-5363	Advertising	-	-	-	516	-
Total		130,053	130,053	106,473	136,747	137,592

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

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

2017 Accomplishments:

1. Increased participation and revenues for this age bracket by maximizing numbers in our youth sports programs.
2. Successfully managed a last minute loss of our Family Resource Facility by developing a new camp. Participants and revenue maintained while we significantly reduced the expense.
3. Developed new marketing strategies with the Cranberry youth athletic associations to successfully increase participation numbers in our youth sports.
4. Developed a new partnership with the Penguin's facility that enabled us to enhance our deck hockey programs and increase marketing efforts.

2018 Goals:

1. Continue to increase our program and participation numbers in Summer Camp by researching new camp opportunities while efficiently managing staff.
2. Examine the possibility of growing an already maximized Kid's Club program to add additional participants and revenue.
3. Restructuring the summer camp management by incorporating the Waterpark philosophy to take advantage of seasonal staff management positions.

2018 Budget Highlights:

1. We are adjusting facility management of our youth sports programs to look to further grow the programs.
2. Continue to increase team sponsorship numbers to maintain low cost programs.
3. Institute new policies in camp to maximize safety and customer service.
4. Adding several new programs associated with the new facilities at Graham Park. These programs will have very little expense and staff involvement through our outreach efforts with substantiated clubs and groups.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	0	0	0	0	0
Part Time	45	45	45	45	45

2018 Annual Budget

Park Youth Programs Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6230-4010	Salaries-Fulltime	174	174	27,644	15,962	28,469
1000-6230-4012	Salaries-Part Time	129,793	129,793	230,903	145,787	218,313
1000-6230-4015	Overtime	-	-	-	89	-
1000-6230-4021	Social Security Tax	8,058	8,058	16,027	10,022	15,300
1000-6230-4022	Medicare	1,885	1,885	3,749	2,344	3,578
1000-6230-4023	Workers Comp	4,440	4,440	13,871	10,909	11,971
1000-6230-4041	Pension Non Uniform	9	9	1,383	798	1,423
1000-6230-4051	Hospitalization	-	-	5,963	2,411	4,713
1000-6230-4052	Vision Insurance	-	-	58	17	65
1000-6230-4053	Dental Insurance	-	-	438	117	375
1000-6230-4054	457 Contributions	9	9	1,383	798	1,423
1000-6230-4055	Disability Insurance	-	-	72	33	74
1000-6230-4057	Life Insurance	-	-	156	68	161
1000-6230-5004	Materials And Supplies	28,372	28,372	30,000	23,604	36,000
All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming						
1000-6230-5111	Professional Services	64,843	64,843	73,000	38,072	50,000
Bus transportation for youth camp field trips. Guest Speakers fees. Instructors fees for Camp Cranberry and misc programs (Snapology, High tech...etc).						
1000-6230-5351	Employee Recruiting	-	-	-	313	-
1000-6230-5354	Employee Training	-	-	-	189	500
Camp and kids club staff training						
1000-6230-5362	Printing	-	-	-	-	350
Misc. printing for camp and kids club						
1000-6230-5363	Advertising	-	-	-	2,015	-
Total		237,583	237,583	404,647	253,548	372,715



2018 Annual Budget

Department: Parks & Recreation Adult Programs

Description and Responsibilities:

This cost center is for all adult programming and leagues. While most of areas focuses on fitness and sports, this also includes programs such as cultural, educational and self defense programs. New programs developed associated with Phase 2 of Graham Park.

2017 Accomplishments:

1. Continued to maximize the use of all facilities for fitness program enhancement while working through building environmental system shortfalls.
2. Expanded the adult volleyball programs and open gym programs.
3. Continued to support and build on the growing pickleball program.

2018 Goals:

1. Focus is on program enhancements and additions through the new facilities at Graham Park.
2. Continue utilizing the Cranberry Plan to offer defined program needs, such as more environmental and nature programs.
3. Create more clubs associated with the outside facilities in order to increase programs; increase marketing efforts; and assist with the maintenance of the facilities.

2018 Budget Highlights:

1. Create a new marketing effort in partnering with the new fitness centers moving into the Township to expand our program offering while complimenting theirs. Starting with advertising in Planet Fitness.
2. Continue to increase athletic opportunities through partnering with the youth athletic associations to appeal to their parents.
associated with Phase 2 of Graham Park. All tying into a "Healthy Cranberry."
3. Expand on the programs

Staffing Levels	2014	2015	2016	2017	2018
Full Time	0	0	0	0	0
Part Time	12	12	12	12	12



2018 Annual Budget

Park Adult Programs Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6240-4010	Salaries-Fulltime	174	174	8,835	7,776	9,091
1000-6240-4012	Salaries-Part Time	50,879	50,879	49,052	48,078	47,267
Increase due to new programs at Phase 2						
1000-6240-4021	Social Security Tax	3,164	3,164	3,589	3,464	3,494
1000-6240-4022	Medicare	740	740	839	810	817
1000-6240-4023	Workers Comp	1,799	1,799	3,106	2,443	2,733
1000-6240-4041	Pension Non Uniform	9	9	442	389	455
1000-6240-4051	Hospitalization	-	-	1,424	-	280
1000-6240-4052	Vision Insurance	-	-	13	-	28
1000-6240-4053	Dental Insurance	-	-	67	-	171
1000-6240-4054	457 Contributions	9	9	442	389	455
1000-6240-4055	Disability Insurance	-	-	23	16	24
1000-6240-4057	Life Insurance	-	-	50	80	51
1000-6240-5004	Materials And Supplies	3,841	3,841	4,000	3,221	4,000
Materials and Supplies for Aerobics Program, Tennis other Adult Programs						
1000-6240-5111	Professional Services	22,390	22,390	20,000	13,675	22,000
Includes dance program and slight increase due to new programs associated to Phase 2						
1000-6240-5362	Printing	-	-	-	-	500
Promo for new programs at Graham						
Total		83,005	83,005	91,882	80,340	91,366



2018 Annual Budget

Department: Parks & Recreation Family Programs

Description and Responsibilities:

This cost center is for our family based and one-time only holidays programs.

2017 Accomplishments:

1. Obtained several new sponsorships and relationships to offset the family program expenses.
2. Continued to focus on efficient use of staff to minimize expenses associated with family programs.
3. Utilized more volunteer staff and developed volunteer support programs with the youth sports associations.

2018 Goals:

1. Nurture new business relationships to continue sponsorship opportunities.
2. Enhance existing programs.
3. Provide a regular staff presence to assist in the efficient management of the programs and to better evaluate for future improvement.

2018 Budget Highlights:

1. Concerted effort to continue to decrease expenses through donation of goods and services.
2. Continue to increase revenue through soliciting sponsorships and services.
3. Continue to partner with the youth athletic associations to enhance the family programs while providing them excellent marketing opportunities.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	0	0	0	0	.5
Part Time	1	1	1	1	1



2018 Annual Budget

Park Family Programs Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6250-4010	Salaries-Fulltime	-	-	23,168	20,322	24,136
1000-6250-4012	Salaries-Part Time	1,561	1,561	1,928	836	1,903
Increase due to new pet programs						
1000-6250-4021	Social Security Tax	97	97	1,556	1,278	1,614
1000-6250-4022	Medicare	23	23	364	299	378
1000-6250-4023	Workers Comp	74	74	1,346	1,059	1,263
1000-6250-4041	Pension Non Uniform	-	-	1,158	1,016	1,207
1000-6250-4051	Hospitalization	-	-	4,576	3,878	4,400
1000-6250-4052	Vision Insurance	-	-	23	40	49
1000-6250-4053	Dental Insurance	-	-	265	274	299
1000-6250-4054	457 Contributions	-	-	1,158	1,016	1,207
1000-6250-4055	Disability Insurance	-	-	60	43	63
1000-6250-4057	Life Insurance	-	-	131	88	136
1000-6250-5004	Materials And Supplies	4,000	4,000	2,500	4,413	2,500
Supplies for revenue generating holiday themed events.						
1000-6250-5111	Professional Services	-	-	925	-	1,000
Payment for Christmas characters; Storytellers for Halloween and other seasonal characters.						
Total		5,754	5,754	39,158	34,562	40,155

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

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

2017 Accomplishments:

1. Supported the youth athletic associations in expanding their program offering to this population.
2. Continued to evaluate and improve the quality and efficiency of Summer Teen CIT Camp.
3. Added additional youth sports opportunities, such as tennis, basketball and dek hockey. Tennis program for teens experienced significant growth
4. Continued to add job training and preparation programs through babysitting classes, lifeguard classes, enhanced Counselor in Training program and added First Aid & CPR classes.

2018 Goals:

1. Continue to promote and enhance the CIT program.
2. Continue to add lifeguard training opportunities through partnership with Kwaneer/Alcoa. Also analyzing the potential of extending this philosophy to our other programs.
3. Offer and accentuate new pickleball and other programs through the new Phase 2 facilities of Graham Park.
4. Reach out to existing teen groups to evaluate program offerings for this age group.

2018 Budget Highlights:

1. Grow teen participation in all youth sports programs while supporting the youth athletic associations teen sports programs. Share all marketing with all partners to maximize communication of teen opportunities. Focus on youth basketball and flag football opportunities.
2. Look to increase job preparation and training programs.
3. Offer programs associated with Phase 2 of Graham Park.



