



# CRANBERRY TOWNSHIP

## 2023 Budget

Foundations for a **BRIGHT** FUTURE



**CRANBERRY**  
• TOWNSHIP •

# 2023 FOCUS AREAS

- INFRASTRUCTURE INTEGRITY
- PLANNING FOR A SUSTAINABLE FUTURE
- FISCAL INTEGRITY
- QUALITY OF LIFE



# 2023 BUDGET

## BUDGET SUMMARY

### *Introduction*

I am pleased to present the 2023 budget, adopted by the Board of Supervisors on December 8, 2022. The budget aligns with the long-term vision of the Board of Supervisors to keep the Township on a path of excellence and sustainability. This fiscally sound budget simultaneously accomplishes the practice of pursuing value-enhancing community assets while advancing critical infrastructure needs. By taking this balanced approach, the Township addresses both current and future needs in our quest to be a community of distinction. The Board's objective to increase value for our shareholders - our residents and business community - remains at the forefront of our efforts.



The concepts guiding Cranberry's goal of sustainability - being engaged, prosperous, healthy, committed, and distinctive - are long-established bedrock principles outlined in the Cranberry Plan. These principles guide us toward becoming a community of distinction.

# 2023 BUDGET

As stated in the Cranberry Plan, *“Great communities don’t just happen. They require a guiding vision for the future and a sustained set of strategies for bringing that vision to reality.”*

This belief has helped the Township become recognized regionally and across the Commonwealth as a community of vision and of choice – a distinction that itself is rare and very much earned. However, if our efforts are going to elevate us to one of the “Greatest Communities” nationally, we must continue to plan boldly – while also maintaining the level of balance and thoughtfulness that brought us to where we are. The 2023 budget works to achieve these objectives incrementally and according to our long-range plans.



# 2023 BUDGET

## *Where We've Been - 2022 Summary*

Despite the achievements and accomplishments earned in 2022, the year left us with unexpected sadness with the passing of long-time Board member Dick Hadley. This unexpected blow to the stable leadership that has guided us over the last two decades is one that will be forever missed.

Challenges, however, bring opportunity, and 2023 offers just that as the Board welcomes a new and energetic voice to its ranks. New initiatives, important decisions, and exciting opportunities are on the horizon as the Township looks to the future.

And while the future remains a focus, we must also keep an eye on national trends. The national financial discourse continues to focus on record-high inflation, the likes not seen since the 1970s. Increasing costs of goods across the spectrum including fuel, electricity, and raw materials, as well as supply chain issues, continue to impact our projects and operations. While the federal government works to slow inflation, we must use solid management principles to address the practical implications that increasing costs have on our budget.



# 2023 BUDGET

We accomplished much in 2022 while managing the growing costs of goods and services. Most of the goals as set out in the 2022 budget have been achieved, including these significant initiatives:

Infrastructure	Quality of Life
<ul style="list-style-type: none"><li>• Completion of operational plans and rate studies for our Sewer and Water utilities</li><li>• The Sun Valley storm and water utility project</li><li>• The first of our required stream restoration projects for compliance with our MS4 permit</li><li>• Peters Road waterline replacement</li><li>• First phases of Fox Run stormwater enhancements</li><li>• Ehrman Road intersection improvement</li><li>• Brandt Drive intersection improvements</li><li>• The first phase of the Freedom Road transportation project.</li></ul>	<ul style="list-style-type: none"><li>• Kids Castle playground upgrades</li><li>• New Rotary Dog Park</li><li>• The first phase of the Municipal Center renovation project</li><li>• Updates to the Culture &amp; Diversity section of the Cranberry Plan</li><li>• Initial steps toward updating the Comprehensive Recreation, Parks, and Open Space Plan</li></ul>



# 2023 BUDGET

## *Where We're Headed – 2023*

The 2023 budget maintains the current tax rates to fund the General Fund. And while 511 tax revenues have rebounded to pre-pandemic levels, real estate taxes are projected to grow at a slower rate of 1% in the 2023 budget. The large volume of tax appeals over the last two years impacts the overall real estate tax values, though development should be offsetting the decrease in values. In 2023, we will evaluate the factors impacting real estate values. This trend is likely an anomaly and may be related to other controllable factors.

There are signs of a slowing housing market with a rise in mortgage rates. If history is a predictor, the strength of the local housing market should offset any significant long-term impacts. We fared better than most during the 2008 housing crisis. However, if the negative economic trends hit harder than expected they could have a longer-term impact on several of our revenue sources.



# 2023 BUDGET

We are in a very solid financial position to weather any impacts as a result of the economy over the next several years. This is due to careful spending and the diversity of our revenue streams. We will continue to monitor revenue sources, inflation, and increased costs of goods and services and practice prudent fiscal management.

In 2022, the Township received the second and final allocation of the American Rescue Plan (ARP) funds from the Federal Government, bringing our two-year total to \$3.3 million. These funds come with strict requirements and have been set aside in a separate fund.



# 2023 BUDGET

The funds must be obligated by 2024 and spent by 2026. The ARP funds are allocated in the 2023 budget and dedicated to offsetting 2023 operational costs in compliance with federal requirements. The operational offset will allow for a one-time budget transfer to support ongoing capital projects.

We have implemented the full, planned financial support of the Cranberry General Authority. As a result, stormwater projects are being planned and completed to meet the Township's Pennsylvania DEP MS4 permit mandates. These funds also support ongoing annual operations and stormwater project needs.

The 2023 budget also accounts for the continued focus on managing healthcare costs with the continued implementation of premium cost-sharing with employees.



# 2023 BUDGET

This budget balances the infrastructure needs with improved quality-of-life initiatives via a series of carefully vetted and necessary capital projects included in the 2023 budget.

We will also advance forward-looking initiatives for the future of the Township. We will focus on the completion of the Comprehensive Recreation, Parks, and Open Space Plan, setting the vision for our community recreation needs for the next 10 years. We also anticipate recommitting to our diversity initiatives to create a welcoming community through the completion of the Culture & Diversity section of the Cranberry Plan. We also anticipate the completion of the Golf Course Master Plan and have budgeted for the initial stages of a redevelopment plan that focuses on the mature core commercial areas of the Township.



# 2023 BUDGET

The Township's strong financial position is due to the fiscal principles that have been in place for many years. And while challenges are always present, we expect to continually strengthen our position by studying and adapting to the economy and economic indicators. As always, we continue to work in tandem with the long-range plans of the Township.

In the following pages, the 2023 budget continues the financial practices that have led to our strong financial position and Aaa Moody's rating. The budget ensures efficient and effective government services and operations; supports an engaged, safe, and healthy community; provides quality utility services to our customers; focuses on enhancing the quality of life in Cranberry; and focuses on infrastructure integrity and maintenance.

On behalf of Finance Director Vanessa Gleason and Assistant Township Managers Bettelou Bertoncello and Lucas Martsolf and all Department Directors, I respectfully submitted the 2023 budget. It was approved and adopted on December 8, 2022.

Respectfully,  
Daniel D. Santoro  
Township Manager

# 2023 BUDGET

## BUDGET HIGHLIGHTS



### Continue the strong financial practices that earned Cranberry a Aaa Financial Rating

- Current operating expenditures are covered by current revenue, not using reserves or deferring operational expenditures to meet current needs
- Commitment to continual review of fees, rates, and charges for services to ensure functional areas are appropriately supported by users
- Use of ARP funds supporting the operation and allowing for important capital projects

## BUDGET HIGHLIGHTS



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

- Re-alignment of operational departments including Customer Service, Public Works, and Utilities to provide for more efficient and effective service delivery and customer service
- Funds commitment to employee professional development activities
- Expands Customer Service Center operational hours, allowing more opportunities to conduct Township business

## 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 operation into the future
- Provide the necessary tools, equipment, and resources in the Police Department to meet the changing public safety environment
- Support the authorized level of 33 Police Officers and the new Community Service Officer Program
- Build on the success of the Cranberry Township Volunteer Fire Department's recruitment and retention efforts and assess the need for additional operational support in the Department of Fire and Emergency Services (DFES)

## BUDGET HIGHLIGHTS

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



- Continue full support by Cranberry General Authority in achieving compliance with state-mandated MS4 streambank restoration program
- Advance multiple stormwater initiatives and projects including Phase II of the Fox Run sewer and stormwater improvements designed to reduce flooding during significant storm events
- Advance the design for the Brush Creek Water Pollution Control Facility solids handling process
- Advance the aggressive Infiltration and Inflow (I&I) study to reduce extraneous flows in the sewer system
- Advance the design and construction of the Franklin Acres pump station and force-main project
- Advance the system integrity improvements in water pumping capacity and water distribution system

## BUDGET HIGHLIGHTS

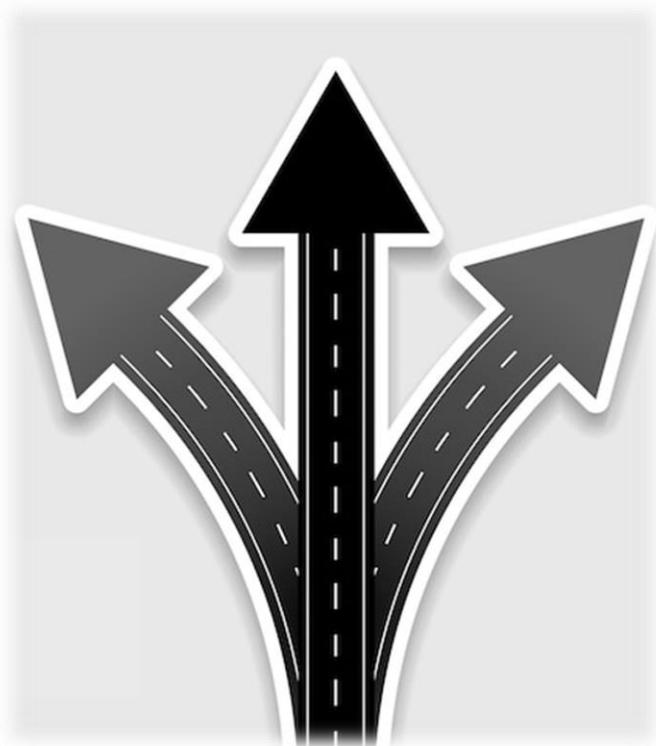
**Enhance quality of life by investing in programs, initiatives, and facilities to increase civic engagement**

- Continued implementation of the Municipal Center master plan and site improvements
- Completion of Comprehensive Recreation, Parks, and Open Space Plan
- Complete the Cranberry Highlands master plan including golf and clubhouse facilities
- Continued enhancements to Graham Park sports courts including a new seasonal pickleball air dome and enhancements to tennis and basketball facilities
- Foster civic engagement opportunities through the successful Community Leadership Institute of Cranberry (CLIC)
- Complete the update to the Culture and Diversity section of the Cranberry Plan
- Advance the Community Park North Master Plan design and funding strategy
- Advance design options for the Waterpark sand play area



## BUDGET HIGHLIGHTS

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



- Continue the expectation of the Board for highest quality maintenance of more than 136 miles of Township-owned roads
- Advance Phase Two (Build Grant #2) of improvements to the Freedom Road corridor between Haine School and Powell roads
- Increase annual paving program budget to keep up with needs
- Advance the Progress Ave./Rt. 19 signalization project
- Planning, funding, and construction of critical transportation project needs through capital planning, partnerships, and funding opportunities at the federal, state, and local level

# 2023 BUDGET

## Budget Adoption Schedule:

- Wednesday, November 9, 2022 – Board of Supervisors Review
- Thursday, November 10, 2022 – Board of Supervisors Review (If necessary)
- Thursday, November 17, 2022 – Board of Supervisors to consider adoption of proposed budget
- Friday, November 18, 2022 – Proposed Budget available for public review, copy in Library, Administration, and on-line at [www.cranberrytownship.org](http://www.cranberrytownship.org)
- Thursday, December 8, 2022 – Board of Supervisors to consider final adoption of proposed budget



# Thank You!

Respectfully submitted

**Daniel D. Santoro**

*Township Manager*





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# CRANBERRY TOWNSHIP

2023 Proposed Budget

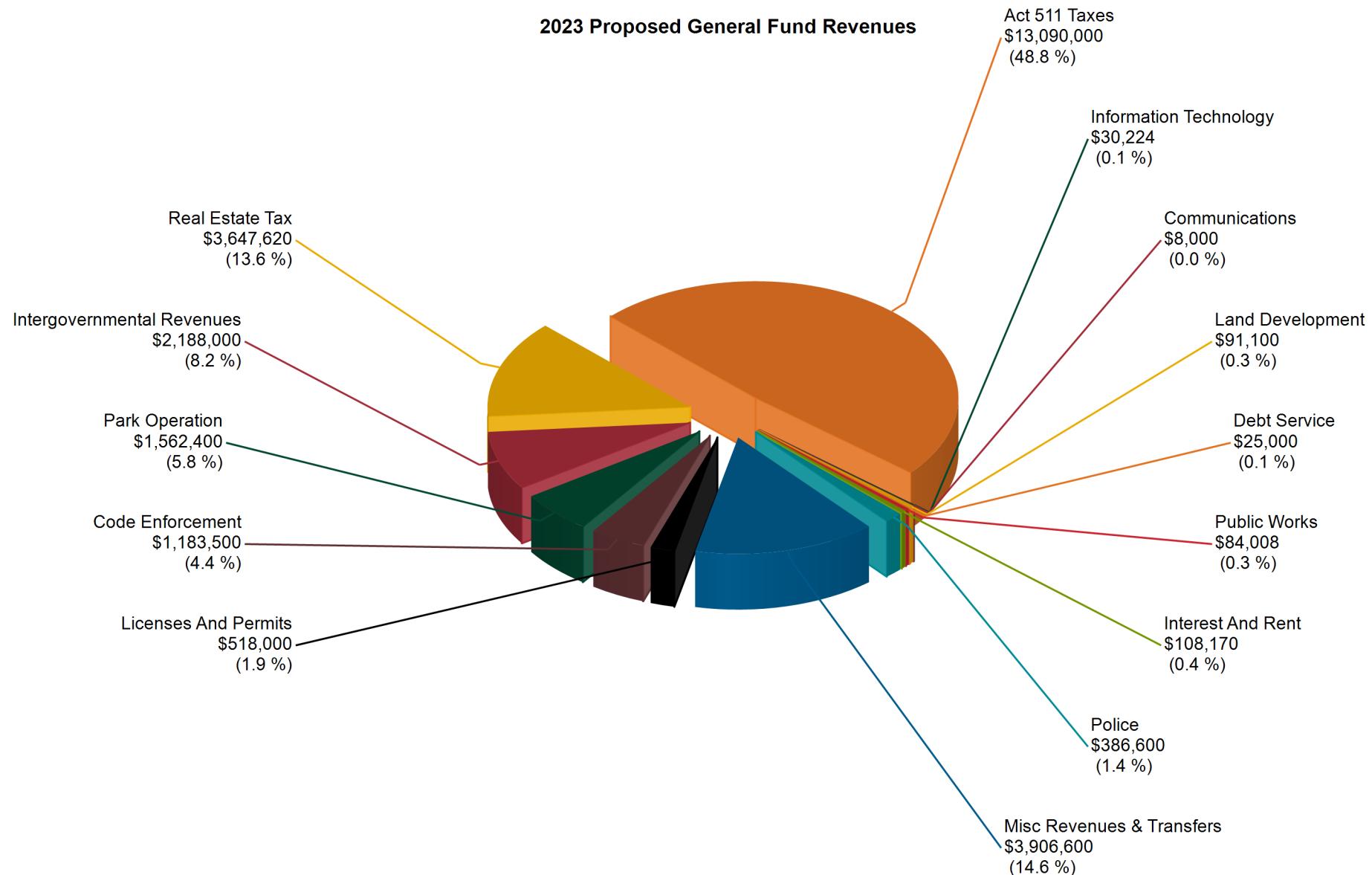
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Foundations for a BRIGHT FUTURE





# Budget Summary





## 2023 Annual Budget

2023 Proposed General Fund Revenue of \$26,830,222

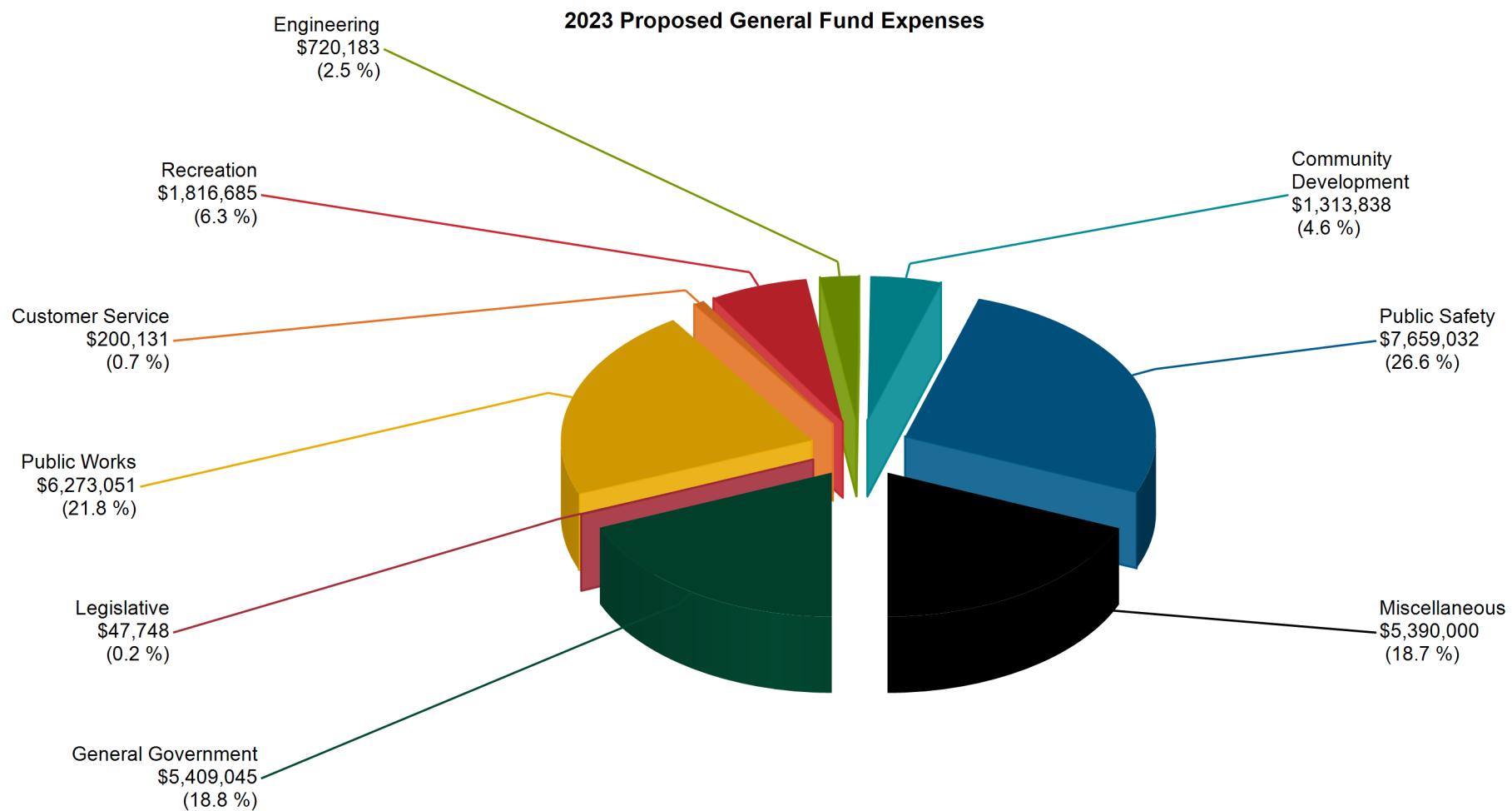
Department/Cost Center	Description	2022 Revised Budget	2023 Budget
<b>Legislative</b>			
10001200	Real Estate Tax	3,572,468	3,647,620
10001300	Act 511 Taxes	12,790,000	13,090,000
10001400	Licenses And Permits	530,000	518,000
10001500	Interest And Rent	88,170	108,170
10001600	Intergovernmental Revenues	2,043,000	2,188,000
10001700	Misc Revenues & Transfers	414,500	3,906,600
<i>Total</i>		<b>19,438,138</b>	<b>23,458,390</b>
<b>General Government</b>			
10002200	Human Resources	-	-
10002331	Information Technology	30,224	30,224
10002500	Communications	40,000	8,000
10002600	Debt Service	73,800	25,000
<i>Total</i>		<b>144,024</b>	<b>63,224</b>
<b>Community Development</b>			
10003100	Land Development	56,100	91,100
10003200	Code Enforcement	1,109,500	1,183,500
<i>Total</i>		<b>1,165,600</b>	<b>1,274,600</b>
<b>Public Safety</b>			
10004116	Police	263,400	386,600
<i>Total</i>		<b>263,400</b>	<b>386,600</b>
<b>Public Works</b>			
10005110	Snow Removal	22,500	22,500
10005120	Traffic Signals & Communic	28,500	29,640
10005132	Road Maintenance	-	-
10005150	Fleet Maintenance	-	-



## 2023 Annual Budget

2023 Proposed General Fund Revenue of \$26,830,222

Department/Cost Center	Description	2022 Revised Budget	2023 Budget
10005160	Grounds Maintenance	31,000	31,868
	<b>Total</b>	<b>82,000</b>	<b>84,008</b>
<b>Engineering</b>			
10005220	Engineering	1,000	1,000
	<b>Total</b>	<b>1,000</b>	<b>1,000</b>
<b>Recreation</b>			
10006210	Park Operation	40,150	49,400
10006220	Park Early Childhood	365,000	385,000
10006230	Park Youth Programs	507,000	510,000
10006240	Park Adult Programs	240,000	450,000
10006250	Park Family Programs	16,000	19,000
10006260	Park Teen Programs	40,000	35,000
10006270	Park Senior Programs	2,000	2,000
10006280	Park Community Events	15,000	10,000
10006290	Park Facility Maintenance	60,000	90,000
10006295	Park Special Program	12,000	12,000
	<b>Total</b>	<b>1,297,150</b>	<b>1,562,400</b>
	<b>General Fund Revenue Total</b>	<b>22,391,312</b>	<b>26,830,222</b>



## 2023 Annual Budget

2023 General Fund Expenditures of \$28,829,713

Department/Cost Center	Description	2022 Revised Budget	2023 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	4,800,000	5,390,000
	<b>Total</b>	<b>4,800,000</b>	<b>5,390,000</b>
<b>General Government</b>			
10002100	Executive	1,147,190	1,193,742
10002200	Human Resources	448,621	588,516
10002311	Information Technology	282,320	386,705
10002400	Finance	459,336	492,394
10002500	Communications	516,250	496,716
10002600	Debt Service	1,606,400	1,503,886
10002700	Tax Collection	299,934	301,086
10002800	Insurance	443,400	446,000
	<b>Total</b>	<b>5,203,451</b>	<b>5,409,045</b>
<b>Community Development</b>			
10003100	Land Development	359,386	370,703
10003200	Code Enforcement	680,972	694,214
10003300	Planning	230,094	248,921
	<b>Total</b>	<b>1,270,452</b>	<b>1,313,838</b>
<b>Customer Service</b>			
10003400	Customer Service	190,038	200,131
	<b>Total</b>	<b>190,038</b>	<b>200,131</b>
<b>Public Safety</b>			
10004111	Police Department Support	1,887,988	1,956,803
10004112	Police Patrol	4,094,532	4,176,511

## 2023 Annual Budget

2023 General Fund Expenditures of \$28,829,713

Department/Cost Center	Description	2022 Revised Budget	2023 Budget
10004113	Police Traffic	139,894	142,517
10004114	Police Investigations	327,434	339,217
10004115	Police Fleet	190,000	273,500
10004117	Community Service Officers	12,650	12,650
10004120	Animal Service	12,000	12,000
10004140	Firing Range	14,000	14,000
10004230	Fire & Emergency Services	591,689	731,834
<i>Total</i>		<b>7,270,187</b>	<b>7,659,032</b>
<b>Public Works</b>			
10005110	Snow Removal	720,800	692,018
10005120	Traffic Signals & Communic	612,676	671,283
10005131	Storm Water	607,326	607,870
10005132	Road Maintenance	1,202,407	1,290,671
10005140	Facility Maintenance	822,464	870,499
10005150	Fleet Maintenance	278,656	303,664
10005160	Grounds Maintenance	1,097,142	1,180,533
10005170	Pw Administration	599,109	656,513
<i>Total</i>		<b>5,940,580</b>	<b>6,273,051</b>
<b>Engineering</b>			
10005210	Engineering	676,999	720,183
<i>Total</i>		<b>676,999</b>	<b>720,183</b>
<b>Recreation</b>			
10006210	Park Operation	499,919	585,458
10006220	Park Early Childhood	221,875	252,155
10006230	Park Youth Programs	477,627	482,662
10006240	Park Adult Programs	123,549	206,865
10006250	Park Family Programs	65,643	65,485
10006260	Park Teen Programs	22,750	18,000



## 2023 Annual Budget

2023 General Fund Expenditures of \$28,829,713

Department/Cost Center	Description	2022 Revised Budget	2023 Budget
10006270	Park Senior Programs	4,700	4,700
10006280	Park Community Events	44,400	47,000
10006290	Park Facility Maintenance	90,801	87,112
10006295	Park Special Program	75,245	67,248
	<i>Total</i>	<b>1,626,509</b>	<b>1,816,685</b>
	<b>General Fund Expenses Total</b>	<b>27,025,964</b>	<b>28,829,713</b>

## 2023 Annual Budget

## 2023 Other Funds Summary

Funds	Description	2022 Budgeted Revenue	2022 Budgeted Expenses	2023 Budgeted Revenue	2023 Budgeted Expenses
<b>Special Revenue Funds</b>					
2110	Tip East	58,898	1,082,950	1,058,047	2,378,308
2111	Tip West	157,367	1,000,000	207,305	1,045,000
2112	Recreation Fees	231,781	370,000	166,376	450,000
2114	Developers Contribution	-	-	253,475	-
2115	Storm Water Maintenance	-	-	200	-
2310	Liquid Fuels	886,326	870,000	994,921	990,000
2410	Library	453,264	453,264	462,695	462,695
2420	Fire Operations	631,486	629,567	640,057	662,185
2610	Road Equipment Fund	376,770	-	393,250	-
2620	Public Buildings Fund	452,014	360,000	445,750	426,935
2700	American Rescue Plan Fund	1,651,000	1,300,000	90,000	3,390,000
		<b>Total</b>	<b>4,898,906</b>	<b>6,065,781</b>	<b>4,712,076</b>
<b>Capital Projects</b>					
3100	Fire Capital	441,295	452,865	448,950	390,164
3400	Capital Improvement	4,002,500	4,150,000	6,930,000	8,496,176
3810	2017 Bond Fund	-	-	-	-
		<b>Total</b>	<b>4,443,795</b>	<b>4,602,865</b>	<b>7,378,950</b>
<b>Enterprise Funds</b>					
6110	Water	8,451,760	8,481,772	8,855,560	10,141,306
6210	Sewer	10,806,595	12,835,508	11,410,543	12,668,922
6310	Solid Waste	3,109,492	2,943,887	3,220,829	3,188,354
6410	Swimming Pool	719,941	719,941	780,437	806,437
6510	Golf Course	2,862,100	2,362,100	2,415,140	2,415,140
		<b>Total</b>	<b>25,949,888</b>	<b>27,343,208</b>	<b>26,682,509</b>
		<b>Other Funds Total</b>	<b>35,292,589</b>	<b>38,011,854</b>	<b>38,773,535</b>
					<b>47,911,622</b>



# General Fund Revenue



## 2023 Annual Budget

### Real Estate Tax Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-1200-3011	Current Year Levy	3,380,965	3,431,759	3,515,768	3,469,338	3,586,920
	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 October 24, 2022, Butler County has determined Cranberry's taxable assessed value to be \$460,505,270. 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 2023 (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 sixth term in January of 2022. The collection rate for 2022 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	5,564	5,071	5,700	13,134	5,700
	Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2022 but collected in 2023)					
1000-1200-3014	Delinquent Tax Claim	35,087	44,318	35,000	27,876	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	867	35,644	16,000	91,341	20,000
	Interim tax billing for properties added to tax duplicate after January 2023.					
	<b>REAL ESTATE TAX Total</b>	<b>3,422,483</b>	<b>3,516,793</b>	<b>3,572,468</b>	<b>3,601,687</b>	<b>3,647,620</b>

## 2023 Annual Budget

## Act 511 Taxes Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-1300-3120	Real Estate Transfer Tax	2,604,697	2,654,575	1,500,000	1,728,248	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	8,363,353	8,872,304	7,700,000	7,585,337	8,000,000
	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	2,555,597	2,858,230	2,500,000	3,278,723	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	1,222,127	1,230,559	1,090,000	997,305	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.					
	<i>Act 511 Taxes Total</i>	<b>14,745,774</b>	<b>15,615,668</b>	<b>12,790,000</b>	<b>13,589,614</b>	<b>13,090,000</b>



