



2021 Cranberry Township Budget

PULLING TOGETHER

Through the COVID-19 Global Pandemic



#CranberryTogether

2021 PROPOSED BUDGET

It is not reasonable to present a proposed 2021 Budget without acknowledging the on-going impact bought upon us by the COVID-19 Global Pandemic. President John F. Kennedy once said “..In a crisis, be aware of the danger but recognize the opportunity”. That is exactly how we as a community approached the COVID-19 Global Pandemic and will continue to do so in 2021.

The Board of Supervisors have consistently supported two bedrock principles that underscores everything that Cranberry Township stands for:

1. Providing an exceptional level of service to our residents, visitors and businesses.
2. Recognizing that commitment to service is only possible through the Township’s most important asset, its employees and our volunteers

Accordingly, as the Township aggressively prepared and implemented its COVID-19 Response Plan, it was understood services needed to be maintained while the employees and volunteers providing these services were properly protected. Our COVID-19 Response Plan has three major goals:

1. Protect employees and volunteers by accepting and recognizing the dangers of this coronavirus
2. Acknowledge the potential threat the coronavirus could have on the Township’s financial stability
3. Recognize the impact the coronavirus will have upon the community and find opportunities to mitigate those impacts

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The Township developed and implemented by mid-March a COVID-19/Infectious Disease Prevention Plan, a Plan that is considered by outside agencies as one of the most comprehensive plans implemented by a municipality. By aggressively implementing this Plan, we are proud to say, of the approximately 155 full-time employees, 200+ seasonal employees and over 150 volunteers, we have been able to keep the COVID virus from being spread in the workplace. Through this Plan the employees and volunteers were able to maintain all of the services we were lawfully permitted to provide under State imposed restrictions, as well as our core services such a public works and public safety.

Township staff early on acknowledged the threat to the Township's financial stability by COVID-19. Relying on our core principles staff developed an approach with the goal of retaining all full-time positions. Through a collaborative process with the leadership of the departments, we developed a process to move employees from areas with reduced workloads and offered them the opportunity to move to departments that had increased workloads. Those that did not wish to move were offered voluntary furloughs, while maintaining their health care benefits. We also deferred filling vacant positions as well as reduced the number of seasonal employees that were normally hired.

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A summary of the savings from these three steps alone:

Voluntary Furloughs	\$ 182,477.00
Reduced Seasonal hires	\$ 217,215.00
Deferred expenses	\$1,579,130.00
Vacant Positions	\$1,217,091.00

Our third priority was identifying opportunities to serve the needs of the community not normally addressed through municipal services. This resulted in the creation of the Community Response Team (CRT). The CRT consisted of over 100 volunteers who served a variety of needs of our residents. Overall the CRT served several hundred residents as our residents tried to navigate the fears and limitations caused by COVID-19. The CRT received thousands of dollars in donations to meet those needs and donated hundreds of hours of volunteer service.

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Other opportunities the Township pursued were partnerships with local, county and regional organizations, including the Pittsburgh North Regional Chamber of Commerce, to find ways to assist local businesses. That effort included extensive communication with Cranberry businesses on funding opportunities and business promotion. A demonstration of the success of that outreach effort was that Cranberry's businesses captured over one third of the business grants awarded by the County's CARES Funding. Another initiative included the highly successful Farmers Market hosted by the Municipal Center to promote local businesses and was attended by thousands of visitors. A continuation of that program will occur with a major event over the holidays, again, promoting local businesses.

The Board of Supervisors also responded by delaying the due date for the payment of Real Estate Taxes and granted leniency in the payment of utility fees, especially helpful to the business community.

Staff closely followed opportunities at the county, state and federal levels to seek funding to cover eligible Township expenses related to COVID-19. It is anticipated those efforts will result in receiving no less than \$1,600,000.00 in reimbursements, as well as pursuing FEMA grants for pandemic related expenses.

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The ability of the Township's staff to be nimble in promptly responding to the Pandemic's challenge is a credit to the Board of Supervisors approach to its governance of the Township's organization. An organization that is responsive to ever changing conditions and most of all responsible and accountable for its actions to the Board of Supervisors. This approach to governance was evaluated during the recent refinancing of existing debt, that included a comprehensive review of the Township's operations, finances and outlook by Moody's Investor Services. That review resulted in reconfirming the Township's Aaa Rating, the highest possible rating and earned by a very small number of municipalities in Pennsylvania, a confirmation of the Board's approach to governance.

The 2021 Budget will continue to focus on our Core Principles that guided our response since March 2020. As well as continue to rely upon the organization's ability to be nimble and accountable to the Board of Supervisors. The steps that were taken not only in 2020, but in previous years, puts the Township in excellent financial condition to confront challenges we face in 2021 and as well as preparing for lingering impacts into 2022.

2021 PROPOSED BUDGET

The 2021 budget maintains the current tax rates, while absorbing a projected reduction of \$1 Million in General Fund revenue, primarily from Act 511 Taxes. Although revenue will be down, the 2021 budget does not include any reduction in services or mandatory furloughs of full-time staff. The General Fund provides the funding for the positions that are currently vacant and shows a \$1.2M deficit. That deficit is back-stopped by at least a \$3M unanticipated carryover from 2020 due to the steps previously discussed. However, it is not anticipated that back-stop will be needed as a freeze will remain on filling new full-time positions. Township Management will not take any recommendations to the Board to fill those positions until the 2021 revenue demonstrates the \$1M deficit is being erased.

Looking forward to 2022, the Strategic Development Area that provided a 15-year real estate tax exemption to the Westinghouse properties is expiring in 2021, meaning that high value property will become taxable in 2022. In addition, the General Authority will be increasing its financial support of meeting the Township's mandates in its stormwater management efforts in 2022.

In addition to the General Fund, the Special Revenue and Enterprise Funds show continuing financial strength as we move from this calendar year into the next. They are well positioned to confront the challenges of the COVID-19 Pandemic in 2021.

2021 PROPOSED BUDGET

The 2021 budget highlights are as follows:

Continued focus on Cranberry's most important asset, its employees and volunteers

- Implementation of the Board's succession planning at the senior management level will provide for a smooth organizational transition, while providing for fresh new approaches in moving the Township forward in a positive manner, providing stable leadership as our community and nation moves through the continuing Global COVID-19 Pandemic
- Enhance employee and volunteer development opportunities to increase satisfaction and engagement
- Work to ensure Cranberry continues to be recognized as an employer of choice in attracting talent, as we recognize our employment demographics and the challenges of competing for that talent
- Focus on the lessons we have learned through this Pandemic, especially in the ability of our employees to work successfully under new workplace dynamics and provide the support to continue that success.

2021 PROPOSED BUDGET

Focus on ensuring we continue excellence in our public safety services

- First full year of the strategic alliance between the Cranberry Township Volunteer Fire Company and the Department of Fire and Emergency Services to ensure the highest level of fire and rescue services are delivered to our community while recognizing the challenges every community is facing in attracting volunteers
- Remain engaged at the Township, County and State level on the funding crisis facing emergency medical services to ensure the continuation of high-quality emergency medical services to our community
- Continue the efforts to support new initiatives within the Police Department as we evolve in meeting the continuing demands on local law enforcement

2021 PROPOSED BUDGET

Maintaining the Township's infrastructure – never allowing “kicking of the can” on needed infrastructure investment

- Fully fund the roadway maintenance needs of the Township's 130+ miles of roadways, utilizing technology to ensure the best use of resources
- Additional focus on protecting the recently completed \$70M Brush Creek Water Pollution Control Facility through an enhanced pre-treatment program managing the effluent entering the Plant including focusing on infiltration and inflow to prolong the life of this critical asset
- Realignment of existing resources to be laser focused on efficiently managing our four utility services, water, sewer, solid waste and stormwater management
- Additional efforts to ensure the highest quality and quantity of water is delivered to our customers consistently using new monitoring technology
- Implementation of an improved asset management system to ensure infrastructure investments are properly recognized and managed to extend their useful lives

2021 PROPOSED BUDGET

Enhancing the Township's land development and code enforcement functions

- Implementation of new practices to improve the responsiveness and efficiency in performing code enforcement duties using new technology
- Ensure our zoning and subdivision regulations remain aligned in implementing the goals of the Township's Comprehensive Plan, the Cranberry Plan.

Manage through the “unknown” impacts the continuing Global Pandemic will have upon the Township

- Carefully managing major operating expenditures with a solid understanding of potential revenue impacts
- Continue to rely upon the forward-thinking practices of the Board of Supervisors to navigate through the Pandemic's impacts while not disrupting the public services our residents and businesses expect.

2021 PROPOSED BUDGET

In conclusion, I would like to thank the Board of Supervisors for your continuing leadership and support that has created a healthy and thriving community that is well positioned for a bright future. This is my 30th and last budget message to the Board of Supervisors as I exit into retirement in January. It has been an absolute honor and privilege to have been given the opportunity by the Board of Supervisors to serve as the Township Manager of this awesome community. Due to the principles the Board has engrained into the DNA of this organization and the gifted and visionary talent assuming management of this organization, Cranberry Township will continue to be one of the most desirable communities in which to live, work and play for decades to come.

On behalf of the amazing team of colleagues, led by Deputy Township Manager Dan Santoro, Finance Director Vanessa Gleason, Assistant Township Managers Bettelou Bertoncello and Adam Osterrieder, along with newly appointed Assistant Township Manager Lucas Martsof, and the hundreds of our colleagues that are on the front line, I am respectfully submitting for your consideration the 2021 Proposed Budget.

Respectfully submitted

Jerry A. Andree, Township Manager

2021 PROPOSED BUDGET

➤ Budget Adoption Schedule:

- Wednesday, November 11 – Board of Supervisors Review
- Thursday, November 12 – Board of Supervisors Review
- Thursday, November 19 – Board of Supervisors considers adoption of Proposed Budget
- Friday, November 20 – Proposed Budget available for public review, copy in Library, Administration, and on-line at www.cranberrytownship.org
- Thursday, December 10 – Board of Supervisors considers final adoption of Proposed Budget

Respectfully submitted by
Jerry A. Andree, *Township Manager*



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Thank you!

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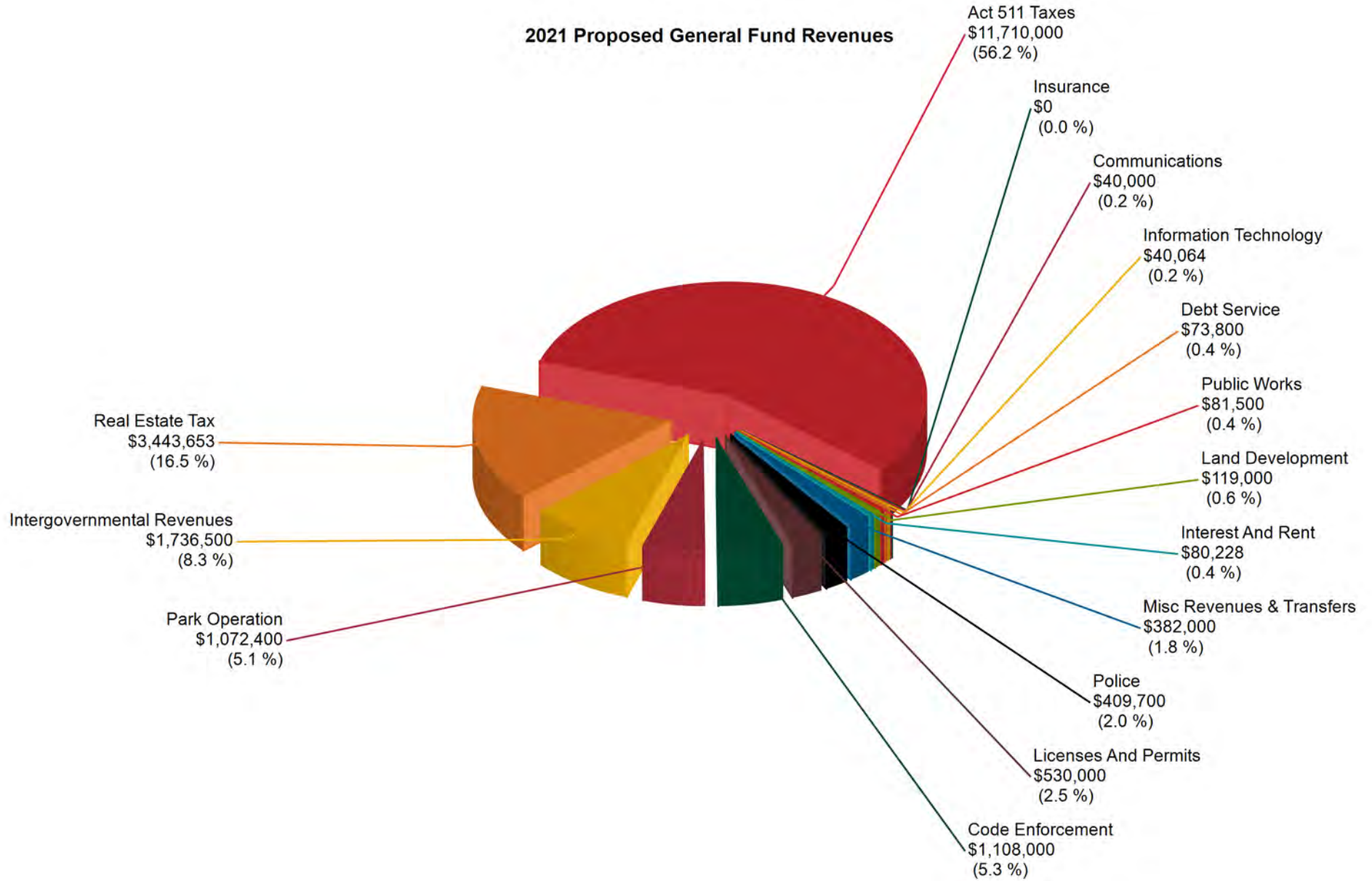
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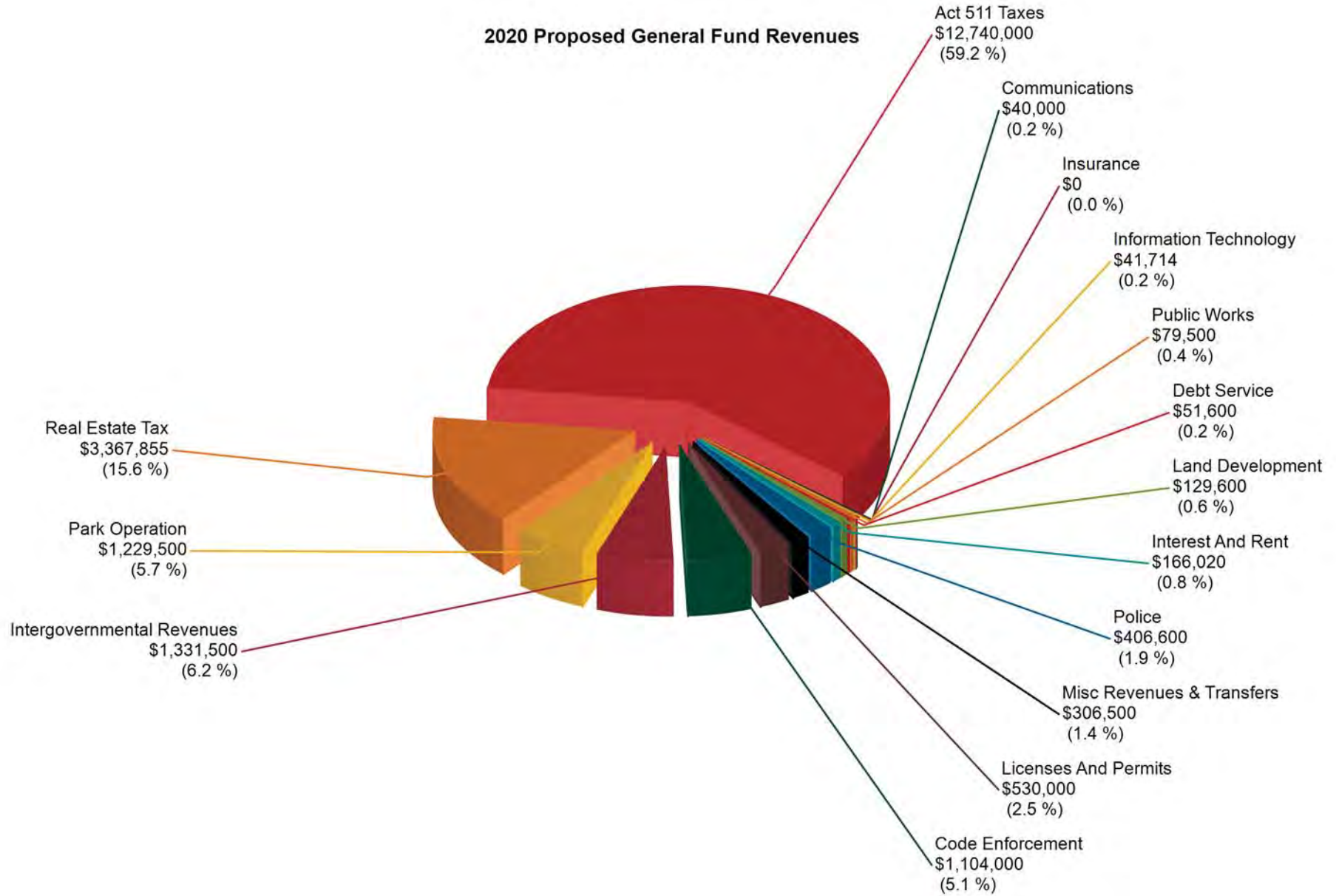
Budget Summary

2021 Annual Budget

2021 Proposed General Fund Revenues



2020 Proposed General Fund Revenues





2021 Annual Budget

2021 Proposed General Fund Revenue of \$20,826,845

Department/Cost Center	Description	2020 Revised Budget	2021 Budget
Legislative			
10001200	Real Estate Tax	3,367,855	3,443,653
10001300	Act 511 Taxes	12,740,000	11,710,000
10001400	Licenses And Permits	530,000	530,000
10001500	Interest And Rent	166,020	80,228
10001600	Intergovernmental Revenues	1,331,500	1,736,500
10001700	Misc Revenues & Transfers	306,500	382,000
<i>Total</i>		<i>18,441,875</i>	<i>17,882,381</i>
General Government			
10002200	Human Resources	-	-
10002331	Information Technology	41,714	40,064
10002500	Communications	40,000	40,000
10002600	Debt Service	51,600	73,800
10002800	Insurance	-	-
<i>Total</i>		<i>133,314</i>	<i>153,864</i>
Community Development			
10003100	Land Development	129,600	119,000
10003200	Code Enforcement	1,104,000	1,108,000
<i>Total</i>		<i>1,233,600</i>	<i>1,227,000</i>
Public Safety			
10004116	Police	406,600	409,700
<i>Total</i>		<i>406,600</i>	<i>409,700</i>
Public Works			
10005110	Snow Removal	21,500	22,000
10005120	Traffic Signals & Communic	27,000	28,500
10005132	Road Maintenance	-	-
10005150	Fleet Maintenance	-	-

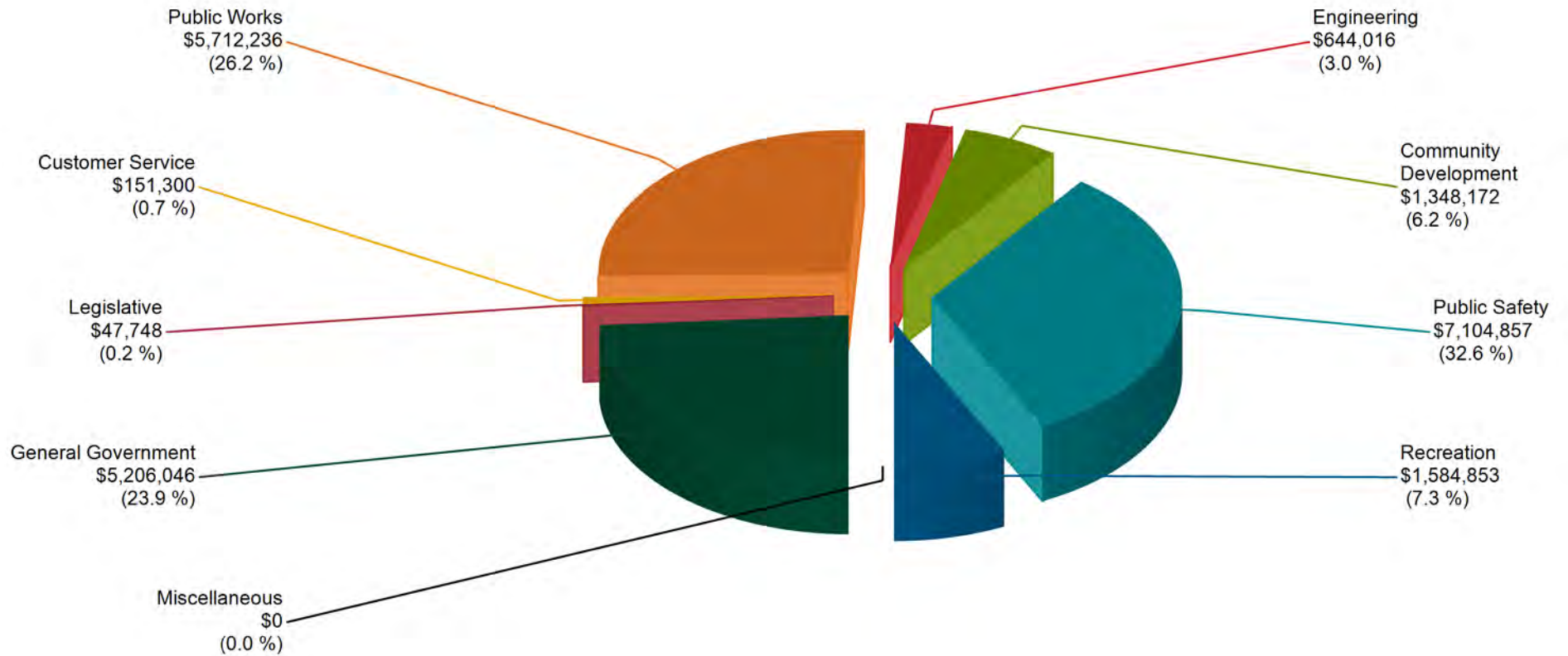


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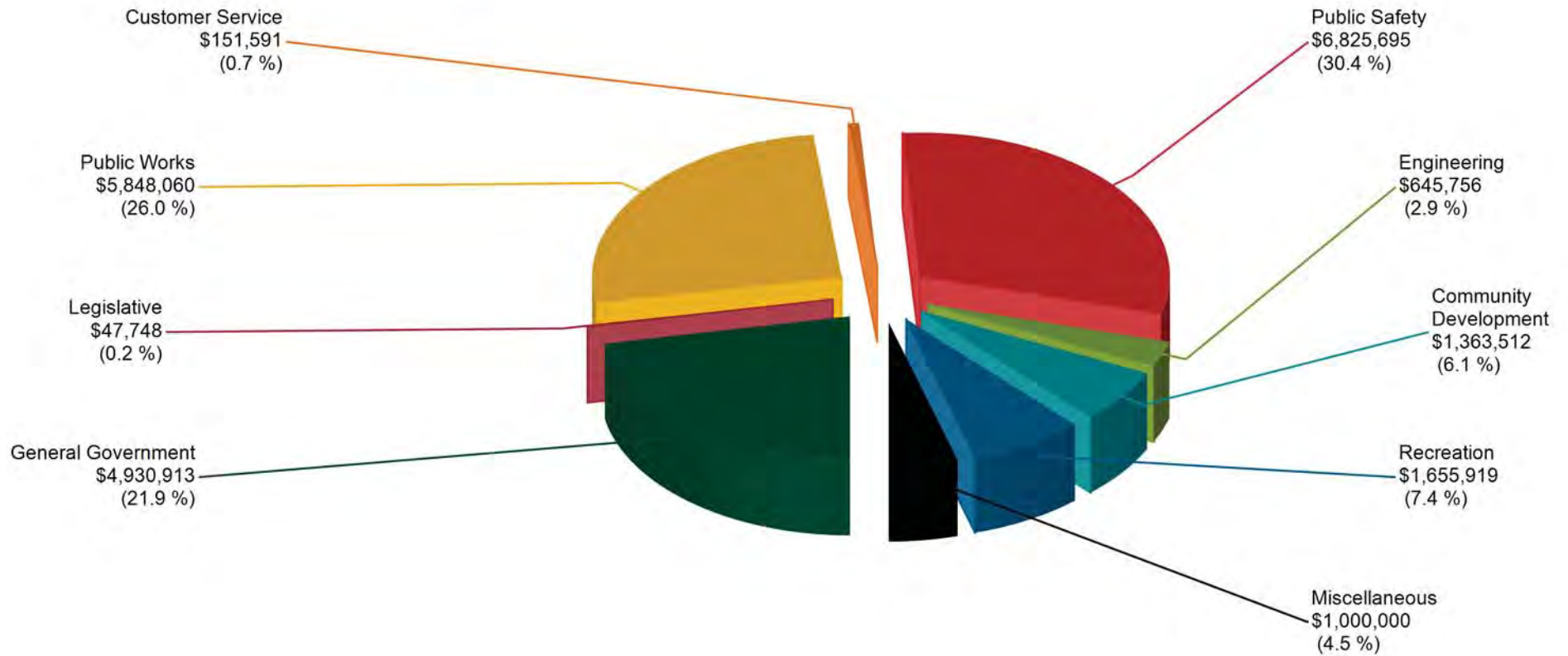
2021 Proposed General Fund Revenue of \$20,826,845

Department/Cost Center	Description	2020 Revised Budget	2021 Budget
10005160	Grounds Maintenance	31,000	31,000
<i>Total</i>		<i>79,500</i>	<i>81,500</i>
Recreation			
10006210	Park Operation	28,400	35,900
10006220	Park Early Childhood	330,000	310,000
10006230	Park Youth Programs	507,000	436,500
10006240	Park Adult Programs	226,000	165,000
10006250	Park Family Programs	12,600	6,000
10006260	Park Teen Programs	42,500	36,000
10006270	Park Senior Programs	1,000	1,000
10006280	Park Community Events	5,000	-
10006290	Park Facility Maintenance	65,000	65,000
10006295	Park Special Program	12,000	17,000
<i>Total</i>		<i>1,229,500</i>	<i>1,072,400</i>
General Fund Revenue Total		21,524,389	20,826,845

2021 Proposed General Fund Expenses



2020 Proposed General Fund Expenses





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2021 General Fund Expenditures of \$21,799,228

Department/Cost Center	Description	2020 Revised Budget	2021 Budget
Legislative			
10001100	Board Of Supervisors	47,748	47,748
10001700	Misc Revenues & Transfers	-	-
<i>Total</i>		<i>47,748</i>	<i>47,748</i>
Miscellaneous			
10001800	Misc Expenses & Transfers	1,470,000	-
<i>Total</i>		<i>1,470,000</i>	<i>-</i>
General Government			
10002100	Executive	997,160	1,293,265
10002200	Human Resources	408,773	438,328
10002311	Information Technology	209,292	213,335
10002400	Finance	448,245	408,604
10002500	Communications	466,832	469,829
10002600	Debt Service	1,672,764	1,666,854
10002700	Tax Collection	288,447	266,631
10002800	Insurance	439,400	449,200
<i>Total</i>		<i>4,930,913</i>	<i>5,206,046</i>
Community Development			
10003100	Land Development	409,553	401,440
10003200	Code Enforcement	710,175	701,371
10003300	Planning	243,784	245,361
<i>Total</i>		<i>1,363,512</i>	<i>1,348,172</i>
Customer Service			
10003400	Customer Service	151,591	151,300
<i>Total</i>		<i>151,591</i>	<i>151,300</i>
Public Safety			
10004111	Police Department Support	1,576,758	1,818,317
10004112	Police Patrol	3,897,795	3,918,722



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2021 General Fund Expenditures of \$21,799,228