2018 Annual Budget

Park Teen Programs Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6260-4012	Salaries-Part Time	-	-	4,320	60	1,903
Increase due to new programs						
1000-6260-4021	Social Security Tax	-	-	268	4	117
1000-6260-4022	Medicare	-	-	63	1	27
1000-6260-4023	Workers Comp	20	20	232	182	92
1000-6260-5004	Materials And Supplies	1,314	1,314	1,500	1,450	1,500
1000-6260-5111	Professional Services	4,725	4,725	4,700	5,040	5,500
Largely teen summer tennis program. Increase due to new programs at Phase 2 of Graham Park						
Total		6,059	6,059	11,083	6,737	9,139



2018 Annual Budget

Department: Parks & Recreation Senior Programs

Description and Responsibilities:

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

2017 Accomplishments:

1. Continued to support our associated Senior Center through our enhanced shared facility use procedures.
2. Continued to evaluate programs and procedures to compliment Senior Center offerings.
3. Although not specifically directed to senior population, greatly enhanced senior participation in wellness through the extensive pickleball program.

2018 Goals:

1. Continue to support and compliment our senior center and senior groups.
2. Continue to enhance the pickleball program with structures play levels, then grow the participation numbers.
3. Offer new programs at Phase 2 of Graham Park in bocce and horseshoes, which are typical senior oriented programs.

2018 Budget Highlights:

1. Continue to bolster the growing pickleball program, both in the Community Center and at Graham Park.
2. Increase opportunities for seniors through programs in the parks, especially Phase 2 of Graham Park.

2018 Annual Budget

Park Senior Programs Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6270-4012	Salaries-Part Time	-	-	-	-	2,000
Graham Park - phase 2 - 200 hours associated with new programs.						
1000-6270-5004	Materials And Supplies	51	51	250	57	6,500
Increase expenses associated with pickleball						
1000-6270-5111	Professional Services	3,000	3,000	3,250	3,000	3,250
Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer						
Total		3,051	3,051	3,500	3,057	11,750



2018 Annual Budget

Department: Parks & Recreation Community Events

Description and Responsibilities:

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

2017 Accomplishments:

1. Increased special event offerings through the continued growth of opportunities with the construction of new facilities. (Phase 2 of Graham Park Grand Opening; Ground Breaking of Disc Golf Course and North Boundary Playground).
2. Continued to develop new sponsorships for several community events.
3. Developed new crowd management procedures for community special events.
4. Continued to enhance all holiday associated special events through partnerships.

2018 Goals:

1. Continue to provide services to the community while always evaluating and improving the quality and management of personnel for all special events.
2. Improve the efficiency of scheduling personnel for special events while decreasing the need for overtime.
3. Creating a consistent presence of personnel to better evaluate all events and programs.
4. Maximize sponsorship generation and use of volunteers to maintain quality customer service and minimize expenses.

2018 Budget Highlights:

1. Continue the push for partnerships with community organizations and businesses to increase sponsorship and decrease expenses through volunteer programs.
2. Continue to maximize schedule management to decrease overtime needs for special event management.
3. Enhance the evaluation of these programs to keep them fresh and continue to improve.



2018 Annual Budget

Park Community Events Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6280-4012	Salaries-Part Time	1,779	1,779	-	-	-
First Night Staffing; concert series; Comm Days staffing						
1000-6280-4021	Social Security Tax	110	110	-	-	-
1000-6280-4022	Medicare	26	26	-	-	-
1000-6280-4023	Workers Comp	64	64	-	-	-
1000-6280-5004	Materials And Supplies	22,159	22,159	15,000	17,656	15,000
Community Days - First Night - Concert in the Park						
1000-6280-5111	Professional Services	15,249	15,249	25,000	17,721	25,000
Concerts in the Park - 5 week series, Santa, Fireworks.						
Total		39,386	39,386	40,000	35,376	40,000



2018 Annual Budget

Department: Parks & Recreation Facility Maintenance

Description and Responsibilities:

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

2017 Accomplishments:

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

2018 Goals:

1. Set consistent precedents and expectations for field and facility usage while providing much more oversight of use.
2. Maximize the efficiency of revenue management in fields and facilities.
3. Continue to enhance and maximize communications between DPW, Parks & Recreation and PD with special events and youth associations events as it pertains to field and facility use.
4. Have a consistent presence in the facility and fields during evening and weekend hours.

2018 Budget Highlights:

1. Increase revenue through new field use procedures creating the ability for increased field rental fees.
2. Develop the new component of Active.net to utilize it in better field management and communication.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time	0	0	0	.5	.5
Part Time	2	2	1	0	1.5



2018 Annual Budget

Park Facility Maintenance Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6290-4010	Salaries-Fulltime	-	-	33,239	12,135	33,639
1000-6290-4012	Salaries-Part Time	-	-	16,662	-	16,443
Positions to assist new full time position in athletic field support						
1000-6290-4021	Social Security Tax	-	-	3,094	732	3,105
1000-6290-4022	Medicare	-	-	724	171	726
1000-6290-4023	Workers Comp	535	535	2,677	2,105	2,429
1000-6290-4041	Pension Non Uniform	-	-	1,662	607	1,682
1000-6290-4051	Hospitalization	-	-	5,376	1,467	5,305
1000-6290-4052	Vision Insurance	-	-	83	23	61
1000-6290-4053	Dental Insurance	-	-	590	156	324
1000-6290-4054	457 Contributions	-	-	1,662	607	1,682
1000-6290-4055	Disability Insurance	-	-	86	25	87
1000-6290-4057	Life Insurance	-	-	187	52	190
1000-6290-5004	Materials And Supplies	344	344	500	584	1,500
Includes cell charges needed for ATM operation. Increase based on new position needing supplies.						
Total		879	879	66,542	18,666	67,173

Department: Parks & Recreation Special Projects**Description and Responsibilities:**

This cost center encompasses the better use of current parks, facilities and amenities through programming. It also includes new community service items such as extension of the department groups (cultural diversity, CAN, SNAG...etc.), amusement park tickets and all community service initiatives.

2017 Accomplishments:

1. Continued amusement park ticket program.
2. Continued to initiate Community Service relationships while maintaining management of associated groups partnering with the Department. These groups consist of Cultural Diversity, Cranberry Arts Network, Special Needs, History, Yarn Bombers, youth athletic associations and non profit support.
3. Continue to manage the annual Cranfest and other associated programs, which is a cultural diversity initiative.

2018 Goals:

1. Continue growing programs and opportunities through Community Services.
2. Enhance communications and management of all our partner groups and increase assistance with their marketing efforts.
3. Support the expanded footprint of cultural diversity while it extends into societal problems, not just cultural diversity issues.

2018 Budget Highlights:

1. Increase in Cultural Diversity Programs and provide consultants an increase.
2. Assist in the management of partner association special events.
3. Expand and enhance the cultural diversity initiative through continued support of Cranfest, support effort into mental health issues, prepare for programs to support other community issues.
4. Maximize opportunities for partner organizations to promote their efforts.
5. Continue to add more special needs programs.
6. Continue to offer support in increasing CAN's presence in the community.



2018 Annual Budget

Park Special Program Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
1000-6295-5004	Materials And Supplies	-	-	8,000	1,291	13,000
Amusement Park Ticket Sales						
1000-6295-5111	Professional Services	-	-	25,000	21,663	24,000
This includes Cultural Diversity and includes an anticipated raise for them, along with expenses. Also other Township initiatives						
Total		-	-	33,000	22,954	37,000

Special Revenue Funds



2018 Annual Budget

Fund Name: Tip East

Fund Description:

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

2018 Annual Budget

Tip East Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2110-8510-3410	Interest	22,762	42,872	20,000	27,381	25,000
	Interest earnings on investments.					
2110-8510-3872	Contributions	358,103	388,711	510,238	577,244	246,090
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.					
2110-8510-3927	Transfer From Tip Se	220,109	-	-	-	-
2110-8510-3950	Refund Of Prior Year Exp	-	-	-	4,857	-
	Total	600,974	431,583	530,238	609,481	271,090



2018 Annual Budget

Tip East Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2110-8510-5004	Materials And Supplies	5,727	5,727	-	-	-
2110-8510-5111	Professional Services	324,253	324,253	-	344,216	-
2110-8510-6125	Infrastructure	1,434,082	1,434,082	1,200,000	(203,285)	3,600,000
	Includes: North Boundary Road-Phase 2 \$1,011,076 MSA Thruway \$2,500,000 Misc Grant matches \$50,000					
	Total	1,764,062	1,764,062	1,200,000	140,931	3,600,000



2018 Annual Budget

Fund Name: Tip West

Fund Description:

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

2018 Annual Budget

Tip West Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2111-8520-3410	Interest	135	1,443	1,500	862	900
	Interest earned on investments.					
2111-8520-3872	Contributions	273,701	255,909	93,322	100,265	211,511
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
	Total	273,836	257,352	94,822	101,127	212,411



2018 Annual Budget

Tip West Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2111-8520-5003	Prior Year Refund Of Revenue	1,499	1,499	-	-	-
2111-8520-5114	Engineering And Architect Sv	90,118	90,118	-	111,773	-
2111-8520-6125	Infrastructure	-	-	-	-	400,000
	Includes: Brandt Drive roundabout \$315,000 Misc Grant Matches \$85,000					
	Total	91,617	91,617	-	111,773	400,000



2018 Annual Budget

Fund Name: Recreation Fees

Fund Description:

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

2018 Annual Budget

Recreation Fees Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2112-8530-3410	Interest	289	2,654	1,700	4,427	2,500
	Interest earned on investments.					
2112-8530-3872	Contributions	356,130	236,532	450,270	497,921	293,635
	Fees paid by developments in lieu of recreational land dedication.					
	Total	356,419	239,186	451,970	502,348	296,135



2018 Annual Budget

Recreation Fees Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2112-8530-5003	Prior Year Refund Of Revenue	1,050	1,050	-	-	-
2112-8530-5416	Go Series A 2003	270,000	270,000	270,000	270,000	-
	Portion of principal and interest for Series A 2003 bond issue.					
2112-8530-5428	2012 Go Series	-	-	-	-	270,000
	Total	271,050	271,050	270,000	270,000	270,000



