

# 2020 BUDGET

WORKING  
FOR YOU!





## 2020 ADOPTED BUDGET

I am pleased to present to the Board of Supervisors the 2020 Budget. This fiscally sound Budget provides an excellent start to the decade of the twenty-twenties. It will continue to support the decades of innovation, collaboration and progress that has served as the core for Cranberry Township. The Budget provides for a responsible fiscal approach to address the changing public service and capital investment needs of the Township.

This approach maintains the Township's financial stewardship practices that has earned and will continue to do so an exemplary rating of Aaa in the public finance arena. A rating that leverages significant value for the taxpayers and utility customers of the Township.

I would like to recognize the efforts of our outstanding Department Heads in developing their operating and capital needs for 2020, along with the efforts of Finance Director Vanessa Gleason and Assistant Township Managers Bettelou Bertoncello and Dan Santoro to craft those diverse plans into one comprehensive set of budgetary actions. This Budget continues to fund the implementation of the Cranberry Plan, Cranberry's shared vision.

Respectfully submitted,  
Jerry A. Andree, Township Manager

## 2020 BUDGET HIGHLIGHTS

### **Renewed Focus on Cranberry's most valued asset, its employees**

- Focusing attention on the employees who are getting the job done
  - Enhancing internal communications, training and advancement opportunities, along with the integration of enhanced collaborative workspace to improve efficiencies and performance while promoting employee mobility
  - Enhanced management of new programs and projects to ensure timely completion of new initiatives along with proper allocation of resources, while reducing organizational stress

### **Strict adherence to the Board's financial policy to sustain the Township's Aaa Moody's Financial Rating**

- Proposed Budget does not utilize fund balances to pay for on-going operational needs
  - Current expenses are met with current revenue, with no proposed changes in tax rates
  - Aaa rating will be a critical component as the Township prepares for refinancing opportunities in 2020

## 2020 BUDGET HIGHLIGHTS *continued*

### **Implements new strategies to sustain excellence in our public safety responsibilities**

- Supports a new multi-year agreement with the Cranberry Township Volunteer Fire Company
  - Continues to implement the recommendations of the 2016 Fire Strategic Plan to sustain excellence in our volunteer fire service, including member recruitment and retention and expansion of the Associate Member program, all focused on the core mission of the Fire Service
  - Final phase of the “right sizing” of the Fire Apparatus Fleet for today’s and future needs
- Provides the support for a Police Department faced with increasing demands
  - Provides funding for one additional police officer and one administrative support person, increasing the authorized level of police officers from 32 to 33 Officers
  - Implementation of new initiatives to enhance training, advancement opportunities and programs to attract and retain the best personnel

## 2020 BUDGET HIGHLIGHTS *continued*

### **Implementation of a new strategy to mitigate “threats” to the health of the General Fund**

- Sustainable funding to meet the need of a major unfunded federal/state mandate
  - Worked collaboratively with the General Authority over the last 2 years to form a partnership to provide a reliable revenue source starting in 2020
  - Implements a comprehensive plan to manage the stormwater system to ensure the highest level of stormwater control in safeguarding our residents and businesses
  - While never succumbing to the “kick-the-can down the road” approach in government

### **Meets the Board’s expectation in the maintenance of 127.50 miles of Township owned roadways**

- Comprehensive approach to roadway management
  - Utilizing the latest technology to use available resources in the most effective manner
  - Funds a variety of roadway resurfacing techniques to protect this investment
  - Maintains standards for roadway maintenance as expected by the Board of Supervisor

## 2020 BUDGET HIGHLIGHTS *continued*

### **Supports the highest level of visitor and participant experiences with Township facilities and programs**

- Township facilities hosted nearly 2 Million visitors and participants in our recreation programs, visits to the parks, users of the library, golfers and event participants at Cranberry Highlands
  - Increases funding to support one additional employee in the Parks/Grounds Division of Public Works to care for the expanding Park facilities

### **Continues our commitment to provide the highest level of customer service to our residents and businesses**

- Constantly enhancing opportunities for improved customer services
  - Fully implementing the Customer Portal for water customers
  - Launching mobile customer service applications
  - Providing our dedicated Customer Service Representatives with the tools to be efficient and responsive to customer needs

## 2020 BUDGET HIGHLIGHTS *continued*

**Continue practice of funding of Capital Projects that maintains the Township's Aaa Rating**

➤ Capital Projects Financial Highlights for 2020

- Concluding the most expensive and comprehensive Capital Project in the Township's history with the expansion and renovation of the Brush Creek Water Pollution Control Facility, on-time and on-budget
- Sewer Bonds eligible for refinancing in 2020
- Refinancing opportunity provides excellent positioning to advance planned Capital Projects
- The MSA Thruway project will utilize a wide variety of funding streams and partnerships to accomplish the single most important Township transportation project in our history

## 2020 BUDGET HIGHLIGHTS *continued*

### Continues practice of a multi-year approach to advance Funding for Capital Projects

- Funding mechanism provided in the 2020 Budget to advance the following projects
  - MSA Thruway and other roadway improvements
  - Cranberry Park Amphitheatre renovation and expansion
  - Pickleball Courts at Graham Park, North Boundary Park Shelter addition
  - Diversion of the Franklin Acres Lift Station sanitary sewer flows to Breakneck Facility
  - Sewer collection system rehabilitation
  - Water line replacements
  - Facility improvements to the administrative areas within the Municipal Center
  - First Phase of the Master Plan for the Community Park/Public Works/Public Safety Training areas
  - Stormwater upgrades in the Sun Valley Area
  - Engineering work to advance capital investments in the Fox Run stormwater system
  - Replacement of heavy/ maintenance equipment according to the Equipment Replacement Program
  - Enhancements of the Township's technology system to ensure reliability
  - Preparation of an updated Master Plan for the Cranberry Highlands Golf Course
  - Preparation of an updated Master Plan for the Municipal Center exterior grounds and parking

## 2020 BUDGET HIGHLIGHTS *continued*



## 2020 BUDGET HIGHLIGHTS *continued*

➤ **Budget Adoption Schedule:**

- Wednesday, November 13 – Board of Supervisors Review
- Thursday, November 14 – Board of Supervisors Review, if needed
- Friday, November 15 – Proposed Budget available for public review, copy in Library, Administration, and on-line at [www.cranberrytownship.org](http://www.cranberrytownship.org)
- Thursday, November 21 – Board of Supervisors considers adoption of Proposed Budget
- Thursday, December 12 – Board of Supervisors considers final adoption of Proposed Budget



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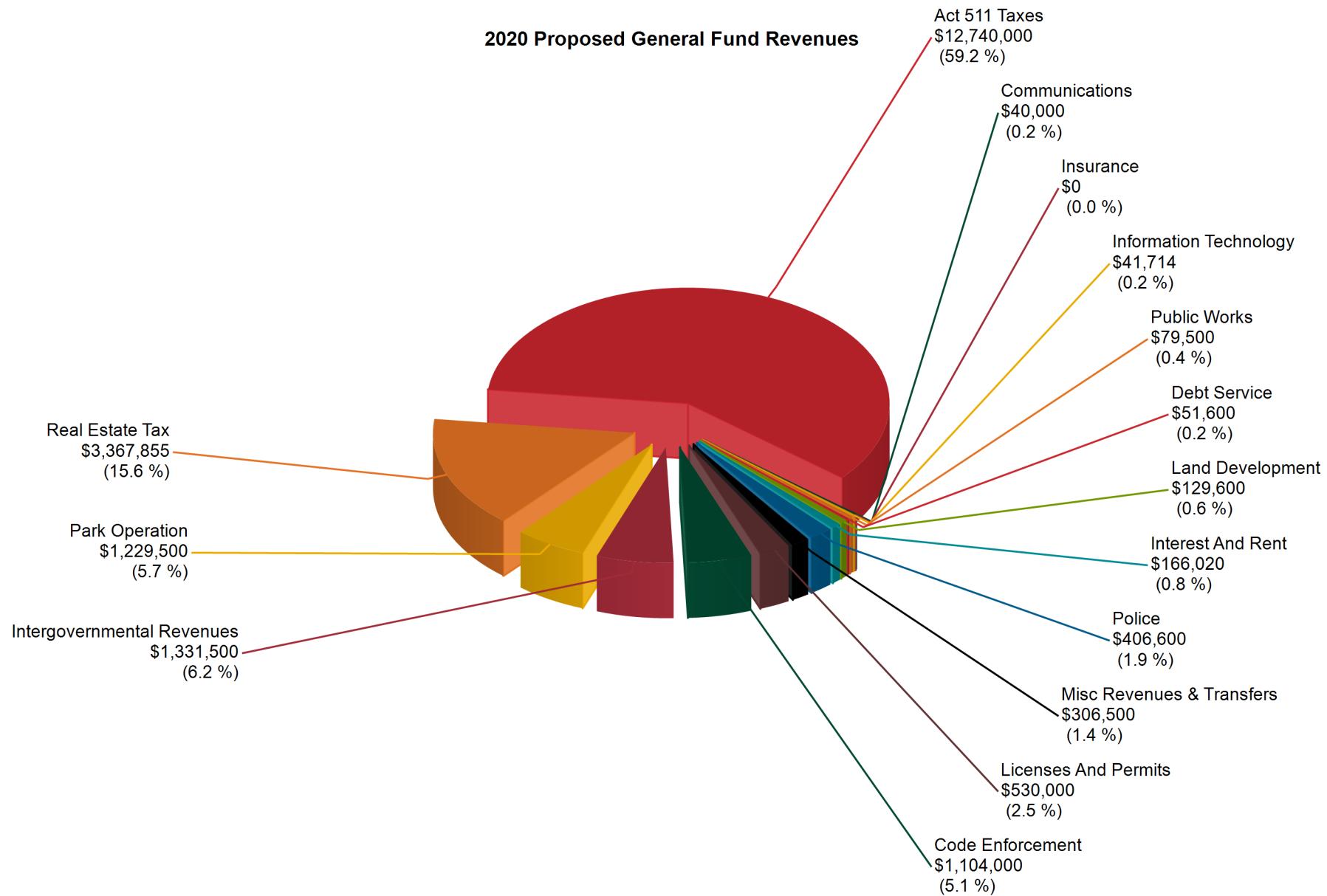
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# Budget Summary

## 2020 Annual Budget





## 2020 Annual Budget

2020 Proposed General Fund Revenue of \$21,524,389

Department/Cost Center	Description	2019 Revised Budget	2020 Budget
<b>Legislative</b>			
10001200	Real Estate Tax	3,316,772	3,367,855
10001300	Act 511 Taxes	12,230,000	12,740,000
10001400	Licenses And Permits	485,000	530,000
10001500	Interest And Rent	168,028	166,020
10001600	Intergovernmental Revenues	1,166,500	1,331,500
10001700	Misc Revenues & Transfers	304,500	306,500
<i>Total</i>		<b>17,670,800</b>	<b>18,441,875</b>
<b>General Government</b>			
10002200	Human Resources	-	-
10002331	Information Technology	41,000	41,714
10002500	Communications	-	40,000
10002600	Debt Service	97,700	51,600
10002800	Insurance	-	-
<i>Total</i>		<b>138,700</b>	<b>133,314</b>
<b>Community Development</b>			
10003100	Land Development	129,600	129,600
10003200	Code Enforcement	1,086,000	1,104,000
<i>Total</i>		<b>1,215,600</b>	<b>1,233,600</b>
<b>Public Safety</b>			
10004116	Police	281,300	406,600
<i>Total</i>		<b>281,300</b>	<b>406,600</b>
<b>Public Works</b>			
10005110	Snow Removal	16,500	21,500
10005120	Traffic Signals & Communic	21,800	27,000
10005132	Road Maintenance	-	-
10005150	Fleet Maintenance	-	-

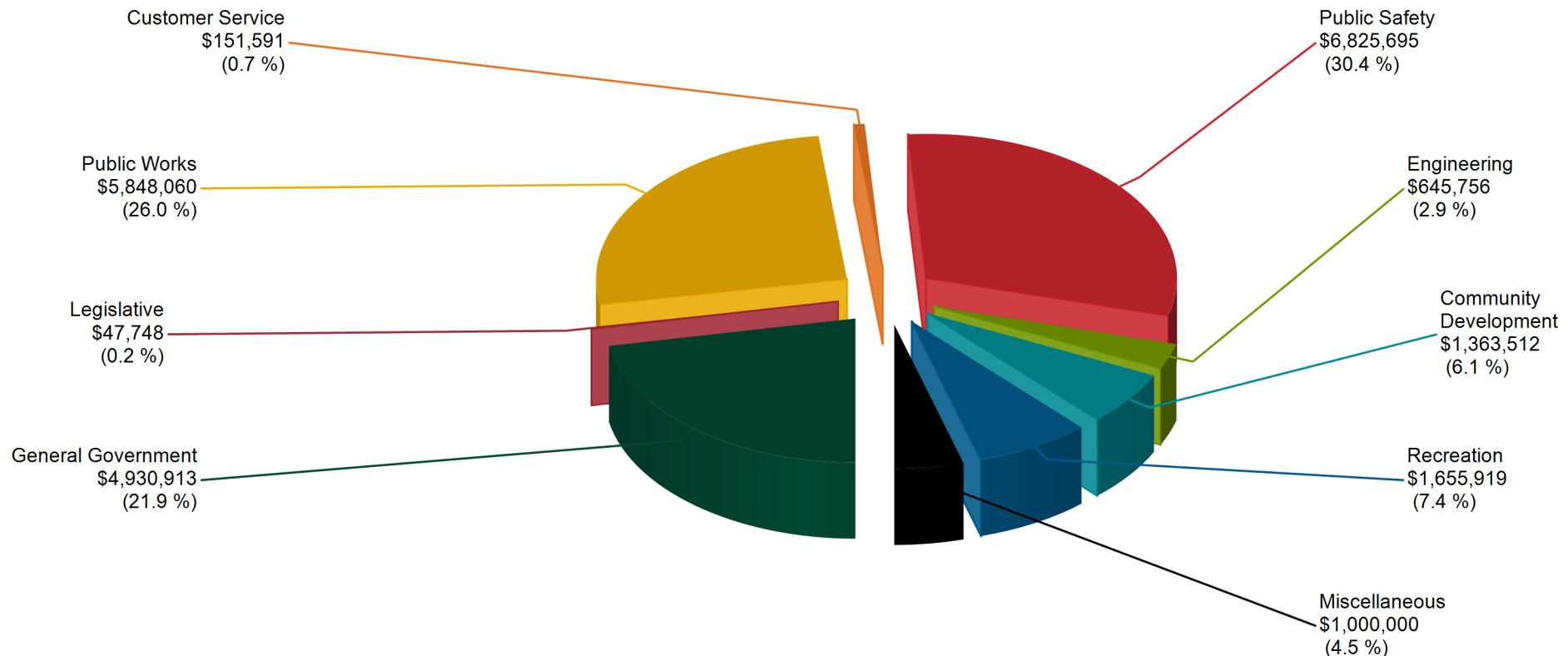


## 2020 Annual Budget

2020 Proposed General Fund Revenue of \$21,524,389

Department/Cost Center	Description	2019 Revised Budget	2020 Budget
10005160	Grounds Maintenance	38,000	31,000
	<b>Total</b>	<b>76,300</b>	<b>79,500</b>
<b>Recreation</b>			
10006210	Park Operation	27,750	28,400
10006220	Park Early Childhood	310,000	330,000
10006230	Park Youth Programs	517,500	507,000
10006240	Park Adult Programs	142,000	226,000
10006250	Park Family Programs	6,000	12,600
10006260	Park Teen Programs	30,000	42,500
10006270	Park Senior Programs	2,000	1,000
10006280	Park Community Events	5,000	5,000
10006290	Park Facility Maintenance	125,000	65,000
10006295	Park Special Program	10,000	12,000
	<b>Total</b>	<b>1,175,250</b>	<b>1,229,500</b>
	<b>General Fund Revenue Total</b>	<b>20,557,950</b>	<b>21,524,389</b>

## 2020 Proposed General Fund Expenses



## 2020 Annual Budget

2020 General Fund Expenditures of \$22,469,194

Department/Cost Center	Description	2019 Revised Budget	2020 Budget
<b>Legislative</b>			
10001100	Board Of Supervisors	47,748	47,748
10001700	Misc Revenues & Transfers	-	-
	<b>Total</b>	<b>47,748</b>	<b>47,748</b>
<b>Miscellaneous</b>			
10001800	Misc Expenses & Transfers	4,900,000	1,000,000
	<b>Total</b>	<b>4,900,000</b>	<b>1,000,000</b>
<b>General Government</b>			
10002100	Executive	934,614	997,160
10002200	Human Resources	413,976	408,773
10002311	Information Technology	190,590	209,292
10002400	Finance	431,635	448,245
10002500	Communications	358,883	466,832
10002600	Debt Service	1,678,764	1,672,764
10002700	Tax Collection	279,730	288,447
10002800	Insurance	407,500	439,400
	<b>Total</b>	<b>4,695,692</b>	<b>4,930,913</b>
<b>Community Development</b>			
10003100	Land Development	382,976	409,553
10003200	Code Enforcement	806,383	710,175
10003300	Planning	200,871	243,784
	<b>Total</b>	<b>1,390,230</b>	<b>1,363,512</b>
<b>Customer Service</b>			
10003400	Customer Service	146,962	151,591
	<b>Total</b>	<b>146,962</b>	<b>151,591</b>
<b>Public Safety</b>			
10004111	Police Department Support	1,566,373	1,576,758
10004112	Police Patrol	3,530,565	3,897,795



## 2020 Annual Budget

2020 General Fund Expenditures of \$22,469,194

Department/Cost Center	Description	2019 Revised Budget	2020 Budget
10004113	Police Traffic	132,818	134,817
10004114	Police Investigations	411,515	311,068
10004115	Police Fleet	191,130	227,930
10004120	Animal Service	13,000	12,000
10004130	Fire Police - Now Fire & Emergency Services	-	-
10004140	Firing Range	12,000	12,000
10004150	Emergency Management	-	-
10004230	Fire & Emergency Services	584,834	653,327
10004310	Ambulance Operations	-	-
<b>Total</b>		<b>6,442,235</b>	<b>6,825,695</b>
<b>Public Works</b>			
10005110	Snow Removal	631,591	728,120
10005120	Traffic Signals & Communic	476,989	542,231
10005131	Storm Water	512,946	541,864
10005132	Road Maintenance	1,192,444	1,213,273
10005140	Facility Maintenance	811,616	818,229
10005150	Fleet Maintenance	295,545	304,381
10005160	Grounds Maintenance	1,003,564	1,030,439
10005170	Pw Administration	594,027	669,523
<b>Total</b>		<b>5,518,722</b>	<b>5,848,060</b>
<b>Engineering</b>			
10005210	Engineering	729,170	645,756
<b>Total</b>		<b>729,170</b>	<b>645,756</b>
<b>Recreation</b>			
10006210	Park Operation	673,767	709,552
10006220	Park Early Childhood	209,099	194,727
10006230	Park Youth Programs	383,255	444,901
10006240	Park Adult Programs	98,120	75,184



## 2020 Annual Budget

2020 General Fund Expenditures of \$22,469,194

Deptartment/Cost Center	Description	2019 Revised Budget	2020 Budget
10006250	Park Family Programs	43,086	45,373
10006260	Park Teen Programs	9,853	10,600
10006270	Park Senior Programs	3,400	3,400
10006280	Park Community Events	40,000	40,000
10006290	Park Facility Maintenance	72,536	76,038
10006295	Park Special Program	54,075	56,144
<i>Total</i>		<b>1,587,191</b>	<b>1,655,919</b>
<b>General Fund Expenses Total</b>		<b>25,457,950</b>	<b>22,469,194</b>

## 2020 Annual Budget

## 2020 Other Funds Summary

Funds	Description	2019 Budgeted Revenue	2019 Budgeted Expenses	2020 Budgeted Revenue	2020 Budgeted Expenses
<b>Special Revenue Funds</b>					
2110	Tip East	155,878	4,500,000	174,378	400,000
2111	Tip West	208,955	56,000	55,390	250,000
2112	Recreation Fees	149,295	370,000	145,854	370,000
2114	Developers Contribution	4,026,700	4,675,000	15,031,700	15,000,000
2115	Storm Water Maintenance	15,150		500	
2310	Liquid Fuels	964,450	960,000	955,114	960,000
2410	Library	415,607	405,693	424,503	424,503
2420	Fire Operations	581,870	465,536	596,883	517,080
2610	Road Equipment Fund	358,078	34,000	371,715	200,000
2620	Public Buildings Fund	417,107	360,000	428,303	360,000
		<b>Total</b>	<b>7,293,090</b>	<b>11,826,229</b>	<b>18,184,340</b>
<b>Capital Projects</b>					
3100	Fire Capital	409,161	379,499	418,847	626,899
3400	Capital Improvement	4,925,000	2,809,000	1,810,000	4,710,000
3800	2015 Bond Fund	-	-	-	-
3810	2017 Bond Fund	20,000	5,544,839	-	-
3820	2017 Renovation Fund	5,000	560,000	-	-
3900	2015 Marshall Twp. Construction Fund	5,000	970,159	-	-
		<b>Total</b>	<b>5,364,161</b>	<b>10,263,497</b>	<b>2,228,847</b>
<b>Enterprise Funds</b>					
6110	Water	8,152,802	7,089,101	8,310,220	7,400,522
6210	Sewer	10,214,845	10,845,083	10,446,782	12,525,782
6310	Solid Waste	2,571,073	2,569,490	2,759,497	2,743,117
6410	Swimming Pool	716,096	716,096	717,878	802,378

## 2020 Annual Budget

Funds	Description	2019 Budgeted Revenue	2019 Budgeted Expenses	2020 Budgeted Revenue	2020 Budgeted Expenses
6510	Golf Course	2,309,017	2,309,017	2,440,555	2,440,555
	<i>Total</i>	<b>23,963,833</b>	<b>23,528,787</b>	<b>24,674,932</b>	<b>25,912,354</b>
	<b>Other Funds Total</b>	<b>36,621,084</b>	<b>45,618,513</b>	<b>45,088,119</b>	<b>49,730,836</b>



# General Fund Revenue

## 2020 Annual Budget

## Real Estate Tax Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-1200-3011	Current Year Levy	3,160,367	3,232,413	3,259,372	3,293,616	3,326,455
	<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 June 28, 2019. Butler County has determined Cranberry's taxable assessed value to be \$422,707,567. The Butler County Department of Property &amp; Revenue determines property market values and assesses property. Butler County has not reassessed property since 1969. The assessed valuation is the value used to generate the tax revenue and is based on 100% of the 1969 value. The Board of Supervisors of Cranberry Township determines the millage rate, which is 13.25 mills in 2020 (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 2019 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	6,381	6,401	6,400	5,170	6,400
	Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2019 but collected in 2020)					
1000-1200-3014	Delinquent Tax Claim	23,395	42,735	35,000	41,315	35,000
	<p>Delinquent property tax collected by Butler County Tax Claim Bureau. After 12/31, the real estate tax collector turns all delinquent tax bills over to the Butler County Tax Claim Bureau. The property owner has approximately 2 years to pay the taxes plus penalty, or the Tax Claim Bureau will conduct a Sheriff sale of the property.</p>					
1000-1200-3015	Interim Taxes	20,515	18,120	16,000	6,938	-
	Interim tax billing for properties added to tax duplicate after January 2020.					
	<b>REAL ESTATE TAX Total</b>	<b>3,210,658</b>	<b>3,299,670</b>	<b>3,316,772</b>	<b>3,347,040</b>	<b>3,367,855</b>

## 2020 Annual Budget

## Act 511 Taxes Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-1300-3120	Real Estate Transfer Tax	1,491,019	1,563,202	1,325,000	1,969,498	1,390,000
	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	7,502,895	7,840,316	7,125,000	6,921,253	7,450,000
	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. This tax is collected by the Butler County Tax Collection committee, who contracts with Berkheimer Tax Administrator.					
1000-1300-3140	Business Privilege/Merc	2,635,812	2,685,041	2,540,000	2,711,245	2,650,000
	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	1,293,016	1,287,971	1,240,000	1,083,463	1,250,000
	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.					
1000-1300-3160	Other Taxes	68	28	-	77	-
	<i>Act 511 Taxes Total</i>	<b>12,922,812</b>	<b>13,376,564</b>	<b>12,230,000</b>	<b>12,685,536</b>	<b>12,740,000</b>



## 2020 Annual Budget

### Licenses And Permits Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-1400-3210	Business Licenses And Permit	510,749	539,892	485,000	553,741	530,000
	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.					
	<b>Licenses and Permits Total</b>	<b>510,749</b>	<b>539,892</b>	<b>485,000</b>	<b>553,741</b>	<b>530,000</b>



## 2020 Annual Budget

### Interest And Rent Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-1500-3410	Interest	92,981	139,508	90,000	136,834	130,000
	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	80,343	77,336	78,028	51,897	36,020
	Real Estate Tax Collector \$2,592 (18/sq.ft) 1/1/18 - 12/31/21 Pgh. North Regional Chamber \$10,300 (\$20/sq.ft) 1/1/19-12/31/20 State Representative \$11,640 (\$20/sq.ft) 12/1/18 - 11/30/20 CCR \$3,696 (\$22/sq.ft to remain for 2020 lease CTEMS DELETED for 2020 Butler County (Senior Center) \$7,800 (annual)					
	<i>Interest and Rent Total</i>	<b>173,325</b>	<b>216,844</b>	<b>168,028</b>	<b>188,731</b>	<b>166,020</b>

## 2020 Annual Budget

## Intergovernmental Revenues Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-1600-3551	State Pension Aid	743,297	791,662	775,000	911,449	890,000
	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	226,311	208,825	210,000	232,808	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	-	27,900	13,500	13,500	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	18,274	18,592	18,000	17,267	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	145,460	185,175	150,000	273,254	200,000
	Township share of fees paid by gas drillers on their wells as per Act 13.					
	<i>Intergovernmental Revenues Total</i>	<i>1,133,342</i>	<i>1,232,153</i>	<i>1,166,500</i>	<i>1,448,279</i>	<i>1,331,500</i>

