



2019 BUDGET



November 14, 2018



The 2019 Proposed Budget

On behalf of Vanessa Gleason, Director of Finance, Bettelou Bertoncello and Dan Santoro, Assistant Township Managers, I am pleased to present the proposed 2019 Budget. The Budget is a set of financial plans that are utilized by the Board of Supervisors to implement the vision of the community as expressed through the Township's legally required comprehensive plan, the "Cranberry Plan - 2016". This Plan was developed through the input of thousands of Cranberry residents and businesses and is the guiding force for all administrative and policy decisions made by the administration and the Board of Supervisors.

The 2019 proposed budget continues to invest in providing high quality core local government services, public safety, roads, sewer and water, as well as in those services that are positioning Cranberry to be the community of choice for today as well as for tomorrow.

Respectfully submitted to the Board of Supervisors, Jerry A. Andree, Township Manager



2019 Budget Highlights

Most importantly – Continues the practices that earned Cranberry Township a Aaa Financial Rating

- Aaa rating confirmed in 2018
- Current operating expenditures covered by current revenue, not using reserves for operating expenses
- Fully funds state mandated employee benefit program, the defined pension program for Police

Full implementation of the 2016 Fire Strategic Plan

- Board initiated process in June 2015, CTVFC and BOS approved study results in May 2016, new CTVFC Agreement reached in September 2017, CTVFC adopted new By-laws in September 2018
- Identifies barriers to sustaining an All-Volunteer Fire Force and puts in place programs to reduce or eliminate those barriers
- Fire and Emergency Services Department staffing levels fully funded, concluding a 3 Year Phase-in
- Fire Apparatus Fleet Management Plan being updated to reflect today's and future needs



2019 Budget Highlights - continued

Maintaining our 125+ miles, consisting of 256 lane miles, of roadway infrastructure

- Continues to utilize pavement management software to direct the funding to the appropriate roadway surfaces and funds recommended actions
- Continues to acknowledge the importance of evaluating alternatives to maintaining roadway surfaces

Maintaining our sanitary sewer system for today and the future

- Brush Creek Water Pollution Contract Facility 3 year renovation and expansion project on time and on budget
- Supports an aggressive program of managing infiltration and inflow in the 198 mile system of collectors and interceptors to increase BCWPCF efficiency and to extending its useful life
- Funds upgrades and enhancement to system's facilities to incorporate improved technologies

2019 Budget Highlights - continued

Providing quality water to our residents today and into the future

- Continues the implementation of customer focused tools to manage water use
- Funds all programs and initiatives to deliver reliable and safe water to our customers at very competitive rates
- Funds the continuing program to maintain the well below industry standards of unaccounted for water loss in our 187 mile distribution system
- Funding to provide greater focus on the Township's utilities with an Assistant Director of Public Works - Utilities

Continuing to invest in a “first in its class” workforce that is focused on customer service

- Continues to fund workforce development opportunities for staff, along with emphasis on safety
- Focused on succession planning to ensure seamless transition of knowledge and skills
- Provides for an average of 2.85% compensation increase for non-collective bargaining employees



2019 Budget highlights - continued

Continuation of a industry leading Solid Waste Collection Program – Collection Connection

- Current 5 Year contract expires Oct. 2019, provides an excellent bridge during this national recycling challenge
- Funds the maintenance of the “fleet” of 32,000 carts

Continues an aggressive approach to improving Cranberry's physical environment through the various Capital Improvement Programs (CIP), (Twp -CIP, TIP, S-CIP, W-CIP), using local funds, grants and private funds, including the following:

- Library as the 2019 Project of the Year \$1.2M
- Continue traffic signal system upgrades in technology \$200k
- Replacement of lights and structures at WaterPark \$150k
- Franklin/Burke Roads intersection improvement \$350k
- Public Safety Training Facility enhancement \$15k
- Design and preliminary site preparation for DPW and Public Safety utilization of new property \$100k

Capital Improvement Program (CIP) highlights - continued

- Treatment Plant technology (SCADA) upgrades \$70k
- Wolf Run Pump Station upgrades \$50k
- MSA Thruway \$17M
- North Boundary Park Lighting and Turf upgrades \$3.7M
- Rt. 19 and St. Francis Intersection Signal Upgrades and pedestrian improvements \$800k
- CHGC Pavilion enhancements \$20k
- Solid Waste Cart replacement \$30k
- Municipal Center interior space utilization enhancements \$500k

Capital Improvement Program (CIP) highlights - continued

- Franklin Acres pump station upgrade \$700k
- BCWPCF Technology upgrades SCADA - \$70k
- Municipal Center Parking areas rehab - \$200k
- Traffic signal upgrades to incorporate adaptive technology \$200k
- Golf cart fleet replacement \$500k

2019 Budget Adoption Schedule

- **November 6 and 7 – Board of Supervisors Review**
- **November 14 – Board of Supervisors considers adoption of tentative 2019 Budget**
- **November 15 through December 12 – Proposed Budget available for public review**
- **December 12 – Board of Supervisors consider adoption of final 2019 Budget**

Thank you.



And now, the details of the proposed
2019 Budget for Cranberry Township.



Table of Contents



General Fund Summary	1
Other Funds Summary	8
General Fund Revenue	10
Legislative	
1200 Real Estate Tax	10
1300 Act 511 Taxes	11
1400 Licenses and Permits	12
1500 Interest and Rent	13
1600 Intergovernmental Revenue	14
1700 Miscellaneous Revenue and Transfers	15
Human Resources	
2200 Human Resources	16
Information Technology	
2300 Information Technology	17
Debt Service	
2600 Debt Service	18
Community Development	
3100 Land Development	20
3200 Code Enforcement	21
Public Safety	
4116 Police Revenue	22



Public Works	24
5110 Snow Removal	
5120 Traffic Signals (Municipal Maintenance Agreements)	
5133 Street Signs	
5160 Grounds (Ball field Lighting Reimbursement)	
Recreation	26
6210 Operations	
6220 Early Childhood Programs	
6230 Youth Programs	
6240 Adult Programs	
6250 Family Programs	
6260 Teen Programs	
6270 Senior Programs	
6280 Community Events	
General Fund Expenditures	28
Legislative	
1100 Board of Supervisors	28
General Government	
1800 Misc Expenses & Transfers	31
2100 Executive	33
2200 Human Resources	36
2300 Information Technology	39
2400 Finance	41
2500 Communications	44
2600 Debt Service	47
2700 Tax Collection	49
2800 Insurance	52
Community Development	
3100 Land Development	54
3200 Code Enforcement	57
3300 Planning	60

Customer Service

3400 Customer Service	63
-----------------------	----

Public Safety

4111 Police Department Support	65
4112 Patrol	69
4113 Traffic	72
4114 Investigations	75
4115 Fleet	78
4120 Animal Services	80
4230 Fire & Emergency Services	82
4140 Firing Range	85

Public Works

5110 Snow Removal	87
5120 Traffic Signals and Maintenance	89
5131 Storm Water	92
5132 Road Maintenance	95
5140 Facility Maintenance	98
5150 Fleet Maintenance	102
5160 Grounds Maintenance	105
5170 Public Works Administration	108

Engineering

5210 Contract Administration	111
5220 Plan Review and Inspection	114
5240 Stormwater	116

Recreation

6210 Operations	118
6220 Early Childhood Programs	121
6230 Youth Programs	123
6240 Adult Programs	125
6250 Family Programs	127
6260 Teen Programs	129
6270 Senior Programs	131
6280 Community Events	133
6290 Facility Maintenance	135
6295 Special Projects	137

Other Funds

Special Revenue Funds

2110 TIP East	139
2111 TIP West	142
2112 Recreation Fees	145
2114 Developers Contribution	148
2115 Storm Water Maintenance	151
2310 State Liquid Fuels	153
2410 Library	156
2420 Fire	159
2610 Road Equipment	164
2620 Public Buildings	167

**Capital Projects Funds**

3100 Fire Capital	170
3400 Capital Improvement	173
6401 Revenue	
6410 Parks	
6420 Buildings and Grounds	
6430 General Services	
3800 2015 Bond Fund	177
3810 2017 Bond Fund	180
3820 2017 Renovation Fund	183
3900 2015 Marshall Twp. Construction Fund	186

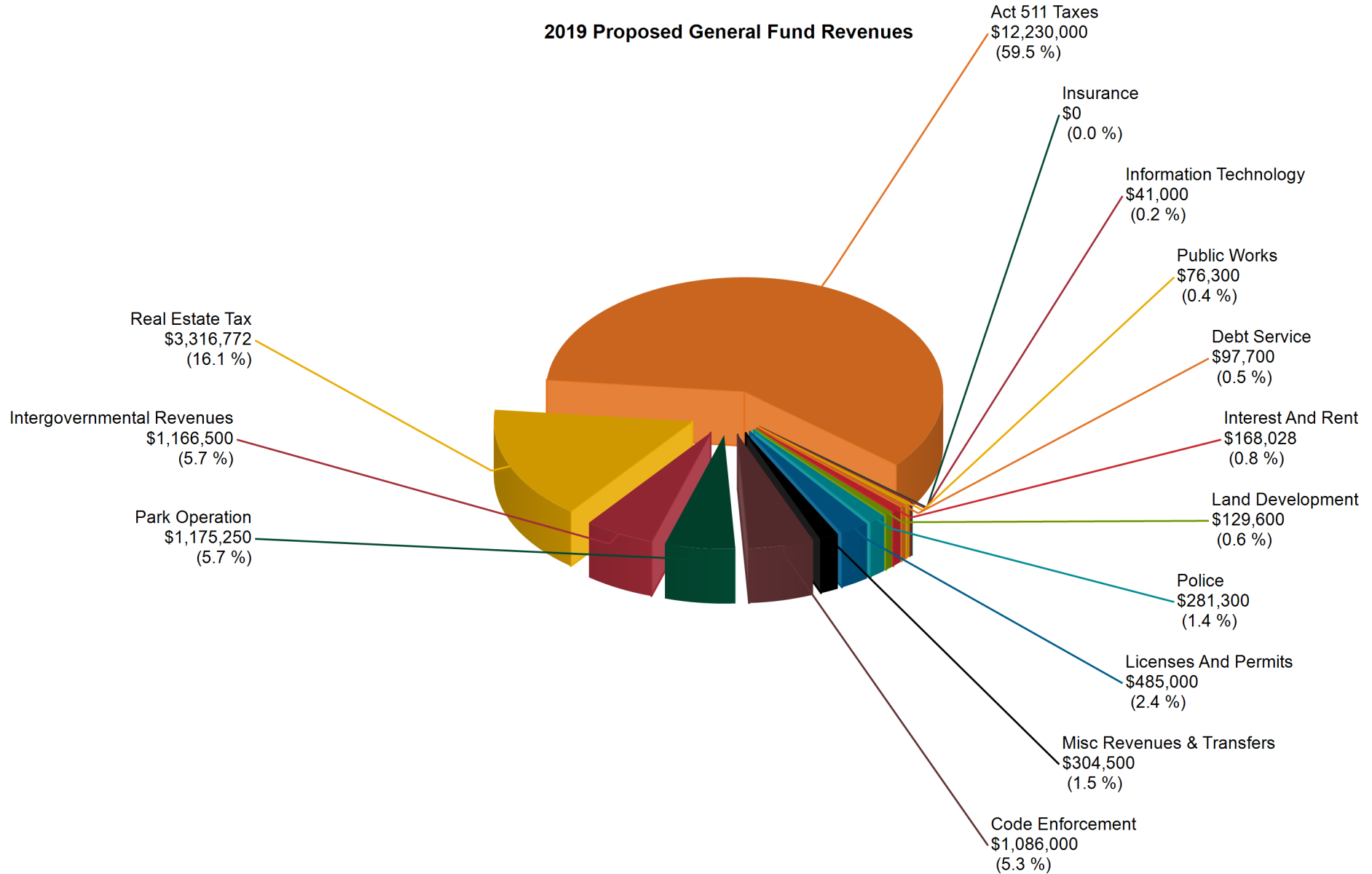
Enterprise Funds

6110 Water Operations	189
6210 Sewer Operations	193
6310 Solid Waste	197
6410 Swimming Pool	202
6810 Operations	
6820 Maintenance	
6830 Concessions	
6840 Programs	
6510 Golf Course	209

Budget Summary

2019 Annual Budget

2019 Proposed General Fund Revenues





2019 Annual Budget

2019 Proposed General Fund Revenue of \$20,557,950

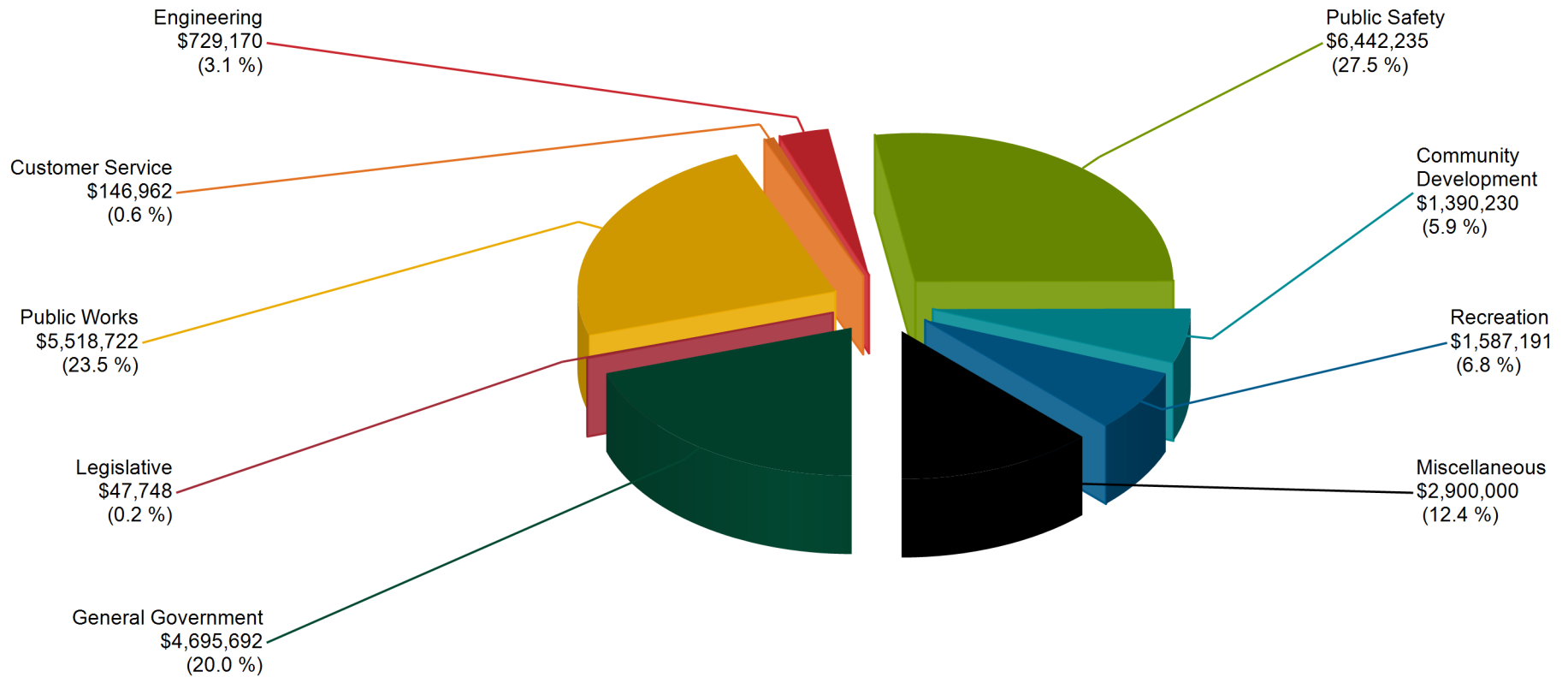
Department/Cost Center	Description	2018 Revised Budget	2019 Budget
Legislative			
10001200	Real Estate Tax	3,246,566	3,316,772
10001300	Act 511 Taxes	11,850,000	12,230,000
10001400	Licenses And Permits	475,000	485,000
10001500	Interest And Rent	112,075	168,028
10001600	Intergovernmental Revenues	1,106,500	1,166,500
10001700	Misc Revenues & Transfers	515,500	304,500
<i>Total</i>		<i>17,305,641</i>	<i>17,670,800</i>
General Government			
10002200	Human Resources	-	-
10002331	Information Technology	39,296	41,000
10002600	Debt Service	97,700	97,700
10002800	Insurance	-	-
<i>Total</i>		<i>136,996</i>	<i>138,700</i>
Community Development			
10003100	Land Development	130,600	129,600
10003200	Code Enforcement	1,039,000	1,086,000
<i>Total</i>		<i>1,169,600</i>	<i>1,215,600</i>
Public Safety			
10004116	Police	240,250	281,300
<i>Total</i>		<i>240,250</i>	<i>281,300</i>
Public Works			
10005110	Snow Removal	15,500	16,500
10005120	Traffic Signals & Communic	15,500	21,800
10005132	Road Maintenance	-	-
10005150	Fleet Maintenance	-	-



2019 Annual Budget

2019 Proposed General Fund Revenue of \$20,557,950

Department/Cost Center	Description	2018 Revised Budget	2019 Budget
10005160	Grounds Maintenance	38,000	38,000
<i>Total</i>		<i>69,000</i>	<i>76,300</i>
Engineering			
10005240	Engineering	-	-
<i>Total</i>		-	-
Recreation			
10006210	Park Operation	28,450	27,750
10006220	Park Early Childhood	185,200	310,000
10006230	Park Youth Programs	462,500	517,500
10006240	Park Adult Programs	156,000	142,000
10006250	Park Family Programs	8,500	6,000
10006260	Park Teen Programs	30,000	30,000
10006270	Park Senior Programs	32,000	2,000
10006280	Park Community Events	3,500	5,000
10006290	Park Facility Maintenance	125,000	125,000
10006295	Park Special Program	12,000	10,000
<i>Total</i>		<i>1,043,150</i>	<i>1,175,250</i>
General Fund Revenue Total		19,964,637	20,557,950

2019 Proposed General Fund Expenses



2019 Annual Budget

2019 General Fund Expenditures of \$23,457,950

Department/Cost Center	Description	2018 Revised Budget	2019 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	2,500,000	2,900,000
<i>Total</i>		<i>2,500,000</i>	<i>2,900,000</i>
General Government			
10002100	Executive	927,290	934,614
10002200	Human Resources	382,868	413,976
10002311	Information Technology	163,592	190,590
10002400	Finance	468,724	431,635
10002500	Communications	305,965	358,883
10002600	Debt Service	1,727,363	1,678,764
10002700	Tax Collection	282,130	279,730
10002800	Insurance	416,500	407,500
<i>Total</i>		<i>4,674,432</i>	<i>4,695,692</i>
Community Development			
10003100	Land Development	365,336	382,976
10003200	Code Enforcement	674,845	806,383
10003300	Planning	220,798	200,871
<i>Total</i>		<i>1,260,979</i>	<i>1,390,230</i>
Customer Service			
10003400	Customer Service	154,522	146,962
<i>Total</i>		<i>154,522</i>	<i>146,962</i>
Public Safety			
10004111	Police Department Support	1,350,010	1,566,373
10004112	Police Patrol	3,241,747	3,530,565



2019 Annual Budget

2019 General Fund Expenditures of \$23,457,950

Department/Cost Center	Description	2018 Revised Budget	2019 Budget
10004113	Police Traffic	254,501	132,818
10004114	Police Investigations	407,272	411,515
10004115	Police Fleet	185,180	191,130
10004120	Animal Service	13,000	13,000
10004130	Fire Police - Now Fire & Emergency Services	-	-
10004140	Firing Range	12,000	12,000
10004150	Emergency Management	-	-
10004230	Fire & Emergency Services	568,372	584,834
10004310	Ambulance Operations	-	-
<i>Total</i>		<i>6,032,082</i>	<i>6,442,235</i>
Public Works			
10005110	Snow Removal	609,755	631,591
10005120	Traffic Signals & Communic	634,109	476,989
10005131	Storm Water	366,425	512,946
10005132	Road Maintenance	1,282,134	1,192,444
10005140	Facility Maintenance	731,068	811,616
10005150	Fleet Maintenance	303,301	295,545
10005160	Grounds Maintenance	929,586	1,003,564
10005170	Pw Administration	553,224	594,027
<i>Total</i>		<i>5,409,602</i>	<i>5,518,722</i>
Engineering			
10005210	Engineering	642,773	729,170
<i>Total</i>		<i>642,773</i>	<i>729,170</i>
Recreation			
10006210	Park Operation	608,569	673,767
10006220	Park Early Childhood	137,592	209,099
10006230	Park Youth Programs	372,715	383,255
10006240	Park Adult Programs	91,366	98,120



2019 Annual Budget

2019 General Fund Expenditures of \$23,457,950

Department/Cost Center	Description	2018 Revised Budget	2019 Budget
10006250	Park Family Programs	40,155	43,086
10006260	Park Teen Programs	9,139	9,853
10006270	Park Senior Programs	11,750	3,400
10006280	Park Community Events	40,000	40,000
10006290	Park Facility Maintenance	67,173	72,536
10006295	Park Special Program	37,000	54,075
<i>Total</i>		<i>1,415,459</i>	<i>1,587,191</i>
General Fund Expenses Total		22,137,597	23,457,950



2019 Annual Budget

2019 Other Funds Summary

Funds	Description	2018 Budgeted Revenue	2018 Budgeted Expenses	2019 Budgeted Revenue	2019 Budgeted Expenses
Special Revenue Funds					
2110	Tip East	271,090	3,600,000	155,878	4,500,000
2111	Tip West	212,411	400,000	208,955	56,000
2112	Recreation Fees	296,135	270,000	149,295	370,000
2114	Developers Contribution	-	-	4,026,700	4,675,000
2115	Storm Water Maintenance	-		15,150	
2310	Liquid Fuels	946,497	975,000	964,450	960,000
2410	Library	396,861	396,681	415,607	405,693
2420	Fire Operations	563,890	483,371	581,870	465,536
2610	Road Equipment Fund	344,728	215,000	358,078	34,000
2620	Public Buildings Fund	396,060	340,000	417,107	360,000
Total		3,427,672	6,680,052	7,293,090	11,826,229
Capital Projects					
3100	Fire Capital	395,737	417,457	409,161	379,499
3400	Capital Improvement	2,510,000	2,366,560	2,925,000	2,809,000
3800	2015 Bond Fund	45,000	9,808,025	-	-
3810	2017 Bond Fund	20,000	7,832,166	20,000	5,544,839
3820	2017 Renovation Fund	10,000	2,000,000	5,000	560,000
3900	2015 Marshall Twp. Construction Fund	6,500	2,413,109	5,000	970,159
Total		2,987,237	24,837,317	3,364,161	10,263,497
Enterprise Funds					
6110	Water	7,261,686	6,332,806	8,152,802	7,089,101
6210	Sewer	9,160,743	11,231,294	10,214,845	10,845,083
6310	Solid Waste	2,450,225	2,487,707	2,571,073	2,569,490
6410	Swimming Pool	728,000	878,000	716,096	716,096

2019 Annual Budget

Funds	Description	2018 Budgeted Revenue	2018 Budgeted Expenses	2019 Budgeted Revenue	2019 Budgeted Expenses
6510	Golf Course	2,330,690	2,330,690	2,309,017	2,309,017
<i>Total</i>		<i>21,931,344</i>	<i>23,260,497</i>	<i>23,963,833</i>	<i>23,528,787</i>
Other Funds Total		28,346,253	54,777,866	34,621,084	45,618,513

General Fund Revenue

2019 Annual Budget

Real Estate Tax Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-1200-3011	Current Year Levy	3,097,570	3,160,367	3,190,066	3,205,896	3,259,372
	<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 26, 2018. Butler County has determined Cranberry's taxable assessed value to be \$414,139,745. 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 2019 (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 2018 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	5,360	6,381	5,500	6,401	6,400
	Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2018 but collected in 2019)					
1000-1200-3014	Delinquent Tax Claim	42,778	23,395	35,000	42,287	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	14,856	20,515	16,000	15,703	16,000
	Interim tax billing for properties added to tax duplicate after January 2019.					
	<i>REAL ESTATE TAX Total</i>	<i>3,160,563</i>	<i>3,210,658</i>	<i>3,246,566</i>	<i>3,270,287</i>	<i>3,316,772</i>

2019 Annual Budget

Act 511 Taxes Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-1300-3120	Real Estate Transfer Tax	1,319,040	1,491,019	1,250,000	1,133,686	1,325,000
	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	7,194,350	7,502,895	6,900,000	6,321,538	7,125,000
	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	2,826,272	2,635,812	2,500,000	2,580,915	2,540,000
	The Township contracts with Berkheimer Tax Administrator for the collection of this tax. The Township serves as the Delinquent Collector. The tax is due on or before May 15 of each year. Business Privilege is a tax assessed to service providers. The Mercantile tax is assessed on the sale of goods. Both taxes are further classified by wholesale and retail sales. The rate is one mill (ie. \$1.00 tax on \$1,000 of receipts).					
1000-1300-3141	Delinquent Merc And Bp	-	3	-	6	-
	Delinquent Business Privilege/Mercantile tax is collected by Berkheimer Tax Administrator for Cranberry Township.					
1000-1300-3150	Local Service Tax	1,236,812	1,293,016	1,200,000	1,141,631	1,240,000
	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	6	68	-	-	-
	Act 511 Taxes Total	12,576,481	12,922,812	11,850,000	11,177,775	12,230,000

2019 Annual Budget

Licenses And Permits Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-1400-3210	Business Licenses And Permit	493,002	510,749	475,000	409,636	485,000
	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>493,002</i>	<i>510,749</i>	<i>475,000</i>	<i>409,636</i>	<i>485,000</i>