2018 Annual Budget

Fund Name: Developers Contribution

Fund Description:

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



2018 Annual Budget

Developers Contribution Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2114-8540-3410	Interest	6,112	11,001	-	8,559	8,500
2114-8540-3872	Contributions	286,791	109,268	-	95,627	88,030
	Total	292,903	120,269	-	104,186	96,530



2018 Annual Budget

Developers Contribution Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2114-8540-5111	Professional Services	21,076	21,076	-	-	-
2114-8540-5446	Misc Expense	1,113	1,113	-	-	-
2114-8540-6125	Infrastructure	9,931	9,931	-	-	1,100,000
	Includes: Brandt Drive Roundabout \$85,000 Darlington Road paving \$300,000 Rochester/Rt 19 \$692,000					
	Total	32,119	32,119	-	-	1,100,000



2018 Annual Budget

Fund Name: Storm Water Maintenance

Fund Description:

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



2018 Annual Budget

Storm Water Maintenance Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2115-8515-3410	Interest	4	69	-	126	100
2115-8515-3872	Contributions	(525)	2,274	-	600	5,000
	Total	(521)	2,343	-	726	5,100



2018 Annual Budget

Fund Name: Liquid Fuels

Fund Description:

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



2018 Annual Budget

Liquid Fuels Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2310-8550-3410	Interest	222	3,725	1,000	2,010	3,500
	Interest earnings on investments.					
2310-8550-3553	Liquid Fuels	742,687	874,881	896,158	915,152	942,997
	Liquid fuels allocation (937,117) and turnback maintenance (5,880)					
	Total	742,909	878,606	897,158	917,162	946,497



2018 Annual Budget

Liquid Fuels Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2310-8550-5366	Road Maintenance Supplies	830,000	830,000	925,000	900,192	975,000
	Annual contracted road resurfacing projects.					
	Total	830,000	830,000	925,000	900,192	975,000



2018 Annual Budget

Fund Name: Library

Fund Description:

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

2018 Annual Budget

Library Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2410-6100-3011	Current Year Levy	371,104	381,889	388,060	386,796	389,161
	1 mill @ \$405,376 (98% collection)					
2410-6100-3012	Prior Year Levy	359	668	600	795	700
	Prior year taxes collected by the tax collector. (billed for/in 2017 but collected in 2018)					
2410-6100-3014	Delinquent Tax Claim	2,794	-	2,800	-	2,800
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2410-6100-3015	Interim Taxes	1,866	1,850	1,600	2,555	2,000
	Interim tax billing for properties added to the tax duplicate after January 2018.					
2410-6100-3410	Interest	123	1,043	700	2,752	2,200
	Interest income on investments.					
2410-6100-3681	Program Fees/Lessons	858	-	-	-	-
2410-6100-3869	Reimb Library Payroll	332,490	411,026	-	303,700	-
	Total	709,593	796,476	393,760	696,598	396,861



2018 Annual Budget

Library Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2410-6100-4010	Salaries-Fulltime	279,553	279,553	-	240,199	-
2410-6100-4012	Salaries-Part Time	57,878	57,878	-	56,163	-
2410-6100-4021	Social Security Tax	20,921	20,921	-	18,374	-
2410-6100-4022	Medicare	4,893	4,893	-	4,297	-
2410-6100-4059	403B	8,365	8,365	-	7,532	-
2410-6100-5321	Electricity	20,654	20,654	20,000	15,113	20,000
2410-6100-5445	Contributions	355,716	355,716	365,648	243,765	376,681
May 2018 (125,560.33) August 2018 (125,560.33), November 2018 (125,560.33)						
	Total	747,979	747,979	385,648	585,444	396,681



2018 Annual Budget

Fund Name: Fire Operations

Fund Description:

This Fund receives 1.395 mil of 2.37 mil of real estate tax. The remaining .975 mil of real estate tax goes to the Fire Capital fund. The Fire Operations fund provides financial resources to support the operational needs of the CTVFC company and brigade. The Fire Company has forty-one (41) volunteer firefighters and nine (9) junior firefighters on the brigade who provide fire suppression, rescue services, public fire and life safety educations, public relations, and daily operations. The Fire Company has forty-eight (48) volunteer members that provide administrative and other support functions. The fire brigade is supported by a nine (9) member Fire Police force that provides traffic incident management resources and other support functions as necessary during events or roadway incidents. The entire CTVFC is supported by the Ladies Auxillary who have a twenty-nine (29) member roster that support the Fire Company through various activities and events.

The CTVFC is supported by a full-time Administrative Assistant who also has volunteer recruitment duties built in the job description.

Dispatched by Butler County 911, the CTVFC operates from two fire stations Park Station (20727 Route 19) and Haine Station (1629 Haine School Road). In addition, the CTVFC operates the Township's Public Safety Training Complex (1000 Maintenance Building Drive). CTVFC operates thirteen (13) vehicles including two (2) aerial ladder trucks, three (3) fire engine/pumpers, one (1) rescue, one (1) brush fire truck, two (2) support squads, two (2) incident command vehicles, and two (2) fire police vehicles.

2018 Annual Budget

Fire Operations-Company And Brigade Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2420-4210-3011	Current Year Levy	472,747	532,728	541,344	539,573	554,190
	1.395 mills @ \$405,376 (98% collection)					
2420-4210-3012	Prior Year Levy	456	848	700	1,109	1,000
	Prior year real estate tax collected by the tax collector (billed in/for 2017 but collected in 2018)					
2420-4210-3014	Delinquent Tax Claim	3,549	-	3,000	-	3,000
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2420-4210-3015	Interim Taxes	2,370	2,581	2,500	3,564	3,200
	Interim tax billing for properties added to tax duplicate after January 2018.					
2420-4210-3410	Interest	154	1,792	1,500	3,274	2,500
	Interest on investments.					
	Total	479,275	537,949	549,044	547,520	563,890

2018 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2420-4210-4010	Salaries-Fulltime	48,712	48,712	50,306	44,564	47,365
	Salary for Administrative Assistant, A. Behun					
2420-4210-4021	Social Security Tax	2,825	2,825	3,033	2,534	2,855
	The employer share of FICA is based on 6.2% of salary.					
2420-4210-4022	Medicare	661	661	710	593	667
	The employer share of Medicare is based on 1.45% of salary.					
2420-4210-4023	Workers Comp	109	109	155	122	146
	Workers' Compensation Insurance costs for employees.					
2420-4210-4041	Pension Non Uniform	2,436	2,436	2,446	2,228	2,303
	Non-uniform pension contribution is based on 5% of salary.					
2420-4210-4051	Hospitalization	19,860	19,860	20,793	20,379	20,094
	Medical Insurance costs.					
2420-4210-4052	Vision Insurance	139	139	143	127	139
	Vision insurance costs.					
2420-4210-4053	Dental Insurance	928	928	928	498	854
	Dental Insurance costs.					
2420-4210-4054	457 Contributions	2,436	2,436	2,446	1,324	2,303
	Contribution to 457 Plan based on 5% of salary for full time employees.					
2420-4210-4055	Disability Insurance	97	97	127	132	120
	Long term disability insurance for full time employees.					
2420-4210-4057	Life Insurance	200	200	276	274	260
	Life insurance costs for full time employees.					
2420-4210-5001	Office Supplies	3,171	3,171	3,500	1,985	2,500
2420-4210-5004	Materials And Supplies	12,608	12,608	12,000	5,211	10,000
	Supplies for two fire stations and the public safety training facility. Small decrease based on projected actual spending in 2017.					
2420-4210-5005	Cleaning Supplies	883	883	2,200	402	2,000
	Cleaning supplies for two stations and the public safety training facility					

2018 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2420-4210-5111	Professional Services	11,488	11,488	12,500	8,415	12,000
	Contracted services for pest control, overhead bay doors, sprinkler testing, and preventive maintenance. Increase due to additional cost of cable TV in all three buildings.					
2420-4210-5112	Accounting And Auditing Svs	2,785	2,785	-	-	3,000
	Professional audit of company funds. Increased audit fees.					
2420-4210-5121	Repair Maint Equipment	3,128	3,128	6,000	2,148	6,000
	Repair and maintenance of minor equipment.					
2420-4210-5123	Repair Maint Facility Maint	15,051	15,051	30,000	13,522	20,000
	Maintenance for the two fire stations and the public safety training facility. Decrease for 2018 due to planned renovations at Haine and Park Stations					
2420-4210-5132	Janitorial Services	5,580	5,580	4,750	4,650	5,000
	Janitorial services for two fire stations and the public safety training facility.					
2420-4210-5134	Other Services/Fees	3,610	3,610	5,000	4,279	10,000
	Operating expenses not covered by specific expenditure items.					
2420-4210-5230	Information Tech Svs	30,000	30,000	30,000	30,000	28,500
	Information technology services for the Fire Company.					
2420-4210-5312	Cell Phones	1,380	1,380	2,106	1,150	1,500
	Cell phone service for the Fire Administrative Assistant. Small increase.					
2420-4210-5321	Electricity	23,840	23,840	33,758	16,783	29,000
	Electric service for two fire stations and the public safety training facility.					
2420-4210-5322	Natural Gas	2,505	2,505	7,903	1,875	7,903
	Gas service for fire stations.					
2420-4210-5323	Water	2,375	2,375	3,014	2,010	3,014
	Water service for two fire stations and the public safety training facility.					
2420-4210-5324	Sewer	503	503	1,473	465	1,473
	Sewer service for two fire stations and the public safety training facility.					
2420-4210-5325	Trash	-	-	1,875	-	1,875
	Waste/trash removal from two fire stations and public safety training facility (3 dumpsters).					
2420-4210-5332	Equipment Leases	4,733	4,733	4,500	2,826	4,500