## 2020 Annual Budget

## Misc Revenues &amp; Transfers Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-1700-1612	Fuel Inventory	(60,483)	(2,077)	-	(13,941)	-
1000-1700-1613	Fsa Inventory	(8,582)	1,355	-	4,786	-
1000-1700-3425	Tower Leases	9,832	14,120	10,000	12,276	12,000
	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	7,071	8,636	-	6,719	-
1000-1700-3511	Other Grants	(15,141)	-	-	-	-
1000-1700-3651	Sale Public And Admin Sv	12,101	11,408	12,000	11,510	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	12,493	11,908	7,500	7,766	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	3	106	-	(26)	-
1000-1700-3858	Community Chest Donations	(1,890)	(2,630)	-	(2,398)	-
1000-1700-3872	Contributions	200,000	-	-	-	-
	Contributions from Dick's Sporting Goods for the naming rights to Graham Park, "Dick's Sporting Goods Sportsplex" expired in 2018.					
1000-1700-3910	Sale Of Fixed Assets	13,354	-	-	27,795	-
	From time to time the Township sells assets such as police cars either by auction or a direct sale.					
1000-1700-3922	Transfer From Other Fund	250,000	250,000	250,000	-	250,000
	Interfund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 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	43,127	76,329	25,000	69,113	25,000
	At times the Township receives refunds of expenditures made in the prior year.					
	<b><i>Misc Revenues &amp; Transfers Total</i></b>	<b><i>531,119</i></b>	<b><i>369,155</i></b>	<b><i>304,500</i></b>	<b><i>123,599</i></b>	<b><i>306,500</i></b>

## 2020 Annual Budget

## Human Resources Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2200-3868	Reimbursements Insurance	15,987	-	-	-	-
Employee contributions discontinued due to the implementation of a high deductible health insurance plan.						
	<i>Human Resources Total</i>	<i>15,987</i>	-	-	-	-



## 2020 Annual Budget

### Information Technology Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2331-3684	Charge For Services	36,437	44,529	41,000	34,488	41,714
	<b><i>INFORMATION TECHNOLOGY Total</i></b>	<b><i>36,437</i></b>	<b><i>44,529</i></b>	<b><i>41,000</i></b>	<b><i>34,488</i></b>	<b><i>41,714</i></b>

## 2020 Annual Budget

## Communications Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2500-3852	Sponsorship	-	-	-	-	40,000
	<i>Communications Total</i>	-	-	-	-	<b>40,000</b>



## 2020 Annual Budget

### Debt Service Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2600-3873	Debt Offset Payments	113,974	90,958	97,700	-	51,600
	Payments from Athletic Associations for Graham Park debt. SVLC - \$6,600, SVSA - \$45,000					
	<b><i>Debt Service Total</i></b>	<b><i>113,974</i></b>	<b><i>90,958</i></b>	<b><i>97,700</i></b>	<b><i>-</i></b>	<b><i>51,600</i></b>



## 2020 Annual Budget

### Insurance Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2800-3165	Dvit Medicare Subsidy Reimb	-	767	-	-	-
	<b><i>Insurance Total</i></b>	-	<b>767</b>	-	-	-

## Land Development Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-3100-3619	Bond Relase Fee	32,100	17,550	20,000	15,450	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	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	4,950	8,800	8,000	6,050	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	-	825	1,000	825	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	157,935	120,710	100,000	90,730	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	140	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.					
	<i>Land Development Total</i>	<b>196,065</b>	<b>148,465</b>	<b>129,600</b>	<b>113,195</b>	<b>129,600</b>

## 2020 Annual Budget

## Code Enforcement Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-3200-3220	Nonbusiness Permits	2,930	10,410	3,000	5,720	4,500
	Non-residential Business Licenses are actually for Non-residential Zoning Approvals.					
1000-3200-3315	Local Ordinance	-	-	-	500	-
1000-3200-3611	Building Permits	1,301,782	1,063,368	875,000	875,849	850,000
	This category is for all building permit applications. Building Permits include building/structure, electrical, mechanical and plumbing plan components. Building permit fees are intended to cover application, inspection and processing costs of new structures.					
1000-3200-3612	Electrical Admin Fee	6,740	6,385	6,500	7,560	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	17,750	18,600	17,000	23,100	18,500
	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	18,740	51,680	35,000	50,480	45,000
	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	6,765	950	1,000	3,825	1,000
	Fee for on-lot septic permit applications which include the site testing, application review and permit approval.					
1000-3200-3616	Sign Permits	11,200	10,600	10,000	11,850	10,000
	The size and location of signs are regulated by the Township zoning ordinance. Fees charged for each sign application are intended to cover the costs associated with processing the application. Fees for monument signs are \$150, for building signs \$150.00 and for panel replacements \$50.					
1000-3200-3617	Grading Permits	3,850	4,200	3,500	4,550	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	16,910	16,515	15,000	17,305	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	131,079	160,885	120,000	156,987	150,000
	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.					
	<b>Code Enforcement Total</b>	<b>1,517,745</b>	<b>1,343,592</b>	<b>1,086,000</b>	<b>1,157,726</b>	<b>1,104,000</b>

## 2020 Annual Budget

## Police Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4116-3220	Nonbusiness Permits	6,635	8,785	6,500	12,425	8,000
	Permits issued by the Police Department pursuant to Chapter 13, Licenses, Permits and General Business Regulations of the Code of Ordinances. Fees are collected for soliciting. Fees are \$35 per week.					
1000-4116-3311	State Police	16,691	16,401	10,000	8,238	10,000
	Local portion of fines collected by State Police.					
1000-4116-3312	Clerk Of Courts	28,821	18,705	25,000	17,077	20,000
	Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.					
1000-4116-3313	Motor Vehicle Code	32,727	45,084	30,000	39,658	35,000
	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	24,878	25,232	23,000	22,849	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	5,489	3,175	3,500	1,625	3,000
	Fines collected from Township parking citations.					
1000-4116-3317	Reimb Expense Vehicle Theft	3,506	7,448	-	6,915	127,800
	Monies received to fully fund an officer participating in the Pennsylvania State Police Auto Theft Task Force.					
1000-4116-3510	Federal Grants	4,215	348	3,000	2,213	3,000
	Monies received through federal grant programs.					
1000-4116-3511	Other Grants	-	2,000	-	-	-
	Monies received for grants other than federal.					
1000-4116-3641	Accident Reports	4,654	3,870	3,300	2,720	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	3,130	5,210	3,000	4,998	4,500
	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	32,075	37,375	25,000	24,325	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	4,239	4,122	4,000	4,241	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	14,416	8,864	15,000	5,807	10,000

## 2020 Annual Budget

## Police Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
	Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.					
1000-4116-3647	Reimburse Salaries	129,278	237,668	130,000	228,157	130,000
	Contracted police services. Represents collected reimbursable salaries for construction details, Drug Task Force, DUI Task Force, Seneca Valley School detail, etc.					
	<b><i>POLICE Total</i></b>	<b><i>310,753</i></b>	<b><i>424,285</i></b>	<b><i>281,300</i></b>	<b><i>381,248</i></b>	<b><i>406,600</i></b>

## 2020 Annual Budget

## Public Works Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5110-3661	Winter Service Agreement	23,406	31,382	15,000	11,502	20,000
	The Township offers winter services (snow plowing and spring street sweeping) to developments/developers who are constructing streets intended to become public streets but not yet officially accepted by the Township. Developers that elect to take this service 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	944	3,955	1,500	-	1,500
	Township manufacturers salt brine and makes available to Seven Fields Borough, Lancaster Twp and Jackson Township for prewetting operations					
	<i><b>Snow Removal Total</b></i>	<i><b>24,350</b></i>	<i><b>35,337</b></i>	<i><b>16,500</b></i>	<i><b>11,502</b></i>	<i><b>21,500</b></i>
1000-5120-3647	Reimburse Salaries	-	120	-	-	-
1000-5120-3662	7 Fields/Adams Maint Agreemnt	-	21,800	21,800	-	27,000
	Fees received from our Inter-Municipal Partners for Traffic Signal Operations					
	<i><b>Traffic Signals &amp; Communic Total</b></i>	<i><b>-</b></i>	<i><b>21,920</b></i>	<i><b>21,800</b></i>	<i><b>-</b></i>	<i><b>27,000</b></i>
1000-5132-3647	Reimburse Salaries	879	-	-	-	-
	<i><b>ROAD MAINTENANCE Total</b></i>	<i><b>879</b></i>	<i><b>-</b></i>	<i><b>-</b></i>	<i><b>-</b></i>	<i><b>-</b></i>
1000-5150-3647	Reimburse Salaries	-	1,198	-	304	-
1000-5150-3648	Vehicle Equipment Useage	1,890	135	-	-	-
	<i><b>Fleet Maintenance Total</b></i>	<i><b>1,890</b></i>	<i><b>1,333</b></i>	<i><b>-</b></i>	<i><b>304</b></i>	<i><b>-</b></i>
1000-5160-3647	Reimburse Salaries	-	63	-	-	-
1000-5160-3663	Ballfield Light Reimb	42,828	36,296	38,000	30,384	31,000
	The Township bills the local athletic associations for electrical service for ballfield lights.					
	<i><b>Grounds Maintenance Total</b></i>	<i><b>42,828</b></i>	<i><b>36,360</b></i>	<i><b>38,000</b></i>	<i><b>30,384</b></i>	<i><b>31,000</b></i>
	<b>Total</b>	<b>69,947</b>	<b>94,949</b>	<b>76,300</b>	<b>42,190</b>	<b>79,500</b>

## 2020 Annual Budget

## Parks and Recreation Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6210-3422	Rooms/Facility	7,195	7,247	7,000	8,369	7,500
1000-6210-3423	Shelters	16,533	15,750	16,000	17,275	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	3,350	3,550	3,250	3,700	3,500
1000-6210-3647	Reimburse Salaries	-	120	-	20	-
1000-6210-3681	Program Fees/Lessons	-	411	-	-	-
1000-6210-3683	Vending Commissions	502	210	300	192	200
	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	500	4,488	-	4,000	-
	All donations going to specific program					
1000-6210-3855	Miscellaneous	1,257	1,200	1,200	1,475	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	52	-	(242)	-
	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.					
	<b>Park Operation Total</b>	<b>29,344</b>	<b>33,027</b>	<b>27,750</b>	<b>34,789</b>	<b>28,400</b>
1000-6220-3681	Program Fees/Lessons	260,735	301,199	310,000	289,305	330,000
	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					
	<b>Park Early Childhood Total</b>	<b>260,735</b>	<b>301,199</b>	<b>310,000</b>	<b>289,305</b>	<b>330,000</b>
1000-6230-3681	Program Fees/Lessons	418,491	459,775	515,000	445,971	500,000
	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	500	7,000
	4,000 - Deck Hockey 2,000 - Summer Camp 1,000 - Basketball					
	<b>Park Youth Programs Total</b>	<b>418,991</b>	<b>459,775</b>	<b>517,500</b>	<b>446,471</b>	<b>507,000</b>
1000-6240-3681	Program Fees/Lessons	110,780	140,830	142,000	118,609	226,000

## 2020 Annual Budget

## Parks and Recreation Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
	Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics.  Increase due to anticipated significant increase in pickleball program with additional courts					
	<i>Park Adult Programs Total</i>	<b>110,780</b>	<b>140,830</b>	<b>142,000</b>	<b>118,609</b>	<b>226,000</b>
1000-6250-3681	Program Fees/Lessons	6,206	8,351	6,000	2,718	12,600
	Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Holiday Programs. Increase due to increased sponsorship					
1000-6250-3852	Sponsorship	-	-	-	1,750	-
	<i>Park Family Programs Total</i>	<b>6,206</b>	<b>8,351</b>	<b>6,000</b>	<b>4,468</b>	<b>12,600</b>
1000-6260-3681	Program Fees/Lessons	23,702	21,740	30,000	43,027	42,500
	Leadership Summer Camp and Teen Tennis. Programs for ages 13-18 such as Babysitting Training.					
	<i>Park Teen Programs Total</i>	<b>23,702</b>	<b>21,740</b>	<b>30,000</b>	<b>43,027</b>	<b>42,500</b>
1000-6270-3681	Program Fees/Lessons	330	-	2,000	210	1,000
	Senior programs, holiday bingo. Decrease based on moving pickleball to the adult programs-6240.					
	<i>Park Senior Programs Total</i>	<b>330</b>	<b>-</b>	<b>2,000</b>	<b>210</b>	<b>1,000</b>
1000-6280-3681	Program Fees/Lessons	1,510	3,000	-	1,750	-
	Concert, movies, Community Days and other events township does for "no" revenue					
1000-6280-3852	Sponsorship	-	-	5,000	-	5,000
	Sponsorships related to events					
	<i>Park Community Events Total</i>	<b>1,510</b>	<b>3,000</b>	<b>5,000</b>	<b>1,750</b>	<b>5,000</b>
1000-6290-3426	Field Rental	97,758	74,829	125,000	32,166	65,000
	Decrease based on actuals and losing latin soccer					
	<i>Park Facility Maintenance Total</i>	<b>97,758</b>	<b>74,829</b>	<b>125,000</b>	<b>32,166</b>	<b>65,000</b>
1000-6295-3681	Program Fees/Lessons	795	1,139	10,000	1,224	12,000
	Amusement tickets, Cultural Diversity and other community services.					
1000-6295-3853	Sale Of Street Name Signs	448	98	-	44	-
	<i>Park Special Program Total</i>	<b>1,243</b>	<b>1,237</b>	<b>10,000</b>	<b>1,268</b>	<b>12,000</b>
	<b>Total</b>	<b>950,599</b>	<b>1,043,989</b>	<b>1,175,250</b>	<b>972,061</b>	<b>1,229,500</b>



# General Fund Expenses

**Department: Legislative****Description and Responsibilities:**

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

Staffing Levels	2016	2017	2018	2019	2020
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5

## 2020 Annual Budget

## Board Of Supervisors Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-1100-4013	Salaries-Board/Comm	21,875	22,057	21,875	19,542	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	1,367	1,356	1,175	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	320	317	275	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	275	8,000	3,400	8,000
Expenses related to educational opportunities for the Board of Supervisors.						
1000-1100-5356	Employee Dues/Members	7,679	14,223	11,200	-	11,200
Expenses involved with memberships in PSATS, Butler COG, Pennsylvania Municipal League.						
<b>Total</b>		<b>32,889</b>	<b>38,243</b>	<b>47,748</b>	<b>24,392</b>	<b>47,748</b>



## 2020 Annual Budget

### Misc Revenues & Transfers Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-1700-5003	Prior Year Refund Of Revenue	-	1,275	-	-	-
	<b>Total</b>	<b>-</b>	<b>1,275</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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.



## 2020 Annual Budget

### Misc Expenses & Transfers Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-1800-6201	Transfer To Capital	4,500,000	4,000,000	4,900,000	-	1,000,000
1000-1800-6203	Transfer To Enterprise Fnd	229,825	377,675	-	-	-
	<b>Total</b>	<b>4,729,825</b>	<b>4,377,675</b>	<b>4,900,000</b>	<b>-</b>	<b>1,000,000</b>

**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.

**2019 Accomplishments:**

1. Assisted the operating departments in meeting their operational goals.
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.

**2020 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. Focus on employee performance and ensuring leadership development opportunities.
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 all Chambers of Commerce and the Butler County Tourism and Convention Bureau.
10. Continue the development and implementation of a digital asset management.

**2020 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.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	4	4	4	4	4
Part Time	1	1	1	1	1



## 2020 Annual Budget

### Executive Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2100-1611	Postage Inventory	(5,298)	561	-	(1,203)	-
1000-2100-4010	Salaries-Fulltime	334,000	352,308	341,531	318,424	352,534
4 full time employees J.Andree (70%), B.Bertoncello (70%), G. Moran (100%), D. Santoro (70%)						
1000-2100-4012	Salaries-Part Time	27,572	28,815	28,142	26,083	33,725
1 part time reg (T.Corb) 30 hrs/wk @ \$18.04/hr						
1000-2100-4015	Overtime	743	1,152	4,000	966	4,000
Overtime for attendance at BOS meetings, etc.						
1000-2100-4021	Social Security Tax	20,026	21,846	23,168	20,433	24,196
The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.						
1000-2100-4022	Medicare	5,123	5,460	5,418	4,941	5,659
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2100-4023	Workers Comp	871	812	1,199	875	1,017
Workers' Compensation insurance for all employees.						
1000-2100-4041	Pension Non Uniform	16,737	17,442	17,277	15,740	17,827
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	46,484	47,563	45,652	50,397
Medical insurance for all full time employees.						
1000-2100-4052	Vision Insurance	362	378	367	378	352
Vision insurance for all full time employees.						
1000-2100-4053	Dental Insurance	2,205	2,430	2,510	2,607	2,957
Dental insurance for all full time employees.						
1000-2100-4054	457 Contributions	36,246	40,019	32,685	34,391	33,659
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	661	2,305	620	2,326
Long term disability insurance for all full time employees.						
1000-2100-4057	Life Insurance	1,229	1,453	1,949	1,363	2,011
Life insurance for all full time employees and certain part time employees.						
1000-2100-5001	Office Supplies	10,478	10,273	14,000	10,726	14,000
Office supplies for administration and other departments.						



## 2020 Annual Budget

### Executive Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2100-5002	Subscriptions/Books	115	252	1,500	385	1,500
1000-2100-5004	Materials And Supplies	11,177	38,946	22,000	18,588	22,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management.						
1000-2100-5111	Professional Services	7,590	85,203	75,000	15,481	75,000
Consulting services, global safety initiatives, document management. Twp appraisal of assets.						
1000-2100-5118	Insurance Admin Fees	-	-	-	-	-
1000-2100-5133	Legal Services	44,895	104,442	82,000	144,569	99,000
Legal fees and claim deductibles for legal defense.						
1000-2100-5230	Information Tech Svcs	133,000	140,000	145,000	145,000	160,000
Costs associated with IT support of administration.						
1000-2100-5312	Cell Phones	4,140	4,620	5,000	4,235	5,000
Cell phone reimbursement costs						
1000-2100-5332	Equipment Leases	10,046	8,289	16,000	6,414	16,000
Copy machine and postage meter lease/maintenance agreements.						
1000-2100-5353	Employee Meeting /Confer	6,539	6,774	13,000	12,175	20,000
1000-2100-5354	Employee Training	8,729	11,293	13,000	11,488	14,000
Typically for expenses incurred for conferences - ( lodging, travel, reg. fees, ) as well as other training.						
1000-2100-5356	Employee Dues/Members	5,450	7,314	8,000	5,670	8,000
APMM, ICMA, PELRAS and other professional type memberships and journals.						
1000-2100-5361	Postage And Shipping	16,222	19,524	20,000	15,577	20,000
Postage costs for various Township mailings.						
1000-2100-5363	Advertising	2,267	1,252	3,500	1,814	3,500
All legal advertising for the Board of Supervisors and employee recruitment						
1000-2100-5364	Fuel	1,534	1,957	3,500	1,824	3,500
Fuel for administrative fleet.						
1000-2100-5370	Minor Equipment/Furniture	2,531	-	5,000	-	5,000
Purchase of miscellaneous furniture and equipment.						
<b>Total</b>		<b>756,105</b>	<b>959,962</b>	<b>934,614</b>	<b>865,218</b>	<b>997,160</b>

Department: Human Resources
**Description and Responsibilities:**

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

2019 Accomplishments:

1. Implemented wellness program for Sewer and Water employees.
2. Conducted Sexual Harassment training for all employees.
3. Conducted Leave training with all supervisory employees.
4. Hosted onsite biometric screening, 111 employees and spouses participated in the event.
5. Successfully hired 12 full-time employees in 2019 with 4 current open 4 full-time positions expected to be filled before the end of 2019.
6. Hired 195 seasonal employees.
7. Determined limited implementation of KRONOS time-keeping program.
8. Conducted health fair with the annual flu shot, 121 employees and spouses attended the fair, with 59 flu shots administered at the fair.
9. Hosted beneficial Lunch and Learns for employees to attend, including Medicare.
10. Revised the Township's Personality Assessments used for hiring to Predictive Index; Used program for hiring Full-Time non-union positions in the last quarter of 2019.
11. Conducted an Employee Engagement survey and conducted follow-up with Township volunteers to determine ways to improve employee engagement in the Township.
12. Conducted compensation survey with third-party consultant.

2020 Goals:

1. Implement a Summer Intern program across the Township.
2. Implement a more thorough Onboarding program.
3. Expand the use of Predictive Index to all non-union Township employees .
4. Implement the use of Paperless PAF's.
5. Implement an Employee Review Program.
6. Implement a monthly Employee Recognition program.
7. Determine the viability of and potentially implement Flexible Work Scheduling.
8. Negotiate the Teamsters CBA.
9. Negotiate the Police CBA.

2020 Budget Highlights:

1. Implement a Summer Intern program across the Township.
2. Expand the use of Predictive Index to all non-union employees.
3. Implement an Employee Review Program .

Staffing Levels	2016	2017	2018	2019	2020
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0



## 2020 Annual Budget

### Human Resources Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2200-4010	Salaries-Fulltime	167,106	91,581	165,348	130,033	162,312
4 full time employees H.R. Director (60%), M.Steveson (60%), S. Turner (60%), M Simons (60%)						
1000-2200-4012	Salaries-Part Time	-	1,000	-	-	3,000
1000-2200-4015	Overtime	636	11	600	-	600
1000-2200-4021	Social Security Tax	10,079	5,552	10,289	7,890	10,287
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
1000-2200-4022	Medicare	2,357	1,298	2,406	1,845	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	382	533	389	435
Workers' Compensation insurance for all employees.						
1000-2200-4041	Pension Non Uniform	8,387	4,630	8,297	6,502	8,146
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	28,314	40,831	17,639	29,644
Medical insurance for all full time employees.						
1000-2200-4052	Vision Insurance	250	195	290	188	279
Vision insurance for all full time employees.						
1000-2200-4053	Dental Insurance	1,734	1,183	1,983	1,438	2,336
Dental insurance for all full time employees.						
1000-2200-4054	457 Contributions	8,912	4,554	8,297	6,502	8,146
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	196	431	264	424
Long term disability insurance for all full time employees.						
1000-2200-4057	Life Insurance	650	403	936	543	919
Life insurance for all full time and certain part time employees.						
1000-2200-5001	Office Supplies	838	1,225	1,500	821	1,500
General Office Supplies						
1000-2200-5002	Subscriptions/Books	2,915	2,004	3,500	129	4,779
Human Resources manuals for administration of wages and benefits. Legal research and analysis materials.						
1000-2200-5004	Materials And Supplies	10,803	10,462	5,500	2,855	4,300

## 2020 Annual Budget

## Human Resources Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
Health fair, employee acknowledgements, labor law posters and forms necessary for notice to employees and for processing wages and benefits.						
1000-2200-5111	Professional Services	4,112	5,454	33,050	24,204	15,550
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	16,471	44,600	26,943	49,800
Employee wellness initiatives, health education, wellness program consultant/development, and employee outreach efforts						
1000-2200-5136	Administrative Fees	4,986	5,471	5,150	4,132	5,150
Items shared amongst all depts (added by VG 2017)						
1000-2200-5230	Information Tech Svcs	55,000	57,000	60,000	60,000	65,000
IT costs associated with HR						
1000-2200-5312	Cell Phones	-	1,380	2,760	2,530	2,760
1000-2200-5352	Employee Milage Reimb	-	-	100	-	100
Mileage						
1000-2200-5354	Employee Training	7,855	1,276	9,000	4,461	10,400
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	748	1,525	847	3,450
Maintain various certifications and memberships, including continuing legal education requirements.						
1000-2200-5358	On Boarding Program	2,714	3,609	6,050	2,202	17,050
Orientation program for new, summer and seasonal hires. Intern program; Personality assessments						
1000-2200-5370	Minor Equipment/Furniture	768	790	1,000	620	-
<b>Total</b>		<b>334,945</b>	<b>245,190</b>	<b>413,976</b>	<b>302,977</b>	<b>408,773</b>

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

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

2019 Accomplishments:

1. Enterprise Resource Planning (ERP) Upgrade - Upgraded Munis to version 2019.1 and introduced new features, programs and functionality to users.
2. Computer Replacements - Deployed over 200 computers across the organization including new laptops and always-on VPN technology for remote access.
3. Stormwater Management - Digitized impervious surface for all commercial properties in the Township, developed scripts and reports to determine the stormwater fee calculation for all parcels, created web applications to share stormwater data and worked with the Finance Department on the billing setup.

2020 Goals:

1. Network Security - We will be focusing on the security of our network and data by adding multiple layers of monitoring, security changes and penetration testing.
2. Office 365 - We will be completing the migration of Office 365 by implementing Microsoft SharePoint Online, Teams, Planner and Yammer. A new employee intranet site will be developed, and an information architecture plan will be created for creating, storing and collaborating on files.
3. Asset Management - We will be working closely with the Public Works department to create a plan on managing assets and then developing requirements for software including work order management, asset management, GIS and inspections. Software will be selected and implemented to ensure that we are meeting the requirements of our asset management program.

2020 Budget Highlights:

1. IT Service Management Software - Purchase of software to manage helpdesk requests, technology asset management and budgeting.
2. GIS Consulting - Continuing ongoing relationship with our GIS consultants to upgrade the GIS system and establish best practices for data collection, mobile access, improved web applications and creation of utility networks.
3. Network Upgrades - Replacing the backbone of the network to modern equipment for routing and network access.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	8	8	9	9	9
Part Time	1	1	0	0	0



## 2020 Annual Budget

### Information Technology Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
10002311	Do-Computer Support	253,067	267,095	277,631	265,995	305,325
10002313	Do-Mobility	86,409	76,446	105,748	78,733	121,952
10002314	Do-Phone Sysytem	88,595	90,750	85,116	78,821	82,945
10002321	Gis	39,911	37,067	46,488	32,814	47,551
10002323	Gis/Gis System	94,973	97,415	106,354	98,968	130,145
10002331	No-Network Managment	169,602	184,907	225,048	154,956	290,546
10002333	No-Server Management	186,688	155,656	199,546	147,861	234,313
10002342	Sm-Program Support	524,846	611,844	647,659	632,781	647,515
10002361	It-Chargeback	(1,390,000)	(1,433,000)	(1,503,000)	(1,503,000)	(1,651,000)
<b>Total</b>		<b>54,090</b>	<b>88,181</b>	<b>190,590</b>	<b>(12,072)</b>	<b>209,292</b>

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.

2019 Accomplishments:

1. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
2. Successful audit for 2018.
3. Moody's confirmation of Aaa rating.
4. Worked on the Storm Water Project.

2020 Goals:

1. Continue to update Finance Department procedures and policies.
2. Assist IT with fixed asset management.
3. Promote customer portal for water usage.
4. Promote e-bill payment opportunity.

