



## Cranberry Township 2022 Budget

**Moving Forward  
EVEN STRONGER**



# 2022 PROPOSED BUDGET



## BUDGET SUMMARY

I am pleased to present to the Board of Supervisors the proposed 2022 Budget. This fiscally sound Budget carries on the long-established principles set by the Board of Supervisors. The proposed Budget continues moving the Township forward in becoming an ever-stronger community by pursuing critical infrastructure investment as well as investing in quality-of-life assets and amenities which increase the value for our shareholders, our residents and business community.

The previous two years have certainly been tumultuous as a result of the global pandemic and the unknowns about its impact both fiscally and operationally. The proposed 2021 budget, for the first time in three decades, projected an operational deficit, due in part, to revenue projections which anticipated a decrease in 2021 revenue. In response, management committed to aggressive measures to negate a potential deficit. I am happy to report, based on current budget projections, the measures implemented in 2021 will be successful. Revenue in most areas are returning to pre-pandemic levels and projected operating revenue is expected to exceed operational expenses through 2021.

The Township has come through this period in a strong financial position due to the fiscal principles that have been in place for many years. Moving forward we expect to continually strengthen our position as we work towards the implementation of the long-range plans of the Township.

# 2022 PROPOSED BUDGET



Our strength as a community rises from the leadership of the Board of Supervisors and its guiding principles established long ago and captured in the Cranberry Plan more than a decade ago. Those principles are worth revisiting as we emerge from the difficulties of the last two years and remain focused on the future:

**Be Prosperous**

*A successful community is one in which every resident has the motivation, as well as the opportunity, to advance his or her own life and career.*

**Be Engaged**

*Civic engagement drives transparent, accountable, efficient and effective governance.*

**Be Distinctive**

*Cranberry Township's character is fundamental to its long-term success. The Township should continue to leverage its distinctive qualities and use them as the bedrock of policies and programs.*

**Be Healthy**

*An economy that builds upon and contributes to a healthy environment is the foundation for continuing economic prosperity.*

**Be Committed**

*Cranberry and its residents will maintain a long-range vision and respond to emerging trends and signals in making decisions.*

The 2022 budget was prepared adhering to these long-established principles of the Board of Supervisors.

# 2022 PROPOSED BUDGET



The 2022 budget maintains the current tax rates to fund the general fund. Revenue seems to be rebounding to pre-pandemic levels due largely to the rebound in Act 511 tax revenue. While revenue appears to be recovering, we must continue to practice prudent fiscal management as we have not yet cleared the challenges of the pandemic with many experts predicting a rise in inflation and increasing costs of goods and services.

As a result of the strong financial management steps taken in 2020 and 2021, the Township is in a good financial position to weather any unanticipated financial challenges. Additionally, in 2021 we received the first direct allocation of the American Rescue Plan (ARP) funds from the Federal Government totaling \$1.65 Million. The second allocation is expected in 2022. These funds directed to local municipalities come with strict spending requirements and are primarily required to be dedicated to capital projects. The funds must be obligated by 2024 and spent by 2026. The ARP funds have been set aside in a separate fund and will be targeted to critical infrastructure projects including sewer, water and stormwater projects.

The 2022 budget year also brings to end the 15-year Strategic Development Area which provided a 15-year real estate tax exemption to the Westinghouse properties. This high value property will be placed on the tax rolls in 2022. The Township also entered a ten-year sponsorship agreement with UPMC in 2021 for the Sportsplex at Graham Park valued at \$2.6 million dollars over the term of the agreement.

# 2022 PROPOSED BUDGET



The 2022 budget also recognizes the full planned financial support of the Cranberry General Authority, phased in over three years, to meet the Township's PA DEP MS4 permit mandates and our ongoing stormwater operational requirements.

In the following budget highlights and budget details, I trust you will find the proposed budget continues the financial practices that have led to our strong financial position and Aaa Moody's rating. The proposed budget continues to ensure efficient and effective government services and operations; continues to ensure an engaged, safe and healthy community; provides for quality utility services to our customers; focuses on enhancing the quality of life in Cranberry; and continues to focus on infrastructure integrity and maintenance.

Dwight D. Eisenhower is quoted as having said "Good planning without good working is nothing." We are committed to both good planning and good working in achieving the goals of the Township.

On behalf of Finance Director Vanessa Gleason and Assistant Township Managers Bettelou Bertoncello and Lucas Martsolf and all the Department Directors, I respectfully submit this proposed 2022 budget.

Respectfully submitted,  
Daniel D. Santoro, Township Manager

## BUDGET HIGHLIGHTS



### **Continues the Strong financial practices that earned Cranberry a Aaa Financial Rating**

- After a one-year anomaly fueled by conservative budgeting in response to unknowns of the pandemic, the 2022 budget returns to the practice of current operating expenditures covered by current revenue, not using reserves or deferring operational expenditures to meet current needs

### **Continues to ensure efficient and effective government services and operations**

- Refocus and realign operational departments to provide for more efficient and effective service delivery and customer service
- Developing our employees and organization to get the job done by recommitting to employee professional development activities (strategic focus of the 2020 budget)

# BUDGET HIGHLIGHTS



## **Focus on initiatives to ensure a safe and healthy community**

- Further develop the partnership with the Township's EMS provider to ensure a sustainable quality EMS operation into the future
- Remain engaged at the County and State level on the funding crisis facing fire and emergency medical services as new service delivery models are enabled through potential state authorizing legislation
- Provide the necessary tools, equipment and resources in the police department to meet the changing public safety environment
- Continue to support authorized level of 33 Police Officers and the new community service officer program
- Continue to build on the success of the Cranberry Township Volunteer Fire Department volunteer recruitment and retention efforts and assessing the need of additional operational support in the Department of Fire and Emergency Services (DFES)

# BUDGET HIGHLIGHTS



## **Providing quality utility services to our customers including water, sewer, solid waste and stormwater**

- Provide for the continued support by the Cranberry General Authority in achieving compliance with our state mandated MS4 stormwater program
- Provide for full planned support of the General Authority for stormwater operations
- Provide for a comprehensive stormwater review of the neighborhoods of Fox Run and Sun Valley
- Provide for a comprehensive look at our sewer collection and water distribution system needs over the next decade including the financial resources needed to achieve a healthy and safe system
- Plan for necessary investment in the Brush Creek Water Pollution Control Facility solids handling process
- Completion of the Franklin Acres gravity sewer flow to Breakneck Authority
- Continue enhancements to the Collection Connection solid waste program and plans for the long-term cart replacement needs

## BUDGET HIGHLIGHTS



### **Enhance quality of life by investing in recreational opportunities and increasing civic engagement**

- Advance the planning and implementation of the municipal center master plan and site improvements including the first phase of construction of the rear parking lot and design of the “great lawn”
- Provide for an update to the Comprehensive Recreation and Greenways Master Plan for the Township
- Continue the effort to update the Cranberry Highlands Master Plan including golf and clubhouse facilities
- Provide for continued enhancements to Graham Park sport courts including basketball and pickleball enhancements
- Continue to foster civic engagement opportunities through the enhancement of existing programs and new program opportunities including the Community Leadership Institute of Cranberry (CLIC)
- Advance a renewed comprehensive community wide engagement campaign

## BUDGET HIGHLIGHTS



### **Continue to focus on transportation infrastructure needs and roadway maintenance**

- Continue expectation of the Board for highest quality maintenance of our 136+ miles of Township owned roads
- Continue to advance Freedom Road Build I & II design and construction
- Advance planning, funding and construction of critical transportation project needs through capital planning, partnerships and funding opportunities at the Federal, State and Local level
- Provide for an update to the Township's Comprehensive Transportation Capital Improvement Plan and Transportation Impact Fee program

# BUDGET HIGHLIGHTS



## Continue to make sensible, sustainable capital investments including:

- Freedom Road Build I & II planning and construction
- Sun Valley stormwater infrastructure project
- Ehrman Road turning lane
- Emergency Operations Center enhancements
- Municipal Center Master Plan Phase I construction (rear parking)
- Community Park Streambank Restoration
- MS4 Streambank Restoration Project
- Executive/Brand Roundabout
- Community Park North Dog Park
- Kids Castle updates and expansion
- Chadbourne culvert rehabilitation
- Franklin Acres gravity sewer extension
- Peters Road waterline replacement (Lee to Burke Rd.)
- Graham Park basketball court surface rehabilitation
- Pickleball expansion
- Community Park restroom updates
- Customer Service center upgrades
- Fund the comprehensive equipment/fleet replacement program

# BUDGET HIGHLIGHTS



## ➤ Budget Adoption Schedule:

- Wednesday November 10 – Board of Supervisors Review
- Thursday November 11 – Board of Supervisors Review (If necessary)
- Thursday November 18 – Board of Supervisors to consider adoption of proposed budget
- Friday November 19 – Proposed Budget available for public review, copy in Library, Administration, and on-line at [www.cranberrytownship.org](http://www.cranberrytownship.org)
- Thursday December 9 – Board of Supervisors to consider final adoption of proposed budget



Thank You!

Respectfully submitted  
**Daniel D. Santoro**  
*Township Manager*





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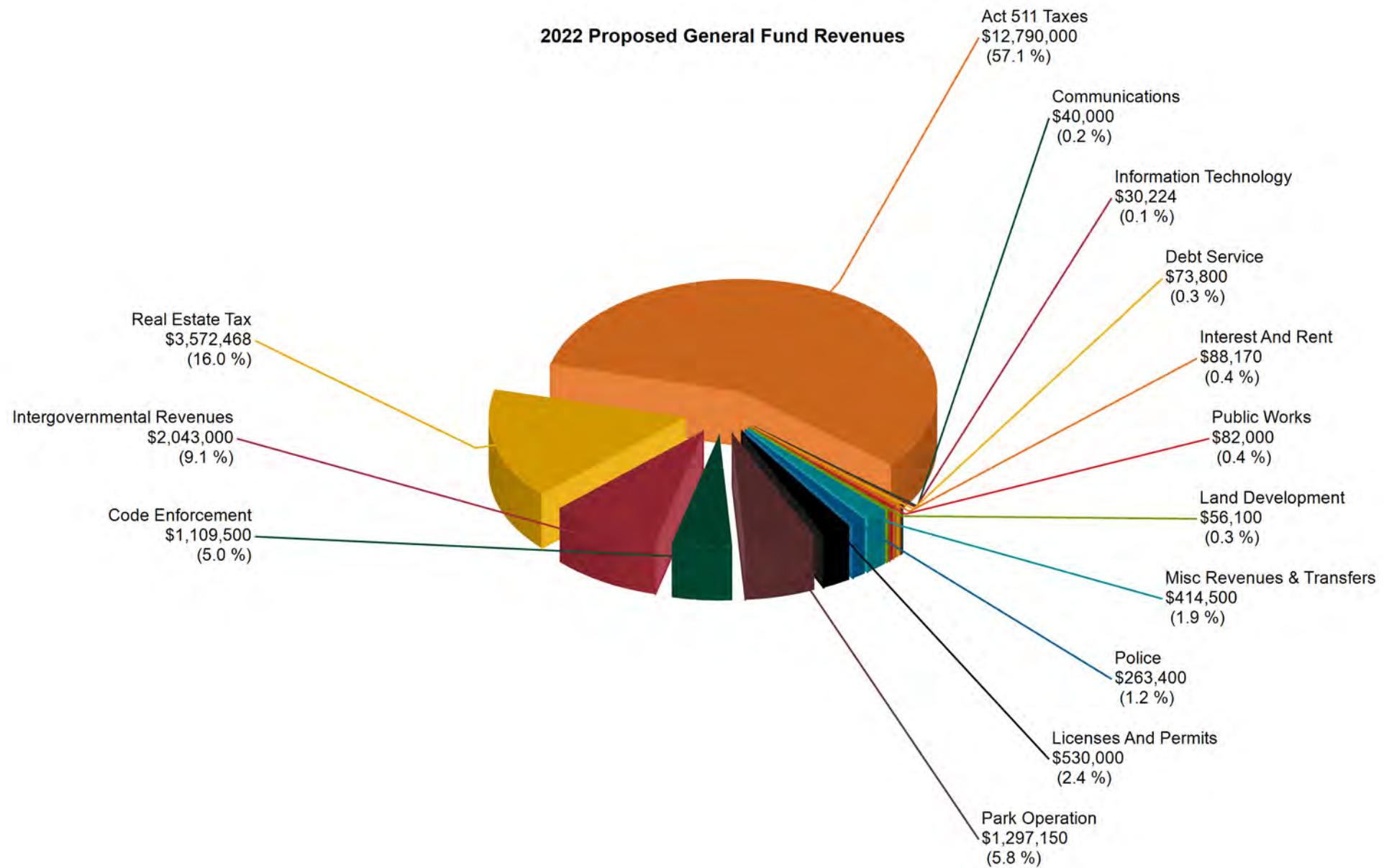
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# Budget Summary

## 2022 Annual Budget





## 2022 Annual Budget

2022 Proposed General Fund Revenue of \$22,391,312

Department/Cost Center	Description	2021 Revised Budget	2022 Budget
<b>Legislative</b>			
10001200	Real Estate Tax	3,443,653	3,572,468
10001300	Act 511 Taxes	11,710,000	12,790,000
10001400	Licenses And Permits	530,000	530,000
10001500	Interest And Rent	80,228	88,170
10001600	Intergovernmental Revenues	1,736,500	2,043,000
10001700	Misc Revenues & Transfers	382,000	414,500
<i>Total</i>		<b>17,882,381</b>	<b>19,438,138</b>
<b>General Government</b>			
10002200	Human Resources	-	-
10002331	Information Technology	40,064	30,224
10002500	Communications	40,000	40,000
10002600	Debt Service	73,800	73,800
<i>Total</i>		<b>153,864</b>	<b>144,024</b>
<b>Community Development</b>			
10003100	Land Development	119,000	56,100
10003200	Code Enforcement	1,108,000	1,109,500
<i>Total</i>		<b>1,227,000</b>	<b>1,165,600</b>
<b>Public Safety</b>			
10004116	Police	409,700	263,400
<i>Total</i>		<b>409,700</b>	<b>263,400</b>
<b>Public Works</b>			
10005110	Snow Removal	22,000	22,500
10005120	Traffic Signals & Communic	28,500	28,500
10005132	Road Maintenance	-	-
10005150	Fleet Maintenance	-	-

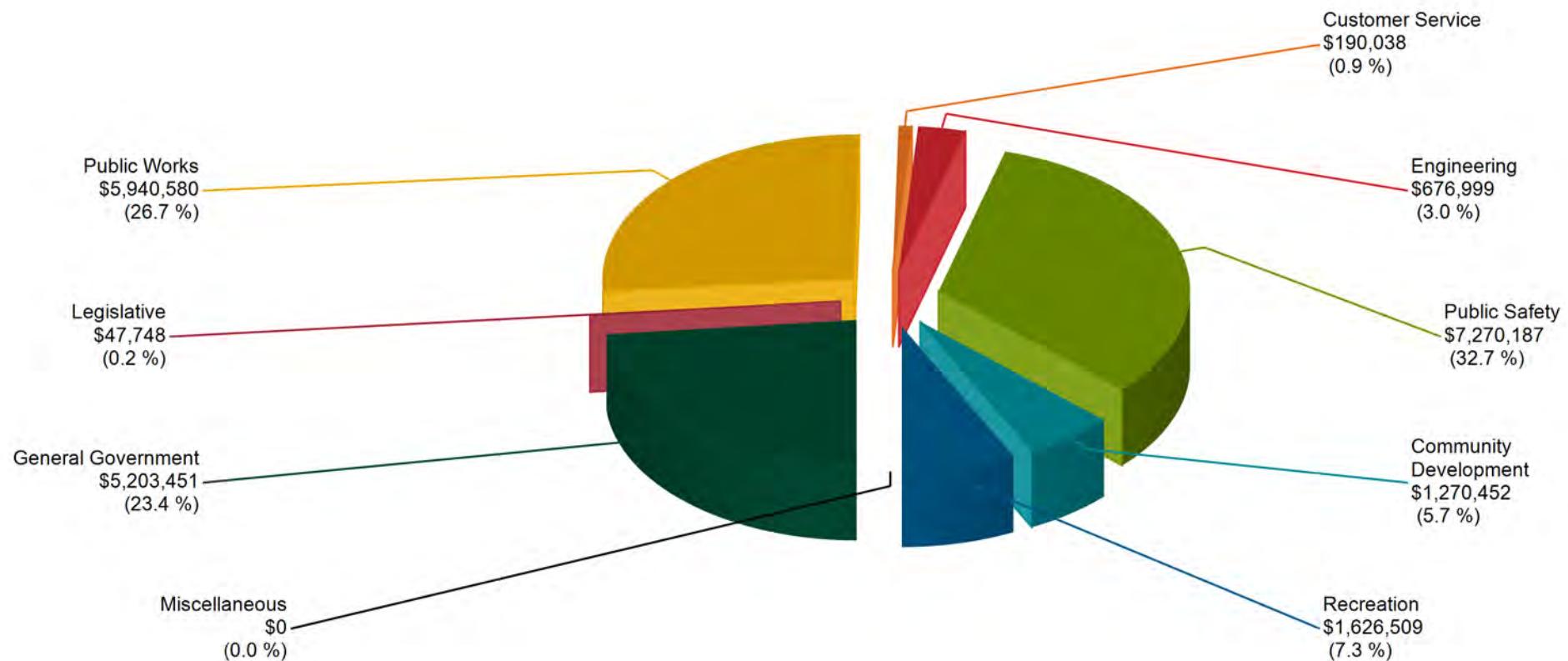


## 2022 Annual Budget

2022 Proposed General Fund Revenue of \$22,391,312

Department/Cost Center	Description	2021 Revised Budget	2022 Budget
10005160	Grounds Maintenance	31,000	31,000
	<b>Total</b>	<b>81,500</b>	<b>82,000</b>
<b>Engineering</b>			
10005220	Engineering	-	1,000
	<b>Total</b>	<b>-</b>	<b>1,000</b>
<b>Recreation</b>			
10006210	Park Operation	35,900	40,150
10006220	Park Early Childhood	310,000	365,000
10006230	Park Youth Programs	436,500	507,000
10006240	Park Adult Programs	165,000	240,000
10006250	Park Family Programs	6,000	16,000
10006260	Park Teen Programs	36,000	40,000
10006270	Park Senior Programs	1,000	2,000
10006280	Park Community Events	-	15,000
10006290	Park Facility Maintenance	65,000	60,000
10006295	Park Special Program	17,000	12,000
	<b>Total</b>	<b>1,072,400</b>	<b>1,297,150</b>
	<b>General Fund Revenue Total</b>	<b>20,826,845</b>	<b>22,391,312</b>

## 2022 Proposed General Fund Expenses





## 2022 Annual Budget

2022 General Fund Expenditures of \$22,225,964

Department/Cost Center	Description	2021 Revised Budget	2022 Budget
<b>Legislative</b>			
10001100	Board Of Supervisors	47,748	47,748
10001700	Misc Revenues & Transfers	-	-
	<b>Total</b>	<b>47,748</b>	<b>47,748</b>
<b>Miscellaneous</b>			
10001800	Misc Expenses & Transfers	4,122,212	-
	<b>Total</b>	<b>4,122,212</b>	<b>-</b>
<b>General Government</b>			
10002100	Executive	1,293,265	1,147,190
10002200	Human Resources	438,328	448,621
10002311	Information Technology	213,335	282,320
10002400	Finance	408,604	459,336
10002500	Communications	469,829	516,250
10002600	Debt Service	1,666,854	1,606,400
10002700	Tax Collection	266,631	299,934
10002800	Insurance	449,200	443,400
	<b>Total</b>	<b>5,206,046</b>	<b>5,203,451</b>
<b>Community Development</b>			
10003100	Land Development	401,440	359,386
10003200	Code Enforcement	701,371	680,972
10003300	Planning	245,361	230,094
	<b>Total</b>	<b>1,348,172</b>	<b>1,270,452</b>
<b>Customer Service</b>			
10003400	Customer Service	151,300	190,038
	<b>Total</b>	<b>151,300</b>	<b>190,038</b>
<b>Public Safety</b>			
10004111	Police Department Support	1,818,317	1,887,988
10004112	Police Patrol	3,918,722	4,094,532

## 2022 Annual Budget

2022 General Fund Expenditures of \$22,225,964

Department/Cost Center	Description	2021 Revised Budget	2022 Budget
10004113	Police Traffic	137,637	139,894
10004114	Police Investigations	333,202	327,434
10004115	Police Fleet	278,280	190,000
10004117	Community Service Officers	12,650	12,650
10004120	Animal Service	12,000	12,000
10004140	Firing Range	12,000	14,000
10004230	Fire & Emergency Services	582,049	591,689
<i>Total</i>		<b>7,104,857</b>	<b>7,270,187</b>
<b>Public Works</b>			
10005110	Snow Removal	707,500	720,800
10005120	Traffic Signals & Communic	555,993	612,676
10005131	Storm Water	563,895	607,326
10005132	Road Maintenance	1,172,473	1,202,407
10005140	Facility Maintenance	784,123	822,464
10005150	Fleet Maintenance	270,601	278,656
10005160	Grounds Maintenance	1,060,383	1,097,142
10005170	Pw Administration	597,268	599,109
<i>Total</i>		<b>5,712,236</b>	<b>5,940,580</b>
<b>Engineering</b>			
10005210	Engineering	644,016	676,999
<i>Total</i>		<b>644,016</b>	<b>676,999</b>
<b>Recreation</b>			
10006210	Park Operation	607,835	499,919
10006220	Park Early Childhood	202,079	221,875
10006230	Park Youth Programs	454,698	477,627
10006240	Park Adult Programs	81,875	123,549
10006250	Park Family Programs	41,984	65,643
10006260	Park Teen Programs	13,700	22,750



## 2022 Annual Budget

2022 General Fund Expenditures of \$22,225,964

Department/Cost Center	Description	2021 Revised Budget	2022 Budget
10006270	Park Senior Programs	3,300	4,700
10006280	Park Community Events	40,000	44,400
10006290	Park Facility Maintenance	77,599	90,801
10006295	Park Special Program	61,783	75,245
	<i>Total</i>	<b>1,584,853</b>	<b>1,626,509</b>
	<b>General Fund Expenses Total</b>	<b>25,921,440</b>	<b>22,225,964</b>

## 2022 Annual Budget

## 2022 Other Funds Summary

Funds	Description	2021 Budgeted Revenue	2021 Budgeted Expenses	2022 Budgeted Revenue	2022 Budgeted Expenses
<b>Special Revenue Funds</b>					
2110	Tip East	87,300	700,000	58,898	1,082,950
2111	Tip West	29,910	-	157,367	1,000,000
2112	Recreation Fees	101,170	370,000	231,781	370,000
2114	Developers Contribution	-	-	162,610	725,000
2115	Storm Water Maintenance	-	-	-	-
2310	Liquid Fuels	866,303	850,000	886,326	870,000
2410	Library	430,245	430,245	453,264	453,264
2420	Fire Operations	600,787	705,109	631,486	629,567
2610	Road Equipment Fund	366,273	100,000	376,770	-
2620	Public Buildings Fund	430,195	360,000	452,014	360,000
2700	American Rescue Plan Fund	-	-	1,651,000	1,300,000
		<b>Total</b>	<b>2,912,183</b>	<b>3,515,354</b>	<b>5,061,516</b>
<b>Capital Projects</b>					
3100	Fire Capital	418,847	440,565	441,295	452,865
3400	Capital Improvement	4,752,500	2,650,000	2,500	4,150,000
3810	2017 Bond Fund	-	-	-	-
3820	2017 Renovation Fund	-	-	-	-
3900	2015 Marshall Twp. Construction Fund	-	-	-	-
		<b>Total</b>	<b>5,171,347</b>	<b>3,090,565</b>	<b>443,795</b>
<b>Enterprise Funds</b>					
6110	Water	8,192,250	8,141,655	8,451,760	8,481,772
6210	Sewer	10,548,000	11,588,692	10,806,595	12,835,508
6310	Solid Waste	2,909,128	2,808,569	3,109,492	2,943,887
6410	Swimming Pool	721,600	721,600	719,941	719,941



## 2022 Annual Budget

Funds	Description	2021 Budgeted Revenue	2021 Budgeted Expenses	2022 Budgeted Revenue	2022 Budgeted Expenses
6510	Golf Course	2,497,312	2,497,312	2,362,100	2,362,100
	<i>Total</i>	<b>24,868,290</b>	<b>25,757,828</b>	<b>25,449,888</b>	<b>27,343,208</b>
	<b>Other Funds Total</b>	<b>32,951,820</b>	<b>32,363,747</b>	<b>30,955,199</b>	<b>38,736,854</b>



# General Fund Revenue



## 2022 Annual Budget

### Real Estate Tax Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-1200-3011	Current Year Levy	3,322,263	3,380,965	3,397,853	3,400,980	3,515,768
	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, 2021, Butler County has determined Cranberry's taxable assessed value to be \$455,882,110. 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 2022 (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 2021 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.					
1000-1200-3012	Prior Year Levy	5,170	5,564	5,300	5,071	5,700
	Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2021 but collected in 2022)					
1000-1200-3014	Delinquent Tax Claim	27,164	35,087	32,000	42,693	35,000
	Delinquent property tax collected by Butler County Tax Claim Bureau. After 12/31, the real estate tax collector turns all delinquent tax bills over to the Butler County Tax Claim Bureau. The property owner has approximately 2 years to pay the taxes plus penalty, or the Tax Claim Bureau will conduct a Sheriff sale of the property.					
1000-1200-3015	Interim Taxes	16,005	867	8,500	28,688	16,000
	Interim tax billing for properties added to tax duplicate after January 2022.					
	<b>REAL ESTATE TAX Total</b>	<b>3,370,601</b>	<b>3,422,483</b>	<b>3,443,653</b>	<b>3,477,432</b>	<b>3,572,468</b>



## 2022 Annual Budget

### Act 511 Taxes Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-1300-3120	Real Estate Transfer Tax	2,081,872	2,604,697	1,390,000	2,363,761	1,500,000
	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	8,361,975	8,363,353	7,450,000	7,103,100	7,700,000
	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	2,785,966	2,555,597	2,000,000	2,746,687	2,500,000
	The Township contracts with Berkheimer Tax Administrator for the collection of this tax. The Township serves as the Delinquent Collector. The tax is due on or before May 15 of each year. Business Privilege is a tax assessed to service providers. The Mercantile tax is assessed on the sale of goods. Both taxes are further classified by wholesale and retail sales. The rate is one mill (ie. \$1.00 tax on \$1,000 of receipts).					
1000-1300-3150	Local Service Tax	1,294,647	1,222,127	870,000	960,367	1,090,000
	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	77	-	-	-	-
	<b>Act 511 Taxes Total</b>	<b>14,524,537</b>	<b>14,745,774</b>	<b>11,710,000</b>	<b>13,173,915</b>	<b>12,790,000</b>



## 2022 Annual Budget

### Licenses And Permits Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-1400-3210	Business Licenses And Permit	553,741	537,162	530,000	399,827	530,000
	The cable contract fee, or franchise fee, is a percentage of sales revenue generated by Armstrong and Consolidated Communications who have non-exclusive contracts to utilize public right-of-ways to provide cable and internet services to our residents. Armstrong's agreement, executed in February 2012, expires in February 2022. Consolidated Communications agreement was executed July 2015 and expires in July 2023. The current franchise agreements provide for a 5% fee based on revenues generated on cable TV services only. Internet services revenues are excluded.					
	<b>Licenses and Permits Total</b>	<b>553,741</b>	<b>537,162</b>	<b>530,000</b>	<b>399,827</b>	<b>530,000</b>



## 2022 Annual Budget

### Interest And Rent Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-1500-3410	Interest	177,272	82,549	10,000	7,722	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	64,028	46,592	70,228	71,793	78,170
	Real Estate Tax Collector \$2,736 (19/sq.ft) 1/1/2022 - 12/31/2025 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 1/1/2022 - 12/31/2023 CTEMS Included for 2021 @ \$3500/month or \$42,000 annual Butler County (Senior Center) \$7,800 (annual)					
	<b><i>Interest and Rent Total</i></b>	<b><i>241,300</i></b>	<b><i>129,140</i></b>	<b><i>80,228</i></b>	<b><i>79,515</i></b>	<b><i>88,170</i></b>



## 2022 Annual Budget

### Intergovernmental Revenues Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-1600-3551	State Pension Aid	911,449	891,214	890,000	849,119	850,000
	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	232,808	236,549	230,000	215,128	215,000
	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	13,500	12,300	13,500	1,500	10,000
	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	17,267	19,779	18,000	19,951	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	273,254	191,200	185,000	132,113	150,000
	Township share of fees paid by gas drillers on their wells as per Act 13.					
1000-1600-3649	Reimb From General Authority	-	97,252	400,000	380,613	800,000
	per Management Agreement with the Township					
	<i>Intergovernmental Revenues Total</i>	<i>1,448,279</i>	<i>1,448,293</i>	<i>1,736,500</i>	<i>1,598,423</i>	<i>2,043,000</i>