2018 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
	Service and maintenance of copying machines at two fire stations and the public safety training facility.					
2420-4210-5341	Insurance Premiums	26,682	26,682	29,280	27,882	33,000
	Insurance for Fire Company.					
2420-4210-5351	Employee Recruiting	28,014	28,014	35,000	4,383	47,000
	Recruiting materials and incentive to maintain membership point system. Anticipating additional spending towards social media/video recruiting initiative.					
2420-4210-5353	Employee Meeting /Confer	13,993	13,993	15,000	13,580	15,000
	Annual awards dinner and meeting for the fire company.					
2420-4210-5357	Clothing	6,257	6,257	7,000	3,629	6,000
	Uniforms for new members and to maintain uniforms for existing members.					
2420-4210-5371	Community Outreach	7,266	7,266	7,500	8,896	16,000
	Fire safety and education events throughout the year.					
	<i>Fire Operations-Company Total</i>	<i>284,254</i>	<i>284,254</i>	<i>335,722</i>	<i>226,866</i>	<i>342,371</i>
2420-4220-5004	Materials And Supplies	21,357	21,357	25,000	7,928	15,000
	Minor equipment and supplies for the fire fighting side of the fire company. Decrease recommended due to 2017 projected actual usage.					
2420-4220-5121	Repair Maint Equipment	20,366	20,366	20,000	18,020	20,000
	Repairs & maintenance of small equipment like radios & pagers, chain saws, portable generators and other small equipment. No change.					
2420-4220-5122	Repair Maint Vehicles	54,967	54,967	45,000	32,707	40,000
	Cost center covers the maintenance of fire vehicles (state inspection, aerial device maintenance & testing, oil changes, pump testing and services).					
2420-4220-5134	Other Services/Fees	12,340	12,340	15,000	10,190	15,000
	Replacement and testing of expendable items as per National Fire Protection Association, including air compressor, self contained breathing apparatus (SCBA) testing.					
2420-4220-5354	Employee Training	29,316	29,316	30,000	30,233	35,000
	Outside training classes/conferences.					
2420-4220-5356	Employee Dues/Members	2,408	2,408	3,000	1,150	2,000
	Fees for membership in professional organizations.					
2420-4220-5357	Clothing	1,960	1,960	8,000	5,542	6,000
	Replace damaged bunker gear, boots, gloves, and hoods.					
2420-4220-5364	Fuel	6,831	6,831	15,000	6,630	8,000



2018 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
	Fuel for fire vehicles.Decrease due to decreased fuel costs.					
	<i>Fire Operations-Brigade Total</i>	<i>149,545</i>	<i>149,545</i>	<i>161,000</i>	<i>112,400</i>	<i>141,000</i>
	Total	433,799	433,799	496,722	339,266	483,371



2018 Annual Budget

Fund Name: Road Equipment Fund

Fund Description:

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

2018 Annual Budget

Road Equipment Fund Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2610-6110-3011	Current Year Levy	316,540	324,608	329,851	328,778	337,678
	.85 mill @ \$405,376 (98% collection)					
2610-6110-3012	Prior Year Levy	305	567	500	675	550
	Prior year real estate tax collected by the tax collector. (billed in/for 2017 but collected in 2018)					
2610-6110-3014	Delinquent Tax Claim	2,375	-	2,500	-	2,500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2610-6110-3015	Interim Taxes	1,586	1,573	1,500	2,172	1,500
	Interim tax billing for properties added to tax duplicate after January 2018.					
2610-6110-3410	Interest	100	1,202	800	3,390	2,500
	Interest earnings on investments.					
2610-6110-3924	Transfer From Sewer	32,500	-	-	-	-
2610-6110-3925	Transfer From Water	32,500	-	-	-	-
	Total	385,907	327,949	335,151	335,015	344,728



2018 Annual Budget

Road Equipment Fund Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2610-6110-6121	Equipment	171,172	171,172	215,000	195,884	215,000
	Purchase of heavy road equipment.					
	Total	171,172	171,172	215,000	195,884	215,000



2018 Annual Budget

Fund Name: Public Buildings Fund

Fund Description:

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



2018 Annual Budget

Public Buildings Fund Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2620-6111-3011	Current Year Levy	372,398	381,889	388,060	386,796	389,160
	1 mill @ \$405,376 (98% collection)					
2620-6111-3012	Prior Year Levy	359	668	600	795	700
	Prior year real estate tax collected by the tax collector. (billed in/for 2017 but collected in 2018)					
2620-6111-3014	Delinquent Tax Claim	2,794	-	2,800	-	2,800
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2620-6111-3015	Interim Taxes	1,866	1,850	1,700	2,555	2,200
	Interim tax billing for properties added to tax duplicate after January 2018.					
2620-6111-3410	Interest	113	1,030	600	2,190	1,200
	Interest earnings on investments.					
	Total	377,530	385,437	393,760	392,335	396,060



2018 Annual Budget

Public Buildings Fund Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
2620-6111-5414	Go Series 2010	245,000	245,000	245,000	245,000	245,000
	Portion of principal and interest for 2010 bond issue.					
2620-6111-5427	Go Series 2011	95,000	95,000	95,000	95,000	95,000
	Portion of principal and interest for 2011 bond issue.					
	Total	340,000	340,000	340,000	340,000	340,000

Capital Project Funds



2018 Annual Budget

Fund Name: Fire Capital

Fund Description:

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

2018 Annual Budget

Fire Capital Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3100-8570-3011	Current Year Levy	316,410	372,349	378,359	377,133	387,337
	.975 mill @ \$405,376 (98% collection)					
3100-8570-3012	Prior Year Levy	305	567	600	775	700
	Prior year real estate tax collected by the tax collector. (billed in/for 2017 but collected in 2018).					
3100-8570-3014	Delinquent Tax Claim	2,375	-	2,200	-	2,200
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
3100-8570-3015	Interim Taxes	1,586	1,804	1,700	2,491	2,000
	Interim tax billing for properties added to tax duplicate after January 2018.					
3100-8570-3410	Interest	2,345	2,864	2,500	4,905	3,500
	Interest on investments.					
3100-8570-3930	Proceeds Long Term Debt	500,000	-	-	-	-
	Total	823,022	377,584	385,359	385,304	395,737



2018 Annual Budget

Fire Capital Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3100-8570-5409	2015 Promissory Note	57,936	57,936	57,936	57,936	57,936
3100-8570-5410	2008 Promissory Note	51,887	51,887	51,888	51,887	38,916
	Annual payment to CTVFC Relief Association for new rescue truck loan.					
3100-8570-5414	Go Series 2010	50,000	50,000	50,000	50,000	50,000
	Partial bond payment for Quint.					
3100-8570-5427	Go Series 2011	100,000	100,000	100,000	100,000	100,000
	Portion of principal and interest for 2011 bond issue. (Public Safety Training Facility)					
3100-8570-5429	2017B Go Series	-	-	-	-	170,605
3100-8570-5446	Misc Expense	371	371	5,000	-	-
	Total	260,194	260,194	264,824	259,824	417,457



2018 Annual Budget

Fund Name: Capital Improvement

Fund Description:

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



2018 Annual Budget

Capital Improvement Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3400-6401-3410	Interest	4,643	10,901	7,000	10,085	10,000
	Interest on Investments					
3400-6401-3540	State Grants	47,785	-	-	-	-
3400-6401-3852	Sponsorship	62,671	-	-	-	-
3400-6401-3921	Transfer From Gen Fund	2,750,000	4,425,000	4,500,000	-	2,500,000
3400-6401-3950	Refund Of Prior Year Exp	-	9,367	-	-	-
	Capital Revenue Total	2,865,099	4,445,268	4,507,000	10,085	2,510,000
3400-6410-3570	Local Gov Grants	-	7,500	-	-	-
	Capital Parks Total	-	7,500	-	-	-
3400-6430-3511	Other Grants	29,991	-	-	-	-
3400-6430-3951	Reimbursement Of Expense	-	29,991	-	-	-
	Capital General Service Total	29,991	29,991	-	-	-
	Total	2,895,090	4,482,759	4,507,000	10,085	2,510,000

2018 Annual Budget

Capital Improvement Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3400-6410-5111	Professional Services	80,680	80,680	1,950,000	58,510	-
	Graham Park - Phase 2 - \$1,600,000 Bathroom Construction - \$350,000					
3400-6410-6112	Land Improvements	1,253,331	1,253,331	273,000	1,705,917	810,000
	CTCC Disc Golf \$300,000 Pool Playground \$209,000 (KABOOM and DCED Grant) Other Park Development					
3400-6410-6121	Equipment	-	-	-	74,835	-
3400-6410-6122	Fleet Replacement	-	-	-	39,614	-
	<i>Capital Parks Total</i>	<i>1,334,011</i>	<i>1,334,011</i>	<i>2,223,000</i>	<i>1,878,876</i>	<i>810,000</i>
3400-6420-6123	Furniture And Fixtures	120,892	120,892	110,000	140,320	720,000
	Computer replacement program and public safety radio replacements.					
	<i>Capital Bldg & Grounds Total</i>	<i>120,892</i>	<i>120,892</i>	<i>110,000</i>	<i>140,320</i>	<i>720,000</i>
3400-6430-5111	Professional Services	59,595	59,595	425,000	263,288	86,560
	ARLE - \$52,000 Green Light Go - \$34,560					
3400-6430-6117	Paving	849,153	849,153	-	-	-
3400-6430-6121	Equipment	-	-	-	12,658	-
3400-6430-6122	Fleet Replacement	-	-	140,000	85,215	150,000
3400-6430-6125	Infrastructure	1,104,683	1,104,683	601,000	433,155	600,000
	Storm Water Enhancements \$100,000 Other infrastructure projects					
	<i>Capital General Service Total</i>	<i>2,013,431</i>	<i>2,013,431</i>	<i>1,166,000</i>	<i>794,315</i>	<i>836,560</i>
	Total	3,468,334	3,468,334	3,499,000	2,813,512	2,366,560