2020 Budget Highlights:

1. Maintain current work-force level in Finance.
2. Prepare for Refinancing/Financing opportunities in 2020.
3. Work to ensure Moody's Aaa rating continues.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	6	6	6	6	6
Part Time	0	0	0	0	0

## Finance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2400-4010	Salaries-Fulltime	196,867	205,217	185,831	182,974	190,961
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	1,166	-	-	-
Intern for the month of January 2018						
1000-2400-4015	Overtime	378	779	510	887	510
1000-2400-4021	Social Security Tax	12,097	12,627	11,553	11,284	11,871
The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.						
1000-2400-4022	Medicare	2,829	2,953	2,702	2,639	2,776
The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.						
1000-2400-4023	Workers Comp	493	443	598	436	499
Workers' Compensation insurance for all employees.						
1000-2400-4041	Pension Non Uniform	9,862	10,255	9,317	9,193	9,574
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	39,164	37,328	37,750	39,506
Medical insurance for all full time employees.						
1000-2400-4052	Vision Insurance	386	386	353	386	339
Vision insurance for all full time employees.						
1000-2400-4053	Dental Insurance	1,805	1,939	2,391	2,080	2,857
Dental insurance for all full time employees.						
1000-2400-4054	457 Contributions	10,626	10,117	9,317	9,193	9,574
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	405	484	386	498
Long term disability insurance for all full time employees.						
1000-2400-4057	Life Insurance	807	834	1,051	794	1,080
Life insurance for all full time employees....						
1000-2400-5001	Office Supplies	3,004	2,123	2,500	2,072	2,500
1000-2400-5004	Materials And Supplies	17,369	28,560	20,000	10,097	15,000
Supplies/bank charges						
1000-2400-5112	Accounting And Auditing Svs	49,477	49,886	50,000	52,982	54,000

## 2020 Annual Budget

## Finance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
Partial costs associated with annual audit.						
1000-2400-5230	Information Tech Svcs	85,000	87,500	91,000	91,000	100,000
Costs associated with IT support of Finance.						
1000-2400-5312	Cell Phones	2,760	2,760	3,000	2,890	3,000
Cell phones for V. Gleason and B. Lang						
1000-2400-5354	Employee Training	349	48	3,000	-	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	457,685	431,635	417,418	448,245

Department: Communications
**Description and Responsibilities:**

This budget supports the primary roles of communications, fundraising, external affairs 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. The Communications Team also manages all fundraising/sponsorship opportunities across the organization as well as for the Cranberry Township Community Chest through an agreement.

2019 Accomplishments:

1. Continued to grow our communication efforts with residents, businesses and key stakeholders including creating content for the new stormwater management program.
2. The team integrated a new full-time External Affairs position to manage fundraising and sponsorships across the Township and CTCC (via an agreement).
3. Upgraded the design of all Township web sites making content easier to find as well as catering to the mobile site visitors.

2020 Goals:

1. Creation of a new Community Outreach Coordinator position to promote volunteer opportunities, develop relationships with businesses, manage the block party trailers and help connect to the organization in the community.
2. Obtain fundraising and sponsorships for a variety of programs including the CTCC Project of the Year, Graham Park naming rights, 228/19 community sign, Parks & Recreation programs and the Cranberry Highlands Golf Course.
3. Increase internal communications by incorporating information from all departments in Staff Lines regarding activities, events and information that is pertinent to employees. Develop an intranet web site for employees and management to communicate.

2020 Budget Highlights:

1. 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.
2. Addition of the Community Outreach Coordinator position and the programs that this position will be managing.
3. Budgeting for the addition of a Cranberry Township mobile app to complement the Township web site, online services and social media accounts.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	1	1	2	2	5
Part Time	4	4	3	3	2

## 2020 Annual Budget

## Communications Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2500-4010	Salaries-Fulltime	51,835	88,712	109,740	68,706	199,268
1000-2500-4012	Salaries-Part Time	78,807	63,654	65,946	77,155	31,301
4 part-time positions						
1000-2500-4015	Overtime	66	1,128	550	2,122	1,550
1000-2500-4021	Social Security Tax	8,056	9,426	10,927	9,090	14,391
1000-2500-4022	Medicare	1,884	2,204	2,555	2,126	3,366
1000-2500-4023	Workers Comp	310	307	566	413	662
1000-2500-4041	Pension Non Uniform	2,595	4,492	5,515	4,799	10,041
1000-2500-4051	Hospitalization	12,606	14,018	27,926	17,074	40,838
1000-2500-4052	Vision Insurance	90	109	210	125	300
1000-2500-4053	Dental Insurance	508	668	1,424	805	2,322
1000-2500-4054	457 Contributions	2,314	4,367	5,515	4,799	10,041
1000-2500-4055	Disability Insurance	83	125	287	155	522
1000-2500-4057	Life Insurance	253	308	622	359	1,133
1000-2500-5002	Subscriptions/Books	2,487	5,205	3,800	5,112	3,742
This account will be used for various subscriptions.						
1000-2500-5004	Materials And Supplies	9,984	13,155	6,000	11,365	21,000
This account will be used for supplies.						
1000-2500-5111	Professional Services	24,133	10,482	12,000	19,983	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	35,926	40,000	32,311	62,675
1000-2500-5312	Cell Phones	5,980	6,900	6,900	6,350	8,280
This account is used for employee cell phone reimbursements.						
1000-2500-5352	Employee Milage Reimb	40	17	-	-	-
1000-2500-5353	Employee Meeting /Confer	-	-	-	44	-
This account will be used for employee conference and meeting expenses.						
1000-2500-5354	Employee Training	367	120	4,000	1,710	4,000
This account is used for employee training, conferences and certification expenses.						
1000-2500-5361	Postage And Shipping	10,206	13,229	10,600	8,424	10,600



## 2020 Annual Budget

### Communications Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
This account will be used for postage and shipping expenses.						
1000-2500-5362	Printing	22,383	30,104	28,800	20,668	28,800
This account will be used for printing of publications.						
1000-2500-5371	Community Outreach	-	40	-	-	-
1000-2500-6124	Software	-	-	15,000	8,838	-
Total		265,180	304,696	358,883	302,534	466,832

**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 Accomplishments:**

1. Maintained compliance to all requirements pertaining to debt administration particularly focused on protecting the Township's Aaa Moody rating.

**2020 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

**Butler County Infrastructure Bank**

Issued: 12/6/18 Amount issued: \$7,600,000 Term: 10 years Rate: 2.00% Purpose: MSA Thruway and Sewer Infrastructure Improvements

## 2020 Annual Budget

## Debt Service Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2600-5414	Go Series 2010	110,000	171,488	166,513	166,513	165,463
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	297,243	256,419	256,419	253,119
Portion of principal and interest for new money received from Series 2011 bond issue.						
1000-2600-5428	2012 Go Series	894,999	1,254,587	1,252,632	1,252,048	1,250,432
Principal and interest payments for Series 2012 bond issue.						
1000-2600-5430	Paying Agent	2,550	3,735	3,200	3,778	3,750
Annual fees for 2010, 2011, 2012, 2015 and 2017 bonds.						
1000-2600-5434	Interest Expense	608,211	-	-	-	-
<b>Total</b>		<b>1,745,586</b>	<b>1,727,053</b>	<b>1,678,764</b>	<b>1,678,758</b>	<b>1,672,764</b>

**Department: Tax Collection**
**Description and Responsibilities:**

This program provides for the collection of Real Estate and Act 511 Taxes as levied by the Township. It encompasses the compensation and minor expenses of the Elected Real Estate Tax Collector as well as the commissions paid to Berkheimer, the appointed collector of Act 511 taxes. It also supports 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.

**2019 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.

**2020 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.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	0	0	0	0	0
Part Time	1	1	1	0	0

## 2020 Annual Budget

## Tax Collection Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2700-4010	Salaries-Fulltime	23,197	23,916	24,615	21,090	25,286
L. Mackenstein (50%)						
1000-2700-4012	Salaries-Part Time	36,394	36,540	36,400	31,360	36,400
Real Estate Tax Collector compensation per Res. 2013-05						
1000-2700-4015	Overtime	130	410	150	457	150
1000-2700-4021	Social Security Tax	3,663	3,739	3,792	3,263	3,834
The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.						
1000-2700-4022	Medicare	856	875	887	763	897
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.						
1000-2700-4023	Workers Comp	58	52	80	58	66
Workers' Compensation costs for all employees with the exception of the Real Estate Tax Collector.						
1000-2700-4041	Pension Non Uniform	1,166	1,216	1,238	1,077	1,272
The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.						
1000-2700-4051	Hospitalization	9,786	9,749	10,199	9,405	10,814
Medical insurance costs for full time employees						
1000-2700-4052	Vision Insurance	69	69	70	69	67
Vision insurance costs for full time employees.						
1000-2700-4053	Dental Insurance	427	458	457	492	580
Dental insurance costs for full time employees.						
1000-2700-4054	401 Contributions	1,353	1,154	1,238	1,077	1,272
The 401 contribution is based on 5% of all salaries/wages/overtime for full time employees.						
1000-2700-4055	Disability Insurance	46	48	64	45	66
Long term disability insurance for all full time employees.						
1000-2700-4057	Life Insurance	96	98	140	93	143
Life insurance costs for full time and certain part time employees.						
1000-2700-5004	Materials And Supplies	7,911	7,052	10,000	7,123	7,500
County processing fee for RE Tax collector, RE Tax Collector postage and BCTCC Cost Allocation.						
1000-2700-5230	Information Tech Svcs	7,000	7,000	7,000	7,000	8,000
Costs associated with IT support of Tax Collection.						

## 2020 Annual Budget

## Tax Collection Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2700-5343	Bonds	2,812	-	-	-	-
	Twp share for elected RE collector					
1000-2700-5352	Employee Milage Reimb	-	-	250	-	250
1000-2700-5354	Employee Training	172	200	300	-	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 Privilge/Merc	54,609	56,385	52,500	56,967	55,650
	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	25,208	25,200	19,762	26,250
	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	119,047	105,000	100,978	109,500
	1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax					
<b>Total</b>		<b>290,433</b>	<b>293,216</b>	<b>279,730</b>	<b>261,081</b>	<b>288,447</b>

**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.

**2019 Accomplishments:**

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

**2020 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.



## 2020 Annual Budget

### Insurance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-2800-4024	Unemployment Comp	97,335	98,632	110,000	100,701	110,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
1000-2800-4043	Pension Adminstration	43,419	37,524	39,000	32,043	40,900
LeTort Non-Uniform Trustee Plan Services/Investment fees @ 2700/mo = 32400 Mockenhaupt Police Actuarial services @ 1500/qtr= 6000, plus misc plan services 2500						
1000-2800-5341	Insurance Premiums	253,196	230,075	258,500	239,236	288,500
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)						
<b>Total</b>		<b>393,950</b>	<b>366,231</b>	<b>407,500</b>	<b>371,980</b>	<b>439,400</b>

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.

2019 Accomplishments:

1. Saw continued strong growth in residential development, as the Meeder and Traditions of America developments were started along with the continuation of a large number of Park Place townhouses.
2. Construction valuation for 2019 is at \$86,891,544 as of August 31, 2019.
3. Continued the document scanning project for the file room with several different part time people and we continued to send out items for scanning.
4. Park Place Phases 4 and 6 construction are nearly completed. Phase 8 has reduced the number of units by 87, changing out apartment buildings for townhouse units.
5. The Reserve at Eagle Hill Townhouse development began construction and will continue into 2020.
6. Meeder development received land development approval and began construction in Phase 1 with traditional townhomes and loft townhomes being constructed. Phase 4 will begin this fall which includes two, 4 story, 276 apartment buildings. This development is bringing a mix of residential and commercial values along with the connector road from Unionville Road/Ogle View Road/Rochester Road adding a traffic signal in front of the Municipal Center.
7. Reviewed planning applications (8 Conditional Use, 14 Land Development, 4 PRD, and 12 Subdivision/Lot Line Revisions).
8. Prepared for 9 Planning Advisory Commission meetings as of September 30, 2019.
9. Welcomed a new Planning & Development Specialist after the position was vacated in June.

2020 Goals:

1. Continue to manage a substantial amount of land developments and conditional uses projects.
2. Manage the SVSD K-6 project through the approval process.
3. Seek opportunities for ordinance improvements.
4. Work towards improvements in the Streetscape Enhancement Ordinance.
5. Look for improvements in the Landscaping Ordinance.

2020 Budget Highlights:

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

Staffing Levels	2016	2017	2018	2019	2020
Full Time	3	3	3	3	3
Part Time	0	0	0	0	0



## 2020 Annual Budget

### Land Development Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-3100-4010	Salaries-Fulltime	188,615	221,644	164,791	174,798	182,216
1000-3100-4012	Salaries-Part Time	-	-	22,094	-	20,648
1000-3100-4013	Salaries-Board/Comm	2,041	1,603	1,500	802	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	1,760	2,600	2,139	2,450
1000-3100-4021	Social Security Tax	11,447	13,406	11,748	10,596	12,729
1000-3100-4022	Medicare	2,677	3,135	2,748	2,478	2,977
1000-3100-4023	Workers Comp	355	505	817	596	683
1000-3100-4041	Pension Non Uniform	9,469	11,155	8,370	8,847	9,233
1000-3100-4051	Hospitalization	29,837	44,108	48,638	43,600	51,712
1000-3100-4052	Vision Insurance	229	337	358	346	345
1000-3100-4053	Dental Insurance	1,286	2,238	2,513	2,446	2,955
1000-3100-4054	457 Contributions	10,331	11,030	8,370	8,847	9,233
1000-3100-4055	Disability Insurance	238	305	435	303	480
1000-3100-4057	Life Insurance	501	638	944	626	1,042
1000-3100-5001	Office Supplies	1,732	1,912	3,000	3,225	3,000
This category is for office supplies for Planning and Development Services and includes toner expenses.						
1000-3100-5002	Subscriptions/Books	561	731	700	492	700
1000-3100-5004	Materials And Supplies	34	177	500	70	500
1000-3100-5007	Safety Supplies	500	443	500	(1,305)	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	8,841	15,000	8,571	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	1,056	10,000	570	7,500
1000-3100-5134	Other Services/Fees	3,990	8,760	8,000	3,395	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 Svcs	50,000	51,500	53,000	53,000	57,500
1000-3100-5353	Employee Meeting /Confer	1,530	2,418	3,500	3,157	3,500

## 2020 Annual Budget

## Land Development Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 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	2,589	3,500	3,020	4,000
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						
1000-3100-5357	Clothing	-	-	-	-	150
This category is for employee boots for 2 staff members. Boots are purchased once every 3 years if needed. (last purchase was for new hire in 2015)						
1000-3100-5361	Postage And Shipping	-	-	500	1,111	1,500
In 2020 added the Business Hub Survey postage.						
1000-3100-5362	Printing	363	16	350	575	1,000
This account is for Planning and Development Services printing needs and Business Survey envelopes in 2020.						
1000-3100-5363	Advertising	5,711	4,218	5,000	3,882	5,000
1000-3100-5370	Minor Equipment/Furniture	514	1,406	1,000	159	1,000
1000-3100-5371	Community Outreach	2,280	3,263	2,500	1,203	2,500
\$2,000 for Green Team - was new in 2016. Business Hub expenses moved to 3300-5361 and 5362.						
<b>Total</b>		<b>334,701</b>	<b>400,552</b>	<b>382,976</b>	<b>337,547</b>	<b>409,553</b>

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.

2019 Accomplishments:

1. The Atria Personal Care Home \$32 million project has continued this year and is expected to open in 2021.
2. 78 non-residential building permits, 282 residential zoning permits were issued through August 2019.
3. Closed 240 building permits through September 24, 2019.
4. 64 zoning applications were issued through August 2019.
5. Processed 54 residential zoning permits through August 20, 2019.
6. Processed 75 Fire system installation applications through August 2019.
7. Completed 7,845 building inspections through September 23, 2019.
8. Completed approximately 632 fire system testing reviews as of September 23, 2019.
9. Completed approximately 157 Inspections of Premises as of September 23, 2019.
10. The Fire Prevention licensing process was switched to Munis for tracking purposes and has further increased in the number of applications. The tracking of false alarms has been a priority with success seen in a reduction thereof. Property Maintenance matters have continued to be a priority with staff focusing efforts as needed.
11. Staff continues to work to resolve the many zoning matters and thereby helped with having only 2 Zoning Appeals filed.
12. The full-time position of Assistant Manager of Code Administration was vacated in May and has since become a part-time position reviewing residential permit applications.
13. The Manager of Code Administration and one of our Codes Administrator positions retired this year. Both positions have been filled.
14. One of the Code Administrator positions was transferred full time to the Fire Department.

2020 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. Continue analysis of regulating Short Term Rentals and Tiny Homes.

2020 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. Seek opportunities for blight management strategies.
4. Get all new staff fully trained and certified.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	4	4	5	8	6
Part Time	1	1	1	0	1



## 2020 Annual Budget

### Code Enforcement Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-3200-4010	Salaries-Fulltime	199,773	260,994	398,215	266,717	304,962
1000-3200-4012	Salaries-Part Time	22,030	13,249	-	8,418	23,158
1000-3200-4015	Overtime	5,047	10,794	11,750	8,796	9,500
1000-3200-4021	Social Security Tax	13,522	17,160	25,418	16,991	20,932
<hr/>						
1000-3200-4022	Medicare	3,162	4,013	5,945	3,974	4,896
1000-3200-4023	Workers Comp	1,406	1,548	2,801	2,044	1,708
1000-3200-4041	Pension Non Uniform	10,241	13,590	20,498	13,776	15,723
1000-3200-4051	Hospitalization	69,094	89,938	119,128	95,709	106,543
1000-3200-4052	Vision Insurance	510	661	884	745	753
1000-3200-4053	Dental Insurance	3,167	4,298	6,168	5,239	6,085
1000-3200-4054	457 Contributions	11,528	13,277	20,498	13,776	15,723
1000-3200-4055	Disability Insurance	541	674	1,066	669	818
1000-3200-4057	Life Insurance	1,164	1,417	2,312	1,380	1,774
1000-3200-5002	Subscriptions/Books	2,625	5,890	3,000	3,019	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	587	750	151	750
This account is for cameras and other field equipment.						
1000-3200-5110	Third Party Inspections	39,600	40,411	28,000	29,044	28,000
This expense account is for 3rd party building inspection services.						
1000-3200-5111	Professional Services	5,717	3,711	3,000	3,750	3,000
Copier fees, Septic reviews and building permit refunds.						
1000-3200-5115	3Rd Party Building Plan Review	101,095	86,327	85,000	63,104	85,000
This account is for the cost of 3rd party building plan review.						
1000-3200-5133	Legal Services	-	-	500	300	500
This account is for Zoning Hearing Board or Building and Fire Code Appeals Board legal services.						
1000-3200-5230	Information Tech Svcs	50,000	51,500	53,000	53,000	57,500
1000-3200-5312	Cell Phones	8,340	8,460	9,000	8,360	9,000

## 2020 Annual Budget

## Code Enforcement Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 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),						
1000-3200-5354	Employee Training	2,793	5,196	4,000	5,643	6,000
1000-3200-5355	Employee Career Devel	562	-	1,100	270	-
Tuition reimbursement						
1000-3200-5356	Employee Dues/Members	305	689	500	170	500
This category is for all dues and memberships associated with the Code Group.						
1000-3200-5357	Clothing	-	536	600	464	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	670	750	326	750
1000-3200-5363	Advertising	-	1,233	500	1,047	1,000
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	2,512	2,000	1,629	2,000
		<b>Total</b>	<b>555,138</b>	<b>639,334</b>	<b>806,383</b>	<b>608,509</b>
						<b>710,175</b>

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.

2019 Accomplishments:

1. Sidewalk and Trail planning and implementation continued with many components, from regional to local being created and examined.
2. Continued the Neighborhood Reinvestment Plan (for Fernway in 2019) which focused on sustainability matters, traffic, stormwater and property maintenance challenges and opportunities.
3. With the help of IT, we have added two layers to the internal data viewer showing which streets in the township are public or privately owned and also mapped out all roadway median ownership.
4. Formed the Environmental Ad Hoc Advisory Committee for the purpose of developing a set of recommendations to the BOS regarding environmental matters within the Township. This committee meets monthly for 6 months ending in early 2020.
5. Welcomed a new Manager of Strategic Planning & Economic Development to fill the vacant position.

2020 Goals:

1. Conduct an analysis of the Preferred Growth Scenario and creation of a Redevelopment Strategy.
2. Continue to seek opportunities for bike and pedestrian ways expansion and improvement.
3. Implement strategies that support the Neighborhood Reinvestment Plan and look to the next neighborhood to be reached out to
4. Conduct an analysis of the grounds of the Municipal Center and the development of potential alternatives.
5. Revise the Bike and Pedestrian Plan.
6. Freedom Road Bridge - create concepts for the proposed trailhead project/grant as part of the Fernway Plan.
7. Amphitheater project - visioning and development of the CCTC Project of the year for 2020.
8. Parks Wayfinding/master Plan Appendix/Reynolds Master Plan - Create a parks wayfinding plan, identify future park improvements and master plan for Parks and Recreation grant.
9. Create a new plan for the Planners In Action project.
10. Continue with the scanning project and paper reduction plan.
11. Transition the Township to electronic plan submissions.
12. Coordinate and lead the Homeowner's Association forum (new for 2020).
13. Work with the Customer Service Manager on the Complete Count Committee for the 2020 Census.

2020 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. Continue to look for and assess "emerging trends" in Planning that keep Cranberry at the forefront.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	1	1	1	1	2
Part Time	1	1	1	1	0



## 2020 Annual Budget

### Planning Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-3300-4010	Salaries-Fulltime	87,221	70,066	75,304	102,965	147,055
1000-3300-4012	Salaries-Part Time	55,353	37,337	45,076	5,625	4,005
1000-3300-4013	Salaries-Board/Comm	655	602	-	179	-
1000-3300-4015	Overtime	156	160	250	194	250
1000-3300-4021	Social Security Tax	8,814	6,587	7,479	6,606	9,381
1000-3300-4022	Medicare	2,061	1,541	1,749	1,545	2,194
1000-3300-4023	Workers Comp	285	256	391	285	398
1000-3300-4041	Pension Non Uniform	4,381	3,511	3,778	5,158	7,365
1000-3300-4051	Hospitalization	14,809	14,863	16,005	17,055	28,746
1000-3300-4052	Vision Insurance	94	113	129	139	188
1000-3300-4053	Dental Insurance	749	713	810	904	1,623
1000-3300-4054	457 Contributions	4,531	3,499	3,778	5,158	7,365
1000-3300-4055	Disability Insurance	139	117	196	183	383
1000-3300-4057	Life Insurance	329	286	426	377	831
1000-3300-5002	Subscriptions/Books	56	-	500	-	500
1000-3300-5111	Professional Services	26,723	26,477	35,000	918	20,000
Planning projects for 2020 consist of Neighborhood Reinvestment Plan (\$3,000), Environmental Action Committee (\$3,000), Parks Master Plan/Wayfinding (\$10,000), additional Planning initiatives (\$4,000).						
1000-3300-5353	Employee Meeting /Confer	46	-	-	-	-
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	3,682	5,000	3,613	7,500
APA Conference registration/transportation and training for Director, Manager Strategic Planning. Includes ASLA Conference.						
1000-3300-5356	Employee Dues/Members	662	-	2,000	714	5,000
Dues for all APA/PPA memberships for all staff and dues Butler Chamber of Commerce. Also added for 2020 Kyle Beidler's RLA, ASLA and AICP requirements.						
1000-3300-5361	Postage And Shipping	541	634	1,500	-	-
Miscellaneous mailings and shipping, including the Business List mailings are now going to 3100-5361 in 2020.						
1000-3300-5362	Printing	346	345	500	-	-
Business Survey printing and any other printing for Planning purposes are now in 3100-5362 in 2020.						
1000-3300-5363	Advertising	-	(950)	1,000	-	1,000
Business Hub promotion and advertising.						



## 2020 Annual Budget

### Planning Expenses

Total	210,467	169,838	200,871	151,619	243,784
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Department: Customer Service
**Description and Responsibilities:**

The Customer Service Center (CSC) is responsible for acting as the primary interface between the public and various departments of the Township to answer questions, schedule services, and resolve issues. The CSC processes 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, lien letter requests, deed transfer information, schedules building inspections, service order and/or work order requests, manage trash, recycle and yard cart requests and missed collection pickups, and collects payment for many types of services.

2019 Accomplishments:

1. The CSC averages 25,000 calls per year and 100 calls handled per day. We also average 160 customers through our doors daily. We have sold over 20,000 trash stickers, processed over 1,000 lien letters, over 1,100 building (all types) and zoning permits, scheduled over 8,000 building inspections, 2,200 service orders, 1,400 work orders, 1,600 cart delivery, repair, and/or removal requests, 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: management of delivered trash recycle and/or yard cart inventory, assisted in the residential property file document scanning project, customer education of dye testing in the Fox Run housing plan, education of the stormwater management program, improvements to the utility section of the Township website including online customer access to water consumption, loss prevention awareness projects, Census 2020 preparations, Butler County Census 2020 Complete Count Committee, the Local Update of Census Addresses (LUCA) submission and appeal process, and the New Construction (NC) address list program with the Census Bureau.

2020 Goals:

1. Self-service accessibility. Continue to empower and educate our customers with self-service tools and solutions.
2. Work towards a service level average of over 95%.
3. Work towards an average of over 95% of total calls answered.
4. Continue to establish an outstanding working relationship with the contract holder in the Collection Connection Program.
5. Educate and promote Census 2020. Why the Census matters and how it shapes our community.
6. Educate and promote stormwater management program.

2020 Budget Highlights:

1. Continue to educate residents about the benefits of the new water meters, including the use of Customer Portal.
2. Continue to manage the volume of phone calls answered, especially on peak days and times throughout the day.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	4	4	4	5	5
Part Time	2	2	2	1	1

## 2020 Annual Budget

## Customer Service Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-3400-4010	Salaries-Fulltime	47,052	53,085	47,718	51,195	49,036
1000-3400-4012	Salaries-Part Time	11,494	7,886	5,960	6,389	3,410
1000-3400-4015	Overtime	8	67	-	27	100
1000-3400-4021	Social Security Tax	3,457	3,586	3,328	3,390	3,410
1000-3400-4022	Medicare	809	839	778	793	797
1000-3400-4023	Workers Comp	149	138	172	126	157
1000-3400-4041	Pension Non Uniform	2,353	2,658	2,386	2,561	2,452
1000-3400-4051	Hospitalization	12,023	15,238	14,005	16,156	14,837
1000-3400-4052	Vision Insurance	102	116	110	137	106
1000-3400-4053	Dental Insurance	580	718	732	914	862
1000-3400-4054	457 Contributions	2,544	2,564	2,386	2,561	2,452
1000-3400-4055	Disability Insurance	94	105	124	108	127
1000-3400-4057	Life Insurance	220	232	258	236	265
1000-3400-5001	Office Supplies	1,127	1,399	1,400	1,388	2,000
1000-3400-5002	Subscriptions/Books	-	-	200	-	200
1000-3400-5004	Materials And Supplies	152	34	325	12	300
1000-3400-5005	Cleaning Supplies	-	-	200	-	200
1000-3400-5007	Safety Supplies	250	250	250	287	250
1000-3400-5111	Professional Services	-	49	500	-	500
1000-3400-5121	Repair Maint Equipment	42	-	250	-	250
1000-3400-5230	Information Tech Svcs	53,000	54,500	56,000	56,000	60,000
1000-3400-5312	Cell Phones	1,380	1,380	1,380	1,265	1,380
1000-3400-5351	Employee Recruiting	-	250	250	-	250
1000-3400-5354	Employee Training	1,178	102	6,000	344	6,000
1000-3400-5356	Employee Dues/Members	375	7	750	-	750
1000-3400-5370	Minor Equipment/Furniture	687	-	1,500	264	1,500
<b>Total</b>		<b>139,074</b>	<b>145,203</b>	<b>146,962</b>	<b>144,154</b>	<b>151,591</b>

**Department: Public Safety****Description and Responsibilities:**

The Police Department provides law enforcement protection for the Township and is overseen by the Chief of Police. The Chief manages a staff of officers that perform patrol, traffic, investigations, community relations/education and training as well as management functions. The police staff consists of a Support Services Sergeant, a Patrol Sergeant, a Detective Sergeant, Corporals and patrol officers. The Police Department also has full-time administrative staff members.