Department/Cost Center	Description	2020 Revised Budget	2021 Budget
10004113	Police Traffic	134,817	137,637
10004114	Police Investigations	311,068	333,202
10004115	Police Fleet	227,930	278,280
10004117	Community Service Officers	-	12,650
10004120	Animal Service	12,000	12,000
10004140	Firing Range	12,000	12,000
10004230	Fire & Emergency Services	653,327	582,049
Total		6,825,695	7,104,857
Public Works			
10005110	Snow Removal	728,120	707,500
10005120	Traffic Signals & Communic	542,231	555,993
10005131	Storm Water	541,864	563,895
10005132	Road Maintenance	1,213,273	1,172,473
10005140	Facility Maintenance	818,229	784,123
10005150	Fleet Maintenance	304,381	270,601
10005160	Grounds Maintenance	1,030,439	1,060,383
10005170	Pw Administration	669,523	597,268
Total		5,848,060	5,712,236
Engineering			
10005210	Engineering	645,756	644,016
Total		645,756	644,016
Recreation			
10006210	Park Operation	709,552	607,835
10006220	Park Early Childhood	194,727	202,079
10006230	Park Youth Programs	444,901	454,698
10006240	Park Adult Programs	75,184	81,875
10006250	Park Family Programs	45,373	41,984
10006260	Park Teen Programs	10,600	13,700



2021 Annual Budget

2021 General Fund Expenditures of \$21,799,228

Department/Cost Center	Description	2020 Revised Budget	2021 Budget
10006270	Park Senior Programs	3,400	3,300
10006280	Park Community Events	40,000	40,000
10006290	Park Facility Maintenance	76,038	77,599
10006295	Park Special Program	56,144	61,783
<i>Total</i>		<i>1,655,919</i>	<i>1,584,853</i>
General Fund Expenses Total		22,939,194	21,799,228



2021 Annual Budget

2021 Other Funds Summary

Funds	Description	2020 Budgeted Revenue	2020 Budgeted Expenses	2021 Budgeted Revenue	2021 Budgeted Expenses
Special Revenue Funds					
2110	Tip East	174,378	400,000	87,300	700,000
2111	Tip West	55,390	250,000	29,910	-
2112	Recreation Fees	145,854	370,000	101,170	370,000
2114	Developers Contribution	15,031,700	15,000,000	5,009,200	7,000,000
2115	Storm Water Maintenance	-		450	
2310	Liquid Fuels	955,114	960,000	866,303	850,000
2410	Library	424,503	424,503	430,245	430,245
2420	Fire Operations	596,883	517,080	600,787	705,109
2610	Road Equipment Fund	371,715	200,000	366,273	100,000
2620	Public Buildings Fund	428,303	360,000	430,195	360,000
Total		3,152,140	3,481,583	7,921,833	10,515,354
Capital Projects					
3100	Fire Capital	418,847	626,899	418,847	440,565
3400	Capital Improvement	1,810,000	4,710,000	752,500	2,650,000
3800	2015 Bond Fund	-	-	-	-
3810	2017 Bond Fund	-	-	-	-
3820	2017 Renovation Fund	-	-	-	-
3900	2015 Marshall Twp. Construction Fund	-	-	-	-
Total		2,228,847	5,336,899	1,171,347	3,090,565
Enterprise Funds					
6110	Water	8,310,220	7,408,841	8,192,250	8,141,655
6210	Sewer	10,414,482	12,572,321	10,548,000	11,588,692
6310	Solid Waste	2,759,497	2,743,117	2,909,128	2,808,569
6410	Swimming Pool	937,878	802,378	721,600	721,600

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Funds	Description	2020 Budgeted Revenue	2020 Budgeted Expenses	2021 Budgeted Revenue	2021 Budgeted Expenses
6510	Golf Course	2,690,555	2,440,555	2,375,100	2,375,100
<i>Total</i>		<i>25,112,632</i>	<i>25,967,212</i>	<i>24,746,078</i>	<i>25,635,616</i>
Other Funds Total		45,055,819	49,785,694	32,990,193	39,241,535

General Fund Revenue



2021 Annual Budget

Real Estate Tax Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-1200-3011	Current Year Levy	3,232,413	3,322,263	3,326,455	3,316,739	3,397,853
	<p>The real estate tax is the second most important source of revenue for Cranberry Township. The 8.03 mill real estate tax is levied on all commercial, residential and other non- exempt real property. The tax is determined by two factors the assessed value and the millage rate. As of September 30, 2020, Butler County has determined Cranberry's taxable assessed value to be \$431,780,397. The Butler County Department of Property & Revenue determines property market values and assesses property. Butler County has not reassessed property since 1969. The assessed valuation is the value used to generate the tax revenue and is based on 100% of the 1969 value. The Board of Supervisors of Cranberry Township determines the millage rate, which is 13.25 mills in 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 2020 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	6,401	5,170	6,400	5,564	5,300
	Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2020 but collected in 2021)					
1000-1200-3014	Delinquent Tax Claim	25,900	44,824	35,000	33,611	32,000
	Delinquent property tax collected by Butler County Tax Claim Bureau. After 12/31, the real estate tax collector turns all delinquent tax bills over to the Butler County Tax Claim Bureau. The property owner has approximately 2 years to pay the taxes plus penalty, or the Tax Claim Bureau will conduct a Sheriff sale of the property.					
1000-1200-3015	Interim Taxes	18,120	16,005	-	867	8,500
	Interim tax billing for properties added to tax duplicate after January 2021.					
	<i>REAL ESTATE TAX Total</i>	<i>3,282,835</i>	<i>3,388,261</i>	<i>3,367,855</i>	<i>3,356,780</i>	<i>3,443,653</i>



2021 Annual Budget

Act 511 Taxes Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-1300-3120	Real Estate Transfer Tax	1,812,342	2,275,832	1,390,000	2,109,526	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	7,881,252	8,295,257	7,450,000	7,185,502	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	2,685,041	2,785,966	2,650,000	2,545,476	2,000,000
	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	6	-	-	-	-
	Delinquent Business Privilege/Mercantile tax is collected by Berkheimer Tax Administrator for Cranberry Township.					
1000-1300-3150	Local Service Tax	1,287,971	1,294,647	1,250,000	1,021,003	870,000
	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	28	77	-	-	-
	Act 511 Taxes Total	13,666,640	14,651,779	12,740,000	12,861,506	11,710,000



2021 Annual Budget

Licenses And Permits Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-1400-3210	Business Licenses And Permit	539,892	553,741	530,000	530,256	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.					
	<i>Licenses and Permits Total</i>	<i>539,892</i>	<i>553,741</i>	<i>530,000</i>	<i>530,256</i>	<i>530,000</i>



2021 Annual Budget

Interest And Rent Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-1500-3410	Interest	139,508	177,272	130,000	61,164	10,000
	The Township invests its available cash in various interest- bearing instruments and accounts. The types of investment options used generally include short and long-term investments with the Pennsylvania Local Government Trust (PLGIT). The amount earned each year fluctuates with the interest rate and the amount of cash available for investment. When interest rates are high, the Township enjoys favorable interest rates but as the prime rate falls, so do the rates on investments. Allowable investments are governed by the Second Class Township Code, and other laws of the Commonwealth.					
1000-1500-3421	Tenant Rent	77,336	64,028	36,020	38,147	70,228
	Real Estate Tax Collector \$2,592 (18/sq.ft) 1/1/18 - 12/31/21 Pgh. North Regional Chamber \$10,300 (\$20/sq.ft) 1/1/21-12/31/22 State Representative \$11,640 (\$20/sq.ft) 12/01/20 - 11/30/22 CCR \$3,696 (\$22/sq.ft to remain for 2020 lease CTEMS Included for 2021 @ \$3500/month or \$42,000 annual Butler County (Senior Center) \$7,800 (annual)					
	Interest and Rent Total	216,844	241,300	166,020	99,310	80,228

2021 Annual Budget

Intergovernmental Revenues Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-1600-3551	State Pension Aid	791,662	911,449	890,000	891,214	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	208,825	232,808	210,000	236,549	230,000
	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	12,300	13,500
	When the Pennsylvania Liquor Control Board issues a liquor license to an establishment within the Township, the municipality receives an annual licensing fee of \$300 from the Commonwealth. The Township currently has 45 establishments with liquor licenses.					
1000-1600-3561	Public Utility Tax	18,592	17,267	18,000	19,779	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	185,175	273,254	200,000	191,200	185,000
	Township share of fees paid by gas drillers on their wells as per Act 13.					
1000-1600-3649	Reimb From General Authority	-	-	-	-	400,000
	per Management Agreement with the Township					
	<i>Intergovernmental Revenues Total</i>	<i>1,232,153</i>	<i>1,448,279</i>	<i>1,331,500</i>	<i>1,351,042</i>	<i>1,736,500</i>

2021 Annual Budget

Misc Revenues & Transfers Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-1700-1612	Fuel Inventory	(62,546)	(5,893)	-	(4,280)	-
1000-1700-1613	Fsa Inventory	1,355	1,885	-	(551)	-
1000-1700-3425	Tower Leases	14,120	13,551	12,000	11,678	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	8,636	8,009	-	3,262	-
1000-1700-3511	Other Grants	-	-	-	1,310,078	-
1000-1700-3651	Sale Public And Admin Svs	11,408	12,533	12,000	14,860	12,500
	The Township provides certain material and administrative services to the public. Materials include copies of Township documents. Administrative services include such items as no-lien letters. This item represents revenue from the provision of these materials and services.					
1000-1700-3855	Miscellaneous	11,908	8,046	7,500	14,971	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	106	(26)	-	3	-
1000-1700-3858	Community Chest Donations	(2,630)	(2,840)	-	(1,948)	-
1000-1700-3910	Sale Of Fixed Assets	-	27,795	-	1,165	-
	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	-	300,000
	Interfund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2021 is an \$250,000 transfer from the Sewer and Water Operating funds to the General Fund. This is to cover utility, maintenance and communication costs, as well as other administrative overhead costs.					
1000-1700-3923	Transfer From Storm Water	-	-	-	-	-
	Interfund operating transfers occur when monies are transferred primarily from one fund to another.					
1000-1700-3925	Transfer From Water	67,272	-	-	-	-
1000-1700-3950	Refund Of Prior Year Exp	76,329	117,752	25,000	101,659	50,000
	At times the Township receives refunds of expenditures made in the prior year.					
	Misc Revenues & Transfers Total	375,958	430,811	306,500	1,450,896	382,000



2021 Annual Budget

Human Resources Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2200-3868	Reimbursements Insurance	-	-	-	6,589	-
	Employee contributions discontinued due to the implementation of a high deductible health insurance plan.					
	<i>Human Resources Total</i>	-	-	-	<i>6,589</i>	-



2021 Annual Budget

Information Technology Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2331-3684	Charge For Services	44,529	39,348	41,714	34,965	40,064
	<i>INFORMATION TECHNOLOGY Total</i>	<i>44,529</i>	<i>39,348</i>	<i>41,714</i>	<i>34,965</i>	<i>40,064</i>



2021 Annual Budget

Communications Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2500-3852	Sponsorship	-	-	40,000	-	40,000
	<i>Communications Total</i>	-	-	<i>40,000</i>	-	<i>40,000</i>



2021 Annual Budget

Debt Service Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2600-3873	Debt Offset Payments	90,958	6,950	51,600	55,919	73,800
	Payments from Athletic Associations for Graham Park debt. SVLC- \$3,800 SVSA - \$70,000					
	<i>Debt Service Total</i>	<i>90,958</i>	<i>6,950</i>	<i>51,600</i>	<i>55,919</i>	<i>73,800</i>



2021 Annual Budget

Insurance Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2800-3165	Dvit Medicare Subsidy Reimb	767	-	-	-	-
	<i>Insurance Total</i>	<i>767</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>

2021 Annual Budget

Land Development Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-3100-3619	Bond Release Fee	17,550	21,900	20,000	20,100	20,000
	All new developments are required to post financial security (bonds) to guarantee the completion of improvements which are required by ordinance and established at the time of development approval. The Pennsylvania Municipalities Planning Code (MPC) establishes criteria for the posting and release of financial security. The MPC allows for full and partial releases of the financial security as work progresses in new developments. A bond release fee is charged each time that a developer requests a release of financial security from the Township. The fees are intended to cover Township costs associated with processing of a release request. Fees are charged to the development's escrow account. Fees are \$150 for requests related to sewer and water facilities, plus actual costs of engineer's inspection; and \$300 for requests related to roads/stormwater facilities, plus the actual costs of engineer's inspections.					
1000-3100-3620	Liquor License Transfer	500	-	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	8,800	7,150	8,000	3,850	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	825	1,000	-	500
	Cranberry Township has a Zoning Hearing Board pursuant to the Pennsylvania Municipalities Planning Code and the Board is charged with hearing appeals of aggrieved parties from provisions of the zoning ordinance. A fee is charged for each case brought before the Zoning Hearing Board; the fee is \$275 for residential applications and \$550 for non-residential applications and is intended to cover the cost associated with processing the application.					
1000-3100-3625	Site Plan Subdivision Rev	120,710	92,930	100,000	48,410	90,000
	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	150	100	140	-
	The Township provides copies of certain public documents to the public. These documents can include copies of codes and ordinances or other public documents. This item represents the revenue received for the documents and is intended to cover reproduction costs.					
	Land Development Total	148,465	122,955	129,600	72,500	119,000

2021 Annual Budget

Code Enforcement Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-3200-3220	Nonbusiness Permits	10,410	5,720	4,500	4,912	4,500
	Non-residential Business Licenses are actually for Non-residential Zoning Approvals.					
1000-3200-3315	Local Ordinance	-	500	-	-	-
1000-3200-3611	Building Permits	1,063,368	927,534	850,000	1,595,575	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	6,385	8,060	6,500	7,500	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	18,600	26,500	18,500	37,868	20,000
	Permit fee charged for the review of fire protection installation permit applications. Fire prevention installation permit applications are \$150 and include the installation, enlargement, alteration and repair of sprinkler systems, fire detection systems, commercial exhaust suppression systems and related fire safety devices. This amount does not include the .002 review fee that is collected.					
1000-3200-3614	Fire Prevention Permit	51,680	57,670	45,000	49,435	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	950	3,825	1,000	6,375	1,000
	Fee for on-lot septic permit applications which include the site testing, application review and permit approval.					
1000-3200-3616	Sign Permits	10,600	13,750	10,000	9,750	10,000
	The size and location of signs are regulated by the Township zoning ordinance. Fees charged for each sign application are intended to cover the costs associated with processing the application. Fees for monument signs are \$150, for building signs \$150.00 and for panel replacements \$50.					
1000-3200-3617	Grading Permits	4,200	4,550	3,500	4,250	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	16,515	18,475	15,000	18,595	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	160,885	160,153	150,000	185,831	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.					
1000-3200-3629	Technology Fee	-	-	-	120	2,500
	Code Enforcement Total	1,343,592	1,226,737	1,104,000	1,920,211	1,108,000

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Police Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4116-3220	Nonbusiness Permits	8,785	12,810	8,000	4,305	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	16,401	15,217	10,000	7,031	12,000
	Local portion of fines collected by State Police.					
1000-4116-3312	Clerk Of Courts	18,705	17,744	20,000	19,489	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	45,084	42,577	35,000	19,490	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	25,232	26,179	23,000	18,684	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	3,175	1,650	3,000	475	2,500
	Fines collected from Township parking citations.					
1000-4116-3317	Reimb Expense Vehicle Theft	7,448	6,915	127,800	25,157	-
	Monies received to fully fund an officer participating in the Pennsylvania State Police Auto Theft Task Force.					
1000-4116-3510	Federal Grants	348	2,213	3,000	-	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	3,870	4,264	3,300	4,130	3,400
	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	5,210	5,348	4,500	17,291	5,500
	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	37,375	28,825	25,000	29,316	25,500
	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	4,122	4,241	4,000	2,738	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	8,864	8,919	10,000	2,607	10,000



2021 Annual Budget

Police Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 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	237,668	239,523	130,000	183,265	257,800
	Contracted police services. Represents collected reimbursable salaries for construction details, Drug Task Force, DUI Task Force, Seneca Valley School detail, etc.					
	POLICE Total	424,285	416,424	406,600	333,977	409,700

2021 Annual Budget

Public Works Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5110-3661	Winter Service Agreement	31,382	16,161	20,000	10,544	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	3,955	-	1,500	2,030	2,000
	Township manufacturers salt brine and makes available to Seven Fields Borough, Lancaster Twp and Jackson Township for prewetting operations					
	<i>Snow Removal Total</i>	<i>35,337</i>	<i>16,161</i>	<i>21,500</i>	<i>12,574</i>	<i>22,000</i>
1000-5120-3647	Reimburse Salaries	120	-	-	-	-
1000-5120-3662	7 Fields/Adams Maint Agreemnt	21,800	22,455	27,000	25,898	28,500
	Fees received from our Inter-Municipal Partners for Traffic Signal Operations					
	<i>Traffic Signals & Communic Total</i>	<i>21,920</i>	<i>22,455</i>	<i>27,000</i>	<i>25,898</i>	<i>28,500</i>
1000-5132-3647	Reimburse Salaries	-	-	-	19,447	-
	<i>ROAD MAINTENANCE Total</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>19,447</i>	<i>-</i>
1000-5150-3647	Reimburse Salaries	1,198	304	-	-	-
1000-5150-3648	Vehicle Equipment Useage	135	-	-	961	-
	<i>Fleet Maintenance Total</i>	<i>1,333</i>	<i>304</i>	<i>-</i>	<i>961</i>	<i>-</i>
1000-5160-3511	Other Grants	-	-	-	7,500	-
1000-5160-3647	Reimburse Salaries	63	-	-	-	-
1000-5160-3663	Ballfield Light Reimb	36,296	30,384	31,000	26,028	31,000
	The Township bills the local athletic associations for electrical service for ballfield lights.					
	<i>Grounds Maintenance Total</i>	<i>36,360</i>	<i>30,384</i>	<i>31,000</i>	<i>33,528</i>	<i>31,000</i>
	Total	94,949	69,304	79,500	92,407	81,500

2021 Annual Budget

Parks and Recreation Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6210-3422	Rooms/Facility	7,247	9,076	7,500	1,703	6,000
1000-6210-3423	Shelters	15,750	17,200	16,000	14,360	25,000
	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	3,550	3,700	3,500	2,400	3,500
1000-6210-3647	Reimburse Salaries	120	100	-	-	-
1000-6210-3681	Program Fees/Lessons	411	-	-	-	-
1000-6210-3683	Vending Commissions	210	188	200	158	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	4,488	4,001	-	59	-
	All donations going to specific program					
1000-6210-3855	Miscellaneous	1,200	1,540	1,200	110	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	52	(242)	-	2	-
	Over/short is a tool to record cashier errors in handling cash either through giving incorrect change or making an incorrect key entry. An over/short report acknowledges the differences and records them. This aids in the recognition of potential problems and assists staff in reducing errors.					
	Park Operation Total	33,027	35,563	28,400	18,792	35,900
1000-6220-3681	Program Fees/Lessons	301,199	330,582	330,000	149,509	310,000
	The Early Childhood Cost Center 6220 consists of revenue from programs for ages 0-6 such as craft classes, music classes and our preschool program.					
	Park Early Childhood Total	301,199	330,582	330,000	149,509	310,000
1000-6230-3681	Program Fees/Lessons	459,775	482,658	500,000	223,532	435,000
	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	7,000	2,000	1,500
	Park Youth Programs Total	459,775	483,158	507,000	225,532	436,500
1000-6240-3681	Program Fees/Lessons	140,830	129,687	226,000	79,687	165,000



2021 Annual Budget

Parks and Recreation Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
	Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics.					
	Park Adult Programs Total	140,830	129,687	226,000	79,687	165,000
1000-6250-3681	Program Fees/Lessons	8,351	5,939	12,600	390	6,000
	Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Holiday Programs.					
1000-6250-3852	Sponsorship	-	3,500	-	-	-
	Park Family Programs Total	8,351	9,439	12,600	390	6,000
1000-6260-3681	Program Fees/Lessons	21,740	43,833	42,500	22,365	36,000
	Leadership Summer Camp and Teen Tennis. Programs for ages 13-18 such as Babysitting Training.					
	Park Teen Programs Total	21,740	43,833	42,500	22,365	36,000
1000-6270-3681	Program Fees/Lessons	-	210	1,000	190	1,000
	Senior programs, holiday bingo.					
	Park Senior Programs Total	-	210	1,000	190	1,000
1000-6280-3681	Program Fees/Lessons	3,000	1,750	-	-	-
	Concert, movies, Community Days and other events township does for no revenue					
1000-6280-3852	Sponsorship	-	-	5,000	-	-
	Sponsorships related to events					
	Park Community Events Total	3,000	1,750	5,000	-	-
1000-6290-3426	Field Rental	74,829	61,280	65,000	40,761	65,000
	Park Facility Maintenance Total	74,829	61,280	65,000	40,761	65,000
1000-6295-3427	Vendor Spaces	-	-	-	-	5,000
1000-6295-3681	Program Fees/Lessons	1,139	1,224	12,000	492	12,000
	Amusement tickets, Cultural Diversity and other community services.					
1000-6295-3853	Sale Of Street Name Signs	98	54	-	78	-
	Park Special Program Total	1,237	1,278	12,000	570	17,000
	Total	1,043,989	1,096,777	1,229,500	537,795	1,072,400

General Fund Expenses



2021 Annual Budget

Department: Legislative

Description and Responsibilities:

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

Staffing Levels	2017	2018	2019	2020	2021
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5



2021 Annual Budget

Board Of Supervisors Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-1100-4013	Salaries-Board/Comm	22,057	22,641	21,875	18,776	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	1,367	1,367	1,356	1,164	1,356
The employer share of FICA is based on 6.20% of all salary/ wages/overtime for all employees.						
1000-1100-4022	Medicare	320	320	317	272	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	275	3,400	8,000	-	8,000
Expenses related to educational opportunities for the Board of Supervisors.						
1000-1100-5356	Employee Dues/Members	14,223	-	11,200	8,991	11,200
Expenses involved with memberships in PSATS, Butler COG, Pennsylvania Municipal League.						
Total		38,243	27,728	47,748	29,204	47,748



2021 Annual Budget

Misc Revenues & Transfers Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-1700-5003	Prior Year Refund Of Revenue	1,275	-	-	-	-
Total		1,275	-	-	-	-



2021 Annual Budget

Department: Misc Expenses & Transfers

Description and Responsibilities:

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



2021 Annual Budget

Misc Expenses & Transfers Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-1800-6201	Transfer To Capital	4,000,000	4,900,000	1,000,000	-	-
1000-1800-6203	Transfer To Enterprise Fnd	420,500	-	470,000	-	-
Total		4,420,500	4,900,000	1,470,000	-	-



2021 Annual Budget

Department: Executive

Description and Responsibilities:

This cost center supports the activities of the Executive Management team of the Township. The Team includes the Township Manager, three 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.

2020 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.
8. Oversaw the creation and implementation of the COVID-19 Infectious Disease Response Plan to ensure the safety of employees while continuing to provide essential Township functions.

2021 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 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.
11. Continue to implement the COVID-19 Response Plan as long as necessary.
12. Work to implement new safety programs across all Departments to reduce risk and focus on employee safety education and prevention.

2021 Budget Highlights:

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

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	4	4	4	4	5
Part Time	1	1	1	1	1

2021 Annual Budget

Executive Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2100-1611	Postage Inventory	(4,737)	(18)	-	(2,095)	-
1000-2100-4010	Salaries-Fulltime	352,308	363,422	352,534	352,458	543,707
7 full time employees J. Andree , B. Bertoncello , L. Coon , D. Santoro , A. Osterrieder , L. Martsof, D Reynolds						
1000-2100-4012	Salaries-Part Time	28,815	31,036	33,725	40,355	29,082
1 part time reg (S. Burnside) 30 hrs/wk @ \$18.04/hr						
1000-2100-4015	Overtime	1,152	966	4,000	1,534	4,000
Overtime for attendance at BOS meetings, etc.						
1000-2100-4021	Social Security Tax	21,846	22,649	24,196	23,365	35,761
The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.						
1000-2100-4022	Medicare	5,460	5,657	5,659	5,651	8,363
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2100-4023	Workers Comp	812	875	1,017	684	1,647
Workers' Compensation insurance for all employees.						
1000-2100-4041	Pension Non Uniform	17,442	17,990	17,827	17,685	27,385
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	46,484	49,519	50,397	39,753	93,767
Medical insurance for all full time employees.						
1000-2100-4052	Vision Insurance	378	378	352	296	594
Vision insurance for all full time employees.						
1000-2100-4053	Dental Insurance	2,430	2,607	2,957	2,657	5,043
Dental insurance for all full time employees.						
1000-2100-4054	457 Contributions	40,019	38,698	33,659	42,556	43,456
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	661	677	2,326	627	2,671
Long term disability insurance for all full time employees.						
1000-2100-4057	Life Insurance	1,453	1,488	2,011	1,380	3,089
Life insurance for all full time employees and certain part time employees.						
1000-2100-5001	Office Supplies	10,273	11,952	14,000	5,450	14,000
Office supplies for administration and other departments.						

2021 Annual Budget

Executive Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2100-5002	Subscriptions/Books	252	385	1,500	214	2,000
1000-2100-5004	Materials And Supplies	49,275	25,036	22,000	26,051	25,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management.						
1000-2100-5111	Professional Services	85,203	52,081	75,000	28,261	75,000
Consulting services, global safety initiatives, document management. Twp appraisal of assets.						
1000-2100-5133	Legal Services	104,442	163,063	99,000	93,544	115,000
Legal fees and claim deductibles for legal defense.						
1000-2100-5230	Information Tech Svs	140,000	145,000	160,000	160,000	165,000
Costs associated with IT support of administration.						
1000-2100-5312	Cell Phones	4,620	4,620	5,000	4,170	5,700
Cell phone reimbursement costs						
1000-2100-5332	Equipment Leases	8,289	6,936	16,000	5,468	14,000
Copy machine and postage meter lease/maintenance agreements.						
1000-2100-5353	Employee Meeting /Confer	6,774	13,432	20,000	5,006	17,000
1000-2100-5354	Employee Training	11,293	13,658	14,000	763	20,000
Typically for expenses incurred for conferences - (lodging, travel, reg. fees,) as well as other training.						
1000-2100-5356	Employee Dues/Members	7,314	7,065	8,000	7,981	11,000
APMM, ICMA, PELRAS and other professional type memberships and journals.						
1000-2100-5361	Postage And Shipping	19,524	17,734	20,000	18,184	19,000
Postage costs for various Township mailings.						
1000-2100-5363	Advertising	1,252	1,875	3,500	2,682	3,500
All legal advertising for the Board of Supervisors and employee recruitment						
1000-2100-5364	Fuel	1,957	2,081	3,500	1,207	3,500
Fuel for administrative fleet.						
1000-2100-5370	Minor Equipment/Furniture	-	-	5,000	71,712	5,000
Purchase of miscellaneous furniture and equipment.						
Total		964,993	1,000,860	997,160	957,596	1,293,265

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.

2020 Accomplishments:

1. Created Summer Intern framework, including establishing contacts with local schools and universities between HR personnel and school employees to be used for networking purposes.
2. Negotiated Police and Teamsters CBA.
3. Analyzed Munis for Human Resources capabilities.
4. Created COVID-19 Policies including but not limited to Screening and Report to Work requirements, Pandemic Response Plans, Travel Restrictions, Union MOU's.
5. Furloughed 16 Full-Time Employees due to COVID-19 while maintaining benefits and communicated necessary information to employees and returned employees to full-time status.
6. Monitoring and reporting on all unemployment claims.
7. Furloughed Part-Time and Part-Time Regular Employees due to COVID-19.
8. Successfully hired 4 full-time employees in 2020 with 4 current open 4 full-time positions expected to be filled before the end of 2020.
9. Hired 174 seasonal employees with nearly all online on-boarding due to COVID-19.
10. Transitioned various HR benefits/platforms to virtual options due to COVID-19, including the health fair, lunch and learns and wellness plan offerings.

2021 Goals:

1. Identify, build out and establish a new Human Resources Platform.
2. Expand the use of Predictive Index to all non-union Township employees .
3. Implement a monthly Employee Recognition program.
4. Determine the viability of and potentially implement Flexible Work Scheduling/Remote Work.