2018 Annual Budget

Fund Name: 2015 Bond Fund

Fund Description:

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



2018 Annual Budget

2015 Bond Fund Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3800-6530-3410	Interest	823	278,969	100,000	27,512	45,000
	Interest on Investments					
3800-6530-3530	Bond Revenue	-	-	-	-	-
3800-6530-3863	Gain/Loss	(248,767)	(929,328)	-	-	-
3800-6530-3931	Bond Premium	3,232,152	23,972	-	-	-
	Total	2,984,207	(626,388)	100,000	27,512	45,000

2018 Annual Budget

2015 Bond Fund Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3800-6530-5004	Materials And Supplies	16,594	16,594	5,000	-	-
3800-6530-5117	Investment Fees	15,725	15,725	10,000	13,809	6,000
	2015 Bond Total	32,319	32,319	15,000	13,809	6,000
3800-6540-6114	Building	3,441,188	3,441,188	18,383,505	14,711,803	7,678,651
	General Construction Total	3,441,188	3,441,188	18,383,505	14,711,803	7,678,651
3800-6545-6114	Building	-	-	525,121	530,155	276,176
	HVAC Total	-	-	525,121	530,155	276,176
3800-6555-6114	Building	-	-	120,854	66,587	65,296
	Plumbing Total	-	-	120,854	66,587	65,296
3800-6560-6114	Building	-	-	3,064,843	3,086,723	1,315,500
	Electrical Total	-	-	3,064,843	3,086,723	1,315,500
3800-6565-6114	Building	146,308	146,308	883,429	402,300	277,854
	Inspection and Testing Total	146,308	146,308	883,429	402,300	277,854
3800-6570-6114	Building	166,969	166,969	510,653	280,784	188,548
	Project Manager Total	166,969	166,969	510,653	280,784	188,548
	Total	3,786,784	3,786,784	23,503,405	19,092,161	9,808,025



2018 Annual Budget

Fund Name: 2017 Bond Fund

Fund Description:

2017 Bond Fund is a capital fund that holds the proceeds from the issuance of the series 2017A GO Bonds. Expenses from this fund will be used to complete upgrades to the Brush Creek Waste Water Treatment Plant.



2018 Annual Budget

2017 Bond Fund Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3810-6525-3410	Interest	-	-	-	208	20,000
3810-6525-3530	Bond Revenue	-	-	-	(7,878,191)	-
	Total	-	-	-	(7,877,983)	20,000

2018 Annual Budget

2017 Bond Fund Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3810-6525-5117	Investment Fees	-	-	-	-	2,000
	<i>2017 Bond Fund Total</i>	-	-	-	-	2,000
3810-6540-6114	Building	-	-	-	-	5,793,911
	<i>General Construction Total</i>	-	-	-	-	5,793,911
3810-6545-6114	Building	-	-	-	-	201,831
	<i>HVAC Total</i>	-	-	-	-	201,831
3810-6555-6114	Building	-	-	-	-	78,859
	<i>Plumbing Total</i>	-	-	-	-	78,859
3810-6560-6114	Building	-	-	-	-	1,060,713
	<i>Electrical Total</i>	-	-	-	-	1,060,713
3810-6565-6114	Building	-	-	-	-	461,171
	<i>Inspection and Testing Total</i>	-	-	-	-	461,171
3810-6570-6114	Building	-	-	-	-	233,681
	<i>Project Manager Total</i>	-	-	-	-	233,681
	Total	-	-	-	-	7,832,166



2018 Annual Budget

Fund Name: 2017 Renovation Fund

Fund Description:

2017 Renovations Fund is a capital fund that hold the proceeds from the issuance of the series 2017B GO Bond. Expenses from this fund will be used to renovate Township facilities.

2018 Annual Budget

2017 Renovation Fund
Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3820-6535-3410	Interest	-	-	-	-	10,000
	Total	-	-	-	-	10,000



2018 Annual Budget

2017 Renovation Fund Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3820-6535-6114	Building	-	-	-	-	2,000,000
	Includes renovations to both fire stations					
	Total	-	-	-	-	2,000,000



2018 Annual Budget

Fund Name: 2015 Marshall Twp. Construction Fund

Fund Description:

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



2018 Annual Budget

2015 Marshall Twp. Construction Fund Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3900-6530-3410	Interest	533	16,918	15,000	10,468	6,500
	Interest on Investments					
3900-6530-3863	Gain/Loss	(16,806)	11,221	-	-	-
3900-6530-3931	Bond Premium	-	38,799	-	-	-
	Total	(16,273)	66,938	15,000	10,468	6,500



2018 Annual Budget

2015 Marshall Twp. Construction Fund Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
3900-6530-5004	Materials And Supplies	2,494	2,494	2,000	-	-
3900-6530-5117	Investment Fees	3,297	3,297	4,000	1,538	2,000
	<i>Bond Construction Total</i>	<i>5,791</i>	<i>5,791</i>	<i>6,000</i>	<i>1,538</i>	<i>2,000</i>
3900-6540-6114	Building	602,092	602,092	3,216,495	2,574,069	1,894,782
	<i>General Construction Total</i>	<i>602,092</i>	<i>602,092</i>	<i>3,216,495</i>	<i>2,574,069</i>	<i>1,894,782</i>
3900-6545-6114	Building	-	-	91,879	79,196	64,303
	<i>HVAC Total</i>	<i>-</i>	<i>-</i>	<i>91,879</i>	<i>79,196</i>	<i>64,303</i>
3900-6555-6114	Building	-	-	21,145	11,650	17,150
	<i>Plumbing Total</i>	<i>-</i>	<i>-</i>	<i>21,145</i>	<i>11,650</i>	<i>17,150</i>
3900-6560-6114	Building	-	-	536,244	540,073	307,556
	<i>Electrical Total</i>	<i>-</i>	<i>-</i>	<i>536,244</i>	<i>540,073</i>	<i>307,556</i>
3900-6565-6114	Building	25,583	25,583	155,570	83,952	80,278
	<i>Inspection and Testing Total</i>	<i>25,583</i>	<i>25,583</i>	<i>155,570</i>	<i>83,952</i>	<i>80,278</i>
3900-6570-6114	Building	29,214	29,214	89,347	49,128	47,040
	<i>Project Manager Total</i>	<i>29,214</i>	<i>29,214</i>	<i>89,347</i>	<i>49,128</i>	<i>47,040</i>
	Total	662,681	662,681	4,116,680	3,339,607	2,413,109

Enterprise Funds



2018 Annual Budget

Fund Name: Water

Fund Description:

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



2018 Annual Budget

Department: Sewer And Water Field Operations

Description and Responsibilities:

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

2017 Accomplishments:

1. Maintained a less than 10% unaccountable water loss.
2. Located, provided visibility and gathered GPS coordinates on over 98% of the water service curb boxes and main line valves. Made corrections to maps as necessary.
3. Located, provided visibility and gathered GPS coordinates on over 98% of the sanitary sewer manholes. Made corrections to maps as necessary
4. Started the Meter Replacement and Reading Technology program with over 70% of the meters replaced and MXU's installed.
5. Provided training to Sewer and Water personnel for updated GIS mapping software, laptop closing procedures of PA One-Calls requests and Trimble Nomad device for Meter replacement program.

2018 Goals:

1. Train Sewer & Water personnel on creating and printing Munis service orders, inspections and work orders from laptops. Purchase and train personnel on tablet device chosen to assist with customer leak checks.
2. Complete remaining 30% of the meter change-outs and installation of the new reading technology with in-house personnel.

2018 Budget Highlights:

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

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time Staff	11	11	11	11	11
Part Time Staff	3	3	3	2	3



2018 Annual Budget

Sewer And Water Field Operations Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
6110-5401-3410	Interest	10,223	16,105	15,000	23,171	20,000
6110-5401-3425	Tower Leases	201,739	183,309	175,000	157,628	175,000
6110-5401-3647	Reimburse Salaries	1,332	797	-	-	-
6110-5401-3684	Charge For Services	4,000	5,500	4,500	22,073	4,500
6110-5401-3802	Meter Revenue	5,165,480	5,930,580	5,590,302	5,453,246	6,067,186
6110-5401-3803	Sale Of Meters	2,582	6,146	4,500	5,258	5,000
6110-5401-3804	Tap In Fees	518,923	610,138	540,000	813,797	600,000
6110-5401-3805	Application Fee	4,070	4,740	5,000	4,555	5,000
6110-5401-3806	Fire Lines	271,904	278,926	270,000	264,560	275,000
6110-5401-3809	Penalties	55,376	62,702	58,000	62,521	60,000
6110-5401-3855	Miscellaneous	49,454	53,137	50,000	42,863	50,000
6110-5401-3950	Refund Of Prior Year Exp	-	-	2,000	-	-
	Total	6,285,083	7,152,080	6,714,302	6,849,673	7,261,686