## 2022 Annual Budget

### Misc Revenues & Transfers Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-1700-1612	Fuel Inventory	(68,453)	(74,949)	-	(20,744)	-
1000-1700-1613	Fsa Inventory	3,240	(1,841)	-	7,789	-
1000-1700-3319	Ctcc Admin Fee	-	-	-	4,000	4,000
1000-1700-3425	Tower Leases	13,551	13,023	12,000	14,933	13,000
	The Township has entered into numerous lease agreements with cellular phone providers for the installation of telecommunication towers on Township property. The Township collects varying amount of lease payments.					
1000-1700-3464	Energy Rebates	8,009	3,412	-	68	-
1000-1700-3511	Other Grants	-	2,125,320	-	828,155	-
1000-1700-3540	State Grants	-	93,163	-	-	-
1000-1700-3651	Sale Public And Admin Sv	12,533	16,408	12,500	14,174	13,000
	The Township provides certain material and administrative services to the public. Materials include copies of Township documents. Administrative services include such items as no-lien letters. This item represents revenue from the provision of these materials and services.					
1000-1700-3855	Miscellaneous	8,046	17,948	7,500	9,663	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	(26)	8	-	(226)	-
1000-1700-3858	Community Chest Donations	(2,840)	(2,365)	-	(1,592)	-
1000-1700-3910	Sale Of Fixed Assets	27,795	1,165	-	1,248	2,000
	From time to time the Township sells assets such as police cars either by auction or a direct sale.					
1000-1700-3922	Transfer From Other Fund	350,000	250,000	300,000	300,000	300,000
	Inter-fund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2022 is an \$300,000 transfer from the Sewer and Water Operating funds to the General Fund. This is to cover utility, maintenance and communication costs, as well as other administrative overhead costs.					
1000-1700-3925	Transfer From Water	67,092	66,912	-	-	-
1000-1700-3929	Transfer From Rec Fees	-	100,000	-	-	-
1000-1700-3950	Refund Of Prior Year Exp	218,082	105,302	50,000	123,958	75,000
	At times the Township receives refunds of expenditures made in the prior year.					
	<b><i>Misc Revenues &amp; Transfers Total</i></b>	<b><i>637,028</i></b>	<b><i>2,713,507</i></b>	<b><i>382,000</i></b>	<b><i>1,281,427</i></b>	<b><i>414,500</i></b>



## 2022 Annual Budget

### Human Resources Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2200-3868	Reimbursements Insurance	-	5,062	-	-	-
Employee contributions discontinued due to the implementation of a high deductible health insurance plan.						
	<i>Human Resources Total</i>	-	<b>5,062</b>	-	-	-



## 2022 Annual Budget

### Information Technology Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2331-3684	Charge For Services	39,348	35,785	40,064	34,862	30,224
	<b><i>INFORMATION TECHNOLOGY Total</i></b>	<b><i>39,348</i></b>	<b><i>35,785</i></b>	<b><i>40,064</i></b>	<b><i>34,862</i></b>	<b><i>30,224</i></b>



## 2022 Annual Budget

### Communications Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2500-3852	Sponsorship	-	-	40,000	12,500	40,000
	<i>Communications Total</i>	-	-	<b>40,000</b>	<b>12,500</b>	<b>40,000</b>



## 2022 Annual Budget

### Debt Service Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2600-3873	Debt Offset Payments	6,950	55,919	73,800	-	73,800
	Payments from Athletic Associations for Graham Park debt. SVLC- \$3,800 SVSA - \$70,000					
	<i>Debt Service Total</i>	<i>6,950</i>	<i>55,919</i>	<i>73,800</i>	-	<i>73,800</i>



## 2022 Annual Budget

### Land Development Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-3100-3619	Bond Relase Fee	21,900	24,750	20,000	10,350	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
	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	7,150	3,850	8,000	4,400	5,000
	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	-	500	1,420	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	92,930	48,560	90,000	24,260	30,000
	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	150	180	-	110	100
	The Township provides copies of certain public documents to the public. These documents can include copies of codes and ordinances or other public documents. This item represents the revenue received for the documents and is intended to cover reproduction costs.					
	<b><i>Land Development Total</i></b>	<b><i>122,955</i></b>	<b><i>77,340</i></b>	<b><i>119,000</i></b>	<b><i>40,540</i></b>	<b><i>56,100</i></b>



## 2022 Annual Budget

### Code Enforcement Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-3200-3220	Nonbusiness Permits	5,720	4,712	4,500	970	-
	At the end of 2021 we realized that the money going into this account was actually for ROPs. Thus, this account has been deactivated for 2022 and Engineering has received a new account for this purpose.					
1000-3200-3315	Local Ordinance	500	-	-	-	-
1000-3200-3611	Building Permits	927,534	1,664,683	850,000	749,179	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	8,060	8,100	6,500	6,820	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	26,500	41,460	20,000	35,424	25,000
	Permit fee charged for the review of fire protection installation permit applications. Fire prevention installation permit applications are a minimum of \$150 based on the cost of construction 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	57,670	56,670	45,000	29,925	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	3,825	7,650	1,000	2,065	1,000
	Fee for on-lot septic permit applications which include the site testing, application review and permit approval.					
1000-3200-3616	Sign Permits	13,750	11,050	10,000	10,500	10,000
	The size and location of signs are regulated by the Township zoning ordinance. Fees charged for each sign application are intended to cover the costs associated with processing the application. Fees for monument signs are \$150, for building signs \$150.00 and for panel replacements \$50.					
1000-3200-3617	Grading Permits	4,550	4,600	3,500	2,100	3,500
	The Township reviews applications for grading permits to ensure compliance with the Township grading ordinance. The fee is \$350 for any grading permit.					
1000-3200-3618	Certificate Of Occupancy	18,475	20,415	15,000	16,630	15,000
	A certificate of occupancy is issued after a final inspection for all construction and zoning permits. Occupancy indicates compliance with State-wide Building Code and Township Zoning regulations. This category includes the cost of the certificate of occupancy for each permit.					
1000-3200-3626	Building Plan Review	160,153	197,305	150,000	175,483	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	-	465	2,500	5,225	3,500
	<b>Code Enforcement Total</b>	<b>1,226,737</b>	<b>2,017,111</b>	<b>1,108,000</b>	<b>1,034,321</b>	<b>1,109,500</b>



## 2022 Annual Budget

### Police Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-4116-3220	Nonbusiness Permits	12,810	4,550	8,000	3,745	6,500
	Permits issued by the Police Department pursuant to Chapter 13, Licenses, Permits and General Business Regulations of the Code of Ordinances. Fees are collected for soliciting.					
1000-4116-3311	State Police	15,217	14,052	12,000	5,749	10,000
	Local portion of fines collected by State Police.					
1000-4116-3312	Clerk Of Courts	17,744	22,127	20,000	15,660	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	42,577	21,201	35,000	12,164	20,000
	The Magisterial District Judge collects fines for violations of the PA Motor Vehicle Code.					
1000-4116-3314	Nontraffic Violation	26,179	20,368	23,000	13,274	20,000
	Revenue related to fines for criminal violations of the PA Crimes Code. These monies are provided by District Court.					
1000-4116-3316	Parking Tickets	1,650	525	2,500	200	2,500
	Fines collected from Township parking citations.					
1000-4116-3317	Reimb Expense Vehicle Theft	6,915	25,157	-	30,859	-
	Monies received to fully fund an officer participating in the Pennsylvania State Police Auto Theft Task Force.					
1000-4116-3510	Federal Grants	2,213	-	3,000	-	3,000
1000-4116-3641	Accident Reports	4,264	4,549	3,400	3,158	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	5,348	18,091	5,500	3,158	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	28,825	32,993	25,500	29,957	26,000
	Fees of \$75, \$150, \$175 per occurrence are charged for false alarms that the police respond to. Pursuant to the false alarm ordinance and the most current fee resolution.					
1000-4116-3644	School Guard Reimb	4,241	2,738	4,000	1,342	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	8,919	2,607	10,000	29,413	12,500
	Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.					
1000-4116-3647	Reimburse Salaries	239,523	214,050	257,800	125,035	130,000



## 2022 Annual Budget

### Police Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
Contracted police services. Represents collected reimbursable salaries for construction details, Drug Task Force, DUI Task Force, Seneca Valley School detail, etc.						
	<b><i>POLICE Total</i></b>	<b><i>416,424</i></b>	<b><i>383,008</i></b>	<b><i>409,700</i></b>	<b><i>273,712</i></b>	<b><i>263,400</i></b>



## 2022 Annual Budget

### Public Works Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5110-3661	Winter Service Agreement	16,161	13,881	20,000	15,351	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	-	2,030	2,000	5,213	2,500
	Township manufacturers salt brine and makes available to Seven Fields Borough, Lancaster Twp and Jackson Township for prewetting operations					
	<i><b>Snow Removal Total</b></i>	<i><b>16,161</b></i>	<i><b>15,911</b></i>	<i><b>22,000</b></i>	<i><b>20,564</b></i>	<i><b>22,500</b></i>
1000-5120-3662	7 Fields/Adams Maint Agreemnt	22,455	25,898	28,500	27,576	28,500
	Fees received from our Inter-Municipal Partners for Traffic Signal Operations					
	<i><b>Traffic Signals &amp; Communic Total</b></i>	<i><b>22,455</b></i>	<i><b>25,898</b></i>	<i><b>28,500</b></i>	<i><b>27,576</b></i>	<i><b>28,500</b></i>
1000-5132-3647	Reimburse Salaries	-	31,018	-	13,960	-
	<i><b>ROAD MAINTENANCE Total</b></i>	<i><b>-</b></i>	<i><b>31,018</b></i>	<i><b>-</b></i>	<i><b>13,960</b></i>	<i><b>-</b></i>
1000-5150-3647	Reimburse Salaries	304	-	-	-	-
1000-5150-3648	Vehicle Equipment Useage	-	961	-	-	-
	<i><b>Fleet Maintenance Total</b></i>	<i><b>304</b></i>	<i><b>961</b></i>	<i><b>-</b></i>	<i><b>-</b></i>	<i><b>-</b></i>
1000-5160-3511	Other Grants	-	7,500	-	-	-
1000-5160-3663	Ballfield Light Reimb	30,384	26,028	31,000	25,232	31,000
	The Township bills the local athletic associations for electrical service for ballfield lights.					
	<i><b>Grounds Maintenance Total</b></i>	<i><b>30,384</b></i>	<i><b>33,528</b></i>	<i><b>31,000</b></i>	<i><b>25,232</b></i>	<i><b>31,000</b></i>
	<b>Total</b>	<b>69,304</b>	<b>107,315</b>	<b>81,500</b>	<b>87,332</b>	<b>82,000</b>



## 2022 Annual Budget

### Engineering Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5220-3617	Road Opening / Grading Permits	-	-	-	-	1,000
	<b><i>ENGINEERING Total</i></b>	-	-	-	-	<b><i>1,000</i></b>



## 2022 Annual Budget

### Parks and Recreation Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6210-3422	Rooms/Facility	9,076	1,853	6,000	2,510	6,000
Adjustment based on unknown with pandemic. Additionally, Bear Run Room has much less availability due to it being used as an additional preschool room.						
1000-6210-3423	Shelters	17,200	14,310	25,000	33,718	28,500
1000-6210-3511	Other Grants	-	-	-	36,700	-
1000-6210-3610	Alcohol Permit	3,700	2,500	3,500	5,400	4,250
1000-6210-3647	Reimburse Salaries	100	-	-	-	-
1000-6210-3681	Program Fees/Lessons	-	-	-	100	-
1000-6210-3683	Vending Commissions	188	158	200	99	200
Service agreements for soft drink and snack vending as a convenience to our customers.						
1000-6210-3852	Sponsorship	4,001	59	-	1,500	-
All donations going to specific program						
1000-6210-3855	Miscellaneous	1,540	110	1,200	190	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	(242)	2	-	(29)	-
Over/short is a tool to record cashier errors in handling cash either through giving incorrect change or making an incorrect key entry. An over/short report acknowledges the differences and records them. This aids in the recognition of potential problems and assists staff in reducing errors.						
<b>Park Operation Total</b>		<b>35,563</b>	<b>18,992</b>	<b>35,900</b>	<b>80,187</b>	<b>40,150</b>
1000-6220-3681	Program Fees/Lessons	330,582	169,178	310,000	240,108	365,000
The Early Childhood Cost Center 6220 consists of revenue from programs for ages 0-6 such as craft classes, music classes and our preschool program. Increase due to adding preschool class, return of KSMT and rebound from COVID						
<b>Park Early Childhood Total</b>		<b>330,582</b>	<b>169,178</b>	<b>310,000</b>	<b>240,108</b>	<b>365,000</b>
1000-6230-3681	Program Fees/Lessons	482,658	241,505	435,000	320,247	500,000
The Youth Program Cost Center consists of revenue from programs for ages 6-12 including Camp Cranberry, After School Kids Club and our Youth Sorts Leagues. Anticipated increase with added STEM programs.						
1000-6230-3852	Sponsorship	500	2,000	1,500	2,000	7,000
<b>Park Youth Programs Total</b>		<b>483,158</b>	<b>243,505</b>	<b>436,500</b>	<b>322,247</b>	<b>507,000</b>
1000-6240-3681	Program Fees/Lessons	129,687	88,283	165,000	168,471	240,000
Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning/Fitness and Wellness/Organized Athletics. Increase due to new misc adult programs and pickleball growth.						
1000-6240-3852	Sponsorship	-	-	-	1,000	-



## 2022 Annual Budget

### Parks and Recreation Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6240-3855	Miscellaneous	-	-	-	500	-
	<b><i>Park Adult Programs Total</i></b>	<b>129,687</b>	<b>88,283</b>	<b>165,000</b>	<b>169,971</b>	<b>240,000</b>
1000-6250-3681	Program Fees/Lessons	5,939	627	6,000	3,500	15,000
	Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Holiday Programs. Increase due to new efforts from Dave's new programmers					
1000-6250-3852	Sponsorship	3,500	-	-	-	1,000
	<b><i>Park Family Programs Total</i></b>	<b>9,439</b>	<b>627</b>	<b>6,000</b>	<b>3,500</b>	<b>16,000</b>
1000-6260-3681	Program Fees/Lessons	43,833	22,365	36,000	20,512	40,000
	Leadership Summer Camp and Teen Tennis. Programs for ages 13-18 such as Babysitting Training.					
	<b><i>Park Teen Programs Total</i></b>	<b>43,833</b>	<b>22,365</b>	<b>36,000</b>	<b>20,512</b>	<b>40,000</b>
1000-6270-3681	Program Fees/Lessons	210	190	1,000	-	2,000
	Senior programs, holiday bingo.					
	<b><i>Park Senior Programs Total</i></b>	<b>210</b>	<b>190</b>	<b>1,000</b>	<b>-</b>	<b>2,000</b>
1000-6280-3681	Program Fees/Lessons	1,750	-	-	250	-
	Concert, movies, Community Days and other events township does with only sponsorship revenue					
1000-6280-3852	Contributions/Donations	-	-	-	-	15,000
	Sponsorships related to events. Increase due to focus of new Community Outreach Position to enhance our concerts and directed by this position to increase					
	<b><i>Park Community Events Total</i></b>	<b>1,750</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>15,000</b>
1000-6290-3426	Field Rental	61,280	46,501	65,000	40,748	60,000
	<b><i>Park Facility Maintenance Total</i></b>	<b>61,280</b>	<b>46,501</b>	<b>65,000</b>	<b>40,748</b>	<b>60,000</b>
1000-6295-3427	Vendor Spaces	-	-	5,000	-	-
1000-6295-3681	Program Fees/Lessons	1,224	492	12,000	-	12,000
	Amusement tickets, Cultural Diversity and other community services.					
1000-6295-3852	Sponsorship	-	-	-	50	-
1000-6295-3853	Sale Of Street Name Signs	54	78	-	-	-
	<b><i>Park Special Program Total</i></b>	<b>1,278</b>	<b>570</b>	<b>17,000</b>	<b>50</b>	<b>12,000</b>
	<b>Total</b>	<b>1,096,777</b>	<b>590,210</b>	<b>1,072,400</b>	<b>877,571</b>	<b>1,297,150</b>



# General Fund Expenses



## 2022 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	2018	2019	2020	2021	2022
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5



## 2022 Annual Budget

### Board Of Supervisors Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-1100-4013	Salaries-Board/Comm	22,641	20,599	21,875	20,052	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	1,277	1,356	1,243	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	299	317	291	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	3,400	-	8,000	1,070	8,000
Expenses related to educational opportunities for the Board of Supervisors.						
1000-1100-5356	Employee Dues/Members	-	8,991	11,200	8,991	11,200
Expenses involved with memberships in PSATS, Butler COG, Pennsylvania Municipal League.						
Total		27,728	31,166	47,748	31,647	47,748



## 2022 Annual Budget

### Misc Revenues & Transfers Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-1700-5003	Prior Year Refund Of Revenue	-	-	-	4,337	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,337</b>	<b>-</b>

**Department: Misc Expenses & Transfers****Description and Responsibilities:**

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



## 2022 Annual Budget

### Misc Expenses & Transfers Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-1800-6201	Transfer To Capital	4,900,000	-	4,000,000	4,000,000	-
1000-1800-6203	Transfer To Enterprise Fnd	180,000	621,450	122,212	122,212	-
	<b>Total</b>	<b>5,080,000</b>	<b>621,450</b>	<b>4,122,212</b>	<b>4,122,212</b>	<b>-</b>

Department: Executive
**Description and Responsibilities:**

This cost center supports the activities of the Executive Management team of the Township. The Team includes the Township Manager, three Assistant Township Managers, Executive Assistant to the Township Manager, Safety Coordinator and a part-time 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.

2021 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. Continued implementation of the COVID-19 Infectious Disease Response Plan to ensure the safety of employees while continuing to provide essential Township functions.

2022 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.

2022 Budget Highlights:

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

Staffing Levels	2018	2019	2020	2021	2022
Full Time	4	4	4	5	6
Part Time	1	1	1	1	1



## 2022 Annual Budget

### Executive Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2100-1611	Postage Inventory	(4,755)	8,140	-	(6,683)	-
1000-2100-4010	Salaries-Fulltime	363,422	385,887	543,707	480,027	439,724
7 full time employees						
1000-2100-4012	Salaries-Part Time	31,036	48,991	29,082	26,359	29,763
1 part time regular						
1000-2100-4015	Overtime	966	1,932	4,000	2,250	4,000
Overtime for attendance at BOS meetings, etc.						
1000-2100-4021	Social Security Tax	22,649	26,235	35,761	31,282	29,356
1000-2100-4022	Medicare	5,657	6,652	8,363	7,288	6,865
1000-2100-4023	Workers Comp	875	723	1,647	921	1,352
1000-2100-4041	Pension Non Uniform	17,990	20,784	27,385	24,114	22,168
1000-2100-4051	Hospitalization	49,519	43,507	93,767	57,956	78,003
1000-2100-4052	Vision Insurance	378	323	594	374	433
1000-2100-4053	Dental Insurance	2,607	2,657	5,043	2,319	3,762
1000-2100-4054	457 Contributions	38,698	47,768	43,456	34,022	22,168
1000-2100-4055	Disability Insurance	677	701	2,671	766	2,393
1000-2100-4057	Life Insurance	1,488	1,539	3,089	1,670	2,503
1000-2100-5001	Office Supplies	11,952	6,834	14,000	5,802	14,000
Office supplies for administration and other departments.						
1000-2100-5002	Subscriptions/Books	385	382	2,000	392	2,000
1000-2100-5004	Materials And Supplies	25,036	33,902	25,000	7,778	25,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management.						
1000-2100-5111	Professional Services	52,081	37,615	75,000	40,212	85,000
Consulting services, global safety initiatives, document management. Twp appraisal of assets.						
1000-2100-5133	Legal Services	163,063	115,561	115,000	58,962	115,000
Legal fees and claim deductibles for legal defense.						
1000-2100-5230	Information Tech Svcs	145,000	160,000	165,000	165,000	170,000
1000-2100-5312	Cell Phones	4,620	4,600	5,700	3,500	5,700
1000-2100-5332	Equipment Leases	6,936	5,492	14,000	3,833	9,000



## 2022 Annual Budget

### Executive Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
Copy machine and postage meter lease/maintenance agreements.						
1000-2100-5353	Employee Meeting /Confer	13,432	6,051	17,000	2,842	17,000
1000-2100-5354	Employee Training	13,658	938	20,000	28,814	20,000
Typically for expenses incurred for conferences - ( lodging, travel, reg. fees, ) as well as other training.						
1000-2100-5356	Employee Dues/Members	7,065	9,613	11,000	15,504	11,000
APMM, ICMA, PELRAS and other professional type memberships and journals.						
1000-2100-5361	Postage And Shipping	17,734	20,266	19,000	9,376	19,000
Postage costs for various Township mailings.						
1000-2100-5363	Advertising	1,875	2,997	3,500	842	3,500
All legal advertising for the Board of Supervisors and employee recruitment						
1000-2100-5364	Fuel	2,081	1,486	3,500	1,201	3,500
Fuel for administrative fleet.						
1000-2100-5370	Minor Equipment/Furniture	-	78,800	5,000	1,840	5,000
Total		996,123	1,080,376	1,293,265	1,008,566	1,147,190



## 2022 Annual Budget

### Department: Human Resources

#### **Description and Responsibilities:**

The Human Resources Department is committed to supporting the values established in Cranberry Township's mission statement and to supporting the total operations of the Township through its most valuable resource - its people. The Department is responsible for all aspects to the employment cycle, including but not limited to, recruiting, hiring, onboarding, benefits, employee training and development, and offboarding. The Department is also responsible for all aspects of legal compliance associated with the employee life cycle

#### 2021 Accomplishments:

1. Implemented a limited summer intern program, including hiring eight (8) interns, provided monthly lunch and learns to introduce the interns to various aspects of Township operations.
2. Negotiated Utility CBA.
3. Completed a Compensation Study to analyze Township wages to market and established a new Compensation Structure.
4. Established and implemented a Remote Work Program.
5. Established a Lending Library.
6. Successfully hired nine (9) full-time employees, with two (2) current open full-time positions expected to be filled before the end of 2021 and one-hundred-sixty-two (162) seasonal employees.
7. Updated and maintained all COVID related protocols. Monitored COVID-19 symptoms/exposures in employees.
8. Implemented Wellness program (PeopleOne Health) for all Township employees on Township insurance, adding in the Police and Teamsters Union employees, with sixty (60) employees completing the program as of 10/1/2021.
9. Provided a virtual Health Fair to all employees with twenty (20) vendors and internal groups providing content and fifty-seven (57) employees attending as of October 1st.
10. Provided twenty-one (21) Lunch and Learns.
11. Organized and provided a Flu Shot Clinic, where forty-one (41) individuals received the flu shot.
12. Changed vendors for Township Service Awards.

#### 2022 Goals:

1. Negotiate Police Contract.
2. Analyze, update and transition HR Software to new MUNIS Platform.
3. Begin to establish succession plan documentation/policies.
4. Update and Finalize Police Hiring Manual.
5. Establish an Onboarding/Orientation Program for all full-time employees.
6. Establish a Learning and Development System, incorporating the HR Lending Library.

#### 2022 Budget Highlights:

1. Analyze, update and transition HR Software to new MUNIS Platform.
2. Establish a Learning and Development System, incorporating the HR Lending Library.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0



## 2022 Annual Budget

### Human Resources Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2200-4010	Salaries-Fulltime	150,932	158,971	166,070	138,936	169,978
4 full time employees						
1000-2200-4015	Overtime	-	-	600	-	600
1000-2200-4021	Social Security Tax	9,242	9,633	10,334	8,423	10,575
1000-2200-4022	Medicare	2,162	2,253	2,417	1,970	2,474
1000-2200-4023	Workers Comp	389	310	476	266	487
1000-2200-4041	Pension Non Uniform	7,547	7,904	8,334	6,947	8,529
1000-2200-4051	Hospitalization	20,568	21,479	30,721	20,639	26,214
1000-2200-4052	Vision Insurance	165	235	279	215	236
1000-2200-4053	Dental Insurance	1,438	1,878	2,336	2,023	1,946
1000-2200-4054	457 Contributions	7,547	7,904	8,334	6,947	8,529
1000-2200-4055	Disability Insurance	290	324	433	318	443
1000-2200-4057	Life Insurance	597	668	940	657	962
1000-2200-5001	Office Supplies	874	715	1,500	430	1,500
General Office Supplies						
1000-2200-5002	Subscriptions/Books	129	537	4,779	3,318	4,779
Human Resources manuals for administration of wages and benefits. Legal research and analysis materials.						
1000-2200-5004	Materials And Supplies	3,644	2,649	4,300	1,745	4,300
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	28,076	1,064	40,550	24,947	15,575
Required employee training on personnel matters; Required non-discrimination testing for self-insured employers; Professional compensation study						
1000-2200-5134	Other Services/Fees	39,615	28,111	55,575	32,686	55,700
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	5,064	5,307	5,150	4,600	5,150
1000-2200-5230	Information Tech Svcs	60,000	65,000	70,000	70,000	72,000
1000-2200-5312	Cell Phones	2,760	2,760	2,400	2,000	2,040
1000-2200-5352	Employee Milage Reimb	-	-	100	-	100
1000-2200-5354	Employee Training	9,360	3,186	4,900	13,851	18,300
Human resource training on relevant legal issues such as wage and hour compliance, anti discrimination rules, update on employment laws and ADA compliance.						



## 2022 Annual Budget

### Human Resources Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2200-5356	Employee Dues/Members	1,116	2,031	2,250	1,213	2,310
Maintain various certifications and memberships, including continuing legal education requirements.						
1000-2200-5358	On Boarding Program	3,044	12,757	15,550	10,535	23,894
Orientation program for new, summer and seasonal hires. Intern program; Personality assessments						
1000-2200-5370	Minor Equipment/Furniture	620	-	-	-	12,000
<b>Total</b>		<b>355,178</b>	<b>335,674</b>	<b>438,328</b>	<b>352,667</b>	<b>448,621</b>

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

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

2021 Accomplishments:

1. Permitting Software - Successfully implemented OpenGov, which allows applicants to apply for permits and request inspections online. It also allows staff to complete inspections in the field using mobile devices.
2. Mobile GIS Capabilities - Implemented manhole inspections using tablets, which allows staff to edit data directly. This eliminates redundant work and paper from the process.
3. Network Security - Continued to strengthen security across the organization, which included upgrading security software.

2022 Goals:

1. Security Enhancements - Continue to make improvements including rollout of next generation security software and processes.
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 - With data sources continuing to expand, we will continue to make information accessible to employees in an easy to digest way to improve business processes.
5. Cloud-based Computing - Evaluate IaaS cloud offerings for moving infrastructure to an operating expense model rather than capital expense model.

2022 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	2018	2019	2020	2021	2022
Full Time	9	9	9	9	9
Part Time	0	0	0	0	0



## 2022 Annual Budget

### Information Technology Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
10002311	Do-Computer Support	302,884	331,224	395,902	326,459	395,628
10002313	Do-Mobility	86,187	138,812	182,322	117,809	204,875
10002314	Do-Phone Sysytem	92,645	69,989	93,676	70,811	94,969
10002321	Gis	37,097	37,806	39,554	29,358	41,979
10002323	Gis/Gis System	117,055	117,578	143,871	103,161	138,179
10002331	No-Network Managment	201,640	188,347	296,338	184,870	340,808
10002333	No-Server Management	159,883	171,809	218,560	153,283	246,740
10002342	Sm-Program Support	696,901	660,439	688,892	553,951	732,856
10002361	It-Chargeback	(1,503,000)	(1,641,000)	(1,845,780)	(1,845,780)	(1,913,714)
<b>Total</b>		<b>191,294</b>	<b>75,004</b>	<b>213,335</b>	<b>(306,078)</b>	<b>282,320</b>

Department: Finance
**Description and Responsibilities:**

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

2021 Accomplishments:

1. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
2. Successful audit for 2020.
3. Relocated and improved Finance office space.
4. Assisted Cranberry Township General Authority and the Cranberry Township Community Chest.

2022 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. Review and update department job descriptions.

2022 Budget Highlights:

1. Add one additional employee to support additional finance demand including partnership with the CTEMS.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	6	6	6	6	7
Part Time	0	0	0	0	0



## 2022 Annual Budget

### Finance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2400-4010	Salaries-Fulltime	210,957	213,886	166,690	141,390	207,056
7 full-time employees						
1000-2400-4015	Overtime	1,001	836	500	797	600
1000-2400-4021	Social Security Tax	13,101	13,268	10,356	8,805	12,875
1000-2400-4022	Medicare	3,064	3,103	2,422	2,060	3,011
1000-2400-4023	Workers Comp	436	355	477	267	593
1000-2400-4041	Pension Non Uniform	10,598	10,691	8,352	7,109	10,383
1000-2400-4051	Hospitalization	42,382	43,419	29,360	25,956	38,150
1000-2400-4052	Vision Insurance	386	370	264	241	327
1000-2400-4053	Dental Insurance	2,080	3,146	2,155	2,933	2,647
1000-2400-4054	457 Contributions	10,598	10,691	8,352	7,109	10,383
1000-2400-4055	Disability Insurance	421	435	434	318	540
1000-2400-4057	Life Insurance	868	897	942	658	1,171
1000-2400-5001	Office Supplies	2,970	3,393	2,500	1,596	3,000
1000-2400-5004	Materials And Supplies	11,449	25,205	15,000	21,932	20,000
Supplies/bank charges						
1000-2400-5112	Accounting And Auditing Svgs	52,982	30,139	50,000	34,485	35,000
Partial costs associated with annual audit.						
1000-2400-5230	Information Tech Svgs	91,000	100,000	105,000	105,000	108,000
Costs associated with IT support of Finance.						
1000-2400-5312	Cell Phones	3,120	2,760	3,100	2,000	3,000
Cell phones for V. Gleason and B. Lang						
1000-2400-5354	Employee Training	-	358	2,000	-	2,000
GFOA/MUNIS and misc. training.						
1000-2400-5356	Employee Dues/Members	525	525	700	375	600
GFOA & GFOA-PA dues						
Total		457,938	463,478	408,604	363,031	459,336



## 2022 Annual Budget

### Department: Communications

#### **Description and Responsibilities:**

This budget supports the primary goal of communications across all Township departments and its residents. The staff maintains responsibility for all Township web sites, social media accounts, along with other forms of communications such as the community digital sign, Cranberry Today, e-blasts, and NextDoor app. The staff also supports all departments in their need for presentations, reports, brochures, posters, fliers, social media posts, videos, writing, graphic design, vehicle wraps, and other various tasks. They also handle internal communications which include the employee newsletter Stafflines, and daily updates on internal SharePoint site.