2021 Budget Highlights:

1. Identify, build out and establish a new Human Resources Platform.
2. Implement a Summer Intern program across the Township.
3. Expand the use of Predictive Index to all non-union employees.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0



2021 Annual Budget

Human Resources Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2200-4010	Salaries-Fulltime	91,581	150,932	162,312	138,167	166,070
4 full time employees A. Courtney , H Peterson , S. Goettler , M Simons						
1000-2200-4012	Salaries-Part Time	1,000	-	3,000	-	-
1000-2200-4015	Overtime	11	-	600	-	600
1000-2200-4021	Social Security Tax	5,552	9,242	10,287	8,371	10,334
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
1000-2200-4022	Medicare	1,298	2,162	2,406	1,958	2,417
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2200-4023	Workers Comp	382	389	435	293	476
Workers' Compensation insurance for all employees.						
1000-2200-4041	Pension Non Uniform	4,630	7,547	8,146	6,908	8,334
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	28,314	20,568	29,644	19,839	30,721
Medical insurance for all full time employees.						
1000-2200-4052	Vision Insurance	195	165	279	216	279
Vision insurance for all full time employees.						
1000-2200-4053	Dental Insurance	1,183	1,438	2,336	1,878	2,336
Dental insurance for all full time employees.						
1000-2200-4054	457 Contributions	4,554	7,547	8,146	6,908	8,334
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	196	290	424	296	433
Long term disability insurance for all full time employees.						
1000-2200-4057	Life Insurance	403	597	919	612	940
Life insurance for all full time and certain part time employees.						
1000-2200-5001	Office Supplies	1,225	874	1,500	698	1,500
General Office Supplies						
1000-2200-5002	Subscriptions/Books	2,004	129	4,779	537	4,779
Human Resources manuals for administration of wages and benefits. Legal research and anlaysis materials.						
1000-2200-5004	Materials And Supplies	10,462	3,644	4,300	2,463	4,300



2021 Annual Budget

Human Resources Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 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	5,454	28,076	15,550	924	40,550
Required employee training on personnel matters; Required non-discrimination testing for self-insured employers; Professional compensation study						
1000-2200-5134	Other Services/Fees	16,471	39,615	49,800	23,667	55,575
Employee wellness initiatives, health education, wellness program consultant/development, and employee outreach efforts; Increased amount due to adding Teamsters and Police to Wellness Program						
1000-2200-5136	Administrative Fees	5,471	5,064	5,150	4,455	5,150
Items shared amongst all depts (added by VG 2017)						
1000-2200-5230	Information Tech Svs	57,000	60,000	65,000	65,000	70,000
IT costs associated with HR						
1000-2200-5312	Cell Phones	1,380	2,760	2,760	2,530	2,400
1000-2200-5352	Employee Milage Reimb	-	-	100	-	100
Mileage						
1000-2200-5354	Employee Training	1,276	9,360	10,400	3,087	4,900
Human resource training on relevant legal issues such as wage and hour compliance, anti discrimination rules, update on employment laws abd ADA compliance.						
1000-2200-5356	Employee Dues/Members	748	1,116	3,450	1,587	2,250
Maintain various certifications and memberships, including continuing legal education requirements.						
1000-2200-5358	On Boarding Program	3,609	3,044	17,050	12,535	15,550
Orientation program for new, summer and seasonal hires. Intern program; Personality assessments						
1000-2200-5370	Minor Equipment/Furniture	790	620	-	-	-
Total		245,190	355,178	408,773	302,930	438,328

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.

2020 Accomplishments:

1. Remote Work Technology - Successfully deployed technology to provide work from home capabilities including NetMotion always-on VPN, soft phones and MiCollab mobile app for answering calls remotely, and Microsoft Teams for instant messaging, video conferencing and collaboration.
2. New Intranet - Built and implemented a new Employee One-Stop intranet homepage and incorporated daily updates from the Communications Teams.
3. Network Security - Hired third party to perform penetration testing on our perimeter network and internally. Made numerous improvements to network security based upon the findings.

2021 Goals:

1. Permitting Software - We will be working with the Planning & Development Services Department on migrating building permits and the land development process from Munis to a new software package. The new software will provide a customer portal for online permit applications, online inspection scheduling and mobile access for the code inspectors.
2. Office 365 - We will be completing the implementation of Office 365 by building out department communication and intranet sites as well as migrating all content to SharePoint Online.
3. Asset Management - We will be working with the Asset Management Project Team to develop a plan on managing assets, developing requirements for software and integrating software across the organization. This project will include addressing work order management, asset management, GIS and inspections.
4. Dashboards & Reporting - Creating dashboards in PowerBI and ArcGIS to solve business needs. Integrating reporting options into the new dashboards and mobile apps.
5. Cloud-based Computing - Evaluate IaaS cloud offerings for moving infrastructure to an operating expense model rather than capital expense model.

2021 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. Hardware Upgrades - Several planned upgrades including new computers and cameras for four police cars, replacing Surface Pro devices, replacing iPads for the Fire Company and upgrading the core network backbone routers.
4. Network Upgrades - Upgrading the core network backbone infrastructure for high availability, redundancy and adding new features for management of all network switches and routers.
5. Cloud-based Computing - Migration of infrastructure and applications to the cloud. Subscription and usage expenses will be added to IT operations budget.

Staffing Levels	2017	2018	2019	2020	2021
Full Time	8	9	9	9	9
Part Time	1	0	0	0	0



2021 Annual Budget

Information Technology Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
10002311	Do-Computer Support	267,095	287,289	305,325	294,695	395,902
10002313	Do-Mobility	76,446	86,187	121,952	125,078	182,322
10002314	Do-Phone Sysytem	90,750	92,645	82,945	63,598	93,676
10002321	Gis	37,067	37,097	47,551	33,739	39,554
10002323	Gis/Gis System	97,415	117,055	130,145	99,362	143,871
10002331	No-Network Managment	184,907	201,640	290,546	177,141	296,338
10002333	No-Server Management	155,656	159,883	234,313	158,434	218,560
10002342	Sm-Program Support	611,844	696,901	647,515	625,431	688,892
10002361	It-Chargeback	(1,433,000)	(1,503,000)	(1,651,000)	(1,641,000)	(1,845,780)
Total		88,181	175,699	209,292	(63,523)	213,335



2021 Annual Budget

Department: Finance

Description and Responsibilities:

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

2020 Accomplishments:

1. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
2. Successful audit for 2019.
3. Moody's confirmation of Aaa rating.
4. Worked on the Storm Water Project.
5. Successful debt refinance.

2021 Goals:

1. Continue to update Finance Department procedures and policies.
2. Assist with fixed asset management and codes software installation.
3. Promote customer portal for water usage.
4. Promote e-bill payment opportunity.
5. Work with DPW on the implementation of Utility Operations.

2021 Budget Highlights:

1. Maintain current work-force level in Finance.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	6	6	6	6	6
Part Time	0	0	0	0	0

2021 Annual Budget

Finance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2400-4010	Salaries-Fulltime	205,217	210,957	190,961	186,966	166,690
6 full-time employees V. Gleason , B. Lang R. Kerr , K. Wokutch , C. Koss , L. Mackenstein						
1000-2400-4012	Salaries-Part Time	1,166	-	-	-	-
Intern for the month of January 2018						
1000-2400-4015	Overtime	779	1,001	510	661	500
1000-2400-4021	Social Security Tax	12,627	13,101	11,871	11,591	10,356
The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.						
1000-2400-4022	Medicare	2,953	3,064	2,776	2,711	2,422
The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.						
1000-2400-4023	Workers Comp	443	436	499	336	477
Workers' Compensation insurance for all employees.						
1000-2400-4041	Pension Non Uniform	10,255	10,598	9,574	9,381	8,352
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	39,164	42,382	39,506	40,114	29,360
Medical insurance for all full time employees.						
1000-2400-4052	Vision Insurance	386	386	339	339	264
Vision insurance for all full time employees.						
1000-2400-4053	Dental Insurance	1,939	2,080	2,857	3,146	2,155
Dental insurance for all full time employees.						
1000-2400-4054	457 Contributions	10,117	10,598	9,574	9,381	8,352
The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.						
1000-2400-4055	Disability Insurance	405	421	498	398	434
Long term disability insurance for all full time employees.						
1000-2400-4057	Life Insurance	834	868	1,080	821	942
Life insurance for all full time employees....						
1000-2400-5001	Office Supplies	2,123	2,970	2,500	2,821	2,500
1000-2400-5004	Materials And Supplies	37,162	11,449	15,000	12,203	15,000
Supplies/bank charges						
1000-2400-5112	Accounting And Auditing Svs	49,886	52,982	54,000	30,139	50,000



2021 Annual Budget

Finance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
Partial costs associated with annual audit.						
1000-2400-5230	Information Tech Svs	87,500	91,000	100,000	100,000	105,000
Costs associated with IT support of Finance.						
1000-2400-5312	Cell Phones	2,760	3,120	3,000	2,530	3,100
Cell phones for V. Gleason and B. Lang						
1000-2400-5354	Employee Training	48	-	3,000	358	2,000
GFOA/MUNIS and misc. training.						
1000-2400-5356	Employee Dues/Members	525	525	700	375	700
GFOA & GFOA-PA dues						
Total		466,287	457,938	448,245	414,272	408,604

Department: Communications**Description and Responsibilities:**

This budget supports the primary goal of communications across all Township departments and its residents. The Communications Team maintains responsibility for all Township communications on a variety of platforms that include; website, social media, community digital sign, Cranberry Today, e-mail blasts, and signage. The Communications Team supports all departments in their requests for presentations, reports, brochures, posters, flyers, social media posts, videos, writing, graphic design, vehicle wraps, and other. The Team also handles internal communications which include the employee newsletter Stafflines, and daily updates on the new SharePoint site.

2020 Accomplishments:

1. The Communications Team steered the Township's communication's efforts to residents during the COVID-19 pandemic. They created strong, clear messaging that led the region in best practices in communicating with residents.
2. Helped coordinate the new Cranberry Response Team (CRT) which raised donations for families in need, while arranging various volunteer initiatives including food and supply drives.
3. The Communications Team was the subject of an international case study from Zencity entitled "Communications During a Crisis: How Cranberry Township was Successful". The international study highlighted the Team's efforts in their messaging during the pandemic which helped shape future narratives from the Township.
4. Launched a new external electronic newsletter entitled Cranberry Central.
5. Managed content of internal communication platform of SharePoint.
6. Managed a new collaboration with the Pittsburgh North Chamber of Commerce on the 2020 Farmers Market.
7. Successfully communicated with residents the importance of 2020 Census and 2020 Election.

2021 Goals:

1. Focus on the visitor's "experience" with the Township's website and roll out a new mobile app to compliment the website.
2. Continue to take on leadership roles in several areas including sponsorships, event management and community outreach with new Business Hub Network and welcome trailer.
3. Assist CTVFC in becoming more progressive in their social media platforms to help with their recruitment efforts.

2021 Budget Highlights:

1. Featured web services with new mobile app.
2. High quality written and digital communication pieces that keep stakeholders informed including Cranberry Today, Parks & Recreation program guide, marketing materials for all Township programs, increased video production, social media usage and an enhanced "visitor experience" on website.
3. Improve community outreach efforts with the Township's rebranded Business Hub Network and the business welcome trailer.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	1	2	2	5	5
Part Time	4	3	3	2	2

2021 Annual Budget

Communications Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2500-4010	Salaries-Fulltime	88,712	90,794	199,268	111,862	139,742
1000-2500-4012	Salaries-Part Time	63,654	88,761	31,301	54,222	26,179
4 part-time positions						
1000-2500-4015	Overtime	1,128	2,325	1,550	167	700
1000-2500-4021	Social Security Tax	9,426	11,180	14,391	10,099	10,331
1000-2500-4022	Medicare	2,204	2,614	3,366	2,362	2,416
1000-2500-4023	Workers Comp	307	413	662	436	476
1000-2500-4041	Pension Non Uniform	4,492	6,135	10,041	6,737	7,022
1000-2500-4051	Hospitalization	14,018	18,736	40,838	32,504	32,770
1000-2500-4052	Vision Insurance	109	125	300	184	226
1000-2500-4053	Dental Insurance	668	805	2,322	1,869	1,779
1000-2500-4054	457 Contributions	4,367	6,135	10,041	6,737	7,022
1000-2500-4055	Disablity Insurance	125	177	522	226	365
1000-2500-4057	Life Insurance	308	407	1,133	492	792
1000-2500-5002	Subscriptions/Books	5,205	5,769	3,742	5,825	4,089
This account will be used for various subscriptions.						
1000-2500-5004	Materials And Supplies	13,155	15,631	21,000	8,963	25,000
This account will be used for supplies.						
1000-2500-5111	Professional Services	10,482	21,021	12,000	4,149	18,000
This account will be used for professional services expenses related to the web site and branding efforts.						
1000-2500-5121	Repair Maint Equipment	35,926	32,336	62,675	51,750	5,400
1000-2500-5230	Infomation Tech Svs	-	-	-	-	133,700
1000-2500-5312	Cell Phones	6,900	7,045	8,280	6,725	5,820
This account is used for employee cell phone reimbursements.						
1000-2500-5352	Employee Milage Reimb	17	-	-	-	-
1000-2500-5353	Employee Meeting /Confer	-	44	-	-	-
This account will be used for employee conference and meeting expenses.						
1000-2500-5354	Employee Training	120	1,710	4,000	-	4,000
This account is used for employee training, conferences and certification expenses.						



2021 Annual Budget

Communications Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2500-5361	Postage And Shipping	13,229	8,424	10,600	5,692	10,000
This account will be used for postage and shipping expenses.						
1000-2500-5362	Printing	30,104	20,668	28,800	21,020	34,000
This account will be used for printing of publications.						
1000-2500-5371	Community Outreach	40	-	-	-	-
1000-2500-6124	Software	-	26,338	-	-	-
Total		304,696	367,593	466,832	332,021	469,829



2021 Annual Budget

Department: Debt Service

Description and Responsibilities:

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

2020 Accomplishments:

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

2021 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: 4/28/2020 Amount Issued: \$1,200,000 Term: 12 years Rate: 3.00% Purpose: Purchase of ladder 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



2021 Annual Budget

Debt Service Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2600-5414	Go Series 2010	125,000	166,513	165,463	165,463	168,500
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	55,611	256,419	253,119	253,119	253,419
Portion of principal and interest for new money received from Series 2011 bond issue.						
1000-2600-5428	2012 Go Series	924,155	1,252,048	1,250,432	1,249,955	1,244,935
Principal and interest payments for Series 2012 bond issue.						
1000-2600-5430	Paying Agent	3,735	3,778	3,750	1,185	-
Annual fees for 2010, 2011, 2012, 2015 and 2017 bonds.						
1000-2600-5434	Interest Expense	642,999	-	-	-	-
Total		1,751,500	1,678,758	1,672,764	1,669,722	1,666,854



2021 Annual Budget

Department: Tax Collection

Description and Responsibilities:

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

2020 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.

2021 Goals:

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

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	0	0	0	0	0
Part Time	1	1	0	0	0

2021 Annual Budget

Tax Collection Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2700-4010	Salaries-Fulltime	23,916	24,592	25,286	21,575	25,664
L. Mackenstein						
1000-2700-4012	Salaries-Part Time	36,540	36,540	36,400	31,220	36,400
Real Estate Tax Collector compensation per Res. 2013-05						
1000-2700-4015	Overtime	410	457	150	155	150
1000-2700-4021	Social Security Tax	3,739	3,799	3,834	3,266	3,857
The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.						
1000-2700-4022	Medicare	875	888	897	764	902
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.						
1000-2700-4023	Workers Comp	52	58	66	44	74
Workers' Compensation costs for all employees with the exception of the Real EstateTax Collector.						
1000-2700-4041	Pension Non Uniform	1,216	1,253	1,272	1,087	1,291
The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.						
1000-2700-4051	Hospitalization	9,749	10,192	10,814	9,886	11,222
Medical insurance costs for full time employees						
1000-2700-4052	Vision Insurance	69	69	67	61	67
Vision insurance costs for full time employees.						
1000-2700-4053	Dental Insurance	458	492	580	579	580
Dental insurance costs for full time employees.						
1000-2700-4054	457 Contributions	1,154	1,253	1,272	1,087	1,291
The 401 contribution is based on 5% of all salaries/wages/ overtime for full time employees.						
1000-2700-4055	Disability Insurance	48	49	66	46	67
Long term disability insurance for all full time employees.						
1000-2700-4057	Life Insurance	98	101	143	95	146
Life insurance costs for full time and certain part time employees.						
1000-2700-5004	Materials And Supplies	7,052	7,343	7,500	8,233	8,300
County processing fee for RE Tax collector, RE Tax Collector postage and BCTCC Cost Allocation.						
1000-2700-5230	Information Tech Svs	7,000	7,000	8,000	8,000	8,080
Costs associated with IT support of Tax Collection.						

2021 Annual Budget

Tax Collection Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2700-5352	Employee Milage Reimb	-	-	250	-	-
1000-2700-5354	Employee Training	200	-	300	-	-
Tax administrator training.						
1000-2700-5356	Employee Dues/Members	-	-	150	-	-
10 LITA (Local Income Tax Assoc.) 60 PEITOAC (Pa. Earned Income Tax) 50 PBPMTCA (Pa. Bus. Priv. Merc.)						
1000-2700-5452	Business Privilege/Merc	56,385	58,522	55,650	53,367	42,000
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Business Privilege/Mercantile Tax						
1000-2700-5453	Local Service Tax Exp	25,208	25,352	26,250	18,472	18,270
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	119,047	124,812	109,500	98,930	108,270
1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax						
Total		293,216	302,772	288,447	256,866	266,631



2021 Annual Budget

Department: Insurance

Description and Responsibilities:

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

2020 Accomplishments:

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

2021 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.

2021 Annual Budget

Insurance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-2800-4024	Unemployment Comp	98,632	100,276	110,000	73,935	110,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
1000-2800-4043	Pension Adminstration	37,524	37,549	40,900	31,352	42,200
LeTort Non-Uniform Trustee Plan Services/Investment fees @ 2850/mo = 34200 Mockenhaupt Police Actuarial services @ 1600/qtr= 6400, plus misc plan services 1600						
1000-2800-5341	Insurance Premiums	230,075	239,236	288,500	287,239	297,000
Includes: Gen Twp Package - prop., liab., auto, IM, umbrella, Public Officials & Employ Prac.- Volunteer Ins., Treas Bond, Fiduciary Cov, Pollution Liab (Vol Fire, Golf, S/W, Law Enf Liab. covered elsewhere)						
Total		366,231	377,061	439,400	392,526	449,200

Department: Land Development

Description and Responsibilities:

Land Development" (cost center 3100) falls under Planning & Development Services and 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 and the new established Environmental Advisory Committee (EAC) 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.

2020 Accomplishments:

1. Despite delays as the result of the pandemic, development within the Township rebounded over the summer and is on pace to meet 2020 benchmarks. This rebound is reflected in the current, annual construction valuation of \$130,000,000 as of September 30, 2020. This continued growth is also represented by the completion of the following projects and benchmarks:
 - a. Phase 1 & 4 of the Meeder development continued to advance at a rapid pace and included the construction of mixed-use buildings, townhomes, lofts and 276 apartment units.
 - b. The Traditions of America development was issued all building permits and is projected to be completed by early 2021.
 - c. Phase 4 of the Park Place development was completed. Phase 6 has issued all building permits with a projected completion in early 2021.
 - d. The Reserve at Eagle Hill Townhouse development progressed and will continue into 2021.
2. Reviewed 36 applications as of September 30, 2020 (7 Conditional Use, 13 Land Development, 14 Subdivision/Lot Line Revisions, and 2 PRD Applications).
3. Prepared for 8 Planning Advisory Commission meetings as of September 28, 2020.
4. Continued the document scanning project for the file room in house with a new part time person and a helping hand from some volunteers from the Church of Latter-Day Saints for a few months. The file room has been emptied and will be stored at Iron Mountain until documents are scanned.
5. Oversaw the development of the Environmental Advisory Committee. This committee continued to meet and was officially appointed in the summer of 2020.
6. Searching for a replacement for vacant Planning & Dev. Svs Mgr position. In addition, the Land Development Specialist position was left vacant in January 2020.

2021 Goals:

1. Continue to manage a substantial amount of land developments and conditional uses projects.
2. Seek opportunities for ordinance improvements.
3. Work towards improvements in the Streetscape Enhancement Ordinance.
4. Look for improvements in the Landscaping Ordinance
5. Successfully implement the new PDS integrated software system

2021 Budget Highlights:

1. Considerable growth is anticipated in 2021. If the 2020 trend continues there will be strong residential growth.
2. PDS remains cautiously optimistic that non-residential growth in 2021 will be significant. Meetings with Developers show signs of interest in new projects in 2021.
3. Implementation of the PDS Integrated Software System to manage our Land Development activities in 2021 should encourage efficiency in applications processing.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	3	3	3	3	3
Part Time	0	0	0	0	0

2021 Annual Budget

Land Development Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-3100-4010	Salaries-Fulltime	221,644	196,378	182,216	109,582	182,099
1000-3100-4012	Salaries-Part Time	-	-	20,648	-	15,448
1000-3100-4013	Salaries-Board/Comm	1,603	1,135	1,500	1,196	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	1,760	2,353	2,450	827	2,450
1000-3100-4021	Social Security Tax	13,406	11,914	12,729	6,684	12,400
1000-3100-4022	Medicare	3,135	2,786	2,977	1,563	2,900
1000-3100-4023	Workers Comp	505	596	683	460	728
1000-3100-4041	Pension Non Uniform	11,155	9,936	9,233	5,521	9,227
1000-3100-4051	Hospitalization	44,108	47,244	51,712	33,127	52,292
1000-3100-4052	Vision Insurance	337	346	345	214	342
1000-3100-4053	Dental Insurance	2,238	2,446	2,955	2,034	2,956
1000-3100-4054	457 Contributions	11,030	9,936	9,233	5,521	9,227
1000-3100-4055	Disability Insurance	305	334	480	253	480
1000-3100-4057	Life Insurance	638	688	1,042	521	1,041
1000-3100-5001	Office Supplies	1,912	3,464	3,000	1,046	3,000
This category is for office supplies for Planning and Development Services and includes toner expenses.						
1000-3100-5002	Subscriptions/Books	731	492	700	564	700
1000-3100-5004	Materials And Supplies	177	79	500	127	500
1000-3100-5007	Safety Supplies	443	(1,150)	500	-	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	8,841	8,645	15,000	2,473	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	1,056	570	7,500	-	5,000
1000-3100-5134	Other Services/Fees	8,760	3,520	8,000	5,930	5,000
This account is for recording fees (\$300) for plans where there is no Developer's Deposit account.						
1000-3100-5230	Information Tech Svs	51,500	53,000	57,500	57,500	60,000
1000-3100-5353	Employee Meeting /Confer	2,418	3,298	3,500	1,298	3,500
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.						



2021 Annual Budget

Land Development Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-3100-5354	Employee Training	2,589	4,202	4,000	95	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	-	-	986	-
All APA/PPA dues have been moved to 3300-5356						
1000-3100-5357	Clothing	-	-	150	-	150
This category is for employee boots for 1 staff member. Boots are purchased once every 3 years if needed. (last purchase was for new hire in 2020)						
1000-3100-5361	Postage And Shipping	-	1,245	1,500	-	1,500
In 2020 added the Business Hub Survey postage.						
1000-3100-5362	Printing	16	575	1,000	439	1,000
This account is for Planning and Development Services printing needs and Business Survey envelopes in 2020.						
1000-3100-5363	Advertising	4,218	4,066	5,000	2,577	5,000
1000-3100-5370	Minor Equipment/Furniture	1,406	159	1,000	-	1,000
1000-3100-5371	Community Outreach	3,263	1,751	2,500	953	2,500
\$2,000 for Green Team - was new in 2016. Business Hub expenses moved to 3300-5361 and 5362.						
Total		400,552	370,010	409,553	241,488	401,440

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.

2020 Accomplishments:

1. Despite not issuing building permits nor doing inspections from mid-March to the beginning of May, the Code Administration Group had a remarkable construction year and oversaw the construction of the Atria Personal Care Home, a \$32 million project that is expected to open in late 2020.
2. Reviewed, processed, and issued hundreds of building permits and zoning applications through September 2020 including 334 residential building permits, 84 non-residential building permits, 51 non-residential zoning applications, 67 residential (type 2) zoning permits, and 107 fire system installation applications.
3. Closed out 303 building permits through September 21, 2020.
4. Through September 2020 staff has completed 7,525 building inspections, approximately 770 fire system testing reviews, approximately 284 Inspections of Premises.
5. Continued the Fire Prevention licensing program and has increased the number of applications. Also continued to track false alarms and have seen a reduction of related calls.
6. Property Maintenance matters have continued to be a priority and staff has focused efforts as needed.
7. Continues to resolve many zoning matters and has thereby effectively limited the number of zoning appeals.
8. Planned for the implementation of an Integrated Software System for PDS. The implementation of this new software package will promote the increase staff efficiency across multiple Township Departments as it pertains to the submission, plan review, permitting, and inspections processes, reduce the Township's reliance on paper processes and streamline all aspects of the project management process by increasing the efficiency of storing, managing, and accessing all information related to a given application.

2021 Goals:

1. Complete the implementation of the Integrated Software System (ISS) and finalize the transition to electronic plan submissions.
2. Develop strategies for implementing Remote Virtual Inspection (RVI) procedures.
3. Complete the certification processes for the Code Administrators.

2021 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. Continue to grow the Fire Prevention program and assure that all fire systems in the Township are inspected and functioning correctly.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	4	5	8	6	6
Part Time	1	1	0	1	0

2021 Annual Budget

Code Enforcement Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-3200-4010	Salaries-Fulltime	260,994	310,618	304,962	231,344	309,805
1000-3200-4012	Salaries-Part Time	13,249	10,341	23,158	23,773	23,185
1000-3200-4015	Overtime	10,794	9,637	9,500	2,322	9,500
1000-3200-4021	Social Security Tax	17,160	19,765	20,932	15,244	21,233
1000-3200-4022	Medicare	4,013	4,623	4,896	3,565	4,966
1000-3200-4023	Workers Comp	1,548	2,044	1,708	1,182	1,900
1000-3200-4041	Pension Non Uniform	13,590	16,013	15,723	11,683	15,965
1000-3200-4051	Hospitalization	89,938	103,380	106,543	88,812	109,333
1000-3200-4052	Vision Insurance	661	745	753	582	704
1000-3200-4053	Dental Insurance	4,298	5,239	6,085	5,529	6,085
1000-3200-4054	457 Contributions	13,277	16,013	15,723	11,683	15,965
1000-3200-4055	Disability Insurance	674	728	818	508	830
1000-3200-4057	Life Insurance	1,417	1,501	1,774	1,046	1,800
1000-3200-5002	Subscriptions/Books	5,890	3,019	3,000	-	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	587	165	750	120	750
This account is for cameras and other field equipment.						
1000-3200-5110	Third Party Inspections	40,411	38,282	28,000	10,910	10,000
This expense account is for 3rd party building inspection services.						
1000-3200-5111	Professional Services	3,711	4,116	3,000	6,849	3,000
Copier fees, Septic reviews and building permit refunds.						
1000-3200-5115	3Rd Party Building Plan Review	86,327	98,855	85,000	88,412	85,000
This is account is for the cost of 3rd party building plan review.						
1000-3200-5133	Legal Services	-	300	500	-	500
This account is for Zoning Hearing Board or Building and Fire Code Appeals Board legal services.						
1000-3200-5230	Information Tech Svs	51,500	53,000	57,500	57,500	60,000
1000-3200-5312	Cell Phones	8,460	9,115	9,000	5,995	7,000



2021 Annual Budget

Code Enforcement Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
This category is for cell phone reimbursement for all Planning and Development Services cell phones. Director - phone, data (\$100), Manager(s) (3) - phone, data (\$100), Building Inspectors -(4) phone (\$60 per employee),						
1000-3200-5354	Employee Training	5,196	6,838	6,000	4,897	6,000
1000-3200-5355	Employee Career Devel	-	270	-	-	-
Tuition reimbursement						
1000-3200-5356	Employee Dues/Members	689	170	500	1,085	500
This category is for all dues and memberships associated with the Code Group.						
1000-3200-5357	Clothing	536	464	600	90	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	670	326	750	361	750
1000-3200-5363	Advertising	1,233	1,047	1,000	-	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	2,512	1,861	2,000	1,019	2,000
Total		639,334	718,473	710,175	574,509	701,371



2021 Annual Budget

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.

2020 Accomplishments:

1. Planning staff developed and implemented a planning process that explored quarterly topics including the redevelopment of the commercial core, COVID responses and local economic stimulus, the financial implications of existing residential land use patterns, and potential zoning regulations to guide future residential growth.
2. Developed a revenue/loss methodology to gauge the impact of existing development patterns.
3. Participated in Tri-County Business Collaborative to provide support to the local business community.
4. Worked with the Communications team to develop an online Business Resource Portal to share COVID-19 related information with the business community.
5. Partnered with Pgh N. Reg. Chamber to revigorated the Farmers Market and offer opportunities for local businesses to provide goods/services to the community.
6. Developed a census outreach strategy and coordinated Township efforts.
7. Coordinated and advanced existing SPC SMART and DCNR grants. In addition, several new applications were developed for the DCED H2O, DCNR C2P2, FEMA/PEMA Public Assistance, and the CFA MTF programs.
8. Worked with the Parks & Rec Dept. and the Cranberry K9 Connections committee to develop a strategic plan for advancing the committee's goals in the community.
9. Continued to provide support for the Fernway traffic calming project which focused on providing pedestrian improvements and traffic mitigation.