## 2023 Annual Budget

### Licenses And Permits Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-1400-3210	Business Licenses And Permit	537,162	527,999	530,000	389,866	518,000
	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 August 2022, expires in August 2032. 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>537,162</b>	<b>527,999</b>	<b>530,000</b>	<b>389,866</b>	<b>518,000</b>



## 2023 Annual Budget

### Interest And Rent Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-1500-3410	Interest	82,549	7,740	10,000	36,920	30,000
	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	46,592	81,787	78,170	69,078	78,170
	Real Estate Tax Collector \$2,736 (19/sq.ft) 1/1/2022 - 12/31/2023 (20/sq.ft) 1/1/24 - 12/31/25 Pgh. North Regional Chamber \$10,300 (\$20/sq.ft) 1/1/21-12/31/22 intended renewal for 2 yrs @ 20/sq. ft. State Representative \$11,640 (\$20/sq.ft) 12/01/20 - 11/30/22 intended renewal for 2 yrs @ 20/sq. ft. CCR \$3,696 (\$22/sq.ft 1/1/2022 - 12/31/2023 CTEMS Included for 2023 @ \$3500/month or \$42,000 annual Butler County (Senior Center) \$7,800 (annual)					
	<b><i>Interest and Rent Total</i></b>	<b><i>129,140</i></b>	<b><i>89,527</i></b>	<b><i>88,170</i></b>	<b><i>105,998</i></b>	<b><i>108,170</i></b>



## 2023 Annual Budget

### Intergovernmental Revenues Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-1600-3551	State Pension Aid	891,214	849,119	850,000	916,940	900,000
	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	236,549	215,128	215,000	288,076	280,000
	The Township also receives funds from the Commonwealth of Pennsylvania for distribution to the Cranberry Township Volunteer Fire Company Relief Association. The amount of funding received is related to the amount of fire insurance held by Township residents which has been written by companies located outside of Pennsylvania. These funds in turn are distributed directly to the fire company's relief association. The budget typically reflects the actual amount received in the previous year.					
1000-1600-3555	Liquor Licenses	12,300	1,500	10,000	12,900	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 55 establishments with liquor licenses.					
1000-1600-3561	Public Utility Tax	19,779	19,951	18,000	20,771	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	191,200	132,113	150,000	223,466	180,000
	Township share of fees paid by gas drillers on their wells as per Act 13.					
1000-1600-3649	Reimb From General Authority	97,252	627,245	800,000	-	800,000
	per Management Agreement with the Township					
	<i>Intergovernmental Revenues Total</i>	<i>1,448,293</i>	<i>1,845,055</i>	<i>2,043,000</i>	<i>1,462,153</i>	<i>2,188,000</i>

## 2023 Annual Budget

## Misc Revenues &amp; Transfers Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-1700-1612	Fuel Inventory	(74,949)	(3,675)	-	(23,278)	-
1000-1700-1613	Fsa Inventory	(1,841)	5,309	-	5,937	-
1000-1700-3319	Ctcc Admin Fee	-	6,500	4,000	4,500	6,000
1000-1700-3425	Tower Leases	13,023	17,515	13,000	11,581	17,100
	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	3,412	205	-	137	-
1000-1700-3511	Other Grants	2,125,320	828,155	-	6,577	-
1000-1700-3540	State Grants	93,163	-	-	-	-
1000-1700-3651	Sale Public And Admin SvS	16,408	15,512	13,000	8,972	9,000
	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	17,948	17,719	7,500	11,513	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	8	(226)	-	(1,001)	-
1000-1700-3858	Community Chest Donations	(2,365)	(2,452)	-	(1,697)	-
1000-1700-3910	Sale Of Fixed Assets	1,165	1,248	2,000	6,131	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	250,000	300,000	300,000	-	3,790,000
	Inter-fund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2023 is an \$400,000 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. 2023 also includes \$3,300,000 in American Rescue Plan funds to be spent in the General Fund in compliance with federal requirements.					
1000-1700-3925	Transfer From Water	66,912	-	-	-	-
1000-1700-3929	Transfer From Rec Fees	100,000	-	-	-	-
1000-1700-3950	Refund Of Prior Year Exp	105,302	123,958	75,000	118,308	75,000
	At times the Township receives refunds of expenditures made in the prior year.					
	<b>Misc Revenues &amp; Transfers Total</b>	<b>2,713,507</b>	<b>1,309,770</b>	<b>414,500</b>	<b>147,681</b>	<b>3,906,600</b>



## 2023 Annual Budget

### Human Resources Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2200-3868	Reimbursements Insurance	5,062	-	-	-	-
	<b><i>Human Resources Total</i></b>	<b><i>5,062</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>



## 2023 Annual Budget

### Information Technology Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2331-3684	Charge For Services	35,785	39,722	30,224	35,006	30,224
	<b><i>INFORMATION TECHNOLOGY Total</i></b>	<b><i>35,785</i></b>	<b><i>39,722</i></b>	<b><i>30,224</i></b>	<b><i>35,006</i></b>	<b><i>30,224</i></b>

## 2023 Annual Budget

## Communications Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2500-3852	Sponsorship	-	12,500	40,000	14,234	8,000
	<i>Communications Total</i>	-	<b>12,500</b>	<b>40,000</b>	<b>14,234</b>	<b>8,000</b>



## 2023 Annual Budget

### Debt Service Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2600-3873	Debt Offset Payments	55,919	-	73,800	7,425	25,000
	Payments from Athletic Associations for Graham Park debt. SVLC- \$3,800 SVSA - \$70,000					
	<i>Debt Service Total</i>	<i>55,919</i>	<i>-</i>	<i>73,800</i>	<i>7,425</i>	<i>25,000</i>

## Land Development Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-3100-3619	Bond Relase Fee	24,750	11,250	20,000	12,450	20,000
	All new developments are required to post financial security (bonds) to guarantee the completion of improvements which are required by ordinance and established at the time of development approval. The Pennsylvania Municipalities Planning Code (MPC) establishes criteria for the posting and release of financial security. The MPC allows for full and partial releases of the financial security as work progresses in new developments. A bond release fee is charged each time that a developer requests a release of financial security from the Township. The fees are intended to cover Township costs associated with processing of a release request. Fees are charged to the development's escrow account. Fees are \$150 for requests related to sewer and water facilities, plus actual costs of engineer's inspection; and \$300 for requests related to roads/stormwater facilities, plus the actual costs of engineer's inspections.					
1000-3100-3620	Liquor License Transfer	-	-	500	1,000	500
	Pennsylvania law allows for the transfer of liquor licenses between communities within the same county. Each applicant for a license transfer is required to pay this application fee. The fee is intended to cover Township costs associated with the processing of the transfer request and the public hearing that is held. The fee is \$500 per application.					
1000-3100-3621	Conditional Use Fee	3,850	5,500	5,000	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	-	1,420	500	275	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	48,560	61,810	30,000	85,060	65,000
	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	180	140	100	80	100
	The Township provides copies of certain public documents to the public. These documents can include copies of codes and ordinances or other public documents. This item represents the revenue received for the documents and is intended to cover reproduction costs.					
	<i>Land Development Total</i>	<i>77,340</i>	<i>80,120</i>	<i>56,100</i>	<i>103,265</i>	<i>91,100</i>

## 2023 Annual Budget

## Code Enforcement Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-3200-3220	Nonbusiness Permits	4,712	970	-	50	-
	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.					
1000-3200-3611	Building Permits	1,664,683	853,993	850,000	997,717	923,000
	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	8,100	7,580	6,500	6,280	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	41,460	38,746	25,000	31,200	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	56,670	34,545	45,000	26,325	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	7,650	2,065	1,000	4,425	2,000
	Fee for on-lot septic permit applications which include the site testing, application review and permit approval.					
1000-3200-3616	Sign Permits	11,050	12,950	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	4,600	2,100	3,500	2,660	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	20,415	18,705	15,000	13,905	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	197,305	179,672	150,000	126,201	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	6,200	3,500	6,905	3,500
	<b><i>Code Enforcement Total</i></b>	<b><i>2,017,111</i></b>	<b><i>1,157,526</i></b>	<b><i>1,109,500</i></b>	<b><i>1,226,168</i></b>	<b><i>1,183,500</i></b>



## 2023 Annual Budget

### Police Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-4116-3220	Nonbusiness Permits	4,550	4,060	6,500	7,245	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	14,052	12,420	10,000	6,291	10,000
	Local portion of fines collected by State Police.					
1000-4116-3312	Clerk Of Courts	22,127	19,052	20,000	17,226	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	21,201	15,079	20,000	18,328	20,000
	The Magisterial District Judge collects fines for violations of the PA Motor Vehicle Code.					
1000-4116-3314	Nontraffic Violation	20,368	15,499	20,000	10,716	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	525	200	2,500	1,328	2,000
	Fines collected from Township parking citations.					
1000-4116-3317	Reimb Expense Vehicle Theft	25,157	30,859	-	120,710	120,000
	Monies received to fully fund an officer participating in the Pennsylvania State Police Auto Theft Task Force.					
1000-4116-3510	Federal Grants	-	-	3,000	5,164	3,000
1000-4116-3641	Accident Reports	4,549	3,757	3,400	4,071	3,600
	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	18,091	3,608	5,500	12,608	6,500
	Fee for fingerprinting nonresidents and for businesses located outside Cranberry \$50.00 for non-criminal issues. For business located in Cranberry \$10.					
1000-4116-3643	False Alarm	32,993	36,007	26,000	23,000	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	2,738	3,561	4,000	-	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	2,607	36,157	12,500	2,787	5,000
	Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.					
1000-4116-3647	Reimburse Salaries	214,050	280,002	130,000	51,106	140,000



## 2023 Annual Budget

### Police Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 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>383,008</i></b>	<b><i>460,259</i></b>	<b><i>263,400</i></b>	<b><i>280,579</i></b>	<b><i>386,600</i></b>

## 2023 Annual Budget

## Public Works Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5110-3661	Winter Service Agreement	13,881	23,165	20,000	-	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	5,213	2,500	3,090	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>15,911</b></i>	<i><b>28,378</b></i>	<i><b>22,500</b></i>	<i><b>3,090</b></i>	<i><b>22,500</b></i>
1000-5120-3647	Reimburse Salaries	-	-	-	7,420	-
1000-5120-3662	7 Fields/Adams Maint Agreemnt	25,898	27,576	28,500	28,865	29,640
	Fees received from our Inter-Municipal Partners for Traffic Signal Operations					
	<i><b>Traffic Signals &amp; Communic Total</b></i>	<i><b>25,898</b></i>	<i><b>27,576</b></i>	<i><b>28,500</b></i>	<i><b>36,285</b></i>	<i><b>29,640</b></i>
1000-5132-3647	Reimburse Salaries	31,018	28,196	-	16,174	-
	<i><b>ROAD MAINTENANCE Total</b></i>	<i><b>31,018</b></i>	<i><b>28,196</b></i>	<i><b>-</b></i>	<i><b>16,174</b></i>	<i><b>-</b></i>
1000-5150-3648	Vehicle Equipment Useage	961	-	-	-	-
	<i><b>Fleet Maintenance Total</b></i>	<i><b>961</b></i>	<i><b>-</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	26,028	25,232	31,000	59,438	31,868
	The Township bills the local athletic associations for electrical service for ballfield lights.					
	<i><b>Grounds Maintenance Total</b></i>	<i><b>33,528</b></i>	<i><b>25,232</b></i>	<i><b>31,000</b></i>	<i><b>59,438</b></i>	<i><b>31,868</b></i>
	<b>Total</b>	<b>107,315</b>	<b>109,383</b>	<b>82,000</b>	<b>114,986</b>	<b>84,008</b>



## 2023 Annual Budget

### Engineering Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5220-3617	Grading Permits	-	-	1,000	3,030	1,000
	<b><i>ENGINEERING Total</i></b>	-	-	<b><i>1,000</i></b>	<b><i>3,030</i></b>	<b><i>1,000</i></b>

## 2023 Annual Budget

## Parks and Recreation Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6210-3422	Rooms/Facility	1,853	3,447	6,000	4,191	7,500
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	14,310	34,518	28,500	34,318	35,000
1000-6210-3511	Other Grants	-	36,700	-	-	-
1000-6210-3610	Alcohol Permit	2,500	5,750	4,250	6,095	5,500
1000-6210-3647	Reimburse Salaries	-	360	-	-	-
1000-6210-3683	Vending Commissions	158	99	200	151	200
Service agreements for soft drink and snack vending as a convenience to our customers.						
1000-6210-3852	Sponsorship	59	1,500	-	-	-
All donations going to specific program						
1000-6210-3855	Miscellaneous	110	190	1,200	-	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	2	(39)	-	(575)	-
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>18,992</b>	<b>82,524</b>	<b>40,150</b>	<b>44,179</b>	<b>49,400</b>
1000-6220-3681	Program Fees/Lessons	169,178	296,479	365,000	279,317	385,000
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>169,178</b>	<b>296,479</b>	<b>365,000</b>	<b>279,317</b>	<b>385,000</b>
1000-6230-3681	Program Fees/Lessons	241,505	353,784	500,000	358,732	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	2,000	2,000	7,000	550	10,000
<b>Park Youth Programs Total</b>		<b>243,505</b>	<b>355,784</b>	<b>507,000</b>	<b>359,282</b>	<b>510,000</b>
1000-6240-3681	Program Fees/Lessons	88,283	129,310	240,000	397,632	450,000
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	-	1,500	-
1000-6240-3855	Miscellaneous	-	500	-	1,550	-

## 2023 Annual Budget

## Parks and Recreation Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
	<b><i>Park Adult Programs Total</i></b>	<b><i>88,283</i></b>	<b><i>130,810</i></b>	<b><i>240,000</i></b>	<b><i>400,682</i></b>	<b><i>450,000</i></b>
1000-6250-3681	Program Fees/Lessons	627	6,648	15,000	4,527	15,000
Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Holiday Programs.						
1000-6250-3852	Sponsorship	-	-	1,000	-	4,000
	<b><i>Park Family Programs Total</i></b>	<b><i>627</i></b>	<b><i>6,648</i></b>	<b><i>16,000</i></b>	<b><i>4,527</i></b>	<b><i>19,000</i></b>
1000-6260-3681	Program Fees/Lessons	22,365	20,512	40,000	18,259	35,000
Leadership Summer Camp and Teen Tennis. Programs for ages 13-18 such as Babysitting Training.						
	<b><i>Park Teen Programs Total</i></b>	<b><i>22,365</i></b>	<b><i>20,512</i></b>	<b><i>40,000</i></b>	<b><i>18,259</i></b>	<b><i>35,000</i></b>
1000-6270-3681	Program Fees/Lessons	190	-	2,000	70	2,000
Senior programs, holiday bingo.						
	<b><i>Park Senior Programs Total</i></b>	<b><i>190</i></b>	<b><i>-</i></b>	<b><i>2,000</i></b>	<b><i>70</i></b>	<b><i>2,000</i></b>
1000-6280-3681	Program Fees/Lessons	-	250	-	-	-
Concert, movies, Community Days and other events township does with only sponsorship revenue						
1000-6280-3852	Sponsorship	-	-	15,000	-	10,000
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><i>-</i></b>	<b><i>250</i></b>	<b><i>15,000</i></b>	<b><i>-</i></b>	<b><i>10,000</i></b>
1000-6290-3426	Field Rental	46,501	100,873	60,000	56,776	90,000
	<b><i>Park Facility Maintenance Total</i></b>	<b><i>46,501</i></b>	<b><i>100,873</i></b>	<b><i>60,000</i></b>	<b><i>56,776</i></b>	<b><i>90,000</i></b>
1000-6295-3427	Vendor Spaces	-	-	-	1,375	-
1000-6295-3681	Program Fees/Lessons	492	1,108	12,000	6,658	12,000
Amusement tickets, Cultural Diversity and other community services.						
1000-6295-3852	Sponsorship	-	50	-	4,492	-
1000-6295-3853	Sale Of Street Name Signs	78	-	-	-	-
	<b><i>Park Special Program Total</i></b>	<b><i>570</i></b>	<b><i>1,158</i></b>	<b><i>12,000</i></b>	<b><i>12,525</i></b>	<b><i>12,000</i></b>
	<b>Total</b>	<b>590,210</b>	<b>995,038</b>	<b>1,297,150</b>	<b>1,175,617</b>	<b>1,562,400</b>



# General Fund Expenses



## 2023 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	2019	2020	2021	2022	2023
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5

## 2023 Annual Budget

## Board Of Supervisors Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-1100-4013	Salaries-Board/Comm	20,599	23,698	21,875	15,677	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	1,277	1,469	1,356	972	1,356
The employer share of FICA is based on 6.20% of all salary/ wages/overtime for all employees.						
1000-1100-4022	Medicare	299	344	317	227	317
The employer share of Medicare is based on 1.45% of all salary/wages/overtime for all employees.						
1000-1100-5004	Materials And Supplies	-	-	5,000	-	5,000
1000-1100-5355	Employee Career Devel	-	1,070	8,000	1,467	8,000
Expenses related to educational opportunities for the Board of Supervisors.						
1000-1100-5356	Employee Dues/Members	8,991	8,991	11,200	-	11,200
Expenses involved with memberships in PSATS, Butler COG, Pennsylvania Municipal League.						
<b>Total</b>		<b>31,166</b>	<b>35,572</b>	<b>47,748</b>	<b>18,344</b>	<b>47,748</b>



## 2023 Annual Budget

### Misc Revenues & Transfers Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-1700-5003	Prior Year Refund Of Revenue	-	4,337	-	2,748	-
	<b>Total</b>	<b>-</b>	<b>4,337</b>	<b>-</b>	<b>2,748</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.



## 2023 Annual Budget

### Misc Expenses & Transfers Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-1800-6201	Transfer To Capital	-	4,000,000	4,000,000	-	5,390,000
1000-1800-6203	Transfer To Enterprise Fnd	621,450	122,212	800,000	800,000	-
	<b>Total</b>	<b>621,450</b>	<b>4,122,212</b>	<b>4,800,000</b>	<b>800,000</b>	<b>5,390,000</b>

**Department: Executive**
**Description and Responsibilities:**

This cost center supports the activities of the Executive Management team of the Township. The Team includes the Township Manager, three Assistant Township Managers, Executive Assistant to the Township Manager, Safety Coordinator and a part-time Administrative Assistant and a summer intern. This Executive Management team is responsible for implementing the plans, budget, investment plans and policies of the Board of Supervisors and for providing the expertise to assist the Board in their legislative functions.

**2022 Accomplishments:**

1. Managed a comprehensive process that resulted in fewer employee injuries and lost time due to injuries.
2. Continuing to implement an Employee Wellness program to promote comprehensive employee health.
3. Assisted the operating departments in meeting their operational and investment goals.
4. Continuing leadership roles in local government at both the county and state levels and presented at local, state, and national educational events.
5. 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.
6. Continue to implement recommendations to the Cranberry Plan and make updates to the plan where and when its needed.

**2023 Goals:**

1. Support our employees and evaluate performance to identify leadership development opportunities.
2. Continue to implement new safety programs across the organization to further reduce risk and focus on employee safety education and prevention.
3. Continue to offer high-quality health insurance programs for our employees while avoiding the provisions of the Affordable Care Act Cadillac tax provisions.
4. Continually improve our ability and reflect on the needs of our residents and be responsive to those needs through our services and programs.
5. Streamline and integrate all digital information and communications systems to assure the most efficient systems possible.
6. Continue to work with Directors and other key personnel to identify operational improvements through constant self-evaluation.
7. Cultivate relationships with the state, counties, local, regional, and statewide partners to: encourage other levels of government to work collaboratively with the community on issues of mutual interest; protect local funding and self-determination; enhance opportunities to improve the community's economic sustainability; and secure existing revenue to provide for public safety and needed infrastructure development.
8. Continue to implement innovative communication strategies to show added value to being a part of Cranberry Township, working closely with our Chambers of Commerce and the Butler County Tourism and Convention Bureau.
9. Work to ensure that Cranberry Township has a voice in regional organizations and enhance where appropriate Cranberry Township's leadership opportunities.
10. Sustain collaboration with the Seneca Valley School District on issues that are of benefit to the community as a whole.
11. Continue to implement recommendations to the Cranberry Plan and make updates to the plan where and when its needed.
12. Continue to implement and improve upon our Capital Investment Plan.

**2023 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	2019	2020	2021	2022	2023
Full Time	4	4	5	6	6
Part Time	1	1	1	1	1

## 2023 Annual Budget

## Executive Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2100-1611	Postage Inventory	8,140	(8,795)	-	9,061	-
1000-2100-4010	Salaries-Fulltime	385,887	557,372	439,724	286,757	456,765
6 full time employees						
1000-2100-4012	Salaries-Part Time	48,991	32,203	29,763	28,877	30,055
1 part time regular						
1000-2100-4015	Overtime	1,932	2,559	4,000	2,867	4,000
Overtime for attendance at BOS meetings, etc.						
1000-2100-4021	Social Security Tax	26,235	35,113	29,356	19,712	30,431
1000-2100-4022	Medicare	6,652	8,489	6,865	4,610	7,117
1000-2100-4023	Workers Comp	723	921	1,352	555	1,402
1000-2100-4041	Pension Non Uniform	20,784	27,959	22,168	14,481	23,038
1000-2100-4051	Hospitalization	43,507	62,290	78,003	46,253	75,975
1000-2100-4052	Vision Insurance	323	390	433	194	432
1000-2100-4053	Dental Insurance	2,657	2,126	3,762	1,597	3,762
1000-2100-4054	457 Contributions	47,768	39,120	22,168	20,154	23,038
1000-2100-4055	Disability Insurance	701	904	2,393	652	2,428
1000-2100-4057	Life Insurance	1,539	1,971	2,503	1,433	2,599
1000-2100-5001	Office Supplies	6,834	6,877	14,000	7,614	14,000
Office supplies for administration and other departments.						
1000-2100-5002	Subscriptions/Books	382	392	2,000	21	2,000
1000-2100-5004	Materials And Supplies	33,902	9,586	25,000	20,015	25,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management.						
1000-2100-5111	Professional Services	37,615	42,301	85,000	42,707	99,000
Consulting services, global safety initiatives, document management. Twp appraisal of assets.						
1000-2100-5133	Legal Services	115,561	68,020	115,000	44,213	115,000
Legal fees and claim deductibles for legal defense.						
1000-2100-5230	Information Tech Svcs	160,000	165,000	170,000	170,000	175,000
1000-2100-5312	Cell Phones	4,600	4,100	5,700	2,410	5,700
1000-2100-5332	Equipment Leases	5,492	3,883	9,000	1,857	9,000

## 2023 Annual Budget

## Executive Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
Copy machine and postage meter lease/maintenance agreements.						
1000-2100-5353	Employee Meeting /Confer	6,051	3,623	17,000	6,185	17,000
1000-2100-5354	Employee Training	938	31,406	20,000	26,894	25,000
Typically for expenses incurred for conferences - ( lodging, travel, reg. fees, ) as well as other training.						
1000-2100-5356	Employee Dues/Members	9,613	22,467	11,000	13,185	11,000
APMM, ICMA, PELRAS and other professional type memberships and journals.						
1000-2100-5361	Postage And Shipping	20,266	11,330	19,000	(1,464)	23,000
Postage costs for various Township mailings.						
1000-2100-5363	Advertising	2,997	905	3,500	1,187	3,500
All legal advertising for the Board of Supervisors and employee recruitment						
1000-2100-5364	Fuel	1,486	1,740	3,500	1,908	3,500
Fuel for administrative fleet.						
1000-2100-5370	Minor Equipment/Furniture	78,800	1,840	5,000	-	5,000
<b>Total</b>		<b>1,080,376</b>	<b>1,136,094</b>	<b>1,147,190</b>	<b>773,935</b>	<b>1,193,742</b>

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.

2022 Accomplishments:

1. Implemented a full summer internship program, including hiring ten (10) interns, provided monthly lunch and learns, and site visits to various Township facilities to introduce the interns to multiple aspects of Township operations.
2. Negotiated and finalized Utility CBA.
3. Negotiated CTPA CBA.
4. Analyzed and established an internal focus framework, including implementing utilization of ThistleSea as a contractor to assist with current and future initiatives.
5. Successfully hired seven (7) full-time employees, with two (2) current open full-time positions expected to be filled before the end of 2022 and one-hundred-sixty-nine (169) seasonal employees.
6. Updated and maintained all COVID related protocols. Monitored COVID-19 symptoms/exposures in employees.
7. Oversaw the Wellness program (PeopleOne Health) for all Township employees on Township insurance, with sixty-four (64) employees completing the program as of October 2022.
8. Provided a virtual Health Fair to all employees with vendors and internal groups providing content.
9. Provided twenty-five (25) Lunch and Learns.
10. Organized and provided a Flu Shot Clinic, where thirty-five (35) individuals received the flu shot.

2023 Goals:

1. Negotiate Teamsters Contract.
2. Analyze, update and transition HR Software to new MUNIS Platform.
3. Continue to analyze and implement a long-term employee development program.
4. Establish an Onboarding/Orientation Program for all full-time employees.
5. Conduct Healthcare Analysis for potential cost-saving approaches to healthcare.

2023 Budget Highlights:

1. Funds appropriated for the Human Resources Department are substantially more than the previous year, due to Employee Development Focus and related initiatives and allotting HR funds for outside recruitment of difficult to fill positions.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Human Resources Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2200-4010	Salaries-Fulltime	158,971	169,142	169,978	143,489	180,894
4 full time employees						
1000-2200-4012	Salaries-Part Time	-	-	-	5,402	-
1000-2200-4015	Overtime	-	-	600	-	1,200
1000-2200-4021	Social Security Tax	9,633	10,255	10,575	9,040	11,290
1000-2200-4022	Medicare	2,253	2,398	2,474	2,114	2,640
1000-2200-4023	Workers Comp	310	266	487	200	520
1000-2200-4041	Pension Non Uniform	7,904	8,412	8,529	7,174	9,105
1000-2200-4051	Hospitalization	21,479	22,312	26,214	19,497	25,450
1000-2200-4052	Vision Insurance	235	235	236	215	236
1000-2200-4053	Dental Insurance	1,878	2,023	1,946	1,784	1,946
1000-2200-4054	457 Contributions	7,904	8,412	8,529	7,174	9,105
1000-2200-4055	Disability Insurance	324	382	443	333	473
1000-2200-4057	Life Insurance	668	789	962	688	1,027
1000-2200-5001	Office Supplies	715	745	1,500	708	1,500
General Office Supplies						
1000-2200-5002	Subscriptions/Books	537	4,110	4,779	5,216	4,779
Human Resources manuals for administration of wages and benefits. Legal research and analysis materials.						
1000-2200-5004	Materials And Supplies	2,649	3,490	4,300	1,235	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	1,064	28,047	15,575	10,564	33,310
Required employee training on personnel matters; Required non-discrimination testing for self-insured employers; Professional compensation study						
1000-2200-5134	Other Services/Fees	28,111	48,109	55,700	26,450	57,100
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	5,307	5,636	5,150	4,426	5,150
1000-2200-5230	Information Tech Svcs	65,000	70,000	72,000	72,000	74,000
1000-2200-5312	Cell Phones	2,760	2,400	2,040	1,700	2,040
1000-2200-5352	Employee Milage Reimb	-	-	100	251	250
1000-2200-5354	Employee Training	3,186	16,166	18,300	21,092	11,800



## 2023 Annual Budget

### Human Resources Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
Human resource training on relevant legal issues such as wage and hour compliance, anti discrimination rules, update on employment laws abd ADA compliance.						
1000-2200-5355	Employee Career Development	-	-	-	-	121,000
1000-2200-5356	Employee Dues/Members	2,031	1,588	2,310	1,525	3,851
Maintain various certifications and memberships, including continuing legal education requirements.						
1000-2200-5358	On Boarding Program	12,757	10,432	23,894	11,484	19,550
Orientation program for new, summer and seasonal hires. Intern program; Personality assessments						
1000-2200-5370	Minor Equipment/Furniture	-	-	12,000	-	6,000
Total		335,674	415,350	448,621	353,761	588,516

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.

2022 Accomplishments:

1. Network security - Implemented advanced threat detection system and use of advanced authentication methods to increase security on the Township network.
2. Expansion of GIS data collection - helped support street sign assessment by providing mobile mapping tools and worked with engineering firm to allow real time collection of data from job sites.
3. Upgrades and Improvements - critical software upgrades were completed to various Township systems including the security camera network and door access system. A new software system that notifies residents of various interruptions in service was also implemented that allows for faster communication.

2023 Goals:

1. Office 365 - With the majority of the Township's SharePoint sites moved to the cloud, we will continue to leverage the available collaboration tools and move toward an enhanced file management system.
2. GIS Roadmap - Work with GIS software vendor to develop and execute a plan to leverage tools to provide efficiency to all departments within the organization.
3. Cloud-based Computing - Evaluate IaaS cloud offerings for moving infrastructure to an operating expense model rather than capital expense model.
4. Expanded use of Tyler Enterprise ERP - After completing upgrade at end of 2022, the Township will expand the use of new and existing features.
5. Police Department Body Cams - Assist PD with implementation of body worn cameras and corresponding hardware as well as cloud based software.