#### 2021 Accomplishments:

1. Steered the Township's communication's efforts to residents during the backend of the COVID-19 pandemic. Created strong, clear messaging that led the region in best practices in communicating with residents.
2. Successfully raised ample funds through Community Days 2021 while attracting several new sponsors.
3. Implemented and supported new events including Christmas in July at the Waterpark which supported Toys for Tots; along with supporting events in Fire Cadet Academy and Camp Cranberry.
4. Managed employee news content of internal communication platform of SharePoint.
5. Managed a new collaboration with the Pittsburgh North Chamber of Commerce on the 2021 Farmers Market, along with bringing in new sponsors.
6. Successfully secured new lead sponsor for Graham Park and have begun the upgrade of park signage.
7. Assisted in the management of the Neighborhood Forum on a regular basis, providing up-to-date information to HOA members during monthly meetings and shared internal website.

#### 2022 Goals:

1. Implement a new Media Center, which will be the technology hub of the production of all multi-media projects.
2. Launch a new ChatBots feature on the website to enable a smarter website that will better serve residents and their efficiency of retrieving Township information.
3. Launch a newly revamped Business Hub with many integral components.
4. Implement the new CLIC (Community Leadership Institute of Cranberry) institute that will help identify ambassadors of the Township.
5. Revise and relaunch a new Volunteer Program.

#### 2022 Budget Highlights:

1. High-level web services with new ChatBot feature.
2. Exceptional quality of written and digital communication pieces that keep stakeholders informed including Cranberry Today, Parks & Recreation program online guide, marketing materials for all Township programs, increased video production, and social media usage.
3. Improve community business outreach efforts with the Township's rebranded Business Hub.
4. Implementation of new Media Center that will enable staff to communicate at highest level of efficiency with residents.
5. Implementation of a new Volunteer Program.
6. Implementation of the new CLIC institute.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	2	2	5	5	5
Part Time	3	3	2	2	3



## 2022 Annual Budget

### Communications Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2500-4010	Salaries-Fulltime	90,794	(51,076)	139,742	83,788	135,651
1000-2500-4012	Salaries-Part Time	88,761	62,241	26,179	24,458	26,179
3 part-time positions						
1000-2500-4015	Overtime	2,325	299	700	2,823	700
1000-2500-4021	Social Security Tax	11,180	11,400	10,331	6,823	10,077
1000-2500-4022	Medicare	2,614	2,666	2,416	1,596	2,357
1000-2500-4023	Workers Comp	413	461	476	266	464
1000-2500-4041	Pension Non Uniform	6,135	7,583	7,022	3,362	6,817
1000-2500-4051	Hospitalization	18,736	34,651	32,770	19,224	34,026
1000-2500-4052	Vision Insurance	125	199	226	122	226
1000-2500-4053	Dental Insurance	805	1,869	1,779	1,129	1,832
1000-2500-4054	457 Contributions	6,135	7,583	7,022	3,362	6,817
1000-2500-4055	Disability Insurance	177	243	365	148	355
1000-2500-4057	Life Insurance	407	530	792	348	769
1000-2500-5002	Subscriptions/Books	5,769	6,035	4,089	3,003	4,100
1000-2500-5004	Materials And Supplies	15,631	9,898	25,000	6,183	12,000
1000-2500-5111	Professional Services	21,021	4,429	18,000	6,791	15,000
Expenses related to the web site and branding efforts.						
1000-2500-5121	Repair Maint Equipment	32,336	52,344	5,400	4,687	15,000
1000-2500-5126	Donation Expense	-	-	-	5,637	-
1000-2500-5230	Information Tech Svcs	-	-	133,700	133,700	137,000
1000-2500-5312	Cell Phones	7,045	7,645	5,820	4,680	8,280
1000-2500-5353	Employee Meeting /Confer	44	-	-	93	-
1000-2500-5354	Employee Training	1,710	-	4,000	850	4,000
1000-2500-5361	Postage And Shipping	8,424	9,841	10,000	211	10,600
1000-2500-5362	Printing	20,668	27,310	34,000	26,921	34,000
1000-2500-5371	Community Outreach	-	-	-	-	50,000
1000-2500-6124	Software	26,338	-	-	-	-
Total		367,593	196,150	469,829	340,207	516,250



## 2022 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.

#### 2021 Accomplishments:

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

#### 2022 Budget Highlights:

Name of Issue	Date of Issue	Amount of Issue	Term of Issue	Interest Rate	Purpose of Issue
Promissory Note (CTVFD Relief Assoc.)	4/28/2020	1,200,000	12 years	3.00%	Purchase of fire truck
Gen Ob Bonds, Series 2010	11/8/2010	4,470,000	12 years	0.5-3%	Refinance 2001 C (PW Center, tower fire truck, Public Safety expansion, Graham Farm Acquisition)
Gen Ob Bonds, Series 2015	9/1/2015	32,000,000	20 years	3%-5%	Expansion of BCSTP
Gen Ob Bonds, Series 2017 A	10/31/2017	7,930,000	20 Years	2%-3%	Completion of BCSTP
Gen Ob Bonds, Series 2017 B	10/31/2017	2,020,000	14 Years	2%-2.625%	Renovations to Fire Stations
Gen Ob Bonds, Series 2020	10/29/2020	24,725,000	11 Years	3.00%	Refinance Series 2011 and Series 2012-const CHCG, park development, PS training facility, CTEMS facility, mun.ctr. alterations, water line, interceptor
PIB Loan	12/1/2020	5,000,000	10 Years	2.50%	MSA Thruway
Butler Co. Infrastructure Bank, Series A 2020	9/8/2020	7,227,000	10 Years	1.33%	MSA Thruway, Sewer Infrastructure Improvements



## 2022 Annual Budget

### Debt Service Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2600-5414	Go Series 2010	130,001	140,001	168,500	161,750	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	29,500	63,050	253,419	6,750	-
Portion of principal and interest for new money received from Series 2011 bond issue.						
1000-2600-5428	2012 Go Series	969,416	1,004,525	1,244,935	-	-
Principal and interest payments for Series 2012 bond issue.						
1000-2600-5430	Paying Agent	3,778	3,778	-	2,593	7,400
Annual fees for 2010, 2011, 2012, 2015 and 2017 bonds.						
1000-2600-5434	Interest Expense	533,155	476,423	-	-	-
1000-2600-5436	2020 Bond Account	-	-	-	1,498,354	1,430,500
Total		1,665,850	1,687,777	1,666,854	1,669,447	1,606,400

**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. The annual expense for BCTCC fees also come from this account. 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.

**2021 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.
3. Participated in the University of Pittsburgh Institute of Politics study; Impact of COVID-19 on Municipalities.

**2022 Goals:**

1. Establish reappointment of Secretary on the Board of 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.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	0	0	0	0	0
Part Time	1	1	1	1	1



## 2022 Annual Budget

### Tax Collection Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2700-4010	Salaries-Fulltime	24,592	24,492	25,664	21,726	26,268
L. Mackenstein						
1000-2700-4012	Salaries-Part Time	36,540	35,420	36,400	30,800	36,400
	Real Estate Tax Collector compensation per Res. 2013-05					
1000-2700-4015	Overtime	457	155	150	344	50
1000-2700-4021	Social Security Tax	3,799	3,705	3,857	3,261	3,895
1000-2700-4022	Medicare	888	866	902	763	911
1000-2700-4023	Workers Comp	58	47	74	41	75
1000-2700-4041	Pension Non Uniform	1,253	1,232	1,291	1,104	1,321
1000-2700-4051	Hospitalization	10,192	10,716	11,222	10,184	11,806
1000-2700-4052	Vision Insurance	69	67	67	61	67
1000-2700-4053	Dental Insurance	492	579	580	579	597
1000-2700-4054	457 Contributions	1,253	1,232	1,291	1,104	1,321
1000-2700-4055	Disability Insurance	49	50	67	49	69
1000-2700-4057	Life Insurance	101	103	146	102	149
1000-2700-5004	Materials And Supplies	7,343	8,490	8,300	10,149	10,250
	County processing fee for RE Tax collector, RE Tax Collector postage and BCTCC Cost Allocation.					
1000-2700-5230	Information Tech Svcs	7,000	8,000	8,080	8,080	8,160
1000-2700-5352	Employee Milage Reimb	-	-	-	-	250
1000-2700-5354	Employee Training	-	-	-	-	300
1000-2700-5356	Emp Dues And Membership	-	-	-	-	150
	10 LITA (Local Income Tax Assoc.) 60 PEITOAC (Pa. Earned Income Tax) 50 PBPMTCA (Pa. Bus. Priv. Merc.)					
1000-2700-5452	Business Privilge/Merc	58,522	53,750	42,000	57,499	55,650
	2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Business Privilege/Mercantile Tax					
1000-2700-5453	Local Service Tax Exp	25,352	23,787	18,270	18,645	25,620
	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	124,812	122,778	108,270	103,973	116,625
	1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax					
	<b>Total</b>	<b>302,772</b>	<b>295,470</b>	<b>266,631</b>	<b>268,463</b>	<b>299,934</b>

**Department: Insurance****Description and Responsibilities:**

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

**2021 Accomplishments:**

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

**2022 Goals:**

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



## 2022 Annual Budget

### Insurance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-2800-4024	Unemployment Comp	100,276	73,935	110,000	104,174	100,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
1000-2800-4043	Pension Adminstration	37,549	40,041	42,200	32,563	46,400
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	239,236	287,239	297,000	246,725	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)						
<b>Total</b>		<b>377,061</b>	<b>401,215</b>	<b>449,200</b>	<b>383,462</b>	<b>443,400</b>



## 2022 Annual Budget

### 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.

#### 2021 Accomplishments:

1. Despite the continuation of the pandemic restrictions from time to time, development within the Township was strong. The estimated annual construction valuation is \$103,000.00 through December, 2021. This continued growth is also represented by the completion of the following projects and benchmarks:
  - a. Phases 1, 4, 7, 10 and 11 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 completed.
  - c. Phase 6 of the Park Place development completed construction while Phase 7 construction began.
  - d. The Reserve at Eagle Hill Townhouse development construction is on track to finish construction Fall, 2021.
  - e. The Courtyards at Willow Grove development was completed.
  - f. Laurel Point changed to a three-phase project and 15 construction permits have been issued.
2. The Land Development staff reviewed 25 applications as of September 30, 2021 (6 Conditional Use, 7 Land Development, 10 Subdivision/Lot Line Revisions, and 2 Planned Residential Development Applications).
3. The Land Development staff prepared for 11 Planning Advisory Commission meetings as of September 27, 2021.
4. Part-time staff continued the document scanning project of the file.
5. Land Development staff assisted in the organization of the newly formed Environmental Advisory Committee. This committee continued to meet monthly through the year with the purpose of advising the Board of Supervisors with regard to environmental matters in the Township.
6. The Department hired a Planning and Development Specialist November 2020.

#### 2022 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.

#### 2022 Budget Highlights:

1. Considerable growth is anticipated in 2022. If the 2021 trend continues there will be strong residential growth.
2. PDS remains cautiously optimistic that non-residential growth in 2022 will be significant. Meetings with Developers show signs of interest in new projects in 2022.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	3	3	3	3	3
Part Time	0	0	0	1	1



## 2022 Annual Budget

### Land Development Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-3100-4010	Salaries-Fulltime	196,378	111,451	182,099	82,422	158,525
1000-3100-4012	Salaries-Part Time	-	-	15,448	-	14,980
1000-3100-4013	Salaries-Board/Comm	1,135	1,795	1,500	830	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	2,353	1,178	2,450	2,527	950
1000-3100-4021	Social Security Tax	11,914	7,451	12,400	5,114	10,816
1000-3100-4022	Medicare	2,786	1,742	2,900	1,196	2,530
1000-3100-4023	Workers Comp	596	486	728	407	538
1000-3100-4041	Pension Non Uniform	9,936	6,132	9,227	4,248	7,974
1000-3100-4051	Hospitalization	47,244	35,066	52,292	23,845	42,446
1000-3100-4052	Vision Insurance	346	228	342	155	268
1000-3100-4053	Dental Insurance	2,446	2,034	2,956	1,471	2,371
1000-3100-4054	457 Contributions	9,936	6,132	9,227	4,248	7,974
1000-3100-4055	Disability Insurance	334	272	480	222	415
1000-3100-4057	Life Insurance	688	560	1,041	458	899
1000-3100-5001	Office Supplies	3,464	1,153	3,000	869	3,000
This category is for office supplies for Planning and Development Services and includes toner expenses.						
1000-3100-5002	Subscriptions/Books	492	564	700	756	700
1000-3100-5004	Materials And Supplies	79	127	500	117	500
1000-3100-5007	Safety Supplies	(1,150)	783	500	60	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	8,645	2,511	15,000	6,615	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. This account also includes employment background checks and drug testing.						
1000-3100-5133	Legal Services	570	-	5,000	2,486	5,000
1000-3100-5134	Other Services/Fees	3,520	5,930	5,000	346	2,500
This account is for recording fees (\$300) for plans where there is no Developer's Deposit account.						
1000-3100-5230	Information Tech Sv	53,000	57,500	60,000	60,000	66,000
1000-3100-5353	Employee Meeting /Confer	3,298	1,659	3,500	1,566	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.						



## 2022 Annual Budget

### Land Development Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-3100-5354	Employee Training	4,202	145	4,000	1,134	4,000
This account is for employee training sessions and includes the annual PPA Conference.						
1000-3100-5356	Employee Dues/Members	-	986	-	-	-
All APA/PPA dues have been moved to 3300-5356						
1000-3100-5357	Clothing	-	94	150	-	-
This category is for employee boots for 1 staff member. Boots are purchased once every 5 years if needed. (last purchase was for new hire in 2020)						
1000-3100-5361	Postage And Shipping	1,245	48	1,500	-	-
In 2020 added the Business Hub Survey postage. Left at \$0 for 2022 as this is going to a different Department						
1000-3100-5362	Printing	575	449	1,000	-	500
This account is being left at \$0 for 2022 as this function is going to a different Department.						
1000-3100-5363	Advertising	4,066	3,478	5,000	3,518	5,000
1000-3100-5370	Minor Equipment/Furniture	159	-	1,000	37	1,000
1000-3100-5371	Community Outreach	1,751	953	2,500	375	-
This account inactivated at end of 2021 and moved to 3300-5371.						
		Total	370,010	250,907	401,440	205,020
						359,386

**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.

**2021 Accomplishments:**

1. The Code Administration Group had another remarkable construction year and oversaw the opening of the Atria Personal Care Home.
2. Code Administration staff reviewed, processed, and issued hundreds of building permits and zoning applications through September 2021 including:
  - a. 84 non-residential building permits,
  - b. 333 residential building permits,
  - c. 100 non-residential zoning applications,
  - d. 53 residential (type 2) zoning permits, and
  - e. 46 fire system installation applications.
3. Code Administration staff closed out 441 building permits through September, 2021.
4. Code Administration staff closed out 126 zoning permits through September, 2021.
5. Code Administration staff completed 8,100 building inspections through September, 2021.
6. Code Administration staff completed approximately 600 fire system testing reviews as of September, 2021.
7. Code Administration staff completed approximately 159 Inspections of Premises as of September, 2021.
8. Code Administration staff continued the Fire Prevention licensing program and has increased the number of applications. Staff has also continued to track false alarms and has seen in a reduction of related calls.
9. Property Maintenance matters have continued to be a priority and staff has focused efforts as needed.
10. Code Administration staff continues to resolve many zoning matters and has thereby effectively limited the number of zoning appeals.
11. Code Administration staff implemented Integrated Software System for PDS in May. The implementation of this new software package has attained the following goals:
  - a. Increased staff efficiency across multiple Township Departments as it pertains to the submission, plan review, permitting, and inspections processes.
  - b. Reduced the Township's reliance on paper processes.
  - c. Streamlined all aspects of the project management process by increasing the efficiency of storing, managing, and accessing all information related to a given application.

**2022 Goals:**

1. Continue the scanning project and paper reduction plan.
2. Continue with the implementation of the next phase of the Integrated Software System (ISS).
3. Develop strategies for implementing Remote Virtual Inspection (RVI) procedures.

**2022 Budget Highlights:**

1. Continued 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.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	5	8	6	6	5
Part Time	1	0	1	0	2



## 2022 Annual Budget

### Code Enforcement Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-3200-4010	Salaries-Fulltime	310,618	262,131	309,805	231,050	300,805
1000-3200-4012	Salaries-Part Time	10,341	25,602	23,185	24,869	22,737
1000-3200-4015	Overtime	9,637	2,942	9,500	10,731	8,150
1000-3200-4021	Social Security Tax	19,765	17,208	21,233	15,852	20,565
1000-3200-4022	Medicare	4,623	4,024	4,966	3,707	4,810
1000-3200-4023	Workers Comp	2,044	1,248	1,900	1,063	1,816
1000-3200-4041	Pension Non Uniform	16,013	13,254	15,965	12,089	15,447
1000-3200-4051	Hospitalization	103,380	95,918	109,333	86,956	105,124
1000-3200-4052	Vision Insurance	745	637	704	604	643
1000-3200-4053	Dental Insurance	5,239	5,529	6,085	5,668	5,731
1000-3200-4054	457 Contributions	16,013	13,254	15,965	12,089	15,448
1000-3200-4055	Disability Insurance	728	553	830	534	803
1000-3200-4057	Life Insurance	1,501	1,139	1,800	1,102	1,743
1000-3200-5002	Subscriptions/Books	3,019	-	3,000	1,346	7,000

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	165	168	750	112	500
This account is for field equipment.						
1000-3200-5110	Third Party Inspections	38,282	10,910	10,000	-	-
This expense account is for 3rd party building inspection services. This is not currently being used, in 2022 but may in the future.						
1000-3200-5111	Professional Services	4,116	6,864	3,000	3,191	3,000
Septic reviews and building permit refunds.						
1000-3200-5115	3Rd Party Building Plan Review	98,855	101,470	85,000	52,834	85,000
This account is for the cost of 3rd party building plan review.						
1000-3200-5133	Legal Services	300	-	500	700	500
This account is for Zoning Hearing Board or Building and Fire Code Appeals Board legal services.						
1000-3200-5230	Information Tech Svcs	53,000	57,500	60,000	60,000	66,000
1000-3200-5312	Cell Phones	9,115	6,815	7,000	4,800	7,000
This category is for cell phone reimbursement for all Planning and Development Services cell phones. Director - phone, data (\$100), Manager(s) (1) - phone, data (\$100), Building Inspectors -(4) phones (\$60 per employee).						



## 2022 Annual Budget

### Code Enforcement Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-3200-5354	Employee Training	6,838	4,897	6,000	1,836	4,000
This account is for the Codes Group seminars, training and other related educational gatherings.						
1000-3200-5355	Employee Career Devel	270	-	-	-	-
Tuition reimbursement						
1000-3200-5356	Employee Dues/Members	170	1,625	500	145	500
1000-3200-5357	Clothing	464	90	600	297	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	326	361	750	-	300
This is for the pass/fail stickers and items of that nature.						
1000-3200-5363	Advertising	1,047	-	1,000	358	750
This account is for advertising of hearings for the Zoning Hearing Board and Building and Fire Code Appeals Board.						
1000-3200-5364	Fuel	1,861	1,179	2,000	1,742	2,000
Total		718,473	635,317	701,371	533,672	680,972

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.

2021 Accomplishments:

1. Planning staff revised and updated the Planned Neighborhood Ordinance for adoption.
2. Planning staff continued to work with the Pittsburgh North Regional Chamber to revigorated the Cranberry Township Farmers Market and offer opportunities for local businesses to provide goods and services to the community.
3. Planning staff continued to coordinate all departmental grant submissions throughout the Township. In addition, several new applications were developed based on current federal and state funding opportunities.
4. Planning staff worked with the Parks & Rec Department to advance current park planning initiatives.
5. Planning staff implemented a comprehensive annual report program that has begun to identify organizational strategies and priorities.
6. Planning staff assisted in the planning and visioning of high-priority Township projects and policy initiatives such as the forthcoming Citizens' Institute.
7. Planning staff assisted in the development and implementation of a capital planning program.
8. Planning staff continue to work with other departments and external consultants to advance the following planning efforts:
  - a. Community Park Stream Restoration Plan
  - b. Municipal Grounds Plan
  - c. Parks Master Plan Update
  - d. Graham Park Signage Plan Update

2022 Goals:

1. Implement a strategic planning process that identifies redevelopment strategies for the Township's commercial core.
2. Develop a strategic planning process that addresses revitalization issues and builds participation in neighborhoods throughout the Township.
3. Seek opportunities that address multimodal connectivity throughout the Township.
4. Continue to aid in the planning and visioning of high-priority Township projects and policy initiatives, as directed.
5. Work with other departments and external consultants to advance a parks wayfinding/master plan.
6. Create a new plan for the Planners In Action project.
7. Develop a Homeowner's Association strategy that sets up Homeowners Associations up for long-term success.
8. Re-engage the Community Connections Advisory Committee and update the missing links' program priorities.
9. Continue to work with the Environmental Advisory Committee to create strategies and recommendations related to environmental issues in the Township.

2022 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.
3. Continue the partnership with the Pittsburgh North Regional Chamber events including the Farmer's Market.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	1	1	2	2	2
Part Time	1	1	0	0	0

## 2022 Annual Budget

## Planning Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-3300-4010	Salaries-Fulltime	125,620	128,314	147,594	127,287	145,651
1000-3300-4012	Salaries-Part Time	5,625	113	4,005	-	3,958
1000-3300-4013	Salaries-Board/Comm	237	473	-	221	-
1000-3300-4015	Overtime	214	94	250	173	100
1000-3300-4021	Social Security Tax	8,049	7,942	9,415	7,873	9,282
1000-3300-4022	Medicare	1,883	1,858	2,202	1,841	2,171
1000-3300-4023	Workers Comp	285	279	437	244	419
1000-3300-4041	Pension Non Uniform	6,292	6,340	7,392	6,373	7,288
1000-3300-4051	Hospitalization	19,255	10,477	29,644	7,005	12,896
1000-3300-4052	Vision Insurance	139	69	188	43	117
1000-3300-4053	Dental Insurance	904	596	1,623	406	923
1000-3300-4054	457 Contributions	6,292	6,340	7,393	6,373	7,288
1000-3300-4055	Disability Insurance	207	220	384	262	379
1000-3300-4057	Life Insurance	426	452	834	541	822
1000-3300-5002	Subscriptions/Books	-	-	500	-	300
1000-3300-5111	Professional Services	934	3,884	20,000	20,692	25,000
Various planning projects for 2022 as approved by Management.						
1000-3300-5353	Employee Meeting /Confer	-	330	-	-	-
1000-3300-5354	Employee Training	4,038	1,444	7,500	50	7,500
APA Conference registration/transportation and training for Director, Manager Strategic Planning. Includes ASLA Conference.						
1000-3300-5356	Employee Dues/Members	714	703	5,000	1,930	3,000
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.						
1000-3300-5363	Advertising	-	-	1,000	-	-
Business Hub promotion and advertising. In 2022 not using this a different Department is handling this.						
1000-3300-5371	Community Outreach	-	-	-	-	3,000
This account was created in 2022 for the following outreach efforts, including the following; 1. EAC (\$3,000). 2. Green Team (\$0 for now).						
1000-3300-5372	Pedestrian Connections	-	-	-	-	-
This project is handled in the Capital Budget.						
		Total	181,113	169,927	245,361	181,312
						230,094

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, stormwater, and/or trash utility service applications to customers requesting new service, changing service or stopping service. The CSC also processes 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.

2021 Accomplishments:

1. The CSC averages 26,000 calls per year and 104 calls handled per day. We also average 125 customers through our doors daily. We have sold over 25,000 trash stickers, processed over 1,300 lien letters, over 400 building (all types) and zoning permits, scheduled over 2,000 building inspections before switching over to the new software. We have also processed approximately 2,000 service orders, 2,000 work orders, 2,000 cart delivery, repair, and/or removal requests, and processed over 100,000 transactions through OpenGov, 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: continuing to adapt to the changing COVID 19 environment, continuing to manage the trash recycle and/or yard cart requests and cart numbering asset management, continuing to manage the missed collection pickups, continuing to assist in the property file document scanning project, continuing to educate our customers on the stormwater management program and their stormwater rates in their monthly bills. Worked on the implementation of the new software to process lien letter applications, process permit related payments and schedule building inspections. Created and filled the Assistant Manager Customer Service position in preparation for the merger of the Parks and Recreation Customer Service and the CSC.

2022 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 manage the trash, recycle, and yard cart requests to include cart numbering asset management.
4. Continue to educate customers on the stormwater management program.
5. Work towards combining Parks and Recreation Customer Service and the CSC with the goal of improving the overall customer experience.

2022 Budget Highlights:

1. Continue to educate customers about the use of the Customer Portal, email billing, auto payment options through CSS and OpenGov and other self-service tools.
2. Continue to manage the volume of phone calls answered, especially on peak days and peak times throughout the day.
3. Evaluate the CSC space needs with the goal of improving customer interaction creating an inviting and welcoming atmosphere for our walk-in customers.
4. Continue to learn, teach and train all positions in preparation for the merger.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	4	5	5	4	7
Part Time	2	1	1	0	3



## 2022 Annual Budget

### Customer Service Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-3400-4010	Salaries-Fulltime	59,442	42,169	49,355	36,218	70,844
1000-3400-4012	Salaries-Part Time	7,446	2,584	2,436	327	8,034
1000-3400-4015	Overtime	27	4	100	22	-
1000-3400-4021	Social Security Tax	3,937	2,624	3,211	2,126	4,891
1000-3400-4022	Medicare	921	614	751	497	1,144
1000-3400-4023	Workers Comp	126	111	148	83	225
1000-3400-4041	Pension Non Uniform	2,974	2,109	2,468	1,812	3,542
1000-3400-4051	Hospitalization	17,489	12,708	14,850	9,662	19,500
1000-3400-4052	Vision Insurance	137	92	106	72	118
1000-3400-4053	Dental Insurance	914	746	862	630	1,126
1000-3400-4054	457 Contributions	2,974	2,109	2,468	1,812	3,542
1000-3400-4055	Disability Insurance	119	90	128	80	184
1000-3400-4057	Life Insurance	257	190	267	166	388
1000-3400-5001	Office Supplies	1,424	1,133	2,150	739	2,150
1000-3400-5002	Subscriptions/Books	-	-	200	-	200
1000-3400-5004	Materials And Supplies	111	41	300	235	300
1000-3400-5005	Cleaning Supplies	-	-	200	-	200
1000-3400-5007	Safety Supplies	287	232	250	168	250
1000-3400-5111	Professional Services	-	-	500	-	500
1000-3400-5121	Repair Maint Equipment	-	-	250	-	250
1000-3400-5230	Information Tech Svcs	56,000	60,000	60,600	60,600	61,500
1000-3400-5312	Cell Phones	1,380	1,380	1,200	1,100	2,400
1000-3400-5351	Employee Recruiting	-	-	250	-	500
1000-3400-5354	Employee Training	344	344	6,000	589	6,000
1000-3400-5356	Employee Dues/Members	41	-	750	-	750
1000-3400-5370	Minor Equipment/Furniture	264	-	1,500	-	1,500
<b>Total</b>		<b>156,612</b>	<b>129,280</b>	<b>151,300</b>	<b>116,938</b>	<b>190,038</b>



## 2022 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.

#### 2021 Accomplishments:

1. Updated and modified department policy and procedures.
2. Continued working toward achieving status of an accredited police agency.
3. Obtained NBIRS (National Incident-Based Reporting System) certification.