2021 Goals:

1. Continue to advance the development and implementation of an overlay district that guides the future growth of greenfield parcels in the Township.
2. Implement a strategic planning process that identifies redevelopment strategies for the Township's commercial core.
3. Develop a strategic planning process that addresses revitalization issues and builds participation in neighborhoods throughout the Township.
4. Seek opportunities that address multimodal connectivity throughout the Township.
5. Continue to aid in the planning and visioning of high-priority Township projects and policy initiatives, as directed.
6. Work with other departments and external consultants to advance a parks wayfinding/master plan.
7. Create a new plan for the Planners In Action project.
8. Develop a Homeowner's Association strategy that enables long-term success.
9. Advance zoning amendments that address micro-breweries, micro-distilleries, accessory living, and other emerging land use issues.
10. Continue to work with the Environmental Advisory Committee to create strategies and recommendations related to environmental issues in the Township.

2021 Budget Highlights:

1. Continue to promote strong focus on economic development with residents and businesses.
2. Continue to look for and assess "emerging trends" in Planning that keep Cranberry at the forefront of Planning initiatives

Staffing Levels	2017	2018	2019	2020	2021
Full Time	1	1	1	2	2
Part Time	1	1	1	0	0



2021 Annual Budget

Planning Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-3300-4010	Salaries-Fulltime	70,066	125,620	147,055	108,000	147,594
1000-3300-4012	Salaries-Part Time	37,337	5,625	4,005	113	4,005
1000-3300-4013	Salaries-Board/Comm	602	237	-	302	-
1000-3300-4015	Overtime	160	214	250	65	250
1000-3300-4021	Social Security Tax	6,587	8,049	9,381	6,677	9,415
1000-3300-4022	Medicare	1,541	1,883	2,194	1,562	2,202
1000-3300-4023	Workers Comp	256	285	398	264	437
1000-3300-4041	Pension Non Uniform	3,511	6,292	7,365	5,403	7,392
1000-3300-4051	Hospitalization	14,863	19,255	28,746	9,906	29,644
1000-3300-4052	Vision Insurance	113	139	188	65	188
1000-3300-4053	Dental Insurance	713	904	1,623	596	1,623
1000-3300-4054	457 Contributions	3,499	6,292	7,365	5,403	7,393
1000-3300-4055	Disablity Insurance	117	207	383	197	384
1000-3300-4057	Life Insurance	286	426	831	406	834
1000-3300-5002	Subscriptions/Books	-	-	500	-	500
1000-3300-5111	Professional Services	26,477	934	20,000	3,868	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	-	-	-	330	-
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	3,682	4,038	7,500	1,394	7,500
APA Conference registration/transportation and training for Director, Manager Strategic Planning. Includes ASLA Conference.						
1000-3300-5356	Employee Dues/Members	-	714	5,000	703	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	634	-	-	-	-
Miscellaneous mailings and shipping, including the Business List mailings are now going to 3100-5361 in 2020.						
1000-3300-5362	Printing	345	-	-	-	-
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.						



2021 Annual Budget

Planning Expenses

	Total	169,838	181,113	243,784	145,254	245,361
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2021 Annual Budget

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, manages the trash, recycle and yard cart requests and missed collection pickups, and collects payment for multiple types of services.

2020 Accomplishments:

1. The CSC averages 25,000 calls per year and 105 calls handled per day. We also average 200 customers through our doors daily. We have sold over 20,000 trash stickers, processed over 1,200 lien letters, over 1,100 building (all types) and zoning permits, scheduled over 9,000 building inspections, 2,000 service orders, 1,400 work orders, 2,000 cart delivery, repair, and/or removal requests, and processed over 100,000 transactions through Tyler Cashiering, or the First National Bank and Fiserv Lockbox totaling over eighteen million dollars in charges.
2. The CSC has worked on or has been involved in many projects throughout the year including: adapting to the changing COVID 19 environment, aided in the transition of the trash program management from the Engineering Department to the Public Works Department, continue to manage the trash recycle and/or yard cart requests and cart numbering, continue to assist in the property file document scanning project, continue to educate our customers on the stormwater management program and their stormwater rates in their monthly bills, promotion of the importance of completing the 2020 Census, continue to work with the Butler County Census 2020 Complete Count Committee.

2021 Goals:

1. Self-service options. Continue to balance the heavy workload and empower and educate our customers with self-service tools and solutions.
2. Work towards a service level average of over 95%.
3. Continue to establish an outstanding working relationship with the contract holder in the Collection Connection Program.
4. Continue to educate customers on the stormwater management program.

2021 Budget Highlights:

1. Considerable growth is anticipated in 2021. If the 2020 trend continues there will be strong residential growth.
2. PDS remains cautiously optimistic that non-residential growth in 2021 will be significant. Meetings with Developers show signs of interest in new projects in 2021.
3. Implementation of the PDS Integrated Software System to manage our Land Development activities in 2021 should encourage efficiency in applications processing.
4. Evaluate the Customer Service Center space needs with the goal of improving customer interaction creating an inviting and welcoming atmosphere for our walk-in customers.

Staffing Levels	2017	2018	2019	2020	2021
Full Time	4	4	5	5	5
Part Time	2	2	1	1	1



2021 Annual Budget

Customer Service Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-3400-4010	Salaries-Fulltime	53,085	59,442	49,036	37,196	49,355
1000-3400-4012	Salaries-Part Time	7,886	7,446	3,410	2,484	2,436
1000-3400-4015	Overtime	67	27	100	4	100
1000-3400-4021	Social Security Tax	3,586	3,937	3,410	2,328	3,211
1000-3400-4022	Medicare	839	921	797	544	751
1000-3400-4023	Workers Comp	138	126	157	105	148
1000-3400-4041	Pension Non Uniform	2,658	2,974	2,452	1,860	2,468
1000-3400-4051	Hospitalization	15,238	17,489	14,837	11,915	14,850
1000-3400-4052	Vision Insurance	116	137	106	85	106
1000-3400-4053	Dental Insurance	718	914	862	746	862
1000-3400-4054	457 Contributions	2,564	2,974	2,452	1,860	2,468
1000-3400-4055	Disability Insurance	105	119	127	83	128
1000-3400-4057	Life Insurance	232	257	265	176	267
1000-3400-5001	Office Supplies	1,399	1,424	2,000	1,038	2,150
1000-3400-5002	Subscriptions/Books	-	-	200	-	200
1000-3400-5004	Materials And Supplies	34	111	300	-	300
1000-3400-5005	Cleaning Supplies	-	-	200	-	200
1000-3400-5007	Safety Supplies	250	287	250	200	250
1000-3400-5111	Professional Services	49	-	500	-	500
1000-3400-5121	Repair Maint Equipment	-	-	250	-	250
1000-3400-5230	Information Tech Svs	54,500	56,000	60,000	60,000	60,600
1000-3400-5312	Cell Phones	1,380	1,380	1,380	1,265	1,200
1000-3400-5351	Employee Recruiting	250	-	250	-	250
1000-3400-5354	Employee Training	102	344	6,000	344	6,000
1000-3400-5356	Employee Dues/Members	7	41	750	-	750
1000-3400-5370	Minor Equipment/Furniture	-	264	1,500	-	1,500
Total		145,203	156,612	151,591	122,234	151,300



2021 Annual Budget

Department: Police Department Support

Description and Responsibilities:

The Police Department Support cost center consist of the Chief of Police, Support Services Lieutenant, Community Relations Lieutenant, Administrative Assistant, two (2) Police Clerks and a part-time School Crossing Guard. This cost center also includes the salary and benefits for an additional Administrative Assistant.

2020 Accomplishments:

1. Updated and modified department policy and procedures.
2. Continued working toward achieving status of an accredited police agency.
3. Implemented COVID-19 safety protocol and procedures for officers and staff.

2021 Goals:

1. Hire and train an Administrative Assistant to provide support to Police Command Staff.
2. Update police hiring process.
3. Train and develop existing Patrol staff to fill positions in Traffic and Investigations.
4. Begin implementation of a Community Service Officer (CSO) Program.

2021 Budget Highlights:

1. The Community Relations Lieutenant was moved into this cost center.
2. Increase in health care costs for all full time staff.

Staffing Levels	2017	2018	2019	2020	2021
Full Time	6	6	5	6	7
Part Time	1	0	0	0	1



2021 Annual Budget

Police Department Support Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4111-4010	Salaries-Fulltime	146,264	150,468	182,293	126,676	172,693
Salaries for the Supervisor Police Administrative Services and 2 Police Clerks.						
1000-4111-4011	Salaries-Uniform	212,088	213,251	216,944	188,097	322,473
Salaries for the Chief of Police and the Support Services Commander (Sergeant).						
1000-4111-4012	Salaries-Part Time	7,535	7,486	8,760	4,116	8,761
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	414	631	2,000	220	2,000
Costs related to arrest processing for serious crimes, fingerprinting and staffing the front desk during vacations.						
1000-4111-4016	Overtime Uniform	10,856	8,554	7,800	6,787	13,250
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	23,535	23,217	26,684	19,940	33,550
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4111-4022	Medicare	5,504	5,430	6,261	4,663	7,846
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4111-4023	Workers Comp	9,131	10,178	11,700	7,871	18,982
Workers' Compensation insurance for employees.						
1000-4111-4032	Longevity	8,405	4,007	8,879	4,107	13,195
Longevity costs for the Chief, Sergeants and uniformed employees as per the Collective Bargaining Agreement.						
1000-4111-4033	Court And Hearing Pay	-	-	-	-	1,150
Costs for the Sergeants. Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4111-4034	Holiday Pay	3,696	3,791	3,714	2,509	7,613
Holiday pay costs for two (2) Sergeants per the Collective Bargaining Agreement.						
1000-4111-4041	Pension Non Uniform	7,334	7,555	9,215	6,345	8,734
Pension contributions for non-uniform employees which includes the Police Administrator and two (2) clerical positions.						
1000-4111-4042	Pension Uniform	569,355	618,008	578,717	578,717	642,669
Uniform pension contributions as per the latest MMO.						
1000-4111-4051	Hospitalization	77,762	74,841	96,919	71,109	112,337
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	558	547	662	481	796



2021 Annual Budget

Police Department Support Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
Vision Insurance costs for full time employees.						
1000-4111-4053	Dental Insurance	3,484	3,656	5,468	4,307	6,627
Dental insurance costs for full time employees.						
1000-4111-4054	457 Contributions	7,084	7,555	9,215	6,345	8,734
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	697	717	1,096	672	1,384
Long term disability insurance costs for full time employees.						
1000-4111-4057	Life Insurance	1,012	1,030	1,531	955	1,723
Life Insurance costs for full time employees.						
1000-4111-5001	Office Supplies	3,362	3,864	3,800	2,338	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	20,480	13,357	16,000	5,297	15,000
Costs associated with miscellaneous supplies such as vehicle towing, flares, batteries, evidence packaging and radios.						
1000-4111-5007	Safety Supplies	1,215	2,638	3,000	343	3,000
Costs associated with purchase of health and safety supplies.						
1000-4111-5111	Professional Services	24,634	21,652	30,000	28,414	25,000
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	3,419	3,847	4,000	90	4,000
Cost associated with repair, maintenance and purchase of fitness center equipment						
1000-4111-5121	Repair Maint Equipment	825	802	3,000	458	3,000
Costs associated with the repair and maintenance of equipment. Examples are radios, sirens and emergency light systems.						
1000-4111-5133	Legal Services	3,996	7,003	23,000	21,670	23,000
Costs associated with attorney fees.						
1000-4111-5134	Other Services/Fees	329	-	2,000	-	2,000
Costs associated for unforeseen expansives typically for travel expenses related to investigations and warrant service.						
1000-4111-5230	Information Tech Svs	245,000	250,000	270,000	270,000	275,000
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
1000-4111-5312	Cell Phones	12,077	12,251	12,700	10,620	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 Community Relations Sergeant.						



2021 Annual Budget

Police Department Support Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4111-5341	Insurance Premiums	8,949	34,486	-	35,475	35,000
Costs associated with law enforcement liability insurance.						
1000-4111-5353	Employee Meeting /Confer	617	198	1,000	298	1,000
Costs associated for Township and employee expenses for conducting or attending meetings in- house or off site.						
1000-4111-5354	Employee Training	2,789	2,496	3,500	3,212	3,500
Costs associated with employee training and conferences.						
1000-4111-5356	Employee Dues/Members	855	1,409	1,500	744	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 Maglocen membership.						
1000-4111-5357	Clothing	4,868	3,789	3,900	1,170	4,800
Costs associated with clothing reimbursements per the Collective Bargaining Agreement for three (3) officers at \$900.00 per officer. This includes the Chief of Police, Support Services Sergeant and Community Relations Sergeant 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	754	1,823	1,500	242	1,500
Costs associated for printing for major projects such as hiring and police reports.						
1000-4111-5370	Minor Equipment/Furniture	24,760	15,616	15,000	15,057	15,000
Costs associated with minor equipment purchases and repairs.						
1000-4111-5371	Community Outreach	4,413	4,831	5,000	-	5,000
Costs associated with crime prevention programs, community projects, purchase of flyers and brochures.						
Total		1,458,056	1,520,980	1,576,758	1,429,345	1,818,317



2021 Annual Budget

Department: Police Patrol

Description and Responsibilities:

Police Patrol provides law enforcement protection for the Township. This is the backbone of the department and includes four (4) Police Sergeants and twenty-three (23) Patrol Officers. One Patrol Officer is assigned to the Pennsylvania State Police Auto Theft Task Force and his wages/benefits are fully funded through a grant.

2020 Accomplishments:

1. Implemented a Police Advisory Group to assist with strategic planning and development of new programs for the Department.
2. Police Patrol handled over 12,000 calls for service and investigated 400+ criminal cases in 2020.

2021 Goals:

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

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	25	25	26	26	27
Part Time	0	0	0	0	0



2021 Annual Budget

Police Patrol Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4112-4011	Salaries-Uniform	2,154,767	2,384,704	2,598,907	2,120,867	2,595,782
Salaries for the Patrol Sergeant, four (4) Corporals and twenty (20) officers.						
1000-4112-4016	Overtime Uniform	156,975	145,666	152,600	109,989	147,150
Meet minimum staffing of at least 3 officers. Late calls and arrests.						
1000-4112-4021	Social Security Tax	149,472	164,281	183,676	142,354	183,270
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4112-4022	Medicare	34,974	38,420	42,957	33,293	42,861
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4112-4023	Workers Comp	95,907	112,213	139,277	93,160	152,241
Workers' Compensation insurance for employees.						
1000-4112-4032	Longevity	35,171	44,261	45,837	47,332	46,044
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4033	Court And Hearing Pay	31,141	32,285	32,200	22,056	31,050
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4112-4034	Holiday Pay	56,520	67,126	132,986	51,728	135,943
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4051	Hospitalization	385,772	410,382	471,740	396,470	482,422
Medical Insurance costs for full time employees.						
1000-4112-4052	Vision Insurance	2,850	2,903	3,397	2,514	3,263
Vision Insurance costs for full time employees.						
1000-4112-4053	Dental Insurance	18,227	20,376	27,578	22,105	26,419
Dental Insurance costs for full time employees.						
1000-4112-4055	Disability Insurance	4,002	4,431	7,702	4,293	7,685
Long term disability insurance costs for full time employees.						
1000-4112-4057	Life Insurance	5,010	5,335	6,888	4,891	6,642
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	5,938	2,603	15,000	2,565	15,000



2021 Annual Budget

Police Patrol Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
Costs associated with employee training and conferences.						
1000-4112-5355	Employee Career Development	-	-	-	-	5,000
College tuition reimbursement - Patrol						
1000-4112-5356	Employee Dues/Members	395	225	250	180	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	37,583	27,590	36,000	7,066	36,900
Funds \$900.00 per year per officer for clothing allowance per the Collective Bargaining Agreement Funds the replacement of protective bulletproof vest every five (5) years at an estimated cost of \$900.00 per vest. Funds the purchase of uniforms and equipment for new hires, both full-time and part-time.						
Total		3,174,704	3,462,801	3,897,795	3,060,863	3,918,722



2021 Annual Budget

Department: Police Traffic

Description and Responsibilities:

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

2020 Accomplishments:

1. One (1) officer currently assigned to the Traffic Enforcement Unit.
2. The Traffic Officer issued 130+ traffic citations, 110+ warnings and assisted in a number of criminal cases in 2020.

2021 Goals:

1. Once new hire(s) successfully complete the Field Training Program, the Department will identify, develop and train a patrol officer to participate in this unit.

Staffing Levels	2017	2018	2019	2020	2021
Full Time	1	2	1	1	1
Part Time	0	0	0	0	0

2021 Annual Budget

Police Traffic Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4113-4011	Salaries-Uniform	95,050	98,400	100,461	81,894	101,832
Salaries for 2 Traffic Officers.						
1000-4113-4016	Overtime Uniform	5,143	3,522	5,450	3,301	5,450
Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.						
1000-4113-4021	Social Security Tax	6,515	6,599	7,043	5,447	7,145
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4113-4022	Medicare	1,524	1,543	1,647	1,274	1,671
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4113-4023	Workers Comp	7,213	4,685	5,341	3,595	5,935
Workers' Compensation insurance for employees.						
1000-4113-4032	Longevity	1,231	1,488	1,262	1,196	1,404
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4113-4033	Court And Hearing Pay	2,805	3,141	1,150	-	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	3,682	4,378	5,279	1,218	5,411
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4113-4051	Hospitalization	20,998	20,384	3,000	750	3,000
Medical Insurance costs for full time employees.						
1000-4113-4052	Vision Insurance	266	277	134	244	134
Vision Insurance costs for full time employees.						
1000-4113-4053	Dental Insurance	3,002	3,303	1,159	2,318	1,159
Dental Insurance costs for full time employees.						
1000-4113-4055	Disability Insurance	178	180	295	204	300
Long term disability insurance costs for full time employees.						
1000-4113-4057	Life Insurance	205	205	246	222	246
Life Insurance costs for full time employees.						
1000-4113-5353	Employee Meeting /Confer	-	-	200	-	-
Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4113-5354	Employee Training	725	767	1,000	505	500

2021 Annual Budget

Police Traffic Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
Costs associated with employee training and conferences.						
1000-4113-5356	Employee Dues/Members	-	-	250	-	500
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	990	1,037	900	270	1,800
Costs associated with clothing reimbursement and uniforms for members of the Traffic Unit. Funds \$900.00 per year for officers per the Collective Bargaining Agreement which expires in 2020. Funds replacement of protective vests every 5 years, estimated cost \$900.00 per vest.						
Total		149,527	149,910	134,817	102,438	137,637



2021 Annual Budget

Department: Police Investigations

Description and Responsibilities:

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

2020 Accomplishments:

1. Detectives arrested over 60 individuals, handled over 100 calls for service and assisted various local, state and federal authorities in a wide range of criminal investigations.

2021 Goals:

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

Staffing Levels	2017	2018	2019	2020	2021
Full Time	2	3	2	2	2
Part Time	0	0	0	0	0



2021 Annual Budget

Police Investigations Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4114-4011	Salaries-Uniform	184,014	191,584	201,409	167,399	204,159
Salaries for the Detective Sergeant and two (2) detectives.						
1000-4114-4016	Overtime Uniform	55,531	51,693	10,900	25,126	25,000
Late calls, arrests, and investigations.						
1000-4114-4021	Social Security Tax	14,473	14,872	14,289	12,233	14,512
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4114-4022	Medicare	3,584	3,670	3,342	2,861	3,394
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4114-4023	Workers Comp	11,518	12,799	10,835	7,490	12,055
Workers' Compensation insurance for employees.						
1000-4114-4032	Longevity	3,746	4,310	5,013	4,899	5,585
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4114-4033	Court And Hearing Pay	5,542	6,020	2,300	3,888	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	3,811	5,178	10,849	3,543	11,120
Holiday pay for uniformed employees as per the Collective Bargaining agreement.						
1000-4114-4051	Hospitalization	49,572	40,970	41,754	40,087	44,890
Medical Insurance costs for full time employees.						
1000-4114-4052	Vision Insurance	437	620	268	545	268
Vision Insurance costs for full time employees.						
1000-4114-4053	Dental Insurance	1,757	1,967	2,318	5,051	2,318
Dental Insurance costs for full time employees.						
1000-4114-4055	Disability Insurance	367	376	599	321	609
Long term disability insurance costs for full time employees.						
1000-4114-4057	Life Insurance	410	410	492	342	492
Life Insurance costs for full time employees.						
1000-4114-5312	Cell Phones	2,820	2,820	2,600	2,340	2,400
Costs associated with cellular phone service.						
1000-4114-5353	Employee Meeting /Confer	-	-	100	-	100



2021 Annual Budget

Police Investigations Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
Costs associated with Township and employee expenses for conducting or attending meetings in-house or off site.						
1000-4114-5354	Employee Training	395	1,025	2,000	450	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	3,330	1,980	1,800	540	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. Funds replacement of protective vest every 5 years (\$900.00).						
Total		341,306	340,295	311,068	277,116	333,202



2021 Annual Budget

Department: Police Fleet

Description and Responsibilities:

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

2020 Accomplishments:

1. Only one new (1) police vehicle was purchased in 2020 due to Covid-19 restrictions.

2021 Goals:

1. Replace two (2) marked police sedans that meet requirements for replacement.
2. Replace one (1) marked police SUV that meets the requirement for replacement.
3. Replace one (1) unmarked police sedan that meets the requirements for replacement.

2021 Budget Highlights:

1. It will be necessary to purchase a total of four (4) police vehicles in 2021. This is due to a cancelled order of 2 sedans in 2020 along with purchasing restrictions related to Covid-19.



2021 Annual Budget

Police Fleet Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4115-5122	Repair Maint Vehicles	40,218	53,565	37,000	22,619	37,000
Car washing fees, sirens and emergency light system repairs, maintenance not performed by Public Works, parts and supplies.						
1000-4115-5364	Fuel	57,480	58,005	61,000	25,920	50,000
Cost for police fuel.						
1000-4115-6122	Fleet Replacement	83,171	159,102	129,930	17,520	191,280
Funding used to replace police vehicles and equipment. Fleet replacement is determined by a point system utilized by Public Works. It is projected that four (4) police vehicles will be replaced in 2021. This will include two (2) marked police sedans, one (1) unmarked police sedan and one (1) marked police SUV which will replace a supervisor vehicle.						
Total		180,868	270,672	227,930	66,059	278,280



2021 Annual Budget

Department: Community Service Officers

Description and Responsibilities:

Community Service Officer (CSO) are non-bargaining unit Township employees who assist the Police Department with public safety work that is non-criminal in nature and does not require a sworn Act 120 police officer.

2020 Accomplishments:

The Community Service Officer (CSO) program was negotiated and authorized in the 2021-2022 Collective Bargaining Agreement.



2021 Annual Budget

Community Service Officers Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4117-4012	Salaries-Part Time	-	-	-	-	10,000
1000-4117-4021	Social Security Tax	-	-	-	-	620
1000-4117-4022	Medicare	-	-	-	-	145
1000-4117-4023	Workers Comp	-	-	-	-	285
1000-4117-5004	Materials And Supplies	-	-	-	-	1,000
1000-4117-5357	Clothing	-	-	-	-	600
Total		-	-	-	-	12,650



2021 Annual Budget

Department: Animal Service

Description and Responsibilities:

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

2021 Budget Highlights:

1. No cost increase expected in 2020.



2021 Annual Budget

Animal Service Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4120-5111	Professional Services	12,000	12,000	12,000	10,000	12,000
Pays for animal control services provided by Animal Control Services.						
Total		12,000	12,000	12,000	10,000	12,000



2021 Annual Budget

Department: Firing Range

Description and Responsibilities:

This cost center provides for ammunition and equipment to operate the Police Department's weapons training program. Funds are used to purchase ammunition, targets, weapon cleaning supplies, construction materials, range equipment and safety equipment.

2020 Accomplishments:

1. Conducted three (3) firearms trainings which include handgun, patrol rifle and shotgun.
2. Additional modifications were made to the police firing range to provide safer operations and more efficient training.

2021 Goals:

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

2021 Budget Highlights:

No cost increase expected in 2021.



2021 Annual Budget

Firing Range Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4140-5004	Materials And Supplies	11,217	11,426	12,000	736	12,000
Includes ammunition for three yearly training, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies and targeting systems.						
Total		11,217	11,426	12,000	736	12,000



2021 Annual Budget

Department: Fire & Emergency Services

Description and Responsibilities:

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

2020 Accomplishments:

1. Successfully assisted the Township & VFC with navigating an ongoing worldwide pandemic.
2. Facilitated the completion of outfitting apparatus with equipment.
3. Successful improvement of participation in the associate member/stipend staffing program.
4. Achieved 75% Participating Department for the State Fire Academy recognition program.
5. Identified vulnerabilities within the Emergency Operations Center and addressed them post successful activation.
6. Completed the transition to the 800mhz radio system for Butler County 911.
7. Delivery/outfitting of the replacement Tower 21.

2021 Goals:

1. Support the VFC's new initiative on Health & Wellness.
2. Expansion of the stipend staffing program to include Haine Station staffing to reduce response times.
3. 2021 Emergency Management Exercise.
4. Continue to assist the Township departments in emergency preparedness for the ongoing pandemic.
5. Increase the number of pre-planned structures within the Township by working cooperatively with the Township's Fire Prevention Codes Administration department.
6. Increase DFES staffing to reduce the rising administrative burden on the volunteers of the CTVFC & EMS.
7. Facilitate the installation of the 2-story burn facility at the PSTC.
8. Implement small vehicle replacement plan coupled with a fleet reduction for CTVFC
9. Assist Cranberry EMS with their administration & operations.
10. Beautification of the Haine Fire Station.
11. Improve the safety of the responding apparatus and the motoring public of the Township through vehicle cameras and HAAS alerting software.

2021 Budget Highlights:

1. Stipend staffing increased to include the expansion of staffing at the Haine Fire Station.
2. Installation of new training structure at the Public Safety Training Facility.
3. Advance identified synergies between Fire and EMS agencies.
4. Successfully complete the VFC's small vehicle replacement plan.
5. Beautification of Haine Fire Station.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	0	0	3	4	4
Part Time	0	0	0	0	0



2021 Annual Budget

Fire & Emergency Services Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-4230-4010	Salaries-Fulltime	152,008	191,432	243,686	89,769	144,540
1000-4230-4012	Salaries-Part Time	-	-	12,000	-	12,000
1000-4230-4015	Overtime	229	702	2,000	-	1,000
1000-4230-4021	Social Security Tax	9,013	11,328	15,977	5,398	9,767
1000-4230-4022	Medicare	2,108	2,649	3,736	1,263	2,284
1000-4230-4023	Workers Comp	74,657	37,849	1,611	33,463	41,059
Worker's compensation insurance costs for Fire Company(\$40,000) and Ambulance (\$2,500) volunteers.						
1000-4230-4041	Pension Non Uniform	7,612	9,607	12,284	4,488	7,277
1000-4230-4051	Hospitalization	37,496	43,205	50,509	20,849	15,038
1000-4230-4052	Vision Insurance	266	299	331	133	126
1000-4230-4053	Dental Insurance	1,757	2,085	2,734	1,255	832
1000-4230-4054	457 Contributions	7,487	9,607	12,284	4,488	7,277
1000-4230-4055	Disablity Insurance	303	365	639	188	378
1000-4230-4057	Life Insurance	624	753	1,386	387	821
1000-4230-5001	Office Supplies	148	715	2,000	83	2,000
1000-4230-5004	Materials And Supplies	7,676	9,356	10,000	21,606	30,500
DFES, Fire Police, EMA						
1000-4230-5111	Professional Services	841	3,477	3,500	22	3,500
DFES, EMA						
1000-4230-5220	General Services Intragov	208,825	232,808	210,000	236,549	230,000
Transfer of intergovernmental aid to Volunteer Fire Company. (Relief Assoc.)						
1000-4230-5230	Information Tech Svs	28,500	29,000	30,000	30,000	35,000
Cost of IT support from the Township.						
1000-4230-5312	Cell Phones	2,760	3,685	3,000	1,415	3,000
1000-4230-5332	Equipment Leases	666	642	650	547	650
2 hydrants @ \$325 ea. (rental from West View Water)						
1000-4230-5354	Employee Training	1,172	2,293	10,000	888	10,000
1000-4230-5364	Fuel	19,636	17,735	20,000	8,674	20,000
1000-4230-5370	Minor Equipment/Furniture	2,629	2,304	5,000	2,775	5,000



2021 Annual Budget

Fire & Emergency Services Expenses

	Total	566,411	611,895	653,327	464,242	582,049
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2021 Annual Budget

Department: Snow Removal

Description and Responsibilities:

The Public Works Department performs snow removal, de-icing and anti-icing 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.