2018 Annual Budget

Sewer And Water Field Operations Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
61105401	Water Revenue	2,159	2,159	-	(2,559)	-
61105411	Dsm Pipe Line Maint	195,044	195,044	197,527	207,718	206,592
61105412	Dsm Leak Check Program	38,938	38,938	39,684	24,970	42,996
61105413	Dsm Water Quality	37,783	37,783	41,110	33,731	41,346
61105414	Dsm Meter Testing	610	610	-	-	8,000
61105415	Dsm Pa One Call	32,436	32,436	39,120	31,711	39,846
61105416	Dsm Hydrant & Valve Maint	106,143	106,143	120,822	110,101	127,674
61105417	Dsm Flushing Program	58,136	58,136	64,812	53,614	61,866
61105421	Sr Meter Services/Construction	46,579	46,579	50,938	44,740	52,899
61105422	Sr Service Requests	28,861	28,861	30,370	25,833	30,399
61105424	Sr Water Tap	37,361	37,361	43,119	32,006	42,282
61105431	Pst Operations & Maint	168,341	168,341	185,166	130,099	180,631
61105443	Inspections	67,439	67,439	79,598	58,652	58,399
61105451	Ssa Vehicle Maint	89,662	89,662	90,367	70,177	47,100
61105452	Ssa Administration/Scada	532,567	532,567	567,375	507,110	577,998
61105453	Ssa Training	52,423	52,423	65,539	46,575	58,926
61105455	Ssa Information Tech / Gis	110,500	110,500	112,500	112,500	115,500
61105456	Ssa Facility Maintenance	86,212	86,212	90,299	74,771	90,114
61105458	Ssa Operations Engineering	96,930	96,930	150,203	82,088	150,861
61105461	Wbg Account Mangement	78,486	78,486	84,489	73,091	85,216
61105462	Wbg Meter Reading	72,827	72,827	95,173	71,111	90,533
61105463	Wbg Customer Svs	221,789	221,789	253,111	212,034	256,356
61105471	Wp Water Purchase	3,361,640	3,361,640	2,850,000	2,813,427	3,000,000
61105481	Debt Series 2011	70,714	70,714	68,981	68,891	67,272
61105492	Transfer To Gen Fund	100,000	100,000	100,000	-	100,000
61105495	Water Capital	765,078	765,078	1,550,000	1,179,133	800,000
	Total	6,458,658	6,458,658	6,970,303	6,061,523	6,332,806



2018 Annual Budget

Fund Name: Sewer

Fund Description:

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



2018 Annual Budget

Department: Sewer Treatment Plant

Description and Responsibilities:

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

2017 Accomplishments:

1. Reviewed processes and equipment as it relates to the basis of design study and plant upgrade.
2. Industrial Pretreatment accomplishments included pretreatment program modifications to prepare for the EPA program mandate in conjunction with the sewer plant upgrade.
3. Total rebuild of headworks, sludge handling and sludge dewatering odor scrubbers.

2018 Goals:

1. Waste Water Treatment Plant 2018 main focus will be to maintain NPDES compliance during plant expansion.
2. Continue to modify the Industrial Pretreatment program in anticipation of the program becoming mandated by EPA.
3. Complete rebuild of ATAD and main pump station odor scrubbers (by plant staff).

2018 Budget Highlights:

Treatment Plant Budget Highlights:

1. Lab deionized water system.
2. Engineering for new Franklin Acres lift station.
3. Furniture for new conference room.
4. Repair Wolfe Run Pump Station driveway.

Industrial Pretreatment Budget highlights:

1. Work with Engineering firm to prepare formal pretreatment program.
2. Increase sampling on industrial users to access compliance.

Staffing Levels	2014	2015	2016	2017	2018
Full Time Staff	12	12	13	13	13
Part Time Staff	2	2	5	5	0



2018 Annual Budget

Sewer Treatment Plant Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
6210-5501-3210	Business Licenses And Permit	33,746	34,245	32,000	30,120	32,000
6210-5501-3410	Interest	6,285	10,565	10,000	18,403	15,000
6210-5501-3580	Local Gov Payments	28,310	70,775	56,620	42,465	56,620
6210-5501-3802	Meter Revenue	6,134,316	6,762,693	6,913,021	6,405,328	7,280,623
6210-5501-3804	Tap In Fees	738,304	826,558	750,000	1,421,745	950,000
6210-5501-3805	Application Fee	4,097	4,810	5,000	4,495	5,000
6210-5501-3808	Ebill Auto Pay Credit	(18,072)	(20,726)	(19,000)	(21,647)	(20,000)
6210-5501-3809	Penalties	47,883	55,696	50,000	49,989	50,000
6210-5501-3810	Mtmsa Meter Rev	558,831	808,699	650,000	829,769	750,000
6210-5501-3811	Nstwp Meter Revenue	39,130	34,521	35,000	28,747	35,000
6210-5501-3855	Miscellaneous	6,599	7,064	6,000	10,434	6,500
6210-5595-3001	Contributed Capital	216,100	-	-	-	-
	Total	7,795,529	8,594,900	8,488,641	8,819,848	9,160,743

2018 Annual Budget

Sewer Treatment Plant Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
62105501	Sewer Revenue	16,877	16,877	-	-	-
62105511	Tp Operations	1,440,078	1,440,078	1,496,484	1,199,014	1,539,973
62105512	Tp Maintenance	360,080	360,080	445,680	330,920	432,054
62105513	Tp Bio-Solids	478,864	478,864	528,702	394,917	537,539
62105514	Tp Odor	181,709	181,709	205,613	138,314	249,162
62105515	Tp Industrial Pretreatment	85,672	85,672	149,529	63,914	136,803
62105522	Csm Infiltration And Inflow	162,603	162,603	207,746	79,754	199,823
62105523	Csm Pa One Call	32,965	32,965	38,621	30,994	38,145
62105524	Csm Sewer Clog Odor	118,565	118,565	156,407	117,584	146,980
62105533	Inspections	66,820	66,820	78,697	56,909	56,649
62105551	Ssa Vehicle Mainteance	89,209	89,209	93,957	71,397	88,349
62105552	Ssa Administration	477,714	477,714	601,726	472,937	623,587
62105554	Ssa Facility Maintenance	85,975	85,975	100,100	75,605	91,065
62105555	Ssa Training	100,285	100,285	109,467	87,736	100,924
62105556	Ssa Information Tech	110,500	110,500	112,500	112,500	115,500
62105558	Ssa Operations Engineering	288,067	288,067	417,660	157,346	409,262
62105561	Sbg Account Management	78,486	78,486	85,787	73,091	86,217
62105562	Sbg Sewer Flow Meter Read	6,305	6,305	11,380	8,867	9,862
62105571	Ls Operations & Maintenance	151,473	151,473	200,781	140,851	195,838
62105582	Principal Payment	4,506,533	4,506,533	4,506,044	4,506,133	5,023,562
62105592	Transfer To General Fund	150,000	150,000	150,000	-	150,000
62105595	Sewer Capital	575,318	575,318	2,000,000	1,372,707	1,000,000
	Total	9,564,097	9,564,097	11,696,881	9,491,490	11,231,294



2018 Annual Budget

Fund Name: Solid Waste

Fund Description:

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

Department: Solid Waste Operations

Description and Responsibilities:

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

2017 Accomplishments:

1. Two Electronic and House Hold Hazardous Waste Collection Events were held at the Public Works Facility. Collecting over 25,000 pounds of material that will be recycled or disposed of properly.
2. Sponsored a collection event for Habitat for Humanity collecting household items that will be used to build houses for low income people.
3. Continued the Rain Barrel education program in conjunction with Haine Elementary School. Reaching over 200 individuals with education material on water conservation and the importance of Storm Water Management.
4. Purchased additional Event Rack Recycling units to enhance and make available more recycling opportunities for residents for use during parties and large events.
5. Continued to establish the relationship with the Program Manager from Vogel Disposal to improve customer service and resident concern response time.

2018 Goals:

1. Continue to provide awareness to the Community about our Collection Connection Program.
2. Enhance the collection opportunities for electronics, household hazardous waste, household items, old tires and batteries.
3. Work with private business to promote lunch room Composting Programs patterned after Cranberry's successful program.

2018 Budget Highlights:

1. There are several factors affecting the stability of the MSW rates.
 - a. Increase in contractual obligations impose a necessary rate increase.
 - b. Reduced recycling grant award (due to calculation revision).
 - c. Uncertainty in State funding of the Act 904 Performance Grant.
2. This is the last full year of the MSW Contract, addition consultant work is anticipated to review current practice and chart a logical course going into a new contract bidding year.
3. The Original MSW carts purchased in 2004 are aging and are being replaced as necessary to provide reliable service to the Collection Connection customers.
4. The current price of MSW cart service will increase by \$0.50 January 1, 2018 and again by \$0.75 July 1, 2018 .

<u>Service Levels</u>	2014	2015	2016	2017	2018
96 Gallon	\$18.32	\$8.32	\$20.32	\$20.32	21.57
64 Gallon	\$17.66	\$17.66	\$19.66	\$19.66	20.91
36 Gallon	\$17.14	\$17.14	\$18.14	\$18.14	19.39
Bag Service	\$15.37	\$15.37	\$16.27	\$16.27	17.52



2018 Annual Budget

Solid Waste Operations Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
6310-7010-3410	Interest	144	879	600	2,187	2,000
	Interest earnings on investments.					
6310-7010-3540	State Grants	135,417	244,917	110,000	116,331	50,000
	Performance Grant awarded by DEP.					
6310-7010-3671	Fees For Services	1,904,924	2,098,998	2,214,720	1,977,909	2,346,225
	Revenue from quarterly payments from solid waste customers.					
6310-7010-3809	Penalties	16,727	18,619	16,500	17,500	17,000
	Penalty collections from customers who pay late.					
6310-7010-3855	Miscellaneous	36,119	35,766	35,000	32,721	35,000
	Sale of yard waste bags and trash stickers.					
	Total	2,093,331	2,399,180	2,376,820	2,146,648	2,450,225

2018 Annual Budget

Solid Waste Operations Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
6310-7010-4010	Salaries-Fulltime	101,923	101,923	123,712	106,582	137,313
6310-7010-4012	Salaries-Part Time	46,531	46,531	49,348	37,693	35,787
6310-7010-4015	Overtime	932	932	250	1,657	450
6310-7010-4021	Social Security Tax	8,993	8,993	10,745	8,724	10,760
	The employer share of FICA based on 6.2% of salaries/ wages/overtime for all employees.					
6310-7010-4022	Medicare	2,103	2,103	2,513	2,041	2,516
	The employer share of Medicare based on 1.45% of salaries/ wages/overtime for all employees.					
6310-7010-4023	Workers Comp	390	390	673	529	617
	Workers' Compensation insurance for all employees.					
6310-7010-4041	Pension Non Uniform	5,143	5,143	6,198	5,412	6,888
	The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.					
6310-7010-4051	Hospitalization	28,503	28,503	38,420	33,119	40,924
	Medical insurance for all full time employees.					
6310-7010-4052	Vision Insurance	212	212	280	252	311
	Vision insurance for all full time employees.					
6310-7010-4053	Dental Insurance	1,336	1,336	1,777	1,508	1,861
	Dental insurance for all full-time employees.					
6310-7010-4054	457 Contributions	5,021	5,021	6,198	5,228	6,888
	The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.					
6310-7010-4055	Disability Insurance	199	199	322	228	358
	Long term disability insurance for all full time employees.					
6310-7010-4057	Life Insurance	483	483	685	530	763
	Life insurance for all full time employees and certain part time employees.					
6310-7010-5004	Materials And Supplies	15,660	15,660	10,000	9,348	10,000
	Purchase of yard waste bags and trash stickers.					
6310-7010-5111	Professional Services	1,869,023	1,869,023	1,957,476	1,626,590	2,043,571
	Monthly payments to Vogel for contracted trash service.					