2019 Annual Budget

Interest And Rent Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-1500-3410	Interest	37,233	92,981	35,000	93,286	90,000
	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	75,315	80,343	77,075	64,902	78,028
	Real Estate Tax Collector \$2,592 (18/sq.ft) 1/1/18 - 12/31/21 Pgh. North Regional Chamber \$10,300 (Proposed increase from \$19 to \$20/sq.ft) 1/1/19-12/31/20 State Representative \$11,640 (Proposed increase from \$19 to \$20/sq.ft) 12/1/18 - 11/30/19 CCR \$3,696 (\$22/sq.ft) 1/1/18 - 12/31/19 Cranberry Twp. EMS \$42,000 (\$3500/mo) Butler County (Senior Center) \$7,800 (annual)					
	<i>Interest and Rent Total</i>	<i>112,548</i>	<i>173,325</i>	<i>112,075</i>	<i>158,188</i>	<i>168,028</i>

2019 Annual Budget

Intergovernmental Revenues Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-1600-3551	State Pension Aid	721,817	743,297	710,000	791,662	775,000
	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	239,487	226,311	225,000	208,825	210,000
	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	12,300	-	13,500	27,900	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	22,448	18,274	18,000	18,592	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	168,161	145,460	140,000	185,175	150,000
	Township share of fees paid by gas drillers on their wells as per Act 13.					
	<i>Intergovernmental Revenues Total</i>	<i>1,164,213</i>	<i>1,133,342</i>	<i>1,106,500</i>	<i>1,232,153</i>	<i>1,166,500</i>

2019 Annual Budget

Misc Revenues & Transfers Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-1700-1612	Fuel Inventory	3,383	(60,483)	-	7,046	-
1000-1700-1613	Fsa Inventory	(9,751)	(8,582)	-	1,603	-
1000-1700-3425	Tower Leases	11,836	9,832	13,000	11,703	10,000
	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	62,884	7,071	-	8,295	-
1000-1700-3511	Other Grants	-	(15,141)	-	-	-
1000-1700-3651	Sale Public And Admin Svs	12,703	12,101	10,000	10,271	12,000
	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	17,968	12,493	7,500	11,681	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	10	3	-	105	-
1000-1700-3858	Community Chest Donations	404	(1,890)	-	(1,980)	-
1000-1700-3872	Contributions	-	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	39,513	13,354	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	250,000
	Interfund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2019 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	-	68,891	-	-	-
1000-1700-3950	Refund Of Prior Year Exp	35,722	43,127	25,000	76,329	25,000
	At times the Township receives refunds of expenditures made in the prior year.					
	Misc Revenues & Transfers Total	424,671	531,119	515,500	375,054	304,500

2019 Annual Budget

Human Resources Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2200-3868	Reimbursements Insurance	73,651	15,987	-	-	-
	Full time Township employees contribute a percentage of medical insurance premiums based on their salary.					
	<i>Human Resources Total</i>	<i>73,651</i>	<i>15,987</i>	-	-	-



2019 Annual Budget

Information Technology Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2331-3684	Charge For Services	37,194	36,437	39,296	39,469	41,000
	<i>INFORMATION TECHNOLOGY Total</i>	<i>37,194</i>	<i>36,437</i>	<i>39,296</i>	<i>39,469</i>	<i>41,000</i>

2019 Annual Budget

Debt Service Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2600-3873	Debt Offset Payments	76,873	113,974	97,700	-	97,700
	Payments from Athletic Associations for Graham Park debt. SVSA - "0" ; CTAA 64762 ; SVJFAC 16870 ; SVLA - 16070					
	<i>Debt Service Total</i>	<i>76,873</i>	<i>113,974</i>	<i>97,700</i>	<i>-</i>	<i>97,700</i>

2019 Annual Budget

Insurance Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2800-3165	Dvit Medicare Subsidy Reimb	-	-	-	767	-
	<i>Insurance Total</i>	-	-	-	<i>767</i>	-

2019 Annual Budget

Land Development Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-3100-3619	Bond Release Fee	24,300	32,100	22,000	10,050	20,000
	All new developments are required to post financial security (bonds) to guarantee the completion of improvements which are required by ordinance and established at the time of development approval. The Pennsylvania Municipalities Planning Code (MPC) establishes criteria for the posting and release of financial security. The MPC allows for full and partial releases of the financial security as work progresses in new developments. A bond release fee is charged each time that a developer requests a release of financial security from the Township. The fees are intended to cover Township costs associated with processing of a release request. Fees are charged to the development's escrow account. Fees are \$150 for requests related to sewer and water facilities, plus actual costs of engineer's inspection; and \$300 for requests related to roads/stormwater facilities, plus the actual costs of engineer's inspections.					
1000-3100-3620	Liquor License Transfer	500	1,000	500	500	500
	Pennsylvania law allows for the transfer of liquor licenses between communities within the same county. Each applicant for a license transfer is required to pay this application fee. The fee is intended to cover Township costs associated with the processing of the transfer request and the public hearing that is held. The fee is \$500 per application.					
1000-3100-3621	Conditional Use Fee	10,455	4,950	7,000	8,250	8,000
	Conditional Use Fees are charged for new Conditional Use applications when the use is classified as a "conditional use" within the zoning ordinance. Conditional use applications have additional administrative and review steps associated with their processing beyond those of a normal site plan/subdivision application. The fees are structured to cover the additional costs associated with processing conditional use applications. The fee is \$550 per application.					
1000-3100-3622	Zoning Hearing Board Fee	550	-	1,000	550	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	207,331	157,935	100,000	98,880	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	80	80	100	50	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	243,216	196,065	130,600	118,280	129,600

2019 Annual Budget

Code Enforcement Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-3200-3220	Nonbusiness Permits	3,500	2,930	3,000	10,410	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	1,002,057	1,301,782	850,000	954,597	875,000
	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	7,125	6,740	6,500	5,540	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	23,250	17,750	20,000	15,550	17,000
	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	14,650	18,740	15,000	46,240	35,000
	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	1,275	6,765	1,000	950	1,000
	Fee for on-lot septic permit applications which include the site testing, application review and permit approval.					
1000-3200-3616	Sign Permits	14,500	11,200	10,000	9,250	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	4,550	3,850	3,500	3,500	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	18,210	16,910	15,000	14,630	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	214,985	131,079	115,000	139,462	120,000
	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	1,309,102	1,517,745	1,039,000	1,200,129	1,086,000

2019 Annual Budget

Police Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4116-3220	Nonbusiness Permits	5,675	6,635	6,000	7,980	6,500
	Permits issued by the Police Department pursuant to Chapter 13, Licenses, Permits and General Business Regulations of the Code of Ordinances. Fees are collected for soliciting. Fees are \$35 per week.					
1000-4116-3311	State Police	13,454	16,691	7,500	8,737	10,000
	Local portion of fines collected by State Police.					
1000-4116-3312	Clerk Of Courts	29,757	28,821	25,000	16,182	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	25,536	32,727	21,500	37,645	30,000
	The Magisterial District Judge collects fines for violations of the PA Motor Vehicle Code. The typical revenue is 50% of the penalty portion of the traffic citation. Associated fees are usually more than the penalty portion of a traffic citation.					
1000-4116-3314	Nontraffic Violation	32,089	24,878	23,000	22,435	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	4,200	5,489	4,000	2,850	3,500
	Fines collected from Township parking citations.					
1000-4116-3317	Reimb Expense Vehicle Theft	-	3,506	-	7,448	-
1000-4116-3510	Federal Grants	3,253	4,215	3,000	348	3,000
	Monies received through federal grant programs.					
1000-4116-3641	Accident Reports	3,604	4,654	3,250	3,424	3,300
	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	6,993	3,130	3,000	4,610	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	28,825	32,075	25,000	30,250	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	4,123	4,239	4,000	4,122	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	33,105	14,416	15,000	7,747	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	100,480	129,278	100,000	214,668	130,000



2019 Annual Budget

Police Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
	Contracted police services. Represents collected reimbursable salaries for construction details, Drug Task Force, DUI Task Force, Seneca Valley School detail, etc.					
	<i>POLICE Total</i>	<i>291,094</i>	<i>310,753</i>	<i>240,250</i>	<i>368,444</i>	<i>281,300</i>

2019 Annual Budget

Public Works Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5110-3661	Winter Service Agreement	22,413	23,406	15,000	20,655	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	720	944	500	3,955	1,500
	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>23,133</i>	<i>24,350</i>	<i>15,500</i>	<i>24,610</i>	<i>16,500</i>
1000-5120-3647	Reimburse Salaries	-	-	-	120	-
1000-5120-3662	7 Fields/Adams Maint Agreeemnt	15,100	-	15,500	21,800	21,800
	Fees received from our Inter-Municipal Partners for Traffic Signal Operations; 3% increase over 2018					
	<i>Traffic Signals & Communic Total</i>	<i>15,100</i>	<i>-</i>	<i>15,500</i>	<i>21,920</i>	<i>21,800</i>
1000-5132-3647	Reimburse Salaries	60	879	-	-	-
	<i>ROAD MAINTENANCE Total</i>	<i>60</i>	<i>879</i>	<i>-</i>	<i>-</i>	<i>-</i>
1000-5150-3647	Reimburse Salaries	396	-	-	1,198	-
1000-5150-3648	Vehicle Equipment Useage	1,102	1,890	-	135	-
	<i>Fleet Maintenance Total</i>	<i>1,497</i>	<i>1,890</i>	<i>-</i>	<i>1,333</i>	<i>-</i>
1000-5160-3647	Reimburse Salaries	-	-	-	63	-
1000-5160-3663	Ballfield Light Reimb	45,327	42,828	38,000	36,296	38,000
	The Township bills the local athletic associations for electrical service for ballfield lights.					
	<i>Grounds Maintenance Total</i>	<i>45,327</i>	<i>42,828</i>	<i>38,000</i>	<i>36,360</i>	<i>38,000</i>
	Total	85,117	69,947	69,000	84,222	76,300



2019 Annual Budget

Engineering Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5240-3628	Floodplain Permit App Fee	100	-	-	-	-
	<i>ENGINEERING Total</i>	<i>100</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>

2019 Annual Budget

Parks and Recreation Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6210-3422	Rooms/Facility	9,166	7,195	7,000	6,560	7,000
1000-6210-3423	Shelters	16,252	16,533	16,000	16,200	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	3,350	3,250	3,750	3,250
1000-6210-3647	Reimburse Salaries	160	-	-	-	-
1000-6210-3681	Program Fees/Lessons	(1)	-	-	411	-
1000-6210-3683	Vending Commissions	2,555	502	1,000	210	300
	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	5,150	500	-	4,488	-
	All donations going to specific program					
1000-6210-3855	Miscellaneous	1,070	1,257	1,200	1,180	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	-	7	-	62	-
	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	36,183	29,344	28,450	32,861	27,750
1000-6220-3681	Program Fees/Lessons	222,924	260,735	185,200	255,019	310,000
	The Early Childhood Cost Center 6220 consists of revenue from programs for ages 0-6 such as craft classes, music classes and our preschool program. Increase is attributed to moving Pee-Wee Camp from this cost center and returning it to this cost center. Also received a significant increase in EC soccer. Other misc new programs					
	Park Early Childhood Total	222,924	260,735	185,200	255,019	310,000
1000-6230-3681	Program Fees/Lessons	395,265	418,491	460,000	416,735	515,000
	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.					
1000-6230-3852	Sponsorship	-	500	2,500	-	2,500
	Park Youth Programs Total	395,265	418,991	462,500	416,735	517,500
1000-6240-3681	Program Fees/Lessons	109,300	110,780	156,000	109,660	142,000
	Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics.					
	Park Adult Programs Total	109,300	110,780	156,000	109,660	142,000

2019 Annual Budget

Parks and Recreation Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6250-3681	Program Fees/Lessons	5,753	6,206	6,000	3,531	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	-	-
	<i>Park Family Programs Total</i>	<i>5,753</i>	<i>6,206</i>	<i>8,500</i>	<i>3,531</i>	<i>6,000</i>
1000-6260-3681	Program Fees/Lessons	23,996	23,702	30,000	20,824	30,000
	Leadership Summer Camp and Teen Tennis. Programs for ages 13-18 such as Babysitting Training.					
	<i>Park Teen Programs Total</i>	<i>23,996</i>	<i>23,702</i>	<i>30,000</i>	<i>20,824</i>	<i>30,000</i>
1000-6270-3681	Program Fees/Lessons	-	330	32,000	-	2,000
	Senior programs, holiday bingo, pickleball programs. Decrease based on moving pickleball to the adult programs-6240.					
	<i>Park Senior Programs Total</i>	<i>-</i>	<i>330</i>	<i>32,000</i>	<i>-</i>	<i>2,000</i>
1000-6280-3681	Program Fees/Lessons	-	1,510	-	3,000	-
	Concert, movies, First Stop and other events township does for "no" revenue					
1000-6280-3852	Sponsorship	-	-	3,500	-	5,000
	Sponsorships related to events					
	<i>Park Community Events Total</i>	<i>-</i>	<i>1,510</i>	<i>3,500</i>	<i>3,000</i>	<i>5,000</i>
1000-6290-3426	Field Rental	97,853	97,758	125,000	73,415	125,000
	Decrease based on North Catholic decline in field use. Should be offset by Phase 2 of Graham Park.					
	<i>Park Facility Maintenance Total</i>	<i>97,853</i>	<i>97,758</i>	<i>125,000</i>	<i>73,415</i>	<i>125,000</i>
1000-6295-3681	Program Fees/Lessons	901	795	12,000	1,139	10,000
	Amusement tickets, Cultural Diversity and other community services.					
1000-6295-3853	Sale Of Street Name Signs	-	448	-	85	-
	<i>Park Special Program Total</i>	<i>901</i>	<i>1,243</i>	<i>12,000</i>	<i>1,224</i>	<i>10,000</i>
	Total	892,175	950,599	1,043,150	916,268	1,175,250

General Fund Expenses



2019 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	2015	2016	2017	2018	2019
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5



2019 Annual Budget

Board Of Supervisors Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-1100-4013	Salaries-Board/Comm	21,875	21,875	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	1,356	1,356	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	317	317	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	1,662	1,662	8,000	275	8,000
Expenses related to educational opportunities for the Board of Supervisors.						
1000-1100-5356	Employee Dues/Members	7,679	7,679	11,200	14,223	11,200
Expenses involved with memberships in PSATS, Butler COG, Pennsylvania Municipal League.						
Total		32,889	32,889	47,748	35,103	47,748

2019 Annual Budget

Misc Revenues & Transfers Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-1700-5003	Prior Year Refund Of Revenue	-	-	-	1,275	-
Total		-	-	-	1,275	-



2019 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.



2019 Annual Budget

Misc Expenses & Transfers Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-1800-6201	Transfer To Capital	4,500,000	4,500,000	2,500,000	2,500,000	2,900,000
1000-1800-6203	Transfer To Enterprise Fnd	229,825	229,825	-	-	-
Total		4,729,825	4,729,825	2,500,000	2,500,000	2,900,000

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.

2018 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.

2019 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.

2019 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>	2015	2016	2017	2018	2019
Full Time	4	4	4	4	4
Part Time	1	1	1	1	1

2019 Annual Budget

Executive Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2100-1611	Postage Inventory	(5,298)	(5,298)	-	4,619	-
1000-2100-4010	Salaries-Fulltime	334,000	334,000	343,769	294,719	341,531
4 full time employees J.Andree (70%), B.Bertoncello (70%), G. Moran (100%), D. Santoro (70%)						
1000-2100-4012	Salaries-Part Time	27,572	27,572	26,682	23,819	28,142
1 part time reg (T.Corb) 30 hrs/wk @ \$18.04/hr						
1000-2100-4015	Overtime	743	743	4,000	1,021	4,000
Overtime for attendance at BOS meetings, etc.						
1000-2100-4021	Social Security Tax	20,026	20,026	23,216	19,112	23,168
The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.						
1000-2100-4022	Medicare	5,123	5,123	5,429	4,566	5,418
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2100-4023	Workers Comp	871	871	1,071	765	1,199
Workers' Compensation insurance for all employees.						
1000-2100-4041	Pension Non Uniform	16,737	16,737	17,388	14,556	17,277
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	47,172	47,172	48,871	42,858	47,563
Medical insurance for all full time employees.						
1000-2100-4052	Vision Insurance	362	362	382	347	367
Vision insurance for all full time employees.						
1000-2100-4053	Dental Insurance	2,205	2,205	2,280	2,228	2,510
Dental insurance for all full time employees.						
1000-2100-4054	457 Contributions	36,246	36,246	32,423	34,467	32,685
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	4,404	4,404	2,318	605	2,305
Long term disability insurance for all full time employees.						
1000-2100-4057	Life Insurance	1,229	1,229	1,961	1,331	1,949
Life insurance for all full time employees and certain part time employees.						
1000-2100-5001	Office Supplies	10,478	10,478	14,000	8,911	14,000
Office supplies for administration and other departments.						

2019 Annual Budget

Executive Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2100-5002	Subscriptions/Books	115	115	1,500	137	1,500
1000-2100-5004	Materials And Supplies	11,177	11,177	56,000	34,061	22,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management.						
1000-2100-5111	Professional Services	7,590	7,590	58,000	34,192	75,000
Consulting services, global safety initiatives, document management. Twp appraisal of assets.						
1000-2100-5133	Legal Services	44,895	44,895	65,000	76,047	82,000
Legal fees and claim deductibles for legal defense.						
1000-2100-5230	Information Tech Svs	133,000	133,000	140,000	140,000	145,000
Costs associated with IT support of administration.						
1000-2100-5312	Cell Phones	4,140	4,140	5,000	3,850	5,000
Cell phone reimbursement costs						
1000-2100-5332	Equipment Leases	10,046	10,046	15,000	6,769	16,000
Copy machine and postage meter lease/maintenance agreements.						
1000-2100-5353	Employee Meeting /Confer	6,539	6,539	13,000	5,592	13,000
1000-2100-5354	Employee Training	8,729	8,729	12,000	11,157	13,000
Typically for expenses incurred for conferences - (lodging, travel, reg. fees,) as well as other training.						
1000-2100-5356	Employee Dues/Members	5,450	5,450	7,000	4,498	8,000
APMM, ICMA, PELRAS and other professional type memberships and journals.						
1000-2100-5361	Postage And Shipping	16,222	16,222	19,000	15,579	20,000
Postage costs for various Township mailings.						
1000-2100-5363	Advertising	2,267	2,267	3,500	1,192	3,500
All legal advertising for the Board of Supervisors and employee recruitment						
1000-2100-5364	Fuel	1,534	1,534	3,500	1,690	3,500
Fuel for administrative fleet.						
1000-2100-5370	Minor Equipment/Furniture	2,531	2,531	5,000	-	5,000
Purchase of miscellaneous furniture and equipment.						
Total		756,105	756,105	927,290	788,687	934,614

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.

2018 Accomplishments:

1. Implemented voluntary wellness program for Administrative employees.
2. Hosted voluntary onsite biometric screening, 86 employees and spouses participated.
3. Successfully enrolled Teamsters employees in the HDHP with HSA.
4. Hired 13 full-time employees, which included 4 police officers.
5. Hired 185 seasonal employees.
6. Revised orientation training materials.
7. Streamlined seasonal hiring process.

2019 Goals:

1. Implement voluntary wellness program for Sewer & Water bargaining unit.
2. Provide education on consumerism in healthcare and managing your HSA.
3. Update compensation market analysis/survey using 3rd party consultant.
4. Enhance voluntary wellness program for participating employees.
5. Provide sexual harassment training for all employees.
6. Continue Power DMS records management for policies and training.
7. Revise personnel appraisal system.
8. Evaluate expansion of KRONOS timekeeping system.
9. Continue to improve seasonal hiring process.

2019 Budget Highlights:

1. Enhancements to voluntary wellness program.
2. Update compensation survey for administration employees utilizing 3rd party consultant.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0

2019 Annual Budget

Human Resources Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2200-4010	Salaries-Fulltime	167,106	167,106	175,703	75,134	165,348
4 full time employees H.R. Director (60%), M.Steveson (60%), S. Turner (60%), M Simons (60%)						
1000-2200-4015	Overtime	636	636	600	11	600
1000-2200-4021	Social Security Tax	10,079	10,079	10,931	4,499	10,289
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
1000-2200-4022	Medicare	2,357	2,357	2,556	1,052	2,406
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2200-4023	Workers Comp	407	407	504	360	533
Workers' Compensation insurance for all employees.						
1000-2200-4041	Pension Non Uniform	8,387	8,387	8,815	3,757	8,297
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	37,869	37,869	38,783	26,224	40,831
Medical insurance for all full time employees.						
1000-2200-4052	Vision Insurance	250	250	290	185	290
Vision insurance for all full time employees.						
1000-2200-4053	Dental Insurance	1,734	1,734	1,719	1,075	1,983
Dental insurance for all full time employees.						
1000-2200-4054	457 Contributions	8,912	8,912	8,815	3,682	8,297
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	317	317	458	184	431
Long term disability insurance for all full time employees.						
1000-2200-4057	Life Insurance	650	650	994	378	936
Life insurance for all full time and certain part time employees.						
1000-2200-5001	Office Supplies	838	838	1,500	971	1,500
General Office Supplies						
1000-2200-5002	Subscriptions/Books	2,915	2,915	4,150	2,004	3,500
Human Resources manuals for administration of wages and benefits. Legal research and anlaysis materials.						
1000-2200-5004	Materials And Supplies	10,803	10,803	10,300	941	5,500
Health fair, employee acknowldgements, labor law posters and forms necessary for notice to employees and for processing wages and benefits.						

2019 Annual Budget

Human Resources Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2200-5111	Professional Services	4,112	4,112	21,500	4,774	33,050
Employee training for new human resources technology and processes; required training on personnel matters and professional services for compensation study and reviews.						
1000-2200-5134	Other Services/Fees	4,627	4,627	20,000	11,676	44,600
Employee wellness initiatives, health education, wellness program consultant/development, and employee outreach efforts						
1000-2200-5136	Administrative Fees	4,986	4,986	5,000	4,132	5,150
Flexible Spending Account (FSA) and Medical Deductible Reimbursement Account fees and reimbursements. Items shared amongst all depts (added by VG 2017)						
1000-2200-5230	Information Tech Svs	55,000	55,000	57,000	57,000	60,000
IT costs associated with HR						
1000-2200-5312	Cell Phones	-	-	-	1,150	2,760
1000-2200-5352	Employee Milage Reimb	-	-	100	-	100
Mileage						
1000-2200-5354	Employee Training	7,855	7,855	6,900	1,276	9,000
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	1,622	1,622	200	673	1,525
Maintain various certifications and memberships, including continuing legal education requirements.						
1000-2200-5358	On Boarding Program	2,714	2,714	6,050	2,477	6,050
Orientation program for new, summer and seasonal hires.						
1000-2200-5370	Minor Equipment/Furniture	768	768	-	790	1,000
Total		334,945	334,945	382,868	204,405	413,976

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.

2018 Accomplishments:

1. Firewall upgrades - Purchase and installation of new firewalls for the Township internet connections and VPN tunnels.
2. Computer Replacements - Purchase of new computers across the Township and rollout of the latest versions of Windows 10 and Office 365 applications.
3. Backup Software - Veeam was purchased and implemented to backup all Township servers, files and Office 365 content.

2019 Goals:

1. SharePoint Online - Implementation of Microsoft's Office 365 SharePoint Online platform to have a collaboration platform for all departments to use for file creation and storage. SharePoint will integrate with other 365 features including Teams, Planner, Stream and additional products as released.
2. Enterprise Resource Planning (ERP) System Upgrades - Upgrading our Munis ERP 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. Internet Redundancy and Load Balancing - Setup of firewalls and Internet connections to allow for redundancy of connectivity and load balancing of traffic for all inbound/outbound connections.

2019 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. Departmental Software - Software purchases to provide additional functionality to specific business processes in the Township.
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	2015	2016	2017	2018	2019
Full Time	8	8	8	9	9
Part Time	1	1	1	0	0

2019 Annual Budget

Information Technology Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
10002311	Do-Computer Support	253,067	253,067	292,809	233,821	277,631
10002313	Do-Mobility	86,409	86,409	94,195	65,746	105,748
10002314	Do-Phone Sysytem	88,595	88,595	82,155	74,447	85,116
10002321	Gis	39,911	39,911	45,349	31,711	46,488
10002323	Gis/Gis System	94,973	94,973	111,412	83,420	106,354
10002331	No-Network Managment	169,602	169,602	199,587	150,566	225,048
10002333	No-Server Management	186,688	186,688	195,415	138,630	199,546
10002342	Sm-Program Support	524,846	524,846	575,670	542,879	647,659
10002361	It-Chargeback	(1,390,000)	(1,390,000)	(1,433,000)	(1,433,000)	(1,503,000)
Total		54,090	54,090	163,592	(111,779)	190,590



2019 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.

2018 Accomplishments:

1. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
2. Successful audit for 2017.
3. Successfully completed the meter replacement project.
4. Moody's confirmation of Aaa rating.

2019 Goals:

1. Continue to update Finance Department procedures and policies.
2. Continue to implement fixed asset software.
3. Move to bill for sewer and water in gallons and revise bill format.
4. Implement customer portal for water usage.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	6	6	6	6	6
Part Time	0	0	0	0	0

2019 Annual Budget

Finance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2400-4010	Salaries-Fulltime	196,867	196,867	203,643	169,041	185,831
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	144	144	1,500	1,166	-
Intern for the month of January 2018						
1000-2400-4015	Overtime	378	378	1,510	721	510
1000-2400-4021	Social Security Tax	12,097	12,097	12,657	10,415	11,553
The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.						
1000-2400-4022	Medicare	2,829	2,829	2,960	2,436	2,702
The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.						
1000-2400-4023	Workers Comp	493	493	584	417	598
Workers' Compensation insurance for all employees.						
1000-2400-4041	Pension Non Uniform	9,862	9,862	10,208	8,488	9,317
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	40,977	40,977	52,368	36,171	37,328
Medical insurance for all full time employees.						
1000-2400-4052	Vision Insurance	386	386	387	354	353
Vision insurance for all full time employees.						
1000-2400-4053	Dental Insurance	1,805	1,805	2,317	1,777	2,391
Dental insurance for all full time employees.						
1000-2400-4054	457 Contributions	10,626	10,626	10,208	8,350	9,317
The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.						
1000-2400-4055	Disability Insurance	392	392	531	370	484
Long term disability insurance for all full time employees.						
1000-2400-4057	Life Insurance	807	807	1,151	763	1,051
Life insurance for all full time employees....						
1000-2400-5001	Office Supplies	3,004	3,004	2,500	1,613	2,500
1000-2400-5004	Materials And Supplies	17,369	17,369	20,000	13,592	20,000
Supplies/bank charges						
1000-2400-5112	Accounting And Auditing Svs	49,477	49,477	50,000	49,886	50,000



2019 Annual Budget

Finance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
Partial costs associated with annual audit.						
1000-2400-5230	Information Tech Svs	85,000	85,000	87,500	87,500	91,000
Costs associated with IT support of Finance.						
1000-2400-5312	Cell Phones	2,760	2,760	3,000	2,300	3,000
Cell phones for V. Gleason and B. Lang						
1000-2400-5354	Employee Training	349	349	5,000	48	3,000
GFOA/MUNIS and misc. training.						
1000-2400-5356	Employee Dues/Members	525	525	700	375	700
GFOA & GFOA-PA dues						
Total		436,147	436,147	468,724	395,783	431,635

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.