2020 Accomplishments:

1. Reduced salt usage due to mild winter. Received waiver from salt company for remaining salt tonnage per the SHACOG contract.
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.

2021 Goals:

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

2021 Budget Highlights:

1. Utilize the COSTARS contract for salt.
2. Continue to monitor the winter service agreements.
4. Evaluate snow routes and implement changes where appropriate.

Staffing Levels	2017	2018	2019	2020	2021
Full Time	16	17	17	20	20
Part Time	0	0	0	0	0



2021 Annual Budget

Snow Removal Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5110-4010	Salaries-Fulltime	69,784	42,725	50,000	9,660	40,000
1000-5110-4015	Overtime	92,495	67,783	60,000	22,341	60,000
1000-5110-4021	Social Security Tax	9,862	6,688	9,900	1,903	6,500
1000-5110-4022	Medicare	2,307	1,564	2,310	445	1,500
1000-5110-4041	Pension Non Uniform	8,114	5,525	8,200	1,600	5,500
1000-5110-4054	457 Contributions	7,867	5,525	7,910	1,600	5,500
1000-5110-5004	Materials And Supplies	107,033	16,512	34,000	3,781	32,000
Cost associated with winter maintenance equipment and miscellaneous expense.						
1000-5110-5111	Professional Services	10,037	9,845	26,000	4,213	25,000
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	20,779	27,408	23,000	9,820	24,000
Costs associated with repair and maintenance of equipment, including costs of repairs to salt brine equipment						
1000-5110-5323	Water	639	575	-	474	-
1000-5110-5354	Employee Training	49	-	3,000	-	2,500
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.						
1000-5110-5365	Salt And Anti Skids	410,526	476,105	483,800	87,400	485,000
Cost for Rock Salt and antiskid for Winter Maintenance						
1000-5110-6121	Equipment	15,900	5,850	20,000	-	20,000
plow blades, plows, parts and components to keep the snow fighting equipment in working order.						
Total		755,390	666,105	728,120	143,238	707,500



2021 Annual Budget

Department: Traff.Sig.Signs.Comm

Description and Responsibilities:

The Traffic Signal division is responsible for the operation and maintenance of Township signals, intermunicipal signal agreements, school zone flashers, advance warning signs, and speed control signs. This division also maintains regulatory and street signs, along with the fiber optic infrastructure around the Township.

2020 Accomplishments:

1. At Penn DOT central office's request, we successfully beta tested the new Econolite Edaptive Traffic Signal technology on six Township owned signals. This platform is their latest effort of adaptive technology and is Cloud based.
2. Added One Call Locating to our daily operation to provide in-house record keeping and to better manage our Township responsibilities.
3. Assisted in project management at the MSA Fly-under project and The Freedom Road Bridge project to help maintain traffic efficiency during the busy construction year.

2021 Goals:

1. Update all coordinated signals to the new Econolite Edaptive Operation Platform.
2. Initiate a street sign inspection and update program.
3. Maintain the Traffic Signal Platform to the latest standards.

2021 Budget Highlights:

1. Work to maintain our level of commitment and maintenance considering the pandemic conditions.
2. Work to leverage additional grant funding to provide a high level of traffic and energy efficiency.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	3	3	3	3	3
Part Time	1	1	2	1	1



2021 Annual Budget

Traffic Signals & Communic Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5120-4010	Salaries-Fulltime	305,326	195,776	238,559	218,117	248,004
1000-5120-4012	Salaries-Part Time	-	-	8,600	-	8,600
Seasonal Labor						
1000-5120-4015	Overtime	10,483	7,894	8,500	2,499	8,500
1000-5120-4021	Social Security Tax	19,014	12,291	15,020	13,212	15,612
1000-5120-4022	Medicare	4,447	2,875	3,514	3,090	3,651
1000-5120-4023	Workers Comp	11,912	8,256	10,720	7,148	12,202
1000-5120-4041	Pension Non Uniform	15,777	10,183	12,117	11,002	12,590
1000-5120-4051	Hospitalization	83,448	55,722	70,707	59,671	70,620
1000-5120-4052	Vision Insurance	547	232	341	305	334
1000-5120-4053	Dental Insurance	3,875	2,622	2,939	2,898	2,865
1000-5120-4054	457 Contributions	15,700	9,427	12,117	10,470	12,590
1000-5120-4055	Disablity Insurance	642	392	630	454	655
1000-5120-4057	Life Insurance	816	560	1,367	702	1,420
1000-5120-5001	Office Supplies	539	5,117	1,000	305	1,000
1000-5120-5004	Materials And Supplies	62,720	65,190	72,000	49,305	75,000
Signal and communication supplies for maintenance and repairs						
1000-5120-5007	Safety Supplies	935	751	1,250	188	1,500
Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jackets.						
1000-5120-5111	Professional Services	14,418	30,176	5,000	2,627	3,000
Technical labor for project assistance						
1000-5120-5121	Repair Maint Equipment	2,634	5,341	5,000	1,624	5,000
Electronic equipment repairs not covered by warranties. Equipment such as PTZ and Detection Cameras.						
1000-5120-5122	Repair Maint Vehicles	77	36	600	441	600
Annual Hydraulic inspection and associated testing						
1000-5120-5123	Repair Maint Facility Maint	-	25	750	-	500
TOC facility maintenance and repairs.						
1000-5120-5124	Maintenance Contracts	-	-	12,000	-	7,500
Contracted Services						



2021 Annual Budget

Traffic Signals & Communic Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5120-5312	Cell Phones	2,100	2,675	2,500	2,140	2,500
Traffic Division Cell Phones						
1000-5120-5321	Electricity	40,664	37,561	35,000	31,419	35,000
Energy costs associated with traffic signal devices; Includes Luminaries and street lights.Allows for minor rate increase.						
1000-5120-5354	Employee Training	2,311	2,275	3,500	-	3,500
Technical Training/ Certification Maintenance; IMSA, ITE						
1000-5120-5356	Employee Dues/Members	570	620	750	870	750
1000-5120-5357	Clothing	316	346	400	-	400
seasonal t shirts						
1000-5120-5361	Postage And Shipping	29	-	100	-	100
Postage and shipping expenses related to electronic repairs						
1000-5120-5364	Fuel	2,554	2,739	1,750	2,536	2,000
Increased Fuel Costs						
1000-5120-5367	Signs	10,957	15,921	15,000	9,026	20,000
Aging Infrastructure and more restrictive sign regulations.						
1000-5120-5370	Minor Equipment/Furniture	214	-	500	202	-
Total		613,021	475,002	542,231	430,251	555,993



2021 Annual Budget

Department: Storm Water

Description and Responsibilities:

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

2020 Accomplishments:

1. Completed basin repairs in advance of paving contract.
2. Completed over 90 basin repairs/replacements this year.
3. Implemented repair and maintenance tracking for basins as part of MS4 program.

2021 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.

2021 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	2017	2018	2019	2020	2021
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0

2021 Annual Budget

Storm Water Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5131-4010	Salaries-Fulltime	149,884	295,432	281,500	263,327	294,829
1000-5131-4012	Salaries-Part Time	-	-	13,792	-	13,792
1000-5131-4015	Overtime	359	784	2,000	-	2,000
1000-5131-4021	Social Security Tax	9,127	17,906	18,755	15,741	19,580
1000-5131-4022	Medicare	2,135	4,188	4,386	3,681	4,579
1000-5131-4023	Workers Comp	6,628	11,306	13,178	8,856	14,624
1000-5131-4041	Pension Non Uniform	7,503	14,807	14,435	13,163	15,101
1000-5131-4051	Hospitalization	34,049	58,630	55,463	49,895	59,244
1000-5131-4052	Vision Insurance	291	454	416	385	422
1000-5131-4053	Dental Insurance	1,594	3,140	3,405	3,480	3,415
1000-5131-4054	457 Contributions	7,349	14,737	14,435	12,852	15,101
1000-5131-4055	Disability Insurance	320	531	751	485	785
1000-5131-4057	Life Insurance	330	594	1,628	551	1,703
1000-5131-5004	Materials And Supplies	4,352	1,981	4,500	834	4,500
1000-5131-5007	Safety Supplies	621	951	2,000	-	2,000
Safety Equipment such as cones, barricades, vests, gloves, glasses						
1000-5131-5111	Professional Services	15,732	93,532	45,000	12,804	44,000
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	1,333	3,674	1,500	2,973	1,500
Maint. and Repair of Equipment						
1000-5131-5312	Cell Phones	240	720	720	600	720
Crew Leader cell phone						
1000-5131-5332	Equipment Leases	130	532	1,000	2,125	1,000
Costs associated with leasing of equipment. Rental of equipment needed and not currently in fleet						
1000-5131-5354	Employee Training	110	174	1,000	-	1,000
1000-5131-5366	Road Maintenance Supplies	51,792	82,246	60,000	29,506	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	289	536	2,000	1,076	4,000



2021 Annual Budget

Storm Water Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
new equipment/tools needed for finishing road repair paving projects, and various other construction projects.						
1000-5131-6121	Equipment	-	-	-	14,638	-
Total		294,168	606,856	541,864	436,971	563,895



2021 Annual Budget

Department: Road Maintenance

Description and Responsibilities:

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

2020 Accomplishments:

1. In-house paving program has been implemented with the purchase of a Vogele Super700 paving machine.
2. Paved - Learn to Play disc golf and several road sections have been paved in-house (including water leak repairs)
3. Roadsoft Software and Paser Rating system - Reviewed and assigned updated ratings on all road segments.
4. Freshcorn Rd - completed cutting a section of the hillside back along the west side of the road.
5. Managed the ROW mowing operation to keep the vegetation from interfering with intersection line of sight concerns.
6. Block Party Trailer - Managed the delivery/pickup of the party trailer, plus the construction of the second party traile

2021 Goals:

1. Increase the budget request for asphalt materials, equipment, and equipment leasing to improve the in-house paving program.
2. Review Roadsoft/Paser Ratings to prepare a list of roads for resurfacing - paving, crack sealing, seal coating and micro surfacing.
3. Complete all catch basin repairs and road base repairs prior to the resurfacing program.
4. Continue with Paser Rating system and utilizing Roadsoft to improve our resurfacing program.
5. Manage the Shotcrete project at the Chadborne Rd culvert pipe once the project has been bid out and awarded.

2021 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	2017	2018	2019	2020	2021
Full Time	8	9	8	8	8
Part Time	0	0	4	4	0

2021 Annual Budget

Road Maintenance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5132-4010	Salaries-Fulltime	317,964	280,674	326,009	244,181	331,907
1000-5132-4012	Salaries-Part Time	-	-	49,920	-	-
4 Seasonal employees						
1000-5132-4015	Overtime	10,137	12,026	8,500	449	8,000
1000-5132-4021	Social Security Tax	20,085	17,901	21,576	14,835	21,941
1000-5132-4022	Medicare	4,697	4,187	5,046	3,469	5,131
1000-5132-4023	Workers Comp	14,835	13,374	15,533	10,441	17,231
1000-5132-4041	Pension Non Uniform	16,387	14,635	16,710	12,229	17,005
1000-5132-4051	Hospitalization	64,225	61,439	65,078	49,950	59,684
1000-5132-4052	Vision Insurance	608	549	530	442	480
1000-5132-4053	Dental Insurance	3,682	3,622	4,407	3,918	3,887
1000-5132-4054	457 Contributions	15,845	14,519	16,710	11,690	17,005
1000-5132-4055	Disablity Insurance	672	693	869	621	884
1000-5132-4057	Life Insurance	831	800	1,885	742	1,918
1000-5132-5001	Office Supplies	71	328	3,000	35	1,000
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	5,802	6,225	13,000	7,922	10,000
Cost associated with miscellaneous expenses: Materials and Supplies						
1000-5132-5007	Safety Supplies	1,174	1,056	1,100	824	1,000
Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.						
1000-5132-5111	Professional Services	87,639	56,949	50,000	12,714	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	13,052	17,681	20,000	17,404	18,000
Costs associated with repair and maintenance of equipment. Repair and maintenance of road construction equipment						
1000-5132-5312	Cell Phones	2,880	1,980	2,400	1,600	2,400
Streets Mgr and 2 Crew Leaders						
1000-5132-5332	Equipment Leases	15,764	2,127	15,000	652	15,000
Costs associated with leasing of equipment.						



2021 Annual Budget

Road Maintenance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5132-5354	Employee Training	1,149	672	3,000	-	2,000
1000-5132-5366	Road Maintenance Supplies	99,691	93,599	120,000	46,153	135,000
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	1,434	536	3,000	3,464	3,000
Costs associated with the purchase of minor equipment and furniture.						
1000-5132-6117	Paving	264,945	411,908	450,000	84,071	450,000
Asphalt costs associated with the resurfacing program						
Total		963,120	1,017,434	1,213,273	527,807	1,172,473



2021 Annual Budget

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.

2020 Accomplishments:

1. Acquired a stockpile of PPE and sanitation for COVID response at the Township.
2. Prepared Preschool for Fall 2020 for COVID measures.
3. Coordinated a resolution for the HVAC issues at Park Fire Station.
4. Replacement of Boiler at DPW with in house staff.
5. Repaired the Pool wall.
6. Coordinated with Contractor for Maker Space in the Library
7. Project turnover of HVAC and completion of access and security at Plant.
8. Access and security upgrades at Water Tanks.
9. Upgraded the conference room at DPW.
10. Renovated Towne Square.

2021 Goals:

1. Completion of Admin renovations.
2. Implementation of HVAC zoning adjustments for Finance, Codes and Police.
3. Fuel island upgrade to change out pumps and pedestal.
4. Pool long term repair.
5. Future Admin parking/front lot.
6. Public Works expansion planning.
7. Future Clubhouse HVAC upgrade.

2021 Budget Highlights:

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

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	3	3	3	2	2
Part Time	2	2	2	0	2

2021 Annual Budget

Facility Maintenance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5140-4010	Salaries-Fulltime	222,076	267,839	279,187	238,895	250,991
1000-5140-4012	Salaries-Part Time	-	-	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	4,254	4,791	5,100	1,109	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	13,762	16,357	18,859	14,228	17,073
1000-5140-4022	Medicare	3,218	3,825	4,410	3,328	3,993
1000-5140-4023	Workers Comp	7,932	11,834	13,643	9,176	13,454
1000-5140-4041	Pension Non Uniform	11,306	13,625	14,289	11,994	12,849
1000-5140-4051	Hospitalization	54,866	67,063	68,988	59,047	63,070
Actual amounts plus a 10% allowance						
1000-5140-4052	Vision Insurance	395	435	447	389	387
Actual amounts with a 10% increase allowance						
1000-5140-4053	Dental Insurance	2,561	3,268	3,817	3,176	3,295
1000-5140-4054	457 Contributions	11,306	13,520	14,289	11,843	12,849
1000-5140-4055	Disability Insurance	423	527	743	494	668
1000-5140-4057	Life Insurance	540	650	1,612	609	1,449
1000-5140-5001	Office Supplies	145	14	100	-	100
1000-5140-5004	Materials And Supplies	15,402	16,432	14,800	21,547	15,000
This account will be used to purchase materials and supplies for the repair, maintenance and upkeep of the building, mechanical equipment and grounds. HVAC filters, belts, motors. Lighting, plumbing, electrical and misc. consumable supplies.						
1000-5140-5005	Cleaning Supplies	18,483	20,225	19,100	11,298	21,500
Disposable paper products, hand towels, roll towels, toilet paper, trash liners, hand soaps restroom and kitchen supplies. Specialized cleaning is also being done twice a week during cold and flu season on all communal areas. Police cells and vehicles are also cleaned and sanitized for communicable disease as needed.						
1000-5140-5007	Safety Supplies	666	42	250	1,117	250
Safety supplies for Facilities, specialized respirators/cartridges, safety glasses, rubber gloves						
1000-5140-5111	Professional Services	42,028	27,647	25,000	18,059	25,000
1000-5140-5123	Repair Maint Facility Maint	25,323	17,263	15,000	10,843	15,000
Costs associated with building repairs and maintenance not under contracted or professional services.						
1000-5140-5124	Maintenance Contracts	-	9,296	18,000	781	18,000

2021 Annual Budget

Facility Maintenance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
All services under a signed contract will be charged to this account.						
1000-5140-5132	Janitorial Services	108,174	106,377	108,675	53,200	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.						
1000-5140-5312	Cell Phones	3,120	3,120	3,120	2,740	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	119,970	93,305	110,000	77,673	110,000
Electrical service for municipal building and complex						
1000-5140-5322	Natural Gas	33,689	31,690	42,000	22,263	42,000
Figures based on current projected actual billing of natural gas for heating and domestic hot water.						
1000-5140-5323	Water	5,304	6,399	5,600	4,266	5,600
Figure is based on actual billing for past three years plus a projected amount for the final quarter						
1000-5140-5324	Sewer	5,136	6,579	4,600	3,814	4,600
Figures are based on actual expense plus a projected amount for the last quarter.						
1000-5140-5325	Trash	-	-	1,000	-	1,000
1000-5140-5326	Storm Water Fee	-	261	-	2,646	3,500
1000-5140-5332	Equipment Leases	-	400	500	-	400
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	411	-	3,500	129	3,500
Employee training and certification classes to retain required certifications.						
1000-5140-5357	Clothing	250	233	500	-	600
Uniform and boot allowance.						
1000-5140-5364	Fuel	2,857	2,080	2,000	837	2,000
Gasoline and diesel fuel for the Facilities vehicles. Based on actual use.						
1000-5140-5370	Minor Equipment/Furniture	1,419	1,834	1,000	254	1,000
Allowance for the purchase of new HVAC gauges to accommodate new 410 A refrigerant.						
Total		715,016	746,930	818,229	585,754	784,123



2021 Annual Budget

Department: Fleet Maintenance

Description and Responsibilities:

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

2020 Accomplishments:

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

2021 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. Implement Asset Management software package to improve the efficiency and timeliness of monthly PM's.
4. Increase the staff by adding one full time mechanics helper.

2021 Budget Highlights:

1. Study the effects of Tier 4 emissions on new diesel trucks and heavy equipment.
2. Implement Asset Management software package and provide training for all Fleet Mechanics.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	3	3	3	4	4
Part Time	0	0	1	0	0

2021 Annual Budget

Fleet Maintenance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5150-4010	Salaries-Fulltime	122,498	125,448	126,292	108,499	106,798
1000-5150-4015	Overtime	3,896	4,722	4,000	1,167	4,000
1000-5150-4021	Social Security Tax	7,702	8,004	8,333	6,762	7,064
1000-5150-4022	Medicare	1,801	1,872	1,949	1,581	1,652
1000-5150-4023	Workers Comp	4,624	5,208	5,969	4,016	5,535
1000-5150-4041	Pension Non Uniform	6,241	6,430	6,606	5,405	5,582
1000-5150-4051	Hospitalization	35,094	36,460	34,456	31,403	30,959
1000-5150-4052	Vision Insurance	249	249	241	220	201
1000-5150-4053	Dental Insurance	1,650	1,770	2,086	2,086	1,738
1000-5150-4054	457 Contributions	6,241	6,430	6,606	5,405	5,582
1000-5150-4055	Disability Insurance	239	246	343	228	290
1000-5150-4057	Life Insurance	246	254	745	236	630
1000-5150-5001	Office Supplies	71	-	1,000	-	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	2,133	5,830	10,000	3,951	10,000
Cost associated with lubricants, tools and parts.						
1000-5150-5007	Safety Supplies	1,446	87	1,200	116	2,000
Costs associated with the purchase of safety materials.						
1000-5150-5111	Professional Services	51,628	17,486	29,500	25,167	25,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.						
1000-5150-5121	Repair Maint Equipment	3,230	469	-	8	-
1000-5150-5122	Repair Maint Vehicles	39,817	51,242	45,000	21,588	43,000
Costs associated with repair and maintenance of vehicles. Testing and parts for work completed on all twp vehicles with inhouse labor and resources.						
1000-5150-5312	Cell Phones	720	720	720	600	720
Crew Leader Mechanic						
1000-5150-5354	Employee Training	111	49	1,000	-	1,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside souces.						
1000-5150-5356	Employee Dues/Members	64	-	335	-	350
Costs associated with dues and memberships.						



2021 Annual Budget

Fleet Maintenance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5150-5370	Minor Equipment/Furniture	2,306	4,871	18,000	1,672	17,500
Cost for the purchase of minor equipment for the shop.						
Total		292,008	277,849	304,381	220,111	270,601



2021 Annual Budget

Department: Grounds Maintenance

Description and Responsibilities:

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

2020 Accomplishments:

1. Successfully maintained a high standard of quality in the parks with reduced staff during the season.
2. Completed many park projects including the additional courts at pickle ball and the Reynold's property improvements.
3. Maintained township satellite properties including the Municipal Building, Haine Fire Station, and outparcels to reduce costs of contract services.
4. Prepared the disc golf course for three successful tournaments with increased mowing and maintenance.
5. Increased cleaning practices in all public restrooms in the parks to maintain safety during Covid-19.
6. Maintained turf quality during the summer drought with the use of our "Water Cannons" and our irrigation systems.

2021 Goals:

1. Add one additional full time staff member and bring the total to six in the parks. This will assist the always growing needs at North Boundary Park including the Disc Golf course maintenance and increased needs with dogs in the park.
2. Continue to renovate landscape islands with river rock to reduce maintenance.
3. Improve field quality for all associations with cultural practices that make playing surfaces better.
4. Start to establish more full time staff at North Boundary Park.

2021 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.

Staffing Levels	2017	2018	2019	2020	2021
Full Time	6	6	6	6	7
Part Time	14	16	15	16	16



2021 Annual Budget

Grounds Maintenance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5160-4010	Salaries-Fulltime	243,850	277,364	289,055	239,613	296,788
1000-5160-4012	Salaries-Part Time	145,910	161,202	205,400	93,890	210,000
1000-5160-4015	Overtime	17,265	19,823	16,800	604	17,055
OT for grounds personnel not including snow removal.						
1000-5160-4021	Social Security Tax	24,746	27,986	29,602	19,985	30,082
1000-5160-4022	Medicare	5,787	6,545	6,923	4,674	7,035
1000-5160-4023	Workers Comp	9,868	18,435	22,977	15,364	24,601
1000-5160-4041	Pension Non Uniform	12,840	14,650	14,793	11,984	15,179
1000-5160-4051	Hospitalization	37,505	48,808	45,217	39,361	48,662
1000-5160-4052	Vision Insurance	240	322	312	284	312
1000-5160-4053	Dental Insurance	1,746	2,358	2,609	2,608	2,609
1000-5160-4054	457 Contributions	12,840	14,650	14,793	11,984	15,179
1000-5160-4055	Disability Insurance	502	558	769	528	789
1000-5160-4057	Life Insurance	630	692	1,669	659	1,712
1000-5160-5004	Materials And Supplies	59,039	69,388	46,000	26,592	48,300
1000-5160-5005	Cleaning Supplies	7,382	9,245	9,000	9,509	9,500
1000-5160-5006	Agricultural Supplies	89,535	119,769	100,000	102,779	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	648	851	1,020	1,281	1,080
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE.						
1000-5160-5111	Professional Services	62,429	89,984	61,600	28,071	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	30,811	25,490	22,000	24,240	22,500
Parts and repairs for all parks power equipment.						
1000-5160-5123	Repair Maint Facility Maint	7,647	6,446	13,000	6,134	10,000
Repairs to parks structures and facilities including restrooms, storage buildings, shelters, amphitheatre, dog park, batting cages and site amenities.						
1000-5160-5312	Cell Phones	1,700	2,400	2,400	2,000	2,400
Reimbursement of manager and 2 crew leaders for cell phones.						
1000-5160-5321	Electricity	78,207	74,318	77,000	48,029	77,000



2021 Annual Budget

Grounds Maintenance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
All electric in parks.						
1000-5160-5323	Water	6,736	6,119	7,000	7,293	7,000
All water for facilities in parks.						
1000-5160-5324	Sewer	7,780	6,488	5,000	5,167	5,000
Sanitary sewer service for all park facilities.						
1000-5160-5326	Storm Water Fee	-	543	-	5,718	7,200
1000-5160-5332	Equipment Leases	7,361	13,752	12,000	7,208	14,000
Cart lease and landscape implements like chipper, stump grinder, and high lifts.						
1000-5160-5354	Employee Training	5,158	2,920	4,000	1,005	4,200
Continuing education for pesticide application and pool chemical handling licensing.						
1000-5160-5357	Clothing	2,741	2,445	2,500	1,019	2,800
T-shirts and jackets for seasonal and FT employees.						
1000-5160-5370	Minor Equipment/Furniture	16,782	12,128	17,000	7,328	17,800
Small equipment like string trimmers, backpack blowers, and push mowers. Includes attachments for the Ventrac's and other power units for snow removal.						
Total		897,685	1,035,678	1,030,439	724,913	1,060,383



2021 Annual Budget

Department: Public Works Administration

Description and Responsibilities:

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

2020 Accomplishments:

1. Implemented various COVID protocols for staff and operations, utilizing remote work tools and disinfectant procedures.
2. Migrated the Solid Waste Program to Public Works.

2021 Goals:

1. Work to implement a focus on utility operations.
2. Evaluate future plans of the DPW operation with the new Assistant Township Manager and the Engineering Department.

2021 Budget Highlights:

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

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	4	4	4	5	5
Part Time	0	0	0	0	0



2021 Annual Budget

Pw Administration Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5170-4010	Salaries-Fulltime	115,052	39,549	171,453	118,962	121,186
1000-5170-4015	Overtime	-	-	500	1,535	500
1000-5170-4021	Social Security Tax	6,907	2,438	11,250	7,612	8,133
1000-5170-4022	Medicare	1,615	570	2,631	1,781	1,902
1000-5170-4023	Workers Comp	2,967	4,372	7,237	4,754	6,035
1000-5170-4041	Pension Non Uniform	5,811	1,977	8,573	6,396	6,059
1000-5170-4051	Hospitalization	21,691	16,041	46,127	29,397	25,750
1000-5170-4052	Vision Insurance	173	122	313	206	171
1000-5170-4053	Dental Insurance	1,146	858	2,658	1,810	1,375
1000-5170-4054	457 Contributions	5,655	1,977	8,573	6,391	6,059
1000-5170-4055	Disability Insurance	179	150	341	292	315
1000-5170-4057	Life Insurance	369	308	967	602	683
1000-5170-5001	Office Supplies	1,646	2,036	2,500	1,075	2,500
1000-5170-5004	Materials And Supplies	9,680	5,288	15,000	34,735	15,000
1000-5170-5005	Cleaning Supplies	2,626	1,022	3,000	2,212	3,000
1000-5170-5007	Safety Supplies	3,541	2,043	6,500	1,833	6,500
1000-5170-5111	Professional Services	62,742	24,137	55,000	28,817	55,000
1000-5170-5121	Repair Maint Equipment	-	83	-	-	-
1000-5170-5122	Repair Maint Vehicles	-	7	-	-	-
1000-5170-5123	Repair Maint Facility Maint	7,150	16,979	8,400	5,038	8,400
1000-5170-5124	Maintenance Contracts	-	669	4,000	-	4,000
1000-5170-5132	Janitorial Services	5,525	4,675	7,000	5,100	7,000
1000-5170-5133	Legal Services	-	2,950	3,000	-	3,000
1000-5170-5230	Information Tech Svs	139,000	145,000	155,000	155,000	160,000
1000-5170-5312	Cell Phones	2,715	3,061	3,500	2,790	3,500
1000-5170-5321	Electricity	22,166	19,429	25,000	15,473	25,000
1000-5170-5322	Natural Gas	14,202	13,880	15,000	7,481	15,000
1000-5170-5323	Water	1,549	1,888	2,000	1,263	2,000
1000-5170-5324	Sewer	1,400	1,209	2,000	1,074	2,000



2021 Annual Budget

Pw Administration Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5170-5326	Storm Water Fee	-	315	-	4,014	5,200
1000-5170-5353	Employee Meeting /Confer	699	1,496	4,000	1,586	4,000
1000-5170-5354	Employee Training	7,280	4,664	5,000	1,205	5,000
1000-5170-5355	Employee Career Devel	3,213	-	-	-	-
1000-5170-5356	Employee Dues/Members	698	695	1,000	843	1,000
1000-5170-5357	Clothing	12,621	11,116	12,000	8,823	12,000
1000-5170-5364	Fuel	74,831	65,027	70,000	30,178	70,000
1000-5170-5370	Minor Equipment/Furniture	523	589	10,000	298	10,000
Office renovation to Public Works admin.						
Total		535,375	396,621	669,523	488,576	597,268



2021 Annual Budget

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.