2018 Annual Budget

Solid Waste Operations Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
6310-7010-5230	Information Tech Svs	73,000	73,000	75,000	75,000	75,000
6310-7010-5356	Employee Dues/Members	125	125	500	150	500
6310-7010-5361	Postage And Shipping	13,248	13,248	15,000	11,618	15,000
	Postage costs for mailing quarterly solid waste service bills.					
6310-7010-5362	Printing	4,226	4,226	7,500	5,227	7,700
	Printing costs associated with solid waste program brochures and bills.					
6310-7010-5363	Advertising	1,500	1,500	2,500	4,681	2,500
6310-7010-6010	Equip Less Than 5,000	51,550	51,550	55,000	36,247	88,000
	Includes: Annual cart replacement \$40,000 Trash can replacement \$8,000 Cart Storage facility \$40,000					
	Total	2,230,100	2,230,100	2,364,097	1,972,363	2,487,707



2018 Annual Budget

Fund Name: SWIMMING POOL

Fund Description:

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

Department: Pool**Description and Responsibilities:**

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

2017 Accomplishments:

1. The staff managed the first full operating season with all of the new enhancements. The season experienced poor "pool quality" weather which directly impacted our bottom line. With that said, expenses were managed efficiently and the pool ended the season in the black.
2. Continued to create and adjust staff training procedures to accommodate the new pool enhancements, particularly in the maintenance end.
3. After years of cross-training staff, successfully utilized staff across departments to maximize the efficiency of pool operations and compensate for occasional staff number shortfalls.
4. Continued to maintain cash handling procedures with all staff leading to excellent audit reports.
5. Successfully managed a mid-season secondary entrance in response to continued parking problems.

2018 Goals:

1. Implement improved policies and procedures to maximize the efficiency of customer service and concession operations.
2. Continue marketing campaign to meet or exceed 2017 membership sales.
3. Enhance training to maximize the customer experience through superior customer service.
4. Continue to coordinate programs to maximize customer service and revenue while managing expenses.
5. Manage innovative programs and marketing campaigns to improve guest numbers and improve employee retention.

2018 Budget Highlights:

1. Continue to develop the safest and most efficient management procedures in relation to the pool enhancements.
2. Continue to manage all aquatic programs to maximize revenue and minimize expenses.
3. Implement new programs and program management to maximize revenue potential.
4. Manage staff retention programs throughout the year to maintain quality staff and numbers.

<u>Staffing Levels</u>	2014	2015	2016	2017	2018
Full Time Staff	1	1.5	.75	.75	.75
Part Time Staff	1	0	0	0	0
Seasonal Staff	105	105	105	105	105

2018 Annual Budget

Pool Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
6410-6810-3410	Interest	193	1,602	800	3,127	-
	Interest income on investments.					
6410-6810-3422	Rooms/Facility	3,220	12,469	5,000	13,444	16,000
	Deck Rentals, private rentals have been included in this amount					
6410-6810-3685	Memberships	206,950	216,739	225,000	244,691	246,000
6410-6810-3691	Admissions	231,618	274,077	272,000	229,439	245,000
6410-6810-3855	Miscellaneous	777	3,580	1,000	2,624	2,500
	Locker and Miscellaneous POS Revenue					
6410-6810-3856	Over/Short	(3)	7	-	(84)	-
6410-6810-3921	Transfer From Gen Fund	312,104	150,000	-	-	-
	Transfer from General Fund to cover debt service payment.					
6410-6810-3922	Transfer From Other Fund	911,800	-	-	-	-
	<i>Pool Operations Total</i>	<i>1,666,659</i>	<i>658,474</i>	<i>503,800</i>	<i>493,242</i>	<i>509,500</i>
6410-6830-3681	Program Fees/Lessons	3,441	-	3,500	2,773	3,500
	Revenue associated to concessions from party rentals					
6410-6830-3692	Concessions	125,418	160,453	165,000	125,319	165,000
	<i>Pool Concessions Total</i>	<i>128,859</i>	<i>160,453</i>	<i>168,500</i>	<i>128,092</i>	<i>168,500</i>
6410-6840-3681	Program Fees/Lessons	59,378	47,272	58,000	37,947	50,000
	We are expecting increased participation in our Learn to Swim program.					
	<i>Pool Programs Total</i>	<i>59,378</i>	<i>47,272</i>	<i>58,000</i>	<i>37,947</i>	<i>50,000</i>
	Total	1,854,897	866,199	730,300	659,281	728,000

2018 Annual Budget

Pool Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
6410-6810-4010	Salaries-Fulltime	27,433	27,433	36,831	32,229	41,921
	program manager (25%) 0.5 Full Time Employee, activity coordinator/pool manager (50%) full time employee					
6410-6810-4012	Salaries-Part Time	156,634	156,634	210,000	224,012	220,000
	Operational Managers, Lifeguards and Guest Relations					
6410-6810-4015	Overtime	781	781	500	398	500
6410-6810-4021	Social Security Tax	11,638	11,638	15,304	15,860	16,239
6410-6810-4022	Medicare	2,722	2,722	3,579	3,709	3,797
6410-6810-4023	Workers Comp	8,981	8,981	13,242	10,414	13,883
	Workers' Compensation insurance for all employees.					
6410-6810-4041	Pension Non Uniform	1,372	1,372	1,842	1,612	2,096
6410-6810-4051	Hospitalization	5,556	5,556	8,158	7,143	7,802
6410-6810-4052	Vision Insurance	69	69	86	62	86
6410-6810-4053	Dental Insurance	464	464	696	336	696
6410-6810-4054	457 Contributions	1,372	1,372	1,842	1,612	2,096
6410-6810-4055	Disability Insurance	54	54	96	67	109
6410-6810-4057	Life Insurance	111	111	208	138	236
6410-6810-5004	Materials And Supplies	13,861	13,861	12,000	10,926	16,038
	facility bathroom supplies, first aid, office supplies, membership cards, toner/ribbon, rescue tubes, front desk pos items					
6410-6810-5123	Repair Maint Facility Maint	3,234	3,234	2,000	2,005	2,000
	misc. facility enhancements					
6410-6810-5230	Information Tech Svs	27,000	27,000	27,000	27,000	28,000
	increase due to credit charges to offset expense of new Active software					
6410-6810-5312	Cell Phones	240	240	900	240	240
	25% of manager, with data, 12 months pool manager 4 mo t/t only @ 60 per month					
6410-6810-5321	Electricity	34,829	34,829	42,500	38,921	42,500
	we have been advised on a rate increase by electric company					

2018 Annual Budget

Pool Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
6410-6810-5323	Water	22,449	22,449	20,000	17,436	20,000
6410-6810-5324	Sewer	8,004	8,004	12,000	6,331	10,000
6410-6810-5351	Employee Recruiting	10,048	10,048	12,000	7,992	9,000
	Drug Screening and Clearances for Waterpark Employees and advertising					
6410-6810-5357	Clothing	2,431	2,431	5,000	1,293	2,500
	Manager shirts - green, 3 per staff member. to include head guards.					
6410-6810-5361	Postage And Shipping	372	372	-	68	100
6410-6810-5362	Printing	3,158	3,158	2,000	2,144	2,500
	signage, wp/swim lesson brochures, banners					
6410-6810-5363	Advertising	3,081	3,081	2,000	1,740	2,000
	newspaper ad, water bill insert, school flyers					
6410-6810-5370	Minor Equipment/Furniture	1,897	1,897	2,000	374	3,000
	First aid training supplies, new flower pots and misc. items					
6410-6810-5416	Go Series A 2003	150,000	150,000	-	-	-
	Portion of principal and interest for Series A 2003 bond issue.					
6410-6810-6123	Furniture And Fixtures	10,383	10,383	28,000	26,610	25,000
	Sunbrellas, chairs, tents, a/c and second entrance					
	<i>Pool Operations Total</i>	<i>508,171</i>	<i>508,171</i>	<i>459,784</i>	<i>440,669</i>	<i>472,339</i>
6410-6820-4012	Salaries-Part Time	19,245	19,245	28,000	27,711	28,000
6410-6820-4015	Overtime	-	-	250	-	250
6410-6820-4021	Social Security Tax	1,193	1,193	1,736	1,718	1,736
6410-6820-4022	Medicare	279	279	406	402	406
6410-6820-4023	Workers Comp	1,364	1,364	1,502	1,181	1,502
6410-6820-5004	Materials And Supplies	2,678	2,678	7,172	2,383	7,000