2018 Accomplishments:

1. Continued to grow our communication efforts with residents, businesses and key stakeholders.
2. The team integrated a new full-time position specializing on design work and assisting on many other aspects of the group's projects.
3. The Cranberry Today newsletter was moved entirely in-house for design, photos, layout and all production aspects.
4. Managed many events for the Township and expanded the use of social media.

2019 Goals:

1. Focus on continuing improvement of the Cranberry Today newsletter as well as revamping the Township web sites.
2. Taking on a larger role in several areas including fundraising, sponsorships and managing events.
3. A second block party trailer will be evaluated for potential addition in the spring.
4. Continue to assist all departments with updating their forms, brochures, reports, presentations, videos and other communication tools.

2019 Budget Highlights:

1. Budget includes costs for additional web sites and new software for managing social media, Township alerts and a marketing calendar.
2. Continue to produce high quality written and digital communications that keep Township stakeholders informed including the Cranberry Today quarterly newsletter, Parks & Recreation program guide, marketing materials for all Township programs, increased video production, social media usage and an improved website.

Staffing Levels	2015	2016	2017	2018	2019
Full Time	0	1	1	2	2
Part Time	3	4	4	3	3

2019 Annual Budget

Communications Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2500-4010	Salaries-Fulltime	51,835	51,835	63,104	73,189	109,740
1000-2500-4012	Salaries-Part Time	78,807	78,807	77,938	53,106	65,946
4 part-time positions						
1000-2500-4015	Overtime	66	66	500	878	550
1000-2500-4021	Social Security Tax	8,056	8,056	8,776	7,808	10,927
1000-2500-4022	Medicare	1,884	1,884	2,052	1,826	2,555
1000-2500-4023	Workers Comp	310	310	405	289	566
1000-2500-4041	Pension Non Uniform	2,595	2,595	3,180	3,703	5,515
1000-2500-4051	Hospitalization	12,606	12,606	14,432	12,948	27,926
1000-2500-4052	Vision Insurance	90	90	110	100	210
1000-2500-4053	Dental Insurance	508	508	622	613	1,424
1000-2500-4054	457 Contributions	2,314	2,314	3,180	3,578	5,515
1000-2500-4055	Disablity Insurance	83	83	165	114	287
1000-2500-4057	Life Insurance	253	253	359	282	622
1000-2500-5002	Subscriptions/Books	2,487	2,487	4,742	4,554	3,800
This account will be used for various subscriptions.						
1000-2500-5004	Materials And Supplies	9,984	9,984	10,000	8,192	6,000
This account will be used for supplies.						
1000-2500-5111	Professional Services	24,133	24,133	12,000	10,318	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	30,193	30,193	35,100	35,768	40,000
1000-2500-5312	Cell Phones	5,980	5,980	6,900	5,750	6,900
This account is used for employee cell phone reimbursements.						
1000-2500-5352	Employee Milage Reimb	40	40	-	17	-
1000-2500-5354	Employee Training	367	367	4,000	120	4,000
This account is used for employee training, conferences and certification expenses.						
1000-2500-5361	Postage And Shipping	10,206	10,206	10,600	10,600	10,600
This account will be used for postage and shipping expenses.						
1000-2500-5362	Printing	22,383	22,383	27,800	25,024	28,800



2019 Annual Budget

Communications Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
This account will be used for printing of publications.						
1000-2500-5371	Community Outreach	-	-	-	40	-
1000-2500-6124	Software	-	-	20,000	-	15,000
Total		265,180	265,180	305,965	258,817	358,883



2019 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.

2019 Budget Highlights:

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



2019 Annual Budget

Debt Service Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2600-5414	Go Series 2010	110,000	110,000	171,488	23,244	166,513
Portion of principal and interest for 2010 GO Series bonds. (PW Center, tower fire truck, PS expansion, Graham Park acquisition)						
1000-2600-5427	Go Series 2011	129,826	129,826	297,243	297,243	256,419
Portion of principal and interest for new money received from Series 2011 bond issue.						
1000-2600-5428	2012 Go Series	894,999	894,999	1,255,432	1,254,587	1,252,632
Principal and interest payments for Series 2012 bond issue.						
1000-2600-5430	Paying Agent	2,550	2,550	3,200	1,143	3,200
Annual fees for 2010, 2011, 2012, 2015 and 2017 bonds.						
1000-2600-5434	Interest Expense	608,211	608,211	-	-	-
Total		1,745,586	1,745,586	1,727,363	1,576,216	1,678,764

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.

2018 Accomplishments:

1. Continual monitoring of Berkheimer for collection of delinquent taxes.
2. Continued to work with Butler County Tax Committee to successfully implement and monitor the ACT 32 EIT collection process.

2019 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>	2015	2016	2017	2018	2019
Full Time	0	0	0	0	0
Part Time	1	1	1	1	0

2019 Annual Budget

Tax Collection Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2700-4010	Salaries-Fulltime	23,197	23,197	23,933	19,681	24,615
L. Mackenstein (50%)						
1000-2700-4012	Salaries-Part Time	36,394	36,394	36,400	30,100	36,400
Real Estate Tax Collector compensation per Res. 2013-05						
1000-2700-4015	Overtime	130	130	150	410	150
1000-2700-4021	Social Security Tax	3,663	3,663	3,750	3,081	3,792
The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.						
1000-2700-4022	Medicare	856	856	877	721	887
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.						
1000-2700-4023	Workers Comp	58	58	69	49	80
Workers' Compensation costs for all employees with the exception of the Real EstateTax Collector.						
1000-2700-4041	Pension Non Uniform	1,166	1,166	1,204	1,005	1,238
The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.						
1000-2700-4051	Hospitalization	9,786	9,786	10,047	8,999	10,199
Medical insurance costs for full time employees						
1000-2700-4052	Vision Insurance	69	69	70	64	70
Vision insurance costs for full time employees.						
1000-2700-4053	Dental Insurance	427	427	427	420	457
Dental insurance costs for full time employees.						
1000-2700-4054	457 Contributions	1,353	1,353	1,204	942	1,238
The 401 contribution is based on 5% of all salaries/wages/ overtime for full time employees.						
1000-2700-4055	Disability Insurance	46	46	63	44	64
Long term disability insurance for all full time employees.						
1000-2700-4057	Life Insurance	96	96	136	90	140
Life insurance costs for full time and certain part time employees.						
1000-2700-5004	Materials And Supplies	7,911	7,911	12,000	6,835	10,000
County processing fee for RE Tax collector, RE Tax Collector postage and BCTCC Cost Allocation.						
1000-2700-5230	Information Tech Svs	7,000	7,000	7,000	7,000	7,000
Costs associated with IT support of Tax Collection.						

2019 Annual Budget

Tax Collection Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2700-5343	Bonds	2,812	2,812	2,700	-	-
Twp share for elected RE collector						
1000-2700-5352	Employee Milage Reimb	-	-	250	-	250
1000-2700-5354	Employee Training	172	172	500	200	300
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	54,609	54,609	52,500	55,277	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	26,068	26,068	25,200	19,867	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	114,618	114,618	103,500	96,496	105,000
1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax						
Total		290,433	290,433	282,130	251,281	279,730



2019 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.

2018 Accomplishments:

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

2019 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.

2019 Annual Budget

Insurance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-2800-4024	Unemployment Comp	97,335	97,335	120,000	98,632	110,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
1000-2800-4043	Pension Adminstration	43,419	43,419	38,000	25,988	39,000
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	253,196	253,196	258,500	230,075	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		393,950	393,950	416,500	354,695	407,500



2019 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.

2018 Accomplishments:

1. Completed the Shopping Center Ordinance.
2. Revised the PRD Ordinance.
3. Adopted the International Property Maintenance Code to replace the "Property Code" (late 2017).
4. Continued the process of scanning in older plans/files that are occupying needed space in our file room.
5. Processed 21 Land Developments, 15 Conditional Uses, 1 Tentative PRD, 4 Revised Tentative PRDs, 13 subdivisions/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.

2019 Goals:

1. Conduct a comprehensive study of the Zoning Ordinance and update. (2018/2019)
2. Implement strategies related to the completion of the Redevelopment Plan.
3. Create an Ordinance regulating Short term Rentals.
4. Perform a Parking Study.
5. Revise the Streetscape Enhancement Ordinance.
6. Revise the Landscaping Ordinance.

2019 Budget Highlights:

1. Considerable developmental growth is anticipated to continue, especially with the Meeder Development scheduled to occur.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	3	3	3	3	3
Part Time	0	0	0	0	0

2019 Annual Budget

Land Development Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-3100-4010	Salaries-Fulltime	188,615	188,615	155,589	183,369	164,791
1000-3100-4012	Salaries-Part Time	-	-	20,285	-	22,094
1000-3100-4013	Salaries-Board/Comm	2,041	2,041	1,500	774	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	734	734	2,300	1,551	2,600
1000-3100-4021	Social Security Tax	11,447	11,447	11,047	11,052	11,748
1000-3100-4022	Medicare	2,677	2,677	2,583	2,585	2,748
1000-3100-4023	Workers Comp	355	355	666	476	817
1000-3100-4041	Pension Non Uniform	9,469	9,469	7,894	9,231	8,370
1000-3100-4051	Hospitalization	29,837	29,837	47,994	40,667	48,638
1000-3100-4052	Vision Insurance	229	229	354	308	358
1000-3100-4053	Dental Insurance	1,286	1,286	2,178	2,048	2,513
1000-3100-4054	457 Contributions	10,331	10,331	7,894	9,106	8,370
1000-3100-4055	Disability Insurance	238	238	411	278	435
1000-3100-4057	Life Insurance	501	501	891	583	944
1000-3100-5001	Office Supplies	1,732	1,732	3,000	1,818	3,000
This category is for office supplies for Planning and Development Services and includes toner expenses.						
1000-3100-5002	Subscriptions/Books	561	561	600	731	700
1000-3100-5004	Materials And Supplies	34	34	750	177	500
1000-3100-5007	Safety Supplies	500	500	500	301	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	7,495	7,495	15,000	8,335	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	409	409	10,000	1,056	10,000
1000-3100-5134	Other Services/Fees	3,990	3,990	6,000	8,673	8,000
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	51,500	51,500	53,000
1000-3100-5353	Employee Meeting /Confer	1,530	1,530	2,000	2,100	3,500



2019 Annual Budget

Land Development Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
This category is for food/refreshments for employee/development/training meetings. For 2019 this account will include the planning expenses and food for the PAC work session.						
1000-3100-5354	Employee Training	1,822	1,822	3,500	2,512	3,500
This account is for employee training sessions and includes the annual PPA Conference.						
1000-3100-5355	Employee Career Devel	-	-	-	549	-
This account is currently \$0 because no one is in enrolled in school.						
1000-3100-5356	Employee Dues/Members	-	-	-	809	-
All APA/PPA dues have been moved to 3300-5356						
1000-3100-5361	Postage And Shipping	-	-	500	-	500
1000-3100-5362	Printing	363	363	400	16	350
This account is for Planning and Development Services printing needs.						
1000-3100-5363	Advertising	5,711	5,711	7,000	3,814	5,000
1000-3100-5370	Minor Equipment/Furniture	514	514	1,000	985	1,000
1000-3100-5371	Community Outreach	2,280	2,280	2,000	2,961	2,500
\$2,000 for Green Team - was new in 2016. Business Hub expenses moved to 3300-5361 and 5362.						
Total		334,701	334,701	365,336	348,363	382,976

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.

2018 Accomplishments:

As of September 26, 2018;

1. Issued 400 permits with a value of \$105+ million and performed 7,162 inspections.
2. MUNIS for Fire Prevention Licensing was completed.
3. 3 new Code Administrators were brought on board, filling vacancies and anticipated retirements.
4. The Fire Prevention Licensing has grown immensely and will continue.
5. The Codes Administrative Assistant was brought on as full time.
6. Created new strategies for dealing with townhome exterior electrical matters.

2019 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.
3. Continue Code Enforcement activities with regard to sidewalk maintenance.
4. Implement the International Property Maintenance Code (if approved).
5. Examine Rental Registry options.
6. Examine occupancy permits for new residential tenants for multi-family, single family and annual inspections of apartment buildings.

2019 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. Get all new staff fully trained and certified.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	4	4	4	5	8
Part Time	1	1	1	1	0

2019 Annual Budget

Code Enforcement Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-3200-4010	Salaries-Fulltime	199,773	199,773	303,405	201,651	398,215
1000-3200-4012	Salaries-Part Time	22,030	22,030	25,844	13,249	-
1000-3200-4015	Overtime	5,047	5,047	6,900	8,822	11,750
1000-3200-4021	Social Security Tax	13,522	13,522	20,841	13,474	25,418
1000-3200-4022	Medicare	3,162	3,162	4,874	3,151	5,945
1000-3200-4023	Workers Comp	1,406	1,406	2,041	1,457	2,801
1000-3200-4041	Pension Non Uniform	10,241	10,241	15,515	10,524	20,498
1000-3200-4051	Hospitalization	69,094	69,094	90,836	81,357	119,128
1000-3200-4052	Vision Insurance	510	510	653	588	884
1000-3200-4053	Dental Insurance	3,167	3,167	4,014	3,803	6,168
1000-3200-4054	457 Contributions	11,528	11,528	15,515	10,211	20,498
1000-3200-4055	Disablity Insurance	541	541	807	602	1,066
1000-3200-4057	Life Insurance	1,164	1,164	1,750	1,270	2,312
1000-3200-5002	Subscriptions/Books	2,625	2,625	3,000	5,656	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	228	228	1,000	319	750
This account is for cameras and other field equipment.						
1000-3200-5110	Third Party Inspections	39,600	39,600	21,000	31,000	28,000
This expense account is for 3rd party building inspection services.						
1000-3200-5111	Professional Services	5,717	5,717	3,000	3,054	3,000
Copier fees, Septic reviews and building permit refunds.						
1000-3200-5115	3Rd Party Building Plan Review	101,095	101,095	85,000	75,923	85,000
This is account is for the cost of 3rd party building plan review.						
1000-3200-5133	Legal Services	-	-	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	51,500	51,500	53,000
1000-3200-5312	Cell Phones	8,340	8,340	7,000	6,890	9,000

2019 Annual Budget

Code Enforcement Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 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 -(4) phone (\$60 per employee), Land Development Specialist - data and phone (\$115), Planning Specialist - data and phone (\$115)						
1000-3200-5354	Employee Training	2,793	2,793	4,000	3,522	4,000
1000-3200-5355	Employee Career Devel	562	562	1,500	-	1,100
Tuition reimbursement for 1 staff member.						
1000-3200-5356	Employee Dues/Members	305	305	500	519	500
This category is for all dues and memberships associated with the Code Group.						
1000-3200-5357	Clothing	-	-	600	461	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	685	685	750	354	750
1000-3200-5363	Advertising	-	-	500	1,071	500
This account is for advertising of hearings for the Zoning Hearing Board and Building and Fire Code Appeals Board.						
1000-3200-5364	Fuel	2,002	2,002	2,000	2,244	2,000
Total		555,138	555,138	674,845	532,674	806,383

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.

2018 Accomplishments:

1. In the process of finishing the 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 Comprehensive Plan.
5. Participated in the Butler County TransLoc Project.
6. Conducted the annual survey of 1,000+ businesses.
7. In the process of finishing the Market Analysis.
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. Brought on a replacement for the Planning Specialist.
12. Worked on many grants with a large success rate.

2019 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. Conduct a North 228 Economic Impact Study.
8. Create and advance our Neighborhood Reinvestment Program.
9. Conduct a Complete Streets analysis.
10. Update the Healthy Cranberry website.
11. Conduct a feasibility study for the Brush Creek Trail RIDC wetlands area.
12. Update the Cranberry Plan. Complete in 2020.

2019 Budget Highlights:

1. Several of the above listed projects may need 3rd party consultation which is still being determined.
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. Implement changes to the Preferred Growth Scenario in the Cranberry Plan.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	1	1	1	1	1
Part Time	1	1	1	1	1

2019 Annual Budget

Planning Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-3300-4010	Salaries-Fulltime	87,221	87,221	80,679	54,974	75,304
1000-3300-4012	Salaries-Part Time	55,353	55,353	39,198	30,823	45,076
1000-3300-4013	Salaries-Board/Comm	655	655	-	347	-
1000-3300-4015	Overtime	156	156	200	141	250
1000-3300-4021	Social Security Tax	8,814	8,814	7,445	5,265	7,479
1000-3300-4022	Medicare	2,061	2,061	1,741	1,231	1,749
1000-3300-4023	Workers Comp	285	285	337	241	391
1000-3300-4041	Pension Non Uniform	4,381	4,381	4,044	2,756	3,778
1000-3300-4051	Hospitalization	14,809	14,809	24,603	13,481	16,005
1000-3300-4052	Vision Insurance	94	94	188	101	129
1000-3300-4053	Dental Insurance	749	749	1,153	638	810
1000-3300-4054	457 Contributions	4,531	4,531	4,044	2,743	3,778
1000-3300-4055	Disability Insurance	139	139	210	104	196
1000-3300-4057	Life Insurance	329	329	456	255	426
1000-3300-5002	Subscriptions/Books	56	56	500	-	500
1000-3300-5111	Professional Services	26,723	26,723	45,000	25,971	35,000
Planning projects for 2019 include the Parking Study, Feasibility Study for the Brush Creek Trail Wetlands, Neighborhood Reinvestment Program and the Route 228 Economic Impact Study						
1000-3300-5353	Employee Meeting /Confer	46	46	1,000	-	-
This account is for food/refreshments at educational functions, realtors forum, Developer/Builder forums and other similar events. These have been moved to 3100-5353 for 2019.						
1000-3300-5354	Employee Training	2,517	2,517	5,000	3,682	5,000
APA Conference registration/transportation and training for Business and Economic Development Manager and Planning Specialist.						
1000-3300-5356	Employee Dues/Members	662	662	2,000	-	2,000
Dues for all APA/PPA memberships for all staff.						
1000-3300-5361	Postage And Shipping	541	541	1,500	634	1,500
Miscellaneous mailings and shipping, including the Business List mailings.						
1000-3300-5362	Printing	346	346	500	345	500
Business Survey printing and any other printing for Planning purposes.						
1000-3300-5363	Advertising	-	-	1,000	(950)	1,000
Business Hub promotion and advertising.						



2019 Annual Budget

Planning Expenses

	Total	210,467	210,467	220,798	142,782	200,871
--	-------	---------	---------	---------	---------	---------

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.

2018 Accomplishments:

1. The CSC averages 23,000 calls per year and 90 calls answered per day. We also average 170 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, 1500 work orders, and processed over 100,000 transactions through Tyler Cashiering, First National Bank and Fiserv Lockbox, or Munis Payment Entry totaling over seventeen million dollars in charges.
2. The CSC has worked on or has been involved in many projects throughout the year including: completion of the meter replacement program, including internal software for water consumption, efficiency improvements with sewer and water processes, efficiency improvements with building permit inspection scheduling, enhanced cash handling processes and procedures, loss prevention awareness projects, and the Local Update of Census Addresses (LUCA) project.
3. Township growth has required a change in staffing levels. A part time position has been converted to a full time position.

2019 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 be involved in the sewer & water process mapping program.
5. Continue to assist with scanning of residential property file documents (working to optimize space in the file room).

2019 Budget Highlights:

1. Continue to educate residents about the benefits of the new water meters, including an online self-service option.
2. Continue to improve work flow efficiencies that have been identified through the process mapping program.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	3	4	4	4	5
Part Time	3	2	2	2	1

2019 Annual Budget

Customer Service Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-3400-4010	Salaries-Fulltime	47,052	47,052	48,620	42,905	47,718
1000-3400-4012	Salaries-Part Time	11,494	11,494	12,516	6,687	5,960
1000-3400-4015	Overtime	8	8	-	56	-
1000-3400-4021	Social Security Tax	3,457	3,457	3,790	2,916	3,328
1000-3400-4022	Medicare	809	809	886	682	778
1000-3400-4023	Workers Comp	149	149	182	130	172
1000-3400-4041	Pension Non Uniform	2,353	2,353	2,431	2,148	2,386
1000-3400-4051	Hospitalization	12,023	12,023	14,959	13,968	14,005
1000-3400-4052	Vision Insurance	102	102	121	105	110
1000-3400-4053	Dental Insurance	580	580	717	647	732
1000-3400-4054	457 Contributions	2,544	2,544	2,431	2,054	2,386
1000-3400-4055	Disability Insurance	94	94	126	95	124
1000-3400-4057	Life Insurance	220	220	263	211	258
1000-3400-5001	Office Supplies	1,127	1,127	1,400	1,170	1,400
1000-3400-5002	Subscriptions/Books	-	-	200	-	200
1000-3400-5004	Materials And Supplies	152	152	350	34	325
1000-3400-5005	Cleaning Supplies	-	-	200	-	200
1000-3400-5007	Safety Supplies	250	250	250	35	250
1000-3400-5111	Professional Services	-	-	500	49	500
1000-3400-5121	Repair Maint Equipment	42	42	250	-	250
1000-3400-5230	Information Tech Svs	53,000	53,000	54,500	54,500	56,000
1000-3400-5312	Cell Phones	1,380	1,380	1,380	1,150	1,380
1000-3400-5351	Employee Recruiting	-	-	250	250	250
1000-3400-5354	Employee Training	1,178	1,178	6,000	102	6,000
1000-3400-5356	Employee Dues/Members	375	375	700	7	750
1000-3400-5370	Minor Equipment/Furniture	687	687	1,500	-	1,500
Total		139,074	139,074	154,522	129,903	146,962



2019 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.

Staffing Levels	2015	2016	2017	2018	2019
Full Time	6	6	6	6	5
Part Time	2	2	1	0	0

2019 Annual Budget

Police Department Support Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4111-4010	Salaries-Fulltime	244,563	244,563	145,882	121,041	149,659
Salaries for the Supervisor Police Administrative Services and 2 Police Clerks.						
1000-4111-4011	Salaries-Uniform	199,518	199,518	202,535	175,894	211,446
Salaries for the Chief of Police and the Support Services Commander (Sergeant).						
1000-4111-4012	Salaries-Part Time	7,678	7,678	8,983	5,831	8,516
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	778	778	750	414	2,000
Costs related to arrest processing for serious crimes, fingerprinting and staffing the front desk during vacations.						
1000-4111-4016	Overtime Uniform	13,807	13,807	7,850	8,133	7,800
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	28,905	28,905	23,617	19,473	24,211
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4111-4022	Medicare	6,760	6,760	5,523	4,554	5,662
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4111-4023	Workers Comp	14,201	14,201	12,038	8,595	13,949
Workers' Compensation insurance for employees.						
1000-4111-4032	Longevity	8,167	8,167	8,405	8,405	8,651
Longevity costs for the Chief, Sergeants and uniformed employees as per the Collective Bargaining Agreement.						
1000-4111-4034	Holiday Pay	3,519	3,519	3,517	2,169	3,623
Holiday pay costs for two (2) Sergeants per the Collective Bargaining Agreement.						
1000-4111-4041	Pension Non Uniform	12,267	12,267	7,394	6,073	7,583
Pension contributions for non-uniform employees which includes the Police Administrator and two (2) clerical positions.						
1000-4111-4042	Pension Uniform	485,049	485,049	445,032	569,355	618,008
Uniform pension contributions as per the latest MMO.						
1000-4111-4051	Hospitalization	96,718	96,718	75,674	72,269	74,910
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	697	697	549	513	549
Vision Insurance costs for full time employees.						
1000-4111-4053	Dental Insurance	4,096	4,096	3,174	3,200	3,658

2019 Annual Budget

Police Department Support Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
Dental insurance costs for full time employees.						
1000-4111-4054	457 Contributions	11,136	11,136	7,394	5,823	7,583
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	867	867	967	639	993
Long term disability insurance costs for full time employees.						
1000-4111-4057	Life Insurance	1,389	1,389	1,326	927	1,347
Life Insurance costs for full time employees.						
1000-4111-5001	Office Supplies	2,817	2,817	3,800	2,791	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	7,983	7,983	17,000	14,047	17,000
Costs associated with miscellaneous supplies such as vehicle towing, flares, batteries, evidence packaging and radios.						
1000-4111-5007	Safety Supplies	1,883	1,883	3,000	1,215	3,000
Costs associated with purchase of health and safety supplies.						
1000-4111-5111	Professional Services	22,160	22,160	23,000	15,283	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	3,034	3,034	4,000	3,419	4,000
Cost associated with repair, maintenance and purchase of fitness center equipment						
1000-4111-5121	Repair Maint Equipment	65	65	4,000	825	3,000
Costs associated with the repair and maintenance of equipment. Examples are radios, sirens and emergency light systems.						
1000-4111-5133	Legal Services	10,773	10,773	25,000	2,621	25,000
Costs associated with attorney fees.						
1000-4111-5134	Other Services/Fees	762	762	2,000	329	2,000
Costs associated for unforeseen expansives typically for travel expenses related to investigations and warrant service.						
1000-4111-5230	Information Tech Svs	240,000	240,000	245,000	245,000	250,000
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
1000-4111-5312	Cell Phones	13,021	13,021	11,500	9,927	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.						
1000-4111-5341	Insurance Premiums	54,973	54,973	10,500	8,949	43,725
Costs associated with law enforcement liability insurance.						