#### 2022 Goals:

1. Hire and train an Administrative Assistant to provide support to Police Command Staff.

#### 2022 Budget Highlights:

1. Increase in health care costs for all full time staff.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	6	5	6	7	7
Part Time	0	0	0	1	1



## 2022 Annual Budget

### Police Department Support Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-4111-4010	Salaries-Fulltime	150,468	145,081	172,693	132,037	174,271
Salaries for the Supervisor of Police Administrative Services, two (2) Police Clerks and a future Police Administrative Assistant.						
1000-4111-4011	Salaries-Uniform	213,251	214,293	322,473	353,026	331,073
Salaries for the Chief of Police, Support Services Lieutenant and Community Relations Lieutenant.						
1000-4111-4012	Salaries-Part Time	7,486	4,651	8,761	8,796	8,666
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	631	288	2,000	964	2,000
Costs related to arrest processing for serious crimes, fingerprinting and staffing the front desk during vacations.						
1000-4111-4016	Overtime Uniform	8,554	7,654	13,250	22,073	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	23,217	22,748	33,550	32,457	34,208
1000-4111-4022	Medicare	5,430	5,320	7,846	7,591	8,000
1000-4111-4023	Workers Comp	10,178	8,321	18,982	10,619	19,457
1000-4111-4032	Longevity	4,007	4,107	13,195	17,373	13,553
1000-4111-4033	Court And Hearing Pay	-	-	1,150	227	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	3,791	3,271	7,613	4,654	7,786
Holiday pay costs for two (2) Sergeants per the Collective Bargaining Agreement.						
1000-4111-4041	Pension Non Uniform	7,555	7,268	8,734	6,650	8,814
1000-4111-4042	Pension Uniform	618,008	525,615	642,669	696,414	681,558
1000-4111-4051	Hospitalization	74,841	77,165	112,337	75,884	114,288
1000-4111-4052	Vision Insurance	547	525	796	481	796
1000-4111-4053	Dental Insurance	3,656	4,307	6,627	4,475	6,060
1000-4111-4054	457 Contributions	7,555	7,268	8,734	6,650	8,814
1000-4111-4055	Disability Insurance	717	734	1,384	720	1,412
1000-4111-4057	Life Insurance	1,030	1,042	1,723	1,017	1,732
1000-4111-5001	Office Supplies	3,864	2,487	3,800	2,768	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	13,357	8,273	15,000	5,028	14,000



## 2022 Annual Budget

### Police Department Support Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
Costs associated with miscellaneous supplies such as vehicle towing, flares, batteries, evidence packaging and radios.						
1000-4111-5007	Safety Supplies	2,638	343	3,000	89	3,000
Costs associated with purchase of health and safety supplies.						
1000-4111-5111	Professional Services	21,652	28,983	25,000	31,409	27,500
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 calibration, ENRAD, LPR Technology, policy procedure software and stopwatch calibration.						
1000-4111-5116	Fitness Center	3,847	242	4,000	5,622	4,000
Cost associated with repair, maintenance and purchase of fitness center equipment						
1000-4111-5121	Repair Maint Equipment	802	458	3,000	356	3,000
Costs associated with the repair and maintenance of equipment. Examples are radios, sirens and emergency light systems.						
1000-4111-5133	Legal Services	7,003	30,299	23,000	4,082	23,000
Costs associated with attorney fees.						
1000-4111-5134	Other Services/Fees	-	-	2,000	25	2,000
Costs associated for unforseen expensives typically for travel expenses related to investigations and warrant service.						
1000-4111-5230	Information Tech Svgs	250,000	270,000	275,000	275,000	290,000
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
1000-4111-5312	Cell Phones	12,251	12,595	12,700	9,950	13,000
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.						
1000-4111-5341	Insurance Premiums	34,486	35,475	35,000	36,440	37,000
Costs associated with law enforcement liability insurance.						
1000-4111-5353	Employee Meeting /Confer	198	298	1,000	933	1,000
Costs associated for Township and employee expenses for conducting or attending meetings in- house or off site.						
1000-4111-5354	Employee Training	2,496	3,212	3,500	1,373	3,500
Costs associated with employee training and conferences.						
1000-4111-5356	Employee Dues/Members	1,409	744	1,500	1,129	1,400
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	3,789	4,571	4,800	5,630	3,900
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 Lieutenant and Community Relations Lieutenant.						
Funds uniforms for the administrative clerical staff (\$1200.00).						
Funds replacement of protective vest every 5 years with an estimated cost of \$1100.00 per vest.						



## 2022 Annual Budget

### Police Department Support Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-4111-5362	Printing	1,823	242	1,500	-	1,000
Costs associated for printing for major projects such as hiring and police reports.						
1000-4111-5370	Minor Equipment/Furniture	15,616	15,057	15,000	622	15,000
Costs associated with minor equipment purchases and repairs.						
1000-4111-5371	Community Outreach	4,831	-	5,000	870	5,000
Costs associated with crime prevention programs, community projects, purchase of flyers and brochures.						
Total		1,520,980	1,452,938	1,818,317	1,763,430	1,887,988



## 2022 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.

#### 2021 Accomplishments:

1. Police Patrol handled over 13,000 calls for service and investigated 450+ criminal cases in 2021.

#### 2022 Goals:

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

Staffing Levels	2018	2019	2020	2021	2022
Full Time	25	26	26	27	27
Part Time	0	0	0	0	0



## 2022 Annual Budget

### Police Patrol Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-4112-4011	Salaries-Uniform	2,384,704	2,413,398	2,595,782	2,043,437	2,714,407
Salaries for four (4) Sergeants and twenty- three (23) Patrol Officers.						
1000-4112-4016	Overtime Uniform	145,666	126,562	147,150	90,372	147,150
Meet minimum staffing of at least 3 officers. Late calls and arrests.						
1000-4112-4021	Social Security Tax	164,281	162,522	183,270	136,458	191,371
1000-4112-4022	Medicare	38,420	38,009	42,861	31,914	44,756
1000-4112-4023	Workers Comp	112,213	98,519	152,241	85,164	158,971
1000-4112-4032	Longevity	44,261	48,394	46,044	38,617	51,897
1000-4112-4033	Court And Hearing Pay	32,285	24,965	31,050	15,409	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	67,126	69,544	135,943	49,098	142,129
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4051	Hospitalization	410,382	434,252	482,422	424,550	518,382
1000-4112-4052	Vision Insurance	2,903	2,740	3,263	2,502	3,334
1000-4112-4053	Dental Insurance	20,376	22,105	26,419	22,353	27,980
1000-4112-4055	Disability Insurance	4,431	4,686	7,685	4,665	8,013
1000-4112-4057	Life Insurance	5,335	5,335	6,642	5,123	6,642
1000-4112-5353	Employee Meeting /Confer	-	-	800	368	-
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4112-5354	Employee Training	2,603	2,565	15,000	4,189	8,000
Costs associated with employee training and conferences.						
1000-4112-5355	Employee Career Devel	-	-	5,000	1,667	5,000
College tuition reimbursement - Patrol						
1000-4112-5356	Employee Dues/Members	225	180	250	300	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	27,590	12,586	36,900	35,433	35,200
Funds \$900.00 per year per officer for clothing allowance per the Collective Bargaining Agreement and the replacement of protective bulletproof vest every five (5) years at an estimated cost of \$1100.00 per vest. DOJ grant funds are available for new vests/replacements (up to 50% of cost). Funds the purchase of uniforms and equipment for new hires.						
Total		3,462,801	3,466,363	3,918,722	2,991,619	4,094,532

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

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

**2021 Accomplishments:**

1. One (1) officer is currently assigned to the Traffic Enforcement Unit.
2. The Traffic Officer handled over 350 calls for service, issued 100+ traffic citations, 75+ warnings and assisted in a number of criminal cases in 2021.

**2022 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	2018	2019	2020	2021	2022
Full Time	2	1	1	1	1
Part Time	0	0	0	0	0



## 2022 Annual Budget

### Police Traffic Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-4113-4011	Salaries-Uniform	98,400	95,795	101,832	80,782	104,218
Salaries for 1 Traffic Officer.						
1000-4113-4016	Overtime Uniform	3,522	3,301	5,450	2,825	5,450
Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.						
1000-4113-4021	Social Security Tax	6,599	6,309	7,145	5,438	7,318
1000-4113-4022	Medicare	1,543	1,476	1,671	1,272	1,711
1000-4113-4023	Workers Comp	4,685	3,801	5,935	3,320	6,079
1000-4113-4032	Longevity	1,488	1,196	1,404	1,333	1,695
1000-4113-4033	Court And Hearing Pay	3,141	-	1,150	-	1,150
1000-4113-4034	Holiday Pay	4,378	1,218	5,411	922	5,533
1000-4113-4051	Hospitalization	20,384	750	3,000	1,500	3,210
1000-4113-4052	Vision Insurance	277	266	134	244	134
1000-4113-4053	Dental Insurance	3,303	2,318	1,159	2,318	1,194
1000-4113-4055	Disability Insurance	180	220	300	183	306
1000-4113-4057	Life Insurance	205	239	246	197	246
1000-4113-5354	Employee Training	767	505	500	875	500
Costs associated with employee training and conferences.						
1000-4113-5356	Employee Dues/Members	-	-	500	170	250
Costs associated with dues and memberships. Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.						
1000-4113-5357	Clothing	1,037	270	1,800	2,950	900
Costs associated with clothing reimbursement and uniforms for members of the Traffic Unit. Funds \$900.00 per year for officers per the Collective Bargaining Agreement which expires in 2020. Funds replacement of protective vests every 5 years, estimated cost \$1100.00 per vest.						
<b>Total</b>		<b>149,910</b>	<b>117,663</b>	<b>137,637</b>	<b>104,329</b>	<b>139,894</b>



## 2022 Annual Budget

### Department: Police Investigations

#### **Description and Responsibilities:**

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

#### 2021 Accomplishments:

1. Detectives made over 90 arrests, handled over 200 calls for service and assisted various local, state and federal authorities in a wide range of criminal investigations.

#### 2022 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	2018	2019	2020	2021	2022
Full Time	3	2	2	2	2
Part Time	0	0	0	0	0



## 2022 Annual Budget

### Police Investigations Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-4114-4011	Salaries-Uniform	191,584	190,519	204,159	164,812	208,955
Salaries for the Detective Lieutenant and one (1) Detective						
1000-4114-4016	Overtime Uniform	51,693	27,536	25,000	29,856	10,900
Late calls, arrests, and investigations.						
1000-4114-4021	Social Security Tax	14,872	13,839	14,512	12,508	14,856
1000-4114-4022	Medicare	3,670	3,237	3,394	2,925	3,477
1000-4114-4023	Workers Comp	12,799	7,907	12,055	6,744	12,348
1000-4114-4032	Longevity	4,310	4,899	5,585	5,503	6,233
1000-4114-4033	Court And Hearing Pay	6,020	4,570	2,300	3,311	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	5,178	4,399	11,120	3,820	11,372
Holiday pay for uniformed employees as per the Collective Bargaining agreement.						
1000-4114-4051	Hospitalization	40,970	43,426	44,890	44,485	47,223
1000-4114-4052	Vision Insurance	620	595	268	545	268
1000-4114-4053	Dental Insurance	1,967	5,051	2,318	5,236	2,388
1000-4114-4055	Disability Insurance	376	353	609	376	622
1000-4114-4057	Life Insurance	410	376	492	394	492
1000-4114-5312	Cell Phones	2,820	2,800	2,400	2,000	2,400
Costs associated with cellular phone service.						
1000-4114-5353	Employee Meeting /Confer	-	-	100	-	100
Costs associated with Township and employee expenses for conducting or attending meetings in-house or off site.						
1000-4114-5354	Employee Training	1,025	450	2,000	247	1,500
Costs associated with employee training and conferences.						
1000-4114-5356	Employee Dues/Members	-	-	200	79	200
Costs associated with dues and memberships. Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.						
1000-4114-5357	Clothing	1,980	540	1,800	2,470	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 (\$1100.00).						
		Total	340,295	310,497	333,202	285,311
						327,434

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

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

**2021 Accomplishments:**

1. A total of five (5) police vehicles were purchased in 2021. This was the result of Covid-19 restrictions and unavailability of replacement police fleet vehicles in 2020.

**2022 Goals:**

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

**2022 Budget Highlights:**

1. Two police vehicles are expected to be replaced in 2022.
2. Expected fuel cost increase.



## 2022 Annual Budget

### Police Fleet Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-4115-5111	Professional Services	-	273	-	-	-
1000-4115-5122	Repair Maint Vehicles	53,565	29,757	37,000	30,790	37,000
Car washing fees, sirens and emergency light system repairs, maintenance not performed by Public Works, parts and supplies.						
1000-4115-5364	Fuel	58,005	32,555	50,000	48,773	63,000
Cost associated with providing fuel for police vehicles.						
1000-4115-6122	Fleet Replacement	159,102	17,520	191,280	124,328	90,000
Funding used to replace police vehicles and equipment. Fleet replacement is determined by a point system utilized by Public Works. It is projected that two (2) police vehicles will be replaced in 2022. This will include one (1) marked police sedan and one (1) marked police SUV which will replace a supervisor's vehicle.						
Total		270,672	80,105	278,280	203,891	190,000



## 2022 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.

#### 2021 Accomplishments:

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



## 2022 Annual Budget

### Community Service Officers Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-4117-4012	Salaries-Part Time	-	-	10,000	-	10,000
1000-4117-4021	Social Security Tax	-	-	620	-	620
1000-4117-4022	Medicare	-	-	145	-	145
1000-4117-4023	Workers Comp	-	-	285	159	285
1000-4117-5004	Materials And Supplies	-	-	1,000	-	1,000
1000-4117-5357	Clothing	-	-	600	-	600
<b>Total</b>		<b>-</b>	<b>-</b>	<b>12,650</b>	<b>159</b>	<b>12,650</b>

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

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

**2022 Budget Highlights:**

1. No cost increase expected in 2022.



## 2022 Annual Budget

### Animal Service Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 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

**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.

**2021 Accomplishments:**

1. Conducted three (3) firearms trainings which include handgun, patrol rifle and shotgun.
2. Added a secure storage building to house range equipment.

**2022 Goals:**

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

**2022 Budget Highlights:**

1. Cost increase expected in 2022 due to the rise in ammunition costs.



## 2022 Annual Budget

### Firing Range Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-4140-5004	Materials And Supplies	11,426	11,865	12,000	12,236	14,000
Includes ammunition for three yearly training, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies and targeting systems.						
	Total	11,426	11,865	12,000	12,236	14,000

**Department: Fire & Emergency Services**
**Description and Responsibilities:**

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

**2021 Accomplishments:**

1. Successfully assisted the Township & VFC with navigating an ongoing worldwide pandemic.
2. Stipend staffing increased to six firefighters which includes the expansion to staffing the Haine Fire Station. 2021 Staffing through September 2021 averaged two or more qualified firefighters on station 80% of the time.
3. Facilitated the installation of the two-story burn facility at the PSTC.
4. Implemented the VFC's small vehicle replacement plan/fleet reduction.
5. Beautification of the Haine Fire Station including new signage and lighting.
6. Successfully utilized two interns to accomplish a significant number of tasks for DFES, most notably the pilot program of the Fire Cadet Academy.
7. "Panic at the Park" EMA exercise focused on Community Days emergency response.

**2022 Goals:**

1. Support the VFC's new initiative on NFPA 1582 physical and cancer screenings for all prior active members.
2. Improve the stipend staffing program percentage beyond the usual 70-75%.
3. 2022 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 and EMS.
7. Complete small vehicle replacement plan coupled with a fleet reduction for CTVFC.
8. Continue the modernization of the Haine Fire Station.
9. Implementation of the community access AED program and AED upgrade throughout all facilities in the township.

**2022 Budget Highlights:**

1. Support the VFC's new initiative on NFPA 1582 physical & cancer screenings for all prior active members.
2. Improve the stipend staffing program percentage beyond the usual 70-75%.
3. Increase DFES staffing to reduce the rising administrative burden on the volunteers of the CTVFC & EMS.
4. Implementation of the community access AED program & AED upgrade throughout all facilities in the township.
5. Complete small vehicle replacement plan coupled with a fleet reduction for CTVFC.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	0	3	2	2	3
Part Time	0	0	0	0	0



## 2022 Annual Budget

### Fire & Emergency Services Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-4230-4010	Salaries-Fulltime	191,432	102,507	144,540	86,500	145,252
1000-4230-4012	Salaries-Part Time	-	-	12,000	8,832	12,000
1000-4230-4015	Overtime	702	-	1,000	-	1,000
1000-4230-4021	Social Security Tax	11,328	6,170	9,767	5,827	9,812
1000-4230-4022	Medicare	2,649	1,443	2,284	1,363	2,295
1000-4230-4023	Workers Comp	37,849	33,525	41,059	51,029	51,000
Worker's compensation insurance costs for Fire Company and Ambulance volunteers.						
1000-4230-4041	Pension Non Uniform	9,607	5,125	7,277	4,325	7,313
1000-4230-4051	Hospitalization	43,205	22,527	15,038	20,367	16,867
1000-4230-4052	Vision Insurance	299	144	126	122	126
1000-4230-4053	Dental Insurance	2,085	1,255	832	1,176	856
1000-4230-4054	457 Contributions	9,607	5,125	7,277	4,325	7,313
1000-4230-4055	Disability Insurance	365	205	378	199	380
1000-4230-4057	Life Insurance	753	422	821	410	825
1000-4230-5001	Office Supplies	715	83	2,000	102	2,000
1000-4230-5004	Materials And Supplies	9,356	27,495	30,500	15,493	35,000
DFES, Fire Police, EMA						
1000-4230-5111	Professional Services	3,477	22	3,500	131	3,500
DFES, EMA						
1000-4230-5220	General Services Intragov	232,808	236,549	230,000	215,128	215,000
Transfer of intergovernmental aid to Volunteer Fire Company. (Relief Assoc.)						
1000-4230-5230	Information Tech Svcs	29,000	30,000	35,000	35,000	40,000
1000-4230-5312	Cell Phones	3,685	1,530	3,000	1,000	3,000
1000-4230-5332	Equipment Leases	642	654	650	546	650
2 hydrants @ \$325 ea. (rental from West View Water)						
1000-4230-5354	Employee Training	2,293	1,038	10,000	6,178	10,000
1000-4230-5364	Fuel	17,735	10,543	20,000	11,812	22,500
1000-4230-5370	Minor Equipment/Furniture	2,304	2,775	5,000	5	5,000
		Total	611,895	489,138	582,049	469,868
						591,689

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

The Public Works Department performs snow removal, de-icing and anti-icing on over 135 centerline miles of roadway, over 320 cul-de-sacs, township parking lots, walking trails and sidewalks. We manufacture our salt brine which is used to reduce the amount of rock salt used (by approx. 30%), plus we sell salt brine to several nearby townships who do not have the infrastructure to manufacture it themselves.

2021 Accomplishments:

1. Winter statistics for 2021 include 36 snow events, with 5,060 tons of salt used and 21,890 miles driven. Winter 2020-2021 was second highest snow total in last 10 years.
2. Continued to reduce salt usage by up to 30% on routes with our Epoke salt spreaders. Epoke spreaders hold 30% less rock salt compared to other spreaders with 465 gallons of liquid salt brine making up the additional 30% volume.
3. Continued to increase our salt brine usage with the addition of one new Epoke spreader to our winter operations - furthering our goal to reduce the amount of road salt used.
4. Continued using SwiftReach callout software. Used to expedite operator notification when snow/ice event occurs. Response to call out and customer service exceeded expectations.
5. Continued using GPS tracking software in order to respond quickly to resident and emergency response requests, plus shows a history cookie trail to traceability.
6. Continued inter-municipal sales agreements for salt brine and blend products.
7. Continued utilizing our multi-truck brine loading station allowing up to five trucks to load at the same time so trucks are able to return to their routes after reloading much quicker.
8. Implemented the use of Solar salt for making salt brine. Cleaner Solar salt allows for faster brine production.

2022 Goals:

1. Implement additional snow route for the MSA throughway and SE quadrant residential developments.
2. Implement demo program of Frost System cameras that will provide real-time road surface temperatures at 3 different locations in the township to allow greater management of each winter event.
3. Continue using SwiftReach software for efficient callout responses from the plow drivers.
4. Continue to utilize GPS software to evaluate route efficiencies and adjust where necessary.
5. Continue cross training of management staff for coverage of storms.
6. Continue utilizing our anti-icing technology ahead of the winter storm event to prevent snow & ice from bonding to the road surface.

2022 Budget Highlights:

1. Continue to utilize the COSTARS contract for salt. COSTARS contract price for rock salt is 24% lower this year at \$57.91/ton allowing us to recognize a substantial savings.
2. Continue to evaluate the MSA corridor snow routes and all other routes and make changes if needed.
3. Evaluate the pilot program with Frost Systems road surface temperature cameras.
4. Continue to monitor the winter service agreements.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	17	17	20	20	21
Part Time	0	0	0	0	0

## 2022 Annual Budget

## Snow Removal Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5110-4010	Salaries-Fulltime	42,725	(51,811)	40,000	32,703	40,000
1000-5110-4015	Overtime	67,783	44,821	60,000	78,606	60,000
1000-5110-4021	Social Security Tax	6,688	3,930	6,500	6,693	6,200
1000-5110-4022	Medicare	1,564	919	1,500	1,565	1,450
1000-5110-4041	Pension Non Uniform	5,525	3,300	5,500	5,566	5,000
1000-5110-4054	457 Contributions	5,525	3,300	5,500	5,566	5,000
1000-5110-5004	Materials And Supplies	16,512	4,310	32,000	14,576	32,800
Cost associated with winter maintenance equipment and miscellaneous expense.						
1000-5110-5111	Professional Services	9,845	4,213	25,000	5,565	25,625
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	27,408	20,960	24,000	6,084	24,600
Costs associated with repair and maintenance of equipment, including costs of repairs to salt brine equipment						
1000-5110-5323	Water	575	717	-	291	-
1000-5110-5354	Employee Training	-	-	2,500	-	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	476,105	93,427	485,000	301,903	497,125
Cost for Rock Salt and antiskid for Winter Maintenance						
1000-5110-6121	Equipment	5,850	-	20,000	-	20,500
plow blades, plows, parts and components to keep the snow fighting equipment in working order.						
Total		666,105	128,084	707,500	459,118	720,800

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

The Traffic Signal division undertakes the operational and maintenance responsibility of 42 Township owned Traffic Signals and 10 Intermunicipal Signals, 2 sets of School Zone Flashers and 7 Flashing Devices including Advance Signs and Speed Control Warning Signs. We also maintain the Street Sign Inventory, the Fiber Optic Communications Plant and Outside Plant Electrical Facilities.

**2021 Accomplishments:**

1. Upgraded the Municipal Office Data and Communications with an internal Fiber Optic Loop and installed Cat 6 cabling to all Administration Office desktops that allowed for substantial cost savings over contracted services.
2. Assisted Engineering with project management of the MSA Thruway Project with Traffic Control, Lighting and Electrical Specifications.
3. Managed the Traffic Signal preparations for the CH&N Rochester Rd project including Temporary to permanent provisions at 2 Intersections.
4. Maintained Efficient Signal Operations during multiple construction projects Township wide.
5. Installed Econolite Edaptive technology updates to 20 of the Coordinated Signals
6. Provided electrical and communication services for Pickleball, Fire Stations, Amphitheater and the Water System

**2022 Goals:**

1. Continue to migrate signals to the new Econolite Edaptive Operation Platform.
2. Develop a comprehensive program to maintain the Township Sign platform.
3. Update the base Timing platform with assistance of the Southwest Pa Commission SINC UP Grant.
4. Develop a succession plan for the Traffic Ops Manager.

**2022 Budget Highlights:**

1. Develop efficient work strategies to provide the best signal operational platform.
2. Continue to leverage Grant opportunities for Technology updates.
3. Incorporation of Capitol Projects into the Operations Budget.
4. Use of Staff to provide cost effective equipment and Technology installations.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	3	3	3	3	3
Part Time	1	2	1	1	1



## 2022 Annual Budget

### Traffic Signals & Communic Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5120-4010	Salaries-Fulltime	195,776	248,048	248,004	191,858	268,832
1000-5120-4012	Salaries-Part Time	-	-	8,600	2,082	10,000
Seasonal Labor						
1000-5120-4015	Overtime	7,894	3,814	8,500	9,164	12,000
1000-5120-4021	Social Security Tax	12,291	15,097	15,612	12,209	16,903
1000-5120-4022	Medicare	2,875	3,531	3,651	2,855	3,953
1000-5120-4023	Workers Comp	8,256	7,560	12,202	6,826	13,211
1000-5120-4041	Pension Non Uniform	10,183	12,564	12,590	10,015	13,632
1000-5120-4051	Hospitalization	55,722	64,887	70,620	64,185	74,031
1000-5120-4052	Vision Insurance	232	332	334	286	334
1000-5120-4053	Dental Insurance	2,622	2,898	2,865	2,626	2,951
1000-5120-4054	457 Contributions	9,427	12,033	12,590	10,015	13,632
1000-5120-4055	Disability Insurance	392	497	655	529	709
1000-5120-4057	Life Insurance	560	768	1,420	814	1,538
1000-5120-5001	Office Supplies	5,117	305	1,000	404	1,000
1000-5120-5004	Materials And Supplies	65,190	63,270	75,000	45,038	80,000
Signal and communication supplies for maintenance and repairs.						
1000-5120-5007	Safety Supplies	751	188	1,500	437	2,000
Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jackets.						
1000-5120-5111	Professional Services	30,176	2,887	3,000	2,941	10,000
Technical labor for project assistance.						
1000-5120-5121	Repair Maint Equipment	5,341	1,660	5,000	1,928	5,000
Electronic equipment repairs not covered by warranties. Equipment such as PTZ and Detection Cameras.						
1000-5120-5122	Repair Maint Vehicles	36	1,091	600	1,057	1,000
Annual Hydraulic inspection and associated testing						
1000-5120-5123	Repair Maint Facility Maint	25	-	500	224	500
TOC facility maintenance and repairs.						
1000-5120-5124	Maintenance Contracts	-	-	7,500	-	10,000
Contracted Services						

## 2022 Annual Budget

## Traffic Signals &amp; Communic Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5120-5312	Cell Phones	2,675	2,400	2,500	2,000	2,500
	Traffic Division Cell Phones					
1000-5120-5321	Electricity	37,561	40,039	35,000	29,854	35,000
	Energy costs associated with traffic signal devices; Includes Luminaries and street lights. Allows for minor rate increase.					
1000-5120-5354	Employee Training	2,275	-	3,500	710	4,000
	Technical Training/ Certification Maintenance; IMSA, ITE					
1000-5120-5356	Employee Dues/Members	620	870	750	2,419	750
1000-5120-5357	Clothing	346	-	400	-	600
	seasonal t shirts					
1000-5120-5361	Postage And Shipping	-	-	100	33	100
	Postage and shipping expenses related to electronic repairs					
1000-5120-5364	Fuel	2,739	2,885	2,000	3,218	3,000
	Increased Fuel Costs					
1000-5120-5367	Signs	15,921	8,989	20,000	5,418	25,000
	Aging Infrastructure and more restrictive sign regulations.					
1000-5120-5370	Minor Equipment/Furniture	-	202	-	-	500
<b>Total</b>		<b>475,002</b>	<b>496,814</b>	<b>555,993</b>	<b>409,146</b>	<b>612,676</b>



## 2022 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.

#### 2021 Accomplishments:

1. Completed basin repairs in advance of paving contract.
2. Completed over 80 catch basin repairs/replacements this year.
3. Continued to track all catch basin repairs and maintenance as part of MS4 program.
4. Storm sewer replacements, clean outs and slip lining as needed.

#### 2022 Goals:

1. Complete basin repairs in advance of 2022 paving contractor beginning work.
2. Create a video inspection program to capture pipe condition prior to the paving program. MS4 program benefits as well.
3. Coordinate 2022 Capital stormwater pipe and culvert replacement projects.

#### 2022 Budget Highlights:

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

Staffing Levels	2018	2019	2020	2021	2022
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0



## 2022 Annual Budget

### Storm Water Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5131-4010	Salaries-Fulltime	295,432	297,120	294,829	263,991	292,298
1000-5131-4012	Salaries-Part Time	-	-	13,792	-	13,790
1000-5131-4015	Overtime	784	-	2,000	330	2,000
1000-5131-4021	Social Security Tax	17,906	17,767	19,580	15,838	19,424
1000-5131-4022	Medicare	4,188	4,155	4,579	3,704	4,543
1000-5131-4023	Workers Comp	11,306	9,363	14,624	8,181	15,264
1000-5131-4041	Pension Non Uniform	14,807	14,852	15,101	13,213	14,975
1000-5131-4051	Hospitalization	58,630	54,207	59,244	52,679	53,592
1000-5131-4052	Vision Insurance	454	420	422	389	368
1000-5131-4053	Dental Insurance	3,140	3,480	3,415	3,591	3,039
1000-5131-4054	457 Contributions	14,737	14,541	15,101	13,213	14,975
1000-5131-4055	Disability Insurance	531	530	785	549	779
1000-5131-4057	Life Insurance	594	602	1,703	637	1,689
1000-5131-5004	Materials And Supplies	1,981	834	4,500	726	4,610
1000-5131-5007	Safety Supplies	951	-	2,000	-	2,050
Safety Equipment such as cones, barricades, vests, gloves, glasses						
1000-5131-5111	Professional Services	93,532	12,850	44,000	29,071	94,000
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	3,674	3,290	1,500	2,730	1,540
1000-5131-5312	Cell Phones	720	720	720	600	740
1000-5131-5332	Equipment Leases	532	2,125	1,000	-	1,025
1000-5131-5354	Employee Training	174	-	1,000	-	1,025
1000-5131-5366	Road Maintenance Supplies	82,246	29,811	60,000	50,509	61,500
Costs associated with the purchase of materials for road maintenance. Such as m-tops, stone, pipe and asphalt.						
1000-5131-5370	Minor Equipment/Furniture	536	1,076	4,000	2,015	4,100
New equipment/tools needed for finishing road repair paving projects, and various other construction projects.						
1000-5131-6121	Equipment	-	14,638	-	-	-
		Total	606,856	482,380	563,895	461,965
						607,326



## 2022 Annual Budget

### Department: Road Maintenance

#### **Description and Responsibilities:**

Construct capital road projects, complete road repairs, including repairs for the Utility division after water leak repairs, on over 135 center line miles of Township roads.