The Police Department supervises the school crossing guards and provides for animal control services through a contract with a private agency.

**2019 Accomplishments:**

1. Updated and modified department policy and procedures.
2. Continue working toward achieving status of an accredited police agency.
3. Police service contract with the Seneca Valley School District completed for reimbursed police services for the 2019-2020 school year. Continue working with the district to provide additional police presence in the schools.
4. Record participation in the 2019 Voluntary Fitness Program.

**2020 Goals:**

1. Hire two (2) additional officers to reach a full complement of 33.
2. Continue the process of receiving certification through the Pennsylvania Law Enforcement Accreditation Program.
3. Train and develop existing Patrol staff to fill new positions in Traffic and Investigations.
4. Hire one (1) full time non-sworn administrative assistant.

**2020 Budget Highlights:**

1. Increase the number of uniformed staff from 31 to 33.
2. Increase in pension plan costs.
3. Increase in health care costs.



## 2020 Annual Budget

### Police Department Support Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4111-4010	Salaries-Fulltime	244,563	146,264	149,659	130,156	182,293
	Salaries for the Supervisor Police Administrative Services and 2 Police Clerks.					
1000-4111-4011	Salaries-Uniform	199,518	212,088	211,446	183,929	216,944
	Salaries for the Chief of Police and the Support Services Commander (Sergeant).					
1000-4111-4012	Salaries-Part Time	7,678	7,535	8,516	6,746	8,760
	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	414	2,000	494	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	10,856	7,800	6,535	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	23,535	24,211	19,971	26,684
	The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.					
1000-4111-4022	Medicare	6,760	5,504	5,662	4,671	6,261
	The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.					
1000-4111-4023	Workers Comp	14,201	9,131	13,949	10,178	11,700
	Workers' Compensation insurance for employees.					
1000-4111-4032	Longevity	8,167	8,405	8,651	4,007	8,879
	Longevity costs for the Chief, Sergeants and uniformed employees as per the Collective Bargaining Agreement.					
1000-4111-4034	Holiday Pay	3,519	3,696	3,623	2,522	3,714
	Holiday pay costs for two (2) Sergeants per the Collective Bargaining Agreement.					
1000-4111-4041	Pension Non Uniform	12,267	7,334	7,583	6,532	9,215
	Pension contributions for non-uniform employees which includes the Police Administrator and two (2) clerical positions.					
1000-4111-4042	Pension Uniform	485,049	569,355	618,008	618,008	578,717
	Uniform pension contributions as per the latest MMO.					
1000-4111-4051	Hospitalization	96,718	77,762	74,910	69,104	96,919
	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	558	549	547	662
	Vision Insurance costs for full time employees.					
1000-4111-4053	Dental Insurance	4,096	3,484	3,658	3,656	5,468

## 2020 Annual Budget

## Police Department Support Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
Dental insurance costs for full time employees.						
1000-4111-4054	457 Contributions	11,136	7,084	7,583	6,532	9,215
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	697	993	656	1,096
Long term disability insurance costs for full time employees.						
1000-4111-4057	Life Insurance	1,389	1,012	1,347	944	1,531
Life Insurance costs for full time employees.						
1000-4111-5001	Office Supplies	2,817	3,362	3,800	3,173	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	20,480	17,000	12,141	16,000
Costs associated with miscellaneous supplies such as vehicle towing, flares, batteries, evidence packaging and radios.						
1000-4111-5007	Safety Supplies	1,883	1,215	3,000	2,638	3,000
Costs associated with purchase of health and safety supplies.						
1000-4111-5111	Professional Services	22,160	24,634	23,000	17,504	30,000
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, LPR Technology and stopwatch calibration.						
1000-4111-5116	Fitness Center	3,034	3,419	4,000	3,847	4,000
Cost associated with repair, maintenance and purchase of fitness center equipment						
1000-4111-5121	Repair Maint Equipment	65	825	3,000	802	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	3,996	25,000	7,003	23,000
Costs associated with attorney fees.						
1000-4111-5134	Other Services/Fees	762	329	2,000	-	2,000
Costs associated for unforeseen expensives typically for travel expenses related to investigations and warrant service.						
1000-4111-5230	Information Tech Svcs	240,000	245,000	250,000	250,000	270,000
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
1000-4111-5312	Cell Phones	13,021	12,077	11,500	11,170	12,700
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	8,949	43,725	34,486	-
Costs associated with law enforcement liability insurance.						

## 2020 Annual Budget

## Police Department Support Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4111-5353	Employee Meeting /Confer	647	617	1,000	198	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	2,789	3,500	1,941	3,500
	Costs associated with employee training and conferences.					
1000-4111-5356	Employee Dues/Members	1,580	855	1,500	1,409	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	4,868	2,700	3,159	3,900
	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 (\$1200.00). Funds replacement of protective vest every 5 years with an estimated cost of \$900.00 per vest.					
1000-4111-5362	Printing	1,467	754	1,500	148	1,500
	Costs associated for printing for major projects such as hiring and police reports.					
1000-4111-5370	Minor Equipment/Furniture	33,080	24,760	15,000	11,571	15,000
	Costs associated with minor equipment purchases and repairs.					
1000-4111-5371	Community Outreach	4,730	4,413	5,000	4,831	5,000
	Costs associated with crime prevention programs, community projects, purchase of flyers and brochures.					
<b>Total</b>		<b>1,544,038</b>	<b>1,458,056</b>	<b>1,566,373</b>	<b>1,441,207</b>	<b>1,576,758</b>

**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.

**2019 Accomplishments:**

1. Over 20,000 calls for service handled by the patrol group in 2020.

**2020 Goals:**

1. Hire two (2) probationary police officers to reach full complement of 33.
2. Identify, develop and train an officer from this patrol group to specialize in criminal investigations.
3. Identify, develop and train an officer from this patrol group to specialize in traffic enforcement.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	24	25	25	27	28
Part Time	0	0	0	0	0

## 2020 Annual Budget

## Police Patrol Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4112-4011	Salaries-Uniform	1,997,942	2,154,767	2,324,279	2,012,844	2,598,907
	Salaries for the Patrol Sergeant, four (4) Corporals and twenty (20) officers.					
1000-4112-4016	Overtime Uniform	152,111	156,975	141,700	121,752	152,600
	Meet minimum staffing of at least 3 officers. Late calls and arrests.					
1000-4112-4021	Social Security Tax	140,413	149,472	164,710	136,944	183,676
	The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.					
1000-4112-4022	Medicare	32,933	34,974	38,521	32,027	42,957
	The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.					
1000-4112-4023	Workers Comp	113,314	95,907	153,783	112,213	139,277
	Workers' Compensation insurance for employees.					
1000-4112-4032	Longevity	32,840	35,171	42,149	43,337	45,837
	Longevity payments to uniformed employees as per the Collective Bargaining Agreement.					
1000-4112-4033	Court And Hearing Pay	44,043	31,141	29,900	28,339	32,200
	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	56,520	118,579	43,780	132,986
	Holiday pay for uniformed employees as per the Collective Bargaining Agreement.					
1000-4112-4051	Hospitalization	361,860	385,772	430,889	370,512	471,740
	Medical Insurance costs for full time employees.					
1000-4112-4052	Vision Insurance	2,812	2,850	3,395	2,903	3,397
	Vision Insurance costs for full time employees.					
1000-4112-4053	Dental Insurance	16,678	18,227	22,707	20,376	27,578
	Dental Insurance costs for full time employees.					
1000-4112-4055	Disability Insurance	3,789	4,002	6,907	4,059	7,702
	Long term disability insurance costs for full time employees.					
1000-4112-4057	Life Insurance	4,873	5,010	6,396	4,891	6,888
	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	5,938	15,000	1,683	15,000

## 2020 Annual Budget

## Police Patrol Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
Costs associated with employee training and conferences.						
1000-4112-5356	Employee Dues/Members	225	395	250	225	250
Costs associated with dues and memberships. Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.						
1000-4112-5357	Clothing	38,895	37,583	30,600	10,360	36,000
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.						
<b>Total</b>		<b>3,010,531</b>	<b>3,174,704</b>	<b>3,530,565</b>	<b>2,946,243</b>	<b>3,897,795</b>

**Department: Police Traffic****Description and Responsibilities:**

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

**2019 Accomplishments:**

1. One (1) officer currently assigned to the Traffic Enforcement Unit.

**2020 Goals:**

1. Identify, develop and train a patrol officer to participate in this unit.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	1	1	2	1	1
Part Time	0	0	0	0	0



## 2020 Annual Budget

### Police Traffic Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4113-4011	Salaries-Uniform	31,239	95,050	98,047	83,241	100,461
	Salaries for 2 Traffic Officers.					
1000-4113-4016	Overtime Uniform	3,376	5,143	5,450	2,887	5,450
	Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.					
1000-4113-4021	Social Security Tax	2,249	6,515	6,876	5,520	7,043
	The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.					
1000-4113-4022	Medicare	526	1,524	1,608	1,291	1,647
	The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.					
1000-4113-4023	Workers Comp	3,342	7,213	6,420	4,685	5,341
	Workers' Compensation insurance for employees.					
1000-4113-4032	Longevity	-	1,231	1,110	1,488	1,262
	Longevity payments to uniformed employees as per the Collective Bargaining Agreement.					
1000-4113-4033	Court And Hearing Pay	579	2,805	1,150	3,141	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	3,682	5,150	2,601	5,279
	Holiday pay for uniformed employees as per the Collective Bargaining Agreement.					
1000-4113-4051	Hospitalization	-	20,998	3,000	18,811	3,000
	Medical Insurance costs for full time employees.					
1000-4113-4052	Vision Insurance	156	266	139	277	134
	Vision Insurance costs for full time employees.					
1000-4113-4053	Dental Insurance	1,159	3,002	984	3,303	1,159
	Dental Insurance costs for full time employees.					
1000-4113-4055	Disability Insurance	-	178	288	165	295
	Long term disability insurance costs for full time employees.					
1000-4113-4057	Life Insurance	-	205	246	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	-	725	1,000	297	1,000

## 2020 Annual Budget

## Police Traffic Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 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	990	900	407	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	149,527	132,818	128,301	134,817

**Department: Police Investigations****Description and Responsibilities:**

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

**2019 Accomplishments:**

1. Detectives arrested over 50 individuals, handled over 150 calls for service and assisted various local, state and federal authorities in a wide range of criminal investigations.

**2020 Goals:**

1. Once new hire(s) successfully complete the Field Training Program, the goal will be to promote one (1) officer from current patrol staff to the position of Detective.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	1	2	3	2	2
Part Time	0	0	0	0	0

## 2020 Annual Budget

## Police Investigations Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4114-4011	Salaries-Uniform	135,577	184,014	264,656	162,110	201,409
	Salaries for the Detective Sergeant and two (2) detectives.					
1000-4114-4016	Overtime Uniform	37,059	55,531	16,350	45,147	10,900
	Late calls, arrests, and investigations.					
1000-4114-4021	Social Security Tax	10,453	14,473	18,786	13,257	14,289
	The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.					
1000-4114-4022	Medicare	2,602	3,584	4,393	3,100	3,342
	The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.					
1000-4114-4023	Workers Comp	8,244	11,518	17,540	12,799	10,835
	Workers' Compensation insurance for employees.					
1000-4114-4032	Longevity	2,195	3,746	4,407	4,310	5,013
	Longevity payments to uniformed employees as per the Collective Bargaining Agreement.					
1000-4114-4033	Court And Hearing Pay	4,018	5,542	-	4,891	2,300
	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	3,811	14,137	3,152	10,849
	Holiday pay for uniformed employees as per the Collective Bargaining agreement.					
1000-4114-4051	Hospitalization	20,323	49,572	58,751	37,789	41,754
	Medical Insurance costs for full time employees.					
1000-4114-4052	Vision Insurance	139	437	417	620	268
	Vision Insurance costs for full time employees.					
1000-4114-4053	Dental Insurance	853	1,757	2,952	1,967	2,318
	Dental Insurance costs for full time employees.					
1000-4114-4055	Disability Insurance	181	367	788	345	599
	Long term disability insurance costs for full time employees.					
1000-4114-4057	Life Insurance	205	410	738	376	492
	Life Insurance costs for full time employees.					
1000-4114-5312	Cell Phones	2,100	2,820	2,600	2,585	2,600
	Costs associated with cellular phone service.					
1000-4114-5353	Employee Meeting /Confer	-	-	100	-	100



## 2020 Annual Budget

### Police Investigations Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 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	395	2,000	700	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	3,330	2,700	720	1,800
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	341,306	411,515	293,868	311,068

**Department: Police Fleet****Description and Responsibilities:**

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

**2019 Accomplishments:**

1. Purchased four (4) police sedans to replace aging patrol cars. Additionally, one (1) police truck was purchased to replace the 2017 F-150 which was sold to the Fire Company and re-purposed as a Fire Police vehicle.

**2020 Goals:**

1. Replace two (2) marked police sedans that meet requirements for replacement.
2. Purchase one (1) marked police sedan to add to the police fleet.

**2020 Budget Highlights:**

1. Two (2) police sedans meet the requirements for replacement in 2020.



## 2020 Annual Budget

### Police Fleet Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4115-5122	Repair Maint Vehicles	34,276	40,218	35,000	46,523	37,000
Car washing fees, sirens and emergency light system repairs, maintenance not performed by Public Works, parts and supplies.						
1000-4115-5364	Fuel	47,296	57,480	55,000	48,792	61,000
Cost for police fuel.						
1000-4115-6122	Fleet Replacement	81,753	83,171	101,130	159,102	129,930
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 2020. Additionally, the Department will add one (1) new marked sedan to the fleet to accommodate additional staff.						
Total		163,325	180,868	191,130	254,417	227,930

**Department: Animal Service****Description and Responsibilities:**

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

**2020 Budget Highlights:**

1. No cost increase expected in 2020.



## 2020 Annual Budget

### Animal Service Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4120-5111	Professional Services	11,000	12,000	13,000	10,000	12,000
Pays for animal control services provided by Animal Control Services.						
	Total	11,000	12,000	13,000	10,000	12,000

**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.

**2019 Accomplishments:**

1. Facilitated the completion of the Park Fire Station Expansion
2. Facilitated the initial phase of the fleet replacement plan including delivery of two 2019 pumbers.
3. Implemented firefighter bunk-in program at VFC.
4. Implemented new marketing campaign for VFC Associate Members including new volunteer stipend program.
5. Implemented new professional development program for volunteer training and education.
6. Facilitated the transition of public safety radio system Butler County 911 Radio Upgrade Project (800 mghz system).

**2020 Goals:**

1. Complete the transition of radio communications for all Public Safety agencies.
2. Complete fleet replacement plan including the delivery of new Tower Ladder.
3. 2020 Emergency Management Exercise.
4. Facilitate the installation of new fire training structure.
5. Increase the number of pre-planned structures with the township.

**2020 Budget Highlights:**

1. Advance new staffing model for volunteer fire company.
2. Installation of new training structure at the Public Safety Training Facility.
3. Advance identified synergies between Fire and EMS agencies.
4. Replacement of fire department Tower Ladder.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	0	0	3	4	4
Part Time	0	0	0	0	0



## 2020 Annual Budget

### Fire Police - Now Fire & Emergency Services Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4130-5004	Materials And Supplies	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	-	-	-	-
Pays expenses related to the operation of emergency radios and the Emergency Operations Center.						
<b>Total</b>		<b>6,219</b>	-	-	-	-
GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4230-4010	Salaries-Fulltime	28,095	152,008	199,926	159,165	243,686
1000-4230-4012	Salaries-Part Time	-	-	-	-	12,000
1000-4230-4015	Overtime	147	229	1,000	702	2,000
1000-4230-4021	Social Security Tax	1,689	9,013	12,457	9,414	15,977
1000-4230-4022	Medicare	395	2,108	2,913	2,202	3,736
1000-4230-4023	Workers Comp	37,119	74,657	959	37,849	1,611
Worker's compensation insurance costs for Fire Company(\$40,000) and Ambulance (\$2,500) volunteers.						
1000-4230-4041	Pension Non Uniform	1,412	7,612	10,046	7,993	12,284
1000-4230-4051	Hospitalization	8,661	37,496	54,560	39,820	50,509
1000-4230-4052	Vision Insurance	58	266	367	299	331
1000-4230-4053	Dental Insurance	356	1,757	2,755	2,085	2,734
1000-4230-4054	457 Contributions	1,787	7,487	10,046	7,993	12,284
1000-4230-4055	Disability Insurance	-	303	522	334	639
1000-4230-4057	Life Insurance	-	624	1,133	687	1,386
1000-4230-5001	Office Supplies	23	148	2,000	715	2,000
1000-4230-5004	Materials And Supplies	1,539	7,676	10,000	8,903	10,000
DFES, Fire Police, EMA						
1000-4230-5111	Professional Services	43	841	3,500	-	3,500
DFES, EMA						
1000-4230-5220	General Services Intragov	226,311	208,825	210,000	232,808	210,000
Transfer of intergovernmental aid to Volunteer Fire Company. (Relief Assoc.)						
1000-4230-5230	Information Tech Sv	25,000	28,500	29,000	29,000	30,000
Cost of IT support from the Township.						



## 2020 Annual Budget

### Fire Police - Non Fire & Emergency Services Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4230-5312	Cell Phones	570	2,760	3,000	3,290	3,000
1000-4230-5332	Equipment Leases	535	666	650	535	650
2 hydrants @ \$325 ea. (rental from West View Water)						
1000-4230-5354	Employee Training	1,245	1,172	5,000	2,170	10,000
1000-4230-5364	Fuel	-	19,636	20,000	14,951	20,000
1000-4230-5370	Minor Equipment/Furniture	-	2,629	5,000	2,304	5,000
<b>Total</b>		<b>334,985</b>	<b>566,411</b>	<b>584,834</b>	<b>563,220</b>	<b>653,327</b>
GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4310-4023	Workers Comp	1,966	-	-	-	-
Workers' Compensation insurance costs for volunteers.						
1000-4310-5364	Fuel	17,026	-	-	-	-
Provides fuel assistance to the Cranberry Township EMS.						
<b>Total</b>		<b>18,992</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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.

**2019 Accomplishments:**

1. Conducted three (3) firearms trainings which include handgun, patrol rifle and shotgun.
2. Enhancements were made to the range including improved drainage, backstop modification and target upgrades, all accomplished utilizing township staff and equipment.

**2020 Goals:**

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

**2020 Budget Highlights:**

1. No cost increase expected in 2020.



## 2020 Annual Budget

### Firing Range Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-4140-5004	Materials And Supplies	11,822	11,217	12,000	10,796	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	11,217	12,000	10,796	12,000

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

The Public Works Department performs snow removal and deicing on over 135 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.

2019 Accomplishments:

1. Purchased 3,800 tons of rock salt before contract expired and saved over \$50K due to the increase in salt pricing.
2. Increased the usage of salt brine with the goal of reducing the amount of road salt used.
3. Continued using 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.

2020 Goals:

1. Continue using SwiftReach software for callouts.
2. Continue to 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.

2020 Budget Highlights:

1. Utilize the COSTARS contract for salt.
2. Winter service agreement revenue has increased.
3. New Grounds Manager and Ops Engineer to be 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.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	15	16	17	17	20
Part Time	0	0	0	0	0

## 2020 Annual Budget

## Snow Removal Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5110-4010	Salaries-Fulltime	49,974	69,784	45,000	33,746	50,000
1000-5110-4015	Overtime	43,079	92,495	60,000	51,911	60,000
1000-5110-4021	Social Security Tax	5,636	9,862	6,510	5,190	9,900
1000-5110-4022	Medicare	1,318	2,307	1,523	1,214	2,310
1000-5110-4041	Pension Non Uniform	4,653	8,114	5,250	4,283	8,200
1000-5110-4054	457 Contributions	4,587	7,867	5,250	4,283	7,910
1000-5110-5004	Materials And Supplies	6,545	107,033	32,308	12,844	34,000
Cost associated with winter maintenance equipment and miscellaneous expense.						
1000-5110-5111	Professional Services	2,925	10,037	26,000	5,850	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	20,779	16,250	24,318	23,000
Costs associated with repair and maintenance of equipment, including costs of repairs to salt brine equipment						
1000-5110-5323	Water	530	639	-	413	-
1000-5110-5354	Employee Training	2,112	49	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	410,526	410,000	471,543	483,800
Cost for Rock Salt and antiskid for Winter Maintenance						
1000-5110-6121	Equipment	3,543	15,900	20,500	5,850	20,000
plow blades, plows, parts and components to keep the snow fighting equipment in working order.						
Total		411,943	755,390	631,591	621,444	728,120

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. One new signal at Rt 228/Myoma Rd will be added to the system early in 2020. 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, streetlights and building power systems. We are always looking at ways to increase Energy Efficiency.

**2019 Accomplishments:**

1. Our Centrac's system was selected to test the new Econolite Signal Performance Measures, (SPM) module on a request by Penn DOT central office.
2. Replaced the pool area tower lighting with new LED sports lights.
3. Incorporated License Plate Recognition (LPR) technology at 3 Township intersections for the Public Safety Department.

**2020 Goals:**

1. Continue to provide practical solutions to maintain traffic efficiency.
2. Aid the regional traffic community to promote safe practices in ITS.
3. Increase our footprint in advanced local intersection operation with advancements in adaptive technology.

**2020 Budget Highlights:**

1. Provide seasonal staffing to implement strategic sign maintenance programs.
2. Continue to leverage grant funding for traffic improvements.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	3	3	3	3	3
Part Time	1	1	1	2	1

## 2020 Annual Budget

## Traffic Signals &amp; Communic Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5120-4010	Salaries-Fulltime	293,656	305,326	203,930	167,496	238,559
1000-5120-4012	Salaries Part Time	-	-	-	-	8,600
Seasonal Labor						
1000-5120-4015	Overtime	7,858	10,483	8,000	7,164	8,500
1000-5120-4021	Social Security Tax	18,205	19,014	12,879	10,531	15,020
1000-5120-4022	Medicare	4,258	4,447	3,012	2,463	3,514
1000-5120-4023	Workers Comp	13,331	11,912	11,314	8,256	10,720
1000-5120-4041	Pension Non Uniform	15,076	15,777	10,386	8,733	12,117
1000-5120-4051	Hospitalization	92,804	83,448	58,132	51,609	70,707
1000-5120-4052	Vision Insurance	544	547	285	232	341
1000-5120-4053	Dental Insurance	3,603	3,875	2,003	2,622	2,939
1000-5120-4054	457 Contributions	15,101	15,700	10,386	8,358	12,117
1000-5120-4055	Disability Insurance	596	642	540	359	630
1000-5120-4057	Life Insurance	766	816	1,172	513	1,367
1000-5120-5001	Office Supplies	747	539	500	5,117	1,000
1000-5120-5004	Materials And Supplies	35,464	62,720	72,000	54,885	72,000
Signal and communication supplies for maintenance and repairs						
1000-5120-5007	Safety Supplies	598	935	1,250	751	1,250
Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jackets.						
1000-5120-5111	Professional Services	14,630	14,418	2,500	28,909	5,000
Technical labor for project assistance						
1000-5120-5121	Repair Maint Equipment	5,445	2,634	6,000	4,151	5,000
Electronic equipment repairs not covered by warranties. Equipment such as PTZ and Detection Cameras.						
1000-5120-5122	Repair Maint Vehicles	-	77	600	17	600
Annual Hydraulic inspection and associated testing						
1000-5120-5123	Repair Maint Facility Maint	-	-	1,000	25	750
TOC facility maintenance and repairs.						
1000-5120-5124	Maintenance Contracts	8,267	-	12,000	-	12,000
Contracted Services						



## 2020 Annual Budget

### Traffic Signals & Communic Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5120-5312	Cell Phones	2,100	2,100	2,500	2,475	2,500
	Traffic Division Cell Phones					
1000-5120-5321	Electricity	42,623	40,664	34,000	30,539	35,000
	Energy costs associated with traffic signal devices; Includes Luminaries and street lights. Allows for minor rate increase.					
1000-5120-5354	Employee Training	4,641	2,311	3,500	2,275	3,500
	Technical Training/ Certification Maintenance; IMSA, ITE					
1000-5120-5356	Employee Dues/Members	323	570	500	620	750
1000-5120-5357	Clothing	224	316	350	346	400
	seasonal t shirts					
1000-5120-5361	Postage And Shipping	-	29	250	-	100
	Postage and shipping expenses related to electronic repairs					
1000-5120-5364	Fuel	2,399	2,554	2,500	2,350	1,750
	Increased Fuel Costs					
1000-5120-5367	Signs	18,823	10,957	15,000	11,723	15,000
	Aging Infrastructure and more restrictive sign regulations.					
1000-5120-5370	Minor Equipment/Furniture	510	214	500	-	500
<b>Total</b>		<b>602,591</b>	<b>613,021</b>	<b>476,989</b>	<b>412,517</b>	<b>542,231</b>

**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.

**2019 Accomplishments:**

1. Completed basin repairs in advance of paving contract.
2. Completed over 85 basin repairs/replacements this year.
3. Implemented repair and maintenance tracking for basins as part of MS4 program.
4. Replaced over 900 ft of 30" storm sewer pipe along Old Rt 19.