2019 Annual Budget

Police Department Support Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4111-5353	Employee Meeting /Confer	647	647	1,000	417	1,000
Costs associated for Township and employee expenses for conducting or attending meetings in- house or off site.						
1000-4111-5354	Employee Training	2,645	2,645	3,500	2,759	3,500
Costs associated with employee training and conferences.						
1000-4111-5356	Employee Dues/Members	1,580	1,580	1,700	855	1,500
Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Crime's Code, Vehicle Law and Magloclen membership.						
1000-4111-5357	Clothing	2,305	2,305	2,700	4,328	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	1,467	1,467	1,700	754	1,500
Costs associated for printing for major projects such as hiring and police reports.						
1000-4111-5370	Minor Equipment/Furniture	33,080	33,080	25,000	10,169	15,000
Costs associated with minor equipment purchases and repairs.						
1000-4111-5371	Community Outreach	4,730	4,730	5,000	1,544	5,000
Costs associated with crime prevention programs, community projects, purchase of flyers and brochures.						
Total		1,544,038	1,544,038	1,350,010	1,338,538	1,566,373



2019 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-two (22) Patrol Officers.

2018 Accomplishments:

1. Hired three (3) probationary police officers.

2019 Goals:

1. Identify, develop and train an officer from this patrol group to specialize in criminal investigations.
2. Hire one (1) probationary police officer to reach full complement of 32.

Staffing Levels	2015	2016	2017	2018	2019
Full Time	20	24	25	25	27
Part Time	0	0	0	0	0

2019 Annual Budget

Police Patrol Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4112-4011	Salaries-Uniform	1,997,942	1,997,942	2,142,078	1,728,453	2,324,279
Salaries for the Patrol Sergeant, four (4) Corporals and twenty (20) officers.						
1000-4112-4016	Overtime Uniform	152,111	152,111	130,000	126,524	141,700
Meet minimum staffing of at least 3 officers. Late calls and arrests.						
1000-4112-4021	Social Security Tax	140,413	140,413	152,052	118,866	164,710
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4112-4022	Medicare	32,933	32,933	35,561	27,800	38,521
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4112-4023	Workers Comp	113,314	113,314	126,442	90,277	153,783
Workers' Compensation insurance for employees.						
1000-4112-4032	Longevity	32,840	32,840	35,927	34,380	42,149
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4033	Court And Hearing Pay	44,043	44,043	35,000	25,863	29,900
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4112-4034	Holiday Pay	52,775	52,775	109,444	33,429	118,579
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4051	Hospitalization	361,860	361,860	381,159	353,494	430,889
Medical Insurance costs for full time employees.						
1000-4112-4052	Vision Insurance	2,812	2,812	3,256	2,608	3,395
Vision Insurance costs for full time employees.						
1000-4112-4053	Dental Insurance	16,678	16,678	18,852	16,645	22,707
Dental Insurance costs for full time employees.						
1000-4112-4055	Disability Insurance	3,789	3,789	6,376	3,650	6,907
Long term disability insurance costs for full time employees.						
1000-4112-4057	Life Insurance	4,873	4,873	6,150	4,565	6,396
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	15,025	15,025	17,000	3,235	15,000

2019 Annual Budget

Police Patrol Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
Costs associated with employee training and conferences.						
1000-4112-5356	Employee Dues/Members	225	225	250	395	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	38,895	38,895	41,400	21,143	30,600
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		3,010,531	3,010,531	3,241,747	2,591,325	3,530,565



2019 Annual Budget

Department: Police Traffic

Description and Responsibilities:

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

2018 Accomplishments:

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

2019 Goals:

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

Staffing Levels	2015	2016	2017	2018	2019
Full Time	4	1	1	2	1
Part Time	0	0	0	0	0

2019 Annual Budget

Police Traffic Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4113-4011	Salaries-Uniform	31,239	31,239	161,381	77,207	98,047
Salaries for 2 Traffic Officers.						
1000-4113-4016	Overtime Uniform	3,376	3,376	13,200	4,764	5,450
Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.						
1000-4113-4021	Social Security Tax	2,249	2,249	11,436	5,263	6,876
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4113-4022	Medicare	526	526	2,674	1,231	1,608
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4113-4023	Workers Comp	3,342	3,342	9,509	6,789	6,420
Workers' Compensation insurance for employees.						
1000-4113-4032	Longevity	-	-	1,312	1,231	1,110
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4113-4033	Court And Hearing Pay	579	579	-	2,185	1,150
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4113-4034	Holiday Pay	1,875	1,875	8,552	2,160	5,150
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4113-4051	Hospitalization	-	-	39,730	19,498	3,000
Medical Insurance costs for full time employees.						
1000-4113-4052	Vision Insurance	156	156	278	243	139
Vision Insurance costs for full time employees.						
1000-4113-4053	Dental Insurance	1,159	1,159	1,708	2,746	984
Dental Insurance costs for full time employees.						
1000-4113-4055	Disability Insurance	-	-	479	163	288
Long term disability insurance costs for full time employees.						
1000-4113-4057	Life Insurance	-	-	492	188	246
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	325	1,000

2019 Annual Budget

Police Traffic Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 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	450	450	1,800	450	900
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		44,949	44,949	254,501	124,443	132,818



2019 Annual Budget

Department: Police Investigations

Description and Responsibilities:

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

2018 Accomplishments:

1. Detectives arrested a record number of individuals in 2019 and assisted various local, state and federal authorities in a wide range of criminal investigations.

2019 Goals:

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

Staffing Levels	2015	2016	2017	2018	2019
Full Time	2	1	2	3	3
Part Time	0	0	0	0	0

2019 Annual Budget

Police Investigations Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4114-4011	Salaries-Uniform	135,577	135,577	257,078	151,513	264,656
Salaries for the Detective Sergeant and two (2) detectives.						
1000-4114-4016	Overtime Uniform	37,059	37,059	19,800	47,746	16,350
Late calls, arrests, and investigations.						
1000-4114-4021	Social Security Tax	10,453	10,453	18,260	12,680	18,786
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4114-4022	Medicare	2,602	2,602	4,270	2,966	4,393
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4114-4023	Workers Comp	8,244	8,244	15,185	10,842	17,540
Workers' Compensation insurance for employees.						
1000-4114-4032	Longevity	2,195	2,195	3,809	3,746	4,407
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4114-4033	Court And Hearing Pay	4,018	4,018	-	4,803	-
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4114-4034	Holiday Pay	3,300	3,300	13,828	2,038	14,137
Holiday pay for uniformed employees as per the Collective Bargaining agreement.						
1000-4114-4051	Hospitalization	20,323	20,323	60,760	46,560	58,751
Medical Insurance costs for full time employees.						
1000-4114-4052	Vision Insurance	139	139	417	385	417
Vision Insurance costs for full time employees.						
1000-4114-4053	Dental Insurance	853	853	2,562	1,604	2,952
Dental Insurance costs for full time employees.						
1000-4114-4055	Disability Insurance	181	181	765	336	788
Long term disability insurance costs for full time employees.						
1000-4114-4057	Life Insurance	205	205	738	376	738
Life Insurance costs for full time employees.						
1000-4114-5312	Cell Phones	2,100	2,100	2,500	2,350	2,600
Costs associated with cellular phone service.						
1000-4114-5353	Employee Meeting /Confer	-	-	100	-	100

2019 Annual Budget

Police Investigations Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
Costs associated with Township and employee expenses for conducting or attending meetings in-house or off site.						
1000-4114-5354	Employee Training	2,044	2,044	2,500	395	2,000
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	1,675	1,675	4,500	900	2,700
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		230,968	230,968	407,272	289,240	411,515



2019 Annual Budget

Department: Police Fleet

Description and Responsibilities:

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

2018 Accomplishments:

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

2019 Goals:

1. Replace two (2) marked police sedans that meet requirements for replacement.
2. Purchase one (1) marked police truck vehicle for Patrol/Traffic. The current police truck will be sold to the Fire Company and re-purposed as a Fire Police vehicle.

2019 Budget Highlights:

1. Two (2) police sedans meet the requirements for replacement in 2019.



2019 Annual Budget

Police Fleet Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4115-5122	Repair Maint Vehicles	34,276	34,276	32,000	36,280	35,000
Car washing fees, sirens and emergency light system repairs, maintenance not performed by Public Works, parts and supplies.						
1000-4115-5364	Fuel	47,296	47,296	60,000	49,429	55,000
Cost for police fuel.						
1000-4115-6122	Fleet Replacement	81,753	81,753	93,180	83,171	101,130
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 2019. Additionally, the marked police pickup truck re-purposed to the Cranberry Township Fire Police and will be replaced with a new Ford pickup.						
Total		163,325	163,325	185,180	168,879	191,130



2019 Annual Budget

Department: Animal Service

Description and Responsibilities:

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

2019 Budget Highlights:

1. No cost increase expected in 2019.



2019 Annual Budget

Animal Service Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4120-5111	Professional Services	11,000	11,000	13,000	10,000	13,000
Pays for animal control services provided by Animal Control Services.						
Total		11,000	11,000	13,000	10,000	13,000

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.

2018 Accomplishments:

1. Facilitated the adoption of new CTVFC strategic initiatives.
2. Adopted new Butler County Emergency Operations Plan.
3. Conducted Emergency Operations Exercise.
4. CTVFC Fire Police acquisition of new vehicle.
5. Completed design and implementation of new Traffic Incident Management trailer.
6. Facilitated completion of Haine Station renovations.
7. Implemented volunteer local tax credit ordinance.

2019 Goals:

1. Complete the transition of radio communications for all Public Safety agencies.
2. Initial draft of Standard of Response Cover.
3. Oversee completion of the Park Station expansion.
4. 2019 Emergency Management Exercise.
5. 2019 Training and Educational Development position.
6. Continue to increase data driven decision making.

2019 Budget Highlights:

1. Continue the development of new volunteer recruitment strategies.
2. Design new training and education strategies for volunteers.
3. Oversee creation of incentive program for volunteer station staffing.
4. Facilitate fire apparatus fleet replacement plan.

Staffing Levels	2015	2016	2017	2018	2019
Full Time	0	0	0	3	4
Part Time	0	0	0	0	0

2019 Annual Budget

Fire Police - Now Fire & Emergency Services Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4130-5004	Materials And Supplies	3,976	3,976	-	-	-
Pays for uniforms and supplies for the Fire Police. Current membership is seven (7) fire police officers.						
1000-4150-5370	Minor Equipment/Furniture	2,243	2,243	-	-	-
Pays expenses related to the operation of emergency radios and the Emergency Operations Center.						
Total		6,219	6,219	-	-	-
GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4230-4010	Salaries-Fulltime	28,095	28,095	152,790	125,887	199,926
1000-4230-4015	Overtime	147	147	1,000	229	1,000
1000-4230-4021	Social Security Tax	1,689	1,689	9,535	7,469	12,457
1000-4230-4022	Medicare	395	395	2,230	1,747	2,913
1000-4230-4023	Workers Comp	37,119	37,119	42,500	72,764	959
Worker's compensation insurance costs for Fire Company(\$40,000) and Ambulance (\$2,500) volunteers.						
1000-4230-4041	Pension Non Uniform	1,412	1,412	7,689	6,306	10,046
1000-4230-4051	Hospitalization	8,661	8,661	40,188	34,496	54,560
1000-4230-4052	Vision Insurance	58	58	278	243	367
1000-4230-4053	Dental Insurance	356	356	1,706	1,604	2,755
1000-4230-4054	457 Contributions	1,787	1,787	7,689	6,181	10,046
1000-4230-4055	Disability Insurance	-	-	400	278	522
1000-4230-4057	Life Insurance	-	-	867	572	1,133
1000-4230-5001	Office Supplies	23	23	2,000	148	2,000
1000-4230-5004	Materials And Supplies	1,539	1,539	9,000	3,258	10,000
DFES, Fire Police, EMA						
1000-4230-5111	Professional Services	43	43	3,500	841	3,500
DFES, EMA						
1000-4230-5220	General Services Intragov	226,311	226,311	225,000	208,825	210,000
Transfer of intergovernmental aid to Volunteer Fire Company. (Relief Assoc.)						
1000-4230-5230	Information Tech Svs	25,000	25,000	28,500	28,500	29,000
Cost of IT support from the Township.						
1000-4230-5312	Cell Phones	570	570	3,000	2,300	3,000

2019 Annual Budget

Fire Police - Now Fire & Emergency Services Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4230-5332	Equipment Leases	535	535	500	553	650
2 hydrants @ \$325 ea. (rental from West View Water)						
1000-4230-5354	Employee Training	1,245	1,245	5,000	842	5,000
1000-4230-5364	Fuel	-	-	20,000	16,455	20,000
1000-4230-5370	Minor Equipment/Furniture	-	-	5,000	417	5,000
Total		334,985	334,985	568,372	519,914	584,834
GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4310-4023	Workers Comp	1,966	1,966	-	-	-
Workers' Compension insurance costs for volunteers.						
1000-4310-5364	Fuel	17,026	17,026	-	-	-
Provides fuel assistance to the Cranberry Township EMS.						
Total		18,992	18,992	-	-	-



2019 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.

2018 Accomplishments:

1. Conducted three (3) firearms trainings which include handgun, patrol rifle and shotgun.

2019 Goals:

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

2019 Budget Highlights:

1. No cost increase expected in 2019.

2019 Annual Budget

Firing Range Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-4140-5004	Materials And Supplies	11,822	11,822	12,000	1,736	12,000
Includes ammunition for three yearly training, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies and targeting systems.						
Total		11,822	11,822	12,000	1,736	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, and all Township parking lots, public trails and sidewalks. We manufacture salt brine for our use plus sell to several other townships who see the benefits of using liquid brine but do not have the infrastructure to manufacture it themselves.

2018 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. Introduced SwiftReach callout software. Used to expedite operator notification when snow/ice event occurs.
4. Continued with our inter-municipal sales agreements for salt brine and blend products.
5. Installed new brine truck loading station allowing up to five trucks to load at the same time.

2019 Goals:

1. Continue using SwiftReach software for callouts.
2. Utilize GPS software to evaluate route efficiencies and adjust where necessary.
3. Continue cross training of management staff for coverage of storms.
4. Continue utilizing our anti-icing technology ahead of the winter storm event to prevent snow & ice from bonding to the road surface.

2019 Budget Highlights:

1. Utilizing dual source supply contract with both SHACOG and COSTARS.
2. Winter service agreement revenue has increased.
3. New Grounds Manager given detailed training on Winter Maint Operations.
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>	2015	2016	2017	2018	2019
Full Time	15	15	16	17	17
Part Time	0	0	0	0	0

2019 Annual Budget

Snow Removal Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5110-4010	Salaries-Fulltime	49,974	49,974	39,450	52,999	45,000
1000-5110-4015	Overtime	43,079	43,079	60,000	73,256	60,000
1000-5110-4021	Social Security Tax	5,636	5,636	5,855	7,676	6,510
1000-5110-4022	Medicare	1,318	1,318	1,370	1,795	1,523
1000-5110-4041	Pension Non Uniform	4,653	4,653	4,900	6,313	5,250
1000-5110-4054	457 Contributions	4,587	4,587	4,900	6,065	5,250
1000-5110-5004	Materials And Supplies	6,545	6,545	31,520	106,306	32,308
Cost associated with winter maintenance equipment and miscellaneous expense.						
1000-5110-5111	Professional Services	2,925	2,925	15,760	10,037	26,000
Monthly svc fee for GPS tracking (changed to 12 months vs 5 months), snow routes, equip repair outsourcing, plus add \$5K for tree pruning where needed.						
1000-5110-5121	Repair Maint Equipment	20,343	20,343	13,000	17,916	16,250
Costs associated with repair and maintenance of equipment, including costs of repairs to salt brine equipment						
1000-5110-5323	Water	530	530	-	452	-
1000-5110-5354	Employee Training	2,112	2,112	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	266,697	266,697	410,000	313,348	410,000
Cost for Rock Salt and antiskid for Winter Maintenance						
1000-5110-6121	Equipment	3,543	3,543	20,000	15,900	20,500
plow blades, plows, parts and components to keep the snow fighting equipment in working order.						
Total		411,943	411,943	609,755	612,062	631,591

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

The Traffic Signal division undertakes the operational and maintenance responsibility of 41 Township owned traffic signals, warning flashers, school zones and street signs. Currently we also maintain Inter-Municipal traffic signal maintenance agreements with Seven Fields Borough, Adams Township and Marshall Township that includes 8 additional signals. Also maintained by this division is 24-hour communications infrastructure such as fiber optics, broadband radio and 2-way radio communication equipment. We also manage electrical infrastructure related to power metering, energy efficiency, street lights and building power systems.

2018 Accomplishments:

1. Upgraded the Centracos Operating System for the Traffic Operations Center. This allowed for more robust communications and real-time management of the Signal Network.
2. Completed Power System Upgrades at the Pool Complex.
3. Development of Adaptive Traffic Operations for multiple corridors in the Township.

2019 Goals:

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

2019 Budget Highlights:

1. Provide additional Seasonal Staffing to implement strategic Sign Maintenance programs.
2. Investigate advanced Intelligent Transportation Systems (ITS) and implement as possible.
3. Leverage Grant Funding for Proactive Traffic Improvements.

Staffing Levels	2015	2016	2017	2018	2019
Full Time	2	3	3	3	3
Part Time	1	1	1	1	2

2019 Annual Budget

Traffic Signals & Communic Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5120-4010	Salaries-Fulltime	293,656	293,656	314,133	254,352	203,930
1000-5120-4015	Overtime	7,858	7,858	8,000	9,027	8,000
1000-5120-4021	Social Security Tax	18,205	18,205	20,073	15,854	12,879
1000-5120-4022	Medicare	4,258	4,258	4,694	3,708	3,012
1000-5120-4023	Workers Comp	13,331	13,331	15,704	11,212	11,314
1000-5120-4041	Pension Non Uniform	15,076	15,076	16,188	13,166	10,386
1000-5120-4051	Hospitalization	92,804	92,804	88,589	77,136	58,132
1000-5120-4052	Vision Insurance	544	544	504	500	285
1000-5120-4053	Dental Insurance	3,603	3,603	3,008	3,549	2,003
1000-5120-4054	457 Contributions	15,101	15,101	16,188	13,089	10,386
1000-5120-4055	Disability Insurance	596	596	842	587	540
1000-5120-4057	Life Insurance	766	766	1,826	746	1,172
1000-5120-5001	Office Supplies	747	747	500	321	500
1000-5120-5004	Materials And Supplies	35,464	35,464	60,000	38,131	72,000
Signal and communication supplies for maintenance and repairs						
1000-5120-5007	Safety Supplies	598	598	1,500	935	1,250
Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jackets.						
1000-5120-5111	Professional Services	14,630	14,630	5,000	10,866	2,500
Technical labor for project assistance						
1000-5120-5121	Repair Maint Equipment	5,445	5,445	6,000	2,634	6,000
Electronic equipment repairs not covered by warranties. Equipment such as PTZ and Detection Cameras.						
1000-5120-5122	Repair Maint Vehicles	-	-	500	77	600
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	8,267	8,267	13,000	-	12,000
Contracted Services - Fiber locating						
1000-5120-5312	Cell Phones	2,100	2,100	2,760	1,750	2,500
Traffic Division Cell Phones						

2019 Annual Budget

Traffic Signals & Communic Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5120-5321	Electricity	42,623	42,623	31,000	30,638	34,000
Energy costs associated with traffic signal devices; Includes Luminaries and street lights.Allows for minor rate increase.						
1000-5120-5354	Employee Training	4,641	4,641	3,000	2,311	3,500
Technical Training/ Certification Maintenance; IMSA, ITE						
1000-5120-5356	Employee Dues/Members	323	323	500	570	500
1000-5120-5357	Clothing	224	224	350	316	350
seasonal t shirts						
1000-5120-5361	Postage And Shipping	-	-	250	29	250
Postage and shipping expenses related to electronic repairs						
1000-5120-5364	Fuel	2,399	2,399	3,500	2,224	2,500
Increased Fuel Costs						
1000-5120-5367	Signs	18,823	18,823	15,000	8,233	15,000
Aging Infrastructure and more restrictive sign regulations.						
1000-5120-5370	Minor Equipment/Furniture	510	510	500	-	500
Total		602,591	602,591	634,109	501,960	476,989



2019 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.

2018 Accomplishments:

1. Completed basin repairs in advance of paving contract.
2. Completed over 100 basin repairs/replacements this year.
3. Implemented repair and maintenance tracking for basins as part of MS4 program.

2019 Goals:

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

2019 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.

Staffing Levels	2015	2016	2017	2018	2019
Full Time	2	2	2	2	2
Part Time	4	0	0	0	0

2019 Annual Budget

Storm Water Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5131-4010	Salaries-Fulltime	144,562	144,562	171,489	121,091	272,409
1000-5131-4015	Overtime	2,288	2,288	2,000	359	2,000
1000-5131-4021	Social Security Tax	8,919	8,919	11,168	7,377	14,190
1000-5131-4022	Medicare	2,086	2,086	2,612	1,726	3,254
1000-5131-4023	Workers Comp	7,020	7,020	8,738	6,239	15,495
1000-5131-4041	Pension Non Uniform	7,343	7,343	9,007	6,070	13,950
1000-5131-4051	Hospitalization	38,370	38,370	40,273	31,280	57,371
1000-5131-4052	Vision Insurance	286	286	288	265	453
1000-5131-4053	Dental Insurance	1,476	1,476	1,648	1,456	2,877
1000-5131-4054	457 Contributions	7,281	7,281	9,007	5,916	13,950
1000-5131-4055	Disability Insurance	311	311	468	293	727
1000-5131-4057	Life Insurance	322	322	1,016	302	-
1000-5131-5004	Materials And Supplies	3,011	3,011	2,941	4,289	4,500
Materials and Supplies for Storm water - 30 Mtop frames and grates not associated with paving, concrete, plastic pipe, diamond saw blades for cutting asphalt.						
1000-5131-5007	Safety Supplies	171	171	500	161	500
Safety Equipment such as vests, gloves, glasses						
1000-5131-5111	Professional Services	28,710	28,710	30,000	10,321	45,000
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	1,584	1,584	1,250	897	1,250
Maint. and Repair of Equipment						
1000-5131-5312	Cell Phones	-	-	720	120	720
Crew Leader cell phone						
1000-5131-5332	Equipment Leases	-	-	1,000	130	1,000
Costs associated with leasing of equipment. Rental of equipment needed and not currently in fleet						
1000-5131-5354	Employee Training	30	30	-	110	1,000
1000-5131-5366	Road Maintenance Supplies	72,154	72,154	70,000	43,384	60,000
Costs associated with the purchase of materials for road maintenance. Such as m-tops, stone, pipe and asphalt.						
1000-5131-5370	Minor Equipment/Furniture	1,650	1,650	2,300	289	2,300



2019 Annual Budget

Storm Water Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
new equipment/tools needed for finishing road repair paving projects, and various other construction projects.						
Total		327,574	327,574	366,425	242,075	512,946

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

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

2018 Accomplishments:

1. Roadsoft Software and Paser Rating system - Reviewed and assigned updated ratings on all road segments.
2. Road Resurfacing Program - Managed a successful Micro Surfacing program in the Timberline residential development while implementing various preventative maintenance processes: crack sealing, micro surfacing, chip sealing, and paving.
3. Darlington Rd - Upgraded 2,800 ft with storm trunk line, french drains, and base repairs in advance of the FDR capital improvement project.
4. Managed the ROW mowing operation to keep the vegetation from interfering with intersection line of sight concerns.
5. Block Party Trailer - Managed the construction of the trailer plus the on-time delivery and pick up per the event schedule.
6. Bucks Rd culvert rehab - Managed the rehabilitation of this arch span culvert pipe. Shotcrete application of concrete instead of R&R.
7. Disc Golf - participated in the construction of the course and parking lot expansion.

2019 Goals:

1. Review Roadsoft / Paser Ratings to prepare a list of roads for resurfacing - paving, crack sealing, seal coating and micro surfacing.
2. Complete all catch basin repairs and road base repairs prior to the resurfacing program.
3. Continue with Paser Rating system and utilizing Roadsoft to improve our resurfacing program.
4. Hire 4 seasonal workers to perform crack sealing in various residential housing developments.

2019 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.
3. Crack seal 8-10 miles of roads using seasonal workers.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	8	8	8	9	8
Part Time	2	2	0	0	4

2019 Annual Budget

Road Maintenance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5132-4010	Salaries-Fulltime	304,986	304,986	379,900	260,935	316,531
1000-5132-4015	Overtime	8,168	8,168	10,000	9,609	8,200
1000-5132-4021	Social Security Tax	19,162	19,162	26,589	16,540	20,864
1000-5132-4022	Medicare	4,481	4,481	6,218	3,868	4,879
1000-5132-4023	Workers Comp	14,915	14,915	19,558	13,964	18,328
1000-5132-4041	Pension Non Uniform	15,658	15,658	20,063	13,524	16,137
1000-5132-4051	Hospitalization	71,243	71,243	81,285	59,215	68,966
1000-5132-4052	Vision Insurance	626	626	711	554	551
1000-5132-4053	Dental Insurance	3,555	3,555	4,241	3,344	3,692
1000-5132-4054	457 Contributions	15,309	15,309	20,063	12,983	16,137
1000-5132-4055	Disability Insurance	661	661	1,043	615	839
1000-5132-4057	Life Insurance	816	816	2,263	760	1,820
1000-5132-5001	Office Supplies	-	-	3,075	71	3,000
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	5,211	5,211	13,000	5,673	13,000
Cost associated with miscellaneous expenses: Materials and Supplies						
1000-5132-5007	Safety Supplies	679	679	1,100	161	1,100
Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.						
1000-5132-5111	Professional Services	53,341	53,341	66,625	58,864	65,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Inspections, flagging, concrete work, tree work						
1000-5132-5121	Repair Maint Equipment	9,038	9,038	20,000	11,538	20,000
Costs associated with repair and maintenance of equipment. Repair and maintenance of road construction equipment						
1000-5132-5312	Cell Phones	3,120	3,120	2,400	2,480	2,400
Streets Mgr and 2 Crew Leaders						
1000-5132-5332	Equipment Leases	12,732	12,732	15,000	10,154	20,000
Costs associated with leasing of equipment.						
1000-5132-5354	Employee Training	-	-	1,000	1,149	3,000



2019 Annual Budget

Road Maintenance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5132-5366	Road Maintenance Supplies	99,774	99,774	135,000	87,489	135,000
Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.						
1000-5132-5367	Signs	-	-	-	(450)	-
1000-5132-5370	Minor Equipment/Furniture	13,065	13,065	3,000	1,434	3,000
Costs associated with the purchase of minor equipment and furniture.						
1000-5132-6117	Paving	387,613	387,613	450,000	253,104	450,000
Asphalt costs associated with the resurfacing program						
Total		1,044,152	1,044,152	1,282,134	827,577	1,192,444

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.