2020 Accomplishments:

1. Completed the installation of the acoustic silencers at BCWPCF.
2. Completed the construction of the Maker Space Project at the Library.
3. Completed Phase 1 of the Rochester Road Improvements Project by acquiring all right-of-way needed for the road widening.
4. Completed the construction of upgrades to the Park and Haine fire stations.
5. Completed bidding, project award and started construction of MSA Thruway project.
6. Completed Design of Sun Valley stormwater project.
7. Completed Master Plan of Public Works/Linder property.
8. Completed design of the Franklin Acres Pump Station Removal Project and interceptor to BCRA.
9. Completed the design and construction of the Goehring Road/I-79 Waterline Bore.
10. Secured funding for the BUILD 2018 Grant.

2021 Goals:

1. Complete the permitting, property acquisition and construction of Sun Valley stormwater upgrade project.
2. Complete construction of MSA Thruway. (Scheduled for a mid-summer 2021 completion)
3. Complete the Amphitheater Renovation Project.
4. Obtain the required permits from DEP, acquire easements (by BCRA) and begin construction of the Franklin Acres Pump Station Removal Project and interceptor to BCRA.
5. Complete construction of Phase 1 of Linder property master plan.
6. Provide District 10 with a ROW Plan for the BUILD 2020 Grant by June.
7. Complete design and construction of Municipal Center parking lots and the redesign of the front lawn area.

2021 Budget Highlights:

1. 2021 will highlight the completion of MSA Thruway.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	5	7	7	8	6
Part Time	2	1	1	1	0

2021 Annual Budget

Engineering Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5210-4010	Salaries-Fulltime	84,522	165,959	144,845	133,549	136,229
1000-5210-4012	Salaries-Part Time	8,601	13,072	12,000	1,076	-
1000-5210-4015	Overtime	628	431	775	-	775
1000-5210-4021	Social Security Tax	5,557	10,400	9,772	8,073	8,494
1000-5210-4022	Medicare	1,300	2,433	2,286	1,888	1,987
1000-5210-4023	Workers Comp	554	790	840	569	910
1000-5210-4041	Pension Non Uniform	4,227	8,046	7,281	5,152	6,850
1000-5210-4051	Hospitalization	24,069	37,636	38,571	22,262	30,858
1000-5210-4052	Vision Insurance	166	322	264	143	218
1000-5210-4053	Dental Insurance	1,329	2,035	2,248	1,515	1,765
1000-5210-4054	457 Contributions	4,170	8,046	7,281	5,152	6,850
1000-5210-4055	Disability Insurance	204	345	379	200	356
1000-5210-4057	Life Insurance	421	711	821	412	773
1000-5210-5001	Office Supplies	455	729	700	541	750
This budget item is for the office supplies (folders, paper, etc.) for the Engineering Department						
1000-5210-5004	Materials And Supplies	6,270	3,967	4,000	2,964	4,050
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	583	860	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	39,236	59,696	50,000	32,115	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	23	450
This line item includes legal consulting fees.						
1000-5210-5230	Information Tech Svs	58,000	60,000	70,000	70,000	75,000
Costs associated with IT support for Engineering Department operations.						
1000-5210-5312	Cell Phones	6,360	6,130	5,800	4,465	4,800
This line item includes cell phone reimbursement costs for 5 employee phones.						
1000-5210-5354	Employee Training	6,861	4,036	6,000	125	6,000



2021 Annual Budget

Engineering Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 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	-	-	2,000	-	2,000
1000-5210-5356	Employee Dues/Members	385	1,162	1,000	569	1,250
This line item includes membership dues to professional societies.						
1000-5210-5363	Advertising	-	5,672	5,500	6,237	5,500
Advertising for Capital Projects.						
1000-5210-5364	Fuel	173	1,102	1,000	140	1,000
This line item is for fuel for the administrative fleet vehicles.						
1000-5210-6123	Furniture And Fixtures	-	-	250	-	500
This line item includes furnishings and fixtures for the Engineering Department.						
Total		254,071	393,579	374,913	297,168	348,165



2021 Annual Budget

Department: Engineering Plan Review & Inspection

Description and Responsibilities:

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

2020 Accomplishments:

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

2021 Goals:

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

2021 Budget Highlights:

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

2021 Annual Budget

Engineering Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5220-4010	Salaries-Fulltime	133,669	76,199	32,195	31,010	36,128
1000-5220-4012	Salaries-Part Time	551	-	-	-	-
1000-5220-4021	Social Security Tax	8,072	4,601	1,996	1,850	2,340
1000-5220-4022	Medicare	1,888	1,076	467	433	524
1000-5220-4023	Workers Comp	622	395	207	152	255
1000-5220-4041	Pension Non Uniform	6,711	3,810	1,610	1,551	1,806
1000-5220-4051	Hospitalization	27,837	19,121	7,309	3,694	7,585
1000-5220-4052	Vision Insurance	97	132	47	23	47
1000-5220-4053	Dental Insurance	1,329	934	406	270	406
1000-5220-4054	457 Contributions	6,711	3,810	1,610	1,551	1,806
1000-5220-4055	Disability Insurance	231	152	84	25	94
1000-5220-4057	Life Insurance	476	314	182	51	204
1000-5220-5111	Professional Services	4,004	1,417	15,000	11,764	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	-	170	-
Total		193,578	113,341	61,113	52,543	66,195



2021 Annual Budget

Department: Engineering - Stormwater

Description and Responsibilities:

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

2020 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.

2021 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.

2021 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.

2021 Annual Budget

Engineering Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-5240-4010	Salaries-Fulltime	58,872	104,120	90,330	55,538	94,690
1000-5240-4015	Overtime	5	11	225	-	225
1000-5240-4021	Social Security Tax	3,488	6,168	5,614	3,326	5,885
1000-5240-4022	Medicare	816	1,443	1,313	778	1,376
1000-5240-4023	Workers Comp	290	482	519	351	635
1000-5240-4041	Pension Non Uniform	2,944	5,156	4,527	2,775	4,746
1000-5240-4051	Hospitalization	13,831	24,367	22,065	13,947	20,928
1000-5240-4052	Vision Insurance	243	176	143	95	133
1000-5240-4053	Dental Insurance	687	1,233	1,221	969	1,110
1000-5240-4054	457 Contributions	2,925	5,156	4,527	2,775	4,746
1000-5240-4055	Disability Insurance	118	204	235	103	247
1000-5240-4057	Life Insurance	242	421	511	212	535
1000-5240-5004	Materials And Supplies	742	845	1,000	1,220	1,500
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	40,045	64,327	35,000	31,516	50,000
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 Svs	29,000	35,000	40,000	40,000	40,400
1000-5240-5354	Employee Training	100	875	2,500	200	2,500
This line item relates to training of employees with regards to the latest stormwater regulations and permit requirements.						
1000-5240-5364	Fuel	1,616	-	-	-	-
Total		155,966	249,984	209,730	153,805	229,656



2021 Annual Budget

Department: Parks & Recreation Operations

Description and Responsibilities:

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

2020 Accomplishments:

1. Pandemic impacted all goals this year creating a primary purpose of managing customers apprehension.
2. Evaluated call log reports to maximize the customer service experience.
3. Continued to manage over 1 million in transactions while maximizing the customer service experience through audits, procedural development and secret shopper programs through interns associated with RANP.
4. Efficiently managed the cancellation, refund and credit process of hundreds of programs impacted by COVID.
5. Started construction for the 2020 Project of the Year, Amphitheater renovations and the development of the Reynolds property.
6. Managed new agreements with PFD (Disc Golf) and Cultural Diversity (CADN) and developed a naming rights agreements with VFW.

2021 Goals:

1. Recover from pandemic by instilling confidence in patrons while returning to programs.
2. 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.
3. Will continue to increase and enhance programs guided by the Cranberry Plan.
4. 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.
5. 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.

2021 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. Study fees for rental facilities in other local communities and adjust as necessary.
3. Recover former sponsors that were lost during pandemic and work to create a process to manage the sponsors.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	5.25	5.5	6.25	6.25	5.25
Part Time	17	17	16	16	17



2021 Annual Budget

Park Operation Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6210-4010	Salaries-Fulltime	267,884	296,973	242,886	236,947	207,597
6 Full Time Employees - Geis , Hutner , P. Kovach , J. Mental , V Murphy, B Perry						
1000-6210-4012	Salaries-Part Time	119,289	115,721	110,167	68,269	76,462
Customer Service, Site Supervisors, Play Center Staff						
1000-6210-4015	Overtime	1,206	1,261	-	-	-
Overtime associated with Special Events & Holidays						
1000-6210-4021	Social Security Tax	23,750	25,176	21,889	18,143	17,611
1000-6210-4022	Medicare	5,554	5,888	5,119	4,243	4,119
1000-6210-4023	Workers Comp	11,749	13,515	17,745	11,823	13,765
1000-6210-4041	Pension Non Uniform	13,316	14,824	12,144	11,600	10,380
1000-6210-4051	Hospitalization	23,789	35,780	37,627	37,332	31,455
1000-6210-4052	Vision Insurance	459	460	396	375	334
1000-6210-4053	Dental Insurance	2,977	3,119	3,183	3,317	2,771
1000-6210-4054	457 Contributions	13,316	14,824	12,144	11,600	10,380
1000-6210-4055	Disablity Insurance	459	477	632	461	540
1000-6210-4057	Life Insurance	1,156	1,183	1,370	1,045	1,171
1000-6210-5001	Office Supplies	3,486	3,477	4,000	1,439	4,000
1000-6210-5004	Materials And Supplies	73,053	78,271	80,000	57,532	80,000
Materials and Supplies includes Credit/Debit Card Charges. Other supplies						
1000-6210-5111	Professional Services	10,038	13,986	12,000	6,657	12,000
Copier maintenance, HR Screenings - laminating maintenance. gym floor re-coat, gym equipment safety inspections						
1000-6210-5230	Information Tech Svs	70,000	75,000	88,000	88,000	88,000
IT defined amount						
1000-6210-5312	Cell Phones	5,826	5,844	-	5,477	7,000
1000-6210-5351	Employee Recruiting	924	2,283	1,500	433	1,500
1000-6210-5353	Employee Meeting /Confer	-	1,279	2,000	977	2,000
1000-6210-5354	Employee Training	12,199	14,622	18,500	5,736	18,500
State and national conferences; professional development; and additional training as needed. Pat going to Active Training						



2021 Annual Budget

Park Operation Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6210-5355	Employee Career Devel	-	-	500	230	500
Increase due to additional meetings and food for several initiatives of the dept.						
1000-6210-5356	Employee Dues/Members	1,250	1,370	1,500	1,250	1,500
Increase due to additional employees						
1000-6210-5362	Printing	28,555	28,758	30,000	2,580	10,000
Printing						
1000-6210-5363	Advertising	1,395	1,245	1,500	121	1,500
1000-6210-5364	Fuel	600	420	750	97	750
1000-6210-5370	Minor Equipment/Furniture	5,432	1,372	4,000	2,117	4,000
Replace furniture and fixtures as needed.						
Total		697,660	757,130	709,552	577,800	607,835



2021 Annual Budget

Department: Parks & Recreation Early Childhood Programs

Description and Responsibilities:

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

2020 Accomplishments:

1. Implemented a last minute, State mandated, COVID protocol enabling emergency and programmatic childcare as efficiently as possible.
2. Implemented a last minute, State mandated, COVID protocol enabling summer camp programs to be offered throughout the summer, including the additional 2 weeks added prior to the start of school, as efficiently as possible.
3. Added new virtual wellness and environmental programs.
4. Implemented a last minute, State mandated, COVID protocol enabling the offering of youth sports as efficiently as possible.

2021 Goals:

1. Develop best practices to manage our State certified preschool as safely and efficiently as possible through the COVID mandated protocols. Continue to research ways of growing the preschool through creative use of space.
2. Promote safe and sanitized programs to build participation to pre-COVID numbers.
3. Continue to develop, practice and evaluate new emergency management policies with our preschool.
4. Develop new and innovative programs to replace void left by many closures and cancellations due to COVID.

2021 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.
3. Adjust former Playcenter room to better utilize that space.

Staffing Levels	2017	2018	2019	2020	2021
Full Time	0	0	0	0	0
Part Time	10	10	10	10	10

2021 Annual Budget

Park Early Childhood Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6220-4010	Salaries-Fulltime	-	-	10,821	-	10,843
1000-6220-4012	Salaries-Part Time	117,486	133,846	117,676	86,227	120,556
1000-6220-4015	Overtime	1,257	818	-	-	-
1000-6220-4021	Social Security Tax	7,362	8,349	7,967	5,346	8,145
1000-6220-4022	Medicare	1,722	1,952	1,863	1,250	1,905
1000-6220-4023	Workers Comp	3,369	4,472	6,932	4,570	6,367
1000-6220-4041	Pension Non Uniform	-	-	541	-	542
1000-6220-4051	Hospitalization	1,311	1,369	1,451	1,329	1,504
1000-6220-4052	Vision Insurance	13	13	13	12	13
1000-6220-4053	Dental Insurance	66	71	83	83	83
1000-6220-4054	457 Contributions	-	-	541	-	542
1000-6220-4055	Disability Insurance	19	21	28	20	28
1000-6220-4057	Life Insurance	39	44	61	88	61
1000-6220-5004	Materials And Supplies	16,240	20,569	17,500	10,706	17,500
Materials and Supplies needed to operate all Early Childhood Programs including Preschool.						
1000-6220-5111	Professional Services	34,928	38,545	28,000	12,756	32,440
Preschool Dance Toddler Programs						
1000-6220-5351	Employee Recruiting	-	-	-	47	300
Eagle Ads						
1000-6220-5354	Employee Training	-	-	500	-	500
Increased training for ADA purposes						
1000-6220-5362	Printing	220	-	750	-	750
Preschool brochures and advertisements						
Total		184,033	210,070	194,727	122,434	202,079



2021 Annual Budget

Department: Parks & Recreation Youth Programs

Description and Responsibilities:

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

2020 Accomplishments:

1. Implemented a last minute, State mandated, COVID protocol enabling a full-scale before and after school program as well as a last-minute full day childcare program for the first month of school as efficiently as possible.
2. Implemented a last minute, State mandated, COVID protocol enabling summer camp programs to be offered throughout the summer, including the additional 2 weeks added prior to the start of school, as efficiently as possible.
3. Added new virtual wellness and environmental programs.
4. Implemented a last minute, State mandated, COVID protocol enabling the offering of youth sports as efficiently as possible.
5. Streamlined the seasonal employee training programs and adjusted many of them to virtual in attempt to manage the COVID protocol.

2021 Goals:

1. Develop best practices to manage our youth programs as safely and efficiently as possible through the COVID mandated protocols. Continue to research ways of growing the preschool through creative use of space.
2. Promote safe and sanitized programs to build participation to pre-COVID numbers.
3. Continue to develop, practice and evaluate new emergency management policies with our youth programs including volunteer coach training.
4. Develop new and innovative programs to replace void left by many closures and cancellations due to COVID.
5. Coordinate the year round staff planning and development to maximize the experience, participation and overall revenue of summer camps.

2021 Budget Highlights:

1. With new requirements due to the pandemic a significant focus on the efficient offering of programs as the need for increased staff arises.
2. Continue to examine the possibility of growing an already maximized Kid's Club program to add additional participants and revenue.
3. Coordinate year round staff communication, safety, planning and development to maximize the experience, participation, safety protocols and overall revenue of summer camps.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	0	0	0	0	0
Part Time	45	45	45	45	45



2021 Annual Budget

Park Youth Programs Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6230-4010	Salaries-Fulltime	19,502	19,909	24,611	17,393	24,996
1000-6230-4012	Salaries-Part Time	158,290	199,611	283,824	132,754	315,256
1000-6230-4015	Overtime	397	837	-	279	-
1000-6230-4021	Social Security Tax	11,031	13,617	19,124	9,277	21,095
1000-6230-4022	Medicare	2,580	3,185	4,473	2,170	4,933
1000-6230-4023	Workers Comp	9,080	9,643	16,649	10,911	16,488
1000-6230-4041	Pension Non Uniform	960	996	1,230	870	1,250
1000-6230-4051	Hospitalization	4,215	2,691	5,029	2,611	5,216
1000-6230-4052	Vision Insurance	37	21	39	18	39
1000-6230-4053	Dental Insurance	220	147	298	174	299
1000-6230-4054	457 Contributions	960	996	1,231	870	1,250
1000-6230-4055	Disability Insurance	38	39	64	36	65
1000-6230-4057	Life Insurance	78	80	139	122	141
1000-6230-5004	Materials And Supplies	31,706	35,730	40,000	13,907	32,000
All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming						
1000-6230-5111	Professional Services	49,669	48,663	47,000	13,984	30,000
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	-	420	240	-	420
1000-6230-5351	Employee Recruiting	357	578	-	630	300
1000-6230-5354	Employee Training	-	-	600	-	600
Camp and kids club staff training						
1000-6230-5357	Clothing	-	160	-	1,387	-
1000-6230-5362	Printing	75	408	350	8,353	350
Misc. printing for camp and kids club						
1000-6230-5363	Advertising	975	2,004	-	699	-
Total		290,168	339,735	444,901	216,445	454,698



2021 Annual Budget

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.

2020 Accomplishments:

1. Opened the disc golf course at North Boundary, working towards agreement with Pittsburgh Flying Disc.
2. Promoted safe and sanitized programs to build participation and public confidence to pre-COVID numbers.
3. Continued to experience significant growth in the pickleball program and CTPA.

2021 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.

2021 Budget Highlights:

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

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time	0	0	0	0	0
Part Time	12	12	12	12	12

2021 Annual Budget

Park Adult Programs Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6240-4010	Salaries-Fulltime	9,538	9,663	-	8,187	14,235
1000-6240-4012	Salaries-Part Time	52,832	52,653	29,709	29,568	29,709
Increase due to new programs at Phase 2						
1000-6240-4015	Overtime	-	5	-	-	-
1000-6240-4021	Social Security Tax	3,868	3,860	2,711	2,342	2,725
1000-6240-4022	Medicare	905	903	634	548	637
1000-6240-4023	Workers Comp	2,073	2,436	2,295	1,570	2,129
1000-6240-4041	Pension Non Uniform	462	483	700	409	712
1000-6240-4051	Hospitalization	-	-	2,176	-	2,255
1000-6240-4052	Vision Insurance	-	-	19	-	19
1000-6240-4053	Dental Insurance	-	-	125	-	125
1000-6240-4054	457 Contributions	462	483	700	409	712
1000-6240-4055	Disablity Insurance	18	18	36	17	37
1000-6240-4057	Life Insurance	88	89	79	83	80
1000-6240-5004	Materials And Supplies	6,313	11,822	13,000	5,471	10,000
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	15,767	26,673	20,000	17,961	18,000
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	-	-	1,000	-	-
Increase due to transitioning fitness program						
1000-6240-5354	Employee Training	-	-	1,500	-	-
1000-6240-5362	Printing	107	-	500	-	500
Promo for new programs at Graham						
Total		92,432	109,090	75,184	66,565	81,875



2021 Annual Budget

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.

2020 Accomplishments:

1. Reorganized our dog committee again while partnering with Planning to develop a Canine Strategic Plan. This may include expanding our plan and volunteer effort as we expand canine opportunities.
2. Continued to focus on efficient use of staff to minimize expenses associated with family programs while increasing sponsorship subsidies through a potential transition from communications back to Parks & Rec.
3. Promoted safe and sanitized programs to build participation and public confidence to pre-COVID numbers.
4. Continued to experience growth in the pickleball program and CTPA.
5. Developed new and innovative programs to replace void left by many closures and cancellations due to COVID.

2021 Goals:

1. Work with Communications to transfer and potentially increase our sponsorship packages to offset expenses of programs.
2. Work with dog committee to develop long range plan for canine opportunities, which include the development of a new dog park.
3. Coordinate new programs for the newly renovated amphitheater.
4. Develop new rental rates for fields, facilities and special events.

2021 Budget Highlights:

1. Schedule significant programs at the newly renovated amphitheater and work with Communications on the sponsorships.
2. Work with Communications to transition the sale and service of sponsorships from Communications back to Parks & Rec.
3. Managing staff based on 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	2017	2018	2019	2020	2021
Full Time	0	.5	0	0	0
Part Time	1	1	1	1	1



2021 Annual Budget

Park Family Programs Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6250-4010	Salaries-Fulltime	24,635	25,555	26,475	23,024	26,873
1000-6250-4012	Salaries-Part Time	-	957	-	-	-
Increase due to new pet programs						
1000-6250-4021	Social Security Tax	1,486	1,575	1,642	1,367	1,666
1000-6250-4022	Medicare	348	368	389	320	390
1000-6250-4023	Workers Comp	958	1,089	1,280	860	1,302
1000-6250-4041	Pension Non Uniform	1,232	1,278	1,324	1,151	1,344
1000-6250-4051	Hospitalization	4,132	4,330	4,719	4,274	4,890
1000-6250-4052	Vision Insurance	48	54	47	48	47
1000-6250-4053	Dental Insurance	321	344	405	447	406
1000-6250-4054	457 Contributions	1,232	1,278	1,324	1,151	1,344
1000-6250-4055	Disability Insurance	49	51	69	48	70
1000-6250-4057	Life Insurance	101	105	149	99	152
1000-6250-5004	Materials And Supplies	5,467	11,585	4,550	1,287	2,500
Supplies for revenue generating holiday themed events.						
1000-6250-5111	Professional Services	1,418	3,347	3,000	1,278	1,000
Payment for Christmas characters; Storytellers for Halloween and other seasonal characters.						
Total		41,428	51,916	45,373	35,354	41,984

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.

2020 Accomplishments:

1. Implemented a last minute, State mandated, COVID protocol enabling teen summer camp programs to be offered throughout the summer, including the additional 2 weeks added prior to the start of school, as efficiently as possible.
2. Partnered with the Library to offer virtual teen programs and involved the teens in setting them up.
3. Continued to experience growth in tennis and volleyball for this age group, even through the pandemic.
4. Offered job training and preparation programs as others in the community were cancelling.

2021 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.

2021 Budget Highlights:

1. Promote safe and sanitized programs to build participation and public confidence to pre-COVID numbers.
2. Offer region-wide training opportunities for teens.
3. Develop new and innovative programs to replace void left by many closures and cancellations due to COVID
4. Partner with the library to evaluate program offerings for this age group.



2021 Annual Budget

Park Teen Programs Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6260-4023	Workers Comp	70	76	-	5	-
1000-6260-5004	Materials And Supplies	1,594	2,095	2,500	824	2,000
1000-6260-5111	Professional Services	6,248	8,103	8,100	9,660	11,700
Largely teen summer tennis program. Increase due to growing tennis program						
Total		7,911	10,274	10,600	10,489	13,700



2021 Annual Budget

Department: Parks & Recreation Senior Programs

Description and Responsibilities:

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

2020 Accomplishments:

1. Continued to support our associated Senior Center through our enhanced shared facility use procedures, particularly pertinent through the COVID protocol management
2. Partnered with the library to offer many virtual fitness and fun programs.
3. Coordinated with the Cranberry Senior group to assist them navigate and communicate program adjustments through COVID.
4. Experienced overall increase in senior-age program participation through our extensive pickleball program.

2021 Goals:

1. Continue to support and compliment our senior center and senior groups.
2. Promote safe and sanitize programs and facilities to build community confidence and return participation numbers to pre-COVID numbers.
3. Evaluate voids left in the community and develop programs or partnerships to help compensate for any void due to COVID.

2021 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.



2021 Annual Budget

Park Senior Programs Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6270-5004	Materials And Supplies	41	67	150	51	50
1000-6270-5111	Professional Services	3,500	3,550	3,250	-	3,250
Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer						
Total		3,541	3,617	3,400	51	3,300



2021 Annual Budget

Department: Parks & Recreation Community Events

Description and Responsibilities:

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

2020 Accomplishments:

1. Coordinated and managed the mass cancellation of many community programs, including Community Days and Santa's First Stop.
2. Managed the sponsorships for several COVID cancelled community events.
3. Coordinated and managed successful COVID safe community events, that included movies and picnics.
4. Maintained communication with all current sponsors through COVID.

2021 Goals:

1. Manage the return of many special events while coordinating new infectious disease protocol.
2. Continue to provide services to the community while always evaluating and improving the quality and management of personnel for all special events.
3. Improve the efficiency of scheduling personnel for special events while decreasing the need for overtime.
4. Transition sponsorship communication from Communications to Parks & Rec.

2021 Budget Highlights:

1. Completion of Project of the Year - Amphitheater renovations, plans are for larger concerts and a grand opening/ribbon cutting.
2. Continue the push for partnerships with community organizations and businesses to increase sponsorship and decrease expenses through volunteer programs.
3. Continue to maximize schedules to decrease overtime needs for special event management.
4. Maximize sponsorship dollars.



2021 Annual Budget

Park Community Events Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6280-5004	Materials And Supplies	22,317	25,893	15,000	6,205	15,000
Community Days - Movies, Concert in the Park						
1000-6280-5111	Professional Services	14,070	12,812	25,000	2,975	25,000
Concerts in the Park - 5 week series, Community Days, Fireworks.						
Total		36,387	38,705	40,000	9,180	40,000



2021 Annual Budget

Department: Parks & Recreation Facility Maintenance

Description and Responsibilities:

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

2020 Accomplishments:

1. Manage the cancellations and closure of all field and facility use Township wide at the onset of pandemic.
2. Managed the safe return to use for all park fields and facilities.
3. Assisted the Dept associated associations with COVID Plans for the restart of all programs.
4. Maintained strong communication campaign through all association meetings.
5. Developed planning efforts for amphitheater as a POY Project and coordinated with DCNR on the Reynolds Property enhancements.
6. Worked with Dog Committee and key stakeholders on plans to move the dog park.

2021 Goals:

1. Work to develop a new field use agreement with all associations and manage current agreements through COVID challenges.
2. Continue to analyze youth association use of the fields for future use and scheduling.
3. Develop new shelter, special event and field rental fees to keep in line with associated maintenance and upkeep expenses.
4. Continue to enhance and maximize communications between Public Works, Parks & Recreation and the Police Department with special events and youth associations events as it pertains to field and facility use.
5. Have a consistent presence in the facility and fields during evening and weekend hours.

2021 Budget Highlights:

1. Enhanced fees for park use.
2. Propose new special event/5K fees.
3. New revenue from new shelter being built near the Vets Memorial.
4. Evaluated values and associated expenses of all special events while working to develop new sponsorship values.

Staffing Levels	2017	2018	2019	2020	2021
Full Time	.5	.5	0	0	0
Part Time	0	1.5	1.5	1.5	1.5

2021 Annual Budget

Park Facility Maintenance Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6290-4010	Salaries-Fulltime	14,671	36,512	37,299	32,770	38,464
1000-6290-4012	Salaries-Part Time	-	-	18,651	-	18,650
Positions to assist new full time position in athletic field support						
1000-6290-4021	Social Security Tax	883	2,236	3,469	2,008	3,541
1000-6290-4022	Medicare	207	523	811	470	828
1000-6290-4023	Workers Comp	1,842	2,107	2,819	1,876	2,767
1000-6290-4041	Pension Non Uniform	734	1,826	1,865	1,638	1,923
1000-6290-4051	Hospitalization	4,836	5,060	5,492	4,986	5,688
1000-6290-4052	Vision Insurance	60	66	58	59	58
1000-6290-4053	Dental Insurance	348	373	439	481	440
1000-6290-4054	457 Contributions	734	1,826	1,828	1,638	1,923
1000-6290-4055	Disability Insurance	29	74	97	69	100
1000-6290-4057	Life Insurance	60	152	210	143	217
1000-6290-5004	Materials And Supplies	1,068	2,748	3,000	1,383	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						
1000-6290-5111	Professional Services	-	-	-	640	-
Total		25,471	53,501	76,038	48,160	77,599



2021 Annual Budget

Department: Parks & Recreation Special Projects

Description and Responsibilities:

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

2020 Accomplishments:

1. Managed the immediate cancellation of Cultural Diversity consultants and all associated cultural diversity programs in response to COVID.
2. Managed the cancellation, delay and/or reschedule of a multitude of workshops, senior projects, volunteer projects and SV projects.
3. Developed new Cultural Diversity agreement and brought on new consultants as we safely reopen opportunities.
4. Started planning efforts for the return of CRANFEST and other community service programs with all COVID protocols considered.