**2020 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.

**2020 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	2016	2017	2018	2019	2020
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0

## 2020 Annual Budget

## Storm Water Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5131-4010	Salaries-Fulltime	144,562	149,884	272,409	255,063	281,500
1000-5131-4012	Salaries Part Time	-	-	-	-	13,792
1000-5131-4015	Overtime	2,288	359	2,000	759	2,000
1000-5131-4021	Social Security Tax	8,919	9,127	14,190	15,467	18,755
1000-5131-4022	Medicare	2,086	2,135	3,254	3,617	4,386
1000-5131-4023	Workers Comp	7,020	6,628	15,495	11,306	13,178
1000-5131-4041	Pension Non Uniform	7,343	7,503	13,950	12,788	14,435
1000-5131-4051	Hospitalization	38,370	34,049	57,371	54,643	55,463
1000-5131-4052	Vision Insurance	286	291	453	454	416
1000-5131-4053	Dental Insurance	1,476	1,594	2,877	3,140	3,405
1000-5131-4054	457 Contributions	7,281	7,349	13,950	12,788	14,435
1000-5131-4055	Disability Insurance	311	320	727	488	751
1000-5131-4057	Life Insurance	322	330	-	546	1,628
1000-5131-5004	Materials And Supplies	3,011	4,352	4,500	1,931	4,500
1000-5131-5007	Safety Supplies	171	621	500	951	2,000
Safety Equipment such as cones, barricades, vests, gloves, glasses						
1000-5131-5111	Professional Services	28,710	15,732	45,000	93,532	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	1,333	1,250	3,228	1,500
Maint. and Repair of Equipment						
1000-5131-5312	Cell Phones	-	240	720	660	720
Crew Leader cell phone						
1000-5131-5332	Equipment Leases	-	130	1,000	449	1,000
Costs associated with leasing of equipment. Rental of equipment needed and not currently in fleet						
1000-5131-5354	Employee Training	30	110	1,000	174	1,000
1000-5131-5366	Road Maintenance Supplies	72,154	51,792	60,000	83,602	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	289	2,300	536	2,000



## 2020 Annual Budget

### Storm Water Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
new equipment/tools needed for finishing road repair paving projects, and various other construction projects.						
Total		327,574	294,168	512,946	556,122	541,864

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

Construct capital road projects and initiate road repairs on over 135 center line miles of township roads.

**2019 Accomplishments:**

1. Roadsoft Software and Paser Rating system - Reviewed and assigned updated ratings on all road segments.
2. Road Resurfacing Program - Managed resurfacing contract including paving, micro surfacing seal coating, and crack sealing.
3. Freshcorn Rd - Installed french drain and completed asphalt repairs for approx 1,000 ft of roadway.
4. Managed the ROW mowing operation to keep the vegetation from interfering with intersection line of sight concerns.
5. Block Party Trailer - Managed the delivery/pickup of the party trailer, plus the construction of the second party trailer.
6. Disc Golf - completed the construction of the disc golf play area plus the access pathway throughout the course.

**2020 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 traffic control flagging and various other labor projects during the summer.
5. Manage the Shotcrete project at the Chadborne Rd culvert pipe once the project has been bid out and awarded.

**2020 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.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	8	8	9	8	8
Part Time	2	0	0	4	4

## 2020 Annual Budget

## Road Maintenance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5132-4010	Salaries-Fulltime	304,986	317,964	316,531	244,988	326,009
1000-5132-4012	Salaries Part Time	-	-	-	-	49,920
4 Seasonal employees						
1000-5132-4015	Overtime	8,168	10,137	8,200	11,854	8,500
1000-5132-4021	Social Security Tax	19,162	20,085	20,864	15,718	21,576
1000-5132-4022	Medicare	4,481	4,697	4,879	3,676	5,046
1000-5132-4023	Workers Comp	14,915	14,835	18,328	13,374	15,533
1000-5132-4041	Pension Non Uniform	15,658	16,387	16,137	12,842	16,710
1000-5132-4051	Hospitalization	71,243	64,225	68,966	57,716	65,078
1000-5132-4052	Vision Insurance	626	608	551	549	530
1000-5132-4053	Dental Insurance	3,555	3,682	3,692	3,680	4,407
1000-5132-4054	457 Contributions	15,309	15,845	16,137	12,842	16,710
1000-5132-4055	Disability Insurance	661	672	839	643	869
1000-5132-4057	Life Insurance	816	831	1,820	739	1,885
1000-5132-5001	Office Supplies	-	71	3,000	328	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	5,802	13,000	5,582	13,000
Cost associated with miscellaneous expenses: Materials and Supplies						
1000-5132-5007	Safety Supplies	679	1,174	1,100	1,056	1,100
Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.						
1000-5132-5111	Professional Services	53,341	87,639	65,000	52,957	50,000
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	13,052	20,000	15,390	20,000
Costs associated with repair and maintenance of equipment. Repair and maintenance of road construction equipment						
1000-5132-5312	Cell Phones	3,120	2,880	2,400	1,840	2,400
Streets Mgr and 2 Crew Leaders						
1000-5132-5332	Equipment Leases	12,732	15,764	20,000	2,044	15,000
Costs associated with leasing of equipment.						



## 2020 Annual Budget

## Road Maintenance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5132-5354	Employee Training	-	1,149	3,000	672	3,000
1000-5132-5366	Road Maintenance Supplies	99,774	99,691	135,000	94,055	120,000
	Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.					
1000-5132-5367	Signs	-	(450)	-	(43)	-
1000-5132-5370	Minor Equipment/Furniture	13,065	1,434	3,000	536	3,000
	Costs associated with the purchase of minor equipment and furniture.					
1000-5132-6117	Paving	387,613	264,945	450,000	408,666	450,000
	Asphalt costs associated with the resurfacing program					
	Total	1,044,152	963,120	1,192,444	961,704	1,213,273

**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.

**2019 Accomplishments:**

1. Assisted with the relocation of the plant gate to Turfgrass, cut in loop sensors and wired controls.
2. Worked with contractors on the Park FD renovations installing access/door hardware.
3. Replaced grease trap and re-piped plumbing for the clubhouse kitchen.
4. Replaced grease trap at the pool concession kitchen.
5. Worked with Labor/Industry to update all Township pressure vessel certifications.
6. Installed new video intercom system in the preschool to enhance security.
8. Replaced sconce lighting and ceiling fans in the clubhouse pavilion.
9. Replaced rotting wood siding on the pool concession, gate house and restroom facilities.

**2020 Goals:**

1. Correct underground sewage/grease trap problems on the clubhouse plumbing system.
2. Seal foundation water leaks on the conduit and cement cracks in the clubhouse cart storage.
3. Install access control for Turfgrass maintenance bldg. and tie in the new sliding gate.
4. Install IStar access panel for treatment plant to complete the tie in of the new gate.
5. Complete the installation of the new gasoline dispensers and fuel management pedestal.
6. Work closely with the PM and contractor for the new Maker Space in the Library.

**2020 Budget Highlights:**

1. Continue to reduce dependency on contracted services to reduce expense while providing a better quality of service.
2. Continue with the addition of mechanical equipment into the building automation providing reliable real time monitoring.
3. Continue to improve customer service with a focus communications with internal department.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	3	3	3	3	3
Part Time	2	2	2	2	2

## 2020 Annual Budget

## Facility Maintenance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5140-4010	Salaries-Fulltime	216,721	222,076	272,785	229,862	279,187
1000-5140-4012	Salaries-Part Time	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	4,254	5,000	4,740	5,100
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	13,762	18,462	14,074	18,859
2018 Actual plus 10% estimated increase						
1000-5140-4022	Medicare	3,151	3,218	4,317	3,291	4,410
2018 actual amounts plus 10% increase allowance						
1000-5140-4023	Workers Comp	9,025	7,932	16,218	11,834	13,643
2018 actual plus 10% increase allowance						
1000-5140-4041	Pension Non Uniform	11,048	11,306	13,969	11,724	14,289
2018 actual amounts						
1000-5140-4051	Hospitalization	60,194	54,866	69,140	62,122	68,988
Actual amounts plus a 10% allowance						
1000-5140-4052	Vision Insurance	393	395	477	435	447
Actual amounts with a 10% increase allowance						
1000-5140-4053	Dental Insurance	2,384	2,561	3,107	3,268	3,817
1000-5140-4054	457 Contributions	11,076	11,306	13,969	11,682	14,289
1000-5140-4055	Disability Insurance	404	423	726	483	743
1000-5140-4057	Life Insurance	518	540	1,576	595	1,612
1000-5140-5001	Office Supplies	-	145	150	14	100
1000-5140-5004	Materials And Supplies	20,704	15,402	12,000	14,193	14,800
This account will be used to purchase materials and supplies for the repair, maintenance and upkeep of the building, mechanical equipment and grounds. HVAC filters, belts, motors. Lighting, plumbing, electrical and misc. consumable supplies.						
1000-5140-5005	Cleaning Supplies	15,961	18,483	18,500	18,303	19,100
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	666	300	42	250
Safety supplies for Facilities, specialized respirators/cartridges, safety glasses, rubber gloves						

## 2020 Annual Budget

## Facility Maintenance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5140-5111	Professional Services	52,366	42,028	35,000	21,060	25,000
1000-5140-5123	Repair Maint Facility Maint	26,872	25,323	15,000	15,529	15,000
Costs associated with building repairs and maintenance not under contracted or professional services.						
1000-5140-5124	Maintenance Contracts	-	-	15,000	9,296	18,000
All services under a signed contract will be charged to this account.						
1000-5140-5132	Janitorial Services	123,879	108,174	103,500	90,164	108,675
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.						
1000-5140-5230	Information Tech	-	-	-	-	-
Building automation software maintenance/upgrade through JCI.						
1000-5140-5312	Cell Phones	3,120	3,120	3,120	2,860	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	119,970	110,000	84,498	110,000
Electrical service for municipal building and complex						
1000-5140-5322	Natural Gas	35,085	33,689	42,000	26,017	42,000
Figures based on current projected actual billing of natural gas for heating and domestic hot water.						
1000-5140-5323	Water	5,545	5,304	5,600	5,439	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	5,136	4,600	5,598	4,600
Figures are based on actual expense plus a projected amount for the last quarter.						
1000-5140-5325	Trash	-	-	1,000	-	1,000
1000-5140-5332	Equipment Leases	3,324	-	500	400	500
Allowance for leasing and rental of equipment not used regularly or presently owned by the township.						
1000-5140-5352	Employee Milage Reimb	-	-	100	-	100
Reimbursement for expenses related to ongoing education credits for job related studies.						
1000-5140-5354	Employee Training	1,415	411	3,500	-	3,500
Employee training and certification classes to retain required certifications.						
1000-5140-5357	Clothing	295	250	500	233	500
Uniform and boot allowance.						



## 2020 Annual Budget

### Facility Maintenance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5140-5364	Fuel	2,163	2,857	2,000	1,861	2,000
Gasoline and diesel fuel for the Facilities vehicles. Based on actual use.						
1000-5140-5370	Minor Equipment/Furniture	2,957	1,419	1,500	1,834	1,000
Allowance for the purchase of new HVAC gauges to accommodate new 410 A refrigerant.						
Total		739,016	715,016	811,616	651,453	818,229

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

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

**2019 Accomplishments:**

1. Continued utilizing Munis along with our Fleet Replacement Program to perform a detailed analysis for the Township wide vehicle replacement program.
2. Continued to utilize online auctioning (Municibid) for vehicle and equipment disposal.
3. On-going training provided for new diagnostic software for Cummins engines.
4. Maintained the COG's crack sealing unit throughout the rental season.
5. Continued out-sourcing the Police Department up-fits for new pursuit vehicles.
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.

**2020 Goals:**

1. Continue to "right-size" the fleet through detailed analysis of the Fleet Replacement 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.
5. Increase the staff by adding one full time mechanics helper.
6. Implement a 3 year lease program starting with Admin vehicles - Ops budget vs Cap budget.

**2020 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.
3. Continue to review the potential of an internal lease program.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	3	3	3	3	4
Part Time	1	0	0	1	0

## 2020 Annual Budget

## Fleet Maintenance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5150-4010	Salaries-Fulltime	117,819	122,498	122,948	107,766	126,292
1000-5150-4012	Salaries-Part Time	51	-	-	-	-
1000-5150-4015	Overtime	2,896	3,896	5,820	3,843	4,000
1000-5150-4021	Social Security Tax	7,321	7,702	8,126	6,862	8,333
1000-5150-4022	Medicare	1,712	1,801	1,900	1,605	1,949
1000-5150-4023	Workers Comp	5,236	4,624	7,138	5,208	5,969
1000-5150-4041	Pension Non Uniform	5,958	6,241	6,438	5,502	6,606
1000-5150-4051	Hospitalization	39,703	35,094	36,485	33,872	34,456
1000-5150-4052	Vision Insurance	249	249	250	249	241
1000-5150-4053	Dental Insurance	1,536	1,650	1,771	1,770	2,086
1000-5150-4054	457 Contributions	5,958	6,241	6,438	5,502	6,606
1000-5150-4055	Disability Insurance	231	239	335	225	343
1000-5150-4057	Life Insurance	239	246	726	232	745
1000-5150-5001	Office Supplies	-	71	-	-	1,000
Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.						
1000-5150-5004	Materials And Supplies	1,857	2,133	10,000	4,011	10,000
Cost associated with lubricants, tools and parts.						
1000-5150-5007	Safety Supplies	295	1,446	1,200	87	1,200
Costs associated with the purchase of safety materials.						
1000-5150-5111	Professional Services	9,942	51,628	35,000	12,050	29,500
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.						
1000-5150-5121	Repair Maint Equipment	276	3,230	-	469	-
1000-5150-5122	Repair Maint Vehicles	33,118	39,817	45,000	43,501	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	660	720
Crew Leader Mechanic						
1000-5150-5354	Employee Training	275	111	1,000	49	1,000



## 2020 Annual Budget

### Fleet Maintenance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.						
1000-5150-5356	Employee Dues/Members	320	64	250	-	335
Costs associated with dues and memberships.						
1000-5150-5370	Minor Equipment/Furniture	1,244	2,306	4,000	2,271	18,000
Cost for the purchase of minor equipment for the shop.						
Total		236,956	292,008	295,545	235,734	304,381

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.

2019 Accomplishments:

1. Improved turf quality on Graham Park ball fields and reduced pesticide applications by 70%.
2. Renovated field I at Graham Park working in conjunction with the CTAA to make necessary improvements.
3. Assisted with the completion of projects prior to the grand opening of the disc golf course.
4. Reestablished turf around the North Boundary soccer fields following the installation of the new lights.
5. Made improvements to the Veterans Memorial at North Boundary Park. Replaced trees, re-sodded lawn, removed old shrubs, and added new flag pole.
6. Began improvements to landscape by adding rock to areas that were previously mulched.
7. Changed satellite mowing program and took on the Municipal Building and Haine Fire Station in house.

2020 Goals:

1. Establish a full time staff at North Boundary Park including one new full time employee.
2. Continue landscape improvements in all three parks to reduce annual maintenance.
3. Improve baseball field quality with improvements to the infield skin and field drainage.

2020 Budget Highlights:

1. Increase staffing at North Boundary Park to allow for more efficient work flow with increasing maintenance tasks.
2. Improve turf quality at all three parks with improvements to fertilizer program and reduction of pesticides.
3. Continue to improve landscaping with an emphasis on North Boundary Park in early 2020.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	6	6	6	6	7
Part Time	14	16	15	16	16

## 2020 Annual Budget

## Grounds Maintenance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5160-4010	Salaries-Fulltime	237,808	243,850	275,485	238,986	289,055
1000-5160-4012	Salaries-Part Time	173,106	145,910	205,400	155,447	205,400
1000-5160-4015	Overtime	12,893	17,265	14,000	19,716	16,800
OT for grounds personnel not including snow removal.						
1000-5160-4021	Social Security Tax	25,941	24,746	28,761	25,143	29,602
1000-5160-4022	Medicare	6,067	5,787	6,726	5,880	6,923
1000-5160-4023	Workers Comp	11,312	9,868	25,265	18,435	22,977
1000-5160-4041	Pension Non Uniform	12,392	12,840	14,114	12,727	14,793
1000-5160-4051	Hospitalization	44,343	37,505	39,683	42,670	45,217
1000-5160-4052	Vision Insurance	297	240	417	322	312
1000-5160-4053	Dental Insurance	1,636	1,746	1,773	2,358	2,609
1000-5160-4054	457 Contributions	11,901	12,840	14,114	12,727	14,793
1000-5160-4055	Disability Insurance	479	502	734	510	769
1000-5160-4057	Life Insurance	614	630	1,592	633	1,669
1000-5160-5004	Materials And Supplies	50,437	59,039	45,000	68,169	46,000
1000-5160-5005	Cleaning Supplies	7,134	7,382	9,000	9,203	9,000
1000-5160-5006	Agricultural Supplies	90,738	89,535	98,500	118,747	100,000
All products related to turf and landscape plant maintenance programs: fertilizer, herbicide, fungicide, calcium, magnesium, seed, and spray adjuvants.						
1000-5160-5007	Safety Supplies	707	648	1,000	701	1,020
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE.						
1000-5160-5111	Professional Services	57,294	62,429	61,600	87,739	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	30,811	22,000	24,154	22,000
Parts and repairs for all parks power equipment.						
1000-5160-5123	Repair Maint Facility Maint	13,579	7,647	13,000	5,012	13,000
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	1,700	2,400	2,200	2,400
Reimbursement of manager and 2 crew leaders for cell phones.						
1000-5160-5321	Electricity	77,178	78,207	77,000	54,915	77,000



## 2020 Annual Budget

### Grounds Maintenance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
All electric in parks.						
1000-5160-5323	Water	5,691	6,736	7,000	5,761	7,000
All water for facilities in parks.						
1000-5160-5324	Sewer	5,774	7,780	6,500	6,006	5,000
Sanitary sewer service for all park facilities.						
1000-5160-5332	Equipment Leases	11,152	7,361	9,000	13,511	12,000
Cart lease and landscape implements like chipper, stump grinder, and high lifts.						
1000-5160-5354	Employee Training	2,236	5,158	4,000	2,880	4,000
Continuing education for pesticide application and pool chemical handling licensing.						
1000-5160-5357	Clothing	2,692	2,741	2,500	2,445	2,500
T-shirts and jackets for seasonal and FT employees.						
1000-5160-5370	Minor Equipment/Furniture	14,278	16,782	17,000	12,128	17,000
Small equipment like string trimmers, backpack blowers, and push mowers. Includes attachments for the Ventracs and other power units for snow removal.						
Total		913,801	897,685	1,003,564	949,125	1,030,439

**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.

**2019 Accomplishments:**

1. Integrated the Operations Engineering position into various oversight roles within the Department.
2. Successfully implemented a new One Call ticket management system Department wide.

**2020 Goals:**

1. Develop the Special Projects Coordinator position to oversee the One Call ticket process.
2. Tie in the GIS and One Call system ticket information to make locating easier and more reliable.

**2020 Budget Highlights:**

1. Public Works site planning for expanded future operations will be evaluated.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	4	4	4	4	5
Part Time	0	0	0	0	0

## 2020 Annual Budget

## Pw Administration Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5170-4010	Salaries-Fulltime	111,397	115,052	135,511	31,899	171,453
1000-5170-4015	Overtime	-	-	500	-	500
1000-5170-4021	Social Security Tax	6,726	6,907	8,401	1,891	11,250
1000-5170-4022	Medicare	1,573	1,615	1,965	442	2,631
1000-5170-4023	Workers Comp	3,279	2,967	5,992	4,372	7,237
1000-5170-4041	Pension Non Uniform	5,570	5,811	6,776	1,595	8,573
1000-5170-4051	Hospitalization	24,167	21,691	33,327	13,495	46,127
1000-5170-4052	Vision Insurance	173	173	146	122	313
1000-5170-4053	Dental Insurance	1,067	1,146	2,017	858	2,658
1000-5170-4054	457 Contributions	6,164	5,655	6,776	1,595	8,573
1000-5170-4055	Disability Insurance	174	179	352	138	341
1000-5170-4057	Life Insurance	359	369	764	284	967
1000-5170-5001	Office Supplies	2,240	1,646	2,000	1,492	2,500
1000-5170-5004	Materials And Supplies	15,802	9,680	15,000	4,651	15,000
1000-5170-5005	Cleaning Supplies	2,950	2,626	3,000	1,022	3,000
1000-5170-5007	Safety Supplies	720	3,541	6,500	908	6,500
1000-5170-5111	Professional Services	35,157	62,742	55,000	23,452	55,000
1000-5170-5121	Repair Maint Equipment	-	-	-	83	-
1000-5170-5122	Repair Maint Vehicles	-	-	-	7	-
1000-5170-5123	Repair Maint Facility Maint	4,855	7,150	7,500	9,954	8,400
1000-5170-5124	Maintenance Contracts	-	-	4,000	669	4,000
1000-5170-5132	Janitorial Services	4,675	5,525	7,000	4,250	7,000
1000-5170-5133	Legal Services	425	-	500	2,950	3,000
1000-5170-5230	Information Tech Svcs	135,000	139,000	145,000	145,000	155,000
1000-5170-5312	Cell Phones	1,680	2,715	-	2,806	3,500
1000-5170-5321	Electricity	22,641	22,166	25,000	16,297	25,000
1000-5170-5322	Natural Gas	14,363	14,202	15,000	10,614	15,000
1000-5170-5323	Water	1,902	1,549	2,000	1,636	2,000
1000-5170-5324	Sewer	1,689	1,400	2,000	994	2,000

## 2020 Annual Budget

## Pw Administration Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5170-5353	Employee Meeting /Confer	744	699	4,000	1,357	4,000
1000-5170-5354	Employee Training	2,219	7,280	5,000	3,282	5,000
1000-5170-5355	Employee Career Devel	-	3,213	-	-	-
1000-5170-5356	Employee Dues/Members	465	698	1,000	367	1,000
1000-5170-5357	Clothing	10,401	12,621	12,000	9,637	12,000
1000-5170-5364	Fuel	53,764	74,831	70,000	57,870	70,000
1000-5170-5370	Minor Equipment/Furniture	648	523	10,000	589	10,000
Office renovation to Public Works admin.						
	<b>Total</b>	<b>472,987</b>	<b>535,375</b>	<b>594,027</b>	<b>356,577</b>	<b>669,523</b>

**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.

**2019 Accomplishments:**

1. Completed the BCWPCF construction project.
2. Began construction on Library Upgrade Maker Space project.
3. Completed Fire Station upgrade at Park and Haine stations.
4. Completed the Rochester, Route 19 intersection upgrade project.
5. Completed the construction of upgrades to the Park and Haine fire stations.
6. Completed bidding of MSA Thruway project.
7. Completed Design of Sun Valley stormwater project.
8. Completed Master Plan of Public Works/Linder property.
9. Completed Analysis/Agreement of Franklin Acres sewage flow.

**2020 Goals:**

1. Complete construction of Sun Valley stormwater upgrade project.
2. Complete construction of Library upgrade project.
3. Begin construction of MSA Thruway.
4. Construct Franklin Acres interceptor to Breakneck Creek Regional Authority.
5. Complete Phase 1 of Linder property master plan construction.

**2020 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. 2020 will highlight the MSA Thruway and the completion of the library expansion.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	5	7	7	8	6
Part Time	2	1	1	1	2

## 2020 Annual Budget

## Engineering Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5210-4010	Salaries-Fulltime	81,944	84,522	155,574	142,732	144,845
1000-5210-4012	Salaries-Part Time	4,158	8,601	9,000	12,591	12,000
1000-5210-4015	Overtime	15	628	450	431	775
1000-5210-4021	Social Security Tax	5,037	5,557	10,231	8,983	9,772
1000-5210-4022	Medicare	1,178	1,300	2,393	2,101	2,286
1000-5210-4023	Workers Comp	624	554	1,082	790	840
1000-5210-4041	Pension Non Uniform	4,097	4,227	7,801	6,884	7,281
1000-5210-4051	Hospitalization	24,482	24,069	34,939	34,933	38,571
1000-5210-4052	Vision Insurance	166	166	272	322	264
1000-5210-4053	Dental Insurance	1,340	1,329	1,853	2,035	2,248
1000-5210-4054	457 Contributions	4,332	4,170	7,801	6,884	7,281
1000-5210-4055	Disability Insurance	199	204	406	316	379
1000-5210-4057	Life Insurance	410	421	880	651	821
1000-5210-5001	Office Supplies	634	455	600	696	700
This budget item is for the office supplies (folders, paper, etc.) for the Engineering Department						
1000-5210-5004	Materials And Supplies	8,315	6,270	4,000	3,283	4,000
This budget line item is for the Materials and Supplies for the Engineering Department. This will cover any necessary supplies field work (cameras, equipment, etc.). Additionally, furnishings and storage furniture will be purchased through this account.						
1000-5210-5007	Safety Supplies	967	583	800	-	800
This budget line item accounts for the Engineering Department safety equipment (hard hats, vests, etc.) and the department contribution to the safety committee.						
1000-5210-5111	Professional Services	20,519	39,236	60,000	44,741	50,000
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.						
1000-5210-5133	Legal Services	-	-	500	-	500
This line item includes legal consulting fees.						
1000-5210-5230	Information Tech Svs	56,000	58,000	60,000	60,000	70,000
Costs associated with IT support for Engineering Department operations.						
1000-5210-5312	Cell Phones	6,360	6,360	5,800	5,715	5,800
This line item includes cell phone reimbursement costs for 5 employee phones.						
1000-5210-5354	Employee Training	1,200	6,861	7,200	4,036	6,000

## 2020 Annual Budget

## Engineering Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
This line item includes various employee training. Training for 2020 will include project management training, communication training, and organization training.						
1000-5210-5355	Employee Career Devel	-	-	7,500	-	2,000
1000-5210-5356	Employee Dues/Members	582	385	750	1,162	1,000
This line item includes membership dues to professional societies.						
1000-5210-5363	Advertising	-	-	4,000	5,672	5,500
Advertising for Capital Projects.						
1000-5210-5364	Fuel	-	173	2,500	1,016	1,000
This line item is for fuel for the administrative fleet vehicles.						
1000-5210-6123	Furniture And Fixtures	-	-	250	-	250
This line item includes furnishings and fixtures for the Engineering Department.						
<b>Total</b>		<b>222,559</b>	<b>254,071</b>	<b>386,582</b>	<b>345,974</b>	<b>374,913</b>

**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.

**2019 Accomplishments:**

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

**2020 Goals:**

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

**2020 Budget Highlights:**

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

## 2020 Annual Budget

## Engineering Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5220-4010	Salaries-Fulltime	129,959	133,669	76,817	66,498	32,195
1000-5220-4012	Salaries-Part Time	-	551	-	-	-
1000-5220-4021	Social Security Tax	7,706	8,072	4,763	4,015	1,996
1000-5220-4022	Medicare	1,802	1,888	1,114	939	467
1000-5220-4023	Workers Comp	694	622	542	395	207
1000-5220-4041	Pension Non Uniform	6,498	6,711	3,841	3,325	1,610
1000-5220-4051	Hospitalization	27,968	27,837	20,168	17,646	7,309
1000-5220-4052	Vision Insurance	97	97	132	132	47
1000-5220-4053	Dental Insurance	1,188	1,329	868	934	406
1000-5220-4054	457 Contributions	6,633	6,711	3,841	3,325	1,610
1000-5220-4055	Disablity Insurance	224	231	200	139	84
1000-5220-4057	Life Insurance	462	476	433	287	182
1000-5220-5111	Professional Services	4,159	4,004	5,000	942	15,000
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	-	1,265	-
		<b>Total</b>	<b>188,771</b>	<b>193,578</b>	<b>117,719</b>	<b>99,843</b>
						<b>61,113</b>

**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.

**2019 Accomplishments:**

1. Successful completion of renewal of MS4 Pollution Reduction Plan Year 2.
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. Provided engineering support to the new Stormwater Management Program.