#### 2021 Accomplishments:

1. Completed Freshcorn Rd Capital Project under budget (cost \$230,000 of \$450,000 approved) following engineering design plans. Project included erosion and sediment controls systems, drainage improvements, road realignment, berm widening, line of sight improvements at Glen Rape Rd, full depth reclamation, paved binder and topcoat, restoration and regrading several properties to match new roadway.
2. Completed Phase 1 of the Dog Park relocation project including crossing two high pressure gas lines for road crossing (encasing the lines in concrete as required by the gas company).
3. Completed the Amphitheater site work including regrading around the facility, improving drainage around the facility, installing conduits for electrical and data communications, constructing two handicap parking spaces and paved the driveway into the facility.
4. Installed energy dissipater at the outlet drainage structure on Mystic Pine Dr per engineering design.
5. Completed 90 feet of storm sewer pipe replacement at 133 Heathercroft Dr due to pipe failure.
6. Completed installation of over 175 feet of French drain on Wheatfield Dr prior to the resurfacing program.
7. Continued In-house paving road repairs including twelve asphalt repairs for the Utility Department after water leaks saving approximately \$50,000 as previously contracted the work out.
8. Completely overhauled the Taylor Dunn garbage getter for the Waterpark saving over \$10,000 over buying a new unit.
9. Continued using Roadbotics analytics to inventory, analyze and rate each Township road segment.
10. Managed the Resurfacing Program including contracts for paving, crack sealing, and seal coating.
11. Managed four-time yearly Township collector roadway mowing to keep the vegetation from interfering with intersection line of sight concerns and the road.
12. Managed the street sweeping program as part of our MS4 Storm Water program.

#### 2022 Goals:

1. Concentrate on maintenance roadway projects in 2022 in lieu of one capital project.
2. Identify roadway rehabilitations for future capital consideration.
3. Increase the use of asphalt materials, equipment, and equipment leasing to improve the in-house paving program.
4. Review Roadsoft/Paser Ratings to prepare a list of roads for maintenance with an emphasis on maximize use of maintenance measures to extend paving budget.
5. Complete all catch basin repairs and road base repairs prior to the resurfacing program.
6. Consider hiring four seasonal employees to work as part of the street and storm water crew and repairs and crack sealing roads inside our housing plans and township owned parking lots.

#### 2022 Budget Highlights:

1. Continue to evaluate the Roadsoft program to build the resurfacing program with an increased focus on preventative maintenance versus paving scenarios.
2. Continue to manage capital projects with the goal of completing on time and under budget.
3. Utilize seasonal employees to crack seal up to 10 miles of roads inside residential plans.
4. Continue performing asphalt road repairs including those for the Utility Division to save overall township funds.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	9	8	8	8	8
Part Time	0	4	4	0	4



## 2022 Annual Budget

### Road Maintenance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5132-4010	Salaries-Fulltime	280,674	280,688	331,907	263,514	357,132
1000-5132-4012	Salaries-Part Time	-	-	-	786	-
4 Seasonal employees						
1000-5132-4015	Overtime	12,026	449	8,000	8,180	8,000
1000-5132-4021	Social Security Tax	17,901	17,063	21,941	16,628	23,506
1000-5132-4022	Medicare	4,187	3,990	5,131	3,889	5,497
1000-5132-4023	Workers Comp	13,374	11,039	17,231	9,639	18,454
1000-5132-4041	Pension Non Uniform	14,635	14,054	17,005	13,584	18,267
1000-5132-4051	Hospitalization	61,439	54,251	59,684	45,972	53,026
1000-5132-4052	Vision Insurance	549	482	480	393	431
1000-5132-4053	Dental Insurance	3,622	3,918	3,887	3,405	3,467
1000-5132-4054	457 Contributions	14,519	13,516	17,005	13,584	18,267
1000-5132-4055	Disability Insurance	693	679	884	693	950
1000-5132-4057	Life Insurance	800	812	1,918	822	2,060
1000-5132-5001	Office Supplies	328	35	1,000	-	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	6,225	7,922	10,000	4,134	10,250
Cost associated with miscellaneous expenses: Materials and Supplies						
1000-5132-5007	Safety Supplies	1,056	824	1,000	50	1,025
Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.						
1000-5132-5111	Professional Services	56,949	12,760	50,000	31,738	51,250
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	17,681	19,211	18,000	20,908	18,450
1000-5132-5230	Information Tech Svcs	-	-	-	-	-
1000-5132-5312	Cell Phones	1,980	1,860	2,400	2,000	2,500
Streets Mgr and 2 Crew Leaders						
1000-5132-5332	Equipment Leases	2,127	652	15,000	-	15,375
Costs associated with leasing of equipment.						
1000-5132-5354	Employee Training	672	-	2,000	-	2,050



## 2022 Annual Budget

### Road Maintenance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5132-5366	Road Maintenance Supplies	93,599	48,562	135,000	30,368	138,375
Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.						
1000-5132-5367	Signs	(43)	-	-	-	-
1000-5132-5370	Minor Equipment/Furniture	536	3,464	3,000	3,125	3,075
Costs associated with the purchase of minor equipment and furniture.						
1000-5132-6117	Paving	411,908	84,071	450,000	477,501	450,000
Asphalt costs associated with the resurfacing program						
Total		1,017,434	580,302	1,172,473	950,912	1,202,407

Department: Facility Maintenance
**Description and Responsibilities:**

Facilities Management is responsible for the management and maintenance of all seven Municipal owned buildings, grounds and equipment (with the exception of parks maintenance). This Division completes an average of 2,025 work orders per year including 50% preventative maintenance and 50% reactive. This Division is responsible for development and administration of all contracts and services related to Township facilities.

2021 Accomplishments:

1. Municipal Building Administration first and second floor renovation completed in house. Demo of cubicles, new carpet, ceiling tile and paint throughout. File room consolidation, demolition, and construction of new Finance area.
2. Remediation of Park Fire Station HVAC including new duct work and HVAC units for first floor for increased air flow.
3. Conversion of conference room to new preschool room including security and intercom.
4. Finish work for opening of Maker Space in the Library.
5. Finish work for Amphitheater including installation of Donor Tree.
6. Access and security upgrades at Water Tanks.
7. Remediation of Plant Master Control HVAC including duct work upgrades in server room. Plant gate access control.
8. Waterpark plaster repair to dive well. Rebuilt waterpark pumps for pool circulation pump and baby pool.
9. Cardboard compactor new hydraulic cylinders.
10. Continued COVID PPE supplies. Added UV sanitizing lights to preschool classrooms.

2022 Goals:

1. Implementation of HVAC zoning adjustments for Finance, Codes and Police.
2. Fuel island upgrade to change out pumps and pedestal.
3. Continue pool plastering for long term repair.
4. Future Admin parking/front lot updates.
5. Future Clubhouse HVAC upgrade.
6. Training of additional crew member. Succession planning for Facilities Manager in First Quarter 2022.

2022 Budget Highlights:

1. Continue to reduce dependency on contracted services to reduce expense while providing a high quality of service.
2. Continue with the addition of mechanical equipment into the building automation providing reliable real time monitoring.
3. Development of Asset Management to track PM's and budget future expenses.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	3	3	2	3	4
Part Time	2	2	0	1	0



## 2022 Annual Budget

### Facility Maintenance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5140-4010	Salaries-Fulltime	267,839	269,329	250,991	197,625	261,938
	Increased to add one full time utility 1 employee.					
1000-5140-4012	Salaries-Part Time	-	-	18,000	393	10,000
	part time seasonal help to perform labor tasks ie: roof and gutter cleaning, minor painting and unskilled work.					
1000-5140-4015	Overtime	4,791	1,307	5,100	2,640	8,000
	Allowance for call in on weekends and after normal hours snow removal and building emergency calls. Figure is based on actual expenses for the current budget year.					
1000-5140-4021	Social Security Tax	16,357	16,039	17,073	11,989	17,752
1000-5140-4022	Medicare	3,825	3,751	3,993	2,804	4,152
1000-5140-4023	Workers Comp	11,834	9,701	13,454	7,526	13,985
1000-5140-4041	Pension Non Uniform	13,625	13,524	12,849	10,007	13,397
1000-5140-4051	Hospitalization	67,063	64,120	63,070	52,025	63,940
	Actual amounts plus a 10% allowance					
1000-5140-4052	Vision Insurance	435	425	387	328	380
	Actual amounts with a 10% increase allowance					
1000-5140-4053	Dental Insurance	3,268	3,176	3,295	2,692	3,318
1000-5140-4054	457 Contributions	13,520	13,373	12,849	10,007	13,394
1000-5140-4055	Disability Insurance	527	540	668	475	697
1000-5140-4057	Life Insurance	650	665	1,449	571	1,511
1000-5140-5001	Office Supplies	14	-	100	-	100
1000-5140-5004	Materials And Supplies	16,432	24,913	15,000	20,053	35,000
	Purchasing of materials/supplies for the repair, maintenance and upkeep of the building, mechanical equipment and grounds.					
1000-5140-5005	Cleaning Supplies	20,225	14,241	21,500	11,379	21,500
	Housekeeping supplies. Specialized cleaning completed twice a week during cold/flu season on all communal areas. Police cells/vehicles cleaned/sanitized for communicable disease as needed.					
1000-5140-5007	Safety Supplies	42	1,259	250	-	250
	Safety supplies for Facilities, specialized respirators/cartridges, safety glasses, rubber gloves					
1000-5140-5111	Professional Services	27,647	21,640	25,000	23,739	30,000
1000-5140-5123	Repair Maint Facility Maint	17,263	14,209	15,000	2,421	15,000
	Costs associated with building repairs and maintenance not under contracted or professional services.					
1000-5140-5124	Maintenance Contracts	9,296	781	18,000	350	18,000



## 2022 Annual Budget

### Facility Maintenance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
All services under a signed contract will be charged to this account.						
1000-5140-5132	Janitorial Services	106,377	68,736	108,675	80,721	110,800
This account allows for nightly cleaning six nights per/ week and day porter services Mon. thru Friday, six hours per/day. Allowance for a contract increase and overtime for special event cleaning ie: Santa's First Stop, Farkleberry, Senior Expo.						
1000-5140-5312	Cell Phones	3,120	3,120	3,120	2,600	3,850
Account is based on actual with no anticipated carrier increases in service for Facilities Mgr and 3 staff member's cell phone reimbursement.						
1000-5140-5321	Electricity	93,305	89,527	110,000	78,856	110,000
Electrical service for municipal building and complex						
1000-5140-5322	Natural Gas	31,690	28,150	42,000	27,193	42,500
Figures based on current projected actual billing of natural gas for heating and domestic hot water.						
1000-5140-5323	Water	6,399	4,911	5,600	4,241	5,600
Figure is based on actual billing for past three years plus a projected amount for the final quarter						
1000-5140-5324	Sewer	6,579	4,370	4,600	4,140	4,700
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	3,255	3,500	3,544	3,600
1000-5140-5332	Equipment Leases	400	-	400	-	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	-	129	3,500	-	3,500
Employee training and certification classes to retain required certifications.						
1000-5140-5357	Clothing	233	-	600	-	900
Uniform and boot allowance for three full time employees.						
1000-5140-5364	Fuel	2,080	965	2,000	1,424	2,200
Gasoline and diesel fuel for the Facilities vehicles. Based on actual use.						
1000-5140-5370	Minor Equipment/Furniture	1,834	254	1,000	261	1,000
<b>Total</b>		<b>746,930</b>	<b>676,409</b>	<b>784,123</b>	<b>560,005</b>	<b>822,464</b>



## 2022 Annual Budget

### Department: Fleet Maintenance

#### **Description and Responsibilities:**

Fleet operations provides timely, efficient and effective services and support to all Township departments' vehicles and equipment.

#### 2021 Accomplishments:

1. Continued utilizing Munis along with our Fleet Replacement Program to perform a detailed analysis for the Township wide vehicle replacement program.
2. Utilized Fleet Replacement Program to identify replacement vehicles including W & S truck, Facility truck and police vehicles due to age and condition. Replacement of three administration hybrid vehicles due battery replacement cost. Purchase of a new 10-ton truck for snow removal on MSA Thruway and additional housing plans.
3. Continued to trade existing vehicles during purchase and utilized online auctioning (Municipibid) to maximize resale.
4. On-going training provided for new diagnostic software for Cummins engines.
5. Maintained the COG's crack seal machines throughout the rental season.
6. Continued out-sourcing the Police Department up-fits for new pursuit vehicles.
7. Continued handling all Fire Department fleet repairs in house when appropriate to reduce cost and allow quicker turnaround time for their fleet repairs and less out of service for first responder fleet.
8. Hired a new State Certified fleet mechanic to replace an employee who retired after more than 20 years of service to the Township

#### 2022 Goals:

1. Continue to service the fire department fleet to allow them to recognize savings of over \$20,000 yearly in labor over contracting out their Fleet PM's and State Inspections.
2. Continue to provide efficient and effective routine and emergency fleet services for all to all divisions within the township.
3. Utilize the Fleet Replacement Program to recommend replacement of the fleet to maximize capital investment. Adjust timing of program to account for current market delays in vehicle availability and supply.
4. Providing ongoing training of fleet mechanics on new vehicle repair technology standards and monitor impact on vehicles and equipment.
5. Continue to monitor Asset Management software package to improve the efficiency and timeliness of monthly PM's.
6. Increase the staff by adding one full time mechanics helper.

#### 2022 Budget Highlights:

1. Increase labor and benefit budget for one full time mechanics helper.
2. Cost increase for parts and vehicles due current market conditions.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	3	3	4	4	4
Part Time	0	1	0	0	0



## 2022 Annual Budget

### Fleet Maintenance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5150-4010	Salaries-Fulltime	125,448	125,162	106,798	96,222	110,000
1000-5150-4012	Salaries-Part Time	-	-	-	786	-
1000-5150-4015	Overtime	4,722	1,452	4,000	1,477	4,000
1000-5150-4021	Social Security Tax	8,004	7,808	7,064	6,049	6,900
1000-5150-4022	Medicare	1,872	1,826	1,652	1,415	1,614
1000-5150-4023	Workers Comp	5,208	4,246	5,535	3,096	5,406
1000-5150-4041	Pension Non Uniform	6,430	6,246	5,582	4,813	5,449
1000-5150-4051	Hospitalization	36,460	34,135	30,959	30,743	33,891
1000-5150-4052	Vision Insurance	249	240	201	206	201
1000-5150-4053	Dental Insurance	1,770	2,086	1,738	1,777	1,791
1000-5150-4054	457 Contributions	6,430	6,246	5,582	3,994	5,449
1000-5150-4055	Disability Insurance	246	249	290	199	283
1000-5150-4057	Life Insurance	254	257	630	206	615
1000-5150-5001	Office Supplies	-	-	1,000	-	1,025
Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.						
1000-5150-5004	Materials And Supplies	5,830	6,109	10,000	6,517	10,250
Cost associated with lubricants, tools and parts.						
1000-5150-5007	Safety Supplies	87	116	2,000	13	2,050
Costs associated with the purchase of safety materials.						
1000-5150-5111	Professional Services	17,486	25,512	25,000	19,337	25,625
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.						
1000-5150-5121	Repair Maint Equipment	469	8	-	-	-
1000-5150-5122	Repair Maint Vehicles	51,242	34,002	43,000	30,851	44,075
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	49	-	1,000	79	1,025



## 2022 Annual Budget

### Fleet Maintenance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.						
1000-5150-5356	Employee Dues/Members	-	-	350	-	350
Costs associated with dues and memberships.						
1000-5150-5370	Minor Equipment/Furniture	4,871	1,672	17,500	3,607	17,937
Cost for the purchase of minor equipment for the shop.						
Total		277,849	258,092	270,601	211,988	278,656

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.

2021 Accomplishments:

1. Successfully maintained a high standard of quality in the parks throughout 2021. Staff was lean for most of the year due to employment shortages.
2. Completed numerous projects in the parks utilizing the talents of full time and part-time staff. These projects saved money by doing most of the work in house. Some of the 2021 park projects include: Restoration of Amphitheater lawn, renovation of walking path at Graham Park flower garden, replacement of tarp roof on the hoop building at the Graham Park Maintenance Building and mulching many of the flower beds in the parks.
3. Maintained township satellite properties including the Municipal Building, Haine Fire Station, and outparcels to reduce costs of contract services. Accomplishing this work in house saves a minimum of \$17,000 in contract fees.
4. Improved township assets that needed repairs including the Graham Park tennis courts and community park restrooms.
5. Grounds staff played an integral role in the success of Community Days with both fulltime and seasonal staff. We have 8-10 grounds employees working 20-40 each for the weekend ensuring that the event runs smoothly.
6. Worked with all organizations that use the township facilities to make improvements that will better their experience.

2022 Goals:

1. Add one additional full time staff member and bring the total to seven 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. As we move forward the goal of the Public Works grounds department is to have staff report to all three parks daily. This will allow for more efficiency for daily tasks.
2. As we move forward the goal of the Public Works grounds department is to have staff report to all three parks daily. This will allow for more efficiency for daily tasks.
3. Continue to make improvements to the landscaping in the parks. A lot of the beds need new plants and trees.
4. Work with the athletic associations to make improvements to the athletic facilities.

2022 Budget Highlights:

1. Add additional money to the Agricultural Supplies line item. This will allow us to improve our chemical and fertilizer products that we use. Like many industries, the pricing for lawn care supplies continue to go up. It has been estimated that many products will see price increases up to 35-40%.
2. Add one additional full-time employee to the Grounds Maintenance staff. This will allow us to have 2 full-time employees at each of the three parks.
3. Continue to make improvements to our aging assets including park restrooms, shelters, and parking lots.
4. We would like to increase our seasonal staff's hourly wages. This will help with retention of valuable current employees and also increase the interest in working in our parks.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	6	6	6	7	7
Part Time	16	15	16	16	16



## 2022 Annual Budget

### Grounds Maintenance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5160-4010	Salaries-Fulltime	277,364	270,385	296,788	247,469	307,786
One additional full time employee for 2022.						
1000-5160-4012	Salaries-Part Time	161,202	103,694	210,000	144,244	220,500
1000-5160-4015	Overtime	19,823	981	17,055	12,295	17,000
OT for grounds personnel not including snow removal.						
1000-5160-4021	Social Security Tax	27,986	22,860	30,082	24,349	30,764
1000-5160-4022	Medicare	6,545	5,346	7,035	5,695	7,195
1000-5160-4023	Workers Comp	18,435	16,248	24,601	13,762	25,135
1000-5160-4041	Pension Non Uniform	14,650	13,768	15,179	12,881	15,729
1000-5160-4051	Hospitalization	48,808	44,179	48,662	40,374	48,632
1000-5160-4052	Vision Insurance	322	310	312	284	312
1000-5160-4053	Dental Insurance	2,358	2,608	2,609	2,608	2,688
1000-5160-4054	457 Contributions	14,650	13,768	15,179	12,881	15,729
1000-5160-4055	Disability Insurance	558	577	789	574	818
1000-5160-4057	Life Insurance	692	719	1,712	714	1,774
1000-5160-5004	Materials And Supplies	69,388	30,293	48,300	40,069	48,500
Increased for parks and recreation requests.						
1000-5160-5005	Cleaning Supplies	9,245	9,977	9,500	12,942	10,000
Additional supplies due to covid.						
1000-5160-5006	Agricultural Supplies	119,769	107,267	100,000	125,017	122,000
All products related to turf and landscape plant maintenance programs: fertilizer, herbicide, fungicide, calcium, magnesium, seed, and spray adjuvants.						
1000-5160-5007	Safety Supplies	851	1,828	1,080	415	1,080
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE.						
1000-5160-5111	Professional Services	89,984	33,551	61,600	44,378	64,200
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. Adjusted for increased contract prices.						
1000-5160-5121	Repair Maint Equipment	25,490	29,796	22,500	36,106	22,500
Parts and repairs for all parks power equipment.						
1000-5160-5123	Repair Maint Facility Maint	6,446	12,644	10,000	15,454	11,400
Repairs to parks structures and facilities including restrooms, storage buildings, shelters, amphitheatre, dog park, batting cages and site amenities.						



## 2022 Annual Budget

## Grounds Maintenance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5160-5312	Cell Phones	2,400	2,260	2,400	2,000	2,400
	Reimbursement of manager and 2 crew leaders for cell phones.					
1000-5160-5321	Electricity	74,318	66,328	77,000	55,501	70,000
	All electric in parks.					
1000-5160-5323	Water	6,119	7,750	7,000	6,092	6,800
	All water for facilities in parks.					
1000-5160-5324	Sewer	6,488	5,797	5,000	7,525	6,000
	Increased sanitary sewer service for all park facilities.					
1000-5160-5326	Storm Water Fee	543	6,985	7,200	8,004	7,200
1000-5160-5332	Equipment Leases	13,752	7,303	14,000	122	9,000
	Cart lease and landscape implements like chipper, stump grinder, and high lifts.					
1000-5160-5354	Employee Training	2,920	1,005	4,200	560	4,200
	Continuing education for pesticide application and pool chemical handling licensing.					
1000-5160-5357	Clothing	2,445	1,237	2,800	3,447	2,800
	T-shirts and jackets for seasonal and FT employees.					
1000-5160-5370	Minor Equipment/Furniture	12,128	7,328	17,800	370	15,000
	Small equipment like string trimmers, backpack blowers, and push mowers. Includes attachments for the Ventracs and other power units for snow removal.					
<b>Total</b>		<b>1,035,678</b>	<b>826,791</b>	<b>1,060,383</b>	<b>876,133</b>	<b>1,097,142</b>

Department: Public Works Administration
**Description and Responsibilities:**

Provides oversight and asset management for all Public Works Operations Divisions including Streets, Fleet, Grounds, Traffic and Facilities Divisions.

2021 Accomplishments:

1. Successfully reorganization of Department for Public Works to become Public Works Operations Department and Utility Department.
2. Focus on completion of projects using in-house DPW labor and materials to save overall Township project costs. Costs savings realized on Capital Projects including Admin Remodel, Freshcorn Road Rehabilitation, Amphitheater paving and restoration, Cranberry Township Dog Park, and Park Station HVAC remediation.
3. Monthly review of proposed engineering plans with crew monthly to gain input and consensus prior to construction.
4. Monthly review and coordination of PennDOT and Twp construction projects with Engineering, Police, Fire and Emergency Services to address traffic control and access issues prior to any impacts.
5. Administration of Traffic Signal Management including testing and deployment of Adaptive signal technology with focus on Signal Performance Measures.
6. Succession planning for Manager of Facilities Division and Manager of Traffic Division.
7. Recruitment and hiring of fleet mechanic due to a retirement and addition of facility crew member.

2022 Goals:

1. Advance design of future plans for the DPW buildings and grounds to optimize storage and streamline operations.
2. Succession planning for Facilities Manager position in first quarter of 2022.
3. Succession planning for Traffic Manager Position in fourth quarter of 2022.
4. Identification of crew succession planning/projected retirement.
5. Focus on maintenance of existing assets. Advance use of software for Asset Management. Prioritize future asset needs of Township including fleet and infrastructure (roads, facilities, grounds and traffic).

2022 Budget Highlights:

1. Advance Street and Grounds Fleet replacements that were postponed due to COVID with an emphasis on increased productivity.
2. Advance personnel additions that were held during COVID including transition to full time crew at North Boundary Park.
3. Incorporate minor facilities and traffic capital projects into Operations Budget.
4. Advance Public Works site planning for expanded future operations.
5. Increase in materials supplies as needed to reflect current market conditions.
6. Evaluate Paving Program with a focus on maintenance practices to extend pavement life.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	4	4	5	3	3
Part Time	0	0	0	0	0

## 2022 Annual Budget

## Pw Administration Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5170-4010	Salaries-Fulltime	39,549	144,748	121,186	100,795	129,112
1000-5170-4015	Overtime	-	1,601	500	2,327	500
1000-5170-4021	Social Security Tax	2,438	9,247	8,133	6,216	8,625
1000-5170-4022	Medicare	570	2,163	1,902	1,454	2,017
1000-5170-4023	Workers Comp	4,372	5,032	6,035	3,376	4,648
1000-5170-4041	Pension Non Uniform	1,977	7,688	6,059	5,156	6,456
1000-5170-4051	Hospitalization	16,041	33,368	25,750	23,512	33,363
1000-5170-4052	Vision Insurance	122	225	171	162	231
1000-5170-4053	Dental Insurance	858	1,810	1,375	1,434	1,937
1000-5170-4054	457 Contributions	1,977	7,683	6,059	5,156	6,456
1000-5170-4055	Disability Insurance	150	320	315	246	336
1000-5170-4057	Life Insurance	308	659	683	508	728
1000-5170-5001	Office Supplies	2,036	1,209	2,500	1,010	2,500
1000-5170-5004	Materials And Supplies	5,288	36,638	15,000	3,688	12,000
1000-5170-5005	Cleaning Supplies	1,022	3,810	3,000	669	2,500
1000-5170-5007	Safety Supplies	2,043	1,911	6,500	3,172	5,000
1000-5170-5111	Professional Services	24,137	29,205	55,000	10,300	50,000
1000-5170-5121	Repair Maint Equipment	83	-	-	-	-
1000-5170-5122	Repair Maint Vehicles	7	-	-	-	-
1000-5170-5123	Repair Maint Facility Maint	16,979	8,424	8,400	4,449	8,000
1000-5170-5124	Maintenance Contracts	669	-	4,000	-	4,000
1000-5170-5132	Janitorial Services	4,675	5,525	7,000	4,250	7,000
1000-5170-5133	Legal Services	2,950	-	3,000	-	3,000
1000-5170-5230	Information Tech Svcs	145,000	155,000	160,000	160,000	164,000
1000-5170-5312	Cell Phones	3,061	3,135	3,500	2,000	3,500
1000-5170-5321	Electricity	19,429	18,569	25,000	16,416	25,000
1000-5170-5322	Natural Gas	13,880	10,103	15,000	9,215	15,500
1000-5170-5323	Water	1,888	1,587	2,000	1,470	2,000
1000-5170-5324	Sewer	1,209	1,384	2,000	1,289	2,000



## 2022 Annual Budget

### Pw Administration Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5170-5326	Storm Water Fee	315	4,749	5,200	4,668	5,200
1000-5170-5353	Employee Meeting /Confer	1,496	2,015	4,000	702	3,500
1000-5170-5354	Employee Training	4,664	1,205	5,000	2,881	4,000
1000-5170-5356	Employee Dues/Members	695	1,013	1,000	570	1,000
1000-5170-5357	Clothing	11,116	9,709	12,000	12,206	15,000
1000-5170-5364	Fuel	65,027	37,237	70,000	50,418	65,000
1000-5170-5370	Minor Equipment/Furniture	589	298	10,000	97	5,000
Conference room upgrade						
Total		396,621	547,271	597,268	439,811	599,109



## 2022 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.

#### 2021 Accomplishments:

1. Completed construction of the MSA Thruway.
2. Completed the Amphitheater Renovation Project.
3. Completed the Unionville Road Roundabout.
4. Completed the Rochester Road Widening Project - Phase II.
5. Completed the Treatment Plant Headworks Roof Rehabilitation Project.
6. Completed demolition of the residential structure located on the Safreed Property (Phase I of the Sun Valley Stormwater Project).
7. Completed final design of the Ehrman Road Right Turn Lane Project. Construction 2022.
8. Completed final design of the Thompson Park Road/Brandt Drive Extension Mini-Roundabout. Construction 2022.

#### 2022 Goals:

1. Obtain the required permits from DEP, Acquire easement (by BCRA) and begin construction of the Franklin Acres Pump Station Removal Project and intercept to BCRA.
2. Complete design and construction of the Municipal Center parking lots and front lawn area.
3. Complete Freedom Road Build 1 Project.
4. Let Freedom Road Build 2 Project.
5. Completion of the approved 2022 Capital Improvement Program.
6. Complete construction of the Ehrman Road Right Turn Lane Project.
7. Complete construction of the Thompson Park Road/Brandt Drive Extension Mini-Roundabout.