2021 Goals:

1. Increase efforts in special programs through the development of new diversity and social justice programs.
2. Enhance communications and management of all our partner groups and increase assistance with their marketing efforts.
3. Support the expanded footprint of cultural diversity while it extends into societal problems, not just cultural diversity issues.

2021 Budget Highlights:

1. Increase in Cultural Diversity Programs and manage new consultants.
2. Assist in the management of partner association special events. Increase service-based fees.
3. Increase programs and sponsorships through 2020-2021 projects.
4. Continue to add more special needs programs through our partnership with RANP.

2021 Annual Budget

Park Special Program Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
1000-6295-4010	Salaries-Fulltime	-	10,602	10,713	9,476	11,176
1000-6295-4021	Social Security Tax	-	657	664	588	693
1000-6295-4022	Medicare	-	154	155	137	162
1000-6295-4023	Workers Comp	-	425	518	347	542
1000-6295-4041	Pension Non Uniform	-	530	536	474	559
1000-6295-4051	Hospitalization	-	1,711	1,814	1,662	1,880
1000-6295-4052	Vision Insurance	-	16	16	14	16
1000-6295-4053	Dental Insurance	-	88	104	104	104
1000-6295-4054	457 Contributions	-	530	536	474	559
1000-6295-4055	Disablity Insurance	-	21	28	20	29
1000-6295-4057	Life Insurance	-	44	60	42	63
1000-6295-5004	Materials And Supplies	1,376	1,339	12,000	250	16,000
Amusement Park Ticket Sales						
1000-6295-5111	Professional Services	197,672	61,247	29,000	12,000	30,000
Inculsive of the Cultural Diversity program with an anticipated rate increase for the consulting fees. Inculsive of other Township initiatives						
Total		199,048	77,366	56,144	25,588	61,783

Special Revenue Funds



2021 Annual Budget

Fund Name: Tip East

Fund Description:

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



2021 Annual Budget

Tip East Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2110-8510-3410	Interest	83,679	128,152	65,000	29,497	2,500
	Interest earnings on investments.					
2110-8510-3540	State Grants	62,646	-	-	-	-
2110-8510-3872	Contributions	116,262	168,801	109,378	166,320	84,800
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.					
	Total	262,587	296,953	174,378	195,817	87,300



2021 Annual Budget

Tip East Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2110-8510-5004	Materials And Supplies	-	824	-	-	-
2110-8510-5111	Professional Services	169,002	98,697	-	-	-
2110-8510-6125	Infrastructure	1,503,511	272,977	400,000	430,164	700,000
	BCIB Debt Payment					
	Total	1,672,513	372,498	400,000	430,164	700,000



2021 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.



2021 Annual Budget

Tip West Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2111-8520-3410	Interest	13,207	16,545	8,500	4,755	1,500
	Interest earned on investments.					
2111-8520-3540	State Grants	233,882	-	-	-	-
2111-8520-3872	Contributions	333,384	275,698	46,890	152,516	28,410
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
	Total	580,473	292,243	55,390	157,271	29,910



2021 Annual Budget

Tip West Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2111-8520-5114	Engineering And Architect Sv	267,215	94,753	-	135,889	-
2111-8520-6125	Infrastructure	455,412	8,916	250,000	(19,274)	-
	Freedom Road (BUILD grant) Design					
	Total	722,626	103,670	250,000	116,615	-



2021 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.



2021 Annual Budget

Recreation Fees Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2112-8530-3410	Interest	21,705	28,407	15,000	7,341	2,000
	Interest earned on investments.					
2112-8530-3872	Contributions	287,429	286,632	130,854	536,777	99,170
	Fees paid by developments in lieu of recreational land dedication.					
	Total	309,134	315,039	145,854	544,118	101,170



2021 Annual Budget

Recreation Fees Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2112-8530-5408	2011 Bond	-	100,000	100,000	100,000	100,000
2112-8530-5428	2012 Go Series	270,000	270,000	270,000	270,000	270,000
	Total	270,000	370,000	370,000	370,000	370,000



2021 Annual Budget

Fund Name: Developers Contribution

Fund Description:

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



2021 Annual Budget

Developers Contribution Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2114-8540-3410	Interest	36,236	69,765	-	55,431	2,500
2114-8540-3540	State Grants	832,836	-	-	-	-
2114-8540-3855	Miscellaneous	-	6,700,000	-	-	5,000,000
	\$5,000,000 PIB for MSA Thruway					
2114-8540-3872	Contributions	87,335	129,685	-	419,460	6,700
	Total	956,407	6,899,450	-	474,891	5,009,200



2021 Annual Budget

Developers Contribution Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2114-8540-5111	Professional Services	-	-	-	159,519	-
2114-8540-6125	Infrastructure	1,909,998	20,306	-	5,293,584	7,000,000
	MSA Thruway					
	Total	1,909,998	20,306	-	5,453,103	7,000,000



2021 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.



2021 Annual Budget

Storm Water Maintenance Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2115-8515-3410	Interest	399	514	-	121	50
2115-8515-3872	Contributions	2,641	300	-	-	400
	Total	3,040	814	-	121	450



2021 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.



2021 Annual Budget

Liquid Fuels Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2310-8550-3410	Interest	20,241	23,566	15,000	3,909	1,500
	Interest earnings on investments.					
2310-8550-3553	Liquid Fuels	959,220	985,355	940,114	958,964	864,803
	Liquid fuels allocation (858,923) and turnback maintenance (5,880)					
	Total	979,462	1,008,921	955,114	962,873	866,303



2021 Annual Budget

Liquid Fuels Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2310-8550-5366	Road Maintenance Supplies	963,798	909,529	960,000	1,207,888	850,000
	Annual contracted road resurfacing projects.					
	Total	963,798	909,529	960,000	1,207,888	850,000



2021 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.

2021 Annual Budget

Library Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2410-6100-3011	Current Year Levy	398,532	409,721	414,253	408,934	423,145
	1 mill @ \$431,780 (98% collection)					
2410-6100-3012	Prior Year Levy	797	644	750	693	750
	Prior year taxes collected by the tax collector. (billed for/in 2020 but collected in 2021)					
2410-6100-3014	Delinquent Tax Claim	3,225	3,383	1,500	-	1,500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2410-6100-3015	Interim Taxes	2,257	1,993	2,000	108	4,000
	Interim tax billing for properties added to the tax duplicate after January 2021.					
2410-6100-3410	Interest	7,952	9,574	6,000	2,071	850
	Interest income on investments.					
2410-6100-3869	Reimb Library Payroll	438,492	381,724	-	355,596	-
	Total	851,255	807,039	424,503	767,401	430,245



2021 Annual Budget

Library Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2410-6100-4010	Salaries-Fulltime	290,381	279,435	-	265,214	-
2410-6100-4012	Salaries-Part Time	67,515	70,017	-	63,494	-
2410-6100-4021	Social Security Tax	22,190	21,666	-	20,324	-
2410-6100-4022	Medicare	5,190	5,067	-	4,753	-
2410-6100-4059	403B	10,329	8,782	-	8,769	-
2410-6100-5321	Electricity	17,118	16,052	20,000	17,721	17,000
2410-6100-5445	Contributions	376,681	385,693	404,503	269,335	413,245
May 2021 (137,748.33) August 2021 (137,748.33), November 2021 (137,748.33)						
	Total	789,404	786,713	424,503	649,611	430,245



2021 Annual Budget

Fund Name: Fire Operations

Fund Description:

This fund receives 1.395 mil of 2.37 mil for real estate tax. The remaining .975 mil of real estate tax goes to the Fire Capital fund. The Fire Operations fund provides financial resources to support operational needs of the Cranberry Township Volunteer Fire Company.



2021 Annual Budget

Fire Operations-Company And Brigade Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2420-4210-3011	Current Year Levy	555,945	571,554	577,883	570,455	590,287
	1.395 mills @ \$431,780 (98% collection)					
2420-4210-3012	Prior Year Levy	1,112	898	1,000	967	1,000
	Prior year real estate tax collected by the tax collector (billed in/for 2020 but collected in 2021)					
2420-4210-3014	Delinquent Tax Claim	4,580	-	3,000	-	3,000
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2420-4210-3015	Interim Taxes	3,148	2,780	3,000	151	4,500
	Interim tax billing for properties added to tax duplicate after January 2021.					
2420-4210-3410	Interest	16,580	24,482	12,000	6,217	2,000
	Interest on investments.					
2420-4210-3855	Miscellaneous	515	130	-	1,759	-
	Total	581,879	599,844	596,883	579,548	600,787



2021 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2420-4210-4010	Salaries-Fulltime	47,332	51,362	50,037	44,522	154,220
	Salary for Administrative Assistant, A. Behun & S. Garing					
2420-4210-4021	Social Security Tax	2,463	2,667	3,102	2,293	9,561
	The employer share of FICA is based on 6.2% of salary.					
2420-4210-4022	Medicare	576	624	726	536	2,236
	The employer share of Medicare is based on 1.45% of salary.					
2420-4210-4023	Workers Comp	111	139	130	89	873
	Workers' Compensation Insurance costs for employees.					
2420-4210-4024	Unemployment Comp	-	-	-	750	-
2420-4210-4041	Pension Non Uniform	2,367	2,568	2,501	2,226	7,711
	Non-uniform pension contribution is based on 5% of salary.					
2420-4210-4051	Hospitalization	19,498	21,144	21,627	19,940	44,890
	Medical Insurance costs.					
2420-4210-4052	Vision Insurance	139	144	134	122	268
	Vision insurance costs.					
2420-4210-4053	Dental Insurance	840	1,013	1,159	1,159	2,318
	Dental Insurance costs.					
2420-4210-4054	457 Contributions	2,367	2,568	2,502	2,226	7,711
	Contribution to 457 Plan based on 5% of salary for full time employees.					
2420-4210-4055	Disability Insurance	94	108	130	90	701
	Long term disability insurance for full time employees.					
2420-4210-4057	Life Insurance	193	222	282	187	870
	Life insurance costs for full time employees.					
2420-4210-5001	Office Supplies	1,111	2,613	2,500	1,473	2,500
	Office supplies for the Fire Company Administrator and CTVFC					
2420-4210-5004	Materials And Supplies	4,476	12,997	15,000	9,117	15,000
	Supplies for two fire stations and the public safety training facility.					

2021 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2420-4210-5005	Cleaning Supplies	427	1,210	1,000	988	1,000
	Cleaning supplies for two stations and the public safety training facility					
2420-4210-5007	Safety	-	-	-	-	4,000
	Health and Wellness Program for the CTVFC					
2420-4210-5111	Professional Services	13,049	32,443	22,000	21,598	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 Svs	3,257	6,000	6,000	6,000	6,000
	Professional audit of company funds.					
2420-4210-5121	Repair Maint Equipment	3,053	18,578	20,000	17,135	20,000
	Repair and maintenance of minor equipment.					
2420-4210-5122	Repair Maint Vehicles	-	45,184	30,000	(43,913)	30,000
	Fleet maintenance and repairs for all Fire Company apparatus, including annual maintenance and testing.					
2420-4210-5123	Repair Maint Facility Maint	23,442	22,136	20,000	18,399	20,000
	Maintenance for the two fire stations and the public safety training facility.					
2420-4210-5132	Janitorial Services	5,228	6,550	7,750	7,095	7,750
	Janitorial services for two fire stations and the public safety training facility.					
2420-4210-5134	Other Services/Fees	6,769	14,641	20,000	6,577	15,000
	Operating expenses not covered by specific expenditure items.					
2420-4210-5230	Information Tech Svs	28,500	29,000	40,000	40,000	45,000
	Information technology services for the Fire Company.					
2420-4210-5312	Cell Phones	1,440	1,440	3,000	1,190	3,000
	Cell phone service					
2420-4210-5321	Electricity	30,943	24,379	46,000	20,455	25,000
	Electric service for two fire stations and the public safety training facility.					
2420-4210-5322	Natural Gas	2,492	14,140	6,000	5,199	10,000
	Gas service for fire stations.					
2420-4210-5323	Water	2,562	2,607	3,000	2,129	3,000

2021 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
	Water service for two fire stations and the public safety training facility.					
2420-4210-5324	Sewer	671	725	1,000	997	1,000
	Sewer service for two fire stations and the public safety training facility.					
2420-4210-5326	Storm Water Fee	-	27	-	584	1,000
2420-4210-5332	Equipment Leases	3,841	3,697	4,000	2,902	4,000
	Service and maintenance of copying machines at two fire stations and the public safety training facility.					
2420-4210-5341	Insurance Premiums	28,184	29,673	-	36,390	30,000
	Insurance for Fire Company.					
2420-4210-5351	Employee Recruiting	27,361	26,848	107,000	79,264	120,000
	Recruiting materials, member stipend and incentive programs.					
2420-4210-5353	Employee Meeting /Confer	17,080	24,433	15,000	10,263	15,000
	Annual awards dinner and meeting for the fire company.					
2420-4210-5354	Employee Training	17,305	20,083	30,000	15,708	30,000
2420-4210-5356	Employee Dues/Members	-	1,110	1,500	1,582	1,500
2420-4210-5357	Clothing	4,505	9,856	10,000	10,993	15,000
	Fire Company uniforms.					
2420-4210-5364	Fuel	-	10,531	12,000	7,269	12,000
2420-4210-5371	Community Outreach	12,490	8,926	12,000	7,900	15,000
	Fire safety and education events throughout the year.					
	<i>Fire Operations-Company Total</i>	<i>314,167</i>	<i>452,386</i>	<i>517,080</i>	<i>361,434</i>	<i>705,109</i>
2420-4220-5004	Materials And Supplies	9,267	-	-	-	-
2420-4220-5121	Repair Maint Equipment	9,170	-	-	-	-
2420-4220-5122	Repair Maint Vehicles	40,296	-	-	-	-
2420-4220-5134	Other Services/Fees	5,736	-	-	-	-
2420-4220-5356	Employee Dues/Members	1,124	-	-	-	-
2420-4220-5357	Clothing	3,807	-	-	-	-
2420-4220-5364	Fuel	10,616	-	-	-	-



2021 Annual Budget

Fire Operations-Company And Brigade Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2420-4220-6212	Trans To Fire Capital	-	-	-	273,383	-
	<i>Fire Operations-Brigade Total</i>	<i>80,016</i>	-	-	<i>273,383</i>	-
	Total	394,183	452,386	517,080	634,817	705,109



2021 Annual Budget

Fund Name: Road Equipment Fund

Fund Description:

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



2021 Annual Budget

Road Equipment Fund Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2610-6110-3011	Current Year Levy	338,754	348,265	352,115	347,546	359,673
	.85 mill @ \$431,780 (98% collection)					
2610-6110-3012	Prior Year Levy	678	547	600	589	600
	Prior year real estate tax collected by the tax collector. (billed in/for 2020 but collected in 2021)					
2610-6110-3014	Delinquent Tax Claim	2,741	-	2,500	-	2,500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2610-6110-3015	Interim Taxes	1,918	1,694	1,500	92	1,500
	Interim tax billing for properties added to tax duplicate after January 2021.					
2610-6110-3410	Interest	15,174	25,479	15,000	7,156	2,000
	Interest earnings on investments.					
	Total	359,264	375,986	371,715	355,383	366,273



2021 Annual Budget

Road Equipment Fund Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2610-6110-6121	Equipment	-	231,378	200,000	212,035	100,000
	Purchase of heavy road equipment.					
	Total	-	231,378	200,000	212,035	100,000



2021 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.

2021 Annual Budget

Public Buildings Fund Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
2620-6111-3011	Current Year Levy	398,532	409,721	414,253	408,934	423,145
	1 mill @ \$431,780 (98% collection)					
2620-6111-3012	Prior Year Levy	797	644	750	693	750
	Prior year real estate tax collected by the tax collector. (billed in/for 2020 but collected in 2021)					
2620-6111-3014	Delinquent Tax Claim	3,225	-	2,800	-	2,800
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2620-6111-3015	Interim Taxes	2,257	1,993	2,000	108	2,000
	Interim tax billing for properties added to tax duplicate after January 2021.					
2620-6111-3410	Interest	9,349	12,323	8,500	2,814	1,500
	Interest earnings on investments.					
	Total	414,160	424,681	428,303	412,549	430,195



2021 Annual Budget

Public Buildings Fund Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 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	-	115,000	115,000	115,000	115,000
	Portion of principal and interest for 2011 bond issue.					
2620-6111-6203	Transfer To Enterprise Fnd	95,000	-	-	-	-
	Total	340,000	360,000	360,000	360,000	360,000

Capital Project Funds



2021 Annual Budget

Fund Name: Fire Capital

Fund Description:

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



2021 Annual Budget

Fire Capital Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3100-8570-3011	Current Year Levy	388,576	399,486	403,897	398,718	412,897
	.975 mill @ \$431,780 (98% collection)					
3100-8570-3012	Prior Year Levy	777	628	750	676	750
	Prior year real estate tax collected by the tax collector. (billed in/for 2020 but collected in 2021).					
3100-8570-3014	Delinquent Tax Claim	3,064	-	2,200	-	2,200
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
3100-8570-3015	Interim Taxes	2,200	1,943	2,000	105	2,000
	Interim tax billing for properties added to tax duplicate after January 2021.					
3100-8570-3410	Interest	16,492	20,340	10,000	2,119	1,000
	Interest on investments.					
3100-8570-3855	Miscellaneous	-	-	-	1,200,000	-
3100-8570-3928	Trans From Fire Pro	-	-	-	273,383	-
	Total	411,109	422,396	418,847	1,875,001	418,847

2021 Annual Budget

Fire Capital Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3100-8570-5407	2020 Promissory Note	-	-	-	69,534	119,202
3100-8570-5409	2015 Promissory Note	47,152	57,936	57,936	14,484	-
3100-8570-5410	2008 Promissory Note	38,434	-	-	-	-
Annual payment to CTVFC Relief Association for new rescue truck loan.						
3100-8570-5411	Bond Issuance	482	-	-	-	-
3100-8570-5412	Guar Rev Bond 2006	10,784	-	-	-	-
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	168,963	168,963	171,363
3100-8570-5446	Misc Expense	17,164	-	-	-	-
3100-8570-6122	Fleet Replacement	-	360,517	250,000	1,541,757	-
Partial payment for L21.						
	Total	434,621	740,016	626,899	1,944,737	440,565



2021 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.



2021 Annual Budget

Capital Improvement Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3400-6401-3410	Interest	88,588	127,315	60,000	66,043	2,500
	Interest on Investments					
3400-6401-3540	State Grants	427,598	-	-	-	-
3400-6401-3921	Transfer From Gen Fund	4,000,000	4,900,000	1,000,000	-	-
	Capital Revenue Total	4,516,186	5,027,315	1,060,000	66,043	2,500
3400-6410-3420	Park And Recreation Rev	-	21,998	-	117,879	-
3400-6410-3950	Refund Of Prior Year Exp	-	207,500	-	-	-
	Capital Parks Total	-	229,498	-	117,879	-
3400-6420-3540	State Grants	-	-	-	475,964	-
	Capital Bldg & Grounds Total	-	-	-	475,964	-
3400-6440-3951	Reimbursement Of Expense	-	-	750,000	-	750,000
	Capital Storm Water Total	-	-	750,000	-	750,000
	Total	4,516,186	5,256,813	1,810,000	659,887	752,500

2021 Annual Budget

Capital Improvement Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3400-6410-5111	Professional Services	91,472	2,699	-	(28,352)	-
3400-6410-5134	Other Services/Fees	-	-	-	8,900	-
3400-6410-6112	Land Improvements	580,730	550,998	680,000	519,830	500,000
	Graham Park Turnpike Barrier Refinish Tennis Courts at Graham Park Rotary Amphitheater Community Park North Dog Park (design, road, parking)					
3400-6410-6121	Equipment	8,015	77,515	-	-	-
	<i>Capital Parks Total</i>	<i>680,218</i>	<i>631,211</i>	<i>680,000</i>	<i>500,378</i>	<i>500,000</i>
3400-6420-6115	Building Improvements	-	756,639	-	242,650	1,300,000
3400-6420-6123	Furniture And Fixtures	512,767	(59,301)	750,000	1,353	-
	<i>Capital Bldg & Grounds Total</i>	<i>512,767</i>	<i>697,338</i>	<i>750,000</i>	<i>244,003</i>	<i>1,300,000</i>
3400-6430-5111	Professional Services	178,276	91,806	-	40,260	-
3400-6430-6121	Equipment	151,791	92,442	380,000	14,638	-
3400-6430-6122	Fleet Replacement	87,495	124,834	150,000	-	100,000
	Misc. Fleet Replacements					
3400-6430-6125	Infrastructure	658,307	2,116,659	2,000,000	12,702	-
	Municipal Center Parking Lots Freshcorn Road Rehab Municipal Center Office Renovations					
	<i>Capital General Service Total</i>	<i>1,075,869</i>	<i>2,425,741</i>	<i>2,530,000</i>	<i>67,600</i>	<i>100,000</i>
3400-6440-6118	Capital Projects	-	-	750,000	-	750,000
	MS4 Improvements LaPorte-Greenwood Stormwater Project					
	<i>Capital Storm Water Total</i>	<i>-</i>	<i>-</i>	<i>750,000</i>	<i>-</i>	<i>750,000</i>
	Total	2,268,854	3,754,290	4,710,000	811,981	2,650,000



2021 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.



2021 Annual Budget

2015 Bond Fund Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3800-6530-3410	Interest	79,608	-	-	-	-
	Interest on Investments					
3800-6530-3863	Gain/Loss	14,878	-	-	-	-
3800-6530-3924	Transfer From Sewer	2,413,212	-	-	-	-
3800-6530-3931	Bond Premium	2,734,899	-	-	-	-
	Total	5,242,597	-	-	-	-



2021 Annual Budget

2015 Bond Fund Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3800-6530-5117	Investment Fees	1,673	-	-	-	-
3800-6530-5434	Interest Expense	1,122,461	-	-	-	-
3800-6530-6206	Transfer To Sewer	8,833,086	-	-	-	-
	<i>2015 Bond Total</i>	<i>9,957,220</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
3800-6540-6114	Building	-	-	-	-	-
	<i>General Construction Total</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
3800-6545-6114	Building	(1)	-	-	-	-
	<i>HVAC Total</i>	<i>(1)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
3800-6555-6114	Building	-	-	-	-	-
	<i>Plumbing Total</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
3800-6560-6114	Building	-	-	-	-	-
	<i>Electrical Total</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
3800-6565-6114	Building	-	-	-	-	-
	<i>Inspection and Testing Total</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
3800-6570-6114	Building	-	-	-	-	-
	<i>Project Manager Total</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
	Total	9,957,220	-	-	-	-



2021 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.



2021 Annual Budget

2017 Bond Fund Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3810-6525-3410	Interest	(51,029)	76,643	-	3,312	-
	<i>2017 Bond Fund Total</i>	<i>(51,029)</i>	<i>76,643</i>	-	<i>3,312</i>	-
3810-6540-3924	Transfer From Sewer	517,107	-	-	-	-
	<i>General Construction Total</i>	<i>517,107</i>	-	-	-	-
	Total	466,078	76,643	-	3,312	-



2021 Annual Budget

2017 Bond Fund Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3810-6540-6114	Building	-	3,156,918	-	304,792	-
3810-6540-6206	Transfer To Sewer	3,005,275	-	-	339,291	-
	General Construction Total	3,005,275	3,156,918	-	644,083	-
3810-6545-6114	Building	-	86,500	-	-	-
	HVAC Total	-	86,500	-	-	-
3810-6555-6114	Building	(1)	-	-	-	-
	Plumbing Total	(1)	-	-	-	-
3810-6560-6114	Building	-	783,946	-	-	-
	Electrical Total	-	783,946	-	-	-
3810-6565-6114	Building	-	179,030	-	-	-
	Inspection and Testing Total	-	179,030	-	-	-
3810-6570-6114	Building	-	247,652	-	-	-
	Project Manager Total	-	247,652	-	-	-
	Total	3,005,274	4,454,046	-	644,083	-



2021 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.



2021 Annual Budget

2017 Renovation Fund Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3820-6535-3410	Interest	29,136	3,180	-	-	-
	Total	29,136	3,180	-	-	-



2021 Annual Budget

2017 Renovation Fund Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3820-6535-5004	Materials And Supplies	-	-	-	-	-
3820-6535-6114	Building	1,246,224	789,691	-	-	-
	Includes renovations to both fire stations					
	Total	1,246,224	789,691	-	-	-



2021 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.



2021 Annual Budget

2015 Marshall Twp. Construction Fund Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3900-6530-3410	Interest	35,848	2,827	-	-	-
	Interest on Investments					
3900-6530-3863	Gain/Loss	1,310	-	-	-	-
	<i>Bond Construction Total</i>	<i>37,158</i>	<i>2,827</i>	<i>-</i>	<i>-</i>	<i>-</i>
3900-6540-3924	Transfer From Sewer	(2,071,315)	-	-	-	-
	<i>General Construction Total</i>	<i>(2,071,315)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
	Total	(2,034,157)	2,827	-	-	-



2021 Annual Budget

2015 Marshall Twp. Construction Fund Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
3900-6530-5117	Investment Fees	299	-	-	-	-
	<i>Bond Construction Total</i>	<i>299</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
3900-6540-5111	Professional Services	-	379,998	-	-	-
3900-6540-6114	Building	-	150,287	-	-	-
	<i>General Construction Total</i>	<i>-</i>	<i>530,286</i>	<i>-</i>	<i>-</i>	<i>-</i>
3900-6545-6114	Building	-	4,838	-	-	-
	<i>HVAC Total</i>	<i>-</i>	<i>4,838</i>	<i>-</i>	<i>-</i>	<i>-</i>
3900-6555-6114	Building	(1)	-	-	-	-
	<i>Plumbing Total</i>	<i>(1)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
3900-6560-6114	Building	-	31,039	-	-	-
	<i>Electrical Total</i>	<i>-</i>	<i>31,039</i>	<i>-</i>	<i>-</i>	<i>-</i>
3900-6565-6114	Building	(1)	14,238	-	-	-
	<i>Inspection and Testing Total</i>	<i>(1)</i>	<i>14,238</i>	<i>-</i>	<i>-</i>	<i>-</i>
3900-6570-6114	Building	-	15,292	-	-	-
	<i>Project Manager Total</i>	<i>-</i>	<i>15,292</i>	<i>-</i>	<i>-</i>	<i>-</i>
	Total	298	595,692	-	-	-

Enterprise Funds



2021 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.



2021 Annual Budget

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.

2020 Accomplishments:

1. Valve operating program crew(s) have operated over 35% of main line valve in the distribution system.
2. Maintained a less than 10% unaccountable water loss.
3. Approximately 45% of the valves operated in the Valve Operating program have been assigned a criticality rating for use in the Asset Management program.
4. Cleared approximately 5 miles of sanitary sewer right-of-way.

2021 Goals:

1. Train Sewer & Water personnel on survey grade GPS equipment.
2. Complete 20% of the Valve Maintenance program.
3. Restart I&I investigation and Repair program.
4. Begin In-house Water Distribution System Leak Detection program with loggers.
5. Implement a renewed focus on Utility systems.