2023 Budget Highlights:

1. New Customer Portal - with the upgrade of Tyler Enterprise ERP, the Township will move toward implementing a new customer portal that will provide new features to new and existing utility customers.
2. Security Enhancements - Continue to make improvements to the security of the network including firewall upgrades, penetration testing and user education.
3. Hardware Upgrades - Routine updates to hardware including a percentage of laptops and iPads as well as computers and cameras for four police cars.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	9	9	9	9	9
Part Time	0	0	0	0	0



## 2023 Annual Budget

### Information Technology Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
10002311	Do-Computer Support	331,224	405,596	395,628	311,878	418,978
10002313	Do-Mobility	138,812	144,450	204,875	119,603	212,110
10002314	Do-Phone Sysytem	69,989	79,935	94,969	60,415	97,072
10002321	Gis	37,806	34,617	41,979	33,527	43,993
10002323	Gis/Gis System	117,578	121,056	138,179	94,660	146,141
10002331	No-Network Managment	188,347	238,869	340,808	182,891	375,988
10002333	No-Server Management	171,809	171,521	246,740	164,837	299,505
10002342	Sm-Program Support	660,439	631,910	732,856	575,861	782,880
10002361	It-Chargeback	(1,641,000)	(1,845,780)	(1,913,714)	(1,913,714)	(1,989,962)
<b>Total</b>		<b>75,004</b>	<b>(17,824)</b>	<b>282,320</b>	<b>(370,042)</b>	<b>386,705</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.

2022 Accomplishments:

1. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
2. Successful audit for 2021.
3. Assisted Cranberry Township General Authority and the Cranberry Township Community Chest.

2023 Goals:

1. Continue to update Finance Department procedures and policies.
2. Continue to analyze profits of Enterprise Funds.
3. Promote customer portal for water usage.
4. Promote e-bill opportunity.

2023 Budget Highlights:

1. Add one additional employee to support additional finance services demand .

Staffing Levels	2019	2020	2021	2022	2023
Full Time	6	6	6	7	7
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Finance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2400-4010	Salaries-Fulltime	213,886	171,820	207,056	142,041	217,688
7 full-time employees						
1000-2400-4015	Overtime	836	858	600	574	1,350
1000-2400-4021	Social Security Tax	13,268	10,693	12,875	8,833	13,580
1000-2400-4022	Medicare	3,103	2,501	3,011	2,066	3,176
1000-2400-4023	Workers Comp	355	267	593	243	626
1000-2400-4041	Pension Non Uniform	10,691	8,596	10,383	7,131	10,952
1000-2400-4051	Hospitalization	43,419	28,095	38,150	24,801	39,651
1000-2400-4052	Vision Insurance	370	262	327	241	327
1000-2400-4053	Dental Insurance	3,146	2,975	2,647	2,827	2,647
1000-2400-4054	457 Contributions	10,691	8,596	10,383	7,131	10,952
1000-2400-4055	Disability Insurance	435	383	540	331	570
1000-2400-4057	Life Insurance	897	791	1,171	684	1,235
1000-2400-5001	Office Supplies	3,393	2,391	3,000	1,761	2,000
1000-2400-5004	Materials And Supplies	25,205	31,765	20,000	30,458	30,000
Supplies/bank charges						
1000-2400-5112	Accounting And Auditing Svgs	30,139	37,021	35,000	35,500	38,000
Partial costs associated with annual audit.						
1000-2400-5230	Information Tech Svgs	100,000	105,000	108,000	108,000	115,000
Costs associated with IT support of Finance.						
1000-2400-5312	Cell Phones	2,760	2,400	3,000	1,700	2,040
Cell phones for V. Gleason and B. Lang						
1000-2400-5354	Employee Training	358	-	2,000	149	2,000
GFOA/MUNIS and misc. training.						
1000-2400-5356	Employee Dues/Members	525	525	600	375	600
GFOA & GFOA-PA dues						
Total		463,478	414,939	459,336	374,843	492,394

Department: Communications
**Description and Responsibilities:**

This budget supports the primary goal of exceptional communication efforts extended to residents, businesses and Township stakeholders, along with internal communications to Township staff. The Communications Department maintains responsibility for all Township web sites, social media platforms, along with other forms of outreach efforts such as the community digital sign, Cranberry Today Magazine, Cranberry Central/e-blasts, the alert system, and the NextDoor app. The Communications staff also supports all Township departments in their need for graphic design, writing, advertisements, presentations, reports, brochures, posters, fliers, social media posts, videos, photography, vehicle wraps, and other various tasks. They also handle internal communications which include daily updates on the internal SharePoint site which keeps employees notified of Township news, events, and developments.

**2022 Accomplishments:**

1. Successfully launched the inaugural session of the Community Leadership Institute of Cranberry, and graduated the first class of 14 students.
2. Managed a new collaboration with the Pittsburgh North Chamber of Commerce on the 2022 Farmers Market.
3. Secured new UPMC Passavant Graham Park signage for fabrication and installment.
4. Assisted in the management of the Neighborhood Forum on a regular basis, providing up-to-date information to HOA members during monthly meetings.
5. Launched a new ChatBot feature on the website to enable a smarter website that will better serve residents and their efficiency of retrieving Township information on website.
6. Successfully planned & implemented 2022 Community Days with record-attendance.
7. Received state-wide communications award from PSATS for Best Communication Efforts in the state of Pennsylvania.
8. Successfully managed Block Party Program, with the addition of the Comcast Business Trailer.
9. Successfully managed several social media platforms, and attracted thousands of new followers.

**2023 Goals:**

1. Plan & implement a new Media Center, which will be the technology hub of the production of all multi-media projects produced by the Township.
2. Launch a newly designed Volunteer Cranberry program that will better address the volunteer needs of the Township and its residents/businesses.
3. Launch a newly revamped Business Hub with integral outreach components to better serve Cranberry-based businesses.
4. Manage the second session of CLIC (Community Leadership Institute of Cranberry) that will help identify ambassadors of the Township.
5. Advance ChatBot features on website.
6. Begin planning & implementation on new podcasts produced internally by the Communications Department.
7. Advancement of outreach efforts/sponsorship opportunities.
8. Promotion and branding of new park signage at Graham Park.

**2023 Budget Highlights:**

1. Advancement of the ChatBot feature on website.
2. Continued production of multi-media communications that keep stakeholders informed, including Cranberry Today, Parks & Recreation Program Guide, marketing materials, video production, daily social media posts/interaction, and photography.
3. Improve community business outreach efforts with the Township's rebranded Business Hub.
4. Implementation of new Media Center that will enable the Communications Department to engage stakeholders at the highest level of efficiency.
5. Implementation of a new Volunteer Program.
6. Management of the second sessions of CLIC.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	2	5	5	5	4
Part Time	3	2	2	3	2

## 2023 Annual Budget

## Communications Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2500-4010	Salaries-Fulltime	(51,076)	103,463	135,651	134,132	142,063
1000-2500-4012	Salaries-Part Time	62,241	28,902	26,179	28,695	24,688
3 part-time positions						
1000-2500-4015	Overtime	299	2,823	700	1,695	1,550
1000-2500-4021	Social Security Tax	11,400	8,299	10,077	10,110	10,435
1000-2500-4022	Medicare	2,666	1,941	2,357	2,364	2,440
1000-2500-4023	Workers Comp	461	266	464	191	481
1000-2500-4041	Pension Non Uniform	7,583	4,346	6,817	6,773	7,181
1000-2500-4051	Hospitalization	34,651	20,961	34,026	22,288	34,956
1000-2500-4052	Vision Insurance	199	135	226	163	226
1000-2500-4053	Dental Insurance	1,869	1,129	1,832	1,295	1,832
1000-2500-4054	457 Contributions	7,583	4,346	6,817	6,773	7,181
1000-2500-4055	Disability Insurance	243	186	355	228	373
1000-2500-4057	Life Insurance	530	431	769	502	810
1000-2500-5002	Subscriptions/Books	6,035	4,003	4,100	2,687	5,000
1000-2500-5004	Materials And Supplies	9,898	8,396	12,000	4,312	7,000
1000-2500-5111	Professional Services	4,429	8,704	15,000	2,403	7,000
Expenses related to the web site and branding efforts.						
1000-2500-5121	Repair Maint Equipment	52,344	5,382	15,000	3,614	7,000
1000-2500-5126	Donation Expense	-	5,637	-	504	-
1000-2500-5230	Information Tech Svcs	-	133,700	137,000	137,000	140,500
1000-2500-5312	Cell Phones	7,645	5,450	8,280	4,250	5,000
1000-2500-5353	Employee Meeting /Confer	-	93	-	-	-
1000-2500-5354	Employee Training	-	850	4,000	239	4,000
1000-2500-5355	Employee Career Devel	-	-	-	-	5,000
1000-2500-5361	Postage And Shipping	9,841	326	10,600	17,260	20,000
1000-2500-5362	Printing	27,310	27,018	34,000	26,280	45,000
1000-2500-5371	Community Outreach	-	-	50,000	2,759	17,000
Total		196,150	376,786	516,250	416,518	496,716



## 2023 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.

#### 2022 Accomplishments:

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

#### 2023 Budget Highlights:

Name of Issue Date of Issue Amt 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

General Obligation 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) Last payment for this bond in 2022.

General Obligation Bonds, Series 2015 9/1/2015 32,000,000 20 years 3%-5% Expansion of BCSTP

General Obligation Bonds, Series 2017 A 10/31/2017 7,930,000 20 Years 2%-3% Completion of BCSTP

General Obligation Bonds, Series 2017 B 10/31/2017 2,020,000 14 Years 2%-2.625% Renovations to Fire Stations

General Obligation 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, CTAS facility, municipal center 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 8 Years 1.33% MSA Thruway, Sewer Infrastructure Improvements

## 2023 Annual Budget

## Debt Service Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2600-5414	Go Series 2010	140,001	161,750	168,500	-	-
Portion of principal and interest for 2010 GO Series bonds. (PW Center, tower fire truck, PS expansion, Graham Park acquisition) Last payment of this bond in 2022.						
1000-2600-5427	Go Series 2011	63,050	6,750	-	-	-
Portion of principal and interest for new money received from Series 2011 bond issue.						
1000-2600-5428	2012 Go Series	1,004,525	-	-	-	-
Principal and interest payments for Series 2012 bond issue.						
1000-2600-5430	Paying Agent	3,778	1,693	7,400	1,293	1,500
Annual fees for 2010, 2011, 2012, 2015 and 2017 bonds.						
1000-2600-5434	Interest Expense	476,423	-	-	-	-
1000-2600-5436	2020 Bond Account	-	1,498,354	1,430,500	1,364,040	1,502,386
<b>Total</b>		<b>1,687,777</b>	<b>1,668,547</b>	<b>1,606,400</b>	<b>1,365,333</b>	<b>1,503,886</b>

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

This program provides for the collection of Real Estate and Act 511 Taxes as levied by the Township. It encompasses the compensation and minor expenses of the Elected Real Estate Tax Collector as well as the commissions paid to Berkheimer, the appointed collector of Act 511 taxes. The annual expense for BCTCC fees also come from this account. It also supports a portion of a full-time finance position whose 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.

**2022 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. Implemented a tax form within the new codes software that enables the township to capture information from all new applicants.

**2023 Goals:**

1. Re-elected as Secretary on the Board of BCTCC. Term will be 2023 - 2024
2. Build webpage centralizing all data collected from various taxes.
3. Continue to monitor EIT collections compliance under Act 32.
4. Continue to monitor and ensure collection of delinquent Act 511 taxes.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	0	0	0	0	0
Part Time	1	1	1	1	1



## 2023 Annual Budget

### Tax Collection Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2700-4010	Salaries-Fulltime	24,492	26,678	26,268	21,137	28,837
L. Mackenstein						
1000-2700-4012	Salaries-Part Time	35,420	37,819	36,400	29,804	36,400
Real Estate Tax Collector compensation per Res. 2013-05						
1000-2700-4015	Overtime	155	362	50	351	400
1000-2700-4021	Social Security Tax	3,705	4,000	3,895	3,164	4,069
1000-2700-4022	Medicare	866	936	911	740	952
1000-2700-4023	Workers Comp	47	41	75	31	84
1000-2700-4041	Pension Non Uniform	1,232	1,352	1,321	1,074	1,462
1000-2700-4051	Hospitalization	10,716	11,041	11,806	9,712	12,265
1000-2700-4052	Vision Insurance	67	67	67	61	67
1000-2700-4053	Dental Insurance	579	579	597	547	597
1000-2700-4054	457 Contributions	1,232	1,352	1,321	1,074	1,462
1000-2700-4055	Disability Insurance	50	59	69	50	76
1000-2700-4057	Life Insurance	103	123	149	104	165
1000-2700-5004	Materials And Supplies	8,490	10,419	10,250	8,753	6,000
County processing fee for RE Tax collector, RE Tax Collector postage and BCTCC Cost Allocation.						
1000-2700-5230	Information Tech Svcs	8,000	8,080	8,160	8,160	8,250
1000-2700-5352	Employee Milage Reimb	-	-	250	-	-
1000-2700-5354	Employee Training	-	-	300	213	-
1000-2700-5356	Employee Dues/Members	-	-	150	-	-
10 LITA (Local Income Tax Assoc.) 60 PEITOAC (Pa. Earned Income Tax) 50 PBPMTCA (Pa. Bus. Priv. Merc.)						
1000-2700-5452	Business Privilge/Merc	53,750	59,977	55,650	67,499	60,000
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Business Privilege/Mercantile Tax						
1000-2700-5453	Local Service Tax Exp	23,787	24,527	25,620	19,813	20,000
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	122,778	131,107	116,625	110,157	120,000
1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax						
Total		295,470	318,522	299,934	282,444	301,086

**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.

**2022 Accomplishments:**

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

**2023 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. .



## 2023 Annual Budget

### Insurance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-2800-4024	Unemployment Comp	73,935	104,229	100,000	109,485	100,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
1000-2800-4043	Pension Adminstration	40,041	41,938	46,400	30,795	40,000
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	287,239	246,725	297,000	270,007	306,000
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>401,215</b>	<b>392,892</b>	<b>443,400</b>	<b>410,287</b>	<b>446,000</b>



## 2023 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 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.

#### 2022 Accomplishments:

1. With the continuation of the pandemic restrictions from time to time, development within the Township was strong. The construction valuation through September, 2022 was \$100,193,922.88. 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 while Phases 8 and 9 were revised adding in a new apartment building concept.
  - b. Phase 7 of the Park Place development completed construction while Phase 8A construction began.
  - c. The Reserve at Eagle Hill Townhouse development finished construction this year.
  - d. Laurel Pointe continued while Phase 2 will begin construction shortly.
  - e. Brandt Drive Apartments continues construction with 5 of the 6 apartment buildings under construction.
2. Reviewed 42 applications (7 Conditional Use, 18 Land Development, 13 Subdivision/Lot Line Revisions, and 4 Planned Residential Development Applications).
3. Prepared for 11 Planning Advisory Commission meetings.
4. Part-time staff continued the document scanning project.
5. Prepared for 8 Environmental Advisory Committee meetings. This committee continued to meet monthly through the year with the purpose of advising the Board of Supervisors with regards to environmental matters in the Township.

#### 2023 Goals:

1. Continue the development of a Homeowner's Association strategy that sets up Homeowners Associations up for long-term success.
2. Continue the Community Connections Advisory Committee while updating the missing links program priorities.
3. Continue to work with the Environmental Advisory Committee to create strategies and recommendations related to environmental issues in the Township.
4. Finalize the Landscaping Ordinance.
5. Finalize the Neighborhood Playbook Guide for successful HOA creation.
6. Continue with the Missing Links program by continuing visible pedestrian connections.
7. Continue with evaluation of the Cranberry Plan for necessary updates.

#### 2023 Budget Highlights:

1. Considerable growth is anticipated in 2023. If the 2023 trend continues there will be strong residential growth.
2. PDS remains cautiously optimistic that non-residential growth in 2023 will be significant. Meetings with Developers show signs of interest in new projects in 2023.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	3	3	3	3	3
Part Time	0	0	1	1	1

## 2023 Annual Budget

## Land Development Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-3100-4010	Salaries-Fulltime	111,451	100,464	158,525	82,289	165,846
1000-3100-4012	Salaries-Part Time	-	-	14,980	-	14,980
1000-3100-4013	Salaries-Board/Comm	1,795	1,491	1,500	1,295	1,500
PAC salaries (\$35 X 22 meetings = \$3,850) ZHB salaries (\$35 X 9 meetings= \$1,575) *Note that our amount budgeted is lower than the formula based upon account history.						
1000-3100-4015	Overtime	1,178	2,992	950	2,256	1,275
1000-3100-4021	Social Security Tax	7,451	6,256	10,816	5,115	11,290
1000-3100-4022	Medicare	1,742	1,463	2,530	1,196	2,640
1000-3100-4023	Workers Comp	486	407	538	221	561
1000-3100-4041	Pension Non Uniform	6,132	5,165	7,974	4,224	8,356
1000-3100-4051	Hospitalization	35,066	25,846	42,446	22,643	41,032
1000-3100-4052	Vision Insurance	228	169	268	154	268
1000-3100-4053	Dental Insurance	2,034	1,471	2,371	1,377	2,371
1000-3100-4054	457 Contributions	6,132	5,165	7,974	4,224	8,356
1000-3100-4055	Disability Insurance	272	267	415	226	435
1000-3100-4057	Life Insurance	560	550	899	468	943
1000-3100-5001	Office Supplies	1,153	927	3,000	594	2,000
This category is for office supplies for Planning and Development Services and includes toner expenses.						
1000-3100-5002	Subscriptions/Books	564	756	700	130	700
1000-3100-5004	Materials And Supplies	127	119	500	490	500
1000-3100-5007	Safety Supplies	783	60	500	490	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	2,511	9,801	15,000	2,002	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	-	3,046	5,000	1,796	5,000
1000-3100-5134	Other Services/Fees	5,930	391	2,500	-	2,500
This account is for recording fees (\$300) for plans where there is no Developer's Deposit account.						
1000-3100-5230	Information Tech Svcs	57,500	60,000	66,000	66,000	68,500
1000-3100-5353	Employee Meeting /Confer	1,659	1,916	3,500	2,170	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.						

## 2023 Annual Budget

## Land Development Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-3100-5354	Employee Training	145	1,150	4,000	1,302	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	48	-	-	-	1,500
Business List Survey postage.						
1000-3100-5362	Printing	449	-	500	-	1,000
1000-3100-5363	Advertising	3,478	3,811	5,000	5,160	5,000
1000-3100-5370	Minor Equipment/Furniture	-	37	1,000	400	1,000
1000-3100-5371	Community Outreach	953	375	-	-	-
This account inactivated at end of 2021 and moved to 3300-5371.						
<b>Total</b>		<b>250,907</b>	<b>234,096</b>	<b>359,386</b>	<b>206,222</b>	<b>370,703</b>

**Department: Code Enforcement**
**Description and Responsibilities:**

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

**2022 Accomplishments:**

1. The Code Administration Group had another remarkable construction year and oversaw the opening of the Ehrman Crest K-6 School.
2. Code Administration staff reviewed, processed, and issued hundreds of building permits and zoning applications through September 2022 including:
  - a. 81 non-residential building permits,
  - b. 262 residential building permits,
  - c. 52 non-residential zoning applications,
  - d. 40 residential (type 2) zoning permits, and
  - e. 134 fire system installation applications.
3. Code Administration staff closed out 281 building permits through September, 2022.
4. Code Administration staff completed 7,347 building inspections through September, 2022.
5. Code Administration staff completed approximately 93 Inspections of Premises.
6. Property Maintenance matters have continued to be a priority and staff has focused efforts as needed.
7. Code Administration staff continues to resolve many zoning matters and has thereby effectively limited the number of zoning appeals.
8. Surpassed the one-year anniversary of the implementation of the Integrated Software System, OpenGov. Due to the new online system, staff has successfully:
  - 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.
9. Implemented a new licensing program for Wireless Communication Facilities located within road rights of way within the Township.
10. Part-time staff continued the document scanning project.

**2023 Goals:**

1. Continue the scanning project and paper reduction plan.
2. Continue implementing additional Integrated Software System (ISS) modules.
3. Continue developing strategies for implementing Remote Virtual Inspection (RVI) procedures.

**2023 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	2019	2020	2021	2022	2023
Full Time	8	6	6	5	5
Part Time	0	1	0	2	1

## 2023 Annual Budget

## Code Enforcement Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-3200-4010	Salaries-Fulltime	262,131	283,615	300,805	233,707	310,063
1000-3200-4012	Salaries-Part Time	25,602	30,573	22,737	23,896	22,737
1000-3200-4015	Overtime	2,942	12,815	8,150	10,018	9,975
1000-3200-4021	Social Security Tax	17,208	19,440	20,565	15,907	21,252
1000-3200-4022	Medicare	4,024	4,546	4,810	3,720	4,970
1000-3200-4023	Workers Comp	1,248	1,063	1,816	746	1,880
1000-3200-4041	Pension Non Uniform	13,254	14,821	15,447	12,186	16,002
1000-3200-4051	Hospitalization	95,918	94,286	105,124	83,520	108,672
1000-3200-4052	Vision Insurance	637	659	643	581	643
1000-3200-4053	Dental Insurance	5,529	5,668	5,731	5,167	5,731
1000-3200-4054	457 Contributions	13,254	14,821	15,448	12,186	16,002
1000-3200-4055	Disability Insurance	553	643	803	549	832
1000-3200-4057	Life Insurance	1,139	1,327	1,743	1,140	1,805
1000-3200-5002	Subscriptions/Books	-	1,346	7,000	5,683	3,000
This category is for all subscriptions and books for the Codes Group. Must budget an extra \$2300+/- for renewal of the NFPA Codes in odd number years and need to budget \$5,700+/- for purchase of code books every 3 years starting in 2010 when the State approves such updates.* Note that the amount budgeted is less than the formula because the full formula does not always apply based upon when the State approves new code versions.						
1000-3200-5003	Prior Year Refund Of Revenue	-	-	-	5,078	-
1000-3200-5004	Materials And Supplies	168	125	500	74	500
This account is for field equipment.						
1000-3200-5110	Third Party Inspections	10,910	-	-	-	-
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	6,864	3,207	3,000	3,451	3,000
Septic reviews and building permit refunds.						
1000-3200-5115	3Rd Party Building Plan Review	101,470	61,888	85,000	90,539	85,000
This account is for the cost of 3rd party building plan review.						
1000-3200-5133	Legal Services	-	700	500	-	500
This account is for Zoning Hearing Board or Building and Fire Code Appeals Board legal services.						
1000-3200-5230	Information Tech Svcs	57,500	60,000	66,000	66,000	68,500
1000-3200-5312	Cell Phones	6,815	5,760	7,000	3,500	5,000

## 2023 Annual Budget

## Code Enforcement Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
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).						
1000-3200-5354	Employee Training	4,897	1,836	4,000	2,047	3,000
This account is for the Codes Group seminars, training and other related educational gatherings.						
1000-3200-5356	Employee Dues/Members	1,625	145	500	145	500
1000-3200-5357	Clothing	90	297	600	209	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	361	-	300	-	300
This is for the pass/fail stickers and items of that nature.						
1000-3200-5363	Advertising	-	358	750	159	750
This account is for advertising of hearings for the Zoning Hearing Board and Building and Fire Code Appeals Board.						
1000-3200-5364	Fuel	1,179	2,364	2,000	2,407	3,000
<b>Total</b>		<b>635,317</b>	<b>622,303</b>	<b>680,972</b>	<b>582,614</b>	<b>694,214</b>

Department: Planning
**Description and Responsibilities:**

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

2022 Accomplishments:

1. Continued coordination, submissions, and management of all Township grant applications. Specific annual accomplishments included:
  - a. The development of a new online grant management system and portal.
  - b. Over 25 grant applications were submitted with over \$2 million in awards for said grants.
  - c. The development of several new applications specific to current federal funding.
2. Continued to develop and review current Township policies and land use regulations. Specific annual accomplishments included:
  - a. Update and adoption of Ordinance No. 2022-505 (accumulation of revisions to Chapter 27 (Zoning) revisions/updates.
  - b. Development and adoption of Ordinance 2020-507 (Wireless Communication Facility amendment).
  - c. Update and adoption of Ordinance No. 2022-508 (Automotive Fueling Stations). The preparation and anticipated adoption of a continuing care amendment.
  - d. Update of Bill No. 2022-08 (Personal Care Facilities) with anticipated adoption on October 6, 2022.
3. Advanced long-term visioning and planning projects. Specific annual accomplishments included:
  - a. The initiation of the planning process for the recreation, parks, and open space comprehensive plan update.
  - b. The update and review of current diversity objectives within the Cranberry Plan.
  - c. The advancement of municipal center planning and campus improvements.
  - d. The progression of the Community Park North master plan and various Township projects.
4. Continued the development, implementation, and management of the Township Capital Investment Program (CIP).
5. Provided ongoing outreach efforts with partner groups and organizations. Specific annual accomplishments included:
  - a. The development and implementation of the 2022 Community Leadership Institute of Cranberry (CLIC).
  - b. The continued development of the Cranberry Township Farmers Market and ongoing partnership with the Pittsburgh North Regional Chamber.
  - c. The ongoing outreach with the Cranberry K9 Connections committee and other Township partners to identify long-term initiatives.
6. Planning for the North Boundary Pollinator Meadow(s).
7. Drafted the Neighborhood Playbook Guide for successful HOA creation.
8. Made significant progress on the Landscaping Ordinance with hope of completion in 2023.

2023 Goals:

1. Implement a strategic planning process that identifies redevelopment strategies for the Township's commercial core.
2. Seek opportunities that address multimodal connectivity throughout the Township.
3. Continue to aid in the planning and visioning of high-priority Township projects and policy initiatives, as directed.
4. Work with other departments and external consultants to advance all Township planning projects.

2023 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	2019	2020	2021	2022	2023
Full Time	1	2	2	2	1
Part Time	1	0	0	0	0



## 2023 Annual Budget

### Planning Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-3300-4010	Salaries-Fulltime	128,314	155,941	145,651	122,865	162,072
1000-3300-4012	Salaries-Part Time	113	-	3,958	4,615	3,958
1000-3300-4013	Salaries-Board/Comm	473	434	-	315	-
1000-3300-4015	Overtime	94	204	100	152	150
1000-3300-4021	Social Security Tax	7,942	9,748	9,282	7,888	10,303
1000-3300-4022	Medicare	1,858	2,280	2,171	1,845	2,410
1000-3300-4023	Workers Comp	279	244	419	172	466
1000-3300-4041	Pension Non Uniform	6,340	7,740	7,288	6,123	8,111
1000-3300-4051	Hospitalization	10,477	9,094	12,896	6,609	12,164
1000-3300-4052	Vision Insurance	69	47	117	43	117
1000-3300-4053	Dental Insurance	596	406	923	383	922
1000-3300-4054	457 Contributions	6,340	7,740	7,288	6,123	8,111
1000-3300-4055	Disability Insurance	220	315	379	241	422
1000-3300-4057	Life Insurance	452	650	822	498	915
1000-3300-5002	Subscriptions/Books	-	-	300	-	300
1000-3300-5111	Professional Services	3,884	22,453	25,000	7,335	25,000
Various planning projects for 2023 as approved by Management.						
1000-3300-5353	Employee Meeting /Confer	330	-	-	-	-
1000-3300-5354	Employee Training	1,444	50	7,500	-	7,500
APA Conference registration/transportation and training for Director, Manager Strategic Planning. Includes ASLA Conference.						
1000-3300-5356	Employee Dues/Members	703	1,930	3,000	1,774	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.						
1000-3300-5371	Community Outreach	-	25	3,000	294	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).						
		Total	169,927	219,300	230,094	167,275
						248,921



## 2023 Annual Budget

### Department: Customer Service

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

The Customer Service Center (CSC) is responsible for acting as the primary interface between the public and various departments of the Township to answer questions, schedule services, and resolve issues. The CSC processes sewer, water, 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 service orders and/or work order requests, manage the trash, recycle, and yard cart requests and missed collection pickups, collects payment for multiple types of services, and assists with permit questions and scheduling inspections. The CSC also serves as the first point of contact for the Parks and Recreation Department handling program registrations for sports and fitness, early childhood, youth, preteen and teen, adult, aquatics, the Early Learning Center, Camp Cranberry, and special events, waterpark and pickleball membership sales, field and facility rentals, and various drop-in opportunities.

#### **2022 Accomplishments:**

1. The CSC averages 23,000 calls per year and 92 calls handled per day. We also average 125 customers through our doors daily. We have sold over 27,000 trash stickers and processed over 1,000 lien letters. 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. The Parks and Recreation CSC location averages 7,000 calls per year and 30 calls per day. The Parks location has sold over 5,000 trash stickers, booked approximately 700 facility requests, 1,000 program registrations, and processed over 7,000 transactions through ActiveNet totaling over \$565,000 in charges.
2. The CSC has worked on or has been involved in many projects throughout the year including: continue to operate in two locations staffing between 104 to 114 hours per week, continue to manage the trash recycle and/or yard cart requests and cart numbering asset management, continue to manage the missed collection pickups, continue to assist in the property file and recorded plan scanning project, and the implementation of the web based Tyler Cashiering software. Created and filled the Assistant Manager Customer Service position and hired two full time CSR's in preparation for the merger of the Parks and Recreation CSC and the CSC.