#### 2022 Budget Highlights:

1. Completion of Freedom Road Build 1 Project.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	7	7	8	6	6
Part Time	1	1	1	0	0

## 2022 Annual Budget

## Engineering Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5210-4010	Salaries-Fulltime	165,959	145,639	136,229	90,307	147,763
1000-5210-4012	Salaries-Part Time	13,072	1,076	-	4,848	-
1000-5210-4015	Overtime	431	-	775	-	175
1000-5210-4021	Social Security Tax	10,400	8,794	8,494	5,686	9,172
1000-5210-4022	Medicare	2,433	2,056	1,987	1,330	2,145
1000-5210-4023	Workers Comp	790	601	910	509	961
1000-5210-4041	Pension Non Uniform	8,046	5,555	6,850	3,207	7,397
1000-5210-4051	Hospitalization	37,636	23,513	30,858	13,066	34,816
1000-5210-4052	Vision Insurance	322	152	218	98	237
1000-5210-4053	Dental Insurance	2,035	1,446	1,765	1,294	1,980
1000-5210-4054	457 Contributions	8,046	5,555	6,850	3,207	7,397
1000-5210-4055	Disability Insurance	345	211	356	134	385
1000-5210-4057	Life Insurance	711	433	773	276	834
1000-5210-5001	Office Supplies	729	553	750	541	750
This budget item is for the office supplies (folders, paper, etc.) for the Engineering Department						
1000-5210-5004	Materials And Supplies	3,967	3,384	4,050	1,841	4,000
Covers any necessary field work supplies (cameras, equipment, etc.) and furnishings and storage furniture.						
1000-5210-5007	Safety Supplies	860	-	800	65	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	59,696	138,128	50,000	47,462	65,000
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	-	23	450	-	450
This line item includes legal consulting fees.						
1000-5210-5230	Information Tech Svcs	60,000	70,000	75,000	75,000	77,250
Costs associated with IT support for Engineering Department operations.						
1000-5210-5312	Cell Phones	6,130	4,925	4,800	3,000	4,800
This line item includes cell phone reimbursement costs for 5 employee phones.						
1000-5210-5354	Employee Training	4,036	125	6,000	1,095	6,000
This line item includes various employee training. Training for 2020 will include project management training, communication training, and organization training.						

## 2022 Annual Budget

## Engineering Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5210-5355	Employee Career Devel	-	-	2,000	146	2,000
1000-5210-5356	Employee Dues/Members	1,162	569	1,250	200	1,000
This line item includes membership dues to professional societies.						
1000-5210-5363	Advertising	5,672	6,237	5,500	2,701	5,750
Advertising for Capital Projects.						
1000-5210-5364	Fuel	1,102	175	1,000	582	1,000
This line item is for fuel for the administrative fleet vehicles.						
1000-5210-6123	Furniture And Fixtures	-	-	500	-	500
This line item includes furnishings and fixtures for the Engineering Department.						
<b>Total</b>		<b>393,579</b>	<b>419,149</b>	<b>348,165</b>	<b>256,596</b>	<b>382,562</b>

**Department: Engineering Plan Review & Inspection****Description and Responsibilities:**

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

**2021 Accomplishments:**

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

**2022 Goals:**

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

**2022 Budget Highlights:**

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



## 2022 Annual Budget

### Engineering Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5220-4010	Salaries-Fulltime	76,199	47,239	36,128	33,297	36,423
1000-5220-4021	Social Security Tax	4,601	2,814	2,340	1,980	2,258
1000-5220-4022	Medicare	1,076	658	524	463	528
1000-5220-4023	Workers Comp	395	160	255	143	257
1000-5220-4041	Pension Non Uniform	3,810	2,362	1,806	1,665	1,821
1000-5220-4051	Hospitalization	19,121	4,254	7,585	6,881	7,959
1000-5220-4052	Vision Insurance	132	27	47	44	47
1000-5220-4053	Dental Insurance	934	270	406	406	418
1000-5220-4054	457 Contributions	3,810	2,362	1,806	1,665	1,821
1000-5220-4055	Disability Insurance	152	27	94	69	95
1000-5220-4057	Life Insurance	314	55	204	141	205
1000-5220-5111	Professional Services	1,417	11,802	15,000	4,044	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	255	-	850	1,000
		<b>Total</b>	<b>113,341</b>	<b>72,285</b>	<b>66,195</b>	<b>51,647</b>
						<b>67,832</b>

**Department: Engineering - Stormwater****Description and Responsibilities:**

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

**2021 Accomplishments:**

1. Successful completion of MS4 Stormwater Management Annual Report for permit year 3.
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 active land development projects for compliance with stormwater and erosion control approvals.
6. Provided engineering support to the new Stormwater Management Program.
7. Updated the MS4 Pollution Reduction Plan
8. Secured design proposals for the Streambank Stabilization Project through Cedarbrook, Manor Creek Farms, Glenbrook Manor and Settlers Grove HOAs.
9. Updated Stormwater Management Ordinance to include DEP required information.
10. Inspected stormwater outfalls as required with the MS4 program.

**2022 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. Secure necessary DEP permits and bid the Community Park Streambank Stabilization Project.
5. Manage construction of Pollution Reduction Plan Improvements - Community Park Streambank Stabilization Project.
6. Manage construction of Pollution Reduction Plan Improvements - HOA Streambank Stabilization Project.
7. Administer Stormwater Management Program.
8. Construct Phase 1 Streambank Stabilization Project.
9. Manage construction of Chadborne Court Storm Sewer Improvement Project.
10. Implement the MS4 required Pond Inspection Program.
11. Inspect active land development projects for active compliance with stormwater and erosion control as needed.

**2022 Budget Highlights:**

1. Manage Streambank Stabilization Projects (in Community Park & HOA Property).
2. Public Outreach concerning Stormwater Management and the DEP permit requirements.

## 2022 Annual Budget

## Engineering Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-5240-4010	Salaries-Fulltime	104,120	61,432	94,690	67,649	101,260
1000-5240-4015	Overtime	11	-	225	-	75
1000-5240-4021	Social Security Tax	6,168	3,676	5,885	4,014	6,283
1000-5240-4022	Medicare	1,443	860	1,376	939	1,469
1000-5240-4023	Workers Comp	482	371	635	355	679
1000-5240-4041	Pension Non Uniform	5,156	3,070	4,746	3,383	5,067
1000-5240-4051	Hospitalization	24,367	15,335	20,928	17,155	23,957
1000-5240-4052	Vision Insurance	176	106	133	113	146
1000-5240-4053	Dental Insurance	1,233	969	1,110	1,046	1,263
1000-5240-4054	457 Contributions	5,156	3,070	4,746	3,383	5,067
1000-5240-4055	Disability Insurance	204	111	247	160	263
1000-5240-4057	Life Insurance	421	228	535	330	572
1000-5240-5004	Materials And Supplies	845	1,220	1,500	111	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	64,327	31,516	50,000	30,868	35,700
This line item includes professional services that are utilized in the support of stormwater in Cranberry Township. The main budget factor in this line item for 2019 is the engineering for LOMR finalization in Graham Park.						
1000-5240-5230	Information Tech Svcs	35,000	40,000	40,400	40,400	40,804
1000-5240-5354	Employee Training	875	200	2,500	-	2,500
This line item relates to training of employees with regards to the latest stormwater regulations and permit requirements.						
Total		249,984	162,162	229,656	169,905	226,605



## 2022 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.

#### 2021 Accomplishments:

1. As Pandemic continued to impact all goals this year, focus was on continuing to grow customer retention from previous years.
2. Worked to create a new combined customer service
3. Reached over 90% on customer service calls answered.
4. Managed hundreds of thousands of transactions while receiving excellent customer service audits.
5. Processed over \$100,000 in credits and transfers from hundreds of programs impacted by COVID.
6. Completed the construction for the 2020 Project of the Year, Amphitheater renovations and the new Dog Park in Community Park north.
7. Completed new agreements with PFD (Disc Golf) and Cultural Diversity (CADN).
8. Developed new fees for facilities, fields and shelters based on market study.

#### 2022 Goals:

1. Continue recovery efforts from pandemic with a goal of returning to 2019 (pre-COVID) numbers in revenue and participation.
2. Improve the customer service experience by working to combine P&R Customer Service with Admin Customer Service covering all hours of operations with full-time trained staff.
3. Continue to increase and enhance programs as defined by the Cranberry Plan, while working to update the Comp Rec Plan.
4. Increase the use and efficiency of the Department's park facilities and fields, while continuing to provide better oversight through the Facilities Coordinator.
5. Finalize the re-organization of the Department to anticipate succession planning, develop job descriptions and organizational chart.

#### 2022 Budget Highlights:

1. Complete the new dog park.
2. Complete the stream restoration project in Community Park.
3. Start new Comp Rec Plan and stream restoration in Community Park North.
4. Return to pre-pandemic revenue and participation numbers.
5. Significant increase in sponsorships in both programs and Community Days.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	5.5	6.25	6.25	5.25	5.5
Part Time	17	16	16	17	17



## 2022 Annual Budget

### Park Operation Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6210-4010	Salaries-Fulltime	296,973	269,565	207,597	216,333	142,182
6 Full Time Employees - Geis , Hutner , P. Kovach , J. Mental , V Murphy, New employee						
1000-6210-4012	Salaries-Part Time	115,721	81,558	76,462	92,308	57,958
Customer Service & Facility Attendants. Potential increase based on needs of new Customer Service						
1000-6210-4015	Overtime	1,261	64	-	1,262	1,000
Overtime associated with Special Events, Holidays and new customer service management						
1000-6210-4021	Social Security Tax	25,176	20,933	17,611	18,563	12,409
1000-6210-4022	Medicare	5,888	4,896	4,119	4,342	2,902
1000-6210-4023	Workers Comp	13,515	12,505	13,765	7,700	9,698
1000-6210-4041	Pension Non Uniform	14,824	13,187	10,380	10,670	7,109
1000-6210-4051	Hospitalization	35,780	40,397	31,455	37,565	24,515
1000-6210-4052	Vision Insurance	460	405	334	354	256
1000-6210-4053	Dental Insurance	3,119	3,317	2,771	3,368	2,359
1000-6210-4054	457 Contributions	14,824	13,272	10,380	10,670	7,109
1000-6210-4055	Disability Insurance	477	504	540	426	370
1000-6210-4057	Life Insurance	1,183	1,141	1,171	945	802
1000-6210-5001	Office Supplies	3,477	1,486	4,000	1,971	4,000
1000-6210-5004	Materials And Supplies	78,271	64,259	80,000	66,705	80,000
Materials and Supplies includes Credit/Debit Card Charges. Other supplies						
1000-6210-5111	Professional Services	13,986	7,413	12,000	4,198	12,000
Copier maintenance, HR Screenings - laminating maintenance. gym floor re-coat, gym equipment safety inspections						
1000-6210-5230	Information Tech Svcs	75,000	88,000	88,000	88,000	90,000
IT defined amount						
1000-6210-5312	Cell Phones	5,844	6,222	7,000	4,086	5,000
Decrease due to update in cell phone reimbursement						
1000-6210-5351	Employee Recruiting	2,283	457	1,500	1,194	1,500
1000-6210-5353	Employee Meeting /Confer	1,279	977	2,000	644	2,000
1000-6210-5354	Employee Training	14,622	5,736	18,500	6,657	18,500



## 2022 Annual Budget

### Park Operation Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
State and national conferences; professional development; and additional training as needed.						
1000-6210-5355	Employee Career Devel	-	3,016	500	20	500
Increase due to additional meetings and food for several initiatives of the dept.						
1000-6210-5356	Employee Dues/Members	1,370	1,325	1,500	1,135	1,500
Increase due to additional employees						
1000-6210-5362	Printing	28,758	2,580	10,000	725	10,000
- Maintaining budget amount due to returning to print copy printing of Program Guides						
1000-6210-5363	Advertising	1,245	121	1,500	24	1,500
1000-6210-5364	Fuel	420	97	750	135	750
1000-6210-5370	Minor Equipment/Furniture	1,372	2,552	4,000	1,752	4,000
Replace furniture and fixtures as needed.						
Total		757,130	645,984	607,835	581,752	499,919

**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.

**2021 Accomplishments:**

1. Successfully transitioned from COVID state protocols to a semblance of normalcy in the preschool and summer camp.
2. Added an additional kindergarten prep class to the preschool.
3. Continued to implement a last minute, State mandated, COVID protocol in preschool and summer camp.
4. Planned for the return of many early childhood art and technology courses that could not be offered through COVID.

**2022 Goals:**

1. Refine the growing preschool program with the addition of the kindergarten prep class.
2. Continue to transition all programs through ever changing COVID protocols in efforts to return to normalcy.
3. Implement new technology and art programs from pre-COVID time.
4. Set goals for two new Program Supervisors in both revenue and community "WOW" programs.

**2022 Budget Highlights:**

1. Anticipating significant increase in preschool with addition of kindergarten prep class.
2. Two new Program Supervisors, emphasis on efficient programs in reaction to the increased cost through COVID.
3. Technology and art classes for this age group were significant revenue generators in 2018 and prior. Returning these programs to successful status will be a significant budget bonus.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	0	0	0	0	0
Part Time	10	10	10	10	12

## 2022 Annual Budget

## Park Early Childhood Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6220-4010	Salaries-Fulltime	-	-	10,843	-	13,153
1000-6220-4012	Salaries-Part Time	133,846	104,800	120,556	117,928	120,556
1000-6220-4015	Overtime	818	-	-	-	-
1000-6220-4021	Social Security Tax	8,349	6,498	8,145	7,312	8,290
1000-6220-4022	Medicare	1,952	1,520	1,905	1,710	1,938
1000-6220-4023	Workers Comp	4,472	4,837	6,367	3,562	6,479
1000-6220-4041	Pension Non Uniform	-	-	542	-	658
1000-6220-4051	Hospitalization	1,369	1,437	1,504	1,548	1,686
1000-6220-4052	Vision Insurance	13	13	13	11	13
1000-6220-4053	Dental Insurance	71	83	83	83	86
1000-6220-4054	457 Contributions	-	-	542	-	658
1000-6220-4055	Disability Insurance	21	22	28	22	34
1000-6220-4057	Life Insurance	44	96	61	59	74
1000-6220-5004	Materials And Supplies	20,569	11,407	17,500	16,253	25,500
Materials and Supplies needed to operate all Early Childhood Programs including Preschool. Increase due to adding a preschool room						
1000-6220-5111	Professional Services	38,545	12,756	32,440	16,010	41,200
Preschool Dance Toddler Programs. Increase due to new programs and the return of KSMT						
1000-6220-5351	Employee Recruiting	-	163	300	589	300
Eagle Ads						
1000-6220-5354	Employee Training	-	-	500	-	500
Increased training for ADA purposes						
1000-6220-5362	Printing	-	-	750	-	750
Preschool brochures and advertisements						
		Total	210,070	143,630	202,079	165,085
						221,875



## 2022 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, youth Sports and Kid's Club.

#### 2021 Accomplishments:

1. Successfully transitioned from COVID state protocols to a semblance of normalcy in the Kids Club, youth sports and summer camp.
2. Continued to implement a last minute, State mandated, COVID protocol in Kids Club, youth sports and summer camp.
3. Planned for the return of many performing art and technology courses that could not be offered through COVID.
4. Developed new procedural and welcome packets and onboarding process for new hires.

#### 2022 Goals:

1. Improve the efficiency of summer camp and Kid's Club to generate a greater profit
2. Continue to transition all programs through ever changing COVID protocols in efforts to return to normalcy.
3. Implement new technology and art programs from pre-COVID time.
4. Set goals for two new Program Supervisors in both revenue and community "WOW" programs.

#### 2022 Budget Highlights:

1. With the return to normalcy and more lenient sanitation requirements due to the pandemic's course, a significant focus on the efficient offering of programs as the need for increased staff arises.
2. Return Kid's Club and Summer Camp to pre-COVID numbers.
3. Two new Program Supervisors, emphasis on efficient programs in reaction to the increased cost through COVID.
4. Technology and art classes for this age group were significant revenue generators in 2018 and prior. Returning these programs to successful status will be a significant budget bonus.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	0	0	0	0	0
Part Time	45	45	45	45	45

## 2022 Annual Budget

## Park Youth Programs Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6230-4010	Salaries-Fulltime	19,909	19,747	24,996	15,539	30,126
1000-6230-4012	Salaries-Part Time	199,611	143,627	315,256	173,096	315,256
1000-6230-4015	Overtime	837	279	-	588	-
1000-6230-4021	Social Security Tax	13,617	10,090	21,095	11,689	21,414
1000-6230-4022	Medicare	3,185	2,360	4,933	2,734	5,008
1000-6230-4023	Workers Comp	9,643	11,552	16,488	9,223	16,736
1000-6230-4041	Pension Non Uniform	996	987	1,250	777	1,506
1000-6230-4051	Hospitalization	2,691	2,828	5,216	2,903	2,328
1000-6230-4052	Vision Insurance	21	20	39	18	13
1000-6230-4053	Dental Insurance	147	174	299	174	86
1000-6230-4054	457 Contributions	996	987	1,250	777	1,506
1000-6230-4055	Disability Insurance	39	40	65	39	78
1000-6230-4057	Life Insurance	80	133	141	91	170
1000-6230-5004	Materials And Supplies	35,730	13,942	32,000	23,633	35,000
All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming						
1000-6230-5111	Professional Services	48,663	13,984	30,000	26,869	47,000
Bus transportation for youth camp field trips. Guest Speakers fees. Instructors fees for Camp Cranberry and misc programs (Snapology, cooking...etc).						
1000-6230-5312	Cell Phones	420	-	420	-	450
1000-6230-5351	Employee Recruiting	578	630	300	385	-
1000-6230-5354	Employee Training	-	-	600	-	600
Camp and kids club ststaff training						
1000-6230-5357	Clothing	160	1,387	-	-	-
1000-6230-5362	Printing	408	8,353	350	73	350
Misc. printing for camp and kids club						
1000-6230-5363	Advertising	2,004	699	-	495	-
		Total	339,735	231,820	454,698	269,102
						477,627

**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.

**2021 Accomplishments:**

1. Completed new agreement with Pittsburgh Flying Disc, hosted three major tournaments.
2. Maxed out the pickleball association membership and implemented a new national tournament.
3. Implemented a new women's volleyball and field hockey program.

**2022 Goals:**

1. Looking to transition the Group Fitness Program into a better business model and more session based.
2. With the addition of more pickleball courts and adjustment in membership, expecting to significantly increase the pickleball membership and program offering.
3. Planning the implementation of a new adult deck hockey program.
4. Planning the return of our dance and arts program, which was significant in participation and revenue.

**2022 Budget Highlights:**

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

Staffing Levels	2018	2019	2020	2021	2022
Full Time	0	0	0	0	0
Part Time	12	12	12	12	12



## 2022 Annual Budget

### Park Adult Programs Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6240-4010	Salaries-Fulltime	9,663	9,216	14,235	6,590	22,150
1000-6240-4012	Salaries-Part Time	52,653	34,303	29,709	38,813	29,706
Increase due to new programs at Phase 2						
1000-6240-4015	Overtime	5	-	-	-	-
1000-6240-4021	Social Security Tax	3,860	2,684	2,725	2,805	3,215
1000-6240-4022	Medicare	903	628	637	656	752
1000-6240-4023	Workers Comp	2,436	1,658	2,129	1,191	2,513
1000-6240-4041	Pension Non Uniform	483	461	712	352	1,108
1000-6240-4051	Hospitalization	-	-	2,255	275	4,992
1000-6240-4052	Vision Insurance	-	-	19	-	36
1000-6240-4053	Dental Insurance	-	-	125	-	286
1000-6240-4054	457 Contributions	483	461	712	352	1,108
1000-6240-4055	Disability Insurance	18	19	37	18	58
1000-6240-4057	Life Insurance	89	90	80	88	125
1000-6240-5004	Materials And Supplies	11,822	6,915	10,000	25,417	31,500
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	26,673	22,418	18,000	16,722	23,000
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 and added programs from new programmers						
1000-6240-5354	Employee Training	-	-	-	-	1,500
1000-6240-5362	Printing	-	-	500	-	500
Promo for new programs created by Dave's new programmers						
		Total	109,090	78,852	81,875	93,279
						123,549

**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.

**2021 Accomplishments:**

1. Reorganized our dog committee again while partnering with Planning to develop a Canine Strategic Plan. This included expanding our plan and volunteer effort and opening North Boundary to canines.
2. Through a concerted effort with Communications, increased sponsorship support in the family program category.
3. Partnered with the library to offer COVID-safe family programs.
4. Partnered with Planning in developing and growing the Farmers market.
5. Assisted several non-profits in returning family programs to the parks, such as Cranberry Cup and Relay for Life.

Implemented new rental rates for fields and facilities.

**2022 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. Create a team focused effort with new Program Supervisors to enhance the family programs.

**2022 Budget Highlights:**

1. Schedule significant programs at the newly renovated amphitheater and work with Communications on the sponsorships.
2. Continue to manage staff based on anticipated needs to reduce expense of staffing for these programs.
3. Develop relationship and partnerships to enhance family programs at minimal expense.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	.5	0	0	0	0
Part Time	1	1	1	1	1



## 2022 Annual Budget

### Park Family Programs Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6250-4010	Salaries-Fulltime	25,555	26,334	26,873	22,372	38,182
1000-6250-4012	Salaries-Part Time	957	-	-	-	1,500
Increase due to new programs developed by Dave's new programmers						
1000-6250-4021	Social Security Tax	1,575	1,564	1,666	1,331	2,367
1000-6250-4022	Medicare	368	366	390	311	554
1000-6250-4023	Workers Comp	1,089	909	1,302	728	1,850
1000-6250-4041	Pension Non Uniform	1,278	1,317	1,344	1,119	1,909
1000-6250-4051	Hospitalization	4,330	4,621	4,890	4,369	8,405
1000-6250-4052	Vision Insurance	54	53	47	43	56
1000-6250-4053	Dental Insurance	344	447	406	412	597
1000-6250-4054	457 Contributions	1,278	1,317	1,344	1,119	1,909
1000-6250-4055	Disability Insurance	51	52	70	51	99
1000-6250-4057	Life Insurance	105	108	152	106	215
1000-6250-5004	Materials And Supplies	11,585	1,963	2,500	1,742	4,000
Supplies for revenue generating holiday themed events.						
1000-6250-5111	Professional Services	3,347	1,278	1,000	778	4,000
Payment for Christmas characters; Storytellers for Halloween and other seasonal characters.						
		Total	51,916	40,329	41,984	34,482
						65,643

**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.

**2021 Accomplishments:**

1. Continued to Implement a last minute, State mandated, COVID protocol while working to return to some semblance of normalcy.
2. Returned the teen babysitting course to pre-COVID numbers.
3. Considerable growth in the teen tennis program.
4. Retuned the Teen Leadership Camp from the pandemic hiatus.

**2022 Goals:**

1. Continue to add additional instructors to develop additional lifeguard training classes.
2. With the addition of two new programmers, add additional instructors to develop additional lifeguard training and life skill classes.
3. Continue to expand on our CIT Camp to add job training and interview skills.
4. Coordinate with the library to complement their teen program.
5. Develop a teen youth sports program.

**2022 Budget Highlights:**

1. Expanded teen sports programs.
2. Added babysitting programs.



## 2022 Annual Budget

### Park Teen Programs Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6260-4012	Salaries-Part Time	-	-	-	-	6,250
Increase due to new programs						
1000-6260-4023	Workers Comp	76	5	-	-	-
1000-6260-5004	Materials And Supplies	2,095	824	2,000	192	2,500
1000-6260-5111	Professional Services	8,103	9,660	11,700	8,190	14,000
Largely teen summer tennis program. Increase due to growing tennis program						
	Total	10,274	10,489	13,700	8,382	22,750



## 2022 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.

#### 2021 Accomplishments:

1. Operated as the primary communication hub for our Senior Center. Worked to coordinate and communicate their ever changing times and services.
2. Coordinated with the Cranberry Senior group to assist them navigate and communicate program adjustments through COVID and as they return to normalcy.
3. Continued to experience significant increase in senior-age program participation through our extensive pickleball program.

#### 2022 Goals:

1. With new programmers, look to continue to support and complement 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.

#### 2022 Budget Highlights:

1. Continue to bolster the growing pickleball program, as we construct new courts at Graham Park and renovate the membership to expand on memberships.
2. Provide for Cranberry's 55+ program for their various meeting, meals and celebrations.



## 2022 Annual Budget

### Park Senior Programs Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6270-5004	Materials And Supplies	67	51	50	-	200
1000-6270-5111	Professional Services	3,550	-	3,250	1,350	4,500
Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer						
	<b>Total</b>	<b>3,617</b>	<b>51</b>	<b>3,300</b>	<b>1,350</b>	<b>4,700</b>



## 2022 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, which also includes our Santa's First Stop event.

#### **2021 Accomplishments:**

1. Returned our community programs from the hiatus of COVID. Set record numbers for the 2021 Community Days.
2. Returned our concerts and movies from their COVID hiatus.
3. Successfully opened our building back up to community meetings while managing safety protocols.
4. Maintained communication with all current sponsors through COVID.

#### **2022 Goals:**

1. Focus on safely returning our community events to pre-COVID numbers.
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. Work with the Communications Department on increasing sponsorships in efforts to upgrade community events.

#### **2022 Budget Highlights:**

1. Market and communicate the new CTCC POY, Kid's Club enhancements and refresh.
2. Significant increase in sponsorship dollars that will be directly associated to enhanced community events.
3. Focus on marketing community events to significantly increase attendance.



## 2022 Annual Budget

### Park Community Events Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6280-4012	Salaries-Part Time concert series; Comm Days staffing	-	-	-	-	2,400
1000-6280-5004	Materials And Supplies Community Days - Movies, Concert in the Park	25,893	6,205	15,000	21,361	7,000
1000-6280-5111	Professional Services Concerts in the Park - 5 week series, Community Days, Fireworks. Increase due to upgraded concerts based on increased sponsorships	12,812	2,975	25,000	11,729	35,000
<b>Total</b>		<b>38,705</b>	<b>9,180</b>	<b>40,000</b>	<b>33,090</b>	<b>44,400</b>

**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.

**2021 Accomplishments:**

1. Safely reopened all field and facilities, Township wide as we worked through COVID protocols.
2. Enhanced communication and assisted our youth athletic and other associations work to restore their operations.
3. Scheduled the completed amphitheater and restarted efforts to continue maintenance and inspections on all facilities.
4. Maintained strong relationship with DCNR and other regional funding sources in grant submission and management.
5. Continued to work with the Dog Committee and key stakeholders on new dog park plans and construction communication while starting a Canine Planning Committee.
6. Successfully instituted new fees for field and facility rentals and use.

**2022 Goals:**

1. Continue to 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. Manage the park users through the new Graham Park sponsorship.
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.

**2022 Budget Highlights:**

1. DCNR Grant management of stream restoration, stream adjustment and new Comp Planning effort.
2. New agreements with youth athletic associations.
3. Support new Pickleball and Disc Golf Tournaments.

Staffing Levels	2018	2019	2020	2021	2022
Full Time	.5	0	0	0.5	.5
Part Time	1.5	1.5	1.5	1.5	1.5



## 2022 Annual Budget

### Park Facility Maintenance Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6290-4010	Salaries-Fulltime	36,512	37,328	38,464	32,723	38,724
1000-6290-4012	Salaries-Part Time	-	-	18,650	-	18,650
Positions to assist new full time position in athletic field support						
1000-6290-4021	Social Security Tax	2,236	2,287	3,541	1,990	3,529
1000-6290-4022	Medicare	523	535	828	465	825
1000-6290-4023	Workers Comp	2,107	1,984	2,767	1,548	2,759
1000-6290-4041	Pension Non Uniform	1,826	1,866	1,923	1,636	1,914
1000-6290-4051	Hospitalization	5,060	5,385	5,688	3,667	12,276
1000-6290-4052	Vision Insurance	66	64	58	37	58
1000-6290-4053	Dental Insurance	373	481	440	342	836
1000-6290-4054	457 Contributions	1,826	1,866	1,923	1,636	1,914
1000-6290-4055	Disability Insurance	74	76	100	57	100
1000-6290-4057	Life Insurance	152	156	217	118	216
1000-6290-5004	Materials And Supplies	2,748	1,383	3,000	1,669	5,000
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	-	2,860	4,000
We are now paying many fees for our portable bathrooms in the park in addition to other expenses that previously were charged to DPW						
		Total	53,501	54,051	77,599	48,748
						90,801

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

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

**2021 Accomplishments:**

1. Managed the cancellation, delay and/or reschedule of a multitude of workshops, senior projects, volunteer projects cultural diversity projects, community special events and SV projects.
2. Developed and onboarded new Cultural Diversity consultants as we safely reopen opportunities.
3. Developed and managed the opening of the paved walking trail to dogs at North Boundary, while continuing to work with the Canine Committee.
4. Reintroduced the CAN's Art Shows and Community Days from the COVID hiatus.

**2022 Goals:**

1. Work to represent "extensions" of our department in the new planning efforts.
2. Return our special events to in person events.
3. Develop CADN succession plan.
4. Reintroduce amusement park ticket sales.

**2022 Budget Highlights:**

1. Enhance 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 coordinated efforts with Communications.
4. Reintroduce special needs programs through our partnership with RANP.