**2020 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 3 Pollution Reduction Plan Improvements.
5. Administer Stormwater Management Program.
6. Construct Sun Valley Stormwater Upgrade Project.
7. Construct Phase 1 Streambank Stabilization Project.

**2020 Budget Highlights:**

1. Capital Projects in Sun Valley and Streambank Stabilization.
2. Public Outreach concerning Stormwater Management and the DEP permit requirements.
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.
4. Continue Stormwater Stenciling Program.

## 2020 Annual Budget

## Engineering Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-5240-4010	Salaries-Fulltime	57,207	58,872	102,947	90,367	90,330
1000-5240-4015	Overtime	-	5	150	11	225
1000-5240-4021	Social Security Tax	3,300	3,488	6,392	5,343	5,614
1000-5240-4022	Medicare	772	816	1,495	1,250	1,313
1000-5240-4023	Workers Comp	325	290	661	482	519
1000-5240-4041	Pension Non Uniform	2,861	2,944	5,155	4,468	4,527
1000-5240-4051	Hospitalization	14,146	13,831	26,242	22,593	22,065
1000-5240-4052	Vision Insurance	243	243	177	176	143
1000-5240-4053	Dental Insurance	587	687	1,146	1,233	1,221
1000-5240-4054	457 Contributions	3,067	2,925	5,155	4,468	4,527
1000-5240-4055	Disablity Insurance	114	118	268	187	235
1000-5240-4057	Life Insurance	235	242	581	385	511
1000-5240-5004	Materials And Supplies	101	742	1,000	845	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	40,045	35,000	43,910	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 2019 is the engineering for LOMR finalization in Graham Park.						
1000-5240-5230	Information Tech Svcs	26,000	29,000	35,000	35,000	40,000
1000-5240-5354	Employee Training	304	100	3,500	875	2,500
This line item relates to training of employees with regards to the latest stormwater regulations and permit requirements.						
1000-5240-5364	Fuel	1,091	1,616	-	-	-
This line item includes fuel for the administrative fleet. This line item was compared against past fuel consumption by the department.						
		<b>Total</b>	<b>118,442</b>	<b>155,966</b>	<b>224,869</b>	<b>211,594</b>
						<b>209,730</b>

**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.

**2019 Accomplishments:**

1. Developed Policy & Procedure Manuals Department wide based on Department audits.
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. Continued to 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 North Boundary Disc Golf Course as Project of the Year and started the planning process for the 2020 Project of the Year, Amphitheater renovations and the development of the Reynolds property.
5. Implemented new field agreements with SVSA and completed the soccer field lighting at North Boundary Park. Continue to work with the other youth and adult associations on new use agreements.

**2020 Goals:**

1. Improve the customer service experience by enhancing our communication and responsiveness through touch points, 95% goal of non-transferred calls; 95% goal of answering all calls.
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. Work on re-organization of Department to anticipate succession planning on all positions and maximize the potential of staff and Department. Continue Department cross-training through the Program Staff, enabling positions to substitute responsibilities.

**2020 Budget Highlights:**

1. Maximize the use of all fields and facilities. As the payments from the youth athletic associations have ended, there has been a significant decrease in field use.
2. More realistic credit charges have been realized increasing that line item by \$10,000. Also intitilized a chargeback to the pool on these credit fees.
3. Work with new fundraising position to maximize sponsorships for the department. Anticipating a 100% increase in sponsorships.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	4.5	5.25	5.5	6.25	6.25
Part Time	17	17	17	16	16

## 2020 Annual Budget

## Park Operation Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6210-4010	Salaries-Fulltime	181,872	267,884	235,516	257,924	242,886
6 Full Time Employees - with percentages in Admin-4010						
1000-6210-4012	Salaries-Part Time Customer Service, Site Supervisors, Play Center Staff	125,536	119,289	105,580	102,304	110,167
1000-6210-4015	Overtime Overtime associated with Special Events & Holidays	1,828	1,206	-	1,058	-
1000-6210-4021	Social Security Tax	19,084	23,750	21,090	21,882	21,889
1000-6210-4022	Medicare	4,463	5,554	4,950	5,117	5,119
1000-6210-4023	Workers Comp	12,922	11,749	18,522	13,515	17,745
1000-6210-4041	Pension Non Uniform	9,199	13,316	11,776	12,864	12,144
1000-6210-4051	Hospitalization	23,959	23,789	33,466	31,363	37,627
1000-6210-4052	Vision Insurance	451	459	443	460	396
1000-6210-4053	Dental Insurance	2,694	2,977	2,958	3,119	3,183
1000-6210-4054	457 Contributions	10,723	13,316	11,776	12,864	12,144
1000-6210-4055	Disability Insurance	358	459	612	436	632
1000-6210-4057	Life Insurance	989	1,156	1,328	1,081	1,370
1000-6210-5001	Office Supplies	3,151	3,486	4,000	3,250	4,000
1000-6210-5004	Materials And Supplies Materials and Supplies includes Credit/Debit Card Charges. Other supplies	63,016	73,053	70,000	69,664	80,000
1000-6210-5111	Professional Services Copier maintenance, HR Screenings - laminating maintenance. gym floor re-coat, gym equipment safety inspections	9,366	10,038	12,000	9,023	12,000
1000-6210-5230	Information Tech Svcs IT defined amount	68,000	70,000	75,000	75,000	88,000
1000-6210-5312	Cell Phones	3,123	5,826	4,500	5,357	-
1000-6210-5351	Employee Recruiting	16	924	1,500	2,023	1,500
1000-6210-5353	Employee Meeting /Confer	-	-	2,000	1,159	2,000
1000-6210-5354	Employee Training State and national conferences; professional development; and additional training as needed. Pat going to Active Training	9,468	12,199	18,500	14,358	18,500



## 2020 Annual Budget

## Park Operation Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
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	1,250	1,500	1,370	1,500
Increase due to additional employees						
1000-6210-5362	Printing	24,517	28,555	30,000	28,758	30,000
Printing and Distribution of 3 Recreation Program Guides. Increase due to increased cost from Eagle						
1000-6210-5363	Advertising	1,450	1,395	1,500	810	1,500
1000-6210-5364	Fuel	398	600	750	420	750
1000-6210-5370	Minor Equipment/Furniture	1,152	5,432	4,000	1,372	4,000
Replace furniture and fixtures as needed.						
		Total	578,346	697,660	673,767	676,553
						709,552

**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.

**2019 Accomplishments:**

1. Implemented a last minute, State mandated, Certification for our Preschool. 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.
4. Created operation manuals and SOP's for preschool and Kids Club.

**2020 Goals:**

1. Develop best practices as we acclimate ourselves to the new State certification process of the preschool. Continue to research ways of growing the preschool through creative use of space.
2. Evaluate the certification process as it pertains to other preschool aged programs, including summer camp.
3. Continue to develop, practice and evaluate new emergency management policies with our preschool.
4. Adjust current Play Center Program to better utilize that space.

**2020 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.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	0	0	0	0	0
Part Time	10	10	10	10	10

## 2020 Annual Budget

## Park Early Childhood Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6220-4010	Salaries-Fulltime	8,612	-	10,219	-	10,821
1000-6220-4012	Salaries-Part Time	99,201	117,486	134,000	113,697	117,676
1000-6220-4015	Overtime	-	1,257	-	818	-
1000-6220-4021	Social Security Tax	6,671	7,362	8,217	7,100	7,967
1000-6220-4022	Medicare	1,560	1,722	1,921	1,660	1,863
1000-6220-4023	Workers Comp	2,992	3,369	6,129	4,472	6,932
1000-6220-4041	Pension Non Uniform	431	-	511	-	541
1000-6220-4051	Hospitalization	1,343	1,311	1,372	1,267	1,451
1000-6220-4052	Vision Insurance	12	13	13	13	13
1000-6220-4053	Dental Insurance	61	66	71	71	83
1000-6220-4054	457 Contributions	481	-	511	-	541
1000-6220-4055	Disability Insurance	17	19	27	19	28
1000-6220-4057	Life Insurance	35	39	58	40	61
1000-6220-5004	Materials And Supplies	15,150	16,240	16,500	18,815	17,500
Materials and Supplies needed to operate all Early Childhood Programs including Preschool.						
1000-6220-5111	Professional Services	19,557	34,928	28,000	36,095	28,000
Preschool Dance Toddler Programs						
1000-6220-5351	Employee Recruiting	-	-	300	-	-
Eagle Ads						
1000-6220-5354	Employee Training	730	-	500	-	500
Increased training for ADA purposes						
1000-6220-5362	Printing	310	220	750	-	750
Preschool brochures and advertisements						
1000-6220-5363	Advertising	516	-	-	-	-
Total		157,678	184,033	209,099	184,068	194,727

**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.

**2019 Accomplishments:**

1. Increased participation and revenues for this age bracket by maximizing numbers in our Kid's Club and youth sports programs.
2. Developed a successful process to retain seasonal positions by maintaining contact and keeping them engaged in the planning of all programs.
3. Incorporated technology in operations for pick up and drop off of seasonal participants.
4. Had record setting participation numbers and revenue in our summer camp program.

**2020 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. Work to replace the popular CDG youth sports program with a National Alliance for Youth Sports program.

**2020 Budget Highlights:**

1. Continue to utilize 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. Replace CDG with NAYS youth sports programs.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	0	0	0	0	0
Part Time	45	45	45	45	45

## 2020 Annual Budget

## Park Youth Programs Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6230-4010	Salaries-Fulltime	18,372	19,502	24,342	17,247	24,611
1000-6230-4012	Salaries-Part Time	157,381	158,290	220,000	187,528	283,824
1000-6230-4015	Overtime	89	397	-	837	-
1000-6230-4021	Social Security Tax	10,889	11,031	15,045	12,709	19,124
1000-6230-4022	Medicare	2,547	2,580	3,519	2,973	4,473
1000-6230-4023	Workers Comp	10,909	9,080	13,216	9,643	16,649
1000-6230-4041	Pension Non Uniform	919	960	1,217	862	1,230
1000-6230-4051	Hospitalization	2,600	4,215	3,143	2,486	5,029
1000-6230-4052	Vision Insurance	19	37	63	21	39
1000-6230-4053	Dental Insurance	128	220	443	147	298
1000-6230-4054	457 Contributions	956	960	1,217	862	1,231
1000-6230-4055	Disability Insurance	38	38	63	36	64
1000-6230-4057	Life Insurance	78	78	137	73	139
1000-6230-5004	Materials And Supplies	26,099	31,706	40,000	34,188	40,000
All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming						
1000-6230-5111	Professional Services	39,704	49,669	60,000	42,528	47,000
Bus transportation for youth camp field trips. Guest Speakers fees. Instructors fees for Camp Cranberry and misc programs (Snapology, cooking...etc).						
1000-6230-5312	Cell Phones	-	-	-	360	240
1000-6230-5351	Employee Recruiting	313	357	-	578	-
1000-6230-5354	Employee Training	189	-	500	-	600
Camp and kids club ststaff training						
1000-6230-5357	Clothing	-	-	-	160	-
1000-6230-5362	Printing	-	75	350	408	350
Misc. printing for camp and kids club						
1000-6230-5363	Advertising	2,015	975	-	2,004	-
		Total	273,243	290,168	383,255	315,650
						444,901

**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.

**2019 Accomplishments:**

1. Opened the disc golf course at North Boundary, working towards agreement with Pittsburgh Flying Disc.
2. Maximized participation in adult volleyball and tennis programs.
3. Continued to experience significant growth in the pickleball program and CTPA.

**2020 Goals:**

1. Looking to transition the Group Fitness Program into a better business model and more session-based.
2. Again, 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. With the new disc golf course and agreement, look to bring in significant tournaments and programs.

**2020 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.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	0	0	0	0	0
Part Time	12	12	12	12	12

## 2020 Annual Budget

## Park Adult Programs Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6240-4010	Salaries-Fulltime	8,966	9,538	14,023	8,290	-
1000-6240-4012	Salaries-Part Time	54,970	52,832	47,266	46,506	29,709
Increase due to new programs at Phase 2						
1000-6240-4015	Overtime	-	-	-	5	-
1000-6240-4021	Social Security Tax	3,965	3,868	3,800	3,395	2,711
1000-6240-4022	Medicare	927	905	888	794	634
1000-6240-4023	Workers Comp	2,443	2,073	3,338	2,436	2,295
1000-6240-4041	Pension Non Uniform	448	462	701	414	700
1000-6240-4051	Hospitalization	-	-	450	-	2,176
1000-6240-4052	Vision Insurance	-	-	42	-	19
1000-6240-4053	Dental Insurance	-	-	295	-	125
1000-6240-4054	457 Contributions	448	462	701	414	700
1000-6240-4055	Disability Insurance	17	18	37	17	36
1000-6240-4057	Life Insurance	87	88	79	82	79
1000-6240-5004	Materials And Supplies	4,287	6,313	4,000	11,178	13,000
Materials and Supplies for Aerobics Program, Tennis, Pickleball other Adult Programs						
increase due to anticipated significant increase in Pickleball with expanded courts						
1000-6240-5111	Professional Services	16,457	15,767	20,000	18,126	20,000
Includes dance program and slight increase due to increase in dance program and need for additional indoor pickleball space						
Anticipated significant increase in Pickleball program						
1000-6240-5351	Employee Recruiting	-	-	500	-	1,000
Increase due to transitioning fitness program						
1000-6240-5354	Employee Training	-	-	1,500	-	1,500
1000-6240-5362	Printing	-	107	500	-	500
Promo for new programs at Graham						
		Total	93,015	92,432	98,120	91,657
						75,184

**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.

**2019 Accomplishments:**

1. Reorganized our dog committee to enhance the dog experience in Cranberry. This includes developing a plan and volunteer effort to allow leashed dogs in North Boundary.
2. Continued to focus on efficient use of staff to minimize expenses associated with family programs while increasing sponsorship subsidies.
3. Developed several new pet programs, including dog CPR and dog training that look to continue to grow.
4. Continue to utilized partnerships with the library, donation of goods and volunteers to reduce the expense of these programs.

**2020 Goals:**

1. Work with our new External Affairs Specialist to increase our sponsorship packages to offset expenses of programs.
2. Work with dog committee to move dog park to new location and generate sponsorship to add amenities.
3. Evaluate programs at amphitheater and look to increase offerings with renovations coming in late 2020.

**2020 Budget Highlights:**

1. Amphitheater renovations and enhancements will bring more programs.
2. Work with the External Affairs Specialist to significantly increase revenue through soliciting sponsorships.
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.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	0	0	.5	0	0
Part Time	1	1	1	1	1



## 2020 Annual Budget

### Park Family Programs Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6250-4010	Salaries-Fulltime	23,333	24,635	25,485	22,334	26,475
1000-6250-4012	Salaries-Part Time	3,042	-	1,900	-	-
Increase due to new pet programs						
1000-6250-4021	Social Security Tax	1,607	1,486	1,698	1,324	1,642
1000-6250-4022	Medicare	376	348	397	310	389
1000-6250-4023	Workers Comp	1,059	958	1,492	1,089	1,280
1000-6250-4041	Pension Non Uniform	1,167	1,232	1,274	1,117	1,324
1000-6250-4051	Hospitalization	4,180	4,132	4,463	3,998	4,719
1000-6250-4052	Vision Insurance	44	48	49	54	47
1000-6250-4053	Dental Insurance	299	321	344	344	405
1000-6250-4054	457 Contributions	1,379	1,232	1,274	1,117	1,324
1000-6250-4055	Disability Insurance	47	49	66	47	69
1000-6250-4057	Life Insurance	96	101	144	96	149
1000-6250-5004	Materials And Supplies	6,046	5,467	3,000	4,979	4,550
Supplies for revenue generating holiday themed events.						
1000-6250-5111	Professional Services	400	1,418	1,000	3,347	3,000
Payment for Christmas characters; Storytellers for Halloween and other seasonal characters.						
1000-6250-5362	Printing	-	-	500	-	-
		<b>Total</b>	<b>43,075</b>	<b>41,428</b>	<b>43,086</b>	<b>40,155</b>
						<b>45,373</b>

**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.

**2019 Accomplishments:**

1. Experienced significant growth in the Teen Summer Camp (CIT) Program.
2. Continued to experience growth in tennis and volleyball for this age group.
3. Experienced growth in job training and preparation programs through lifeguard classes and job skill workshops.

**2020 Goals:**

1. Continue to add additional instructors to develop additional lifeguard training classes.
2. Continue to expand on our CIT Camp to add job training and interview skills.
3. Partner with the library to evaluate program offerings for this age group.
4. Develop a teen dek hockey program.

**2020 Budget Highlights:**

1. Expand 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 dek hockey.
2. Look to increase job preparation and training programs.
3. Continue the growth in the CIT Camp through new efforts.



## 2020 Annual Budget

### Park Teen Programs Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6260-4012	Salaries-Part Time	60	-	1,903	-	-
Increase due to new programs						
1000-6260-4021	Social Security Tax	4	-	118	-	-
1000-6260-4022	Medicare	1	-	28	-	-
1000-6260-4023	Workers Comp	182	70	104	76	-
1000-6260-5004	Materials And Supplies	1,622	1,594	1,500	1,612	2,500
1000-6260-5111	Professional Services	5,040	6,248	6,200	8,103	8,100
Largely teen summer tennis program. Increase due to growing tennis program						
Total		6,909	7,911	9,853	9,790	10,600

**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.

**2019 Accomplishments:**

1. Continued to support our associated Senior Center through our enhanced shared facility use procedures.
2. Continued to evaluated 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.

**2020 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. Continue to push bocce and horseshoes at Graham Park.
4. Continue to support the local senior groups.

**2020 Budget Highlights:**

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



## 2020 Annual Budget

### Park Senior Programs Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6270-5004	Materials And Supplies	57	41	150	67	150
1000-6270-5111	Professional Services	3,000	3,500	3,250	3,550	3,250
Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer						
	Total	3,057	3,541	3,400	3,617	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.

**2019 Accomplishments:**

1. Enhanced the special event offerings through varying the locations and adding partnerships, like Cranberry Eagle to Santa's First Stop.
2. Enhanced and increased the sponsorships for several community events.
3. Continued to enhance all holiday associated special events through partnerships with the library and Cranberry Eagle.
4. Developed a new 5-year agreement for Community Day fireworks with Zambelli Fireworks.
5. Continued to fund the community movies and concert series with sponsorships.

**2020 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. Work with External Affairs Specialist to significantly increase sponsorship dollars.

**2020 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. Maximize sponsorship dollars.



## 2020 Annual Budget

### Park Community Events Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6280-5004	Materials And Supplies	17,761	22,317	15,000	25,593	15,000
Community Days - Movies, Concert in the Park						
1000-6280-5111	Professional Services	17,721	14,070	25,000	12,812	25,000
Concerts in the Park - 5 week series, Community Days, Fireworks.						
	Total	35,482	36,387	40,000	38,405	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.

**2019 Accomplishments:**

1. Continued to facilitate 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 Pittsburgh Flying Disc .
4. Developed planning efforts for amphitheater as a POY Project and coordinated with DCNR on the Reynolds Property enhancements.
5. Worked with Dog Committee and key stakeholders on plans to move the dog park.

**2020 Goals:**

1. Work to develop a new field use agreement with CTAA. Continue to analyze youth association use of the fields for future use and scheduling.
2. Look to replace long standing field rental that have moved on, such as Latin soccer. Replacement possibilities include tournaments.
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.

**2020 Budget Highlights:**

1. New soccer and disc golf tournaments.
2. Evaluate and potentially implement new special event/5K fees.
3. New revenue from new shelter being built near the Vets Memorial.
4. Continue pickleball courts expansion at Graham Park.

Staffing Levels	2016	2017	2018	2019	2020
Full Time	0	.5	.5	0	0
Part Time	1	0	1.5	1.5	1.5

## 2020 Annual Budget

## Park Facility Maintenance Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6290-4010	Salaries-Fulltime	13,927	14,671	36,559	31,483	37,299
1000-6290-4012	Salaries-Part Time	-	-	16,445	-	18,651
Positions to assist new full time position in athletic field support						
1000-6290-4021	Social Security Tax	849	883	3,286	1,928	3,469
1000-6290-4022	Medicare	199	207	769	451	811
1000-6290-4023	Workers Comp	2,105	1,842	2,887	2,107	2,819
1000-6290-4041	Pension Non Uniform	697	734	1,828	1,574	1,865
1000-6290-4051	Hospitalization	1,581	4,836	5,199	4,681	5,492
1000-6290-4052	Vision Insurance	25	60	61	66	58
1000-6290-4053	Dental Insurance	171	348	373	373	439
1000-6290-4054	457 Contributions	872	734	1,828	1,574	1,828
1000-6290-4055	Disability Insurance	31	29	95	67	97
1000-6290-4057	Life Insurance	64	60	206	139	210
1000-6290-5004	Materials And Supplies	1,642	1,068	3,000	2,593	3,000
Includes cell charges needed for ATM operation. Facility Coordinator supplies. Needed sign replacement and signage/supplies associated with disc golf/dog/nature trail						
		<b>Total</b>	<b>22,163</b>	<b>25,471</b>	<b>72,536</b>	<b>47,035</b>
						<b>76,038</b>

**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.

**2019 Accomplishments:**

1. Assisted in the management of a multitude of mental health workshops, senior projects, volunteer projects and SV projects.
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.

**2020 Goals:**

1. Increase efforts in special programs through the development of the Reynolds Property and Amphitheater renovations.
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.

**2020 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. Increase programs and sponsorships through 2020 projects.
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.

## 2020 Annual Budget

## Park Special Program Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
1000-6295-4010	Salaries-Fulltime	-	-	10,696	9,053	10,713
1000-6295-4021	Social Security Tax	-	-	663	561	664
1000-6295-4022	Medicare	-	-	155	131	155
1000-6295-4023	Workers Comp	-	-	583	425	518
1000-6295-4041	Pension Non Uniform	-	-	535	453	536
1000-6295-4051	Hospitalization	-	-	1,715	1,584	1,814
1000-6295-4052	Vision Insurance	-	-	17	16	16
1000-6295-4053	Dental Insurance	-	-	88	88	104
1000-6295-4054	457 Contributions	-	-	535	453	536
1000-6295-4055	Disability Insurance	-	-	28	20	28
1000-6295-4057	Life Insurance	-	-	60	40	60
1000-6295-5004	Materials And Supplies	4,148	1,376	10,000	1,339	12,000
Amusement Park Ticket Sales						
1000-6295-5111	Professional Services	25,671	197,672	29,000	56,447	29,000
Inclusive of the Cultural Diversity program with an anticipated rate increase for the consulting fees. Inclusive of other Township initiatives						
	Total	29,818	199,048	54,075	70,611	56,144



# 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.



## 2020 Annual Budget

### Tip East Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2110-8510-3410	Interest	82,589	83,679	50,000	105,667	65,000
	Interest earnings on investments.					
2110-8510-3872	Contributions	575,312	116,262	105,878	165,742	109,378
	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	<b>662,757</b>	<b>199,941</b>	<b>155,878</b>	<b>271,409</b>	<b>174,378</b>

## 2020 Annual Budget

## Tip East Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2110-8510-5004	Materials And Supplies	737	-	-	824	-
2110-8510-5111	Professional Services	424,169	169,002	-	83,444	-
2110-8510-6125	Infrastructure	(199,285)	1,440,865	4,500,000	249,912	400,000
	BCIB Debt Payment					
	<b>Total</b>	<b>225,621</b>	<b>1,609,867</b>	<b>4,500,000</b>	<b>334,180</b>	<b>400,000</b>



## 2020 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.



## 2020 Annual Budget

### Tip West Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2111-8520-3410	Interest	5,129	13,207	2,500	13,858	8,500
	Interest earned on investments.					
2111-8520-3872	Contributions	144,972	333,384	206,455	272,763	46,890
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
	Total	150,101	346,591	208,955	286,621	55,390



## 2020 Annual Budget

### Tip West Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2111-8520-5004	Materials And Supplies	738	-	-	-	-
2111-8520-5114	Engineering And Architect Sv	158,255	267,215	-	73,218	-
2111-8520-6125	Infrastructure	-	221,530	56,000	8,916	250,000
	Freedom Road (BUILD grant) Design					
	Total	158,993	488,744	56,000	82,135	250,000



## 2020 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.



## 2020 Annual Budget

### Recreation Fees Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2112-8530-3410	Interest	5,974	21,705	8,500	24,336	15,000
	Interest earned on investments.					
2112-8530-3872	Contributions	517,867	287,429	140,795	274,450	130,854
	Fees paid by developments in lieu of recreational land dedication.					
	Total	523,841	309,134	149,295	298,786	145,854

## 2020 Annual Budget

## Recreation Fees Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2112-8530-5408	2011 Bond	-	-	100,000	100,000	100,000
2112-8530-5416	Go Series A 2003	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	270,000
	<b>Total</b>	<b>270,000</b>	<b>270,000</b>	<b>370,000</b>	<b>370,000</b>	<b>370,000</b>



## 2020 Annual Budget

### Fund Name: Developers Contribution

#### Fund Description:

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



## 2020 Annual Budget

### Developers Contribution Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2114-8540-3410	Interest	28,481	36,236	15,000	40,416	25,000
2114-8540-3855	Misc Revenue	-	-	-	-	15,000,000
	\$4.5 million - BCIB \$5 million - PIB \$4 million - Grant Reimbursement \$1.5 million - Developer					
2114-8540-3872	Contributions	115,970	87,335	4,011,700	123,113	6,700
	<b>Total</b>	<b>144,451</b>	<b>123,571</b>	<b>4,026,700</b>	<b>163,529</b>	<b>15,031,700</b>



## 2020 Annual Budget

### Developers Contribution Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2114-8540-6125	Infrastructure	-	1,077,162	4,675,000	20,306	15,000,000
	MSA Thruway					
	<b>Total</b>	<b>-</b>	<b>1,077,162</b>	<b>4,675,000</b>	<b>20,306</b>	<b>15,000,000</b>