#### **2023 Goals:**

1. Self-service options. Continue to 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. Work towards combining Parks and Recreation CSC and the CSC to one location with the goal of improving the overall customer experience.
5. Work towards establishing and executing policies and procedures for the merged CSC including expanded-service operating hours, cash handling procedures, etc.

#### **2023 Budget Highlights:**

1. Continue to educate customers about the use of all Customer Portals, email billing, and auto payment options 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 and to accommodate the growth of services provided to the community.
4. Create a new CSC area to accommodate all visitors to the building and to better direct traffic flow, monitor activities and control the building during all hours of operation.
5. Continue to teach and train and develop skills for all CSC staff in preparation for the merger.
6. Move to one location.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	5	5	4	6	6
Part Time	1	1	0	3	5

## 2023 Annual Budget

## Customer Service Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-3400-4010	Salaries-Fulltime	42,169	46,027	70,844	53,193	69,498
1000-3400-4012	Salaries-Part Time	2,584	529	8,034	5,314	13,347
1000-3400-4015	Overtime	4	22	-	68	100
1000-3400-4021	Social Security Tax	2,624	2,714	4,891	3,443	5,161
1000-3400-4022	Medicare	614	635	1,144	805	1,207
1000-3400-4023	Workers Comp	111	83	225	92	238
1000-3400-4041	Pension Non Uniform	2,109	2,303	3,542	2,663	3,495
1000-3400-4051	Hospitalization	12,708	10,472	19,500	14,854	23,787
1000-3400-4052	Vision Insurance	92	78	118	108	118
1000-3400-4053	Dental Insurance	746	630	1,126	924	1,126
1000-3400-4054	457 Contributions	2,109	2,303	3,542	2,663	3,495
1000-3400-4055	Disability Insurance	90	96	184	99	182
1000-3400-4057	Life Insurance	190	200	388	205	377
1000-3400-5001	Office Supplies	1,133	809	2,150	777	2,150
1000-3400-5002	Subscriptions/Books	-	-	200	-	200
1000-3400-5004	Materials And Supplies	41	235	300	35	300
1000-3400-5005	Cleaning Supplies	-	-	200	-	200
1000-3400-5007	Safety Supplies	232	242	250	250	250
1000-3400-5111	Professional Services	-	-	500	66	500
1000-3400-5121	Repair Maint Equipment	-	-	250	-	250
1000-3400-5230	Information Tech Svcs	60,000	60,600	61,500	61,500	63,000
1000-3400-5312	Cell Phones	1,380	1,500	2,400	1,700	2,400
1000-3400-5351	Employee Recruiting	-	-	500	22	500
1000-3400-5354	Employee Training	344	631	6,000	-	6,000
1000-3400-5356	Employee Dues/Members	-	-	750	-	750
1000-3400-5370	Minor Equipment/Furniture	-	-	1,500	-	1,500
<b>Total</b>		<b>129,280</b>	<b>130,108</b>	<b>190,038</b>	<b>148,781</b>	<b>200,131</b>

**Department: Police Department Support****Description and Responsibilities:**

The Police Department Support cost center consists of the Chief of Police, the Support Services Lieutenant, the Operations Division Lieutenant, the 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.

**2022 Accomplishments:**

1. Continued working toward achieving status of an accredited police agency.

**2023 Goals:**

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

Staffing Levels	2019	2020	2021	2022	2023
Full Time	5	6	7	7	7
Part Time	0	0	1	1	1

## 2023 Annual Budget

## Police Department Support Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-4111-4010	Salaries-Fulltime	145,081	160,593	174,271	131,601	181,293
Salaries for the Supervisor of Police Administrative Services, two (2) Police Clerks and a future Police Administrative Assistant.						
1000-4111-4011	Salaries-Uniform	214,293	490,980	331,073	264,956	339,167
Salaries for the Chief of Police, Support Services Lieutenant and Community Relations Lieutenant.						
1000-4111-4012	Salaries-Part Time	4,651	8,796	8,666	9,048	8,665
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	288	1,033	2,000	1,330	2,000
Costs related to arrest processing for serious crimes, fingerprinting and staffing the front desk during vacations.						
1000-4111-4016	Overtime Uniform	7,654	30,472	13,250	14,004	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	22,748	43,617	34,208	30,012	35,177
1000-4111-4022	Medicare	5,320	10,201	8,000	7,019	8,227
1000-4111-4023	Workers Comp	8,321	10,619	19,457	7,989	19,920
1000-4111-4032	Longevity	4,107	17,373	13,553	9,428	13,889
1000-4111-4033	Court And Hearing Pay	-	227	1,150	230	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	3,271	9,881	7,786	4,465	7,962
Holiday pay costs for two (2) Sergeants per the Collective Bargaining Agreement.						
1000-4111-4041	Pension Non Uniform	7,268	8,081	8,814	6,647	9,165
1000-4111-4042	Pension Uniform	525,615	696,414	681,558	681,558	700,720
1000-4111-4051	Hospitalization	77,165	82,102	114,288	71,344	119,722
1000-4111-4052	Vision Insurance	525	525	796	481	796
1000-4111-4053	Dental Insurance	4,307	4,559	6,060	4,325	6,060
1000-4111-4054	457 Contributions	7,268	8,081	8,814	6,647	9,165
1000-4111-4055	Disability Insurance	734	864	1,412	736	1,453
1000-4111-4057	Life Insurance	1,042	1,221	1,732	1,032	1,772
1000-4111-5001	Office Supplies	2,487	3,014	3,800	3,146	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	8,273	7,666	14,000	4,348	14,000

## 2023 Annual Budget

## Police Department Support Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
Costs associated with miscellaneous supplies such as vehicle towing, flares, batteries, evidence packaging and radios.						
1000-4111-5007	Safety Supplies	343	89	3,000	22	3,000
Costs associated with purchase of health and safety supplies.						
1000-4111-5111	Professional Services	28,983	33,366	27,500	51,296	28,000
Costs associated with specialized services provided by outside businesses. Examples include maintenance of the fuming hood and metal detector, drug and alcohol testing as well as vehicle calibration, ENRAD, LPR Technology, policy procedure software and stopwatch calibration.						
1000-4111-5116	Fitness Center	242	5,622	4,000	90	4,000
Cost associated with repair, maintenance and purchase of fitness center equipment						
1000-4111-5121	Repair Maint Equipment	458	1,616	3,000	-	3,000
Costs associated with the repair and maintenance of equipment. Examples are radios, sirens and emergency light systems.						
1000-4111-5133	Legal Services	30,299	8,416	23,000	15,729	23,000
Costs associated with attorney fees.						
1000-4111-5134	Other Services/Fees	-	25	2,000	-	2,000
Costs associated for unforseen expensives typically for travel expenses related to investigations and warrant service.						
1000-4111-5230	Information Tech Svgs	270,000	275,000	290,000	304,840	315,000
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
1000-4111-5312	Cell Phones	12,595	12,212	13,000	10,799	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	35,475	36,440	37,000	38,366	38,500
Costs associated with law enforcement liability insurance.						
1000-4111-5353	Employee Meeting /Confer	298	933	1,000	1,176	1,500
Costs associated for Township and employee expenses for conducting or attending meetings in- house or off site.						
1000-4111-5354	Employee Training	3,212	1,628	3,500	1,916	3,000
Costs associated with employee training and conferences.						
1000-4111-5356	Employee Dues/Members	744	1,529	1,400	1,109	1,300
Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Crime's Code, Vehicle Law and Magloclen membership.						
1000-4111-5357	Clothing	4,571	11,030	3,900	900	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.						



## 2023 Annual Budget

### Police Department Support Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-4111-5362	Printing	242	-	1,000	-	250
Costs associated for printing for major projects such as hiring and police reports.						
1000-4111-5370	Minor Equipment/Furniture	15,057	622	15,000	9,438	15,000
Costs associated with minor equipment purchases and repairs.						
1000-4111-5371	Community Outreach	-	870	5,000	2,113	5,000
Costs associated with crime prevention programs, community projects, purchase of flyers and brochures.						
Total		1,452,938	1,985,716	1,887,988	1,698,138	1,956,803

**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.

**2022 Accomplishments:**

1. Police Patrol handled over nearly 20,000 calls for service and made over 300 criminal arrests in 2022.

**2023 Goals:**

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

Staffing Levels	2019	2020	2021	2022	2023
Full Time	26	26	27	27	26
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Police Patrol Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-4112-4011	Salaries-Uniform	2,413,398	2,495,203	2,714,407	2,056,839	2,792,442
Salaries for four (4) Sergeants and twenty- three (23) Patrol Officers.						
1000-4112-4016	Overtime Uniform	126,562	113,597	147,150	67,346	147,150
Meet minimum staffing of at least 3 officers. Late calls and arrests.						
1000-4112-4021	Social Security Tax	162,522	168,933	191,371	130,280	196,540
1000-4112-4022	Medicare	38,009	39,509	44,756	30,469	45,965
1000-4112-4023	Workers Comp	98,519	85,164	158,971	65,269	163,265
1000-4112-4032	Longevity	48,394	39,821	51,897	52,270	53,073
1000-4112-4033	Court And Hearing Pay	24,965	19,008	31,050	23,036	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	69,544	84,313	142,129	31,348	146,290
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4051	Hospitalization	434,252	464,119	518,382	424,669	540,488
1000-4112-4052	Vision Insurance	2,740	2,734	3,334	2,613	3,334
1000-4112-4053	Dental Insurance	22,105	22,353	27,980	22,276	27,980
1000-4112-4055	Disability Insurance	4,686	5,609	8,013	4,828	8,242
1000-4112-4057	Life Insurance	5,335	6,148	6,642	5,122	6,642
1000-4112-5353	Employee Meeting /Confer	-	368	-	-	800
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4112-5354	Employee Training	2,565	4,614	8,000	6,359	8,000
Costs associated with employee training and conferences.						
1000-4112-5355	Employee Career Devel	-	1,667	5,000	1,005	5,000
College tuition reimbursement - Patrol						
1000-4112-5356	Employee Dues/Members	180	300	250	365	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	12,586	53,883	35,200	3,848	-
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.						
<b>Total</b>		<b>3,466,363</b>	<b>3,607,344</b>	<b>4,094,532</b>	<b>2,927,943</b>	<b>4,176,511</b>

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

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

**2022 Accomplishments:**

1. One (1) officer is currently assigned to the Traffic Enforcement Unit.
2. The Traffic Officer handled over 380 calls for service, issued 175+ traffic citations, 70+ warnings and assisted in a number of criminal cases in 2022.

**2023 Goals:**

1. There are no expected staffing changes to the Traffic Unit in 2023.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	1	1	1	1	1
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Police Traffic Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-4113-4011	Salaries-Uniform	95,795	105,917	104,218	79,330	106,557
Salaries for 1 Traffic Officer.						
1000-4113-4016	Overtime Uniform	3,301	3,820	5,450	2,603	5,450
Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.						
1000-4113-4021	Social Security Tax	6,309	7,171	7,318	5,312	7,474
1000-4113-4022	Medicare	1,476	1,677	1,711	1,242	1,748
1000-4113-4023	Workers Comp	3,801	3,320	6,079	2,496	6,209
1000-4113-4032	Longevity	1,196	1,333	1,695	1,606	1,733
1000-4113-4033	Court And Hearing Pay	-	-	1,150	218	1,150
1000-4113-4034	Holiday Pay	1,218	922	5,533	1,879	5,659
1000-4113-4051	Hospitalization	750	1,500	3,210	-	3,000
1000-4113-4052	Vision Insurance	266	266	134	244	134
1000-4113-4053	Dental Insurance	2,318	2,318	1,194	2,188	1,194
1000-4113-4055	Disability Insurance	220	220	306	187	313
1000-4113-4057	Life Insurance	239	236	246	197	246
1000-4113-5354	Employee Training	505	875	500	400	500
Costs associated with employee training and conferences.						
1000-4113-5356	Employee Dues/Members	-	170	250	135	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	270	4,750	900	-	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>117,663</b>	<b>134,495</b>	<b>139,894</b>	<b>98,038</b>	<b>142,517</b>

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

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

**2022 Accomplishments:**

1. Detectives made over 100 arrests for over 300 criminal violations. They handled over 400 calls for service, over 100 cases and assisted various local, state and federal authorities in a wide range of criminal investigations.
2. One (1) officer was moved from the Patrol Division to Investigations in 2022.

**2023 Goals:**

1. There are no expected staffing changes in the Investigations Division in 2023.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	2	2	2	3	3
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Police Investigations Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-4114-4011	Salaries-Uniform	190,519	206,296	208,955	163,232	213,628
Salaries for the Detective Lieutenant and one (1) Detective						
1000-4114-4016	Overtime Uniform	27,536	33,792	10,900	15,077	10,900
Late calls, arrests, and investigations.						
1000-4114-4021	Social Security Tax	13,839	15,594	14,856	11,194	15,180
1000-4114-4022	Medicare	3,237	3,647	3,477	2,618	3,550
1000-4114-4023	Workers Comp	7,907	6,744	12,348	5,070	12,609
1000-4114-4032	Longevity	4,899	5,503	6,233	6,132	6,375
1000-4114-4033	Court And Hearing Pay	4,570	4,227	2,300	2,366	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	4,399	7,189	11,372	988	11,630
Holiday pay for uniformed employees as per the Collective Bargaining agreement.						
1000-4114-4051	Hospitalization	43,426	47,916	47,223	38,849	49,060
1000-4114-4052	Vision Insurance	595	595	268	545	268
1000-4114-4053	Dental Insurance	5,051	5,236	2,388	4,769	2,388
1000-4114-4055	Disability Insurance	353	452	622	385	637
1000-4114-4057	Life Insurance	376	473	492	394	492
1000-4114-5312	Cell Phones	2,800	2,400	2,400	1,700	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	450	247	1,500	175	1,500
Costs associated with employee training and conferences.						
1000-4114-5356	Employee Dues/Members	-	79	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	540	4,270	1,800	-	6,000
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	310,497	344,660	327,434	253,573
						339,217

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

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

**2022 Accomplishments:**

1. The Police Department purchased two (2) vehicles in 2022 to replace aging police units.

**2023 Goals:**

1. Replace two (2) marked police sedans that meet requirements for replacement.
2. Replace the 2013 Ford Explorer currently assigned to the Chief.

**2023 Budget Highlights:**

1. Three (3) police vehicles are expected to be replaced in 2023.
2. Rise in fuel costs required a 41% increase in this line item for 2023.



## 2023 Annual Budget

### Police Fleet Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-4115-5111	Professional Services	273	-	-	-	-
1000-4115-5122	Repair Maint Vehicles	29,757	35,729	37,000	25,003	37,000
Car washing fees, sirens and emergency light system repairs, maintenance not performed by Public Works, parts and supplies.						
1000-4115-5364	Fuel	32,555	66,527	63,000	64,268	89,000
Cost associated with providing fuel for police vehicles.						
1000-4115-6122	Fleet Replacement	17,520	149,993	90,000	56,730	147,500
Funding used to replace police vehicles and equipment. Fleet replacement is determined by a point system utilized by Public Works. It is projected that three (3) police vehicles will be replaced in 2023. This will include two (2) marked police sedans and one (1) unmarked police SUV which will replace the Chief's vehicle.						
Total		80,105	252,249	190,000	146,002	273,500

**Department: Community Service Officers****Description and Responsibilities:**

Community Service Officers (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.

**2022 Accomplishments:**

The Community Service Officer (CSO) program was negotiated and authorized in the 2021-2022 Collective Bargaining Agreement. CSO's were not utilized in 2022.

## 2023 Annual Budget

## Community Service Officers Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 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	-	159	285	117	285
1000-4117-5004	Materials And Supplies	-	-	1,000	-	1,000
1000-4117-5357	Clothing	-	-	600	-	600
<b>Total</b>		<b>-</b>	<b>159</b>	<b>12,650</b>	<b>117</b>	<b>12,650</b>

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

The Animal Service cost center pays for contracted animal control provided by Animal Control Services.

**2023 Goals:**

1. The Police Department expects to maintain a contract with Animal Control Services in 2023.

**2023 Budget Highlights:**

1. No cost increase in 2023.



## 2023 Annual Budget

### Animal Service Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-4120-5111	Professional Services	12,000	12,000	12,000	9,000	12,000
Pays for animal control services provided by Animal Control Services.						
	Total	12,000	12,000	12,000	9,000	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.

**2022 Accomplishments:**

1. Conducted three (3) firearms trainings which include handgun, patrol rifle and shotgun.
2. Updated all service handguns.

**2023 Goals:**

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

**2023 Budget Highlights:**

1. Cost increase expected in 2023 due to the rise in ammunition costs.



## 2023 Annual Budget

### Firing Range Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-4140-5004	Materials And Supplies	11,865	12,236	14,000	8,345	14,000
Includes ammunition for three yearly training, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies and targeting systems.						
	Total	11,865	12,236	14,000	8,345	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.

**2022 Accomplishments:**

1. Successfully implemented “real life” scenario training utilizing all the amenities of the Public Safety Training Facility.
2. Implementation of Township UAS (drone) program.
3. Implemented first year of NFPA 1582 firefighter physicals and cancer screenings.
4. Continued upgrades at Haine Station, including rear patio, patio furniture, and upgraded fans.
5. Successfully utilized three interns to accomplish a significant number of tasks for DFES, most notably the 2nd year program of the Fire Cadet Academy, as well as pre-planning and Knox Box updates.
6. “Operation Tiny Bubbles” EMA exercise focused on Community Days emergency response.
7. Successfully responded to all emergency call requests within the Township and beyond.
8. Replacement of the DFES response vehicle.

**2023 Goals:**

1. Seek new ways to get home responders to respond to the station for incidents.
2. Continue to innovate with recruitment & retention.
3. Improve the stipend staffing program percentage beyond the usual 70-75%.
4. 2023 Emergency Management Exercise.
5. Begin the planning/design process for the replacement of Rescue 21.
6. Assist the CTVFC with the implementation of hazmat and rescue professional certifications.
7. Increase the number of pre-planned structures within the Township by working cooperatively with the Township’s Fire Prevention Codes Administration department..
8. Increase DFES staffing to reduce the rising administrative burden on the volunteers of the CTVFC and EMS.
9. Complete the small vehicle replacement plan coupled with a fleet reduction for CTVFC.

**2023 Budget Highlights:**

1. Create innovative and effective recruitment and retention programs to increase staffing above 70-75%.
2. Increase DFES staffing to reduce the rising administrative burden on the volunteers of the CTVFC.
3. Complete small vehicle replacement plan and equipment purchases .
4. Pursue outside grants/funding to offset expenses within the CTVFC.
5. Begin to gather equipment for Engine 21-3 that is due in 2024.
6. Continue to modernize outdated aspects of the Park and Haine stations.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	3	2	2	2	3
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Fire &amp; Emergency Services Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-4230-4010	Salaries-Fulltime	102,507	103,800	145,252	8,824	198,288
1000-4230-4012	Salaries-Part Time	-	9,600	12,000	16,896	12,000
1000-4230-4015	Overtime	-	-	1,000	-	1,000
1000-4230-4021	Social Security Tax	6,170	6,930	9,812	1,586	13,130
1000-4230-4022	Medicare	1,443	1,621	2,295	371	3,071
1000-4230-4023	Workers Comp	33,525	53,308	51,000	55,487	55,000
Worker's compensation insurance costs for Fire Company and Ambulance volunteers.						
1000-4230-4041	Pension Non Uniform	5,125	5,190	7,313	441	5,909
1000-4230-4051	Hospitalization	22,527	22,083	16,867	1,792	32,412
1000-4230-4052	Vision Insurance	144	133	126	22	197
1000-4230-4053	Dental Insurance	1,255	1,176	856	1,094	1,622
1000-4230-4054	457 Contributions	5,125	5,190	7,313	441	5,909
1000-4230-4055	Disability Insurance	205	239	380	20	519
1000-4230-4057	Life Insurance	422	492	825	42	1,127
1000-4230-5001	Office Supplies	83	102	2,000	27	1,000
1000-4230-5004	Materials And Supplies	27,495	22,808	35,000	9,681	35,000
DFES, Fire Police, EMA						
1000-4230-5111	Professional Services	22	131	3,500	154	3,500
DFES, EMA						
1000-4230-5220	General Services Intragov	236,549	215,128	215,000	288,076	280,000
Transfer of intergovernmental aid to Volunteer Fire Company. (Relief Assoc.)						
1000-4230-5230	Information Tech Svcs	30,000	35,000	40,000	40,000	41,000
1000-4230-5312	Cell Phones	1,530	1,200	3,000	85	3,000
1000-4230-5332	Equipment Leases	654	659	650	493	650
2 hydrants @ \$325 ea. (rental from West View Water)						
1000-4230-5354	Employee Training	1,038	6,350	10,000	1,729	10,000
1000-4230-5364	Fuel	10,543	16,259	22,500	21,029	22,500
1000-4230-5370	Minor Equipment/Furniture	2,775	5	5,000	-	5,000
		Total	489,138	507,401	591,689	448,291
						731,834

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

The Public Works Department performs snow removal, de-icing and anti-icing on over 139 centerline miles of roadway, 325 cul-de-sacs, township parking lots, walking trails and sidewalks. Salt brine is manufactured at our Public Works facility to reduce the amount of rock salt used by approximately 30%, and the brine is available for purchase to several nearby townships.

2022 Accomplishments:

1. Winter statistics for 2021-2022 include 43.4 inches of snow (slightly above the 41 inches average snow fall), 33 snow events, 4,468 tons of salt used and 20,024 miles driven. Snow total was slightly above average of 41 inches.
2. Implemented 16th snow route for the MSA thruway and residential developments in the southeast quadrant of the Township.
3. Evaluated a road temperature sensor program cameras which provided us "real-time" data that was used to eliminate at least ten (10) call-outs resulting in a cost savings of over \$100,000.
4. Continued to reduce salt usage by up to 30% on routes with our Epoke salt spreaders. Total volume of liquid brine used last year was 71,273 gallons, an increase of 13% from the previous year.
5. Continued using callout software to expedite operator notification when snow/ice event occurred. Response to call out and customer service exceeded expectations.
6. Continued using GPS tracking software to respond quickly to resident and emergency requests and monitor and verify vehicle history.
7. Upgraded to Weather Sentry Road edition to better forecast weather events related to road maintenance.
8. Performed in-depth inspection of the salt shed outlining future repairs.
9. Took advantage of the reduced salt price in 2022 to maximize purchase of salt at the end of season.
10. Continued use of full-time PW crew for snow removal to avoid hiring shortages of temporary workers in 2022.

2023 Goals:

1. Continue to evaluate road temperature sensors using ground sensors versus camera detection. Make recommendations for best practice.
2. Evaluate the use of a stainless-steel conveyor system to increase to safe operation of stacking salt that is stored inside the salt shed. Eliminating the use of a front loader to climb a ramp to stack the salt.
3. Continue using callout software for efficient callout responses from the plow drivers.
4. Train new crew and evaluate best route assignments.
5. Continue utilizing our anti-icing technology ahead of the winter storm event to prevent snow & ice from bonding to the road surface.

2023 Budget Highlights:

1. Continue to utilize the COSTARS and SHACOG contracts for salt. Price for rock salt increased over 35% for next year to \$79.05/ton. Anticipating this price increase, we maximized last year prior to the contract expiration. This advance purchase in 2022 had a projected \$100,000 overall savings and a reduced salt budget in 2023.
2. Propose purchase of stainless-steel conveyor to improve the safety of loading salt into the salt shed.
3. Evaluate and plan future salt shed repairs/needs.
4. Continue to evaluate the snow routes and make changes if needed.
5. Evaluate the pilot program with road temperature and camera sensors and make recommendation for future.
6. Continue to provide winter service agreements to developing plans.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	17	20	20	20	20
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Snow Removal Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5110-4010	Salaries-Fulltime	(51,811)	35,648	40,000	40,387	40,000
1000-5110-4015	Overtime	44,821	82,131	60,000	78,000	70,000
1000-5110-4021	Social Security Tax	3,930	7,077	6,200	7,098	7,000
1000-5110-4022	Medicare	919	1,655	1,450	1,660	1,650
1000-5110-4041	Pension Non Uniform	3,300	5,889	5,000	5,919	6,000
1000-5110-4054	457 Contributions	3,300	5,889	5,000	5,919	6,000
1000-5110-5004	Materials And Supplies	4,310	15,718	32,800	18,485	33,784
Cost associated with winter maintenance equipment and miscellaneous expense.						
1000-5110-5111	Professional Services	4,213	5,775	25,625	59,267	29,484
Monthly svc fee for GPS tracking (changed to 12 months vs 5 months), snow routes, equip repair outsourcing, plus add \$5K for tree pruning where needed.						
1000-5110-5121	Repair Maint Equipment	20,960	28,954	24,600	13,662	24,600
Costs associated with repair and maintenance of equipment, including costs of repairs to salt brine equipment						
1000-5110-5323	Water	717	291	-	325	-
1000-5110-5354	Employee Training	-	2,360	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	93,427	310,169	497,125	375,217	450,000
Cost for Rock Salt and antiskid for Winter Maintenance						
1000-5110-6121	Equipment	-	-	20,500	30,611	21,000
plow blades, plows, parts and components to keep the snow fighting equipment in working order.						
Total		128,084	501,555	720,800	636,550	692,018

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 perform Outside Plant Electrical work in all Township Facilities, Parking Lots and Sports Fields.

2022 Accomplishments:

1. Assisted the Engineering Dept with oversight of the Freedom Rd Build I Grant project along Freedom Rd. This project included 3 complete signal upgrades and a relocation of the fiber optic backbone along Freedom Rd.
2. Upgraded 16 signal controllers to Cobalt EOS Traffic Signal Controllers.
3. Tested the new Econolite EOS Radar Detection Technology for use in Pa at the request of PennDOT. It is currently installed at Cranberry Sq and Executive Dr. The equipment is now listed on Pa Bulletin 15 and approved for use in the Commonwealth.
4. Worked with the Developers of the Mobility Edaptive Traffic Signal Platform to refine the operation and worked with PennDOT to get it also listed for use in Pa on Bulletin 15.
5. Assisted contractor with installation and programming of court lighting at the Pickleball complex.

2023 Goals:

1. Continue to provide a robust, efficient traffic management platform that streamlines traffic flow.
2. Develop a staffing plan that includes a succession plan for the Traffic Manager position.
3. Develop a plan to convert more of our lighting uses to LED for a reduction in usage and maintenance.
4. Continue to upgrade our operational equipment to minimize failures.

2023 Budget Highlights:

1. Develop cost effective work plans to deal with aging infrastructure. Allocate additional resources to operations for future repairs.
2. Working to Minimize our Energy footprint where possible. Allocate additional funding for electric installations in Township including MSA Thruway.
3. Streamline maintenance efforts to provide cost savings where possible.
4. Increase of professional services during traffic manager succession.
5. Funding of needed signage replacement as outlined in 2022 Township wide signage inventory.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	3	3	3	3	3
Part Time	2	1	1	1	1

## 2023 Annual Budget

## Traffic Signals &amp; Communic Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5120-4010	Salaries-Fulltime	248,048	233,773	268,832	216,524	283,295
1000-5120-4012	Salaries-Part Time	-	2,082	10,000	-	10,500
Seasonal Labor						
1000-5120-4015	Overtime	3,814	10,968	12,000	2,314	12,500
1000-5120-4021	Social Security Tax	15,097	14,834	16,903	13,166	17,838
1000-5120-4022	Medicare	3,531	3,469	3,953	3,079	4,172
1000-5120-4023	Workers Comp	7,560	6,826	13,211	5,424	13,942
1000-5120-4041	Pension Non Uniform	12,564	12,201	13,632	10,923	14,386
1000-5120-4051	Hospitalization	64,887	69,556	74,031	55,175	73,808
1000-5120-4052	Vision Insurance	332	314	334	275	334
1000-5120-4053	Dental Insurance	2,898	2,626	2,951	2,692	2,951
1000-5120-4054	457 Contributions	12,033	12,201	13,632	10,923	14,386
1000-5120-4055	Disability Insurance	497	633	709	520	748
1000-5120-4057	Life Insurance	768	973	1,538	815	1,623
1000-5120-5001	Office Supplies	305	521	1,000	248	1,200
1000-5120-5004	Materials And Supplies	63,270	47,764	80,000	45,219	80,000
Signal and communication supplies for maintenance and repairs.						
1000-5120-5007	Safety Supplies	188	925	2,000	1,349	2,500
Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jackets.						
1000-5120-5111	Professional Services	2,887	3,189	10,000	2,735	20,000
Technical labor for project assistance.						
1000-5120-5121	Repair Maint Equipment	1,660	3,589	5,000	3,799	6,000
Electronic equipment repairs not covered by warranties. Equipment such as PTZ and Detection Cameras.						
1000-5120-5122	Repair Maint Vehicles	1,091	1,545	1,000	1,357	1,500
Annual Hydraulic inspection and associated testing						
1000-5120-5123	Repair Maint Facility Maint	-	224	500	-	700
TOC facility maintenance and repairs.						
1000-5120-5124	Maintenance Contracts	-	-	10,000	-	10,000
Contracted Services						



## 2023 Annual Budget

### Traffic Signals & Communic Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5120-5312	Cell Phones	2,400	2,400	2,500	2,000	2,500
	Traffic Division Cell Phones					
1000-5120-5321	Electricity	40,039	39,318	35,000	43,587	45,000
	Energy costs associated with traffic signal devices; Includes Luminaries and street lights. Allows for minor rate increase.					
1000-5120-5354	Employee Training	-	2,205	4,000	3,156	4,000
	Technical Training/ Certification Maintenance; IMSA, ITE					
1000-5120-5356	Employee Dues/Members	870	2,419	750	319	750
1000-5120-5357	Clothing	-	-	600	847	900
	seasonal t shirts					
1000-5120-5361	Postage And Shipping	-	33	100	-	250
	Postage and shipping expenses related to electronic repairs					
1000-5120-5364	Fuel	2,885	4,590	3,000	4,839	5,000
	Increased Fuel Costs					
1000-5120-5367	Signs	8,989	6,506	25,000	18,640	40,000
	Aging Infrastructure and more restrictive sign regulations.					
1000-5120-5370	Minor Equipment/Furniture	202	-	500	-	500
<b>Total</b>		<b>496,814</b>	<b>485,683</b>	<b>612,676</b>	<b>449,925</b>	<b>671,283</b>

Department: Storm Water
**Description and Responsibilities:**

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

2022 Accomplishments:

1. Performed emergency storm sewer repair at the intersection of Ennis Rd and Erin Dr. over 20ft deep requiring the assistance of contracted services.
2. Completed the Community Park Stream Bank Stabilization Project with in-house crew. Project included erosion and sediment controls systems, drainage improvements, stream realignment, pedestrian bridge hard armoring, installed energy dissipating rock sump to slow water flow as it enters the park stream.
3. Completed several Fox Run Rd storm sewer pipe repairs to existing 48" pipe that were identified during a televised video inspection report.
4. Completed over 1,900 LF of French drain installation in Canterbury Trail prior to paving to eliminate water crossing the road creating icing during the winter.
5. Completed over 80 catch basin repairs in advance of paving contract.
6. Continued to track all catch basin repairs and maintenance as part of MS4 program.
7. Performed Storm sewer replacements, clean outs and slip lining as needed.