2018 Accomplishments:

1. Removed all toilet partitions and wall hung fixtures for new epoxy floor coating on mens and womens pool locker rooms.
2. Installed new replacement rooftop condensing unit for the NOC server room Liebert a/c unit.
3. Installed access control at Graham Park maintenance/baseball concession building.
4. Installed air purification system in Preschool classroom to prevent spread of colds and flu.
5. Installed Fuel Force components Graham Park Maintenance Facility.
6. Installed ice snow melt tubing in the ambulance/fire station sidewalk.
7. Replaced HVAC in Dewatering building of the treatment plant.
8. Installed Rawal valves into four Municipal rooftop HVAC units to control humidity.
9. Installed new windows on the front of the Johnson school house, continued replacing the rotted wood siding.

2019 Goals:

1. Replace Fuel management pedestal.
2. Improve security with real time access control at off-site water tanks.
3. Install fuel pump dispensers on the remaining five fuel stations.
4. Continue exterior renovations/window replacement to the Johnson School House.
5. Replace Rooftop HVAC unit serving Police perimeter offices.
6. Renovations of the Codes staff cubicals to create space for two new employees.
7. Renovate the crew leader offices with accoustic tile ceiling, floor coating ,paint and install new donated cubicles.
8. Install access control on Graham Park baseball complex public restrooms.
9. Relocate automatic gate from treatment plant to Turfgrass Maintenance facility.
10. Install new Istar access control panel to remove police from public door panel.
11. Update the building automation system for the Municipal building to include all Rt 19 fire station and Pennwood pump station mechanical equipment.
This will allow control over the equipment from a desktop and reduce utility consumption and timely alerts for trouble conditions.

2019 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.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	3	3	3	3	3
Part Time	4	2	2	2	2

2019 Annual Budget

Facility Maintenance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5140-4010	Salaries-Fulltime	216,721	216,721	209,290	178,180	272,785
1000-5140-4012	Salaries-Part Time	3,096	3,096	18,000	-	18,000
part time seasonal help to perform labor tasks ie: roof and gutter cleaning, minor painting and unskilled work.						
1000-5140-4015	Overtime	4,243	4,243	4,000	3,544	5,000
Allowance for call in on weekends and after normal hours snow removal and building emergency calls. Figure is based on actual expenses for the current budget year.						
1000-5140-4021	Social Security Tax	13,473	13,473	14,426	11,045	18,462
2018 Actual plus 10% estimated increase						
1000-5140-4022	Medicare	3,151	3,151	3,374	2,583	4,317
2018 actual amounts plus 10% increase allowance						
1000-5140-4023	Workers Comp	9,025	9,025	10,457	7,466	16,218
2018 actual plus 10% increase allowance						
1000-5140-4041	Pension Non Uniform	11,048	11,048	10,715	9,083	13,969
2018 actual amounts						
1000-5140-4051	Hospitalization	60,194	60,194	56,495	50,691	69,140
Actual amounts plus a 10% allowance						
1000-5140-4052	Vision Insurance	393	393	395	361	477
Actual amounts with a 10% increase allowance						
1000-5140-4053	Dental Insurance	2,384	2,384	2,386	2,347	3,107
1000-5140-4054	457 Contributions	11,076	11,076	10,715	9,083	13,969
1000-5140-4055	Disability Insurance	404	404	557	387	726
1000-5140-4057	Life Insurance	518	518	1,208	494	1,576
1000-5140-5001	Office Supplies	-	-	150	156	150
papers, pens, pencils, planners						
1000-5140-5004	Materials And Supplies	20,704	20,704	10,000	12,601	12,000
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. Account shows a 2% increase as additional work is being performed through in-house staff and not contract.						
1000-5140-5005	Cleaning Supplies	15,961	15,961	15,000	15,238	18,500
Disposable paper products, hand towels, roll towels, toilet paper, trash liners, hand soaps restroom and kitchen supplies. Specialized cleaning is also being done twice a week during cold and flu season on all communal areas. Police cells and vehicles are also cleaned and sanitized for communicable disease as needed.						
1000-5140-5007	Safety Supplies	379	379	300	648	300

2019 Annual Budget

Facility Maintenance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
Safety supplies for Facilities, specialized respirators/cartridges, safety glasses, rubber gloves						
1000-5140-5111	Professional Services	52,366	52,366	37,000	33,205	35,000
1000-5140-5123	Repair Maint Facility Maint	26,872	26,872	20,000	22,348	15,000
Costs associated with building repairs and maintenance not under contracted or professional services.						
1000-5140-5124	Maintenance Contracts	-	-	15,000	-	15,000
All services under a signed contract will be charged to this account.						
1000-5140-5132	Janitorial Services	123,879	123,879	135,000	87,585	103,500
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	2,600	3,120
Account is based on actual with no anticipated carrier increases in service for Facilities Mgr and 2 staff member's cell phone reimbursement.						
1000-5140-5321	Electricity	103,983	103,983	101,000	87,051	110,000
Electrical service for municipal building and complex						
1000-5140-5322	Natural Gas	35,085	35,085	32,900	29,926	42,000
Figures based on current projected actual billing of natural gas for heating and domestic hot water.						
1000-5140-5323	Water	5,545	5,545	4,730	3,831	5,600
Figure is based on actual billing for past three years plus a projected amount for the final quarter						
1000-5140-5324	Sewer	5,244	5,244	4,600	3,743	4,600
Figures are based on actual expense plus a projected amount for the last quarter.						
1000-5140-5325	Trash	-	-	1,600	-	1,000
1000-5140-5332	Equipment Leases	3,324	3,324	1,500	-	500
Allowance for leasing and rental of equipment not used regularly or presently owned by the township.						
1000-5140-5352	Employee Milage Reimb	-	-	150	-	100
Reimbursement for expenses related to ongoing education credits for job related studies.						
1000-5140-5354	Employee Training	1,415	1,415	3,000	411	3,500
Employee training and certification classes to retain required certifications.						
1000-5140-5357	Clothing	295	295	500	250	500
Uniform and boot allowance.						
1000-5140-5364	Fuel	2,163	2,163	2,000	2,491	2,000



2019 Annual Budget

Facility Maintenance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
Gasoline and diesel fuel for the Facilities vehicles. Based on actual use.						
1000-5140-5370	Minor Equipment/Furniture	2,957	2,957	1,500	1,164	1,500
Allowance for the purchase of a new table saw, replacement cordless drills and batteries. Existing tools are becoming worn and unreliable.						
Total		739,016	739,016	731,068	578,511	811,616

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

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

2018 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 (Municipibid) 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. Continued out-sourcing the Police Department up-fits for new pursuit vehicles to Ibis-Tek.
6. Continued handling all Fire Department fleet repairs in house when appropriate.
7. Graham Park fueling station added - enables PM's to be included into the Munis work order system.

2019 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. Implement RTA Fleet Management software package to improve the efficiency and timeliness of monthly PM's.

2019 Budget Highlights:

1. Study the effects of Tier 4 emissions on new diesel trucks and heavy equipment.
2. Implement Ron Turley Assoc (RTA) Fleet software and provide training for all Fleet Mechanics.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	3	3	3	3	3
Part Time	1	1	0	0	1

2019 Annual Budget

Fleet Maintenance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5150-4010	Salaries-Fulltime	117,819	117,819	119,680	100,284	122,948
1000-5150-4012	Salaries-Part Time	51	51	-	-	-
1000-5150-4015	Overtime	2,896	2,896	4,000	3,348	5,820
1000-5150-4021	Social Security Tax	7,321	7,321	7,923	6,315	8,126
1000-5150-4022	Medicare	1,712	1,712	1,853	1,477	1,900
1000-5150-4023	Workers Comp	5,236	5,236	6,096	4,352	7,138
1000-5150-4041	Pension Non Uniform	5,958	5,958	6,275	5,103	6,438
1000-5150-4051	Hospitalization	39,703	39,703	35,984	32,612	36,485
1000-5150-4052	Vision Insurance	249	249	250	229	250
1000-5150-4053	Dental Insurance	1,536	1,536	1,537	1,513	1,771
1000-5150-4054	457 Contributions	5,958	5,958	6,275	5,103	6,438
1000-5150-4055	Disability Insurance	231	231	326	218	335
1000-5150-4057	Life Insurance	239	239	707	225	726
1000-5150-5001	Office Supplies	-	-	2,500	71	-
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	-	-
1000-5150-5004	Materials And Supplies	1,857	1,857	13,500	1,709	10,000
Cost associated with lubricants, tools and parts.						
1000-5150-5007	Safety Supplies	295	295	1,200	154	1,200
Costs associated with the purchase of safety materials.						
1000-5150-5111	Professional Services	9,942	9,942	26,650	45,142	35,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.						
1000-5150-5121	Repair Maint Equipment	276	276	-	3,230	-
1000-5150-5122	Repair Maint Vehicles	33,118	33,118	61,200	29,625	45,000
Costs associated with repair and maintenance of vehicles. Testing and parts for work completed on all twp vehicles with inhouse labor and resources.						
1000-5150-5312	Cell Phones	720	720	720	600	720
Crew Leader Mechanic						



2019 Annual Budget

Fleet Maintenance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5150-5354	Employee Training	275	275	1,000	111	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	320	320	250	64	250
Costs associated with dues and memberships.						
1000-5150-5370	Minor Equipment/Furniture	1,244	1,244	4,000	2,011	4,000
Cost for the purchase of minor equipment for the shop.						
Total		236,956	236,956	303,301	243,497	295,545

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.

2018 Accomplishments:

1. Involved with the installation of new playground at North Boundary Park. Grounds maintenance played a large role in the build of the playground with the addition of the rope fence, ground preparation for the landscaped areas, and taking part with the community build.
2. Addition of disk golf course at North Boundary Park. Grounds maintenance assisted in underbrushing large areas for fairways, digging for alternate hole locations, and transporting supplies to site.
3. Improvements made to the dog park including roofed structure and concrete pad at entrances.

2019 Goals:

1. Focus on improving landscaping beds around park to reduce maintenance costs and improve quality.
2. Make improvements to baseball fields at community park including laser leveling of infields.
3. Begin an artificial turf maintenance program at North Boundary Park upon completion of soccer fields.
4. Attempt to reduce pesticide applications at Graham Park by improving soil fertility and increasing cultural practices.
5. Redesign the satellite property maintenance program to increase efficiency and improve the quality of the grounds at the Municipal Building.
6. Continually improve communications with sports associations.
7. Cross train employees from different parks to be more familiar with operations at all locations.
8. Add employees that spray chemicals as technicians to our business license to be more efficient.

2019 Budget Highlights:

1. Additional equipment and man power to maintain artificial turf fields at North Boundary Park.
2. Bring more baseball field maintenance responsibilities to the grounds maintenance department to improve field quality and reduce the impact from the association volunteers.
3. Proactive upgrades to the Graham Park irrigation control system will mitigate untimely failures.
4. Increase staffing at North Boundary Park to improve efficiency of employees and reduce the amount of time spent mobilizing equipment to that park.

Staffing Levels	2015	2016	2017	2018	2019
Full Time	6	6	6	6	6
Part Time	14	14	16	15	16

2019 Annual Budget

Grounds Maintenance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5160-4010	Salaries-Fulltime	237,808	237,808	250,443	200,678	275,485
1000-5160-4012	Salaries-Part Time	173,106	173,106	181,000	136,767	205,400
Seasonal labor: 12 FT March1 through November 30. 4 FT (summer only) May through August.						
1000-5160-4015	Overtime	12,893	12,893	12,000	16,302	14,000
OT for grounds personnel not including snow removal.						
1000-5160-4021	Social Security Tax	25,941	25,941	27,097	21,512	28,761
1000-5160-4022	Medicare	6,067	6,067	6,337	5,031	6,726
1000-5160-4023	Workers Comp	11,312	11,312	13,010	9,289	25,265
1000-5160-4041	Pension Non Uniform	12,392	12,392	12,832	10,699	14,114
1000-5160-4051	Hospitalization	44,343	44,343	41,890	33,764	39,683
1000-5160-4052	Vision Insurance	297	297	396	236	417
1000-5160-4053	Dental Insurance	1,636	1,636	2,235	1,600	1,773
1000-5160-4054	457 Contributions	11,901	11,901	12,832	10,699	14,114
1000-5160-4055	Disablity Insurance	479	479	667	459	734
1000-5160-4057	Life Insurance	614	614	1,447	576	1,592
1000-5160-5004	Materials And Supplies	50,437	50,437	42,000	39,368	45,000
Includes electrical supplies, irrigation maintenance and repair parts, woodcarpet for playgrounds, landscape plants and mulch, soil, stone, building supplies, materials for trails and lots in parks, fence repair parts, HR costs associated to seasonal labor, and miscellaneous hardware and supplies.						
1000-5160-5005	Cleaning Supplies	7,134	7,134	8,000	7,356	9,000
Janitorial and cleaning supplies for all parks including toiletries, disenfectants, paper products, trash liners.						
1000-5160-5006	Agricultural Supplies	90,738	90,738	94,000	89,535	98,500
All products related to turf and landscape plant maintenance programs: fertilizer, herbicide, fungicide, calcium, magnesium, seed, and spray adjuvants.						
1000-5160-5007	Safety Supplies	707	707	2,000	648	1,000
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE.						
1000-5160-5111	Professional Services	57,294	57,294	55,000	56,237	61,600
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	33,601	33,601	22,000	25,969	22,000
Parts and repairs for all parks power equipment.						
1000-5160-5123	Repair Maint Facility Maint	13,579	13,579	13,000	7,119	13,000

2019 Annual Budget

Grounds Maintenance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 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	2,520	2,520	2,400	1,580	2,400
Reimbursement of manager and 2 crew leaders for cell phones.						
1000-5160-5321	Electricity	77,178	77,178	82,000	57,847	77,000
All electric in parks.						
1000-5160-5323	Water	5,691	5,691	7,000	5,997	7,000
All water for facilities in parks.						
1000-5160-5324	Sewer	5,774	5,774	4,500	6,988	6,500
Sanitary sewer service for all park facilities.						
1000-5160-5325	Trash	-	-	500	-	-
Trash removal service for special projects within parks.						
1000-5160-5332	Equipment Leases	11,152	11,152	12,000	7,132	9,000
Cart lease and landscape implements like chipper, stump grinder, and high lifts.						
1000-5160-5354	Employee Training	2,236	2,236	4,000	4,446	4,000
Continuing education for pesticide application and pool chemical handling licensing.						
1000-5160-5357	Clothing	2,692	2,692	2,000	2,741	2,500
T-shirts and jackets for seasonal and FT employees.						
1000-5160-5370	Minor Equipment/Furniture	14,278	14,278	17,000	10,425	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		913,801	913,801	929,586	770,998	1,003,564

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.

2018 Accomplishments:

1. Mowing contract for satellite sites proved problematic for contractor but was economical.
2. New tree contractor utilized this year across the Dept.
3. Rt 228 and Rt 19 spray contractors managed vegetation with no issues and proved to be safe operation.

2019 Goals:

1. Contracted mowing contract will be split into General Twp and S&W sites through 2 different contracts.
2. Develop contract for patch paving for both Streets and S&W Field divisions.
3. Develop ROW spray program and evaluate contracted service to reduce mowing frequency and improve lasting results.

2019 Budget Highlights:

1. DPW facility improvements for both office and yard space management.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0

2019 Annual Budget

Pw Administration Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5170-4010	Salaries-Fulltime	111,397	111,397	114,070	94,642	135,511
1000-5170-4015	Overtime	-	-	500	-	500
1000-5170-4021	Social Security Tax	6,726	6,726	7,072	5,630	8,401
1000-5170-4022	Medicare	1,573	1,573	1,654	1,317	1,965
1000-5170-4023	Workers Comp	3,279	3,279	3,912	2,793	5,992
1000-5170-4041	Pension Non Uniform	5,570	5,570	5,704	4,791	6,776
1000-5170-4051	Hospitalization	24,167	24,167	26,262	18,901	33,327
1000-5170-4052	Vision Insurance	173	173	207	159	146
1000-5170-4053	Dental Insurance	1,067	1,067	1,219	1,050	2,017
1000-5170-4054	457 Contributions	6,164	6,164	5,704	4,634	6,776
1000-5170-4055	Disability Insurance	174	174	297	164	352
1000-5170-4057	Life Insurance	359	359	643	338	764
1000-5170-5001	Office Supplies	2,240	2,240	2,100	1,453	2,000
1000-5170-5004	Materials And Supplies	15,802	15,802	15,000	6,778	15,000
1000-5170-5005	Cleaning Supplies	2,950	2,950	3,000	2,521	3,000
1000-5170-5007	Safety Supplies	720	720	6,500	3,144	6,500
1000-5170-5111	Professional Services	35,157	35,157	60,000	40,326	55,000
1000-5170-5123	Repair Maint Facility Maint	4,855	4,855	7,500	6,145	7,500
1000-5170-5124	Maintenance Contracts	-	-	4,000	-	4,000
1000-5170-5132	Janitorial Services	4,675	4,675	7,000	4,675	7,000
1000-5170-5133	Legal Services	425	425	500	-	500
1000-5170-5230	Information Tech Svs	135,000	135,000	139,000	139,000	145,000
1000-5170-5312	Cell Phones	1,680	1,680	1,680	2,205	-
Director cell reimbursement						
1000-5170-5321	Electricity	22,641	22,641	25,000	16,558	25,000
1000-5170-5322	Natural Gas	14,363	14,363	11,000	11,142	15,000
1000-5170-5323	Water	1,902	1,902	1,500	1,170	2,000
1000-5170-5324	Sewer	1,689	1,689	1,500	1,113	2,000
1000-5170-5353	Employee Meeting /Confer	744	744	4,000	699	4,000



2019 Annual Budget

Pw Administration Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5170-5354	Employee Training	2,219	2,219	3,500	7,185	5,000
1000-5170-5355	Employee Career Devel	-	-	7,500	3,213	-
1000-5170-5356	Employee Dues/Members	465	465	700	431	1,000
1000-5170-5357	Clothing	10,401	10,401	10,000	11,405	12,000
1000-5170-5364	Fuel	53,764	53,764	65,000	65,042	70,000
1000-5170-5370	Minor Equipment/Furniture	648	648	10,000	200	10,000
Office renovation to Public Works admin.						
Total		472,987	472,987	553,224	458,824	594,027

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.

2018 Accomplishments:

1. Completed the final year of the three year BCWPCF construction project.
2. Completed Graham Park Phase 2 construction project.
3. Completed North Boundary Road Phase 2.
4. Completed the Rochester, Route 19 intersection upgrade project.
5. Completed the construction of upgrades to the Park and Haine fire stations.
6. Completed design of MSA thruway and obtained HOP.
7. Completed Design of St. Francis Way/Route 19 Project.
8. Completed Disc Golf Course at North Boundary Park.
9. Completed Design of Franklin Acres Pump Station.

2019 Goals:

1. Brush Creek Water Pollution Control Facility- Successfully close out construction.
2. Complete construction of Library Upgrade Project.
3. Begin construction of MSA thruway.
4. Construct Brandt Drive roundabout at Executive Drive.
5. Construct Franklin Acres Pump Station.

2019 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. 2019 will highlight transportation and the expansion of the library.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	5	5	7	7	8
Part Time	3	2	1	1	1

2019 Annual Budget

Engineering Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5210-4010	Salaries-Fulltime	81,944	81,944	102,620	70,049	155,574
1000-5210-4012	Salaries-Part Time	4,158	4,158	9,000	8,025	9,000
1000-5210-4015	Overtime	15	15	225	628	450
1000-5210-4021	Social Security Tax	5,037	5,037	6,934	4,673	10,231
1000-5210-4022	Medicare	1,178	1,178	1,622	1,093	2,393
1000-5210-4023	Workers Comp	624	624	730	521	1,082
1000-5210-4041	Pension Non Uniform	4,097	4,097	5,124	3,503	7,801
1000-5210-4051	Hospitalization	24,482	24,482	25,027	22,231	34,939
1000-5210-4052	Vision Insurance	166	166	202	152	272
1000-5210-4053	Dental Insurance	1,340	1,340	1,238	1,218	1,853
1000-5210-4054	457 Contributions	4,332	4,332	5,142	3,447	7,801
1000-5210-4055	Disability Insurance	199	199	267	187	406
1000-5210-4057	Life Insurance	410	410	580	385	880
1000-5210-5001	Office Supplies	634	634	900	410	600
1000-5210-5004	Materials And Supplies	8,315	8,315	2,450	5,437	4,000
1000-5210-5007	Safety Supplies	967	967	800	390	800
1000-5210-5111	Professional Services	20,519	20,519	53,000	22,533	60,000
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	-	-	1,000	-	500
This line item includes legal consulting fees.						
1000-5210-5230	Information Tech Svs	56,000	56,000	58,000	58,000	60,000
Costs associated with IT support for Engineering Department operations.						
1000-5210-5312	Cell Phones	6,360	6,360	5,800	5,300	5,800
This line item includes cell phone reimbursement costs for 6 employee phones.						
1000-5210-5354	Employee Training	1,200	1,200	4,500	1,101	7,200
This line item includes various employee training.						
1000-5210-5355	Employee Career Devel	-	-	-	-	7,500
Educational reimbursement for E Oswald.						
1000-5210-5356	Employee Dues/Members	582	582	750	-	750

2019 Annual Budget

Engineering Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
This line item includes membership dues to professional societies.						
1000-5210-5363	Advertising	-	-	-	-	4,000
Advertising for Capital Projects.						
1000-5210-5364	Fuel	-	-	2,500	8	2,500
This line item is for fuel for the administrative fleet vehicles.						
1000-5210-6123	Furniture And Fixtures	-	-	1,000	-	250
This line item includes furnishings and fixtures for the Engineering Department.						
Total		222,559	222,559	289,411	209,292	386,582



2019 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.

2018 Accomplishments:

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

2019 Goals:

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

2019 Budget Highlights:

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

2019 Annual Budget

Engineering Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5220-4010	Salaries-Fulltime	129,959	129,959	116,207	110,976	76,817
1000-5220-4012	Salaries-Part Time	-	-	-	551	-
1000-5220-4021	Social Security Tax	7,706	7,706	7,205	6,707	4,763
1000-5220-4022	Medicare	1,802	1,802	1,685	1,569	1,114
1000-5220-4023	Workers Comp	694	694	820	585	542
1000-5220-4041	Pension Non Uniform	6,498	6,498	5,810	5,576	3,841
1000-5220-4051	Hospitalization	27,968	27,968	28,656	25,696	20,168
1000-5220-4052	Vision Insurance	97	97	202	89	132
1000-5220-4053	Dental Insurance	1,188	1,188	1,238	1,218	868
1000-5220-4054	457 Contributions	6,633	6,633	5,810	5,576	3,841
1000-5220-4055	Disability Insurance	224	224	302	211	200
1000-5220-4057	Life Insurance	462	462	655	435	433
1000-5220-5111	Professional Services	4,159	4,159	5,000	3,885	5,000
This line item includes various specialized review professional services necessary to support the land development review process.						
1000-5220-5312	Cell Phones	1,380	1,380	-	1,150	-
Total		188,771	188,771	173,590	164,226	117,719



2019 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.

2018 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 from an intense storm season.
4. Implemented and managed inspection and repair of Township stormwater facilities.
5. Inspected every active land development project for active compliance with stormwater and erosion control approvals.
6. Inventoried all impervious areas across Cranberry Township.

2019 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 2 Pollution Reduction Plan Improvements.
5. Evaluate the rising cost of stormwater management and identify funding strategies.

2019 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.

2019 Annual Budget

Engineering Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-5240-4010	Salaries-Fulltime	57,207	57,207	58,735	48,797	102,947
1000-5240-4015	Overtime	-	-	75	5	150
1000-5240-4021	Social Security Tax	3,300	3,300	3,646	2,895	6,392
1000-5240-4022	Medicare	772	772	853	677	1,495
1000-5240-4023	Workers Comp	325	325	383	273	661
1000-5240-4041	Pension Non Uniform	2,861	2,861	2,940	2,440	5,155
1000-5240-4051	Hospitalization	14,146	14,146	14,470	12,771	26,242
1000-5240-4052	Vision Insurance	243	243	104	222	177
1000-5240-4053	Dental Insurance	587	587	641	630	1,146
1000-5240-4054	457 Contributions	3,067	3,067	2,940	2,422	5,155
1000-5240-4055	Disability Insurance	114	114	153	108	268
1000-5240-4057	Life Insurance	235	235	332	222	581
1000-5240-5004	Materials And Supplies	101	101	1,000	742	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	8,091	8,091	60,000	39,820	35,000
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	-	-
This item supports legal services relating to stormwater						
1000-5240-5230	Information Tech Svs	26,000	26,000	29,000	29,000	35,000
1000-5240-5354	Employee Training	304	304	2,500	100	3,500
This line item relates to training of employees with regards to the latest stormwater regulations and permit requirements.						
1000-5240-5364	Fuel	1,091	1,091	1,000	1,616	-
This line item includes fuel for the administrative fleet. This line item was compared against past fuel consumption by the department.						
Total		118,442	118,442	179,772	142,742	224,869

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.