## 2022 Annual Budget

### Park Special Program Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
1000-6295-4010	Salaries-Fulltime	10,602	10,763	11,176	9,650	22,721
1000-6295-4021	Social Security Tax	657	667	693	590	1,409
1000-6295-4022	Medicare	154	156	162	138	329
1000-6295-4023	Workers Comp	425	367	542	303	1,101
1000-6295-4041	Pension Non Uniform	530	538	559	483	1,136
1000-6295-4051	Hospitalization	1,711	1,796	1,880	991	5,838
1000-6295-4052	Vision Insurance	16	16	16	7	30
1000-6295-4053	Dental Insurance	88	104	104	52	358
1000-6295-4054	457 Contributions	530	538	559	483	1,136
1000-6295-4055	Disability Insurance	21	22	29	13	59
1000-6295-4057	Life Insurance	44	46	63	27	128
1000-6295-5004	Materials And Supplies	1,339	284	16,000	1,394	12,000
Amusement Park Ticket Sales						
1000-6295-5111	Professional Services	61,247	15,600	30,000	19,671	29,000
Inclusive of the Cultural Diversity program with an anticipated rate increase for the consulting fees. Inclusive of other Township initiatives						
	Total	77,366	30,897	61,783	33,800	75,245



# Special Revenue Funds



## 2022 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.



## 2022 Annual Budget

### Tip East Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2110-8510-3410	Interest	128,152	67,077	2,500	1,992	2,000
	Interest earnings on investments.					
2110-8510-3531	Note Issue Cost	-	(64,812)	-	-	-
2110-8510-3540	State Grants	-	195,300	-	-	-
2110-8510-3872	Contributions	168,801	172,710	84,800	73,880	56,898
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.					
	Total	296,953	370,275	87,300	75,872	58,898



## 2022 Annual Budget

### Tip East Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2110-8510-5004	Materials And Supplies	824	-	-	-	-
2110-8510-5111	Professional Services	98,697	-	-	10,000	-
2110-8510-5421	Interest Expense	-	129,584	-	-	-
2110-8510-6125	Infrastructure	272,977	192,309	700,000	826,477	1,082,950
	BCIB Debt Payment -\$832,950 Ehrman Road turning Lane - \$250,000					
2110-8510-6181	Debt Escrow	-	238,759	-	-	-
	<b>Total</b>	<b>372,498</b>	<b>560,652</b>	<b>700,000</b>	<b>836,477</b>	<b>1,082,950</b>



## 2022 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.



## 2022 Annual Budget

### Tip West Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2111-8520-3410	Interest	16,545	4,859	1,500	262	250
	Interest earned on investments.					
2111-8520-3540	State Grants	-	19,274	-	-	-
2111-8520-3872	Contributions	275,698	154,079	28,410	177,825	157,117
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
	<b>Total</b>	<b>292,243</b>	<b>178,212</b>	<b>29,910</b>	<b>178,087</b>	<b>157,367</b>



## 2022 Annual Budget

### Tip West Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2111-8520-5114	Engineering And Architect Sv	94,753	155,932	-	184,701	-
2111-8520-6125	Infrastructure	8,916	-	-	337,404	1,000,000
Freedom Road Build 2						
	Total	103,670	155,932	-	522,104	1,000,000



## 2022 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.



## 2022 Annual Budget

### Recreation Fees Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2112-8530-3410	Interest	28,407	7,540	2,000	465	500
	Interest earned on investments.					
2112-8530-3872	Contributions	286,632	551,085	99,170	443,454	231,281
	Fees paid by developments in lieu of recreational land dedication.					
	Total	315,039	558,625	101,170	443,919	231,781



## 2022 Annual Budget

### Recreation Fees Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2112-8530-5408	2011 Bond	200,000	-	100,000	-	-
2112-8530-5428	2012 Go Series	270,000	270,000	270,000	-	-
2112-8530-5436	2020 Bond Account	-	-	-	236,900	370,000
	<b>Total</b>	<b>470,000</b>	<b>270,000</b>	<b>370,000</b>	<b>236,900</b>	<b>370,000</b>



## 2022 Annual Budget

### Fund Name: Developers Contribution

#### Fund Description:

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



## 2022 Annual Budget

### Developers Contribution Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2114-8540-3410	Interest	69,765	56,871	-	3,074	2,500
2114-8540-3540	State Grants	-	161,780	-	-	-
2114-8540-3855	Miscellaneous	6,700,000	-	-	-	125,000
2114-8540-3872	Contributions	129,685	503,394	-	124,906	35,110
2114-8540-3930	Proceeds Long Term Debt	-	5,000,000	-	-	-
	Total	6,899,450	5,722,045	-	127,980	162,610



## 2022 Annual Budget

### Developers Contribution Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2114-8540-5111	Professional Services	-	342,798	-	416,421	-
2114-8540-5421	Interest Expense	-	66,717	-	-	-
2114-8540-5446	Misc Expenditures	-	-	-	-	125,000
2114-8540-6111	Land	-	77,637	-	-	-
2114-8540-6125	Infrastructure	20,306	5,426,402	-	3,786,372	600,000
	Brandt Drive Round About					
	Total	20,306	5,913,554	-	4,202,793	725,000



## 2022 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.



## 2022 Annual Budget

### Storm Water Maintenance Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2115-8515-3410	Interest	514	121	-	2	-
2115-8515-3872	Contributions	300	-	-	-	-
	<b>Total</b>	<b>814</b>	<b>121</b>	<b>-</b>	<b>2</b>	<b>-</b>



## 2022 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.



## 2022 Annual Budget

### Liquid Fuels Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2310-8550-3410	Interest	23,566	3,993	1,500	240	250
	Interest earnings on investments.					
2310-8550-3553	Liquid Fuels	985,355	958,964	864,803	899,518	886,076
	Liquid fuels allocation (858,923) and turnback maintenance (5,880)					
2310-8550-3855	Miscellaneous	-	-	-	509	-
	Total	1,008,921	962,957	866,303	900,267	886,326



## 2022 Annual Budget

### Liquid Fuels Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2310-8550-5366	Road Maintenance Supplies	909,529	1,207,888	850,000	817,014	870,000
	Annual contracted road resurfacing projects.					
	Total	909,529	1,207,888	850,000	817,014	870,000



## 2022 Annual Budget

### Fund Name: Library

#### **Fund Description:**

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

## Library Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2410-6100-3011	Current Year Levy	409,721	416,934	423,145	419,314	446,764
	1 mill @ \$455,882 (98% collection)					
2410-6100-3012	Prior Year Levy	644	693	750	632	750
	Prior year taxes collected by the tax collector. (billed for/in 2021 but collected in 2022)					
2410-6100-3014	Delinquent Tax Claim	3,383	-	1,500	-	1,500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2410-6100-3015	Interim Taxes	1,993	108	4,000	3,573	3,500
	Interim tax billing for properties added to the tax duplicate after January 2022.					
2410-6100-3410	Interest	9,574	2,153	850	191	750
	Interest income on investments.					
2410-6100-3869	Reimb Library Payroll	381,724	389,560	-	361,002	-
	<b>Total</b>	<b>807,039</b>	<b>809,447</b>	<b>430,245</b>	<b>784,711</b>	<b>453,264</b>



## 2022 Annual Budget

### Library Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2410-6100-4010	Salaries-Fulltime	279,435	303,048	-	288,465	-
2410-6100-4012	Salaries-Part Time	70,017	70,612	-	62,269	-
2410-6100-4021	Social Security Tax	21,666	23,078	-	21,435	-
2410-6100-4022	Medicare	5,067	5,397	-	5,013	-
2410-6100-4059	403B	8,782	9,962	-	8,509	-
2410-6100-5003	Prior Year Refund Of Revenue	-	-	-	540	-
2410-6100-5321	Electricity	16,052	22,532	17,000	20,139	20,000
2410-6100-5445	Contributions	385,693	404,003	413,245	275,497	433,264
	May 2022 (144,421.33) August 2022 (144,421.33), November 2022 (144,421.33)					
	Total	786,713	838,632	430,245	681,867	453,264



## 2022 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.



## 2022 Annual Budget

### Fire Operations-Company And Brigade Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2420-4210-3011	Current Year Levy	571,554	581,616	590,287	584,934	623,236
	1.395 mills @ \$455,882 (98% collection)					
2420-4210-3012	Prior Year Levy	898	967	1,000	881	1,000
	Prior year real estate tax collected by the tax collector (billed in/for 2021 but collected in 2022)					
2420-4210-3014	Delinquent Tax Claim	-	-	3,000	-	500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2420-4210-3015	Interim Taxes	2,780	151	4,500	4,984	5,000
	Interim tax billing for properties added to tax duplicate after January 2022.					
2420-4210-3410	Interest	24,482	6,357	2,000	423	750
	Interest on investments.					
2420-4210-3643	False Alarm	-	-	-	1,800	1,000
2420-4210-3855	Miscellaneous	130	1,759	-	2,424	-
	Total	599,844	590,849	600,787	595,445	631,486



## 2022 Annual Budget

### Fire Operations-Company And Brigade Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2420-4210-4010	Salaries-Fulltime	51,362	50,476	154,220	46,557	70,324
2420-4210-4021	Social Security Tax	2,667	2,599	9,561	2,424	9,940
2420-4210-4022	Medicare	624	608	2,236	567	2,325
2420-4210-4023	Workers Comp	139	94	873	488	912
2420-4210-4024	Unemployment Comp	-	750	-	-	-
2420-4210-4041	Pension Non Uniform	2,568	2,524	7,711	2,328	3,516
2420-4210-4051	Hospitalization	21,144	21,618	44,890	20,367	31,807
2420-4210-4052	Vision Insurance	144	133	268	122	268
2420-4210-4053	Dental Insurance	1,013	1,159	2,318	1,344	2,388
2420-4210-4054	457 Contributions	2,568	2,524	7,711	2,328	3,516
2420-4210-4055	Disability Insurance	108	99	701	97	417
2420-4210-4057	Life Insurance	222	204	870	200	904
2420-4210-5001	Office Supplies	2,613	1,837	2,500	2,166	2,500
	Office supplies for the Fire Company Administrator and CTVFC					
2420-4210-5003	Prior Year Refund Of Revenue	-	-	-	753	-
2420-4210-5004	Materials And Supplies	12,997	9,978	15,000	9,906	15,000
	Supplies for two fire stations and the public safety training facility.					
2420-4210-5005	Cleaning Supplies	1,210	1,234	1,000	888	1,000
	Cleaning supplies for two stations and the public safety training facility					
2420-4210-5007	Safety Supplies	-	-	4,000	4,460	7,000
	Health and Wellness Program for the CTVFC					
2420-4210-5111	Professional Services	32,443	22,382	22,000	16,799	20,000
	Includes contracted services cable/internet, pest control, fire protection monitoring for two stations and Public Safety Training Facility, new member physicals, elevator service contract and other services.					
2420-4210-5112	Accounting And Auditing Svcs	6,000	13,451	6,000	-	6,000
2420-4210-5121	Repair Maint Equipment	18,578	19,501	20,000	15,510	20,000
2420-4210-5122	Repair Maint Vehicles	45,184	30,135	30,000	8,006	30,000
	Fleet maintenance and repairs for all Fire Company apparatus, including annual maintenance and testing.					



## 2022 Annual Budget

### Fire Operations-Company And Brigade Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2420-4210-5123	Repair Maint Facility Maint	22,136	23,470	20,000	28,687	25,000
	Maintenance for the two fire stations and the public safety training facility.					
2420-4210-5132	Janitorial Services	6,550	7,770	7,750	6,489	7,750
	Janitorial services for two fire stations and the public safety training facility.					
2420-4210-5134	Other Services/Fees	14,641	9,179	15,000	8,663	15,000
	Operating expenses not covered by specific expenditure items.					
2420-4210-5230	Information Tech Svcs	29,000	40,000	45,000	45,000	46,000
2420-4210-5312	Cell Phones	1,440	1,420	3,000	1,000	3,000
2420-4210-5321	Electricity	24,379	27,244	25,000	22,810	25,000
2420-4210-5322	Natural Gas	14,140	6,883	10,000	6,689	12,000
	Gas service for all facilities.					
2420-4210-5323	Water	2,607	2,610	3,000	2,702	3,000
	Water service for two fire stations and the public safety training facility.					
2420-4210-5324	Sewer	725	1,185	1,000	1,436	1,500
	Sewer service for two fire stations and the public safety training facility.					
2420-4210-5326	Storm Water Fee	27	647	1,000	479	1,000
2420-4210-5332	Equipment Leases	3,697	3,891	4,000	2,533	2,000
	Service and maintenance of copying machines at two fire stations and the public safety training facility.					
2420-4210-5341	Insurance Premiums	29,673	36,390	30,000	39,961	44,000
	Insurance for Fire Company.					
2420-4210-5351	Employee Recruiting	26,848	98,139	120,000	84,193	125,000
	Recruiting materials, member stipend and incentive programs.					
2420-4210-5353	Employee Meeting /Confer	24,433	10,952	15,000	2,898	15,000
	Annual awards dinner and meeting for the fire company.					
2420-4210-5354	Employee Training	20,083	18,287	30,000	16,885	30,000
	Training related expenses.					
2420-4210-5356	Employee Dues/Members	1,110	1,709	1,500	1,345	1,500



## 2022 Annual Budget

### Fire Operations-Company And Brigade Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2420-4210-5357	Clothing	9,856	12,799	15,000	10,425	15,000
	Fire Company uniforms.					
2420-4210-5364	Fuel	10,531	8,926	12,000	10,007	15,000
2420-4210-5371	Community Outreach	8,926	8,184	15,000	11,652	15,000
	Fire safety and education events throughout the year.					
	<b><i>Fire Operations-Company Total</i></b>	<b><i>452,386</i></b>	<b><i>500,991</i></b>	<b><i>705,109</i></b>	<b><i>439,162</i></b>	<b><i>629,567</i></b>
2420-4220-6212	Trans To Fire Capital	-	273,383	-	-	-
	<b><i>Fire Operations-Brigade Total</i></b>	<b><i>-</i></b>	<b><i>273,383</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
	<b>Total</b>	<b>452,386</b>	<b>774,374</b>	<b>705,109</b>	<b>439,162</b>	<b>629,567</b>



## 2022 Annual Budget

### Fund Name: Road Equipment Fund

#### Fund Description:

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



## 2022 Annual Budget

### Road Equipment Fund Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2610-6110-3011	Current Year Levy	348,265	354,396	359,673	356,418	371,420
	.85 mill @ \$455,882 (98% collection)					
2610-6110-3012	Prior Year Levy	547	589	600	537	600
	Prior year real estate tax collected by the tax collector. (billed in/for 2021 but collected in 2022)					
2610-6110-3014	Delinquent Tax Claim	2,876	-	2,500	-	2,000
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2610-6110-3015	Interim Taxes	1,694	92	1,500	3,037	2,000
	Interim tax billing for properties added to tax duplicate after January 2022.					
2610-6110-3410	Interest	25,479	7,310	2,000	527	750
	Interest earnings on investments.					
	Total	378,862	362,387	366,273	360,518	376,770



## 2022 Annual Budget

### Road Equipment Fund Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2610-6110-5003	Prior Year Refund Of Revenue	-	-	-	459	-
2610-6110-6121	Equipment	231,378	212,035	100,000	38,925	-
	Purchase of heavy road equipment.					
	Total	231,378	212,035	100,000	39,384	-



## 2022 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.



## 2022 Annual Budget

### Public Buildings Fund Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2620-6111-3011	Current Year Levy	409,721	416,934	423,145	419,314	446,764
	1 mill @ \$455,882 (98% collection)					
2620-6111-3012	Prior Year Levy	644	693	750	632	750
	Prior year real estate tax collected by the tax collector. (billed in/for 2021 but collected in 2022)					
2620-6111-3014	Delinquent Tax Claim	3,383	-	2,800	-	2,000
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2620-6111-3015	Interim Taxes	1,993	108	2,000	3,573	2,000
	Interim tax billing for properties added to tax duplicate after January 2022.					
2620-6111-3410	Interest	12,323	2,907	1,500	221	500
	Interest earnings on investments.					
	Total	428,064	420,642	430,195	423,739	452,014



## 2022 Annual Budget

### Public Buildings Fund Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2620-6111-5003	Prior Year Refund Of Revenue	-	-	-	540	-
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	230,000	-	115,000	-	-
	Portion of principal and interest for 2011 bond issue.					
2620-6111-5436	2020 Bond Account	-	-	-	115,000	115,000
	<b>Total</b>	<b>475,000</b>	<b>245,000</b>	<b>360,000</b>	<b>360,540</b>	<b>360,000</b>



## 2022 Annual Budget

Fund Name: American Rescue Plan Fund

**Fund Description:**

The American Rescue Plan Fund Act of 2021 is a rescue package designed to facilitate the recovery from the devastating economic and health effects of the COVID-19 pandemic. Direct payments are made to Municipal governments. There was one installment in 2021 and an additional installment will be received in 2022. Funds must be obligated by 2024 and spent by 2026.



## 2022 Annual Budget

### American Rescue Plan Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2700-6580-3410	Interest	-	-	-	-	1,000
2700-6580-3510	Federal Grants	-	-	-	1,655,448	1,650,000
	Second Allocation of American Rescue Plan Funding					
	<b>Total</b>	-	-	-	<b>1,655,448</b>	<b>1,651,000</b>



## 2022 Annual Budget

### American Rescue Plan Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
2700-6580-6125	Infrastructure	-	-	-	-	1,300,000
	Sewer, Water, Storm Water Infrastructure Projects					
	<b>Total</b>	-	-	-	-	<b>1,300,000</b>



# Capital Project Funds



## 2022 Annual Budget

### Fund Name: Fire Capital

#### Fund Description:

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



## 2022 Annual Budget

### Fire Capital Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
3100-8570-3011	Current Year Levy	399,486	406,518	412,897	408,838	435,595
	.975 mill @ \$455,882 (98% collection)					
3100-8570-3012	Prior Year Levy	628	676	750	616	750
	Prior year real estate tax collected by the tax collector. (billed in/for 2021 but collected in 2022).					
3100-8570-3014	Delinquent Tax Claim	-	3,214	2,200	(3,214)	2,200
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
3100-8570-3015	Interim Taxes	1,943	105	2,000	3,483	2,500
	Interim tax billing for properties added to tax duplicate after January 2022.					
3100-8570-3410	Interest	20,340	2,196	1,000	131	250
	Interest on investments.					
3100-8570-3928	Trans From Fire Pro	-	273,383	-	-	-
3100-8570-3930	Proceeds Long Term Debt	-	1,200,000	-	-	-
	Total	422,396	1,886,092	418,847	409,853	441,295

## 2022 Annual Budget

## Fire Capital Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
3100-8570-5003	Prior Year Refund Of Revenue	-	-	-	527	-
3100-8570-5407	2020 Promissory Note	-	79,468	119,202	119,201	119,202
3100-8570-5409	2015 Promissory Note	57,936	275,279	-	-	-
3100-8570-5412	Guar Rev Bond 2006	-	28,506	-	-	-
3100-8570-5414	Go Series 2010	50,000	50,000	50,000	50,000	-
3100-8570-5427	Go Series 2011	100,000	100,000	100,000	-	-
3100-8570-5429	2017B Go Series	171,563	168,963	171,363	171,363	168,663
3100-8570-5436	2020 Bond Account	-	-	-	100,000	100,000
3100-8570-6122	Fleet Replacement	360,517	1,252,456	-	-	65,000
	<b>Total</b>	<b>740,016</b>	<b>1,954,671</b>	<b>440,565</b>	<b>441,090</b>	<b>452,865</b>



## 2022 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.



## 2022 Annual Budget

### Capital Improvement Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
3400-6401-3410	Interest	127,315	67,118	2,500	12,283	2,500
	Interest on Investments					
3400-6401-3540	State Grants	-	-	-	3,700,890	-
3400-6401-3852	Sponsorship	-	-	-	191,023	-
3400-6401-3855	Miscellaneous	-	-	-	825,000	-
3400-6401-3921	Transfer From Gen Fund	4,900,000	-	4,000,000	4,000,000	-
	<i>Capital Revenue Total</i>	<b>5,027,315</b>	<b>67,118</b>	<b>4,002,500</b>	<b>8,729,196</b>	<b>2,500</b>
3400-6410-3420	Park And Recreation Rev	21,998	130,233	-	76,909	-
3400-6410-3850	Right Of Way	-	10,000	-	90,000	-
3400-6410-3950	Refund Of Prior Year Exp	207,500	-	-	386,445	-
	<i>Capital Parks Total</i>	<b>229,498</b>	<b>140,233</b>	-	<b>553,354</b>	-
3400-6420-3540	State Grants	-	475,964	-	(411,021)	-
	<i>Capital Bldg &amp; Grounds Total</i>	-	<b>475,964</b>	-	<b>(411,021)</b>	-
3400-6440-3951	Reimbursement Of Expense	-	-	750,000	-	-
	<i>Capital Storm Water Total</i>	-	-	<b>750,000</b>	-	-
	<b>Total</b>	<b>5,256,813</b>	<b>683,315</b>	<b>4,752,500</b>	<b>8,871,528</b>	<b>2,500</b>



## 2022 Annual Budget

### Capital Improvement Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
3400-6401-6203	Transfer To Enterprise Fnd	-	38,197	-	-	-
	<b><i>Capital Revenue Total</i></b>	<b><i>-</i></b>	<b><i>38,197</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
3400-6410-5004	Materials And Supplies	-	209	-	560	-
3400-6410-5111	Professional Services	2,699	(28,352)	-	14,880	-
3400-6410-5134	Other Services/Fees	-	8,900	-	297,115	-
3400-6410-6112	Land Improvements	550,998	562,610	500,000	412,414	1,600,000
	Dog Park Graham Park Sports Plex Improvements					
3400-6410-6121	Equipment	77,515	-	-	-	-
	<b><i>Capital Parks Total</i></b>	<b><i>631,211</i></b>	<b><i>543,366</i></b>	<b><i>500,000</i></b>	<b><i>724,969</i></b>	<b><i>1,600,000</i></b>
3400-6420-6112	Land Improvements	-	-	-	-	1,200,000
	Municipal Center Rear Parking Lot Customer Service Enhancements					
3400-6420-6115	Building Improvements	756,639	209,523	1,300,000	140	-
3400-6420-6123	Furniture And Fixtures	(59,301)	1,353	-	-	-
	<b><i>Capital Bldg &amp; Grounds Total</i></b>	<b><i>697,338</i></b>	<b><i>210,876</i></b>	<b><i>1,300,000</i></b>	<b><i>140</i></b>	<b><i>1,200,000</i></b>
3400-6430-5111	Professional Services	91,806	40,260	-	60,961	-
3400-6430-6114	Building	-	-	-	15,685	-
3400-6430-6117	Paving	-	-	-	214,682	-
3400-6430-6121	Equipment	92,442	14,638	-	-	150,000
3400-6430-6122	Fleet Replacement	124,834	-	100,000	150,597	150,000
3400-6430-6123	Furniture And Fixtures	-	-	-	21,000	-
3400-6430-6125	Infrastructure	2,116,659	275,860	-	387,068	300,000

## 2022 Annual Budget

## Capital Improvement Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
	Emergency Operation Center Improvements Police Equipment Fleet Replacement Program Building and Facility Upgrades					
	<i>Capital General Service Total</i>	<b>2,425,741</b>	<b>330,758</b>	<b>100,000</b>	<b>849,993</b>	<b>600,000</b>
3400-6440-6118	Capital Projects	-	-	750,000	-	750,000
	MS4 Improvements LaPorte-Greenwood Stormwater Project					
	<i>Capital Storm Water Total</i>	-	-	<b>750,000</b>	-	<b>750,000</b>
	<b>Total</b>	<b>3,754,290</b>	<b>1,123,196</b>	<b>2,650,000</b>	<b>1,575,102</b>	<b>4,150,000</b>



## 2022 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.



## 2022 Annual Budget

### 2017 Bond Fund Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
3810-6525-3410	Interest	76,643	3,312	-	-	-
3810-6525-3532	Bond Interest	-	(184,862)	-	-	-
	<i>2017 Bond Fund Total</i>	<i>76,643</i>	<i>(181,550)</i>	-	-	-
3810-6540-3924	Transfer From Sewer	-	514,862	-	-	-
	<i>General Construction Total</i>	<i>-</i>	<i>514,862</i>	-	-	-
	<b>Total</b>	<b>76,643</b>	<b>333,312</b>	-	-	-



## 2022 Annual Budget

### 2017 Bond Fund Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
3810-6540-6114	Building	3,156,918	609,584	-	-	-
3810-6540-6206	Transfer To Sewer	-	34,499	-	-	-
	<i>General Construction Total</i>	<b>3,156,918</b>	<b>644,083</b>	-	-	-
3810-6545-6114	Building	86,500	-	-	-	-
	<i>HVAC Total</i>	<b>86,500</b>	-	-	-	-
3810-6560-6114	Building	783,946	-	-	-	-
	<i>Electrical Total</i>	<b>783,946</b>	-	-	-	-
3810-6565-6114	Building	179,030	-	-	-	-
	<i>Inspection and Testing Total</i>	<b>179,030</b>	-	-	-	-
3810-6570-6114	Building	247,652	-	-	-	-
	<i>Project Manager Total</i>	<b>247,652</b>	-	-	-	-
	<b>Total</b>	<b>4,454,046</b>	<b>644,083</b>	-	-	-



## 2022 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.



## 2022 Annual Budget

### 2017 Renovation Fund Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
3820-6535-3410	Interest	3,180	-	-	-	-
	<b>Total</b>	<b>3,180</b>	-	-	-	-



## 2022 Annual Budget

### 2017 Renovation Fund Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
3820-6535-5004	Materials And Supplies	-	-	-	-	-
3820-6535-6114	Building	789,691	-	-	-	-
	Includes renovations to both fire stations					
	Total	789,691	-	-	-	-



## 2022 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.



## 2022 Annual Budget

### 2015 Marshall Twp. Construction Fund Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
3900-6530-3410	Interest	2,827	-	-	-	-
	Interest on Investments					
	<b>Total</b>	<b>2,827</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## 2022 Annual Budget

### 2015 Marshall Twp. Construction Fund Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
3900-6540-5111	Professional Services	379,998	-	-	-	-
3900-6540-6114	Building	150,287	-	-	-	-
	<b><i>General Construction Total</i></b>	<b><i>530,286</i></b>	-	-	-	-
3900-6545-6114	Building	4,838	-	-	-	-
	<b><i>HVAC Total</i></b>	<b><i>4,838</i></b>	-	-	-	-
3900-6560-6114	Building	31,039	-	-	-	-
	<b><i>Electrical Total</i></b>	<b><i>31,039</i></b>	-	-	-	-
3900-6565-6114	Building	14,238	-	-	-	-
	<b><i>Inspection and Testing Total</i></b>	<b><i>14,238</i></b>	-	-	-	-
3900-6570-6114	Building	15,292	-	-	-	-
	<b><i>Project Manager Total</i></b>	<b><i>15,292</i></b>	-	-	-	-
	<b>Total</b>	<b>595,692</b>	-	-	-	-



# Enterprise Funds



## 2022 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.



## 2022 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.

#### 2021 Accomplishments:

1. Valve operating program crew(s) have operated over 44% 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. Completed manhole inspection on entirety of Interceptor One.

#### 2022 Goals:

1. Train Sewer & Water personnel on the OpenGOV software.
2. Complete 25% of the remaining valves in the Valve Maintenance program.
3. Restart I&I investigation and Repair program.
4. Conduct water distribution system wide leak detection survey using sub-contractor with leak loggers.

#### 2022 Budget Highlights:

1. Testing of approximately 20% of large water meters.
2. Dramatic material price increase due to COVID, material shortage and shipping cost.
3. Testing of the I&I flow monitoring program.
4. Purchase survey grade GPS equipment.

Staffing Levels	2018	2019	2020	2021	2022
Full Time Staff	11	9	9	9	9
Part Time Staff	3	0	0	0	3



## 2022 Annual Budget

### Sewer And Water Field Operations Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6110-5401-3410	Interest	81,858	43,532	2,500	983	2,000
6110-5401-3425	Tower Leases	179,684	176,768	-	176,166	190,000
6110-5401-3647	Reimburse Salaries	-	880	-	-	-
6110-5401-3684	Charge For Services	4,732	7,000	5,000	6,000	7,000
6110-5401-3802	Meter Revenue	6,941,736	7,167,565	7,257,250	6,495,006	7,334,760
6110-5401-3803	Sale Of Meters	5,845	7,150	5,000	10,702	8,500
6110-5401-3804	Tap In Fees	558,764	896,345	500,000	419,130	500,000
6110-5401-3805	Application Fee	5,880	5,415	5,500	5,175	5,500
6110-5401-3806	Fire Lines	318,347	330,271	300,000	316,786	310,000
6110-5401-3809	Penalties	90,166	50,422	85,000	67,021	75,000
6110-5401-3855	Miscellaneous	32,224	15,667	30,000	11,875	17,000
6110-5401-3950	Refund Of Prior Year Exp	8,527	-	2,000	9,734	2,000
	Total	8,227,761	8,701,015	8,192,250	7,518,579	8,451,760



## 2022 Annual Budget

### Sewer And Water Field Operations Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
61105401	Water Revenue	248	(9,395)	-	-	-
61105411	Dsm Pipe Line Maint	258,034	174,104	223,815	196,180	209,646
61105412	Dsm Leak Check Program	38,627	39,821	52,233	41,706	103,696
61105413	Dsm Water Quality	52,397	34,971	47,106	65,469	58,101
61105414	Dsm Meter Testing	39	4,350	44,750	6,300	43,100
61105415	Dsm Pa One Call	66,817	57,550	81,667	53,011	74,182
61105416	Dsm Hydrant & Valve Maint	143,508	138,764	224,123	135,003	220,631
61105417	Dsm Flushing Program	47,139	34,258	46,447	30,531	45,851
61105421	Sr Meter Services/Construction	146,330	163,288	153,401	146,523	172,366
61105422	Sr Service Requests	353	12,089	-	-	-
61105424	Sr Water Tap	83,615	86,092	94,113	72,386	101,255
61105431	Pst Operations & Maint	198,814	211,557	200,432	193,196	226,067
61105443	Inspections	44,723	58,749	64,041	57,470	63,722
61105451	Ssa Vehicle Maint	93,081	94,368	101,056	73,761	112,582
61105452	Ssa Administration/Scada	1,707,286	1,174,621	820,066	584,689	850,572
61105453	Ssa Training	43,342	37,382	67,620	28,794	75,764
61105455	Ssa Information Tech / Gis	125,000	130,000	135,000	135,000	140,000
61105456	Ssa Facility Maintenance	95,393	83,908	118,943	99,844	124,724
61105458	Ssa Operations Engineering	54,803	72,247	159,439	96,805	170,112
61105461	Wbg Account Mangement	194,198	215,807	89,488	174,375	105,663
61105462	Wbg Meter Reading	3,565	1,215	5,300	5,829	4,300
61105463	Wbg Customer Sv	237,793	157,467	195,906	142,062	229,438
61105471	Wp Water Purchase	4,605,223	4,633,057	4,200,000	4,088,131	4,400,000
61105481	Debt Series 2011	(67,092)	133,824	66,709	-	-
61105492	Transfer To Gen Fund	234,184	33,088	150,000	150,000	150,000
61105495	Water Capital	(56,671)	89,815	800,000	23,303	800,000
	<b>Total</b>	<b>8,350,748</b>	<b>7,862,996</b>	<b>8,141,655</b>	<b>6,600,365</b>	<b>8,481,772</b>



## 2022 Annual Budget

### Fund Name: Sewer

#### Fund Description:

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

Department: Sewer Treatment Plant
**Description and Responsibilities:**

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

2021 Accomplishments:

## Treatment Plant Accomplishments

1. Headworks Decking repairs and safety railing installed.
2. Industrial Pretreatment accomplishments included pretreatment program modifications for the EPA program mandate in conjunction with the sewer plant upgrade.
3. Maintained NPDES compliance.
4. completed repairs on 36" RAS line

## Collection System Accomplishments

1. Inspected all manholes on the 16 interceptors.
2. Raised/repaired defective interceptor manholes.
3. CCIP lining of 473 feet of Whitney Drive.
4. Completed EPA acceptance of the Township's Industrial Pretreatment Program.
5. Stricter enforcement of the Fats, Oils, & Grease Program.
6. Raised buried manhole on Haine School Road 5 feet.
7. Completed Wolfe Run force main repair.