2023 Goals:

1. Complete catch basin repairs in advance of 2023 paving contractor beginning work.
2. Propose slip lining existing storm sewer pipe failures as identified via inspections.
3. Create a video inspection program to capture pipe condition prior to the paving program to benefit MS4 program.
4. Coordinate 2023 Capital stormwater pipe and culvert replacement projects.

2023 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.
3. Safety budget increased for new employees supplies plus replace obsolete safety equipment.
4. Increase professional service for slip lining failing storm sewer pipes.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Storm Water Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5131-4010	Salaries-Fulltime	297,120	325,426	292,298	254,447	288,594
1000-5131-4012	Salaries-Part Time	-	-	13,790	-	13,793
1000-5131-4015	Overtime	-	355	2,000	345	2,000
1000-5131-4021	Social Security Tax	17,767	19,510	19,424	15,162	19,195
1000-5131-4022	Medicare	4,155	4,563	4,543	3,546	4,489
1000-5131-4023	Workers Comp	9,363	8,181	15,264	6,267	15,085
1000-5131-4041	Pension Non Uniform	14,852	16,285	14,975	12,737	14,790
1000-5131-4051	Hospitalization	54,207	57,067	53,592	49,345	57,939
1000-5131-4052	Vision Insurance	420	425	368	354	368
1000-5131-4053	Dental Insurance	3,480	3,591	3,039	3,056	3,039
1000-5131-4054	457 Contributions	14,541	16,285	14,975	12,737	14,790
1000-5131-4055	Disability Insurance	530	660	779	545	770
1000-5131-4057	Life Insurance	602	766	1,689	633	1,668
1000-5131-5004	Materials And Supplies	834	934	4,610	1,644	4,610
1000-5131-5007	Safety Supplies	-	-	2,050	-	4,000
Safety Equipment such as cones, barricades, vests, gloves, glasses						
1000-5131-5111	Professional Services	12,850	31,174	94,000	63,704	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	3,290	3,095	1,540	4,116	1,500
1000-5131-5230	Information Tech Svcs	-	-	-	-	-
1000-5131-5312	Cell Phones	720	720	740	600	740
1000-5131-5332	Equipment Leases	2,125	-	1,025	555	1,000
1000-5131-5354	Employee Training	-	-	1,025	375	1,000
1000-5131-5366	Road Maintenance Supplies	29,811	61,289	61,500	70,841	60,000
Costs associated with the purchase of materials for road maintenance. Such as m-tops, stone, pipe and asphalt.						
1000-5131-5367	Signs	-	-	-	-	-
1000-5131-5370	Minor Equipment/Furniture	1,076	2,015	4,100	-	4,500
New equipment/tools needed for finishing road repair paving projects, and various other construction projects.						



## 2023 Annual Budget

### Storm Water Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5131-6121	Equipment	14,638	-	-	-	-
	<b>Total</b>	<b>482,380</b>	<b>552,342</b>	<b>607,326</b>	<b>501,009</b>	<b>607,870</b>



## 2023 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 139 center line miles of Township roads.

#### 2022 Accomplishments:

1. Completed the Dog Park Relocation project including all drainage structures, road base installation, drainage swale leading to the retention pond, foundation footers for the pavilion and handicap parking areas.
2. Continued In-house paving road repairs including (13) thirteen asphalt repairs for the Utility Department after water leaks plus the complete resurfacing of the Wolfe Run Pump Station and multiple asphalt repairs at the BCTP. Estimated cost saving over \$70,000 as previously contracted the work out.
3. Continued using Roadsoft software along with Roadbotics data collection to analyze our road system inventory to build our resurfacing program.
4. Managed the Resurfacing Program including contracts for paving, crack sealing, and seal coating. Performed roadway repairs in advance of paving.
5. Managed yearly mowing of the Township collector roadways to keep the vegetation from interfering with intersection line of sight concerns and the road. PennDOT requirements for ROW mowing now includes follow vehicle.
6. Managed the street sweeping program as part of our MS4 Storm Water program.

#### 2023 Goals:

1. Concentration on roadway maintenance projects in 2023.
2. Identify roadway rehabilitations for future capital consideration.
3. Increase resurfacing budget to meet the needs of increased asphalt index and the rising cost of asphalt.
4. Increase the use of asphalt materials, equipment, and equipment leasing to improve the in-house paving program.
5. 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.
6. Complete all catch basin repairs and road base repairs prior to the resurfacing program.
7. Consider hiring four seasonal employees to work as part of the street and storm water crew to perform repairs and crack sealing roads inside our housing plans and township owned parking lots.

#### 2023 Budget Highlights:

1. Implement a stepped three-year approach to increase paving budget to be in line with number of miles maintained 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.
5. Increase funding for new employee CDL class A training requirements in 2023.
6. Increased budget for safety supplies including hard hats, safety vests, gloves, glasses, etc.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	8	8	8	8	8
Part Time	4	4	0	4	4

## 2023 Annual Budget

## Road Maintenance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5132-4010	Salaries-Fulltime	280,688	325,537	357,132	244,719	351,568
1000-5132-4012	Salaries-Part Time	-	786	-	-	13,793
4 Seasonal employees						
1000-5132-4015	Overtime	449	8,439	8,000	4,949	8,200
1000-5132-4021	Social Security Tax	17,063	20,414	23,506	15,067	23,161
1000-5132-4022	Medicare	3,990	4,774	5,497	3,524	5,417
1000-5132-4023	Workers Comp	11,039	9,639	18,454	7,577	18,184
1000-5132-4041	Pension Non Uniform	14,054	16,699	18,267	12,483	17,988
1000-5132-4051	Hospitalization	54,251	49,702	53,026	53,171	65,791
1000-5132-4052	Vision Insurance	482	423	431	389	431
1000-5132-4053	Dental Insurance	3,918	3,335	3,467	2,955	3,467
1000-5132-4054	457 Contributions	13,516	16,699	18,267	12,483	17,988
1000-5132-4055	Disability Insurance	679	833	950	688	935
1000-5132-4057	Life Insurance	812	989	2,060	822	2,029
1000-5132-5001	Office Supplies	35	-	1,000	382	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	7,922	4,224	10,250	6,511	10,000
Cost associated with miscellaneous expenses: Materials and Supplies						
1000-5132-5007	Safety Supplies	824	50	1,025	2,476	1,200
Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.						
1000-5132-5111	Professional Services	12,760	44,883	51,250	39,083	62,470
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	19,211	24,311	18,450	12,378	19,214
1000-5132-5230	Information Tech Svcs	-	-	-	-	-
1000-5132-5312	Cell Phones	1,860	2,400	2,500	2,000	2,500
Streets Mgr and 2 Crew Leaders						
1000-5132-5332	Equipment Leases	652	-	15,375	4,830	15,836
Costs associated with leasing of equipment.						
1000-5132-5354	Employee Training	-	-	2,050	-	6,500



## 2023 Annual Budget

### Road Maintenance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5132-5366	Road Maintenance Supplies	48,562	41,234	138,375	48,211	140,000
	Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.					
1000-5132-5370	Minor Equipment/Furniture	3,464	3,125	3,075	-	3,000
	Costs associated with the purchase of minor equipment and furniture.					
1000-5132-6117	Paving	84,071	488,900	450,000	464,207	500,000
	Asphalt costs associated with the resurfacing program					
Total		580,302	1,067,398	1,202,407	938,905	1,290,671

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 approximately 2,000 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.

2022 Accomplishments:

1. Hiring and training of additional Facilities crew member and succession planning for Facilities Manager.
2. Replacement of HVAC at Public Works.
3. Installation of Mezzanine at Facilities Garage at Municipal Building.
4. Replacement of HVAC Server at TOC.
5. Patching and painting of grill room, restrooms, and banquet room at Clubhouse. Heat exchanger repair at grill room. Installation of sanitary clean out in restrooms.
6. Patching and painting of PW Admin areas.
7. Replacement of heat exchanger at PSTF.
8. Installation of new HVAC for Headworks Building at BCTP.
9. Concrete and tile repairs of pool at Waterpark.

2023 Goals:

1. Coordinate facility items in renovations to the Municipal Building including access control, doors, and HVAC projects.
2. Transition of Manager of Facilities Division.
3. Prioritize facility rehabilitation needs. Coordinate timing of Clubhouse HVAC and Sanitary Sewer upgrades with future building plans.
4. Transition of work order management to paperless system.

2023 Budget Highlights:

1. Continue to reduce dependency on contracted services to reduce expenses 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	2019	2020	2021	2022	2023
Full Time	3	2	3	4	4
Part Time	2	0	1	0	0



## 2023 Annual Budget

### Facility Maintenance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5140-4010	Salaries-Fulltime	269,329	242,638	261,938	233,840	266,919
1000-5140-4012	Salaries-Part Time	-	393	10,000	-	18,390
part time seasonal help to perform labor tasks ie: roof and gutter cleaning, minor painting and unskilled work.						
1000-5140-4015	Overtime	1,307	3,600	8,000	4,181	6,000
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	16,039	14,742	17,752	14,323	18,061
1000-5140-4022	Medicare	3,751	3,447	4,152	3,349	4,223
1000-5140-4023	Workers Comp	9,701	7,526	13,985	5,742	14,226
1000-5140-4041	Pension Non Uniform	13,524	12,305	13,397	11,895	13,646
1000-5140-4051	Hospitalization	64,120	56,430	63,940	59,278	65,740
Actual amounts plus a 10% allowance						
1000-5140-4052	Vision Insurance	425	358	380	388	380
Actual amounts with a 10% increase allowance						
1000-5140-4053	Dental Insurance	3,176	2,692	3,318	3,175	3,318
1000-5140-4054	457 Contributions	13,373	12,305	13,394	11,151	13,646
1000-5140-4055	Disability Insurance	540	571	697	532	710
1000-5140-4057	Life Insurance	665	687	1,511	634	1,540
1000-5140-5001	Office Supplies	-	148	100	-	100
1000-5140-5004	Materials And Supplies	24,913	29,065	35,000	36,892	50,000
Purchasing of materials/supplies for the repair, maintenance and upkeep of the building, mechanical equipment and grounds.						
1000-5140-5005	Cleaning Supplies	14,241	16,344	21,500	13,767	22,000
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	1,259	-	250	-	250
Safety supplies for Facilities, specialized respirators/cartridges, safety glasses, rubber gloves						
1000-5140-5111	Professional Services	21,640	36,620	30,000	35,829	40,000
1000-5140-5123	Repair Maint Facility Maint	14,209	4,831	15,000	1,778	15,000
Costs associated with building repairs and maintenance not under contracted or professional services.						
1000-5140-5124	Maintenance Contracts	781	350	18,000	-	18,000
All services under a signed contract will be charged to this account.						

## 2023 Annual Budget

## Facility Maintenance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5140-5132	Janitorial Services	68,736	103,232	110,800	71,583	115,000
	This account allows for nightly cleaning six nights per/ week and day porter services Mon. thru Friday, six hours per/day. Allowance for a contract increase and overtime for special event cleaning ie: Santa's First Stop, Farkleberry, Senior Expo.					
1000-5140-5312	Cell Phones	3,120	3,120	3,850	2,600	4,500
	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	89,527	93,424	110,000	78,288	110,000
	Electrical service for municipal building and complex					
1000-5140-5322	Natural Gas	28,150	35,091	42,500	23,154	44,000
	Figures based on current projected actual billing of natural gas for heating and domestic hot water.					
1000-5140-5323	Water	4,911	5,121	5,600	4,386	5,800
	Figure is based on actual billing for past three years plus a projected amount for the final quarter					
1000-5140-5324	Sewer	4,370	5,023	4,700	4,522	4,800
	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	3,255	4,418	3,600	4,842	4,000
1000-5140-5332	Equipment Leases	-	-	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	225	3,500
	Employee training and certification classes to retain required certifications.					
1000-5140-5357	Clothing	-	-	900	534	1,200
	Uniform and boot allowance for three full time employees.					
1000-5140-5364	Fuel	965	1,857	2,200	3,100	2,850
	Gasoline and diesel fuel for the Facilities vehicles. Based on actual use.					
1000-5140-5370	Minor Equipment/Furniture	254	261	1,000	-	1,200
Total		676,409	696,600	822,464	629,988	870,499

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

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

**2022 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 S & W truck, facility truck and police vehicles due to age and condition. Replacement of three administration hybrid vehicles due battery replacement cost. Significant coordination needed due to supply chain issues impacting vehicles in 2022.
3. Continued to trade existing vehicles during purchase and utilized online auctioning (Municibid) to maximize resale.
4. On-going training provided for new diagnostic software for diesel and gas 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 Fire Department fleet repairs in-house to reduce cost and allow quicker turnaround time for their fleet repairs and less out of service for first responder fleet.

**2023 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 preventive maintenance and state inspections.
2. Continue to provide efficient and effective PM and State Inspection services for 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.

**2023 Budget Highlights:**

1. Increase labor and benefit budget for one full time mechanics helper.
2. Cost increase for parts and vehicles due to current market conditions.
3. Increase budget for diesel engine exhaust failures.
4. Increase budget for safety equipment and supplies.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	3	4	4	4	4
Part Time	1	0	0	0	0



## 2023 Annual Budget

### Fleet Maintenance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5150-4010	Salaries-Fulltime	125,162	120,267	110,000	107,653	109,233
1000-5150-4012	Salaries-Part Time	-	786	-	-	10,000
1000-5150-4015	Overtime	1,452	1,748	4,000	4,666	4,850
1000-5150-4021	Social Security Tax	7,808	7,541	6,900	6,895	7,216
1000-5150-4022	Medicare	1,826	1,764	1,614	1,612	1,688
1000-5150-4023	Workers Comp	4,246	3,096	5,406	2,220	5,653
1000-5150-4041	Pension Non Uniform	6,246	6,029	5,449	5,544	5,704
1000-5150-4051	Hospitalization	34,135	33,375	33,891	29,020	32,257
1000-5150-4052	Vision Insurance	240	224	201	195	201
1000-5150-4053	Dental Insurance	2,086	1,777	1,791	1,751	1,791
1000-5150-4054	457 Contributions	6,246	5,210	5,449	5,544	5,704
1000-5150-4055	Disability Insurance	249	241	283	214	297
1000-5150-4057	Life Insurance	257	249	615	222	643
1000-5150-5001	Office Supplies	-	-	1,025	175	-
Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.						
1000-5150-5004	Materials And Supplies	6,109	7,373	10,250	7,606	10,000
Cost associated with lubricants, tools and parts.						
1000-5150-5007	Safety Supplies	116	132	2,050	1,067	10,000
Costs associated with the purchase of safety materials.						
1000-5150-5111	Professional Services	25,512	20,834	25,625	8,310	26,802
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.						
1000-5150-5121	Repair Maint Equipment	8	-	-	(329)	-
1000-5150-5122	Repair Maint Vehicles	34,002	47,150	44,075	51,062	50,000
Costs associated with repair and maintenance of vehicles. Testing and parts for work completed on all twp vehicles with inhouse labor and resources.						
1000-5150-5312	Cell Phones	720	720	720	600	720
Crew Leader Mechanic						
1000-5150-5354	Employee Training	-	79	1,025	120	1,055



## 2023 Annual Budget

### Fleet Maintenance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 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	1,672	3,607	17,937	4,162	19,500
Cost for the purchase of minor equipment for the shop.						
Total		258,092	262,201	278,656	238,310	303,664

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.

2022 Accomplishments:

1. Successfully maintained a high standard of quality in the parks throughout 2022. Staff was lean for most of the year due to employment shortages.
2. Participated in the in-house construction of the new Rotary Dog Park at Community Park. All PW staff were involved to make this a success. Grounds staff was responsible for the clearing of the woods of down limbs and removal of dead trees, the planting of new grass around the parking lot and inside the park. We also assisted in the installation of the water line and fence around the fields.
3. Hosted two major sporting events in the parks in 2022. The national pickleball tournament at Graham Park and national disc golf tournament at North Boundary Park were huge successes and grounds staff played a major role in the preparations for the events.
4. Used budgeted funds for contract services to make improvements in the parks. The resurfacing of the Graham Park basketball courts, mulch blowing installation in all parks, fire stations and municipal building, and many trees were cut down and removed in the disc golf course, municipal building, and Community Park.

2023 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.
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

2023 Budget Highlights:

1. Adjust agricultural supplies budget due to current inflation and market conditions. Like many industries, the pricing for lawn care supplies continue to rise. 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. We would still use all full time staff in each park as necessary to work on projects.
3. Continue to make improvements to our aging assets including park restrooms, shelters, and parking lots.
4. Evaluate seasonal staff needs and hourly wages. Focus on retention of valuable current employees and recruitment of additional staff to meet maintenance needs in the parks.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	6	6	7	7	7
Part Time	15	16	16	16	16



## 2023 Annual Budget

### Grounds Maintenance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5160-4010	Salaries-Fulltime	270,385	306,029	307,786	242,946	318,891
One additional full time employee for 2022.						
1000-5160-4012	Salaries-Part Time	103,694	162,191	220,500	166,079	226,674
1000-5160-4015	Overtime	981	12,988	17,000	14,199	17,476
OT for grounds personnel not including snow removal.						
1000-5160-4021	Social Security Tax	22,860	29,057	30,764	25,528	31,452
1000-5160-4022	Medicare	5,346	6,796	7,195	5,970	7,356
1000-5160-4023	Workers Comp	16,248	13,762	25,135	10,320	25,673
1000-5160-4041	Pension Non Uniform	13,768	15,780	15,729	12,636	16,285
1000-5160-4051	Hospitalization	44,179	45,130	48,632	38,787	53,539
1000-5160-4052	Vision Insurance	310	310	312	284	312
1000-5160-4053	Dental Insurance	2,608	2,608	2,688	2,463	2,688
1000-5160-4054	457 Contributions	13,768	15,780	15,729	12,636	16,285
1000-5160-4055	Disability Insurance	577	690	818	576	847
1000-5160-4057	Life Insurance	719	859	1,774	707	1,837
1000-5160-5004	Materials And Supplies	30,293	62,900	48,500	44,490	54,200
Increased for parks and recreation requests.						
1000-5160-5005	Cleaning Supplies	9,977	12,942	10,000	5,719	7,000
Additional supplies due to covid.						
1000-5160-5006	Agricultural Supplies	107,267	125,017	122,000	110,121	140,000
All products related to turf and landscape plant maintenance programs: fertilizer, herbicide, fungicide, calcium, magnesium, seed, and spray adjuvants.						
1000-5160-5007	Safety Supplies	1,828	415	1,080	140	1,000
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE.						
1000-5160-5111	Professional Services	33,551	47,895	64,200	99,256	75,000
Work performed through contracted service providers includes: wildlife management, aquatic management for Graham Park pond, vegetation control at islands, mulch blower services, fence repairs, design and production of signage, grease trap cleaning, arborist services, mowing of township satellite properties. Adjusted for increased contract prices.						
1000-5160-5121	Repair Maint Equipment	29,796	38,944	22,500	36,296	25,000
Parts and repairs for all parks power equipment.						
1000-5160-5123	Repair Maint Facility Maint	12,644	16,637	11,400	16,181	15,000
Repairs to parks structures and facilities including restrooms, storage buildings, shelters, amphitheatre, dog park, batting cages and site amenities.						

## 2023 Annual Budget

## Grounds Maintenance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5160-5312	Cell Phones	2,260	2,400	2,400	2,000	2,400
Reimbursement of manager and 2 crew leaders for cell phones.						
1000-5160-5321	Electricity	66,328	75,167	70,000	51,364	71,960
All electric in parks.						
1000-5160-5323	Water	7,750	6,462	6,800	6,743	6,990
All water for facilities in parks.						
1000-5160-5324	Sewer	5,797	8,016	6,000	5,970	6,168
Increased sanitary sewer service for all park facilities.						
1000-5160-5326	Storm Water Fee	6,985	9,819	7,200	12,006	12,500
1000-5160-5332	Equipment Leases	7,303	651	9,000	190	6,000
Cart lease and landscape implements like chipper, stump grinder, and high lifts.						
1000-5160-5354	Employee Training	1,005	560	4,200	605	4,800
Continuing education for pesticide application and pool chemical handling licensing.						
1000-5160-5357	Clothing	1,237	3,447	2,800	2,488	3,200
T-shirts and jackets for seasonal and FT employees.						
1000-5160-5370	Minor Equipment/Furniture	7,328	21,698	15,000	7,116	30,000
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>826,791</b>	<b>1,044,945</b>	<b>1,097,142</b>	<b>933,815</b>	<b>1,180,533</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.

2022 Accomplishments:

1. Focus on completion of projects using in-house DPW labor and materials to save overall Township project costs.
2. Management of internal projects to ensure projects are completed on time and within budget.
3. Review of proposed construction plans with crews monthly for comments and consensus prior to construction.
4. Succession planning for Manager of Facilities Division and Manager of Traffic Division.
5. Recruitment and hiring of crew members as needed due to departures and staffing projections.
6. Plan for future projects with focus on infrastructure management.

2023 Goals:

1. Focus on maintenance of existing assets. Prioritize future asset needs of Township including fleet and infrastructure (roads, facilities, grounds and traffic).
2. Advance design of future plans for the DPW buildings and grounds to optimize storage and streamline operations.
3. Succession planning for Facilities Manager and Traffic Manager positions.
4. Identification of crew succession planning and staffing needs.
5. Finalize Master Plan for each Division outlying goals for next five years.

2023 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	2019	2020	2021	2022	2023
Full Time	4	5	3	3	3
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Pw Administration Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5170-4010	Salaries-Fulltime	144,748	119,169	129,112	125,972	154,190
1000-5170-4012	Salaries-Part Time	-	-	-	8,352	10,000
1000-5170-4015	Overtime	1,601	2,340	500	567	-
1000-5170-4021	Social Security Tax	9,247	7,421	8,625	8,075	10,180
1000-5170-4022	Medicare	2,163	1,736	2,017	1,889	2,381
1000-5170-4023	Workers Comp	5,032	3,376	4,648	1,908	5,709
1000-5170-4041	Pension Non Uniform	7,688	6,075	6,456	6,282	7,710
1000-5170-4051	Hospitalization	33,368	26,932	33,363	27,886	38,879
1000-5170-4052	Vision Insurance	225	176	231	226	264
1000-5170-4053	Dental Insurance	1,810	1,434	1,937	1,859	2,219
1000-5170-4054	457 Contributions	7,683	6,075	6,456	6,282	7,710
1000-5170-4055	Disability Insurance	320	295	336	249	401
1000-5170-4057	Life Insurance	659	611	728	517	870
1000-5170-5001	Office Supplies	1,209	1,167	2,500	616	2,500
1000-5170-5004	Materials And Supplies	36,638	4,034	12,000	5,267	12,000
1000-5170-5005	Cleaning Supplies	3,810	749	2,500	746	2,500
1000-5170-5007	Safety Supplies	1,911	3,172	5,000	-	5,000
1000-5170-5111	Professional Services	29,205	11,842	50,000	11,812	35,000
1000-5170-5122	Repair Maint Vehicles	-	7	-	-	-
1000-5170-5123	Repair Maint Facility Maint	8,424	6,146	8,000	5,504	8,000
1000-5170-5124	Maintenance Contracts	-	-	4,000	-	4,000
1000-5170-5132	Janitorial Services	5,525	4,675	7,000	4,250	7,000
1000-5170-5133	Legal Services	-	-	3,000	150	3,000
1000-5170-5230	Information Tech Svcs	155,000	160,000	164,000	164,000	169,000
1000-5170-5312	Cell Phones	3,135	2,400	3,500	255	3,500
1000-5170-5321	Electricity	18,569	20,039	25,000	15,819	25,000
1000-5170-5322	Natural Gas	10,103	13,128	15,500	11,304	17,000
1000-5170-5323	Water	1,587	1,696	2,000	1,244	2,000
1000-5170-5324	Sewer	1,384	1,468	2,000	1,087	2,000



## 2023 Annual Budget

### Pw Administration Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5170-5326	Storm Water Fee	4,749	5,718	5,200	5,112	6,000
1000-5170-5353	Employee Meeting /Confer	2,015	1,321	3,500	853	5,000
1000-5170-5354	Employee Training	1,205	4,306	4,000	12,942	6,500
1000-5170-5356	Employee Dues/Members	1,013	570	1,000	312	1,000
1000-5170-5357	Clothing	9,709	13,436	15,000	10,364	15,000
1000-5170-5364	Fuel	37,237	65,630	65,000	84,478	80,000
1000-5170-5370	Minor Equipment/Furniture	298	97	5,000	-	5,000
Conference room upgrade						
Total		547,271	497,243	599,109	526,178	656,513



## 2023 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.

#### 2022 Accomplishments:

1. Completed construction of the Ehrman Road Right Turn Lane Project.
2. Completed construction of the Thompson Park Road/Brandt Drive Extension Intersection.
3. Completed construction of the Community Park Dog Park.
4. Completed construction of the Pickleball Lighting and Shade Structure Projects.
5. Final design of the Pickleball Expansion Project.
6. Completed construction of the Community Park Streambank Restoration Project.
7. Started construction of the Municipal Campus Site Improvements Project - Phase 1.
8. Started construction of the Peter Road Waterline Replacement Project.
9. Started construction of the Sun Valley Utility Upgrade Project.

#### 2023 Goals:

1. Complete design and obtain the required permits from DEP to begin construction of the Franklin Acres Pump Station and Force main Project.
2. Complete design and construction of the Municipal Center Interior Renovation and Façade Project.
3. Complete Freedom Road Build 1 Project.
4. Start construction of the Freedom Road Build 2 Project.
5. Start construction of the Municipal Campus Great Lawn and Side Parking Lot Improvements Project.
6. Complete construction of the Route 19/Progress Avenue Intersection Signal.
7. Completion of the approved 2023 Capital Improvement Program.

#### 2023 Budget Highlights:

1. Completion of Municipal Campus Interior Renovations and Façade Project.
2. Replace the vacant position to bring back up to full staff.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	7	8	6	5	6
Part Time	1	1	0	0	0

## 2023 Annual Budget

## Engineering Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5210-4010	Salaries-Fulltime	145,639	110,863	147,763	117,323	161,655
1000-5210-4012	Salaries-Part Time	1,076	5,520	-	5,512	-
1000-5210-4015	Overtime	-	-	175	63	350
1000-5210-4021	Social Security Tax	8,794	6,961	9,172	7,360	10,044
1000-5210-4022	Medicare	2,056	1,628	2,145	1,721	2,349
1000-5210-4023	Workers Comp	601	509	961	290	1,074
1000-5210-4041	Pension Non Uniform	5,555	3,881	7,397	5,410	8,100
1000-5210-4051	Hospitalization	23,513	14,352	34,816	28,903	35,953
1000-5210-4052	Vision Insurance	152	111	237	186	237
1000-5210-4053	Dental Insurance	1,446	1,225	1,980	1,422	1,980
1000-5210-4054	457 Contributions	5,555	3,881	7,397	5,410	100
1000-5210-4055	Disability Insurance	211	164	385	250	421
1000-5210-4057	Life Insurance	433	339	834	486	914
1000-5210-5001	Office Supplies	553	631	750	898	1,000
This budget item is for the office supplies (folders, paper, etc.) for the Engineering Department						
1000-5210-5004	Materials And Supplies	3,384	1,859	4,000	1,252	4,000
Covers any necessary field work supplies (cameras, equipment, etc.) and furnishings and storage furniture.						
1000-5210-5007	Safety Supplies	-	255	800	-	800
This budget line item accounts for the Engineering Department safety equipment (hard hats, vests, etc.) and the department contribution to the safety committee.						
1000-5210-5111	Professional Services	138,128	57,677	65,000	12,049	76,000
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	70,000	75,000	77,250	77,250	80,000
Costs associated with IT support for Engineering Department operations.						
1000-5210-5312	Cell Phones	4,925	3,770	4,800	3,230	4,800
This line item includes cell phone reimbursement costs for 5 employee phones.						
1000-5210-5354	Employee Training	125	1,350	6,000	935	6,000
This line item includes various employee training. Training for 2020 will include project management training, communication training, and organization training.						