2018 Accomplishments:

1. Initiated and coordinated new processes of youth participants at our summer camp and kids club program which included emergency management for procedures.
2. Continued to manage over 1.5 million in transactions while maximizing the customer service experience through audits, procedural development and secret shopper programs through interns associated with RANP.
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 that included the First Miracle League All-Star Game and a Township Dog Committee.
4. Opened Graham Park Phase 2 Sports Courts Project of the Year and completed the 2018 projects that includes a Disc Golf Course, and replacement playground at North Boundary Park.
5. Continued to work towards new field agreements with the youth sports associations. Made significant progress on an agreement with SVSA towards lighting the fields at North Boundary Park.

2019 Goals:

1. Improve facility management as well as the customer service experience for evening and weekends with the addition of the new full-time customer service staff. This will provide a consistent Township presence in the Municipal Center during evening and weekend hours.
2. Will continue to increase and enhance programs guided by the Cranberry Plan.
3. Maximize the use and efficiency of the Department's new facilities at Graham and North Boundary Parks while continuing to provide better oversight through the Facilities Coordinator.
4. Continue Department cross-training through the Program Staff, enabling positions to substitute responsibilities.

2019 Budget Highlights:

1. Maximize the potential of the new facilities in Graham Park Phase 2 as well as North Boundary enhancements, highlighted by the surge in pickleball programs, and initiate a new relationship with SV Schools District through enhanced sports and fitness programs.
2. Utilizing the new customer service position to develop best management practices to efficiently manage evening and weekend customer service and program procedural items.
3. Work towards renewing a major sponsorship for Graham Park and capital agreements for continued enhancements with the youth athletic associations.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	4.5	4.5	5.25	5.5	6.25
Part Time	17	17	17	17	16

2019 Annual Budget

Park Operation Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6210-4010	Salaries-Fulltime	181,872	181,872	196,642	219,860	235,516
6 Full Time Employees - with percentages in Admin-4010						
1000-6210-4012	Salaries-Part Time	125,536	125,536	122,269	98,662	105,580
Customer Service, Site Supervisors, Play Center Staff						
1000-6210-4015	Overtime	1,828	1,828	1,800	1,206	-
Overtime associated with Special Events & Holidays						
1000-6210-4021	Social Security Tax	19,084	19,084	19,797	19,549	21,090
1000-6210-4022	Medicare	4,463	4,463	4,630	4,572	4,950
1000-6210-4023	Workers Comp	12,922	12,922	15,489	11,059	18,522
1000-6210-4041	Pension Non Uniform	9,199	9,199	9,832	11,038	11,776
1000-6210-4051	Hospitalization	23,959	23,959	26,575	21,992	33,466
1000-6210-4052	Vision Insurance	451	451	405	421	443
1000-6210-4053	Dental Insurance	2,694	2,694	2,428	2,729	2,958
1000-6210-4054	457 Contributions	10,723	10,723	9,832	11,038	11,776
1000-6210-4055	Disablity Insurance	358	358	511	420	612
1000-6210-4057	Life Insurance	989	989	1,109	1,058	1,328
1000-6210-5001	Office Supplies	3,151	3,151	4,000	2,400	4,000
1000-6210-5004	Materials And Supplies	63,016	63,016	62,000	63,166	70,000
Materials and Supplies includes Credit/Debit Card Charges. Other supplies						
1000-6210-5111	Professional Services	9,366	9,366	12,000	9,072	12,000
Copier maintainance, HR Screenings - laminating maintainance. gym floor recoat, gym equipment safety inspections						
1000-6210-5230	Information Tech Svs	68,000	68,000	70,000	70,000	75,000
IT defined amount						
1000-6210-5312	Cell Phones	3,123	3,123	4,500	4,852	4,500
1000-6210-5351	Employee Recruiting	16	16	500	900	1,500
Increase due to advertising new CSR position						
1000-6210-5353	Employee Meeting /Confer	-	-	-	-	2,000
1000-6210-5354	Employee Training	9,468	9,468	12,500	11,803	18,500



2019 Annual Budget

Park Operation Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
Increase due to 2018 additional training for six, as opposed to 4 employees. State and national conferences; professional development; and additional training as needed. Pat going to Active Training						
1000-6210-5355	Employee Career Devel	-	-	500	-	500
Increase due to additional meetings and food for several initiatives of the dept.						
1000-6210-5356	Employee Dues/Members	613	613	1,000	1,200	1,500
Increase due to additional employees						
1000-6210-5362	Printing	24,517	24,517	25,500	28,555	30,000
Printing and Distribution of 3 Recreation Program Guides. Increase due to increased cost from Eagle						
1000-6210-5363	Advertising	1,450	1,450	1,500	828	1,500
1000-6210-5364	Fuel	398	398	750	568	750
1000-6210-5370	Minor Equipment/Furniture	1,152	1,152	2,500	1,932	4,000
Replace furniture and fixtures as needed. Increase due to need for automated blinds in Brush Creek Room						
Total		578,346	578,346	608,569	598,880	673,767

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 cultural, fitness and art classes for this age.

2018 Accomplishments:

1. Continued to increase programs, particularly for the early ages in both preschool and summer camp.
2. Continued to add new wellness programs and increased the environmental programs.
3. Continued to build on the youth athletics with significant growth in basketball, tennis and deck hockey in the early childhood category.

2019 Goals:

1. Increase growth of preschool through creative use of additional space while maintaining current marketing and attendance levels.
2. Continue to enhance preschool staff training in program development as well as program accessibility development.
3. Continue to develop, practice and evaluate new emergency management policies with our preschool.
4. Continue to supplement our youth sports programs with early childhood components.

2019 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>	2015	2016	2017	2018	2019
Full Time	0	0	0	0	0
Part Time	10	10	10	10	10

2019 Annual Budget

Park Early Childhood Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6220-4010	Salaries-Fulltime	8,612	8,612	10,269	-	10,219
1000-6220-4012	Salaries-Part Time	99,201	99,201	81,304	91,773	134,000
1000-6220-4015	Overtime	-	-	-	1,257	-
1000-6220-4021	Social Security Tax	6,671	6,671	5,678	5,768	8,217
1000-6220-4022	Medicare	1,560	1,560	1,328	1,349	1,921
1000-6220-4023	Workers Comp	2,992	2,992	4,442	3,171	6,129
1000-6220-4041	Pension Non Uniform	431	431	513	-	511
1000-6220-4051	Hospitalization	1,343	1,343	1,352	1,215	1,372
1000-6220-4052	Vision Insurance	12	12	13	12	13
1000-6220-4053	Dental Insurance	61	61	-	60	71
1000-6220-4054	457 Contributions	481	481	58	-	511
1000-6220-4055	Disability Insurance	17	17	27	17	27
1000-6220-4057	Life Insurance	35	35	58	35	58
1000-6220-5004	Materials And Supplies	15,150	15,150	14,000	13,871	16,500
Materials and Supplies needed to operate all Early Childhood Programs including Preschool.						
1000-6220-5111	Professional Services	19,557	19,557	17,500	33,734	28,000
Preschool Dance Toddler time. Adding new tumbling programs						
1000-6220-5351	Employee Recruiting	-	-	300	-	300
Eagle Ads						
1000-6220-5354	Employee Training	730	730	-	-	500
Increased training for ADA purposes						
1000-6220-5362	Printing	310	310	750	220	750
Preschool brochures and advertisements						
1000-6220-5363	Advertising	516	516	-	-	-
Total		157,678	157,678	137,592	152,482	209,099

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.

2018 Accomplishments:

1. Increased participation and revenues for this age bracket by maximizing numbers in our Kid's Club and youth sports programs.
2. Developed the process in which we can start managing programs utilizing the schools. This will start with a girls basketball program in 2019.
3. Developed a successful process to recruit and utilize staff through our other programs and through our relationship with the Cranberry youth athletic associations to successfully and efficiently fill all needed seasonal and part-time staffing needs.

2019 Goals:

1. Continue to increase our program and participation numbers in Summer Camp by researching new camp opportunities while efficiently managing staff. This includes year round input from former staff.
2. Continue to examine the possibility of growing an already maximized Kid's Club program to add additional participants and revenue.
3. Coordinate the year round staff planning and development to maximize the experience, participation and overall revenue of summer camps.
4. Through a cooperative venture with SV School District, we will add a very large youth girls basketball program utilizing SV schools.

2019 Budget Highlights:

1. Utilizing the schools, which minimize expenses, we will add the SV girls recreational program to our youth sports programs.
2. Continue to increase team sponsorship numbers to maintain low cost programs.
3. Utilize i-pads and apps to better and more efficiently manage our summer camp and Kids Club.
4. Adding several new camps to utilize the new facilities at Graham park. These programs utilize new and substantiated relationships with groups to manage the programs.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	0	0	0	0	0
Part Time	45	45	45	45	45

2019 Annual Budget

Park Youth Programs Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6230-4010	Salaries-Fulltime	18,372	18,372	28,469	15,898	24,342
1000-6230-4012	Salaries-Part Time	157,381	157,381	218,313	140,974	220,000
1000-6230-4015	Overtime	89	89	-	397	-
1000-6230-4021	Social Security Tax	10,889	10,889	15,300	9,739	15,045
1000-6230-4022	Medicare	2,547	2,547	3,578	2,278	3,519
1000-6230-4023	Workers Comp	10,909	10,909	11,971	8,547	13,216
1000-6230-4041	Pension Non Uniform	919	919	1,423	795	1,217
1000-6230-4051	Hospitalization	2,600	2,600	4,713	3,898	3,143
1000-6230-4052	Vision Insurance	19	19	65	34	63
1000-6230-4053	Dental Insurance	128	128	375	201	443
1000-6230-4054	457 Contributions	956	956	1,423	795	1,217
1000-6230-4055	Disability Insurance	38	38	74	35	63
1000-6230-4057	Life Insurance	78	78	161	71	137
1000-6230-5004	Materials And Supplies	26,099	26,099	36,000	28,166	40,000
All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming						
1000-6230-5111	Professional Services	39,704	39,704	50,000	42,983	60,000
Bus transportation for youth camp field trips. Guest Speakers fees. Instructors fees for Camp Cranberry and misc programs (Snapology, cooking...etc).						
1000-6230-5351	Employee Recruiting	313	313	-	357	-
1000-6230-5354	Employee Training	189	189	500	-	500
Camp and kids club staff training						
1000-6230-5362	Printing	-	-	350	75	350
Misc. printing for camp and kids club						
1000-6230-5363	Advertising	2,015	2,015	-	975	-
Total		273,243	273,243	372,715	256,218	383,255

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

This cost center is for all adult programming and leagues. While most of areas focus on fitness and sports, this also includes programs such as cultural, educational and self defense programs.

2018 Accomplishments:

1. Experienced significant growth in our cultural art and dance programs.
2. Continued to expand the adult volleyball, tennis and open gym programs.
3. Experienced significant growth in the pickleball program and CTPA.
4. Completed the North Boundary Disc Golf Course and made progress in developing an agreement with the Pgh Flying Disc to manage adult tournaments and programs, in additions to their assistance in maintaining the course.

2019 Goals:

1. Focus on taking advantage of the cultural dance programs in an effort to double the opportunities and revenue.
2. Expecting to significantly increase the pickleball membership and program offering anticipating the need for additional facilities.
3. Continue utilizing the Cranberry Plan to offer defined program needs, such as more environmental and nature programs.
4. Developing a comprehensive disc golf program to fully utilize the new course.

2019 Budget Highlights:

1. Continuing to expand on the adult athletic programs, anticipating continued growth in tennis, volleyball and open gym basketball.
2. Anticipating exponential growth and financial impact from pickleball.
3. Working to overhaul the fitness programs for new revenue potential.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	0	0	0	0	0
Part Time	12	12	12	12	12

2019 Annual Budget

Park Adult Programs Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6240-4010	Salaries-Fulltime	8,966	8,966	9,091	7,607	14,023
1000-6240-4012	Salaries-Part Time	54,970	54,970	47,267	44,924	47,266
Increase due to new programs at Phase 2						
1000-6240-4021	Social Security Tax	3,965	3,965	3,494	3,257	3,800
1000-6240-4022	Medicare	927	927	817	762	888
1000-6240-4023	Workers Comp	2,443	2,443	2,733	1,951	3,338
1000-6240-4041	Pension Non Uniform	448	448	455	380	701
1000-6240-4051	Hospitalization	-	-	280	-	450
1000-6240-4052	Vision Insurance	-	-	28	-	42
1000-6240-4053	Dental Insurance	-	-	171	-	295
1000-6240-4054	457 Contributions	448	448	455	380	701
1000-6240-4055	Disability Insurance	17	17	24	16	37
1000-6240-4057	Life Insurance	87	87	51	81	79
1000-6240-5004	Materials And Supplies	4,287	4,287	4,000	3,927	4,000
Materials and Supplies for Aerobics Program, Tennis other Adult Programs						
1000-6240-5111	Professional Services	16,457	16,457	22,000	10,827	20,000
Includes dance program and slight increase due to increase in dance program and need for additional indoor pickleball space						
1000-6240-5351	Employee Recruiting	-	-	-	-	500
1000-6240-5354	Employee Training	-	-	-	-	1,500
1000-6240-5362	Printing	-	-	500	107	500
Promo for new programs at Graham						
Total		93,015	93,015	91,366	74,220	98,120

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

This cost center is for our family based programs, pet programs and one-time only holidays programs that generate revenue to be self-supportive.

2018 Accomplishments:

1. Initiated a comprehensive dog committee to enhance the dog experience in Cranberry.
2. Continued to focus on efficient use of staff to minimize expenses associated with family programs.
3. Developed several new pet programs that look to continue to grow.
4. Utilized partnerships with the library, donation of goods and volunteers to reduce the expense of these programs.

2019 Goals:

1. Looking to expand dog program opportunities and sponsorships to increase revenue and potential facility growth.
2. Looking to initiate sponsorship opportunities to generate additional support for these programs.
3. Continue to provide a regular staff presence to assist in the efficient management of the programs and to better evaluate for future improvement.

2019 Budget Highlights:

1. Concerted effort to continue to decrease expenses through donation of goods and services along with staff management.
2. Continue to increase revenue through soliciting sponsorships and services.
3. Managing staff based of anticipated needs to reduce expense of staffing for these programs.
4. Continue to partner with the youth athletic associations to enhance the family programs while providing them excellent marketing opportunities.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	0	0	0	.5	0
Part Time	1	1	1	1	1

2019 Annual Budget

Park Family Programs Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6250-4010	Salaries-Fulltime	23,333	23,333	24,136	20,505	25,485
1000-6250-4012	Salaries-Part Time	3,042	3,042	1,903	-	1,900
Increase due to new pet programs						
1000-6250-4021	Social Security Tax	1,607	1,607	1,614	1,237	1,698
1000-6250-4022	Medicare	376	376	378	289	397
1000-6250-4023	Workers Comp	1,059	1,059	1,263	902	1,492
1000-6250-4041	Pension Non Uniform	1,167	1,167	1,207	1,025	1,274
1000-6250-4051	Hospitalization	4,180	4,180	4,400	3,819	4,463
1000-6250-4052	Vision Insurance	44	44	49	44	49
1000-6250-4053	Dental Insurance	299	299	299	294	344
1000-6250-4054	457 Contributions	1,379	1,379	1,207	1,025	1,274
1000-6250-4055	Disability Insurance	47	47	63	45	66
1000-6250-4057	Life Insurance	96	96	136	93	144
1000-6250-5004	Materials And Supplies	6,046	6,046	2,500	2,727	3,000
Supplies for revenue generating holiday themed events.						
1000-6250-5111	Professional Services	400	400	1,000	1,418	1,000
Payment for Christmas characters; Storytellers for Halloween and other seasonal characters.						
1000-6250-5362	Printing	-	-	-	-	500
Total		43,075	43,075	40,155	33,423	43,086

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.

2018 Accomplishments:

1. Safesitter classes attendance was 100% with a waiting list.
2. Experienced significant growth in tennis and volleyball for this age group.
3. Continued to add job training and preparation programs through lifeguard classes.
4. Enhanced Counselor in Training program and added First Aid & CPR classes.
5. Continued to partner with Kwaneer to utilize their facility.

2019 Goals:

1. Adding additional instructors to develop additional lifeguard training classes.
2. Continue to add lifeguard training opportunities through partnership with Kwaneer/Alcoa.
3. Working with summer camp employees throughout the year to totally revamp and promote a new CIT camp and program next summer.
4. Reach out to existing teen groups to evaluate program offerings for this age group.

2019 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.
2. Look to increase job preparation and training programs.
3. Anticipating tremendous growth in the CIT Camp through new efforts.

2019 Annual Budget

Park Teen Programs Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6260-4012	Salaries-Part Time	60	60	1,903	-	1,903
Increase due to new programs						
1000-6260-4021	Social Security Tax	4	4	117	-	118
1000-6260-4022	Medicare	1	1	27	-	28
1000-6260-4023	Workers Comp	182	182	92	66	104
1000-6260-5004	Materials And Supplies	1,622	1,622	1,500	1,122	1,500
1000-6260-5111	Professional Services	5,040	5,040	5,500	6,248	6,200
Largely teen summer tennis program. Increase due to growing tennis program						
Total		6,909	6,909	9,139	7,435	9,853

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.

2018 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.

2019 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.

2019 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.

2019 Annual Budget

Park Senior Programs Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 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	57	57	6,500	41	150
Decrease associated with moving pickleball to adult						
1000-6270-5111	Professional Services	3,000	3,000	3,250	3,500	3,250
Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer						
Total		3,057	3,057	11,750	3,541	3,400

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.

2018 Accomplishments:

1. Increased special event offerings through the continued growth of opportunities with the construction of new facilities. (Completed Phase 2 of Graham Park Grand Opening; Completed the Disc Golf Course and North Boundary Playground along with Ribbon Cutting.)
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.
5. New format and layout of Community Days for vendors to increase vendor numbers and exposure to attendees, and enhanced the Fire Department's visibility and participation.
6. Entire movie and concert series fully supported through sponsorships.

2019 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. Utilize personnel to better evaluate all events and programs.
4. Continue to maximize sponsorship generation and use of volunteers to maintain quality customer service and minimize expenses.

2019 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 schedules to decrease overtime needs for special event management.
3. Enhance the evaluation of these programs to keep them fresh and continue to improve.



2019 Annual Budget

Park Community Events Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6280-5004	Materials And Supplies	17,761	17,761	15,000	22,317	15,000
Community Days - First Night - Concert in the Park						
1000-6280-5111	Professional Services	17,721	17,721	25,000	14,070	25,000
Concerts in the Park - 5 week series, Santa, Fireworks.						
Total		35,482	35,482	40,000	36,387	40,000

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.

2018 Accomplishments:

1. Facilitated a greater and more consistent presence with both youth athletic associations and outside special events.
2. Continued a strong communication campaign through all-association meetings.
3. Developed new agreement with soccer (SVSA) while progressing on field enhancements at North Boundary.
4. Increased coordination with SV to compliment field use while working through a very wet season.
5. Replaced the playground with significant funding and partnerships with DCNR, KaBOOM and PML.
6. Developed plan for Reynolds property and applied for funding through DCNR.
7. Made several enhancements to the Dog Park, which included shelter, new fencing, new signage, park amenities, lighting...etc.

2019 Goals:

1. Analyze youth association use of the fields for future use and scheduling.
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.

2019 Budget Highlights:

1. Further increase revenue through new field use procedures and increasing fees based on facility enhancements.
2. Making some interoffice renovations to maximize programmable space and management.
3. Potential artificial turf at North Boundary.
4. Potential enhancement to the pickleball courts at Graham Park

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time	0	0	.5	.5	0
Part Time	2	1	0	1.5	1.5

2019 Annual Budget

Park Facility Maintenance Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6290-4010	Salaries-Fulltime	13,927	13,927	33,639	12,213	36,559
1000-6290-4012	Salaries-Part Time	-	-	16,443	-	16,445
Positions to assist new full time position in athletic field support						
1000-6290-4021	Social Security Tax	849	849	3,105	735	3,286
1000-6290-4022	Medicare	199	199	726	172	769
1000-6290-4023	Workers Comp	2,105	2,105	2,429	1,734	2,887
1000-6290-4041	Pension Non Uniform	697	697	1,682	611	1,828
1000-6290-4051	Hospitalization	1,581	1,581	5,305	4,476	5,199
1000-6290-4052	Vision Insurance	25	25	61	55	61
1000-6290-4053	Dental Insurance	171	171	324	319	373
1000-6290-4054	457 Contributions	872	872	1,682	611	1,828
1000-6290-4055	Disability Insurance	31	31	87	27	95
1000-6290-4057	Life Insurance	64	64	190	55	206
1000-6290-5004	Materials And Supplies	1,642	1,642	1,500	1,068	3,000
Includes cell charges needed for ATM operation. Facility Coordinator supplies. Increase due to needed sign replacement and signage/supplies associated with disc golf						
Total		22,163	22,163	67,173	22,075	72,536

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 extensions of the department groups (cultural diversity, CAN, SNAG...etc.), amusement park tickets and all community service initiatives.

2018 Accomplishments:

1. Assisted in the management of the first Miracle League All Star Game.
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.
4. Assisted in the management of the PML Conference, with the KaBoom build being a significant component.

2019 Goals:

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

2019 Budget Highlights:

1. Increase in Cultural Diversity Programs and provide consultants an increase.
2. Assist in the management of partner association special events. Effort to increase service based fees.
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, especially the youth sports associations.
5. Continue to add more special needs programs through our partnership with RANP.
6. Continue to offer support in increasing CAN's presence in the community.

2019 Annual Budget

Park Special Program Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
1000-6295-4010	Salaries-Fulltime	-	-	-	-	10,696
1000-6295-4021	Social Security Tax	-	-	-	-	663
1000-6295-4022	Medicare	-	-	-	-	155
1000-6295-4023	Workers Comp	-	-	-	-	583
1000-6295-4041	Pension Non Uniform	-	-	-	-	535
1000-6295-4051	Hospitalization	-	-	-	-	1,715
1000-6295-4052	Vision Insurance	-	-	-	-	17
1000-6295-4053	Dental Insurance	-	-	-	-	88
1000-6295-4054	457 Contributions	-	-	-	-	535
1000-6295-4055	Disablity Insurance	-	-	-	-	28
1000-6295-4057	Life Insurance	-	-	-	-	60
1000-6295-5004	Materials And Supplies	4,148	4,148	13,000	1,376	10,000
Amusement Park Ticket Sales						
1000-6295-5111	Professional Services	25,671	25,671	24,000	19,828	29,000
Inculsive of the Cultural Diversity program with an anticipated rate increase for the consulting fees. Inculsive of other Township initiatives						
Total		29,818	29,818	37,000	21,203	54,075

Special Revenue Funds

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.

2019 Annual Budget

Tip East Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2110-8510-3410	Interest	42,872	82,589	25,000	35,706	50,000
	Interest earnings on investments.					
2110-8510-3872	Contributions	388,711	575,312	246,090	107,557	105,878
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.					
2110-8510-3950	Refund Of Prior Year Exp	-	4,857	-	-	-
	Total	431,583	662,757	271,090	143,263	155,878

2019 Annual Budget

Tip East Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2110-8510-5004	Materials And Supplies	737	737	-	-	-
2110-8510-5111	Professional Services	424,169	424,169	-	145,099	-
2110-8510-6125	Infrastructure	(199,285)	(199,285)	3,600,000	903,546	4,500,000
	Includes: North Boundary Road-Phase 2 MSA Thruway					
	Total	225,621	225,621	3,600,000	1,048,645	4,500,000



2019 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.

2019 Annual Budget

Tip West Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2111-8520-3410	Interest	1,443	5,129	900	2,735	2,500
	Interest earned on investments.					
2111-8520-3872	Contributions	255,909	144,972	211,511	253,820	206,455
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
	Total	257,352	150,101	212,411	256,555	208,955

2019 Annual Budget

Tip West Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2111-8520-5004	Materials And Supplies	738	738	-	-	-
2111-8520-5114	Engineering And Architect Sv	158,255	158,255	-	236,945	-
2111-8520-6125	Infrastructure	-	-	400,000	94,358	56,000
	Green-Light GO projects					
	Total	158,993	158,993	400,000	331,303	56,000



2019 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.

2019 Annual Budget

Recreation Fees Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2112-8530-3410	Interest	2,654	5,974	2,500	14,706	8,500
	Interest earned on investments.					
2112-8530-3872	Contributions	236,532	517,867	293,635	252,809	140,795
	Fees paid by developments in lieu of recreational land dedication.					
	Total	239,186	523,841	296,135	267,515	149,295



2019 Annual Budget

Recreation Fees Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2112-8530-5408	2011 Bond	-	-	-	-	100,000
2112-8530-5416	Go Series A 2003	270,000	270,000	-	-	-
	Portion of principal and interest for Series A 2003 bond issue.					
2112-8530-5428	2012 Go Series	-	-	270,000	270,000	270,000
	Total	270,000	270,000	270,000	270,000	370,000



2019 Annual Budget

Fund Name: Developers Contribution

Fund Description:

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



2019 Annual Budget

Developers Contribution Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2114-8540-3410	Interest	11,001	28,481	-	30,440	15,000
2114-8540-3872	Contributions	109,268	115,970	-	81,701	4,011,700
	Total	120,269	144,451	-	112,141	4,026,700



2019 Annual Budget

Developers Contribution Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2114-8540-6125	Infrastructure	-	-	-	386,121	4,675,000
	Includes: Rochester/Rt 19 \$600,000 Hope Road Drainage \$75,000 MSA Thruway \$4,000,000					
	Total	-	-	-	386,121	4,675,000

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.



2019 Annual Budget

Storm Water Maintenance Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2115-8515-3410	Interest	69	164	-	274	150
2115-8515-3872	Contributions	2,274	600	-	2,641	15,000
	Total	2,343	764	-	2,915	15,150



2019 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.