2022 Goals:

1. Complete design of biosolids project .
2. Enforce new wastewater pollutant local limits.
3. Develop asset management plan for all plant equipment.
4. Revise total coliform sampling program.

2022 Budget Highlights:

## Treatment Plant Budget Highlights:

1. Odor Control project to include ATAD roof repairs.
2. Repair Wolfe Run Pump Station driveway.
3. Implement service contracts for switch gear PM, motor control center infrared scan, fire alarm inspections, generators.

## Industrial Pretreatment and Collection System Budget highlights:

1. Inspection of collection system manholes for defects and determine repair priority.
2. I & I flow monitoring of interceptor sub-basins to re-establish priority list for further I & I activities.
3. Continue implementation of the Township's Industrial Pretreatment Program and review all documents.
4. FOG Program - continue enforcement and working with all customers to assure program success.
5. Utilize part-time employees to conduct system evaluation and inspection program.
6. Continue developing Inflow and Infiltration program into a structured program.
7. Review CCTV data of sanitary lines for defects and determine locations for rehabilitation.

Staffing Levels	2018	2019	2020	2021	2022
Full Time Staff	13	13	13	13	13
Part Time Staff	0	2	0	1	2



## 2022 Annual Budget

### Sewer Treatment Plant Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6210-5501-3210	Business Licenses And Permit	39,848	39,619	36,000	64,181	50,000
6210-5501-3315	Local Ordinance	-	-	-	1,000	-
6210-5501-3410	Interest	66,349	37,847	8,500	1,991	2,000
6210-5501-3530	Bond Revenue	-	144,013	-	-	-
6210-5501-3801	Prior Year Revenue Of Service	375,250	606,794	-	2,098	-
6210-5501-3802	Meter Revenue	8,314,149	8,963,084	9,033,500	8,283,553	9,322,095
6210-5501-3804	Tap In Fees	637,610	1,353,945	500,000	480,013	500,000
6210-5501-3805	Application Fee	5,885	5,450	4,500	5,160	5,000
6210-5501-3808	Ebill Auto Pay Credit	(35,540)	(42,518)	-	(44,671)	(43,000)
6210-5501-3809	Penalties	55,278	37,077	50,000	48,700	50,000
6210-5501-3810	Mtmsa Meter Rev	860,356	741,556	880,000	646,465	880,000
6210-5501-3811	Nstwp Meter Revenue	30,768	31,863	28,000	21,467	28,000
6210-5501-3855	Miscellaneous	7,480	8,679	7,500	636,100	7,500
6210-5501-3922	Transfer From Other Fund	6,872,258	644,083	-	-	-
6210-5501-3950	Refund Of Prior Year Exp	12,790	-	-	14,601	5,000
6210-5515-3852	Sponsorship	6,571	-	-	-	-
	<b>Total</b>	<b>17,249,052</b>	<b>12,571,493</b>	<b>10,548,000</b>	<b>10,160,659</b>	<b>10,806,595</b>

## 2022 Annual Budget

## Sewer Treatment Plant Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
62105501	Sewer Revenue	319	(14,101)	-	-	-
62105511	Tp Operations	1,444,868	1,412,441	1,464,962	1,124,899	1,463,559
62105512	Tp Maintenance	1,611,253	2,927,779	495,550	378,465	547,816
62105513	Tp Bio-Solids	513,076	530,356	576,280	484,465	614,442
62105514	Tp Odor	176,531	196,363	222,871	140,529	211,886
62105515	Tp Industrial Pretreatment	170,860	106,132	166,609	104,705	160,031
62105522	Csm Infiltration And Inflow	109,151	99,562	212,276	146,508	205,973
62105523	Csm Pa One Call	62,040	55,593	71,071	50,584	67,533
62105524	Csm Sewer Clog Odor	143,672	146,237	160,692	135,747	182,219
62105533	Inspections	48,476	60,389	66,814	53,259	84,973
62105551	Ssa Vehicle Mainteance	93,698	94,704	113,062	71,824	114,129
62105552	Ssa Administration	836,239	889,706	935,341	659,338	931,900
62105554	Ssa Facility Maintenance	95,930	84,081	118,473	97,095	122,076
62105555	Ssa Training	99,582	92,076	109,360	71,948	109,715
62105556	Ssa Information Tech	125,000	130,000	135,000	135,000	140,000
62105558	Ssa Operations Engineering	203,815	76,577	334,739	130,040	225,519
62105561	Sbg Account Management	87,785	178,055	201,495	155,174	254,661
62105562	Sbg Sewer Flow Meter Read	18,880	13,369	13,797	11,910	9,800
62105571	Ls Operations & Maintenance	154,958	179,089	212,571	171,233	242,241
62105581	Bond Interest	(220,721)	651,418	-	2,063,358	2,063,560
62105582	Principal Payment	1,808,816	621,294	5,027,729	2,933,471	2,933,475
62105592	Transfer To General Fund	150,000	150,000	150,000	150,000	150,000
62105595	Sewer Capital	278,306	248,873	800,000	382,141	2,000,000
	<b>Total</b>	<b>8,012,535</b>	<b>8,929,993</b>	<b>11,588,692</b>	<b>9,651,693</b>	<b>12,835,508</b>



## 2022 Annual Budget

### Fund Name: Solid Waste

#### **Fund Description:**

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

Department: Solid Waste Operations
**Description and Responsibilities:**

The “Collection Connection” is Cranberry Township’s Municipal Solid Waste Program. It is a comprehensive residential MSW collection program, collecting trash, recycling, and yard waste. The program is funded by user rates and PA recycling performance grants. The service is provided by a contracted hauling company through the public bidding process. Bids are renewed every 5 years and the service is refined to meet current needs and advancing technologies. Cranberry also owns and inventories all 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.

**2021 Accomplishments:**

1. Held three Household Hazardous Waste Collection Events at the Public Works Facility collecting nearly 60,000 pounds of material that will be recycled or disposed of properly.
2. Maintained a high quality of service during the pandemic, saw increases of tonnage of waste and recyclables in the residential curbside collection.
3. Developed a cart replacement program to replace all 19,423 carts that were issued from 2004-2008.
4. Improved on the working relationship with Vogel ownership to ensure a higher quality of service.
5. Developed a Collection Connection dashboard that tracks specific data and improves on tracking of work orders.

**2022 Goals:**

1. Lower the recycling contamination rate (.49%) through community awareness.
2. To replace all 6,292 carts on the Monday and Tuesdays route collection that were issued from 2004-2008
3. Partner with local elementary schools to develop a recycling education program. ( COVID Permitting)
4. Upgrade the cardboard compactor recycling area to improve on efficiency and to help regulate improper usage.

**2022 Budget Highlights:**

1. There are several factors affecting the stability of the MSW rates.
  - a. Increase in contractual obligations impose a necessary rate increase.
  - b. Increased cart replacement budget due to deterioration of carts issued from 2004-2008
  - c. Uncertainty in State funding of the Act 904 Performance Grant.
  - d. Global changes in recycling markets reduce the value of materials collection.
  - e. Application submitted for Act 902 Recycling Grant to help fund for the cart replacement program.
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 \$0.55 January 1, 2022 and again by \$0.35 July, 2022.

Service Levels	2018	2019	2020	2021	2022
96 Gallon	\$20.32	21.57	23.17	23.97	25.17
64 Gallon	\$19.66	20.91	22.51	23.31	24.71
36 Gallon	\$18.14	19.39	20.99	21.79	22.99
Bag Service	\$16.27	17.52	19.12	19.62	20.62



## 2022 Annual Budget

### Solid Waste Operations Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6310-7010-3410	Interest	8,913	2,969	6,500	383	500
	Interest earnings on investments.					
6310-7010-3540	State Grants	198,761	-	99,065	98,144	107,000
	Performance Grant awarded by DEP.					
6310-7010-3671	Fees For Services	2,415,876	2,590,936	2,749,063	2,549,098	2,944,492
	Revenue from monthly payments from solid waste customers.					
6310-7010-3809	Penalties	18,910	12,155	17,500	15,511	17,500
	Penalty collections from customers who pay late.					
6310-7010-3855	Miscellaneous	44,634	43,180	37,000	43,135	40,000
	Sale of yard waste bags and trash stickers.					
	<b>Total</b>	<b>2,687,094</b>	<b>2,649,239</b>	<b>2,909,128</b>	<b>2,706,270</b>	<b>3,109,492</b>



## 2022 Annual Budget

### Solid Waste Operations Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6310-7010-4010	Salaries-Fulltime	159,098	138,862	148,809	126,924	130,606
6310-7010-4012	Salaries-Part Time	33,235	20,076	13,655	9,711	35,000
6310-7010-4015	Overtime	2,401	1,099	-	1,458	2,000
6310-7010-4021	Social Security Tax	11,540	9,401	9,214	8,232	9,319
6310-7010-4022	Medicare	2,699	2,199	2,091	1,925	2,180
6310-7010-4023	Workers Comp	3,704	1,362	1,832	1,025	648
6310-7010-4024	Unemployment Comp	-	1,085	-	-	-
6310-7010-4041	Pension Non Uniform	8,432	7,245	7,467	6,435	6,553
6310-7010-4051	Hospitalization	46,322	42,903	39,701	30,118	39,686
6310-7010-4052	Vision Insurance	355	319	1,208	222	241
6310-7010-4053	Dental Insurance	2,432	2,672	2,235	1,985	2,188
6310-7010-4054	457 Contributions	8,432	7,245	6,577	6,435	6,553
6310-7010-4055	Disability Insurance	333	303	930	245	341
6310-7010-4057	Life Insurance	714	639	956	515	722
6310-7010-5004	Materials And Supplies	12,534	2,876	8,000	826	13,500
	Purchase of yard waste bags and trash stickers.					
6310-7010-5111	Professional Services	2,175,667	2,311,939	2,392,744	1,849,748	2,467,250
	Monthly payments to Vogel for contracted trash service.					
6310-7010-5113	Management Consulting	-	-	-	-	10,000
	Consulting on solid waste contract matters.					
6310-7010-5230	Information Tech Svcs	80,000	90,000	90,000	90,000	90,000
6310-7010-5354	Employee Training	1,051	-	1,000	999	2,000
	Conferences and workshops.					
6310-7010-5356	Employee Dues/Members	150	-	150	-	500
6310-7010-5361	Postage And Shipping	11,402	12,068	-	8,995	14,600
	Postage costs for mailing monthly solid waste service bills.					

## 2022 Annual Budget

## Solid Waste Operations Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6310-7010-5362	Printing	7,140	5,996	12,000	3,834	7,500
	Printing costs associated with solid waste program brochures and bills.					
6310-7010-5363	Advertising	1,624	-	7,500	-	2,500
6310-7010-5434	Interest Expense	-	-	2,500	-	-
6310-7010-6010	Equip Less Than 5,000	33,706	-	60,000	74,757	100,000
	Annual cart replacement \$60,000.					
6310-7010-6182	Depreciation	48,969	55,176	-	-	-
6310-7010-6183	Depreciation Expense New	-	2,768	-	-	-
	<b>Total</b>	<b>2,651,940</b>	<b>2,716,232</b>	<b>2,808,569</b>	<b>2,224,389</b>	<b>2,943,887</b>



## 2022 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.

2021 Accomplishments:

1. Managed membership transfers from previous COVID year.
2. Reintroduced programs and lessons to pre-COVID number with new protocol.
3. Transitioned Manager of Recreation Programs into primary manager of pool operations.
4. Managed significant pump replacement, enhancement and renovation through a major industry backlog on equipment.
5. Reintroduced group and party rentals with safe COVID processes.
6. Completed significant pool wall and deck repairs.
7. Continued new COVID sanitizing procedures pool wide.

2022 Goals:

1. Reintroduce the asset management plan with regular replacement of the sunbrellas, chairs and kitchen equipment.
2. Evaluate sand-play area for repairs, enhancements, or replacement.
3. Continue to offer region-wide training opportunities for lifeguards as other programs have dropped their training and evaluate pay to retain lifeguards and other seasonal employees.
4. Work to develop stronger relationship with SV for indoor training and class time at their new aquatic center.
5. Develop employee incentive program to address regional seasonal worker shortage and evaluating salaries to stay competitive.
6. Introduce a preventative maintenance program on pumps to extend life and prevent failure of pumps, motors and filters.
7. Looking to develop new revenue generating programs and membership retention programs to set new standard.

2022 Budget Highlights:

1. On-going repairs to pool shell.
2. Add more deck chairs and continue replacement plan on sunbrellas.
3. New programs never offered before should present significant revenue.
4. Through working with communications, developing a revenue generating sponsorship programs specific to the WaterPark.

Staffing Levels	2018	2019	2020	2021	2022
Full Time Staff	.75	.75	.75	0.5	.5
Part Time Staff	0	0	0	0	0
Seasonal Staff	105	125	135	135	135

## Pool Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6410-6810-3410	Interest	13,343	3,465	5,000	125	500
	Interest income on investments.					
6410-6810-3422	Rooms/Facility	14,209	2,666	15,500	16,450	16,500
	Deck Rentals, private rentals have been included in this amount					
6410-6810-3685	Memberships	236,042	130,768	248,000	289,577	250,000
6410-6810-3691	Admissions	242,334	75,702	255,000	251,666	250,000
6410-6810-3855	Miscellaneous	1,643	234	1,000	632	750
	Locker and Miscellaneous POS Revenue					
6410-6810-3856	Over/Short	(58)	2	-	(44)	-
6410-6810-3921	Transfer From Gen Fund	-	258,197	-	-	-
	Transfer from General Fund to cover debt service payment.					
6410-6810-3922	Transfer From Other Fund	72,319	-	-	-	-
	<i>Pool Operations Total</i>	<b>579,832</b>	<b>471,034</b>	<b>524,500</b>	<b>558,406</b>	<b>517,750</b>
6410-6830-3681	Program Fees/Lessons	7,146	1,304	7,100	8,030	7,500
	Revenue associated to concessions from party rentals					
6410-6830-3692	Concessions	130,080	54,285	134,000	126,269	134,000
	<i>Pool Concessions Total</i>	<b>137,226</b>	<b>55,589</b>	<b>141,100</b>	<b>134,299</b>	<b>141,500</b>
6410-6840-3681	Program Fees/Lessons	46,913	27,847	56,000	64,175	60,691
	<i>Pool Programs Total</i>	<b>46,913</b>	<b>27,847</b>	<b>56,000</b>	<b>64,175</b>	<b>60,691</b>
	<b>Total</b>	<b>763,972</b>	<b>554,470</b>	<b>721,600</b>	<b>756,880</b>	<b>719,941</b>



## 2022 Annual Budget

### Pool Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6410-6810-4010	Salaries-Fulltime	18,092	18,909	45,936	14,914	36,046
	program manager (50%)					
6410-6810-4012	Salaries-Part Time	250,497	208,249	225,000	206,294	230,000
	Operational Managers, Lifeguards and Guest Relations					
6410-6810-4015	Overtime	723	868	-	4,243	500
6410-6810-4021	Social Security Tax	16,565	13,984	16,799	13,923	16,185
6410-6810-4022	Medicare	3,874	3,271	3,928	3,256	3,785
6410-6810-4023	Workers Comp	10,640	10,140	14,475	8,097	14,000
6410-6810-4041	Pension Non Uniform	854	878	2,297	746	1,802
6410-6810-4051	Hospitalization	7,907	8,305	8,801	7,793	10,560
6410-6810-4052	Vision Insurance	70	65	65	59	67
6410-6810-4053	Dental Insurance	422	497	497	497	580
6410-6810-4054	457 Contributions	854	878	2,297	746	1,802
6410-6810-4055	Disability Insurance	87	89	120	88	93
6410-6810-4057	Life Insurance	179	184	259	182	203
6410-6810-5004	Materials And Supplies	16,636	8,476	20,000	10,768	20,000
	facility bathroom supplies, first aid, office supplies, membership cards, toner/ribbon, rescue tubes, front desk pos items.					
6410-6810-5123	Repair Maint Facility Maint	1,231	204	2,000	1,855	2,000
	misc. facility enhancements					
6410-6810-5230	Information Tech Svcs	30,000	35,000	35,000	35,000	35,000
6410-6810-5321	Electricity	22,406	19,170	35,000	17,929	35,000
6410-6810-5323	Water	17,616	19,697	20,000	15,842	20,000
6410-6810-5324	Sewer	3,995	6,733	4,256	5,547	5,000
6410-6810-5326	Storm Water Fee	336	2,688	-	-	-



## 2022 Annual Budget

### Pool Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6410-6810-5351	Employee Recruiting	5,864	3,554	6,000	2,625	5,000
	Drug Screening and Clearances for Waterpark Employees and advertising					
6410-6810-5357	Clothing	2,394	1,077	2,500	1,639	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	1,504	409	1,500	835	1,500
	signage, wp/swim lesson brochures, banners					
6410-6810-5363	Advertising	2,080	-	2,000	-	2,000
	newspaper ad, water bill insert, school flyers					
6410-6810-5370	Minor Equipment/Furniture	1,165	97	2,000	1,289	2,000
	First aid training supplies and misc. items					
6410-6810-6123	Furniture And Fixtures	10,657	1,390	11,000	147	11,000
	Sunbrellas, chairs, suit drier, sound system....etc.					
6410-6810-6182	Depreciation	174,093	175,263	-	-	-
	<b>Pool Operations Total</b>	<b>600,740</b>	<b>540,075</b>	<b>461,830</b>	<b>354,316</b>	<b>456,723</b>
6410-6820-4012	Salaries-Part Time	8,679	6,178	25,000	12,727	25,000
6410-6820-4021	Social Security Tax	538	383	1,550	789	1,550
6410-6820-4022	Medicare	126	90	362	185	362
6410-6820-4023	Workers Comp	1,192	1,148	1,362	762	1,361
6410-6820-5004	Materials And Supplies	3,423	2,394	4,000	3,766	5,000
	Clocks Replacement, paint, janitorial supplies, pressure washer and misc supplies					
6410-6820-5005	Cleaning Supplies	95	-	500	-	-
6410-6820-5008	Chemicals	14,643	14,640	20,000	16,029	20,000
6410-6820-5111	Professional Services	21,738	70,168	35,000	11,539	24,122
	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.					
6410-6820-5121	Repair Maint Equipment	11,079	4,837	12,000	13,742	12,000

## 2022 Annual Budget

## Pool Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
Painting misc structures. Hand actuator needs replaced; frog sprayer nozels need replaced; flowers need repainted; facade changes to wall separator						
	<b>Pool Maintenance Total</b>	<b>61,514</b>	<b>99,838</b>	<b>99,774</b>	<b>59,537</b>	<b>89,395</b>
6410-6830-4012 Salaries-Part Time						
6410-6830-4012	Salaries-Part Time	46,990	31,588	45,000	36,901	45,000
Estimated hours with perfect weather - 15% weather impact						
6410-6830-4015	Overtime	92	-	-	510	-
6410-6830-4021	Social Security Tax	2,919	1,958	2,790	2,320	2,790
6410-6830-4022	Medicare	683	458	652	542	653
6410-6830-4023	Workers Comp	1,788	1,742	2,450	1,371	2,451
6410-6830-5004	Materials And Supplies	64	-	-	300	-
6410-6830-5005	Cleaning Supplies	76	-	250	-	-
Cleaning supplies previously purchased						
6410-6830-5111	Professional Services	2,347	1,377	3,000	1,815	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	577	1,246	1,500	908	1,500
6410-6830-5354	Employee Training	346	-	500	300	1,500
Serve-safe training						
6410-6830-5368	Cost Of Goods	67,656	31,061	66,500	69,131	70,000
Food and cooking supplies						
6410-6830-6123	Furniture And Fixtures	1,059	189	5,000	-	5,000
Continued replacement of mature equipment and grease mats, plus adding equipment						
	<b>Pool Concessions Total</b>	<b>124,597</b>	<b>69,621</b>	<b>127,642</b>	<b>114,099</b>	<b>131,894</b>
6410-6840-4012	Salaries-Part Time	20,858	17,711	24,500	27,954	30,000
Wages based on averages associated to success of expected revenue.						
6410-6840-4015	Overtime	11	-	-	-	-
6410-6840-4021	Social Security Tax	1,605	1,098	1,519	1,733	1,860
6410-6840-4022	Medicare	375	257	-	405	435



## 2022 Annual Budget

### Pool Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6410-6840-4023	Workers Comp	795	765	1,335	747	1,634
6410-6840-5004	Materials And Supplies	567	-	1,000	(3,015)	4,000
6410-6840-5111	Professional Services	4,046	1,314	2,500	1,074	2,500
	Misc. program instruction and scuba program instructor fees.					
6410-6840-5354	Employee Training	910	874	1,500	-	1,500
	CPO certification, pesticide applicator credits and misc. training and certificate.					
	<b>Pool Programs Total</b>	<b>29,167</b>	<b>22,020</b>	<b>32,354</b>	<b>28,898</b>	<b>41,929</b>
	<b>Total</b>	<b>816,018</b>	<b>731,553</b>	<b>721,600</b>	<b>556,849</b>	<b>719,941</b>



## 2022 Annual Budget

### Fund Name: GOLF COURSE

#### **Fund Description:**

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

Department: Golf Course
Description and Responsibilities:

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

2021 Accomplishments:

1. Continued the improvement of the overall operation, where all staff works together to provide the very best experience possible to our customers.
2. With a limited staff, returned the course to recognized standards as a one of the area's finest conditioned courses all while remaining within budgetary guidelines.
3. On track to break the number of rounds played in 2020, despite a very average weather year.
4. Hired a new golf course architect to develop a revised master plan to enhance current facilities to promote and capitalize on anticipated community growth.
5. Established a new partnership with a caterer, which produced excellent results in customer service and operational efficiency.

2022 Goals:

1. Continue to facilitate the master plan.
2. Evaluate and replace equipment to insure efficiency and success.
3. Analyze current staffing and restructure to produce efficiency and success.

2022 Budget Highlights:

1. Continue to deliver the highest level of customer service and course conditions as efficiently possible within budgetary guidelines.
2. Continue constant evaluation of all decisions per equipment replacement, repairs/maintenance and staffing in preparation of implementing the master plan.

Staffing Levels	2018	2019	2020	2021	2022
Full Time Staff	8	8	8	8	8
Part Time Staff	0	0	0	0	0
Seasonal Staff	40	40	40	40	40



## 2022 Annual Budget

### Golf Course Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6510-6301-3410	Interest	17,852	4,604	5,000	564	1,000
6510-6301-3701	Green Fees	1,174,183	1,288,268	1,200,000	1,324,816	1,300,000
6510-6301-3717	Merchant Service Revenue	33,869	21,830	17,100	-	17,100
6510-6301-3852	Sponsorship	5,315	14,640	20,000	26,100	10,000
6510-6301-3855	Miscellaneous	16,387	461	2,000	4,434	4,000
6510-6301-3856	Over/Short	(172)	30	-	122	-
6510-6301-3905	Gas Rights	716,276	265,289	-	434,630	-
6510-6301-3907	Cart Lease	-	(800)	-	-	-
6510-6301-3921	Transfer From Gen Fund	-	250,000	122,212	122,212	-
6510-6301-3950	Refund Of Prior Year Exp	336	60,325	-	97	-
6510-6311-3707	Handicapp Services	16,620	18,015	17,500	23,140	25,000
6510-6311-3718	Clear Balance Gift Card	-	6,082	-	(369)	-
6510-6313-3702	Carts	241,787	307,413	260,000	300,967	290,000
6510-6313-3852	Sponsorship	750	500	1,000	750	1,000
6510-6314-3703	Range Fees	15,018	-	-	-	-
6510-6315-3704	Club Rentals	5,845	1,360	2,500	2,865	3,000
6510-6315-3705	Soft Goods	35,132	28,310	50,000	32,151	50,000
6510-6315-3706	Hard Goods	106,561	81,897	100,000	73,691	75,000
6510-6316-3681	Program Fees/Lessons	17,460	22,093	25,000	33,756	40,000
6510-6316-3682	Clinics/Programs	11,595	5,820	15,000	100	-
6510-6316-3855	Miscellaneous	930	695	-	148	-
6510-6331-3708	Food Sales Tax	49,845	55,633	75,000	78,022	75,000
6510-6331-3711	Alcohol Sales	188,145	172,662	190,000	215,788	200,000
6510-6332-3713	Menu Food	192	57	-	2,121	3,000
6510-6332-3714	Camp Cranberry Food	6,058	2,300	8,000	7,640	8,000
6510-6333-3422	Rooms/Facility	34,898	15,098	40,000	25,893	40,000
6510-6333-3710	Cartered Food Taxable	252,270	51,198	250,000	146,373	150,000



## 2022 Annual Budget

### Golf Course Revenue

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
6510-6333-3711	Alcohol Sales	67,668	5,521	65,000	46,003	65,000
6510-6333-3712	Catered Food Nontax	30,992	6,464	32,000	6,349	5,000
	<b>Total</b>	<b>3,045,813</b>	<b>2,685,764</b>	<b>2,497,312</b>	<b>2,908,363</b>	<b>2,362,100</b>



## 2022 Annual Budget

### Golf Course Expenses

GL Code	Description	2019 Actual	2020 Actual	2021 Adjusted Budget	2021 Year to Date	2022 Requested Budget
65106301	Golf Course Revenue	775	931	-	-	-
65106311	Go Golf Shop Services	123,917	192,450	103,328	180,853	119,577
65106312	Go Outside Services	57,603	54,221	68,479	73,114	72,668
65106313	Go Carts	52,836	62,363	65,054	67,503	62,493
65106314	Go Range	6,218	6,918	5,246	6,273	6,374
65106315	Go Merchandise	127,326	53,715	68,961	75,921	95,064
65106316	Go Lessons	32,262	26,188	38,682	30,811	40,015
65106331	Fb Grille	162,069	132,396	168,679	165,308	173,937
65106332	Fb Kitchen	10,355	10,810	10,201	7,193	12,309
65106333	Fb Banquet Facility	274,314	103,800	255,843	165,217	194,001
65106341	Facility Maintenance	78,713	59,784	71,000	55,750	65,500
65106342	Administration	224,389	201,091	257,739	199,610	265,331
65106344	Training	1,422	3,079	7,884	3,739	8,073
65106345	Infrastructure	10,815	18,782	12,000	8,047	12,000
65106346	Vechicle Mainteance	17,253	10,682	17,000	16,779	20,000
65106361	Tm Greens Maintenance	167,351	174,226	148,905	193,862	155,581
65106362	Tm Tees Maintenance	95,966	97,234	109,515	72,735	115,854
65106363	Tm Fairways Maintenance	120,650	123,001	146,469	119,317	152,665
65106364	Tm Rough Maintenance	134,320	112,058	186,605	116,667	199,652
65106365	Tm Bunker Maintenance	78,924	76,781	90,373	57,463	98,219
65106366	Tm Irrigation	49,337	49,835	58,893	39,787	54,368
65106381	Em Equipment Repair	113,746	88,290	136,795	121,621	148,047
65106391	Interest Payment	146,000	146,000	197,450	-	-
65106392	Principal Payment	119,550	150,000	150,000	236,900	236,900
65106395	Capital Expenses	606,629	51,879	122,212	159,716	53,472
	<b>Total</b>	<b>2,812,742</b>	<b>2,006,515</b>	<b>2,497,312</b>	<b>2,174,187</b>	<b>2,362,100</b>