## 2023 Annual Budget

## Engineering Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5210-5355	Employee Career Devel	-	546	2,000	224	2,000
1000-5210-5356	Employee Dues/Members	569	200	1,000	-	1,000
This line item includes membership dues to professional societies.						
1000-5210-5363	Advertising	6,237	4,169	5,750	6,836	7,500
Advertising for Capital Projects.						
1000-5210-5364	Fuel	175	728	1,000	638	1,000
This line item is for fuel for the administrative fleet vehicles.						
1000-5210-6123	Furniture And Fixtures	-	-	500	-	1,000
This line item includes furnishings and fixtures for the Engineering Department.						
<b>Total</b>		<b>419,149</b>	<b>295,619</b>	<b>382,562</b>	<b>277,648</b>	<b>408,727</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.

**2022 Accomplishments:**

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

**2023 Goals:**

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

**2023 Budget Highlights:**

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

## 2023 Annual Budget

## Engineering Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5220-4010	Salaries-Fulltime	47,239	39,338	36,423	30,834	38,901
1000-5220-4021	Social Security Tax	2,814	2,337	2,258	1,820	2,412
1000-5220-4022	Medicare	658	547	528	426	564
1000-5220-4023	Workers Comp	160	143	257	106	274
1000-5220-4041	Pension Non Uniform	2,362	1,967	1,821	1,542	1,945
1000-5220-4051	Hospitalization	4,254	7,459	7,959	6,567	8,288
1000-5220-4052	Vision Insurance	27	48	47	43	47
1000-5220-4053	Dental Insurance	270	406	418	383	418
1000-5220-4054	457 Contributions	2,362	1,967	1,821	1,542	1,945
1000-5220-4055	Disability Insurance	27	82	95	71	278
1000-5220-4057	Life Insurance	55	170	205	146	219
1000-5220-5111	Professional Services	11,802	4,082	15,000	689	15,000
This line item includes various specialized review professional services necessary to support the land development review process.						
1000-5220-5312	Cell Phones	255	850	1,000	-	1,000
<b>Total</b>		<b>72,285</b>	<b>59,394</b>	<b>67,832</b>	<b>44,168</b>	<b>71,291</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.

**2022 Accomplishments:**

1. Successful completion of MS4 Stormwater Management Annual Report for permit year 4.
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. Finalized design of the Streambank Stabilization Project through Cedarbrook, Manor Creek Farms, Glenbrook Manor and Settlers Grove HOAs.
9. Completed construction of Pollution Reduction Plan Improvements - Community Park Streambank Stabilization Project.
10. Updated Stormwater Management Ordinance to include DEP required information.
11. Inspected stormwater outfalls as required with the MS4 program.

**2023 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 DEP permits and bid Phase 1 of the Streambank Stabilization Project through Cedarbrook, Manor Creek Farms, Glenbrook Manor and Settlers Grove HOAs.
5. Administer Stormwater Management Program.
6. Design, permit and construction of the Pinehurst Culvert Rehabilitation Project.
7. Implement stormwater improvements in the Fox Run Area Watershed.
8. Inspect active land development projects for active compliance with stormwater and erosion control as needed.

**2023 Budget Highlights:**

1. Manage the construction of the Streambank Stabilization Project through Cedarbrook, Manor Creek Farms, Glenbrook Manor and Settlers Grove HOAs.
2. Public Outreach concerning Stormwater Management and the DEP permit requirements.

## 2023 Annual Budget

## Engineering Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-5240-4010	Salaries-Fulltime	61,432	81,962	101,260	76,286	106,675
1000-5240-4015	Overtime	-	-	75	-	150
1000-5240-4021	Social Security Tax	3,676	4,864	6,283	4,532	6,623
1000-5240-4022	Medicare	860	1,137	1,469	1,060	1,549
1000-5240-4023	Workers Comp	371	355	679	279	724
1000-5240-4041	Pension Non Uniform	3,070	4,098	5,067	3,815	5,341
1000-5240-4051	Hospitalization	15,335	18,585	23,957	17,907	24,460
1000-5240-4052	Vision Insurance	106	123	146	116	146
1000-5240-4053	Dental Insurance	969	1,046	1,263	1,036	1,263
1000-5240-4054	457 Contributions	3,070	4,098	5,067	3,815	5,341
1000-5240-4055	Disability Insurance	111	193	263	180	78
1000-5240-4057	Life Insurance	228	397	572	370	603
1000-5240-5004	Materials And Supplies	1,220	111	1,500	408	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	31,516	34,157	35,700	13,498	42,000
This line item includes professional services that are utilized in the support of stormwater in Cranberry Township. The main budget factor in this line item for 2019 is the engineering for LOMR finalization in Graham Park.						
1000-5240-5230	Information Tech Svcs	40,000	40,400	40,804	40,804	41,212
1000-5240-5354	Employee Training	200	-	2,500	-	2,500
This line item relates to training of employees with regards to the latest stormwater regulations and permit requirements.						
Total		162,162	191,526	226,605	164,105	240,165

**Department: Parks & Recreation Operations**
**Description and Responsibilities:**

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

**2022 Accomplishments:**

1. Continued to work with administration in creating a new and combined customer service department for the Township.
2. Completed a complete turnover of all program support staff.
3. Opened the new dog park after several significant delays and opened Community Park to leashed dogs.

**2023 Goals:**

1. Continue recovery efforts from pandemic with a goal of returning to 2019 (pre-COVID) numbers in revenue and participation with key focus on primary revenue generating programs.
2. Work with Township on continued efforts to combine customer service, particularly with physical building changes coming.
3. Maximize efforts in public input for the new Comprehensive Parks, Rec & Open Space Plan.
4. Increase the use and efficiency of the Department's park facilities and fields, while continuing to provide better oversight through the new Facilities Coordinator.

**2023 Budget Highlights:**

1. Complete the Comp Rec Plan.
2. Increased rates for rentals and increase from post COVID returns anticipating increased revenue.
3. Adjustment in part-time salaries, based on guest services moving to other cost centers.
4. Adjustment printing based on returning to three prints of the Program Guide.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	6.25	6.25	5.25	5.5	2.5
Part Time	16	16	17	17	8



## 2023 Annual Budget

### Park Operation Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6210-4010	Salaries-Fulltime	269,565	257,027	142,182	189,247	187,061
5 Full Time Employees - Geis , Hutner , Berneberg, Bartell, Blair						
1000-6210-4012	Salaries-Part Time	81,558	112,189	57,958	42,578	50,118
Removed customer service. FA's based on approximately 45 hours per week for 52 weeks at an average of 14.50/hour. Added approximately \$5K more for special events						
1000-6210-4015	Overtime	64	2,345	1,000	4,728	2,500
Overtime associated with Special Events, Holidays and new customer service management						
1000-6210-4021	Social Security Tax	20,933	22,416	12,409	14,401	14,705
1000-6210-4022	Medicare	4,896	5,243	2,902	3,368	3,439
1000-6210-4023	Workers Comp	12,505	7,700	9,698	4,086	11,492
1000-6210-4041	Pension Non Uniform	13,187	12,740	7,109	9,699	9,353
1000-6210-4051	Hospitalization	40,397	42,637	24,515	33,478	38,519
1000-6210-4052	Vision Insurance	405	386	256	305	182
1000-6210-4053	Dental Insurance	3,317	3,435	2,359	2,608	1,702
1000-6210-4054	457 Contributions	13,272	12,740	7,109	9,699	9,353
1000-6210-4055	Disability Insurance	504	528	370	464	484
1000-6210-4057	Life Insurance	1,141	1,166	802	982	1,050
1000-6210-5001	Office Supplies	1,486	2,278	4,000	3,596	4,000
1000-6210-5004	Materials And Supplies	64,259	77,599	80,000	76,427	80,000
Materials and Supplies includes Credit/Debit Card Charges. Other supplies						
1000-6210-5111	Professional Services	7,413	5,523	12,000	9,355	12,000
Copier maintenance, HR Screenings - laminating maintenance. gym floor re-coat, gym equipment safety inspections						
1000-6210-5230	Information Tech Svcs	88,000	88,000	90,000	90,000	93,000
IT defined amount						
1000-6210-5312	Cell Phones	6,222	4,776	5,000	3,370	5,000
Decrease due to update in cell phone reimbursement						
1000-6210-5351	Employee Recruiting	457	1,534	1,500	1,369	1,500
1000-6210-5353	Employee Meeting /Confer	977	723	2,000	2,498	3,000



## 2023 Annual Budget

### Park Operation Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6210-5354	Employee Training	5,736	6,657	18,500	9,465	18,500
State and national conferences; professional development; and additional training as needed.						
1000-6210-5355	Employee Career Devel	3,016	113	500	359	500
Increase due to additional meetings and food for several initiatives of the dept.						
1000-6210-5356	Employee Dues/Members	1,325	2,800	1,500	870	1,500
Increase due to additional employees						
1000-6210-5362	Printing	2,580	725	10,000	11,110	30,000
- Maintaining budget amount due to returning to print copy printing of Program Guides						
1000-6210-5363	Advertising	121	24	1,500	-	1,500
1000-6210-5364	Fuel	97	392	750	811	1,000
1000-6210-5370	Minor Equipment/Furniture	2,552	2,082	4,000	1,616	4,000
Replace furniture and fixtures as needed.						
<b>Total</b>		<b>645,984</b>	<b>673,778</b>	<b>499,919</b>	<b>526,488</b>	<b>585,458</b>

**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.

**2022 Accomplishments:**

1. Continued to successfully transition from COVID state protocols to a semblance of normalcy in the preschool and summer camp.
2. Surpassed pre-COVID numbers in the preschool.
3. Continued to manage COVID through preschool and early childhood camps.
4. Returned several early childhood ancillary programs from pre-COVID.

**2023 Goals:**

1. Program staff to increase early childhood programs by 15 throughout the year.
2. Focused new programs on STEM and performing arts.

**2023 Budget Highlights:**

1. Realignment of full-time employees to cost centers. .5% of the Recreation Program Supervisor to this cost center.
2. Increase registration fees to compensate for unplanned increase in part-time staff salaries due to the labor shortage and competition.
3. Decrease in professional services by providing more services in-house.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	0	0	0	0	.5
Part Time	10	10	10	12	12

## 2023 Annual Budget

## Park Early Childhood Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6220-4010	Salaries-Fulltime	-	1,680	13,153	7,582	15,284
1000-6220-4012	Salaries-Part Time	104,800	155,297	120,556	125,716	155,000
1000-6220-4021	Social Security Tax	6,498	9,731	8,290	8,260	10,502
1000-6220-4022	Medicare	1,520	2,276	1,938	1,932	2,456
1000-6220-4023	Workers Comp	4,837	3,562	6,479	2,660	8,208
1000-6220-4041	Pension Non Uniform	-	84	658	379	756
1000-6220-4051	Hospitalization	1,437	1,762	1,686	2,539	2,420
1000-6220-4052	Vision Insurance	13	13	13	23	13
1000-6220-4053	Dental Insurance	83	83	86	78	86
1000-6220-4054	457 Contributions	-	84	658	379	756
1000-6220-4055	Disability Insurance	22	30	34	42	39
1000-6220-4057	Life Insurance	96	76	74	284	85
1000-6220-5004	Materials And Supplies	11,407	20,937	25,500	12,822	25,500
Materials and Supplies needed to operate all Early Childhood Programs including Preschool.						
1000-6220-5111	Professional Services	12,756	19,510	41,200	15,753	28,000
Preschool Dance Toddler Programs. Increase due to new programs and the return of KSMT						
1000-6220-5351	Employee Recruiting	163	631	300	35	300
Eagle Ads						
1000-6220-5354	Employee Training	-	-	500	-	2,000
Starting preschool in-service training as employee enhance and appreciation						
1000-6220-5362	Printing	-	-	750	56	750
Preschool brochures and advertisements						
1000-6220-5363	Advertising	-	-	-	30	-
		<b>Total</b>	<b>143,630</b>	<b>215,755</b>	<b>221,875</b>	<b>178,569</b>
						<b>252,155</b>

**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.

**2022 Accomplishments:**

1. Continued to successfully transition from COVID state protocols to a semblance of normalcy in the Kids Club, youth athletics and summer camp.
2. Set participation and revenue record in summer camps.
3. Maintained camps and Kids Club ration numbers through the “great resignation”.

**2023 Goals:**

1. Increase youth programs by 15 programs throughout the year.
2. Focused new programs on STEM and performing arts, work to bring back KSMT programs.

**2023 Budget Highlights:**

1. Broke out full-time employees to cost centers. .5% of Recreation Program Supervisor to this cost center.
2. Increase registration fees to compensate for unplanned increase in part-time staff salaries due to the labor shortage and competition.

<u>Staffing Levels</u>	2019	2020	2021	2022	2023
Full Time	0	0	0	0	.5
Part Time	45	45	45	45	0

## 2023 Annual Budget

## Park Youth Programs Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6230-4010	Salaries-Fulltime	19,747	19,018	30,126	16,861	35,662
1000-6230-4012	Salaries-Part Time	143,627	182,191	315,256	170,322	310,874
1000-6230-4015	Overtime	279	588	-	391	-
1000-6230-4021	Social Security Tax	10,090	12,461	21,414	11,592	21,463
1000-6230-4022	Medicare	2,360	2,914	5,008	2,711	5,020
1000-6230-4023	Workers Comp	11,552	9,223	16,736	6,871	16,775
1000-6230-4041	Pension Non Uniform	987	951	1,506	843	1,765
1000-6230-4051	Hospitalization	2,828	3,234	2,328	3,798	5,548
1000-6230-4052	Vision Insurance	20	21	13	30	13
1000-6230-4053	Dental Insurance	174	174	86	164	86
1000-6230-4054	457 Contributions	987	951	1,506	843	1,765
1000-6230-4055	Disability Insurance	40	50	78	45	92
1000-6230-4057	Life Insurance	133	114	170	192	199
1000-6230-5004	Materials And Supplies	13,942	25,756	35,000	23,036	35,000
All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming						
1000-6230-5111	Professional Services	13,984	29,879	47,000	34,193	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	-	-	450	-	450
1000-6230-5351	Employee Recruiting	630	518	-	1,846	-
1000-6230-5354	Employee Training	-	-	600	-	600
Camp and kids club staff training						
1000-6230-5357	Clothing	1,387	-	-	-	-
1000-6230-5362	Printing	8,353	73	350	-	350
Misc. printing for camp and kids club						
1000-6230-5363	Advertising	699	495	-	495	-
		Total	231,820	288,611	477,627	274,232
						482,662

**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, particularly pickleball, but also includes programs such as cultural, educational and self-defense programs.

**2022 Accomplishments:**

1. Continued significant growth in the CTPA Pickleball program.
2. Started adult basketball leagues.
3. Returned our adult dance program exceeding pre-COVID numbers.

**2023 Goals:**

1. Looking to transition the Group Fitness Program into a better business model and more session based with a goal of covering direct expenses only.
2. Construct and manage new pickleball courts, including an indoor component of a bubble over 5 to 6 courts.
3. Increase adult programs by 5 throughout the year.

**2023 Budget Highlights:**

1. Realignment of full-time employees to cost centers. .5% of Recreation Program Supervisor to this cost center.
2. Significant increase in pickleball revenue based on construction of new courts. Will also increase expense.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	0	0	0	0	.5
Part Time	12	12	12	12	12

## 2023 Annual Budget

## Park Adult Programs Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6240-4010	Salaries-Fulltime	9,216	8,690	22,150	9,478	24,370
1000-6240-4012	Salaries-Part Time	34,303	46,448	29,706	35,792	76,227
Increase due to new programs, pay increases and compensating group fitness						
1000-6240-4021	Social Security Tax	2,684	3,407	3,215	2,788	6,227
1000-6240-4022	Medicare	628	797	752	652	1,456
1000-6240-4023	Workers Comp	1,658	1,191	2,513	1,032	4,867
1000-6240-4041	Pension Non Uniform	461	457	1,108	550	1,208
1000-6240-4051	Hospitalization	-	409	4,992	1,251	5,281
1000-6240-4052	Vision Insurance	-	1	36	14	36
1000-6240-4053	Dental Insurance	-	-	286	-	286
1000-6240-4054	457 Contributions	461	457	1,108	550	1,208
1000-6240-4055	Disability Insurance	19	26	58	28	63
1000-6240-4057	Life Insurance	90	114	125	108	136
1000-6240-5004	Materials And Supplies	6,915	7,781	31,500	27,500	40,000
Materials and Supplies for Aerobics Program, Tennis, Pickleball other Adult Programs. Increase due to anticipated significant increase in Pickleball with expanded courts.						
1000-6240-5111	Professional Services	22,418	9,275	23,000	28,875	42,500
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	-	1,000
Increase due to transitioning fitness program and added programs from new programmers						
1000-6240-5354	Employee Training	-	-	1,500	-	1,500
1000-6240-5362	Printing	-	-	500	-	500
Promo for new programs created by Dave's new programmers						
		Total	78,852	79,054	123,549	108,618
						206,865



## 2023 Annual Budget

### Department: Parks & Recreation Family Programs

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

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

#### 2022 Accomplishments:

1. Opened a new dog park and opened Community Park to leashed dogs.
2. Significantly increased sponsorship revenue to offset costs of programs.
3. Realized significant growth in participation and revenue in Easter and Halloween programs.
4. Managed staff to reduce expenses associated with family programs.

#### 2023 Goals:

1. Continue to work with Communications to increase our sponsorship packages to offset expenses of programs.
2. Increase family programs by 2 and look to continue to grow current programs throughout the year.

#### 2023 Budget Highlights:

1. 300% increase in sponsorship funding.
2. Realignment of full-time employees to cost centers. Coordinated effort of several staff members.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	0	0	0	0	.5
Part Time	1	1	1	1	1

## 2023 Annual Budget

## Park Family Programs Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6250-4010	Salaries-Fulltime	26,334	26,865	38,182	22,102	37,595
1000-6250-4012	Salaries-Part Time	-	-	1,500	426	1,500
Increase due to new programs developed by Dave's new programmers						
1000-6250-4021	Social Security Tax	1,564	1,599	2,367	1,339	2,313
1000-6250-4022	Medicare	366	374	554	313	541
1000-6250-4023	Workers Comp	909	728	1,850	760	1,808
1000-6250-4041	Pension Non Uniform	1,317	1,343	1,909	1,105	1,866
1000-6250-4051	Hospitalization	4,621	4,725	8,405	4,110	9,258
1000-6250-4052	Vision Insurance	53	47	56	38	43
1000-6250-4053	Dental Insurance	447	420	597	303	478
1000-6250-4054	457 Contributions	1,317	1,343	1,909	1,105	1,866
1000-6250-4055	Disability Insurance	52	62	99	49	7
1000-6250-4057	Life Insurance	108	128	215	102	210
1000-6250-5004	Materials And Supplies	1,963	4,651	4,000	2,434	4,000
Supplies for revenue generating holiday themed events.						
1000-6250-5111	Professional Services	1,278	778	4,000	2,917	4,000
Payment for Christmas characters; Storytellers for Halloween and other seasonal characters.						
		Total	40,329	43,065	65,643	37,103
						65,485

**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.

**2022 Accomplishments:**

1. Increased classes in all key teen programs, including babysitting, tennis and summer camp.
2. Increase in teen-based volunteer programs, including senior projects and scouting projects. These include environmental interpretive signs, park sign improvement and park amenity projects.

**2023 Goals:**

1. Increase teen programs by 2 programs throughout the year.
2. Increase teen participation opportunities in basketball and deck hockey.



## 2023 Annual Budget

### Park Teen Programs Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6260-4012	Salaries-Part Time	-	-	6,250	-	5,500
Increase due to new programs						
1000-6260-4023	Workers Comp	5	-	-	-	-
1000-6260-5004	Materials And Supplies	824	192	2,500	1,028	1,500
1000-6260-5111	Professional Services	9,660	8,190	14,000	4,358	11,000
Largely teen summer tennis program. Increase due to growing tennis program						
	Total	10,489	8,382	22,750	5,385	18,000

**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.

**2022 Accomplishments:**

1. Operated as the primary communication hub for our Senior Center. Worked to coordinate and communicate the time adjustments and services through construction of the rear parking lot.
2. Coordinated with the Cranberry Senior providing resources to enhance their program.
3. Continued to experience significant increase in senior-age program participation through our extensive pickleball program.

**2023 Goals:**

1. Increase senior programs by two programs throughout the year.



## 2023 Annual Budget

### Park Senior Programs Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6270-5004	Materials And Supplies	51	-	200	12	200
1000-6270-5111	Professional Services	-	4,550	4,500	2,400	4,500
Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer						
	<b>Total</b>	<b>51</b>	<b>4,550</b>	<b>4,700</b>	<b>2,412</b>	<b>4,700</b>

**Department: Parks & Recreation Community Events**
**Description and Responsibilities:**

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

**2022 Accomplishments:**

1. Second year in a row, set record attendance numbers at Community Days.
2. Doubled the number of Concerts & Movies in the Park while introducing the ability to bring your leashed dog.
3. Significantly increased sponsorship revenue that enabled us to improve the quality of our special events and covering the cost associated.
4. Managed several national and regional functions in our parks, including a national disc and pickleball tournament and hosting the Butler Symphony that was accompanied by fireworks.

**2023 Goals:**

1. Continue to provide services to the community while always evaluating and improving the quality and management of personnel for all special events.
2. Develop and manage new sponsorship opportunities for our events and facilities.
3. Develop a new long-term agreement for Community Day carnival rides and start a new long term agreement for Community Day fireworks.

**2023 Budget Highlights:**

1. Budgeting a decrease in sponsorship funding as some of this is dedicated to CTCC.
2. Realignment of full-time employees to cost centers. 25% Facility, Field, & Special Event Supervisor.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	0	0	0	0	.25
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Park Community Events Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6280-4012	Salaries-Part Time	-	-	2,400	6,267	-
concert series; Comm Days staffing						
1000-6280-4021	Social Security Tax	-	-	-	388	-
1000-6280-4022	Medicare	-	-	-	91	-
1000-6280-4041	Pension Non Uniform	-	-	-	123	-
1000-6280-4054	457 Contributions	-	-	-	123	-
1000-6280-5004	Materials And Supplies	6,205	21,936	7,000	19,934	12,000
Community Days - Movies, Concert in the Park						
1000-6280-5111	Professional Services	2,975	11,729	35,000	32,230	35,000
Concerts in the Park - 5 week series, Community Days, Fireworks. Increase due to upgraded concerts based on increased sponsorships						
<b>Total</b>		<b>9,180</b>	<b>33,665</b>	<b>44,400</b>	<b>59,156</b>	<b>47,000</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.

**2022 Accomplishments:**

1. Successfully introduced leashed dogs into Community Park, which included all amphitheater events.
2. Managed Board turnover in 3 of our 4 Youth Athletic Associations.
3. Coordinated the plans for management of a new air dome for pickleball.
4. Successfully replaced the position of Field, Facility & Special Events Supervisor.

**2023 Goals:**

1. Continue to work to develop a new field use agreement with all associations and manage current agreements.
2. Using the new Field, Facility & Spec Event Supervisor, analyze youth association use of the fields for future use and scheduling.
3. Increase field rentals by 30% while managing field use.
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. Maintain consistent presence in the facility, fields and Special Events during evening and weekend hours.
6. Develop new agreement with CTPA.

**2023 Budget Highlights:**

1. 30% increase in field rentals, post COVID.
2. New agreements with youth athletic associations.
3. Realignment of full-time employees among cost centers. 25% P&R Director; 50% Facility, Field, & Special Event Supervisor.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	0	0	0.5	.5	.75
Part Time	1.5	1.5	1.5	1.5	1.5

## 2023 Annual Budget

## Park Facility Maintenance Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6290-4010	Salaries-Fulltime	37,328	40,269	38,724	29,235	36,532
1000-6290-4012	Salaries-Part Time	-	-	18,650	-	22,837
Positions to assist new full time position in athletic field support						
1000-6290-4021	Social Security Tax	2,287	2,446	3,529	1,763	680
1000-6290-4022	Medicare	535	572	825	412	860
1000-6290-4023	Workers Comp	1,984	1,548	2,759	1,133	2,877
1000-6290-4041	Pension Non Uniform	1,866	2,014	1,914	1,462	1,811
1000-6290-4051	Hospitalization	5,385	3,800	12,276	2,937	11,645
1000-6290-4052	Vision Insurance	64	40	58	37	45
1000-6290-4053	Dental Insurance	481	350	836	288	716
1000-6290-4054	457 Contributions	1,866	2,014	1,914	1,462	1,811
1000-6290-4055	Disability Insurance	76	63	100	37	94
1000-6290-4057	Life Insurance	156	130	216	78	204
1000-6290-5004	Materials And Supplies	1,383	1,809	5,000	3,059	3,000
Includes cell charges needed for ATM operation. Facility Coordinator supplies. Needed sign replacement and signage/supplies associated with disc golf/dog/nature trail						
1000-6290-5111	Professional Services	640	3,872	4,000	490	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	54,051	58,926	90,801	42,394
						87,112

**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.

**2022 Accomplishments:**

1. Managed the volunteer Canine Ambassador Program.
2. Assisted the Township in the transition of CADN.
3. Assisted the Township in managing other community groups, such as group fitness and several non profits.
4. Successfully managed the CAN's art shows and programs.

**2023 Goals:**

1. Manage the Township's annual CRANFEST without assistance of CADN.
2. Coordinate with Customer Service to increase discount ticket sales.
3. Assist the Township in developing a CADN succession plan.

**2023 Budget Highlights:**

1. Decrease in professional services based on amount of discount amusement park tickets sold.
2. Realignment of full-time employees to cost centers. 25% P&R Director: 25% Facility, Field & Special Event Supervisor.

Staffing Levels	2019	2020	2021	2022	2023
Full Time	0	0	0	0	.5
Part Time	0	0	0	0	0

## 2023 Annual Budget

## Park Special Program Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
1000-6295-4010	Salaries-Fulltime	10,763	12,076	22,721	8,206	23,575
1000-6295-4021	Social Security Tax	667	737	1,409	496	1,452
1000-6295-4022	Medicare	156	172	329	116	340
1000-6295-4023	Workers Comp	367	303	1,101	452	1,135
1000-6295-4041	Pension Non Uniform	538	604	1,136	410	1,171
1000-6295-4051	Hospitalization	1,796	991	5,838	1,447	5,823
1000-6295-4052	Vision Insurance	16	7	30	8	30
1000-6295-4053	Dental Insurance	104	52	358	75	358
1000-6295-4054	457 Contributions	538	604	1,136	410	1,171
1000-6295-4055	Disability Insurance	22	13	59	5	61
1000-6295-4057	Life Insurance	46	27	128	10	132
1000-6295-5004	Materials And Supplies	284	1,406	12,000	6,063	12,000
Amusement Park Ticket Sales						
1000-6295-5111	Professional Services	15,600	23,292	29,000	4,647	20,000
Cultural Diversity program in transition, guestimated new expenses while continuing to run some Diversity Programs. Inclusive of other Township initiatives						
	Total	30,897	40,283	75,245	22,345	67,248



# Special Revenue Funds



## 2023 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 two transportation districts (Eastern and Western 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.

## Tip East Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2110-8510-3410	Interest	67,077	2,080	2,000	4,308	4,000
	Interest earnings on investments.					
2110-8510-3531	Note Issue Cost	(64,812)	-	-	-	-
2110-8510-3540	State Grants	195,300	-	-	-	-
2110-8510-3855	Miscellaneous	-	-	-	120,063	708,000
2110-8510-3872	Contributions	172,710	78,560	56,898	58,943	346,047
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.					
	<b>Total</b>	<b>370,275</b>	<b>80,640</b>	<b>58,898</b>	<b>183,314</b>	<b>1,058,047</b>



## 2023 Annual Budget

### Tip East Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2110-8510-5111	Professional Services	-	15,000	-	22,500	-
2110-8510-5421	Interest Expense	129,584	-	-	-	-
2110-8510-6125	Infrastructure	192,309	826,477	1,082,950	303,651	850,000
	BCIB Debt Payment -\$832,950					
2110-8510-6181	Debt Escrow	238,759	125,000	-	828,814	1,528,308
	PIB Note and BCIB payments (MSA Thruway)					
	<b>Total</b>	<b>560,652</b>	<b>966,477</b>	<b>1,082,950</b>	<b>1,154,964</b>	<b>2,378,308</b>



## 2023 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 two transportation districts (Eastern and Western 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.