2019 Annual Budget

Liquid Fuels Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2310-8550-3410	Interest	3,725	8,978	3,500	3,427	8,500
	Interest earnings on investments.					
2310-8550-3553	Liquid Fuels	874,881	915,152	942,997	959,220	955,950
	Liquid fuels allocation (937,117) and turnback maintenance (5,880)					
	Total	878,606	924,130	946,497	962,648	964,450



2019 Annual Budget

Liquid Fuels Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2310-8550-5366	Road Maintenance Supplies	958,296	958,296	975,000	963,798	960,000
	Annual contracted road resurfacing projects.					
	Total	958,296	958,296	975,000	963,798	960,000



2019 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.

2019 Annual Budget

Library Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2410-6100-3011	Current Year Levy	381,889	389,710	389,161	395,230	405,857
	1 mill @ \$414,140 (98% collection)					
2410-6100-3012	Prior Year Levy	668	795	700	797	750
	Prior year taxes collected by the tax collector. (billed for/in 2018 but collected in 2019)					
2410-6100-3014	Delinquent Tax Claim	-	-	2,800	-	1,500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2410-6100-3015	Interim Taxes	1,850	2,555	2,000	1,956	2,000
	Interim tax billing for properties added to the tax duplicate after January 2019.					
2410-6100-3410	Interest	1,043	6,434	2,200	5,281	5,500
	Interest income on investments.					
2410-6100-3869	Reimb Library Payroll	411,026	333,475	-	365,851	-
	Total	796,476	732,969	396,861	769,114	415,607



2019 Annual Budget

Library Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2410-6100-4010	Salaries-Fulltime	276,127	276,127	-	242,044	-
2410-6100-4012	Salaries-Part Time	65,327	65,327	-	57,473	-
2410-6100-4021	Social Security Tax	21,170	21,170	-	18,570	-
2410-6100-4022	Medicare	4,951	4,951	-	4,343	-
2410-6100-4059	403B	8,712	8,712	-	8,650	-
2410-6100-5321	Electricity	18,043	18,043	20,000	12,221	20,000
2410-6100-5445	Contributions	365,648	365,648	376,681	251,121	385,693
May 2019 (128,564.33) August 2019 (128,564.33), November 2019 (128,564.33)						
	Total	759,978	759,978	396,681	594,422	405,693



2019 Annual Budget

Fund Name: Fire Operations

Fund Description:

This fund receives 1.395 mil of 2.37 mil for 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 operational needs of the Cranberry Township Volunteer Fire Company.

2019 Annual Budget

Fire Operations-Company And Brigade Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2420-4210-3011	Current Year Levy	532,728	543,637	554,190	551,338	566,170
	1.395 mills @ \$414,140 (98% collection)					
2420-4210-3012	Prior Year Levy	848	1,109	1,000	1,112	1,000
	Prior year real estate tax collected by the tax collector (billed in/for 2018 but collected in 2019)					
2420-4210-3014	Delinquent Tax Claim	-	4,137	3,000	-	3,000
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2420-4210-3015	Interim Taxes	2,581	3,564	3,200	2,728	3,200
	Interim tax billing for properties added to tax duplicate after January 2019.					
2420-4210-3410	Interest	1,792	5,549	2,500	9,307	8,500
	Interest on investments.					
2420-4210-3855	Miscellaneous	-	5,000	-	-	-
	Total	537,949	562,996	563,890	564,485	581,870

2019 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2420-4210-4010	Salaries-Fulltime	50,991	50,991	47,365	38,955	59,392
	Salary for Administrative Assistant, A. Behun					
2420-4210-4021	Social Security Tax	2,888	2,888	2,855	2,028	3,682
	The employer share of FICA is based on 6.2% of salary.					
2420-4210-4022	Medicare	675	675	667	474	861
	The employer share of Medicare is based on 1.45% of salary.					
2420-4210-4023	Workers Comp	122	122	146	104	191
	Workers' Compensation Insurance costs for employees.					
2420-4210-4041	Pension Non Uniform	2,550	2,550	2,303	1,948	2,970
	Non-uniform pension contribution is based on 5% of salary.					
2420-4210-4051	Hospitalization	21,823	21,823	20,094	17,998	23,839
	Medical Insurance costs.					
2420-4210-4052	Vision Insurance	139	139	139	127	161
	Vision insurance costs.					
2420-4210-4053	Dental Insurance	498	498	854	764	1,181
	Dental Insurance costs.					
2420-4210-4054	457 Contributions	1,368	1,368	2,303	1,948	2,970
	Contribution to 457 Plan based on 5% of salary for full time employees.					
2420-4210-4055	Disability Insurance	149	149	120	86	154
	Long term disability insurance for full time employees.					
2420-4210-4057	Life Insurance	308	308	260	177	335
	Life insurance costs for full time employees.					
2420-4210-5001	Office Supplies	2,296	2,296	2,500	878	2,500
2420-4210-5004	Materials And Supplies	7,017	7,017	10,000	3,040	15,000
	Supplies for two fire stations and the public safety training facility.					
2420-4210-5005	Cleaning Supplies	433	433	2,000	302	1,000
	Cleaning supplies for two stations and the public safety training facility					

2019 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2420-4210-5111	Professional Services	10,371	10,371	12,000	11,138	18,000
	Contracted services for pest control, overhead bay doors, sprinkler testing, and preventive maintenance.					
2420-4210-5112	Accounting And Auditing Svs	2,869	2,869	3,000	-	3,000
	Professional audit of company funds.					
2420-4210-5121	Repair Maint Equipment	3,940	3,940	6,000	2,868	20,000
	Repair and maintenance of minor equipment.					
2420-4210-5122	Repair Maint Vehicles	-	-	-	-	35,000
2420-4210-5123	Repair Maint Facility Maint	29,094	29,094	20,000	8,690	20,000
	Maintenance for the two fire stations and the public safety training facility.					
2420-4210-5132	Janitorial Services	5,580	5,580	5,000	4,416	7,500
	Janitorial services for two fire stations and the public safety training facility.					
2420-4210-5134	Other Services/Fees	4,861	4,861	10,000	4,571	20,000
	Operating expenses not covered by specific expenditure items.					
2420-4210-5230	Information Tech Svs	30,000	30,000	28,500	28,500	29,000
	Information technology services for the Fire Company.					
2420-4210-5312	Cell Phones	1,270	1,270	1,500	1,200	3,000
	Cell phone service					
2420-4210-5321	Electricity	25,387	25,387	29,000	18,593	20,000
	Electric service for two fire stations and the public safety training facility.					
2420-4210-5322	Natural Gas	2,386	2,386	7,903	2,075	3,000
	Gas service for fire stations.					
2420-4210-5323	Water	2,414	2,414	3,014	1,907	2,500
	Water service for two fire stations and the public safety training facility.					
2420-4210-5324	Sewer	558	558	1,473	519	800
	Sewer service for two fire stations and the public safety training facility.					
2420-4210-5325	Trash	-	-	1,875	-	-
	Waste/trash removal from two fire stations and public safety training facility (3 dumpsters).					

2019 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2420-4210-5332	Equipment Leases	4,438	4,438	4,500	2,923	4,500
	Service and maintenance of copying machines at two fire stations and the public safety training facility.					
2420-4210-5341	Insurance Premiums	27,882	27,882	33,000	28,184	33,000
	Insurance for Fire Company.					
2420-4210-5351	Employee Recruiting	25,187	25,187	47,000	6,456	47,000
	Recruiting materials and incentive to maintain membership point system.					
2420-4210-5353	Employee Meeting /Confer	15,123	15,123	15,000	11,676	15,000
	Annual awards dinner and meeting for the fire company.					
2420-4210-5354	Employee Training	-	-	-	-	30,000
2420-4210-5356	Employee Dues/Members	-	-	-	-	2,000
2420-4210-5357	Clothing	5,184	5,184	6,000	2,399	12,000
	Fire Company uniforms.					
2420-4210-5364	Fuel	-	-	-	-	14,000
2420-4210-5371	Community Outreach	8,896	8,896	16,000	12,253	12,000
	Fire safety and education events throughout the year.					
	<i>Fire Operations-Company Total</i>	<i>296,698</i>	<i>296,698</i>	<i>342,371</i>	<i>217,196</i>	<i>465,536</i>
2420-4220-5004	Materials And Supplies	12,126	12,126	15,000	7,338	-
2420-4220-5121	Repair Maint Equipment	19,279	19,279	20,000	8,119	-
2420-4220-5122	Repair Maint Vehicles	36,402	36,402	40,000	26,135	-
2420-4220-5134	Other Services/Fees	11,536	11,536	15,000	4,409	-
2420-4220-5354	Employee Training	34,525	34,525	35,000	12,128	-
	.					
2420-4220-5356	Employee Dues/Members	1,150	1,150	2,000	984	-
2420-4220-5357	Clothing	5,542	5,542	6,000	2,783	-
2420-4220-5364	Fuel	8,436	8,436	8,000	8,940	-
	<i>Fire Operations-Brigade Total</i>	<i>128,996</i>	<i>128,996</i>	<i>141,000</i>	<i>70,837</i>	<i>-</i>
	Total	425,694	425,694	483,371	288,032	465,536



2019 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.

2019 Annual Budget

Road Equipment Fund Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2610-6110-3011	Current Year Levy	324,608	331,255	337,678	335,947	344,978
	.85 mill @ \$414,139 (98% collection)					
2610-6110-3012	Prior Year Levy	567	675	550	678	600
	Prior year real estate tax collected by the tax collector. (billed in/for 2018 but collected in 2019)					
2610-6110-3014	Delinquent Tax Claim	-	2,476	2,500	-	2,500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2610-6110-3015	Interim Taxes	1,573	2,172	1,500	1,662	1,500
	Interim tax billing for properties added to tax duplicate after January 2019.					
2610-6110-3410	Interest	1,202	4,404	2,500	10,022	8,500
	Interest earnings on investments.					
	Total	327,949	340,981	344,728	348,309	358,078



2019 Annual Budget

Road Equipment Fund Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2610-6110-6121	Equipment	225,384	225,384	215,000	-	34,000
	Purchase of heavy road equipment.					
	Total	225,384	225,384	215,000	-	34,000



2019 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.

2019 Annual Budget

Public Buildings Fund Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2620-6111-3011	Current Year Levy	381,889	389,710	389,160	395,230	405,857
	1 mill @ \$414,140 (98% collection)					
2620-6111-3012	Prior Year Levy	668	795	700	797	750
	Prior year real estate tax collected by the tax collector. (billed in/for 2018 but collected in 2019)					
2620-6111-3014	Delinquent Tax Claim	-	2,913	2,800	-	2,800
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2620-6111-3015	Interim Taxes	1,850	2,555	2,200	1,956	2,200
	Interim tax billing for properties added to tax duplicate after January 2019.					
2620-6111-3410	Interest	1,030	2,740	1,200	5,952	5,500
	Interest earnings on investments.					
	Total	385,437	398,712	396,060	403,935	417,107



2019 Annual Budget

Public Buildings Fund Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
2620-6111-5414	Go Series 2010	245,000	245,000	245,000	-	245,000
	Portion of principal and interest for 2010 bond issue.					
2620-6111-5427	Go Series 2011	-	-	95,000	95,000	115,000
	Portion of principal and interest for 2011 bond issue.					
2620-6111-6203	Transfer To Enterprise Fnd	95,000	95,000	-	-	-
	Total	340,000	340,000	340,000	95,000	360,000

Capital Project Funds



2019 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.

2019 Annual Budget

Fire Capital Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3100-8570-3011	Current Year Levy	372,349	379,973	387,337	385,356	395,711
	.975 mill @ \$414,140 (98% collection)					
3100-8570-3012	Prior Year Levy	567	775	700	777	750
	Prior year real estate tax collected by the tax collector. (billed in/for 2018 but collected in 2019).					
3100-8570-3014	Delinquent Tax Claim	-	2,768	2,200	-	2,200
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
3100-8570-3015	Interim Taxes	1,804	2,491	2,000	1,907	2,000
	Interim tax billing for properties added to tax duplicate after January 2019.					
3100-8570-3410	Interest	2,864	5,662	3,500	10,953	8,500
	Interest on investments.					
	Total	377,584	391,670	395,737	398,993	409,161

2019 Annual Budget

Fire Capital Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3100-8570-5409	2015 Promissory Note	55,968	55,968	57,936	53,108	57,936
3100-8570-5410	2008 Promissory Note	39,711	39,711	38,916	38,916	-
Annual payment to CTVFC Relief Association for new rescue truck loan.						
3100-8570-5411	Bond Issuance	1,968	1,968	-	-	-
3100-8570-5412	Guar Rev Bond 2006	12,176	12,176	-	-	-
3100-8570-5414	Go Series 2010	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	170,605	171,563
3100-8570-5446	Misc Expense	-	-	-	17,164	-
Total		259,824	259,824	417,457	379,792	379,499



2019 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.

2019 Annual Budget

Capital Improvement Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3400-6401-3410	Interest	10,901	29,886	10,000	56,866	25,000
	Interest on Investments					
3400-6401-3921	Transfer From Gen Fund	4,425,000	4,500,000	2,500,000	2,500,000	2,900,000
3400-6401-3950	Refund Of Prior Year Exp	9,367	-	-	-	-
	<i>Capital Revenue Total</i>	<i>4,445,268</i>	<i>4,529,886</i>	<i>2,510,000</i>	<i>2,556,866</i>	<i>2,925,000</i>
3400-6410-3570	Local Gov Grants	7,500	-	-	-	-
	<i>Capital Parks Total</i>	<i>7,500</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
3400-6430-3951	Reimbursement Of Expense	29,991	(29,991)	-	-	-
	<i>Capital General Service Total</i>	<i>29,991</i>	<i>(29,991)</i>	<i>-</i>	<i>-</i>	<i>-</i>
	Total	4,482,759	4,499,895	2,510,000	2,556,866	2,925,000

2019 Annual Budget

Capital Improvement Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3400-6401-6203	Transfer To Enterprise Fnd	1,117,399	1,117,399	-	-	-
	<i>Capital Revenue Total</i>	<i>1,117,399</i>	<i>1,117,399</i>	<i>-</i>	<i>-</i>	<i>-</i>
3400-6410-5111	Professional Services	71,034	71,034	-	89,822	-
3400-6410-6112	Land Improvements	977,290	977,290	810,000	563,147	197,000
	Deck Hockey Bleachers - \$45,000 NB Pool 2nd Entrance - \$25,000 Graham Park Phase 2 - \$17,000 Water Park Lights & Pole Replacement - \$110,000					
3400-6410-6121	Equipment	74,835	74,835	-	8,515	-
3400-6410-6122	Fleet Replacement	39,614	39,614	-	-	-
	<i>Capital Parks Total</i>	<i>1,162,773</i>	<i>1,162,773</i>	<i>810,000</i>	<i>661,485</i>	<i>197,000</i>
3400-6420-6123	Furniture And Fixtures	176,627	176,627	720,000	81,986	460,000
	Computer replacement program - \$350,000 Asset Management Software - \$50,000 MUNIS for Stormwater (General Authority) - \$60,000					
	<i>Capital Bldg & Grounds Total</i>	<i>176,627</i>	<i>176,627</i>	<i>720,000</i>	<i>81,986</i>	<i>460,000</i>
3400-6430-5111	Professional Services	321,104	321,104	86,560	149,104	150,000
	Office 365 Professional Services - \$50,000 DPW Design - \$10,000 DPW Tree Clearing - \$50,000 2014 Green-Light-Go - \$40,000					
3400-6430-6121	Equipment	18,346	18,346	-	167,262	12,500
	DPW Boiler - \$12,500					
3400-6430-6122	Fleet Replacement	85,215	85,215	150,000	53,745	125,000
	Explorer, Sign Truck, Facilities Vehicle - \$125,000					
3400-6430-6125	Infrastructure	433,155	433,155	600,000	230,372	1,864,500

2019 Annual Budget

Capital Improvement Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
	Franklin/Burke Intersection - \$336,000 Library Renovations - Grant Match \$400,000 Fire Station Renovations - \$150,000 Mun. Center Renovations - \$500,000 Mun. Center Parking Expansion and Rehab. - \$200,000 St. Francis/Rt 19 Signal - Grant Match - \$155,000 Sidewalk Missing Links - \$25,000 Signal Pole Rehabilitation - \$35,000 Signal Back Plates - \$18,500 Roundabout Landscape Improvements - \$30,000 PS Training Facility Concrete Pad - \$15,000					
	<i>Capital General Service Total</i>	<i>857,820</i>	<i>857,820</i>	<i>836,560</i>	<i>569,208</i>	<i>2,152,000</i>
	Total	3,314,619	3,314,619	2,366,560	1,312,680	2,809,000



2019 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.



2019 Annual Budget

2015 Bond Fund Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3800-6530-3410	Interest	278,969	695,684	45,000	79,608	-
	Interest on Investments					
3800-6530-3863	Gain/Loss	(929,328)	(1,291,868)	-	1,214,878	-
3800-6530-3924	Transfer From Sewer	-	2,415,612	-	-	-
3800-6530-3931	Bond Premium	23,972	2,900,650	-	-	-
	Total	(626,388)	4,720,078	45,000	1,294,486	-



2019 Annual Budget

2015 Bond Fund Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3800-6530-5117	Investment Fees	19,326	19,326	6,000	1,673	-
3800-6530-5434	Interest Expense	1,164,861	1,164,861	-	-	-
3800-6530-6206	Transfer To Sewer	21,702,457	21,702,457	-	-	-
	<i>2015 Bond Total</i>	<i>22,886,644</i>	<i>22,886,644</i>	<i>6,000</i>	<i>1,673</i>	<i>-</i>
3800-6540-6114	Building	-	-	7,678,651	7,250,764	-
	<i>General Construction Total</i>	<i>-</i>	<i>-</i>	<i>7,678,651</i>	<i>7,250,764</i>	<i>-</i>
3800-6545-6114	Building	-	-	276,176	177,817	-
	<i>HVAC Total</i>	<i>-</i>	<i>-</i>	<i>276,176</i>	<i>177,817</i>	<i>-</i>
3800-6555-6114	Building	-	-	65,296	58,554	-
	<i>Plumbing Total</i>	<i>-</i>	<i>-</i>	<i>65,296</i>	<i>58,554</i>	<i>-</i>
3800-6560-6114	Building	-	-	1,315,500	981,705	-
	<i>Electrical Total</i>	<i>-</i>	<i>-</i>	<i>1,315,500</i>	<i>981,705</i>	<i>-</i>
3800-6565-6114	Building	-	-	277,854	240,021	-
	<i>Inspection and Testing Total</i>	<i>-</i>	<i>-</i>	<i>277,854</i>	<i>240,021</i>	<i>-</i>
3800-6570-6114	Building	-	-	188,548	124,224	-
	<i>Project Manager Total</i>	<i>-</i>	<i>-</i>	<i>188,548</i>	<i>124,224</i>	<i>-</i>
	Total	22,886,645	22,886,645	9,808,025	8,834,759	-



2019 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.



2019 Annual Budget

2017 Bond Fund Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3810-6525-3410	Interest	-	14,180	20,000	96,588	20,000
3810-6525-3530	Bond Revenue	-	7,878,191	-	-	-
	Total	-	7,892,371	20,000	96,588	20,000

2019 Annual Budget

2017 Bond Fund Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3810-6525-5117	Investment Fees	-	-	2,000	-	-
	<i>2017 Bond Fund Total</i>	-	-	<i>2,000</i>	-	-
3810-6540-6114	Building	-	-	5,793,911	1,051,020	3,838,407
	<i>General Construction Total</i>	-	-	<i>5,793,911</i>	<i>1,051,020</i>	<i>3,838,407</i>
3810-6545-6114	Building	-	-	201,831	133,638	238,305
	<i>HVAC Total</i>	-	-	<i>201,831</i>	<i>133,638</i>	<i>238,305</i>
3810-6555-6114	Building	-	-	78,859	29,202	37,448
	<i>Plumbing Total</i>	-	-	<i>78,859</i>	<i>29,202</i>	<i>37,448</i>
3810-6560-6114	Building	-	-	1,060,713	256,056	749,809
	<i>Electrical Total</i>	-	-	<i>1,060,713</i>	<i>256,056</i>	<i>749,809</i>
3810-6565-6114	Building	-	-	461,171	107,374	391,500
	<i>Inspection and Testing Total</i>	-	-	<i>461,171</i>	<i>107,374</i>	<i>391,500</i>
3810-6570-6114	Building	-	-	233,681	36,989	289,370
	<i>Project Manager Total</i>	-	-	<i>233,681</i>	<i>36,989</i>	<i>289,370</i>
	Total	-	-	7,832,166	1,614,280	5,544,839



2019 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.

2019 Annual Budget

2017 Renovation Fund
Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3820-6535-3410	Interest	-	3,600	10,000	22,787	5,000
3820-6535-3530	Bond Revenue	-	2,000,000	-	-	-
	Total	-	2,003,600	10,000	22,787	5,000



2019 Annual Budget

2017 Renovation Fund Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3820-6535-6114	Building	-	-	2,000,000	862,774	560,000
	Includes renovations to both fire stations					
	Total	-	-	2,000,000	862,774	560,000



2019 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.



2019 Annual Budget

2015 Marshall Twp. Construction Fund Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3900-6530-3410	Interest	16,918	51,240	6,500	31,338	5,000
	Interest on Investments					
3900-6530-3863	Gain/Loss	11,221	417	-	1,310	-
3900-6530-3931	Bond Premium	38,799	-	-	-	-
	Total	66,938	51,657	6,500	32,648	5,000

2019 Annual Budget

2015 Marshall Twp. Construction Fund Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
3900-6530-5117	Investment Fees	2,355	2,355	2,000	299	-
	<i>Bond Construction Total</i>	<i>2,355</i>	<i>2,355</i>	<i>2,000</i>	<i>299</i>	<i>-</i>
3900-6540-6114	Building	3,021,997	3,021,997	1,894,782	1,452,533	671,592
	<i>General Construction Total</i>	<i>3,021,997</i>	<i>3,021,997</i>	<i>1,894,782</i>	<i>1,452,533</i>	<i>671,592</i>
3900-6545-6114	Building	79,410	79,410	64,303	54,494	41,695
	<i>HVAC Total</i>	<i>79,410</i>	<i>79,410</i>	<i>64,303</i>	<i>54,494</i>	<i>41,695</i>
3900-6555-6114	Building	20,559	20,559	17,150	15,354	6,552
	<i>Plumbing Total</i>	<i>20,559</i>	<i>20,559</i>	<i>17,150</i>	<i>15,354</i>	<i>6,552</i>
3900-6560-6114	Building	715,108	715,108	307,556	216,567	131,191
	<i>Electrical Total</i>	<i>715,108</i>	<i>715,108</i>	<i>307,556</i>	<i>216,567</i>	<i>131,191</i>
3900-6565-6114	Building	110,916	110,916	80,278	60,782	68,499
	<i>Inspection and Testing Total</i>	<i>110,916</i>	<i>110,916</i>	<i>80,278</i>	<i>60,782</i>	<i>68,499</i>
3900-6570-6114	Building	58,286	58,286	47,040	28,207	50,630
	<i>Project Manager Total</i>	<i>58,286</i>	<i>58,286</i>	<i>47,040</i>	<i>28,207</i>	<i>50,630</i>
	Total	4,008,630	4,008,630	2,413,109	1,828,237	970,159

Enterprise Funds



2019 Annual Budget

Fund Name: Water

Fund Description:

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

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

Sewer and Water Field Operations performs preventative maintenance on the Township owned sanitary sewer collection and water distribution systems. Duties also include meter installs, readings and customer service relevant to sanitary sewer and water.

2018 Accomplishments:

1. Completed the meter replacement program.
2. Maintained a less than 10% unaccountable water loss.
3. Located, provided visibility and gathered GPS coordinates on over 10% of the water service curb boxes and main line valves that were not uncovered in 2017. Made corrections to maps as necessary.
4. Provided training to Sewer and Water personnel for SENSUS Analytics and customer portal software.

2019 Goals:

1. Train Sewer & Water personnel on creating and printing Munis service orders, inspections and work orders from laptops.
2. Purchase and train personnel on tablet device chosen to assist with customer leak checks.
3. Begin Valve Maintenance program.
4. Restart I&I investigation and repair program.

2019 Budget Highlights:

1. Moving items such as meters & supplies, MXU's, hydrants, pipe, valves, new service connection fittings & manhole supplies out of the Capital budget will greatly impact the Operations budget.
2. Leak detection program.
3. I&I flow monitoring program.
4. Purchase leak detection loggers & correlation equipment.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time Staff	11	11	11	11	10
Part Time Staff	3	3	2	3	2

2019 Annual Budget

Sewer And Water Field Operations Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6110-5401-3410	Interest	16,105	43,734	20,000	22,670	25,000
6110-5401-3425	Tower Leases	183,309	173,433	175,000	159,803	175,000
6110-5401-3647	Reimburse Salaries	797	-	-	31	-
6110-5401-3684	Charge For Services	5,500	24,073	4,500	1,525	4,500
6110-5401-3802	Meter Revenue	5,930,580	5,905,132	6,067,186	5,697,877	6,931,302
6110-5401-3803	Sale Of Meters	6,146	5,258	5,000	6,127	5,000
6110-5401-3804	Tap In Fees	610,138	866,452	600,000	608,295	600,000
6110-5401-3805	Application Fee	4,740	4,885	5,000	4,780	5,000
6110-5401-3806	Fire Lines	278,926	289,632	275,000	278,512	280,000
6110-5401-3809	Penalties	62,702	70,482	60,000	79,667	75,000
6110-5401-3855	Miscellaneous	53,137	51,623	50,000	34,998	50,000
6110-5401-3950	Refund Of Prior Year Exp	-	-	-	2,583	2,000
	Total	7,152,080	7,434,704	7,261,686	6,896,868	8,152,802

2019 Annual Budget

Sewer And Water Field Operations Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
61105401	Water Revenue	(2,559)	(2,559)	-	27,208	-
61105411	Dsm Pipe Line Maint	231,451	231,451	206,592	164,104	220,187
61105412	Dsm Leak Check Program	26,198	26,198	42,996	8,604	55,864
61105413	Dsm Water Quality	38,675	38,675	41,346	39,783	42,039
61105414	Dsm Meter Testing	-	-	8,000	-	8,000
61105415	Dsm Pa One Call	36,705	36,705	39,846	31,928	82,793
61105416	Dsm Hydrant & Valve Maint	127,869	127,869	127,674	76,814	211,981
61105417	Dsm Flushing Program	60,544	60,544	61,866	50,495	48,129
61105421	Sr Meter Services/Construction	51,386	51,386	52,899	40,387	131,833
61105422	Sr Service Requests	29,319	29,319	30,399	23,433	-
61105424	Sr Water Tap	36,334	36,334	42,282	31,325	95,265
61105431	Pst Operations & Maint	164,817	164,817	180,631	122,237	185,857
61105443	Inspections	66,777	66,777	58,399	53,008	81,225
61105451	Ssa Vehicle Maint	86,015	86,015	47,100	80,812	103,636
61105452	Ssa Administration/Scada	613,409	613,409	577,998	464,084	636,718
61105453	Ssa Training	52,189	52,189	58,926	47,456	57,790
61105455	Ssa Information Tech / Gis	112,500	112,500	115,500	115,500	125,000
61105456	Ssa Facility Maintenance	87,970	87,970	90,114	76,060	91,153
61105458	Ssa Operations Engineering	117,456	117,456	150,861	78,984	128,399
61105461	Wbg Account Mangement	84,073	84,073	85,216	69,613	88,347
61105462	Wbg Meter Reading	81,192	81,192	90,533	66,560	11,100
61105463	Wbg Customer Svs	241,771	241,771	256,356	205,711	102,693
61105471	Wp Water Purchase	3,320,736	3,320,736	3,000,000	2,683,265	4,200,000
61105481	Debt Series 2011	-	-	67,272	67,272	67,092
61105492	Transfer To Gen Fund	168,891	168,891	100,000	-	100,000
61105495	Water Capital	1,474,341	1,474,341	800,000	361,353	214,000
	Total	7,308,060	7,308,060	6,332,806	4,985,996	7,089,101



2019 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.