2021 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.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time Staff	11	11	9	9	9
Part Time Staff	2	3	0	0	3



2021 Annual Budget

Sewer And Water Field Operations Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
6110-5401-3410	Interest	38,407	81,858	70,000	26,390	2,500
6110-5401-3425	Tower Leases	181,973	179,684	175,000	158,123	-
6110-5401-3647	Reimburse Salaries	31	-	-	880	-
6110-5401-3684	Charge For Services	1,525	4,732	4,500	5,500	5,000
6110-5401-3802	Meter Revenue	6,312,180	6,947,246	7,041,520	6,586,276	7,257,250
6110-5401-3803	Sale Of Meters	6,934	5,845	5,000	6,697	5,000
6110-5401-3804	Tap In Fees	682,229	558,764	600,000	855,220	500,000
6110-5401-3805	Application Fee	5,230	5,880	5,200	4,835	5,500
6110-5401-3806	Fire Lines	305,032	318,347	290,000	302,295	300,000
6110-5401-3809	Penalties	90,291	90,166	82,000	39,980	85,000
6110-5401-3855	Miscellaneous	36,611	32,224	35,000	15,192	30,000
6110-5401-3950	Refund Of Prior Year Exp	2,861	8,527	2,000	-	2,000
	Total	7,663,303	8,233,271	8,310,220	8,001,388	8,192,250

2021 Annual Budget

Sewer And Water Field Operations Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
61105401	Water Revenue	27,208	248	-	(9,395)	-
61105411	Dsm Pipe Line Maint	197,733	258,034	224,284	155,628	223,815
61105412	Dsm Leak Check Program	10,203	38,627	57,696	37,599	52,233
61105413	Dsm Water Quality	50,786	52,397	50,942	31,266	47,106
61105414	Dsm Meter Testing	-	39	38,500	4,350	44,750
61105415	Dsm Pa One Call	37,844	66,817	81,653	51,751	81,667
61105416	Dsm Hydrant & Valve Maint	94,043	143,508	224,649	130,478	224,123
61105417	Dsm Flushing Program	60,802	47,139	49,278	31,183	46,447
61105421	Sr Meter Services/Construction	47,360	146,330	143,364	153,616	153,401
61105422	Sr Service Requests	34,899	353	-	-	-
61105424	Sr Water Tap	38,682	82,606	97,902	72,934	94,113
61105431	Pst Operations & Maint	152,258	198,814	208,072	185,723	200,432
61105443	Inspections	62,153	44,723	63,567	51,962	64,041
61105451	Ssa Vehicle Maint	94,178	93,081	100,193	83,474	101,056
61105452	Ssa Administration/Scada	1,154,857	1,144,454	644,491	493,887	820,066
61105453	Ssa Training	55,808	43,342	45,096	34,144	67,620
61105455	Ssa Information Tech / Gis	115,500	125,000	130,000	130,000	135,000
61105456	Ssa Facility Maintenance	92,418	95,393	95,226	72,073	118,943
61105458	Ssa Operations Engineering	102,010	54,803	156,159	59,123	159,439
61105461	Wbg Account Mangement	89,150	194,198	89,483	184,306	89,488
61105462	Wbg Meter Reading	80,645	3,565	6,300	1,012	5,300
61105463	Wbg Customer Svs	246,960	237,793	177,755	142,440	195,906
61105471	Wp Water Purchase	3,715,179	4,605,223	4,200,000	3,916,362	4,200,000
61105481	Debt Series 2011	-	-	66,912	66,912	66,709
61105492	Transfer To Gen Fund	167,272	167,092	100,000	-	150,000
61105495	Water Capital	334,776	113,136	357,319	331,048	800,000
	Total	7,062,723	7,956,714	7,408,841	6,411,875	8,141,655



2021 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.



2021 Annual Budget

Department: Sewer Treatment Plant

Description and Responsibilities:

The Brush Creek Wastewater Treatment Plant is responsible for protecting the Brush Creek watershed by treating the wastewater from Cranberry, and portions of Marshall and New Sewickley Townships. The Wastewater Treatment Plant staff is also responsible for maintaining safe drinking water storage and water pressure. The Industrial Pretreatment Program regulates all wastewater discharged into the wastewater collection system in order to protect the treatment plant from pollutants that will disable its ability to effectively treat organic wastes.

2020 Accomplishments:

1. Complete close out of plant upgrade project.
2. Industrial Pretreatment accomplishments included pretreatment program modifications for the EPA program mandate in conjunction with the sewer plant upgrade.
3. Total rebuild of aux. PS odor scrubber

2021 Goals:

1. Waste Water Treatment Plant 2021 develop asset management plan for all new and existing equipment and processes.
2. Enforce new wastewater pollutant local limits.
3. Complete rebuild of ATAD odor scrubbers (by plant staff).
4. Develop preventative maintenance plan for new plant processes and equipment.

2021 Budget Highlights:

Treatment Plant Budget Highlights:

1. Odor Control project to include ATAD roof repairs and headworks roof deck resurfacing
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.
5. Implement service contracts for switch gear PM, motor control center infrared scan, fire alarm inspections, generators

Staffing Levels	2017	2018	2019	2020	2021
Full Time Staff	13	13	13	13	13
Part Time Staff	5	0	2	0	4

2021 Annual Budget

Sewer Treatment Plant Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
6210-5501-3210	Business Licenses And Permit	37,015	39,848	36,000	36,307	36,000
6210-5501-3410	Interest	32,342	63,522	50,000	37,399	8,500
6210-5501-3580	Local Gov Payments	14,155	-	-	-	-
6210-5501-3647	Reimburse Salaries	24	-	-	-	-
6210-5501-3801	Prior Year Revenue Of Service	-	375,250	-	2,441	-
6210-5501-3802	Meter Revenue	7,920,025	8,356,086	8,434,282	8,273,679	9,033,500
6210-5501-3804	Tap In Fees	980,674	637,610	900,000	1,316,705	500,000
6210-5501-3805	Application Fee	5,210	5,885	5,200	4,860	4,500
6210-5501-3809	Penalties	50,891	55,278	51,000	31,817	50,000
6210-5501-3810	Mtmsa Meter Rev	1,046,404	860,356	900,000	683,684	880,000
6210-5501-3811	Nstwp Meter Revenue	27,144	30,768	28,000	29,545	28,000
6210-5501-3855	Miscellaneous	19,403	7,480	10,000	7,839	7,500
6210-5501-3922	Transfer From Other Fund	13,909,676	-	-	339,291	-
6210-5501-3950	Refund Of Prior Year Exp	-	1,141,669	-	604,353	-
6210-5515-3852	Sponsorship	-	6,571	-	-	-
	Total	24,042,963	11,580,323	10,414,482	11,367,920	10,548,000



2021 Annual Budget

Sewer Treatment Plant Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
62105501	Sewer Revenue	63,575	35,859	32,300	24,636	-
62105511	Tp Operations	1,519,956	1,444,868	1,521,082	1,168,903	1,464,962
62105512	Tp Maintenance	1,734,705	350,621	437,184	372,391	495,550
62105513	Tp Bio-Solids	619,685	513,076	581,283	465,489	576,280
62105514	Tp Odor	176,460	176,531	217,437	178,524	222,871
62105515	Tp Industrial Pretreatment	92,625	170,860	126,157	92,261	166,609
62105522	Csm Infiltration And Inflow	182,043	109,151	211,736	93,554	212,276
62105523	Csm Pa One Call	36,442	62,040	72,045	49,901	71,071
62105524	Csm Sewer Clog Odor	148,621	143,672	151,878	138,730	160,692
62105533	Inspections	59,666	48,476	67,024	54,184	66,814
62105551	Ssa Vehicle Mainteance	97,725	93,698	97,839	83,776	113,062
62105552	Ssa Administration	832,211	836,239	665,437	610,941	935,341
62105554	Ssa Facility Maintenance	95,733	95,930	93,403	71,684	118,473
62105555	Ssa Training	102,992	99,582	108,076	83,472	109,360
62105556	Ssa Information Tech	115,500	125,000	130,000	130,000	135,000
62105558	Ssa Operations Engineering	215,035	203,815	323,129	70,014	334,739
62105561	Sbg Account Management	82,703	87,785	183,560	158,310	201,495
62105562	Sbg Sewer Flow Meter Read	6,898	18,880	14,238	11,515	13,797
62105571	Ls Operations & Maintenance	186,955	154,958	208,197	154,633	212,571
62105581	Bond Interest	889	(220,721)	-	-	-
62105582	Principal Payment	711,488	731,355	5,024,377	5,074,868	5,027,729
62105592	Transfer To General Fund	150,000	150,000	150,000	-	150,000
62105595	Sewer Capital	549,553	609,770	2,155,939	393,104	800,000
	Total	7,781,460	6,041,446	12,572,321	9,480,889	11,588,692



2021 Annual Budget

Fund Name: Solid Waste

Fund Description:

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



2021 Annual Budget

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 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.

2020 Accomplishments:

1. Two Household Hazardous Waste Collection Events were held at the Public Works Facility. Collecting over 30,000 pounds of material that will be recycled or disposed of properly.
2. Transitioned the solid waste program from the Engineering department to Public Works.
3. Continued to establish the relationship with the Program Manager from Vogel Disposal to improve customer service and resident concern response time.

2021 Goals:

1. Lower the recycling contamination rate (51%) through Community awareness outreach 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. Correct the work order process, working to make the cart replacement turn around more efficient. Improving customer service for our residents.

2021 Budget Highlights:

1. MSW rates are based on contractual obligations, reduced recycling grants due to calculation revisions, the uncertainty in State funding of the Act 904 Performance Grant and global changes in recycling markets.
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 \$0.80 January 1, 2021 and again by \$0.50 July, 2021.

<u>Service Levels</u>	2017	2018	2019	2020	2021
96 Gallon	\$20.32	\$20.32	21.57	23.17	23.97
64 Gallon	\$19.66	\$19.66	20.91	22.51	23.31
36 Gallon	\$18.14	\$18.14	19.39	20.99	21.79
Bag Service	\$16.27	\$16.27	17.52	19.12	19.62



2021 Annual Budget

Solid Waste Operations Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
6310-7010-3410	Interest	7,037	8,913	6,500	2,888	6,500
	Interest earnings on investments.					
6310-7010-3540	State Grants	93,239	198,761	105,000	-	99,065
	Performance Grant awarded by DEP.					
6310-7010-3671	Fees For Services	2,288,032	2,432,335	2,593,497	2,363,784	2,749,063
	Revenue from monthly payments from solid waste customers.					
6310-7010-3809	Penalties	18,983	18,910	17,500	10,459	17,500
	Penalty collections from customers who pay late.					
6310-7010-3855	Miscellaneous	41,686	44,634	37,000	36,815	37,000
	Sale of yard waste bags and trash stickers.					
	Total	2,448,976	2,703,553	2,759,497	2,413,945	2,909,128



2021 Annual Budget

Solid Waste Operations Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
6310-7010-4010	Salaries-Fulltime	132,836	159,098	182,389	121,282	148,809
6310-7010-4012	Salaries-Part Time	34,926	33,235	17,476	17,769	13,655
6310-7010-4015	Overtime	1,587	2,401	2,000	1,023	-
6310-7010-4021	Social Security Tax	10,050	11,540	11,538	8,345	9,214
	The employer share of FICA based on 6.2% of salaries/ wages/overtime for all employees.					
6310-7010-4022	Medicare	2,351	2,699	2,636	1,952	2,091
	The employer share of Medicare based on 1.45% of salaries/ wages/overtime for all employees.					
6310-7010-4023	Workers Comp	468	3,704	1,731	1,296	1,832
	Workers' Compensation insurance for all employees.					
6310-7010-4024	Unemployment Comp	-	-	-	1,085	-
6310-7010-4041	Pension Non Uniform	6,677	8,432	9,139	6,425	7,467
	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	38,088	46,322	46,013	39,913	39,701
	Medical insurance for all full time employees.					
6310-7010-4052	Vision Insurance	305	355	1,242	294	1,208
	Vision insurance for all full time employees.					
6310-7010-4053	Dental Insurance	1,936	2,432	2,629	2,672	2,235
	Dental insurance for all full-time employees.					
6310-7010-4054	457 Contributions	6,502	8,432	8,263	6,425	6,577
	The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.					
6310-7010-4055	Disability Insurance	283	333	958	279	930
	Long term disability insurance for all full time employees.					
6310-7010-4057	Life Insurance	623	714	1,141	591	956
	Life insurance for all full time employees and certain part time employees.					
6310-7010-5004	Materials And Supplies	6,494	12,534	8,000	2,821	8,000
	Purchase of yard waste bags and trash stickers.					
6310-7010-5111	Professional Services	2,045,716	2,175,667	2,274,812	1,935,408	2,392,744



2021 Annual Budget

Solid Waste Operations Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
	Monthly payments to Vogel for contracted trash service.					
6310-7010-5230	Information Tech Svs	75,000	80,000	90,000	90,000	90,000
6310-7010-5354	Employee Training	-	1,051	1,000	-	1,000
	Conferences and workshops.					
6310-7010-5356	Employee Dues/Members	150	150	150	-	150
6310-7010-5361	Postage And Shipping	12,083	11,402	12,000	10,126	-
	Postage costs for mailing monthly solid waste service bills.					
6310-7010-5362	Printing	5,083	7,140	7,500	4,657	12,000
	Printing costs associated with solid waste program brochures and bills.					
6310-7010-5363	Advertising	2,565	1,624	2,500	-	7,500
6310-7010-5434	Interest Expense	-	-	-	-	2,500
6310-7010-6010	Equip Less Than 5,000	280	109,717	60,000	69,200	60,000
	Annual cart replacement \$60,000					
6310-7010-6182	Depreciation	43,567	-	-	-	-
	Total	2,427,570	2,678,982	2,743,117	2,321,562	2,808,569



2021 Annual Budget

Fund Name: SWIMMING POOL

Fund Description:

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

Department: Pool

Description and Responsibilities:

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

2020 Accomplishments:

1. Managed membership sales through the unknown of COVID and last-minute Waterpark opening based on constantly changing COVID protocols.
2. Developed a new management plan and safety plan for the COVID safe pool operations.
3. Managed continuing sponsorship for capital purchases and the management of them.
4. The second entrance was complete and included in policy manuals.
5. Completed several tech advancements that included new hardware, p.a. systems and IPADS, as well as the management policies to more efficiently manage operations, especially the required COVID protocols.
6. Developed new training procedures and virtual components as required by the ever-changing COVID protocols.
7. Developed new sanitizing procedures pool wide.
8. Developed new procedures for many programs and rentals and maintained many programs through the pandemic.
9. Continued the strong water safety campaign, which won a State Recognition Award in 2019.
10. Added three new sunbrellas in new green space.

2021 Goals:

1. Implement improved policies and procedures to maximize the efficiency of customer service and COVID safety protocols.
2. Campaign to promote safe and sanitized facilities and programs to build guest retention and public confidence to pre-COVID numbers.
3. Offer region-wide training opportunities for lifeguards as other programs have dropped their training.
4. Develop new and innovative programs to replace void left by many closures and cancellations due to COVID.
5. Continue to coordinate programs to maximize customer service and revenue while managing expenses.
6. Manage innovative programs and marketing campaigns to improve guest numbers and improve employee retention.

2021 Budget Highlights:

1. Repair pool shell.
2. Add more deck chairs and continue replacement plan on sunbrellas.
3. Gel coat slide.
4. Manage staff retention programs throughout the year to maintain quality staff and numbers.
5. Adding additional monitors for marketing and communication improvements.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time Staff	.75	.75	.75	.75	0.75
Part Time Staff	0	0	0	0	0
Seasonal Staff	105	105	125	135	135



2021 Annual Budget

Pool Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
6410-6810-3410	Interest	11,422	13,343	9,500	3,395	5,000
	Interest income on investments.					
6410-6810-3422	Rooms/Facility	15,527	14,209	17,000	2,636	15,500
	Deck Rentals, private rentals have been included in this amount					
6410-6810-3685	Memberships	251,597	236,042	248,000	131,865	248,000
6410-6810-3691	Admissions	260,268	242,334	250,000	75,571	255,000
6410-6810-3855	Miscellaneous	3,050	1,643	1,500	234	1,000
	Locker and Miscellaneous POS Revenue					
6410-6810-3856	Over/Short	(56)	(58)	-	3	-
6410-6810-3921	Transfer From Gen Fund	-	-	220,000	-	-
	Transfer from General Fund to cover debt service payment.					
	Pool Operations Total	541,808	507,513	746,000	213,705	524,500
6410-6830-3681	Program Fees/Lessons	7,178	7,146	7,100	1,304	7,100
	Revenue associated to concessions from party rentals					
6410-6830-3692	Concessions	128,493	130,080	134,000	54,194	134,000
	Pool Concessions Total	135,671	137,226	141,100	55,497	141,100
6410-6840-3681	Program Fees/Lessons	49,195	46,913	50,778	27,720	56,000
	We are expecting increased participation in our Learn to Swim program.					
	Pool Programs Total	49,195	46,913	50,778	27,720	56,000
	Total	726,673	691,653	937,878	296,923	721,600



2021 Annual Budget

Pool Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
6410-6810-4010	Salaries-Fulltime	17,021	18,092	44,721	15,343	45,936
	program manager (25%) 0.5 Full Time Employee, activity coordinator/pool manager (50%) full time employee					
6410-6810-4012	Salaries-Part Time	232,808	250,497	225,000	208,200	225,000
	Operational Managers, Lifeguards and Guest Relations					
6410-6810-4015	Overtime	395	723	-	868	-
6410-6810-4021	Social Security Tax	15,464	16,565	16,723	13,853	16,799
6410-6810-4022	Medicare	3,616	3,874	3,911	3,240	3,928
6410-6810-4023	Workers Comp	10,530	10,640	14,417	9,585	14,475
	Workers' Compensation insurance for all employees.					
6410-6810-4041	Pension Non Uniform	830	854	2,236	767	2,297
6410-6810-4051	Hospitalization	7,571	7,907	8,383	7,675	8,801
6410-6810-4052	Vision Insurance	67	70	64	59	65
6410-6810-4053	Dental Insurance	393	422	497	497	497
6410-6810-4054	457 Contributions	830	854	2,236	767	2,297
6410-6810-4055	Disablity Insurance	81	87	116	82	120
6410-6810-4057	Life Insurance	166	179	252	168	259
6410-6810-5004	Materials And Supplies	14,133	16,636	20,000	8,466	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	379	1,231	2,000	204	2,000
	misc. facility enhancements					
6410-6810-5230	Information Tech Svs	28,000	30,000	35,000	35,000	35,000
	increase due to credit charges to offset expense of new Active software					
6410-6810-5321	Electricity	30,335	22,406	35,000	16,785	35,000
6410-6810-5323	Water	14,690	17,616	20,000	17,820	20,000
6410-6810-5324	Sewer	4,274	3,995	6,000	6,606	4,256

2021 Annual Budget

Pool Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
6410-6810-5326	Storm Water Fee	-	336	-	2,688	-
6410-6810-5351	Employee Recruiting	6,162	5,864	7,500	3,554	6,000
	Drug Screening and Clearances for Waterpark Employees and advertising					
6410-6810-5357	Clothing	1,523	2,394	2,500	1,077	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	-	-	100	-	100
6410-6810-5362	Printing	1,848	1,504	2,000	409	1,500
	signage, wp/swim lesson brochures, banners					
6410-6810-5363	Advertising	430	2,080	2,500	-	2,000
	newspaper ad, water bill insert, school flyers					
6410-6810-5370	Minor Equipment/Furniture	3,635	1,165	3,000	97	2,000
	First aid training supplies and misc. items					
6410-6810-6123	Furniture And Fixtures	692	10,657	11,000	1,390	11,000
	Sunbrellas, chairs, suit drier and second entrance misc					
6410-6810-6182	Depreciation	179,778	-	-	-	-
	Pool Operations Total	575,654	426,647	465,156	355,200	461,830
6410-6820-4012	Salaries-Part Time	29,491	8,679	30,000	5,620	25,000
6410-6820-4021	Social Security Tax	1,828	538	1,860	348	1,550
6410-6820-4022	Medicare	428	126	435	82	362
6410-6820-4023	Workers Comp	1,139	1,192	1,634	1,086	1,362
6410-6820-5004	Materials And Supplies	2,330	3,423	5,000	2,375	4,000
	3-Clocks Replacement, paint, janitorial suplies, pressure washer and misc supplies					
6410-6820-5005	Cleaning Supplies	417	95	500	-	500
6410-6820-5008	Chemicals	16,265	14,643	20,000	14,420	20,000

2021 Annual Budget

Pool Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
6410-6820-5111	Professional Services	116,477	21,738	104,500	61,961	35,000
	This includes services needed to clean and prep the pool for summer start-up as well as winterizing at the end of season and gel coating slide. pestco, pool flowers, water testing, water pressure washing, 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 subbrella replacement canvace - total is \$14,500					
6410-6820-5121	Repair Maint Equipment	6,851	11,079	12,000	4,003	12,000
	Painting misc structures including slide, fence and other associated metal features. Hand actuator needs replaced; frog sprayer nozels need replaced; flowers need repainted; facade changes to wall separator					
	<i>Pool Maintenance Total</i>	<i>175,226</i>	<i>61,514</i>	<i>175,929</i>	<i>89,895</i>	<i>99,774</i>
6410-6830-4012	Salaries-Part Time	45,840	46,990	45,000	31,588	45,000
	Estimated hours with perfect weather - 15% weather impact					
6410-6830-4015	Overtime	-	92	-	-	-
6410-6830-4021	Social Security Tax	2,842	2,919	2,790	1,958	2,790
6410-6830-4022	Medicare	665	683	653	458	652
6410-6830-4023	Workers Comp	1,915	1,788	2,481	1,647	2,450
6410-6830-5004	Materials And Supplies	-	64	-	-	-
6410-6830-5005	Cleaning Supplies	97	76	250	-	250
	Cleaning supplies previously purchased					
6410-6830-5111	Professional Services	2,277	2,347	3,000	1,377	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	296	577	1,500	1,246	1,500
6410-6830-5354	Employee Training	-	346	1,500	-	500
	Serve-safe training					
6410-6830-5368	Cost Of Goods	62,261	67,656	66,500	31,039	66,500
	Food and cooking supplies					
6410-6830-6123	Furniture And Fixtures	843	1,059	9,000	189	5,000

2021 Annual Budget

Pool Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
	Continued replacement of mature equipment and grease mats, plus adding equipment					
	<i>Pool Concessions Total</i>	<i>117,035</i>	<i>124,597</i>	<i>132,674</i>	<i>69,504</i>	<i>127,642</i>
6410-6840-4012	Salaries-Part Time	18,262	20,858	20,000	17,711	24,500
	Wages based on averages associated to success of expected revenue.					
6410-6840-4015	Overtime	-	11	-	-	-
6410-6840-4021	Social Security Tax	1,132	1,605	1,240	1,098	1,519
6410-6840-4022	Medicare	265	375	290	257	-
6410-6840-4023	Workers Comp	728	795	1,089	723	1,335
6410-6840-5004	Materials And Supplies	1,727	567	1,000	-	1,000
6410-6840-5111	Professional Services	4,528	4,046	3,000	1,314	2,500
	Msc. program instruction and scuba program instructor fees.					
	Increase due to anticipated successful scuba program					
6410-6840-5354	Employee Training	630	910	2,000	874	1,500
	CPO certification, pesticide applicator credits and misc. training and certifications.					
	Increase due to sending Val to national conference					
	<i>Pool Programs Total</i>	<i>27,272</i>	<i>29,167</i>	<i>28,619</i>	<i>21,978</i>	<i>32,354</i>
	Total	895,188	641,925	802,378	536,576	721,600



2021 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.



2021 Annual Budget

Department: Golf Course

Description and Responsibilities:

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

2020 Accomplishments:

1. Established a new leadership team in Golf operations.
2. Turfgrass department completed front nine bunker restoration.
3. Adapted to ever changing COVID guidelines and budget reductions to successfully handle a record number of golf rounds.
4. Converted the previous unused asset of the Hut into a check in facility for daily play.
5. Improved the Pro Shop operations to enhance efficiencies.

2021 Goals:

1. Continue to work to improve customer service. All departments working together to provide the very best experience possible to our customers.
2. Return the golf course's overall condition back to established standards which will ultimately position the facility for future financial growth.
3. Increase the overall Pro Shop retail sales with high profit margins through using different products, vendors and services.
4. Develop a master plan for the golf course with a new architect to accommodate future growth.
5. Analyze the food and banquet operations in an attempt to enhance profitability.

<u>Staffing Levels</u>	2017	2018	2019	2020	2021
Full Time Staff	8	8	8	8	8
Part Time Staff	0	0	0	0	0
Seasonal Staff	40	40	40	40	40



2021 Annual Budget

Golf Course Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
6510-6301-3410	Interest	14,193	17,852	12,000	4,402	5,000
6510-6301-3701	Green Fees	1,062,012	1,174,183	1,200,000	1,280,217	1,200,000
6510-6301-3717	Merchant Service Revenue	50,195	33,869	21,555	-	17,100
6510-6301-3852	Sponsorship	15,090	5,315	26,000	14,640	20,000
6510-6301-3855	Miscellaneous	1,595	16,387	2,000	461	2,000
6510-6301-3856	Over/Short	(35)	(172)	-	93	-
6510-6301-3905	Gas Rights	340,184	716,276	-	228,391	-
6510-6301-3907	Cart Lease	88,000	-	-	(800)	-
6510-6301-3921	Transfer From Gen Fund	420,500	-	250,000	-	-
6510-6301-3926	Transfer From Public Bldg Fund	95,000	-	-	-	-
6510-6301-3950	Refund Of Prior Year Exp	1,144	336	-	60,325	-
6510-6311-3707	Handicapp Services	13,800	16,620	17,500	17,915	17,500
6510-6311-3718	Clear Balance Gift Card	-	-	-	6,082	-
6510-6313-3702	Carts	223,447	241,787	260,000	304,272	260,000
6510-6313-3852	Sponsorship	250	750	500	500	1,000
6510-6314-3703	Range Fees	15,405	15,018	22,000	-	-
6510-6315-3704	Club Rentals	4,945	5,845	6,000	1,360	2,500
6510-6315-3705	Soft Goods	37,245	35,132	40,000	25,271	50,000
6510-6315-3706	Hard Goods	87,763	106,561	113,000	80,458	100,000
6510-6316-3681	Program Fees/Lessons	16,382	17,460	20,000	21,978	25,000
6510-6316-3682	Clinics/Programs	15,660	11,595	25,000	5,820	15,000
6510-6316-3855	Miscellaneous	1,439	930	-	695	-
6510-6331-3708	Food Sales Tax	62,726	49,845	75,000	55,360	75,000
6510-6331-3709	Food Sales Non Tax	17	-	-	-	-
6510-6331-3711	Alcohol Sales	163,439	188,145	190,000	171,551	190,000
6510-6332-3713	Menu Food	13,831	192	15,000	57	-
6510-6332-3714	Camp Cranberry Food	3,448	6,058	8,000	2,300	8,000



2021 Annual Budget

Golf Course Revenue

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
6510-6333-3422	Rooms/Facility	40,409	34,898	40,000	15,098	40,000
6510-6333-3710	Cartered Food Taxable	236,399	252,270	250,000	51,198	250,000
6510-6333-3711	Alcohol Sales	60,459	67,668	65,000	5,519	65,000
6510-6333-3712	Catered Food Nontax	32,839	30,992	32,000	6,464	32,000
	Total	3,117,780	3,045,813	2,690,555	2,359,627	2,375,100

2021 Annual Budget

Golf Course Expenses

GL Code	Description	2018 Actual	2019 Actual	2020 Adjusted Budget	2020 Year to Date	2021 Requested Budget
65106301	Golf Course Revenue	202,113	775	-	-	-
65106311	Go Golf Shop Services	130,491	123,917	135,124	176,322	103,328
65106312	Go Outside Services	57,262	57,603	68,204	51,234	68,479
65106313	Go Carts	64,251	52,836	64,875	60,833	65,054
65106314	Go Range	3,966	6,218	10,609	6,786	5,246
65106315	Go Merchandise	114,480	127,326	114,125	52,785	68,961
65106316	Go Lessons	23,709	32,262	32,079	24,381	38,682
65106331	Fb Grille	149,859	162,069	168,635	140,068	168,679
65106332	Fb Kitchen	13,562	10,355	16,733	10,006	10,201
65106333	Fb Banquet Facility	246,295	274,314	288,560	98,400	255,843
65106341	Facility Maintenance	64,384	78,713	71,000	51,091	71,000
65106342	Administration	214,608	224,389	235,536	194,053	257,739
65106344	Training	4,477	1,422	18,356	2,680	7,884
65106345	Infrastructure	11,879	10,815	12,000	6,570	12,000
65106346	Vehicle Maintenance	19,569	17,253	17,000	9,736	17,000
65106361	Tm Greens Maintenance	126,363	167,351	144,159	159,005	148,905
65106362	Tm Tees Maintenance	116,531	95,966	104,551	90,480	109,515
65106363	Tm Fairways Maintenance	114,280	120,650	142,785	116,954	146,469
65106364	Tm Rough Maintenance	165,861	134,320	179,479	102,495	186,605
65106365	Tm Bunker Maintenance	69,470	78,924	83,964	70,775	90,373
65106366	Tm Irrigation	50,319	49,337	58,069	44,283	58,893
65106381	Em Equipment Repair	116,299	113,746	127,262	73,388	136,795
65106391	Interest Payment	250,109	146,000	197,450	146,000	197,450
65106392	Principal Payment	-	119,550	150,000	150,000	150,000
65106395	Capital Expenses	228,612	606,629	-	51,879	-
	Total	2,558,748	2,812,742	2,440,555	1,890,202	2,375,100