## 2020 Annual Budget

### Fund Name: Storm Water Maintenance

#### Fund Description:

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



## 2020 Annual Budget

### Storm Water Maintenance Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2115-8515-3410	Interest	164	399	150	448	500
2115-8515-3872	Contributions	600	2,641	15,000	300	-
	<b>Total</b>	<b>764</b>	<b>3,040</b>	<b>15,150</b>	<b>748</b>	<b>500</b>



## 2020 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.



## 2020 Annual Budget

### Liquid Fuels Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2310-8550-3410	Interest	8,978	20,241	8,500	5,091	15,000
	Interest earnings on investments.					
2310-8550-3553	Liquid Fuels	915,152	959,220	955,950	985,355	940,114
	Liquid fuels allocation (937,117) and turnback maintenance (5,880)					
	Total	924,130	979,462	964,450	990,446	955,114



## 2020 Annual Budget

### Liquid Fuels Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2310-8550-5366	Road Maintenance Supplies	958,296	963,798	960,000	909,529	960,000
	Annual contracted road resurfacing projects.					
	Total	958,296	963,798	960,000	909,529	960,000



## 2020 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.

## Library Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2410-6100-3011	Current Year Levy	389,710	398,532	405,857	406,154	414,253
	1 mill @ \$422,707 (98% collection)					
2410-6100-3012	Prior Year Levy	795	797	750	644	750
	Prior year taxes collected by the tax collector. (billed for/in 2019 but collected in 2020)					
2410-6100-3014	Delinquent Tax Claim	-	-	1,500	-	1,500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2410-6100-3015	Interim Taxes	2,555	2,257	2,000	1,527	2,000
	Interim tax billing for properties added to the tax duplicate after January 2020.					
2410-6100-3410	Interest	6,434	7,952	5,500	7,946	6,000
	Interest income on investments.					
2410-6100-3869	Reimb Library Payroll	333,475	438,492	-	305,634	-
	Total	732,969	848,030	415,607	721,905	424,503



## 2020 Annual Budget

### Library Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2410-6100-4010	Salaries-Fulltime	276,127	290,381	-	239,154	-
2410-6100-4012	Salaries-Part Time	65,327	67,515	-	60,297	-
2410-6100-4021	Social Security Tax	21,170	22,190	-	18,566	-
2410-6100-4022	Medicare	4,951	5,190	-	4,342	-
2410-6100-4059	403B	8,712	10,329	-	7,512	-
2410-6100-5321	Electricity	18,043	17,118	20,000	15,041	20,000
2410-6100-5445	Contributions	365,648	376,681	385,693	257,129	404,503
May 2020 (134,834.33) August 2020 (134,834.33), November 2019 (134,834.33)						
	Total	759,978	789,404	405,693	602,040	424,503

**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.



## 2020 Annual Budget

### Fire Operations-Company And Brigade Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2420-4210-3011	Current Year Levy	543,637	555,945	566,170	566,577	577,883
	1.395 mills @ \$422,707 (98% collection)					
2420-4210-3012	Prior Year Levy	1,109	1,112	1,000	898	1,000
	Prior year real estate tax collected by the tax collector (billed in/for 2019 but collected in 2020)					
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	3,564	3,148	3,200	2,131	3,000
	Interim tax billing for properties added to tax duplicate after January 2020.					
2420-4210-3410	Interest	5,549	16,580	8,500	18,275	12,000
	Interest on investments.					
2420-4210-3855	Miscellaneous	5,000	515	-	130	-
	Total	<b>562,996</b>	<b>577,299</b>	<b>581,870</b>	<b>588,011</b>	<b>596,883</b>



## 2020 Annual Budget

### Fire Operations-Company And Brigade Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2420-4210-4010	Salaries-Fulltime	50,991	47,332	59,392	44,331	50,037
	Salary for Administrative Assistant, A. Behun					
2420-4210-4021	Social Security Tax	2,888	2,463	3,682	2,305	3,102
	The employer share of FICA is based on 6.2% of salary.					
2420-4210-4022	Medicare	675	576	861	539	726
	The employer share of Medicare is based on 1.45% of salary.					
2420-4210-4023	Workers Comp	122	111	191	139	130
	Workers' Compensation Insurance costs for employees.					
2420-4210-4041	Pension Non Uniform	2,550	2,367	2,970	2,217	2,501
	Non-uniform pension contribution is based on 5% of salary.					
2420-4210-4051	Hospitalization	21,823	19,498	23,839	19,486	21,627
	Medical Insurance costs.					
2420-4210-4052	Vision Insurance	139	139	161	144	134
	Vision insurance costs.					
2420-4210-4053	Dental Insurance	498	840	1,181	1,013	1,159
	Dental Insurance costs.					
2420-4210-4054	457 Contributions	1,368	2,367	2,970	2,217	2,502
	Contribution to 457 Plan based on 5% of salary for full time employees.					
2420-4210-4055	Disability Insurance	149	94	154	99	130
	Long term disability insurance for full time employees.					
2420-4210-4057	Life Insurance	308	193	335	203	282
	Life insurance costs for full time employees.					
2420-4210-5001	Office Supplies	2,296	1,111	2,500	2,465	2,500
	Office supplies for the Fire Company Administrator and CTVFC					
2420-4210-5004	Materials And Supplies	7,017	4,476	15,000	12,382	15,000
	Supplies for two fire stations and the public safety training facility.					
2420-4210-5005	Cleaning Supplies	433	427	1,000	1,210	1,000

## 2020 Annual Budget

## Fire Operations-Company And Brigade Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
	Cleaning supplies for two stations and the public safety training facility					
2420-4210-5111	Professional Services	10,371	13,049	18,000	23,099	22,000
	Includes contracted services for interpreters, cable/internet, pest control, fire protection monitoring for two stations and Public Safety Training Facility, new member physicals, and other services.					
2420-4210-5112	Accounting And Auditing Svgs	2,869	3,257	3,000	6,000	6,000
	Professional audit of company funds.					
2420-4210-5121	Repair Maint Equipment	3,940	3,053	20,000	18,054	20,000
	Repair and maintenance of minor equipment.					
2420-4210-5122	Repair Maint Vehicles	-	-	35,000	40,516	30,000
	Fleet maintenance and repairs for all Fire Company apparatus, including annual maintenance and testing.					
2420-4210-5123	Repair Maint Facility Maint	29,094	23,442	20,000	17,341	20,000
	Maintenance for the two fire stations and the public safety training facility.					
2420-4210-5132	Janitorial Services	5,580	5,228	7,500	5,905	7,750
	Janitorial services for two fire stations and the public safety training facility.					
2420-4210-5134	Other Services/Fees	4,861	6,769	20,000	12,129	20,000
	Operating expenses not covered by specific expenditure items.					
2420-4210-5230	Information Tech Svgs	30,000	28,500	29,000	29,000	40,000
	Information technology services for the Fire Company.					
2420-4210-5312	Cell Phones	1,270	1,440	3,000	1,320	3,000
	Cell phone service					
2420-4210-5321	Electricity	25,387	30,943	20,000	17,986	46,000
	Electric service for two fire stations and the public safety training facility.					
2420-4210-5322	Natural Gas	2,386	2,492	3,000	11,922	6,000
	Gas service for fire stations.					
2420-4210-5323	Water	2,414	2,562	2,500	2,177	3,000
	Water service for two fire stations and the public safety training facility.					
2420-4210-5324	Sewer	558	671	800	596	1,000
	Sewer service for two fire stations and the public safety training facility.					

## 2020 Annual Budget

## Fire Operations-Company And Brigade Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2420-4210-5332	Equipment Leases	4,438	3,841	4,500	2,796	4,000
	Service and maintenance of copying machines at two fire stations and the public safety training facility.					
2420-4210-5341	Insurance Premiums	27,882	28,184	33,000	28,806	-
	Insurance for Fire Company.					
2420-4210-5351	Employee Recruiting	25,187	27,361	47,000	18,106	107,000
	Recruiting materials, member stipend and incentive programs.					
2420-4210-5353	Employee Meeting /Confer	15,123	17,080	15,000	19,390	15,000
	Annual awards dinner and meeting for the fire company.					
2420-4210-5354	Employee Training	34,525	17,305	30,000	19,209	30,000
2420-4210-5356	Employee Dues/Members	-	-	2,000	1,110	1,500
2420-4210-5357	Clothing	5,184	4,505	12,000	5,644	10,000
	Fire Company uniforms.					
2420-4210-5364	Fuel	-	-	14,000	8,725	12,000
2420-4210-5371	Community Outreach	8,896	12,490	12,000	8,926	12,000
	Fire safety and education events throughout the year.					
	<b><i>Fire Operations-Company Total</i></b>	<b><i>331,222</i></b>	<b><i>314,167</i></b>	<b><i>465,536</i></b>	<b><i>387,503</i></b>	<b><i>517,080</i></b>
2420-4220-5004	Materials And Supplies	12,126	9,267	-	-	-
2420-4220-5121	Repair Maint Equipment	19,279	9,170	-	-	-
2420-4220-5122	Repair Maint Vehicles	36,402	40,296	-	-	-
2420-4220-5134	Other Services/Fees	11,536	5,736	-	-	-
2420-4220-5356	Employee Dues/Members	1,150	1,124	-	-	-
2420-4220-5357	Clothing	5,542	3,807	-	-	-
2420-4220-5364	Fuel	8,436	10,616	-	-	-
	<b><i>Fire Operations-Brigade Total</i></b>	<b><i>94,471</i></b>	<b><i>80,016</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
	<b>Total</b>	<b>425,694</b>	<b>394,183</b>	<b>465,536</b>	<b>387,503</b>	<b>517,080</b>



## 2020 Annual Budget

### Fund Name: Road Equipment Fund

#### Fund Description:

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



## 2020 Annual Budget

### Road Equipment Fund Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2610-6110-3011	Current Year Levy	331,255	338,754	344,978	345,233	352,115
	.85 mill @ \$422,707 (98% collection)					
2610-6110-3012	Prior Year Levy	675	678	600	547	600
	Prior year real estate tax collected by the tax collector. (billed in/for 2019 but collected in 2020)					
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	2,172	1,918	1,500	1,298	1,500
	Interim tax billing for properties added to tax duplicate after January 2020.					
2610-6110-3410	Interest	4,404	15,174	8,500	21,770	15,000
	Interest earnings on investments.					
	Total	340,981	356,523	358,078	368,848	371,715

## 2020 Annual Budget

## Road Equipment Fund Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget	
2610-6110-6121	Equipment	225,384	-	34,000	231,378	200,000	
	Purchase of heavy road equipment.						
	<b>Total</b>	<b>225,384</b>	<b>-</b>	<b>34,000</b>	<b>231,378</b>	<b>200,000</b>	



## 2020 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.



## 2020 Annual Budget

### Public Buildings Fund Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2620-6111-3011	Current Year Levy	389,710	398,532	405,857	406,154	414,253
	1 mill @ \$422,707 (98% collection)					
2620-6111-3012	Prior Year Levy	795	797	750	644	750
	Prior year real estate tax collected by the tax collector. (billed in/for 2019 but collected in 2020)					
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	2,555	2,257	2,200	1,527	2,000
	Interim tax billing for properties added to tax duplicate after January 2020.					
2620-6111-3410	Interest	2,740	9,349	5,500	10,279	8,500
	Interest earnings on investments.					
	Total	398,712	410,935	417,107	418,604	428,303



## 2020 Annual Budget

### Public Buildings Fund Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
2620-6111-5414	Go Series 2010	245,000	245,000	245,000	245,000	245,000
	Portion of principal and interest for 2010 bond issue.					
2620-6111-5427	Go Series 2011	-	95,000	115,000	115,000	115,000
	Portion of principal and interest for 2011 bond issue.					
2620-6111-6203	Transfer To Enterprise Fnd	95,000	-	-	-	-
	<b>Total</b>	<b>340,000</b>	<b>340,000</b>	<b>360,000</b>	<b>360,000</b>	<b>360,000</b>



# Capital Project Funds



## 2020 Annual Budget

### Fund Name: Fire Capital

#### **Fund Description:**

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



## 2020 Annual Budget

### Fire Capital Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3100-8570-3011	Current Year Levy	379,973	388,576	395,711	396,007	403,897
	.975 mill @ \$422,707 (98% collection)					
3100-8570-3012	Prior Year Levy	775	777	750	628	750
	Prior year real estate tax collected by the tax collector. (billed in/for 2019 but collected in 2020).					
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	2,491	2,200	2,000	1,489	2,000
	Interim tax billing for properties added to tax duplicate after January 2020.					
3100-8570-3410	Interest	5,662	16,492	8,500	17,050	10,000
	Interest on investments.					
	Total	391,670	408,045	409,161	415,174	418,847

## 2020 Annual Budget

## Fire Capital Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3100-8570-5409	2015 Promissory Note	55,968	57,936	57,936	57,936	57,936
3100-8570-5410	2008 Promissory Note	39,711	38,916	-	-	-
Annual payment to CTVFC Relief Association for new rescue truck loan.						
3100-8570-5411	Bond Issuance	1,968	-	-	-	-
3100-8570-5412	Guar Rev Bond 2006	12,176	-	-	-	-
3100-8570-5414	Go Series 2010	50,000	50,000	50,000	50,000	50,000
Partial bond payment for Quint.						
3100-8570-5427	Go Series 2011	100,000	100,000	100,000	100,000	100,000
Portion of principal and interest for 2011 bond issue. (Public Safety Training Facility)						
3100-8570-5429	2017B Go Series	-	170,605	171,563	171,563	168,963
3100-8570-5446	Misc Expense	-	17,164	-	-	-
3100-8570-6122	Fleet Replacement	-	-	-	343,012	250,000
Partial payment for L21.						
	Total	259,824	434,621	379,499	722,511	626,899



## 2020 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.

## Capital Improvement Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3400-6401-3410	Interest	29,886	88,588	25,000	101,813	60,000
	Interest on Investments					
3400-6401-3921	Transfer From Gen Fund	4,500,000	4,000,000	4,900,000	-	1,000,000
	<i>Capital Revenue Total</i>	<b>4,529,886</b>	<b>4,088,588</b>	<b>4,925,000</b>	<b>101,813</b>	<b>1,060,000</b>
3400-6410-3420	Park And Recreation Rev	-	-	-	14,964	-
3400-6410-3950	Refund Of Prior Year Exp	-	-	-	207,500	-
	<i>Capital Parks Total</i>	-	-	-	<b>222,464</b>	-
3400-6430-3951	Reimbursement Of Expense	(29,991)	-	-	-	-
	<i>Capital General Service Total</i>	<b>(29,991)</b>	-	-	-	-
3400-6440-3951	Reimbursement Of Expense	-	-	-	-	750,000
	<i>Capital Storm Water Total</i>	-	-	-	-	<b>750,000</b>
	<b>Total</b>	<b>4,499,895</b>	<b>4,088,588</b>	<b>4,925,000</b>	<b>324,277</b>	<b>1,810,000</b>

## 2020 Annual Budget

## Capital Improvement Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3400-6401-6203	Transfer To Enterprise Fnd	1,117,399	-	-	-	-
	<b><i>Capital Revenue Total</i></b>	<b><i>1,117,399</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
3400-6410-5111	Professional Services	71,034	91,472	-	2,699	-
3400-6410-6112	Land Improvements	977,290	580,730	197,000	506,304	680,000
	Graham Park Turnpike Barrier Finish New Pickleball Surface NB Park (Reynolds) Grant Match Community Park North Dog Park (design, road, parking)					
3400-6410-6121	Equipment	74,835	8,015	-	89,081	-
3400-6410-6122	Fleet Replacement	39,614	-	-	-	-
	<b><i>Capital Parks Total</i></b>	<b><i>1,162,773</i></b>	<b><i>680,218</i></b>	<b><i>197,000</i></b>	<b><i>598,083</i></b>	<b><i>680,000</i></b>
3400-6420-6115	Building Improvements	-	-	-	578,731	-
3400-6420-6123	Furniture And Fixtures	176,627	512,767	460,000	(59,301)	750,000
	IT Initiatives					
	<b><i>Capital Bldg &amp; Grounds Total</i></b>	<b><i>176,627</i></b>	<b><i>512,767</i></b>	<b><i>460,000</i></b>	<b><i>519,429</i></b>	<b><i>750,000</i></b>
3400-6430-5111	Professional Services	321,104	178,276	150,000	89,296	-
	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	151,791	12,500	92,442	380,000
	Misc. Facility Upgrades Misc. Traffic Signal Upgrades					
3400-6430-6122	Fleet Replacement	85,215	87,495	125,000	120,008	150,000
	Misc. Fleet Replacements					
3400-6430-6125	Infrastructure	433,155	430,709	1,864,500	1,692,588	2,000,000



## 2020 Annual Budget

### Capital Improvement Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
	Municipal Center Back Parking Lot Fernway Traffic Calming Freshcorn Road Rehab St. Francis Signal Grant Match Amphitheater Improvements Municipal Center Office Renovations					
	<i>Capital General Service Total</i>	<i>857,820</i>	<i>848,271</i>	<i>2,152,000</i>	<i>1,994,334</i>	<i>2,530,000</i>
3400-6440-6118	Capital Projects	-	-	-	-	750,000
	MS4 Improvements LaPorte-Greenwood Stormwater Project					
	<i>Capital Storm Water Total</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>750,000</i>
	Total	3,314,619	2,041,256	2,809,000	3,111,846	4,710,000



## 2020 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.



## 2020 Annual Budget

### 2015 Bond Fund Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3800-6530-3410	Interest	695,684	79,608	-	-	-
	Interest on Investments					
3800-6530-3863	Gain/Loss	(1,291,868)	1,214,878	-	-	-
3800-6530-3924	Transfer From Sewer	2,415,612	-	-	-	-
3800-6530-3931	Bond Premium	2,900,650	-	-	-	-
	Total	<b>4,720,078</b>	<b>1,294,486</b>	-	-	-

## 2020 Annual Budget

## 2015 Bond Fund Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3800-6530-5117	Investment Fees	19,326	1,673	-	-	-
3800-6530-5434	Interest Expense	1,164,861	-	-	-	-
3800-6530-6206	Transfer To Sewer	21,702,457	-	-	-	-
	<i>2015 Bond Total</i>	<b>22,886,644</b>	<b>1,673</b>	-	-	-
3800-6540-6114	Building	-	7,250,764	-	-	-
	<i>General Construction Total</i>	-	<b>7,250,764</b>	-	-	-
3800-6545-6114	Building	-	177,817	-	-	-
	<i>HVAC Total</i>	-	<b>177,817</b>	-	-	-
3800-6555-6114	Building	-	58,554	-	-	-
	<i>Plumbing Total</i>	-	<b>58,554</b>	-	-	-
3800-6560-6114	Building	-	981,705	-	-	-
	<i>Electrical Total</i>	-	<b>981,705</b>	-	-	-
3800-6565-6114	Building	-	240,021	-	-	-
	<i>Inspection and Testing Total</i>	-	<b>240,021</b>	-	-	-
3800-6570-6114	Building	-	124,224	-	-	-
	<i>Project Manager Total</i>	-	<b>124,224</b>	-	-	-
	<b>Total</b>	<b>22,886,645</b>	<b>8,834,759</b>	-	-	-



## 2020 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.



## 2020 Annual Budget

### 2017 Bond Fund Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3810-6525-3410	Interest	14,180	131,078	20,000	73,813	-
3810-6525-3530	Bond Revenue	7,878,191	-	-	-	-
	<b>Total</b>	<b>7,892,371</b>	<b>131,078</b>	<b>20,000</b>	<b>73,813</b>	<b>-</b>

## 2020 Annual Budget

 2017 Bond Fund  
 Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3810-6540-6114	Building	-	1,937,844	3,838,407	2,901,936	-
	<i>General Construction Total</i>	-	<b>1,937,844</b>	<b>3,838,407</b>	<b>2,901,936</b>	-
3810-6545-6114	Building	-	270,348	238,305	36,435	-
	<i>HVAC Total</i>	-	<b>270,348</b>	<b>238,305</b>	<b>36,435</b>	-
3810-6555-6114	Building	-	29,202	37,448	-	-
	<i>Plumbing Total</i>	-	<b>29,202</b>	<b>37,448</b>	-	-
3810-6560-6114	Building	-	486,490	749,809	706,033	-
	<i>Electrical Total</i>	-	<b>486,490</b>	<b>749,809</b>	<b>706,033</b>	-
3810-6565-6114	Building	-	199,859	391,500	179,030	-
	<i>Inspection and Testing Total</i>	-	<b>199,859</b>	<b>391,500</b>	<b>179,030</b>	-
3810-6570-6114	Building	-	81,531	289,370	202,616	-
	<i>Project Manager Total</i>	-	<b>81,531</b>	<b>289,370</b>	<b>202,616</b>	-
	<b>Total</b>	-	<b>3,005,274</b>	<b>5,544,839</b>	<b>4,026,050</b>	-



## 2020 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.



## 2020 Annual Budget

### 2017 Renovation Fund Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3820-6535-3410	Interest	3,600	29,136	5,000	3,180	-
3820-6535-3530	Bond Revenue	2,000,000	-	-	-	-
	<b>Total</b>	<b>2,003,600</b>	<b>29,136</b>	<b>5,000</b>	<b>3,180</b>	<b>-</b>



## 2020 Annual Budget

### 2017 Renovation Fund Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3820-6535-5004	Materials And Supplies	-	-	-	-	-
3820-6535-6114	Building	-	1,246,224	560,000	789,691	-
	Includes renovations to both fire stations					
	Total	-	1,246,224	560,000	789,691	-



## 2020 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.



## 2020 Annual Budget

### 2015 Marshall Twp. Construction Fund Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3900-6530-3410	Interest	51,240	35,848	5,000	2,827	-
	Interest on Investments					
3900-6530-3863	Gain/Loss	417	1,310	-	-	-
	Total	51,657	37,158	5,000	2,827	-

## 2015 Marshall Twp. Construction Fund Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
3900-6530-5117	Investment Fees	2,355	299	-	-	-
	<b><i>Bond Construction Total</i></b>	<b><i>2,355</i></b>	<b><i>299</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
3900-6540-5111	Professional Services	-	-	-	379,998	-
3900-6540-6114	Building	3,021,997	1,607,697	671,592	150,287	-
	<b><i>General Construction Total</i></b>	<b><i>3,021,997</i></b>	<b><i>1,607,697</i></b>	<b><i>671,592</i></b>	<b><i>530,286</i></b>	<b><i>-</i></b>
3900-6545-6114	Building	79,410	78,414	41,695	4,838	-
	<b><i>HVAC Total</i></b>	<b><i>79,410</i></b>	<b><i>78,414</i></b>	<b><i>41,695</i></b>	<b><i>4,838</i></b>	<b><i>-</i></b>
3900-6555-6114	Building	20,559	15,354	6,552	-	-
	<b><i>Plumbing Total</i></b>	<b><i>20,559</i></b>	<b><i>15,354</i></b>	<b><i>6,552</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
3900-6560-6114	Building	715,108	256,885	131,191	31,039	-
	<b><i>Electrical Total</i></b>	<b><i>715,108</i></b>	<b><i>256,885</i></b>	<b><i>131,191</i></b>	<b><i>31,039</i></b>	<b><i>-</i></b>
3900-6565-6114	Building	110,916	76,964	68,499	14,238	-
	<b><i>Inspection and Testing Total</i></b>	<b><i>110,916</i></b>	<b><i>76,964</i></b>	<b><i>68,499</i></b>	<b><i>14,238</i></b>	<b><i>-</i></b>
3900-6570-6114	Building	58,286	35,999	50,630	15,292	-
	<b><i>Project Manager Total</i></b>	<b><i>58,286</i></b>	<b><i>35,999</i></b>	<b><i>50,630</i></b>	<b><i>15,292</i></b>	<b><i>-</i></b>
	<b>Total</b>	<b>4,008,630</b>	<b>2,071,613</b>	<b>970,159</b>	<b>595,692</b>	<b>-</b>



# Enterprise Funds



## 2020 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.

2019 Accomplishments:

1. Started the Valve Maintenance program.
2. Maintained a less than 10% unaccountable water loss.
3. Implemented the use of the Boss811 line locate management software as well as began marking storm water lines.
4. Conducted a Smoke Testing pilot program in Fox Run.

2020 Goals:

1. Train Sewer & Water personnel on creating & printing Munis service orders, inspections and work orders.
2. Train Sewer & Water personnel on survey grade GPS equipment.
3. Complete 20% of the Valve Maintenance program.
4. Restart I&I investigation and repair program.
5. Begin In-house Water Distribution System Leak Detection program with loggers.

2020 Budget Highlights:

1. Testing of approximately 20% of large water meters.
2. Purchase leak detection loggers & correlation equipment.
3. Testing of the I&I flow monitoring program.
4. Purchase survey grade GPS equipment.