2019 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 in order to protect the treatment plant from pollutants that will disable its ability to effectively treat organic wastes.

2018 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.

2019 Goals:

1. Waste Water Treatment Plant 2019 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).
4. Housekeeping activities as it relates to post construction.

2019 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 Gannett Fleming to establish maximum allowable headworks Loading and maximum allowable industrial loading limits.
2. Establish formal pretreatment plan for EPA approval.
3. Permit selected Industrial users under new pretreatment program standards.
4. Establish online FOG compliance center for permitted users.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time Staff	12	13	13	13	13
Part Time Staff	2	5	5	0	6

2019 Annual Budget

Sewer Treatment Plant Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6210-5501-3210	Business Licenses And Permit	34,245	33,078	32,000	33,786	33,000
6210-5501-3410	Interest	10,565	31,825	15,000	27,042	20,000
6210-5501-3580	Local Gov Payments	70,775	42,465	56,620	14,155	-
6210-5501-3647	Reimburse Salaries	-	-	-	24	-
6210-5501-3802	Meter Revenue	6,762,693	6,976,923	7,280,623	7,116,049	8,287,845
6210-5501-3804	Tap In Fees	826,558	1,489,623	950,000	901,025	900,000
6210-5501-3805	Application Fee	4,810	4,830	5,000	4,760	5,000
6210-5501-3808	Ebill Auto Pay Credit	(20,726)	(23,866)	(20,000)	(25,593)	(22,000)
6210-5501-3809	Penalties	55,696	51,534	50,000	47,067	50,000
6210-5501-3810	Mtmsa Meter Rev	808,699	940,957	750,000	1,055,320	900,000
6210-5501-3811	Nstwp Meter Revenue	34,521	31,325	35,000	24,908	31,000
6210-5501-3855	Miscellaneous	7,064	11,098	6,500	18,630	10,000
	Total	8,594,900	9,589,790	9,160,743	9,217,174	10,214,845

2019 Annual Budget

Sewer Treatment Plant Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
62105501	Sewer Revenue	-	-	-	35,270	-
62105511	Tp Operations	1,403,734	1,403,734	1,539,973	1,210,864	1,514,566
62105512	Tp Maintenance	378,230	378,230	432,054	305,755	425,991
62105513	Tp Bio-Solids	456,776	456,776	537,539	479,766	470,564
62105514	Tp Odor	179,766	179,766	249,162	153,396	213,204
62105515	Tp Industrial Pretreatment	74,248	74,248	136,803	79,486	113,776
62105522	Csm Infiltration And Inflow	88,117	88,117	199,823	148,513	169,172
62105523	Csm Pa One Call	35,319	35,319	38,145	30,821	70,405
62105524	Csm Sewer Clog Odor	128,753	128,753	146,980	118,601	137,028
62105533	Inspections	64,701	64,701	56,649	50,965	142,121
62105551	Ssa Vehicle Mainteance	87,234	87,234	88,349	82,715	117,214
62105552	Ssa Administration	700,899	700,899	623,587	566,773	568,680
62105554	Ssa Facility Maintenance	91,203	91,203	91,065	77,706	90,104
62105555	Ssa Training	98,677	98,677	100,924	87,490	93,337
62105556	Ssa Information Tech	112,500	112,500	115,500	115,500	125,000
62105558	Ssa Operations Engineering	179,178	179,178	409,262	173,235	202,260
62105561	Sbg Account Management	84,073	84,073	86,217	69,613	87,022
62105562	Sbg Sewer Flow Meter Read	9,483	9,483	9,862	5,389	9,819
62105571	Ls Operations & Maintenance	187,951	187,951	195,838	159,532	204,324
62105581	Bond Interest	889	889	-	-	-
62105582	Principal Payment	761,521	761,521	5,023,562	5,022,307	5,026,496
62105592	Transfer To General Fund	150,000	150,000	150,000	150,000	150,000
62105595	Sewer Capital	1,558,744	1,558,744	1,000,000	275,014	914,000
Total		6,831,996	6,831,996	11,231,294	9,398,711	10,845,083

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.

2018 Accomplishments:

1. Two Electronic and House Hold Hazardous Waste Collection Events were held at the Public Works Facility. Collecting over 45,000 pounds of material that will be recycled or disposed of properly.
2. 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.
3. Purchased additional Event Rack Recycling units to enhance and make available more recycling opportunities for residents for use during parties and large events.
4. Continued to establish the relationship with the Program Manager from Vogel Disposal to improve customer service and resident concern response time.

2019 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.

2019 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. The MSW Contract will end on 10/31/2019. Options are being considered to extend the MSW contract. Industry uncertainty make these options attractive, stabilizing cost increase at existing levels.
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 \$0.25 January 1, 2019 and again by \$0.50 July 1, 2019.

Service Levels	2015	2016	2017	2018	2019
96 Gallon	\$8.32	\$20.32	\$20.32	21.57	22.32
64 Gallon	17.66	\$19.66	\$19.66	20.91	21.66
36 Gallon	\$17.14	\$18.14	\$18.14	19.39	20.14
Bag Service	\$15.37	\$16.27	\$16.27	17.52	18.27



2019 Annual Budget

Solid Waste Operations Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6310-7010-3410	Interest	879	2,784	2,000	4,635	4,000
	Interest earnings on investments.					
6310-7010-3540	State Grants	244,917	116,331	50,000	93,239	75,000
	Performance Grant awarded by DEP.					
6310-7010-3671	Fees For Services	2,098,998	2,159,119	2,346,225	2,084,335	2,438,073
	Revenue from quarterly payments from solid waste customers.					
6310-7010-3809	Penalties	18,619	18,877	17,000	17,665	17,500
	Penalty collections from customers who pay late.					
6310-7010-3855	Miscellaneous	35,766	36,619	35,000	36,109	36,500
	Sale of yard waste bags and trash stickers.					
	Total	2,399,180	2,333,730	2,450,225	2,235,983	2,571,073

2019 Annual Budget

Solid Waste Operations Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6310-7010-4010	Salaries-Fulltime	127,474	127,474	137,313	107,979	208,134
6310-7010-4012	Salaries-Part Time	42,646	42,646	35,787	29,267	29,525
6310-7010-4015	Overtime	1,934	1,934	450	1,298	16,396
6310-7010-4021	Social Security Tax	10,001	10,001	10,760	8,280	11,352
	The employer share of FICA based on 6.2% of salaries/ wages/overtime for all employees.					
6310-7010-4022	Medicare	2,339	2,339	2,516	1,937	2,411
	The employer share of Medicare based on 1.45% of salaries/ wages/overtime for all employees.					
6310-7010-4023	Workers Comp	529	529	617	441	5,076
	Workers' Compensation insurance for all employees.					
6310-7010-4041	Pension Non Uniform	6,233	6,233	6,888	5,464	9,196
	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	35,798	35,798	40,924	34,914	40,748
	Medical insurance for all full time employees.					
6310-7010-4052	Vision Insurance	276	276	311	278	5,329
	Vision insurance for all full time employees.					
6310-7010-4053	Dental Insurance	1,649	1,649	1,861	1,761	2,227
	Dental insurance for all full-time employees.					
6310-7010-4054	457 Contributions	6,799	6,799	6,888	5,289	7,993
	The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.					
6310-7010-4055	Disability Insurance	251	251	358	258	2,899
	Long term disability insurance for all full time employees.					
6310-7010-4057	Life Insurance	581	581	763	569	780
	Life insurance for all full time employees and certain part time employees.					
6310-7010-5004	Materials And Supplies	7,695	7,695	10,000	4,856	-
	Purchase of yard waste bags and trash stickers.					
6310-7010-5111	Professional Services	1,955,568	1,955,568	2,043,571	1,535,064	2,092,424
	Monthly payments to Vogel for contracted trash service.					

2019 Annual Budget

Solid Waste Operations Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6310-7010-5230	Information Tech Svs	75,000	75,000	75,000	75,000	80,000
6310-7010-5356	Employee Dues/Members	150	150	500	150	-
6310-7010-5361	Postage And Shipping	14,417	14,417	15,000	10,301	15,000
	Postage costs for mailing quarterly solid waste service bills.					
6310-7010-5362	Printing	5,227	5,227	7,700	4,344	7,500
	Printing costs associated with solid waste program brochures and bills.					
6310-7010-5363	Advertising	4,681	4,681	2,500	2,565	2,500
6310-7010-6010	Equip Less Than 5,000	36,247	36,247	88,000	34,813	30,000
	Includes: Annual cart replacement \$40,000 Trash can replacement \$8,000 Cart Storage facility \$40,000					
	Total	2,335,494	2,335,494	2,487,707	1,864,826	2,569,490



2019 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.

2018 Accomplishments:

1. The second entrance was formalized and managed to set standards for future regular 2nd entrance.
2. Experienced an excellent rebound to a poor weather year. Increased our memberships, attendance and overall revenue.
3. Due to significant revenue gains, we were able to enhance the bathroom floors, siding and roofs.
4. Continued to maintain cash handling procedures with all staff leading to excellent audit reports.
5. Enhanced the scuba diving program which resulted in record attendance numbers.
6. Increased participation in lifeguard training programs fortified and enhanced our lifeguard positions.
7. Developed and implemented a strong water safety campaign.

2019 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 2018 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.
6. Continue to grow and develop our own staff through training programs, like the LGI Course.

2019 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. Installing a formal second entrance and new lights around the pool.
4. Manage staff retention programs throughout the year to maintain quality staff and numbers.
5. Upgrading our chemical controllers with an alert and remote capabilities to manage needs when away from the pool.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time Staff	1.5	.75	.75	.75	.75
Part Time Staff	0	0	0	0	0
Seasonal Staff	105	105	105	105	125

2019 Annual Budget

Pool Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6410-6810-3410	Interest	1,602	4,079	-	7,138	5,500
	Interest income on investments.					
6410-6810-3422	Rooms/Facility	12,469	13,444	16,000	15,527	16,500
	Deck Rentals, private rentals have been included in this amount					
6410-6810-3685	Memberships	216,739	244,656	246,000	251,597	247,000
6410-6810-3691	Admissions	274,077	229,439	245,000	260,268	255,000
6410-6810-3855	Miscellaneous	3,580	2,624	2,500	3,050	3,000
	Locker and Miscellaneous POS Revenue					
6410-6810-3856	Over/Short	7	(84)	-	(56)	-
6410-6810-3921	Transfer From Gen Fund	150,000	-	-	-	-
	Transfer from General Fund to cover debt service payment.					
	<i>Pool Operations Total</i>	<i>658,474</i>	<i>494,159</i>	<i>509,500</i>	<i>537,523</i>	<i>527,000</i>
6410-6830-3681	Program Fees/Lessons	-	2,773	3,500	7,178	7,000
	Revenue associated to concessions from party rentals					
6410-6830-3692	Concessions	160,453	125,319	165,000	128,493	130,000
	<i>Pool Concessions Total</i>	<i>160,453</i>	<i>128,092</i>	<i>168,500</i>	<i>135,671</i>	<i>137,000</i>
6410-6840-3681	Program Fees/Lessons	47,272	37,947	50,000	49,160	52,096
	We are expecting increased participation in our Learn to Swim program.					
	<i>Pool Programs Total</i>	<i>47,272</i>	<i>37,947</i>	<i>50,000</i>	<i>49,160</i>	<i>52,096</i>
	Total	866,199	660,198	728,000	722,354	716,096

2019 Annual Budget

Pool Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6410-6810-4010	Salaries-Fulltime	39,125	39,125	41,921	13,820	42,747
	program manager (25%) 0.5 Full Time Employee, activity coordinator/pool manager (50%) full time employee					
6410-6810-4012	Salaries-Part Time	224,012	224,012	220,000	232,793	225,000
	Operational Managers, Lifeguards and Guest Relations					
6410-6810-4015	Overtime	398	398	500	395	-
6410-6810-4021	Social Security Tax	16,163	16,163	16,239	15,294	16,600
6410-6810-4022	Medicare	3,780	3,780	3,797	3,577	3,882
6410-6810-4023	Workers Comp	10,414	10,414	13,883	9,912	14,582
	Workers' Compensation insurance for all employees.					
6410-6810-4041	Pension Non Uniform	1,860	1,860	2,096	691	2,137
6410-6810-4051	Hospitalization	7,690	7,690	7,802	7,003	7,918
6410-6810-4052	Vision Insurance	67	67	86	62	68
6410-6810-4053	Dental Insurance	366	366	696	361	423
6410-6810-4054	457 Contributions	2,048	2,048	2,096	691	2,137
6410-6810-4055	Disability Insurance	73	73	109	73	111
6410-6810-4057	Life Insurance	151	151	236	151	241
6410-6810-5004	Materials And Supplies	11,046	11,046	16,038	11,460	11,500
	facility bathroom supplies, first aid, office supplies, membership cards, toner/ribbon, rescue tubes, front desk pos items					
6410-6810-5123	Repair Maint Facility Maint	2,005	2,005	2,000	379	2,000
	misc. facility enhancements					
6410-6810-5230	Information Tech Svs	27,000	27,000	28,000	28,000	30,000
	increase due to credit charges to offset expense of new Active software					
6410-6810-5312	Cell Phones	240	240	240	-	-
	25% of manager, with data, 12 months pool manager 4 mo t/t only @ 60 per month					
6410-6810-5321	Electricity	43,871	43,871	42,500	25,677	42,500
	we have been advised on a rate increase by electric company					

2019 Annual Budget

Pool Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6410-6810-5323	Water	19,380	19,380	20,000	12,412	20,000
6410-6810-5324	Sewer	7,009	7,009	10,000	4,220	10,000
6410-6810-5351	Employee Recruiting	7,992	7,992	9,000	6,139	7,500
	Drug Screening and Clearances for Waterpark Employees and advertising					
6410-6810-5357	Clothing	1,293	1,293	2,500	1,523	2,500
	Manager shirts - green, 3 per staff member. to include head guards. Staff orange shirts, 1 per staff member					
6410-6810-5361	Postage And Shipping	68	68	100	-	100
6410-6810-5362	Printing	2,144	2,144	2,500	1,848	2,500
	signage, wp/swim lesson brochures, banners					
6410-6810-5363	Advertising	1,862	1,862	2,000	285	2,000
	newspaper ad, water bill insert, school flyers					
6410-6810-5370	Minor Equipment/Furniture	374	374	3,000	3,635	3,000
	First aid training supplies, new flower pots and misc. items					
6410-6810-6123	Furniture And Fixtures	26,610	26,610	25,000	9,358	13,500
	Sunbrellas, chairs, tents, a/c and second entrance					
	Pool Operations Total	457,041	457,041	472,339	389,758	462,946
6410-6820-4012	Salaries-Part Time	27,847	27,847	28,000	29,079	30,000
6410-6820-4015	Overtime	-	-	250	-	-
6410-6820-4021	Social Security Tax	1,727	1,727	1,736	1,803	1,860
6410-6820-4022	Medicare	404	404	406	422	435
6410-6820-4023	Workers Comp	1,181	1,181	1,502	1,072	1,634
6410-6820-5004	Materials And Supplies	2,383	2,383	7,000	2,178	5,000
	3-Clocks Replacement, paint, janitorial suplies, pressure washer and misc supplies					

2019 Annual Budget

Pool Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6410-6820-5005	Cleaning Supplies	278	278	500	417	500
6410-6820-5008	Chemicals	17,864	17,864	20,000	15,571	20,000
6410-6820-5111	Professional Services	10,506	10,506	165,000	84,489	20,000
	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, water pressure washing and UV lighting rebuild.					
6410-6820-5121	Repair Maint Equipment	2,531	2,531	10,000	6,801	12,000
	Painting misc structures including slide, fence and other associated metal features. Hand actuator needs replaced; frog sprayer nozels need replaced; flowers need repainted; facade changes to wall separator					
	<i>Pool Maintenance Total</i>	<i>64,721</i>	<i>64,721</i>	<i>234,394</i>	<i>141,831</i>	<i>91,429</i>
6410-6830-4012	Salaries-Part Time	39,398	39,398	48,000	45,840	45,000
	Estimated hours with perfect weather - 15% weather impact					
6410-6830-4021	Social Security Tax	2,443	2,443	2,976	2,842	2,790
6410-6830-4022	Medicare	571	571	696	665	653
6410-6830-4023	Workers Comp	1,898	1,898	2,525	1,803	2,451
6410-6830-5005	Cleaning Supplies	22	22	250	97	250
	Cleaning supplies previously purchased					
6410-6830-5111	Professional Services	2,037	2,037	3,500	2,122	3,000
	Hood inspection and cleaning, fryer cleaning, fire and ansul inspections, towel service, food license, and steaming the floor.					
6410-6830-5121	Repair Maint Equipment	1,196	1,196	1,500	296	1,500
6410-6830-5354	Employee Training	-	-	500	-	1,500
	Serve-safe training					
6410-6830-5368	Cost Of Goods	60,426	60,426	63,000	62,261	63,000
	Food and cooking supplies					
6410-6830-6123	Furniture And Fixtures	21,067	21,067	25,000	104	15,000
	Continued replacement of mature equipment and grease mats, plus adding equipment					
	<i>Pool Concessions Total</i>	<i>129,059</i>	<i>129,059</i>	<i>147,947</i>	<i>116,029</i>	<i>135,144</i>
6410-6840-4012	Salaries-Part Time	14,997	14,997	16,000	18,262	20,000
	Wages based on averages associated to success of expected revenue.					
6410-6840-4021	Social Security Tax	930	930	1,105	1,132	1,240

2019 Annual Budget

Pool Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6410-6840-4022	Medicare	217	217	255	265	290
6410-6840-4023	Workers Comp	760	760	960	685	1,089
6410-6840-5004	Materials And Supplies	1,757	1,757	1,500	2,244	1,500
6410-6840-5111	Professional Services	1,000	1,000	1,500	4,528	1,000
	Msc. program instruction and scuba program instructor fees.					
6410-6840-5354	Employee Training	1,860	1,860	2,000	531	1,458
	CPO certification, pesticide applicator credits and misc. training and certifications.					
	<i>Pool Programs Total</i>	<i>21,521</i>	<i>21,521</i>	<i>23,320</i>	<i>27,648</i>	<i>26,577</i>
	Total	672,343	672,343	878,000	675,266	716,096

Fund Name: GOLF COURSE**Fund Description:**

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

Department: Golf Course**Description and Responsibilities:**

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

2018 Accomplishments:

1. Pump station turbines finished.
2. Parking lot repaving project completed.
3. Tree removal and grassing project completed.
4. New banquet and grill room ceilings.
5. New carpet and vinyl floors throughout the clubhouse.
6. Bank of windows replaced in the banquet room.
7. Pavilion wood beam ceiling cleaned and re-stained.
8. Pavilion and patio floors cleaned and re-sealed.
9. Online lesson book implemented.
10. PGAJr League introduced. CHGC had four competitive teams, highest in Tri-State area.
11. Cart paths sealed.

2019 Goals:

1. Continue to develop new tee on hole 13 to open in 2019.
2. Audubon case study for certification.
3. Wage scale evaluation.
4. Redesign golf clinics, jr clinics and PGAJr league program.
5. Implement online web store to allow for direct purchase of e-gift cards.
6. Develop a five year master plan for golf.

<u>Staffing Levels</u>	2015	2016	2017	2018	2019
Full Time Staff	8	8	8	8	8
Part Time Staff	1	0	0	0	0
	41	40	40	40	40

2019 Annual Budget

Golf Course Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6510-6301-3410	Interest	2,047	6,719	2,500	7,402	6,500
6510-6301-3701	Green Fees	1,142,784	1,138,047	1,182,590	1,051,857	1,180,000
6510-6301-3717	Merchant Service Revenue	31,219	21,274	18,000	-	19,000
6510-6301-3852	Sponsorship	7,990	16,690	14,000	15,090	15,000
6510-6301-3855	Miscellaneous	735	1,562	6,000	1,262	1,500
6510-6301-3856	Over/Short	86	(30)	-	(35)	-
6510-6301-3907	Cart Lease	-	-	-	89,600	-
6510-6301-3921	Transfer From Gen Fund	170,000	229,825	-	-	-
6510-6301-3926	Transfer From Public Bldg Fund	-	95,000	-	-	-
6510-6301-3950	Refund Of Prior Year Exp	425	100	-	1,144	-
6510-6311-3707	Handicapp Services	8,400	10,405	12,000	13,800	15,000
6510-6313-3702	Carts	244,210	244,026	250,000	222,467	250,000
6510-6313-3852	Sponsorship	1,150	-	2,000	250	-
6510-6313-3855	Miscellaneous	200	-	-	-	-
6510-6314-3703	Range Fees	18,592	16,653	20,000	15,405	20,000
6510-6315-3704	Club Rentals	6,425	4,820	5,000	4,945	5,000
6510-6315-3705	Soft Goods	37,055	34,129	36,000	35,000	36,000
6510-6315-3706	Hard Goods	94,673	88,455	100,000	87,059	100,000
6510-6316-3681	Program Fees/Lessons	14,654	16,424	20,000	16,467	20,000
6510-6316-3682	Clinics/Programs	13,958	14,390	20,000	15,660	24,000
6510-6316-3855	Miscellaneous	1,965	632	-	1,439	-
6510-6331-3708	Food Sales Tax	75,233	71,825	80,000	62,693	75,000
6510-6331-3709	Food Sales Non Tax	53	91	100	17	-
6510-6331-3711	Alcohol Sales	160,041	162,420	167,000	162,677	175,513
6510-6332-3713	Menu Food	8,723	11,013	11,000	13,701	15,000
6510-6332-3714	Camp Cranberry Food	9,884	3,440	4,000	3,448	4,004
6510-6333-3422	Rooms/Facility	28,255	27,937	30,000	30,250	33,500



2019 Annual Budget

Golf Course Revenue

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
6510-6333-3710	Cartered Food Taxable	254,093	219,395	250,000	194,982	229,000
6510-6333-3711	Alcohol Sales	81,210	58,409	75,500	52,435	60,000
6510-6333-3712	Catered Food Nontax	25,507	23,985	25,000	31,815	25,000
	Total	2,439,566	2,517,638	2,330,690	2,130,829	2,309,017

2019 Annual Budget

Golf Course Expenses

GL Code	Description	2016 Actual	2017 Actual	2018 Adjusted Budget	2018 Year to Date	2019 Requested Budget
65106311	Go Golf Shop Services	123,771	123,771	126,700	111,157	124,784
65106312	Go Outside Services	54,014	54,014	59,756	54,964	65,982
65106313	Go Carts	65,654	65,654	71,852	62,054	69,473
65106314	Go Range	5,517	5,517	5,392	3,953	10,198
65106315	Go Merchandise	111,114	111,114	106,046	111,658	105,622
65106316	Go Lessons	21,133	21,133	24,493	23,218	29,153
65106331	Fb Grille	146,490	146,490	147,770	144,947	159,753
65106332	Fb Kitchen	14,239	14,239	15,743	13,506	21,518
65106333	Fb Banquet Facility	253,077	253,077	251,546	212,182	257,109
65106341	Facility Maintenance	56,468	56,468	66,000	51,279	68,150
65106342	Administration	213,180	213,180	217,761	195,988	226,270
65106344	Training	9,293	9,293	4,936	3,949	5,044
65106345	Infrastructure	12,653	12,653	12,000	11,655	12,050
65106346	Vechicle Mainteance	16,567	16,567	18,000	17,890	18,000
65106361	Tm Greens Maintenance	126,884	126,884	138,046	125,272	141,317
65106362	Tm Tees Maintenance	90,790	90,790	93,842	85,633	96,082
65106363	Tm Fairways Maintenance	128,985	128,985	131,602	106,362	128,105
65106364	Tm Rough Maintenance	169,979	169,979	168,924	150,711	173,218
65106365	Tm Bunker Maintenance	68,941	68,941	72,754	62,391	74,207
65106366	Tm Irrigation	41,616	41,616	50,770	43,897	51,787
65106381	Em Equipment Repair	120,526	120,526	126,532	97,460	125,645
65106391	Interest Payment	262,109	262,109	250,225	250,225	195,550
65106392	Principal Payment	-	-	170,000	170,000	150,000
65106395	Capital Expenses	189,676	189,676	-	375,046	-
	Total	2,302,675	2,302,675	2,330,690	2,485,395	2,309,017