## 2023 Annual Budget

### Tip West Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2111-8520-3410	Interest	4,859	298	250	381	400
	Interest earned on investments.					
2111-8520-3540	State Grants	19,274	-	-	-	-
2111-8520-3872	Contributions	154,079	204,993	157,117	63,265	206,905
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
	<b>Total</b>	<b>178,212</b>	<b>205,291</b>	<b>157,367</b>	<b>63,646</b>	<b>207,305</b>



## 2023 Annual Budget

### Tip West Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2111-8520-5114	Engineering And Architect Sv	155,932	210,171	-	160,691	-
2111-8520-6125	Infrastructure	-	719,499	1,000,000	611,462	1,045,000
	Freedom Road Build II project - \$1,000,000 Progress/Route 19 Signal - \$45,000					
	Total	155,932	929,669	1,000,000	772,153	1,045,000



## 2023 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.



## 2023 Annual Budget

### Recreation Fees Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2112-8530-3410	Interest	7,540	548	500	9,650	5,000
	Interest earned on investments.					
2112-8530-3872	Contributions	551,085	476,141	231,281	110,474	161,376
	Fees paid by developments in lieu of recreational land dedication.					
	Total	558,625	476,689	231,781	120,124	166,376



## 2023 Annual Budget

### Recreation Fees Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2112-8530-5003	Prior Year Refund Of Revenue	-	-	-	1,186	-
2112-8530-5428	2012 Go Series	270,000	-	-	-	-
2112-8530-5436	2020 Bond Account	-	236,900	370,000	401,520	450,000
2112-8530-6204	Trasnfer To Gen Fund	100,000	-	-	-	-
	<b>Total</b>	<b>370,000</b>	<b>236,900</b>	<b>370,000</b>	<b>402,706</b>	<b>450,000</b>



## 2023 Annual Budget

### Fund Name: Developers Contribution

#### Fund Description:

This fund was established to hold developers' contributions for transportation projects throughout the Township.



## 2023 Annual Budget

### Developers Contribution Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2114-8540-3410	Interest	56,871	3,411	-	1,854	2,500
2114-8540-3540	State Grants	161,780	-	-	-	-
2114-8540-3855	Miscellaneous	-	125,000	-	-	-
2114-8540-3872	Contributions	503,394	136,221	-	43,875	250,975
2114-8540-3930	Proceeds Long Term Debt	5,000,000	-	-	-	-
	<b>Total</b>	<b>5,722,045</b>	<b>264,632</b>	<b>-</b>	<b>45,729</b>	<b>253,475</b>



## 2023 Annual Budget

### Developers Contribution Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2114-8540-5111	Professional Services	342,798	537,903	-	7,173	-
2114-8540-5421	Interest Expense	66,717	-	-	-	-
2114-8540-5446	Misc Expense	-	-	-	-	-
2114-8540-5447	Refunds	-	-	-	519,810	-
2114-8540-6111	Land	77,637	-	-	-	-
2114-8540-6125	Infrastructure	5,426,402	4,676,472	-	1,805,589	-
	Brandt Drive Round About					
	Total	5,913,554	5,214,376	-	2,332,572	-



## 2023 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.



## 2023 Annual Budget

### Storm Water Maintenance Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2115-8515-3410	Interest	121	3	-	149	200
2115-8515-3872	Contributions	-	-	-	3,447	-
	<b>Total</b>	<b>121</b>	<b>3</b>	<b>-</b>	<b>3,596</b>	<b>200</b>



## 2023 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.



## 2023 Annual Budget

### Liquid Fuels Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2310-8550-3410	Interest	3,993	300	250	2,347	3,500
	Interest earnings on investments.					
2310-8550-3553	Liquid Fuels	958,964	899,518	886,076	981,516	991,421
	Liquid fuels allocation (858,923) and turnback maintenance (5,880)					
2310-8550-3855	Miscellaneous	-	509	-	-	-
	Total	962,957	900,326	886,326	983,863	994,921



## 2023 Annual Budget

### Liquid Fuels Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget	
2310-8550-5366	Road Maintenance Supplies	1,207,888	817,014	870,000	866,595	990,000	
	Annual contracted road resurfacing projects. 2023						
	Total	1,207,888	817,014	870,000	866,595	990,000	



## 2023 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	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2410-6100-3011	Current Year Levy	416,934	423,147	446,764	427,713	451,295
	1 mill @ \$460,505 (98% collection)					
2410-6100-3012	Prior Year Levy	693	632	750	1,636	900
	Prior year taxes collected by the tax collector. (billed for/in 2022 but collected in 2023)					
2410-6100-3014	Delinquent Tax Claim	-	-	1,500	-	1,500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2410-6100-3015	Interim Taxes	108	4,439	3,500	11,375	4,500
	Interim tax billing for properties added to the tax duplicate after January 2023.					
2410-6100-3410	Interest	2,153	227	750	4,241	4,500
	Interest income on investments.					
2410-6100-3869	Reimb Library Payroll	389,560	456,281	-	460,906	-
	<b>Total</b>	<b>809,447</b>	<b>884,726</b>	<b>453,264</b>	<b>905,871</b>	<b>462,695</b>



## 2023 Annual Budget

### Library Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2410-6100-4010	Salaries-Fulltime	303,048	364,722	-	325,501	-
2410-6100-4012	Salaries-Part Time	70,612	73,717	-	64,999	-
2410-6100-4021	Social Security Tax	23,078	26,816	-	25,013	-
2410-6100-4022	Medicare	5,397	6,272	-	5,850	-
2410-6100-4050	Healthcare Stipend	-	-	-	14,735	-
2410-6100-4059	403B	9,962	10,513	-	10,003	-
2410-6100-5003	Prior Year Refund Of Revenue	-	540	-	155	-
2410-6100-5321	Electricity	22,532	23,104	20,000	17,152	22,000
2410-6100-5445	Contributions	404,003	413,245	433,264	288,843	440,695
May 2023 (146,898.33) August 2023 (146,898.33), November 2023 (146,898.33)						
	Total	838,632	918,930	453,264	752,251	462,695



## 2023 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.



## 2023 Annual Budget

### Fire Operations-Company And Brigade Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2420-4210-3011	Current Year Levy	581,616	590,281	623,236	596,652	629,557
	1.395 mills @ \$460,505 (98% collection)					
2420-4210-3012	Prior Year Levy	967	881	1,000	2,282	1,000
	Prior year real estate tax collected by the tax collector (billed in/for 2022 but collected in 2023)					
2420-4210-3014	Delinquent Tax Claim	-	-	500	-	500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2420-4210-3015	Interim Taxes	151	6,192	5,000	15,868	5,000
	Interim tax billing for properties added to tax duplicate after January 2023.					
2420-4210-3410	Interest	6,357	469	750	2,875	2,500
	Interest on investments.					
2420-4210-3643	False Alarm	-	1,800	1,000	825	1,500
2420-4210-3855	Miscellaneous	1,759	2,424	-	9,441	-
	Total	590,849	602,047	631,486	627,943	640,057

## Fire Operations-Company And Brigade Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2420-4210-4010	Salaries-Fulltime	50,476	56,839	70,324	122,975	108,516
2420-4210-4021	Social Security Tax	2,599	2,966	9,940	7,293	6,728
2420-4210-4022	Medicare	608	694	2,325	1,706	1,573
2420-4210-4023	Workers Comp	94	488	912	374	764
2420-4210-4024	Unemployment Comp	750	-	-	-	-
2420-4210-4041	Pension Non Uniform	2,524	2,842	3,516	6,149	5,426
2420-4210-4051	Hospitalization	21,618	22,083	31,807	37,057	24,530
2420-4210-4052	Vision Insurance	133	133	268	222	134
2420-4210-4053	Dental Insurance	1,159	1,428	2,388	1,338	1,194
2420-4210-4054	457 Contributions	2,524	2,842	3,516	6,149	5,426
2420-4210-4055	Disability Insurance	99	116	417	281	282
2420-4210-4057	Life Insurance	204	240	904	579	612
2420-4210-5001	Office Supplies	1,837	2,379	2,500	1,166	2,000
Office supplies for the Fire Company Administrator and CTVFC						
2420-4210-5003	Prior Year Refund Of Revenue	-	753	-	217	-
2420-4210-5004	Materials And Supplies	9,978	14,166	15,000	11,402	15,000
Supplies and equipment for two fire stations and the public safety training facility.						
2420-4210-5005	Cleaning Supplies	1,234	1,103	1,000	848	1,250
Cleaning supplies for two stations and the public safety training facility						
2420-4210-5007	Safety Supplies	-	4,810	7,000	4,699	9,000
Health and Wellness Program for the CTVFC						
2420-4210-5111	Professional Services	22,382	21,181	20,000	18,400	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	13,451	5,000	6,000	-	6,000
2420-4210-5121	Repair Maint Equipment	19,501	22,254	20,000	16,636	20,000
2420-4210-5122	Repair Maint Vehicles	30,135	28,063	30,000	16,973	30,000
Fleet maintenance and repairs for all Fire Company apparatus, including annual maintenance and testing.						

## 2023 Annual Budget

## Fire Operations-Company And Brigade Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2420-4210-5123	Repair Maint Facility Maint	23,470	36,267	25,000	42,303	25,000
	Maintenance for the two fire stations and the public safety training facility.					
2420-4210-5132	Janitorial Services	7,770	7,779	7,750	6,450	7,750
	Janitorial services for two fire stations and the public safety training facility.					
2420-4210-5134	Other Services/Fees	9,179	13,616	15,000	8,866	15,000
	Operating expenses not covered by specific expenditure items.					
2420-4210-5230	Information Tech Svcs	40,000	45,000	46,000	46,000	47,000
2420-4210-5312	Cell Phones	1,420	1,200	3,000	1,615	3,000
2420-4210-5321	Electricity	27,244	28,772	25,000	20,352	27,000
	Electric service for two fire stations and the public safety training facility.					
2420-4210-5322	Natural Gas	6,883	9,279	12,000	7,674	11,000
	Gas service for all facilities.					
2420-4210-5323	Water	2,610	3,231	3,000	2,284	3,000
	Water service for two fire stations and the public safety training facility.					
2420-4210-5324	Sewer	1,185	1,693	1,500	1,040	1,500
	Sewer service for two fire stations and the public safety training facility.					
2420-4210-5326	Storm Water Fee	647	569	1,000	629	1,000
2420-4210-5332	Equipment Leases	3,891	2,683	2,000	1,189	1,500
	Service and maintenance of copying machines at two fire stations and the public safety training facility.					
2420-4210-5341	Insurance Premiums	36,390	39,961	44,000	47,363	47,500
	Insurance for Fire Company.					
2420-4210-5351	Employee Recruiting	98,139	109,026	125,000	80,802	115,000
	Recruiting materials, member stipend and incentive programs.					
2420-4210-5353	Employee Meeting /Confer	10,952	14,830	15,000	13,562	17,000
	Annual awards dinner and meeting for the fire company.					
2420-4210-5354	Employee Training	18,287	13,139	30,000	27,465	30,000
	Training related expenses.					



## 2023 Annual Budget

### Fire Operations-Company And Brigade Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2420-4210-5356	Employee Dues/Members	1,709	1,425	1,500	1,787	1,500
2420-4210-5357	Clothing	12,799	12,110	15,000	11,543	15,000
	Fire Company uniforms.					
2420-4210-5364	Fuel	8,926	14,478	15,000	20,102	20,000
2420-4210-5371	Community Outreach	8,184	15,273	15,000	10,524	15,000
	Fire safety and education events throughout the year.					
	<b><i>Fire Operations-Company Total</i></b>	<b><i>500,991</i></b>	<b><i>560,710</i></b>	<b><i>629,567</i></b>	<b><i>606,012</i></b>	<b><i>662,185</i></b>
2420-4220-6212	Trans To Fire Capital	273,383	-	-	-	-
	<b><i>Fire Operations-Brigade Total</i></b>	<b><i>273,383</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
	<b>Total</b>	<b>774,374</b>	<b>560,710</b>	<b>629,567</b>	<b>606,012</b>	<b>662,185</b>



## 2023 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.



## 2023 Annual Budget

### Road Equipment Fund Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2610-6110-3011	Current Year Levy	354,396	359,676	371,420	363,558	375,000
	.85 mill @ \$460,505 (98% collection)					
2610-6110-3012	Prior Year Levy	589	537	600	1,390	750
	Prior year real estate tax collected by the tax collector.					
2610-6110-3014	Delinquent Tax Claim	-	-	2,000	-	-
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2610-6110-3015	Interim Taxes	92	3,773	2,000	9,669	3,500
	Interim tax billing for properties added to tax duplicate after January 2022.					
2610-6110-3410	Interest	7,310	631	750	13,591	14,000
	Interest earnings on investments.					
	Total	362,387	364,617	376,770	388,208	393,250



## 2023 Annual Budget

### Road Equipment Fund Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2610-6110-5003	Prior Year Refund Of Revenue	-	459	-	132	-
2610-6110-6121	Equipment	212,035	125,926	-	37,465	-
	Purchase of heavy road equipment.					
	Total	212,035	126,385	-	37,597	-



## 2023 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.



## 2023 Annual Budget

### Public Buildings Fund Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2620-6111-3011	Current Year Levy	416,934	423,147	446,764	427,713	435,000
	1 mill @ \$460,505 (98% collection)					
2620-6111-3012	Prior Year Levy	693	632	750	1,636	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	-	-	2,000	-	-
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
2620-6111-3015	Interim Taxes	108	4,439	2,000	11,375	3,500
	Interim tax billing for properties added to tax duplicate after January 2022.					
2620-6111-3410	Interest	2,907	268	500	6,191	6,500
	Interest earnings on investments.					
	Total	420,642	428,486	452,014	446,914	445,750



## 2023 Annual Budget

### Public Buildings Fund Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2620-6111-5003	Prior Year Refund Of Revenue	-	540	-	155	-
2620-6111-5414	Go Series 2010	245,000	245,000	245,000	-	-
Portion of principal and interest for 2010 bond issue.						
2620-6111-5436	2020 Bond Account	-	115,000	115,000	130,760	426,935
2620-6111-6203	Transfer To Enterprise Fnd	115,000	-	-	-	-
	<b>Total</b>	<b>360,000</b>	<b>360,540</b>	<b>360,000</b>	<b>130,915</b>	<b>426,935</b>



## 2023 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. The first installment was received in 2021 and a second installment was received in 2022. No further funds are anticipated. Funds must be obligated by 2024 and spent by 2026.



## 2023 Annual Budget

### American Rescue Plan Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2700-6580-3410	Interest	-	-	1,000	-	90,000
2700-6580-3510	Federal Grants	-	1,655,448	1,650,000	1,665,916	-
Second Allocation of American Rescue Plan Funding						
	Total	-	1,655,448	1,651,000	1,665,916	90,000



## 2023 Annual Budget

### American Rescue Plan Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
2700-6580-6125	Infrastructure	-	-	1,300,000	-	3,390,000
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>1,300,000</b>	<b>-</b>	<b>3,390,000</b>



# Capital Project Funds



## 2023 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.



## 2023 Annual Budget

### Fire Capital Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
3100-8570-3011	Current Year Levy	406,518	412,575	435,595	417,028	440,000
	.975 mill @ \$460,505 (98% collection)					
3100-8570-3012	Prior Year Levy	676	616	750	1,595	750
	Prior year real estate tax collected by the tax collector. (billed in/for 2022 but collected in 2023).					
3100-8570-3014	Delinquent Tax Claim	3,214	-	2,200	-	2,200
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
3100-8570-3015	Interim Taxes	105	4,328	2,500	11,091	2,500
	Interim tax billing for properties added to tax duplicate after January 2023					
3100-8570-3410	Interest	2,196	156	250	3,152	3,500
	Interest on investments.					
3100-8570-3928	Trans From Fire Pro	273,383	-	-	-	-
3100-8570-3930	Proceeds Long Term Debt	1,200,000	-	-	-	-
	Total	1,886,092	417,675	441,295	432,866	448,950



## 2023 Annual Budget

### Fire Capital Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
3100-8570-5003	Prior Year Refund Of Revenue	-	527	-	152	-
3100-8570-5407	2020 Promissory Note	79,468	129,135	119,202	99,334	119,201
3100-8570-5409	2015 Promissory Note	275,279	-	-	-	-
3100-8570-5412	Guar Rev Bond 2006	28,506	-	-	-	-
3100-8570-5414	Go Series 2010	50,000	50,000	-	-	-
3100-8570-5427	Go Series 2011	100,000	-	-	-	-
3100-8570-5429	2017B Go Series	168,963	171,363	168,663	168,663	170,963
3100-8570-5436	2020 Bond Account	-	100,000	100,000	111,820	100,000
3100-8570-6122	Fleet Replacement	1,252,456	-	65,000	46,284	-
	<b>Total</b>	<b>1,954,671</b>	<b>451,024</b>	<b>452,865</b>	<b>426,252</b>	<b>390,164</b>



## 2023 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.



## 2023 Annual Budget

### Capital Improvement Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
3400-6401-3410	Interest	67,118	12,606	2,500	28,121	15,000
	Interest on Investments					
3400-6401-3540	State Grants	-	3,700,890	-	747,673	-
3400-6401-3852	Sponsorship	-	191,023	-	260,000	-
3400-6401-3855	Miscellaneous	-	1,650,000	-	-	-
3400-6401-3921	Transfer From Gen Fund	-	4,000,000	4,000,000	-	5,390,000
	<b><i>Capital Revenue Total</i></b>	<b><i>67,118</i></b>	<b><i>9,554,519</i></b>	<b><i>4,002,500</i></b>	<b><i>1,035,794</i></b>	<b><i>5,405,000</i></b>
3400-6410-3420	Park And Recreation Rev	130,233	155,611	-	(581)	-
3400-6410-3850	Right Of Way	10,000	90,000	-	-	-
3400-6410-3852	Sponsorship	-	35,000	-	82,974	-
3400-6410-3950	Refund Of Prior Year Exp	-	386,445	-	-	-
	<b><i>Capital Parks Total</i></b>	<b><i>140,233</i></b>	<b><i>667,055</i></b>	<b><i>-</i></b>	<b><i>82,393</i></b>	<b><i>-</i></b>
3400-6420-3540	State Grants	475,964	(411,021)	-	-	-
3400-6420-3951	Reimbursement Of Expense	-	92,939	-	-	-
	<b><i>Capital Bldg &amp; Grounds Total</i></b>	<b><i>475,964</i></b>	<b><i>(318,082)</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
3400-6440-3951	Reimbursement Of Expense	-	-	-	-	1,525,000
	<b><i>Capital Storm Water Total</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>1,525,000</i></b>
	<b>Total</b>	<b>683,315</b>	<b>9,903,493</b>	<b>4,002,500</b>	<b>1,118,187</b>	<b>6,930,000</b>

## 2023 Annual Budget

## Capital Improvement Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
3400-6401-6203	Transfer To Enterprise Fnd	38,197	-	-	-	-
	<b><i>Capital Revenue Total</i></b>	<b><i>38,197</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
3400-6410-5004	Materials And Supplies	209	29,084	-	-	-
3400-6410-5111	Professional Services	(28,352)	24,680	-	54,870	-
3400-6410-5134	Other Services/Fees	8,900	297,115	-	-	-
3400-6410-6112	Land Improvements	562,610	415,595	1,600,000	189,447	1,648,240
	Pickleball - Missing links - gym floor and scoreboard in the municipal building, Toro 4500 mowers (2) Township Restrooms Update Yr 2 Community Park North, Phase 1 design only.					
3400-6410-6114	Building	-	-	-	14,105	-
3400-6410-6115	Building Improvements	-	-	-	448,727	-
3400-6410-6121	Equipment	-	-	-	360	-
3400-6410-6122	Fleet Replacement	-	45,064	-	-	-
	<b><i>Capital Parks Total</i></b>	<b><i>543,366</i></b>	<b><i>811,539</i></b>	<b><i>1,600,000</i></b>	<b><i>707,509</i></b>	<b><i>1,648,240</i></b>
3400-6420-5111	Professional Services	-	-	-	14,700	-
3400-6420-6112	Land Improvements	-	-	1,200,000	-	-
	Municipal Center Rear Parking Lot Customer Service Enhancements					
3400-6420-6115	Building Improvements	209,523	140	-	811,402	4,833,000
	Municipal Building Façade & Interior Renovations, Municipal Building Rear Canopy Construction Municipal Building Side Lot Construction Cranberry Highlands HVAC Replacement					
3400-6420-6123	Furniture And Fixtures	1,353	-	-	-	-
	<b><i>Capital Bldg &amp; Grounds Total</i></b>	<b><i>210,876</i></b>	<b><i>140</i></b>	<b><i>1,200,000</i></b>	<b><i>826,102</i></b>	<b><i>4,833,000</i></b>
3400-6430-5111	Professional Services	40,260	63,271	-	183,633	-
3400-6430-6114	Building	-	15,685	-	-	-

## 2023 Annual Budget

## Capital Improvement Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
3400-6430-6117	Paving	-	241,901	-	-	-
3400-6430-6121	Equipment	14,638	-	150,000	138,102	-
3400-6430-6122	Fleet Replacement	-	150,597	150,000	65,350	-
3400-6430-6123	Furniture And Fixtures	-	21,000	-	-	-
3400-6430-6125	Infrastructure	275,860	455,173	300,000	25,695	489,936
<b><i>Capital General Service Total</i></b>		<b><i>330,758</i></b>	<b><i>947,627</i></b>	<b><i>600,000</i></b>	<b><i>412,780</i></b>	<b><i>489,936</i></b>
3400-6440-5111	Professional Services	-	28,658	-	153,122	-
3400-6440-6118	Capital Projects	-	11,500	750,000	69,973	1,525,000
MS4 Improvements LaPorte-Greenwood Stormwater Project						
3400-6440-6125	Infrastructure	-	-	-	178,880	-
<b><i>Capital Storm Water Total</i></b>		<b><i>-</i></b>	<b><i>40,158</i></b>	<b><i>750,000</i></b>	<b><i>401,975</i></b>	<b><i>1,525,000</i></b>
<b>Total</b>		<b>1,123,196</b>	<b>1,799,464</b>	<b>4,150,000</b>	<b>2,348,366</b>	<b>8,496,176</b>



## 2023 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.



## 2023 Annual Budget

### 2017 Bond Fund Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
3810-6525-3410	Interest	3,312	-	-	-	-
3810-6525-3532	Bond Interest	(184,862)	-	-	-	-
	<i>2017 Bond Fund Total</i>	<i>(181,550)</i>	-	-	-	-
3810-6540-3924	Transfer From Sewer	514,862	-	-	-	-
	<i>General Construction Total</i>	<i>514,862</i>	-	-	-	-
	<b>Total</b>	<b>333,312</b>	-	-	-	-



## 2023 Annual Budget

### 2017 Bond Fund Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
3810-6540-6114	Building	609,584	-	-	-	-
3810-6540-6206	Transfer To Sewer	34,499	-	-	-	-
	<b>Total</b>	<b>644,083</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# Enterprise Funds



## 2023 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.



## 2023 Annual Budget

### Department: Sewer And Water Field Operations

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

Sewer and Water Field Operations operates and maintains the public water distribution and public sewer collection systems. Service responsibilities include the operation and maintenance of the Townships Advance Metering Infrastructure (AMI) including meter installs and meter readings. In addition, the staff responds to customer service-related requests.

#### **2022 Accomplishments:**

1. Maintained water distribution system preventative maintenance programs.
2. Implemented manhole preventative maintenance program.
3. Repaired and maintained water distribution and sewer collection system.

#### **2023 Goals:**

1. Support water distribution and sewer collection capital program projects.
2. Evaluate Best Practices for operating and maintaining water distribution and sewer collection systems.
3. Operate and maintain the water distribution and sewer collection systems within regulatory compliance.

#### **2023 Budget Highlights:**

1. Implement latest AMI/metering technology.
2. Maintain staffing levels.
3. Increase sewer collection system monitoring efforts.

Staffing Levels	2019	2020	2021	2022	2023
Full Time Staff	9	9	9	9	10
Part Time Staff	0	0	0	3	2



## 2023 Annual Budget

### Sewer And Water Field Operations Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6110-5401-3410	Interest	43,532	1,981	2,000	24,832	15,000
6110-5401-3425	Tower Leases	176,768	189,493	190,000	193,199	207,000
6110-5401-3647	Reimburse Salaries	880	-	-	-	-
6110-5401-3684	Charge For Services	7,000	6,000	7,000	7,500	7,000
6110-5401-3802	Meter Revenue	7,167,565	7,022,549	7,334,760	6,846,261	7,862,060
6110-5401-3803	Sale Of Meters	7,150	11,155	8,500	3,624	50,000
6110-5401-3804	Tap In Fees	896,345	809,059	500,000	275,349	300,000
6110-5401-3805	Application Fee	5,415	5,625	5,500	4,530	5,500
6110-5401-3806	Fire Lines	330,271	346,478	310,000	348,288	315,000
6110-5401-3809	Penalties	50,422	77,154	75,000	78,953	78,000
6110-5401-3855	Miscellaneous	15,667	13,444	17,000	14,208	14,000
6110-5401-3950	Refund Of Prior Year Exp	-	9,734	2,000	9,522	2,000
	Total	8,701,015	8,492,672	8,451,760	7,806,266	8,855,560

## 2023 Annual Budget

## Sewer And Water Field Operations Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
61105401	Water Revenue	(9,395)	-	-	5,546	-
61105411	Dsm Pipe Line Maint	174,104	283,655	209,646	174,691	738,972
61105412	Dsm Leak Check Program	39,821	45,286	103,696	37,623	-
61105413	Dsm Water Quality	34,971	71,334	58,101	41,396	321,012
61105414	Dsm Meter Testing	4,350	6,300	43,100	-	-
61105415	Dsm Pa One Call	57,550	64,690	74,182	56,453	5,116
61105416	Dsm Hydrant & Valve Maint	138,764	154,608	220,631	130,184	5,116
61105417	Dsm Flushing Program	34,258	36,738	45,851	36,388	-
61105421	Sr Meter Services/Construction	163,288	211,761	172,366	159,511	378,996
61105422	Sr Service Requests	12,089	-	-	-	162,872
61105424	Sr Water Tap	86,092	83,507	101,255	75,609	-
61105431	Pst Operations & Maint	211,557	226,177	226,067	150,483	450,565
61105443	Inspections	58,749	68,749	63,722	60,252	43,698
61105451	Ssa Vehicle Maint	94,368	89,684	112,582	80,463	94,789
61105452	Ssa Administration/Scada	1,174,621	749,915	850,572	630,490	879,538
61105453	Ssa Training	37,382	33,314	75,764	25,270	5,912
61105455	Ssa Information Tech / Gis	130,000	135,000	140,000	140,000	-
61105456	Ssa Facility Maintenance	83,908	120,350	124,724	116,796	91,383
61105458	Ssa Operations Engineering	72,247	109,500	170,112	88,966	100,449
61105461	Wbg Account Mangement	215,807	208,070	105,663	97,009	254,028
61105462	Wbg Meter Reading	1,215	6,573	4,300	2,497	-
61105463	Wbg Customer Sv	157,467	173,516	229,438	189,556	218,860
61105471	Wp Water Purchase	4,633,057	4,853,744	4,400,000	3,754,147	4,400,000
61105481	Debt Series 2011	133,824	-	-	-	-
61105492	Transfer To Gen Fund	33,088	150,000	150,000	-	200,000
61105495	Water Capital	89,815	116,251	800,000	241,621	1,790,000
	<b>Total</b>	<b>7,862,996</b>	<b>7,998,722</b>	<b>8,481,772</b>	<b>6,294,950</b>	<b>10,141,306</b>



## 2023 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 (WWTP) treats wastewater from Cranberry, and portions of Marshall and New Sewickley Townships. The primary purpose of the WWTP is to protect the Brush Creek watershed. The WWTP staff is responsible for maintaining and operating the public water storage tanks and pumping station. The Industrial Pretreatment Program regulates the quality of wastewater entering the collection system to protect the WWTP from pollutants that may impact the plants performance.

**2022 Accomplishments:**

1. Repaired and maintained process equipment for continuous plant operations.
2. Implemented revised EPA Industrial Pretreatment requirements.
3. Maintained NPDES compliance.

**2023 Goals:**

1. Support WWTP capital program projects.
2. Enforce revised EPA Industrial Pretreatment requirements.
3. Operate and maintain the WWTP within regulatory compliance.

**2023 Budget Highlights:**

1. Evaluate increased WWTP electrical and chemical costs.
2. Maintain staffing levels.
3. Implement the requirements of the revised NPDES permit when received.