2018 Annual Budget

Pool Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
	3-Clocks Replacement, paint, janitorial suplies, pressure washer and misc supplies					
6410-6820-5005	Cleaning Supplies	395	395	750	278	500
6410-6820-5008	Chemicals	17,321	17,321	20,000	17,297	20,000
6410-6820-5111	Professional Services	20,249	20,249	20,000	6,793	165,000
	This includes services needed to clean and prep the pool for summer start-up as well as winterizing at the end of season and gel coating slide. pestco, pool flowers, water testing, painting and water pressure washing.					
	Also includes gable repair, bat hhouse flooring, possible second entrance.					
6410-6820-5121	Repair Maint Equipment	2,298	2,298	4,500	2,531	10,000
	Painting misc structures including slide, fence and other associated metal features. Misc. plumbing. Increase due to need for new vacuum.					
	<i>Pool Maintenance Total</i>	<i>65,021</i>	<i>65,021</i>	<i>84,316</i>	<i>60,295</i>	<i>234,394</i>
6410-6830-4012	Salaries-Part Time	31,160	31,160	51,000	39,398	48,000
	Estimated hours with perfect weather - 15% weather impact					
6410-6830-4021	Social Security Tax	1,932	1,932	2,790	2,443	2,976
6410-6830-4022	Medicare	452	452	653	571	696
6410-6830-4023	Workers Comp	1,639	1,639	2,414	1,898	2,525
6410-6830-5005	Cleaning Supplies	28	28	500	22	250
	Cleaning supplies previously purchased					
6410-6830-5111	Professional Services	1,492	1,492	4,500	1,907	3,500
	Hood inspection and cleaning, fryer cleaning, fire and ansul inspections, towel service, food license and steaming the floor.					
6410-6830-5121	Repair Maint Equipment	466	466	1,500	1,196	1,500
6410-6830-5354	Employee Training	-	-	500	-	500
	Serve-safe training					
6410-6830-5368	Cost Of Goods	63,683	63,683	63,000	60,720	63,000
	Food and cooking supplies					
6410-6830-6123	Funiture And Fixtures	3,024	3,024	33,000	21,067	25,000
	Continued replacement of mature equipment and grease mats, plus adding equipment					
	<i>Pool Concessions Total</i>	<i>103,875</i>	<i>103,875</i>	<i>159,857</i>	<i>129,222</i>	<i>147,947</i>
6410-6840-4012	Salaries-Part Time	13,285	13,285	18,000	14,997	16,000

2018 Annual Budget

Pool Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
	Wages based on averages associated to success of expected revenue.					
6410-6840-4021	Social Security Tax	824	824	1,116	930	1,105
6410-6840-4022	Medicare	193	193	261	217	255
6410-6840-4023	Workers Comp	648	648	966	760	960
6410-6840-5004	Materials And Supplies	333	333	1,500	1,757	1,500
6410-6840-5111	Professional Services	1,617	1,617	3,000	1,000	1,500
	Msc. program instruction and scuba program instructor fees.					
6410-6840-5354	Employee Training	-	-	1,500	1,860	2,000
	CPO certification, pesticide applicator credits and misc. training and certifications.					
	<i>Pool Programs Total</i>	<i>16,900</i>	<i>16,900</i>	<i>26,343</i>	<i>21,521</i>	<i>23,320</i>
	Total	693,968	693,968	730,300	651,707	878,000



2018 Annual Budget

Fund Name: GOLF COURSE

Fund Description:

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



2018 Annual Budget

Department: Golf Course

Description and Responsibilities:

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

2017 Accomplishments:

1. Completed Beverage Station on Hole #4.
2. Hitting Cages installed by #1 Tee.
3. Tree lines were limbed and fescue areas were adjusted.
4. One of three pump station turbines rebuilt.
5. Wetlands below Turfgrass Center repaired with help from D.P.W.
6. New mobile friendly website launched Spring 2017.
7. New CHGC App was released April 2017. Free app thru the App Store and Google Play.
8. CHGC was awarded "Gold Community Choice Award" by Cranberry Eagle.
9. CHGC hosted WPGA Women's Amateur, the Inaugural Women's Senior Amateur, and the Inaugural Women's Super Senior Amateur.
10. CHGC "Give a Pint, Get a Round" blood drive is now the Central Blood Banks #1 single day donating event.

2018 Goals:

1. Rebuild two remaining pump station turbines.
2. Complete clubhouse parking lot and entrance renovations.
3. Removal of selected trees on holes 13/15 for safety and plant health.
4. Redesign golf clinics and add new offerings.
5. Redesign pro shop to create additional retail space.
6. Update communication/marketing plan to include greater emphasis on social media.

2018 Budget Highlights:

1. Utilize our communications tools to a greater capacity, the app, website and social media.

Staffing Levels	2014	2015	2016	2017	2018
Full Time Staff	8	8	8	8	8
Part Time Staff	1	1	0	0	0
	43	41	40	40	40

2018 Annual Budget

Golf Course Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
6510-6301-3410	Interest	283	2,047	1,000	5,087	2,500
6510-6301-3701	Green Fees	1,137,335	1,142,784	1,169,021	1,124,047	1,182,590
6510-6301-3717	Merchant Service Revenue	37,451	31,219	15,000	-	18,000
6510-6301-3852	Sponsorship	15,035	7,990	8,000	16,690	14,000
6510-6301-3855	Miscellaneous	5,349	2,700	6,000	1,819	6,000
6510-6301-3856	Over/Short	98	86	-	(31)	-
6510-6301-3905	Gas Rights	935,025	-	-	-	-
6510-6301-3921	Transfer From Gen Fund	5,500	170,000	-	-	-
6510-6301-3926	Transfer From Public Bldg Fund	95,000	-	-	-	-
6510-6301-3950	Refund Of Prior Year Exp	-	425	-	100	-
6510-6311-3707	Handicapp Services	6,475	8,400	10,200	10,405	12,000
6510-6313-3702	Carts	222,658	244,210	235,000	241,298	250,000
6510-6313-3852	Sponsorship	1,350	1,150	2,000	-	2,000
6510-6313-3855	Miscellaneous	-	200	-	-	-
6510-6314-3703	Range Fees	19,022	18,592	20,000	16,653	20,000
6510-6315-3704	Club Rentals	4,475	6,425	8,000	4,755	5,000
6510-6315-3705	Soft Goods	31,654	37,055	36,000	32,747	36,000
6510-6315-3706	Hard Goods	94,137	94,673	100,000	84,944	100,000
6510-6316-3681	Program Fees/Lessons	17,837	14,654	20,000	16,424	20,000
6510-6316-3682	Clinics/Programs	17,250	13,958	20,000	14,390	20,000
6510-6331-3708	Food Sales Tax	61,893	75,233	79,800	71,473	80,000
6510-6331-3709	Food Sales Non Tax	130	53	100	91	100
6510-6331-3711	Alcohol Sales	175,490	160,041	168,000	160,382	167,000
6510-6332-3713	Menu Food	11,869	8,723	11,000	9,734	11,000
6510-6332-3714	Camp Cranberry Food	8,275	9,884	10,000	3,440	4,000
6510-6333-3422	Rooms/Facility	26,580	28,255	28,000	22,438	30,000
6510-6333-3710	Cartered Food Taxable	285,362	254,093	270,000	183,893	250,000



2018 Annual Budget

Golf Course Revenue

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
6510-6333-3711	Alcohol Sales	95,678	81,210	85,000	53,770	75,500
6510-6333-3712	Catered Food Nontax	25,433	25,507	30,000	22,629	25,000
	Total	3,336,642	2,439,566	2,332,121	2,097,176	2,330,690

2018 Annual Budget

Golf Course Expenses

GL Code	Description	2015 Actual	2016 Actual	2017 Adjusted Budget	2017 Year to Date	2018 Requested Budget
65106311	Go Golf Shop Services	105,567	105,567	116,970	115,360	126,700
65106312	Go Outside Services	46,708	46,708	55,452	52,638	59,756
65106313	Go Carts	76,396	76,396	70,123	64,725	71,852
65106314	Go Range	5,070	5,070	10,428	5,496	5,392
65106315	Go Merchandise	124,126	124,126	110,299	107,597	106,046
65106316	Go Lessons	26,864	26,864	31,228	21,133	24,493
65106331	Fb Grille	155,468	155,468	150,572	141,941	147,770
65106332	Fb Kitchen	15,082	15,082	19,627	13,499	15,743
65106333	Fb Banquet Facility	275,236	275,236	279,148	195,500	251,546
65106341	Facility Maintenance	66,528	66,528	64,000	52,473	66,000
65106342	Administration	214,069	214,069	210,032	202,431	217,761
65106344	Training	5,099	5,099	4,921	8,318	4,936
65106345	Infrastructure	14,841	14,841	12,000	12,507	12,000
65106346	Vechicle Mainteance	16,739	16,739	20,000	15,118	18,000
65106361	Tm Greens Maintenance	123,377	123,377	138,600	118,280	138,046
65106362	Tm Tees Maintenance	93,931	93,931	91,950	84,101	93,842
65106363	Tm Fairways Maintenance	124,401	124,401	126,666	123,773	131,602
65106364	Tm Rough Maintenance	160,529	160,529	164,891	157,849	168,924
65106365	Tm Bunker Maintenance	71,221	71,221	69,429	64,118	72,754
65106366	Tm Irrigation	44,916	44,916	51,451	36,840	50,770
65106381	Em Equipment Repair	97,367	97,367	114,109	102,479	126,532
65106382	Em Pmi	19,884	19,884	-	-	-
65106391	Interest Payment	250,225	250,225	250,225	250,225	250,225
65106392	Principal Payment	170,000	170,000	170,000	170,000	170,000
65106395	Capital Expenses	172,404	172,404	-	155,020	-
	Total	2,476,045	2,476,045	2,332,121	2,271,422	2,330,690