Staffing Levels	2016	2017	2018	2019	2020
Full Time Staff	11	11	11	9	9
Part Time Staff	3	2	3	0	3



## 2020 Annual Budget

### Sewer And Water Field Operations Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6110-5401-3410	Interest	43,734	38,407	25,000	74,704	70,000
6110-5401-3425	Tower Leases	173,433	181,973	175,000	157,232	175,000
6110-5401-3647	Reimburse Salaries	-	31	-	-	-
6110-5401-3684	Charge For Services	24,073	1,525	4,500	4,732	4,500
6110-5401-3802	Meter Revenue	5,905,132	6,237,760	6,931,302	6,431,822	7,041,520
6110-5401-3803	Sale Of Meters	5,258	6,934	5,000	5,845	5,000
6110-5401-3804	Tap In Fees	866,452	682,229	600,000	535,502	600,000
6110-5401-3805	Application Fee	4,885	5,230	5,000	5,270	5,200
6110-5401-3806	Fire Lines	289,632	305,032	280,000	291,475	290,000
6110-5401-3809	Penalties	70,482	90,291	75,000	78,189	82,000
6110-5401-3855	Miscellaneous	51,623	36,611	50,000	31,017	35,000
6110-5401-3950	Refund Of Prior Year Exp	-	2,861	2,000	8,527	2,000
	Total	7,434,704	7,588,883	8,152,802	7,624,315	8,310,220

## Sewer And Water Field Operations Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
61105401	Water Revenue	(2,559)	27,208	-	248	-
61105411	Dsm Pipe Line Maint	231,451	197,733	220,187	206,927	224,284
61105412	Dsm Leak Check Program	26,198	10,203	55,864	36,031	57,696
61105413	Dsm Water Quality	38,675	50,786	42,039	48,542	50,942
61105414	Dsm Meter Testing	-	-	8,000	-	38,500
61105415	Dsm Pa One Call	36,705	37,844	82,793	58,598	81,653
61105416	Dsm Hydrant & Valve Maint	127,869	94,043	211,981	130,671	224,649
61105417	Dsm Flushing Program	60,544	60,802	48,129	42,009	48,278
61105421	Sr Meter Services/Construction	51,386	47,360	131,833	134,854	143,364
61105422	Sr Service Requests	29,319	34,899	-	353	-
61105424	Sr Water Tap	36,334	37,672	95,265	75,366	97,902
61105431	Pst Operations & Maint	164,817	152,258	185,857	171,662	208,072
61105443	Inspections	66,777	62,153	81,225	40,023	63,567
61105451	Ssa Vehicle Maint	86,015	94,178	103,636	81,580	100,193
61105452	Ssa Administration/Scada	613,409	572,565	636,718	468,026	644,491
61105453	Ssa Training	52,189	55,808	57,790	37,593	45,096
61105455	Ssa Information Tech / Gis	112,500	115,500	125,000	125,000	130,000
61105456	Ssa Facility Maintenance	87,970	92,418	91,153	81,179	95,226
61105458	Ssa Operations Engineering	117,456	102,010	128,399	48,749	156,159
61105461	Wbg Account Mangement	84,073	89,150	88,347	169,981	89,483
61105462	Wbg Meter Reading	81,192	80,645	11,100	3,347	6,300
61105463	Wbg Customer Sv	241,771	246,960	102,693	208,520	177,755
61105471	Wp Water Purchase	3,320,736	3,715,179	4,200,000	3,903,096	4,200,000
61105481	Debt Series 2011	-	67,272	67,092	67,092	66,912
61105492	Transfer To Gen Fund	168,891	100,000	100,000	-	100,000
61105495	Water Capital	1,474,341	378,092	214,000	203,742	350,000
	<b>Total</b>	<b>7,308,060</b>	<b>6,522,737</b>	<b>7,089,101</b>	<b>6,343,189</b>	<b>7,400,522</b>



## 2020 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.

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.

2019 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.

2020 Goals:

1. Waste Water Treatment Plant 2020 develop asset management plant for all new and existing equipment and processes.
2. Establish new wastewater pollutant local limits.
3. Permit all industrial pretreatment users .
4. Continue to modify the industrial pretreatment program in anticipation of the program becoming mandated by EPA.
5. Complete rebuild of ATAD and main pump station odor scrubbers (by plant staff).
6. Housekeeping activities as it relates to post construction.

2020 Budget Highlights:

## Treatment Plant Budget Highlights:

1. Odor Control project - ATAD roof repairs
2. Repair Wolfe Run Pump Station driveway.

## Industrial Pretreatment Budget highlights:

1. 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.

Staffing Levels	2016	2017	2018	2019	2020
Full Time Staff	13	13	13	13	13
Part Time Staff	5	5	0	2	4

## 2020 Annual Budget

## Sewer Treatment Plant Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6210-5501-3210	Business Licenses And Permit	33,078	37,015	33,000	36,515	36,000
6210-5501-3410	Interest	31,825	32,342	20,000	56,413	50,000
6210-5501-3580	Local Gov Payments	42,465	14,155	-	-	-
6210-5501-3647	Reimburse Salaries	-	24	-	-	-
6210-5501-3801	Prior Year Revenue Of Service	-	-	-	375,250	-
6210-5501-3802	Meter Revenue	6,976,923	7,766,708	8,287,845	7,678,269	8,434,282
6210-5501-3804	Tap In Fees	1,489,623	980,674	900,000	605,690	900,000
6210-5501-3805	Application Fee	4,830	5,210	5,000	5,275	5,200
6210-5501-3808	Ebill Auto Pay Credit	(23,866)	(28,305)	(22,000)	(32,435)	32,300
6210-5501-3809	Penalties	51,534	50,891	50,000	50,853	51,000
6210-5501-3810	Mtmsa Meter Rev	940,957	1,046,404	900,000	793,658	900,000
6210-5501-3811	Nstwp Meter Revenue	31,325	27,144	31,000	28,088	28,000
6210-5501-3855	Miscellaneous	11,098	19,403	10,000	6,854	10,000
6210-5501-3950	Refund Of Prior Year Exp	-	-	-	1,141,669	-
6210-5515-3852	Sponsorship	-	-	-	6,571	-
	<b>Total</b>	<b>9,589,790</b>	<b>9,951,665</b>	<b>10,214,845</b>	<b>10,752,670</b>	<b>10,446,782</b>

## 2020 Annual Budget

## Sewer Treatment Plant Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
62105501	Sewer Revenue	-	35,270	-	319	-
62105511	Tp Operations	1,403,734	1,519,956	1,514,566	1,160,627	1,521,082
62105512	Tp Maintenance	378,230	359,546	425,991	301,621	437,184
62105513	Tp Bio-Solids	456,776	619,685	470,564	432,677	581,283
62105514	Tp Odor	179,766	176,460	213,204	149,552	217,437
62105515	Tp Industrial Pretreatment	74,248	92,625	113,776	131,547	126,157
62105522	Csm Infiltration And Inflow	88,117	182,043	169,172	101,030	211,736
62105523	Csm Pa One Call	35,319	36,442	70,405	54,273	72,045
62105524	Csm Sewer Clog Odor	128,753	148,621	137,028	127,234	151,878
62105533	Inspections	64,701	59,666	142,121	43,494	67,024
62105551	Ssa Vehicle Mainteance	87,234	97,725	117,214	82,144	97,839
62105552	Ssa Administration	700,899	826,432	568,680	570,257	665,437
62105554	Ssa Facility Maintenance	91,203	95,733	90,104	81,659	93,403
62105555	Ssa Training	98,677	102,992	93,337	88,590	108,076
62105556	Ssa Information Tech	112,500	115,500	125,000	125,000	130,000
62105558	Ssa Operations Engineering	179,178	215,035	202,260	184,768	320,829
62105561	Sbg Account Management	84,073	82,703	87,022	77,054	183,560
62105562	Sbg Sewer Flow Meter Read	9,483	6,898	9,819	17,205	14,238
62105571	Ls Operations & Maintenance	187,951	186,955	204,324	132,417	202,197
62105581	Bond Interest	889	-	-	-	-
62105582	Principal Payment	761,521	5,022,307	5,026,496	5,101,429	5,024,377
62105592	Transfer To General Fund	150,000	150,000	150,000	-	150,000
62105595	Sewer Capital	1,558,744	654,211	914,000	393,494	2,150,000
	<b>Total</b>	<b>6,831,996</b>	<b>10,786,805</b>	<b>10,845,083</b>	<b>9,356,390</b>	<b>12,525,782</b>

**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.

2019 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.

2020 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. Three collection events will be scheduled in the coming year.
3. Work with private business to promote lunchroom Composting Programs patterned after Cranberry’s successful program.
4. Continue the Rain Barrel Education Program.

2020 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.
  - d. Global changes in recycling markets reduce the value of materials collection.
2. The original MSW carts purchased in 2004 are aging and are being replaced as necessary to provide reliable service to the Collection Connection customers.
3. The current price of MSW cart service will increase by \$0.35 January 1, 2020 and again by \$0.50 July 1, 2020.

Service Levels	2016	2017	2018	2019	2020
96 Gallon	\$20.32	\$20.32	21.57	22.32	23.17
64 Gallon	\$19.66	\$19.66	20.91	21.66	22.51
36 Gallon	\$18.14	\$18.14	19.39	20.14	20.99
Bag Service	\$16.27	\$16.27	17.52	18.27	19.12



## 2020 Annual Budget

### Solid Waste Operations Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6310-7010-3410	Interest	2,784	7,037	4,000	7,494	6,500
	Interest earnings on investments.					
6310-7010-3540	State Grants	116,331	93,239	75,000	198,761	105,000
	Performance Grant awarded by DEP.					
6310-7010-3671	Fees For Services	2,159,119	2,277,437	2,438,073	2,224,716	2,593,497
	Revenue from monthly payments from solid waste customers.					
6310-7010-3809	Penalties	18,877	18,983	17,500	17,377	17,500
	Penalty collections from customers who pay late.					
6310-7010-3855	Miscellaneous	36,619	41,686	36,500	39,195	37,000
	Sale of yard waste bags and trash stickers.					
	Total	2,333,730	2,438,381	2,571,073	2,487,543	2,759,497



## 2020 Annual Budget

### Solid Waste Operations Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6310-7010-4010	Salaries-Fulltime	127,474	132,836	208,134	136,856	182,389
6310-7010-4012	Salaries-Part Time	42,646	34,926	29,525	28,802	17,476
6310-7010-4015	Overtime	1,934	1,587	16,396	1,936	2,000
6310-7010-4021	Social Security Tax	10,001	10,050	11,352	9,978	11,538
	The employer share of FICA based on 6.2% of salaries/ wages/overtime for all employees.					
6310-7010-4022	Medicare	2,339	2,351	2,411	2,334	2,636
	The employer share of Medicare based on 1.45% of salaries/ wages/overtime for all employees.					
6310-7010-4023	Workers Comp	529	468	5,076	3,704	1,731
	Workers' Compensation insurance for all employees.					
6310-7010-4041	Pension Non Uniform	6,233	6,677	9,196	7,283	9,139
	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	38,088	40,748	42,846	46,013
	Medical insurance for all full time employees.					
6310-7010-4052	Vision Insurance	276	305	5,329	355	1,242
	Vision insurance for all full time employees.					
6310-7010-4053	Dental Insurance	1,649	1,936	2,227	2,432	2,629
	Dental insurance for all full-time employees.					
6310-7010-4054	457 Contributions	6,799	6,502	7,993	7,283	8,263
	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	283	2,899	303	958
	Long term disability insurance for all full time employees.					
6310-7010-4057	Life Insurance	581	623	780	650	1,141
	Life insurance for all full time employees and certain part time employees.					
6310-7010-5004	Materials And Supplies	7,695	6,494	-	12,055	8,000
	Purchase of yard waste bags and trash stickers.					
6310-7010-5111	Professional Services	1,955,568	2,045,716	2,092,424	1,616,433	2,274,812
	Monthly payments to Vogel for contracted trash service.					

## 2020 Annual Budget

## Solid Waste Operations Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6310-7010-5230	Information Tech Svcs	75,000	75,000	80,000	80,000	90,000
6310-7010-5354	Employee Training	-	-	-	1,051	1,000
	Conferences and workshops.					
6310-7010-5356	Employee Dues/Members	150	150	-	150	150
6310-7010-5361	Postage And Shipping	14,417	12,083	15,000	9,517	12,000
	Postage costs for mailing monthly solid waste service bills.					
6310-7010-5362	Printing	5,227	5,083	7,500	7,039	7,500
	Printing costs associated with solid waste program brochures and bills.					
6310-7010-5363	Advertising	4,681	2,565	2,500	1,624	2,500
6310-7010-6010	Equip Less Than 5,000	36,247	60,597	30,000	109,717	60,000
	Annual cart replacement \$60,000					
	<b>Total</b>	<b>2,335,494</b>	<b>2,444,320</b>	<b>2,569,490</b>	<b>2,082,345</b>	<b>2,743,117</b>

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.

2019 Accomplishments:

1. The second entrance was complete and included in policy manuals.
2. Created new partnerships enabling us to make significant purchases of life preservers.
3. Completed several tech advancements that included new lights, monitors for communication and set foundation for new sound system.
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. Developed and implemented a strong water safety campaign, which won a State Recognition Award in 2019.
7. Added significant new green space post-season for enhanced experience in 2020.

2020 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 2019 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.

2020 Budget Highlights:

1. Replacing the water heat pump.
2. Adding more shade elements and replacing several shade structures based on public input.
3. Enhancing the surface of the pool for longer quality surface retention.
4. Manage staff retention programs throughout the year to maintain quality staff and numbers.
5. Adding additional monitors for marketing and communication improvements.

Staffing Levels	2016	2017	2018	2019	2020
Full Time Staff	.75	.75	.75	.75	.75
Part Time Staff	0	0	0	0	0
Seasonal Staff	105	105	105	125	135

## Pool Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6410-6810-3410	Interest	4,079	11,422	5,500	11,360	9,500
	Interest income on investments.					
6410-6810-3422	Rooms/Facility	13,444	15,527	16,500	14,209	17,000
	Deck Rentals, private rentals have been included in this amount					
6410-6810-3685	Memberships	244,656	251,597	247,000	236,042	248,000
6410-6810-3691	Admissions	229,439	260,268	255,000	242,334	250,000
6410-6810-3855	Miscellaneous	2,624	3,050	3,000	1,643	1,500
	Locker and Miscellaneous POS Revenue					
6410-6810-3856	Over/Short	(84)	(56)	-	(58)	-
	<b>Pool Operations Total</b>	<b>494,159</b>	<b>541,808</b>	<b>527,000</b>	<b>505,530</b>	<b>526,000</b>
6410-6830-3681	Program Fees/Lessons	2,773	7,178	7,000	7,146	7,100
	Revenue associated to concessions from party rentals					
6410-6830-3692	Concessions	125,319	128,493	130,000	130,080	134,000
	<b>Pool Concessions Total</b>	<b>128,092</b>	<b>135,671</b>	<b>137,000</b>	<b>137,226</b>	<b>141,100</b>
6410-6840-3681	Program Fees/Lessons	37,947	49,195	52,096	46,688	50,778
	We are expecting increased participation in our Learn to Swim program.					
	<b>Pool Programs Total</b>	<b>37,947</b>	<b>49,195</b>	<b>52,096</b>	<b>46,688</b>	<b>50,778</b>
	<b>Total</b>	<b>660,198</b>	<b>726,673</b>	<b>716,096</b>	<b>689,444</b>	<b>717,878</b>

## 2020 Annual Budget

## Pool Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6410-6810-4010	Salaries-Fulltime	39,125	17,021	42,747	14,928	44,721
program manager (25%) 0.5 Full Time Employee, activity coordinator/pool manager (50%) full time employee						
6410-6810-4012	Salaries-Part Time	224,012	232,808	225,000	250,321	225,000
Operational Managers, Lifeguards and Guest Relations						
6410-6810-4015	Overtime	398	395	-	723	-
6410-6810-4021	Social Security Tax	16,163	15,464	16,600	16,430	16,723
6410-6810-4022	Medicare	3,780	3,616	3,882	3,842	3,911
6410-6810-4023	Workers Comp	10,414	10,530	14,582	10,640	14,417
Workers' Compensation insurance for all employees.						
6410-6810-4041	Pension Non Uniform	1,860	830	2,137	746	2,236
6410-6810-4051	Hospitalization	7,690	7,571	7,918	7,311	8,383
6410-6810-4052	Vision Insurance	67	67	68	70	64
6410-6810-4053	Dental Insurance	366	393	423	422	497
6410-6810-4054	457 Contributions	2,048	830	2,137	746	2,236
6410-6810-4055	Disability Insurance	73	81	111	80	116
6410-6810-4057	Life Insurance	151	166	241	164	252
6410-6810-5004	Materials And Supplies	11,046	14,133	11,500	16,636	20,000
facility bathroom supplies, first aid, office supplies, membership cards, toner/ribbon, rescue tubes, front desk pos items. Increase is due to credit card fees being applied to the pool.						
6410-6810-5123	Repair Maint Facility Maint	2,005	379	2,000	1,165	2,000
misc. facility enhancements						
6410-6810-5230	Information Tech Svcs	27,000	28,000	30,000	30,000	35,000
increase due to credit charges to offset expense of new Active software						
6410-6810-5312	Cell Phones	240	-	-	-	-
25% of manager, with data, 12 months pool manager 4 mo t/t only @ 60 per month						
6410-6810-5321	Electricity	43,871	30,335	42,500	19,950	35,000
6410-6810-5323	Water	19,380	14,690	20,000	14,831	20,000

## 2020 Annual Budget

## Pool Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6410-6810-5324	Sewer	7,009	4,274	10,000	3,836	6,000
6410-6810-5351	Employee Recruiting	7,992	6,162	7,500	5,864	7,500
	Drug Screening and Clearances for Waterpark Employees and advertising					
6410-6810-5357	Clothing	1,293	1,523	2,500	2,394	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	-	100	-	100
6410-6810-5362	Printing	2,144	1,848	2,500	1,504	2,000
	signage, wp/swim lesson brochures, banners					
6410-6810-5363	Advertising	1,862	430	2,000	1,905	2,500
	newspaper ad, water bill insert, school flyers					
6410-6810-5370	Minor Equipment/Furniture	374	3,635	3,000	1,165	3,000
	First aid training supplies and misc. items					
6410-6810-6123	Furniture And Fixtures	26,610	9,358	13,500	10,657	11,000
	Sunbrellas, chairs, suit drier and second entrance misc					
	<b>Pool Operations Total</b>	<b>457,041</b>	<b>404,542</b>	<b>462,946</b>	<b>416,329</b>	<b>465,156</b>
6410-6820-4012	Salaries-Part Time	27,847	29,491	30,000	8,480	30,000
6410-6820-4021	Social Security Tax	1,727	1,828	1,860	526	1,860
6410-6820-4022	Medicare	404	428	435	123	435
6410-6820-4023	Workers Comp	1,181	1,139	1,634	1,192	1,634
6410-6820-5004	Materials And Supplies	2,383	2,330	5,000	3,244	5,000
	3-Clocks Replacement, paint, janitorial supplies, pressure washer and misc supplies					
6410-6820-5005	Cleaning Supplies	278	417	500	95	500
6410-6820-5008	Chemicals	17,864	16,265	20,000	14,003	20,000

## 2020 Annual Budget

## Pool Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6410-6820-5111	Professional Services	10,506	133,851	20,000	10,644	104,500
	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.					
	Added Cap Projects 11-12-19 1. Pool repair required when Aquapool Inc., during an inspection of the gutter system found hollow spots in the wall subsurface. Should these areas break off without repair, it will close the pool. Verbal estimate was \$25K based on hollow spots found; total added to budget is \$50K should other hollow spots be found.  2. Water Heater Replacement - Current water heater will not pass inspection. Gary B. provided quote for \$20K to replace.  3. 3 added sunbrellas and 4 replacement subrella replacement canvace - total is \$14,500					
6410-6820-5121	Repair Maint Equipment	2,531	6,851	12,000	10,748	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					
	<b>Pool Maintenance Total</b>					
6410-6830-4012	Salaries-Part Time	39,398	45,840	45,000	46,990	45,000
	Estimated hours with perfect weather - 15% weather impact					
6410-6830-4015	Overtime	-	-	-	92	-
6410-6830-4021	Social Security Tax	2,443	2,842	2,790	2,919	2,790
6410-6830-4022	Medicare	571	665	653	683	653
6410-6830-4023	Workers Comp	1,898	1,915	2,451	1,788	2,481
6410-6830-5004	Materials And Supplies	-	-	-	64	-
6410-6830-5005	Cleaning Supplies	22	97	250	76	250
	Cleaning supplies previously purchased					
6410-6830-5111	Professional Services	2,037	2,277	3,000	2,347	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	296	1,500	577	1,500
6410-6830-5354	Employee Training	-	-	1,500	346	1,500
	Serve-safe training					
6410-6830-5368	Cost Of Goods	60,426	62,261	63,000	67,703	66,500
	Food and cooking supplies					
6410-6830-6123	Furniture And Fixtures	21,067	843	15,000	1,059	9,000

## 2020 Annual Budget

## Pool Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
	Continued replacement of mature equipment and grease mats, plus adding equipment					
	<b>Pool Concessions Total</b>	<b>129,059</b>	<b>117,035</b>	<b>135,144</b>	<b>124,644</b>	<b>132,674</b>
6410-6840-4012	Salaries-Part Time	14,997	18,262	20,000	20,753	20,000
	Wages based on averages associated to success of expected revenue.					
6410-6840-4015	Overtime	-	-	-	11	-
6410-6840-4021	Social Security Tax	930	1,132	1,240	1,599	1,240
6410-6840-4022	Medicare	217	265	290	374	290
6410-6840-4023	Workers Comp	760	728	1,089	795	1,089
6410-6840-5004	Materials And Supplies	1,757	2,544	1,500	567	1,000
6410-6840-5111	Professional Services	1,000	4,528	1,000	4,046	3,000
	Msc. program instruction and scuba program instructor fees.					
	Increase due to anticipated successful scuba program					
6410-6840-5354	Employee Training	1,860	630	1,458	910	2,000
	CPO certification, pesticide applicator credits and misc. training and certifications.					
	Increase due to sending Val to national conference					
	<b>Pool Programs Total</b>	<b>21,521</b>	<b>28,089</b>	<b>26,577</b>	<b>29,054</b>	<b>28,619</b>
	<b>Total</b>	<b>672,343</b>	<b>742,267</b>	<b>716,096</b>	<b>619,084</b>	<b>802,378</b>



## 2020 Annual Budget

### Fund Name: GOLF COURSE

#### **Fund Description:**

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

Department: Golf Course
Description and Responsibilities:

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

2019 Accomplishments:

1. Completed new tee on hole 13.
2. Completed Audubon case study for certification.
3. Implemented online web store for direct purchase of e-gift cards.
4. Completed Pavilion Project to include new lights, fans and drop curtains.
5. New cart fleet purchased.
6. Added SNAG and Couples clinics to our programming.
7. Installed Apiary on Hole #12.

2020 Goals:

1. Find ways to build seasonal staff.
2. Repair bunkers as they hold water and install new drains as funds permit.
3. Conduct a wage scale evaluation.
4. Finalize facility repairs.
5. Finish master plan of golf course to include recommendations from Golf Architect.

Staffing Levels	2016	2017	2018	2019	2020
Full Time Staff	8	8	8	8	8
Part Time Staff	0	0	0	0	1
	40	40	40	40	40

## 2020 Annual Budget

## Golf Course Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6510-6301-3410	Interest	6,719	14,193	6,500	14,730	12,000
6510-6301-3701	Green Fees	1,138,047	1,062,012	1,180,000	1,165,798	1,200,000
6510-6301-3717	Merchant Service Revenue	21,274	50,195	19,000	-	21,555
6510-6301-3852	Sponsorship	16,690	15,090	15,000	5,315	26,000
6510-6301-3855	Miscellaneous	1,562	1,595	1,500	16,157	2,000
6510-6301-3856	Over/Short	(30)	(35)	-	(174)	-
6510-6301-3905	Gas Rights	-	131,160	-	661,477	-
6510-6301-3907	Cart Lease	-	88,000	-	-	-
6510-6301-3921	Transfer From Gen Fund	229,825	377,675	-	-	-
6510-6301-3926	Transfer From Public Bldg Fund	95,000	-	-	-	-
6510-6301-3950	Refund Of Prior Year Exp	100	1,144	-	336	-
6510-6311-3707	Handicapp Services	10,405	13,800	15,000	16,590	17,500
6510-6313-3702	Carts	244,026	223,447	250,000	241,052	260,000
6510-6313-3852	Sponsorship	-	250	-	750	500
6510-6314-3703	Range Fees	16,653	15,405	20,000	15,018	22,000
6510-6315-3704	Club Rentals	4,820	4,945	5,000	5,845	6,000
6510-6315-3705	Soft Goods	34,129	37,245	36,000	34,430	40,000
6510-6315-3706	Hard Goods	88,455	87,763	100,000	106,111	113,000
6510-6316-3681	Program Fees/Lessons	16,424	16,382	20,000	17,460	20,000
6510-6316-3682	Clinics/Programs	14,390	15,660	24,000	11,595	25,000
6510-6316-3855	Miscellaneous	632	1,439	-	930	-
6510-6331-3708	Food Sales Tax	71,825	62,726	75,000	49,829	75,000
6510-6331-3709	Food Sales Non Tax	91	17	-	-	-
6510-6331-3711	Alcohol Sales	162,420	163,439	175,513	188,006	190,000
6510-6332-3713	Menu Food	11,013	13,831	15,000	192	15,000
6510-6332-3714	Camp Cranberry Food	3,440	3,448	4,004	6,078	8,000
6510-6333-3422	Rooms/Facility	27,937	40,409	33,500	30,801	40,000



## 2020 Annual Budget

### Golf Course Revenue

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
6510-6333-3710	Catered Food Taxable	219,395	236,399	229,000	223,430	250,000
6510-6333-3711	Alcohol Sales	58,409	60,459	60,000	62,808	65,000
6510-6333-3712	Catered Food Nontax	23,985	32,839	25,000	30,815	32,000
	<b>Total</b>	<b>2,517,638</b>	<b>2,770,931</b>	<b>2,309,017</b>	<b>2,905,378</b>	<b>2,440,555</b>

## 2020 Annual Budget

## Golf Course Expenses

GL Code	Description	2017 Actual	2018 Actual	2019 Adjusted Budget	2019 Year to Date	2020 Requested Budget
65106311	Go Golf Shop Services	123,771	130,491	124,784	111,407	135,124
65106312	Go Outside Services	54,014	57,262	65,982	56,681	68,204
65106313	Go Carts	65,654	64,251	69,473	52,836	64,875
65106314	Go Range	5,517	3,966	10,198	6,218	10,609
65106315	Go Merchandise	111,114	114,480	105,622	125,952	114,125
65106316	Go Lessons	21,133	23,709	29,153	32,262	32,079
65106331	Fb Grille	146,490	149,859	159,753	159,079	168,635
65106332	Fb Kitchen	14,239	14,562	21,518	9,561	16,733
65106333	Fb Banquet Facility	253,077	246,295	257,109	237,318	288,560
65106341	Facility Maintenance	56,468	64,384	68,150	71,231	71,000
65106342	Administration	213,180	214,608	226,270	211,900	235,536
65106344	Training	9,293	4,477	5,044	1,422	18,356
65106345	Infrastructure	12,653	11,879	12,050	10,689	12,000
65106346	Vechicle Mainteance	16,567	19,569	18,000	15,217	17,000
65106361	Tm Greens Maintenance	126,884	136,898	141,317	152,774	144,159
65106362	Tm Tees Maintenance	90,790	95,449	96,082	93,056	104,551
65106363	Tm Fairways Maintenance	128,985	114,280	128,105	116,124	142,785
65106364	Tm Rough Maintenance	169,979	165,861	173,218	127,454	179,479
65106365	Tm Bunker Maintenance	68,941	69,470	74,207	68,952	83,964
65106366	Tm Irrigation	41,616	50,319	51,787	44,324	58,069
65106381	Em Equipment Repair	120,526	116,299	125,645	101,936	127,262
65106391	Interest Payment	262,109	250,225	195,550	146,000	197,450
65106392	Principal Payment	-	170,000	150,000	119,550	150,000
65106395	Capital Expenses	189,676	377,225	-	606,629	-
	<b>Total</b>	<b>2,302,675</b>	<b>2,665,817</b>	<b>2,309,017</b>	<b>2,678,570</b>	<b>2,440,555</b>