Staffing Levels	2019	2020	2021	2022	2023
Full Time Staff	13	13	12	12	12
Part Time Staff	2	0	0	0	0



## 2023 Annual Budget

### Sewer Treatment Plant Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6210-5501-3210	Business Licenses And Permit	39,619	70,560	50,000	91,329	60,000
6210-5501-3315	Local Ordinance	-	1,000	-	-	-
6210-5501-3410	Interest	37,847	2,245	2,000	38,501	25,000
6210-5501-3530	Bond Revenue	144,013	-	-	-	-
6210-5501-3684	Charge For Services	-	-	-	17,520	-
6210-5501-3801	Prior Year Revenue Of Service	606,794	2,098	-	-	-
6210-5501-3802	Meter Revenue	8,963,084	8,982,386	9,322,095	8,815,250	10,049,043
6210-5501-3804	Tap In Fees	1,353,945	1,241,069	500,000	316,747	350,000
6210-5501-3805	Application Fee	5,450	5,620	5,000	4,625	5,000
6210-5501-3808	Ebill Auto Pay Credit	(42,518)	(48,999)	(43,000)	(50,718)	(47,000)
6210-5501-3809	Penalties	37,077	52,763	50,000	54,805	50,000
6210-5501-3810	Mtmsa Meter Rev	741,556	760,279	880,000	858,207	880,000
6210-5501-3811	Nstwp Meter Revenue	31,863	27,638	28,000	29,254	28,000
6210-5501-3855	Miscellaneous	8,679	636,919	7,500	5,951	5,500
6210-5501-3922	Transfer From Other Fund	644,083	-	-	-	-
6210-5501-3950	Refund Of Prior Year Exp	-	14,601	5,000	14,283	5,000
	<b>Total</b>	<b>12,571,493</b>	<b>11,748,178</b>	<b>10,806,595</b>	<b>10,195,754</b>	<b>11,410,543</b>

## 2023 Annual Budget

## Sewer Treatment Plant Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
62105501	Sewer Revenue	(14,101)	-	-	5,135	-
62105511	Tp Operations	1,412,441	1,343,355	1,463,559	1,387,086	1,039,729
62105512	Tp Maintenance	2,927,779	472,419	547,816	347,140	420,053
62105513	Tp Bio-Solids	530,356	596,995	614,442	597,873	710,111
62105514	Tp Odor	196,363	165,850	211,886	109,870	174,282
62105515	Tp Industrial Pretreatment	106,132	124,179	160,031	109,628	101,309
62105522	Csm Infiltration And Inflow	99,562	198,490	205,973	76,688	692,945
62105523	Csm Pa One Call	55,593	60,915	67,533	53,392	43,116
62105524	Csm Sewer Clog Odor	146,237	148,741	182,219	103,768	187,276
62105533	Inspections	60,389	63,623	84,973	53,224	87,394
62105551	Ssa Vehicle Mainteance	94,704	87,706	114,129	79,902	94,577
62105552	Ssa Administration	889,706	956,616	931,900	610,304	948,295
62105554	Ssa Facility Maintenance	84,081	117,625	122,076	117,148	91,382
62105555	Ssa Training	92,076	86,038	109,715	81,125	-
62105556	Ssa Information Tech	130,000	135,000	140,000	140,000	-
62105558	Ssa Operations Engineering	76,577	157,123	225,519	113,756	136,032
62105561	Sbg Account Management	178,055	188,608	254,661	204,368	458,079
62105562	Sbg Sewer Flow Meter Read	13,369	14,009	9,800	9,046	24,000
62105571	Ls Operations & Maintenance	179,089	201,264	242,241	172,502	1,028,716
62105581	Bond Interest	651,418	2,063,358	2,063,560	-	-
62105582	Principal Payment	621,294	2,933,471	2,933,475	5,598,788	4,971,626
62105592	Transfer To General Fund	150,000	150,000	150,000	-	200,000
62105595	Sewer Capital	248,873	616,113	2,000,000	394,018	1,260,000
	<b>Total</b>	<b>8,929,993</b>	<b>10,881,500</b>	<b>12,835,508</b>	<b>10,364,760</b>	<b>12,668,922</b>

**Fund Name: Solid Waste****Fund Description:**

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

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

The Municipal Solid Waste (MSW) Program is a comprehensive residential MSW program, collecting trash, recycling, and yard waste. The program is funded through rates and PA performance grants. The service is provided by a contracted hauling company. Cranberry owns and inventories the collection carts which are distributed and maintained by the contracted hauler.

**2022 Accomplishments:**

1. Held Household Hazardous Waste Collection Events at the Public Works Facility.
2. Maintained a high quality of service during the pandemic.
3. Enhanced working relationship with contractor to meet high service levels.

**2023 Goals:**

1. Maintain operations for meeting service level requirements.
2. Implement MSW cart replacement program.
3. Develop recycling education programs.

**2023 Budget Highlights:**

1. Maintain state grant applications for funding.
2. Increase MSW cart replacement program.
3. Evaluate MSW work order management systems.

Service Levels	2019	2020	2021	2022	2023
96 Gallon	21.57	23.17	23.97	25.17	25.17
64 Gallon	20.91	22.51	23.31	24.71	24.71
36 Gallon	19.39	20.99	21.79	22.99	22.99
Bag Service	17.52	19.12	19.62	20.62	20.62



## 2023 Annual Budget

### Solid Waste Operations Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6310-7010-3410	Interest	2,969	456	500	9,033	10,000
	Interest earnings on investments.					
6310-7010-3540	State Grants	-	98,144	107,000	112,660	107,000
	Performance Grant awarded by DEP.					
6310-7010-3671	Fees For Services	2,590,936	2,785,020	2,944,492	2,671,170	3,043,829
	Revenue from monthly payments from solid waste customers.					
6310-7010-3809	Penalties	12,155	17,069	17,500	18,009	18,000
	Penalty collections from customers who pay late.					
6310-7010-3855	Miscellaneous	43,180	50,676	40,000	42,727	42,000
	Sale of yard waste bags and trash stickers.					
	Total	2,649,239	2,951,365	3,109,492	2,853,599	3,220,829

## 2023 Annual Budget

## Solid Waste Operations Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6310-7010-4010	Salaries-Fulltime	138,862	155,955	130,606	103,326	100,000
6310-7010-4012	Salaries-Part Time	20,076	12,082	35,000	14,928	23,928
6310-7010-4015	Overtime	1,099	1,903	2,000	2,502	750
6310-7010-4021	Social Security Tax	9,401	10,133	9,319	7,242	10,306
6310-7010-4022	Medicare	2,199	2,370	2,180	1,694	2,410
6310-7010-4023	Workers Comp	1,362	1,025	648	266	831
6310-7010-4024	Unemployment Comp	1,085	-	-	-	-
6310-7010-4041	Pension Non Uniform	7,245	7,909	6,553	5,288	7,115
6310-7010-4051	Hospitalization	42,903	32,545	39,686	32,630	45,386
6310-7010-4052	Vision Insurance	319	241	241	234	262
6310-7010-4053	Dental Insurance	2,672	1,989	2,188	2,039	2,385
6310-7010-4054	457 Contributions	7,245	7,909	6,553	5,288	7,115
6310-7010-4055	Disability Insurance	303	292	341	225	370
6310-7010-4057	Life Insurance	639	613	722	474	786
6310-7010-5004	Materials And Supplies	2,876	7,671	13,500	1,850	5,000
	Purchase of yard waste bags and trash stickers.					
6310-7010-5111	Professional Services	2,311,939	2,462,410	2,467,250	1,917,183	25,000
	Monthly payments to Vogel for contracted trash service.					
6310-7010-5113	Management Consulting	-	-	10,000	-	-
	Consulting on solid waste contract matters.					
6310-7010-5121	Repair Maint Equipment	-	-	-	-	2,000
6310-7010-5122	Repair Maint Vehicles	-	-	-	-	2,000
6310-7010-5230	Information Tech Svcs	90,000	90,000	90,000	90,000	-
6310-7010-5354	Employee Training	-	999	2,000	1,078	-
	Conferences and workshops.					
6310-7010-5356	Employee Dues/Members	-	-	500	245	-

## 2023 Annual Budget

## Solid Waste Operations Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6310-7010-5361	Postage And Shipping	12,068	12,232	14,600	9,476	-
	Postage costs for mailing monthly solid waste service bills.					
6310-7010-5362	Printing	5,996	3,939	7,500	5,016	-
	Printing costs associated with solid waste program brochures and bills.					
6310-7010-5363	Advertising	-	-	2,500	68	-
6310-7010-5364	Fuel	-	-	-	104	2,000
6310-7010-6010	Equip Less Than 5,000	-	116,203	100,000	6,463	-
	Annual cart replacement \$60,000.					
6310-7010-6182	Depreciation	55,176	-	-	-	-
6310-7010-6183	Depreciation Expense New	2,768	3,947	-	-	-
	<b><i>Solid Waste Operations Total</i></b>	<b><i>2,716,232</i></b>	<b><i>2,932,367</i></b>	<b><i>2,943,887</i></b>	<b><i>2,207,621</i></b>	<b><i>237,644</i></b>
6310-7011-4010	Salaries-Fulltime	-	-	-	-	6,232
6310-7011-4021	Social Security Tax	-	-	-	-	386
6310-7011-4022	Medicare	-	-	-	-	90
6310-7011-4023	Workers Comp	-	-	-	-	196
6310-7011-4041	Pension Non Uniform	-	-	-	-	312
6310-7011-4051	Hospitalization	-	-	-	-	819
6310-7011-4052	Vision Insurance	-	-	-	-	13
6310-7011-4053	Dental Insurance	-	-	-	-	119
6310-7011-4054	457 Contributions	-	-	-	-	312
6310-7011-4055	Disability Insurance	-	-	-	-	16
6310-7011-4057	Life Insurance	-	-	-	-	35
6310-7011-5111	Professional Services	-	-	-	-	10,000
6310-7011-5121	Repair Maint Equipment	-	-	-	-	6,000
	<b><i>MW Compactor Total</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>24,530</i></b>
6310-7012-4010	Salaries-Fulltime	-	-	-	-	6,232
6310-7012-4021	Social Security Tax	-	-	-	-	386

## 2023 Annual Budget

## Solid Waste Operations Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6310-7012-4022	Medicare	-	-	-	-	90
6310-7012-4023	Workers Comp	-	-	-	-	196
6310-7012-4041	Pension Non Uniform	-	-	-	-	312
6310-7012-4051	Hospitalization	-	-	-	-	819
6310-7012-4052	Vision Insurance	-	-	-	-	13
6310-7012-4053	Dental Insurance	-	-	-	-	119
6310-7012-4054	457 Contributions	-	-	-	-	312
6310-7012-4055	Disability Insurance	-	-	-	-	16
6310-7012-4057	Life Insurance	-	-	-	-	35
6310-7012-5111	Professional Services	-	-	-	-	10,000
6310-7012-5121	Repair Maint Equipment	-	-	-	-	1,000
6310-7012-5370	Minor Equipment/Furniture	-	-	-	-	20,000
6310-7012-6010	Equip Less Than 5,000	-	-	-	-	70,000
<i><b>MW Carts Total</b></i>		-	-	-	-	<b>109,530</b>
6310-7052-4010	Salaries-Fulltime	-	-	-	-	35,061
6310-7052-4021	Social Security Tax	-	-	-	-	2,174
6310-7052-4022	Medicare	-	-	-	-	508
6310-7052-4023	Workers Comp	-	-	-	-	1,101
6310-7052-4041	Pension Non Uniform	-	-	-	-	1,753
6310-7052-4051	Hospitalization	-	-	-	-	5,949
6310-7052-4052	Vision Insurance	-	-	-	-	54
6310-7052-4053	Dental Insurance	-	-	-	-	478
6310-7052-4054	457 Contributions	-	-	-	-	1,753
6310-7052-4055	Disability Insurance	-	-	-	-	91
6310-7052-4057	Life Insurance	-	-	-	-	198
6310-7052-5353	Employee Meeting /Confer	-	-	-	-	1,000
6310-7052-5354	Employee Training	-	-	-	-	3,000

## 2023 Annual Budget

## Solid Waste Operations Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6310-7052-5356	Employee Dues/Members	-	-	-	-	1,000
6310-7052-5357	Clothing	-	-	-	-	1,000
	<b><i>MW Administration Total</i></b>	-	-	-	-	<b>55,120</b>
6310-7061-5230	Information Tech Svcs	-	-	-	-	92,000
6310-7061-5361	Postage And Shipping	-	-	-	-	16,000
6310-7061-5362	Printing	-	-	-	-	9,000
6310-7061-5363	Advertising	-	-	-	-	1,000
	<b><i>MW Operations Support Total</i></b>	-	-	-	-	<b>118,000</b>
6310-7071-4010	Salaries-Fulltime	-	-	-	-	6,232
6310-7071-4021	Social Security Tax	-	-	-	-	386
6310-7071-4022	Medicare	-	-	-	-	90
6310-7071-4023	Workers Comp	-	-	-	-	196
6310-7071-4041	Pension Non Uniform	-	-	-	-	312
6310-7071-4051	Hospitalization	-	-	-	-	819
6310-7071-4052	Vision Insurance	-	-	-	-	13
6310-7071-4053	Dental Insurance	-	-	-	-	119
6310-7071-4054	457 Contributions	-	-	-	-	312
6310-7071-4055	Disability Insurance	-	-	-	-	16
6310-7071-4057	Life Insurance	-	-	-	-	35
6310-7071-5111	Professional Services	-	-	-	-	2,600,000
6310-7071-5113	Management Consulting	-	-	-	-	35,000
	<b><i>MW Contracts Total</i></b>	-	-	-	-	<b>2,643,530</b>
	<b>Total</b>	<b>2,716,232</b>	<b>2,932,367</b>	<b>2,943,887</b>	<b>2,207,621</b>	<b>3,188,354</b>

Fund Name: SWIMMING POOL**Fund Description:**

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

Department: Pool
Description and Responsibilities:

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

2022 Accomplishments:

1. Set record attendance numbers and membership numbers.
2. Managed pool operations and maintained appropriate staffing numbers through a very difficult staffing year.
3. Developed and managed last minute lifeguard salary increases based on an ever changing market value.
4. Planned for replacement of sand play area.
5. Managed replacement of several amenity essentials, such as chairs and sunbrellas, that had fallen behind due to the impact of COVID.
6. Reintroduced use for the indoor party room from COVID closures generating significant increases in revenue.
7. Coordinated new pricing structure to accommodate increased salaries of part-time positions.

2023 Goals:

1. Replace the sand play area with new water park feature.
2. Reintroduce the asset management plan with regular replacement of the sunbrellas, chairs and kitchen equipment without need of capital.
3. Manage salary study, recommend increases for part time salaries, and implement increases to align with regional rates.
4. Continue to work to develop a stronger relationship with SV for indoor training and class time at their new aquatic center.
5. Manage new incentive program to encourage employees staying through the pool closing.
6. 25% increase in lessons/programs participation.

2023 Budget Highlights:

1. Increased fees to offset salary hikes, both in memberships and daily transactions.
2. Increased part-time wages for all non-lifeguard positions to fall in line with regional expectations.
3. Work with Communications to increase sponsorship revenue.

Staffing Levels	2019	2020	2021	2022	2023
Full Time Staff	.75	.75	0.5	.5	.5
Part Time Staff	0	0	0	0	0
Seasonal Staff	125	135	135	135	135

## 2023 Annual Budget

## Pool Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
<b>6410-6810-3410</b>	Interest	3,465	161	500	6,072	5,000
	Interest income on investments.					
<b>6410-6810-3422</b>	Rooms/Facility	2,666	16,450	16,500	24,589	23,500
	Deck Rentals, private rentals have been included in this amount					
<b>6410-6810-3685</b>	Memberships	130,768	289,587	250,000	292,729	287,000
<b>6410-6810-3691</b>	Admissions	75,702	251,666	250,000	263,637	255,000
<b>6410-6810-3855</b>	Miscellaneous	234	632	750	354	750
	Locker and Miscellaneous POS Revenue					
<b>6410-6810-3856</b>	Over/Short	2	(44)	-	(47)	-
<b>6410-6810-3921</b>	Transfer From Gen Fund	258,197	-	-	300,000	-
	Transfer from General Fund to cover debt service payment.					
	<b><i>Pool Operations Total</i></b>	<b><i>471,034</i></b>	<b><i>558,452</i></b>	<b><i>517,750</i></b>	<b><i>887,334</i></b>	<b><i>571,250</i></b>
<b>6410-6830-3681</b>	Program Fees/Lessons	1,304	8,030	7,500	13,656	10,000
	Revenue associated to concessions from party rentals					
<b>6410-6830-3692</b>	Concessions	54,285	126,269	134,000	139,208	134,000
	<b><i>Pool Concessions Total</i></b>	<b><i>55,589</i></b>	<b><i>134,299</i></b>	<b><i>141,500</i></b>	<b><i>152,865</i></b>	<b><i>144,000</i></b>
<b>6410-6840-3681</b>	Program Fees/Lessons	27,847	64,175	60,691	66,129	65,187
	<b><i>Pool Programs Total</i></b>	<b><i>27,847</i></b>	<b><i>64,175</i></b>	<b><i>60,691</i></b>	<b><i>66,129</i></b>	<b><i>65,187</i></b>
	<b>Total</b>	<b>554,470</b>	<b>756,926</b>	<b>719,941</b>	<b>1,106,328</b>	<b>780,437</b>

## 2023 Annual Budget

## Pool Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6410-6810-4010	Salaries-Fulltime	18,909	17,913	36,046	15,464	19,074
	program manager (25%)					
6410-6810-4012	Salaries-Part Time	208,249	207,411	230,000	270,655	290,000
	Operational Managers, Lifeguards and Guest Relations					
6410-6810-4015	Overtime	868	4,243	500	6,666	1,000
6410-6810-4021	Social Security Tax	13,984	14,168	16,185	18,098	19,163
6410-6810-4022	Medicare	3,271	3,313	3,785	4,233	4,482
6410-6810-4023	Workers Comp	10,140	8,097	14,000	5,748	16,719
6410-6810-4041	Pension Non Uniform	878	896	1,802	773	954
6410-6810-4051	Hospitalization	8,305	8,433	10,560	7,544	5,013
6410-6810-4052	Vision Insurance	65	65	67	59	34
6410-6810-4053	Dental Insurance	497	497	580	470	299
6410-6810-4054	457 Contributions	878	896	1,802	773	954
6410-6810-4055	Disability Insurance	89	107	93	96	50
6410-6810-4057	Life Insurance	184	221	203	197	108
6410-6810-5004	Materials And Supplies	8,476	10,768	20,000	5,730	12,000
	facility bathroom supplies, first aid, office supplies, membership cards, toner/ribbon, rescue tubes, front desk pos items.					
6410-6810-5123	Repair Maint Facility Maint	204	1,855	2,000	-	2,000
	misc. facility enhancements					
6410-6810-5230	Information Tech Svcs	35,000	35,000	35,000	35,000	35,000
6410-6810-5321	Electricity	19,170	19,915	35,000	16,829	35,000
6410-6810-5323	Water	19,697	19,680	20,000	12,611	17,500
6410-6810-5324	Sewer	6,733	8,406	5,000	10,765	9,500
6410-6810-5326	Storm Water Fee	2,688	-	-	-	-

## 2023 Annual Budget

## Pool Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6410-6810-5351	Employee Recruiting	3,554	2,734	5,000	6,405	5,000
	Drug Screening and Clearances for Waterpark Employees and advertising					
6410-6810-5357	Clothing	1,077	1,639	2,500	-	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	409	835	1,500	506	1,500
	signage, wp/swim lesson brochures, banners					
6410-6810-5363	Advertising	-	71	2,000	448	2,000
	newspaper ad, water bill insert, school flyers					
6410-6810-5370	Minor Equipment/Furniture	97	1,656	2,000	2,257	2,500
	First aid training supplies and misc. items					
6410-6810-6123	Furniture And Fixtures	1,390	147	11,000	666	10,000
	Sunbrellas replacement plan, chairs replacement plan, lifeguard chair upgrades, sound system....etc.					
6410-6810-6182	Depreciation	175,263	-	-	-	-
	<b>Pool Operations Total</b>	<b>540,075</b>	<b>368,967</b>	<b>456,723</b>	<b>421,993</b>	<b>492,450</b>
6410-6820-4012	Salaries-Part Time	6,178	12,727	25,000	5,582	15,000
6410-6820-4021	Social Security Tax	383	789	1,550	346	1,550
6410-6820-4022	Medicare	90	185	362	81	363
6410-6820-4023	Workers Comp	1,148	762	1,361	559	1,362
6410-6820-5004	Materials And Supplies	2,394	4,008	5,000	8,980	8,500
	Increase due to significant increase in supplies					
6410-6820-5005	Cleaning Supplies	-	-	-	45	-
6410-6820-5008	Chemicals	14,640	16,218	20,000	30,609	30,000
	Chlorine increased 3 times this past season. All chemicals are anticipated to increase					
6410-6820-5111	Professional Services	70,168	15,839	24,122	18,312	56,000
	This includes services needed to clean and prep the pool for summer start-up as well as winterizing at the end of season and gel coating slide. pestco, pool flowers, water testing, water pressure washing.					

## 2023 Annual Budget

## Pool Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6410-6820-5121	Repair Maint Equipment	4,837	14,746	12,000	3,270	12,000
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>99,838</b>	<b>65,273</b>	<b>89,395</b>	<b>67,783</b>	<b>124,775</b>
6410-6830-4012	Salaries-Part Time	31,588	36,901	45,000	38,483	45,000
Estimated hours with perfect weather - 15% weather impact						
6410-6830-4015	Overtime	-	510	-	1,219	1,000
6410-6830-4021	Social Security Tax	1,958	2,320	2,790	2,462	2,790
6410-6830-4022	Medicare	458	542	653	576	653
6410-6830-4023	Workers Comp	1,742	1,371	2,451	1,006	2,450
6410-6830-5004	Materials And Supplies	-	300	-	71	-
6410-6830-5111	Professional Services	1,377	2,340	3,000	3,297	3,500
Hood inspection and cleaning, fryer cleaning, fire and ansul inspections, towel service, food license, and steaming the floor.						
6410-6830-5121	Repair Maint Equipment	1,246	908	1,500	614	1,500
6410-6830-5354	Employee Training	-	300	1,500	173	1,500
Serve-safe training						
6410-6830-5368	Cost Of Goods	31,061	68,952	70,000	78,022	80,000
Food and cooking supplies. Increase due to anticipated continued increase						
6410-6830-6123	Furniture And Fixtures	189	-	5,000	-	5,000
Continued replacement of mature equipment and grease mats, plus adding equipment						
	<b>Pool Concessions Total</b>	<b>69,621</b>	<b>114,445</b>	<b>131,894</b>	<b>125,923</b>	<b>143,393</b>
6410-6840-4012	Salaries-Part Time	17,711	28,030	30,000	35,929	35,000
Wages based on averages associated to success of expected revenue.						
6410-6840-4021	Social Security Tax	1,098	1,738	1,860	2,228	1,906
6410-6840-4022	Medicare	257	406	435	521	507
6410-6840-4023	Workers Comp	765	747	1,634	671	1,906
6410-6840-5004	Materials And Supplies	-	(3,015)	4,000	2,886	2,500
6410-6840-5111	Professional Services	1,314	1,074	2,500	2,086	2,500

## 2023 Annual Budget

## Pool Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
	Misc. program instruction and scuba program instructor fees.					
6410-6840-5354	Employee Training	874	-	1,500	1,057	1,500
	CPO certification, pesticide applicator credits and misc. training and certificate.					
	<i>Pool Programs Total</i>	<i>22,020</i>	<i>28,980</i>	<i>41,929</i>	<i>45,377</i>	<i>45,819</i>
	<b>Total</b>	<b>731,553</b>	<b>577,665</b>	<b>719,941</b>	<b>661,076</b>	<b>806,437</b>



## 2023 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 as an Enterprise Fund and operates within the guidelines where fees and charges are set and managed to meet current operating expenses. Fees and charges include golf fees, retail sales (merchandise, food & beverage), golf instruction and banquet/meeting revenue.

2022 Accomplishments:

1. Continued growth of the overall operation, where all staff/departments work together as one team to provide the very best experience possible to our customers.
2. Maintained the course to recognized standards as one of the area's finest conditioned courses all while remaining within set budgetary guidelines.
3. Managed efficiently 35K + rounds despite an extremely slow start to season due to bad weather.
4. Returned to some semblance of normalcy with event operations following two years of COVID restrictions, which allowed for better results within the F & B operations.
5. Completed initial design phase for the master plan with golf course and clubhouse architects.

2023 Goals:

1. Implement the master plan as directed by Senior Management.
2. Evaluate and replace equipment to ensure efficiency and success.
3. Analyze and improve current operational procedures as needed to ensure greater efficiency and success. Restructure as necessary.

2023 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	2019	2020	2021	2022	2023
Full Time Staff	8	8	8	8	8
Part Time Staff	40	40	40	40	40
Seasonal Staff	40	40	40	40	0

## 2023 Annual Budget

## Golf Course Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6510-6301-3410	Interest	4,604	759	1,000	21,451	5,000
6510-6301-3701	Green Fees	1,288,268	1,339,263	1,300,000	1,374,367	1,400,000
6510-6301-3717	Merchant Service Revenue	21,830	40,601	17,100	-	20,000
6510-6301-3852	Sponsorship	14,640	26,100	10,000	11,945	18,000
6510-6301-3855	Miscellaneous	461	4,664	4,000	490	-
6510-6301-3856	Over/Short	30	122	-	(2,022)	-
6510-6301-3905	Gas Rights	265,289	594,442	-	818,817	-
6510-6301-3907	Cart Lease	(800)	-	-	-	-
6510-6301-3921	Transfer From Gen Fund	250,000	122,212	500,000	500,000	-
6510-6301-3950	Refund Of Prior Year Exp	60,325	97	-	-	-
6510-6311-3707	Handicapp Services	18,015	23,420	25,000	24,440	25,000
6510-6311-3718	Clear Balance Gift Card	6,082	(369)	-	(280)	-
6510-6313-3702	Carts	307,413	306,084	290,000	265,153	255,000
6510-6313-3852	Sponsorship	500	750	1,000	900	1,000
6510-6315-3704	Club Rentals	1,360	2,865	3,000	3,125	3,000
6510-6315-3705	Soft Goods	28,310	33,171	50,000	31,760	50,000
6510-6315-3706	Hard Goods	81,897	75,191	75,000	73,645	75,000
6510-6316-3681	Program Fees/Lessons	22,093	33,756	40,000	10,485	15,000
6510-6316-3682	Clinics/Programs	5,820	100	-	3,075	-
6510-6316-3855	Miscellaneous	695	199	-	802	-
6510-6331-3708	Food Sales Tax	55,633	78,696	75,000	88,091	85,640
6510-6331-3711	Alcohol Sales	172,662	217,139	200,000	233,254	215,000
6510-6332-3713	Menu Food	57	2,121	3,000	2,587	2,500
6510-6332-3714	Camp Cranberry Food	2,300	7,640	8,000	9,396	10,000
6510-6333-3422	Rooms/Facility	15,098	30,040	40,000	27,390	30,000
6510-6333-3710	Cartered Food Taxable	51,198	165,520	150,000	185,119	150,000



## 2023 Annual Budget

### Golf Course Revenue

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
6510-6333-3711	Alcohol Sales	5,521	49,435	65,000	42,646	35,000
6510-6333-3712	Catered Food Nontax	6,464	7,798	5,000	23,828	20,000
	<b>Total</b>	<b>2,685,764</b>	<b>3,161,815</b>	<b>2,862,100</b>	<b>3,750,464</b>	<b>2,415,140</b>

## 2023 Annual Budget

## Golf Course Expenses

GL Code	Description	2020 Actual	2021 Actual	2022 Adjusted Budget	2022 Year to Date	2023 Requested Budget
65106301	Golf Course Revenue	931	931	-	-	-
65106311	Go Golf Shop Services	192,450	194,039	119,577	156,994	125,600
65106312	Go Outside Services	54,221	79,520	72,668	79,218	75,706
65106313	Go Carts	62,363	69,471	62,493	62,881	57,826
65106314	Go Range	6,918	6,360	6,374	2,276	1,398
65106315	Go Merchandise	53,715	79,212	95,064	97,659	98,472
65106316	Go Lessons	26,188	32,560	40,015	10,615	39,494
65106331	Fb Grille	132,396	170,154	173,937	169,862	176,103
65106332	Fb Kitchen	10,810	8,299	12,309	7,886	8,129
65106333	Fb Banquet Facility	103,800	175,414	194,001	185,901	184,663
65106341	Facility Maintenance	59,784	67,220	65,500	82,158	83,500
65106342	Administration	201,091	220,928	265,331	242,815	279,701
65106344	Training	3,079	4,301	8,073	1,626	5,304
65106345	Infrastructure	18,782	8,919	12,000	5,713	12,000
65106346	Vechicle Mainteance	10,682	20,004	20,000	28,059	23,500
65106361	Tm Greens Maintenance	174,226	220,312	155,581	183,138	169,761
65106362	Tm Tees Maintenance	97,234	81,568	115,854	86,327	125,341
65106363	Tm Fairways Maintenance	123,001	125,956	152,665	127,084	162,517
65106364	Tm Rough Maintenance	112,058	131,876	199,652	132,359	205,129
65106365	Tm Bunker Maintenance	76,781	64,840	98,219	71,667	101,971
65106366	Tm Irrigation	49,835	46,222	54,368	63,546	49,181
65106381	Em Equipment Repair	88,290	157,063	148,047	127,290	149,604
65106391	Interest Payment	146,000	-	-	-	-
65106392	Principal Payment	150,000	236,900	236,900	280,240	280,240
65106395	Capital Expenses	51,879	162,872	53,472	80,875	-
	<b>Total</b>	<b>2,006,515</b>	<b>2,364,940</b>	<b>2,362,100</b>	<b>2,286,188</b>	<b>2,415,140</b>